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Financial Management

DEFENSE JOINT MILITARY PAY SYSTEM ACTIVE COMPONENT (DJMS-AC) FSO PROCEDURES

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This publication provides guidance and procedures for active duty military pay. It applies to the Financial Services Office (FSO) at each Air Force installation, including bases that have cut over to the Air Force Financial Services Center (AFFSC) for processing, and the AFFSC interactions with the FSOs.

SUMMARY OF CHANGES

This IC incorporates various changes provided by the various offices of primary responsibility (OPRs) as well as administrative changes needed to get the manual up to date. Examples include: Updating the reference to the local personnel offices, updating DFAS office symbols, reg references, updating the SAF/FM information, replacing the debt chapter as a result of an inquiry from the office of the AF Chief of Staff.

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Chapter 1

ORGANIZATIONS AND RESPONSIBILITIES

1.1. Description. The outline of the responsibilities of organizations and individuals involved in Defense Joint Military Pay System (DJMS) has changed due to consolidation. Detailed instructions for specific transactions are in applicable chapters. Whenever procedures, programs, or products do not support the requirements of the organization or member, notify the responsible office as shown in this chapter.

1.2. Financial Services Officer (FSO). The FSO, as the base-level administrator of DJMS, provides adequate pay service to the member by resolving pay problems and inquiries addressed by the member. Regardless of the source of pay-affecting input, that is, category I, II, III, IV, V (per **Chapter 2**), the FSO acts as mediator in obtaining information from outside sources so that the member's pay problem can be resolved without referring the member to another office.

1.2.1. Pay Record Accessibility (PRA). The FSO, Deputy, or a responsible supervisor is responsible for a semiannual audit of pay records of all personnel assigned to the financial management (FM) organization at the base.

1.2.1.1. Applicability. PRA control applies to accounts of:

1.2.1.1.1. FM Personnel with DJMS input capability.

1.2.1.1.2. Administrators for LeaveWeb and Defense Milpay Office (DMO).

1.2.1.1.3. A random sample of any military relatives of the two above, regardless of base assignment.

1.2.1.1.4. A random sample of other, locally assigned FM military personnel

1.2.1.2. Actions. The FSO, deputy, or a responsible supervisor (designated in writing) maintains AF Form 2070, JUMPS Pay Accessibility Roster (**Figure 1.1**), as specified below:

1.2.1.2.1. Remakes roster semiannually in May and November each year in original and one copy. Currently, the flagged records are included on the listing obtained from the OFFLINE reporting control system (see the OFFLINE users guide), every quarter. Ensure the listings are downloaded when produced and saved until required to perform the audit.

1.2.1.2.2. Adds new personnel to the roster as PRA is established. Submits an SC04 transaction with a 0 (zero) in PRA-INDICATOR to establish the PRA indicator. Deletes personnel departing permanent change of station (PCS), separating, or retiring, and no longer subject to PRA by not putting them on the next roster (do not delete from current roster). Submits an SC04 transaction with an asterisk (*) in PRA-INDICATOR to delete the PRA indicator.

1.2.1.2.3. Includes in column A of the roster, full name (last, first, middle) and SSN of each military member or employee of the activity subject to PRA. Military member or employee complete columns B, C, and D. Enter "None" in column C and "NA" in column D if not applicable.

1.2.1.3. Irregular Payments on PRA Accounts. Follow these rules:

1.2.1.3.1. Consider each irregular payment on its individual merit and circumstances.

1.2.1.3.2. Advise approving official if a member is receiving frequent irregular payments.

1.2.1.3.3. Do not condone offsetting partial payments.

1.2.1.3.4. Counsel member who receives more than three partial payments in a 6-month period.

1.2.1.3.5. Enter appropriate explanatory remark on supporting voucher.

1.2.1.4. Audit. The FSO, deputy, or a designated supervisor obtains the latest PRA listing produced by the Off-line Reporting Control System. For members not appearing on the Offline Reporting Control System list, request processing of an SC04 to establish the PRA indicator. Obtain a current copy of the Master Military Pay Account (MMPA) or review the computer screen of the MMPA for each individual on the PRA roster. Although all relatives of members or employees are entered on the roster, only members serviced by the local input station identifier (ISI) are subject to a PRA audit. In addition to the semiannual requirement, PRA audits are required any time a member, subject to PRA control, departs PCS, is relieved of duties, separates, or retires. Proceed with PRA audit as follows:

1.2.1.4.1. Review the Offline Reporting Control list or the member's current MMPA to see if there has been a $100 net change of combined mid-month, end-of-month, and carried forward amounts for current month compared to prior month, or a monthly leave increase of over 2.5 days, or any leave or indebtedness cancellation. Audit record as follows:

1.2.1.4.1.1. Obtain MMPA printout if necessary.

1.2.1.4.1.2. Examine the source documents supporting actions identified in 1 above and determine that transactions are correctly supported and processed.

1.2.1.4.2. If member does not have a $100 net change or a leave increase over 2.5 days, further audit is not required.

1.2.1.4.3. Show that all transactions have been processed properly by signing and dating the roster. Original signature is required on the AF Forms 2070 submitted to the Denver Federal Records Center (DFRC).

1.2.1.4.4. Send completed PRA roster to Customer Support at the end of the semiannual period for inclusion in the shipment of source documents to DFRC. The roster that is prepared in May is submitted with the quarterly document submission in July, and the roster that is prepared in November is submitted with January’s document submission. Keep duplicate copy per Air Force Records Disposition Schedule.

1.2.2. Organization of Military Pay Functional Area. FSO responsibility for DJMS processing is exercised within a military pay area. The organizational structure must allow for a controlled flow of documentation and processing, enhanced customer service, and security, by separation of duties and responsibilities. Examples of variations are: pay teams, responsible for all organizational function within each team, or special action sections. The FSO makes sure that under any organizational structure established, the controls, security, and responsibilities of the military pay section are not compromised.

1.3. FSO Servicing Policy.

1.3.1. Active duty Air Force members located on an installation with a host command FSO are serviced by the host active duty FSO, regardless of command affiliation. Reserve members of separate units collocated on an installation with an FSO are serviced by that FSO regardless of gaining command affiliation.

1.3.2. Air Force members assigned to a unit geographically separated from any FSO (a GSU) are serviced by the FSO that is nearest to the duty location of the member, where feasible. FSO servicing responsibility should be aligned so that the military population is supported for both personnel and pay service at the same location, whenever possible. For members serviced by active duty FSOs:

1.3.2.1. If GSU members receive personnel support from a collocated MPF, the nearest FSO furnishes pay support.

1.3.2.2. If GSU members do not receive collocated MPF support, the nearest FSO that has a collocated MPF furnishes support provided the distance is not significantly greater than the nearest MPF or FSO.

1.3.2.3. Where the distance from the collocated MPF/FSO is significantly greater than the nearest MPF or FSO, the nearest FSO furnishes pay service to the GSU.

1.3.3. Usually, FSOs nearest the installation service all units located on an installation separated from an FSO (GSUs) regardless of their command affiliation. The host GSU provides the liaison between the servicing FSO and other GSUs at the installation.

1.3.4. Servicing FSO for Newly Established Units. The parent major command of newly established units determines the servicing FSO for the unit based on the criteria contained in paragraph 1-3. The parent major command advises the gaining FSO and major command of the selected FSO by message. Provide an information copy of the message to the gaining major command/DPM, Headquarters Air Force Personnel Center (HQ AFPC/DPMYCO) and AFAFO as well as DFAS-JMPA/DE. The message includes unit designation, personnel accounting symbol (PAS) code, and the effective date of the action. The action is considered approved unless the gaining major command or AFAFO advises the parent major command of their disagreement.

1.3.5. Forwarding FSO Records, Source Documents, and Correspondence Between FSOs. Use the PAS directory (HAF-DPM(M)7104) to determine the gaining or losing FSO. Use AFDIR 37-135 to obtain the correct mailing address for FSOs.

1.3.6. Deviations. Obtain any deviations from the above policy in writing from AFAFO. Request waiver through losing major command to gaining major command. Gaining major command will forward concurrence or non-concurrence to AFAFO for their approval or disapproval. Indicate name and location of unit, number of accounts involved, proposed date of transfer, and rationale for requesting the waiver. Also, indicate location of servicing MPF.

1.4. Chief of Customer Service/Customer Support. Under the direction of the FSO or deputy, the chief of Customer Service/Customer Support assigns duties and responsibilities to the appropriate sub-unit within Customer Service/Customer Support. The chief of Customer Service/Customer Support also:

1.4.1. Supervises overall Customer Service/Customer Support operations.

1.4.2. Coordinates pay matters with GSUs and other base activities.

1.4.3. Coordinates and controls computer operations with DFAS-DE.

1.4.4. Schedules cutoffs for documents, computer updates, transmittals to DFAS-DE.

1.4.5. Supervises preparation and control of correspondence and maintenance of files.

1.4.6. Establishes controls to ensure pay-affecting documents are properly and accurately keyed into the computer for bases not cutover to the AFFSC. Once a base cuts over, processing is centralized at the AFFSC.

1.4.7. Establishes controls to ensure actions required on system generated products are promptly and accurately accomplished.

1.4.8. Ensures prompt delivery of DFAS Form 702, Leave and Earnings Statement; DFAS Form 703, Net Pay Advice; and TD Form W-2, Wage and Tax Statement.

1.4.9. Verifies that locally authorized casual, partial, and advance payments are supported by the proper authorizations.

1.4.10. Supervises preparation and reporting of payments and collections to DJMS-AC and DJMS-RC.

1.4.11. Makes sure all suppressions of regular pay are input for update.

1.4.12. Supervises control, maintenance, and processing of Customer Service/Customer Support documents.

1.4.13. Assigns and rotates responsibilities to make sure personnel are adequately trained and utilized.

1.4.14. Performs other duties delegated by the FSO.

1.4.15. Provides a roster (**Figure 1.2**) to quality examination (QE) referencing the requirements for certifying officers found in DoDFMR 7000.14R, Volume 5, Chapter 33, and AFMAN 65-116, V1, **Chapter 2**. Each FSO individual who acts as a certifying official on Customer Service/Customer Support pay affecting documents must have his or her name typed below the requirements and each must sign the blank line next to his or her name, both as an indication of having read and understood the requirements and to use as a signature check.

1.5. Customer Service. The individuals assigned to customer service work areas other than the function formerly known as military pay. However, for the purpose of this manual, only military pay-type functions will be addressed.

1.5.1. Work with customers, discussing entitlements, problems, and military pay concerns. Assist members with allotments, etc., including completion of the necessary documentation. Advise members concerning effective dates of the requested/required changes.

1.5.2. Ensure all documents requiring certification are properly certified before transferring for input.

1.5.3. Provide copies, upon request, of payroll products (i.e., LES, NPA, TD Forms W-2).

1.5.4. Provide retired pay/annuitant customer service.

1.5.5. Conduct in and out processing, to include deployment, ensuring supporting documents are completed and certified.

1.5.6. Work open/suspended questionable indebtedness listing. Dependency determinations, and provide debt notification/due process.

1.5.7. Work verifications, reconciliation's, and recertifications of entitlements as required

1.6. Customer Support. The area of customer support, for the purpose of this manual, is comprised of the former pay service and control, quality examination and processing functions. Therefore, under the guidance of the chief, customer service/customer support, the customer support area:

1.6.1. Receives, controls, and distributes correspondence, pay documents, leave documents, customer service/customer support products, outgoing mail, maintains suspense and permanent correspondence files, daily register of transactions (DROT), document transmittal listing (DTL), and source documents from which DJMS input was prepared, and the daily transaction record (DTR). Also keeps the suspense file of DD Forms 139, Pay Adjustment Authorization.

1.6.2. Packages and ships all substantiating documents to the Denver Federal Records Center (DFRC) quarterly (Records Center Handbook available on FTP site for reference).

1.6.3. Controls distribution of the DROT and data collection input listing to input sources to include processed transactions originated by others listing (UH099CA11), a copy of which is used by individuals doing travel computation.

1.6.4. Controls submission of documents by input source.

1.6.5. Receives, controls, maintains, and transfers accounts for all members.

1.6.6. Receives and screens copies of settled travel vouchers for appropriate entitlement adjustments (i.e., Hardship Duty Pay, Imminent Danger Pay, Family Separation Allowance).

1.6.7. Accomplishes input of all payment and collection actions, unless processing has been centralized at the AFFSC.

1.6.8. Receives category III pay-affecting substantiating documents from outside sources.

1.6.9. Reviews pay documents for accuracy and completeness and processes DJMS input transactions, unless processing has been centralized at the AFFSC.

1.6.10. Reviews and corrects rejected transactions.

1.6.11. Prepares disbursement and collection data for cash and appropriation accounting records.

1.6.12. Receives and processes leave accounting documents, processes corrections as needed, and includes in quarterly transmission to the Denver Federal Records Center (DFRC), unless processing has been centralized at the AFFSC in which case documents are submitted via EIM and retained electronically for 6 years 3 months.

1.6.13. Reviews all products and input against substantiating documents to ensure transaction accuracy and completeness.

1.6.14. Receives the DROT and DTR and controls the correction of rejects and verifies processing of transactions. Also reviews all automated products to ensure DFAS-DE update actions were accurate and complete.

1.6.15. Reconciles out-of-balance conditions resulting from payment/pay authorization, payment/merged accountability and fund reporting (MAFR), and detail payment/voucher total imbalances.

1.6.16. Reviews pay authorization printed on the DROT and pay authorization balance sheet to make sure the file was updated as intended.

1.6.17. Analyzes operations periodically to detect problems and make improvement. Included in this function is the requirement to conduct annual visits to all FSO input sources to ensure compliance with DJMS directives. Exceptions to this requirement are at the discretion of the FSO based on the performance of each input source. If performance is substandard, assistance and/or inspections should be provided monthly or more frequently until performance is at a satisfactory level. Visits should include, but are not limited to, the following:

1.6.17.1. Review of document preparation and control procedures; AF Form 220, Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS), AF For 594, Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination.

1.6.17.2. Ensure proper follow-up action is being taken for source documents in suspense which have not been acknowledged within 5 days by an entry on the DROT or data collection input list.

1.6.17.3. Ensure DD Form 577, Appointment/Termination Record – Authorized Signature, is maintained for each certifying officer appointed under DoDFMR, Volume 5, chapter 33.

1.6.18. Reviews, controls, or corrects any transactions rejected by DFAS-DE.

1.6.19. Controls management notices to make sure responsible individual takes corrective action.

1.6.20. Uses offline reporting system, as outlined in subsequent chapters, or at the discretion of the FSO.

1.6.21. Maintains a current copy of the certifying officials roster (see **Figure 1.2**), easily visible at each work station. Periodically compares signatures on documents to this list of personnel within the FSO who certify military pay documents. On a monthly basis, perform a review of a sample of documents certified within the FSO and processed in the prior month, comparing them to the list of certifying officials. The sample should consist of 5 percent of all documents certified within the FSO or 100 such documents, whichever is smaller. In addition to this review, the quality assurance manager at each base will review 100 such documents on a quarterly basis, as required by AFI 65-202, chapter 7, paragraph 7.4.1. Ensures sampling is accomplished prior to submission to the DFRC.

1.6.22. Accomplishes PRA audit as directed.

1.7. Member. Provides FSO information and documents required to support pay entitlements (basic allowance for housing (BAH), overseas housing allowance (OHA), etc.), delivery of pay products (net pay advices, leave and earnings statements, etc.), payments and allotments.

1.8. Other Government Agencies. Agencies of the United States Government advise DFAS-DE of debts of an Air Force member (i.e., Internal Revenue Service (IRS) tax levy, defaulted loan, etc.) and request offset in accordance with 5 U.S.C. 5514.

1.9. Air Force Personnel Center (AFPC). Furnishes DFAS-DE with DJMS data created as a byproduct of updating centralized military personnel records.

1.10. Other Military Services. Send DFAS-DE copies of voucher and money lists on which Air Force members were paid. Accounting control is mutually developed and agreed to by the Service concerned (**Chapter 77**). The parent Service central computer site receives copies of all paid vouchers. The disbursing Service balances payment and collection vouchers to Treasury reports.

1.11. Military Pay Operations. Whenever DJMS procedures or products do not support the requirements of the organization or member, notify DFAS-PMJCA/DE. Report problems by priority message and telephone as indicated below.

1.11.1. Message report formats:

1.11.1.1. Local operations:

Part I. Report number _____(include ADSN or input station identifier (ISI) as first four digits).

Part II. Manual reference governing product or procedure.

Part III. Narrative description of problem. Limit each message to one problem.

1.11.1.2. DFAS-DE operations:

Part I. Report number _____(include ADSN or ISI as first four digits).

Part II. Transaction identification.

Item 1. FORMAT-ID.

Item 2. Action indicator.

Item 3. Member's SSN.

Item 4. Name ID.

Item 5. Transmission/cycle number.

Item 6. Document reference number.

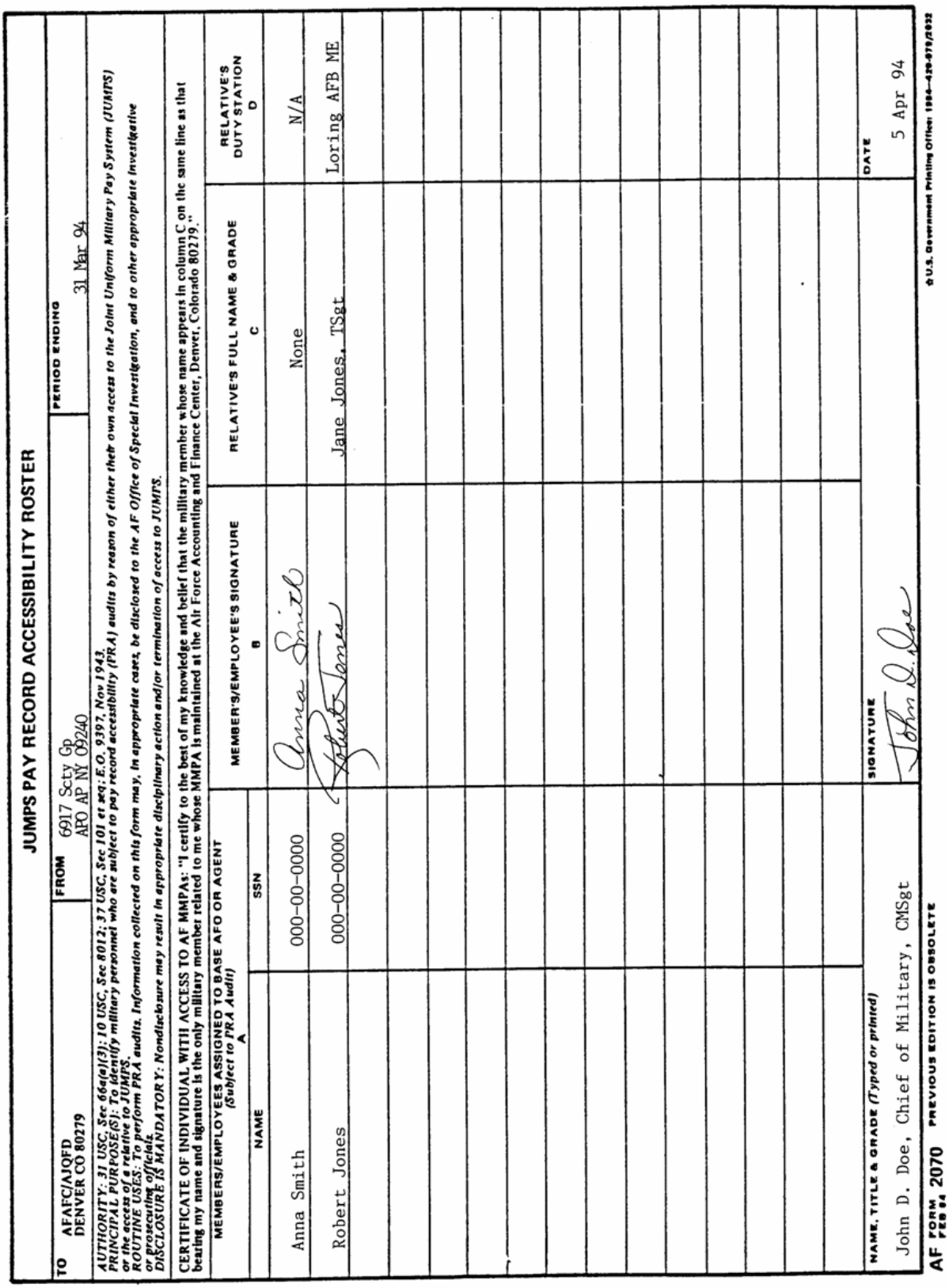
Item 7. DFAS-DE update number.

Part III. Narrative description of problem. Limit each message to one problem.

1.11.2. Priority Calls. If, in the judgment of the servicing FSO, the situation warrants, the FSO reports problem to the Directorate of Military Pay Field Liaison Office (DFAS-PMJCA/DE), DSN 926-4274. In those cases, problem is confirmed by a routine message in format listed above. Include a part IV that reads "This confirms our telephone report of _____."

1.11.3. See **Table 1.1** for help in determining who to contact when problems arise.

Figure 1.1. AF Form 2070, JUMPS Pay Accessibility Roster.



JUMPS PAY RECORD ACCESSIBILITY ROSTER

TO: AFAFC/AJQFD, DENVER CO 80279

FROM: 6917 Scty Gp, APO AP NY 09240

PERIOD ENDING: 31 Mar 94

AUTHORITY: 31 USC, Sec 66a(a)(3); 10 USC, Sec 8012; 37 USC, Sec 101 et seq; E.O. 9397, Nov 1943.
PRINCIPAL PURPOSE(S): To identify military personnel who are subject to pay record accessibility (PRA) audits by reason of either their own access to the Joint Uniform Military Pay System (JUMPS) or the access of a relative to JUMPS.
ROUTINE USES: To perform PRA audits. Information collected on this form may, in appropriate cases, be disclosed to the AF Office of Special Investigation, and to other appropriate investigative or prosecuting officials.
DISCLOSURE IS MANDATORY: Nondisclosure may result in appropriate disciplinary action and/or termination of access to JUMPS.

CERTIFICATE OF INDIVIDUAL WITH ACCESS TO AF MMPAs: "I certify to the best of my knowledge and belief that the military member whose name appears in column C on the same line as that bearing my name and signature is the only military member related to me whose MMPA is maintained at the Air Force Accounting and Finance Center, Denver, Colorado 80279."

MEMBERS/EMPLOYEES ASSIGNED TO BASE AFO OR AGENT (Subject to PRA Audit) A		MEMBER'S/EMPLOYEE'S SIGNATURE B	RELATIVE'S FULL NAME & GRADE C	RELATIVE'S DUTY STATION D
NAME	SSN			
Anna Smith	000-00-0000	Anna Smith	None	N/A
Robert Jones	000-00-0000	Robert Jones	Jane Jones, TSgt	Loring AFB ME

NAME, TITLE & GRADE (Typed or printed): John D. Doe, Chief of Military, CMSgt

SIGNATURE: John D. Doe

DATE: 5 Apr 94

AF FORM 2070 FEB 84 PREVIOUS EDITION IS OBSOLETE

☆U.S. Government Printing Office: 1984—420-079/2032

Figure 1.2. CERTIFYING OFFICIALS ROSTER.

I understand that by signing this roster, I am stating that I have read and fully understand:

a. The requirements of a certifying official as contained in DoDFMR 7000.14R, Volume 5, * Chapter 33, and AFMAN 65-116, Vol 1, **Chapter 2**.

b. That I am not authorized to provide certification on vouchers and documents specifically required by regulation or directive to be accomplished by the account holder, his or her deputy or agent or by a person outside the military pay functional area.

c. The provisions of DFAS-DE 7000.4-R and the Interim Guidance on Procedures for Administrative Control of Appropriations and Funds Made Available to the Department of the Air Force.

Name	Signature	Duty Title
John H. Doe	_____	_____
Julia D. Summers	_____	_____
Bruce Belfield	_____	_____

Table 1.1. Reporting Problems.

RULE	A	B	C
	If	**and**	**then**
1	FSO or Quality Examination system monitor has a known or suspected system or procedural problem	problem pertains to personal computer operations, systems, or teleprocessing malfunction	notify DISO-DE/SI system monitor at DSN: 926-7310. This number is manned 24 hours per day, 7 days per week unless notified otherwise. Priority messages may be used in case of telephone communication failure.
2		problem pertains to local operational or systems product differences, DFAS-DE update, or no computer operations	Notify DFAS-DE/FJ, DSN: 926-7351 or use message report format for local operations.
3		problem pertains to organization procedures, directive conflicts, or policy clarification issues.	Notify DFAS-DE/FJEP, DSN: 926-7145 or via ECCS.
4		wants to submit a suggested change to the system or product	See paragraph 1-11

Chapter 2

DEFENSE JOINT MILITARY PAY SYSTEM (DJMS)

2.1. Description. The Defense Joint Military Pay System (DJMS) used by the Army and the Air Force is covered by the acronym DJMS-AC. This chapter provides a general overview of DJMS-AC from the Defense Finance and Accounting Service - Denver (DFAS-DE) perspective.

2.2. Terms Explained:

2.2.1. MMPA. A Master Military Pay Account (MMPA) is maintained for every active duty Army and Air Force member including Air Force Academy Cadets. It contains all entitlement, deduction, allotment, collection, payments, status, leave and 12 months' history data. The MMPA is always in a projected end-of-current month and next month posture. There are two central files containing MMPAs - one at DFAS-DE for all Air Force members paid by DJMS and one at DFAS-IN for all Army members paid by DJMS-AC. The MMPA is subdivided into seven groups of major data.

2.2.1.1. The fixed data group contains data of a fixed size, in a fixed location within each member’s record, that is always present and used consistently during daily updates. Examples of fixed data are member’s name, SSN, grade, and basic pay entitlement.

2.2.1.2. Data in the other six groups are variable and present only when applicable to the member. These groups are comprised of allotments, futures, suspenses, entitlements, deductions and history entries.

2.2.2. Category of Input. Identifies the responsible office or area for input to DJMS. The five categories of input are:

2.2.2.1. Category I Transactions - generated as a by-product of updating the Advanced Personnel Data System (APDS).

2.2.2.2. Category II Transactions - originate with the Air Force Personnel Center (AFPC) and are submitted direct to DFAS-DE.

2.2.2.3. Category III Transactions - flow directly from the source to the Financial Service Office (FSO) for input to the centralized MMPA. These transactions do not update APDS.

2.2.2.4. Category IV Transactions - DFAS-DE computer-generated changes. These event-oriented changes are created (within the computer) by other inputs.

2.2.2.5. Category V Transactions - DFAS-DE operating directorate input based on information received from sources or by means outside the normal DJMS input channels.

2.2.3. Input Sources. There are eleven principle sources of input to the central site system. They are:

2.2.3.1. FSOs - Category III

2.2.3.2. AFPC - Category II

2.2.3.3. Army Finance Offices (FOs) - Category III

2.2.3.4. Military Personnel Flights (MPFs) - Category I

2.2.3.5. Army and Air Force Exchange Service (AAFES) - Category III

2.2.3.6. Joint Personal Property Shipping Office (JPPSO) - Category III

2.2.3.7. Defense Finance and Accounting Service - Denver Center's Directorate of Military Pay Operations (DFAS-DE/FJ) - Category V

2.2.3.8. Defense Finance and Accounting Service - Indianapolis Center's Military Pay Operations Directorate (DFAS-IN-J) - Category V

2.2.3.9. Other Service departments - Category V

2.2.3.10. DJMS/DJMS-AC system generated transactions - Category IV

2.2.3.11. Air Force Aid Society (AFAS) - Category III

2.2.4. FID. The format ID (FID) identifies the type of transaction being processed. FID 66, for example, denotes Interim Variable Housing Allowance (IVHA).

2.2.5. AI. The action indicator (AI) notifies the system of the action to be taken on the affected format. An AI of 01, for example, indicates a start. Therefore, a 6601 tells the system to start IVHA.

2.2.6. Summary Accounts File. The summary accounts file summarizes military pay activity data contained in each MMPA for the current month and next month. Like the MMPA, data in this file is also in a projected end-of-current month position. It contains certain details for each entitlement, number of members drawing that entitlement by grade, and other pay determining factors. This file also reflects how the pay is distributed. It provides the basis for most end-of-month reports and data needed to respond to many kinds of questions concerning entitlements. Whenever an item changes in the MMPA, a corresponding adjustment must occur in the summary accounts file so it is in balance with the MMPAs. To ensure this equalization between these two files after each update, MMPA control totals are compared to the detail summary account transactions. The summary accounts file is also used to prepare the monthly Summary of Military Pay Obligation (SOMPO) report sent to the appropriate military personnel fund managers. Personnel program planners and fund managers also use data from the summary accounts file.

2.2.7. Statistical File. The statistical file is updated as transactions are processed. This file summarizes statistical transaction data to provide the volume of activity processed during the month as well as the type, source, and any rejects that occurred. Input timeliness, that is, the lag between the effective date of the event and the date the transaction was processed at the appropriate central site processing center, is tracked as well. The statistical file identifies high volume items, high volume rejects, and where they come from, which enables DFAS to identify problem areas. This file is used as a guide for examination of the system and manuals to determine where correction, clarification, or refinement are needed.

2.2.8. Central Pay Authorizations. The central pay authorization files contain payroll information for members who are centrally paid by DFAS-DE and DFAS-IN. These files are used to produce central payrolls and must balance to the related amounts in the MMPAs. There are two types of pay authorizations.

2.2.8.1. First is the regular pay authorization, used to pay members at mid-month and/or end-of-month paydays. This authorization is generated each time an input transaction is processed that causes a member to be due more or less money for the month. If a member has elected to send his or her check to a financial organization, the authorization is maintained in the appropriate central pay authorization file used to generate electronic funds transfer to arrive at that organization on payday. If the member opts to receive a check, the pay authorization is maintained in the appropriate Local Pay Master File and a paper check is cut and mailed to arrive on payday.

2.2.8.2. The second type of pay authorization is the one-time pay authorization, used by the base-level FSO to make one-time payments, such as reenlistment bonus, continuation pay, or separation pay.

2.2.9. Feedback. There are several types of feedback from DJMS-AC. They include:

2.2.9.1. Routine Administrative Feedback. This type acknowledges input from personnel offices as well as FSOs and other input sources, rejected and local personnel input, and replies to certain inquiries that are sent directly to the input source. An error description accompanies each reject explaining what was wrong with the transaction. The input source must, of course, correct and resubmit the transaction as appropriate.

2.2.9.2. Daily Transaction Register. The Daily Transaction Register (DTR) is the second major feedback item generated by DJMS-AC. It is a comprehensive record of all transactions input into the system and transactions generated by the system as a result of processing certain transactions. See paragraph 2-8 for an explanation of the various sections of the DTR. A DTR is prepared for each FSO/FO servicing members whose MMPAs are affected by transactions processed. A DTR is also prepared for central site activities for their input. The DTR includes all input, including computer-generated transactions, processed in the update. It is then produced on microfiche for the FSO, FO, MPF, DFAS-DE, and DFAS-IN. Hard copy and on-line inquiry, through Report Management System (RMS), are available to certain central site activities. The DTR is a comprehensive record of transactions and a major reference tool. Its importance is highlighted by the fact that it provides:

2.2.9.2.1. acknowledgment of receipt of transactions,

2.2.9.2.2. control over rejected transactions,

2.2.9.2.3. notice of transactions internally generated by the system and input by other sources,

2.2.9.2.4. a status report which enables the FSO/FO to determine whether a member's MMPA was correctly updated or whether the transaction rejected or was deferred pending receipt of additional data,

2.2.9.2.5. suspense notices of additional actions required to process a transaction,

2.2.9.2.6. follow-up notices for suspense items, and

2.2.9.2.7. an auditable record for use by local operators and auditors.

2.2.9.3. Leave and Earnings Statement. The Leave and Earnings Statement (LES) is produced monthly for each member. After end-of-month cutoff, before the MMPA is restructured to the next month's position, LES data is extracted and formatted. This statement contains an itemized account of all pay and leave items contained in the MMPA and an explanation of all changes occurring during the month. LES data is maintained on the database for 12 months. An inquiry system allows the user to view this information and research questions regarding the member's MMPA. (For more information on the LES, see **Chapter 7**).

2.2.10. By-Others Transaction. Transaction input by the MPF, AFPC, DFAS-DE, or other FSO's which affect a member's MMPA. Transaction processing details are transmitted to the servicing FSO (PCN UH099CA11) after each DFAS-DE update.

2.2.11. Payments and Collections. DFAS-DE records and summarizes entitlements and disbursements for military pay on DD Form 117, Military Pay Distribution Voucher, and sends summary data monthly to the Air Force military pay fund manager for use in obligating funds. Local FSOs pay from or collect into a clearing account. Separate clearing accounts are provided for officer and enlisted personnel.

2.2.11.1. Regular Payments. Members elect whether they want to be paid by check or have DFAS-DE send their checks to their banks. They also elect to be paid once or twice a month.

2.2.11.1.1. Check Payments. Paychecks are printed at DFAS-DE. The money list is in straight SSN sequence officer and enlisted intermixed and is maintained at DFAS-DE. Regular mid-month (MM), end-of-month (EOM) and monthly payments are based on pay authorizations generated by DJMS processing. Payment is made from either the officer or enlisted clearing account.

2.2.11.1.2. Central Payments. DFAS-DE makes regular MM and EOM payments to the bank designated by member and updates member's MMPA. DFAS Form 703, DFAS Military Net Pay Advice, is forwarded at MM to each member who participates in the Direct Deposit program.

2.2.11.2. Special Payments. Partial and casual payments are authorized on the basis of data in the MMPA and LES history prints, and are paid locally by the FSO. Advance payments are authorized per DoDFMR, Volume 7A, chapter 32, and are paid by the FSO. These payments are reported to DFAS-DE daily.

2.2.11.3. One-Time Payments. Selective reenlistment bonus (SRB), continuation pay, separation pay, and other one-time payments are made locally by the FSO based on pay authorizations received from DFAS-DE. They are due and payable on date projected action is complete; for example, SRB would be due on date member reenlists. Payment data is reported to DFAS-DE immediately after payment.

2.2.11.4. Cross-Disbursing Payments. Air Force FSOs may make irregular payments to members of other Services and disbursing officers of other Services may make irregular payments to Air Force members. Report these payments to the member's Service per **Chapter 77**.

2.2.11.5. Collections. Local FSOs make collections for indebtedness, temporary lodging allowance (TLA) overpayments and canceled and undeliverable checks. The FSO reports collections, together with necessary identifying information, to DFAS daily. See **Chapter 69** through **72** for procedures.

2.2.11.6. Underpayment or Overpayment Vouchers of $10 or Less. The cost to process over or underpayment vouchers of $10 or less exceeds the amount to be collected or disbursed. Do not prepare vouchers for over or underpayments of $10 or less. Per DoDFMR Vol 5, chapter 11, paragraph 110208, if a disbursement to a payee is overpaid by $10 or less, there is no requirement to collect the overpayment. Similarly, if a disbursement to a payee is underpaid by $10 or less, do not issue a supplemental payment unless specifically requested by the payee.

2.2.12. Edits. DJMS category III input is subjected to edits to make sure only acceptable and valid data are used to update the MMPA. Incorrect or invalid data is rejected from the system.

2.2.12.1. Supplied Codes. If immediate recording is essential and an invalid or missing code is not critical to DFAS-DE processing, the system supplies an arbitrary valid code to make processing possible. In most cases the supplied code will be correct. (For example, if the code for sex of the member is missing or invalid, the system supplies the code for male and continues to process the transaction.) The supplied code is identified by an error code and is printed on the reject list (UH499CA46) and on the DTR. Personnel at base level review all supplied codes and either verify that they are correct or submit input transactions to change any erroneous ones.

2.2.12.2. Rejects. Data which fails initial edits must be corrected before additional data can be entered. Some errors found in the minimal edits of input transactions make it impossible to access the MMPA (for example, invalid name or SSN); when this happens, the transaction is assigned appropriate error codes and rejected to the input source. In most transactions one error causes the entire transaction to reject; however, if the MMPA can be accessed, all errors (up to a maximum of six) are identified before DFAS-DE rejects a transaction to the input source. Base personnel research all errors, determine action required and, when applicable, correct and resubmit the transaction.

2.3. Controls. DJMS-AC was designed with as much an eye toward internal control as to service. Without these controls, the possibilities for fraud are endless. The Federal Managers' Financial Integrity Act (FMFIA) of 1982, the Auditors General of the Air Force and the Army, and the Comptroller General of the United States require safeguards be in place to provide the most accurate and timely pay service to the members while maintaining fiscal responsibility on behalf of the Government. To this end, controls in place include, but are not limited to:

2.3.1. Source Documents. Hard copy source documents are mailed to the Denver Federal Records Center (DFRC) on a quarterly basis, by the 15th of the month following the end of the quarter along with the Daily Transaction Listing (DTL) reflecting the date they were submitted. Bases that have cutover to the AFFSC for processing only submit those documents that do not require processing to the MMPA (i.e., AF 2070 for PRA) because the source documents processed at the AFFSC are maintained electronically in EIM and hardcopy submission of those documents is no longer required. Base-level retention requirement, for documents scanned and sent to the AFFSC, is 90 days which allows time to ensure the scanned documents

were legible when received by the Center. These supporting documents, as well as the payment vouchers with amounts actually paid, are kept available for audit, quality examination reviews and claims settlements.

2.3.2. Pay Record Accessibility (PRA) Audit. Individuals who have access to military pay records are subject to PRA audit. These audits are required on a semi-annual basis and help ensure that this access to MMPAs is not misused. (For more information on PRA audit, see **Chapter 1** and **Chapter 6**.)

2.3.3. Quality examination is required at base-level and at central site. This review provides a variety of controls, from minimizing collusion to reducing rejects. In addition, the quality examination function can alert the FSO to trends or problems developing locally.

2.4. Documentation. DJMS processing at base level involves the preparation of Category I and III source documents by units, activities outside the FSO, subject matter areas (SMAs) within the FSO, and MPFs. The FSO or MPF processes these documents.

2.4.1. Supporting documents. All entitlements and deductions on behalf of the US Government require signed and certified documents completely explaining each action taken. Transactions not affecting pay and allowances, but required to maintain a member's pay account, must also be documented. All documents must be prepared in ink or by typewriter. Do not use lead pencil. The original voucher must not be a carbon impression. Where copies of original documents are specified as DJMS supporting documents, they must be legible carbon or non-deteriorating reproduced (bond type) copies.

2.4.1.1. All corrections will be done in pen and ink and initialed by the individual making the correction. Draw only one line through the incorrect entry. Do not obliterate the entry being corrected. Never use whiteout ink or correction tape since these methods are not permanent.

2.4.1.2. FSO is responsible for the accuracy and validity of all information transmitted to DFAS-DE for use in updating MMPAs. Source documents containing questionable information or facts which do not justify creation of a DJMS transaction are rejected. FSOs may use their own judgment about the evidence.

2.4.1.3. Signature requirements. When military pay procedures require that a member sign documents to support payment of pay and allowances, the member must personally sign the documents. If the member is unable to sign:

2.4.1.3.1. Enter an X mark, in parenthesis, between the member's given name (or names) and surname. It must be witnessed by one disinterested person whose signature and address are entered immediately after the member's name.

2.4.1.3.2. If physically unable to sign by mark, the member may authorize another person to sign. This must be done in the presence of the member and another witness. Certificates are executed by the person who wrote the signature and by the witness. These must state that the signature was made at the request of and in the presence of the member and a witness.

2.4.1.3.3. Any circumstances not covered by the above should be referred to AFAFO for guidance.

2.4.1.4. Power of Attorney (POA). An FSO can release pay information to a dependent or an attorney-in-fact if the member has provided a POA to the dependent or attorney-in-fact that authorizes such disclosure, or if the member has otherwise given notarized written consent to the FSO authorizing disclosure of pay information to the dependent. As long as the FSO has the member's notarized written consent to the release of information, the requirements of the Privacy Act are satisfied (AFI 33-332, Privacy Act Program).

2.4.1.4.1. All POAs and written consents must contain clear and unambiguous language describing the powers given to the holder of the POA or written consent.

2.4.1.4.2. A member may designate, by POA only, that another person pick up his/her Treasury check.

2.4.1.4.3. DJMS source documents, and claims for pay and allowances, can only be made by the member and will not be accepted if signed by an attorney-in-fact using a POA. Use of a General Power of Attorney is not acceptable in these types of pay matters. The special POA, however, can be completed in the remarks block of the General POA. If the General POA is used, only what is written in the remarks block is valid. DoDFMR 7000.14-R, Volume 5 requires that when an individual authorizes another individual to pick up checks on his or her behalf, the POA authorizing such must be prepared on a Special Power of Attorney or by an Attorney at Law. Accordingly, if the special POA is prepared on the General POA and will be used to authorize another individual to pick up checks on the member's behalf, it must be prepared by an attorney at law.

2.4.1.4.4. An exception to the policy in **subparagraph 2.4.1.4.3** above is that a Special POA may be used to establish, change, or stop an allotment. The Special POA must specifically state the effective date of the Special POA, to include the termination date (i.e., if not used by X date, POA expires). If a new allotment is established, all of the current requirements to start an allotment must be met (see **Chapter 57** for allotment start requirements). A General POA is not acceptable to establish, change, or stop an allotment.

2.4.2. Source Documents. DJMS requires source documents for all transactions to support changes to the MMPA. **Figure 2.1** contains general requirements applicable to military pay orders.

2.4.2.1. Types:

2.4.2.1.1. Regular Source Documents. Authorize and support changes in entitlement and deductions on the MMPA. The various chapters describe the preparation of supporting documents to be used for each specific DJMS entitlement, deduction, and miscellaneous MMPA data input. Payment and collection vouchers submitted to DFAS-RSAB/DE support the DJMS payment and collection input.

2.4.2.1.2. Miscellaneous Source Documents. Authorize changes to the MMPA which do not involve entitlements and deductions, such as payment options.

2.4.2.1.3. Military Leave Documents. Used only in the leave accounting system. Instructions on the use of military leave documents are in **Chapter 44**.

2.4.2.1.4. Telegram and Telephone. When the servicing FSO is at a different location from the unit, DJMS data may be received by telegram or telephone. Message should cite document number, name, and SSN of member, effective date and description of change, and any other data necessary to support the change in a member's pay. A confirming certified source document with the same number must be submitted immediately. On receipt of confirming source document, verify data on document with that in message and attach copy of message to confirming source document. Messages must also be numbered sequentially for control of receipt.

2.4.2.1.5. Facsimile (FAX) receipt of source documents. Members not physically located within close proximity of their servicing FSO may FAX certain source documents to the servicing FSO for processing changes to their pay accounts. These documents will be submitted to DFAS-DE with the FSO's regular quarterly submission (Records Center Handbook available on FTP site for reference) of source documents.

2.4.2.1.5.1. Authority to accept, via FAX from members, is limited to source documents necessary to support:

2.4.2.1.5.1.1. Address changes;

2.4.2.1.5.1.2. Financial organization account changes;

2.4.2.1.5.1.3. Allotment starts, stops, or changes;

2.4.2.1.5.1.4. Leave requests; and

2.4.2.1.5.1.5. Withholding changes (TD Forms W-4).

2.4.2.1.5.2. Source documents supporting any pay-affecting transactions may be accepted via FAX, with review and signature of either the member's commander or the comptroller/ budget officer at the member's duty location. Examples include, but are not limited to:

2.4.2.1.5.2.1. AF Form 220

2.4.2.1.5.2.2. AF Form 594

2.4.2.1.5.2.3. DD Form 2367

2.4.2.2. Forms Used. DJMS input transactions are documented on forms suited for the transaction and keyed into the computer. These are:

2.4.2.2.1. AF Form 988, Leave Request/Authorization.

2.4.2.2.2. DD Form 2558, Authorization to Start, Stop, or Change an Allotment.

2.4.2.2.3. DD Form 2559, Savings Bond Allotment Authorization/Active Duty or Retired Pay.

2.4.2.2.4. SBD-2104, Authorization for purchase and request for change United States Series EE Savings Bonds.

2.4.2.2.5. Various source documents prescribed in this volume.

2.4.2.3. Number of Copies:

2.4.2.3.1. Initiated in FSO. Prepare original and one copy. (***Note:*** SBD-2104 is available in only one original copy front and back. The is the DFAS-DE copy, not an FSO retained copy.)

2.4.2.3.2. Units or Base Activities. FSO receives original and one copy of source documents originated by units or base activities other than the FSO. (***Exception:*** FSO receives only original of SBD-2104 source document. This is the DFAS-DE copy, not a copy to be retained by the FSO.)

2.4.2.3.3. Leave Transactions. See **Chapter 44**.

2.4.2.4. Filing of Source Documents. Each source of input keeps a suspense copy of every source document. Keep this copy in suspense until acknowledged by an entry on the daily register of transactions (DROT), or JUMPS Data Collection Document Transmittal List (DTL), (UH099CAO3). Each input source ensures there is a properly certified document in suspense for each transaction appearing on the DROT or DTL. Notify the FSO of any transaction appearing on the DROT or DTL for which you do not have proper documentation. Follow up to determine processing status of any source documents in suspense which have not been acknowledged within 5 workdays by an entry on the DROT or DTL. Attach suspense source documents to the applicable DROT or DTL and keep per Air Force Records Disposition Schedule.

2.4.3. Certifications. Certification establishes that the facts stated in supporting documents are correct. A certifying officer attests from personal knowledge of the facts acquired in performance of duty.

2.4.3.1. Pay-Affecting Documents. Chief, Customer Service, will be primary certifying official, with authority to delegate the certification responsibilities to subordinates as appropriate to accommodate local circumstances. Certification is required on original document only. When an MPO consists of more then one page, sign each original page.

2.4.3.2. Certification as True Copies. An FSO cannot certify any documents as true copies unless they pertain to his or her own personal account.

2.4.3.3. Signature Cards. DD Form 577, Appointment/Termination Record – Authorized Signature, or appointment letters are maintained at each input source for each certifying officer appointed under DoDFMR, Volume 5, chapter 33; also see DoDFMR Volume 5, for certification of documents within the FSO.

2.4.4. Input Source Codes. Two alphanumeric characters assigned to each activity authorized to prepare and submit DJMS documentation. This code identifies source of input to the system and prints on the DROT or DTL. The input source code should be annotated in the upper right hand corner of the AF Form 1373, MPO Document Control Log - Transmittal (**Figure 2.4**), transmittal number block and in the upper right hand corner of each source document transmitted. FSO retains AF Form 1373 per Air Force Records Disposition Schedule. (See **Figure 2.2** for FSO source input table.)

2.4.5. Processing Documentation, which originated outside the FSO, within Customer Support. Customer Support receives two copies of category III documents, except leave forms and MPF-originated AF Forms 2098, Duty Status Change, on AF Form 1373 (**Figure 2.4**). Number the AF Forms 1373 sequentially by the input source. Renumbering of AF Forms 1373 at the beginning of fiscal years is based on FSO discretion. FSO retains AF Form 1373 per Air Force Records Disposition Schedule. Document flow within the FSO is:

2.4.5.1. Within the FSO. Sends originated category III documents to Customer Support for processing.

2.4.5.2. Processing Unit. Prepares DJMS-AC input by encoding the data into the computer. Transcribes transaction numbers assigned by JUMPS Data Collection (JDC), or Defense Military Pay Office (DMO), to source documents. Sends documents for review.

2.4.5.3. Review:

2.4.5.3.1. Obtains Quality Assurance Batch Print (UH099CA46) and verifies data input to the computer against source document. Verifies transactions against source documents. Corrects or deletes transactions as necessary.

2.4.5.3.2. Returns documents found to be incomplete or incorrect to input source. Uses AF Form 48, Source Document Reject Control Slip, to control rejected source documents. Other locally developed forms may be used instead of AF Form 48, or reject card in **2.4.5.3.3** below.

2.4.5.3.3. Prepares optional FSO document reject card concurrently with rejection of source documents to input source. Deletes transactions, input to DJMS-AC, that relate to the rejected source documents. Rejected document transactions appear, and are controlled on, the DROT.

2.4.5.3.4. Returns source documents to processing for preparation of DJMS-AC update.

2.4.5.4. Control Area within Customer Support.

2.4.5.4.1. Attaches original source document to original DTL (UH099CAO3). Places documents in same sequence as shown on the left-hand side of the DTL and holds for quarterly submission to the Defense Federal Records Center (DFRC). Keeping documents in input source sequence through processing helps in aligning to the appropriate DTL.

2.4.5.4.2. Keeps duplicate copy of source documents with the duplicate copy of the DTL. To avoid unnecessary reproduction, it is not necessary to make copies of source documents, that may be kept in other areas, solely for the purpose of filing them with the duplicate copy of the DTL (for example, travel vouchers). However, these documents must be available within the FSO for research or to help recreate the quarterly document submission package if that becomes necessary.

2.4.5.4.3. Maintains Copy of Disbursement and Collection Vouchers. This fulfills both MAFR and DJMS documentation requirements.

2.4.5.4.4. Maintains Copies of all DJMS Generated Reports. With the exception of the DTL and one-time pay authorizations, all reports may be maintained on a hard drive or floppy disk. Reports that require action will be printed first for the purpose of research. Information can later be added to the disk to show action taken. All reports, either paper or disk, are maintained in accordance with Air Force Records Disposition Schedule.

2.4.6. Submission of Source Documents to the DFRC.

2.4.6.1. Submit source documents on a DFAS-DE processing month basis (original unless otherwise specified in other chapters) to the DFRC by the 15th of the month following the end of the quarter (Records Center Handbook available on FTP site for reference).

2.4.6.1.1. Documents Supporting DTL Entries. Send source documents supporting every entry on the DTL for the current day's processing cycle number.

2.4.6.1.2. Rejected and Recycled Advance Transactions.

2.4.6.1.2.1. If a transaction recycled and rejected to the input source, use the original document attached to the DTL. This document must be pulled and lined-off the original DTL and reprocessed, if required, with a new transaction number. Delete the prior transaction number on the document. If original document has been submitted to DFAS-DE, use a copy of the FSO retained copy as the supporting document. Annotate the document with the new transaction number, retain original cycle and transaction number as a reference to the original document.

2.4.6.1.2.2. If a transaction rejected to DFAS-DE and set up a Case Management System (CMS)case, do not pull the document or line it off the DTL. Instead, submit the document as if it had processed, annotating the DTL accordingly. Advise DFAS-JM/DE (the office working the CMS case) of the DTL transmission and cycle number and date.

2.4.6.1.2.3. If a transaction cannot be input at your location (i.e., member in `V' status, etc.) and you request that DFAS-JM/DE do the necessary processing, include the source document with your next document submission to DFAS-DE, manually entering the document on the next DTL as if you were the input source. Include the transmission and cycle numbers and the date from this DTL in your request to DFAS-DE, whether ECCS or hardcopy correspondence. DFAS-JM/DE will not process the transaction without this information. Instead, they will send you a message advising that the transaction cannot be processed until you provide the required information.

2.4.6.2. How to Submit. Use AF Form 1209, Document Transmittal (JUMPS) (**Figure 2.5**) to transmit DTLs with attached supporting documents for each processing month's business to the DFRC. Submit AF Form 2070 (**Figure 2.3**), with documents when required. (See **paragraph 1.2**).

2.4.6.2.1. Preparation. Prepare AF Form 1209 in triplicate. Complete all heading blocks. Using the document data section show:

2.4.6.2.1.1. Each cycle and transmission number. Identify transmission numbers which were used for mid month (MM) or end of month (EOM) payrolls.

2.4.6.2.1.2. Total cycles must be in DTL and cycle sequence. All cycle numbers must be annotated on AF Form 1209 in numerical and alpha sequence. (See **Figure 2.5**).

2.4.6.2.1.3. Number of box or package containing the documents.

2.4.6.2.1.4. Total number of transactions requiring source documents.

2.4.6.2.1.5. Total number of boxes of packages.

2.4.6.2.1.6. Certification at bottom of section: I certify that the above cycles were transmitted to DFAS-DE and are supported by required source documents in this shipment for the month of (month) (year) - DSN #.

2.4.6.2.1.7. Annotation that AF Form 2070 is attached for applicable month's submissions.

2.4.6.2.2. Signature. FSO, chief of Military Pay, chief of Pay Service and Control or designated representative signs AF Form 1209.

2.4.6.2.3. Packaging. Package DTLs with documents attached by date. Place original AF Form 2070 (when required) and original and copy of AF Form 1209 in package #1 of supporting documents. When sending original vouchers or DJMS source documents, ensure all supporting documentation is affixed with staples. Records must be contained in file folders or accordion pocket folders. File folders cannot be more than 1 inch thick. Do not use shipping cartons that exceed 15" long, 12" wide and 10" deep (dimensions of Federal Supply Service item 8115-290- 3379) to send documents to the DFRC. BOX NUMBER - Box Number, month/calendar year of documents; CONTENTS - Cycle(s) of documents. Identify cycle range (versus individual cycles). Ensure DFAS-DE 1021 reflects the order the boxes are packed in. It is critical the DFAS-DE 1021 is accurate as it is used to research DJMS substantiating document requests. Only use black marker to prepare box. Record the following information on the front of the box: accession number – accession number provided by DFAS-IN (upper left-hand corner), agency box number (applicable box number i.e., box 1 of 2, upper right-hand corner). Do not include any additional information on the front of the box. Do not tape or write over the accession number or agency box number as the DFRC will not accept it that way. Do not forward boxes without an accession number. Accession numbers are only valid for 90 days so it is imperative boxes are forwarded to DFRC ASAP after receipt of accession number. Contact DFAS-IN Records Manager if you encounter a problem forwarding boxes to DFRC within the 90 day period. Prior to sealing boxes ensure contents of each box are facing the "front" of the box. Boxes should be at least ¾ full, if possible. Crumpled paper, computer paper (no printed information), brown wrapping paper, cardboard, etc., should be used as filler. Do not use plastic bubble wrap or anything that could be mistaken for records as filler. Box 1 should contain a copy of the SF 135 and applicable detail list on top of the folders or in the front of the first folder. Include processing month and year for which submitted, ADSN/ISI, serial number of package

(for example, "1 of 3") and DJMS Supporting Documents on each package. Keep duplicate AF Form 1209 per Air Force Records Disposition Schedule. Source documents must be fastened to the appropriate DTL securely enough to withstand handling during shipping. Paper clips or rubber bands, whichever are most practical, should be used. Do not use staples to fasten documents.

2.4.6.2.4. Address. National Archives-Rocky Mountain Region, Bldg 48, Denver Federal Records Center (DFRC), P.O. Box 25307, Denver CO 80225.

2.4.6.2.5. Mailing. White 'storage' boxes are not shipping boxes. It is advisable to pursue shipping methods other than registered mail when using 'storage' boxes since sending registered is costly and destroys the 'storage box'. If registered mail is used, the boxes must be packaged so that markings, tape, labels and/or stamps do not compromise the box. The DFRC will not rebox files when the 'storage box' is compromised. All records received, that are not in compliance will be returned at the expense of the originating office. By the 15th of the month following the end of the quarter (Jan – Mar, Apr – Jun, Jul – Sep, Oct - Dec), submit SF 135 and applicable detail list to DFAS-IN Records Management, DFAS-JBDM/IN. Retain a copy of all SF 135s and detail lists submitted. Upon receipt of the SF 135 copy with the accession number, replace the copy awaiting an accession number. SF 135 retention is six (6) years after cutoff, i.e., end of year applicable records were destroyed. Bases that have not cut over to AFFSC are still required to send documents to DFRC quarterly. Bases that have cutover do not submit hardcopy documents (other than those which do not require DJMS processing) because EIM is the document repository for all source documents that substantiate DJMS processing. Select one of the following methods for submitting SF 135 and applicable detail list:

2.4.6.2.5.1. Email **irene.lewis@dfas.mil** or **dale.wentling@dfas.mil** ***Note:*** Email attachments must be sent in PDF format.

2.4.6.2.5.2. Fax Commercial 317-510-1120, DSN 699-1120

2.4.6.2.5.3. Mail DFAS-JBDM/IN
8899 E 56th St
Indianapolis IN 46249-6540

2.4.6.2.6. Corrected Documents. Use original and copy of AF Form 1209 to submit documents that correct previously submitted source documents that have not rejected. If packaged in white 'storage' box, see mailing instructions in **2.4.6.2.5** above. Forward these submissions as generated and identify them to the original DTL for filing. Send by registered mail to the DFRC.

2.4.6.2.7. Request for Source Documents. Copies of DJMS MMPA histories are available online from 1982 to current. LESs are available from October 1992 to current. Reference **Chapters 5** and **7** of this manual for further information on access to these documents. All other requests for hard copies of source documents and MMPA histories or LESs prior to above dates should be sent to DFAS-IN. All requests to retrieve records must be in writing and submitted via fax, email at

CIN-RECMgt@dfas.mil, or mailed as indicated below, and include the month and year of the document, date, accession number, and/or box number if known, in addition to information below. Records are normally forwarded within two weeks of receipt of request. FAX to Commercial 317-510-1120, DSN 699-1120. Email can also be sent to **irene.lewis@dfas.mil** or **dale.wentling@dfas.mil**. Hardcopy mail to DFAS-JBDM/IN, 8899 E 56th St, Indianapolis IN 46249-6540. Since most documents contain Personally Identifiable Information (PII), e.g., name, SSN, phone number, etc., care must be taken to protect this information. If the request is sent via email, ensure it is encrypted and includes your digital signature so it can be added to the DFAS-IN Records Management contact list.

2.4.6.2.7.1. Member's SSN.

2.4.6.2.7.2. Member's full name.

2.4.6.2.7.3. Input ADSN/ISI.

2.4.6.2.7.4. Cycle number.

2.4.6.2.7.5. Transaction number.

2.4.6.2.7.6. Type of input (for example, BAH start not 6801).

2.4.6.2.7.7. Effective dates of transaction (if applicable).

2.4.6.2.7.8. Date of DTR the cycle appears on.

2.4.6.2.7.9. Name and DSN phone number of person requesting the source document. When inquiring about DJMS documents, DFAS-IN will need the ADSN, cycle and the quarter or month/year of the documents. When DJMS documents are first submitted, the SF 135 that is included with the documents is sent back to the base with an accession number. That accession number, which is on the returned SF 135, is required for the retrieval.

2.4.7. Processing DD Forms 139:

2.4.7.1. Preparation. Details are in **Figure 2.6**. **Figure 2.8** contains an example of a completed DD Form 139.

2.4.7.2. Initiating FSO Responsibilities. Details are in **Figure 2.7**.

2.4.7.3. Receiving FSO Responsibilities. Details are in **Table 2.1**.

2.4.7.4. Sending DD Forms 139 to DFAS-DE. Details are in **Table 2.2**.

2.4.8. DD Forms 139 Relating to Excess Shipments of Household Goods and Trailers. JPPSO issues pay adjustment authorizations for incurring costs relating to excess shipments of household goods and trailers. Detailed processing instructions are in **Chapter 69**.

2.4.9. Support Files, Records and Logs:

2.4.9.1. Purpose. Servicing FSO maintains these files as references.

2.4.9.2. Location. Pay Service and Control, under the supervisor of the chief of Military Pay, maintains these files in a convenient location in the military pay area. These files may be maintained in any sequence that suits local needs.

2.4.10. Management Files. A management file must be established to maintain the following documentation:

2.4.10.1. Entitlement Re-certification. The annual and PCS/separation re-certification of entitlements.

2.4.10.2. Indebtedness. DD Forms 139, remissions, waivers, rebuttals, bankruptcy and any other debt-causing transaction.

2.4.10.3. Separation or Retirement:

2.4.10.4. Dependency Determination or Re-determinations. (See **Chapter 26** of this Volume for guidance.)

2.4.10.5. Article 15 or Court-Martial:

2.4.10.6. Discretionary Files. These may be established based on local needs.

2.4.10.7. AWOL.

2.4.10.8. Deserter.

2.4.10.9. TDY.

2.4.11. DJMS Locator:

2.4.11.1. Purpose. Use DJMS locator to determine:

2.4.11.1.1. Identity of a member when his or her SSN is not known.

2.4.11.1.2. Member's current paying or servicing ADSN.

2.4.11.2. Contents. DJMS locator file is updated monthly and is in two parts. One part contains a listing in SSN sequence and one part is a listing in alphabetic sequence by last name.

2.4.11.2.1. DJMS Locator Record. Contains member's SSN, name, paying ADSN, servicing ADSN, grade and status.

2.4.11.2.2. Index. Each microfiche includes an index at the lower right side of the microfiche. Index shows page and index key. Page reference shows frame number and index key shows name of first member on each frame.

2.4.12. Other Files. These files are official forms, voucher, voucher copies, listings, microfiche records and copies of input documentation.

2.4.12.1. Documents Submitted to the DFRC. Attach original source documents requiring submission to the DFRC to original copy of DTL and maintain in a suspense file for quarterly submission to the DFRC. Retain duplicate copy of source document as prescribed in **paragraph 2.4.2.4**.

2.4.12.2. Original Documents Not Submitted to DFAS-DE. Do not send source documents to DFAS-DE which do not support MMPA transactions. (For example, change of address on JLES). File these documents with the retained copy of the DTL.

2.4.12.3. Daily Transaction Record (DTR). File DTR (after review and action by Quality Examination) in Pay Service and Control.

2.4.12.4. Intra-Office Documents. File these documents in Quality Examination. Destroy after each day's business has been balanced.

2.4.12.5. Computer Generated Listings. Consist of all computer products. Maintained as specified in Air Force Records Disposition Schedule or as specified in other chapters in this manual.

2.5. Analyzing the MMPA. In order to research an inquiry or pay problem, the MMPA must be analyzed, using all available information, both internal and external. A proper analysis of the MMPA requires the DJMS data elements and codes book, the member's MMPA printout, applicable DTRs, and applicable LES history. The pay-determining factors from the MMPA which must be considered are:

2.5.1. MMPA processing date.

2.5.2. Mid-month cutoff date.

2.5.3. Individual closure process codes (see **Attachment 12**) for all pay items that have been closed in the current processing month. Account for all items posted in payment and pay computation and collection areas of the account, open and closed entries, for the current processing month.

2.5.4. Other factors which are needed include:

2.5.4.1. Member's grade.

2.5.4.2. Member's pay option.

2.5.4.3. Member's status.

2.5.4.4. Number of FITW exemptions

2.5.4.5. FITW election (marital status).

2.5.4.6. Open-status entry - number.

2.5.4.7. Member's conversion date.

2.5.4.8. Time frame for which the pay computation is required.

2.5.4.9. Member's date of separation.

2.6. MMPA Format. The MMPA is organized by category of entry. All entries are identified by a FORMAT ID which is made up of two digits; the first digit identifies the category (A--allotments, B--leave, numeric--entitlements, etc.); the second digit identifies the entry (AB--bond allotment, BR--leave balance, 01 basic pay). See **Attachment 18** for a complete list of FORMAT IDs and categories. Entries can be classified as fixed, open, current month, closed, and history. In addition, the MMPA has future and suspense entries, LES remarks, and cross-references. The groups and categories of data in the MMPA are discussed below.

2.6.1. Data Item. This is the smallest identifiable piece of information in the MMPA. On an MMPA printout or terminal screen, this shows up as a data name followed by code, date, amount, etc. ***Example***, SEX M, START 840703, ENTLMT-MM 432.28.

2.6.2. Entry. MMPA entries are identified by FORMAT ID and contain one or more data item(s). An entry contains enough data to allow the computer to perform some specific operation(s), allow an individual to read the MMPA and determine why the computer acted as it did, and what it will do if new data is added. Entries can be described as follows:

2.6.2.1. Fixed. These entries are present in all MMPAs whether they contain data or not. Thus a printout may show entries with all zeros or data name(s) followed by a blank. The fixed area was designed to facilitate data processing. An entry open data field will identify when an entry was created or when the latest change to a MMPA entry occurred.

2.6.2.2. Open Entries. These are entries that are currently in effect. They usually contain a start or effective date, code to identify information and entitlement or deduction amount field(s) if a monetary entry. An entry open data field will identify when an entry was created or when the latest change to an MMPA entry occurred.

2.6.2.3. Current Month Closed and History Entries. These entries have an entry closed data field to identify the processing date, update number, processing month and mid month/end of month flag for the transaction that caused the entry to close and usually a stop date to show the last day this entry was in effect. History entries differ from current month closed entries only by money amounts. The current month closed entries with amount fields affect pay for the current month; thus, they contain the same amount fields as open entries. Month-end processing removes the amount fields from the current month-closed entries. Most history entries are deleted from the MMPA after 12 months by month-end processing, based on the entry closed data fields.

2.6.2.4. Future and Suspense Entries. These entries appear at the end of a printout. They have the same FORMAT ID(s) as the entries to which they pertain. Future entries are used to establish a suspense for the computer to generate transactions to update the MMPA. Suspense entries, on the other hand, generate transactions that reject or management notices to notify people of manual actions that are required. The codes in these entries determine the action taken and the effective date the action will be taken.

2.6.3. LES Remarks: The LES remarks group appears on an MMPA print after the suspense entries. LES remarks are generated whenever an action processes which changes the MMPA. These remarks identify what the action was and when it processed. These LES remarks on the MMPA are used to produce the remarks that are printed on the LES itself at the end of the month and are deleted from the MMPA by month-end restructure. The remark entry consists of 13 characters of data, usually constructed as follows: An LES remarks action code, an LES remarks format code, an effective date and the Julian date on which the transaction processed. The LES remarks conserve computer storage by identifying a meaningful phrase in a computer lookup table. When the LES remark requires more than 13 characters, a second entry is created. It contains an LES remarks action code of 99, the same LES remarks format code as the first entry and up to nine characters of variable data.

2.6.4. Cross-Reference. The cross-references are the last group printed on an MMPA print. When a transaction processes with an effective date before current month, a cross-reference is made to each month of history that is adjusted. There may or may not be data in the cross-reference group. Each cross-reference contains the year and month of the retroactive transaction corrected and month in which the transaction processed. A separate entry is made for each month affected by processing of a retroactive transaction. During month-end

restructure, all cross-references that pertain to a period before immediate access storage (IAS) history are written to tape and the comparable entry is deleted from the MMPA.

2.7. AUTODIN:

2.7.1. Use of AUTODIN. AUTODIN is used to transmit data between DFAS-DE and the personnel community or JPPSO. Transactions processed through these base-level systems are transmitted to DFAS-DE via AUTODIN and DFAS-DE acknowledges receipt of these transmissions via an XT03 (AUTODIN Acknowledgment Message), which appears as:

0XT03 (19sp)	931125 (1sp)	076 (31sp)	1201 (2sp)	MH (2sp)	XTU4
	|	|	|	|_Input	|
	|_Processing	|_Transaction	|_Update	Source	|_Transmission
	Date	Count		(ADSN	Number
				or MPF)	

2.7.2. DJMS AUTODIN Message Log List + PGM. This is a separate log accessed via CICSJ3 (JAUO). This log is made available daily. To obtain missing transmissions of incoming AUTODIN, the MPF advises base communications to request a re-transmission.

2.7.3. Management Notices. Refer to **Attachment 22** for all management notices.

2.8. DTR:

2.8.1. Frequency. DFAS-DE produces DTRs once a day (with certain exceptions noted below) to include all transactions processed in the preceding 24 hours. For any FSO, a DTR includes all transactions in one or more transmission by the FSO or MPF, but not necessarily all transmissions by the base on a single day. For example, DTR for 10 August (processing date) may include second transmission made by FSO on 9 August, the first transmission made by the MPF on 10 August, and the first transmission made by the FSO on 10 August. It may include transactions transmitted earlier and being processed again. Exceptions:

2.8.1.1. No input. If there were no transactions in any of the eight sections listed in **paragraph 2.8.3** below for any member serviced by the FSO, no DTR is sent to that FSO.

2.8.1.2. Month-End Restructure. No transactions are processed and no DTRs are produced.

2.8.2. Receipt and Control. QE technicians receive a copy of the DTR and control action items to ensure that all required processing is completed.

2.8.3. Sections, Content and Sequence. The DTR contains eight sections, with category I (MPF) and category III (FSO) transactions usually segregated.

2.8.3.1. Sections:

2.8.3.1.1. Section 1 - Uncleared rejects.

2.8.3.1.2. Section 2 - Uncleared suspense items.

2.8.3.1.3. Section 3 - Rejected transactions.

2.8.3.1.4. Section 4 - Processed transactions.

2.8.3.1.5. Section 5 - Partially processed transactions.

2.8.3.1.6. Section 6 - Processed transactions originated by others.

2.8.3.1.7. Section 7 - Advance transactions.

2.8.3.1.8. Section 8 - Recycled transactions.

2.8.3.1.9. Transactions in SSN sequence.

2.8.3.2. Content. The first entry for each transaction in all sections identifies transaction and/or member affected. This entry usually includes trailer card indicator, SSN, name (first five of last name), format ID, action indicator and variable data. It also includes transaction control identification which consists of source of input, transmission number and transaction number (sequence). Where appropriate, the first entry for each transaction is followed by other information on as many lines as needed.

2.8.3.3. Sequence. Entries within each section are normally in SSN sequence within transmission number within FSO/MPF identifier.

2.8.4. Section 1 - Uncleared Rejects:

2.8.4.1. Content. This is a record of error card (ERR-CARD) images created for transactions which previously failed edits at DFAS-DE and were returned to the base for correction but have not been corrected. Transactions to which error cards apply do not appear. Contents of ERR-RECORD are data described in **paragraph 2.8.3.2** above, with error codes in the variable data areas. Also, this section contains date original transaction was rejected (P-DATE) and next follow-up date (F-DATE). If the original transaction was input by an MPF, notice appears on the servicing FSO DTR, except if there was an error in identifying data making it impossible to access the MMPA, or, if member is in a PCS status and an arrival transaction has not been received from the gaining station, entry appears only on MPF DTR. In all other cases, notice appears on the input source or DFAS-DE DTR only, depending on which activity received the original rejected transaction for correction.

2.8.4.2. Follow-up. An uncleared reject appears on the DTR of the input source FSO/MPF one time. A manual control of rejects must be established to control uncleared rejects.

2.8.4.3. Action. For each item in this section, QE determines why the DFAS-DE suspenses have not been cleared and what control actions are needed to clear reject suspenses. This usually involves correction and re-submission or cancellation of transaction and return of ERR-RECORD to DFAS-DE which clears DFAS-DE reject suspense.

2.8.5. Section 2 - Uncleared Suspense Items:

2.8.5.1. Content. This section contains miscellaneous suspense notices requiring FSO action or submission of transactions before actions can be completed by the central site. If DFAS-DE does not receive required information or transactions, follow-up notice appears in this section. Examples of suspense transactions are:

2.8.5.1.1. Date DFAS-DE must receive PCS arrival message;

2.8.5.1.2. Differences between DFAS-DE MMPA files and AFPC files detected on conversion and on comparison of accession, separation and change-of-grade transactions;

2.8.5.1.3. Unsettled accounts receivable - debt has been established, but repayment schedule has not been received;

2.8.5.1.4. Difference between payments authorized and payments made.

2.8.5.2. Follow-up. Suspense items appear on servicing FSO DTR as required information becomes needed or before that date. If required information or transaction is not received, follow-up appears in this section. Depending on type and nature of suspense, follow-up may be at 7-day intervals, entitlement held in abeyance may be stopped or DFAS-DE may contact the base to find out why action has not been taken.

2.8.5.3. Action. QE determines action required for each item and controls action to completion. This usually involves preparation and submission, to DFAS-DE, of a transaction or a document called for by the suspense notice. Technicians request MPFs prepare and submit documents when source of input is MPF.

2.8.6. Section 3 - Rejected Transactions:

2.8.6.1. Content. This section contains transactions from current central processing which could not be recorded because of error or incompatibility in MMPA. It also includes critical transactions with invalid or missing non-critical data which have been recorded in part in the MMPA (for example, a casual payment for which the voucher number is missing). Error code explains which part of the transaction requires correction. When data in MMPA is inconsistent with data in transaction, this section also contains extracts of data in the MMPA.

2.8.6.2. Format. For each rejected transaction, the ERR-RECORD image appears first. It contains all identifying data, error codes explaining why transaction was rejected, and data extracted from MMPA showing difference between MMPA and transaction. Trailer record indicator field shows Z for totally rejected transactions and Y for those transactions recorded in part. ERR-RECORD image is followed by contents of transaction card(s). For multiple-record transactions, data common to all records (record positions 2-19 and 68-80) appear only once, followed by variable data from each record in sequence. Each record is identified by applicable trailer record indicator. Extracts of MMPA data, for transactions rejected because of inconsistency, follow the variable data.

2.8.6.3. Location. Rejected and partially rejected FSO transactions appear on the DTR of the originating FSO. Rejected or partially rejected MPF transactions appear on the DTR of the servicing FSO. If an MPF transaction contains errors in identifying data, making it impossible to access the MMPA and obtain the servicing ADSN, the reject appears only on the MPF abbreviated DTR.

2.8.6.4. Rejects to DFAS-DE. Certain transactions are programmed to reject to DFAS-DE for manual intervention (i.e., entitlements retroactive to a period outside IAS). Such transactions are not rejected to the base. They appear in this section of the DTR with an error code which indicates that no action is required by input source.

2.8.7. Section 4 - Processed Transactions:

2.8.7.1. Content. This section contains FSO transactions which passed all edits or which could be made valid by computer-supplied codes and were used to update MMPAs. It includes transactions from current transmission, matured advance transactions received in prior months and transactions that were awaiting the receipt of additional data. Most advance transactions from prior months which are effective in current month are processed in the first current month update and appear on the first DTR for the month. Recycled transactions appear until transactions that must precede them have been received and processed, thus permitting recycled transactions to process. If the missing transactions have not been received after the prescribed recycle period, the recycled transactions are rejected to the originator or the operating directorate. Normally only transactions input by the servicing FSO are included, but when MPF input transactions are processed with supplied codes (see (3) below) they also appear in this section.

2.8.7.2. Format. First entry contains the contents of the first record of the transaction as submitted, except when computer-supplied codes have been substituted or inserted as described in **2.8.7.3** below. If a multiple-record transaction is processed without supplied codes, only the first record is printed to identify the transaction.

2.8.7.3. Supplied Codes. If certain data is missing or invalid in essential transactions such as accessions, DJMS supplies a valid code to enable an account to be established or updated. For example, if in an accession transaction, the member's sex code is missing or invalid, the code for male is supplied. An ERR-RECORD image is printed as first entry for transaction with an error code identifying the supplied code. This is followed by the first record of the transaction, and if the supplied code applies to other than first record of a multiple-record transaction, the changed content of the record in which the code was supplied. For example, missing data is supplied in the third record of a four-record transaction. ERR-RECORD image, and first and third record images, are printed.

2.8.7.4. Action. QE reviews transactions in this section with specific attention to those showing supplied codes. In some cases, supplied codes will have been substituted to conform to legal requirements (for example, number of years service for severance pay reduced to conform to maximum upon which computation may be made). Where this occurs, no further correction is necessary or permitted. In other instances, if the supplied code is not correct, QE prepares a new transaction immediately to correct the erroneous data. Method of correction is the same

as prescribed in each of the applicable sections, parts three through seven, except that no ERR-RECORD is returned. Other transactions in this section are spot-checked to ensure they processed as intended.

2.8.8. Section 5 - Partially Processed Transactions:

2.8.8.1. Content. This section lists transactions which failed edits of non-critical data and were recorded in part on MMPAs and also were rejected as described in **subparagraph 2.8.6** above. They are shown in the same manner as transactions in section 4. When required correction is received and processed, the correction transaction is shown in section 6. Reject entry and processed portion appear on the servicing FSO DTR.

2.8.8.2. Action. Items in this section are primarily for information purposes. QE makes sure that corrective action is taken. Section 3 of the DTR reflects rejected transactions.

2.8.9. Section 6 - Processed Transaction Originated by Others**:**

2.8.9.1. Content. This section lists transactions, applicable to members serviced by the FSO, that were input by other than that FSO. It includes fully processed MPF transactions, transactions such as accessions and promotions input by AFPC, address changes from allottees, approved claims adjudicated by DFAS-DE, casual payments by other FSOs, and transactions generated by DJMS. It also includes transactions which were originally generated by the FSO or the MPF which were rejected to DFAS-DE for manual intervention, and then reintroduced in modified format for processing. It includes matured advance transactions received in prior month from other than the servicing FSO and processed recycle transactions which were input by other than the servicing FSO. It does not include partially processed transactions, regardless of source. Transactions in this section may include computer-supplied codes as described in **subparagraph 2.8.7.3** above. Transactions are shown in the same manner as those in section 4. Transactions are shown in SSN sequence regardless of input source. MPF transactions are commingled.

2.8.9.2. Action. This section informs the FSO of actions taken by other activities affecting members' services and is used to respond to member inquiries. However, QE analyzes any supplied code transactions to determine if correction transactions are needed and to control the required corrections.

2.8.10. Section 7 - Advance Transactions:

2.8.10.1. Content. This section shows transactions which passed edit or could be validated, but which did not update MMPAs because they had a future month effective date or, in the case of allotment stops, a current month effective date. Allotment is stopped after current month payment is made at month end. Unless computer-supplied codes have been applied as described in **sub-paragraph 2.8.7.3** above, only content of the first record of the transaction is printed. If a supplied code has been applied, ERR-RECORD image appears as the first entry, followed by the first record of the transaction. Contents of other records from the transaction are not printed, whether or not supplied codes are applied. Correction, if necessary, to supplied codes cannot be made until the transaction has been processed and appears in section 4 or 6, as appropriate. Advance transactions are not partially processed. If they contain erroneous data which

cannot be validated or data is missing, they are rejected; these rejects must be corrected and entirely resubmitted by the input source.

2.8.10.2. Action. Transactions in this section are shown for information only.

2.8.11. Section 8 - Recycled Transactions:

2.8.11.1. Content. This section shows selected transactions which passed inter/intra-record edits and validations but failed consistency edits because of being processed out of sequence. After a transaction passes inter/intra-record edits and validation but fails to pass consistency edits because of timing sequence, it is recycled against the MMPA. DJMS programs determine whether additional data is required from the input source of the transaction or from a prior FSO, and assign a recycle code 1 (input is required from prior FSO) or 2 (input is required from input source). Recycled transactions appear on the servicing FSO DTR except when a member is in a PCS status and an arrival transaction has not been received from the gaining station, they appear on the MPF DTR. For code 1 transactions, DFAS-DE contacts the prior FSO to obtain departure message. DTR shows whether additional input is required from the prior FSO or input source. These transactions are rejected if required transactions are not received.

2.8.11.2. Action:

2.8.11.2.1. Transactions Required from Input Source. If the transaction is one for which prior transaction is expected from the input source of recycled transaction (code 2), QE determines if required transaction was previously sent and rejected, or was never sent. If it was never sent, or was sent and rejected but never resubmitted, the transaction is sent immediately. If it has been submitted or has been resubmitted after being rejected, no action is required.

2.8.11.2.2. Transaction Required from Prior FSO. If recycled transaction is one for which the transaction must be submitted by a prior FSO, no action is required.

2.8.12. Transactions in SSN Sequence. This section lists all transactions shown in Sections 1 through 8 in SSN sequence. It lists the section of the DTR where the transaction was included and the action taken during update processing.

2.8.13. Disposition. After all action items on the DTR have been completed, QE sends the DTR to Pay Service and Control for filing and to be available for research and use in responding to member inquiries.

Figure 2.1. Basic Instructions For Preparing Dd Form 114, Military Pay Order.

ITEM	ENTRY
Document Reference	The next number in sequence from the appropriate series. (On blanket MPO, enter a document reference number opposite each member's name. A copy of the document for each member is not required).
Organization and Station	The unit identification code, organization preparing MPO, base or location, and unit mailing address unless the location is classified. GSUs that prepare their own MPOs use their unit identification code and designation.
Date	Date MPO is prepared.
Social Security Number	Member's SSN spaced to read as: XXX XX XXXX. List individuals in ascending SSN sequence on blanket MPO.
Last Name-First Name- Middle Initial	In capital letters, member's last name, first name, middle initial, and Jr., Sr., etc., if appropriate. On the same line, near right margin of item, enter individual's pay grade (31, 36, 03, etc.).
Reason for Change	Why the change is necessary.
Year	Year in which action is effective.
From	Date action began or was effective (also enter hour for hospitalization, etc.). If action is termination of authorization established by a prior MPO, enter PO (prior orders).
To	Date action was effective or ends (also enter hour for hospitalization, etc.). If action is beginning of entitlement and termination date is unknown, enter FO (further orders).
Symbol Number	ADSN of servicing FSO.
Signature of Member	In the rare instance that form is used in lieu of prescribed form for individual members, the same signature requirements must be met.
Typed Name and Grade of Certifying Officer	Name, grade, and branch of service of certifying

officer.

ITEM	ENTRY
Signature of Certifying Officer Certifying Officials	Signature must be same as that recorded on Roster (**Figure 1.2.**).
Last Item ?	After entering the last SSN/name, make a line across or across and down the form (Z shaped) and include the words "Last Item" to ensure no other information is added after certified.

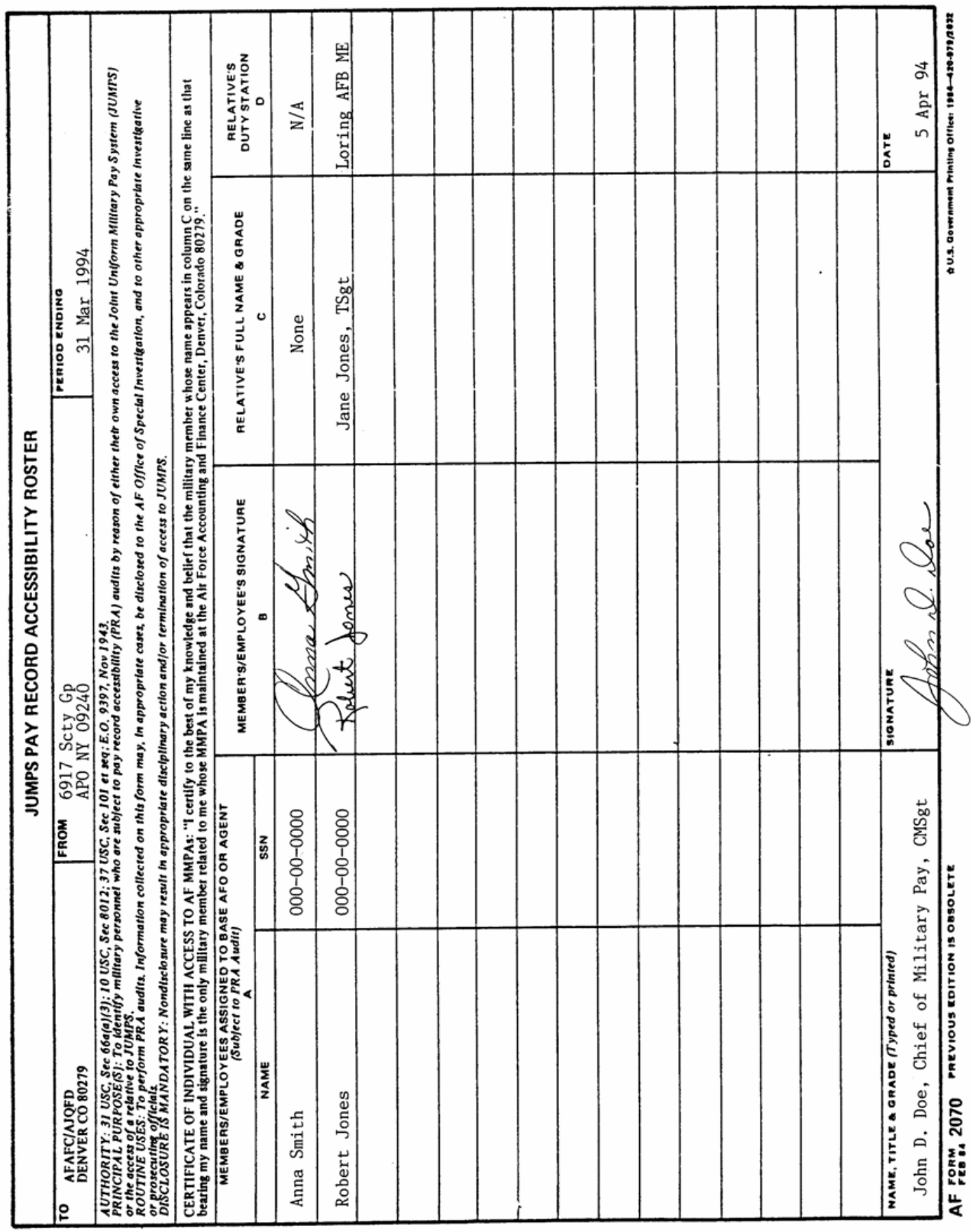
Figure 2.2. FSO Source Input Table.

FSO SOURCE INPUT TABLE					
INPUT SOURCE	**CODE**	**INPUT SOURCE**	**CODE**	**INPUT SOURCE**	**CODE**
Financial Services Officer	AA	Military Pay Section, Chief	AZ	Document Review & Coding	BY
Financial Services Officer	AB	Pay Service & Control, Chief	BA	Special Actions	BZ
Financial Services Officer	AC	Document Preparation & Control	BB	Special Actions	CA
Financial Services Officer	AD	Document Preparation & Control	BC	Special Actions	CB
Financial Services Officer	AE	Document Preparation & Control	BD	Special Actions	CC
Financial Services Officer	AF	Document Preparation & Control	BE	Special Actions	CD
Pay and Travel, Chief	AG	Document Preparation & Control	BF	Disbursement & Collection	CE
Pay and Travel, Chief	AH	File Maintenance	BG	Disbursement & Collection	CF
Pay and Travel, Chief	AI	File Maintenance	BH	Disbursement & Collection	CG
Pay and Travel, Chief	AJ	File Maintenance	BI	Disbursement & Collection	CH
Travel Section, Chief	AK	File Maintenance	BJ	Disbursement & Collection	CI
Travel Section, Chief	AL	File Maintenance	BK	Quality Examination, Chief	CJ
Travel Section, Chief	AM	Transfer & Shipping	BL	Operations Analysis	CK
Travel Section, Chief	AN	Transfer & Shipping	BM	Operations Analysis	CL
Travel Section, Chief	AO	Transfer & Shipping	BN	Operations Analysis	CM
Travel Section, Chief	AP	Transfer & Shipping	BO	Operations Analysis	CN
Military Pay Section, Chief	AQ	Transfer & Shipping	BP	Operations Analysis	CO
Military Pay Section, Chief	AS	Processing, Chief	BR	Audit & Update Control	CP

FSO SOURCE INPUT TABLE					
INPUT SOURCE	**CODE**	**INPUT SOURCE**	**CODE**	**INPUT SOURCE**	**CODE**
Military Pay Section, Chief	AT	Document Review & Coding	BS	Audit & Update Control	CR
Military Pay Section, Chief	AW	Document Review & Coding	BT	Audit & Update Control	CS
Military Pay Section, Chief	AX	Document Review & Coding	BW	Audit & Update Control	CT
Military Pay Section, Chief	AY	Document Review & Coding	BX	Audit & Update Control	CW
Audit & Update Control	CX	Traffic Management Office (TMO)	EG	Office of Special Investigations	FE
Audit & Update Control	CY	Traffic Management Office (TMO)	EH	AF Audit Agency (Auditor General)	FF
Audit & Update Control	CZ	Traffic Management Office (TMO)	EI	AF Audit Agency (Auditor General)	FG
Postal & Courier Services	DA	Traffic Management Office (TMO)	EJ	AF Audit Agency (Auditor General)	FH
Postal & Courier Services	DB	Traffic Management Office (TMO)	EK	AFROTC	FI
Postal & Courier Services	DC	Traffic Management Office (TMO)	EL	AFROTC	FJ
Recruiting Services, Det	DD	Traffic Management Office (TMO)	EM	AFROTC	FK
Recruiting Services, Det	DE	Flight Records Section	EN	AFROTC	FL
Recruiting Services, Det	DF	Flight Records Section	EO	AFROTC	FM
Judge Advocate	DG	Flight Records Section	EP	AFROTC	FN
Judge Advocate	DH	Flight Records Section	ER	Accounts Receivable	GA
Judge Advocate	DI	Civil Engineering Office	ES	Accounts Receivable	GB
Judge Advocate	DJ	Civil Engineering Office	ET	Reserved for Management	TZ
Judge Advocate	DK	Civil Engineering Office	EW	Reserved for Management	UA
Judge Advocate	DZ	Civil Engineering Office	EX	Reserved for Management	UB
Registrar, Medical Treatment Facility	EA	AFIT	EY	Reserved for Management	UC
Registrar, Medical Treatment Facility	EB	AFIT	EZ	Reserved for Management	UD
Registrar, Medical Treatment Facility	EC	AFIT	FA	Reserved for Management	UE
Registrar, Medical Treatment Facility	ED	Office of Special Investigations	FB	Reserved for Management	UF
Traffic Management Office (TMO)	EE	Office of Special Investigations	FC	Reserved for Management	UG
Traffic Management Office (TMO)	EF	Office of Special Investigations	FD	Reserved for Management	UH

FSO SOURCE INPUT TABLE					
INPUT SOURCE	**CODE**	**INPUT SOURCE**	**CODE**	**INPUT SOURCE**	**CODE**
Reserved for Management Notices	UI	Reserved for Management Notices	XE	Reserved for Management Notices	YA
Reserved for Management Notices	UJ	Reserved for Management Notices	XF	Reserved for Management Notices	ZP
Reserved for Management Notices	UK	Reserved for Management Notices	XG	DFAS Recycles	ZR
Reserved for Management Notices	UL	Reserved for Management Notices	XH	DFAS Recycles	ZS
Reserved for Management Notices	UM	Reserved for Management Notices	XI	Table Changes	ZT
Reserved for Management Notices	UN	Reserved for Management Notices	XJ	Table Changes	ZW
Reserved for Management Notices	UO	Reserved for Management Notices	XK	GA03 Transactions	ZX
Reserved for Management Notices	UP	Reserved for Management Notices	XL	GA03 Transactions	ZY
Reserved for Management Notices	UR	Reserved for Management Notices	XM	DFAS (By-Others Transactions)	ZZ
Reserved for Management Notices	US	Reserved for Management Notices	XN		
Reserved for Management Notices	UT	Reserved for Management Notices	XO		
Reserved for Management Notices	UW	Reserved for Management Notices	XP		
Reserved for Management Notices	UX	Reserved for Management Notices	XR		
Reserved for Management Notices	UY	Reserved for Management Notices	XS		
Reserved for Management Notices	UZ	Reserved for Management Notices	XT		
Reserved for Management Notices	XA	Reserved for Management Notices	XW		
Reserved for Management Notices	XB	Reserved for Management Notices	XX		
Reserved for Management Notices	XC	Reserved for Management Notices	XY		
Reserved for Management Notices	XD	Reserved for Management Notices	XZ		

Figure 2.3. AF Form 2070, JUMPS Pay Accessibility Roster.



JUMPS PAY RECORD ACCESSIBILITY ROSTER

TO: AFAFC/AJQFD, DENVER CO 80279

FROM: 6917 Scty Gp, APO NY 09240

PERIOD ENDING: 31 Mar 1994

AUTHORITY: 31 USC, Sec 66a(a)(3); 10 USC, Sec 8012; 37 USC, Sec 101 et seq; E.O. 9397, Nov 1943.
PRINCIPAL PURPOSE(S): To identify military personnel who are subject to pay record accessibility (PRA) audits by reason of either their own access to the Joint Uniform Military Pay System (JUMPS) or the access of a relative to JUMPS.
ROUTINE USES: To perform PRA audits. Information collected on this form may, in appropriate cases, be disclosed to the AF Office of Special Investigation, and to other appropriate investigative or prosecuting officials.
DISCLOSURE IS MANDATORY: Nondisclosure may result in appropriate disciplinary action and/or termination of access to JUMPS.

CERTIFICATE OF INDIVIDUAL WITH ACCESS TO AF MMPAs: "I certify to the best of my knowledge and belief that the military member whose name appears in column C on the same line as that bearing my name and signature is the only military member related to me whose MMPA is maintained at the Air Force Accounting and Finance Center, Denver, Colorado 80279."

MEMBERS/EMPLOYEES ASSIGNED TO BASE AFO OR AGENT (Subject to PRA Audit) A		MEMBER'S/EMPLOYEE'S SIGNATURE B	RELATIVE'S FULL NAME & GRADE C	RELATIVE'S DUTY STATION D
NAME	SSN			
Anna Smith	000-00-0000	Anna Smith	None	N/A
Robert Jones	000-00-0000	Robert Jones	Jane Jones, TSgt	Loring AFB ME

NAME, TITLE & GRADE (Typed or printed): John D. Doe, Chief of Military Pay, CMSgt

SIGNATURE: John D. Doe

DATE: 5 Apr 94

AF FORM 2070 FEB 84 PREVIOUS EDITION IS OBSOLETE

☆U.S. Government Printing Office: 1984—420-979/8822

Figure 2.4. AF Form 1373, MPO Document Control Log - Transmittal.

MPO DOCUMENT CONTROL LOG – TRANSMITTAL

TO: *(Servicing AFO – ADSN – Station)*	FROM: *(Originating Activity)*	TRANSMITTAL NO.
FSO, F.E. Warren AFB WY 82005	90 CPTS F.E. Warren AFB WY 82005	XX-000 DATE 14 Jul 1994
RETURN TO: *(Originating Activity)* 90 CPTS F.E. Warren AFB WY 82005	RECEIPT ACKNOWLEDGED *(Name)* John T. Doe	DATE 15 Jul 1994

DOCUMENT NO. (MPO No.)	CONTROL NO. (AFAFC Only)	NAME AND SSN OR AGENCY	TYPE OF ACTION (BAS-BAQ-SEP, Etc.)	FOR MPO PREPARATION ✓	FOR MPO PREPARATION DATE RETURNED	POSTED	REMARKS
		A. Jones 000-00-0000	BAS				
		B. Smith 000-00-0000	BAQ				
		C. Jones 000-00-0000	BAS				
		D. Smith 000-00-0000	Clothing Allow.				

AF Form 1373, APR 89 PREVIOUS EDITION WILL BE USED *U.S. GPO:1990-259-241

Figure 2.5. AF Form 1209, Document Transmittal.

DOCUMENT TRANSMITTAL
(JUMPS)

DATE: 5 July 1994

TRANSMITTAL NUMBER: 00-0

TO:
DFAS-DE/WADR
6760 E. Irvington Place
Denver CO 80279-8000

FROM: Barksdale AFB LA

ADSN: 6671

DOCUMENT DATA ***(List Number and Type of Document Transmitted)***

TRANSMISSION/CYCLE	BOX OR PACKAGE	TRANSMISSION/CYCLE	BOX OR PACKAGE
AA	1	AL	4
23	1	34	4
AB	1	AM	5
24	1	35	5
AC	2	AN	5
25	2	36	5
AD	2	AO	5
26	2	37	5
AE	2	AP	5
27	3	38	6
AF	3	AQ	6
28	3	39	6
AG	3	AR	6
29	3	40	6
AH	3	AS	6
30	4	41	6
AI-MM	4	AT-EOM	6
31	4	42	6
AJ	4	AU	6
32	4	43	6
AK	4	AV	6
33	4	44	6

TOTAL TRANSMISSIONS 22 TOTAL CYCLES 22 TOTAL BOXES OR PACKAGES 6

TOTAL DOCUMENTS 984

I certify that the above transmissions/cycles were transmitted to DFAS-DE and are supported by required source documents in this shipment for the month of (MO) (YR).

**AF Form 2070 included

DSN 781-4080

TYPED NAME OF TRANSMITTER: John D. Doe, SMSgt, USAF

SIGNATURE:

AF FORM MAR 72 1209 PREVIOUS EDITIONS MAY NOT BE USED AFTER 1 SEP 72 *U.S.GOVERNMENT PRINTING OFFICE:1990-260-98/:83427

Figure 2.6. Preparation of DD Form 139, Pay Adjustment Authorization.

PREPARATION OF DD FORM 139, PAY ADJUSTMENT AUTHORIZATION	
ITEM	**ENTER**
Member	Last name, first name, middle initial
SSN	Member's SSN
Grad/Rank/Rate	Alpha grade/rank such as Sgt, Lt, etc.
Branch of Service	Member's Branch of Service
Date	Current date.
Pay Grade No.	Numeric grade/rank (e.g., 34, 01).
Last Pay Record Examined	Leave blank.
Amount	Net amount of charge or credit, if applicable.
Appropriation Data	Accounting classification, if adjustment to other than normal P510/530 accounts (i.e., travel, transportation, housing). When this block is too small for the accounting classification, annotate with the words SEE BELOW and put the classification in the explanation and/or reason for adjustment block.
From	Address of originating office.
Name of Accountable DO	Name of DAO, Deputy, FSO, Accounting and Disbursing Agent, or deputy, originating document.
Symbol No.	ADSN or locator identification station number of originator.
To	Address of the FSO servicing member.
Charge/Credit	X in proper block.
Explanation	Description and period of the charge or credit. The amount of all charges or credits must equal the amount in the column headed Amount. State remarks clearly. If the 139 is for travel, the Travel Order number, voucher number, and payment date are required.
Certifying Officer	Name and grade of certifying officer. The DD Form 139 must be signed by the certifying officer whose name appears on it.
From	Address of FSO making adjustment.
To	Address of originating FSO.
Typed Name & Grade of DO	Strike out DO unless DAO/FSO's signature is obtained. Otherwise enter typed name and grade of person authorized to make the adjustment.
Date	Current date.
Signature	Signature of person designated to make adjustment.
Last Item?	After entering the last SSN/name, make a line across or across and down the form (Z shaped) and include the words "Last Item" to ensure no other information is added after certified.

Figure 2.7. Initiating FSO Responsibilities.

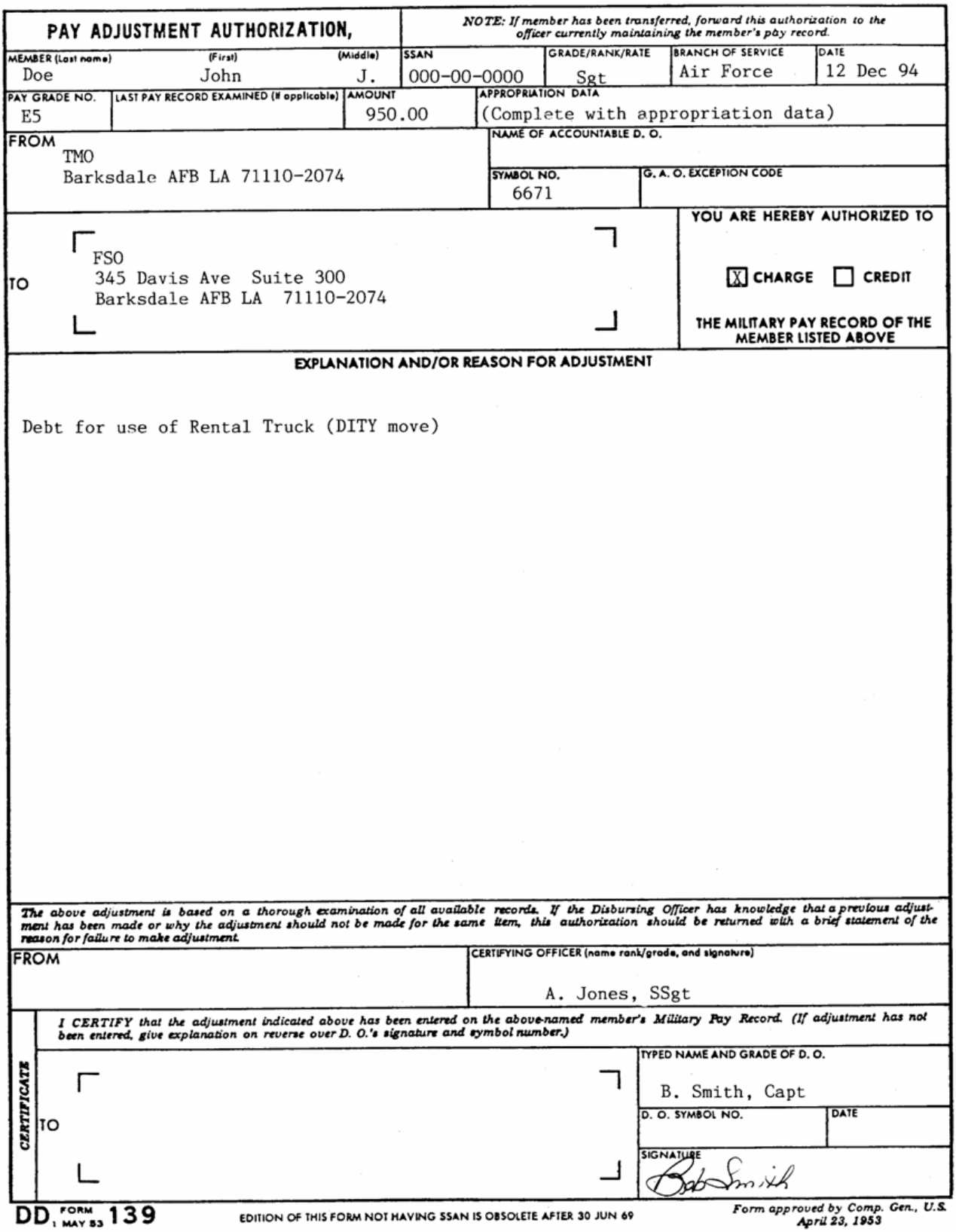
INITIATING FSO RESPONSIBILITIES--DD FORMS 139

(TO OTHER THAN DFAS-DE)

	Action	Explanation
1.	Preparation	Prepare original and four copies.
2.	Transmission	Send the original and two copies with supporting documentation to the FSO who is maintaining the account. Keep two copies for suspense file. Use extra copy for tracer action, if necessary.
3.	Maintaining Suspense File	Maintain the file in any manner that facilitates the follow-up of all suspenses.
4.	Verification	Check MMPA to verify posting of adjustment.
5.	First Follow-Up Action (at end of 45-day suspense—60 days to and from overseas bases)	For initial follow-up, send copy of retained DD Form 139 and letter requesting status of action to receiving FSO. Keep DD Form 139 in a 45/60 day suspense file.
6.	Second Follow-Up Action (at end of 75/90 day suspense)	If adjustment is not made within 75-90 days, send a message to the receiving FSO requesting status of action. Inform your MAJCOM as well as the recipient's MAJCOM.
7.	Disposition	When adjustment has been made, annotate the suspensed copy and maintain per Air Force Records Disposition Schedule.

NOTE: For DD Forms 139 to DFAS-DE, see **Table 2.2.**, note 2.

Figure 2.8. DD Form 139, Pay Adjustment Authorization.



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
Doe	John	J.	000-00-0000	Sgt	Air Force	12 Dec 94

PAY GRADE NO.	LAST PAY RECORD EXAMINED (If applicable)	AMOUNT	APPROPRIATION DATA
E5		950.00	(Complete with appropriation data)

FROM
TMO
Barksdale AFB LA 71110-2074

NAME OF ACCOUNTABLE D. O.

SYMBOL NO. 6671

G. A. O. EXCEPTION CODE

TO
FSO
345 Davis Ave Suite 300
Barksdale AFB LA 71110-2074

YOU ARE HEREBY AUTHORIZED TO

[X] CHARGE [ ] CREDIT

THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE

EXPLANATION AND/OR REASON FOR ADJUSTMENT

Debt for use of Rental Truck (DITY move)

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

CERTIFYING OFFICER (name rank/grade, and signature)
A. Jones, SSgt

CERTIFICATE

I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D. O.'s signature and symbol number.)

TO

TYPED NAME AND GRADE OF D. O.
B. Smith, Capt

D. O. SYMBOL NO.

DATE

SIGNATURE
Bob Smith

DD FORM 1 MAY 53 139

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69

Form approved by Comp. Gen., U.S. April 23, 1953

Table 2.1. Receiving FSO Responsibilities – DD Form 139.

RULE	A	B	C	D
	If DD Form 139 is	**And**	**and**	**then FSO**
1	received from another FSO or DFAS	account is maintained	adjustment has been made through the DJMS	annotates all copies to show ADSN, date, typed name, and grade FSO making adjustment. FSO or designee signs the DD Form 139 and: a: sends the original to the Denver Federal Records Center (DFRC) per paragraph 3-8; b: keeps one copy which is maintained per Air Force Records Disposition Schedule.
2			adjustment has been delayed	suspends the form; notifies the originator why action cannot be completed by the suspense date and gives the expected date of completion.
3			adjustment is not made	endorses the form, explains why the adjustment was not made, and returns all copies to the originator.
4		member has been transferred		annotates form to show member's reporting date or effective date of change of strength accountability (EDCSA) date; sends the form to member's new station; notifies originator about transfer.
5	received from FSO or DFAS-DE	member has been released or separated	adjustment pertains to entitlements, deductions and collections	annotates forms to show separation date; sends remaining copies to DFAS-POD/DE. POD acknowledges receipt of DD Form 139, but does not furnish final action copy. Do not initiate tracer actions.
6		no record of member	adjustment is not made	takes locator action; sends form to member's new duty station; notifies originator about transfer.
7	received from Air Force TMOs	account is maintained	adjustment is made through DJMS	completes action stated under rule 1.
8		no record of member	adjustment is not made	takes locator action; sends form to member's new station; notifies originator about transfer.
9	received from JPPSO-SAT/ECAF transportation officer	account is maintained	adjustment pertains to excess charges for HHG or trailer	takes initial actions, such as notifying member of pending indebtedness and follows instruction in **Chapter 53**.

Table 2.2. Forwarding DD Forms 139 to DFAS.

RULE	A If transaction concerns	B and	C then send DD Form 139 to	D And
1	BAQ	a retroactive adjustment is required for a period in which the member's status (officer/ enlisted) was different from current status	DFAS-DE/FJPD	includes DD Form 139 period start and stop dates.
2	courts-martial, fines, and forfeitures	debt entry (DF) is closed because full collection was made and an E706, or E806 transaction is required and the DF entry is no longer on the MMPA		if errors had occurred in the original transaction, state this on the document; attach copies of documents suspending or setting aside the original monetary punishment.
3		pay adjustment is for member under total forfeiture		list on the DD Form 139 the facts concerning the adjustment.
4	HOUS/COLA	adjustment involves rates before existing table	DFAS-DE/FJPD	include on DD Form 139 narrative stating inclusive dates for which adjustment is required and identification of JTR involved.
5		adjustment involves payroll(s) while member is serviced by a base in the CONUS		
6		adjustment involves HOUS/ COLA proration and is for period of entitlement after member departs old duty station and dependents must remain in overseas area		state on DD Form 139 inclusive dates for which adjustment is required.
7	separation/ reenlistments (for indebtedness discovered after separation, see notes 1 and 3)	permission has been obtained from MPOs by message or telephone, ext. 7331/7332	DFAS-DE/FJPS	show on DD Form 139 transmission number, transaction FORMAT-ID, date of submission, error code, detail breakout of entitlements and deductions used to arrive at payment amount, basic reenlistment/separation data such as DOS, SPD, TOE, RRB/SRB, and accrued leave. Include name of MPS individual contacted and date.

NOTES:

1. DD Form 139, Pay Adjustment Authorization, adjustments received by DFAS-DE which could have been handled by proper base-level input will be returned to the originator through the appropriate MAJCOM.
2. DFAS-DE/FJP will acknowledge receipt of a DD Form 139 via an XX03 management notice indicating a case has been opened. If an XX03 is not received within 20 days of the preparation date of the DD Form 139, a status should be requested from DFAS-DE/FJP. Another XX03 will be sent out when the case is closed. If this is not received within 30 days of the initial XX03, a status should be requested from DFAS-DE/FJP.
3. If debts are discovered while member's MMPA is in a V status, process the debt through the base level system. If debts are discovered after member's MMPA has been dropped from the files, send DD Form 139 with pertinent documents immediately to DFAS-DE/FY.

Chapter 3

JUMPS DATA COLLECTION AND SECURITY ACCESS TO DJMS

Section 3A—General Information.

3.1. Description. The JUMPS Data Collections (JDC) subsystem has two specially designed applications to input DJMS-AC transactions into daily updates. They are the JDC Key to Disk Program (JDC-III) which is a personal computer application and the JUMPS On-line Processing System (JOPS) or JDC II. Both of these applications are supported by microcomputers consisting of a central processing unit (CPU), monitor, keyboard and printer. This equipment is located at base-level financial services offices.

3.1.1. JDC III is used to key DJMS-AC transactions for later file transfer to the central computer located at DFAS-DE. Transactions are edited as they are keyed in and stored on either a floppy disk or hard drive until they are transmitted to DFAS-DE. Each FSO has the capability to transmit another FSO's transactions or receive another FSO's output products. When communications are down for an extended time, an FSO will create transactions on a floppy diskette and send the floppy diskette to a nearby location (either an FSO or agent with connectivity). That location will file transfer the transactions to DFAS-DE for inclusion in the DJMS-AC update. Upon completion of the DJMS-AC update that location can request the output results for the FSO and send the floppy diskette to them for printing.

3.1.2. JDC II is an on-line application that places transactions into a data storage area on the central computer. DFAS-DE programs provide prompted screen formats containing edits for most of the DJMS-AC input transaction formats. Less common transaction formats may be entered on a single generalized format screen. Stored transactions can be accessed for display, correction or deletion by authorized personnel. A supervisor flag is required to indicate the transaction file has been verified. Verified transactions are automatically included in the next DJMS-AC update. FSO transactions must be verified.

3.2. Terms Explained:

3.2.1. Cycle is a series of alphanumeric characters sequentially assigned to a block of transactions. The cycle is used as a tool for research purposes.

3.2.1.1. FSO Cycles. LeaveWeb uses a number/number cycle sequence numbering system assigned by the user from 01 through 99 (repeating cycle 01 after termination of cycle 99). For all cycles done manually within the FSO (not LeaveWeb), or by geographically separated units (GSU), cycle numbers must be alpha/numeric (***Example:*** A0, A1, A2, B0, B1, etc).

3.2.1.2. Agents Cycles. JDC III cycle numbers are sequentially assigned by the user from A1 through Z9 and are repeated after termination of cycle Z9. ***NOTE:*** Cycle numbers X1 through X9 are not to be used.

3.2.1.3. JDC II Cycles. Cycle numbers are systematically assigned on each terminal from AA through ZZ. The next cycle number is incremented by one when a cycle is verified.

3.2.2. Keyer ID is a two digit field assigned by the Chief of Military Pay, used to determine who input a transaction through JDC III.

3.3. Key Functions:

3.3.1. Program Function Key (PF#). Press ALT key and corresponding number simultaneously.

3.3.2. Enter. ENTER or RETURN key.

3.3.3. Escape (Esc). Esc key (top left corner of keyboard).

3.3.4. Print screen. Press shift and PRTSC key simultaneously for JDC III screen print. Press F7 key for JDC II screen print.

3.3.5. Tab (to move the cursor). TAB key to move forward; shift/TAB key simultaneously to move backwards.

3.3.6. Page Down (Pg Dn). Pg Dn Key or Page Down key right side of key board.

3.3.7. Page Up (Pg Up). Pg Up key or Page Up key right side of key board.

3.3.8. Clear JDC II screen. Press F2 key.

3.4. Applicable Trans-IDs. Trans-IDs are four position alphanumeric inputs which identify a specific program function on the DFAS-DE mainframe computer.

3.4.1. JOLV. This function is used to transfer the JDC III transactions from a temporary storage file to a permanent storage file. This function is required after an FSO or agent completes a file transfer. Ensure the profile JAGENTS has been loaded to the appropriate computer associates top secret (CATS) user-ID before attempting a file transfer or the JOLV function.

3.4.2. JOPS. This function is used to enter transactions on-line. Bases have the ability to enter transactions 24 hours a day.

3.4.3. JQEV. This function is used by the QE section to view, correct, verify and print transactions, and display the cycles received by DFAS-DE.

3.4.4. JUPD. This function allows the user to receive DJMS update results from the current and four preceding, updates. Output results are usually ready the morning after the update. Bases have the ability to receive update results 24 hours a day.

3.4.5. JVSN. This function is used to change the destination of output products for an ADSN.

Section 3B—JDC III Instructions.

3.5. Sign-on. JDC III is used with a stand-alone personal computer. You do not need communications with DFAS-DE to key transactions. JDC III must be installed on the hard disk drive of your personal computer. ***NOTE:*** JDC III can be installed or updated from either the A: or B: drive from either 5 1/4" or 3 1/2" disks. To install JDC III follow these steps:

3.5.1. Insert the installation disk (system disk 8) in either the A: or B: drive, whichever is appropriate for the disk type (3 1/2" or 5 1/4").

3.5.2. From the C:\> prompt type "A:" if you are using the A: drive or "B:" if you are using the B: drive then press <ENTER>.

3.5.3. At the A:\> prompt or B:\> prompt, whichever is appropriate, type "setup" then press <ENTER>.

3.5.4. Follow the on screen instructions carefully, and ensure that all eight systems disks are copied.

3.5.5. Follow the same procedures listed above for installing changes to JDC III. Normally when you install changes there will be only one disk. The change disk will be the installation disk.

3.5.6. In the past the system forced users to update all eight system disks anytime a change to JDC III was installed. This will no longer be done with the new installation/update program.

3.6. Add Transactions. The Add transactions option allows you to begin processing transactions. From the Main Menu, press the letter "A" and you will receive a prompt for the Format-ID and ACTN indicator of a DJMS input transaction. Key the Format-ID and ACTN indicator to receive a prompted screen. (See **Figure 3.3**).

3.6.1. All prompted fields on the screen are edited when keyed, except the SSN and name. When a field contains an error, you must correct the initial error before proceeding with the next field. After all fields have been keyed, the transaction is re-edited before the input source is entered. If the transaction contains multiple field errors, the cursor will return to the field in error. The processing starts again with the editing of the changed data. If the transaction passes the edits, the transaction is added to the accepted transaction file on the microcomputer and the message "Transaction was added" is displayed at the bottom of the screen. (See **Figure 3.4**).

3.6.2. At anytime before the transaction has been accepted (passed the edits), you can cancel the transaction by pressing the "F6" key. The transaction will not be assigned a sequence number and will not be written to the transaction file. To enter a different DJMS-AC input transaction, enter the Format-ID and ACTN Indicator in the NEXT REQUEST field and press ENTER. A new prompted screen will appear. When the transaction is accepted, the data is automatically formatted into a 80 record transaction and stored in the microcomputer for file transfer to DFAS-DE. Exit the data entry function by placing an "X" in the NEXT REQUEST field.

3.6.3. The NEXT REQUEST field will contain the same Format-ID as the previous transaction. By pressing the "ENTER" key, after the previous transaction has passed the edits, the same transaction screen will appear. The SSN and name fields will be erased but the common area is retained. The F3 key will carry over the SSN and name from the previous transaction. This makes duplicating any fields that are not changed easier. After keying the new SSN and the name, simply "tab" to the field(s) that need to be changed. By pressing the "Pg Dn" after keying the changed data, the cursor will go to the input source field. If this field is also unchanged, either press the "Pg Dn" key again or press the ENTER key. The transaction then will be edited for multiple field edits as explained above.

3.6.4. When a transaction requires a trailer record, the trailer record prompt is displayed when all data fields for the prime record pass the edits. When all trailer(s) record fields pass the edits, the NEXT REQUEST field (as described above) function takes effect.

3.6.5. The money amounts in payment and collection transaction prime records accumulate until a total record is input. The total of the monies in the prime records and the amount in the total record is automatically displayed after the total record is input so you can visually ensure that totals match. (See **Figure 3.5**) If the amounts do not match, the money fields can now be changed or corrected. (See Transaction Correction function.) If the money amounts do match, press ENTER to add the transaction to the end of the field. If the total monies in the prime records are changed, then the total record will show the new detail totals. (Payment and collection transactions should not be entered by an agent office without prior approval from the parent FSO.)

3.7. Exit to DOS. Key in the letter "X" to return to the DOS prompt.

3.8. New Cycle (New Day). The New Cycle (New Day) function allows you to change cycle numbers during the day. This function will delete the file containing the transactions on the hard drive from a previous cycle. (***NOTE:*** DO NOT EXECUTE THIS BEFORE YOU HAVE TRANSFERRED YOUR TRANSACTIONS TO A FLOPPY DISK OR THEY WILL BE LOST.) When you press the "N" key from the Main Menu you will receive a warning message (THIS SELECTION WILL DELETE THE AFAFC.DAT AND PNTR.FLE FILES ON C:\JDC\DATA\. ENTER "Q" TO QUIT AND RETURN TO MENU. ENTER C TO CONTINUE.). After the files are erased, you will be requested to provide your keyer ID, ADSN and your next cycle number. (See **Figure 3.1**) The Main Menu will appear and you can begin creating transactions by pressing the A key.

3.9. Correct Transactions. The correct transactions function allows you to change the ADSN, cycle number and transaction(s) stored on your hard drive.

3.9.1. From the Main Menu, press the letter "C" and you will receive the "CORRECT SELECTION" menu. Enter "A" to change the ADSN, "C" to change the cycle number and "T" to correct the transactions. If you select "T" you will receive a prompt for the transaction number to be corrected. (See **Figure 3.6**) Enter the transaction number of the transaction to be corrected and press ENTER. When the transaction appears on the screen, move the cursor to the incorrect data and re-key that portion of the transaction.

3.9.2. All data entry edits are performed on transactions in the transaction correction function. The fields will be re-edited as you tab through each field. The complete transaction will be re-edited before the input source is entered. The ADSN, cycle number, transaction number or trailer record indicator cannot be changed when you are correcting a transaction.

3.10. Delete Transactions. The delete transactions function allows you to place a delete code in a transaction stored on your hard drive.

3.10.1. If a transaction has a delete code ("DELE" in character positions 6-9), it will be stripped off programmatically before being released into the DJMS update. To delete a transaction, press the letter "D" from the Main Menu. A prompt will appear requesting the transaction number to be deleted. (See **Figure 3.8**) After keying the transaction number and pressing the ENTER key, the complete transaction will appear on the screen, with a message, "DELETE THIS TRANSACTION Y OR N" (See **Figure 3.8**) This allows you to view the transaction to ensure it is the transaction you want to delete. To delete the transaction, press the "Y" key.

3.10.2. If, after the transaction appears, you decide not to delete the transaction, press the "N" key. If, after deleting the transaction, you decide the deletion was an error, return to the Transaction Correction function and re-key character position 6-9 (SSN field) with the correct SSN. If another transaction is to be deleted, enter the transaction number in the NEXT REQUEST field and press ENTER. Return to the Main Menu by placing an "X" in the NEXT REQUEST field.

3.11. View Transactions. The View transactions function allows you to view transactions stored on your hard drive.

3.11.1. From the Main Menu press the "V" key and you will receive a prompt asking, "START AT THE 1ST? ENTER Y OR N". (See **Figure 3.9**) By pressing the "Y" the complete cycle will appear on the screen(s). You may page backward or forward within the cycle by pressing the Pg Up or Pg Dn keys. By pressing the "N" key at the prompt, a prompt will ask for "STARTING TRANSACTION NUMBER". (See **Figure 3.10**) By entering the Starting Sequence Number and pressing ENTER, that transaction and all subsequent transactions in the cycle will appear on the screen(s).

3.11.2. You can print transactions screen-by-screen while in the Transaction View function by using Print Screen. (See CRT Keyboard instructions.) To exit the Transaction View function, press the Esc KEY.

3.12. Print Transactions. The Print transactions function allows you to print transactions for auditing. By pressing the "P" from the Main Menu you will receive a prompt asking "START AT THE 1ST ENTER Y OR N". (See **Figure 3.11**). By pressing the "Y" the complete cycle will print. By pressing the "N" a prompt will appear asking what transaction number to begin and end with. (See **Figure 3.12**). Enter the beginning and ending transaction number and press ENTER. Only those transactions requested will print. If you decide not to print any transaction, press the Esc key before pressing the Y or N key at the first prompt and you will return to the Main Menu. You will automatically return to the Main Menu after the transactions requested begin printing.

3.13. Transfer Transactions. The Transfer transactions function allows you to copy transactions from your hard drive to a floppy diskette or from a floppy diskette to a hard drive. By pressing the "T" from the Main Menu you will receive a Transfer Selection menu screen. Enter "X" to return to the Main Menu, "M" to copy transactions from your hard drive to a floppy diskette and "L" to copy transactions from a floppy diskette to your hard drive. A copy of JDC III cycles should be kept on a floppy diskette until processed through the update. ***NOTE:*** This selection will overwrite any previously keyed data. Ensure any transactions you had on your hard drive were transferred to floppy diskette prior to transferring transactions from a floppy diskette to your hard drive.

3.14. File Transfer. To begin the file transfer of the transactions on your hard drive to a floppy diskette using the transfer function, follow the steps below to transfer your transactions from a floppy diskette to DFAS-DE to be included in the next DJMS-AC update:

3.14.1. If you are in JDC exit from the MAIN menu to the DOS prompt.

3.14.2. Change from the JDC directory to your communication directory by keying the command "cd \directory name (the directory name should be "COMM") and press enter.

3.14.3. To activate communications, key in the command "LOADSNA", and press enter.

3.14.4. Toggle to the sign-on screen by pressing both shift keys simultaneously. When you receive the sign-on screen (see **Figure 3.13**), key in your "USERID" and "PASSWORD", and press ENTER.

3.14.5. When you receive the application selection screen (see **Figure 3.14**) select "CICSJ3" and press enter.

3.14.6. The screen will display "SIGN-ON IS COMPLETE". Press F2 to clear screen.

3.14.7. Toggle again by pressing both shift keys simultaneously. The C:> prompt will appear.

3.14.8. Insert the 5 1/4 inch floppy data diskette into drive "B".

3.14.9. Key in "SENDDATA", and press enter. You will receive two messages. Read them carefully. After each message is received press enter. The screen will display, "FILE TRANSFER COMMAND BEING PROCESSED and "SEND B: AFAFC.DAT AGTINP". The screen will also show the number of characters (not transactions) transferred so far. Wait for the message, "TRANS03 TRANSFER COMPLETE".

3.14.10. TO TOGGLE TO THE COMMUNICATIONS SCREEN press both SHIFT keys simultaneously. You will receive another message, "TRANS 03 FILE TRANSFER COMPLETE". Press F2 to clear the screen. ***NOTE:***: At this point your data has been sent from your PC to the mainframe, but is located in a temporary storage area that is overlaid each time you do a "SENDDATA".

3.14.11. Key in "JOLV", and press ENTER. This puts the transactions in a permanent storage area for inclusion in the next DJMS-AC update. This function transfers your transactions from temporary to permanent storage. The JUMPS File Transfer Report will appear with the number of transactions passed to the DJMS update. "JOLV" must be entered after each cycle is transmitted. "JOLV" allows the user to correct SSN and name errors or to print a listing of errors for correction at a later time.

3.14.12. Key CSSF (space) LOGOFF, press ENTER.

3.14.13. You can now press both SHIFT keys simultaneously to toggle to the VTAM or DOS prompt (C>cursor).

3.14.14. If you receive error messages in step "I", see the IRMA documentation. When looking up error messages, IRMA documentation TRANS** is the same as your screen DCANS**. Steps "A" through "K" transfer your transactions to a temporary file at DFAS-DE. Step "L" transfers the transactions from the temporary storage area to a permanent file at DFAS-DE. ALL STEPS MUST BE PERFORMED or the file will not be included in the DJMS update.

Section 3C—JDC II Instructions.

3.15. Sign-on. To gain access to JDC II you must have an active communication line to DFAS-DE. To activate your communications software take the following steps:

3.15.1. From your communication directory key in the command "LOADSNA", and press enter.

3.15.2. Toggle to the sign-on screen (see **Figure 3.13**) by pressing both shift keys simultaneously. When you receive the sign-on screen, key in your "USERID" and "PASSWORD", and press ENTER.

3.15.3. When you receive the application selection screen (**Figure 3.14**), select CICSJ3, and press ENTER.

3.15.4. When the screen displays "SIGN-ON IS COMPLETE" you are ready to key in the appropriate "TRANS-ID" to gain access to a specific program on the DFAS-DE mainframe computer. The paragraphs below contains the instructions for accessing each "TRANS-ID".

3.16. JOPS. To enter transactions key in "JOPS", and press enter. You will receive a menu screen (see **Figure 3.15**) that allows transaction input (Format-ID and Action Indicator). You can go to a help screen by pressing PF1 (Alt/1 on your PC) (see **Figure 3.16**) or a view delete screen by pressing PF2 (Alt/2 on your PC.) (See View-Delete Function, **Figure 3.17**).

3.16.1. By entering the Format-ID and Action Indicator of a DJMS-AC input transaction you will receive a prompted screen (**Figure 3.18**) or a generalized screen (**Figure 3.19**). All prompted fields on the screen are edited, including SSN and name. The SSN and name edits are bypassed if the first position of the Action indicator is a "3", indicating a recent accession. When a field contains an error, the formatted screen is returned to the user displaying the error(s) so corrections can be made (see **Figure 3.20**). The processing starts again with the editing of the changed data. If the transaction passes the edits, the transaction is added to the accepted transaction file at DFAS and the cycle and number are displayed.

3.16.2. The NEXT REQUEST field will contain the same Format-ID as the previous transaction. When the previous transaction passes all edits, the SSN and name fields are erased and the common area is retained. This facilitates duplicating any fields of the transaction that are not changed. If you want a different DJMS-AC input transaction, enter the Format-ID and Action Indicator in the NEXT REQUEST field and the new prompted format will be displayed after the previous transaction is accepted. At anytime before the transaction has been accepted (passed the edits), the user can cancel the transaction by

pressing PF6 (Alt/6 on your PC). The transaction will not be assigned a sequence number and will not be written to the transaction file.

3.16.3. When a transaction requires a trailer record, the trailer record prompt is displayed when all data fields for the prime record passes the edits. When all trailer(s) record fields pass the edits, the NEXT REQUEST field (as described above) function takes effect.

3.16.4. The money amounts in pay and collection transaction prime records accumulate until a total record is input. The total of the monies in the prime records and the amount in the total record are displayed before acceptance to allow visual verification that the totals match. The money amounts can now be changed or corrected. Press enter to add the transaction to the end of the file. If a user is not authorized the P & C function the prompt screen will appear. When the data is edited at DFAS, the user will get a message that he/she is not authorized the P&C function.

3.16.5. When all fields in a transaction pass the edits, the data is formatted into an 80 character record and stored at DFAS until the next DJMS-AC update. To exit this function place an "X" in the next request field.

3.17. JQEV. To perform the Quality Examination functions key in "JQEV", and press enter. You will receive the QUALITY EXAMINATION MENU (see **Figure 3.21**) which allows you to choose from the following options by moving the cursor to the parenthesis to the left of the function, keying an "X", and pressing enter:

3.17.1. Display Cycle Summary Function. This function displays each cycle input by the FSO or agent and the number of transactions in the cycle. Check this function before each update to ensure the correct number of transactions was received for each cycle.

3.17.1.1. From the QUALITY EXAMINATION MENU place an "X" in the Display Cycle Summary field to display cycles. (See **Figure 3.22**) The asterisk to the right of the transaction count indicates the cycle has not been verified. ***NOTE:*** Only verified FSO cycles will be included in the next scheduled DJMS-AC update.

3.17.1.2. No more than 10 cycles will appear on the screen at one time. Normally there are fewer than 10 cycles. If so, press enter to return to the QUALITY EXAMINATION MENU. If there are more than 10 cycles, scroll forward or backward by following the directions at the bottom of the screen. Place an "X" in the next request field to exit this function.

3.17.2. Cycle View and Cycle Print Functions. These functions allow you to view or print input transactions:

3.17.2.1. From the QUALITY EXAMINATION MENU, you can specify a range of transaction numbers or an entire cycle to view or print. If you specify a cycle or a range of transactions that does not exist on the CYCLE SUMMARY screen you will receive the message "CYCLE OR TRANSACTION NOT FOUND; REENTER OR EXIT". This will happen if you have entered the wrong cycle, the cycle has not been transferred to DFAS, or if the cycle has been included in a DJMS-AC update.

3.17.2.2. To view all the screens containing transactions while in CYCLE VIEW follow the directions at the bottom of the screen. They are the same as those described in the DISPLAY CYCLE SUMMARY function.

3.17.2.3. You have the capability to print transactions screen by screen while in the CYCLE VIEW function. **Figure 3.23** shows the CYCLE VIEW screen; this is the data printed in the CYCLE PRINT function.

3.17.3. Correct Function. This function allows you to change transactions before they are included in the next DJMS-AC update. ***NOTE:*** Transactions can only be changed by the original keyer for JDC II input and the person who file transferred a JDC III cycle. After the cycle is verified, transactions can only be deleted, not changed.

3.17.3.1. Enter the cycle and transaction number you want to change from the QUALITY EXAMINATION MENU. When the transaction appears on the screen, move the cursor to the incorrect data. Press the ENTER key after keying the changes. The message "CYCLE ** TRANS **** PROCESSED" will be displayed. If you make changes to a transaction and decide no correction is needed, press "PF6" (Alt/6 on your PC). This will cancel the changes and restore the transaction to its original data and the message, "NO CHANGE TO TRAN-NUM ****" will be displayed. When you are finished correcting a transaction, press ENTER. The next transaction from the cycle, based on transaction number, will appear. You can also request a specific transaction by placing the cycle and/or transaction number in the area at the bottom of the screen. To return to the QUALITY EXAMINATION MENU, place an "X" in the "CYCLE ( )" area.

3.17.3.2. No edits are performed when a transaction is corrected in this function. If the correction is erroneous, the transaction will reject in the DJMS-AC update. You cannot change the ADSN, cycle number, transaction number, or trailer record indicator. The QE CORRECT TRANSACTIONS screen is displayed in **Figure 3.24**.

3.17.4. Verify Function. This function allows you to indicate that a cycle has been reviewed and it is ready to be included in the next DJMS-AC update.

3.17.4.1. To verify a cycle, from the QUALITY EXAMINATION MENU place an "X" in the VERIFY field, include the cycle to be verified and press enter. The QUALITY EXAMINATION MENU will reappear with the message "CYCLE ** VERIFIED WITH **** TOTAL TRANSACTIONS" displayed at the bottom of the screen. (See **Figure 3.25**) When you view the CYCLE SUMMARY" screen, you will see that the asterisk for the verified cycle has been removed. **Figure 3.22** displays a CYCLE SUMMARY screen with a verified cycle. Only verified FSO cycles will be included in a DJMS-AC update. Agent cycles will be sent to an update whether verified or not.

3.17.4.2. If no cycle number is entered the current unverified cycle is verified. When a cycle is verified, any new transactions entered will contain the next cycle number. (Cycle numbers are incremented by one.)

3.17.5. Delete Function. This function allows you to delete transactions before they have been included in a DJMS-AC update. You can delete up to 10 transactions per screen.

3.17.5.1. To delete a transaction from the QUALITY EXAMINATION MENU, place an "X" in the DELETE field. You will receive a QE DELETE TRANSACTIONS screen. To delete a transaction, key in the cycle and transaction number to be deleted, and press ENTER. The screen will reappear displaying name, Format ID and action indicator of the deleted transaction. (See **Figure 3.26**) If the transaction you are trying to delete is

not found, the name, Format ID, and action indicator fields will appear with asterisks and the message "TRANSACTION NOT FOUND". (See **Figure 3.27**).

3.17.5.2. If, after keying the cycle and transaction number, you decide not to delete the transaction, press "PF6" (Alt/6 on your PC). The transaction will not be deleted and the message "NO TRANSACTIONS DELETED-FUNCTION CANCELED" will be displayed at the bottom of the screen. (See **Figure 3.28**) If, after pressing the enter key, you decide the deletion was an error, return to the CORRECT function and re-key character positions 6-9 (SSN field) with the correct SSN. To return to the QUALITY EXAMINATION MENU place an "X" in Cycle field and press enter.

3.18. JUPD. To receive update results key in "JUPD" and press enter. You will receive a "REQUEST UPDATE RESULTS" menu. (See **Figure 3.29**) From this menu you can receive update results, view update information or change output print destination by selecting the appropriate function.

3.18.1. Current Update (A11 Reports). This function allows you to receive the current DJMS update for your ADSN. From the JUMPS UPDATE RESULTS menu, key a 1 in the ENTER REQUEST field and press ENTER. A message will appear at the bottom of the screen JOB TO RECEIVE UPDATE RESULTS SUBMITTED. (See **Figure 3.30**) Enter X to exit the menu. A message will appear at the top of the blank screen **REQUEST FOR UPDATE RESULTS COMPLETE**. The output results will be automatically directed to your printer. Press the CLEAR key (F2) to enter another CICS Trans-ID or, to sign off CICS, key "CSSF LOGOFF" and press enter.

3.18.2. Current Update (Selected Reports). This function allows you to receive specific update reports. From the REQUEST UPDATE RESULTS menu, key a 2 in the ENTER REQUEST field and press ENTER. The UPDATE REPORT SELECTION menu will appear. (See **Figure 3.31**) Enter the alpha code of the report in the SELECT REPORT CODES field and press ENTER. The REQUEST UPDATE RESULTS menu will appear with a message at the bottom of the screen "JOB TO RECEIVE AFAFC UPDATE RESULTS SUBMITTED". You can now make another selection to receive output products or enter X to exit the menu. A message will appear at the top of the blank screen **REQUEST FOR UPDATE RESULTS COMPLETE**. Press the CLEAR key (F2) to enter the next Trans-ID or enter CSSF LOGOFF to exit CICS.

3.18.3. Previous Update (All Reports). This function allows you to receive the previous four update results for your ADSN. From the REQUEST UPDATE RESULTS menu, enter a 3 in the ENTER REQUEST field. The UPDATE SELECTION menu will appear. (See **Figure 3.32**) Enter the update number (1, 2, 3, or 4) in the SELECT DESIRED UPDATE field and press ENTER. You will again receive the REQUEST UPDATE RESULTS menu with a message at the bottom of the screen "JOB TO RECEIVE UPDATE RESULTS WAS SUBMITTED". You can now make a selection to receive different results or enter X to exit the menu. A message will appear at the top of the screen **REQUEST FOR UPDATE RESULTS COMPLETE**. Press the CLEAR key (F2) to enter another CICS Trans-ID or, to sign off of CICS, enter CSSF LOGOFF.

3.18.4. Previous Update (Selected Reports). This function allows you to receive selected reports from four previous updates. From the REQUEST UPDATE RESULTS menu, key a

4 in the ENTER REQUEST field and press ENTER. You will receive the UPDATE SELECTION menu. Enter the update number (1, 2, 3, or 4) in the SELECT DESIRED UPDATE field and press ENTER. You will receive the UPDATE REPORT SELECTION menu. Enter the alpha code (A-H) for the report(s) in the SELECT REPORT CODE field and press ENTER. The REQUEST UPDATE RESULTS menu will appear with a message at the bottom of the screen JOB TO RECEIVE UPDATE RESULTS WAS SUBMITTED. You can now make another selection to receive output products or enter X to exit the menu. A message will appear at the top of the blank screen ***REQUEST FOR UPDATE RESULTS COMPLETE**. Press the CLEAR key (F2) to enter another CICS Trans-ID or enter CSSF LOGOFF to exit CICS.

3.18.5. View Update Information. This function allows you to view a list of all available updates. By entering a 5 in the ENTER REQUEST field of the AFAFC UPDATE RESULTS menu you will receive the UPDATE INFORMATION screen. (See **Figure 3.33**) Press CLEAR key (F2) to return to the REQUEST UPDATE RESULTS menu.

3.18.6. Change Output Printer Destination(s). This function allows you to change the printer destination for your output results. From the REQUEST UPDATE RESULTS menu, enter a 6 in the ENTER REQUEST FIELD. The CHANGE OUTPUT DESTINATION menu will appear. (See **Figure 3.34**) This menu shows the output products by PCN number and gives current printer addresses of each. The bottom of the screen informs you of other available printer destinations. The output results will be rerouted by entering the corresponding number in the NEW ADDRESS field and pressing the ENTER key. The REQUEST UPDATE RESULTS menu will appear with a message at the bottom of the screen OUTPUT PRINTER DESTINATION CHANGED. (See **Figure 3.35**) If you select a printer destination and decide to cancel it press "PF6" (Alt/6 on your PC). The REQUEST UPDATE RESULTS menu will appear with the message "OUTPUT PRINTER DESTINATION CHANGED". ***NOTE:*** This change is permanent until another change is requested.

3.19. JVSN. To receive another FSO's output products key in "JVSN", and press enter. You will receive the CHANGE OUTPUT DESTINATION ADSN menu. (See **Figure 3.36**) At the top of the menu is your ADSN. Enter the other FSO's ADSN at the cursor and press ENTER. The REQUEST OUTPUT RESULTS menu will appear with a message at the bottom of the screen ADSN OVERRIDE IN EFFECT- REQUEST OUTPUT FOR ABOVE ADSN. (See **Figure 3.37**) You may now request products for that ADSN. When you exit this menu and receive the message "REQUEST FOR UPDATE RESULTS COMPLETE ", your ADSN is automatically reset.

3.20. Receiving Update Results to Hard Drive or Floppy Diskette. Update results may be redirected to your hard drive or a floppy diskette for later printing. This will allow a more efficient transfer of data. Your update results will be sent to whatever directory and drive you are using when you begin the redirect procedure. There are two types of communication software: "IRMACOM" and "IRMAREMOTE". Communications must be established with DFAS-DE to redirect update results. (***NOTE:*** Your CRT should have the IRMA status line at the bottom of the screen. If not, press both shift keys simultaneously.) IRMACOM's status line will display two arrows and IRMAREMOTE display "R" in the center of the status

line. Below are the steps required to redirect update results for "IRMACOM" and "IRMAREMOTE".

3.21. IRMACOM. To redirect update results using "IRMACOM" take the following steps:

3.21.1. Hold the shift key down and press the F1 key. The HELP menu screen (see **Figure 3.38**) will be displayed.

3.21.2. Press the F7 key to display the Printer Redirection screen. (See **Figure 3.38**) This display shows that the IRMA software is configured to send your output products to the printer.

3.21.3. Press the F1 key to redirect output products to your hard drive or a floppy diskette. The screen will display a second line. (See **Figure 3.37**).

3.21.4. Press the F10 key to return to the Help menu screen, then press the F10 key a second time to exit the redirect function.

3.21.5. DFAS-DE Update Results. Upon executing the job JUPD, all selected output products will be directed to your hard drive or a floppy diskette. The red light will start to blink upon receipt of the output products. It will continue to blink until all products have been received. Wait at least 5 minutes after the light stops blinking before proceeding. Once output products have been received, take the following steps to close the file: ***NOTE:*** **You must close the file at this time.**

3.21.5.1. Hold the shift key down and press the F1 key. The HELP menu screen will be displayed. (See **Figure 3.38**).

3.21.5.2. Press the F7 key. The printer redirection screen will be displayed. (See **Figure 3.38**).

3.21.5.3. Press the F2 key to close the file. The disk drive light will come on and then go off. This tells you the file is being closed. The file name is PRNTER02.000. The extension "000" will be incremented by one for each file received.

3.21.5.4. To receive additional output products on your hard drive or a floppy diskette, press the F10 key twice to exit the redirect function. (If you want to start receiving products on your printer, press the F1 key. The on-line printer redirection screen will be displayed). (See **Figure 3.38**) Press the F10 key twice to exit the printer redirect function. All output products will now be directed to your printer.

3.22. IRMAREMOTE. To redirect update results using IRMACOM take the following steps:

3.22.1. Hold the CTRL key down and press the "P" key. The first IRMAREMOTE REDIRECT screen (see **Figure 3.39**) will be displayed. The word READY (top left corner) should be highlighted.

3.22.2. Press the F1 key. The HOLD PRINT FIELD (directly below READY) will be highlighted. You will receive another redirect screen.

3.22.3. Hold the ALT key down and press the "T" key. Another redirect screen will appear. (See **Figure 3.40**) From this screen you can decide whether to print products while they are also being redirected to a specific drive or only redirect your products to a specific drive without printing.

3.22.4. Press the ENTER key twice. Press the Letter "N" and press enter if you do not want to print products while redirecting them to a specific drive. Otherwise, press the enter key to print products while they are being redirected.

3.22.5. Press the Enter key three times. You will receive another redirect screen. (See **Figure 3.41**) Highlighted in approximately the middle of the screen you will see Output: PRNTER02.DAT 0. This is the name of the file and the character count. This file is not incremented similarly to the file in IRMACOM. This file will be over written if more than one file is received. You should copy the products on this file onto a floppy or to another file if you want to retain them.

3.22.6. Press the F1 key. The HOLD PRINT field will no longer be highlighted. Hold down the CTRL key and press the letter O. You will return to your communication screen and will be ready to receive redirected products. After you have made your request (selected the appropriate products from the REQUEST UPDATE RESULTS menu in JUPD), you can determine when the request begins to be received and when it is finished, by holding down the CRTL key and pressing the letter "P". You will receive the screen at **Figure 3.42** with the highlighted area once again. Once the request begins to be received, the IN SESSION field (directly to the right of READY) WILL BE BRACKETED (***EXAMPLE*** [IN SESSION]) and the character counter will begin to increase. After the complete file has been received, the brackets around IN SESSION will disappear.

3.22.7. Once all of your requests have been received, you must close the file by taking the following steps:

3.22.7.1. **Figure 3.42** should be on your screen. Press the F1 key. The HOLD PRINT field will be highlighted.

3.22.7.2. Hold down the ALT key and press the letter "T". This will close the printer file.

3.22.7.3. Press the F1 key. The READY field will be highlighted.

3.22.7.4. Hold down the CRTL key and press the letter O. You will return to your communication screen.

3.23. Extracting Daily Register of Transactions (DROT) Data from the Document Transmittal List (DTL). These procedures allow the DROT to be extracted from the DTL after the DTL is written to a hard drive. After the DTL is received, you need to copy it to a floppy diskette to retain it since this procedure deletes the DTL. Take the following steps to extract DROT data from the DTL:

3.23.1. Reboot by pressing CTRL, ALT, and DEL keys simultaneously because DROT cannot run when communications are active. This action will sever your communications and will require you to reestablish connectivity with DFAS-DE.

3.23.2. After the C> prompt reappears, change to your DROT directory by entering the command "CD \DROT", and pressing ENTER. You will receive a screen asking the disk drive letter specification. (See **Figure 3.43**) Key in "DROT C", and press ENTER, if your DROT program is executed from your hard drive. Key in "DROT A" if your DROT program is executed from the A: floppy drive and the input DTL is on the B: floppy drive.

3.23.3. Once you have made your selection the JUMPS DROT MAIN MENU screen (see **Figure 3.44**) will appear. Press "C" to CREATE DROT from DTL.

3.23.4. When the JUMPS DROT CREATE SELECTION SCREEN (see **Figure 3.45**) appears, and displays the message, "IS THE DTL DATA LOCATED ON DRIVE B: OR C:? HIT B OR C OR Esc TO RETURN TO MENU". Press "B" if the DTL data is on drive B: and "C" if the DTL data is on your hard drive. A short time after you have made your selection the screen will display the total number of DROT transactions created.

3.23.5. Press any key to return to JUMPS DROT MAIN MENU. Press "P" to print DROT and follow the instructions given by the JUMPS DROT PRINT SELECTION screen. Read the prompts carefully.

3.23.6. Once the DROT is printed the JUMPS DROT MAIN MENU will reappear. Press "X" to exit to MS-DOS.

3.24. Printing Output Products from Your Hard Drive or Floppy Diskette. After the file containing your output products is written to your hard drive or a floppy diskette, toggle from the IRMA software to the DOS prompt C>. Take the following steps to print your output products:

3.24.1. For IRMACOM, key in the following commands:

3.24.1.1. Print PRNTER02.000, and press ENTER if your products are on your hard drive:

3.24.1.2. Print A:PRNTER02.000, and press ENTER if your products are on a floppy diskette in drive "A".

3.24.1.3. Print B:PRNTER02.000, and press ENTER if your products are on a floppy diskette in drive "B".

3.24.2. For IRMAREMOTE, Key in the following commands:

3.24.2.1. Print PRNTER02.DAT, and press ENTER if your products are on your hard drive.

3.24.2.2. Print A:PRNTER02.DAT, and press ENTER if your products are on floppy disk in drive "A".

3.24.2.3. Print B:PRNTER02.DAT, and press ENTER if your products are on floppy disk in drive "B".

Section 3D—System Access to DJMS.

3.25. Purpose. Individuals who need access to the DJMS Master Military Pay Account (MMPA) must have their finance office trusted agents (TAs) prepare the necessary paperwork to establish a DJMS user ID. Prior to obtaining DJMS access, the TA must brief the individual on computer security awareness and responsibilities when accessing a service member's pay account. Once this is done, the individual may be given the requested access within existing policy and regulations.

3.26. Assistance with Security Issues/Important Numbers to Remember. The Special Actions Security Office is available for assistance with any DJMS security problems that the TA or FSO cannot resolve. The SA Security Office can be reached via the below listed numbers and e-mail address: Monday – Friday, 7:30 a.m. to 4:00 p.m. mountain time zone (Denver):

Phone Number: DSN 926-6631
Comm (303) 676-6631

Fax Number: DSN 926-8340
Comm (303) 676-8340

E-mail Address: DFAS-IN Air Force Security (**dfas-inairforcesecurity@dfas.mil**)

Monday – Friday, 6:00 a.m. to 5:00 p.m. eastern standard time

Phone Number: DSN 699-2873, 4310, 7500, 7608, 7981, 7182, 7166, 7179, 7114
Comm (317) 510-2873, 4310, 7500, 7608, 7981, 7182, 7166, 7179, 7114
All above phone numbers have voice mail.

3.27. Appointment of DJMS TAs. The FSO, or equivalent, will ensure that a TA is designated for every work and/or office area physically located at the site or at least one primary and one alternate TA are appointed at the base at all times. The FSO should appoint people from within the Military Pay SMA who, in his/her judgment, are reliable and will not compromise the system. When a TA is reassigned, the FSO will ensure that the paperwork to add the new TA and delete the old TA is completed prior to the TA's departure.

3.27.1. The request for appointment is made via a trusted agent letter, along with a completed "initial" DD Form 2875 (parts I-IV (SAAR)) (only if the TA does not currently have a USERID) and part V (OS/390) for each TA USERID. If the appointment is a replacement of an existing TA, a completed "deletion" DD Form 2875 (Part V (OS/390) must also be submitted to remove the old TA from the system.

3.27.2. Upon receipt of the paperwork, the security office will ensure that the forms are filled out completely and correctly. If the forms are not completed correctly, the facsimile copy will be discarded and an e-mail will be sent to the originating TA. If the forms are

correct, the security office will add security privileges to the current USERID or create a USERID if needed for each TA and provide e-mail notification the USERID has been created. In this e-mail, the security office will also include a small package of security information for the TA to read. The USERIDs can then be used to administer DJMS computer security.

3.28. Additional TA Responsibilities. The TAs at each site are responsible for all of the USERIDs under the control of their FSO. In addition, the TAs will:

3.28.1. Read and become familiar with:

3.28.1.1. "Security Access To DJMS" in this chapter. (This will be forwarded to each new TA by the Security Office.)

3.28.1.2. The DFAS Denver Handbook 8000.1, "Defense Finance and Accounting Service - Denver Center, Information Systems Security (INFOSEC) Handbook". (This can be found at address **https://dfas4dod.dfas.mil/library/hbk80001.htm** on the internet.)

3.28.1.3. The DoD Directive 5200.28, "Security Requirements for Automated Information Systems (AISs)". (This can be found at address **http://web7.whs.osd.mil/html/520028.htm** on the internet.)

3.28.1.4. Defense Joint Military Pay System (DJMS) and Defense Military Pay Office (DMO) and Army Case Management System Trusted Agent/Terminal Area Security Officer (TASO) Procedures Manual.

3.28.2. Not allow access to DJMS without first determining a need for the access.

3.28.3. Prepare and maintain original (signed) DD Forms 2875 for each USERID within their area of responsibility.

3.28.4. Submit proper documentation to the Security Office for USERIDs to be created, modified, or deleted. (For security reasons, these documents will *only be submitted* by the TAs.)

3.28.5. For audit purposes, keep all printed DD Forms 2875 in a locked area and all electronic forms in a secure area. When relieved of TA responsibilities, the out-going TA will pass all documentation to the new TA.

3.28.6. Maintain DD Forms 2875 for USERIDs that have been deleted from the system, for a period of one year from the date of deletion.

3.28.7. Assist their users by unsuspending USERIDS and/or resetting passwords. This responsibility also requires analysis of why a USERID was suspended (i.e., was the user trying to access an application that has not been approved?). Once the problem is identified, appropriate corrective action will be taken by the TA.

3.28.8. Be observant of any unauthorized personnel around their terminal area. Report any suspicious behavior.

3.28.9. Notify the individuals within their area, who have USERIDs, of their responsibility for DJMS security. The TA is the first line of defense for all DJMS security problems.

3.28.10. Complete a USERID validation every month, per **paragraph 3.41** in this section, and forward the results to the Security Office by the first day of the following month.

3.28.11. Keep a TA book that includes all of the information provided by the Security Office. When relieved of TA responsibilities, the TA will pass this book on to the new TA. Because of the sensitive nature of some of the information, this book must be kept in a locked area.

3.29. Completion of the Trusted Agent Letter. A new Trusted Agent Letter is required whenever there is a change in TA. For security reasons, the letter must be filled out correctly, without any changes or strikeovers, or we must request a new letter from the FSO. The letter consists of 2 pages; both must be faxed (along with any required DD Forms 2875) to the Security Office as one complete package.

3.29.1. Page 1 of the Trusted Agent Letter.

3.29.1.1. Date: Type in the current date.

3.29.1.2. From: Type in the organization name and the location of the TA.

3.29.1.3. DJMS USERID: Type in the TA's USERID.

3.29.1.4. Name/Rank: Type in the full names (First MI Last) and ranks of the two TAs.

3.29.1.5. Mailing Address: Type in the two complete work mailing addresses.

3.29.1.6. EMAIL Address: Type in the two complete e-mail addresses.

3.29.1.7. Telephone # Comm/DSN: Type in the two complete telephone numbers, commercial first, then DSN. If the TA is stationed overseas, the country code must be added to the DSN number.

3.29.1.8. Fax # Comm/DSN: Type in the two complete fax numbers, commercial first, then DSN. If the TA is stationed overseas, the country code must be added to the DSN number.

3.29.1.9. FSO or Comptroller or Division Chief Signature & Signature Block: Type in the FSO's or Comptroller's full signature block.

3.29.2. Page 2 of the Trusted Agent Letter. The two TAs must sign the form at the bottom after reading the complete Trusted Agent Letter.

3.30. Completion of the DD Form 2875. For security reasons, the DD Form 2875 must also be filled out correctly and completely, **without any changes or strikeovers**, or a new form will be requested. All DD Form 2875 must be typed.

3.30.1. When filling out the DD Form 2875, the TA will type the information into the Form Flow or Word document that was provided by the Security Office. When the Parts I-IV (SAAR) is required, the TA requests the Security Manager complete Part III of the DD Form 2875. The TA obtains the signatures and dates on the form.

3.30.2. Completing the DD Form 2875, Parts I-IV (SAAR). See **Figure 3.46** for instructions/information concerning completion of the 2875.

3.31. Submission of Paperwork for DJMS USERIDs. For audit purposes, TAs are tasked with the completion and the maintaining of all DD Forms 2875 (Parts I-IV [SAAR] and Part V [OS/390]) and Trusted Agent Letters within their area of responsibility. If a DD Form 2875 or Trusted Agent Letter is required for any level of access, a copy of it must reside in the TA's files.

3.31.1. TA USERIDS. The Security Office will create, modify, and delete USERIDs for TAs based on properly completed DD Forms 2875. Please note that a minimum of a Background Investigation (BI) is required to establish a USERID and forms must contain all appropriate signatures. Foreign Nationals will have a host nation agreement or a status of forces agreement equivalent background check and this will be indicated on the DD Form 2875 in Part II.

3.31.1.1. DD Forms 2875 may only be submitted by appointed TAs; the Trusted Agent Letter must be signed by the FSO (or equivalent) and must be forwarded by the TA. All TA requests must be faxed to the Security Office. For "Initial" requests, a DD Form 2875, Parts I-IV (SAAR) and Part V (OS/390), along with the Trusted Agent Letter, must be completed; and all forms must be submitted to the Security Office. For "Modification" requests, a DD Form 2875, Part V (OS/390), must be completed and submitted to the Security Office. For "Deletion" requests, a DD Form 2875, Part V (OS/390), must be completed and submitted to the Security Office.

3.31.1.2. Once the Security Office has completed the request, the ISSO will return it to the TA via fax. The TA will be notified of completion via e-mail.

3.31.2. Local National Requests. If a TA or non-TA is a local national, all paperwork must be faxed, with signatures, to the security office.

3.31.2.1. DD Forms 2875 will only be submitted by appointed TAs. All non-TA requests must be e-mailed to the security office security mailbox. For "Initial" requests, a DD Form 2875, Parts I-IV (SAAR) and Part V (OS/390), must be completed; however, only the Part V (OS/390) should be submitted to the Security Office. The DD Form 2875, Parts I-IV (SAAR) will remain in the TA's files, with all required signatures, for audit purposes. For "Modification" requests, a DD Form 2875, Part V (OS/390) must be completed and submitted to the Security Office. For "Deletion" requests, a DD Form 2875, Part V (OS/390) must be completed and submitted to the Security Office.

3.31.2.2. Once the Security Office has completed the request, it will be signed by the ISSO and returned to the TA via fax. The TA will be notified of completion via e-mail.

3.31.3. Local National Requests. If a TA or non-TA is a local national, all paperwork must be faxed, with signatures, to the Security Office.

3.31.3.1. DD Form 2875 will only be submitted by appointed TAs. All local national requests must be faxed to the Security Office. For "Initial" requests, a DD Form 2875, Parts I-IV (SAAR) and Part V (OS/390), must be completed and submitted to the Security Office. For "Modification" requests, a DD Form 2875, Part V (OS/390), must be completed and submitted to the Security Office. For "Deletion" requests, a DD Form 2875, Part V (OS/390), must be completed and submitted to the Security Office.

3.32. Assignment of Profiles. Users must have profiles that provide the access required to perform their duties. The TAs are the user's source of information regarding the profiles needed. The following table describes the most commonly used profiles by name, description, and most popular execution commands. Please keep in mind that the user must have profile JJUMPSR (Air Force Inquiry Access) for most of the other profiles below to work properly. TA profile JMPJYBM will work by itself.

Profile Name	Function of the Profile or Subsystem	Authorized Commands
JJUMPSR	Air Force inquiry to MMPAs (DJMS AC and DJMS RC)	JJAA, JLES, MSO, PARM, PRAA, JCCM
JJUPDPFL	View/Print Update Results	JUPD, JVSN
JAGENTS	ADSN/Agent File Transfer JDCIII	JOLV, JQEV, IND$
JPPCCPFL	Paying and Collecting Transactions	JOPS
JPJOPS	Field On-LINE Processing System (Except for Paying and Collecting Transactions)	JOPS
JPBBPFL	Input EFT Payments	JPBB
JPBXPFL	Verify/Release EFT Payments	JPBX
JMCLRPFL	Message Log Read Authority (Latest JUMPS Messages)	JAUO
JNPARMKS	Net Pay Advice Remarks	JLNA
WATIF2 ADSN	What-if for Separations	JPAM
JPQEPFL	JOPS Quality Assurance	JQEV
AFSAR	View/Print Report Data (Air Force)	SAR4
AFRGSAR	View/Print Report Data (AFR and ANG) Reserves and Air National Guard)	SAR4
ROTSCAR	View/Print Report Data (ROTC)	SAR4
REPORT WEB	View/Print Report Data	
JMPJYBM	Add ADSN and Printer ID to a USERID (Profile for TAs Only)	JYBM

NOTE: ECCS Mail Authority (old profile JECCSR, otran MAIL) is now automatic for all DJMS USERIDs. Locator (old profile SLOC8PFL, otran LOCA) is also automatic as long as the user has profile JJUMPSR (Air Force Inquiry Access). Reports Management System (old profile RMSUSR, otran RM01) is no longer a valid profile. It has been replaced by the SARJ profile.

3.33. Separation of Duties. Several directives require "separation of duties" to minimize the possibility of fraud and/or abuse of government resources. To limit the direct capability to input and release payments within DJMS, we will not assigned the following combinations of profiles to any single USERID. ***NOTE:*** Under special circumstances, e.g. not enough personnel in some RPOS, a USERID may be given both profiles except "A" below. In those cases, the local instructions will clearly stipulate that you can't perform the tasks assigned to both profile sets while processing payment transactions.

3.33.1. **JPBXPFL** (JPBX-Release EFT Payments) and **JPBBPFL** (JPBB-Input EFT Payments)

3.33.2. **JPJOPS** (Field O/L Processing System) and **JPQEPFL** (Auditor Quality Assurance)

3.33.3. **JPPCCPFL** (Field Pay/Collection) and **JPQEPFL** (Auditor Quality Assurance)

3.33.4. **JAGENTS** (JDC3) and **JPQEPFL** (Auditor Quality Assurance)

3.34. Initial Assignment of a USERID and Password. The Security Office will provide the TAs with all their new USERIDs and ensure that the passwords are set to the default password. This default password is an expired password and will prompt the users to change it upon initial login. The TAs will distribute all new USERIDs to the appropriate personnel and notify them of their initial log-on password. The users will then establish their own passwords. The TAs are not authorized to sign on and change passwords for USERIDs that are issued to anyone other than that specific person.

3.34.1. All users, regardless of whether they are a TA or a non-TA, will log on to their USERID immediately upon receipt. USERIDs that have not been logged on to after 5 days from their creation date will be ASUSPENDED.

3.34.2. Valid passwords consist of 6 to 8 alpha-numeric characters; a minimum of 1 character must be numeric. Passwords will contain no consecutively repeating characters. When a user initially signs onto the system, the following screens will be displayed:

Screen #01_ _

KLGLGON1 Entry Validation

Date: 05/15/01 System: MMA
Time: 10:46:00 Device: TMA055C0

Identification:

Userid.....

Password..... Change Password ? N (Y or N)

Additional Information: Group.....
Acct.....
Proc.....

Bulletins: You have reached the systems at DMC Mechanicsburg.
For assistance please call:
DMC Mechanicsburg Help Desk --> DSN 430-7426, Comm 717-605-7426

ENTER USERID

Enter F1=Help F3=Exit

Response #01_ _

Type in your new DJMS USERID, hit the TAB key. Type in the default password, hit the ENTER key. DO NOT TAB OVER AND CHANGE THE "N" TO A "Y" FOR THE CHANGE PASSWORD FIELD; THIS JUST CAUSES PROBLEMS SIGNING IN.

_ _

Screen #02_ _

_ _ _ _ _ TSS7110E Password Has Expired. New Password

Press ENTER to continue

Response #02_ _

_ _ _ _ _ Press the ENTER key
_ _

Screen #03_ _

KLGNPWD1 Change Password

Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password.....

TSS7110E Password Has Expired. New Password Missing

Command ===>
Enter F1=Help F3=Exit F12=Cancel

Response #03_ _

Type in your "new" password, hit the TAB key. Retype your "new" password, hit the ENTER key.
_ _

Screen #04_ _

_ _ _ _ _ _ TSS7030I Password Changed

Press ENTER to continue

Response #04_ _

If you receive this message, hit the ENTER key. If you do not receive the message, follow the instructions to retype your "new" password.

_ _

Screen #05_ _

KLHUDAT1 Update Personal Information

Change any of the following information, then
press ENTER.

Name(First Last).....
Location.....
Phone.....

Other...

Press Enter to continue
TSS7030I Password Changed

Response #05_ _

If you get this screen, type in your name (first then last) and hit the TAB key. Type in your location and hit the TAB key. Type in your phone number and hit the ENTER key. THIS SCREEN ONLY APPEARS ON THE INITIAL LOG ON OF A NEW USERID.

_ _

Screen #06_ _

Actions Options Commands Features Help

KLSVSEL1 CL/SUPERSESSION Main Menu More:
Help Desk: (717)605-7426 DSN 430 Overseas Users: DSN 312-430-7426
Select sessions with a "/" or an action code.

	Session ID	Description	Type	Status
	---	---	---	---
_	CICPJ3	DJMS Air Force	Multi	
_	TAOMAIL	TAO/EMC2 EMail System	Multi	

TSS7030I Password Changed
Command ===> MMA/TMA025C0
Enter F1=Help F3=Exit F5=Refresh F9=Retrieve F10=Action

Response #06_ _

If you get this SUPERSESSION screen you have successfully changed your USERID's password. You may log on to any of the listed applications by typing an "S" to the left of it on the underline.

_ _

3.35. JYBM. The DJMS system-print destinations and assignment of ADSNs are controlled by the DJMS printer and ADSN control application JYBM. Each DJMS USERID must be in this application with the USERID tied to the appropriate ADSN (if used) and printer identification. If not, the user will not be able to perform any functions within DJMS requiring an ADSN or printer. TAs must remember that when a new USERID is created, they must run JYBM and add the new user. TAs must also remember that when a USERID is removed from the system, it is their responsibility to clean up the USERID in JYBM.

3.36. Sharing of USERIDs and Passwords. It is extremely important to remember that personnel are not authorized to share their USERIDs and passwords with anyone. Failure to comply will result in that USERID being "asuspended" in DJMS. An "asuspend" is an administrative suspend placed on a USERID by the Security Office or a TA. TAs cannot remove an "asuspend" on a USERID, they can only remove USERID "suspends." If a TA USERID is "asuspended" as a result of a sharing violation, the Security Office will require an e-mail from the FSO to the Security Office security mailbox, stating that the TA has been counseled on security protocols regarding sharing of USERIDs and passwords. If a non-TA USERID is "asuspended" because of a sharing violation, the Security Office will require an e-mail from the TA to the Security Office security mailbox, stating that the INDIVIDUAL has been counseled on security protocols regarding sharing of USERIDs and passwords. USERIDs and passwords must be protected at all times; personnel should protect their USERIDs and passwords by memorizing them. Do not write them down and post around your area or hide them under keyboards.

3.37. USERIDS Suspension/Deletion. USERIDs must be used or they will be "asuspended" or deleted.

3.37.1. The system will automatically "asuspend" a USERID if it is not used within 35 days and the Security Office will delete the USERID if it is not used within a 100-day period. No notification will be sent out to the TAs or FSO, and a new DD Form 2875 will be required to re-establish a deleted USERID. If a user will be going TDY or on leave for an extended period of time, the TA should notify the Security Office via e-mail (to the security mailbox), and the USERID will not be deleted after 100 days. The USERID will merely remain "asuspended" and reviewed periodically by the Security Office. The TA should follow-up to ensure the Security Office received the e-mail message and has acted on the TA's request.

3.37.2. USERIDs will also be suspended if the individual uses the wrong password in 3 consecutive logon attempts or attempts to use an unauthorized application 3 times. This will place a "suspend" on the USERID, and the TA will have to remove the "suspend."

3.38. Changing Passwords.

3.38.1. TA passwords must be changed every 30 days, and non-TA passwords must be changed every 90 days. If a password has not been changed within the prescribed time frame, the system will automatically prompt the user to change his/her password at the 30- or 90-day point.

3.38.2. Passwords must be unique each time and not shared or given to anyone. Passwords should not be similar to any previously used password. Valid passwords consist of 6 to 8 alphanumeric characters; at least 1 character must be numeric. Passwords will contain no consecutively repeating characters. To change a password prior to the 30- or 90-day timeframe, do the following at the sign-on screen:

Screen #01_ _

KLGLGON1 Entry Validation

Date: 05/15/01 System: MMA
Time: 10:46:00 Device: TMA02501

Identification:
Userid.....
Password..... Change Password ? N (Y or N)

Additional Information:
Group.....
Acct.....
Proc.....

Bulletins: You have reached the systems at DMC Mechanicsburg.
For assistance please call:
DMC Mechanicsburg Help Desk --> DSN 430-7426, Comm 717-605-7426

ENTER USERID
Enter F1=Help F3=Exit

Response #01_ _

Type in your DJMS USERID, hit the TAB key. Type in your current password, hit the TAB key. Type in "Y" for change password, hit the ENTER key.

_ _

Screen #02_ _

KLGNPWD1 Change Password

Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password.....

Command ===>
Enter F1=Help F3=Exit F12=Cancel

Response #02_ _

Type in your "new" password, hit the TAB key. Retype in your "new" password, hit the ENTER key.

_ _

Screen #03_ _

TSS7030I Password Changed

Press ENTER to continue

Response #03_ _

If you receive this message, hit the ENTER key. If you do not, follow the instructions to retype your "new" password.

_ _

Screen #04_ _

Actions Options Commands Features Help

KLSVSEL1 CL/SUPERSESSION Main Menu More:
Help Desk: (717)605-7426 DSN 430 Overseas Users: DSN 312-430-7426
Select sessions with a "/" or an action code.

	Session ID	Description	Type	Status
_	CICPJ3	DJMS Air Force	Multi	
_	TAOMAIL	TAO/EMC2 EMail System	Multi	

TSS7030I Password Changed
Command ===> MMA/TMA025C0
Enter F1=Help F3=Exit F5=Refresh F9=Retrieve F10=Action

Response #04_ _

If you get a SUPERSESSION screen that looks somewhat like this one, you have successfully changed your USERID's password. You may log on to any of the listed applications by typing an "S" to the left of it on the underline.

_ _

3.39. TA Management Tools. TAs have a few TSS (Top Secret Security) commands at their disposal within DJMS to list, reset, unsuspend, and suspend their users. Remember that these commands must be exact or the system will not accept them. They are not case-sensitive (can be typed in either upper- or lower-case); however, the parentheses MUST be typed where indicated and spaces MUST be typed where indicated. Type in one command in the upper far-left-hand corner of the screen and hit the ENTER key. After the command has processed successfully, a "successful completion" message will appear. If an "unsuccessful completion" message appears, normally, the command was mis-typed. Sometimes, the TA will have to back out of DJMS to the SUPERSESSION Menu, go back in to DJMS, and re-type the command. If there is a second command, as in the case of a reset, the second command must be typed in after the "completion" message from the first command is received/displayed.

3.39.1. Commands to list USERIDs.

3.39.1.1. To list a single user and all of their access:

tss list(***userid***) data(all)

NOTE: This command lists a single USERID and the access assigned to it.

3.39.1.2. To list a single user and his/her profiles (only):

tss list(***userid***) data(profiles)

NOTE: This command lists all profiles assigned to a USERID and the name of the profiles.

3.39.1.3. To list all of your users and their access:

tss list(acids) data(all) dept(***yourdepartment***)

NOTE: This command lists all of your users and the access assigned to each USERID.

3.39.1.4. To list only the names of all of your users:

tss list(acids) data(names) dept(***yourdepartment***)

NOTE: This command lists all your users and the name assigned to the USERID.

3.39.2. Commands to reset, unsuspend, and suspend USERIDs.

3.39.2.1. To reset a USERID (which changes the password):

tss rem(***userid***) suspend

tss rep(***userid***) pass(***defaultpassword***, exp)

3.39.2.2. To unsuspend a USERID (without changing the password):

tss rem(***userid***) suspend

3.39.2.3. To suspend a USERID:

tss add(***userid***) suspend

LEGEND:

userid = The USERID of the individual that you want to list, reset, unsuspend, or suspend

defaultpassword = The default password.

yourdepartment = The first 5 positions of your USERID

NOTE: An "asuspend" is an administrative suspend on a USERID that can only be removed by the Security Office. The TA must call or e-mail (security mailbox) the Security Office and request removal. TAs can only remove a "suspend" on a USERID. To see whether a USERID is "asuspended" or just "suspended," the TA can list the USERID and look immediately underneath the list of profiles. If it says "ATTRIBUTES = ASUSPEND," the USERID is "asuspended" and the Security Office must be contacted by the TA for removal. If it says "ATTRIBUTES = SUSPEND", the USERID is only suspended; and the TA can remove it.

3.40. Security Controls. Following are some of the tools the Security Office has to monitor DJMS security for the Air Force.

3.40.1. A daily audit of security violations, such as repeated attempts to access unauthorized facilities or commands, is conducted. Violations result in an "asuspend" and a message to the TA (FSO if the user is a TA) for investigation of the violation(s). If a TA USERID is "asuspended" due to a security violation, the Security Office will require an e-mail to the security mailbox from the FSO stating the TA has been counseled regarding proper security protocol. If a non-TA USERID is "asuspended" due to a security violation, the Security Office will require an e-mail to the security mailbox from the TA with the results of the TA's investigation.

3.40.2. An audit report of USERIDs, by name, is periodically run to ensure that a user does not have a USERID at two different installations or two different USERIDs at one installation. A discrepancy will result in an "asuspend" of the older of the USERIDs and a message to the TA (FSO if the user is a TA) for investigation of the violation(s). If a TA USERID is "asuspended" because of a duplicate USERID violation, the Security Office will require and e-mail (to the security mailbox) from the FSO explaining the results of the investigation. If a non-TA USERID is "asuspended" because of a duplicate USERID violation, the Security Office will require an e-mail (to the security mailbox) from the TA explaining the results of the investigation. Generally, we find that a user has PCS'd and no longer requires the USERID. If this is the case, the TA can submit the proper paperwork to have the USERID removed from the system.

3.40.3. Impromptu audits are conducted by the Security Office to ensure TAs are properly maintaining their completed DISA Forms 41. During this audit, the TA will be asked to fax requested DD Form 2875s to the Air Force Security Office. These DISA Forms 41 will be audited and a report of findings will be typed up and returned to the FSO.

3.41. Instructions for Monthly Validation by TAS. Every month, TAS will formally validate the USERIDs within their area of responsibility. The TAS are required to have the validation paperwork available to the Air Force security office upon request at the end of every month. During the validation, DD Form 2875's need to be current and up to date on users access,

deleted USERIDs, deployments/TDY's, name changes, etc. A current TASO monthly review agreement will need to be sent to the air force security office when TASO assignment changes at the base location. TASO, supervisor, and foundation data owner (FDO) will need to sign and date the agreement. TASOs will also need to update their monthly review checklist with TASO signature (primary or alternate) and date of review for auditing purposes. A random audit will be given by the air force security office on these reviews. (**paragraph 3.39.1.4** in this section indicates the list commands to run the review.)

3.41.1. TASO Monthly Review Agreement:

To: DFAS-DE DJMS/DMO Air Force Security

From: TASO,_____

Location: _____

Site ID or ADSN:_____

Subject: Monthly Security Review for DJMS/DMO

I, _____, have reviewed all DJMS/DMO USERIDs assigned to this location. All USERIDs are assigned to this location and/or I have submitted a DD Form 2875 Part V to remove appropriate access/USERID.

I have also ensured that a DD Form 2875 Part I-IV is on file for all USERIDs that are assigned. A DD Form 2875 Part V is also on file for appropriate access assigned to the USERIDs.

_____Date:_____

Primary TASO signature and print name

_____Date:_____

Supervisor signature and print name

_____Date:_____

Functional data owner (FDO) and print name

****

3.41.2. TASO DJMS/DMO Monthly Review Checklist:

Location: _____ ADSN/ISN: _____

(TASO Name Reviewing)

January:	_____	Date: _____
February:	_____	Date: _____
March:	_____	Date: _____
April:	_____	Date: _____
May:	_____	Date: _____
June:	_____	Date: _____
July:	_____	Date: _____
August:	_____	Date: _____
September:	_____	Date: _____
October:	_____	Date: _____
November:	_____	Date: _____
December:	_____	Date: _____

Section 3E—ROTC Data Collection.

3.42. See DFAS-DEM 7073-3.

Section 3F—Defense Milpay Office (DMO).

3.43. Description and General Information. The Defense Milpay Office (DMO) is a windows-based transaction input system that consists of a collection of separate and interconnected screens. The DMO software consists of various pay modules consolidated into one system. DMO consists of the following primary modules:

3.43.1. Input Module. Provides capabilities for creating DJMS (active and reserve component) transactions for upload to DJMS. Air force finance offices will have access to all allowable field transaction processing windows. The input module provides transaction processing for allotments, allowances, deductions, disbursing, entitlements, debts, incentive pays, member identification, status and remarks.

3.43.2. Inquiry Module. Provides inquiry capability known as the DMO Standard Inquiry System (DSIS). DSIS displays the 8,200 data elements within the MMPA and provides tools to navigate through the system. DSIS can download multiple DJMS accounts and can retrieve member history. See DFAS-DEM 7073-1, chapter 5 for information on the standard inquiry system (DMO), standard inquiry system (DSIS).

3.43.3. Reports/Queries Module. Provides daily transaction register (DTR), LES, NPA, W-2 and MMPA information in a DB2 database. All current DJMS offline-reporting functions are incorporated into the reports module. Database queries can be performed using Microsoft access.

3.43.4. DMO Record Replication.

3.43.4.1. General. In order to make the most of DMO, the FSO must have the most current information from the MMPA downloaded to the DMO server. As the records in DMO age, the chances that rejects will occur increase. Eventually, the plan is to have mid-tier servers at DECC which will allow finance to process directly without the need to replicate the data, but until then, finance must replicate the current MMPA from DJMS onto the DMO server on a regular basis. DMO produces a report for each base indicating the last time DMO records were replicated.

3.43.4.2. Automatic Updates. Use the DMOREPL utility to automatically set the interval for record replication (most sites have replication configured to check the mainframe every 6 to 8 hours). When updating automatically, the DMO server contacts the mainframe and checks for new or updated data based on ISI. If new data is available, it will replicate it to the local database. Since this new data is based on nightly batch processing, replication could occur once per 24 hours. If this data replication has not been done in some time, do a full refresh of the DMO data- base before setting up the automatic updates.

3.44. DMO Functional Keys: Each input screen includes a title bar, menu bar, tool bar and various pull-down menus. Standard controls include radio buttons, group boxes, drop down lists, speed buttons and edit boxes. ***NOTE:*** A button with an underlined letter means alt + the underlined letter can be used as shortcut keys instead of using the mouse. Common buttons are:

3.44.1. OK/Enter. Completes the processing of the selected function and returns to the next logical screen.

3.44.2. Cancel. Aborts the current input or processing and returns to the previously selected screen.

3.44.3. Help. Displays the help screen.

3.44.4. Close. Closes the existing window and returns to the main screen.

3.44.5. Delete. Deletes the highlighted transaction in the change/deleted function.

3.44.6. Pre-fill. Accesses the local MMPA cache data.

3.44.7. Print. Prints the current screen.

3.44.8. Modify. Allows correction of a previously entered transaction.

3.44.9. History. Displays all transactions submitted for processing.

3.44.10. View. Displays the submitted transaction.

3.45. Logging In: Systems administrator assigns local usernames. The user selects passwords.

3.45.1. Usernames must be exactly 7 characters with no spaces.

3.45.2. Passwords must be 6-8 characters with no spaces. The user has 3-4 invalid password attempts (as set by systems administrator) before the account is suspended.

3.46. The Menu Bar: The basic options of the first line of the menu bar are:

3.46.1. File menu options. File menu options include:

3.46.1.1. Open cycle – opens previously started cycle.

3.46.1.2. Open updates – opens data sets previously processed by DJMS updates.

3.46.1.3. Open accounts – opens current data on pay accounts.

3.46.1.4. Select for audit – moves work into local review stage.

3.46.1.5. Transmit – puts completed cycles in DMO corporate database for subsequent DJMS upload.

3.46.1.6. Export – puts completed cycle in ASCII format for FTP/CICS upload.

3.46.1.7. Rename cycle – allows user to rename basic cycle attributes.

3.46.1.8. Delete cycle – allows user to delete current cycle.

3.46.1.9. Print transaction listings – allows user to print processed transactions.

3.46.1.10. Print setup – selects print format.

3.46.2. Pre-Fill Menu Options. Selects the source of data to pre-fill DMO transaction data elements.

3.46.3. Tools Menu Options. Tools menu options includes:

3.46.3.1. Create transaction scripts – allows user to sequence transactions for DJMS compliance in repetitive situations.

3.46.3.2. Tax calculator – enter taxable amount and select the choice of tax to be computed. DMO will request input of personal status information for FITW and SITW (and state for SITW).

3.46.3.3. Pay products viewer – used to search, print and/or view transaction reports (i.e. daily transaction register), pay products and LES.

3.46.3.4. ISC processing – used to identify source of input for transactions and statistical reports.

3.46.3.5. User error code descriptions – used to personalize error code descriptions for user.

3.46.3.6. Update programs – used by DMO systems administrators and standalone users to manage software updates from DFAS.

3.46.3.7. Table 50/23 lookup – allows user to look up financial and charitable institution information for allotment, electronic funds transfer (EFT) and charity donation input.

3.46.3.8. Verify programs – checks for program configuration errors.

3.46.3.9. Reserve reports – used to view/print various reports unique to DJMS-RC processing.

3.46.3.10. Active reports – used to view/print various active duty transaction processing tools.

3.46.3.11. Options – allows system administrators and users to configure miscellaneous settings without exiting the system.

3.46.4. Help menu options.

3.47. DMO Operational Training. DMO inquiry replaces JJAA and PRAA functions, and DMO input brings pre-filled MMPA data to the transaction.

3.47.1. DMO Input. Select "pre-fill" and choose either the local or corporate database.

3.47.2. New Cycle. For creating new transaction files or setting up payroll files:

3.47.2.1. Select "file" and click on "new cycle". Select service (air force), component (active) and servicing ADSN. Under "transaction type" click "general" for all types of transaction, other than misc. Payroll and collections.

3.47.2.2. Get the cycle number from the log book/file and enter it in the "cycle" field. Click "ok" and the FID "launcher" opens.

3.47.2.3. Enter a SSN and the name should pre-fill (from the local or corporate database). Select the transaction to be input by entering the FID in the "FID/AI/TIN" field or by entering search terms (i.e. BAQ, BAS, etc.) In the "searchfield".

3.47.2.4. Enter your two-character input source, as assigned by your systems manager, in the "input source" field and click "ok" to open the transaction layout. Select the action indicator (start, stop, report, etc) under the "action type".

3.47.2.5. If the member is in your database click "pre-fill" and existing MMPA data, relative to the transaction, will be inserted into the transaction. The pre-filled data can be accepted or overlayed, depending on the reason for the transaction.

3.47.2.6. Click "ok" once all data has been verified. A notification will display showing that the transaction has been added to the cycle. The system will return to the FID/TIN launcher for more transaction input.

3.47.3. Open Cycle. To open existing transaction files and payroll files for input, audits or reviews:

3.47.3.1. Click "file" and select "open cycle".

3.47.3.2. Double click on the update that you want to revise or just click on the update once and press "ok".

3.47.3.3. Input any new data or select "change/delete" to edit existing transactions.

3.47.4. Submitting Transaction(s) for Audit. To submit transactions to an auditor for review click on the "ready for audit" button. The transaction will disappear from the "open input files" window and reappear in the "audit" window after you select "audit" from the "type" dropdown menu. The auditor can accept or change the transaction(s) in the cycle. Once the auditor accepts or corrects the transaction, the input is now ready to transmit.

3.47.5. Cycle Transmit. The DMO user with "transmit" capability needs to log into DMO by selecting "file" and click on "transmit" (***NOTE:*** The cycle can be viewed but not manipulated).

3.47.5.1. Transmit Confirmation. Select "transmit" and a confirmation screen should appear. The cycle appears in the "corporate" window when the data has physically moved to the corporate server at the DECC in Mechanicsburg.

3.47.5.2. Backing Out Cycles. To make changes to the cycle prior to the DJMS update, select the cycle in the corporate region and click "backout". The "backout complete" message will give notification that the cycle has been returned to the local server. After the cycle is physically removed from DMO-corporate, the cycle will appear locally as though it never had been transmitted.

3.48. DMO Power Tools. The DMO tools available are mass transactions, scripts, import and table 23/50 processing.

3.48.1. Mass Transactions. The six steps involved in creating mass transactions are:

3.48.1.1. Select Desired Accounts. Starting at the file menu select open accounts. Complete the required information. Highlight the accounts to be included in the mass transaction. If all transactions are to be included make no individual selections.

3.48.1.2. Create/Save a SSN file. Create a SSN file to be used to create mass transactions with a ".SSN" extension. There are two ways to create a SSN file:

3.48.1.2.1. Creating a file from accounts in database. From the "open accounts" screen select "SSN file". Name the file (using the "file name" field) and save it in a data folder or on a floppy. The system will respond with a confirmation for creating a SSN file.

3.48.1.2.2. Creating a file from an imported text (.txt) file.

3.48.1.2.3. Create/Open Cycle. From the DMO input screen click on "file" and select "new cycle" or "open cycle". Use the "browse" button to locate the SSN file. At the bottom of the screen select "mass".

3.48.1.2.4. Access the SSN File. Locate and open the SSN file. Click "ok" to the information dialogue box. This will open the SSN file. Click "save" to save the file.

3.48.1.2.5. Select/Create Transaction. The mass transaction screen will appear after saving the SSN file. Select the desired FID and click "ok". Complete the transaction and click "ok".

3.48.1.2.6. Confirm Creation Mass Transactions. DMO will complete the transaction information for all accounts listed in the SSN file and will add them to the cycle (note confirmation at bottom of screen).

3.48.2. Scripts

3.48.2.1. Setup. DJMS requires that related transactions be submitted in a particular order. The following are the steps used for setup:

3.48.2.1.1. click on the "tools" menu

3.48.2.1.2. click on "create transaction scripts"

3.48.2.1.3. the transaction is added

3.48.2.1.4. the follow on FIDs are added

3.48.2.1.5. the screen will close when finished.

3.48.2.2. Usage. Scripts will keep the transactions in order and drop the transaction(s) needed to support the event on the screen in the proper sequence (transactions may be skipped if not applicable). Click "ok" to open a cycle or create a new one. The transactions will appear in order to be worked.

3.48.3. Import. Use "import" if a cycle was sent but never received and needs to be reprocessed or if a cycle was forgotten after it was exported for processing. To start, click "file" then "import". Navigate to the file you want to import. Complete "new cycle" information and click "ok". The file will be imported and will form a new cycle to be processed like any other cycle.

3.48.4. Table 23/60 Processing. DMO contains current table 23/table 50 information and can be retrieved from DMO corporate or DMO local. The two ways to access the data are:

3.48.4.1. From the Tools Menu. Select "tools" then "table 50/23 lookup". Use the "search" field or "filter" field to sort by selected criteria.

3.48.4.2. From Within the Transaction that Uses the Data. When creating a transaction click on the 3 dotted icon. Select data from the table and the system will retrieve the table data and populate the necessary fields in the transaction.

3.49. DMO Reports/Queries. DMO reports and queries are broken down into three groups: open updates, open accounts and management reports.

3.49.1. Open Updates. Click "file" and then "open updates". Double click the desired update cycle to begin the download to the "local" environment. When the download is complete click "okay". The various update reports can now be accessed, sorted, printed or saved to an excel spreadsheet.

3.49.1.1. Feedback Reports. The feedback reports include daily register of transactions (DROT), unit leave, management notices 1-time payments and transaction rejects/recycles.

3.49.1.1.1. To reprocess transactions (rejects and recycles) first click on the "rejects" tab to narrow the search. Then double click on the transaction to be corrected. The transaction-input screen will open. Correct the errant data and click "resubmit". Select the cycle which the resubmission will be included or select new cycle.

3.49.1.1.2. To export data to an excel spreadsheet select "print" at the bottom of the screen. The transaction listing screen will open, select "export". Select a name and location for the excel file and click "save".

3.49.1.1.3. There are two reports produced for each update by DMO open updates reports:

3.49.1.2. Accuracy Reports. Provides statistical information on transactions that rejected. The accuracy rate is computed by dividing the number of transactions processed by the number of transactions submitted. This report will not include recycled transactions (they will be included on the accuracy report when the transaction either processes or rejects).

3.49.1.3. Timeliness Reports. Provides transaction aging in 10-day increments. The report will be created for the update or updates that are opened. These timeliness reports can be viewed by TRANS, TRANS/AI, ISC/UIC, user ID or by all the late transactions.

3.49.2. Open Accounts. Used to produce a list of members assigned to an ADSN for site ID and for accessing pay products. One of three filters may be used to open accounts. They are (1) include all – to select all members in database; (2) by UIC – to select members in a particular UIC; and (3) by SSN – to select an individual member.

3.49.2.1. Pay Products. Used to view or print a member's LES/NPA (***Note:*** W-2s are not available at this time but will be added as a future option). Selecting any or all of the members listed will make pay products available for printing, saving and distribution. By selecting "SSN file" a file, suitable for future use with mass transactions, will be created. Once the selected accounts have been highlighted click the product (for example "LES") tab that you want to retrieve. The selected pay product will be displayed.

3.49.2.2. Queries. Database queries can be performed using Microsoft access. First, select open accounts, and then select the queries tab at the bottom of the page (double click to view). The queries menu listing will appear. Select the desired query.

3.49.3. Management Reports.

3.49.3.1. Active Reports. Click active reports and then open cycle report. An open cycle report screen will open. The number of days open refers to how long each cycle under the particular ADSN has been open. Select the number of days then click "report". A report showing which cycles have been open for more than the number of days chosen, and who's responsible for them, will appear. Note, a closed cycle report and a transaction count by cycle report can also be generated.

3.49.3.2. Reserve Reports. Open cycle report, closed cycle report and cycles in update report are the same as for active duty. Other unique reserve reports available are:

3.49.3.2.1. Daily Transaction Report. Provides a listing of transactions transmitted for the date selected. The report will provide the transactions in SSN order or SSN order by cycle.

3.49.3.2.2. Daily Activity Report. Provides the total document by document type for beginning balance, received, processed and ending balance.

3.49.3.2.3. Discrepancy Letter Log. Produces a report of the discrepancy letters issued for the date selected. This report is populated by the completion of TIN 001.

3.49.3.2.4. Missing Transmittal Letters. Provides a report for all units or an individual unit of the transmittal letter(s) that have not been received at the pay support office.

3.50. DMO Security Administration.

3.50.1. The DMO security administration function (SAF) is located under DMO on the start menu programs. The SAF administrator sets up new user ids and passwords, selects the allowable system functions for the specific user, sets system settings (such as timeouts) and creates new profiles. Profiles are groups of individuals who have similar access rights. DMO provides six profiles:

3.50.1.1. Auditors

3.50.1.2. Input clerks

3.50.1.3. Finance manager/supervisor

3.50.1.4. Customers

3.50.1.5. Security administrator

3.50.1.6. Systems administrator

3.50.1.7. New profiles may be added, however, the default profiles cannot be changed.

3.50.2. Logging in as a Security Administrator. When logging in as security administrator the initial user ID is SAF.admin and the initial password is SAF.admin. The system will require the user ID and the password to be customized (user id = 7 characters exactly, password = 6 - 8 characters) along with some additional information (i.e. name, etc). Please remember the security administration user id and password.

3.50.3. Security Administration Facility.

3.50.3.1. User Definitions. On the security administration facility screen select “view” and click on “user definitions”.

3.50.3.2. Security Administration Rights. To add users and configure accounts go to the user permissions screen click on the tree icon next to “security administrator”.

3.50.3.3. Add Users. To add users go to the user permissions screen and click the “add” button. Enter the information and click “ok”.

3.50.3.4. Configure the User. To configure a user go to the user permissions screen and click, or put a check mark, on the various profiles that are needed.

3.50.3.5. User Limitations. The security administrator may limit a user’s access to certain transactions. To do this, click on “transaction view” and all available transactions will subsequently appear. Select those transactions to which the user should only have access to.

3.50.3.6. Manage User Accounts. To view and/or manage the status of a user's account click on "properties". Update the user's properties, reset passwords, suspend or unsuspend DMO usage as needed.

3.50.4. Other Security Tools. DMO has other tools under the "view" menu to manage user access. These security tools consist of:

3.50.4.1. Profile/Transaction Definitions. To access the profile/transaction definitions click on "profile/transaction definitions". There are several default transaction sets established in the system. These sets may be deleted, changed or new sets may be added.

3.50.4.2. Profile/Resource Definitions. To access the profile/resource definitions click on "profile/resource definitions". Profiles can be added or deleted (except for defaults). Once a profile is added, select the resource(s) for that profile by clicking on the icon next to the resource name.

3.50.4.3. View Events. DMO view events allows the security administrator to view when and what each user has signed into during DMO operation.

3.50.4.4. Current Connections. To view current users in the system click the "refresh" button.

3.50.4.5. Options. This function is used to set security administration facility settings on the following functions:

3.50.4.5.1. sign-on attempts before a user is suspended.

3.50.4.5.2. password timeout (minutes).

3.50.4.5.3. default password expiration (days).

3.50.5. File Menu Options. The selections available are:

3.50.5.1. Manual Sign On. Used to sign on different users to security administration.

3.50.5.2. Users Reports. Displays the DMO security administration facility users report which lists the user ID and user name.

3.50.5.3. User Log Report. Shows the login/logout date, time, user ID and what DMO module they logged into/out of.

3.50.5.4. User Permissions Report. Displays the DMO security administration facility user permissions report, which lists the profile and resources of the user ID and user name.

3.50.5.5. Use Suspension. Displays the DMO Security Administration Facility User Suspension Report, which lists the suspended user ID and user name.

3.50.6. Other Menu Bar Items/Tools.

3.50.6.1. Window. "Window" allows adjustment to the appearance of open windows in security administration. Choices are "cascade" and "tile".

3.50.6.2. Icon Tray. Provides access to frequently used security administration navigational tools.

3.50.6.3. Help. Help is your security administration system manual. No hard copy manual is available.

3.51. DMO Systems Administration. The DMO systems administration function is used to view, access and update information and data in the system.

3.51.1. Command Information. On the system administration facility screen under "command information" click the "add" button to add service, component, and service station information. Once the required information is entered click "ok".

3.51.2. Database Information. Select "database information" to edit command information. There are three sections to choose from:

3.51.2.1. Database Mode. In most cases the database mode will be "regular mode". Click on the "training mode" option if you want to set up a standalone-training machine. Do not select training mode on a production machine.

3.51.2.2. Local Database Information. Assigning a local database is usually established upon database (DB2) information. Type in "DSTR" if the site needs to produce an afafc.dat or rcisjss.dat file to upload through CICS.

3.51.2.3. Corporate Database Information. Corporate database information is unique to each installation and is set up when DMO is initially installed.

3.51.3. Program Updates Information. Database information has two sections:

3.51.3.1. Update Options. This function should be available only on the workstation that administers the server. Update options should be disabled on all other workstations. On the workstation that administers the server click "check FTP server for program updates".

3.51.3.2. FTP Updates Server Information. Complete the ftp updates server section with the applicable information. The "local update" entry is where DMO program updates (patches) will be stored. Also, always check the "prompt before doing update" box.

3.51.4. System Software Update Process. Signing into "DMO input" allows the patches to download automatically. DMO confirms the availability of the software update patch(es). Do not install (click "no") if anyone is signed into DMO (DMO patches can only be successfully installed if all users are logged off the system). Once all users are logged off the system click "yes". DMO forces a shut-down and requires a restart for the patches to be applied. Restart DMO and click "help/about" to verify the version number.

3.51.5. System Information. Under directory information there are six subcategories:

3.51.5.1. Assign a System Directory. This is the directory where all programs (.d11 and .exe) are located.

3.51.5.2. Assign a Public Directory. Public directory contains public files to be shared by all authorized users. The directory contains local database tables, tax tables, etc.

3.51.5.3. Assign a Private Directory. Private directory is used for files unique to the PC of the user.

3.51.5.4. Assign an Import Directory. This is used to bring data from other sources to support mass transaction processing. This is the directory where RPR, AFAFC files are imported. Enter the directory where pay products file will reside, i.e. AFAFC for army, AF. This is the default directory for import function from file menu.

3.51.5.5. Assign a Leave-Web Directory. DMO will replace ears as the source of leave web data. This is the folder where leave web data will reside.

3.51.5.6. Assign a primary floppy directory. Primary floppy directory is the primary 3.5 disk drive of the computer.

Figure 3.1. DMO Query Reports for DJMS-AC

DMO Query Reports

Allotment Payments

Bond Allotments/No Bond Allotments

CFC Allotments

COOP Cash Payroll

Delinquent Payment Report

EFT Statistics

Entitlement Summary

EOM Pay - Direct Deposit

EOM Pay - No Pay Due

ETS Date

Incentive Pay

Leave Balance

Legal Residence

Meal Collections

Medical Pays

Midmonth - No Pay Due

Midmonth Pay - Direct Deposit

Non Duty Pay Status

Open Debt Report

Pay Entitlements

SGLI Coverage

Temporary Duty Location (TDY)

Figure 3.2. JUMPS Data Collection III, Main Menu.

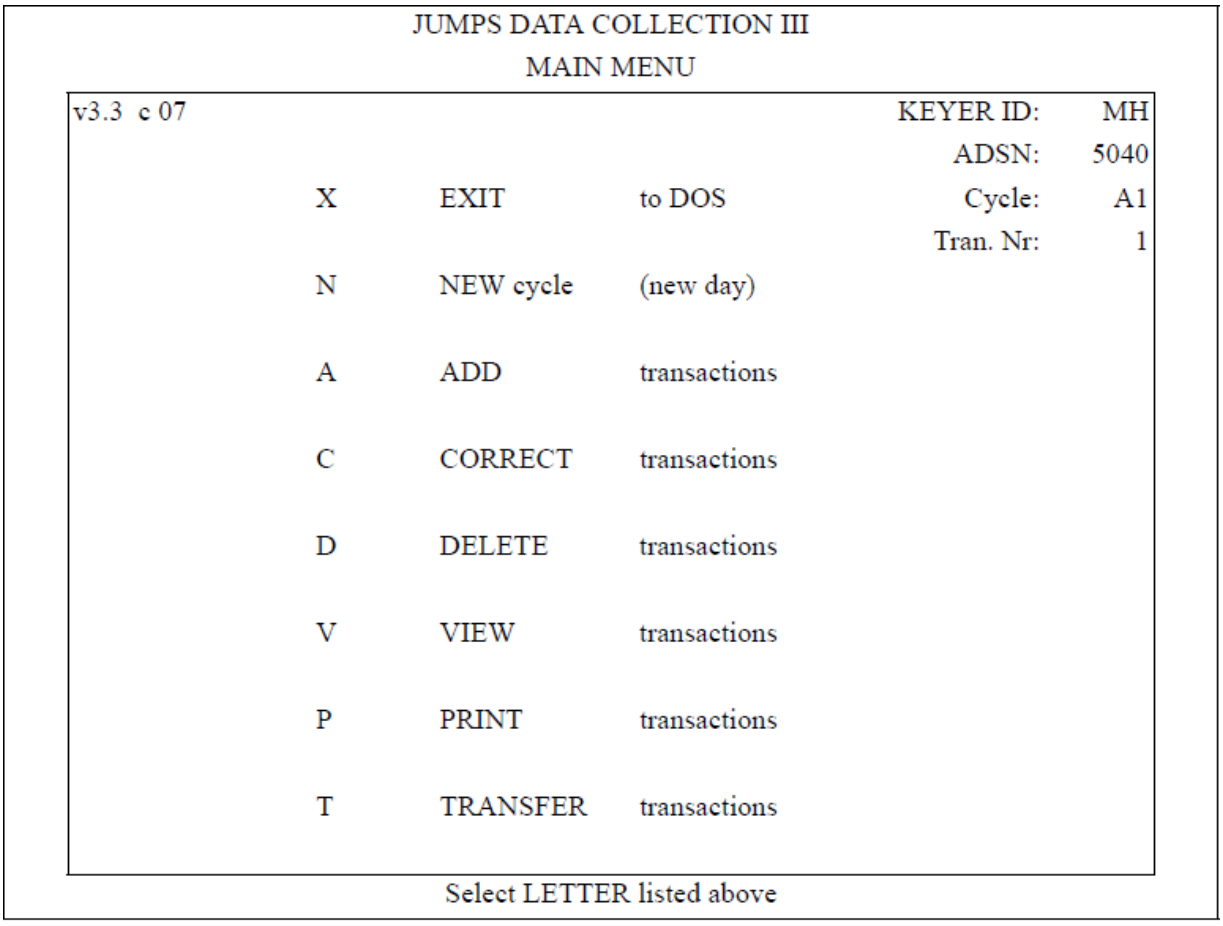


Figure 3.3. ADD Transactions, FL03-REPORT COMBAT ZONE TAX EXCLUSION.

```
JUMPS                          ADD Transactions                KEYER ID:
MH Data
Collection        FL03-REPORT COMBAT ZONE TAX EXCLUSION   ADSN:
5040
v3.3   c 09                                                    Cycle:
A1
                                                          Tran. Nr:       1

        SSAN      [            ]
        NAME      [          ]

        DATE-START        [              ]
        DATE-STOP         [              ]
        WAGE-CZ-          [        ]
        XCLSN




        Hit F6 to Start Over                                  INPUT
        SOURCE [   ]
        Hit Esc to Avoid Adding
```

Figure 3.4. JUMPS Data Collection III, Add Selection.

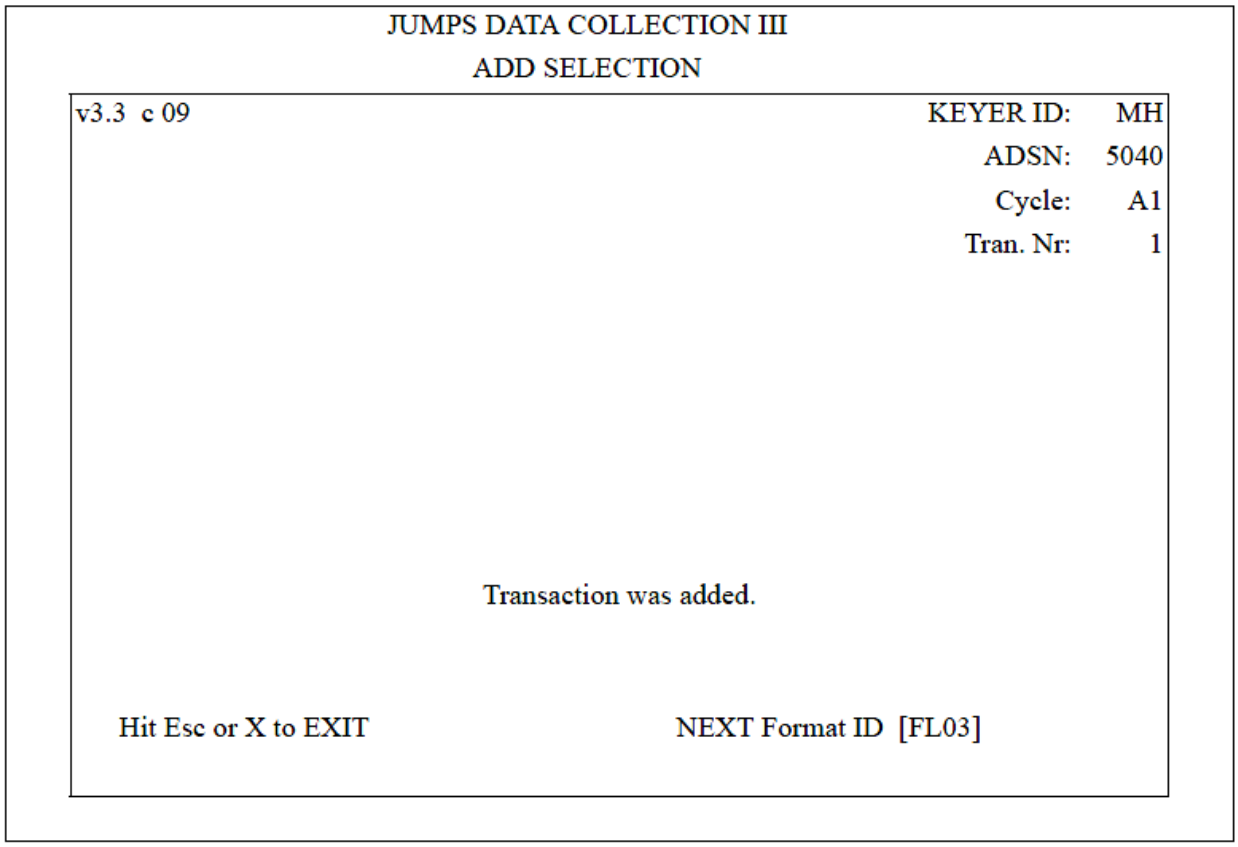


Figure 3.5. ADD Transactions, PZ03-REPORT PAYMENT VOUCHER TOTALS.

```
JUMPS                          ADD  Transactions                KEYER ID:  MH
Data
Collection          PZ03-REPORT PAYMENT VOUCHER TOTALS          ADSN:  5040
v3.3  c09                                                       Cycle:   A1
                                                                Tran. Nr:  13


        DATE-VOU            [930901]
        GOV-AGENCY          [A]
        ACCT-ADSN           [5040]      ACCUM-TOTAL-AMT   [00000002000]
        VOU-NR              [PA000001]
        VOU-TOT-AMT         [00000002000]
        PAYROLL-NR          [     ]
        CLEAR-ACCT-ID       [510]
                            Enter INPUT SOURCE to accept total or
                            Hit F6 to start over or
                            Hit Esc to return to menu.


Hit F6 to Start Over
Hit Esc to Avoid Adding                                 INPUT SOURCE  [MH]
```

Figure 3.6. JUMPS Data Collection III, Correct Selection.

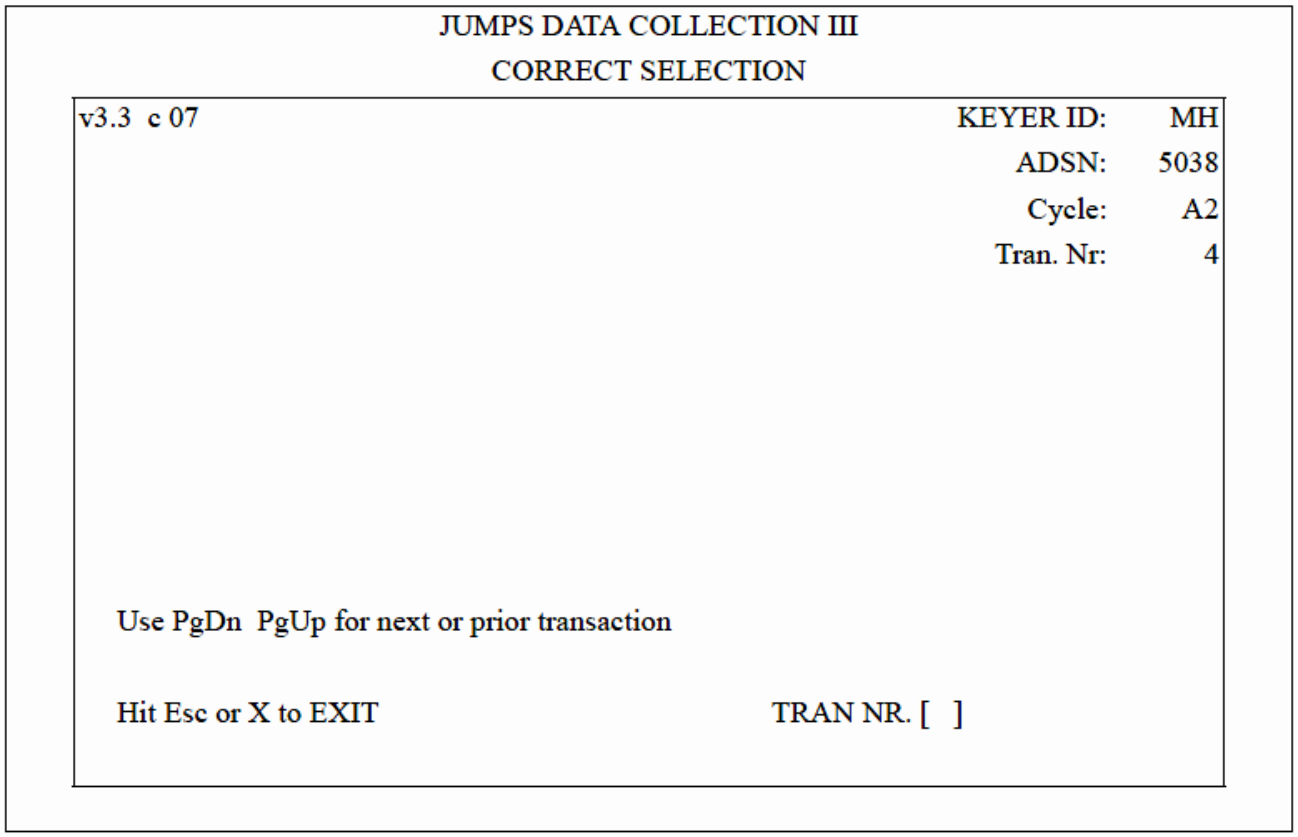


Figure 3.7. JUMPS Data Collection III, Delete Transaction.

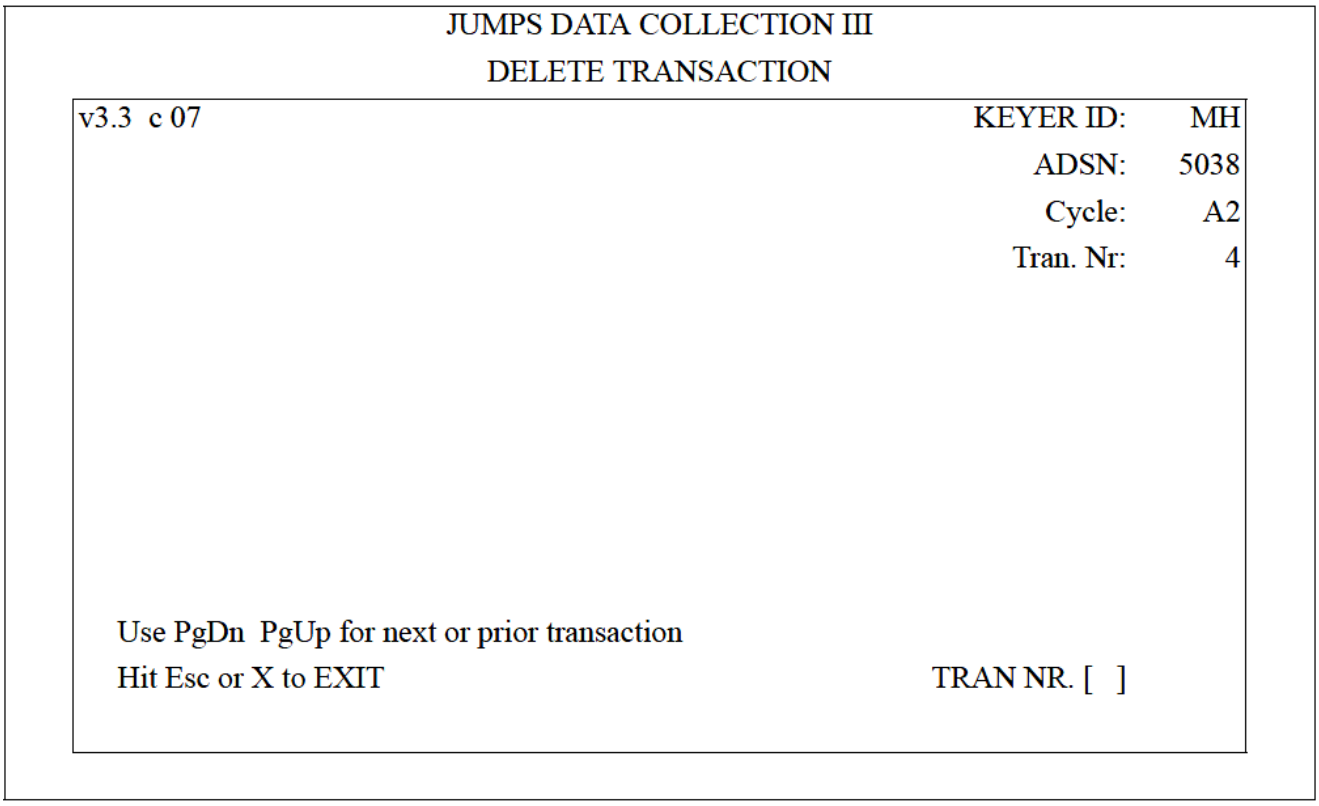


Figure 3.8. DELETE Transactions, FL03-REPORT COMBAT ZONE TAX EXCLUSION.

```
JUMPS                          DELETE Transactions                    KEYER ID:   MH
Data
Collection          FL03-REPORT COMBAT ZONE TAX EXCLUSION             ADSN:  5038
v3.3   c 07                                                           Cycle:    A2
                                                                      Tran. Nr:    3

          SSAN      [333333333]
          NAME      [KKKKK]

          DATE-START          [930901]
          DATE-STOP           [930902]
          WAGE-CZ-XCLSN       [1]

                                                                  INPUT SOURCE [MH]

                         DELETE this transaction  (Y/N) ?
```

Figure 3.9. JUMPS Data Collection III, View Selection (1).

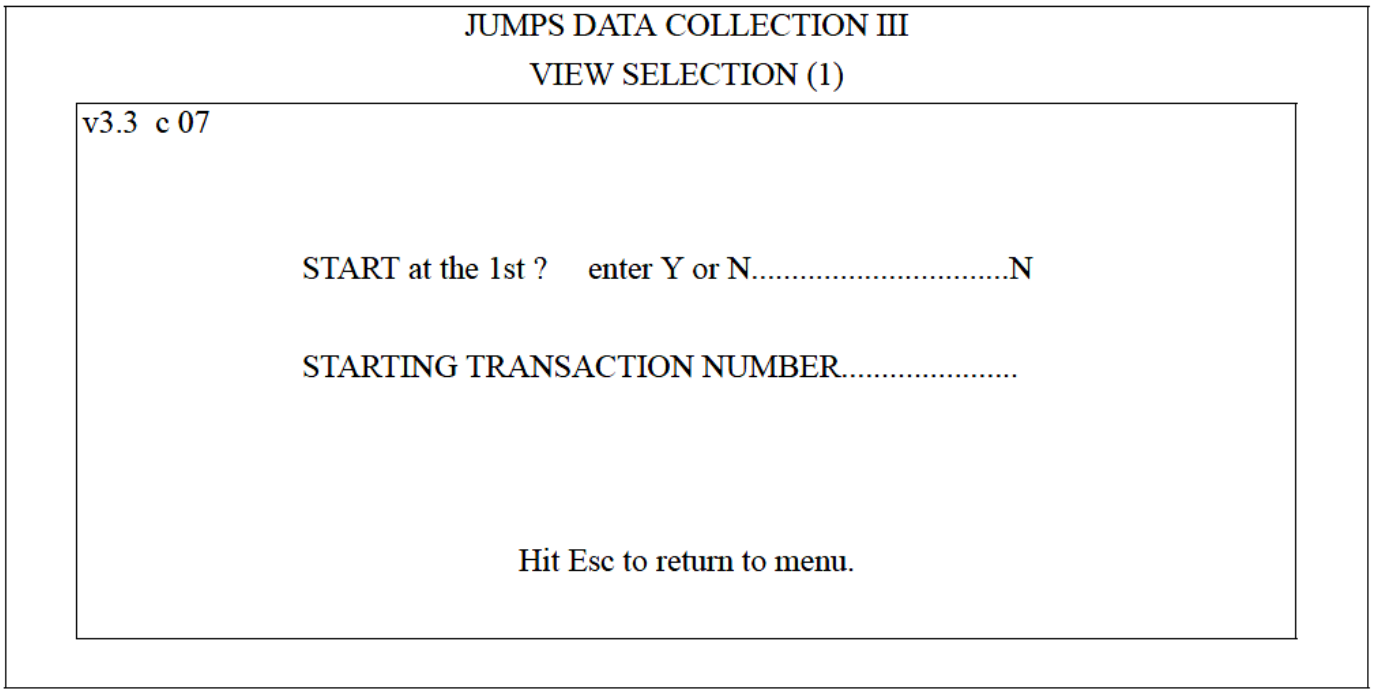


Figure 3.10. JUMPS Data Collection III, View Selection (2).

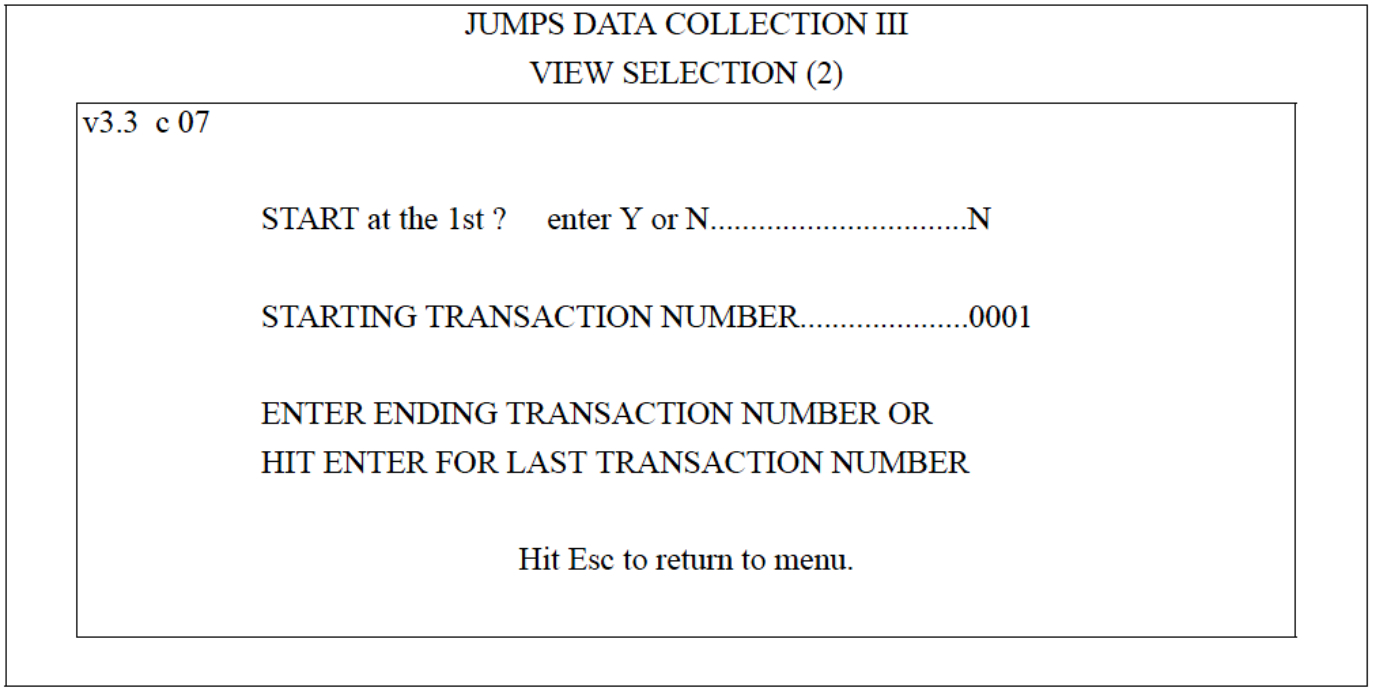


Figure 3.11. JUMPS Data Collection III, Print Selection (1).

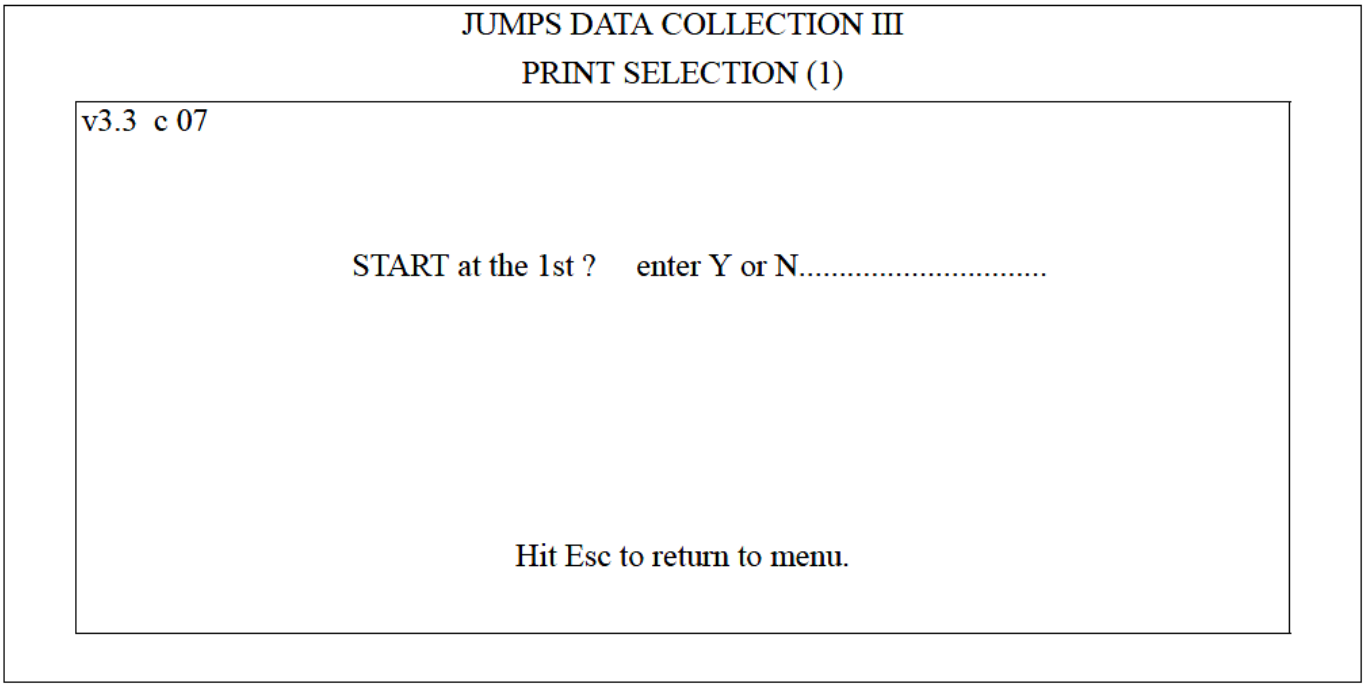


Figure 3.12. JUMPS Data Collection III, Print Selection (2).

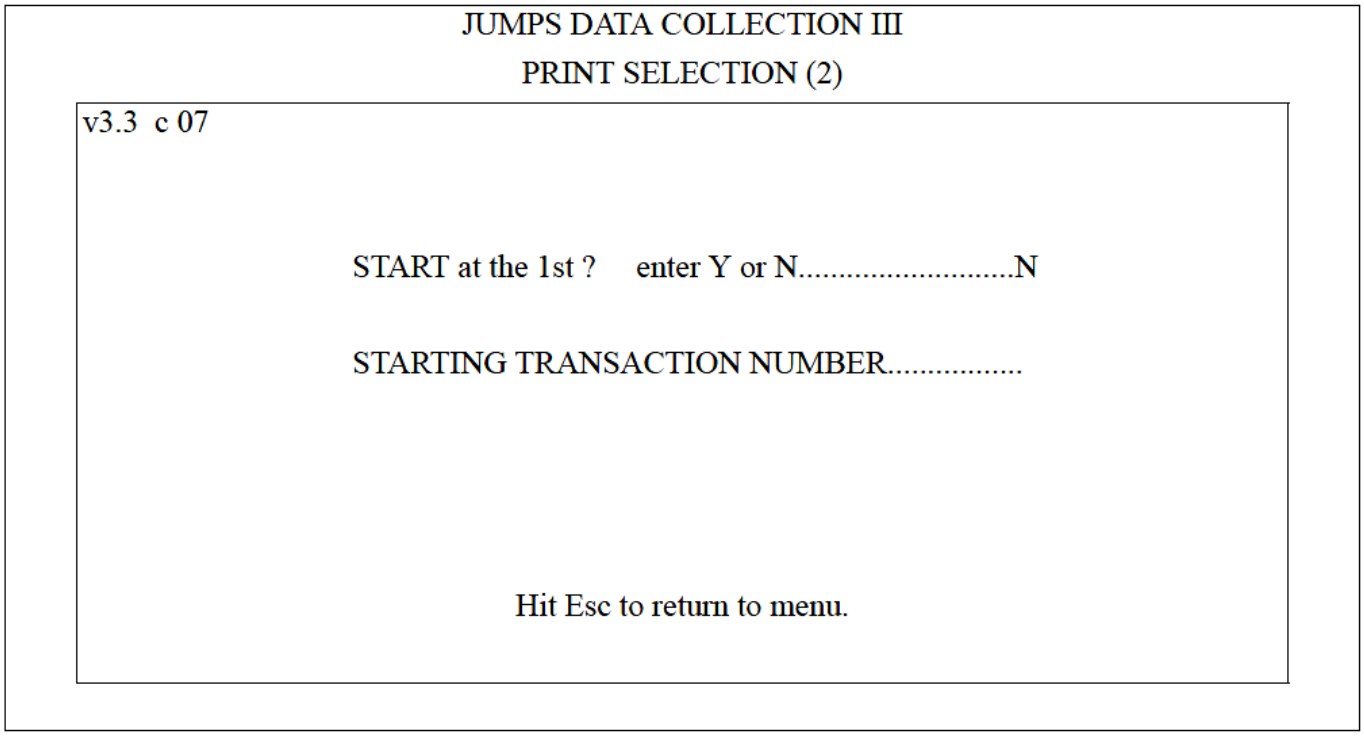


Figure 3.13. Sign-On Screen.

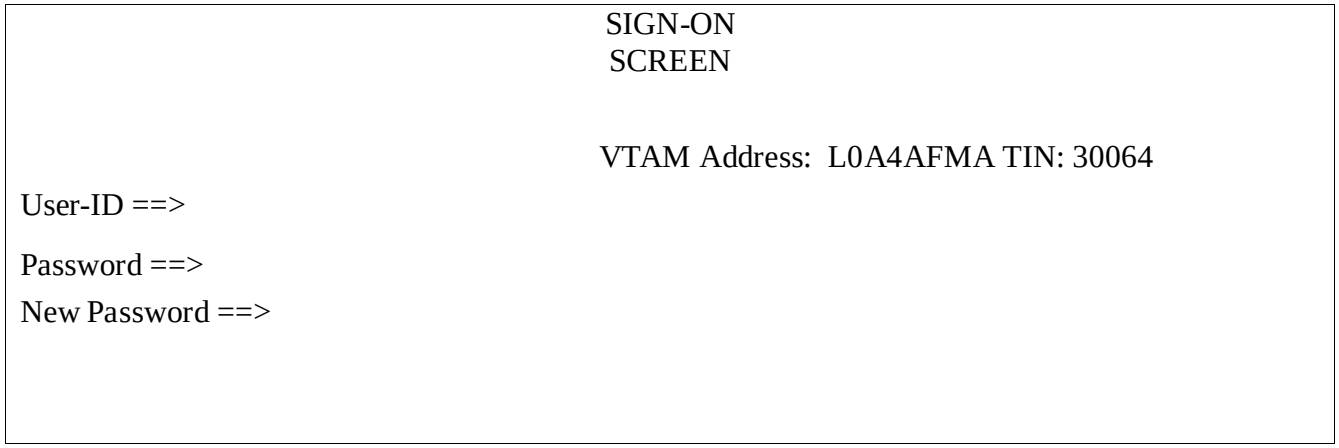


Figure 3.14. Application Selection Screen.

```
                        APPLICATION SELECTION SCREEN

THIS IS A US GOVERNMENT COMPUTER SYSTEM - USAGE IS SUBJECT TO MONITORING.
TSS7000I JCHMU00 LAST-USED 23 SEP 93 12:49 SYSTEM=5932 FACILITY=CICSJ3

User-ID:  JCHMU00              Organization:  JGR        VTAM Address:  L0A4AFMA
Name:  MARVIN U HAWKINS        Phone:  (303)  676-6243


Command ==>

Use TAB key to position cursor next to an application, then use S to select it.

-       TSOSY3          ACTIVE      -       MULTI-SESSION
-       TSOSY2          ACTIVE
-       TSOSYI          ACTIVE
-       TAO/MAIL        ACTIVE
-       CICS01          ACTIVE
-       CICSJ1          ACTIVE
-       CICSJ2          ACTIVE
S       CICSJ3          ACTIVE
-       CICSR3          ACTIVE
-       CICSJ5          ACTIVE
-       IDMS4           ACTIVE

PF1=HELP            PF3-EXIT
```

Figure 3.15. Jumps Online Processing System (ADSN:

```
                    JUMPS ONLINE PROCESSING SYSTEM
                              ADSN: 3862
ENTER     FORMAT ID
          ACTION IND
NOTE:     X IN FORMAT ID TO EXIT FUNCTION
          PF1 FOR HELP
          PF2 FOR UNVERIFIED TRANS (PRINT-VIEW-CORRECT-DELETE)
UPDATE    10-03          DATED 930928 IS NOW COMPLETE

CYCLE GW IS OPEN WITH 0000 TRANSACTIONS.
```

Figure 3.16. Jumps Online Processing System.

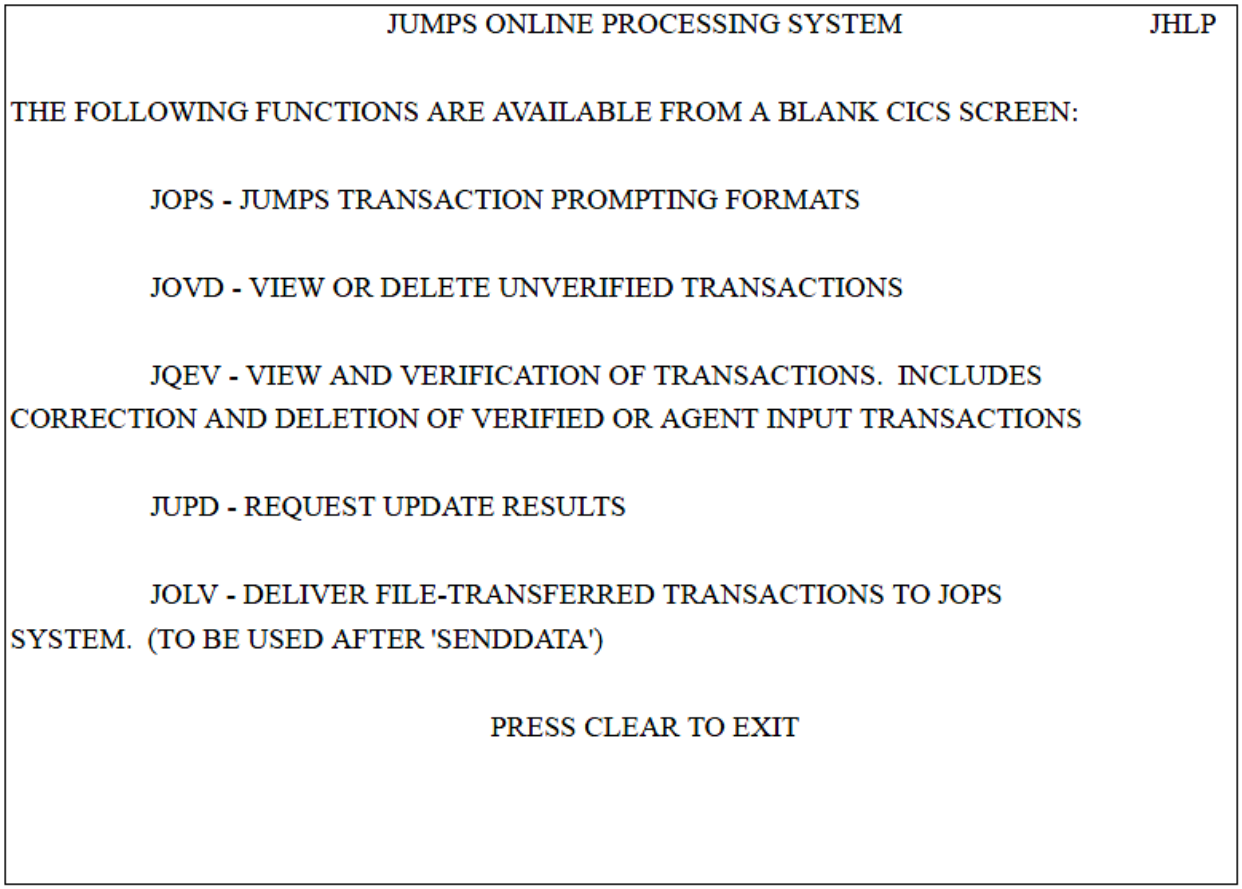


Figure 3.17. Unverified Transactions Menu.

```
                        UNVERIFIED TRANSACTIONS MENU

                        ADSN: (1111)

                                          CYCLE      TRANS THRU TRANS

DO YOU WISH TO:  ( _ )  PRINT             (_____)    (_____)    (_____)
                 ( _ )  VIEW              (_____)    (_____)    (_____)
                 ( _ )  CORRECT           (_____)    (_____)
                 ( _ )  DELETE
                 ( _ )  EXIT

ENTER U IN PRINT OR VIEW OPTION IF YOU WANT ONLY THOSE TRANS YOU INPUT.
```

Figure 3.18. Start Basic Allowance For Subsistence (BAS).

START BASIC ALLOWANCE FOR SUBSISTENCE (BAS) JOEE

4001
SSAN
NAME
DATE-START
SUBS-ALW-TYPE
QTR-DAY-START

PF6 TO CANCEL TRANS
X IN NEXT REQUEST TO EXIT

INPUT SOURCE
NEXT REQUEST 4001

Figure 3.19. Generalized Format.

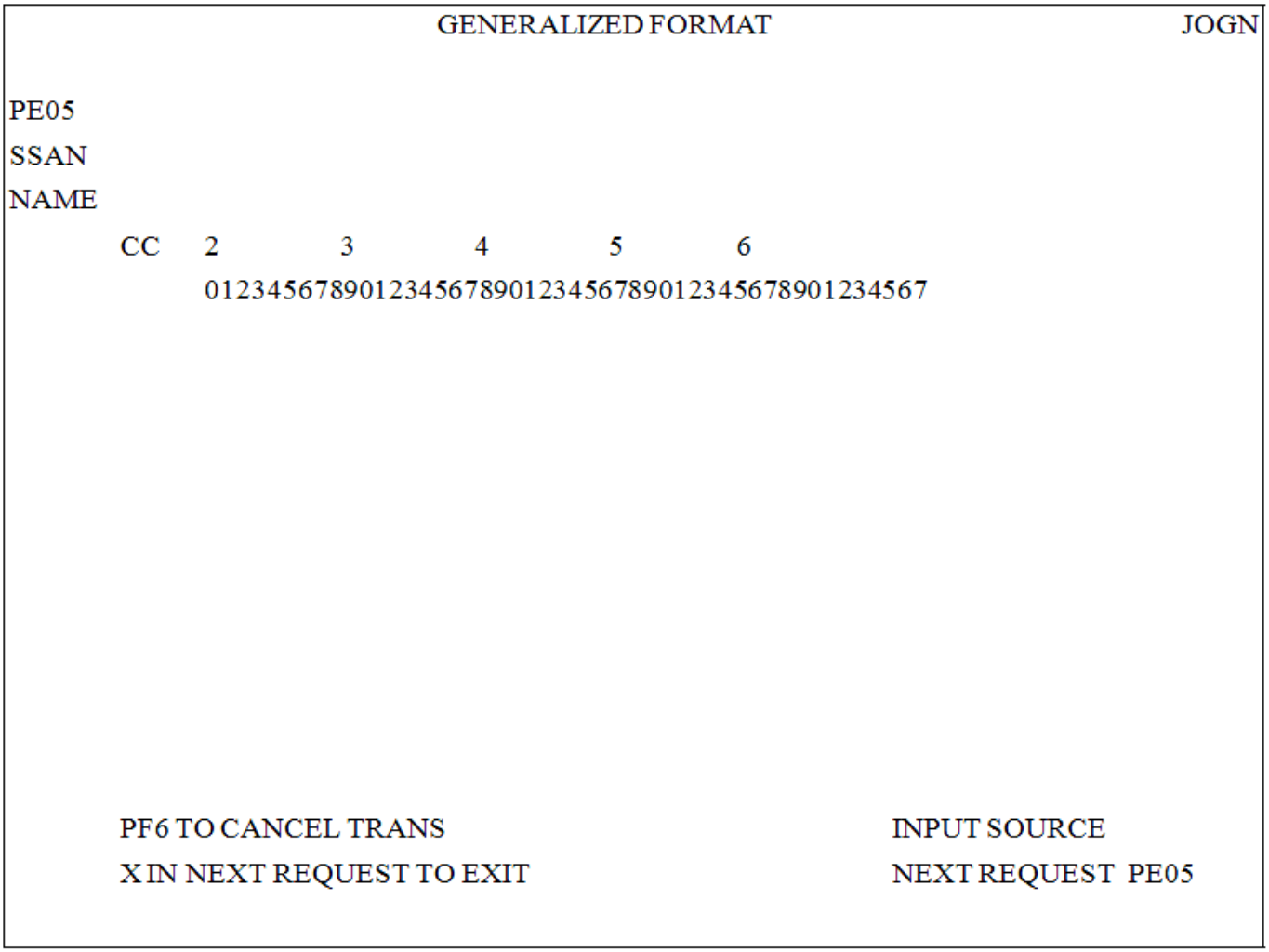
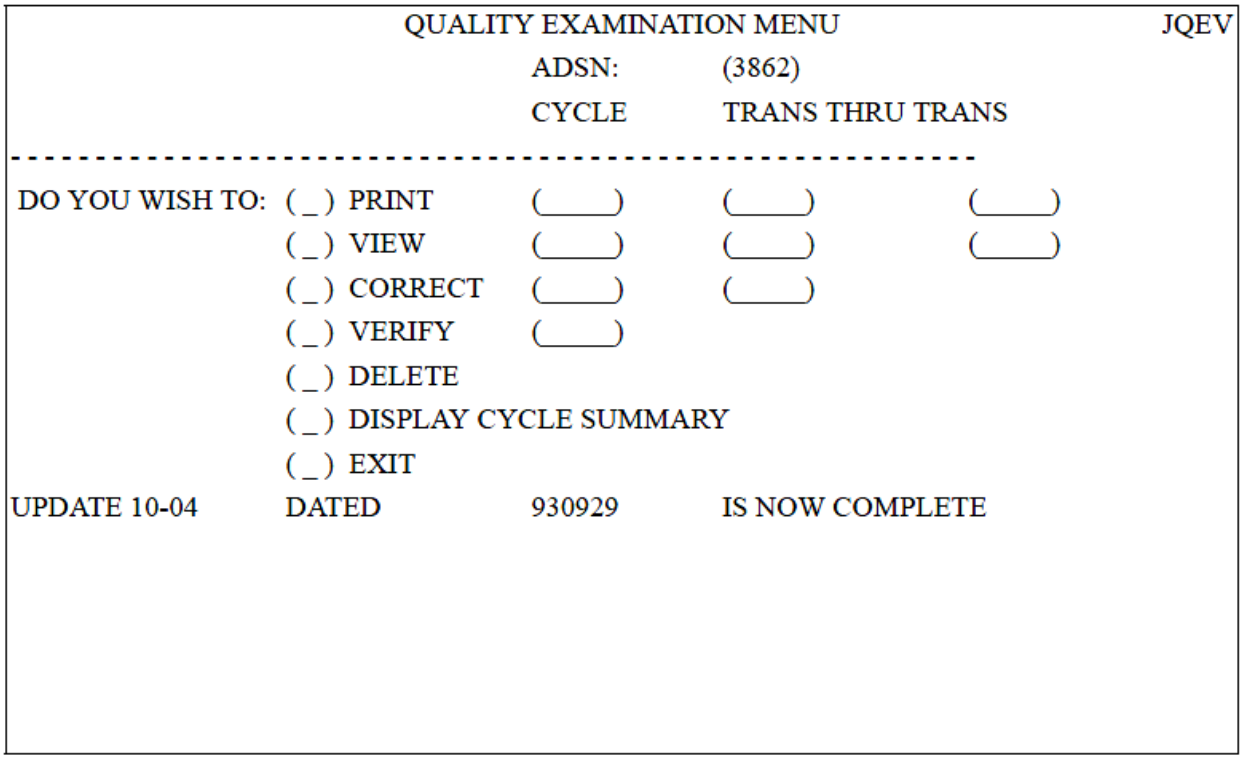


Figure 3.20. Report HFP CZ-LV Balance.

```
                    REPORT HFP CZ-LV BALANCE                    JOKE

     BS03
*1   SSAN
*2   NAME

*3   ARV-HFP
*4   DEPRT-HFP



     PF6 TO CANCEL TRANS                          *5     INPUT SOURCE
     X IN NEXT REQUEST TO EXIT                           NEXT REQUEST BS03
1-ZAI SVC-MBR-SSAN WRONG
2-ZAM NAME-PERS-1ST-FIVE WRONG
3-ZHA DATE ARRRIVE HFP AREA MUST BY YYMMDD, DATE MUST BE
     PRESENT FOR START AND %
4-ZHB DATE DEPART HFP AREA MUST BE YYMMDD, DATE MUST BE
     PRESENT FOR STOP AND %
ADDITIONAL ERRS:     5-BCB
```

Figure 3.21. Quality Examination Menu.



```
                    QUALITY EXAMINATION MENU                                JQEV
                              ADSN:      (3862)
                              CYCLE      TRANS THRU TRANS
-----------------------------------------------------------------
DO YOU WISH TO:  ( _ ) PRINT     (_____)    (_____)    (_____)
                 ( _ ) VIEW      (_____)    (_____)    (_____)
                 ( _ ) CORRECT   (_____)    (_____)
                 ( _ ) VERIFY    (_____)
                 ( _ ) DELETE
                 ( _ ) DISPLAY CYCLE SUMMARY
                 ( _ ) EXIT
UPDATE 10-04     DATED           930929     IS NOW COMPLETE
```

Figure 3.22. Cycle Summary.

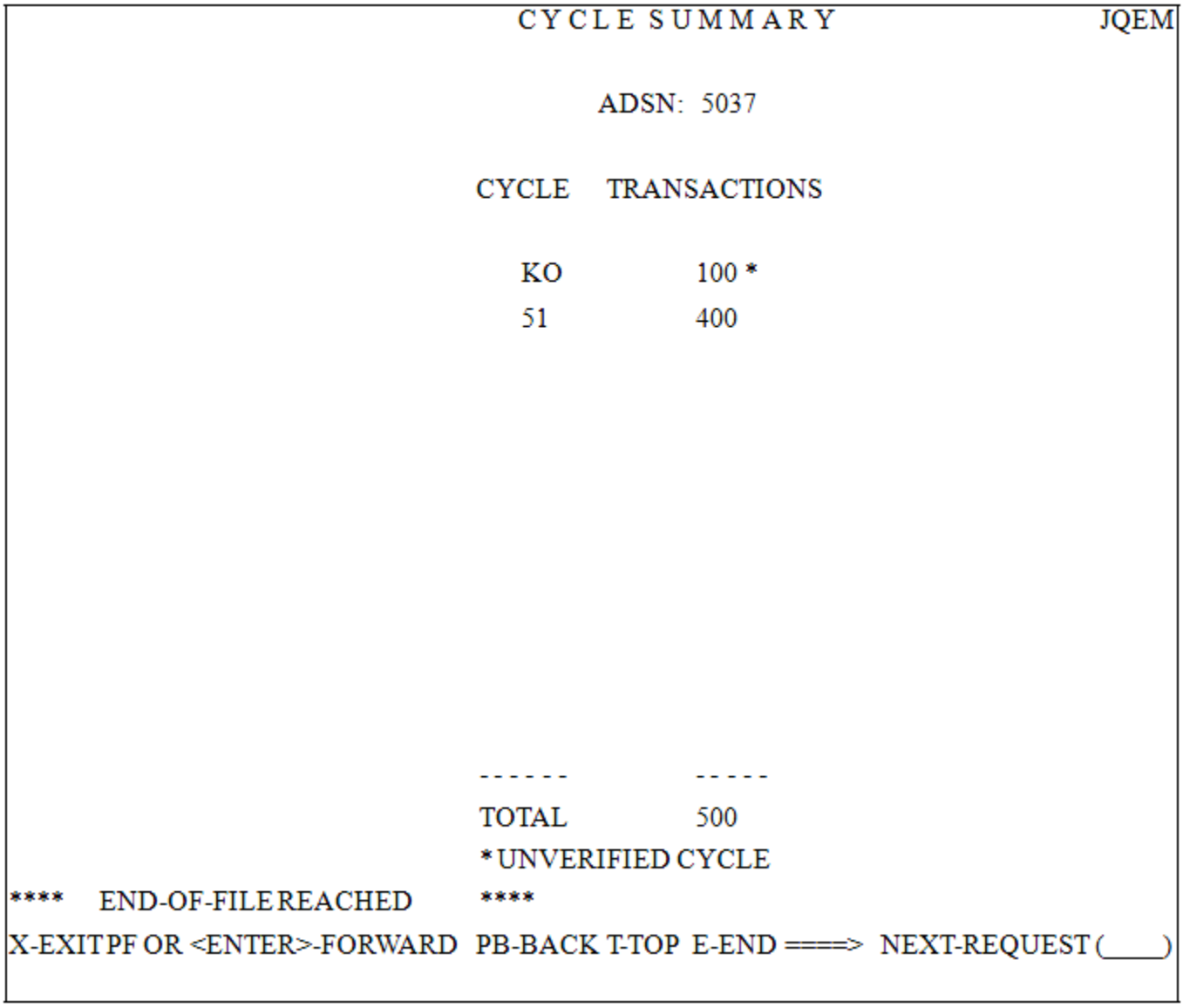


Figure 3.23. Personal Data - Privacy Act Of 1974.

```
                    PERSONAL DATA - PRIVACY ACT OF 1974                    JQEW
            DATA     COLLECTION     INPUT     -     PCN:     UH099CA46
                    ADSN:  3880                 CYCLE NUMBER:  KA
            2      2      3      3      4      4      5      5      6     6 6
            0123456789012345678901234567890123456789012345678901234567


AADO1       GURLE93100100001    6297190326     S  7100126                    LN0001 01
1AD01                                          DERRICK D GURLEY              LN0001 01
0PE03 DELE  LANTA930929A       P00001000050005930293    MH0002 02
09804       EWENSATGDACB930728; AMDDABN930728.                               LX0003 03
A9804       MOEN  BRC0101DABW921001, DADI930930.                             LX0004 03
19804                N9  DUE ISP 921001 PER 2503 UD 1003                     LX0004 03
A9704       MOEN      25M940920                GM930920
19704                N9.                                                     LX0005 03
09804       EBERTBRC0101PAAL300000, PAAZ0.                                   LX0006 03
A9704       EBERT25M940920                     GL940921                      LX0007 03
19704                N9.                                                     LX0007 03
02513       EBERT1041                                                        LX0008 03
A9804       RUSSIBAD0103ALAA130000;  BP30101ALAD80050,  ALAC10100;           BPLX0009 03
01-JCVGA00  02-JCHMU00          03-JCKMO00      04-JCETO00  05-JCAWR00

X-EXIT  PF OR <ENTER>-FORWARD   PB-BACK   T-TOP   E-END   ===>   NEXT-REQUEST (___)
```

Figure 3.24. QE Correct Transactions.

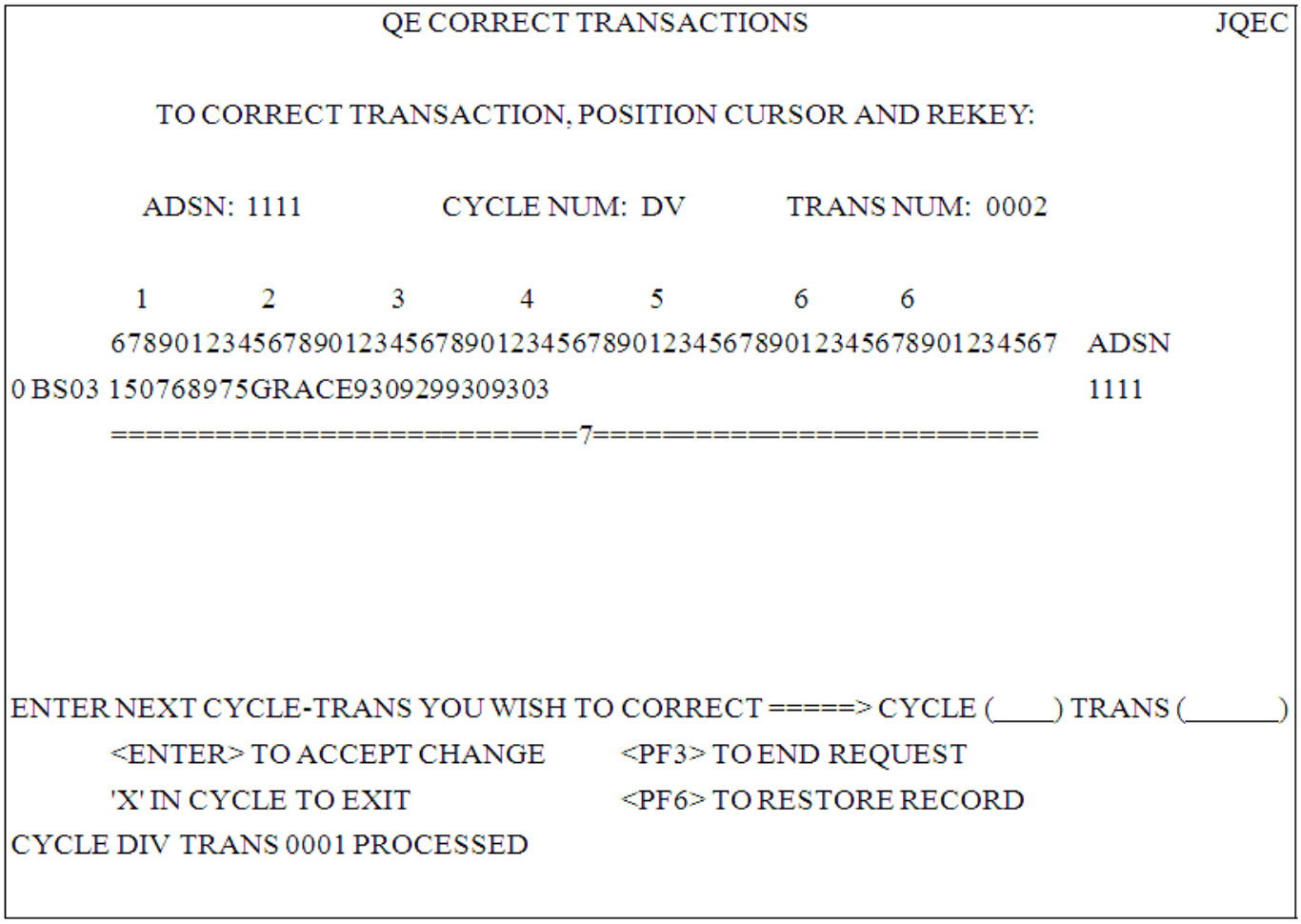
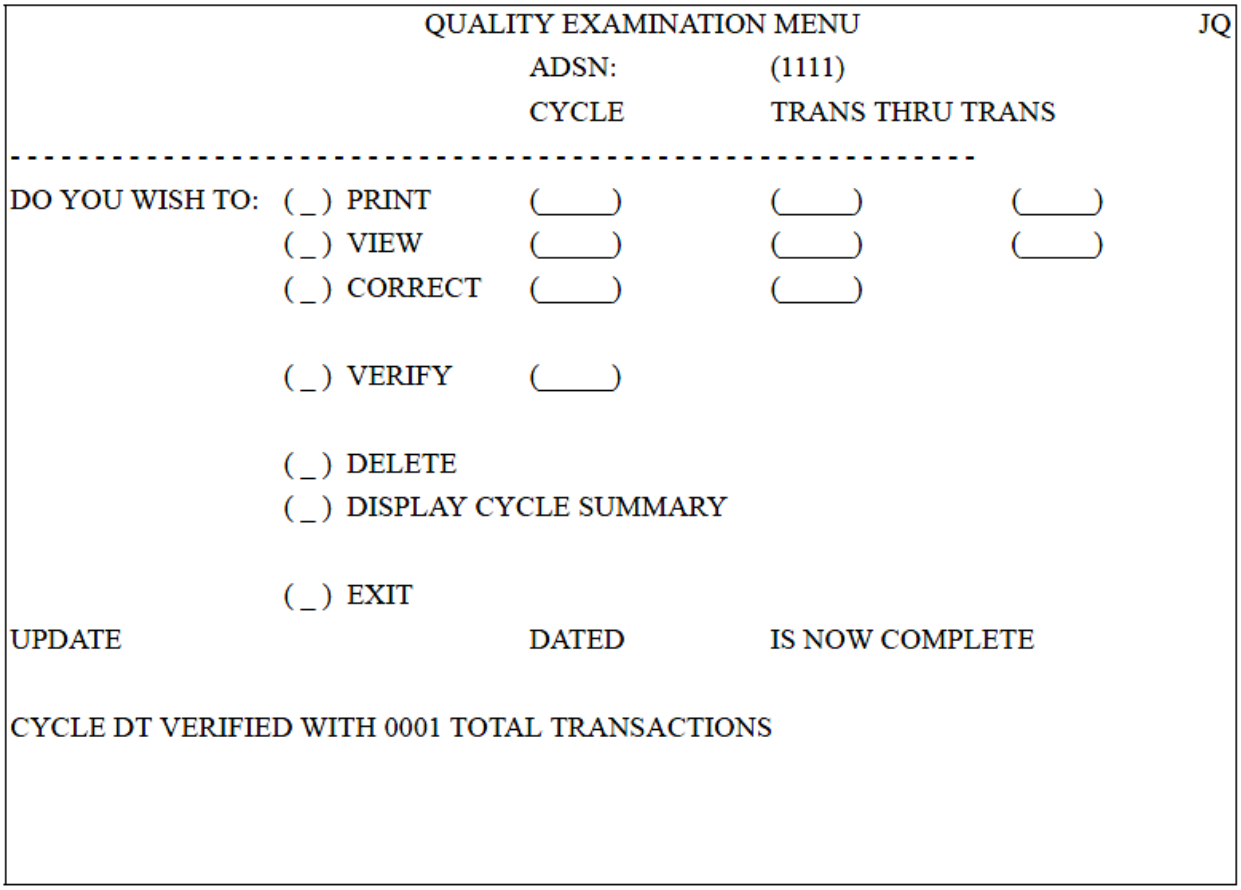


Figure 3.25. Quality Examination Menu.



```
                          QUALITY EXAMINATION MENU                    JQ
                                  ADSN:          (1111)
                                  CYCLE          TRANS THRU TRANS
------------------------------------------------------------------------
DO YOU WISH TO:  ( _ ) PRINT     (_____)        (_____)      (_____)
                 ( _ ) VIEW      (_____)        (_____)      (_____)
                 ( _ ) CORRECT   (_____)        (_____)

                 ( _ ) VERIFY    (_____)

                 ( _ ) DELETE
                 ( _ ) DISPLAY CYCLE SUMMARY

                 ( _ ) EXIT
UPDATE                           DATED          IS NOW COMPLETE

CYCLE DT VERIFIED WITH 0001 TOTAL TRANSACTIONS
```

Figure 3.26. QE Delete Transactions.

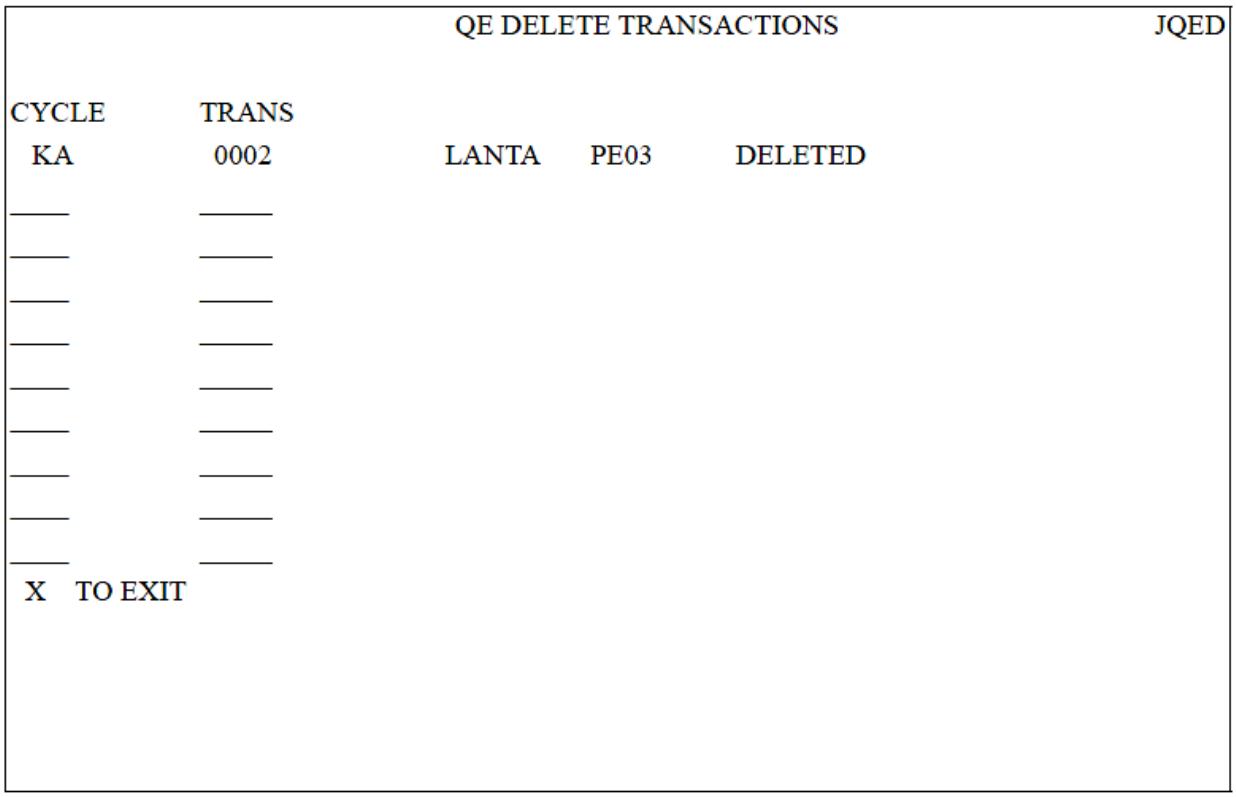


Figure 3.27. QE Delete Transactions.

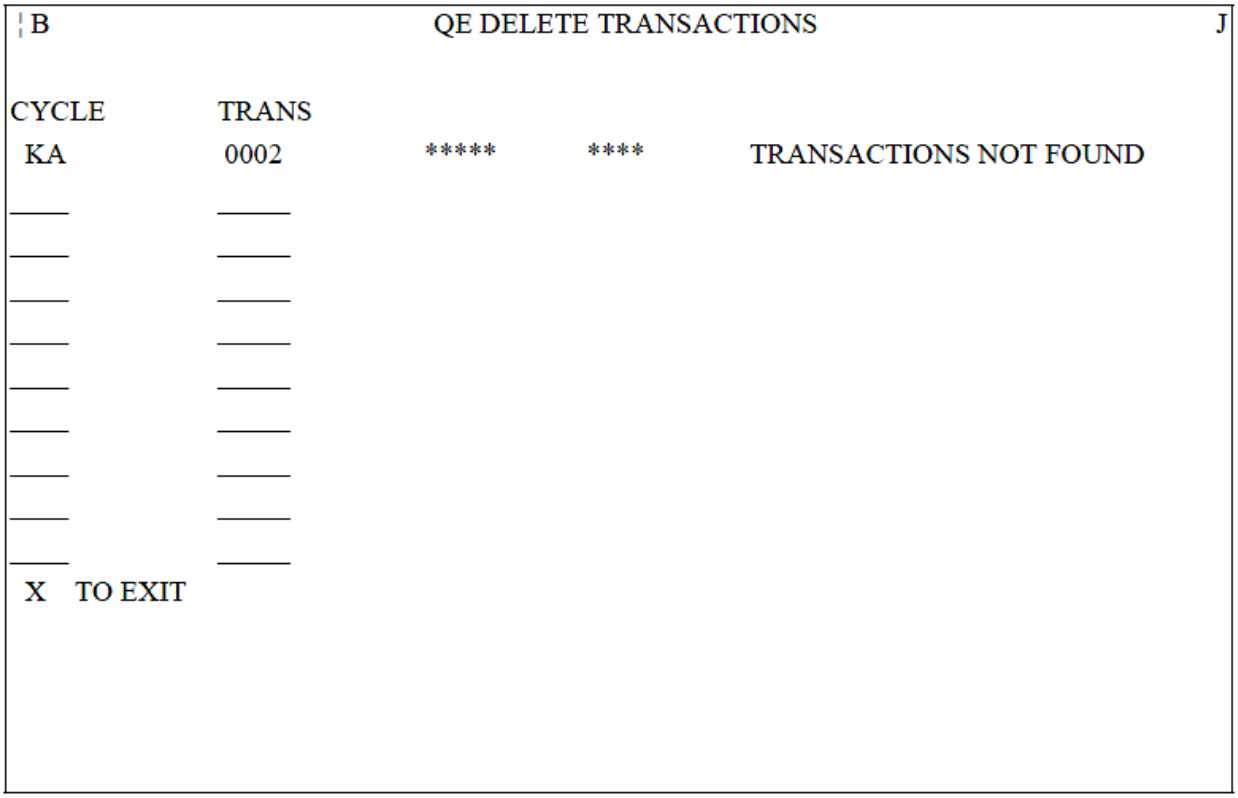


Figure 3.28. QE Delete Transactions.

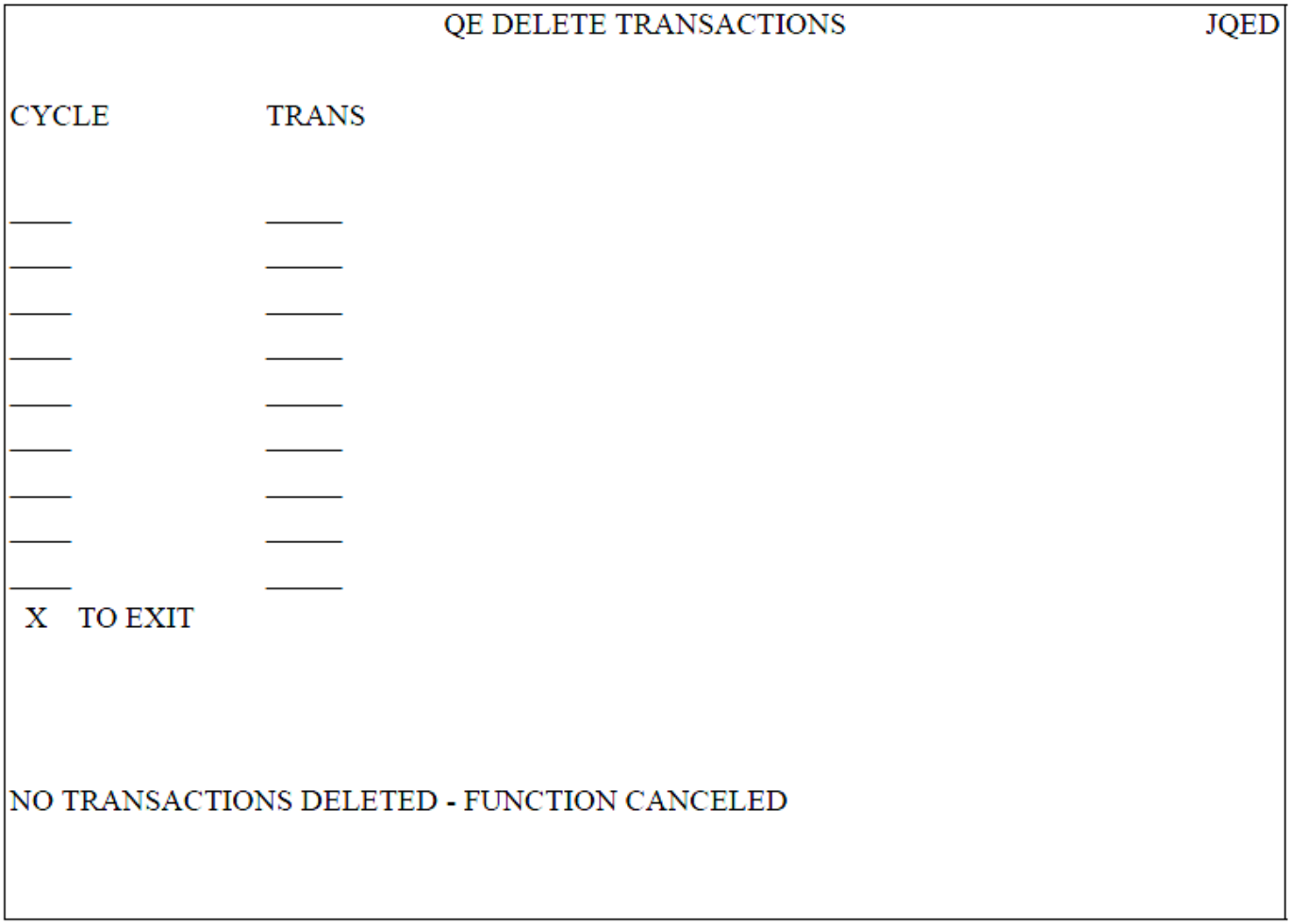


Figure 3.29. Request Update Results.

```
                                REQUEST UPDATE RESULTS                JUPD
                                  ADSN   1111

UPDATE    10-06                 PROCESS DATE    931001 IS AVAILABLE

     ENTER REQUEST:  _

          1 - CURRENT UPDATE (ALL REPORTS AND CYCLES)
          2 - CURRENT UPDATE (SELECTED REPORTS AND CYCLES)

          3 - PREVIOUS UPDATE (ALL REPORTS AND CYCLES)
          4 - PREVIOUS UPDATE (SELECTED REPORTS AND CYCLES)

          5 - VIEW UPDATE INFORMATION

          6- CHANGE OUTPUT PRINTER DESTINATION(S)


          X - EXIT
```

Figure 3.30. Request Update Results.

```
                                REQUEST UPDATE RESULTS                JUPD
                                  ADSN   1111

      UPDATE    10-07             PROCESS DATE    931005 IS AVAILABLE

          ENTER REQUEST:  _

                1 - CURRENT UPDATE (ALL REPORTS AND CYCLES)
                2 - CURRENT UPDATE (SELECTED REPORTS AND CYCLES)

                3 - PREVIOUS UPDATE (ALL REPORTS AND CYCLES)
                4 - PREVIOUS UPDATE (SELECTED REPORTS AND CYCLES)

                5 - VIEW UPDATE INFORMATION

                6- CHANGE OUTPUT PRINTER

                DESTINATION(S) X - EXIT

JOB TO RECEIVE UPDATE RESULTS SUBMITTED AT 060744
```

Figure 3.31. Update Report Selection.

```
                    UPDATE REPORT SELECTION                    JUPF
                          ADSN   1111

SELECT REPORT CODES (A-H) :                  (BLANK FOR ALL)

          A - UH099CA03      DOCUMENT TRANSMITTAL LIST *
          B - UH099CA04      LEAVE TRANSACTIONS
          C - UH099CA05      PROCESSED TRANSACTIONS *
          D - UH099CA06      REJECTED TRANSACTIONS *
          E - UH099CA07      RECYCLED TRANSACTIONS  *
          F - UH099CA08      MANAGEMENT NOTICES
          G - UH099CA10      ONE-TIME PAY AUTHORIZATIONS
          H - UH099CA11      TRANSACTIONS ORIGINATED BY OTHERS

SELECT CYCLES                          (BLANK FOR ALL CYCLES)

(* ) CYCLE SELECTIONS APPLIES TO THESE REPORTS ONLY

          PF6 - CANCEL REQUEST
```

Figure 3.32. Update Selection.

```
                    UPDATE SELECTION                    JUPE

                         ADSN   1111

SELECT DESIRED UPDATE:

          UPDATE                          PROCESSING DATE

     1 -  10-05                              930930

     2 -  10-04                              930929

     3 -  10-03                              930928

     4 -  10-02                              930928

MMPA FILE WILL BE CLOSED FROM APPROX 1100-1300 MDT TODAY FOR RELOAD

     PF6 - CANCEL REQUEST
```

Figure 3.33. Update Information.

UPDATE INFORMATION JUPG

ADSN 1111

UPDATE	PROCESSING DATE
10-06	931001
10-05	930930
10-04	930929
10-03	930928
10-02	930928

MMPA FILE WILL BE CLOSED FROM APPROX 1100 - 1300 MDT TODAY FOR RELOAD

<CLEAR> WILL RETURN TO UPDATE RESULTS MENU

Figure 3.34. Change Output Destination.

CHANGE OUTPUT DESTINATION JUPH

ADSN 1111

PCN NO.	PCN TITLE	ADDRESS	NEW ADDRESS
UH099CA03	DOCUMENT TRANSMITTAL LIST	6	
UH099CA04	LEAVE TRANSACTIONS	9	
UH099CA05	PROCESSED TRANSACTIONS	9	
UH099CA06	REJECTED TRANSACTIONS	9	
UH099CA07	RECYCLED TRANSACTIONS	9	
UH099CA08	MANAGEMENT NOTICES	9	
UH099CA10	ONE-TIME PAY AUTHORIZATIONS	9	
UH099CA11	TRANSACTIONS ORIGINATED BY OTHERS	9	

1=AFO11111 2=AFO11112 3=AFO11113 4=AFO11114 5=AFO11115 6=AFO11116

PF6 TO CANCEL REQUEST

Figure 3.35. Request Update Results.

```
                                REQUEST UPDATE RESULTS                JUPD

                                      ADSN  1111

UPDATE 10-07                PROCESS DATE  931005 IS AVAILABLE

        ENTER REQUEST:

              1 - CURRENT UPDATE (ALL REPORTS AND CYCLES)
              2 - CURRENT UPDATE (SELECTED REPORTS AND CYCLES)

              3 - PREVIOUS UPDATE (ALL REPORTS AND CYCLES)
              4 - PREVIOUS UPDATE (SELECTED REPORTS AND CYCLES)

              5 - VIEW UPDATE INFORMATION

              6 - CHANGE OUTPUT PRINTER DESTINATION(S)

              X - EXIT

OUTPUT PRINTER DESTINATIONS CHANGED
```

Figure 3.36. Change Output Destination ADSN.

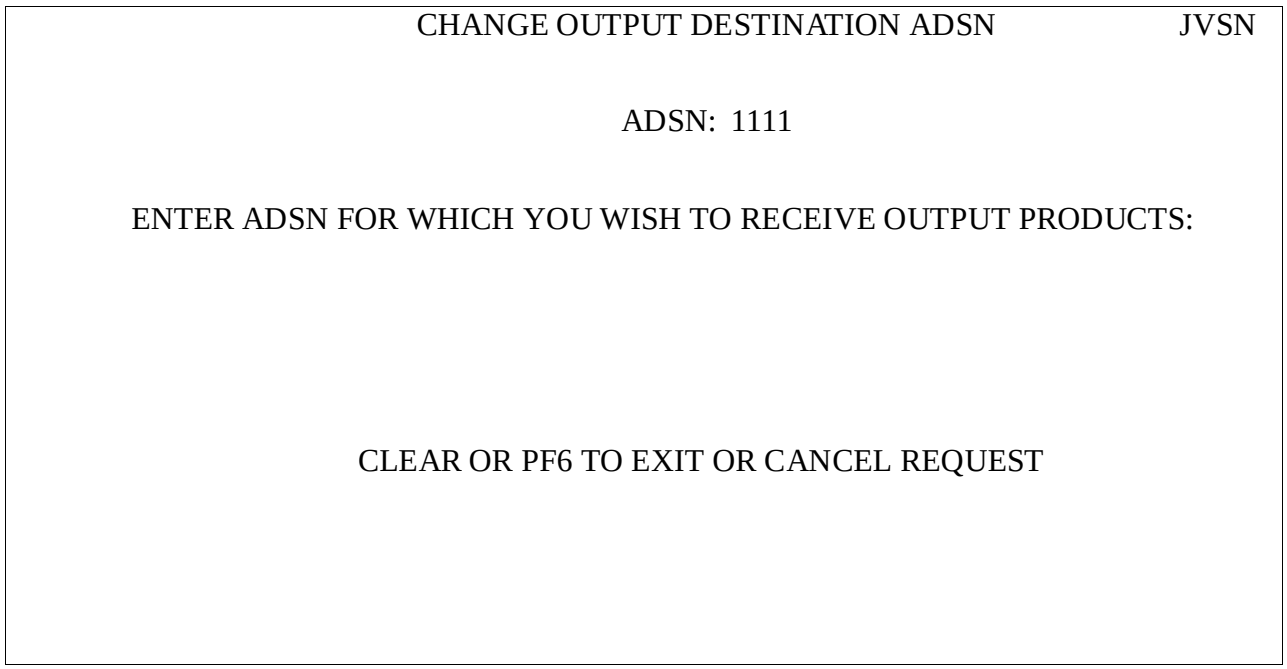


Figure 3.37. Request Update Results.

```
                    REQUEST UPDATE RESULTS                    JUPD

                          ADSN  4500

        UPDATE 10-09  PROCESS DATE  931007  IS AVAILABLE
ALL 10-10 DATA WILL GO INTO UPDATE 10-11.  10-10 WILL NOT BE RUN.

        ENTER REQUEST:

                1 - CURRENT UPDATE (ALL REPORTS AND CYCLES)
                2 - CURRENT UPDATE (SELECTED REPORTS AND CYCLES)

                3 - PREVIOUS UPDATE (ALL REPORTS AND CYCLES)
                4 - PREVIOUS UPDATE (SELECTED REPORTS AND CYCLES)

                5 - VIEW UPDATE INFORMATION

                6 - CHANGE OUTPUT PRINTER DESTINATION(S)

                X - EXIT

ADSN OVERRIDE IN EFFECT - REQUEST OUTPUT FOR ABOVE ADSN
```

Figure 3.38. Update Results.

UPDATE RESULTS
6 - CHANGE OUTPUT PRINTER DESTINATION(S)
X - EXIT

PREVIOUS REQUEST HAS BEEN CANCELED

HELP MENU

PRESS (F1)	To display keyboard layout.
PRESS (F2)	To perform printer functions (CA1, PA2, PA2).
PRESS (F7)	To select printer redirection options.
PRESS (F9)	To terminate emulation (sessions held).
PRESS (F10)	To return to emulation.

PRINTER REDIRECTION SCREEN #1

PRINTER REDIRECTION

PRESS (F1)	SEND data for unit 03 to file PRNTER02, port is LPT1.
PRESS (F10)	To return to help main menu.

PRINTER REDIRECTION SCREEN #2

PRINTER REDIRECTION

PRESS (F1)	SEND data for unit 03 to (file is PRNTER02), port is LPT1.
PRESS (F20)	CLOSE unit 03's current file PRNTER02, port is LPT1.
PRESS (F10)	To return to help main menu.

Figure 3.39. IRMAREMOTE Re-Direct Screen #1.

IRMAREMOTE Re-direct Screen #1

IRMAremote SNA - Control Panel for Printer on Parallel Port 1
(C) Copyright 1988, Digital Communications Associates, Inc.

Ready	IN SESSION	CHECK	STATUS	SCS MODE	Page Size Lines Col.
HOLD PRINT	8 LPI	DBL SPACE	DUAL CASE	REPRINT	66 132
COMPRESSED PRINT	ENHANCED PRINT	DBL WIDTH PRINT	OVERRIDE HOST FORMAT	IGNORE LOCAL COPY	DISABLE DOS PRINT

Figure 3.40. IRMAREMOTE Re-Direct Screen #2.

IRMAREMOTE Re-direct Screen #2

IRMAremote SNA - Control Panel for Printer on Parallel Port 1
(C) Copyright 1988, Digital Communications Associates, Inc.

Ready	IN SESSION	CHECK	STATUS	SCS MODE	Page Size Lines	Col.
HOLD PRINT	8 LPI	DBL SPACE	DUAL CASE	REPRINT	66	132
COMPRESSED PRINT	ENHANCED PRINT	DBL WIDTH PRINT	OVERRIDE HOST FORMAT	IGNORE LOCAL COPY	DISABLE DOS PRINT	

Enter output print file name: prnter02.dat

Append to existing file? (y/n): n

Print while writing to file? (y/n): n

Checkpoint the output file between
Local copies? (y/n): n
Brackets? (y/n): n
Binds? (y/n): n

Figure 3.41. IRMAREMOTE Re-Direct Screen #3.

IRMAREMOTE Re-direct Screen #3

IRMAremote SNA - Control Panel for Printer on Parallel Port 1
(C) Copyright 1988, Digital Communications Associates, Inc.

Ready	IN SESSION	CHECK	STATUS	SCS MODE	Page Size Lines Col.
HOLD PRINT	8 LPI	DBL SPACE	DUAL CASE	REPRINT	66 132
F1	F2	F3	F4	F5	F6
COMPRESSED PRINT	ENHANCED PRINT	DBL WIDTH PRINT	OVERRIDE HOST FORMAT	IGNORE LOCAL COPY	DISABLE DOS PRINT
F7	F8	F9	F10	Alt F1	Alt F2

Output: prnter02.dat 0
F = Form feed
L = Line feed
R = Reload printer parameters
(printer must be at top of form)

Figure 3.42. IRMAREMOTE Re-Direct Screen #4.

IRMAREMOTE Re-direct Screen #4

IRMAremote SNA - Control Panel for Printer on Parallel Port 1
(C) Copyright 1988, Digital Communications Associates, Inc.

Ready	IN SESSION	CHECK	STATUS	SCS MODE	Page Size Lines	Col.
HOLD PRINT F1	8 LPI	DBL SPACE	DUAL CASE	REPRINT	66	132

COMPRESSED PRINT	ENHANCED PRINT	DBL WIDTH PRINT	OVERRIDE HOST FORMAT	IGNORE LOCAL COPY	DISABLE DOS PRINT

Output : prnter02.dat 15479

Figure 3.43. Example of DROT A and C.

EXAMPLE OF DROT A AND C

This process requires a disk drive letter specification.

Examples: DROT C
or
DROT A

DROT C indicates that the DROT program is being executed from the hard drive and the input DTL is on the hard drive.

DROT A indicates that the DROT program is being executed from the A: floppy drive and the input DTL is on the B: floppy drive.

Figure 3.44. JUMPS DROT, Main Menu.

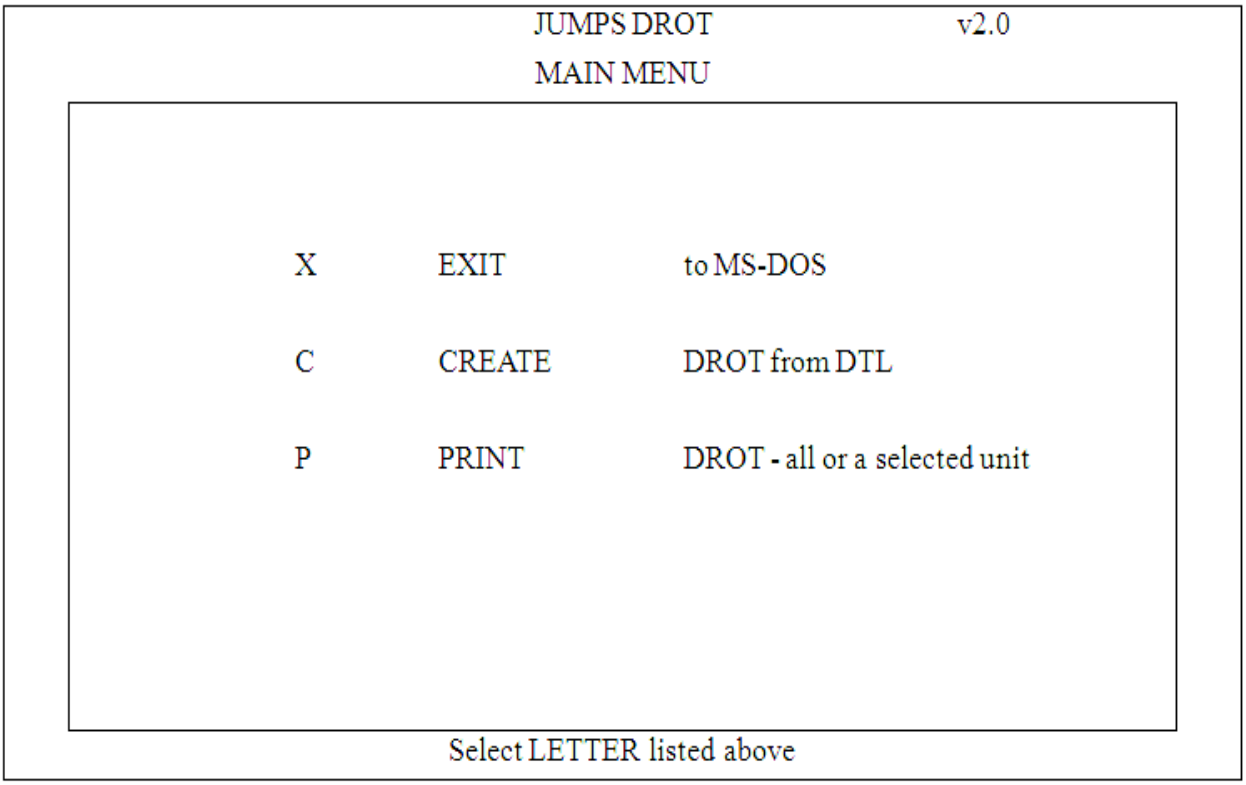


Figure 3.45. JUMPS DROT, Create Selection.

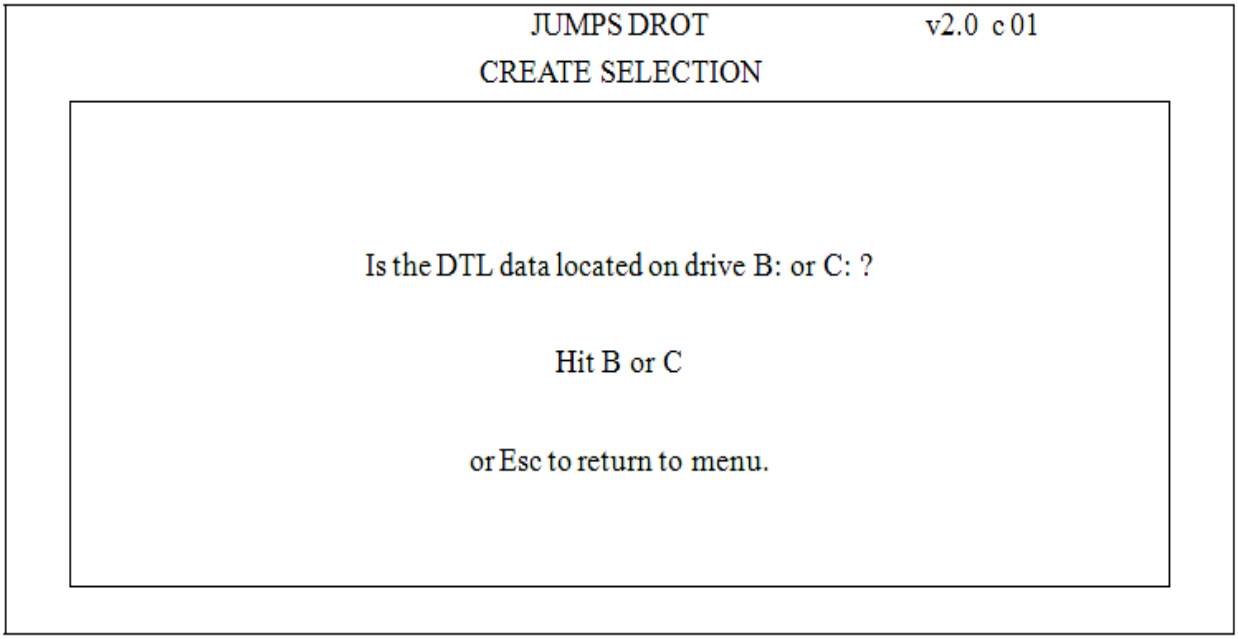


Figure 3.46. End User Level Options.

```
JYBM                    DJMS PRINTER AND ADSN CONTROL BY USERID

          OPTION:                   USERID:  JCMMM00

             1    VIEW

             2    UPDATE

             X    EXIT

<PF1>: HELP                    <PF2>:  EXIT CICS        <PF3>:  EXIT
```

Figure 3.47. View of USERID.

```
JYBB              DJMS PRINTER AND ADSN CONTROL BY USERID VIEW

          USERID:   JCMMM00
          ADSN:     3880
          PRINTER:  AB29

<PF1>: HELP                    <PF2>:  EXIT CICS          <PF3>:  RETURN TO MENU
```

Figure 3.48. TASO Level Options.

```
JYBM              DJMS PRINTER AND ADSN CONTROL BY USERID

OPTION:                          USERID:

          1   VIEW
          2   UPDATE
          3   ADD
          4   DELETE
          5   PRINT    ADSN:    0000
          X   EXIT

<PF1>: HELP                    <PF2>:  EXIT CICS        <PF3>:  EXIT
```

Figure 3.49. Instructions for DD Form 2875 Completion.

DD FORM 2875 COMPLETION

There are three pages to the DD Form 2875. The following instructions must be carefully followed in order for the requested DJMS security action to be taken.

All three pages will be typed; any form hand written will be returned without action.

Instructions for DD Form 2875 SAAR page 1 and 2, April 2005 version

Type of Request: This form is used for initial access. Enter an 'x' in the box to the left of initial.

User ID: Complete user-ID or for (initial) request the first 5 positions are required of the location user ID.

Date: Enter the current date of the request.

System Name: Enter the system name for which access is requested.

Location: Enter the location of system/database, the user requires access to.

PART I

Block 1: Name: enter the user's full name (last, first, initial)

Block 2: Social Security Number: enter the user's full SSN

Block 3: Organization: enter the user's unit name

Block 4: Office symbol/department: enter the user's unit office symbol or dept name

Block 5: Phone: enter the user's DSN or commercial phone number

Block 6: Official e-mail address: enter the user's official email address **this is mandatory**.

Block 7: Job title or rank: enter the user's job title or rank.

Block 8: Official mailing address: enter the user's official mailing address.

Block 9: Citizenship: enter us or FN (Foreign National)

Block 10: Designation of person: place an 'x' next to the appropriate type for the user military or civilian or contractor.

Block 10a: IA Training and Awareness Certification requirements: the user is responsible for indicating when annual IA training was completed. Most information assurance manager offices will have the information. Per CJCSM 6510.01

(page a-b-3), "all users will train annually. … system access will not be authorized without appropriate documented training." If training has been completed, enter an 'x' in the box and the entire date in date.

Block 11: User signature and date. The user must sign the block and enter current date.

PART II

Block 13: Justification for access: leave this block blank and add this information to the DD 2875 Continuation Form. (block 21)

Block 14: Type of access required: enter an 'x' for the type of access required. "Authorized" means "functional" user. "Privileged" means system programmer, application developer, system administrator, security administrator, etc.

Block 15: User requires access to: enter an "x" in the block for unclassified

Block 16: Verification of need to know: the supervisor must enter an 'x' in this block and accept responsibility for the user.

Block 16a: Access expiration date: complete this field only if the user is a contractor.

Block 17: Supervisor typed name: enter the supervisor's full name. The supervisor on the DD Form 2875 and the supervisor on the DD 2875 continuation sheet must be the same.

Block 18: Supervisor's signature: the supervisor must sign this block.

Block 19: Date: enter the current date.

Block 20: Supervisor's org/dept: enter the supervisor's organization or department.

Block 20a: Supervisor e-mail address: enter the supervisor's email address.

Block 20b: Phone number: enter the supervisor's telephone number.

Block 21: Signature of information owner/OPR (FDO/IO): leave this blank.

Block 21a: Phone number: leave this blank.

Block 21b: Date: leave this blank.

Block 22: Signature of IAO or appointee: the trusted agent/TASO must sign this block.

Block 23: Organization/department: enter the trusted agent/TASO organization or department.

Block 24: Phone number: enter the trusted agent/TASO telephone number.

Block 25: Date: enter the current date.

Block 26a: Name: enter the same name as on first page (mandatory)

Block 26b: Social Security Number: enter the user's SSN as shown on the first page (mandatory).

Block 27: Leave this blank unless you need it to add additional information.

PART III

The security manager accomplishes this section.

Block 28: Enter the user's type of investigation.

Block 28a: Enter the user's date of investigation.

Block 28b: Enter the user's clearance level.

Block 29: Enter the security manager's full name.

Block 30: Enter the security manager's DSN telephone number. If no DSN telephone number, enter the commercial telephone number instead.

Block 31: The security manager must sign this block.

Block 32: The security manager must date this block using the current date.

PART IV

Leave all these blocks blank.

Instructions for the completion of DD Form 2875 continuation sheet (page 3) for block 27, May 2004 version:

Block 1: Action: if the request is for a brand new user id, enter an 'x' in the box to the left of initial. If the request is to modify an existing user id, enter an 'x' in the box to the left of modify. If the request is to delete the entire user id, enter an 'x' in the box to the left of deletion.

Block 2: USERID: for an initial request, enter the first 5 positions of the new user id/site id (i.e. e4800, j4008, n7111, etc). For a modification or a deletion request, enter the user full DJMS/DMO or CMS user ID.

Block 3: SSN: enter the user's social security number.

Block 4: Name: enter the user's full name (last, first and middle initial.)

Block 5: Telephone: enter the user's telephone number (DSN and commercial) and internet e-mail address.

Block 6: Invoice accounting code: leave this block blank.

Block 7: Status: if the user is a contractor, enter an 'x' in the box to the left of contractor. If the user is a federal employee, enter an 'x' to the left of federal employee.

Block 7a: Foreign National: if the user is a foreign national, enter an 'x' to the left of yes. If the user is not a foreign national, enter an 'x' to the left of no.

Block 8: Organization: enter the user's complete work mailing address.

Block 9a: Enter the trusted agent/TASO signature block. The trusted agent/TASO must sign above the signature block.

Block 9b: Internet e-mail: enter the trusted agent/TASO work email address.

Block 9c: Date: enter the current date.

Block 10a: Signature and typed name of supervisor: enter the supervisor's signature block (name, grade/rank, title). The supervisor must sign above the signature block.

Block 10b: Date: enter the current date.

Block 11a: User signature: user must sign accepting accountability.

Block 11b: Date: user must enter current date.

Block 12: Facility: leave all of these blocks blank.

Block 13: Job acid: leave this block blank.

Block 14: Action code: for a deletion (removing the entire user id), leave this block blank. If access is being added, enter an 'a' into this block next to the access being added. If access is being removed, enter a 'd' into this block next to the access being removed- enter a=add c-change d=delete. Remember that an action code must be present for each action. You can add and remove access using the same form.

Block 15: Profile: enter the profiles that need to be added and/or removed. You must enter the profile; verbs/OTRANS will not be accepted.

Block 16a&b: Data set name: leave this block blank.

Block 17: Access type: leave this block blank.

Block 18: Time frame: leave this block blank.

Block 19: ODMS CICS OTRAN: leave this block blank.

Block 20: FDO initials: leave this block blank.

Block 21: Remarks/justification: enter a justification for access. Must be a complete meaningful justification.

Block 22: Leave this block blank.

Block 23: Leave this block blank.

If form is not completed correctly, it will be returned without action.

Chapter 4

REJECTS

4.1. Description. The daily register of rejects (DROR) is used for control and resolution of all DFAS-DE rejects. The DROR lists DFAS-DE rejects one time only as a separate product. Rejects will also print on the daily register of transactions (DROT) as information for the input source.

4.2. FSO Actions:

4.2.1. Pay Service and Control clerk:

4.2.1.1. Receives DROR and sends it and source documents to Quality Examination.

4.2.1.2. If corrections are required to source documents which have already been submitted to the Denver Federal Records Center (DFRC), sends corrected source document with AF Form 1209, Document Transmittal (JUMPS), to the DFRC (see **Chapter 2**). Identify document transmittal listing (DTL) on which original document was submitted through use of the transmission number and the outgoing transmission log.

4.2.2. Quality Examination:

4.2.2.1. Determines cause of error, corrective actions needed, and who is to make corrections.

4.2.2.2. If corrections are required to source documents originated outside FSO, returns documents to input source through Pay Service and Control. Input source makes necessary corrections, then sends corrected documents to Quality Examination.

4.2.2.3. When corrections are required to source documents originated within FSO, instructs the Pay Service and Control Clerk to correct original and FSO-retained copies.

4.2.2.4. Corrects or cancels improper transactions when appropriate.

4.2.2.5. Determines whether rejected transactions, received after member's departure on permanent change of station (PCS) or temporary duty (TDY), can be corrected and resubmitted. If transactions can be corrected, take action in (1) through (4) above. If transactions cannot be corrected, advise gaining FSO by DD Form 139, Pay Adjustment Authorization. Give full explanation including reasons for reject and reasons why reject could not be cleared by losing FSO.

4.2.2.6. Ensure error that caused the reject is corrected and new transaction is input.

4.2.2.7. Annotates code for action resolving reject in FSO disposition area on right-hand side of DROR. Codes and description for each are:

CODE	DESCRIPTION
1	Corrected and resubmitted.
2	Error in source document returned to input source.
3	Transaction erroneous, not resubmitted.

4.3. Rejects to DFAS-DE/FJ. Transactions that cannot be processed because the effective date is outside immediate access storage (IAS), or the condition of the file does not allow processing, reject to DFAS-DE/FJ for action. These transactions appear in section 3 of the daily transaction record (DTR) with error code ZBD and the error code(s) with which the transaction rejected to DFAS-DE. An XZ03 notice will be produced to identify the actual error code of the rejected transaction. These rejects will be controlled by the Automated Case Control System (ACCS) by systematically establishing an ACCS case at DFAS-DE/FJ.

4.4. ACCS Viewing. In order to view ACCS cases, the following instructions apply:

4.4.1. Key in JCCM, press enter, and the Base Inquiry Request Menu is displayed. This menu has three options:

4.4.1.1. Individual SSN.

4.4.1.2. Individual SSN and date received.

4.4.1.3. **(DELETED)**

4.4.2. **(DELETED)**

4.4.2.1. **(DELETED)**

4.4.2.2. **(DELETED)**

4.4.2.3. **(DELETED)**

4.4.2.4. **(DELETED)**

4.4.2.5. **(DELETED)**

4.4.3. **(DELETED)**

4.4.4. **(DELETED)**

4.4.4.1. **(DELETED)**

4.4.4.2. **(DELETED)**

4.4.4.3. **(DELETED)**

4.4.4.4. **(DELETED)**

4.4.4.5. **(DELETED)**

4.4.4.5.1. **(DELETED)**

4.4.4.5.2. **(DELETED)**

4.4.4.5.3. **(DELETED)**

4.4.5. **(DELETED)**

Chapter 5

INQUIRIES

5.1. Description. Base-level terminals are used to inquire against a member's master military pay account (MMPA) maintained at DFAS-DE.

5.1.1. The principal uses of MMPA inquiries are to answer member inquiries, resolve pay problems, determine amounts for casual or partial payments, validate data on input transactions, and ensure proper separation processing and final separation payments.

5.1.2. Sign-on procedures are contained in **Chapter 3**, **paragraph 3.15** Once signed on, enter "JJAA", then "ENTER", on first blank screen.

5.2. CICS MMPA Inquiry Procedures:

5.2.1. Inquiry Request. The MMPA inquiries format is a fill-in-the-blanks prompting format (**Figure 5.1**). The prompting format is used to obtain either a screen display or a printout, with repeat options. The cursor is pre-positioned at the SSN field. As each field is keyed-in, the cursor automatically moves to the next field. If an input field is to be skipped, depress the forward tab key and the cursor will move to the next field. After a request has been entered and results displayed, the blank prompting format reappears with the cursor again positioned at the password field. An explanation of each field in the prompting format follows:

5.2.1.1. SSN OR CMD functions are:

5.2.1.1.1. PAGING. Use the paging commands on **Figure 5.1** to display the additional screens if a data response fills more than one screen. Password is not needed for paging.

5.2.1.1.2. "X". Use the letter X in the first position of the SSN to clear both the screen and memory. For compliance with Privacy Act requirements, it is important that you clear both memory and screen before you leave the terminal.

5.2.1.2. SSN. Use this nine-position field for the SSN of the member. On successive inquiries to the same MMPA, you need not reenter the SSN; just tab over the SSN field and enter new request.

5.2.1.3. REQ. Use this three-position field to identify the MMPA data you need. You can request a predetermined table of data, an MMPA category, or an individual FORMAT-ID entry.

5.2.1.3.1. For table requests, enter T and the two-position table number.

5.2.1.3.2. Enter category (**Figure 5.3**) in the first position. Enter history indicator (**Figure 5.1**) in the last position.

5.2.1.3.3. For FORMAT-ID request, enter FORMAT-ID in the first two positions and the history indicator in the last position.

5.2.1.3.4. The history indicator allows you to specify whether you want to see open and current-month-closed, or history entries, or combinations of these entries. Use the letter 'O' for open data or leave blank for all data. Other codes are also available for your use.

5.2.1.3.5. On successive inquiries for the same REQ data but for different SSN, you need not reenter the REQ field. Instead, depress ENTER key after entering new SSN.

5.2.1.4. PRNT IND. This one-position field is used to request a print of MMPA data. The P can be entered on the initial request, or it can be entered after the data has been viewed on the screen.

5.2.1.5. NAME. Used by DFAS-DE only, this field identifies the organization and individual where centrally prepared MMPA prints are to be sent.

5.2.1.6. MMPA entries are displayed in FORMAT-ID sequence, grouped by open entries and closed entries. Closed entries are identified by a dash (-) appearing after the FORMAT-ID.

5.2.1.7. If the requested data will fill more than one screen of data, the first page appears after the remaining pages are formatted and counted; therefore, the first page will initially read "Page 1 of ??". The question marks will be replaced by total pages available.

5.2.2. History MMPA Inquiries. MMPAs for December 1977 (includes July through December 1977) through current are also available on-line via the JJAA inquiry process. For MMPAs prior to July 1977, a written request from the member or FSO must be submitted to DFAS-DE/CX. The following are instructions on accessing these MMPA histories:

5.2.2.1. Once signed on to CICS, enter JJAA at the first blank screen, and press <PF4> to go to the special inquiries screen.

5.2.2.2. Enter 4, and follow screen instructions to request either several MMPA histories for one member, or same history time frame for several members.

5.2.2.3. The message ‘JOB XXXXXXXX HAS BEEN SUBMITTED’ will appear at the bottom of the screen when request is entered. MMPA prints will be directed to the printer associated with the VTAM address assigned to the terminal or PC used. This may be a local printer within the office or a central printer located outside the office.

5.2.2.4. Those offices not having inquiry capability for retrieving a member’s history pay records can contact DFAS-DE/CX via telephone or written request.

5.2.3. System Messages. When the system is unable to respond to an inquiry, a system message will appear on the screen. The message is usually self explanatory. **Figure 5.4** lists system messages and actions required.

5.3. DJMS Standard Inquiry System (DSIS). DSIS is a windows 95/NT based, user-friendly system for inquiry against the MMPA via a personal computer (PC). DSIS enables you to inquire the MMPA, through the use of an icon in a windows environment. One complete MMPA, per request, will be downloaded.

5.3.1. The left side of the Graphical User Interface (GUI), known as the tree, contains 8 main folders. The tree is the avenue to select the appropriate entry. All current MMPA entries are available for inquiry with DSIS. The eight main folders contain the following categories of information:

5.3.1.1. Member information

5.3.1.2. Entitlements

5.3.1.3. Deductions

5.3.1.4. Payments

5.3.1.5. ID's

5.3.1.6. Allotments

5.3.1.7. Status

5.3.1.8. Remarks

5.3.2. All data is displayed with English captions and descriptions, and an extensive on-line help facility is included.

5.3.3. **Figure 5.5** is a sample main screen and **Figure 5.6** is a sample MMPA entry inquiry.

5.4. Inquiry Tables. An inquiry table is a predetermined set of MMPA entries which can be requested by entering the three-position table number in the REQ field. (See **Figure 5.5**).

5.4.1. The tables are established by DFAS-DE. New or revised tables are mailed to FSO.

5.4.2. Send FSO requests for new or revised tables to DFAS-DE/FJEP. State the purpose of the proposed table, estimate the daily usage at the requesting office, and list the preferred sequence of items to be displayed. Tables must have common requirements at most or all bases.

5.5. Release of Information From Military Pay Records. Privacy Act Rules governing the release of information from DJMS are found in **Chapter 82** of this volume.

5.6. Types of Inquiries:

5.6.1. Routine inquiries are those that can be answered by viewing the MMPA.

5.6.2. Other inquiries are, for example, requests for data before DJMS was implemented and questions concerning data received as a result of an inquiry. The requester must be certain that the inquiry is clear and that all necessary information is included.

5.7. Source of Input. The FSO receives inquiries from sources outside finance. They include, but are not limited to:

5.7.1. Member.

5.7.2. Member's dependent.

5.7.3. HQ USAF.

5.7.4. Other Department of Defense (DoD) agencies.

5.7.5. Other agencies of the US Government.

5.7.6. Service organizations.

5.7.7. Individuals (interested parties with need to know).

5.7.8. Military Personnel Flights (MPFs). Inquiries are limited to requests for formats (CAT I) or categories that are the responsibility of the MPF for input to DJMS. All other inquiries must be made through the FSO.

5.8. Requests for Source Documents. All requests for copies of source documents must be in writing and submitted via fax, email at **CIN-RECMgt@dfas.mil**, or mailed as indicated below, and include the month and year of the document, date, accession number, and/or box number if known, in addition to information below. Records are normally forwarded within two weeks of receipt of request. FAX to Commercial 317-510-1120, DSN 699-1120. Email can also be sent to **irene.lewis@dfas.mil** or **dale.wentling@dfas.mil**. Hardcopy mail to DFAS-JBDM/IN, 8899 E 56th St, Indianapolis IN 46249-6540. Since most documents contain Personally Identifiable Information (PII), e.g., name, SSN, phone number, etc., care must be taken to protect this information. If the request is sent via email, ensure it is encrypted and includes your digital signature so it can be added to the DFAS-IN Records Management contact list.

5.8.1. Member's SSN

5.8.2. Member's full name.

5.8.3. Input ADSN/ISI.

5.8.4. Transmission number.

5.8.5. Date of DTR or DTL.

5.8.6. Transaction number (if transaction is a leave).

5.8.7. Type of input (for example, BAH start, not 6801).

5.8.8. Effective date(s) of transaction (if applicable). The only exceptions to this rule are requests from retired Air Force members or agencies outside the Air Force, who may request copies of source documents by letter. These requests must comply with the Privacy Act.

5.8.9. Quarter or month/year of the documents.

5.8.10. The accession number, which is on the SF 135 DFAS-IN sent back to the base when the documents were first submitted.

5.8.11. Name and DSN phone number of person requesting the source document.

5.9. Transaction File. The transaction file lists processed, rejected and recycled transactions for each member serviced by DJMS-AC. View this file on CICS similarly to the way the MMPA is viewed.

5.9.1. Transactions are accumulated from each update by SSN. The transaction file is cumulative, showing rejects, recycles, and processed transactions in chronological sequence for each member serviced by DJMS-AC.

5.9.1.1. Each update will display transactions in chronological sequence. Transactions are coded as E-Rejected, F-Partial Reject, G-Processed, J-Partial Processed, K-Processed By Others, L-Advance Transaction, and M-Recycle.

5.9.1.2. The transaction file does not include management notices.

5.9.1.3. Rejected and recycled transactions contain the reason and/or error codes for the particular reject and/or recycle. There can be up to six different codes for each reject or recycle. There is no narrative description; only the code is displayed.

5.9.1.4. Recycled transactions with control code "M" will appear only once on the transaction file. It will recycle until it has processed. When it's processed, it will show again.

5.9.1.5. Advance transactions, control code "L" are treated like recycled transactions.

5.9.1.6. Transactions are available for viewing for current plus four years before moving to history.

5.9.2. Access to transaction file:

5.9.2.1. Sign on the CICSJ3. Key in "JJAM", JUMPS MMPA special inquiries, to access the main menu screen. Enter request option 5 for "PROCESSED TRANSACTION INQUIRY" (See **Figure 5.9**).

5.9.2.2. Enter a SSN, year and month for viewing (See **Figure 5.10**).

5.9.2.2.1. If only the SSN is entered, all records will be displayed. Default will be current month and current year.

5.9.2.2.2. If the SSN, year and month are entered, only transactions for that time frame will be displayed.

5.9.2.2.3. If the SSN, format-ID and action indicator are entered, only that format-ID and action indicator will be displayed. If month and year are left blank, current month and year will be displayed.

5.9.2.2.4. If the SSN and format-ID are entered, all action indicators will be displayed for that format-ID.

5.9.2.2.5. If there is no data for request the following message will be displayed: "THERE IS NO DATA TO DISPLAY FOR THIS REQUEST".

5.9.3. The screen view for transaction file will contain the following (See **Figure 5.11**):

5.9.3.1. SSN, name, format-ID, grade and date of year being reviewed at the top of the screen. This will remain at the top of the view screen while scrolling through the transactions.

5.9.3.2. Space is available to type your name for identification when items are printed. Up to 15 characters may be input.

5.9.3.3. Transactions will be listed in chronological order for each day.

5.9.3.4. The transactions will be displayed as follows: action code, trailer card indicator, format-ID and action indicator, prime card data, update number, input source DSSN/ADSN, cycle number.

5.9.4. If request is for a transaction file that has not been built (a year which is not available), the screen will display the following message: "TRANSACTION RECORDS NOT ON FILE FOR MEMBER/YEAR OF REQUEST. REFER TO MICROFICHE DTR FOR ASSISTANCE."

5.9.5. You may change SSN in the transaction view to go to another member's history file. The same year and types of transactions will be displayed as the prior request.

5.9.6. Printing of the transaction file will be accomplished from the main menu screen.

5.9.6.1. If a history transaction file is required, you must request a print for that year from the main menu. History transaction files are those that are older than the current year plus 4 previous years.

5.9.6.2. If the queue is larger than 25 display pages, output will print only and a message will be displayed that there is too much data to display and that it is being printed.

5.9.7. Scrolling through transactions is accomplished by using either the enter key or PF8 to scroll down, and PF7 to scroll up.

5.9.8. If the file is closed, the following message will be displayed: "PROCESSED TRANSACTION FILE CLOSED - PLEASE TRY LATER."

5.9.9. If there is no record for SSN entered, the following message will be displayed: "THIS SSN NOT FOUND ON FILE; ENTER ANOTHER REQUEST OR EXIT."

5.10. Transaction File. The transaction file lists processed, rejected and recycled transactions for each member serviced by DJMS-AC. View this file on CICS similarly to the way the MMPA is viewed.

5.10.1. Transactions are accumulated from each update by SSN. The transaction file is cumulative, showing rejects, recycles, and processed transactions in chronological sequence for each member serviced by DJMS-AC.

5.10.1.1. Each update will display transactions in chronological sequence. Transactions are coded as E-Rejected, F-Partial Reject, G-Processed, J-Partial Processed, K-Processed By Others, L-Advance Transaction, and M-Recycle.

5.10.1.2. The transaction file does not include management notices.

5.10.1.3. Rejected and recycled transactions contain the reason and/or error codes for the particular reject and/or recycle. There can be up to six different codes for each reject or recycle. There is no narrative description; only the code is displayed.

5.10.1.4. Recycled transactions with control code "M" will appear only once on the transaction file. It will recycle until it has processed. When it's processed, it will show again.

5.10.1.5. Advance transactions, control code "L" are treated like recycled transactions.

5.10.1.6. Transactions are available for viewing for current plus four years before moving to history.

5.10.2. Access to transaction file:

5.10.2.1. Sign on the CICSJ3. Key in "JJAM", JUMPS MMPA special inquiries, to access the main menu screen. Enter request option 5 for "PROCESSED TRANSACTION INQUIRY" (See **Figure 5.9**).

5.10.2.2. Enter a SSN, year and month for viewing (See **Figure 5.10**).

5.10.2.2.1. If only the SSN is entered, all records will be displayed. Default will be current month and current year.

5.10.2.2.2. If the SSN, year and month are entered, only transactions for that time frame will be displayed.

5.10.2.2.3. If the SSN, format-ID and action indicator are entered, only that format-ID and action indicator will be displayed. If month and year are left blank, current month and year will be displayed.

5.10.2.2.4. If the SSN and format-ID are entered, all action indicators will be displayed for that format-ID.

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5.10.3. The screen view for transaction file will contain the following (See **Figure 5.11**):

5.10.3.1. SSN, name, format-ID, grade and date of year being reviewed at the top of the screen. This will remain at the top of the view screen while scrolling through the transactions.

5.10.3.2. Space is available to type your name for identification when items are printed. Up to 15 characters may be input.

5.10.3.3. Transactions will be listed in chronological order for each day.

5.10.3.4. The transactions will be displayed as follows: action code, trailer card indicator, format-ID and action indicator, prime card data, update number, input source DSSN/ADSN, cycle number. ***NOTE:*** For Navy only - 40 byte record appears before reject codes and aligns with the left side of the prime card data.

5.10.4. If request is for a transaction file that has not been built (a year which is not available), the screen will display the following message: "TRANSACTION RECORDS NOT ON FILE FOR MEMBER/YEAR OF REQUEST. REFER TO MICROFICHE DTR FOR ASSISTANCE."

5.10.5. You may change SSN in the transaction view to go to another member's history file. The same year and types of transactions will be displayed as the prior request.

5.10.6. Printing of the transaction file will be accomplished from the main menu screen.

5.10.6.1. If a history transaction file is required, you must request a print for that year from the main menu. History transaction files are those that are older than the current year plus 4 previous years.

5.10.6.2. If the queue is larger than 25 display pages, output will print only. A message will be displayed that there is too much data to display and that it is being printed.

5.10.7. Scrolling through transactions is accomplished by using either the enter key or PF8 to scroll down, and PF7 to scroll up.

5.10.8. If the file is closed, the following message will be displayed: "PROCESSED TRANSACTION FILE CLOSED - PLEASE TRY LATER."

5.10.9. If there is no record for SSN entered, the following message will be displayed: "THIS SSN NOT FOUND ON FILE; ENTER ANOTHER REQUEST OR EXIT."

Figure 5.1. MMPA Inquiry -- Formatted Input Area.

MMPA INQUIRY - FORMATTED INPUT AREA

MINI ---- PASSWRD SSN --------- REQ ---- PRNT IND -- FOR ----
ADDL REQ --- --- --- --- ---- ---- ---- ---- ---- ---- ---- ---- ---- ---- ACCESS LEVEL

NORMAL CURSOR POSITION IS AT START OF PASSWORD FIELD

EXPLANATION OF FIELDS
SSAN (OR CMD)

COMMAND	FUNCTION
P	Print screen display
PF	Page forward one page
PFnn	Page forward nn pages
PB	Page backward one page
PBnn	Page backward nn pages

SSN: nnnnnnnnn where n is a number. Additional SSN feature - Enter password and new SSN to apply previous inquiry format to additional SSNs.

PRNT IND: P - Inquiry to be directed to printer

NAME: For DFAS-DE terminals only, identifies person/organization for print delivery.

REQ: THERE ARE TWO FORMATS FOR THIS FIELD

1. XXY where:
   XX - Any valid inquiry FORMAT-ID, or W followed by a category ID or any of the following:
   WJ - fixed area only
   WX - all MMPA data for history indicator used
   WX (R) - Cross reference group
   WG - Futures group
   WU - Suspense group
   WV - LES remarks group
   Y - Any of these history indicators
   Blank - All
   O - Open and current month closed
   H - History only
   R - Special for cross-reference group

This history indicator is ignored for WJ, WG, WU, and WV inquiries. A WX7 is not valid for field input.

2. TNN where nn is a number which identifies a table containing a set of FORMAT-IDs needed for a specific type of inquiry (see **Figure 5.5.**).

Figure 5.2. DJMS CRT Inquiry.

JUMPS MMPA INQUIRIES

SSAN: --------- (‘X’ TO EXIT)

REQUEST CODES: --- --- --- ---
--- --- --- ---
--- --- --- ---

PRINT: - NAME:

HISTORY MMPA?: N

‘X’ IN SSAN (OR PF3) TO EXIT
‘P’ OR ‘X’ IN PRINT (OR PF9) TO PRINT THIS REQUEST
PF1 FOR HELP
PF4 FOR ADDITIONAL OPTIONS
PF6 TO CANCEL REQUEST

Figure 5.3. MMPA Content.

MMPA CONTENT

(NOTE: GROUP, CATEGORY, ENTRY TERMS DEFINED IN Chapter 2)

GROUP	CATEGORY	ENTRY		
FIXED	INQUIRY REQUEST WJ (note 1)	A ALLOTMENTS	INQUIRY REQUEST WA- (note 2)	INQUIRY REQUEST (note 3)
		B LEAVE BALANCES	WB	
		C COLLECTIONS	WC	
		D DEDUCTIONS (& DEBTS)	WD-	
		F FICA/FITW/SITW	WF	
		H HELD PAY	WH	
		L LOCATION	WL-	FORMAT-ID
VARIABLE OPEN	NONE	M MEMBER DATA	WM-	LISTED IN
		N MEMORANDA	WN-	**Attachment 18**
		P PAYMENT/PAY COMPUTATION	WP-	AND IN
		R REENLISTMENT BONDS/CONTINUATION PAY/VARIABLE INCENTIVE PAY	WR-	**Figure 5.6.**
		S STATUS	WS	
		T TOUR/SERVICE/ ENLISTMENT	WT	
HISTORY	NONE	W ENTITLEMENTS	WW	
FUTURES	WG (note 1)			
SUSPENSE	WU (note 1)			
LES REMARKS	WV (note 1)			
CROSS REFERENCE	WXR			

NOTES:

1. THIRD POSITION NOT USED
2. THIRD POSITION MUST SHOW HISTORY INDICATOR
3. FORMAT-ID PLUS HISTORY INDICATOR

Figure 5.4. MMPA Content.

REMOTE INQUIRIES SYSTEM MESSAGE DISPLAYED ON TERMINALS (In Alphabetical Sequence)		
ERROR MESSAGE	**REASON**	**ACTION**
ERROR ON CONTROL RECORD PAGING SESSION ENDED	The control record for this inquiry cannot be retrieved.	Resubmit inquiry.
ERROR ON PAGE XX	Requested page cannot be retrieved.	Resubmit entire inquiry. The other pages can still be requested.
FILE STATUS RECORD NOT FOUND ON FILE C19AGD5N FUNCTION CODE = X	File status record not available.	Resubmit inquiry. If error recurs, notify DFAS-DE/FJGJ and do not re-input the inquiry.
FORMAT-ID NOT FOUND IN TABLE 1	One of the MMPA formatting modules has detected a formatting error.	Notify DFAS-DE /FJGJ.
FORMAT-ID NOT RECOGNIZED	One of the MMPA formatting modules has detected a formatting error.	Notify DFAS-DE/FJGJ.
INQUIRY LOST – RESUBMIT	Program problem has developed while handling the inquiry.	Resubmit inquiry. If error recurs, notify DFAS-DE/FJGJ.
INVALID CATEGORY REQUEST	Category requested in the first two characters of the request is not valid.	Correct and resubmit.
INVALID FID REQUEST	First two characters of the request are not found in the table of valid FORMAT-IDs or are not recognized as one of the special inquiries.	Correct and resubmit.
INVALID HISTORY INDICATOR	History indicator (third character of request) must be 1-7 for this request.	Correct and resubmit.

ERROR MESSAGE	REASON	ACTION
INVALID LEVEL OF ACCESS	Access code does not match those stored at the computer.	Correct and resubmit.
XXX - INVALID PAGING REQUEST	Inquiry was not a valid paging request.	Correct and resubmit.
INVALID PASSWORD	Password entered is not correct.	Resubmit password.
INVALID RECORD READ FROM PRINTER QUEUE - AN INQUIRY POSSIBLY LOST	An invalid record was put on disk and the rest of that inquiry cannot be retrieved.	If several of these messages are received notify DFAS-DE/ FJGJ.
INVALID TRANSACTION FOR THIS STATION	a. The type transaction is not allowed from this terminal. b. A mini-transaction has been entered with no major transaction preceding. c. This transaction is not valid for the application signed on.	Correct and resubmit inquiry.
I/O ERROR ON QUEUE FILE – RESUBMIT	Disk I/O error.	Resubmit inquiry. If a number of these messages are received, notify DFAS-DE/FJGJ.
LEVEL OF ACCESS INPUT NOT SUFFICIENT TO VIEW MMPA	MMPA requested is protected and requires a higher level of access code than input.	Higher authority is needed to inquire against MMPA.
NO DATA -- QUE ERROR X – RESUBMIT	Inquiry has not been processed because the data could not be queued.	Resubmit.
NO MMPA FOUND FOR SSAN	MMPA processing has not found a record for SSN XXXXXXXXX.	Submit next inquiry.
NO REQUEST CODES INPUT	Inquiry was input without a request code.	Resubmit with request code.

ERROR MESSAGE	REASON	ACTION
OFF THE AIR XXXX (MESSAGE FROM OPERATIONS)	The teleprocessing program has been CANCELED by operations. XXX-time program was stopped.	None.
PAGING SESSION ENDED	Inquiry was received to end paging.	None.
PROGRAM ABEND. DO NOT RESUBMIT INQUIRY	A problem has developed in the program when formatting the requested record.	Do not resubmit inquiry.
PROGRAM ABEND. DO NOT RESUBMIT INQUIRY FOR PRINT	A problem was developed in the programs that handle printing.	Resubmit inquiry for viewing on CRT.
READ ERROR ON MMPA FILE X	I/O error occurred when trying to read the requested MMPA.	Resubmit inquiry. If error recurs, notify DFAS-DE/FJGJ.
REMOTE INQUIRIES ON THE AIR	The teleprocessing program has been started.	Inquiries can be entered.
MEMBER'S CURRENT ADSN PREVENTS INQUIRY FROM YOUR STATION	Each station is normally allowed to inquiry only on those people currently or historically assigned to that ADSN.	If the inquiry is needed, resubmit requesting table 50 (T50).
MEMBER'S SSN XXXXXXXXX HAS BEEN CHANGED TO XXXXXXXXX	Information only.	None -- Inquiry is given from changed SSN.
MMPA CANNOT BE FORMATTED - DO NOT RESUBMIT - NOTIFY DFAS-DE/FJGJ	MMPA is garbled but not flagged as garbled.	Notify DFAS-DE/FJGJ.
MMPA IS GARBLED -- SX-7	The MMPA contains garbled data that cannot be formatted.	Call DFAS-DE/FJGJ for assistance.

ERROR MESSAGE	REASON	ACTION
MMPA REQUESTED HAS DISPUTED FLAG -- RESUBMIT USING SPECIAL INQUIRY	Member has filed a statement of disagreement and the MMPA data cannot be displayed.	Call DFAS-DE/FJP (DSN 926-7115) for assistance.
MMPA STRUCTURED IN ERROR -- DO NOT RESUBMIT -- NOTIFY DFAS-DE/FJS	Reason: The MMPA is garbled but is not flagged as garbled.	Action: Notify DFAS-DE/FJS or DFAS-DE/FJGJ.
MMPA SUBFILE FOR TERMINAL DIGIT X IS NOT ON LINE	Reason: Operations has stopped use of this sub-file.	Action: Resubmit inquiry at later time.
NO DATA PRESENT	Reason: Program has not found the FORMAT-ID requested in the member's record.	Action: Submit corrected inquiry or go on to next inquiry.
RESOURCES NOT AVAILABLE -- DO NOT RESUBMIT	Reason: Inquiry takes too much core storage.	Action: Break the inquiry into small segments and resubmit.
SSAN IS NOT NUMERIC	Reason: Non-numeric SSN in the input transaction.	Action: Submit correct inquiry.
STATION BACK ON LINE	Reason: Operations has started use of this terminal.	Action: Inquiries may be entered.
TABLE ENTRY TXX DOES NOT EXIST	Reason: You have requested a table inquiry which the program cannot find.	Action: Correct and resubmit.

ERROR MESSAGE	REASON	ACTION
THIS TYPE TRANSACTION TEMPORARILY NOT BEING PROCESSED	Reason: Operations has stopped use of this type transaction.	Action: Resubmit at later time.
TM - RESOURCES NOT AVAILABLE. RESUBMIT REQUEST	Reason: The teleprocessing program was too busy to handle the request.	Action: Resubmit.
TRANSACTION ACCEPTED	Reason: Transaction has been accepted for print or spool.	Action: None.
UNABLE TO READ MESSAGE RESUBMIT	Reason: I/O error.	Action: Resubmit inquiry. If several of these messages are received, notify DFAS-DE operations.

Figure 5.5. Basic Categories.

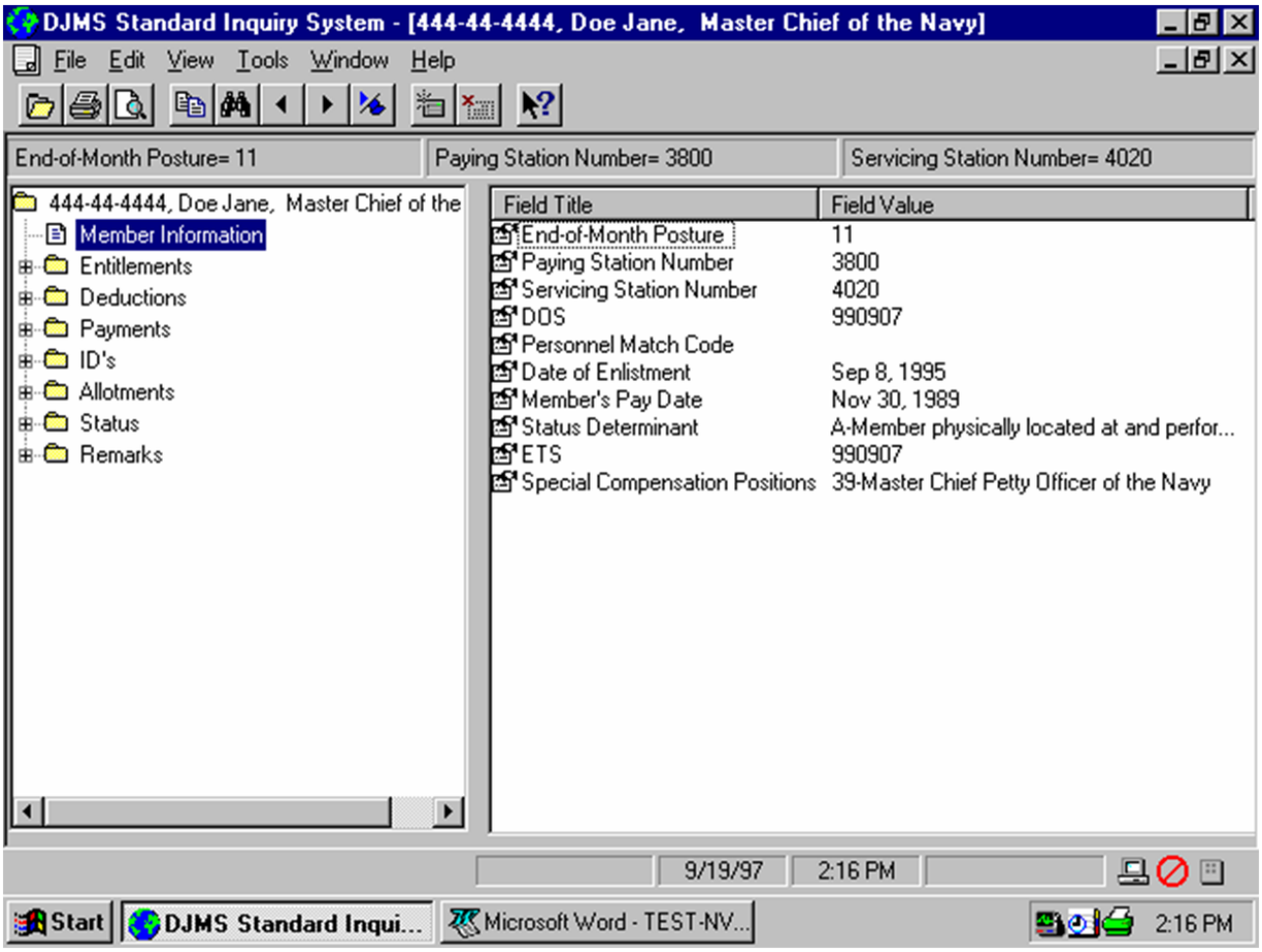


Figure 5.6. Sample MMPA Entry.

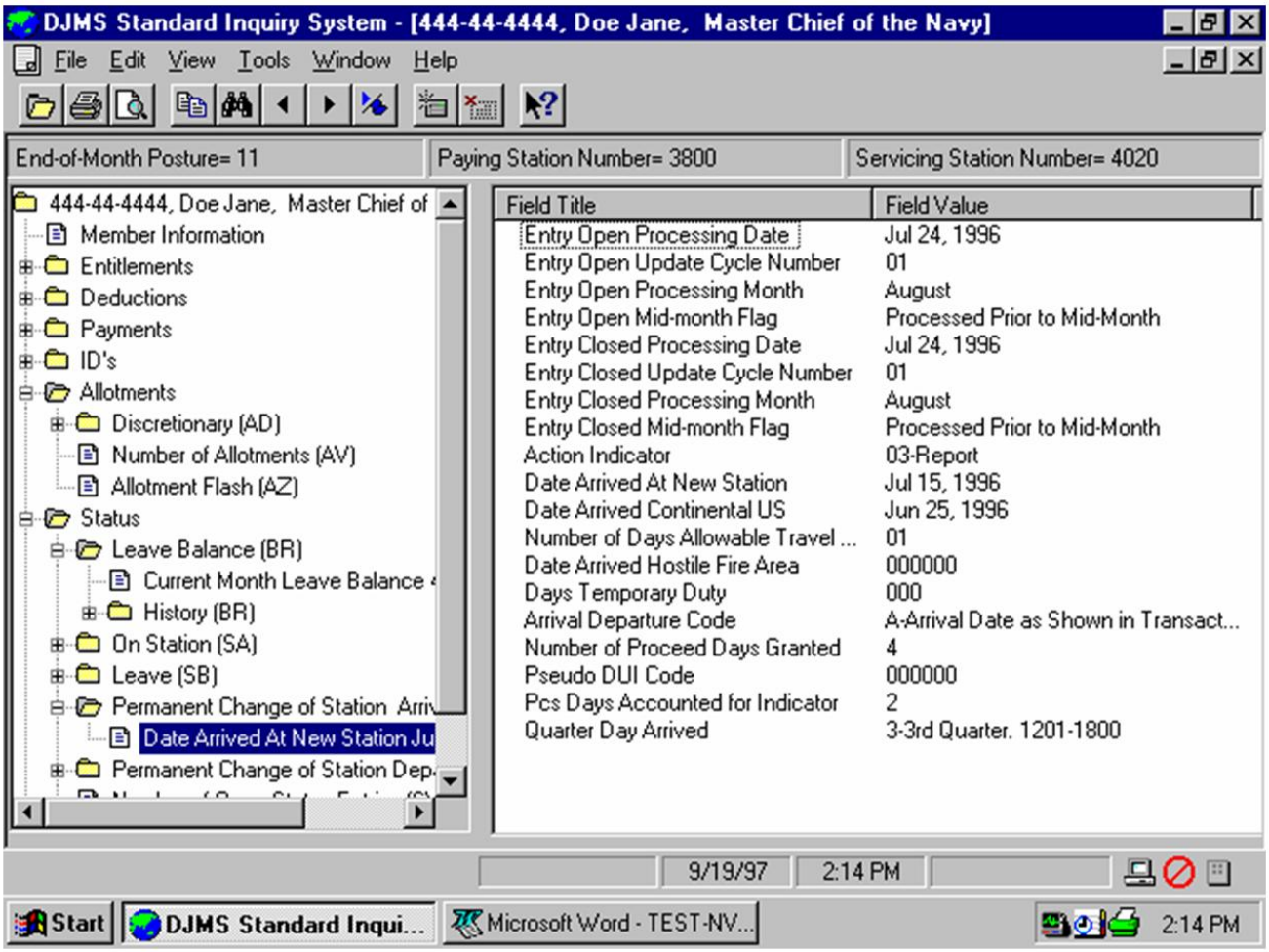


Figure 5.7. JUMPS CRT Inquiry Tables.

TABLE	FORMAT ID	ALL	DISPLAYED OPEN ONLY	DISPLAYED OPEN & CM CLOSED	DISPLAYED ALL CLOSED
T02 New Arrival at Base	WS-STATUS CATEGORY	X			
	LH-BANK		X		
	MH-RSDNT CY/NON-CONUS		X		
	MG-TXING AUTH CITY/ STATE		X		
	35-BAQ	X			
	40-BAS	X			
	WP-PAYMENT CATEGORY	X			
	AB-BONDS		X		
	58-VHA	X			
T03 Central Bank (Bank)	LH-BANK	X			
	WP-PAYMENTS	X			
	WC-COLLECTIONS	X			
	MC-PERSON NAME	X			
	WN-MEMORANDA	X			
	LF-FUTURE MAIL ADDRESS	X			
	SH-PCS STATUS	X			
T04 Accession Processing	WT-TOUR/SVC/ENL	X			
	LB-PAY ADSN		X		
	LC-SERVC ADSN		X		
	LG-CPBO/MAJCOM		X		
	MC-NAME	X			

TABLE	FORMAT ID	ALL	DISPLAYED OPEN ONLY	DISPLAYED OPEN & CM CLOSED	DISPLAYED ALL CLOSED
	MD-GRADE		X		
	ME-SEX		X		
	MG-TAX CITY/STATE		X		
	MH-RSDNT CY/NON-CONUS		X		
	MJ-AFPC MATCH FLAG		X		
	N3-CLOTHING ALW INT		X		
	WF-TAX CATEGORY		X		
	WR-REENL BONUS/CONT PAY	X			
	WS-STATUS CATEGORY	X			
	01-BASE PAY	X			
	33-SRB	X			
	34-ENLIST BONUS	X			
	35-BAQ	X			
	40-BAS	X			
	51-HOUS	X			
	58-VHA	X			
	59-INITIAL UEA	X			
	60-ADDITIONAL UEA	X			
T04 Accession Processing (Cont)	63-CMA	X			
	65-FSA	X			
T05 ADSN (Pay/Svc/ TDT), Bank, Pay Option CM Pay	LB-PAY ADSN		X		
	LC-SERVICING ADSN		X		
	LD-TDY ADSN		X		
	LH-BANK		X		
	LK-PAY OPTION		X		
	LB-PAY ADSN				X
	LC-SERVICING ADSN				X

TABLE	FORMAT ID	DISPLAYED ALL	OPEN ONLY	OPEN & CM CLOSED	ALL CLOSED
	LD-TDY ADSN				X
	LH-BANK			X	
	LK-PAY OPTION			X	
	PU-CM REGULAR PAY	X			
T06 Current Month Deductions	P3-PAY COMP FCTR CM	X			
	WA-ALLOTMENT CATEGORY			X	
	WD-DEDUCTIONS CATEGORY			X	
	WF-TAXES CATEGORY			X	
	MG-TXING AUTH CITY/ STATE	X			
	WH-HELD PAY CATEGORY			X	
	WC-COLLECTIONS CATEGORY	X			
	WS-STATUS CATEGORY	X			
T07 Leave	BR-LV BAL	X			
	BL-DAYS PAID ACCRUED LEAVE	X			
	BM-SAVED PAY LV BAL	X			
	WS-STATUS CATEGORY	X			
T08 Tax Elections/ Exemptions	FJ-FITW	X			
	FK-SITW	X			
	MG-TXING AUTH CITY/ STATE		X		
	FC-FICA WHLDG	X			
	FE-ADV PYMT ERND INCM CRD		X		

TABLE	FORMAT ID	ALL	DISPLAYED OPEN ONLY	DISPLAYED OPEN & CM CLOSED	DISPLAYED ALL CLOSED
	DQ-INDEBT MIL PAY/ALW	X			
T09 Reenlistment Bonus & Continuation Pay	NT-SEPN/REEN PROJ SETLMN	X			
	N7-SEPN TRANS PENDING	X			
T09 Reenlistment Bonus & Continuation Pay	NN-SEPN/REEN TRANS REJECT	X			
	WR-REEN BONUS CONT PAY CAT	X			
	25-CONTINUATION PAY	X			
	31-RNLMNT BONUS	X			
	32-VRB	X			
	33-SRB	X			
	34-SEB	X			
	MG-TXING AUTH CITY/ STATE	X			
	PJ-CONTINUATION PYMNT	X			
	PL-VRB PAYMENT	X			
	PM-RNLMNT PAYMENT	X			
	PQ-SEPTN PAYMENT	X			
	PX-DLNQNT PAYMENT	X			
	WT-TOUR/SVC/ENLSTMENT CATEGORY	X			
	01-BASIC PAY		X		
T10 Final Separation Base	WS-STATUS CATEGORY		X		
Call-In When No PQ61/	N7-SEP TRANS PENDING	X			
XS03 Received-for Calls	NN-SEP/REEN TRANS REJECT	X			

TABLE	FORMAT ID	ALL	OPEN ONLY	DISPLAYED OPEN & CM CLOSED	ALL CLOSED
Before MER of Month of DOS	NT-SEP/REEN PROJ SETLMENT	X			
	AV-NR OF ALLOTMENTS	X			
	PU-CM REGULAR PAY	X			
	P3-PAY COMP FCTR CM	X			
	LH-BANK	X			
	MG-TXING AUTH CITY/ STATE	X			
	WB-LV BALANCES CATEGORY		X		
	SB-LEAVE	X			
	N8-MISC DEBT PEND	X			
	NE-ECAF HSEHSD GDS CNTRL	X			
	WD-DEDTN CATEGORY (DEBT)	X			
	WT-TOUR/SVC/ENLSTMNT CATEGORY	X			
T10 Final Separation Base	WS-STATUS CATEGORY		X		
Call-In When No PQ61/ XS03 Received-for Calls Before MER of Month of DOS	N7-SEP TRANS PENDING	X			
	NN-SEP/REEN TRANS REJECT	X			
	NT-SEP/REEN PROJ SETLMENT	X			
	PH-REG COMP PAY	X			
	LH-BANK		X		
	MG-TXING AUTH CITY/ STATE	X			
	WB-LV BAL CATEGORY		X		

TABLE	FORMAT ID	DISPLAYED ALL	OPEN ONLY	OPEN & CM CLOSED	ALL CLOSED
T10 Final Separation Base	SB-LEAVE				X
Call-In When No PQ61/ XS03 Received-for Calls Before MER of Month of DOS	N8-MISC DEBT PEND	X			
	NE-ECAF HSEHSD GDS CNTRL		X		
	WD-DEDTN CATEGORY (DEBT)		X		
	WA-ALLOTMENT CATEGORY		X		
T12 Garnishment	WW-ENTITLEMENT CATEGORY	X			
	WH-HELD PAY CATEGORY	X			
	WN-MEMORANDA CATEGORY	X			
	WP-PAYMENT CATEGORY	X			
T13 Indebtedness	WD-DEDNT CATEGORY (DEBT)	X			
	N8-MISC DEBT PEND	X			
	NE-ECAF HSEHLD GDS CNTRL	X			
	N9-97-98-99 INPUT	X			
	WU-SUSPENSE GROUP	X			
	P9-REFUNDS OTHER	X			
	MC-PERSONAL	X			
	WC-COLLECTIONS	X			
	LC-SERVICING ADSN	X			
T14 Inactive Accounts	MD-MIL PERS GRD	X			
	DF-MONTRY PNSHMT	X			

TABLE	FORMAT ID	ALL	OPEN ONLY	DISPLAYED OPEN & CM CLOSED	ALL CLOSED
	TK-PAY DATE	X			
	TT-TAFMSD	X			
	TU-DOS	X			
	WS-STATUS CATEGORY	X			
	TB-LOST DAYS CUR ENL	X			
	TH-ETS	X			
T15 Voucher Balancing	PA-ADV PAY	X			
	PC-CSL PAY	X			
	PJ-CONTINUATION PAY	X			
	PK-PARTL PAY	X			
	PL-VRB PAYMENT	X			
	PM-RNLMNT PAYMENT	X			
	PQ-SEPTN PAYMENT	X			
	PX-DLNQNT PAYMENT	X			
	PY-PAYMT OUT OF BAL	X			
	PU-CM REG PAY	X			
T15 Voucher Balancing (Cont)	PH-REG EOM PAY	X			
	PN-REG MM PAY	X			
	WC-COLLECTION CATEGORY	X			
	WN-MEMORANDA CATEGORY	X			
	25-CONTINUATION PAY	X			
	31-RNLMNT BONUS	X			
	32-VRB	X			
	33-SRB	X			
	74-LSL	X			
	WD-DEDTN CATEGORY (DEBT)	X			

TABLE	FORMAT ID	ALL	OPEN ONLY	DISPLAYED OPEN & CM CLOSED	ALL CLOSED
	TC-YRS OF SVC CMPLD	X			
	TD-DOS LAST AD OFF STAT	X			
	TE-DOS PREV ENLSTMT	X			
	TG-DOE OR EAD	X			
	TS-TOE	X			
	TT-TAFMSD	X			
	R5-RRB/LAST ENLSTMT	X			
	R7-SRB	X			
	BR-LV BAL	X			
T16 Returned Separation/ Garnishment Payments	PQ-SEPTN PAY	X			
	PX-DLNQNT REG/ITI PAY	X			
	PF-PAY HELD	X			
	WC-COLLECTION CATEGORY	X			
	WN-MEMORANDA CATEGORY	X			
	WD-DEDUCTION CATEGORY	X			
	MC-PERS NAME	X			
T20 Final Separation Manual Pay Comp Data-MMPA Posture is Month of DOS (Before Month-End Restructure)	MC-PERS NAME	X			
	WS-STATUS CATEGORY		X		
	N7-SEP TRAN PENDING	X			
	NN-SEPN/REEN TRANS REJECT	X			
	NT-SEPN/REEN PROJ STLMNT	X			
	WW-ENTLMNT CATEGORY			X	
	WA-ALLOTMENT CATEGORY			X	

TABLE	FORMAT ID	ALL	OPEN ONLY	DISPLAYED OPEN & CM CLOSED	ALL CLOSED
	WC-COLLECTIONS CATEGORY	X			
	WD-DEDUCTIONS CATEGORY	X			
	FC-FICA WITHHOLDING	X			
	FJ-FITW WITHHOLDING		X		
	FK-SITW		X		
	FE-ADV PYMT-ERND INCM CREDIT			X	
	MG-TXING AUTH CITY/ STATE	X			
T20 Final Separation Manual Pay Comp Data-MMPA Posture is Month of DOS (Before Month-End Restructure) (Cont)	WH-HELD PAY CATEGORY			X	
	WP-PAYMT/PAY COMP CATEGORY			X	
	N8-MISC DEBT PENDING	X			
	NE-ECAF HSEHLD GDS CNTRL		X		
	WR-BONUS/CONT PAY CATEGORY	X			
	WB-LEAVE BAL CATEGORY		X		
	SB-LEAVE				X
	N1-ADVANCE LEAVE	X			
	LH-BANK	X			
	MC-PEDT	X			
	LH-BANK	X			
	MG-TXING AUTH CITY/ STATE	X			
	WH-HELD PAY CATEGORY	X			
	WP-PAYMT-PAY COMP CATEGORY	X			
	N8-MISC DEBT PENDING	X			

TABLE	FORMAT ID	DISPLAYED ALL	OPEN ONLY	OPEN & CM CLOSED	ALL CLOSED
	NE-ECAF HSEHLD GDS CNTRL	X			
	WR-BONUS/CONT PAY CATEGORY	X			
	WB-LEAVE BAL	X			
	SB-LEAVE	X			
	N1-ADVANCE LEAVE	X			
T23 BAS/COLA	40-BAS	X			
	48-DUAL COLA	X			
	50-COLA	X			
	49-PROTD COLA	X			
	WS-STATUS CATEGORY	X			
	TG-DOE or EAD		X		
	LC-SERVICING ADSN	X			
	LD-TDY ADSN		X		
T24 BAQ/Housing	35-BAQ	X			
	DH-RENTAL FAIR VALUE	X			
	51-HOUSING	X			
	52-IHA	X			
	53-DUAL HOUS	X			
	55-RENT PLUS	X			
	56-RENT PLUS	X			
	57-RENT PLUS	X			
	58-VHA	X			
T24 BAQ/Housing (Cont)	65-FSA	X			
	WS-STATUS CATEGORY	X			

TABLE	FORMAT ID	ALL	DISPLAYED OPEN ONLY	DISPLAYED OPEN & CM CLOSED	DISPLAYED ALL CLOSED
	TG-DOE or EAD		X		
	LC-SERVICING ADSN	X			
	LD-TDY ADSN		X		
	NO-PROJ PCS DEPRT		X		
T25 Allotments	WA-ALLOTMENT CATEGORY	X			
	PU-CM REG PAY		X		
	P3-PAY COMP FACTOR CM	X			
	P4-PAY COMP FACTOR NM	X			
	P7-AMT TOTAL ENT ALLOTABLE	X			
T26 Clothing Allowance	59-INITIAL UEA	X			
	60-ADNTL UEA	X			
	61-EXTRA CMA	X			
	63-CMA	X			
	81-INIT CIV CLOTH ALW	X			
	82-SPCL CIV CLOTH ALW	X			
	TB-LOST DAYS CUR ENL	X			
	TC-YRS OF SVC COMPLD	X			
	TG-DOE or EAD	X			
	TP-SVC COMP	X			
	TT-TAFMSD	X			
R27 Returned Allotment Payments	WA-ALLOTMENT CATEGORY	X			
	C5-CASH CLCTN CK CANCL ALOT	X			
	N9-97-98-99-INPUT	X			

TABLE	FORMAT ID	DISPLAYED ALL	OPEN ONLY	OPEN & CM CLOSED	ALL CLOSED
	MC-PERS NAME	X			
	LC-SERVICING ADSN				X
	SH-PCS STATUS	X			
T50 Transient Pay	LK-PAY OPTION		X		
	LH-BANK		X		
	PU-EXCEP. PMTS		X		
	PH-EOM PAY	X			
	PN-MID MO PAY	X			
	P3-CURRENT MO PAY	X			
	P4-NEXT MO PAY		X		
T50 Transient Pay (Cont)	PA-ADV PAY	X			
	PC-CASUAL PAY				X
	PK-PARTIAL PAY				X
	PI-EOM BAL ADSN 9999	X			
	WS-STATUS		X		
	LC-SERVICING ADSN	X			
	PO-EOM BAL ADSN 9998	X			
	PG-ONE TIME PAY BASIC	X			
T90 MPF Personnel Data	MA-SSN	X			
	MC-PERS NAME	X			
	MD-MIL PERS GRD	X			
	ME-SEX	X			
	MH-RSDNT CY/NON-CONUS	X			
	MJ-AFPC MATCH FLAG	X			
	MK-CON DATES	X			

TABLE	FORMAT ID	ALL	DISPLAYED OPEN ONLY	DISPLAYED OPEN & CM CLOSED	DISPLAYED ALL CLOSED
	LB-PAY ADSN	X			
	LC-SERVICING ADSN	X			
	LD-TDY ADSN	X			
	LE-DY CY/NON-CONUS STA	X			
	LG-MPF NR OR MAJ COM ID	X			
	WS-STATUS	X			
	WT-TOUR/SERVICE/ ENLISTMNT	X			
	N7-SEPTN DATA PEND	X			
	N9-97-98-99-INPUT	X			
	NN-SEP/REEN DATA REJECT	X			
	NQ-SEPTN DATA PEND	X			
	NW-STATUS TRANSACTION	X			
	N0-PROJ PCS DEPART	X			
	12-FLY DUTY	X			
	18-DEROS EXTN BONUS	X			
	19-MED ED CERTFN	X			
	20-DENTL PAY	X			
	24-MED DUTY	X			
	25-CONTINUATION PAY	X			
	28-VETRNY DUTY	X			
	29-OPTMTRY DUTY	X			
	30-PRO PAY	X			
	31-RNLMNT BONUS	X			
	32-VRB	X			
	33-SRB	X			
	34-SEB	X			
	35-BAQ	X			
T90 MPF Personnel Data	BL-DAYS PAID ACCRUED LV	X			
(Cont)	BM-SAVED PAY LV BAL	X			

TABLE	FORMAT ID	DISPLAYED ALL	OPEN ONLY	OPEN & CM CLOSED	ALL CLOSED
	BR-LV BAL	X			
	DB-SGLI	X			
	PQ-SEPTN PAY	X			
	WR-REENLISTMENT BONUS CONTINUATION PAY	X			
T91 MPF Grade Change Research	MA-SSN	X			
	MC-NAME	X			
	MD-GRADE	X			
	LB-PAY ADSN	X			
	LC-SERV ADSN	X			
	LE-DUTY CNTRY/ NON-CONUS	X			
	LG-MPF MAJCOM	X			
	TG-EAD/DOE	X			
	TK-PAY DATE	X			
	TP-SERV COMP	X			
	TT-TAFMSD	X			
	TU-DOS	X			
	TH-ETS	X			
	TJ-DOE	X			
	TS-TOE	X			
T92 MPF Status Reject Research	MA-SSN	X			
	MC-NAME	X			
	MD-GRADE	X			
	LB-PAY ADSN	X			
	LC-SERV ADSN	X			
	LE-DUTY CNTRY/ NON-CONUS	X			
	LG-MPF MAJCOM	X			

TABLE	FORMAT ID	ALL	DISPLAYED OPEN ONLY	DISPLAYED OPEN & CM CLOSED	DISPLAYED ALL CLOSED
	WS-STATUS	X			
	TG-EAD/DOE	X			
	TK-PAY DATE	X			
	TP-SERV COMP	X			
	TT-TAFMSD	X			
	TU-DOS	X			
	TH-ETS	X			
	TJ-DOE	X			
	TS-TOE	X			
	N7-SEP DATA PENDING	X			
	NN-SEP/REEN DATA REJECT	X			
	NQ-SEP PAY TO BE APPLD	X			
T92 MPF Status Reject Research (Cont)	NT-PROJ SEP PMT	X			
	NW-BAD STATUS TRANS	X			
T93 MPF Reen/Septn Research	MA-SSN	X			
	MC-NAME	X			
	MD-GRADE	X			
	LC-SERV ADSN	X			
	LG-MPF MAJCOM	X			
	N7-SEP DATA PENDING	X			
	NN-SEP PAY TO BE APPLD	X			
	NQ-SEP PAY TO BE APPLD	X			
	NT-PROJ SEP PMT	X			
	TG-EAD/DOE	X			
	TK-PAY DATE	X			
	TP-SERV COMP	X			
	TT-TAFMSD	X			
	TU-DOS	X			
	TH-ETS	X			

TABLE	FORMAT ID	ALL	DISPLAYED OPEN ONLY	DISPLAYED OPEN & CM CLOSED	DISPLAYED ALL CLOSED
	TJ-DOE	X			
	TS-TOE	X			
	WR-REEN BONUS/CONTN PAY	X			
	WB-LEAVE BAL	X			
	32-VRB	X			
	33-SRB	X			
	34-SEB	X			
T94 Retired Pay Info	MA-SSN	X			
	MC-NAME	X			
	ME-SEX	X			
	MJ-AFPC MATCH FLAG	X			
	LB-PAY ADSN		X		
	LC-SERV ADSN		X		
	LG-MPF MAJCOM		X		
	24-MED PAY		X		
	25-CONTIN/VAR INCENT	X			
	32-VRB	X			
	33-SRB	X			
	34-SEB	X			
	R2-CONTIN PAY	X			
	R3-RRB INDC	X			
	R4-REENL BONUS RECOUP	X			
	R5-RRB LAST	X			
	R6-VRB	X			
	R7-SRB	X			
	R8-SEB	X			

Figure 5.8. MMPA Entries by Category and FORMAT-ID.

MMPA ENTRIES BY CATEGORY AND FORMAT-ID

CATEGORY-ALLOTMENTS (A)

AB	BONDS
AC	CHARITY
AD	DEPENDENT SUPPLEMENTAL SUPPORT
AF	AF ASSISTANCE FUND
AH	HOME LOAN
AI	COMMERCIAL INSURANCE
AL	RELIEF AND AID REPAYMENT
AN	GOVERNMENT INSURANCE PREMIUM
AS	INDIVIDUAL BANK ACCOUNT
AT	US GOVERNMENT INDEBTEDNESS
AU	REMITTANCE FOR RSFPP
AV	ALLOTMENTS, NUMBER OF
AZ	ALLOTMENT FLASH CODE

CATEGORY-LEAVE BALANCE (B)

BL DAYS PAID ACCRUED LEAVE

BM SAVED PAY LEAVE BALANCES

BR STANDARD LEAVE BALANCES

CATEGORY-COLLECTIONS (C)

C1 CHECK CANCELLATION, MEMBERS PAY

C2 CASH COLLECTION FOR AN INDEBTEDNESS

C5 CASH COLLECTION OR CHECK CANCELLATION OF ALLOTMENTS

CATEGORY-DEDUCTIONS (D)

DB SERVICEMEN'S GROUP LIFE INSURANCE (SGLI)

DD US AIRMEN AND SOLDIER'S HOME (USSAH)

DF MONETARY PUNISHMENT

DG INDEBTEDNESS-GPLD, REPORTS OF SURVEY

DH RENTAL FAIR VALUE

DQ INDEBTEDNESS-MILITARY PAY AND ALLOWANCES

DR INDEBTEDNESS-EXCESS WEIGHT/HOUSEHOLD GOODS/HOUSE TRAILER

DS INDEBTEDNESS-ALL OTHERS

DV INDEBTEDNESS-REPAY ADVANCE

DW INDEBTEDNESS-CSL/PART

DZ INDEBTEDNESS ENTRY CODE (OPEN INDEBTEDNESS PRESENT ON MMPA)

CATEGORY-FICA/FITW/SITW (F)

FA FICA MAXIMUM

FB FITW QUOTIENT FACTORS

FC FICA WITHHOLDING AMOUNT

FD FITW, ADDITIONAL AMOUNT

FE EARNED INCOME CREDIT

FF FITW, DEDUCTION ELECTION

FG FITW EXEMPTIONS, NUMBER OF

FJ FITW

FK FITW DEDUCTION SUSPENSION

FL FEDERAL TAXABLE WAGES COMBAT ZONE EXCLUSION

FM FITW ADDITIONAL WITHHOLDING INDICATOR

FP FITW WAGES EARNED

FQ TD FORM W-4E EXEMPTION FROM WITHHOLDING

FS STATE INCOME TAX WITHHOLDING

CATEGORY-PAY HELD (H)

HA PAY HELD-MEMBERS REQUEST

HB PAY HELD-COMMANDERS REQUEST

HD RETAINED PAY BALANCES

HE FINES PENDING APPELLATE REVIEW

HF FORFEITURES PENDING APPELLATE REVIEW

HG PAY HELD GARNISHMENT

HH FORFEITURES PENDING LIQUIDATION OF INDEBTEDNESS BALANCES

HK DUTY STATUS CHANGE

HR MEMBER MUST BE PAID IN EVEN DOLLARS

HS MEMBERS REQUEST BALANCES (SEE HA)

HT COMMANDERS REQUEST BALANCES (SEE HB)

HV DUTY STATUS CHANGE BALANCES (SEE HK)

HX MEMBER MUST BE PAID IN EVEN DOLLAR BALANCES (SEE HR)

HY PAY HELD RELEASED

HZ MMPA OUT-OF-BALANCE

CATEGORY-LOCATION (L)

LA CHECK RECIPIENT-INDIVIDUAL

LB ADSN PAYING

LC ADSN SERVICING

LD ADSN TEMPORARY DUTY

LE DUTY COUNTRY OR NON-CONUS STATE

LF FUTURE MAILING ADDRESS (SEPARATING MEMBER)

LG MPF NUMBER AND MAJOR COMMAND IDENTIFY

LH BANK DESIGNATED TO RECEIVE PAY

LK PAYMENT OPTION

CATEGORY-MEMBER IDENTIFICATION (M)

MA SOCIAL SECURITY NUMBER

MC NAME PERSONNEL

MD GRADE MILITARY PERSONNEL

ME SEX

MG TAXING AUTHORITY, CITY & STATE

MH RESIDENT OF FOREIGN COUNTRY OR NON-CONTINENTAL US STATE

MJ AFPC MATCH FLAG

MK CONTROL DATES

CATEGORY-MEMORANDA (N)

NA PRIVACY ACT FLAG

NB LEAVE TRANSACTION PENDING

NC AVIATOR CONTINUATION PAY MEMO

NE ECAF HSEHLD GDS CNTRL

NM AFTER SEPARATION MEMORANDA--CROSS REFERENCE TO MANUAL FILE

NN REJECTED REENLISTMENT OR SEPARATION TRANSACTION

NQ SEPARATION PAYMENT (PQ) TO BE APPLIED

NP DELETION OF MMPA

NR MISC BR LINE ADJUST

NT SEPARATION/REENTRY PROJECTED SETTLEMENT

NW BAD STATUS TRANSACTION

NO PROJECTED PCS DEPARTURE

N1 ADVANCE LEAVE

N2 BAS COLLECTION

N3 CLOTHING ALLOWANCE INITIAL MILITARY

N4 DEATH GRATUITY

N5 SEPARATION TRAVEL

N6 TEMPORARY LODGING ALLOWANCE

N7 SEPARATION TRANSACTION PENDING

N8 MISCELLANEOUS INDEBTEDNESS PENDING

N9 DFAS-DE ADJUSTMENT EXPLANATION (97-98-99 TRANSACTIONS)

CATEGORY-PAYMENT/PAY COMPUTATION (9)

PA ADVANCE PAYMENT

PB ARREARS OF PAY (DECEASED) AUTHORIZATION OR PAYMENT

PC CASUAL PAYMENT

PD CLASS X ALLOTMENT (EMERGENCY PAYMENT BY FSO FOR DEPENDENTS)

PE DEATH GRATUITY

PF PAYMENT FROM HELD PAY (HA)

PG BASIC TRAINEE PAY AUTHORIZATION OR PAYMENT

PH REGULAR END-OF-MONTH PAY FOR PRIOR MONTHS

PI BALANCE REGULAR END-OF-MONTH FOR ADSN 9999 MEMBERS (PCS-LOCALLY PAID)

PJ MEDICAL/DENTAL/NURSE BONUSES

PK PARTIAL PAYMENT

PL VARIABLE REENLISTMENT BONUS AUTHORIZATION AND PAYMENT

PM REENLISTMENT BONUS AUTHORIZATION AND PAYMENT

PN REGULAR MID-MONTH PAYMENT FOR PRIOR MONTHS

PO BALANCE END-OF-MONTH ADSN 9998 MEMBERS (BASIC TRAINEES)

PQ SEPARATION PAY AUTHORIZATION AND PAYMENT AMOUNT

PR AVIATOR CONTINUATION PAY

PU REGULAR PAYMENT CURRENT MONTH

PV COMFORT ITEMS PAYMENT

PX DELINQUENT POSTED REGULAR OR ONE-TIME PAYMENTS

PY PAYMENTS OUT-OF-BALANCE FROM AUTHORIZATION

P1 PAY AUTHORIZATION SUPPRESSED--REGULAR MID-MONTH

P2 PAY AUTHORIZATION SUPPRESSED REGULAR END-OF-MONTH

P3 PAY COMPUTATION FACTORS, CURRENT MONTH

P4 PAY COMPUTATION FACTORS, NEXT MONTH

P5 PAY AUTHORIZATION CURRENT

P7 AMOUNT TOTAL ENTITLEMENTS ALLOTABLE

P8 REFUNDS--ALLOTMENTS

P9 REFUNDS--OTHER THAN ALLOTMENTS

CATEGORY - REENLISTMENT BONUS\CONTINUATION PAY (R)

RA AVIATOR CONTINUATION PAY RECOUPMENT

RB MEDICAL OFFICER RETENTION BONUS

RC INCENTIVE SPECIAL PAY

RD INCENTIVE SPECIAL PAY--CRNA

RE SPECIAL PAY--NURSE ACCESSION

R1 MED/DEN/RN BONUS RECOUP

R2 CONTINUATION PAY (MEDICAL OFFICE)

R3 REGULAR REENLISTMENT BONUS ENTITLEMENT MAXIMUM INDICATOR

R4 REENLISTMENT BONUS CUMULATIVE AMOUNT RECOUPED

R5 REGULAR REENLISTMENT BONUS/LAST REENLISTMENT

R6 VARIABLE REENLISTMENT BONUS

R7 SELECTIVE REENLISTMENT BONUS

R8 SELECTIVE ENLISTMENT BONUS

R9 AVIATOR CONTINUATION PAY

CATEGORY - STATUS (S)

SA ON STATION

SB LEAVE

SG PCS ARRIVAL

SH PCS DEPARTURE

SJ ABSENT WITHOUT LEAVE (AWOL)

SK CONFINED

SL DECEASED

SM MISSING

SP DESERTED

ST SUSPENDED STATUS

SU MENTALLY INCOMPETENT

SV SEPARATED

SX NUMBER OF OPEN STATUS ENTRIES

CATEGORY - TOUR/SERVICE/ENLISTMENT (T)

TA LOST DAYS CURRENT ENLISTMENT INDICATOR

TB LOST DAYS CURRENT ENLISTMENT

TC YEARS OF SERVICE COMPLETED

TD DATE OF SEPARATION LAST ACTIVE DUTY OFFICER STATUS

TE DATE OF SEPARATION PREVIOUS ENLISTMENT

TF DUAL STATUS (ENLISTED MEMBER WITH RESERVE COMMISSION)

TG DOE

TH EXPIRATION TERM OF SERVICE (ETS)

TJ EAD/PRIOR DOE

TK PAY DATE

TL OVER FOUR YEARS ACTIVE ENLISTED SERVICE

TM PRIOR SERVICE BENEFIT WAIVER

TN ACIP DATES (ASD AND OSD)

TO DAYS ALLOWABLE TRAVEL TIME, RESERVE

TP SERVICE COMPONENT

TR SPECIAL COMPENSATION POSITIONS

TS TERM OF ENLISTMENT (TOE)

TT TOTAL ACTIVE FEDERAL MILITARY SERVICE DATE (TAFMSD)

TU DATE OF SEPARATION (DOS)

TV SPD ADDITIONAL

TW SPECIAL COMPENSATION POSITION INDICATOR

TX PRIOR SERVICE INDICATOR

TY PRIOR EAD AND DOS

CATEGORY - ENTITLEMENTS (W)

01 BASIC PAY

02 FOREIGN LANGUAGE PROFICIENCY PAY

09 BAQ DIFF/SAVE PAY

10 DEMOLITION DUTY PAY

11 FLIGHT DECK DUTY PAY

12 FLYING DUTY PAY

15 PARACHUTE JUMPING DUTY PAY

16 STRESS DUTY PAY

17 SUBMARINE DUTY PAY

19 BOARD CERTIFTN PAY

20 DENTL PAY

21 DIVING DUTY PAY

22 FOREIGN DUTY PAY

23 HOSTILE FIRE DUTY PAY

24 MEDICAL DUTY PAY

25 MEDICAL/DENTAL/NURSE BONUSES

26 REGISTERED NURSE ACCESSION BONUS

27 SEA DUTY PAY

28 VETERINARY DUTY PAY

29 OPTOMETRY DUTY PAY

30 SPECIAL DUTY ASSIGNMENT PAY

31 REENLISTMENT BONUS

32 VARIABLE REENLISTMENT BONUS

33 SELECTIVE REENLISTMENT BONUS

34 SELECTIVE ENLISTMENT BONUS

35 BAQ

38 AVIATOR CONTINUATION PAY

39 BAS - SUPPLEMENTAL OR PRORATED

40 BAS

41 PERSONAL MONEY ALLOWANCE (PAGO)

42 MOVE-IN HOUSING ALLOWANCE

43 NEW OVERSEAS HOUSING ALLOWANCE

44 INTERIM OVERSEAS HOUSING ALLOWANCE

45 DUAL OHA

46 COLA

47 COST OF LIVING ALLOWANCE (COLA) - DUAL

49	COST OF LIVING ALLOWANCE (COLA) - PRORATED
50	COST OF LIVING ALLOWANCE (COLA)
55	OHA
56	IHA - OHA
57	OHA - UNACCOMPANIED WITH DEPENDENTS
58	VHA
59	UNIFORM & EQUIPMENT ALLOWANCE, INITIAL
60	UNIFORM & EQUIPMENT ALLOWANCE, ADDITIONAL
61	CLOTHING ALLOWANCE, EXTRA
63	CLOTHING MAINTENANCE
65	FAMILY SEPARATION ALLOWANCE (FSA)
66	INTERIM VHA
67	VHA DUAL
68	VHA
71	DISABILITY SEVERANCE PAY
72	DISCHARGE GRATUITY

73 LUMP-SUM BONUS

74 LUMP-SUM ACCRUED LEAVE

76 READJUSTMENT PAY

77 SEVERANCE PAY

78 PERSONAL EXPENSE ALLOWANCE

79 TLA

81 CLOTHING ALLOWANCE, INITIAL CIVILIAN

82 CLOTHING ALLOWANCE, SPECIAL CONTINUING CIVILIAN

83 VSI

84 SSB

85 ENTITLEMENT ADVANCE FOR ADVANCE PAYMENT

86 QUASI ADVANCE (TO OFFSET NEGATIVE MM BALANCE)

GROUP - FUTURES (G)

AX ALLOTMENT STOP

DB SERVICEMEN'S GROUP LIFE INSURANCE (SGLI)

DD SOLDIER'S HOME (USSH)

DV INDEBTEDNESS - REPAY ADVANCE

FE	EARNED INCOME CREDIT
FQ	TD FORM W-4E
HD	DETAINED PAY BALANCES
SB	LEAVE
12	FLYING DUTY
19	BOARD CERTIFTN PAY
20	DENTAL DUTY
21	DIVING DUTY
23	HOSTILE FIRE DUTY
24	MEDICAL DUTY PAY
25	RETENTION PAY
30	SPECIAL DUTY ASSIGNMENT PAY
32	VARIABLE REENLISTMENT BONUS
33	SELECTIVE REENLISTMENT BONUS
34	SELECTIVE ENLISTMENT BONUS
35	BASIC ALLOWANCE FOR QUARTERS (BAQ)

38 AVIATOR CONTINUATION PAY

52 INTERIM HOUSING ALLOWANCE (IHA)

63 CLOTHING MAINTENANCE ALLOWANCE (CMA)

78 PERSONAL EXPENSE

GROUP - SUSPENSE (U)

DQ INDEBTEDNESS, MILITARY PAY & ALLOWANCE

DV INDEBTEDNESS, REPAY ADVANCE

MG TAXING AUTHORITY, CITY & STATE

MJ AFPC MATCH FLAG

N8 MISC INDEBTEDNESS PENDING

SB LEAVE

SG PERMANENT CHANGE OF STATION (PCS) ARRIVAL

35 BASIC ALLOWANCE FOR QUARTERS (BAQ)

Figure 5.9. Base Inquiry Open-Case List.

BASE INQUIRY OPEN-CASE LIST

IND	SSAN	NAME	ADSN	DATE	C	A	FID	ERR	SQ	FSO	MPF	CLSE	LITERAL DATA
2			3831	0075	M	2	SG05	TCM	00	6778	OP		03-16
2			3831	0109	M	0	SG05	TDF	00	6778	OP		04-20

ENTER IN FIRST POSITION OF ANY RECORD X = EXIT
R = RETURN TO MENU
U = PAGE-UP
D = PAGE DOWN
S = SELECT RECORD

Figure 5.10. Base Inquiry Member Data.

```
                              BASE INQUIRY OPEN-CASE LIST

 IND      SSAN   NAME  ADSN   DATE   C    A    FID     ERR    SQ    FSO   MPF   CLSE  LITERAL DATA

 2                     3831   0075   M    2    SG05    TCM    00    6778  OP          03-16

MEMO RECORDS:
                  * * *  NO MEMO RECORDS FOUND FOR THIS MEMBER  * * *
                  * * *  NO MEMO RECORDS FOUND FOR THIS MEMBER  * * *
REJECTED TRANSACTIONS:
- - - - + - - - - 1 - - - - + - - - - 2 - - - - + - - - - 3 - - - -  + - - - - 4 - - - - + - - - - 5 - - - - + - - - - 6 - - - -  + - - - - 7 - - - - + - - - -
0SG05      90030390012642AKS7                    D900302030004              6778SAD2000




 CLOSED CASES:
          * * * NO CLOSED CASE FOUND FOR THIS MEMBER * * *



'X' TO EXIT                'M' TO RETURN TO MENU-PGM                    'L' TO RETURN TO LIST-PGM
ENTER FUNCTION CODE:
```

Figure 5.11. MMPA Special Inquiries.

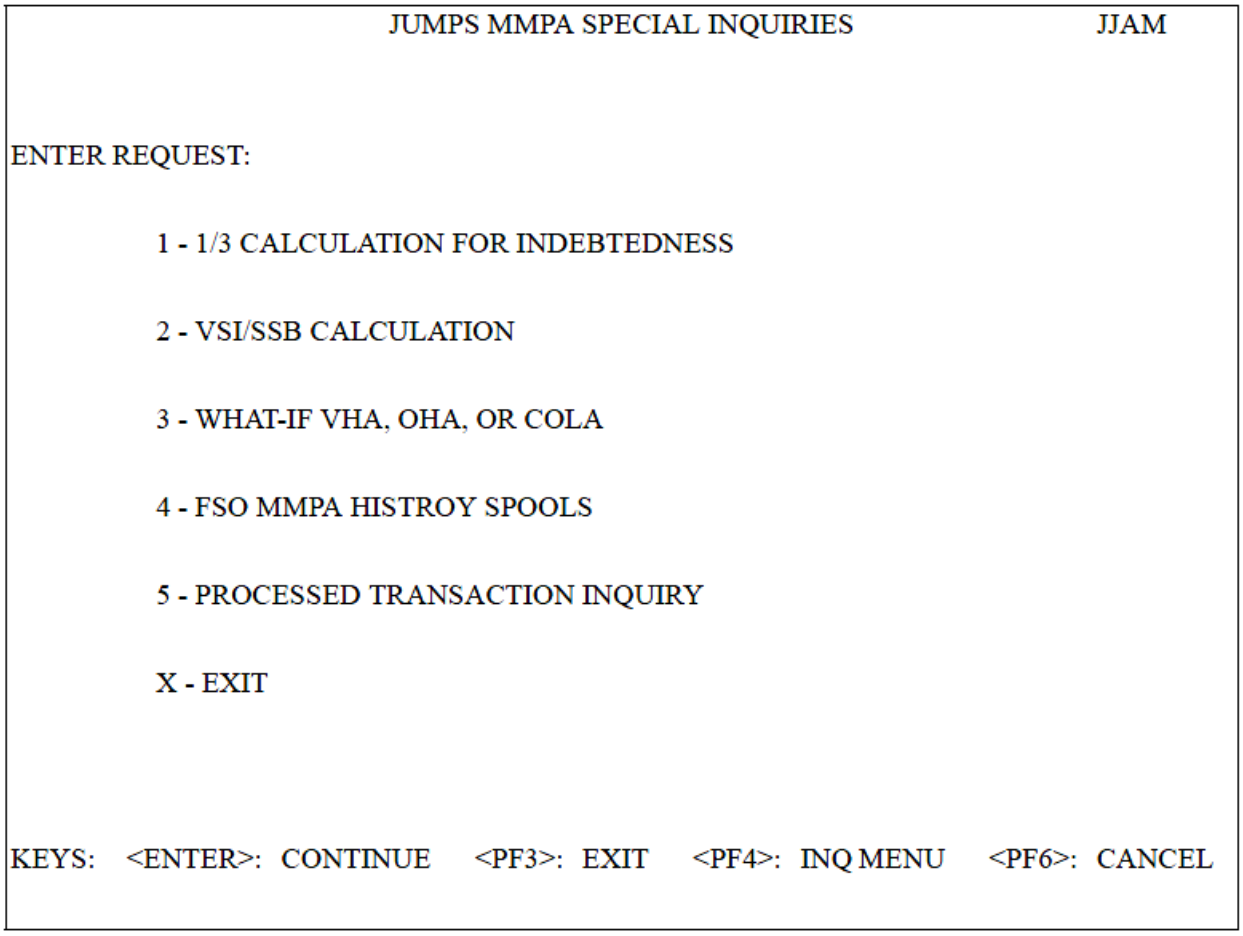


Figure 5.12. Transaction Inquiries.

JJPA

DJMS TRANSACTION INQUIRIES

SSN: 123456789 ('X' TO EXIT)

FORMAT-ID AND ACTION INDICATOR: - - - -

YEAR: 1999 MONTH: 12

PRINT: X NAME: XXXXXXXXXXXXXXX

'X' IN SSN (OR PF3) TO EXIT
'P' OR 'X' IN PRINT (OR PF9) TO PRINT THIS REQUEST
PF1 FOR HELP
PF6 TO CANCEL REQUEST

Figure 5.13. Screen View for Transaction File.

```
                                                    NAME                    :
 SSN            NAME-ID        GRADE
123456789       GOULD          35                   AS OF:   YY (year reviewing)
A B C                                    D                                  E     F       G
G  X  AB01  XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4XXXXXXXXX              UPDT  INPT  CYCLE ##
            XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4XXXXXXXXX              UPDT  INPT  CYCLE ##
            (              Navy 40                                ) REJ CODES
            TRAILER CARD INFO 48 POSITIONS FOR EACH CARD
G  X  AB01  XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4XXXXXXXXX              UPDT  INPT  CYCLE ##
            (              Navy 40                                ) REJ CODES
G  X  AB01  XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4XXXXXXXXX              UPDT  INPT  CYCLE ##
            (              Navy 40                                ) REJ CODES
G  X  AB01  XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4XXXXXXXXX              UPDT  INPT  CYCLE ##
            (              Navy 40                                ) REJ CODES
G  X  AB01  XXXXXXXXX1XXXXXXXXX2XXXXXXXXX3XXXXXXXXX4XXXXXXXXX              UPDT  INPT  CYCLE ##
            (              Navy 40                                ) REJ CODES
KEYS:  <PF1>: HELP    <PF3>: EXIT    <PF8 or ENTER>: PAGE FORWARD    <PF7>: PAGE BACK          YEAR: - - - -
```

SSN

NAME-ID

GRADE

A = ACTION CODE, PROCESSED, REJECTED, RECYCLED.

B = TRAILER CARD INDICATOR

C = FORMAT ID AND ACTION INDICATOR 4 POSITIONS.

D = PRIME CARD VARIABLE DATA

E = UPDT = UPDATE NUMBER (4 POSITION) POSITION 1-2 IS UPDATE, 3-4 IS MONTH.

F = INPT = INPUT SOURCE DSSN. 3810 WOULD BE CENTRAL SITE INPUT.

G = CYCLE ## = CYCLE NUMBER. 2 POSITION ALPHA/NUMERIC

NAVY 40 WILL APPEAR BEFORE REJECT CODES AND ALIGN WITH THE LAST SIDE OF THE TRANS INFO.

UP TO 6 REJECT CODES AT THE END OF THE SECOND LINE.

Chapter 6

OFFLINE REPORTING CONTROL SYSTEM

6.1. Description. The Offline Reporting Control System provides access to various data from the MMPA via an on-site computer terminal linked to the central site mainframe at DFAS-DE. Using Offline with its prompting screens (see **Figure 6.1** and **Figure 6.2**), the FSO can produce entitlement extracts as well as several formatted reports. Information requested is transmitted to the servicing ADSN for printing. New releases are provided to update Offline software and include all specific installation instructions necessary.

6.2. Functions Performed. The following products are available through the Offline Reporting Control System:

6.2.1. Pay Service File (PSF)/Gummed Label Prints - PSF or member address information is extracted on an as-requested basis. Both the PSF print and gummed labels are produced using the same file. Data is in ORG, SSN or NAME sequence with sorting of the information performed locally. The PSF print includes a total page with the number of members assigned.

6.2.2. Financial Organization/Payroll Money List - Extracted twice each month, sequenced by either SSN or financial organization name.

6.2.3. Leave Balance Listing - Monthly, leave data is extracted from the LES data base in name sequence within organization, as contained in the JLES file.

6.2.4. ETS Listing - Monthly, Expiration of Term of Service (ETS) data is extracted from the LES data base in either SSN, Name, Grade, ETS date or organization sequence. Contains information on members whose ETS will expire during the next calendar month. It is to be used as a tool by the FSO and MPF to ensure that the member's pay is not interrupted due to an administrative oversight or that the member is not overpaid due to lost time. The ETS listing should be checked against the DTR or the MMPA to ensure an E5, E4, or E6 or TU04 (involuntary) transaction has been submitted to DFAS-DE. If appropriate transactions have been submitted, annotate the listing with the date the transactions appear on the DTR. Contact the member's servicing MPF, separations and reenlistments section, in person or by telephone and request they process appropriate transactions to update the ETS or input the separation information.

6.2.5. Pay Record Accessibility (PRA) Audit Listing - PRA information is extracted quarterly (March, June, September, and December) and transmitted in SSN sequence. See **Chapter 1** for PRA procedures.

6.2.6. Entitlement Verification - Using prompted screen formats, information on any format ID is available for extract with the data base of all members assigned to the requesting ADSN as the source.

6.2.7. Family Quarters Verification – Basic Allowance for Housing (BAH) data is extracted quarterly (Jan, Apr, July, and Oct) from DJMS and compared to housing management data. The results of this comparison is posted to Report.Web for MAJCOM retrieval and distribution to their bases to be worked. The FSO provides applicable reports to the housing office and ensure that all discrepancies are worked. FSO notifies MAJCOM when the report has been worked. See **Chapter 26** for additional procedures. Working the OFFLINE Family Quarters Verification report is no longer required.

6.2.8. US Savings Bonds Report - Extracted on an as-requested basis sequenced by those members with and those without bond deductions. Those with deductions are further broken down by SSN within organization. A subtotal is provided for each member who has more than one bond deduction.

6.2.9. TD Form W-2s 5-Year Tax History - Information on TD Forms W-2 and W-2c is extracted on an as-requested basis.

6.2.10. Miscellaneous Reports - The COLA Members Assigned CONUS, OHA Members Assigned CONUS, and Members Receiving BAQ with no VHA Reports are extracted after month-end restructure, with a message on the JBTO screen when the data has been transmitted. Data is in SSN sequence and available for 30 days.

6.2.11. LES/NPA Prints - LES and NPA information will be extracted on an as-requested basis when the application is available.

6.3. Operation. The Offline system must be installed on an IBM PC Compatible microcomputer with a microprocessor chip of the Intel 8086/88 variety; a 286 is acceptable but a 386 or 486 is preferred (examples include Zenith 248, Sperry PC/IT, UNISYS PW2, and EVEREX 386). Specific information about installation, start up, requirements for each application etc., are contained in the users guide included with offline releases.

6.4. Data Communications:

6.4.1. After you create the MILPAY data disk from the Offline system, immediately File Transfer the data to the mainframe. There are two routines used in this process. The first (JBTR) is used only for those functions which are initiated from the PC (i.e., gummed labels/PSF print, Entitlement Verification, and US Savings Bonds). All other application code subsystems are scheduled to extract data on a periodic basis. The second routine (JBTO) is used to extract output results from all application code requests.

6.4.2. To receive your MILPAY Offline files, redirect the transmission to your microcomputer's hard drive. There are two types of communications software currently in use - IRMAREMOTE and IRMACOMM. The redirect steps for each are contained in the Offline Reporting Control System users guide.

Figure 6.1. Joint Service Software (JSS), Offline Reporting.

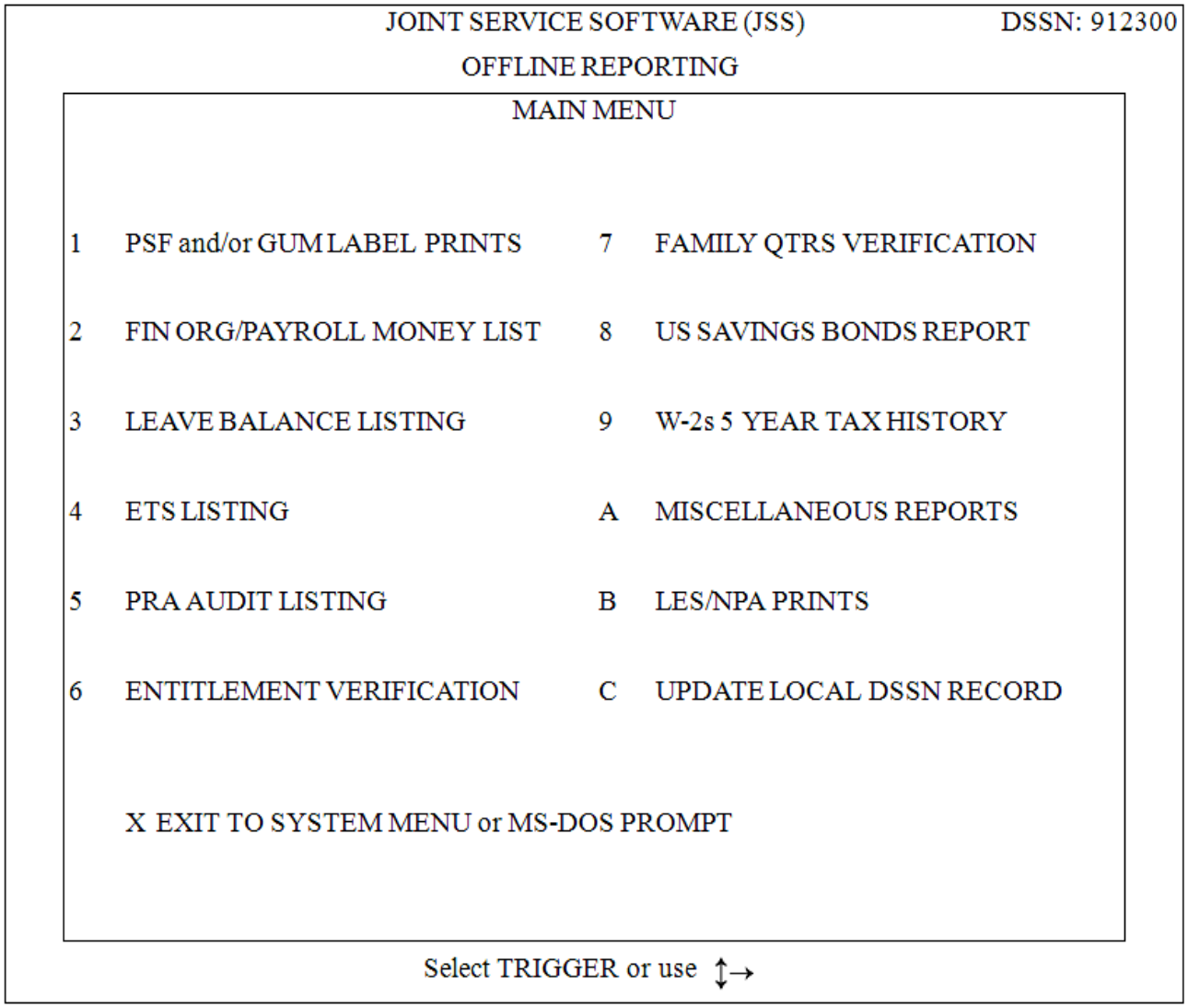
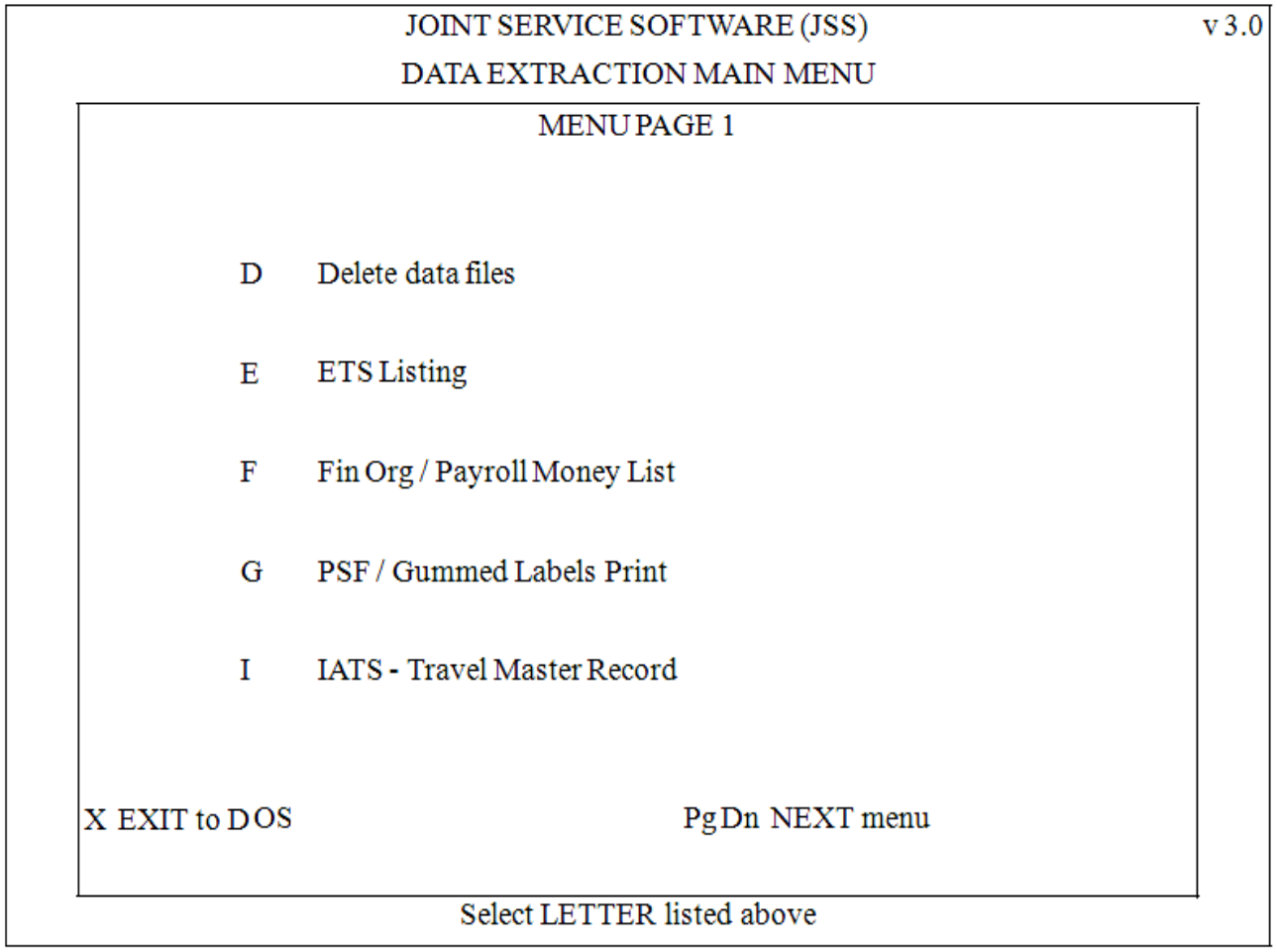


Figure 6.2. Joint Service Software (JSS), Data Extraction Main Menu.



JOINT SERVICE SOFTWARE (JSS) v 3.0

DATA EXTRACTION MAIN MENU

MENU PAGE 2

L Leave Balance Listing

M Miscellaneous Reports

N LES/NPA Prints

O Entitlement Verification

P PRA Audit Listing

X EXIT to DOS PgUp PREVIOUS menu Pg Dn NEXT menu

Select LETTER listed above

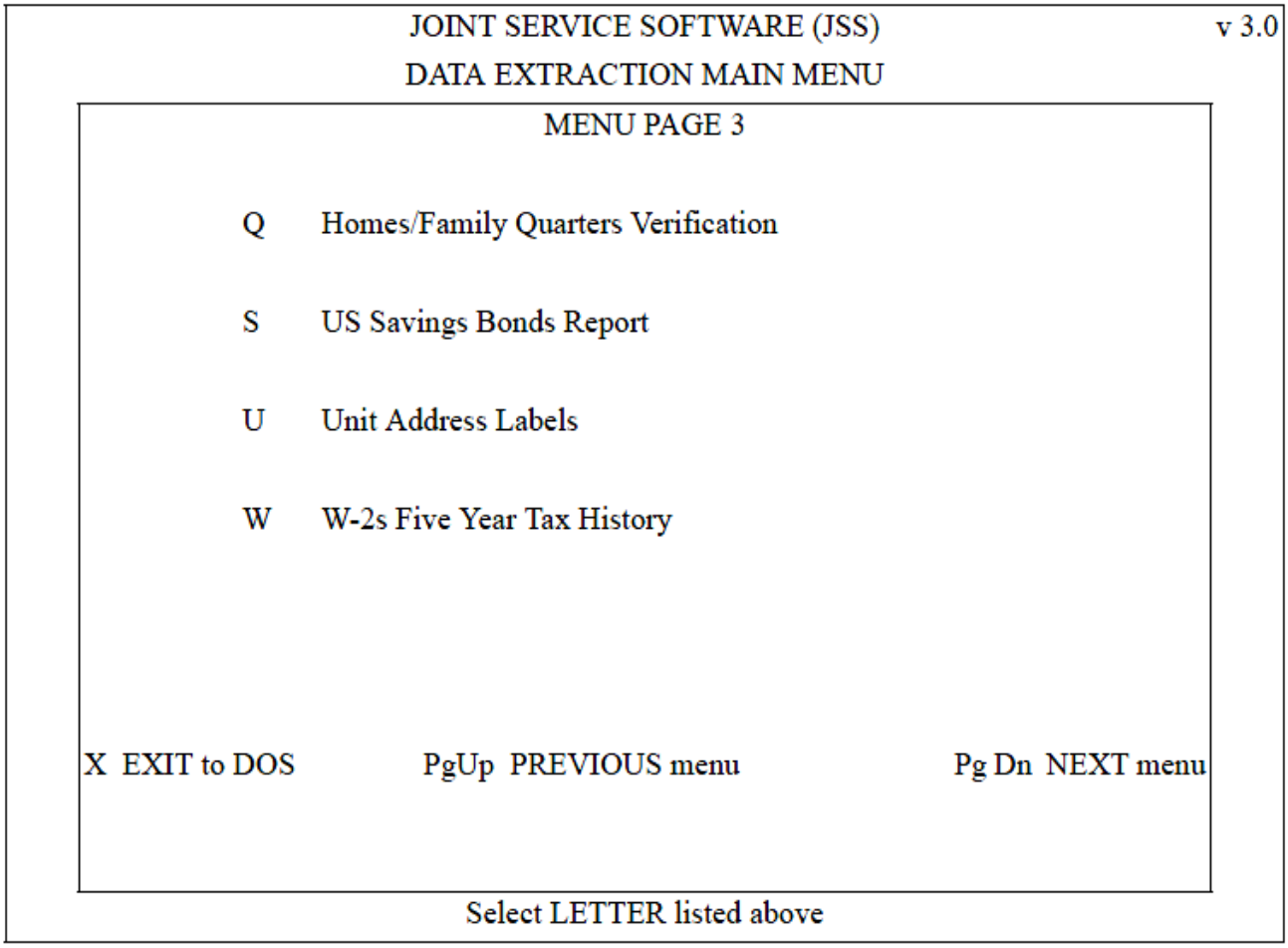

JOINT SERVICE SOFTWARE (JSS)
v 3.0
DATA EXTRACTION MAIN MENU
MENU PAGE 3
Q Homes/Family Quarters Verification
S US Savings Bonds Report
U Unit Address Labels
W W-2s Five Year Tax History
X EXIT to DOS
PgUp PREVIOUS menu
Pg Dn NEXT menu
Select LETTER listed above

Figure 6.3. Request To Receive And/Or Extend Repayment Of An Advance Housing Allowance

REQUEST TO RECEIVE AND/OR EXTEND REPAYMENT OF AN ADVANCE HOUSING ALLOWANCE

AUTHORITY: 37 U.S.C Sections 403 and 405; Executive Order 9397.
PURPOSE: To document a member's request for, and subsequent authorization of, an advance housing allowance.
ROUTINE USES: Information collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and is subject to all of the routine disclosures made by that system as more fully described in AFP 12-36. Routine recipients of JUMPS disclosures include, but are not limited to, other Federal agencies such as Internal Revenue Service, Social Security Administration, Veterans Administration, and the Department of Justice; the American Red Cross; and local governments for tax and welfare purposes.
DISCLOSURE IS VOLUNTARY: If requested information is not provided, it may cause a delay in processing of payment.

I. MEMBER'S IDENTIFICATION DATA

1. NAME (Last, first, MI) (Print)	2. GRADE	3. SSN
Doe, John J.	E-6	000-00-0000

II. REQUEST

4. I request an advance payment of housing allowing. My anticipated expenses are:

a. ADVANCE RENT	b. SECURITY DEPOSIT	c. MOVING-IN EXPENSE	TYPE OF ADVANCE Check appropriate block(s)	
350.00	300.00	225.00	X	OVERSEAS
d. OTHER	**e. TOTAL ADVANCE REQUESTED**	**f. OCCUPANCY DATE (Anticipated)**		CONUS
100.00	975.00	7 Aug 94		

5. CERTIFICATION BY MEMBER REQUESTING ADVANCE HOUSING ALLOWANCE (Check applicable blocks)

X *a.* I certify that I have read and understand the following policies and will abide by them as they pertain to me.
(1) An advance housing allowance is authorized for the purpose of payment of advance rent, security deposits, and initial expenses incident to occupying economy housing, including personal property. Personal property is limited to those items necessary for occupancy and which are reasonable in nature. Personal property that would be considered necessary and reasonble are items that the Government would furnish if the items were available or if Government quarters were assigned per AFM 177-373, volumes I and II.
(2) Normally an advance housing allowance must not be paid more than 3 workdays before the member is required to make payment under a lease or purchase plan, and except in extraordinary circumstances, payment must be made within 30 days after occupancy.
(3) If the lease or purchase plan for which an advance allowance has previously been paid is not completed, it must be repaid in full immediately.
(4) Repayment of an advance housing allowance must be conpleted prior to a member's permanent change of station (PCSS) or at the end of member's tour of duty at the station concerned.
(5) By accepting this advance housing allowance, I authorize an offset from my pay account to collect such debt when full repayment is not made for any unliquidated amount that is due and payable.
(a) (CONUS) I also agree to repay immediately any remaining balance of this advance housing allowance when vacating the housing for which this advance was made.
(b) (OVERSEAS) I also agree to repay immediately all monies received by me from the landlord when vacating the housing for which this advance was made to the extent that the advance housing allowance has not been previously repaid. I agree to repay any remaining balance of the advance housing allowance not returned by the landlord in full or monthly installments.

X *b.* (Renters) I certify that the advance housing allowance requested above is the amount needed for anticipated expenses and is for the purpose of payment of advance rent and/or security deposits and/or initial expenses incident to occupying economy housing.

c. (Purchasers, Home Buyers) I certify:
(1) The advance housing allowance requested above is the amount needed for anticipated expenses and is based only on deposit for utilities and initial expenses.
(2) The advance will not be used for purchase costs that include closing costs, upgrades, or similar costs.

X *d.* I certify I have not requested and/or received an advance housing allowance to cover the same expenses I have received an advance pay to cover.

X *e.* I certify the information given regarding this request is correct.
IMPORTANT: Making a false statement against the US Government is punishable by court martial. The penalty for willfully making a false statement is a maximum fine of $10,000 or imprisonment for 5 years, or both.

f. MEMBER'S SIGNATURE	*g.* DATE
John J. Doe	5 Jun 94

6. APPROVING OFFICIAL'S STATEMENT - ADVANCE HOUSING ALLOWANCE

I have reviewed the member's request for advance housing allowance and approve it in the amount of $_____.

a. APPROVING OFFICIAL'S SIGNATURE AND TITLE	*b.* DATE
Kate S. Williams	6 Jun 94

III. REPAYMENT

7. MEMBER'S REPAYMENT SCHEDULE - ADVANCE HOUSING ALLOWANCE

An advance housing allowance must be liquidated in 12 months unless justified and approved by the approving official. It must not exceed the member's tour of duty. Normally, all repayments begin the first day of the month after the advance was received. Minimum monthly repayment is $50. Completion of blocks 7d and 7e evidences the negotiated repayment schedule between the Air Force and member. However, this does not preclude later changes to protect the interest of the U.S. Government.

a. NO. OF MONTHS REPAYMENT REQUESTED	*c.* REASON FOR EXTENDING REPAYMENT SCHEDULE BEYOND 12 MONTHS OR POSTPONING COLLECTION ACTION BEYOND THE FIRST DAY OF THE MONTH AFTER ADVANCE WAS RECEIVED (If applicable). (Use back of form if needed)
12	
b. REPAYMENT START DATE	
1 Jul 94	

d. MEMBER'S SIGNATURE	*e.* DATE
John J. Doe	5 Jun 94

8. APPROVING OFFICIAL'S STATEMENT - EXTENDED REPAYMENT

I have discussed this advance housing allowance entitlement with the member and approve an extended repayment of longer than the normal 12-month period for reasons stated below.

a. REASON (Use back of form if needed)	
b. APPROVING OFFICIAL'S SIGNATURE AND TITLE	*c.* DATE

AF Form 1039, APR 87 PREVIOUS EDITION IS OBSOLETE PAYMENT VOUCHER OR DOCUMENT TRANS LISTING *(As applicable)*

Chapter 7

PAYROLL AND PAY PRODUCTS DISTRIBUTION

Section 7A—Payroll.

7.1. Description. Military members are paid on a monthly basis with the option to receive payments once or twice per month. DFAS-DE pays all Air Force members. Members receive a statement of net pay and the financial organization to which it was sent at mid-month (if receiving a payment) and a comprehensive statement of pay, including explanations of all elements of that pay, at end-of-month. These statements are created centrally by DFAS-DE and mailed to the finance office or the mailing address on the member's pay statement.

7.2. Payroll Processing:

7.2.1. Local Payees. All payroll checks for local payees are produced and mailed from DFAS-DE. Paychecks will be mailed in sufficient time for payees to receive their paychecks on payday at the address maintained on the JLES address file. Addresses on the JLES address file can be changed by using the JDC SC04 transaction. (See **Figure 7.13**) Only the servicing FSO or DFAS-DE can input an SC04 to update a member's LES address.

7.2.2. Central Payees. Electronic Funds Transfer System (EFTS) payments are delivered to the Federal Reserve no later than 4 workdays prior to payday to ensure delivery to member accounts by pay- day. Once released, payments cannot be stopped or returned to DFAS-DE.

7.3. Non-receipt of Paycheck - Military Pay Actions. Upon notification of non-receipt of a paycheck, the military pay section contacts DFAS-JMSA/DE, via establishment of a CMS case, to determine if the check was returned as undeliverable. If DFAS-JMSA/DE has the check, they will cancel the check and credit funds to the member's pay account. If the check is lost or stolen, complete DD Form 2660, Statement of Claimant Requisition Recertified Check, have member sign, and mail to DFAS-JMSA/DE. Members must wait seven calendar days before submission of DD Form 2660. If member was a pipeline student at the time of issuance of check, please annotate the FSO's Remark section as such. Students will have immediate re-issuance of checks while other members must wait for U.S. Treasury response.

7.4. Return of Funds - Military Pay Actions:

7.4.1. When funds are returned from either a financial organization (F.O.) or from the post office, they will be returned (C1) to the member's pay account. (See **Figure 7.9**).

7.4.2. Members that have funds returned by a F.O. will also have their direct deposit stopped (LH02), unless a change has been processed (LH04).

7.5. Suppression of Payment. When a member's pay is suppressed, annotate AF Form 1121, Payment Suppression Register (JUMPS) accordingly. (See **Figure 7.3**) Maintain in accordance with **https://afrims.amc/af/mil**. Notify member whose pay has been suppressed to minimize inquires on payday.

7.5.1. Central Payment. Submission of input transactions (status changes, BAQ stop) accomplishes required adjustment to the member's MMPA and the central pay authorization file. In emergencies a message or telephone call may be required to suppress a central

payment. Bases must contact DFAS-DE/FJFBA by 1400 hours (Denver time) on the payroll processing date.

7.5.2. Local Payees. When it is determined that a locally paid member should not receive a check, the servicing FSO must process a pay suppression (P103/P203 **Figure 7.12**) before cutoff. The base level input of a P103/P203 goes directly into a recycle file until payroll programs are executed (immediately after the appropriate cut-off update). Then they are matched against the pay authorization file. If the P103/P203 finds a matching pay authorization, a check writing record is not produced and a DJMS pay suppression is created and put into the next DJMS update. Therefore, the MMPA will not reflect the pay suppression until the first update after cut-off. Use P103/P203 to suppress pay for current or next month. For permanent suppressions, use the ST04 (**Figure 52.8**) transaction. If bases are not able to process P103/P203 before cutoff, they should contact DFAS-DE/FJFBA for a check pull. FJFBA will cancel the paycheck into the member's MMPA for next pay period. DFAS-DE/FJFBA must be notified 5 workdays before payday for check pulls.

7.6. Even-Dollar Payments. FSOs may make payments in even dollars in overseas areas to reduce use of United States coins in these areas. Payments may also be made in even dollars in the United States when specifically requested to alleviate coin shortages.

7.6.1. Continuing Payments. If even-dollar payments are to be continued, FSO notifies DFAS-IN. New pay authorizations in even dollars are issued to FSO. If reported after EOM cut-off, two cycles (MM and EOM) are required to obtain new pay authorizations which have been reduced to even dollars. Notification may be made by airmail letter, courier, telegram or narrative message. Limited use of telephone calls is also authorized but these must be confirmed in writing. Include this data in the notification: "ADSN (no.) must pay in even dollars beginning (date) and continuing indefinitely"; give reason that payment must be made in even dollars, date and signature.

7.6.2. Stop Even-Dollar Payments. When no longer necessary to pay in even dollars, the FSO notifies DFAS-IN. Include this data in the notification: "ADSN (no.) no longer necessary to pay in even dollars effective (date)"; date; and signature. Notification is by the same means as in **7.6.1** above.

Section 7B—Pay Products.

7.7. Leave and Earnings Statement (LES). The LES is a comprehensive statement of a member's leave and earnings. It is issued upon accession, final separation, and the end of the month for which leave and earnings are accrued. (See **Figure 7.1**) The LES provides:

7.7.1. The most current pay, taxes, leave and status information available in the member's MMPA when the LES was generated by DJMS (at end-of-month cutoff). If a member has a SAVE PAY Leave Balance, the balance is listed in the remarks area of the June and December LES.

7.7.2. A statement of the member's pay and leave account.

7.7.3. The capability for supervisors to verify members' leave balances before approving leave.

7.7.4. A basis for the FSO to use when answering inquiries and authorizing casual and partial payments.

7.7.5. Remarks information provided by HQ AFPC relating to the member's retirement plan.

7.7.5.1. Final Pay – if date of initial entry to military/uniformed service (DIEMS) is equal to or less than 7 Sep 1980.

7.7.5.2. High 3 – If DIEMS is within the timeframe of 8 Sep 1980 through 31 July 1986.

7.7.5.3. Choice – if DIEMS is greater than or equal to 1 August 1986.

7.8. Net Pay Advice (NPA). NPAs are issued to inform members of the amount of their mid-month pay. (See **Figure 7.2**) The NPA shows members the amount of pay received at mid-month along with the financial organization to which their check was sent. Also included in the NPA are pay-related remarks. These remarks can be printed on all NPAs when they apply to members in general or on NPAs of selected individuals when more specific in nature.

7.9. TD Form W-2, Wage and Tax Statement and TD Form W-2C, Corrected Wage and Tax Statement. W-2s are produced by DFAS-DE and are either forwarded to the servicing ADSN for distribution through the BITS and PSC system or mailed directly to the member's home address. W-2c's are produced at DFAS-DE and mailed directly to members' home addresses. Duplicate forms W-2 and W-2C are produced by central site and local FSO using the 5-Year Tax History System.

7.10. Personal Statement of Military Compensation (PSMC). The PSMC is a statement produced annually which outlines the total value of members' military pay and benefits. PSMCs are sorted and mailed to the member's mailing address contained in JLES. Requests for duplicate PSMCs must be sent to MAJCOM for forwarding to DFAS who will request creation of the duplicate. The request must include the member's name, SSN, the calendar year of the statement requested (i.e., 2007). Statements cannot be re-issued prior to 2005; information for earlier years must be obtained from members' LES and/or TD Form W-2 for the applicable year. Requests typically take one to two weeks to complete. Once complete, the form will be emailed to the requestor via the finance office.

7.11. LES Production:

7.11.1. End-of-Month LESs. After EOM cutoff, production of the LESs begins at DFAS-DE. LESs are mailed to the base, home address and to Geographically Separated Units (GSUs) depending on the JLES address file. (See **paragraph 7.18**).

7.11.2. Accession LESs. LESs are generated upon the accession of basic military trainees. Printing of the accession LES is not done until EOM cutoff, so that all LESs are produced at one time. (See **Chapter 39** for Accession information.)

7.11.3. Separation LESs. Separation LESs are generated upon the member's separation. Printing of the separation LES is not done until EOM cutoff, so that all LESs are produced at one time during the month. Once members are placed in "T" status LES information will be recycled until they enter "V" status. Upon being placed in "V" status, a member's LES will be produced at the next monthly production. (See **Chapter 52** for separation information.)

7.11.4. Members in PCS Status. When the member is departing PCS, the servicing ADSN processes an SH transaction to place the member in PCS status. Inform the member of the options available for LES delivery during PCS. For those members who wish to receive their LESs during this period, process an SC04 with an "A" in the LES-NPA-PRINT-IND. (See **Figure 7.13**) Options include:

7.11.4.1. Forward member's LES to leave address;

7.11.4.2. Forward to member's gaining FSO;

7.11.4.3. Forward to sponsor's address if sponsor agrees;

7.11.4.4. Retain at DFAS-DE until the member arrives at the gaining station and SG is processed. Upon processing of the SG, the LES is produced and mailed with the next month's production; or

7.11.4.5. Forward to any other address specified by the member.

7.11.5. Members Who Are TDY. If a member is TDY for an extended period of time, the TDY station FSO can process an LD01 or LD04 transaction. The LD01 or LD04 transaction will cause the member's LES to be routed to the TDY ADSN. Once an LD02 is processed, DFAS-DE will revert to sending the LES to the permanent ADSN.

7.11.6. Members assigned to GSUs. If a member is assigned to a GSU, the servicing ADSN may request DFAS-DE mail the LESs to the GSU instead of mailing the statements to the servicing base who then forwards the LESs to the GSU. An SC04 transaction should be processed and a "B" placed in the LES/NPA-PRT-ID field. (See **paragraph 7.18**) DFAS-DE/FJY must be notified and coordinated with before GSU changes are initiated. (See **Figure 7.13**.)

7.11.7. Members Separating or Retiring. Members who are separating or retiring will have their LESs mailed to a designated address upon entering "V" status. The LF transaction provides the future mailing address where the member's final LES will be mailed. Ensure addresses contained in the LF entry are postal addresses. Members who are on terminal leave may elect to have their LESs mailed to their home address. The servicing FSO must input an SC04 transaction to update the member's JLES address file. (See **paragraph 7.18** for mailing options.)

7.12. NPA Production:

7.12.1. Mid-Month. At mid-month cutoff, DFAS-DE starts producing NPAs which are then mailed to the ADSN or the member. The NPA is issued at mid-month for twice-a-month payees. NPAs will be produced for once-a-month payees when remarks require it. Normally, a message will be sent to the field indicating NPAs were produced for once-a-month payees.

7.12.2. Members in a TDY/PCS Status. If a member is in a TDY status, DFAS-DE will send the NPA to the servicing ADSN unless an LD01 or LD04 transaction is processed. When an LD01 or LD04 is processed, the NPA will be sent to the TDY ADSN. If a member is in PCS status, the servicing ADSN processes the SH transaction to update the MMPA accordingly. The member's NPA(s) will be recycled until the MMPA is updated with the new ADSN (SG and SC04 transactions). Upon input of the SC04 and SG transactions, the members' NPAs will be produced and mailed with the next monthly production.

7.13. SC04 Transaction (JDC II and JDC III). This transaction is used to update data on the JLES address file at DFAS-DE and can only be input by the servicing FSO or DFAS-DE. The data on the JLES address file is used to distribute LESs, NPAs, W-2s and PSMCs. (See **Figure 7.13** for SC04 format.) DFAS-DE creates a quarterly management notice report that is titled "**Inaccurate Delivery Addresses Requiring Research and Correction"** PCN UH099C0311. This report is created on a quarterly basis and reflects addresses that have failed the bump against the address file called "FINALIST." This file, maintained at DFAS-DE, is certified by the United States Postal Service and is a commercially developed database for zip codes and addresses. During the bump process, the members' addresses (JLES, bonds, and allotments) will be checked for accuracy, and whenever possible, an SC04 or AA04 will be systematically generated to place the correct version of the address on the MMPA or the JLES file. For addresses that "FINALIST" finds unacceptable, the above report will be created. The report will identify which address needs to be corrected by noting the type as "JL" for JLES, "AB" for bonds, etc. The report will be personalized for each ADSN/DSSN. The time frame for corrections before the next bump will be approximately 70 calendar days to contact the member, obtain a precise address, and input a more accurate address.

7.14. myPay.

7.14.1. General. In January 2001, the Defense Joint Military Pay System (DJMS) implemented myPay, allowing members to update certain pay information by accessing the pay system via the internet. Screen menus guide members through desired transactions once the system has been accessed. After changes have been made, the system asks the member to confirm the action and advises the member when the change will be reflected on the pay record. Using a personal identification number (PIN), members are able to:

7.14.1.1. View, print, and save leave and earnings statements (LES)

7.14.1.2. View, print and save tax statements

7.14.1.3. Change Federal and State tax withholdings

7.14.1.4. Update bank account and electronic fund transfer information

7.14.1.5. Make address changes

7.14.1.6. View, print, and save travel vouchers – currently, LeaveWeb does not feed information to myPay, so it is not available to Air Force, but the capability exists in myPay.

7.14.1.7. Control Thrift Savings Plan enrollment

7.14.1.8. View, print, and save retiree account statement

7.14.1.9. View, print and save annuitant account statement

7.14.1.10. Annuitants are able to provide report of existence and update certificate of eligibility

7.14.1.11. Turn off hard-copy LES – mandatory for AF members

7.14.1.12. Turn off hard-copy W-2 tax statements – mandatory for AF members

7.14.1.13. Change personal identification number (PIN)

7.14.1.14. View 12 months of LES data

7.14.1.15. Start, stop and change financial allotments. Allotments can only be established to financial institutions. Insurance and bond allotments are not available at this time, but should be in the future.

7.14.1.16. Establish a restricted access personal identification number. This allows members to provide a spouse or trusted individual with a view-only PIN. For more information on the restricted access PIN, see **subparagraph 7.14.3** (obtaining a PIN) below.

7.14.1.17. Establish a personal e-mail address for future correspondence. The e-mail address will be used to keep members apprised of future events and capabilities, such as e-mail notification of pay changes and other items of interest. Members can provide the e-mail address by setting up the "personal settings" page.

7.14.2. FSO Responsibilities. When a member makes a change to his/her financial information via myPay, a transaction is created in DJMS to update the member's record. These transactions will have an input source of 3848 and those that process will appear in section 6 of the servicing FSO's DTR as well as the DTR for 3848.

7.14.2.1. Rejected myPay transactions are reflected in the E/MSS Daily Transaction Report, PCN: UH099CA12, Section II, via the FACA03D report in SAR, and must be resolved by the servicing FSO. Contact the member and determine what the member wanted to accomplish and reinput the transaction to update the pay record accordingly.

7.14.2.2. When processing the SC04 transaction to change a member's address (most often at PCS arrival, but whenever an SC04 is processed), ensure that character position 23 contains an "N" to ensure the myPay electronic pay statements remain in place rather than allowing hard copy pay statements to be turned back on.

7.14.3. Obtaining a PIN. To obtain a PIN, the member selects "new PIN" under the "Need a new PIN?" title in the lower section of the myPay home page. The member will be prompted to enter SSN and then receive instructions based on the information available for that specific member. In most cases, the PIN will be mailed to the member's address of record or e-mailed to a pre-registered address. Additional instructions are available within myPay. Restricted access PINs (see item 16 above) are obtained and used as follows:

7.14.3.1. The restricted PIN can be set by signing into myPay and from the main menu, clicking on the "Personal Settings" page. Member must click the "Restricted Access PIN" to create and input the restricted access PIN and provide it to the spouse/family member/trusted individual.

7.14.3.2. For the spouse/family member to use the restricted access PIN, the individual signs into myPay with the member's SSN under "LOGINID" and then enters the restricted access PIN provided by the member. With the restricted access PIN, the spouse or family member can view and print the LES and W2 but cannot make pay changes.

7.14.3.3. An ‘alias’ LOGIN-ID is now available, allowing a member to establish a unique LOGIN-ID other than his/her SSN, which can be used, along with the PIN, to access myPay. This LOGIN-ID must be 6-8 alpha/numeric characters with no special characters or spaces. If a customer establishes a LOGIN-ID, the SSN can no longer be used to access the myPay account. The link to establish a LOGIN-ID ‘alias’ is on the personal settings page.

7.14.4. Turning off hard copy LES. Delivery of an electronic LES eliminates risks associated with receiving financial information in the mail. To turn off hard copy LES, the member must click on the "turn off hard copy" button on the LES screen.

7.14.5. Customer Support. Help with the myPay applications is available online at **HTTP://WWW.DFAS.MIL/MYPAY/MYPAYFEEDBACK.HTM**. The customer support number is 1-800-390-2348, Monday through Friday between 7 a.m. and 7:30 p.m. EST.

7.15. Reserved for Future Use.

7.16. Reserved for Future Use.

7.16.1. **(DELETED)**

7.16.1.1. **(DELETED)**

7.16.2. **(DELETED)**

7.16.2.1. **(DELETED)**

7.17. Reserved for Future Use.

7.17.1. **(DELETED)**

7.17.2. **(DELETED)**

7.18. Sort Sequence. The LES and NPA statements are sorted at DFAS-DE according to indicators on a member's JLES address file. The SITE-ID, MAIL-OPT-ID, LES/NPA-PRT-ID, and STREET fields are all used in the sort process.

7.18.1. **(DELETED)**

7.18.2. **(DELETED)**

7.18.2.1. **(DELETED)**

7.18.2.2. **(DELETED)**

7.18.2.2.1. **(DELETED)**

7.18.2.2.2. **(DELETED)**

7.18.3. **(DELETED)**

7.18.3.1. **(DELETED)**

7.18.3.2. **(DELETED)**

7.18.3.3. **(DELETED)**

7.19. Reserved for Future Use.

7.20. Central Site Unit Address File. This file (JBIT) is used to update the JLES with literal titles for a member's unit of assignment. The file must contain a four-position organization code and literal name for all organizations serviced by the finance office. Access the file by signing on to CICSJ3 and keying: JBIT. The prompted screens are self explanatory. Ensure the file is kept current. Reference the PCN500 report in **paragraph 7.20.2** above

7.20.1. **(DELETED)**

7.20.2. **(DELETED)**

7.20.2.1. **(DELETED)**

7.20.2.2. **(DELETED)**

7.20.2.3. **(DELETED)**

7.20.2.4. **(DELETED)**

7.20.2.5. **(DELETED)**

7.20.2.5.1. **(DELETED)**

7.20.2.5.2. **(DELETED)**

7.20.2.5.3. **(DELETED)**

7.20.2.5.4. **(DELETED)**

7.20.2.5.5. **(DELETED)**

7.20.2.5.6. **(DELETED)**

7.20.3. **(DELETED)**

Section 7C—Systems Related to LES Production.

7.21. JLES History File. The JLES System contains 4 applications which are described below.

7.21.1. JLES-History Display System. During EOM processing every month copies of all member LESs are created and stored on this file. This includes normal end-of-month and separation LESs. End-of-month LESs are easily distinguished by the 98 in the day-of-the month field (example 930898). A separation LES will contain numbers 01-25 in the day field (example 930813). History LESs for the most recent 13 months are maintained on this file. LESs older than 13 months are moved to the JLES-Archive Print System. (***NOTE:*** only the first 10 months are visible to the user; pressing PF8 will take the user to the next screen.)

7.21.2. JLES-Address Display System. This file contains the mailing address of all members. The SC04 and LG04 transactions update member addresses. (Reference **Figure 7.13** and **paragraph 7.13.2**.)

7.21.3. JLES-Remark Display System. This file contains the remarks used on the LES. FSOs can view this file, while update access is restricted to DFAS-DE. The remarks contained on this file are the remarks generated by DJMS and are NOT the same as the remarks covered in **paragraph 7.8**.

7.21.4. JLES-Archive Print System. Archive prints of past LESs may be obtained through this option. LESs as far back as October 1992 may be obtained from this file. Prints of this file will go to the printer that receives the JLES History prints. If your base does not receive the requested LES prints, contact DFAS-DE/FJGC.

7.22. Offline Reporting System. The Offline Reporting System has replaced most of the products received from the old base level system. Reference **Chapter 6** for specific applications that are available. All of the information used in the Offline Reporting system is extracted from the JLES system.

Figure 7.1. DFAS Form 702, Defense Finance and Accounting Service Military Leave and Earnings Statement.

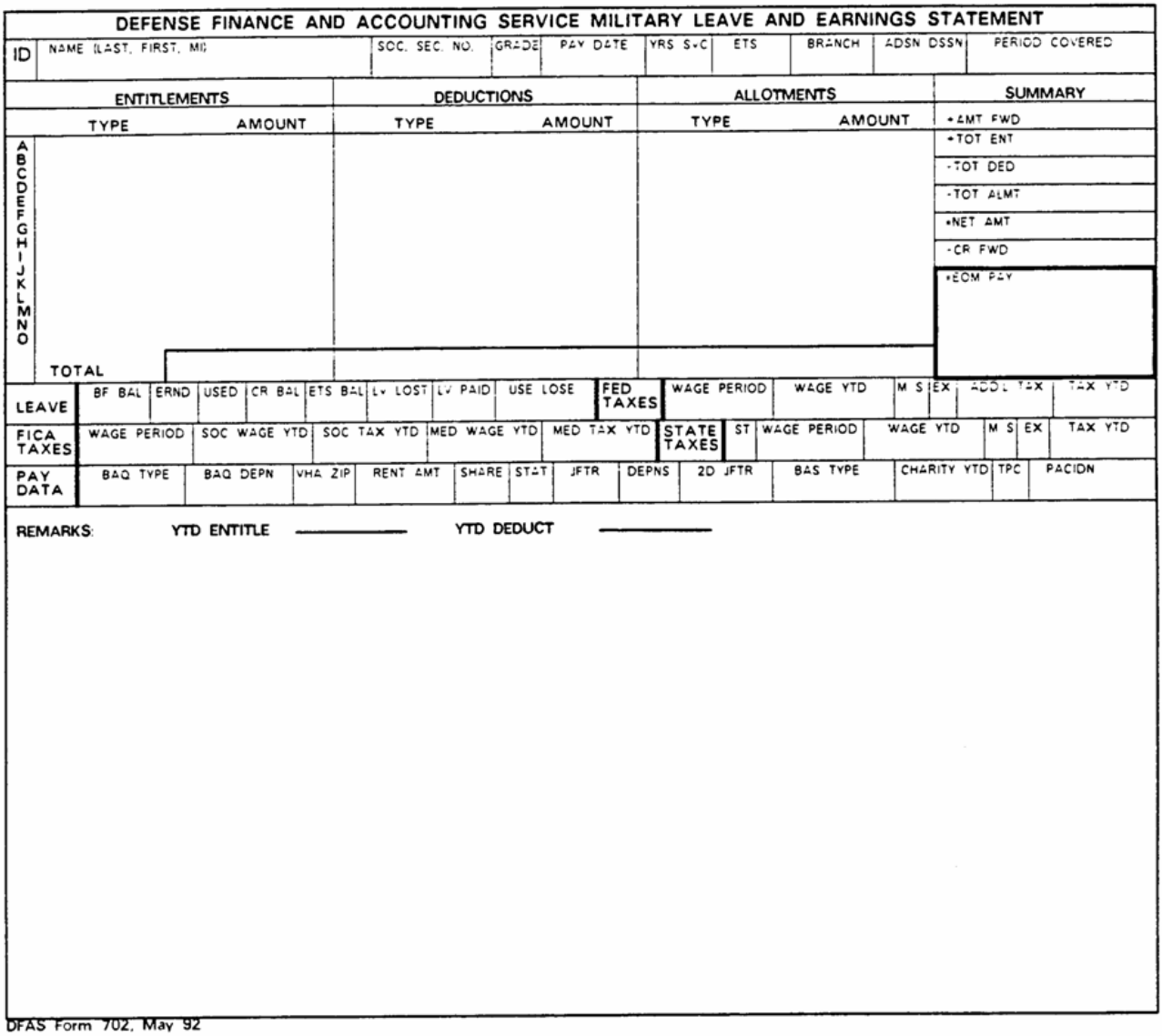


Figure 7.2. DFAS Form 703, Defense Finance and Accounting Service Military Net Pay Advice.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY NET PAY ADVICE

The amount in block 6 is your net pay for the pay day indicated in block 4 and was sent to the financial organization in block 7 for credit to your account. When cashing a personal check at your financial organization on payday, advise your teller you are a participant in the Direct Deposit Program. It will help you with better service. If you are paid once a month or you do not have your pay sent to a financial organization for direct deposit, information in block 5 through 7 will not be present and this form is intended to provide you with the remarks information only.

1. MEMBER'S NAME AND ADDRESS	2. SSN	3. ADSN/DSSN	4. PAY DATE
	5. ACCOUNT NUMBER		6. NET PAY AMOUNT
	7. YOUR NET PAY WAS FORWARDED TO:		

8. REMARKS

DFAS Form 703, May 92

Figure 7.3. AF Form 1121, Payment Suppression Register (JUMPS).

PAYMENT SUPPRESSION REGISTER *(JUMPS)*

PAGE OF PAGES

AFO OR DESIGNEE SIGNATURE

TC IND	FORMAT ID	ACTION IND	SSN	NAME ID	PAY PERIOD SUPPRESSED	BLANK	AMOUNT SUPPRESSED	SPECIFIC AMOUNT PAID	BLANK	SOURCE OF INPUT	BLANK	TRANS-ACTION NUMBER	REASON FOR SUPPRESSION
1	2-3	4-5	6-14		20-25	26-31	32-37	38-43	44-71	72-73	74-75	76-80	
1	P1	03	000-00-0000	Smith	941115					BB			PK Received

AF FORM 1121 PREVIOUS EDITION IS OBSOLETE.

★U.S. Government Printing Office: 1985—460-083/23616

Figure 7.4. LES Address Verification, Part I.

ASOF: 16/08/1995 LES ADDRESS VERIFICATION PGM: LESSC001
ADSN: XXXX PCN: UH099C500

PART I
PERSONNEL NOT SERVICED BY BITS

ORGANIZATION CODE	NAME	SSAN	NAME
FBBP	////	BBP	123456789	SMITH
FBB1	////	BB1	234567890	JONES
FBB1	////	BB1	012345678	SMITH
FBB1	////	BB1	001234567	JONES
FBB6	DIA AFELM	BB6	987654321	SMITH
FBB6	497TH INTEL	BJC	876543210	JONES

KEYS: <PF3> = EXIT <PF7> = PAGE BACKWARD <PF8> = PAGE FORWARD

Figure 7.5. LES Address Verification, Part II.

```
AS OF:   16/08/1995          LES ADDRESS VERIFICATION        PGM:  LESSC002
ADSN:    XXXX                                                 PCN:  UH099C500

                                    PART II
                  MISSING UNIT ADDRESS-SERVICED BY BITS


       SSAN          NAME          SSAN        NAME        SSAN        NAME
       - - - - - - - - - - - - - - - - - -
       321321321     HOBBS




KEYS:   <PF3> = EXIT      <PF7> = PAGE BACKWARD      <PF8> = PAGE FORWARD
                                  END OF REPORT
```

Figure 7.6. LES Address Verification, Part III, Section I.

AS OF: 16/08/1995 LES ADDRESS VERIFICATION PGM: LESSC003
ADSN: XXXX PCN: UH099C500

PART III
MMPA - LES ADDRESS FILE MISMATCH
SECTION I - ACTIVE DUTY MEMBER - NO LES ADDRESS FOUND

SSAN	NAME	SSAN	NAME	SSAN	NAME
234567890	JONES				
098765432	SMITH				
123456789	CHOW				
876876876	GARNE				

KEYS: <PF3> = EXIT <PF7> = PAGE BACKWARD <PF8> = PAGE FORWARD
END OF REPORT

Figure 7.7. LES Address Verification, Part III, Section II.

AS OF: 16/08/1995 LES ADDRESS VERIFICATION PGM: LESSC004
ADSN: XXXX PCN: UH099C500

PART III

MMPA - LES ADDRESS FILE MISMATCH

SECTION II - MMPA/LES ADDRESS FILE - LOCATION NOT EQUAL

SSAN	NAME	LC/LD ADSN	MPF CODE	UNIT ID	ADDRESS FILE REFLECTS
002002002	SMITH	5037			5282
002001001	JONES			FQ1D	FLFY
876887676	CHOW				FJS1
006006006	REXRE		AU		HH

KEYS: <PF3> = EXIT <PF7> = PAGE BACKWARD <PF8> = PAGE FORWARD

END OF REPORT

Figure 7.8. LES Address Verification, Part IV.

```
AS OF:  16/08/1995              LES ADDRESS VERIFICATION        PGM:  LESSC005
ADSN:XXXX                                                       PCN:  UH099C500

                                      PART IV
                        UNIT ADDRESS FILE/LES ADDRESS FILE MISMATCH


   ORG-CODE     ORG-NAME     SSAN       NAME       ORG-CODE        ORG-NAME
NOT FOUND                  002003002  SMITH      FB40    HQ USAF AA B40
NOT FOUND                  008009008  JONES      FZ5H    201 AIRLIFT    Z5H
    FBJC  497TH INTEL BJC  001002003  THOMS      FBJC


KEYS:   <PF3> = EXIT      <PF7> = PAGE BACKWARD      <PF8> = PAGE FORWARD
                                                                  MORE
```

Figure 7.9. Format to Report/Cancel or Correct Canceled or Undeliverable Checks - Member's Pay.

CHARACTER POSITION	DESCR IPTION
1-5	0C103/06 OR AC105 (ONE TRAILER RECORD
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF DATE OF COLLECTION VOUCHER
27-30	ACCOUNTABLE ADSN – ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO OTHERWISE, BLANK
31-38	COLLECTION VOUCHER NUMBER
39-45	AMOUNT OF COLLECTION IN DOLLARS AND CENTS
46-48	CLEARING ACCOUNT ID:
	510 – OFFICER
	530 – ENLISTED
49-50	FORMAT-ID OF PAYMENT BEING CANCELED:
	PA--ADVANCE PAY
	PB--ARREARS OF PAY
	PC--CASUAL PAY
	PD--CLASS X ALLOTMENT
	PF--PAY HELD (RELEASE)
	PG--BASIC TRAINING
	PJ--CONTINUATION PAY
	PK--PARTIAL PAY
	PL--SELECTIVE REENLISTMENT BONUS
	PM--REGULAR REENLISTMENT BONUS
	PN--REGULAR MID-MONTH PAY
	PH--REGULAR END-OF-MONTH PAY, PRIOR MONTH
	PQ--SEPARATION PAY
	PV--COMFORT ITEMS PAY
51-58	PAYMENT VOUCHER NUMBER OF CANCELED OR UNDELIVERABLE CHECK

59-64	YYMMDD OF DATE OF PAYMENT VOUCHER
66	FOR DFAS-DE USE ONLY (INDICATES REASON FOR CHECK CANCELLATION)
	NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 7.10. Format to Change Paying ADSN.

CHARACTER POSITION	DESCRIPTION
1-5	0LB04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE
32-35	NEW PAYING ADSN

Figure 7.11. Format to Change Servicing ADSN.

CHARACTER POSITION	DESCRIPTION
1-5	0LC04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE
32-35	NEW SERVICING ADSN

Figure 7.12. Format to Suppress Local Payment.

CHARACTER POSITION	DESCRIPTION
1-5	0P103/0P203
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR AND MONTH SUPPRESSION IS EFFECTIVE
24	PAYDAY INDICATOR:
	M--MID-MONTH
	E--END-OF-MONTH

Figure 7.13. Format to Change LES Address Update.

CHARACTER POSITION	DESCRIPTION
1-5	ASC04 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20	MAIL-OPTN-IND:
	1--IF MEMBER IS NOT SERVICED BY BITS OR IF MEMBER IS TO RECEIVE MAIL AT A PSC BOX
	0--IF MEMBER IS SERVICED BY BITS
	BLANK IF NO CHANGE
21	SITE-ID:
	0 THRU 9—IDENTIFIES MEMBERS SERVICED BY AGENT/GSU
	*--DELETES SITE-ID FROM LES ADDRESS FILE
	BLANK FOR NO CHANGE
22	W2-PRT-IND
	Y--TO RECEIVE ELECTRONIC AND HARD COPY W-2
	N--FOR ELECTRONIC DELIVERY ONLY, NO HARD COPY PRINTED
	BLANK--WILL NOT OVERLAY PRIOR W-2 PRINT OPTION
23	LES-NPA-PRINT-ID:
	A--TO RECEIVE LES/NPA DURING PSC
	B--DFAS-DE TO PRINT LES/NPA FOR MEMBER ASSIGNED TO GSU
	C--CENTRAL SITE PRINTING OF PAY STATEMENTS
	L--LOCAL PRINTING OF PAY STATEMENTS
	N--SHUTS OFF THE PRINTING OF THE LES/NPA
	*--OVERLAYS ANY PRIOR OPTION WITH A SPACE
	BLANK--LEAVES WHATEVER WAS ON THE RECORD AS IS - WILL NOT OVERLAY THE CURRENT INFORMATION IN THE LES-NPA-PRINT-IND FIELD
24-67	ADDRESS: STREET ADDRESS (NUMBER AND STREET), APARTMENT OR BOX NUMBER (MAX 29 POSITIONS); FOLLOWED BY ***** (ASTERISK) AS A SEPARATOR, THEN CITY (MAX 20 POSITIONS) FOLLOWED BY A SPACE AND TWO-CHARACTER STATE CODE; STATE CODE IS FOLLOWED BY THE ZIP CODE (NO SPACE BETWEEN STATE CODE AND ZIP CODE). SECOND RECORD IS USED TO COMPLETE ADDRESS (TOTAL POSITIONS ON BOTH RECORDS CANNOT EXCEED 58

CHARACTER POSITION	DESCRIPTION
	POSITIONS). APO/FPO FOLLOW STREET ADDRESS LINE WITH PORT CITY, SPACE, APO/FPO CODE. BLANK IF NO CHANGE. (**SEE NOTE**)
68-80	COMMON DATA
1-5	1SC04 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-33	BALANCE OF ADDRESS
34	MIL-TITLE-IND:
	Y--IF MEMBER DESIRES TO HAVE MILITARY TITLE APPEAR ON LES/NPA
	*--TO DELETE TITLE
	BLANK FOR NO CHANGE
35-47	FILLER—LEAVE BLANK
48-52	OFFICE-SYMBOL: MEMBER'S OFFICE SYMBOL OR BLANK FOR NO CHANGE
53	GOVERNMENT AGENCY CODE:
	F—(COMPUTER GENERATED)
54-55	CBPO NUMBER. MAY BE BLANK, BUT IF FILLED, BOTH POSITIONS MUST BE PRESENT.
56-59	BLANK
60-63	ORG CODE
64-65	GOLD FLOW COUNTRY. MAY BE BLANK, BUT IF FILLED, BOTH POSITIONS MUST BE PRESENT
66	IBP SUPPLEMENTAL CATEGORY
	A—PAYMENT TO U.S. PERSONNEL ABROAD
	N—PAY MAILED TO U.S. FOR PERSONNEL ABROAD
	BLANK IF MEMBER IS ASSIGNED IN U.S

CHARACTER POSITION	DESCRIPTION
67	ZERO IF MEMBER IS SUBJECT TO PRA AUDIT
	*****--TO DELETE INDICATOR
	BLANK FOR NO CHANGE
	NOTE: PSC ADDRESS FORMAT MUST BE:
68-80	COMMON DATA
24-26	PSC
28-31	FOUR NUMERIC PSC NUMBER
33-35	BOX
37-41	FIVE NUMERIC BOX NUMBER
	(EXAMPLE: PSC 001 BOX 00032)

Chapter 8

BASIC PAY AND SPECIAL COMPENSATION

8.1. Description. Basic pay is established on a member's MMPA based on event-oriented transactions covered in other chapters. Individuals holding certain positions are entitled to rates of basic pay other than that for their grade and longevity. See DoDFMR, Volume 7A, chapter 1.

8.2. Source of Input. Basic Pay is started, stopped or changed based on event-oriented transactions received from AFPC. Processed transactions will appear as FID 01 on the DTL, section 6.

8.3. Rate. Initial rate of basic pay is established based on grade and years of creditable service completed at the time the individual is accessed to the Air Force. The rate is adjusted or stopped by other events such as:

8.3.1. Promotion or demotion

8.3.2. Completion of additional years of creditable service (longevity)

8.3.3. Non-pay status conditions (AWOL, desertion, excess leave, etc.)

8.3.4. Basic pay rate changes authorized by Congress

8.3.5. Separation

8.3.6. Correction of service dates from MPF

8.3.7. Assignment to designated positions

8.4. Additional Compensation for Designated Positions. Individuals serving in the following positions may be authorized special rates of basic pay in accordance with the DoDFMR. They may also be authorized Personal Money Allowance in addition to the special Basic Pay Rate. (See **Chapter 34**.)

8.4.1. Chief of Staff

8.4.2. Chief Master Sergeant of the Air Force

8.4.3. Chairman or Vice Chairman of the Joint Chiefs of Staff

8.4.4. Permanent Professor at United States Air Force Academy

Chapter 9

SPECIAL PAYS - GENERAL

9.1. Description. See DoDFMR, Volume 7A, chapters 01 through 21, for conditions of entitlement to special pays. Processed transactions start, change, correct or cancel the entitlement and update the MMPA. Once established, computer programming adjusts payment amounts based on years of service completed without additional input. For information on SAVE PAY, see **Chapter 75** of this volume.

9.2. Payment. Input establishes necessary entries to generate payment authorization. FSO makes payments as outlined in **Chapter 37** of this volume.

9.3. Recoupment. In the event the individual separates before completion of service outlined in the contract, the unearned portion is recouped per the DoDFMR, Volume 7A, chapters 5, 6 or 21. For all special pay, except for recoupment of medical officer bonuses, DJMS will automatically calculate the amount of recoupment required based on the separation designator furnished by AFPC.

9.4. Effect on MMPA. Processed transactions will appear in section 6 of the servicing FSO's DTR for all medical special pays except optometry pay, which appears in section 4. Any FSO may make and report these payments if the pay authorization is present on the MMPA, provided evidence exists to attest to the fact the payment was not made by another FSO.

Chapter 10

SPECIAL PAY FOR MEDICAL AND DENTAL OFFICERS AND NURSES

10.1. Description. Conditions of entitlement for the following special pays are found in the DoDFMR, Volume 7A, chapters 1 through 21.

10.1.1. Variable Special Pay (VSP)--payable to physicians/dentists.

10.1.2. Board Certification Pay (BCP)--payable to physicians/dentists.

10.1.2.1. BCP for physicians/dentists—payable to physicians and dentists.

10.1.2.2. BCP for NonPhysician Health Care Providers (BCP NPHCP) — payable to eligible Biomedical Sciences Corps and Nurse Corps officers.

10.1.2.3. Diplomate Pay—payable to eligible clinical psychologists.

10.1.3. Additional Special Pay (ASP)--payable to physicians/dentists.

10.1.4. Incentive Special Pay (ISP)--payable to physicians.

10.1.4.1. Single Year Incentive Special Pay (ISP)—payable to physicians not eligible for Multiyear Special Pay (MSP).

10.1.4.2. Multi Year Incentive Special Pay (MISP), linked to MSP—payable to physicians.

10.1.4.3. Early Career Incentive Special Pay (EC-ISP), 4-year ISP at a reduced rate from the MSP—payable to physicians.

10.1.5. Monthly Special Pay--payable to optometrists.

10.1.6. Multi-Year Special Pay (MSP)--payable to physicians.

10.1.7. Nurse Incentive Special Pay.

10.1.7.1. Certified Registered Nurse Anesthetists Incentive Special Pay (CRNA ISP)—payable to eligible nurse anesthetists.

10.1.7.2. Registered Nurse (Nurse Corps) Incentive Special Pay (NC-ISP)—payable to eligible registered nurses.

10.1.8. Registered Nurse Accession Bonus (NAB)--payable to eligible nurses.

10.1.9. Dental Officer Accession Bonus (DOAB)--payable to eligible dentists.

10.1.10. Dental Officer Multiyear Retention Bonus (DOMRB)--- payable to eligible dentists.

10.1.11. Critical Wartime Skills Accession Bonus—payable to specific medical and dental specialists in limited numbers.

10.1.12. Incentive Special Pay for Oral and Maxillofacial Surgeons—payable to dental specialists in this field.

10.1.13. Critical Skills Retention Bonus.

10.1.13.1. General Surgeons, 1 or 2-year agreements—payable to General Surgeons within 24 months of separation.

10.1.13.2. Clinical Psychologists, 3-year agreements—payable to Clinical Psychologists at 3-6 year group.

10.1.13.3. Public Health Officers (AF), 3-year agreements—payable to AF Publich Health Officers at 3-6 year group.

10.1.13.4. Registered Nurses, 3-year agreements—payable to registered nurses in specific year groups.

10.1.14. Pharmacy Officer Accession Bonus—payable to eligible pharmacists.

10.1.15. Pharmacy Officer Special Pay—payable to eligible pharmacists.

10.1.16. Optometrist Retention Pay—payable to eligible optometrists.

10.1.17. Physician Assistants. The following are payable to eligible Physician Assistants:

10.1.17.1. Physician Assistant Accession Bonus.

10.1.17.2. Physician Assistant Incentive Pay.

10.1.17.3. Physician Assistant Retention Bonus.

10.1.17.4. Physician Assistant Board Certification Pay.

10.1.18. Clinical Psychologists. The following are payable to eligible Clinical Psychologists:

10.1.18.1. Clinical Psychologists Accession Bonus.

10.1.18.2. Clinical Psychologists Incentive Pay.

10.1.18.3. Clinical Psychologists Retention Bonus.

10.1.18.4. Clinical Psychologists Board Certification Pay.

10.1.19. Clinical Licensed Social Workers. The following are payable to eligible Clinical Licensed Social Workers:

10.1.19.1. Clinical Licensed Social Workers Accession Bonus.

10.1.19.2. Clinical Licensed Social Workers Incentive Pay.

10.1.19.3. Clinical Licensed Social Workers Retention Bonus.

10.1.19.4. Clinical Licensed Social Workers Board Certification Pay.

10.1.20. AF Public Health Officers. The following are payable to eligible AF Public Health Officers:

10.1.20.1. AF Public Health Officers Accession Bonus.

10.1.20.2. AF Public Health Officers Incentive Pay.

10.1.20.3. C AF Public Health Officers Retention Bonus.

10.1.20.4. AF Public Health Officers Board Certification Pay.

10.2. Source of Input. All Medical/Dental/Nurse special pay transactions are input to DJMS by AFPC. Processed transactions start, change, correct, or cancel the entitlements and update the MMPA for pay computation. When a physician/dentist reaches the necessary years that require an adjustment in pay for VSP or BCP, computer programming adjusts the pay without any external input. For conditions and computation of SAVE PAY, see **Chapter 75**.

10.3. Variable Special Pay (VSP). Payable to physicians/dentists based on training status and years of creditable medical service. MMPA shows VSP as FID 24 for physicians and FID 20 for dentists.

10.4. Board Certification Pay (BCP). Payable to physicians/dentists who are board certified. Officers must be established as physicians/dentists before the BCP is entered on their MMPAs. If the FID 19 (BCP) is received before FID's 24 or 20 (VSP), the BCP will recycle at 7-day intervals for 49 days. If a physician/dentist reaches the applicable years of medical/dental service or certification expiration date, the rate is increased or discontinued programmatically.

10.5. Additional Special Pay (ASP). Payable to physicians/dentists who are not in internship or initial residency training and sign a written agreement to remain on active duty for a period of 1 year from the contract effective date. A processed transaction will place this entitlement on the MMPA, create an R2 entry showing the effective date, and generate a PJ payment authorization. Payment is made annually in advance as a lump sum and shown on the MMPA as FID 25. Continuation Pay for dental officers is payable to dentists who qualify under the saved pay provisions of the DoDFMR, Volume 7A, chapter 6, at the rates prescribed. It is shown on the MMPA as FID 25.

10.6. Incentive Special Pay (ISP). Congress revised the ISP program effective 1 January 1991 so that eligible physicians may sign multi-year contracts (1, 2, 3, or 4 years). The initial payment is paid upon execution of the contract, and subsequent installments are made on the anniversary date of the contract. A processed transaction will place the entitlement on the MMPA as FID 25, create an RC bonus entry, and generate a PJ payment authorization.

10.7. Optometry Pay. Payable monthly to optometrists on active duty for a period of at least 1 year. Shown on the MMPA as FID 29.

10.8. Multi-Year Special Pay (MSP). Payable to eligible physicians below the grade of 07, with at least 8 years' creditable service or who have completed all active duty service obligation, who will have completed initial residency training or will complete such training before September 30th of the fiscal year in which the officer enters into an MSP agreement, and are fully qualified in a designated specialty. Officers must execute a written agreement to remain on active duty for at least 2 years but no more than 4 years after completion of any active duty service commitment for medical education or training. MSP contracts will be payable in equal annual installments. The initial annual installment will be paid upon execution of the MSP service agreement. Payments of subsequent installment amounts will be made on the anniversary date of the agreement. A processed transaction will place the entitlement on the MMPA as FID 25, create an RB entry, and generate a PJ payment authorization.

10.9. Incentive Special Pay for Certified Registered Nurse Anesthetists (CRNA). A nurse corps officer who is qualified and performing as a CRNA may be paid incentive special pay for each year of a properly executed written agreement to serve on active duty at a rate prescribed in the DoDFMR, Volume 7A, chapter 21. The officer must agree to remain on active duty for a

period of not less than one year. The effective date of the agreement shall be prescribed in Military Department regulations issued by the Secretary concerned and shall be included in the agreement. Subject to mutual acceptance, an officer may execute a two year agreement. Under such agreements, payments shall be made at the beginning of the agreement and on the one year anniversary date. A processed transaction will place the entitlement on the MMPA as FID 25, create an RD entry, and generate a PJ payment authorization.

10.10. Dental Multiyear Retention Bonus. A dental officer, who executes a written agreement which is accepted by the secretary of the military department concerned, may be paid a retention bonus per eligibility criteria and rates payable as prescribed in DoDFMR, Vol 7A, chapter 6.

10.11. Nurse Accession Bonuses.

10.11.1. Registered Nurse Accession Bonus. A nurse who qualifies for appointment as a nurse corps officer and executes a written agreement to accept a commission and serve on active duty as a nurse corps officer for a period of not less than four years, may, upon acceptance of the agreement by the Secretary concerned, be paid a lump sum accession bonus at a rate prescribed in the DoDFMR, Volume 7A, chapter 21. A personnel generated transaction will place the entitlement on the MMPA as FID 26, create an RE entry, and generate a PJ payment authorization.

10.11.2. Dental Officer Accession Bonus. A dental officer who executes a written agreement to accept a commission as an officer of the Air Force designated as a dental officer, to serve on active duty for a period of not less than four years, and upon acceptance of the agreement of the service Secretary, is entitled to dental officer accession bonus. The individual must not have received financial assistance from the Department of Defense for this specialty prior to appointment as a dental officer. Policy for this entitlement is contained in the DoDFMR, Volume 7A, chapter 6. A personnel generated transaction will place the entitlement on the MMPA as FID 26, create an RE entry, and generate a PJ payment authorization. (Reference figure 10-6.)

10.12. Payment of Bonus. For central payees, the installments of any of the bonuses discussed in this chapter are released from the DFAS Central Site through the electronic funds transfer system (EFTS) on the effective dates. Local payees are paid via the one-time pay authorization list at base level. When a member is paid by EFTS, base level is notified by message on the one-time pay authorization list, instead of receiving a pay authorization to make payment locally. Members in a TDY or PCS status, who are central payees, will receive their installments by EFTS. Locally paid members, who are TDY, may receive those payments from the TDY FSO. Locally paid members, who are in PCS status may be paid the installments by any FSO since no pay authorization will be issued. In this case, gaining FSOs should determine if the payment was made by another FSO before routinely issuing a bonus payment.

Figure 10.1. Formats to Start/Change, Correct or Cancel Board Certification Pay.

CHARACTER POSITION	DESCRIPTION
1-5	01901/04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST
20-25	NAME YYMMDD ENTITLEMENT
33-38	SHOULD START
1-5	01905
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD ENTITLEMENT SHOULD
33-38	START ZEROS
56-61	YYMMDD OF PRIOR DATE START (MUST BE PRESENT)
1-5	01906
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST
20-25	NAME YYMMDD OF ENTRY TO BE
	CANCELED

Figure 10.2. Formats to Start, Correct or Cancel Variable Special Pay (Dentist).

CHARACTER POSITION	DESCRIPTION
1-5	02001
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST
20-25	NAME YYMMDD ENTITLEMENT
33-38	SHOULD START YYMMDD OF
39-44	MEDICAL SERVICE PAY DATE
1-5	02005
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD ENTITLEMENT SHOULD
33-38	START
39-44	CORRECT YYMMDD OF MEDICAL SERVICE PAY DATE OR ZEROS IF NOT BEING CORRECTED
56-64	CORRECT YYMMDD OF INTERNSHIP TRAINING WILL BE COMPLETED OR ZEROS IF NOT BEING CORRECTED OR IF
1-5	02006
6-14	SOCIAL SECURITY NUMBER

CHARACTER POSITION	DESCRIPTION
15-19	FIRST 5 LETTERS OF MEMBER'S LAST
20-25	NAME YYMMDD OF ENTRY BEING
	CANCELED

Figure 10.3. Formats to Start, Correct or Cancel Variable Special Pay (Physicians).

CHARACTER POSITION	DESCRIPTION
1-5	02401
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S
20-25	LAST NAME YYMMDD
33-38	ENTITLEMENT SHOULD START
39-44	YYMMDD OF MEDICAL SERVICE PAY
1-5	02405
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD ENTITLEMENT
26-32	SHOULD START FILLER
33-38	CORRECT YYMMDD OF MEDICAL SERVICE PAY DATE OR ZEROS IF NOT BEING CORRECTED
39-44	CORRECT YYMMDD INTERNSHIP TRAINING WILL BE COMPLETED OR ZEROS IF NOT BEING CORRECTED OR IF MEMBER NOT IN TRAINING
56-64	

CHARACTER POSITION	DESCRIPTION
1-5	02406
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S
20-25	LAST NAME YYMMDD OF ENTRY
	BEING CANCELED

Figure 10.4. Format to Report/Cancel ASP, ISP, MSP, CRNA or DMRB.

CHARACTER POSITION	DESCRIPTION
1-5	02503/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST
20-25	NAME YYMMDD OF EFFECTIVE DATE
26-31	OF CONTRACT
32	YYMMDD OF EFFECTIVE DATE FOR START OF MSP OBLIGATION (BLANK FOR ASP/IS/CRNA OR CANCEL)
34-38	NUMBER OF YEARS CONTRACT FOR DMRB CAN BE 2, 3, OR 4.
39	AMOUNT-SPECIFIC-ENTITLEMENT: IF ENTITLEMENT FOR ISP/MSP/CRNA AMOUNT PAYABLE IN WHOLE DOLLARS; BLANK FOR ASP OR CANCEL
40-45	MEDICAL-INCENTIVE-PAY-CODE: A--ADDITIONAL SPECIAL PAY (ASP) I--INCENTIVE SPECIAL PAY (ISP) R--MULTI-YEAR SPECIAL PAY (MSP) N--CERTIFIED REGISTERED NURSE ANESTHETISTS (CRNA) D--DENTAL MULTIYEAR RETENTION BONUS (DMRB)
	YYMMDD OF EFFECTIVE STOP DATE OF ASP/ISP/MSP/CRNA; BLANK FOR CANCEL
	FOR CANCEL, CP 20-25 AND CP 39 WILL CONTAIN THE SAME

Figure 10.5. Formats to Correct or Initiate Accelerated ASP, ISP, MSP, CRNA. or DMRB.

CHARACTER POSITION	DESCRIPTION
1-5	02505
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD EFFECTIVE DATE OF
26-31	CONTRACT
32	CORRECT YYMMDD START OF MSP OBLIGATION; BLANK IF NOT BEING CORRECTED OR FOR ASP/ISP/CRNA
39	NUMBER OF YEARS CONTRACT FOR DMRB CAN BE 2,
40-45	3, OR 4. MEDICAL-INCENTIVE-PAY-CODE: A--ADDITIONAL SPECIAL PAY (ASP) I--INCENTIVE SPECIAL PAY (ISP) R--MULTI-YEAR SPECIAL PAY (MSP) N--CERTIFIED REGISTERED NURSE ANESTHETISTS (CRNA) D--DENTAL MULTIYEAR RETENTION BONUS (DMRB)
56-61	CORRECT YYMMDD STOP DATE OF ASP/ISP/MSP/CRNA; BLANK IF NOT BEING CORRECTED
1-5	02513
6-14	SOCIAL SECURITY NUMBER

CHARACTER POSITION	DESCRIPTION
15-19	FIRST 5 LETTERS OF MEMBER'S LAST
20	NAME NUMBER OF INSTALLMENTS TO BE
21-22	PAID (1, 2 OR 3) FISCAL YEAR OF FUNDS TO
23	BE CHARGED
	MEDICAL-INCENTIVE-PAY-CODE: A--ADDITIONAL SPECIAL PAY (ASP) I--INCENTIVE SPECIAL PAY (ISP) R--MULTI-YEAR SPECIAL PAY (MSP) N--CERTIFIED REGISTERED NURSE ANESTHETISTS (CRNA) D--MULTIYEAR RETENTION BONUS 9 (DMRB)

Figure 10.6. Format to Start Registered Nurse/Dental Officer Accession Bonus.

CHARACTER POSITION	DESCRIPTION
1-5	02601
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST
20-25	NAME YYMMDD OF EFFECTIVE DATE
28	OF CONTRACT A = REGISTERED NURSE ACCESSION BONUS B = DENTAL OFFICER ACCESSION BONUS
29-35	AMOUNT OF THE ACCESSION BONUS

Figure 10.7. Formats to Start/Cancel or Correct Veterinary or Optometry Special Pay.

CHARACTER POSITION	DESCRIPTION
1-5	02801/06 OR 02901/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	FOR 01--YYMMDD ENTITLEMENT SHOULD START FOR 06--YYMMDD OF ENTRY BEING CANCELED
	28--VETERINARY PAY
1-5	02805/02905
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD ENTITLEMENT SHOULD
26-31	START YYMMDD OF PRIOR DATE START
	(MUST BE PRESENT)
	28--VETERINARY PAY

Figure 10.8. Format to Report/Correct or Cancel Payments of Continuation Pay.

CHARACTER POSITION	DESCRIPTION
1-5	0PJ03/06 OR APJ05 (ONE TRAILER
6-14	RECORD) OR SOCIAL SECURITY
15-19	NUMBER
20-25	FIRST 5 LETTERS OF MEMBER'S
26	LAST NAME YYMMDD OF DATE OF
	PAYMENT VOUCHER
27-30	GOVERNMENT AGENCY CODE: A--AIR FORCE B— ARM Y C— NAVY
31	D—
32-39	MARI NES
40-48	G--COAST GUARD M--STATE DEPARTMENT
49-51	ACCOUNTABLE ADSN: ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO; OTHERWISE, BLANK
65	OVERRIDE (CENTRAL SITE USE ONLY) VOUCHER

CHARACTER POSITION	DESCRIPTION
67	CHECK DIGIT (COMPUTER GENERATED) ***NOTE:*** A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 10.9. Format to Release PJ Authorization.

CHARACTER POSITION	DESCRIPTION
1-5	0PJ26
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST
20-25	NAME YYMMDD OF ONE-TIME PAY
26	AUTHORIZATION GOVERNMENT-
27-30	AGENCY: A--AIR FORCE PAYING ADSN
32-39	VOUCHER NUMBER
40-48	AMOUNT OF ONE-TIME
49-51	PAYMENT CLEARING- ACCOUNT-ID: 510—ENLISTED 530—OFFICER

Chapter 11

SPECIAL DUTY ASSIGNMENT PAY

11.1. Description. Special Duty Assignment Pay (SDAP) is authorized to entitled members proficient in an Air Force designated military skill or assigned duties demanding an unusual degree of responsibility. See DoDFMR, Volume 7A, chapter 8, for entitlement conditions.

11.2. Source of Input. Member's servicing Military Personnel Flight (MPF) submits SDAP data to DFAS-DE. SDAP is shown on the MMPA as FID 30.

11.2.1. DJMS generates and processes future transactions to stop terminated special duty assignment rates. No input or manual intervention is required.

11.2.2. Processed transactions appear in section 6 of servicing FSO's DTR (**Chapter 2**).

11.2.3. Due to the brownout of DJMS-AC, JDC/DMO has not been changed to accept all SDAP proficiency pay type codes currently in use. Those codes that JDC/DMO will not accept are indicated in **paragraph 11.3.2** below. If a pro pay type code is annotated as not in JDC/DMO, the workaround is for HQ AFPC to send a spreadsheet or case management system (CMS) case to DFAS-PMJ/DE for manual input. PMJ uses one of the acceptable pro pay type codes (see table 41 in JWMM) and the correct rate code from table 11 in JWMM to get the input accomplished. (***NOTE:*** Effective 1 October 2003, the Air Force eliminated several rate codes; and now uses only SD-1 through 6 for current processing.) Once that is done, the specialty type code is changed to the correct one. This does not cause a problem with the dollar amount paid to the member, but can cause a delay in the member receiving the SDAP.

11.2.4. In most cases, members entitled to and receiving career enlisted flyer incentive pay (CEFIP) are not entitled to SDAP after February 2003. CEFIP is identified by a FID 12 entry on the MMPA, with crew status equal to 6.

11.3. SDAP Rates and Authorized Codes:

11.3.1. Rate codes:

Rate Code	Amount
1	See JWMM, Table 11
2	See JWMM, Table 11
3	See JWMM, Table 11
4	See JWMM, Table 11
5	See JWMM, Table 11
6	See JWMM, Table 11

NOTE: The rates are not included in the chapter to prevent these rates from differing from the actual rates paid to members. The table is kept up to date and should be the source for this information.

11.3.2. Specialty Type Codes are as follows:

Proficiency Pay		**Description**
AA	=	White House Comm Agency
AB	=	Defense Threat Reduction Agency (Formerly: On Site Inspection Agency)
AC	=	Tactical Air Command and Control Personnel
AD	=	Parachute Instructors
AF	=	Defense Courier Service
AG	=	HQS Joint Special Operations Command
AH	=	DET2, Special Ops Command Ops Staff
AT	=	Air Transportation PAS-WG3VFR1M (Not in JDC/DMO)
BB	=	Flying Crew Chiefs
BG	=	Survival, Evasion, Resistance and Escape (SERE) specialist
C	=	Combat Controllers
CM	=	Command CMSGT (Not in JDC/DMO)
CW	=	Combat Weather Personnel (Not in JDC/DMO)
FA	=	Forward Area Refueling Personnel
FS	=	First Sergeant (Not in JDC/DMO)
H	=	Humint Linguist-Debriefers (also used for EOD personnel – processed at DFAS)
HO	=	HAF Operations
HS	=	HAF Support
I	=	Military Training Instructor
IA	=	Defense Attache Spec (Not in JDC/DMO)
JO	=	Joint Communication Unit (Operational)
JS	=	Joint Communication Unit (Support)
NC	=	National Airborne OPS CTR (Not in JDC/DMO)
NO	=	24 STS Operations (Formerly: NAFCOS Support (Special Tactics Squadron))
NS	=	24 STS Support (Formerly: NAFCOS Support (Special Tactics Squadron))
P	=	Pararescue
PR	=	Phoenix Raven
R	=	Recruiters
SI	=	AFOSI Special Agents (Not in JDC/DMO)
TC	=	Air Traffic Controllers (Not in JDC/DMO)
TP	=	Test Parachute (Not in JDC/DMO)
WD	=	Enlisted Weapons Director
WH	=	White House Shelter Complex (Not in JDC/DMO)

Figure 11.1. Formats to Start/Stop, Correct or Change/Cancel Special Duty Assignment Pay.

CHARACTER POSITION	DESCRIPTION
1-5	03001/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT SHOULD START OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD PAID (STOP)
32	SPECIAL-DUTY-TYPE CODE: SEE PARA 11-3A; BLANK FOR ACTION INDICATOR 02. MUST = 1 THROUGH 6 (SEE TABLE 11 IN JWMM) IF AFTER 30 SEP 03; FOR PAYMENTS PRIOR TO 1 OCT 03, RATE CODES A-E AND 7 ARE ACCEPTED.
33-34	PROFICIENCY-PAY-TYPE CODE: CODE FROM PARAGRAPH 11-3B; BLANK FOR ACTION INDICATOR 02. IF PRO PAY TYPE CODE IS ONLY 1 POSITION, CHARACTER POSITION 34=BLANK.
1-5	03005
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OR ZEROS
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP
32	OR ZEROS SPECIAL-DUTY-TYPE CODE: SEE PARA 11-3A; BLANK FOR ACTION INDICATOR 02. MUST = 1 THROUGH 6 (SEE TABLE 11 IN JWMM) IF AFTER 30 SEP 03; FOR PAYMENTS PRIOR TO 1 OCT 03, RATE CODES A-E AND 7 ARE ACCEPTED.

CHARACTER POSITION	DESCRIPTION
33-34	PROFICIENCY-PAY-TYPE CODE: CODE FROM PARAGRAPH 11-3B; BLANK FOR ACTION INDICATOR 02. IF PRO PAY TYPE CODE IS ONLY 1 POSITION, CHARACTER POSITION 34=BLANK.
56-61	PRIOR-DATE-START: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS
1-5	03004/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT CHANGES OR ZEROS (IF ACTION INDICATOR 04, MUST BE A VALID DATE)
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS OR ZEROS (IF ACTION INDICATOR 04, MUST BE A VALID DATE)
32	SPECIAL-DUTY-TYPE CODE: SEE PARA 11-3A; BLANK FOR ACTION INDICATOR 02. MUST = 1 THROUGH 6 (SEE TABLE 11 IN JWMM) IF AFTER 30 SEP 03; FOR PAYMENTS PRIOR TO 1 OCT 03, RATE CODES A-E AND 7 ARE ACCEPTED.
33-34	PROFICIENCY-PAY-TYPE CODE: CODE FROM PARAGRAPH 11-3B; BLANK FOR ACTION INDICATOR 02. IF PRO PAY TYPE CODE IS ONLY 1 POSITION, CHARACTER POSITION 34=BLANK.

Chapter 12

REENLISTMENT BONUS/ENLISTMENT BONUS

Section 12A—Enlistment Bonus.

12.1. Description. Enlistment or reenlistment bonuses may be authorized enlisted members who meet certain conditions set forth by the Secretary of the Air Force and the DoDFMR, Volume 7A, chapter 9.

12.2. Source of Input:

12.2.1. Initial Enlistment Bonus (SEB). MPF determines initial entitlement to IEB when member completes authorized training and is awarded the applicable Air Force specialty code (AFSC). MPF may cancel IEB if appropriate, by establishing a CMS case and referring it to the proper box at DFAS-DE.

12.2.2. **(DELETED)**

12.2.3. **(DELETED)**

Section 12B—Reenlistment Bonus

12.3. Source of Input:

12.3.1. Selective Reenlistment Bonus (SRB). MPF determines initial entitlement to SRB when member separates with immediate reentry, shows SRB multiplier, and indicates lump-sum or installment payment in the separation/reenlistment input. DFAS-DE computer programs compute amount payable for both the initial payment and annual installments.

12.3.2. Accelerated Selective Reenlistment Bonus. If a member's selective reenlistment bonus is set up for installment payments, early payment of unpaid balance or an installment may be authorized under AFI 36-2606. AFPC submits input to pay accelerated payment.

12.3.3. Broken Service Selective Reenlistment Bonus (BSSRB). BSSRB is paid to members who have a break in service of more than 3 months but not more than 4 years in certain critical AFSCs. This bonus is based on the member's basic pay at the time of separation from service. MPF inputs an EC03 transaction to DFAS-DE to have the BSSRB posted to the member's MMPA. Since research is required to determine the member's basic pay at the time of separation, DFAS-DE will establish an ACCS case on receipt of the EC03. BSSRB is due the member 90 days after arrival at the first PDS.

12.3.4. Selective Reenlistment, BSSRB Bonuses Unpaid at Separation. Special input is not required for payment of balance of SRB unpaid at separation. Separation program determines right to payment based on reason for separation. When unpaid SRB is payable, amount due is included in amount specified in separation pay authorization.

12.4. DFAS-DE Output:

12.4.1. SRB Installments. If the member is a central payee, then the anniversary payment is released on the effective date through electronic funds transfer system (EFTS) from the DFAS Central Site for the amount of installment, less tax if applicable. For local payees, DFAS-DE furnishes the FSO a pay authorization for the amount of installment, less tax if applicable, for payment on the effective date. If member has lost time since last SRB installment was paid, effective date of pay authorization shows deferment of that installment by number of days lost.

12.4.2. Accelerated SRB. Request for accelerated SRB payment generates an EFTS payment from DFAS for central payees or a pay authorization to the FSO for local payees. The EFTS payment or the pay authorization to the FSO is an amount less applicable tax deductions as computed from the data in MMPA.

12.5. FSO Action on DFAS-DE Output:

12.5.1. Separation/Reenlistment Output. Required actions in connection with DFAS-DE output from separation/reenlistment transactions are in **Chapter 53**.

12.5.2. Later Bonus Pay Authorizations:

12.5.2.1. Payment. For local payees, when FSO receives a pay authorization for an SRB installment, or accelerated SRB, pay member amount shown in pay authorization. Do not make payment before effective date shown in pay authorization.

12.5.2.2. Report of Payment. Report payment to DFAS-DE as shown in **Chapter 53**.

Chapter 13

HOSTILE FIRE (HFP) AND IMMINENT DANGER PAY (IDP)

13.1. Description. Members permanently assigned, PCS, or TDY in areas designated in the DoDFMR, Volume 7A, chapter 10, and meeting the conditions of entitlement outlined in that chapter, are entitled to imminent danger pay (IDP). Members in a non-designated area who are involved in a hostile fire pay incident can receive hostile fire pay (HFP). Members can be paid either HFP or IDP, but not both in the same month.

13.2. Source of Input. The FSO is the source of input for entitlement to either HFP or IDP. FID 23 is used with qualifiers indicating whether the entitlement is to HFP or IDP and under what conditions.

13.2.1. 2301 (IDP start) establishes entitlement for an indefinite period. Creates open FID 23 and FID BS. An open FID FL is created if HFP-IDP-QUALFR is 2, 4, or 6. COUNTRY-CODE and period of entitlement verified by on-line table 054, IDP Countries. (See **Figure 13.1**.)

13.2.2. 2302 (IDP stop) terminates entitlement to IDP if member becomes ineligible. * (See **Figure 13.1**.)

13.2.3. 2303 (HFP or IDP report) credits member with a one-time entitlement to HFP or IDP and is used only with inclusive dates.* (See **Figure 13.2**.)

13.2.4. 2305 (HFP or IDP correct) corrects an error in a previous transaction. (See **Figure 13.3**.)

13.2.5. 2306 (HFP or IDP cancel) cancels entitlement to HFP or IDP previously submitted. (See **Figure 13.2**) ***NOTE:*** *If a 2302 or 2303 transaction is received with a stop date in the current processing month, the transaction will appear in section 8 of the DTR and process on the first calendar day of the following month.

13.3. Substantiating Documents. Unit or Air Crew Commanders must authorize these entitlements, based on knowledge of a specific incident in a non-designated area or knowledge of a member's duty in a designated area. Do not include or attach classified or sensitive information to the substantiating or supporting document.

13.3.1. HFP should be reported on an AF Form 1881, Hostile Fire Pay Certification and MPO. When an AF Form 1881 is not available, DD Form 114, Military Pay Order, may be substituted, if it includes all pertinent information contained on the AF Form 1881 including: SSN, name, grade, organization, DoDFMR, Volume 7A Qualifying Rule, qualified inclusive period (From/To), description, location, time and date of incident, and certifying official's name, position, grade, signature and date.

13.3.2. IDP can be reported on an AF Form 1881 or published orders that reference a duty location in a designated area (per: DoDFMR Volume 7A, figure 10-1) and DD Form 1351-2, Travel Voucher or Sub-voucher, for determining the inclusive period of entitlement. However, published orders that do not include an itinerary or state a designated area are not adequate.

13.3.2.1. Members are entitled to receive IDP during the period of duty in the designated location. When the member provides his/her orders (DD Form 1610 or DTS authorization showing an assigned six digit authorization number), use them, along with a certified DD Form 114, to start the entitlement effective the date the member is due to arrive in the designated area. If only group orders are available, verify with personnel readiness that the member actually departed prior to starting the entitlement.

13.3.2.2. Members who return from designated locations lose entitlement to IDP at the end of the month of departure from that location. If the member returns to the PDS and does not have a copy of the travel voucher (i.e., filed with another organization), have the member create another voucher, including signature. That provides member certification of the facts. Submit the voucher to stop the entitlement. Advise the member to provide you a copy of the settled travel voucher, upon receipt, for use in verifying the dates as posted to the MMPA to ensure there was no over or underpayment.

13.3.3. For contingency operations or major deployments, the Joint Chiefs of Staff will issue processing procedures for starting IDP and other entitlements.

13.3.4. Members performing duty at Guantanamo Bay may be entitled to IDP if they are certified as performing qualifying duty "behind the wire". The certification memo and/or email from AFAFO are used as substantiating documentation for the entitlement.

13.3.5. For members receiving IDP and hardship duty pay – location (HDP-L), the total of these two pays is limited to $325 per month; therefore, regardless of the HDP-L amount designated for the area, the HDP-L in those cases is not to exceed $100 per month.

13.4. HFP or IDP Qualifiers. Areas authorized HFP/IDP are identified in Table 10-1 of the DoDFMR, Volume 7A. Areas authorized CZTE are identified in chapter 44 of the DoDFMR, Volume 7A. **Figure 13.4** provides applicable HFP or IDP entitlement codes with and without combat zone tax exclusion (CZTE).

13.5. CZTE Withholding Election. The CZ-DEDTN field will contain 0 when CZTE is not authorized. See **Chapter 56** for information when CZTE is authorized.

13.6. Proration of HFP or IDP Entitlement. If the HFP OR IDP is effective in the same month as the member's accession or separation, or if the member is subject to a total forfeiture, or is on excess leave for part of the month, the entitlement will be prorated.

13.7. HFP or IDP and CZTE. See **Chapter 56** for information on CZTE.

13.8. Effect of Leave on IDP Entitlement. The following examples illustrate periods of leave and HFP OR IDP entitlement. For these examples, the area was designated eligible for IDP on 15 May.

13.8.1. Member departs on leave 2 April and returns 11 May. Member is entitled to IDP for May.

13.8.2. Member departs on leave on 18 May and returns 28 June. Member is entitled to IDP for May and June.

13.8.3. Member departs on leave 25 May and returns 15 July. Member is entitled to IDP for May and July, but not for June.

13.9. HFP/IDP and FID BS Entry on the MMPA. The HFP/IDP extends the maximum leave amount that can be carried-over, for more information see **Chapter 44**. FID 2301 transaction will cause an open FID BS entry on the MMPA; when a 2302 is processed the MMPA must contain both an open FID 23 and BS, otherwise the 2302 will reject.

Figure 13.1. Formats to Start/Stop Hostile Fire/Imminent Danger Pay.

CHARACTER POSITION	DESCRIPTION
1-5	02301/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S
20-25	LAST NAME DATE START. YYMMDD 2301: EFFECTIVE DATE ENTITLEMENT SHOULD START. 2302: LAST DAY THROUGH WHICH ENTITLEMENT WAS IN
26-31	EFFECT. BLANK.
32	CZ-DEDTN: 2301: FOR ALL: 0-MEMBER NOT AUTHORIZED CZTE 1-NO TAXES WITHHELD. IF RETROACTIVE EFFECTIVE DATE WITHIN CURRENT YEAR, FITW AND/OR SITW WILL BE REFUNDED. 2-FITW AND SITW BASED ON TAXABLE WAGE MINUS MAXIMUM WAGE EXCLUSION AMOUNT FOR OFFICERS ONLY: 3-FITW AND SITW BASED ON TAXABLE WAGE WITHOUT REGARD TO WAGE EXCLUSION 4-PRIOR ELECTION FROM LATEST HISTORY 23 ENTRY. 2302: BLANK
33	HOSTILE FIRE/IMMINENT DANGER PAY QUALIFIER: 2301: SEE **Figure 13.4.** FOR APPLICABLE CODES, AND EXPLANATION OF EACH. 2303: BLANK.
34-35	COUNTRY WORLD (HFP/IDP). COUNTRY CODE AUTHORIZED HFP/IDP.

CHARACTER POSITION	DESCRIPTION
	2301: COUNTRY CODE AUTHORIZED HFP/IDP. SEE **Attachment 16**. SEE NOTE 1. 2302: BLANK.
36-53	BLANK.
54-55	COUNTRY WORLD (CZTE) 2301: BLANK, UNLESS IN A COUNTRY/LOCATION DESIGNATED AS AN AREA IN SUPPORT OF COMBAT ZONE OPERATIONS, AND IS DIFFERENT FROM CP 34 - 35. 2302: BLANK
56-67	BLANK.
68-80	COMMON DATA.
	NOTE 1: USE COUNTRY CODE 'XX' TO AVOID COMPROMISING CLASSIFIED OPERATIONS.

Figure 13.2. Formats to Report/Cancel Hostile Fire/Imminent Danger Pay.

CHARACTER POSITION	DESCRIPTION
1-5	02303/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START. YYMMDD 2303: EFFECTIVE DATE ENTITLEMENT STARTED 2306: DATE FROM ENTRY BEING CANCELED
26-31	DATE-STOP. YYMMDD. 2303: LAST DAY THROUGH WHICH ENTITLEMENT WAS EFFECTIVE. 2306: DATE FROM ENTRY BEING CANCELED.
32	COMBAT ZONE EXCLUSION CODE. 2301: FOR ALL: 0-MEMBER NOT AUTHORIZED CZTE 1-NO TAXES WITHHELD. IF RETROACTIVE EFFECTIVE DATE WITHIN CURRENT YEAR, FITW AND/OR SITW WILL BE REFUNDED. 2-FITW AND SITW BASED ON TAXABLE WAGE MINUS MAXIMUM WAGE EXCLUSION AMOUNT FOR OFFICERS ONLY: 3-FITW AND SITW BASED ON TAXABLE WAGE WITHOUT REGARD TO WAGE EXCLUSION 4-PRIOR ELECTION FROM LATEST HISTORY 23 ENTRY. 2302: BLANK
33	HOSTILE FIRE/IMMINENT DANGER PAY QUALIFIER: 2301: SEE **Figure 13.4.** FOR APPLICABLE CODES, AND EXPLANATION OF EACH. 2303: BLANK.

CHARACTER POSITION	DESCRIPTION
34-35	COUNTRY WORLD (HFP/IDP). COUNTRY CODE AUTHORIZED HFP/IDP. 2301: COUNTRY CODE AUTHORIZED HFP/IDP. SEE **Attachment 16**. SEE NOTE 1. 2302: BLANK.
36-53	BLANK.
54-55	COUNTRY WORLD (CZTE) 2301: BLANK, UNLESS IN A COUNTRY/LOCATION DESIGNATED AS AN AREA IN SUPPORT OF COMBAT ZONE OPERATIONS, AND IS DIFFERENT FROM CP 34 - 35. 2302: BLANK
56-67	BLANK.
68-80	COMMON DATA.
	NOTE 1: USE COUNTRY CODE 'XX' TO AVOID COMPROMISING CLASSIFIED OPERATIONS.

Figure 13.3. Formats to Correct Hostile Fire/Imminent Danger Pay.

CHARACTER POSITION	DESCRIPTION
1-5	02305
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE START. YYMMDD. CORRECT EFFECTIVE DATE ENTITLEMENT SHOULD HAVE STARTED OR ZEROES.
26-31	DATE STOP. YYMMDD. YYMMDD. CORRECT EFFECTIVE DATE ENTITLEMENT SHOULD HAVE STOPPED OR ZEROES.
32	COMBAT ZONE EXCLUSION CODE. 2301: FOR ALL: 0-MEMBER NOT AUTHORIZED CZTE 1-NO TAXES WITHHELD. IF RETROACTIVE EFFECTIVE DATE WITHIN CURRENT YEAR, FITW AND/OR SITW WILL BE REFUNDED. 2-FITW AND SITW BASED ON TAXABLE WAGE MINUS MAXIMUM WAGE EXCLUSION AMOUNT FOR OFFICERS ONLY: 3-FITW AND SITW BASED ON TAXABLE WAGE WITHOUT REGARD TO WAGE EXCLUSION 4-PRIOR ELECTION FROM LATEST HISTORY 23 ENTRY.
33	HOSTILE FIRE/IMMINENT DANGER PAY QUALIFIER. SEE **Figure 13.4.** FOR APPLICABLE CODES, AND EXPLANATION OF EACH.
34-35	COUNTRY WORLD (HFP/IDP). COUNTRY CODE AUTHORIZED HFP/IDP. COUNTRY CODE AUTHORIZED HFP/IDP. SEE **Attachment 16**. SEE NOTE 1.
36-53	

CHARACTER POSITION	DESCRIPTION
54-55	COUNTRY WORLD (CZTE). BLANK, UNLESS IN A COUNTRY/LOCATION DESIGNATED AS AN AREA IN SUPPORT OF COMBAT ZONE OPERATIONS, AND IS DIFFERENT FROM CP 34 - 35.
56-61	PRIOR START DATE. YYMMDD FROM ENTRY BEING CORRECTED OR ZEROES.
62-67	PRIOR STOP DATE. YYMMDD FROM ENTRY BEING CORRECTED OR ZEROES.
68-80	COMMON DATA. NOTE 1: USE COUNTRY CODE 'XX' TO AVOID COMPROMISING CLASSIFIED OPERATIONS.

Figure 13.4. HFP/IDP Qualifier Codes.

ENTITLEMENT REASON	CODE	DoDFMR REFERENCE (TABLE 10-1)
IDP without CZTE	1	Rules 1, 2
IDP with CZTE	2	Rules 1, 2
HFP without CZTE	3	Rule 3
HFP with CZTE	4	Rule 3
HFP without CZTE as a result of death, injury or hospitalization from hostile fire.	5	Rules 4, 5, 6
HFP with CZTE as a result of death, injury or hospitalization from hostile fire.	6	Rules 4, 5, 6
IDP with CZTE for members in an area designated to be in support of combat zone operations	7	

13.10. Combat-Related Injury Rehabilitation Pay (CIP). CIP was replaced by the Pay and Allowance Continuation (PAC) program, effective 15 May 2008. Eligible members received CIP through 31 May 08, with PAC beginning 1 June 08. PAC entitles the member to continue receipt of all pays and allowances received prior to hospitalization. See **paragraph 13.11** below for information on PAC. The information contained in **paragraph 13.10** and its subparagraphs is provided for historical purposes. CIP was a special pay for members who, while in the line of duty, incurred a wound, injury, or illness in a combat operation or designated combat zone and were evacuated from the combat operation or zone for medical treatment. Military members were considered hospitalized for the purposes of CIP if admitted as an inpatient in a military treatment facility or, for the purposes of receiving extensive outpatient rehabilitation or other medical care in a military treatment facility, in residence in quarters affiliated with the military health care system.

13.10.1. Entitlement. A member who was evacuated from the theater for medical treatment was entitled to CIP for each month the member was hospitalized for treatment of such wounds, injuries or illness, subject to the entitlement start and stop dates as described in **paragraph 13.10.3** and **13.10.4** below. Military members were considered hospitalized for the purposes of CIP if admitted as an inpatient in a military treatment facility or, for the purposes of receiving extensive outpatient rehabilitation or other medical care in a military treatment facility, in residence in quarters affiliated with the military health care system. Such wound, injury, or illness was considered "in the line of duty" unless it was the result of the member's own intentional misconduct or willful negligence, or incurred during a period of unauthorized absence.

13.10.2. Amount Payable. The monthly amount of CIP was $430 and was paid in addition to any other pay or allowance EXCEPT hostile fire/imminent danger pay (HFP/IDP); the monthly amount of CIP was offset by the HFP/IDP received by the member for the same month. CIP was not pro-rated, but paid for the entire month for any month in which the member was eligible to receive it.

13.10.3. Payment of CIP, on a monthly basis, was authorized beginning the month after the date on which the member was evacuated from the theater of the combat operation or

combat zone for medical treatment. CIP was not payable for any months prior to March 2006. If a member incurred a qualifying wound, injury, or illness before March 23, 2006, and the member continued to satisfy the eligibility criteria after that date, payment of CIP was authorized beginning March 2006 and continuing until the member was no longer entitled.

13.10.4. CIP eligibility for a member was stopped at the end of the first month during which any of the following applied:

13.10.4.1. The member was paid a benefit under Traumatic Servicemembers' Group Life Insurance (T-SGLI), or

13.10.4.2. The member received notification of the eligibility for a benefit under T-SGLI and a period of 30 days expired after the date of such notification, or

13.10.4.3. The member was no longer hospitalized in a military treatment facility or a facility under the auspices of the military health care system.

13.10.5. Once a member lost entitlement to CIP, eligibility could not be reestablished if the member was rehospitalized for the same injury, wound, or illness.

13.10.6. Processing in DJMS-AC. There was no base-level processing required for CIP. Each member who was identified as wounded, injured, or ill and was evacuated from a theater of combat operations was the subject of a CMS case established by HQ AFPC Casualty Matters. Those cases were monitored by the Special Assistance Branch at DFAS-DE. As part of the monitoring process, DFAS-DE ensured members were paid all entitlements due, to include CIP. CIP was paid in the 09 (save pay) entry on the MMPA.

13.10.6.1. If a member was identified as injured and did not receive the proper entitlements, contact HQ AFPC/DPWCS at DSN 665-3505.

13.10.6.2. If a member was receiving CIP at less than $430 per month, check to see if there was an open FID 23 (HFP/IDP) on the MMPA for the same period. If not, check to see if there was a CMS case and use it to query DFAS to determine the reason.

13.11. Pay and Allowances Continuation (PAC) Program. Effective 15 May 2008, the Pay and Allowances Continuation Program (PAC) replaced CIP. The information on CIP is provided for historical purposes. PAC provides for continuation of the pay and allowances an eligible member was receiving at the time the member was injured, wounded, or became ill, “in the line of duty” while serving in a combat operation or a combat zone, a hostile fire area, or while exposed to a hostile fire event (regardless of location), and is hospitalized for treatment of the wound, injury or illness. See **paragraph 13.11.3.3** below for definition of “in the line of duty” for PAC purposes. A member may receive payment under Traumatic Service members’ Group Life Insurance (T-SGLI) and remain entitled to payment under PAC.

13.11.1. Payment of Hardship Duty Pay – Location (HDP-L).

13.11.1.1. A member who is on temporary/deployed/attached duty of over 30 days duration in a designated hardship duty location for purpose of HDP-L, and who is wounded, injured, or becomes ill within the first 30 days of serving in the designated area, will be considered eligible for HDP-L at the time the wound, injury or illness is incurred.

13.11.1.2. If the member is determined eligible for HDP-L at the time the qualifying wound, injury or illness occurred, payment of HDP-L is continued under PAC.

13.11.2. Imminent Danger Pay/Hostile Fire Pay (IDP/HFP) and Combat Zone Tax Exclusion (CZTE).

13.11.2.1. IDP and CZTE continue beyond the previous 3 month (90 day) period.

13.11.3. PAC entitlement period.

13.11.3.1. Payment under PAC begins on the date of evacuation from the combat theater through the end of the first month beginning after the earliest of the following dates:

13.11.3.1.1. The date on which the member is returned for assignment to other than a medical or patient unit for duty (returned to his/her home base for duty);

13.11.3.1.2. The date on which the member is discharged, separated, or retired (including temporary disability retirement) from the uniformed service; or

13.11.3.1.3. One year after the date on which the member is first hospitalized for the treatment of the wound, injury, or illness, except that the Principle Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD)(P&R) may extend the termination date in six (6) month increments under extraordinary circumstances.

13.11.3.2. In addition to the entitlements the member was receiving at the time of evacuation, PAC entitles the member to the incidental and expense (IE) portion of per diem, $105 per month, prorated for the first month to the date of evacuation. For example, if a member is evacuated on 6 June 08, the PAC payment for June is $87.50 (30 days /$105.00 = 3.50 daily rate x 25 days = $87.50 due from 6-30 June). Each month thereafter, the member receives $105 per month.

13.11.3.3. Qualifying members are considered "in the line of duty" unless the illness, wound, or injury is the result of the member's intentional misconduct or willful negligence or is incurred during a period of unauthorized absence. A hospitalized member under the PAC program may initially be admitted as an inpatient and later receive outpatient rehabilitation or may receive some other form of appropriate medical care in a military treatment facility, a Veterans' Affairs or civilian hospital, or other treatment facility. The hospitalization may occur immediately or at a later time if the need for hospitalization is not initially evident.

13.11.4. Transition from CIP to PAC. A member may have qualified for CIP before the effective date of PAC and be eligible for payment under PAC. Beginning in June 08, that member will be paid under PAC.

13.11.5. Members may not receive payment under CIP and PAC at the same time.

13.11.6. Processing in DJMS-AC.

13.11.6.1. There is no base-level or AFFSC processing required under PAC. DFAS makes payment using FID 09, 23, with a save pay type of G, to pay the IE portion.

13.11.6.2. DFAS monitors the pay records daily to ensure members' are paid correctly for the authorized period and that entitlements are stopped when appropriate.

13.11.6.3. If a member you service is not receiving payment under PAC but appears to be entitled, contact HQ AFPC/DPWCS at DSN 665-3505.

Chapter 14

SPECIAL PAY-DIVING DUTY

14.1. Description. Individuals are entitled to special pay for diving duty if they meet the entitlement conditions outlined in the DoDFMR, Volume 7A, chapter 11.

14.2. Source of Input. FSO prepares and submits input for diving duty to DFAS-DE based on substantiating documents from the member's unit.

14.2.1. Prepare input as FID 21 to start, stop, report, change, correct or cancel (**Figure 14.2**):

14.2.1.1. Start - 2101. Establishes entitlement for an indefinite period.

14.2.1.2. Stop - 2102. Terminates entitlement when a member becomes ineligible for diving duty pay.

14.2.1.3. Report - 2103. Credits member with one-time entitlement for a specific period of time.

14.2.1.4. Change - 2104. Changes type of diving duty.

14.2.1.5. Correct - 2105. Corrects a previous action submitted with an error.

14.2.1.6. Cancel - 2106. Completely voids a previously processed transaction.

14.2.2. M-Series Orders/Commander's Memorandum for Diving Duty. These orders/memoranda are issued under authority of major commands and remain valid as long as the individual is required to maintain proficiency by frequent and regular dives. Diving duty orders do not contain an expiration date and they remain in effect during PCS, including delay enroute. The PCS orders will state whether diving duty will be performed at the TDY station and also the new permanent station. They also remain in effect upon discharge with immediate reenlistment. A copy of the diving duty orders should be kept in each individual's personnel record. The major command will rescind the diving duty order when the individual is no longer on diving status.

14.2.3. Military Pay Order (MPO), DD Form 114. Diving duty MPOs are prepared by member's unit and certified by the unit commander. (See **Figure 14.1**) In case of diving duty starts, the commander's certification attests to the following:

14.2.3.1. The M-Series Order (or memorandum with attached DD Form 114) is current.

14.2.3.2. The member is required to maintain proficiency as a diver by frequent and regular dives.

14.2.3.3. The member is actually performing diving duty.

14.3. Diving Duty and Hazardous Duty Incentive Pay (HDIP). When assigned by orders to both diving duty and hazardous duty, an enlisted member may be paid special pay for diving duty and one HDIP. Since ACIP is not considered an HDIP, an officer may be paid ACIP, diving duty pay, and one HDIP.

14.4. Diving Duty Types and Codes:

Officer Type	Enlisted Type
K-Scuba - $150	8-Scuba - $110
	P-Pararescue - $150

Figure 14.1. DD Form 114, Military Pay Order (Diving Duty Pay).

MILITARY PAY ORDER

MILITARY PAY ORDER NO: XX00000

ORGANIZATION AND STATION: 67th Military Airlift WG, Hamilton AFB CA

DATE: 1 Mar 94

TO DISBURSING OFFICER.
YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.

SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	REASON FOR CHANGE	YEAR FROM -	YEAR TO -
000-00-0000	Doe, John J. 35	Start diving duty pay reference special order #675 dtd 1 March 1994	1 Mar	FO

SYMBOL NO. (Entered by D.O.)	TYPED NAME AND GRADE OF CERTIFYING OFFICER	SIGNATURE OF CERTIFYING OFFICER
6802	S.S. Smith, TSgt, USAF	S. S. Smith

DD FORM 114
1 NOV 49

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Prescribed by Comptroller General U S
February 8, 1949

Figure 14.2. Formats to Start/Stop, Report/Cancel, Correct or Change Diving Duty Pay.

CHARACTER POSITION	DESCRIPTION
1-5	02101/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT SHOULD START OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID (STOP)
32	DIVER CLASS CODE (SEE PARA 14-4)
1-5	02103/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTS FOR 03/ZEROS FOR 06
26-31	YYMMDD ENTITLEMENT STOPS FOR 03/ZEROS FOR 06
32	DIVER CLASS CODE (SEE PARA 14-4)
1-5	02104
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER’S LAST NAME
20-25	YYMMDD ENTITLEMENT IS CHANGED

CHARACTER POSITION	DESCRIPTION
32	DIVER CLASS CODE (SEE PARA 14-4)
1-5	02105
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD ENTITLEMENT SHOULD START OR
26-31	ZEROS CORRECT YYMMDD ENTITLEMENT SHOULD
32	STOP OR ZEROS DIVER CLASS CODE (SEE PARA 14-4)
56-61	PRIOR DATE START: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR DATE STOP: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS

Chapter 15

OVERSEAS TOUR EXTENSION PAY

15.1. Description. Overseas tour extension incentive pay is a special pay for certain eligible members. For entitlement information, see DoDFMR, Vol 7A, Chapter 14. Compensation for the extension is available as:

15.1.1. Monthly installments not to exceed $80 per month.

15.1.2. Annual bonus not to exceed $2000 payable in lump sum or eleven monthly installment payments of $166.66 and one installment of $166.74.

15.1.3. 30-day non-chargeable leave.

15.1.4. 15-day non-chargeable leave plus round-trip transportation at government expense.

15.2. Source of Input. (Workaround) The current method of processing this entitlement is for the MPF to set up a CMS case on the individual entitled and refer to the DFAS AC CEFIP/FLPP/OTEIP box with all required information. Central site pays OTEIP using the FID 31 for enlisted and FID 08 for officers. ***NOTE:*** The new FCPS (forward compatible pay system) will use the FID 18 submitted by the MPF to make payment. The FID 18 format will be included with the new system requirements to be implemented at a later date.

15.3. Recoupment. If a member enters an extension and receives the lump sum payment, and is then curtailed (due to other than mission requirements), a recoupment rate of $166.66 per month is established on the member's MMPA for each month, or portion thereof, by which the tour is shortened. ***Example:*** member serves 18 days in January; collection is $166.66 for the month of January. Personnel will provide the DD Form 139 indicating member notification of the debt and the total dollar amount of debt. If the member cannot afford to repay the full amount all at once, set a repay rate as required for a debt to the U.S. (see DFAS-DEM 7073-1, chapter 69). In no case will the collection be less than $50.00 per month."

15.4. Assignment Incentive Pay – Korea. On 27 April 2004, the Principal Deputy Under Secretary of Defense, Personnel and Readiness, authorized the Air Force AIP Korea (KAIP) assignment program.

15.4.1. Airmen who volunteer to serve a 24 month unaccompanied or 36 month accompanied tour before arriving in Korea, and who enter such agreement prior to completion of the first 30 days in country, will receive $300 per month, prorated from the date of arrival through their new tour end date.

15.4.2. KAIP is paid by DFAS-DE using the 09, FID 30, based on CMS cases from personnel. Personnel also notifies DFAS, via CMS case, to stop the entitlement.

15.4.3. KAIP is stopped upon termination of the contract or curtailment of the agreed-upon tour of duty for any reason, either voluntary or involuntary. Entitlement to KAIP is also terminated if the member is determined to be absent without leave or enters confinement.

15.4.4. Payment of KAIP is prorated for partial months served in the assignment.

15.4.5. Airmen who elect KAIP are not eligible for concurrent OTEIP or IPCOT.

15.5. Critical Skills Assignment Incentive Pay (CSAIP).

15.5.1. Air Force personnel in Combat Control (1C2XX) and Pararescue (1T2XX) Air Force Specialties (AFSCs) and CCMs at AFSOC and SOCOM with the 2AFSC of 1C2XX and 1T2XX may be eligible for CSAIP. Members who meet these criteria and sign an agreement to remain on active duty for the required period will receive CSAIP in the amount of $750 per month.

15.5.2. CSAIP is paid by DFAS-DE using the 09, FID 30, based on CMS cases from the personnel office. Personnel also notifies DFAS, via CMS case, to stop the entitlement.

15.5.3. Members may not receive payment under CSAIP and AIP for 24th STS for the same period.

15.5.4. The CSAIP agreement is effective from the date the member signs until the high year tenure for the current grade held at the time of the agreement. The agreement must be for a minimum of 1-year.

15.5.5. Recoupment. Any portion of the money unearned due to retirement or separation will be recouped.

15.6. Other Types of AIP.

15.6.1. Special Mission Unit members in enlisted operator billets in the 24th Special Tactics Squadron (STS), who sign agreements to serve an additional period (12 to 36 months) in a 24th STS billet, are entitled to $750 per month AIP. Only members who have already served a minimum of 12 months in operator billets are eligible.

15.6.1.1. Airmen may not receive payment of AIP for 24th STS and CSAIP for SOCOM MFP-11 Special Operations Forces for the same period.

15.6.1.2. AIP for 24th STS is paid, by DFAS-DE, using the 09, FID 30 (SDAP), based on CMS cases from the personnel office. Personnel also notifies DFAS, via CMS case, to stop the entitlement.

15.6.1.3. Members lose entitlement to AIP for this service if they are permanently reassigned to another billet, or are AWOL or in confinement.

15.6.2. Assignment Incentive Pay – Creech AFB. Due to the need for increasing manning at Creech over the next few years, AF has implemented an AIP for members who agree to serve/extend assignments there.

15.6.2.1. Entitlement to AIP for Creech is based on a signed agreement. Members are entitled to $300 per month for the first 3 years service and, if they extend, may be paid $750 per month after 3 years time on station. Entitlement is prorated. ***Example:*** Member reaches the 3-year point on the 15th of the month. That member's entitlement is $10 per day for the first 15 days of the month and $25 per day for the last 15 days of the month.

15.6.2.2. DFAS-DE pays AIP for Creech AFB using the 09, FID 30, based on CMS cases from the personnel office. Personnel also notifies DFAS, via CMS case, to stop the entitlement.

15.6.2.3. Members lose entitlement to AIP for assignment to Creech upon departure or reassignment from Creech AFB, AWOL or confinement.

Chapter 16

AVIATOR RETENTION BONUS

16.1. Purpose. This chapter outlines policy, responsibilities, and procedures for payment of aviator retention bonus to eligible career pilots via DJMS.

16.2. Applicability and Scope. This chapter applies to all eligible members of the Armed Forces paid by DJMS.

16.3. Policy. An aviation officer entitled to aviation career incentive pay who makes a written agreement to remain on active duty in aviation service for at least 1 year, may be entitled to an aviator retention bonus as provided in this chapter. Additional entitlement information is contained in DoDFMR, Volume 7A, chapter 20. Further guidance and direction for personnel is contained in AFI 36-3004, Aviation Continuation Pay (ACP) Program.

16.4. Responsibilities. The following identifies the organizations involved in the Aviator Retention Bonus Program, and their associated responsibilities:

16.4.1. HQ USAF/DPPC:

16.4.1.1. Initiate program annually as funding is approved by passage of the National Defense Authorization Act (NDAA) by Congress.

16.4.1.2. Provide eligibility criteria for program.

16.4.1.3. Forward documentation on newly eligible members to MPF.

16.4.2. HQ AFPC/DPAOY:

16.4.2.1. Establish and execute Aviator Retention Bonus Program.

16.4.2.2. Provide instructions to MPF.

16.4.2.3. Maintain the master copy of all aviator retention bonus agreements for input to master personnel records.

16.4.2.4. Provide implementation message to DFAS-DE for dissemination to FSO.

16.4.2.5. Provide initial update of aviator retention bonus to DFAS-DE for input to DJMS.

16.4.2.6. Provide, in writing, to DFAS-DE/FJPA, corrections to all updates, start and stop dates, recoupments, or reinstatement of aviator retention bonus, including medical disqualification.

16.4.3. MPF:

16.4.3.1. Provide guidance to commanders to brief eligible members.

16.4.3.2. Forward completed aviator retention bonus agreements received from commanders and eligible members to HQ AFPC/DPAOY.

16.4.4. Commanders and eligible members: complete and forward aviator retention bonus agreements to MPF.

16.4.5. FSO:

16.4.5.1. Provide customer service to recipient of aviation retention bonus via MMPA inquiries. Direct the member to the local MPF is the member's entitlement is not on the MMPA.

16.4.5.2. Provide manual estimate of the member's entitlement based on payment option. No DJMS input is required by the FSO.

16.4.6. DFAS-DE:

16.4.6.1. Provide annual instructions and current policy information to FSO regarding maintenance and payment of aviator retention bonus to pilots identified by the Aviator Retention Bonus Report. This report contains annual payment amounts, dates required to determine exact length of the contract, and payment option.

16.4.6.2. Generates initial and installment payments based on the effective date the member signed to aviation retention bonus agreement.

16.5. Aviator Retention Bonus Format IDs (FID) and MMPA Entries. These transactions appear on the MMPA as FID 38 and create FID PR payment authorizations.

16.5.1. 3803 (ACP Report). AFPC inputs from 10 to 120 days prior to the effective date. Affects the MMPA as follows:

16.5.1.1. Closes the FID 38 entry effective current month.

16.5.1.2. Creates R9 entry.

16.5.1.3. Creates PR authorization.

16.5.1.4. Creates future entry.

16.5.1.5. Creates LES remark.

16.5.2. 3806 (ACP cancel). AFPC cancels an open aviator retention bonus entitlement. Transaction rejects is an NC (MEMO entry) is not present.

16.5.3. 3813 (ACP accelerate). Initiates the acceleration of the aviator retention bonus. R9 and future entries are updated or closed, and a PR authorization is generated. (Input by DFAS-DE only).

16.5.4. FID R9 (Bonus data). Stores information contained in the 3803 transaction.

16.5.5. FID PR (Bonus payment). Reports, corrects, or cancels an aviator retention bonus payment (see **Figure 16.2**). See **Figure 16.3** for PR26 Release Format.

16.5.6. FID NC (MEMO entry). Created when the 3803 transaction is input 11 to 120 days prior to the effective date.

16.5.7. FID RA (Recoupment). Contains the amount to be recouped from officers who will separate (or otherwise become ineligible to receive the entitlement) prior to completion of the period of the agreement.

16.6. Manual Payment Computation Examples. The following options of the manual payment computations are for information purposes only. ***Example:*** An officer entitled to ACIP with a written agreement to remain on active duty to complete 14 years of commissioned service. Contract start and stop dates are 1 June 1995 and 30 December 1999, respectively.

16.6.1. Option 1 - initial payment equal to 50% of the total authorized amount, with the balance paid in equal annual installments.

16.6.1.1. Compute the daily rate by dividing maximum annual amount per DoDFMR ($12,000 for each year covered by the agreement, if the officer agrees to remain on active duty to complete 14 years of commissioned service, or $6,000 for each year covered by the agreement, if the officer agrees to remain on active duty for 1 or 2 years) by 360 to obtain a daily rate, i.e., $12,000/360 = $33.33333 per day.

16.6.1.2. Compute length of time covered by the agreement by subtracting contract start date from contract stop date:

	Year	Month	Day
	99	12	30
	95	06	01
=	4	6	29 + 1 (inclusive days)

16.6.1.3. Compute total number of days covered by the agreement by multiplying number of years X 360 days + number of months X 30 days + number of days, i.e., 4 years X 360 + 6 months X 30 + 30 = 1,650 days.

16.6.1.4. Compute total authorized amount by multiplying total number of days covered by the agreement by the daily rate, i.e., 1650 X 33.33333 = $55,000.

16.6.1.5. Compute initial payment amount by multiplying total authorized amount by .50, i.e., $55,000 X .50 = $27,500.

16.6.1.6. Compute daily rate for remaining annual installments by dividing remaining amount, by the number of days remaining in the agreement, i.e., $27,500 ($55,000 - $27,500 initial payment)/1290 days (1,650 - 360 days) = $21.31782. Initial payment and remaining installments will be computed as follows:

1st Year (950601-960530) - $27,500.00 ($55,000 X .50)

2nd Year (960601-970530) - $7,674.42 (360 days X $21.31782)

3rd Year (970601-980530) - $7,674.42 (360 days X $21.31782)

4th Year (980601-990530) - $7,674.42 (360 days X $21.31782)

5th Year (990601-991230) - $4,476.74 (total amount of contract - amounts paid to date = final payment amount)

16.6.1.7. FITW will be deducted at the flat rate of 25%. SITW (if applicable) will be deducted at the one-time payment rate corresponding to the member's state of legal residence.

16.6.2. Option 2 - annual installments for the period of the agreement.

16.6.2.1. Perform steps 1 through 4 from Option 1.

16.6.2.2. Member will receive $12,000 (gross) each year, with the exception of the final year which will be $7000. Payments are as follows:

1st Year (950601-960530) - $12,000.00 (360 days X $33.33333)

2nd Year (960601-970530) - $12,000.00 (360 days X $33.33333)

3rd Year (970601-980530) - $12,000.00 (360 days X $33.33333)

4th Year (980601-990530) - $12,000.00 (360 days X $33.33333)

5th Year (990601-991230) - $7,000.00 (total amount of contract - amounts paid to date = final payment amount)

16.6.2.3. FITW will be deducted at the flat rate of 25%. SITW (if applicable) will be deducted at the one-time payment rate corresponding to the member's state of legal residence.

Figure 16.1. Formats to Report/Cancel or Accelerate ACP.

CHARACTER POSITION	DESCRIPTION
1-5	03803/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE OF ACP
26-32	FOR 3803, AMOUNT OF ANNUAL PAYMENT; FOR 3806, BLANK
34-39	FOR 3803, EXPIRATION DATE OF ACP; FOR 3806, BLANK
40	FOR 3803: 1--PAYMENT OPTION 50% OR 2--PAYMENT OPTION FOR ANNUAL INSTALLMENTS FOR 3806, BLANK
1-5	03813
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20	NUMBER OF INSTALLMENTS TO BE PAID--1 THRU 6
21-22	FY FUNDS TO BE CHARGED
23	FILLER

Figure 16.2. Format to Report/Cancel or Correct Payments of Aviator Continuation Pay.

CHARACTER POSITION	DESCRIPTION
1-5	0PR03/06 OR APR05 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD DATE OF PAYMENT VOUCHER
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B--ARMY C--NAVY D--MARINES G--COAST GUARD M--STATE DEPARTMENT
27-30	ACCOUNTABLE ADSN: ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO; OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY)
32-39	VOUCHER NUMBER
40-48	AMOUNT OF PAYMENT IN DOLLARS AND CENTS
49-51	CLEAR ACCOUNT ID: 510--OFFICER 530--ENLISTED
65	RESERVED FOR DFAS-DE USE

CHARACTER POSITION	DESCRIPTION
67	CHECK DIGIT (COMPUTER GENERATED) NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 16.3. Format to Release PR Authorization.

CHARACTER POSITION	DESCRIPTION
1-5	0PR26
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF ONE-TIME PAY AUTHORIZATION
26	GOVERNMENT AGENCY: A--AIR FORCE
27-30	PAYING ADSN
32-39	VOUCHER NUMBER
40-48	AMOUNT OF ONE-TIME PAYMENT
49-51	CLEARING-ACCOUNT-ID: 510—ENLISTED 530—OFFICER

Chapter 17

ENGINEERING AND SCIENTIFIC CAREER CONTINUATION PAY (ESCCP)

17.1. Description. Officers meeting the conditions of entitlement to ESCCP as described in the DoD- FMR, Volume 7A, chapter 16, may receive either a lump sum or yearly installment not to exceed $3,000 for each year of obligated service agreed to in the written agreement.

17.2. Source of Input. AFPC establishes entitlement to ESCCP using a 3203 transaction. Processed transactions will appear in section 6 of the member's servicing FSO's DTR; partially processed or rejected transaction appears in Section 3.

17.3. Payment. For central payees, installments of this type bonus are paid from central site through the electronic funds transfer system (EFTS). Local payees are paid via the one-time pay authorization list at base level. When a member is paid by EFTS, base level is notified by message on the one-time pay authorization list, instead of receiving a pay authorization to make payment locally. Members in a TDY or PCS status, who are central payees, will have their installments released to EFTS on the effective date. Locally paid members, who are TDY, may receive those payments from the TDY FSO. Locally paid members, who are in PCS status may be paid the installments by any FSO since no pay authorization will be issued. In this case, gaining FSOs should determine if the payment was made by another FSO before routinely issuing a bonus payment.

Figure 17.1. AFPC Format for Engineering Scientific Bonus.

CHARACTER POSITION	DESCRIPTION
1-5	03203
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST
21-26	NAME DATE-START: YYMMDD OF
28	EFFECTIVE DATE YEARS OF
31	CONTRACT
33	BONUS-TYPE: 1=$3,000 PER YEAR 2=$2,500 PER YEAR
	ENGINEERING SCIENTIFIC BONUS (ESB) AUTHORIZATION INDICATOR: 1 IF ESB IS AUTHORIZED TO BE PAID IN ONE PAYMENT (LUMP SUM) 2 IF ESB IS AUTHORIZED TO BE PAID IN 50% AND ANNUAL INSTALLMENTS

Chapter 18

HARDSHIP DUTY PAY (HDP)

18.1. Description. There are currently 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 and officers and limited to no more than $300 in any one month. See DoDFMR, Vol 7A, Chapter 17, for more specific conditions of entitlement.

18.1.1. HDP-L is paid based on location and replaces the old Foreign Duty Pay (FDP). (***NOTE:*** Members who arrived PCS at an old HDP-L (FDP) area before 01/01/02 are entitled to the old HDP-L for that area until they PCS. Therefore, do not automatically stop the FID 22. See **paragraph 18.3** for FID 22 processing instructions. No member is entitled to both the new and the old for the same dates.)

18.1.2. HDP-M is paid at the rate of $150 and is based on the mission the member is performing. The qualifying missions are specified in the DoDFMR, Vol 7A, chapter 17.

18.2. Source of Input of HDP Transactions (FID 14).

18.2.1. HDP-L is paid by the FSO using format ID (FID) 14. The FID 14 requires both the duty-type field and the location code from DJMS table 118.

18.2.1.1. The Duty-Type field requires either an "M" for Mission or "L" for Location.

18.2.1.2. Location Codes can be found in DJMS under Table 118. The location code determines the amount paid to the member. ***Example:*** Location code AK001 is ALASKA, ATTU and the rate in the table is $150.00.

18.2.1.3. See **paragraph 18.1.2** for information regarding entitlement to HDP-M.

18.2.2. Process a 1401 (**Figure 18.3**) to start the entitlement once the member has been in country for over 30 days.

18.2.3. Process a 1402 to stop the entitlement when the travel voucher is filed at the end of the period in the qualifying country.

18.2.4. Process a 1403 to report the entitlement.

18.2.5. Process a 1404 to change the entitlement.

18.2.6. Process a 1405 to correct the entitlement.

18.2.7. Process a 1406 to cancel the entitlement.

18.3. Input of the Old FDP/HDP-L Transactions for those Members who were Already on Station in a Qualifying (FDP) Area Before 01/01/02. These are the only members who are entitled to the old HDP-L for that area until they PCS. Therefore, do not automatically stop the FID 22 if currently on a member's record. Research the entitlement to determine whether it is valid.

18.3.1. 2201 (HDP-L Start) establishes the HDP-L for an indefinite period (**Figure 18.1**).

18.3.2. 2202 (HSP-L Stop) terminates entitlement when a member becomes ineligible (**Figure 18.1**). The member is no longer entitled when:

18.3.2.1. Departs the station as a result of permanent change of station.

18.3.2.2. Member is in a non-pay status.

18.3.2.3. Leaves the old (HDP-L (CP)) area of entitlement for a TDY and becomes entitled to a higher rate of HDP-L (DA)) for the period of TDY and becomes entitled to a higher rate of HDP-L (DA) for the period of TDY; entitlement to old HDP-L resumes upon member's return to PDS, if grandfathered at the PDS.

18.3.3. 2203 (HDP report) establishes HDP as a one-time entitlement with specified inclusive dates (**Figure 18.1**).

18.3.4. 2205 (HDP correct) corrects an erroneous HDP transaction (**Figure 18.2**).

18.3.5. 2206 (HDP cancel) voids a previous HDP start or report transaction (**Figure 18.1**).

18.4. Substantiating Documents.

18.4.1. For HDP-L, use the member's orders assigning him/her to a qualified area.

18.4.2. For HDP-M, use the member's orders to the specific mission.

Figure 18.1. Formats to Start/Stop, Report/Cancel Hardship Duty Pay.

CHARACTER POSITION	DESCRIPTION
1-5	02201/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT SHOULD START OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID (STOP)
32-33	DUTY-COUNTRY: FOR ACTION INDICATOR 01 -- COUNTRY WHERE MEMBER'S TDY STATION IS LOCATED, SEE NOTE AND **Attachment 16** FOR ACTION INDICATOR 02 -- COUNTRY OR NON-CONUS STATE WHERE MEMBER'S NEXT DUTY STATION (TDY OR PERMANENT) IS LOCATED IF MEMBER LOSES ENTITLEMENT TO HDP WHILE AT CURRENT DUTY STATION, ENTER COUNTRY OR NON-CONUS STATE FOR CURRENT DUTY STATION
OR	
32-33	DUTY-NON-CONUS-STATE: FOR ACTION INDICATOR 01 -- NON-CONUS STATE WHERE MEMBER'S TDY STATION IS LOCATED, SEE NOTE AND **Attachment 14** AND **Attachment 16** FOR ACTION INDICATOR 02 -- COUNTRY OR NON-CONUS STATE WHERE MEMBER'S NEXT DUTY STATION (TDY OR PERMANENT) IS LOCATED IF MEMBER LOSES ENTITLEMENT TO HDP WHILE AT CURRENT DUTY STATION, COUNTRY OR NON-CONUS STATE FOR CURRENT DUTY STATION
34	HARDSHIP DUTY TYPE: L - LOCALITY M – MISSION

CHARACTER POSITION	DESCRIPTION
1-5	02203/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS FOR 03/ZEROS FOR 06
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS FOR 03/ZEROS FOR 06
32-33	DUTY-COUNTRY: COUNTRY WHERE MEMBER'S TDY OR PDS STATION IS LOCATED, SEE NOTE AND **Attachment 16**
OR	
32-33	DUTY-NON-CONUS-STATE: NON-CONUS STATE WHERE MEMBER'S TDY OR PDS STATION IS LOCATED, SEE NOTE AND **Attachment 14**
34	***NOTE:*** WHEN PROCESSING AN ENTITLEMENT TO HARDSHIP DUTY PAY FOR CLASSIFIED LOCATIONS, COUNTRY CODE SHOULD BE XX TO AVOID COMPROMISING THE CLASSIFICATION HARDSHIP DUTY TYPE: L - LOCALITY M – MISSION

Figure 18.2. Format to Correct Hardship Duty Pay.

CHARACTER POSITION	DESCRIPTION
1-5	02205
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OR ZEROS
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP OR ZEROS
32-33 OR	DUTY-COUNTRY: COUNTRY WHERE MEMBER'S TDY OR PDS STATION IS LOCATED, SEE NOTE AND **Attachment 16**
32-33	DUTY-NON-CONUS-STATE: NON-CONUS STATE WHERE MEMBER'S TDY OR PDS STATION IS LOCATED, SEE NOTE AND **Attachment 14**
34	HARDSHIP DUTY TYPE: L - LOCALITY M - MISSION
56-61	PRIOR-DATE-START: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS
	NOTE: WHEN PROCESSING AN ENTITLEMENT TO FOREIGN DUTY PAY FOR CLASSIFIED LOCATIONS, COUNTRY CODE SHOULD BE XX TO AVOID COMPROMISING THE CLASSIFICATION

Figure 18.3. Formats to Start/Stop, Report/Cancel or Correct Hardship Duty Pay – Location.

CHARACTER POSITION	DESCRIPTION
1-5	01401/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT SHOULD START OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID (STOP)
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
1-5	01403/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS FOR 03/ZEROS FOR 06
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS FOR 03/ZEROS FOR 06
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
1-5	01405
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OR ZEROS

CHARACTER POSITION	DESCRIPTION
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP OR ZEROS
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
56-61	PRIOR-DATE-START: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS

Chapter 19

SEA DUTY

19.1. Description. Sea duty pay and/or career sea pay premium are payable to E-4s and above who are entitled to such pay as shown in the DoDFMR, Volume 7A, chapter 18. Sea duty pay and career sea pay premium are stopped by processing a PCS departure transaction (SH03), or upon receipt of an E603 transaction for a change of category (enlisted to officer). If member is still entitled to sea duty pay/career sea pay premium, a new start transaction must be input.

19.2. Source of Input. FSOs prepare input for all sea duty pay transactions based on substantiating documentation provided by member's commander or temporary duty (TDY) travel voucher. Prepare FID 27 input as shown in **Figure 19.4** through **Figure 19.5**.

19.2.1. Start Sea Duty - 2701. Opens entitlement on the MMPA.

19.2.2. Stop Sea Duty - 2702. Closes the open entitlement and the Career Sea Pay premium entry, if applicable.

19.2.3. Report Sea Duty - 2703. Credits member with one-time entitlement for a specific period of time.

19.2.4. Change Sea Duty - 2704. Changes the vessel category in an open 27 transaction. Closes the open entitlement and creates a new open entry reflecting the new data.

19.2.5. Correct Sea Duty - 2705. Corrects a previous transaction submitted with an error.

19.2.6. Cancel Sea Duty - 2706. Cancels sea duty previously input.

19.3. Vessel Categories. There are 3 categories of vessels:

19.3.1. Category A. Vessel is in active status, in commission or in service, whose primary mission is accomplished underway. Members are entitled to payment of career sea pay.

19.3.2. Category B. Vessel is in active status, in commission or in service, whose primary mission is accomplished in home-port, or in a port 50 miles or less from home-port. Members are not entitled to payment of career sea pay. Reference **paragraph 19.7**.

19.3.3. Category C. Also considered a category B vessel, but vessel is underway, or in a port more than 50 miles from home-port. Members are entitled to payment of career sea pay.

19.4. Sea Duty Counter FID T2. The T2 is a counter that accumulates the members' creditable sea duty time. The sea duty time is used to create a future date for longevity (sea duty time) rate increases. DJMS-AC will automatically add creditable sea duty time from FID 27 entry. This entry will always remain open and will show total days of sea duty. T205 transactions to adjust the T2 are restricted to DFAS-DE/FJP.

19.4.1. Initial Period of Sea Duty for Member. The initial 27 (2701/2703) entry, for a member who has no previous sea duty time, will automatically create the T2. DJMS will add the correct amount of sea duty time to the counter.

19.4.2. Adjustments for Periods Outside IAS. The field will provide the details to central site by message. The center will adjust the sea duty pay utilizing unique transactions. They will process a T205 to correct the T2. The T2 adjustment will be followed by a 2705 transaction that has dates matching the earliest sea pay entry on the MMPA. This will initiate the recalculation of pay within IAS affected by the adjustment and create a new longevity future for sea pay.

19.4.3. Correcting T2 for Erroneous Sea Time. The field will provide the correct data to central site by message. The center will process a T205 to correct the T2. The T2 adjustment will be followed by a 2705 transaction that has dates matching the earliest sea pay entry on the MMPA. This will initiate the recalculation of pay within IAS affected by the adjustment and create a new longevity future for sea pay.

19.4.4. Correcting Previous Sea Pay Entries that are Within IAS and are on the MMPA. The field will input appropriate 27 transactions. These transactions will adjust the T2 and initiate the recalculation of pay within IAS affected by the adjustment and create a new longevity future for sea pay.

19.5. Grades 31 thru 33. Grades below 34 do not receive sea pay, however, they do receive credit for sea duty time. FID 27 transactions will be input with the appropriate vessel category for these members, and DJMS will automatically credit sea duty time. When the member is promoted to grade 34, the appropriate rate of pay will be started.

19.6. Officer Under 3 Years Sea Duty. Officers with less than 3 years of sea duty do not receive sea pay, however, they do receive credit for sea duty time. FID 27 transactions will be input, with the appropriate vessel category, for these officers and DJMS will automatically credit sea time. When the 3 year point is reached, the appropriate rate of pay will be started.

19.7. Members Aboard Category B Vessel. Members serving aboard category B vessels do not receive sea pay, however, they do receive credit for sea duty time. FID 27 transactions will be input for these members and DJMS will automatically credit sea time. For periods of time when the vessel is underway or in a status which authorizes sea pay, input FID 2704 category change to switch to and from non-paying status and paying status.

19.8. Restriction. Foreign duty pay cannot be paid for the same period as sea pay except when member is aboard a category B vessel or when there is a period on non-pay sea pay (see **paragraphs 19.5** and **19.7** above.)

19.9. Substantiating Documents. Use DD Form 114, Military Pay Order (MPO), or special orders certified by the member's commander assigning member to sea duty showing the date member reported and departed sea duty pay location (see **Figure 19.5**). Use travel settlement vouchers to determine periods of entitlement while TDY.

19.10. Procedures. If a document showing the performance of sea duty is received, determine if member was previously paid for that period of sea duty. If the member claims previous unpaid periods of sea duty on a vessel, determine the previous periods. Use all means available (MMPA histories, military pay records, personnel records, orders, etc.) to determine actual inclusive dates served. Convert to total days of sea duty based on 30 day months and use the result to verify the T2 data on the MMPA.

19.10.1. Obtain AF Form 3125, General Purpose. Title the form "Record of Sea Duty Performance." Insert these sub-headings:

19.10.1.1. Document Reference

19.10.1.2. Document Date

19.10.1.3. Date Start

19.10.1.4. Date Stop

19.10.1.5. Number of Days

19.10.1.6. Less: Non-creditable

19.10.1.7. Creditable Days

19.10.1.8. Cumulative Days

19.10.2. Complete the AF Form 3125 as follows and file in the Management Case File (MCF). Reference **Figure 19.2**.

19.10.2.1. Assigned to Sea Duty:

19.10.2.1.1. Document Reference - Enter order number or MPO number.

19.10.2.1.2. Document Date - Enter date of orders or date of MPO.

19.10.2.1.3. Date Start - Enter effective date of entitlement start. See DoDFMR, Volume 7A.

19.10.2.1.4. Date Stop - Leave blank.

19.10.2.1.5. Number of Days - Leave blank.

19.10.2.1.6. Less Non-creditable - Leave blank.

19.10.2.1.7. Creditable Days - Leave blank.

19.10.2.1.8. Cumulative Days - Leave blank.

19.10.2.2. Termination of Sea Duty:

19.10.2.2.1. Document Reference - Enter order number or MPO number.

19.10.2.2.2. Document Date - Enter date of orders or date of MPO.

19.10.2.2.3. Date Start - Leave blank.

19.10.2.2.4. Date Stop - Enter last day the member performed duty.

19.10.2.2.5. Number of Days - Subtract date start (of last entry on AF Form 3125) from date stop (inclusive days). Use actual calendar days, not 30-day month.

19.10.2.2.6. Less Non-creditable - See DoDFMR, Volume 7A, table 18-1, to determine non-creditable periods of service.

19.10.2.2.7. Creditable Days - Subtract non-creditable days from number of days.

19.10.2.2.8. Cumulative Days - Add creditable days to the previous cumulative days.

19.10.2.2.9. Give member a copy of the completed AF Form 3125 and advise member to file it with his or her permanent records to assist the FSO in verifying previous sea duty periods should he or she be entitled to sea duty pay again in the future.

19.11. Career Sea Pay Premium Input Format. Prepare Format ID 37 input as shown in **Figure 19.6** for entitled members.

19.11.1. Start Career Sea Pay - 3701. Establishes the $100 per month entitlement for an indefinite period.

19.11.2. Stop Career Sea Pay - 3702. Terminates entitlement when a member becomes ineligible for sea duty pay. When a Career Sea Pay stop is input, the Career Sea Pay Premium entry will be programmatically stopped the same date.

19.11.3. Report Career Sea Pay - 3703. Credits member with one-time entitlement and is used only with inclusive dates.

19.11.4. Correct Career Sea Pay - 3705. Corrects a previous action submitted with an error.

19.11.5. Cancel Career Sea Pay - 3706. Completely voids a previous submission.

19.12. Career Sea Pay Tables. See DoDFMR, Volume 7A, chapter 18, tables 18-1 through 18-4B for the appropriate rate.

Figure 19.1. DD Form 114, Military Pay Order (for Sea Duty Pay).

MILITARY PAY ORDER			MILITARY PAY ORDER NO XX00000	
ORGANIZATION AND STATION FO 617th Combat Support Sq APO SF California 96819			DATE 1 Feb 1994	
TO DISBURSING OFFICER. YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.				
SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	REASON FOR CHANGE	YEAR FROM -	 TO -
000-00-0000 CC 6-14	Smith, John E-7 CC 15-19 (State location or name of vessell entitling member to sea duty pay and date arrived for duty.)	CC 4-5 Start Sea Duty Pay Name of Vessel: USS Bon Homme Richard Date Arrived for Duty 1 Feb 1994	1 Feb	FO
SYMBOL NO. (Entered by D.O.)	TYPED NAME AND GRADE OF CERTIFYING OFFICER	SIGNATURE OF CERTIFYING OFFICER		
6701	John J. Doe, SSgt, USAF			

DD FORM 114
1 NOV 49

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Prescribed by Comptroller General U S
February 8, 1949

Figure 19.2. Record of Sea Duty Performance (Example).

RECORD OF SEA DUTY PERFORMANCE

DOCUMENT REFERENCE	DOC. DATE	DATE START	DATE STOP	# DAYS	LESS N/CR	CRED DAYS	CUM DAYS
TO 1234	941205	950101	950360	180	0	180	180
SO 6895	950715	950801	951231	150	0	150	330
SO 4232	951230	960101					

AF FORM 3125, JUN 83 (EF) PREVIOUS EDITION WILL BE USED GENERAL PURPOSE (8-1/2 X 11")

Figure 19.3. Formats to Start/Stop, Report/Cancel or Correct Incentive Pay - Submarine Duty.

CHARACTER POSITION	DESCRIPTION
1-5	01701/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT SHOULD START OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID (STOP)
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
1-5	01703/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS FOR 03/ZEROS FOR 06
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS FOR 03/ZEROS FOR 06
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
1-5	01705
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OR ZEROS

CHARACTER POSITION	DESCRIPTION
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP OR ZEROS
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
56-61	PRIOR-DATE-START: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS

Figure 19.4. Formats to Start/Stop, Report/Cancel or Change Career Sea Pay.

CHARACTER POSITION	DESCRIPTION
1-5	02701/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE-DATE: YYMMDD ENTITLEMENT SHOULD START OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID (STOP)
32	CATEGORY-VESSEL: A, B OR C; BLANK IF ACTION INDICATOR IS 02
33-40	BLANK
1-5	02703/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER’S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS FOR 03/ZEROS FOR 06
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS FOR 03/ZEROS FOR 06
32	CATEGORY VESSEL: A, B OR C; BLANK IF ACTION INDICATOR IS 06
33-40	BLANK
1-5	02704
6-14	SOCIAL SECURITY NUMBER

CHARACTER POSITION	DESCRIPTION
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT CHANGES
32	CATEGORY VESSEL: A, B OR C

Figure 19.5. Format to Correct Career Sea Pay.

CHARACTER POSITION	DESCRIPTION
1-5	02705
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OR ZEROS
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP OR ZEROS
32	CATEGORY VESSEL: A, B, C OR BLANK
39-40	BLANK
56-61	PRIOR-DATE-START: YYMMDD OF DATE START FROM TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD OF DATE STOP FROM TRANSACTION BEING CORRECTED OR ZEROS IF CORRECTING START AND STOP DATES ONLY, CP 32 IS BLANK. IF CORRECTING CP 32 FOR AN OPEN ENTRY, DATE-START AND PRIOR-DATE-START MUST MATCH START DATE IN OPEN ENTRY. IF CORRECTING CP 32 FOR A CLOSED ENTRY, FIELD MUST BE COMPLETED.

Figure 19.6. Formats to Start/Stop, Report/Cancel or Correct Career Sea Pay Premium.

CHARACTER POSITION	DESCRIPTION
1-5	03701/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE-DATE: YYMMDD ENTITLEMENT SHOULD START OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID (STOP)
1-5	03703/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER’S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS OR ZEROS
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS OR ZEROS
1-5	03705
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER’S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OR ZEROS
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP OR ZEROS

CHARACTER POSITION	DESCRIPTION
56-61	PRIOR-DATE-START: DATE START FROM TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: DATE STOP FROM TRANSACTION BEING CORRECTED OR ZEROS

Figure 19.7. Format to Correct Sea Duty Effective Date.

CHARACTER POSITION	DESCRIPTION
1-5	0T205
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE MEMBER FIRST REPORTED FOR SEA DUTY

Chapter 20

FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)

20.1. Description. FLPP is a monthly entitlement payable to officers or enlisted members who are certified proficient in a foreign language and who meet the conditions of entitlement outlined in the DoDFMR, Volume 7A, chapter 19.

20.2. Source of Input. The member's servicing MPF submits FLPP transactions as a by-product of the APDS. Processed transactions appear in section 6 of the servicing FSOs DTR as FID 02; partially processed or rejected transactions appear in Section 3.

20.3. FLPP Skill Levels and Rates. Four monthly rates are payable based on the skill level as shown below:

FLPP SKILL LEVEL	MONTHLY RATE
1	$25
2	$50
3	$75
4	$100

20.4. Multiple Language Entitlement. FLPP may be awarded for multiple languages; however, the total for all FLPPs may not exceed $100 per month for any member.

Figure 20.1. Formats to Start or Stop/Cancel Foreign Language Proficiency Pay.

CHARACTER POSITION	DESCRIPTION
1-5	00201
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT SHOULD START
32	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
33	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
34-35	FOREIGN LANGUAGE CODE OR BLANK
36	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
37	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
38-39	FOREIGN LANGUAGE CODE OR BLANK
40	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
41	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
42-43	FOREIGN LANGUAGE CODE OR BLANK
44	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
45	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
46-47	FOREIGN LANGUAGE CODE OR BLANK

CHARACTER POSITION	DESCRIPTION
1-5	00202/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTED (FOR ACTION INDICATOR 06) OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID (FOR ACTION INDICATOR 02)
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPPED (FOR ACTION INDICATOR 06 FOR CLOSED ENTRY); ZEROES FOR ACTION INDICATOR 02 OR FOR ACTION INDICATOR 06 FOR OPEN ENTRY
34-35	FOREIGN LANGUAGE CODE OR BLANK
38-39	FOREIGN LANGUAGE CODE OR BLANK
42-43	FOREIGN LANGUAGE CODE OR BLANK

Figure 20.2. Formats to Report, Change or Correct Foreign Language Proficiency Pay.

CHARACTER POSITION	DESCRIPTION
1-5	00203
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS
32	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
33	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
34-35	FOREIGN LANGUAGE CODE OR BLANK
36	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
37	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
38-39	FOREIGN LANGUAGE CODE OR BLANK
40	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
41	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
42-43	FOREIGN LANGUAGE CODE OR BLANK
44	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
45	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK

CHARACTER POSITION	DESCRIPTION
46-47	FOREIGN LANGUAGE CODE OR BLANK
1-5	00204
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 6 LETTERS OF MEMBER'S LAST NAME DATE-
20-25	START: YYMMDD ENTITLEMENT CHANGES FOREIGN
32	LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
33	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
34-35	FOREIGN LANGUAGE CODE OR BLANK
36	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
37	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
38-39	FOREIGN LANGUAGE CODE OR BLANK
40	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
41	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
42-43	FOREIGN LANGUAGE CODE OR BLANK
44	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
45	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
46-47	FOREIGN LANGUAGE CODE OR BLANK
1-5	00205

CHARACTER POSITION	DESCRIPTION
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT STARTS OR ZEROS
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT STOPS OR ZEROS
32	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
33	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
34-35	FOREIGN LANGUAGE CODE OR BLANK
48	FOREIGN LANGUAGE SKILL LEVEL: 1 THRU 4 OR BLANK
49	FOREIGN LANGUAGE DIFFICULTY CATEGORY: 1 THRU 4 OR BLANK
50-51	FOREIGN LANGUAGE CODE OR BLANK
56-61	PRIOR-DATE-START: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS IF NOT APPLICABLE
62-67	PRIOR-DATE-STOP: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS IF NOT APPLICABLE

Chapter 21

INCENTIVE PAYS

21.1. Description. Incentive pays are authorized for individuals performing functions which qualify for such pay under conditions outlined in the DoDFMR, Volume 7A, chapters 22 through 24. Incentive pays include Hazardous Duty Incentive Pay (HDIP), Aviation Career Incentive Pay (ACIP), Submarine Duty Pay, Parachute Duty, Flight Deck Duty, Demolition Duty, and Experimental Stress Duty.

21.2. Entitlement to ACIP, HDIP, and Other Hazardous Duty Incentive Pays. Enlisted members who qualify may receive a maximum of two HDIPs. If member is assigned by orders to diving duty, then only one HDIP may be paid. An officer entitled to HDIP for the Airborne Warning and Control System (AWACS) is not entitled to ACIP or HDIP for flying, but may receive one other payment of hazardous duty incentive pay. Officers who have continuous or conditional ACIP may also be entitled to two HDIPs (other than HDIP for flying) if the conditions for the entitlement have been met independently. However, if assigned by orders to diving duty, then members may only receive one HDIP.

Chapter 22

AERIAL FLIGHT INCENTIVE PAYS

22.1. Description. Entitlement conditions for payment of Aviation Career Incentive Pay (ACIP) and Hazardous Duty Incentive Pay (HDIP) are found in the DoDFMR, Volume 7A, chapters 22 through 24. Entitlement information for career enlisted flyer incentive pay (CEFIP) has not yet been added to the DoDFMR Vol 7A.

22.2. Source of Input. Host Aviation Resource Management Office (HARM) initiates AF Form 1887, Request and Authorization for Aeronautical Orders, for members entitled to ACIP or HDIP (see **Figure 22.1**). **Table 22.1** lists types and sources of supporting documents used to start, stop, and report ACIP and HDIP. All aeronautical orders (AOs) must show a termination date for non-crew members. The HARM establishes a case management system (CMS) case when a member gains or loses eligibility for flight pay.

22.2.1. AOs or MPOs supporting the certifying officer's own entitlement must also be signed by the commander or other designated person who has knowledge of the facts.

22.2.2. Administrative records must be maintained at base level to authorize payments and must be available for review by the General Accounting Office if called for (see AFM 60-352 and MS Comp Gen B-12507, May 27, 1964).

22.3. Processing Flight Pay Transactions:

22.3.1. Flight-Crew Status. Identifies the applicable rate and also establishes future transactions for increases, decreases, or discontinuances as necessary.

22.3.1.1. ACIP/HDIP for officers is input by finance based on CMS case established by the HARM and referred to FSO for action. Officers: for O-7 and above with over 25 years of officer service who perform qualified aviator duty, start HDIP using crew status code 1 based on current AF Form 1887, Aeronautical Order (AO). Bases that have cutover to the AFFSC print the AO and scan into EIM for processing at the AFFSC.

22.3.1.1.1. Code 1 - Identifies a rated officer entitled to ACIP at rates shown in the DoDFMR, Volume 7A, chapter 22, table 22-3. This code will provide for programmatic increases or decreases based on Aviation Service Date (ASD)/Officer Service Date (OSD). Continuous ACIP stops programmatically at the 25-year point, based on the member's OSD. However, member may be entitled to Conditional ACIP after that time.

22.3.1.1.2. Code 2 - Identifies non-rated officer non-crew members entitled to HDIP at the rate prescribed by the DoDFMR, Volume 7A, chapter 22 through 24. An officer in this category can be identified by aviation service code (ASC) 9C in item 16 of the AO. This type of flight pay will automatically terminate upon PCS.

22.3.1.1.3. Code 3 - Identifies a non-rated officer crewmember. An officer in this category can be identified by ASC 9D in item 16 of the AO. This flight-crew status will continue to pay HDIP until stopped by appropriate transaction input.

22.3.1.1.4. Code 4 - Identifies AWACS air weapons controllers. An officer in this category can be identified by ASC 9W in item 16 of the AO. This code will provide for programmatic increases or decreases based on AWACS experience date.

22.3.1.2. Enlisted:

22.3.1.2.1. Code 1 - Identifies an enlisted crewmember ASC 9D. The rates payable are shown in the DoDFMR, Volume 7A, chapter 22, table 22-1. This type of flight pay will continue until stopped by appropriate transaction input.

22.3.1.2.2. Code 2 - Identifies an enlisted non-crew member ASC 9C, paid at the rates shown in the DoDFMR, Volume 7A, chapter 22 through 24. This type of flight pay will automatically terminate upon separation or PCS.

22.3.1.2.3. Code 4 - Identifies AWACS air weapons controllers. A member in this category can be identified by ASC 9W in item 16 of the AO. This code will provide for programmatic increases or decreases based on AWACS experience date.

22.3.1.2.4. Code 6 – Identifies members receiving Career Enlisted Flyer Incentive Pay (CEFIP). CEFIP cases are established by the HARM and sent directly to DFAS for processing. See **paragraph 22.6** for information on CEFIP.

22.3.1.2.5. Code 7 – Identifies members receiving Conditional CEFIP. CEFIP cases are established by the HARM and sent directly to DFAS for processing. See **paragraph 22.6** below for information on CEFIP.

22.3.2. ASD/OSD. These dates dictate the rates payable to rated officers entitled to ACIP. To pay the entitlement correctly, ASD/OSD must be in an open TN entry on the MMPA or in the 1201 (start) or 1203 (report) transaction.

22.3.3. AWACS Experience Date. This date, in addition to the grade, determines the rate payable to members entitled to HDIP.

22.3.3.1. The AWACS experience date is the first day of training in career field G17XX. Use the TDY orders assigning the member to AWACS training to establish the original AWACS experience date. If the officer changes from career field G17XX and is no longer eligible for AWACS, and at a later date reenters the G17XX career field, the AWACS experience date will be re-computed by AFPC and a new date will be input to change the date in the TN entry.

22.3.3.2. The AWACS experience date will not be re-computed if member performs other than AWACS duty for less than 90 days.

22.3.3.3. If member performs primary duties other than AWACS duty for more than 90 days, the date will be re-computed. For example, original AWACS experience date is 811001 and member does not perform primary AWACS duty for 4 months and 16 days. The new AWACS experience date becomes 820217.

81-10-01
+ 4-16
81-14-17
or
82-02-17

22.4. Computer Actions - Selective Transactions:

22.4.1. Start Flight Pay for Officers - Crew Status 1. This transaction establishes the entitlement on the MMPA based on the ASD/OSD (TN entry) on the MMPA. If no TN entry has been established on the MMPA, the ASD/OSD in the start transaction will create a TN entry on which to base rates. When the ASD/OSD is in the transaction and the MMPA shows a TN entry established by AFPC, the transaction dates are ignored. The start transaction will create a "future" to update ACIP based on ASD or OSD, whichever applies.

22.4.2. Start Flight Pay for Officers - Crew Status 3. This transaction establishes HDIP at the rates shown in the DoDFMR, Volume 7A, chapters 22 through 24. This transaction does not require ASD/ OSD. No "future" transaction is created to either adjust rates or terminate entitlement.

22.4.3. Start Flight Pay for Officers or Enlisted - Crew Status 2. This transaction establishes HDIP at the rates shown in the DoDFMR, Volume 7A, chapters 22 through 24. No ASD/OSD is required. This type of flight pay will automatically terminate for both enlisted and officers upon PCS.

22.4.4. Start Flight Pay for Enlisted - Crew Status 1. This transaction starts flight pay based on grade as shown in the DoDFMR, Volume 7A. No futures are established to discontinue the entitlement.

22.4.5. Start AWACS Pay for Members - Crew Status 4. This transaction establishes the entitlement on the MMPA based on the AWACS experience date. If no TN entry has been established on the MMPA, the AWACS experience date in the start transaction will create a TN entry on which to base rates. These rates are shown in the DoDFMR, Volume 7A, chapters 22 through 24. Also, a management notice UQ03 will be sent to AFPC for their confirmation or correction. When the AWACS experience date is in the transaction and the MMPA shows a TN entry established by AFPC, the transaction dates are ignored. The start transaction will create a "future" to update AWACS experience date. AWACS is payable to officers assigned an AFSC of G17XX and are assigned to the following aircraft: E-2C, E-3A, EC-130, or the British Nimrod.

22.4.6. Confirmation of ASD/OSD for Rated Officers (AFPC input). The TN05 transaction confirms the dates in the 1201 for officers with a crew status 1. A "Y" indicator is established in the TN entry upon processing. If the dates in the TN entry disagree with those in the TN05 transaction, the TN05 transaction will take precedence. The ASD/OSD dates are changed and a management notice is sent to DFAS-JM/DE to determine if a rate adjustment is needed. The effective date of the entitlement is not changed, but the "future" is corrected to show the new effective date of the next rate adjustment.

22.4.7. Closure of ASD/OSD for Rated Officers (AFPC input). When a blank TN05 is received (meaning member is no longer entitled to ACIP), it closes the open TN entry on the MMPA, stops the entitlement at the end of the previous processing month, and issues a UI management notice to the FSO. The management notice states: "ASD/OSD entry closed, flight pay stopped end of previous processing month. 1205 action may be required to correct stop date."

22.5. Verification of DJMS and Aviation Resource Management System (ARMS):

22.5.1. A comparison of the DJMS records and Flight Management Records will be made quarterly to detect differences in entitlements and pay. The FSO requests an entitlement verification through the DMO to identify all members currently being paid flight pay (FID 12), HDIP (FID 12), and Parachute Pay (FID 15) and forwards the listing to the HARM. The HARM reviews the listing and determines if the entitlement is valid for all members listed. This listing is also used to identify personnel not being paid flight pay for which an entitlement exists at the HARM.

22.5.2. Upon receipt of the listing, the HARM or FSO should research to see if any discrepancies exist. The research is to include, but is not limited to, unprocessed AOs, flight records, etc. Upon completion of the research, necessary AOs, MPOs, and corresponding HARM or DJMS input is processed.

22.6. Workaround Procedures for Career Enlisted Flight Incentive Pay (CEFIP).

22.6.1. Background: Career Enlisted Flyer Incentive Pay was implemented as a new entitlement for enlisted members, as of 1 October 1999. The FY 2000 National Defense Authorization Act contained legislation authorizing certain career flyers to receive this incentive pay. This entitlement is paid based on the number of years of aviation service (ASD) and is a prorated entitlement. The law does not allow most CEFIP members to receive special duty assignment pay (SDAP) along with the CEFIP. However, there was a provision in the law to entitle members to save pay for the SDAP they were receiving at the time CEFIP was implemented; the save pay was eliminated in February 2003 for members who were converted to CEFIP in 1999. Members whose specialty codes were converted to CEFIP at a later date were allowed to continue to receive the save pay portion beyond the February 2003 date.

22.6.2. The entitlement is taxable and payable as follows, based on years of aviation service:

4 years or less:	$150/mo
over 4 years:	$225/mo
over 8 years:	$350/mo
over 14 years:	$400/mo

22.6.3. HQ USAF/XOOT identified all current career enlisted aviators (CEA's), authorized to receive this entitlement, to DFAS along with their aviation service dates. Be mindful that there are still members entitled to the old HDIP and these rates are found in JWMM tables 003 and 004 depending on crew status.

22.6.4. The HARM establishes a case management system (CMS) case for every transaction for members entitled to or receiving CEFIP, for a start, stop or change. The substantiating documentation is the AO, which substantiates the start, stop or change. No longer is a DD Form 114 required from the HARM when there is an AO issued. There are situations, however, in which a member is not required to have an AO and, in those cases, the CMS case from the HARM is the substantiation. The HARM establishes the CMS case for payment of CEFIP and refers it to DFAS-JMC/DE for action. DFAS takes action and returns the case to the HARM for closure.

22.6.5. Workaround for Conditional CEFIP. Once an enlisted member has reached 25 years of flying experience his/her fly pay is based upon meeting certain flying qualifications. These include a minimum number of flying hours per month; however, members are given a grace period and hours from one month may be applied to a month that is short of the requirement. The HARM is required to monitor these hours. Once the CMS case is established to start CEFIP on a member, it does not stop until the HARM establishes a case to stop it because the member failed to meet the flying hours requirements. The crew status for members receiving conditional CEFIP is 7 allowing it to be identified separately from regular CEFIP.

22.6.6. FSO's are required to produce entitlement verification reports (EVR) in January, April, July and October at a minimum, as well as upon request by the HARM office. The EVR can be produced either from offline or DMO. Once the report is produced, provide a copy of the listing to the HARM. The HARM will validate the entitlement and annotate discrepancies on the report, before returning it to the FSO. Request that the HARM include the ASD, for each member identified with a discrepancy, on the report before sending it back to you. Once the annotated report is received from the HARM, look at the amount of the CEFIP the member is receiving, using the ASD to dictate the correct amount, and determine what action is needed. Get appropriate supporting documentation from the HARM and ensure the necessary adjustments are made. Maintain a copy of the EVR for 6 months and, if changes are made based solely on the report, submit a copy of the report with your quarterly source document submission.

Figure 22.1. Computer Generated AF Form 1887, Request and Authorization for Aeronautical Orders.

AERONAUTICAL ORDER (PA)
AVIATION SERVICE

CHANGE TERMINATION DATE ENTITLEMENT: HDIP
ISNOT AFFECTED

NAME: INDIVIDUAL'S NAME GRADE: SMS SSAN: 123-45-6789
CREW POSITION: NONRATED AIR CREW MEMBER
WING: 0000 ORGANIZATION: 0022OFFICE SYMBOL: DO3I
LOCATION: BUCKLEY ANG, CO

REQUIRED TO PERFORM FREQUENT AND REGULAR FLIGHTS: YES
REQUIRED TO PERFORM PARACHUTE DUTIES : NO

ASC: 9D FAC: TSC: ASD: OSD: OFDA:

REMARKS: MEMBER'S TERMINATION DATE IS CHANGED TO REFLECT NEW DATE OF SEPARATION.

EFFECTIVE DATE: 01 OCT 90 TERMINATION DATE: 30 SEP 95

AUTHORITY: AFR 60-1 PARAGRAPH 2-4 REQUEST DATE: 11 AUG 94

SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL:
FOR THE COMMANDER

DEPARTMENT OF THE AIR FORCE
0120 FIGHTER SQ CO ANG
BUCKLEY ANG BASE AURORA CO 80011

THOMAS C. MAY, GS7, USAF
NCOIC FLIGHT MANAGEMENT

DISTIBUTION: C AERONAUTICAL ORDER NUMBER: 0114

Figure 22.2. Formats to Start/Stop/Change, Report/Cancel or Correct ACIP, HDIP or AWACS.

CHARACTER POSITION	DESCRIPTION
1-5	01201/02/04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT SHOULD START OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID OR DATE ON WHICH ENTITLEMENT CHANGED
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET 2--PERFORMANCE REQUIREMENTS NOT MET IF ACTION INDICATOR IS 01 OR 04 INCENTIVE-PAY-QUALIFIER MUST BE 1 IF ACTION INDICATOR IS 02 INCENTIVE-PAY-QUALIFIER MAY BE 1 OR 2
33	FLIGHT CREW STATUS: 1--CREW MEMBER 2--NON-CREW MEMBER 3--NON-RATED OFFICER CREW MEMBER 4--AWACS CREW MEMBER
34-39	MEMBER’S AVIATION SERVICE DATE (ASD); BLANK FOR ACTION INDICATOR 02
40-45	MEMBER’S AWACS EXPERIENCE DATE; BLANK FOR ACTION INDICATOR 02
1-5	01203/06
6-14	SOCIAL SECURITY NUMBER

CHARACTER POSITION	DESCRIPTION
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET 2--PERFORMANCE REQUIREMENTS NOT MET IF ACTION INDICATOR IS 03, MUST BE 1 IF ACTION INDICATOR IS 06, MUST BE THE SAME AS IN THE TRANSACTION BEING CANCELED
33	FLIGHT CREW STATUS: 1--CREW MEMBER 2--NON-CREW MEMBER 3--NON-RATED OFFICER CREW MEMBER 4--AWACS CREW MEMBER
34-39	MEMBER'S AVIATION SERVICE DATE (ASD); BLANK FOR ACTION INDICATOR 06

CHARACTER POSITION	DESCRIPTION
40-45	MEMBER’S OFFICER SERVICE DATE (OSD); BLANK FOR ACTION INDICATOR 06
46-51	MEMBER’S AWAC EXPERIENCE DATE; BLANK FOR ACTION INDICATOR 06
1-5	01205
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OR ZEROS
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP OR ZEROS
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET 2--PERFORMANCE REQUIREMENTS NOT MET
33	FLIGHT CREW STATUS: 1--CREW MEMBER 2--NON-CREW MEMBER 3--NON-RATED OFFICER CREW MEMBER 4--AWACS CREW MEMBER
56-61	PRIOR-DATE-START: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS

CHARACTER POSITION	DESCRIPTION
	ACTION INDICATOR 04 IS USED TO CHANGE FLIGHT CREW STATUS FOR AN OPEN ENTRY; FOR CHANGES TO CLOSED ENTRIES A CANCEL TRANSACTION FOLLOWED BY A REPORT TRANSACTION IS USED ACTION INDICATOR 05 IS USED TO CORRECT DATES ONLY

Figure 22.3. Format to Confirm ASD, OSD and AWACS Experience Date.

CHARACTER POSITION	DESCRIPTION
1-5	0TN05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S AVIATION SERVICE DATE; BLANK FOR AWACS .
26-31	YYMMDD OF MEMBER'S OFFICER SERVICE DATE; BLANK FOR AWACS
32-37	YYMMDD OF MEMBER'S AWACS EXPERIENCE DATE; BLANK FOR ACIP

Table 22.1. Incentive Pay – Supporting Documents.

RULE	Class of Member	Continuous Entitlement	Conditional Entitlement, Requirements Not Met	Conditional Entitlement, Requirements Met	PCS to Flying Duties	PCS to Non-Flying Duties	Suspension	Termination of Flying Requirements	Death
1	Enlisted air crew member	AF Form 1887, Request and Authorization for Aeronautical Orders, showing SSN, name, HDIP, crew status, action required, and effective date.	AF Form 1887 or DD Form 114, showing SSN, name, HDIP, crew status, and last day HDIP payable. See note.	AF Form 1887 or DD Form 114, showing SSN, name, HDIP, crew status, date start. See note.	AF Form 1887 to stop on departure date (must contain SSN, name, HDIP, and crew status).	AF Form 1887 to stop pay effective on date of departure or 120 days after notification, as applicable (must contain SSN, name, HDIP, and crew status).	AF Form 1887 or DD Form 114 to stop pay (must contain SSN, name, HDIP, and crew status). One day before effective date of suspension.	AF form 1887 to stop pay, (must contain, SSN, name, HDIP, and crew status).	Report death to DFAS-DE per **Chapter 54**. No further action necessary.
2	Rated officers (continuous entitlement)	AF Form 1887 showing SSN, name, ACIP, ASD/OSD, and effective date.					DD Form 114 to stop pay 1 day before effective date of suspension (must contain SSN, name).		AF Form 1887 to stop pay, (must contain SSN, name, and crew status).
3	Rated officers (conditional entitlement for pilots and navigators)		See rule 1, delete HDIP, and substitute ACIP.	See rule 1, delete HDIP, and substitute ACIP.	See rule 1, delete HDIP, and substitute ACIP.	AF Form 1887 to stop pay effective on date of departure (must contain SSN, name).	See rule 2.		See rule 1.
4	Flight surgeons		See rule 3.	See rule 3.	See rule 3.	See rule 3.			See rule 2.
5	Non-crew members (enlisted or officer)		See rule 1.	See rule 1.	Programmatically stopped on PCS.	See rule 1.	See rule 1.	See rule 1.	See rule 1.

NOTE: HDIP or ACIP started any day other than the first day of the month or terminated any day other than the last day of the month, is prorated. If stop date is the same as the day of retirement or separation, no documentation or processing is required.

Chapter 23

PARACHUTE DUTY, FLIGHT DECK DUTY, DEMOLITION DUTY, EXPERIMENTAL STRESS DUTY AND OTHER INCENTIVE PAYS

Section 23A—Parachute Duty.

23.1. Description. The DoDFMR, Volume 7A, chapter 24 describes entitlement to incentive pay for parachute duty. Two types are payable: Type 1 for jumps from an aircraft in aerial flight, and Type 2 for jumps at a high altitude with a low opening (HALO) from an aircraft in aerial flight. See **Table 23.1** for conditions under which the jump requirement may be waived.

23.2. Source of Input. The FSO prepares start and stop transactions based on AOs received from the HARM. Other actions are substantiated by a DD Form 114. See **Table 23.2** for detailed information concerning supporting documentation for parachute jump pay. Parachute jump pay is found on the MMPA as FID 15 (see **Figure 23.4** and **Figure 23.5**). To ensure that a member's duties have not been changed, a listing of members receiving parachute duty pay, prepared by the FSO, will be reviewed and verified quarterly by the HARM. There is no requirement for the FSO to maintain a copy of the listing. However, if changes are required, the FSO processes the changes based on certification by the HARM and the certified document becomes a source document and must be handled accordingly.

Section 23B—Flight Deck Duty (FDHDP).

23.3. Description. The DoDFMR, Volume 7A, chapter 24, describes entitlement to incentive pay for flight deck duty. FDHDP is prorated for the days of the calendar month during which orders are in effect provided the full months' participation requirements have been met.

23.4. Source of Input. The FSO prepares start transactions based on special orders assigning a member to flight deck duty. Other actions are substantiated by a DD Form 114. FDHDP is found on the MMPA as FID 11 (see **Figure 23.2**). To ensure that a member's duties have not been changed, a listing of members receiving flight deck duty pay, prepared by the FSO, will be reviewed and verified annually by the member's commander. There is no requirement for the FSO to maintain a copy to this listing. However, if changes are required, the FSO processes the changes based on certification by the commander and the certified document becomes a source document and must be handled accordingly.

Section 23C—Demolition Duty.

23.5. Description. The DoDFMR, Volume 7A, chapter 24 describes entitlement to demolition duty incentive pay for members performing duty involving live explosives.

23.6. Source of Input. Using a DD Form 114 and a letter prepared by the unit commander. See **Table 23.3** for additional information on supporting documentation for demolition duty. Demolition duty pay is found on the MMPA as FID 10 (see **Figure 23.1**). To ensure that a member's duties have not changed, a listing of members receiving demolition pay and a certification letter prepared by the FSO, will be reviewed and verified annually by the

member's commander. FSO will suspense the item for 30 days and maintain a copy of this listing and certification letter per normal documentation retention. If changes are required, the FSO processes the changes based on the certification by the commander and the certified document becomes a source document and must be handled accordingly.

Section 23D—Experimental Stress Duty.

23.7. Description. The DoDFMR, Volume 7A, chapter 24 describes entitlement to incentive pay for experimental stress duty as any of the following: human acceleration or deceleration experimental subjects, human thermal experimental subjects, or human test subjects for high or low pressure chamber duty.

23.8. Source of Input. The FSO prepares DD Form 114 and input for all experimental stress duty transactions based on assignment orders from the member's unit. See **Table 23.4** for additional information concerning supporting documentation for stress duty. Experimental stress duty is found on the MMPA as FID 16 (see **Figure 23.6**). To ensure that a member's duties have not been changed, a listing of members receiving experimental stress duty pay, prepared by FSO, will be reviewed and verified annually by the member's commander. There is no requirement for the FSO to maintain a copy of this listing. However, if changes are required, the FSO processes the changes based on certification by the commander and the certified document becomes a source document and must be handled accordingly.

Section 23E—Toxic Fuels or Propellants Duty, Toxic Pesticides Duty, Dangerous Viruses or Bacteria Lab Duty, and Chemical Munitions Duty.

23.9. Description. The DoDFMR, Volume 7A, chapter 24 describes entitlement to incentive pay for duty involving the above types of duty.

23.10. Source of Input. The FSO starts these incentive pays based on assignment orders received from member's unit. All other input is supported by a DD Form 114 prepared by the FSO. These incentive pays are identified on the MMPA as FID 16. To ensure that a member's duties have not been changed, a listing of members receiving any of the following, prepared by the FSO, will be reviewed and verified annually. There is no requirement for the FSO to maintain a copy of this listing. However, if changes are required, the FSO processes the changes based on certification by the commander and the certified document becomes a source document and must be handled accordingly.

23.10.1. Toxic fuels or propellants duty;

23.10.2. Toxic pesticides duty; dangerous viruses;

23.10.3. Bacteria lab duty or chemical munitions duty pay

23.11. Workaround Procedures for Hazardous Duty Incentive Pay (HDIP) for use of Ski-Equipped Aircraft on the Ground in Antarctica or on Arctic Ice-Pack.

23.11.1. Beginning on or after 1 October 2003, Public Law 108-136, section 615, authorized hazardous duty incentive pay for use of ski-equipped aircraft to any member of a uniformed service who is entitled to basic pay. To qualify, a member must participate in a take-off from, or landing on, the ground in Antarctica or the Arctic Ice-Pack, or the servicing of, or

the handling of cargo in connection with such aircraft on the ground in such a polar region. The appropriate Commander will certify those members who are under competent orders to perform such duty in a calendar month.

23.11.2. The workaround to pay the entitlement at a $5/day or $150/month rate is to use FID 16. Process a 1603 transaction to report the entitlement (pays after the fact) with a stress-duty-pay-type-code of '1'. Once the 1603 has posted to the MMPA, open a CMS case and refer to the appropriate TD box, requesting that DFAS overlay the stress-duty-pay-type-code to '8'.

23.11.3. **(DELETED)**

Figure 23.1. Formats to Start/Stop, Report/Cancel or Correct Incentive Pay - Demolition Duty.

CHARACTER POSITION	DESCRIPTION
1-5	01001/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT SHOULD START OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID (STOP)
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
1-5	01003/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS FOR 03/ZEROS FOR 06
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS FOR 03/ZEROS FOR 06
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
1-5	01005
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OF ZEROS

CHARACTER POSITION	DESCRIPTION
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP OR ZEROS
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
56-61	PRIOR-DATE-START: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS

Figure 23.2. Formats to Start/Stop, Report/Cancel or Correct Incentive Pay - Flight Deck Duty.

CHARACTER POSITION	DESCRIPTION
1-5	01101/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT SHOULD START OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID (STOP)
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
1-5	01103/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS FOR 03/ZEROS FOR 06
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS FOR 03/ZEROS FOR 06
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
1-5	01105
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OF ZEROS

CHARACTER POSITION	DESCRIPTION
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP OR ZEROS
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
56-61	PRIOR-DATE-START: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS

Figure 23.3. Formats to Start/Stop, Report/Cancel or Change Incentive Pay - Parachute Jumping

CHARACTER POSITION	DESCRIPTION
1-5	01501/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT SHOULD START OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID (STOP)
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
33	HIGH-ALTITUDE-LOW-OPENING (HALO) CODE: 2--IF FOR HALO BLANK IN ALL OTHER CASES
1-5	01503/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS FOR 03/ZEROS FOR 06
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS FOR 03/ZEROS FOR 06
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
33	HIGH-ALTITUDE-LOW-OPENING (HALO) CODE: 2--IF FOR HALO BLANK IN ALL OTHER CASES

CHARACTER POSITION	DESCRIPTION
1-5	01504
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT CHANGES
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
33	HIGH-ALTITUDE-LOW-OPENING (HALO) CODE: 2--IF CHANGING FROM PARACHUTE DUTY TO HALO DUTY BLANK IF CHANGING FROM HALO DUTY TO PARACHUTE DUTY

Figure 23.4. Format to Correct Incentive Pay - Parachute Jumping Duty.

CHARACTER POSITION	DESCRIPTION

1-5	01505
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OF ZEROS
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP OR ZEROS
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
33	HIGH-ALTITUDE-LOW-OPENING (HALO) CODE: 2--IF FOR HALO BLANK IN ALL OTHER CASES
56-61	PRIOR-DATE-START: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS

Figure 23.5. Formats to Start/Stop, Report/Cancel or Correct Incentive Pay - Stress Duty.

CHARACTER POSITION	DESCRIPTION

1-5	01601/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT SHOULD START OR LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID (STOP)
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
33	STRESS-DUTY-PAY-TYPE-CODE: 1--HUMAN ACCELERATION OR DECELERATION 2—THERMAL STRESS 3--HIGH OR LOW PRESSURE 4--TOXIC FUEL HANDLERS/PROPELLANTS 5--DANGEROUS VIRUSES OR BACTERIA LAB DUTY 6--TOXIC PESTICIDES 7—CHEMICAL MUNITIONS
1-5	01603/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS FOR 03/ZEROS FOR 06
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS FOR 03/ZEROS FOR 06
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
CHARACTER POSITION	**DESCRIPTION**

33	STRESS-DUTY-PAY-TYPE-CODE: 1--HUMAN ACCELERATION OR DECELERATION 2—THERMAL STRESS 3--HIGH OR LOW PRESSURE 4--TOXIC FUEL HANDLERS/PROPELLANTS 5--DANGEROUS VIRUSES OR BACTERIA LAB DUTY 6--TOXIC PESTICIDES 7—CHEMICAL MUNITIONS
1-5	01605
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OF ZEROS
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP OR ZEROS
32	INCENTIVE-PAY-QUALIFIER: 1--PERFORMANCE REQUIREMENTS MET
33	STRESS-DUTY-PAY-TYPE-CODE: 1--HUMAN ACCELERATION OR DECELERATION 2—THERMAL STRESS 3--HIGH OR LOW PRESSURE 4--TOXIC FUEL HANDLERS/PROPELLANTS
CHARACTER POSITION	**DESCRIPTION**

	5--DANGEROUS VIRUSES OR BACTERIA LAB DUTY 6--TOXIC PESTICIDES 7—CHEMICAL MUNITIONS
56-61	PRIOR-DATE-START: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD FROM TRANSACTION BEING CORRECTED OR ZEROS

Table 23.1. Waiver of Jump Requirement – Incentive Pay – Parachute Jumping Duty.

RULE	A	B	C
	If a member	**then FSO receives from FMO**	**and included on form is a**
1	has been unable to qualify for parachute pay in a 3-month period but qualifies by making four jumps during a 12 consecutive month period (or by four jumps in less than 12 months)	DD Form 114 at end of month in which fourth jump is completed	certificate that military operations of the particular command, or absence of jump equipment or aircraft, prevented member from making one or more jumps during 3 consecutive months (see note). List all jumps made during the 12-month (or less) period. Also show date of any other DD Forms 114 submitted to FSO during 12-month period.
2	qualified for parachute pay and a DD Form 114 was submitted under rule 1 before end of 12-month period, and during remainder of this period military operations or absence of jump equipment or aircraft was again the only reason for not performing one or more jumps during a 3-month period	DD Form 114 for remaining month or months of 12-month period	

RULE	A	B	C
	If a member	**then FSO receives from FMO**	**and included on form is a**
3	has been granted a waiver of jump requirements	DD Form 114 to authorize payment for period of waiver (if continuing payment is authorized, submit a separate DD Form 114 when waiver no longer applies)	statement that jump requirements were waived because member's engagement in combat operations in a hostile fire area prevented the member from performing any parachute jumps for period involved (show inclusive dates). Statement must be certified by member's commander.

NOTE: Only the USAF Chief of Staff, commanders of major commands, or commanders or parachute or airborne units, schools, test stations, and centers may certify that a member was unable to meet jump requirements over a 3-month period because of military operations of the command or absence of jump equipment or aircraft.

Table 23.2. Jumping Duty – Incentive Pay – Supporting Documents.

RULE	A	B	C
	To	**the FSO receives**	**from**
1	certify that member meets jumps requirements initially	MPO showing date entered on jumping duty at present station, and date performance requirements were met (note 1)	Flight Management Office (FMO).
2	certify for parachute jumping pay based on jumps over 12-month period, or to waive minimum jump requirements	DD Form 114 as shown in table 40.4	
3	support credit when a member is physically incapacitated as a result of performing assigned hazardous duty (note 3)	DD Form 114 before end of 3-month grace period	
4	support credit to a member required to perform multiple hazardous duties, when member is incapacitated as a result of performing one of these duties	DD Form 114 before end of 3-month grace period (note 2); certificate shown in note 5 is included and modified to cover multiple hazardous duties	
5	continue incentive pay on reassignment (PCS) when orders remain in effect	reassignment MPO stating that hazardous duty orders remain in effect	
6	stop incentive pay on reassignment (PCS)	reassignment MPO to stop incentive pay on day after member departs old station	
7	discontinue incentive pay on discharge and immediate reenlistment at same station, when orders do not remain in effect	reenlistment MPO stating that hazardous duty orders do not remain in effect, which stops credits	
8	stop incentive pay on final discharge or separation, if not last day of duty	MPO to close member's account, showing last day of entitlement	

9	stop incentive pay on final discharge or separation, on last day of duty	nothing; separation message stops incentive pay	
10	suspend from jumping duty	MPO relieving member from hazardous duty	
11	stop incentive pay for periodic nonperformance when member retains parachute duty assignment	DD Form 114 instructing FSO to stop incentive pay for specific period(s) involved (note 4)	unit.

NOTES:

1. Performance requirements means member made one or more parachute jumps.
2. Determine the 3-month period separately for each type of hazardous duty.
3. Do not rescind jump status orders for 6 months (see AFI 36-2605).
4. When incentive pay is stopped under provision of rule 12 and member retains parachute jumping duty assignment, DD Form 114 is issued to FSO to restart incentive pay for month in which member again meets performance requirement.
5. Squadron commander informs FSO when member fails to meet performance requirements:

"I certify that the member named herein is physically incapacitated for parachute duty. The incapacity was the result of participation in such duty. The incapacity began on ; during the period _____ to _____ the member continued to be incapacitated."

_____ _____

(Date) (Signature of authorized medical authority)

_____

(Grade, organization, and SSN)

Table 23.3. Incentive Pay – Demolition Duty – Supporting Documents.

RULE	A	B	C
	To	**FSO receives**	**from**
1	start incentive pay	DD Form 114 and a letter from the unit commander assigning member to demolition duty (note 1)	unit.
2	stop incentive pay for periodic nonperformance when member retains demolition duty assignment	DD Form 114 instructing FSO to stop incentive pay for specific period(s) involved (note 2)	
3	support credit when a member is physically incapacitated as a result of performing the assigned hazardous duty	DD Form 114 before the end of the 3-month grace period (note 3) and includes certificate shown in note 5	
4	support credit to a member required to perform multiple hazardous duties, when member is incapacitated as result of performing one of these duties	DD Form 114 before the end of the 3-month grace period (note 3) and includes the certificate shown in note 5 with first sentence modified to cover multiple hazardous duties	
5	stop incentive pay on reassignment (PCS)	Nothing. DJMS processing automatically stops.	
6	stop incentive pay on discharge and immediate reenlistment at same location, when entitlement to demolition duty does not remain in effect	DD Form 114 from the member's unit showing the entitlement stop date signed by the commander.	
7	stop incentive pay on final discharge or separation if entitlement ends before last day of duty	MPO to stop entitlement showing last day of entitlement	
8	stop incentive pay on final discharge or separation if entitlement ends on last day of duty	nothing; separation message showing last day of entitlement	
9	suspend member from demolition duty	MPO relieving member from duty (note 1)	

NOTES:

1. Performance requirements means member performed demolition duty by use of live explosives each and every month. To start incentive pay, show date member entered on type of duty involved at present station, and date member initially met performance requirements.

2. When incentive pay is stopped under provision of rule 2 and member retains demolition duty assignment, DD Form 114 issued to FSO to restart incentive pay for month in which member again meets performance.

3. For demolition duty, fact of injury fulfills requirements for month of injury.

4. Squadron commander informs FSO when member fails to meet performance requirements.

5. "I certify that the member named herein is physically incapacitated for such duty. The incapacity began on _____. During the period _____to _____the member continued to be incapacitated."

_____ _____

(Date) (Signature of authorized medical authority)

_____

(Grade, organization, and SSN)

Table 23.4. Incentive Pay – Stress Duty – Supporting Documents.

RULE	A	B
	To	**FSO receives from unit**
1	start incentive pay	official order letter assigning member the duty, showing date member entered on type of duty involved at present station and date member first met performance requirements (note 1).
2	stop incentive pay for periodic nonperformance when member retains stress duty assignment	DD Form 114, instructing FSO to stop incentive pay for specific period(s) involved (note 2).
3	support credit when a member is physically incapacitated as a result of performing hazardous duty	DD Form 114 before end of 3-month grace period (note 3), including certificate shown in note 6.
4	support credit to a member required to perform multiple hazardous duties, when member is incapacitated as result of performing one of these duties	DD Form 114 before end of 3-month grace period (notes 3 and 4), including certificate shown in note 6 with first sentence modified to cover multiple hazardous duties.
5	stop incentive pay on reassignment (PCS)	reassignment MPO, instructing FSO to stop incentive pay on day member departs from old station.
6	stop incentive pay on discharge and immediate reenlistment at same station, when orders do not remain in effect	
7	stop incentive pay on final discharge or separation if entitlement ends before last day of duty	an MPO to stop entitlement, showing last day of entitlement.
8	stop incentive pay on final discharge or separation if entitlement ends on last day of duty	nothing; separation message stops incentive for stress duty.
9	suspend member from stress duty	from the unit an MPO relieving member from duty (note 5)

NOTES:

1. Performance requirements means member:

   a. Performed pressure chamber duty as inside observer, as certified by physiological training unit (see AFI 11-403 and AFR 161-19). Hospital starts paper work.

b. Engaged in one or more qualifying stress experiments as certified by head of the laboratory or designee (designee must be grade 37 or above, or civilian, GS-7 or above).

2. When incentive pay is stopped under provision of rule 2 and member retains stress duty assignment, DD Form 114 issued to FSO to restart incentive pay for month in which member again meets performance requirements.

3. For stress duty, fact of injury fulfills requirements for month of injury.

4. Determine 3-month period separately for each type of hazardous duty.

5. "I certify that the member named herein is physically incapacitated for stress duty. The incapacity began on _____.
During the period _____to _____the member continued to be incapacitated."

_____ _____

(Date) (Signature of authorized medical authority)

_____

(Grade, organization, and SSN)

Chapter 24

ALLOWANCES - GENERAL

24.1. Description. An allowance is defined in the Definitions of the DoDFMR, Volume 7A, as a monetary amount paid to an individual in lieu of furnished quarters, subsistence, etc. Policy on entitlement to, and payment of, allowances is contained in DoDFMR, Volume 7A, chapters 25 through 31. Basic Allowance for Housing (BAH) entitlement is contained in the Joint Federal Travel Regulation (JFTR), chapter 10.

24.2. Responsibilities. Responsibility for determination of entitlement to the various allowances rests with various organizations at the local level; for example, the commander's support staff is the primary office of responsibility in determining whether to pay a member Family Subsistence Supplemental Allowance (FSSA).

Chapter 25

BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

25.1. Description. Reference the DoDFMR, Volume 7A, Chapter 25. Effective 1 January 2002, all enlisted members, after completing basic training, are entitled to Basic Allowance for Subsistence (BAS) on a permanent basis. BAS for basic trainees will start on the date of graduation from basic training and will be paid based on a 30-day month. The new types of BAS are:

25.1.1. Type S: Standard

25.1.2. Type O: Officer BAS

25.2. Policy on BAS – Enlisted Members: Enlisted members who are subsisted-in-kind must pay for their meals by having the discount meal collection rate collected via payroll deduction. These members are now referred to as members who are under Essential Station Messing (ESM). ESM is the messing declared by the base commander responsible for single government quarters and the messing facility. ESM should be applied uniformly for all enlisted members who are permanently assigned to single government quarters.

25.2.1. ***Exceptions:*** Exceptions to applying ESM uniformly to enlisted members may be made only when assigned duties prevent a member from being able to eat more than 20% of their meals in the dining facility on a regular basis. To illustrate, using a 30-day month, there are 90 government meals made available (3 x 30). A percentage break down results in:

25.2.1.1. 90 meals (80%) = 72 meals

25.2.1.2. 90 meals (20%) = 18 meals

25.2.1.3. If a member consistently misses more than 18 meals per month, the commander may consider removing the member from ESM and allow BAS without deduction. Commanders are required to demonstrate that members not subject to ESM are missing meals due to assigned duties on a consistent basis. The AF IMT 220, authorizing BAS, must be signed by the member's commander (see paragraph 6.9 and 6.10, AFMAN 65-116, V2), and sent to the installation commander (or support group commander responsible for the dining facility) for approval to receive type "S" BAS without meal deductions. A member, grade E6 or below, who has authority to reside off base can be authorized BAS by the member's commander without requiring installation/support group commander approval.

25.2.2. Meal Collections: Effective 1 January 2002, a DN is used to collect discounted meal charges instead of requiring a DS03 on a monthly basis (see **Figure 25.5** for DN transaction format). The DN transaction is used for those members on BAS who eat in the dinning facility and do not pay for meals at point of sale. For more on the DN transaction, see **paragraph 25.8** Certain assignments may require collecting payment from the member's account for meals the U.S. government furnishes (i.e., essential station messing (ESM), essential unit messing (EUM, field duty, sea duty, or group travel). In these situations, payment shall be collected at the discounted meal rate and collections shall be made whether the meals are eaten or not. During the first and last day of this type of assignment,

the member's charge shall be 25 percent of the daily rate. However, where a member transitions from one mandatory collection status to another, i.e., when a member goes from an ESM status directly to field duty, the 25 percent charge for the first and last day of assignment shall not apply.

25.2.3. Refunding Missed Meals: A member on ESM who misses meals due to work schedule conflicts is entitled to a refund for missed meals. A PI03 is used to refund meal collections to members who miss any meals (due to official reasons and providing commander's approval has been acquired) that have already collected via a DN transaction (see **Figure 25.6** for PI transaction format). Use DD Form 1475, Basic Allowance for Subsistence – Certification, as the source document for missed meals (see **Figure 25.2**). For more on the PI transaction, see **paragraph 25.9**.

25.2.4. PCS Status: When an enlisted member goes PCS, BAS will continue to be paid and daily meal charges will not be collected. The PCS departure transaction (SH03) stops meal collections on the day prior to departure. Conversely, when an enlisted member arrives on station via PCS (SG03), process a DN01 to start meal collections on the day of arrival if ESM is applicable at the new PDS.

25.2.5. Regular TDY Status: Process a DN02 to stop meal collections when a member's regular TDY status starts and a DN01 when the member returns to the PDS.

25.2.6. Leave: Members on leave are entitled to BAS without collection of meal charges. Process a DN02 to stop meal collections when a member's leave starts and a DN01 when the member returns.

25.2.7. Authority to mess separately cannot be granted retroactively. However, a claim is authorized if authority was previously granted. Reasons for such a claim may include lost, damaged, or lack of access to, AF Form 220. All claims require completion of Section II, block 4, of the 220, ensuring a "verbal order of the Commanding Officer" (VOCO) date is entered. The VOCO date is the date the entitlement was originally authorized.

25.2.7.1. If the claim is within 90 days of the effective date and the original approving authority, usually the Unit Commander, remains unchanged, the AF Form 220 is prepared and approved/ signed by the Unit Commander.

25.2.7.2. If the claim extends beyond a period of 90 days, or if the original approving authority has changed, the AF Form 220 is prepared and must be approved/signed by either the Base or Wing Commander, Group Commander, Deputy, or Deputy Commander for Resource Management (DCR) for bases under tri-deputy structure.

25.2.8. Pipeline. Members in pipeline status are not entitled to BAS without deducting meal charges but, since their records are coded as PCS status (ADSN 9999), the DN will not process. Waiting until these members arrive at their first permanent duty station to process the DN01, retroactive to the date of departure from Lackland, imposes a financial burden on them. The finance office at each training location must process an SG03 to gain the member which will allow the DN to process and give the member access to myPay during his/her time at that location. Finance must review the member's entitlements (i.e.BAH, if applicable), to ensure they are not incorrectly impacted by the SG.

25.3. Review of BAS. Verification of BAS authorizations must be performed annually. This verification, as determined by the unit, must be within, and no later than, 12 months of the last verification. For verification purposes, the FSO provides unit commanders with a listing, identifying members who are having meal charges systematically collected from their pay. DMO is used to prepare the listing, using the following instructions:

25.3.1. From DMO, select file, open accounts

25.3.2. In the open accounts dialog box, select your servicing station via the drop down selection box. Ensure the radio button in the filter section labeled 'include all' is selected. Click on the ok button once the selections are made.

25.3.3. Click on the tab labeled 'queries' at the bottom of the dialog box.

25.3.4. Select the query labeled 'meal collections' and click on the 'view report' button.

25.3.5. The meal collection report is displayed. You now have the option of printing it or saving it to a file. After the verification list is created, send it to the unit. The FSO is not required to retain a copy of this listing since the unit commander is the OPR for BAS and meal deduction authorization. See AFMAN 65-116, V2, chapter 6.

25.4. Substantiating Documents:

25.4.1. Prepared outside the FSO. (See AFMAN 65-116, V2, chapter 6.):

25.4.1.1. DD Form 114, Military Pay Order.

25.4.1.2. AF IMT 220, Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS).

25.4.1.3. DD Form 1475, Basic Allowance for Subsistence Certification.

25.4.1.4. **(DELETED)**

25.4.2. PCS Travel Voucher.

25.4.3. Accession Orders, College Senior Engineering Program (CSEP). If member's orders state that member is entitled to BAS, it can be started using the orders as source document.

25.4.4. PCS Orders, Airman Education and Commissioning Program (AECP). If member's orders state that member is entitled to BAS, it can be started using the orders as source document.

25.4.5. TDY orders and paid travel vouchers.

25.5. FSO Actions: FSO prepares and submits input for all BAS transactions, based on substantiating documents received from the member's unit and the travel section. FID 40 is used to pay BAS. The transaction formats are contained in **Figure 25.3** and **Figure 25.4**.

25.5.1. Regular BAS (FID 40):

25.5.1.1. Start (01): Initiates entitlement payment and creates an open "40" entry on the MMPA. Must use BAS types of O or S.

25.5.1.2. Stop (02): Stops entitlement and closes an open 40 entry on the MMPA. The stop date must be equal to or greater than 1 January 2002.

25.5.1.3. Report (03): Pays BAS for a specified period of time and must contain inclusive dates.

25.5.1.4. Change (04): Changes the type of BAS being paid and can be used instead of a 4001 to start BAS entitlement. The start date must be equal to or greater than 1 January 2002.

25.5.1.5. Correct (05): Corrects any previous BAS action, which has already been processed on the member's record.

25.5.1.6. Cancel (06): Cancels the open 40 entry on the MMPA. Must contain the same start or stop dates as transaction being canceled, zero filling the other fields as appropriate.

25.5.2. PCS Arrival Transactions: When members arrive PCS, and are assigned to single type government quarters and to ESM, meal collections are initiated using a DN01. If a member is assigned to single type government quarters and not assigned to the ESM, do not process a DN transaction. The PCS arrival transaction (SG03) to bring the member on station does not automatically initiate daily meal collections, consequently, the DN01 must be manually submitted.

25.5.3. In 1999, a determination of impracticability was made for enlisted controllers in Air Force command posts, wing operation centers, and higher headquarter command centers. Enlisted controllers are authorized full BAS without automatically being placed on ESM upon arrival at their permanent duty station. Commanders will retain the authority to remove a member from ESM if it is determined to be in the best interest of the member and the Air Force.

25.6. BAS Affecting Events Requiring Base-Level Input:

25.6.1. Officers:

25.6.1.1. When an officer enters one of the categories listed in **subparagraphs 25.6.1.1.1**, **25.6.1.1.2**, or **25.6.1.1.3** below, create a CMS (DFAS AC Pay & Allowance box) to DFAS-JMCBA/DE, to stop BAS, stating the appropriate reason. When the member is no longer assigned to the applicable category, create a CMS (DFAS AC Pay & Allowance box) to DFAS-JMCBA/DE requesting the member's BAS be started. Reference the DoDFMR, Volume 7A, chapter 25, table 25-1.

25.6.1.1.1. Officer has no dependent and is training for, attending, or participating in an authorized international amateur sports event and is subsisted during that period by the sponsoring agency, or...

25.6.1.1.2. Officer is furnished subsistence (in cash or in kind) as the result of a fellowship or grant under provisions of AFI 36-2906, or...

25.6.1.1.3. Officer serving in an active duty status as an intern or resident physician or nurse corps officer or candidate at a nonmilitary hospital is furnished meals without charge or meals are available without charge (member without dependents only).

25.6.1.2. Collect for meal charges as in **Chapter 49**, **Table 49.2**, when member is hospitalized.

25.6.1.3. When an officer is in a group travel status, or serving on field duty, sea duty or essential unit messing (EUM), charges for available meals are collected in one of the following ways:

25.6.1.3.1. Cash collection, or...

25.6.1.3.2. In accordance with instructions in AFMAN 65-116, Vol 1, **Chapter 69**, or...

25.6.1.3.3. Process a DN03 to collect meal charges for the time serving on field duty, sea duty, essential unit messing (EUM) or while in group travel status.

25.6.1.3.4. Other. If an officer is confined as a result of a court-martial and not sentenced to a total forfeiture of pay and allowances, and the officer did not pay for meals, collection for meals will be made at the BAS rate by DFAS-JMCBC/DE, based on the DD Form 114 from the corrections facility. The appropriation reimbursed for this collection is 57(*)3500 32(*) 561.01 525725. (See DoDFMR, Volume 7A, table 25-1, rule 12, and AFMAN 65-116, V2, chapter 6.) ***NOTE:*** Replace * in the appropriation with the single digit designator for the current fiscal year.

25.6.2. Enlisted:

25.6.2.1. Start BAS when member finishes BMT, effective on the date of graduation.

25.6.2.2. Stop BAS when member: Is removed from BAS by commander or FSO.

25.7. BAS Affecting Events Not Requiring Base-Level Input. Event and status transactions that automatically start, stop, and suspend BAS are described below. Do **not** submit BAS input transactions for these event and status changes:

25.7.1. Officer:

25.7.1.1. Start BAS. Process accession or separation-with-immediate reentry message when commissioned from enlisted status. See **Chapter 39** for information on processing allowances for accessions.

25.7.1.2. Stop BAS. Process separation message.

25.7.1.3. Suspend and Restart BAS. Suspend by processing excess leave, AWOL, or desertion transactions. Restart by processing transaction returning officer to a pay status.

25.7.2. Enlisted Member:

25.7.2.1. Start BAS. Process accession on date of graduation from basic training.

25.7.2.2. Stop BAS. Process final separation message.

25.7.2.3. Suspend and Restart BAS. Suspend by processing: AWOL or deserter message, and sometimes confinement transaction. Restart with message returning member to a status for which BAS is payable.

25.7.3. BAS Rate Change. DFAS-DE adjusts accounts of all members receiving BAS when an Office of Secretary of Defense (OSD) rate change is received.

25.8. Collection of Meal Charges (FID DN): To collect meal charges, input a DN transaction (see **Figure 25.5** for DN transaction format). Meals will be collected at a set rate per day. Certain assignments may require collecting payment from the member's account for meals the U.S. Government furnishes (i.e., essential station messing (ESM), essential unit messing (EUM), field duty, sea duty, or group travel). In these situations, payment shall be collected at the discounted meal rate and collections shall be made whether the meals are eaten or not. Performing duty at an ashore installation (not field duty or EUM, group travel or attending APMT) and not assigned to ESM are entitled to BAS and may use the appropriated fund (APF) dining facility on a pay as you go basis at the standard meal rate. When there is a disconnected period of meal collections (a period is not continuous or more than one period is included), the first and last days of the period will be collected at 25 percent of the regular daily rate. ***NOTE:*** where a member transitions from one mandatory collection status to another, i.e. going from ESM status directly to field duty, the 25 percent charge for the first and last day of the assignment does not apply.

25.8.1. When a member goes on leave and has an open DN on the record, the system suspends the meal charges for the leave period. The 25 percent rule does not apply to the last day before the leave starts, nor to the first day after the leave ends. The system considers any other status change to create a break in the DN. ***Example:*** a member enters an AWOL status on January 12, 2002 and returns to a duty status on January 15. The system stops the DN effective January 11, collecting for meals for that day at 25 percent of the daily rate. Meal collections will not resume until a DN01 is submitted. The first day of a new start period will collect at 25 percent.

25.8.2. The system will not accept a DN01 (start) or a DN03 (report) if leave was taken throughout the period for which meal collections are required. To correctly collect meals under these circumstances, cancel the leave, start the DN01 or input the DN03 (report), and then re-input the leave. These transactions should all be in the same update. The system will suspend collection for the leave period and the end result will be the correct collection amount for meal charges.

25.8.2.1. Start (01). Creates a variable open DN entry. There can only be one open DN entry on the MMPA. The deduction amount is based on the "deduction type" input on the input screen.

25.8.2.2. Stop (02). Closes an open DN entry, stops the meal charge collection, and moves the closed DN to history.

25.8.2.3. Report (03). Collects meal charges for the specified period and creates a history DN entry.

25.8.2.4. Correct (05). Reimburses and refunds all previous deductions taken during the period input. May be for a variable open or history entry. Processes in any status except "V". If there are any PI entries with dates within the start and stop date of the DN entry, the PI entries must also be canceled.

25.8.2.5. Cancel (06). Cancels the open or closed entry and creates a new open or closed entry. The cancel process must take place prior to the report or start process. May be used for an open or history DN entry.

25.8.3. Retro Collection of Meal Charges. For those members whose meal charges should have been withheld from their pay, but were not, meal charges must be collected retroactively. There are three options for accomplishing these retroactive collections:

25.8.3.1. Submit a DN01 with the retro date. This will create a sizeable meal charge for the period of uncharged days. Please note, once the DN01 is submitted, the system will collect the whole DN amount all at once from the member's pay.

25.8.3.2. Submit a DN03 for each month (i.e. DN03 for 1-31 Jan, 1-28 Feb, etc.). This process will require multiple input 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.

25.8.3.3. Calculate the actual meal charge amount and submit a DS01, type 9, for the meal charge, prorating the collection amount, using the D company code of the FSO or the dining facility if the dining facility has one established. 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, the PI03 would not process because there would be no DN on the record. See **paragraph 25.2.8** above for action to take when the duty location is a pipeline training location.

25.9. Missed Meals Refunds (FID PI): PI entries will be posted as history entries on the record. There may be multiple PI entries for any one DN entry (see **Figure 25.6** for PI transaction format).

25.9.1. Report (03). Creates a history PI entry. ***NOTE:*** There must be a corresponding DN entry on the MMPA.

25.9.2. Correct (05). Cancels an existing PI entry and creates a new closed entry as appropriate.

25.9.3. Cancel (06). Cancels a corresponding PI entry.

25.10. Family Subsistence Supplemental Allowance (FSSA): Effective 1 May 2001, Air Force members may apply for FSSA, a non-taxable supplemental subsistence allowance. Once the member completes the application it must go to the Commander (or a Commander on G-Series orders with command responsibility) for approval. The Commander's support staff is responsible for the FSSA computation prior to the Commander's approval of the allowance.

25.10.1. Source Document. The DD Form 114, Military Pay Order, that is received from the Commander's Support Staff and certified by the Commander, is the source document to pay FSSA. Submit the DD Form 114, with your quarterly source document submissions, to the DFRC. Ensure you keep the FSO-retained copy.

25.10.2. Initiating Payment. To start (or change) FSSA payments, send an email with a copy of the DD Form 2857, DD Form 114, and an EXCEL spreadsheet (with the information listed in **paragraph 25.10.3** below), to AF/A1PA via the MAJCOM. Once the FSSA request has been validated and approved, AF/A1PA will contact DFAS to initiate payment.

25.10.2.1. **(DELETED)**

25.10.2.2. **(DELETED)**

25.10.2.3. **(DELETED)**

25.10.2.4. **(DELETED)**

25.10.3. EXCEL spreadsheet data. Include the following data on the EXCEL spreadsheet:

25.10.3.1. Member's full name

25.10.3.2. Member's social security number (SSN)

25.10.3.3. Effective date (of start, stop or change)

25.10.3.4. Dollar amount of FSSA payable to member in whole dollars

25.10.3.5. Number in household

25.10.3.6. Member's grade

25.10.3.7. FSSA household location (CONUS/OCONUS)

25.10.4. Stopping FSSA. To stop FSSA base level FSOs need to notify DFAS-DE via CMS case; be sure to include the stop date in the case.

25.10.5. Additional information. DFAS-JM/DE will process the allowance start, for members who have been identified by the 15th of the month, in time to have the allowance included in the member's end of month pay. Submissions received after the 15th will be reflected in the next month's EOM pay. FSSA will be reflected on the MMPA as an "09" entry, FID 40. Spreadsheets must be compiled and sent on a monthly basis to arrive before the 15th to minimize the email traffic at central site.

25.10.6. Members arriving PCS. When a member arrives PCS, the gaining FSO is responsible for notifying DFAS-DE, via CMS, of the date arrived on station. DFAS-DE will stop the FSSA effective the day prior to the date of arrival at the new station. The member may reapply/re-certify at the new duty station through the same process discussed in **subparagraph 25.10.2** and **25.10.3** above.

25.10.7. Promotions. When a promotion is processed on a member who is receiving FSSA, DFAS-DE will stop the allowance effective the day prior to the effective date of the promotion. If the member questions why the allowance stopped, send him/her to the commander for information concerning reapplication.

25.10.8. Re-certification. Re-certification follows the same procedures as initial application. Members must re-certify under the following circumstances (if member participates in other income assistance programs, notification of those agencies is necessary as well):

25.10.8.1. Annually. Members are required to re-certify their FSSA entitlement during the period from the 30 days prior to 1 February to 30 days after 1 February.

25.10.8.2. Any change to household. An increase or decrease to household size may affect amount of entitlement.

25.10.8.3. When monthly income increases by $100 or more, as compared to the current certified amount. Increases in income less than $100 per month will not affect entitlement.

25.10.8.4. When promoted, eligibility for the allowance terminates. See **subparagraph 25.10.7** above. Members must certify to restart entitlement to FSSA.

25.10.8.5. When a member goes PCS, FSSA will terminate the day prior to the date member officially checks into the new duty station. See **subparagraph 25.10.5** above.

25.10.9. Overpayments. Member is accountable for FSSA overpayments. Overpayments are recouped directly from military pay. These procedures are to remain in place until DJMS-AC is changed to allow processing of the entitlement by the FSO.

Figure 25.1. AF IMT 220, 19920701, Request Authorization and Pay Order BAS – Separate Rations.

REQUEST, AUTHORIZATION, AND PAY ORDER BASIC ALLOWANCE FOR SUBSISTENCE (BAS)	DATE	MPO NO.

PRIVACY ACT STATEMENT

AUTHORITY: 10. U.S.C., chapter 40; 37 U.S.C., chapter 9; E0 9397, November 1943.
PRINCIPAL PURPOSE(S): To start, adjust, or terminate a military member's Basic Allowance for Subsistence (BAS).
ROUTINE USES: Information may be disclosed to the Department of Justice and to federal, state, local, and foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; and the American Red Cross for information concerning the needs of the member or dependents and relatives in emergency situations.
DISCLOSURE: Disclosure of the SSN is voluntary. However, this form will not be processed without your SSN, since the Air Force identifies members by SSN for pay and leave purposes.

SECTION I - APPLICATION FOR SEPARATE RATIONS

1. MEMBER'S NAME *(Last, First, Middle Initial)*	2. GRADE	3. SSN
4. ORGANIZATION AND DUTY LOCATION *(Squadron and Base)*		5. MARITAL STATUS *(Check one)* ☐ SINGLE ☐ MARRIED
6. REQUEST AUTHORITY TO RATION SEPARATE FROM MY ORGANIZATION EFFECTIVE *(DATE)*	7. REASON FOR REQUEST	
8. SIGNATURE OF MEMBER	9. SIGNATURE OF UNIT COMMANDER	10. ☐ RECOMMEND APPROVAL * ☐ DISAPPROVED

** Attach reason for approval to Unit Copy, if other than reason stated above.*

SECTION II - TO BE COMPLETED BY UNIT, BASE, OR WING COMMANDER

1. ☐ START/STOP RATIONS EFFECTIVE *(DATE)*	2. ☐ PLACE ON SIMS EFFECTIVE *(DATE)*	3. ☐ REMOVED FROM SIMS EFFECTIVE *(DATE)*

I have verified the information above and approve this request.
Unless specificially terminated before that time, authorizations to ration separately remain in effect after discharge and reenlistment, or retirement and recall to active duty at the same station the day following date of discharge or retirement.

4. ☐ THE VOCO DATE OF _____ IS HEREBY CONFIRMED.

5. TYPED NAME AND GRADE OF COMMANDER *(Or Authorized Representative)*	6. SIGNATURE	7. DATE SIGNED

SECTION III - ACCOUNTING AND FINANCE OFFICER'S AUTHORITY TO ADJUST ACCOUNT

YOU ARE AUTHORIZED TO ADJUST THE ACCOUNT OF THE AIRMAN NAMED IN SECTION I AS INDICATED BELOW:

☐ 1. CREDIT BAS (Separate Rations) EFFECTIVE FROM *(Date)* __ __ TO FURTHER ORDERS.

☐ 2. COLLECT BAS DUE UNITED STATES FROM *(Date)* _____ TO *(Date)* _____.

2a. REASON FOR COLLECTION

☐ 3. TERMINATE BAS EFFECTIVE *(Date)* _____.

3a. REASON FOR TERMINATION

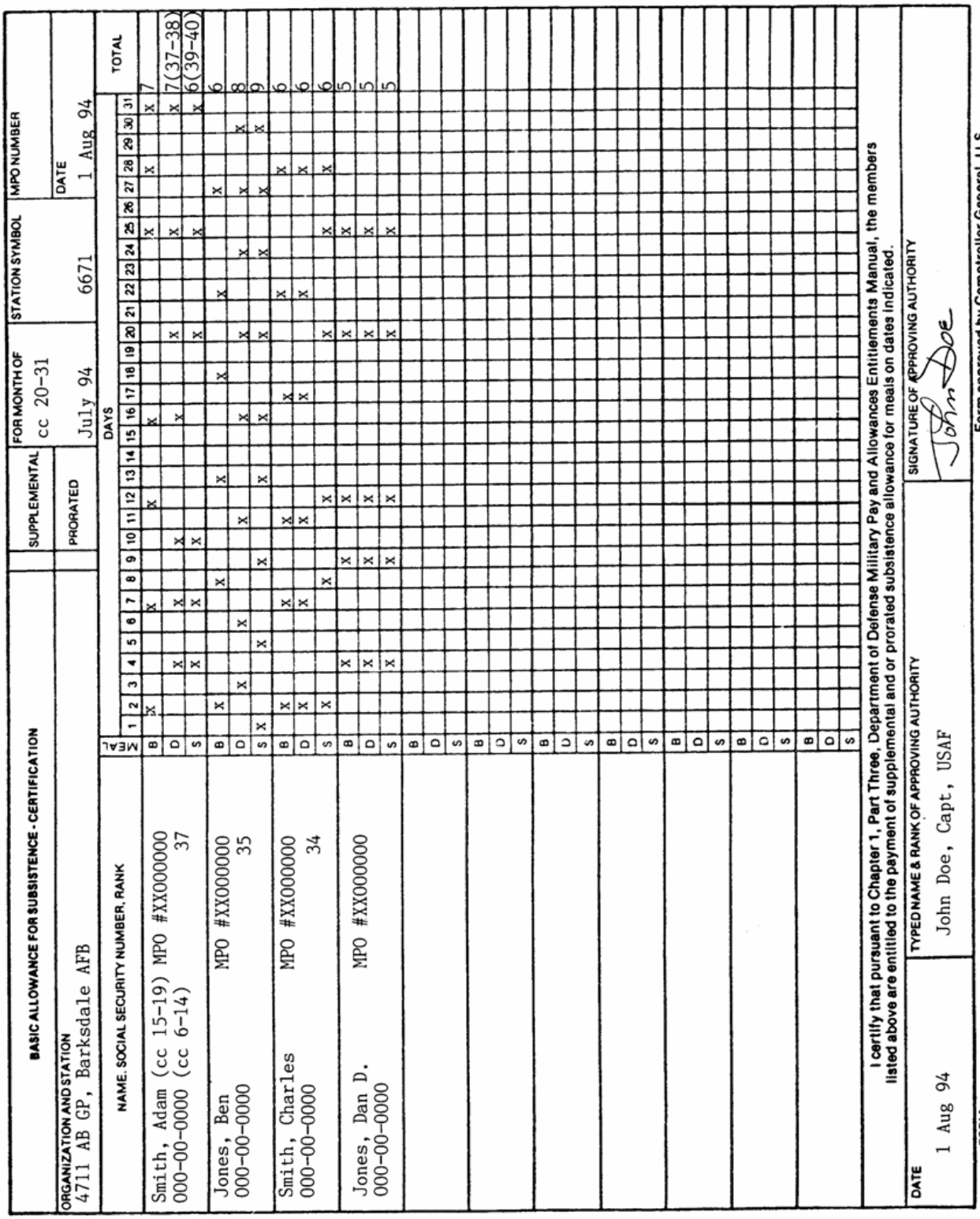
4. TYPED NAME AND GRADE OF CERTIFYING OFFICER	5. SIGNATURE	6. DATE SIGNED

SECTION IV - ACCOUNTING AND FINANCE OFFICER'S ACTION

☐	1. THE ACCOUNT OF THE AIRMAN NAMED IN SECTION I HAS BEEN ADJUSTED AS INDICATED ABOVE.	3. DATE
☐	2. RETURN WITHOUT ACTION.	4. A & DS NO.
	2a. REASON FOR RETURN WITHOUT ACTION	

AF IMT 220, 19920701, V1 PREVIOUS EDITION WILL BE USED *Form approved by Comptroller General, U.S. June 2, 1961* ORIGINAL --- AFO

Figure 25.2. DD Form 1475, Basic Allowance for Subsistence Certification



BASIC ALLOWANCE FOR SUBSISTENCE - CERTIFICATION

SUPPLEMENTAL

FOR MONTH OF: cc 20-31

STATION SYMBOL: 6671

MPO NUMBER

ORGANIZATION AND STATION: 4711 AB GP, Barksdale AFB

PRORATED

DATE: 1 Aug 94

DAYS: July 94

NAME. SOCIAL SECURITY NUMBER. RANK	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Smith, Adam (cc 15-19) MPO #XX000000	B	X						X					X			X					X				X			X			X	7
000-00-0000 (cc 6-14) 37	D			X			X		X		X						X			X					X						X	7(37-38)
	S			X			X		X		X						X			X					X						X	6(39-40)
Jones, Ben MPO #XX000000	B	X							X					X					X			X					X					6
000-00-0000 35	D			X			X					X					X			X				X				X			X	8
	S	X				X				X				X			X			X				X				X			X	9
Smith, Charles MPO #XX000000	B	X						X				X						X				X						X				6
000-00-0000 34	D	X						X				X						X				X						X				6
	S	X							X				X						X			X				X			X			6
Jones, Dan D. MPO #XX000000	B				X					X			X							X					X							5
000-00-0000	D				X					X			X							X					X							5
	S				X					X			X							X					X							5
	B																															
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I certify that pursuant to Chapter 1, Part Three, Department of Defense Military Pay and Allowances Entitlements Manual, the members listed above are entitled to the payment of supplemental and or prorated subsistence allowance for meals on dates indicated.

DATE: 1 Aug 94

TYPED NAME & RANK OF APPROVING AUTHORITY: John Doe, Capt, USAF

SIGNATURE OF APPROVING AUTHORITY: John Doe

DD FORM 1 JAN 73 1475 PREVIOUS EDITION WILL BE USED

Form approved by Comptroller General, U.S. 30 Nov. 72

Figure 25.3. Formats to Report, Correct or Cancel Prorated Supplemental BAS.

CHARACTER POSITION	DESCRIPTION
1-5	03903
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT IS TO START; MUST BE EQUAL TO OR LESS THAN CURRENT DATE
26-31	DATE-STOP: YYMMDD ENTITLEMENT IS TO STOP; MUST BE EQUAL TO OR LESS THAN CURRENT DATE; MUST BE EQUAL TO OR GREATER THAN START DATE; BOTH START DATE AND STOP DATE MUST BE IN THE SAME CALENDAR MONTH
32-34	FILLER
35-36	BREAKFASTS-MISSED: NUMBER OF BREAKFASTS MISSED--00 THRU 31; CANNOT BE GREATER THAN THE STOP DATE MINUS THE START DATE PLUS ONE DAY
37-38	DINNERS-MISSED: NUMBER OF DINNERS MISSED--00 THRU 31; CANNOT BE GREATER THAN THE STOP DATE MINUS THE START DATE PLUS ONE DAY
39-40	SUPPERS-MISSED: NUMBER OF SUPPERS MISSED--00 THRU 31; CANNOT BE GREATER THAN THE STOP DATE MINUS THE START DATE PLUS ONE DAY
41-67	FILLER
1-5	03905
6-14	SOCIAL SECURITY NUMBER

CHARACTER POSITION	DESCRIPTION
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT SHOULD START; MUST BE EQUAL TO OR LESS THAN CURRENT DATE
26-31	DATE-STOP: YYMMDD ENTITLEMENT SHOULD STOP; MUST BE EQUAL TO OR LESS THAN CURRENT DATE; MUST BE EQUAL TO OR GREATER THAN START DATE; BOTH START DATE AND STOP DATE MUST BE IN THE SAME CALENDAR MONTH
32-34	FILLER
35-36	BREAKFASTS-MISSED: NUMBER OF BREAKFASTS MISSED--00 THRU 31; CANNOT BE GREATER THAN STOP DATE MINUS START DATE PLUS ONE DAY
37-38	DINNERS-MISSED: NUMBER OF DINNERS MISSED--00 THRU 31; CANNOT BE GREATER THAN STOP DATE MINUS START DATE PLUS ONE DAY
39-40	SUPPERS-MISSED: NUMBER OF SUPPERS MISSED--00 THRU 31; CANNOT BE GREATER THAN STOP DATE MINUS START DATE PLUS ONE DAY
41-55	FILLER
56-61	PRIOR-DATE-START: YYMMDD THAT WAS IN TRANSACTION BEING CORRECTED; MUST BE EQUAL TO OR LESS THAN CURRENT DATE
62-67	PRIOR-DATE-STOP: YYMMDD THAT WAS IN TRANSACTION BEING CORRECTED; MUST BE EQUAL TO OR LESS THAN CURRENT DATE; MUST BE EQUAL TO OR GREATER THAN PRIOR DATE START; BOTH PRIOR START DATE AND PRIOR STOP DATE MUST BE IN THE SAME CALENDAR MONTH

CHARACTER POSITION	DESCRIPTION
1-5	03906
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE START: MUST BE VALID “YYMMDD”; MUST BE EQUAL TO OR LESS THAN CURRENT DATE
26-31	DATE STOP: MUST BE VALID YYMMDD, MUST BE EQUAL TO OR LESS THAN CURRENT DATE; MUST BE EQUAL TO OR GREATER THAN START DATE
32-67	FILLER

Figure 25.4. Formats to Start, Stop, Report, Change, Correct or Cancel BAS.

CHARACTER POSITION	DESCRIPTION
1-5	04001
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT SHOULD START; MUST BE EQUAL TO OR LESS THAN CURRENT DATE AND EQUAL TO OR GREATER THAN 020101.
32	SUBSISTENCE-ALLOWANCE-TYPE CODE: S—STANDARD O—OFFICER BASE
33-67	FILLER
1-5	04002
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD (LAST DAY) THROUGH WHICH ENTITLEMENT SHOULD BE PAID; MUST BE EQUAL TO OR LESS THAN CURRENT DATE AND EQUAL TO OR GREATER THAN 020101.
26-67	FILLER
1-5	04003

CHARACTER POSITION	DESCRIPTION
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT IS TO START; MUST BE EQUAL TO OR LESS THAN CURRENT DATE.
26-31	DATE-STOP: YYMMDD ENTITLEMENT IS TO STOP; MUST BE EQUAL TO OR LESS THAN CURRENT DATE AND EQUAL TO OR GREATER THAN START DATE.
32	SUBSISTENCE-ALLOWANCE-TYPE CODE: O—OFFICER BAS S—STANDARD (NOTE: IF EQUAL TO 'O' OR 'S' START DATE MUST BE EQUAL TO OR GREATER THAN 020101; FOR PRIOR TO 020101 USE 'B', 'C', 'H', 'K' OR 'P')
33	QUARTER-DAY-START CODE; SYSTEMS GENERATED
34	QUARTER-DAY-STOP CODE; SYSTEMS GENERATED
1-5	04004
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT IS TO CHANGE; MUST BE EQUAL TO OR LESS THAN CURRENT DATE AND EQUAL TO OR GREATER THAN 020101.
26-31	FILLER
32	SUBSISTENCE-ALLOWANCE-TYPE CODE:

CHARACTER POSITION	DESCRIPTION
	S—STANDARD
1-5	04005
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OR EQUAL ZEROS; IF VALID DATE MUST BE EQUAL TO OR LESS THAN CURRENT DATE.
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP OR EQUAL ZEROS; IF VALID DATE MUST BE EQUAL TO OR LESS THAN CURRENT DATE; OR EQUAL TO OR GREATER THAN START DATE.
32	SUBSISTENCE-ALLOWANCE-TYPE CODE: O—OFFICER BAS S—STANDARD (NOTE: IF EQUAL TO 'O' OR 'S' START DATE MUST BE EQUAL TO OR GREATER THAN 020101; FOR PRIOR TO 020101 USE 'B', 'C', 'H', 'K' OR 'P')
33	QUARTER-DAY-START CODE; SYSTEMS GENERATED
34	QUARTER-DAY-STOP CODE; SYSTEMS GENERATED
35-55	FILLER
56-61	PRIOR-DATE-START: YYMMDD FROM TRANSACTION BEING CORRECTED OR EQUALS ZEROS; IF VALID DATE, MUST BE EQUAL TO OR LESS THAN CURRENT DATE; IF START DATE EQUALS VALID DATE MUST EQUAL VALID DATE; IF START DATE EQUALS ZEROES MUST EQUAL ZEROES.

CHARACTER POSITION	DESCRIPTION
62-67	PRIOR-DATE-STOP: YYMMDD FROM TRANSACTION BEING CORRECTED OR EQUALS ZEROS; IF VALID DATE, MUST BE EQUAL TO OR LESS THAN CURRENT DATE AND MUST BE EQUAL TO OR GREATER THAN PRIOR START DATE; IF STOP DATE EQUALS VALID DATE MUST EQUAL VALID DATE; IF STOP DATE EQUALS ZEROES MUST EQUAL ZEROES.
1-5	04006
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: SAME YYMMDD AS IN THE TRANSACTION BEING CANCELED; MUST BE EQUAL TO OR LESS THAN CURRENT DATE.
26-31	DATE-STOP: SAME YYMMDD AS IN THE TRANSACTION BEING CANCELED OR EQUALS ZEROS; IF VALID DATE, MUST BE EQUAL TO OR LESS THAN CURRENT DATE AND EQUAL TO OR GREATER THAN START DATE.

Figure 25.5. Formats to Start, Stop, Report, Correct or Cancel Meal Collections.

CHARACTER POSITION	DESCRIPTION
1-5	0DN01
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBERS LAST NAME
20-25	DEDUCTION START DATE (YYMMDD) (MUST BE EQUAL TO OR LESS THAN THE CURRENT CALENDAR DATE)
26-31	FILLER
32	DEDUCTION TYPE (MUST BE 1 FOR DISCOUNT RATE OR 2 FOR STANDARD RATE)
33-67	FILLER
68-80	COMMON DATA
1-5	0DN02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBERS LAST NAME
20-25	FILLER
26-31	STOP DATE (YYMMDD) (MUST BE EQUAL TO OR LESS THAN CURRENT MONTH PLUS ONE MONTH)

CHARACTER POSITION	DESCRIPTION
32-67	FILLER
68-80	COMMON DATA
1-5	0DN03
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBERS LAST NAME
20-25	START DATE (YYMMDD) (MUST BE EQUAL TO OR LESS THAN THE CURRENT MONTH PLUS ONE MONTH)
26-31	STOP DATE (YYMMDD) (MUST BE EQUAL TO OR LESS THAN THE CURRENT MONTH PLUS ONE MONTH; MUST BE EQUAL TO OR GREATER THAN START DATE)
32	DEDUCTION TYPE (MUST BE 1 FOR DISCOUNT RATE OR 2 FOR STANDARD RATE)
33-67	FILLER
68-80	COMMON DATA
1-5	0DN05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBERS LAST NAME

CHARACTER POSITION	DESCRIPTION
20-25	CORRECTED START DATE (MUST BE VALID DATE (YYMMDD) OR ZEROS; IF VALID DATE MUST BE EQUAL TO OR LESS THAN THE CURRENT MONTH PLUS ONE MONTH).
26-31	CORRECTED STOP DATE (MUST BE VALID DATE (YYMMDD) OR ZEROS; IF VALID DATE MUST BE EQUAL TO OR LESS THAN THE CURRENT MONTH PLUS ONE MONTH; MUST BE EQUAL TO OR GREATER THAN START DATE; MUST BE VALID DATE IF START DATE EQUALS ZERO).
32	DEDUCTION TYPE (MUST BE 1 FOR DISCOUNT RATE OR 2 FOR STANDARD RATE)
33-44	FILLER
45-50	ORIGINAL START DATE (MUST BE VALID DATE EQUAL TO OR LESS THAN CURRENT MONTH PLUS ONE MONTH; MUST BE VALID DATE IF START DATE EQUALS ZEROES).
51-56	ORIGINAL STOP DATE (MUST BE VALID DATE (YYMMDD) OR ZEROES; IF VALID DATE MUST BE EQUAL TO OR LESS THAN CURRENT MONTH PLUS ONE MONTH; MUST BE VALID DATE IF CORRECTED STOP DATE EQUALS A VALID DATE; MUST BE ZEROES IF CORRECTED STOP DATE EQUALS ZEROES; MUST BE GREATER THAN ORIGINAL START DATE IF VALID DATE AND ORIGINAL START DATE IS VALID).
57-67	FILLER
68-80	COMMON DATA
1-5	0DN06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBERS LAST NAME

CHARACTER POSITION	DESCRIPTION
20-25	START DATE (YYMMDD) (MUST BE EQUAL TO OR LESS THAN THE CURRENT MONTH PLUS ONE MONTH)
26-31	STOP DATE (MUST BE EQUAL TO OR LESS THAN THE CURRENT MONTH PLUS ONE MONTH)
32-67	FILLER
68-80	COMMON DATA

Figure 25.6. Formats to Report, Correct or Cancel Missed Meal Refunds.

CHARACTER POSITION	DESCRIPTION
1-5	0PI03
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBERS LAST NAME
20-25	START DATE (MUST BE VALID "YYMMDD"; MUST BE EQUAL TO OR LESS THAN THE CURRENT MONTH PLUS ONE MONTH).
26-31	STOP DATE (MUST BE VALID DATE "YYMMDD"; MUST BE EQUAL TO OR GREATER THAN START DATE).
32-34	FILLER
35-36	MISSED BREAKFAST (MUST BE ALL SPACES OR ALL NUMERIC)
37-38	MISSED DINNERS (MUST BE ALL SPACES OR ALL NUMERIC)
39-40	MISSED SUPPERS (MUST BE ALL SPACES OR ALL NUMERIC)
41-67	FILLER
68-80	COMMON DATA
1-5	0PI05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBERS LAST NAME

CHARACTER POSITION	DESCRIPTION
20-25	START DATE (MUST BE VALID “YYMMDD”; MUST BE EQUAL TO OR LESS THAN THE CURRENT MONTH PLUS ONE MONTH)
26-31	STOP DATE (MUST BE VALID DATE “YYMMDD”; MUST BE EQUAL TO OR LESS THAN CURRENT MONTH PLUS ONE MONTH; MUST BE EQUAL TO OR GREATER THAN START DATE).
32-34	FILLER
35-36	CORRECTED MISSED BREAKFAST (MUST BE ALL SPACES OR ALL NUMERIC)
37-38	CORRECTED MISSED DINNERS (MUST BE ALL SPACES OR ALL NUMERIC)
39-40	CORRECTED MISSED SUPPERS (MUST BE ALL SPACES OR ALL NUMERIC)
41-55	FILLER
56-61	PRIOR START DATE (MUST BE VALID DATE “YYMMDD” EQUAL TO OR LESS THAN CURRENT MONTH PLUS ONE MONTH).
62-67	PRIOR STOP DATE (MUSTE BE VALID DATE “YYMMDD” EQUAL TO OR LESS THAN CURRENT MONTH PLUS ONE MONTH AND MUST BE EQUAL TO OR GREATER THAN PRIOR START DATE).
68-80	COMMON DATA
1-5	0PI06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBERS LAST NAME

CHARACTER POSITION	DESCRIPTION
20-25	START DATE (MUST BE VALID “YYMMDD”; MUST BE EQUAL TO OR LESS THAN THE CURRENT MONTH PLUS ONE MONTH).
26-31	STOP DATE (MUST BE VALID DATE “YYMMDD”; MUST BE EQUAL TO OR LESS THAN CURRENT MONTH PLUS ONE MONTH; MUST BE EQUAL TO OR GREATER THAN START DATE).
32-67	FILLER
68-80	COMMON DATA

Chapter 26

BASIC ALLOWANCE FOR HOUSING (BAH)

26.1. Introduction. The Joint Federal Travel Regulation (JFTR), defines the various types of BAH payable to a member. In general, BAH provides members a monthly allowance for housing. BAH consists of Partial BAH, BAH-I, BAH-Transit (BAH-T), BAH-Difference (BAH-DIFF), BAH-RC, Overseas Housing Allowance (OHA), Family Separation Housing-Overseas (FSH-O), and FSH-B.

26.1.1. Partial BAH formerly called Partial BAQ.

26.1.2. BAH-I consists of the former allowances known as BAQ and VHA.

26.1.3. BAH-T was established on January 1, 2006.

26.1.4. BAH-DIFF formerly called BAQ-DIFF.

26.1.5. OHA remained unchanged (**Chapter 30**).

26.1.6. FSH-O consists of the former allowance Dual OHA and FSA-Type I (**paragraph 26.28**).

26.1.7. FSH-B consists of the former allowances Dual VHA and FSA-Type I (**paragraph 26.28**).

26.1.8. BAH-RC was established on January 6, 2006.

26.1.9. BAH-II was eliminated on January 1, 2006. BAH-II was removed from the OHA computation on October 1, 2005.

26.2. Entitlement Overview. All BAH types are intended to offset or defray actual housing (mortgage or rental) costs; they are not intended to cover 100% of these costs. See the JFTR, **Chapter 10**, for actual entitlement provisions and conditions, unless otherwise indicated within this paragraph.

26.2.1. Partial BAH. Partial BAH is payable to members without dependents who reside in single-type government quarters. Partial BAH cannot be paid with any other BAH entitlement. Partial BAH rates are found in the Defense Joint Military Pay System (DJMS) Table 019. Partial BAH is processed using Format Identifier (FID) 35.

26.2.2. BAH-I. BAH-I 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 within the United States (U.S.), to include Hawaii and Alaska.

26.2.2.1. BAH-I rates are based upon grade, dependency status (with or without dependent) and each location's adequate housing costs. These rates are developed from housing data collected annually from the uniformed services under the auspices of Per Diem, Travel and Transportation Allowance Committee (PDTATAC). The results of the survey determine the rates payable for specific geographic areas. To determine the rates for each duty station, data is aggregated into a collection of ZIP codes or Military Housing Areas (MHA). Each grade and dependency status within a MHA is assigned a BAH-I rate. If a member feels the BAH-I rate for a particular area is insufficient to

adequately defray the housing costs (i.e. increase in housing costs), the following steps may be taken for re-consideration by the PDTATAC;

26.2.2.1.1. Member informs unit commander.

26.2.2.1.2. Unit commander prepares a letter/memorandum to the local Mission Support or Civil Engineering Commander requesting reconsideration.

26.2.2.1.3. The letter is forwarded from the Mission Support or Civil Engineering Commander to the local FSO, from the FSO to the appropriate major command (MAJCOM), and from the MAJCOM to AF/A1PA, 1040 Air Force Pentagon, Washington DC 20330-1040. The MAJCOM should also send an informational copy to AF/A7CAH, 1260 Air Force Pentagon, Washington DC 20330-1260 or **AFILEH.Workflow@pentagon.af.mil**.

26.2.2.2. BAH-I rates are found in DJMS Table 59; DJMS Table 61 must be used first to acquire the MHA Index number for a particular location.

26.2.2.3. The BAH-I rate payable is typically based upon the location of the member's Permanent Duty Station (PDS). For a member with dependents, the rate payable for dependents may be based on the MHA where the dependents reside; see the JFTR, **Chapter 10**, for complete details. BAH-I is processed using FIDs 35 and 68.

26.2.3. BAH-T. 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. BAH-T rates are based upon grade and dependency status; they do not include adjustments for local housing costs, and are found in DJMS Tables 007 (without-dependent rate) and 008 (with-dependent rate). BAH-T is processed using FID 35. BAH-T is paid to members in a travel status on a Permanent Change of Station (PCS) when:

26.2.3.1. The member's losing PDS is located outside the continental United States (OCONUS).

26.2.3.2. The member is in the accession pipeline, which includes ROTC, USAF Academy graduates, and OCS, and travel is between Initial Entry Training (IET) sites to the first PDS.

26.2.4. BAH-DIFF. BAH-DIFF is designed for members who live in unaccompanied personnel housing (UPH) (barracks or dormitories), pay child support and have no other qualifying dependent(s). Members are entitled to receive 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. The member's BAH-DIFF will automatically stop if, due to a mass rate change or the member's promotion, the support amount paid falls below the BAH-DIFF rate. BAH-DIFF rates are found in DJMS Table 028. BAH-DIFF cannot be paid in conjunction with Partial BAH, BAH-I or other with-dependent rate entitlements. BAH-DIFF is processed using FID 36.

26.2.5. OHA. OHA 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 outside the U.S. OHA rates are established by the PDTATAC, and are based upon the member's grade, dependency status, housing expenses and the location's adequate housing costs. See the Joint Federal Travel Regulation (JFTR), **Chapter 9** and appendix K for actual entitlement provisions, conditions and computation steps. OHA is processed using FIDs 35 and 43.

26.2.6. FSH-O. FSH-O is designed to offset a portion of the housing expenses incurred by, and as a result of, a member living in non-government quarters outside the U.S. and geographically separated from their dependents. Government quarters must be unavailable, dependent travel must not be authorized at government expense to either the PDS or a nearby location, and the dependent(s) must not live at or in the vicinity of the PDS. See the JFTR, U10414 and Appendix K for actual entitlement provisions, conditions, and computation steps. FSH-O rates are based upon the member's grade, dependency status, housing expenses and the location's adequate housing costs. FSH-O rates can be found in DJMS Table 007. FSH is processed using FID 45.

26.2.7. FSH-B. FSH-B is designed to offset a portion of the housing expenses incurred by, and as a result of, a member with dependents living in non-government quarters within the U.S. and geographically separated from dependents. Government quarters must be unavailable, dependent travel must not be authorized at government expense to either the PDS or a nearby location, and the dependent(s) must not live at or in the vicinity of the PDS. FSH-B rates are based upon grade, dependency status and each location's adequate housing costs. See the JFTR, U10414, for actual entitlement provisions and conditions. FSH-B rates are equivalent to the BAH-I without-dependent rates for the same location. FSH-B rates are found in DJMS Table 59; DJMS Table 61 must be used first to acquire MHA Index number for a particular location. FSH-B is processed using FID 67.

26.2.8. BAH-RC. BAH-RC is designed to offset a portion of the housing expenses incurred by, and as a result of, reserve component members and/or their dependents living in non-government quarters. BAH-RC is authorized when no other housing allowance (i.e. BAH, OHA) is authorized (paragraph 26-27). BAH-RC rates are based upon grade and dependency status; they do not include adjustments for local housing costs, and are found in DJMS Tables 007 (without-dependent rate) and 008 (with-dependent rate). BAH-RC is processed using FID 35.

26.2.9. Advanced Payment of BAH (**paragraph 26.29**). An advance payment may be paid at any time during a member's assignment at a PDS. A member may receive an advance for dependent housing expenses and/or for his/her own housing expenses at an unaccompanied location. An advance payment of BAH is payable upon request of a member when approved by the member's unit commander or housing officer. (Members in the grade 05 or above may approve their own requests.). The advance may be paid to an eligible member to meet extraordinary expenses in obtaining or occupying other than government quarters.

26.3. Responsibility Overview. Additional responsibility guidance can be found in AFMAN 65-116 Vol 2, Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO.

26.3.1. Defense Finance and Accounting Service-Denver Center (DFAS-DE) responsibilities include:

26.3.1.1. DFAS-JMOB/DE:

26.3.1.1.1. Relationship or dependency determination (**paragraph 26.7**).

26.3.1.1.2. Secondary dependent BAH dependency re-determination (**paragraph 26.8**).

26.3.1.2. DFAS-JMPBC/DE

26.3.1.2.1. Dependency discrepancy reconciliation (**paragraph 26.12**).

26.3.2. MAJCOM responsibilities include:

26.3.2.1. Establishment of procedures for command unique programs

26.3.2.2. Re-consideration of BAH-I rates (**paragraph 26.2.2.1**).

26.3.2.3. Verification of family-type quarters assignments (**paragraph 26.10**).

26.3.2.4. Verification of single-type quarters assignments (**paragraph 26.11**).

26.3.2.5. Dependency discrepancy reconciliation (**paragraph 26.12**).

26.3.3. Financial Services Office (FSO) responsibilities include:

26.3.3.1. Re-consideration of BAH-I rates (**paragraph 26.2.2.1**).

26.3.3.2. Substantiating document preparation/certification (**paragraph 26.5**).

26.3.3.3. Dependency statements and supporting documents (**paragraph 26.6**).

26.3.3.4. Relationship or dependency determination (**paragraph 26.7**).

26.3.3.5. Secondary dependent BAH dependency re-determination (**paragraph 26.8**).

26.3.3.6. BAH re-certification (**paragraph 26.9**).

26.3.3.7. Verification of family-type quarters assignments (**paragraph 26.10**).

26.3.3.8. Verification of single-type quarters assignments (**paragraph 26.11**).

26.3.3.9. Dependency discrepancy reconciliation (**paragraph 26.12**).

26.3.3.10. Assignment and termination of transient quarters or TLF (paragraph **26.13**).

26.3.3.11. Additional FSO Requirements (**paragraph 26.33**).

26.3.4. Mission Support or Civil Engineering Commander:

26.3.4.1. Re-consideration of BAH-I rates (**paragraph 26.2.2.1**).

26.3.5. Housing Management Office (HMO), when the Facility Manager, responsibilities include:

26.3.5.1. Assignment and termination of government housing

26.3.5.2. Determination of such quarters adequacy/inadequacy

26.3.5.3. Establishment of the fair rental value when inadequate housing is assigned

26.3.5.4. Substantiating document preparation/certification (**paragraph 26.5**).

26.3.5.5. Verification of family-type quarters assignments (**paragraph 26.10**).

26.3.5.6. Verification of single-type quarters assignments (**paragraph 26.11**).

26.3.6. Billeting Office, when the Facility Manager, responsibilities include:

26.3.6.1. Substantiating document preparation/certification (**paragraph 26.5**).

26.3.6.2. Assignment and termination of transient quarters or Temporary Lodging Facility (TLF) (**paragraph 26.13**).

26.3.7. Unit Commander responsibilities include:

26.3.7.1. Re-consideration of BAH-I rates (**paragraph 26.2.2.1**).

26.3.7.2. Substantiating document preparation/certification (**paragraph 26.5**).

26.3.7.3. Verification of single-type quarters assignments (**paragraph 26.11**).

26.3.8. Member responsibilities include:

26.3.8.1. Substantiating document preparation (**paragraph 26.5**).

26.3.8.2. Dependency statements and supporting documents (**paragraphs 26.6**).

26.3.8.3. Secondary dependent BAH dependency re-determinations (**paragraph 26.8**).

26.3.8.4. BAH re-certification (**paragraph 26.9**).

26.4. Substantiating Documents.

26.4.1. Partial BAH. Either of the following forms can be used to start or stop Partial BAH:

26.4.1.1. Air Force (AF) Form 594, Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ), or Dependency Re-determination (**Figure 26.1**).

26.4.1.2. Department of Defense (DD) Form 114, Military Pay Order.

26.4.2. BAH-I, BAH-T, and BAH-RC, With or Without-Dependent Rates.

26.4.2.1. AF Form 594 is used to start, stop or change a member's entitlement.

26.4.2.2. DD Form 139 (**Figure 2.8**) is used to post one-time adjustments; and start, stop or change a member's entitlement in conjunction with DFAS-JMOB/DE dependency determinations.

26.4.3. BAH-DIFF. AF Form 594 is used to start or stop a member's entitlement. Only members who qualify as members with dependents solely by reason of payment of child support and are assigned to unaccompanied personnel housing (dorms) are entitled to BAH-DIFF.

26.4.4. OHA. DD Form 2367, Individual Overseas Housing Allowance (OHA) Report (**Figure 30.1**) is used to start, stop or change a member's entitlement.

26.4.5. FSH-O/FSH-B.

26.4.5.1. DD Form 1561, Statement to Substantiate Payment of Family Separation (**Figure 26.2**) is used to start or change a member's entitlement.

26.4.5.2. DD Form 114 (**Figure 26.3**) may be used to stop a member's entitlement.

26.4.6. Advanced Payment of BAH. AF Form 1039, Request to Receive and/or Extend Repayment of an Advance Housing Allowance to Meet Extraordinary Expenses Incident to PCS Move (**Figure 26.4**).

26.5. Substantiating Document Preparation and Certification Responsibilities. All members must immediately notify the FSO and MPF of all dependency status changes (marriage, divorce, child support, death, birth, government quarters assignment/termination, etc.). Failure to support a dependent, on whose behalf BAH is claimed, will result in non-entitlement to BAH. A member is also not entitled to BAH on behalf of a dependent whose whereabouts are unknown. A false claim or statement against the United States Government is punishable by court martial. The penalty for willfully making a false statement or claim is a maximum of $10,000 or maximum imprisonment of 5 years or both (18 U.S.C. 287). NOTE: If a member is uncertain about support requirements, the member should seek advise from the local Staff Judge Advocate. Complete form preparation requirements are outlined in **Tables 26.1** and **26.2**, and the AFMAN 65-116 Vol 2, chapter 5, unless otherwise indicated within this paragraph. See **paragraph 26.6** for complete dependency statement and supporting documentation requirements.

26.5.1. AF Form 594 is prepared by the:

26.5.1.1. FSO for:

26.5.1.1.1. All members with dependents not assigned family-type government quarters.

26.5.1.1.2. Members E-4, with greater than three years of service, or higher grade, and without dependents who elect not to occupy single-type government quarters.

26.5.1.1.3. All members who gain or lose a dependent. When a member notifies the FSO that he/she has gained or lost a dependent, the FSO is responsible for completion of the 594 and DJMS-AC update. If the member is assigned/terminates government quarters as a result of the gain or loss of dependent, housing should provide a certified 594 as a result of that action.

26.5.1.1.4. All members who do not complete a re-certification statement on time.

26.5.1.1.5. All members upon receipt of a complaint or evidence that indicates that the member is not adequately supporting their dependents.

26.5.1.2. HMO for:

26.5.1.2.1. All members upon assignment or termination of government quarters.

26.5.1.2.2. Members E-4, with less than three years of service, or lower grade, and without dependents not assigned single-type government quarters.

26.5.1.2.3. All members upon change in their fair rental value for assigned inadequate quarters.

26.5.1.3. Unit Commander for:

26.5.1.3.1. All members upon assignment or termination of family-type government quarters provided by activities other than an Air Force organization.

26.5.1.3.2. All members upon assignment or termination of single-type government quarters controlled by the unit commander.

26.5.1.4. The FSO certifies all AF Form 594 applications, except those relationships or dependency claims that require DFAS-IN determination (**paragraph 26.7**) and those done for recertification where there is no change/action needed (see chapter 32 for recertification requirements) . Where local procedures allow, HMO approval on the form may constitute adequate authorization without FSO certification.

26.5.2. DD Form 114 may be prepared by the authorized agency/individual, in place of the AF Form 594. See Tables 26.1 and 26.2 for specific situations where this form may be substituted. When using a DD Form 114, the same signature requirements, as found on the AF Form 594, must be met. See **Figure 2.1** for additional preparation requirements.

26.5.3. DD Form 139 is prepared by the:

26.5.3.1. Dependent Entitlements Branch, DFAS-JMOB/DE, when necessary, upon completion of secondary dependent determinations.

26.5.3.2. Billeting Office for all members who occupy transient quarters in excess of 30 days.

26.5.3.3. Additional preparation requirements can be found in **Figure 2.6** and **Figure 2.7**.

26.5.4. DD Form 2367 is prepared by the HMO for all members assigned to a PDS outside the U.S. upon termination or non-assignment of government quarters.

26.5.5. DD Form 1561 is prepared by the member. The FSO completes the certifying officer portion of all FSH-O/FSH-B claims. See **paragraph 26.28** for additional preparation requirements.

26.5.6. AF Form 1039 is prepared by the member upon request of an advance or extended repayment of a previous advance. See **paragraph 26.29** for additional preparation requirements.

26.6. Dependency Statements and Supporting Documents. A completed AF Form 594 must be submitted with all supporting documents, and a completed dependency statement as applicable, for BAH entitlement claims. The member and the FSO must ensure Parts A, B, and C of the form are completed, and the effective date of BAH is included in Section B-8.

26.6.1. Dependency claim requirements. These requirements must be met for all dependency claims.

26.6.1.1. Supporting documents establishing relationship and/or financial support requirement. Supporting documents should be obtained from the official state or foreign country agency responsible for registering such actions. If supporting documents cannot be obtained within a reasonable period, such as a delay caused by the official state agency, alternate documentation may be used temporarily. If it is impractical or impossible to obtain supporting documents, alternate documentation may be used permanently. Examples of sufficient, alternate documents include hospital or church records signed by the record's custodian.

26.6.1.2. Legal name change documents when appropriate.

26.6.1.3. English translation of required supporting documents when appropriate.

26.6.1.4. Any other documentation pertinent to the claim may be submitted.

26.6.2. Primary dependency claim requirements. These requirements are specific to the type of primary claim submitted, and are in addition to the requirements outlined in **26.6.1**.

26.6.2.1. Lawful Spouse or Dependent Child Under 21 Years of Age. The original, or certified copy of the original, relationship document (i.e. birth certificate and/or marriage certificate). This also applies to children born out-of-wedlock, adopted, or step children. There may be situations where a marriage is doubtful. The validity of the marriage will be determined at base level with the assistance of the local Staff Judge Advocate (SJA) (**paragraph 26.7.1**). However, when information is received that indicates a marriage is void or annulled, then it is a purported marriage for pay purposes, and must be treated as outlined in **paragraph 26.6.4.7**.

26.6.2.2. Dependent Child Not in Member's Custody. The requirement to pay child support and the amount thereof must be documented by a divorce decree, legal separation agreement, court order and/or a statement signed by both the member and the custodian of the child on whose behalf the support is paid. The signed statement must be notarized, identify the amount received, and indicate the custodian's willingness to accept such support payments from the member. The amount paid must be at least equal to the BAH-DIFF rate for the member's grade. The signed statement should be submitted in conjunction with the appropriate legal document when the legal document:

26.6.2.2.1. Is silent on dependent support.

26.6.2.2.2. Does not state an amount of dependent support.

26.6.2.2.3. Absolves the member of dependent support responsibilities.

26.6.2.2.4. Requires an amount less than the BAH-DIFF rate for the member's grade.

26.6.2.3. Dependent Child in Member's Custody and Member's Marriage is Terminated. The member must provide the original, or a certified copy of the original, divorce decree, annulment and bill of complaint, petition for amendment or certificate of spouse, as applicable.

26.6.2.4. Dependent Child Not in Custody of the Member, Resides with Member for More than 90 Days. The member must provide the original, or a certified copy of the original, court order, decree, written agreement, etc. stating that the child will reside with member for more than 90 days. This document is used to start member's BAH-I at the with-dependent rate, unless member resides in housing. Entitlement can be started at the beginning of the 90-day period. If, after the fact, it is determined that the dependent did not stay the full 90 days, process the stop retroactive to the start date.

26.6.3. Secondary dependency claim requirements (general). These requirements must be met for all secondary dependency claims, and are in addition to the requirements outlined in **paragraph 26.6.1**.

26.6.3.1. The member must sign and date the DFAS-DE Form 1856, Statement of Understanding Basic Allowance for Quarters–Dependents (**Figure 26.5**). This is required only on initial BAH claims sent to DFAS-JMOB/DE.

26.6.3.2. An AF Form 594 must accompany every BAH claim (initial or re-determination) sent to DFAS-JMOB/DE.

26.6.3.3. Written verification of the dependent's income, from all sources, is required.

26.6.3.4. Proof of the member's support, such as canceled checks, money order receipts or a dependent support allotment, is required on all BAH claims when the dependent does not reside in the member's household.

26.6.3.5. The appropriate dependency statement must be completed, signed by member, signed by the dependent or dependent's guardian, and notarized.

26.6.4. Secondary dependent claim requirements (specific). These requirements are specific to the type of secondary claim submitted, and are in addition to the requirements outlined in **paragraphs 26.6.1** and **26.6.3**.

26.6.4.1. Parent. DD Form 137-3, Dependency Statement-Parent. This includes parents, stepparents, parents-in-law or parents by adoption.

26.6.4.2. Child Born Out of Wedlock and Under the Age of 21. DD Form 137-4, Dependency Statement-Child Born Out of Wedlock under Age 21. Use this statement for a male member with child born out of wedlock. This form is only used for (United States Identification Program) USIP card applications; BAH entitlement is determined at the local FSO (paragraph 26-6.b).

26.6.4.3. Incapacitated Child over the Age of 21. DD Form 137-5, Dependency Statement-Incapacitated Child over Age 21. Include a Medical Sufficiency Statement (MSS) from a military medical treatment facility. The MSS must be signed by the hospital commander and must indicate that the child is incapable of self-support due to a physical or mental incapacity. The incapacity must have existed on a continuous basis since before age 21 (or while in a student status) for USIP card privileges and BAH entitlement. This form is also used for USIP card applications for incapacitated students.

26.6.4.4. Full-time Student 21-22 Years of Age. DD Form 137-6, Dependency Statement-Full Time Student 21-22 Years of Age. Include a letter from the accredited college or university verifying the dependent's full-time enrollment, documentation of school expenses, and any educational assistance the dependent may receive. The form is used for monetary allowances only.

26.6.4.5. Ward of a Court. DD Form 137-7, Dependency Statement - Ward of a Court. Include a copy of the court order granting guardianship.

26.6.4.6. In loco parentis. DD Form 137-3, Dependent Statement-Parent. An in loco parentis relationship exists when a person voluntarily accepts a child (now the member), not their own, into the home and assumes the duties, obligations, rights, and privileges of a parent. The parental relationship must have existed for a continuous period of not less than 5 years before the member's emancipation. Supervision of the activities of a child or the administration of the estate by an adult other than a biological parent is not sufficient to establish an in loco parentis relationship. Acting as custodian, legal guardian, or nurse also does not establish an in loco parentis relationship. A person in loco parentis to the member's spouse is not eligible for any entitlement. Persons standing in loco parentis to the member are not eligible for USIP cards.

26.6.4.6.1. As proof of an in loco parentis relationship, signed and notarized affidavits from the service member, claimed dependent and two disinterested persons who have knowledge of the in loco parentis relationship to the member are required.

26.6.4.6.1.1. The member and the claimed dependent must each submit a separate affidavit showing:

26.6.4.6.1.1.1. Name of the member, date of birth and Social Security Number (SSN).

26.6.4.6.1.1.2. Full name and date of birth of the claimed dependent.

26.6.4.6.1.1.3. Date the relationship began and the length of time it continued.

26.6.4.6.1.1.4. Name and address of the biological parents during the period shown in (3) above.

26.6.4.6.1.1.5. Explanation of the circumstances that led to the in loco parentis relationship. If by written agreement, furnish a copy.

26.6.4.6.1.1.6. The affidavit must include information such as whether the claimed dependent exercised full parental control, planned educational training, and used personal funds for support of the member. If another person provided support to the member, explain.

26.6.4.6.1.2. Affidavits from two disinterested persons must include:

26.6.4.6.1.2.1. Date relationship started.

26.6.4.6.1.2.2. Member's age and the claimed dependent's age on the date the relationship started.

26.6.4.6.1.2.3. Under what circumstances the relationship first began.

26.6.4.6.1.2.4. How long the relationship lasted.

26.6.4.6.1.2.5. Any periods after the relationship started when the member did not live in the claimed dependent's household.

26.6.4.6.1.2.6. The various ways the claimed dependent performed the duties and responsibilities of a parent, such as supervision, education, financial support, etc.

26.6.4.6.1.2.7. How the persons completing the affidavit acquired personal knowledge of the in loco parentis relationship.

26.6.4.6.1.3. Full name and date of birth of the claimed dependent.

26.6.4.6.1.4. Date the relationship began and the length of time it continued.

26.6.4.6.1.5. Name and address of the biological parents during the period shown in (3) above.

26.6.4.6.1.6. Explanation of the circumstances that led to the in loco parentis relationship. If by written agreement, furnish a copy.

26.6.4.6.1.7. The affidavit must include information such as whether the claimed dependent exercised full parental control, planned educational training, and used personal funds for support of the member. If another person provided support to the member, explain.

26.6.4.6.2. Affidavits from two disinterested persons must include:

26.6.4.6.2.1. Date relationship started.

26.6.4.6.2.2. Member's age and the claimed dependent's age on the date the relationship started.

26.6.4.6.2.3. Under what circumstances the relationship first began.

26.6.4.6.2.4. How long the relationship lasted.

26.6.4.6.2.5. Any periods after the relationship started when the member did not live in the claimed dependent's household.

26.6.4.6.2.6. The various ways the claimed dependent performed the duties and responsibilities of a parent, such as supervision, education, financial support, etc.

26.6.4.6.2.7. How the persons completing the affidavit acquired personal knowledge of the in loco parentis relationship.

26.6.4.7. Purported Marriages. When information is received that indicates a marriage is void or annulled, then it is a purported marriage for pay purposes. A BAH claim for a spouse or child of a purported marriage (that is, void or annulled marriage) should be sent to DFAS-JMOB/DE for determination of the validity of the marriage and or retention of payments of BAH already made. The FSO compiles and sends:

26.6.4.7.1. Copies of legal documents relating to the marriage, such as a marriage certificate, annulment decree, divorce decree and birth certificate for any child of the purported marriage are required.

26.6.4.7.2. A separate transmittal document explaining the circumstances that invalidated the relationship and any other supporting documents that the member provides. DFAS-JMOB/DE performs a review of the relationship and will provide written notification to the FSO and to the member.

26.6.5. Evidence or Claims of Non-Support. Evidence or claims of non-support and requests for support made by a member's dependent or someone acting on behalf of a dependent may be sent to the appropriate FSO or directly to DFAS-JMOB/DE.

26.6.5.1. Evidence or claims of non-support and requests for support may include:

26.6.5.1.1. Requests for support.

26.6.5.1.2. Court-ordered garnishments.

26.6.5.1.3. Non-support complaints.

26.6.5.1.4. Notifications of support reduction.

26.6.5.1.5. Special Investigation Reports.

26.6.5.1.6. Record Reviews.

26.6.5.1.7. Fraud, Waste, and Abuse complaints.

26.6.5.1.8. Sworn testimony by individuals.

26.6.5.1.9. Member statements.

26.6.5.2. FSO Action. When any of the events outlined in 26-6.e.1 occur, the FSO must review the member's BAH entitlement(s) for possible start, stop or recoupment action. The FSO will:

26.6.5.2.1. Contact the member to determine if support is being furnished.

26.6.5.2.2. Inform the member that the JFTR, **Chapter 10**, requires recoupment of BAH paid to members who did not support dependents on whose behalf BAH was claimed, and that the member's BAH entitlement at the with dependent rate will be stopped and recouped for the entire period unless the member proves adequate support was provided.

26.6.5.2.3. Review all documentation (divorce decree, support agreement, etc.) to determine how much support was required.

26.6.5.2.4. Review all documentation (cancelled checks, money orders, affidavits from dependents, allotments, etc.) to determine how much support was actually provided.

26.6.5.2.5. Change the BAH at the with dependent rate to appropriate BAH (i.e., BAH at the without dependent rate or Partial-BAH) for the period(s) that the member cannot prove adequate support was provided.

26.7. Relationship or Dependency Determinations. The completed AF Form 594, applicable dependency statement and all supporting documents are forwarded to the FSO. The FSO examines the AF Form 594, dependency statement and supporting documents to ensure that the requirements of **paragraph 26.6** are met and a determination of relationship or dependency for BAH purposes can be made. See JFTR, chapter 10, Part B, for complete relationship and dependency definitions, rules.

26.7.1. Local FSO Determinations (Primary Dependents). The FSO, or designated representative, determines relationship or dependency per paragraph 26-6 when BAH is claimed on behalf of a lawful spouse or unmarried children under 21 years of age (this includes children born out of wedlock, adopted or step-children).

26.7.1.1. Any questions as to the legal sufficiency of such documents should be referred to the local SJA for determination of the documentation's legal sufficiency to establish such birth or marriage.

26.7.1.2. On the basis of documentation submitted, and after the local SJA determination of legal sufficiency, if appropriate, the FSO verifies relationship of spouse and children, or both.

26.7.1.3. The FSO returns the documents (or copies) to member unless, after the local SJA review, doubts still exist about their legal sufficiency. In that case, process claim as prescribed in **paragraphs 26.7.2**, **26.6.4.7** and **74.2.2.4** of this volume.

26.7.2. DFAS-DE Determinations (Secondary Dependents). Immediately upon receipt from the member, the FSO forwards all dependency claims, not included in **paragraph 26.6.1** to DFAS-JMOB/ DE, using AF Form 1209, Document Transmittal (**Figure 2.5**) and annotates DD Form 1863, Dependency Determinations Control Log (**Figure 26.6**).

26.7.2.1. Parents, parents-in-law, stepparents, parents by adoption.

26.7.2.2. Children born out of wedlock and under 21 years of age (USIP card privileges only, BAH entitlement determined locally (**paragraph 26.7.1**)).

26.7.2.3. Incapacitated children over 21 years of age, including incapacitated students 21-22 years of age.

26.7.2.4. Full-time students, 21-22 years of age. If only an ID card is requested, no dependency determination is sent to DFAS. Member provides documentation to MPF to get or renew ID card.

26.7.2.5. Ward of the court.

26.7.2.6. In loco parentis (No USIP card privileges).

26.7.2.7. Legally questionable claims/Purported Marriages.

26.7.3. Upon completion of dependency determination, DFAS-JMOB/DE notifies the member, FSO, and MPF of determination results.

26.7.3.1. When required, a DD Form 139 is completed by DFAS-JMOB/DE and sent to the member's servicing FSO, to start, stop, or change BAH, as appropriate. Upon receipt of the DD Form 139, the FSO:

26.7.3.1.1. Annotates the DD Form 1863.

26.7.3.1.2. Processes the required action via DJMS.

26.7.3.1.3. Acknowledges receipt on, and returns, the AF Form 1209.

26.7.3.2. The member receives a copy of the DD Form 139 and a letter advising of the determination. In cases that require debt establishment, the letter begins the member's due process.

26.7.3.3. In cases that require a retroactive stop or reduction in entitlement, DJMS will establish a debt based on the retroactive nature of the reduction and suspend collection action pending due process. The FSO provides due process in accordance with **Chapter 70** of this regulation and JFTR, paragraph 500104.A.2 prior to processing the DQ20 to resume debt collection.

26.8. Secondary Dependent BAH Dependency Re-determinations.

26.8.1. DFAS-JMOB/DE, Dependent Entitlements Branch, performs the annual review of BAH re-determination applications for members who claim

26.8.1.1. Parents, parents-in-law, stepparents, parents-by-adoption

26.8.1.2. Incapacitated children over 21 years of age, including incapacitated students 21-22 years of age

26.8.1.3. Full-time students, 21 and 22 years of age

26.8.1.4. Ward of a court

26.8.1.5. In loco parentis

26.8.2. Note that on initial applications the member is stating current facts. The approval of an initial claim authorizes the FSO to start and make retroactive payment(s) of any BAH claimed. Although it authorizes the FSO to start this entitlement, it does not substantiate future payments or confirm that the "in fact" dependency requirements are still being met. This is accomplished via a required annual re-determination. In addition to annual re-determinations, re-determination s must also be accomplished on PCS, or entry/exit from government quarters. Re-determinations are performed to ensure dependency existed and entitlement continued without interruption since the date of the initial or last re-determination. The re-determination also allows continued receipt of BAH. The member is advised at the time of approval when the annual re-determination must be performed. See **Figure 26.7** for the schedule of annual re-determinations.

26.8.3. The month before the re-determination is due, a letter is sent to the member, by DFAS-JMOB/ DE, instructing the member to resubmit the required forms for the dependency test.

26.8.4. When a member submits his or her re-determination package, the FSO annotates the DFAS-DE Form 1863, and immediately mails the package to DFAS-JMOB/DE, using AF Form 1209.

26.8.5. A member's failure to provide required documents to the FSO will cause BAH to be terminated. If a member fails to submit the package by the end of the month in which the forms are due, the FSO:

26.8.5.1. Stops BAH at the with-dependent rate, effective the last day of the month

26.8.5.2. Starts BAH at the appropriate without-dependent entitlement, effective the next day.

26.8.5.2.1. For example, if a member's re-determination is due in September, stop the higher rate of the allowances effective 30 September. Start the appropriate lower rate effective 1 October.

26.8.5.3. Prepares an AF Form 594 to substantiate the change, and annotates on the form, "member failed to submit a re-determination package". Normal AF Form 594 distribution and retention procedures apply.

26.8.5.4. Notifies the member that collection action will be taken effective the date of the last re-determination.

26.8.5.5. Provides the member due process; if after 60 days, if the FSO has nothing to indicate the collection would be incorrect, processes a DQ to collect the overpayment over 12 months.

26.8.6. If the member provides the re-determination package late, the FSO:

26.8.6.1. Ensures the procedures outlined in **paragraphs 26.8.3** and **26.8.4** were followed.

26.8.6.2. Does not restart the higher rate of the allowance.

26.8.7. If the delay was due to circumstances beyond the member's control, a statement from his or her commander must be included with the re-determination package for consideration by DFAS-JMOB/DE.

26.8.8. An AF Form 594 is required on every re-determination sent to DFAS-JMOB/DE. Failure to include this form could result in collection action.

26.8.9. Upon completion of the re-determination, DFAS-JMOB/DE notifies the member, FSO, and MPF of determination results as outlined in **paragraph 26.7.3**.

26.9. Re-certification. For re-certification policy and procedures see **Chapter 32**.

26.10. Verification of Family-Type Government Quarters Assignments. To prevent erroneous payments of BAH to members assigned to adequate and inadequate family-type government quarters:

26.10.1. Upon receipt of notification that the quarterly BAH/ACES bump is available on Report.Web, the MAJCOM distributes the various base-level reports to each of its bases. Finance provides a copy of appropriate reports/lists to the local housing office for review.

26.10.2. Within 5 business days, the housing office validates the data and submits whatever changes are needed, either to their records, or to DJMS. If DJMS requires change, the housing office provides the original AF IMT 594 and transmittal log or a new AF IMT 594 will be retroactive to the date BAH payments should have been stopped. Once the reviews are complete, necessary pay adjustments are made.

26.10.3. By the established suspense date, MAJCOM notifies AFAFO that the reconciliation is complete.

26.10.4. The HMO's listing of housing assignment includes the name of both members when husband and wife are military members.

26.10.5. If a member appearing on the HMO listing is not serviced by the local FSO and has dependents living in government quarters at the local base, the local FSO determines the member's current servicing FSO and if BAH was paid during the time period that government quarters were provided to the dependents.

26.10.5.1. If the member received BAH during the time the dependents were provided government quarters:

26.10.5.1.1. The local FSO notifies the member's servicing FSO by message, identifying the member, the date government quarters were provided the dependents, and the correct fair rental value when inadequate government quarters were provided.

26.10.5.1.2. The servicing FSO determines whether the BAH should be discontinued, and if so, stops the BAH.

26.10.5.1.3. The servicing FSO establishes a debt to recoup overpayments when necessary. The FSO provides due process in accordance with **Chapter 70** of this regulation and JFTR, paragraph 500104.A.2 prior to processing the DQ20 to resume debt collection.

26.10.6. Fair rental value automatically updates when BAH rates change, unless member-to-member marriage is involved. In that case, a UG management notice is issued for rate changes (CLOST-BAH-DEPN-CODE= I and W) and the FSO verifies and adjusts fair rental value for both members.

26.10.7. Upon completion of the verification (at the 45-day suspense date or earlier if directed by the MAJCOM) the FSO notifies their MAJCOM that the verification is complete and necessary corrections were made.

26.11. Verification of Single-Type Government Quarters Assignments. To prevent erroneous payments of BAH to members assigned to single-type government quarters, FSO works with HMO to ensure members who are assigned to single-type quarters are receiving partial rate BAH.

26.11.1. For those members identified by housing as no longer assigned to single-type quarters, the HMO provides an AF Form 594 showing termination date. Similarly, for those members HMO identifies as being assigned to single-type quarters, HMO provides the FSO with AF Form 594 including assignment date.

26.11.2. The FSO provides the Housing office chief a list of personnel residing in UPH: Not receiving Partial Rate BAH, Receiving BAH DIFF, Receiving BAH (FID 68), Assigned Family Housing; this is the "Base Dormitory Report". Within 5 business days, the Housing office chief will validate the data and submit changes in BAH authorization, using the original AF IMT 594 and transmittal log. If an AF IMT 594 does not exist, the action dates on the new AF IMT 594 will be retroactive to the date BAH payments should have been stopped.

26.11.3. The HMO and the units are jointly responsible to ensure that members on the without-dependent rate list are not assigned single-type government quarters. The HMO prepares an AF Form 594, and forwards it to the FSO, when members are erroneously paid BAH at the without-dependent rate. The HMO should process all quarters assignments or terminations within 5 days.

26.11.4. The FSO verifies Partial BAH manually. The FSO uses the lists to identify members not receiving Partial BAH and not living in family-type government quarters. The members that are not assigned to family-type government quarters (see above) may be eligible for Partial BAH. Mismatched SSNs are researched and an AF Form 594 is prepared for each member entitled to Partial BAH.

26.12. Dependency Discrepancy Reconciliation. A reconciliation between data contained in DJMS and the Military Personnel Data System (MILPDS) is conducted semi-annually to identify discrepancies. The reconciliation produces three reports that are used to verify members' BAH entitlements. The reports are: PCN: UH099C0471 - Officer/Enlisted Dependency discrepancies (**Figure 26.8**); PCN: UH099C081 - Mil-Mil BAQ Same ADSN-Central-Site Match (Report No.1) (**Figure 26.9**); and Mil-Mil BAQ Different ADSN-Central-Site Match (Report No. 2) (**Figure 26.10**).

26.12.1. Receipt of the reports. The reports are made available to each FSO via SAR. DFAS-JMPBC/ DE sends a message to the network once the reports are available. A report of the members who appeared on the prior report is also included. The date on the message is used to set a 45-day suspense date for completion and return to DFAS-JMPBC/DE. The FSO forwards one copy of these reports to the MPF for action. These reports are a priority and the discrepancies must be corrected as soon as possible.

26.12.2. Performing the Review**.**

26.12.2.1. PCN: UH099C0471. Discrepancies between the Closest Dependent Code for BAH in DJMS-AC and the Marital Status Code in Military Personnel Date System (MilPDS).

26.12.2.1.1. Compare the PCN: UH099C0471 to available information and annotate the report with the information found, indicating which database needs to be corrected (i.e., DJMS, MILPDS, neither). For example, if one member is coded with a BAH Closest Dependent Code of A and MILPDS shows a code of annulled (A), divorced (D), legally separated (L), single (S) or widowed (W), then suspect that there has been an overpayment of BAH to this household.

26.12.2.1.2. Entries with an MPF Dependency Code of "S" and DJMS Closest Dependent Code of "C" are not valid discrepancies and should be disregarded.

26.12.2.2. PCN: UH099C081 Report No. 1 and Report No. 2. These reports identify possible overpayments of BAH at the with-dependent rate.

26.12.2.2.1. Stop the BAH for members whose records indicate possible overpayments. For example, when one member is coded with a BAH closest dependent code of A, B, C or W and the spouse is coded A, B, W or BAH-DIFF, then suspect that there has been an overpayment of BAH, even though the members do not reside together. If both members are residing together and receiving BAH at the with-dependent rate for the same household, stop only the junior member's entitlement. When a member's entitlement is stopped, the regular supporting documentation is required to restart the BAH.

26.12.3. Follow-up to determine if a debt should be established due to overpayment.

26.12.3.1. Obtain the information necessary to resolve the discrepancy in the usual ways - personal interview, telephone, FAX, letter, or by having the member complete an AF Form 594 or AF Form 987, Re-certification of Basic Allowance for Quarters (BAQ), Overseas Housing Allowance (OHA), Family Separation Allowance (FSA), and Cost-of-Living Allowance (COLA) (**Figure 32.1**). If a member does not respond to the initial inquiry within 10 days, contact the member's unit. If advised that the member is unable to report to the FSO (on leave, temporary duty (TDY), etc.), request the unit provide an expected return date.

26.12.3.2. Minor, non pay-affecting discrepancies do not require immediate action against the Master Military Pay Account (MMPA). Annotate the report and count the discrepancy as a DJMS error. Ensure follow-up is done to correct them in a timely manner.

26.12.3.3. If members provide information or documentation to support the entitlements reflected in their pay accounts, instruct the members (to include both spouses when military members are married) to go to the MPF to have the necessary changes made, annotate the report accordingly, and count the discrepancy as a MILPDS error.

26.12.3.4. If member resides in government quarters and his or her Closest BAH Dependent Code is incorrect, prepare and process a DD Form 114 with a statement explaining the changes needed, ensure the member's name, SSN, incorrect (current) code and the correct code is included. (See **Figure 26.15** for change transaction.)

26.12.4. Preparation of DFAS-DE Form 2429 (HAF-ACF (SA) 8502) (**Figure 26.11**). Account for the total number of errors identified by the reports, by category, on the DFAS-DE Form 2429 (i.e., DJMS, MILPDS, other). Errors include those that cannot be corrected immediately because the member is unavailable as well as those identified in **paragraph 26.12.2**.

26.12.5. Distribution of Reports and DFAS-DE Form 2429. After the reports have been annotated with all discrepancies discovered, the FSO forwards the DFAS-DE Form 2429, with the list of names and SSN of those members whose records in MILPDS require correction, to the MPF for action. The MPF corrects the MILPDS records, countersigns the DFAS-DE Form 2429, and returns it to the FSO. Upon receipt of the DFAS-DE Form 2429 from the MPF, the FSO makes a copy of the annotated listings and the DFAS-DE Form 2429 for FSO retention, then mails the originals to DFAS-JMPBC/DE, 6760 E. Irvington Pl., Denver CO 80279-3000, with a copy to the MAJCOM. Ensure DFAS-JMPBC/DE receives the annotated reports and the completed DFAS-DE Form 2429 by the suspense date.

26.12.5.1. Advise the MPF of the purpose of this review and request the return of the listing, with Marital Status Code corrections annotated, in sufficient time for the FSO to meet the DFAS-DE suspense. It is essential that the FSO and MPF coordinate to resolve and prevent discrepancies. If a member reports to the FSO or MPF to change Marital Status or Dependency code, whichever office the member reports to opens a CMS case and refers it to the other for update to the other system.

26.12.5.2. Each time a member makes a dependency status change in either DJMS or MILPDS, a notice is printed with MPF daily processing. If the change was in the MILPDS, a listing titled "MPF/FMF Marital Status Interface Transaction Register" is printed addressed to the FSO. Upon receipt, ensure a corresponding change is made to DJMS. If the change was in DJMS, a listing titled "Notice of Dependency or Marital Status Change" is printed. MPF should ensure a corresponding change is made to the MILPDS.

26.13. Assignment/Termination of TLF. TLF, or other transient type facilities are not considered government quarters for BAH purposes. Accordingly, they have no impact on a member's BAH entitlement.

26.14. BAH Entitlement. **Paragraphs 26.15** through **26.27** provide explanation of entitlement conditions for some commonly misunderstood scenarios. These paragraphs do not supersede, but are intended for use in conjunction with, the JFTR, chapter 10. For complete explanation of these and other BAH entitlement conditions see JFTR, chapter 10.

26.15. BAH Entitlement-New Accessions. Newly inducted, enlisted or re-enlisted members, officers, and officer candidates with dependents are entitled to BAH-I effective the date of enlistment or entry on active duty and continuing through the day before the member arrives at his/her initial PDS. The rate is based on the location of the dependents. In instances where the member's dependents reside at a location outside the U.S., the rate is based on the member's training location. A member without dependents is authorized BAH-T, and only during periods of travel between duty/training sites and his/her initial PDS.

26.16. BAH Entitlement-Dependent Child in Custody of Someone Other Than Member (Entitlement Started before 5 Dec 1991). Members assigned to single-type government quarters and receiving BAQ at the with-dependent rate on December 4, 1991, solely by reason of child support payment, continue to be entitled to such entitlement on behalf of this dependent until another dependent is acquired on whose behalf BAH may be claimed or the member completes a PCS move on or after 1 Jan 1998, whichever is first.

26.17. BAH Entitlement-Member in a Non-pay Status. See JFTR, chapter 10, for payment standards and limitations.

26.17.1. Unauthorized Absence. The dependents of a member in pay grade E4 (4 years or less service) or lower are entitled to continue receipt of the member's BAH entitlement while the member is in a non-pay status for a maximum of 60 days.

26.17.1.1. Request for Payment. Request for payment of BAH may be made by the dependent on whose behalf BAH is claimed or by dependent's fiduciary or custodian. Such request must be in writing and worded essentially: "I, (name), (capacity in which request is made--spouse, fiduciary, custodian) (if fiduciary or custodian show name on whose behalf payment is requested), request payment of Basic Allowance for Housing against the account of (member's name, grade, SSN) who entered an unauthorized absence status (describe status) on (date)." The FSO assists claimant to the extent possible in preparing the request for payment. Upon receipt of a request for payment, which is, in the FSO opinion, of doubtful propriety, full particulars should be furnished to AF/ DPDF via the MAJCOM by priority email. AF/DPDF determines the validity of the request for payment and advises the FSO by priority email.

26.17.1.2. Documentation Required. The request itself is the only documentation required to establish dependent's entitlement provided official Air Force records indicate the requestor is the dependent or acting on the dependent's behalf. Official Air Force records include, but are not limited to, AF Form 594 and/or enrollment in Defense Enrollment Eligibility Reporting System (DEERS).

26.17.1.3. Amount Payable. Payment is made at the rate credited to the member at the time the absence commenced. Payments include accrual from the first day of unauthorized absence through date of payment, not to exceed 2 months total. Subsequent payments are made, if necessary, as of the end of the 2 month period or the date the member returned to military control, whichever comes first.

26.17.1.4. Payment Procedures. The FSO:

26.17.1.4.1. Computes payment due dependent

26.17.1.4.2. Prepares DD Form 1351-6.

26.17.1.4.3. Submit a PD03 for each payment.

26.17.1.4.4. Submits a 3503 for each period paid, along with the appropriate housing transaction (6803 or 4303) to reinstate BAH for the period of unauthorized absence covered by the above payment. One or two 3503s may be submitted. When one 3503 is submitted, it must be for at least 30 days and cannot exceed 60 days. When two 3503s are submitted, each must be for 30 days.

26.17.2. Members in Pretrial Confinement in a Foreign Country:

26.17.2.1. For enlisted members in pay grade E4 (4 years or less service) or lower, payment is authorized for a period not to exceed 2 months. For any additional months, there must be a showing of hardship on the dependent and approval is on a case-by-case basis by AF/DPPC.

26.17.2.2. For enlisted members in pay grade E4 (over 4 years of service) and above, there must be demonstrated hardship on the dependent and approval is on a case-by-case basis by AF/DPPC.

26.17.2.3. See 26-17.a subparagraphs (1) through (4) for request, documentation, and payment requirements.

26.17.3. Member in Excess Leave Status. BAH may be paid to a member in pay grade E4 (4 years or less service) or below, with dependents, for a period not to exceed 2 months during which an excess leave status exists, unless member is not expected to return to duty (***Examples:*** Appellate leave or commandant's parole). Management Notice-X803, Notice of BAQ Stop--Excess Leave, is sent to the FSO via JDC when a member enters an excess leave status. The FSO computes 2-month period from first day of excess leave. To authorize BAH for period of excess leave, the FSO submits a 3503 for each period of entitlement.

26.18. BAH Entitlement-BAH Rate Protection. BAH Rate Protection is designed to avoid reductions in a member's housing allowance when the member's actual costs remain unchanged.

26.18.1. While on station within the United States: BAH Individual Rate Protection is maintained and BAH shall not be reduced as a result of changes in MHA, or national, costs or promotion of the member. BAH Rate Protection is lost if there is a change in status of the member, including demotion, member moving out of current MHA, Permanent Change of Station (unless waiver approved) or a change in dependency status.

26.18.2. Upon PCS: A member may request BAH Rate Protection via waiver. BAH Rate Protection waivers must be applied for through the servicing MPF and approved by AF/A1PA. The following conditions warrant waiver consideration:

26.18.2.1. Low Cost/No Cost Moves. With an approved waiver, a member with or without dependents, reassigned incident to a low cost/no cost move within the U.S., is entitled to continue receipt of BAH at the old PDS rate. See Figure 26-31 for the format to use when requesting a waiver for Low Cost/No Cost Moves.

26.18.2.2. PCS to Attend Professional Military Education (PME). A member with dependents, assigned PCS to attend PME, technical training, or career education for 12 months or less, may request a waiver to the normal BAH policy. This waiver, if approved, allows the member to receive BAH for a location other than the PDS

(PME location). The member may elect to receive BAH at the rate for the new PDS, old PDS or the dependent's location if the member does not have an old PDS. A waiver is not required if the member elects to receive the new PDS rate, as it is the rate payable upon arrival in the absence of an approved waiver. If approved, the FSO uses the approval letter, amended orders indicating limited PCS entitlements, and AF Form 594 as support for payment. If approved, the FSO ensures reimbursement for TLE, DLA and per diem are still paid at the single rate. See Figure 26-30 for the format to use when requesting a waiver for PME/Technical Training.

26.18.2.3. Dependent Restricted/Unaccompanied Tours. A member with dependents, assigned PCS to an unaccompanied tour overseas, is entitled to continued receipt of BAH-I at the old PDS rate if all of the following conditions exist:

26.18.2.3.1. Prior to PCS, member and dependent(s) occupied a residence within a MHA other than that of the old PDS.

26.18.2.3.2. The dependent(s) do not relocate.

26.18.2.3.3. The MHA rate for this area is lower than the old PDS rate.

26.18.3. If the member is entitled to rate protection under this paragraph, the gaining FSO processes a 6801 using the ZIP Code of the old PDS after the SG03 transaction has processed. If the member is not entitled, the gaining FSO processes a 6801 or 6804 using the ZIP Code of the dependent's residence.

26.19. BAH Entitlement-Dependents Remain Overseas (DRO)/Housing Waivers. An approved DRO, or housing waiver (JFTR, U10208), authorizes continued receipt of overseas housing allowances (OHA) or BAH for Hawaii or Alaska. It does not authorize a second, separate or "dual" housing allowance. An approved DRO is for a specified time period. Continued receipt of overseas allowances, BAH and/or COLA stop at the end of this specified period. ***NOTE:*** An approved DRO does not supersede, or otherwise make obsolete, the entitlements authorized as a result of a dependent-restricted assignment and certain unaccompanied assignments.

26.19.1. ***Example 1:*** A member with an assignment to Lakenheath AFB (OCONUS) received an approved DRO for his dependents in Germany. The member would continue to receive with-dependent OHA for Germany while on assignment to England, and would not receive a separate (or dual) entitlement for himself.

26.19.2. ***Example 2:*** A member with an assignment to Bolling AFB (CONUS) has received an approved DRO for his dependents in Germany. The member would continue to receive with-dependent OHA, and would not receive a separate (or dual) entitlement for himself.

26.19.3. ***Example 3:*** A member with an assignment to Bolling AFB (CONUS) has received an approved DRO for his dependents in Hawaii or Alaska. The member would continue to receive with-dependent BAH for Hawaii or Alaska, and would not receive a separate (or dual) entitlement for himself.

26.20. BAH Entitlement-Early Return of Dependents (ERD).

26.20.1. ERD. An approved ERD authorizes movement of command-sponsored dependents from a location OCONUS prior to the issuance of PCS orders. An ERD may be requested by the member or directed by the member's command. If an ERD is approved, and transportation costs are paid by the government, the ERD authorizes BAH-I or OHA at the with-dependent rate based upon the dependent's location in addition to any without-dependent rate BAH entitlements the member is authorized. This includes FSH-O or FSH-B if otherwise eligible. If the government does not pay transportation costs, the dependents movement is not considered an ERD for entitlement purposes. Accordingly, with-dependent OHA for the PDS continues.

26.21. BAH Entitlement-Designated Location Moves (DLM). A DLM may be requested in conjunction with a member's assignment to a dependent restricted/unaccompanied assignment. An approved DLM authorizes dependent relocation at government expense. This is in addition to any without-dependent rate BAH entitlements the member may be authorized as a result of the dependent restricted/unaccompanied assignment. If dependents relocate at personal expense from a designated place in a BAH area to a different location in a BAH area that is not at or near the member's PDS, continue BAH based on the previously authorized location (either old PDS or dependent location before the move). If the dependents relocate from a designated place in an OHA area to a location in a BAH area, start BAH based on the new location on the dependents' arrival date and stop the OHA the day prior to dependents' departure.

26.22. BAH Entitlement-Member in TDY or PCS Status.

26.22.1. TDY station changed to PDS. This includes members hospitalized or on terminal leave. When a member receives PCS orders while hospitalized, on emergency leave, or TDY, the member's entitlement to BAH-I at the new PDS is based upon the effective date of orders.

26.22.2. TDY (PCS not involved). A member on TDY receives BAH-I or OHA based on the PDS.

26.22.3. TDY En Route PCS. These rules apply to members with or without dependents.

26.22.3.1. A member departing a PDS within the U.S., with TDY en route, is entitled to the BAH-I rate paid at the member's old PDS until the member reports at the new PDS.

26.22.3.2. A member departing a PDS outside the U.S., with TDY en route, is entitled to BAH-T until the member reports at the new PDS.

26.22.4. A member who is in receipt of PCS orders, whose dependents depart the PDS in advance of the member, may be entitled to a housing allowance based on either the dependents' location or the new PDS, with approved Secretarial waiver. See paragraph 26.18 for information concerning application for Secretarial waiver.

26.22.5. Indeterminate TDY (I-TDY). A member on I-TDY orders (Extended Deployment) may be authorized to move his/her dependents to another location for the duration of the I-TDY. The dependents will receive dependent orders which authorize movement of household goods (HHG) at government expense. In these cases, members are authorized the

BAH/OHA for the dependent location for the duration of the I-TDY (Extended Deployment). See JFTR, Vol 1, chapter 10 for more information.

26.23. BAH Entitlement-New Claims Prior to Separation. If a member acquires a dependent within 90 days prior to separation and attempts to claim BAH, but is unable to produce the necessary supporting documents, the member may later submit a claim (**Chapter 74**).

26.24. BAH Entitlement-Terminal Leave.

26.24.1. A member who enters terminal leave status is authorized BAH-I for the full period of terminal leave at the old PDS rate. Exceptions to this rule include:

26.24.1.1. A member on an unaccompanied tour, with dependents in the U.S., who enters terminal leave from a PDS outside the U.S., is authorized BAH-I at the rate for the dependent's location for the period of terminal leave.

26.24.1.2. A member in the U.S., with dependents authorized by Secretarial determination to live away from the member's PDS, who enters terminal leave status is authorized BAH-I at the rate for the dependents location for the period of the terminal leave.

26.24.1.3. A member on an accompanied tour or a member without dependents, who returns to the U.S. for separation/retirement processing is authorized BAH-I at the rate for the separation activity. This rate continues for the period of terminal leave, starting with arrival at the separation activity. This also applies to members under the same circumstances, who are authorized BAH at the with-dependent rate because they are paying child support.

26.24.1.4. A member who returns to the U.S. after completing separation/retirement processing OCONUS is authorized BAH-I for the leave address.

26.24.1.5. A member who remains OCONUS is authorized OHA provided the member obtained private sector housing.

26.25. BAH Entitlement-Death of Member. When a member dies while on active duty, BAH may be authorized on behalf of dependents for up to 365 days after the member's death (**paragraph 54.6**).

26.26. BAH Entitlement-Inadequate Quarters. Effective January 1, 2006, members assigned to inadequate quarters are paid BAH-I at the applicable with or without dependent rate; however, regardless of the amount or type of BAH-I received, the fair rental charge will not exceed 75% of the BAH-I with-dependent rate. ***NOTE:*** As a result, the fair rental charge may exceed the member's actual BAH-I entitlement.

26.27. BAH Entitlement-Members of Reserve Components. Effective January 6, 2006, members of the reserve components called to active duty, for other than contingency operations, and for more than 30 days are entitled to BAH-I at the rate prescribed for the location from which they are called to active duty beginning on the first active duty day. A member called to active duty, for other than a contingency operation and for 30 days or less is entitled to BAH-RC.

26.28. FSH-O and FSH-B. FSH-O/FSH-B is payable under the following conditions: adequate government quarters are not available for the member's assignment, the member's dependents

do not live at or near the PDS and dependent travel was not authorized at government expense to the PDS or a nearby location.

26.28.1. DD Form 1561. The back of the DD Form 1561 may be used to provide required information and certificates as outlined within this paragraph. When using the back of the form, the member or FSO, notes on the front that data appears on the back. The FSO ensures one copy of the member's signed tour election is attached when starting or continuing FSH-O/FSH-B.

26.28.1.1. Member requests transportation of dependents before departure.

26.28.1.1.1. Submit DD Form 1561, modified as appropriate, to substantiate payment of FSH-O/FSH-B when a member requests transportation of dependents before member's departure, and:

26.28.1.1.1.1. Request is approved but dependents do not travel with member, or

26.28.1.1.1.2. Member's request is temporarily denied. File denial in management file for future reference.

26.28.1.1.1.2.1. In the case of denial, the member indicates on the back of the form the date of new application for transportation of dependents, or reason(s) why member has not applied. FSO includes reason for, and date of, denial of member's prior request.

26.28.1.1.1.2.2. When applicable, fully explain on back why delay in furnishing dependents' transportation exceeds 60 days from date of approval for entry.

26.28.1.2. Temporary Absence of Dependents. If member maintained a common household with dependents before PCS or TDY, but all dependents were or are temporarily away from that residence for vacation, hospitalization, to attend school, etc., member must furnish complete explanation. Include length of absence and whether member continued to maintain residence. If a sole dependent is in an institution, include a copy of the court order or appropriate medical statement showing that period in such institution is not expected to exceed one year.

26.28.1.3. Dependents Visit Member receiving FSH-O/FSH-B. If a member is visited at the PDS by all dependents, member must certify date of their arrival, purpose, and expected length of visit. After they depart, member must certify date of departure and, if more than three months from date of their arrival, reason for extension of visit.

26.28.1.4. Evacuation. When dependents are evacuated under provision of the JFTR U5246, officer directing the evacuation must certify that it was not caused by dependents' misconduct in order for FSH-O/FSH-B to accrue.

26.28.1.5. ERD. See paragraph 26-20.

26.28.1.6. Overseas Separation. When a member separating overseas starts terminal leave within CONUS and it is questionable that the member will return to the point of separation, stop FSH-O. If the member returns, the FSO submits a 6503 to adjust member's pay.

26.28.2. DD Form 114. When stopping FSH-O for a member who changes election to "with command-sponsored dependents" after arrival at PDS, attach one copy of the Headquarters (HQ) United States Air Force (USAF) determination, that change of election is in the best interest of the Air Force.

26.28.3. See JFTR, U10414 for further conditions of entitlement to FSH-O/FSH-B.

26.29. Advance Payment of BAH. An AF Form 1039 is prepared by the member to request an advance payment of BAH.

26.29.1. Conditions of Entitlement:

26.29.1.1. An advance payment of BAH is payable upon request of a member when approved by the member's unit commander or the housing officer. The advance is paid to an eligible member to meet extraordinary expenses in obtaining or occupying other than Government housing. Extraordinary expenses include the following:

26.29.1.1.1. Advance rent.

26.29.1.1.2. Security deposits.

26.29.1.1.3. Installation fees.

NOTE: Extraordinary "moving in" expenses should be reflected in applicable blocks 4a, 4b, and 4c of AF Form 1039. Block 4d "other" should not be used.

26.29.1.2. The purchase of personal property needed to occupy non-government housing may be authorized for an advance payment of BAH, but is limited to those items necessary for occupancy and must be reasonable in nature. The guide to be used to determine the amount of the advance a member may receive for the purchase of personal property is Air Force Instruction (AFI) 32-6004, Attachment 8, plus major appliances. Attachment 8 lists the items that the government would furnish if the items were available or if government housing were assigned.

26.29.1.3. Additional advances covering housing needs may be approved at any time for valid reasons as determined by the approving authority. Outstanding or unpaid advances remaining upon authorization of an additional advance may be added to the new advance amount and a new repayment schedule established.

26.29.1.4. The amount of the advance must not exceed the anticipated housing expenses, or the total of three months BAH expected to be accrued by the member, whichever is less. When making determinations involving member to member marriage or other members sharing arrangements, the combined advance requests, allowances, and expenses of the occupants must be considered.

26.29.1.5. Home Buyers. An advance for home purchase is limited to expenses anticipated or required for utilities and initial expense. It is not authorized for home purchases, a down payment toward buying a house, closing costs, upgrades or similar costs. Authorized expenses include costs for installing 220 volt electrical wiring necessary for stoves or clothes dryer and utility deposits required to acquire service.

26.29.2. Disbursement of the Advance. Except in extenuating circumstances (determined by member's unit commander or designee), disbursement of the advance normally must

not be made more than three workdays before the date payment must 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 days before lease or rental payment is due because of mail or transportation schedules. The disbursement must be made within 30-days after occupancy. This 30-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. When circumstances warrant, a waiver of the 30-day period may be approved by the unit commander upon written request from the member. The request must state the reason for the delayed advance and show that the funds are needed to meet advance rent, security deposits or initial expenses. Approved request is attached to the payment voucher.

26.29.3. Repayment of the Advance:

26.29.3.1. Repayment of the advance will usually be 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. The member must provide an AF Form 2451, Financial Statement, to substantiate the hardship.

26.29.3.2. In all cases, the repayment period must not exceed the member's DOS. When a lease is not completed for which an advance has previously been paid, the advance must be repaid in full immediately.

26.29.3.3. Collection of the advance will begin on the first day of the month after payment of the advance has been made. When justified by the member and authorized by the member's commanding officer or designee, start of collection action may be postponed for up to three months.

26.29.4. The FSO uses AF Form 265, FSO Payment Authorization (JUMPS), to authorize payment for local payees (**Figure 35.1**). The Electronic Funds Transfer (EFT) payment request/authorization form will be used to authorize payments for central payees. The AF Form 1039 is attached to the original AF Form 265 or a copy of EFT payment request/authorization form depending on which one was used. For requests to extend repayment periods, made subsequent to the advance, the AF Form 1039 is attached to the Document Transmittal Listing (DTL) for submission to the Federal Records Center as support for the request. Copies of the AF Form 1039 are distributed as follows:

26.29.4.1. Original - attached to payment voucher/EFT form or DTL (as applicable).

26.29.4.2. Second copy - member.

26.29.4.3. Third copy - approving official.

26.29.4.4. Fourth copy - FSO hold copy.

26.29.5. Special actions required by the FSO:

26.29.5.1. When a repayment postponement has been authorized by the member's commander, the number of months delay is entered in the PA03 transaction.

26.29.5.2. When a member receives an advance for dependent housing expenses and also for his or her housing expenses at an unaccompanied overseas location, the FSO must process a separate voucher and PA03 or JPBB for each advance. If delayed repayment is approved, include that information in the appropriate transactions. These transactions will send the member's money to his or her bank account and report the payment on his or her MMPA systematically. Transactions in both cases (local and central payees) must reflect the proper ADV-PAY-CTGYS codes as contained in **Attachment 4** of this manual.

26.29.5.3. The FSO at bases where a member has received an advance and dependents are residing (member leaves family at old station for which an advance was received) while member is serving an unaccompanied tour overseas should be aware when such situations exist and make lump sum collection of any unpaid advance if member does not return to duty station where dependents are located upon completion of unaccompanied tour. Take lump sum collection action if notified that dependents change locations or if member is scheduled for separation prior to repayment of the advance.

26.29.5.4. Review approved AF Form 1039 to ensure that the number of months approved for repayment will not exceed the member's tour length or date of separation (DOS). Review member's MMPA when receiving PCS notice or during out-processing and take necessary action to collect any unpaid advance prior to PCS or separation. For additional information on repayment schedules and extending or postponing collections, see JFTR, Volume I, chapter 10, and Table 30-1 of this volume.

26.30. BAH Transaction Format Identifiers and Action Indicators. Transactions may be input by member's servicing Input Station Identifier (ISI), TDY ISI, or losing ISI (if Date Departed Last Duty Station (DDLDS) in the SH is within the last 35 days of DFAS-DE processing date). BAH is paid using combinations of the following FIDs: 35 (BAH-I, BAH-T, and BAH-RC, **Figure 26.12** through **Figure 26.17**), 36 (BAH-DIFF, **Figure 26.18** through **Figure 26.21**), 43 (OHA, **Figure 30.4** and **Figure 30.5**), 45 (FSH-O, **Figure 30.8** and **Figure 30.9**), 67 (FSH-B, **Figure 26.22** through **Figure 26.25**), and 68 (BAH-I, **Figure 26.26** through **26.30**). The following Action Indicators can be used with these FIDs:

26.30.1. START (01). Starts entitlement for an indefinite period

26.30.2. STOP (02). Stops entitlement when a member becomes ineligible to receive entitlement.

26.30.3. REPORT (03). Pays entitlement for a definite period with inclusive dates of entitlement.

26.30.4. CHANGE (04). Changes any field(s) in the entitlement open-entry, which were formerly correct. This transaction is not used to correct erroneous entries, it should be used to merely update the member's account as his/her dependency status or quarters assignment type changes.

26.30.5. CORRECT (05). Corrects erroneous field(s) in the entitlement open entry.

26.30.6. CANCEL (06). Cancels a prior start, stop, or report entitlement transaction and any subsequent entries based on them.

26.31. BAH Management Notices and Leave and Earnings Statement (LES) Remarks. BAH and BAH-DIFF automatically stop the day prior to the youngest child's 21st birthday (BAH-Dependency-Code = B, C, G, or W). In the case of a student (BAH-Dependency-Code S), BAH stops the day prior to the youngest student's 23rd birthday. Various management notices and LES remarks are produced to provide the FSO and the member advance notice that the entitlement is about to stop.

26.31.1. BAH with-dependents. Three 35-suspense entries and one 35-future are created when a 3501 is processed. These suspense entries generate management notices and LES remarks, and the future generates the stop action.

26.31.1.1. XG06 (XG07 if student) is generated 90 days prior to the child's/student's birthday notifying the FSO that BAH will stop in 90 days if a 3604 is not received changing the birthday.

26.31.1.2. XG03 (XG08 if a student) is generated 30 days prior to the child's/student's birthday notifying the FSO that BAH will stop in 30 days if a 3604 is not received changing the birthday. (***NOTE:*** There is not a Management Notice 60 days prior.)

26.31.1.3. An LES remark is generated 30, 60, and 90 days prior to the child's 21st birthday. The remark states "Child will reach 21 years of age in (30, 60, or 90) days; BAH stops day prior to child's birthdate".

26.31.1.4. An LES remark is generated 30, 60, and 90 days prior to the student's 23rd birthday. The remark states "Child will reach 23 years of age in (30, 60, or 90) days; BAH stops day prior to child's birthdate".

26.31.2. BAH-DIFF. Three 36-suspense entries and one 36-future entry are created when a 3601 is processed. The suspense entries generate the following management notices and LES remarks, and the future generates the stop action.

26.31.2.1. XG04 is generated 90 days prior to the child's birthday notifying the FSO that BAH will stop in 90 days if a 3504 is not received changing the birthday.

26.31.2.2. XG05 is generated 30 days prior to the child's birthday notifying the FSO that BAH will stop in 30 days if a 3504 is not received changing the birthday. (***NOTE:*** There is no Management Notice 60 days prior.)

26.31.2.3. LES remarks are generated 30, 60, and 90 days prior to the child's 21st birthday. The remark states "Child will reach 21 years of age in (30, 60, or 90) days; BAH stops day prior to child's birthdate".

26.31.3. A 3602 or 3606 will delete all 36-suspense and 36-future entries on the MMPA when the transaction is processed.

26.32. BAH Closest Dependent Codes. The closest dependent codes for members receiving BAH are defined as follows:

26.32.1. Code A - Spouse.

26.32.2. Code B – Child Support (now BAH-DIFF). Used on or before 4 December 1991. No longer used. Provided for historical purposes.

26.32.3. Code C - Child in custody of member.

26.32.4. Code D – Parent (secondary dependent).

26.32.5. Code F - Stepchild. Used on or before 4 December 1991. No longer used. Provided for historical purposes.

26.32.6. Code G – "Grandfathered" (paragraph 26-16).

26.32.7. Code I - Member, married to another member, with no dependents.

26.32.8. Code K - Ward of the court (secondary dependent).

26.32.9. Code L - Parent-in-law (secondary dependent).

26.32.10. Code Q - Adopted child. Used on or before 4 December 1991. No longer used. Provided for historical purposes.

26.32.11. Code R - Own Right or Partial BAH. Replaces "space" as closest dependency code.

26.32.12. Code S - Student, age 21 or 22 (secondary dependent).

26.32.13. Code T - Incapacitated child, over 21 years of age (secondary dependent).

26.32.14. Code V - Illegitimate child. Used on or before 4 December 1991. No longer used. Provided for historical purposes.

26.32.15. Code W - Member, with a child, married to another member.

26.32.16. Code X - Custodial parent receiving child support, whose divorce decree or written agreement was dated between 1 August 1991 and 30 June 1992. The member received BAQ at the without-dependent rate and VHA as a member with dependents. This code was used only until the divorce decree or written agreement was changed with an effective date after 30 June 1992. At the time of decree/agreement change, the custodial member became entitled to BAH-I as a member with dependents, closest dependency code C. Provided for historical purposes; code X should no longer be required.

26.33. Additional FSO Requirements. The FSO or designated representative must counsel all members during in -processing and re-certification regarding when each member is entitled to BAH and the rate(s) payable. The member must also be informed that:

26.33.1. All members must immediately notify the FSO and MPF of all dependency status changes (marriage, divorce, child support, death, birth, quarters assignment/termination, etc.).

26.33.2. Failure to support a dependent, on whose behalf BAH is claimed, will result in non-entitlement to BAH.

26.33.3. A member is not entitled to BAH on behalf of a dependent whose whereabouts are unknown.

26.33.4. A false claim or statement against the United States Government is punishable by court martial. The penalty for willfully making a false statement or claim is a maximum of $10,000 or maximum imprisonment of 5 years or both (18 U.S.C. 287). ***NOTE:*** If a member is uncertain about support requirements, the member should seek advise from the local Staff Judge Advocate.

Figure 26.1. AF Form 594, Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination.

APPLICATION AND AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ) OR DEPENDENCY REDETERMINATION

PRIVACY ACT STATEMENT

AUTHORITY: *37 USC 043, Public Law 96-343, EO 9397*
PURPOSE: *To start, adjust or terminate military member's entitlement to BAQ*
ROUTINE USE(S): *Information may be disclosed to the Internal Revenue Service for tax information on members Social Security Administration or information on tax deducted, Department of Veteran Affairs for education and group life insurance information, and the Department of Justice for investigating or prosecuting possible violations of the law, the American Red Cross for information concerning the needs of the member or dependents emergency situations, the Air Force to determine needs of a member or dependents in emergency situations and for verification of loan applications, state and local governments for tax and welfare insurance companies for allotment information and financial institutions, for deposits and/or payments.*
DISCLOSURE: *Voluntary. However, failure to provide all information including Social Security Number (SSN) may result in nonpayment of BAQ*

PART A - IDENTIFICATION & DUTY LOCATION

1. NAME (Last, First, MI)

2. SSN | 3. GRADE | 4. PHONE

5. DUTY LOCATION (Base, State, ZIP Code or Country)

HOUSING OFFICE or BILLETING OFFICIAL NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS

QUARTERS ARE NOT ASSIGNED ☐ DATE:

ADEQUATE QUARTERS EFFECTIVE DATE: ☐ ASSIGNED ☐ TERMINATED UNIT #

INADEQUATE QUARTERS EFFECTIVE DATE: ☐ ASSIGNED ☐ TERMINATED UNIT #

TRANSIENT QUARTERS OCCUPIED - UNIT #
EFFECTIVE DATES FROM: TO:

TITLE

SIGNATURE

DATE

PART B - MARITAL/DEPENDENT STATUS

6 ☐ SINGLE, NO DEPENDENTS ☐ SINGLE, CLAIMING DEPENDENT(S)

MARRIED - SPOUSE IS A ☐ CIVILIAN ☐ MILITARY MEMBER

IF MILITARY SPOUSE - NAME, SSN, BRANCH OF SERVICE, STATION AND DATE OF MARRIAGE:

☐ DIVORCED (Date) ☐ LEGALLY SEPERATED (Date)

7. NON-CUSTODIAL PARENTS: I PAY ☐ THE FULL AMOUNT OF WITH-DEPENDENT RATE BAQ, OR ☐ $ ____ .00 PER MONTH FOR DEPENDENT SUPPORT

BASED ON: a ☐ DIVORCE DECREE b ☐ COURT ORDER c ☐ LEGAL SEPERATION AGREEMENT, OR d ☐ WRITTEN AGREEMENT WITH CHILDS CUSTODIAN

8. I ☐ CLAIM BAQ FOR THE DEPENDENT ☐ IN ☐ NOT IN MY CUSTODY LISTED BELOW (Effective Date):

Note: Indicate the civilian dependent you are claiming and the relationship (i.e., spouse, legitimate, illigitimate, incapacitated, adopted, step-child or parent) if dependent is a child include the date of birth (DOB)

(a) NAME (Last, First, MI)	(b) ADDRESS, CITY, STATE, ZIP or COUNTRY	(c) RELATIONSHIP	(d) DOB

9. IF DEPENDENT NAMED ABOVE IS A CHILD WHOSE PARENT IS A MILITARY MEMBER, OR THE SPOUSE OF A MEMBER PROVIDE THE FOLLOWING

NAME	SSN	BRANCH OF SERVICE	STATION

PART C- MEMBERS CERTIFICATION *(For members with dependents)*

☐ *I certify that I provide adequate support (see AFR 35-18) for the dependents named above. I am aware that failure to adequately support the above named dependents will result in stopping BAQ, and recouping allowances paid for any prior periods of nonsupport*

CERTIFICATION FOR MEMEBERS RECIEVING BAQ FOR SECONDARY DEPENDENTS (Parent, adopted, illegitimate, incapacitated child or step-child)

I certify that this is my first application ☐ *YES* ☐ *NO If no, give date your last application was filed:* ____

I understand that my failure to comply with the applicable requirements may result in cancellation of my BAQ. Furthermore, I understand that making a false statement or claim against the US Government is punishable by court martial and that the penalty for willfully making a false claim, or false statement in connection with a claim is a maximum fine of $10,000 or imprisonment for 5 years, or both. I will report any changes of dependent's status or residence, as well as any changes in my housing arrangements immediately to the Accounting and Finance Office (AFO). I also understand that my failure to comply with appropriate requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.

MEMBER'S SIGNATURE: SIGNATURE | DATE

OFFICIAL USE ONLY

☐ START ☐ CHANGE ☐ CANCEL ☐ REPORT ☐ STOP ☐ PARTIAL ☐ WITHOUT DEPENDENT ☐ WITH DEPENDENT

DEPENDENCY DETERMINATION: I have determined that the above named individual is dependent on the member based on being

☐ Spouse ☐ Single member claiming legitimate child in customer of another ☐ Legitimate child in single members custody ☐ Parents ☐ Stepchild

☐ Adopted Child ☐ Incapacitated Child ☐ Illegitamate child or ☐ Child, member to memeber marriage

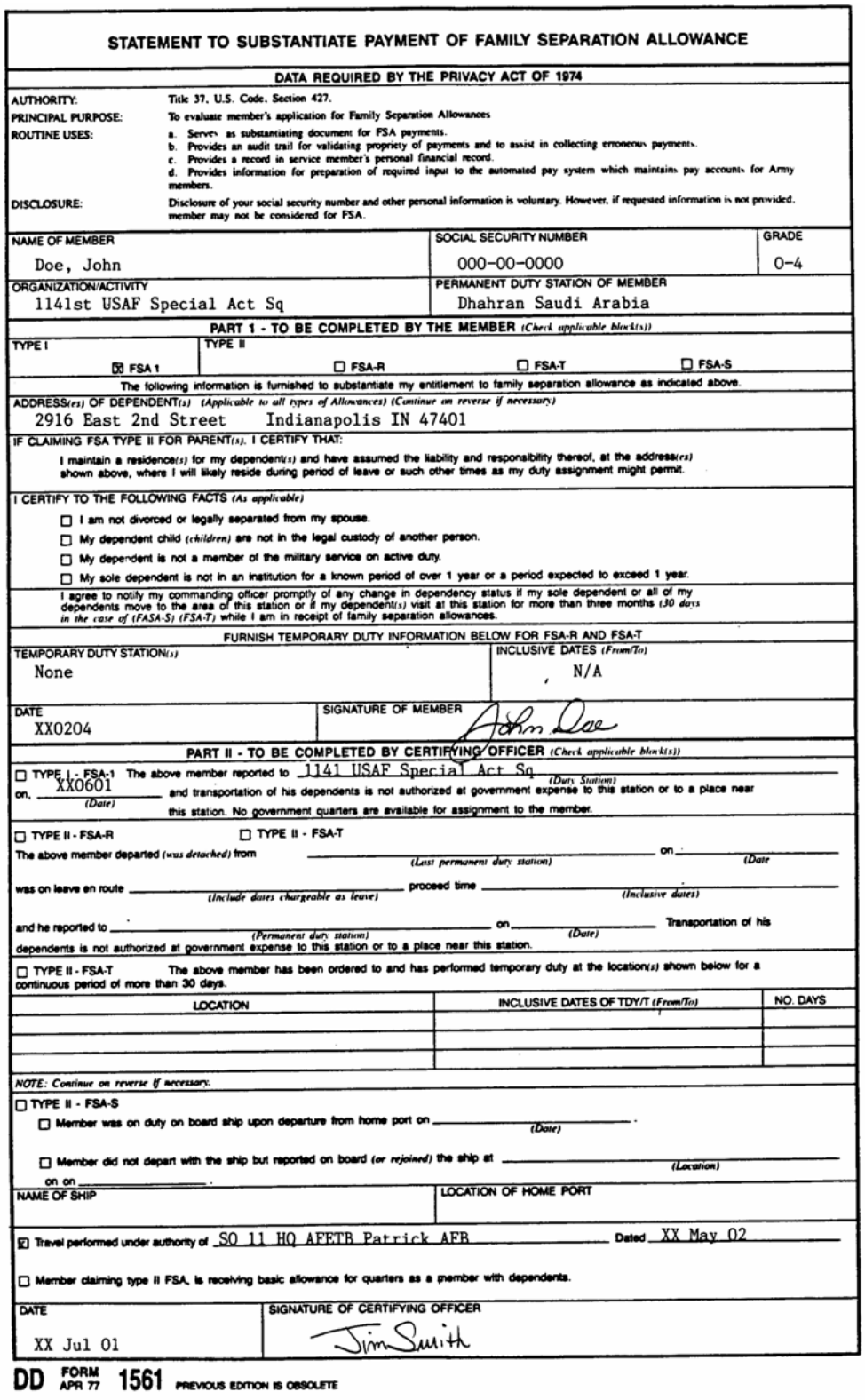
☐ *I have determined that the above named individual is not dependent on member or eligible to be a dependent of member. Reasons for disapproval are noted here*

☐ *I have reviewed documents that support claim that member is E-7 or above and no military necessity requires the member to reside off base.*

TITLE OF CERTIFYING OFFICIAL	SIGNATURE	OFFICE ADDRESS	DATE
	SIGNATURE		

AF Form 594, NOV 90 PREVIOUS EDITION IS OBSOLETE

Figure 26.2. DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance.



STATEMENT TO SUBSTANTIATE PAYMENT OF FAMILY SEPARATION ALLOWANCE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 37, U.S. Code, Section 427.

PRINCIPAL PURPOSE: To evaluate member's application for Family Separation Allowances

ROUTINE USES:
a. Serves as substantiating document for FSA payments.
b. Provides an audit trail for validating propriety of payments and to assist in collecting erroneous payments.
c. Provides a record in service member's personal financial record.
d. Provides information for preparation of required input to the automated pay system which maintains pay accounts for Army members.

DISCLOSURE: Disclosure of your social security number and other personal information is voluntary. However, if requested information is not provided, member may not be considered for FSA.

NAME OF MEMBER	SOCIAL SECURITY NUMBER	GRADE
Doe, John	000-00-0000	O-4

ORGANIZATION/ACTIVITY	PERMANENT DUTY STATION OF MEMBER
1141st USAF Special Act Sq	Dhahran Saudi Arabia

PART I - TO BE COMPLETED BY THE MEMBER *(Check applicable block(s))*

TYPE I: ☒ FSA 1

TYPE II: ☐ FSA-R ☐ FSA-T ☐ FSA-S

The following information is furnished to substantiate my entitlement to family separation allowance as indicated above.

ADDRESS(es) OF DEPENDENT(s) *(Applicable to all types of Allowances)* *(Continue on reverse if necessary)*
2916 East 2nd Street Indianapolis IN 47401

IF CLAIMING FSA TYPE II FOR PARENT(s), I CERTIFY THAT:
I maintain a residence(s) for my dependent(s) and have assumed the liability and responsibility thereof, at the address(es) shown above, where I will likely reside during period of leave or such other times as my duty assignment might permit.

I CERTIFY TO THE FOLLOWING FACTS *(As applicable)*
- ☐ I am not divorced or legally separated from my spouse.
- ☐ My dependent child *(children)* are not in the legal custody of another person.
- ☐ My dependent is not a member of the military service on active duty.
- ☐ My sole dependent is not in an institution for a known period of over 1 year or a period expected to exceed 1 year.

I agree to notify my commanding officer promptly of any change in dependency status if my sole dependent or all of my dependents move to the area of this station or if my dependent(s) visit at this station for more than three months *(30 days in the case of (FASA-S) (FSA-T)* while I am in receipt of family separation allowances.

FURNISH TEMPORARY DUTY INFORMATION BELOW FOR FSA-R AND FSA-T

TEMPORARY DUTY STATION(s)	INCLUSIVE DATES *(From/To)*
None	N/A

DATE	SIGNATURE OF MEMBER
XX0204	John Doe

PART II - TO BE COMPLETED BY CERTIFYING OFFICER *(Check applicable block(s))*

☐ TYPE I - FSA-1 The above member reported to 1141 USAF Special Act Sq *(Duty Station)* on, XX0601 *(Date)* and transportation of his dependents is not authorized at government expense to this station or to a place near this station. No government quarters are available for assignment to the member.

☐ TYPE II - FSA-R ☐ TYPE II - FSA-T

The above member departed *(was detached)* from _____ *(Last permanent duty station)* on _____ *(Date)*

was on leave en route _____ *(Include dates chargeable as leave)* proceed time _____ *(Inclusive dates)*

and he reported to _____ *(Permanent duty station)* on _____ *(Date)* Transportation of his dependents is not authorized at government expense to this station or to a place near this station.

☐ TYPE II - FSA-T The above member has been ordered to and has performed temporary duty at the location(s) shown below for a continuous period of more than 30 days.

LOCATION	INCLUSIVE DATES OF TDY/T *(From/To)*	NO. DAYS

NOTE: Continue on reverse if necessary.

☐ TYPE II - FSA-S
- ☐ Member was on duty on board ship upon departure from home port on _____ *(Date)*.
- ☐ Member did not depart with the ship but reported on board *(or rejoined)* the ship at _____ *(Location)* on on _____.

NAME OF SHIP	LOCATION OF HOME PORT

☒ Travel performed under authority of SO 11 HQ AFETB Patrick AFB Dated XX May 02

☐ Member claiming type II FSA, is receiving basic allowance for quarters as a member with dependents.

DATE	SIGNATURE OF CERTIFYING OFFICER
XX Jul 01	Jim Smith

DD FORM APR 77 1561 PREVIOUS EDITION IS OBSOLETE

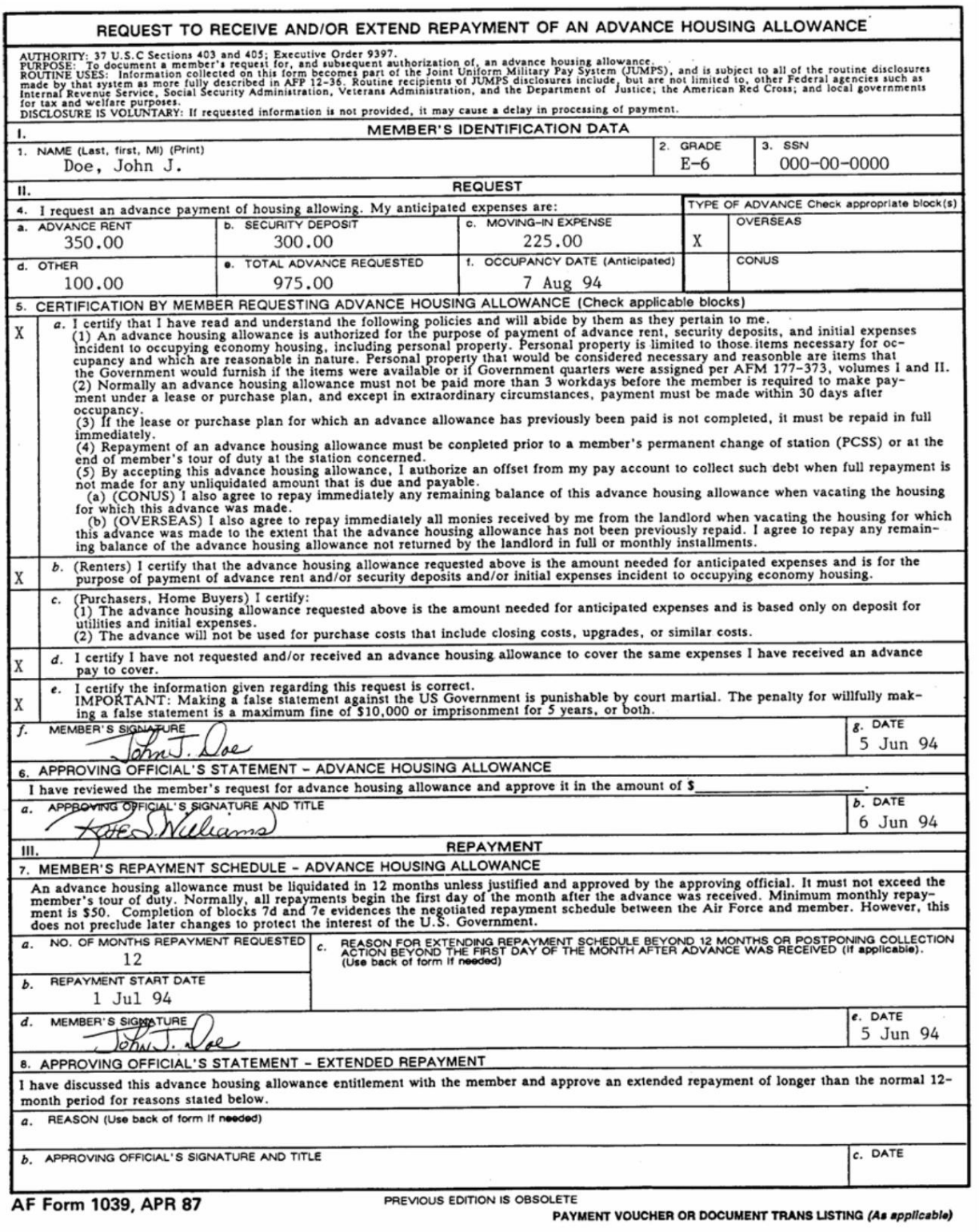
Figure 26.3. DD Form 114, Military Pay Order.

MILITARY PAY ORDER			MILITARY PAY ORDER NO. 888	
ORGANIZATION AND STATION (PLACE UNIT ORGANIZATION AND STATION HERE)			DATE 050505	
TO DISBURSING OFFICER:: YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.				
SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	REASON FOR CHANGE	YEAR FROM -	YEAR TO -
xxx-xx-xxxx	Cranium, Richard U.	Member occupies transient government quarters at permanent station incident to PCS	050101	050129
SYMBOL NO. *(Entered by D.O.)*	TYPED NAME AND GRADE OF CERTIFYING OFFICER MSgt Joe Dokes	SIGNATURE OF CERTIFYING OFFICER Joe Dokes		

DD Form 114, NOV 49

Prescribed by Comptroller General, U.S. February 8, 1949

Figure 26.4. AF Form 1039, Request to Receive and/or Extend Repayment of an Advance Housing Allowance.



REQUEST TO RECEIVE AND/OR EXTEND REPAYMENT OF AN ADVANCE HOUSING ALLOWANCE

AUTHORITY: 37 U.S.C Sections 403 and 405; Executive Order 9397.
PURPOSE: To document a member's request for, and subsequent authorization of, an advance housing allowance.
ROUTINE USES: Information collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and is subject to all of the routine disclosures made by that system as more fully described in AFP 12-36. Routine recipients of JUMPS disclosures include, but are not limited to, other Federal agencies such as Internal Revenue Service, Social Security Administration, Veterans Administration, and the Department of Justice; the American Red Cross; and local governments for tax and welfare purposes.
DISCLOSURE IS VOLUNTARY: If requested information is not provided, it may cause a delay in processing of payment.

I. MEMBER'S IDENTIFICATION DATA

1. NAME (Last, first, MI) (Print)	2. GRADE	3. SSN
Doe, John J.	E-6	000-00-0000

II. REQUEST

4. I request an advance payment of housing allowing. My anticipated expenses are:

a. ADVANCE RENT	b. SECURITY DEPOSIT	c. MOVING-IN EXPENSE	TYPE OF ADVANCE Check appropriate block(s)	
350.00	300.00	225.00	X	OVERSEAS
d. OTHER	e. TOTAL ADVANCE REQUESTED	f. OCCUPANCY DATE (Anticipated)		CONUS
100.00	975.00	7 Aug 94		

5. CERTIFICATION BY MEMBER REQUESTING ADVANCE HOUSING ALLOWANCE (Check applicable blocks)

X *a.* I certify that I have read and understand the following policies and will abide by them as they pertain to me.
(1) An advance housing allowance is authorized for the purpose of payment of advance rent, security deposits, and initial expenses incident to occupying economy housing, including personal property. Personal property is limited to those items necessary for occupancy and which are reasonable in nature. Personal property that would be considered necessary and reasonble are items that the Government would furnish if the items were available or if Government quarters were assigned per AFM 177-373, volumes I and II.
(2) Normally an advance housing allowance must not be paid more than 3 workdays before the member is required to make payment under a lease or purchase plan, and except in extraordinary circumstances, payment must be made within 30 days after occupancy.
(3) If the lease or purchase plan for which an advance allowance has previously been paid is not completed, it must be repaid in full immediately.
(4) Repayment of an advance housing allowance must be conpleted prior to a member's permanent change of station (PCSS) or at the end of member's tour of duty at the station concerned.
(5) By accepting this advance housing allowance, I authorize an offset from my pay account to collect such debt when full repayment is not made for any unliquidated amount that is due and payable.
(a) (CONUS) I also agree to repay immediately any remaining balance of this advance housing allowance when vacating the housing for which this advance was made.
(b) (OVERSEAS) I also agree to repay immediately all monies received by me from the landlord when vacating the housing for which this advance was made to the extent that the advance housing allowance has not been previously repaid. I agree to repay any remaining balance of the advance housing allowance not returned by the landlord in full or monthly installments.

X *b.* (Renters) I certify that the advance housing allowance requested above is the amount needed for anticipated expenses and is for the purpose of payment of advance rent and/or security deposits and/or initial expenses incident to occupying economy housing.

c. (Purchasers, Home Buyers) I certify:
(1) The advance housing allowance requested above is the amount needed for anticipated expenses and is based only on deposit for utilities and initial expenses.
(2) The advance will not be used for purchase costs that include closing costs, upgrades, or similar costs.

X *d.* I certify I have not requested and/or received an advance housing allowance to cover the same expenses I have received an advance pay to cover.

X *e.* I certify the information given regarding this request is correct.
IMPORTANT: Making a false statement against the US Government is punishable by court martial. The penalty for willfully making a false statement is a maximum fine of $10,000 or imprisonment for 5 years, or both.

f. MEMBER'S SIGNATURE	*g.* DATE
John J. Doe	5 Jun 94

6. APPROVING OFFICIAL'S STATEMENT - ADVANCE HOUSING ALLOWANCE

I have reviewed the member's request for advance housing allowance and approve it in the amount of $_____.

a. APPROVING OFFICIAL'S SIGNATURE AND TITLE	*b.* DATE
Joe S. Williams	6 Jun 94

III. REPAYMENT

7. MEMBER'S REPAYMENT SCHEDULE - ADVANCE HOUSING ALLOWANCE

An advance housing allowance must be liquidated in 12 months unless justified and approved by the approving official. It must not exceed the member's tour of duty. Normally, all repayments begin the first day of the month after the advance was received. Minimum monthly repayment is $50. Completion of blocks 7d and 7e evidences the negotiated repayment schedule between the Air Force and member. However, this does not preclude later changes to protect the interest of the U.S. Government.

a. NO. OF MONTHS REPAYMENT REQUESTED	*c.* REASON FOR EXTENDING REPAYMENT SCHEDULE BEYOND 12 MONTHS OR POSTPONING COLLECTION ACTION BEYOND THE FIRST DAY OF THE MONTH AFTER ADVANCE WAS RECEIVED (If applicable). (Use back of form if needed)
12	
b. REPAYMENT START DATE	
1 Jul 94	

d. MEMBER'S SIGNATURE	*e.* DATE
John J. Doe	5 Jun 94

8. APPROVING OFFICIAL'S STATEMENT - EXTENDED REPAYMENT

I have discussed this advance housing allowance entitlement with the member and approve an extended repayment of longer than the normal 12-month period for reasons stated below.

a. REASON (Use back of form if needed)	
b. APPROVING OFFICIAL'S SIGNATURE AND TITLE	*c.* DATE

AF Form 1039, APR 87 PREVIOUS EDITION IS OBSOLETE PAYMENT VOUCHER OR DOCUMENT TRANS LISTING *(As applicable)*

Figure 26.5. DFAS-DE Form 1856, Statement of Understanding Basic Allowance for Quarters – Dependents.

STATEMENT OF UNDERSTANDING
BASIC ALLOWANCE FOR QUARTERS - DEPENDENTS

PRIVACY ACT STATEMENT

AUTHORITY: 37 U.S.C., Chapter 7; 10 U.S.C., Chapter 55; 10 U.S.C., 8013; EO 9397, November 1943.
PRINCIPAL PURPOSE: To make dependency determination required by law and DFAS-DE regulations.
ROUTINE USES: Copies of the dependency statement, related correspondence, and information from either may be furnished to the member, the claimed dependent, the person who furnished such information, the FBI for law enforcement; the IRS and state and local taxing agencies for tax administration; the VA to determine entitlement and prevent duplication of payment; the Comptroller General for final determination in appeal cases; welfare agencies to prevent duplication of payment; and the American Red Cross (ARC) for locator purposes and to aid in delinquent loans owed to ARC.
DISCLOSURE: Including disclosure of the social security number (SSN) is voluntary. However, the SSN is used for positive identification and, if the required information is not furnished, the member's application may be disapproved.

INSTRUCTIONS: *Read the block of this form that pertains to the category of dependent for whom you request approval of BAQ. Circle number of applicable block. Be sure you understand the requirements for receipt of BAQ; sign and date the form. DFAS-DEM 177-373, Volume I, contains procedures and guidance on BAQ applications for these dependents.*

1. Parent.

a. I understand I must provide monthly support of more than 50 percent of my parent's necessary living expenses, and that parent's income must be less than 50 percent of parent's exepnses.

b. I understand I must provide proof of support unless my parent resides with me. This is true any time parent resides apart from me for more than 30 days.

c. I understand the only acceptable proof of support is by dependent support allotment and copies of canceled checks, money orders, or bank drafts payable to my parent.

d. I understand I must report to the finance office for redetermination of my BAQ entitlement annually, and:
(1) Upon a change in parent's income, living arrangements, or marital status.
(2) Upon a decrease in or termination of my support payments for my parent.
(3) Upon nonsupport inquiry.
(4) Upon change to another type of dependent for BAQ.
(5) Upon demise of parent.
(6) Upon leaving or entering government quarters.
(7) Upon PCS arrival.
(8) Upon my discharge or retirement from the Air Force.

2. Ward of a Court.

a. I understand I must provide monthly support of more than 50 percent of my ward's necessary monthly living expenses, and the ward's income must be less than 50 percent of ward's expenses.

b. I understand my ward must reside with me unless separated by military necessity.

c. I understand I must report to the finance office for redetermination of my BAQ entitlement annually, and:
(1) Upon a change in ward's income, or residential status.
(2) Upon a decrease in or termination of my support payments for my ward.
(3) Upon nonsupport inquiry.
(4) Upon change to another type of dependent for BAQ.
(5) Upon demise of ward.
(6) Upon leaving or entering government quarters.
(7) Upon PCS arrival.
(8) Upon my discharge or retirement from the Air Force.
(9) Upon change in guardianship status, or revised court order.

DFAS-DE Form 1856, JAN 95 *REPLACES AF FORM 1856 WHICH IS OBSOLETE*

Figure 26.5. (Continued) . DFAS-DE Form 1856, Statement of Understanding Basic Allowance for Quarters – Dependents.

3. Student Under Age 23.

a. I understand I must provide monthly support of more than 50 percent of my student's necessary monthly living expenses, and the student's monthly income must be less than 50 percent of the student's expenses.

b. I understand I must provide proof of support unless my student resides with me. This is true any time student resides apart from me for more than 30 days.

c. I understand the only acceptable proof of support is by dependent support allotment and copies of canceled checks, money orders, or bank drafts payable to my student.

d. I understand I must report to the finance office for redetermination of my BAQ entitlement annually, and:

(1) Upon a change in student's income, living arrangements, or marital status.
(2) Upon a decrease in or termination of my support payments for my student.
(3) Upon nonsupport inquiry.
(4) Upon change to another type of dependent for BAQ.
(5) Upon demise of student.
(6) Upon leaving or entering government quarters.
(7) Upon PCS arrival.
(8) Upon my discharge of retirement from the Air Force.

4. Incapacitated Child Over Age 21.

a. I understand I must present a current medical statement attesting to child's mental or physical incapacity on initial application and, if requested to, on annual redetermination of BAQ in behalf of my child. I understand I must report an improvement in health of child to the point where incapacity would no longer exist.

b. I understand I must provide monthly support of more than 50 percent of my child's necessary living expenses, more than child's monthly countable income, and that child's income must be less than 50 percent of child's expenses.

c. I understand I must provide proof of support unless my child resides with me. This is true any time my child resides apart from me for more than 30 days.

d. I understand the only acceptable proof of support is by dependent support allotment, garnishment of my pay for current child support, and copies of canceled checks, money orders, or bank drafts payable to the person who has physical custody of my child.

e. I understand I must report to the finance office for redetermination of my BAQ entitlement annually, and:

(1) Upon a change in child's income and living arrangements.
(2) Upon a decrease in or termination of my support payments for my child.
(3) Upon nonsupport inquiry.
(4) Upon change to another type of dependent for BAQ.
(5) Upon demise of child.
(6) Upon leaving or entering government quarters.
(7) Upon PCS arrival.
(8) Upon my discharge or retirement from the Air Force.

f. I understand that if I divorce the biological parent of my stepchild, I am no longer entitled to BAQ in behalf of the stepchild regardless of other circumstances.

g. I understand that if my child marries or enters military service, I am no longer entitled to BAQ in behalf of my child regardless of other circumstances.

I certify that I have read and understand the requirements for receipt of BAQ. I understand that my failure to comply with the above will result in the cancellation of BAQ, possible establishment of retroactive debt, and possible disciplinary action if appropriate.

MEMBER'S SIGNATURE	SSN	DATE

DFAS-DE Form 1856, JAN 95 *(REVERSE)*

Figure 26.6. DFAS-DE Form 1863, Dependency Determinations Control Log.

CALENDAR YEAR: _____

ADSN (AFO) OR PAS (AFRES/ANG): _____

DEPENDENCY DETERMINATIONS CONTROL LOG

CONTROL NUMBER	DATE RECEIVED	MEMBER'S SSN/RANK/NAME	RELATIONSHIP OF DEPENDENT	DISPOSITION							REFERRAL TO DFAS-DE (Indicate yes or no)	DATE ACTION TAKEN	TRANSMITTAL NO. & DATE TO DFAS-DE
				APPROVE			DISAPPROVE						
				BAQ	TVL	ID	BAQ	TVL	ID				

Figure 26.7. Schedule of Annual BAH Secondary Dependent Re-Determinations.

Last Digit of SSN is	Statements Mailed	LES Remarks Sent EOM	Secondary Dependent Re-Determination Due by the 15th of
1	January	January	February
2	February	February	March
3	March	March	April
4	April	April	May
5	May	May	June
6	June	June	July
7	July	July	August
8	August	August	September
9	September	September	October
0	October	October	November

Figure 26.8. PCN: UH099C0471, Officer/Enlisted Dependency Discrepancies.

```
DATE PREPARED:  17/10/05        FOR OFFICIAL USE ONLY     PCN:  UH099C0471              PAGE:  1079
ADSN - 4052              FINANCE AND PERSONNEL FILE RECONCILIATION
                         OFFICER/ENLISTED DEPENDENCY DISCREPANCIES
          NAME                      SSN            GRADE        MAR          DEP
F   PLUMMER JASON S              XXXXXXXXX          36                        A

P   PLUMMER JASON S              XXXXXXXXX                                    D

D                                                                             DD


TOTAL D                                                                       1

LEGEND
F  = FINANCE DATA
P  = PERSONNEL DATA
D  = DISCREPANCIES
R  = REPEAT DISCREPANCIES
```

Figure 26.9. UH099C081, Mil-Mil BAQ Same ADSN-Central Site Match.

```
VIEW 2.0 BROWSE - FA0081BQ                                    REC 0000000 PG 0000001.001 LOCK 00 COL 001 132
COMMAND ===>                                                                                  SCROLL ===>  PAGE
************************************************** TOP OF DATA ***********************************************
.SARPAGE 1
.  DATE PREPARED:  07OCT05                          FOR OFFICIAL USE ONLY                          PAGE  1
.  ADSN                                   MIL-MIL BAQ SAME ADSN-CENTRAL SITE MATCH-REPORT NO. 1     PCN:  UH099C081
.  MEMBER                        MBR    DEPN          MARITAL   SPOUSE                          DEPN   SPOUSE
.  SSAN       MEMBER NAME        GRADE  CODE          CODE      SSAN       SPOUSE NAME   GRADE  CODE   ADSN   REPEAT

.  XXXXXXXXX  GARBLED MMPA                             M        000000000   NO SSAN
.  XXXXXXXXX  GARBLED MMPA                             M        000000000   NO SSAN
.  XXXXXXXXX  GARBLED MMPA                             M        000000000   NO SSAN
.  XXXXXXXXX  GARBLED MMPA                             M        000000000   NO SSAN
.  XXXXXXXXX  GARBLED MMPA                             M        000000000   NO SSAN
.  XXXXXXXXX  GARBLED MMPA                             M        000000000   NO SSAN
.  XXXXXXXXX  CROCKER BETTY                            M        000000000   NO SSAN
.  XXXXXXXXX  JONES SHEILA D                           M        000000000   NO SSAN
.  XXXXXXXXX  SCOTT GLENN                              M        000000000   NO SSAN
.  XXXXXXXXX  KENNEDY JOHN F                           M        000000000   NO SSAN
.  XXXXXXXXX  TOPLIFFE RONALD                          M        000000000   NO SSAN
.  XXXXXXXXX  ROBERTS SARA                             M        000000000   NO SSAN
.  XXXXXXXXX  MESTON CHRISTINA                         M        000000000   NO SSAN
.  XXXXXXXXX  ROGERS ROY                               M        000000000   NO SSAN
.  XXXXXXXXX  BONDS BARRY                              M        000000000   NO SSAN
.  XXXXXXXXX  MORGAN DAVID                             M        000000000   NO SSAN
.  XXXXXXXXX  BUCHANAN CHARLES                         M        000000000   NO SSAN
.  XXXXXXXXX  CUDDIHEE MICHAEL F                       M        000000000   NO SSAN
```

Figure 26.10. AF Form 2429, Dependency Discrepancy Report.

DEPENDENCY DISCREPANCY REPORT

TO	REPORT CONTROL SYMBOL
DFAS-DE/FJY 6760 EAST IRVINGTON PLACE DENVER, CO 80279-3000	

The attached (annotated) listing is returned per your letter dated: The following is a breakdown of errors:		TOTALS
PDS ERRORS		
JUMPS ERRORS		
OTHER ERRORS		
MEMBER PCS		
MEMBERS SEPARATED/RETIRED		
ERRORS CORRECTED BEFORE RECEIPTS OF THIS REPORT		
MEMBERS ON LEAVE/TDY, UNABLE TO CONTACT - FOLLOWUP ACTION WILL BE TAKEN		
MEMBERS LEGALLY SEPARATED; PROOF OF DEPENDENCY VERIFIED BY AFO		
OTHER *(Give reason)*		
TOTAL OTHER ERRORS		
TOTAL ERRORS (Must agree with total on UH099C0471)		
AMOUNT OF BAQ OVERPAID		$
AMOUNT OF BAQ UNDERPAID		$

ADDTIONAL INFORMATION

SIGNATURE OF MPF OFFICER		DSN NUMBER	DATE
SIGNATURE OF FSO	ADSN	DSN NUMBER	DATE

DFAS-DE Form 2429, JUL 99 (EF)

Figure 26.11. Format to Start BAH.

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	35	
3	Action Indicator	4-5	01	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Effective Date	20-25	Valid date in YYMMDD format	Must be valid date, and = or < current date
7	Filler	26-31		
8	Government Quarters Assignment Code	32	1-Assigned 2-Not assigned	Must be 1 or 2
9	Government Quarters Adequacy Code	33	0-Not applicable 2-Inadequate quarters 3-Partial BAH 4-UPH, entitled to BAH w/dependent	If Item 8 = 2 must = 0; else must = 2, 3, or 4
10	Number of Dependents BAH Code	34	0-Without dependents 1-With dependents	If Item 9 = 3 must = 0 If Item 9 = 4 must = 1
11	Closest BAH Dependent Code	35	See paragraph 26-33	If G, L, or S must = or > 911205 If Item 10 = 0 must = I, R or X If Item 10 = 1 must = A, C, D, G, K, L, S, T or W If X, Item 6 must = or > 910801

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
12	Date of Birth of Youngest Child	36-41	Valid date in YYMMDD format or 000000	If Item 11 = C, G, K, W or X must be valid date, and = or < current date If Item 11 = S must be valid date, and = or < current date – 21 years and > current date – 23 years If Item 11 = T must be valid date, and = or < current date – 21 years If Item 11 = A, D, I, L or R must = 000000
13	Monthly Percentage Rental Fair Value	42-46	Numeric (left zero-fill as appropriate)	If Item 9 = 2 must be > 0 If Item 9 = 0, 3, or 4 must = 000000
14	Filler	47-52		
15	BAQ Rate	53	T-BAH-RC or BAH-T Space-All others	If T Item 6 must = or > 990101, and Item 8 must = 2 or Item 9 must = 4
16	Filler	54-67		
17	Common Data	68-80		

Figure 26.12. Format to Stop BAH.

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	35	
3	Action Indicator	4-5	02	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Effective Date	20-25	Valid date in YYMMDD format	Must be valid date, and = or < current date
7	Filler	26-31		
8	Government Quarters Assignment Code	32	0-Not assigned (use when reason for stop is other than assignment to adequate quarters) 1-Assigned adequate quarters	Must be 0 or 1
9	Government Quarters Adequacy Code	33	See Item 8	If Item 8 = 0 must = 0 If Item 8 – 1 must = 1
10	Filler	34		
11	Closest BAH Dependent Code	35	See paragraph 26-33	
12	Filler	36-67		
13	Common Data	68-80		

Figure 26.13. Format to Report BAH.

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	35	
3	Action Indicator	4-5	03	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid date in YYMMDD format	Must be valid date, and = or < current date
7	Date Stop	26-31	Valid date in YYMMDD format	Must be valid date, and = or < current date, and = or . Item 6
8	Government Quarters Assignment Code	32	1-Assigned 2-Not assigned	Must be 1 or 2
9	Government Quarters Adequacy Code	33	0-Not applicable 2-Inadequate quarters 3-Partial BAH 4-UPH, entitled to BAH w/ dependent	If Item 8 = 2 must = 0; else must = 2, 3, or 4
10	Number of Dependents BAH Code	34	0-Without dependents 1-With dependents	If Item 9 = 3 must = 0 If Item 9 = 4 must = 1
11	Closest BAH Dependent Code	35	See paragraph 26-33	If G, L, or S must = or > 911205 If Item 10 = 0 must = I, R or X If Item 10 = 1 must = A, C, D, G, K, L, S, T or W If X, Item 6 must = or > 910801 If K, Item 6 must = or > 940701

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
12	Date of Birth of Youngest Child	36-41	Valid date in YYMMDD format or 000000	If Item 11 = C, G, K, W or X must be valid date, and = or < current date If Item 11 = S must be valid date, and = or < current date – 21 years and > current date – 23 years If Item 11 = T must be valid date, and = or < current date – 21 years If Item 11 = A, D, I, L or R must = 000000
13	Monthly Percentage Rental Fair Value	42-46	Numeric (left zero-fill as appropriate)	If Item 9 = 2 must be > 0 If Item 9 = 0, 3, or 4 must = 000000
14	BAQ AWOL/ Excess Leave Code	47	1-Non Pay Status 2-Excess Leave Space-All others	
15	BAQ Input Rate	45-52	Numeric or spaces	If numeric must > 0; Else = spaces If Item 14 = space must = spaces If Item 14 = 1 or 2 must = numeric
15	BAQ Rate	53	T-BAH-RC or BAH-T Space-All others	If T Item 6 must = or > 990101, and Item 8 must = 2 or Item 9 must = 4 If Item 14 =1 or 2 must = T
16	Filler	54-67		
17	Common Data	68-80		

Figure 26.14. Format to Change BAH.

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	35	
3	Action Indicator	4-5	04	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid date in YYMMDD format	Must be valid date, and = or < current date
7	Date Stop	26-31	Zeros (System generated)	
8	Government Quarters Assignment Code	32	**0-** 1-Assigned 2-Not assigned	Must be 0, 1 or 2
9	Government Quarters Adequacy Code	33	0-Not applicable 1-Adequate quarters 2-Inadequate quarters 3-Partial BAH 4-UPH, entitled to BAH w/dependent	If Item 8 = 2 must = 0 If Item 8 = 1 must = 2, 3, or 4
10	Number of Dependents BAH Code	34	0-Without dependents 1-With dependents	If Item 9 = 3 must = 0 If Item 9 = 4 must = 1
11	Closest BAH Dependent Code	35	See paragraph 26-33	If G, L, or S must = or > 911205 If Item 10 = 0 must = I, R or X If Item 10 = 1 must = A, C, D, G, K, L, S, T or W If X, Item 6 must = or > 910801 If K, Item 6 must = or > 940701

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
12	Date of Birth of Youngest Child	36-41	Valid date in YYMMDD format or 000000	If Item 11 = C, G, K, W or X must be valid date, and = or < current date If Item 11 = S must be valid date, and = or < current date – 21 years and > current date – 23 years If Item 11 = T must be valid date, and = or < current date – 21 years If Item 11 = A, D, I, L or R must = 000000
13	Monthly Percentage Rental Fair Value	42-46	Numeric (left zero-fill as appropriate)	If Item 9 = 2 must be > 0 If Item 9 = 0, 3, or 4 must = 000000
14	Filler	47-52		
15	BAQ Rate	53	T-Table Rate Space-All others	If T Item 6 must = or > 990101, and Item 8 must = 2 or Item 9 must = 4
16	Filler	54-67		
17	Common Data	68-80		

Figure 26.15. Format to Correct BAH.

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	35	
3	Action Indicator	4-5	05	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Start Date	20-25	Valid date in YYMMDD format or 000000	Must be valid date, and = or < current date; Else 000000
7	Stop Date	26-31	Valid date in YYMMDD format or 000000	Must be valid date, and = or < current date; Else 000000
8	Government Quarters Assignment Code	32	0- 1-Assigned 2-Not assigned	Must be 0, 1 or 2
9	Government Quarters Adequacy Code	33	0-Not applicable 2-Inadequate quarters 3-Partial BAH 4-UPH, entitled to BAH w/dependent	If Item 8 = 2 must = 0; else must = 2, 3, or 4
10	Number of Dependents BAH Code	34	0-Without dependents 1-With dependents	If Item 9 = 3 must = 0 If Item 9 = 4 must = 1
11	Closest BAH Dependent Code	35	See paragraph 26-33	If G, L, or S must = or > 911205 If Item 10 = 0 must = I, R or X If Item 10 = 1 must = A, C, D, G, K, L, S, T or W If X, Item 6 must = or > 910801

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
12	Date of Birth of Youngest Child	36-41	Valid date in YYMMDD format or 000000	If Item 11 = C, G, K, W or X must be valid date, and = or < current date If Item 11 = S must be valid date, and = or < current date – 21 years and > current date – 23 years If Item 11 = T must be valid date, and = or < current date – 21 years If Item 11 = A, D, I, L or R must = 000000
13	Monthly Percentage Rental Fair Value	42-46	Numeric (left zero-fill as appropriate)	If Item 9 = 2 must be > 0 If Item 9 = 0, 3, 0r 4 must = 000000
14	Filler	47-52		
15	BAQ Rate	53	T-BAH-RC or BAH-T Space-All others	If T Item 6 must = or > 990101, and Item 8 must = 2 or Item 9 must = 4
16	Filler	54-55		
17	Prior Date Start	56-61	Valid date in YYMMDD format or 000000	If valid date must be = or < current date If valid date Item 6 must = valid date If Item 18 = 000000 must = valid date If 000000, Item 6 must = 000000
18	Prior Date Stop	62-67	Valid date in YYMMDD format or 000000	If valid date must be = or < current date If valid date Item 7 must = valid date If Item 17 = 000000 must = valid date If 000000, Item 7 must = 000000
19	Common Data	68-80		

Figure 26.16. Format to Cancel BAH.

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	35	
3	Action Indicator	4-5	06	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid date in YYMMDD format or 000000	Must be valid date, and = or < current date; Else 000000 If Item 7 = 000000 must be valid date
7	Date Stop	26-31	Valid date in YYMMDD format or 000000	Must be valid date, and = or < current date, and = or > Item 6; Else 000000 If Item 8 = 000000 must be valid date
8	Filler	32-67		
9	Common Data	68-80		

Figure 26.17. Formats to Start BAH-DIFF and Stop BAH-DIFF.

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	36	
3	Action Indicator	4-5	01	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Effective Date	20-25	Valid date in YYMMDD format	Must be valid date, and = or < current date, and > 911204
7	Filler	26-31		
8	Government Quarters Assignment Code	32	1-Assigned 2-Not assigned	Must be 1 or 2
9	Closest BAH Dependent Code	33	B-BAH-DIFF (use FID 35 for entitlement prior to 911204)	If = space, system generates B
10	Date of Birth of Youngest Child	34-39	Valid date in YYMMDD format or 000000	Must be valid date, and = or < current date, and = or < Item 6, and = or > current date – 21 years
11	Monthly Support Payment	40-46	Numeric (left zero-fill as appropriate)	Must be > 0
12	Filler	47-67		
13	Common Data	68-80		
1	Trailer Record	1	0	
2	Format Identifier	2-3	36	
3	Action Indicator	4-5	02	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Effective Date	20-25	Valid date in YYMMDD format	Must be valid date, and = or < current date
7	Filler	26-67		
8	Common Data	68-80		
1	Trailer Record	1	0	
2	Format Identifier	2-3	36	
3	Action Indicator	4-5	03	

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid date in YYMMDD format	Must be valid date, and = or < current date, and > 911204
7	Date Stop	26-31	Valid date in YYMMDD format	Must be valid date, and = or < current date, and = or > Item 6
8	Government Quarters Assignment Code	32	1-Assigned 2-Not assigned	Must be 1 or 2
9	Closest BAH Dependent Code	33	B-BAH-DIFF (use FID 35 for entitlement prior to 911204)	If = space, system generates B
10	Date of Birth of Youngest Child	34-39	Valid date in YYMMDD format or 000000	Must be valid date, and = or < current date, and = or < Item 6, and = or > current date – 21 years
11	Monthly Support Payment	40-46	Numeric (left zero-fill as appropriate)	Must be > 0
12	BAQ AWOL/Excess Leave Code	47	Space 1-Non-pay status 2-Excess leave	Must be 1, 2 or space
13	BAQ Input Rate	48-52	Numeric (left zero-fill as appropriate) or spaces	Must be numeric or spaces If Item 12 = space, must = space If Item 12 = 1 or 2, must be numeric If numeric must be > 0
14	Filler	53-67		
15	Common Data	68-80		

Figure 26.18. Formats to Report and Change BAH-DIFF.

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	36	
3	Action Indicator	4-5	04	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid date in YYMMDD format	Must be valid date, and = or < current date, and > 911204
7	Filler	26-31		
8	Government Quarters Assignment Code	32	1-Assigned 2-Not assigned	Must be 1 or 2
9	Closest BAH Dependent Code	33	B-BAH-DIFF (use FID 35 for entitlement prior to 911204)	If = space, system generates B
10	Date of Birth of Youngest Child	34-39	Valid date in YYMMDD format or 000000	Must be valid date, and = or < current date, and = or < Item 6, and = or > current date – 21 years
11	Monthly Support Payment	40-46	Numeric (left zero-fill as appropriate)	Must be > 0
12	Filler	47-67		
13	Common Data	68-80		

Figure 26.19. Format to correct BAH-DIFF.

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	36	
3	Action Indicator	4-5	05	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid date in YYMMDD format or 000000	Must be valid date or 000000 If valid date must = or < current date, and > 911204 If Item 7 = 000000 must = valid date
7	Date Stop	26-31	Valid date in YYMMDD format or 000000	Must be valid date or 000000 If valid date must = or < current date, and > 911204 If valid date and Item 6= valid date, must be = or > Item 6 If Item 6 = 000000 must = valid date
8	Government Quarters Assignment Code	32	1-Assigned 2-Not assigned	Must be 1 or 2
9	Closest BAH Dependent Code	33	B-BAH-DIFF (use FID 35 for entitlement prior to 911204)	If = space, system generates B
10	Date of Birth of Youngest Child	34-39	Valid date in YYMMDD format or 000000	Must be valid date, and = or < current date, and = or > current date – 21 years
11	Monthly Support Payment	40-46	Numeric (left zero-fill as appropriate)	Must be = or > 0
12	Filler	47-55		

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
13	Prior Date Start	56-61	Valid date in YYMMDD format or 000000	Must be valid date or 000000 If valid date, must be = or < current date If valid date, Item 6 must = valid date If valid date and Item 14 = valid date, must be = or < Item 14 IF 000000, Item 6 must = valid date IF Item 14 = 000000, must be valid date
14	Prior Date Stop	62-67	Valid date in YYMMDD format or 000000	Must be valid date or 000000 If valid date, must be = or < current date If valid date, Item 7 must = valid date If valid date and Item 13 = valid date, must be = or > Item 13 IF 000000, Item 7 must = valid date IF Item 13 = 000000, must be valid date
15	Common Data	68-80		

Figure 26.20. Format to Cancel BAH-DIFF.

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	36	
3	Action Indicator	4-5	06	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid date in YYMMDD format or 000000	Must be valid date or 000000 If valid date must = or < current date, and > 911204 If Item 7 = 000000 must = valid date
7	Date Stop	26-31	Valid date in YYMMDD format or 000000	Must be valid date or 000000 If valid date must = or < current date, and > 911204 If valid date and Item 6 = valid date, must be = or > Item 6 If Item 6 = 000000 must = valid date
8	Filler	32-67		
9	Common Data	68-80		

Figure 26.21. Formats to Start and Stop FSH-B (formerly Dual VHA).

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	67	
3	Action Indicator	4-5	01	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Effective Date	20-25	Valid Date in YYMMDD Format	Must be valid date, and = or < current date
7	Filler	26-31		
8	Zip Code	32-36	00601 through 99950	Must be valid Zip Code
9	Filler	37		
10	Accompanied Status	38	0-BAH-I Without Dependent	If = space system generates 0
11	Rent Paid	39-44	Numeric (Left zero-fill as appropriate)	
12	Share Number	45	1-Not Sharing 2-Sharing with one other military member 3-Sharing with two other military members 4-Sharing with three other military members, etc. 5-9	Must be > 0 and = 1, 2, 3, 4, 5, 6, 7, 8, 9
13	Rent Status	46	R-Renting H-Homeowner	
14	Filler	47-67		
15	Common Data	68-80		

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	67	
3	Action Indicator	4-5	02	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Effective Date	20-25	Valid Date in YYMMDD Format	Must be valid date, and = or < current date
7	Filler	26-67		
8	Common Data			

Figure 26.22. Formats to Report and Change FSH-B (formerly Dual VHA).

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	67	
3	Action Indicator	4-5	03	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid Date in YYMMDD Format	Must be valid date, and = or < current date
7	Date Stop	26-31	Valid Date in YYMMDD Format	Must be valid date, and = or < current date and = or > Item 6
8	Zip Code	32-36	00601 through 99950	Must be valid Zip Code
9	Filler	37		
10	Accompanied Status	38	0-BAH-I Without Dependent	If = space system generates 0
11	Rent Paid	39-44	Numeric (Left zero-fill as appropriate)	
12	Share Number	45	1-Not Sharing 2-Sharing with one other military member 3-Sharing with two other military members 4-Sharing with three other military members, etc. 5-9	Must be > 0 and = 1, 2, 3, 4, 5, 6, 7, 8, 9
13	Rent Status	46	R-Renting H-Homeowner	
14	Filler	47-67		
15	Common Data	68-80		

Figure 26.22. (Continued) . Formats to Report and Change FSH-B (formerly Dual VHA).

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	67	
3	Action Indicator	4-5	04	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid Date in YYMMDD Format	Must be valid date, and = or < current date
7	Filler	26-31		
8	Zip Code	32-36	00601 through 99950	Must be valid Zip Code
9	Filler	37		
10	Accompanied Status	38	0-BAH-I Without Dependent	If = space system generates 0
11	Rent Paid	39-44	Numeric (Left zero-fill as appropriate)	
12	Share Number	45	1-Not Sharing 2-Sharing with one other military member 3-Sharing with two other military members 4-Sharing with three other military members, etc. 5-9	Must be > 0 and = 1, 2, 3, 4, 5, 6, 7, 8, 9
13	Rent Status	46	R-Renting H-Homeowner	
14	Filler	47-67		
15	Common Data	68-80		

Figure 26.23. Format to Correct FSH-B (formerly Dual VHA).

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	67	
3	Action Indicator	4-5	05	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid Date in YYMMDD Format Or 000000	Must = 000000 or valid date, If valid date must be = or < current date If Item 7 = 000000 must = valid date
7	Date Stop	26-31	Valid Date in YYMMDD Format Or 000000	Must = 000000 or valid date, If valid date must be = or < current date, and be = or > Item 6 If Item 6 = 000000, must = valid date
8	Zip Code	32-36	00601 through 99950	Must be valid Zip Code
9	Filler	37		
10	Accompanied Status	38	0-BAH-I Without Dependent	If = space system generates 0
11	Rent Paid	39-44	Numeric (Left zero-fill as appropriate)	

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
12	Share Number	45	1-Not Sharing 2-Sharing with one other military member 3-Sharing with two other military members 4-Sharing with three other military members, etc. 5-9	Must be > 0 and = 1, 2, 3, 4, 5, 6, 7, 8, 9
13	Rent Status	46	R-Renting H-Homeowner	
14	Filler	47-55		
15	Prior Date Start	56-61	Valid Date in YYMMDD Format of 000000	Must = 000000 or valid date, If valid date must = or < current date If Item 6 = 000000, must = 000000 If Item 6 = valid date, must = valid date
16	Prior Date Stop	62-67	Valid Date in YYMMDD Format of 000000	Must = 000000 or valid date, IF valid date must = or < current date and = or > Item 18 If Item 7 = 000000 must = 000000 If Item 7 = valid date, must = valid date
17	Common Data	68-80		

Figure 26.24. Format to Cancel FSH-B (formerly Dual VHA).

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	67	
3	Action Indicator	4-5	06	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid Date in YYMMDD Format Or 000000	Must = 000000 o r valid date, If valid date must = or < current date If Item 7 = 000000 must = valid date
7	Date Stop	26-31	Valid Date in YYMMDD Format Or 000000	Must = 000000 or valid date, If valid date must = or < current date and = or > Item 6 If Item 6 = 000000 must = valid date
8	Filler	26-67		
9	Common Data	68-80		

Figure 26.25. Formats to Start or Stop BAH-I (formerly VHA).

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	68	
3	Action Indicator	4-5	01	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Effective Date	20-25	Valid Date in YYMMDD Format	Must be valid date, and = or < current date (cc 24-25 must be 01-30)
7	Filler	26-31		
8	Zip Code	32-36	00601 through 99950	Must be valid Zip Code
9	Filler	37		
10	Accompanied Status	38	0-BAH-I Without Dependent 1-BAH-I With Dependent	
11	Rent Paid	39-44	Numeric (left zero-fill as appropriate)	
12	Share Number	45	1-Not Sharing 2-Sharing with one other military member 3-Sharing with two other military members 4-Sharing with three other military members, etc. 5-9	Must be > 0 and = 1, 2, 3, 4, 5, 6, 7, 8, 9
13	Rent Status	46	R-Renting H-Homeowner	
14	Military Spouse Pay Grade	47-48	Spaces, 00, 01-10, 21-25, 31-39 (Left zero-fill as appropriate)	IF = spaces system generates 00

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
15	Military Spouse Location	49	Space 0 1	If = space system generates 0
16	Military Spouse BAQ Rate	50	0 1 2	If = space system generates 0
17	Filler	51-67		
18	Common Data	68-80		

Figure 26.25. (Continued) . Formats to Start or Stop BAH-I (formerly VHA).

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	68	
3	Action Indicator	4-5	02	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Effective Date	20-25	Valid Date in YYMMDD Format	Must be valid date, and = or < current date
7	Filler	26-67		
8	Common Data	68-80		

Figure 26.26. Format to Report BAH-I (formerly VHA).

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	68	
3	Action Indicator	4-5	03	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid Date in YYMMDD Format	Must be valid date, and = or < current date
7	Date Stop	26-31	Valid Date in YYMMDD Format	Must be valid date, and = or < current date and = or > Item 6
8	Zip Code	32-36	00601 through 99950	Must be valid Zip Code
9	Filler	37		
10	Accompanied Status	38	0-BAH-I Without Dependent 1-BAH-I With Dependent	
11	Rent Paid	39-44	Numeric (left zero-fill as appropriate)	
12	Share Number	45	1-Not Sharing 2-Sharing with one other military member 3-Sharing with two other military members 4-Sharing with three other military members, etc. 5-9	Must be > 0 and = 1, 2, 3, 4, 5, 6, 7, 8, 9
13	Rent Status	46	R-Renting H-Homeowner	
14	Military Spouse Pay Grade	47-48	Spaces, 00, 01-10, 21-25, 31-39 (Left zero-fill as appropriate)	IF = spaces system generates 00

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
15	Military Spouse Location	49	Space 0 1	If = space system generates 0
16	Military Spouse BAQ Rate	50	0 1 2	If = space system generates 0
17	Filler	51-67		
18	Common Data	68-80		

Figure 26.27. Format to Change BAH-I (formerly VHA).

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	68	
3	Action Indicator	4-5	04	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Effective Date	20-25	Valid Date in YYMMDD Format	Must be valid date, and = or < current date
7	Filler	26-31		
8	Zip Code	32-36	00601 through 99950	Must be valid Zip Code
9	Filler	37		
10	Accompanied Status	38	0-BAH-I Without Dependent 1-BAH-I With Dependent	
11	Rent Paid	39-44	Numeric (left zero-fill as appropriate)	
12	Share Number	45	1-Not Sharing 2-Sharing with one other military member 3-Sharing with two other military members 4-Sharing with three other military members, etc. 5-9	Must be > 0 and = 1, 2, 3, 4, 5, 6, 7, 8, 9
13	Rent Status	46	R-Renting H-Homeowner	
14	Filler	47-67		
15	Common Data	68-80		

Figure 26.28. Format to Correct BAH-I (formerly VHA).

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	68	
3	Action Indicator	4-5	05	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid Date in YYMMDD Format Or 000000	Must be valid date, and = or < current date If Item 7 = 000000 must = valid date
7	Date Stop	26-31	Valid Date in YYMMDD Format Or 000000	Must be valid date, and = or < current date and = or > Item 6 If Item 6 = 000000 must = valid date
8	Zip Code	32-36	00601 through 99950	Must be valid Zip Code
9	Filler	37		
10	Accompanied Status	38	0-BAH-I Without Dependent 1-BAH-I With Dependent	
11	Rent Paid	39-44	Numeric (left zero-fill as appropriate)	
12	Share Number	45	1-Not Sharing 2-Sharing with one other military member 3-Sharing with two other military members 4-Sharing with three other military members, etc. 5-9	Must be > 0 and = 1, 2, 3, 4, 5, 6, 7, 8, 9

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
13	Rent Status	46	R-Renting H-Homeowner	
14	Military Spouse Pay Grade	47-48	Spaces, 00, 01-10, 21-25, 31-39 (Left zero-fill as appropriate)	IF = spaces system generates 00
15	Military Spouse Location	49	Space 0 1	If = space system generates 0
16	Military Spouse BAQ Rate	50	0 1 2	If = space system generates 0
17	Filler	51-55		
18	Prior Date Start	56-61	Valid Date in YYMMDD Format Or 000000	Must = 000000 or valid date If valid date must = or < current date If Item 6 = 000000 must = 000000 If Item 6 = valid date must = valid date
19	Prior Date Stop	62-67	Valid Date in YYMMDD Format Or 000000	Must = 000000 or valid date If valid date must = or < current date and = or > Item 18 If Item 7 = 000000 must = 000000 If Item 7 = valid date must = valid date
20	Common Data	68-80		

Figure 26.29. Format to Cancel BAH-I (formerly VHA).

ITEM	TITLE	POS	ALLOWABLE ENTRIES	EDIT CRITERIA
1	Trailer Record	1	0	
2	Format Identifier	2-3	68	
3	Action Indicator	4-5	06	
4	Member's SSN	6-14		
5	Member's Last Name (1st Five Letters)	15-19		
6	Date Start	20-25	Valid Date in YYMMDD Format Or 000000	Must be valid date, and = or < current date If Item 7 = 000000 must = valid date
7	Date Stop	26-31	Valid Date in YYMMDD Format Or 000000	Must be valid date, and = or < current date and = or > Item 6 If Item 6 = 000000 must = valid date
8	Filler	26-67		
9	Common Data	68-80		

Figure 26.30. Application for BAH Waiver for Professional Military Education (PME) /Technical Training.

MEMORANDUM FOR AF/A1PA

FROM: MEMBER

SUBJECT: Basic Allowance for Housing (BAH) Policy Waiver for Professional Military Education (PME)/Technical Training

I, NAME, SSAN, request BAH waiver to receive BAH at the with-dependent rate based on (previous duty station OR dependent location). I agree to limited PCS entitlements to include without dependent rate dislocation allowance, temporary lodging expense and per diem. I further agree that my shipping entitlement is limited to the unaccompanied baggage weight allowance to include professional books, papers, and equipment.

//SIGNATURE//
YOUR SIGNATURE BLOCK

Figure 26.31. Application for BAH Waiver for Low Cost/No Cost Move.

MEMORANDUM FOR HQ USAF/A1PA

FROM: Member

SUBJECT: BAH Waiver for Low Cost/No Cost Move

1. I am requesting to receive BAH at the payable rate for my previous PDS, Base X _____.
2. I have complied with the following:
   a. I have been assigned to Base X _____.
   b. I have not moved household goods nor relocated my residence.
   c. This is a low cost/no cost move.
3. Please contact me at (contact info) if you have any questions.

//SIGNATURE//
SIGNATURE BLOCK

Chapter 27

FAMILY SEPARATION ALLOWANCE (FSA)

27.1. Description. Entitlement provisions and types are contained in the DoDFMR, Volume 7A, chapter 27.

27.2. Substantiating Documents:

27.2.1. Member is required to complete DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance (**Figure 27.1**).

27.2.2. FSO personnel complete certifying officer portion of the DD Form 1561, based on review of the required evidence. Attach copies of documentation as indicated below. Include or annotate, in the certifying officer's signature block of the DD Form 1561, the voucher number, voucher date and DSSN. Delays of more than 24 hours at port of departure such as passport hold, early arrival, etc., should be considered when computing the effective start date. DD Form 1561 is submitted with the normal document submission to DFAS-DE/PMLR (See **Chapter 2**). There are three types of FSA: FSA-R, FSA-S, and FSA-T. Payment of each type requires specific evidence attached to the DD Form 1561.

27.2.2.1. FSA-R.

27.2.2.1.1. Members with dependents. Transportation of dependents is not authorized at government expense and the dependents do not live at or near the member's PDS. Attach a copy of the member's PCS order and travel voucher (DD form 1351-2). See **paragraph 27.5** for additional guidance pertaining to FSA-R.

27.2.2.1.2. Member married to another member, no dependents. Generally, a member married to another member with no other dependents is entitled to FSA-R under the same conditions as a member with dependents. The members must have resided together immediately before being separated and the separation must be a result of execution of military orders.

27.2.2.1.2.1. Not more than 1 monthly allowance may be paid for any one month. Both may be entitled during the same month, but only one may be paid at a time. Payment will be made to the member whose orders resulted in the separation. If both members receive orders requiring departure on the same day, the entitlement goes to the senior member.

27.2.2.1.2.2. In cases where both members meet entitlement criteria, the second spouse may receive the entitlement upon termination of the original spouse’s entitlement. The couple may qualify for sequential entitlement to FSA-R provided their orders keep them continuously separated.

27.2.2.1.2.3. In order to qualify for a subsequent entitlement to FSA-R, a member to member couple must, once they are no longer separated by orders, reestablish a joint residence.

27.2.2.2. FSA-S. The member is on duty aboard a ship, away from the home port of the ship, continuously for more than 30 days.

27.2.2.3. FSA-T. The member is 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.

27.2.3. To stop FSA, other than at permanent change of station (PCS) departure, use DD Form 114, Military Pay Order (**Figure 27.2**). Submit the original to DFAS-DE in accordance with **Chapter 2**.

27.3. Transportation of Dependents. Member requests transportation of dependents before departure. Submit DD Form 1561, modified as appropriate, to substantiate payment of FSA when a member requests transportation of dependents before member's departure, and:

27.3.1. Request is approved but dependents do not travel with member, or

27.3.2. Member's request is temporarily denied. File denial in management file for future reference.

27.3.2.1. In case of denial, member indicates on DD Form 1561 the date of new application for transportation of dependents, or reason(s) why member has not applied. FSO includes reason for, and date of, denial of member's prior request. When applicable, fully explain on reverse why delay in furnishing dependents' transportation exceeds 60 days from date of approval for entry. When using reverse of DD Form 1561, note on face of form that data appears on reverse.

27.4. Elections and Reelections. See DoDFMR, Volume 7A, tables 27-1 and 27-4.

27.4.1. DD Form 1561. Attach one copy of member's signed election to serve "all others" overseas tour to DD Form 1561 starting or continuing FSA credit.

27.4.2. DD Form 114. When stopping FSA credit for a member who changes election to "with command-sponsored dependents" after arrival at permanent duty station, attach one copy of the HQ USAF determination, that change of election is in the best interest of the Air Force, to the DD Form 114.

27.4.3. Certificates Required. Reverse of DD Form 1561 may be used for certificates.

27.4.3.1. Member maintained common household with dependents before PCS or TDY but dependents were temporarily absent. If member maintained a common household with dependents before PCS or TDY, but all dependents were or are temporarily away from that residence for vacation, hospitalization, to attend school, etc., member must furnish complete explanation. Include length of absence and whether member continued to maintain residence. If a sole dependent is in an institution, include a copy of court order or appropriate medical statement showing that period in such institution is not expected to exceed 1 year. See DoDFMR, Volume 7A, chapter 27, for further conditions of entitlement to FSA.

27.4.3.2. Member receiving FSA away from permanent station more than 60 days. If a member receiving FSA is away from permanent station for more than 60 days in a TDY, hospital, leave, or confined status, member must certify period (inclusive dates) he or she continued to maintain private quarters at permanent station while away. ***NOTE:***: FSO may require additional documents, such as rent receipts, in questionable cases.

27.4.3.3. Member receiving FSA-I or FSA-II (PCS) visited at permanent station by dependents. If a member receiving FSA-I or FSA-II (FSA-R) is visited at the permanent station by all dependents, member must certify date of their arrival, purpose, and expected length of visit. After they depart, member must certify date of departure and, if more than 3 months from date of their arrival, reason for extension of visit.

27.4.3.4. Member entitled to FSA-II (TDY) and dependents visit at TDY station for 30 days or less. If member is otherwise entitled to FSA-II (FSA-T) and all dependents visit at TDY station for 30 days or less, member must certify date of their arrival, departure, and that they were merely visiting with no intent to establish a residence.

27.4.3.5. Advance Return of Dependents. When dependents are evacuated under provisions of the JFTR, paragraph U5246, officer directing the evacuation must certify that it was not caused by dependents' misconduct in order for FSA entitlement to accrue.

27.4.3.6. Overseas Separation. When a member separating overseas starts terminal leave in CONUS and it is questionable that member will return to point of separation, stop FSA. If member returns, submit a report transaction to adjust member's pay.

27.4.3.7. Members in a Pipeline Status. Effective 1 Oct 1980, basic trainees and students at a technical training school are entitled to FSA if:

27.4.3.7.1. They are members with dependents.

27.4.3.7.2. Dependents are not permitted to travel at Government expense.

27.4.3.7.3. Dependents do not live at or near the member's training center.

27.4.3.8. Members entitled to FSA not associated with a PCS move. When a member acquires a dependent not associated with a PCS move, the certifying officer must certify that member qualifies for the FSA entitlement by stating the reason such as "member was married on _____ (date) while on leave" or other pertinent statement that is applicable. Place certification statement on the reverse of DD Form 1561. Annotate in Part II "not applicable, see reverse." If member acquires dependents while on leave, FSA entitlement does not start until the day the member returns to his or her PDS.

27.5. FSA-R:

27.5.1. In the case where a member:

27.5.1.1. acquires a dependent after the effective date of PCS orders (but before member's date of departure on subsequent PCS orders),

27.5.1.2. is not authorized government transportation for the dependent,

27.5.1.3. and the dependent does not live at or near the member's permanent duty station, the member's entitlement to FSA starts on the date the member acquires the dependent.

27.5.2. Effective January 1, 2002, when transportation of dependents is authorized at government expense, but the member elects an unaccompanied tour because a dependent cannot accompany the member due to certified medical reasons, member is entitled to FSA-R. Secretarial waivers are not needed when documentation of certified medical reasons is provided, regardless of the date on which the member first made the election to serve an

unaccompanied tour. Prior to January 1, 2002, FSA-R was payable in this situation only pursuant to a secretarial waiver (see DoDFMR, Vol 7A, subparagraph 270301.d).

27.6. FSA-T. The FSA start transaction (6501) was modified for processing FSA-T. This transaction will suspend the start of payment for 30 days after the effective start date and only applies for FSA-T for a TDY over 30 days. The following procedures will be used when processing a 6501-T.

27.6.1. Using the member's TDY orders (DD Form 1610 or DTS authorization showing an assigned six digit authorization number) as authority and backup documentation, the member will certify DD Form 1561, Statement to Substantiate Payment of FSA prior to departure.

27.6.2. Process a 6501-T effective the departure date obtained from the TDY orders (DD Form 1610 or DTS authorization showing an assigned six digit authorization number).

27.6.3. DJMS-AC will recycle the transaction and create a futures and release the start payment 31 days after the start date. The payment for the allowance will be from the effective start date and will continue until canceled or stopped by the FSO.

27.6.4. See **paragraph 27.7** below for FSO actions.

27.6.5. **(DELETED)**

27.6.6. **(DELETED)**

27.6.7. **(DELETED)**

27.7. FSO Action. Submit FSA transactions when member becomes entitled or when entitlement stops per DoDFMR, Volume 7A, tables 27-1 through 27-4. FSA type T start transaction cannot be submitted until the member's date of departure. FSA type S and T start transactions will not pay until the member has been separated from his/her family for over thirty days, with entitlement back to date of departure. ***NOTE:*** due to the increasing number of members who are entitled to FSA-T, Air Force policy now requires that the servicing FSO (home station) input the start transaction (6501) at departure, based on the member's orders to duty for more than 30 days and the member's completed certification on DD Form 1561.

27.7.1. Members with dependents must report to finance prior to departing on a TDY projected for more than 30 days. The member must complete a DD Form 1561, mark the applicable blocks in section 8, read the certification statement, and sign and date in block 9. Based upon that certification and a copy of the member's orders (DD Form 1610 or DTS authorization showing an assigned six digit authorization number), FSO completes DD Form 114, including the following statement: "I certify that this member is in receipt of orders for a period of more than 30 days and that member has completed DD Form 1561." Members who do not report prior to departure will be paid FSA, via a report transaction, upon return.

27.7.2. Attach a copy of the orders (DD Form 1610 or DTS authorization showing an assigned six digit authorization number) to the DD Form 114 and use that as the source document for the 6501 transaction to start FSA. DJMS-AC will recycle the start until the member has been gone for more than 30 days and then generate the pay entitlement, retroactive to the date of departure.

27.7.3. Attach a copy of the TDY order (DD Form 1610 or DTS authorization showing an assigned six digit authorization number) to the DD Form 1561 and file in a suspense file until the projected date of return contained in the orders. On projected date of return, or actual date of return if the member comes back earlier, process the 6502 to stop the FSA and sign the certification statement on the DD Form 1561, using the DD 1561, travel voucher, and the attached order as the supporting documentation for the stop. Additionally, DD Form 114 may be used to stop the entitlement as soon as you are aware the member has returned; however, the completed DD Form 1561 is required to be submitted once the travel voucher is completed, with a copy of the DD Form 114 attached. See **paragraph 27.2.3** above.

27.7.3.1. **(DELETED)**

27.7.3.2. **(DELETED)**

27.7.3.3. **(DELETED)**

27.7.3.4. **(DELETED)**

27.7.3.5. **(DELETED)**

27.7.4. If the member's orders were amended, adjust the suspense date accordingly.

27.7.5. Brief departing members on this new policy, and inform them that FSA-T is based on being TDY for more than 30 days, reminding them that if they return before being gone for more than 30 days, the FSA entitlement will be cancelled and any overpayment, due to late notification of return, will be collected. Also, ensure members are aware that all amendments must be provided to the FSO.

27.7.6. Input is shown in **Figure 27.3** Transactions are limited to one of these actions:

27.7.6.1. Start (01). Establishes entitlement for an indefinite period.

27.7.6.2. Stop (02). Terminates entitlement when a member becomes ineligible for FSA.

27.7.6.3. Report (03). Credits member with one-time entitlement and is used only with inclusive dates.

27.7.6.4. Correct (05). Corrects a previous action submitted with an error.

27.7.6.5. Cancel (06). Completely voids a previous submission.

27.8. FSA-I was replaced by Family Separation Housing (FSH). For information on FSH, see **Chapter 26** of this volume.

Figure 27.1. DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance.

STATEMENT TO SUBSTANTIATE PAYMENT OF FAMILY SEPARATION ALLOWANCE (FSA)

PRIVACY ACT STATEMENT

AUTHORITY: Title 37, U.S. Code, Section 427.
PRINCIPAL PURPOSE: To evaluate member's application for FSA.
ROUTINE USES: a. Serves as substantiating document for FSA payments and input into the member's pay account.
b. Provides an audit trail for validating propriety of payments and to assist in collecting erroneous payments.
c. Provides a record in service member's pay account and for safekeeping.
DISCLOSURE: Disclosure of your social security number and other personal information is voluntary. However, if requested information is not provided, FSA will not be considered.

1. NAME OF MEMBER *(Last, First, Middle Initial)*	2. GRADE	3. SOCIAL SECURITY NUMBER	4. BRANCH AND ORGANIZATION
Doe, John T.	E-7	123-45-6789	AF - 1141st FSS, Randolph AFB TX

PART I - MEMBER COMPLETES THIS SECTION TO SUBSTANTIATE ENTITLEMENT TO FSA

5. TYPE II *(X as applicable)*
☒ FSA-T (Temporary) ☐ FSA-R (Restricted) ☐ FSA-S (Ship)

6. COMPLETE CURRENT ADDRESS(ES) OF DEPENDENT(S)
123 First Street
San Antonio TX 78150

7. DATE *(DDMMYY)* **DEPARTED RESIDENCE TO UNIT HOME STATION** *(Mobilized Members)*
11008

8. I CERTIFY TO THE FOLLOWING FACTS *(X applicable box(es))*

☒ a. I am not divorced or legally separated from my spouse.
☒ b. My dependent child (children) was (were) not in the legal custody of another person when I received my military orders.
☒ c. My dependent (other than my spouse; see line f. below) is not a member of the military service on active duty.
☒ d. My sole dependent is not in an institution for a known period of over 1 year or a period expected to exceed 1 year.
☐ e. I am claiming FSA for my parent(s) for whom I have a current and approved dependency status and am residing with, and I maintain a residence(s) for my dependent(s). I have assumed the liability and responsibilities thereof at the address(es) shown above, where I likely reside during periods of leave or such other times as my duty assignment may permit.
☐ f. I am married to another military member currently serving on active duty and my spouse ☐ was ☐ was not residing with me immediately before being separated by execution of my military orders.
Spouse's SSN: _____ Branch and Component: _____
☐ g. My last TDY or deployment, if any, ☐ was ☐ was not within the last 30 days from this TDY or deployment.

9. I understand that I must notify my commanding officer immediately upon any change in dependency status and if my sole dependent or all of my dependents move to or near this station or if my dependent(s) visit at or near this station for more than 90 continuous days (more than 30 continuous days in the case of FSA-T (Temp) or FSA-S (Ship) while I am in receipt of FSA.

a. DATE *(DDMMYY)*	b. SIGNATURE OF MEMBER
11008	

PART II - CERTIFYING OFFICER COMPLETES THE APPROPRIATE SECTION(S) BELOW

10. TYPE II - FSA-T. Member has been ordered to and has performed temporary duty (TDY) at the location(s) shown below for more than 30 continuous days. This (these) location(s) is (are) outside a reasonable commuting distance from the member's permanent duty station (PDS pertains to active component) or the home of residence (HOR pertains to reserve component). A distance of 50 miles, one way, is normally considered to be within a reasonable commuting distance of a PDS or HOR. "Within a reasonable commuting distance" also may include distances of less than 50 miles and the time required to travel, under unusual conditions, does not exceed 1-1/2 hours. *(Attach a blank page for continuation if necessary.)*

a. LOCATION	b. INCLUSIVE DATES OF TDY/T *(From/To)*	c. NO. OF DAYS

11. TYPE II - FSA-R. Member departed (PCS/detached) from _____ *(Last permanent duty station)* on _____ *(DDMMYY)*
and was on leave en route _____ *(Inclusive leave dates - DDMMYY)*, proceed time _____ *(Inclusive dates)*
and the member reported to _____ *(PDS)* on _____ *(DDMMYY)*. Transportation of dependent(s) is not authorized at government expense to this station or to a place near this station.

12. TYPE II - FSA-S. Member was serving on orders, on board ship, away from homeport commencing *(DDMMYY)* _____.

a. NAME OF SHIP/UNIT	b. HOMEPORT

13. Travel performed under authority of orders _____, dated _____.

14. Member claiming Type II FSA, is receiving basic allowance for housing (BAH) (or residing in government type quarters) as a member with dependents or member married to a military member.

15. DATE *(DDMMYY)*	16. CERTIFYING OFFICER	
11108	a. TYPED NAME *(Last, First, Middle Initial)* Smith, John R.	b. TITLE
	c. ORGANIZATION	d. SIGNATURE

DD FORM 1561, NOV 2006 PREVIOUS EDITION IS OBSOLETE Reset Adobe Professional 7.0

Figure 27.2. DD Form 114, Military Pay Order.

MILITARY PAY ORDER

MILITARY PAY ORDER NO.
000

ORGANIZATION AND STATION
1141st USAF Special Act Sq
APO NY 09616

DATE
14 Mar 94

TO DISBURSING OFFICER.
YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.

SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	REASON FOR CHANGE	YEAR FROM -	YEAR TO -
000-00-0000	Doe, John	Discontinue FSA-I effective 13 Mar 94 Member's dependents arrived this station 14 Mar 94		Mar 13

SYMBOL NO. (Entered by D.O.)	TYPED NAME AND GRADE OF CERTIFYING OFFICER	SIGNATURE OF CERTIFYING OFFICER
6760	Adam A. Adams, SMSgt, USAF	Adam A. Adams

DD FORM 114
1 NOV 49

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Prescribed by Comptroller General U S
February 8, 1949

Figure 27.3. Formats to Start/Stop, Report/Cancel or Correct FSA.

CHARACTER POSITION	DESCRIPTION
1-5	06501/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT SHOULD START
32	OR STOP FSA-TYPE CODE: F--FSA-I (PCS) R--FSA-II (PCS) T--FSA-II (TDY) S--FSA-II (SHIP)
1-5	06503/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER’S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS
26-31	OR ZEROS DATE-STOP: YYMMDD ENTITLEMENT
32	STOPS OR ZEROS FSA-TYPE CODE: F--FSA-I (PCS) R--FSA-II (PCS) T--FSA-II (TDY) S--FSA-II (SHIP)
1-5	06505

CHARACTER POSITION	DESCRIPTION
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT STARTS
26-31	OR ZEROS DATE-STOP: CORRECT YYMMDD ENTITLEMENT
32	STOPS OR ZEROS FSA-TYPE CODE FOR NEW ENTITLEMENT: F--FSA-I (PCS) R--FSA- II (PCS) T--FSA- II (TDY) S--FSA- II (SHIP)
55	FSA-TYPE CODE THAT WAS IN TRANSACTION THAT STARTED ENTITLEMENT: F--FSA-I (PCS) R-- FSA-II (PCS) T-- FSA-II (TDY) S-- FSA-II (SHIP)
56-61	PRIOR-DATE-START: YYMMDD IN TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD IN TRANSACTION BEING CORRECTED OR ZEROS

Chapter 28

COST OF LIVING ALLOWANCE (COLA)

Section 28A—Overseas Cost of Living Allowance (COLA).

28.1. Description. 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 Joint Federal Travel Regulation (JFTR), Volume I, chapter 9, part B.

28.2. Substantiating Document. FSO maintains a DD Form 1475, Basic Allowance for Subsistence Certification, for prorated COLA to substantiate MMPA update. The FSO should use AF IMT 220, Request Authorization and Pay Order Basic Allowance for Subsistence (BAS), to start or stop COLA if these actions correspond with BAS. The AF IMT 220 will contain appropriate comments. The FSO uses DD Form 114, Military Pay Order, for COLA when not corresponding with BAS (see **Figure 28.1**), requiring the member to certify number of dependents claimed for COLA purposes on the DD Form 114.

28.3. FSO Action:

28.3.1. When the member departs PCS, COLA is stopped 1 day before the DATE-DEPART-LAST-DUTY-STATION in the PCS departure (SH03) transaction. The FSO at the new duty station must restart COLA entitlement when a member with dependents is reassigned (PCS) from a PDS outside CONUS to another station either overseas or CONUS and the dependents remain at the old duty station where COLA is authorized. Continuance of COLA at the old station may be authorized (up to 60 days) when delayed departure of dependents is necessary for reasons beyond the member or dependents' control. Delayed departure of dependents may be authorized for reasons such as illness or hospitalization of a dependent, completion of school term, lack of adequate housing or obtaining housing at new PDS, and so forth. The CONUS FSO must process a stop transaction upon departure of the dependents from the overseas station.

28.3.2. When member is entitled to COLA under provisions of JFTR, paragraph U9100-C4, a separate start transaction, FORMAT-ID 47, is required.

28.3.3. When a member separating overseas starts terminal leave in CONUS and it is questionable that member will return to point of separation, stop COLA. If member does return to point of separation, submit a report transaction to adjust member's pay.

28.3.4. The FSO must have the member certify the number of dependents claimed for COLA on PCS departure. Adjust member's COLA when applicable.

28.3.5. Enlisted members, without dependents, who reside in unaccompanied personnel housing (the dorm) at a PDS outside CONUS. If these members have an impracticability or non-availability determination by the commander, are entitled to the full COLA rate, which is 100 percent of the without dependent rate. FSO is provided a copy of the determination of impracticability or non-availability for use as supporting documentation for the 0 dependent rate of COLA. If no such determination has been made, the member is entitled to

the barracks rate, or 47% rate, of COLA, because government dining facilities are considered available.

28.3.6. Members without dependents who reside in dormitories and are on ESM are entitled to the 47 percent (Bachelor) rate COLA. These members are coded with NR-DEPN-COLA equal to 9.

28.3.7. A member does not have to receive BAH on behalf of a dependent in order to receive COLA on behalf of that dependent. The definition of dependent for COLA purposes is contained in the JFTR, paragraph U9000. A member can be paid BAH on behalf of a spouse, for example, but have parents or parents-in-law, etc., on the orders and receive command sponsorship for those parents. This entitles the member to claim the parents for COLA purposes.

28.3.8. COLA Computation. See JFTR, Appendix L.

28.3.9. Input Format. Input formats are shown in **Figure 28.2** through **Figure 28.7**.

28.3.10. Rejects. See **Chapter 4**.

28.4. BAQ Compatibility Edits.

28.4.1. If the member's open BAH-II entry is without dependent rate BAH-II, with-dependent rate COLA will not process unless the closest dependency code is equal to 'I'. The start or report transaction will recycle until the BAH-II or BAH-DIFF entry is changed or corrected, or the input is modified to agree with the MMPA.

28.4.2. If COLA was started as single or bachelor rate COLA (i.e., number of dependents equal to '0' or '9'), a change or correct transaction will not update the MMPA to with-dependent COLA, unless the closest dependency code is 'I'. The change or correct transaction will recycle until the BAH-II or BAH-DIFF entry is changed or corrected, or the input is changed to agree with the MMPA.

28.4.3. If the closest dependency code in the 35 entry is G or R, only single or bachelor rate COLA can be paid. The start or report transaction will recycle until the BAH-II entry is changed or corrected, or the input is changed to agree with the MMPA.

28.4.4. Once single or bachelor COLA is started it cannot be changed to with-dependent COLA, if the closest dependency code in the 35 entry is G or R. The start or report transaction will recycle until the BAH-II entry is changed or corrected, or the input is changed to agree with the MMPA.

28.4.5. Dual COLA (FID 47) cannot be paid if one of the following conditions exist:

28.4.5.1. There is an open or closed 36 entry on the MMPA.

28.4.5.2. The closest dependency code in the 35 entry is G, I, or R.

28.4.6. The start or report transaction will recycle until the BAH-II or BAH-DIFF entry is changed or corrected, or the input is changed to agree with the MMPA.

28.5. Verification. FSOs are provided a monthly listing of members currently drawing COLA and stationed in CONUS. List should be used to verify COLA entitlement.

Section 28B—CONUS Cost of Living Allowance (COLA).

28.6. Description. CONUS COLA is designed to serve as a temporary reimbursement for members serving in high cost areas in CONUS to partially offset additional expenses incurred. Specific conditions of entitlement are contained in the JFTR, Volume I, chapter 8, part B.

28.7. Substantiating Documents. The FSO prepares DD Form 114, Military Pay Order, to start, stop, change, correct, or cancel a member's CONUS COLA entitlement using FID 51.

28.8. Eligible Members. Payment of CONUS COLA is based on assignment to a designated high cost area, pay grade, years of service (longevity), and status in regards to basic allowance for quarters (BAQ). The entitlement will be paid at either the with or without dependent rate. Members residing in the barracks will receive CONUS COLA at the without dependent rate irrespective of any entitlement to basic allowance for subsistence (BAS). The following members are eligible to receive CONUS COLA:

28.8.1. A member with or without dependents assigned to a high cost area in CONUS.

28.8.2. A member in an unaccompanied status outside CONUS, if the primary dependent resides in a designated CONUS high cost area.

28.8.3. A member assigned to duty in CONUS and;

28.8.3.1. The primary dependent of the member must reside in a high cost area in CONUS by reason of the member's duty location or other circumstances; and

28.8.3.2. It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the duty location of the member (see JFTR para U8055-B).

28.9. Definitions.

28.9.1. High Cost Area. Designated by the Secretary of Defense (listed in table 160).

28.9.2. Member With Dependents. A member who is entitled to BAQ at the with dependent rate or would be entitled if Government quarters were not occupied.

28.9.3. Member Without Dependents. A member entitled to single rate BAQ or would be entitled if Government quarters were not occupied. This also includes partial rate BAQ.

28.9.4. Primary Dependent. The member's spouse or, for an unmarried member, a dependent as defined per the JFTR Appendix A.

28.10. Member Married to Member. Each is entitled to a CONUS COLA in his or her own right. Entitlement exists whether a joint residence or separate residences are maintained. In no case will a spouse who is also a member on active duty be considered as a dependent for entitlement purposes. When a member married to member couple maintains a joint residence and they have dependents, CONUS COLA will be paid for one at the with dependent rate and for the other at the without dependent rate.

28.11. Status.

28.11.1. PCS. Entitlement exists effective the day the member reports to the new permanent duty station (PDS) in a high cost area. The PCS arrival transaction (SG) will cancel

CONUS COLA start (FID 5101) transactions, unless the entitlement start date in the 51 transaction is equal to or greater than the PCS arrival date less travel days. Upon departure, CONUS COLA continues to pay for the entire period of PCS, less the authorized travel days.

28.11.2. Non-pay status. Not payable for periods of a non-pay status (i.e., excess leave, AWOL).

28.11.3. Separation. Payable through the day of separation including days of terminal leave.

28.11.4. Hospitalized. See JFTR para U8006.

28.12. Dual Payment of Overseas COLA and CONUS COLA. A member assigned outside CONUS may be paid overseas COLA at the applicable without dependent rate and a CONUS COLA at the with dependent rate or the high cost 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.

28.13. Members Paying Child Support. Members receiving with dependent rate BAQ solely for the purpose of child support, are entitled to CONUS COLA at the without dependent rate.

28.14. New Accessions. Newly inducted enlisted or reenlisted members, officers, or officer candidates are entitled as follows:

28.14.1. Member without dependents - for the duty location to which assigned. The rate will change on the day the member arrives at each new duty location until arrival at the designated initial PDS.

28.14.2. Members with dependents - for the location of the primary dependent until the day before the day member arrives at the initial PDS. The entitlement will be reduced by the number of travel days authorized.

Figure 28.1. DD Form 114, Military Pay Order (for Member Due COLA).

MILITARY PAY ORDER			MILITARY PAY ORDER NO. 000	
ORGANIZATION AND STATION: 36334 Combat Support Group APO SF 96321			DATE: 29 Sep 1994	
TO DISBURSING OFFICER. YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.				
SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	REASON FOR CHANGE	YEAR FROM -	YEAR TO -
000-00-0000	Doe, John D. E7	Due Cola Member authorized to reside off base. Govt messing facilities not available.	941001	
SYMBOL NO. (Entered by D.O.)	TYPED NAME AND GRADE OF CERTIFYING OFFICER: Bill B. Buck, Capt, USAF	SIGNATURE OF CERTIFYING OFFICER: Bill B. Buck		

DD FORM 114
1 NOV 49

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Prescribed by Comptroller General U S
February 8, 1949

Figure 28.2. Formats to Start, Stop, Report, Change, Correct, or Cancel COLA.

CHARACTER POSITION	DESCRIPTION
1-5	04601
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT SHOULD START
32-36	JFTR-LOCATION CODE FOR APPLICABLE GEOGRAPHICAL LOCATION
37	NUMBER-DEPENDENTS-COLA: NUMBER OF DEPENDENTS FOR WHICH COLA IS AUTHORIZED; CANNOT BE ZERO IF MEMBER IS RECEIVING COLA FOR A RESTRICTED AREA; 9 IF MEMBER IS ENTITLED TO BACHELOR COLA
1-5	04602
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE-DATE: YYMMDD OF LAST DAY THROUGH WHICH ENTITLEMENT SHOULD BE PAID
1-5	04603
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT SHOULD START

CHARACTER POSITION	DESCRIPTION
26-31	DATE-STOP: YYMMDD ENTITLEMENT SHOULD STOP
32-36	JFTR-LOCATION CODE FOR APPLICABLE GEOGRAPHICAL LOCATION
37	NUMBER-DEPENDENTS-COLA: NUMBER OF DEPENDENTS FOR WHICH COLA IS AUTHORIZED; CANNOT BE ZERO IF MEMBER IS RECEIVING COLA FOR A RESTRICTED AREA; 9 IF MEMBER IS ENTITLED TO BACHELOR COLA
1-5	04604
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD CHANGE IS EFFECTIVE
32-36	JFTR-LOCATION CODE FOR APPLICABLE GEOGRAPHICAL LOCATION
37	NUMBER-DEPENDENTS-COLA: NUMBER OF DEPENDENTS FOR WHICH COLA IS AUTHORIZED; CANNOT BE ZERO IF MEMBER IS RECEIVING COLA FOR A RESTRICTED AREA; 9 IF MEMBER IS ENTITLED TO BACHELOR COLA
1-5	04605
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME

CHARACTER POSITION	DESCRIPTION
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START OR ZEROS
26-31	DATE-STOP: YYMMDD ENTITLEMENT SHOULD STOP OR ZEROS
32-36	JFTR-LOCATION CODE FOR APPLICABLE GEOGRAPHICAL LOCATION
37	NUMBER OF DEPENDENTS FOR COLA; 9 FOR BACHELOR COLA
56-61	PRIOR-DATE-START: YYMMDD IN TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD IN TRANSACTION BEING CORRECTED OR ZEROS
1-5	04606
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD IN ENTRY BEING CANCELED OR ZEROS
26-31	DATE-STOP: YYMMDD IN ENTRY BEING CANCELED OR ZEROS

Figure 28.3. Formats to Start, Stop, Report or Change Restricted Area COLA.

CHARACTER POSITION	DESCRIPTION
1-5	04701
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT STARTS
32-36	JFTR-LOCATION CODE FOR APPLICABLE GEOGRAPHICAL LOCATION
37	NUMBER-DEPENDENTS-COLA: 0--MEMBER ONLY, 9--BACHELOR COLA
1-5	04702
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT STOPS
1-5	04703
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS
32-36	JFTR-LOCATION CODE FOR APPLICABLE GEOGRAPHICAL LOCATION

CHARACTER POSITION	DESCRIPTION
37	NUMBER-DEPENDENTS-COLA: 0--MEMBER ONLY, 9--BACHELOR COLA
1-5	04704
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS
32-36	JFTR-LOCATION CODE FOR APPLICABLE GEOGRAPHICAL LOCATION
37	NUMBER-DEPENDENTS-COLA: 0--MEMBER ONLY, 9--BACHELOR COLA

Figure 28.4. Formats to Correct or Cancel Restricted Area COLA.

CHARACTER POSITION	DESCRIPTION
1-5	04705
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT STARTS OR ZEROS
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT STOPS OR ZEROS
32-36	JFTR-LOCATION CODE FOR APPLICABLE GEOGRAPHICAL LOCATION
37	NUMBER-DEPENDENTS-COLA: 0--MEMBER ONLY, 9--BACHELOR COLA
56-61	PRIOR-DATE-START: YYMMDD OF TRANSACTION BEING CORRECTED OR ZEROS
62-67	PRIOR-DATE-STOP: YYMMDD OF TRANSACTION BEING CORRECTED OR ZEROS
1-5	04706
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD OF ENTRY BEING CANCELED OR ZEROS
26-31	DATE-STOP: YYMMDD OF ENTRY BEING CANCELED OR ZEROS

Figure 28.5. Formats to Report/Cancel or Correct Prorated COLA.

CHARACTER POSITION	DESCRIPTION
1-5	04903/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD ENTITLEMENT STARTS (ALWAYS FIRST DAY OF THE MONTH)
26-31	DATE-STOP: YYMMDD ENTITLEMENT STOPS (ALWAYS LAST DAY OF THE MONTH ENTITLEMENT STARTED)
32-36	JFTR-LOCATION CODE FOR APPLICABLE GEOGRAPHICAL LOCATION: BLANK FOR ACTION INDICATOR 06
37-41	AMOUNT-SPECIFIC-ENTITLEMENT: TOTAL AMOUNT DUE MEMBER; BLANK FOR ACTION INDICATOR 06
1-5	04905
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: CORRECT YYMMDD ENTITLEMENT SHOULD START (ALWAYS FIRST DAY OF THE MONTH)
26-31	DATE-STOP: CORRECT YYMMDD ENTITLEMENT SHOULD STOP (ALWAYS LAST DAY OF THE MONTH ENTITLEMENT STARTED)
32-36	JFTR-LOCATION CODE FOR APPLICABLE GEOGRAPHICAL LOCATION

CHARACTER POSITION	DESCRIPTION
37-41	AMOUNT-SPECIFIC-ENTITLEMENT: TOTAL AMOUNT DUE MEMBER
56-61	PRIOR-DATE-START: YYMMDD IN TRANSACTION BEING CORRECTED
62-67	PRIOR-DATE-STOP: YYMMDD IN TRANSACTION BEING CORRECTED

Figure 28.6. Formats to Start, Stop, Report, or Change CONUS COLA.

CHARACTER POSITION	DESCRIPTION
1-5	05101
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YEAR, MONTH, DAY ENTITLEMENT STARTS
32-36	ZIP CODE FOR AUTHORIZED AREA
37	ENTER 0, NOT DEPENDENTS ENTER 1, WITH DEPENDENTS
1-5	05102
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	LAST DAY OF ENTITLEMENT
1-5	05103
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER’S LAST NAME
20-25	YEAR, MONTH, DAY ENTITLEMENT SHOULD START
26-31	YEAR, MONTH, DAY ENTITLEMENT SHOULD STOP

CHARACTER POSITION	DESCRIPTION
32-36	ZIP CODE FOR AUTHORIZED AREA
37	ENTER 0, NOT DEPENDENTS ENTER 1, WITH DEPENDENTS
1-5	05104
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YEAR, MONTH AND DAY EFFECTIVE
32-36	ZIP CODE FOR AUTHORIZED AREA
37	ENTER 0, NOT DEPENDENTS ENTER 1, WITH DEPENDENTS

Figure 28.7. Formats to Correct or Cancel CONUS COLA.

CHARACTER POSITION	DESCRIPTION
1-5	05105
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	IF THE START DATE OF AN OPEN OR HISTORY ENTRY IS BEING CORRECTED, ENTER THE CORRECT START DATE. IF ZIP CODE OR PRIOR START/STOP DATE IS BEING CORRECTED, ENTER START DATE ON MMPA. OTHERWISE ZERO FILL
26-31	IF STOP DATE ON HISTORY ENTRY IS BEING CORRECTED, ENTER CORRECT STOP DATE. OTHERWISE ZERO FILL
32-36	ZIP CODE FOR AUTHORIZED AREA
37	ENTER 0, NOT DEPENDENTS ENTER 1, WITH DEPENDENTS
56-61	IF 20-25 CONTAIN A DATE, ENTER DATE-START AS SHOWN ON THE MMPA FOR ENTRY BEING CORRECTED. IF NOT, ZERO FILL
62-67	IF 26-31 CONTAIN A DATE, ENTER DATE-STOP AS SHOWN ON MPA FOR THE ENTRY BEING CORRECTED. IF NOT, ZERO FILL
1-5	05106
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME

CHARACTER POSITION	DESCRIPTION
20-25	OPEN ENTRY, DATE START SHOWN ON MMPA. IF ENTIRE HISTORY ENTRY IS BEING CANCELED, USE DATE START ON MMPA HISTORY ENTRY. IF HISTORY STOP DATE IS BEING CANCELED, ZERO FILL
36-31	OPEN ENTRY BEING CANCELED, ZERO FILL. HISTORY ENTRY IS BEING CANCELED, USE DATE STOP FROM MMPA HISTORY ENTRY.

Chapter 29

TEMPORARY LODGING ALLOWANCE (TLA)

29.1. Description. Temporary Lodging Allowance (TLA) is authorized to partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of use of temporary lodgings outside the CONUS which do not have facilities for preparing and consuming meals. Conditions of entitlement to TLA are contained in the JFTR, Volume I, chapter 9, part c.

29.2. Substantiating Documents:

29.2.1. AF Form 1357, Request for Temporary Lodging Allowance:

29.2.1.1. An AF Form 1357 (**Figure 29.2**) is used to start, stop, or change TLA credit when a member:

29.2.1.1.1. becomes entitled to IHA;

29.2.1.1.2. is furnished government quarters for self, dependents, or both;

29.2.1.1.3. becomes entitled to OHA and COLA.

29.2.1.2. In every instance, the TLA type must be identified on the AF Form 1357.

29.2.1.2.1. I - Incoming. Authorized for beginning of member's assignment at permanent station.

29.2.1.2.2. X - Incoming Extension.

29.2.1.2.3. D - Departure. Authorized for or within the last 10 days before day of departure of member from old permanent station or, in special cases, for early return of dependents. See JFTR, paragraph U9024.

29.2.1.2.4. E - Extension of Departure.

29.2.1.2.5. K - Kitchen Renovation. When residence is under renovation (kitchen) not requiring occupants to obtain temporary lodging.

29.2.1.2.6. R - Full Renovation. When renovation or special circumstances require occupants to occupy temporary lodging.

29.2.1.3. For household goods (HHG), obtain from the transportation officer and include on the AF Form 1357 the date when HHG were available for delivery and the date HHG were delivered and accepted by member. When the additional period of entitlement is due to non-arrival of HHG, the transportation officer must certify the AF Form 1357.

29.2.1.4. When a member with dependents completes AF Form 1357, a predetermined election must be made to continue or postpone entitlement to TLA for any period of hospitalization or absence away from the permanent station while on assigned duty.

29.2.1.5. AF Form 1357 is annotated with additional information to substantiate payment.

29.2.1.6. When members and/or dependents are serviced by an Army housing office, Army AE Form 3652 is authorized in lieu of AF Form 1357.

29.2.2. Attachments to AF Form 1357:

29.2.2.1. Attach to the original AF Form 1357:

29.2.2.1.1. Special orders. Orders are required for the original payment. Later payments require cross-reference to original payment.

29.2.2.1.2. Receipts (copy will suffice) for any lodging expense claimed (for example, hotel, motel, VOQ, BOQ, guest house, TLQ). Unpaid bills may be used when anticipating expenses to pay member before departure if actual expenses are verified and any erroneous payment is collected. If the receipt is lost, the member certifies a statement of lodging expense containing dates, places, establishment names, and amounts.

29.2.2.1.3. For itemization of meal expenses when government mess is utilized, use the format shown in JFTR, chapter 9, part c, or one substantially the same.

29.2.2.2. Retention of copies is not required.

29.3. Temporary Lodging Allowance-Departure (TLA-D). TLA is payable before the day of departure. The losing FSO should make every attempt to make the final TLA payment prior to the member's departure and to adjust the account for erroneous information prior to payment. In unusual circumstances, when member cannot be paid before departure, losing commander furnishes all information required for preparation of AF Form 1357 to the gaining commander to support payment of TLA-D, to be made at new permanent station. Show complete geographical address such as city or station number, political subdivision, and country (for example, U-Tapao AB, Chon Buri Province, Thailand). For a member authorized TLA-D for dependents who remain at the old station after member's departure PCS, include date the last dependent left the old permanent station. Also, include the reason payment could not be made by losing commander. Data is normally prepared by the FSO. It can be prepared by the housing office or other officer as designated by the commander.

29.3.1. Payment of TLA Departure for Dependents of Deceased Members. TLA is authorized for dependents of deceased members prior to departing the overseas area. Authorized for or within the last 10 days before day of departure from old permanent duty station. TLA may not exceed 10 days unless authorized per JFTR U9170. Use special orders signed by competent authority to attach to the original AF Form 1357. Payment may be authorized in 10-day increments for the entire period that temporary lodgings must be used.

29.3.2. Non-availability of Quarters. A non-availability of Government quarters statement is required to support all TLA claims, except as provided in JFTR, Volume I, part C, chapter 9. Use an AF Form 1357 and PCS orders to substantiate all payments. When processing TLA payments manually, use an SF Form 1034 (**Figure 29.1**) and report payments as in **Figure 29.4** Review MMPA of member authorizing a per diem rate other than that of the PDS concerned to prevent authorizing dual allowances.

29.4. TLA-Arrival. TLA paid upon initial assignment to a PDS outside CONUS will not normally exceed 60 days. An additional period may be authorized. The 60-day entitlement period begins on the same date as authorized for OHA and COLA and the days do not have to be consecutive. See JFTR paragraph U9202 for additional entitlement information.

29.5. Additional Factors Affecting TLA. The military pay SMA must ensure that member's entitlements are properly posted to the MMPA while in TLA status. A suspense file may be used for control and ensuring proper posting of entitlements to the MMPA. Members on TLA are entitled to BAS and will not be subject to meal charge deductions using the DN (see AFMAN 65-116, V2, chapter 6.) OHA and COLA are not to be paid for the same period member receives TLA except when concurrent payment of station allowances are allowed under JFTR, Volume I, paragraph U9100C4. Except as otherwise authorized by paragraph U9100C4, do not start OHA and COLA until final payment of TLA-Incoming is made, and ensure that OHA and COLA are stopped or the stop dates are corrected to the day prior to the first day of TLA-Departure.

29.5.1. There are no longer any deductions from TLA included in the computation.

29.5.1.1. **(DELETED)**

29.5.1.2. **(DELETED)**

29.5.1.3. **(DELETED)**

29.5.1.4. **(DELETED)**

29.5.2. Daily Basis. Ensure TLA is computed on a daily basis. TLA computations will be made in increments of 10 days (15 days when determined to be appropriate by the TLA approving authority) or less when entitlement to TLA ceases to exist before the end of a 10 day (or 15 day) period. TLA computation is based on the Meals and Incidental Expense (M&IE) rate for each locality. When cooking facilities are available, computation is based on one-half of the M&IE rate. When cooking facilities are not available, then the computation is based on the full M&IE rate. (See **paragraph 29.6** for TLA computation.)

29.5.2.1. **(DELETED)**

29.5.2.2. **(DELETED)**

29.5.2.3. **(DELETED)**

29.5.2.4. **(DELETED)**

29.5.3. First and Last Day of TLA. TLA for the first day and the last day is computed as though meals are not available and the full rate of the M&IE rate is used. This is still true when cooking facilities are available. The first day of TLA status is the first day for which payment can be received; this may not be the day of arrival. When member arrives in a MALT plus per diem status, no TLA payment is authorized for that day; therefore, the day after arrival is the first day of TLA status and meals are considered not available and the full M&IE rate is used to compute TLA for that day.

29.5.3.1. **(DELETED)**

29.5.3.2. **(DELETED)**

29.5.3.3. **(DELETED)**

29.5.4. OHA and/or COLA. Stop 2400 hours prior to entering a TLA status. Exceptions are in JFTR, Volume I, paragraph U9100-C4 and at paragraph **29.6.2.2** below.

29.5.4.1. **(DELETED)**

29.5.4.2. **(DELETED)**

29.5.4.3. **(DELETED)**

29.5.4.4. **(DELETED)**

29.5.4.5. **(DELETED)**

29.5.4.6. **(DELETED)**

29.5.5. Extra Room Charge. The only reimbursable expense on a day prior to entering and after terminating a TLA status.

29.5.6. Hospitalization. When TLA is authorized during hospitalization, use the meals available rate for TLA computation. See JFTR, Volume I, paragraph U9202E and U9204H. This only applies if all persons for whom TLA is received are hospitalized during all three meal periods or if all persons consumed three government meals. (See **paragraph 29.6.1.5**) When member or dependents are not hospitalized during all three meal periods (date of admission or release) or all persons for whom TLA is received do not consume all three government meals, use the meals not available rate if cooking facilities are not available. (See **paragraph 29.6**).

29.5.7. Military-Married-to-Military (each with dependents in own right). Determine the total percentage for lodging purposes per JFTR, Volume I, paragraph U9207A1. For example, member A has two dependents and member B has one number. Per CG Decision B-217665, 23 August 1985, one member is entitled to receive BAH at the with-dependent rate while the other member is entitled to receive BAH at the without-dependent rate. In order to align the TLA payments to this CG Decision, the member receiving BAH at the with-dependent rate will claim all the dependents for TLA. If member A is receiving the with-dependent rate BAH, member A claims self and 3 dependents. Member B will claim TLA for self only. Member A plus three dependents equals 150 percent. If the lodging cost is $80 per day, divide $80 by 215 percent, which gives a result of $37,209. Multiply the result by
150 percent (member and three dependents), resulting in a $55.81 lodging cost for member A. For member B, multiply $37,209 by 65 percent, which results in a lodging cost of $24.19.

29.5.8. Extensions. When an extension is granted beyond the normal entitlement period, attach a statement authorizing the extension to AF Form 1357 or annotate the form as prescribed in JFTR, Volume I, U9202F and AFMAN 65-116, V2, chapter 5, table 5-4.

29.5.9. **(DELETED)**

29.5.10. **(DELETED)**

29.5.11. **(DELETED)**

29.5.12. **(DELETED)**

29.6. Computation of TLA. See JFTR, Volume I, part C, chapter 9.

29.6.1. Computation Method:

29.6.1.1. Step 1: Determine the percentage to be used based on number of individuals.

29.6.1.1.1. If member is TDY or deployed, still include them in the number of persons occupying the temporary lodgings.

29.6.1.2. Step 2: Determine the M&IE equivalency. Multiply the percentage in Step 1 by the locality M&IE rate (not the per diem rate). If meals are not available, use the current M&IE rate. If meals are available, use one-half (1/2) of the M&IE rate. (If member is TDY, take the total and divide by the number of individuals on TLA to get the member's share of the meal allowance.) First and last day are always computed at the "Meals not Available" rate. When staying with friends or relatives, cooking facilities are not considered available since they are not for the exclusive use of the member or member's dependents.

29.6.1.3. Step 3: Determine Gross Daily Equivalency. Add the results in Step 2 (less the member's share of the meal allowance if the member is TDY or deployed while away from their new permanent station). Add the actual daily lodging cost. If staying with friends or relatives, lodging cost is not allowed.

29.6.1.4. Step 4: Determine Net Daily Equivalency. Deduct the total daily allowances. See paragraph 29-5 for deductible daily allowances.

29.6.1.5. Step 5: Determine Maximum TLA. Multiply the percentage obtained in Step 1 times the locality per diem rate (Lodging plus M&IE), if meals are not available. If meals are available, it is the percentage obtained in Step 1 times the adjusted per diem rate (lodging plus 1/2 of the M&IE).

29.6.1.6. Step 6: Determine Applicable Daily Rate. Compare the amounts found in Step 4 and Step 5 (less the members meal allowance as determined in Step 3 when member is TDY or deployed). Pay the lesser of these two amounts for each day.

29.6.2. Items for Reimbursement for Lodging costs:

29.6.2.1. Receipts, invoices, or statements are required to verify lodging expenses.

29.6.2.2. If a member is receiving OHA for a lease that has not expired prior to his/her applying for TLA-D, the member's OHA continues until the lease expires or the member departs the area.

29.6.2.3. When staying with friends or relatives, no lodging cost is allowed.

29.6.2.4. Disregard meals under the Bed and Breakfast concept. Consider this as lodging cost and add the appropriate meal rate.

29.6.3. Per Diem Rates:

29.6.3.1. Per JFTR, Volume I, paragraph U9207B, whenever government or commercial lodgings are not available at the PDS and member must obtain government or commercial lodgings at a nearby location, a statement from the housing officer is

required to support computing the TLA payment based upon the per diem rate for the location of the temporary lodging.

29.6.3.1.1. If the housing officer does not provide a statement authorizing a per diem rate other than that of the PDS, the PDS rate will be used - regardless of the location of the lodging.

29.6.3.1.2. If the housing officer does provide a statement authorizing a per diem rate other than that of the PDS, the authorized rate will apply, regardless of whether that rate is higher or lower than the rate of the PDS.

29.6.3.1.3. If member does not use recommended lodging and the housing officer restricts payment to a per diem rate lower than that of the PDS, the housing officer must annotate AF Form 1357 with the applicable per diem rate.

29.6.4. Miscellaneous:

29.6.4.1. TLA is payable before detachment (departure) from the old PDS and after arrival (reporting) to the new PDS. For dependents, TLA is payable before departure from the area of the old PDS and after arrival in the area of the new PDS.

29.6.4.2. TLA is not payable on day of arrival if member and/or dependents arrive in a MALT plus per diem status. TLA is only payable if MALT plus per diem is otherwise not payable.

29.6.4.3. Members in TLA-D status who were previously assigned a dormitory room and received partial rate BAH are entitled to full rate BAH for the period of TLA-D.

29.7. FSO Actions. Payment of Temporary Lodging Allowance (TLA). TLA is reflected in DJMS-AC as FID 79 for which members may elect to receive payment in their regular military pay or as a partial payment after the entitlement has been processed. For members electing immediate payment who participate in the direct deposit program, process a CICS trans ID 'JPBB' (see **paragraph 38.9.2** for a more detailed scenario of this payment process) to central site to disburse the amount of TLA to the member's bank account. After the money has been transmitted to the bank, a payment transaction (PK03) is systematically created to post against the member's MMPA. Members who have a waiver for participation in the direct deposit program may continue to be paid locally. JUMPS Temporary Lodging Allowance (JTLA) is a stand-alone application that computes TLA entitlements in accordance with JFTR, Volume I, part C, chapter 9, and Air Force Policy for structured or standard claims. For non-structured or complex claims, TLA must be computed manually, paid with an SF Form 1034, (**Figure 29.1**) and processed as a PS03 memo entry on the MMPA (**Figure 29.4**). Before certifying the authorization to TLA, review the member's MMPA to ensure the allowances not authorized to be paid concurrently during periods of TLA are stopped. Normally, stop OHA and COLA on the day before the member receives TLA (JFTR paragraph U9000).

29.7.1. Preparation and Distribution of SF Form 1034:

29.7.1.1. Preparation. FSO completes four copies of SF 1034. Show:

29.7.1.1.1. Type of TLA.

29.7.1.1.2. Periods of payment.

29.7.1.1.3. Persons to whom TLA payable:

29.7.1.1.3.1. Member only.

29.7.1.1.3.2. Member and _____dependents.

29.7.1.1.3.3. _____ dependents only.

29.7.1.1.4. Number of TLA payments being made.

29.7.1.1.5. Cross-reference to initial payment if other than initial payment.

29.7.1.1.6. If agent office, show agent disbursement number in schedule number.

29.7.1.1.7. International balance of payments (IBP) code after the accounting classification. (Reference AFI 33-110, Volume I, for applicable code.) ***Example:*** Germany - GEA. (Make sure that restrictions on dual allowances and periods payable are observed.)

29.7.1.2. Attachments. Attach AF Form 1357 with the required documents specified in **paragraph 29.2**.

29.7.1.3. Distribution.

29.7.1.3.1. Standard Payments. Send original to the Denver Federal Records Center (DFRC) with quarterly document submission, file second copy in FSO-retained file, and ensure the member gets the third copy.

29.7.1.3.2. Complex Payments. Send original to disbursing for payment and inclusion in their normal document submission, file second copy in FSO-retained file, and provide the third copy to the member.

29.7.2. Interim Payments. Made every 5 to 10 days because of high cost-of-living, such payments may be certified by the commander or designee. The housing or transportation officer is required to furnish actual certification only on final settlement.

29.7.3. Control. Maintain a suspense control on every member authorized TLA, OHA, and COLA for dependents who remain at old station after member leaves for new permanent station. OHA and COLA are not normally payable during any period in which member is drawing TLA. (See JFTR, Volume I, paragraph U9100-C4.) Members on TLA are entitled to BAS. (See AFMAN 65-116, V2, chapter 6.)

29.7.4. Source of Input. The housing officer furnishes data to the FSO. The FSO furnishes input to DFAS-DE by input of a 7903 transaction (or PS03 memo entry for off-line payments). **Figure 29.3** through **Figure 29.4** are examples of the input transactions required for TLA.

29.7.5. **Advance TLA.** Advance TLA is payable by the gaining FSO on arrival and/or the losing FSO on departure. Substantiating documents are DD Form 2560 (Advance PayCertification/Authorization), member's PCS orders, and DFAS-DE 2424. See JFTR, chapter 9, paragraph 9190.

29.7.5.1. The FSO computes the member's TLA entitlement as if the member were filing for TLA reimbursement versus an advance. In part II, block 7, enter "Advance TLA",

and in block 8, enter the monetary advance TLA payment as a daily EFT payment, using FID PA03 with code "B" which is currently for OHA advance pay.

29.7.5.2. The limitation for number of days TLA advance payable is set by the FSO based on discussions with housing and determination of approximately how long before housing will be available for the member. The maximum number of days allowed for advance TLA is 60 days per payment.

29.7.5.3. Maintain a manual listing of Advance TLA payments and control them. Once the PA-3 has processed, suspend the DV so it won't collect. The the member returns and files the actual TLA claim and it is input to JTLA, open the suspended DV so it collects by offsetting the actual TLA entitlement. If members refuse to file their actual TLA claims and close out the advance, warn them and, after 30 days, open the DV and collect the advance from the member's current pay.

Figure 29.1. SF 1034, Public Voucher for Purchases and Services Other Than Personal.

Standard Form 1034
Revised October 1967
Department of the Treasury
1 TFM 4-2000
1034-121

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NO.: P-000

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION:
Department of the Air Force
Financial Services Offices
7277th ABGP
APO New York 09291

DATE VOUCHER PREPARED: 28 May 94

SCHEDULE NO.:

CONTRACT NUMBER AND DATE:

REQUISITION NUMBER AND DATE:

PAID BY:
DSSN: 5960
APO NY 09291
30 May 94

PAYEE'S NAME AND ADDRESS:
SMSgt John D. Doe
000-00-0000

DATE INVOICE RECEIVED:

DISCOUNT TERMS:

PAYEE'S ACCOUNT NUMBER:

SHIPPED FROM | TO | WEIGHT | GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT (1)
TLA-1	19 May 94 to 28 May 94	Mbr and two (2) dependents 2nd Payment Reference P364, 29 May 1994	10	days @	49.00	$490.00
(Use continuation sheet(s) if necessary)		(Payee must NOT use the space below)			TOTAL	$490.00

PAYMENT:
☐ PROVISIONAL
☐ COMPLETE
☐ PARTIAL
☐ FINAL
☐ PROGRESS
☐ ADVANCE

APPROVED FOR: 10 dys @ $49.00 = $ 490.00

EXCHANGE RATE: = $1.00

DIFFERENCES:

BY [2]:

TITLE:

Amount verified; correct for: $490.00

(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

9 May 94 (Date) | Bill B. Buck, Maj, USAF (Authorized Certifying Officer) [2] | Financial Services Officer (Title)

ACCOUNTING CLASSIFICATION

PAID BY

CHECK NUMBER | ON ACCOUNT OF U.S. TREASURY | CHECK NUMBER | ON (Name of bank)

CASH $490.00 | DATE 30 May 94 | PAYEE [3]

[1] When stated in foreign currency, insert name of currency.
[2] If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.
[3] When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

PER

TITLE

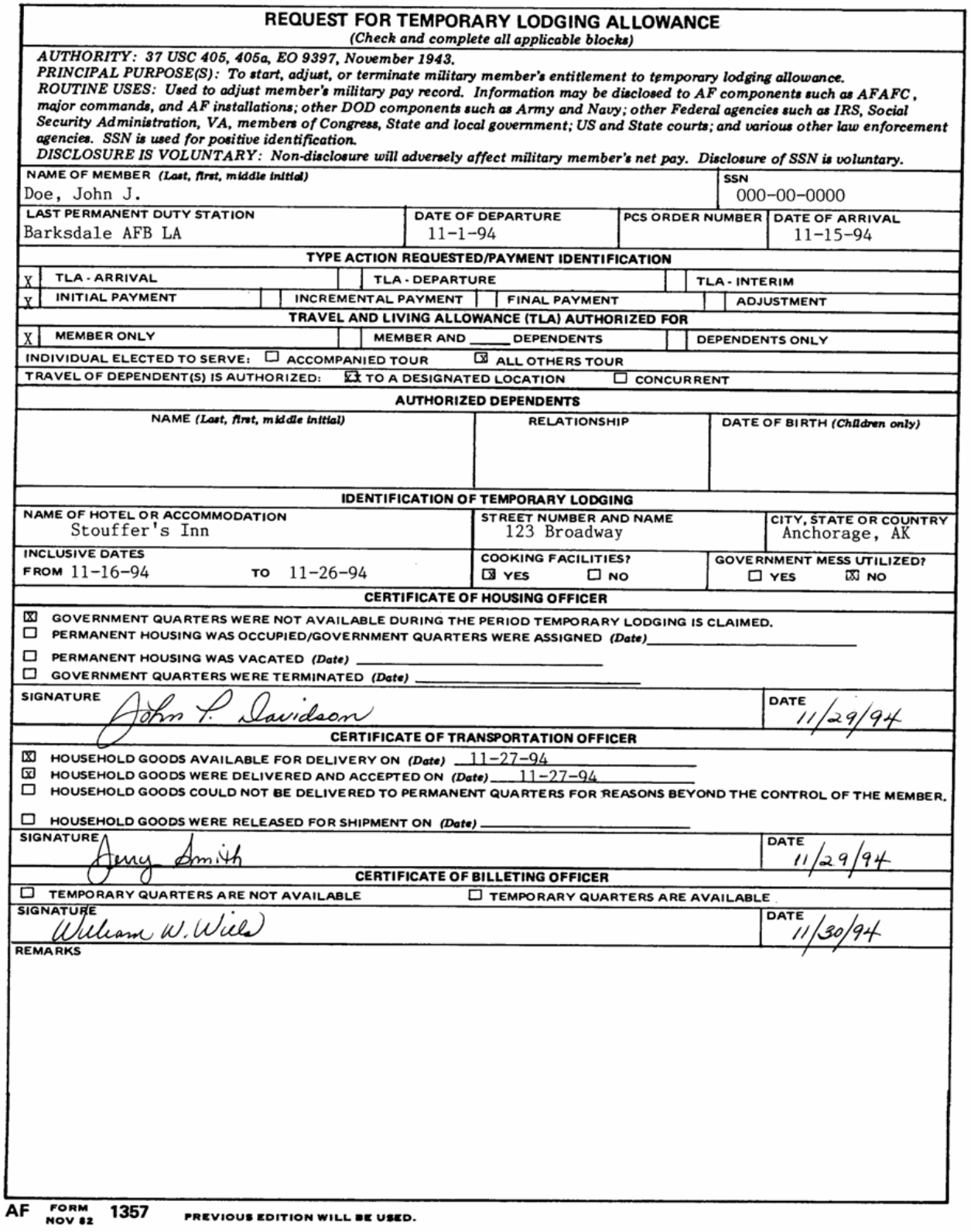
Previous edition usable

NSN 7540-00-900-2234

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

Figure 29.2. AF Form 1357, Request for Temporary Lodging Allowance.



REQUEST FOR TEMPORARY LODGING ALLOWANCE
(Check and complete all applicable blocks)

AUTHORITY: 37 USC 405, 405a, EO 9397, November 1943.
PRINCIPAL PURPOSE(S): To start, adjust, or terminate military member's entitlement to temporary lodging allowance.
ROUTINE USES: Used to adjust member's military pay record. Information may be disclosed to AF components such as AFAFC, major commands, and AF installations; other DOD components such as Army and Navy; other Federal agencies such as IRS, Social Security Administration, VA, members of Congress, State and local government; US and State courts; and various other law enforcement agencies. SSN is used for positive identification.
DISCLOSURE IS VOLUNTARY: Non-disclosure will adversely affect military member's net pay. Disclosure of SSN is voluntary.

NAME OF MEMBER (Last, first, middle initial)	SSN
Doe, John J.	000-00-0000

LAST PERMANENT DUTY STATION	DATE OF DEPARTURE	PCS ORDER NUMBER	DATE OF ARRIVAL
Barksdale AFB LA	11-1-94		11-15-94

TYPE ACTION REQUESTED/PAYMENT IDENTIFICATION

X	TLA - ARRIVAL		TLA - DEPARTURE		TLA - INTERIM		
X	INITIAL PAYMENT		INCREMENTAL PAYMENT		FINAL PAYMENT		ADJUSTMENT

TRAVEL AND LIVING ALLOWANCE (TLA) AUTHORIZED FOR

X	MEMBER ONLY		MEMBER AND ____ DEPENDENTS		DEPENDENTS ONLY

INDIVIDUAL ELECTED TO SERVE: ☐ ACCOMPANIED TOUR ☒ ALL OTHERS TOUR

TRAVEL OF DEPENDENT(S) IS AUTHORIZED: ☒ TO A DESIGNATED LOCATION ☐ CONCURRENT

AUTHORIZED DEPENDENTS

NAME (Last, first, middle initial)	RELATIONSHIP	DATE OF BIRTH (Children only)

IDENTIFICATION OF TEMPORARY LODGING

NAME OF HOTEL OR ACCOMMODATION	STREET NUMBER AND NAME	CITY, STATE OR COUNTRY
Stouffer's Inn	123 Broadway	Anchorage, AK

INCLUSIVE DATES	COOKING FACILITIES?	GOVERNMENT MESS UTILIZED?
FROM 11-16-94 TO 11-26-94	☒ YES ☐ NO	☐ YES ☒ NO

CERTIFICATE OF HOUSING OFFICER

☒ GOVERNMENT QUARTERS WERE NOT AVAILABLE DURING THE PERIOD TEMPORARY LODGING IS CLAIMED.
☐ PERMANENT HOUSING WAS OCCUPIED/GOVERNMENT QUARTERS WERE ASSIGNED (Date)_____
☐ PERMANENT HOUSING WAS VACATED (Date) _____
☐ GOVERNMENT QUARTERS WERE TERMINATED (Date) _____

SIGNATURE	DATE
John P. Davidson	11/29/94

CERTIFICATE OF TRANSPORTATION OFFICER

☒ HOUSEHOLD GOODS AVAILABLE FOR DELIVERY ON (Date) 11-27-94
☒ HOUSEHOLD GOODS WERE DELIVERED AND ACCEPTED ON (Date) 11-27-94
☐ HOUSEHOLD GOODS COULD NOT BE DELIVERED TO PERMANENT QUARTERS FOR REASONS BEYOND THE CONTROL OF THE MEMBER.
☐ HOUSEHOLD GOODS WERE RELEASED FOR SHIPMENT ON (Date) _____

SIGNATURE	DATE
Jerry Smith	11/29/94

CERTIFICATE OF BILLETING OFFICER

☐ TEMPORARY QUARTERS ARE NOT AVAILABLE ☐ TEMPORARY QUARTERS ARE AVAILABLE

SIGNATURE	DATE
William W. Wild	11/30/94

REMARKS

AF FORM NOV 82 1357 PREVIOUS EDITION WILL BE USED.

Figure 29.3. Format to Report/Cancel or Correct Collections of TLA Overpayments.

CHARACTER POSITION	DESCRIPTION
1-5	0C303/06 OR AC305 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF DATE OF COLLECTION VOUCHER
32-39	COLLECTION VOUCHER NUMBER
40-45	AMOUNT OF COLLECTION IN DOLLARS AND CENTS
46-48	BUDGET PROJECT: 515--OFFICER 535--ENLISTED
49-50	NUMBER OF DEPENDENTS, TLA, REPORTED ON PAYMENT TRANSACTION
51-52	NUMBER OF DAYS OVERPAID TLA OR ZEROS
53-54	FISCAL YEAR FOR WHICH TLA WAS COLLECTED
55-58	JFTR LOCATION TLA PERTAINS TO IF LOCATION IS NOT UNDER RENT PLUS OR BLANK
59	TLA TYPE CODE: D--DEPARTURE E--DEPARTURE EXTENSION I--INITIAL X--INITIAL EXTENSION

CHARACTER POSITION	DESCRIPTION
60-64	JFTR LOCATION CODE THAT TLA PERTAINS TO OR BLANK NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 29.4. Format to Report/Cancel or Correct FSO - Authorized Payment for Temporary Lodging Allowance.

CHARACTER POSITION	DESCRIPTION
1-5	0PS03/06 OR APS05 (ONE TRAILER
6-14	RECORD) SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF EFFECTIVE DATE OF PAYMENT
26	VOUCHER GOVERNMENT AGENCY CODE: A--AIR FORCE B-- ARMY C--NAVY D--MARINES G--COAST GUARD M--STATE DEPARTMENT
27-30	ACCOUNTABLE ADSN--ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO. OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY) PAYMENT
32-39	VOUCHER NUMBER AMOUNT PAID TO MEMBER
40-45	
46-48	BUDGET PROJECT (see Note) 515--OFFICER 535-ENLISTED ***NOTE:*** DJMS will not accept more than 515 or 535; however, the voucher must contain 515.02 or 535.02 to correctly reflect TLA payments
49-50	NUMBER OF PERSONS, INCLUDING MEMBER, FOR WHICH MEMBER RECEIVES
51-52	MLA NUMBER OF DAYS MEMBER RECEIVED PAYMENT FOR TLA

CHARACTER POSITION	DESCRIPTION
53-54	FISCAL YEAR TLA WAS EARNED
59	TLA TYPE: TLA TYPE CODE: D-- DEPARTURE E--DEPARTURE EXTENSION I--INITIAL X--INITIAL EXTENSION
60-64	JFTR LOCATION IF MEMBER IS IN AN AREA UNDER RENT-PLUS. OTHERWISE, BLANK

Chapter 30

OVERSEAS HOUSING ALLOWANCE (OHA)

30.1. Description. Overseas Housing Allowance (OHA) is authorized to assist members in defraying the excess costs incurred incident to assignment on permanent duty to a station outside CONUS. Conditions of entitlement to OHA are contained in the JFTR, Volume I, chapter 9, part B.

30.2. Substantiating Documents:

30.2.1. The base billeting or housing office furnishes data to the FSO on the DD Form 2367, Individual Overseas Housing Allowance (OHA) Report. A DD Form 2367 is required on all actions except PCS, separation, when BAQ is being changed, or changes resulting from re-certification (see **Figure 30.1**).

30.2.2. The member is required to complete AF Form 1039, Request to Receive and/or Extend Repayment of an Advance Housing Allowance to Meet Extraordinary Expenses Incident to PCS Move (**Figure 30.2**), when requesting an advance payment for housing. The AF Form 1039 must also contain the approving official's signature.

30.3. Definitions:

30.3.1. Housing Allowance (HA). Allowance paid to partially offset the high cost of housing in designated areas. HA refers to:

30.3.1.1. OHA

30.3.1.2. Interim housing allowance

30.3.1.3. OHA for unaccompanied member with dependents.

30.3.2. Overseas Housing Allowance (OHA). The allowance paid to members residing overseas or for member's dependents residing overseas.

30.3.3. Interim Housing Allowance. The allowance paid for a maximum of 60 days to a member who precedes dependents to an overseas area and who secures non-government family quarters.

30.3.4. Unaccompanied Housing Allowance to a Member With Dependents. The allowance paid at the single rate to a member who is serving an unaccompanied non-command-sponsored tour. The member does, in fact, have dependents but those dependents either remained in the CONUS or at another overseas area.

30.3.5. Sharer:

30.3.5.1. Sharers. Members entitled to OHA who reside with one or more of the following individuals:

30.3.5.1.1. Military members (including spouse).

30.3.5.1.2. Federal civilian employees, including dependents, entitled to a living quarters allowance (LQA).

30.3.5.1.3. Individuals (excluding dependents of the member) who contribute to the rental or ownership expenses of the residence.

30.4. Computation of OHA:

30.4.1. OHA is based on the difference between a member's BAH-II and FSH, whichever applies, and the total of the rent a member pays overseas, within a maximum rent ceiling established for a specific area, plus the average 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 ceiling for members with and without dependents are found in the JFTR, Appendix K.

30.4.1.1. Rent Paid. This element shows the actual rent the member pays for housing costs. The rent is as stated in the lease and is reported in the currency in which paid. If the member must pay a recurring condominium or homeowner association fee, it should be prorated to a monthly charge and included in rent. If the member owns his or her dwelling place, the amount to be considered as monthly "rent" is derived by dividing the actual purchase price of the residence by 120. Also, the amount of any personal installment type loans (does not include loans used to furnish or decorate a home or loans for personal reasons, or credit card or line of credit loans) and real estate equity loans obtained for the purpose of renovating, repairing or enlarging a personal residence will be added to the actual purchase price before determining the derived rent. If the dwelling place owned by the member is a mobile home or vessel, the monthly lot rental or berthing fees paid will be added to this amount. When the residence is owned by the member (member doesn't have a mortgage payment) the derived rent should be reported in US dollars.

30.4.1.2. Maximum Rent Allowable (MRA). This amount, established by grade, is determined by the PDTATAC. This cap ensures the member is not reimbursed for more than a reasonable amount of rent. The rent caps are shown in the JFTR, Volume I, appendix K, and on DJMS table 65. Rent paid is converted to a United States dollar equivalent and compared to the maximum rent allowable. The OHA allowance is based on the lesser of the two.

30.4.1.3. Utility/Recurring Maintenance Allowance. The Utility/Recurring Maintenance Allowance is based on average expenses reported by members with dependents, where possible, and found in appendix K to the JFTR. Utility indicators are included in the input transactions to determine what, if any, utilities are provided by the landlord. These indicators are based on the climate of the geographical area. When processing start or change OHA transactions, ensure allowance correctly reflects the information on the DD 2367. For purposes of the Utility/Recurring Maintenance Allowance, members are classified into one of the following categories:

30.4.1.3.1. Member married to member and maintaining a joint household; each member may be entitled to half of the utility/recurring maintenance allowance.

30.4.1.3.2. Member defined as sharer in paragraph 30-3; member may be entitled to a pro-rata share of the utility/recurring maintenance allowance.

30.4.1.3.3. Member with dependents; member may be entitled to the entire utility/recurring maintenance allowance.

30.4.1.3.4. Member without dependents who is not defined as a sharer; member may be entitled to 75 percent of the utility/recurring allowance (unless a specific rate has been established for such members in the JFTR).

30.4.1.4. Move-In Housing Allowance (MIHA). Members entitled to OHA are eligible to receive MIHA. The purpose of MIHA is to defray costs incurred on or after 1 Sep 90 which are associated with occupying privately leased/owned quarters covered by the OHA program. MIHA is broken down into 3 categories:

30.4.1.4.1. MIHA Miscellaneous - Reflects average expenditures made by members to make dwellings habitable. (See JFTR, Appendix N for further information.)

30.4.1.4.2. MIHA Rent - Payable only when approved by the Housing Office and is not payable to homeowners. (See JFTR, Appendix N for further information.)

30.4.1.4.3. MIHA Security - Payable only in specified areas. (See JFTR, Appendix N for further information.)

30.4.1.5. Total Calculation. These elements are all used in the calculation of OHA. Stated in order:

30.4.1.5.1. Rent is converted to US dollars based on the applicable exchange rate. If the member is a sharer, the member's rent is a pro rata share of total rent.

30.4.1.5.2. If rent includes all utilities, add the utility/recurring maintenance allowance to the maximum rental allowance ceiling. If rent includes none of the utilities or some but not all utilities, add the amount of the average utility/recurring maintenance allowance determined IAW JFTR, Appendix K.

30.4.1.5.3. Rent is compared to the maximum rent allowable, determined in (b) above, for the specific JFTR location and grade. The lesser of the two is used.

30.4.1.5.4. Add the rent determined in (c) above, the utility/recurring maintenance allowance calculated in **30.4.1.5.2** above, and the MIHA.

30.4.1.5.5. Subtract the member's BAH or FSH-O or FSH-B from total costs determined in **30.4.1.5.4** above. The result is the member's OHA. OHA is paid based on a 30-day month.

30.4.1.6. Using BAH Versus FSH. The applicable rate of BAH is subtracted when the member is receiving single BAH or with-dependent BAH when accompanied by dependents. When the member precedes dependents (interim housing allowance) or has dependents but elects the unaccompanied tour, subtract the rate of FSH.

30.4.2. Rules for Determining Appropriate Utility/Recurring Maintenance Allowance. Utility/Recurring Maintenance values, as well as utility values and climate codes are contained in the JFTR, Volume I, appendix K, and in DJMS tables 65 and 68.

30.4.2.1. When the member is a homeowner and pays all utilities, the proper allowance will be added to the appropriate rental allowance ceiling when computing OHA.

30.4.2.2. When the member's rent includes all utilities, no utility/recurring maintenance allowance will be paid.

30.4.2.3. When the member's rent includes some utilities, the member's utility point score is determined by adding the point values for the utilities not checked in block 7c of the DD Form 2367, based on the climate code for the PDS.

30.5. Advance Payment of OHA, BAH, and Security Deposit:

30.5.1. An advance payment of overseas housing allowance is payable upon request of the member when authorized by the Base Housing Officer and approved by member's Commander. The member is required to complete AF Form 1039 (**Figure 30.2**) when requesting an advance payment for housing and/or extending the repayment. The AF Form 1039 must also contain the approving official's signature. Liquidation of the advance will usually be at a rate of not less than equal monthly installments of 1/12 the amount advanced per month for the next 12 months. Repayment, however, must not be less than $50 per month.

30.5.2. Collection action will begin on the first day of the month after payment of the advance has been made. When justified by the member, postponement or extension of repayment may be authorized by the member's commander. An advance housing allowance may be authorized for the purchase of personal property needed to occupy economy housing, but is limited to those items necessary for occupancy and reasonable in nature. The guide to be used to determine the amount of advance housing allowance a member may receive for the purchase of personal property is AFI 32-6004 (**Attachment 8**), plus major appliances. **Attachment 8** lists the items that the government would furnish if the items were available or if government quarters were assigned.

30.5.3. Normally an advance housing allowance must not be paid more than 3 workdays before the member is required to make payment under a lease or purchase plan, and except in extraordinary circumstances, payment must be made within 30 days after occupancy. This 30-day period allows a member sufficient time to move in and determine any extra costs associated with the new quarters that were not readily apparent before or immediately upon occupancy. When extraordinary circumstances warrant, a waiver of the 30-day period may be approved by the Base Housing Officer. The member is required to submit a written request to the housing officer. This request is to briefly state the reason for the delayed advance and show that the funds are needed to meet advance rent, security deposits, or initial expenses. The housing officer is required to approve or disapprove the payment. This approval is attached to the payment voucher. The amount of the advance should not exceed the total of 1 year's allowance expected to be accrued by the member. A larger amount may be authorized, if needed, to cover anticipated housing expenses. In no case will the advance payment exceed the member's anticipated housing expenses or the OHA and BAQ accruable during the member's tour at that station, whichever is less. An advance under a purchase plan will also not exceed the normal rental deposit required for suitable housing for a member of the applicant's grade and dependency status. If the rental deposit required for suitable housing is not available, 1/120th of the purchase price (per JFTR, Volume I, appendix K, paragraph 2) may be used as the equivalent of 1 month's rent plus charges for installation fees, if charged separately. When an advance under the purchase plan is given the member, the amount must be based on utility deposits and initial expenses and the advance must not be used in the purchase (closing costs, upgrades, etc.).

30.5.4. The advance may be paid to an eligible member to meet extraordinary expenses of obtaining or occupying other than government housing in the vicinity of the member's duty station. Extraordinary "moving in" expenses should be reflected in the applicable blocks 4a, 4b, and 4c of AF Form 1039. Block "4d other" is not valid for Air Force use and should not be used. Extraordinary expenses include such items as:

30.5.4.1. Security deposits.

30.5.4.2. Installation fees.

30.5.4.3. Advance rent or lease.

30.5.5. As a minimum requirement, a copy of the rental or purchase agreement should support the member's request for advance. The approving authority is required to retain copies of all supporting purchase contracts and rental agreements for the length of the member's tour. The approving authority may require a financial statement or other proof of need when considered necessary.

30.5.6. In service-couple cases or rent-sharing plans, the combined assets, allowances, and expenses of the occupants are considered in making determinations.

30.5.7. The approving authority submits the approved AF Form 1039 to the FSO for payment. Supporting documentation for the advance should be filed in the approving office. Normally the advance should not be paid more than 3 workdays before the member is required to make payment under a lease or purchase plan. For personnel at a duty location not having a local payment office, the advance may be paid earlier as required by mail or transportation schedules. If the lease or purchase plan is not completed, the advance must be repaid in full immediately.

30.5.8. An advance payment of an OHA for a purchase plan may be made only once during a member's tour unless the home is damaged or destroyed beyond habitation and the home was not covered by compensable insurance. (Request for exceptions to this provision may be forwarded with justification and recommendations through approval channels to HQ USAF/DPPC.)

30.5.9. Additional advances covering rental plans may be approved at any time for valid reasons as determined by the approving authority. Valid reasons include housing removed from rental market or member required larger, less expensive, or closer accommodations. Outstanding advances remaining upon authorization of an additional advance will be added to the additional amount and a new repayment schedule established.

30.5.10. Refer to **Attachment 4** for the proper advance pay category to use in the advance transaction and JPBB. If payment is made locally, process a PA03 to report the payment. If payment is made via EFT, use JPBB (see **subparagraph 38.9.2** for detailed information on this application) to request the advance payment. If the advance requested includes a security deposit over $500, make two separate payments (as specified above);one for the OHA/BAH (type B) portion, the other for the security deposit (type S) part. Both can be paid on the same voucher number, but must be input separately. Collection of the advance security deposit, if greater than $500, can be suspended until the member vacates the housing for which the advance was requested, using the PA03 transaction or JPBB. This will help preclude financial hardship that may be caused by the member having to liquidate a large

advance payment which will, in all likelihood, be refunded when he or she moves out. Lump sum recoupment will not exceed the amount of money returned to the member by the landlord. Any balance of an advance not returned by the landlord may be liquidated over the months until the member departs PCS or 12 months, whichever is less, if desired by the member. See **Figure 30.16** for the advance pay (PA) format, Attachment 4 for advance pay category codes, and **subparagraph 30.5.11** below for collection. NOTE: When justified by the member and approved by the member's commander, this suspension may be for up to 96 months, but in no case will the collection remain suspended for longer than the member occupies the housing.

30.5.10.1. Disburse advance security deposits in local currency where possible. Annotate the current exchange rate, whether disbursed in local currency or dollars, on the voucher and maintain a manual suspense file until the member vacates the housing for which it was paid. When housing is terminated and the member brings in the amount received from the landlord:

30.5.10.1.1. Clear the DV if the amount returned to the member and brought to finance is equal to the amount disbursed (i.e., no currency fluctuation).

30.5.10.1.2. If the entire amount of the deposit paid to the landlord is returned to the member, as evidenced by the currency conversion receipt the member provides, any dollar difference between the amount received from the landlord at the current exchange rate and the amount originally disbursed to the member at the previous exchange rate is charged or credited to a project in the military personnel appropriation. See paragraphs **30.5.10.1.2.1** through **30.5.10.1.3.5** below for specific procedures.

30.5.10.1.2.1. If the total amount collected now includes a gain due to a favorable currency fluctuation indicated on the receipt for the currency exchange the member provides, the gain is credited to 57*3500 project 515.04 for officers, 535.04 for enlisted members.

30.5.10.1.2.2. If the total amount collected now includes a loss due to an unfavorable currency fluctuation indicated on the receipt for the currency exchange the member provides, the loss is charged to 57*3500 project 515.04 for officers, 535.04 for enlisted members. The FSO does a collection voucher showing a cash collection in the amount the member brings to finance. The entire amount of the suspended debt is shown on the voucher as 510 or 530, but because there was a loss, the voucher also shows a charge (debit) to the Foreign Currency Fluctuation Account (FCFA) citing either 515.04 or 535.04 for the difference due to currency fluctuation. This is because the cashier will actually be taking in less than the total amount of the advance as reflected on the MMPA. Since all vouchers citing 510/530 require DJMS input, a C903 and C203 are processed for the amount of the total in the DV for the security deposit advance against the debt on the record. If done properly, this will close the debt.

30.5.10.1.3. If the member damages the property (breaks a door, etc.) and receives less than the full amount from the landlord because of the damage, compute the amount that must be set up as a debt to be collected through installment payments. The computation is based on the total dollar amount returned, taking into

consideration the difference between the exchange rate on the date the member received the advance and the current rate, and after deducting any gain or loss due to currency fluctuation, determining the balance remaining outstanding. The following example illustrates this computation:

30.5.10.1.3.1. Member gets a 1,000 pound advance security deposit on 7/1/08, at an exchange rate of $2 to L1. Debt established, and suspended, in the amount of $2,000. . At that exchange rate, time, the original $2,000 is equivalent to $1,970, so the loss due to currency fluctuation is $30.00.

30.5.10.1.3.2. On 7/1/10, the exchange rate the member gets when converting the amount he received from the landlord is $1.97 to L1. At that exchange rate, the original $2,000 would be equivalent to $1,970 and the loss due to currency fluctuation would be $30.00.

30.5.10.1.3.2.1. On 7/1/10, member received 500 pounds from landlord upon vacating the rental. Member damaged a window and a door. 30.5.10.1.3.2.2.. Member repays 500 pounds to the finance office. That 500 pounds is now valued at $985 dollars. The $15.00 difference between the original currency exchange rate and the current exchange rate is charged as indicated in 30.5.10.1.2.2 above.

30.5.10.1.3.3. Member repays 5,500 pounds to the finance office. Difference in exchange rate from 7/1/95 to 7/1/97 is $165.00 loss, which is charged to the applicable project.

30.5.10.1.3.4. Member owes the remaining balance in the DV, $1,000, (500 pound difference times original $2 to L1) less the $15.00 currency fluctuation loss ($1,000 minus $985) is charged as indicated in 30.5.10.1.2.2. above.

30.5.10.1.3.5. Member has a $985 debt that may be liquidated in monthly installments.

30.5.10.2. If the open DV has an action indicator of Q8, the DT04 will not process. Wait until the update after the first of the month, and the action indicator will change to 01, then process the DT04.

30.5.10.3. Once the DT04 has processed changing the deduction to zero, a management file must be created to track the suspense to open the collection at the appropriate time.

30.5.11. The initial installment for the advance OHA (type B) may be delayed up to three months with the member's commander's approval. Use a PA03 transaction to delay the start of collection. Normally, repayment of the advance OHA/BAQ (type B) is at a rate of 1/12 per month for 12 months, but may be extended, when justified by the member and approved by the member's commander, for up to 60 months, not to exceed the length of the member's tour.

30.5.12. Distribution of AF Form 1039. The FSO uses AF Form 265, FSO Payment Authorization (JUMPS), to authorize payment for local payees. The EFT pay request/authorization form will be used to authorize payments for central payees. The AF Form 1039 is attached to the original AF Form 265 or a copy of EFT payment request/authorization form depending on which one was used. For requests to extend

repayment periods, made subsequent to the advance, the AF Form 1039 is attached to the DTL for submission to DFAS-DE as support for the request. Copies of the AF Form 1039 are distributed as follows:

30.5.12.1. Original -- attached to payment voucher/EFT form or DTL (as applicable).

30.5.12.2. Second copy -- member.

30.5.12.3. Third copy -- approving official.

30.5.12.4. Fourth copy -- FSO hold copy.

30.6. Special Provisions:

30.6.1. Payment of OHA While on Terminal Leave. When a member receiving OHA returns to CONUS for terminal leave and subsequent separation, the losing FSO must process a stop transaction to stop the housing allowance. If the member returns to overseas area, process a report transaction to adjust housing allowance.

30.6.2. Member Reassigned and Dependents Remain in Overseas Area:

30.6.2.1. When a member is assigned to a restricted overseas area and the dependents remain at the old station, the FSO of the member's new duty station must restart the overseas housing entitlement as well as start the restricted area housing if applicable.

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

30.6.3. Housing Allowance While in a PCS Status: Housing allowances being paid under the OHA system stops 1 day before the date departed last duty station (DDLDS) as shown in the PCS departure (SH03) transaction. If the DDLDS in the PCS arrival (SG03) transaction is different from that in the SH03, the housing allowance is corrected accordingly.

30.7. Format IDs for Paying Overseas Housing Allowances:

30.7.1. FID 42 -- Move-In Housing Allowance (**Figure 30.3**).

30.7.2. FID 43 -- Overseas Housing Allowance, Without ITOA (**Figure 30.4** through **Figure 30.5**).

30.7.3. FID 45 -- Dual Housing, Without ITOA (Unaccompanied Housing to a Member with Dependents, or Member Accompanied by Non-Command Sponsored Dependents). (See **Figure 30.8** through **30.9**.)

30.7.4. **(DELETED)**

30.7.5. **(DELETED)**

30.7.6. **(DELETED)**

30.7.7. **(DELETED)**

30.8. Interface with BAQ:

30.8.1. Processing Housing Transaction -- Special Consistency Edits With BAQ:

30.8.1.1. FORMAT-IDs 43 and 55:

30.8.1.1.1. STARTS. All housing starts must be compatible with BAQ. To keep consistency, BAQ is checked from the effective date of the housing start through the end of the current month. Items checked are the government quarters assignment code and the number of dependents for BAQ. The configuration of the BAQ entry determines if the housing transaction will process, recycle, or reject. The first check is against the quarters assignment code. If that code is a 1, meaning assigned government quarters, the transaction is recycled waiting for BAQ to be updated. The recycle period is 15 days processing at 3-day intervals. Each time the transaction attempts to process and finds that BAQ has not been updated, the transaction will recycle awaiting update of BAQ. If, on the 15th day, BAQ has not been updated, the start transaction rejects to the servicing FSO with error codes MCQ, EJD. Thus, to pass the first edit, the MMPA BAQ entry must contain a "QTR-ASSGN" code of a "2" and must be compatible with the NR DEPN-BAQ/HOUS-ACCOM-STAT reflected on the 43/55, housing transaction or, the transaction is immediately rejected with error code EJD. If the BAQ entry shows no assigned quarters from the effective date forward, the second edit is performed against the number of BAQ dependents. If the housing accompanied status equals zero, the NR-DEPNS = BAQ must be zero; but if the number of BAQ dependents is 1 throughout the period of entitlement, the housing transaction will recycle as mentioned above. If the number of BAQ dependents was changed after the housing transaction effective date, the transaction rejects. If the BAQ closest dependency code equals X, the accompanied OHA entry will process; or if the assignment code

is ‘1’ and the adequacy code is ‘4’, the OHA transaction will process. Specific conditions and examples:

30.8.1.1.1.1. HOUSING ACCOMPANIED STATUS = 0. This transaction is used exclusively for single member receiving single BAQ. If the ACCOM STAT=0, BAQ QUARTERS-ASSIGNMENT- Code must be a code 2 (not assigned qtrs) for the entire period of entitlement. If a QUARTERS-ASSIGNMENT-CODE = 1 for the entire period of entitlement, the transaction is recycled with error code REE (T-RECYCLED-GOVERNMENT ASSIGNMENT AND OR NUMBER DEPENDENTS BAQ are incompatible with housing accommodation status, update BAQ). If the QUARTERS-ASSIGNMENT-CODE = 1 for a portion of the period and = 2 for another portion, the transaction will be rejected EJD (GOVERNMENT-QUARTERS ASSIGNMENT AND/OR NUMBER DEPENDENTS BAQ/HOUSING ACCOMPANIED STATUS are incompatible). Exception to this process will occur when the assignment code is ‘1’ and the adequacy code is ‘4’, the OHA transaction will process, even though the member is assigned to a dorm. The following examples apply:

5501 Effective = 910701 T-EFF-DATE = 910701 END OF CURR-MO = 910730 ACCOM-STAT= 0 QTRS-ASSGN = 2 PROCESSED TRANSACTION	810701 810730 ACCOM-STAT = 0 QTRS-ASSGN = 1 RECYCLED TRANSACTION	810701 810730 ACCOM-STAT = 0 QTRS-ASSGN = 1 QTRS-ASSGN=2 REJECTED TRANSACTION

30.8.1.1.1.1.1. A compatibility in number of dependents is required. This field must be 0 for the entire period of time. If it is not 0 for the entire period, the transaction will be recycled with error code REE. If the number of dependents changed during the period of entitlement, the transaction will be rejected EJD. The following examples apply:

810701 810730 ACCOM-STAT = 0 QTRS-ASSGN = 2 NR-DEPNS = 0 PROCESSED TRANSACTION	810701 810730 ACCOM-STAT = 0 QTRS-ASSGN = 2 NR-DEPNS = 1 RECYCLED TRANSACTION	810701 810730 ACCOM-STAT = 0 QTRS-ASSGN=2 NR-DEPNS = 0 NR DPENS = 1 REJECTED TRANSACTION

30.8.1.1.1.2. HOUSING ACCOMPANIED STATUS = 1. DEPENDENTS IN AREA. The same theory that applies to the accompanied status of 0 is applied to the accompanied status of 1. This status represents a married member whose dependents are in the area. The edit against the quarters assignment code is not changed; that is, it must equal 2 for the full period of entitlement. But in this situation the number of dependents for BAQ must = 1 for the entire period of entitlement. This shows BAQ with dependents. The following examples apply:

810701	810730	810701	810730	810701	810730
ACCOM-STAT = 1		ACCOM-STAT = 1		ACCOM-STAT = 1	
QTRS-ASSGN = 2		QTRS-ASSGN = 2		QTRS-ASSGN=2	
NR-DEPNS = 1		NR-DEPNS = 0		NR-DEPNS = 0	NR DPENS = 1
PROCESSED TRANSACTION		RECYCLED TRANSACTION		REJECTED TRANSACTION	

30.8.1.1.1.3. HOUSING ACCOMPANIED STATUS = 1. DEPENDENTS RESIDING ELSEWHERE. This process will occur when member has dependents residing elsewhere and has been assigned to unaccompanied personnel housing. When the quarters-assignment code is '1', quarters-adequacy code is '4', and the number of dependents is '1', start transactions for housing allowances (i.e., FIDS 44, 45, 55, or 57) will process. If BAQ quarters adequacy code is changed from '4' to any other code and quarters assignment remains 1, then all housing allowances (FIDS 43, 44, 45, 55, 57 or 55) will stop. If BAQ is changed to a without-dependent rate, housing allowances OHA (FID 44) or dual OHA (FID 45 or 57) will stop effective the day before the change or correction. If BAQ quarters assignment code of 2 is changed to 1 and the BAQ adequacy code remains '4', the OHA (FID 43 or FID 55) will not change, but it will stop interim OHA (FID 44) or dual OHA (FID 45 or 57) effective the day before the change or correction date, and an X104 management notice will be issued.

30.8.1.1.2. STOPS AND CANCELS. On receipt of a stop or cancel transaction, the entitlement is stopped or canceled at the rate established on the MMPA.

30.8.1.1.3. REPORTS. As with start transactions, report transactions must be compatible with BAQ entitlement. Quarters assignment code must be 2 (not assigned). If there is a period of both assigned and not assigned after the effective date of housing, the transaction rejects with error code EJD, GOVT-QTRS-ASSIGN AND/OR NR-DEPN-Q--HOUS-ACCOMP-STATUS INCOMPATIBLE. If the quarters assignment code is 2 (not assigned government quarters), the second edit is against the number of dependents. If the housing accompanied status is zero, the number of BAQ dependents must be zero. If it is not, the transaction will recycle pending a change to BAQ. When the number of BAQ dependents is changed to zero, the transaction will process.

30.8.1.1.4. CHANGES: The 4304 and 5504 transaction may change:

30.8.1.1.4.1. JTR Location.

30.8.1.1.4.2. Rent Paid.

30.8.1.1.4.3. Currency Code.

30.8.1.1.4.4. Utility Indicator.

30.8.1.1.4.5. Accompanied Status.

As many items as necessary may be changed in one transaction. Since there is a direct link between BAQ and housing, the change of accompanied status should be necessary only when going from 2 to 0 or 0 to 2.

30.8.1.1.5. CORRECTS. The correct transaction is used to correct erroneous data that was originally submitted. Any item may be corrected.

30.8.1.2. FORMAT-IDs 44 and 56:

30.8.1.2.1. START. Interim housing allowance cannot be started unless the member is receiving BAQ with dependents or no BAQ at all. BAQ with dependents is defined as GOVT-QTRS-ASSIGNMENT-CODE = 2 and BAQ-NR-DEPNS = 1. The same basic edits are made as in **30.8.1** above.

30.8.1.2.1.1. If the member is receiving partial BAQ for the entire period of entitlement, the transaction will be recycled with error code REE.

30.8.1.2.1.2. If the member is receiving without-dependent BAQ for the entire period of entitlement, the transaction will be recycled REE.

30.8.1.2.1.3. If the member has no BAQ for the entire period, the transaction will be processed. If the FORMAT ID (FID) is 44 or 56, FSA Type 1 will be used as an offset in the OHA calculation.

30.8.1.2.1.4. If the member has BAQ with dependents for the entire period the transaction will be processed. If the FID is 56, FSA Type 1 will be used as an offset in the OHA calculation.

30.8.1.2.1.5. If the member has any combination of the type of BAQ mentioned in **30.8.1.2.1.1** and **30.8.1.2.1.2** above, the transaction will be rejected with error code EJD.

30.8.1.2.2. STOP/CANCEL. Interim Housing Allowance (IHA) is stopped by a 4402 or 5602 and canceled by a 4406 or 5606 transaction, or by the receipt of an OHA start (4301 or 5501) transaction. If none of the above inputs are received, IHA is automatically stopped 60 calendar days from the effective date.

30.8.1.2.3. REPORTS. IHA report transactions follow the same BAQ consistency guidelines. A report transaction cannot exceed 60 days.

30.8.1.2.4. CHANGE. A change transaction will change all items except the accompanied status code.

30.8.1.2.5. CORRECT. A correct transaction will correct the original entitlement that has erroneous data such as dates, etc. If dates are corrected, the total span of entitlement cannot exceed 60 days.

30.8.1.3. FORMAT-IDs 45 and 57:

30.8.1.3.1. STARTS AND REPORTS. Consistency edits between BAQ and housing allowance must be met to allow processing.

30.8.1.3.1.1. If the member is receiving partial BAQ for the entire period of entitlement, the transaction will be recycled with error-code REE.

30.8.1.3.1.2. If the member is receiving BAQ without dependents for the entire period of entitlement, the transaction will be recycled with error code REE.

30.8.1.3.1.3. If member has no BAQ for the entire period of entitlement, the transaction will process. If the FID is 45 or 57, FSA will be edited (see **30.8.1.3.1.6** and **30.8.1.3.1.7** below).

30.8.1.3.1.4. If member has BAQ with dependents for the entire period of entitlement, the transaction will process. If the FID is 45 or 57, FSA will be edited (see **30.8.1.3.1.6** and **30.8.1.3.1.7** below).

30.8.1.3.1.5. If the member has any combination of the types of BAQ (1 through 4) above, the transaction will be rejected EJD.

30.8.1.3.1.6. If the member has FSA type 1 for the entire period of entitlement, the transaction will be processed.

30.8.1.3.1.7. If the member has no FSA type 1, the LE entry will be checked for duty country of 15 (Hawaii). If 15, the transaction will be processed. If not 15, the transaction will be processed and UV03 management notice sent to the servicing FSO. The literal explanation is: "Housing Processed. Check entitlement to FSA type 1."

30.8.1.3.2. RECYCLES. All recycles mentioned are for 15 days processing in 3-day intervals, generating the UCO3 management notice (JTR-LOCATION (T), JTR-LOCATION (M) INCOMPATIBLE).

30.8.2. BAQ Interfaces With OHA. Changes have been made to ensure BAQ and housing remain compatible. The OHA interface with BAQ has been changed to allow parameter passing between programs. What this means is, housing will be changed at the same time BAQ is changed. If for any reason housing cannot be updated, the BAQ will still be changed and a processed transaction for review will be provided to DFAS-DE/FJP. The following actions cause interactions between BAQ and housing.

30.8.2.1. FORMAT-IDs 43 and 55: (See **Figure 30.4** through **Figure 30.5** and **Figure 30.10** through **Figure 30.11**)

30.8.2.1.1. 3502-BAQ stopped; OHA present and is stopped. An X102 is sent when a BAQ stop transaction is processed and a 43, 45, 55, or 57 entry is present. A computer generated OHA stop transaction has processed. Adjust member's OHA entitlement if applicable.

30.8.2.1.2. BAQ is changed to substandard quarters--Housing is stopped. An X101 management notice is sent to the servicing FSO.

30.8.2.1.3. BAQ is changed to partial--Housing is stopped.

30.8.2.1.4. BAQ is changed from single to with-dependents or from with-dependents to single--Housing is not changed. An X103 management notice is sent to the servicing FSO.

30.8.2.1.5. BAQ is corrected from single to with-dependents or from with-dependents to single--Housing is not changed. An X103 management notice is sent to the servicing FSO.

30.8.2.1.6. Start date of a BAQ entry is corrected--Housing start date is corrected.

30.8.2.1.7. Stop date of a BAQ entry is corrected--Housing stop date is corrected.

30.8.2.1.8. BAQ is corrected to substandard quarters--Housing will be stopped.

30.8.2.1.9. BAQ is corrected to partial--Housing will be stopped.

30.8.2.1.10. BAQ is canceled--Housing will be canceled. ***NOTE:*** Whenever a BAQ transaction corrects housing above, housing will only be corrected if the effective date is an open BAQ/housing entry. If any portion of a history entry is being corrected, the housing will not be corrected, an X103 management notice will be issued, and a housing correct transaction will be required. Whenever BAQ changes or corrects OHA, the utility indicator must be verified. The BAQ transaction will not change a utility code. A separate OHA transaction is required if the utility indicator requires changing.

30.8.2.2. FORMAT-IDs 44, 56, 45 and 57: (see **Figure 30.6** through **Figure 30.7**, **Figure 30.12** through **Figure 30.13**, **Figure 30.8** through **Figure 30.9** and **Figure 30.14** through **Figure 30.15**).

30.8.2.2.1. BAQ is stopped--Unaccompanied Housing (FIDs 45 and 57) are stopped, but Interim Housing Allowance (FIDs 44 and 56) continue. An X102 management notice is sent to the servicing FSO when housing is stopped.

30.8.2.2.2. BAQ is changed/corrected to substandard quarters--Housing stops.

30.8.2.2.3. BAQ is changed/corrected to partial--Housing stops.

30.8.2.2.4. BAQ is changed/corrected to single--Housing stops.

30.8.2.2.5. Dates in BAQ are corrected--No interface with Housing.

30.8.2.2.6. BAQ is canceled--Unaccompanied Housing (FIDs 45 and 57) are stopped, but Interim Housing (FIDs 44 and 56) continue. An X102 management notice is sent to the servicing FSO when housing is stopped. ***NOTE:*** Since the amount of housing allowance is directly dependent upon BAQ, it is imperative BAQ and housing remain consistent.

30.8.3. Requirements for BAQ With-dependents.

30.8.3.1. When there is no entitlement to BAQ with-dependents, the only OHA entitlement is DUAL OHA (FID 45 or 57). Input of regular OHA transactions (FID 43 or 55) will recycle until the MMPA entry is changed or corrected, or the input is modified to agree with the MMPA.

30.8.3.2. DUAL OHA is not payable when the quarters adequacy code indicates the member is residing in government quarters while receiving BAQ with-dependents (adequacy code 4). 45/57XX transactions with accompanied status of 0 will recycle until the MMPA entry is changed or corrected, or the input is modified to agree with the MMPA.

30.9. Move-In Housing Allowance (MIHA):

30.9.1. Move-In Housing Allowance (MIHA). The purpose of MIHA is to defray costs which are associated with occupying privately leased/owned quarters covered by the OHA program. MIHA is broken down into 3 categories:

30.9.1.1. MIHA Miscellaneous - Reflects average expenditures made by members to make dwellings habitable. (See JFTR, Appendix N for further information.)

30.9.1.2. MIHA Rent - Payable only when approved by the Housing Office and is not payable to homeowners. (See JFTR, Appendix N for further information.)

30.9.1.3. MIHA Security - Payable only in specified areas. (See JFTR, Appendix N for further information.)

30.9.2. Move-In Housing Allowance (MIHA) Processing -- FID 42. (See **Figure 30.3**)

30.9.2.1. General. MIHA is processed as a one-time entitlement, supplement to OHA. OHA must be established prior to reporting MIHA. MIHA was not paid before 1 Sep 1990.

30.9.2.2. Reports -- 4203 Transactions: Effective date, JFTR location, MIHA type, and OHA entitlement for which MIHA is paid are edited against the MMPA OHA entitlements.

30.9.2.2.1. Miscellaneous (Type M) is payable with OHA format IDs 43, 44, and 45 and is paid based on table rates. The transaction entitlement amount is zero filled.

30.9.2.2.2. Rent (Type R) is payable with OHA format IDs 43, 44, and 45. Report the total rental amount in dollars and cents in the entitlement field.

30.9.2.2.3. Security (Type S) is payable with OHA format IDs 43, 44, 45, 55, 56, and 57. Report the total security amount in dollars and cents in the entitlement field. This MIHA type is also edited for validity of security location.

30.9.2.3. Corrects -- 4205 Transactions: Any field can be corrected. The entitlement is canceled, using the MMPA entry data and reprocessed using the corrected data.

30.9.2.4. Cancels -- 4206 Transactions: The entitlement is canceled using the MMPA entry data.

30.10. (DELETED)

30.10.1. **(DELETED)**

30.10.2. **(DELETED)**

30.10.3. **(DELETED)**

30.11. FSO Actions. Management notices are sent, Via JDC to the FSO for further action:

30.11.1. X1:

30.11.1.1. 02--BAQ STOPPED; HA PRESENT AND WILL BE STOPPED. An X103 is sent when BAQ is corrected and a 55 is present. A computer HA stop transaction has processed.

30.11.1.2. 03--BAQ UPDATED; HA PRESENT BUT NOT UPDATED. An X103 is sent when BAQ is changed, corrected, or canceled and there is an open OHA or VHA entitlement. Adjust member's entitlement when applicable.

30.11.1.3. 04--BAQ UPDATED; HOUS UPDATED VERIFY ENTITLEMENT. An X104 is sent when a 3504 or 3505 is processed that updated the BAQ-NR-DEPENDENTS.

30.11.2. UC03: BAQ/HOUS INCOMPATIBLE; UPDATE BAQ. The UC03 is sent when a housing start transaction is received and there is no BAQ on the MMPA or the BAQ and housing are not compatible. The FSO has 9 days to update BAQ. The transaction recycles for the 9 days, then rejects if BAQ has not been updated.

30.12. Re-certification. For re-certification instructions, see **Chapter 32**.

Figure 30.1. DD Form 2367, Individual Overseas Housing Allowance (OHA) Report. (To report member's OHA housing data.)

INDIVIDUAL OVERSEAS HOUSING ALLOWANCE (OHA) REPORT

Before completing, read Privacy Act Statement and Warning on reverse side.

INTERAGENCY REPORT CONTROL NUMBER 0374-DOD-AR

REPORT CONTROL SYMBOL

PART A - IDENTIFICATION AND HOUSING INFORMATION

1. SERVICEMEMBER

a. NAME (Last, First, Middle initial): Doe, John J.

b. PAY GRADE: E-8

c. SSN: 000-00-0000

d. DUTY LOCATION OR HOMEPORT

(1) Station Name: Sembach

(2) City: Kaiserslautern

(3) Country: West Germany

(4) Duty Phone: X7145

2. ARE YOU ENTITLED TO A COST-OF-LIVING OR OVERSEAS HOUSING ALLOWANCE FOR DEPENDENTS RESIDING ELSEWHERE? (X one)

	a. YES (Specify location)
X	b. NO or NOT APPLICABLE

3. SERVICEMEMBER'S RESIDENCE ADDRESS (Street, Apt. No., City, Country): BahnhofStr, #10, Kaiserslautern, W.G.

4. EFFECTIVE DATE OF LEASE/RENTAL/SALE AGREEMENT (YYMMDD): 940601

5. IN WHAT CURRENCY IS YOUR RENT OR MORTGAGE PAID? (X one) (See instructions on reverse side if you pay rent three or more months in advance.)

X	a. LOCAL CURRENCY (Specify name of currency. Report amount in Item 6.) Deutsche Marks
	b. U.S. DOLLARS

6. X THE APPROPRIATE BOX TO INDICATE WHETHER YOUR RESIDENCE IS LEASED OR OWNED AND GIVE THE MONTHLY RENTAL AMOUNT OR THE PURCHASE PRICE IN THE CURRENCY YOU SPECIFIED IN QUESTION 5.

X	a. LEASED/RENTED (Enter monthly rent below. If sharing, report TOTAL rent, not your share.)
	b. OWNED (Enter original purchase price. Include only cost of home. EXCLUDE closing costs, taxes, etc.)

HOMEOWNERS, SKIP QUESTION 7 AND GO DIRECTLY TO QUESTION 8.

7. UTILITIES (Excluding telephone) (X appropriate block)

	a. I SEPARATELY PAY FOR ALL UTILITIES. NONE ARE INCLUDED IN RENTAL/LEASE AGREEMENT WITH LANDLORD.
X	b. I DO NOT SEPARATELY PAY FOR ANY UTILITIES (excluding telephone). ALL UTILITIES ARE INCLUDED IN RENTAL/LEASE AGREEMENT AND PAID BY LANDLORD.
	c. I SEPARATELY PAY FOR SOME UTILITIES (excluding telephone) AND SOME ARE INCLUDED IN RENTAL/LEASE AGREEMENT WITH LANDLORD. (Complete items (1)-(5) below indicating utilities/services of which your landlord provides the MAJORITY.)
	(1) Electricity
	(2) Heating
	(3) Air conditioning (X if window units used and landlord provides electricity.)
	(4) Water or Sewer
	(5) Trash Disposal

8. TO DETERMINE IF YOU ARE A "SHARER" FOR HOUSING ALLOWANCE PURPOSES, ENTER AN X IN THE BOX AT LEFT FOR EACH CATEGORY OF INDIVIDUAL OCCUPYING YOUR RESIDENCE. FOR EACH CATEGORY YOU X, ENTER THE NUMBER REQUESTED IN THE BOX AT RIGHT, THEN RECORD THE TOTAL IN THE BOX AT THE BOTTOM. (NOTE: Do not count dependents unless covered by category c.)

X	a. MYSELF	1
	b. SPOUSE WHO IS ALSO A SERVICEMEMBER (Enter "1")	
	c. SPOUSE OR OTHER DEPENDENT WHO IS A FEDERAL CIVILIAN EMPLOYEE ENTITLED TO LIVING QUARTERS ALLOWANCE (Enter number)	
X	d. OTHER SERVICEMEMBERS ENTITLED TO A HOUSING ALLOWANCE (Enter number)	1
	e. EXCLUDING DEPENDENTS, ANY OTHERS NOT COVERED ABOVE WHO PAY A PORTION OF THE RENT, MORTGAGE, AND/OR UTILITIES (Enter number)	
	TOTAL (8a through e) (If result exceeds "1," you are considered a "sharer.")	2

9. If Block 8.b. or 8.d is marked, report their full name(s), Social Security Number(s) and Branch of Service in "Remarks" on reverse.

PART B - CERTIFICATIONS

10. SERVICEMEMBER. I certify that:

a. **The information I have reported is true and correct.**

b. **I will immediately inform my commanding officer if any changes occur to the information I have reported.**

c. **The attached copy of my housing lease/rental/sale agreement (or certification from landlord) is true and correct, if applicable.**

d. **I have read the overseas housing allowance briefing sheet provided by my commander or authorized representative, if applicable.**

e. SIGNATURE: John J. Doe

f. DATE SIGNED: 9 Jun 94

11. HOUSING OFFICER or APPROPRIATE OFFICIAL. I have reviewed and verified the member's lease/rental/sale agreement and information from it was properly reported.

a. MIHA/MISCELLANEOUS PAYMENT AUTHORIZED? (X one)

(1) Yes ( ) (2) No ( )

If Yes, entitlement is: ( ) (a) Initial ( ) (b) Subsequent

b. SIGNATURE: M. E. Kleeman

c. DATE SIGNED: 10 Jun 94

d. TITLE: Housing Officer

12. CERTIFYING OFFICIAL. I have reviewed this action and certify the entitlement. If applicable to this action, member has read the overseas housing allowance briefing sheet and is aware of his/her entitlements and responsibility to report any changes.

a. TYPE HOUSING ALLOWANCE ACTION (X one)

X	(1) Start	( )	(3) Stop	( )	(5) *Cancel
	(2) Change	( )	(4) Correct	( )	(6) *Report

*For Air Force use only

b. MIHA/MISCELLANEOUS ENTITLEMENT (X one)

( ) (1) Initial ( ) (2) Subsequent ( ) (3) None

c. EFFECTIVE DATE OF ACTION (YYMMDD): 940601

d. DOES MEMBER HAVE COMMAND-SPONSORED DEPENDENTS IN AREA OF PERMANENT DUTY STATION? ( ) (1) Yes ( ) (2) No

e. SIGNATURE: Bill B. Buck

f. TITLE: Financial Services Officer

g. DATE SIGNED: 13 Jun 94

DD Form 2367, APR 90 *Previous edition is obsolete.* 1063/109

Figure 30.2. AF Form 1039, Request to Receive and/or Extend Repayment of an Advance Housing Allowance.

REQUEST TO RECEIVE AND/OR EXTEND REPAYMENT OF AN ADVANCE HOUSING ALLOWANCE

AUTHORITY: 37 U.S.C Sections 403 and 405; Executive Order 9397.
PURPOSE: To document a member's request for, and subsequent authorization of, an advance housing allowance.
ROUTINE USES: Information collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and is subject to all of the routine disclosures made by that system as more fully described in AFP 12-36. Routine recipients of JUMPS disclosures include, but are not limited to, other Federal agencies such as Internal Revenue Service, Social Security Administration, Veterans Administration, and the Department of Justice; the American Red Cross; and local governments for tax and welfare purposes.
DISCLOSURE IS VOLUNTARY: If requested information is not provided, it may cause a delay in processing of payment.

I. MEMBER'S IDENTIFICATION DATA

1. NAME (Last, first, MI) (Print)	2. GRADE	3. SSN
Doe, John J.	E-6	000-00-0000

II. REQUEST

4. I request an advance payment of housing allowing. My anticipated expenses are:

a. ADVANCE RENT	b. SECURITY DEPOSIT	c. MOVING-IN EXPENSE	TYPE OF ADVANCE Check appropriate block(s)	
350.00	300.00	225.00	X	OVERSEAS
d. OTHER	e. TOTAL ADVANCE REQUESTED	f. OCCUPANCY DATE (Anticipated)		CONUS
100.00	975.00	7 Aug 94		

5. CERTIFICATION BY MEMBER REQUESTING ADVANCE HOUSING ALLOWANCE (Check applicable blocks)

X *a.* I certify that I have read and understand the following policies and will abide by them as they pertain to me.
(1) An advance housing allowance is authorized for the purpose of payment of advance rent, security deposits, and initial expenses incident to occupying economy housing, including personal property. Personal property is limited to those items necessary for occupancy and which are reasonable in nature. Personal property that would be considered necessary and reasonble are items that the Government would furnish if the items were available or if Government quarters were assigned per AFM 177-373, volumes I and II.
(2) Normally an advance housing allowance must not be paid more than 3 workdays before the member is required to make payment under a lease or purchase plan, and except in extraordinary circumstances, payment must be made within 30 days after occupancy.
(3) If the lease or purchase plan for which an advance allowance has previously been paid is not completed, it must be repaid in full immediately.
(4) Repayment of an advance housing allowance must be conpleted prior to a member's permanent change of station (PCSS) or at the end of member's tour of duty at the station concerned.
(5) By accepting this advance housing allowance, I authorize an offset from my pay account to collect such debt when full repayment is not made for any unliquidated amount that is due and payable.
(a) (CONUS) I also agree to repay immediately any remaining balance of this advance housing allowance when vacating the housing for which this advance was made.
(b) (OVERSEAS) I also agree to repay immediately all monies received by me from the landlord when vacating the housing for which this advance was made to the extent that the advance housing allowance has not been previously repaid. I agree to repay any remaining balance of the advance housing allowance not returned by the landlord in full or monthly installments.

X *b.* (Renters) I certify that the advance housing allowance requested above is the amount needed for anticipated expenses and is for the purpose of payment of advance rent and/or security deposits and/or initial expenses incident to occupying economy housing.

c. (Purchasers, Home Buyers) I certify:
(1) The advance housing allowance requested above is the amount needed for anticipated expenses and is based only on deposit for utilities and initial expenses.
(2) The advance will not be used for purchase costs that include closing costs, upgrades, or similar costs.

X *d.* I certify I have not requested and/or received an advance housing allowance to cover the same expenses I have received an advance pay to cover.

X *e.* I certify the information given regarding this request is correct.
IMPORTANT: Making a false statement against the US Government is punishable by court martial. The penalty for willfully making a false statement is a maximum fine of $10,000 or imprisonment for 5 years, or both.

f. MEMBER'S SIGNATURE	*g.* DATE
John J. Doe	5 Jun 94

6. APPROVING OFFICIAL'S STATEMENT – ADVANCE HOUSING ALLOWANCE

I have reviewed the member's request for advance housing allowance and approve it in the amount of $_____.

a. APPROVING OFFICIAL'S SIGNATURE AND TITLE	*b.* DATE
Kate S. Williams	6 Jun 94

III. REPAYMENT

7. MEMBER'S REPAYMENT SCHEDULE – ADVANCE HOUSING ALLOWANCE

An advance housing allowance must be liquidated in 12 months unless justified and approved by the approving official. It must not exceed the member's tour of duty. Normally, all repayments begin the first day of the month after the advance was received. Minimum monthly repayment is $50. Completion of blocks 7d and 7e evidences the negotiated repayment schedule between the Air Force and member. However, this does not preclude later changes to protect the interest of the U.S. Government.

a. NO. OF MONTHS REPAYMENT REQUESTED	*c.* REASON FOR EXTENDING REPAYMENT SCHEDULE BEYOND 12 MONTHS OR POSTPONING COLLECTION ACTION BEYOND THE FIRST DAY OF THE MONTH AFTER ADVANCE WAS RECEIVED (If applicable). (Use back of form if needed)
12	
b. REPAYMENT START DATE	
1 Jul 94	

d. MEMBER'S SIGNATURE	*e.* DATE
John J. Doe	5 Jun 94

8. APPROVING OFFICIAL'S STATEMENT – EXTENDED REPAYMENT

I have discussed this advance housing allowance entitlement with the member and approve an extended repayment of longer than the normal 12-month period for reasons stated below.

a. REASON (Use back of form if needed)	
b. APPROVING OFFICIAL'S SIGNATURE AND TITLE	*c.* DATE

AF Form 1039, APR 87 PREVIOUS EDITION IS OBSOLETE
PAYMENT VOUCHER OR DOCUMENT TRANS LISTING *(As applicable)*

Figure 30.3. Formats to Report/Cancel or Correct MIHA Entitlement.

CHARACTER POSITION	DESCRIPTION
1-5	04203/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT IS EFFECTIVE
32-38	AMOUNT SPECIFIC ENTITLEMENT; ZEROS IF MIHA TYPE IS M; BLANK FOR ACTION INDICATOR 06
39	MIHA TYPE: M— MISCELLANEOUS R— RENT S--SECURITY
40-44	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
45-48	PAYING ADSN OR BLANK IF SAME AS INPUT SOURCE OR IF ACTION INDICATOR IS 06
49-50	OHA FORMAT-ID MIHA IS PAID FOR: 43--OHA 44--INTERIM OHA 45--DUAL OHA
1-5	04205
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER’S LAST NAME

CHARACTER POSITION	DESCRIPTION
20-25	CORRECT YYMMDD ENTITLEMENT IS EFFECTIVE
32-38	CORRECT AMOUNT SPECIFIC ENTITLEMENT OR ZEROS IF MIHA TYPE IS M
39	CORRECT MIHA TYPE: M--MISCELLANEOUS R--RENT S--SECURITY
40-44	CORRECT JFTR LOCATION FOR THE GEOGRAPHICAL AREA
45-48	CORRECT PAYING ADSN
49-50	CORRECT OHA FORMAT-ID MIHA IS PAID FOR: OHA FORMAT-ID MIHA IS PAID FOR: 43--OHA 44--INTERIM OHA 45--DUAL OHA
54-59	PRIOR EFFECTIVE DATE
60	PRIOR MIHA TYPE
61-65	PRIOR JFTR LOCATION FOR THE GEOGRAPHICAL AREA
66-67	PRIOR OHA FORMAT-ID

Figure 30.4. Formats to Start, Stop, Report or Change Overseas Housing Allowance - OHA.

CHARACTER POSITION	DESCRIPTION
1-5	A4301 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--MEMBER WHO IS UNACCOMPANIED AND RECEIVING SINGLE BAQ 1--FOR A EMBER RECEIVING BAQ AT THE WITH DEPENDENT RATE ACCOMPANIED BY AUTHORIZED DEPENDENTS 2--FOR A MEMBER RECEIVING SINGLE RATE BAQ ACCOMPANIED BY AUTHORIZED DEPENDENTS (ANOTHER PERSON IS PROVIDING SUPPORT FOR THAT DEPENDENT)
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS BEING PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY CODE: M--MILITARY D--DOD EMPLOYEE O--OTHER

CHARACTER POSITION	DESCRIPTION
	BLANK
52	RENT STATUS: R--RENTING H--HOMEOWNER O--OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT

CHARACTER POSITION	DESCRIPTION
	1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	14301 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O
1-5	04302
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF LAST DAY THAT ENTITLEMENT IS TO BE PAID
1-5	A4303 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTS
26-31	YYMMDD ENTITLEMENT STOPS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--MEMBER WHO IS UNACCOMPANIED AND RECEIVING SINGLE BAQ 1--FOR A EMBER RECEIVING BAQ AT THE WITH DEPENDENT RATE

CHARACTER POSITION	DESCRIPTION
	ACCOMPANIED BY AUTHORIZED DEPENDENTS 2--FOR A MEMBER RECEIVING SINGLE RATE BAQ ACCOMPANIED BY AUTHORIZED DEPENDENTS (ANOTHER PERSON IS PROVIDING SUPPORT FOR THAT DEPENDENT)
40-47	THE ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS BEING PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER BLANK
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY:
	0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE

CHARACTER POSITION	DESCRIPTION
	3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	14303 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O
1-5	A4304 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME

CHARACTER POSITION	DESCRIPTION
20-25	YYMMDD CHANGE IS EFFECTIVE
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--MEMBER WHO IS UNACCOMPANIED AND RECEIVING SINGLE BAQ 1--FOR A EMBER RECEIVING BAQ AT THE WITH DEPENDENT RATE ACCOMPANIED BY AUTHORIZED DEPENDENTS 2--FOR A MEMBER RECEIVING SINGLE RATE BAQ ACCOMPANIED BY AUTHORIZED DEPENDENTS (ANOTHER PERSON IS PROVIDING SUPPORT FOR THAT DEPENDENT)
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS BEING PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER BLANK
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY:

CHARACTER POSITION	DESCRIPTION
	0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	14304 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER’S LAST NAME
20-25	YYMMDD OF MEMBER’S RENTAL LEASE DATE OR BLANK IF CP 52

CHARACTER POSITION	DESCRIPTION
	EQUALS H OR O

Figure 30.5. Format to Correct or Cancel Overseas Housing Allowance – OHA.

CHARACTER POSITION	DESCRIPTION
1-5	A4305 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD OF START DATE OR ZEROS
26-31	CORRECT YYMMDD OF STOP DATE OR ZEROS
32-36	JFTR LOCATION
38	ACCOMPANIED STATUS: 0--MEMBER WHO IS UNACCOMPANIED AND RECEIVING SINGLE BAQ 1--FOR A EMBER RECEIVING BAQ AT THE WITH DEPENDENT RATE ACCOMPANIED BY AUTHORIZED DEPENDENTS 2--FOR A MEMBER RECEIVING SINGLE RATE BAQ ACCOMPANIED BY AUTHORIZED DEPENDENTS (ANOTHER PERSON IS PROVIDING SUPPORT FOR THAT DEPENDENT)
40-47	CORRECT AMOUNT OF RENT PAID IF ITEM IS BEING CORRECTED OR AMOUNT OF RENT PAID ON MMPA IF NOT BEING CORRECTED
48-49	CORRECT CURRENCY CODE IF ITEM IS BEING CORRECTED OR CURRENCY CODE ON MMPA IS NOT BEING CORRECTED
50	CORRECT SHARE NUMBER IF ITEM IS BEING CORRECTED OR SHARE NUMBER ON MMPA IF NOT BEING CORRECTED
51	CORRECT SHARE CATEGORY IF ITEM IS BEING CORRECTED OR SHARE CATEGORY ON MMPA IF NOT BEING CORRECTED
52	CORRECT RENT STATUS IF ITEM IS BEING CORRECTED OR RENT

CHARACTER POSITION	DESCRIPTION
	STATUS ON MMPA IF NOT BEING CORRECTED
53	CORRECT UTILITY INDICATOR-ELECTRICITY IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-ELECTRICITY ON MMPA IF NOT BEING CORRECTED (0 OR 3)
54	CORRECT UTILITY INDICATOR-HEAT IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-HEAT ON MMPA IF NOT BEING CORRECTED (0, 1, 2 OR 3)
55	CORRECT UTILITY INDICATOR-AIR CONDITIONING IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-AIR CONDITIONING ON MMPA IF NOT BEING CORRECTED (0, 1, 2 OR 3)
56	CORRECT UTILITY INDICATOR-WATER IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-WATER ON MMPA IF NOT BEING CORRECTED (0 OR 1)
57	CORRECT UTILITY INDICATOR-TRASH IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-TRASH ON MMPA IF NOT BEING CORRECTED (0 OR 1)
1-5	14305 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD OF MEMBER’S RENT-LEASE; SAME DATE AS MMPA RENT-LEASE IF NOT BEING CORRECTED; MAY BE BLANK IF CP 52 EQUALS H OR O
26-31	PRIOR-DATE-START: START DATE OF ENTRY BEING CORRECTED OR ZEROS
32-37	PRIOR-DATE-STOP: STOP DATE ON ENTRY BEING CORRECTED OR ZEROS
1-5	04306

CHARACTER POSITION	DESCRIPTION
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTED OR ZEROS
26-31	YYMMDD ENTITLEMENT STOPPED OR ZEROS

Figure 30.6. Formats to Start, Stop or Report Interim Overseas Housing Allowance - OHA.

CHARACTER POSITION	DESCRIPTION
1-5	A4401 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: ALWAYS 1
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS BEING PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER BLANK
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER

CHARACTER POSITION	DESCRIPTION
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	14401 (FIRST TRAILER RECORD)

CHARACTER POSITION	DESCRIPTION
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O
1-5	04402
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF LAST DAY ENTITLEMENT IS TO BE PAID
1-5	A4403 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTS
26-31	YYMMDD ENTITLEMENT STOPS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: ALWAYS 1
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE

CHARACTER POSITION	DESCRIPTION
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER BLANK
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK

CHARACTER POSITION	DESCRIPTION
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	14403 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O

Figure 30.7. Format to Change, Correct or Cancel Interim Overseas Housing Allowance - OHA.

CHARACTER POSITION	DESCRIPTION
1-5	A4404 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD CHANGE IS EFFECTIVE
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: ALWAYS 1
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS CURRENCY
48-49	CODE
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER BLANK
52	RENT STATUS: R—RENTING H—HOMEOWNER O—OTHER

CHARACTER POSITION	DESCRIPTION
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	14404 (FIRST TRAILER RECORD)

CHARACTER POSITION	DESCRIPTION
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O
1-5	A4405 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT START DATE OR MMPA START DATE OR ZEROS
26-31	CORRECT STOP DATE OR ZEROS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: ALWAYS 1
7 40-47	CORRECT AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CORRECT CURRENCY CODE
50	CORRECT SHARE NUMBER IF ITEM IS BEING CORRECTED OR SHARE NUMBER ON MMPA IF NOT BEING CORRECTED
51	CORRECT SHARE CATEGORY IF ITEM IS BEING CORRECTED OR SHARE CATEGORY ON MMPA IF NOT BEING CORRECTED

CHARACTER POSITION	DESCRIPTION
53	CORRECT UTILITY INDICATOR-ELECTRICITY IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-ELECTRICITY ON MMPA IF NOT BEING CORRECTED (0 OR 3)
54	CORRECT UTILITY INDICATOR-HEAT IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-HEAT ON MMPA IF NOT BEING CORRECTED (0, 1, 2 OR 3)
55	CORRECT UTILITY INDICATOR-AIR CONDITIONING IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-AIR CONDITIONING ON MMPA IF NOT BEING CORRECTED (0, 1, 2 OR 3)
56	CORRECT UTILITY INDICATOR-WATER IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-WATER ON MMPA IF NOT BEING CORRECTED (0 OR 1)
57	CORRECT UTILITY INDICATOR-TRASH IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-TRASH ON MMPA IF NOT BEING CORRECTED (0 OR 1)
1-5	14405 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD OF RENTAL LEASE DATE IF BEING CORRECTED OR YYMMDD OF RENTAL LEASE DATE ON MMPA; MAY BE BLANK IF CP 52 EQUALS H OR O

CHARACTER POSITION	DESCRIPTION
62-67	PRIOR DATE STOP: STOP DATE IN ENTRY BEING CORRECTED OR ZEROS
1-5	04406
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF DATE START IN ENTRY BEING CANCELED OR ZEROS
26-31	YYMMDD OF DATE STOP IN ENTRY BEING CANCELED OR ZEROS

Figure 30.8. Formats to Start, Stop or Report Dual Overseas Housing Allowance (Unaccompanied With Dependents) - OHA.

CHARACTER POSITION	DESCRIPTION
1-5	A4501 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER’S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--EFFECTIVE DATE 841001 OR AFTER 4--INDIVIDUALLY SPONSORED DEPENDENTS

CHARACTER POSITION	DESCRIPTION
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER BLANK
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT

CHARACTER POSITION	DESCRIPTION
	1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	14501 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O
1-5	04502
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF LAST DAY THAT ENTITLEMENT IS TO BE PAID
1-5	

CHARACTER POSITION	DESCRIPTION
6-14	A4503 (ONE TRAILER RECORD)
15-19	SOCIAL SECURITY NUMBER
20-25	FIRST 5 LETTERS OF MEMBER'S LAST NAME
26-31	YYMMDD ENTITLEMENT STARTS
	YYMMDD ENTITLEMENT STOPS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--EFFECTIVE DATE 841001 OR AFTER 4--INDIVIDUALLY SPONSORED DEPENDENTS
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER BLANK
52	RENT STATUS: R—RENTING H—

CHARACTER POSITION	DESCRIPTION
	HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	

CHARACTER POSITION	DESCRIPTION
	14503 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O

Figure 30.9. Format to Change, Correct or Cancel Dual Overseas Housing Allowance (Unaccompanied with Dependents) - OHA.

CHARACTER POSITION	DESCRIPTION
1-5	A4504 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD CHANGE IS EFFECTIVE
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--EFFECTIVE DATE 841001 OR AFTER 4--INDIVIDUALLY SPONSORED DEPENDENTS
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON

CHARACTER POSITION	DESCRIPTION
	3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER BLANK
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT

CHARACTER POSITION	DESCRIPTION
	1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	14504 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK
1-5	A4505 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT START DATE OR START DATE ON MMPA OR ZEROS
26-31	CORRECT STOP DATE OR ZEROS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--IF CONTINUOUS ENTITLEMENT STARTED 841001 OR AFTER 4--IF INDIVIDUALLY SPONSORED DEPENDENTS
40-47	CORRECT AMOUNT OF RENT PAID OR MMPA AMOUNT OF RENT PAID IF NOT BEING CORRECTED

CHARACTER POSITION	DESCRIPTION
48-49	CORRECT CURRENCY CODE IF ITEM IS BEING CORRECTED OR MMPA CURRENCY CODE IF NOT BEING CORRECTED
50	CORRECT SHARE NUMBER IF ITEM IS BEING CORRECTED OR SHARE NUMBER ON MMPA IF NOT BEING CORRECTED
51	CORRECT SHARE CATEGORY IF ITEM IS BEING CORRECTED OR SHARE CATEGORY ON MMPA IF NOT BEING CORRECTED
52	CORRECT RENT STATUS IF ITEM IS BEING CORRECTED OR RENT STATUS ON MMPA IF NOT BEING CORRECTED
53	CORRECT UTILITY INDICATOR-ELECTRICITY IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-ELECTRICITY ON MMPA IF NOT BEING CORRECTED (0 OR 3)
54	CORRECT UTILITY INDICATOR-HEAT IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-HEAT ON MMPA IF NOT BEING CORRECTED (0, 1, 2 OR 3)
55	CORRECT UTILITY INDICATOR-AIR CONDITIONING IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-AIR CONDITIONING ON MMPA IF NOT BEING CORRECTED (0, 1, 2 OR 3)
56	CORRECT UTILITY INDICATOR-WATER IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-WATER ON MMPA IF NOT BEING CORRECTED (0 OR 1)
57	CORRECT UTILITY INDICATOR-TRASH IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-TRASH ON MMPA IF NOT BEING CORRECTED (0 OR 1)
1-5	14505 OR (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME

CHARACTER POSITION	DESCRIPTION
20-25	CORRECT YYMMDD OF RENTAL LEASE DATE IF BEING CORRECTED OR YYMMDD OF RENTAL LEASE DATE ON MMPA
26-31	PRIOR START DATE: START DATE IN ENTRY BEING CORRECTED OR ZEROS
32-37	PRIOR STOP DATE: STOP DATE IN ENTRY BEING CORRECTED OR ZEROS
1-5	04506
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF DATE START IN ENTRY BEING CANCELED OR ZEROS
26-31	YYMMDD OF DATE STOP IN ENTRY BEING CANCELED OR ZEROS

Figure 30.10. Formats to Start, Stop, Report or Change Overseas Housing - OHA.

CHARACTER POSITION	DESCRIPTION
1-5	A5501 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS:

CHARACTER POSITION	DESCRIPTION
	0--MEMBER WHO IS UNACCOMPANIED AND RECEIVING SINGLE BAQ 1--FOR A EMBER RECEIVING BAQ AT THE WITH DEPENDENT RATE ACCOMPANIED BY AUTHORIZED DEPENDENTS 2--FOR A MEMBER RECEIVING SINGLE RATE BAQ ACCOMPANIED BY AUTHORIZED DEPENDENTS (ANOTHER PERSON IS PROVIDING SUPPORT FOR THAT DEPENDENT)
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS BEING PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY CODE: M—MILITARY D--DOD EMPLOYEE O—OTHER
	BLANK
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK

CHARACTER POSITION	DESCRIPTION
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	15501 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O
1-5	05502

CHARACTER POSITION	DESCRIPTION
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF LAST DAY THAT ENTITLEMENT IS TO BE PAID
1-5	A5503 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTS
26-31	YYMMDD ENTITLEMENT STOPS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--MEMBER WHO IS UNACCOMPANIED AND RECEIVING SINGLE BAQ 1--FOR A EMBER RECEIVING BAQ AT THE WITH DEPENDENT RATE ACCOMPANIED BY AUTHORIZED DEPENDENTS 2--FOR A MEMBER RECEIVING SINGLE RATE BAQ ACCOMPANIED BY AUTHORIZED DEPENDENTS (ANOTHER PERSON IS PROVIDING SUPPORT FOR THAT DEPENDENT)
40-47	THE ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS BEING PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC

CHARACTER POSITION	DESCRIPTION
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER BLANK
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT
	OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT

CHARACTER POSITION	DESCRIPTION
57	1--WATER IS NOT INCLUDED IN RENT OR BLANK UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	15503 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O
1-5	A5504 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD CHANGE IS EFFECTIVE
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--MEMBER WHO IS UNACCOMPANIED AND RECEIVING SINGLE BAQ 1--FOR A EMBER RECEIVING BAQ AT THE WITH DEPENDENT RATE ACCOMPANIED BY AUTHORIZED DEPENDENTS 2--FOR A MEMBER RECEIVING SINGLE RATE BAQ ACCOMPANIED BY AUTHORIZED DEPENDENTS (ANOTHER PERSON IS PROVIDING SUPPORT FOR THAT DEPENDENT)

CHARACTER POSITION	DESCRIPTION
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS BEING PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER BLANK
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK

CHARACTER POSITION	DESCRIPTION
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT
	OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	15504 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O

Figure 30.11. Format to Correct or Cancel Overseas Housing Allowance - OHA.

CHARACTER POSITION	DESCRIPTION
1-5	A5505 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	

CHARACTER POSITION	DESCRIPTION
	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD OF START DATE OR ZEROS
26-31	CORRECT YYMMDD OF STOP DATE OR ZEROS
32-36	JFTR LOCATION
38	ACCOMPANIED STATUS: 0--MEMBER WHO IS UNACCOMPANIED AND RECEIVING SINGLE BAQ 1--FOR A EMBER RECEIVING BAQ AT THE WITH DEPENDENT RATE ACCOMPANIED BY AUTHORIZED DEPENDENTS 2--FOR A MEMBER RECEIVING SINGLE RATE BAQ ACCOMPANIED BY AUTHORIZED DEPENDENTS (ANOTHER PERSON IS PROVIDING SUPPORT FOR THAT DEPENDENT)
40-47	CORRECT AMOUNT OF RENT PAID IF ITEM IS BEING CORRECTED OR AMOUNT OF RENT PAID ON MMPA IF NOT BEING CORRECTED
48-49	CORRECT CURRENCY CODE IF ITEM IS BEING CORRECTED OR CURRENCY CODE ON MMPA IS NOT BEING CORRECTED
50	CORRECT SHARE NUMBER IF ITEM IS BEING CORRECTED OR SHARE NUMBER ON MMPA IF NOT BEING CORRECTED
51	CORRECT SHARE CATEGORY IF ITEM IS BEING CORRECTED OR SHARE CATEGORY ON MMPA IF NOT BEING CORRECTED

CHARACTER POSITION	DESCRIPTION
52	CORRECT RENT STATUS IF ITEM IS BEING CORRECTED OR RENT STATUS ON MMPA IF NOT BEING CORRECTED
53	CORRECT UTILITY INDICATOR-ELECTRICITY IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-ELECTRICITY ON MMPA IF NOT BEING CORRECTED (0 OR 3)
54	CORRECT UTILITY INDICATOR-HEAT IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-HEAT ON MMPA IF NOT BEING CORRECTED (0, 1, 2 OR 3)
55	CORRECT UTILITY INDICATOR-AIR CONDITIONING IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-AIR CONDITIONING ON MMPA IF NOT BEING CORRECTED (0, 1, 2 OR 3)
56	CORRECT UTILITY INDICATOR-WATER IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-WATER ON MMPA IF NOT BEING CORRECTED (0 OR 1)
57	CORRECT UTILITY INDICATOR-TRASH IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-TRASH ON MMPA IF NOT BEING CORRECTED (0 OR 1)
1-5	15505 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD OF MEMBER’S RENT-LEASE; SAME DATE AS MMPA RENT-LEASE IF NOT BEING CORRECTED; MAY BE BLANK IF CP 52 EQUALS H OR O

CHARACTER POSITION	DESCRIPTION
26-31	PRIOR-DATE-START: START DATE OF ENTRY BEING CORRECTED OR ZEROS
32-37	PRIOR-DATE-STOP: STOP DATE ON ENTRY BEING CORRECTED OR ZEROS
1-5	05506
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTED OR ZEROS
26-31	YYMMDD ENTITLEMENT STOPPED OR ZEROS

Figure 30.12. Formats to Start, Stop or Report Interim Overseas Housing Allowance - OHA.

CHARACTER POSITION	DESCRIPTION
1-5	A5601(ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: MUST BE 1
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS BEING PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER OR BLANK IF CP 50 EQUALS 1
52	RENT STATUS: R—RENTING H— HOMEOWNER

CHARACTER POSITION	DESCRIPTION
	O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O

1-5	15501 (FIRST TRAILER RECORD)
CHARACTER POSITION	**DESCRIPTION**
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O
1-5	05602
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF LAST DAY ENTITLEMENT IS TO BE PAID
1-5	A5603 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTS
26-31	YYMMDD ENTITLEMENT STOPS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: MUST BE 1
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS

48-49	CURRENCY CODE IN WHICH RENT IS BEING PAID
CHARACTER POSITION	**DESCRIPTION**
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC

51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER OR BLANK IF CP 50 EQUALS 1
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
CHARACTER POSITION	**DESCRIPTION**

55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
1-5	15603 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O

Figure 30.13. Format to Change, Correct or Cancel Interim Overseas Housing Allowance - OHA.

CHARACTER POSITION	DESCRIPTION

CHARACTER POSITION	DESCRIPTION
1-5	A5604 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD CHANGE IS EFFECTIVE
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: MUST BE 1
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS BEING PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER OR BLANK IF CP 50 EQUALS 1
52	RENT STATUS: R—RENTING H— HOMEOWNER

CHARACTER POSITION	DESCRIPTION
	O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK IF CP 52 EQUALS H OR O
1-5	15604 (FIRST TRAILER RECORD)

CHARACTER POSITION	DESCRIPTION
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O
1-5	A5605 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT START DATE OR MMPA START DATE OR ZEROS
26-31	CORRECT STOP DATE OR ZEROS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: MUST BE 1
40-47	CORRECT AMOUNT OF ACTUAL RENT PAID IN WHOLE UNITS
48-49	CORRECT CURRENCY CODE
50	CORRECT SHARE NUMBER IF ITEM IS BEING CORRECTED OR SHARE NUMBER ON MMPA IF NOT BEING CORRECTED
51	CORRECT SHARE CATEGORY IF ITEM IS BEING CORRECTED OR SHARE CATEGORY ON MMPA IF NOT BEING CORRECTED (M, D, O OR BLANK IF CP 50 EQUALS 1)

CHARACTER POSITION	DESCRIPTION
52	CORRECT RENT STATUS IF ITEM IS BEING CORRECTED OR RENT STATUS ON MMPA IF NOT BEING CORRECTED (R, H OR O)
53	CORRECT UTILITY INDICATOR-ELECTRICITY IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-ELECTRICITY ON MMPA IF NOT BEING CORRECTED (0, 3 OR BLANK IF CP 52 EQUALS H OR O)
54	CORRECT UTILITY INDICATOR-HEAT IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-HEAT ON MMPA IF NOT BEING CORRECTED (0, 1, 2, 3 OR BLANK IF CP 52 EQUALS H OR O)
55	CORRECT UTILITY INDICATOR-AIR CONDITIONING IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-AIR CONDITIONING ON MMPA IF NOT BEING CORRECTED (0, 1, 2, 3 OR BLANK IF CP 52 EQUALS H OR O)
56	CORRECT UTILITY INDICATOR-WATER IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-WATER ON MMPA IF NOT BEING CORRECTED (0, 1 OR BLANK IF CP 52 EQUALS H OR O)
57	CORRECT UTILITY INDICATOR-TRASH IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-TRASH ON MMPA IF NOT BEING CORRECTED (0, 1 OR BLANK IF CP 52 EQUALS H OR O)
1-5	15605 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD OF RENTAL LEASE DATE IF BEING CORRECTED OR YYMMDD OF RENTAL LEASE DATE ON MMPA; MAY BE BLANK IF CP 52 EQUALS H OR O
56-61	PRIOR DATE START: START DATE IN ENTRY BEING CORRECTED OR ZEROS

CHARACTER POSITION	DESCRIPTION
62-67	PRIOR DATE STOP: STOP DATE IN ENTRY BEING CORRECTED OR ZEROS
1-5	05606
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTED OR ZEROS
26-31	YYMMDD ENTITLEMENT STOPPED OR ZEROS

Figure 30.14. Formats to Start, Stop or Report Dual Overseas Housing Allowance (Unaccompanied with Dependents) - OHA.

CHARACTER POSITION	DESCRIPTION
1-5	A5701 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--EFFECTIVE DATE 841001 OR AFTER 4--INDIVIDUALLY SPONSORED DEPENDENTS
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER OR BLANK

CHARACTER POSITION	DESCRIPTION
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK

CHARACTER POSITION	DESCRIPTION
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	15701 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O
1-5	05702
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF LAST DAY THAT ENTITLEMENT IS TO BE PAID
1-5	A5703 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ENTITLEMENT STARTS
26-31	YYMMDD ENTITLEMENT STOPS

CHARACTER POSITION	DESCRIPTION
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--EFFECTIVE DATE 841001 OR AFTER 4--INDIVIDUALLY SPONSORED DEPENDENTS
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER OR BLANK
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT:

CHARACTER POSITION	DESCRIPTION
	0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK
1-5	15703 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O

Figure 30.15. Format to Change, Correct or Cancel Dual Overseas Housing Allowance (Unaccompanied with Dependents) - OHA.

CHARACTER POSITION	DESCRIPTION
1-5	A5704 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD CHANGE IS EFFECTIVE
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--EFFECTIVE DATE 841001 OR AFTER 4--INDIVIDUALLY SPONSORED DEPENDENTS
40-47	ACTUAL AMOUNT OF RENT PAID IN WHOLE UNITS
48-49	CURRENCY CODE IN WHICH RENT IS PAID
50	SHARE NUMBER: 1--IF NOT SHARING 2--IF SHARING WITH ONE OTHER PERSON 3--IF SHARING WITH TWO OTHER PERSONS 4--IF SHARING WITH THREE OTHER PERSONS, ETC
51	SHARE CATEGORY: M—MILITARY D--DOD EMPLOYEE O—OTHER OR BLANK

CHARACTER POSITION	DESCRIPTION
52	RENT STATUS: R—RENTING H— HOMEOWNER O—OTHER
53	UTILITY INDICATOR-ELECTRICITY: 0--ELECTRICITY IS INCLUDED IN RENT 3--ELECTRICITY IS NOT INCLUDED IN RENT OR BLANK
54	UTILITY INDICATOR-HEAT: 0--HEATING IS INCLUDED IN RENT 1--HOT CLIMATE 2--MODERATE CLIMATE 3--COLD CLIMATE AND HEATING IS NOT INCLUDED IN RENT OR BLANK
55	UTILITY INDICATOR-AIR CONDITIONING 0--AIR CONDITIONING IS INCLUDED IN RENT 1--IF COLD CLIMATE 2--MODERATE CLIMATE 3--HOT CLIMATE AND AIR CONDITIONING IS NOT INCLUDED IN RENT OR BLANK
56	UTILITY INDICATOR-WATER: 0--WATER IS INCLUDED IN RENT 1--WATER IS NOT INCLUDED IN RENT OR BLANK
57	UTILITY INDICATOR-TRASH: 0--TRASH DISPOSAL IS INCLUDED IN RENT 1--TRASH DISPOSAL IS NOT INCLUDED IN RENT OR BLANK

CHARACTER POSITION	DESCRIPTION
1-5	15704 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF MEMBER'S RENTAL LEASE DATE OR BLANK IF CP 52 EQUALS H OR O
1-5	A5705 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT START DATE OR START DATE ON MMPA OR ZEROS
26-31	CORRECT STOP DATE OR ZEROS
32-36	JFTR LOCATION FOR THE GEOGRAPHICAL AREA
38	ACCOMPANIED STATUS: 0--IF CONTINUOUS ENTITLEMENT STARTED 841001 OR AFTER 4--IF INDIVIDUALLY SPONSORED DEPENDENTS
40-47	CORRECT AMOUNT OF RENT PAID OR MMPA AMOUNT OF RENT PAID IF NOT BEING CORRECTED

CHARACTER POSITION	DESCRIPTION
48-49	CORRECT CURRENCY CODE IF ITEM IS BEING CORRECTED OR MMPA CURRENCY CODE IF NOT BEING CORRECTED
50	CORRECT SHARE NUMBER IF ITEM IS BEING CORRECTED OR SHARE NUMBER ON MMPA IF NOT BEING CORRECTED
51	CORRECT SHARE CATEGORY IF ITEM IS BEING CORRECTED OR SHARE CATEGORY ON MMPA IF NOT BEING CORRECTED
52	CORRECT RENT STATUS IF ITEM IS BEING CORRECTED OR RENT STATUS ON MMPA IF NOT BEING CORRECTED
53	CORRECT UTILITY INDICATOR-ELECTRICITY IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-ELECTRICITY ON MMPA IF NOT BEING CORRECTED (0 OR 3)
54	CORRECT UTILITY INDICATOR-HEAT IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-HEAT ON MMPA IF NOT BEING CORRECTED (0, 1, 2 OR 3)
55	CORRECT UTILITY INDICATOR-AIR CONDITIONING IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-AIR CONDITIONING ON MMPA IF NOT BEING CORRECTED (0, 1, 2 OR 3)
56	CORRECT UTILITY INDICATOR-WATER IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-WATER ON MMPA IF NOT BEING CORRECTED (0 OR 1)
57	CORRECT UTILITY INDICATOR-TRASH IF ITEM IS BEING CORRECTED OR UTILITY INDICATOR-TRASH ON MMPA IF NOT BEING CORRECTED (0 OR 1)
1-5	15705 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER

CHARACTER POSITION	DESCRIPTION
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CORRECT YYMMDD OF RENTAL LEASE DATE IF BEING CORRECTED OR YYMMDD OF RENTAL LEASE DATE ON MMPA
26-31	PRIOR START DATE: START DATE IN ENTRY BEING CORRECTED OR ZEROS
32-37	PRIOR STOP DATE: STOP DATE IN ENTRY BEING CORRECTED OR ZEROS
1-5	05706
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF DATE START IN ENTRY BEING CANCELED OR ZEROS
26-31	YYMMDD OF DATE STOP IN ENTRY BEING CANCELED OR ZEROS

Figure 30.16. Format to Report, Cancel or Correct Advance Pay.

CHARACTER POSITION	DESCRIPTION
1-5	0PA03/06 OR APA05 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF EFFECTIVE DATE OF PAYMENT VOUCHER

CHARACTER POSITION	DESCRIPTION
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B—ARMY C— NAVY D— MARINES G--COAST GUARD M--STATE DEPARTMENT
27-30	ACCOUNTABLE ADSN: ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO; OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY)
32-39	PAYMENT VOUCHER NUMBER
40-45	AMOUNT PAID TO MEMBER
46-48	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED
49	ADVANCE PAY CATEGORY CODE. SEE **Attachment 3**
50	NUMBER OF MONTHS THAT ADVANCE WAS PAID (1, 2 OR 3) WHEN CP 49 IS F; OTHERWISE, BLANK
52	1 IF MMPA HAS NOT BEEN ESTABLISHED; OTHERWISE, BLANK
53-54	NUMBER OF MONTHS REPAY (1 THROUGH 24)
57-60	PAYROLL NUMBER
	NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A

CHARACTER POSITION	DESCRIPTION
	CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Table 30.1. Advance Payment of Housing Allowance and Recoupment Procedures.

RULE	A If the	B then	C Reference
1	repayment is to be extended beyond 12 months	the FSO determines the repayment period: (a) when justified by the member and the approving official determines a 12-month repay will cause a hardship. (b) if the member is on a controlled tour, repay period may equal tour length but may not exceed it. (c) if member is not serving a controlled tour, repay period may not exceed 24 months. (d) in all cases, the repay period must not exceed DOS. (e) in most cases, however, liquidation of the advance should not exceed 12 months.	JFTR Vol I, chapter 10
2	member is serving an unaccompanied overseas tour	the FSO may, upon request from the member, advance housing allowances based on housing expenses for the member and for the dependents at the accompanied location. (Advance housing allowances may be paid at any time during a tour of duty at the new location. All housing expenses must be documented to include copies of leases, utility company statements, etc). Process separate vouchers and PA03s for each advance payment for local payees. For central payees, process separate CICS trans IDs 'JPBB' for each payment (see subparagraph 38-9b for a more detailed scenario of this payment process). Transactions must reflect the proper ADV-PAY-CTCGS code of "B" (OHA) and "G" (CONUS)	para 30-5 and figure 30-3
3	advance of housing allowances is requested by member married to another member	the combined assets allowances, and expenses of the occupants are considered.	para 30-5f
4	member and dependent vacate housing for which advance housing allowance (OHA, IHA, and BAQ) was made	lump sum recoupment will not exceed the amount of money returned to the member by the landlord. Any balance of an advance not returned by the landlord may be liquidated in monthly installments if desired by the member.	JFTR Vol I, chapter 10 and para 30-5k
	(OVERSEAS)		
5	member is pending separation from the service	the FSO initiates held pay or accelerates the repayment rate to ensure collection of the remaining balance.	DoDFMR Vol 7A, chapter 32, table 32-1
6	member requests repayment at a rate less than $50.00 per month	the FSO receives a written request justifying the lesser amount. Normally repayment will be made with the $50.00 per month minimum.	

Chapter 31

RESERVED FOR FUTURE USE

Chapter 32

ENTITLEMENT RE-CERTIFICATION

32.1. Description. Air Force members are required to review and re-certify information concerning entitlement to Basic Allowance for Housing (BAH) and Overseas Housing Allowance (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 days prior to separation or retirement.

32.2. Substantiating Documents:

32.2.1. Members receiving BAH for dependents are required to re-certify their entitlement to the allowance using AF Form 594, Application and Authorization to start, stop or change Basic Allowance for Quarters (BAQ) or dependency redetermination.

32.2.2. Members receiving OHA, whether individually or for dependents, are required to re-certify the entitlement using AF Form 987, re-certification statement for Basic Allowance for Quarters (BAQ), Variable Housing Allowance (VHA), Overseas Housing Allowance (OHA), Cost of Living Allowance (COLA), and Family Separation Allowance (FSA). Cost information is required only for OHA.

32.3. Re-certification at PCS Arrival. As members process in, they must provide the information required on the AF Form 594 or 987, depending on the allowance to be paid. Members must complete the form before receiving the allowance.

32.4. Re-certification Prior to Separation or Retirement: Members whose separation is imminent (within 60 days) must re-certify prior to separation. The AF Form 594 or 987 must be returned to the FSO prior to the member's anticipated departure date. A waiver may be granted if the member has re-certified within 6 months of the date of separation or retirement.

32.5. Four Year Requirement: Members who do not PCS within a four-year period are required to re-certify entitlement to the allowance every four years in order to continue receiving it. The member must complete either the AF Form 594 (members receiving BAH on behalf of dependents) or AF Form 987 (members receiving OHA) or both. Members have 30 days from date of receipt of the form to return it to the FSO before action is taken to stop the allowance. See **paragraph 32.7** for retention of source documents.

32.6. FSO Action when Re-certification is Late or not Accomplished:

32.6.1. If a member fails to return the form by the due date, stop the with dependents portion of the allowances effective at the end of the month. For example, if a member's re-certification is due in September, stop the higher rate of the allowances effective 30 September. Start the appropriate lower rate (single or partial rate) effective the next day. Annotate a blank AF Form 594 or 987 (whichever is applicable) with the member's name, SSN, and the fact that the member failed to re-certify and retain in accordance with **paragraph 32.7** below.

32.6.2. If the member completes the re-certification late, restart the higher rate of the allowance, effective the date the member completes the form. Do not start the higher rate retroactively unless the member has a statement from his or her commander that the failure to re-certify was due to circumstances beyond the member's control. If the member has a

statement to that effect, the higher rate can be established back to the day after the stop date. Retain a copy of the completed re-certification in accordance with **paragraph 32.7** below.

32.6.3. If the member fails to re-certify even after the allowance has been stopped, notify the member that collection action will be taken, effective the date of the last re-certification. Provide the member due process and, after 60 days, if you have nothing to indicate the collection would be incorrect, process a DQ to collect the overpayment over 12 months.

32.7. Retention:

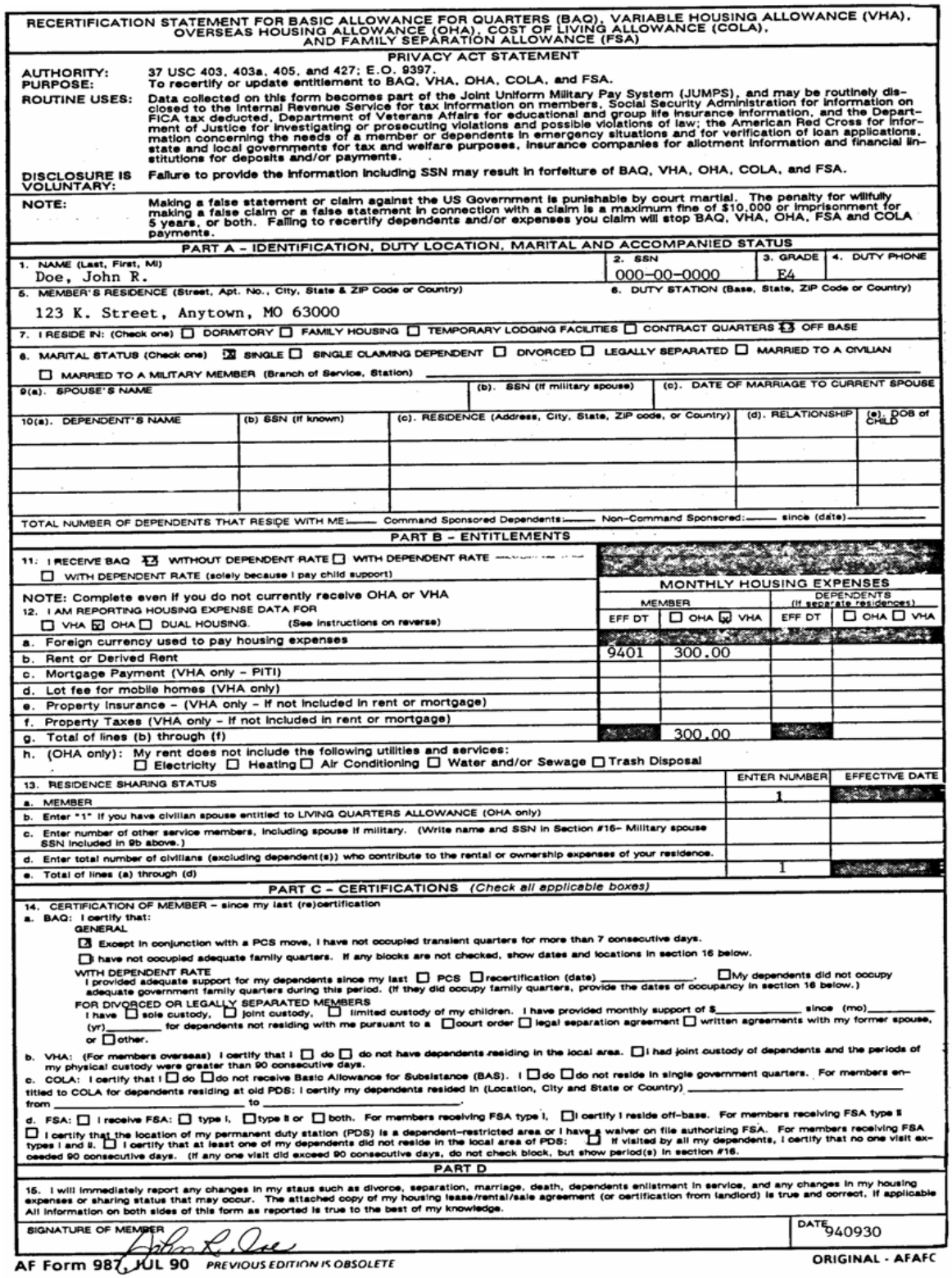
32.7.1. For members whose OHA requires change due to the information provided at re-certification, forward the completed AF Form 987 to the Housing Office for review. The housing officer will review the AF Form 987, maintain the required supporting documentation, sign the re- certification form, and return the 987 to the FSO for use as the source document for input. For changes to BAH, use the completed AF Form 594 as the source document, certifying that you have examined whatever supporting documentation the member provided. Once you have examined it, return the supporting documentation to the member (if not mailed in) and include the AF Form 594 or 987 with your regular quarterly submission (Records Center Handbook available on FTP site for reference) of source documents to the DFRC.

32.7.2. Upon receipt of the completed AF Form 594 or 987, ensure the information matches the MMPA and, if not, documentation to support the differences is reviewed and disposed of as directed in **paragraph 32.7.1** above.

32.7.3. DFAS provides a monthly listing identifying members who have been on station for 4 years and must recertify dependent status. Contact members and have them complete a new form upon receipt of the listing, following procedures above. When the member recertifies BAH entitlement at the 4-year point and no changes to the BAH entitlement are required, retain the 594 in SSN order until the member has PCSd or separates or completes a new form.

32.8. Redeterminations. For guidance on redetermination of secondary dependency, see **Chapter 26**, **paragraph 26.5.2** and **26.9**.

Figure 32.1. AF Form 987, Recertification Statement for Basic Allowance for Quarters (BAQ), Variable Housing Allowance (VHA), Overseas Housing Allowance (OHA), Cost of Living Allowance (COLA), and Family Separation Allowance (FSA).



RECERTIFICATION STATEMENT FOR BASIC ALLOWANCE FOR QUARTERS (BAQ), VARIABLE HOUSING ALLOWANCE (VHA), OVERSEAS HOUSING ALLOWANCE (OHA), COST OF LIVING ALLOWANCE (COLA), AND FAMILY SEPARATION ALLOWANCE (FSA)

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 403, 403a, 405, and 427; E.O. 9397.
PURPOSE: To recertify or update entitlement to BAQ, VHA, OHA, COLA, and FSA.
ROUTINE USES: Data collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and may be routinely disclosed to the Internal Revenue Service for tax information on members, Social Security Administration for information on FICA tax deducted, Department of Veterans Affairs for educational and group life insurance information, and the Department of Justice for investigating or prosecuting violations and possible violations of law; the American Red Cross for information concerning the needs of a member or dependents in emergency situations and for verification of loan applications, state and local governments for tax and welfare purposes, insurance companies for allotment information and financial institutions for deposits and/or payments.
DISCLOSURE IS VOLUNTARY: Failure to provide the information including SSN may result in forfeiture of BAQ, VHA, OHA, COLA, and FSA.
NOTE: Making a false statement or claim against the US Government is punishable by court martial. The penalty for willfully making a false claim or a false statement in connection with a claim is a maximum fine of $10,000 or imprisonment for 5 years, or both. Failing to recertify dependents and/or expenses you claim will stop BAQ, VHA, OHA, FSA and COLA payments.

PART A – IDENTIFICATION, DUTY LOCATION, MARITAL AND ACCOMPANIED STATUS

1. NAME (Last, First, MI)	2. SSN	3. GRADE	4. DUTY PHONE
Doe, John R.	000-00-0000	E4	

5. MEMBER'S RESIDENCE (Street, Apt. No., City, State & ZIP Code or Country): 123 K. Street, Anytown, MO 63000
6. DUTY STATION (Base, State, ZIP Code or Country)

7. I RESIDE IN: (Check one) ☐ DORMITORY ☐ FAMILY HOUSING ☐ TEMPORARY LODGING FACILITIES ☐ CONTRACT QUARTERS ☒ OFF BASE

8. MARITAL STATUS (Check one) ☒ SINGLE ☐ SINGLE CLAIMING DEPENDENT ☐ DIVORCED ☐ LEGALLY SEPARATED ☐ MARRIED TO A CIVILIAN
☐ MARRIED TO A MILITARY MEMBER (Branch of Service, Station) _____

9(a). SPOUSE'S NAME	(b). SSN (If military spouse)	(c). DATE OF MARRIAGE TO CURRENT SPOUSE

10(a). DEPENDENT'S NAME	(b) SSN (If known)	(c). RESIDENCE (Address, City, State, ZIP code, or Country)	(d). RELATIONSHIP	(e). DOB of CHILD

TOTAL NUMBER OF DEPENDENTS THAT RESIDE WITH ME: ____ Command Sponsored Dependents: ____ Non-Command Sponsored: ____ since (date) ____

PART B – ENTITLEMENTS

11. I RECEIVE BAQ ☒ WITHOUT DEPENDENT RATE ☐ WITH DEPENDENT RATE
☐ WITH DEPENDENT RATE (solely because I pay child support)

NOTE: Complete even if you do not currently receive OHA or VHA
12. I AM REPORTING HOUSING EXPENSE DATA FOR
☐ VHA ☒ OHA ☐ DUAL HOUSING. (See instructions on reverse)

MONTHLY HOUSING EXPENSES	MEMBER		DEPENDENTS (If separate residences)	
	EFF DT	☐ OHA ☒ VHA	EFF DT	☐ OHA ☐ VHA
a. Foreign currency used to pay housing expenses				
b. Rent or Derived Rent	9401	300.00		
c. Mortgage Payment (VHA only – PITI)				
d. Lot fee for mobile homes (VHA only)				
e. Property Insurance – (VHA only – If not included in rent or mortgage)				
f. Property Taxes (VHA only – If not included in rent or mortgage)				
g. Total of lines (b) through (f)		300.00		

h. (OHA only): My rent does not include the following utilities and services:
☐ Electricity ☐ Heating ☐ Air Conditioning ☐ Water and/or Sewage ☐ Trash Disposal

13. RESIDENCE SHARING STATUS	ENTER NUMBER	EFFECTIVE DATE
a. MEMBER	1	
b. Enter "1" if you have civilian spouse entitled to LIVING QUARTERS ALLOWANCE (OHA only)		
c. Enter number of other service members, including spouse if military. (Write name and SSN in Section #16– Military spouse SSN included in 9b above.)		
d. Enter total number of civilians (excluding dependent(s)) who contribute to the rental or ownership expenses of your residence.		
e. Total of lines (a) through (d)	1	

PART C – CERTIFICATIONS *(Check all applicable boxes)*

14. CERTIFICATION OF MEMBER – since my last (re)certification
a. BAQ: I certify that:
GENERAL
☒ Except in conjunction with a PCS move, I have not occupied transient quarters for more than 7 consecutive days.
☐ I have not occupied adequate family quarters. If any blocks are not checked, show dates and locations in section 16 below.
WITH DEPENDENT RATE
I provided adequate support for my dependents since my last ☐ PCS ☐ recertification (date) _____. ☐ My dependents did not occupy adequate government family quarters during this period. (If they did occupy family quarters, provide the dates of occupancy in section 16 below.)
FOR DIVORCED OR LEGALLY SEPARATED MEMBERS
I have ☐ sole custody, ☐ joint custody, ☐ limited custody of my children. I have provided monthly support of $_____ since (mo)_____ (yr)_____ for dependents not residing with me pursuant to a ☐ court order ☐ legal separation agreement ☐ written agreements with my former spouse, or ☐ other.
b. VHA: (For members overseas) I certify that I ☐ do ☐ do not have dependents residing in the local area. ☐ I had joint custody of dependents and the periods of my physical custody were greater than 90 consecutive days.
c. COLA: I certify that I ☐ do ☐ do not receive Basic Allowance for Subsistance (BAS). I ☐ do ☐ do not reside in single government quarters. For members entitled to COLA for dependents residing at old PDS: I certify my dependents resided in (Location, City and State or Country) _____ from _____ to _____.
d. FSA: ☐ I receive FSA: ☐ type I, ☐ type II or ☐ both. For members receiving FSA type I, ☐ I certify I reside off-base. For members receiving FSA type II ☐ I certify that the location of my permanent duty station (PDS) is a dependent-restricted area or I have a waiver on file authorizing FSA. For members receiving FSA types I and II. ☐ I certify that at least one of my dependents did not reside in the local area of PDS: ☐ If visited by all my dependents, I certify that no one visit exceeded 90 consecutive days. (If any one visit did exceed 90 consecutive days, do not check block, but show period(s) in section #16.

PART D

15. I will immediately report any changes in my staus such as divorce, separation, marriage, death, dependents enlistment in service, and any changes in my housing expenses or sharing status that may occur. The attached copy of my housing lease/rental/sale agreement (or certification from landlord) is true and correct, if applicable. All information on both sides of this form as reported is true to the best of my knowledge.

SIGNATURE OF MEMBER John R. Doe — DATE 940930

AF Form 987, JUL 90 PREVIOUS EDITION IS OBSOLETE — ORIGINAL - AFAFC

OFFICIAL USE ONLY – DO NOT COMPLETE BELOW THIS LINE

HOUSING REFERRAL OFFICE (HRO) or APPROPRIATE OFFICIAL – I have reviewed and verified the member's lease/rental/ purchase agreement and information from it was properly reported.

NAME AND TITLE	SIGNATURE	DATE

FOR AFO USE ONLY

I certify that I have reviewed the member's supporting documentation to support payment of entitlement.

NAME AND TITLE OF CERTIFYING OFFICIAL	SIGNATURE	DATE

☐ START ☐ CHANGE ☐ CORRECT ☐ CANCEL ☐ REPORT ☐ STOP EFFECTIVE DATE (YYMMDD)

☐ PARTIAL BAQ ☐ WITHOUT DEPENDENT BAQ ☐ WITH DEPENDENT BAQ ☐ OVERSEAS HOUSING ALLOWANCE ☐ WITHOUT DEPENDENT VHA

☐ WITH DEPENDENT VHA ☐ FSA I ☐ FSA II ☐ COLA FOR DEPENDENTS ☐ COLA FOR SELF

INSTRUCTIONS TO MEMBER

AFM 177-373, Volume I requires military members to recertify BAQ, FSA, VHA, OHA and COLA. Please complete your recertification form and return to your Accounting and Finance Office (AFO) within 30 days of receipt. These instructions are provided to assist you in the preparation of the recertification form. The information and instructions should not be used as a guide to the entitlement requirements. If you have any questions about how to complete this form or you are unsure of your entitlement eligibility, you should call or visit your local AFO for assistance. Sign the reverse of the original in block 15.

1. MEMBER'S RESIDENCE – If you had a PCS move since last recertification, note your prior residence, city, state, ZIP code, or country; the length of time in residence and date you moved out, in the remarks section or on a separate sheet of paper. If your home of permanent residence is different than your current residence provide in remarks section.

2. MONTHLY HOUSING EXPENSES – If you and dependents reside in the same residence, report rent or mortgage expenses in the column marked "Member". If you and your dependents reside in separate residences, report rent or mortgage expenses in both columns. separately whether you are entitled to the VHA amounts or to a dual housing allowance.

3. RENT – (For OHA) – Report in the currency in which paid except when you pay monthly rent at a specified fixed rate of exchange (dollar equivalency contract) rather than at a fluctuating rate of exchange. In the case of dollar equivalency contracts enter the U.S. dollar equivalent of the monthly rent in blocks 13b or 14b.

4. DERIVED RENT (For member who owns or is buying a home overseas) – If you are purchasing your residence, the "rent" amount reported block 13b and/or 14b is derived by dividing the purchase price, reported in U.S. Dollars, by 120. Do not include settlement costs, fees for the title search, other related costs in the purchase price. Report rent in the currency in which paid. Include in 12b in columns marked "Member" and/or "Dependents".

5. SHARING STATUS – When other individuals (excluding dependents) contribute toward the rent or ownership expense, include the full rent amount that is paid by all sharers, not just the portion paid by you. Example: two members share a residence and pay $600. Each member reports rent of $600. NOTE: If any changes have occurred in your housing expenses or sharing status since your last (re)certification or that have not been reported previously to your AFO, attach copies of appropriate housing expense documentation to AF Form 987 when you are returning your recertification form.

6. COLA – If you are a single member without dependents and reside in government quarters (dormitory), you must indicate whether or not you receive BAS to determine if you are entitled to full COLA or to the 47% rate COLA.

16. REMARKS

FOOTNOTES:

1. *If the dependent child is in the legal custody of another, show the following in block 18: dependent's name, name of custodian, relationship of dependent to custodian. If the custodian is a military member show name, SSN and branch of service in block 18.*

2. *Check this box if you are serving an unaccompanied overseas tour (including Alaska & Hawaii) and neither you nor your dependents reside in government quarters, and you receive either OHA or VHA (single rate) for yourself and VHA (dependent rate) for dependents.*

3. *Providing your housing expenses, even though you may not currently receive VHA/OHA, will ensure payment of housing allowances in the event you later become eligible.*

4. *If the number of sharers has changed since the last (re)certification show date of change.*

5. *If your divorce decree or separation agreement does not require dependent support or if the support required is less than the difference between your "with" and "without" dependent BAQ rates you may need a written agreement with or on behalf of your dependent to qualify for with dependent rate BAQ. For further information consult your local AFO.*

6. *If "Other" is checked, explain in box 18 or on a separate sheet of paper.*

AF Form 987, JUL 90 (REVERSE)

Chapter 33

CLOTHING ALLOWANCES

Section 33A—Enlisted

33.1. Description. The Air Force provides certain clothing allowances to its members. Eligibility and amounts are found in the DoDFMR, Volume 7A, chapter 29, and AFI 36-3014, Clothing Allowances for Air Force Personnel, and are either paid to the member or provided in-kind. Some allowances are provided to all enlisted members, while others are provided on an as needed basis. For specific entitlement information, see DoDFMR, Volume 7A, chapter 29.

33.2. Types of Clothing Monetary Allowances Authorized Enlisted Members Include:

33.2.1. Initial and Continuing Clothing Monetary Allowances;

33.2.2. Clothing Replacement Allowances (CRA);

33.2.3. Extra Clothing Allowances;

33.2.4. Civilian Clothing Monetary Allowances.

33.3. Initial Clothing Monetary Allowance (CMAI) for Prior Service Enlisted Members Paid Through DJMS:

33.3.1. Entitlement:

33.3.1.1. Regular enlisted members reenlisting more than 3 months after discharge are entitled to a CMAI. Enlisted members of a reserve component (AFRES or ANG) on first reporting for or on recall to active duty for more than 6 months (except for active duty training) are entitled to an adjusted CMAI. The MPF reenlisting, recalling or mobilizing the members will provide the FSO with the dates of last discharge, deactivation or demobilization from active duty and date of reenlistment, recall or mobilization for determining entitlement to or for computation of the adjustment to CMAI. Members of AFRES/ANG units who are authorized to retain clothing for service in the reserve component will return to active duty with that clothing. These AFRES/ANG members will receive an adjusted CMAI based on the difference between the current value of their clothing and the amount of the current CMAI. When AFRES/ANG members do not have Military Pay Orders (DD Form 114) or Personal Clothing Records Female Airman (Air Force Reserve and Air National Guard) (AF Form 657) or Male Airman (Air Force Reserve and Air National Guard) (AF Form 658), the Reserve component members will not be entitled to the CMAI, but will be entitled to the appropriate clothing replacement allowances specified (basic or standard) in DoDFMR, Volume 7A, chapter 5. However, AFRES/ANG members can receive the adjusted CMAI at a later date if the required documentation is furnished.

33.3.1.2. Members reenlisting with a break in service of less than 3 months are paid no CMAI. However, start of either the Basic or Standard Replacement Allowance or future start dates must be established.

33.3.1.3. Reduction in Force (RIF) officers are paid total CMAI and a future is established for the Basic Replacement Allowance based on DOE provided by the MPF to the FSO.

33.3.1.4. When these members are accessed with an E203, and a 63 future entry is not present on the MMPA, a partial reject will be issued to the FSO; error code UHA (PT input required for enlisted member). Also a 63 suspense will be established and if the PT is not received within 30 days, another UHA reject will be issued.

33.3.2. FSO Procedures. FSO processes a PT03 to report entitlement to CMAI and establish a 63 future for either basic clothing replacement allowance-initial or standard clothing replacement allowance. The PT03 transaction generates an N3 memo entry on the MMPA. The CMAI amount is based on the difference between the current value of the uniforms in the member's possession and the current CMAI amount (see **paragraph 33.3.1**).

33.3.3. Substantiating Documents. Accession information received from the MPF and DFAS-DE is used to prepare DD Form 114 and later payment using SF 1034.

33.3.3.1. For Reservists called to active duty or ANG members enlisting for active duty, the gaining unit prepares DD Form 114.

33.3.3.2. For RIF officers in enlisted status and prior service enlisted member with a break in service, assign an MPO number to a copy of the orders. Verify previous DOS with member's copy of the latest DD Form 214, Certificate of Release or Discharge from Active Duty.

33.3.4. Payment. The 6403 transaction must be input if entitlement exists and payment will be created by the 6403 transaction. See **Figure 33.9** for 6403 format, to include the types of initial clothing allowance. For additional information on type codes to be used in the 6403, see **paragraph 33.4.3** below.

33.3.5. Input. Accession must be confirmed before processing. Each transaction is processed in separate input and limited to one of these:

33.3.5.1. Report (03). Establishes entitlement, reports payment of CMAI, and establishes entitlement or futures for Basic and Replacement CRA, as applicable. (See **Figure 33.8**).

33.3.5.2. Cancel (06). Completely voids a previous submission. (See **Figure 33.8**) (Will only work if input the same month as the original submission).

33.4. Initial Clothing Monetary Allowances – Basic Military Trainees (BMTS) and Officer Training School (OTS) Students.

33.4.1. Entitlement: DoDFMR Volume 7A, chapter 29, and AFI 36-3014 (Clothing Allowances for Air Force Personnel) provide details of entitlement for these allowances. Standard initial clothing allowances are mainly provided as an in kind issue, although a cash payment may be made for items not furnished in kind.

33.4.2. FSO Procedures: for the members in **paragraph 33.4.3.2** below the 64 transaction must be input by the field. Upon receipt of substantiating documentation from clothing (AF For 656), process the 6403 transaction using the appropriate type (see **subparagraph 33.4.3.2** for specifics).

33.4.3. Input. The 6403 transaction will be used to pay enlisted members the cash portion of the initial clothing allowance or the value of the initial clothing not available for issue. Additionally, it will be used to pay the member for clothing alterations if required, for secretary of the service authorized reissues, and Air Force OTS trainees with and without prior service.

33.4.3.1. The 64 entry will be generated as part of the accession process for BMTS and OTS students without any prior service. No field input is necessary.

33.4.3.2. The 6403 transaction will be generated from the accession transaction for OTS students reentering with prior service. The 6403 transaction must be input for enlisted members who are selected to officer training school. The initial clothing type in the entry will indicate what the entitlement was for:

33.4.3.2.1. Type 1 is used to pay the cash portion of the initial clothing entitlement. The effective date will be the member's current date of entry (DOE). The amount will be obtained from DJMS Table 030.

33.4.3.2.2. Type 2 is used to pay the value of any clothing not available for issue. Limit of two type 2 clothing payments.

33.4.3.2.3. Type 3 is used to pay the amount of any additional initial clothing expenses (alterations/orthopedic shoes). The amount is in addition to the initial clothing allowance amount. When a type 3 is processed a management notice XC05 (see **Attachment 22**) will be sent to the member's servicing FSO for verification of entitlement. The type 3 must be processed within 6 months of current date of entry (DOE).

33.4.3.2.4. Type 4 is used to pay for a reissue of initial clothing entitlement authorized by the designated service representative. The amount may not exceed the initial clothing allowance rate for the service involved. Management notice XC11 (**Attachment 22**) will be sent to the member's servicing FSO for verification of entitlement.

33.4.3.2.5. Types 5 and 6 are used by Navy only.

33.4.3.2.6. Type 7 is used to pay the special initial clothing monetary allowance for Air Force OTS students with a break in service or without prior service. The amount for the Air Force special initial clothing allowance is in Table 030. Only Air Force members can have an initial clothing type of 7.

33.4.3.2.7. Type 8 is used to pay the special initial clothing monetary allowance for Air Force OTS students selected from active duty. The amount for the Air Force special initial clothing allowance is in Table 030. Only Air Force members can have an initial clothing type of 8.

33.5. Maternity Clothing. AFI 36-3014 provides rates of maternity clothing allowance payable.

33.5.1. Previously, maternity clothing was provided in-kind. The in-kind issue was made up of four mandatory items (one service dress coat, one skirt, one short sleeve shirt and one camouflage utility uniform) and other items selected by the member. The total of the items

received could not exceed the maximum value of the supplemental allowance for pregnant enlisted women.

33.5.2. Effective 1 June 1998, the maternity clothing allowance is again included in the member's mid-month or end-of-month pay.

33.5.3. Responsibilities:

33.5.3.1. SG Community. The health care provider is responsible for providing AF Form 469, Duty Limiting Condition Report, to the member's Commander's Support Staff (CSS).

33.5.3.2. Commander or First Sergeant. The commander or First Sergeant signs the AF Form 469, counsels member on the requirement to purchase the mandatory uniform items and any other uniforms required to perform duties, and includes a statement on the member's profile that the member has been counseled. The CSS maintains the original AF Form 469 and forwards a signed copy to the FSO.

33.5.3.3. FSO. Use the AF Form 469 signature date as the effective date for the maternity clothing allowance. If the form is not dated, use the date the finance office receives the 469 as the effective date.

33.5.3.3.1. Review the member's MMPA to ensure maternity clothing allowance has not been paid in the last three years. Once verified, use the AF Form 469 as authorization for payment, and process a 6103 transaction, type 8, to report the entitlement for the clothing allowance. The entitlement updates the MMPA and pays the member the next available payday.

33.5.3.3.2. If you process the maternity clothing allowance using type B with an effective date of 1 June 1998, or later, which creates the NU memo entry, cancel it and process the 6103, type 8 (see **subparagraph 33.5.3.3.3** below). If the effective date is prior to 1 June 1998, the existing 6103 type B is correct.

33.5.3.3.3. Before you cancel the 6103, type B, ensure the member does not have the maternity clothing issued in-kind. If the member has received in-kind clothing allowance within the last 3 years, there is no additional entitlement.

33.5.4. Substantiating Documents. AF Form 469, Duty Limiting Condition Report.

33.6. Enlisted Members' Civilian Clothing Allowance:

33.6.1. Entitlement. DoDFMR, Vol 7A, Chapter 29, and AFI 36-3014, Clothing Allowance for Air Force Personnel, provide details of entitlement to the Civilian Clothing Allowances. These allowances have a monetary value which is included in the member's mid-month or end-of-month pay.

33.6.2. Substantiating Documents.

33.6.2.1. When members are assigned to duty or serve in a career field that has been identified in the DoDFMR, Vol 7A, or AFI 36-3014, entitlements have been predetermined by personnel. For members performing short, non-consecutive TDYs, when the number of days total at least 15 within a 30-day period, or over 30 within a 36-month period, a letter from the commander can authorize the entitlement upgrade. Based on one of the items above, after ensuring the member has not received TDY

civilian clothing allowance in the previous 36 months, use one of the following documents to substantiate entitlement:

33.6.2.1.1. Assignment/reassignment orders,

33.6.2.1.2. TDY orders, or

33.6.2.1.3. DD Form 114, Military Pay Order, and letter from the commander.

33.6.2.2. Members assigned to duty or serving in a career field that has not been identified in either regulation must have the entitlement authorized by MAJCOM or MAJCOM equivalent (unless MAJCOM has delegated civilian clothing determination authority to wing or wing equivalent). AFI 36-3014 contains the information necessary for civilian clothing determinations. Attach the determination to the other source documents provided."

33.6.3. FSO Procedures. Process an 8103 transaction with the appropriate civilian clothing allowance type. FSOs must have the appropriate documentation (see **paragraph 33.6.2**) before processing the transaction.

33.6.3.1. Use the following type codes (see **paragraph 33.6.2**) for civilian clothing allowance transactions with an effective date prior to 1 April 1998:

1 Initial civilian clothing allowance - summer and winter

2 Initial civilian clothing allowance - summer or winter

3 TDY civilian clothing allowance - for 31 days or more

4 TDY civilian clothing allowance - 16 through 30 days

33.6.3.2. Civilian Clothing Allowance type codes for transactions with an effective date after 31 March 1998:

5 Initial

6 Career

7 TDY - 15 through 29 days

8 TDY - 30 days or more

9 Annual replacement.

33.6.4. Civilian Clothing Allowance. For Civilian Clothing Allowance entitlement with an effective date after 31 March 1998, the DODI 1338.18 provides for a new Civilian Clothing Allowance entitlement payable to members whose assignments require them to wear civilian clothing at least 50% of the time. The type code used depends on whether the member is assigned to a tour of predetermined length or one with an open-ended tour length.

33.6.4.1. Initial, or type 5, pays a member serving on a tour with a predetermined tour length. For type 5 transactions, the tour length field must not be blank. Type 5 transactions, should not be processed if an initial civilian clothing allowance was paid within 36 months for a tour length of over 24 months or within 24 months for a tour length of 12 to 24 months. Depending on the actual tour length, processing the type 5 transaction will create various 81 futures. Type 5 transactions, that create an 81 future, pay a replacement allowance on the one-year anniversary of the entitlement effective date.

33.6.4.1.1. 12 to 17 months - No future or automatic follow-on payment;

33.6.4.1.2. 18 to 29 months - Creates future type A;

33.6.4.1.3. 30 to 36 months - Creates future type B; at the end of the first 12 months, type B changes to type C. Type C pays a Replacement Allowance on the second anniversary of the initial Civilian Clothing Allowance date.

33.6.4.2. Career. Clothing allowance type 6 is used only for members in career fields that require civilian clothing to be worn continuously (E.G., OSI investigators).

33.6.4.2.1. Career, or type 6, transactions are processed with a blank in the tour length field.

33.6.4.2.2. The first civilian clothing allowance payment may include the initial and two civilian clothing replacement allowances paid at once. The final approval for all lump sum payment of civilian clothing Allowance is the Assistant Secretary of Defense (FMP).

33.6.4.2.3. A career, type 6, transaction made as a lump sum payment creates an 81 future, type D. The type D future suspends Civilian Clothing Replacement Allowance for 3 years, after which it establishes a type E.

33.6.4.2.4. When a career, type 6, transaction is processed for an individual payment (not lump sum), it creates an 81 future type E. The type E future pays and resets itself at the end of each 36-month period from the date of the entitlement anniversary.

33.6.4.3. Temporary duty, 15-29 days, type 7, indicates the member is required to wear civilian clothing for 15-29 consecutive days or a total of 15-29 days within a 30-day period.

33.6.4.4. Temporary duty, over 30 days, type 8, indicates the member is required to wear civilian clothing for 30 consecutive days or for a total of 30 days within 36 months.

33.6.4.5. Replacement permanent duty (annual replacement). Clothing Allowance type 9 is used to pay the annual Replacement Allowance. Use this to pay the Replacement Allowance to members whose assignments were extended 6 months or more or who were not automatically paid a Civilian Clothing Replacement Allowance after receiving the initial Civilian Clothing Allowance.

33.6.5. Civilian Clothing Allowance (FID 81)

33.6.5.1. Stop (02) – only deletes ‘81’ futures.

33.6.5.2. Report (03) – pays or establishes a civilian clothing allowance entitlement.

33.6.5.3. Correct (05) – corrects previous input.

33.6.5.4. Cancel (06) – deletes the initial payment, previous installments and any future type on the entry.

33.7. Health and Appearance Sales:

33.7.1. Unit Responsibility. Unit commanders initiate health and appearance sales. These credit sales are authorized only to cover emergency needs of airmen who are without funds to purchase items of personal clothing necessary for health, comfort, or appearance. Use of credit sales to make up shortages for an inspection is not an emergency. Credit sales are not authorized if member can wait until regular pay and allowances are received. Units contact the servicing FSO to determine if member has enough pay accrued to cover purchase. If enough pay has accrued, FSO will make partial payment to purchase required clothing. If not, the unit prepares AF Form 656, Clothing Request and Receipt + Male/Female, to authorize the credit sale. Airman presents form to MCSS when selecting required items. MCSS enters total of purchases on form and returns it to airman who presents it to the FSO before clothing is released. (See AFMAN 23-110.)

33.7.2. FSO Procedures. FSO provides information concerning a member's accrued pay to unit commander considering health and appearance sales and provides partial payment to member when member has funds to cover purchase. If member does not have enough funds for a partial payment, the unit prepares AF Form 656 to authorize a credit sale for required clothing. After the MCSS enters the total of items purchased on the form, the member presents the original AF Form 656 and all 5 copies to the FSO. Process a DS against the member's pay account to collect the total charges for the items supplied by the MCSS. Retain copies 1 and 2 of the 656 for supporting documentation and return the remainder to the member who then returns to the MCSS.

33.8. Miscellaneous Clothing Allowances Not Paid Through DJMS:

33.8.1. Payment for Clothing Lost or Damaged. See AFMAN 23-110.

33.8.2. Recovery of Issue Items Before Administrative Separation. See **Chapter 70** of this volume for processing of a government property lost or damaged (GPLD) for unrecovered items.

33.8.3. Provisions for Civilian Clothing When Uniforms Are Recovered. See AFMAN 23-110.

Section 33B—Officers.

33.9. Types. Officers may be entitled to receive:

33.9.1. Officers Uniform and Equipment Allowance (UEA) - initial and additional. The entitlement to UEA is contained in the DoDFMR, Volume 7A, chapter 30.

33.9.2. Civilian Clothing Allowances. Certain officers assigned to a permanent duty station outside the United States may receive a civilian clothing monetary allowance (special initial, continuing, or temporary duty), if required to wear civilian clothing for safety or security reasons. Entitlement information is contained in the DoDFMR, Volume 7A, chapter 30.

33.10. Substantiating Documents:

33.10.1. AF Form 1969, Officer Uniform Allowance Certification. (See **Figure 33.2**) Complete appropriate blocks and certificates for UEA - Initial and UEA - Additional Active Duty. (See DoDFMR, Volume 7A, chapter 30.)

33.10.2. DD Form 114, Military Pay Order, can be used instead of an AF Form 1969, to authorize a UEA payment. When this form is used, include the same information and certificates as on AF Form 1969.

33.10.3. Published orders requiring the wear of civilian clothing.

33.11. FSO Procedures. FSO processes an 81 transaction to update member's MMPA. Payment of this allowance is included in the officer's regular pay. A partial payment can be made, however, after the entitlement transaction has been submitted to DFAS-DE. (See **Chapter 36**.)

33.12. Input. Prepare input shown in figure 33-6 as follows:

33.12.1. Report (03). Establishes the entitlement.

33.12.2. Correct (05). Corrects a previous action submitted with an error.

33.12.3. Cancel (06). Completely voids a previous submission.

Figure 33.1. DD Form 114, Military Pay Order (SP Special Clothing).

MILITARY PAY ORDER

MILITARY PAY ORDER NO: XX00000

ORGANIZATION AND STATION: 13th Sec Police, HQ Comd, USAF
Bolling AFB DC 20332-5260

DATE: 22 Mar 94

TO DISBURSING OFFICER.
YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.

SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	REASON FOR CHANGE	YEAR FROM -	YEAR TO -
000-00-0000	Doe, John 39	Airman assigned Security Policy Sup eff 84 Aug 1 and authorized (cc 4-5) extra clothing (cc 2-3) items in paragraph 2a, attachment 2, AFR 67-57, Standard Special Clothing Allowance (cc 32).	1 Apr	FO

SYMBOL NO. (Entered by D.O.)	TYPED NAME AND GRADE OF CERTIFYING OFFICER	SIGNATURE OF CERTIFYING OFFICER
	Barry T. Bear, Maj	Barry T. Bear

DD FORM 114
1 NOV 49

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Prescribed by Comptroller General U S
February 8, 1949

Figure 33.2. AF Form 1969, Officer Uniform Allowance Certification (To Report UEA -- Initial and Additional).

OFFICER UNIFORM ALLOWANCE CERTIFICATION

DATE (Year, Month, Day): 15 Dec 94

PRIVACY ACT STATEMENT

AUTHORITY: 37 U.S.C. 101, et seq.; EO 9397, November 1943.
PRINCIPAL PURPOSE: To initiate and certify payment of initial or active duty uniform allowances to officer personnel in the Air Reserve Forces (ARF).
ROUTINE USES: None.
DISCLOSURE: Disclosure of the social security number (SSN) is voluntary. However, the SSN is used for positive identification and, if the required information is not furnished, this form will not be processed.

1. MEMBER'S NAME (Last, First, Middle Initial)	2. GRADE	3. AFSN / 3a. SSN	4. HOME ADDRESS (Street, City, State, Zip Code)	5. DUTY ORGANIZATION (Squadron and Base)	6. ALLOWANCE CLAIMED
Doe, John J. cc 15-19	2d Lt	3. AFSN cc 6-14 3a. SSN 000-00-0000	Lackland AFB TX 78236-5000	2342 Training Wg	[X] INITIAL [X] ACTIVE DUTY

I certify that claim listed below is accurate (in accordance with regulations); that individual is assigned to this unit; that wearing of the uniform was required; and that entitlement claimed exists as of 15 Sept 94 .

7. NAME AND GRADE OF CERTIFYING OFFICER (Typed)	8. SIGNATURE
Capt Adam A. Force	Adam A Force

9. CERTIFICATION BY MEMBER (Complete Applicable Certification)

a. INITIAL

I certify that:

1. *I was ordered to and/or performed active duty in excess of 90 days after 31 Dec 1952 in compliance with paragraph* 16 , *special orders number* 47 , *Hq* USAF , *dated* 15 Sep 94 ; *or*
2. *I completed 14 days' active duty or active duty for training in compliance with paragraph* _____ , *special orders number* _____ , *Hq* _____ , *dated* _____ ; *or*
3. *I completed 14 periods of not less than two hours' duration each of inactive duty training as a member in the ready reserve.*

SIGNATURE John J. Doe

b. ACTIVE DUTY

I certify that I was ordered to or performed active duty or active duty for training in excess of 90 days, in compliance with paragraph 16 , *special orders number* 47 , *Hq* USAF , *dated* 15 Sep 94 ; *that duty required the wearing of the uniform; that I have not received or become entitled to receive an initial uniform allowance under any provision of law in excess of $200.00 during my current tour of active duty or within two years before entry thereon; and that during the two-year period before my reporting for my current tour of duty, I have not served on active duty or active duty for training for more than 90 days' duration, or for a period for which I received a uniform allowance as an officer of a reserve component of the Air Force, or the Air Force without component. Before this, I have not received or applied for the active duty uniform allowance for the tour of active duty or active duty for training for which this entitlement is claimed.* Nonmedical Officer cc 32 lower card

SIGNATURE John J. Doe

AF Form 1969, MAY 91 PREVIOUS EDITION IS OBSOLETE COPY 1 – JUMPS-RF Payroll Office

Figure 33.3. Formats to Report/Cancel or Correct UEA Initial.

CHARACTER POSITION	DESCRIPTION
1-5	05903/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT IS EFFECTIVE
32	UEA-INIT CODE: 1—ROTC 2—OTS 3—AECP 4--OTHER (SEE NOTE)
33-37	AMOUNT SPECIFIC ENTITLEMENT
1-5	05905
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER’S LAST NAME
20-25	EFFECTIVE DATE: CORRECT YYMMDD ENTITLEMENT IS EFFECTIVE
26-31	PRIOR EFFECTIVE DATE: YYMMDD FROM TRANSACTION BEING CORRECTED
32	UEA-INIT CODE: 1—ROTC 2—OTS 3—AECP

CHARACTER POSITION	DESCRIPTION
	4--OTHER (SEE NOTE)
33-37	AMOUNT SPECIFIC ENTITLEMENT
	NOTE: EFFECTIVE 1 OCT 2000, ALL PERSONNEL COMMISSIONED OR APPOINTED AS OFFICERS IN THE REGULAR OR RESERVE COMPONENT ARE AUTHORIZED $400.00 REGARDLESS OF SOURCE OF COMMISSION OR PREVIOUS ENLISTED STATUS. FOR ENTITLEMENT AFTER 1 OCT 2000, CODE 4 IS USED FOR ALL CASES.

Figure 33.4. Formats to Report/Cancel or Correct UEA Additional.

CHARACTER POSITION	DESCRIPTION
1-5	06003/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT IS EFFECTIVE
32	UEA-INIT CODE: 1--MEDICAL OFFICER 2--OTHER THAN MEDICAL OFFICER
1-5	06005
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: CORRECT YYMMDD ENTITLEMENT IS EFFECTIVE
26-31	PRIOR EFFECTIVE DATE: YYMMDD FROM TRANSACTION BEING CORRECTED
32	UEA-INIT CODE: 1--MEDICAL OFFICER 2--OTHER THAN MEDICAL OFFICER ***NOTE:*** EFFECTIVE DECEMBER 6, 2000, THE ADDITIONAL ACTIVE DUTY UNIFORM ALLOWANCE IS NOT PAYABLE IF THE OFFICER HAS RECEIVED AN INITIAL UNIFORM ALLOWANCE OF MORE THAN $400 DURING THE CURRENT TOUR OF ACTIVE DUTY, OR WITHIN A PERIOD OF 2 YEARS BEFORE ENTERING ON THAT TOUR.

Figure 33.5. Formats to Report/Cancel or Correct Extra Clothing Allowance.

CHARACTER POSITION	DESCRIPTION
1-5	06103/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT IS EFFECTIVE
32	CLOTHING ALLOWANCE CODE: LISTED IN **Attachment 8**
33-39	AMOUNT-SPECIFIC-ENTITLEMENT: AMOUNT PARTIAL EXTRA CLOTHING ALLOWANCE OR ZEROS
1-5	06105
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT IS EFFECTIVE
26-31	PRIOR-EFFECTIVE-DATE: YYMMDD FROM TRANSACTION BEING CORRECTED
32	CLOTHING ALLOWANCE CODE: LISTED IN **Attachment 8**
33-38	AMOUNT-SPECIFIC-ENTITLEMENT: AMOUNT PARTIAL EXTRA CLOTHING ALLOWANCE OR ZEROS

Figure 33.6. Formats to Report/Cancel or Correct Civilian Monetary Clothing Allowance.

CHARACTER POSITION	DESCRIPTION
1-5	08103/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT IS EFFECTIVE
32	CLOTHING ALLOWANCE TYPE: 1--BOTH SUMMER AND WINTER 2--SUMMER OR WINTER 3--TDY FOR 31 DAYS OR MORE 4--TDY FOR 16-30 DAYS (INCLUSIVE) 5—INITIAL 6—CAREER 7--TDY FOR 15-29 DAYS 8--TDY FOR 30 DAYS OR MORE 9--ANNUAL REPLACEMENT ***NOTE:*** TYPES 1-4 ARE TO BE USED FOR EFFECTIVE DATES PRIOR TO 1 APRIL 1998. TYPES 5-9 ARE TO BE USED FOR EFFECTIVE DATES 1 APRIL 1998 OR LATER.
33-39	AMOUNT-SPECIFIC-ENTITLEMENT: AMOUNT FROM COMMANDER'S CERTIFICATE
40-41	TOUR LENGTH (NUMBER OF MONTHS)
42	LUMP SUM INDICATOR (Y/N)
1-5	08105
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME

CHARACTER POSITION	DESCRIPTION
20-25	EFFECTIVE DATE: CORRECT YYMMDD ENTITLEMENT IS EFFECTIVE
26-31	PRIOR-EFFECTIVE-DATE: YYMMDD IN TRANSACTION BEING CORRECTED
32	CLOTHING ALLOWANCE TYPE: 1--BOTH SUMMER AND WINTER 2--SUMMER OR WINTER 3--TDY FOR 31 DAYS OR MORE 4--TDY FOR 16-30 DAYS (INCLUSIVE) 5—INITIAL 6—CAREER 7--TDY FOR 15-29 DAYS 8--TDY FOR 30 DAYS OR MORE 9--ANNUAL REPLACEMENT ***NOTE:*** TYPES 1-4 ARE TO BE USED FOR EFFECTIVE DATES PRIOR TO 1 APRIL 1998. TYPES 5-9 ARE TO BE USED FOR EFFECTIVE DATES 1 APRIL 1998 OR LATER.
33-39	AMOUNT-SPECIFIC-ENTITLEMENT: AMOUNT FORM COMMANDER'S CERTIFICATE
40-41	TOUR LENGTH (NUMBER OF MONTHS)
42	LUMP SUM INDICATOR (Y/N)

Figure 33.7. Format to Stop Civilian Monetary Clothing Allowance Future.

CHARACTER POSITION	DESCRIPTION
1-5	08102
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE-DATE: YYMMDD ENTITLEMENT IS EFFECTIVE

Figure 33.8. Format to Report/Cancel CMAI and/or CMA Allowances.

CHARACTER POSITION	DESCRIPTION
1-5	0PT03/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD CURRENT DOE DATE
26	MEMBER'S SEX CODE: M—MALE F—FEMALE
27	CMAI ENTITLEMENT CODE: N--NO CMAI R--REDUCED CMAI T--TOTAL CMAI P--USAFA PREP SCHOOL STUDENT
28	CMAI ACTION GROUP CODE: 1--FORMER ENLISTEE OR MEMBER AUTHORIZED CMAI ON EAD WITH MORE THAN 3 MONTHS BREAK IN SERVICE (INCLUDES RIFed OFFICERS); PAYS TOTAL CMAI. ESTABLISHES FUTURE FOR ANNUAL CMAB 2--FORMER ENLISTEE WITH LESS THAN 3 MONTHS BREAK IN SERVICE AND LESS THAN 36 MONTHS ACTIVE ENLISTED SERVICE; PAYS NO CMAI. ESTABLISHES FUTURE FOR ANNUAL CMAB 3--FORMER ENLISTEE WITH LESS THAN 3 MONTHS BREAK IN SERVICE AND MORE THAN 36 MONTHS ACTIVE ENLISTED SERVICE; PAYS NO CMAI AND ESTABLISHES FUTURE FOR ANNUAL CMAS 4--RESERVIST CALLED TO ACTIVE DUTY WITH LESS THAN 36 MONTHS ACTIVE ENLISTED SERVICE; PAYS REDUCED CMAI. ESTABLISHES FUTURE FOR ANNUAL CMAB
	5--RESERVIST CALLED TO ACTIVE DUTY WITH 36 MONTHS OR MORE ACTIVE ENLISTED SERVICE; PAYS REDUCED CMAI. ESTABLISHES

CHARACTER POSITION	DESCRIPTION
	FUTURE FOR ANNUAL CMAS
	6--USAFA PREP SCHOOL STUDENT ALW; PAYS USAFA PREP SCHOOL CMAI. ESTABLISHES ANNUAL CMAB FUTURE
29-33	AMOUNT OF CMAI: IF CP 27 = N, ZEROS IF CP 27 = R, AMOUNT PAID OR ZEROS IF CP 27 = T OR P, BLANK
73	BYPASS CODE (DFAS-DE ONLY)

Figure 33.9. Format to Report/Cancel or Correct Initial Clothing Monetary Allowances – Basic Military Trainees (BMTS) and Officer Training School (OTS) Students.

CHARACTER POSITION	DESCRIPTION
1-5	06403/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE
26	INITIAL CLOTHING TYPE: 1 – MONETARY PORTION OF INITIAL CLOTHING ALLOWANCE 2 – CASH PAYMENT OF THE MONETARY VALUE FOR CLOTHING ITEMS NOT ISSUED 3 – ADDITIONAL INITIAL CLOTHING (ALTERATIONS) 4 – SECRETARY APPROVAL REISSUE 5 – USED BY NAVY ONLY 6 – USED BY NAVY ONLY 7 – AIR FORCE OTS WITHOUT PRIOR SERVICE 8 – AIR FORCE OTS WITH PRIOR SERVICE (ENLISTED MEMBER GOING TO OFFICER)
27-33	AMOUNT OF INITIAL CLOTHING ALLOWANCE CASH TYPES 1, 7, AND 8 – ENTER ZEROS AND SYSTEM WILL PAY AMOUNT FROM TABLE 030. TYPES 1, 7, AND 8 – ENTER DOLLAR AMOUNT TO PAY IF DIFFERENT FROM TABLE 030 RATE. TYPES 2, 3, OR 4 – MUST ENTER AMOUNT GREATER THAN ZERO.
1-5	06405
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE

CHARACTER POSITION	DESCRIPTION
26	INITIAL CLOTHING TYPE 1 – MONETARY PORTION OF INITIAL CLOTHING ALLOWANCE 2 – CASH PAYMENT OF THE MONETARY VALUE FOR CLOTHING ITEMS NOT ISSUED 3 – ADDITIONAL INITIAL CLOTHING (ALTERATIONS) 4 – SECRETARY APPROVAL REISSUE 5 – USED BY NAVY ONLY 6 – USED BY NAVY ONLY 7 – AIR FORCE OTS WITHOUT PRIOR SERVICE 8 – AIR FORCE OTS WITH PRIOR SERVICE
27-33	AMOUNT OF INITIAL CLOTHING ALLOWANCE CASH
34-53	BLANK
54-59	PRIOR-EFFECTIVE-DATE: YYMMDD FROM TRANSACTION BEING CORRECTED
60	PRIOR INITIAL CLOTHING TYPE: TYPE FROM TRANSACTION BEING CORRECTED
61-67	PRIOR AMOUNT OF INITIAL CLOTHING ALLOWANCE CASH: AMOUNT FROM TRANSACTION BEING CORRECTED

Chapter 34

PERSONAL MONEY ALLOWANCE

34.1. Description. Individuals serving in the grades of lieutenant general or general, or holding specified positions of authority, are entitled to receive a monthly personal money allowance. Rates and conditions of entitlement are shown in the DoDFMR, Volume 7A, chapter 31. Actions to start, stop, or change personal money allowance result from event processing such as accession, promotion, demotion, or separation. This allowance is subject to Federal and State income tax withholding.

34.2. Source of Input. The TR entry of the MMPA is used to identify and regulate the personal money allowance for special compensation positions. Input of FID TR transaction(s) to start, stop, change, correct, or cancel entitlement is done by either the member's servicing MPF for member's initial assignment, changes to, or reassignment from designated position. Transaction input for preparatory school student accounts is restricted to respective academy. See **Figure 34.1** for transaction format. Military members drawing basic pay of a lieutenant general or general will automatically receive personal money allowance at the appropriate rate effective with accession or promotion to such grade. Specific input is not required from base level.

Figure 34.1. Format to Start/Stop/Change/Correct/Cancel Special Compensation Positions.

CHARACTER POSITION	DESCRIPTION
1-5	0TR01/02/04/05/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF EFFECTIVE DATE
26-31	IF ACTION-INDICATOR IS 05, YYMMDD OF EFFECTIVE DATE FROM TRANSACTION BEING CORRECTED. OTHERWISE, BLANK
32-33	SPECIAL COMPENSATION POSITION CODE: 01--CHAIRMAN AND VICE CHAIRMAN, JOINT CHIEFS OF STAFF 02--CHIEF OF STAFF, AIR FORCE 06—SENIOR MEMBER, UNITED NATIONS MILITARY STAFF COMMITTEE 28--PERMANENT PROFESSOR, UNITED STATES AIR FORCE ACADEMY 35--CHIEF MASTER SERGEANT OF THE AIR FORCE 50--PREPARATORY SCHOOL STUDENT IF ACTION-INDICATOR IS 04, SPECIAL COMPENSATION POSITION CODE MUST BE 01 OR 02 IF ACTION-INDICATOR IS 05, CP 20-25 IS CORRECT YYMMDD SPECIAL COMPENSATION POSITION SHOULD HAVE STARTED OR STOPPED, AS APPLICABLE IF ACTION-INDICATOR IS 06, SAME YYMMDD IN CP 20-25 OR SAME AS TRANSACTION BEING CANCELED

Chapter 35

PCS ADVANCE PAYMENTS

35.1. Description. PCS advance payments provide a member with funds to meet extraordinary expenses incident to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses that exceed or precede reimbursements incurred in a duty location change, and are expenses not typical of day-to-day military living. An advance of pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other pays and entitlements, if such advances are used (to include travel allowances and per diem, overseas station housing allowance, BAQ, VHA, and dislocation allowance). The member's commander has oversight responsibility to ensure that the advance of pay is only used to help with the financial burden of a PCS. Specific entitlement provisions are found in the DoDFMR, Volume 7A, chapter 32. PCS advance pay for central payees is paid through electronic funds transfer (EFT) by DFAS-DE. CICS transaction ID 'JPBB' is used to request and 'JPBX' to confirm the payment.

35.2. Substantiating Documents:

35.2.1. DD Form 2560, Advance Pay Certification/Authorization. (See **Figure 35.2**) Each member requesting or extending the repayment of an advance pay to meet extraordinary expenses related to a PCS move is required to complete DD Form 2560. The purpose of this form is also to inform the member of the purposes and restrictions of such advances, and to establish the repayment schedule. Distribution of the DD Form 2560 is as follows:

35.2.1.1. Original - attach to payment voucher or DTL (see **paragraph 35.4** below);

35.2.1.2. Second copy - member;

35.2.1.3. Third copy - approving official (when applicable);

35.2.1.4. Fourth copy - FSO retained copy.

35.2.2. AF Form 265, FSO Payment Authorization. (See **Figure 35.1** and **Table 35.1**). Used by the FSO to authorize payment of a PCS-related advance of pay for local payees.

35.2.3. PCS orders or PCS assignment notification. Used in conjunction with the DD Form 2560 to justify member's request to commander.

35.2.4. DD Form 117, Military Pay Voucher. Used to pay the advance, reported as in figure 35.6.

35.2.5. Daily EFT Payment Request/Authorization Form. (See **Figure 35.3** and **Table 35.2**). Used by the FSO to authorize payment of a PCS-related advance of pay for central payees.

35.3. Responsibilities:

35.3.1. Commander. It is the responsibility of the member's commander to review the DD Form 2560 in accordance with guidelines contained in AFMAN 65-116, V2, chapter 6.

35.3.2. Comptroller. The comptroller ensures the intent of policy guidance is followed, providing guidance to commanders as needed. For further information, see AFMAN 65-116, V2, chapter 6.

35.3.3. FSO. It is the responsibility of the FSO to point out any questionable expenses or repayment period, to the commander, for possible adjustments. Items which should be considered questionable include things like certificates of deposit, vacations, stocks, bonds, etc. Ensure payments to members who are enroute are restricted to properly identified members who can prove, beyond doubt, their military pay status. Use caution in identifying members. Lack of proper identification can result in illegal payments, causing exceptions against the disbursing officer's account. Verify member's status with either the losing or gaining station or DFAS-DE. For all advance payments, ensure member's remaining service allows normal repayment of the advance.

35.4. FSO Action:

35.4.1. The FSO uses the AF Form 265 to authorize payment for local payees and Daily EFT Payment Request/Authorization Form to authorize the payment for central payees. For a member who participates in direct deposit, the FSO will use CICS trans ID 'JPBB' (see **subparagraph 38.9.2** for a more detailed scenario of this payment process) to send the payment to the member's bank account. This will cause the PA03 to be created systematically and posted to the members MMPA. For a member who does not participate in direct deposit, the FSO will make the payment locally prior to reporting the payment as a PA03. The advance pay category for this payment is A.

35.4.2. The DD Form 2560 is attached to the original AF Form 265 or Daily EFT Payment Request/ Authorization Form depending on the situation, when a member requests a PCS advance payment. When an extension of repayment period is requested, subsequent to the advance, the DD Form 2560 is attached to the DTL for submission to DFAS-DE as support for the DT04 transaction.

35.4.3. The FSO may (but is not required to) offset the amount of any subsequent advance by the unpaid amount of a prior advance; multiple DVs are allowed.

35.4.4. Retention of Daily EFT Payment Request/Authorization Form when payment has been made by DFAS-DE using EFT. The Confirmed Daily EFT Payment Data Report is available on SAR, under JFAREG, ID is FA0341D. Two copies of this report should be printed out daily when EFT payments have been confirmed/authorized by your FSO for any one business day. Attach original Daily EFT Payment Request/Authorization Form to one copy and a copy of the EFT Form to the second copy of the report. Enter the following note on your DTL: "For daily EFT data, see attached listing," and attach report with original EFT form request to your DTL. The DTL gets forwarded to the Denver Federal Records Center (DFRC) with the quarterly document submission. The second Daily EFT Payment Data Report is maintained at FSO level for 1 year after reconciliation (Air Force Records Disposition Schedule), provided there are no outstanding discrepancies for which corrective action has been prescribed by DFAS-JM/DE.

35.4.5. When a member receives an advance of pay from a friendly foreign nation and payment is chargeable to a military pay appropriation (P510 or 530), a copy of the paid voucher must be sent to DFAS-JMS/DE for preparation of input transactions.

35.5. Special Provisions. PCS advance payments are to be repaid at a rate of not less than one-twelfth of the amounts advanced each month for the next 12 months, unless a reduced amount is justified and approved in writing due to financial hardship. (See DoDFMR, Volume 7A, chapter 32, table 32-2). Members may make cash payments to repay an advance partially or in full at any time.

Figure 35.1. AF Form 265, AFO Payment Authorization.

AFO PAYMENT AUTHORIZATION (JUMPS) — *To be filled in by Military Pay Technician*

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C., Chapter 40; 37 U.S.C., Chapter 9; Executive Order 9397, November 1943.
PRINCIPAL PURPOSE: To authorize and process AFO–authorized payments.
ROUTINE USE: None.
DISCLOSURE: Voluntary. However, this form will not be processed without your SSN, since the Air Force identifies members by SSN for pay purposes.

1. AMOUNT OF PAYMENT			2. TYPE OF PAYMENT (Check one)
FIGURES: 100.00	WORDS: One Hundred Dollars		☐ PA ☐ PC ☐ PD ☒ PK ☐ PV ☐ OTHER (Specify)
3. CLEARING ACCT ID (Check one) ☐ 510 ☒ 530	4. ADVANCE PAY CATEGORY	5. PAYING AFO ADSN: 5044	6. MEMBER'S SSN: 000-00-0000
7. AFO SOURCE INPUT: BK	8. TRANSMISSION NO.: AK	9. PAYMENT CONTROL NO.: 0044	10. MEMBER'S NAME — LAST NAME: Doe; FIRST NAME, MIDDLE INITIAL: John D.
11. PREPARED BY (Signature/Date): C.K. Smith 1 JUN 94	12. APPROVED BY (Signature/Date): W.W. Williams 1 Jun 94		13. VOUCHER DATE (YYMMDD): 940601; 14. VOUCHER NUMBER: P 000000
☐ PAYMENT POSTED TO AF FORM 2067 ☐ MEMBER NOT IN POSSESSION OF PCS PACKAGE (Mail Copy 3 to servicing AFO)	15. MEMBER'S PERMANENT DUTY STATION		*I have received* No *previous casual payments during this reassignment, TDY, or authorized leave under Orders No. _____.* *The amount stated above was received by me in cash or check.* 16. SIGNATURE OF MEMBER: John J. Doe

AF Form 265, MAR 91 *PREVIOUS EDITION WILL BE USED* *COPY 1 – PAYING & COLLECTING*

Figure 35.2. DD Form 2560, Advance Pay Certification/Authorization.

ADVANCE PAY CERTIFICATION / AUTHORIZATION

Privacy Act Statement

AUTHORITY: 37 U.S.C. 1006 et seq; E.O. 9397 November 1943 (SSN).

PRINCIPAL PURPOSES: To document a member's request for, and subsequent authorization of, an advance of pay to meet extraordinary expenses incident to a PCS move. It is also used to inform the member of the purposes and restrictions of such advances, and to establish repayment schedules.

ROUTINE USES: Information collected on this form becomes part of the Joint Uniform Military Pay System *(JUMPS)*, and Reserve component pay systems and is subject to all of the routine disclosures which are more fully described in Service regulations. Routine recipients of JUMPS disclosures include, but are not limited to, Red Cross, State and local government for tax and welfare purposes.

DISCLOSURE: Voluntary; however, failure to provide the SSN will result in denial of payment since it is used to identify you for pay purposes.

PART I. REQUEST

1. NAME *(Last, First, Middle Initial)*	2. SOCIAL SECURITY NO.	3. GRADE
Doe, John D.	000-00-0000	SSgt

4. I REQUEST:

	a. ONE MONTH ADVANCE PAY *(See Policy Guidance on reverse.)*
X	b. MORE THAN 1 MONTH BUT LESS THAN 3 MONTHS BASIC PAY LESS DEDUCTIONS *(Parts II and V must be completed.)* *(Specify amount)* $

5. I REQUEST A REPAYMENT SCHEDULE OF:

	a. 12 MONTHS OR LESS *(Specify number of months)*
X	b. 13 - 24 MONTHS *(Parts III and V must be completed regardless of pay grade. NOTE: Repayment schedule cannot exceed member's date of separation.)* *(Specify number of months)*

6. I REQUEST PAYMENT OF THE ADVANCE PAY:

X	a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING TO MY NEXT PDS
	b. 31-90 DAYS BEFORE MY PCS *(Parts II and V must be completed.)*
	c. 61-180 DAYS AFTER ARRIVAL AT MY PDS *(Parts II and V must be completed.)*

PART II. CERTIFICATION OF EXPENSES *(Actual or Anticipated) (Continue in Item 23 on reverse if necessary.)*

7. EXPENSE	8. AMOUNT
a. Draperies	$ 500
b. Refrigerator	$ 700
c. Down Payment/Closing Costs	$1,200
d.	$
e.	$
f.	$
9. TOTAL	$2,400

10. EXPLANATION OF THE CIRCUMSTANCES WHERE GREATER-THAN-NORMAL EXPENSES MIGHT BE INCURRED OR CIRCUMSTANCES REQUIRING AN EARLY OR LATE PAYMENT OF ADVANCE PAY *(Up to 90 days before and 180 days after).*

Housing at my new location is at a premium and I am purchasing a townhouse.

PART III. JUSTIFICATION FOR MORE THAN 12 MONTHS PAYBACK
(Justification must demonstrate that severe hardship would result if the advance is paid back in 12 months)

11. NO. OF DEPENDENTS: 2

12. LIST SPECIFICS OF YOUR FINANCIAL SITUATION, INCLUDING OUTSTANDING DEBTS AND MONTHLY PAYMENT AMOUNTS THAT INDICATE A SEVERE HARDSHIP IN REPAYING THE ADVANCE IN THE NORMAL 12-MONTH TIME PERIOD *(Continue in Item 23 on reverse if necessary.)*

My house payment and utilities are expected to approximate $675 monthly and my wife will be unemployed until she can find a job. To repay this advance at $200 per month would put a severe strain on our budget at this time. I request a 24 month repay at $100 per month.

PART IV. MEMBER CERTIFICATION

Penalty: The penalty for willfully making a false claim/statement is ***a maximum of $10,000 or maximum imprisonment of five years, or both (U.S. Code, Title 18, Section 287).***

If I am separated prior to my ETS, I consent to withholding from current pay, final pay, or any other money due me to satisfy this indebtedness. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my separation, and understand that this could result in the withholding of 100% of any current pay, final pay, or other money due me.

I have read and understood the policy on advance pay incident to a PCS contained on the reverse of this form. I hereby certify that the intended use of these funds meets the stated purpose. I have attached one copy of my PCS orders or assignment notification.

13. SIGNATURE	14. DATE *(YYMMDD)*
John D. Doe	940215

PART V. APPROVAL OF MEMBER'S COMMANDER

15. I HEREBY APPROVE THIS REQUEST FOR ADVANCE PAY OF:

	a. ONE MONTH BASIC PAY LESS DEDUCTIONS
XX	b. AN AMOUNT SPECIFIED NOT TO EXCEED 3 MONTHS BASIC PAY LESS DEDUCTIONS *(Specify amount)* $ 2,400

16. WITH LIQUIDATION OVER:

	a. 12 MONTHS OR LESS *(Specify number of months)*
XX	b. 13 - 24 MONTHS *(Specify number of months)* 24

17. AND PAYMENT OF THE ADVANCE:

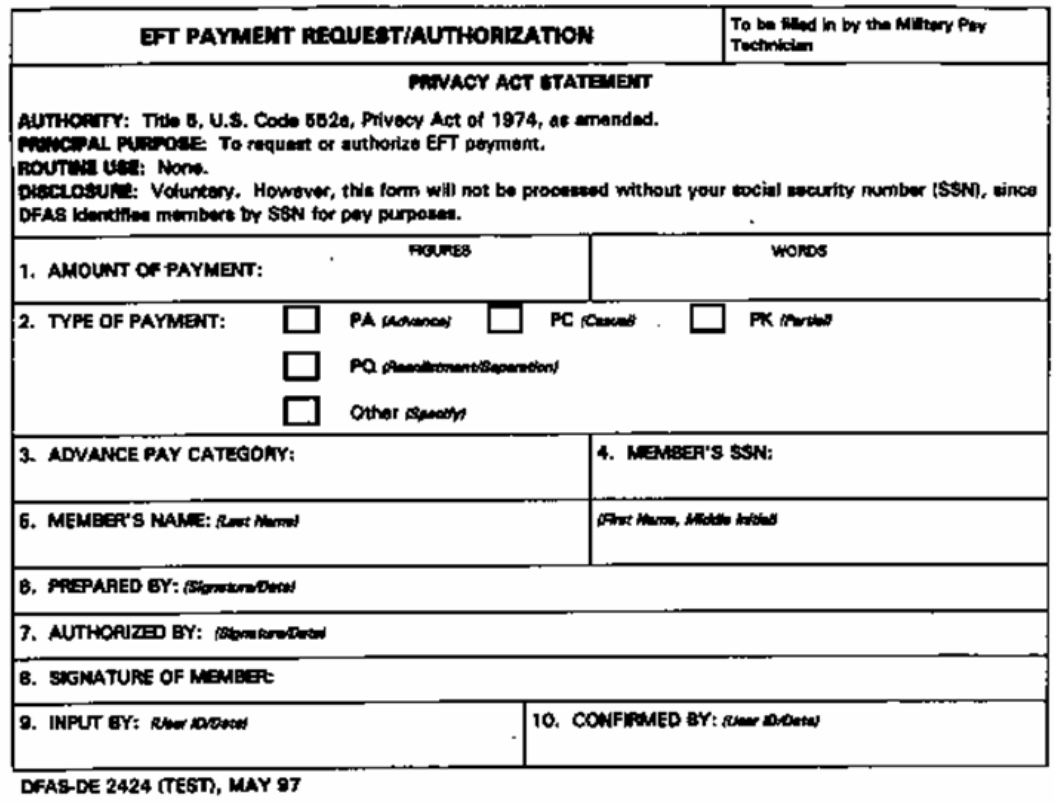
X	a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING AT PDS
	b. NOT PRIOR TO _____ *(date)* WHICH IS 31-90 DAYS BEFORE PCS
	c. 61-180 DAYS AFTER REPORTING TO NEW PDS

18. APPROVING OFFICIAL NAME *(Last, First, Middle Initial)*	19. SIGNATURE OF OFFICIAL
Buck, Bill B.	Bill B. Buck

20. TITLE	21. GRADE	22. DATE *(YYMMDD)*
Squadron Commander	Capt	940216

DD Form 2560, MAR 90 922-079

Figure 35.3. Daily EFT Payment Request/Authorization Form.



EFT PAYMENT REQUEST/AUTHORIZATION	To be filled in by the Military Pay Technician

PRIVACY ACT STATEMENT

AUTHORITY: Title 5, U.S. Code 552a, Privacy Act of 1974, as amended.
PRINCIPAL PURPOSE: To request or authorize EFT payment.
ROUTINE USE: None.
DISCLOSURE: Voluntary. However, this form will not be processed without your social security number (SSN), since DFAS identifies members by SSN for pay purposes.

1. AMOUNT OF PAYMENT:	FIGURES	WORDS

2. TYPE OF PAYMENT: ☐ PA *(Advance)* ☐ PC *(Casual)* ☐ PK *(Partial)*
☐ PQ *(Reenlistment/Separation)*
☐ Other *(Specify)*

3. ADVANCE PAY CATEGORY:	4. MEMBER'S SSN:
5. MEMBER'S NAME: *(Last Name)*	*(First Name, Middle Initial)*
6. PREPARED BY: *(Signature/Date)*	
7. AUTHORIZED BY: *(Signature/Date)*	
8. SIGNATURE OF MEMBER:	
9. INPUT BY: *(User ID/Date)*	10. CONFIRMED BY: *(User ID/Date)*

DFAS-DE 2424 (TEST), MAY 97

Figure 35.4. Format to Report/Cancel or Correct FSO - Authorized Payments for Advance Payments.

CHARACTER POSITION	DESCRIPTION
1-5	0PA03/06 OR APA05 (ONE TRAILER
6-14	RECORD) SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF EFFECTIVE DATE OF PAYMENT VOUCHER
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B—ARMY C—NAVY D—MARINES G--COAST GUARD M--STATE DEPARTMENT
27-30	ACCOUNTABLE ADSN: ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO; OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY) PAYMENT
32-39	VOUCHER NUMBER
40-48	AMOUNT PAID TO MEMBER
49-51	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED
52	ADVANCE PAY CATEGORY CODE. SEE **Attachment 3**

CHARACTER POSITION	DESCRIPTION
53	NUMBER OF MONTHS THAT ADVANCE WAS PAID (1, 2 OR 3) WHEN CP 52 IS F; OTHERWISE, BLANK
54	COLLECTION START CODE: 0 IF 52 =F, 1-4 IF 52 = B OR G, SPACE IF 52 = S, 1 FOR ALL OTHERS
55	1 IF MMPA HAS NOT BEE ESTABLISHED; OTHERWISE BLANK
56-57	NUMBER OF MONTHS REPAY: 1-60 IF 52 = B, SPACE IF 52 = F, 1-24 FOR ALL OTHERS
58-59	NUMBER OF MONTHS DEFERRED (1-96) WHEN CP 52 IS S; OTHERWISE, BLANK
60-63	PAYROLL NUMBER ***NOTE:*** A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Table 35.1. AF Form 265 Preparation.

RULE	A **To process local payments (see Note 3)**	B **takes this action**
1	Military Pay Technician	Determines amount due (using LES, MMPA, PCS package, etc.). Prepares AF Form 265. If printed manually, uses ball-point pen or indelible pencil to ensure all copies are legible. Presents an AF Form 265 to Chief, Customer Service/Customer Support, or designated official for approval and signature. Strikeovers and erasures on amounts shown are prohibited. When an error is made in amount, line out but do not obliterate incorrect entry. Enter correct amount and take to Chief, Customer Service, to initial correction. Take MPO copies 1 and 2 of AF Form 265, to the Deputy Disbursing Office (DDO). Send copy 3 of AF Form 265 to certifying officer.

2	Deputy Disbursing Officer	a. verifies authenticity of approving official's signature. b. requests identification of member. c. makes payment and secures signature of payee on AF Form 265. d. at end of day, prepares DD Form 117 (see figure 76-2) in duplicate to cover payments made on AF Forms 265 (for certifying officer, see DoDFMR, Vol 5, chapter 33). e. retains original DD Form 117 and copy 1 of the AF Form 265 for submission to DFRC; attaches copy 2 of AF Form 265 to duplicate DD Form 117 and forwards to certifying officer. (Note: For PCS advances or advance housing allowance payments attach the AF Form 1039 and/or AF Form 1002 to the AF Form 265).
3	Certifying Officer	on receipt of duplicate voucher and AF Form 265: a. compares money list with copy 4 AF Form 265 to ensure that names, control numbers, and amounts paid agree. b. if above comparisons reveal any discrepancies, determines reason and notifies Chief, Customer Service. c. if no discrepancies are found, includes copy 4 of AF Form 265 in next update forwarded to DFRC or scans into EIM. d. ensures that proper supporting documents are submitted. (Advance payments to E-4 (senior airmen) or below require commander's or recruiting officer's approval).

NOTES:

1. For AF Forms 265, the chief of Customer Service/Customer Support or designated official is not the certifying official. His or her signature provides a means for the DDO to verify that the proper authority has approved the AF Form 265 before payment.

2. For DD Forms 117, the FSO/agent, or designee may certify in Block 10. The chief of Customer Service/Customer Support may be designated to sign as the certifying officer. When the chief of Customer Service/Customer Support signs in Block 10 as the certifying officer, he or she is not required to sign in Block 16 as reviewer. Block 16 is only completed when the reviewer is someone other than preparer (Block 15) or certifying officer (Block 10). As prescribed in DoDFMR, Volume 5, paragraph 330502, a DDO may not be a certifying officer. When the Chief of Customer Service/Customer Support or designated official is the approving official (signs in Block 16), the signature provides a means for DDO to verify that the proper authority approved the AF Form before payment.

3. Local payments are limited to emergency circumstances. See DoDFMR, Vol 7A, chapter 32 for further information.

Table 35.2. EFT Payment Request/Authorization Form Preparation.

RULE	A To Process Payments Through Daily EFT/Direct Deposit	B take this action
1	Customer Service	Determines amount due (using LES, MMPA, PCS package, etc). Prepares EFT Payment Request/Authorization Form. Creates electronically or prints manually using ball point pen or indelible pencil to ensure legibility. Obtains Certifying Officer's signature in "AUTHORIZED BY" block. Forwards form to processing section.
2	Processing Section	Enter the payment request/authorization into DJMS using CICS Trans ID "JPBB" and enters USER ID and date in block 9 under "INPUT BY".
3	Chief of Customer Service/Customer Support or Designee	a. Signs onto DJMS and uses CICS Trans ID "JPBX" to confirm or reject the payment request/authorization. (See note 1) b. Enters USER ID and date in block 9 under "CONFIRMED BY". c. Prepares a generic cover sheet titled: EFT Payment Request/Authorization. Enters date EFT Requests/ Authorizations were submitted through CICS on this generic cover sheet. d. Attaches EFT Request/Authorization forms to cover sheet for each business day and forwards to Chief, Processing Section.
4	Chief of Customer Service/Customer Support or Designee	a. Pulls a copy of Confirmed Daily EFT Payment Data, PCN UH099C0341 from Sysout Archieval Retrieval (SAR). (See note 2) b. Ensures proper supporting documents are submitted with EFT request. (i.e., some advances require Commander's approval). c. Compares members appearing on UH099C0341 with EFT Payment Request/Authorization forms to ensure names, SSNs and amounts paid agree. d. If above comparisons reveal any discrepancies, determines reason. Chief, Customer Service/Customer Support or designee makes corrections as necessary. e. If members do not appear on UH099C0341, review reject file, using the same CICS Trans ID that was used during the initial input, and take appropriate action.
NOTES:		

1. During input of CICS Trans ID “JPBB” or “JPBX”, if the amount entered exceeds the established tolerance per payment, a message will appear on the screen. When that occurs, DFAS must be notified to make that payment for the base via daily EFT.

2. The business day for daily EFT runs from 0900 M.T. of one day to 0900 M.T. of the next day (Denver time). Product Control Number (PCN) UH099C0341 is created on a daily basis and includes payments confirmed for a specific business day by the bases that requested payments to be sent through daily EFT. This product is in Confirmed User ID sequence and is available through SAR on a daily basis after the payments have been released to the Federal Reserve Bank.

Chapter 36

PARTIAL AND CASUAL PAYMENTS

36.1. Description. Transient or casual payments are payments made to members away from their home stations. Partial payments are payments made to individual members (or groups when approved by the organization commander) at their home stations. See the DoDFMR, Volume 7A, chapter 1.

36.2. Substantiating Documents:

36.2.1. AF Form 265, FSO Payment Authorization (See **Figure 35.1** and **Table 35.1**). Used by the FSO to authorize payment of a PK (partial) or PC (casual). (See **Figure 36.2** through **36.3**)

36.2.2. DD Form 115, Military Payroll Money List. (See **Figure 36.1**) Used to report a partial payment. (See **Figure 36.2** through **Figure 36.3**)

36.3. Responsibilities. The FSO ensures that the member receives only that amount accrued to date less normal deductions. For information concerning different organizations' responsibilities relative to casual payments. (See **paragraph 36.4** below.)

36.4. Special Provisions - Casual Payments:

36.4.1. Members at Location Where FSO Service Is Not Available. When a member reports to a duty station where an FSO is not available, he or she may request a casual payment from the MPF, GSU, personnel clerk, commander, or senior military member in charge, as applicable to member's specific duty location. For members who do not participate in direct deposit, the payment will be paid by the FSO servicing the member's duty station. (See **Figure 36.2** for PC transactions.) Members who do participate in direct deposit will have their payment sent to their bank account through the use of CICS trans ID 'JPBB' (see **subparagraph 38.9.2** for a more detailed scenario of this payment process. After the money has been transmitted to the bank, a payment transaction (PC03) will be systematically created to post against the member's MMPA.

36.4.2. Member in Process of Accession to the Air Force. Process as casual payment, and submit a PC03 to DJMS-AC. If the MMPA has not been established, the transaction will reject to the input source. If the transaction rejects, verify name and SSN before following up with the servicing MPF to determine why the accession has not been accomplished. If accession has since been accomplished, resubmit PC03 transaction using reject procedures.

36.4.3. Member in Need of Transportation. A member traveling or on leave with delay enroute without sufficient funds must contact the transportation management office (TMO). The TMO furnishes the member a cost charge government transportation request or ticket. A member traveling without orders must be directed to the local order-issuing authority to obtain proper orders before being issued a transportation request (TR) or ticket.

36.4.3.1. Documents furnished by the transportation office (local payment of airline transportation). The travel area sends to the military pay area:

36.4.3.1.1. Copy of orders authorizing issuance of each cost charge ticket.

36.4.3.1.2. Copy of the applicable AF Form 529, Request for Air Carrier Service, showing the cost of the ticket. ***NOTE:*** The above documentation flows from the travel section only if airline transportation costs are paid locally. Non-local payment of airline charges are paid by transportation operations, DFAS-IN, and are posted as a PC to the MMPA by DFAS-DE/FJF.

36.4.3.2. Reporting payment. Report a PC based on the transportation documents furnished by the travel section. Submit one PZ for 510 charges and one PZ for 530 charges.

36.4.3.3. Refunds. Refer member to the local TMO for refund information.

36.4.3.4. Absentees or deserters. Follow the same procedures as outlined in subparagraph c above.

36.4.4. Member arrives at new duty station. FSO must first determine financial need of member. Review member's MMPA to determine payment data. If the system is down, use the data in the PCS package (if applicable) or endorsed travel orders. Use casual payment procedures as described above and report payment to DFAS-DE promptly. Under no circumstances should payments to member be delayed.

36.4.5. Casual payments to members of other services. (See **Chapter 77** of this volume.)

36.5. Partial Payments. Authorized partial payments may be made only under extremely extenuating circumstances or due to an emergency. The amount may not exceed accrued pay and allowances to date less normal statutory deductions. FSO reports abuses of partial payment policy to member's unit commander. Members who participate in direct deposit will have their payment sent to their bank account through the use of CICS trans ID ‘JPBB’ (see **subparagraph 38.9.2** for a more detailed scenario of this payment process). For these payments a PK03 transaction will not be required form the field. The CICS trans ID will automatically generate one for each payment. Members who do not participate in direct deposit will receive their payment locally and will require the servicing FSO to input the PK03.

Figure 36.1. DD Form 115, Military Payroll Money List (to Report a Partial Payment).

MULTIPLE PAYMENTS LIST — Page of Pages

PRIVACY ACT STATEMENT

AUTHORITY: Title 5 USC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397

PRINCIPAL PURPOSE(S): Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of an organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also be used as a payroll list.

ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury, for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule, regulation, or order in this claim for restitution.

DISCLOSURE: Voluntary; however, failure to furnish requested information may result in total or partial denial of amount claimed.

1. TYPE OF PAYMENT *(Check applicable)* — D.O. VOUCHER NUMBER

☐ MILITARY PAY (MP) ☐ TRAVEL ALLOWANCE (TA) ☐ OTHER *(Specify)*

PAID BY

2. PAYROLL NUMBER *(If applicable)* — 3. DATE OF COMPUTED PAYMENT

4. ORGANIZATION AND STATION

5. PAYEE IDENTIFICATION a. LAST b. FIRST c. MI d. SSN	e. TRAVEL ORDER OR OTHER AUTHORITY	f. AMOUNT	g. SIGNATURE OR CHECK NUMBER	
1				1
2				2
3				3
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	PAGE TOTAL	0.00		

6. ACCOUNTING CLASSIFICATION

7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER

a. NAME AND TITLE OF CERTIFYING OFFICER *(Please type)* — b. CERTIFYING OFFICER *(Signature)*

DD FORM 1351-6, JUN 93 — Replaces DD Forms 115 (MAY 74), 1351-1 (SEP 61), and 1351-6 (NOV 64), which may be used until DEC 31, 1993. — Reset

Figure 36.2. Format to Report/Cancel or Correct FSO Authorized Payments for Casual Payments.

CHARACTER POSITION	DESCRIPTION
1-5	0PC03/06 OR APC05 (ONE TRAILER RECORD) SOCIAL
6-14	SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF EFFECTIVE DATE OF PAYMENT VOUCHER
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B--ARMY C--NAVY D--MARINES G--COAST GUARD M--STATE DEPARTMENT R--ACCOUNTS RECEIVABLE
27-30	ACCOUNTABLE ADSN--ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO; OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY) PAYMENT
32-39	VOUCHER NUMBER
40-45	AMOUNT PAID TO MEMBER
46-48	CLEARING ACCOUNT ID: 510--OFFICER 530--ENLISTED

CHARACTER POSITION	DESCRIPTION
53-54	RESERVED FOR DFAS-DE USE
57-60	PAYROLL NUMBER RESERVED FOR DFAS-DE USE
66	NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 36.3. Format to Report/Cancel or Correct FSO-Authorized Partial Pay.

CHARACTER POSITION	DESCRIPTION
1-5	0PK03/06 OR APK05 (ONE TRAILER
6-14	RECORD) SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF EFFECTIVE DATE OF PAYMENT
26	VOUCHER GOVERNMENT AGENCY CODE: A--AIR FORCE B- -ARMY C--NAVY D--MARINES G--COAST GUARD M--STATE DEPARTMENT R--ACCOUNTS RECEIVABLE
27-30	ACCOUNTABLE ADSN--ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO; OTHERWISE, BLANK
31	

CHARACTER POSITION	DESCRIPTION
32-39	OVERRIDE (CENTRAL SITE USE ONLY)
40-46	PAYMENT VOUCHER NUMBER
47-49	AMOUNT PAID TO MEMBER
53-54	CLEARING ACCOUNT ID: 510--OFFICER 530--ENLISTED
	RESERVED FOR DFAS-DE USE
57-60	PAYROLL NUMBER
66	RESERVED FOR DFAS-DE USE
	NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Chapter 37

ONE-TIME PAYMENTS

37.1. Description. One-time pay authorizations are issued by DFAS-DE based on a special event or condition creating entitlement to the payment. If a member is not a direct deposit participant he/she will be paid locally by the FSO. Those that are not paid locally are paid by the DFAS Central Site through the electronic funds transfer system (EFTS). At the member's request, those that are paid locally may be included in the next regular paycheck through the use of a special transaction (action indicator 26). One-time payments are subject to federal and state taxation and income tax withholdings are deducted in accordance with federal and state legal requirements. See chapters relating to specific entitlement for FID information.

37.2. Timing of Payments. One-time payment authorizations include the type of payment and the effective date of the payment as well as the net amount of the payment. The amount may not be paid prior to that date under any circumstance since the event causing the entitlement must occur before the entitlement to the funds actually exists.

37.2.1. Do not make separation payments to separated members more than 2 workdays after the separation date without contacting DFAS-JMCBD/DE via E-Mail or calling to obtain a payment control number.

37.2.2. Arrears of pay for deceased members are paid by DFAS-DE and include any outstanding pay authorization on the MMPA. See **Chapter 54** for more detailed information.

37.3. Procedures.

37.3.1. Local Payees. One-time pay authorizations received by the FSO are routed with other DJMS-AC transactions to the FSO for production of print listings. The printout includes a one-time pay authorization money list. The money list is used for inserting check number data, signature information, or other disposition notations. When members are not paid one-time authorization amounts by the recipient FSO, the money list item is red-lined and annotated to facilitate disposition.

37.3.2. Central Payees. For central payees the authorization for the payment will appear on a special electronic funds transfer (EFT) file. If the FSO finds that the member should not receive the one-time payment through EFT, Central Site (Accounting and Analysis Branch of the Military Pay Directorate) should be notified. Central Site will remove the member's pay authorization from the special EFT file prior to transmission of the payment to his/her bank account. Central payees one-time pay authorizations will also be received by the FSO and routed with other DJMS transactions to the FSO for production of print listings. This printout will include one-time pay authorization messages for central payees. If a member is being paid his/her one-time payment through EFT, a message stating that will appear on this money list after the payment has been made.

37.4. Reject Corrections:

37.4.1. Y Rejects. DFAS-DE processes payments and collections to members' accounts where minimum data is available in transactions received. For example, a reported payment with an invalid voucher number is processed if member identification, amount, and

effective date are available. This transaction is rejected to the input source as a Y-type reject indicating DFAS-DE has processed the transaction against the member's MMPA but some data requires correction (indicated by the error code). When the corrected transaction is submitted, DFAS-DE clears the reject and the FSO submits an 05 transaction to correct the member's MMPA.

37.4.2. Z Rejects. When a transaction cannot be processed because of missing or invalid minimum data, or because it is a duplicate, the transaction is totally rejected as a Z-type reject. These rejects identify the type of reject and contain error codes. To correct Z-type rejects, analyze the error codes in relation to reject type, input transaction coding, and source documents supporting the transaction. Correct any source documents containing erroneous codes and submit the correct transaction as instructed in **Chapter 4** of this volume. Correction of rejects must be made within 3 workdays after receipt of the reject.

Chapter 38

DIRECT DEPOSIT OF PAY

38.1. Description. Direct deposit is a payment method to automatically deliver a member's pay to a checking or savings account designated by the member. Participation in the direct deposit program was mandated by the Department of Defense for all military members in April 1992. Public Law (P.L.) 104-134, The Debt Collection Improvement Act of 1996, further mandated that by January 1, 1999, all Federal payments be made by Electronic Funds Transfer (EFT), a form of direct deposit. The new law covers all categories of DoD personnel, including civilians, military, military retirees, reserve and annuitants. The law also requires all new payments after July 26, 1996, be made by EFT.

38.2. Enrollment. Military members are enrolled in Direct Deposit by providing a SF Form 1199A, Direct Deposit Sign-Up Form (**Figure 38.1**), to their local military pay office. This form is completed by the member's financial institution of choice and signed by both the member and the financial institution. The enrollment stays in effect until the member changes financial institutions and provides a new SF 1199A or the member provides a written waiver of direct deposit participation signed by the commander. If members already have an account with a financial institution, the U.S. Treasury FMS Form 2231, Faststart Direct Deposit (**Figure 38.3**), can be used and is completed by the member – no requirement for the financial institution to complete any part of the form. See **paragraph 38.4.3** for instructions on this form.

38.3. Pay Option. Both members participating in direct deposit and those with approved waivers have the option of receiving their pay once a month (on the first day of the month for the prior month) or twice a month (on the first of the month and the 15th of the month). If no election is made to establish a change to pay option, all members will be paid twice each month.

38.3.1. Use DD Form 114, Military Pay Order, to change a member's pay option from once a month to twice a month or the reverse. Type the statement: Change of pay option to once/twice a month per the request of the member. Include the member's name, SSN, signature and date.

38.3.2. Process LH04 to change pay option. (See **Figure 38.4**)

38.4. Substantiating Documents:

38.4.1. SF Form 1199A is used to substantiate designation of a member's financial institution. To ensure the integrity of both Air Force and Treasury regulations are maintained, ensure the following actions are completed prior to processing:

38.4.1.1. The financial institution has properly completed and signed the SF 1199A, or

38.4.1.2. If the financial institution is outside of the local area, the member provides proof that the account exists (checking account deposit slips, passbook, account identification card, etc.) and a copy of the FSO completed SF Form 1199A is mailed to the receiving financial institution within 1 business day. Ensure the FSO address is included in section 2 of the form. ***NOTE:*** Use voided check to determine the correct routing transit number for the financial institution.

38.4.1.3. Complete SF 1199A as follows:

38.4.1.3.1. Section 1, item A, name of payee - enter member's name, address, and telephone number.

38.4.1.3.2. Section 1, item B, name of person entitled to payment - enter member's name.

38.4.1.3.3. Section 1, item C, claim or payroll ID number - enter member's SSN.

38.4.1.3.4. Section 1, item D, type of depositor account - check the applicable block, checking or savings.

38.4.1.3.5. Section 1, item E, depositor account number - enter member's account number.

38.4.1.3.6. Section 1, item F, type of payment - check the applicable block, mil active and enter "USAF (SALARY)".

38.4.1.3.7. Section 1, item G, used for allotments only.

38.4.1.3.8. Payee/joint payee certification - enter member's signature and current date.

38.4.1.3.9. Section 2, government agency name and address - enter the name of your FSO and the return address.

38.4.1.3.10. Section 3, routing number and check digit - enter the Financial Organization's (FI's) routing number and check digit from the company code table.

38.4.1.4. After completion of SF 1199A, separate the form. The program agency copy is used to process an LH01 (start) or LH04 (change) transaction. (See **Figure 38.4**) The company code, transaction number, and effective date must be annotated on the program agency copy. This copy is then used to support the LH01 or LH04 entry on the DTL. The FI copy is mailed to the FI with a letter of explanation. (See example 1.) The recipient's (payee) copy is given to the member.

38.4.1.5. If the FI determines there is an error in the routing number or account number, they will contact the FSO, which prepared the SF 1199A, by telephone or letter, for correction or, in the case of a non-collocated FI, the FI may contact DFAS-DE/FJFBA, at 303-676-7171, or process a Notification of Change (NOC) through the Federal Reserve. A photocopy of the SF 1199A with corrections annotated may also be used to correct the MMPA. Problems related to receipt of EFTS data should be referred to the servicing Federal Reserve office or DFAS-DE/FJFBA by the FI.

38.4.1.5.1. ***Example 1:*** Letter of explanation to FI.
"TO: Financial Institution

The attached Standard Form(s) 1199A are for Air Force active duty members who desire to have their salary(ies) sent to your financial institution. If there is an error in the routing number or account number, please contact this office for correction. Contact may be made by telephone, letter, or by returning a photocopy of the SF 1199A with corrections annotated.

Our address is (FSO address) and our telephone number is (FSO local telephone number). Problems related to receipt of Electronic Fund Transfer System data should be referred to your servicing Federal Reserve office or, as appropriate, DFAS-DE/FJFB, 303-676-7171." (Local reproduction is authorized.)

38.4.2. AF Form 1745, Address Change Form, is used to change a member's correspondence address, check and W-2 address, LES address, and may be used to change bond mailing address(es). (See **Figure 38.2**) The original is the DJMS supporting document and the copy must be forwarded to the member's servicing MPF (or unit if PC III is used) unless ONLY bond addresses are changed.

38.4.3. FMS Form 2231, Faststart Direct Deposit Form (**Figure 38.3**) may be used to start direct deposit if a member has an existing account at a financial institution. It can be found at **HTTP://WWW.FMS.TREAS.GOV**. Ensure sections 1, 2, 3 and 5 of this form are completed. It is suggested that a check/sharedraft be attached by the member so the FSO can verify the correct routing indicator and account number have been entered on the form. This form does not have to be sent to the financial institution.

38.4.4. **(DELETED)**

38.5. Waivers to Participation in Direct Deposit. Individuals must certify in writing that they do not have a financial institution.

38.5.1. For active duty members, certifications must be submitted in writing to their unit commander. Members should be instructed to obtain a checking or savings account at a financial institution. The length of the waiver is at the discretion of the commander, but all waivers are currently scheduled to expired December 31, 1998. All check payments will be mailed on payday from the servicing DFAS Central Site to the member's mailing address.

38.5.2. For retirees, certifications must be submitted in writing to: Defense Finance and Accounting Service

US Military Retirement Pay

PO Box 7130

London KY 40742-7130

38.5.3. For Annuitants, certifications must be submitted in writing to: Defense Finance and Accounting Service

US Military Annuity Pay

PO Box 7131

London KY 40742-7131

38.6. Changes Requested by the Financial Institution:

38.6.1. After receipt of the SF 1199A in cases outlined above, the FI may determine there is an error in the transit routing number, account number, account type, or account holder's name. The FI will contact the FSO shown in section 2 of the SF 1199A, and advise of required corrective actions or process an NOC. These actions should be taken immediately to prevent delays in use of deposit funds and do not require member's signature or approval.

38.6.2. NOCs are sent electronically to DFAS-DE by financial institutions to correct account number or type or transit routing number. Changes made as a result of an NOC appear as Processed Transactions Originated By-Others (see **Chapter 2** of this volume) and should be reviewed on a daily basis along with all by-others transactions.

38.6.3. Payments Returned by FIs. If a direct deposit is returned by an FI as unpostable, DFAS-DE/ FJFB will stop direct deposit for that individual unless a change has been made to the LH transaction between the time the payment was released and when it returned. The stop will appear on the by-other listing referenced in **subparagraph 38.6.2** above. FSOs must immediately contact the member and advise that action is required to correct the bank information. If MM or EOM cutoff passes, the member will become a local payee until a new LH is processed by the FSO.

38.7. Reimbursement for Bank Overdraft or Failure to Maintain Minimum Balance Charges.

38.7.1. In accordance with Title 10 U.S.C. subsection 1053, a member of the armed forces, who entered active duty on or after 1 July 1989, (or who reenlisted or received a regular commission on or after 1 September 1989) and was required to participate in direct deposit, may be reimbursed an overdraft charge, or a minimum balance or average balance charge, that is levied by a financial institution. This charge must have resulted from an administrative or mechanical error on the part of the government that caused the pay of the person concerned to be deposited late or in an incorrect manner or amount. (The term "financial institution" means a bank, savings and loan association, or similar institution, or a credit union chartered by the United States or a state.)

38.7.2. In order for the member to apply for reimbursement, the FSO must establish a CMS case to the DFAS-AC Payroll\Nonreceipt of Check box. Ensure the case contains: member's claim for reimbursement of bank charges; copy of the bank statement assessing the charges and showing the actual deposit date; a statement of the FSO's request to the member's financial institution for waiver of charges (including the bank's response); a statement by the FSO explaining the reasons for the situation; and FSO's statement of any extenuating circumstances. If approved, reimbursements will be included in the member's pay. No separate checks will be issued.

38.7.3. Reimbursement can only be made for the charges assessed by the financial organization maintaining member's direct deposit account. Reimbursement will not be allowed for overdraft charges from businesses (to include landlords), overdraft charges from allotments, or wire transfer fees.

38.8. Direct Deposit and Allotments to Same Account. Air Force policy does not prevent a member from having an allotment and DIRECT DEPOSIT going to the same account. However, members should be advised that financially it is to their advantage to have all money transferred through twice-a-month DIRECT DEPOSIT. This makes half the allotted amount available 15 days earlier. To be sure members consider this point, the FSO should include this information in any written instructions concerning completion of SF 1199A and/or have the pay technician ask the member if he or she has both DIRECT DEPOSIT and an allotment to the same account. Our objective is to be sure the member has considered the full advantages of DIRECT DEPOSIT over an allotment.

38.9. Direct Deposit of Payments Other than Normal Payroll.

38.9.1. One-time payments. See **paragraph 37.3** for additional details of this process.

38.9.1.1. Initial re-enlistment and separation payments (PQ). These payments are reported manually by the FSO via JPBB or input via a PQ03, see **paragraphs 52.6** and **53.5** for additional details.

38.9.1.1.1. Under this concept, the FSO receives a PQ pay authorization for one of these types of payments. In the case of the initial reenlistment bonus, use CICS transaction ID 'JPBB' to enter the appropriate data, based upon the authorization received, for the member's payment. In the case of a separation payment, the payment data is entered into the system using CICS transaction id 'JPBB' after the normal manual computation has been completed (see **Chapter 52**).

38.9.1.1.2. In either case, this data may be entered into the system up to 10 days prior to the effective date of the payment. Anytime within that 10-day window, the FSO or designee can retrieve the member's payment request record from the EFT file at Central Site using CICS transaction id 'JPBX' to confirm the payment. If, after the payment has been confirmed, it is discovered that the amount originally input changed, the payment can be canceled off the EFT file and re-input/confirmed prior to the business day cutoff on the effective date. After confirmation is complete, the payment will reside on the EFT file until the effective date, at which time it will be released to the member's bank account through the Federal Reserve Bank (FRB). The effective date for separations is the member's DOS. The effective date for reenlistment is the date the member re-enlists, and is not to be confirmed until member provides proof of reenlistment to FSO. After the payment has been transmitted to the FRB, DJMS generates a PQ03 payment transaction to be posted against the member's MMPA.

38.9.1.1.3. If for some reason the payment is not confirmed by the effective date, or is rejected by the FSO or designee, the payment request appears on a reject file, available through CICS transaction 'JPBB' or 'JPBX', for viewing/printing. View the reject file on a daily basis to identify any other reasons for rejects on member's payment requests.

38.9.1.1.4. After payments have been transmitted for a business day, they are available on a report (UH099C0341, confirmed daily EFT payment data) for the FSO to retrieve through Sysout Archival Retrieval (SAR). This daily report contains payment requests for members for each business day (approximately 09:00 a.m. MT on one day to 09:00 a.m. MT of the next day). Use this report as a tool to verify payment requests for a particular business day.

38.9.1.2. Subsequent re-enlistment installments (PL and PM payments), special pay for medical and dental officers (ASP, ISP, MSP, CRNA - PJ payments), aviator continuation pay (ACP - PR payments). For central payees, these payments will be generated by central site and paid via the EFTS. **No action is taken by the FSO**. For central payees, and additional information, see **Chapter 37** and:

38.9.1.2.1. **paragraph 10.12** for additional details about ASP, ISP, MSP and CRNA.

38.9.1.2.2. **paragraph 16.4** for additional details about ACP.

38.9.1.2.3. **paragraph 53.5** for additional details about re-enlistment installments.

38.9.2. FSO authorized payments - advance (PA), casual (PC) and partial (PK) payments. When the member requires one of these type payments, authorized individual signs on to CICSJ3 region and uses CICS transaction ID "JPBB" to enter the appropriate data for the member's payment. There is an established tolerance for each type of payment that finance must not exceed. If, for some reason, that tolerance is exceeded, a message will appear on the screen. Finance will not be allowed to continue for that particular payment. Contact central site with either a message or fax in these cases to have DFAS-PMJ/DE make the payments that exceeded the tolerance. If the payment is below the established tolerance, once the data is entered, the FSO or designee signs on using CICS transaction id "JPBX" to review the payment request. After review, the payment will be confirmed or rejected by the FSO or designee by entering a 'y' (yes) or 'n' (no) in the appropriate block on the screen. If the payment request is confirmed, an image of the payment data is sent to a file at Central Site to be vouchered and transmitted to the FRB using EFT, then on to the member's bank account. Payment will normally be in the member's bank account within twenty-four hours. After the payment has been transmitted to the FRB, DJMS generates a PA, PC or PK transaction to be posted against the member's MMPA. If the payment request is rejected, it appears on a reject file at Central Site for approximately two weeks. There are other reasons that the payment will reject at Central Site even after the payment has been confirmed. For example, one reason is if the member's status does not allow payment to be made. Access this reject file through CICS transaction id "JPBB" or "JPBX" to ensure the payment was not rejected after input. After payments have been transmitted for a business day, they will be available on SAR report UH099C0341, confirmed daily EFT payment data. This daily report contains payment requests for members for each business day, which runs from approximately 9:00 a.m. MT of one day to 9:00 a.m. MT of the next day. These times are local time in Denver, Colorado. Use this report to verify the payment requests from the EFT payment request/authorization form for a particular business day.

Figure 38.1. SF 1199A, Direct Deposit Sign-Up Form.

Standard Form 1199A
(Rev. June 1987)
Prescribed by Treasury Department
Treasury Dept. Cir. 1076

OMB No. 1510-0007
Expiration Date 1-31-93

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 *(TO BE COMPLETED BY PAYEE)*

A NAME OF PAYEE *(last, first, middle initial)*: Doe, John D.

ADDRESS *(street, route, P.O. Box, APO/FPO)*: 1234 W. Evans Street

CITY: Denver | STATE: CO | ZIP CODE: 80279

TELEPHONE NUMBER — AREA CODE: (000) 000-0000

B NAME OF PERSON(S) ENTITLED TO PAYMENT: John D. Doe

C CLAIM OR PAYROLL ID NUMBER — Prefix: 000-00-0000 | Suffix:

D TYPE OF DEPOSITOR ACCOUNT: [X] CHECKING [ ] SAVINGS

E DEPOSITOR ACCOUNT NUMBER: 0 0 0 0 0 0 - 0 0

F TYPE OF PAYMENT *(Check only one)*

- [ ] Social Security
- [ ] Supplemental Security Income
- [ ] Railroad Retirement
- [ ] Civil Service Retirement (OPM)
- [ ] VA Compensation or Pension
- [ ] Fed Salary/Mil. Civilian Pay
- [X] Mil. Active — Air Force
- [ ] Mil. Retire.
- [ ] Mil. Survivor
- [ ] Other *(specify)*

G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY *(if applicable)*

TYPE | AMOUNT

PAYEE/JOINT PAYEE CERTIFICATION

I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

SIGNATURE: John D. Doe — DATE: 10-5-94

SIGNATURE — DATE

JOINT ACCOUNT HOLDERS' CERTIFICATION *(optional)*

I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.

SIGNATURE — DATE

SIGNATURE — DATE

SECTION 2 *(TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)*

GOVERNMENT AGENCY NAME: U.S. Air Force

GOVERNMENT AGENCY ADDRESS: AF SAT/RMC
Randolph AFB TX 78148-5260

SECTION 3 *(TO BE COMPLETED BY FINANCIAL INSTITUTION)*

NAME AND ADDRESS OF FINANCIAL INSTITUTION:
First Bank of Colorado
1616 Arapaho Road
Englewood CO 80023

ROUTING NUMBER: 0 0 0 0 - 0 0 0 0 | CHECK DIGIT: 0

DEPOSITOR ACCOUNT TITLE: John D. Doe

FINANCIAL INSTITUTION CERTIFICATION

I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.

PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE
Bill B. Buck	Bill B. Buck	000-000-0000	10-5-94

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

NSN 7540-01-058-0224

GOVERNMENT AGENCY COPY

1199-206

Figure 38.2. AF Form 1745, Address Change Form.

ADDRESS CHANGE FORM

PRIVACY ACT STATEMENT

Personal Information is solicited on this form. As required by the Privacy Act of 1974, we advise:
1. **AUTHORITY:** 37 U.S.C. 101 et seq, 5 U.S.C., Chapter 55; 10 U.S.C., Chapters 67, 71, and 871; Title 39, U.S.C. 406 and Title 10, U.S.C. 8013; E.O. 9397, Nov 1943.
2. **PRINCIPAL PURPOSES:** To permit address changes for the Joint Uniform Military Pay System (JUMPS), the Retired Pay Systems, the Reserve component pay systems, and the civilian pay systems. To maintain a record of current address for pay related matters and bonds.
3. **ROUTINE USES:** Information may be disclosed to the General Accounting Office to provide financial information; Federal, State, and local courts for tax and welfare purposes; U.S. Treasury to provide information on bonds purchased; and to the Department of Justice in some cases for criminal prosecution, civil litigation, or investigative purposes.
4. **DISCLOSURE:** Voluntary; however, failure to provide the requested information as well as the SSN may result in a delay in receipt of funds, Leave and Earnings Statement, Net Pay Advices, and miscellaneous pay-related documents.

Complete section 1 to change your mailing or organizational address for pay related items. Complete Section 2 to change the mailing address for some or all of your payroll deduction U.S. Savings Bonds. Civilian employees do not use Section 2 for bonds.

SECTION 1

NAME	SSN	CHECK ONE:
Doe, John T.	000-00-0000	AD [xx] RET [ ] CIV [ ] GUARD/RES AIR FORCE [xx] ARMY [ ]

NEW MAILING ADDRESS

NUMBER, STREET, PO BOX
417 Meadow Court

CITY, STATE, ZIP, APO/FPO
San Antonio TX 78147

NEW ORGANIZATIONAL ADDRESS

UNIT/OFFICE SYMBOL	DUTY PHONE	BOX NO	RNLTD	DEPARTURE DATE	EST ARR DATE
HQ AETC/FMFF	X75390				March 1994

GRADE	LOCAL ADDRESS	HOME PHONE
SMSgt	550 C. Street West Suite 49 Randolph AFB TX 78150-4751	625-1732

FORWARDING ADDRESS

SECTION 2

ADDRESS CHANGE FOR PAYROLL DEDUCTION BONDS

BOND #1
NEW [X] (CHECK HERE IF THE SAME MAILING ADDRESS AS IN SECTION 1 AND COMPLETE FIRST BLOCK BELOW.)
NAME TO WHOM MAILED: Jane J. Doe
NUMBER, STREET, PO BOX:
CITY, STATE, ZIP, APO/FPO:

BOND #2
NEW [X] (CHECK HERE IF THE SAME MAILING ADDRESS AS IN SECTION 1 AND COMPLETE FIRST BLOCK BELOW.)
NAME TO WHOM MAILED: Mrs. Janice C. Doe
NUMBER, STREET, PO BOX:
CITY, STATE, ZIP, APO/FPO:

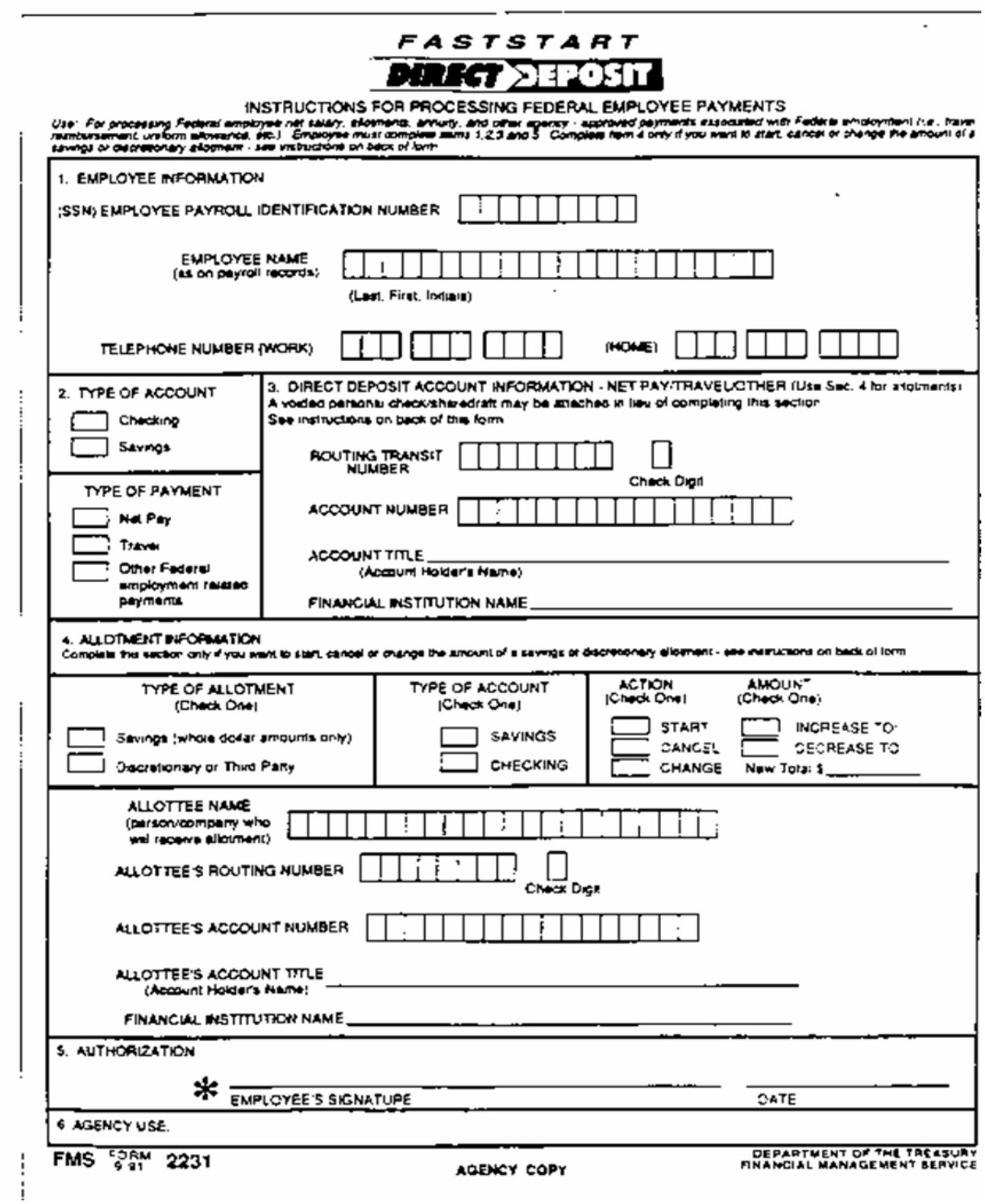
BOND #3
NEW [ ] (CHECK HERE IF THE SAME MAILING ADDRESS AS IN SECTION 1 AND COMPLETE FIRST BLOCK BELOW.)
NAME TO WHOM MAILED:
NUMBER, STREET, PO BOX:
CITY, STATE, ZIP, APO/FPO:

BOND #4
NEW [ ] (CHECK HERE IF THE SAME MAILING ADDRESS AS IN SECTION 1 AND COMPLETE FIRST BLOCK BELOW.)
NAME TO WHOM MAILED:
NUMBER, STREET, PO BOX:
CITY, STATE, ZIP, APO/FPO:

SIGNATURE OF MEMBER/EMPLOYEE: John T. Doe
DATE: 24 Feb 94

AF Form 1745, NOV 90 PREVIOUS EDITION WILL BE USED PROCESSING COPY

Figure 38.3. FMS 2231, FASTSTART Direct/Deposit Form.



FASTSTART

DIRECT DEPOSIT

INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

Use: For processing Federal employee net salary, allotments, annuity, and other agency - approved payments associated with Federal employment (i.e., travel reimbursement, uniform allowance, etc.) Employee must complete items 1, 2, 3 and 5. Complete item 4 only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form

1. EMPLOYEE INFORMATION

(SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER

EMPLOYEE NAME (as on payroll records)

(Last, First, Initials)

TELEPHONE NUMBER (WORK) (HOME)

2. TYPE OF ACCOUNT

- Checking
- Savings

TYPE OF PAYMENT

- Net Pay
- Travel
- Other Federal employment related payments

3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER (Use Sec. 4 for allotments)
A voided personal check/sharedraft may be attached in lieu of completing this section
See instructions on back of this form

ROUTING TRANSIT NUMBER

Check Digit

ACCOUNT NUMBER

ACCOUNT TITLE

(Account Holder's Name)

FINANCIAL INSTITUTION NAME

4. ALLOTMENT INFORMATION
Complete this section only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form

TYPE OF ALLOTMENT (Check One)	TYPE OF ACCOUNT (Check One)	ACTION (Check One)	AMOUNT (Check One)
Savings (whole dollar amounts only)	SAVINGS	START	INCREASE TO
Discretionary or Third Party	CHECKING	CANCEL	DECREASE TO
		CHANGE	New Total: $

ALLOTTEE NAME
(person/company who will receive allotment)

ALLOTTEE'S ROUTING NUMBER

Check Digit

ALLOTTEE'S ACCOUNT NUMBER

ALLOTTEE'S ACCOUNT TITLE
(Account Holder's Name)

FINANCIAL INSTITUTION NAME

5. AUTHORIZATION

* EMPLOYEE'S SIGNATURE DATE

6 AGENCY USE.

FMS FORM 9 91 2231 AGENCY COPY DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE

Figure 38.4. Formats to Start/Stop/Change Payments to a Financial Organization.

CHARACTER POSITION	DESCRIPTION
1-5	0LH01/02/04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMM01 OR YYMM16
32-38	COMPANY CODE: FOR ACTION INDICATOR 01--APPLICABLE CODE FOR ACTION INDICATOR 02--BLANK FOR ACTION INDICATOR 04--APPLICABLE CODE OR BLANK IF THE COMPANY CODE IS PRESENT, THE TRANSIT ROUTING NUMBER (CHARACTER POSITIONS 58-66) IS NOT REQUIRED
39-55	ACCOUNT POLICY NUMBER: FOR ACTION INDICATOR 01--ACCOUNT POLICY NUMBER FOR ACTION INDICATOR 02--BLANK FOR ACTION INDICATOR 04--ACCOUNT POLICY NUMBER (IF BEING CHANGED) OR BLANK (IF NOT BEING CHANGED)
56	FOR ACTION INDICATOR 01: C--PAYMENTS MADE TWICE A MONTH TO AN FO D--PAYMENTS MADE ONCE A MONTH TO AN FO BLANK IF NOT CHANGING FREQUENCY OF PAYMENT FOR ACTION INDICATOR 02: L--PAYMENTS MADE TWICE A MONTH LOCALLY M-- PAYMENTS MADE ONCE A MONTH LOCALLY BLANK IF NOT

CHARACTER POSITION	DESCRIPTION
	CHANGING FREQUENCY OF PAYMENT
	FOR ACTION INDICATOR 04: BLANK IF FREQUENCY OF PAYMENT IS NOT BEING CHANGED IF FREQUENCY OF PAYMENT IS BEING CHANGED AND COMPANY CODE OR ACCOUNT NUMBER IS ALSO CHANGED, C OR D AS APPROPRIATE IF FREQUENCY OF PAYMENT IS ALL THAT IS BEING CHANGED, APPROPRIATE CODE C, D, L OR M
57	C--CHECKING ACCOUNT S--SAVINGS ACCOUNT
58-66	TRANS-RTE-NUM. MUST BE NUMERIC OR SPACES - IF NUMERIC, MUST BE GREATER THAN 0. IF THE TRANSIT ROUTING NUMBER IS PRESENT, THE COMPANY CODE (CHARACTER POSITIONS 32-38) IS NOT REQUIRED.

Figure 38.5. Format to Waiver Payments to Financial Organizations.

CHARACTER POSITION	DESCRIPTION
1-5	0LH21
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20	MISC-TYPE: MUST EQUAL W (COMPUTER GENERATED)
21-26	EFFECTIVE DATE: YYMMDD; MUST BE EQUAL TO OR GREATER THAN CURRENT DATE
27-67	BLANK.
68-80	COMMON DATA.

Chapter 39

ACCESSIONS

39.1. Description. An accession transaction establishes a skeleton MMPA for members entering or reentering the Air Force after a break in service of one day or more.

39.2. FSO Actions:

39.2.1. Members Requiring Accession. Coordinate with MPF on all members who do not have a fully accessed MMPA (Master Military Pay Account). If the MPF is unable to submit or get the accession transaction to process to DJMS-AC within 14 workdays after the member's arrival at the base, a CMS (Case Management System) case must be set up. Coordinate with the local MPF and have them set up the CMS case for the accession problem, to the correct folder or box within CMS (enlisted or officer), per instructions provided them by HQ AFPC. If the MPF is unwilling or unable to establish the CMS case, establish the CMS case in finance and refer to local MPF employments. Make sure specific information about the member, and nature of the problem, are included in the CMS case, to include information on the number of partial/casual payments made.

39.2.2. Processing Delays. Contact DFAS-DE/FJY if accession transactions are not processed or rejected within 7 days after submission. Provide transmission number, transaction number and MPF ID.

39.2.3. Input of MMPA Transactions. Require newly accessed members to complete all forms relating to allowances, tax deductions, allotments, and other pay actions affecting the MMPA. Until the FSO confirms that an accession transaction processed, use code 3 in the first position of the action indicator of all transactions input for members entering the Air Force. DFAS-DE will recycle these transactions for 30 or 60 days if member is in a V or T status (the accession transaction cannot process until the month after the member is put in a V status and the accession transaction is recycled RBM). ***NOTE:*** Use of code 3 causes the transaction to recycle until the accession transaction processes, according to normal update logic. This can cause BAS transactions to reject if member is accessed in a PCS status.

39.2.3.1. Obtain completed TD Form W-4, Employee's Withholding Allowance Certificate, and DD Form 2058, State of Legal Residence Certificate, from Service member to establish legal residence, actual number of exemptions, and marital status. (See **Chapter 56** for details.) The FSO where the member first reports for duty must submit this information using an MG and/or applicable transactions.

39.2.3.2. If TAX-AUTH-CITY-STATE is 098, at the time the E203 processes, the FSO will receive a UDN reject of the E2 transaction to notify the FSO that member must declare a legal residence and an MG transaction must be sent to DFAS-DE. A 60-day suspense is established for receipt of the MG transaction. At the end of 60 days, the FSO receives a UDN reject of the suspense transaction and a new 30-day suspense is established if the MG has not been received. If the 30 day suspense is not cleared, it is rejected to DFAS-DE/FJ for follow-up action.

39.2.3.3. Input PT transaction for all enlisted members. See **Chapter 33**.

39.2.4. Service Component. The service component code is used to determine what appropriation will bear the expense. Service component codes of R, G, and V will result in a charge to the active duty appropriation. A service component code of S will result in a charge to the reserve appropriation. A service component code of N will result in a charge to the guard appropriation.

39.3. Accession Input. Three general types of accession transactions are used. Partial accession transactions (EA and E101 only) establish minimum information as in **paragraph 39.4**. Full accession transactions (E103 and E203) complete the MMPA and override certain accession data previously reported. Accession correct transactions (EA05 and E205) are explained in **39.3.5**. Except as noted below, all transactions place members in an A status (on station) at their permanent duty base. Use of accession transactions by type of Service member:

39.3.1. Basic Military Trainees (BMT). All BMTs entering the Regular Air Force for enlisted duty are accessed by Lackland AFB with an E101 and an E103 transaction (for BMTs entering the Air Reserve Forces. (See Volume III.)

39.3.1.1. The E101 establishes MMPAs using name, SSN, extended active duty (EAD) date, and sex code and places accounts in a special "BMT" status (FID PO) which holds member's pay while in BMT. Each BMT receives three payments during training: Payment at a flat rate on the second day of training (the accession (E101) is based on this payment), a mid-training payment at a flat rate, and a graduation payment for net pay due up to day of graduation. AFPC match flag 7 or Z is used to establish these accounts. (See **paragraph 39.5**)

39.3.1.2. The E103 transaction contains all data necessary to complete the information in the MMPA, overrides E101 input and establishes a full account for members which initially may not have been processed with an E101 as in **39.3.1** above. Graduates are not placed in a PCS status on transfer out. Gaining bases process SG03 arrival transactions as soon as the member arrives to remove member from BMT status (servicing ADSN 9998).

39.3.2. Reenlistees. Enlisted members reenlisting with a break in service may have either an E203 or both a EA03 and an E203 accession transaction(s) submitted to DFAS-DE:

39.3.2.1. An EA transaction submitted by AFPC after member has enlisted. This transaction contains only DOE date, grade, sex, prior Service military department, MPF-NR, MAJCOM ID, gaining MPF number (if member is sent to AETC for training), and pay date (this date is based only on member's prior Active Service and does not consider Reserve time). It establishes an MMPA so the FSO can provide immediate pay service to the member. The EA transaction puts member in a PCS status with movement reason code I. Reenlistment bonuses are computed and processed as shown in the DoDFMR, Volume 7A. These accounts are established with an AFPC match code 6. Month-end restructure changes code to F. These codes indicate an E203 is required to confirm the accession.

39.3.2.2. An E203 transaction must be submitted by the MPF within 2 workdays after in-processing at the permanent duty station (PDS). This transaction provides data to complete the MMPA, removes member from PCS status, and sets the match flag to blank. It also overrides any data already in the MMPA.

39.3.3. Officers. Except as noted below and in **paragraph 39.3.1**, the member's MPF at the first PDS processes an E203 immediately after member's arrival. AFPC confirms these accessions with ML03 transactions.

39.3.3.1. Officers Performing TDY. Officers ordered to TDY stations for orientation or training before arrival at their first PDS are accessed by AFPC with an EA transaction. The FSO at the TDY base must determine whether member is to receive full or partial-pay service and coordinate this with the MPF.

39.3.3.1.1. Limited Pay Service. Members who will be at their TDY base for a short time are accessed to DJMS with 3333 as SVC-ADSN in the EA transaction. This causes the computer to access member in a PCS status with servicing and paying ADSN of 9999 and a movement reason code of I. Payment transactions, FITW changes, and changes to central payments can be processed for these members at the TDY base.

39.3.3.1.2. Full-Pay Service. Members who are to receive full-pay service from the FSO at the TDY base are accessed with a servicing and paying ADSN of 9999 and an LD04 must be input by the TDY FSO. Member is put on-station at the first permanent duty station by the E2 accession transaction submitted by the MPF immediately after member's arrival.

39.3.3.2. Section Officers are Air Force Reserve and Air National Guard members ordered to extended active duty under provisions of 10 U.S.C. 265, 8033, and 8496, or 32 U.S.C. 708. MPFs access these members with an E203 transaction. Refer to **subparagraph 39.2.4** for correct service component code.

39.3.3.3. Non-Prior Service OTS Students are accessed with E101 and E103 transactions. The Maxwell MPF submits an E6 transaction upon graduation to update the record from enlisted to officer and puts the member in a PCS status (H) with servicing ADSN of 9999.

39.3.4. Reserve and Guard Members Ordered to Active Duty are accessed with an E203 transaction submitted by the MPF at their first duty station. These accounts are established with an AFPC match flag of 1; restructure changes this to A. AFPC confirms these accessions with an MM03 confirmation transaction. This transaction deletes the match flag. Refer to **subparagraph 39.2.4** for correct service component code.

39.3.5. Accession Correct Transactions. Accession correct transactions are input in the same format as report transactions and contain all data for a report transaction. They are processed as follows:

39.3.5.1. E505 transactions correct EAD date, pay date, grade and the over 4 years active enlisted and/or warrant officer code. The transaction will process as long as the AFPC match flag code is 6 or F, the TZ05 (officer service dates) transaction has not processed or two EA05 transactions have not already processed. If member does not have an MMPA, the transaction processes as an 03 transaction and creates an MMPA.

39.3.5.2. E205 transactions are input by the MPF at member's first permanent duty station to correct any data item that can be input in an accession transaction. If member does not have an MMPA or if the AFPC match flag code is 6 or F, the

transaction processes as an 03 transaction to fully access member. (See **paragraph 39.5**) The 05 transaction will process unless it has been more than 120 days since the E203 processed, two E205 transactions have already processed or, for officers, the TZ05 (officer service dates) transaction has not processed.

39.4. Effect on MMPA. The first accession transaction (EA or E2) opens an MMPA to allow JUMPS transactions to process. As a minimum, it establishes the following:

39.4.1. Entitlements:

39.4.1.1. Basic pay (FID 01).

39.4.1.2. BAS for officers (FID 40).

39.4.1.3. Personal money allowance for grades 09 and 10 (FID 41).

39.4.2. Deductions:

39.4.2.1. Federal income tax withholding (FITW) based on 1 exemption and single (FID FJ).

39.4.2.2. Federal Insurance Contribution Act (FICA) (FID FC).

39.4.2.3. State income tax withholding (SITW) (for basic trainees only). For all others TXNG-AUTH-CITY/STATE is established as 098.

39.4.2.4. Servicemen's Group Life Insurance (SGLI) (FID DB) for $100,000 (only with E2 processing). If member elects to decline, reduce, or increase life insurance coverage, prepare input per **Chapter 63**.

39.4.3. Other. An HO entry will be created to contain the member's net pay until such time he/she is no longer considered a trainee. The HO entry is adjusted by payments and other increases or decreases (entitlements, collections, etc.) to the MMPA. (***NOTE:*** the HO entry replaces the PO entry.)

39.5. MMPA Entries That Identify the Accession Process. Three entries signify accession transactions processing.

39.5.1. FID MK History Entry (Control Dates). The first accession transaction establishes this entry which is updated by any subsequent accession action. It is a complete history showing the updates in which accession actions were processed. The formats for these entries are dependent on whether member is a basic trainee or a non-basic trainee. (See **Figure 39.1** and **Figure 39.2** for format and explanation of data items.)

39.5.2. FID MJ Entry (AFPC Match Flag). This entry contains codes that tell the DFAS-DE computer to look for certain transactions. Four of these codes relate to the accession process and are explained below. A blank indicates that member is fully accessed.

39.5.2.1. Code 7 or Z a basic trainee has not had an E103 transaction processed. When either of these codes are present, the SG03 transaction to remove member from basic trainee status recycles. Code Z indicates an E103 is required, E101 accession was not confirmed by AFPC. Code 7 indicates E101 was received but an E103 is required.

39.5.2.2. Code 6 or F member was accessed by an EA03 transaction but an E203 transaction is required. These codes are usually associated with PCS status. (See **paragraph 39.3.3**) When these match flags are present, member was brought on station by the E203 transaction and no SG03 transaction should be processed. Code 6 is put on the record by accession processing. After the first restructure, the code changes to F.

39.5.3. SH (PCS) Entry. When members are accessed by an EA transaction and put in a PCS (SH) status, movement reason code I is used. SG03 transactions will not process against these accounts. The E203 transaction puts member in a SA status and the SH entry closes. No SG appears on the MMPA when the accession transaction processes.

39.6. DFAS-DE Actions Related to Accession Processing:

39.6.1. Grade Differences. If the E203 processes containing a grade that is different from the grade on the MMPA, an MD05 transaction to correct the grade is created. The MD05 recycles to process in the next update. If for some reason it cannot process, it is rejected to DFAS-DE/FJ for action. It is possible for the accession transaction to process and grade not to be updated immediately.

39.6.2. EAD Date. If the EAD in the E203 transaction processes and is different from what is on the MMPA, the new EAD date is entered on the MMPA. All dates based on EAD date are updated other than those affecting entitlements and deductions which are handled manually by DFAS-DE/FJ.

Figure 39.1. MK MMPA Format-Basic Trainee.

MMPA	DATA NAME	EXPLANATION
1.	MK-CON-DATES	Entry name.
2.	ENTRY-OP-DT	Update in which E103 transaction processed. Blank if 03 has not been processed.
3.	ENTRY-CLSD-DT	Update in which E103 transaction processed. Blank if 03 has not been processed.
4.	ACTN	Will always be 01.
5.	ENTRY-CLSD-DT	Update in which E101 transaction processed. Blank if 01 transaction was not processed.

Figure 39.2. MK MMPA Format-Non-Basic Trainee.

MMPA	DATA NAME	EXPLANATION
1.	MK-CON-DATES	Entry name.
2.	ENTRY-OP-DT	Update in which E203 transaction processed. Blank if E2 has not been processed.
3.	ENTRY-CLSD-DT	Update in which E203 transaction processed. Blank if E2 has not been processed.
4.	ACESN-PROCSD DATE	Processing date of the update in which the E203 transaction processed. Blank if E2 has not processed. This date is used to determine if more than 120 days has elapsed since processing of the E2 transaction.
5.	ENTRY-CLSD-DT	Update in which the 1st E205 transaction processed. Blank if no 05 transaction processed.
6.	ENTRY-CLSD-DT	Same as 5 except for 2d E205 transaction.
7.	FORMAT-ID	Will always be EA.
8.	ENTRY-CLSD-DT	Update in which the EA03 transaction processed. Blank if no EA has processed.
9.	ENTRY-CLSD-DT	Update in which the 1st EA05 transaction processed. Blank if no 05 has processed.
10.	ENTRY-CLSD-DT	Same as 9 except for 2d EA05 transaction.

Figure 39.3. Format for Initial BMT/OTS Accession.

CHARACTER POSITION	DESCRIPTION
1-5	0E101
6-14	SOCIAL SECURITY NUMBER
15-41	LAST NAME, FIRST NAME, MIDDLE INITIAL
42-47	YYMMDD OF ENTRY ON ACTIVE DUTY
48	MEMBER'S SEX CODE: M—MALE F—FEMALE
49-50	MEMBER'S CURRENT GRADE
51	WILL BE O (OTS ONLY) OR BLANK
52	BRANCH OF SERVICE CODE: A—ARMY F--AIR FORCE

Figure 39.4. Format for BMT/OTS Accession.

CHARACTER POSITION	DESCRIPTION
1-5	AE103 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF ENLISTMENT
26-31	YYMMDD OF SEPARATION AS COMPUTED AT TIME OF ENTRY
32-58	MEMBER'S LAST NAME (SPACE), FIRST NAME (SPACE), MI (SPACE) AND SUFFIX, IF APPLICABLE
59	SERVICE COMPONENT CODE: C—CADET G--NATIONAL GUARD R—REGULAR T—TEMPORARY V—RESERVE
60-61	CURRENT GRADE: 31 THROUGH 34
62	MEMBER'S SEX CODE M—MALE F—FEMALE
63	FITW DEDUCTION ELECTION: M—MARRIED S—SINGLE
64-65	NUMBER OF EXEMPTIONS CLAIMED ON TD FORM W-4

CHARACTER POSITION	DESCRIPTION
66	GOVERNMENT QUARTERS ADEQUACY: 3—IF MEMBER IS SINGLE AND OCCUPYING GOVERNMENT QUARTERS OR BLANK
67	OFFICER CLASS ID: O FOR OTS OR BLANK
1-5	1E103 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-22	TAXING AUTHORITY--CITY/STATE: APPROPRIATE CODE FOR MEMBER'S RESIDENCE (SEE **Attachment 15**)
23-24	RESIDENT COUNTRY CODE: SEE **Attachment 16** IF MEMBER IS LOCATED OUTSIDE CONUS; OTHERWISE, BLANK
25-26	MPF NUMBER: ZB OR OTHER ATC CODE FOR AIR FORCE BASIC TRAINEES ZZ FOR ARMY BMTS
27-28	MAJOR COMMAND ID: OJ FOR AIR FORCE BASIC TRAINEES

CHARACTER POSITION	DESCRIPTION
	OZ FOR ARMY BASIC TRAINEES
29-34	YYMMDD OF PAY DATE IF DIFFERENT FROM DOE-DATE; ZEROS IF SAME AS DOE-DATE
35-40	YYMMDD OF TAFMSD IF DIFFERENT FROM DOE-DATE; ZEROS IF SAME AS DOE-DATE
41-49	CORRECT SSAN IF SSAN INPUT IN E101 TRANSACTION WAS INCORRECT
50	BRANCH OF SERVICE CODE: A—ARMY F--AIR FORCE

Figure 39.5. Format for Service Academy Accession.

CHARACTER POSITION	DESCRIPTION
1-5	AE203/05 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF ENTRY ON ACTIVE DUTY OR ENLISTMENT DATE; ACTUAL DATE ENROLLED IN THE ACADEMY FOR CADETS
26-31	YYMMDD OF SEPARATION AS COMPUTED AT TIME OF ENTRY; CAN BE 888888 FOR OFFICERS; PROJECTED DATE OF GRADUATION FOR CADETS
32-58	MEMBER'S LAST NAME (SPACE), FIRST NAME (SPACE) AND MI (SPACE) SUFFIX, IF APPLICABLE
59	ENTRY SERVICE COMPONENT: G--NATIONAL GUARD R—REGULAR T—TEMPORARY V—RESERVE C—CADET
60-61	CURRENT GRADE: APPROPRIATE CODE--31-39; 21-24; 01-10; 51-54 (CADETS)
62	SEX CODE: M—MALE F—FEMALE
63	BRANCH OF SERVICE: F FOR AIR FORCE

CHARACTER POSITION	DESCRIPTION
66	ACCESSION EXCEPTION CODE: 9--IF MEMBER WILL BE AT THE INPUT BASE FOR A SHORT PERIOD ONLY AND NORMAL PAY SERVICE CANNOT BE RENDERED OR BLANK IF NOT APPLICABLE
67	RESERVE AD REASON: 3--IF ACCESSED MEMBER IS AFR OR ANG PERSONNEL ON ACTIVE DUTY OR BLANK IF NOT APPLICABLE
1-5	1E203/05 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	FOR CADETS: CP20-21=SQUADRON ID CP22-23=CLASS YEAR BLANK FOR ALL OTHERS
25-26	MPF NUMBER: FOR AIR FORCE: CODE OF MEMBER’S MPF FOR ARMY: ZZ FOR CADETS: ZE
27-28	MAJOR COMMAND ID: FOR AIR FORCE: CODE OF MEMBER’S MAJOR COMMAND FOR ARMY: OZ FOR CADETS: OB
29-32	SERVICING ADSN:

CHARACTER POSITION	DESCRIPTION
	FOR AIR FORCE: ADSN OF SERVICING FSO FOR ARMY: ADSN OF ARMY INPUT SOURCE FOR CADETS: ALWAYS 8890
33-38	YYMMDD OF PAY DATE
39-44	YYMMDD OF TAFMSD
45-50	YYMMDD OF SEPARATION FROM LAST ACTIVE DUTY IN ENLISTED STATUS; ZEROS IF CADET OR NOT APPLICABLE
51	OFFICER CLASS ID: W--IDENTIFIES WARRANT OFFICERS TRANSFERRING FROM ANOTHER MILITARY DEPARTMENT BLANK FOR ALL OTHERS
56	PRIOR SERVICE MILITARY DEPARTMENT CODE: A--AIR FORCE B—ARMY C—NAVY D—MARINES G--COAST GUARD OTHERWISE, BLANK (ALWAYS BLANK FOR CADETS)
57	APPROPRIATE CODE: 1--ENLISTED MEMBER DOES NOT HAVE A RES COMMISSION OR WARRANT; CODE IS ALSO FOR OFFICER ACCESSIONS 2--ENLISTED MEMBER HAS RES COMMISSION OR WARRANT; ALWAYS “1” FOR CADETS
58	PRIOR SERVICE BENEFIT WAIVER CODE: A--ACTIVE DUTY PAY WAIVER R--RETIRED PAY WAIVER V--VA BENEFITS WAIVER

CHARACTER POSITION	DESCRIPTION
	N--NO BENEFITS WAIVER ALWAYS N FOR CADETS
59	OVER-FOUR ACTIVE-ENLISTED CODE: Y--OFFICER (GRADES 01, 02 OR 03 ONLY) HAS OVER 4 YEARS OF ACTIVE SERVICE AS AN ENLISTED MEMBER N--OFFICER (GRADES 01, 02 OR 03 ONLY) DOES NOT HAVE OVER 4 YEARS ENLISTED SERVICE. FOR ALL OTHER GRADES BLANK (ALWAYS BLANK FOR CADETS)
60-65	YYMMDD OF SEPARATION FROM LAST ACTIVE DUTY IN OFFICER STATUS: ZEROS IF NOT APPLICABLE; ALWAYS ZEROS FOR CADETS
66-67	DUTY-COUNTRY OR DUTY-NON-CONUS-STATE: IF CONUS--US; OTHERWISE APPLICABLE COUNTRY CODE FROM **Attachment 16**; FOR FOREIGN ACADEMY CADETS--COUNTRY CODE FROM **Attachment 16**; US FOR OTHER CADETS

Figure 39.6. Format for Enlisted Accession.

CHARACTER POSITION	DESCRIPTION
1-5	0EA03
6-14	SOCIAL SECURITY NUMBER
15-41	FULL NAME (LAST, FIRST, MI)
42-47	DATE OF ENLISTMENT
48-49	CURRENT MILITARY GRADE
50	SEX (M OR F)
51	PRIOR MILITARY SERVICE DEPARTMENT INDICATOR
52-55	CURRENT MPF AND MAJOR COMMAND INDICATOR
56-57	PROJECTED MPF IDENTIFIER IF MEMBER IS SENT FOR TRAINING; BLANK FOR ALL OTHERS
58-63	PAY-DATE
64	AIR FORCE INDICATOR
65-67	JULIAN DATE
68-71	AFPC ID (8888)
72-80	BLANK

Figure 39.7. Format for Officer Accession.

CHARACTER POSITION	DESCRIPTION
1-5	0EA03
6-14	SOCIAL SECURITY NUMBER FULL
15-41	NAME (LAST, FIRST, MI) DATE OF
42-47	ENTRY ON ACTIVE DUTY
48-49	CURRENT MILITARY GRADE
50-55	PAY-DATE
56-59	SVC-FSO
60-61	PROJECTED MPF AND MAJOR COMMAND
62-63	MEMBER'S FORECASTED MAJOR AIR COMMAND
64	SERVICE COMPONENT CODE: G--NATIONAL GUARD R—REGULAR V—RESERVE T—TEMPORARY C—CADET
65	FOR GRADE 01, 02 OR 03, Y IF MEMBER HAS OVER 4 YEARS PRIOR ENLISTED SERVICE OR N IF NO PRIOR ENLISTED SERVICE. BLANK FOR ALL OTHER GRADES
66	AIR FORCE INDICATOR (F)

CHARACTER POSITION	DESCRIPTION
67	BLANK
68-71	AFPC ID (8888)
72-80	BLANK

Figure 39.8. Format to Correct Member's SSN.

CHARACTER POSITION	DESCRIPTION
1-5	0MA05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
32-40	MEMBER’S NEW SOCIAL SECURITY NUMBER

Figure 39.9. Format to Change Member's Name.

CHARACTER POSITION	DESCRIPTION
1-5	0MC04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
32-58	MEMBER’S NEW NAME

Figure 39.10. Format to Correct Member's Sex Code.

CHARACTER POSITION	DESCRIPTION
1-5	0ME05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
32	SEX-SERVICE-MEMBER: F—FEMALE M—MALE

Figure 39.11. Format to Start/Correct Resident Country of Resident Non-CONUS State.

CHARACTER POSITION	DESCRIPTION
1-5	0MH01/05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
23-24	APPLICABLE COUNTRY CODE. SEE **Attachment 16**
OR	
23-24	RESIDENT NON-CONUS STATE CODE: 02—ALASKA 15—HAWAII BLANK IF MEMBER’S RESIDENCE IS CONUS

Figure 39.12. Format to Correct Date of Separation - Last Active Duty Officer Status.

CHARACTER POSITION	DESCRIPTION
1-5	0TD05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
55	PRIOR-SERVICE-MILITARY-DEPARTMENT CODE: A--AIR FORCE B—ARMY C—NAVY D—MARINES G--COAST GUARD BLANK IF NOT APPLICABLE
59-64	DOS-LAST-ACTIVE-DUTY-OFFICER-STATUS: YYMMDD OF DOS OF LAST ACTIVE DUTY, OFFICER STATUS; ZEROS IF NOT APPLICABLE ***NOTE:*** IF PRIOR-SVC-MIL-DEP IS BLANK AND DOS-LAST-AD-OFF-STATS IS ZERO-FILLED, THE MEMBER'S TD MPA ENTRY IS REMOVED.

Figure 39.13. Format to Correct Date of Separation - Previous Enlistment.

CHARACTER POSITION	DESCRIPTION
1-5	0TE05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
32-37	DOS PREVIOUS ENLISTMENT OR ZEROS IF NOT APPLICABLE
55	PRIOR-SERVICE-MILITARY-DEPARTMENT CODE: A--AIR FORCE B—ARMY C—NAVY D—MARINES G--COAST GUARD BLANK IF NOT APPLICABLE ***NOTE:*** IF DOS-PREV-ENLIMT IS ZERO-FILLED AND PRIOR-SVC-MIL-DEP IS BLANK, THE MEMBER'S TE MMPA ENTRY IS REMOVED (CANCELED).

Figure 39.14. Format to Change/Correct Dual Status.

CHARACTER POSITION	DESCRIPTION
1-5	0TF04/05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD OF CHANGE FOR ACTION INDICATOR 04; BLANK FOR ACTION INDICATOR 05
32	ENLISTED-WITH-OFFICER-STATUS-INDICATOR CODE: 1—NO 2—YES

Figure 39.15. Format to Change or Correct Airman Pay Date, EAD Date and TAFMSD.

CHARACTER POSITION	DESCRIPTION
1-5	0TI05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	ETS-DATE: CORRECT YYMMDD
26-31	DOS-DATE: CORRECT YYMMDD
32-37	PAY-DATE: CORRECT YYMMDD
38-43	DOE-DATE: CORRECT YYMMDD

CHARACTER POSITION	DESCRIPTION
44-49	TAFMSD: CORRECT YYMMDD
50-55	DATE START BAD TIME STATUS BEING CONFIRMED OR CORRECTED
56-61	EFFECTIVE DATE OF CORRECTION OR DATE BAD TIE PERIOD STARTED
62-65	NUMBER OF DAYS OF BAD TIME; BLANK IF BAD TIME IS NOT INVOLVED
66	PAY-DATE-CHANGE-REASON CODE: A--AFPC CORRECTION B--MPF CORRECTION C—AWOL D--MILITARY CONFINEMENT E--CIVIL CONFINEMENT F—DESERTER G--OTHER (LINE OF DUTY, ETC.) H--LOST TIME AFTER DOS I—HQ AFPC ADJUSTED TAFMSD FOR VSI/SSB

Figure 39.16. Format to Correct Prior Service Benefit Waiver.

CHARACTER POSITION	DESCRIPTION
1-5	0TM05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
57	PRIOR-SERVICE-BENEFIT-WAIVER CODE: A--ACTIVE DUTY PAY WAIVER N--NO BENEFITS WAIVER R--RETIRED PAY BENEFITS WAIVER V--VA BENEFITS WAIVER

Figure 39.17. Format to Correct Service Component.

CHARACTER POSITION	DESCRIPTION
1-5	0TP05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
32	SERVICE-COMPONENT CODE: G--NATIONAL GUARD R--REGULAR AIR FORCE T—TEMPORARY V—RESERVE

Figure 39.18. Format to Change/Cancel Airman's DOS, DOS Extension Reason, Extension Number or ETS.

CHARACTER POSITION	DESCRIPTION
1-5	0TU04/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
50-55	NEW DOS
56	DOS-EXTENSION-REASON CODE: 1—VOLUNTARY 2—INVOLUNTARY 7--MEDICAL HOLD
57	EXTENSION-NUMBER: 1 OR BLANK
58-63	ETS

Figure 39.19. Format to Change or Correct Officer Service Dates.

CHARACTER POSITION	DESCRIPTION
1-5	0TZ05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
32-37	PAY DATE
38-43	EAD-DATE
44-49	TAFMSD
50-55	CORRECTED DOS OR NEW DOS
56	MEDICAL/DENTAL OFFICER CODE: D—DENTAL M—MEDICAL BLANK IF NOT APPLICABLE
63	OVER-FOUR-ACTIVE-ENLISTED-SERVICE: Y--OFFICER (GRADES 01, 02 OR 03) HAS MORE THAN 4 YEARS ACTIVE SERVICE AS AN ENLISTED MEMBER N--OFFICER (GRADES 01, 02 OR 03) DOES NOT HAVE MORE THAN 4 YEARS SERVICE AS AN ENLISTED MEMBER BLANK FOR ALL OTHER GRADES
64	PAY-DATE-VERIFY-INDICATOR: 1--ACCESSION; PAYDATE HAS NOT BEEN VERIFIED 2--ACCESSION; PAYDATE HAS BEEN VERIFIED

CHARACTER POSITION	DESCRIPTION
	3--PARTIDIPATING UNIFORMED SERVICES UNIVERSITY HEALTH SCIENCES (USUHS) MEMBER; DOES NOT RECEIVE LOGEVITY (FOGEY) INCREASE
	4--DISENROLLED USUHS STUDENT 5--USUHS GRADUATE 9--UNKNOWN/DELETED
65-67	JULIAN DATE
68-71	8888

Chapter 40

BASIC TRAINEES AND PIPELINE STUDENTS

40.1. Basic Military Trainees (BMT). Normally, when members are accessed into the Air Force, other than OTS graduates, direct accessions, etc., they are processed through Lackland AFB as BMT. BMTs are paid through a separate system called Trainee Military Pay System (TMPS). Procedures for paying BMTs are contained in DFAS-DEM 7073-3

40.2. Pipeline Students. After basic training, but before reaching the first PDS, a member is required to complete specialized training, often for extensive periods of time. While in this training status, members are said to be in the pipeline. Pipeline students are paid through DJMS and, where applicable, specific procedures are contained in this volume.

Figure 40.1. Format to Report/Cancel or Correct Payments of Basic Trainee Pay.

CHARACTER POSITION	DESCRIPTION

CHARACTER POSITION	DESCRIPTION
1-5	0PG03/06 OR APG05 (ONE TRAILER RECORD) OR SOCIAL
6-14	SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME YYMMDD DATE
20-25	OF PAYMENT VOUCHER
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B—ARMY C—NAVY D—MARINES G--COAST GUARD M--STATE DEPARTMENT
27-30	ACCOUNTABLE ADSN: ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO; OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY)
32-39	VOUCHER NUMBER
40-48	AMOUNT OF PAYMENT IN DOLLARS AND CENTS
49-51	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED
65	RESERVED FOR DFAS-DE USE

CHARACTER POSITION	DESCRIPTION
67	CHECK DIGIT (COMPUTER GENERATED) NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Chapter 41

PERMANENT CHANGE OF STATION (PCS)

41.1. Description. The definition of terms in the DoDFMR, Volume 7A, defines permanent change of station as the assignment, detail, or transfer of a member or unit to a different duty station under competent orders which neither specify the duty as temporary, nor provide for further assignment to a new station, nor direct return to the old station. For a more detailed definition, see JFTR, Volume I, appendix J.

41.2. Substantiating Documents. Obtain PCS data from these official documents:

41.2.1. PCS orders.

41.2.1.1. PCS Orders. The PCS of a member from one location to another is supported by official orders. Use these orders with interview of member to determine projected departure date, gaining ADSN, projected arrival date, and movement reason code. Annotate orders with PROJ-DDLDS and gaining ADSN from the *PAS Code Directory. In addition, copy of PCS orders will be annotated with departure date and new servicing FSO. This copy will be forwarded to the travel section to be used as a source document to update the automated travel record and accounting system (ATRAS).

41.2.2. Diversion (amended PCS) orders.

41.2.2.1. Diversion Orders. Orders directing diversion en route may be issued after a member begins travel and before the date member reports to the base designated in the original PCS order. Submit an SH04 transaction containing the changed data to DFAS-DE as appropriate.

41.2.3. Travel voucher.

41.2.3.1. **Travel Voucher and Attachment** . Member must file a travel voucher with the local FSO within 5 workdays after completion of PCS travel whether or not cost to government is involved. This includes member's temporary duty pending further orders (TDPFO). See AFI 65- 114 for instructions on preparing travel voucher. Use data in member's itinerary to support PCS arrival transaction (see **paragraph 41.2.3.1.1** and **41.2.3.1.2** below for date depart last duty station (DDLDS) and date arrive station (DAS)). Actual travel time computed must be shown on member's travel voucher. When travel voucher cannot be paid immediately (for example, when orders require amendment), use one copy of travel voucher itinerary as a substantiating document. Verification of departure and arrival dates may be made by audit of endorsed travel voucher and AF Form 2095, Assignment/Personnel Action. Verify this data periodically with local MPF/MPE to ensure accuracy of dates on travel voucher. Bring discrepancies found to the attention of member and MPF/MPE for correction. Detailed processing procedures for leave and document control are in **Chapter 44**.

41.2.3.1.1. **Date Depart Last Duty Station (DDLDS).** The DDLDS is the actual date the member departs the last permanent duty station (not the local area) or the first duty day after out- processing from the MPF/MPE, whichever is earlier. ***NOTE:*** Duty days are considered to be Monday through Friday.

41.2.3.1.1.1. If the member departs the same day as out-processing, the DDLDS is the same day as out-processing.

41.2.3.1.1.2. When out-processing is accomplished on Friday and the member physically departs the next duty day, then that duty day is the DDLDS. Examples:

41.2.3.1.1.2.1. Out-processing is accomplished on Friday, physically departs on Monday; Monday is the DDLDS.

41.2.3.1.1.2.2. Out-processing is accomplished on Friday, physically departs on Saturday; Saturday is the DDLDS.

41.2.3.1.1.2.3. Out-processing is accomplished on Friday, physically departs on Sunday; Sunday is the DDLDS.

41.2.3.1.1.2.4. Monday is a holiday or a base "down day". Out-processing is accomplished on Friday, physically departs on Tuesday; Tuesday is the DDLDS.

41.2.3.1.1.3. Member takes leave in the local area (old PDS), the DDLDS is the next duty day after the out-processing date from the MPF/MPE.

41.2.3.1.2. **Date Arrive Station (DAS) at the New Permanent Duty Station (PDS).** The DAS is the actual date the member arrives at the new PDS, has contacted the new Commander/Unit/MPF/MPE and is available for duty.

41.2.3.1.2.1. If the member takes any leave after arriving in the local area of the new PDS and the leave is approved by the new Commander/Unit, the DAS is the physical date of arrival because the member was available for duty and had to get approval from the new Commander to take the leave. This leave must be posted/accounted for by the member's unit and not from the travel voucher; for example permissive house hunting leave.

41.2.3.1.2.2. If the member takes leave in the local area of the new PDS without contacting the Commander/Unit, the leave is charged from the travel voucher and the DAS is the first duty day after the leave period when the member is actually available for duty.

41.2.4. Message (confirmed with PCS orders or travel voucher, as appropriate).

41.2.5. Hospital admission and disposition (A&D) list. Use A&D list as document to support PCS arrival input transactions for members arriving at a service hospital in a patient status. A&D list is prepared daily by the hospital. This is a record of each person admitted to or released from the hospital. Two copies of A&D list are processed as an MPO to inform FSO of PCS arrival.

41.2.6. Substantiating Documents. New servicing FSO submits a copy of member's travel voucher to DFAS-DE to substantiate PCS arrival transaction. A copy of A&D list is used as the substantiating document for members who arrive at a service hospital in a patient status.

41.3. Source of Input. The concept of one-stop processing of members arriving and departing on PCS, established by AFI 36-2906, is continued under DJMS-AC. To accomplish this, an FSO

representative is included in the MPF/MPE processing line. Under this principle, the FSO representative must see that an MPO is completed to start or stop any item affected by PCS that is not handled automatically. The FSO representative should also inform members that changes of address for bond allotments are the member's responsibility. Members are required to complete AF Form 1745 to change address prior to PCS departure and then address changes are input by the FSO, not DFAS-DE. See **paragraph 41.2.3.1.1 and 41.2.3.1.2** above for guidance on DDLDS and DAS.

41.3.1. PCS Departure and PCS Diversion En Route. FSO servicing losing station submits these transactions and any other necessary corrections to original departure input.

41.3.2. PCS Arrival. FSO servicing gaining station submits these transactions.

41.4. FSO Actions Upon PCS Arrival. On arrival at:

41.4.1. New Duty Station. Submit arrival transaction to DFAS-DE within first 5 duty days after receipt of member's travel voucher within the FSO.

41.4.2. Home Awaiting Final Action of Physical Evaluation Board. Submit arrival transaction to DFAS-DE immediately after receipt of member's travel voucher. If for some reason (member physically or mentally incompetent) the travel voucher is not received within 10 days of departure, use the member's PCS orders and compute constructive travel days to submit the arrival transaction. A correction (SG05) may be required if travel voucher is received at a later date.

41.4.3. Hospital. See **paragraph 41.2.5** and **41.4.1**. Hospital registrar furnishes this data to FSO using admissions and disposition (A&D) list as the basic source document when possible.

41.4.4. Temporary Duty Pending Further Orders (TDPFO). If members last TDY location, becomes the new PCS ADSN, then new FSO submits PCS arrival transaction.

41.4.5. Academy Graduates. PCS arrival transactions for academy graduates contain the date the member entered active duty in the DDLDS field of the SG.

41.4.6. Correction of PCS After Arrival. Use an SG05 transaction to correct any data item in the SG including departure data as long as the PCS entries are in the MMPA. Use DD Form 139, Pay Adjustment Authorization, after the entries have dropped from history. The SG05 transaction rejects TCB after the PCS entries have been dropped.

41.4.7. Reduction in CONUS COLA Entitlement For Travel Days. CONUS COLA is not payable for the number of travel days allowed under JFTR, Volume I, paragraph U5160, for direct travel between the member's old and new PDS incident to a PCS. (See JFTR, Volume I, paragraph 8002.) The travel section is required to reflect all travel days (both TDY and Direct) for all travel vouchers processed. When processing SG transactions for PCS arrivals that involve TDY en route or travel to or from overseas via APOE or APOD, enter only the direct travel days in the DAYS-TVL-TIME-ENTLMNT field of the SG transaction (**Figure 41.5**). The difference between the direct travel days and the total travel days will be reflected in the DAYS-TDY field in order to balance the SG transaction. This is an administrative procedure only. Payment of per diem for these days is not authorized.

41.4.8. PCS Arrival Suspense. **Paragraph 41.5.1.13** describes the PCS arrival suspense. The primary reason for this suspense is to be sure that leave taken as a result of PCS is posted.

41.4.8.1. A UH management notice is sent to the FSO on the 15th calendar day after processing a PCS arrival transaction if the period between PCS departure and arrival is greater than days accounted for from entries in the MMPA. If days accounted for from MMPA entries is greater than period between PCS departure and arrival, the UH is sent on processing of the PCS arrival transaction. The management notice gives you by entry the number of days for which the computer can account.

41.4.8.2. After receipt of a UH management notice, 30 days are allowed for processing transactions necessary to account for the period of PCS before a reject occurs.

41.4.8.3. The formula used to account for the PCS period is: DAYS-PCS (DATE-ARR-STA minus DDLDS) must equal DAYS-PCS-ACTD-FOR (DAYS-TVL-TIME-ENTLMNT plus TDY-DAYS plus PROCD-DAYS-GRNTD (from SG entry) plus LV-DAYS-COUNT (from SB entries falling within the PCS period) plus DAYS-OTHER-STATUS (number of days from SJ, SK, and SP entries that fall within the PCS period)).

41.4.8.4. If for some reason our formula does not account for the PCS period and all MMPA entries are correct, notify DFAS-DE/FJP of the circumstances and ask that they clear the suspense. ***Example:*** Member is hospitalized during PCS and remains in the hospital after arrival, or any of the days are out of immediate access storage (IAS).

41.4.8.5. In some cases, there may be two or more PCS entries with uncleared suspenses in the MMPA at one time. While each base is responsible for its own input, the base where member is located is ultimately responsible for clearing all SG suspenses.

41.4.9. Member Arriving from OTS. When member departs OTS, Maxwell AFB submits the PCS departure transaction. The gaining base processes the PCS arrival transaction, covering only the period of time since the member departed Maxwell AFB, for all members arriving from OTS.

41.4.10. Recertification. Ensure members receiving with dependent rate housing allowances complete AF Form 594 at PCS arrival.

41.5. Effect of PCS Arrival on MMPA. On receipt of an SG03 arrival transaction:

41.5.1. If PCS departure transaction has been processed, DFAS-DE:

41.5.1.1. Generates a PCS departure correct transaction to make the SH entry agree with the arrival input based on date and quarter day departed and movement reason code in the arrival transaction. When this occurs, information code TCU is assigned processed transaction and SH or N0 entry is included in DTR extract. ***NOTE:*** TCU also appears with rejected transactions. No error code is generated if the servicing ADSN does not change. It is only an information code and has nothing to do with the reject. Based on TCU, recheck your SG transaction to be sure it is correct.

41.5.1.2. Starts foreign duty pay, effective day of arrival, for enlisted members reporting for duty in an overseas area designated for foreign duty pay. Restarts overseas extension pay for overseas to overseas PCS, if stopped by departure transaction.

41.5.1.3. Pays FSA-II(PCS) for travel time listed in PCS arrival transaction if FSA II stopped by PCS departure processing.

41.5.1.4. If movement reason code is "C", stops all open items of pay except basic pay, BAS (officers), BAQ with dependents, BAQ without dependents for grades E4 over 4 and above, and medical, dental, or veterinary pay effective day before member arrives at home on PCS awaiting final action of physical evaluation board proceedings (APEBP).

41.5.1.5. Starts BAS for a member arriving home in APEBP status, type H for enlisted personnel, starts BAQ (own right), if applicable, and starts APEBP leave (type K).

41.5.1.6. Stops BAQ without dependents for E4 (with more than 4 years' service) and for grades E5 and E6 on the day before the day arrived on station. If member is an E6 or above and drawing BAQ without, BAQ will continue.

41.5.1.7. Stops IVHA on day before day of arrival. Starts when accompanied status and zip code are included in the transaction.

41.5.1.8. If rental fair value is being deducted on arrival, issues an X303 management notice to the servicing and losing ADSNs.

41.5.1.9. Starts BAS for member when subsistence allowance type is present in PCS arrival transaction. See **Chapter 25** and DFAS-DEM 7073-2 for BAS guidelines. If BAS is already paying, arrival transaction is partially rejected. PCS portion of transaction is processed and BAS portion rejected with error code TCF. (MEMBER HAS OPEN BAS ENTRY, PCS PORTION OF TRANSACTION PROCESSED. SUBMIT INPUT TO ADJUST BAS.) In these cases, FSO must determine member's entitlement to BAS during PCS period and submit appropriate BAS transactions to adjust BAS for PCS period and start it for arrival at this station. If member is enlisted and no code is submitted in the subsistence allowance type field, partial BAS will programatically start.

41.5.1.10. Starts partial BAQ when character position 64, of the SG03 transaction, has code 6 or 7 included in the transaction (see **Figure 41.5**). If BAQ or BAQ-DIFF entry is open and partial rate BAQ is started, the SG entry will partially reject with the error

message ‘TDY’. MBR has BAQ entry. Only PCS portion of trans processed. Add BAQ if necessary. If the code is other than

41.5.1.11. Change with-dependent rate BAQ from unassigned to assigned single government quarters, changes the BAQ assignment to 1 and the adequacy to 4 - character position 64 = 4.

41.5.1.12. Start without dependent rate BAQ for closest dependent code R (no dependents) - character position 64 = 8.

41.5.1.13. Start without dependent rate BAQ for closest dependent type I (member married to member, no dependents) - character position 64 = 9.

41.5.1.14. Stops BAS Type C (travel) if started by departure processing.

41.5.1.15. Updates servicing and paying accounting and disbursing station numbers (ADSNs), as applicable, with gaining ADSN taken from input source of the arrival transaction.

41.5.1.16. Checks the number of days PCS against the days PCS accounted for. (See **paragraph 41.4.8** for formula.) If the DAYS-PCS-ACTD-FOR are:

41.5.1.16.1. Equal to D AYS -PCS, establishes the SG entry with a DAYS-PCS-ACTD-FOR-INDCTR of 2.

41.5.1.16.2. Less than DAYS-PCS:

41.5.1.16.2.1. Establishes an SG suspense entry with an effective date of processing date plus 14 days and establishes the SG entry with DAYS-PCS-ACTD-FOR-INDCTR of 1.

41.5.1.16.2.2. When the SG suspense comes due, the DAYS-PCS are compared to DAYS-PCS-ACTD-FOR. If the DAYS-PCS-ACTD-FOR are:

41.5.1.16.2.2.1. Equal to DAYS-PCS, changes DAYS-PCS-ACTD-FOR-INDCTR from 1 to 2 and deletes the suspense entry.

41.5.1.16.2.2.2. Unequal, adds 30 days to suspense and sends a UH management notice to the FSO.

41.5.1.16.2.3. Takes the same actions as in **41.5.1.16.2.2** above except if the days are not equal, when the 30 days' suspense comes due, sends a reject of the SG suspense transaction to the FSO with error code TEI (PERIOD OF PCS NOT ACCOUNTED FOR. SUBMIT INPUT OR NOTIFY FJPA AT ONCE). Also, the transaction is rejected to DFAS-DE/FJP. These actions continue every 30 days until the suspense is cleared.

41.5.1.16.3. Greater than DAYS-PCS:

41.5.1.16.3.1. Sends UH03 management notice to FSO and establishes an SG suspense of processing date plus 30 days.

41.5.1.16.3.2. When suspense comes due, takes action as described in **41.5.1.16.2.3**.

41.5.1.17. Forwards pay authorization to gaining ADSN, if member is paid locally.

41.5.1.18. Sends gaining FSO all LES data that has accumulated since member departed old duty station and an image of all transactions processed against member's account since he or she departed. Based on this data, FSO reviews member's account to ensure that all appropriate PCS pay actions have been taken. Review PCS package if member has one.

41.5.1.19. Generates XA03 management notice to notify MPF of member's PCS arrival. The dates in the XA notice are matched against dates in the personnel file and a report on individual person (RIP) is produced if dates do not match. These RIPs are sent to Military Pay if the MPF finds that their dates were input correctly. The military pay area must determine the cause of the discrepancy and take corrective action if necessary. These discrepancies must be brought to the attention of the member's commander, except when the discrepancy occurred as a result of administrative error or difference in reporting between the FSO and MPF.

41.5.1.20. Charges member leave for PCS period when member completes a permissive PCS move.

41.5.1.21. Stops TDY ADSN, if present in MMPA, and if member is locally paid, issues a cancel pay authorization to TDY ADSN.

41.5.1.22. Removes member from basic trainee status, if applicable, and restores payment control to DFAS-DE.

41.5.1.23. Changes data in SG transaction and/or assigns error code to processed or partially rejected transactions. These are:

41.5.1.23.1. If date departed CONUS is in transaction and:

41.5.1.23.1.1. LE entry indicates member was CONUS and no country or non-CONUS state code is in transaction, assigns partially rejected transaction error code TBC (MBR DEPRT CONUS CNTRY OR NON-CONUS-STATE MISSING. SUBMIT LE05 OR SG05 TRANSACTION AS NECESSARY).

41.5.1.23.1.2. LE entry indicates member was NOT CONUS and country or non-CONUS state code is in transaction, assigns partially rejected transaction error code TCW (MMPA AND TRANS SHOW MBR NON-CONUS TO NON-CONUS. DATE DEPARTED OR ARRIVED CONUS ZERO-FILLED).

41.5.1.23.1.3. If no country or non-CONUS state code is in transaction, assigns partially rejected transaction error code TDP (MMPA SHOWS MBR WAS NON-CONUS. ARR-DEPRT-CODE CHANGED TO A. SUBMIT CORRECTION IF NECESSARY).

41.5.1.23.2. If date arrived CONUS is in transaction and:

41.5.1.23.2.1. LE entry indicates member was CONUS and:

41.5.1.23.2.1.1. Country or non-CONUS state code is in transaction, assigns partially rejected transaction error code TDO (MMPA SHOWS MBR WAS CONUS. ARR-DEPRT-CODE CHANGES TO D. SUBMIT CORRECTION IF NECESSARY).

41.5.1.23.2.1.2. No country or non-CONUS state code is in transaction, assigns partially rejected transaction error code TCV (MMPA SHOWS MBR CONUS TO CONUS. SUBMIT CORRECTION IF NECESSARY).

41.5.1.23.2.2. LE entry indicates member was NOT CONUS and country or non-CONUS state code is in transaction, assigns partially rejected transaction error code TCW. (See **41.5.1.23.2.1.2** above.)

41.5.1.23.3. If date arrived or depart CONUS is not in transaction and:

41.5.1.23.3.1. LE entry indicates member was CONUS and country or non-CONUS state code is in transaction, assigns partially rejected transaction error code TDG (TRANS AND MMPA SHOW MBR DEPRT CONUS. SUBMIT SG05 WITH DATE OF DEPARTURE).

41.5.1.23.3.2. LE entry indicates member was not CONUS, assigns partially rejected transaction error code TDH (MMPA AND TRANSACTION SHOW MBR ARRIVED CONUS. DATE ARRIVED CONUS OF DDLDS PLUS 1 DAY SUPPLIED. SUBMIT SG05 TO CORRECT DATE AS NECESSARY).

41.5.1.23.4. If any of these data items in SG transaction do not agree with tables at DFAS-DE, a code is supplied: DUTY-CNTRY or DUTY-NON-CONUS-STATE is changed to US and error code TDC (DUTY-CNTRY OR DUTY-NON CONUS-STATE-INVALID. CHANGE TO US) is assigned processed transaction.

41.5.1.23.5. If date of departure and/or arrival falls within a period of leave other than first or last day, transaction partially rejects with error code TCQ (LEAVE ENTRY CONFLICTS WITH PCS DEPARTURE OR ARRIVAL DATE. SUBMIT CORRECTION AS NECESSARY).

41.5.1.23.6. If member is in a T status with status suspension reason other than 1, transaction partially rejects with error code TCR (MEMBER IN A T STATUS. SUBMIT CORRECTION IF NECESSARY).

41.5.1.23.7. If open/delinquent (PX) pay authorization (PQ, PL, PM, or PJ) is present, transaction partially rejects with error code TEM. Clear open/delinquent pay authorizations. (See **Chapter 53**.)

41.5.1.24. Closes HI entry created for local payees. Pay is released into net pay.

41.5.1.25. Stops IDP, IDP with CZTE, CZTE only and HFP Leave Carryover using the effective date of the SG arrival date minus 1 day, if the start date of IDP and/or CZTE is after the PCS departure (i.e., TDY enroute)

41.5.1.25.1. If effective date of arrival minus one day is earlier than current calendar month, the 23 and FL are stopped and updated immediately.

41.5.1.25.2. If effective date of arrival minus one day is in the current calendar month, a 23 future is created with a type ‘G’, effective date of arrival minus one day. Stop date is at the end of the calendar month of the effective date of arrival minus one day, processed on the 1st day of the next calendar month. For example, if a member departs 971215, the effective date is 971215, but the stop date is 971231, processed on 980101.

41.5.1.25.3. For CZTE only (no IDP), if effective date of arrival minus one day is in the same month as the FL start date, it is not stopped. The transaction will partially process with error code TCC, 'PCS transaction processed. Determine if CZTE should be stopped or corrected.' FL future is created, effective date of stop is date of arrival minus one day, stop date is end of month of arrival.

41.5.1.25.4. If IDP and/or CZTE entries are closed and an SH03 processes, stop dates will be corrected (to earlier dates only) and X906 management notice, 'PCS PROC-VERIFY BS ARR/DEP HFP DATES-NOTIFY DFAS FOR ADJ' will be issued.

41.5.1.25.5. The associated BS and FL entries are updated with a departed HFP area date of SG arrival date minus 1 day if needed. If the BS entry should be closed, it will be closed. (***NOTE:*** A BS entry will not always be present).

41.5.1.25.6. If IDP is closed, date will be corrected to SG date of arrival minus one day if needed.

41.5.1.25.7. If the BS entry has been closed, an X906 management is issued. X906 states "PCS PROCESSED-VERIFY BS ARRIVAL/DEPARTURE DATES-NOTIFY DFAS FOR ADJUSTMENT".

41.5.1.25.8. If HFP entry is closed and the date start/date stop entry does not agree with the SG03 dates, and X905 states "PCS PROCESSED. VERIFY AND CORRECT 23, FL, AND/ OR BS ENTRIES".

41.5.1.26. Termination or correction actions for IDP, IDP with CZTE and CZTE only can be processed during PCS processing. See **Chapter 13** for IDP and IDP with CZTE. See **Chapter 56** for CZTE.

41.5.2. When PCS departure transaction has not been received, DFAS-DE takes these actions:

41.5.2.1. Except for OTS graduates who have not been promoted or demoted, generates an SH03 transaction from data in SG03 transaction. SH and SG transactions are processed under normal processing. A TCS (SH transaction generated from SG, arrival processed within 7 days of departure) or a TCT (SH transaction generated from SG, arrival processed more than 7 days after departure) is generated to the losing FSO. ***NOTE:*** Once the SG transaction is processed at DFAS-DE, the losing FSO can no longer process an SH transaction.

41.5.2.2. If member is in OTS (MPF-NR ZB MAJCOM-ID OJ and grade E-5 or higher), the SG transaction recycles awaiting transaction to separate and reenter or demote member. Processing:

41.5.2.2.1. Issues management notice XW to MPF ZB requesting a separation/reentry or demotion transaction.

41.5.2.2.2. Recycles arrival input every 3 days, waiting for processing of separation/reentry or demotion transaction.

41.5.2.2.3. If transaction is not received in 21 days, rejects SG transaction to DFAS-DE/FJ for follow-up action.

41.6. FSO Actions Upon PCS Departure:

41.6.1. The FSO must be certain that the MPF is giving members a copy of the clearance information sheet, Servicing Your Military Pay, on member's initial processing for PCS departure. The FSO should also be sure member is advised of the importance of contacting the FSO and any special actions that may be required because of the local situation.

41.6.2. FSO is responsible for advising members of the impact of PCS, to include PCS with TDY en route, on their military pay and allowances.

41.6.2.1. **Chapter 42** and individual entitlement chapters contain specific information pertaining to conditions of entitlements. Advise member of the impact of PCS and PCS with TDY en route for more than 30 days on the following:

41.6.2.1.1. BAQ (see **Chapter 26**).

41.6.2.1.2. VHA (see **Chapter 31**).

41.6.2.1.3. OHA (see **Chapter 30**).

41.6.2.1.4. COLA (see **Chapter 28**).

41.6.2.1.5. FSA I and II (see **Chapter 27**).

41.6.2.2. Advise member what entitlements will terminate upon processing arrival transaction at gaining FSO.

41.6.2.3. Advise members who will be TDY en route, and otherwise entitled to single rate BAQ, that the entitlement to the allowance terminates if they temporarily occupy government quarters at any one location for more than 30 days. Also, advise them to notify the TDY FSO if they find themselves in this situation. Emphasize the importance of timeliness in having their pay accounts updated, to prevent future complications and ensure timely processing of the arrival transaction by the gaining FSO.

41.6.3. On member's first visit to the FSO before PCS departure, (normally 45 days), the FSO must set up suspense on the pending PCS to make sure that, if a PCS package is to be prepared, the package is ready prior to member's departure and the member is instructed to hand-carry all necessary documents to the next base. (Ref subparagraph g below for items required to be hand-carried.) Ensure all FSO-authorized payments are posted before PCS departure to prevent possible overpayment.

41.6.4. Sheppard AFB MIMSO students. Medical corps officers entering active duty, who attend the Sheppard AFB non-basic trainee officers' course, are authorized payment of contract agreements upon graduation since normal PCS movement is not involved. The Sheppard AFB ACF letter, DJMS Accession of Non-basic Trainee Officer, will be used in lieu of DD Form 2572. This letter documents payments made and should be reviewed before making additional payments.

41.6.5. The member should be aware of the importance to change addresses for all allotments and bonds. (See **paragraph 41.3**)

41.6.6. The FSO must provide the member with the option of receiving his or her leave and earning statement (LES) while in a PCS status. See **paragraph 7.10.4** for options available to the member.

41.6.7. DD Form 2572, Permanent Change of Station (PCS) Package Transfer Actions. DD Form 2572 (see **Figure 41.2**) should be prepared for all members who are local payees. Additionally, members with the following documents are required to hand-carry a DD Form 2572:

41.6.7.1. Indebtedness documentation for members whose debts have been suspended because of remission applications. (Should include debt, remission, and financial statement documentation.)

41.6.7.2. Dependency determination or re-determination documents.

41.6.7.3. Separation or retirement orders, AF Form 350, or "What-If" print. ***NOTE:*** For members choosing to come to a stateside base for separation or retirement, include a copy of appropriate documentation for presentation to the FSO processing the separation/retirement.

41.6.8. Members with dependents, departing PCS for an overseas duty station unaccompanied, whose dependents live in Alaska, Hawaii, the District of Columbia, or any of the other 48 states, should be briefed during out-processing that they may be entitled to continue receiving housing allowances for their dependents in the states, while they are overseas. Ensure that the zip code in the states, while they are overseas. Ensure that the zip code in the 66 entry, generated by the SH03 processing, is the correct zip code for dependents' residence while member is overseas. If the member is going to receive OHA at the overseas location, process a 68 transaction, using the zip code of your location, in order for the OHA to process. Because the 68 will be closed by the SH03 processing, when dependents do not relocate, contact DFAS-DE/FJPA to restore the member's rate protection. If dependents relocate, the gaining FSO must process the 68 and the member loses rate protection.

41.6.9. Ensure member has been briefed on the Temporary Lodging Expense (TLE) entitlement provisions as part of the PCS out-processing.

41.6.10. PCS Departure. The FSO servicing member's losing base submits PCS departure input to DFAS-DE within 30 days of the projected departure date. Make every effort to use a projected departure date that is as close to the actual departure as possible and to submit the transaction to DFAS-DE at least 15 days in advance. This is necessary to cut down on payroll suppressions for personnel departing around payday. Special instructions are:

41.6.10.1. PCS With TDY En Route:

41.6.10.1.1. Temporary Duty Pending Further Orders (TDPFO). Submit regular PCS departure transaction using TDY ADSN as gaining ADSN. If member has more than one TDY specified in his or her orders, show the last TDY point as training location (ADSN). This applies if member will remain at the intermediate TDY points less than 30 days.

41.6.10.2. PCS to Hospital in Patient Status. FSO, MPF, and hospital must establish special priority procedures for processing PCS departure transaction for AEROMEDVACS. These members arrive at their new station the same day they depart or day after. So that member can receive best possible pay service, PCS departure transaction must be processed immediately.

41.6.10.3. Member Departs for Home Awaiting Final Action of Physical Examination Board. Submit departure transactions for this member as for normal PCS.

41.6.10.4. Member Departs for OTS. Process a PCS departure transaction for all members going to Maxwell AFB for OTS. Maxwell AFB will in-process these members, via an SG03 transaction, and become the servicing FSO during the period of the PCS departure transaction.

41.6.10.5. Academy Graduates. USAF Academy graduates are assessed as being on station at the Academy. The Academy submits a PCS departure transaction to transfer member out on EAD date.

41.6.10.6. Out-processing on day of departure. When a member performs any out-processing functions on the day of departure, the SG03 transaction will indicate that the day of departure is a day of TDY (DAYS-TDY field) for administrative purposes. Payment of per diem for this day is not authorized.

41.6.10.7. PCS on Appellate Review Leave. Submit departure transactions for this member as for normal PCS. When the FSO is notified by the member of PCS, normally 30 to 45 days prior, the following actions will be taken:

41.6.10.7.1. Review member's MMPA for any open or suspended debts. Re-compute the repayment rate to ensure maximum two-thirds rule deduction is being applied. Change any deductions accordingly.

41.6.10.7.2. Include information copies of any transaction to change repay rate in member's PCS package, if applicable.

41.6.11. Movement Reason Code E. Use movement reason code E only when travel fund citation cites project 5769.OZ or 5869.OZ. Projects are used only for members going to an organization which has agreed to reimburse the FSO for member's services. When this movement reason code is used, verify fund citation and send a copy of member's orders to DFAS-DE/FJF. (See **Figure 41.1**)

41.7. Effect of PCS Departure on MMPA:

41.7.1. PCS Report Transaction (SH03). (See **Figure 41.6**) On receipt of a PCS departure transaction, the processing actions depend on the projected departure date:

41.7.1.1. If the projected departure date is equal to or earlier than the processing date, the transaction is processed at once.

41.7.1.2. If the projected departure date is later than the processing date, an NO memorandum entry is established with the data from the departure transaction, and the transaction is recycled to process on the projected departure date unless the departure date falls on or between cutoff date and payday.

41.7.1.3. When the projected departure date falls on or between cutoff date and payday, the SH03 is processed immediately (both input and recycled transactions). This procedure is followed to reduce the number of payroll suppressions at base level. Input transactions received between cutoff date and paydate with projected departure dates falling between theses dates are recycled and then processed on the projected departure date.

41.7.1.4. SH03 transactions received after an NO entry is established will delete the NO entry and process in accordance with the above guidelines. The original SH03 transaction will not process, as it no longer agrees with the NO entry.

41.7.1.5. Transactions that are recycled are put through all edits possible and those that do not pass the edits are rejected. If member's status determinant at time of recycle would cause a reject, an XI50 management notice is issued instead of a reject. This notifies the base that member's MMPA status will cause the SH03 transaction to reject if the status is not changed before the projected departure date. Before a member departs PCS, the FSO verifies his or her status and, if other than on station (SA), adjusts to SA or annotates the member's management case file (MCF) as to status upon departure.

41.7.1.6. If the member is a local payee, an HI entry is created when the SH03 is actually processed (date of departure is current date or earlier). The HI entry will contain the member’s net pay until the member arrives at his/her new duty station and an SG03 transaction is processed.

41.7.2. PCS Change and Correct Transaction (SH04 and SH05). (See **Figure 41.6**) The actions taken on processing depend on whether the PCS report transaction is recycling or processed. If the report transaction:

41.7.2.1. Is recycling, the SH04 or SH05 transaction updates the NO entry and creates an updated SH03 transaction which recycles to process on the projected departure date. The original SH03 transaction will not process since it no longer agrees with the NO entry.

41.7.2.2. Has processed, the SH04 or SH05 transaction updates the open SH entry and adjusts any other entries affected by PCS departure as appropriate. This includes entitlements. The projected departure date in the SH05 can not be greater than 30 days from current date.

41.7.3. PCS Cancel Transaction (SH06). (See **Figure 41.6**) If the SH03 transaction has not processed, the cancel transaction deletes the NO entry. This causes the recycling transaction not to process. If the SH03 transaction has processed, the cancel transaction restores member's account to show the same data as before the PCS transaction was processed. If IDP, with or without CZTE, or CZTE only, has been stopped by PCS processing, an X905 management notice will be issued. The X905 states: ‘PCS processed. Verify and correct 23, FL and/or BS.’

41.7.4. Actions DFAS-DE Takes Automatically on Processing a PCS Departure Report Transaction (SH03):

41.7.4.1. Puts member in H (PCS) status.

41.7.4.2. Stops these entitlements as of 2400 the day before the day of departure:

41.7.4.2.1. COLA,

41.7.4.2.2. OHA,

41.7.4.2.3. VHA,

41.7.4.2.4. BAQ:

41.7.4.2.4.1. Partial rate,

41.7.4.2.4.2. Without-dependent rate, grades E-1, E-2, E-3 and E-4 (with less than 4 years' service).

41.7.4.2.4.3. Without dependent rate for inadequate quarters (adequacy code 2) regardless of grade.

41.7.4.2.5. Enlisted BAS

41.7.4.3. Stops these entitlements as of 2400 of the day departed:

41.7.4.3.1. Flight pay for non-crew members,

41.7.4.3.2. Foreign duty pay,

41.7.4.3.3. Flight deck, overseas extension pay and diving duty pay,

41.7.4.3.4. FSA-I,

41.7.4.3.5. FSA-II.

41.7.4.4. Starts these entitlements on the day of departure:

41.7.4.4.1. IVHA, if VHA was stopped by PCS departure.

41.7.4.4.2. IVHA is established with the same zip code as VHA.

41.7.4.4.3. Travel BAS for enlisted (type C), if movement reason code is not T.

41.7.4.4.4. BAQ without dependents is started from SH03 for E4 over 4 and above. If member was assigned to single government quarters, receiving BAQ with dependents, the assignment code is changed to “2” and the adequacy to “0”. Dependent rate BAQ will start only when partial BAQ was stopped by PCS processing.

41.7.4.5. Sends a cancel pay authorization to servicing FSO for locally paid personnel.

41.7.4.6. Updates servicing and paying ADSNs to 9999 as applicable. If gaining ADSN in the SH transaction is the same as the servicing ADSN, the servicing and paying ADSNs are not changed to 9999.

41.7.4.7. If projected arrival date is invalid or less than DDLDS, it is changed to DDLDS plus 30 days and processed transaction is assigned error code TDB. If gaining ADSN does not match ADSN table at DFAS-DE, it is changed to 9999 and processed transaction is assigned error code TCY. Projected arrival date must include time for TDY en route.

41.7.4.8. Generates an XI06 management notice to the losing FSO, 7 days before the projected DDLDS, for recycling SH03 transactions, or immediately whenever an SH03 transaction is processed. This notice informs the FSO that the PCS transaction will or has processed. A "Y" in character position 63 of the processed SH03 indicates that an XI06 management notice has been generated.

41.7.4.9. Establishes an arrival suspense entry of projected arrival date plus 15 days. When the suspense matures, an XI03 management notice is issued to the gaining ADSN for the processing of the PCS arrival transaction. The XI03 is issued every 15 days until the SG03 is processed.

41.7.4.10. If member is going PCS from OTS and has not been promoted to grade 01 or demoted to grade 34 or below, the SH transaction recycles RAT and the MPF receives an XW management notice. If member's normal grade is 35 or higher and member is eliminated from OTS, the FSO notifies DFAS-DE by message to manually process the PCS transaction.

41.7.4.11. The PCS departure transaction does not affect member's MPF or MAJCOM ID. These data items are changed independently by an LG transaction from the MPF.

41.7.5. Effect on IDP, IDP, with CZTE, and CZTE only. Since IDP and CZTE are paid/effective for whole months only, they cannot be stopped until after the month the stop is effective.

41.7.5.1. If effective date of arrival minus one day is earlier than current calendar month, the 23 and FL are stopped and updated immediately.

41.7.5.2. If effective date of arrival minus one day is in the current calendar month, a 23 future is created with a type 'G', effective date of arrival minus one day. Stop date is at the end of the calendar month of the effective date of arrival minus one day, processed on the 1st day of the next calendar month. For example, if a member departs 971215, the effective date is 971215, but the stop date is 971231, processed on 980101.

41.7.5.3. For CZTE only (no IDP), if effective date of arrival minus one day is in the same month as the FL start date, it is not stopped. The transaction will partially process with error code TCC, 'PCS transaction processed. Determine if CZTE should be stopped or corrected.' FL future is created, effective date of stop is date of arrival minus one day, stop date is end of month of arrival.

41.7.5.4. If IDP and/or CZTE entries are closed and an SH03 processes, stop dates will be corrected (to earlier dates only) and X906 management notice, 'PCS PROC-VERIFY BS ARR/DEP HFP DATES-NOTIFY DFAS FOR ADJ' will be issued.

41.8. Effect of Other Status on PCS:

41.8.1. PCS Departure. PCS departure rejects to input source with error code ZBG if member is in one of these statuses: AWOL, deserted, missing, or voidable enlistment. If a member is in any other status, PCS departure transaction processes as in **paragraph 41.7**.

41.8.2. PCS Arrival:

41.8.2.1. Failure to Report At Gaining Base and Later Arrival. Losing unit is responsible for member until member reports to new unit. (See AFI 39-2911, chapter

7.) Thus, if a member is determined to be AWOL, losing MPF submits a regular AWOL input. If member reports to new station, an on-station transaction to remove AWOL status must be processed by the MPF before processing of SG transaction. Under these circumstances, on-station change transaction returns member to a PCS status in the MMPA.

41.8.2.2. PCS With a Period of AWOL. A period of AWOL, which occurred during time a member was in a PCS status, must be reported.

41.8.2.3. PCS Arrival-Member in a Confined Status. When a member is in a confined status on PCS arrival, PCS arrival input does not start any entitlements except those in **paragraph 41.5** for members home awaiting physical evaluation board proceedings.

41.8.2.4. Cancel PCS Member in an AWOL, Confined, or Deserted Status. If a member is in one of these statuses when a PCS cancel transaction is received, process PCS cancel transaction in normal manner. When PCS cancel is processed, entitlements stopped by departure transactions are not restarted.

41.9. PCS Processing. Losing FSO can input transactions for personnel who are in a PCS status as indicated:

41.9.1. Entitlement. Entitlement transactions can be input for periods before PCS departure and will process except:

41.9.1.1. Format-IDs 39 and 40 for action indicator 03, 05, and 06 can be processed by losing base until member arrives at new duty station. Action indicators 01, 02, and 04 will not process.

41.9.1.2. Format-IDs 49, 51, and 65 process as long as dates do not overlap PCS departure date.

41.9.1.3. Format-ID 35 processes if date departed in the SH is within 35 days of DFAS-DE processing date, or if member is in PCS status.

41.9.2. Allotment, collection, deduction, FICA/FITW, or payment transactions can be input while member is in PCS status.

41.9.3. Specific Transactions From Other Categories. LD, LH, ME, MD, MG (only when movement reason code is I), MH, N8, E5, E7, and E8 can be input for members in a PCS status as indicated.

41.9.4. Forwarding Transactions to New Base. Send any transactions that cannot be processed by losing base, after member departs, to member's new duty station for processing.

41.9.5. Number of Records Required. All PCS transactions require a one-record input.

41.10. Special Provisions. Do not submit PCS input transaction to DFAS-DE for:

41.10.1. Member Declared Mentally Incompetent. For detailed procedures, see **Chapter 50**.

41.10.2. Member Placed in an Excess Leave Status To Attend School. When a member is in an excess leave status without pay and allowances to attend school, records remain at base since member can return to on-station when school is not in session. For detailed procedures, see **Chapter 44**.

41.10.3. Member PCS Without PCA to Port for Immediate Separation. (See **Chapter 52**.) When member is transferred to other than a port for separation, PCS departure and arrival transactions must be submitted.

41.10.4. Reenlistees and Officers Reporting for Duty at a TDY Base. Enlisted personnel who reenlist in the Air Force after a break in service and officers who report to a TDY base before going to their first duty station are accessed via an EA03 transaction from AFPC. This transaction puts member in a PCS status with movement reason code I. Do not submit PCS arrival transactions for these members. E203 accession transaction removes these members from PCS status.

41.10.5. Basic Trainees. Lackland does not submit SH transactions for basic trainees. Gaining base must submit an SG03 for these members in all cases. (See **Figure 41.5** for SG format.)

41.11. Geographically Separated Units (GSU). When a member's duty station is not at the same location as servicing FSO, a message based on normal substantiating documents may be sent to the FSO to support PCS departure, PCS arrival, and other PCS-related changes. This message must contain all data necessary to complete the transactions in question. Attach a copy of the substantiating document to the message and submit to DFAS-DE with other substantiating documents at the end of the month. The FSO also ensures that transactions input to DFAS-DE agree with the substantiating documents.

Figure 41.1. Movement Reason Codes.

Movement Reason Codes. Use these movement reason codes in PCS departure transactions:

DATA ITEM	EXPLANATION	MOVEMENT REASON CODE
Operational	PCS under normal circumstances not involving conditions indicated by movement reason codes B through T. For BMT and new accessions, assignment to a location for a period of 20 weeks or more, shall be considered a PCS for pay and allowances purposes. BAS (type C) entitlement accrues during travel time.	A
Hospital, Patient Status	PCS to a hospital for treatment of a disease, injury, wound, or any other incapacitation.	B
Home Awaiting Physical Evaluation Board Proceedings	a. Stops all open items of pay, except basic pay, BAS for officers, with dependent rate BAQ, without dependent rate BAQ for grades E4 over 4 years of service and above and medical, dental, or veterinary pay effective the day before the member arrives home (PCS arrival). b. Starts Rations in Kind-Not available (RIKNA) for all enlisted grades and without dependent rate BAQ is started, if applicable. c. Starts Leave type K (APEBP) upon PCS arrival. Leave is chargeable until any accrued balance is depleted, after which it becomes non-chargeable. The member continues to receive pay. The leave begins the day after the member arrives home, or the day after constructive travel ends, whichever is earlier. The leave is terminated by the separation transaction.	C
Other Government Agency or International Organization	PCS to duty with other federal government or international organizations where reimbursement is required under cross-service or other agreements with such agencies. See special instructions, paragraph **41.6.1.**	E

DATA ITEM	EXPLANATION	MOVEMENT REASON CODE
Permissive Permanent Change of Station	PCS from one duty station to another at personal expense. Leave type B is charged from day of departure thru the day prior to arrival. Leave authorization number generated is PCSHUMA.	F
Training School	PCS for formal training at either a military installation or civilian installation.	G
Accession	Member is in a PCS status because of an accession transaction processed by AFPC. See paragraph 41.10.4. This reason code only for use by AFPC with accession transaction. FSO not to use this reason code for their PCS transactions.	I
Pipeline Personnel	All personnel under 'group travel orders' or personnel in training status at any location for less than 20 weeks prior to checking into first PDS, will not be considered at their PDS for pay and allowance purposes.	T

Figure 41.2. DD Form 2572, Permanent Change of Station (PCS) Package Transfer Actions.

PERMANENT CHANGE OF STATION (PCS) PACKAGE TRANSFER ACTIONS

1. SSN	2. NAME (Last, First, Middle Initial)	3. GRADE	4. TRANSFER DATE (YYMMDD)	5. GAINING ADSN	6. CONTROL NUMBER
000-00-0000	Doe, John D.	E-5	940601	5261	

7. MEMBER PAY DATA

a. LAST REGULAR PAY DATE (YYMMDD)	b. AMOUNT
940515	$1,234

8. MEMBER RECEIVED BEFORE DEPARTURE

	a. AMOUNT	b. DATE (YYMMDD)	c. DOV NO.
(1) Advanced Travel			
(2) Advanced Pay			
(3) Partial Pay			

9. PAYMENTS RECEIVED ENROUTE

a. AMOUNT	b. DATE (YYMMDD)	c. PAYING AD	d. DOV NO.

10. TEMPORARY DUTY (TDY)

a. TDY ENROUTE ADSN	b. TDY DATE STARTED (YYMMDD)	c. TDY DATE STOPPED (YYMMDD)
5969	940520	940531

13. LOSING ADSN	14. PREPARED BY (Print / Type)	15. AUDITED BY
6461	SSgt B.B. Buck	TSgt Moose

11. ARE COPIES OF THE FOLLOWING ENCLOSED? (X one)

	YES	NO	N/A
a. RECORD OF TRAVEL PAYMENTS			
b. INDEBTEDNESS DOCUMENTATION	XX		
c. RETIREMENT / SEPARATION ORDER		XX	
d. BAQ DETERMINATION / REDETERMINATION	XX		
e. OTHER (List)			
f. OTHER (List)			
g. OTHER (List)			

12. THESE TRANSACTIONS, REJECTS, OR SUSPENSE ITEMS WILL BE PROCESSED OR CLEARED BY THE ADSN.

a. FORMAT ID	b. ACTION ID	c. TRANSMITTAL NO.	d. TRANSACTION NO	e. EFFECTIVE DATE (YYMMDD)

16. CERTIFICATION
I certify receipt of the above referenced items. I understand that any attempts to alter this or other enclosed documents may result in disciplinary action against me.

a. MEMBER'S SIGNATURE	b. DATE SIGNED
John D. Doe	940516

DD Form 2572, FEB 91

U.S. GOVERNMENT PRINTING OFFICE: 1991 301-550

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Figure 41.3. Format to Correct Duty Country or Non-CONUS State.

CHARACTER POSITION	DESCRIPTION
1-5	0LE05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
65-66	DUTY-COUNTRY: APPLICABLE COUNTRY CODE
OR	
65-66	DUTY-NON-CONUS-STATE: 02—ALASKA 15—HAWAII

Figure 41.4. Format to Change Location/Command Identity.

CHARACTER POSITION	DESCRIPTION
1-5	0LG04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
32-33	MPF CODE
34-35	MAJCOM IDENTITY CODE
36-39	UNIT OF ASSIGNMENT CODE
42-46	OFFICE SYMBOL

Figure 41.5. Format to Report/Correct PCS Arrival.

CHARACTER POSITION	DESCRIPTION
1-5	0SG03/05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD MEMBER ARRIVED ON STATION
26-31	YYMMDD MEMBER DEPARTED LAST DUTY STATION. DDLDS FOR ACADEMY GRADUATES WILL EQUAL EAD DATE
32	QTR-DAY-ARRIVAL--APPLICABLE CODE FOR TIME OF ARRIVAL: 1--0001-0700 2--0701-1200 3--1201-1800 4--1801-2400
33	QTR-DAY-DEPART--APPLICABLE CODE FOR TIME OF DEPARTURE: SEE QTR-DAY-ARRIVAL FOR CODES
34	APPLICABLE CODE FOR TYPE OF PCS MOVEMENT. SEE **Figure 41.1.**
35-36	CANNOT BE BLANK. APPLICABLE COUNTRY CODE FROM **Attachment 16** IF MEMBER IS OVERSEAS; 2 IF IN ALASKA; 15 IF IN HAWAII OR US IF IN CONUS
37	CODE 7 IF MEMBER IS ENTITLED TO FOREIGN DUTY PAY: OTHERWISE, BLANK
45	ARRIVAL-DEPARTURE-CODE: A--ARRIVAL OR D--DEPARTURE; INDICATES WHETHER DATE IN 46-51 IS ARRIVAL OR DEPARTURE DATE

CHARACTER POSITION	DESCRIPTION
64	CODE TO START PARTIAL OR WITHOUT DEPENDENT RATE BAQ: 4--CHANGE WITH DEPENDENT RATE BAQ ASSIGNMENT FROM UNASSIGNED TO MEMBER ASSIGNED SINGLE GOVERNMENT QUARTERS 6--START PARTIAL RATE BAQ, CLOSEST DEPENDENT R (NO DEPENDENTS) 7--START PARTIAL RATE BAQ, CLOSEST DEPENDENT I (MEMBER MARRIED TO MEMBER) 8--START WITHOUT DEPENDENT RATE BAQ, CLOSEST DEPENDENT R (NO DEPENDENTS) 9--START WITHOUT DEPENDENT RATE BAQ, CLOSEST DEPENDENT I (MEMBER MARRIED TO MEMBER) OTHERWISE, LEAVE BLANK
65	CODE TO START SUBSISTENCE ALLOWANCE TYPE: B -- SEPARATE RATIONS H -- RATIONS-IN-KIND NOT AVAILABLE K -- RATIONS UNDER EMERGENCY CONDITIONS
66-67	BLANK UNLESS INPUT SOURCE IS DFAS-DE, THEN ADSN 38XX IF MEMBER IS GOING FROM ONE OVERSEAS LOCATION TO ANOTHER, DATE-DEPRT OR ARR-CONUS WILL BE BLANK. WHEN MEMBER IS HOSPITALIZED, IS ON EMERGENCY LEAVE OR TDY AND IS REASSIGNED WHILE IN THAT STATUS, DDLDS WILL BE THE DATE THE DECISION IS MADE TO REASSIGN MEMBER. IF MEMBER IS ASSIGNED TO CONUS, ZIP CODE WILL PERTAIN TO ACTUAL DUTY LOCATION; IF MEMBER IS ASSIGNED OVERSEAS, ZIP CODE WILL PERTAIN TO ACTUAL LOCATION OF MEMBER'S DEPENDENTS

Figure 41.6. Format to Report/Change/Correct/Cancel PCS Departure.

CHARACTER POSITION	DESCRIPTION
1-5	0SH03/04/05/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF PROJECTED DATE MEMBER IS TO DEPART DUTY STATION PCS OR YYMMDD OF ACTUAL DEPARTURE DATE. 03, 04 AND 06 WILL CONTAIN VALID DATE (CANNOT BE ZEROS)
32	WILL BE 1 IN ALL CASES
33	CODE APPROPRIATE TO TYPE OF PCS MOVEMENT. SEE **Figure 41.1.** MOVEMENT CODE E IS USED ONLY AFTER VERIFYING IN PCS ORDERS THAT FUND CITATION INCLUDES PROJECTS 5769OM OR 5869OM
40-45	YYMMDD OF MEMBER'S PROJECTED ARRIVAL DATE NEW DUTY STATION
46-49	ADSN OF SERVICING FSO AT NEW DUTY STATION IF A MEMBER IS A CENTRAL PAYEE UPON DEPARTURE AND LATER CHANGED TO A LOCAL PAYEE AND PCS IS CANCELED, THE PAYING ADSN WILL BE RESTORED AS 3800. AN LB04 WILL BE REQUIRED TO CHANGE PAYING ADSN TO THE LOCAL STATION AFTER THE SH06 PROCESSES.

Chapter 42

TEMPORARY DUTY (TDY)

42.1. Description. TDY processing is similar to event-oriented transactions, such as PCS. A TDY ADSN is recorded on the MMPA so that a TDY FSO may give regular pay service to a member in TDY status.

42.2. Substantiating Documents. Use DD Form 114, Military Pay Order (MPO), or TDY orders processed as an MPO. (See **Figure 42.1**) For checks to financial organizations, use SF 1199A, Direct Deposit Sign-Up Form. (See **Chapter 38**.)

42.3. Effect on MMPA:

42.3.1. Start TDY ADSN (LD01). (See **Figure 42.2**) This transaction puts a TDY ADSN on the MMPA and can be submitted only by the member's TDY ADSN. An LD01 transaction should be submitted for all members TDY to a location for more than 30 days, and desiring pay service by the TDY FSO; for example, receipt of LES at the TDY location. When a TDY ADSN is established on a member's MMPA:

42.3.1.1. The TDY ADSN (LD) entry on the MMPA can

42.3.1.1.1. change paying ADSN;

42.3.1.1.2. change level of payment from central to local or vice versa;

42.3.1.1.3. start, stop, and report pay and allowances accruing to the member while at the TDY station. (BAS start will not process unless member is in a permanent change of station (PCS) (SH) status.);

42.3.1.1.4. start or stop allotments.

42.3.1.2. The member's LES and NPA go to the TDY base.

42.3.1.3. Only a subsequent TDY ADSN can submit an LD04 transaction to change from the old to the new TDY ADSN.

42.3.2. Stop TDY ADSN (LD02). (See **Figure 42.2**) Either the servicing or the TDY ADSN can submit this transaction. It stops TDY action on the MMPA and, if the member is being paid locally by the TDY base, issues a cancel pay authorization to the TDY ADSN and returns the authorization to the member's servicing FSO. If the member is PCS, TDY en route, paying ADSN is changed to 9999, and the PI entry is established. Either the servicing or TDY ADSN stops pay and allowances accruing to the member while TDY and started by the TDY ADSN using the effective date in the LD02.

42.3.3. Change TDY ADSN (LD04). (See **Figure 42.2**) Only the gaining TDY ADSN can submit this transaction. It changes the TDY ADSN on the MMPA and results in a management notice (XM) to gaining servicing ADSN. If the member is locally paid at the TDY point, this transaction causes the system to issue a cancel pay authorization to the original TDY ADSN and sends a new pay authorization to the new TDY ADSN if an LB04 is received, otherwise paying ADSN is changed to 9999 until receipt of an LD02. The gaining TDY ADSN stops pay and allowances accruing to the member while TDY and started by the original or prior TDY ADSN using the effective date in the LD04.

42.3.4. Change Paying ADSN (LB04). (See **Figure 7.10**) If member is PCS, TDY en route, this transaction changes paying ADSN from 9999 to the TDY ADSN and results in an appropriate pay authorization and the closing of the PI entry.

42.3.5. Start or Stop Payment to Bank (LH01 OR 02). See **Chapter 38**, **Figure 38.4** for input screens. Use these transactions when a member is paid centrally and wishes to be paid locally or vice versa.

42.3.5.1. If the member is PCS, this transaction changes paying ADSN to 9999 and establishes the PI entry on the member's MMPA. After this transaction has processed, an LB04 (change paying ADSN) transaction is required to establish the TDY ADSN as the paying ADSN.

42.3.5.2. If member is a local payee and paying ADSN is other than 9999, this transaction results in a cancel pay authorization to the paying ADSN and the member is established as a central payee. If paying ADSN is 9999, this transaction results in cancellation of the PI entry on the member's MMPA and the establishment of the member as a central payee.

42.4. FSO Actions:

42.4.1. Before TDY. Advise members of the impact that TDY will have on their pay. The most commonly affected allowances are:

42.4.1.1. FSA II. (See **Chapter 27**.)

42.4.1.2. Hardship Duty Pay – Location. (See **Chapter 18**.)

42.4.1.3. COLA. (See **Chapter 28**.)

42.4.2. At Departure:

42.4.2.1. Submit transactions to stop appropriate entitlements not accruing to the member while TDY.

42.4.2.2. Prepare the member's PCS package if applicable for transfer and give it to the member to hand-carry to the TDY FSO. Instruct the member as to the importance of the management case file and advise members to check with FSO on arriving at and departing from the TDY station. **Chapter 79** contains special instructions regarding deployment.

42.4.2.3. If TDY is in conjunction with a PCS movement, the servicing FSO should process the SH03.

42.4.3. Member Returns From TDY:

42.4.3.1. If TDY ADSN has been established, obtain the PCS package from the member and submit an LD02 using the date in the travel voucher as the effective date to stop TDY. This input is necessary only if an X7 management notice has not been received. The X7 is proof that the TDY ADSN input the LD02 to stop TDY. Pay and allowances which were started in conjunction with TDY are stopped based on input from the TDY ADSN.

42.4.3.2. Upon receipt of the travel voucher (per AFI 65-114), use the voucher and DD Form 114 as a source document to submit the transactions to start, stop, or change appropriate TDY entitlements, except those that require separate certifications (i.e., DD Form 1561 for FSA). All adjustments should be made per the DoDFMR, Volume 7A and the JFTR.

42.4.3.3. An SG03 with an effective date one day before the arrival date is computer-generated if the TDY ADSN did not process an LD02. Permanent duty station (PDS) processes an SG03 if the member was PCS, TDY en route, when he or she arrives at the PDS. This computer-generated LD02 contains a management notice MNY to the PDS requesting they review the propriety of the effective date supplied. If the date is invalid, act to correct the effective date and pay and allowances.

42.4.4. TDY FSO Actions:

42.4.4.1. Arrival at TDY Station--Member To Receive Pay Service:

42.4.4.1.1. Obtain the member's PCS package if applicable.

42.4.4.1.2. Input an LD01 using the proper effective date. For enlisted members who are accessed and go TDY for training at ATC bases before reporting to their PDS, the accession transaction establishes the MMPA with an LD entry and the paying and servicing ADSN as 9999. This allows the TDY FSO to service these members the same as other TDY members. For all other personnel, enlisted or officer, who go on active duty with extended TDY before reporting to their first PDS, the TDY FSO must input the LD01 to establish themselves as the TDY ADSN and furnish the member's pay service.

42.4.4.1.3. If the member desires local payment at the TDY station, prepare and input an LB04 to change paying ADSN. (See **paragraph 42.3.4**)

42.4.4.1.4. Submit input to start appropriate entitlements accruing to the member as a result of TDY.

42.4.5. Member departs TDY Station:

42.4.5.1. Submit transactions to stop appropriate entitlements accruing to the member.

42.4.5.2. Submit an LD02 to terminate TDY ADSN.

42.4.5.3. Prepare the management case file for transfer and give to the member to hand-carry to the PDS or next TDY station.

Figure 42.1. DD Form 114, Military Pay Order (to Start TDY ADSN).

MILITARY PAY ORDER

MILITARY PAY ORDER NO: XX00000

ORGANIZATION AND STATION: Little Rock AFB AR

DATE: 11 Jul 94

TO DISBURSING OFFICER.
YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.

SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	REASON FOR CHANGE	YEAR FROM -	YEAR TO -
000-00-0000	Doe, John 04	Start TDY ADSN 5042 effective Member placed on TDY for 90 days.	Jul 12	FO

SYMBOL NO. (Entered by D.O.)	TYPED NAME AND GRADE OF CERTIFYING OFFICER	SIGNATURE OF CERTIFYING OFFICER
6615	Bill B. Buck, Lt Col, USAF	Bill B. Buck

DD FORM 114
1 NOV 49

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Prescribed by Comptroller General U S
February 8, 1949

Figure 42.2. Format to Start/Stop/Change TDY ADSN.

CHARACTER POSITION	DESCRIPTION
1-5	0LD01/02/04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S
20-25	LAST NAME YYMMDD OF: A. DATE MEMBER WILL REPORT TO TDY STATION WHEN ACTION-INDICATOR IS 01 OR 04 B. DATE MEMBER COMPLETED TDY WHEN ACTION-INDICATOR IS 02
32-35	TDY-ADS WHEN ACTION-INDICATOR IS 01 OR 04. BLANK WHEN ACTION INDICATOR IS 02 01--START CAN BE INPUT BY TDY ADSN ONLY 02--STOP CAN BE INPUT BY EITHER SERVICING OR TDY ADSN 04--CHANGE CAN BE INPUT BY THE GAINING (MEMBER GOES FROM ONE TDY POINT TO ANOTHER TDY POINT) TDY ADSN EFFECTIVE DATE (CP 20-25) MUST BE LESS THAN 30 DAYS FROM PROCESSING DATE.

Chapter 43

ON STATION

43.1. Description. Upon member's entry into the Air Force, on-station status is established. It remains in effect until changed by subsequent status input.

43.2. Substantiating Documents. AF Form 2098, Duty Status Change, is the basic source document used to return a member to on-station status. Member's unit prepares and numbers AF Form 2098 (**Figure 43.1**) and sends it to the MPF.

43.3. Responsibilities. The source of input for on station (SA) transactions is dependent on the status from which member is being removed.

43.3.1. Servicing FSO. The servicing FSO must submit a DT04 transaction to restart any suspended DF (indebtedness) resulting from an AWOL, confinement (type 1 or 6), or desertion status.

43.3.2. MPF. The MPF is responsible for submission of SA transactions to remove a member from bad status (AWOL (J), confinement (K) or deserter (P)). SA transactions to remove a member from bad status always recycle for 10 days to allow the TI05 transaction with the commander's determination of bad time to be processed first. The SA transaction recycles with error code RDD and generates an NW entry on the MMPA. The NW entry contains the SA transaction and alerts anybody looking at the record to the fact that the SA transaction has been received.

43.3.3. DFAS-DE. DFAS-DE is responsible for input of SA transactions to remove a member from missing (M) and mentally incompetent (U) status.

43.4. FSO Actions:

43.4.1. Actions Required When Absentee Returns to Same Duty Station:

43.4.1.1. Return of Absentee Before Management File Is Sent to DFAS-DE. Advise DFAS-DE by input transaction of member's return to on-station or other status. See the chapter in this volume that pertains to the specific status, from which member is being returned to on-station, for specific procedures. Do not transfer management file to DFAS-DE.

43.4.1.2. Return of Absentee After Management File Is Sent to DFAS-DE. FSO advises DFAS-JMCBC/DE by phone or CMS case of member's return and requests current status of member's account. Give member's name, SSN, and accounting and disbursing station number (ADSN) of servicing FSO. DFAS-DE forwards management file and new pay authorization to the FSO if member elects local payment. FSO may pay member a partial payment that does not exceed amount due. (See **Chapter 36**.) If member is reassigned before management file is received from DFAS-DE, send management file to member's gaining FSO upon receipt.

43.4.2. Action Required When Absentee Reports to Station Other Than Last Duty Station:

43.4.2.1. Notice of Member's Return to Military Control. If an absentee reports at other than last duty station, office to whom member reports notifies MPF of the reporting station at once.

43.4.2.2. Actions by FSO at Station Where Member Has Reported. MPF advises FSO, who in turn advises DFAS-DE, by phone or CMS case, of member's return and member's current status. Provide DFAS-DE member's name, SSN, date returned to military control, and ADSN of the FSO.

43.4.2.3. Actions by FSO. FSO may pay member a partial payment as stated in **subparagraph 43.4.1.2** above. Review MMPA printout and submit any input transaction for required adjustment actions.

43.5. Effect on MMPA. (See **Table 43.1** and **Table 43.2**)

43.6. DFAS-DE Actions. DFAS-DE forwards management file, if available and an updated pay authorization to new FSO if member requests local payment. If management file is not available, DFAS-DE queries old station and requests it be forwarded to new servicing FSO. If unable to locate management file, DFAS-DE advises the new FSO to establish a temporary management file.

43.7. Input. The SA transaction is effective with the first full day in an on-station status. For status SJ, SK, SP, SM, day of return to on-station is considered first full day in an on-station status. See **Figure 43.2** for SA input screens.

43.7.1. Action Indicators. Specific action indicators are prescribed to input on-station status. Their use and effect are explained in **Table 43.1**. For ACTN-INDCTR 04, enter date member's status started. For ACTN-INDCTR 06, Date-Start must be same as transaction being canceled.

43.7.2. Status Codes:

43.7.2.1. On-station-code A.

43.7.2.2. AWOL-code J.

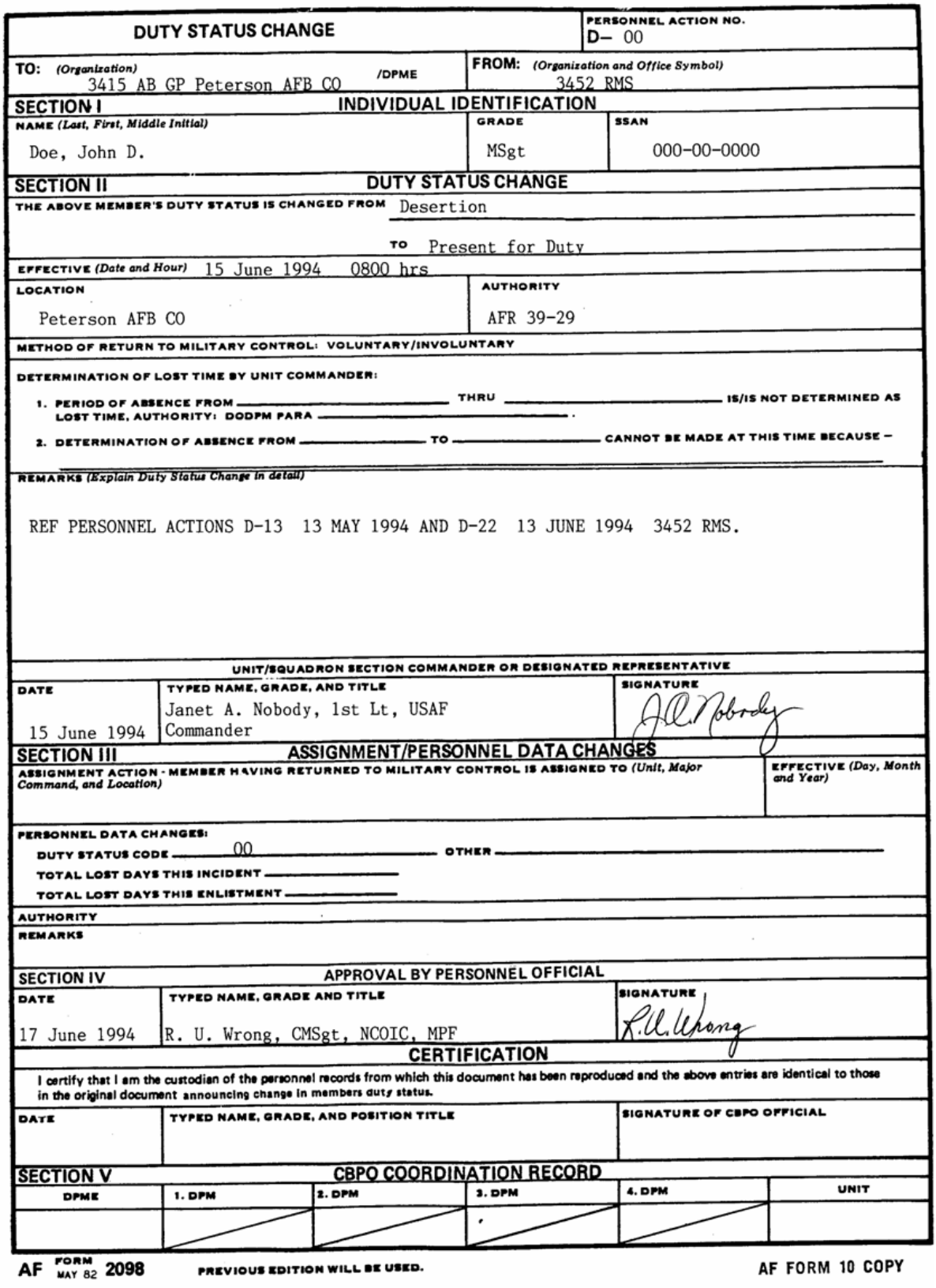
43.7.2.3. Confined-code K. (See **Chapter 47** and **Attachment 14** for types.)

43.7.2.4. Leave (excess)-code B. Law students reporting for short period(s) of active duty during school vacation(s). Upon completion of duty, member reverts to excess leave.

43.7.2.5. Deserted-code P; missing-code M; and mentally incompetent-code U. DFAS-DE prepares input transaction to adjust MMPA for the new status.

43.7.3. Special Management File. FSO enters notation of all actions returning member from non-pay status to on-station in a management case file. Enter termination of prior non-pay status and effective date from input transaction.

Figure 43.1. AF Form 2098, Duty Status Change.



DUTY STATUS CHANGE

PERSONNEL ACTION NO. D– 00

TO: (Organization) 3415 AB GP Peterson AFB CO /DPME

FROM: (Organization and Office Symbol) 3452 RMS

SECTION I — INDIVIDUAL IDENTIFICATION

NAME (Last, First, Middle Initial)	GRADE	SSAN
Doe, John D.	MSgt	000-00-0000

SECTION II — DUTY STATUS CHANGE

THE ABOVE MEMBER'S DUTY STATUS IS CHANGED FROM Desertion

TO Present for Duty

EFFECTIVE (Date and Hour) 15 June 1994 0800 hrs

LOCATION	AUTHORITY
Peterson AFB CO	AFR 39-29

METHOD OF RETURN TO MILITARY CONTROL: VOLUNTARY/INVOLUNTARY

DETERMINATION OF LOST TIME BY UNIT COMMANDER:

1. PERIOD OF ABSENCE FROM _____ THRU _____ IS/IS NOT DETERMINED AS LOST TIME, AUTHORITY: DODPM PARA _____.
2. DETERMINATION OF ABSENCE FROM _____ TO _____ CANNOT BE MADE AT THIS TIME BECAUSE –

REMARKS (Explain Duty Status Change in detail)

REF PERSONNEL ACTIONS D-13 13 MAY 1994 AND D-22 13 JUNE 1994 3452 RMS.

UNIT/SQUADRON SECTION COMMANDER OR DESIGNATED REPRESENTATIVE

DATE	TYPED NAME, GRADE, AND TITLE	SIGNATURE
15 June 1994	Janet A. Nobody, 1st Lt, USAF Commander	J.A. Nobody

SECTION III — ASSIGNMENT/PERSONNEL DATA CHANGES

ASSIGNMENT ACTION - MEMBER HAVING RETURNED TO MILITARY CONTROL IS ASSIGNED TO (Unit, Major Command, and Location) | EFFECTIVE (Day, Month and Year)

PERSONNEL DATA CHANGES:

DUTY STATUS CODE 00 OTHER _____

TOTAL LOST DAYS THIS INCIDENT _____

TOTAL LOST DAYS THIS ENLISTMENT _____

AUTHORITY

REMARKS

SECTION IV — APPROVAL BY PERSONNEL OFFICIAL

DATE	TYPED NAME, GRADE AND TITLE	SIGNATURE
17 June 1994	R. U. Wrong, CMSgt, NCOIC, MPF	R.U. Wrong

CERTIFICATION

I certify that I am the custodian of the personnel records from which this document has been reproduced and the above entries are identical to those in the original document announcing change in members duty status.

DATE	TYPED NAME, GRADE, AND POSITION TITLE	SIGNATURE OF CBPO OFFICIAL

SECTION V — CBPO COORDINATION RECORD

DPME	1. DPM	2. DPM	3. DPM	4. DPM	UNIT

AF FORM MAY 82 2098 PREVIOUS EDITION WILL BE USED. AF FORM 10 COPY

Figure 43.2. Format to Change/Cancel On-Station Status.

CHARACTER POSITION	DESCRIPTION
1-5	0SA04/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST
20-25	NAME YYMMDD STATUS STARTED
33	ZERO
	A SA04 CONTAINS THE DATE MEMBER'S STATUS STARTED. A SA06 MUST CONTAIN THE SAME DATE AS IN THE TRANSACTION BEING CANCELED

Table 43.1. Action Indicators – Use and Effect – On-Station Status.

RULE	A	B	C	D
	If status determinant is	**and action indicator is**	**and input transaction has**	**then effect on MMPA is to**
1	code A (on-station)	44 – change	a start date	change member's status to on-station and close the prior status (note 2).
2	code A	46 – cancel	a start date which equals prior erroneous date in the MMPA	cancel on-station status on a continuing basis (note 1)

NOTES:

1. Member status immediately before the erroneous status condition is restored. If a new status exists, prepare a separate transaction effective after end of on-station status.
2. See **Chapter 46** for exception.

Table 43.2. Effect of Input Transaction on MMPA – On-Station Status.

RULE	A If input transaction status was	B and member's prior MMPA status was	C then effect on MMPA is to
1	on-station (FORMAT-ID SA)	AWOL (code J) or confined by civil authorities (code K) (type 1 or 6)	a. restart items of pay and allowances including deductions which were suspended by prior status, except items requiring specific input (notes 1 and 2). b. release pay held, if any, and include in pay due member or apply to debts. c. reinstate accrual of leave. d. compute days' lost time based on a 30-day month and record in MMPA. e. adjust pay date, longevity futures. TAFMSD, and future due date of reenlistment or variable bonus date by number of days' lost time.
2		desertion (DFAS-DE prepares input transaction)	perform actions stated in rule 1.
3		missing (DFAS-DE prepares input transaction)	a. restart CMA for enlisted members, and b. transfer servicing and control of member's account to proper FSO.
4		civil witness (code K, type 2)	record status in MMPA and continue accruals in pay account.
5		confinement-military pending (code K, type 3)	a. restart items of pay and allowances suspended by military confinement status, except as stated in note 1, and b. perform actions stated in c, d, and e, rule 1.
6		confinement-military sentenced (code K, type	produce a print out of MMPA for DFAS-DE, which researches the court-martial record and adjusts MMPA, as required.
7		mentally incompetent (code U) (DFAS-DE prepares input	perform action stated in step b, rule 3.

NOTES:

1. To restart any allotments discontinued by prior status input transactions, see

Chapter 57 and **Chapter 58**

2. Submit separate transactions to start other items of entitlement and allotment. See specific chapters in this volume regarding preparation of input transaction.

Chapter 44

LEAVE

44.1. Description. Leave accounting is an integral part of DJMS. The MMPA contains a record of the member's leave account which includes the number of days taken, departure and return dates, type of leave, leave balance, etc. Leave balances are automatically adjusted at the beginning of each month to include leave accrued for the new month. The leave balance is found in the BR entry on the MMPA.

44.2. Substantiating Documents:

44.2.1. AF Form 988, Leave Request/Authorization, (**Figure 44.2**), is the substantiating document for most leaves. Part I of the form is received when a member requests leave. Part III is received when a member returns from leave. Leave types and codes are listed in **paragraph 44.8**.

44.2.1.1. Reviewing and Coding. AF Form 988 is reviewed for proper preparation and signatures. It is then encoded for DJMS transaction input.

44.2.1.2. Disposition. AF Form 988 is the substantiating document for leave data entered on the MMPA. Part I is attached to the document transmittal list (DTL) and sent to DFAS-DE. When processing a leave request for excess leave, no special action is required.

44.2.2. AF Form 985 for travel generated leave is prepared by the Travel Section in conjunction with the travel settlement voucher. The PCS orders are the substantiating documents for leaves generated by PCS. Travel generated leave types are listed in **paragraph 44.8**.

44.3. Responsibilities:

44.3.1. General FSO Responsibilities. The FSO is the functional manager for base-level leave accounting. As such, the FSO must monitor the performance of supported units, including geographically separated units (GSUs). The FSO must either conduct an annual assistance and inspection visit or obtain self-inspection checklists, certified by the commanders of those supported units. Finance trains the unit leave monitor (ULM) and alternates on their roles and responsibilities in managing the leave program and on the use of LeaveWeb (LW) prior to issuing them unit administration access to LW. This includes briefing the ULM personnel to inform the FSO when they leave the unit or are no longer assigned as the ULM. If checklists are used and they show the unit is functioning satisfactorily, an FSO visit would not be necessary. However, if through the self-inspection checklist, the FSO determines the unit needs assistance, the FSO must establish a follow-up to ensure problems are corrected. Either a follow-up visit by the FSO or a letter from the unit commander indicating that problems were corrected will suffice. If the unit does not provide a certified checklist to the FSO, the FSO must obtain a checklist or visit the unit. Those units whose performance is substandard should be provided assistance or inspections on a monthly or more frequent basis until performance is satisfactory. The FSO should document either that the unit visits were performed or that checklists were obtained and also document training of newly assigned leave clerks. (A memo for record or an entry

in a log would be sufficient to document a visit; a copy of the commander certified checklist could document that the checklist was obtained.) ***NOTE:*** See **Figure 44.3** for Sample Checklist.

44.3.2. Military Pay Section:

44.3.2.1. Is responsible for DJMS input, control, processing, and quality examination as outlined in **Chapter 1**.

44.3.2.2. Follows common DJMS documentation and processing procedures as outlined in **Chapter 2**.

44.3.2.3. Is responsible for control of terminal leave.

44.3.2.3.1. Maintains AF Form 1486, Unit Leave Control Log. (See **Figure 44.1**)

44.3.2.3.2. Receives request for leave authorization number from unit, verifies that requested number of days terminal leave will not exceed leave balance on date of separation, and issues the next leave authorization number.

44.3.2.3.3. Performs necessary follow-up actions to make sure terminal leave requests are processed.

44.3.3. Travel Section. Ensuring that the travel section computes travel-generated leave, prepares AF Form 985, Report of Travel Time/Leave (JUMPS) and inputs the DJMS leave transactions. If the leave is taken during Permanent Change of Station (PCS) travel, the military pay section is provided with a legible copy of the PCS voucher and AF Form 985 to use for inputting the change of station (SG03) transaction (DFAS-DER 7010-3, part six). Separate leave source documents are not required.

44.3.4. Non-Duty Hours Emergency Leave Control. FSO establishes local procedures for preparation and control of AF Form 988, Leave Request/Authorization, when member must depart during non-duty hours. Procedures provide for approval of AF Form 988 by the commander, designated representative, or the duty officer in a consolidated 24 hour function (OD, SDO, command post, etc.). Administrative control procedures will be established to make certain the AF Form 988 is sent to the member's commander or supervisor and ultimately to the FSO. A document control log may be required.

44.3.5. Retention of the Daily Register of Transactions (DROT). DROTs are retained at the military pay subject matter areas for 6 months after the end of the month in which the DROT was created per Air Force Records Disposition Schedule. The FSO subject matter areas (travel, military pay, etc.) are not considered unit input sources for DROT retention purposes.

44.4. FSO Actions. AF Form 988 processing: Part I of AF Form 988 is sent to the FSO when requested leave has been approved. Part III is sent to the FSO when previously requested leave is to be canceled or when an adjustment to leave dates is necessary. The following provisions apply to most leave processing. (Supplemental procedures for special conditions are contained in **paragraph 44.6**)

44.4.1. Leave Request. Receive Part I of AF Form 988. Process SB01 transaction. Attach Part I of AF Form 988 to the DROT.

44.4.2. Leave Departure. No Action.

44.4.3. Change to Leave Date or Leave Extension. Process as a leave correction.

44.4.4. Early Leave Return. Receive Part III of AF Form 988. Process as a leave correction (SB05 transaction). Attach Part III to DTL.

44.4.5. Leave Canceled. Receive Part III of AF Form 988 marked "canceled" and signed and dated by the supervisor. Process SB06 transaction. Attach Part III to DTL.

44.4.6. Leave Correct. If an SB51 contains an error, but no SB02 or SB03 has been input, process an SB05 transaction to update PSF suspense. (See **Figure 44.9**) If an SB02 or SB03 has been input, process an SB06 transaction to cancel the erroneous entry and another SB03 to report the correct period of leave.

44.4.7. Transaction Rejects. Receive SB01, SB02, etc. rejects from either base-level system or DFAS-DE. Correct transactions and re-input.

44.5. Effect of Leave on MMPA:

44.5.1. General. Leave accounting is an integral part of the DJMS. The MMPA is a record of the member's leave account which includes the number of days taken, departure and return dates, type of leave, leave balance, etc. Leave balances are automatically adjusted at the beginning of each month to include leave accrued for the new month. The leave balance is found in the BR entry on the MMPA. (See **Figure 44.4**)

44.5.2. Effects of Leave Transactions on the MMPA. Leave transactions adjust the leave balances on the MMPA. Pay and entitlement adjustments are made when necessary depending on the leave type taken. When a leave start is posted to the MMPA, adjustments are based upon the projected return date or separation date. The following may systematically occur:

44.5.2.1. Under normal conditions when the system receives a leave start transaction, an NB suspense entry is created on the MMPA. The transaction recycles until the start date. On the start date an SB01 entry is created on the MMPA and the transaction recycles until the projected stop day. If a leave correction is received the recycling transaction and the NB suspense entry are changed to reflect the corrected information. On the date of return from leave, the leave transaction comes out of recycle, posts to the MMPA as an SB03, and the NB suspense entry is deleted.

44.5.2.2. When a leave involves excess leave, terminal leave, or leave awaiting appellate review, the transaction recycles until the start date. The system then posts the leave transaction (SB01) to the MMPA on the start date, deletes the NB suspense entry, adjusts the leave balances, and adjusts pay when necessary. When the member is on terminal leave, leave awaiting appellate review, or leave awaiting physical evaluation board processing, the leave is stopped by DJMS upon separation.

44.5.2.3. Excess leave stops pay, entitlements, and leave accruals. For members with an expiration term of service (ETS) date, the system calculates the maximum number of leave days that the member can accrue through the ETS date. Any excess leave periods over the maximum accrual automatically changes the member's MMPA to excess leave status on the date the advance accruals expire. For members without an ETS date, excess leave is charged based on the amount of excess leave input in the leave transactions. Adjustments are made when the leave return transaction (SB03) is

processed. Any adjustments for excess leave (non-accrual) would be made upon return from excess leave. Further information on excess leave collections is in **Chapter 70**.

44.5.2.4. Entitlements of pay and allowances may be automatically adjusted depending upon the type and length of leave and the area in which leave was taken. Entitlements that may be adjusted are:

44.5.2.4.1. Basic Allowance for Housing.

44.5.2.4.2. Basic Allowance for Subsistence.

44.5.2.4.3. Basic Pay.

44.5.2.4.4. Cost of Living Allowance.

44.5.2.4.5. Diving Duty Pay.

44.5.2.4.6. Foreign Duty Pay.

44.5.2.4.7. Hostile Fire Pay.

44.5.2.4.8. Sea Duty Pay.

44.5.2.4.9. Station Housing Allowance.

44.5.2.4.10. Meal Deductions.

44.5.2.5. An entitlement to Cost of Living Allowance (COLA) with dependents and Servicemen's Group Life Insurance (SGLI) may require FSO adjustment as follows:

44.5.2.5.1. Cost of Living Allowance (COLA) with Dependents is stopped when DJMS receives a transaction indicating the member returned to CONUS on leave, for any days in excess of 30 consecutive days. If the FSO determines that one or more of the dependents remained in the overseas area, a one-time adjustment transaction must be input by the FSO to reinstate the entitlement for the period of leave. (See **Chapter 28** for input format.) The entitlement to COLA does not stop when a member goes on leave outside of CONUS. No adjustment is necessary.

44.5.2.5.2. Servicemen's Group Life Insurance (SGLI) is stopped only if the member declines coverage during extended periods of excess leave.

44.5.3. Leaves Generated By PCS:

44.5.3.1. PCS leaves are generated on the MMPA by the PCS (SG) transaction. The PCS orders are the substantiating document. There are two types of leave generated by PCS:

44.5.3.1.1. Awaiting Physical Evaluation Board Processing (APEBP): leave type - 'K'; occurs when the movement reason code in the PCS transaction is a 'C'. The leave is chargeable until any accrued balance is depleted, after which it becomes non-chargeable. The member continues to receive pay. The leave begins the day after the member arrives home, or the day after constructive travel ends, whichever is earlier. The leave is terminated by the separation transaction.

44.5.3.1.2. Permissive PCS: leave type 'B'; occurs when the movement reason code in the PCS is 'F'. The leave is chargeable. The leave period begins the day of departure and ends the day before arrival at the member's new permanent duty station. If dates of departure and arrival are the same, no leave is chargeable.

44.5.4. Travel Generated Leaves. See AFI 65-114, for detailed FSO procedures concerning the processing of travel generated leave. Chapter 4 for TDY, Chapter 5 for PCS, and Chapter 8 for AF 985 instructions.

44.5.4.1. All travel generated leave is processed as a report, after the fact. An AF Form 985 is prepared by the Travel Section in conjunction with the travel settlement voucher.

44.5.4.2. Input a leave report transaction based upon data in the travel voucher using the AF Form985 as the source document.

44.5.5. Processing by Leave Event, Sequence is:

44.5.5.1. Request Approved. The base-level FSO inputs a leave request transaction. The central site system establishes a suspense based on the leave return date.

44.5.5.2. Member Departed. No input required by base-level FSO, however, if leave type is P or R, or if there is excess leave, the DFAS-DE subsystem releases leave start transaction to MMPA. Leave type R and excess leave establish a suspense for a return transaction. Otherwise, no action.

44.5.5.3. Leave extended. FSO inputs correction transaction. DFAS-DE corrects MMPA leave and pay adjustments.

44.5.5.4. Leave Corrected. FSO inputs correction transaction. DFAS-DE corrects MMPA leave and pay adjustments caused by improperly recorded leave transaction.

44.5.5.5. Leave Canceled. FSO inputs cancellation transaction. DFAS-DE deletes NB suspense MMPA entry, if present, reverses MMPA leave and pay adjustment caused by recorded start of leave, and closes the erroneous entry.

44.5.5.6. Member Returns. FSO takes no action. DFAS-DE records leave on MMPA, and starts pay and allowances if member returned from excess leave.

44.5.5.7. Change to Leave Start Date. Process as a leave correction.

44.5.5.8. Leave Recorded on MMPA Erroneously. FSO inputs correct or cancel transactions as required. DFAS-DE reverses or corrects MMPA leave and pay adjustments caused by the erroneous leave and records the erroneous entry and correction on the MMPA.

44.6. Special Provisions:

44.6.1. Supplemental Procedures for Leave Taken Within 30 Days of Final Separation or Retirement. Leave accounting is critical when separation is pending. Leave must be posted promptly to the member's MMPA so that it can be considered in the mechanized computation of separation pay. Unless DJMS leave transactions are posted to the MMPA at least 11 days before the separation date, the separation pay authorization issued by DJMS will not be correct and the reenlistment and separation area will have to manually compute or

adjust the separation settlement. In any case, the reenlistment and separation area must verify the MMPA posting of all recent leaves. Supplemental procedures are:

44.6.1.1. When a member requests leave with a planned return date within 30 days of separation or retirement, FSO receives Part I of AF Form 988 annotated "Member Separating on (Date)." Process SB01 according to normal procedures. Send a copy of Part I to the reenlistment and separations area for immediate filing in the management file.

44.6.1.2. If a correction is required when the member returns, receive Part III and process the applicable transactions (SB05, or SB06 and SB03) as a priority action. Notify reenlistment and separations area of actual leave dates. Attach Part III to the DTL.

44.6.2. Supplemental Procedures for Terminal Leave (Leave Type P). Terminal leave must also be posted to the MMPA at least 11 days before separation to be considered in the separation pay authorization issued by DJMS. If any leave other than terminal leave processes after posting of a terminal leave suspense, a management notice is created (under DROT input source ZP) to require the adjustment of the terminal leave, if necessary. In any event, the reenlistment and separations must verify MMPA posting of the terminal leave. Supplemental procedures are:

44.6.2.1. Maintain an AF Form 1486, Unit leave control log, when Part I of AF Form 988 is received for terminal leave (type P). Annotate the log with the date, leave authorization number issued, chargeable leave dates and the unit of assignment, as a minimum. Additional information may be entered in the remarks block, if desired. Process a leave start (SB01) transaction. (See **Figure 44.8**) Attach Part I of the AF Form 988 to the Daily Transaction Listing (DTL). If separation date is within 2 weeks, notify the reenlistment and separation area.

44.6.2.2. Part III of AF Form 988 is received only if member is hospitalized or returns to duty before separation. Input a leave cancellation (SB06) transaction (**Figure 44.11**) to cancel terminal leave. Input a leave report (SB03) transaction (**Figure 44.9** and **Figure 44.10**) for ordinary leave (type A) for the period of leave actually used. Notify the reenlistment and separations area. Attach AF Form 988 to Daily Transmission Listing. If member desires to revert back to terminal leave, a new AF Form 988 is issued by the unit and it is processed as a new terminal leave with a cross-reference to the initial leave.

44.6.3. Supplemental Procedures for Emergency Leave:

44.6.3.1. Supplemental procedures for emergency with travel at government expense using AF Form 972 are in AFI 65-114.

44.6.3.2. If the member is on ordinary leave, the leave converts to emergency leave only if the situation cannot be resolved during the balance of the ordinary leave period. If converted, the FSO receives Part III from the leave approving authority and inputs a leave correction (SB05) transaction. (See **Figure 44.9**) The date stop is the day before the date the commander authorized the conversion to emergency leave. A new Part I

is issued by the commander for the emergency leave. If converted, the member is not authorized government funded travel to return to the duty station.

44.6.4. Supplemental Procedures for Appellate Review Leave, Type R:

44.6.4.1. Appellate review leave (type R) is taken when a member has been court-martialed and sentenced to an unsuspended dismissal, dishonorable discharge, or bad conduct discharge. These sentences require a review by the Court of Military Review. Members are required to take leave pending completion of the appellate review process. This leave is referred to as appellate review leave and should be processed as follows:

44.6.4.1.1. The FSO assigns the leave authorization number for appellate review leaves and records those leaves on an FSO maintained AF Form 1486. The FSO does not have to receive an AF Form 988 to assign a leave authorization number. Leave authorization numbers are not issued more than 30 days before the leave effective date.

44.6.4.1.2. The leave start (SB01) transaction automatically stops all allotments with the prior month effective date and generates a permanent pay suppression. The leave start transaction will process with up to 300 days of leave granted. The start transaction places the member in a suspended (T-status type 9 **Chapter 52**) status.

44.6.4.1.3. A U503 management notice is issued, during month-end restructure, approximately 30 days prior to the leave expiration date. The FSO verifies with the legal office that the member is still on appellate review leave. If so and the 300 days of granted leave has or is about to expire, process a leave stop (SB02) transaction and a new leave start (SB01) transaction.

44.6.4.1.4. A member directed to take appellate review leave on or after 19 January 1982, may either receive a lump sum payment for any accrued leave balance, and remain in an unpaid excess leave status until the end of the review, or may receive normal pay and allowances until the accrued leave is used and then continue in an unpaid excess leave status until the review is completed.

44.6.4.1.5. If the member requests a lump-sum payment for the accrued leave, process the start leave transaction (SB01) and the payment (PK03) transaction immediately to prevent overpayment to the member. When calculating the payment amount, make sure all debts have been deducted to the extent available from the accrued leave settlement. Court martial forfeitures will accrue through the date before the start of appellate leave. Send a message to DFAS-DE/FJP in the following format within 3 days of the payment:

SUBJECT: Payment of Appellate Leave (days paid).

- Member's name
- Member's SSAN
- Effective date of leave
- Number of days granted

- Leave authorization number

- Amount of payment, date of payment, ADSN, and voucher number

- Future mailing address (street, city, state and ZIP code)

- Name and telephone of FSO's contact point

44.6.4.1.6. If the member requests normal pay and allowances during the period of accrued leave, and then continues on unpaid excess leave, do the following to prevent overpayment to the member:

44.6.4.1.6.1. If the member is a central payee, input a permanent suppression (LH02) transaction (**Chapter 38**). If the member is a local payee, permanently suppress the pay by placing the person in a suspended (ST) status (**Chapter 81**).

44.6.4.1.6.2. Administratively stop all allotments (**Chapter 57**).

44.6.4.1.6.3. Process the leave start (SB01) transaction.

44.6.4.1.6.4. Manually, prepare payments for these individuals on paydays or the appropriate date payment due. ***Example:*** An individual directed to go on appellate review leave has an accrued leave balance of 20 days. The member is in confinement and receiving no pay and is released from confinement 5 Mar 1992. The member is paid for 11 days on 15 Mar 1992 for the period 5 Mar 1992 through 15 Mar 1992, and another payment for 9 days on 24 Mar 1983 for the period 16 Mar 1992 through 24 Mar 1992. These amounts accrue manually computed just as you would for an accession. This example is for an individual previously in a non-pay status. If this member was previously in a pay status, a payment is made on 15 Mar 1992 less all appropriate deductions and collections and 9 days on 24 Mar 1992 for the period 16 Mar 1992 through 24 Mar 1992. ***NOTE:*** Include any leave accrual when computing the number of days to pay a member electing to receive pay and allowances during the period of accrued leave. Members directed to go on appellate review leave do not accrue leave while using accrued leave, and do not accrue leave while on excess leave.

44.6.4.1.6.5. Prepare a management case file for each member on appellate review leave serviced by your ADSN. Keep in close contact with the MPF, unit, and Judge Advocate Office to keep current on the member's status. Documents maintained in these files are: Court-Martial orders, AF Form 2098, duty status changes (if available), paperwork directing payment or leave settlement option, and copies of initial and subsequent AF Forms 988. FSO’s use Sysout Archive and Retrieval (SAR) software to retrieve report FA0940MJEA (mode JFAREG). This listing includes individuals on appellate review leave and is used to verify that a Case Management System (CMS) case has been established or to establish one if not already done. A listing received from DFAS-DE showing individuals on appellate review leave assigned to your ADSN should be used to verify that a management case file has been established or to establish one if not already done. This listing may also be used to aid in monitoring expired leaves which require renewal. ***NOTE:*** If the member was required to take appellate leave under Article 76A, UCMJ, and the sentence by

court-martial to dismissal or dishonorable or bad conduct discharge is set aside or disapproved, then leave accrues, and pay and allowances for the period of leave charged as excess leave must be paid. The amount of pay and allowances accrued under DoDFMR, Volume 7A, chapter 1, paragraph 0103, shall be reduced by the total amount of income from wages, salaries, tips, other personal service income, unemployment compensation, and public assistance benefits from any government agency during the period the member is deemed to have accrued pay and allowances. If no statement of earnings is available at the time DFAS-DE is computing the amount of pay the member is due, a letter will be forwarded to the member by DFAS-JMCBD/DE.

44.6.5. Procedures for Air Force Educational Leave of Absence Program:

44.6.5.1. Entitlement: A member in this educational leave status (AFLEA) is entitled to basic pay only. Member is not entitled to receive BAH, BAS, or any other pay and allowance to which member might otherwise be entitled for period of leave of absence. (reference DoDFMR Volume 7A, Table 1-11).

44.6.5.2. Processing: Code the AF Form 988 as a type 1 (educational leave of absence). Since the existing type 1 does not adjust any entitlements, the FSO is required to complete DD Form 114 (military pay order) to stop all entitlements except basic pay for the period of the leave.

44.6.6. Procedures for Adoption Leave:

44.6.6.1. Members adopting a qualifying child are entitled to take non-chargeable leave for up to 21 days in a calendar year to be used in connection with the adoption.

44.6.6.1.1. Adoption leave may be used in conjunction with ordinary leave.

44.6.6.1.2. Use "permissive temporary duty (PTDY)" to designate adoption leave.

44.6.6.1.3. Members submit the request for adoption leave using AF Form 988 indicating PTDY and including the statement: "Adoption leave per AFI 36-3003".

44.6.6.1.4. Members who used ordinary leave, on or after 1 Jan 06, for adoption purposes must work with the Commander's Support Staff (CSS) to correct the leave.

44.6.6.2. Only one member of a member-to-member couple is authorized to take this adoption leave. Monitor the situation to ensure this is the case.

44.6.6.3. Monitor the adoption leave to ensure that no more than 21 days is used in a calendar year.

44.6.7. Paternity Leave. Effective 14 Oct 08, the law authorizes up to 10 days of non-chargeable paternity leave for a married member, on active duty, whose wife gives birth to a child. The child must be born on or after 14 Oct 08.

44.6.7.1. The leave must be taken over consecutive days and as soon as possible, but not later than 1 year following the birth of the child. Any exceptions to policy must be submitted to the wing commander or equivalent (not to be delegated below the level of group commander) for review and approval.

44.6.7.2. Paternity leave may be authorized in conjunction with ordinary leave.

44.6.7.3. Members submit the paternity leave request on an AF IMT 988 Leave Request/Authorization, indicating PTDY and including the statement "Paternity Leave per PSDM 08-63."

44.7. Leave Accrual, etc., for Members Assigned to Hostile Fire Areas:

44.7.1. Members assigned to hostile fire areas for four or more consecutive months, or have been approved for special leave accrual through personnel channels as set forth in AFI 36-3003, are allowed to carry forward more than 60 days of leave from one fiscal year to the next.

44.7.2. This is done for three full fiscal years after departure from the combat zone but is subject to the following limitations:

44.7.2.1. Member can accrue up to 120 days leave in accordance with AFI 36-3003. After departing the combat zone the limit is the balance as of departure from the combat zone. (Data element CZ-CON from the BS entry, or the current month balance from the BR entry.)

44.7.2.2. Whenever a member takes leave, the balance as of the end of the leave is compared to the balance as of departure. If the balance as of the end of the leave is less than the balance as of departure, the balance as of the end of the leave becomes the new maximum. (See **Figure 44.5**)

44.8. Input:

44.8.1. Format IDs and Action Codes For Leave Transactions. Transactions are identified by format ID and action code. The letters SB designate a leave transaction and the numbers designate the action.

44.8.2. When starting a leave, use the format ID and action code SB01. (See **Figure 44.8**)

44.8.3. When stopping a leave, use the format ID and action code SB02. (See **Figure 44.9** and **Figure 44.10**) Use a leave stop transaction only if the number of days taken was different than the number of days input in the SB01.

44.8.4. When reporting a leave, use the format ID and action code SB03. (See **Figure 44.9** and **Figure 44.10**) Use a leave report transaction if the leave start was never input and the leave has been completed.

44.8.5. When correcting a leave, use the format ID and action code SB05. (See **Figure 44.9**) When a leave is corrected, the system updates the NB suspense entry and the transaction on recycle, or the system generates a SB06 to cancel the original and a SB03 to report the correct leave.

44.8.6. When canceling a leave, use the format ID and action code SB06 (**Figure 44.11**). When a leave is canceled, the system deletes the NB suspense entry and the transaction on recycle or sends the transaction to the MMPA if the leave was already reported to the MMPA. DJMS MMPA. DJMS reverses any MMPA adjustments caused by the original leave.

44.8.7. The leave transaction shows the completed period of leave, or the open period of leave if the leave is excess, terminal, or appellate review. The status of the leave entry

can be determined by checking the ENTRY-OPEN-CLOSD indicator in the SB entry. The following codes are used:

1-- Departed on leave. (Indicates an open leave entry.)

2-- Extended leave period one.

3-- Extended leave period twice.

4-- Extended leave period three times.

A-- Leave period closed without an extension.
B-- Leave period extended once and closed.
C-- Leave period extended twice and closed.
D-- Leave period extended three times and closed.

44.8.8. Leave Types. (Not travel-related.)

TYPE	CODE	CHARGEABLE
Ordinary	A	Yes
Emergency	D	Yes
Reenlistment	E	Yes
Sick or Convalescent	F	No
Special	H	No
Terminal	P	Yes
Awaiting Appellate Review	R	Yes
Permissive TDY	T	No
Educational Leave of Absence	1	No
Recruiter Assistance Program	Y	No

44.8.9. Travel generated leave types are:

TYPE	CODE	CHARGEABLE
Delay En Route/TDY (note 1)	B	Yes
Delay En Route/PCS, accession travel (note 1)	I	Yes
Graduation (note 2)	J	No
Delay En Route/PCS Training Travel	L	Yes
Delay En Route/PCS Operations Travel	M	Yes
Delay En Route/PCS Rotation Travel	N	Yes
Delay En Route/PCS Travel of Organized Units	O	Yes

NOTES:

1. The project cited in the appropriation of travel orders can be identified for application of permanent change of station (PCS) type. (See DFAS-DER 7010-3, figure 32-1.)
2. Graduation leave may be recorded on AF Form 985.

44.9. LeaveWeb. LeaveWeb (LW) is an air force system that automates the method of requesting and processing leave (in lieu of using the hard copy AF Form 988). Under LeaveWeb the member requests leave which generates an email to his or her supervisor. The supervisor approves or disapproves the leave and if approved, sends the leave information to the unit leave clerk to validate. Once validated the leave is sent electronically to finance. The following subparagraphs provide detailed information on various LeaveWeb processes.

44.9.1. Documentation/FSO Daily Responsibilities:

44.9.1.1. Transactions input by other than the requesting individual must be supported with a hard copy AF IMT 988 (provided by the unit) and signed by the member requesting the leave. These transactions may include permissive TDY, terminal leave, etc.

44.9.1.2. Download the daily register of transactions from DFAS on a daily basis.

44.9.1.2.1. **(DELETED)**

44.9.1.2.2. **(DELETED)**

44.9.1.3. This must be accomplished whether or not daily LW cycles were transmitted to DFAS.

44.9.1.3.1. **(DELETED)**

44.9.1.3.2. **(DELETED)**

44.9.1.3.2.1. **(DELETED)**

44.9.1.4. Rejected leave transactions must be researched, corrected and input into DJMS manually; re-processed leave transactions must be manually reconciled in LW after they are posted to DJMS.

44.9.1.4.1. **(DELETED)**

44.9.2. FSO weekly processes:

44.9.2.1. Review un-reconciled transactions:

44.9.2.1.1. To determine the number of un-reconciled transactions in LW:

44.9.2.1.1.1. Go to site statistics under “system admin”. Review the total leaves, and the number un-reconciled.

44.9.2.1.1.1.1. with the exception of the period from EOM cutoff to the first update of the following month only one-two days of leave transactions should be in this status.

44.9.2.1.1.2. to query un-reconciled leaves in the system:

44.9.2.1.1.2.1. go to “leave query history”, change the time period to an extended period of time (ex. Jan 2002 - current day), select “un-reconciled leaves” and then “query”.

44.9.2.1.2. once the un-reconciled transactions are identified:

44.9.2.1.2.1. contact the unit administrator for any leaves in r0, r1 or r2 status and require appropriate action be taken.

44.9.2.1.2.2. review the details for each leave in r3 status. Determine why the transaction did not reconcile.

44.9.2.1.2.2.1. verify if the return from leave was no change, a change in the leave days, or the leave was canceled.

44.9.2.1.2.3. compare the transaction in LW to the leave transaction in DJMS

and if the transaction processed correctly note the processing cycle in the remarks block in LW, then click "reconcile" at the bottom of the screen and then click "run query" at the top of the transaction and move to the next transaction.

44.9.2.1.2.3.1. if the transaction has not processed in DJMS determine the cause and if appropriate prepare a DD-114 as the source document and manually process the transaction.

44.9.2.1.2.3.1.1. once this transaction posts in DJMS manually reconcile the transaction in LW (if necessary).

44.9.3. FSO monthly processes:

44.9.3.1. Pull the latest LBL when available using "offline" and upload it into LW.

44.9.3.1.1. Notify all orderly rooms via e-mail or the LW messaging system to identify any necessary changes to personnel assigned to their unit.

44.9.3.1.2. Review all accounts assigned to the @@ (undetermined) unit of assignment. Work with MPF, units, and processing teams to have these accounts assigned to the correct unit.

44.9.3.1.2.1. Process sc04 and/or have units process LG04 transactions to assign personnel to their appropriate unit in DJMS, JLEF and LW.

44.9.4. Quality Examinations (GE) and LeaveWeb: the procedures outlined in **44.9.2.1** must be followed in order to have an effective leave program. However, checks and balances are used to assure adherence to procedures and to the integrity of the LW system. These checks and balances are the responsibility of quality examinations area.

44.9.4.1. Metrics: the primary monitoring metric is the number of un-reconciled leaves in LW. The system pulls this metric each night and can be viewed by clicking on "site statistics" under the system administrator tab in LW. Focus on the number of un-reconciled transactions instead of the percentage of total transactions. With the exception of the period from EOM cutoff to the first update of the following month only one-two days of leave transactions should be in the un-reconciled status. As a minimum the LW finance administrator should review this weekly and follow the instructions in **44.9.2.1** to reconcile aged transactions.

44.9.5. Reports: LW has the following reports that can be used by either the LW administrator or by GE to monitor the use of the system and to ensure controls are being followed:

44.9.5.1. Daily Transaction Processing Report, JDC Log, and DROT Log (general reporting): as outlined in **44.9.2.1**, these reports should be used to ensure all JDC files are transmitted to DFAS and that corresponding DROTS are uploaded into LW daily. By reviewing the "run date" for each JDC cycle and checking which DROTS have been imported it is possible to determine whether or not the system is being maintained on a daily basis.

44.9.5.2. Manual Reconciliation Report (general reporting): this report lists the transactions that were reconciled using interfaces from DFAS or manually reconciled. By

reviewing a sampling of this report it is possible to determine if leaves were posted against DJMS as required or if the integrity of the system is being breached.

44.9.5.3. Successive Leaves (general reporting): While leave is a commanders program and FM is not responsible to "police" leaves, LW provides a tool to identify potential inappropriate use of the leave entitlement. The report for successive leaves identifies leave transactions which are separated by only one to two days and appear to bridge a time off such as successive Monday-Friday leaves. The recommended use of this report is to periodically pull this report and forward it to the unit commanders. The commander can then determine the appropriateness of these transactions and take appropriate action.

44.9.5.4. Leave Balance Listing: QA should review that portion of the LBL for individuals assigned to the @@ unit of assignment. Personnel assigned to this unit are not properly assigned to an organization on the LBL that was imported from DJMS. These individuals are not able to use LW for leave processing and should be assigned to their correct units of assignment by either processing an SC04 or by the units processing an LG04 via the personnel system. For bases using LeaveWeb, upload the leave balance listing and notify the orderly room of this action.

44.9.6. Other Uses of LW: LeaveWeb is a leave tracking, reporting and reconciliation system. However, LW can also be used as a tool to help in other areas as well.

44.9.6.1. Separations: Via LW, the separations clerk can request a list of all leave taken by an individual during a period of time. This can be used to identify any leaves requested and not charged in DJMS as well as to validate the final leave balance at separation.

44.9.6.2. Management Tool: LW can be used to identify leave taken by an individual who is subject to PRA audit. By querying an individual's record a complete history of leaves requested by individual or unit can be generated for review.

44.9.6.3. Leave Recall Roster: LW can be used to identify those members currently on leave and provide necessary information to contact these individuals and recall them to duty. The unit has the capacity under LW to pull this information for personnel assigned to their unit. Finance can pull this information for the entire installation. This information is only as good as the information input by the member when requesting leave.

44.9.7. **Figure 44.12** through **Figure 44.24** provide detailed guidance on the utilization of the LW system:

44.9.7.1. **Figure 44.12**: Leave Approving Official Instructions.

44.9.7.2. **Figure 44.13**: Daily Unit LW Administrator Instructions.

44.9.7.3. **Figure 44.14**: Other Unit LW Administrator Instructions.

44.9.7.4. **Figure 44.15**: Leave Status Information.

44.9.7.5. **Figure 44.16**: LW Troubleshooting Instructions.

44.9.7.6. **Figure 44.17**: Uploading DROTS Into LW Instructions.

44.9.7.7. **Figure 44.18**: Adding Members To LW Instructions.

44.9.7.8. **Figure 44.19**: Building A Unit In LW Instructions.

44.9.7.9. **Figure 44.20**: Building A Unit Admin In LW Instructions.

44.9.7.10. **Figure 44.21**: Building Unit Emails Instructions.

44.9.7.11. **Figure 44.22**: Changing Member's Dos In LW Instructions.

44.9.7.12. **Figure 44.23**: Changing A Member's Email Address In LW Instructions.

44.9.7.13. **Figure 44.24**: Changing LW Password Instructions.

Figure 44.1. AF Form 1486, Unit Leave Control Log.

LEAVE AUTHORIZATION NUMBERS ASSIGNED THIS BLOCK: XX00100 TO XX00199

UNIT LEAVE CONTROL LOG

YEAR _____ PAGE _____ OF _____

LEAVE AUTH NO ASSIGNED	ISSUE DATE	MEMBER'S NAME/RANK & DUTY PHONE (Last, First, Middle Initial)	SSN	LV CHARGEABLE DATES	PART I	PART II	PART III
					ISSUE DATE + 0	DATE PART II RECD	
					6SOL/03 DATE	CANCEL/CORRECT	
					RETURN DATE + 3	6SOS/06 DATE	
REMARKS:					CORRECTED LEAVE DATE (IF APPLICABLE)		
XX00100	15Oct	Jones, Robert A. A1C x7122	000-00-0000	22-27 Oct	23 Oct	28 Oct	
					18 Oct		
					30 Oct		
Emergency Address: 1234 Steel, Denver CO 80123 No days lv: 6							
XX00101	15Oct	Grant, James R. TSgt x4321	000-00-0000	23-24 Oct	23 Oct	22 Oct	
					18 Oct	Cancel	
					29 Oct	24 Oct	
Emergency Address: 2112 Moline, Aurora CO 80012 No days lv: 2							
XX00102	16Oct	Olson, Mitch C. SSgt x5321	000-00-0000	22-31 Oct	24 Oct	29 Oct	
					19 Oct	Correct	
					5 Nov	2 Nov	
Emergency Address: 629 Broadway, Denver CO 80205 No days lv: 10					22-28 Oct		
XX00103	18Oct	Smith, Debra SSgt x7145	000-00-0000	24-30 Oct	26 Oct	2 Nov	
					22 Oct	Correct	
					Nov 2	5 Nov	
Emergency Address: 829 Tower Road, Aurora CO 80013 No days lv: 7					24 Oct - 1 Nov		

AF Form 1486, APR 90 PREVIOUS EDITIONS ARE OBSOLETE

Figure 44.2. AF Form 988, Leave Request/Authorization.

LEAVE REQUEST/AUTHORIZATION

(See Privacy Act Statement and General Instructions below)

SECTION I

TO: ACFP

1. DATE OF REQUEST: 27 Dec 96

2. TYPE OF TRANSACTION *(1-5) (AFO Use Only)*:

3. SSN (6-14)	NAME (Last, First, Middle Initial) (15-19)	5. GRADE	6. CURRENT LV BALANCE	6a. DOS
000-00-0000	Doe, Jane	Capt	32.5	980515

7. RECOMMEND CONVALESCENT LEAVE
FROM _____ TO _____

PROVIDER'S SIGNATURE & STAMP

8. TYPE OF LEAVE *(Check one)*

- ☐ Terminal (P)
- ☐ Emergency (O)
- ☒ Ordinary (A)
- ☐ Appellate Review (R)
- ☐ Convalescent (F)
- ☐ Special (H)
- ☐ Reenlistment (E)
- ☐ Graduation (J)
- ☐ Other (Specify)
- ☐ Permissive TDY (T)

PTDY Reason (AFR 35-26, Atch 1)

REMARKS:

9. NO. DAYS REQUESTED (33-35)	10. LEAVE AUTH NO. (37-43)	11. FIRST DAY/TIME OF LV STATUS	12. FIRST DAY OF CHARGEABLE LV (47-52)	13. LAST DAY OF CHARGEABLE LV (53-58)
7	XX00000	1 Jan 97/0001	1 Jan 97	7 Jan 95

14. LEAVE AREA (36): ☒ CONUS ☐ OS ☐ OS to CONUS

15. EMERGENCY PHONE NO.: (000) 000-0000

16. LEAVE ADDRESS (Street, City, State, Zip Code, and Phone No.):
1540 Nowhere Lane
Anywhere, CA 90015

17. DUTY PHONE NO.	18. UNIT	19. DUTY SECTION
7145	HQ Squadron	Acct & Finance

20. DUTY LOCATION: Peterson AFB, CO

LEAVE REQUEST CERTIFICATION: *I acknowledge that the leave requested by me will be charged against my leave account unless otherwise cancelled or corrected through Part III of this form. In addition, if I cannot earn enough leave before separation to cover this request, I consent to withholding from current pay, final pay, or any other pay due me to satisfy this indebtedness. I understand that there is no actual debt until my final separation from the Air Force; however, I consent to this withholding of pay in anticipation of the indebtedness for the unearned portion of my leave balance. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my requested or projected separation date, and understand that this could result in the withholding of 100% of any current pay, final pay, or any other money due me. I have read the instructions on PART II.*

21. MEMBER'S SIGNATURE

22. LEAVE IS ☒ APPROVED ☐ DISAPPROVED DATE 28 Dec 96

23. SUPERVISOR'S NAME AND GRADE (Print or Type)	24. DUTY PHONE NO.	25. SUPERVISOR'S SIGNATURE
Bill B. Buck, Lt Col, USAF	7747	

SECTION II *(To be completed by supervisor/unit commander to authorize advance or excess leave)*

26. LEAVE AVAILABLE TO ETS (From LES)	27. ADVANCE LEAVE REQUESTED (Block 9 minus 6)	28. EXCESS LEAVE REQUESTED (44-46) (Block 9 minus 26)	29. TOTAL LEAVE APPROVED

30. UNIT HEADQUARTERS	31. COMMANDER'S SIGNATURE/GRADE	32. AUTHORIZATION DATE	33. AUTHORITY FOR ADVANCE LEAVE OVER 30 DAYS

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C., Chapter 40; 37 U.S.C., Chapter 9; EO 9397, November 1943.
PRINCIPAL PURPOSES: To authorize military leave, document the start and stop of such leave; record address and telephone number where you may be contacted in case of emergency during leave; and certify leave days chargeable to you.
ROUTINE USES: Information may be disclosed to the Department of Justice, and to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; the American Red Cross for information concerning the needs of the member or dependents and relatives in emergency situations.
DISCLOSURE: Disclosure of SSN is voluntary. However, this form will not be processed without your SSN, since the Air Force identifies members by SSN for pay or leave purposes.

GENERAL INSTRUCTIONS

(For emergency, reenlistment, convalescent, terminal, appellate review leave, and PTDY, see variations in AFM 177-373, Volume II, Ch 7.)

1. THIS FORM MUST BE TYPED OR COMPLETED IN INK.
2. BEFORE SEPARATING PARTS I, II, AND III, COMPLETE THE FOLLOWING BLOCKS:
a. Blocks 1 thru 5, 9, 12 thru 21, and 23 thru 25 are self-explanatory.
b. Block 6, current Leave Balance. Verify that the member has enough leave balance to cover the period of leave requested. This may be done by checking the member's LES or the orderly room's leave balance listing. Complete 6a when member requests leave with a planned return date within 30 days of DOS.
c. Block 7. This block will be completed, signed, and stamped by the appropriate medical authority if convalescent leave is recommended.
d. Block 8. For PTDY, state the paragraph number of the applicable reason for PTDY as stated in AFR 35-26 and in Remarks area give abbreviated description of purpose of PTDY. (For example: base baseball team.)
e. Iock 10. Leave Authorization Number. Supervisor or designee obtains a leave authorization number from the unit orderly room immediately before signing a leave approval and forwarding Part I to AFO. Do not get leave number earlier than 14 days before effective date.
f. Block 11. First Day/Time of Leave Status. This is the earliest time a member can depart or sign up for space available transportation. If planned departure is on a non-duty day, enter the non-duty date and 0001 hours. If planned departure is on a duty day without performing the majority (more than 50%) of scheduled duty, enter the date and time when more than 50% of the scheduled duty will be completed. NOTE: Leave status is not necessarily chargeable leave. Date cannot be more than 1 day before the date in block 12. See also Part III, Instructions for Charging Leave.
g. Block 22. For PTDY, use approval level required by AFR 35-26.
h. Blocks 26-33. Complete only to authorize advance or excess leave. Blocks are self-explanatory except for blocks 27, 28, and 33.
(1) Advance Leave (Block 27). If the requested leave exceeds the current balance but does not exceed the balance to ETS, the leave is advance leave. Complete Blocks 26-27 and forward the form (all parts) to the unit commander for approval. If a member requesting leave has a cumulative advance balance of 30 days, comply with AFR 35-9
(2) Excess Leave (Block 28). If the requested leave exceeds the balance to ETS, the leave is excess leave. Complete Blocks 26 and 28 and forward the form (all parts) to the unit commander for approval.
(3) Authority for Advance Leave Over 30 Days (Block 33). Record message date/time group if approval was received by message.
3. AFTER INITIALLY COMPLETING THIS FORM:
a. Separate Part I immediately after getting a leave authorization number and signing the form. forward to the AFO using normal distribution unless the leave is terminal/separation or involves excess or advance leave. forward these requests (all parts) to the unit for approval.
b. Separate Part II and give to member.
c. Hold Part III for completion after the member's return from leave. If member requests cancellation before any leave is taken, complete Section II of Part III and forward to your unit commander.
4. INSTRUCTIONS FOR COMPLETING AND PROCESSING PART II ARE PRINTED ON PART III.
5. GUIDELINES FOR CHARGING LEAVE AND INSTRUCTIONS FOR LEAVE ADJUSTMENTS ARE PRINTED ON PART III.

AF FORM 988, SEP 91 *(EF-V1)* (PerFORM PRO) PREVIOUS EDITION WILL BE USED. PART I - AFO COPY

Figure 44.3. LeaveWeb (LW) Unit Leave and Input Source Inspection Checklist.

LeaveWeb (LW) Unit Leave and Input Source Inspection Checklist

Note: All references pertain to DFAS-DEM 7073-2, Chapter 7 unless otherwise specified.

Item	Yes	No	N/A
1. Does unit have access to current AFI 36-3003 and DFAS-DEM 7073-2?			
2. Are documents, except leaves, transmitted to the FSO daily using AF Form 1373, MPO Document Control Log Transmittal (para 1-5).			
3. Has the commander designated a primary and alternate leave monitor in writing? (para 7.1.1.1)			
4. Has finance trained the unit leave monitor (ULM) and alternates on their roles and responsibilities in managing the leave program and on the use of LeaveWeb (LW) prior to issuing them unit administration access to LW? (DFAS-DEM 7073-1, para 4.3.1)			
A. Is the ULM instructed not to share unit ID's and passwords? (AFI 33-223, para 3.2)			
B. Is the ULM briefed to inform the FSO when they leave the unit or are no longer assigned as the ULM?			
5. Does the ULM access LW daily to validate leave requests submitted by theMember and approved by an authorized approving official? (para 7.1.1)			
A. Are leave requests monitored to ensure that ordinary leaves are approved at no lower level than the first-line supervisor? (AFI 36-3003, para 4.2.1)			
B. Is the leave request reviewed to ensure that the leave request contains appropriate emergency contact information?			
C. Are comments provided in the appropriate blocks if leaves are rejected to the member and approving official?			
6. Are leave requests pending in pending AO approval status submitted to the ULM within one day after requested by member?			
7. Are return leave requests submitted to the approving official by the member within one day after return from leave?			
8. Are all other leaves, convalescent, PTDY, emergency, etc., submitted on AF Form 988 to a level no lower than squadron section commander, deputies, or equivalents? (AFI 36-3003, para 4.2)			

Item	Yes	No	N/A
A. Are other than ordinary leaves input by the ULM into LW after approval by the appropriate commander and as possible NLT one day prior to the start date of leave?			
B. Are manual leave requests (hard-copy AF Form 988, part 1) annotated with "processed via LW" and forwarded to the FSO to be included in document submission?			
C. When members return from other than ordinary leave is follow-up done to ensure that the part III is received one day after scheduled return from leave and leaves with "no change" retained until the leave block is certified closed by the unit commander or designee?			
D. Are the (return) manual leave requests which require changes or cancellations (hard copy AF Form 988 part III) processed in LW NLT one day after receipt and annotated with "processed via LeaveWeb" and then forwarded to the FSO for document submission?			
9. Does the ULM review the AF Form 1486 weekly in LW to ensure that all transactions have been reconciled? (para 7.1.3.6.1)			
A. Is documented follow-up conducted with the FSO to determine the status of un-reconciled or un-processed leaves NLT 6 workdays after the trans-actions were validated by the ULM?			
10. Does the Commander or designated representative (may not be the ULM) maintain and certify using "Memorandum for: Unit Leave Monitor" (see **Figure 44.25**).			
A. Does the unit Commander or designated representative (not the ULM) review the AF Form 1486 NLT every 45 days regardless of whether or not all leave transactions have been reconciled?			
B. When a series of leave transactions have been completed and reconciled, have these leave numbers been annotated on a memorandum (Figure 44-25) by the Commander or designated representative (other than the unit leave monitor) and are the applicable AF Forms 1486 attached to the memorandum and retained for supporting documentation?			
12. Are unit personnel aware that leave requests which result in a member having a negative leave balance over 30 days must be approved by HQ AFPC/DPFSC? (AFI 36-3000 para 6.3.3.)			
13. Are unit personnel aware of the procedures for processing permissive TDY "leave"? Are they aware two leave forms are required if leave is taken in conjunction with permissive TDY? para **7.15.)**			
14. Are unit personnel aware that successive Monday thru Friday leaves or leaves that bridge normal days off will not be approved except under emergency or unusual circumstances as determined by the unit commander? (AFI 36-3000, para 6.1.7 and 6.10)			

Item	Yes	No	N/A
A. Is the commander aware of the capability of LW to generate a report of "bridging" leaves and is this report run periodically to validate adherence to directives?			
15. Is the unit retaining part III for members currently in appellate review leave status? (para 7.11.2.5.)			
16. Is the unit retaining part III for members currently on terminal leave and then disposing of them unless the member returns from leave early? (para **7.13.**)			
NOTE: The remainder of this checklist is to be used for inspecting leave programs for units not using LeaveWeb. All references pertain to DFAS-DEM 7073-2, Chapter 7 unless otherwise specified.			
17. Does unit have access to current versions of AFI 36-3003 and DFAS-DEM 7073-2.			
18. Are documents, except leaves, transmitted to the FSO daily using AF Form 1373, MPO Document Control Log-Transmittal? (para **1.5.**)			
19. Has the commander designated a primary and alternate leave monitor in writing? (para 7.1.1.1)			
20. Has finance trained the unit leave monitor (ULM) and alternates on their roles and responsibilities in managing the leave program? (DFAS-DEM 7073-1, para 4.3.1)			
A. Is the ULM briefed to inform the FSO when they leave the unit or are no longer assigned as the ULM?			
21. Are unit personnel aware that leave requests which result in a member having a negative leave balance over 30 days must be approved by HQ AFPC/DPFSC? (AFI 36-3003 para 6.3.3)			
22. Does the unit ensure leave numbers are not issued more than 30 days before the leave effective date? (para 7.1.3.6.1.1)			
23. Are unit personnel aware leave authorization numbers must be entered on the leave form prior to being signed by the leave approval authority? (para 7.1.2.7.1)			
24. Are other than ordinary leaves approved by the unit commander, squadron section commander, or equivalent only? (para 7.1.2.1)			
25. Are supervisors/unit commanders forwarding part 1 of the leave form to the FSO after assignment of leave numbers and approval? Part I may not be given to the unit leave clerk to submit to the FSO. (para 7.1.2.1)			
26. Is AF Form 1486, Unit Leave Control Log, properly prepared and maintained. (para 7.1.3.6.1 and **Figure 7.2.**)			
27. Is AF Form 988, part III, indicating "no change" retained by the unit for			

Item	Yes	No	N/A
attachment to the completed block assignment package? (para 7.1.3.5.3)			
28. Is part III for leaves requiring correction or cancellation annotated on AF Form 1486 and immediately sent to the FSO for processing? (para 7.1.3.5.3)			
29. Is the unit following up with the supervisor on part I of leaves which do not appear on the DROT within 6 workdays after the leave authorization number was issued? (para 7.1.3.6.1.4.1)			
30. Is the unit following up with the FSO on part III of leaves which do not appear on the DROT within 6 workdays after the leave authorization number was issued? (para 7.1.3.6.1.4.1)			
31. Is AF Form 1134, Unit Leave Numbers -- Block Assignments, properly maintained by the unit commander or designated representative (not the ULM or alternate)?			
32. Are block assignments verified against the DROTS by the unit commander or designee (not the ULM or alternate) at least every 45 days whether or not the block assignment has been completed? (para 7.1.3.7.2)			
33. Are parts III destroyed and AF Form 1486S retained according to Air Force Records Disposition Schedule, after the unit commander or representative Has certified closure of the leave block on AF Form 1134?			
34. Is the unit continuing the same series of leave numbers, unless directed by the FSO to begin a new series of leaves approved on or after October? (para 7.3.2)			
35. Is the unit retaining part III of AF Form 988 for members currently in an appellate review leave status? (para **7.14.**)			
36. Is the unit retaining part III of AF Form 988 for members currently on terminal leave and then properly disposing of them unless the member returns early? (para **7.14.**)			
37. Are unit leave approving authorities aware the statement "member separating (date)" must be entered on top of AF Form 988 if leave is within 30 days of separation or retirement? (para **7.14.**)			
38. Are unit personnel aware of the procedures for processing permissive TDY "leave"? Are they aware two leave forms are required if leave is taken in conjunction with permissive TDY? (para **7.15.**)			
39. Are unit personnel aware that successive Monday thru Friday leaves or leaves that bridge normal days off will not be approved except under emergency or unusual circumstances as determined by the unit commander? (AFI 36-3003, para 6.1.7 and 6.10)			

Figure 44.4. General Summary of Leave Balance Entry.

GENERAL SUMMARY OF LEAVE BALANCE ENTRY

FORMAT ID BR

1. The open BR leave balance entry shows the member's leave balance to date for the current fiscal year (FY). This entry is updated by month-end restructure to show leave accrual through the end of the next month and is updated as leave transactions are processed. The open BR entry is moved to history and a new open BR entry is created by FY end processing and reenlistment processing. This entry is also closed and moved to history by final separation processing.

2. The BR leave balance entry is made up of the following data items:

a. CZ-BAL-INDCTR (combat zone balance indicator):

1 = member not in a combat zone.

2 = member is a combat zone.

b. BF-PRIOR-FY (balance forwarded prior fiscal year) shows leave balance brought forward from a prior FY or prior enlistment.

c. ERND-FY (earned current fiscal year) shows the leave earned during the current FY. Month-end restructure adds an accrual of 2.5 days of leave to this item each month. If the member separates, the computer will prorate the accrual for the month of separation from the first of the month to the date of separation. If the member enters a status that prohibits accrual of leave, status processing automatically adjusts accrual.

d. USED-FY (used current fiscal year) shows all earned and advanced leave days taken and charged against the members leave account during the current FY. Excess leave is not included in this total.

e. BAL-CM (balance current month) reflects the leave balance as of the end of the current month. This item is the total of BF-PRIOR-FY plus ERND-FY minus USED-FY.

f. NOT-ACRD-FY (not accrued current fiscal year) shows the number of days leave not accrued because the member was in a status (AWOL, confinement, excess leave, etc.) that does not allow accrual of leave. The non-accrual is prorated on the same basis a leave is accrued and is automatically computed based on processing of the status transaction.

g. LOST-DAYS-CFY (lost days current fiscal year) shows the number of days for the current FY that the member was in a status, other than excess leave, that did not allow for the accrual of leave.

h. XCS-FY (excess current fiscal year) shows the number of days during the current FY that the member was charged excess leave.

i. LOST shows the number of days of leave that the member lost at the end of the FY. FY year-end processing reduces the current month leave balance over 60 days to 60 and shows the days over 60 as lost. Leave transactions applicable to the previous FY but

processed after the close of the FY are posted against any days lost until that balance is reduced to zero, then against the current month balance.

j. SETLMNT (settlement) shows what election the member made for sale of leave upon separation/reenlistment, or first extension. Codes are as follow:

1 = Sold all leave.

2 = Carried leave forward.

3 = Carried leave forward to another branch of service.

4 = Excess leave collection at time of separation.

5 = Unsettled leave balance-character of discharge not determined.

6 = Settlement unauthorized-member separated under conditions precluding payment.

7 = Split leave-member carried some leave forward and sold remainder but less than 60 days.

8 = Sold 60 days.

9 = Member accessed-prior leave settlement is in doubt.

Figure 44.5. General Summary of Hostile Fire Pay, CZ Leave Balance Processing.

GENERAL SUMMARY OF HOSTILE FIRE PAY,
CZ LEAVE BALANCE PROCESSING

FORMAT ID BS

1. When a member serves 120 or more consecutive days in a combat zone (or has been approved for special leave accrual through personnel channels, as set forth in AFI 36-3003), the member is allowed to carry forward more than 60 days leave from one fiscal year (FY) to the next. This can be done for three full fiscal years after departure from the combat zone but is subject to the following limitations:

a. Unless the member is missing in action, the number of days that a member can carry over at the end of the fiscal year is 120.

b. After departing the combat zone, the limit is the balance as of the date of departure from the combat zone, or the current month leave balance, whichever is less. Whenever a member takes leave, the balance as of the end of the leave is compared to the balance as of departure. If the balance as of the end of the leave is less than the balance as of departure, the balance as of the end of the leave becomes the new maximum.

2. Application of the BS entry is as follows:

a. When the member arrives in the combat zone, a BS01 or 2301 entry is input:

(1) If an open BS entry is present, and no departure is indicated in the open BS entry, the transaction is rejected. (The prior period in the combat zone must be resolved.)

(2) An open BS entry is established. The arrival date is set, the departure date is zero filled, and the CZ-CON (running balance for combat zone) is set to match the open BR leave balance.

b. When the member departs the combat zone, either a BS02 or 2302 entry is input:

(1) The departure date is set in the BS entry and the leave balance as of departure is set in the CZ-CON.

(a) If the period between the arrival and departure date (inclusive) is less than four months, the BS entry is closed. (The period is not long enough to qualify.)

(b) If the member's leave balance as of the departure date is less than 60.5 days, the BS entry is closed (no extra leave to be saved).

(c) If neither of the above applies, the BS entry remains open. A future date is set to close the BS entry at the end of the third full fiscal year after the departure date. (This is the FY-EXPRTN-DATE in the BS entry.)

c. Processing of leave (SB02 or SB03):

(1) If the departure date in the BS entry is zero, the CZ-CON is set to match the current leave balance.

(2) If the departure date in the BS entry is present, the balance as of the last day of leave is compared to the CZ-CON in the BS entry:

(a) If the balance as of the end of the leave is greater than or equal to the CZ-CON, nothing happens.

(b) If the balance as of the end of the leave is less than the CZ-CON, the CZ-CON is reduced to the balance as of the end of the leave. This becomes the new maximum carryover. If the new CZ-CON is less than 60.5 days, the BS entry is closed since the member is deemed to have used the extra leave accrued in the combat zone.

1. DATE OF REQUEST: Enter day, month, year (for example, 1 June 19XX).

3. SSN: Must be present.

4. NAME: Must be present.

5. GRADE: Must be present.

6. CURRENT LEAVE BALANCE: Enter leave balance shown on latest LES.

6a. DOS: Must be present.

7. RECOMMEND CONVALESCENT LEAVE: Use if convalescent leave is recommended.

8. TYPE OF LEAVE: Check appropriate box.

9. NO DAYS REQUESTED: Must be present.

10. LEAVE AUTH NO: Must be present.

11. FIRST DAY/TIME OF LV STATUS: Must be present (for example, 14 June 19XX/0001hrs).

12. FIRST DAY OF CHARGEABLE LV: Enter first day of chargeable leave (for example, 20 June 19XX).

13. LAST DAY OF CHARGEABLE LV: Enter last day of chargeable leave (for example 20 June 19XX).

14. LEAVE AREA: Check appropriate box.

15. EMERGENCY PHONE: Self-explanatory.

16. LEAVE ADDRESS: Complete address must be present. Phone number must include area code.

17. DUTY PHONE: Must be present.

18. UNIT: Self-explanatory.

19. DUTY SECTION: Self-explanatory.

20. DUTY LOCATION: Self-explanatory.

21. MEMBER'S SIGNATURE: Must be signed using ink.

22. APPROVAL/DISAPPROVAL Block: Check appropriate block. Enter date of approval or disapproval. If approved, this will normally be the date the leave authorization number is obtained. If leave is approved within 14 days of leave start date, enter the date of approval. If leave is approved more than 14 days prior to leave start date, enter date leave authorization number is obtained.

23. SUPERVISOR'S TYPED/PRINTED NAME AND GRADE: Self-explanatory.

24. SUPERVISOR'S DUTY PHONE: Must be present to aid AFO inquiries.

25. SUPERVISOR'S SIGNATURE: Must be signed in ink by other than the individual requesting leave. (See note 1.)

***NOTE* 1:** When leave approval is granted by message or letter, include DATE-TIME-GROUP and origin of the message or date and origin of the letter.

***NOTE* 2:** When correcting an erroneous entry, line through the erroneous data and initial. Correction tape and white-out are not authorized.

Figure 44.6. Format to Start, Stop, or Report Hostile Fire/Combat Zone Leave Balance.

CHARACTER POSITION	DESCRIPTION
1-5	0BS01
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ARRIVED IN COMBAT ZONE
26-31	MUST BE ZEROS (GENERATE)
32	MUST EQUAL 3 (GENERATE) CENTRAL SITE ONLY: INPUT MAY BE 1, 2 OR 3
1-5	0BS02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	MUST BE ZEROS (GENERATE)
26-31	YYMMDD DEPARTED COMBAT ZONE
1-5	0BS03
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD ARRIVED IN COMBAT ZONE
26-31	YYMMDD DEPARTED COMBAT ZONE
32	MUST EQUAL 3 (GENERATE) CENTRAL SITE ONLY: INPUT MAY BE 1, 2 OR 3

Figure 44.7. Format to Correct or Cancel Hostile Fire/Combat Zone Leave Balance.

CHARACTER POSITION	DESCRIPTION
1-5	0BS05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
26-29	LEAVE BALANCE PRIOR TO ENTERING THE COMBAT ZONE. MUST END IN 0 OR 5
30-33	LEAVE EARNED WHILE IN THE COMBAT ZONE. MUST END IN 0 OR 5
34-37	TOTAL LEAVE BALANCE. MUST END IN 0 OR 5
38	CENTRAL SITE USE ONLY (MUST EQUAL 1, 2 OR 3)
41-46	YYMMDD ARRIVED IN COMBAT ZONE OR ZEROS
47-52	YYMMDD DEPARTED COMBAT ZONE OR ZEROS
53-54	DATE BS ENTRY IS SET TO BE CLOSED OR BLANK. DATE ENTERED EQUALS THE END OF THE THIRD FULL FISCAL YEAR AFTER THE DEPARTURE DATE
55-60	YYMMDD OF LAST SB, BS, E6 OR 23 TRANSACTION OR BLANK
61-62	FORMAT ID OF LAST TRANSACTION IDENTIFIED IN CP 55-60
1-5	0BS06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME

CHARACTER POSITION	DESCRIPTION
20-25	YYMMDD ARRIVED IN COMBAT ZONE
26-31	YYMMDD DEPARTED COMBAT ZONE OR ZEROS (GENERATE)

Figure 44.8. Format to Start Leave.

CHARACTER POSITION	DESCRIPTION
1-5	0SB01
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD LEAVE STARTS
32	MILITARY LEAVE TYPE: A--ORDINARY C--MEDICAL (PCS GENERATED ONLY) D--EMERGENCY E--REENLISTMENT F--SICK OR CONVALESCENT H--SPECIAL K--AWAITING PHYSICAL EXAMINATION (PCS GENERATED ONLY) P--TERMINAL R--AWAITING APPELLATE REVIEW T--PERMISSIVE TDY
33-35	NUMBER OF LEAVE DAYS GRANTED

CHARACTER POSITION	DESCRIPTION
36	LEAVE AREA: 1, 2 OR 3
37-43	LEAVE AUTHORIZATION NUMBER
44-46	NUMBER OF DAYS EXCESS LEAVE GRANTED OR ZEROS IF NOT APPLICABLE

Figure 44.9. Format to Stop/Report/Correct Leave.

CHARACTER POSITION	DESCRIPTION
1-5	0SB02/03/05 OR ASB02/03 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD LEAVE STARTS
26-31	YYMMDD LEAVE STOPS
32	MILITARY LEAVE TYPE: A--ORDINARY C--MEDICAL (PCS GENERATED ONLY) D--EMERGENCY E--REENLISTMENT F--SICK OR CONVALESCENT H--SPECIAL K--AWAITING PHYSICAL EXAMINATION (PCS GENERATED ONLY) P--TERMINAL R--AWAITING APPELLATE REVIEW T--PERMISSIVE TDY

CHARACTER POSITION	DESCRIPTION
	FOR SB03 ONLY: B--DELAY ENROUTE/TDY I--DELAY ENROUTE/PCS, ACCESSION TRAVEL J--GRADUATION L--DELAY ENROUTE/PCS TRAINING TRAVEL M--DELAY ENROUTE/PCS OPERATIONS TRAVEL N--DELAY ENROUTE/PCS ROTATION TRAVEL O--DELAY ENROUTE/PCS TRAVEL OF ORGANIZED UNITS
33-35	NUMBER OF LEAVE DAYS GRANTED
36	LEAVE AREA: 1, 2 OR 3
37-43	LEAVE AUTHORIZATION NUMBER
44-46	NUMBER OF DAYS EXCESS LEAVE GRANTED OR ZEROS IF NOT APPLICABLE
1-5	1SB02/03 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD DEPART PDS
26-31	YYMMDD RETURN PDS
32	QTR-DAY DEPART PDS: 0--GENERATED (SB02)
33-38	YYMMDD DEPART DESIGNATED AREA OR ZEROS

CHARACTER POSITION	DESCRIPTION
39-44	YYMMDD ARRIVED CONUS
OR	
39-44	YYMMDD ARRIVED OS
45-50	YYMMDD DEPARTED CONUS
OR	
45-50	YYMMDD DEPARTED OS
51-56	YYMMDD RETURNED DESIGNATED AREA OR ZEROS
57	QTR-DAY RETURN PDS: 0--GENERATED (SB02)

Figure 44.10. Format to Cancel Leave.

CHARACTER POSITION	DESCRIPTION
1-5	0SB06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD LEAVE STARTS OR BLANK
26-31	YYMMDD LEAVE STOPS OR BLANK
37-43	LEAVE AUTHORIZATION NUMBER

Figure 44.11. AF 2519, All Purpose Checklist.

ALL PURPOSE CHECKLIST	PAGE	OF	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA JUMPS INPUT SOURCE SELF-INSTPECTION PROGRAM	OPR	DATE	

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*			
	All references are to DFAS-DEM 7073-2, unless otherwise specified.			
	1. Does the unit have DFAS-DEM 7073-2 and AFI 36-3003 on hand and are they current?			
	2. Are documents, except leaves, transmitted to the FSO daily, using AF Form 1373, MPO Document Control Log - Transmittal? (Para 1-5)			
	3. Is the unit receiving the monthly leave balance listing from the FSO, and using it to control the approval of advance, excess, and terminal leaves? (Para 7-1a(3))			
	4. Are unit personnel aware that leave requests which result in a member having a negative leave balance over 30 days must be approved by HQ AFPC/DPFSC? (Para 7-1a(3))			
	5. Does the unit ensure leave authorization numbers are not issued more than 30 days before the leave effective date? (Para 7-1b(5)(d)) and 7-1c(6)(a)1)			
	6. Are unit personnel aware leave authorization numbers must be entered on the leave form prior to being signed by the leave approval authority? (Para 7-1b(5)(d))			
	7. Are convalescent leaves approved by the unit commander, squadron section commander, or squadron section commander, or equivalent, only? (Para 7-1a(4))			
	8. Are supervisors/unit commanders forwarding Part 1 of the leave form to the FSO after assignments of a leave authorization number and approval? Part 1 is not returned to the member or given to the unit leave clerk to submit to the FSO. (Para 7-1b)			
	9. Is AF Form 1486, Unit Leave Control Log, properly prepared? (Para 7-1c(6), and Figure 7-2)			
	10. Are AF Forms 988, Part III, indicating "no change" retained by the unit for attachment to the completed block assignment package? (Para 7-1c(6)(a)3)			
	11. Are Parts III for leaves requiring correction or cancellation annotated on the AF Form 1486 and immediately sent to the FSO for processing? (Para 7-1c(6)(a)4b)			
	12. Is the unit following up with the supervisor on leaves, Part I, which do not appear on the DROT within 6 workdays after the leave authorization number was issued (Para 7-1c(6)(a)4a)			
	13. Is the unit following up with the supervisor on any Part III that is not received (by unit) within 3 workdays after the member's projected return date? (Para 7-1c(6)(a)4b)			
	14. Is the unit following up with the FSO on any Part III that was sent to the FSO for a change to the period of leave, but has not appeared on a DROT withing 6 workdays after being sent to the FSO? (Para 7-1c(6)(a)4b)			
	15. Is AF Form 1134, Unit Leave Authorization Numbers - Block Assignments, maintained properly (by the unit commander or designated representative)? (Para 7-1c(7))			
	16. Are block assignments verified against the DROTs by the unit commander or designated representative at least every 45 days whether the block assignment has been completed or not? (Para 7-1c(c)(b))			

AF FORM 2519, NOV 91 ***(EF-V2)*** PREVIOUS EDITION WILL BE USED.

Figure 44.11. AF 2519, All Purpose Checklist (Continued).

PAGE OF PAGES

NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)			
	17. Are Parts III destroyed, and AF Form 1486 retained according to AFMAN 37-139, Table 177-32, Rule 30, after the unit commander or representative has certified closure on the leave block on the AF Form 1134? (Para 7-1c(6)(b)) 18. Is the unit using the same series of leave numbers, unless directed by the FSO to begin a new series for leaves approved on or after October? (Para 7-3b) 19. Is the unit retaining Parts III for members currently in an appellate review leave status? (Para 7-11b(5)) 20. Is the unit retaining Parts III for members currently on terminal leave, and then disposing of them in accordance with AFMAN 37-139, Table 177-32, Rule 7, unless the member returns early? (Para 7-14) 21. Are unit leave approving authorities aware the statement "Member separating (dates) must be entered on the top of the leave form if the leave is within 30 days of separation or retirement? (Para 7-14) 22. Are unit personnel aware of the procedures for processing Permissive TDY "leave"? Are they aware two leave forms are required if the leave is taken in conjunction with the permissive TDY? (Para 7-15) 23. Are unit personnel aware that successive Monday through Friday leaves will not be approved except under emergency or unusual circumstances as determined by the unit commander? (AFI 36-3003)			

AF FORM 2519, NOV 91 (EF-V2) (REVERSE)

Figure 44.12. Leave Approving Official Instructions.

LEAVE APPROVING OFFICIAL INSTRUCTIONS:

1. EMAIL REQUEST RECEIVED FROM MEMBER REQUESTING LEAVE.
2. CLICK ON THE HYPER LINK IN THE EMAIL.
3. SELECT "APPROVE" OR "DISAPPROVE" AS APPROPRIATE.
   A. (THERE WILL BE EMAIL TRAFFIC FOR THE LEAVE APPROVING OFFICIAL AND THE MEMBER REQUESTING THE LEAVE WHICH SHOWS THE STATUS OF THE LEAVE REQUEST. ONCE THE LEAVE IS APPROVED, NO OTHER ACTION IS REQUIRED AT THIS TIME. OTHER EMAILS WILL BE FOR INFORMATION ONLY). IF A MEMBER DOES NOT HAVE EMAIL ACCESS THE MUST NOTE THE TRACKING NUMBER ON THEIR LEAVE REQUEST AND FURNISH THIS TO THEIR LEAVE APPROVING OFFICIAL. THE LEAVE APPROVER WOULD THEN LOG INTO LEAVEWEB AT HTTPS://LEAVE."BASENAME".AF.MIL/.
4. SELECT A.O. BOX
5. ENTER TRACKING NUMBER
6. TYPE IN LAST NAME IN FIELD AS REQUIRED AND SELECT APPROVED/DISAPPROVED AS APPROPRIATE.
7. IF THERE ARE ANY PROBLEMS THE APPROVER OR MEMBER IS TO CONTACT THE UNIT ORDERLY ROOM FOR ASSISTANCE.

Figure 44.13. Daily Unit LW Administrator Instructions.

DAILY UNIT LW ADMINISTRATOR INSTRUCTIONS:

1. LOG ONTO LEAVEWEB AT:
   HTTPS://LEAVE."BASENAME".AF.MIL/LEAVEWEB/LEAVEADMIN.ASP/.
2. SELECT LEAVE QUERY HISTORY.
   A. DEFAULT SETTINGS ARE FOR THE LAST 30 DAYS.
   B. LOOK BY REQUEST DATE.
   C. ANY LEAVES.
   D. SELECT QUERY.
   E. THE QUERY IS RETURNED FOR ALL TRANSACTIONS MATCHING THE REQUEST IN SPECIFIC STATUS:
      (1) Q0 - LEAVE HAS BEEN ENTERED BY MEMBER BUT NOT SUBMITTED.
         (A) NO ACTION REQUIRED.
      (2) Q1 - LEAVE SUBMITTED BY MEMBER BUT NOT YET APPROVED BY APPROVING OFFICIAL.
         (A) NO ACTION REQUIRED.
      (3) Q2 - LEAVE APPROVED, AWAITING VALIDATION FROM UNIT ADMIN.
         (A) REVIEW AND VALIDATE LEAVE IF APPROPRIATE.
      (4) R0 - MEMBER ON LEAVE; AWAITING SUBMISSION OF PART 3.
         (A) NO ACTION REQUIRED UNTIL AFTER THE MEMBER'S RETURN FROM LEAVE +5 DUTY DAYS. FOLLOW-UP WITH SUPERVISOR TO DETERMINE MEMBER'S STATUS.
      (5) R1 - MEMBER COMPLETES PART 3 AND WAITING FOR SUPERVISOR'S APPROVAL.
         (A) NO ACTION REQUIRED UNTIL AFTER THE MEMBER'S RETURN FROM LEAVE +5 DUTY DAYS. FOLLOW-UP WITH SUPERVISOR TO DETERMINE MEMBER'S STATUS.
      (6) R2 - RETURN FROM LEAVE -- HAS BEEN APPROVED, AWAITING VALIDATION FROM UNIT ADMIN.
      (7) R3 - LEAVE IS PENDING RECONCILIATION FROM DFAS.
         (A) FOLLOW-UP WITH FINANCE IF ON SYSTEM MORE THAN 15 DAYS AFTER THE LAST DAY OF LEAVE.
            1 ONLY REQUIRED IF THERE IS A CHANGE OR CANCELLATION OF LEAVE DATES.
      (8) R4 - LEAVE CLOSED.
      (9) Q9 - LEAVE CANCELED BEFORE VALIDATION.
      (10)R9 - LEAVE CANCELED AFTER IT WAS VALIDATED.
   F. SELECT THE LEAVE BY PRESSING THE TRACKING NUMBER.
   G. SELECT THE VALIDATE NUMBER AT THE BOTTOM RIGH OF THE SCREEN. THIS WILL ASSIGN A LEAVE NUMBER TO THE LEAVE.

Figure 44.14. Other Unit LW Administrator Instructions.

OTHER UNIT LW ADMINISTRATOR INSTRUCTIONS:

1. UNIT ADMIN HAS CAPABILITY TO INPUT OTHER THAN ORDINARY LEAVE TYPES (I.E., CONVALESCENT, PERMISSIVE).
   A. MEMBERS WILL BRING THE FORMS TO YOU FOR THIS TYPE OF LEAVE.
   B. AFTER REVIEW AND PROPER APPROVAL ENTER THEM INTO SYSTEM USING THE NEW MANUAL REQUEST.
   C. THE TRANSACTION WILL FLOW THROUGH SYSTEM AS NORMAL LEAVE FROM THAT POINT ON.
   D. ANNOTATE THE DATE ENTERED INTO LW ON THE TOP OF THE 988 AND IMMEDIATELY FORWARD TO THE FSO AS SUPPORTING DOCUMENTATION THE MANUAL LEAVE REQUEST.
   E. SUSPENSE THE PART III FOR MEMBERS CERTIFICATION UPON COMPLETION OF THE LEAVE.
2. MEMBER MAINTENANCE.
   A. UNIT ADMINISTRATORS ARE REQUIRED TO UPDATE MEMBER INFORMATION IN LEAVEWEB.
      (1) CORRECT EMAIL ADDRESS.
      (2) DUTY PHONE.
      (3) DUTY SECTION.
   B. UNIT LEAVE LOG. EVERY 45 DAYS PRINT THE 1486 FROM LEAVEWEB FOR COMMANDERS REVIEW. THERE ARE NO LEAVE BLOCKS OR DROTS TO PICK UP FROM FINANCE.

Figure 44.15. Leave Status Information.

LEAVE STATUS INFORMATION:

1. Q0 - LEAVE HAS TO BE ENTERED BY MEMBER BUT NOT SUBMITTED.
2. Q1 - LEAVE SUBMITTED BY MEMBER BUT NOT YET APPROVED BY APPROVING OFFICIAL.
3. Q2 - LEAVE APPROVED, AWAITING VALIDATION FROM UNIT ADMIN.
4. R0 - MEMBER ON LEAVE; AWAITING SUBMISSION OF PART 3.
5. R1 - MEMBER COMPLETES PART 3 AND IS AWAITING SUPERVISOR'S APPROVAL.
6. R2 - RETURN FROM LEAVE - HAS BEEN APPROVED, AWAITING VALIDATION FROM UNIT ADMIN.
7. R3 - LEAVE IS PENDING RECONCILIATION FROM DFAS.
8. R4 - LEAVE CLOSED.
9. Q9 - LEAVE CANCELED BEFORE VALIDATION.
10. R9 - LEAVE CANCELED AFTER IT WAS VALIDATED.

Figure 44.16. LW Troubleshooting Instructions.

LW TROUBLESHOOTING INSTRUCTIONS:

1. PROBLEM: MEMBER IS NOT GETTING EMAIL WITH THEIR NEW PASSWORD.
   A. SOLUTION:
      (1) CHECK EMAIL ADDRESS UNDER MEMBER MAINTENANCE. DOES IT MATCH GLOBAL ADDRESS IN OUTLOOK? IF NOT CHANGE IT.
      (2) MANUALLY CHANGE ADDRESS IF MEMBER DOES NOT HAVE EMAIL.
2. PROBLEM: SYSTEM WILL NOT LET MEMBER TAKE LEAVE.
   A. SOLUTION:
      (1) ASK IF THEY JUST PUT IN FOR AN EXTENSION.
      (2) CONTACT FINANCE AND REQUEST MEMBER'S DOS BE ADJUSTED IN SYSTEM TO ALLOW MEMBER TO TAKE LEAVE.
      (3) ASK IF WITHIN 30 DAYS OF SEPARATION OR RETIREMENT.
      (4) FINANCE IS REQUIRED TO COORDINATE AND INPUT ANY LEAVE WITHIN 30 DAYS OF DOS.
3. PROBLEM: UNIT ADMIN CANNOT LOGIN.
   A. SOLUTION:
      (1) CHECK WEB ADDRESS. ARE YOU TRYING TO ENTER THROUGH THE MEMBERS PAGE?
      (2) ARE YOU USING THE RIGHT LOGIN. ADMIN USE LAST NAME. WHEN YOU TAKE LEAVE YOU ENTER THROUGH THE MEMBER PAGE WITH SSN.
4. PROBLEM: SERVER CRASHES.
   A. SOLUTION: HAVE MEMBERS SUBMIT MANUAL LEAVE FORMS.
      (1) CONTACT FINANCE FOR GET WELL INFO.
      (2) HOLD MANUAL LEAVE FORMS UNTIL SYSTEM COMES ONLINE AND MANUALLY INPUT LEAVES.
      (3) FINANCE WILL ADVISE TO BRING LEAVES IN FOR PROCESSING IF SYSTEM WILL BE DOWN FOR EXTENDED PERIOD OF TIME.
5. PROBLEM: NEW MEMBERS UNIT.
   A. SOLUTION: SEND EMAIL WITH MEMBERS NAME AND SSN TO FINANCE TO ADD TO THE LEAVEWEB DATABASE.
6. PROBLEM: MEMBER PCA'S OR PCS'S.
   A. PCA:
      (1) IF MEMBER IS MOVING TO A UNIT YOU CONTROL JUST CHANGE UNIT ID UNDER MEMBER MAINTENANCE.
      (2) IF MEMBER IS MOVING TO A UNIT YOU DO NOT CONTROL, FOLLOW NEW MEMBERS TO UNIT INSTRUCTIONS (SEE ABOVE).
   B. PCS:
      (1) IF MEMBER PCS'S OUT OF UNIT THEY WILL REMAIN ON YOUR BOOKS FOR 60 DAYS AFTER WHICH TIME THEY WILL NO LONGER APPEAR ON YOUR LBL. (***NOTE:*** FINANCE WILL WORK WITH YOU ON ANY PROBLEMS YOU ARE HAVING WITH LEAVEWEB.)

Figure 44.17. Uploading DROTS into LW Instructions.

UPLOADING DROTS INTO LW INSTRUCTIONS:

1. INSERT A BLANK DISKETTE INTO THE FLOPPY DRIVE.
2. LOG INTO YOUR EARS PROGRAM.
3. ENSURE CURRENT MONTH IS SELECTED. IF NOT, PRESS THE "C" KEY AND SELECT THE CORRECT MONTH FROM THE MENU.
4. PRESS THE "J" KEY (DROT).
5. PRESS TAB ONCE AND ENTER THE DATES OF THE PREVIOUS DAYS UPDATE, LEAVING THE "TEAM" AND "ISC" FIELDS BLANK. TAB OVER TO THE LAST FIELD AND PRESS ENTER.
6. AFTER A MINUTE A MESSAGE SHOULD POP UP ASKING YOU WHERE TO "OUTPUT TO (S)CREEN, (P)RINTER, (F)ILE, OR (A)BORT" -- PRESS THE "F" KEY FOR FILE.
7. A SCREEN SHOULD POP UP ASKING YOU TO ENTER THE FILE NAME -- YOU SHOULD INPUT AS FOLLOWS: A:0314UPDT.DRT. NOTE: YOU SHOULD SUBSTITUTE THE ACTUAL UPDATE YOU WANT TO LOAD IN THE PORTION WHERE IT SHOWS 0314 IN THE ABOVE EXAMPLE, FOR 02-15, YOU WOULD TYPE IN A:0215UPDT.DRT.
8. ONCE THIS HAS FINISHED LOADING ONTO THE DISK, REMOVE THE DISKETTE AND IMPORT INTO THE LEAVEWEB SERVER.
9. INSERT THE FLOPPY DISK INTO THE DIRVE.
10. DOUBLE CLICK ON "MY COMPUTER".
11. DOUBLE CLICK ON "3 1/2 FLOPPY (A:)" ICON.
12. FIND THE FILE THAT YOU JUST DOWNLOADED FROM EARS AND HIGHLIGHT IT.
13. RIGHT CLICK ON THE "IMPORT" FOLDER.
14. EXIT OUT OF THAT AND DOUBLE CLICK ON THE "SHORCUT TO LW_DAT" FOLDER ON THE DESKTOP.
15. DOUBLE CLICK ON THE "IMPORT" FOLDER.
16. RIGHT CLICK INSIDE THIS FOLDER AND SELECT THE "PASTE" OPTION FROM THE MENU BAR. YOU SHOULD SEE THE DROT FILE APPEAR IN THIS FOLDER.
17. LOG INTO LEAVEWEB AS THE FINANCE ADMINISTRATOR ON THE LEAVEWEB SERVER.
18. CLICK ON THE "IMPORT DROT" TAB ON THE MENU BAR.
19. CHANGE THE FILE NAME TO MATCH WHAT YOU NAMED THE FILE FROM EARS (EX: 0314UPDT.DRT).
20. CLICK ON THE "IMPORT DROT" BOX. YOU ARE DONE.

NOTE: THERE IS A LEAVEWEB IMPORT/EXPORT AGENT QUICK-GUIDE AVAILABLE. TO GET A COPY OF THE GUIDE OR FOR ANY QUESTIONS REGARDING THE IMPORT EXPORT MANUAL PLEASE CALL OR EMAIL THE LEAVEWEB HELP DESK. PHONE: DSN 779-2282 OR COMM: (618) 229-2282. EMAIL: **LEAVE@SCOTT.AF.MIL**.

Figure 44.18. Adding Members to LW Instructions:

ADDING MEMBERS TO LW INSTRUCTIONS:

1. LOG INTO LEAVEWEB.
2. CLICK ON THE "FINANCE ADMIN" TAB.
3. CLICK ON THE "ADMIN" TAB.
4. CLICK ON THE "SETUP LOGINS" TAB.
5. IN THE SETUP LOGINS SCREEN, TYPE THE MEMBERS SSN IN THE FIRST BLOCK LABELED LOGIN ID/SSN.
6. IN THE BLOCK LABELED LOGIN TYPE, SELECT MEMBER.
7. IN THE DESCRIPTION BLOCK TYPE IN MEMBER ACCOUNT.
8. FIND THE CORRECT OFFICE SYMBOL OF THE MEMBER IN THE INPUT/UNIT ID BLOCK. IF YOU DO NOT KNOW THE MEMBER'S UNIT, ASK THE UNIT ADMIN WHO REQUESTED THAT THE MEMBERS RECORD BE BUILT.
9. ONCE ALL FOUR BLOCKS ARE FILLED IN, CLICK ON THE ADD TO LIST BUTTON.
10. ON THE MENU BAR, CLICK ON THE SETUP MEMBERS OPTION.
11. IF YOU FOLLOWED STEPS 5 THROUGH 11 PROPERLY, THE SSN OF THE MEMBER YOU WANT TO BUILD SHOULD ALREADY BE COMPLETED IN THE LOGIN/SSN BLOCK. IF NOT, FIND THE SSN YOU WANT TO BUILD AND CLICK ON IT.
12. FILL IN THE MEMBERS INFORMATION RETRIEVED FROM THE FOLLOWING MMPA LINES: MC, MD, BR, LG AND TU.
13. FOR THE MEMBERS EMAIL, USE EITHER THE GLOBAL DIRECTORY IN MICROSOFT OUTLOOK TO FIND IT OR ASK THE UNIT ADMIN.
14. ONCE ALL OF THE INFORMATION IS COMPLETED, CLICK THE ADD TO LIST BUTTON.
15. YOU ARE FINISHED.

Figure 44.19. Building a Unit in LW Instructions.

BUILDING A UNIT IN LW INSTRUCTIONS:

1. LOG INTO LEAVEWEB.
2. CLICK ON THE "FINANCE ADMINS" TAB.
3. CLICK ON THE "ADMIN" TAB.
4. CLICK ON THE "SETUP UNITS" TAB.
5. IN THE "INPUT/UNIT ID" BLOCK, ENTER THE INPUT SOURCE OF THE UNIT YOU ARE BUILDING.
6. ENTER THE NAME OF THE UNIT IN THE "UNIT NAME" BLOCK TYPE IN THE LOCATION (PENTAGON, BOLLING, ETC.)
7. IN THE "OTHER UNITS" BLOCK, FIND ALL OF THE UNITS THAT THE INPUT SOURCE SERVICES. IF THERE IS MORE THAN ONE, HOLD THE CTRL BUTTON ON YOUR KEYBOARD WHILE CLICKING ON THE SECOND, THIRD, FOURTH, ETC. UNIT.
8. ONCE ALL OF THE UNITS ARE HIGHLIGHTED, CLICK ON THE "AD TO LIST" BUTTON.

Figure 44.20. Building a Unit Admin in LW Instructions.

BUILDING A UNIT ADMIN IN LW INSTRUCTIONS:

1. LOG INTO LEAVEWEB.
2. CLICK ON THE "FINANCE ADMINS" TAB.
3. CLICK ON THE "ADMIN" TAB.
4. CLICK ON THE "SETUP LOGINS" TAB.
5. IN THE LOGIN ID/SSN BLOCK, TYPE IN THE LOGIN OF THE UNIT ADMIN YOU ARE BUILDING. THIS SHOULD BE THE FIRST LETTER OF THEIR FIRST NAME AND THEIR LAST NAME. EXAMPLE MICHAEL O'CONNOR LOGIN WOULD BE MOCONNOR.
6. FOR LOGIN TYPE, SELECT "UNIT ADMIN".
7. UNDER DESCRIPTION, TYPE IN THE NAME AND DUTY PHONE NUMBER OF THE UNIT LEAVE CLERK.
8. IN THE INPUT/UNIT ID FIELD, SELECT THE UNIT THAT THE LEAVE CLERK SERVICES.
9. CLICK THE "ADD AND CREATE PASSWORD" BLOCK.
10. THIS WILL BRING YOU TO THE CHANGE USER PASSWORD SCREEN. THE LOGIN ID SHOULD BE COMPLETED ALREADY.
11. IN THE NEW PASSWORD AND CONFIRM NEW PASSWORD BLOCKS, TYPE IN THIS PASSWORD: P@SSW0RD (THE 0 IS A ZERO).
12. CLICK ON THE "NEW PASSWORD" BLOCK.
13. INFORM THE LEAVE CLERK OF HIS/HER LOGIN ID AND PASSWORD.

Figure 44.21. Building Unit Emails Instructions.

BUILDING UNIT EMAILS INSTRUCTIONS:

1. ON THE LEAVEWEB SERVER, OPEN "ENTERPRISE MANAGER".
2. OPEN "MICROSOFT SEQUEL SERVERS".
3. OPEN "SQL SERVER GROUP"
4. OPEN "NTS02". IT MAY GIVE YOU A MESSAGE STATING SOMETHING TO THE EFFECT OF NTS02 IS NOT RUNNING, WOULD YOU LIKE TO BEGIN OR START ONE; IF IT DOES THIS CLICK YES.
5. OPEN "DATABASES".
6. HIGHLIGHT THE "LEAVEWEB" TAB.
7. WHEN THE WINDOW OPENS, CLICK ON THE "TOOLS" TAB AND SELECT THE OPTION "SQL SERVER QUERY ANALYZER".
8. IN THIS WINDOW, CLICK ON THE "FILE" TAB AND SELECT "OPEN".
9. BY DEFAULT, IT SHOULD AUTOMATICALLY BE ON THE "MY DOCUMENTS" FOLDER - CHANGE THIS TO THE "DESKTOP", THEN DOUBLE CLICK ON THE "SHORTCUT TO LW_DAT" FOLDER. INSIDE OF THIS FOLDER, HIGHLIGHT THE "UNITEMAIL.SQL" FILE AND CLICK "OPEN".
10. WHEN THE NEW WINDOW POPS UP, WITH THE MESSAGE "WHERE UNIT CD IN 'PA', 'ND', 'EA'" - (THE INPT SOURCE CODES MAY BE DIFFERENT THAN THE ONES LISTED HERE; WHAT THEY ARE WHEN YOU OPEN THIS IS NOT IMPORTANT). CHANGE THE INPUT SOURCE CODES TO THE UNIT YOU WANT TO BUILD -- EXAMPLE, WHEN YOU OPEN THE WINDOW IT READS WHAT IS LISTED ABOVE: "WHERE UNIT CD IN 'PA', 'ND' 'EA', "AND YOU WANT TO BUILD THE EMAIL ADDRESSES FOR THE UNIT JJ, YOU WOULD HAVE TO DELETE OUT THE OLD INPUT SOURCES AND FILL IN THE ONE FOR JJ, IT SHOULD LOOK LIKE THIS: WHERE UNIT CD IN 'JJ'. NEAR THE TOP OF THIS SCREEN, IT WILL ALSO SAY DOMAIN NAME IN 'BOLLING.AF.MIL'. IF YOU ARE CHANGING THE UNIT'S EMAIL TO PENTAGON.AF.MIL, YOU WOULD WANT TO HIGHLIGHT THE PORTION THAT SAYS BOLLING.AF.MIL AND REPLACE IT WITH PENTAGON.AF.MIL. MAKE SURE YOU DO NOT CHANGE THE LOCATION OF ANY QUOTATIONS ALREADY IN PLACE ON THIS SCREEN. IF YOU DO THE EMAIL CHANGE WILL NOT WORK.
11. ONCE YOU HAVE DONE THE ABOVE STEPS, YOU WILL WANT TO CLICK ON THE GREEN ARROW BUTTON, WHICH STANDS FOR EXECUTE. A MESSAGE SHOULD APPEAR TELLING YOU HOW MANY ROWS HAVE BEEN AFFECTED.
12. WHEN YOU CLOSE THE WINDOW, IT SHOULD ASK IF YOU WANT TO SAVE YOUR CHANGES, AND YOU SHOULD CLICK NO.

Figure 44.22. Changing Member's DOS in LW Instructions.

CHANGING MEMBER'S DOS IN LW INSTRUCTIONS:

1. LOG INTO LEAVEWEB.
2. CLICK ON THE "FINANCE ADMINS" TAB.
3. CLICK ON THE "ADMIN" TAB.
4. CLICK ON THE "SETUP MEMBERS" TAB.
5. IN THE "LIMIT BY" BLOCK AT THE TOP OF THE SCREEN, TYPE IN THE MEMBERS SSN AND CLICK ON "REFRESH".
6. THE MEMBERS RECORD SHOULD APPEAR. CLICK ON THE MODIFY BUTTON.
7. IN LEAVEWEB, TYPE IN THE CORRECT MEMBERS EMAIL ADDRESS IN THE MEMBER EMAIL BLOCK.
8. CLICK ON THE UPDATE BLOCK.

Figure 44.23. Changing a Member's Email Address in LW Instructions.

CHANGING A MEMBER'S EMAIL ADDRESS IN LW INSTRUCTIONS:

1. LOG INTO LEAVEWEB.
2. CLICK ON THE "FINANCE ADMINS' TAB.
3. CLICK ON THE "ADMIN" TAB.
4. CLICK ON THE "SETUP MEMBERS" TAB.
5. IN THE "LIMIT BY" BLOCK AT THE TOP OF THE SCREEN, TYPE IN THE MEMBERS SSN AND CLICK ON "REFRESH".
6. THE MEMBERS RECORD SHOULD APPEAR. CLICK ON THE MODIFY BUTTON.
7. IN LEAVEWEB, TYPE IN THE CORRECT MEMBERS EMAIL ADDRESS IN THE MEMBER EMAIL BLOCK.
8. CLICK ON THE UPDATE BLOCK.

Figure 44.24. Changing LW Password Instructions.

CHANGING LW PASSWORD INSTRUCTIONS:

1. LOG INTO LEAVEWEB.
2. CLICK ON THE "FINANCE ADMINS' TAB.
3. CLICK ON THE "ADMIN" TAB.
4. CLICK ON THE "CHANGE USER PASSWORD" TAB.
5. TYPE IN THE LOGIN ID (IF YOU ARE CHANGING THE PASSWORD FOR A MEMBER, THIS IS THEIR SSN; IF FOR A UNIT ADMIN, ASK THEM WHAT THEIR LOGIN ID IS - THEY SHOULD KNOW IT).
6. IN THE NEW PASSWORD BLOCK AND THE CONFIRM NEW PASSWORD BLOCK, TYPE IN THIS PASSWORD: P@SSW0RD (THE 0 IS A ZERO).
7. ONCE THIS IS FILLED BOTH OF THE BLOCKS, CLICK ON THE NEW PASSWORD BLOCK.
8. THE PASSWORD WILL BE EXPIRED THE FIRST TIME THE INDIVIDUAL LOGS INTO THE SYSTEM FORCING A CHANGE TO A NEW PASSWORD.

Figure 44.25. Review of AF Form 1486. Memorandum For: Unit Leave Monitor.

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS XXXX

MEMORANDUM FOR: UNIT LEAVE MONITOR DATE

FROM: UNIT CC

SUBJECT: REVIEW OF AF FORM 1486 FOR PERIOD OF _____TO _____

I HAVE REVIEWED THE AF FORM 1486 FOR THE PERIOD OF _____TO _____ ENCOMPASSING LEAVE NUMBERS __TO _____.

ALL LEAVES REVIEWED WERE CLOSED, VALIDATED AND RECONCILED FOR THIS PERIOD WITH THE EXCEPTION OF THE FOLLOWING LEAVE AUTHORIZATION NUMBERS.

1.
2.
3.

ALL LEAVES ANNOTATED ABOVE WILL BE FORWARDED TO UNIT LEAVE MONITOR FOR CORRECTIVE ACTION. CORRECTIVE ACTION WILL BE ANNOTATED WITH THIS MONTHLY REPORT BY _____.

UNIT COMMANDER

XX/CC

44.10. DTS Military Leave Report. The DTS Administrator (DTA) provides a copy of the Military Leave Report, from DTS, to customer service/customer support every day. Upon receipt of the report, validate the days identified as leave in DTS were charged to the member's MMPA.

44.10.1. If the days were not charged, go into Leave Web, get a leave number using the input source code identified for DTS, and use LeaveWeb to charge the leave.

44.10.2. Annotate the report with the leave number and dates charged, whether the leave has already been charged or you are updating through LeaveWeb.

44.10.3. If the dates of leave on the MMPA do not match what is on the report, validate that leave was taken and the correct period, with the member's supervisor, make all necessary corrections, and annotate the report accordingly.

44.10.4. If the leave cannot be charged via LeaveWeb and the base has already cutover to the AFFSC, the DTS report is scanned and send to the AFFSC for posting the leave. If the base has not cutover to the AFFSC, the finance office posts the leave via DMO.

Chapter 45

RESERVED FOR FUTURE USE

Chapter 46

ABSENT WITHOUT LEAVE (AWOL)

46.1. Description. The Definitions in the DoDFMR, Volume 7A, defines Absent Without Leave (AWOL) as absence from a place of duty without permission or authorization and without the intention of deserting.

46.2. Substantiating Documents. The MPF is responsible for furnishing the FSO a copy of AF Form 2098, Duty Status Change, or the JUMPS transaction register on a daily basis.

46.3. Responsibilities. The orderly room (squadron commander or first sergeant) advises the FSO, by telephone, of any member declared AWOL. Based on this information, the FSO processes a P103 or P203 to prevent issuance of a paycheck.

46.4. FSO Actions:

46.4.1. Upon receipt of substantiating documents mentioned in **paragraph 46.2**, suspend all payments to the member reported AWOL. Review the member's MMPA daily to ensure the member is placed in an AWOL status (SJ) but do not process an ST04, as this will cause MPF transactions to reject.

46.4.2. Absentee From Unit Transferred Overseas. If member is AWOL when his or her unit departs, FSO sends management file to DFAS-DE via AF Form 1209, Document Transmittal (JUMPS). Mark envelope, address label, and AF Form 1209 with red pencil to show member's status. (See **Chapter 2**.)

46.4.3. Disposition of Absentee's Management File:

46.4.3.1. Absentee From Unit Transferred Overseas. See **46.4.2** above.

46.4.3.2. All Other Absentees. Dispose of management file per **paragraph 47.3**. If member's unit is transferred, permanent change of station (PCS) (other than overseas), send absentee's management file to new station with management file of the unit. New station complies with **paragraph 47.3**.

46.5. Effect on MMPA:

46.5.1. Pay and Allowances. AWOL status automatically suspends all pay and allowances.

46.5.2. Allotments. When an SJ04 transaction processes, DJMS stops allotments as follows:

46.5.2.1. At the end of the previous month, if member does not have sufficient pay accrued to cover allotments. ***NOTE:*** If AWOL occurs during the beginning of the month, this will almost always result in allotments being stopped immediately on processing of the SJ04 transaction.

46.5.2.2. At the end of the month, AWOL starts if sufficient pay is accrued to cover the allotments.

46.5.2.3. Allotments for bonds are stopped as of last bond issue date.

46.5.2.4. DJMS sends the servicing ADSN an XJ management notice to inform the FSO the date allotments stopped.

46.5.3. Leave Accounting. AWOL status automatically suspends leave accruals until member is returned to a leave-earning status.

46.5.4. Lost Time. When the AWOL status is terminated, DJMS automatically adjusts pay date and total active federal military service date (TAFMSD). MPF input is required to change DOS, if necessary.

46.5.5. Servicemen's Group Life Insurance (SGLI). DJMS stops this deduction at end of month in which the 31st day of AWOL status occurs. When an AWOL period ends, SGLI, if previously in effect, is automatically reinstated.

46.5.6. AFRH Deduction. DJMS deducts for month AWOL status started. However, if AWOL began on first day of a month, deduction is stopped at end of prior month.

46.6. Special Provisions. If member fails to report to new duty station and later arrives, these actions apply:

46.6.1. Gaining unit or any military installation must inform losing unit of member's status or failure to report under PCS orders. (See AFI 36-2911, section D, paragraph 11.) Contact DFAS-DE for identity of losing unit, if necessary.

46.6.2. Based on AF Form 2098, Duty Status Change, prepared by losing unit, MPF inputs SJ04 transaction to change status to AWOL. Normal AWOL processing follows.

46.6.3. If member later reports to new station, gaining MPF inputs SA04 transaction to remove AWOL status. FSO then processes an SG03 transaction. The on-station transaction reinstates the SH PCS status on the MMPA. On-station processing follows under **Table 43.2**, **rule 1.**

46.6.4. SJ03 transactions to report periods of AWOL, which occurred while member was in a PCS status, do not process until an SG03 is processed. (See **paragraph 41.3**)

46.7. Input:

46.7.1. Action Indicators. Use and effect of specific action indicators prescribed for AWOL are in **Table 46.1**.

46.7.2. Data Elements and Codes:

46.7.2.1. Starting AWOL. Status determinant code J denotes member is on unauthorized absence of more than 24 hours.

46.7.2.2. Terminating AWOL. The member's MPF will use status determinant applicable to member's current status (A -- on-station; K -- confinement). See **Chapter 43** for action to obtain member's management file from DFAS-DE, if necessary.

46.7.3. Excused Absence. If an AWOL absence was reported to DFAS-DE and later excused as unavoidable:

46.7.3.1. The MPF submits a transaction containing the start date of the bad status and number of days to make good equals zero. This transaction causes DFAS-DE to cancel the period of AWOL.

46.7.3.2. If absence is chargeable to leave, unit prepares report transaction under the leave accounting procedures to charge absence to leave. (See **Chapter 44** and AFI 36-2911, paragraph 18.)

Figure 46.1. AF Form 2098, Duty Status Change (to Change Member's Status to AWOL).

DUTY STATUS CHANGE

PERSONNEL ACTION NO. D– 00

TO: (Organization) 3415 AB Gp Peterson AFB CO /DPME

FROM: (Organization and Office Symbol) 3452 RMS

SECTION I — INDIVIDUAL IDENTIFICATION

NAME (Last, First, Middle Initial)	GRADE	SSAN
Doe, John D.	MSgt	000-00-0000

SECTION II — DUTY STATUS CHANGE

THE ABOVE MEMBER'S DUTY STATUS IS CHANGED FROM Present for Duty

TO AWOL

EFFECTIVE (Date and Hour) 13 May 1994 0800 hrs

LOCATION	AUTHORITY
Peterson AFB CO	AFR 35-73

METHOD OF RETURN TO MILITARY CONTROL: VOLUNTARY/INVOLUNTARY

DETERMINATION OF LOST TIME BY UNIT COMMANDER:

1. PERIOD OF ABSENCE FROM _____ THRU _____ IS/IS NOT DETERMINED AS LOST TIME, AUTHORITY: DODPM PARA _____.
2. DETERMINATION OF ABSENCE FROM _____ TO _____ CANNOT BE MADE AT THIS TIME BECAUSE –

REMARKS (Explain Duty Status Change in detail)

MSgt DOE FAILED TO REPORT FOR DUTY AT THE 3452 RMS BUILDING 444 at 0800 13 MAY 1994.

UNIT/SQUADRON SECTION COMMANDER OR DESIGNATED REPRESENTATIVE

DATE	TYPED NAME, GRADE, AND TITLE	SIGNATURE
13 May 1994	Janet A. Nobody, 1st Lt, USAF Commander	J.A. Nobody

SECTION III — ASSIGNMENT/PERSONNEL DATA CHANGES

ASSIGNMENT ACTION - MEMBER HAVING RETURNED TO MILITARY CONTROL IS ASSIGNED TO (Unit, Major Command, and Location)	EFFECTIVE (Day, Month and Year)

PERSONNEL DATA CHANGES:

DUTY STATUS CODE 07 OTHER _____

TOTAL LOST DAYS THIS INCIDENT _____

TOTAL LOST DAYS THIS ENLISTMENT _____

AUTHORITY AFR 39-29 and AFM 39-11

REMARKS

SECTION IV — APPROVAL BY PERSONNEL OFFICIAL

DATE	TYPED NAME, GRADE AND TITLE	SIGNATURE
14 May 1994	R.U. Wright, SMSgt, NCOIC, Processing Sec	R.U. Wright

CERTIFICATION

I certify that I am the custodian of the personnel records from which this document has been reproduced and the above entries are identical to those in the original document announcing change in members duty status.

DATE	TYPED NAME, GRADE, AND POSITION TITLE	SIGNATURE OF CBPO OFFICIAL

SECTION V — CBPO COORDINATION RECORD

DPME	1. DPM	2. DPM	3. DPM	4. DPM	UNIT

AF FORM MAY 82 2098 PREVIOUS EDITION WILL BE USED. AF FORM 10 COPY

Figure 46.2. Format to Report/Change/Cancel AWOL Status.

CHARACTER POSITION	DESCRIPTION
1-5	0SJ03/04/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST
20-25	NAME YYMMDD STATUS STARTED
26-31	YYMMDD STATUS STOPPED OR ZEROS
	SJ03 CONTAINS BOTH START AND STOP DATES SJ04 CONTAINS START DATE AND STOP DATE IS ZEROS SJ06 CONTAINS SAME START AND STOP DATE AS TRANSACTION BEING CANCELED

Table 46.1. Action Indicators – Use and Effect – AWOL Status.

RULE	A When status determinant is code J (AWOL) and action indicator is	B and input transaction has	C then effect on MMPA is to
1	03-report	both start and stop dates	record an inclusive period of AWOL (note).
2	04-change	a start date and the stop date is zero-filled	change member's current status to AWOL and close member's prior status.
3	06-cancel	a start date which equals prior erroneous date and stop date is zero-filled	cancel an AWOL. Status reported in error on a continuous basis (note).
		a start date and stop date which equals prior transaction date	cancel an AWOL. Status reported in error in MMPA or history file.

NOTE: MMPA status existing immediately before the adjustment is restored. If a new status exists, process a separate transaction effective day after end of AWOL status.

Chapter 47

DESERTION

47.1. Description. Deserter status is declared after a member has been AWOL for 30 days. (For information on AWOL. See **Chapter 46** of this volume.) Member's MPF reports deserter status to DJMS.

47.2. Substantiating Document. The MPF furnishes the FSO a copy of AF Form 2098, Duty Status Change (**Figure 47.1**), and the JTR on a daily basis.

47.3. Responsibilities. Upon receipt of the substantiating documents, the FSO should suspend all payments to the member reported AWOL by processing a P103 or P203, and review the MMPA daily until the SP04 processes. Do not process an ST04 as this will cause the MPF transactions to reject.

47.4. FSO Actions:

47.4.1. Dropped from Rolls of Unit. On 180th day of absence status, unit issues an AF Form 2098 showing status change from deserter to dropped from rolls (DFR). FSO then mails AF Form 2098 and management file (if applicable) with AF Form 1209, Documental Transmittal (DJMS), to DFAS-DE. Mark AF Form 1209 with red pencil to show member's status. (See **Chapter 3**.) Submit these documents and information, as applicable.

47.4.1.1. Copy of CTHR print, with unsettled advances highlighted.

47.4.1.2. Copy of DD Form 93, Record of Emergency Data.

47.4.1.3. Unpaid travel claims (DD Form 1351-2, Travel Voucher or Sub-voucher), showing itinerary with applicable orders.

47.4.1.4. Report of any unusual circumstances affecting the pay account.

47.4.2. Return from Deserter Status. When notification is received that member has returned to military control, DFAS-DE sends management file to proper FSO. See **paragraph 43.6** Include pertinent documents listed above.

47.5. Effect of Desertion Status on MMPA:

47.5.1. Pay and Allowances. Desertion status automatically stops all accruals of pay and allowances. Any credits in the pay account are used to satisfy debts to the United States, as required. Otherwise, they are held until member's return to military control.

47.5.2. Allotments. Any allotments in effect are stopped at end of month before desertion status began. However, if processing date is after restructure, they are stopped at end of current month. To restart allotments, submit input IAW **Chapter 57** and **Chapter 58**.

47.5.3. Deduction for SGLI. DFAS-DE stops deduction at end of month in which the 31st day of absentee's status occurs. When a desertion status is terminated, SGLI, if previously in effect, is automatically reinstated.

47.5.4. AFRH Deduction. DFAS-DE deducts for month AWOL or desertion status started. However, if absence began on first day of a month, deduction is stopped end of prior month.

47.5.5. Leave Accounting. Desertion status automatically stops leave accruals until member is returned to a leave-earning status.

47.5.6. Lost Time. DFAS-DE automatically adjusts pay date and Total Air Force Military Service Date (TAFMSD). MPF input of a TI transaction is required to change date of separation (DOS) and expiration of term of service (ETS).

47.5.7. Other Entitlements. Submit other entitlement items determined due as separate input transactions. Ensure that start date is after desertion status ends and that MMPA has been reestablished.

47.6. Special Provisions:

47.6.1. Action Indicators. Specific action indicators to input desertion status are in **Table 47.1**.

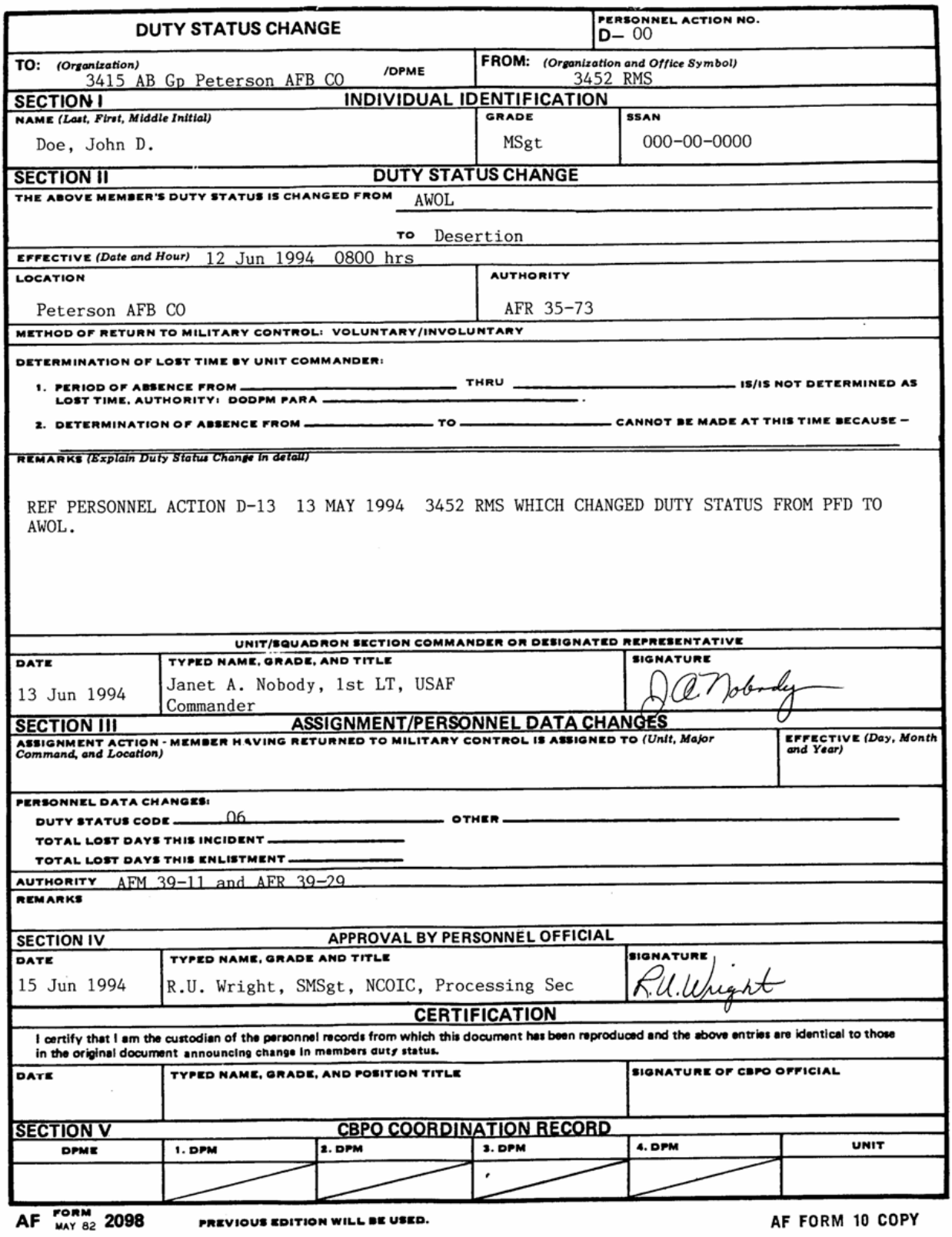
47.6.2. Data Elements and Codes. See **Attachment 13**. When beginning desertion, status determinant code P denotes member administratively classified as a deserter.

47.6.3. Excused Absence. If member's command excuses the absence as unavoidable, AF Form 2098 is sent to FSO.

47.6.3.1. Absence Excused. See **paragraph 46.4.3.1** for action to be taken when absence is excused.

47.6.3.2. Absence Chargeable to Leave. If absence is chargeable to leave, unit prepares a report-type transaction under the leave accounting procedures to charge absence to leave. (See **Chapter 44** and AFI 36-2911, paragraph18.)

Figure 47.1. AF Form 2098, Duty Status Change (to Change Member's Status to Desertion).



DUTY STATUS CHANGE

PERSONNEL ACTION NO.: D– 00

TO: (Organization) 3415 AB Gp Peterson AFB CO /DPME

FROM: (Organization and Office Symbol) 3452 RMS

SECTION I — INDIVIDUAL IDENTIFICATION

NAME (Last, First, Middle Initial)	GRADE	SSAN
Doe, John D.	MSgt	000-00-0000

SECTION II — DUTY STATUS CHANGE

THE ABOVE MEMBER'S DUTY STATUS IS CHANGED FROM AWOL

TO Desertion

EFFECTIVE (Date and Hour) 12 Jun 1994 0800 hrs

LOCATION	AUTHORITY
Peterson AFB CO	AFR 35-73

METHOD OF RETURN TO MILITARY CONTROL: VOLUNTARY/INVOLUNTARY

DETERMINATION OF LOST TIME BY UNIT COMMANDER:

1. PERIOD OF ABSENCE FROM _____ THRU _____ IS/IS NOT DETERMINED AS LOST TIME. AUTHORITY: DODPM PARA _____.
2. DETERMINATION OF ABSENCE FROM _____ TO _____ CANNOT BE MADE AT THIS TIME BECAUSE –

REMARKS (Explain Duty Status Change in detail)

REF PERSONNEL ACTION D-13 13 MAY 1994 3452 RMS WHICH CHANGED DUTY STATUS FROM PFD TO AWOL.

UNIT/SQUADRON SECTION COMMANDER OR DESIGNATED REPRESENTATIVE

DATE	TYPED NAME, GRADE, AND TITLE	SIGNATURE
13 Jun 1994	Janet A. Nobody, 1st LT, USAF Commander	J A Nobody

SECTION III — ASSIGNMENT/PERSONNEL DATA CHANGES

ASSIGNMENT ACTION - MEMBER HAVING RETURNED TO MILITARY CONTROL IS ASSIGNED TO (Unit, Major Command, and Location)	EFFECTIVE (Day, Month and Year)

PERSONNEL DATA CHANGES:

DUTY STATUS CODE 06 OTHER _____

TOTAL LOST DAYS THIS INCIDENT _____

TOTAL LOST DAYS THIS ENLISTMENT _____

AUTHORITY AFM 39-11 and AFR 39-29

REMARKS

SECTION IV — APPROVAL BY PERSONNEL OFFICIAL

DATE	TYPED NAME, GRADE AND TITLE	SIGNATURE
15 Jun 1994	R.U. Wright, SMSgt, NCOIC, Processing Sec	R.U. Wright

CERTIFICATION

I certify that I am the custodian of the personnel records from which this document has been reproduced and the above entries are identical to those in the original document announcing change in members duty status.

DATE	TYPED NAME, GRADE, AND POSITION TITLE	SIGNATURE OF CBPO OFFICIAL

SECTION V — CBPO COORDINATION RECORD

DPME	1. DPM	2. DPM	3. DPM	4. DPM	UNIT

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Figure 47.2. Format to Change/Cancel Desertion Status.

CHARACTER POSITION	DESCRIPTION
1-5	0SP04/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20	DATE OF DESERTION START A SP04 CONTAINS THE DATE MEMBER'S STATUS STARTED. A SP06 MUST CONTAIN THE SAME DATE AS IN THE TRANSACTION BEING CANCELED.

Table 47.1. Desertion Status – Action Indicators – Use and Effect.

RULE	A	B	C
	If member's status is	**and action indicator is**	**then effect on member status is to**
1	desertion (FORMAT-ID-SP)	04-change	change current status to desertion and close prior MMPA status.
2		06-cancel	cancel a desertion status reported in error. Member status existing immediately before the erroneous desertion action is restored. If a new status exists, submit separate input transaction.

Chapter 48

CONFINEMENT

48.1. Description. The effects of specific types of confinement on a member's pay and allowances are described in the DoDFMR, Volume 7A, chapter 1.

48.2. Substantiating Document. The MPF furnishes the FSO a copy of the DJMS JTR.

48.3. Responsibilities. The orderly room (squadron commander or first sergeant) advises the FSO, by telephone, of any member placed in civilian confinement. Based on this information, the FSO takes steps to prevent a paycheck from being issued, including suppressing the member's pay for local payees (P103 for mid-month/P203 for end of month). Member's MPF inputs the transaction to report member's confinement, civilian or military (SK transaction).

48.4. FSO Actions:

48.4.1. Do not process ST04.

48.4.2. Based upon receipt of substantiating documents, immediately suspend all payments to member reported confined, if confinement is a type that suspends member's entitlement to pay and allowances. (See **Table 48.4**) FSO reviews the member's MMPA daily to ensure the confinement status is posted.

48.4.3. Disposition of Management Files for Confined Members. (See **Chapter 2**.)

48.4.3.1. Civil Confinement. Maintain management file at base level while member is in pre-trial confinement. If member is confined after conviction, mail management case file to DFAS-DE after 180 days (see **Chapter 2**) with AF Form 1209, Document Transmittal (DJMS). To obtain the management file from DFAS-DE on member's release, see **paragraph 43.6**.

48.4.3.2. Military Confinement. Maintain per **Chapter 2**.

48.5. Effect of Confinement Status on MMPA. (See **Table 48.1**) When member's pay is suspended, allotments are handled the same as for AWOL. (See **paragraph 46.5.2**)

48.6. Special Provisions:

48.6.1. Lost Time. When the confinement status is terminated by MPF, DJMS automatically adjusts pay date and TAFMSD. If DOS/ETS is to be changed, MPF input is required.

48.6.2. Health and Comfort Items. Members in confinement may be authorized health and comfort payments (AFI 31-205) if member is in a non-pay status. Comfort payments for prisoners are paid out of local O&M funds and not reported to DJMS. When health and comfort items are furnished to a person in a pay status, they are paid for from the individual's personal funds or charged against his or her pay account. (See DoDFMR, Vol 10, chapter 12.) Handle billings as shown below:

48.6.2.1. The United States Disciplinary Barracks (USDB) at Fort Leavenworth, Kansas, will prepare a DD Form 504, Request and Receipt for Health and Comfort Supplies, for inmates in a pay status who do not have sufficient funds in their personal deposit account. The DD Form 504,is sent to United States Air Force, HQ AFSFC/SFC, 1517 Billy

Mitchell, Lackland Air Force Base, TX 78236, who establishes a DS indebtedness on the member's MMPA.

48.6.2.2. For inmates in a pay status who have sufficient funds in their personal deposit accounts, USDB prepares and sends a DD Form 504 (with an accompanying check from the USDB Personal Deposit Fund) to United States Air Force, HQ AFSFC/SFCT, 1517 Billy Mitchell Blvd, Bldg 954, Lackland Air Force Base, TX , 78236, as a payment to reimburse account 21 X 2020.0015 57-310626EB QLOG CA2OO 014021 for previous health and comfort supplies received. ***NOTE:*** The reason for the Army line of accounting is that USDB at Fort Leavenworth, KS, is an Army confinement facility and the health and comfort expenses should be reimbursed to the Army.

48.6.2.3. A copy of the DD Form 504 (with the receipt signature block signed) which was sent to HQ AFSFC/SFC will be returned to: U.S. Disciplinary Barracks, HQ AFSFC/DET1, 1301 N. Warehouse Rd., Fort Leavenworth KS 66027-1363.

48.7. Input:

48.7.1. Action Indicators. Specific action indicators are described in **Table 48.3**.

48.7.2. Data Elements and Codes:

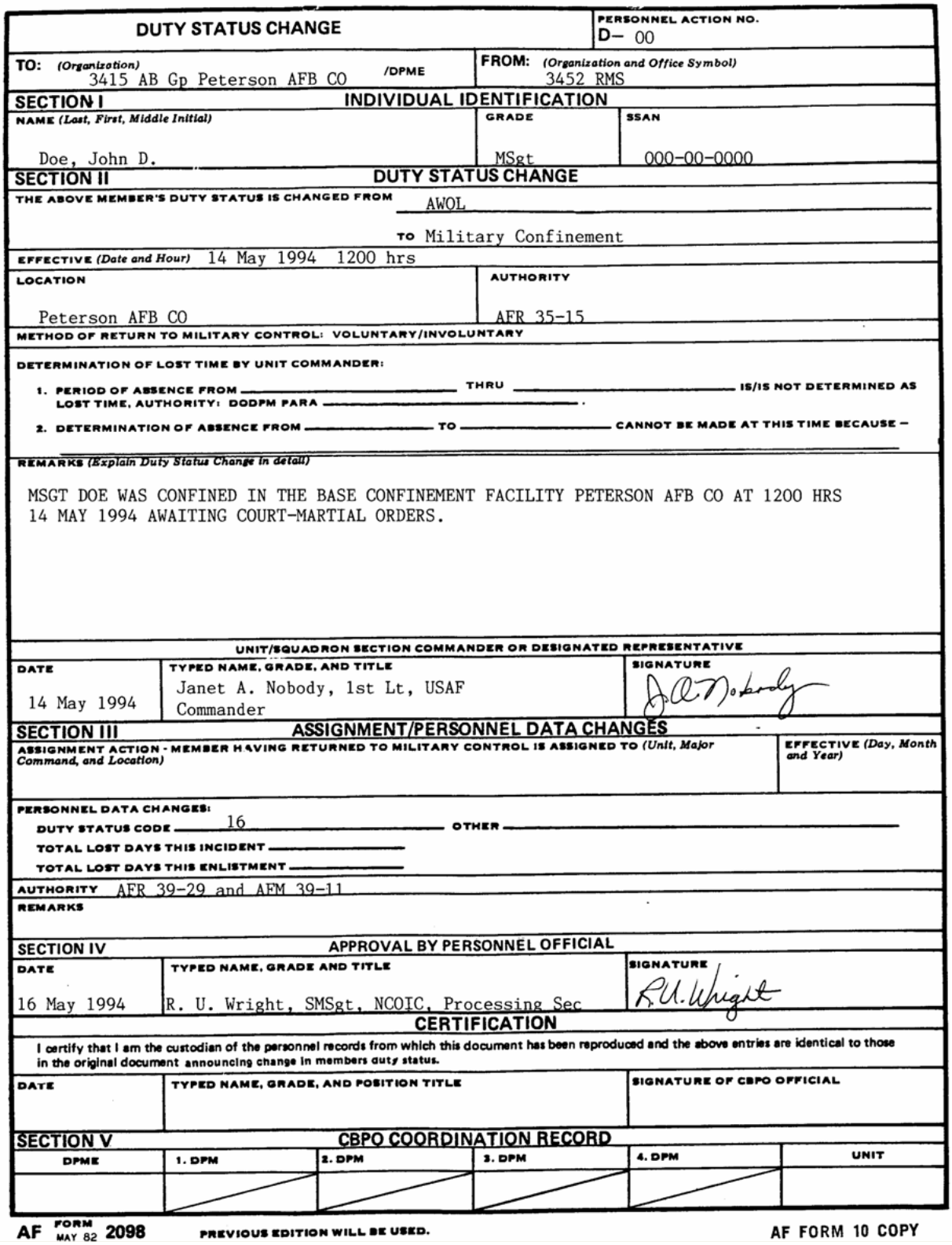
48.7.2.1. Beginning Confinement Status. Status determinant code K shows member is imprisoned by civil or military authorities.

48.7.2.2. Terminating Confinement Status. MPF uses action indicator 04 and status determinant applicable to member's new current status (on-station code-A.) For pay purposes, effective date is day of return to duty.

48.7.2.3. Codes--Confinement Type. (See **Attachment 14**.)

48.7.2.4. If a confinement absence is charged to leave, the unit submits leave transaction as in **Chapter 44**. (See **Table 48.3** for uses and effect of 06--cancel.)

Figure 48.1. AF Form 2098, Duty Status Change (to Change Member's Status to Confinement).



DUTY STATUS CHANGE

PERSONNEL ACTION NO.: D– 00

TO: (Organization) 3415 AB Gp Peterson AFB CO /DPME

FROM: (Organization and Office Symbol) 3452 RMS

SECTION I — INDIVIDUAL IDENTIFICATION

NAME (Last, First, Middle Initial)	GRADE	SSAN
Doe, John D.	MSgt	000-00-0000

SECTION II — DUTY STATUS CHANGE

THE ABOVE MEMBER'S DUTY STATUS IS CHANGED FROM AWOL

TO Military Confinement

EFFECTIVE (Date and Hour) 14 May 1994 1200 hrs

LOCATION	AUTHORITY
Peterson AFB CO	AFR 35-15

METHOD OF RETURN TO MILITARY CONTROL: VOLUNTARY/INVOLUNTARY

DETERMINATION OF LOST TIME BY UNIT COMMANDER:

1. PERIOD OF ABSENCE FROM _____ THRU _____ IS/IS NOT DETERMINED AS LOST TIME, AUTHORITY: DODPM PARA _____.
2. DETERMINATION OF ABSENCE FROM _____ TO _____ CANNOT BE MADE AT THIS TIME BECAUSE –

REMARKS (Explain Duty Status Change in detail)

MSGT DOE WAS CONFINED IN THE BASE CONFINEMENT FACILITY PETERSON AFB CO AT 1200 HRS 14 MAY 1994 AWAITING COURT-MARTIAL ORDERS.

UNIT/SQUADRON SECTION COMMANDER OR DESIGNATED REPRESENTATIVE

DATE	TYPED NAME, GRADE, AND TITLE	SIGNATURE
14 May 1994	Janet A. Nobody, 1st Lt, USAF Commander	J. A. Nobody

SECTION III — ASSIGNMENT/PERSONNEL DATA CHANGES

ASSIGNMENT ACTION - MEMBER HAVING RETURNED TO MILITARY CONTROL IS ASSIGNED TO (Unit, Major Command, and Location)	EFFECTIVE (Day, Month and Year)

PERSONNEL DATA CHANGES:

DUTY STATUS CODE 16 OTHER _____

TOTAL LOST DAYS THIS INCIDENT _____

TOTAL LOST DAYS THIS ENLISTMENT _____

AUTHORITY AFR 39-29 and AFM 39-11

REMARKS

SECTION IV — APPROVAL BY PERSONNEL OFFICIAL

DATE	TYPED NAME, GRADE AND TITLE	SIGNATURE
16 May 1994	R. U. Wright, SMSgt, NCOIC, Processing Sec	R. U. Wright

CERTIFICATION

I certify that I am the custodian of the personnel records from which this document has been reproduced and the above entries are identical to those in the original document announcing change in members duty status.

DATE	TYPED NAME, GRADE, AND POSITION TITLE	SIGNATURE OF CBPO OFFICIAL

SECTION V — CBPO COORDINATION RECORD

DPME	1. DPM	2. DPM	3. DPM	4. DPM	UNIT

AF FORM MAY 82 2098 PREVIOUS EDITION WILL BE USED. AF FORM 10 COPY

Figure 48.2. Format to Report/Cancel or Correct FSO-Authorized Payments for Comfort Items.

CHARACTER POSITION	DESCRIPTION
1-5	0PV03/06 OR APV05 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF EFFECTIVE DATE OF PAYMENT VOUCHER
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B—ARMY C— NAVY D— MARINES G--COAST GUARD M--STATE DEPARTMENT R--ACCOUNTS RECEIVABLE
27-30	ACCOUNTABLE ADSN--ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO. OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY)
32-39	PAYMENT VOUCHER NUMBER
40-45	AMOUNT PAID TO MEMBER
46-48	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED
53-54	RESERVED FOR DFAS-DE USE

CHARACTER POSITION	DESCRIPTION
57-60	PAYROLL NUMBER
66	RESERVED FOR DFAS-DE USE
	NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 48.3. Format to Report/Change/Cancel Confinement Status.

CHARACTER POSITION	DESCRIPTION
1-5	0SK03/04/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE OF CONFINEMENT START
26-31	DATE OF CONFINEMENT STOP
32	CONFINEMENT TYPE: 1 THRU 6 A SK03 SHOWS BOTH CONFINEMENT START AND STOP DATES. DAY OF RETURN TO AN ON-STATION IS CONSIDERED AS FIRST FULL DAY OF AN ON-STATION STATUS AND STOP DATE IS DAY BEFORE A SK04 SHOWS A CONFINEMENT START DATE ONLY A SK06 MUST SHOW DATES IDENTICAL TO THOSE SHOWN IN THE OPEN SK ENTRY.

Table 48.1. Confinement – Civil Data Required on Substantiating Document.

RULE	A **If the member is**	B **and AF Form 2098 shows**	C **then submit input transaction to DFAS-DE using confinement type (cp 32 of input)**
1	apprehended or detained by civil authorities other than as a material witness	date and place of apprehension; place detained or confined; charges against the member, if available	(see note 1).
2	detained as a material witness	date and place detained or confined; reason for detention	(see note 2).
3	convicted and confined by civil authorities	charge for which convicted; date convicted; term of sentence; and place of confinement	1 (if not previously reported).
4	acquitted or released for any reason which entitles him or her to pay and allowances	date returned to military duty; reason released, date of trial, and acquittal	(see note 3).
5	released without trial	circumstances involved in release	(same as rule 4, if excused; see note 1 if not excused).
6	released to join his or her station pending final determination (note 2)	date returned to duty status or other status, as applicable	(see note 1).
7	released to military control without confinement after he or she is tried and convicted	date returned to military control; charge for which convicted; date convicted; and circumstances surrounding his or her return to military control	(see note 1).
8	discharged while confined by civil authorities	(see **Chapter 28** for input transactions)	

NOTES:

1. Use status determinant applicable to member's new status (on-station-code A; military confinement-code K) with pertinent type code.
2. When final determination is received, separate input is received if conviction falls under rule 3 above.
3. MPF inputs an SA04 effective date of confinement, which generates a SK06.

Table 48.2. Confinement – Military Data Required on Substantiating Document.

RULE	A **If the member is**	B **and AF Form 2098 shows**	C **then submit input transaction to DFAS-DE using confinement type (cp 32 of input)**
1	confined awaiting court-martial trial or sentence	beginning date of confinement and ending date, if applicable	3.
2	confined as a result of a court-martial sentence	beginning date of confinement	4. (note).
3	held in military confinement	beginning date of confinement; date and place apprehended; place detained or confined; charges against member, if available	5.
4	held in military confinement for foreign civil offense-indicted	date of indictment; place detained or confined; indictment charges	6.

NOTE: For SK04, code 4, transaction, review housing allowance and submit separate transaction to stop housing allowance (FIs 51, 52, 53, 55, 56, 57).

Table 48.3. Confinement Status – Action Indicators – Use and Effect.

RULE	A **If status determinant is confinement (code K) and action indictor is**	B **and input transaction has**	C **then effect on the MMPA member status is to**
1	03-report (see **Figure 20.1.**)	both start and stop dates	record an inclusive period (short duration) of confinement status (note).
2	04-change (see **Figure 20.1.**)	a start date and stop date zero-filled	change member's current status to confinement on a continuing basis; close the member's prior status.
3	06-cancel (see **Figure 20.1.**)	start date which equals prior erroneous date and stop date zero-filled	cancel a confinement status reported in error on a continuing basis (note).
4		start date and stop dates which equals prior transaction dates	cancel an inclusive period of confinement in MMPA history file (note)

NOTE: MMPA status existing immediately before the adjustment is restored. If a new status exists, prepare a separate transaction effective day after end of confinement.

Table 48.4. Effect of Input Transaction on MMPA – Confinement Type.

RULE	A If a member's status is	B and confinement type code is	C then effect on the MMPA is to
1	confinement by civil authorities	1	a. suspend pay and allowances. b. suspend accrual of leave; c. adjust service dates for lost time (note 1).
2	confinement by military or civil authorities as a civil witness	2	note status in MMPA and continue accrual of leave, pay, and allowances. If furnished rations by military authorities, submit input to stop BAS and COLA, without dependents, for enlisted members. (See **Chapter 41** and **Chapter 44**.)
3	military confinement awaiting investigation or court-martial	3	a. suspend BAS and COLA without dependents for enlisted members; b. suspend FDP, SDP, DIV-DY-PAY, PARA-JUMP-DY, DML-DY, STRESS-DY; c. suspend accrual of leave (note 4). d. adjust service dates for lost time (notes 1 and 4); e. stop accruals of pay and allowances if ETS occurs while in confinement (**Chapter 28**).
4	military confinement-serving a court-martial sentence	4	a. suspend BAS and COLA without dependents for enlisted members; b. suspend FDP, SDP, DIV-DY-PAY; c. suspend accrual of leave; d. adjust service dates for lost time (note 1); e. stop accruals of pay and allowance if ETS occurs while in confinement (**Chapter 28**).
5	military confinement for foreign civil offense pending charge of indictment	5	(same as rule 3).

RULE	A If a member's status is	B and confinement type code is	C then effect on the MMPA is to
6	military confinement for foreign civil offense-indicted	6	(same as rule 1).

NOTES:

1.

a. These service dates are adjusted for enlisted members who do not hold Reserve commission.

(1) Pay Date.

(2) Effective date, years of service completed.

(3) Effective date for future payment of reenlistment bonus.

b. Total active federal military service date is adjusted for enlisted members only.

2. Submit separate BAS and COLA, without dependents, transactions if these entitlements are due the member. Prepare input transaction as shown in **Chapter 25** and **Chapter 28**.

3. If processing date is after restructure, stop allotments current month.

4. When investigation or court-martial is conducted. T1 transaction input by MPF further adjusts service dates.

5. BAS is not payable for the period of confinement because the member was subsisted at government expense.

Chapter 49

HOSPITALIZATION

49.1. Description. When an Air Force enlisted member, officer, or a dependent of any member is hospitalized in a military medical treatment facility (MTF), civilian medical facility (CMF), Veteran's Administration Facility, or a Uniformed Services Treatment Facility (USTF) (formerly Public Health Service Hospitals), the member is entitled to BAS. If not currently being paid, BAS is processed for the period of hospitalization and medical charges are collected. References to member include enlisted member and officer unless specifically identified as one or the other.

49.1.1. Notification of Indebtedness. The member must be notified of the indebtedness per the applicable procedures in this chapter.

49.1.2. Basic Allowance for Subsistence (BAS). BAS continues to be paid to members while hospitalized but meal charges must be collected from their pay, either by allowing the DN to continue or establishing a DS on the record.

49.1.3. Medical Care Charge. The cost that is assessed against a military member for a period of hospitalization that the member incurred on behalf of himself or herself or upon behalf of a dependent which the member sponsored. The medical treatment could have been provided by a MTF, CMF, VA facility or USTF.

49.2. Substantiating Documents:

49.2.1. DD Form 139, Pay Adjustment Authorization.

49.2.2. SF 1034, Public Voucher for Purchases and Services Other Than Personal.

49.3. Responsibilities:

49.3.1. Medical Care Facility responsibilities:

49.3.1.1. The military care facility is responsible for notifying the patient of the charges due and asking them to make payment. If the patient was a dependent and payment is not made, the medical facility must notify the member and ask for payment of the charges. If payment is not made, the MTF is responsible for preparation of DD Form 139 for medical care charges.

49.3.1.2. Status of Collection Action. If the MTF has not received a copy of the DROT/JUMPS Data Collection Input List, annotated copy of the DD Form 139 or payment for the charges 30 days from the date of the DD Form 139, the MTF will send the letter shown in **Figure 49.3** to the addressee of the DD Form 139. The FSO must respond to the MTF immediately indicating action taken.

49.3.2. Basic Trainee or OTS Member. A basic trainee or Officer Training School (OTS) member who is hospitalized in an Air Force MTF will incur a medical care charge for the period of hospitalization.

49.3.2.1. Upon receipt of the DD Form 139, the FSO reviews the document to make sure all applicable information is provided. If the DD Form 139 is not complete, return to the MTF for completion.

49.3.2.2. Process a 4003 transaction for BAS entitlement for the period of hospitalization and a DS01 transaction for the medical care charge. Both transactions must be processed in the same DJMS update to make sure the medical care charge is an offset from the BAS entitlement. The DS01 transaction must be processed with indebtedness type E and the D-prefix company code in the appropriation data field on the DD Form 139.

49.3.3. Air Force Medical Treatment Facility-Enlisted Member, Officer, or Dependent. Medical care charges are incurred by an enlisted member, officer, or dependent of any member when hospitalized in an Air Force MTF.

49.3.3.1. Notification. Upon discharge, the patient is notified of the charges due and asked to make payment to the MTF. If the patient was a dependent and payment is not made, the MTF must notify the member and ask for payment.

49.3.3.2. Consent. The member may request collection of the charges by a deduction from pay by completing the consent for deduction from pay using the format shown in **Figure 49.1** This consent statement is given to the member by the MTF and forwarded to the member's servicing FSO with a DD Form 139. The consent may not be signed by a dependent.

49.3.3.3. FSO Procedures. Review the DD Form 139 to verify that the debt is proper and documentation complete. The collection must be a one-time deduction unless the debt exceeds two-thirds of pay. When the debt exceeds two-thirds pay, at least two-thirds of pay must be deducted with the balance collected the next month.

49.3.3.3.1. Consent Signed. (See **Figure 49.1**) The statement: "The charges are for hospitalization of (name of patient) (relationship to member) for the period (admission/discharge date and times). See attached consent." must be included on the DD Form 139. Make sure consent is attached to the DD Form 139 and was signed by the member. Within 3 working days process a DS01 transaction with indebtedness type E and the MTF company code shown in the appropriation data field on the DD Form 139. If the member was the patient, verify the member's BAS entitlement and process a 4003 transaction for the period of hospitalization, if applicable.

49.3.3.3.2. Consent Not Signed. The DD Form 139 may not be forwarded to the FSO before 30 days after notification. The notification statement prepared by the MTF must be included on the DD Form 139. Within 30 working days process a DS01 transaction with indebtedness type E and the MTF company code shown in the appropriation data field on the DD Form 139. If an enlisted member was the patient, verify the member's BAS entitlement and process a 4003 transaction for the period of hospitalization, if applicable.

49.3.3.3.3. Charges Paid. When an enlisted member was the patient and pays the charges directly to the MTF, the BAS determination using the format **Figure 49.2** will be forwarded to the member's servicing FSO. The FSO will verify the member's BAS entitlement and process a 4003 transaction for the period of hospitalization, if applicable.

49.3.3.3.4. MTFs on Same Base. For MTFs located on the same base as the FSO, process the DS01 transactions using a separate DJMS input source. Send to the MTF, a copy of the DROT/JUMPS Data Collection Input List (PCN04) or annotated copy of the processed DD Form 139 stating "Deduction processed effective (YYMM)" so they can verify receipt of DD Forms 139. For MTFs not located on the same base as the FSO, return to the MTF an annotated copy of the processed DD Form 139 stating, "Deduction processed effective (YYMM)."

49.3.3.4. Incomplete DD Form 139. Any DD Forms 139 which are not complete should be returned to the MTF for completion. Provide the MTF with an explanation as to what is wrong with the DD Form 139.

49.3.4. Army or Navy or Coast Guard Medical Treatment Facility. Medical care charges are incurred by an Air Force enlisted member, officer, or dependent of any member when hospitalized in an Army or Navy or Coast Guard MTF.

49.3.4.1. Notification. The Army, Navy, or Coast Guard MTF should notify the patient of the charges and request payment. The DD Form 139 or attached documentation should state when the member was notified. If the member was not notified, the FSO must notify the member of the charges before taking collection action.

49.3.4.2. Consent. If an enlisted member or officer has consented to deduction, collection action should be taken immediately.

49.3.4.3. FSO Procedures. Review the DD Form 139 to verify that the debt is proper and documentation complete. The collection must be a one-time deduction unless the debt exceeds two-thirds of pay. When the debt exceeds two-thirds pay, at least two-thirds of pay must be deducted with the balance collected the next month.

49.3.4.3.1. Consent Signed. Within 3 working days, process a DS01 transaction with indebtedness type E and the MTF's company code. The company code can be found in the miscellaneous section of table 50 or request one.

49.3.4.3.2. Consent Not Signed. Notify the member of the debt if the DD Form 139 or attached documentation does not indicate the member was notified. Process a DS01 transaction, with indebtedness type E and the MTF's company code, 30 days after notification. If the company code is not found in the miscellaneous section of table 50, request one.

49.3.4.3.3. Enlisted Member on Meal Card. Process a 4003 transaction for BAS entitlement for the period of hospitalization and a DS01 transaction for the medical care charges. Both the transactions must be processed in the same DJMS update to ensure the medical charge is offset by the BAS entitlement. Debt collection under this paragraph may not be prorated even if the debt exceeds two-thirds of pay.

49.3.4.4. Separation. If the member has separated, return the DD Form 139 to the MTF stating, "Member separated (date), no action taken." Do not process a DS01 transaction.

49.3.5. Civilian Medical Facility. An Air Force member who is hospitalized in a civilian medical facility will incur a medical care charge for subsistence for the period of hospitalization. The member is charged the daily rate as if hospitalized in a uniformed

services MTF. In addition, an enlisted member on a meal card is entitled to BAS for the period of hospitalization.

49.3.5.1. The civilian medical facility will bill the nearest Air Force MTF for the hospitalization. The Air Force MTF prepares an SF 1034 and forwards it to the local FSO for payment. The Air Force MTF completes the FSO notification letter in **Figure 49.4** and forwards the notification letter to the member's local FSO. The local FSO forwards the notification letter to the member's servicing FSO, if different from the local FSO.

49.3.5.2. The member's servicing FSO notifies the member of the medical care charge and requests a cash payment, unless the member is enlisted and on a meal card. If the member refuses or does not make payment in 30 days from notification, collection action must be taken as indicated below. The member is entitled to 30-days' notice before involuntary collection action, unless the member is pending separation.

49.3.5.2.1. Officer or Enlisted Member on BAS. Process a DS01 transaction with indebtedness type E and appropriation 57*3500 32* 561.01 525725. The collection should be a one-time deduction unless the debt exceeds two-thirds of pay. When the debt exceeds two-thirds of pay, at least two-thirds of pay must be deducted with the balance collected the next month.

49.3.5.2.2. Enlisted Member on Meal Card. Process a 4003 transaction for BAS transaction for the period of hospitalization and a DS01 transaction for the medical care charges. Both transactions must be processed in the same DJMS update to ensure the medical care charge is offset from the BAS entitlement. The DS01 transaction must be processed with indebtedness type E and the appropriation shown in the notification letter. The collection may not be prorated even though the debt exceeds two-thirds of pay.

49.3.6. Veterans Administration (VA) Facility. An Air Force member who is hospitalized in a VA facility will incur a medical care charge for subsistence for the period of hospitalization. The member is charged the daily rate as if hospitalized in a military MTF.

49.3.6.1. The VA facility will bill HQ USAF/SG for the hospitalization. HQ USAF/SG pays the charges and completes the FSO notification letter in **Figure 49.4**. The notification letter is forwarded to DFAS-JMC/DE for action. DFAS-JMC/DE prepares a DD Form 139, attaches the notification letter and forwards it to the member's servicing FSO.

49.3.6.2. The member's servicing FSO will notify the member of the medical care charge and request a cash payment unless the member is enlisted and on ESM. If the member refuses or does not make payment in 30 days from notification, collection action must be taken as indicated below. The member is entitled to 30-days' notice before involuntary collection action, unless the member is pending separation.

49.3.6.2.1. Officer or Enlisted Member on BAS (no DN). Process a DS01 transaction with indebtedness type E and the appropriation shown in the notification letter. The collection should be a one-time deduction unless the debt

exceeds two-thirds of pay. When the debt exceeds two-thirds of pay, at least two-thirds of pay must be deducted with the balance collected the next month.

49.3.6.2.2. Enlisted Member on Essential Station Messing (ESM). Ensure the DN is open and collecting. Process a DS01 transaction for the medical care charges. The DS01 transaction must be processed with indebtedness-type E and the appropriation shown in the notification letter. The collection may not be prorated even though the debt exceeds two-thirds of pay.

49.3.7. Uniformed Services Treatment Facility (USTF). An Air Force member who is hospitalized in a USTF will incur a medical care charge for subsistence for the period of hospitalization. The member is charged the daily rate as if hospitalized in a military MTF. In addition, an enlisted member on ESM must continue to have the DN deduct the discounted meal charge rate for the period of hospitalization.

49.3.7.1. The USTF will bill HQ USAF/SG for the hospitalization. The HQ USAF/SG pays the charges and completes the FSO notification letter. (See **Figure 49.4**) The notification letter is forwarded to DFAS-JMC/DE for action. DFAS-JMC/DE prepares a DD Form 139, attaches the notification letter and forwards it to the member's servicing FSO.

49.3.7.2. The member's servicing FSO notifies the member of the medical care charge and requests a cash payment unless the member is enlisted and on a meal card. If the member refuses or does not make payment in 30 days from notification, collection action must be taken as indicated below. The member is entitled to 30-days' notice before involuntary collection action, unless the member is pending separation.

49.3.7.2.1. Officer or Enlisted Member on BAS (no DN). Process a DS01 transaction with indebtedness type E and the appropriation shown in the notification letter. The collection should be a one-time deduction unless the debt exceeds two-thirds of pay. When the debt exceeds two-thirds of pay, at least two-thirds of pay must be deducted with the balance collected the next month.

49.3.7.2.2. Enlisted Member on ESM. Ensure the DN is open and collecting. Process a DS01 transaction for the medical care charges. The DS01 transaction must be processed with indebtedness type E and the appropriation shown in the notification letter. The collection may not be prorated even though the debt exceeds two-thirds of pay.

49.4. Special Provisions:

49.4.1. Pending Separation. For members pending separation, collection action must be taken immediately. The member should be notified of the medical care charges, but is not to be given 30-days' notice before collection action.

49.4.2. Remission. When a member has filed a remission application for a medical care charge debt, the member's servicing FSO keeps the MTF advised of the remission status and results of the remission application. If the member goes PCS before the remission application has been adjudicated, a copy of the application must be forwarded to the member's new servicing FSO. The FSO must advise the MTF as to the member's new servicing FSO.

49.5. Transaction Formats. For BAS/DN transaction formats - see **Chapter 25**. For DS transaction formats - see **Chapter 70**.

Figure 49.1. Consent for Deduction From Pay.

CONSENT FOR DEDUCTION FROM PAY

I hereby certify that I am not able to make payment directly to the medical facility for charges of (amount). I am requesting and consenting to immediate collection of these medical care charges from my pay and understand the collection will be a one-time deduction.

Patient's name_____

Dates/Time of admission and discharge_____

_____ _____ _____

Member's signature SSN Date

(TO BE COMPLETED BY AN OFFICER OR ENLISTED MEMBER WHO ASKS FOR A DEDUCTION FROM PAY FOR THE CHARGES)

Figure 49.2. BAS Determination When Hospitalized.

BAS DETERMINATION WHEN HOSPITALIZED

MEMBER'S NAME

MEMBER'S SSN _____ BASE _____

_____I AM ON A MEAL CARD.

_____I AM RECEIVING BAS.

_____I DO NOT KNOW IF I AM ON A MEAL CARD OR RECEIVING BAS.

MEMBER'S SIGNATURE_____ DATE_____

DATE AND TIME OF ADMISSION_____

DATE AND TIME OF DISCHARGE_____

_____ _____

MSA SIGNATURE & TITLE DATE

(TO BE COMPLETED BY AN ENLISTED MEMBER WHO WAS A PATIENT AND PAID THE MEDICAL CARE CHARGES UPON DISCHARGE FROM THE MTF)

Figure 49.3. Follow-up Letter to FSO.

SUBJECT: Status of Collection Action

TO: ACFPM/Base

1. The attached DD Form 139 was sent to your office for collection action. The debt is for medical care charges. As of this date, we have not received notification of collection action or payment for the charges.

2. Request we be advised by (date) as to the status of the collection action and when we can expect payment. If collection cannot be made, please notify us as to the reason.

3. Questions concerning this debt can be referred to (name & number).

(Signed by MSA)

Atch

DD Form 139

(TO BE FILLED IN AND SENT TO THE ADDRESSEE OF A DD FORM 139 IF THE MTF HAS NOT RECEIVED A DROT/JUMPS DATA COLLECTION INPUT LIST, AS ANNOTATED COPY OF THE 139 OR PAYMENT IS NOT RECEIVED IN 30 DAYS)

Figure 49.4. Notification of Hospitalization in Civilian Medical Facility, VA Facility, or USTF.I.

FROM: USAF
MTF/SGM

SUBJECT: Member Hospitalized in a Civilian Medical Facility, Veterans Administration (VA) Facility, or Uniformed Service Treatment Facility (USTF)

TO:

1. In accordance with DFAS-DEM 7073-1, chapter 49, collection of medical care charges and/or processing of BAS entitlement is required for members hospitalized in a civilian medical facility, VA facility, or USTF.

2. Request collection of medical care charges for subsistence be made for (NAME), (SSN) at the rate of (DAILY RATE) for a total debt of (AMOUNT) for the period (DATE/TIME ADMISSION) to (DATE/TIME DISCHARGE). The member was hospitalized at (FACILITY). In addition, for enlisted members, request verification of BAS entitlement for the period of hospitalization.

3. The appropriation to be credited for the charges is_____

4. If there are any questions, please contact (NAME AND NUMBER).

Table 49.1. Required Pay Adjustments When Enlisted Member is Hospitalized.

RULE	A If an enlisted member is	B And	C then
1	hospitalized in a military medical treatment facility (MTF)	member paid charges	for members with a meal card, process a 4003 transaction for the period of hospitalization.
2		member did not pay charges	MTF submits DD Form 139 to servicing FSO (Military Pay) for collection action. For members with a meal card, process a 4003 transaction for the period of hospitalization.
3	hospitalized in a civilian medical facility	meals furnished by the civilian facility are included in billing to nearest Air Force MTF	MTF submits SF 1034 to the nearest FSO (Commercial Services) for payment except in USAFE where MTF forwards SF 1034 to OCHAMPUS, EUROPE. MTF notifies local FSO (Military Pay) of amount of charges to collect for period of hospitalization. For members with a meal card, process a 4003 transaction for the period of hospitalization.
4	hospitalized in a Veterans Administration facility or Uniformed Services Treatment Facility (USTF)	cost of meals is not collected by the VA or USTF facility	facility bills USAF/SG. Collection of charges and processing 4003 transaction required as in Rule 3.

Table 49.2. Required Pay Adjustments When Officer is Hospitalized.

RULE	A If an officer is	B And	C then
1	hospitalized in a military medical treatment facility (MTF)	member paid charges	no action required.
2		member did not pay charges	MTF submits DD Form 139 to servicing FSO (Military Pay) for collection action. No BAS adjustment required.
3	hospitalized in a civilian medical facility	meals furnished by the civilian facility are included in billing to nearest Air Force MTF	MTF submits SF 1034 to the nearest FSO (Commercial Services) for payment except in USAFE where MTF forwards SF 1034 to OCHAMPUS, EUROPE. MTF notifies local FSO (Military Pay) of amount of charges to collect for period of hospitalization.
4	hospitalized in a Veterans Administration facility or Uniformed Services Treatment Facility (USTF)	cost of meals is not collected by the VA or USTF facility	facility bills USAF/SG. Collection of charges required as in Rule 3.

Table 49.3. Air Force Members and Dependents Hospitalized in Air Force Treatment Facility (MTF).

RULE	A Patient is an Air Force	B and at discharge	C then MTF will (note 1)	D and FSO will	E and DFAS-DE will
1	active duty officer, enlisted member, dependent of any member	paid bill	clear accts receivable; have enlisted member fill out BAS determination. MTF complete form & send to local FSO on AF Form 1373, MPO Document Control Log-Transmittal	for enlisted member only, verify/process BAS for period of hospitalization (MIL PAY).	
2		signed consent	prepare DD form 139 and send to local FSO	process DS01 transaction and for enlisted member only, verify/ process BAS (MIL PAY)	send check to MTF at end of month.
3		no consent or payment	send bill and consent form to member on next business day. If no consent or payment received in 30 days, prepare DD Form 139 and send to member's servicing FSO		
4	basic trainee, OTS member	is not asked to pay bill	prepare DD Form 139 and send to member's FSO	process BAS entitlement and DS01 transaction (MIL PAY)	send check to MTF at end of month.

RULE	A Patient is an Air Force	B and at discharge	C then MTF will (note 1)	D and FSO will	E and DFAS-DE will
5	retiree, dependent of any retiree; annuitant; Guard/ Reserve member	paid bill	Clear accounts receivable		
6		signed consent	prepare DD Form 139 and send to local FSO (retired) or DFAS-DE/ FJP (Guard/Reserve)	take collection action; if no pay available, return DD Form 139 stating "No pay available" (retired)	take collection action and send check to MTF (Guard/ Reserve).
7		no consent or payment	send bill and consent to member next business day. If no consent or payment in 30 days, prepare DD Form 139 and send to local FSO (retired) or DFAS-DE/ FJP (Guard/Reserve).		

NOTE: Send follow-up letter if no payment or notification received in 30 days.

Chapter 50

MENTALLY INCOMPETENT

50.1. Description. When a member's mental competency is in doubt, or when competency or incompetency is established, certain pay-affecting actions are required. Servicing FSO retains responsibility for member pending official determination of competency. When a member is officially declared mentally incompetent, responsibility for pay service is transferred to DFAS-DE.

50.2. Substantiating Documents. Any one of these items is acceptable evidence of competency or incompetency:

50.2.1. A copy of AF Form 618, Medical Board Report, signed by chairman of the board and approved by the commander. This form may be accompanied by SF 502, Medical Record-Narrative Summary. It must specifically state that member is mentally incompetent to be acceptable evidence of that condition.

50.2.2. A certified copy of court orders of a court of competent jurisdiction.

50.2.3. A report of findings by an Army or Navy medical board.

50.2.4. Determination of competency or incompetency by Veterans Administration.

50.3. Responsibilities. Servicing FSO retains responsibility for member pending official determination of competency. When a member is officially declared mentally incompetent, responsibility for pay service is transferred to DFAS-DE.

50.3.1. Medical Board. General provisions for appointing and convening a medical board to which a patient is referred for physical evaluation are in AFI 36-3212. If patient is believed to be mentally incompetent, this also applies:

50.3.1.1. Board must consist of at least three qualified medical officers, one of whom is specifically qualified to treat mental disorders.

50.3.1.2. When an Air Force member is a patient in a federal hospital, board is appointed by head of department or agency providing medical treatment from among any medical officers or physicians reported to be available by the hospital manager.

50.3.1.3. When an Air Force member is a patient in a hospital under United States jurisdiction, board is appointed by the Secretary of the Air Force from among any medical officers reported to be available by the Surgeon General of the Air Force.

50.3.2. Initial Notice. When the competency of a member confined to a service hospital becomes doubtful, commander of the hospital notifies member's FSO by letter. FSO immediately forwards a copy of this letter to servicing MPF.

50.3.3. Discharge or Retirement for Physical Disability. MPF will submit final separation transaction for member.

50.4. FSO Actions. Upon receipt of notice under paragraph **50.2.2** takes the following action:

50.4.1. Local Payee. Suppresses all regular local payments. Resume payments only upon notification that member is mentally competent.

50.4.2. Central Payee. Notify DFAS-DE/FJFB by DSN or message to suppress central payment. If member is found mentally competent notify DFAS-DE/FJPC to resume payments.

50.4.3. If support of dependents is required. (See **Chapter 57**.)

50.4.4. Upon receipt of appropriate documentation (see **paragraph 50.1**), FSO removes pay suppression to resume regular local payments if the member is found competent, or to transfer member's management file to DFAS-DE/FJPC if found incompetent. See **subparagraph 50.4.1** above for procedures when central payee is found competent.

50.4.5. Data Elements and Codes. Pertinent codes and their uses are:

50.4.5.1. Status Pending Determination of Competency or Incompetency. See **Chapter 49**. Input as action indicator 03--report or 04--change.

50.4.5.2. Member Found Incompetent. Input as action indicator 04--change; format identification SU--mentally incompetent.

50.4.5.3. Member Subsequently Returned to Competency. DFAS-DE/FJ prepares appropriate input; no input is required from base level.

50.4.6. Management File Entry. Servicing FSO notes all status actions in memoranda section of case file. Include citation to voucher payment for comfort items.

50.4.7. FSO Actions. FSO, upon receiving notice that a member has been officially declared mentally incompetent, sends to DFAS-DE/FJPC:

50.4.7.1. copy of AF Form 618 and copy of SF 502, unless previously forwarded;

50.4.7.2. substantiating documents to support any change in the MMPA;

50.4.7.3. statement as to whether a legal guardian has been or will be appointed, and, if appointment has been made, a certified copy of the court order; and

50.4.7.4. if no court appointment is contemplated, name, address, and relationship of any relative who might be eligible to act as trustee. Any person, preferably in order of precedence shown below, is eligible if at least 21 years old:

50.4.7.4.1. lawful wife or husband of incompetent (age requirement may be waived in this case);

50.4.7.4.2. legitimate or legally adopted son or daughter of incompetent;

50.4.7.4.3. either parent or both parents of incompetent;

50.4.7.4.4. head of institution where member is committed; or

50.4.7.4.5. any other person(s), if such designation is in the best interest of the incompetent.

50.4.7.5. ATRAS Travel History Print. If this document is not maintained by same FSO, the FSO advises custodian to submit the history print to DFAS-DE by AF Form 1209, Document Transmittal (DJMS).

50.5. Effect on MMPA:

50.5.1. Continues accruals of other entitlements unless stopped by separate input.

50.5.2. Continues regular central payments for deposit to member's account until status is changed to mentally incompetent.

50.6. Special Provisions. Comfort Items While in Hospital. Upon determination (actual or pending) that a member is mentally incompetent, the commander of the medical facility may designate an officer of that command to receive a sum of no more than $10 per month to purchase comfort items for the use and benefit of the patient, provided patient has no other funds available for such use. Member must be able to use items purchased, must desire such items, and they must be beneficial to his or her comfort and well-being. Funds are receipted for by the designated officer and are accounted for as described by the Director of Base Medical Services. (See AFI 41-120, paragraph 10-40.)

50.6.1. Local Payment. Make payment as partial pay (see **Chapter 36**). Include on voucher the name of the member in whose behalf payment is made and authority for payment. Obtain receipt for funds from officer designated to receive them.

50.6.2. Central Payment. If payment is requested after member's management file has been transferred to DFAS-DE, advise DFAS-DE/FJPC by priority precedence message to make payment to officer designated to receive funds.

50.7. DFAS-DE Actions. Member Subsequently Returned to Competency. DFAS-DE/FJPC prepares appropriate input; no input is required from base level.

Figure 50.1. Format to Change Status to Mentally Incompetent.

CHARACTER POSITION	DESCRIPTION
1-5	0SU04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST
20-25	NAME YYMMDD STATUS STARTED

Chapter 51

MISSING STATUS

51.1. Description. Missing Status is defined in the Definitions in the DoDFMR, Volume 7A, as including missing, missing in action, interned in a foreign country, captured, beleaguered, besieged by a hostile force or detained in a foreign country against member's will. Policy on entitlements and the authority to make payments to persons in missing status are contained in DoDFMR, Volume 7A, chapter 3.

51.2. Substantiating Documents. DD Form 1300, Report of Casualty, issued by AFPC, is the official document reporting a member absent in a status covered by the Missing Persons Act.

51.3. FSO Actions. Within 48 hours after receiving DD Form 1300, FSO:

51.3.1. Submits all related documents with management case file to DFAS-DE/FJP. Include:

51.3.1.1. Copy of "missing" telegram message.

51.3.1.2. Copy of DD Form 93, Record of Emergency Data.

51.3.1.3. ATRAS travel history print or DD Form 1588, Record of Travel Payment, as applicable.

51.3.1.4. Unpaid travel claims, DD Form 1351-2, Travel Voucher or Sub-voucher, showing itinerary with applicable orders.

51.3.1.5. Any MPOs, documents, or orders authorizing a change in member's pay account (for example, start hostile fire incentive pay (HFIP), start BAQ because dependents terminated government quarters, etc.).

51.3.1.6. Any other information pertaining to the situation which would assist DFAS-DE in maintaining the pay account.

51.3.2. Sends Management Case File (MCF) with above documents by AF Form 1209, Document Transmittal (DJMS). Mark MCF, envelope, and transmittal form in red, "Missing in Action." (See **Chapter 2**.)

51.4. Effect on MMPA. When DFAS-DE/FJP processes an SM04, the MMPA is affected as follows:

51.4.1. The member's status will change from SA to SM.

51.4.2. The servicing ADSN will change to 3897; however, the paying ADSN will not change.

51.4.3. The LH entry will remain open.

51.4.4. FITW and SITW, if applicable, will stop, as the pay of members in SM status is not subject to withholding. (See DoDFMR, Volume 7A, chapters 44 through 54.)

51.4.5. BAS, type H, will start for enlisted members effective the date of the SM status. (See DoDFMR, Volume 7A, chapters 32 through 37.)

51.4.6. BAQ at the without dependents rate will be started for single members, effective date of the SM status, if the member was not previously receiving BAQ. See DoDFMR, Volume 7A, chapters 32 through 37. For other MIAs, entitlement continues as it was prior to SM status.

51.4.7. Clothing Replacement Allowance (CRA) will stop, the CRA future will be deleted and the member will be paid CRA from the date of the last payment through the end of the month that the SM status started, since CRA does not accrue while a member is in SM status. (See DoDFMR, Volume 7A, table 34-2, note 2.)

51.4.8. If the member's ETS expires while in an SM status, pay and allowances will continue per 37 U.S.C. 552.

51.4.9. Leave continues to accrue without regard to the 60/90 day limitation. (See DoDFMR, Volume 7A, chapters 32-37.)

51.5. Special Provisions:

51.5.1. Member declared dead. (See **Chapter 54**.)

51.5.2. Member Returned to Military Control.

51.5.2.1. Continuing MCF. If member returns to military control before MCF is sent to DFAS-DE, the FSO having custody of MCF maintains it in the normal manner. Return copy of DD Form 93 to appropriate MPF or personnel activity.

51.5.2.2. Notice to DFAS-DE of Member's Return. If member returns to military control after MCF has been sent to DFAS-DE, MPF serving the activity to which member first reports to military control notifies DFAS-DE/FJP by priority message.

51.5.2.3. Transfer of MCF and Maintenance of MMPA. When DFAS-DE receives notice that member has returned to military control, DFAS-DE/FJP sends MCF to proper FSO. A summary of MMPA and allotments paid by DFAS-DE is furnished. DFAS-DE also returns copy of DD Form 93, which the FSO then forwards to appropriate MPF. If member is to be evacuated to United States for prolonged hospitalization or medical treatment, or is to be returned for separation or other reason, DFAS-DE does not transfer servicing responsibility to the overseas station, but instructs overseas station concerning partial payments.

51.5.2.4. Partial Payments. FSO servicing the activity to which returned member reports initially may make partial payments to member. If doubt exists as to the amount due, request from DFAS-DE amount authorized for payment. In making partial payment, follow procedures in **Chapter 36**.

51.5.2.5. Full Settlement. DFAS-DE sends servicing FSO a one-time pay authorization for arrears of pay and allowances accrued through date of return to military control or last regular pay- day, as appropriate.

51.5.2.6. Leave Settlement. Leave accumulated while in a missing status is accounted for separately and paid as soon as possible after member is removed from missing status.

51.5.2.7. BAQ/BAS Stop. When member returns to duty, BAQ and BAS stop. Servicing FSO verifies the correct types of BAQ and BAS if any, and reestablishes the entitlements.

51.5.3. Cancel of Missing Status (SM06). If MIA is canceled (SM06), the member's pay reverts to the posture prior to SM status. SM06 generates a U103 management notice to DFAS-DE requiring a review, to ensure correct entitlements are started, and a PT03 to re-establish clothing allowance.

51.6. DFAS-DE Actions:

51.6.1. DFAS-DE/FJP prepares input to establish missing status on member's MMPA based on DD Form 1300, prepared per AFI 36-3002. This input continues member in a pay status as if "present for duty." Direct deposit of pay and allotments continue to the same location as prior to the change to SM status. DFAS-DE/FJP monitors the member's account and works with dependents on any requests for changes (DoDFMR, Volume 7A, chapters 32 through 37).

51.6.2. Input format. DFAS-DE prepares all input for computer processing relevant to a missing status.

51.6.3. Administration of Pay Accounts:

51.6.3.1. Statutory Authority. Chapter 10, 37 U.S.C., authorizes continued payment of pay and allowances for military members in a missing status.

51.6.3.2. DFAS-DE Servicing Responsibility.

51.6.3.2.1. DFAS-DE/FJP administers the pay accounts of all military members in a missing status. DFAS-DE is governed by the member's designation providing it is in the best interest of all concerned, and within these criteria, DFAS-DE exercises final authority. Administration of the pay account includes:

51.6.3.2.1.1. Maintenance of the MCF;

51.6.3.2.1.2. Administration of allotments to dependents or others designated to receive a member's pay while member is in a missing status. This includes receipt and processing of all applications for start of an allotment, or increase in existing allotments, by or on behalf of dependents of the member with proper identification and demonstration of need;

51.6.3.3. Determination of facts about dependency;

51.6.3.4. Deposits to and withdrawals from existing SDP accounts of military personnel.

Chapter 52

FINAL SEPARATION

52.1. Description. The Definitions in the DoDFMR, Volume 7A, defines separation as discharge, release from active duty, retirement, death or in the case of enlisted members, the date when they begin to serve on a voluntary extension of enlistment for any period of time.

52.2. Substantiating Documents:

52.2.1. DFAS Form 702, Air Force/Army Leave and Earnings Statement (Active and Reserve Force). DFAS-DE re-computes member's pay, issues any residual payments due member, closes member's pay account, and sends a separation LES to member's future mailing address at DOS plus 20. An LES for the new category is not issued until next EOM restructure (for example, member separated on 18 March; an LES in the new category is issued as a result of EOM March processing).

52.2.2. AF Form 350, Separation Pay Worksheet. AF Form 350 will be accomplished on every separation. All manual computations will be audited and certified by other than the person who prepared the form prior to payment release and filed in SWF.

52.3. Responsibilities. DFAS-DE computes separation pay and generates final pay authorizations (PQ61). However, FSOs must ensure payments are proper even for authorizations generated by DFAS-DE. If no PQ61 is received and the separation transaction will be processed before the next regular cutoff, include the amount of the member's net pay and allotments in the final pay computation.

52.4. FSO Actions. The FSOs must:

52.4.1. Advise members that if a financial organization or allotment recipient fails to return a payment or allotment, a debt for that amount will result.

52.4.2. Suppress payments and stop allotments if necessary. After cutoff, contact DFAS-PMJSAA/ DE to pull allotment payments before mailing, if possible. DFAS-PMJSAA/DE can be reached at DSN 926-7171, FAX number: DSN 926-6878.

52.4.3. Advise members that final payment made on separation may be adjusted by DFAS-DE, based on a detailed computation of all valid transactions affecting the MMPA, and that the final LES will reflect these adjustments.

52.4.4. Create a suspense file for all members the FSO places in a T status (i.e., ST04). **The chief, customer service must review the suspense file monthly to ensure a member is not in a T status over 30 days.** If the T status continues, contact the MPF to process the necessary transactions to either re-enlist, return the member to A status, or separate the member. Do not remove a case from the suspense file until the appropriate transactions have processed.

52.4.5. Once the transaction has flowed to separate the member, DJMS will automatically accelerate the collection of open debts. The FSO must review these debts and ensure that the collection rate does not exceed two-thirds collection. For debts being collected under 5

USC 5514 (i.e. VA, DOE) suspended these debts. If there are any monies from final pay, these debts may be collected then.

52.4.6. Maintain close coordination with the member's servicing MPF to ensure separation transactions are processed in a timely manner.

52.5. Special Provisions. When regular pay is suspended because of final separation activity, the MMPA is placed in ST status (T status). The suspension reason code appearing on the MMPA further identifies the cause and conditions of the suspension. For all codes, regular pay authorizations have been zeroed. If T status processes after cutoff for the pay period in which DOS occurs, pay authorizations can be outstanding for after-DOS payment even though MMPA is in T-status. However, allotments may or may not be paid for the month of DOS, depending on whether the member is retiring and the T-status processed before end of month (EOM) cutoff for the month of DOS. Suspension reason codes are often cited in communications between FSO and DFAS-DE technicians.

52.5.1. Hardship Discharge. If a member assigned overseas obtains a hardship discharge while on leave in CONUS, the overseas FSO initiates PCS to CONUS base and overseas MPF initiates the E503 (separation). The gaining CONUS FSO processes PCS arrival, then handles separation as the servicing FSO.

52.5.2. Terminal Leave. If a member assigned overseas is sent PCS to another base for terminal leave, the overseas FSO submits the PCS departure, the overseas MPF submits the E503 and the gaining FSO handles the separation as servicing FSO. The losing MPF includes the AF Form 988, Leave Request/Authorization, in member's records sent to the gaining MPF who sends it to the new servicing FSO for processing.

52.5.3. Administrative or Medical Hold. If the MPF updates a member's ETS/DOS before the next scheduled payday, no manual pay computation is required. If a separation transaction is submitted, the local MPF processes an E506 transaction. The MPF extends the member's DOS (E6) for 90 days to adjust the ETS/DOS. Any further extensions are accomplished in monthly increments. If a separation transaction is submitted, the local MPF extends the DOS for 3 months. These cases are managed by the MPF and FSO on a case-by-case basis. When necessary, the FSO confirms status for pay and allowances with the MPF for any period beyond current DOS and manually computes payments.

52.6. Payment Processing. Request all separation payments be made by DFAS-PMJS/DE using daily EFT procedures. If a member has a valid waiver for EFT participation, payment may be made locally. Separation payments are not authorized before DOS (member's DOS is used as effective date on CICS transaction ID "JPBB"), however, reserve officers who are authorized travel time may be paid separation pay on the day before starting travel. ***NOTE:*** Once an MMPA goes to "V" (separated) status, daily EFT is no longer available. Daily EFT does not process any "V" status account payments. Open "PX" pay authorizations reflecting ADSN of 3885, after the MMPA is in "V" separated status, must be paid by the FSO, using local procedures, and posted to the MMPA as a PQ payment.

52.6.1. For central payees, CICS trans ID 'JPBB' and 'JPBX' are used to request and confirm payment. A PQ03 payment transaction is generated and posted to the members pay record when the separation payment is sent to the member's financial institution (see **paragraph 38.9.3** for a more detailed explanation of the 'JPBB' and 'JPBX' CICS trans ID).

52.6.2. For local payees, enter a payment transaction (PQ) on every monetary separation. Do not post separation payments as a partial (PK) or casual (PC) payment (see **Figure 52.6** for the PQ format).

52.6.3. Final separations are updated at DOS plus 20 days. The MMPA is closed and if any residual money is due the member, a PQ authorization is generated. If the new pay authorization has an ADSN of 3885, it is the responsibility of the last servicing FSO to make payment locally, since daily EFT will not process for V status accounts. If the new pay authorization has an ADSN of 3892, DFAS-PMJCAC/DE will forward residual amount to member's local address.

52.6.4. A manual computation is required on every separation. Once the manual computation is complete, pay 100% of the computed amount. The only reason for not paying 100% is specified in **Figure 52.2**. If the amount paid the member does not equal the amount authorized, follow procedures in **paragraph 52.14.6.3**.

52.7. Separation Indebtedness Report. A monthly report of all separation debts is provided to all major commands and FSOs. Debt information is included on each separatee. Review the report and determine corrective action necessary to prevent future occurrences. Inquiries concerning separation debts are directed to MAJCOM. MAJCOMs contact DFAS-PMJPO/DE (Debt and Claims Management).

52.8. Separation Processing Procedures for Overseas Members. Members stationed overseas immediately prior to separation have the option of separating at any other base. ***NOTE:*** If the MPF processes an E-3 transaction, notify the MPF immediately to cancel and submit an E-5. No input of an E-3 is authorized.

52.8.1. Option 1 - Member elects to separate at a base in CONUS. Members electing this option will be considered in a PCS status for entitlement purposes. No PCS advances are authorized. Member will hand carry the out-processing checklist and a completed AF Form 350. With the exceptions below, members will be normally separated.

52.8.1.1. Losing FSO processes an SH03 transaction with an effective date of the port call to stop overseas allowances. Inform members that they must report to the base of choice before starting leave or permissive TDY. PTDY is for transition purposes, house hunting/job hunting, and will not be taken overseas if the member elects this option. Permissive TDY (PTDY) and terminal leaves are approved by the losing commander, prior to departure, on AF Form 988. If the AF 988 shows a address of overseas, return it to the orderly room. Do not process. If PTDY is not taken in conjunction with terminal leave, and is used as a stand alone, the losing orderly room assigns the leave number and processes the leave accordingly. If the PTDY is taken with the terminal leave/DOS, the gaining FSO assigns both the PTDY and leave numbers and processes both after arrival. AF Form 988 is hand carried by the member to the CONUS processing base. ***NOTE:*** If terminal leave is taken in conjunction with PTDY, FSO may issue a leave number more than 14 days prior to the effective date of terminal leave. This ensures both the PTDY and terminal leave are processed prior to member's departure.

52.8.1.2. The gaining FSO processes an SG03 transaction to complete the PCS. Obtain a copy of the travel voucher from the travel SMA for use as the source document. If the

arriving member is already in 'T' status, generated by the E503, the SG will not process, contact local MPF to cancel the original E5. After cancellation, input the SG, leave, etc., and notify MPF to re-accomplish the E503.

52.8.1.3. Adjustments to pay and entitlements affected by the PCS, may be required (i.e., VHA, Single BAQ, BAS). Start interim VHA for members with dependents, effective on date of arrival, using the zip code for the CONUS processing base. If VHA is already paying, for dependents, continue the same rate and zip code. Start BAS, Type B, for all enlisted members, using one.

52.8.1.4. Gaining FSO pays 100 percent of final separation pay on the member's DOS, no sooner. A manual computation will be accomplished to verify against the final authorization since adjustments may not be accomplished in time. Local FSO is responsible for any open pay authorization under 3885 that appears after the MMPA goes into "V: status. This payment is made by the FSO, using local payment procedures, and posted to the MMPA as a PQ payment.

52.8.2. Option 2 - Members electing to separate under this option will be completely separated by the overseas FSO. Under this option, the member elects to return to CONUS and not out-process through a base. Normal CONUS separation procedures will be used. As with option 1 above, no PCS advances are authorized. 100 percent of the final separation payment will be made by the losing FSO on the member's DOS, after confirmation is received from the MPF that the member arrived in CONUS. Do not make the final payment until the member's DOS and only after the MPF has confirmed contact with the member. Local FSO is responsible for any open pay authorization under 3885 that appears after the MMPA goes into "V" status. This payment will be made by the FSO, using local payment procedures, and posted to the MMPA as a PQ payment.

52.8.2.1. Leave numbers for a stand alone PTDY will be assigned by the orderly room. Leave numbers for terminal PTDY (no terminal leave taken) can be assigned by either the orderly room or the FSO. Effective date of the PTDY/terminal leave is the day after the member's port call.

52.8.2.1.1. For members who are separating overseas but taking PTDY/terminal leave elsewhere, stop all station allowances effective the day before the PTDY/terminal leave effective date.

52.8.2.1.2. PTDY/terminal leave cannot be taken overseas unless the member provides documentation containing the host country's approval for the member to separate overseas. In this case, the station allowances continue until the member's DOS.

52.8.2.2. All overseas station allowances must be manually stopped prior to departure from the overseas area, effective the day before the port call. If the member is receiving VHA for dependents in CONUS, the VHA entitlement continues. No new VHA is authorized for arrival in CONUS.

52.9. What-If Separation Processing. The on-line "What-If" Separation Processing System is a unique system that is designed to produce a quick automated pay computation for separations where the separation transaction (E5) has not been submitted to DJMS by MPF. The What-If

process does not update the MMPA; therefore, manual adjustments must be made for all unposted transactions at the time of separation.

52.9.1. FSO:

52.9.1.1. Accesses the What-If through CICSJ3 by keying in "JPAM." Follow the directions on the screen.

52.9.1.2. During the What-If processing all E573s are processed and member's separation pay is computed. The system appears "down" during this time (a few minutes).

52.9.1.3. After processing, a facsimile LES print can be requested in JPAM (Ref **Attachment 2**, this regulation) and FSO will receive prints.

52.9.1.4. File the facsimile LESs in SWF.

52.9.2. DFAS-DE:

52.9.2.1. After LESs are requested and printed at the FSO, E573 transactions are deleted from the files and new E573 transactions may be received.

52.9.2.2. If E573 fails to process, an error code revealing why a transaction failed to process will be issued.

52.9.3. Time period. This system will compute the member's separation pay any time within the 10-day window prior to member's DOS in the "What-If" E573 transaction.

52.9.4. Helpful Hints:

52.9.4.1. Since the What-If system emulates the DJMS, any transaction that would reject under DJMS, will also reject in What-If.

52.9.4.2. Negative figures will appear on the facsimile LES when the E573 is submitted between MER and the end of the current month and the DOS is also in current month. (***Example:*** E573, with DOS 28 APR, is submitted 28 Apr. Since we are now in May posture, LES will reflect negative figures).

52.10. Computation of Separation Pay. FSOs are required to explain the separation pay to the separatee. Use the What-If Separation system, or the AF 350, manual computation. ***NOTE:*** AF 350 is required on every separation.

52.10.1. PQ61 includes amounts due for disability severance pay, readjustment pay, variable separation incentive, selective separation bonus, lump sum leave sold, and any other separation pay due the member.

52.10.2. Disability severance pay is included in the PQ61 generated by DJMS. This amount is based upon data furnished in the separation transaction. DJMS will tax disability severance pay for members with a continuous active service date of 25 Sep 1975 or later, per DoDFMR, Volume 7A, paragraph 350404.

52.10.2.1. If disability severance pay was taxed and the member meets the exception criteria in DoDFMR, Volume 7A, chapter 35, notify DFAS-DE/FJPS by message and request a TD Form W-2C. Do not make a payment for taxes that are to be refunded.

DFAS-DE/FJPS will make a supplemental payment when tax reports to IRS or state are reconciled and TD Form W-2C is issued.

52.10.2.2. If the member has an open debt (ADSN 3891), in addition to standard data pertinent to the member's separation, a message must be sent to DFAS-PODE/DE (Debt and Claims Management) providing the reason or authority for not taxing the disability severance pay so they can make necessary adjustments and issue the TD W-2C.

52.10.3. Discharge Gratuity. If the member qualifies for discharge gratuity under the provisions of the DoDFMR, Volume 7A, chapter 35, paragraph 3506, the amount authorized is reported in the E5 transaction and creates an open PQ on the MMPA. If the amount has not been reported with the E503 transaction, and has not created an open PQ payment and set up a case for discharge gratuity in the case management system (CMS). Include entitlement amount and payment date in the remarks area of CMS.

52.10.4. All other amounts included in PQ61 are taxed as appropriate and included in the TD Form W-2 issued at the end of the year.

52.10.5. Open Debts. Upon receipt of an E5, DJMS re-computes the repayment schedule for debts established on the MMPA to determine if the current repayment schedule will liquidate the debt by the DOS in the E5. All open debts, except those suspended by action indicator 18, will be re-computed. If the current repayment schedule will not liquidate the debt by the DOS in the E5, a new repayment schedule is generated and an XD03 management notice is sent to the servicing FSO, advising of the new repayment schedule. The two-thirds rule still applies unless the member has consented to a higher rate of collection. If the acceleration of the debts exceeds the two-thirds rule, process the necessary change (04) transaction to decrease the collection rate. If any of the accelerated debts are being collected under 5 USC 5514 (i.e. VA, DOE), suspend these debts. If monies are available from the member’s final pay, collect then. ***NOTE:*** If advance pay was paid based on a signed DD Form 2560, Advance Pay Certification/Authorization, withholding may be increased to a rate of 100 percent of the member's current or final pay to satisfy the repayment before DOS.

52.10.6. Anticipated Debts. Since no actual debt exists prior to a member's DOS in some circumstances, withholding of pay for an anticipated debt is not authorized unless the member consents in advance. For cash collection of an anticipated debt, see **Chapter 69**. Such withholding of pay may be done when the member has consented to the withholding at the time of the payment/request. By virtue of signing the form, the member has given prior consent to start collection of the following anticipated debts.

52.10.6.1. Recoupment of unearned SRB. A bonus paid based on a signed AF Form 901, Reenlistment Eligibility Annex to DD Form 4, dated August 1990. Process a held pay transaction.

52.10.6.2. Advance Leave. Leave charged from AF Form 988 (September 1991 edition) which exceeds the member's leave balance at DOS. The withholding begins as soon as notification of a pending separation is received from a reliable source at a rate of withholding sufficient to satisfy the anticipated debt no later than the member's requested/projected DOS. This may necessitate withholding 100% of the member's current or final pay as authorized by the signed consent statement. Process a held pay

transaction. ***NOTE:*** Withholding may still be accomplished if a earlier version of the form was used for the request, however, the two-thirds rule must be applied.

52.10.6.3. Advance pay. As in advance leave above, member has given prior consent to offset by signing DD Form 2560, Advance Pay Certification/Authorization. Process a DT04 transaction to increase monthly withholding.

52.11. Separation Pay Adjustment Code. This code in the PQ61 or XS03 indicates if the regular pay authorization is outstanding for the pay period in which DOS occurs. The amount in the PQ/XS is based on data posted to the MMPA before the notice was prepared. FSO must check to ensure all recent transactions posted before the PQ/XS was created and if not, adjust the PQ/XS accordingly. Check for any rejected transactions as well as unposted payments (other than regular pay) or leave. If an unposted transaction will increase the amount due the member, increase only the net amount. Any residual will be paid when the MMPA is closed at DOS + 20.

52.11.1. Code 1: Regular pay authorizations are zero for pay periods ending on or after DOS. **(Note 1)**

52.11.2. Code 2: Mid-month pay will be paid by DFAS-DE. PQ/XS allows for such payment. **(Notes 1 and 2)**

52.11.3. Code 3: Same as code 2 but for EOM pay. **(Notes 1 and 2)**

52.11.4. Code 4: PQ/XS does not include mid-month pay amount. If you suppress mid-month pay, add that amount to the PQ or subtract that amount from the XS and pay the adjusted amount. **(Notes 2 and 3)**

52.11.5. Code 5: Same as code 4 but for EOM pay.

NOTES:

1. Pay amount shown in the PQ61 or collect amount in XS03.
2. The regular pay authorization outstanding includes payment for entitlements as though member were on active duty through last day of pay period, regardless of actual DOS. The PQ/XS has been adjusted to collect the regular pay authorizations overpayment.
3. If regular pay for mid-month or EOM is not suppressed, pay amount of the PQ61 or collect the amount of the XS03. If collection of the indebtedness is not possible, and regular pay could not be suppressed, contact DFAS-PMJS/DE immediately.

52.12. MPF Procedures. Inputs E503 for separations as early as possible (up to 120 days before DOS). Inputs change or cancel transactions when needed.

52.13. DFAS-DE Procedures. Actions apply to all separations except as otherwise stated.

52.13.1. Issues zero regular pay authorization when the E5 is received before cutoff for pay period of DOS. If an E5 is received after DOS, the PQ61 is reduced by the amount of regular pay for pay period in which DOS occurs. The separation pay adjustment code advises FSO of regular pay authorization status.

52.13.2. Stops Allotments. For non-retirees, allotments are automatically stopped at the end of the month prior to month of separation with the exception of VEAP. If member is retiree, allotments are allowed to continue through month of DOS. If E5 is received after month-end cutoff for month of DOS, allotments for non-retirees are stopped month of DOS and the PQ61 is reduced accordingly and can cause a debt at DOS.

52.13.3. Issues advisory separation notices and authorizations:

52.13.3.1. If E5 is received 10 or more days before DOS, issues an XS03 (advance debt notice) to the servicing FSO on the day the E5 processes. E5 will recycle until 10 days before DOS and issue PQ61 or XS03 (advance debt notice).

52.13.3.2. If E5 is received after DOS, issues no notices or authorizations. It is assumed that the member has separated and the FSO has manually computed separation pay and made a payment.

52.13.4. Re-computes separation and closes MMPA. At DOS plus 20, DFAS-DE posts recycling PQ03 and re-computes separation settlement to include any transactions posted to the MMPA since the PQ61 was issued. MMPA is placed in separated (V) status. If the member is due a residual amount, after the MMPA goes into V status, and the open pay authorization reflects ADSN 3885, DFAS-DE does not pay. The local FSO makes this payment using local payment procedures. If the open pay authorization reflects 3892, DFAS-PMJCAC/DE will make the payment via hard copy check. If the member's MMPA reflects and ADSN of 3891, there is an open debt on the MMPA.

52.13.5. Issues TD Form W-2. Normal W-2 processing at the end of the calendar year for all separatees.

52.14. Servicing FSO Procedures:

52.14.1. On first notification that member is separating, reviews and updates member's SWF. Files all pay-affecting documentation (including separation or retirement orders), received from date of notification of separation in SWF, starts action to resolve any suspense items, and inputs any delinquent or required transactions. Maintains SWF for 6 months after MMPA goes into V status.

52.14.2. Members receiving BAQ for primary dependents must re-certify their entitlement prior to departing on terminal leave or PCS to new servicing FSO for separation, unless re-certification has been accomplished within the last 6 months.

52.14.3. When a member retires, allotments are paid through month of retirement if sufficient pay is available. Allotments paid through month of retirement (except charity, and Air Force Assistance Fund) are transferred to member's retired pay account. Only 15 allotments can be transferred to retired pay. Member must review allotments and advise FSO to stop or change allotments no later than month before month of retirement. For example, if retirement date is in June, stops must not be later than 31 May.

52.14.4. Allotments for non-retirees are stopped end-of-month before separation except for allotments to Veteran's Educational Assistance Program (VEAP). If there is enough pay due member, the VEAP allotment is stopped the month of separation; if not, the allotment is stopped month before separation. Starts or increases must be processed before MMPA is placed in T-status.

52.14.5. On receipt of XS03, conducts research to determine cause of debt projected at DOS and notifies member. Takes action to collect indebtedness by DOS.

52.14.6. On receipt of the PQ61 or XS03:

52.14.6.1. Checks separation pay adjustment code in PQ61 or XS03. If code 4 or 5 shows local pay authorization outstanding, determine whether the local pay authorization will be suppressed or check canceled and, if so, adjust PQ61 or XS03 accordingly.

52.14.6.2. Checks for transactions not yet posted to MMPA when PQ61 or XS03 was issued (the PQ61 and XS03 contain month and day issued). Checks for rejected transaction. Gives particular attention to ensuring that all leave transactions and any partial payments have processed. Adjusts PQ61 or XS03 accordingly.

52.14.6.3. If the amount paid the member on final separation does not equal the amount authorized, determine the reason. If there are unposted item(s), do the input necessary immediately so that they post to the MMPA or set up a case on ACCS which will be transferred to CMS by the CMS system. If unable to post the items, set up a case in CMS. If the problem is future tax deductions that are not actually posted to the MMPA yet, do not set up a CMS case. Monitor the MMPA until it goes into V status. If taxes are posted erroneously when the MMPA goes into V status, set up a case in CMS for taxes and specify which item was taxed erroneously. If the MMPA is in 3891 debt status, no CMS case is required.

52.14.7. Uses LES, MMPA, and other data available at base to calculate amount due at separation if no PQ61 or XS03 is received from DFAS-DE. Decreases amount due for questionable items.

52.14.8. For central payees, use the CICS trans ID ‘JPBB’ to make the payment (see **paragraph 38.9.3** for a more detailed explanation of the ‘JPBB’ CICS trans ID process). For local payees, make the payment with check or cash and process the PQ03 for the amount paid.

52.14.9. Attempts to make a cash collection and process a C203 to repay any debts. If not possible, process debt transactions.

52.14.10. Advise member that DFAS-DE will re-compute his or her pay account at DOS plus 20. If pay was computed in error, issue a payment for any remaining residual existing under the ADSN of 3885. If DFAS-DE had to manually adjust any entitlements or deductions on the MMPA for any reason, and any remaining residual exist under ADSN 3892, DFAS-PMJCAC/DE will mail a hard copy check to the member. No claim is required. If recomputation shows indebtedness, DFAS-PODE/DE (Debts and Claims Management) will notify member and take collection action.

52.14.11. When notified of a separation pending within 30 days, check the MMPA for an NN (separation transaction rejected) or N7 (separation transaction accepted) entry. Notify MPF if neither entry is present. Review MMPA every few days until N7 is present. If MMPA is not in T status by 10 days before DOS, input ST04. Review SWF weekly and, if trouble persists with the E503 processing, verify with MPF that member has actually separated or retired. After you have verified member actually separated and is not reenlisting or extending, stop allotment(s) month prior to member’s DOS. If too late for prior month stop,

stop month prior to current month's processing posture. If member is a retiree, not a separatee, and you have verified with MPF member physically retired; verify allotment(s) has started on the retired pay system and then stop allotment(s) on member's T status MMPA. If member is a retiree, not a separatee, and you have verified with MPF member physically retired; verify allotment(s) has started on the retired pay system and then stop allotment(s) on member's T status MMPA. If you have verified with local MPF that member retired and there is no retired pay record established, contact your MAJCOM immediately with this problem. MAJCOM must send email to: **AFPC,DPPRR@RANDOLPH.AF.MIL** to alert them to the fact that the member does not have a retired pay account established. Once the retired pay account is established and allotment(s) started in retired pay, stop allotments on T status MMPA.

52.14.12. At DOS minus 9 days, check MMPA for NT (projected separation settlement) entry. The NT contains the PQ61 or XS03 amounts computed on DOS minus 10 days. If no NT is present by DOS, a manual pay computation is required. Monitor MMPA posting of pay and leave transactions in pipeline as well as posting of the NT entry.

52.14.13. Payment Computation:

52.14.13.1. With an NT Entry Present check MMPA for multiple NT entries. Use amounts in latest entry. If NT RECOMP-PNDG-INDCTR is 1, a pay-affecting transaction posted to the MMPA will alter the NT and will be included after the next MMPA update. For members on terminal leave, verify that an open SB entry is on the MMPA. Verify that all recent FSO-submitted transactions are posted. Adjust PQ61 or XS03. If adjustment changes the PQ61 amount to a debt, check regular payment and allotment entries to determine whether regular pay or allotments will be paid after DOS (as a result of separation transaction being received after cutoff). Suppress or cancel local regular pay. Call DFAS-PMJSAA/DE to stop or recover central pay or allotments, if possible. **Do not make separation payment on assumption that DFAS-DE will stop or recover an after-DOS payment. If the latest NT is an XS03, check regular payment and allotment entries for regular pay authorizations or allotments to be paid after DOS. Suppress or cancel local regular pay. Call DFAS-PMJSAA/DE to stop or recover central pay or allotments, if possible. Do not make separation payment on assumption that DFAS-DE will stop or recover an after-DOS payment.**

52.14.13.2. NT Entry Not Present. No separation transaction was received or the separation transaction rejected. Manually compute the separation settlement. If member the member's MMPA is not in T status, process ST04 and set up a case on CMS for the E5 processing problem, if one is not already established. Stop allotments following the logic in **paragraph 52.14.11** Verify all terminal leave taken is posted. Verify all recent FSO submitted transactions are posted. Manually compute separation settlement and pay separated member 100% of all monies due him or her through DOS. Complete AF Form 350 for every separation. If the amount paid on separation is different that the NT authorized, FSO must research the difference and either process the unposted items causing the difference, or set up a case in CMS for unposted item. If the difference is tax deductions, do not set up a case in CMS until the MMPA goes into V status. If taxes are not corrected when the MMPA converts to V status and the MMPA is not correct, set up a tax case on CMS at that time. CMS case number should be referenced in member's SWF. If computation results in a debt and central pay or

allotments will be paid after DOS, call DFAS-PMJSAA/DE to see if pay or allotment can be recalled. Do not make payment on assumption that DFAS-PMJSAA/DE will stop or recover after-DOS payments. File completed AF Form 350 in SWF.

52.14.13.3. If member completed a PCS within 60 days or there are outstanding leave or payment transactions that were not known on the day the pay computation was done, monitor the MMPA until payment is made and all other appropriate transactions have posted.

Figure 52.1. FSO Separation Actions.

BASIC OVERVIEW OF SEPARATION PROCESSING

E5 transactions can be submitted by MPF up to 120 days prior to DOS.

a. The FSO should:

(1) Establish a Separation Work File (SWF) from the E5 on the MPF JUMPS Transaction Register (JTR) and annotate the SWF with the JTR date and transmission number of the E5. ***NOTE:*** At this time, check the member's MMPA for possible debts: recoupment of SRB, excess leave, DF and DV that need repay rate adjustment.

(2) Take appropriate actions to ensure collections are made prior to DOS. Ensure collection guidance is adhered to.

(3) Compare JTR to ETS BLIS/FSO information system listing. If no E5 and member is on BLIS/FSO information system listing, contact MPF and verify ETS. Actions depend on results of verification. If E5 submitted and member is not on listing, contact MPF and verify ETS. Actions depend on results of verification.

(4) An N7 is established on the MMPA when the E5 is processed.

b. At DOS minus 30, FSO receives an XS management notice.

(1) Member will be in debt at DOS.

(2) File XS management notice in SWF.

c. At DOS minus 30, FSO contacts member to determine if member wants separation payment sent to existing financial institution/account number or a different financial institution/account number (see **Figure 52.2.** for specific FSO actions).

d. At DOS minus 10:

(1) FSO requests LES print. LES output is reviewed for outstanding suspense items. File in SWF.

(2) NT line is established on the MMPA and pay authorization (PQ) is sent to the FSO (or if the member is in debt, an XS03 is sent).

(3) Before final payment, always check for unposted/rejected transactions and adjust PQ accordingly. Perform manual computation using AF Form 350, Separation Pay Worksheet. File AF 350 in SWF. As long as pay authorization belongs to servicing FSO, the servicing FSO must make the payment. This includes V status members with open PX pay authorization under ADSN of 3885.

(4) If amount paid and PQ authorized differ, FSO must research the difference and either process the unposted items causing the difference or set up a case in CMS for the unposted item. If the difference is tax deductions, do not set up a case in CMS until MMPA goes into V status. If taxes are not corrected when the MMPA converts to V status, and the MMPA is not correct, set up a tax case in CMS at that time.

***NOTES**:*

1. PQ61/XS03 not received at DOS minus 10 and E5 has been submitted:

   a. Check for proper processing of E5 transaction. Check MMPA for an NN entry.

   b. If transaction rejected back to MPF, member would have an NN entry with the reject code.

Contact MPF to re-input.

   c. If no NN entry, check the DTR to see if in a recycle or reject status.

   d. To find out which DTR to check, start with date E5 was submitted (from the JTR provided by MPF) and the E5 should be on that day's DTR.

2. If E5 has not been submitted, contact MPF to input transaction. What-If system can normally be utilized for any short notice separations; however, a manual computation will be done on all separations using AF Form 350.

Figure 52.2. FSO Actions - Normal and Short Notice Separations.

FSO ACTIONS - SEPARATION PROCESSING

(NORMAL AND SHORT NOTICE)

FSO actions upon a receipt of notification of a member's separation:

a. The following procedures will apply for servicing FSOs and are to be followed for normal separations as well as short notice. **The FSO is required to use an FSO separation processing checklist on all separations.** You may use checklists developed at base-level, MAJCOM or DFAS-DE.

(1) Upon notification from any reliable source of a pending separation, including:

(a) MPF-JTR (JUMPS transaction register),

(b) Receipt of a copy of separation orders,

(c) Advance notification, via telecon, from the MPF or member's unit,

(d) Or PTI 970, Request for Early Separation.

(e) Any administrative action initiated by the squadron or the MPF for the purpose of discharging a member prior to normal date of separation (DOS). Establish a Separation Work File.

(2) Perform the following actions when the case file has been established:

(a) Check the management case files (MCF) for established or pending debts, or other information that would affect the member's pay, and transfer it to the SWF.

NOTE: Refer to the DoDFMR (DoD Financial Management Regulation), Volume 7A, chapter 50 concerning collection of debts.

(b) Annotate the SWF with the JTR date and the transmission number of the E5.

(3) At DOS minus 30, FSO contacts member to determine where member wants final separation pay sent.

(a) If member elects a different financial institution than current "LH", he/she must fill out an SF 1199A and attach a voided check.

(b) FSO coordinates with member as to the exact date member wants the new financial institution to be effective. Set up a suspense and process the "LH04" to the member's MMPA so the new financial institution information will be effective the date the member elects.

(c) If member wants all separation pay to go to current financial institution, make a note of date member was contacted and his/her option and put in member's SWF.

(4) From DOS minus 30 to minus 10, record XF/XS data in the SWF in the following manner:

(a) dollar amount

(b) number of days accrued leave

(c) date separation notice received

(5) At DOS minus 9 days:

(a) Complete an AF Form 350, Separation Pay Worksheet, required for all separations - short notice or normal.

(b) Contact the organizations identified in Section I of the AF Form 350 and file in the SWF.

(6) At DOS minus 4 days:

(a) Obtain LES history prints and review for outstanding suspense items.

(b) Verify the final separation computation on the AF Form 350.

(c) File the AF Form 350 in the SWF.

(d) Request a new Pay History Print (T20/T21) if the NT authorization

line amount has changed and cannot be reconciled without a complete manual re-computation.

(e) Compare information from the T20/T21 to the computation shown on the AF Form 350.

(f) Ensure all transactions have processed and, if not, adjust the payment and file in the SWF.

NOTE: If member is separating from overseas, the member will hand carry a copy of the AF Form 350, and separation checklist.

(7) On DOS:

(a) Compare the latest NT amount to the manual computation amount and payment.

(b) Adjust accordingly.

(c) It is not necessary to call DFAS-PMJCAC/DE for a payment control number. Once final pay computation has been accomplished at base-level, FSO must make final payment to separated member on member's DOS or any day thereafter. This includes members in V status with open pay authorization of ADSN 3885. DFAS-PMJCAC/DE is only responsible for open pay authorizations in V status with ADSN of 3892.

(8) No matter when the member's DOS is established:

(a) Member must obtain a separation checklist from the FSO prior to out processing.

(b) Is required to visit all base agencies noted on the checklist to ensure the FSO has complete information regarding possible indebtedness.

NOTE: Up to 45 percent of the member's total projected final separation pay may be withheld if the separation checklist was not complete, or for potential or anticipated debts. This is the only time monies may be withheld. Otherwise, 100 percent of the final pay will be paid.

Figure 52.3. Separation Suspension Reason Codes.

SEPARATION SUSPENSION REASON CODES

CODE	DESCRIPTION
T-1	Fraudulent enlistment pending.
T-2	Unconfirmed accession. Accession confirmation from AFPC has not been received.
T-3	Separation confirmation transaction (MN03) received from AFPC, but no separation transaction received. Allotments will be stopped.
T-4	Expiration of term of service (ETS) and DOS have passed, but no separation transaction received. Allotments not stopped since reenlistment or extension usually occurs.
T-5	Separation transaction received from MPF, but rejected and created an NN memo entry. Allotments will be stopped.
T-6	ST04 placed MMPA in T status. Allotment stop optional, as specified in ST04 transaction.
T-7	Separation transaction received and accepted and created an N7 memo entry. Allotments will be stopped. MMPA will be closed at DOS plus 20.
T-8	Same as T-7 except that MMPA will close at DOS plus 40, to allow pending transactions to process.
T-9	Appellate Review Leave.

Figure 52.4. Format to Report/Change or Cancel Final Separation.

CHARACTER POSITION	DESCRIPTION
1-5	BE403/04 OR BE503/04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF PROJECTED DATE OF SEPARATION
26-28	SEPARATION DESIGNATION NUMBER-OFFICER
OR	
26-28	SEPARATION DESIGNATION NUMBER-ENLISTED
29	NUMBER OF DEPENDENTS TO DETERMINE BAQ RATE FOR ACCRUED LEAVE COMPUTATION. ZERO IF NOT APPLICABLE
30-31	NUMBER OF DAYS TRAVEL TIME FOR RESERVE MEMBER. ZERO FOR ALL OTHERS
32-34	NUMBER MONTHS OF SERVICE FOR COMPUTING DISABILITY SEVERANCE PAY. ZERO IF NOT APPLICABLE
35-37	NUMBER MONTHS COUNTABLE FOR COMPUTING SEPARATION/ READJUSTMENT SEVERANCE PAY. ZERO IF NOT APPLICABLE
38-43	AMOUNT OF READJUSTMENT PAY OR MUSTERING-OUT PAY PREVIOUSLY RECEIVED AND NOT REFUNDED. ZERO IF MEMBER DOES NOT QUALIFY FOR READJUSTMENT PAY OR HAS NOT RECEIVED PREVIOUS PAYMENTS
44-45	GRADE FOR COMPUTING DISABILITY SEVERANCE PAY. ZERO FOR MEMBERS NOT ENTITLED TO DISABILITY SEVERANCE PAY

CHARACTER POSITION	DESCRIPTION
46	CHARACTER DISCHARGE CODE: 1—HONORABLE 2—GENERAL 3--UNDER CONDITIONS OTHER THAN HONORABLE 4—UNDESIRABLE 5--BAD CONDUCT--LESS THAN 6 MONTHS SERVICE, UNSATISFACTORY PERFORMANCE OR MISCONDUCT 6—DISHONORABLE 7--UNDETERMINED (DEFERRED BY SPECIAL DIRECTIVE) USE CODE 8 ONLY WHEN APPELLATE REVIEW OR SECURITY INVESTIGATION IS NOT COMPLETED. ZERO IF SPC IS ONE FOR WHICH CHARACTER OF DISCHARGE IS NOT DESIGNATED 9--ENTRY LEVEL SEPARATION
54-57	GRATUITY AMOUNT. ZERO IF GRATUITY IS NOT AUTHORIZED NUMBER OF YEARS SERVICE SHOULD BE ROUNDED TO THE NEAREST FULL YEAR--COUNT FRACTIONS OF 6 MONTHS OR MORE AS 1 YEAR. DROP FRACTIONS OF LESS THAN 6 MONTHS. NUMBER OF YEARS SERVICE FOR READJUSTMENT
1-5	1E403/04 OR 1E503/04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-48	STREET PORTION OF MEMBER’S FUTURE MAILING ADDRESS
1-5	2E403/04 OR 2E503/04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-39	CITY PORTION OF MEMBER’S FUTURE MAILING ADDRESS

CHARACTER POSITION	DESCRIPTION
41-42	STATE PORTION OF MEMBER'S FUTURE MAILING ADDRESS
44-48	ZIP CODE APPLICABLE TO FUTURE ADDRESS SHOWN
49	1 (FOR DOMESTIC ADDRESS)
OR	
20-48	NAME OF TOWN, CITY, COUNTRY PROVINCE OR OTHER LARGER FOREIGN LOCATION THAT WILL BE MEMBER'S FUTURE MAILING ADDRESS
49	2 (FOR FOREIGN ADDRESS)
OR	
20-24	ARMY, AIR FORCE OR NAVY MILITARY POST OFFICE NUMBER THAT WILL BE MEMBER'S FUTURE MAILING ADDRESS
49	3--IF ADDRESS IS APO NUMBER 4--IF ADDRESS IS FPO NUMBER
1-5	0E406/0E506 (SAME CODE SHOWN IN SEPARATION INPUT TO BE CANCELED)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF CANCELED DATE OF SEPARATION. DOS IN LAST INPUT TO DFAS-DE IF CHANGE TRANSACTION HAS BEEN SUBMITTED

Figure 52.5. Change Separated Member's Address.

CHARACTER POSITION	DESCRIPTION
1-5	ALF04 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
21	DOMESTIC OR FOREIGN ADDRESS INDICATOR: 1--DOMESTIC ADDRESS 2--FOREIGN ADDRESS 3—APO 4—FPO
23-51	STREET ADDRESS
1-5	1LF04--DOMESTIC ADDRESS (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
21-40	CITY
42-43	STATE
45-49	ZIP CODE

CHARACTER POSITION	DESCRIPTION
1-5	1LF04--FOREIGN ADDRESS (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
21-49	FOREIGN MAILING ADDRESS
1-5	1LF04--APO/FPO ADDRESS (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
21-25	APO/FPO ZIP CODE

Figure 52.6. Format to Report/Cancel or Correct Payments of Separation Pay.

CHARACTER POSITION	DESCRIPTION
1-5	0PQ03/06 OR APQ05 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD DATE OF PAYMENT VOUCHER
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B—ARMY C—NAVY D—MARINES G--COAST GUARD M--STATE DEPARTMENT
27-30	ACCOUNTABLE ADSN: ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO; OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY)
32-39	VOUCHER NUMBER
40-48	AMOUNT OF PAYMENT IN DOLLARS AND CENTS
49-51	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED
65	RESERVED FOR DFAS-DE USE

CHARACTER POSITION	DESCRIPTION
67	CHECK DIGIT (COMPUTER GENERATED) NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 52.7. Format to Release PQ Authorization.

CHARACTER POSITION	DESCRIPTION
1-5	0PQ26
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF ONE-TIME PAY AUTHORIZATION
26	GOVERNMENT-AGENCY: A--AIR FORCE
27-30	PAYING ADSN
32-39	VOUCHER-NUMBER
40-48	AMOUNT OF ONE-TIME PAYMENT
49-51	CLEARING-ACCOUNT-ID: 510—OFFICER 530—ENLISTED

Figure 52.8. Format to Change/Cancel Suspended Status.

CHARACTER POSITION	DESCRIPTION
1-5	0ST04/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD CHANGE IS EFFECTIVE
32	6 IN ALL CASES
33	ALLOTMENT STOP CODE: 1--WILL NOT STOP ALLOTMENTS 2--WILL STOP ALL ALLOTMENTS
34	ALLOTMENT VA REASON CODE: A—DEATH E--DISCHARGED OTHER THAN COURT-MARTIAL H--COURT-MARTIAL (OTHER THAN MUTINY, TREASON, ETC.) T—RETIRED A ZERO PAY AUTHORIZATION IS ALWAYS ISSUED BY A ST04 TRANSACTION. A ST06 TRANSACTION REINSTATES A MEMBER IN A PAY STATUS BUT IT CANNOT RESTART ALLOTMENTS.

Figure 52.9. Format to Correct Date of Separation - Last Active Duty Officer Status.

CHARACTER POSITION	DESCRIPTION
1-5	0TD05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
55	PRIOR-SERVICE-MILITARY-DEPARTMENT CODE: A--AIR FORCE B—ARMY C— NAVY D— MARINES G--COAST GUARD BLANK IF NOT APPLICABLE
59-64	DOS-LAST-ACTIVE-DUTY-OFFICER-STATUS: YYMMDD OF DOS OF LAST ACTIVE DUTY, OFFICER STATUS; ZEROS IF NOT APPLICABLE ***NOTE:*** IF PRIOR-SVC-MIL-DEP IS BLANK AND DOS-LAST-AD-OFF-STATS IS ZERO-FILLED, THE MEMBER'S TD MPA ENTRY IS REMOVED.

Chapter 53

REENLISTMENTS

53.1. Description. Provisions for reenlistment bonuses are contained in DoDFMR, Volume 7A, chapter 9 and in **Chapter 12** of this volume.

53.2. Management Notices and Memo Entries:

53.2.1. There are four specialized MMPA memoranda entries which relate to reenlistments. These entries appear on the MMPA and can be displayed on the terminal.

53.2.1.1. N7 - Reenlistment, Extension, Reentry - Change of Category (ENL to OFF), or Separation Transaction Pending. Contains transaction data held for full MMPA processing. Reenlistments and monetary extensions fully process DOS plus 9. Non-monetary extensions (ERC 911) and change of category (enlisted to officer) fully process on DOS.

53.2.1.2. NN - Reenlistment, Extension, Reentry - Change of Category (ENL to OFF), or Separation Transaction Rejected. Contains data of rejected E5 transaction. Shows error code and if transaction rejected to MPF or DFAS-DE. Output control code E means transaction rejected to input source. Output control code N means transaction rejected to DFAS-DE. NN entry is deleted when acceptable transaction is received.

53.2.1.3. NT - Separation Reentry Projected Settlement. Contains the amount computed for the PQ61 or XS03 management notice and the days of accrued or excess leave. A new additional NT entry is generated whenever leave or pay transactions process between computation of the first NT and DOS (E5 processing only). However, no new PQ61 or XS03 notice is issued.

53.2.1.4. NQ - Reenlistment, Extension, Reentry - Change of Category (ENL to OFF), or Separation Payment to be Posted. Number contains payment data from PQ transactions pending posting as a PQ when the reenlistment, extension, change of category, or separation transaction is fully processed. PQ payment will also be posted when NQ entry is present and an E506 or E606 (cancellation) transaction is processed, causing a debt in the amount of the payment.

53.2.2. E6, Separation with immediate reentry on active duty. MPF input, used when member reenlists, enters a voluntary extension, or goes from enlisted to officer status. ***NOTE:*** Change of category from officer to enlisted status requires E5 separation transaction with an E2 accession transaction.

53.2.3. If member is not changing categories, an LES is not issued. In that case, remarks concerning reenlistment or extension of enlistment and remarks concerning reenlistment bonus and accrued leave appear on the next LES.

53.2.4. DD Form 4, Enlistment/Reenlistment Document-Armed Forces of the United States. DD Form 4 must be reviewed before releasing a reenlistment bonus payment.

53.2.5. Notice of Recycling/Unposted PQ Payment (XK04). An XK04 notice is generated on the 25th and 42nd days after receipt of the PQ03 payment transaction if a reenlistment or

extension transaction has not processed and updated the MMPA. The XK04 is generated to the FSO unless the transaction has rejected to DFAS-DE and requires FSO and MPF coordination. The PQ03 transaction also produces an MIR management notice at the 42nd day point. MPF should ensure reenlistment or extension transaction was input and that rejected transactions are corrected and re-input. If manual intervention is required to clear a reject from MPF, or to correct an erroneous transaction that has updated the MMPA, the MPF must send a message to DFAS-PMJ/DE. FSO determines validity of payment. Payment FID may be erroneous or payment received after a non-monetary reenlistment or extension transaction updated the MMPA.

53.3. Source of Input. The MPF is responsible for reporting E6 transactions to DFAS-DE up to 120 calendar days before projected DOS. The FSO is responsible for reporting reenlistment entitlement payments (PQ) based on PQ61 pay authorization or FSO manual computation. ***NOTE:*** When a member reenlists to obtain retainability for a program leading to a commission, the member is not entitled to Selective Reenlistment Bonus (SRB). When a member reenlists and is later accepted into a program leading to a commission, all future SRB installments are suspended. AFPC identifies members affected by these programs. If SRB is erroneously paid or future SRB installments require suspension, AFPC notifies DFAS-DE.

53.4. Output Products from DFAS-DE. The following output products are transmitted via JDC when an E6 transaction is received:

53.4.1. One-Time Pay Authorization (PQ61). If member is entitled to reenlistment bonus, a one-time pay authorization is generated to the FSO. Reenlistment bonuses are paid via EFT. The pay authorization is sent to the servicing FSO and is produced by the DJMS updates between DOS minus 10 days and DOS plus 9 days, depending on when the E6 is received at DFAS-DE.

53.4.2. New End-of-Month or Mid-Month Pay Authorization. If a separation or reentry involves a change of status (ENL to OFF, etc.) or no category change occurs (reenlistment) but pay entitlements are changed, a new pay authorization is generated.

53.5. Computation and Payment of One-Time Payments. One-time payments and authorizations include all entitlements due a member upon reenlistment or entering first extension (SRB, accrued leave, etc.) less appropriate deductions (FITW, SITW, recoupment of bonus). FITW/SITW amounts are not refunded on recoupment of Regular Reenlistment Bonus (RRB). If member is not due money for reenlistment or extension, an authorization for $0 is generated to the servicing FSO for information purposes only. FSOs must ensure propriety of payment even if an authorization is generated by DFAS-DE.

53.5.1. Report of Initial Payment. If the member is a local payee, input a PQ03 transaction to report the initial payment to the member. If the member is a central payee, use CICS trans ID 'JPBB' to request DFAS-PMJ/DE make EFT payment to the member (see **paragraph 38.9.3** for a more detailed explanation of this payment process). The payment will be reported by central site. If no payment transaction is received by DOS plus 9 days, DFAS-DE processes the reenlistment/extension transaction and, if member is due money, issues a PQ11 authorization to the servicing FSO. FSO may process a PQ26 to release amount into member's next regular paycheck at member's request.

53.5.2. Report of Subsequent Installment Payments. For central payees, the payment for annual or advance SRB installments will be paid through the electronic funds transfer system (EFTS). This PL payment will be generated from the central site. For local payees, the PL payment is required for payment of annual or advance installments of SRB. If a PL payment is received, but no PL authorization is present on the MMPA, the PL payment will recycle (recycle code RRU). Recycling PL payments do not appear on the MMPA, but will appear on the DTR of the payment input source. DFAS-DE will update the MMPA with bonus entitlement if authorized. If PL is an erroneous report, DFAS-PMJSAB/DE deletes payment from recycle and posts PL as partial (PK) payment. The deleting and posting action should be requested by message from the field. FSO does not make the annual SRB installment payments.

53.5.3. Delinquent Pay Authorization. If a member is due money from a reenlistment or extension, and the amount paid is less than the amount due, or the payment transaction was not received when the E6 transaction was fully processed, a PQ11 authorization is generated to the servicing FSO. This authorization becomes delinquent after the next month-end restructure. If PQ11 amount is correct and the member is a central payee, the FSO uses CICS trans ID 'JPBB' to make the payment to the member (see paragraph 38-9C). The FSO may, if the member elects not to receive individual payment, release the PQ11 amount into the member's next paycheck by processing a PQ26 transaction (see **Figure 52.7**). ***Exception:*** If the authorization is for enlisted portion of pay for month the member is commissioned, FSO pays the amount of the authorization and reports PQ payment using clearing account P530.

53.5.4. Out-of-Balance Payments. If a payment is reported for less than the amount authorized, the old authorization on the MMPA is closed and a new authorization is opened for the amount of the difference between the original authorization, and the amount of the actual payment made. If a payment is made for this additional amount to a local payee, it must be posted immediately as a PQ03. If the payment is made to a central payee, using CICS trans ID "JPBB" (see **paragraph 38.9.3**), central site will post the PQ03. PQ03 payments reported prior to E6 processing will not cause an out-of-balance condition on the MMPA but will generate a PQ11 for the difference between the amount paid and the amount authorized.

53.5.5. Erroneous Payment. If a member is erroneously paid a bonus payment, take the following steps:

53.5.5.1. Process a C9 transaction (see **Chapter 76** for format).

53.5.5.2. Coordinate with DFAS-DE to ensure detail processing of the C1/C2 transaction (see **Chapter 65**) is accomplished in conjunction with the reversal of the entitlement. DFAS-DE will process the reversal of bonus entitlements and refund FITW.

53.5.5.3. Check MMPA daily until all actions have processed. For proration, see procedures contained in **Chapter 69** of this volume.

53.6. Establishment of New Pay Account - Reenlistment or Extension of Enlistment:

53.6.1. DFAS-DE Action. If a change of status is involved, DFAS-DE takes actions outlined in **paragraph 53.6.1** If a change of status is not involved, DFAS-DE:

53.6.1.1. Starts Armed Forces Retirement Homes (AFRH) deduction if member was previously in a Reserve component and did not have AFRH deduction.

53.6.1.2. Continues all other entitlements, deductions, and allotments.

53.6.2. Base Input. If a change in any other entitlement or deduction occurs because of separation, specific stop or start input must be submitted. For example, if orders authorizing BAS do not remain in effect on reenlistment, submit normal input to stop BAS as of DOS. If member is drawing flight pay non-crew, and entitlement is to continue, submit normal input to start incentive pay. This entitlement is stopped on DOS by separation and reenlistment program.

53.7. Establishment of New Pay Account - Separation with Change of Status:

53.7.1. DFAS-DE Actions. DFAS-DE establishes these entitlements and deductions in new period of service:

53.7.1.1. Basic pay.

53.7.1.2. Both BAQ and BAS for officers.

53.7.1.3. FICA and FITW deductions (except additional tax withholdings).

53.7.1.4. Indebtedness deductions at same monthly rate.

53.7.1.5. SGLI deductions (if in effect before separation) at same monthly rate.

53.7.1.6. MGIB pay reduction (if previously in effect) ***NOTE:*** Allotments are automatically continued.

53.7.2. Base Input. Submit input to stop any of the above items when applicable. Input is required to start, restart, or report entitlements and deductions not continued by DFAS-DE, including:

53.7.2.1. BAQ for enlisted members.

53.7.2.2. FSA.

53.7.2.3. BAS for enlisted members.

53.7.2.4. Overseas station allowances.

53.7.2.5. Incentive pays.

53.7.2.6. Uniform allowance for officers.

53.7.2.7. VHA.

53.7.2.8. Savings Deposit Program.

53.7.2.9. Held pay transactions, if necessary.

53.7.2.10. Special Duty Pay.

53.7.2.11. Additional tax withholding.

53.7.2.12. Debts - if a notice of debt is received and the debt will not be satisfied with pay for remaining portion of month in new status, submit a repayment schedule to establish monthly deduction. When debt is created because of separation as enlisted

member early in a month, a repayment schedule need not be submitted if pay as an officer for the rest of the month will satisfy the debt.

53.7.2.13. DDP deduction.

53.8. Claims. These rules apply:

53.8.1. A claim may be submitted to DFAS-POCC/DE for any entitlement which a member feels due but which was not paid on separation or reentry. A claim is necessary for lump-sum reserve bonus to an officer. (See **Chapter 74**.)

53.8.2. A member who believes he or she is entitled to a reenlistment bonus may submit a claim for it, if not paid. In that case, complete documentation of prior enlistment and prior bonuses paid must be submitted. In some cases, reenlistment bonus pay authorizations are merely deferred by DFAS-DE because entitlement cannot be determined immediately (i.e., an officer reenlisting as an airman).

Figure 53.1. Format to Report/Change or Cancel Separation with Immediate Reentry on Active Duty.

CHARACTER POSITION	DESCRIPTION
1-5	0E603/04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF PROJECTED SEPARATION. ACTUAL DATE OF SEPARATION OR LAST DATE BEFORE EXTENSION BEGINS
26-28	DATA CHANGE IDENTIFIER SHOWING REENTRY AS AIRMAN/OFFICER
29	NUMBER OF PERSONS DEPENDENT ON MEMBER FOR DETERMINING BAQ RATE TO USE IN ACCRUED LEAVE COMPUTATION
30	LEAVE SETTLEMENT CODE: 1--IF ERC IS 900, 901, 905, 909 OR 911 AND MEMBER ELECTS SETTLEMENT OF ACCRUED LEAVE 2--FOR OTHER MEMBERS ELECTING TO CARRY LEAVE FORWARD 7--FOR MEMBERS ELECTING PARTIAL LEAVE SETTLEMENT WHEN ERC EQUALS 900, 901, 905, 909 OR 911
31	VOLUNTARY EXTENSION NUMBER OF THIS EXTENSION: 1 FOR FIRST 0 FOR SECOND OR LATER ZERO IF ERC IS NOT 909 OR 911 OR IF NOT AN EXTENSION TRANSACTION
32	NUMBER OF YEARS FOR WHICH MEMBER WILL REENLIST OR ZERO IF NEW SERVICE PERIOD IS INDEFINITE OR IF NEW PERIOD IS EXTENSION OF CURRENT ENLISTMENT

CHARACTER POSITION	DESCRIPTION
33-34	NUMBER OF MONTHS PROJECTED EXTENSION IF EXTENDED. ONLY INCLUDE MONTHS FOR THE CURRENT EXTENSION. ZEROES IF REENTRY IS OTHER THAN EXTENSION OF REENLISTMENT
35	SERVICE COMPONENT CODE IN WHICH NEW DUTY WILL BE PERFORMED: C-CADET G--NATIONAL GUARD T--TEMPORARY R--REGULAR V--RESERVE BLANK FOR EXTENSION OF ENLISTMENT
36	1--ALL REENLISTMENTS (UNLESS APPROVAL FOR 2) 2--UP TO 23 MONTHS FORGIVEN OBLIGATED SERVICE
37	SRB BONUS TYPE: 1—IF REENLISTMENT OF FIRST-TERM AIRMAN AS DEFINED IN AFI 36-2606 A--IF SRB IS AUTHORIZED AND MEMBER IS IN ZONE A B--IF SRB IS AUTHORIZED AND MEMBER IS IN ZONE B C--IF SRB IS AUTHORIZED AND MEMBER IS IN ZONE C ZERO FOR ALL OTHER MEMBERS
38-40	SRB MULTIPLIER CODE WHICH DETERMINES AMOUNT OF SRB: SRB MULTIPLIER – USE 000 IF MBR NOT ENTITLED TO SRB 005 – 1/2 MONTHS BASIC PAY — 010 – 1 MONTH BASIC PAY 015 – 1 1/2 MONTHS BASIC PAY — 020 – 2 MONTHS BASIC PAY 025 – 2 1/2 MONTHS BASIC PAY — 030 – 3 MONTHS BASIC PAY 035 – 3 1/2 MONTHS BASIC PAY — 040 – 4 MONTHS BASIC PAY 045 – 4 1/2 MONTHS BASIC PAY — 050 – 5 MONTHS BASIC PAY 055 – 5 1/2 MONTHS BASIC PAY — 060 – 6 MONTHS BASIC PAY
	065 – 6 1/2 MONTHS BASIC PAY — 070 – 7 MONTHS BASIC PAY 075 – 7 1/2 MONTHS BASIC PAY — 080 – 8 MONTHS BASIC PAY

CHARACTER POSITION	DESCRIPTION
	085 – 8 1/2 MONTHS BASIC PAY 090 – 9 MONTHS BASIC PAY 095 – 9 1/2 MONTHS BASIC PAY 100 – 10 MONTHS BASIC PAY 105 – 10 1/2 MONTHS BASIC PAY 110 – 11 MONTHS BASIC PAY 115 – 11 1/2 MONTHS BASIC PAY 120 – 12 MONTHS BASIC PAY 125 – 12 1/2 MONTHS BASIC PAY 130 – 13 MONTHS BASIC PAY 135 – 13 1/2 MONTHS BASIC PAY 140 – 14 MONTHS BASIC PAY 145 – 14 1/2 MONTHS BASIC PAY 150 – 15 MONTHS BASIC PAY 155 – 15 1/2 MONTHS BASIC PAY
41	SRB PAYMENT OPTION: 0—NO SRB PAYMENT AUTHORIZED 1—IF SRB IS TO BE PAID BY ANNUAL INSTALLMENTS 2—IF TOTAL SRB IS AUTHORIZED TO BE PAID IN ONE PAYMENT 3—IF SRB IS TO BE PAID 50% WITH REMAINING EQUAL INSTALLMENTS ZEROS IF MEMBER IS NOT ENTITLED TO SRB
42-43	REENTRY GRADE: 01-10, 21-24 OR 31-39 FOR GRADE MEMBER REENTERS ON ACTIVE SERVICE. ZERO IF MEMBER REENTERS IN SAME GRADE
44-49	DOS PREVIOUS ENLISTMENT: YYMMDD MEMBER WAS LAST SEPARATED FROM ENLISTED ACTIVE SERVICE IN ANY COMPONENT. IF MEMBER IS ENLISTING AFTER COMMISSIONED OR WARRANT OFFICER SERVICE AND HAS PREVIOUS ACTIVE ENLISTED SERVICE. ZERO FOR ALL OTHER MEMBERS
53	MAXIMUM BONUS INDICATOR: SPACE – IF NO SRB PAYMENT 1 – SRB IS PAYABLE
56	ENLISTED WARRANT OFFICER STATUS INDICATOR:
	2—IF MEMBER IS ENLISTING AFTER COMMISSIONED OR WARRANT OFFICER SERVICE AND WILL HOLD AF RESERVE COMMISSION OR WARRANT WHILE IN ENLISTED STATUS

CHARACTER POSITION	DESCRIPTION
	1—FOR OTHER MEMBERS
58	Y—IF REENTRY GRADE IS 01-03 AND MEMBER HAS OVER 4 YEARS ACTIVE ENLISTED SERVICE N—IF REENTRY GRADE IS 01-02 AND MEMBER DOES NOT HAVE OVER 4 YEARS ACTIVE ENLISTED SERVICE BLANK IF REENTRY GRADE IS NOT 01-03
62-64	TOTAL DAYS ACCRUED LEAVE SETTLEMENT: TOTAL NUMBER OF LEAVE DAYS TO BE PAID, INCLUDING HALF DAYS. BLANK IF CP 30 IS 1 OR 2
65-67	DAYS ACCRUED LEAVE SETTLEMENT SAVED: NUMBER OF DAYS LEAVE TO BE PAID FROM SAVED PAY BALANCE; CANNOT EXCEED CP 62-64. BLANK IF CP 30 IS 1 OR 2 OR IF NO SAVED PAY LEAVE TO BE SETTLED
1-5	0E606
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	CANCELED DATE OF SEPARATION OR DATE BEFORE EXTENSION WAS TO BEGIN OR DOS IN LAST INPUT TO DFAS-DE IF CHANGE TRANSACTION HAS BEEN SUBMITTED

Figure 53.2. Format to Report/Cancel or Correct Payments of One-Time Pay Authorization for VRB, SEB, or SRB.

CHARACTER POSITION	DESCRIPTION

CHARACTER POSITION	DESCRIPTION
1-5	0PL03/06 OR APL05 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD DATE OF PAYMENT VOUCHER
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B--ARMY C--NAVY D--MARINES G--COAST GUARD M--STATE DEPARTMENT
27-30	ACCOUNTABLE ADSN--ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO. OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY)
32-39	VOUCHER NUMBER
40-48	AMOUNT OF PAYMENT IN DOLLARS AND CENTS
49-51	CLEARING ACCOUNT ID: 510--OFFICER 530--ENLISTED
65	RESERVED FOR DFAS-DE USE

CHARACTER POSITION	DESCRIPTION
67	CHECK DIGIT (COMPUTER GENERATED) NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 53.3. Format to Release PL Authorization.

CHARACTER POSITION	DESCRIPTION
1-5	0PL26
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF ONE-TIME PAY AUTHORIZATION
26	GOVERNMENT-AGENCY: A--AIR FORCE
27-30	PAYING ADSN
32-39	VOUCHER-NUMBER
40-48	AMOUNT OF ONE-TIME PAYMENT
50-51	CLEARING-ACCOUNT-ID: 510--OFFICER 530--ENLISTED

Figure 53.4. Format to Report/Cancel or Correct Payments of Reenlistment Bonus.

CHARACTER POSITION	DESCRIPTION
1-5	0PM03/06 OR APM05 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD DATE OF PAYMENT VOUCHER
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B--ARMY C--NAVY D--MARINES G--COAST GUARD M--STATE DEPARTMENT
27-30	ACCOUNTABLE ADSN: ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO. OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY)
32-39	VOUCHER NUMBER
40-48	AMOUNT OF PAYMENT IN DOLLARS AND CENTS
49-51	CLEARING ACCOUNT ID: 510--OFFICER 530--ENLISTED
65	RESERVED FOR DFAS-DE USE

CHARACTER POSITION	DESCRIPTION
67	CHECK DIGIT (COMPUTER GENERATED) NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 53.5. Format to Correct Date of Separation - Last Active Duty Officer Status.

CHARACTER POSITION	DESCRIPTION
1-5	0TD05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
55	PRIOR-SERVICE-MILITARY-DEPARTMENT CODE: A--AIR FORCE B--ARMY C--NAVY D--MARINES G--COAST GUARD BLANK IF NOT APPLICABLE
59-64	DOS-LAST-ACTIVE-DUTY-OFFICER-STATUS: YYMMDD OF DOS OF LAST ACTIVE DUTY, OFFICER STATUS; ZEROS IF NOT APPLICABLE ***NOTE:*** IF PRIOR-SVC-MIL-DEP IS BLANK AND DOS-LAST-AD-OFF-STATS IS ZERO-FILLED, THE MEMBER'S TD MPA ENTRY IS REMOVED.

Figure 53.6. Format to Correct Date of Separation - Previous Enlistment.

CHARACTER POSITION	DESCRIPTION
1-5	0TE05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
32-37	DOS PREVIOUS ENLISTMENT OR ZEROS IF NOT APPLICABLE
55	PRIOR-SERVICE-MILITARY-DEPARTMENT CODE: A--AIR FORCE B--ARMY C--NAVY D--MARINES G--COAST GUARD BLANK IF NOT APPLICABLE ***NOTE:*** IF DOS-PREV-ENLIMT IS ZERO-FILLED AND PRIOR-SVC-MIL-DEP IS BLANK, THE MEMBER'S TE MMPA ENTRY IS REMOVED (CANCELED).

Chapter 54

CASUALTIES

54.1. Description. The DoDFMR, Volume 7A, chapter 36, provides the policy concerning death gratuity and arrears of pay (AOP) paid on behalf of deceased members. It states, in part, that death gratuity will be paid, regardless of whether death occurred in the line of duty or was the result of the member's misconduct, to eligible beneficiaries of the following:

54.1.1. Member who dies while on active duty or while traveling to or from such duty.

54.1.2. Member, or former member, who dies during the 120-day period beginning on the day following date of discharge or release, under honorable conditions, from active duty (including retirement for either disability or length of service). In this case, the Administrator of Veteran's Affairs must determine that death resulted from disease or injury incurred or aggravated while the member was on active duty or while in authorized travel status to or from such duty.

54.1.3. Any person who dies while traveling to or from or while at a place for final acceptance, or for entry upon active duty (other than for training) in the Military Service, who has been ordered or directed to go to that place, and who:

54.1.3.1. Has been provisionally accepted for that duty; or

54.1.3.2. Has been selected, under the Military Selective Service Act, for duty in that Military Service.

54.1.4. Member whose death is determined by administrative finding under the Missing Persons Act. (See **Chapter 51**.)

54.1.5. Reserve member who dies while traveling directly to or from active duty.

54.1.6. Any member of a Reserve officers' training corps who dies while performing annual training duty under orders for a period of more than 13 days or while performing authorized travel to or from that annual training duty; or any applicant for membership in a Reserve officers' training corps who dies while attending field training or while performing authorized travel to or from the place where the training is conducted.

54.2. Substantiating Documents:

54.2.1. DD Form 93, Record of Emergency Data, contains information on eligible beneficiary or eligible non-designated beneficiary.

54.2.2. DD Form 173/2, Joint Message Form (1-1(Black Ink)), (1-2 (Red Ink)).

54.2.3. SF 1174, Claim for Unpaid Compensation of Deceased Member of the Uniformed Service, and DD Form 2058, State of Legal Residence Certificate, if beneficiary is located in the servicing FSO area, and DD Form 397, Claim Certification and Voucher for Death Gratuity Payment.

54.2.3.1. Preparation of DD Form 397. Use DD Form 397, in quadruplicate, to file claim and pay death gratuity (PE03). If payments are to be divided between two or more eligible beneficiaries, prepare a separate form for each. Before forwarding DD Form

397 to the Casualty Assistance Representative (CAR), the FSO completes form using these instructions. Enter:

54.2.3.1.1. Item 2 - voucher number.

54.2.3.1.2. Item 3 - applicable appropriation available on date of death.

54.2.3.1.3. Item 4 - block stamp.

54.2.3.1.4. Item 5 - name and address of beneficiary.

54.2.3.1.5. Item 6 - last name, first name, and middle initial of deceased Service member.

54.2.3.1.6. Item 7 - decedent's social security number.

54.2.3.1.7. Item 8 - decedent's grade on date of death.

54.2.3.1.8. Item 9 - place of decedent's death from death report.

54.2.3.1.9. Item 10 - date of death from death report.

54.2.3.1.10. Item 11 - total years of service completed on date of death, from pay date.

54.2.3.1.11. Item 12 - amount and type of additional pay, other than basic pay.

54.2.3.1.12. Item 13 - total monthly pay (excluding allowances) as of date of death.

54.2.3.1.13. Item 14 - total amount due payee.

54.2.3.1.14. Item 15 - Place an "X" in the appropriate block.

54.2.3.1.15. Item 16 - List children of deceased member, as applicable.

54.2.3.1.16. Item 17 and 17A - See **paragraph 54.5.11.4**.

54.2.3.1.17. Item 18 - Certify voucher as correct for payment, and make payment by check. Place check number, amount and date at bottom line of DD Form 397.

54.2.3.2. Distribution of DD Form 397.

54.2.3.2.1. Original - submit with FSO's original vouchers.

54.2.3.2.2. Duplicate - copy for DFAS-JMCBC/DE, with legible signatures.

54.2.3.2.3. Triplicate - copy for payee.

54.2.3.2.4. Quadruplicate - file with retained vouchers in military pay.

54.3. Death Gratuity. Death gratuity is paid promptly by the member's servicing FSO, another designated FSO (hereinafter be referred to as the "assisting" FSO), or DFAS-DE, as prescribed in DoDFMR, Volume 7A, chapter 36, table 36-4, and this section. When the beneficiary resides in the vicinity of the servicing FSO, the servicing FSO will make the death gratuity payment. If the beneficiary does not reside in the vicinity of the servicing FSO, assistance should be requested from the FSO nearest the residence of the beneficiary. This request is normally included in the MPF notification of death message. The FSO disbursing the death gratuity payment must process the PE transaction to the deceased member's MMPA immediately after the death gratuity is paid. If the MMPA is not in SL/SV status, the PE payment

recycles awaiting status change. DFAS-PMJC/DE will disburse the death gratuity in the following situations:

54.3.1. Beneficiaries are minor children. DFAS-PMJC/DE will request necessary documents from the FSO. See DoDFMR, Volume 7A, chapter 36, paragraph 360104 and table 36-1.

54.3.2. The member died as a result of a homicide involving the eligible beneficiary.

54.3.3. "In Loco Parentis" documents required.

54.3.4. Member was absent without leave (AWOL), in a deserter status, or in custody of civil authorities.

54.3.5. Doubt exists regarding proper person eligible to receive death gratuity.

54.3.6. Beneficiary designated is a common-law spouse.

54.4. Responsibilities:

54.4.1. Casualty Assistance function (CAR):

54.4.1.1. Sends death message, using the messaging system DCIPS forward, to AFPC with DFAS-JMCBC/DE as informational addressee. This message contains information from DD Form 93 or virtual record of emergency data (VRED) as to whether there is a designated beneficiary or an eligible non-designated beneficiary (see DoDFMR, Volume 7A, chapter 36).

54.4.1.2. Furnishes servicing FSO a copy of the death message and a copy of the member's VRED or DD Form 93; FMS 2231, Direct Deposit; and DD Form 397, Claim Certification and Voucher for Death Gratuity Payment. Obtains signed SF Form 1174 and DD Form 2058 from the beneficiary (ies). Advises parent or guardian of minor child (ren) beneficiary (ies) of the need for state appointed guardianship documents. Follows up until guardianship is received and forwards to DFAS-JMCBC/DE for payment of death gratuity/arrears of pay/BAH.

54.4.1.3. Immediately sends DFAS-JMCBC/DE any input which pertains to member's account for which MPF is input source for processing.

54.4.2. DFAS-JMCBC/DE. Upon receipt of the initial death message:

54.4.2.1. Suspends deceased member's pay account by processing an SL (deceased) transaction and the E5 (separation) transaction.

54.4.2.2. **(DELETED)**.

54.4.2.3. Sends message to FSO making beneficiary payment, requesting specific documents and assistance in disbursing Arrears of Pay (AOP), and death gratuity if applicable. Also requests servicing FSO forward CMS case to assisting base (when applicable) with requests for documentation from them.

54.4.2.4. Upon receipt of documentation, computes amount of pay due, makes adjustments, and makes all payments for AOP, including amounts due for travel and per diem. Pays BAH, up to 365 days, as applicable.

54.4.2.5. Prepares final settlement letter (AOP paid or debt established), furnishes applicable forms as indicated below, and a computation of final pay settlements, as appropriate, to the beneficiary or estate.

54.4.2.5.1. Provides TD Form W-2, Wage and Tax Statement, reflecting wage and deduction information paid to the deceased member prior to date of death.

54.4.2.5.2. Provides TD Form 1099-MISC, Miscellaneous Income, for the payment of arrears of pay. If beneficiary is a foreign national, a Form 1042S is issued and taxes withheld at 25%.

54.4.2.5.3. **(DELETED)**.

54.4.2.6. Upon notification from the local FSO and CAR that extreme hardship exists, and where there is sufficient money available, makes interim payments of AOP to proper beneficiary to alleviate hardship. Where appropriate, authorizes local FSO to make direct interim payment.

54.4.2.7. Annotates the final disposition of AOP/debt, when case is completed, on the CMS case with date of payment and amounts. Breaks down AOP/BAH/Travel amounts. Also annotates if death gratuity is paid to the guardian (s) of minor child (ren).

54.5. FSO Actions. Upon receipt of initial death message and DD Form 93:

54.5.1. Determines the beneficiary for AOP and location of beneficiary and sends a copy of the DD Form 93 to DFAS-PMJC/DE.

54.5.2. Prepares SF 1174 and DD Form 2058 if beneficiary is located in the servicing FSO area, and DD Form 397, Claim Certification and Voucher for Death Gratuity Payment.

54.5.3. Advises the CAR to return all applicable forms to the FSO when beneficiary and witnesses have signed.

54.5.4. Cancels unnegotiated Air Force checks found in member's personal effects and processes necessary DJMS transactions.

54.5.5. Screens management case files and the deceased member's latest LES immediately. Notifies DFAS-JMCBC/DE immediately of any unprocessed items (i.e., leave or entitlements) which will affect the amount of unpaid pay and allowances.

54.5.6. Contacts the Summary Courts Officer to determine if there are any debts that must be settled from AOP. Only government-related bills such as, but not limited to, hospital bills, telephone bills, open mess unpaid accounts, or advance travel pay may be included. Notifies DFAS-JMCBC/DE immediately of any such debts and sends them the DD Form 139.

54.5.7. Notifies CAR if member participated in the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB), along with start and stop dates.

54.5.8. Determines if member has any unpaid travel claims. If so, a travel voucher must be completed and signed by the Summary Courts Officer. Computes the travel voucher and forwards to DFAS-JMCBC/DE for payment or collection.

54.5.9. Notifies DFAS-JMCBC/DE when a completed SF 1174 has been obtained.

54.5.10. Forwards the following documents to DFAS-JMCBC/DE within 14 duty days:

54.5.10.1. Original SF 1174 (forwarded by FSO making payment)

54.5.10.2. Signed original DD Form 2058 (forwarded by FSO making payment)

54.5.10.3. Paid copy of DD Form 397 with legible signatures

54.5.10.4. DD Form 93/VRED.

54.5.10.5. Copy of CTHR print, with unsettled advances highlighted.

54.5.10.6. Copy of travel voucher and orders, if any

54.5.10.7. Any other pay-affecting document

54.5.10.8. Sends CMS case to DFAS-JMCBC/DE including information shown in figure 54-2, Casualty Information Checklist.

54.5.11. FSO Nearest Residence of Beneficiary (when separate FSO serviced member). Upon receipt of notification of a designated beneficiary:

54.5.11.1. Prepares DD Form 397 and EFT payment or check payable to beneficiary.

54.5.11.2. Prepares SF 1174 for designated beneficiary to claim unpaid pay and allowances.

54.5.11.3. Prepares DD Form 2058 for completion and signature by the designated beneficiary of unpaid pay and allowances.

54.5.11.4. Furnishes the DD Form 397, SF 1174, and DD Form 2058 to the CAR and advises that DD Form 397 must be signed before the gratuity payment is released. If the beneficiary for death gratuity and AOP is the same person, the SF 1174 and DD Form 2058 should be signed at the same time, if possible.

54.5.11.5. Advises the CAR to return all three forms to the FSO when the beneficiary and witnesses have signed.

54.5.11.6. Processes PE03 to report death gratuity payment if payment made locally.

54.5.11.7. Notifies DFAS-PMJC/DE when the completed SF 1174 has been obtained.

54.5.11.8. Forwards to DFAS-JMCBC/DE, within 14 duty days:

54.5.11.8.1. Original SF 1174

54.5.11.8.2. Copy of paid DD Form 397 with legible signatures

54.5.11.8.3. Signed original DD Form 2058

54.5.11.9. Distributes signed DD Form 397 as prescribed in **paragraph 54.2.3.2**.

54.5.11.10. Guardianship documentation upon receipt.

54.5.12. If the payment of death gratuity is made to other than the proper payee, and the rightful beneficiary later applies, take these actions:

54.5.12.1. Payment on Basis of Military Records. If payment was made to an individual, based on statements on military records made by member as to his or her marital and dependency status, and there is nothing to indicate that such status is incorrect, do not regard payment as erroneous. In such cases, forward to DFAS-

PMJC/DE the claim of any person entitled to payment if member's record contained official notice of such person. Do not pay death gratuity to any other claimant until advised by DFAS-DE.

54.5.12.2. Administrative Error. If through administrative error (not caused by member's statement on locally available military records), payment has been made to a person clearly not entitled, and it is equally clear that another claimant is entitled to payment, do not delay or withhold payment to rightful beneficiary. The following rules apply:

54.5.12.2.1. If conclusive determination of rightful beneficiary can be made under provisions of this paragraph, immediately pay beneficiary locally. Mail complete information about erroneous payment to DFAS-PMJC/DE for collection action.

54.5.12.2.2. If conclusive determination concerning rightful beneficiary cannot be made, forward entire case to DFAS-PMJC/DE for determination and payment to rightful beneficiary, and collection action against erroneously paid beneficiary.

54.6. Allowance for Quarters to Surviving Dependents:

54.6.1. Conditions of Payment. Dependents of members on active duty, eligible for government family quarters, may be paid an allowance for quarters when members die in the line of duty and one of the following conditions exists:

54.6.1.1. dependents do not occupy government quarters on the date of death;

54.6.1.2. dependents are occupying government quarters on a rental basis on the date of death;

54.6.1.3. dependents vacate government quarters within 365 days of date of death.

54.6.2. Allowance includes BAQ and VHA or OHA, as applicable, at the rate to which the member would have been entitled prior to death.

54.6.3. Payment Order. Payments are to be made to the surviving dependents in the following order:

54.6.3.1. current spouse;

54.6.3.2. if no current spouse, divide equally among the dependents listed on AF Form 594, Application and Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination.

54.6.4. Termination of Allowance. Allowance terminates 365 days after the date of death. If, within 365 days, dependents vacate a housing facility under the jurisdiction of the Uniformed Service which they occupied on a non-rental basis, the allowance begins on the day the housing was vacated and continues for 365 days less the number of days the housing facility was occupied following the date of death.

54.6.5. Payment Procedure. Payments are made by DFAS-PMJC/DE. FSO makes emergency payment of amounts accrued to date from date of death, upon corroboration of need by the base CAR, and only after receiving DFAS-PMJC/DE authorization.

54.6.6. Documentation. Upon notification of an active duty member's death, FSO coordinates with the CAR to contact the surviving dependent and explain this allowance and the payment procedure. If the surviving spouse or guardian of minor dependents signs the SF 1174, and this spouse or minor child is the beneficiary for AOP, the signature on the SF 1174 is sufficient to claim the 365 days of BAQ and applicable housing allowances.

54.6.6.1. CAR advises the claimant that he or she is responsible for reporting any address changes to DFAS-PMJC/DE, 6760 E. Irvington Pl, Denver CO 80279-3000, to ensure timely receipt of payment. Guardianship papers are still required under the same conditions as required for death gratuity or AOP. DFAS-PMJC/DE sends a letter explaining the pay and allowances and a claim statement for signature to dependents who will not receive AOP.

54.6.6.2. FSO submits, to DFAS-PMJC/DE, documents relating to the deceased member (for example, DD Form 397 and SF 1174). Additional information may be requested to determine payment amount. (See **Chapter 26**, **Chapter 30**, and **Chapter 31**.)

54.7. DFAS-DE Actions:

54.7.1. Report of Settlement to DVA. Upon DVA request, DFAS-PMJC/DE advises DVA of final settlement of pay accounts of deceased members.

54.7.2. Adjustments. If unnegotiated check or any factors affecting pay and allowances are discovered after AOP payment has been made or after the appropriate documents have been submitted to DFAS-DE, inform DFAS-DE of facts by phone and follow up with a case in CMS, including documents and letter of explanation. DFAS-DE makes required adjustments.

54.7.3. DFAS-DE Collection Actions. DFAS-DE will take action to recover erroneous payment. When these procedures have been followed and there is no lack of good faith or due care, the FSO who made the erroneous payment may apply for relief under DoDFMR, Vol 5.

Figure 54.1. DD Form 397, Claim Certification and Voucher for Death Gratuity Payment.

CLAIM CERTIFICATION AND VOUCHER FOR DEATH GRATUITY PAYMENT

(Act August 1, 1956, 70 Stat 857, and regulations pursuant thereto)

1. BUREAU VOUCHER NO:

2. D O VOUCHER NO: P-0000

3. APPROPRIATION SYMBOL AND TITLE: 5733500 323 P593.01 S503725

4. PAID BY: Peterson AFB CO
DSSN 6761
24 Apr 94

THE UNITED STATES, DR. TO:

5. NAME AND ADDRESS OF PAYEE (Street and Number, City and State):
Mrs. Linda M. Wells
1234 E. Sixth Ave.
Aurora CO 80010

FOR: THE SIX MONTHS' GRATUITY PAY AS THE RESULT OF THE DEATH OR PRESUMED DEATH IN ACCORDANCE WITH A FINDING BY THE SECRETARY OF THE SERVICE CONCERNED. THE SIX MONTHS' GRATUITY IS AN AMOUNT EQUAL TO SIX TIMES THE MONTHLY RATE OF MILITARY PAY (EXCLUDING ALLOWANCES) RECEIVED BY THE DECEASED SERVICE MEMBER AT THE TIME OF DEATH, WITH AN $800 MINIMUM AND A $3,000 MAXIMUM.

6. SERVICE PERSON (Last name–First name–Middle initial)	7. SERVICE NUMBER/SSAN	8. GRADE
Wells, Richard J.	000-00-0000	Lt Col

9. PLACE OF DEATH	10. DATE OF DEATH	11. YEARS SERVICE
Littleton CO	23 Apr 94	22

12. ADDITIONAL PAY FOR (Identified by type)	13. TOTAL MONTHLY PAY (Including Block 12)	14. DUE PAYEE
None	$3532.50	$3000.00

15. CERTIFICATE OF PAYEE (Place an "X" in one of the following boxes, according to your relationship to the decedent)

I CERTIFY THAT I HAVE NOT RECEIVED THE SIX MONTHS' GRATUITY PAY; THAT

☐ (a) I AM ☒ HIS WIDOW ☐ HER WIDOWER. (Complete only Block 17a and have Block 17 signed by two certifying witnesses.)

☐ (b) I AM A CHILD OF THE DECEDENT, THAT THERE IS NO WIDOW (widower) SURVIVING, THAT THE CONTENTS OF BLOCK 16 ARE ACCURATE AS SHOWN. (If payee is a minor at time of preparation of this form, Block 17a must be completed by the duly appointed guardian and documentary proof of guardianship furnished. Complete Blocks 16 and 17a and have Block 17 signed by two certifying witnesses.)

☐ (c) I AM THE ☐ FATHER ☐ MOTHER ☐ BROTHER ☐ SISTER OF THE DECEDENT, THAT THERE IS NO WIDOW (widower), OR CHILD SURVIVING. (Complete Blocks 16 and 17a and have block 17 signed by two certifying witnesses.)

16. LIST CHILDREN OF THE DECEDENT (If none, so state. Use reverse side if more space is needed)

NAME	ADDRESS
John R. Wells	1234 E. Sixth Ave., Aurora CO 80010

17. CERTIFICATE OF WITNESSES TO SIGNATURE OF PAYEE (Two witnesses are required)

I CERTIFY THAT I AM PERSONALLY WELL ACQUAINTED WITH THE ABOVE-NAMED PAYEE THAT I HAVE READ THE ABOVE STATEMENT WHICH WAS SIGNED IN MY PRESENCE, AND THAT SAID STATEMENT IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

17a. SIGNATURE OF PAYEE (Must be affixed in the presence of two witnesses): Linda M. Wells

SIGNATURE AND ADDRESS OF 1ST WITNESS:
Capt, USAF
DFAS-DE
Denver CO 80279
Robert T. Martin

SIGNATURE AND ADDRESS OF 2D WITNESS:
MSgt, USAF
DFAS-DE
Denver CO 80279
John D. Doe

ADDRESS OF PAYEE:
1234 E. Sixth Ave
Aurora CO 80010

18. ADMINISTRATIVE STATEMENT

DATE

THE ABOVE-NAMED PAYEE, IS AUTHORIZED TO RECEIVE THE SIX MONTHS' GRATUITY PAY ON ACCOUNT OF THE DEATH OF THE DECEDENT; THAT BROTHER AND/OR SISTER PAYEES HAVE BEEN SO DESIGNATED BY THE DECEDENT IN THOSE CASES WHERE PARENT(S) ALSO SURVIVE AND THAT PAYMENT THEREOF IS APPROVED IN THE AMOUNT OF $

PAID BY CHECK DRAWN IN FAVOR OF PAYEE NAMED ABOVE

CHECK NUMBER	AMOUNT OF CHECK	DATE OF CHECK
1,234,567	$3000.00	24 Apr 94

SIGNATURE: John Doe

TYPED NAME AND TITLE: John Doe, Capt, USAF, FSO

NOTE: Penalty for presenting false claims or making false statements in connection with claims. Fine of not more than $10,000 or imprisonment for not more than five years or both. Act 25 June 1948, 18 U. S. C. 287, 1001.

DD FORM 1 SEP 64 397

Form approved by Comptroller General, U. S. November 18, 1957

Figure 54.2. Casualty Information Checklist.

CASUALTY INFORMATION CHECKLIST

FROM:

SUBJECT: Active Duty Casualty - (SSN), (Name), (Date of Death)

TO: DFAS-PMJC/DE

1. Summary Courts Officer, (NAME), was contacted on (DATE).
2. Outstanding Charges or Debts:
   a. Open Mess: Yes _____ Amount $_____ No _____
   b. Base Exchange: Yes _____ Amount $_____ No _____
   c. Billeting: Yes _____ Amount $_____ No _____
   d. GPLD: Yes _____ Amount $_____ No _____
   e. Hospital: Yes _____ Amount $_____ No _

DD Forms 139 sent on (DATE) for (SPECIFY DEBT TYPE & AMOUNT).

3. Contacted Orderly Room on:(DATE)
   Has all leave been posted? Yes _____ No _____
   If NO, show date(s) of unposted leave(s):(Dates)
4. Have all travel settlements been paid? Yes _____ No _____
   Travel voucher forwarded on (DATE).
5. Have all pay entitlements been posted? Yes _____ No _____
   If NO, list entitlements and amount of each.
6. Point of contact for any further questions:
   NAME: DSN:

Figure 54.3. Format to Report/Change or Cancel Final Separation.

CHARACTER POSITION	DESCRIPTION
1-5	BE503/04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF PROJECTED DATE OF SEPARATION
26-28	SEPARATION DESIGNATION NUMBER-OFFICER
OR	
26-28	SEPARATION DESIGNATION NUMBER-ENLISTED
29	NUMBER OF DEPENDENTS TO DETERMINE BAQ RATE FOR ACCRUED LEAVE COMPUTATION. ZERO IF NOT APPLICABLE
30-31	NUMBER OF DAYS TRAVEL TIME FOR RESERVE MEMBER. ZERO FOR ALL OTHERS
32-34	NUMBER MONTHS OF SERVICE FOR COMPUTING DISABILITY SEVERANCE PAY. ZERO IF NOT APPLICABLE
35-37	NUMBER MONTHS COUNTABLE FOR COMPUTING SEPARATION/ READJUSTMENT SEVERANCE PAY. ZERO IF NOT APPLICABLE
38-43	AMOUNT OF READJUSTMENT PAY OR MUSTERING-OUT PAY PREVIOUSLY RECEIVED AND NOT REFUNDED. ZERO IF MEMBER DOES NOT QUALIFY FOR READJUSTMENT PAY OR HAS NOT RECEIVED PREVIOUS PAYMENTS

CHARACTER POSITION	DESCRIPTION
44-45	GRADE FOR COMPUTING DISABILITY SEVERANCE PAY. ZERO FOR MEMBERS NOT ENTITLED TO DISABILITY SEVERANCE PAY
46	CHARACTER DISCHARGE CODE: 1--HONORABLE 2--GENERAL 3--UNDER CONDITIONS OTHER THAN HONORABLE 4--UNDESIRABLE 5--BAD CONDUCT--LESS THAN 6 MONTHS SERVICE, UNSATISFACTORY PERFORMANCE OR MISCONDUCT 6--DISHONORABLE 7--UNDETERMINED (DEFERRED BY SPECIAL DIRECTIVE) USE CODE 8 ONLY WHEN APPELLATE REVIEW OR SECURITY INVESTIGATION IS NOT COMPLETED. ZERO IS SPC IS ONE FOR WHICH CHARACTER OF DISCHARGE IS NOT DESIGNATED 9--ENTRY LEVEL SEPARATION
54-57	GRATUITY AMOUNT. ZERO IF GRATUITY IS NOT AUTHORIZED
	NUMBER OF YEARS SERVICE SHOULD BE ROUNDED TO THE NEAREST FULL YEAR--COUNT FRACTIONS OF 6 MONTHS OR MORE AS 1 YEAR. DROP FRACTIONS OF LESS THAN 6 MONTHS. NUMBER OF YEARS SERVICE FOR READJUSTMENT
1-5	1E503/04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-48	STREET PORTION OF MEMBER’S FUTURE MAILING ADDRESS
1-5	2E503/04

CHARACTER POSITION	DESCRIPTION
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-39	CITY PORTION OF MEMBER'S FUTURE MAILING ADDRESS
41-42	STATE PORTION OF MEMBER'S FUTURE MAILING ADDRESS
44-48	ZIP CODE APPLICABLE TO FUTURE ADDRESS SHOWN
49	1 (FOR DOMESTIC ADDRESS)
OR	
20-48	NAME OF TOWN, CITY, COUNTRY PROVINCE OR OTHER LARGER FOREIGN LOCATION THAT WILL BE MEMBER'S FUTURE MAILING ADDRESS
49	2 (FOR FOREIGN ADDRESS)
OR	
20-24	ARMY, AIR FORCE OR NAVY MILITARY POST OFFICE NUMBER THAT WILL BE MEMBER'S FUTURE MAILING ADDRESS
49	3—IF ADDRESS IS APO NUMBER 4—IF ADDRESS IS FPO NUMBER
1-5	0E506 (SAME CODE SHOWN IN SEPARATION INPUT TO BE
6-14	CANCELED) SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME

CHARACTER POSITION	DESCRIPTION
20-25	YYMMDD OF CANCELED DATE OF SEPARATION. DOS IN LAST INPUT TO DFAS-DE IF CHANGE TRANSACTION HAS BEEN SUBMITTED

Figure 54.4. Format to Report/Cancel or Correct Payments of Arrears of Pay.

CHARACTER POSITION	DESCRIPTION
1-5	0PB03/06 OR APB05 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD DATE OF PAYMENT VOUCHER
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B—ARMY C—NAVY D—MARINES G--COAST GUARD M--STATE DEPARTMENT
27-30	ACCOUNTABLE ADSN: ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO; OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY)
32-39	VOUCHER NUMBER
40-48	AMOUNT OF PAYMENT IN DOLLARS AND CENTS
49-51	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED

65	RESERVED FOR DFAS-DE USE
67	CHECK DIGIT (COMPUTER GENERATED) NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 54.5. Format to Report/Cancel or Correct FSO-Authorized Payment for Death Gratuity.

CHARACTER POSITION	DESCRIPTION
1-5	0PE03/06 OR APE05(ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF EFFECTIVE DATE OF PAYMENT VOUCHER
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B—ARMY C—NAVY D—MARINES G--COAST GUARD M--STATE DEPARTMENT

54.8. Casualties Other Than Death of Member.

54.8.1. Members who are injured in a combat zone may be entitled to certain pays and allowances while hospitalized as a result of those injuries. **Chapter 56** of this manual contains information on eligibility for combat zone tax exclusion (CZTE) while hospitalized for injuries and/or illnesses incurred while in a combat zone. See **paragraph 56.24** for detailed information.

Chapter 55

DEDUCTIONS AND COLLECTIONS - GENERAL

55.1. Description. Policy on deductions and collections is found in the DoDFMR, Volume 7A, chapters 44 through 54.

55.2. Definitions:

55.2.1. Deductions. A deduction is any subtraction or exclusion from gross pay due a member. Included are those required by laws, regulations or legal decisions, such as Federal and State income tax, child support, social security and Medicare and AFRH; those for benefits specifically authorized by law, such as SGLI; and voluntary allotments to designated payees. Deductions from pay must be properly authorized, adequately documented, and paid when due in the amount authorized. Debts may be collected voluntarily or involuntarily and must be collected in accordance with due process provisions of applicable laws.

55.2.2. Collections. Collections include military pay and allowance check cancellations as well as cash collections from military members to apply to debts recorded on the MMPA and collections of overpayments of TLA. See **Chapter 65** for detailed information on collections.

Chapter 56

TAXABLE WAGES AND WITHHOLDINGS

Section 56A—Federal Taxable Wages and Withholdings.

56.1. Description. The Air Force, as an employer, is required by DoDFMR, Volume 7A, to withhold and report Social Security, Medicare, and Federal and state taxable wages to the Internal Revenue Service (IRS), Social Security Administration (SSA), and state taxing authorities on a routine basis for each employee (member).

56.2. Federal Taxable Wages.

56.2.1. Military pays are taxable wages as defined by DoDFMR, Volume 7A, chapter 44, table 44-1. MGIB contributions are a reduction to Federal taxable wages (see **paragraph 64.3.2**). All debts remaining at time of separation are included in Federal taxable wages and reported on TD Form W-2, Wage and Tax Statement. When DFAS receives collections after separation, Debt and Claims issues a DFAS-DE Form 705, Certificate for Income Tax Adjustment, to the member.

56.2.2. Taxable wages are reported in the year wages are received, either actually or constructively. Constructive receipt occurs only when there is not a substantial limitation on the member's right to receive the payment at issue. For example, a member is entitled to a bonus payment with a November2006 authorization date. The entitlement posts to the member's MMPA in November 2006 and is available for payment to the member, but the member does not accept the bonus payment until January 2007. The bonus payment is taxable in 2006 since the wages were constructively received in 2006. For additional guidance, contact AFAFO.

56.3. TD Form W-4, Employee's Withholding Allowance Certificate. The FSO, where the member first reports for duty, must require each member to accomplish a TD Form W-4, Employee’s Withholding Allowance Certificate, and DD Form 2058, State of Legal Residence Certificate, as part of in-processing. The member may submit a new TD Form W-4 and/or DD Form 2058 when his or her tax status changes. Information reflected on the TD Form W-4 and DD Form 2058 is used to establish or change FITW (W-4) or SITW (DD 2058) data and withholding factors on a member’s MMPA. See **Figure 56.1** The original documents are forwarded to the Federal Records Center with the DTL (see **Chapter 2** of this manual for document submission requirements), a copy is retained with the extra copy of the DTL, and another copy is provided to the member.

56.3.1. Input Transactions. Based on the TD Form W-4, input an FJ04 transaction with the federal withholding factors. See **Figure 56.14** for transaction layout, and field input edits. Each transaction includes marital status, number of allowances, additional amount of withholding, and exemption from withholding, if applicable. The fields not being changed in the FJ04 transaction will contain blank spaces. Multiple items can be changed with input of one FJ04 transaction.

56.3.2. Exemption from Withholding. When a member submits a TD Form W-4 claiming exemption from income tax withholding, advise the member that he or she must have had no

tax liability in the previous year, and anticipate no tax liability in the current year. The exemption is only valid for the current calendar year. If, during the year, a member determines that he or she will have a tax liability in the current year, a new TD Form W-4 claiming a valid marital status and number of allowances, must be submitted. If a member determines that he/she will not have a tax liability in the next calendar year, a new TD Form W-4 must be submitted after December 1st of the current year, but no later than February mid-month of the next calendar year. If a new TD Form W-4 is not submitted, and the FJ04 transaction has not processed by February month end restructure, FITW will resume in March at the withholding rate of single with zero exemptions. ***NOTE:*** DJMS stops withholding for regular wages only; withholding on one-time entitlements continues. For a manual refund of withholding from one-time entitlements, send a message to DFAS.

56.3.3. If the tax-auth-city-state is 098, at the time the E203 processes, the FSO will receive a UDN reject, as a result of the MPF processing, to notify the FSO that member must declare a legal residence and an MG transaction must be sent to DFAS-DE. A 60-day suspense is established for receipt of the MG transaction. At the end of 60 days, the FSO receives another UDN from the suspense transaction and a new 30-day suspense is established. If the 30-day suspense is not cleared, it is rejected to DFAS for follow-up action.

56.4. Responsibility for TD Form W-4 Information.

56.4.1. Central Site. DFAS is required to submit information to the IRS when so directed, via written notice or in future published guidance. Additionally, DFAS may be required to withhold income tax at a higher rate if notified to do so by the IRS.

56.4.1.1. DELETED.

56.4.1.2. **(DELETED)**.

56.4.2. FSO. The FSO must honor a member's TD Form W-4 submission, unless the IRS gives written notification specifically stating that a member is not entitled to claim exempt status or is not entitled to the number of withholding allowances claimed on the TD Form W-4.

56.4.2.1. When a written notice is received from the IRS (IRS Letter XXXX (SC)) specifying that the member is not entitled to claim exemption from FITW, or that the number of allowances claimed is excessive, the FSO must comply with the IRS determination letter.

56.4.2.1.1. The FSO processes an FJ04 transaction in the month of receipt to update member's MMPA in accordance with the IRS letter. This is the only exception that authorizes the FSO to change the federal withholding factors without a signed TD Form W-4 from the member. After processing the FJ04 transaction, forward the original IRS determination letter to the DFRC with the DTL, retain a copy with the file copy DTL, and send a copy to the member. Any determination letters from the IRS which are sent directly to DFAS will be forwarded to the member's FSO (active duty only) for action.

56.4.2.1.2. If, after receipt of the determination letter, the member brings in a more current determination letter authorizing a larger number of exemptions or exempt status, the FSO must honor the new determination letter, and take action to update the

member's MMPA accordingly. No FITW refunds will be given for the period of lower allowances or non-exempt status.

56.4.2.2. If a member, who has received a determination letter, submits a statement justifying a newly filed TD Form W-4 for more withholding allowances than the number found on the IRS Letter XXXX (SC), send the new TD Form W-4, the justification statement, and a copy of the determination letter to your local IRS office. Overseas bases should send the new TD Form W-4 and statement to:

Director, Office of International Operation

1325 K Street NW

Washington DC 20225

56.5. Federal Income Tax Withholding (FITW).

56.5.1. FITW is normally computed using member's Federal wages and DJMS on-line Table 073. See DoDFMR, Volume 7A, chapter 44, for additional guidance. One-time entitlements are taxed at the federal flat rate percentage.

56.5.2. The FITW deduction amount for retroactive pay entitlements, **as the result of a retroactive accession only,** should be computed using the following FITW formula:

NM-FITW-DED X FITW Quotient Factor = CM-FITW-DED

NOTE: FITW Quotient Factor = CM-FITW-WAGES/NM-FITW-WAGES

56.5.2.1. If the FITW quotient factor is less than one, compute current month FITW using DJMS on-line Table 073.

56.5.2.2. If the FITW quotient factor is equal to or greater than one, compute current month FITW using the formula in **paragraph 56.5.2** above.

56.5.3. The following is an example of FITW Tax Computation for Retroactive Pay Entitlements using the FITW Quotient Factor.

56.5.3.1. Compute based on the following:

56.5.3.1.1. Member's normal Basic Pay (BP) is $874.80 per month.

56.5.3.1.2. Member claims single with one (1) exemption for tax purposes.

56.5.3.1.3. Member entered active duty January 16, 1996. Accession processed August 1996. Member's current month FITW wages are $6,561.00 (BP for period January 16 through August 31, 1996). This amount is substituted into CM-FITW-WAGES field of the FITW Quotient Factor formula.

$6561.00 / NM-FITW-WAGES = FITW Quotient Factor

56.5.3.2. Solution:

56.5.3.2.1. Divide current month FITW wages by next month FITW wages to arrive at the FITW quotient factor (substituted into NM-FITW-WAGES field of the FITW formula as an interim measure to demonstrate procedure for the calculation. The results of this step is what will actually be used in the calculation as the quotient factor).

$6561.00 / $874.80 = 7.5 (FITW Quotient Factor)

NOTE: The FITW quotient factor is two decimal places in length; do not round the decimal up or down. Example: 1.029 should be 1.02.

NM-FITW-DEDTN X 7.5 = CM-FITW-DEDTN

56.5.3.2.2. Using the information given above, compute next month FITW deduction (BP of $874.80 and exemptions of S01 for tax purposes). Next months FITW deduction is $66.50 (substituted into NM-FITW-DEDTN field of the FITW formula).

$66.50 X 7.5 = CM-FITW-DEDTN

56.5.3.2.3. Completing the FITW formula, member's current month FITW deduction would be $498.75 (substituted into the CM-FITW-DEDTN field of the FITW formula).

$66.50 X 7.5 = $498.75

56.6. Adjustments and Refunds.

56.6.1. Adjustments. Adjustments to a member's taxable wages and/or withholdings can only be processed by DFAS-JM/DE. The FSO must establish a CMS case and refer it to the Tax Box, providing as much specific information as possible to substantiate the adjustment. Reference **subparagraph 56.6.1.1** below for appropriate office to be contacted.

56.6.1.1. Current Year Federal Taxable Wages and/or Withholdings. Contact the appropriate DFAS-DE office to correct current year Federal taxable wages and/or withholdings, as applicable. DFAS-JMSB/DE is responsible for adjusting taxable wages and withholdings for active duty members ("A" status), JMCBD for separated members ("T" and "V" status) without a debt, and DFAS-JEC/DE (Debt Establishment) for members who separated with a debt. DFAS-JECC/DE (Claims Branch) issues TD Form W-2 on correction of record cases (BCMR).

56.6.1.2. Prior Year Federal Taxable Wages and/or Withholdings. A member's prior year Federal taxable wages and/or withholdings may only be corrected by DFAS-DE if an administrative error or DJMS system error resulted in the wages being reported incorrectly on the TD Form W-2 and/ or MMPA. In this situation, the FSO contacts DFAS-DE, via CMS case, and requests issuance of a TD Form W-2C.

56.6.2. Refunds.

56.6.2.1. Prior year FITW amounts can be refunded to the member when FITW was erroneously reported to the IRS and the member did not receive any pay. This normally occurs when a member's MMPA is in suspended (T) status and wages and withholdings continue to accrue, but no money is released to the member. In all other cases, the member must file a tax return with the IRS to receive a refund.

56.6.2.2. Contact DFAS-DE/FJP to refund the tax on one-time entitlements when a debt resulting from an erroneous payment is collected in one lump sum during the same calendar year.

56.7. TD Form W-2, Wage and Tax Statement. DFAS-DE produces TD Forms W-2 for all members who were on active duty during the calendar year, including members who separated or retired during the year. The TD Form W-2 is produced and mailed each January for the preceding calendar (tax) year (i.e., the 1994 TD Form W-2 is produced and mailed to members in January 1995). TD Forms W-2 will reflect taxable wages and withholdings for the entire tax year, even if the member had a break in service during the year. The history FID FC, FE, FH, FJ and FK entries with W2-ISSUED field = 'YES' contain the wages, withholdings, and nontaxable income reported to the member on the TD Form W-2.

56.7.1. Pension Plan. Per IRS directive, members on active duty for more than 90 consecutive days at any time during the year (including mobilized Reserve Forces members) are covered by a qualified pension plan, and the pension plan block on the TD Form W-2 will be marked.

56.7.2. Delayed Accessions. A TD Form W-2 must be issued for a prior calendar year (1994) when a member enters active duty and receives payment in that year (1994), but the accession to DJMS is processed after December month-end restructure (MER) or in the following year (1995). In this case, the TD Form W-2 wages and withholdings must be based on when the money was actually received by the member. If a member is a delayed accession, prepare and forward a pay computation (reflecting all entitlements and withholdings used to arrive at the partial payments made to the member) to DFAS-DE/FJPA requesting issuance of a TD Form W-2.

56.7.3. TD Forms W-2C, Statement of Corrected Income and Tax Amounts. FSOs do not issue original TD Forms W-2C for Air Force members. The FSO notifies DFAS-DE, via CMS, and requests the member's account be corrected when it is believed an error exists. DFAS-DE will research the account and process any necessary transactions. The history FID FC, FH, FJ and FK (if applicable) entries will have "W2C" in the W2-ISSUED field after these transactions have processed. The corrected wage and/or deduction amounts are processed to the 5-Year Tax History system for the actual production of the corresponding TD Form W-2C.

56.7.4. Duplicate TD Forms W-2 and W-2C. Refer to the "DJMS FIVE YEAR TAX HISTORY USERS GUIDE FOR INQUIRIES AND REISSUES" for further information concerning the issuance of TD Forms W-2C, and the capability to process reissues of TD Forms W-2 and any corresponding TD Forms W-2C for members. Requests for duplicate TD Forms W-2 and W-2C should be processed by the member's servicing FSO or by the nearest base for separatees and retirees. Members should retrieve their TD Forms W-2 and W-2C from myPay, only requesting from the FSO if their myPay access is suspended or terminated.

56.8. Social Security Numbers (SSN). SSNs are needed to properly credit individuals' accounts for contributions to Federal Insurance Contributions Act (FICA), which will cover taxpayers under the Old-age, Survivors and Disability Insurance (OASDI) program and the Medicare program. Covered individuals may qualify for benefits after: Obtaining the required number of quarters and age or becoming disabled or the death of the taxpayer. The Medicare program may entitle taxpayers who become permanently disabled to hospital coverage. After January 1991, employers are required to deduct and report Social Security and Medicare contributions separately. Military member’s participation is required by DoDFMR, Volume 7A, chapters 44 through 54.

56.8.1. Requirement. Each member on active duty or performing active duty for training must have an SSN (see AFI 36-3203). This number is the member's service identification number.

56.8.2. Change of Name. To record a change of name with the Social Security Administration (SSA), the member submits an SS Form 5, Application for a Social Security Number, to the nearest SSA office, if stateside, or MPF if stationed overseas.

56.8.3. Social Security and Medicare Claims. For advice and assistance regarding Social Security and Medicare benefits and claims, use facilities of the nearest social security field office except:

56.8.3.1. National Capital Region. Use facilities of Social Security Administration Field Office, 814 H Street NW, Washington DC 20203.

56.8.3.2. Far East. Use facilities of Social Security Administration Field Office, Federal Building, Civic Center, San Francisco CA 94102.

56.8.3.3. Europe, Near and Middle East. In Europe, the Near and Middle East, Eastern Canada, Iceland, and Greenland, use facilities of Social Security Administration Field Office, Post Office Building, Baltimore MD 21203.

56.8.3.4. Caribbean, Central, and South America. Use facilities of Social Security Administration Field Office, 34 South West First Street, Miami FL 33130, unless a social security field office has been established in the particular area.

56.9. Social Security and Medicare Taxable Wages and Withholdings.

56.9.1. Only basic pay is subject to Social Security and Medicare taxation and withholding. Also see DoDFMR, Volume 7A, chapter 44. (MGIB enrollment reduces the basic pay entitlement during the contribution period and wages subject to FICA and Medicare accordingly.)

56.9.2. DFAS-DE/FJP will correct or adjust a member's current year Social Security and/or Medicare taxable wages and withholdings. Prior year taxable wages may only be corrected by DFAS-DE if an administrative or DJMS system error resulted in incorrect reporting of wages on the TD Form W-2 and/or MMPA. In this situation, the FSO contacts DFAS-DE and requests issuance of a TD Form W-2C.

Section 56B—Earned Income Credit.

56.10. Entitlement Criteria.

56.10.1. Earned Income Wage Thresholds. EIC is available to individuals whose earned income and adjusted gross income are below the earned income thresholds. The earned income and adjusted gross income threshold varies, depending on whether the member has no dependents, one qualifying child, or two or more qualifying children. The thresholds change each year and members should refer to the TD Form W-5 to determine the current threshold for their income and status. Members can use the Earned Income Worksheet at **Figure 56.6** to help determine whether or not they qualify.

56.10.2. Earned Income. This term includes all taxable items of pay (i.e. basic pay and special pay). Because of the effect of earned income, APEIC is only available to members whose earned income does not exceed $29,665 for 2003. Check the current year's TD Form W-5 for annual limits.

56.11. Advance Payment of Earned Income Credit (APEIC). Earned Income Credit (EIC) can be paid to members in semi-monthly or monthly increments with a member's normal pay, once the member submits a TD Form W-5, Earned Income Credit Advance Payment Certificate, to the local FSO, and he or she is determined to be eligible. See **Figure 56.2**. The amount of APEIC is determined by member's earned income and whether a member's spouse has a TD Form W-5 in effect. A member whose spouse has a TD Form W-5 in effect will only receive partial APEIC benefits while a member whose spouse does not have a TD Form W-5 in effect can receive full APEIC benefits.

56.12. Eligibility for APEIC. A member is eligible to receive APEIC if all three of the following apply:

56.12.1. Qualifying Child. Member has a qualifying child living with him or her. A qualifying child must meet the relationship, residency and age tests as stated on the TD Form W-5.

56.12.2. Earned Income Limit. Member expects his or her income to not equal or exceed the earned income thresholds (see **paragraph 56.14.1** below). The member's spouse's income must also be considered when determining eligibility for requesting APEIC.

56.12.3. Continuing Entitlement. Member expects to be eligible to claim EIC for the current calendar year.

56.13. Substantiating Documents. Each eligible individual must complete a TD Form W-5.

56.14. FSO Responsibilities.

56.14.1. The FSO must honor a member's request if the member has a qualifying child living with him or her, the member's pay plus nontaxable earned income are not expected to

equal or exceed the thresholds outlined on the TD Form W-5 (member's income includes any earned income provided by member's spouse) and the FSO is unaware of any other item that would affect a member's eligibility; e.g., expected receipt of bonus payment, loss of dependents, or PCS, for a period that will exceed six months of the tax year, to a location outside the CONUS. The FSO forwards the original TD Form W-5 to DFRC and retains a copy with the DTL. Provide a copy of the Earned Income Worksheet to members to help them determine their eligibility.

56.14.2. The FSO processes a FID FE to start, stop, cancel, or change APEIC. See Figure 56- 11 for transaction format.

56.14.2.1. Start (FE01). The transaction's effective date can be up to one processing month in the future (i.e., FE01 can be input in December's processing month to be effective the 1st of January of the next calendar year).

56.14.2.2. Stop (FE02). Processed against an FE with a current effective date and stops at month end. To change a member's APEIC from full to partial benefits or vice versa, an FE02 must be processed followed by an FE01. The FE01 will recycle until the first update of the next calendar month, which may not be the first update of the next processing month.

Section 56C—State Taxable Wages and Withholdings.

56.15. State Taxable Wages. Military Pay subject to Federal tax may also be subject to state tax. **Attachment 15** is a listing of tax information for each state and territory. Also see DoDFMR, Volume 7A, chapter 44.

56.15.1. MGIB contributions reduce state taxable wages (see **paragraph 64.3.2**).

56.15.2. All debts remaining at time of separation are included in state taxable wages and reported on the TD Form W-2.

56.16. State Income Tax Withholding (SITW). State income taxes are withheld from the pay of members whose states of legal residence have formalized agreements with the United States Department of Treasury for state income tax withholding (SITW).

56.16.1. The amount of SITW will be in accordance with the agreement between the Department of Treasury and the State. Forms specifically prescribed by the agreement must be used (declaration of allowances, exemptions, exclusions, etc.).

56.16.2. The DoD has no authority to withhold delinquent state taxes. DFAS-DE notifies the states when a member changes state of legal residence. Once a member changes his or her state of legal residence, SITW is not withheld for the prior state.

56.16.3. DJMS produces an undeclared state taxing authority report twice a year, in April and November, which is placed out on SAR under mode JFATAX, report ID FA0141s. It is very important to get these members' state taxing authority updated; members who have an undeclared state taxing authority (state code 98) will encounter state tax filing issues at a later date. In addition, the member's MMPA will not convert to DIMHRS.

56.16.4. Members whose state taxing authority is 99 are claiming to be residents of foreign countries. If the tax-auth-state in the accession transaction was 99, contact the MPF to

process the MH01 to identify the member's resident country. Otherwise, process an MG04 to correct the tax-auth-state to a valid us state code. See **paragraph 56.18.2.3** for additional information.

56.17. Responsibilities.

56.17.1. Central Site. DFAS will correct or adjust a member's current year state taxable wages. Prior year state taxable wages may only be corrected by DFAS if a DFAS system or administrative error resulted in incorrect reporting of wages on the TD Form W-2 and/or MMPA. In this situation, the FSO contacts DFAS and requests issuance of a TD Form W-2C. (A member's failure to report a change in state taxing authorities is not a DFAS administrative error).

56.17.2. FSO Responsibilities. Based on the TD Form W-4, input an FK04 transaction with the state withholding factors. See figure 56-15 for transaction layout, and field input edits. Each transaction includes marital status, number of allowances, additional amount of withholding, and exemption from withholding, if applicable.

56.18. Special Provisions. Other member-requested changes that affect SITW computation include:

56.18.1. SITW exemption for Native American military members. The Soldiers' and Sailors' Civil Relief Act (SSCRA) prohibits states from taxing the military compensation of a Native American service member who claims a tribal reservation as his/her residence and who earns military compensation off the reservation by virtue of compliance with military orders. In order to comply with the law, the member must be able to claim as his/her state of legal residence/domicile, a federally recognized tribal reservation or Indian country. In addition, the member must be an enrolled member of that federally recognized Native American tribe.

56.18.1.1. Have the member complete a DD Form 2058-2 (see figure 56.21).

56.18.1.1.1. **(DELETED)**

56.18.1.1.2. **(DELETED)**

56.18.1.1.3. **(DELETED)**

56.18.1.1.4. **(DELETED)**

56.18.1.1.5. **(DELETED)**

56.18.1.2. Based on the member's certification, the FSO is authorized to process an FK04 with deduction election of 'N'.

56.18.1.3. You are not required to verify if the tribe/reservation claimed is federally recognized. If the member falsifies this information, he/she will be held responsible for state taxes by the state at the time of income tax filing. The list of eligible tribes/reservations can be found at: **http:// www.access.gop.gov/**. Federal Register/Vol 65, No. 49/Monday, March 13, 2000, pages 13298 -13303. Process the amended document in accordance with the requirements in this chapter.

56.18.1.4. Withholding will stop in the processing month that the FSO submits the FK04 change to exemption status. Adjustments for prior months will not be made.

56.18.2. Declare or Change State of Legal Residency.

56.18.2.1. New members must declare a state of legal residency within 6 months of accession, using DD Form 2058, State of Legal Residence Certificate, unless the E103 transaction included this information. See Figure 56-3. This form is also used for members who want to change their state of legal residence. The DD Form 2058 is to be completed in triplicate. The original is forwarded to the DFRC with the DTL, a copy is retained with the file copy DTL, and a copy is provided to the member. FSOs must input a MG04 transaction using the DD Form 2058 as their source document. See Figure 56-20. Valid input for TAX-AUTH-CITY-STATE is '0' followed by the 2 digit numeric state code.

56.18.2.2. The change is effective from the first calendar day of the processing month in which the MG04 transaction is processed. State taxing authority data codes, and administrator addresses are listed in **Attachment 6**. A leave and earning statement (LES) remark is output in the month the MG04 transaction processes.

56.18.2.3. When the MH (Resident Country) entry is not present on the MMPA, and the TAX-AUTH-STATE field in the MG04 transaction equals 99 (foreign nationals), the MG04 transaction will recycle for 10 updates. If a resident country add transaction has not processed in the next 10 updates, the recycling MG04 transaction will reject.

56.18.3. Declaration of Exemption from State Withholding.

56.18.3.1. Members can claim exempt from state income tax withholding for the following reasons:

56.18.3.1.1. Members are residents of states that grant exemption based on specific residency requirements.

56.18.3.1.2. Members claim exempt from federal income tax withholding, and state claimed for legal residence parallels federal rules.

56.18.3.2. Members must file a TD Form W-4 (both scenarios above), DD Form 2058-1, state income tax exemption test certificate (scenario #1 above), or specific state required form (if applicable). See figures 56-1 and 56-8, respectively, for TD Form W-4 and DD Form 2058-1. Reference **paragraphs 56.19.1** through **56.19.6**.

56.18.3.3. State taxable wages will not be accumulated on member's MMPA, reported on member's TD Form W-2, or provided to the applicable state. However, a listing will be provided, to each state, of members who claim exempt. Listing will include, as a minimum, the following items of information:

56.18.3.3.1. Member's SSN

56.18.3.3.2. Member's name

56.18.3.3.3. Reason member claims exempt from withholding.

56.18.3.4. Due to state residency requirements, members claiming exemption from SITW, who PCS into their state of legal residency (based on location of servicing FSO in LG entry), will systematically be changed to SITW deduction election single (S) with zero (0) exemptions. The member must submit a TD Form W-4 to change this as applicable, and the FSO is to process the FK04 transaction. However, the system will not

automatically change the SITW deduction election to "N" when a member PCSs from his/her state of legal residence.

56.18.4. Status Changes. When a member's status changes to 'T' for any reason, next month SITW deductions are suspended to avoid over deduction for members pending separation. If a member is in 'T' status from more than one month, and returns to active duty, management notice U803 is output to the servicing FSO one month after return to active duty. Advise the member that additional SITW deducted for the remainder of the year may prevent under withholding penalties by the state.

56.18.5. Filing Requirement. Military members are responsible for filing a state income tax return annually, regardless of where the member is stationed.

56.19. Unique State and Territory Residency Requirements. The following states and territories have unique requirements which affect military members who are legal residents. Active duty members with legal residence in these states declare rates, allowances or exclusions for SITW, as noted.

56.19.1. Arizona.

56.19.1.1. Arizona Form A-4, Employee's Withholding Allowance Certificate, is used when a member changes withholding percentage. Withholding percentages allowed by Arizona are listed in **Attachment 15**.

56.19.1.2. Effective 1 January 2007, compensation received for active service as a member of the military (active duty, Reserve, or Guard), including combat zone excluded pay, may be subtracted when computing Arizona adjusted gross income. Additional information on treatment of military income can be found in Arizona Department of Revenue Publication 704 (**www.azdor.gov/brochure/704.pdf**). Questions on Arizona requirements should be referred to the Arizona Department of Revenue. Members may contact the Arizona Department of Revenue at

Arizona Department of Revenue

Forms Distribution Unit

1600 West Monroe St.

Phoenix AZ 85007

or by phone at (602)542-4260.

56.19.1.2.1. **(DELETED)**.

56.19.1.2.2. **(DELETED)**.

56.19.2. California, Idaho, Pennsylvania, and Vermont.

56.19.2.1. Members who claim one of these states as their state of legal residence, and are stationed outside that state, can claim exemption from state withholding by submitting a DD Form 2058-1, or TD Form W-4.

56.19.2.2. Withholding will automatically begin when a member is assigned to duty in one of these states, based on the location of the servicing FSO (ADSN of LG entry).

Members may elect to claim exemption and stop SITW if the actual duty station is located outside the state.

56.19.3. Connecticut, Missouri, New Jersey, New York, and Oregon.

56.19.3.1. Members who believe they meet the three criteria below may declare themselves exempt from state withholding. Members must:

56.19.3.1.1. not maintain a permanent place of abode in the applicable state;

56.19.3.1.2. have a permanent place of abode elsewhere; and

56.19.3.1.3. have physically spent less than 31 days during the year in the applicable state.

56.19.3.2. Members must submit the substantiating document applicable to each state as follows:

56.19.3.2.1. Connecticut - CT-W4, Employee's Withholding or Exemption Certificate. The CT-W4 can be obtained by calling Connecticut Taxpayer Services at (806) 297-5962, or contacting them at the address provided in **Attachment 5**. Form CT-W4 should be completed so that the correct amount of income tax is withheld. Members who claim exemption from tax withholding must file a new certificate for the following year on or before February 15. DJMS-AC will withhold 4.5% beginning February 16, when a new form CT-W4 is not filed by members claiming exemptions from withholding.

56.19.3.2.2. Missouri - DOR Form 374, Statement of Non-residency, or MO Form W4, Employee's Withholding Allowance Certificate. Missouri allows the use of the DD Form 2058-1, State Income Tax Exemption Test Certificate, in lieu of the DOR Form 374.

56.19.3.2.3. New Jersey, New York, and Oregon - DD Form 2058-1.

56.19.4. Guam. DFAS-DE reports to the IRS on a quarterly basis the FITW amounts related to members claiming residency in Guam. The FSOs should verify the information input in the MG and MH entries of members claiming residency in Guam to ensure these members are being correctly reported. The MG entry should equal “99”, and the MH entry should equal “GQ”.

56.19.5. Ohio. Ohio Revised Code provides that for taxable years beginning on and after Jan 1, 2007, an Ohio resident member can deduct active duty military pay and allowances that are included in federal adjusted gross income if those amounts are received while the stationed outside Ohio. The term "stationed" refers to an Ohio resident service member’s permanent place of military duty. Periods of training in which a service member, either individually or as part of a unit, departs the permanent place of duty and then returns following the completion of the training, is not included in the definition of "stationed." Members who are legal residents of Ohio, but stationed outside Ohio, complete IT 4 MIL, Military Employee Exemption from Withholding. This form allows the member to exempt military pay and allowances received for active duty service while stationed outside the state of Ohio from the withholding of Ohio income and Ohio school district income taxes. To qualify for the exemption, the military member must complete this form in full, sign it and submit it to his/her finance office. The form is available on the Ohio Department of Taxation website at:

http://tax.ohio.gov/documents/forms/ohio_individual/individual/2007/IT_IT4MIL.pdf (see **Figure 56.7**). Military pay and allowances for members who are Ohio residents stationed inside Ohio are subject to Ohio individual income tax and also to school district income tax if the member resides in a taxing school district. If a member is not eligible to claim exemption from Ohio income tax withholding, the member must complete Ohio form IT 4, available at **tax.ohio.gov**. Whether income is exempt from Ohio state withholding or not, Ohio residents are required to file Ohio state income tax returns.

56.19.5.1. **(DELETED)**.

56.19.5.1.1. **(DELETED)**.

56.19.5.1.2. **(DELETED)**.

56.19.5.1.3. **(DELETED)**.

56.19.5.2. **(DELETED)**.

56.19.5.3. **(DELETED)**.

56.19.6. Puerto Rico.

56.19.6.1. The Taxpayer Relief Act of 1997, Public Law no. 105-34, amended 5 U.S.C. § 5517 to authorize the Department of the Treasury and the Commonwealth of Puerto Rico to enter into a tax withholding agreement. The agreement was executed November 17, 1997, and is effective January 1, 1998. Military members who claim the Commonwealth of Puerto Rico as their legal residence will have taxes withheld as follows:

56.19.6.1.1. No federal income tax, only Puerto Rican income tax withheld as SITW, when duty station is outside the 50 states (us). Tax will be computed based on tax rate table.

56.19.6.1.2. Federal income tax, with no SITW, will be withheld when duty station is within the U.S.

56.19.6.1.3. Members stationed within Puerto Rico will have only SITW, no FITW, deducted.

56.19.6.1.4. All taxable wages will be reported on member's TD Form W-2, wage and tax statement, as both federal and state wages.

56.19.6.2. Advise members, claiming residency in Puerto Rico, of the following:

56.19.6.2.1. Member must file both a federal and Puerto Rico income tax return at the end of the year.

56.19.6.2.2. Members who may qualify for earned income credit (EIC) are eligible for advanced payment of EIC with submission of a TD Form W-5, Earned Income Credit Advance Payment Certificate. See **Figure 56.2** for form sample.

56.19.6.2.3. Advise members to contact the unit tax advisor or legal assistance office for further information or assistance.

Section 56D—Combat Zone Tax Exclusion.

56.20. Definitions.

56.20.1. Combat Zone (CZ). A CZ is any area designated by Executive Order as an area in which Armed Forces of the United States are, or have, engaged in combat. Service is performed in a combat zone only if performed on or after the date designated by the Executive Order as the date of the commencing of combat activities, and on or before the termination date in designated zone. DoDFMR, Volume 7A, chapter 44, contains the areas currently considered CZs.

56.20.2. Qualified Hazardous Duty Area (QHDA). 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. In order for a QHDA to be eligible for CZTE, the QHDA must be designated for entitlement to hostile fire/imminent danger pay (HF/IDP). DoDFMR, Volume 7A, chapter 10, provides the areas currently designated to receive HF/IDP entitlement.

56.20.3. Direct Support. 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. Commander in Chief, Europe (CINCEUR), is the approving authority for all European theater determinations of direct support, and certifies which members qualify for tax relief by virtue of service in direct support of CZ, or QHDA operations such as Operation Joint Endeavor, Able Sentry, or Provide Comfort. Service members and unit commanders, who are not in the CZ or QHDA, may not self-certify their entitlement to the tax relief. Requests must be processed through the appropriate chain of command.

56.21. Combat Zone Tax Exclusion (CZTE).

56.21.1. A CZ does not require the HF/IDP entitlement to receive CZTE. Per DoDFMR Volume 7A, chapter 44, a member is entitled to CZTE for any month during any part in which:

56.21.1.1. The member performs active service in an area designated by executive order as a CZ, or

56.21.1.2. Provides direct support of military operations in a CZ, and is entitled to HF/IDP, or

56.21.1.3. Performs active service with entitlement to HF/IDP in a QHDA, or

56.21.1.4. Provides direct support of operations in the QHDA through active service performed in a HF/IDP-designated area outside the QHDA (i.e., a member maintaining airplanes, in a HF/ IDP-designated area, that are being flown over the QHDA in support of Operation Joint Endeavor).

56.21.2. A member is also entitled to CZTE for direct support of QHDA operations when the member, whose permanent duty station is outside the QHDA which is an area not HF/IDP-designated (i.e., Hungary or Italy), and flies official missions into the air space of the QHDA. This member's CZTE entitlement is based on entitlement to HF/IDP as a result of active service performed in QHDA air space in direct support of operations in the QHDA (i.e., Joint Endeavor).

56.21.3. A member is not entitled to CZTE for direct support of QHDA operations when the member, who performs the aircraft maintenance service in support of military operations in the QHDA, is in an area outside the QHDA that is not HF/IDP-designated (i.e., Hungary, Italy). CZTE entitlement for direct support of QHDA operations is conditional on HF/IDP entitlement. The member is, however, entitled to an extension of the deadline for filing their federal income tax return when the Secretary of Defense, or his designee, certifies that such active service is in direct support of operations in the QHDA, and the member's orders reflect the direct support assignment.

56.21.4. The exclusion amount for an officer is limited to an amount equal to the basic pay of the highest ranking enlisted member, plus IDP if applicable. DJMS Table 074 contains the amounts applicable for each year. Additionally, officers can only have excluded that portion of a bonus that is between the monthly pay and the exclusion limit (cap). Example: An officer has regular taxable wages for May 07 of $4,000 and an ACP bonus of $100,000, with the first $50,000 due 1 May 07. This member is entitled to CZTE and IDP for the month of May 07. The exclusion for this member is limited to $6,687.60 for the month of May and future installments on the ACP bonus remain taxable, regardless of whether paid during a month in which the member is present in the combat zone. There is no exclusion limit for enlisted members. ***NOTE:*** Prior to November 22, 1995, the maximum amount excludable for officers was $500.00.

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

56.22.1. Member's orders authorizing them to enter the QHDA (which is authorized HF/IDP), or a CZ. See **Figure 56.5**.

56.22.2. Travel voucher with a commander's certification that the unit, or member, has performed active duty service within a QHDA (which is authorized HF/IDP), or a CZ.

56.22.3. Assignment to a unit that has been determined to be in direct support.

56.23. CZTE Withholding Election.

56.23.1. For Enlisted Members and Warrant Officers. The CZ-DEDTN field in the 23, or CZ-DEDTCN field of the FL, transaction will contain "0" if CZTE is not authorized, and "1" if CZTE is authorized.

56.23.2. For Officers. Officers may continue all or part of their FITW/SITW while in a combat zone. Officers requesting continuation of withholding must submit either a TD Form W-4, or a request indicating whether all, or part of the normal withholding should continue to be deducted. A copy of the request (used in lieu of TD Form W-4) authorizing FSOs to continue withholding should be maintained the same as a TD Form W-4. See Figure 56-8. The CZ-DEDTN field in the 23, or CZ-DEDTCN field of the FL, transaction will contain "0" if CZTE is not authorized. Input one of the codes indicated in Figure 56-9 if CZTE is authorized.

56.24. CZTE While Hospitalized. Members are entitled to CZTE for any month they are hospitalized, or re-hospitalized, as a result of wounds, disease or injury incurred while serving in a CZ, or QHDA. Use the FID FL to report their entitlement to CZTE. CZTE entitlement should be documented by medical opinion from a military physician that states the member's hospitalization is the result of wounds, disease or injury incurred while serving in a combat zone. FID FL must be reentered each month, prior to month-end restructure, when a member's hospitalization covers more than one month. See **Chapter 13** for additional information concerning CZTE entitlement for members wounded while on duty in a covered area.

56.25. Leave Earned in a CZ or QHDA.

56.25.1. The value of leave earned in the CZ, or QHDA, is fully excludable from taxable wages for enlisted members, and warrant officers, when used or sold, to the extent the leave was accrued during any month in any part of which the enlisted member actually served in a CZ or QHDA. For officers, the value of leave earned during any month in any part of which they served in the CZ, or QHDA, may be excluded, not to exceed the "maximum enlisted amount" for the month of service to which the leave was earned, less the amount of wages already excluded for that month. The term "maximum enlisted amount" refers to the highest amount payable to the highest enlisted grade, plus imminent danger pay, if applicable.

56.25.2. A member earns 2.5 days leave for each full month of active duty. If a member serves any portion of a month in a CZ or QHDA, the leave earned during that month is subject to CZTE. For any month a member is not eligible to earn the full 2.5 days, i.e., accession or separation at a time during the month which prevents 2.5 days leave being earned, the member earns .5 days leave for every six days on active duty. If a member serves any portion of a month in a CZ or QHDA, the leave earned during that month is subject to CZTE. The amount of CZ or QHDA tax exempt leave available for sale, or use, is reduced first as leave is sold or used. For example, if the member accrues 30 days leave in the CZ or QHDA, and uses 30 days immediately upon return, the member will not have any leave that will be tax excludable when leave is later sold or used. On the other hand, if the member only uses 15 days of the 30 days earned, a balance of 15 days will exist, and must be included first for any subsequent sell or use of leave.

56.25.3. DJMS currently withholds taxes on leave as it is used or sold. The FSO notifies DFAS-DE, via CMS, and requests an adjustment to ensure the member receives the tax benefit. No source document relative to this process is required to be submitted.

56.25.4. The 23, BS, and FL entries on the MMPA are used to determine the validity of the adjustment requested. The leave being sold, or used, must be verified to ensure it does in fact encompass an amount of leave actually earned in a CZ or QHDA that has not previously been sold or used.

56.25.5. The following results will occur from adjustments, as applicable:

56.25.5.1. Adjustments made for current tax year cause member's taxable wages and withholdings to be corrected. Changes to withholding amounts will result in refund as appropriate. Member's TD Form W2, Wage and Tax statement, for current tax year will reflect adjusted amounts.

56.25.5.2. Adjustments made for prior tax year(s) result in member's taxable wages being adjusted, and A TD Form W2C, corrected wage and tax statement, being issued. No adjustment will be made to amounts withheld, and no refunds will be made. Member must file an amended tax return to receive any refund due.

56.26. LES Remarks for CZTE. The amount of CZTE wages a member earned during the calendar year will be displayed on the LES in March, June, September and December. Members should be advised to review this information, and bring any discrepancies to the attention of the FSO. CZTE wages are not included in taxable income on a member's TD Form W-2 at year end, but are included as part of the Non-Taxable Earned Income reported in block 13. If a member is applying for the earned income credit (EIC), the amount in block 13 must be included in "Earned Income" to determine the amount of EIC the member is eligible for (See **Section 56B** - EARNED INCOME CREDIT).

56.27. FSO Responsibility. DJMS-AC processing will be as follows:

56.27.1. When a member is in a CZ or QHDA designated for HF/IDP and CZTE IAW DoDFMR, Volume 7A, chapters 10 and 44, respectively, the FID 23 transaction will be used to start/report entitlement. See **Chapter 13** of this manual for further specifics regarding the input of FID 23 transactions.

56.27.2. FID FL transaction(s) will be used when a member is performing extended official duty in an area entitled to CZTE, but not entitled to HF/IDP. See **Figure 56.16** and **Figure 56.17** for transaction formats(s).

56.27.2.1. Start (FL01). Transaction will be used when member is authorized a continuing CZTE, but not HF/IDP. The start date cannot be for a future month, just current or prior.

56.27.2.1.1. Transactions with current month and year effective dates will decrease federal and state wages, and refund applicable federal and state taxes for current month only. Decreased amounts will be reflected in the FJ and FK (if applicable) entry(ies), respectively, on the MMPA for wages and withholdings. Refunds will be reflected in the FID P9 entry(ies) with PAY-DEDTN-TYPE = Z (federal), and = Y (state).

56.27.2.1.2. Transactions with retroactive effective dates of prior month, current year, will decrease current month and year-to-date federal and state wages, and will refund federal and state taxes that were withheld for prior month(s) in addition to the actions discussed in **paragraph 56.27.2.1.1** above.

56.27.2.1.3. Transactions with retroactive effective date of prior month, prior year, will adjust prior year federal and state wages in addition to actions discussed in **paragraphs 56.27.2.1.1** and **56.27.2.1.1.2** above. No refund will be made of taxes previously withheld. TD Form W-2C, Statement of Corrected Income and Tax Amounts, will be generated showing change in wages. Member must file amended tax return to receive any refund of prior year taxes withheld.

56.27.2.2. Stop (FL02). Transaction will be used when member is no longer entitled to CZTE. Stop date must be prior to current date. When stop date is current month, transaction will recycle until first calendar day of following month.

56.27.2.2.1. Transactions with current month and year effective date will result in a re-computation of current and next month's federal, and state wage and withholding amounts, if applicable. Increased amounts will be reflected in the FJ and FK (if applicable) entry(ies), respectively, on the MMPA with start = 7777 for wages and withholdings.

56.27.2.2.2. Transactions with retroactive effective date of prior month, current year, will re-compute prior and current month(s), and year to date federal and state wages and withholdings. Collection of federal and state taxes for prior month(s) will be reflected in P9 entry(ies) with negative dollar amounts in addition to the actions discussed in **paragraph 56.27.2.1** above.

56.27.2.2.3. Transactions with retroactive effective date of prior month, prior year, will adjust prior year federal and state wages in addition to actions discussed in **paragraphs 56.27.2.2.1** and **56.27.2.2.2** above. No collection of taxes will occur. TD Form W-2C, Corrected Wage and Tax Statement, will be generated showing change in wages. Member must file amended tax return to reconcile with the Internal Revenue Service any prior year taxes owed.

56.27.2.3. Report (FL03). Used to report CZTE only when the member was in a CZ not designated to receive HF/IDP IAW DoDFMR, Volume 7A, chapter 44. Report CZTE for months indicated. The start and stop months must be prior to the current month, or the transaction will reject. FL03 transactions processed for the current year will reduce year-to-date Federal and state taxable wages, and refund withholdings for the months indicated depending on the CZ-DEDTCN election code. When input for prior years, prior year Federal and state taxable wages will be adjusted if within IAS. Otherwise, a management notice is sent to DFAS to adjust prior year Federal and state taxable wages. A TD Form W-2C will be issued from the 5-Year Tax History system correcting taxable wages only. Prior year withholdings are not adjusted.

56.27.2.4. Correct (FL05). Used to correct CZTE start or stop dates in an existing history FID FL entry. FL05 transactions for the current year will adjust Federal taxable wages and withholdings, and state taxable wages depending on CZ-DEDTCN election. When an FL05 transaction is input for prior years, the FID FL will be corrected (if within IAS), Federal and state wages will be adjusted, and a TD Form W-2C will be created.

56.27.2.5. Cancel (FL06). Used to cancel previously reported CZTE authorization. When canceling an FID FL, a history one-time entitlement FID FJ entry is created to increase year-to-date Federal taxable wages and collect current year Federal withholdings depending on the CZ-DEDTCN election. These entries are easily identified by the '7777' in the start date field. A history one-time FID FK, similar to the one-time FID FJ, is built along with the FID FJ, if applicable. When an FL06 transaction is input for a prior year, the FL entry will be canceled (if within IAS), Federal and state wages will be adjusted, and a W-2C will be created. A management notice is sent to DFAS-DE/FJP to adjust prior year Federal and state taxable wages if outside IAS.

56.27.3. FSOs are required to ensure processing continuity is maintained. If CZTE is initially processed with HF/IDP transactions, i.e., 2301 and 2303, all adjustments to that period of CZTE authorization must be processed through HF/IDP transactions, i.e., 2302, 2305 and 2306.

Figure 56.1. TD Form W-4, Employee's Withholding Allowance Certificate.

Form W-4 (1997)

Want More Money in Your Paycheck?
If you expect to be able to take the earned income credit for 1997 and a child lives with you, you may be able to have part of the credit added to your take-home pay. For details, get Form W-5 from your employer.

Purpose. Complete Form W-4 so that your employer can withhold the correct amount of Federal income tax from your pay. Form W-4 may be completed electronically, if your employer has an electronic system. Because your tax situation may change, you may want to refigure your withholding each year.

Exemption From Withholding. Read line 7 of the certificate below to see if you can claim exempt status. *If exempt, only complete lines 1, 2, 3, 4, 7, and sign the form to validate it.* No Federal income tax will be withheld from your pay. Your exemption expires February 17, 1998.

***Note:** You cannot claim exemption from withholding if (1) your income exceeds $650 and includes unearned income (e.g., interest and dividends) and (2) another person can claim you as a dependent on their tax return.*

Basic Instructions. If you are not exempt, complete the Personal Allowances Worksheet. Additional worksheets are on page 2 so you can adjust your withholding allowances based on itemized deductions, adjustments to income, or two-earner/two-job situations. Complete all worksheets that apply to your situation. The worksheets will help you figure the number of withholding allowances you are entitled to claim. However, you may claim fewer allowances than this.

Head of Household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals.

Nonwage Income. If you have a large amount of nonwage income, such as interest or dividends, you should consider making estimated tax payments using Form 1040-ES. Otherwise, you may find that you owe additional tax at the end of the year.

Two Earners/Two Jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one W-4. This total should be divided among all jobs. Your withholding will usually be most accurate when all allowances are claimed on the W-4 filed for the highest paying job and zero allowances are claimed for the others.

Check Your Withholding. After your W-4 takes effect, use Pub. 919, Is My Withholding Correct for 1997?, to see how the dollar amount you are having withheld compares to your estimated total annual tax. Get Pub. 919 especially if you used the Two-Earner/Two-Job Worksheet and your earnings exceed $150,000 (Single) or $200,000 (Married). To order Pub. 919, call 1-800-829-3676. Check your telephone directory for the IRS assistance number for further help.

Sign This Form. Form W-4 is not considered valid unless you sign it.

Personal Allowances Worksheet

A Enter "1" for **yourself** if no one else can claim you as a dependent . . . . . A ____

B Enter "1" if:
- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are $1,000 or less.

. . B ____

C Enter "1" for your **spouse.** But, you may choose to enter -0- if you are married and have either a working spouse or more than one job (this may help you avoid having too little tax withheld) . . . . . C ____

D Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return . . . . . D ____

E Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of Household** above) . E ____

F Enter "1" if you have at least $1,500 of **child or dependent care expenses** for which you plan to claim a credit . . F ____

G Add lines A through F and enter total here. **Note:** This amount may be different from the number of exemptions you claim on your return ▶ G ____

For accuracy, complete all worksheets that apply.
- If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
- If you are **single** and have **more than one job** and your combined earnings from all jobs exceed $32,000 OR if you are **married** and have a **working spouse or more than one job,** and the combined earnings from all jobs exceed $55,000, see the Two-Earner/Two-Job Worksheet on page 2 if you want to avoid having too little tax withheld.
- If **neither** of the above situations applies, stop here and enter the number from line G on line 5 of Form W-4 below.

----------- **Cut here and give the certificate to your employer. Keep the top portion for your records.** -----------

Form **W-4** — Department of the Treasury, Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ **For Privacy Act and Paperwork Reduction Act Notice, see reverse.**

OMB No. 1545-0010
1997

1 Type or print your first name and middle initial — Last name — 2 Your social security number

Home address (number and street or rural route) — 3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

City or town, state, and ZIP code — 4 If your last name differs from that on your social security card, check here and call 1-800-772-1213 for a new card . . . . . ▶ ☐

5 Total number of allowances you are claiming (from line G above or from the worksheets on page 2 if they apply) . 5

6 Additional amount, if any, you want withheld from each paycheck . . . . . 6 $

7 I claim exemption from withholding for 1997, and I certify that I meet **BOTH** of the following conditions for exemption:
- Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability; **AND**
- This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.

If you meet both conditions, enter "EXEMPT" here . . . . . ▶ 7

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Employee's signature ▶ **Date** ▶ , 19

8 Employer's name and address (Employer: Complete 8 and 10 only if sending to the IRS) — 9 Office code (optional) — 10 Employer identification number

Cat. No. 10220Q

Form W-4 (1997) Page 2

Deductions and Adjustments Worksheet

Note: *Use this worksheet only if you plan to itemize deductions or claim adjustments to income on your 1997 tax return.*

1	Enter an estimate of your 1997 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes (but not sales taxes), medical expenses in excess of 7.5% of your income, and miscellaneous deductions. (For 1997, you may have to reduce your itemized deductions if your income is over $121,200 ($60,600 if married filing separately). Get Pub. 919 for details.)	1	$
2	Enter: $6,900 if married filing jointly or qualifying widow(er) $6,050 if head of household $4,150 if single $3,450 if married filing separately	2	$
3	**Subtract** line 2 from line 1. If line 2 is greater than line 1, enter -0-	3	$
4	Enter an estimate of your 1997 adjustments to income. These include alimony paid and deductible IRA contributions	4	$
5	**Add** lines 3 and 4 and enter the total	5	$
6	Enter an estimate of your 1997 nonwage income (such as dividends or interest)	6	$
7	**Subtract** line 6 from line 5. Enter the result, but not less than -0-	7	$
8	**Divide** the amount on line 7 by $2,500 and enter the result here. Drop any fraction	8	
9	Enter the number from Personal Allowances Worksheet, line G, on page 1	9	
10	**Add** lines 8 and 9 and enter the total here. If you plan to use the Two-Earner/Two-Job Worksheet, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, on page 1	10	

Two-Earner/Two-Job Worksheet

Note: *Use this worksheet only if the instructions for line G on page 1 direct you here.*

1	Enter the number from line G on page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet)	1	
2	Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here	2	
3	If line 1 is **GREATER THAN OR EQUAL TO** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter -0-) and on Form W-4, line 5, on page 1. **DO NOT** use the rest of this worksheet	3	

Note: *If line 1 is **LESS THAN** line 2, enter -0- on Form W-4, line 5, on page 1. Complete lines 4–9 to calculate the additional withholding amount necessary to avoid a year end tax bill.*

4	Enter the number from line 2 of this worksheet	4	
5	Enter the number from line 1 of this worksheet	5	
6	**Subtract** line 5 from line 4	6	
7	Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here	7	$
8	**Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding amount needed	8	$
9	Divide line 8 by the number of pay periods remaining in 1997. (For example, divide by 26 if you are paid every other week and you complete this form in December 1996.) Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck	9	$

Table 1: Two-Earner/Two-Job Worksheet

Married Filing Jointly				All Others			
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above
0 - $4,000	0	35,001 - 40,000	8	0 - $5,000	0	75,001 - 90,000	8
4,001 - 7,000	1	40,001 - 50,000	9	5,001 - 11,000	1	90,001 - 110,000	9
7,001 - 12,000	2	50,001 - 60,000	10	11,001 - 15,000	2	110,001 and over	10
12,001 - 17,000	3	60,001 - 70,000	11	15,001 - 20,000	3		
17,001 - 22,000	4	70,001 - 80,000	12	20,001 - 24,000	4		
22,001 - 28,000	5	80,001 - 100,000	13	24,001 - 45,000	5		
28,001 - 32,000	6	100,001 - 110,000	14	45,001 - 60,000	6		
32,001 - 35,000	7	110,001 and over	15	60,001 - 75,000	7		

Table 2: Two-Earner/Two-Job Worksheet

Married Filing Jointly		All Others	
If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
0 - $50,000	$400	0 - $30,000	$400
50,001 - 100,000	740	30,001 - 60,000	740
100,001 - 130,000	820	60,001 - 120,000	820
130,001 - 240,000	950	120,001 - 250,000	950
240,001 and over	1,050	250,001 and over	1,050

Privacy Act and Paperwork Reduction Act Notice.—We ask for the information on this form to carry out the Internal Revenue laws of the United States. The Internal Revenue Code requires this information under sections 3402(f)(2)(A) and 6109 and their regulations. Failure to provide a completed form will result in your being treated as a single person who claims no withholding allowances. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, and the District of Columbia for use in administering their tax laws.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue Law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The time needed to complete this form will vary depending on individual circumstances. The estimated average time is: **Recordkeeping** 46 min., **Learning about the law or the form** 10 min., **Preparing the form** 59 min. If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **DO NOT** send the tax form to this address. Instead, give it to your employer.

Figure 56.2. TD Form W-5, Earned Income Credit Advance Payment Certificate.

1997 Form W-5

Department of the Treasury
Internal Revenue Service

Instructions

Purpose

Use Form W-5 if you are eligible to get part of the EIC in advance with your pay and choose to do so. The amount you can get in advance generally depends on your wages. If you are married, the amount of your advance EIC payments also depends on whether your spouse has filed a Form W-5 with his or her employer. However, your employer cannot give you more than $1,326 throughout 1997 with your pay.

If you do not choose to get advance payments, you can still claim the EIC on your 1997 tax return.

What Is the EIC?

The EIC is a credit for certain workers. It reduces tax you owe. It may give you a refund even if you don't owe any tax. For 1997, the EIC can be as much as $2,210 if you have one qualifying child; $3,656 if you have more than one qualifying child; $332 if you do not have a qualifying child. But you cannot get advance EIC payments unless you have a qualifying child. See **Who Is a Qualifying Child?** on this page.

Who Is Eligible To Get Advance EIC Payments?

You are eligible to get advance EIC payments if **all three** of the following apply.

1. You have at least one qualifying child.
2. You expect that your 1997 earned income and modified AGI (adjusted gross income) will each be less than $25,760. Include your spouse's income if you plan to file a joint return. As used on this form, earned income does not include amounts inmates in penal institutions are paid for their work. For most people, modified AGI is the same as adjusted gross income. (You can look at page 1 of your 1996 tax return to find out what is included in adjusted gross income.) However, if you plan to file a 1997 Form 1040, see the 1996 Form 1040 instructions to figure your modified AGI.
3. You expect to be able to claim the EIC for 1997. To find out if you may be able to claim the EIC, answer the questions on page 2.

How Do I Get Advance EIC Payments?

If you are eligible to get advance EIC payments, fill in the Form W-5 at the bottom of this page. Then, detach it and give it to your employer. If you get advance payments, you must file a 1997 Federal income tax return.

You may have only one Form W-5 in effect with a current employer at one time. If you and your spouse are both employed, you should file separate Forms W-5.

This Form W-5 expires on December 31, 1997. If you are eligible to get advance EIC payments for 1998, you must file a new Form W-5 next year.

TIP *You may be able to get a larger credit when you file your 1997 return. For details, see Additional Credit on page 2.*

Who Is a Qualifying Child?

Any child who meets **all three** of the following conditions is a **qualifying child.**

1. The child is your son, daughter, adopted child, stepchild, foster child, or a descendant (for example, your grandchild) of your son, daughter, or adopted child.

Note: *An adopted child includes a child placed with you by an authorized placement agency for legal adoption even if the adoption is not final. A foster child is any child you cared for as your own child.*

2. The child is under age 19 at the end of 1997, or under age 24 at the end of 1997 and a full-time student, or any age at the end of 1997 and permanently and totally disabled.
3. The child lives with you in the United States for over half of 1997 (for all of 1997 if a foster child). If the child does not live with you for the required time because the child was born or died in 1997, the child is considered to have lived with you for all of 1997 if your home was the child's home for the entire time he or she was alive in 1997.

Note: *Temporary absences such as for school, medical care, or vacation count as time lived at home. Members of the military on extended active duty outside the United States are considered to be living in the United States.*

Married child.—If the child is married at the end of 1997, that child is a qualifying child only if you may claim him or her as your dependent, or the following **Exception** applies to you.

Exception. You are the custodial parent and would be able to claim the child as your dependent, but the noncustodial parent claims the child as a dependent because—

1. You signed **Form 8332,** Release of Claim to Exemption for Child of Divorced or Separated Parents, or a similar statement, agreeing not to claim the child for 1997, *or*
2. You have a pre-1985 divorce decree or separation agreement that allows the noncustodial parent to claim the child and he or she gives at least $600 for the child's support in 1997.

Qualifying child of more than one person.—If the child is a qualifying child of more than one person, only the person

(Continued on page 2)

Give the lower part to your employer; keep the top part for your records.

Detach here

Form **W-5**

Department of the Treasury
Internal Revenue Service

Type or print your full name

Earned Income Credit Advance Payment Certificate

▶ Give this certificate to your employer.
▶ This certificate expires on December 31, 1997.

OMB No. 1545-1342

1997

Your social security number

Note: *If you get advance payments of the earned income credit for 1997, you must file a 1997 Federal income tax return. To get advance payments, you must have a qualifying child and your filing status must be any status except married filing a separate return.*

		Yes	No
1	I expect to be able to claim the earned income credit for 1997, I do not have another Form W-5 in effect with any other current employer, and I choose to get advance EIC payments		
2	Do you have a qualifying child?		
3	Are you married?		
4	If you are married, does your spouse have a Form W-5 in effect for 1997 with any employer?		

Under penalties of perjury, I declare that the information I have furnished above is, to the best of my knowledge, true, correct, and complete.

Signature ▶ Date ▶

Cat. No. 10227P

Questions To See if You May Be Able To Claim the EIC for 1997

Caution: *You **cannot** claim the EIC if you plan to file either **Form 2555** or **Form 2555-EZ** (relating to foreign earned income) for 1997. You also **cannot** claim the EIC if you are a nonresident alien for any part of 1997 unless you are married to a U.S. citizen or resident and elect to be taxed as a resident alien for all of 1997.*

1 Do you have a qualifying child? Read **Who Is a Qualifying Child?** on page 1 before you answer this question. If the child is married, be sure you also read **Married child** on page 1.

☐ **No. Stop.** You may be able to claim the EIC but you **cannot** get advance EIC payments.

☐ **Yes.** Go to question 2.

Caution: *If the child is a qualifying child for both you and another person, the child is your qualifying child only if you expect your 1997 modified AGI to be **higher** than the other person's modified AGI. If the other person is your spouse and you expect to file a joint return for 1997, this rule does not apply.*

2 Do you expect your 1997 filing status to be Married filing a separate return?

☐ **Yes. Stop.** You **cannot** claim the EIC.

☐ **No.** Go to question 3.

TIP *If you expect to file a joint return for 1997, include your spouse's income when answering questions 3 and 4.*

3 Do you expect that your 1997 earned income and modified AGI (see page 1) will each be less than $25,760 (less than $29,290 if you have more than one qualifying child)?

☐ **No. Stop.** You **cannot** claim the EIC.

☐ **Yes.** Go to question 4. But remember, you **cannot** get advance EIC payments if you think your 1997 earned income or modified AGI will be $25,760 or more.

4 Do you expect that your 1997 investment income will be more than $2,250? For most people, investment income is the total of their taxable interest and dividends and tax-exempt interest. However, if you plan to file a 1997 Form 1040, see the 1996 Form 1040 instructions to figure your investment income.

☐ **Yes. Stop.** You **cannot** claim the EIC.

☐ **No.** Go to question 5.

5 Do you expect that you (or your spouse if filing a joint return) will be a qualifying child of another person for 1997?

☐ **No.** You may be able to claim the EIC.

☐ **Yes.** You **cannot** claim the EIC.

with the **highest** modified AGI for 1997 may treat that child as a qualifying child. If the other person is your spouse and you plan to file a joint return for 1997, this rule does not apply.

Reminder.—Your qualifying child must have a social security number.

What If My Situation Changes?

If your situation changes after you give Form W-5 to your employer, you will probably need to file a new Form W-5. For example, you should file a new Form W-5 if any of the following applies for 1997.

- You no longer have a qualifying child. Check **"No"** on line 2 of your new Form W-5.
- You no longer expect to be able to claim the EIC for 1997. Check **"No"** on line 1 of your new Form W-5.
- You no longer want advance payments. Check **"No"** on line 1 of your new Form W-5.
- Your spouse files Form W-5 with his or her employer. Check **"Yes"** on line 4 of your new Form W-5.

Note: *If you get the EIC with your pay and find you are not eligible, you must pay it back when you file your 1997 Federal income tax return.*

Additional Information

How To Claim the EIC

If you are eligible, claim the EIC on your 1997 tax return. See your 1997 instruction booklet.

Additional Credit

You may be able to claim a larger credit when you file your 1997 tax return because your employer cannot give you more than $1,326 of the EIC throughout the year with your pay. You may also be able to claim a larger credit if you have more than one qualifying child. But you must file your 1997 tax return to claim any additional credit.

Privacy Act and Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3507 and 6109 and their regulations require you to provide the information requested on Form W-5 and give the form to your employer if you want advance payment of the EIC. As provided by law, we may give the information to the Department of Justice and other Federal agencies. In addition, we may give it to cities, states, and the District of Columbia so they may carry out their tax laws.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The time needed to complete this form will vary depending on individual circumstances. The estimated average time is: **Recordkeeping,** 7 min.; **Learning about the law or the form,** 9 min.; and **Preparing the form,** 27 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **DO NOT** send the form to this address. Instead, give it to your employer.

Figure 56.3. DD Form 2058, State of Legal Residence Certificate.

STATE OF LEGAL RESIDENCE CERTIFICATE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Tax Reform Act of 1976, Public Law 94-455.
PURPOSE:	Information is required for determining the correct State of legal residence for purposes of withholding State income taxes from military pay.
ROUTINE USES:	Information herein will be furnished State authorities and to Members of Congress.
MANDATORY OR VOLUNTARY DISCLOSURE:	Disclosure is voluntary. If not provided, State income taxes will be withheld based on the tax laws of the State previously certified as your legal residence, or in the absence of a prior certification, the tax laws of the applicable State based on your home of record.

NAME *(Last, first, middle initial)*	**SOCIAL SECURITY NUMBER** *(SSN)*

LEGAL RESIDENCE/DOMICILE *(City or county and State)*

INSTRUCTIONS FOR CERTIFICATION OF STATE OF LEGAL RESIDENCE

The purpose of this certificate is to obtain information with respect to your legal residence/domicile for the purpose of determining the State for which income taxes are to be withheld from your "wages" as defined by Section 3401(a) of the Internal Revenue Code of 1954. PLEASE READ INSTRUCTIONS CAREFULLY BEFORE SIGNING.

The terms "legal residence" and "domicile" are essentially interchangeable. In brief, they are used to denote that place where you have your permanent home and to which, whenever you are absent, you have the intention of returning. The Soldiers' and Sailors' Civil Relief Act protects your military pay from the income taxes of the State in which you reside by reason of military orders unless that is also your legal residence/domicile. The Act further provides that no change in your State of legal residence/domicile will occur solely as a result of your being ordered to a new duty station.

You should not confuse the State which is your "home of record" with your State of legal residence/domicile. Your "home of record" is used for fixing travel and transportation allowances. A "home of record" must be changed if it was erroneously or fraudulently recorded initially.

Enlisted members may change their "home of record" at the time they sign a new enlistment contract. Officers may not change their "home of record" except to correct an error, or after a break in service. The State which is your "home of record" may be your State of legal residence/domicile only if it meets certain criteria.

The formula for changing your State of legal residence/domicile is simply stated as follows: physical presence in the new State with the simultaneous intent of making it your permanent home and abandonment of the old State of legal residence/domicile.
In most cases, you must actually reside in the new State at the time you form the intent to make it your permanent home. Such intent must be clearly indicated. Your intent to make the new State your permanent home may be indicated by certain actions such as: (1) registering to vote; (2) purchasing residential property or an unimproved residential lot; (3) titling and registering your automobile(s); (4) notifying the State of your previous legal residence/domicile of the change in your State of legal residence/domicile; and (5) preparing a new last will and testament which indicates your new State of legal residence/domicile. Finally, you must comply with the applicable tax laws of the State which is your new legal residence/domicile.

Generally, unless these steps have been taken, it is doubtful that your State of legal residence/domicile has changed. Failure to resolve any doubts as to your State of legal residence/domicile may adversely impact on certain legal privileges which depend on legal residence/domicile including among others, eligibility for resident tuition rates at State universities, eligibility to vote or be a candidate for public office, and eligibility for various welfare benefits. If you have any doubt with regard to your State of legal residence/domicile, you are advised to see your Legal Assistance

I certify that to the best of my knowledge and belief, I have met all the requirements for legal residence/domicile in the State claimed above and that the information provided is correct.

I understand that the tax authorities of my former State of legal residence/domicile will be notified of this certificate.

SIGNATURE	**CURRENT MAILING ADDRESS** *(Include ZIP Code)*	**DATE**

DD Form 2058, FEB 77 (EG) Designed using Perform Pro, WHS/DIOR, Jul 94

Figure 56.4. DD Form 2058-1, State Income Tax Exemption Test Certificate.

STATE INCOME TAX EXEMPTION TEST CERTIFICATE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 5516, 5517, and EO 9397, November 1943.
PRINCIPAL PURPOSE: To enable the service concerned to terminate withholding of State income taxes applicable to your pay for the tax year specified. Social Security Number *(SSN)* will be used to provide positive identification.
ROUTINE USES: The information obtained will become part of the active duty pay system of records of the service concerned and may be disclosed to the routine users *(including State tax authorities)* of such system as described in the record system notices for such system.
DISCLOSURE: Disclosure is voluntary. Failure to complete this form will result in withholding of State income taxes from your pay. Disclosure of SSN is voluntary. However, to avoid erroneous application of your withholding exemption to the account of another

TYPE OR PRINT NAME *(Last, First, Middle Initial)*	SOCIAL SECURITY NUMBER
MILITARY ADDRESS *(Street Address, City, State, ZIP Code)*	TAX YEAR
	STATE OF LEGAL RESIDENCE
ADDRESS OF PLACE OF ABODE OUTSIDE YOUR STATE OF LEGAL RESIDENCE *(Street Address, City, State, ZIP Code)*	

I CERTIFY THAT I ANTICIPATE MEETING THE THREE CONDITIONS NECESSARY TO BE EXEMPT FROM WITHHOLDING FOR THE CALENDAR YEAR 19 _____ . I ALSO DECLARE THAT I WILL IMMEDIATELY NOTIFY THE FINANCE OFFICER OF ANY CHANGES THAT AFFECT MY WITHHOLDING STATUS.

SIGNATURE OF APPLICANT	DATE *(YYMMDD)*

This form is currently applicable to the States of New Jersey, New York, and Oregon - AND is not to be used to change State of legal residence.

INSTRUCTIONS

The explanatory material below should help you determine if you qualify for exemption from State income tax withholding under this test. If you are unsure of your particular State law provisions for exemption from withholding, you should write your State taxing authority.

Residents of applicable states who enter military service and are assigned to duty outside those States do not change residence because of such assignments. They remain residents of those States for tax purposes unless they fulfill all three of the following conditions:

1. They maintain no place of abode in their State of legal residence during the taxable year,

2. They do maintain a place of abode outside that State for the entire taxable year, and

3. They spend no more than 30 days in that State during the taxable year.

The following are not considered places of abode under condition 2:

a. An abode maintained while on temporary duty or while attending a specialized training school away from your permanent duty station. A member who is otherwise considered to maintain a place of abode outside his or her State of legal residence does not lose the place of abode solely because of performance of duty at another location if such place of abode is still maintained by the member.

b. Quarters occupied by a barracks, on shipboard, or in bachelor officer quarters at your permanent duty station. This restriction applies only to New Jersey and New York residents. If your status under condition 2 is unclear, you should consult your legal assistance officer before completing the form.

If the spouse and family of a married individual in military service continue to reside in the State of legal residence, their abode is considered to be an abode maintained by the service member. Condition 1 would therefore not be met.

Effective date of exemption election. Withholding of State income tax will stop the month after the month in which the certificate is filed.

DD Form 2058-1, OCT 80 (EG) Designed using Perform Pro, WHS/DIOR, Dec 94

Figure 56.5. DD Form 114, Military Pay Order (Combat Tax Exclusion).

MILITARY PAY ORDER

MILITARY PAY ORDER NO: 00

ORGANIZATION AND STATION: 18WG/FMF
Kadena APO AP 96368

DATE: 1 June 1994

TO DISBURSING OFFICER.
YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.

SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	REASON FOR CHANGE	YEAR FROM -	YEAR TO -
000-00-0000	Doe, John D. 06	Member entitled to combat zone tax exclusion during June 1994 to October 1994.		

I certify that the afore mentioned member(s) has(ve) performed active duty service in the country of Kadena which was designated as a combat zone.

Col J. J. Doe
Commander's Signature

SYMBOL NO. (Entered by D.O.)	TYPED NAME AND GRADE OF CERTIFYING OFFICER	SIGNATURE OF CERTIFYING OFFICER
6709AA	T.B. Dunn	

DD FORM 114
1 NOV 49

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 50.

Prescribed by Comptroller General U S
February 8, 1949

Figure 56.6. Earned Income Credit (EIC) Worksheet.

EARNED INCOME WORKSHEET

Earned Income Credit (EIC) is a tax credit which may reduce your income tax liability at the end of the year. EIC is available to you if your earned income and adjusted gross income are below the EIC thresholds. Military members must figure adjusted gross income and earned income to be sure both are below the threshold.

Advance Payment of Earned Income Credit (APEIC). DFAS will advance equal installments of your EIC in each paycheck if you meet the requirements per TD Form W-5, Earned Income Credit Advance Payment Certificate.

Earned Income. This term includes all taxable items of pay (i.e. basic pay, and special pay). Because of the effect of earned income, APEIC is only available to members whose earned income does not exceed $29,665 for 2003. Check the current year's TD Form W-5 for annual limits.

This worksheet is provided to help you complete the request for advance payment of EIC. Perform the following computation to determine if you are eligible for the credit.

INCOME **MONTHLY**

Taxable Wages (*Use the values in the "Wage Period" block in the "FED TAXES" line of your LES*) $_____

(Multiply subtotal by 12 to determine your annual earned income for W-5 purposes.) **ANNUAL PAY** _____

Spouse's Wages *(Add your spouse's annual pay)*

Monthly $_____ X 12 = _____

HOUSEHOLD EARNED INCOME*$_____

* **NOTE:** If your Household Earned Income is smaller than the limit on the TD Form W-5, you are entitled to EIC; however, if it is larger, you are not eligible to receive APEIC or claim EIC when you file your tax return.

Figure 56.7. IT 4 MIL, Military Employee Exemption from Withholding.

Ohio Department of TAXATION

07170102

2007

IT 4 MIL Prescribed 6/07

Military Employee Exemption From Withholding

Purpose: To exempt from the withholding of Ohio income and Ohio school district income taxes military pay and allowances received for active duty service while the Ohio resident military member is stationed outside the state of Ohio. To qualify for the exemption, the military member must complete this form in full, sign it and submit it to his/her finance officer.[1]

First name | M.I. | Last name

Home address (number and street) or P.O. box number

City | State | ZIP code

Social Security number | Name of public school district of residence | School district number[2]

As an active duty military member of the United States, I am currently stationed outside the state of Ohio at the following military installation (below, please provide the name and address of United States military installation; abbreviations OK):

Name

Address

City | State | ZIP code

Note: Ohio Revised Code section 5747.01(A)(24)[3] provides that each Ohio resident does not owe Ohio income tax or Ohio school district income tax on active duty military pay and allowances received while he/she is stationed outside the state of Ohio. This law is effective for taxable years that begin in 2007 and thereafter.

By completing this certificate, the employee certifies that he/she is an Ohio resident currently employed as an active duty military member whose current military station is located outside the state of Ohio. This withholding exemption applies only to military pay and allowances received for active duty while the military member is stationed outside of Ohio. This exemption does not apply to compensation paid that relates to nonactive duty status or to compensation received while the military member is stationed in Ohio.

By signing this statement, the military member agrees that, if Ohio form IT 4 MIL no longer applies as a result of the military member's being (i) stationed in Ohio or (ii) assigned to other than an active duty status while stationed outside of Ohio, he/she will complete Ohio form IT 4, Ohio Employee's Withholding Exemption Certificate, to resume Ohio income tax withholding and any applicable Ohio school district income tax withholding.

Under penalties of perjury, I certify that I have completed this certificate, and to the best of my knowledge and belief, it is true, accurate and complete.

Signature | Date

[1]Finance officer: Please send this form or a legible copy of this form to the Ohio Department of Taxation, IT 4 MIL Section, P.O. Box 2476, Columbus, OH, 43216-2476.

[2]To obtain the school district number, see the listing in the back of the instructions for the Ohio individual income tax return, form IT 1040, available at our Web site at tax.ohio.gov.

[3]Ohio Revised Code section 5747.01(A)(24): "Deduct, to the extent included in federal adjusted gross income and not otherwise allowable as a deduction or exclusion in computing federal or Ohio adjusted gross income for the taxable year, military pay and allowances received by the taxpayer during the taxable year for active duty service in the United States Army, Air Force, Navy, Marine Corps, or Coast Guard or Reserve components thereof or the National Guard. The deduction may not be claimed for military pay and allowances received by the taxpayer while the taxpayer is stationed in this state." Please see page 2 for additional information.

IT 4 MIL
Prescribed 6/07
Page 2

Additional Information

Military pay and allowances for service members of all military components who are Ohio residents stationed inside Ohio are subject to Ohio individual income tax and also to school district income tax if the service member resides in a taxing school district. If a servicemember is not eligible to claim exemption from Ohio income tax withholding, the servicemember should complete Ohio form IT 4, available on our Web site at tax.ohio.gov.

Division (A)(24) of Ohio Revised Code section 5747.01 provides that for taxable years beginning on and after Jan. 1, 2007 an Ohio resident service member can deduct active duty military pay and allowances that are included in federal adjusted gross income if those amounts are received while the service member is stationed outside Ohio.

The term "stationed" refers to an Ohio resident service member's permanent place of military duty. Periods of training in which a service member, either individually or as part of a unit, departs their permanent place of duty and then returns following the completion of the training, is not included in the definition of "stationed."

Examples of military pay and allowances that do qualify for this deduction include the following:

- Military pay and allowances received while a member of the Active Component of the U.S. Armed Forces and assigned to a permanent duty station outside Ohio.
- Military pay and allowances received while a member of the National Guard or the Reserve Components of the U.S. Armed Forces in an Active Duty Other Than for Training status and assigned to provide disaster relief assistance outside Ohio.
- Military pay and allowances received while a member of the National Guard or the Reserve components of the U.S. armed forces in an Active Duty Other Than for Training status and assigned to duty at any non-Ohio location in the continental United States, along the U.S. borders, or at any overseas noncombat zone location.

Examples of military pay and allowances that do not qualify for this deduction include the following:

- Military pay and allowances received while a member of the active component of the U.S. armed forces who is assigned to a permanent duty station inside Ohio and who departs Ohio for a period of temporary duty for unit or individual training (e.g., training exercises, basic and advanced training courses, and additional skill training courses).
- Military pay and allowances received while a member of the National Guard or the Reserve components of the U.S. armed forces in an Active Duty for Training status who departs Ohio for a period of temporary duty for unit or individual training (e.g., basic and advanced individual training, unit annual training, training exercises, basic and advanced training courses, and additional skill training courses).

Federal Privacy Act Notice

Because we require you to provide us with a Social Security number, the *Federal Privacy Act of 1974* requires us to inform you that your providing us your Social Security number is mandatory. Ohio Revised Code sections 5703.05, 5703.057 and 5747.08 authorize us to request this information. We need your Social Security number in order to administer this tax. Your failure to supply any information requested on a tax form prescribed by the tax commissioner may result in (i) the imposition of penalties for failing to file a complete tax return or (ii) the denial of a license, if applicable.

Figure 56.8. OFFICER CZTE CERTIFICATION STATEMENT.

CERTIFICATION STATEMENT
WITHHOLDING ELECTION FOR OFFICERS ENTITLED TO
COMBAT ZONE TAX EXCLUSION (CZTE)
FOR TAX YEAR BEGINNING JANUARY 1, 199__

Pursuant to the provisions of Treasury Reg. 31.3402(p)-1, I request that income taxes be withheld from my pay for any period that I am serving in a combat zone. Military pay, by law, is exempt from Federal and state withholding; however, I am relinquishing my right to have all or part of my FITW and SITW refunded back. The amount of FITW withheld should be either:

1. Based on total taxable wages less the maximum monthly wage exclusion, and the withholding status I claim; Code = 2

2. Based on total taxable wages without regard to the maximum monthly wage exclusion, and the withholding status I claim; Code = 3

3. Based on the previous withholding election from the history FID FL; Code = 4

Name (printed)

_____

SSN **FSO/Disbursing Office**

_____-____-_____ _____

Address **Grade**

_____ _____

My withholding option is code _____. (Choice is either 2, 3, or 4 above.) **NOTE:** Code 2 is automatically set-up for members entitled to CZTE.

_____

BRANCH OF SERVICE, AND MEMBER'S ORGANIZATION

_____

SIGNATURE **DATE**

Figure 56.9. CZTE Withholding Election Codes.

CZTE WITHHOLDING

ELECTION CODE	CODE	EXPLANATION
	1	No federal and state deductions
	2	Federal and state deductions are based on total taxable wages less monthly wage exclusion (equal to maximum enlisted monthly basic pay amount, plus HF/IDP, if applicable). Refer to DJMS on-line Table 074 for current maximum amount.
	3	Federal and state deductions are based on total taxable wages without regard to monthly wage exclusion.
	4	Federal and state deductions are based on the previous withholding election from the history FL entry.

Figure 56.10. Format to Change Tax Withholding Amount.

CHARACTER POSITION	DESCRIPTION
1-5	0FD04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE-DATE: YYMMDD CHANGE IS EFFECTIVE
30-36	FITW-ADDITIONAL-AMOUNT: ADDITIONAL AMOUNT OF FITW WITHHOLDING; ZEROS FOR STOP ACTION; BLANK IF NOT CHANGING
37	SITW-SPECIFIC-DEDUCTION: 1--DEDUCT USING SITW TABLE 2--DEDUCT AMOUNT IN CP 38-44 (CP 45-46 IS USED FOR ARIZONA TAX ONLY)
38-44	AMOUNT OF CURRENT MONTH SITW DEDUCTION
45-46	SITW-PERCENTAGE-ELECTION: PERCENTAGE OF STATE INCOME TAX WITHHOLDING. (USED FOR ARIZONA TAX ONLY)
47	HOSTILE FIRE PAY QUALIFIER CODE

Figure 56.11. Format to Start/Stop Advance Payment of Earned Income Credit.

CHARACTER POSITION	DESCRIPTION
1-5	0FE01/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START FE01: START DATE OF APEIC (YMM01) FE02: NOT APPLICABLE
26-31	DATE-STOP FE01: ZEROS FE02: STOP DATE OF APEIC (YYMMDD)--STOP DATE MUST BE LAST DAY OF THE MONTH
32	APEIC-BEN 1--HALF BENEFITS (SPOUSE HAS TD FORM W-5 IN EFFECT) 2--FULL BENEFITS (SPOUSE DOESN'T HAVE TD FORM W-5 IN EFFECT) ***NOTE:*** FE02 STOPS APEIC AT THE END OF THE PRIOR MONTH, $0 CURRENT MONTH ADVANCE

Figure 56.12. Format to Change Tax Withholding Code.

CHARACTER POSITION	DESCRIPTION
1-5	0FF04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME EFFECTIVE-
20-25	DATE: YYMMDD CHANGE IS EFFECTIVE APPLICABLE
32	CODE FOR FEDERAL WITHHOLDING PURPOSES: M—MARRIED S--SINGLE, OR MARRIED BUT WITHHOLDING AT A HIGHER RATE BLANK IF NOT BEING CHANGED
34	APPLICABLE CODE FOR STATE WITHHOLDING PURPOSES: M—MARRIED S—SINGLE N--NON RESIDENT OF STATE WITH RESIDENCY REQUIREMENT BLANK IF NOT BEING CHANGED

Figure 56.13. Format to Change Number of Tax Withholding Allowances.

CHARACTER POSITION	DESCRIPTION
1-5	0FG04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE-DATE: YYMMDD CHANGE IS EFFECTIVE
32-33	NUMBER OF ALLOWANCES FOR FEDERAL WITHHOLDING PURPOSES BLANK IF NOT BEING CHANGED
35-36	NUMBER OF ALLOWANCES FOR STATE WITHHOLDING PURPOSES BLANK IF NOT BEING CHANGED

Figure 56.14. Format to Change Federal Income Tax Withholding (FITW) Information.

CHARACTER POSITION	DESCRIPTION

1-5	0FJ04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	START-W4 (YYMM), EFFECTIVE 1ST DAY OF MONTH INDICATED. (CURRENT MONTH OR NEXT MONTH.) IF NEXT MONTH IS USED, WILL RECYCLE UNTIL FIRST UPDATE IN THAT CALENDAR MONTH.
24	DEDUCTION-ELECTION. APPLICABLE CODES: M—MARRIED S--SINGLE OR MARRIED BUT WITHHOLDING AT HIGHER RATE N--EXEMPT FROM FITW A--EXEMPT FROM FITW, NON-RESIDENT ALIEN (NAVY ONLY) BLANK IF NO CHANGE
25-26	NR-XMPTNS (NUMBER OF EXEMPTIONS) TWO DIGIT NUMERIC OR BLANK IF NO CHANGE
27-33	ADDITIONAL AMOUNT OF FITW. ZERO FILL TO STOP ADDITIONAL FEDERAL WITHHOLDING, AND WHEN DEDUCTION-ELECTION EQUALS A OR N. BLANK IF NO CHANGE

Figure 56.15. Format to Change State Income Tax Withholding (SITW) Information.

CHARACTER POSITION	DESCRIPTION

1-5	0FK04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	START-W4 (YYMM), EFFECTIVE 1ST DAY ON MONTH INDICATED. (CURRENT MONTH OR NEXT MONTH.) IF NEXT MONTH IS USED, WILL RECYCLE UNTIL FIRST UPDATE IN THAT CALENDAR MONTH.
24	DEDUCTION-ELECTION. APPLICABLE CODES: M—MARRIED S--SINGLE OR MARRIED BUT WITHHOLDING AT HIGHER RATE N--EXEMPT FROM SITW BLANK IF NO CHANGE
25-26	NR-XMPTNS (NUMBER OF EXEMPTIONS) TWO DIGIT NUMERIC OR BLANK IF NO CHANGE
27-33	ADDITIONAL AMOUNT OF SITW. ZERO FILL TO STOP ADDITIONAL STATE WITHHOLDING, AND WHEN DEDUCTION-ELECTION EQUALS A OR N. BLANK IF NO CHANGE
34-36	PERCENTAGE--APPLICABLE IF STATE OF LEGAL RESIDENCY IS ARIZONA (04). MUST EQUAL ONE OF THE FOLLOWING 10% = 100 20% = 200 22% = 220 28% = 280 32% = 320 SPACES IF NOT APPLICABLE

Figure 56.16. Formats to Start/Stop Combat Zone Tax Exclusion When Hostile Fire/Imminent Danger Pay is Not Authorized.

CHARACTER POSITION	DESCRIPTION

1-5	0FL01/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START FL01: EFFECTIVE DATE CZTE SHOULD START FL02: LAST DAY THROUGH WHICH CZTE IS AUTHORIZED (SEE NOTE 1)
26-31	BLANK
32	COMBAT ZONE EXCLUSION CODE. FOR ENLISTED MEMBERS AND WARRANT OFFICERS: 1 - NO TAXES WITHHELD. IF RETROACTIVE EFFECTIVE DATE WITHIN CURRENT YEAR, FITW AND/OR SITW WILL BE REFUNDED. FOR OFFICERS ONLY: 1 - NO TAXES WITHHELD. IF RETROACTIVE EFFECTIVE DATE WITHIN CURRENT YEAR, FITW AND/OR SITW WILL BE REFUNDED. 2 - FITW AND SITW BASED ON TAXABLE WAGES MINUS APPROPRIATE WAGE EXCLUSION AMOUNT. 3 - FITW AND SITW BASED ON TAXABLE WAGE WITHOUT REGARD TO WAGE EXCLUSION AMOUNT. NO REFUND IF RETROACTIVE. 4 - PRIOR ELECTION FROM THE LATEST HISTORY FL ENTRY.
33-34	COUNTRY WORLD. COUNTRY CODE AUTHORIZED CZTE. SEE **Attachment 16** FOR COUNTRY CODES. SEE NOTE 2.
35-67	BLANK
68-80	COMMON DATA. NOTE 1: FOR ACTION INDICATOR 02, CP 26-67 ARE BLANK. NOTE 2: USE COUNTRY CODE ‘XX’ TO AVOID COMPROMISING CLASSIFIED OPERATIONS

Figure 56.17. Formats to Report/Correct Combat Zone Tax Exclusion When Hostile Fire/Imminent Danger Pay is Not Authorized.

CHARACTER POSITION	DESCRIPTION
1-5	0FL03/05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE START: YYMMDD FL03: EFFECTIVE DATE CZTE STARTED FL05: CORRECT EFFECTIVE DATE, OR ZEROS
26-31	DATE STOP: YYMMDD FL03: EFFECTIVE DATE THROUGH WHICH CZTE WAS AUTHORIZED FL05: CORRECT CZTE STOP DATE, OR ZEROS
32	COMBAT ZONE EXCLUSION CODE. FOR ENLISTED MEMBERS AND WARRANT OFFICERS: 1 - NO TAXES WITHHELD. IF RETROACTIVE EFFECTIVE DATE WITHIN CURRENT YEAR, FITW AND/OR SITW WILL BE REFUNDED. FOR OFFICERS ONLY: 1 - NO TAXES WITHHELD. IF RETROACTIVE EFFECTIVE DATE WITHIN CURRENT YEAR, FITW AND/OR SITW WILL BE REFUNDED. 2 - FITW AND SITW BASED ON TAXABLE WAGES MINUS APPROPRIATE WAGE EXCLUSION AMOUNT. 3 - FITW AND SITW BASED ON TAXABLE WAGE WITHOUT REGARD TO WAGE EXCLUSION AMOUNT. NO REFUND IF RETROACTIVE. 4 - PRIOR ELECTION FROM THE LATEST HISTORY FL ENTRY.
33-34	COUNTRY WORLD. COUNTRY CODE AUTHORIZED CZTE. SEE **Attachment 16** FOR COUNTRY CODES. SEE NOTE 2.

CHARACTER POSITION	DESCRIPTION
35-67	BLANK
56-61	PRIOR START DATE FL03: BLANK FL05: START DATE FROM ENTRY BEING CORRECTED OR ZEROS
62-67	PRIOR STOP DATE FL03: BLANK FL05: STOP DATE FROM ENTRY BEING CORRECTED OR ZEROS
68-80	COMMON DATA
	NOTE 1: FOR ACTION INDICATOR 02, CP 26-67 ARE BLANK.

Figure 56.18. Format to Cancel Combat Zone Tax Exclusion When Hostile Fire/Imminent Danger Pay is Not Authorized.

CHARACTER POSITION	DESCRIPTION
1-5	0FL06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: EFFECTIVE DATE FROM CZTE ENTRY BEING CANCELED
26-31	DATE-STOP: EFFECTIVE DATE FROM CZTE ENTRY BEING CANCELED
32	BLANK

Figure 56.19. Format to Start/Stop/Change Exemption From Tax Withholding.

CHARACTER POSITION	DESCRIPTION
1-5	0FQ01/02/04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE-DATE: YYMMDD MEMBER DATED TD FORM W-4
32-33	CALENDAR-YEAR: LAST TWO DIGITS OF CURRENT CALENDAR YEAR FOR 01 AND 04. BLANK FOR 02

Figure 56.20. Format to Change Taxing Authority - City/State.

CHARACTER POSITION	DESCRIPTION
1-5	0MG04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
32-34	TAXING AUTHORITY CITY/STATE CODE: SEE **Attachment 5**

35-36	PERCENTAGE: IF ARIZONA (14) IN CHARACTER POSITIONS 32-34, VALID PERCENTAGE, ELSE BLANK. MUST EQUAL ONE OF THE FOLLOWING VALID PERCENTAGES: 10% = 100 20% = 200 22% = 220 28% = 280 32% = 320 ***NOTE:*** CHECK LIST OF STATES WITH RESIDENCY REQUIREMENTS. MEMBERS WHO MEET CERTAIN REQUIREMENTS ARE EXEMPT FROM STATE INCOME TAXES. AN FK04 TRANSACTION WITH SITW DEDUCTION ELECTION - N IS NECESSARY TO PREVENT SITW DEDUCTION FOR THESE MEMBERS.

Figure 56.21. Native American State Income Tax Withholding Exemption Certificate.

NATIVE AMERICAN STATE INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 5516, 5517, and EO 9397.

PRINCIPAL PURPOSE(S): To enable a Native American service member to stop State income taxes withholding from military compensation.

ROUTINE USE(S): The information obtained will become part of the active duty pay system of records of the service concerned and may be disclosed to routine users of these records (including State tax authorities) as disclosed in its record system notice.

DISCLOSURE: Disclosure is voluntary. Failure to complete this form will result in withholding of State income taxes from your pay. Disclosure of SSN is voluntary. However, to avoid erroneous application of your withholding exemption to the account of another member, this exemption certificate will not be processed without your SSN.

1. NAME *(Last, First, Middle Initial)*	2. SOCIAL SECURITY NUMBER

3. MILITARY ADDRESS *(Unit, Street, City, State, ZIP Code)*

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

5. NAME OF FEDERALLY RECOGNIZED TRIBE THAT YOU ARE A MEMBER OF

6. NAME OF FEDERALLY RECOGNIZED TRIBAL RESERVATION OR INDIAN COUNTRY THAT YOU CLAIM AS YOUR DOMICILE *(Include the name of the State the reservation is located within)*

7. I CERTIFY THAT I ANTICIPATE MEETING THE TWO CONDITIONS NECESSARY TO BE EXEMPT FROM WITHHOLDING FOR THE CALENDAR YEAR _____. I ALSO DECLARE THAT I WILL IMMEDIATELY NOTIFY THE FINANCE OFFICER OF ANY CHANGES THAT AFFECT MY WITHHOLDING STATUS.

8. SIGNATURE OF APPLICANT	9. DATE *(YYYYMMDD)*

INSTRUCTIONS

Completing this certificate allows you to claim exemption from State income tax withholding on your military compensation if you satisfy the following tests:

1. You claim as your State of legal residency/domicile a federally recognized tribal reservation or Indian Country.

2. You are an enrolled member of that federally recognized Native American tribe.

If you satisfy these conditions, the Soldiers' and Sailors' Civil Relief Act provides that your tax home remains on the reservation/in Indian country. Consequently, you may stop State income tax withholding on your military compensation.

If you have any doubt with regard to your State of legal residence/domicile, you are advised to see your Legal Assistance Officer (JAG representative) for advice prior to completing this form.

Effective date of exemption election. Withholding of State income tax will stop the month after the month in which you file this certificate. DFAS cannot make retroactive adjustments.

DD FORM 2058-2, JUL 2002

Chapter 57

ALLOTMENTS OF PAY

57.1. Description. General provisions and descriptions governing all allotments of pay may be found in DoDFMR, Volume 7A, chapters 41 through 43. The minimum monthly amount for allotments is $1 except when there are specific guidelines elsewhere in this chapter. Allotments should not be started to individual addresses, unless the member has obtained an individual waiver from his or her commander or the allotment is to an overseas country not serviced by the Overseas Military Banking Program. All allotments should be started using the company code format with a company code obtained from Table 050. DD Form 2558, Authorization to Start, Stop or Change an Allotment (**Figure 57.1**), is the preferred form for allotment changes. However SF 1199A, Direct Deposit Sign-up Form (**Figure 57.2**); FMS Form 2231, Faststart Direct Deposit (**Figure 38.3**); and DD Form 2762, Direct Deposit Authorization (**Figure 38.3**) may be used for allotments to financial institutions.

57.2. Active Duty Allotments:

57.2.1. Allottable Pay. See DoDFMR, Volume 7A, chapters 41 and 43, for pay and allowances which may be allotted.

57.2.2. Allotments Administratively Established. See the DoDFMR for information on administratively establishing allotments for dependents and payment of rent of premises occupied for dwelling purposes by dependents of members. Such allotments administratively authorized may be stopped at member's request.

57.2.2.1. Dependents' Allotment. If FSO, commander, or commander of a GSU and/or appointed representative finds qualified dependents of member experiencing financial difficulties warranting an allotment, complete DD Form 2558, Authorization to Start, Stop, or Change an Allotment, with attached documentation to support administrative establishment of allotment. Signature block of form designated for member must contain signature of individual authorizing allotment.

57.2.2.1.1. Servicing FSO verifies data, to extent possible, with current MMPA data, and sends DD Form 2558 to DFAS-DE in the monthly supporting document package.

57.2.2.1.2. If there is a question concerning validity of marriage, FSO submits application in letter form to DFAS-DE/FJPD with supporting documents.

57.2.2.2. Dependents' Rent. If FSO or member's commander finds that member's dependents are experiencing financial difficulties and/or other crisis situation causing possible eviction for non- payment of rent, complete DD Form 2558. The signature block must contain the signature of the commander or appointed representative.***NOTE:*** The allotment administratively established for rent is not to be used as the solution to member's financial irresponsibility.

57.2.2.2.1. Make the allotment authorization payable to the Financial Institution furnished by the owner or agent of the premises. The owner or the agent must

furnish the complete name and address of the Financial Institution and the account number where the allotment is to be sent.

57.2.2.2.2. Attach documentation to the DD Form 2558 to support administrative establishment of allotment.

57.2.3. Effective Date. Allotments are started for indefinite periods except for class C, F, and T, which are made for definite periods. Starts (01) and increases (07) are effective first day of the current processing month if pay due is sufficient to pay allotment. The servicing FSO must establish controls to ensure:

57.2.3.1. Project officers responsible for charitable allotment authorizations forward them to the input source in a timely manner.

57.2.3.2. Changes (04) and decreases (08) are effective first day of current processing month. Stops (02) may be effective either at the end of the prior processing month or at the end of the current processing month. If an allotment is to be canceled, the stop date must be the month before the start date of the allotment and must be input during the same processing month as the start.

57.2.3.2.1. Class C, F, and T allotments are made for specific periods and are stopped automatically by DFAS-DE at end of term if prior stop action has not been taken.

57.2.3.2.2. Allotment transactions submitted to DFAS-DE with an effective date more than 1 month in advance will reject. The exceptions are Class C and F allotments which may be input up to 4 months in advance.

57.2.3.2.3. Class C allotments may require table 023 inquiry for verification of OPM CFC control numbers. To inquiry table 023 go to CICSJ3. Enter JWMM and follow screen instructions to view table 023 for your ADSN. DFAS-DE/FJFBB must be contacted for additions or deletions to table 023. The "AC01" FID for the Combined Federal Campaign calls for the CFC Code. The 4 character position OPM CFC Control No., that appears on the top of the CFC Pledge form, is the number entered for the CFC Code. Do not enter the individual Agency No. in this field.

57.2.3.2.4. Class F, Air Force Assistance Fund Charity Allotments, are set up to run from June through May. Therefore, start date is June and the allotments will systematically close out in May of each calendar year, unless an earlier stop date is input. If input with an April or May start date, they reject. Class F Allotments must remain in effect at least 3 months and the monthly amount must be $1 or more. The total amount pledged must be evenly divisible by the number of months of the allotment.

57.2.4. Method of Payment. Allotments to personal savings or checking accounts are delivered via EFT. Other allotments are sent in a blanket check (if an allottee receives multiple allotments).

57.2.5. Restriction on Multiple Allotments to Same Allottee. To minimize the cost to the Government in the administration of the allotment system, only one allotment may be sent to an allottee. If the member wishes to send multiple amounts to the same allottee, or the

same financial institution, it is the member's responsibility to work with the institution to transfer funds between the accounts at the institution. Only one allotment for the total may be established.

57.2.6. Member's responsibilities. When allottee is a bank or other authorized financial organization, member makes arrangements with that firm to accept the deposit to member's account or to account of member's dependents before starting allotment. Member must obtain account number or policy number. Seven-character company codes are assigned to every financial institution, insurance company, government agency, credit union, etc., by DFAS-DE. If company is not listed on Table 50, see **Chapter 60** for instructions.

57.2.7. Allotments to Philippine Addresses. All allotment checks destined for delivery to Philippine financial organizations or individual addresses are bulk mailed by DFAS-DE to DFAS-CL (Cleveland). DFAS-CL delivers all checks to and registers each with the Philippine postal authorities. Members should be encouraged to have all allotments destined for the Philippines sent to a financial organization.

57.2.8. Separated Members and Veterans Educational Assistance Program (VEAP) Allotments. For members who have a Class S VEAP allotment and are separating from the Air Force, the allotment will continue through the month of separation, if there is enough pay to cover the allotment.

57.2.9. P7 Entry on MMPA. The P7 entry on the MMPA contains the gross amount of pay available to allot current month (CM) and next month (NM). To compute net amount available to allot CM, subtract the TOT-DEDN and TOT-ALOT in the P3 entry from the P7 entry. To compute net amount available to allot NM, subtract the DEDTN-NM and ALOT-NM in the P4 entry from the P7 entry. The net amount should be computed each time a member wants to start a new allotment or increase an existing allotment. If there is insufficient pay available to allot, the allotment start or change will reject ABU, "ALOTMTS EXCEED AUTHORIZED ALLOTTABLE INCOME."

57.2.10. **(DELETED)**.

57.3. Source of Input. Servicing FSO verifies data on documents presented and processes appropriate allotment transaction shown in **Figure 57.4** through **Figure 57.12**.

57.4. Substantiating Documents:

57.4.1. Source Documents. Use SF 1199A; DD Form 2558; FMS Form 2231, DD Form 2762; IRS Form 2159, Payroll Deduction Agreement, for Liquidation of Federal Tax through Payroll Deduction; Combined Federal Campaign pledge card; AF Form 1745; and AF Form 561 are the primary source documents used for allotments transactions. DD Form 2558, SF 1199A, FMS Form 2231, and DD Form 2762 serve as Military Pay Orders (MPO). DD Forms 2558 may be issued only to Air Force personnel, FSOs, Army Emergency Relief, Navy Relief, Navy Relief Society, Air Force Aid Society, and American Red Cross (see DoD Directive 7330.1). These documents require an original member's signature. Documents cannot be mailed to finance by commercial companies. The only exceptions to this requirement are receipt of fax documents, as discussed in paragraph 2-4B of this manual, and privatized housing companies.

57.4.2. Preparation and Distribution:

57.4.2.1. Preparation. Member completes DD Form 2558 and signs after verifying data. Members wanting to increase, decrease, or stop an allotment amount mark the appropriate block in Section I. There is no prohibition to placing FSO remarks by the Change Block to note the action indicators of the DJMS input transactions. The increase (07) and decrease (08) action indicators are valid for input transactions of applicable allotments.

57.4.2.2. Allotment stops requested by the allottee do not require a DD Form 2558 signed by the member or allottee. The allottee's request for a stop (letter, message, etc.,) or the return of funds to DFAS-DE serves as supporting documentation for the allotment stop.

57.4.2.3. Distribution:

57.4.2.3.1. DD Form 2558:

57.4.2.3.1.1. Original (to include addendum) - File with document transmittal listing (DTL).

57.4.2.3.1.2. Copy 2 - Give to member.

57.4.2.3.1.3. Copy 3 - File with FSO copy of DTL.

57.4.2.3.2. Combined Federal Campaign pledge card and AF Form 2561: File with DTL.

57.4.2.3.3. TD 2159 (**Figure 57.3**) as indicated on form.

57.4.2.3.4. SF Form 1199A as indicated on form copies. (For detailed information on how to complete SF 1199A refer to **paragraph 38.4**)

57.4.2.3.5. AF Form 1745-Processing copy used for bond address changes only are filed with DTL.

57.4.3. FMS Forms 2231, Faststart Direct Deposit Form, may be used for allotments if the member is sending the allotment to an existing account at a financial institution. This form can be found at **http://www.fms.treas.gov. Ensure sections 1 through 5 are completed. It is suggested that a check/share-draft be attached by the member so the FSO can verify the correct routing indicator and account number have been entered on the form.**

57.4.4. DD Form 2762, Direct Deposit Authorization Form, may be used for allotments if the member is sending the allotment to an existing account at a financial institution. This form can be found on the DFAS web site or at **HTTP://WEB1.WHS.OSD.MIL/ICDHOME/DDEFORMS.HTM**. Ensure sections 1, 2, and 3 of this form are completed. It is suggested that a check/share draft be attached by the member so the FSO can verify the correct routing indicator and account number have been entered on the form.

57.5. Allotment Flash Codes. When separation transactions E-3, E-4, or E-5 update member's MMPA file, and allotments are in effect, the transactions produce flash codes 4 or 5 in the AZ area of the MMPA. Flash code 4 (separations) is set the first update of the pay period

in which the member is separating. Flash code 5 (retirement) is set on the 10th of the month in which the member is retiring. Once the flash code is set, all allotment transactions will reject.

57.6. Undeliverable Allotments. Allotments returned to DFAS-DE by the allottee, the United States Postal Service or financial institution are:

57.6.1. Re-mailed to a correct address provided by the allottee or member as shown on the MMPA (see **Chapter 7**, **paragraph 7.13** for an explanation of a clean-up of allotment addresses done on a quarterly basis); or

57.6.2. Reissued to the correct allottee based on data provided by the allottee or member; or

57.6.3. Canceled. DFAS-DE cancels the allotment payment, stops the allotment, and advises the servicing FSO of the action taken. The FSO will notify the member within 1 working day and advise the member that the allotment:

57.6.3.1. Was returned as undeliverable by the post office or unpostable by the financial institution.

57.6.3.2. Was refunded into the allotter's pay.

57.6.3.3. Was stopped by DFAS-DE to preclude the return of subsequent allotments.

57.6.3.4. Should be restarted with a correct allottee address prior to end of month cut-off (if so desired by the member).

57.7. Payment to Allottees. All allottees receiving more than 25 allotments of pay must receive payment either via EFT or by blanket check. No individual checks will be sent. All new company codes established will be established as blanket recipients if they are unable to receive EFT (not a financial institution). Advise members that if the potential allottee refuses to accept blanket checks or EFT, the allotment will be stopped and other arrangements for payment are required.

57.8. Use of Company Codes. If no existing company code can be found for an allottee and the allottee is other than an individual, request a company code from DFAS-JMPBA/DE, using CMS.

57.9. Discretionary Allotments:

57.9.1. Number. Each member is allowed up to 6 discretionary allotments for any purpose desired by the member (unless the use of the allotment violates laws in that state). In addition to the 6 discretionary allotments, eligible individuals may have 1 allotment to VEAP. Those members with more than 6 discretionary allotments on the implementation date of this policy (April 1992) were grandfathered and allowed to continue the allotments already in existence. However, any change to any one of the existing allotments is construed as a stop and no new allotment may be started until the total number of discretionary allotments reaches six or below.

57.9.2. Characteristics. Discretionary allotments make up those allotments formerly characterized as dependent support, savings, insurance, and home mortgage. While systematic edits prevent processing more than 2 savings allotments or 1 home mortgage allotment(s), members wishing to have additional allotments to financial institutions or to pay mortgages may do so using the FID AD. If allotment is for insurance purposes, process as a class I allotment and if for rent or mortgage payments, process as a Class H unless the member already has one class H in effect. In that case, process the second or

subsequent allotments for that purpose as D allotments. All allotments destined for personal checking or savings accounts at financial institutions should be processed as D allotments using SF 1199a.

57.10. Non-Discretionary Allotments:

57.10.1. Number. There is no limit on the number of non-discretionary allotments a member may have. The system currently limits the total number of all allotments (discretionary plus non-discretionary) to 15.

57.10.2. Characteristics. Non-discretionary allotments are those for the purchase of bonds, charitable contributions to Air Force Aid Society, Air Force Assistance Fund, Combined Federal Campaign, loan repayment for government debts or those insured by the government, or contributions to the Veterans Educational Assistance Program (VEAP). These are identified as class B, C, F, T or S (only to company code S9999963) allotments.

57.11. Retired Pay Allotments. Retirees are limited to allotments as outlined in the DoDFMR Vol 7B. Review existing allotments during pre-retirement counseling and advise member that any existing allotments which do not qualify for transfer to retired pay must be stopped.

57.11.1. Qualifying allotments include:

57.11.1.1. No more than six discretionary allotments. These include but are not limited to: Payment of insurance premiums for various types of commercial insurance, voluntary payment to a dependent or relative, deposit to a financial institution, mutual fund company, investment firm, and payment of a car loan, mortgage or rent, or a loan to repay consumer credit.

57.11.1.2. Non-discretionary allotments limited to the following: purchase of US Savings Bonds, voluntary liquidation of indebtedness to the US payment of delinquent federal, state or local income taxes, charitable contributions to Air Force assistance fund.

57.11.2. In addition to allotments authorized above, any other allotments (except class C) in effect during last month of active service may be continued into retirement to assist personnel in transition from active to retired status.

57.11.3. All allotments identified as D, H, I, S, and T allotments are paid from retired pay if there is enough retired pay to cover the amount of allotment deduction (I and S type allotments are converted by retired pay to D allotments). After separation, any change to the allotments must be submitted through Defense Retiree/Annuitant Pay System (DRAS).

57.11.3.1. Any allotments to be carried forward to retired pay system must be started, stopped or changed before mid-month cutoff in the month of retirement.

57.11.3.2. In the event changes to allotments are requested after this time, have the member complete an authorized allotment or bond form, as appropriate; suspense action until a DRAS record has been created (usually about the 10th of the first month of retirement); then input the transactions into DRAS.

57.11.4. If the member attempts to start or change an allotment in DJMS and the transaction rejects before mid-month cutoff, follow procedures in **57.11.3.2** above to start or change the allotment in DRAS.

57.11.5. After retirement, nonstandard forms or personal letters may be used to support an allotment request, change, or cancellation provided all needed information is furnished and the request has been signed by the retiree.

57.11.5.1. In extenuating circumstances when you are not able to process the allotment start or change directly into DRAS, mail the completed form or letter, along with a letter of explanation to DFAS-CL (code ROA), 1240 E 9th Street, Cleveland OH 44197-9800 and request their assistance completing the member's request.

Figure 57.1. DD Form 2558, Authorization to Start, Stop or Change an Allotment.

AUTHORIZATION TO START, STOP OR CHANGE AN ALLOTMENT

PRIVACY ACT STATEMENT

AUTHORITY: 37 U.S.C. Section 701, E.O. 9397.

PRINCIPAL PURPOSE: To permit starts, changes, or stops to allotments. To maintain a record of allotments and ensure starts, changes, and stops are in keeping with member's desires.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act, these records of information contained therein may specifically be disclosed outside the DoD as a routine use to the Federal Reserve banks to distribute payments made through the direct deposit system to financial organizations or their processing agents authorized by individuals to receive and deposit payments in their accounts. It may also be disclosed to the Treasury Department, Internal Revenue Service, Social Security Administration, Department of Veterans Affairs, Federal, state and local agencies for civil or criminal law enforcement. In addition it can be released for any of the blanket routine uses published at the beginning of the DFAS compilation of system of record notices.

DISCLOSURE: Voluntary; however, failure to provide the requested information as well as the Social Security number may result in the member not being able to start, change, or stop allotments.

TO BE COMPLETED BY ALLOTTER

1. BRANCH OF SERVICE *(X one)*	2. NAME OF ALLOTTER *(Last, First, Middle Initial)* *(Print or type)*	3. SSN	4. PAY GRADE
☐ AIR FORCE ☐ MARINE CORPS ☐ ARMY ☐ NAVY			

5. ADDRESS OF ALLOTTER *(Street or Box Number, City, State, ZIP Code)*	6. DAYTIME TELEPHONE NUMBER *(Include Area Code)*	7. EFFECTIVE DATE *(YYYYMM)*	8. MONTHLY AMOUNT OF ALLOTMENT $

9. NAME OF ALLOTTEE *(First, Middle Initial, Last)*	10. ALLOTMENT ACTION *(X one)*	11. TERM IN MONTHS
	☐ START ☐ STOP ☐ CHANGE	

12. CREDIT LINE *(If applicable)*	13. ALLOTMENT CLASS AUTHORIZED *(X one)*
	☐ C - CHARITY/CFC
14. ALLOTTEE'S MAILING ADDRESS *(Street or Box Number, City, State, ZIP Code)*	☐ D - DISCRETIONARY ALLOTMENTS *(Includes dependent support, payment to financial institution, insurance, repayment of home loan, rent, etc. (Notes 1 and 2))*
	☐ F - CHARITY - EMERGENCY/ASSISTANCE FUND CONTRIBUTION
	☐ L - REPAYMENT OF LOAN TO SERVICE ORGANIZATION *(Red Cross, Relief Society, etc. - Navy and Marine Corps only)*
15. IF FOREIGN ADDRESS COMPLETE AS FOLLOWS *(Province, Country)*	☐ N - NSLI OR USGLI INSURANCE PREMIUM
	☐ T - PAYMENT OF DEBTS TO U.S., DELINQUENT STATE OR LOCAL INCOME/ EMPLOYMENT TAXES
16. REMARKS	☐ - OTHER *(Specify)*

17. COMPANY CODE/FINANCIAL INSTITUTION/ROUTING TRANSIT NUMBER	18. ACCOUNT NUMBER/POLICY NUMBER	☐ CHECKING ☐ SAVINGS
	19. TOTAL CLASS L AMOUNT $	20. TOTAL CLASS T AMOUNT $

STATEMENT OF UNDERSTANDING

I understand that this allotment is legal and that by **voluntarily** completing this form, I am responsible for:
- **Ensuring** that the information is correct;
- **Reviewing** my Leave and Earnings Statement to ensure the allotment stops, starts, or changes as directed including amount and payee;
- **Collecting** overpayments from the receiver (payee) of the allotment, if I do not change or stop the allotment after a loan is repaid;
- **Contacting** the receiver (payee) of the allotment, at my expense, to obtain monthly statements for my personal records.

I also understand that any problems once the allotment is delivered to the receiver (payee) are beyond the control of the Defense Finance and Accounting Service (DFAS) and that DFAS is only responsible for ensuring proper delivery of any voluntary allotment for the period directed. I further understand that pursuant to conditions listed in the DoD 7000.14-R, Volume 7A, changes can be made by DFAS to an allottee's name, address, or account number.

21. SIGNATURE OF ALLOTTER	22. DATE *(YYYYMMDD)*

NOTE 1. Must be different address than allotter. Each dependent allotment must have a different credit line. Only one support allotment per dependent is allowed.
NOTE 2. This is a voluntary allotment and can be to any payee you desire.

DD FORM 2558, SEP 2002 PREVIOUS EDITION IS OBSOLETE.

Figure 57.2. SF 1199A, Direct Deposit Sign-Up Form.

WASHINGTON, DC 20402 STOCK NO. 048-000-00363-0

Standard Form 1199A
(Rev. June 1987)
Prescribed by Treasury Department
Treasury Dept. Cir. 1076

OMB No. 1510-0007
Expiration Date 1-31-93

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 *(TO BE COMPLETED BY PAYEE)*

A NAME OF PAYEE *(last, first, middle initial)*: BENNETT, SARAH J.

ADDRESS *(street, route, P.O. Box, APO/FPO)*: 4736 S. Harper Street

CITY: Altus | STATE: OK | ZIP CODE: 73522

TELEPHONE NUMBER — AREA CODE: 405-339-6744

B NAME OF PERSON(S) ENTITLED TO PAYMENT: Alana J. Bennett

C CLAIM OR PAYROLL ID NUMBER: ~~Prefix~~ SSAN: 000-00-0000 ~~Suffix~~

D TYPE OF DEPOSITOR ACCOUNT: [X] CHECKING [ ] SAVINGS

E DEPOSITOR ACCOUNT NUMBER: 3 4 7 8 0 9 - 4 5 2

F TYPE OF PAYMENT *(Check only one)*

- [ ] Social Security
- [ ] Supplemental Security Income
- [ ] Railroad Retirement
- [ ] Civil Service Retirement (OPM)
- [ ] VA Compensation or Pension
- [ ] Fed Salary/Mil. Civilian Pay
- [X] Mil. Active
- [ ] Mil. Retire.
- [ ] Mil. Survivor
- [ ] Other _____ *(specify)*

G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY *(if applicable)*

TYPE	AMOUNT
Dependent Support	$250

PAYEE/JOINT PAYEE CERTIFICATION

I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

SIGNATURE	DATE
Sarah J. Bennett	10/24/94
SIGNATURE	DATE

JOINT ACCOUNT HOLDERS' CERTIFICATION *(optional)*

I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.

SIGNATURE	DATE
SIGNATURE	DATE

SECTION 2 *(TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)*

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS
U.S. AIR FORCE	443 CPTS/ACFPM Altus AFB OK 73523-5260

SECTION 3 *(TO BE COMPLETED BY FINANCIAL INSTITUTION)*

NAME AND ADDRESS OF FINANCIAL INSTITUTION:
American National Bank
777 Green Blvd
Enid OK 73411

ROUTING NUMBER: 1 2 3 4 - 5 6 7 8 | CHECK DIGIT: 2

DEPOSITOR ACCOUNT TITLE: ALANA J. & SARAH J. BENNETT

FINANCIAL INSTITUTION CERTIFICATION

I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.

PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE
Alyssa M. Sebastian	Alyssa M. Sebastian	405-377-2200	10/26/94

Financial Institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

NSN 7540-01-058-0224

GOVERNMENT AGENCY COPY

1199-206

Figure 57.3. TD Form 2159, Payroll Deduction Agreement.

Form **2159** (Rev. Jan. 1994)

Department of the Treasury—Internal Revenue Service

Payroll Deduction Agreement

TO: (Employer—name and address)

REGARDING: (Taxpayer—name and address)

Contact person: _____

Title: _____

Telephone: _____

For: Employer

The taxpayer named on the right above owes federal taxes. This individual has named you as an employer and requests that a fixed amount be withheld from *each* wage or salary payment to be applied to the balance due. This payment arrangement is called a payroll deduction agreement and requires your approval. If you agree to participate, please read and sign the following statement:

I agree to participate in this payroll deduction agreement and will withhold the amount shown below from each wage or salary payment due this employee (taxpayer).

IRS Use Only

I will send the money to the Internal Revenue Service every (circle one):

WEEK TWO WEEKS MONTH Other: _____

Signed: _____

Title: _____ Date: _____

Social security or employer identification number:

(taxpayer) *(spouse)*

Kinds of taxes (Form numbers)

Tax periods

As of _____, this taxpayer owes

$ _____, PLUS ALL PENALTIES AND INTEREST PROVIDED BY LAW

Telephone: *(Home)* *(Work)*	Banks *(Names and addresses)*

AGREEMENT LOCATOR NUMBER: ___ ___ ___ ___ *(circle)*

0 No future action is required — Earliest CSED

5 Financial review date: __ __ / __ __ (m m y y) _____

6 SCCB—Monitor ES compliance: Amount per quarter $ _____ *(If amount(s)/quarters will vary, provide details.)* — Check box if pre-assessed modules included ☐

I am paid every (circle one)

WEEK TWO WEEKS MONTH Other: _____

I agree to have $ _____ deducted from each pay beginning _____

I also agree and authorize this deduction to be increased or decreased as follows:

Date of increase *(or decrease)*	/ /	/ /
Amount of increase *(or decrease)*	$	
New deduction amount	$	

For assistance:

Call: 1-800-829-1040

or write: _____ Service Ctr.

City, State, Zip Code

Conditions of this agreement (applies to taxpayer):

- We must receive each payment by the date shown above; if you have a problem, contact us immediately.
- This agreement is based on your current financial condition. We may change or cancel it if our information shows that your ability to pay has changed significantly.
- We may cancel this agreement if you don't give us updated financial information when we ask for it.
- While this agreement is in effect, you must file all federal tax returns and pay any taxes you owe on time.
- We will apply your federal or state tax refunds (if any) to the amount you owe until it is fully paid. (This includes the Alaska Permanent Fund dividend for Alaska residents.)

Additional Conditions: (To be filled in by IRS)

- If you don't meet the conditions of this agreement, we will cancel it, and may collect the entire amount you owe by levy on your income, bank accounts or other assets, or by seizing your property.
- We may cancel this agreement at any time if we find that collection of the tax is in jeopardy.
- We will apply all payments on this agreement in the best interest of the United States.
- The IRS Collection Division must accept this agreement, and it may require managerial approval. If it is not accepted or approved, we will notify you.

To be filled in by IRS

- **A NOTICE OF FEDERAL TAX LIEN** *(check one)*
  - ☐ **HAS ALREADY BEEN FILED**
  - ☐ **WILL BE FILED IMMEDIATELY**
  - ☐ **WILL BE FILED WHEN TAX IS ASSESSED**
  - ☐ **MAY BE FILED IF THIS AGREEMENT DEFAULTS**

Taxpayer's signature		Spouse's signature, if a joint liability	Date
IRS originator, title and IDRS number	Originator Code:	Agreement examined or approved by *(Signature, title and function)*	Date

CAT. NO. 21475H

Part 1 — Acknowledgment Copy—Return to IRS

Form 2159 (Rev. 1-94)

Figure 57.4. Format to Change Allotment Check Mailing Address.

CHARACTER POSITION	DESCRIPTION
1-5	AAA04 (ONE TRAILER RECORD) OR BAA04 (TWO TRAILER RECORDS)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME YEAR AND MONTH
20-23	ALLOTMENT IS CHANGED
24-27	CLASS(ES) OF ALLOTMENT(S) ON WHICH ADDRESS IS BEING CHANGED
32	APPLICABLE CODE FOR NEW ADDRESS: 1--DOMESTIC ADDRESS 2--FOREIGN ADDRESS 3—APO 4—FPO
50-57	FOR CHECK MAILING ADDRESS: FIRST 8 LETTERS OF ALLOTTEE'S NAME; FOR BOND MAILING ADDRESS: FIRST 8 LETTERS OF THE NAME OF THE PERSON RECEIVING THE BOND
1-5	1AA04 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
21-49	NUMBER AND STREET, WITH TYPE OF STREET
51-55	APO OR FPO NUMBER IF ADDRESS CODE IS 3 OR 4; ZEROS IF ADDRESS CODE IS 1 OR 2

CHARACTER POSITION	DESCRIPTION
1-5	2AA04 (SECOND TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
	IF ADDRESS IS IN US OR POSSESSIONS OR TERRITORIES:
21-40	CITY TO WHICH ALLOTMENT CHECK OR BOND IS TO BE MAILED
42-43	STATE POSTAL ABBREVIATION (SEE **Attachment 15**)
45-49	ZIP CODE
	IF ADDRESS IS IN A FOREIGN COUNTRY:
21-49	NAME OF FOREIGN COUNTRY, PROVINCE AND COUNTRY TO WHICH ALLOTMENT CHECK OR BOND IS TO BE MAILED
51-52	COUNTRY CODE (SEE **Attachment 16**)

Figure 57.5. Format to Start Class C or T Allotments or to Change Class T Allotments.

CHARACTER POSITION	DESCRIPTION
1-5	0AC01/0AT01/0AT04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME YEAR AND
20-23	MONTH DEDUCTIONS SHOULD BEGIN MONTHLY
24-29	DEDUCTION AMOUNT
33	TYPE 6
34-50	FOR AC ALLOTMENT CP 34-45—BLANK CP 46-49--CFC CODE CP 50—BLANK FOR AT ALLOTMENTS: ACCOUNT POLICY NUMBER: COMPANY CODE IF ALLOTMENT IS TO AIR FORCE AID SOCIETY ACCOUNT OR LOAN NUMBER FOR ALL OTHERS
51	FOR AC ALLOTMENT—BLANK FOR AT ALLOTMENT—P
52-57	TOTAL AMOUNT OF PLEDGE, LOAN OR DEBT TO BE PAID BY THIS ALLOTMENT
58-64	COMPANY CODE FIRST CHARACTER POSITION WILL BE R OR S IF FORMAT-ID IS AT

Figure 57.6. Format to Start, Change, Increase or Decrease Class D or H Allotments to Individuals/Mortgages.

CHARACTER POSITION	DESCRIPTION
1-5	BAD01/BAD04 (TWO TRAILER RECORDS) OR CAD01/CAD04 (THREE TRAILER RECORDS) OR OAD07/OAD08 (NO TRAILER RECORDS) OR BAH01/BAH04 (TWO TRAILER RECORDS) OR CAH01/CAH04 (THREE TRAILER RECORDS) OR OAH07/OAH08 (NO TRAILER RECORDS)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR AND MONTH ALLOTMENT DEDUCTION BEGINS
24-29	MONTHLY DEDUCTION AMOUNT
30	NAME ID CODE: 0 -- WHEN THERE IS NEITHER A CREDIT LINE OR IN-CARE-OF NAME FOR CHECK MAILING TO BE USED 1 -- IF A CREDIT LINE FOR ALLOTMENT IS TO BE USED OR CHANGED 2 -- IF AN IN-CARE-OF NAME FOR CHECK MAILING ADDRESS IS TO BE USED OR CHANGED
31	FAMILY RELATIONSHIP: IF FORMAT-ID IS AD -- R FOR GUARDIAN, IF APPLICABLE, OR BLANK FOR OTHER DEPENDENTS; IF FORMAT-ID IS AH – BLANK
32	DOMESTIC/FOREIGN ADDRESS CODE: 1 -- DOMESTIC ADDRESS 2 -- FOREIGN ADDRESS 3 – APO

CHARACTER POSITION	DESCRIPTION
	4 – FPO
33	ALLOTMENT RECIPIENT TYPE CODE: 1 -- INDIVIDUAL WITH DOMESTIC ADDRESS 2 -- INDIVIDUAL WITH A FOREIGN ADDRESS OR AN APO OR FPO ADDRESS
44-49	ZEROS
50-57	IF ACTION INDICATOR IS 04, 07 OR 08 AND FORMAT-ID IS AD -- FIRST 8 LETTERS OF ALLOTTEE'S NAME FORMAT-ID IS AH -- FIRST 8 LETTERS OF MORTGAGEE'S NAME BLANK FOR ACTION INDICATOR 01
1-5	1AD01/1AD04 (FIRST TRAILER RECORD) OR 1AH01/1AH04 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
21-47	ALLOTTEE’S FIRST NAME, MI, LAST NAME AND SUFFIX, IF APPLICABLE
49-67	CREDIT LINE: ACCOUNT NUMBER, LAST NAME, FIRST NAME, IF CREDIT FOR PROCEEDS OF AN ALLOTMENT IS FOR OTHER THAN ALLOTTEE, OR CHECK MAILING ADDRESS INCLUDES AN IN-CARE-OF NAME OTHERWISE BLANK; IF FORMAT-ID IS AD AND FAMIL-RLTNSHP IS R -- GUARDIAN, CREDIT LINE WILL NOT BE BLANK; IF ALOTE-NAME-ID = 0, BLANK
1-5	2AD01/2AD04 (SECOND TRAILER RECORD) OR 2AH01/2AH04 (SECOND TRAILER RECORD)

CHARACTER POSITION	DESCRIPTION
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
21-49	NUMBER AND STREET WITH TYPE OF STREET OR BLANK IF NOT APPLICABLE
51-55	APO OR FPO NUMBER IF ADRS-MAIL-DOM-FORN-CODE=3 OR 4 ZEROS IF ADRS-MAIL-DOM-FORN-CODE=1 OR 2
1-5	3AD01/3AD04 (THIRD TRAILER RECORD) 3AH01/3AH04 (THIRD TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
	IF ADDRESS IS IN US OR POSSESSIONS OR TERRITORIES:
21-40	CITY PORTION OF ADDRESS TO WHICH CHECK IS TO BE MAILED
42-43	POSTAL ABBREVIATION FOR STATE PORTION OF ADDRESS (SEE **Attachment 15**)
45-49	ZIP CODE
	IF ADDRESS IS IN A FOREIGN COUNTRY:
21-49	NAME OF FOREIGN CITY, PROVINCE OR COUNTRY TO WHICH CHECK IS MAILED
51-52	COUNTRY CODE (SEE **Attachment 16**)

CHARACTER POSITION	DESCRIPTION

Figure 57.7. Format to Change Class D, H, I or S Allotments to Coded Companies.

CHARACTER POSITION	DESCRIPTION
1-5	0AH04/0AI04/0AS04 (NO TRAILER RECORDS) OR AAD04 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YEAR AND MONTH ALLOTMENT DEDUCTION BEGINS
24-29	MONTHLY DEDUCTION AMOUNT
30	IF FORMAT-ID IS AD, CODE 1; ZEROS FOR ALL OTHER FORMAT-IDs
31	FAMILY RELATIONSHIP: FORMAT-ID AD R--GUARDIAN, IF APPLICABLE; BLANK FOR ALL OTHER DEPENDENTS; BLANK FOR ALL OTHER FORMAT-IDs
33	CODE 6
34-50	ACCOUNT/POLICY NUMBER
51	TYPE OF ACCOUNT: FOR FORMAT-ID AD P FOR PAYMENT WHEN FIRST CHARACTER OF COMPANY CODE IS S FOR FORMAT-ID AD OR AS C FOR CHECKING OR S FOR SAVINGS WHEN FIRST CHARACTER OF COMPANY CODE IS A, B, C, M OR NUMERIC FOR FORMAT-ID AH P FOR PAYMENT FOR FORMAT-ID AI H FOR HEALTH OR L FOR LIFE
53-59	COMPANY CODE FROM TABLE 50

CHARACTER POSITION	DESCRIPTION
61-67	COMPANY CODE AS SHOWN ON MMPA
1-5	1AD04 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
49-67	FIRST NAME, MI, LAST NAME OF PERSON TO WHOM ALLOTMENT SHOULD BE CREDITED

Figure 57.8. Format to Stop Class C, D, F, H, I, L, S or T Allotments.

CHARACTER POSITION	DESCRIPTION
1-5	0AC02/0AD02/0AF02/0AH02/0AI02/0AS02 OR 0AT02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR AND MONTH IN WHICH LAST DEDUCTION SHOULD
33	BE MADE ALLOTMENT RECIPIENT TYPE: 1--DOMESTIC INDIVIDUAL 2--OVERSEAS INDIVIDUAL 4--VA ALLOTMENT 6--CODED COMPANY AS REFLECTED ON MMPA
50-57	FIRST 8 CHARACTERS OF ALLOTTEE'S FIRST, MI, LAST NAME, INCLUDING SPACES AS SHOWN ON MMPA, IF ALLOTMENT BEING STOPPED IS TO AN INDIVIDUAL
58-64	COMPANY CODE IF ALLOTTEE IS CODED COMPANY

Figure 57.9. Format to Increase or Decrease Class D, H, I or S Allotments to Coded Companies.

CHARACTER POSITION	DESCRIPTION
1-5	0AD07/08 OR 0AH07/08 OR 0AI07/08 OR 0AS07/08
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR AND MONTH DEDUCTION BEGINS
24-29	MONTHLY DEDUCTION AMOUNT
30	ZERO
31	FAMILY RELATIONSHIP: IF FORMAT-ID IS AD R--GUARDIAN OR BLANK FOR OTHER DEPENDENTS BLANK FOR ALL OTHER FORMAT-IDs
33	6
58-64	COMPANY CODE

Figure 57.10. Format to Start Class F Allotment.

CHARACTER POSITION	DESCRIPTION
1-5	0AF01
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR AND MONTH ALLOTMENT DEDUCTION SHOULD BEGIN
24-29	MONTHLY DEDUCTION AMOUNT (CANNOT BE LESS THAN $1)
33	TYPE 6
44-49	TOTAL AMOUNT OF PLEDGE TO BE PAID BY THIS ALLOTMENT (TOT-AMT-CLASS F MUST BE EQUAL OR GREATER THAN THREE TIMES ALOTMT-AMT-PAY ALSO, TOT-AMT-ALOT MUST BE DIVISIBLE BYALOT-MT-AMT-PAY WITH NO REMAINDER)
50-56	COMPANY CODE (MUST BE ONE OF THE FOLLOWING): T598092 AFAS T560696 AFEMWH T595130 AF VILLAGE T000270 LEMAY FOUND

Figure 57.11. Format to Start Class D, H, I or S Allotments to Coded Companies.

CHARACTER POSITION	DESCRIPTION
1-5	0AH01/0AI01/0AS01 (NO TRAILER RECORDS) OR AAD01 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR AND MONTH ALLOTMENT DEDUCTION BEGINS
24-29	MONTHLY DEDUCTION AMOUNT
30	IF FORMAT-ID AD 1; OTHERWISE, ZEROS
31	FAMILY RELATIONSHIP: IF FORMAT-ID IS AD--R FOR GUARDIAN, IF APPLICABLE, BLANK FOR ALL OTHER FORMAT-Ids
33	CODE 6
34-50	ACCOUNT OR POLICY NUMBER TYPE OF ACCOUNT:
51	FOR FORMAT-ID AD P FOR PAYMENT WHEN FIRST CHARACTER OF COMPANY CODE IS S FOR FORMAT-ID AD OR AS C FOR CHECKING OR S FOR SAVINGS WHEN FIRST CHARACTER OF COMPANY CODE IS A, B, C, M OR NUMERIC FOR FORMAT-ID AH P FOR PAYMENT FOR FORMAT-ID AI H FOR HEALTH OR L FOR LIFE COMPANY
53-59	CODE FROM TABLE 50

CHARACTER POSITION	DESCRIPTION
1-5	1AD01 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
49-67	FIRST, MI AND LAST NAME OF PERSON TO WHOM ALLOTMENT SHOULD BE CREDITED

Figure 57.12. Format to Report/Cancel or Correct FSO - Authorized Payments for Class X Allotments.

CHARACTER POSITION	DESCRIPTION
1-5	0PD03/06 OR APD05 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF EFFECTIVE DATE OF PAYMENT VOUCHER
26	GOVERNMENT AGENCY CODE: A—AIR FORCE B—ARMY C—NAVY D—MARINES G—COAST GUARD M—STATE DEPARTMENT R—ACCOUNTS RECEIVABLE
27-30	ACCOUNTABLE ADSN--ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO. OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY)
32-39	PAYMENT VOUCHER NUMBER
40-45	AMOUNT PAID TO MEMBER
46-48	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED

CHARACTER POSITION	DESCRIPTION
53-54	RESERVED FOR DFAS-DE USE
66	RESERVED FOR DFAS-DE USE NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Chapter 58

ALLOTMENTS FOR THE PURCHASE OF US SAVINGS BONDS

58.1. Description. Air Force members on extended active duty may purchase US Savings Bonds through payroll deduction using the allotment system. Bonds may be mailed to any address in the United States and authorized foreign addresses or held in safekeeping.

58.2. Source of Input. The FSO starts, stops or makes changes to E & I bond allotments at the member's request using authorized forms. Effective 1 May 2003, Form SB-2378, Authorization for Purchase and Requests for Change United States Series EE Savings Bonds or United States Series I (Inflation-Indexed) Savings Bonds, is the authorized form to use (**Figure 58.1**). All prior forms may be used until stock is depleted. These forms include the DD Form 2559 (**Figure 58.2**); Form SBD 2104, Authorization for Purchase and Request for Change, Unites States EE Savings Bonds (**Figure 58.3**); or effective 1 April 2000 through 30 April 2003, Form SB 2305, Authorization for Purchase and Request for Change, United States Savings Bonds Series I (**Figure 58.4**). Bond addresses may also be changed using AF Form 1745. Bond allotments appear on the MMPA as FID AB.

58.3. Characteristics of Bond Allotments:

58.3.1. Bond Series. There are two types of US Savings Bonds available through payroll deduction.

58.3.1.1. US Savings Bonds (Series EE) has a purchase price one-half the maturity value of the Bond. The series EE Bonds available through payroll deduction are $100, $200, $500, or $1000. The Series EE Bond is identified by a "T" in the Bond-Series-Code.

58.3.1.2. US Savings Bonds (Series I) are inflation-indexed Bonds. The Series I Bonds deal with par value securities. This means they are purchased at face value. Their special features are a fixed base interest rate and a supplemental rate adjusted for inflation. Treasury announces earnings rates for Series I and EE Bonds on May 1 and November 1 of each year. The purchase prices available through payroll deduction are $50, $75, $100, $200, and $500, and $1000. The $5000 and $10,000 Series I Bonds are not available through payroll deduction. The series I is identified by and "I" in the Bond-Series-Code.

58.3.2. Effective Date. Class B allotments are started for indefinite periods. Starts (AB01) are effective on the first day of current processing month. If the transaction is received after mid-month cutoff and pay due at end of month (EOM) is not enough to pay the allotment, the transaction is rejected. Changes are effective the first day of the processing month in which received. Stops are effective the month contained in the input transaction. This date may be either the current processing month or the month prior. Amounts due toward purchase of an unissued bond will be refunded to the member.

58.3.3. Names, SSN and Addresses on Bonds. Member may name another person as owner, co-owner, and/or beneficiary, but may not name a judiciary, private or public organization. It is not necessary that member's name be on the bond as owner, co-owner

or beneficiary. When owner is other than member, that person's SSN must be placed in proper field of input transaction. When co-owner, or beneficiary, is other than member, that person's SSN should be placed in proper field of input transaction, if available; otherwise, place zeros in the field. Members should be encouraged to have bonds mailed to a permanent address, one not expected to change upon reassignment. If member is owner, he/she may elect to have bonds held in electronic safekeeping storage at DFAS. No address is required on the start or change transaction for members electing the safekeeping option.

58.3.3.1. When bonds are held in safekeeping, member may request bond status and also obtain any or all bonds upon written request. Members may fax in their written requests for release of bonds held in safekeeping to DFAS-IN, Disbursing Operations/JFD, DSN 699-4339, commercial 317-510-4339. Fax must include, bond owner name, SSN, address to which the bonds should be mailed, and a phone number in case there are questions, and the request must be signed. Written requests may also be mailed to: DFAS-IN, Disbursing Operations/JFD, 8899 E. 56th Street, Indianapolis, IN 46249. Questions may also be directed to DFAS-IN Disbursing Operations at commercial 317-510-8539.

58.3.3.2. Bonds are not held in safekeeping for members who are retired or separated.

58.3.4. Changes of Address. If a bond recipient changes the mailing address for a bond, the member completes either DD Form 2559 or SBD 2104 if only bond addresses are changing, or AF Form 1745 if personal mailing address or LES address also changes. FSO uses FID AA04 to change the address of all classes of allotments of that individual. If the member has more than one bond mailed to an individual and only wishes to change the address for one bond, two transactions (AB02) and a start are required. Be sure the stop has processed before the start transaction is processed (see **Chapter 7**, **paragraph 7.13** for an explanation of a clean-up of bond addresses done on a quarterly basis). Do not use an AA04 transaction for bonds held in safekeeping at DFAS since an AA04 changes only mailing address, not bond disposition code.

58.3.5. Returned Bonds. Bonds returned to DFAS-DE as undeliverable are sent to the member's servicing FSO for delivery to the member after a new address has been obtained to prevent the return of future bonds. The FSO must:

58.3.5.1. Deliver bond to the member and obtain an address change. FSO should encourage the member to have bonds sent to a permanent mailing address not expected to change upon reassignment.

58.3.5.2. Advise member that bonds owned by the member may be held in safekeeping at DFAS. Process necessary transactions to change bond disposition code if member so chooses.

58.3.5.3. Forward the bond to the member's new servicing FSO if he or she is no longer serviced by your office. Annotate the listing to that effect and return it to DFAS-ATDT/DEDE, 6760 E. Irvington Place, Denver, CO 80279-3000.

58.3.6. Inquiries:

58.3.6.1. When reporting bonds not received, open a CMS (Case Management System) case in the DJMS AC allotment box, including the information required in **Figure 58.4**

Ensure the CMS case reflects that the bond was issued, but not received by owner, co-owner, or beneficiary, in order for PMJSAA to know which form is required. DFAS-PMJSAA/DE will provide the bond series number and attach a copy of the PD Form 3062 (Claim for United States Savings Bonds not Received) and return the case to the FSO. PMJSAA will annotate the case with action taken and mark it action complete, then finance closes the CMS case. Provide PD Form 3062 to member for completion; member must sign and mail to: Federal Reserve Bank of Cleveland, Pittsburg Branch, Customer Service Department, P.O. Box 299, Pittsburg, PA 15230-0299. Inquiries should be made by bond owner or authorized representative (FSO where the owner purchased the bond) by calling 1-800-245-2804 or on the web at **savingsbonds@clev.frb.org**.

58.3.6.2. When reporting bonds as lost, stolen, or destroyed after valid issue, open a CMS case in the DJMS AC allotment box, including the information in **Figure 58.4** Ensure the CMS case reflects that the bond was lost, stolen, or destroyed, in order for PMJSAA to know which form is required. DFAS-PMJSAA/DE will provide the bond series number and attach a copy of the PD Form 1048 (Claim for Lost, Stolen or Destroyed United States Savings Bonds). The case will then be returned to the FSO after PMJSAA annotates the action taken and marks the case action complete. Finance provides this PD Form 1048 to member for completion of the document; member must sign and mail to: Bureau of Public Debt, 200 Third Street, Parkersburg, WV 26106-1328. Inquiries should be made by bond owner or authorized representative (FSO where the owner purchased the bond), by calling 1-304-480-6112.

58.3.6.3. Advise the member that neither PD Form 3062 nor PD Form 1048 can be forwarded until at least 30 days after the issue date of the bond(s) to allow sufficient time for processing and delivery.

58.3.6.4. If FSO is unable to deliver or forward bonds to members for reasons such as member deceased, separated or retired, return bond to DFAS-ATDT/DEDE, PO Box 173659, Denver, CO 80217-0001. These bonds are identified to FSO on: Returned Bond Listing (PCN UH 99C574). Effective 1 Oct 2003, disregard the address on the listing (instruction #5) and use the above address.

58.4. Bonds for Retiring Members. Bond allotments in effect during the last month of active duty are automatically continued after retirement unless specifically stopped by the member.

58.5. User Instructions for SBD-2104, SB-2305, and SB-2378 with DJMS Input Screens. In structions are identical with one exception. The bond denominations for the SB-2104 are limited to $100, $200, $500, and $1000.

Table 58.1. User Instructions for SBD-2104, SB-2305, and SB-2378 with DJMS Input Screens.

SB-2378		DJMS	
Block	**Field**		
--	Option A = New Allotment Option B = Increase Allotment Option C = Change Denomination Option D = Change Inscription Option E = Safekeeping Option F = Other Action	Format ID - AB01/Option A Format ID - AB04/Option B, C, D Format ID - AB02/Option E/Stop Format ID - AB01/Option A/E/Start to Safekeeping Format ID - AB02/AB01/Change to Start Safekeeping Format ID - AB02/Stop	
#1	Branch of Service Required field for all options (A thru F) For Information Only	No DJMS input	
#2	Social Security Number Required for all options (A thru F)	SSN	
#3	Pay Grade Optional field for all options (A thru F)	No DJMS input	
#4	Name Required field for all options (A thru F)	No DJMS input	
#5	Dept/Agency/Duty Station Required field for all options (A thru F)	No DJMS input	
#6	Duty Phone Number Required field for all options (A thru F) For contacting the member if additional information is required to process the bond request	No DJMS input	
--	Amount to be allotted each pay period; Required field for all options (A thru F) This must be a "monthly" deduction amount	AMT-SPEC-DEDTN-CRNT-MO: monthly deduction amount, zero-fill left	
--	Bond Denomination: Required field for all options (A thru F):	No DJMS input	

SB-2378		DJMS	
Block	**Field**		
	If face value is $50, I cost is $50 If face value is $75, I cost is $75 If face value is $100, EE cost is $50, I cost is $100 If face value is $200, EE cost is $100, I cost is $200 If face value is $500, EE cost is $250, I cost is $500 If face value is $1000, EE cost is $500, I cost is $1000		
--	Deduction Plan: The member must decide the number of months in which to purchase the bond: 1, 2, 4, 5, 8 or 10. The deduction plan will be the number of deductions needed to purchase the bond.	MOS-PURCH-BOND-ALTMNT	
No Block	Bond Disposition Code: This must be derived from blocks 8, 9, 10, 11, 12, 14 and 15 for options A, D and E. Options B and C would not require a re-determination of the disposition code. A = Owner If Option A/New Allotment, or D/Change Inscription is checked, blocks 8, 9, and 10 are completed, and block 14 is blank then the bond is mailed to the owner. B = Co-owner/Beneficiary If Option A/New Allotment, or D/Change Inscription is checked and blocks 11 and 12 are completed and block 14 name matches block 12, the bond is mailed to the co-owner/beneficiary. C = Third Party If Option A/New Allotment, or D/Change Inscription, is checked and the names in block 8, 12, and 14 are all different, and block 14 name is a third party, the bond is mailed to the third party. D = Safekeeping If Option E/Safekeeping is checked and block 15 indicates safekeeping, the bond is held in safekeeping by DFAS.	Bond-Disposition	
No Block	Bond Ownership Designation Code: This would be derived from blocks 4, 8, 11, and 12 for options A, D, and E. Options B and C would not	Bond-Ownership-DSGN: Cannot be a 3 or 8 if bond disposition is B If bond-disposition is D, the bond-ownership-	

SB-2378		DJMS	
Block	**Field**		
	require a re-determination of the designation code. 1 - member is owner, non-member is co-owner 2 - member is owner, non-member is beneficiary 3 - member is owner, no co-owner or beneficiary 4 - non-member is owner, member is co-owner 5 - non-member is owner, member is beneficiary 6 - non-member is owner, non-member is co-owner 7 - non-member is owner, non-member is beneficiary 8 - non-member is owner, no co-owner or beneficiary	DSGN must be 1, 2, or 3.	
#7	Effective Date Required field for all options (A thru F) Year and month the options should take effect	YR-MO-ALOTMNT-EFF: year and month of allotment start/stop/change	
#8	Bond Owner's Name Required field for all options (A thru F) This must be the bond owner's name. If the military member is the owner, his/her name should be in this block.	Bond-Owner-Name: When bond ownership designator is 4, 5, 6, 7 or 8; otherwise, blank.	
#9	Social Security Number Required field for all options (A thru F) This must be the bond owner's SSN. If the military member is owner, his/her SSN should be in this block.	Bond-Owner-SSN: When bond ownership designator is 4, 5, 6, 7 or 8; otherwise, zero-fill.	
#10	Address Required field for all options (A thru F) Address should be on the bond form to help identify which bond the action is being taken on, since member may have multiple bonds. If the address is a foreign address, provide foreign city, province and country to which bond is to be mailed. If address is APO/FPO, provide the APO/FPO number. If action is safekeeping, bond address field is left blank. If an address is in block #14, use that address. The address in this block would be for verification purposes only.	ADRS-MAIL-DOM-FORN-CD; Foreign or Domestic address indicator 1 = domestic address; 2 = foreign address; 3 = APO; 4 = FPO; Space if action is for safekeeping. Domestic: ADRS-MAIL-STREET; ADRS-MAIL-DOM-CITY; ADRS-MAIL-STATE; ADRS-MAIL-ZIP Foreign: ADRS-MAIL-STREET;	

SB-2378		DJMS	
Block	**Field**		
		ADRS-MAIL-FORN; GOLD-FLOW-COUNTRY APO/FPO: ADRS-MAIL-STREET; APO-FPO-CODE	
#11	Co-Owner/Beneficiary: Required field for all options (A thru F) Only, if a co-owner or beneficiary will be designated; otherwise, leave blank.	No input field	
#12	Name: Required field for all options (A thru F) If co-owner or beneficiary block #11 is checked; otherwise leave blank.	BOND-CO-OWNER/BEN-NAME: If bond ownership designation code is 1, 2, 6, or 7; otherwise leave blank.	
#13	Social Security Number: Required field for all options if co-owner or beneficiary block #11 is checked; otherwise leave blank.	BOND-CO-OWNER/BEN-SSAN: If bond ownership designation code is 1, 2, 6, or 7; otherwise zero-fill.	
#14	Mail Bond To: If bond address is other than address in block #10, this is a required field for options A thru D. Not applicable for option E (safekeeping).	See DJMS block #10	
#15	Other Action/Safekeeping: Required field for option E only. Member should designate action requested. This block should also be used to request a "stop" action. If option E is checked and this field is left blank, the bond will be sent to DFAS-CL for safekeeping. Member must write - in 'stop' if that is what he/she is requesting.	Bond-Disposition Code must be D - hold in safekeeping Bond-Ownership-DSGN code must be 1, 2, or 3 for safekeeping	

Figure 58.1. Savings Bonds or United States Series I (Inflation-Indexed) Savings Bonds.

DEPARTMENT OF DEFENSE
Authorization Form SB-2378
OMB No. 1535-0111

AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE
UNITED STATES SERIES EE SAVINGS BONDS OR
UNITED STATES SERIES I (INFLATION-INDEXED) SAVINGS BONDS **PRINT IN INK OR TYPE**

1. BRANCH OF SERVICE	2. SOCIAL SECURITY NUMBER	3. PAY GRADE (Military Only)
4. NAME	5. DEPT/AGENCY/DUTY STATION	6. DUTY PHONE NO.

REQUESTED ACTION ☐ **A New Allotment** ☐ **B Increase Allotment** ☐ **C Change Denomination** ☐ **D Change Inscription** ☐ **E Safekeeping** (Active Duty Only) ☐ **F Other Action** (Describe below)
For allotment options, see your campaign volunteer or payroll office.
Select One Denomination — **I only** ☐ $50 ☐ $75 ☐ $100 ☐ $200 ☐ $500 ☐ $1000

OTHER ACTION
Select One Series Per Card
Chart below determines number of pay periods needed to purchase each Bond. (Pay periods per year: Military 12 — Civilian 26).

☐ **I BOND**
OR
☐ **EE BOND**

Face Value $50 I - Costs $50		Face Value $75 I - Costs $75		Face Value $100 EE - Costs $50 I - Costs $100		Face Value $200 EE - Costs $100 I - Costs $200		Face Value $500 EE - Costs $250 I - Costs $500		Face Value $1,000 EE - Costs $500 I - Costs $1,000	
Deduction	I	Deduction	I	Deduction	EE/I	Deduction	EE/I	Deduction	EE/I	Deduction	EE/I
$5.00	10	$7.50	10	$5.00	10/NA	$10.00	10/NA	$25.00	10/NA	$50.00	10/NA
$6.25	8	$12.50	6	$6.25	8/NA	$12.50	8/NA	$31.25	8/NA	$62.50	8/NA
$10.00	5	$25.00	3	$10.00	5/10	$20.00	5/10	$50.00	5/10	$100.00	5/10
$12.50	4	$75.00	1	$12.50	4/8	$25.00	4/8	$62.50	4/8	$125.00	4/8
$25.00	2			$20.00	NA/5	$50.00	2/4	$100.00	NA/5	$200.00	NA/5
$50.00	1			$25.00	2/4	$100.00	1/2	$125.00	2/4	$250.00	2/4
				$50.00	1/2	$200.00	NA/1	$250.00	1/2	$500.00	1/2
				$100.00	NA/1			$500.00	NA/1	$1000.00	NA/1

If you checked A, B, or C above indicate amount to be allotted each pay period.
$_____

BOND INSCRIPTION Complete the following if (a) you checked A or D on reverse; or (b) you have multiple Bond allotments

7. Effective first payroll period after	8. Bond Owner's Name		9. Social Security Number *(Required)*
10. Address	a. Number and Street		
	b. City or Town	c. State	d. ZIP Code
11. Check one if you wish to designate a co-owner or beneficiary ☐ **CO-OWNER** ☐ **BENEFICIARY**	12. Name *(First Name)* *(Middle Name or Initial)* *(Last Name)*		13. Social Security Number *(Optional)*
14. Mail Bond To: *(If different from above)*	a. Name *(First Name)* *(Middle Name or Initial)* *(Last Name)*		
	b. Number and Street	c. City or Town	d. State e. ZIP Code

EMPLOYEE'S SIGNATURE _____ (Return signed form to your payroll office or campaign volunteer)

I hereby authorize the foregoing allotment from my pay for the purchase of U.S. Savings Bonds to be issued with the inscription shown on this form.

This Authorization is to remain in effect until cancelled by me in writing or termination of my employment.

Married women should use their given names, e.g., "Mary L. Smith". If coowner or beneficiary is designated, the inclusion of that individual's Social Security number is desireable but not required. The use of courtesy titles is optional.

NOTICE UNDER THE PRIVACY AND PAPERWORK REDUCTION ACTS

The Treasury Department's Bureau of the Public Debt keeps records about who owns savings bonds. Please fill in the information that applies to you so that we can issue savings bonds and keep accurate records as authorized by Title 31 of the United States Code, Chapter 31. We don't disclose any information except as authorized by law.

We estimate it will take you about one minute to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328.

Figure 58.2. SBD Form 2104, United States Series EE Savings Bonds.

SBD-2104

AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE

UNITED STATES SERIES EE SAVINGS BONDS

PRINT IN INK OR TYPE

1. BRANCH OF SERVICE	2. SOCIAL SECURITY NUMBER	3. PAY GRADE (Military Only)
4. NAME	5. DEPT/AGENCY/DUTY STATION	6. DUTY PHONE NO.

☐ A New Allotment ☐ B Increase Allotment ☐ C Change Denomination ☐ D Change Inscription ☐ E Other Action/ Safekeeping

(If you checked A, B, or C above complete the following)	AMOUNT TO BE ALLOTTED EACH PAY PERIOD *(For allotment option, see your canvasser or payroll office)*	BOND DENOMINATION *(Cost Price)*			
	$	☐ $100 ($50)	☐ $200 ($100)	☐ $500 ($250)	☐ $1,000 ($500)

Deduction Plan

Face Value $100 - Cost $50		Face Value $200 - Cost $100		Face Value $500 - Cost $250		Face Value $1,000 - Cost $500	
Deduction	Plan	Deduction	Plan	Deduction	Plan	Deduction	Plan
$5.00	10	$10.00	10	$25.00	10	$50.00	10
$6.25	8	$12.50	8	$31.25	8	$62.50	8
$10.00	5	$20.00	5	$50.00	5	$100.00	5
$12.50	4	$25.00	4	$62.50	4	$125.00	4
$25.00	2	$50.00	2	$125.00	2	$250.00	2
$50.00	1	$100.00	1	$250.00	1	$500.00	1

BOND INSCRIPTION ***(If you checked A or D on reverse, complete the following)***

7. Effective Date	8. Bond Owner's Name	9. Social Security Number
10. Address	a. Number and Street	
	b. City or Town	c. State / d. Zip Code

11. Check One ☐ Co-Owner ☐ Beneficiary	12. Name *(First Name) (Middle Initial) (Last Name)*	13. Social Security Number *(Optional)*
14. Mail Bond To: *(If other than block 8)*	a. Name *(First Name) (Middle Initial) (Last Name)*	
	b. Number and Street / c. City or Town / d. State / e. Zip Code	

15. Other Action/Safekeeping

U.S. Savings Bonds offer:

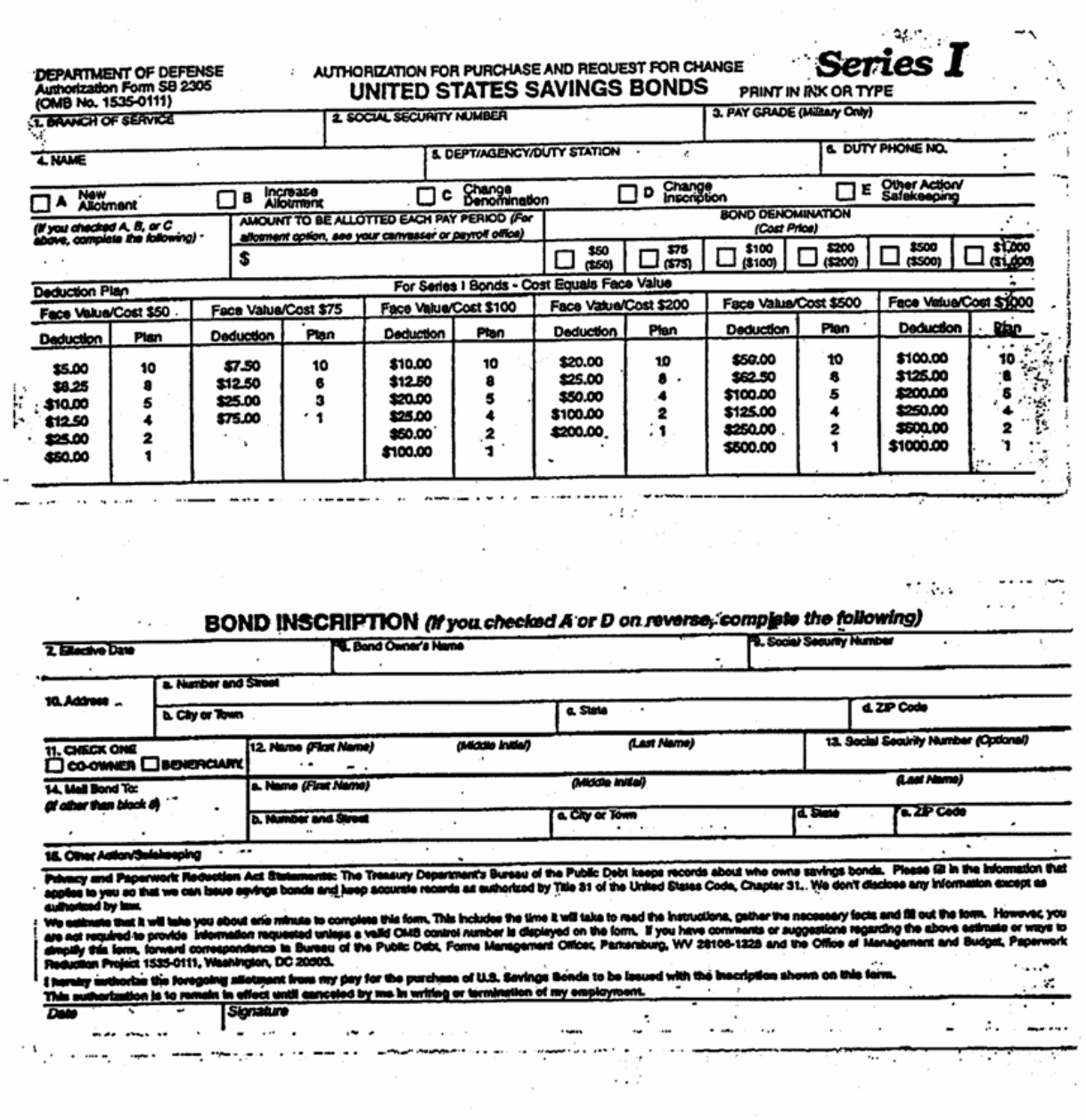
- Market-based interest with a guaranteed minimum rate.
- Interest Exempt from state and local income tax.
- May provide tax savings when used for college.
- Proper registration required for best tax advantages.

Note: The furnishing of a Social Security number for the owner or first named co-owner of a Bond is required by the regulations governing Savings Bonds, i.e., Department Circular PD Series 3-80[31CFR 353). The numbers are used to maintain ownership of records of the Bonds. Other information requested by this form is also required under the above regulations to establish the rights, authority and/or entitlement of the signers. Failure to furnish any of the requested information may prevent completion of the transaction. Married women should use their given names, e.g. "Mary L. Smith". If co-owner or beneficiary is designated, the inclusion of that individual's Social Security number is desirable but not required. The use of courtesy titles is optional.

I hereby authorize the foregoing allotment from my pay with the understanding that U.S. Savings Bonds will be issued as requested. This authorization is to remain in effect until canceled by me in writing or termination of my employment.

Date *Signature*

Figure 58.3. Form SB-2305, United States Series I Savings Bonds.



DEPARTMENT OF DEFENSE
Authorization Form SB 2305
(OMB No. 1535-0111)

AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE
UNITED STATES SAVINGS BONDS

Series I

PRINT IN INK OR TYPE

1. BRANCH OF SERVICE | 2. SOCIAL SECURITY NUMBER | 3. PAY GRADE (Military Only)

4. NAME | 5. DEPT/AGENCY/DUTY STATION | 6. DUTY PHONE NO.

☐ A New Allotment ☐ B Increase Allotment ☐ C Change Denomination ☐ D Change Inscription ☐ E Other Action/ Safekeeping

(If you checked A, B, or C above, complete the following)

AMOUNT TO BE ALLOTTED EACH PAY PERIOD (For allotment option, see your canvasser or payroll office)

$

BOND DENOMINATION (Cost Price)

☐ $50 ($50) ☐ $75 ($75) ☐ $100 ($100) ☐ $200 ($200) ☐ $500 ($500) ☐ $1,000 ($1,000)

Deduction Plan — For Series I Bonds - Cost Equals Face Value

Face Value/Cost $50		Face Value/Cost $75		Face Value/Cost $100		Face Value/Cost $200		Face Value/Cost $500		Face Value/Cost $1000	
Deduction	Plan	Deduction	Plan	Deduction	Plan	Deduction	Plan	Deduction	Plan	Deduction	Plan
$5.00	10	$7.50	10	$10.00	10	$20.00	10	$50.00	10	$100.00	10
$8.25	8	$12.50	6	$12.50	8	$25.00	8	$62.50	8	$125.00	8
$10.00	5	$25.00	3	$20.00	5	$50.00	4	$100.00	5	$200.00	5
$12.50	4	$75.00	1	$25.00	4	$100.00	2	$125.00	4	$250.00	4
$25.00	2			$50.00	2	$200.00	1	$250.00	2	$500.00	2
$50.00	1			$100.00	1			$500.00	1	$1000.00	1

BOND INSCRIPTION *(If you checked A or D on reverse, complete the following)*

9. Effective Date | 8. Bond Owner's Name | 9. Social Security Number

10. Address — a. Number and Street

b. City or Town | c. State | d. ZIP Code

11. CHECK ONE ☐ CO-OWNER ☐ BENEFICIARY

12. Name (First Name) (Middle Initial) (Last Name) | 13. Social Security Number (Optional)

14. Mail Bond To: (If other than block 8)

a. Name (First Name) (Middle Initial) (Last Name)

b. Number and Street | c. City or Town | d. State | e. ZIP Code

15. Other Action/Safekeeping

Privacy and Paperwork Reduction Act Statements: The Treasury Department's Bureau of the Public Debt keeps records about who owns savings bonds. Please fill in the information that applies to you so that we can issue savings bonds and keep accurate records as authorized by Title 31 of the United States Code, Chapter 31. We don't disclose any information except as authorized by law.

We estimate that it will take you about one minute to complete this form. This includes the time it will take to read the instructions, gather the necessary facts and fill out the form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. If you have comments or suggestions regarding the above estimate or ways to simplify this form, forward correspondence to Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328 and the Office of Management and Budget, Paperwork Reduction Project 1535-0111, Washington, DC 20503.

I hereby authorize the foregoing allotment from my pay for the purchase of U.S. Savings Bonds to be issued with the inscription shown on this form. This authorization is to remain in effect until canceled by me in writing or termination of my employment.

Date | Signature

Figure 58.4. CMS Case to Request PD Form 3062, Claim for Relief on Account of Loss, Theft or Destruction of United States Savings Bonds After Valid Issue but Prior to Receipt by Owner, Co-owner or Beneficiary.

INFORMATION FOR CMS CASE, DJMS AC ALLOTMENT BOX:

1. TYPE OF CASE - REQUEST FOR BOND SERIES NUMBER
2. MEMBER'S NAME
3. MEMBER'S SSN
4. BOND DENOMINATION
5. BOND OWNER, CO-OWNER, AND/OR BENEFICIARY
6. ADDRESS TO WHICH BOND WAS ORIGINALLY MAILED (IF KNOWN)
7. ISSUE DATE(S) OF MISSING BOND(S) (SEE NOTE BELOW)
8. BOND DISPOSITION CODE (IF KNOWN)
9. BOND SERIES (EE, I, H, ETC)

NOTE: Issue date of a bond is the month in which at least 50% of the purchase price is deducted. ***Examples:*** $200 bond purchased over 5 months, starting January 2004. Issue date will be March 2004 since, as of the end of March 2004, $60 (or over 50% of the $100 purchase price) will have been deducted. $100 bond purchased over 2 months starting March 2004. Issue date will be March 2004 since, as of the end of March 2004, $25 (or 50% of the purchase price of $50) will have been deducted.

Figure 58.5. Format to Change Bond Mailing Address.

CHARACTER POSITION	DESCRIPTION
1-5	AAA04 (ONE TRAILER RECORD) OR BAA04 (TWO TRAILER RECORDS)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR AND MONTH ALLOTMENT IS CHANGED
24-26	CLASS(ES) OF ALLOTMENT(S) ON WHICH ADDRESS IS BEING CHANGED
32	APPLICABLE CODE FOR NEW ADDRESS: 1--DOMESTIC ADDRESS 2--FOREIGN ADDRESS 3—APO 4—FPO
50-57	FOR CHECK MAILING ADDRESS: FIRST 8 LETTERS OF ALLOTTEE'S NAME; FOR BOND MAILING ADDRESS: FIRST 8 LETTERS OF THE NAME OF THE PERSON RECEIVING THE BOND
1-5	1AA04 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
21-49	NUMBER AND STREET, WITH TYPE OF STREET
51-55	APO OR FPO NUMBER IF ADDRESS CODE IS 3 OR 4; ZEROS IF ADDRESS CODE IS 1 OR 2

CHARACTER POSITION	DESCRIPTION
1-5	2AA04 (SECOND TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
	IF ADDRESS IS IN US OR POSSESSIONS OR TERRITORIES:
21-40	CITY TO WHICH ALLOTMENT CHECK OR BOND IS TO BE MAILED
42-43	STATE POSTAL ABBREVIATION (SEE **Attachment 15**)
45-49	ZIP CODE
	IF ADDRESS IS IN A FOREIGN COUNTRY:
21-49	NAME OF FOREIGN COUNTRY, PROVINCE AND COUNTRY TO WHICH ALLOTMENT CHECK OR BOND IS TO BE MAILED
51-52	COUNTRY CODE (SEE **Attachment 16**)

Figure 58.6. Format to Start or Change a Bond Allotment.

CHARACTER POSITION	DESCRIPTION
1-5	0AB01/04 (NO TRAILER RECORDS) OR BAB01/04 (TWO TRAILER RECORDS) OR CAB01/04 (THREE TRAILER RECORDS) OR DAB01/04 (FOUR TRAILER RECORDS) OR EAB01/04 (FIVE TRAILER RECORDS)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR AND MONTH ALLOTMENT DEDUCTIONS SHOULD START
24	IF ACTION INDICATOR 01: BOND SERIES CODE T FOR EE BONDS, I FOR I BONDS. IF ACTION INDICATOR 04: BOND SERIES CODE FROM MMPA.
25-30	IF ACTION INDICATOR 01: MONTHLY DEDUCTION AMOUNT, ZERO-FILL LEFT IF ACTION INDICATOR 04: MONTHLY DEDUCTION AMOUNT ON MMPA
31-32	IF ACTION INDICATOR 01: NUMBER OF DEDUCTIONS NEEDED TO PURCHASE A BOND: MUST 1, 2, 4, 5, 8 OR 10 IF ACTION INDICATOR 04: MOS-PURCH AS SHOWN ON MMPA
33	BOND OWNERSHIP DISPOSITION CODE: IF ACTION INDICATOR 01: A -- OWNER B -- CO-OWNER OR BENEFICIARY C -- THIRD PARTY D -- HOLD AT DFAS FOR SAFE-KEEPING WHEN MEMBER IS OWNER; IF ACTION INDICATOR 04: SAME DISPOSITION CODE AS ON MMPA

CHARACTER POSITION	DESCRIPTION
34	BOND OWNERSHIP DESIGNATION CODE: IF ACTION INDICATOR IS 01:
	1 -- MEMBER IS OWNER, NON-MEMBER IS CO-OWNER 2 -- MEMBER IS OWNER, NON-MEMBER IS BENEFICIARY 3 -- MEMBER IS OWNER, NO CO-OWNER OR BENEFICIARY 4 -- NON-MEMBER IS OWNER, MEMBER IS CO-OWNER 5 -- NON-MEMBER IS OWNER, MEMBER IS BENEFICIARY 6 -- NON-MEMBER IS OWNER, NON-MEMBER IS CO-OWNER 7 -- NON-MEMBER IS OWNER, NON-MEMBER IS BENEFICIARY 8 -- NON-MEMBER IS OWNER, NO CO-OWNER OR BENEFICIARY; IF ACTION INDICATOR IS 04: SAME DESIGNATION CODE AS ON MMPA
35	FOREIGN OR DOMESTIC ADDRESS INDICATOR: IF ACTION INDICATOR IS 01: -- SPACE FILLED IF DISPOSITION CODE = D (SAFEKEEPING) 1 -- DOMESTIC ADDRESS 2 -- FOREIGN ADDRESS 3 -- APO 4 -- FPO IF ACTION INDICATOR IS 04: SAME INDICATOR AS ON MMPA
36-43	IF ACTION INDICATOR IS 04: FIRST 8 LETTERS OF BOND OWNER'S NAME AS SHOWN ON MMPA IF BOND DESIGNATOR IS OTHER THAN 1, 2 OR 3; BLANK IF BOND DESIGNATOR IS 1, 2 OR 3 ON MMPA OR IF ACTION INDICATOR 01
44-51	IF ACTION INDICATOR 04: FIRST 8 LETTERS OF CO-OWNER'S OR BENEFICIARY'S NAME IF BOND DESIGNATOR IS OTHER THAN 3 OR 8; BLANK IF ACTION INDICATOR 01
52	IF ACTION INDICATOR 04: BOND SERIES CODE T FOR EE BONDS OR I FOR I BONDS
53-58	IF ACTION INDICATOR 04: NEW MONTHLY DEDUCTION AMOUNT, ZERO-FILL LEFT; BLANK IF ACTION INDICATOR 01

CHARACTER POSITION	DESCRIPTION
59-60	IF ACTION INDICATOR 04: NEW NUMBER OF DEDUCTIONS NEEDED TO PURCHASE A BOND; MUST BE 01, 02, 04, 05, 08 OR 10; BLANK IF ACTION INDICATOR 01
61	IF ACTION INDICATOR 04: APPLICABLE CODE TO IDENTIFY TO WHOM THE BOND IS TO BE MAILED; SEE CHARACTER POSITION 31 FOR DESCRIPTION; BLANK IF ACTION INDICATOR 01
62	IF ACTION INDICATOR 04: APPLICABLE CODE FOR OWNERSHIP DESIGNATOR FOR NEW BOND; SEE CHARACTER POSITION 32 FOR DESCRIPTION; BLANK IF ACTION INDICATOR 01
63	IF ACTION INDICATOR 04: APPLICABLE CODE FOR DOMESTIC/FOREIGN ADDRESS; SEE CHARACTER POSITION 33 FOR DESCRIPTION; BLANK IF ACTION INDICATOR 01
1-5	1AB01/04 (FIRST TRAILER CARD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
21-47	BOND OWNERSHIP: BOND OWNER'S NAME WHEN BOND OWNERSHIP DESIGNATOR IS 4, 5, 6, 7 OR 8 OTHERWISE, BLANK.
48-56	BOND OWNER'S SSN WHEN BOND OWNERSHIP DESIGNATOR IS 4, 5, 6, 7 OR 8; OTHERWISE, BLANK
1-5	2AB01/04 (SECOND TRAILER CARD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
21-47	CO-OWNER'S OR BENEFICIARY'S NAME IF OWNERSHIP DESIGNATOR IS 1, 2, 6 OR 7; OTHERWISE, BLANK

CHARACTER POSITION	DESCRIPTION
48-56	BOND OWNER'S SSN WHEN BOND OWNERSHIP DESIGNATOR IS 4, 5, 6, 7 OR 8; OTHERWISE, BLANK
1-5	3AB01/04 (THIRD TRAILER CARD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
21-49	MAILING ADDRESS: NUMBER AND STREET WITH STREET TYPE BOX NUMBER, RURAL ROUTE OR MILITARY UNIT; BLANK IF NOT APPLICABLE
51-55	APO/FPO NUMBER IF DOMESTIC/FOREIGN CODE IS 3 OR 4; ZEROS IF DOMESTIC/FOREIGN CODE IS 1 OR 2
1-5	4AB01/04 (FOURTH TRAILER CARD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
	IF ADDRESS IS IN US OR ITS TERRITORIES OR POSSESSIONS, CP 21-67 WILL BE COMPLETED AS FOLLOWS:
21-40	CITY PORTION OF ADDRESS TO WHICH BOND IS TO BE MAILED
42-43	POSTAL ABBREVIATION FOR STATE PORTION OF ADDRESS
45-49	ZIP CODE APPLICABLE TO BOND MAILING ADDRESS
	IF ADDRESS IS IN A FOREIGN COUNTRY, CP 21-67 WILL BE COMPLETED AS FOLLOWS:
21-49	NAME OF FOREIGN CITY, PROVINCE AND COUNTRY TO WHICH BOND IS TO BE MAILED

CHARACTER POSITION	DESCRIPTION
51-52	TWO-ALPHA COUNTRY CODE; SEE **Attachment 16**
1-5	5AB01/04 (FIFTH TRAILER CARD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
21-47	FIRST, MI, LAST NAME OF PERSON TO WHOM BOND IS TO BE MAILED IF OTHER THAN OWNER, CO-OWNER OR BENEFICIARY

Figure 58.7. Format to Stop a Bond Allotment.

CHARACTER POSITION	DESCRIPTION
1-5	0AB02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR AND MONTH LAST DEDUCTION IS TO BE MADE
24	BOND SERIES CODE: APPLICABLE CODE FROM MMPA.
25-30	MONTHLY DEDUCTION AMOUNT (ZERO FILL LEFT)
31-32	NUMBER OF DEDUCTIONS NEEDED TO PURCHASE BOND
33	BOND DISPOSITION: APPLICABLE CODE FROM MMPA
34	BOND OWNERSHIP DESIGNATOR: APPLICABLE CODE FROM MMPA
36-43	FIRST 8 LETTERS OF BOND OWNER’S NAME IF OWNERSHIP DESIGNATOR IS 4, 5, 6, 7 OR 8; BLANK IF OWNERSHIP DESIGNATOR IS 1,

CHARACTER POSITION	DESCRIPTION
	2 OR 3
42-49	FIRST 8 LETTERS OF CO-OWNER'S NAME IF OWNERSHIP DESIGNATOR IS 1, 4 OR 6; OTHERWISE, BLANK
OR	
44-51	FIRST 8 LETTERS OF BENEFICIARY'S NAME IF OWNERSHIP DESIGNATOR IS 2, 5 OR 7; OTHERWISE, BLANK

Chapter 59

ARMED FORCES RETIREMENT HOME (AFRH) DEDUCTION

59.1. Description. Deductions for Armed Forces Retirement Home (AFRH) apply to airmen and warrant officers serving in the Regular Air Force. See the DoDFMR, Volume 7A, for amount of deduction and requirements.

59.2. Deduction:

59.2.1. Establishment. AFRH is driven by event processing only. The deduction is established by accession processing for regular Air Force members (service component of R). The deduction starts automatically effective the month of the date of entry on active duty. No other input transaction is required.

59.2.2. Amount Changes. Secretaries of the Army and Air Force may change the deduction amount if recommended by the Board of Commissioners of the home. The current monthly deduction amount is $.50. DFAS-DE makes the change and advises FSOs when a mass-rate change is directed.

59.2.3. Discontinuance. Deductions are suspended when the service member is in a non-pay status in excess of thirty days or when in excess leave status. The deduction is stopped only upon separation from active duty. No other input transaction is required.

Chapter 60

COMPANY CODES AND OTHER TABLES

60.1. Description. Computer tables are used by DJMS during daily processing to extract from and validate data against.

60.1.1. Tables are either pay affecting or used for validation and reporting.

60.1.2. Some tables are available on-line through DJMS with view, print and update capabilities. See **paragraph 60.2** below for access instructions. **Figure 60.1** is a list of all DJMS tables that indicates which ones are available on-line and the ones that aren't.

60.1.3. All DJMS tables are maintained by central site (DFAS-DE.)

60.2. On-line Table Access. The following are instructions to view and print DJMS on-line tables.

60.2.1. Sign on to CICSJ3.

60.2.2. Type JWMM. <ENTER>

60.2.3. Type '1' in OPTION field, the applicable table number you want to view in TABLE NUMBER field and 'X' in PRODUCTION field. <ENTER>

60.2.4. Follow the prompts to view the information contained in the table you have selected for viewing.

60.2.5. If table number is unknown, press <ENTER> after entering '1' in OPTION field. A list of all available tables will be provided. Follow prompts for selection and viewing of a particular table.

60.2.6. Print capability exists for all on-line tables. Enter '2' in OPTION field, and press <ENTER>, for a list of tables available for printing. Contact DFAS-DE/FJF for a print of any table not listed.

60.3. Company Code Table - Table 50. Table 50 is a file of the names, addresses, and company codes for banks, credit unions, insurance companies, and other miscellaneous companies. Table 50 is available for viewing via an on-line inquiry. Miscellaneous companies include: mortgage companies and other miscellaneous financial organizations that can receive allotments. Banks, savings banks, and savings and loan associations, or federal or state chartered credit unions are the only financial organizations authorized to receive a member's paycheck (FID LH).

60.3.1. Missing Companies. If no company code is listed on Table 50 for a particular company, please use one of the following options for requests:

60.3.1.1. Send a message to **CD E-MILPAY.TABLES@DFAS.MIL** (please note that ECCS.MAIL/EMC2/TAO is no longer available); or

60.3.1.2. Open a CMS case under the DFAS AC/RC Company Code Box: or

60.3.1.3. Fax a request to commercial 303-676-7974 or DSN 926-7974 Attn: DFAS-JMPB/DE.

60.3.2. Company codes may not be assigned to branch banks or multiple addresses for the same insurance company. All monies disbursed by DFAS-DE must be sent to the parent bank or home of the company.

60.3.3. Table 50 Codes. There are two codes that identify the method of transfer of funds for paychecks and allotments. They are:

60.3.3.1. Paycheck Type:

CODE	EXPLANATION
A	Composite check to financial organization
D	Individual check to financial organization
H	Data transferred through electronic fund transfer system (EFTS)

60.3.3.2. Allotment Recipient Type:

CODE	EXPLANATION
3	Company receives a blanket check and detail listing
6	Company receives individual checks
7	Company receives allotment payments via EFTS
9	Company receives a blanket check and detail on a magnetic tape

60.3.4. Net Pay and/or Allotment Class and Company Code Prefix. Financial organizations may have more than one company code. For example, Bank of USA, New York, NY, may receive net pay, as well as allotments and, therefore, has two company codes on Table 50, 1234567 and S456789. 1234567 has a paycheck type/allotment recipient type of H7 indicating it is a bank on EFTS while S456789 has an allotment recipient type of 6 indicating it is a bank receiving individual checks. Since only net pay and allotments may be sent via EFTS, 1234567 is used for these purposes, while S456789 is used for T allotments to Bank of USA. Use general guidelines in **Table 60.1.**

60.3.5. Failure to use appropriate company codes results in delayed posting to members' accounts at financial organizations, etc., and may cause the member to pay additional interest, late charges, penalties, or a combination of these, unnecessarily.

Figure 60.1. DJMS-AC Tables.

		ON-LINE	
NUMBER	**TITLE**	**VIEWING**	**TRAN-ID**
001	Basic Pay – Regular	Yes	JWMM
002	Special Compensation Positions	Yes	JWMM
003	Incentive Pay - Flying Crew Members	Yes	JWMM
004	Incentive Pay – Other	Yes	JWMM
005	Basic Allowance for Subsistence (BAS)	Yes	JWMM
006	Foreign Duty Pay (FDP)	Yes	JWMM
007	Basic Allowance for Quarters (BAQ) W/O Dependents	Yes	JWMM
008	BAQ W/Dependents	Yes	JWMM
009	Variable Special Pay (VSP) for Dentists	Yes	JWMM
010	Personal Money Allowance (PMA)	Yes	JWMM
011	Special Duty Assignment Pay (SDAP)	Yes	JWMM
012	Hostile Fire Pay (HFP)	Yes	JWMM
013	Diving Duty Pay (DDP)	Yes	JWMM
014	Flight Pay Rated Officers	Yes	JWMM
015	Family Separation Allowance (FSA)	Yes	JWMM
016	Submarine Duty Pay Rates	Yes	JWMM
017	BAS - Grade E1 < Than 4 Months	Yes	JWMM
018	VSP for Physicians	Yes	JWMM
019	BAQ (Rebate)	Yes	JWMM
020	MPF AUTODIN Routing Indicator	Yes	JWMM
021	DSSN/Agency Code Other Government Agencies	Yes	JWMM
022	ADSN/DSSN Validation Data	No	
023	ADSN/CFC/Company Code Validation	Yes	JWMM
024	Even Dollar ADSN(s)	No	
025	ADSN Address Data	Yes	JWMM
026	Guard/Reserve PAS Codes	Yes	JWMM
027	State Taxing Authority	Yes	JWMM
028	BAQ - Child Support	Yes	JWMM
029	Hazardous Duty Incentive Pay (HDIP)	Yes	JWMM
030	Initial Military Clothing Rate	Yes	JWMM

		ON-LINE	
NUMBER	TITLE	VIEWING	TRAN-ID
031	Initial Civilian Clothing Allowance	Yes	JWMM
032	Clothing Replacement Allowance (CRA)	Yes	JWMM
033	Uniform & Equipment Allowance (UEA) Rate	Yes	JWMM
034	Extra Clothing Allowance Rate	Yes	JWMM
035	Special Continuing Civilian Clothing	Yes	JWMM
036	Regular Field Duty Officers BAS Rates	Yes	JWMM
037	Standard Military Rates	Yes	JWMM
038	Foreign Language Proficiency Pay (FLPP)	Yes	JWMM
039	Army PACDIN (Active & Reserve)	Yes	JWMM
040	Basic Information Transfer System (BITS)	No	
041	Proficiency Pay Types	Yes	JWMM
042	Separation Program Designators (SPD)	Yes	JWMM
043	HALO Rates	Yes	JWMM
044	APO/FPO Address (East & West Coast)	Yes	JWMM
045	Summary Account Categories	Yes	JWMM
046	Officer Field Duty Rates – Special	Yes	JWMM
047	Government Laundry & Dry Clean (GLDC)	No	
048	Board Certified Pay (BCP) – Physicians	Yes	JWMM
049	BCP – Dentists	Yes	JWMM
050	Company Codes (Banks & Institutions)	Yes	MSO
051	Veterinarian/Optometry Pay	Yes	JWMM
052	Federal Reserve Transit Routing Symbols	Yes	JWMM
053	State and Territory Codes	Yes	JWMM
054	HFP/IDP Countries	Yes	JWMM
055	Countries and Non-CONUS Status	No	
056	JTLA Rates	No	
057	Blocked Countries	No	
058	VHA Adjustment Rates	Yes	JWMM
059	VHA Rates	Yes	JWMM
060	SUME Rates	Yes	JWMM
061	ZIP Code/MHA Index	Yes	JWMM
062	Navy UIC Codes	Yes	JWMM
063	Currency Exchange	Yes	MSO

		ON-LINE	
NUMBER	**TITLE**	**VIEWING**	**TRAN-ID**
064	MIHA Rates	Yes	MSO
065	OHA/COLA Rates	Yes	MSO
066	Navy Reject Reassignment	Yes	JWMM
067	Basic Military Compensation (BMC) W/O Dependents	Yes	JWMM
068	Utility Allowance Percentages	Yes	JWMM
069	Average Spendable Income	Yes	JWMM
070	Air Force Retirement Home (AFRH) Monthly Deduction Rate	Yes	JWMM
071	Serviceman Group Life Insurance (SGLI)	Yes	JWMM
072	FICA/Medicare Max Deduction Rate	Yes	JWMM
073	Federal Income Tax Withholding (FITW) Deduction Rates	Yes	JWMM
074	FITW Wages Combat Zone Tax Exclusion	Yes	JWMM
075	Reserve Drill Authorizations	Yes	JWMM
076	Guard Drill Authorizations	Yes	JWMM
077	Dependent Dental Care	Yes	JWMM
078	Retired Pay Accrual Factors	Yes	JWMM
079	Command at Sea Responsibility Pay	Yes	JWMM
080	Major Command Code Data	Yes	JWMM
083	Overseas Extension Pay	Yes	JWMM
085	Net Pay Auth Tolerance	Yes	JWMM
086	Career Sea Duty Pay – Enlisted	Yes	JWMM
087	Career Sea Duty Pay – Officer	Yes	JWMM
088	Career Sea Duty Pay – Warrants	Yes	JWMM
089	Career Sea Duty Pay – Premium	Yes	JWMM
090	Error Code Bypass	No	
091	Error Codes Selection/Routing	No	
092	FORMAT ID Selection/Routing	No	
093	Error Code & FORMAT ID Select/Route	No	
094	Advance EIC Payment	Yes	JWMM
095	Stipend Rates for Health Professional	Yes	JWMM
096	ROTC Subsistence Rates	Yes	JWMM
097	BCP for Non-Physicians	Yes	JWMM

		ON-LINE	
NUMBER	TITLE	VIEWING	TRAN-ID
098	Diplomat Pay	Yes	JWMM
099	Miscellaneous Indebtedness Type Codes	Yes	JWMM
100	Cadet Fixed Allowance Rates	Yes	JWMM
101	Cadet Basic Pay	Yes	JWMM
102	ACE Deduction Table	Yes	JWMM
103	Service Academy Pay Schedule	Yes	JWMM
104	Daily EFT Tolerances	Yes	JWMM
105	Cadet BAS	Yes	JWMM
106	Cadet Personal Service Deduction	Yes	JWMM
110	Nuclear Officer Accession Bonus	Yes	JWMM
111	Nuclear Career Accession Bonus	Yes	JWMM
112	Nuclear Officer Continuation Pay	Yes	JWMM
113	Nuclear Annual Incentive Rates	Yes	JWMM
125	Accountable ADSN Table	Yes	JWMM
150	Transit Routing Number Validation	No	
154	CZTE Countries	Yes	JWMM
155	Countries of the World	Yes	JWMM
160	CONUS COLA Dependency Rates	Yes	JWMM
161	CONUS COLA ZIP Codes	Yes	JWMM
164	MIHA Security Codes	No	
165	OHA Rates	No	
167	BMC With Dependents	Yes	JWMM
250	FEDLINE Transit Routing Data	Yes	JWMM
265	Unique COLA Rates	No	
365	Regular COLA Rates	No	
400	1-Day Muster Duty Rate	Yes	JWMM
401	Salary Offset	Yes	JWMM
875	IRS Tax Levy Rates	Yes	JWMM

Table 60.1. Company Guidelines for Company Codes.

ALLOT CLASS	1ST POSITION CO-CODE	ALLOTMENT RECPT TYPE
D to court	S	3, 6, or 9
D (other)	A, C, M or numeric	3, 6, 7, or 9
	N	3, 6, or 9
C or F	T	3, 6, or 9
T or H	R or S	3, 6, or 9
Net Pay	A, C, M, or numeric	3, 6, 7, or 9

Chapter 61

TRICARE - FAMILY MEMBER DENTAL PLAN (TRICARE - FMDP)

61.1. Description. The Family Member Dental Plan (FMDP) is a Congressionally mandated program established to provide dental insurance for eligible dependents of active duty members of the uniformed services. Procedures covering deductions and eligibility criteria are in DoDFMR, Volume 7A, Chapter 54.

61.2. Source of Input: Effective February 1, 2001, United Concordia Companies, Inc. (UCCI) is the contracted provider for Tricare Dental. UCCI processes all collections via AI allotment. There is no FSO input. UCCI handles all rejects or inquiries related to the program. Instruct active Air Force military members to call UCCI at 1-800-866-8499 with any questions or for new enrollments. UCCI web site is **www.ucci.com**.

Chapter 62

SAVINGS DEPOSIT PROGRAM (SDP)

62.1. Description. Depositors must meet eligibility criteria contained in DoDFMR, Volume 7A, chapter 51. Members entitled to participate in the program may deposit not more than their "unalloted current pay and allowances" (as defined in DoDFMR, Volume 7A, chapter 51) in amounts of $5 or more, in multiples of $5, with any disbursing officer or other designated officer of a uniformed service.

62.2. Substantiating Documents. For cash or check collections for Air Force members only, a DD Form 1131, Cash Collection Voucher, is prepared. For a collection via allotment, complete a DD Form 2558, Authorization to Start, Stop or Change an Allotment.

62.3. Responsibilities. FSO processes SDP collections into DJMS. The collection information is passed by DFAS-DE to DFAS-Cleveland Center (DFAS-CL). DFAS-CL maintains SDP records for members of all the services, calculates interest, and makes refund and interest payments to the members.

62.4. FSO Actions. Process collections as follows:

62.4.1. Collections From Air Force Members Paid on the Defense Joint Military System (DJMS) - Active Component. Prepare a DD Form 1131, citing 57*3500 510 or 530, 525725 and assign a CP voucher number. Indicate "SDP" in the description column and the date of deposit in the "Date Received Subject to Collection" block and in the "Date Received" column of the DD Form 1131. If member pays by check the check will be made payable to the DAO.

62.4.1.1. Mail a legible copy of the DD 1131 to DFAS-PMJSAA/DE or fax to (303) 676-6486, DSN 926-6486.

62.4.1.2. Input a C2 and C9 into DJMS with the date of deposit in voucher date field. ***For example:*** Agent office collects SDP funds on 23 March 1991. The DD 1131 is vouchered by the parent on 3 April 1991. The C2 and C9 transaction must show 23 March 1991.

62.4.1.3. Ensure that a DS01 transaction is input into DJMS before the C2, using company code D386751, indebtedness type V. For the DS transaction, the amount of specific indebtedness must equal the C2 amount and the amount of monthly deduction must be less than the collection amount. For example, C2 amount is $100, the DS must reflect amount of specific debt of $100 and a monthly deduction of $50 (or any amount less than $100). This allows the C2 to close the DS entry. Failure to follow these procedures will result in the DS closing immediately against available net pay and the C2 will reject due to no open DS entry.

62.4.1.4. To process allotments, have member complete a DD Form 2558. In block 10 of the DD Form 2558, check "Other" and specify "SDP" in the remarks block. For AF members, input as a type "S" using company code 9999955.

62.4.2. Processing Deposits Made By Members of Other Services. If cash/check collections are accepted for members of other services:

62.4.2.1. Prepare a DD Form 1131 citing one of the following accounting classifications:

ARMY	21X6010.0000 19 S12120
NAVY	17X6025 10001 3C 000XXXXXXXXX
	(XXXXXXXXX equals member's SSN)
MARINE CORPS	17X6026 005 3C 000(SSN)
COAST GUARD	69X6014

62.4.2.2. Send a copy of the DD Form 1131 to the appropriate Service Centers at:

ARMY:	Defense Finance & Accounting
	Service - Indianapolis Center
	ATTN: DFAS-I-YA
	Indianapolis, IN 46149-1410
NAVY:	Defense Finance & Accounting Service -
	Cleveland Center
	Cleveland, OH 44199-2055
MARINE CORPS:	Defense Finance & Accounting Service -
	Kansas City Center
	DAF/DM
	1500 E. 95th Street
	Kansas City, MO 64197-0001

62.4.2.3. Include the following information on the DD Form 1131: Member's name, SSN, Date of Deposit, Amount of Deposit.

62.4.3. Collections From Air Force Members Paid on DJMS-Reserve Component. Also see AFMAN 65-116, V3, chapter 45 for more details.

62.4.3.1. Prepare a DD Form 1131, Cash Collection Voucher, citing the service's SDP appropriation.

62.4.3.1.1. Air Force - 57X6010 S380100

62.4.3.1.2. Army - 21X6010 S121200

62.4.3.1.3. Navy - 17X6025 100013C 000XXXXXXXXX (X equal member's SSN)

62.4.3.1.4. Marines - 17X6026 10001 3C 000XXXXXXXXX (X equal member's SSN)

62.4.3.2. The voucher will have the appropriate voucher prefix and type 'SDP, member paid by DJMS-RC' in the description column. Put the date of deposit in the receiving office 'date' block and in the 'date received' column.

62.4.3.3. Ensure the voucher has the member's full name, SSN, amount of collection, and month of entitlement.

62.4.3.4. If the member makes a deposit with a personal check, make payable to the defense accounting officer (DAO).

62.4.3.5. Advise the member to maintain his or her copy of every SDP cash collection voucher

62.4.3.6. Fax or mail a copy of the collection voucher for Air Force Guard or Reserve members only to DFAS-JGM/DE, fax is DSN 926-6878.

62.4.3.7. Process the collection as a for-others.

62.5. Special Provisions:

62.5.1. Withdrawal of Interest on Accounts Exceeding $10,000. In situations where the member's principal and interest on deposit reached $10,000, amounts representing interest accruing in the account subsequent to that time, which cause the $10,000 total to be exceeded, may be withdrawn quarterly at the member's request.

62.5.2. Final Settlement of SDP Accounts. Final settlement of amounts deposited into SDP is made only by DFAS-CL. DFAS-CL maintains SDP records for members of all the services and makes payments to the members. Request for payment must be submitted in writing to DFAS-CL. To expedite payment, recommend sending request either by datafax or message.

62.5.2.1. DFAS-CL datafax number:

DSN 580-6924 or commercial (216) 522-6924.

DFAS-CL inquiry number:

DSN 580-6545 or commercial (216) 522-6545.

DFAS-CL message address:

Defense Finance and Accounting Service

Cleveland Center: Code FMCS

1240 East 9th Street

Cleveland, Ohio 44199-2055

DFAS-CL mailing address:

DFAS-Cleveland

Attn: Code 643

1240 East 9th Street

Cleveland, Ohio 44199-2055

62.5.2.2. Final settlement may be made upon member's departure from the eligible area or after, as follows:

62.5.2.2.1. When an eligible member has an SDP account and departs the area, all deposits plus interest will be repaid upon member's request.

62.5.2.2.2. When an eligible member has an SDP account and member is discharged or separated overseas (not for reentry into the Service), all deposits plus interest will be repaid upon member's request following discharge or separation from the service. ***NOTE:*** Members serving in the eligible area who are discharged and immediately reenlist, extend their enlistments, or who are discharged to accept a commission, may not withdraw their deposits.

62.5.2.2.3. When an eligible member has an SDP account and member is in a missing status, all deposits, plus interest, will be repaid upon direction of the Secretary concerned or designee.

62.5.2.2.4. When an eligible member who has a savings deposit account dies, all deposits, plus interest, will be repaid upon settlement of member's unpaid pay and allowances as provided in DoDFMR, Volume 7A, chapter 36.

62.5.3. Procedures for making withdrawals:

62.5.3.1. Emergency withdrawals. Withdrawals may be made only in an emergency when the health or welfare of a member or dependent(s) would be jeopardized if the withdrawal were not granted. Emergency withdrawals may be authorized by the member's commanding officer.

62.5.3.1.1. Member must submit a written application for emergency withdrawal to his or her commander specifying the reason for the emergency withdrawal and the amount of money needed as well as information on where the payment should be sent.

62.5.3.1.2. The commander must be assured of the validity of the reason for the emergency withdrawal request. Based on those findings, the request is approved or disapproved. If disapproved, commander returns the request to the member. If approved, it is forwarded to FSO or agent who submits the request to DFAS-CL. Include, SSN, branch of service, identify the account as Persian Gulf (PG) or Operation Joint Endeavor (OJE), and amount requested (either a specific amount or the balance in the account). Provide payment delivery information including account number, type of account (checking or savings) and the routing transit number (RTN Number) from Table 50 (if EFT). Also indicate that this is an emergency request and that the request has been approved by the member's commander. The EFT method of payment is strongly encouraged to avoid non-receipt or lost or stolen paper checks. ***NOTE:*** Before preparing a withdrawal request, check the member's MMPA to ensure the DS and C2 for the SDP deposit are on the member's record. If not, take steps to get the deposit on the member's record before processing the request. If necessary, contact the FSO (or agent) who collected the money and request the SDP deposit be processed. Unless the SDP deposit shows up on the member's pay record, the member cannot withdraw.

62.5.3.1.3. In extreme emergencies where the money is needed by the member at the military site, contact DFAS-CL to determine if the money is available. If so, pay the member locally, citing accounting classification 57X6010 S380100. Send payment

information via fax, letter, or message to DFAS-CL. The fax, letter, or message will contain the following:

62.5.3.1.3.1. Subject Line: indicate emergency withdrawal of savings deposit for name(s), SSN(s) and identification of account: PG or OJE.

62.5.3.1.3.2. Dollar amount(s) paid.

62.5.3.1.3.3. Date payment(s) made.

62.5.3.1.4. If the payment is to be made by DFAS-CL, the fax, letter, or message will contain the following:

62.5.3.1.4.1. Subject Line: indicate emergency withdrawal of savings deposit for name(s), SSN(s) and identification of account: PG or OJE.

62.5.3.1.4.2. Dollar amount(s) of withdrawal requested.

62.5.3.1.4.3. Method of payment:

62.5.3.1.4.3.1. Electronic funds transfer (EFT) will require the member's account number, type of account (checking or savings), routing transit number (RTN), name and address of bank.

62.5.3.1.4.3.1.1. Check made to bank will require member's account number, type of account (checking or savings), name and address of bank.

62.5.3.1.4.3.1.2. Check payable to member and mailed to residence will require complete mailing address.

62.5.3.2. Member in a Missing Status. Payment may be made when directed by the Secretary concerned (or designee) when in the best interest of the member, his dependent(s), or the U.S. Government. (Member must be identified as PG or OJE participant.)

62.5.3.3. Discharged Members. A separated member must request final settlement of his/her savings deposit account. A letter must be sent to DFAS-CL and contain the following:

62.5.3.3.1. Member's name and identification of program affiliation: PG or OJE.

62.5.3.3.2. SSN.

62.5.3.3.3. Amount.

62.5.3.3.4. Method of payment.

62.5.3.4. Accounts Reaching $10,000. Any amounts representing interest accruing in the account subsequent to that time which caused the $10,000 total to be exceeded, may be withdrawn quarterly at the member's request. Request will be submitted via fax or letter to DFAS-CL. Checks of EFT payments will be forwarded to address or bank account specified. The request to DFAS-CL will contain the following:

62.5.3.4.1. Member name and identification of program affiliation: PG or OJE.

62.5.3.4.2. Member SSN

62.5.3.4.3. Method of payment

62.5.3.5. Closing of Account.

62.5.3.5.1. DFAS-CL will repay all savings deposits plus interest upon member(s) request following termination of IDP/HFP or upon completion of Operation Joint Endeavor duties. The member must provide the disbursing officer with a written request for repayment. The request will contain the following:

62.5.3.5.1.1. Member name

62.5.3.5.1.2. Member SSN0

62.5.3.5.1.3. Method of payment

62.5.3.5.1.4. Date payment is desired

62.5.3.5.2. The disbursing officer will retains a copy of the request and sends a fax or letter to DFAS-CL, to include:

62.5.3.5.2.1. Subject Line: indicate closing account for name(s), SSN(s) and identification of account: PG or OJE.

62.5.3.5.2.2. Date IDP terminated or completion date of Operation Joint Endeavor duties

62.5.3.5.2.3. Method of payment

62.5.3.5.2.4. Date of payment, if 90 days following termination of IDP/HFP or OJE. ***NOTE:*** All accounts must be identified by program participated in: Persian Gulf (PG), Operation Joint Endeavor (OJE). If Operation Joint Endeavor is not identified as such, they will be processed as a Persian Gulf account.

Chapter 63

SERVICE MEMBER

63.1. Description. Servicemember's Group Life Insurance (SGLI) is described in the DoDFMR Volume 7A, chapter 47. Coverage amounts and the resulting premiums change periodically. The most recent change was effective 1 September 2005, when Public Law 109-13, changed 38 USC Section 1967, to increase maximum coverage from $250,000 to $400,000 for all members. SGLI coverage is available in $50,000 increments up to the maximum of $400,000. The monthly premium deduction is at a rate of $3.25 for each $50,000 of coverage ($3.25 for $50,000, $6.50 for $100,000, $9.75 for $150,000, $13.00 for $200,000, $16.25 for $250,000, $19.50 for $300,000, $22.75 for $350.000 and $26.00 for $400.000).

63.1.1. Under certain conditions, member's spouse or next of kin will be notified if the member elects to decline, cancel or reduce SGLI coverage. The spouse will also be notified if coverage is designated for other than the member's current lawful spouse or their children.

63.1.2. Members who elect to be insured for less than the maximum coverage amount, or elect to decline coverage entirely, must complete Form SGLV 8286, Servicemember's Group Life Insurance Election and Certificate. For more information and to obtain Form SGLV 8286 visit **www.insurance.va.gov**.

63.2. Traumatic Injury. Public law 109-13 also added a rider to the existing SGLI statute, effective 1 December 2005. Each service member that is insured under SGLI and suffers a loss from a traumatic injury is eligible to receive monetary compensation for a total amount not less than $25,000 and not greater than $100,000. All members with SGLI coverage must be covered under T-SGLI. An additional cost of $1.00 will be added to the SGLI premium deduction each month. Members cannot decline traumatic SGLI unless they decline SGLI coverage. If the amount of coverage for SGLI is reduced by the member to a lower option, a flat rate of $1.00 will still be assessed to the amount of the SGLI premium.

63.2.1. T-SGLI payments are for members who sustain traumatic injuries, such as the loss of a limb or eyesight. The payment amount will be determined by OSGLI.

63.2.2. Traumatic injury coverage will not affect entitlement to compensation or pension benefits. Traumatic injury coverage provides money for a loss due to a specific traumatic event while disability compensation is intended to provide ongoing financial support to make up for the loss in income-earning potential due to service-connected injuries. Traumatic injury coverage is not designed to serve as an income replacement program but rather provides a payment to assist service members and their families through the injury recovery period.

63.2.3. T-SGLI coverage will stop at midnight on the date of member's separation from the uniformed service.

63.3. Source of Input:

63.3.1. The accession transaction automatically establishes maximum coverage for all members accessed into the Air Force through DJMS.

63.3.2. The MPF maintaining member's personnel records prepares all input transactions, including changing SGLI options, and transmits direct to DFAS-DE. MPF input adds, stops or changes SGLI deduction on member's MMPA. Processed transactions appear in section 6 of daily transaction register (DTR) for servicing FSO.

63.4. Pay Status. SGLI coverage and deductions are not stopped while a member is in an excess-leave status without pay and allowances. DFAS-DE collects accumulated deductions when member returns to normal duty status. Coverage continues for 31 days of AWOL or confinement status. SGLI coverage starts automatically upon return to duty from AWOL or desertion status. DFAS-DE stops SGLI when a member is separated.

63.5. Family SGLI. Effective 1 November 2001, Title 38, United States Code, allows for family coverage under Servicemembers Group Life Insurance (SGLI).

63.5.1. The Family SGLI program provides coverage for the spouse and all children of members having SGLI coverage. Every member who has a SGLI option of other than zero (0), will automatically receive coverage under the new program for his/her spouse and children, unless the member reduces or declines coverage using VA Form 8286a. Payment will be made via payroll deduction. The deduction for the spouse's coverage will automatically start at the $100,000 coverage level. ***Exception:*** the spouse's coverage level cannot exceed the member's coverage level. For example; if a member elected regular SGLI coverage of $50,000, the spouse's coverage would be limited to $50,000. See **Figure 63.3** for amounts of Family SGLI premiums. Children will be covered at the maximum coverage of $10,000 and there is no premium charged for the children's coverage. The Family SGLI premiums are determined by the spouse's birthday; if the spouse's birthday is incorrect in DEERS, incorrect premium amounts will be collected. If member is not registered in DEERS, the premiums for spousal coverage are still due and will be collected retroactively upon registration into DEERS. Any changes in the member's family status, such as a divorce or the death of a spouse, needs to be updated in DEERS in order to stop premium collection. A premium is due for the month of discharge/ separation.

63.5.2. Member married to member: a military member married to another military member is eligible for Family SGLI coverage. Members who are married to other military members are covered under family SGLI even if they haven't registered their spouse in DEERS; a debt will accrue for each month and retroactively be collected upon registration into DEERS.

63.5.2.1. Collection will begin effective the later of: the date member is accessed in the service, date of marriage, or the date of implementation of family SGLI (November 2001). ***Example:*** member was accessed in 1999 and married to a military member in September 2003. Member didn't update DEERS with the date of marriage until July 2004. A retro debt for family SGLI, from September 2003 through the month prior to current month, will be processed and a DB01 transaction, effective current month, will be input to start the member's family SGLI deduction. The member's military spouse will also be assessed a debt for the same timeframe, processed in the same way. Using the same dates, if both members decline family SGLI in September, 2003, the same month as the marriage, no debt will be accessed. If the members fail to decline coverage by filing a SGLV 8286a, a debt will be assessed.

63.5.2.2. The point of contact for Family SGLI questions is the MPF.

63.5.3. Source of Input. The automatic deduction (FID DB) is started by input source 3740, Defense Manpower Data Center (DMDC), based on information obtained from Defense Enrollment Eligibility Reporting System (DEERS). The member's MPF is responsible for maintaining the FSGLI documentation and providing that information to DEERS.

63.5.3.1. Transactions for FSGLI are accepted from 3740 (DMDC) and Central Site. The DB01 (start), DB02 (stop), DB04 (change), and DB06 (cancel) are the valid transactions.

63.5.3.2. Reject codes for FSGLI (to help you research problems): ZOA: SGLI-OPTNS (FAMILY) INVALID-MUST EQUAL 1-9, A, or space. ZOB: SGLI AGE OPTION - MUST EQUAL SPACE WHEN SGLI-OPTN EQUAL SPACE. ZOX: FSGLI IMPLEMENTED 6 November - ZOX rejects occur when the transaction is attempted with an effective date prior to implementation.

63.5.4. Pay Status. See **paragraph 63.4** above.

Figure 63.1. Format to Change or Stop SGLI Premium.

CHARACTER POSITION	DESCRIPTION
1-5	0DB04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR AND MONTH CHANGE IS EFFECTIVE
32	APPROPRIATE CODE: 0--TO STOP THE CURRENT SGLI DEDUCTION; NO COVERAGE 5-- $50,000 COVERAGE A--$100,000 COVERAGE F-- $150,000 COVERAGE K--$200,000 COVERAGE Q--$250,000 COVERAGE R--$300,000 COVERAGE S-- $350,000 COVERAGE T-- $400,000 COVERAGE
33	SGLI - OPTNS FAMILY

CHARACTER POSITION	DESCRIPTION		
	1--COVERAGE OF $10,000		
	2--COVERAGE OF $20,000		
	3--COVERAGE OF $30,000		
	4--COVERAGE OF $40,000		
	5--COVERAGE OF $50,000		
	6--COVERAGE OF $60,000		
	7--COVERAGE OF $70,000		
	9--COVERAGE OF $80,000		
	A--COVERAGE OF $100,000		
34	FSGLI AGE OPTION	AGE OPTION	COST PER THOUSAND
	AGE		
	UNDER 25	A	0.06
	25-----29	B	0.06
	30-----34	C	0.06
	35-----39	D	0.075
	40-----44	E	0.10
	45-----49	F	0.19
	50-----54	G	0.28
	55-----59	H	0.42
	60-----64	I	0.54
	65-----69	J	0.54
	70-----74	K	0.54
	75-----	L	0.54

Figure 63.2. Format to Cancel SGLI and FSGLI Premium.

CHARACTER POSITION	DESCRIPTION
1-5	0DB06 (USED TO CANCEL A PREVIOUS DB04: (SEE NOTE BELOW).
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR AND MONTH FROM THE CURRENT OPEN DB ENTRY
32	APPROPRIATE CODE: 0--TO STOP THE CURRENT SGLI DEDUCTION; NO COVERAGE 5-- $50,000 COVERAGE A--$100,000 COVERAGE F-- $150,000 COVERAGE K--$200,000 COVERAGE Q--$250,000 COVERAGE R-- $300,000 COVERAGE S-- $350,000 COVERAGE T-- $400,000 COVERAGE ***NOTE:*** WHEN A DB06 (CANCEL) IS PROCESSED, THE SGLI/FSGLI WILL REVERT BACK TO THE PRIOR DEDUCTION (THE FIRST CLOSED DB ENTRY).

Figure 63.3. Family SGLI Rates.

Family SGLI Rates							
Amount of Insurance	**Under 35**	**35-39**	**40-44**	**45-49**	**50-54**	**55-59**	**60 & Under**
$100,000	$6.00	$7.50	$10.00	$19.00	$28.00	$42.00	$54.00
$90,000	$5.40	$6.75	$9.00	$17.10	$25.20	$37.80	$48.50
$80,000	$4.80	$6.00	$8.00	$15.20	$22.40	$33.60	$43.20
$70,000	$4.20	$5.25	$7.00	$13.30	$19.60	$29.40	$37.80
$60,000	$3.60	$4.50	$6.00	$11.40	$16.80	$25.20	$32.40
$50,000	$3.00	$3.75	$5.00	$9.50	$14.00	$21.00	$27.00
$40,000	$2.40	$3.00	$4.00	$7.60	$11.20	$16.80	$21.60
$30,000	$1.80	$2.25	$3.00	$5.70	$8.40	$12.60	$16.20

Figure 63.4. Premium for SGLI and T-SGLI.

COVERAGE LEVEL	MONTHLY SGLI PREMIUM	TSGLI PREMIUM	TOTAL PREMIUM
$50,000	$3.25	$1.00	$4.25
$100,000	$6.50	$1.00	$7.50
$150,000	$9.75	$1.00	$10.75
$200,000	$13.00	$1.00	$14.00
$250,000	$16.25	$1.00	$17.25
$300,000	$19.50	$1.00	$20.50
$350,000	$22.75	$1.00	$23.75
$400,000	$26.00	$1.00	$27.00

Chapter 64

MONTGOMERY G I BILL (MGIB)

64.1. General. There are two educational benefit programs that require contributions from members, these are:

64.1.1. Veteran's Educational Assistance Act of 1984, otherwise known as the Montgomery G.I. Bill (MGIB).

64.1.2. Veteran's Educational Assistance Program (VEAP).

64.2. Montgomery G. I. Bill (MGIB). The MGIB was established as a contributory educational assistance program available to individuals who first enter active duty on or after July 1, 1985. Individuals electing to participate in the program will have their basic pay reduced by $100 per month for 12 months usually beginning the month after graduation from basic training or officer training school. The decision to decline enrollment or enroll is irrevocable and is made within the first 14 days of active duty. The reduction may only be made for full months' of active duty--no reduction is made for the month of separation or the month of accession. Specific details are contained in 38 United States Code **Chapter 30**. See **paragraph 64.9** for information on the Montgomery G.I. Bill $600 contribution program.

64.3. Source of Input. Pay reductions are processed as a by-product of the personnel system (MILPDS). MILPDS uses the election on DD Form 2366, Montgomery G I Bill, to determine the member's enrollment status. For enrolled members, a DE transaction flows from MILPDS to DJMS-AC and is posted to the member's master military pay account (MMPA) as a DE entry.

64.4. Alternate Enrollment Programs. In specific instances, individuals may elect to enroll in MGIB prior to separation under special programs. Messages will be issued with procedural instructions for collection of the $1200 under these special programs. Individuals separating involuntarily under force reduction programs (Transition Assistance Management Program for instance) are qualified to make cash contributions to MGIB to either transfer eligibility from the Veterans Educational Assistance Program (VEAP) or to negate their original disenrollment in MGIB. Additionally, those separating under the VSI or SSB program may also contribute $1200 prior to separation for MGIB enrollment.

64.4.1. Eligible individuals must elect to participate at the local education office on DD Form 2366 prior to separation

64.4.2. MGIB contribution of $1200 must be made prior to separation. A cash collection may be made to collect the entire balance due at separation under the following conditions: If a DE entry is present, it will remain open until the pay record converts to a separated (V) status. Therefore, a C203 transaction is processed to post the cash collection against the DE entry. ***NOTE:*** Since the amount in the deduction to date (DETD field) in the DE entry includes the current month deduction, the cash contribution must be computed by subtracting the amount in the DETD field from $1200 and then adding in the current month deduction (DEDB). For example, the DETD in the DE entry is $300. In order to pay the entire balance due, the cash collection would have to be for $1,000.

$1,200.00	
- 300.00	(includes current month deduction)
900.00	
+ 100.00	(current month deduction)
$1,000.00	

64.4.2.1. If there is no DE entry present, local finance offices make two PQ payments for final separation pay - one for $1,200 payable to DFAS-JD/DE and the remainder to the member. If insufficient final separation payment exists to make the $1,200 payment, the member must bring cash, cashier's check, or a money order payable to the local finance office for forwarding to DFAS-JD/DE. These collections must be accompanied by the proper collection voucher and include a statement identifying the collection as specifically for Montgomery G I Bill. Once the pay record has converted to a separated "V" status the DE and C2 entries must be posted by central site (see **paragraph 64.6**).

64.4.3. Forward the Treasury check (for PQ payments) for $1200, payable to the DFAS-DE Disbursing Officer, showing the member's name, SSN, and MGIB contribution. Submit AF Form 1209 with the following information:

64.4.3.1. Member's Name, SSN and Rank

64.4.3.2. Member's date of entry on active duty (EAD)

64.4.3.3. Member's date of separation (DOS)

64.4.3.4. Name of special program member is separating under (VSI, SSB, TAMPS) and separation program designator code (SPD) from the E5 transaction or DD Form 214

64.4.3.5. Date of the Treasury Check and Check Number

64.4.3.6. Point of Contact including name and phone number

64.4.3.7. Mail check and AF 1209 to: DFAS-JD/DE PO Box 200030 Denver CO 80220-0030

64.5. Effect on Taxable Wages. MGIB is a reduction of entitlement to basic pay, not a deduction from pay, under the provisions of the law. As such, amounts contributed are not subject to federal or state income tax withholding and year to date wages are reduced accordingly. In cases of administrative error where pay was erroneously reduced, the amount refunded to the member is subject to federal and state income tax withholding when the refund is made. ***Example:*** Member disenrolled but pay reduction started 9402 and continued through 9407 for a total of $600. Taxable wages were reduced by $600. When the refund is made in 9408, taxable wages will be increased $600 and the net received by the member will be approximately $400-475 depending on the number of exemptions and state of legal residence claimed.

64.6. FSO Responsibility. The base education office is the office of primary responsibility for all MGIB questions, including those concerning reductions of pay. The FSO does not have the capability to start, stop, cancel, or change the MGIB reduction since all pay affecting actions

relating to MGIB are done through the personnel system. However, the FSO should be familiar with the DE MMPA entry and be able to validate the MGIB reduction's effect on taxable wages. All questions pertaining to benefits and eligibility must be referred to the education office. Establish a CMS case when the member claims non-receipt of MGIB, or VEAP deductions/refunds and refer to DFAS AC MGIB.

64.7. Central Site Responsibility.

64.7.1. Cash collection made for MGIB reductions prior to separation will be posted on the MMPA by DFAS-PMJSAA/DE. If the member's pay record is in a suspended ("T") status when the collection is received, a DE01 transaction for the entire $1,200 and a C203 transaction to report the cash contribution can be processed. DFAS-PMJSAA/DE also ensures that proper documentation is forwarded to the respective areas tasked with making taxable wage adjustments.

64.7.2. In the event cash contributions are made and there are insufficient wages year-to-date to be adjusted by the amount of the contribution, central site reviews the UH099C204 (MGIB/Taxable Wage Review) report. This report is run at the end of each quarter to allow the processing lines to review taxable wages and to make manual adjustments, as required, prior to the issuance of W-2 forms at year end.

64.7.3. The monthly reduction amount is limited, by law, to $100. Central site has the capability to change the monthly MGIB reduction amount in the unlikely event an amount other than $100 was initially established.

64.7.4. Education offices have the ability to cancel the MGIB reduction. DFAS-PMJSAA/DE also has the ability to cancel the MGIB, but will only do so upon request and when provided with a copy of DD Form 2366 showing the member had declined enrollment.

64.8. Veteran's Educational Assistance Program (VEAP). Members wishing to contribute to VEAP may do so through use of a class S allotment to company code 9999963, which may pay through their last month of active duty. The FSOs and GUSs brief members on enrollment and disenrollment procedures for VEAP. They also stock and distribute VA Forms 5281, Application for Refund of Educational Contributions. The following conditions apply:

64.8.1. Member's entry date must be equal to or greater than 1 Jan 1977 and less than 1 Jul 1985.

64.8.2. Eligible members must have been initially enrolled in VEAP before 1 Apr 87. Members who have made contributions through lump-sum contributions or allotments at any time between January1977 (7701) and March 1987 (8703) are considered enrolled even if they have received a refund or do not have an active allotment on 1 Apr 87. Those members who have made no contributions either by lump sum or allotment before 1 Apr 87 may not enroll.

64.8.3. Allotment must be in amounts of $25 or $100 in increments of $5.

64.8.4. Use only the following action indicators for class S VEAP allotments:

64.8.4.1. Start - 01.

64.8.4.2. Increase amount - 07.

64.8.4.3. Decrease amount - 08.

64.8.4.4. Stop - 02.

64.8.5. Lump-sum contributions to VEAP for members enrolled before 1 Apr 1987 may be made in the maximum amount of $2,700, representing monthly amounts of $25 to $100 in increments of $5. The lump sum may cover a retroactive period of active duty service or a period into the future. Steps for making lump-sum contributions are:

64.8.5.1. Lump-sum contributions may be in the form of a money order, cashier's check or Treasury check payable to DFAS-PMJSAA/DE. No personal checks may be accepted.

64.8.5.2. Member completes DD Form 2558 as shown in **Figure 64.1**. FSO must ensure the remarks block contains the amount of the lump sum contribution, the distribution instructions (including exact months if member has been advised deposits must cover specific months by the education officer or VA), and the check or money order number.

64.8.5.3. Forward deposit and DD Form 2558 to:

DFAS-IN
Disbursing Operations/JFD
8899 E. 56th Street
Indianapolis, IN 46249

64.8.5.4. FSO advises members:

64.8.5.4.1. They may request a refund of their VEAP contributions and resubmit the contributions in a lump sum before member's date of separation.

64.8.5.4.2. Monthly allotment contributions may continue to be made until the maximum of $2,700 has been reached.

64.8.5.5. FSO advises members that lump sum contributions to VEAP are included in the monthly VEAP data DFAS-DE sends to VA.

64.8.6. Disenrollment and refund procedures are the responsibility of FSOs or GSUs. Members wishing to disenroll from VEAP must initiate their requests for disenrollment through the FSO or GSU by completing VA Form 5281.

64.8.6.1. Members who have contributed less than 12 consecutive months will be disenrolled only upon approval of their commanding officer. Such a request for disenrollment and refund can be approved only for hardship.

64.8.6.2. Forward the completed VA Form 5281 to the FSO for completion and forwarding to the nearest Veterans Administration (VA) regional officer (including Alaska, Hawaii and Puerto Rico). Overseas FSOs should send completed VA Forms 5281 to:

VA Regional Office (242)
941 North Capitol Street
Washington D.C., 20421

Addresses of VA regional offices are contained in **Attachment 4**. By law, VA may take up to 60 days to refund member's contributions. Since errors on the VA Form 5281 may slow VA processing of the refund, accomplish the following steps before the form is mailed:

64.8.6.2.1. Print or type all answers to ensure readability.

64.8.6.2.2. Verify member's full name and SSN.

64.8.6.2.3. Ensure member's address is current and correct for VA check mailing.

64.8.6.2.4. In the command address block, ensure the address is the member's current unit of assignment.

64.8.6.2.5. Verify necessary signatures are valid and present.

64.8.6.2.6. Check MMPA to verify month and date allotment to VEAP (company code 9999963) was stopped.

64.8.7. Members with an active allotment or who have contributed a lump sum payment within the preceding calendar quarter will receive a quarterly VEAP statement. All members with a VEAP account will receive an annual statement during the first quarter. These statements are mailed to the member's LES mailing address and are based on data contained in the member's VEAP master banking record at the Veteran's Administration.

64.8.8. The FSO will act as an intermediary between the member and DFAS-DE on VA and will respond to the inquiry or contact the VA Hines DPC. Members are not to directly contact VA or DFAS-DE. The FSO obtains the answer and informs member. A private VA telephone number is available for use by FSO personnel only (not to be given to members) by contacting DFAS-PMJSAA/ DE, DSN 926-7213.

64.8.9. Improperly completed refund applications (VA Form 5281) will be returned by VA to the FSO for correction; following FSO correction, the VA Form 5281 will be returned to the VA. Members may choose to redistribute VEAP funds without requiring withdrawal of money and re-depositing the funds to increase monthly benefits. For example, if original allotment was for $75/month for 36 months entitling member to benefits of $225/month for 36 months and the member wishes to re-deposit funds to represent a contribution of $100 for 27 months resulting in a benefit of $300/month for 27 months. FSOs may complete a DD Form 2558 indicating in the Remarks section that the member requests redistribution of funds at a specific dollar amount per month. Mail DD Forms 2558 directly to DFAS-PMJSAA/DE, 6760 Irvington Place, Denver CO 80279-3000 for action.

64.9. $600 Additional Contribution for MGIB. The Veterans Benefits and Health Care Improvement Act of 2000 (Public Law 106-419) authorized that beginning May 1, 2001, MGIB participants may elect to contribute an additional sum up to $600, which is not refundable, to increase their monthly rate of educational benefits. This program is not available to VEAP program participants converting to the MGIB program at any time. Eligible members may make these contributions at any time while on active duty, over and above the $1200 pay reduction, and may contribute up to an additional $600, with a minimum contribution of $20, increased in $20 increments. Members are not required to contribute the entire $600; however the benefits they receive will be based on how much they contribute. This is a permanent program. Members can start and stop these contributions as they wish. Members can either elect

to do a full lump sum ($600), a partial lump sum (for example, a member can decide to contribute $80 and then, a year later, decide to contribute another $80; these would be considered partial lump sums), or by payroll deduction.

64.9.1. Tax Implications: None. The $600 additional contribution is not a reduction of entitlement and will not reduce taxable wages.

64.9.2. Enrollment: Education offices are responsible for enrolling members for the additional contribution and for answering all entitlement and eligibility questions on this program. The FSO is only responsible for collecting and processing the collections for the additional contribution. The collections may be either by lump sum, partial lump sum, or by monthly payroll deduction. Eligible individuals must elect to participate at the local education office using DD Form 2366. ***NOTE:*** The $600 additional contribution will not be open to members switching from VEAP to MGIB.

64.9.3. Finance Procedures.

64.9.3.1. The DE01 for the $600 additional contribution program will only be established at a member's request. It will not be automatically started by DJMS-AC. Finance must establish the deduction, using A DE entry, with transaction type A. If the member does not elect monthly deductions then finance will update these accounts as payments are received. In order to contribute without using payroll deduction, the member must bring cash, cashier's check, or a money order payable to the local finance office for forwarding to DFAS-JD/DE. These collections must be accompanied by the proper collection voucher and include a statement identifying the collection as specifically for Montgomery G I Bill. Two open DE entries can be on the MMPA at the same time--one for the basic MGIB (type code W) and one for the $600 additional MGIB benefit (type A). Cancellation of any DE will only be done at Central Site, just as they are currently processed for MGIB. Follow procedures for contributions at separation in **paragraph 64.4.2** and **64.4.3** above.

64.9.3.2. To stop deductions, use a DE04 transaction. The DE04 transaction to stop collection action will process on the first of the following month just as the current DE01 processes on the first of the following month. This will allow the entry to stop deduction action and yet remain open on the MMPA. The DE04 entry can be input by base-level and central site.

64.10. VEAP to MGIB Open Window for $2,700. The Veterans benefits and health care improvement act of 2000 (Public Law 106-419) authorized an open window to allow enrollment of VEAP participants in the MGIB. This program became effective 1 March 2001. The open window for enrollment began 1 March 2001 and ends October 31, 2001; however, members have a full 18 months from their decision date (the date they signed the DD Form 2366) to complete payment. This program requires that members pay $2,700 either by monthly deduction (can be any amount) or a lump sum payment can also be made.

64.10.1. Enrollment: Education offices are responsible for enrolling members in the program and eligible individuals must elect to participate at the local education office, using DD Form 2366, between 1 March 2001 and 31 October 2001. Do not process a DD Form 2366 for this program that is dated after 31 October 2001.

64.10.2. Finance Overview: Establish the deduction for the open window using a DE entry, type V.

64.10.3. Separations/Retirements: Individuals who are separating, but not retiring, must pay the full $2,700 before their discharge from active duty. However, retirees can make payments from their retired pay. If a retiree wishes to make payments to retired pay, or have payroll deductions made from his/her retired pay, the retiree must submit the following to retired pay in Cleveland (address given below). ***NOTE:*** In all cases, the $2,700 must be paid within 18-months after the member enrolled in the program.

64.10.3.1. A copy of the DD Form 2366.

64.10.3.2. If member has paid part of the $2,700 for the open window while on active duty, he or she should submit documentation to prove what has already been collected by active duty.

64.10.3.3. If the retiree wants payment to be made by allotment, a completed DD 2558, to have the desired amount deducted from retired pay, must be submitted to DFAS-CL.

64.10.3.4. If the retiree chooses to pay by lump sum, he/she must submit a payment (check or money order) made payable to "Defense Finance and Accounting Service", ensuring "MGIB" is written on the memo line of the check.

64.10.3.5. The above documentation and lump sum payments, as well as any correspondence for retired pay, should be sent to: Defense Finance and Accounting Service, Military Retired Pay, P.O. Box 7130, London, KY 40742-7130. The phone number for retired pay in Cleveland is 1-800-321-1080.

Figure 64.1. DE01 Format to Start MGIB Deductions.

CHARACTER POSITION	DESCRIPTION
1-5	0DE01
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YR-MO-START
24-30	DEDUCTION AMOUNT (SEE NOTE 1)
31	TRANS-TYPE (SEE NOTE 2) A - $600 ADDITIONAL CONTRIBUTION V - 2001 VEAP TO MGIB OPEN WINDOW W – ACCESSION Z - OPEN WINDOW
32 -67	FILLER (LEAVE BLANK)
68-80	COMMON DATA (LEAVE BLANK)
	NOTE 1: MUST BE NUMERIC AND GREATER THAN ZERO, LEFT ZERO FILL. NOTE 2: MUST BE A, V, W, OR Z. IF A - DEDUCTION AMOUNT MUST BE EQUAL TO OR GREATER THAN $20 AND EQUAL TO OR LESS THAN $600. IF V - DEDUCTION AMOUNT MUST BE EQUAL TO OR LESSER THAN $2,700.00.

Figure 64.2. DE04 Format to Change MGIB Deductions.

CHARACTER POSITION	DESCRIPTION
1-5	0DE04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YR-MO-START
24-30	DEDUCTION AMOUNT (SEE NOTE 1)
31	TRANS-TYPE (SEE NOTE 2) A - $600 ADDITIONAL CONTRIBUTION V - 2001 VEAP TO MGIB OPEN WINDOW W – ACCESSION Z - OPEN WINDOW
32-38	DEDTN-TO-DATE (SEE NOTE 3)
39-67	FILLER (LEAVE BLANK)
68-80	COMMON DATA (LEAVE BLANK)
	NOTE 1: MUST BE NUMERIC AND GREATER THAN ZERO, LEFT ZERO FILL. NOTE 2: MUST BE A, V, W, OR Z. IF A, THEN DEDUCTION AMOUNT MUST BE EQUAL TO OR GREATER THAN $20 AND EQUAL TO OR LESS THAN $600.00. IF V, THEN DEDUCTION AMOUNT MUST BE EQUAL TO OR LESS THAN $2,700.00. NOTE 3: IF TRANSACTION TYPE IS A, THIS MUST BE NUMERIC (GREATER THAN ZERO AND LESS THAN OR EQUAL TO $600 OR SPACES. LEFT ZERO FILL). IF TRANSACTION TYPE IS W, Z, OR V, MUST BE SPACES.

Figure 64.3. DE06 Format to Cancel MGIB Deductions.

CHARACTER POSITION	DESCRIPTION
1-5	0DE06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YR-MO-START (SEE NOTE 1)
24-67	FILLER (LEAVE BLANK)
68-80	COMMON DATA (LEAVE BLANK)
	NOTE 1: MUST BE VALID DATE "YYMM"; MUST BE LESS THAN OR EQUAL TO CURRENT MONTH OR CURRENT MONTH PLUS 1.

Chapter 65

COLLECTIONS

65.1. Description. See **Chapter 55** of this volume and DoDFMR, Volume 7A, chapters 44 through 54, for general information concerning collections.

65.2. Substantiating Documents:

65.2.1. SF 1098, Schedule of Canceled or Undelivered Checks (**Figure 65.1**). Used to process military pay and allowance check cancellations.

65.2.2. DD Form 1131, Cash Collection Voucher (**Figure 65.2**). Used to process collections for debts recorded on the MMPA and overpayments of TLA.

65.3. Canceled and Undeliverable Checks (FORMAT-ID C1):

65.3.1. Fiscal Year for Accounting Classification. When regular military payroll checks issued in a prior fiscal year (FY) are canceled, cite the current FY in the account classification on SF 1098. Include the appropriate budget programs. Make next payment from current FY.

65.3.2. Input Format. **Figure 65.3** contains formats for check cancellation input transaction for DFAS-DE processing. If cancellation involves an amount greater than seven digits, send information to DFAS-DE/FJF by telephone or message for input. This transaction processes only payment types PA, PB, PC, PD, PF, PG, PH, PJ, PK, PL, PM, PN, PQ and PV. **Figure 65.1** illustrates document prepared to support these transactions.

65.3.3. Allotment Checks and Regular Paychecks. DFAS handles cancellation of all checks. Send checks and documentation to DFAS at:

Disbursing Operations
3801 Center Collections
PO Box 2694900
Indianapolis, IN 46226-9490.

65.3.4. Multiple Checks. When canceling more than one check for the same dollar amount for the same member, use a separate collection voucher for each check.

65.4. Application to Member's Indebtedness (FORMAT-ID C2). Process collections to offset a member's indebtedness recorded in MMPA as a clearing account 510 or 530 collection. The format identification (CP 54 - 55) and the indebtedness type code (CP 52) identify the indebtedness this transaction offsets in the MMPA. Process this collection on a DD Form 1131. **Figure 65.4** contains formats to report this type of collection. **Figure 65.2** illustrates document to support this transaction.

65.5. Voucher Totals for Collections. Prepare input transactions for voucher totals for all clearing account 510 or 530 collection transactions as prescribed in **Chapter 76**. Corrections of other than money amounts do not require a voucher total transaction if duplication is included in totals reported.

65.6. JUMPS Voucher Balancing/MAFR Reconciliation Report (PCN MP-19-173) for Collections. See **Chapter 76** of this volume.

65.7. Collections Reported After Separation. Use appropriate collection input.

65.8. Substitute Checks. If a member receives a substitute check, Paying and Collecting prepares and forwards a copy of AF Form 3126, General Purpose, with substitute check information to military pay.

65.9. Collections for Jury Duty Fees Paid to Military Members. On 4 Nov l982, the Comptroller General of the United States ruled an active duty military member performing jury duty may keep jury fees received only if the jury duty was performed when the member was in a leave status. If the jury duty was performed when the member was not in a leave status, the member may not retain jury fees (as distinguished from expenses).

65.9.1. Fees Versus Expenses. The member may keep monies received and identified as for expenses (for example, transportation expenses) whether or not in a leave status. Use the court documents (for example, order, subpoena, summons, official request, etc.) received by the member to determine whether the court paid a jury fee or expense. When there is a question, contact the local judge advocate office for assistance in making a determination. Many states now use an expense allowance reimbursement system rather than fees. Therefore, members performing jury duty in these courts would receive no fees requiring collection. Your base JA should be contacted to determine the system in use in the local state.

65.9.2. Identification of Members. It is the responsibility of the member's immediate supervisor to inform the local finance office whenever a member is granted an excused absence not involving leave for jury duty. Once a member has been identified, the finance officer must establish a follow-up suspense to ensure the fees are collected.

65.9.3. Collection Procedures. Jury fees collected from military members are to be deposited into receipt account 573210 .9999, Receipts Not Otherwise Classified. The military pay area is to use a DD Form 1131, with a CP voucher number prefix for these collections. No C203 or C903 transactions are required. If the member cannot make a cash payment, the military pay area is to process a DS01 transaction using **Chapter 69** guidelines.

65.10. Collection of Witness Fees. When a member acts as a witness and is not in a leave status, or on scheduled off duty time, he or she is indebted to the United States Government for the fees received for acting as a witness. The member may keep monies received and identified as for expenses (for example, transportation expense) whether or not in a leave status or on scheduled off duty time. Use the same procedures for collection of witness fees as used for collection of Jury Duty fees.

65.11. Cash Collection of Court-Martial Fines. Per the DoDFMR, Volume 7A, a fine is in the nature of a judgment. It makes a member pecuniarily liable to the United States for the amounts specified in the sentence. They may be either:

65.11.1. Paid in cash by the member.

65.11.2. Collected by deduction from the member's current pay, or

65.11.3. Collected by deduction on settlement of a member's pay account at discharge. When a member has been tried by court martial and ordered to pay a fine in cash, there is no

requirement to enter the cash collection onto the pay account. Court-martial fines for enlisted members, who have been ordered to pay in cash, are to be collected into the Treasury Trust Fund Receipt Account for the Armed Forces Retirement Homes (84 8522.0003). Court-martial fines for officers, who have been ordered to pay in cash, are to be collected into the military personnel appropriation (57* 3500 32* 999.07S525725)

65.12. Cash Collection of Advance Pay. Members have the option to make partial repayments in cash. Process cash collection, on a DD Form 1131, as a C203. (See **Chapter 35**.)

65.13. Cash Collection for Overpayment of TLA. Use DD Form 1131 as collection voucher, processing as a C3 transaction (**Figure 65.5**).

Figure 65.1. SF 1098, Schedule of Canceled or Undelivered Checks.

STANDARD FORM 1098
Revised July 1980
Department of the Treasury
I TFRM 4-7000
1098-110

SCHEDULE OF CANCELED OR UNDELIVERED CHECKS

CANCELED: ☐ UNDELIVERED: ☐

DEPARTMENT OR ESTABLISHMENT: USAF	SCHEDULE NUMBER: CP
BUREAU OR OFFICE: DFAS-DE	SHEET NUMBER:
LOCATION: DENVER CO 80279-3000	D. O. SYMBOL NO.:
ACCOUNTING PERIOD:	AGENCY LOCATION CODE (ALC): 3801

DATE OF ISSUE	CHECK NUMBER	PAYEE	VOUCHER NUMBER APPLICABLE	AMOUNT	SYMBOL OF APPROPRIATION OR FUND TO BE CREDITED
940422	20211725	Jane Ann Doe PQ 000-00-0000	K 0565	256.98	57X6875 380100
			TOTAL	256.98	

The amount of the above check(s) was deposited for credit in the account of the U.S. Treasury, on deposit ticket no.

DISBURSING/ACCOUNTABLE OFFICER
G.H. HARRISON, MAJOR, USAF, AFO
BY DEPUTY

DATE OF DEPOSIT TICKET

DATE

FORWARDED *(Date)*

BY *(Name)*

TITLE

NSN 7540-00-634-4287

PREVIOUS EDITION NOT USABLE

Figure 65.2. DD Form 1131, Cash Collection Voucher.

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NUMBER: XX

RECEIVING OFFICE COLLECTION VOUCHER NUMBER:

RECEIVING OFFICE

ACTIVITY (Name and location):

RECEIVED AND FORWARDED BY (Printed name, title and signature):

DATE:

DISBURSING OFFICE

ACTIVITY (Name and location): DAF, DFAS-DE/WFC, Denver CO 80279-8000

DISBURSING OFFICER (Printed name, title and signature): J.N. Johnson, Lt Col, USAF, DAO

By Deputy

DISBURSING STATION SYMBOL NUMBER: 3801

DATE RECEIVED SUBJECT TO COLLECTION: 5 Aug 94

PERIOD: From To

DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
950805	Doe, John D. 000-00-0000 TC#5926461 DTD: 940703 U.S. Treasury Ck San Diego CA Navy SMY 8366	DS Indebtedness	158.80	57X6875 380100
		TOTAL	158.80	

DD FORM APR 57 1131

Form approved by Comptroller General, U.S. 24 January 1956

Figure 65.3. Format to Report/Cancel or Correct Canceled or Undeliverable Checks - Member's Pay.

CHARACTER POSITION	DESCRIPTION
1-5	0C103/06 OR AC105 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF DATE OF COLLECTION VOUCHER
27-30	ACCOUNTABLE ADSN--ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO OTHERWISE, BLANK
31-38	COLLECTION VOUCHER NUMBER
39-45	AMOUNT OF COLLECTION IN DOLLARS AND CENTS
46-48	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED
49-50	FORMAT-ID OF PAYMENT BEING CANCELED: PA--ADVANCE PAY PB--ARREARS OF PAY PC--CASUAL PAY PD--CLASS X ALLOTMENT PF--PAY HELD (RELEASE) PG--BASIC TRAINING PJ--CONTINUATION PAY PK--PARTIAL PAY PL--SELECTIVE REENLISTMENT BONUS PM--REGULAR REENLISTMENT BONUS

CHARACTER POSITION	DESCRIPTION
	PN--REGULAR MID-MONTH PAY PH--REGULAR END-OF-MONTH PAY, PRIOR MONTH PQ--SEPARATION PAY PV--COMFORT ITEMS PAY
51-58	PAYMENT VOUCHER NUMBER OF CANCELED OR UNDELIVERABLE CHECK
59-64	YYMMDD OF DATE OF PAYMENT VOUCHER
66	FOR DFAS-DE USE ONLY (INDICATES REASON FOR CHECK CANCELLATION)
	NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 65.4. Format to Report/Cancel or Correct Collections to Apply to Member's Indebtedness.

CHARACTER POSITION	DESCRIPTION
1-5	0C203/06 OR AC205 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF DATE OF COLLECTION VOUCHER
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B—ARMY C—NAVY D—MARINES G--COAST GUARD M--STATE DEPARTMENT
27-30	ACCOUNTABLE ADSN--ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO OTHERWISE, BLANK
32-39	COLLECTION VOUCHER NUMBER
40-48	AMOUNT OF COLLECTION IN DOLLARS AND CENTS
49-51	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED
52	INDEBTEDNESS TYPE CODE
54-55	FORMAT-ID: DE--IF APPLICABLE TO MGIB

CHARACTER POSITION	DESCRIPTION
	DG--IF APPLICABLE TO GOVERNMENT PROPERTY LOST OR DAMAGED DQ--IF INDEBTEDNESS APPLIES TO MILITARY PAY OR ALLOWANCE OVERPAYMENT DR--IF APPLICABLE TO EXCESS WEIGHT, HOUSEHOLD GOODS OR EXCESS COSTS, HOUSE TRAILER DS--IF APPLICABLE TO ANY OTHER INDEBTEDNESS DV--IF INDEBTEDNESS APPLIES TO AN ADVANCE DW--IF INDEBTEDNESS APPLIES TO AN OVERPAYMENT OF CASUAL OR PARTIAL PAYMENT
56	ADVANCE PAY CATEGORY WHEN FORMAT -ID IS DV NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 65.5. Format to Report/Cancel or Correct Collections of TLA Overpayments.

CHARACTER POSITION	DESCRIPTION
1-5	0C303/06 OR AC305 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF DATE OF COLLECTION VOUCHER
32-39	COLLECTION VOUCHER NUMBER
40-45	AMOUNT OF COLLECTION IN DOLLARS AND CENTS
46-48	BUDGET PROJECT: 515—OFFICER 535—ENLISTED
49-50	NUMBER OF DEPENDENTS, TLA, REPORTED ON PAYMENT TRANSACTION
51-52	NUMBER OF DAYS OVERPAID TLA OR ZEROS
53-54	FISCAL YEAR FOR WHICH TLA WAS COLLECTED
55-58	JFTR LOCATION TLA PERTAINS TO IF LOCATION IS NOT UNDER RENTPLUS OR BLANK
59	TLA TYPE CODE: D—DEPARTURE E--DEPARTURE EXTENSION I—INITIAL X--INITIAL EXTENSION

CHARACTER POSITION	DESCRIPTION
60-64	JFTR LOCATION CODE THAT TLA PERTAINS TO OR BLANK NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Chapter 66

HELD PAY

66.1. Description. Held Pay is a method (either voluntary or involuntary) of specifying a monthly amount to be withheld from a member's pay. The types of held pay are:

66.1.1. Held Pay - Member's request. (See **paragraph 66.2**)

66.1.2. Held Pay - Commander/FSO request. (See **paragraph 66.3**)

66.1.3. Held Pay - Garnishment. (See **paragraph 66.4**)

66.2. Held Pay-Member's Request:

66.2.1. Purpose. Held pay - member's request is a method by which a member specifies a monthly amount to be withheld from his or her regular pay. This type of held pay is strictly voluntary.

66.2.2. Member:

66.2.2.1. Can elect to have pay withheld from their regular pay.

66.2.2.2. Can request withholding be stopped.

66.2.2.3. Can change the monthly amount being withheld.

66.2.2.4. May request payment of any amount withheld.

66.2.2.5. May request any amount withheld be released into his/her regular net pay.

66.2.3. Documents Required:

66.2.3.1. DD Form 114, Military Pay Order (MPO).

66.2.3.2. Money list line item supporting payment (**Chapter 37**).

66.2.4. FSO:

66.2.4.1. Prepares DD Form 114 (**Figure 66.1**) to start or stop pay withholding. Effective date of a start action is the first day of the month withholding is to begin. Effective date of stop action is the last day of the month withholding is to stop.

66.2.4.2. Based upon request from member, prepares DD Form 114 to change withholding amount. Effective date for a change action is the first day of the month in which the change is desired.

66.2.4.3. Based upon request from the member to release an amount into his or her regular pay, prepares an MPO specifying the amount and date to be released. Effective date for a release action is any date within current month.

66.2.4.4. Prepares and submits a DJMS input transaction record in the format shown in **Figure 66.3**.

66.2.4.5. Pays member all or part of accumulated balances. (See **Chapter 37**) Upon request from the member for a payment, the paying FSO uses reasonable means to confirm the balance by reviewing DFAS Form 702, Leave and Earnings Statement, or by making an inquiry to DFAS-DE.

66.2.4.6. Prepares and submits a DJMS input transaction record in format shown in **Figure 66.5**.

66.2.5. Rejects. See **Chapter 4**.

66.3. Held Pay-Commander/FSO Request:

66.3.1. Purpose. Held pay - Commander/FSO request is a method of withholding pay otherwise due the member, when the member has submitted a remission application for a debt. (See **Chapter 73**) This procedure is used at the discretion of the commander/FSO subject to the conditions in b below. The amount of pay withheld may not exceed the maximum collection rate specified in **paragraph 69.6**.

66.3.2. Conditions:

66.3.2.1. All of the following conditions must apply before withholding pay (except for advance leave which will become excess upon separation):

66.3.2.1.1. Member is indebted to the United States Government or its instrumentalities.

66.3.2.1.2. The member is projected to separate and the amount of the debt cannot be collected from the member's projected final pay if the remission application is denied. FSOs should use "HELD PAY COMMANDER/FSO REQUEST" to hold monies due the US prior to a member's separation.

66.3.2.2. When a member has advance leave which will become excess upon separation and has signed AF Form 988, Leave Request/Authorization, the FSO may withhold a portion of the member's pay to satisfy the debt. The member's signature on AF Form 988 signifies consent for with- holding pay for the advance leave which will become excess upon separation.

66.3.3. Document Required. Commander requires FSO to start this type of held pay by signed certificate (**Figure 66.1**). Subsequent actions stopping, changing, or canceling held pay also require commander's certificate and MPO. A release (FORMAT-ID HB13) is not processed at base level; DFAS-DE releases balance in account based on remission decision.

66.3.4. Effect. Start, stop, change or cancel held-pay transactions have these effects on MMPA:

66.3.4.1. Start (01). Starts withholding pay at commander's request and accumulates amount withheld.

66.3.4.2. Stop (02). Stops withholding as of transaction effective date. No action is taken on balance that has been withheld as a result of this action.

66.3.4.3. Change (04). Begins withholding at new rate and on effective date shown in transaction. No action is taken on balance that has been withheld.

66.3.4.4. Cancel (06). Cancels withholding and releases amounts withheld. Action is dated same date as start action it cancels. Amounts released are added to a member's next regular pay. If original transaction is effective in a future month, do not process cancel transaction until original transaction appears on your daily DTR as processed. A closed HB entry cannot be canceled.

66.3.5. Input. Prepare input transactions in format shown in **Figure 66.4**.

66.4. Held Pay-Garnishments:

66.4.1. Purpose. A held pay for garnishment is used to withhold pay otherwise due a member, for payment of court-ordered child support or alimony to the proper court.

66.4.2. General. While DFAS-DE receives most court-ordered garnishments for dependent support directly from the courts, the FSO may receive them also. Upon receipt of such a document, it should be forwarded IMMEDIATELY to DFAS-DE/DG, 6760 E. Irvington Pl, Denver CO 80279-8000.

66.4.3. Procedures.

66.4.3.1. Upon receipt of a court-ordered garnishment for dependent support, DFAS-GAG/CL will adjudicate the document, specifying the legal obligations of the member, and transmit a garnishment (HG) transaction to the automated garnishment system (AGS).

66.4.3.2. A notification letter is automatically generated, when the HG transaction is processed, informing the member that a court ordered garnishment has been received. The notification letter contains the terms of the garnishment, any suppression action required, and advice on stopping allotments, if necessary.

66.4.3.3. No transaction input from the FSO is required.

66.4.3.4. Held pay amounts remain in the original military pay appropriation, 57*3500 510 or 530 (as applicable), until released.

66.4.3.5. Effective 1 March 2002, garnishments will not be prorated. ***For example***, even if a member does not serve a full month, the full amount of the garnishment is deducted, based on the amount of the member's disposable earnings. We will not pro-rate based on the number of the days the member was paid in the month.

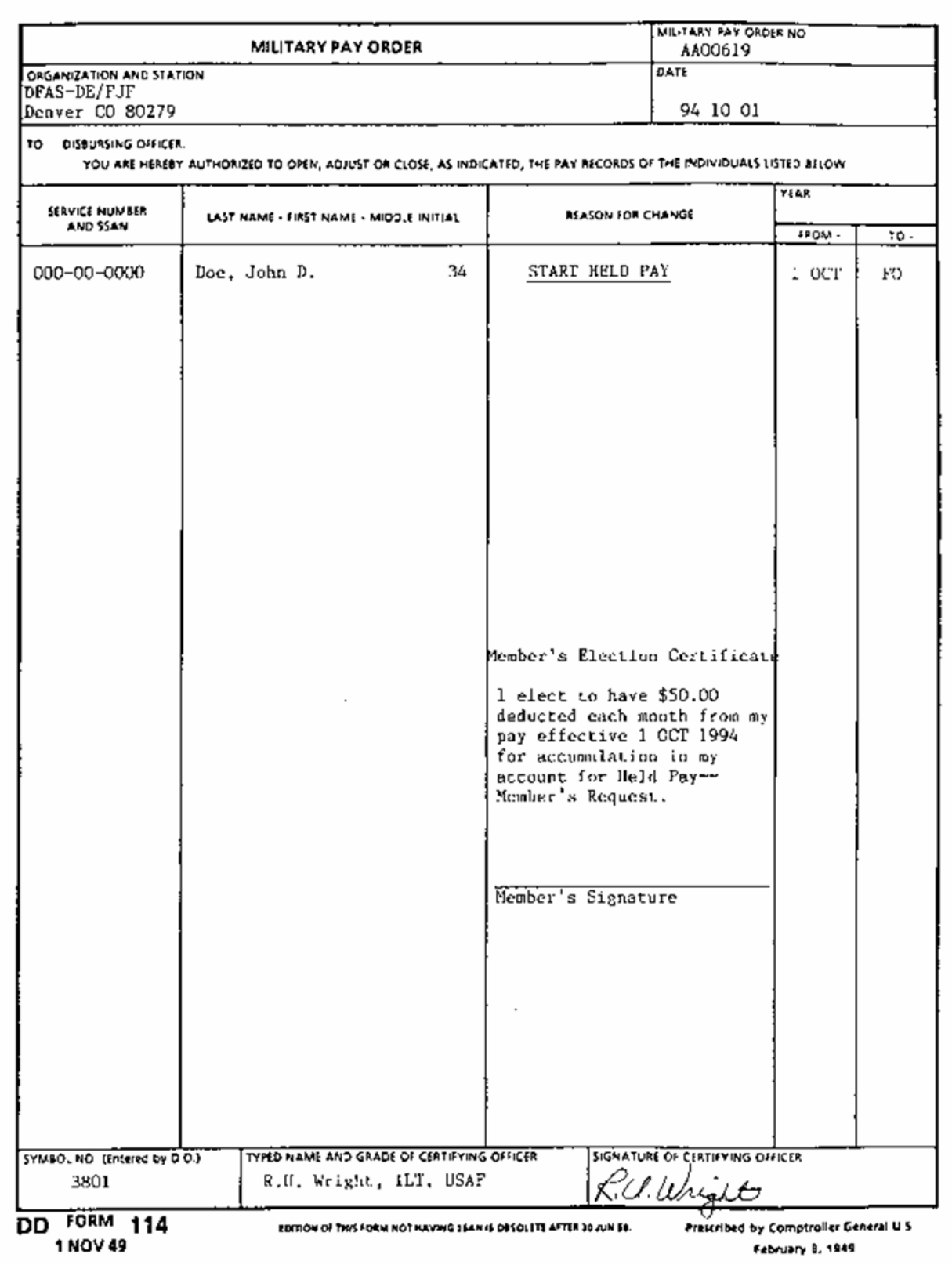
66.4.4. Points of contact for the FSO are Cleveland (DFAS-GAG/CL) for legal determinations, address changes, and payment inquiries. Contact DFAS-PMJSAC/DE for returned checks and payment histories. The customer service number for Cleveland is 1-866-859-1845 or the member can contact them through the web site provided on the notification letters **www.dfas.mil/money/garnish** or fax document to 216-522-6960. The customer service number for Denver is 1-800-433-0461 option 4, DSN 926-7348.

66.5. Held Pay-Other.

66.5.1. All other held pay is generated as a by-product of central site processing.

66.5.2. An HI entry will be created for local payees whenever they depart on PCS. The HI will contain the member's net pay for the duration of the PCS status. ***NOTE:*** The HI entry replaces the PI entry.

Figure 66.1. DD Form 114, Military Pay Order (Start Held Pay).



MILITARY PAY ORDER	MILITARY PAY ORDER NO AA00619
ORGANIZATION AND STATION DFAS-DE/FJF Denver CO 80279	DATE 94 10 01

TO DISBURSING OFFICER.
YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW

SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	REASON FOR CHANGE	YEAR FROM -	YEAR TO -
000-00-0000	Doe, John D. 34	START HELD PAY	1 OCT	FO
		Member's Election Certificate I elect to have $50.00 deducted each month from my pay effective 1 OCT 1994 for accumulation in my account for Held Pay-- Member's Request. Member's Signature		

SYMBOL NO (Entered by D.O.)	TYPED NAME AND GRADE OF CERTIFYING OFFICER	SIGNATURE OF CERTIFYING OFFICER
3801	R.H. Wright, ILT, USAF	R.H. Wright

DD FORM 114
1 NOV 49

EDITION OF THIS FORM NOT HAVING ISSUE IS OBSOLETE AFTER 30 JUN 58.

Prescribed by Comptroller General U S
February 8, 1949

Figure 66.2. DD Form 114, Military Pay Order - Start Held Pay (Commander/FSO Request).

MILITARY PAY ORDER

MILITARY PAY ORDER NO.: AA00005

ORGANIZATION AND STATION: Langley AFB VA 23365

DATE: 94 01 01

TO DISBURSING OFFICER.
YOU ARE HEREBY AUTHORIZED TO OPEN, ADJUST OR CLOSE, AS INDICATED, THE PAY RECORDS OF THE INDIVIDUALS LISTED BELOW.

SERVICE NUMBER AND SSAN	LAST NAME - FIRST NAME - MIDDLE INITIAL	REASON FOR CHANGE	YEAR FROM -	YEAR TO -
000-00-0000	Doe, Jane T. 33	Start Held Pay-- Commander's Request	1 Jan	FO

Commander's Certificate

1. Member owes the US Government a remaining balance of $458 on a GPLD.

2. The member has requested remission of this debt

3. By separate indorsement 28 DEC 1993, I recommend the member's remission be disapproved.

4. The member's enlistment terminated 31 Mar 1993.

5. Start monthly deductions of $150, 1 Jan 94, to protect the US Government's interest in this debt pending resolution of this remission request.

SYMBOL NO. (Entered by D.O.)	TYPED NAME AND GRADE OF CERTIFYING OFFICER	SIGNATURE OF CERTIFYING OFFICER
6707AA	I.M. Moose, Major, USAF	I.M. Moose

DD FORM 114
1 NOV 49

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 50.

Prescribed by Comptroller General U S
February 8, 1949

Figure 66.3. Format to Start/Stop/Change/Cancel/Release Pay Held - Member's Request.

CHARACTER POSITION	DESCRIPTION
1-5	0HA01/02/04/06/13
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE-DATE: YYMMDD ACTION IS EFFECTIVE
33-38	MONTHLY WITHHOLDING AMOUNT
OR	
33-39	AMOUNT TO BE RELEASED (ACTION INDICATOR 13)

Figure 66.4. Format to Start/Stop/Change/Cancel Pay Held - Commander's/FSO's Request.

CHARACTER POSITION	DESCRIPTION
1-5	0HB01/02/04/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE-DATE: YYMMDD ACTION IS EFFECTIVE
33-39	MONTHLY WITHHOLDING AMOUNT
	NOTE: HB13 TRANSACTIONS TO RELEASE COMMANDER'S REQUEST HELD PAY CAN ONLY BE PROCESSED BY CENTRAL SITE.

Figure 66.5. Format to Report/Cancel Held Pay Payments.

CHARACTER POSITION	DESCRIPTION
1-5	0PF03/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YEAR, MONTH AND DAY OF THE VOUCHER
26	GOVERNMENT AGENCY CODE: A--AIR FORCE B--ARMY C--NAVY D--MARINES G--COAST GUARD M--STATE DEPARTMENT
27-30	ENTER DSSN OF NAVY FSO IF DIFFERENT FROM INPUT FSO, OTHERWISE LEAVE BLANK
32-39	ENTER VOUCHER NUMBER
40-48	ENTER AMOUNT OF PAYMENT IN DOLLARS AND CENTS
49-51	ENTER CLEAR ACCOUNT ID: 510--OFFICER 530--ENLISTED
52-53	ENTER FORMAT ID: HA--MEMBER’S REQUEST HG--GARNISHMENT (CENTRAL SITE ONLY) HM--SPLIT PAY OPTION

CHARACTER POSITION	DESCRIPTION
60-65	BLANK FOR FORMAT IDS HA AND HM ***NOTE:*** ALL REQUIRED DATA ENTERED IN THE PF06 MUST MATCH EXACTLY THE DATA ENTERED IN THE ORIGINAL PF03 TRANSACTION

Chapter 67

COURT-MARTIAL SENTENCES AND NON-JUDICIAL PUNISHMENT

67.1. Description. Various sentences associated with courts-martial and non-judicial punishment affect member's pay and allowances differently. The DoDFMR, Volume 7A, chapters 48 and 49, describe the effects as follows:

67.1.1. Forfeitures:

67.1.1.1. Partial Forfeitures. A sentence to partial forfeiture of pay deprives a member of the amount of pay stated in the sentence. The sentence applies for the number of months or days expressly stated.

67.1.1.2. Effective Date. Court martial sentences to forfeitures or grade reduction become effective on the earlier of 14 days after the date on which the sentence was adjudged or on the date approved by the convening authority, unless the convening authority defers application of the forfeitures pending completion of further appellate review. (This is effective for court martial sentences adjudged after 31 March 1996. Prior to that time they were effective when approved by the convening authority.) When a sentence includes forfeiture and suspended confinement, or includes forfeitures without confinement, the forfeiture will apply to pay (and allowances, if total forfeitures are adjudged) becoming due on or after the date the sentence is effective.

67.1.1.3. Automatic Forfeitures. An accused receiving a sentence to death or confinement for more than six months, or a punitive discharge and confinement for six month 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 on confinement or any subsequent parole. ***NOTE:*** The amount of time in confinement used to determine which of these forfeitures apply should be reduced by the amount of pre-trial confinement if credit is given for the pre-trial confinement. For example, an 8-month sentence in which the member has served and been given credit for 4-months' pre-trial confinement would be considered as a 4-month sentence (consider only the amount of the sentence to be served after the date the sentence is adjudged). The convening authority, however, has the authority to waive any or all of the forfeitures for the period of confinement not to exceed six months, so as to direct payment to provide for the support of the accused's dependents. This is effective for all court-martial sentences announced on or after 1 April 1996.

67.1.2. Fines. A fine is in the nature of a judgment. It makes a member pecuniarily liable to the US for the amounts specified in the sentence. Fines are not self-executing. They are debts to the government until:

67.1.2.1. paid in cash by the member,

67.1.2.2. collected by deduction from the member's current pay, or

67.1.2.3. collected by deduction on settlement of a member's pay account at discharge.

67.1.3. Forfeiture of allowances. Allowances are forfeited only when a sentence by a general court-martial includes forfeiture of all pay and allowances.

67.1.4. Application of Forfeitures. This means that forfeitures are withheld (as distinguished from collected) on and after the date a sentence is effective. It applies when a court-martial sentence, as approved by the convening authority, includes forfeiture and confinement, not suspended, or deferred, and the sentence is such that further appellate review is required before the sentence can be ordered executed.

67.1.5. Execution of Forfeitures. This means actual collection of forfeitures when a sentence is ordered executed. The order of execution authorizes the collection of any monies withheld during the period specified in the convening authority's initial order to apply the forfeitures, and any monies remaining to be collected from pay during the remainder of the period of the approved sentence. If any amount ordered forfeited is not actually withheld or collected during the period specified by the approved sentence, such amount may be involuntarily collected as an erroneous payment as provided in rule 3, table 7-7-1, at a rate not to exceed the maximum authorized by rule 2, table 7-7-6. However, the collection rate will not be less than that fixed by the approved sentence.

67.1.6. Non-judicial Punishment. Under authority of Article 15, UCMJ (10 USC 815), authorized commanders may impose non-judicial punishment for minor offenses without resorting to courts-martial. Non-judicial punishments which affect pay are forfeiture of pay, reduction in grade or combinations of these. Except as specifically stated in DoDFMR, Volume 7A, chapter 49, the provisions in chapter 48 of part seven relating to forfeiture of pay and reduction in grade by courts-martial also apply when such penalties are imposed as non-judicial punishment.

67.2. Substantiating Documents. Support input with court-martial orders (CMOs) or record of trial for summary court-martial (assign number to order and use as an MPO or attach to DD Form 114, Military Pay Order (MPO)). A message showing the essentials of the CMO may be used as a substantiating document until receipt of the CMO.

67.2.1. Distribution of CMOs. Judge Advocate (JA) furnishes FSO two copies of all CMOs.

67.2.2. Distribution of Summary Court-Martial Records (SCM Records). JA furnishes the servicing FSO two signed copies of the record of trial when member's pay is affected, under cover of AF Form 1373, MPO Document Control Log - Transmittal. AF Form 1373 is prepared in original and one copy. JA keeps a copy of AF Form 1373 and takes tracer action no later than the 5th workday after transmission if a daily register of transactions (DROT) has not been received from the FSO.

67.2.3. Article 15 Correspondence:

67.2.3.1. When a member's pay is affected, JA furnishes the servicing FSO two signed copies of AF Form 3070, Record of Non-judicial Punishment Proceedings, or AF Form 3071, Record of Recommended Non-judicial Punishment Proceedings, with any endorsements (excluding evidentiary material) along with AF Form 1373. AF Form 1373 is prepared in original and one copy. JA keeps a copy of AF Form 1373 and takes tracer action no later than the 5th workday after transmission if a DROT has not been received from the FSO.

67.2.3.2. Article 15 correspondence not affecting a member's pay and summarized records of punishment continue to be processed by JA per AFI 51-202.

67.2.3.3. Determination of Effective Date. The effective date of the Article 15 punishment, when the punishment is reduction in grade, is the date the commander signs the imposition of punishment. When a member appeals the Article 15, reduction in grade remains in effect while action on the appeal is pending. If the appeal is denied, the effective date of the punishment remains the date of the endorsement that imposed the punishment. See AFI 51-202, table 2, rules 5 and 6, columns B and D, note 2. However, if the member appeals and is within 30 days of separation, the collection is not held up pending action on the appeal.

67.3. Responsibilities:

67.3.1. Staff Judge Advocate. The Staff Judge Advocate is responsible for distributing Court-Martial Orders, Summary Court-Martial Records and Article 15 Correspondence.

67.3.2. FSO. Servicing FSO is responsible for input to DJMS. (See **paragraph 67.7** for input instructions.) If finance is unable to process the required transactions (for example, total forfeitures), contact DFAS-JFLTBA/IN for assistance.

67.4. FSO Actions:

67.4.1. Processing of CMOs: FSO prepares and processes an MPO when member's pay is affected. CMOs are numbered in sequence on a calendar-year basis. Establish controls to ensure receipt of all required copies.

67.4.2. Processing of Summary Court-Martial Records (SCM Records). The FSO acknowledges receipt of these records by furnishing a DROT to JA, showing transactions input by JA (as input source). This provides evidence that action has been started and transactions have processed to member's MMPA.

67.4.3. Processing of Article 15 Correspondence. The FSO acknowledges receipt of these records by furnishing a DROT to JA, showing transactions input by JA (as input source). This provides evidence that action has been started and transactions have processed to member's MMPA.

67.4.4. Priority. All CMOs, summary court martial (SCM) records, and article 15 correspondence require priority action. FSO immediately prepares required MPOs and required transactions.

67.5. Special Provisions:

67.5.1. Court-Martial Sentences -- Officers and Airmen. Handling amounts affected by court-martial sentence requires a specific coverage because of difference in tax adjustments and disposition of funds. Basically, fines do not reduce taxable wages while forfeitures do. Court-Martial fines and forfeitures for regular enlisted members are credited to the AFRH, while those for non-regular enlisted members and all commissioned officers are retained in, or credited to, the military pay appropriation.

67.5.2. Allotments:

67.5.2.1. Starting Allotments. A person in confinement awaiting trial by general or special court-martial may not start an allotment. A member who wishes to reapply for National Service Life Insurance or for reinstatement of government insurance submits an application, with provision for direct payments, to the appropriate VA office. No Class N allotments may be started.

67.5.2.2. Stopping Allotments. If an airman's term of enlistment expires while he or she is confined, stop all allotments as of end of month before ETS. If notice to stop allotments is received too late in month to meet established cut-off dates and member has enough accrued pay and allowances, allotments may be deducted to include month in which ETS occurs.

67.5.3. Illegal Sentence -- Reimbursement for Pay. A member is entitled to reimbursement for pay withheld under an illegal sentence of a court-martial or Article 15. However, member must submit a claim to DFAS-JFLTBA/IN when amount has been collected into trust fund receipt account 578930.6 and the history indebtedness (DF) deduction is no longer present on the MMPA. Process an E706 or E806 if the DF history is still present on the MMPA.

67.5.4. Forfeiture. There are instances when a commander orders or a convening authority approves a partial forfeiture of pay for 2 or more months and the FSO is unable to process the forfeiture in the first month. If the forfeiture is processed in a succeeding month, there are cases where the member does not receive any pay because the reduction includes amounts covering the previous month's forfeiture. Since the two-thirds rule applies and collections cannot exceed two-thirds of the member's pay, the FSO should take these interim actions:

67.5.4.1. Compute the amount that is due the member based on the two-thirds rule.

67.5.4.2. Issue a partial for the difference between amount received by the member (include allotments in your calculation) and the one-third due the member.

67.5.4.3. Process the PK transaction in the normal manner. This action results in an increased indebtedness for the member but will allow payment to the member in the proper amount. This procedure must be repeated until the debt is liquidated or the member begins receiving one-third of his or her pay.

67.5.5. Court Martial Waivers. An accused receiving 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 during the period of confinement or any subsequent parole. The convening authority, however, has the authority to waive any or all of the forfeitures for the period of confinement, not to exceed six months, so as to direct an involuntary allotment to provide for the support of the accused’s dependents. This is effective for all court-martial sentences announced on or after 1 April 1996.

67.5.5.1. Responsibilities: Legal is responsible for processing the waiver requests approved by the convening authority and providing the following information to local finance offices on approved requests:

67.5.5.1.1. Copy of waiver request (if submitted).

67.5.5.1.2. Copy of approval of waiver request-should include amount approved. The amount should be expressed in dollar amounts.

67.5.5.1.3. Full names of payees.

67.5.5.1.4. Proof of dependency of payees or a certification that the payees are dependents of the member. If payment is to be made to someone other than the actual dependents on behalf of the dependents (for example, payments made to an ex-wife on behalf of minor children), provide confirmation that the designated payee is the appointed executor or custodian of the dependents.

67.5.5.1.5. Payment information should be either electronic funds transfer (EFT) information or check mailing information. EFT information: SF 1199A, Direct Deposit Sign-Up Form, or FMS 2231, FASTSTART Direct Deposit Form. The dependents name (or appointed executor or custodian's name) must be on the account the payment is to. The payment may not be made to an account over which the member has signature authority. If a check will be issued, the mailing address the check is to be sent to must be provided.

67.5.5.1.6. Statement signed by payee and member agreeing to notify legal and finance if the payee ceases being a dependent during the period these payments are made, (for example, a divorce during this period would cause the spouse (now the ex-spouse) to no longer be a dependent).

67.5.5.2. Finance will, based on the information provided by legal and/or the member as necessary, make appropriate payment to the dependent(s). If a check will be issued, the FSO must suppress the member's pay and issue a partial to the dependents.

67.5.5.3. The amount paid to the dependents should be whatever the waived amount is with deductions made only for federal, state and FICA taxes withheld from the waived portion of taxable pay and allowances that are otherwise subject to forfeiture. The remaining amount should be paid to the member's dependents, as directed by the convening authority. The waived portion of the taxable pay an allowances remains taxable income to the member, even though the payments are made to the member's dependents.

67.5.5.4. Also, finance will need to suspend existing indebtedness transactions and stop 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. With regard to the first 31 days of coverage during which total forfeitures take effect, the cost of the coverage should be established as a debt of the member. No deductions should be made for FMDP coverage, AFRH deductions and MGIB reductions as the member is in a no pay status, regardless of waivers to dependents.

67.5.5.5. In the case of existing garnishments, a copy of the waiver approval should be faxed immediately to DFAS-HGA/CL at toll free 1-877-622-5930, Commercial 216-522-6960 or DSN 580-6960, along with an explanation that the member has an existing garnishment that will need to be stopped for the period of the waiver. DFAS-HGA/CL will notify DFAS-JFLTBB to stop the garnishment.

67.5.5.5.1. Send a message to DFAS-JFLTBA/IN to prepare a memo entry on the pay record indicating that because of a waiver of forfeiture, payments in the amount of $(dollar amount) are being directed to dependents for the time period of (state time period).

67.5.5.5.2. DFAS-JFLTBA/IN will prepare memo entries as requested. DFAS-JFLTBB/IN will stop collection action on garnishments upon receipt of supporting documentation to do so.

67.6. DFAS-IN Actions. When servicing FSO has processed the transaction for forfeiture, DFAS will take action to stop the clothing allowance and to correct CP 33.

67.7. Source of Input:

67.7.1. Staff Judge Advocate. Distributes one copy of all general and special court-martial orders (CMO) to servicing FSO with information copy to DFAS-IN/JFLTBA. FSO copy is used only as an advance (memo) document. If the distribution of the CMO will be delayed, a message showing the essential contents of the CMO may be transmitted to the servicing FSO. However, a copy of the CMO must be distributed to the servicing FSO as soon as possible. For a summary court-martial, no CMOs are issued. Convening authority sends two copies of the record of trial to servicing FSO.

67.7.2. FSO. Servicing FSO is responsible for input to DJMS. Transactions may start (01), stop (02) or cancel (06) MMPA entries and release (13) pay held. If a member is ordered to forfeit all pay and allowances, stop all allotments and all entitlements that can be stopped using base-level transactions. Then process an E701 for the forfeiture of base pay using a code 2 in record position (CP) 33. DFAS will take action to stop the clothing allowance and to correct CP 33. Forward a copy of all documents in the FSO management files pertaining to total forfeitures to DFAS-IN/JFLTBA per **Chapter 2**, **paragraph 2.4.10**.

67.8. Input Format. Input is shown in **Figure 67.1** through **Figure 67.3** Process each action as a separate input and limit it to one of these actions:

67.8.1. Start, Stop or Cancel Court-Martial Actions. (See **Figure 67.1**)

67.8.2. Release Pay Held During Court-Martial Appellate Action or Sentence. (See **Figure 67.2**)

67.8.3. Start or Cancel Non-judicial Punishment Action. (See **Figure 67.3**)

67.8.4. Release Detained Pay Non-judicial Punishment. (See **Figure 67.3**)

Figure 67.1. Format to Start/Stop/Cancel Collection of Court-Martial Fine or Forfeiture.

CHARACTER POSITION	DESCRIPTION

1-5	0E701/02/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD DEDUCTION IS EFFECTIVE
26-31	YYMMDD DEDUCTION STOPS. ZEROS FOR ACTION INDICATORS 01 AND 06
32	JURISDICTION-SOURCE-UCMJ CODE: 1--GENERAL COURT-MARTIAL 2--SPECIAL COURT-MARTIAL 3--SUMMARY COURT-MARTIAL
33	PUNISHMENT-MONETARY-TYPE-UCMJ: 1--PARTIAL FORFEITURE 2--TOTAL FORFEITURE 4—FINE
34-35	NUMBER OF MONTHS PAY IS FORFEITED OR DETAINED
36-41	MONTHLY AMOUNT OF FINE OR FORFEITURE OR ZEROS
42-44	ZEROS
47	ZERO
48-49	NUMBER OF MONTHS PAY IS TO BE HELD OR ZEROS
CHARACTER POSITION	**DESCRIPTION**

50	PAY-HELD-REASON CODE: E--FINES PENDING APPELLATE REVIEW F--FORFEITURES PENDING APPELLATE REVIEW H--FORFEITURES PENDING LIQUIDATION OF INDEBTEDNESS BLANK IF NOT APPLICABLE

Figure 67.2. Format to Release Pay Held During Court-Martial Action or Sentence.

CHARACTER POSITION	DESCRIPTION
1-5	0E713
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD THAT PAY HELD IS TO BE RELEASED FOR
26-31	DISPOSITION BLANK
32	APPLICABLE CODE: E--FINES PENDING APPELLATE REVIEW F--FORFEITURES PENDING APPELLATE REVIEW H--FORFEITURES PENDING LIQUIDATION OF
33-50	INDEBTEDNESS BLANK
51	APPLICABLE CODE: 1--RELEASED TO MEMBER 3--CREDITED TO MILITARY PAY APPROPRIATION 4--CREDITED TO ARMED FORCES RETIREMENT HOME
52-57	AMOUNT OF A SPECIFIC PAY HELD WHICH IS RELEASED FOR DISPOSITION IF PAY HELD IS RELEASED TO MORE THAN ONE ENTITY, SEPARATE TRANSACTIONS ARE REQUIRED FOR EACH RECIPIENT (AFRH, MIL PAY APPROP., MEMBER) THIS TRANSACTION RELEASES PAY HELD WHEN PAY HELD RESULTED FROM PRIOR COURT-MARTIAL ACTION.

Figure 67.3. REPLACED with the following:

CHARACTER POSITION	DESCRIPTION
1-5	0E801/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	DATE-START: YYMMDD NON-JUDICIAL PUNISHMENT BEGINS
26-51	BLANK
33	PUNISHMENT-MONETARY-TYPE-UCMJ CODE: 1-PARTIAL FORFEITURE
34-35	NUMBER OF MONTHS MEMBER'S PAY IS FORFEITED OR DETAINED
36-41	PUNSIHMENT-UCMJ-AMOUNT: MONTHLY AMOUNT OF FORFEITURE
48-49	ZEROS
1-5	0E813
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD PAY HELD IS TO BE RELEASED
26-51	BLANK
52-57	AMOUNT OF SPECIFIC PAY HELD RELEASED FOR DISPOSITION

Chapter 68

UNIFORMED SERVICES THRIFT SAVINGS PLAN

68.1. Description. The National Defense Authorization Act for FY 2000 (Public Law 106–65), as amended by the Floyd D. Spence National Defense Authorization Act for Fiscal Year 2001 (Public Law 106-398), extended the opportunity to participate in the TSP to members of the uniformed services.

68.2. References.

68.2.1. Tsp Website at **www.tsp.gov**.

68.2.2. DoDFMR Vol7A, Chap 51, Savings Programs.

68.2.3. DoDFMR Vol7C, Chap 10, Thrift Savings Plan.

68.3. Thrift Savings Plan (TSP) Overview. The Thrift Savings Plan is a retirement savings and investment plan established for federal employees as part of the Federal Employees' Retirement System Act of 1986. Participation in the plan for uniformed service members is authorized by the National Defense Authorization Act FY 2000 as amended by the National Defense Authorization Act FY 2001. The plan offers tax-deferred advantages similar to those in an Individual Retirement Account (IRA) or 401(k) plan. The Federal Retirement Thrift Investment Board (FRTIB) administers the plan and publishes regulations and operating guidance. The National Finance Center (NFC) in New Orleans, Louisiana is the TSP record keeper.

68.4. Eligibility to Participate in the Thrift Savings Plan (TSP).

68.4.1. 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 UNISERV TSP in accordance with 5, U.S.C. 8440e.

68.4.2. A member of the reserve component (Air National Guard or Air Force Reserve) who is also a federal civilian employee will have two TSP accounts if participating in the TSP as a military member and a civilian.

68.5. Open Seasons. Open Seasons were eliminated in July 2005. Historical information for the purpose of claims adjudication is provided here.

68.5.1. Any eligible member could elect to participate in the plan and did so by completing the TSP Form U-1 and taking it to the finance office for processing or enrolling via myPay.

68.5.2. Active members had two open seasons, per calendar year, to enroll in TSP. The dates were established by the FRTIB and were 15 April thru 30 June and 15 October thru 31 December. Contributions from these open seasons did not begin before the last full month of the open season, referred to as the election period. ***Example:*** Member enrolled in TSP on 15 October, contributions were not deducted until the first payday in December.

68.5.3. Members were able to stop any elective category contribution, i.e. bonus, special, or incentive pay at any time during a calendar year. When the member elected to stop the basic pay contribution, all other types stopped automatically. If the member stopped contributing from basic pay, incentive pay, or special pay during an open season, he/she was not eligible to start contributing again from that category of pay until the next open season. If the member stopped contributing from basic pay, incentive pay, or special pay "outside" an open season, he/she was not be able to restart contributing from that category of pay until the second open season following the termination. The member could start, stop or restart bonus pay contributions at any time, provided the member had an election for basic pay contribution in effect.

68.5.4. For information on establishing effective dates, see **paragraph 68.21.2**.

68.6. Member Transfers.

68.6.1. New members accessed on and after 9 Oct 01, including those with a break in service, may elect to enroll in the TSP within 60 days after joining. A member is deemed to have joined the uniformed service on the date the member becomes eligible to receive basic pay or compensation under section 206 of Title 37. If a member decides to begin participation during this 60-day period, the first contribution must be taken the first full pay period after the election is received by the finance office. Keep in mind that no contributions will be taken prior to 1 Jan 2002. New members, who do not enroll during this 60-day window, can elect at a future time.

68.6.2. Active to reserve: the TSP election can be presented to the member's gaining servicing office or accomplished via myPay to continue TSP contribution/loan payments without interruption.

68.6.3. Reserve to Active: The TSP election can be presented to the member's gaining servicing organization or accomplished via myPay to continue TSP contributions/loan payments without interruption.

68.6.4. One Branch of Service to another Branch of Service: The TSP election can be presented to the member's gaining servicing organization or accomplished via myPay to continue TSP contributions/ loan payments without interruption.

68.6.5. Contributions may be restarted by either completion of a new TSP-U-1 or by the member presenting his/her LES showing contributions being withheld and using the former percentage rate. If the member wishes to make any changes from the previous withholding, a new TSP-U-1 must be accomplished. If the member wishes to continue contributions at the former withholding rate, have the member write "I wish to continue my TSP withholding(s) at the rates as stated on this LES" on a current LES. Have the member sign and date the LES, make a copy for the member, and include the one the member signed with the quarterly document submission (Records Center Handbook available on FTP site for reference) to the DFRC (see **paragraph 2.4.6.2.3** of this manual.)

68.7. Contributions.

68.7.1. No contributions will be taken prior to 1 Jan 2002.

68.7.2. All contributions must be made to the NFC via payroll deduction. The maximum contribution of basic pay may not exceed 7 percent for any pay period in calendar year (CY) 2002. This limit will be increased to 8 percent in 2003, 9 percent in 2004, 10 percent in 2005 and an unlimited percent in 2006 and later. This unlimited amount may not exceed the IRS established cap. Members may also choose to contribute up to 100 percent of special and incentive pays and bonuses. Members must be contributing from basic pay in order to contribute from any other pays/bonuses.

68.7.3. Service Matching Contributions. Matching is not currently funded. This subparagraph will be expanded when matching is available.

68.8. Investment Options. TSP contributions deducted from the member's pay each pay period (i.e. monthly) are forwarded by DFAS-DE, to the National Finance Center (NFC) in New Orleans, Louisiana. The NFC invests member contributions into the 'G' fund immediately upon receipt. It is the member's responsibility to indicate to the NFC the contribution allocation if the member desires contributions go to funds other than the "G" fund. There are a total of five (5) choices available to members. Information on all five funds can be found at the TSP website mentioned in **paragraph 68.2** above.

68.9. Interfund Transfers. This option of the TSP is available through the NFC only. DFAS cannot move monies already contributed by the member from one investment fund to another. This is a member self-service option and is between the member and the NFC (see References in **paragraph 68.2**).

68.10. Tax Information.

68.10.1. The dollar amount of TSP member contributions (tax deferred) is limited by the Internal Revenue Code (IRC). The current elective deferral limit (see IRC section 402(g)) is $11,000 for 2002, and legislation already allows an incremental increase of $1,000/yr to this limit, not to exceed $15,000 in CY 2006.

68.10.2. Contributions from combat zone tax exempt pay (IRC section 415(c)) do not count toward the $11,000 tax deferred limit, but tax exempt contributions plus tax deferred contributions cannot exceed $40,000 for a calendar year. ***Example:*** member contributes a $5,000 SRB to TSP in September and that puts his tax deferred total to $10,000 for calendar year 02. In October 2002, the member is in a CZTE area and elects career status bonus (CSB). The member's $30,000 tax free CSB makes the total contributed $40,000 ($30,000 tax exempt plus $10,000 tax deferred). Member cannot contribute any more to TSP for 2002.

68.10.2.1. ***Example***: Member elects 7% base pay, 100% of his board certification pay (FID 19) which is also TSPable as a special pay on DJMS Table 123. (Look at the category code which equals 'S'.) Elects 100% of variable special pay (FID 24) which is also TSPable as a special pay as the category code also equals 'S'.

68.10.2.1.1. Assuming a monthly base pay rate of $4,696.20, monthly board cert pay of $291.66, and a monthly entitlement of variable special pay of $916.66 the following is true:

4696.20 X 7% = 328.72

291.66 X 100% = 291.66

916.66 X 100% = 916.66 =

$1,537.06 Monthly deferred TSP contribution

68.10.2.1.2. $1,537.06 X 7 months = $10,759.42. In the eight month the member will exceed the current (2002) $11,000 deferred limit by limit by $1,296.48 and this amount will be returned to his pay.

68.10.2.1.3. Now lets put this same member in a combat zone in the month of July, the seventh month of the year, and see how his deductions are to be displayed. There are no changes to his contributions percentages and a change in pay is equal to the entitlement of imminent danger pay of $150/mo, and he is due an annual installment of additional special pay (ASP) of $15,000 in July.

68.10.2.1.4. The TSP contributions are computed as follows:

$1537.06 X 6 = $9,222.36 TSP deferred contributions (Jan thru Jun) and here comes July.

BP 328.74

SP 291.66

SP 916.66

SP 150.00

SP 15,000.00 (This is an installment that is catagorized as spec pay vs bonus.)

68.10.2.1.5. The member will contribute 5,532.90 in exempt TSP contributions and $1,777.64 in deferred contributions.

68.10.2.1.6. Keep in mind that the member has a $40,000 annual TSP exempt contribution limit when in a combat zone. In July he has reached his $11,000 deferred limit and has a total of $16,532.90 towards the $40,000 exempt limit. (The $11,000 is part of the $40,000.)

68.10.2.1.7. The financial services offices are not financial advisors and must allow the member to make his own financial decisions.

68.11. The TSP Loan Process is Strictly Between the Member and the NFC. Direct members to the TSP website for questions and answers and to NFC for loan application and processing of a TSP loan. Members may have a total of two loans at any given time for the following purposes:

68.11.1. Residential (Limited to one)

68.11.2. General Purpose (may have up to two)

68.11.2.1. The minimum amount a member can borrow is $1000 and the maximum is $50,000. Loan repayments are accomplished by payroll deduction only and are initiated by NFC via data transmission to DJMS. DJMS-AC uses the allotment system to withhold the deduction amount for repayment after the data file is received from the NFC. Neither DFAS nor the FSO can start or stop this type of allotment.

68.12. Breakage. By law, members are entitled to "breakage" on certain contributions that, as a result of agency error, were not invested when they should have been (and which the member did not otherwise have use of). Currently, breakage does not apply until the contribution is more than 30 days late being sent to NFC. This process compensates members for agency error and must be requested via a claim process. However, members are not entitled to breakage on contributions that were not actually deducted from their pay, but they may be entitled to make-up contributions. Breakage is computed by NFC.

68.13. Make-up Contributions. Members are entitled to make-up contributions if the TSP form was not processed in a timely manner. However, because the member had use of their money no breakage will be paid. ***Example:*** member has elected to make contributions via the TSP-U-1, the form is not processed in a timely manner, and no contributions are withheld from the member's pay. The member had use of his money so no breakage is payable.

68.13.1. In the case of a member who is participating in TSP, is entitled to a bonus, and has elected a percentage to withhold from bonuses, but for some reason, the bonus payment is made later, the TSP attributable to the bonus should be applied to the month the bonus was earned, not the month paid. For members who are entitled to combat zone tax exclusion (CZTE), this is a recurring problem. ***Example:*** Member entitled to a bonus in October 2006, but payment is delayed (through no fault of the member) until December 2006. In October, the member was in a combat zone and, therefore, entitled to exempt contributions.

68.13.2. Advise the member to write a check to cover the TSP contribution that was not withheld from his/her pay. Once the check is received by the finance office, establish a CMS case and refer it to the TSP box, advising that the check has been received and amount of the check. Additionally, due to the nature of TSP, call DFAS-JMSB as soon as the check is received in finance so that DFAS has time (at least 2-3 days before cutoff) to send the funds to TSP on the member’s behalf and adjust the TSP and taxable wages for the month in which the member was paid.

68.14. Error Corrections. Error notification will be provided on the DTR to the input source as done currently, and will require research and re-input. NFC rejects will be processed at central site. These may require information/coordination with the member's servicing finance office.

68.15. Claims Procedures. Members must alert their Financial Service Office (FSO) of any discrepancy with regards to their TSP withholdings/earnings within one year of notification of the discrepancy. As it is the member's responsibility to read and validate the monthly leave and earnings statement the 1st notification received by the member would be the month in which the transaction should have occurred and didn't, or occurred incorrectly.

68.15.1. The FSO determines the member is making a claim to request correction of an agency error (versus an administrative error). If the claim is made within the required one-year timeframe, the pay office will assist member in completing DD FM 2851, request to correct thrift saving plan (TSP) agency error. The form can be located at the following: **http://www.dior.whs.mil/icdhome/form-info/wwwinfo1page2493.htm**. The FSO will forward the claim form to DFAS-PMJFD/DE, 6760 E. Irvington Pl., Denver, Colorado 80233-5000 for adjudication.

68.15.2. The following are examples of agency errors for which a claim may be appropriate:

68.15.2.1. The member enrolled in TSP and deductions were not withheld, a different percentage amount was withheld, or the deduction was taken from a different category of pay than elected.

68.15.2.2. In the case of the member receiving his semiannual statement from the National Finance Center (NFC), the statement does not reflect proper timely posting of contribution to the account.

68.15.2.3. Member elected to stop TSP contributions and deductions continued beyond the first full pay period after receipt of the form.

68.15.3. DFAS-DE will adjudicate the DD FM 2851 within approximately 30 days of receipt.

68.15.3.1. The adjudication process will be performed by a group of three individuals designated by the director of military pay. Two of the group will be from other than the TSP operations office.

68.15.3.2. The adjudication group convenes each month. The group will review all forms received prior to that month, and will ensure the member, FSO, and DFS-PMJFD/DE is notified of the results.

68.15.3.3. DFAS-PMJFD/DE will coordinate with the member when it's determined that makeup contributions are valid and process the appropriate transaction(s).

68.15.4. FSOs are required to keep a log, by calendar year, of the DD FM 2851 sent to DFAS with a minimum reference to the member's name, SSAN, date sent and brief description of the claim (from item 12 of the form).

68.16. Owners of the Program. AF/DPRC, ANG/DPF, and AF/REP are the owners of this program. Please refer to USAF Uniformed Services Thrift Savings Plan implementing policy message as referenced above. The member's finance office is not to provide investment advice.

68.17. Source and Method of Input. There are 2 ways for a member's TSP contributions to be updated. Members can control their TSP themselves by taking action in myPay. In the case of a member who does not have access to myPay, Finance can take action based on the documentation provided by the member.

68.18. FSO Responsibilities.

68.18.1. Recommend that the member access myPay and process the start, stop, change, or cancel transactions. If member is unable to access, myPay, provide assistance in gaining access and follow procedures in 68.18.2 for the current request.

68.18.2. Input TSP-U-1 information, for members unable to access myPay, using the D101, D102, D104, and D106 transactions (see figures 68-1, 68-2, 68-3, and 68-4). See figure 68-5 for TSP-U-1. For bases that have cutover to the AFFSC, scan the TSP-U1 into EIM for AFFSC processing.

68.18.3. To collect and process "Claim for Reimbursement of Thrift Savings Plan (TSP) Breakage and Make-up Contribution's" from the member. These forms and required associated documents will be forwarded to DFAS for processing.

68.19. Processing Form TSP-U-1. To process TSP contribution elections:

68.19.1. Ensure that the election was made properly.

68.19.1.1. A contribution election must be a whole percentage and cannot exceed the member contribution limit.

68.19.1.2. The TSP-U-1 is the required source document.

68.19.1.3. Ensure the member fills out sections I-IV and signs the form.

68.19.1.4. Notify the member if the election cannot be processed.

68.19.2. Establish the effective date of the election.

68.19.2.1. If a member makes a contribution election during the initial (new accession) 60-day window, the agency must make it effective no later than the first full pay period after the election is received.

68.19.2.2. **(DELETED)**

68.19.2.3. Inter-Service and Intra-Service transfers (see **paragraph 68.6**).

68.19.3. Finance completes section V of the TSP-U-1:

68.19.3.1. Block 17: 3800 0001

68.19.3.2. Block 18: see **paragraph 68.21.2**; effective date is determined by date received in the finance office

68.19.3.3. Block 19: Required only if the member has completed section III of the form. Member may resume contributing during the next open season if contributions are terminated WITHIN an open season; if outside an open season period, the member must wait until the second open season following termination of contributions.

68.19.3.4. Block 20: Service Representative's signature accepting the TSP-U-1 form.

68.19.4. Notify the member of the effective date of the deduction from pay. Ensure the member receives a copy of the Form TSP-U-1, after the agency completes section V, "for employing office use only". Include the original in the quarterly document submission to the Denver Federal Records Center (records center handbook available on FTP site for reference) as required in **para 2.4.6** of this manual, and, keep the FSO retained copy for at least six

months. Agencies must have the capability to retrieve TSP information, as it may need to be provided to another service if a member transfers, or to an appropriate agency official if a member files a claim for error correction.

68.19.5. Input the D1 transaction and verify that the information, as input, is correct, using the TSP-U-1. Ensure customer service reviews and verifies that the input was done correctly, to prevent breakage fees, claims, etc. Any elections processed incorrectly must be re-input as soon as possible to prevent erroneous deductions.

68.19.6. The member fills out a new TSP-U-1, sections I, III and IV, to terminate contributions; finance completes section V.

68.20. Separations/Retirement Procedures. Separation and retirement transactions should flow automatically from current transaction processing. However, DJMS-AC stops TSP contributions the month prior to the date of separation. If the member wants contributions to be withheld during the final month of active duty, establish a CMS case and refer it to the TSP box. Include the TSP contribution when performing the pay comp at separation and ensure the TSP is deducted before making final payment to the member.

68.21. Definitions.

68.21.1. "As of" date is used by payroll offices on payment records that report makeup and late contributions. It is the pay date for which TSP contributions should have been made.

68.21.2. The effective date of the contribution is posted in the start date field of the D101 and is derived by the date the elections are received by the FSO. For the current upcoming open season the following is true. Member signs and submits the TSP U-1 to FSO anytime from 15 October through 30 November and the FSO submits the D101 for update of the members MMPA, the start date of TSP contributions is 1 December. If submitted to FSO during the month of December the start date is submitted as 1 January. No starts after January.

68.21.3. Open Seasons: Open seasons were eliminated in 2005, but were previously 15 April thru 30 June and 15 October thru 31 December.

68.21.4. Air Force Payroll Office Numbers:

- DFAS-DE 3800 0001 (AC)
  3801 0001 (RC)

68.21.5. Attributable pay date is used on negative adjustment records that remove erroneous contributions previously reported and on recharacterization records which change the tax characterization of contributions previously reported. It is the pay date of the original (erroneous or erroneously characterized) contribution or, if the original contribution was a makeup or late contribution, the "as of" date for the original contribution.

68.21.6. Current pay date is the service's established pay date for its payroll submission. It is reported on the header record, which accompanies the submission.

68.21.7. Employee contributions are TSP contributions that are deducted from compensation paid to uniformed service members. See TSP Bulletin 01-U-3, Uniformed Services Participation in the Thrift Savings Plan, dated July 19, 2001, for information about the types of pay from which employee contributions may be deducted.

68.21.8. Late contributions are employee contributions that were timely deducted from a member's pay but were not timely reported to the TSP and, if applicable, attributable matching contributions; and resubmitted contributions that may have been reported on time but were not processed by the NFC when originally reported because the payment records contained errors.

68.21.9. Makeup contributions are contributions that should have been deducted from a member's pay (or, in the case of attributable matching contributions, charged to a service's appropriation) on an earlier pay date but are being deducted (or charged) for the current pay date.

68.21.10. Matching contributions are contributions made by the uniformed service to the TSP accounts of its members who are entitled to such contributions. See TSP Bulletin 01-U-3 for more information about matching contributions.

68.21.11. Ordinary tax-deferred contributions are employee contributions that are made from compensation not subject to the Federal income tax exclusion at 26 U.S.C. §112 (applicable to compensation for active service in a month in which a member serves in a combat zone).

68.21.12. Payroll submission is a payroll office's entire submission of one or more records (Member Data Records and/or payment records) and the journal voucher (TSP-2).

68.21.13. Recharacterization is the correction of the tax characterization (i.e., tax deferred or tax-exempt) of employee contributions previously submitted.

68.21.14. Tax-exempt contributions are employee contributions that are made from compensation subject to the Federal income tax exclusion at 26 U.S.C. §112 applicable to compensation for active service in the month in which a member serves in a combat zone.

68.21.15. Posting date: is the date transactions are credited or debited to a participant's account.

68.21.16. Pay period – as defined by law

68.21.17. Election period – is the last calendar month of the open season.

68.22. Catch Up Contributions for TSP Participants Age 50 and Older.

68.22.1. Overview. Pl 107-304, 27 Nov 2002, permits eligible TSP participants, who are age 50 or older, to make tax-deferred 'catch-up' contributions from their taxable basic pay to their TSP accounts. The annual limitations for contributions are: 2003 = $2,000; 2004 = $3,000; 2005 =$4,000; 2006 and after = $5,000. Because these contributions must 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 must 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 (not subject to open season rules). Elections are made in whole dollar amounts, up to the

yearly limit. Because the annual limits change each year, the member must make a new election each calendar year. An election can be made effective 1 August 2003 and later.

68.22.2. Eligibility. A member must be in pay status and must be contributing, either the maximum TSP contribution percentage of basic pay, or an amount which will result in his or her reaching the IRS deferral limit by the end of the relevant year. 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.

NOTES:

1. A member who is currently contributing to both civilian and uniformed services TSP accounts can make separate catch-up contributions to each account, so long as the total for both accounts combined does not exceed the annual catch-up limit. NFC will check for excess contributions and will contact the member directly if excess contributions have been made.
2. A member, who makes catch-up contributions to the TSP and a private sector pension plan, must ensure that the contributions, made to both plans combined, do not exceed the annual catch-up limit. If a member does exceed the limit, he or she may request a refund of the excess contributions directly from NFC.

68.22.3. FSO Actions. Process starts/stops immediately. Ensure member has an open M0 on the MMPA. TSP catch-up workaround is to process a DS01 debt transaction (see **Figure 70.13** for the DS01 format). Follow normal DS01 processing with exceptions as noted below:

FIRST SCREEN:

APPROP-CODE-DEPT	[57]	"57" FOR AIR FORCE
AMT-SPEC-INDEBT	[ ]	TOTAL AMOUNT ELECTED FOR CURRENT CALENDAR YEAR (CY) (FOUND ON THE TSP-U-1-C (0 FILL TO THE LEFT)) CANNOT BE MORE THAN $2000 FOR CY 2003
AMT-SPEC-DEDTN-CR-MOQ	[ ]	MONTHLY AMOUNT REQUIRED TO REACH TOTAL AMOUNT ELECTED IN AMT-SPEC-INDEBT FIELD ABOVE AND TIMEFRAME REQUIRED
INDEBT-TYPE	[H]	'H' USED FOR TSP CATCH-UP

SECOND SCREEN:

APPROP-CODE	[57 F38827001]	LEAVE BLANK ALL REMAINING FIELDS ON THIS SCREEN
ADSN	[380100]	

68.22.4. TSP Catch-up is posted to DJMS as a DS debt, Type H. The TSP 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.

68.22.5. 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, posting after month-end restructure, 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 will only be available upon filing their tax returns.

68.23. Address Changes.

68.23.1. Separatees. If the individual has separated, he/she can complete a change of address by going to **TSP.gov** and selecting "Your TSP Address (for separated participants only)."

68.23.2. Members. For members still in the Air Force, but not currently participating in TSP, address changes must be accomplished by DFAS-JMSB/DE. When a member requests a new PIN, it is mailed to the existing address in the TSP account record. If the current mailing address is incorrect, the member must request an address change before requesting a new PIN. The FSO establishes a CMS case and refers it to the TSP box, indicating the need for a change of address

Figure 68.1. Officer TSP with CZTE.

COMPENSATION (OFFICER)

	02/01/31	02/02/28	02/03/31	02/04/30	02/05/31	02/06/30	02/07/31
Basic Pay	3000.00	3000.00	3000.00	3500.00	3500.00	3500.00	3500.00
Bonus (Assumed Earned & Paid)	2000.00	0.00	2000.00	0.00	2000.00	0.00	12000.00
Special Pay	150.00	150.00	150.00	150.00	150.00	150.00	150.00
TOTAL COMPENSATION	**5150.00**	**3150.00**	**5150.00**	**3650.00**	**5650.00**	**3650.00**	**15650.00**
LES							
BP TSP Cont @7%	210.00	210.00	210.00	245.00	245.00	245.00	245.00
Bonus @ 50% TSP Contrib	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	6,000.00
Sp Pay (IDP) TSP Cont @100%	150.00	150.00	150.00	150.00	150.00	150.00	150.00
Amount Tax Exempt *	1,360.00	360.00	1,360.00	0.00	0.00	395.00	5,000.00
Amount Tax Deferred	0.00	0.00	0.00	395.00	1,395.00	0.00	1,395.00
Total Sent to NFC	**1,360.00**	**360.00**	**1,360.00**	**395.00**	**1,395.00**	**395.00**	**6,395.00**
W2							
W2 Taxable Amt (Bx 1) **	150.00	150.00	300.00	3,555.00	7,810.00	7,810.00	17,065.00
W2 Tax Defd BP (Bx 12)	0.00	0.00	0.00	245.00	490.00	490.00	735.00
W2 Tax Defd Sp Pay(IDP)(Bx 12)	0.00	0.00	0.00	150.00	300.00	300.00	450.00
W2 Tax Defd Bonus (Bx 12)	0.00	0.00	0.00	0.00	1,000.00	1,000.00	2,000.00
TOTAL W2 TSP Tax Defd (Bx 12)	**0.00**	**0.00**	**0.00**	**395.00**	**1,790.00**	**1,790.00**	**3,580.00**
W2 NTEI Amt (Bx12 due to CZTE)	5,000.00	8,150.00	13,150.00	13,150.00	13,150.00	16,800.00	21,800.00
W2 TSP Tax Exmt BP (Bx 14)	210.00	420.00	630.00	630.00	630.00	875.00	875.00
W2 TSP Tax Exmt Sp Pay(IDP) (Bx 14)	150.00	300.00	450.00	450.00	450.00	600.00	600.00
W2 TSP Tax Exmt Bonus (Bx 14)	1,000.00	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	7,000.00
TOTAL W2 TSP Tax Exmt (Bx14 TOTAL)	**1,360.00**	**1,720.00**	**3,080.00**	**3,080.00**	**3,080.00**	**3,475.00**	**8,475.00**

NOTES

Member in CZ JAN/FEB/MAR/JUN/JUL

*** Application of tax Exmpt/Defer to specfic category of pay was used for illustration purposes only**

**** CZTE max of $5K used for illustration purposes only (Actual amt for 2002 is $5,532.90). Max amt subject to annual adjustment**

Figure 68.2. - D101 - TSP Start. (Header).

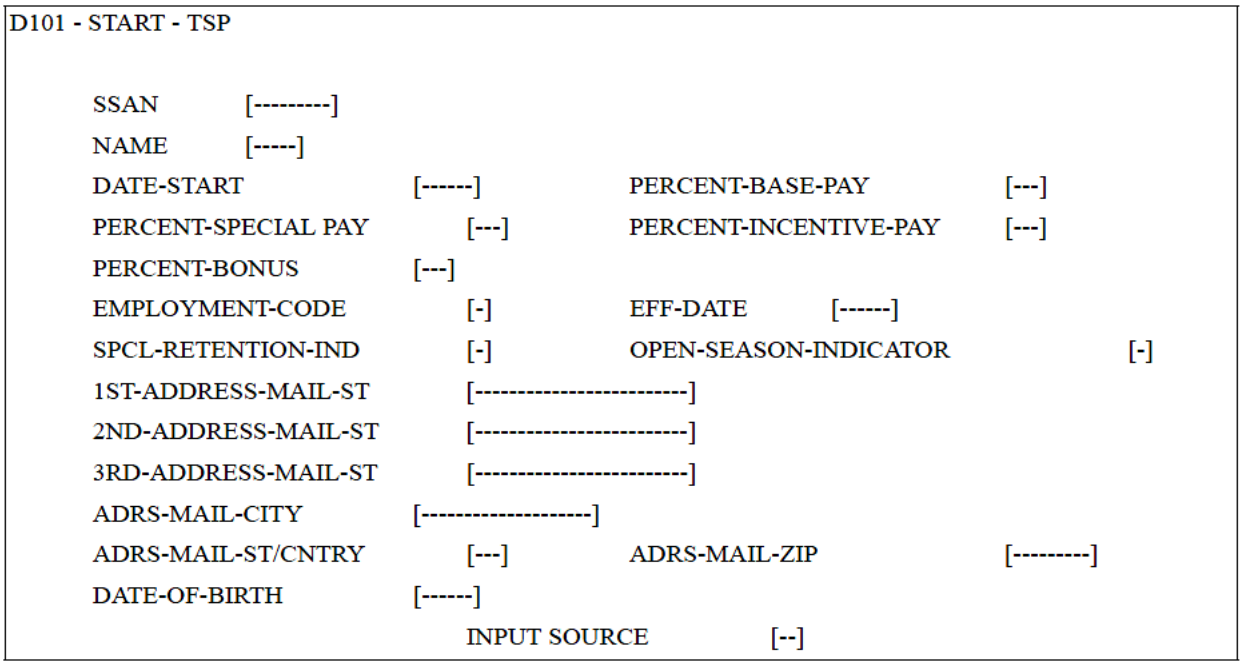


Figure 68.2. D101 TSP Start (Header).

D101 TSP Start (Header)		
Card Column(s)	**Data Name**	**Data**
1	Header Record Indicator	Constant "C"
2-3	Format Identifier	Constant "D1"
4-5	Action Indicator	Constant "01"
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position (example ENG G).
20-25	Start Date (Displayed as Effective Date)	Obtained from TSP-U-1 Section V, Line 18. Must be numeric (0-9) and must be in "YYMMDD" format.
26-28	Basic Pay %	Obtained from TSP-U-1 Section II, Line 7. Must be numeric 001 through 007.
29-33	Filler	Space filled.
34-36	Special Pay %	Obtained from TSP-U-1 Section II, Line 9. Must be numeric 000 through 100. The member must be participating with basic pay to be entitled.
37-41	Filler	Space filled.
42-44	Incentive Pay %	Obtained from TSP-U-1 Section II, Line 8. Must be numeric 000 through 100. The member must be participating with basic pay to be entitled.
45-49	Filler	Space filled.
50-52	Bonus %	Obtained from TSP-U-I Section II, Line 10. Must be numeric 000 through 100. The member must be participating with basic pay to be entitled.
53-57	Filler	Space filled.
58	TSP Status Code	Constant "Y"
59	Employment Code	Space filled.
60-65	Effective Date (Displayed as Receipt Date)	Obtained from TSP-U-1 Section V, Line 21. Must be numeric 0 through 9. Must be in "YYMMDD" format.
66	Special Retention Indicator	Must be "Y" if member authorized matching contributions; otherwise "N".
67	Open Season Indicator	Must be "N" if new accession enrollment or special circumstance enrollment. Otherwise "Y" for open season.
68-71	Office Number	Service ADSN (ISI) inputting transaction.
72-73	Input Source	Input source initials.
74-75	Cycle	1st position must be alpha or numeric and cannot equal "X". 2nd position must be numeric.
76	At Symbol	"@" (Constant)
77-80	Transaction Number	Must be numeric, greater than zero starting with 0001 and increased by 1 for every 320-byte record. (320 bytes is equal the bytes included in the D101 Header (H), and the 3 Trailer Cards D101 (T1, T2, T3). Card columns 68-80 is constant data on all trailer cards for the D101.

Figure 68.2. (Continued) D101 (Trailer 1).

D101 (Trailer 1) TSP Start		
Card Column(s)	**Data Name**	**Data**
1	Trail Record Indicator	Constant "1"
2-3	Format Identifier	Constant "D1"
4-5	Action Indicator	Constant "01"
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position. (example ENG G).
20-44	1st Line of Mailing Address	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), spaces or special characters. Position 20 cannot contain a space if data populates these positions.
45-67	2nd Line of Mailing Address	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), spaces or special characters. Position 45 cannot be a space if data populates these positions. If the address length does not necessitate a second line, space fill positions 45-67.
68-80	Constant Data	Card columns 68-80 is constant data on all trailer cards for the D101. See D101 header card for instructions.

Figure 68.2. (Continued) D101 (Trailer 2).

D101 (Trailer 2) TSP Start		
Card Column(s)	**Data Name**	**Data**
1	Trail Record Indicator	Constant "2"
2-3	Format Identifier	Constant "D1"
4-5	Action Indicator	Constant "01"
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position. (example ENG G).
20-44	3rd Line of Mailing Address	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), spaces or special characters. Position 20 cannot contain a space if data populates these positions. If the address length does not necessitate a third line, space fill positions 20-44.
45-64	City	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), spaces or special characters. Position 45 cannot contain a space.
65-67	Filler	Space filled.
68-80	Constant Data	Card columns 68-80 is constant data on all trailer cards for the D101. See D101 header card for instructions.

Figure 68.2. (Continued) D101 (Trailer 3).

D101 (Trailer 3) TSP Start		
Card Column(s)	**Data Name**	**Data**
1	Trail Record Indicator	Constant "3"
2-3	Format Identifier	Constant "D1"
4-5	Action Indicator	Constant "01"
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position. (example ENG G).
20-22	State	Obtained from TSP-U-1 Section I, Line 2. First two positions must be alpha (A-Z), numeric (0-9). Left justify. Space only allowed in position 22.
23-31	Zip Code	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), or spaces. If only the first five positions contain data, space fill the last four positions.
32-37	Date of Birth	Obtained from TSP-U-1 Section I, Line 5. Must be numeric (0-9) and must be in "YYMMDD" format.
38-67	Filler	Spaced filled.
68-80	Constant Data	Card columns 68-80 is constant data on all trailer cards for the D101. See D101 header card for instructions.

Figure 68.3. D102 TSP Stop (Header).

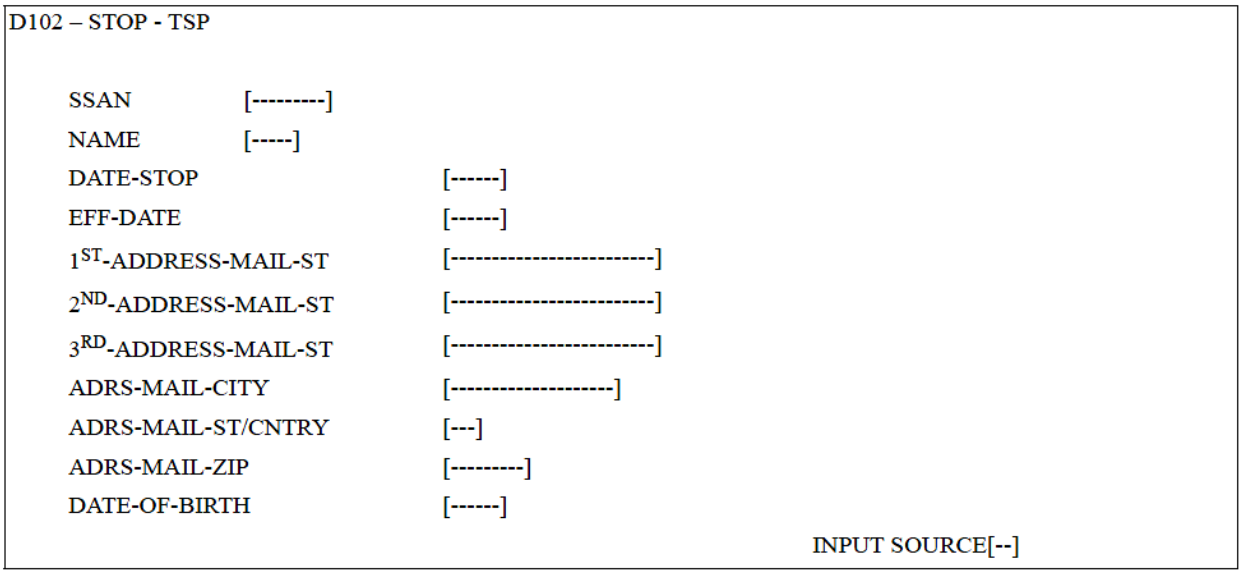


Figure 68.3. D102 TSP Stop (Header).

D102 TSP Stop (Header)		
Card Column(s)	**Data Name**	**Data**
1	Header Record Indicator	Constant "C"
2-3	Format Identifier	Constant "D1"
4-5	Action Indicator	Constant "02"
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position. (example ENG G).
20-25	Filler	Space filled.
26-31	Stop Date	Derived from TSP-U-1, Section V, Line 21, Receipt date. Stop will be the month after the TSP-U-1 is received by the FSO.
32	TSP Status Code	Will populate as a "T" for terminated contributions.
33	Filler	Space filled.
34-39	Effective Date (Displayed in Receipt Date)	Obtained from TSP-U-1 Section V, Line 21. Must be numeric 0 thru 9. Must be in "YYMMDD" format.
40-67	Filler	Space filled.
68-71	Office Number	Service ADSN (ISI) inputting transaction
72-73	Input Source	Input source initials.
74-75	Cycle	1st position must be alpha or numeric and cannot equal "X". 2nd position must be numeric.
76	AT Symbol	"@" (Constant)
77-80	Transaction Number	Must be numeric greater than zero starting with 0001 and increased by 1 for every 320 byte record. (320 bytes is equal the bytes included in the D102 Header (H), and the 3 Trailer Cards D102 (T1, T2, T3). Card columns 68-80 is constant data on all trailer cards for the D102.

Figure 68.3. (Continued) D102 (Trailer 1).

D102 (Trailer 1) TSP Stop		
Card Column(s)	**Data Name**	**Data**
1	Trail Record Indicator	Constant "1"
2-3	Format Identifier	Constant "D1"
4-5	Action Indicator	Constant "02"
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position. (example ENG G).
20-44	1st Line of Mailing Address	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), spaces or special characters. Positions 20 cannot contain a space if data populates these positions.
45-67	2nd Line of Mailing Address	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), spaces or special characters. Position 45 cannot be a space if data populates these positions. If the address length does not necessitate a second line, space fill positions 45-67.
68-80	Common Data	Common Data. See D102 Header Card instructions.

Figure 68.3. (Continued) D102 (Trailer 2).

D102 (Trailer 2) TSP Stop		
Card Column(s)	**Data Name**	**Data**
1	Trail Record Indicator	Constant "2"
2-3	Format Identifier	Constant "D1"
4-5	Action Indicator	Constant "02"
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position. (example ENG G).
20-44	3rd Line of Mailing Address	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), spaces or special characters. Positions 20 cannot contain a space if data populates these positions. If the address length does not necessitate a third line, space fill positions 20-44.
45-64	City	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), spaces or special characters. Position 45 cannot contain a space if any part of the address fields are populated.
65-67	Filler	Space filled.
68-80	Common Data	Common Data. See D102 Header Card instructions.

Figure 68.3. (Continued) D102 (Trailer 3).

D102 (Trailer 3) TSP Stop		
Card Column(s)	**Data Name**	**Data**
1	Trail Record Indicator	Constant "3"
2-3	Format Identifier	Constant "D1"
4-5	Action Indicator	Constant "02"
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position. (example ENG G).
20-22	State	Obtained from TSP-U-1 Section I, Line 2. First two positions must be alpha (A-Z), numeric (0-9). Left justify. Space only allowed in position 22.
23-31	Zip Code	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9) or spaces. If only the first five positions contain data, space fill the last four positions.
32-37	Date of Birth	Obtained from TSP-U-1 Section I, Line 5. Must be numeric (0-9) and must be in "YYMMDD" format.
38-67	Filler	Space filled.
68-80	Common Data	Common Data. See D102 Header Card instructions

Figure 68.4. D104 TSP Change (Header).

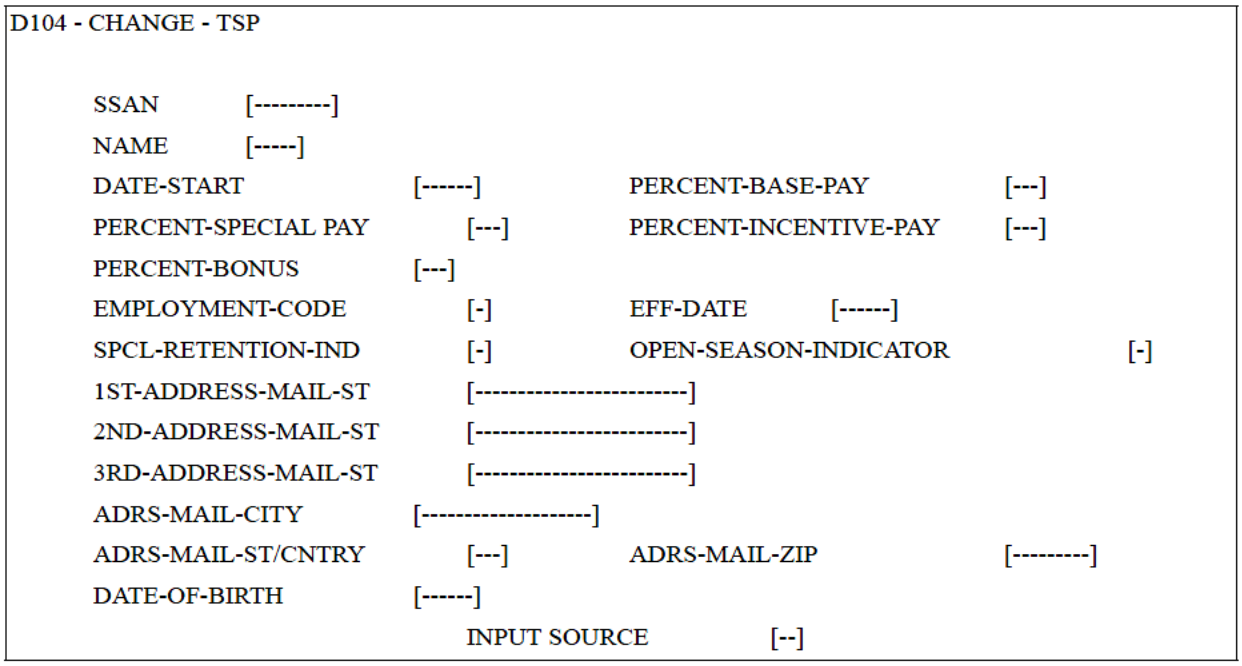


Figure 68.4. D104 TSP Change (Header).

D104 TSP Change (Header)		
Card Column(s)	**Data Name**	**Data**
1	Header Record Indicator	Constant "C"
2-3	Format Identifier	Constant "D1"
4-5	Action Indicator	Constant "04"
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position. (example ENG G).
20-25	Start Date (Displayed as Effective Date)	Obtained from the TSP-U-1 Section IV, Line 18. Must be numeric (0-9) and be in YYMMDD" format.
26-28	Basic Pay %	Obtained from the TSP-U-1 Section 2, Line 7. Must be numeric and in whole percent. Blank if not changing Basic Pay %.
29-33	Filler	Space filled.
34-36	Special Pay %	Obtained from the TSP-U-1 Section 2, Line 9. Must be numeric and in whole percents 0-100. The member must be contributing from basic pay to be entitled. Blank if not changing Special Pay %.
37-41	Filler	Space filled.
42-44	Incentive Pay %	Obtained form the TSP-U-1 Section 2, Line 8. Must be numeric and in whole percents 0-100. The member must be contributing from basic pay to be entitled. Blank if not changing Incentive Pay %.
45-49	Filler	Space filled.
50-52	Bonus Pay %	Obtained from TSP-U-1 Section 2, Line 10. Must be numeric and in whole percents 0-100. The member must be contributing from basic pay to be entitled.
53-57	Filler	Space filled.
58	TSP Status Code	Will populate as a "Y" for contributions.
59	Employment Code	Will populate as a blank.
60-65	Effective Date (Displayed as Receipt Date)	Obtained from the TSP-U-1 Section V, line 21. Must be numeric 0 through 9. Must be in "YYMMDD" format.
66	Special Retention Indicator.	Input "Y" if member is authorized special retention, "N" if not authorized.
67	Open Season Indicator	If this transaction is being processed within an Open Season, input "Y", else "N".
68-71	Office Number	Service ADSN (ISI) inputting transaction.
72-73	Input Source	Input source initials.
74-75	Cycle	1st position must be alpha or numeric and cannot equal "X". 2nd position must be numeric.
76	AT Symbol	"@" Constant.
77-80	Transaction Number	Must be numeric greater than zero starting with 0001 and increased by 1 for every 320 byte record. (320 bytes is equal to the bytes included in the D104 Header, and the (3) Trailer Cards of the D104 (T1, T2, T3). Card columns 68-80 contain constant data on all trailer cards for the D104.

Figure 68.4. (Continued) D104 (Trailer 1).

D104 (Trailer 1) TSP Change		
Card Column(s)	**Data Name**	**Data**
1	Trail Record Indicator	Constant "1"
2-3	Format Identifier	Constant "D1"
4-5	Action Indicator	Constant "04"
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position. (example ENG G).
20-44	1st Line of Mailing Address	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), spaces or special characters. Position 20 cannot contain a space if data populates these positions.
45-67	2nd Line of Mailing Address	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), spaces or special characters. Position 45 cannot be a space if data populates these positions. If the address length does not necessitate a second line, space fill positions 45-67.
68-80	Common Data	Card columns 68-80 contain constant data on all trailer cards for the D104. See D104 Header card for instructions.

Figure 68.4. (Continued) D104 (Trailer 2).

D104 (Trailer 2) TSP Change		
Card Column(s)	**Data Name**	**Data**
1	Trail Record Indicator	Constant "2"
2-3	Format Identifier	Constant "D1"
4-5	Action Indicator	Constant "04"
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position. (example ENG G).
20-44	3rd Line of Mailing Address	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), spaces or special characters. Position 20 cannot contain a space if data populates these positions. If the address length does not necessitate a third line, space fill positions 20-44.
45-64	City	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9), spaces or special characters. Position 45 cannot contain a space if any part of the address fields are populated.
65-67	Filler	Space filled.
68-80	Common Data	Card columns 68-80 contain constant data on all trailer cards for the D104. See D104 Header card for instructions.

Figure 68.4. (Continued) D104 (Trailer 3).

Card Column(s)	Data Name	Data
1	Trail Record Indicator	Constant "3"
2-3	Format Identifier	Constant "D1"
4-5	Action Indicator	Constant "04"
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position. (example ENG G).
20-22	State	Obtained from TSP-U-1 Section I, Line 2. First two positions must be alpha (A-Z) or numeric (0-9). Left justify. Space only allowed in position 22.
23-31	Zip Code	Obtained from TSP-U-1 Section I, Line 2. Must be alpha (A-Z), numeric (0-9) or spaces. If only the first five positions contain data, space fill the last four positions.
32-37	Date of Birth	Obtained from TSP-U-1 Section I, Line 5. Must be numeric (0-9) and must be in "YYMMDD" format.
38-67	Filler	Spaces.
68-80	Common Data	Card columns 68-80 contain constant data on all trailer cards for the D104. See D104 Header card for instructions.

Figure 68.5. D106 Cancel TSP.

D106 Cancel TSP		
Card Column(s)	**Data Name**	**Data**
1	Trail Record Indicator	Constant “C”
2-3	Format Identifier	Constant “D1”
4-5	Action Indicator	Constant “06”
6-14	Social Security Number	Obtained from TSP-U-1 Section I, Line 3.
15-19	Last Name	Obtained from TSP-U-1 Section I, Line 1. First five letters of the last name. If the last name is only four letters, the fifth position will be space filled. If the last name is only three letters, space fill the fourth position, the first letter of the first name in the fifth position. (example ENG G).
20-25	Effective Date	Obtained from TSP-U-1 Section V, Line 18 and must be in the “YYMMDD” format.
26-67	Filler	Space filled.
68-80	Common Data	Card columns 68-80 is constant. See D101/D104 for constant data.

Figure 68.6. CC03/06 Format for Cash Collection of TSP.

CHARACTER POSITION	DESCRIPTION
1	TRAIL-RECORD-IND
2-3	FORMAT-ID
4-5	ACTN-INDCTR
6-14	SVC-MBR-SSN
15-19	NAME-IND-1ST-FIVE
20-25	CLCTN-DATE MUST BE VALID YYMMDD; EQUAL TO OR LESS THAN CURRENT DATE
26	GOV-AGENCY; MUST EQUAL “A”
27-30	ACCT-ADSN MAY BE LEFT BLANK
31	FILLER
32-39	COLL-VOU-NR; POS 32-33 MUST BE “CP”
40-48	CLCTN-AMOUNT; LEFT ZERO-FILL; MUST BE LESS THAN OR EQUAL TO $9,999.99
49-51	CLEAR-ACCT-ID; “510” IF OFFICER, “530” IF ENLISTED
52	CLCTN-TYPE; MUST = “9”
53-67	FILLER
68-80	COMMON DATA

Figure 68.7. TSP-U-1 Thrift Savings Plan Election Form.

THRIFT SAVINGS PLAN
ELECTION FORM

TSP-U-1

Use this form to start your contributions to the Thrift Savings Plan (TSP), to change the amount of your contributions, or to stop your contributions.

Before completing this form, please read the *Summary of the Thrift Savings Plan for the Uniformed Services* and the instructions on the back of this form. **Return the completed form to the office of your service that is responsible for enrolling members in the TSP (see instructions).** Your service will return a copy to you after completing Section V.

Note: To allocate your contributions among the five investment funds, see the instructions in the General Information section on the back of this form.

I. INFORMATION ABOUT YOU

1. _____ Name *(Last)* *(First)* *(Middle)*

2. _____ Mailing Address *(may be APO or FPO)* City State Zip Code

3. _____ – _____ – _____ **Social Security Number**

4. (_____) _____ Telephone *(Area Code and Number)*

5. ____/____/____ Date of Birth *(mm/dd/yyyy)*

6. _____ Office Identification *(Service and Organization)*

II. START OR CHANGE YOUR CONTRIBUTIONS *(Use whole percentages only.)*

To start or change the amount of your contributions, enter in Item 7 the percentage of your basic pay per pay period that you want to contribute.

7. _____.0% **Basic Pay**

If you contribute from basic pay, you may also contribute from incentive pay, special pay (except bonus pay), or bonus pay. If you elect to contribute from any of these types of pay, your election will take effect whenever you become entitled to this pay.

8. _____.0% **Incentive Pay**

9. _____.0% **Special Pay** *(except bonus pay)*

10. _____.0% **Bonus Pay**

III. STOP YOUR CONTRIBUTIONS

To stop your contributions to the TSP, check Item 11 and complete Section IV. If you want to stop only your contributions from incentive pay, special pay (except bonus pay), or bonus pay, check Items 12, 13, or 14, as appropriate, and complete Section IV. Your contributions will stop no later than the first full pay period after your service receives this form.

11. ☐ Stop my contributions from **basic pay**. I understand that this will cause my contributions from all other types of pay to stop also.

12. ☐ Stop my contributions from **incentive pay**.

13. ☐ Stop my contributions from **special pay** *(except bonus pay)*.

14. ☐ Stop my contributions from **bonus pay**.

IV. SIGNATURE

15. _____ Service Member's Signature

16. ____/____/____ Date Signed *(mm/dd/yyyy)*

V. FOR SERVICE USE ONLY

17. _____ Payroll Office Number

18. ____/____/____ Effective Date *(mm/dd/yyyy)*

19. ____/____/____ Date member will become eligible to resume contributions *(mm/dd/yyyy)* (if member completed Section III).

20. _____ Signature of Service Official

21. ____/____/____ Receipt Date *(mm/dd/yyyy)*

PRIVACY ACT NOTICE. We are authorized to request this information under 5 U.S.C. Chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you provide to process your TSP election. This information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating a violation of civil or criminal law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your request.

ORIGINAL TO PERSONNEL FOLDER
Provide a copy to the member and to the Payroll/Finance Office.

Form TSP-U-1 (10/2001)

INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

To start or change your contributions, submit this form during a TSP open season or within 60 days of the date you join the uniformed services. If you are a member of the Ready Reserve and are called to active duty, or if you are a member leaving active duty and entering the Ready Reserve, you may also make a contribution election within 60 days of your change in status. (**Special rule for bonus pay:** If you are already contributing from basic pay, you may elect to contribute from bonus pay at any time.)

To stop your contributions, submit this form at any time. (See Section III.)

Your TSP election will stay in effect until you submit another election to change or stop your contributions, or you separate from service. Consequently, if you elect to contribute from bonus pay, your election will cover future installments or any other bonus pay to which you become entitled, until you specify otherwise.

Pay categories are defined in Chapter 5 of title 37, U.S.C. **Basic pay** for active duty is defined in section 204; section 206 defines pay for Ready Reserves (e.g., inactive duty for training (IDT) pay). Chapter 5 also defines **incentive pay** (e.g., flight pay, submarine pay, hazardous duty pay), **special pay** (e.g., medical and dental officer pay, hardship duty pay, career sea pay) and **bonus pay** (e.g., enlistment and reenlistment bonuses). (Although bonus pay is generally a form of special pay, it is treated separately from special pay for TSP purposes.)

If you change your address, notify your service's office that is responsible for your TSP enrollment so that your service can correct your records for your TSP account.

To allocate your contributions among the five investment funds, use the TSP Web site (www.tsp.gov), the ThriftLine ((504) 255-8777), or Form TSP-U-50, Investment Allocation. If you use the Web site or ThriftLine, you will need your Social Security number and your TSP Personnel Identification Number (PIN). If you are a new participant, you will receive your PIN by mail after your account has been established. If you choose to submit Form TSP-U-50, do not do so until you receive a letter from the TSP record keeper confirming that your new account has been established.

SECTION I

Complete all items in this section. In Item 4, provide the telephone number at which you can most easily be reached during the day.

SECTION II

Complete this section to start or change the amount of your contributions.

Item 7. Percentage of Basic Pay per Pay Period. You may contribute up to the limits specified below (but you may not exceed the Internal Revenue Code (IRC) annual limits).

For pay periods beginning in:	The maximum contribution allowed from basic pay is:
2002	7%
2003	8%
2004	9%
2005	10%
2006 and thereafter	TSP contribution limits eliminated

Items 8, 9, 10. Percentage of Incentive Pay, Special Pay, or Bonus Pay per Pay Period. If you elect to contribute from basic pay, you may also elect to contribute from 1% to 100% of any incentive pay, special pay, or bonus pay that you receive (but your total contributions for the year cannot exceed the IRC limits). If you are not now receiving incentive pay, special pay, or bonus pay, your election will take effect whenever you become entitled to this pay.

Internal Revenue Code section 402(g) and section 415(c) may limit your annual contributions. See the *Summary of the Thrift Savings Plan for the Uniformed Services* for more information about these statutory limitations.

SECTION III

Complete this section to stop your contributions. If you stop your contributions from basic pay (Item 11), your service will automatically stop your contributions from incentive pay, special pay, and bonus pay. However, you may stop contributing from incentive pay, special pay, or bonus pay and still continue your contributions from basic pay.

If you stop contributions during a TSP open season, you may resume them in the next open season. If you stop your contributions outside an open season, you must wait until the second open season following the termination to resume your contributions. If you stop contributions from a bonus, you may elect to reinstate the bonus pay election at any time.

SECTION IV

You must complete this section.

SECTION V
(To be completed by service official)

In **Item 18**, enter the effective date of the election. If a participant chooses to stop contributing to the TSP (Section III), complete **Item 19**, entering the date on which the member may resume contributing. In **Item 21**, enter the date the form is received by the office responsible for TSP enrollment.

Form TSP-U-1 (10/2001)

Chapter 69

INDEBTEDNESS–GENERAL

69.1. Description. The general policy is that members indebted to the United States will be encouraged to discharge their debts through lump-sum cash payments when possible. Otherwise members will be 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.

69.2. Validity of Debt. The FSO determines that collection for the debt is valid and required supporting documentation is received for collection. Any FSO may process a valid indebtedness on a member's pay account. However, a copy of the indebtedness package must be forwarded to the member's servicing FSO.

69.3. Notification of Indebtedness. The member must be notified of the debt by the activity holding the debt. See **paragraph 69.6.8** for details on the three types of debts and definitions of proper notification required for each type. The FSO is only required to provide the member written notification of the debt when the documentation shows the member has not been notified of the debt. If in doubt, always notify the member in writing. The FSO need not notify the member of the debt when specific procedures require the activity to notify the member, for example, Army and Air Force Exchange Service (AAFES), non-appropriated fund instrumentalities (NAFI).

69.4. Repayment of Indebtedness. The activity generating the debt is responsible for providing notification of the existence of the debt and due process to the debtor. Initial notification will include a demand for immediate payment in full of the debt. When the member is financially unable to pay the debt in one lump sum, payment may be accepted in regular installments. A member who is unable to pay the debt in one lump sum must submit a written request, with the appropriate endorsements and attachments, to the applicable approving authority shown in **Table 69.2**.. The general policy is the installment payment should bear a reasonable relation to the amount of the debt and the member's ability to pay and be sufficient to protect the interest of the United States Government. See **paragraph 69.7** for maximum monthly deduction amounts.

69.4.1. The repayment must be completed the month prior to the member’s Date of Separation (DOS). The FSO has the authority to establish a repayment for 12 months (maximum) or a minimum of $50 per month; however, this should be the exception and not the rule. Never use a monthly collection lower than $50 or more than a 12 month repayment. Collections must be processed on the member’s ability to pay and not just an automatic repayment of 12 months or $50 per month. If the member disagrees with the repayment rate establish by the FSO, the member must provide an approved financial hardship to justify the different collection rate. See the DoDFMR, Volume 5 for the criteria on an undue financial hardship. Approval levels in table 69-2 apply.

69.4.2. Payment in full may be made in cash or by agreement to an immediate deduction of the full debt amount from available net pay. Notification of voluntary salary offset requires the debtor's written authorization specifying the amount to be paid and the office and/or

company code to receive the payment. Creditor activities obtaining written authorizations for voluntary salary offsets will forward the original and one copy to the member's servicing FSO.

69.5. Repayment Based on Remission. A repayment of a debt will be established by SAF/MRB when a member has had a remission denied or partially approved. The repayment schedule established by SAF/MRB for the denied amount may remain in effect until the debt is satisfied, the member has reached the month prior to the Date of Separation (DOS), or it is determined by the FSO that an increase to the repayment amount would benefit the Air Force (i.e. debt will not be collected prior to the DOS).

69.6. General Collection Guidance.

69.6.1. Indebtedness by a member is generally collected under statutory authorities, each having unique limits and procedures. See DoDFMR, Volume 7A, chapter 50.

69.6.1.1. Title 37 U.S.C. 1007c. Used to collect debts to DoD or other Uniformed Services. The two-thirds rule applies.

69.6.1.2. Title 5 U.S.C. 5514. Used to collect debts to non-DoD federal agencies. Collection is limited to 15 percent of disposable pay with no acceleration allowed prior to separation.

69.6.2. See **paragraph 69.7** for monthly collection amounts.

69.6.3. If the member has a debt, but no pay available for collection, the FSO must process the start transaction and establish a repayment schedule to begin collection when pay is available. The computer will suspend the debt entry until pay is available.

69.6.4. When the FSO is adjusting the repayment schedule on a DV entry, the new payment schedule may not exceed 24 months' collection for the total debt.

69.6.5. When establishing a repayment schedule, always round to the highest dollar. The FSO can establish the repayment for a maximum of 12 months or a minimum of $50 collection per month never to exceed a 12 month repayment. Do not establish a repayment rate less than $50 per month.

69.6.6. When the Air Force has been requested to collect a debt owed to a non-DoD federal agency and the creditor agency has certified that the debt is valid and that due process has been provided, DoD policy prohibits the FSO from unilaterally suspending debt collection. DFAS will provide specific procedures for FSO use in assisting debtors to resolve disputes regarding debts to such agencies.

69.6.7. FSOs should not process DD Forms 139 requesting involuntary pay offset unless creditor organization prepared forms contain the following statement: "Member has been provided due process in accordance with DoDFMR, Volume 7A, paragraph 500104a," or a signed consent agreement is attached to the DD Form 139. Debts created/processed by DFAS will require official notification. Household Good/trailer shipment debts will be processed by JPPSO-SAT/ECAF and require no notification by the FSO; however, if no action is taken by the member, action should be taken to start collection.

69.6.8. Debts which can be collected under 37 USC 1007C (Refer to DoDFMR 7A, Chapter 50) are divided into three categories: Adjustments of $100 or less, routine adjustments of

greater than $100, and debts requiring due process. Any debt over $100 requires the member be notified of the debt in writing and given 30 days to respond. This applies to all system generated debts from retro processing, or overpayments discovered by the FSO, DFAS or other agencies. All debts created by the system will generate a management notice to the FSO which they will use to start the official due process.

69.6.8.1. Adjustments of $100 or less (no notification is required). Such adjustments, regardless of when discovered, collected, or how created, will be treated the same as routine adjustments for collection purposes. The member will be 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.

69.6.8.2. Routine adjustments greater than $100 (notification required). A routine adjustment collects an overpayment resulting from clerical or administrative errors, delays in processing pay documents, or an automated pay system error, which is discovered and collected within no more than two monthly pay periods after the date of overpayment. Even though the member has notification on their LES that a debts has been established, the member must be provided with at least 30 days written notification before collection can begin.. Adjustments of greater than $100 created by a retro transactions, will be suspended by the system and will automatically start collection in the second processing month after the processing month in which the debt was processed. If the member is filing a remission, take action to suspend the collection. If no remission is being filed or the member does not respond to the notification, start collection action after the 30 days. If a waiver is being done by the member, start collection action as only DFAS can suspend collection for a waiver. This means that the member and servicing FSO will have information (LES remark and management notice) regarding a pending collection from the member's pay before the automatic debt collection begins. This provides another opportunity on top of the official written notification from the FSO for the member to correct any errors, request a different repay schedule or file a waiver/remission. Whether such a repayment schedule is granted will be at the discretion of the Air Force. If the repayment schedules are not changed, the system will automatically collect the debt.

69.6.8.3. Debts greater than $100 that require formal notification to the member in the form of a due process letter from the servicing FSO. These are debts that are discovered by the FSO, DFAS or other agencies. Initiate formal due process and suspend the collection for 30 days. If the member fails to respond to the notification, start collection action immediately.

69.6.9. Current month overpayments. Entitlement overpayments identified during the current month are not scheduled as debts when the member's current EOM pay is adequate to collect the overpayment using the two-thirds rule. The member's pay will be automatically adjusted to eliminate the overpayment during EOM payment processing.

69.6.10. "No pay due" (NPD) notice. As a precaution to prevent avoidable hardship to the member, a "no pay due" management notice will be generated to the servicing finance office when a debt creates a "No pay due" situation for that member. Immediately view the member's MMPA to determine why the member is NPD, take appropriate action (if any) and notify the member.

69.6.11. Separation. When a member is expected to be separated within the next ninety (90) days, the system accelerates entitlement - related debt collection to collect all available funds prior to separation. However, if it is a retroactive adjustment of over $100 the system will suspend and the FSO will have to initiate the collection action. A management notice will be created.

69.7. Monthly Collection Amount.

69.7.1. Fault of the Member. An overpayment of pay and allowances determined to be caused by fault of the member will be recovered in monthly installments not to exceed 2/3rds of the member's disposable monthly pay. The FSO will provide due process notification to the member after receipt of the management notice. See the DoDFMR, Volume 7, Chapter 50, for disposable pay.

69.7.2. No Fault by the Member. An overpayment of pay and allowances determined to be no fault by the member, will be collected in monthly installments not to exceed 20% of the member's disposable pay for that month. The FSO will provide due process notification to the member after receipt of the management notice. A greater collection percentage may be deducted with the member's consent.

69.7.3. Combat Zone/Combat Operation Debts. Debts incurred by members who are injured or wounded while entitled to Hostile Fire/Imminent Danger Pay under ***37 U.S.C. 310(a)(2)(c)*** or while in the line of duty, incur a wound, injury, or illness in a combat operation or combat zone designated by the Secretary of Defense, will not be deducted from the member's pay until the end of the 90-day period beginning on the date on which the member is notified of the overpayment, or such earlier date as may be requested or agreed to by the member. The FSO will determine whether collection will be at 2/3rds or 20% of the member's monthly pay.

69.7.4. Allotments must be taken into consideration when computing a member's one-third pay and the 20% rate of collection. The stopping of allotments should be done in the order specified by the member. If the member does not specify any specific order, the voluntary allotments such as bonds, charity, and assistance fund should be stopped first, followed by savings allotments. Insurance allotments should be stopped last. The member must be notified when any allotments are stopped.

69.7.5. Dishonored commissary checks are not subject to the two-thirds rule.

69.8. Accelerating Collection of Debts. When the FSO is notified a member is pending separation, the master military pay account (MMPA) must be checked to determine the collection status of any debt. Any debt which will not be collected by date of separation (DOS) must be reviewed and collection increased per DoDFMR, Volume 7A, chapter 50. Process an 04 (change) transaction to increase the current monthly deduction to ensure collection by DOS for any debt (except tax levies and Title 5 U.S.C. 5514 debts from non-DoD federal agencies (salary offset)) which cannot exceed a collection rate of 15 percent of disposable pay.

69.9. Management Case File (MCF). All indebtedness documentation, including DD Forms 139, rebuttal letters, remission, and waiver applications are to be kept in a management case file set up by the FSO. The documentation is retained per Air Force Records Disposition Schedule. When the member goes permanent change of station (PCS), documentation on open or

suspended debts must be included in the PCS package. An MCF will be established for every indebtedness processed against the member.

69.10. Management Notices.

69.10.1. When a retroactive entitlement stop, non-pay status, or grade reduction is posted to a member's MMPA causing the member to be in debt, the FSO receives an XY03 management notice describing the debt and the computer generated repay rate. The FSO can change the repayment rate if the action indicator is Q8 by processing a DQ20. If the action indicator is not Q8 the FSO processes a DQ04 with the new repay rate. If this is a newly establish debt, the member must be given due process in writing if the debt is over $100.

69.10.2. When the member has a computer-generated debt collecting and receives a net pay increase of over $99.99, an XY03 management notice is generated to the FSO. The FSO can process a DQ04 to increase the repay rate after notifying the member.

69.10.3. When a computer-generated debt is activated because of pay now being available, the FSO receives an XD03 management notice. This notice is normally produced on the first update of the next month but can be produced when the member's MMPA receives additional funds and the computer activates a suspended debt ahead of schedule. If the additional funds are one time, the debt stays active (Q1) even though no further deduction will occur. The FSO must control the collection restart when funds are available by processing a DQ04. An XD03 management notice is also produced if DFAS processes a DQ01. The FSO will suspend this debt pending notification to the member.

69.10.4. When a member separates with a debt, an XS03 is produced to the FSO showing the total amount of all the open and suspended debts except DVs. The amount includes all open debts on the MMPA that cannot be collected from final pay before DOS as well as any debt to be created because of excess leave, recoupment of bonus, etc.

69.11. Suspended Transactions.

69.11.1. A DQ, DR or DS indebtedness may be suspended as action indicator 18 by processing a DQ01, DR01 or DS01 transaction with a suspension reason code or by processing a DQ18, DR18 or DS18 transaction against an open entry. The suspended entry may only be opened by processing the applicable transaction with action indicator 20 or 21. The DQ18 and DR18 transactions will not process against entries which have an action indicator equal to Q8, 18, 20 or 21. A DS18 transaction will not process against entries which have an action indicator equal to Q8, 20, or 21, but will process against action indicator 18. Send a message to DFAS for action stating all facts if the entry needs to be suspended again if DR, DS, or DQ. Debts will only be suspended to give the member 30 days notification, if member filed a remission, or if the validity of the debt is in question. If the debt has been suspended for more than 30 days and no remission has been filed, collection action must start.

69.11.2. A DG indebtedness entry may be suspended with action indicator 18 only by processing a start transaction (action indicator 01 with at least a 3-month repayment schedule) and then processing a DG18 transaction. The suspended entry may only be opened by processing a transaction with action indicator 20 or 21. Action indicator 18 transactions will not process against entries which have an action indicator Q8, 18, 20, or 21. Establish a

CMS case to DFAS for action stating all facts if the entry needs to be suspended again. Do not suspend collection action on education debts or debts to DECA, NAF etc.

69.11.3. An indebtedness entry with action indicator Q8 signifies a computer generated suspension for no available pay unless the entry is a DV or DW. A DV or DW entry may be suspended for no available pay or collection not to begin until the next month.

69.11.4. The FSO may open an entry with action indicator Q8 by processing a resume transaction (action indicator 20).

69.12. Cancellation of Indebtedness.

69.12.1. A DG or DS indebtedness entry may only be canceled (action indicator 06) by FSO input, if the cancellation transaction is processed in the same month as the entry was started on the MMPA and the MMPA entry is still open. The FSO may not generate a refund of a prior month deduction by processing a cancellation transaction.

69.12.2. A DQ indebtedness entry may be canceled by the FSO, even though a prior month deduction has been made and the DQ is still open. If the DQ entry was computer generated, the transaction which created the DQ must be canceled, but a DQ06 will not process. If the FSO has problems canceling a DQ, send a CMS case to DFAS for assistance.

69.12.3. If a DG or DS entry was erroneously started and a prior month deduction has been made, the FSO must send a CMS case to DFAS requesting cancellation, stating all pertinent facts.

69.12.4. A refund will not be made for a prior month deduction if the member decides to submit a rebuttal letter or remission application after the 30-day notification. Any refund due for a rebuttal letter will be made after adjudication if applicable. If the cancellation is for a rebuttal letter or remission application, the FSO must include in the message request to DFAS, the date of the letter notification to the member and the date of the member's rebuttal letter or remission application.

69.13. Collection at Separation or Retirement.

69.13.1. When an officer is indebted at time of separation or retirement, collect from final pay, unpaid pay and allowances, separation payments (except donation), amounts deducted for United States Savings Bonds, separation travel allowance, reimbursement for transportation of household goods, and dislocation and trailer allowance to satisfy the debt. The officer is not entitled to one-third of his or her pay and partial payments are not to be made to offset collection.

69.13.2. When an enlisted member is indebted at time of separation or retirement, collect from final pay unpaid pay and allowances, separation payments (except donation), amounts deducted for United States savings bonds, reimbursement for transportation of household goods, dislocation and trailer allowance, and pay detained by courts-martial sentence or non-judicial punishment to satisfy the debt.

69.13.3. Debts incurred by dependents of officers or enlisted members to the United States or its instrumentalities may not be collected from final pay without the written consent of the member.

69.13.4. When a remission application is pending, contact the Air Force Financial Services Center (AFFSC) Remission section for a determination before making the final payment to the member. The AFFSC Remission section may be contacted, via email, at **affsc.remission@ellsworth.af.mil** or, via phone, at DSN 675-8000, commercial (605)385-8000. If a determination has been made, include in the final payment any amount remitted. If a determination has not been made, deduct the amount of the debt from the final payment.

69.14. Collection After Separation.

69.14.1. DS debts with type codes equal to 2, 5, B, E, F, H, L, M, N, or V will be closed when the MMPA goes into a T-reason 3, 5, or 7 or V status.

69.14.2. Miscellaneous (DS) debts with type codes equal to 6, A, C, D, G, J, K, P, Q, R, S, and U will remain open and will be transferred to Debt and Claims.

69.14.3. Collection of other than DS debts at separation. A debt remaining at separation, after collection of final pay, will be liquidated by collecting any amounts due the member for transportation of dependents, shipment of personal property, and separation travel (officers only). Although an enlisted member's initial payment (advance) for separation travel cannot be collected to satisfy a debt, any amount due for separation travel following completion of such travel is available for offset.

69.14.3.1. Military Pay will notify Travel of the amount of the debt and the member's DOS for annotating the record of travel payments. If the debt is not posted to the MMPA, process the appropriate indebtedness transaction.

69.14.3.2. Travel will notify Military Pay when a member is owed amounts and the record of travel payments shows the member has a debt. Military Pay will then contact DFAS-IN to determine the status of the debt.

69.14.3.3. If the debt is still owed, Travel will prepare SF 1081, Voucher and Schedule of Withdrawals and Credits, for collection of the debt. A copy of SF 1081 is forwarded to Military Pay for processing a C203 transaction. Make sure the debt is posted to the MMPA before processing the C203 transaction.

69.15. Appropriation Data. No DS debts will be processed using an appropriation. For travel debts, use the FSO D Company code, if not cut-over, and if cut-over, the company code for the FSO at the AFFSC is used. For other than travel-related DS debts, use the base-level company code (FSO or creditor organization on the base if available) whether cutover or not. See chapter 70 for more detailed information concerning DS debts.

69.16. Detail Supporting JUMPS Miscellaneous Deductions Report (PCN UH099C187). At the end of every month, DFAS mails a check and report to each miscellaneous indebtedness company code for which a deduction was made from a member's pay record. The deductions processed were requested on a DD Form 114, Military Pay Order; DD Form 139, Pay Adjustment Authorization, or some other authorized collection document. The following procedures should be used to process the check and report received:

69.16.1. Receipt of Check. The check is received by paying and collecting and deposited into 57F3875, Budget Clearing Account (Suspense) Air Force, if the funds will not be collected into the applicable appropriation the same business day. If the check is for SF 1219, Statement of Accountability, see paragraph 69.16.9 below.

69.16.2. Receipt of Report. Military Pay notifies (or forwards report, if appropriate, to) the applicable subject matter area (SMA) as shown below:

Debt Type	SMA
D	See paragraph 69.18.9
G	Travel
K	DD Form 139 originator
L	Materiel
P	Travel
U	FM/ALO

69.16.2.1. The SMA annotates the report with the accounting classification. See **paragraph 69.16.5** below if the accounting classification cannot be determined.

69.16.3. Collection of Funds -- Suspense Account. If the check was immediately deposited to the FSO's suspense account, except for SF 1219 receivables, each SMA prepares an SF 1081, Voucher and Schedule of Withdrawals and Credits, for their funds. No check or cash payment is made based on the SF 1081. (See DoDFMR Volume 5, paragraph 8-11a(3).)

69.16.4. Collection of Funds -- Non-Suspense Account. If the check was not immediately deposited to the FSO's suspense account, each SMA involved prepares a DD Form 1131, Cash Collection Voucher, for their funds. More than one member and accounting classification can appear on the DD Form 1131. (See DoDFMR Volume 5, paragraphs 7-15 and 7-21.)

69.16.5. Unidentified Funds. If, after research, no fund citation or cause for receipt of the collection can be found, contact input-ADSN in the applicable MMPA DS entry for assistance. If the input-ADSN is equal to spaces, the FSO should contact the member's servicing FSO for assistance. The servicing FSO can identify the input source from the DTR or the JDC output products corresponding to the DS entry's EOD. In addition, a copy of the source document for the DS entry should be maintained in the servicing FSO's management case file (MCF). FSO's may not return the entire check or a portion of the check. This also includes rejecting by others transactions through the MAFR system. Any funds returned to DFAS will be returned without action. If, after completely researching the matter, including contacting the member's servicing FSO, assistance is still needed, contact DFAS.

69.16.6. Wrong Company Code. If the FSO inputs its own company code in error instead of another FSO's company code, Military Pay prepares an SF 1047, Public Voucher for Refunds, for a check to be issued to the correct recipient. (See DoDFMR Volume 5, paragraphs 8-5 and 8-7.) Send a copy of all documentation with the check. That portion of the check must first be deposited to the FSO's suspense account. If the deduction is continuing, input a DS04 transaction to change the company code.

69.16.7. Wrong Accounting Appropriation. If the FSO input the wrong appropriation, DFAS will cancel or stop the DS entry and re-input a DS01 transaction with the company code of the FSO which input the original transaction.

69.16.8. Suspense Account. Do not hold up processing the collection forms to obtain an accounting classification. Process all vouchers except the unidentified accounts and leave in or post the latter to the FSO's suspense account. Follow procedures in this paragraph when the accounts are identified.

69.16.9. SF 1219 Receivables. These receivables concern double payments (original and substitute checks both cashed by the member), dishonored checks, and check issue overpayments. They are established on the SF 1219 on the basis of debit vouchers or advices of check issue discrepancies. When the check is received from DFAS, that portion pertaining to SF 1219 receivables, indebtedness-code D, is deposited to the credit of the Treasurer of the United States and is recorded on SF 1219 as an increase in confirmed deposits and a decrease to the receivable. Do not process a collection voucher. Enter such collections into the FSO's suspense account only when collection is made before establishment of the receivable on the SF 1219.

69.16.10. Retaining Report. Military Pay retains the report for use the following month. This speeds up identifying the accounting classification for the same members appearing on the previous month's report.

69.17. Open or Suspended Questionable Indebtedness.

69.17.1. Obtaining report. A copy of the report can be obtained through the Sysout Archive Retrieval System (SAR). It is produced every quarter and is in ADSN order. The FA0847QQ contains both the questionable and suspended debts.

69.17.1.1. Mode JFAFSO, Report # FA0847QQ, Debts Open Questionable

69.17.1.2. Mode JFAFSO, Report # FA0847QT, Suspended Debts.

69.17.2. Return of the report. One copy of the report must be returned to DFAS via email, to the **AFMPOCALLS@dfas.mil** email address by the suspense date established by message, with an info copy to your MAJCOM. Each report must be annotated with the appropriate action taken on each debt. If appropriate action was not taken, DFAS will contact the FSO and MAJCOM for assistance.

69.18. Appeal.

69.18.1. To appeal the validity of any debt shown below, the member prepares, addresses, and presents to his or her commander (except for **69.18.2** below) a signed statement in two copies. It should include:

69.18.1.1. Identification of charge against member's account.

69.18.1.2. Member's reason for protesting debt.

69.18.1.3. Evidence refuting debt, including documents, receipt, correspondence, and description of circumstances or events for which verifying evidence is not available. If member has evidence not immediately available, describe it and state when it can be furnished. Member should identify dates, official designations or organizations, and other information as exactly as possible.

69.18.2. To appeal or rebut excess cost on shipment of personal property, see **paragraph 70.7**.

69.18.3. Upon receipt of an appeal or rebuttal of a debt, the commander verifies facts stated, as far as possible (except for those in 69.18.2 above where commander is not involved) and sends original and one copy of the statement with attachments and debt notice to the FSO. The FSO prepares and attaches a statement giving a detailed explanation of the circumstances causing the debt to be established and forwards the rebuttal through the MAJCOM to:

TYPE OF DEBT	ADDRESS
Report of Survey (DG or DS)	See AFR 177-111 and/or the DoDFMR.
Pay and Allowances (DQ)	AFAFO, 6162 S. Willow Drive Suite 300A Englewood CO 80111
Travel (DS)	AFAFO, 6162 S. Willow Drive Suite 300A Englewood CO 80111
Allotments (DS)	AFAFO, 6162 S. Willow Drive Suite 300A Englewood CO 80111
Base Exchange (DS)	AAFES/CM-G, Dallas TX 75222, through the BX which levied the charge.
Housing (DS)	HQ USAF/A7CAH, Pentagon, Room 5D433, Washington DC 20330, through the housing office which levied the charge.
Non-appropriated Fund Instrumentalities (DS)	Executive Secretariat, P.O. Box 302, Air Force Welfare Board, Randolph AFB TX 78148, through the NAFI which levied the charge.
Appropriated Funds (commissary, telephone, education assistance, etc.) (DS)	Activity which levied the charge.

69.18.4. File one copy of member's statement and transmittal along with the debt notice in the MCF. Process the debt and suspend collection until answer has been received, except for board-generated debts. If member is awaiting evidence, suspend collection but not beyond

date the member stated in his or her letter. If the member does not furnish the evidence, start collection action immediately.

69.18.5. Normal inquiries about the debt created by DFAS are not considered appeals and the FSO can correspond directly with DFAS if the member questions the debt.

69.18.6. Director, DFAS, or designee, has final authority for appeals on appropriated fund indebtedness for officers, for enlisted the final authority for debts is SAF/MRB.

69.19. Remission. See **Chapter 73** for procedures on submission of a remission application. A copy of the remission application must be maintained in the management case file. Generally, any indebtedness may be considered for remission except fines and forfeitures.

69.19.1. Suspend collection of the debt effective the current processing month after receipt of the completed remission application. Under no circumstances is the debt to be suspended based on oral request of the member or an incomplete remission application. If the member does not submit the application within the 30 days notice, collection action is to be started. Collection action will then be suspended when the remission application is submitted. Any amount previously collected will not be refunded or subject to remission.

69.19.2. Upon adjudication of the remission application, AFFSC Remissions will process the applicable action indicator 20 or 21 transaction and notify the FSO and member, via email message, of the results of the remission.

69.20. Waiver. Pertains to a waiver of claims for erroneous payments of a member of the uniformed services arising out of an erroneous payment of pay or allowances (including travel or transportation allowance) may be considered for waiver. All waivers are handled by DFAS-IN and will not be sent to the AFFSC for processing. The debt may not be suspended unless notified by DFAS-JFEAB/IN. A copy of waiver application must be maintained in the management case file. See **Chapter 73** for procedures on submission of waiver application.

69.21. Claim. A member may submit a claim to the GAO for a refund of an amount previously collected for excess cost of a shipment of personal property. See **Chapter 74** for submission procedures.

Table 69.1. Open Suspended Questionable Indebtedness – Explanation and Instructions.

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 FSO or DFAS input, for over 5 months.	Determine reason for suspension. Contact AFFSC for status of remissions and DFAS-JFEAB/IN for status of waivers. Contact JPPSO-SAT/ECAF for status of HHG 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.

CODE	DESCRIPTION	EXPLANATION	FSO ACTION
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 FSO if it is determined it would benefit the Air Force or if the debt will not be collected before the member's DOS. If the FORMAT-ID and action indicator is DV05, annotate the listing with the start date of the original entry. Annotate the listing with approval level when other than the FSO and with the DJMS update number on which the change transaction processed.
E	Indebtedness won't be paid by date of separation (DOS).	Current month deduction will not permit debt to be collected by DOS.	Determine approval level for deduction amount. Process a change (action indicator 04) transaction to increase deduction amount. Annotate 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 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.

Table 69.2. REPAYMENT APPROVAL LEVEL (EXCEPT ADANCE PAY).

TABLE 69-2

REPAYMENT APPROVAL LEVEL (EXCEPT ADVANCE PAY)

RULE	LENGTH OF REPAYMENT (NOTE 1)	APPROVAL AUTHORITY (NOTE 2)	DOCUMENTS REQUIRED
1	12 Months or Less	FSO (note 3)	(a) Written request
2	13 to 24 Months (note 7)	Wing or Base Commander (note 4)	(a) Written request (b) AF Form 2451 Financial Statement (c) Unit commander's or first sergeant's recommendation

TABLE 69-2

REPAYMENT APPROVAL LEVEL (EXCEPT ADVANCE PAY)

RULE	LENGTH OF REPAYMENT (NOTE 1)	APPROVAL AUTHORITY (NOTE 2)	DOCUMENTS REQUIRED
			(d) FSO's recommendation
3	More than 24 Months (note 6) (note 7)	MAJCOM (note 5)	(a) Written request (b) AF Form 2451 Financial Statement (c) Unit commander's or first sergeant's recommendation (d) FSO's recommendation

NOTES:

1. Approval level applies unless there is specific guidance in the chapter for the debt.

2. If the member disagrees with the repay rate, he/she may appeal to the next higher approval authority; however, the FSO is considered the final approval authority.

3. If the request is denied by the FSO and the member wants reconsideration, the member has his/her unit commander or first sergeant endorse the written request and submit it to the FSO. The FSO sends the entire package to the base commander or RM representative.

4. If the request is denied by the base commander or RM representative and the member wants reconsideration, send the entire package including the base commander or RM representative denial to MAJCOM/FMF.

5. If the request is denied by MAJCOM and the member wants reconsideration, send the entire package including MAJCOM denial to AFAFO.

6. When the repayment has been approved for over 12 months due to a financial hardship, the FSO must review the debt every 12 months to determine whether collection can be increased due to a financial increase for the member. The FSO must request a new financial statement (AF Form 2451) from the member with supporting documentation. If the member refuses to submit a new statement, increase the collection to current month collection with a maximum collection of the two-thirds rule.

7. Any repayment longer than 12 months must be based on a financial hardship and must be collected prior to the member's DOS.

Figure 69.1. Written Notification of an Indebtedness.

(Appropriate Letterhead)

_____/FMFP (phone number) XXX(date)XXX

SUBJECT: Notification of Indebtedness

TO:

1. We have identified that you are indebted to the U.S. in the amount of $_____ which is the result of (give the reason for the debt).

2. You have the right to inspect and copy the government records related to the debt.

3. The options below are available. If you do not understand or if you have any questions about these options, please contact (insert originator of the debt and phone number).

a. Re-pay the indebtedness in full with a cash payment

b. Agree with the proposed repayment schedule identified in paragraph 5 below.

c. Propose a different repayment schedule

d. Apply for a remission or waiver of the indebtedness.

e. Appeal the validity of the debt, the amount or the liability.

4. Any portion of the debt remaining at the time you are separated from the Air Force will be collected in from your final pay and allowances.

5. Our proposed repayment schedule is:

$_____a month for_____ month(s) effective _____

6. Please return this notification with your selection below, no later than (NLT) (suspense will be 30 days from the date of the notification). If you fail to return this notification by the NLT date, collection action will be started as stated in paragraph 5 above. If you choose to apply for a remission, waiver or appeal, the application must be submitted to this office no later than the suspense stated above. If you have any questions, please contact us immediately.

1st Ind to _____/FMFP Ltr, XXX (date) XXX, Notification of Indebtedness

TO: _____/FMFP

Check one of the below options and return NLT _____

_____Collect the debt per your proposal in paragraph 5
_____Request a different repayment at $_____ per month
_____Make a cash payment by _____
_____Apply for a remission of the debt. You can expect
my remission application by _____
_____I will request a waiver of the debt. You can expect
my waiver application by _____
_____Appeal the validity of the debt. You can expect my request by_____
_____Other – Explain in full detail

_____ _____
Member's signature Date signed

*Remaining figures in existing chapter 69 remain.

Figure 69.2. Notification of Salary Offset.

(Appropriate Letterhead)

_____/FMFP (phone number) XXX(date)XXX

SUBJECT: Notification Salary Offset

TO:

1. We have received a charge against your pay account in the amount of $_____.
This charge resulted from (state reason for the charge).

2. In their letter of (insert date), (insert the organization originating the debt collection) informed you of this debt and requested payment within 30 days. The letter also informed you of your rights to inspect and copy records related to the debt, appeal the validity of the debt, and request remission or waiver of the debt. Because no payment, appeal, or remission/waiver

request was received, the debt was declared delinquent and forwarded to the accounting and finance office for collection by salary offset.

3. Our proposed repayment schedule is:

_____a. One payment effective _____.

_____b. $_____a month for _____months effective _____and $ _____ for the last month of _____.

4. Please return this notification to us not later than _____to advise us of your option. If you fail to return it by the above date, collection will be taken against your account at the rate in paragraph 6. If you have any questions, please contact us for assistance.

1st Ind to _____/FMFP Ltr, XXX (date) XXX, Notification of Salary Offset

TO: _____/FMFP XXX (date) XXX

(Member checks one of the following):

_____Post the debt to my account per your **paragraph 6**.

_____I request a faster method of payment. I can pay this debt in _____monthly installments.

_____I will make a cash payment on _____.

_____I request a longer method of repayment because of financial hardship. (See Other)

_____Other:

(Member's signature and duty phone)

Chapter 70

INDEBTEDNESSAIR FORCE (OTHER THAN DISHONORED CHECKS, COMMISSARY AND NON-APPROPRIATED FUND)

Section 70A—Shipment of Personal Property

70.1. Description. This chapter contains information on the following types of indebtedness: Report of Survey, Pay and Allowances, Shipment of Personal Property, Advance, Casual and Partial Payments, Compensation received from non-government sources, Jury Duty and Witness fees and Miscellaneous Debts to the Air Force.

70.2. Report of Survey. A member may become indebted to the United States by being held pecuniarily liable for government property lost, damaged, or destroyed.

70.2.1. If the member voluntarily agrees to reimburse the government by a cash collection, the collection is processed on DD Form 1131, Cash Collection Voucher. Process a DG01 transaction with at least a 3-month repayment and a C203 transaction with FORMAT-ID DG. DG transactions are shown in **Figure 70.2** through **Figure 70.3**.

70.2.2. If the member voluntarily agrees to reimburse the government but wants the monies deducted from pay, the FSO receives either a DD Form 362, Statement of Charges/Cash Collection Voucher, or a DD Form 114, Military Pay Order, from the responsible officer or unit supply officer. Process a DG01 transaction with a repayment per the statement of charges.

70.2.3. If the member does not voluntarily agree to reimburse the government, a DD Form 200, Financial Liability Investigation of Property Loss, is prepared and sent to the FSO. Ensure you indicate the liability amount on the DD Form 200 in the appropriate block. Process a DG01 transaction for the amount of liability.

70.2.4. If the appropriation cited is other than 573019, an installation's appropriation, or for damage to family housing or dormitories, see **paragraph 70.15**.

70.3. Overpayment of Pay and Allowances. A member may become overpaid for pay and allowances due to a stop or change to an entitlement. The DQ indebtedness may be computer generated or input directly by the FSO or DFAS. The FSO must notify the member of the indebtedness per **paragraph 69.3**. If the member's DOS is imminent and an E6 transaction has not been received (no N7 on the MMPA), collection action is to begin immediately. DQ transactions are shown in **Figure 70.4** through **70.8**.

70.3.1. The input of the DQ transaction by the FSO will be for entitlement overpayments that are outside IAS. If the entitlement overpayment is entirely within IAS, the FSO must ensure that the applicable retroactive transaction is processed that will cause the necessary entitlement adjustment. If part of the entitlement overpayment is outside IAS and part within, the FSO will process the DQ for the period outside IAS and then the applicable retroactive transaction within IAS. Example: The current processing month is April and the member’s BAH should have been stopped effective 3 Mar of the prior year. Process a DQ for the BAH overpayment for 3 Mar – 30 Apr of the prior year. Then, process the 3502 effective 1 May of the prior year. DJMS will automatically establish a DQ for the period within IAS based

on the 3502 transaction. The processes described below apply to all pay affecting transactions that are processed unless otherwise specified. If multiple entitlements are adjusted with a single transaction, the results will be based on the net effect of all entitlements that were adjusted by the transaction.

70.3.2. When the applicable transaction is processed:

70.3.2.1. The MMPA entitlement entry is updated to reflect the adjustment;

70.3.2.2. A suspended MMPA DQ entry with a suspension reason code 9 is established for the net amount of the prior month's entitlement that was adjusted within IAS;

70.3.2.3. A quasi-advance (FID 86) MMPA entry is established for the same amount as the suspended MMPA DQ entry;

70.3.2.4. An XY management notice is generated to the servicing FSO and is to be used by the FSO to notify the member of the overpayment – due process;

70.3.2.5. The collection of the DQ will start automatically the first update of the following processing month plus one month if the FSO does not take action by processing a DQ18 or DQ20 transaction. Do not suspend the debt collection until the member has provided a remission application;

70.3.2.6. The current month entitlement adjustment is collected immediately. If there is insufficient net pay, a suspended DQ MMPA entry and a quasi-advance (FID 86) MMPA entry are created for the unpaid amount and a XY management notice is generated to the servicing FSO. The collection of this DQ is started when additional net pay becomes due.

70.3.3. The establishment of a suspended DQ with a suspension reason code 9 as described above does not apply to the following entitlements and processes: additional special pay (FID 25), registered nurse accession bonus (FID 26), various enlisted bonuses (FID 31), scientific and engineering bonus (FID 32), selective reenlistment bonus (FID 33), initial enlistment bonus (FID 34), aviator retention bonus (FID 38), clothing replacement allowance (FID63), disability severance pay (FID 71), discharge gratuity (FID 72), lump sum leave (FID 74), readjustment pay (FID 76), severance pay (FID 77), personal expense (FID 78), excess leave (FID SB), absent without leave (FID SJ), confinement (FID SK), desertion (FID SP), and separations (FIDS E4/E5). Overpayments of the above entitlements or overpayments due to separation or one of the above statuses will be collected lump sum or with the repayment schedule reported in the DQ transaction.

70.3.4. The establishment of a suspended MMPA DQ entry with a suspension reason code 9 applies to the following entitlements with exceptions:

70.3.4.1. Move in housing allowance (FID 42). Only if the net amount of the adjustment for the current and prior month is negative.

70.3.4.2. Initial uniform and equipment allowance (FID 59). Action indicator 06 only.

70.3.4.3. Additional uniform and equipment allowance (FID 60). Action indicator 06 only.

70.3.4.4. Extra clothing allowance (FID 61). Only if the net amount of the adjustment for the current and prior month is negative.

70.3.4.5. Temporary lodging allowance (FID 79). Only if the start date is in a prior month and the net amount of the adjustment is negative.

70.3.4.6. Initial civilian clothing allowance (FID 81). Only if the net amount of the adjustment for the current and prior month is negative.

70.3.4.7. Continuing civilian clothing allowance (FID 82). Only if the net amount of the adjustment for the current and prior month is negative.

70.3.4.8. Leave (non-excess) processing (FID SB). Only if the net amount of the adjustment for the prior month is negative and an entitlement other than basic allowance for subsistence (FID 40) is adjusted.

70.4. Excess Leave Computations and Collections. A member is indebted for excess leave when, at DOS, a negative leave balance is present. Since a member can't accrue leave for excess leave, a non-accrual for the number of excess leave days is added to the negative leave balance. This non-accrual is charged at the same rate as normal accrual (0-6 is 1/2, 7-12 is 1, 13-18 is 1 1/2, 19-24 is 2, and 25-30 is 2 1/2). If, for example, the member has a -20.0 leave balance at DOS, a non-accrual charge of 2.0 days would be added to the -20.0, for a total collection of -22.0 excess leave days. Members in excess leave are not entitled to pay and allowances. See DoDFMR (DoD Financial Management Regulation), Volume 7A, chapter 1.

Example:

Balance Brought Forward as of 1 Jan 07:	30.0 days
Earned through Separation on 31 Oct 07:	25.0 days
Used	75.0 days (leave periods 1-20 Mar, 1-15 May, 1-30 Jun, 1-10 Oct)
Balance	-20.0
*Non-Accrual	-2.0 (.5 days for every 6 days)
Total Excess LV collected	-22.0

Leave dates pay and allowances collected: 1 – 10 Oct and 19 – 30 Jun; 22 days total.

70.4.1. Computing Periods of Excess Leave. In determining the period of leave to be collected as excess, begin with the last chargeable leave taken and count back from last day of this leave until the total excess leave period is accounted for. If more than one leave is involved, follow the same procedures. Any non-chargeable leave is not counted as part of the excess leave period computation. Research the MCF, LES history, and MMPA, and/or contact DFAS, if all the excess leave periods are not found.

70.4.2. Computing the Amount of Collection. The excess leave cost is determined by the rate of pay in effect for the period of excess leave and not the rate in effect at DOS. When computing the actual excess leave rate, use the rate in effect for each day of the excess leave period. If the member's pay rate changed during the excess leave period, two rates are involved for the leave. Excess leave before the rate change is charged at the old rate(s). Excess leave on or after the rate change is charged at the new rate(s). Do not round any fractional cents. All pay and allowances are subject to collection for excess leave. If the excess leave results in a half-day, then the member is only charged for the half-day plus half-day non-accrual. No rounding up or down of half days is permissible (the fractional one-half

day is considered to occur on the first day of the excess leave involved, per DoDFMR, Volume 7A, table 1-11, note 6). When computing the excess leave amount, always use the rate in effect on the last day of the leave.

70.5. Health Professionals Special Pays. This indebtedness arises when a medical or dental officer separates before serving the period of active duty required in a contract he or she executed for receipt of additional special pay (physicians and dentists) or incentive special pay (physicians). The amount of the debt is computed at DOS-10 days and the FSO receives an XS03 management notice. The indebtedness is a pro rata portion of the unserved contract period to the total amount of special pay received under the contract (all contracts are written for 1 year). When the member separates voluntarily and will be indebted to the United States for recoupment of medical or dental special pay and does not elect to settle before discharge, the member signs a promissory note containing agreement for judgment (see figure 70.1). The amount shown on the promissory note will be after the computer has deducted all pay due at separation. This promissory note is prepared in original and two copies and is filed in the member's separation work file; the member receives one copy. The indebtedness is recorded on the MMPA as a DQ by DFAS.

70.6. Excess Cost of HHG/Trailer Move. Indebtedness for excess cost is created when a member's shipment of household goods (HHG) exceeds the authorized weight allowance or the shipment of a house trailer exceeds the authorized mileage rate. The Defense Finance and Accounting Service – Indianapolis Center (DFAS-IN) receives the carrier's bill and makes the payment for the shipment. DFAS-IN makes an initial determination as to whether the member has a potential excess cost, based on the billing from the carrier and the member's authorized weight allowance or mileage rate, and notifies JPPSO-SAT/ECAF of the excess costs, if any.

70.6.1. If a member has an excess cost, JPPSO-SAT/ECAF (ISI 8630) takes all related action, including processing the necessary transactions. They will prepare a DD Form 139, forward it to the member's servicing FSO (for informational purposes only), and provide due process (notify the member of the indebtedness and the options). In addition, JPPSO-SAT/ECAF does the DR01 transaction input and suspends collection of the indebtedness (DR transaction formats are shown in **Figure 70.9** through **70.12**).

70.6.2. Collection Procedures.

70.6.2.1. The member has 30 days to submit a rebuttal letter or a remission application, or make cash payment. If the member opts to file a remission or pay by cash, the FSO must notify the local TMO office and JPPSO-SAT/ECAF to ensure no collection action is taken by them and no rebuttal has been submitted. In this case, all necessary action is taken by the FSO. If the member takes no action with the FSO or JPPSO-SAT/ECAF after the 30 day notification, JPPSO-SAT/ECAF, as the owner of the debt, will resume collection of the indebtedness by processing a DR20. If the debt appears on the Open/Suspended Questionable Indebtedness Listing, then the FSO must take action to start the collection.

70.7. Rebuttal of Excess Cost. A rebuttal letter may be submitted by an officer or enlisted member (active or separated) when he or she believes the excess cost charges for shipment of HHGs or a trailer are not correct. Only one rebuttal may be submitted for each overweight charge, unless new evidence is presented which has a bearing on the excess cost. Restatement of

a previous allegation is not considered new evidence. The rebuttal has to be completely adjudicated by JPPSO-SAT/ECAF, before the member submits a remission application, as the debt amount may increase or decrease. The FSO must determine whether a rebuttal is pending if a remission application is submitted.

70.7.1. If the member contacts the FSO for a rebuttal, the FSO advises the member to contact the local TMO for proper counseling and rebuttal procedures.

70.7.1.1. The member must submit a rebuttal letter to the local TMO within 30 days of the notification of indebtedness. JPPSO-SAT/ECAF will begin collection action after 30 days if a rebuttal letter has not been submitted.

70.7.1.2. The TMO receives the member's rebuttal letter and reviews it for completeness and accuracy. The TMO then forwards a copy of the TMO's transmittal letter to the FSO and the original package to JPPSO-SAT/ECAF, 8961 Tesoro Drive, Suite 300, San Antonio TX 78286-6209. The rebuttal package must contain at least the following documents:

70.7.1.2.1. Member's rebuttal letter.

70.7.1.2.2. Copy of DD Form 139

70.7.1.2.3. TDY or PCS orders with all amendments.

70.7.2. Adjudication of the Rebuttal Letter. Upon adjudication, JPPSO-SAT/ECAF will take the necessary steps to increase or decrease the debt amount, or start collection.

70.7.2.1. Collection Procedures. JPPSO-SAT/ECAF will input a DR05 transaction to correct (increase or decrease) the amount of specific indebtedness. If the amount did not change, they process a DR20 to start (resume) collection of the original amount or a DR21 to forgive a portion (or all) of the indebtedness.

70.7.2.2. JPPSO-SAT/ECAF notifies the member of the adjudication of the rebuttal letter and also forwards a copy of the letter to the TMO.

70.7.3. Erroneously Processed DR01. If a DR01 transaction was erroneously processed against the MMPA and the current month is not the start date on the MMPA, contact DFAS-DE via CMS case for corrective action, including a statement of all pertinent facts in the case. If refund is requested for a pending rebuttal, state the date of JPPSO-SAT/ECAF's written notification to the member, the date of the member's rebuttal letter, and the TMO's transmittal letter. No refund will be made until the rebuttal letter has been completely adjudicated unless the DR20 transaction was processed **before** 30 days after written notification to the member.

Section 70B—Advance Payments and Casual and Partial Payments

70.8. Advance Payments (DV). The computer generates a DV indebtedness entry when an advance payment (PA) is posted to the MMPA. A repayment schedule of 12 or 24 months is established from the PA03 transaction. The DV entry will begin collecting the processing month following the date of the voucher payment. If the date of the voucher is the current processing month, the computer will suspend the DV entry with an action indicator 18. A DV future-type L is created to open the DV entry the first update on or after the first day of the next calendar

month. If a 12-month repayment schedule was established in the DV entry when a 24-month repayment schedule was approved, process a DT04 to change the monthly deduction amount. The member also has the option to make partial repayments in cash. Process cash collection transaction on a DD 1131 as a C203. **Figure 65.4** shows the correct format. The repayment schedule may not be for more than 24 months from the start date of the original DV entry unless the advance is an advance payment of overseas housing allowance. (See **Chapter 30**.) To determine whether you have any overdue advances, the "Advance Pay Repayment Past Due Date" Report (UH099C0374) is available on SAR. It can be accessed by JFAREG FA0374M. Check this report quarterly and take corrective action if necessary. To determine whether you have any overdue advances, the "advance pay repayment past due date" report (UH099C0374) is available on SAR. It can be accessed by JFAREG FA0374M. Check this report quarterly and take corrective action if necessary.

70.9. Casual and Partial Payments (DW). Casual and partial payments are not automatically prorated. Before making a casual or partial payment, the FSO must advise the member that the payment must be collected before any further payments are made to the member.

70.9.1. When a casual or partial payment is posted to the MMPA, the computer automatically collects any funds available in the P5 entry to satisfy the casual or partial payment. If the P5 entry does not have enough funds to satisfy collection, the computer generates a DW entry for any balance due after the current month P5 entry is reduced to zero. The DW entry is suspended with an action indicator Q8. A DQ suspense-type 2 is created to open the DW entry the first update on or after the first day of the next calendar month.

70.10. Compensation Received From Non-Government Sources (DS). No member may retain any compensation or stipend received from non-government sources for performing any duty or service as part of his or her military function. This dual compensation received must be turned in to the FSO. See 37 Comp. Gen. 29 (1957). If member does not elect to turn in the money, an involuntary deduction can be made from the member's pay (see **paragraph 70.17** for medical stipend). If member pays cash or has a payroll deduction, process the DS using the D company code of the FSO. When the JUMPS Miscellaneous check is received, the collection is made, using a DD Form 1131, to the proper appropriation/line of accounting. Normally, a DD Form 139 is submitted to the FSO, but a cover letter may be submitted in lieu of it as long as it indicates the member was first notified about the debt and copies of the AF Form 118, Refund of Tuition Assistance-Education Services Program, and AF Form 1227, Authority for Tuition Assistance-Education Services Program, are attached. A multiple DD Form 139 or cover letter, not to exceed 15 members, may be accepted.

70.11. Jury Duty Fees and Witness Fees. When a member performs jury duty or acts as a witness and is not in a leave status, he or she is indebted to the United States Government for the fees received for jury duty or acting as a witness. The member may keep monies received and identified as for expenses (for example, transportation expenses) whether or not in a leave status. If the member cannot make a cash payment for the debt, process a DS01 transaction with indebtedness-type V, using the D company code of the FSO. When the JUMPS Miscellaneous check is received, the collection is made, using a DD Form 1131, to the proper appropriation/line of accounting.

Section 70C—Miscellaneous Indebtedness

Do not input any miscellaneous debt (FID DS) using a line of accounting/appropriation. All DS transactions will be input using a company code. For travel debts at bases that have not cutover to the AFFSC, this means that the D company code of the FSO will be used; bases that have already cutover to the AFFSC use the D company code of the AFFSC. For all other DS debts, the D company code of the FSO is used, if the creditor organization doesn't have a company code established, whether cutover or not, unless specifically excluded in the paragraphs below. When the JUMPS Miscellaneous check is received in the FSO/AFFSC, the collection will be made, using a DD Form 1131, to the proper appropriation/line of accounting.

70.12. Overpayment of Advance Travel and Travel Costs. An indebtedness for overpayment of advance travel is generated when a member files a DD Form 1351-2, Travel Voucher or Sub-voucher, or when an advance travel payment is made and the member does not perform the travel.

70.12.1. When an indebtedness is identified, Travel notifies the member of the debt. If the member does not pay the debt, Travel prepares a DD Form 139 and forwards it to Military Pay for collection. The repayment must be collected by DOS, and the minimum monthly repayment is $50. A DS01 transaction with indebtedness type P is processed to begin collection.

70.12.2. The appropriate FSO's D company code (if the base hasn't cutover to the AFFSC) or the D company code for the AFFSC (if already cutover) should be used in the DS01 transaction. This applies to all RTS travel debts, including open allotment citing station 525725, as well as other Military Services. Appropriations should not be used for any Travel Miscellaneous debts (format ID DS type P); this will ensure the debt is cleared out of the paying travel system.

70.13. Cost-Charge Transportation Request (TR). A member on leave in your area may be issued a TR for return travel to his/her duty station. The cost of this TR is deducted from the member's MMPA.

70.13.1. If the TR is issued by a Scheduled Airline Ticket Office (SATO), a billing is received by the travel SMA. Travel pays the billing and furnishes a copy of the paid voucher to Military Pay. Military Pay processes a PC03 transaction, using the T disbursement voucher number for the cost of the TR. (See **Chapter 36**, for processing instructions.)

70.13.2. If the TR is issued by a non-SATO, the issuing office bills DFAS-IN and sends the member's servicing FSO a letter advising of the TR. The latter information is used only to answer customer inquiries. DFAS-IN pays the billing and forwards documentation to DFAS-DE for collection from the member's MMPA.

70.13.3. When a member reports for transportation requiring travel between CONUS and overseas or between overseas areas, an MTA is issued. Cost charge MTAs are all sent directly to HQ AMC/ACIA. Upon receipt of the MTA, ACIA prepares an SF Form 1080, Voucher for Transfer Between Appropriations and/or Funds, for processing of a PC03 against the member's MMPA by the Scott AFB finance office using a "T" disbursement voucher number for the cost of the MTA.

70.14. Reserved for Future Use.

70.15. Damage to Family Housing Unit or Unaccompanied Personnel Housing Unit (Dormitory). A member may become indebted as a result of a report of survey that assesses liability for damage, failure to satisfactorily clean or loss of equipment or furnishings to family housing or dormitories (see AFMAN 23-220). DD Form 200, Financial Liability Investigation of Property Loss, supports the DD Form 139 received from FM/ALO. A member's signature in block 16 of the DD Form 200 assures that he or she has been notified of the financial liability. (If signature is absent, return the documents to FM/ALO, who will then return the DD Form 200 to the reports of survey administrator.) For remission information refer to **Chapter 73**.

70.16. Medical Care Charges. See **Chapter 49** for collection of medical care charges.

70.17. Medical Officer Furnished Stipend. This indebtedness can be created from two sources:

70.17.1. Stipend received for compensation from a state, county, municipality, or a privately owned hospital by an active duty medical officer while performing medical services.

70.17.2. Overpayment of stipend received from DFAS Reserve Pay while the medical officer was attending school before commissioning in the Air Force. DFAS forwards a DD Form 139 to the FSO for entering the debt and notifying the member. If the member elects to pay cash for the overpayment, do not input any DJMS transaction unless the debt is already entered on the MMPA.

70.17.3. The hospital forwards a statement as to the amount of the stipend received per **paragraph 70.17.1** above to the FSO and personnel. The FSO holds the statement in suspense pending receipt of the DD Form 114, Military Pay Order (MPO), from personnel. If member pays cash or permits a payment deduction, process a DS using the D company code of the FSO. When the JUMPS Miscellaneous check is received, the collection is made, using a DD Form 1131, to the proper appropriation/line of accounting.

70.18. Housing. A member may become indebted to the housing office for failure to adequately clean government quarters on termination of assignment to those quarters. The housing office must notify the member of the charges and request payment. If the member refuses or does not respond to the notification, the housing office prepares a DD Form 139 and forwards it to the member's servicing FSO. The DD Form 139 must indicate when the housing office notified the member of the debt. The FSO processes a DS01 transaction with indebtedness-type J and the D company code of the Housing Office; if the Housing Office doesn't have its own D company code, request one following the procedures in **Chapter 60** of this manual, and use the D company code of the local FSO in the interim.

70.19. Replacement Checks and FSO-Accepted Dishonored Checks. A member may become indebted for a replacement check when the original and replacement check were cashed, or for a personal check the FSO cashed which was dishonored, or for a check, accepted for payment of a debt, which was dishonored. These debts may be increased by the amount of any associated administrative, interest, or penalty charges that are assessed. The member must be notified of the debt and asked to make immediate payment to the FSO. If the member refuses or does not respond to the notification, prepare a DD Form 139 (see figure 2.6) and process a DS01 transaction with indebtedness-type D and the FSO's D prefix company code.

70.19.1. When the Treasury Department denies the FSO's request to cancel an original check indicating the member has cashed both the original and replacement check, for any repayment by the member, prepare a DD Form 1131, Cash Collection Voucher, crediting account 57F3880. The collection is recorded in accountability records as a refund and as an increase to deposits or cash on hand per DoDFMR Volume 5.

70.19.2. When the FSO cashes a check, other than a commissary check, which is later dishonored, collection can be made from the MMPA for up to two-thirds of the member's pay. (See DoDFMR, Volume 7A, chapter 50.)

70.19.3. FSOs are authorized to cash checks for other Service members under certain circumstances under the authority of the inter-service check cashing agreement. Upon receipt of a dishonored check, the cashing member and the service's point of contact are notified. If consent to collect voluntarily was obtained by virtue of a check cashing consent notice posted at the cashier's cage, annotate the DD Form 139 for Army and Air Force members only and proceed with collection action. Do not attempt to collect from Navy or Marine Corps personnel on the basis of the check cashing notice. For these and other involuntary collections, the member is advised of responsibility to make direct payment to the FSO by the next payday and shall be provided with at least 30 days' written notice of due process in accordance with DoDFMR, Volume 7A, chapter 50. If the payment is not received within 30 days, the FSO submits a DD Form 139 to the service disbursing officer currently servicing the member. The DD Form 139 must contain the following statement: "Member has been provided due process in accordance with DoDFMR, Volume 7A, chapter 50."

70.19.4. As a condition of exercising the privilege of check cashing, a member may be required to sign an agreement consenting to collection by pay offset if his or her check is dishonored. Such consent is recognized as an effective manifestation of a voluntary consent to collect from current pay. As a voluntary collection, neither the due process requirements (**paragraph 69.3**) nor the two-thirds rule (**paragraph 69.7**) apply and the full amount of the debt or a lesser amount determined adequate to protect the interests of the government may be immediately collected by pay offset. This consent to collect statement is suspended where accommodation check cashing services are being provided and a check cashing consent notice is posted.

70.20. Debts Established as a Result of OSI Investigations. When an OSI report indicates a debt should be established, it is the responsibility of the FSO where the member is assigned to ensure that the debt is verified, computed, and established. These actions will normally be taken by the organization responsible for the subject matter of the debt. If the member has departed PCS, issue a DD Form 139 (with supporting documentation) to the member's gaining FSO as outlined in chapter 2. If the member has separated, establish the debt and follow procedures outlined in DoDFMR, Vol 5, chapter 29, and AFI 65-114. In all cases, the initiating FSO must provide a report to DFAS as outlined in DoDFMR, Vol 5, chapter 28.

70.21. Air Force Education Assistance. Upon determination that a member is in debt for Air Force educational assistance, the education office must notify the member of the amount of the debt. Notification will be accomplished by returning a copy of the AF Form 118 to the member. If the member does not make a cash payment within 30 days, the education office will prepare a DD Form 139 with copies of AF Forms 118 and 1227 attached. The DD Form 139 with

attachments will then be forwarded to the FSO for collection action. FSO posts the DS01 transaction with indebtedness type U and the D prefix company code of the education office. If the base has already cutover, the FSO provides the DD Form 139 to the AFFSC and requests posting of the debt. Documentation supporting the action requested on the DD Form 139 is maintained in the management case file (see **paragraph 69.9** for additional information).

70.22. Reserved for Future Use.

70.23. Telephone and Utility Bills and Trailer Space Rental. A member may become indebted to the government for charges of telephone bills, utility bills (under AFI 33-111), and trailer space rental. The member must be notified of the charges and asked to make payment by the activity assessing the charges. If the base accounts receivable system (BARS) is not in use, process a DS01 transaction with indebtedness type K and the D prefix company code shown in the appropriation data field on the DD Form 139. If BARS is utilized, the collection is made by DJMS-AC via posting a partial (PK) every month using a file from the appropriate office.

70.24. Billeting. A member may become indebted to the billeting office for failure to pay the charges for government quarters while on leave or TDY. When a member checks out of quarters, he or she is required to clear through the billeting office and pay for the charges at that time. If the member refuses or cannot make payment, the billeting office prepares a DD Form 139 and forwards it to the FSO. The DD Form 139 must indicate when the billeting office notified the member of the debt. The FSO processes a DS01 transaction with indebtedness type J. If the billeting office is Air Force, the D prefix company code of the billeting office must be shown in the appropriation data field on the DD Form 139. If the billeting office is Army, Navy, Marine Corps, or Coast Guard, the FSO gets the D-prefix company of the billeting office from Table 50.

70.25. Salary Offset. In accordance with the Debt Collection Act of 1982 and 5 U.S.C. 5514, DJMS-AC provides salary offset collections from members' pay to non-DoD agencies. A list of these agencies can be viewed on DJMS table 401.

70.25.1. Salary offset debts are received by DJMS for collection from members' pay.

70.25.2. Collection of the salary offset will be established as a miscellaneous debt (DS) with INDEBT-TYPE T.

70.25.3. Deduction is limited to 15 percent of disposable pay. Disposable pay is defined in **paragraph 69.7**.

70.25.4. Current system processing accelerates salary offset debts at separation.

70.25.5. Due process has already been provided by the creditor agency. The system provides a courtesy notice of pending collection action (figure 69.2, DJMS-AC Notification Letter).

70.26. Other Miscellaneous Debts. Debts listed below are collected using the procedures in this paragraph. Contact your MAJCOM if questions arise on whether a debt not listed may be deducted from a member's pay. These collections are involuntary.

70.26.1. These debts include the following:

70.26.1.1. Education assistance. (VA over-payments require member's consent for collection.)

70.26.1.2. All library charges.

70.26.1.3. Accommodation transactions.

70.26.2. Documentation must be provided to the FSO to support the collection action. The initiating office must have first contacted the member before requesting deduction.

70.26.3. Normally a DD Form 139 is submitted to the FSO but any acceptable form may be submitted as long as the form or attachments indicate the member has already been notified of the debt. If one FSO prepares a DD Form 139 for a member, but the funds pertain to another FSO, send one copy of the form, after posting, to the other FSO.

70.26.4. Process a DS01 transaction with the appropriate indebtedness-type code to begin collection. The D company code belonging to the originator of the debt is used in the DS01 transaction. If the originator doesn't have a D company code, request one in accordance with procedures in chapter 60 of this volume and use the D company code for the FSO in the interim.

70.27. Meal Charges (FID DN). See **paragraph 25.8**.

70.28. (DELETED)

70.28.1. **(DELETED)**

70.28.1.1. **(DELETED)**

70.28.1.2. **(DELETED)**

70.28.1.3. **(DELETED)**

70.28.2. **(DELETED)**

70.28.3. **(DELETED)**

70.28.4. **(DELETED)**

70.29. (DELETED)

Figure 70.1. Promissory Note.

PROMISSORY NOTE CONTAINING AGREEMENT FOR JUDGMENT

$_____ , 19_____

For value received, I (we jointly and severally) promise to pay to the order of the Treasurer of the United States the sum of _____Dollars, with interest at the rate of _____per annum, in monthly installments of not less than _____Dollars each, payable at the

_____

on or before the first day of each calendar month until such obligation is fully paid. If any such installment shall remain unpaid for a period of 10 days, the entire amount of this obligation, with interest, less payments actually made, shall thereupon become immediately due and payable at the option of

_____representing the United States without demand or notice, said demand and notice being hereby expressly waived.

I (we) do hereby authorize and empower any United States Attorney, Assistant United States Attorney, or any attorney of any court of record, state or federal, to appear for me (us) and to enter and confess judgment against me (us) for the entire amount of this obligation, with interest, less payments actually made, at any time after the same becomes due and payable, as herein provided, in any court of record, federal or state; to waive the issuance and service of process upon me (us) in any suit on this obligation; to waive any venue requirement in such suit; to release all errors which may intervene in entering up such judgment or in issuing any execution thereon; and to consent to immediate execution on said judgment.

I (we) hereby ratify and confirm all that said attorney may do by virtue hereof.

_____

_____

Figure 70.2. Formats to Start/Stop, Change, Correct, Cancel or Suspend Collection of GPLD or Report of Survey.

CHARACTER POSITION	DESCRIPTION
1-5	0DG01/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM DEDUCTION STARTS OR ZEROS
26-29	YEAR-MONTH-STOP: YYMM DEDUCTION STOPS OR ZEROS
32-38	AMOUNT-SPECIFIC-INDEBTEDNESS: AMOUNT OF TOTAL INDEBTEDNESS
39-44	MONTHLY DEDUCTION AMOUNT. BLANK IF ACTION INDICATOR IS 02
45-46	CALENDAR-YEAR: YY INDEBTEDNESS OCCURRED
48-54	INDEBTEDNESS-AMOUNT-FORGIVEN: ACTUAL AMOUNT OF INDEBTEDNESS FORGIVEN OR ZEROS
55-58	ADSN WHERE REPORT OF SURVEY WAS INITIATED OR BLANK FOR GPLD
59-67	REPORT-OF-SURVEY-NUMBER: REPORT OF SURVEY NUMBER OR BLANK IF GPLD
1-5	0DG04
6-14	SOCIAL SECURITY NUMBER

CHARACTER POSITION	DESCRIPTION
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM CHANGE IS EFFECTIVE
32-38	AMOUNT-SPECIFIC-INDEBTEDNESS: AMOUNT OF SPECIFIC INDEBTEDNESS
39-44	AMOUNT-SPECIFIC-DEDUCTION-CURRENT MONTH: NEW MONTHLY DEDUCTION AMOUNT. ZERO-FILLED IF ADSN AND/OR REPORT OF SURVEY NUMBER ARE BEING CHANGED
45-46	CALENDAR-YEAR: YY INDEBTEDNESS OCCURRED
55-58	ADSN WHERE REPORT OF SURVEY WAS INITIATED OR BLANK FOR GPLD
59-67	REPORT-OF-SURVEY-NUMBER: REPORT OF SURVEY NUMBER; BLANK IF NOT CHANGING OR FOR GPLD
1-5	0DG05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM CORRECTION IS EFFECTIVE
32-38	AMOUNT-SPECIFIC-INDEBTEDNESS: NEW, CORRECT SPECIFIC INDEBTEDNESS AMOUNT; BLANK IF NOT CORRECTING

CHARACTER POSITION	DESCRIPTION
39-44	AMOUNT-SPECIFIC-DEDUCTION-CURRENT MONTH: NEW, CORRECT MONTHLY DEDUCTION AMOUNT; BLANK IF NOT CORRECTING
45-46	CALENDAR-YEAR: CORRECT YY INDEBTEDNESS OCCURRED; BLANK IF NOT CORRECTING
49-55	AMOUNT-SPECIFIC-INDEBTEDNESS: AMOUNT OF SPECIFIC INDEBTEDNESS ON MMPA
56-59	PRIOR-YEAR-MONTH-START: YYMM OF LAST ACTION ON MMPA
62-65	PRIOR-YEAR-MONTH-STOP: ZEROS
1-5	0DG06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM OF CURRENT PROCESSING MONTH
32-38	AMOUNT-SPECIFIC-INDEBTEDNESS: SPECIFIC INDEBTEDNESS ONMMPA
45-46	CALENDAR-YEAR: CALENDAR YEAR ON MMPA
48-54	INDEBTEDNESS-AMOUNT-FORGIVEN: SPECIFIC INDEBTEDNESS (EQUAL TO CP 32-38)
55	APPLICABLE CODE: 3—CANCELED 4--MEMBER NOT RESPONSIBLE

CHARACTER POSITION	DESCRIPTION
56-59	PRIOR-YEAR-MONTH-START: YYMM OF START ON MMPA
1-5	0DG18
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM SUSPENSION IS EFFECTIVE
30-33	YEAR-MONTH-START: YYMM OF START ON MMPA
36-42	AMOUNT-SPECIFIC-INDEBTEDNESS: SPECIFIC INDEBTEDNESS ON MMPA
58	INDEBTEDNESS-REASON-SUSPENSION CODE: 1--WAIVER APPLICATION 2--REMISSION APPLICATION 3--APPEAL OR REBUTTAL
59	PAY-HELD-REASON CODE: CODE B--COMMANDER’S REQUEST, OTHERWISE, BLANK
60-65	AMOUNT OF PAY TO BE HELD MONTHLY OR ZEROS

Figure 70.3. Formats to Suspend or Remit GPLD or Report of Survey.

CHARACTER POSITION	DESCRIPTION
1-5	0DG20
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM COLLECTION IS RESUMED
36-42	AMOUNT-SPECIFIC-INDEBTEDNESS: SPECIFIC INDEBTEDNESS ON MMPA
43-48	MONTHLY DEDUCTION AMOUNT. (COMMANDER'S REQUEST ONLY)
59	PAY-HELD-DISPOSITION CODE: 1--RELEASE TO MEMBER (COMMANDER'S REQUEST ONLY) 5--APPLY TO INDEBTEDNESS 6--REPAY INDEBTEDNESS. RELEASE BALANCE TO MEMBER--USED ONLY IF PAY WAS HELD FOR THE INDEBTEDNESS; OTHERWISE, ZERO
1-5	0DG21
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM REMITTANCE IS EFFECTIVE
36-42	AMOUNT-SPECIFIC-INDEBTEDNESS: SPECIFIC INDEBTEDNESS ONMMPA
43-48	MONTHLY DEDUCTION AMOUNT

CHARACTER POSITION	DESCRIPTION
58	INDEBTEDNESS-CANCELLATION-DECISION CODE: 1--WAIVER APPROVED 2--REMISSION GRANTED 3--INDEBTEDNESS CANCELED 4--MEMBER NOT RESPONSIBLE
59	PAY-HELD-DISPOSITION CODE: 1--RELEASE TO MEMBER 5--APPLY TO INDEBTEDNESS 6--REPAY INDEBTEDNESS, RELEASE BALANCE TO MEMBER; USED ONLY IF PAY WAS HELD FOR THE INDEBTEDNESS, OTHERWISE, ZERO
60-66	INDEBTEDNESS-AMOUNT-FORGIVEN: AMOUNT FORGIVEN

Figure 70.4. Format to Start Indebtedness for Overpayment of Pay and Allowances.

CHARACTER POSITION	DESCRIPTION
1-5	DQ01 (ONE-RECORD TRANSACTION) OR ADQ01 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM DEDUCTION STARTS
24-29	YYMMDD OVERPAYMENT STARTED
30-35	YYMMDD OVERPAYMENT ENDED
36-44	AMOUNT OF TOTAL INDEBTEDNESS
45-52	MONTHLY DEDUCTION AMOUNT
53-54	MEMBER'S GRADE AT TIME OF OVERPAYMENT
55-63	FIRST ENTITLEMENT OVERPAYMENT AMOUNT
64-65	FORMAT-ID FOR FIRST ENTITLEMENT OVERPAYMENT
66	DESCRIPTIVE DATA APPLICABLE TO FIRST ENTITLEMENT CODE, (SEE NOTE AT END OF FORMAT)
67	INDEBTEDNESS SUSPENSION REASON CODE:

CHARACTER POSITION	DESCRIPTION
	0—NOT APPLICABLE 1—WAIVER APPLICATION (DFAS-DE ONLY) 2—REMISSION APPLICATION 3—APPEAL OR REBUTTAL 5—MEMBER REQUIRES MORE THAN 30 DAYS NOTIFICATION DUE TO LEAVE, TDY, ETC. 9—XY03 MANAGEMENT NOTICE ISSUED, AWAITING FSO/MEMBER ACTION (COMPUTER GENERATED)
1-5	1DQ01 (FIRST TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-28	SECOND ENTITLEMENT OVERPAYMENT AMOUNT
29-30	FORMAT-ID FOR SECOND ENTITLEMENT OVERPAYMENT
31	DESCRIPTIVE DATA APPLICABLE TO SECOND ENTITLEMENT CODE, (SEE NOTE AT END OF FORMAT)
32-40	THIRD ENTITLEMENT OVERPAYMENT AMOUNT
41-42	FORMAT-ID FOR THIRD ENTITLEMENT OVERPAYMENT
43	DESCRIPTIVE DATA APPLICABLE TO THIRD ENTITLEMENT CODE, (SEE NOTE AT END OF FORMAT)
44-52	FOURTH ENTITLEMENT OVERPAYMENT AMOUNT
53-54	FORMAT-ID FOR FOURTH ENTITLEMENT OVERPAYMENT

CHARACTER POSITION	DESCRIPTION
55	DESCRIPTIVE DATA APPLICABLE TO FOURTH ENTITLEMENT CODE, (SEE NOTE AT END OF FORMAT)
56	NOE INDICATOR CODE: 1--NOT FROM NOE 2--FROM NOE
57-58	NUMBER OF YEARS CREDITABLE SERVICE FOR COMPUTING MEDICAL OR DENTAL PAY; USED ONLY WHEN FORMAT-ID IS 19, 20, 24 OR 25
OR	
57-58	NUMBER OF YEARS CREDITABLE SERVICE FOR COMPUTING CAREER SEA PAY OR CAREER SEA PAY PREMIUM; USED ONLY WHEN FORMAT ID IS 27 OR 37
59-63	APPLICABLE JFTR LOCATION CODE WHEN FORMAT-ID IS 42, 43, 44, 45, 46, 47, 49, 55, 56 OR 57; APPLICABLE ZIP CODE WHEN FORMAT-ID IS 66, 67 AND 68 BLANK IF NO JFTR OR ZIP CODE
OR	
59	FOREIGN LANGUAGE SKILL LEVEL--1 THROUGH 4
60	FOREIGN LANGUAGE DIFFICULTY CATEGORY--1 THROUGH 4
61-63	BLANK
64-65	FOREIGN LANGUAGE CODE
OR	
64-65	PROFICIENCY PAY TYPE
OR	
65-65	COUNTRY WORLD CODE

CHARACTER POSITION	DESCRIPTION
66	SRB/VRB MULTIPLIER OR ZERO IF NOT APPLICABLE
67	BAS LOCATION – CONUS = 1, OCONUS = 2, N/A = SPACE
	NOTE: DESCRIPTIVE DATA APPLICABLE TO FORMAT-ID: FLYING DUTY (12): 1--CREW MEMBER ENLISTED 2--NON-CREW MEMBER 3--NON-RATED OFFICER CREW MEMBER 4--AWACS CREW MEMBER A--$125.00 B-156.00 C-188.00 D-200.00 E-206.00 F-385.00 G-495.00 H-585.00 I -650.00 STRESS-DUTY (16): 1--HUMAN ACCELERATION OR DECELERATION EXPERIMENTAL SUBJECT 2--THERMAL STRESS DUTY 3--HIGH OR LOW PRESSURE CHAMBER DUTY 4--TOXIC FUEL HANDLERS/REPELLENTS 5--DANGEROUS VIRUSES OR BACTERIA LAB DUTY 6--TOXIC PESTICIDES DUTY 7--CHEMICAL MUNITIONS OVERSEAS EXTENSION PAY (18): 1-12 MONTHS BOARD CERTIFICATION PAY (19): A--BOARD CERTIFICATION PAY FOR PHYSICIANS/DENTISTS B--BOARD CERTIFICATION PAY FOR NON-PHYSICIANS C--VARIABLE SPECIAL PAY FOR PHYSICIANS
	D--DIPLOMAT PAY

CHARACTER POSITION	DESCRIPTION
	DIVING DUTY (21): SEE PARAGRAPH 14-4 HOSTILE FIRE PAY (23): 1 THROUGH 6 MEDICAL/DENTAL/NURSE BONUS PAY (25): 1--MRB, DENTAL (4 YEARS, LEVEL 1, MAXIMUM $14,000) 2--CONTINUATION PAY, DENTISTS 5--ADDITIONAL SPECIAL PAY, PHYSICIANS 6--INCENTIVE SPECIAL PAY, PHYSICIANS E--MRB, DENTAL (4 YEARS, LEVEL 2, MAXIMUM $12,000 G--ADDITIONAL SPECIAL PAY, DENTIST, $6,000, AT LEAST 3 YEARS BUT LESS THAN 8 H--ADDITIONAL SPECIAL PAY, DENTIST $6,000 AT LEAST 8 YEARS BUT LESS THAN 10 I--ADDITIONAL SPECIAL PAY, DENTIST, $15,000, AT LEAST 10 YEARS BUT LESS THAN 12 K--ADDITIONAL SPECIAL PAY, DENTIST, $15,000, OVER 18 YEARS L--MRB, DENTAL (3 YEARS, LEVEL 2, MAXIMUM $6,000) M--MRB, DENTAL (2 YEARS, LEVEL 2, MAXIMUM $3,000) N--CNRA, NURSES O--MRB, DENTAL (3 YEARS, LEVEL 1, MAXIMUM $8,000) P--MRB, DENTAL (2 YEARS, LEVEL 1, MAXIMUM $4,000) Q--ADDITIONAL SPECIAL PAY, DENTISTS ($4000) R--MSP/MORB, PHYSICIANS X--ADDITIONAL SPECIAL PAY, DENTISTS ($6000) Y--ADDITIONAL SPECIAL PAY, DENTISTS ($8000) Z--ADDITIONAL SPECIAL PAY, DENTISTS ($1000) ACCESSION BONUS (26):
	A--REGISTERED NURSE ACCESSION BONUS B--DENTAL OFFICER ACCESSION BONUS CAREER SEA PAY (27): A--CATEGORY A VESSEL

CHARACTER POSITION	DESCRIPTION
	C--CATEGORY C VESSEL SPECIAL DUTY ASSIGNMENT PAY (30): SEE PARAGRAPH 11-2 FOR CODES REENLISTMENT BONUS (31) OR SELECTIVE REENLISTMENT BONUS (33): 1--FIRST TERM 2--CAREER-UNDER 16 YEARS 3--CAREER-16 OR MORE YEARS 4—EXTENSION ENGINEERING AND SCIENTIFIC BONUS (32): 1--3 YEAR CONTRACT 2--4 YEAR CONTRACT SELECTIVE ENLISTMENT BONUS (34): 1--FIRST TERM 2--CAREER-UNDER 16 YEARS 3--CAREER-16 OR MORE YEARS 4—EXTENSION BAQ (35): 0--WITHOUT DEPENDENT 1--WITH DEPENDENT 3--PARTIAL BAQ CAREER SEA PAY PREMIUM (37): A--CATEGORY A VESSEL
	C--CATEGORY C VESSEL AVIATOR CONTINUATION PAY (38): A—AVIATOR N—NAVIGATOR PRORATED AND SUPPLEMENTAL BAS (39)

CHARACTER POSITION	DESCRIPTION
	D—PRORATED RATIONS E—REGULAR SUPPLEMENTAL S—PARTIAL SUPPLEMENTAL BAS BAS (40): A--LEAVE RATIONS B--SEPARATE RATIONS (OFFICERS AND ENLISTED) C--PCS RATIONS H—RATIONS IN KIND K--RATIONS UNDER EMERGENCY CONDITIONS N—FIELD DUTY RATIONS, CONUS O—OFFICER BAS P— PARTIAL RATE BAS MIHA (42): M— MISCELLANEOUS R— RENT S—SECURITY
	DUAL OHA (45): O--WITHOUT DEPENDENTS COLA (46) OR COLA (47): NUMBER OF PERSONS DEPENDENT UPON MEMBER FOR COLA PURPOSES HOUSING (55), HOUSING-RENT PLUS (56) OR UNACCOMPANIED HOUSING WITH DEPENDENTS-RENT PLUS (57), (43) AND (44):
	0--NO DEPENDENTS OR DEPENDENTS NOT IN CUSTODY OF MEMBER 1--ACCOMPANIED BY DEPENDENTS, MAJOR COMMAND SPONSORED UEA INITIAL (59): 1—ROTC 2—OTS 3—AECP R— MISCELLANEOUS UEA ADDITIONAL (60): 1--MEDICAL OFFICER 2--NON-MEDICAL OFFICER

CHARACTER POSITION	DESCRIPTION
	CLOTHING ALLOWANCE EXTRA (61): APPLICABLE CODE FROM **Attachment 8** CMA (63): 1--BASIC MALE 2--BASIC FEMALE 3--STANDARD MALE 4--STANDARD FEMALE FSA (65): F--FOREIGN ALASKA (BAQ) R--RESTRICTED II (PCS) S--SHIP II T--TEMPORARY (TDY) VHA (66 AND 68): 0--SINGLE BAQ 1--WITH DEPENDENT BAQ DUAL VHA (67): 0--SINGLE BAQ
	LUMP-SUM LEAVE (74): 1--BASIC PAY 2--BAQ WITH DEPENDENTS 3--BAQ WITHOUT DEPENDENTS 4—BAS CIVILIAN CLOTHING ALLOWANCE (82): 1--SUMMER AND WINTER 2--SUMMER OR WINTER IF SPECIFIC ENTITLEMENT CODE IS NOT LISTED ABOVE, CP IN DQ01 WILL BE BLANK

Figure 70.5. Format to Change Monthly Deduction for Indebtedness for Overpayment of Pay and Allowances. (The DQ04 is not programmed to be used on V status records.)

CHARACTER POSITION	DESCRIPTION
1-5	0DQ04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM CHANGE IS EFFECTIVE
24-29	YYMMDD OVERPAYMENT STARTED
30-35	YYMMDD OVERPAYMENT ENDED
36-44	AMOUNT SPECIFIC INDEBTEDNESS FROM MMPA
45-52	NEW MONTHLY DEDUCTION AMOUNT

Figure 70.6. Format to Correct Indebtedness for Overpayment of Pay and Allowances.

CHARACTER POSITION	DESCRIPTION
1-5	0DQ05 (ONE RECORD TRANSACTION) OR ADQ05 (ONE TRAILER RECORD) OR BDQ05 (TWO TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM CORRECTION IS EFFECTIVE
24-29	YYMMDD OVERPAYMENT STARTED FROM MMPA
30-35	YYMMDD OVERPAYMENT ENDED
36-44	AMOUNT OF SPECIFIC INDEBTEDNESS
45-46	ACTION INDICATOR ON MMPA: 01—START 04—CHANGE 05—CORRECT
58	ZERO
60-65	ZEROS
	NOTE: THIS IS THE LEAD CARD OF A MULTIPLE-CARD TRANSACTION. THE FIRST CARD MATCHES WHAT CURRENTLY IS SHOWN ON THE MMPA USING THE FORMAT ABOVE. SUBSEQUENT TRAILER CARDS ARE INPUT AS CORRECT DQ DATA USING THE DQ01 FORMAT. ACTION INDICATOR 05 IS USED ON ALL RECORDS AND REPEATS THE ORIGINAL

	START DATE

Figure 70.7. Formats to Cancel, Suspend Collection, Resume Collection or Remit Indebtedness for Overpayment of Pay and Allowances.

CHARACTER POSITION	DESCRIPTION
1-5	0DQ06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM OF CURRENT PROCESSING MONTH
24-29	YYMMDD OVERPAYMENT STARTED FROM MMPA
30-35	YYMMDD OVERPAYMENT ENDED FROM MMPA
36-44	AMOUNT SPECIFIC INDEBTEDNESS
1-5	0DQ18
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER’S LAST NAME
20-23	YYMM SUSPENSION IS EFFECTIVE
24-29	YYMMDD OVERPAYMENT STARTED FROM MMPA
30-35	YYMMDD OVERPAYMENT ENDED FROM MMPA
36-44	AMOUNT SPECIFIC INDEBTEDNESS

CHARACTER POSITION	DESCRIPTION
58	INDEBTEDNESS REASON SUSPENSION CODE: 1--WAIVER APPLICATION (DFAS-DE ONLY) 2--REMISSION APPLICATION 3--APPEAL OR REBUTTAL
59	PAY HELD REASON CODE: CODE B--COMMANDER'S REQUEST IF THE COMMANDER DESIRES THE PAY TO BE HELD. OTHERWISE, BLANK
60-65	AMOUNT OF PAY TO BE WITHHELD MONTHLY; ZEROS IF CP 59 IS BLANK
1-5	0DQ20
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM COLLECTION IS RESUMED
24-29	YYMMDD OVERPAYMENT STARTED FROM MMPA
30-35	YYMMDD OVERPAYMENT ENDED FROM MMPA
36-44	AMOUNT SPECIFIC INDEBTEDNESS
45-52	MONTHLY DEDUCTION AMOUNT
59	PAY HELD DISPOSITION CODE: 1--RELEASE TO MEMBER (ONLY BY COMMANDER'S REQUEST) 5--APPLY TO INDEBTEDNESS 6--REPAY INDEBTEDNESS, RELEASE BALANCE TO MEMBER. USED ONLY IF PAY WAS HELD FOR THE INDEBTEDNESS. OTHERWISE, ZEROS

CHARACTER POSITION	DESCRIPTION
1-5	0DQ21
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM REMITTANCE IS EFFECTIVE
24-29	YYMMDD OVERPAYMENT STARTED FROM MMPA
30-35	YYMMDD OVERPAYMENT ENDED FROM MMPA
36-44	AMOUNT SPECIFIC INDEBTEDNESS
45-52	MONTHLY DEDUCTION AMOUNT
58	INDEBTEDNESS CANCELLATION DECISION CODE: 1--WAIVER APPROVED 2--REMISSION GRANTED 3--INDEBTEDNESS CANCELED 4--MEMBER NOT RESPONSIBLE
59	PAY HELD DISPOSITION CODE: 1--RELEASE TO MEMBER (ONLY BY COMMANDER'S REQUEST) 5--APPLY TO INDEBTEDNESS 6--REPAY INDEBTEDNESS, RELEASE BALANCE TO MEMBER. USED ONLY IF PAY WAS HELD FOR THE INDEBTEDNESS. OTHERWISE, ZERO
60-66	AMOUNT FORGIVEN
67	REFUND INDICATOR: 1

Figure 70.8. Format of Descriptive Data for Indebtedness for Overpayment of Pay and Allowances.

DUI CODE	DATA NAME	SIZE CLASS	SPECIAL INSTRUCTIONS
			If FORMAT-ID is:
SAPK	SAV-PAY-TYPE	1A	Save Pay (09), applicable code: A-Physicians Assistants B-Physicians C-Former Warrant Officers D-OTS Graduates E-Direct Commission F-Dental Officers
ACPT	ACP-TYPE	1A	Aviator Continuation Pay (38), applicable code: A-Aviator N-Navigator
FLCA	FLT-CREW-STATS	1N	Flying Duty (12), applicable code: 1-Crew Member 2-Non-Crew Member 3-Non-rated Officer Crew Member 4-AWACS Crew Member
STBA	STRESS-DY-PAY-TYPE	1N	Stress Duty (16), applicable code: 1-Human Acceleration or Deceleration Experimental Subject 2-Thermal Stress Duty 3-High or Low Pressure Chamber Duty 4-Toxic Fuel Handlers/ Repellents 5-Dangerous Viruses or Bacteria Lab Duty 6-Toxic Pesticides Duty 7-Chemical Munitions

DUI CODE	DATA NAME	SIZE CLASS	SPECIAL INSTRUCTIONS
DIBA	DIVER-CLASS	1A	Diving Duty (21). See paragraph 14-4 for applicable codes.
HOFP	HFP-FDP-QUALFR	1N	Hostile Fire duty (23), applicable code: 1-6 (see paragraph 13-4).
HALO	HIGH-ALTITUDE-LOW-OPENING	1AN	Enter code 2 for HALO.
MOIN	MED-DEN-OFF-CODE	1N	Board Certification Pay: 1-Physicians 2-Dentists
SUBA	SAF-ID	1AN	Medical/Dental/Nurse Bonus (25), applicable codes: 2-Continuation Pay, Dentists 5-Additional Special Pay, Physicians 6-Incentive Special Pay, Physicians R-MSP/MORB, Physicians X-Additional Special Pay, Dentists ($6000) Y-Additional Special Pay, Dentists ($8000) Z-Additional Special Pay, Dentists ($10000) N-CRNA, Nurses, Registered Nurse Accession Bonus (26), enter Code A.
CAVA	CTGY-VESSEL	1A	Career Sea Pay (27), and Career Sea Pay Premium (37), applicable code: A-Category A Vessel C-Category C Vessel
SDAP	SPEC-DUTY-ASGN-PAY	1AN	Special duty Assignment Pay (30), see **Chapter 36** for applicable codes.

DUI CODE	DATA NAME	SIZE CLASS	SPECIAL INSTRUCTIONS
RECA	RENLSTMT-BONUS-TYPE	1N	Reenlistment Bonus (31) or Selective Reenlisment Bonus (33), applicable code: 1-first terms 2-career-under 16 years 3-career-16 or more years 4-extension
INNC	VRB-INSTLMT-NR	1N	Variable reenlistment bonus (32), enter the number of VRB installments paid.
DEGA	NR-DEPN-BAQ	1N	BAQ (35), applicable code: 0-without dependent 1-with dependent 3-partial BAQ
SUAA	SUBS-ALW-TYPE	1A	BAS (40), applicable code: A-leave rations B-separate rations (officers and enlisted) C-PCS rations D-prorated rations E-regular supplemental H-rations in kind K-rations under emergency conditions M-rations in kind not available, overseas N-field duty rations O-officer BAS P-partial rate BAS S-partial supplemental BAS ***NOTE:*** Use one of these codes, normally B when collecting travel BAS.
DEGC	NR-DEPN-COLA	1N	COLA (46) or COLA (47), enter number of persons dependent upon member for COLA purposes

DUI CODE	DATA NAME	SIZE CLASS	SPECIAL INSTRUCTIONS
ACBA	ACCOM-STAT	1N	If housing (55), housing-rent plus (56) or unaccompanied housing with dependents-rent plus (57), applicable code: 0-no dependents or dependents not in custody of member 1-accompanied by dependents, major command sponsored If VHA (68), applicable code: 0-single BAQ 1-with dependent BAQ
UNBA	UEA-INIT	1N	UEA initial (59), applicable code: 1-ROTC 2-OTS 3-AECP 4-miscellaneous
UNAA	UEA-ADTNL	1N	UEA additional (60), applicable code: 1-medical officer 2-non-medical officer
CLBA	CLOTH-ALW-XTRA-TYPE	1A	Clothing allowance extra (61), applicable code; (see **Attachment 8**).
CLFA	CMA-TYPE	1N	CMA (63), applicable code: 1-basic male 2-basic female 3-standard male 4-standard female

DUI CODE	DATA NAME	SIZE CLASS	SPECIAL INSTRUCTIONS
FASA	FSA-TYPE	1A	FSA (65), applicable code: F-foreign/Alaska (BAQ) R-restricted; II (PCS) S-ship II T-temporary (TDY)
LEEF	LV-SETLMNT-OPYMT	1N	Lump-sum leave (74), applicable code: 1-basic pay 2-BAQ with dependents 3-BAQ without dependents 4-BAS
CLCA	CLOTH-ALWL-INIT-CIV-T YPE	1N	Clothing allowance initial civilian (81), applicable code: 1-both winter and summer 2-winter or summer 3-TDY for 31-190 days 4-TDY for 16-30 days 5-TDY with NASA under 16 days ***NOTE:*** If specific entitlement code is not listed above, leave CP blank in DQ01.

Figure 70.9. Formats to Start/Stop or Change Indebtedness for Excess Cost.

CHARACTER POSITION	DESCRIPTION
1-5	0DR01/02
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM DEDUCTION STARTS OR ZEROS IF ACTION INDICATOR IS 02
26-29	YEAR-MONTH-STOP: YYMM DEDUCTION STOPS
32-38	AMOUNT-SPECIFIC-INDEBTEDNESS
39-44	MONTHLY DEDUCTION AMOUNT. BLANK IF ACTION INDICATOR IS 02
45	FISCAL-YEAR INDEBTEDNESS OCCURRED
48-54	INDEBTEDNESS-AMOUNT-FORGIVEN: ZEROS IF ACTION INDICATOR 01
61-64	BUDGET-PROJECT OR BLANK FOR ACTION INDICATOR 02
65-66	SUB-PROJECT OR BLANK FOR ACTION INDICATOR 02
67	INDEBTEDNESS-REASON-SUSPENSION CODE: 2--REMISSION APPLICATION ZERO FOR ACTION INDICATOR 02 OR IF NOT SUSPENDED

CHARACTER POSITION	DESCRIPTION
1-5	0DR04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM CHANGE IS EFFECTIVE
32-38	AMOUNT-SPECIFIC-INDEBTEDNESS
39-44	NEW MONTHLY DEDUCTION AMOUNT OR ZEROS IF NOT BEING CHANGED
45	FISCAL YEAR FROM MMPA
61-64	BUDGET PROJECT OR BLANK IF NOT CHANGING
65-66	SUB-PROJECT OR BLANK IF NOT CHANGING

Figure 70.10. Formats to Correct or Cancel Indebtedness for Excess Cost.

CHARACTER POSITION	DESCRIPTION
1-5	0DR05
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM CORRECTION IS EFFECTIVE
32-38	CORRECT SPECIFIC INDEBTEDNESS; BLANK IF NOT CORRECTING
39-44	CORRECT MONTHLY DEDUCTION: BLANK IF NOT CORRECTING
45	CORRECT FISCAL YEAR; BLANK IF NOT CORRECTING
49-55	AMOUNT SPECIFIC INDEBTEDNESS FROM MMPA
56-59	PRIOR-YEAR-MONTH-START: YYMM OF START ON MMPA
62-65	PRIOR-YEAR-MONTH-STOP: ZEROS
1-5	0DR06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM OF CURRENT PROCESSING MONTH

CHARACTER POSITION	DESCRIPTION
32-38	AMOUNT SPECIFIC INDEBTEDNESS FROM MMPA
45	FISCAL YEAR FROM MMPA
48-54	INDEBTEDNESS AMOUNT FORGIVEN: MUST = CP 32-38
55	INDEBTEDNESS-CANCELLATION-DECISION CODE: 3--CANCELED 4--MEMBER NOT RESPONSIBLE
56-59	PRIOR-YEAR-MONTH-START: YYMM OF LAST ACTION ON MMPA

Figure 70.11. Formats to Suspend or Resume Collection for Excess Cost.

CHARACTER POSITION	DESCRIPTION
1-5	0DR18
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM SUSPENSION IS EFFECTIVE
30-33	YEAR-MONTH-START: YYMM OF START ON MMPA
36-42	AMOUNT SPECIFIC INDEBTEDNESS FROM MMPA
58	INDEBTEDNESS-REASON-SUSPENSION CODE: 2--REMISSION APPLICATION
59	PAY-HELD-REASON CODE: B--COMMANDER'S REQUEST OR BLANK
60-65	AMOUNT OF PAY TO BE WITHHELD MONTHLY: ZEROS IF CP 59=BLANK
1-5	0DR20
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM COLLECTION IS RESUMED

CHARACTER POSITION	DESCRIPTION
36-42	AMOUNT SPECIFIC INDEBTEDNESS FROM MMPA
43-48	MONTHLY DEDUCTION AMOUNT
59	PAY-HELD-DISPOSITION CODE: 1--RELEASE TO MEMBER 5--APPLY TO INDEBTEDNESS 6--REPAY INDEBTEDNESS, RELEASE BALANCE TO MEMBER; USED ONLY IF PAY WAS HELD FOR INDEBTEDNESS. OTHERWISE, ZERO

Figure 70.12. Format to Remit Indebtedness for Excess Cost.

CHARACTER POSITION	DESCRIPTION
1-5	0DR21
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YEAR-MONTH-START: YYMM REMITTANCE IS EFFECTIVE
36-42	AMOUNT SPECIFIC INDEBTEDNESS FROM MMPA
43-48	MONTHLY DEDUCTION AMOUNT
58	INDEBTEDNESS-CANCELLATION-DECISION CODE: 2--REMISSION GRANTED 3--INDEBTEDNESS CANCELED 4--MEMBER NOT RESPONSIBLE
59	PAY-HELD-DISPOSITION CODE: 1--RELEASE TO MEMBER 5--APPLY TO INDEBTEDNESS 6--REPAY INDEBTEDNESS, RELEASE BALANCE TO MEMBER; USED ONLY IF PAY WAS HELD FOR INDEBTEDNESS. OTHERWISE, ZERO
60-66	INDEBTEDNESS AMOUNT FORGIVEN

Figure 70.13. Format to Start/Stop Miscellaneous Indebtedness.

CHARACTER POSITION	DESCRIPTION
1-5	0DS01; START WITH DEDUCTION VIA D COMPANY CODE BDS01; START WITH DEDUCTION VIA ACCOUNTING CLASSIFICATION 0DS02; STOP; TRAILER RECORD NOT REQUIRED
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM DEDUCTION STARTS; MUST EQUAL CURRENT OR NEXT PROCESSING MONTH; ZEROS IF ACTION INDICATOR IS 02
24-25	BLANK
26-29	YYMM DEDUCTION STOPS; MUST EQUAL CURRENT OR PRIOR PROCESSING MONTH; ZEROS IF ACTION INDICATOR IS 01; WHEN STOP DATE IS CURRENT PROCESSING MONTH, A DEDUCTION IS MADE FOR THE CURRENT MONTH; IF STOP DATE IS PRIOR PROCESSING MONTH, A DEDUCTION IS NOT MADE FOR THE CURRENT MONTH
30-31	APPROPRIATION CODE, DEPARTMENT (USE 17 FOR NAVY OR MARINE CORPS, 21 FOR ARMY, OR 57 FOR AIR FORCE)
32-38	AMOUNT OF TOTAL INDEBTEDNESS: MUST MATCH MMPA INDEBTEDNESS AMOUNT IF ACTION INDICATOR IS 02
39-44	MONTHLY DEDUCTION AMOUNT; IF FUNDS ARE NOT AVAILABLE, ENTER REPAY RATE TO START COLLECTING WHEN FUNDS ARE AVAILABLE AND INDEBTEDNESS WILL BE TEMPORARILY SUSPENDED WITH ACTION INDICATOR Q8; IF AVAILABLE FUNDS ARE LESS THAN REPAY RATE, AVAILABLE FUNDS WILL BE DEDUCTED AND THE REQUESTED REPAY RATE WILL START THE FOLLOWING PROCESSING MONTH

CHARACTER POSITION	DESCRIPTION
45-46	CALENDAR YEAR DEBT OCCURRED: MUST MATCH MMPA CALENDAR YEAR IF ACTION INDICATOR IS 02
47	INDEBTEDNESS TYPE CODE (SEE **Attachment 6** OR TABLE 099): MUST MATCH MMPA IF ACTION INDICATOR IS 02
48-54	AMOUNT FORGIVEN IF ACTION INDICATOR IS 02: ZEROS IF ACTION INDICATOR IS 01; IF STOP DATE IS CURRENT PROCESSING MONTH, MUST EQUAL MMPA BALANCE DUE; IF STOP DATE IS PRIOR PROCESSING MONTH, MUST EQUAL MMPA BALANCE DUE PLUS CURRENT MONTH DEDUCTION AMOUNT
60-66	D COMPANY CODE FROM TABLE 50; MUST MATCH MMPA IF ACTION INDICATOR IS 02; IF APPROPRIATION IS USED LEAVE BLANK
67	REASON SUSPENSION CODE: 1--WAIVER APPLICATION (FOR DFAS-DE USE ONLY) 2--REMISSION APPLICATION 3--APPEAL/REBUTTAL 5--MEMBER REQUIRES MORE THAN 30 DAYS NOTIFICATION DUE TO LEAVE, TDY, ETC. 8--AWAITING FSO TO NOTIFY MEMBER (FOR JPPSO-SAT/ECAF USE ONLY) 0--NOT SUSPENDED LEAVE BLANK IS ACTION INDICATOR IS 02
68-80	COMMON DATA
1-5	1DS01 (FIRST TRAILER RECORD) FOR DEDUCTION VIA USAFA APPROPRIATION (DEPARTMENT 57) OR USAF APPROPRIATION FORMAT WITH DEPARTMENT EQUAL TO 97
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME

CHARACTER POSITION	DESCRIPTION
20-21	DEPARTMENT CODE; MUST EQUAL 57 OR 97
22	FISCAL YEAR WITHIN APPROPRIATION CODE ; IF APPROPRIATION DOES NOT HAVE FISCAL YEAR, LEAVE BLANK
23-26	BASIC SYMBOL WITHIN APPROPRIATION CODE; SPACES NOT ALLOWED
27-33	REMAINDER OF APPROPRIATION CODE; CAN BE ALL SPACES; TWO CONSECUTIVE SPACES ARE NOT ALLOWED EXCEPT AT END
34-35	FUND CODE; IF BOTH POSITIONS NOT PRESENT, MUST BE ALL SPACES
36	FISCAL YEAR; CAN BE SPACE
37-38	OPERATING AGENCY CODE; IF BOTH POSITIONS NOT PRESENT, MUST BE ALL SPACES
39-40	ALLOTMENT SERIAL NUMBER; BOTH POSITIONS MUST BE FILLED IF CP 37-38 FILLED; SPACE FILL IF CP 37-38 IS SPACE FILLED
41-46	BUDGET PROJECT AND SUB-PROJECT OR RESPONSIBILITY COST CENTER; CAN BE ALL SPACES; IF FIRST POSITION IS EQUAL TO SPACE, REMAINDER OF POSITIONS MUST EQUAL SPACES; TWO CONSECUTIVE SPACES ARE NOT ALLOWED UNLESS AT END
47-48	MAJOR FORCE PROGRAM; IF BOTH POSITIONS NOT PRESENT, MUST BE ALL SPACES
49-61	MISCELLANEOUS APPROPRIATION DATA; CAN BE LEFT BLANK
62-67	BLANK

CHARACTER POSITION	DESCRIPTION
68-80	COMMON DATA ***NOTE:*** IF THE INDEBTEDNESS IS FOR A MILITARY PAY AND ALLOWANCE, A DQ TRANSACTION MUST BE INPUT
1-5	2DS01 (SECOND TRAILER RECORD) FOR DEDUCTION VIA USAF APPROPRIATION (DEPARTMENT 57) OR USAF APPROPRIATION FORMAT WITH DEPARTMENT EQUAL TO 97
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	ACCOUNTABLE STATION SERIAL NUMBER; SPACES NOT ALLOWED; FIRST FOUR POSITIONS CANNOT EQUAL CP 68-71 IF THE APPROPRIATION IS CITING A SPECIFIC ALLOTMENT
26-67	BLANK
68-80	COMMON DATA ***NOTE:*** CONTACT THE OPLOC THAT SUPPORTS YOUR INSTALLATION IF YOU ENCOUNTER DIFFICULTY COMPLETING THE APPROPRIATION FORMAT WITH THE APPROPRIATION DATA PROVIDED IN THE SOURCE DOCUMENT.
1-5	1DS01 (FIRST TRAILER RECORD) FOR DEDUCTION VIA USA APPROPRIATION (DEPARTMENT 21) OR USA APPROPRIATION FORMAT WITH DEPARTMENT EQUAL TO 97.
6-14	SOCIAL SECURITY NUMBER

CHARACTER POSITION	DESCRIPTION
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-21	DEPARTMENT CODE; MUST EQUAL 21 OR 97
22	FISCAL YEAR
23-26	BASIC SYMBOL
27-33	REMAINDER OF APPROPRIATION CODE OR BLANK
34-35	OPERATING AGENCY CODE OR BLANK
36-39	ALLOTMENT SERIAL NUMBER OR BLANK
40-47	ARMY MANAGEMENT STRUCTURE CODE/PROJECT ACCOUNT CODE OR BLANK
48-51	ELEMENT OF RESOURCE OR BLANK
52-55	MANAGEMENT DECISION PACKAGE/SPECIAL OPERATIONS DECISION PACKAGE OR BLANK
56-60	FUNCTIONAL COST ACCOUNT OR BLANK
61-66	UNIT IDENTIFICATION NUMBER OR BLANK

CHARACTER POSITION	DESCRIPTION
1-5	2DS01 (SECOND TRAILER RECORD) FOR DEDUCTION VIA USA APPROPRIATION (DEPARTMENT 21) OR USA APPROPRIATION FORMAT WITH DEPARTMENT EQUAL TO 97.
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	FISCAL STATION NUMBER; S EQUALS 0 ***NOTE:*** CONTACT THE OPLOC THAT SUPPORTS YOUR INSTALLATION IF YOU ENCOUNTER DIFFICULTY COMPLETING THE APPROPRIATION FORMAT WITH THE APPROPRIATION DATA PROVIDED IN THE SOURCE DOCUMENT.
1-5	1DS01 (FIRST TRAILER RECORD) FOR DEDUCTION VIA USN APPROPRIATION (DEPARTMENT 17) OR USN APPROPRIATION FORMAT WITH DEPARTMENT EQUAL TO 97.
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-21	DEPARTMENT CODE; MUST EQUAL 17 OR 97
22	FISCAL YEAR
23-26	FUND SYMBOL

CHARACTER POSITION	DESCRIPTION
27-30	SUB HEAD
34-36	OBJECT CLASS
37-41	BUREAU CONTROL NUMBER OR FUNCTIONAL ACCOUNT NUMBER
42	SUB ALLOTMENT
43-48	AUTHORIZED ACCOUNTING ACTIVITY
49-50	CHARACTER TYPE CODE
51-56	PROJECT/PROPERTY ACCOUNT
1-5	2DS01 (SECOND TRAILER RECORD) FOR DEDUCTION VIA USAF APPROPRIATION (DEPARTMENT 57) OR USAF APPROPRIATION FORMAT WITH DEPARTMENT EQUAL TO 97.
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-31	COST CODE
32-46	STANDARD DOCUMENT NUMBER: IF CP 23 26 (FIRST TRAILER RECORD) EQUALS 1405 OR 1804 THEN FIRST POSITION MUST EQUAL N, R, OR V AND REMAINING POSITIONS MUST NOT CONTAIN SPACES; OTHERWISE BLANK ***NOTE:*** CONTACT THE OPLOC THAT SUPPORTS YOUR INSTALLATION IF YOU ENCOUNTER DIFFICULTY COMPLETING THE APPROPRIATION FORMAT WITH THE APPROPRIATION DATA PROVIDED IN THE SOURCE DOCUMENT.

CHARACTER POSITION	DESCRIPTION
1-5	1DS01 (FIRST TRAILER RECORD) FOR DEDUCTION VIA APPROPRIATION NOT COVERED IN PREVIOUS DS01 TRAILER RECORD FORMAT
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-21	DEPARTMENT CODE; NOT 00, 17, 21, 57 OR 97
22	FISCAL YEAR OR BLANK
23-26	BASIC SYMBOL
27-33	REMAINDER OF APPROPRIATION CODE OR BLANK
34-67	REMAINDER OF APPROPRIATION (CONTINUES IN SECOND TRAILER RECORD)

CHARACTER POSITION	DESCRIPTION
1-5	2DS01 (SECOND TRAILER RECORD) FOR DEDUCTION VIA APPROPRIATION NOT COVERED IN PREVIOUS DS01 TRAILER RECORD FORMATS
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	REMAINDER OF APPROPRIATION DATA UP TO THE APPROPRIATION'S ADSN
26-31	ADSN: S EQUALS 0; ZERO FILL TO THE LEFT
	NOTE: CONTACT THE OPLOC THAT SUPPORTS YOUR INSTALLATION IF YOU ENCOUNTER DIFFICULTY COMPLETING THE APPROPRIATION FORMAT WITH THE APPROPRIATION DATA PROVIDED IN THE SOURCE DOCUMENT.

Figure 70.14. Format to Change Miscellaneous Indebtedness.

CHARACTER POSITION	DESCRIPTION
1-5	0DS04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM CHANGE IS EFFECTIVE
32-38	AMOUNT OF SPECIFIC INDEBTEDNESS FROM MMPA
39-44	NEW MONTHLY DEDUCTION AMOUNT OR ZEROS IF NOT BEING CHANGED
45-46	CALENDAR YEAR FROM MMPA
47	INDEBTEDNESS TYPE FROM MMPA
53-59	NEW COMPANY CODE OR BLANK IF NOT CHANGING
60-66	OLD COMPANY CODE FROM MMPA OR BLANK IF ORIGINAL ENTRY USED AN APPROPRIATION

Figure 70.15. Format to Correct Miscellaneous Indebtedness.

CHARACTER POSITION	DESCRIPTION
1-5	0DS05; CORRECT PRIME RECORD DATA ELEMENTS ONLY BDS05; CORRECT APPROPRIATION OR CHANGE FROM COMPANY CODE TO APPROPRIATION
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM CORRECTION IS EFFECTIVE; MUST EQUAL CURRENT OR NEXT PROCESSING MONTH
32-38	CORRECT SPECIFIC INDEBTEDNESS AMOUNT; CANNOT BE LESS THAN THE MMPA'S CURRENT MONTH BALANCE DUE PLUS THE CURRENT MONTH DEDUCTION IF CP 20-23 IS EQUAL TO THE CURRENT PROCESSING MONTH; CANNOT BE LESS THAN THE MMPA'S BALANCE DUE CURRENT MONTH IF CP 20-23 IS EQUAL TO THE NEXT PROCESSING MONTH; LEAVE BLANK IF NOT CORRECTING
39-44	CORRECT MONTHLY DEDUCTION OR BLANK IF NOT BEING CORRECTED
45-46	CORRECT CALENDAR YEAR OR BLANK IF NOT BEING CORRECTED
47	INDEBTEDNESS TYPE; MUST MATCH MMPA; CANNOT BE CORRECTED
49-55	AMOUNT OF SPECIFIC INDEBTEDNESS ON MMPA
56-59	YYMM OF START IN ENTRY ON MMPA
62-65	ZEROS
66	BLANK IF THE APPROPRIATION IS NOT BEING CORRECTED AND 2 IF APPROPRIATION IS BEING CORRECTED

CHARACTER POSITION	DESCRIPTION
1-5	1DS05 (FIRST TRAILER RECORD) TO CORRECT METHOD OF DEDUCTION TO A USAF APPROPRIATION (DEPARTMENT 57) OR USAF APPROPRIATION FORMAT WITH DEPARTMENT EQUAL TO 97
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-21	DEPARTMENT WITHIN APPROPRIATION CODE; MUST EQUAL 57 OR 97
22	FISCAL YEAR WITHIN APPROPRIATION CODE; IF APPROPRIATION DOES NOT HAVE FISCAL YEAR, LEAVE BLANK
23-26	BASIC SYMBOL WITHIN APPROPRIATION CODE; SPACES NOT ALLOWED
27-33	REMAINDER OF APPROPRIATION CODE; CAN BE ALL SPACES; TWO CONSECUTIVE SPACES ARE NOT ALLOWED EXCEPT AT END
34-35	FUND CODE; IF BOTH POSITIONS NOT PRESENT, MUST BE ALL SPACES
36	FISCAL YEAR; CAN BE SPACE
37-38	OPERATING AGENCY CODE; IF BOTH POSITIONS NOT PRESENT, MUST BE ALL SPACES
39-40	ALLOTMENT SERIAL NUMBER; BOTH POSITIONS MUST BE FILLED IF CP 37-38 FILLED; SPACE FILL IF CP 37-38 IS SPACE FILLED
41-46	BUDGET PROJECT AND SUB-PROJECT OR RESPONSIBILITY CENTER COST CODE; CAN BE ALL SPACES; IF FIRST POSITION IS EQUAL TO SPACE, REMAINDER OF POSITIONS MUST EQUAL SPACES; TWO CONSECUTIVE SPACES ARE NOT ALLOWED UNLESS AT END

CHARACTER POSITION	DESCRIPTION
47-48	MAJOR FORCE PROGRAM; IF BOTH POSITIONS NOT PRESENT, MUST BE ALL SPACES
49-61	MISCELLANEOUS APPROPRIATION DATA; CAN BE LEFT BLANK
62-67	BLANK
68-80	COMMON DATA
1-5	2DS05 (SECOND TRAILER RECORD) TO CORRECT METHOD OF DEDUCTION TO A USAF APPROPRIATION (DEPARTMENT 57) OR USAF APPROPRIATION FORMAT WITH DEPARTMENT EQUAL TO 97.
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	ACCOUNTABLE DISBURSING STATION SERIAL NUMBER; SPACES NOT ALLOWED; FIRST FOUR POSITIONS CANNOT EQUAL CP 68-71 IF THE APPROPRIATION IS CITING A SPECIFIC ALLOTMENT
26-67	BLANK
68-80	COMMON DATA
	NOTES: 1. CONTACT THE OPLOC THAT SUPPORTS YOUR INSTALLATION IF YOU ENCOUNTER DIFFICULTY COMPLETING THE APPROPRIATION FORMAT WITH THE APPROPRIATION DATA PROVIDED IN THE SOURCE DOCUMENT. 2. THE COMPLETE APPROPRIATION MUST BE ENTERED EVEN THOUGH PART OF THE ORIGINAL APPROPRIATION IS CORRECT.

CHARACTER POSITION	DESCRIPTION
1-5	1DS05 (FIRST TRAILER RECORD) TO CORRECT METHOD OF DEDUCTION TO A USA APPROPRIATION (DEPARTMENT 21) OR USA APPROPRIATION FORMAT WITH DEPARTMENT EQUAL TO 97
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-21	DEPARTMENT WITHIN APPROPRIATION CODE; MUST EQUAL 21 OR 97
22	FISCAL YEAR WITHIN APPROPRIATION CODE; SPACE NOT ALLOWED
23-26	BASIC SYMBOL WITHIN APPROPRIATION CODE; SPACES NOT ALLOWED
27-33	REMAINDER OF APPROPRIATION CODE; CAN BE ALL SPACES; TWO CONSECUTIVE SPACES ARE NOT ALLOWED EXCEPT AT END
34-35	OPERATING AGENCY; IF BOTH POSITIONS NOT PRESENT, MUST BE ALL SPACES
36-39	ALLOTMENT SERIAL NUMBER; CAN BE ALL SPACES; TWO CONSECUTIVE SPACES NOT ALLOWED EXCEPT AT END
40-47	ARMY MANAGEMENT STRUCTURE CODE/PROJECT ACCOUNT CODE; CAN BE ALL SPACES; TWO CONSECUTIVE SPACES NOT ALLOWED EXCEPT AT END
48-51	ELEMENT OF RESOURCE; CAN BE ALL SPACES; TWO CONSECUTIVE SPACES NOT ALLOWED EXCEPT AT END
52-55	MANAGEMENT DECISION PACKAGE/SPECIAL OPERATIONS DECISION PACKAGE; CAN BE ALL SPACES; TWO CONSECUTIVE SPACES NOT ALLOWED EXCEPT AT END

CHARACTER POSITION	DESCRIPTION
56-60	FUNCTIONAL COST ACCOUNT; CAN BE ALL SPACES; TWO CONSECUTIVE SPACES NOT ALLOWED EXCEPT AT END.
61-66	UNIT IDENTIFICATION NUMBER; CAN BE ALL SPACES; TWO CONSECUTIVE SPACES NOT ALLOWED EXCEPT AT END
67	BLANK
68-80	COMMON DATA
1-5	2DS05 (SECOND TRAILER RECORD) TO CORRECT METHOD OF DEDUCTION TO A USA APPROPRIATION (DEPARTMENT 21) OR USA APPROPRIATION FORMAT WITH DEPARTMENT EQUAL TO 97.
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	FISCAL STATION NUMBER; SPACES NOT ALLOWED; IF APPROPRIATION FISCAL STATION NUMBER IS S34031, MUST EQUAL 034031
26-67	BLANK
68-80	COMMON DATA
	NOTES: 1. CONTACT THE OPLOC THAT SUPPORTS YOUR INSTALLATION IF YOU ENCOUNTER DIFFICULTY COMPLETING THE APPROPRIATION FORMAT WITH THE APPROPRIATION DATA PROVIDED IN THE SOURCE DOCUMENT. 2. THE COMPLETE APPROPRIATION MUST BE ENTERED EVEN THOUGH PART OF THE ORIGINAL APPROPRIATION IS CORRECT.

CHARACTER POSITION	DESCRIPTION
1-5	1DS05 (FIRST TRAILER RECORD) TO CORRECT METHOD OF DEDUCTION TO A USN APPROPRIATION (DEPARTMENT 17) OR USN APPROPRIATION FORMAT WITH DEPARTMENT EQUAL TO 97
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-21	DEPARTMENT WITHIN APPROPRIATION CODE; MUST EQUAL 17 OR 97
22	FISCAL YEAR WITHIN APPROPRIATION CODE; SPACES NOT ALLOWED
23-26	FUND SYMBOL WITHIN APPROPRIATION CODE; SPACES NOT ALLOWED
27-30	SUB HEAD; SPACES NOT ALLOWED
31-33	BLANK
34-36	OBJECT CLASS; SPACES NOT ALLOWED
37-41	BUREAU CONTROL NUMBER OR FUNCTIONAL ACCOUNT NUMBER; SPACES NOT ALLOWED
42	SUB ALLOTMENT; SPACES NOT ALLOWED
43-48	AUTHORIZED ACCOUNTING ACTIVITY; SPACES NOT ALLOWED
49-50	CHARACTER TYPE CODE; SPACES NOT ALLOWED
51-56	PROJECT/PROPERTY ACCOUNT; SPACES NOT ALLOWED

CHARACTER POSITION	DESCRIPTION
57-67	BLANK
68-80	COMMON DATA
1-5	2DS05 (SECOND TRAILER RECORD) TO CORRECT METHOD OF DEDUCTION TO A USN APPROPRIATION (DEPARTMENT 17) OR USN APPROPRIATION FORMAT WITH DEPARTMENT EQUAL TO 97.
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-31	COST CODE; SPACES NOT ALLOWED
32-46	CORRECT STANDARD DOCUMENT NUMBER: IF CP 23 26 (FIRST TRAILER RECORD) EQUALS 1405 OR 1804 THEN FIRST POSITION MUST EQUAL N, R, OR V AND REMAINING POSITIONS MUST NOT CONTAIN SPACES; OTHERWISE BLANK
47-67	BLANK
68-50	COMMON DATA
	NOTES: 1. CONTACT THE OPLOC THAT SUPPORTS YOUR INSTALLATION IF YOU ENCOUNTER DIFFICULTY COMPLETING THE APPROPRIATION FORMAT WITH THE APPROPRIATION DATA PROVIDED IN THE SOURCE DOCUMENT. 2. 3. THE COMPLETE APPROPRIATION MUST BE ENTERED EVEN THOUGH PART OF THE ORIGINAL APPROPRIATION IS CORRECT.

CHARACTER POSITION	DESCRIPTION
1-5	1DS05 (FIRST TRAILER RECORD) TO CORRECT METHOD OF DEDUCTION TO AN APPROPRIATION NOT COVERED IN PREVIOUS DS05 TRAILER RECORD FORMATS
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-21	DEPARTMENT WITHIN APPROPRIATION CODE; MUST EQUAL TWO NUMERICS; CANNOT EQUAL 00, 17, 21, 57 OR 97
22	FISCAL YEAR WITHIN APPROPRIATION CODE; IF APPROPRIATION DOES NOT HAVE FISCAL YEAR, LEAVE BLANK
23-26	BASIC SYMBOL WITHIN APPROPRIATION CODE; SPACES NOT ALLOWED
27-33	REMAINDER OF APPROPRIATION CODE; CAN BE ALL SPACES; TWO CONSECUTIVE SPACES ARE NOT ALLOWED EXCEPT AT END
34-67	REMAINDER OF APPROPRIATION UP TO THE APPROPRIATION'S ADSN; CONTINUE IN SECOND TRAILER RECORD IF ADDITIONAL SPACE IS NEEDED; TWO CONSECUTIVE SPACES NOT ALLOWED EXCEPT AT END
68-80	COMMON DATA
1-5	2DS05 (SECOND TRAILER RECORD) TO CORRECT METHOD OF DEDUCTION TO AN APPROPRIATION NOT COVERED IN PREVIOUS DS05 TRAILER RECORD FORMATS
6-14	SOCIAL SECURITY NUMBER

CHARACTER POSITION	DESCRIPTION
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	REMAINDER OF APPROPRIATION DATA UP TO THE APPROPRIATION'S ADSN THAT DID NOT FIT IN THE FIRST TRAILER RECORD; CAN EQUAL ALL SPACES; TWO CONSECUTIVE SPACES NOT ALLOWED EXCEPT AT END
26-31	ADSN; SPACES NOT ALLOWED; IF SOURCE DOCUMENT APPROPRIATION'S ADSN IS S123456, MUST EQUAL 123456; IF EQUAL S1234 EQUAL 001234 ***NOTES:*** 1. CONTACT THE OPLOC THAT SUPPORTS YOUR INSTALLATION IF YOU ENCOUNTER DIFFICULTY COMPLETING THE APPROPRIATION FORMAT WITH THE APPROPRIATION DATA PROVIDED IN THE SOURCE DOCUMENT. 2. THE COMPLETE APPROPRIATION MUST BE ENTERED EVEN THOUGH PART OF THE ORIGINAL APPROPRIATION IS CORRECT.

Figure 70.16. Formats to Cancel or Suspend Miscellaneous Indebtedness.

CHARACTER POSITION	DESCRIPTION
1-5	0DS06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM OF CURRENT PROCESSING MONTH
32-38	AMOUNT SPECIFIC INDEBTEDNESS FROM MMPA
45-46	CALENDAR YEAR FROM MMPA
47	INDEBTEDNESS TYPE FROM MMPA
48-54	AMOUNT FORGIVEN (MUST MATCH SPECIFIC INDEBTEDNESS, CP 32-38)
55	CANCELLATION DECISION CODE: 3--CANCELED 4--MEMBER NOT RESPONSIBLE
56-59	YYMM START OF LAST ACTION ON MMPA
60-66	COMPANY CODE ON MMPA OR BLANK IF MMPA CONTAINS AN APPROPRIATION
1-5	0DS18
6-14	SOCIAL SECURITY NUMBER

CHARACTER POSITION	DESCRIPTION
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM THAT SUSPENSION IS EFFECTIVE
30-33	YYMM OF LAST ACTION ON MMPA ENTRY
36-42	AMOUNT SPECIFIC INDEBTEDNESS FROM MMPA
47	INDEBTEDNESS TYPE FROM MMPA
50-56	COMPANY CODE FROM MMPA OR BLANK IF MMPA ENTRY CONTAINS AN APPROPRIATION
58	SUSPENSION REASON CODE: 1--WAIVER APPLICATION (DFAS-DE USE ONLY) 2--REMISSION APPLICATION 3--APPEAL/REBUTTAL 5--MEMBER REQUIRES MORE THAN 30 DAYS NOTIFICATION DUE TO LEAVE, TDY, ETC.
59	PAY HELD REASON CODE: B--COMMANDER’S REQUEST OTHERWISE, BLANK
60-65	MONTHLY DEDUCTION AMOUNT OR ZEROS IF CP 59 IS BLANK

Figure 70.17. Format to Resume Collection or to Remit Miscellaneous Indebtedness.

CHARACTER POSITION	DESCRIPTION
1-5	0DS20
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM COLLECTION IS RESUMED
36-42	AMOUNT SPECIFIC INDEBTEDNESS FROM MMPA
43-48	MONTHLY DEDUCTION AMOUNT
50-56	COMPANY CODE IN MMPA ENTRY OR BLANK IF MMPA CONTAINS AN APPROPRIATION
59	PAY HELD DISPOSITION CODE: 1--RELEASE TO MEMBER (ONLY BY COMMANDER'S REQUEST) 5--APPLY TO INDEBTEDNESS 6--REPAY INDEBTEDNESS. RELEASE BALANCE TO MEMBER. USED ONLY IF PAY WAS HELD FOR THE INDEBTEDNESS. OTHERWISE, ZERO
1-5	0DS21
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-23	YYMM REMITTANCE IS EFFECTIVE

CHARACTER POSITION	DESCRIPTION
36-42	AMOUNT SPECIFIC INDEBTEDNESS FROM MMPA
43-48	MONTHLY DEDUCTION AMOUNT
50-56	COMPANY CODE ON MMPA OR BLANK IF MMPA DOES NOT CONTAIN AN APPROPRIATION
58	INDEBTEDNESS CANCELLATION CODE: 1--WAIVER APPROVED 2--REMISSION GRANTED 3--INDEBTEDNESS CANCELED 4--MEMBER NOT RESPONSIBLE
59	PAY HELD DISPOSITION CODE: 1--RELEASE TO MEMBER (ONLY BY COMMANDER'S REQUEST) 5--APPLY TO INDEBTEDNESS 6--REPAY INDEBTEDNESS. RELEASE BALANCE TO MEMBER. USED ONLY IF PAY WAS HELD FOR THE INDEBTEDNESS. OTHERWISE, ZERO
60-66	AMOUNT FORGIVEN

Chapter 71

INDEBTEDNESS DISHONORED CHECKS, COMMISSARY OR NON-APPROPRIATED FUND INSTRUMENTALITIES (NAFI)

71.1. Description. This chapter contains information on the following types of indebtedness:

71.1.1. Dishonored Checks from Dependents

71.1.2. Dishonored Commissary Checks

71.1.3. AF Non-appropriated Fund Instrumentality

71.1.4. Other Services Non-appropriated Fund Instrumentality

71.1.5. Army & Air Force Exchange Service (AAFES)

71.1.6. Army & Air Force Exchange Service (AAFES) Tactical Field Exchange (TFE)

71.1.7. Other Service Exchange

71.2. Dishonored Checks from Dependents. With the exception of dishonored commissary checks, there is no statutory authority for involuntary collection from a member's pay for a dishonored check written by a dependent. Dishonored checks written by dependents may only be collected from the member's pay with the member's written consent. (***Exception:*** Public Law 105-261, Section 364, provides authority for collection of commissary dishonored checks, as well as the associated charges for those checks, from a member for a dishonored check written by either the member or the member's dependents. This collection may be accomplished without the member's written consent.)

71.3. Dishonored Commissary Checks. A dishonored check to the commissary may be collected involuntarily. All pay (except allowances, FITW, FICA, SITW, and SGLI premium) are subject to deduction for the dishonored check. The two-thirds rule does not apply.

71.3.1. Commissaries located in CONUS will submit these debts directly to DFAS-Columbus (DECA), not to the FSO. Commissaries located overseas will submit these debts to the FSO.

71.3.2. When a check is returned as uncollectible, the commissary must notify the member and attempt collection for the check. If the member refuses or cannot make payment, the commissary sends a DD Form 139 to the local DAO (Materiel section). The DD Form 139 must include a record of collection action, including the date the member was notified of the debt (a copy of the commissary's letter to the member concerning the debt and requesting payment is adequate). In the appropriation data field, the Materiel section adds the D prefix company code of the activity to receive payment for the dishonored check and sends the DD Form 139 to the local Military Pay section.

71.3.2.1. For members not serviced by the local FSO, the military pay section provides locator service by adding the address of the member's servicing FSO to the DD Form 139 and returns the DD Form 139 to the Materiel section. The Materiel section sends the DD Form 139 package to the member's servicing FSO.

71.3.2.2. For members serviced by the local FSO, the military pay section advises the Materiel section the DD Form 139 is being processed.

71.3.3. The member must be given 30 days notice per **paragraph 69.3** The 30 days notice begins on the date of the commissary's letter to the member. The FSO is not required to give the member additional notification. The FSO processes a DS01 transaction with indebtedness-type L and the D prefix company code shown on the DD Form 139.

71.4. Air Force Non-Appropriated Fund Instrumentality. A member, dependent, or guest of a member may become indebted to a non-appropriated fund instrumentality (NAFI) for charges or for dishonored checks. The DoDFMR authorizes involuntary collection from a member's pay for such indebtedness of the member; however, collection for such indebtedness from any member's pay if the debt was incurred by a dependent may not be collected without the member's consent.

71.4.1. Consent Agreement. A NAFI may require a member to sign a consent agreement before authorizing charges or check-cashing privileges for the member or his or her dependent(s). A consent agreement is a written statement authorizing deduction from pay for the debt. The agreement must be a clear and precise authorization containing the member's SSN and must be signed and dated by the member. The consent agreement may be in any written format so long as the above conditions are met. The following statement is an example of such a consent statement: "In consideration of the (NAFI involved) accepting payment by check for goods or services, cashing personal checks, and accepting credit sales for myself, my dependents, and guests, I hereby authorize a deduction from my pay for any dishonored check (including any associated processing charge) or charge which is not on time. "The consent agreement may be withdrawn, in writing, at any time by the member; however, a deduction from the member's pay is authorized for the specific debt incurred under the agreement before the date the written withdrawal is received by the NAFI involved.

71.4.2. Notification. When an indebtedness occurs, the member is notified by the Non-appropriated Fund Financial Management Branch (NAFFMB) or NAFI concerned and asked to make payment for the amount of the debt. If the member refuses, does not make payment, or does not respond, the NAFFMB or NAFI notifies the member's unit commander for assistance in collection of the debt. If the member is separating within 30 days, notification to the unit commander is waived. The NAFFMB prepares a DD Form 139 and forwards it to the member's servicing FSO.

71.4.3. FSO Procedures. Review the DD Form 139 to verify that the debt is proper and documentation complete.

71.4.3.1. Ensure that either:

71.4.3.1.1. The DD Form 139 has the following statement completed: "The member named above was notified in writing on (date) concerning a (type of debt) to (facility) in the amount of (amount). This certifies due process procedures, as provided in DODR 7000-14, Volumes 1 and 5, were completed. The member's commander was notified on (date) to assist with collection of the debt. The debt was incurred by (name). No payment has been received to date. Request collection be taken in accordance with DoDFMR, Volume 7A, table 50-5, rule 6" or

71.4.3.1.2. A signed consent is attached to the DD Form 139.

71.4.3.2. A consent agreement is attached to the DD Form 139 if the debt was incurred by a dependent or guest of any member. The consent agreement must conform with the guidelines in **paragraph 71.4.1** above and be signed before the date of the indebtedness. If the consent agreement was obtained after the indebtedness occurred, the statement must include the amount of the debt, the date of the debt, the member's SSN, and be signed and dated by the member. A consent agreement signed only by a dependent is ineffective.

71.4.3.3. No deduction from pay is made before 30 days after the date of the notification to the member, unless the member is separating within that period.

71.4.3.4. The D prefix company code must be in the appropriation data field on the DD Form 139.

71.4.3.5. If the member is separating within 30 days, the following statement must also be on the DD Form 139: "The member is scheduled to separate on (date), notification to the unit commander is waived." The FSO will accept the DD Form 139 providing the member has not cleared the FSO on out-processing.

71.4.3.6. If the DD Form 139 is not complete, return to the NAFFMB for appropriate action.

71.4.4. Collection of Indebtedness from MMPA. The debt is collected from the MMPA after the FSO procedures in **paragraph 71.4.3** above are completed. No collection may be made for the debt of a dependent or guest of any member unless a consent agreement is provided. Any FSO may input a valid debt on the MMPA even though the member has another servicing FSO. Generally, the collection will be a one-time deduction unless the debt causes collections to exceed two-thirds of pay (see **paragraph 69.7**) or results in documented financial hardship. When collection is limited by the two-thirds rule, the uncollected balance will be collected the next month.

71.4.4.1. If the member is not separating within 30 days, process a DS01 transaction with indebtedness type M and the D prefix company code shown in the appropriation data field of the DD Form 139.

71.4.4.2. If the member is retired, send the DD Form 139 to DFAS-CL/RO, PO Box 99191, Cleveland OH 44199-1126. Their phone numbers are DSN 380-5770 or 5534, commercial (216) 522-3770. Their datafax numbers are: DSN 580-5237 or commercial (216) 522-5237.

71.4.4.3. If the member is separating within 30 days, compute the amount of pay due the member through date of separation (DOS), including any accrued leave and taking into consideration any other known debts, excluding the miscellaneous indebtedness identified in **paragraph 69.16.1**.

71.4.4.3.1. If the member will have enough pay due, based on the computation, to satisfy the NAFI indebtedness, process a DS01 transaction with indebtedness type M and the D prefix company code in the appropriation data field of the DD Form 139. (Input screens for DS transactions are shown in **Figure 70.13** through **Figure 70.17**).

71.4.4.3.2. If the member has pay due, but will not have enough pay due, based on the computation, to satisfy the NAFI indebtedness, process a DS01 transaction with indebtedness type M and the D prefix company code in the appropriation data field of the DD Form 139 for the amount which can be collected.

71.4.4.3.3. If the member has no pay due, based on the computation, return the DD Form 139 to the NAFFMB without action. Indicate on the DD Form 139 that the member has no pay due on DOS and provide the member's future mailing address in the LF/N7/NN entry of the MMPA for the NAFFMB to pursue collection.

71.4.4.3.4. For the DS01 transaction processed in **71.4.4.3.1** or **71.4.4.3.2** above, return a posted copy of the DD Form 139 to the NAFFMB. If only a portion of the indebtedness was collected, indicate on the DD Form 139 the reason for partial collection, the amount collected, and the member's future mailing address. When making the separation payment to the member based on the computation of pay due, deduct the amount of specific indebtedness in the DS01 transaction processed for the NAFI indebtedness.

71.4.4.3.5. When the member disputes collection and the debt was properly processed based on the DD Form 139, the member must contact the NAFFMB to resolve the dispute.

71.5. Other Services Non-Appropriated Fund Instrumentality. A member or dependent of a member may become indebted to the non-appropriated fund instrumentality (NAFI) of the Army, Navy, Marine Corps, or Coast Guard for charges or dishonored checks. The DoDFMR authorizes involuntary collection from member's pay for such indebtedness of the member; however, collection from any member's pay if the debt was incurred by a dependent may not be collected without the member's consent.

71.5.1. Consent Agreement. A NAFI may require a member to sign a consent agreement before authorizing charges or check-cashing privileges for the member or his or her dependent(s). A consent agreement is a written statement authorizing deduction from pay for the debt. The agreement must be a clear and precise authorization containing the member's SSN and must be signed and dated by the member. The consent agreement may be in any written format so long as the above conditions are met. The consent agreement may be withdrawn, in writing, at any time by the member; however, a deduction from the member's pay is authorized for the specific debt incurred under the agreement before the date the written withdrawal is received by the NAFI involved.

71.5.2. Notification. When an indebtedness occurs, the member should be notified by the NAFI concerned and asked to make payment for the debt. If the member refuses, does not make payment, or does not respond, the NAFI notifies the member's unit commander for assistance in collection of the debt. If the member is separating within 30 days, notification to the unit commander is waived. If the DD Form 139 does not indicate when the member and commander were notified, return the DD Form 139 to the NAFI for completion.

71.5.3. Collection of Indebtedness from MMPA. Review the DD Form 139 to verify that the debt is proper and documentation complete. No collection may be made for the debt of a dependent of any member unless a consent agreement is provided. Any FSO may input a valid debt on the MMPA even though the member has another servicing FSO. The

collection must be a one-time deduction unless the debt exceeds two-thirds pay. When the debt exceeds two-thirds pay, at least two-thirds pay must be deducted with the balance collected the next month.

71.5.3.1. Process a DS01 transaction with indebtedness type M and the D prefix company code of the NAFI shown on Table 50.

71.5.3.2. If the member is separating within 30 days, compute the amount of pay due the member through DOS, including any accrued leave and taking into consideration any other known debts. An enlisted member is entitled to one-third of his or her pay for that month, unless the member agrees to a collection of all pay. Process a DS01 transaction for only the portion of the debt which may be collected from final pay. Use indebtedness type M and the D prefix company code of the NAFI shown on Table 50.

71.5.3.3. Return a posted copy of the DD Form 139 to the NAFI. If only a portion of the indebtedness was collected, indicate on the DD Form 139 that the member has insufficient pay to make full collection, the amount collected, and provide the member's future mailing address. When making the separation payment to the member, deduct the amount of specific indebtedness in the DS01 transaction processed for the NAFI indebtedness.

71.5.3.4. If the member disputes collection and the debt was properly processed based on the DD Form 139, the member must contact the NAFI to resolve the dispute.

71.6. Army and Air Force Exchange Service (AAFES). A member or a dependent of a member can become indebted to AAFES for home layaway, rental agreements, or dishonored checks. The member can also become indebted for a delinquent Deferred Payment Plan (DPP) account. The DoDFMR authorizes involuntary collection from a member's (enlisted or officer) pay for these debts; however, the member's written consent is required, prior to collection from pay, for a debt incurred by his/her dependent.

71.6.1. Notification and Consent Agreement. HQ-AAFES (ADSN 3730) is required to provide the member with 'due process' prior to making any collection from pay. They will provide two notices to the member requesting payment. If the member does not make payment or does not respond, HQ-AAFES will notify the member's commander for assistance. At this point, HQ-AAFES will begin collection actions. When the debt is incurred by a member's dependent, HQ-AAFES is required to obtain written consent from the member prior to any collection actions.

71.6.2. Edits. The edits for the DS01 (start), DS04 (change), and DS06 (cancel) for INDEBT-TYPE F and company code D005245 will be as follows:

71.6.2.1. DS01-Start: HQ-AAFES will input a DS01 with an INDEBT-TYPE F and company code D005245. The input DS01 SPEC-INDEBT and AMT-SPEC-DEDTN-CR-MO fields could contain different values. The DS entry SPEC-INDEBT and AMT-SPEC-DEDTN-CR-MO will contain the value of the input DS01 AMT-SPEC-DEDTN-CR-MO field. The DS entry will be displayed in the closed portion of the MMPA.

71.6.2.2. DS04-Change: This transaction will edit against the INDEBT-TYPE (F) and company code (D005245) fields only. Since the DS entry will be closed on the MMPA,

the edits have been changed to process against a closed entry. (The input DS 04 SPEC-INDE BT and AM TSP EC-DED TN-CR-MO fields could contain different values .) The DS entry SPEC-INDEBT and AMT-SPEC-DEDTN-CR-MO field. ***NOTE:*** A DS04 will process against a current month closed for INDEBT-TYPE F only.

71.6.2.3. DS06-Cancel: This transaction will edit against the INDEBT-TYPE (F) and company code (D005245) fields only.

71.6.3. HQ-AAFES Procedures. After the member has been provided 'due process', HQ-AAFES will take the following actions:

71.6.3.1. Input a DS01 (start) transaction with the INDEBT-TYPE F, company code equal to D005245, SPEC-INDEBT equal to the total amount of the debt. Input AMT-SPEC-DEDTN-CM equal to the deduction amount. The management notice (UR03) will be sent to the finance office notifying them that AAFES has processed a DS01 (start).

71.6.3.2. Input a DS04 (change) transaction whenever an adjustment is required to the debt.

71.6.3.3. Input a DS06 (cancel) transaction as required.

71.6.3.4. The transactions will be file transferred via JDC to DFAS-DE, as required.

71.6.3.5. HQ-AAFES will be responsible to answer the member's questions regarding the AAFES debt.

1-800-826-1317 within the United States

967-6003 DSN

71.6.3.6. Members overseas should contact their local AAFES outlet.

71.6.4. Finance Office Procedures. The finance office will be required to review each MMPA listed on the management notice to ensure the deduction amount does not exceed the 2/3 rule.

71.6.4.1. If the deduction amount exceeds the 2/3 rule, process a DS04 (change) transaction to reduce both the AMT-SPEC-INDEBT and AMT-SPEC-DEDTN-CR-MO appropriately.

71.6.4.2. If the member contacts the finance office stating the deduction amount creates a financial hardship, the finance office has the option to process a DS04 transaction to reduce both the AMT-SPEC-INDEBT and AMT-SPEC-DEDTN-CR-MO to a reasonable amount.

71.6.4.3. Input a DS06 (cancel) transaction as required. This will be an exception; most of the time a DS06 will be processed by HQ-AAFES.

71.6.4.4. Answer the member's questions regarding the Leave and Earning Statement.

71.7. Army and Air Force Exchange Service (AAFES) Tactical Field Exchanges (TFE). A TFE is an AAFES activity established to provide merchandise and services to military personnel deployed to an area where permanent exchange activities do not exist. (See DoDFMR Volume 5, chapter 16.) The TFE stamps the reverse of each personal check accepted with: "In consideration of the acceptance of payment by check for AAFES goods and services, I hereby authorize a deduction of the amount of this check from my pay account in the event this check is returned as dishonored, including interest and processing charges." The writer is required to sign this clause. The FSO immediately prepares a DD Form 139 for each dishonored check received and submits it to the appropriate servicing FSO (Military Pay) with a copy of the front and back of the check. The amount of the indebtedness shown on the DD Form 139 will be the sum of the check plus the amount of any interest and service charges. The DD Form 139 also includes a statement that the consent agreement authorizing deduction from pay was signed by the member. The servicing FSO notifies the member and processes the collection with a DS01 transaction in accordance with **paragraph 71.6.4.1, 71.6.4.2**, or **71.6.4.3**.

71.8. Other Service Exchange. A member or dependent of a member may become indebted to the exchange of the Navy, Marine Corps, or Coast Guard for charges or dishonored checks. The DoDFMR authorizes involuntary collection from an enlisted member's pay for such indebtedness of the member; however, collection from any member's pay, if the debt was incurred by a dependent, may not be accomplished without the member's consent.

71.8.1. Consent Agreement. An exchange may require a member to sign a consent agreement before authorizing charges or check-cashing privileges for the member or his or her dependent(s). A consent agreement is a written statement authorizing deduction from pay for the debt. The agreement must be a clear and precise authorization containing the member's SSN and must be signed and dated by the member. The consent agreement may be in any written format so long as the above conditions are met. The consent agreement may be withdrawn, in writing, at any time by the member; however, a deduction from the member's pay is authorized for the specific debt incurred under the agreement before the date the written withdrawal is received by the exchange involved.

71.8.2. Notification. When an indebtedness occurs, the member should be notified by the exchange concerned and asked to make payment of the debt. If the member refuses, does not make payment, or does not respond, the exchange notifies the member's unit commander for assistance in collection of the debt. If the member is separating within 30 days, notification to the unit commander is waived. The DD Form 139 must either state that the member's commander was notified and due process procedures, as provided in DODR 7000-14 Volumes 1 and 5, were completed, or have attached to it a signed consent agreement. If there is neither the required statement on the DD Form 139 nor signed consent agreement attached to it, return the DD Form 139 to the exchange requesting offset.

71.8.3. Collection of Indebtedness From MMPA. Review the DD Form 139 to verify that the debt is proper and documentation complete. No collection may be made for the debt of a dependent of any member unless a consent agreement is provided. Any FSO may input a valid debt on the MMPA even though the member has another servicing FSO. The collection must be a one-time deduction unless the debt exceeds two-thirds pay. When the debt exceeds two-thirds pay, at least two-thirds pay must be deducted with the balance collected the next month.

71.8.3.1. Process a DS01 transaction with indebtedness type M and the D prefix company code of the exchange shown on Table 50.

71.8.3.2. If the member is separating within 30 days, compute the amount of pay due the member through DOS, including any accrued leave and taking into consideration any other known debts. Process a DS01 transaction for only the portion of the debt which may be collected from final pay. Use indebtedness type M and the D prefix company code of the exchange shown on Table 50.

71.8.3.3. Return a posted copy of the DD Form 139 to the exchange. If only a portion of the indebtedness was collected, indicate on the DD Form 139 that the member has insufficient pay to make full collection, the amount collected, and provide the member's future mailing address. When making the separation payment to the member, deduct the amount of specific indebtedness in the DS01 transaction processed for the exchange indebtedness.

71.8.3.4. When the member disputes collection and the debt was properly processed based on the DD Form 139, the member must contact the exchange to resolve the dispute.

71.8.4. Nexcom (Navy Exchange Service) Debts. Effective 1 September 2000 Navy Exchanges (Nexcom) will be authorized to process DS transactions directly against Air Force MMPAs for Navy Exchange debts. Effective 1 September 2000, Nexcom will advise their offices to begin the direct input and to cease issuing DD 139s to finance. However, to take care of the DD 139s already issued prior to the 1 September date, FSOs may continue to receive any new DD 139s received prior to 15 September 2000 until 1 December 2000 if necessary. However, any new DD 139s received after September 15, 2000 for these debts should be returned to the originating offices. Nexcom has agreed to provide due process for these debts and answer questions about these debts. Members questioning these debts should be instructed to call Nexcom at their toll free number 1-888-733-9566.

Chapter 72

INDEBTEDNESS -NON AIR FORCE

72.1. Description. This chapter contains information on federal tax levies, Bankruptcy and Wage Earner Plan, Air Force Aid Society and Article 139-UCMJ.

72.2. Federal Tax Levies:

72.2.1. DFAS receives a notice of levy (NOL) from the Internal Revenue Service (IRS). DFAS sends a message notice to the servicing FSO and forwards parts 2-5 to the FSO and monitors and posts the indebtedness. Upon receipt of the NOL message, the FSO or representative will:

72.2.1.1. Contact the member to whom the levy applies and ask the member to appear in the FSO within 3 workdays. If the member is on TDY or leave, notify DFAS of the expected return date. If the member will be TDY and will not return within 14 days, notify the TDY FSO to contact the member to complete the necessary forms.

72.2.1.2. The FSO or representative personally counsels the member on these points:

72.2.1.2.1. The levy will be applied against the individual's pay as soon as possible and continue until the levy is totally satisfied or released by IRS. The law exempts a specific amount per month for each authorized dependent included in the TD Form 668-W, Part 3, Statement of Personal Exemptions and Filing Status, and an additional amount per month for the member. The law also exempts from levy as much of a taxpayer's wages as necessary to comply with a judgment by a court of competent jurisdiction, entered before the date of levy, to contribute to the support of minor children.

72.2.1.2.2. All amounts subject to levy, as determined by DoDFMR, Volume 7A, paragraphs 440204 and 500110, will be sent to IRS.

72.2.1.2.3. If this results in extreme hardship for the member, and the member wants to establish another payment rate, or if the member feels the levy is incorrect, the member contacts the IRS office originating the levy. The member may arrange with IRS for the installment collection of delinquent taxes. See DoDFMR, Volume 7A, paragraph 440301. Any new payment terms or waiver of levy is strictly between the member and IRS. However, this does not stop the initial deductions from the MMPA.

72.2.1.2.4. The member must be given an opportunity to indicate the order in which voluntary allotments are to be canceled, if he/she desires, to repay the levy. Allotment stoppage is voluntary except in cases identified by IRS.

72.2.1.2.5. Obtain a signed TD Form 668-W, parts 3 and 4 from the member. The member must submit a new TD Form 668-W, parts 3 and 4 if the number of dependents changes during the levy collection period.

72.2.1.3. Supports a member's claim of a levy exemption by virtue of court-ordered child support with a copy of such court-ordered decree of judgment. TD Forms 668-W can be obtained from the local IRS office if one is not furnished by DFAS.

72.2.1.4. After obtaining the completed TD Form 668-W, notifies DFAS by message of the number of dependents, excluding the member and the availability of the levy exemption for court-ordered child support, with hardcopy to follow. If member requests stoppage of allotments to repay levy, process appropriate transactions.

72.2.1.5. Gives the member a copy of the reverse of part 5, TD Form 668-W, or the instructions as written in **Figure 72.2** before requiring completion of the foregoing statement of personal exemptions.

72.2.1.6. When the statement of personal exemptions or TD Form 668-W, parts 3, 4 and 5, has been completed, gives the member Part 5 and sends Parts 3 and 4 to DFAS.

72.2.1.7. If no TD Form 668-W (Parts 3, 4, and 5) is available, types on 8 1/2" X 11" paper, in triplicate, the statement of exemptions as written in **Figure 72.1**.

72.2.2. If the member has an NOL being deducted and files a current year return showing a refund due, IRS will normally use the refund to offset any prior tax levies. IRS will do this for any payroll deductions not received from DFAS-JFLTBC/IN. The member receives a notice of this action from IRS and IRS then forwards either a partial or full release of levy (ROL) to DFAS. If this results in an over-deduction from the member, DFAS refunds all money collected from the member but not disbursed. If this does not satisfy the total of all deductions for the member, only IRS will refund the member, not DFAS.

72.2.3. The levy is processed as a DS01 transaction with indebtedness type N and the IRS D prefix company code.

72.3. Bankruptcy and Wage Earner Plan. There are two types of bankruptcies that a member may file with a court. One is straight bankruptcy and the other is a Wage Earner Plan (WEP).

72.3.1. Straight Bankruptcy. This type of bankruptcy is filed under chapters I through VII of the Bankruptcy Act. Debts listed on the bankruptcy petition may not be collected until the court has ruled on the petition. The debts are either secured or unsecured. However, debts on the member's MMPA are considered priority unsecured.

72.3.1.1. A copy of the bankruptcy petition is forwarded to DFAS-HGA/CL by the court's bankruptcy clerk. If the FSO receives a copy of the petition, contact DFAS-HGA/CL to determine if they have received a copy. The FSO should not stop collection of any debts.

72.3.1.2. In some cases, the first notification that the member filed a petition is receipt of the final court proceedings. If the FSO receives a copy of the court finding, contact DFAS-HGA/CL to determine if they have received a copy.

72.3.1.3. Upon receipt of a bankruptcy order, DFAS-HGA/CL reviews the order to determine if it is the member's petition or the court's final proceedings. The member's current MMPA is reviewed to determine if any MMPA debts are affected. DFAS-IN/JFLTBB will take any action needed to suspend, cancel, or refund any amount collected from the date of the filing of the petition.

72.3.1.4. If the order is the initial petition, DFAS prepares a United States Bankruptcy Court proof of claim and forwards it to DFAS-HGA/CL and AFLOA/JACQ. AFLOA/JACQ sends the documentation to the United States Attorney, in the area where the member filed the bankruptcy, to represent the Air Force in any court proceedings. For further information, contact your local Judge Advocate's office.

72.3.1.5. Any debt created after the date the bankruptcy was filed is not part of the bankruptcy. However, if the overpayment date of the debt is before the filing of the bankruptcy, and the debt is listed on the petition, the debt is considered a part of the bankruptcy even though the debt has not yet been posted to the MMPA. The FSO must notify DFAS of any bankruptcy debts not yet posted to the MMPA.

72.3.1.6. If the debt is not listed on the petition, no stoppage, cancellation, or refund is made until the member has petitioned the court for an amendment and DFAS has received a copy of the amendment.

72.3.1.7. If a debt for excess cost of household goods (HHG), trailer move, or hold baggage is a part of the bankruptcy and additional excess cost is received later for the same PCS move, the additional excess cost is considered part of the bankruptcy. The FSO must notify DFAS upon receipt of a new DD Form 139.

72.3.2. Wage Earner Plan (WEP). This type of bankruptcy is filed under chapter XIII of the Bankruptcy Act, as amended by the Bankruptcy Reform Act of 1978. Under WEP, the member agrees to pay all of his or her commercial and government debts, but the accumulated monthly payments have placed the member in a financial hardship. The member petitions the court to make a repayment of debts at a lower rate. The creditor, by accepting the WEP, waives all rights to any interest charge and may have to accept less than 100 percent of the debt. The court appoints a trustee to receive the member's pay and distribute the pay to the creditor.

72.3.2.1. Upon receipt of the court-approved WEP from the DFAS-HGA/CL, DFAS-IN/JFLTBB sends a message notifying the servicing FSO that a court approved WEP has been received. The message will state the total amount of the WEP, the monthly deduction amount and the month the deduction will begin. DFAS-IN/JFLTBB processes a DS01, indebtedness type B, with the appropriate D company code to start the deduction.

72.3.2.2. The FSO may not at any time process a DS transaction that will cause a WEP to be started or altered in any way. If the FSO receives any court documents concerning a WEP, the documents must be immediately forwarded to DFAS-IN/JFLTBB through DFAS-HGA/CL.

72.3.2.3. United States debts accumulated after the WEP have priority for deduction over the WEP.

72.3.3. WEP and Straight Bankruptcy. If a member has a WEP and is filing a straight bankruptcy, the FSO must immediately forward the court document to DFAS-IN/JFLTBB through DFAS-HGA/CL so that the WEP deduction can be stopped.

72.3.4. Alimony and Child Support Payments. A member cannot claim alimony and child support payments as part of a bankruptcy even though the payments were caused by a garnishment of wages.

72.4. Recoupment of Monies Owed Air Force Aid Society (AFAS) From Final Pay. Approximately 5 to 10 days prior to separation, AFAS will provide the FSO with an AFAS Form 9 (original and 3 copies) for those members AFAS wishes to collect from. The AFAS Form 9 will certify that due process requirements have been met by AFAS and request collection of a specified amount from the member's final pay. Upon receipt of the AFAS Form 9, the FSO will:

72.4.1. Complete block 9 of the form. Block 9 will show the amount determined by the FSO to be available for collection of the debt. The deduction amount will be that portion of the amount shown in block 7 which the FSO determines is available for collection from the member's final pay only. The order of precedence shown in the DoDFMR, Volume 7A, table 52-1, will be used.

72.4.2. Complete block 10 of the form. (DJMS Input) This will be the amount of the debt remaining after the FSO deduction (block 8 minus block 9).

72.4.3. Acknowledge the transaction by signing in block 12.

72.4.4. Deduct the debt from the member's final pay only using a DS transaction to Company Code D000709, use indebtedness type V.

72.4.5. When member out-processes through the FSO have member sign in Block 13. (If member refuses to sign block 14, or does not out-process through Accounting and Finance, annotate this fact on the Form 9. However, in either of these cases, the collection should be processed).

72.4.6. Retain the original copy of AFAS Form 9 as a supporting document.

72.4.7. Provide the last copy to the member and return the second and fourth copies to the AFAS section.

72.5. Article 139, Uniform Code of Military Justice. An Air Force member becoming indebted to a non-government activity may have collection action taken per AFI 51-501, chapter 5. The FSO should process a DS01 transaction with indebtedness type code V and a one-time collection, providing the member's pay account has sufficient pay available for a one-time collection. Otherwise, process a DS01 transaction to provide for prompt collection of the debt. The FSO's D prefix company code should be used in the DS01 transaction. When the FSO receives the Detail Supporting DJMS-AC Miscellaneous Deductions Report at the end of the month, deposit the funds in 57F3875, Budget Clearing Account (Suspense) Air Force. Then prepare an SF 1049, Public Voucher for Refund, to issue a check to the non-government activity. Provide a complete explanation on the SF 1047 for the payment.

72.6. Bank of America Travel Card Debts. The travel and transportation reform act of 1998 (PL 105-264) established policies for DoD to collect travel card delinquent debts. The current contract for travel card use is with the Bank of America (BOA). Once a travel card debt is unpaid over 90 days, the company must provide the member with due process at the last known address. If no response within the next 30 days, the debt is referred to DFAS for collection action (now 120 days delinquent). Reference DoDFMR, Vol 7A, 500104B.

72.6.1. BOA forwards a file of debts to DFAS-AHA/CL (Project Management Office) once a month to start collection action via the Salary Offset Program. DFAS-CL identifies members on this list having an active DJMS-AC account and refers the debt collection start actions to DJMS-AC.

72.6.2. The Salary Offset Program automatically establishes a DS type T debt, company code D410742, against the member's pay account computing 15% of disposable pay. At the same time the program sends the member a courtesy "Notice of Collection Action" letter telling members to call BOA with any inquiries and sends a management notice to the FSO.

72.6.3. DFAS is without authority to adjudicate debts on behalf of BOA. The member must work directly with BOA to correct any discrepancies.

72.6.4. If BOA receives payment in full and wishes to discontinue collection action, they send a stop collection request to DFAS-CL. DFAS-CL forwards a weekly listing of accounts, to DJMS-AC, for automatic stop actions. This stop process normally takes sixty days to complete from the time the debt is paid in full at BOA.

72.6.5. All refunds of amounts over-collected, or collected in error, are refunded directly to the member by BOA.

72.7. Treasury Offset Program (TOP). The Debt Collection Improvement Act of 1996 requires all federal agencies to have TOP collect any debts due them. The agency must provide due process notice of the debt to the member's last known address. TOP debts follow the same salary offset procedures as BOA debts (see **paragraph 72.6** above).

72.7.1. The system automatically establishes DS type T debts, company code D411955, for TOP debts.

72.7.2. Members must contact the treasury offset program office at (800) 304-3107 for all inquiries. DFAS cannot administer these debts. All negotiations must go through TOP to the federal agency holding the debt.

Figure 72.1. Member's Instructions for Preparing Statement of Personal Exemptions.

THE FOLLOWING INSTRUCTIONS ARE GIVEN TO THE MEMBER BEFORE COMPLETING THE STATEMENT OF PERSONAL EXEMPTIONS ON TD FORM 668-W:

(Extracted From Part 7, TD Form 668-W)

"Instructions: A levy was served on the person named on the front of this form. The information you provide on this form will be used by that person to figure the amount of your income that the law exempts from levy. You are allowed $325 each month as a personal exemption for yourself. You are also allowed an exemption of $108.33 a month for each person you list as an exemption on this form."

"1. If you are married and provide over one-half of your spouse's support, enter your spouse's name. If you provide over one-half of the support of any of the individuals listed below, enter their names also. If you are required by a court judgment (made before the date of this levy) to contribute to the support of your minor children, then the amount of your wages, salary, or other income necessary to comply with the judgment is already exempt from the levy, and such minor children should not be listed as exemptions.

(a) your son, daughter, or grandchild,

(b) your stepson or stepdaughter,

(c) your brother, sister, stepbrother, or stepsister

(d) your father, mother, or grandparent,

(e) your stepfather or stepmother,

(f) a nephew or niece related by blood,

(g) an uncle or aunt related by blood,

(h) your son-in-law, daughter-in-law, father-in-law, mother-in-law, sister-in-law, or brother-in-law,

(i) a person (other than your spouse) who is living in your home as a member of your household during the applicable pay periods."

"2. Please complete Parts 5, 6, and 7; sign and date them. Keep Part 7 for your records. Give parts 5 and 6 to your payroll officer or timekeeper, as instructed, within 3 work-days from the date you received them. If you do not complete and submit this form, you will be allowed only the $325 personal exemption from levy."

"3. If the number of your exemptions changes during the time the levy is in effect, please file another Statement of Exemptions with the person on whom the levy was served. You can get more forms from an Internal Revenue Service office."

"4. The information you provide is submitted under penalties of perjury and is subject to verification by the Internal Revenue Service."

Figure 72.2. Format to Change Advance Payment or Monetary Punishment.

CHARACTER POSITION	DESCRIPTION
1-5	0DT04
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD CHANGE IS EFFECTIVE
32-40	CURRENT MONTHLY DEDUCTION AMOUNT NEW MONTHLY
41-49	DEDUCTION AMOUNT
50	INDEBTEDNESS TYPE CODE: 3--ADVANCE PAYMENT (DV) T—MONETARY PUNISHMENT (DF)
51	ADVANCE PAY CATEGORY (SEE **Attachment 3**)
52-55	NEW START DATE IF CP 51 IS S; OTHERWISE BLANK

Chapter 73

REMISSION AND WAIVER

Section 73A—Remissions.

73.1. Description. A military member or his or her Commander may apply for remission of an indebtedness to the United States. The Secretary of the Air Force may have remitted or cancelled any part of a member's indebtedness to the United States Air Force or any instrumentality of the United States, incurred while the member was serving on active duty, if he/she considers it to be in the best interest of the United States. Generally, any indebtedness may be considered for remission including those listed in the DoDFMR, Vol 7A, tables 50-1, 50-3, and 50-4. Debts may be processed for remission even if relief action has been denied under appeal provisions first. The debt must be within Air Force jurisdiction.

73.2. Substantiating Documents:

73.2.1. DD Form 2789. Member furnishes all information required on DD Form 2789, Waiver/ Remission of Indebtedness Application, Section I. (See **Figure 73.1**)

73.2.2. AF Form 2451. Member completes AF Form 2451, Financial Statement--Remission of Indebtedness, Section I (see **Figure 73.2**), if hardship is a factor, and furnishes proof of monthly installment payments. Do not list deductions for bonds, savings, and IRA.

73.3. FSO:

73.3.1. Ensures all blocks of DD Form 2789 are completed and requests clarification if necessary. Completes DD Form 2789, section II. (See **Figure 73.1**) These documents are essential to the processing of remission cases; therefore, it is imperative they be included. The FSO should ensure that blocks 21 and 23, section II of the DD Form 2789 have meaningful statements based on the merits of the case. A statement, such as the member should pay because he or she owes, is insufficient as it does not consider good faith, hardship, or other aspects of the case. The Air Force Financial Services Center (AFFSC) advises the Office of the Secretary of the Air Force (SAF/MRB) whether they agree with the FSO's recommendation, attaching the following documents and information pertaining to the debt:

Table 73.1. replace with the following:

Documents:		**Information Needed:**
1. Proof of court decision and proof of payment for alimony and/or child support		If member claims alimony or child support on financial statement.
2. Debt rebuttal and appeal documents to include the final determination.		When rebuttal and/or appeal has been exercised.
3. Leave and Earnings Statement (LES)		Pay and allowances debts.
4. Debt source documents and a detailed debt computation.		All cases.
5. AF Form 417, Certification for Payment Under Do-It-Yourself (DITY) Move Certification, DD Form 2278, Do-It-Yourself Move and Counseling Checklist, DD Form 1155, Order for Supplies or Services/Request for Quotations, DD Form 1299, Application for Shipment and/or Storage of Personal Property.		DITY move debts.
6. AF Form 594, Application and Authorization toStart, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Re-determination.		BAH Debts
7. Aeronautical Orders.		Flying pay debts.
8. DD Form 200, Financial Liability Investigation of Property Loss		Government Property Lost or Damaged (GPLD) debts.
9. Reenlistment Contracts.		Reenlistment bonus debts, including reason for recoupment.
10. DD Form 139, Pay Adjustment Authorization.		Household goods (HHG), debts.
11. DD Form 1351-2, Travel Voucher or Sub-voucher.		Travel debts.
12. AF Form 1613, Statement of Service.		Pay date debts.
13. DD Form 139 and provide total amount of unauthorized accessorial charges.		Shipment of house trailer debts.
14. Proof of payment of alimony and/or child support for the complete period of the debt.		If the debt resulted from erroneous payment of BAH.
15. HPSP contract		Paydate changes for doctors.

73.3.2. If member has submitted AF Form 2451, verifies that installment amounts are the minimum required by the creditors and the expiration dates of installment payments are correct. If necessary, change or delete amounts and dates. Also, amounts for medical and dental expenses must be validated and explained. Complete AF Form 2451, Section II, (see **Figure 73.2**) and attach proof of installment payments and proof of child support or alimony, if applicable.

73.3.3. If member refuses to submit an AF Form 2451, he or she should be advised that the remission request will then be considered without regard to any mitigating information concerning ability to pay that might be included in the application. Member must acknowledge in writing that he or she has been so advised.

73.3.4. Contact the unit commander only if there are unusual factors regarding the member which would have a bearing on the case. Input will be accepted in letter format.

73.3.5. Ensure the debt is processed and suspended on the master military pay account (MMPA). Initiate action to withhold pay, if appropriate, as outlined in **Chapter 66**, **paragraph 66.3**.

73.3.6. Within 30 days of receipt from member, transmit remission application with supporting documentation in original and one copy to the AFFSC. Scan the remission application and supporting documents, attaching the completed application file to an email submitted to **affsc.remission@ellsworth.af.mil.** Keep a complete copy of remission package in the FSO management case file (MCF). (See **paragraph 69.9**.) MAJCOM/FMF functions are not required to routinely review remission cases but may choose to become involved. If group submission, contact the AFFSC, at the above email address before processing.

73.3.7. If member's date of separation (DOS) is within 90 days, annotate on the front of DD Form 2789 "PRIORITY-DOS (date)."

73.3.8. **(DELETED)**

73.4. AFFSC:

73.4.1. Following receipt of the completed remission application, the AFFSC Remissions section reviews the application and the member's MMPA, prepares an administrative report with their recommendations, and submits the case, using the Case Management Tracking System (CMTS), to SAF/ MRB for final adjudication.

73.4.2. Upon receipt of the SAF/MRB decision, AFFSC processes appropriate input transactions into DJMS. For miscellaneous-type debts, AFFSC prepares a DD Form 139 and forwards it to the company code assigned to the debt. The AFFSC notifies the FSO, via email message, of the final determination. The FSO notifies the member, via email or a copy of the DD Form 139, whichever is appropriate. The FSO can increase the pay rate established on the DD Form 139 if the member concurs. A request for decreases in rates below the amount in the remission decision must be forwarded to the AFFSC. The FSO provides comment on the reasonableness of the request. If hardship is the basis, a financial statement must be submitted.

73.5. Special Provisions. Re-application for Remission. Once a determination has been made, the SAF/ MRB does not review a re-submission unless there is additional information or a

changed financial situation. If there is additional information, documentation, or new evidence it should be forwarded in writing to the AFFSC.

Section 73B—Waivers.

73.6. General. Public Law 92-453, 10 U.S.C. 2774, and DoDI 1340.23, prescribe standards for the waiver of claims of the United States against a member arising out of an erroneous payment of pay and allowances including travel or transportation allowance made after 28 Dec 1985, if recovery is determined to be against equity and good conscience and not in the best interests of the United States. Generally, these criteria will be 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.

73.6.1. Application for waiver must be received by the Department of Hearings and Appeals (DOHA)office of the Comptroller General, or the department concerned, within 5 years from the date the erroneous payment was discovered. Date of discovery for starting the 5-year period is the date that an appropriate official first definitely determines that an erroneous payment has been made.

73.6.2. DFAS-JFEAB/IN initiates refund action on any amount due the member.

73.7. Substantiating Documents. Member completes DD Form 2789, Waiver/Remission of Indebtedness Application, Section I. (See **Figure 73.1**) All information requested must be furnished, including negative replies. Failure to furnish complete and accurate details may cause the return of the application to the member and delay waiver action.

73.8. FSO:

73.8.1. Screens the entries in Section I of DD Form 2789, clarifies any discrepancies, ensures the Commander's blocks on page 2 (blocks 20-22) are completed, and completes Section II of DD Form 2789 (see **Figure 73.1**). Attaches supporting documents, including a detailed debt computation.

73.8.1.1. **(DELETED)**

73.8.1.2. **(DELETED)**

73.8.1.3. **(DELETED)**

73.8.2. Transmits waiver application with supporting documentation in original and one copy to Defense Finance and Accounting Service, 8899 East 56th Street, Dept. 3300 (Waivers/Remissions), Indianapolis IN 46249-3300, upon completion of Section II of DD Form 2789. Keep a complete copy of waiver package in the FSO management case file. (See **paragraph 69.10**.) Waiver packages may also be submitted, via email, to **remissionwaiverindy@dfas.mil**. MAJCOM/FMF functions are not required to routinely review waiver cases but FMF may choose to become involved. If group submission, contact JFEAB before processing.

73.8.3. If notification has not been received on adjudication, and no N9 memo entry reflects action, follow up with DFAS-JFEAB/IN after 45 days from date of submission.

73.9. DFAS-IN:

73.9.1. JFEAB receives waiver application and opens the case on the Defense Debt Management System (DDMS).

73.9.2. After notification of waiver decision is received, JFEAB accomplishes input of appropriate transactions to DJMS. For miscellaneous-type debts, JFEAB prepares a DD Form 139 and forwards it to the company code assigned to the debt. The FSO and the member are provided information on the final determination by letter. DFAS-JFEAB/IN initiates refund action on any amount due the member.

Figure 73.1. DD Form 2789, Waiver/Remission of Indebtedness Application.

WAIVER/REMISSION OF INDEBTEDNESS APPLICATION

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

Form Approved
OMB No. 0730-0009
Expires Mar 31, 2002

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 Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0730-0009), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. 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 of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO: DFAS-DE/FYCT, 6760 E. Irvington Pl., Denver, CO 80279-7300.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 5584, 10 U.S.C. 2774, 10 U.S.C. 4837, 10 U.S.C. 6161, 10 U.S.C. 9837, 32 U.S.C. 716.
PRINCIPAL PURPOSE: Method by which current or former civilian employees or military members request waiver or remission (for enlisted members) of collection of erroneous payments of pay and allowances, and of travel, transportation, and relocation expenses and allowances.
ROUTINE USE(S): Aside from disclosures within the service or DoD and to the Comptroller General in the course of administering the above statutes, data may be routinely disclosed to the Department of Justice, and to commercial credit agencies whenever a financial status report is requested by the DoD for use in administering the Federal Claims Collection Act. Social Security Number will be used to distinguish you from all other individuals who have sought or may seek remission or waiver.
DISCLOSURE: Voluntary; however, failure to disclose requested data, including your Social Security Number, may prevent consideration of the claim.

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

FOR WAIVERS ONLY: Under 4 C.F.R., authority is provided that this application for waiver shall serve as a request for refund when all or part of the debt has been repaid and all or part of the debt is subsequently waived. However, no refund shall be paid if the claimant cannot reasonably be located within 2 years after the effective date of such a waiver.

SECTION I - CIVILIAN/MILITARY INFORMATION

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

5. AGENCY/SERVICE	6. STATUS *(Provide date (YYYYMMDD) for end of enlistment period (EOE), retirement (DOR), separation (DOS), or service computation date (SCD), as appropriate.)*			
☐ ARMY ☐ OTHER *(Specify)*	☐ ACTIVE	EOE: _____	☐ SEPARATED	DOS: _____
☐ NAVY	☐ GUARD/RESERVE	EOE: _____	☐ DOD CIVILIAN	SCD: _____
☐ AIR FORCE	☐ RETIRED	DOR: _____		
☐ 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

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

12. STATE WHEN 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).*

15. DID YOU RECEIVE AND REVIEW YOUR LEAVE AND EARNINGS STATEMENT(S)?
☐ **YES** *(Attach one LES each for before, during, and after the debt period involved.)* ☐ **NO**

16. ATTACH COPIES OF ALL PERTINENT DOCUMENTS. *(If not available, please explain.)*

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

18. 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	c. DATE SIGNED

DD FORM 2789, MAR 1999 (EG) WHS/DIOR, Mar 99

Figure 73.2. AF Form 2451, Financial Statement Remission of Indebtedness.

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)*	
USSH/SGLI	

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 FORM APR 83 2451 — PREVIOUS EDITION IS OBSOLETE.

Figure 73.2. AF Form 2451, Financial Statement Remission of Indebtedness (continued).

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 panalty 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 ON THE EXTENT OF HARDSHIP AND/OR MONTHLY COLLECTION RATES.

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

AF FORM 2451, APR 83

USGPO 1983 -420-979/1817

Chapter 74

CLAIMS

74.1. Description:

74.1.1. In-Service Claims. Any written request or inquiry for pay and allowances due. When the input source can determine entitlement, they handle the transaction as a retroactive adjustment and submit a regular DJMS input transaction. The inquiry procedure (**Chapter 5**) can be used to determine previous periods of entitlements credited to member's account.

74.1.2. Out-of-Service Claim. Any request or inquiry for additional pay and allowances due from the Air Force for a separated member. Also, any action by the Air Force that results in additional pay or allowances due a separated member.

74.1.3. Previous Service Claim. Any request or inquiry for pay and allowances due for a period of previous service from an Air Force member who was separated and had a break in service of 1 day or more. Regular DJMS input cannot be used for a period of prior service regardless of time factors involved. These claims are processed the same as in-service claims sent to DFAS-JFE/IN.

74.1.4. Doubtful Claim. Generally a doubtful claim is one involving a question of propriety of payment rather than adequacy of documentation. A doubtful claim is a claim in which the agency, rather than the claimant, is not sure whether the claim should be paid. A claim is doubtful when in the exercise of reasonable prudence either a person having final responsibility for deciding appropriate administrative action or the person who, in accordance with applicable statutes, will be held accountable if the claim were paid and then found to be incorrect, illegal, or improper, is unable to decide with reasonable certainty the validity and correctness of the claim.

74.1.5. Travel and Transportation Allowances. Follow procedures in AFI 65-114.

74.1.6. Shipment of Personal Property Claim. Any request to the Defense Office of Hearings and Appeals (DOHA) for a refund of an amount previously collected for excess cost of a shipment of personal property.

74.1.7. Advance Decision. See DoDFMR, Vol 5, chapter 25.

74.1.8. Appeal (Reclaim). When a member is not satisfied with the determination of the agency adjudicating his/her claim, the member may appeal the determination to the claims group, Defense Office of Hearings and Appeals. In an appeal (or reclaim), the agency position is clear, which usually involves a determination that the claim should not be paid.

74.2. Supporting Documents for In-Service Claims:

74.2.1. When member believes he or she is due additional pay or allowance, the member:

74.2.1.1. Prepares a claim letter which includes:

74.2.1.1.1. Date prepared.

74.2.1.1.2. Identification of items claimed, period(s) involved, and amounts, if available.

74.2.1.1.3. Claimant's signature and SSN.

74.2.1.2. Attaches any documents that support payment.

74.2.1.3. Submits claim to the FSO.

74.2.2. FSO Actions. FSO reviews claim, and:

74.2.2.1. Verifies previous periods of entitlement credited to member's account through inquiry procedures (**Chapter 5**). If a determination can be made regarding entitlement, prepare a regular DJMS input transaction and submit to AFFSC for processing if already cutover or do the input if not. Attach claim to substantiating document.

74.2.2.2. If adjudication of claim requires verification of creditable service beyond local capability, request verification directly from HQ AFPC/DPPA. They either forward input to DFAS for adjustment of member's account or advise member that claim is invalid.

74.2.2.3. Submission of claim to DFAS-IN/JFE presumes that information cannot be obtained from AFAFO through inquiry channels or from other sources. Before submitting a claim that does not have enough information or documentation, try to obtain missing information or documentation.

74.2.2.3.1. If an interpretation of policy or legislation is required, MAJCOM submits a request to AFAFO to obtain the interpretation. Once the missing interpretation of policy or legislation has been obtained, FSO either forwards input to DFAS for adjustment of member's account or advises member that claim is invalid.

74.2.2.3.2. If, after trying to obtain missing information or documentation, the claim still does not have enough information or documentation, submit to DFAS-IN through MAJCOM for submission of a doubtful claim to DOHA.

74.2.2.3.3. For either **74.2.2.3.1** or **74.2.2.3.2** above include the following documentation:

74.2.2.3.3.1. signed claim and any supporting documents and,

74.2.2.3.3.2. a letter of transmittal stating: facts surrounding claim, statement of questions to be resolved, FSO's recommendations concerning payment and reason, or reasons for no specific recommendation.

74.2.2.3.4. If member wishes to submit an appeal of an agency determination (see definition of appeal in **paragraph 74.1**), submit package (including agency's determination) to DFAS-IN for submission to DOHA.

74.2.2.4. If the claim involves questionable marriages or validation of with-dependent rate BAH received on behalf of a purported spouse, submit as doubtful claim to DFAS-JMOB/DE. Refer to the JFTR, Chapter 10, Housing Allowances for additional guidance and information.

74.3. Excess Cost on a Shipment of Personal Property. A claim may only be submitted for an account which has previously been collected. Any amount not collected may not be included in the claim.

74.3.1. Substantiating Documents. When a member believes he or she is due an amount which was collected for excess cost, the member:

74.3.1.1. Prepares a claim letter which includes:

74.3.1.1.1. Date prepared.

74.3.1.1.2. Identification of period involved, amount claimed and reason for claim.

74.3.1.1.3. Date of rebuttal to JPPSO-SAT/ECAF. Attach copy of complete rebuttal package with determination. If rebuttal was not submitted, explain in detail why a rebuttal to the claim was not submitted before.

74.3.1.1.4. If member is enlisted, state whether a remission application was submitted and date. Attach a copy of the remission application and adjudicated DD Form 139, Pay Adjustment Authorization.

74.3.1.1.5. Claimant's signature and SSN.

74.3.1.2. Attaches any documents which support claim.

74.3.1.3. Submits claim to FSO.

74.3.2. FSO Actions. Reviews the claim and ensures all applicable information is included. Completes the claim per DoDFMR, Vol 5. Prepares a transmittal letter addressed to AFAFO and JPPSO-SAT/ECAF in turn. Then forwards the complete claim package to AFAFO or the MAJCOM, if so directed by the MAJCOM. The debt may not be suspended when the claim is submitted.

74.3.3. DFAS Actions on Claims from Separated Members.

74.3.3.1. DFAS-JFE/IN settles claims from separated members, unless account is still in the computer, then the claim(s) are processed by DFAS-IN. FSO assists separated member in filing claim if the claimant contacts the FSO.

74.3.3.2. DFAS-IN/JFE either settles member's claim or forwards it to Claims Group-GGD, Defense Office of Hearings and Appeals, Washington DC 20548-0001, for final settlement. DFAS-IN follows up on unsettled DOHA claim 6 months after claim is sent to DOHA and every 6 months thereafter until claim is settled. DFAS-IN sends status report to MAJCOM that submitted claim after reply is received from DOHA.

74.4. Claims Involving Agencies Outside Air Force. Process as prescribed by the agency concerned.

74.5. Claims Sent to DFAS-IN/JFE.

74.5.1. Mailing Address:

DFAS-IN/JFEAA
8899 E. 56th St.
Department 3300 (ATTN: COR/Claims)
Indianapolis, IN 46249-3300

74.5.2. Fax: Fax number is 317-510-8654, DSN 699

74.5.3. Public email address is: **cor_claims@dfas.mil**.

76.10.1.4. payment was not made and member has not separated. Determine if member is due payment. If so, either make payment and report transaction or release authorization into next regular payment by processing a PQ26 transaction. If member is not due payment, take necessary action to have MMPA corrected (contact MPS, DFAS, etc.). Erroneous entitlements generated from reenlistment or separation require DFAS action.

Chapter 75

SAVE PAY

75.1. Description. SAVE PAY is a taxable (FICA/FITW/SITW) monthly entitlement paid whenever Congressional Act or policy decision provides an additional amount of money to avoid a reduction in pay. The rate of SAVE PAY is determined by the language contained in the Congressional Act or policy decision affecting the specific event or type.

75.2. Types. Currently SAVE PAY is provided to:

75.2.1. Physicians' Assistants These members are previously senior noncommissioned officers who are commissioned as physicians' assistants. SAVE PAY ensures that the member's gross pay as an 01 is not less than what it was as an enlisted member.

75.2.2. Physicians These members are authorized SAVE PAY by the Uniformed Services Health Professions Act of 1980, implemented 1 July 1980. This Act reallocated the medical special pay for physicians and provided that no physician would receive less than the total of medical special pays and basic pay to which they were entitled before the Act.

75.2.3. Former Warrant Officers These members are former warrant officers of another service, who, without a break of service, entered the Air Force as a commissioned officer. SAVE PAY ensures the commissioned officer pay is not less than the previous warrant officer pay.

75.2.4. OTS Graduates or Direct Commissions NCOs are accepted to OTS and commissioned upon graduation. Their gross pay as officers cannot be less than what it was while holding their enlisted grade.

75.2.5. Dental Officers These officers were authorized SAVE PAY by DoD Directive 1340.8, dated 21 Feb 1986. The directive stipulates that a dental officer who is entitled to special pay under 37 USC 302b (reference (b)) shall be entitled to such pay effective 1 Oct 1985 in an annual amount that is not less than the total annual amount of dental continuation pay and special pay for dental officers under former sections 311 and 302b of reference (b), respectively, to which that officer was entitled on 30 Sep 1985.

75.3. Source of Input. FID 09 input is restricted to DFAS-DE. If a transaction affects an entitlement for the specific SAVE PAY type, a processed for review management notice is generated to DFAS-DE/FJPAD for determination of the impact of the transaction on SAVE PAY and necessary adjustments.

75.4. Interface with Accessions. If a FID E203 is received containing a Prior-Service-Grade-Code of W (Warrant Officer), the accession subsystem provides an MQY management notice to DFAS-DE. DFAS-DE/FJ obtains the member's records from the other service to prepare a SAVE PAY calculation. (Warrant officers are paid as staff sergeants while in OTS. The SAVE PAY is not effective until the actual commission is received.)

75.5. Interface with Change of Category (E6). If an E603 is processed and the member is changing category (enlisted to officer or officer to enlisted), an MRB management notice is received at DFAS-DE to indicate the member has received a commission and may be entitled to SAVE PAY. DFAS-DE/FJ computes any SAVE PAY and inputs the 09 transaction. If, in the

case of a prior warrant officer, the E6 has not processed in 75 days from the E2, a suspense transaction is rejected to DFAS-DE/FJ for review.

Chapter 76

VOUCHER PROCESSING, DISPOSITION AND BALANCING

76.1. Description. The value of money lists or payment vouchers, covering payrolls reported through financial returns of DAOs, are automatically compared, at the central site, against the actual value of money lists or payrolls, and discrepancies disclosed are properly adjusted. Internal review and administrative examination procedures are applied to ensure that the system is operating as intended, to disclose and correct any system weaknesses, to detect and adjust overpayments and underpayments and to ensure that military service stewardship responsibility for government funds is properly discharged. These procedures will pay particular attention to detection of, and prompt action in, fraud cases.

76.2. Substantiating Documents:

76.2.1. DD Form 117, Military Pay Voucher, used to summarize these types of payments:

76.2.1.1. Locally authorized payments made to Air Force members and recorded on AF Form 265, AFO Payment Authorization (JUMPS), (advances, partials, etc.).

76.2.1.2. Centrally authorized payments on one-time pay authorizations (reenlistment bonus increments, variable reenlistment bonus increments, etc.).

76.2.2. DD Form 397, Claim Certification and Voucher for Death Gratuity Payment, used to pay designated beneficiaries of deceased members, when supported by all legal documents required per **Chapter 54**.

76.2.3. SF 1034, Public Voucher for Purchases and Services Other than Personal, used to pay prior service members a clothing monetary allowance, initial (CMAI), etc.

76.2.4. DD Form 1131, Cash Collection Voucher, supported by required documents designating purpose of collection and other data necessary to process transaction.

76.2.5. SF 1098, Schedule of Canceled or Undelivered Checks, used to identify service member when processing collection transaction.

76.2.6. DD Form 1351-6, Multiple Payments List, used to support multiple payments on one voucher.

76.3. Voucher Numbering Scheme:

76.3.1. Disbursing Vouchers.

76.3.1.1. Finance numbers all manual vouchers and automated vouchers generated out of normal mid-month and end-of-month payrolls for off-line payments with consecutive numbers beginning with 0000001 each new FY; prefix each number with letter P (P0000001).

76.3.1.2. The Base Accounts Receivable System (BARS) generates a voucher for those members having voluntary payroll deductions for accounts receivable debts. These vouchers have an I-series prefix and generate a PK03 for posting to the member's MMPA.

76.3.1.3. Finance numbers all disbursement vouchers for automated daily payments (***Example:*** one-time bonuses) made at central site with consecutive numbers beginning with 000001 each new FY; prefix each number with letters KA (KA000001).

76.3.2. Collection Vouchers. Finance assigns voucher numbers to all collection vouchers prepared in finance. When military pay collections are made directly to cashier, the cashier obtains a collection voucher number from finance. Numbers are consecutive beginning with 000001 each new FY; prefix each number with letters CP (CP000001).

76.3.3. Voucher Control Logs. Finance maintains a log of all disbursement vouchers certified for payment, and a separate log of collection vouchers. These logs list each voucher number assigned in numerical sequence. All numbers must be accounted for. Voucher numbers not used for any reason must be fully explained on the log.

76.3.4. Number of Copies and Distribution. Prepare pay vouchers and supporting documents in at least an original and two copies for distribution:

76.3.4.1. Original -to DFAS-DE with original money accounts.

76.3.4.2. First copy -to DAO-retained accounts.

76.3.4.3. Second copy -retained by FSO for answering inquiries. An additional copy is required when vouchers are prepared by an accounting and disbursing agent or disbursing agent. An additional copy is required for DFAS-DE when an installation cannot provide machine-sensitive data to DFAS-DE. In this event, DFAS-DE will input payment and collection data for entry to the MMPA.

76.4. Voucher Preparation. Supporting attachments prepared per instructions in **Chapter 2** must be examined closely for completeness before summary information is inserted on vouchers. Do not prepare vouchers for over or underpayments of less than $1. In instances of underpayment, the member should be contacted to see if payment is desired. Complete voucher contents as follows:

76.4.1. Enter detail accounting classification breakout by amount for processing DJMS, MAFR, and IBP. ***NOTE:*** Only the current fiscal year is available (authorized) when citing 57*3500 program 510, 530 or project 561.

76.4.2. Record the purpose of the payment or collection on the voucher being processed. The DD Form 1351-6 or a supplemental machine listing is attached to a DD Form 117 to support multiple payments on one voucher. Single payments (to one member) may be reported on DD Form 117 without a supporting DD Form 1351-6. Show member's name, SSN, etc., in open block on form.

76.4.3. Assign document control number per **Chapter 2**.

76.4.4. Make sure detail amounts supporting voucher equal total amount.

76.5. Voucher Total Input Transactions. For each payment voucher, a PZ total transaction is required for the total of all 510 payments and one for the total of all 530 payments (FIDs PA, PC, PD, PF, PG, PJ, PK, PL, PM, PQ, PV) on the voucher. Likewise, for each collection voucher, a C9 is required for the total of all 510 collections and one for all 530 collections (C1 and/or C2) on the voucher. Payment or collection inputs for TLA (PS), initial clothing allowance (PT), or death gratuity payment (PE) do not require a total card. These payments or collections are

made from other than budget program 510/530 and are memorandum entries not reconciled in voucher balancing. The format for reporting voucher total transactions is shown in **Figure 76.8** For any payment requiring a PZ transaction, input the PZ and related detail (detail refers to a posting to an individual MMPA) in the first DJMS update after the day of payment. For the total and detail transactions to successfully balance in DJMS, the sum of the detail transactions must equal the total record. **Figure 76.1** is an example of a military pay summary voucher.

76.6. Voucher Balancing. The Voucher Balancing/Merged Accountability and Fund Reporting (MAFR) Reconciliation Report (UH099C0809) is the basic tool provided the DAOs to assist in fulfilling their responsibility for proper and timely posting of payment and collection transactions. The voucher balancing report is available, by ADSN, on SAR at SAR4, mode JFAMAFR. Also, the UH099C0809 provides a comparison of payments and collections processed through DJMS to monthly amount for budget program 510 or 530 as reported through the MAFR system. This comparison provides an accounting for payments and collections reported under two independent systems.

76.7. UH099C0809 Report. Voucher Balancing/MAFR Reconciliation Report is shown in **Figure 76.5** Review to determine the status of payments and collections input to DJMS. The UH099C0809 is printed by accounting month (all vouchers for a month are printed together showing sections I, II, and III). The voucher balancing report is available, by ADSN, on SAR at SAR4, mode JFAMAFR.

76.7.1. Section I, Voucher Data, shows all payment and collection input to DJMS. Each total transaction (PZ, C9, or PU) creates a line item on the UH099C0809 and is assigned a positive value unless the transaction is a cancel or correct. Since voucher balancing is accomplished by clearing account, a voucher could have a total transaction and details for 510 and another line for 530 with a separate total transaction and details. This information for a total transaction is printed: voucher date, voucher number, clearing account, voucher amount, FORMAT-ID, action indicator, update number (processed or rejected), and input ADSN. The detail transactions with the same voucher date, voucher number, and clearing account are shown with the total transaction. The detail transactions are assigned an opposite value. If a voucher has a difference of zero, the voucher is in balance. A voucher is printed once showing all detail transactions that caused the voucher to be in balance. All rejected and recycled transactions are printed below the difference amount with the reject or recycle code. The latest rejected and recycled transactions continue to be shown on the UH099C0809 until the voucher comes into balance. Out of balance voucher is indicated with *. Once a voucher comes into balance, the UH099C0809 continues to show the voucher as a one-line entry (the total card) until DJMS totals equal MAFR. A FORMAT-ID YX23 transaction may appear as a processed detail transaction with an input source of 3860. This is a DFAS-DE voucher-balancing unique transaction input by DFAS-DE/ FJF to balance a voucher for a payment made but not posted to an MMPA. This detail transaction cannot be posted because there is no longer an MMPA on the DJMS file.

76.7.2. Section II, Reconciliation of DJMS and MAFR, shows the total reported by clearing account through MAFR compared to the total (PZ, C9, or PU) successfully processed through DJMS. The sum of the successfully processed total records shown in section I should equal the total processed DJMS shown in section II. Section II is retained and printed until section I comes into balance. PZ05, PZ06, C905, C906, PU65, and PZ95 transactions automatically update the DJMS total as shown in section II. The MAFR amount is net

(payments less collections) of all payments and collections reported through MAFR. To determine the individual vouchers making up the MAFR total, review the daily appropriation summary ledger. PCN SH069-J03 (JUMPS/MAFR Reconciliation List) must be furnished to DFAS-DE/FJF so DFAS-DE/FJ can assist the bases with voucher balancing, if needed.

76.7.3. Section III, Adjustments to MAFR, shows all YX05 transactions input by DFAS-JGM/DE (the YX05 is an adjustment to the MAFR amount shown in section II). DFAS-JGM/DE is the only source of input for the YX05. The YX05 is input based upon supporting documentation including OF 1017G, Journal Voucher, SF 1081, Voucher and Schedule of Withdrawals and Credits, etc., which has been processed through MAFR.

76.7.4. Section IV, Summary, is broken down into three parts:

76.7.4.1. Part I, Out-of-Balance Vouchers, provides an aging of out-of-balance vouchers. The aging is broken down to show the number of days a voucher has been out of balance as follows: future, 0-7, 8-15, 16-30, subtotal, 31-60 days, over 60 days, total. Based on the date of the out-of-balance vouchers, all out-of-balance vouchers would be shown.

76.7.4.2. Part II, Current Period in Balance, provides the FSO with a count of the number of vouchers that came into balance for the period covered by the UH099C0809 regardless of the voucher date.

76.7.4.3. Part III, MAFR/JUMPS Reconciliation, provides a recap of section II by year and month and clearing account as shown in section II. The MAFR amount, total voucher amount, and difference amount are included to provide the reader a quick overview.

76.8. Daily DJMS/MAFR Reconciliation. The FSO makes sure that the appropriation being cited and reported through MAFR agrees with the appropriation reported and processed through DJMS. If a discrepancy is discovered before the end of the accounting month, the correction can easily be made regardless of the system (DJMS or MAFR) being corrected. If the discrepancy is discovered after the accounting month has been closed, it becomes a more complicated correction procedure (for corrections to MAFR, see **paragraph 76.12**, and for corrections to DJMS see below). After the day's business has been concluded and the vouchers have been processed through MAFR, Accounts Control receives a daily appropriation summary ledger which includes the day's activity for each appropriation or budget program by voucher number and date. Since now only 510 and 530 are being reconciled through voucher balancing, Quality Examination (QE) should ask Accounts Control for a copy of the daily appropriation summary ledger (the 510 and 530 portion only). QE reviews this product and compares it to the total transaction being sent to DFAS-DE as shown on the DROT. If any discrepancy is identified, it is corrected in the next update.

76.9. Reconciling the UH099C0809 Report:

76.9.1. The products used to reconcile the UH099C0809 are:

76.9.1.1. Daily Register of Transactions (DROT)

76.9.1.2. Daily Transaction Record (MP-19-100).

76.9.1.3. SF 1081

76.9.1.4. JUMPS/MAFR reconciliation list (PCN SH-069-J03).

76.9.2. Daily upon receipt, the DAO/FSO should review and reconcile the UH099C0809 for any out-of-balance vouchers. It is essential that the DAO/FSO account for the cause of the out-of-balance. The DAO/FSO has to reconcile current month as well as prior accounting year and month. In some cases, the FSO will take no action (PQ posting as NQ) but the responsibility to reconcile still exists.

76.9.3. Review section II of the UH099C0809 and determine if each clearing account for the year and month is in balance (DJMS total equals MAFR). If section II is in balance, proceed to section I. If not, determine the cause of the out-of-balance.

76.9.3.1. First, if the daily MAFR to DJMS reconciliation has been made, the cause of the out-of-balance should be easily determined.

76.9.3.2. Any unprocessed voucher (either unreported or rejected from base level) should have been identified and follow-up action taken.

76.9.3.3. At month end, if the daily MAFR to DJMS reconciliation has not been accomplished, compare the vouchers processed through DJMS as shown in section I to the vouchers shown on the monthly JUMPS/RECON list (PCN SH-069-J03).

76.9.3.4. Reconciling the UH099C0809 report requires researching any differences in section II. (See **76.9.4** below.)

76.9.4. Review section I of the UH099C0809 report to identify any out-of balance vouchers. Examine the different amounts shown below each listed voucher. If a voucher is in balance, the amount of difference will be zero (FORMAT-ID PZ for total and PC, PK, PA, PQ, PM, etc., for detail).

76.9.4.1. If the difference is positive, the processed total exceeds the processed detail. Review the rejects and recycles to determine if any non-posted detail transactions can be accounted for on the UH099C0809 reports.

76.9.4.1.1. If the detail transaction cannot be located, review the DTR for any rejected transaction.

76.9.4.1.2. If the reject cannot be found, review the DROT to make sure that the detail transactions were processed.

76.9.4.1.3. If transaction is rejected or not submitted, re-input the detail transaction through JDC.

76.9.4.2. If the difference amount is negative for a payment voucher, the total card is not as large as the detail transactions posting against that voucher. Review the DTR for rejected total transaction, (total transactions are assigned a SSN of 999999999 for sorting purposes on the DTR). Next, review the DROT to make sure that the total card was transmitted to DFAS-DE.

76.9.4.2.1. If a total transaction has not been submitted or has rejected, re-input the total transaction (processing a PZ06 or C906 to cancel the original PZ03 or C903).

76.9.4.2.2. If the original PZ03 or C903 had an erroneous voucher number, voucher date, or amount, input a PZ05 or C905 to correct the original input.

76.10. FA0809D Report, Members with Uncleared NQ and PX Entries. (See **Figure 76.6**) This report is produced twice a month before the end of month. Data in this report is in SSN sequence within servicing ADSN. It shows the current status of recycling PQ transactions (NQ memo entries) and delinquent pay authorizations (PX entries). PX entries are created when a pay authorization remains open after performing end-of-month restructure, regardless of the length of time the authorization has been open on the MMPA. Clearing the PX or NQ entries requires careful research and analysis. Review the MMPA, FA0809D report, payment voucher, and any other documents that may help in clearing discrepancies (see **Chapter 52** and **Chapter 53** for description of NQ, N7, NN memo entries). Follow the procedures below. If additional guidance is required, contact DFAS-PMJSAB/DE. This report is found on JFAREG on SAR4.

76.10.1. PX entry present and:

76.10.1.1. payment was made but not reported. Report payment transaction.

76.10.1.2. payment was made and reported with erroneous FORMAT-ID (for example, payment was reported as PQ and should have been PL). Cancel payment reported with erroneous FORMAT-ID and report correct payment. ***Exception:*** If erroneous FORMAT-ID was PL or PM, do not attempt to cancel. When a PL or PM payment transaction is received and no PL or PM authorization is present, these transactions recycle and cannot be canceled. Report correct payment and contact DFAS-PMJSAB/DE to delete erroneous payment from recycle.

76.10.1.3. payment was not made, member did separate, and final separation has processed (MMPA fixed status is V). DFAS-DE will settle member's account. Make sure DFAS-DE is informed immediately of any items that may affect final settlement. This completes action necessary by FSO. Open PX will remain on MMPA and FA0809D report until out of IAS.

76.10.1.4. payment was not made and member has not separated. Determine if member is due payment. If so, either make payment and report transaction or release authorization into next regular payment by processing a PQ26 transaction. If member is not due payment, take necessary action to have MMPA corrected (contact MPF, DFAS-DE, etc.). Erroneous entitlements generated from reenlistment or separation require DFAS-DE action.

76.10.1.5. member has departed PCS. If payment was made but not reported, report payment transaction. If payment was not made, contact member's new station, furnish all available facts, and request they clear delinquent authorization by following above procedures.

76.10.2. NQ entry present and:

76.10.2.1. payment was incorrectly reported (possible erroneous FORMAT-ID, member did not reenlist or separate, etc.). Process PQ06 to cancel payment and delete NQ entry, then report correct payment transaction.

76.10.2.2. payment was correctly reported. Determine status of reenlistment, extension, or separation transaction.

76.10.2.2.1. If reenlistment, extension, or separation transaction was not input or has rejected to the MPF (NN entry on MMPA with output control code of E), contact MPF and ensure transaction is input and/or rejects are cleared.

76.10.2.2.2. If reenlistment, extension, separation transaction has recycled (N7 entry on MMPA), or has rejected to DFAS-DE (NN entry on MMPA with output control code of N), action will be taken by DFAS-PMJ/DE.

76.10.2.3. reenlistment, extension, or separation transaction was canceled.

76.10.2.3.1. If you have canceled the check that was issued for the PQ authorization, process a PQ06 transaction to remove NQ entry. Report canceled PQ payment as a PK transaction, and report check cancellation transaction (C1) against the PK transaction.

76.10.2.3.2. If the member erroneously received payment, process PQ06 transaction to remove NQ entry and report payment as a PK transaction. A debt will be created for the overpayment. Contact the member to return money and process cash collection (C2) against the debt.

76.11. DFAS-DE Processing. The processing logic of some of the systems programs at DFAS-DE causes some transactions to reject or post as memorandum entries at DFAS-DE. Memorandum entries (except NQs) are not passed to voucher balancing and therefore are not shown on the UH099C0809.

76.11.1. When a PQ03 is reported to DFAS-DE without an authorization on the MMPA, the PQ03 posts as an NQ memo entry unless the MMPA is in a V status. It appears in section 8 of the DTR as a recycle. It also appears on the UH099C0809 as a recycle with recycle code RCA. However, the PZ03 processes and voucher balancing receives the PZ without any posted detail transaction. Thus an out-of-balance voucher is created. When the authorization is generated, the open PQ authorization appears on the MMPA. The NQ is released and closes the open PQ. This automatic processing of the PQ is shown in section IV of the DTR and as a processed transaction on the UH099C0809. If the MMPA is in V status, the PQ posts as a PK and voucher balancing receives the PK. (See **Chapter 52** and **Chapter 53** for separation and reenlistment processing.)

76.11.2. TLA payments are not reconciled in voucher balancing since these payments cite clearing account 515 or 535. However, these payments do appear on the MMPA as FID 79 or an N6 memo entry.

76.11.3. If a SSN or name as shown on a payment does not match any record on DJMS, the payment is automatically rejected to the input source with the exception of advance pay transactions (PAs) which will recycle under certain circumstances. Also, program logic may prohibit the posting of a payment. In this case, a DFAS-DE unique payment transaction has to be used and the FSO can review section 6 of the DTR for the processed transaction along with an explanation provided in the trailer record identified by FORMAT-ID N9. This payment posting would also appear on the UH099C0809 as a processed transaction with an input source of 38XX.

76.11.4. Clothing maintenance allowance, initial (CMAI), is shown on the MMPA as N3 (memo entry). Clothing is charged to budget projects 516 and 536 and therefore is not considered in voucher balancing.

76.11.5. Request DFAS-DE's assistance when processing a collection transaction outside immediate access storage (IAS). (See **Chapter 2**).

76.12. Adjustment to MAFR (Current FY or Prior FY). When an adjustment to MAFR is required, use an SF 1081, voucher and schedule of withdrawals and credits, to make the adjustment. Use the SF 1081 even when correcting prior period report data. The SF 1081 would still be included in applicable records as a current month transaction. Examples of problems that require a MAFR adjustment include:

76.12.1. When a budget program or budget project is erroneously cited in MAFR;

76.12.2. The voucher contains errors in appropriation and limitation (and subsidiary codes if both are in error);

76.12.3. A change is required to FY for annual appropriation refunds to reimbursements and vice versa.

76.12.4. To reconcile section II of the UH099C0809, forward to DFAS-ADREM/DE all copies of adjustment voucher input to MAFR citing P510 or P530, to ensure proper reconciliation.

76.12.5. Copies of adjustment vouchers to correct fiscal year only are not required by DFAS-ADREM/DE. In these cases, the correction need only be processed through MAFR.

76.13. Quality Assurance (QA). The chief of military pay reviews the UH099C0809 monthly to determine that voucher balancing is being accomplished currently. Section IV, Part III, provides the year and month DJMS voucher totals do not equal MAFR totals. The FSO will be advised of any year and month out-of-balance older than current month, less 3 months.

76.14. Special Operating Procedures. If a base does not have a normal base processing framework, local procedures will have to be developed. However, the local procedures must provide for daily reconciliation and proper accounting of any out-of-balance vouchers as in section I or out-of-balance older than current month, less 3 months.

Figure 76.1. DD Form 117, Military Pay Voucher.

1. DEPARTMENT	MILITARY PAY VOUCHER	2. VOUCHER NUMBER
Air Force		P-00000

IDENTIFICATION AND CERTIFICATION

3. ATTACHMENT	4. ORGANIZATION AND LOCATION	5. PAYROLL NUMBER
_____ Pages	375 AW/FMFP Scott AFB IL 62225	

6. PURPOSE OF PAYMENT

Summary of Advances--Military Pay

	7. PAID BY
TO: Scott AFB IL 62225	Scott AFB IL 62225 ADSN 5253 2 Jan 94 *(Brief Stamp)*

I CERTIFY this voucher is correct and proper for payment from the appropriation and/or fund indicated below.

8. TYPED NAME OF DISBURSING OFFICER	9. DSSN	10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY
A.L. Money, Lt Col, USAF	5253	

As Agent Officer to the above Disbursing Officer, I CERTIFY the amounts shown on the attached money lists have been paid by me to members listed thereon after proper identification.

11. SIGNATURE OF AGENT OFFICER	12. DATE PAID

APPROPRIATION CHARGES

13. APPROPRIATION	14. AMOUNT
5733500 325 P510 875825	$ 4,951.00
5733500 325 P530 875825	6,137.00

15. PREPARED BY	16. REVIEWED BY	17. TOTAL $ 11,088.00

PAYMENT DATA

	18. AMOUNT	19. PAID BY CHECK NUMBERS
CHECK PAYMENT	11,088.00	_____ TO _____ INCL
CASH PAYMENT	20. AMOUNT	21. I acknowledge receipt of cash payment in amount stated. _____ SIGNATURE OF PAYEE *(For an individual cash payment)*

DD FORM 117, SEP 77 (EG) EDITION OF 1 MAY 74 WILL BE USED UNTIL EXHAUSTED.

FORM APPROVED BY COMPTROLLER GENERAL, U.S. 11 FEB 77

Designed using Perform Pro, WHS/DIOR, Aug 94

Figure 76.2. SF 1081, Voucher and Schedule of Withdrawals and Credits.

STANDARD FORM 1081
Revised September 1982
Department of the Treasury
I TFRM 2-2500

VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS

Transaction Date: 05/28/94
Document No.: 782811

CHARGE AND CREDIT WILL BE REPORTED ON CUSTOMER AGENCY STATEMENT OF TRANSACTIONS FOR ACCOUNTING PERIOD ENDING _____

CUSTOMER AGENCY		BILLING AGENCY	
Agency Location Code (ALC) 3466	Customer Agency Voucher No. P444	Agency Location Code (ALC) 3466	Billing Agency Voucher No. CP 111
DEPARTMENT BUREAU ADDRESS USAF FSO Smith AFB KS 67416		DEPARTMENT BUREAU ADDRESS USAF FSO Smith AFB KS 67416	

SUMMARY		SUMMARY	
APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT	APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT
5733700 505 6262 P726.02 5380100	$500.00	573 3500 325 P510 5875825	$500.00
(MUST AGREE WITH BILLING AGENCY TOTAL) TOTAL	$500.00	(MUST AGREE WITH CUSTOMER AGENCY TOTAL) TOTAL	$500.00

Details of charges or reference to attached supporting documents
DV P15, 15 Jan 1994, ADSN 3466

Doe, John D.

To correct an erroneous charge report to MAFR as P510.

BILLING AGENCY CONTACT:
PREPARED BY _____
APPROVED BY _____
TELEPHONE NO. _____

CERTIFICATION OF CUSTOMER OFFICE

I certify that the items listed herein are correct and proper for payment from and to the appropriation(s) designated.

_____ *(Date)*

_____ *(Authorized administrative or certifying officer)*

_____ *(Telephone No.)*

NSN 7540-00-634-4234
PREVIOUS EDITION NOT USABLE

Original - Forward To Customer For Payment

Figure 76.3. SF 1081, Voucher and Schedule of Withdrawals and Credits.

STANDARD FORM 1081
Revised September 1982
Department of the Treasury
I TFRM 2-2500

VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS

Transaction Date: 05/28/93
Document No.: 782811

CHARGE AND CREDIT WILL BE REPORTED ON CUSTOMER AGENCY STATEMENT OF TRANSACTIONS FOR ACCOUNTING PERIOD ENDING _____

CUSTOMER AGENCY		BILLING AGENCY	
Agency Location Code (ALC) 0153	Customer Agency Voucher No. P445	Agency Location Code (ALC) 3466	Billing Agency Voucher No. CP 112

DEPARTMENT: NAVY
BUREAU: NAVY
ADDRESS: NAVY Finance Center, Cleveland OH 44199

DEPARTMENT: USAF
BUREAU: FSO
ADDRESS: Smith AFB KS 67416

SUMMARY		SUMMARY	
APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT	APPROPRIATION, FUND, OR RECEIPT SYMBOL	AMOUNT
173 1453, 2202 11 21 071130 5380100	$500.00	5733500 325 P530 5875825	$500.00
(MUST AGREE WITH BILLING AGENCY TOTAL) TOTAL	$500.00	(MUST AGREE WITH CUSTOMER AGENCY TOTAL) TOTAL	$500.00

Details of charges or reference to attached supporting documents
P-8888, 930104, ADSN 8285

Doe, John T.
000-00-0000

To correct an erroneous charge reported to MAFR as P530. Member is Navy.

BILLING AGENCY CONTACT:
PREPARED BY _____
APPROVED BY _____
TELEPHONE NO. _____

CERTIFICATION OF CUSTOMER OFFICE

I certify that the items listed herein are correct and proper for payment from and to the appropriation(s) designated.

_____ *(Date)*

_____ *(Authorized administrative or certifying officer)*

_____ *(Telephone No.)*

NSN 7540-00-634-4234
PREVIOUS EDITION NOT USABLE

Original - Forward To Customer For Payment

Figure 76.4. OF 1017-G, Journal Voucher.

Optional Form 1017-G (9-79)
Title 7, GAO Manual
501017-810

DoD exception to OF 1017G, approved by GSA/OIRM 8-85

JOURNAL VOUCHER

J. V. No. PJV-001

Date 22 Oct 93

REFERENCE	EXPLANATION	DEBIT	CREDIT
a.			
P-20 9 Apr 93	573 3500 323 P530 5875825 573 3500 323 P510 5875825	$956.00	$956.00
	To correct an erroneous charge reported to MAFR as P510 which should have been P530 for Jones, Mike,		
	000-00-0000		
b.			
P-42 16 Apr 93	573 3500 323 P510 5875825 573 3500 323 P530 5875825	$500.00	$500.00
	To correct an erroneous charge reported to MAFR as P530 which should have been P510 for Brown, John M.,		
	000-00-0000		
c.			
P-44 23 Apr 93	573 3500 323 P535 5875825 573 3500 323 P530 5875825	$76.44	$76.44
	To correct an erroneous charge reported to MAFR as P530 which should have been P535 for Smith, James A.,		
	000-00-0000		
	TOTAL	$1,532.44	$1,532.44

Prepared by
(Signature)
Military Pay Clerk
(Title)

Approved by
(Signature)
Chief, Military Pay
(Title)

(EF-V1) (PerFORM PRO)

Figure 76.5. DJMS Voucher Balancing/MAFR Reconciliation Report.

REPORT DATE: 850515 VOUCHER BALANCING/MAFR RECONCILIATION REPORT PCN: MP-19-173 PAGE NO: 019
ADSN 5250 CLERK CODE 80
ACCOUNTING YR/MO 8505

******SECTION I - VOUCHER DATA ******

VOUCHER DATE	VOUCHER NUMBER	CLEAR ACCT	SSAN	NAME	AMOUNT	OUTPUT CODE	REJECT/RECYCLE CODES	F-ID A-in	UPDATE NUMBER	INPUT ADSN
850510	P0001532	530		NIEBA	1200.00	G		PA03	EM	5250
					0.00					
850513	P0001533	530		A	314.00	G		PZ03	EM	5250
				KLOTM	314.00-	G		PK03	EM	5250
					0.00					

****** SECTION II - RECONCILIATION DATA ******

CLEAR ACCT	MAFR AMOUNT	TOTAL VOUCHER AMOUNT	DIFFERENCE
510	0.00	75,548.61	75,548.61-
530	0.00	170,719.35	170,719.35-

****** SECTION III - ADJUSTMENTS TO MAFR ******

VOUCHER DATE	VOUCHER NUMBER	CLEAR ACCT	SSAN	NAME	AMOUNT	REJECT/RECYCLE CODES	UPDATE NUMBER	ACTION CODE

NO DATA PRESENT

****** SECTION IV - SUMMARY ******

PART I - OUT OF BALANCE VOUCHERS

NUMBER OF VOUCHERS	TEAM
0	FUTURE
5	0 - 7 DAYS
7	8 - 15 DAYS
5	16 - 30 DAYS
17	SUB TOTAL
0	31 - 60 DAYS
0	OVER 60 DAYS
17	TOTAL

Figure 76.6. Members With Uncleared NQ and PX Entries.

PART II - CURRENT PERIOD IN BALANCE

120

PART III - MAFR / JUMPS RECONCILIATION

YEAR MONTH	CLEAR ACCT	MAFR AMOUNT	TOTAL VOUCHER AMOUNT	DIFFERENCE
8505	510	0.00	75,548.61	75,548.61-
8505	530	0.00	170,719.33	170,719.33-
8504	510	0.00	104,719.55	104,719.55-
8504	530	0.00	299,442.28	299,442.28-

**** END OF REPORT ****

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Figure 76.7. Format to Report/Cancel or Correct Collection Voucher Control Total.

REPORT DATE: 93/10/21 *** MEMBERS WITH UNCLEARED NQ AND PX ENTRIES *** PCN: MP-19-809 PAGE NO: 1

ADSN: PX	NQ	NQ W/PQ PL PM	NQ W PX	NQ W N7	NQ W NN	MBR SSAN	MBR NAME	GR	FI	DTE PA/ VO DTE	VOU NBR	AMT PA/ AMT PD	CLR ACT	PAY ADSN	DATE RECD	PX FI	MMPA STAT	STATUS DATE
	X					000-00-000	DOE	04	NQ	930706	P0001112	15000.00	510		930708		A	931001
	X					000-00-000	SMITH	31	NQ	930930	P0001535	826.00	530		930930		A	930929
	X					000-00-000	JONES	05	NQ	930611	P0001033	4668.00	530		930614		A	930904
X			X			000-00-000	DOE	03	PX	930729		12000.00				PJ	A	930608
			X			000-00-000	SMITH	05	NQ	930824	P0001339	2334.0	530		930825		A	930925
						000-00-000	SMITH	05	NQ	930824	P0001340	11670.00	530		930825		A	930925
						000-00-000	SMITH	05	PX	930819		15560.00				PJ	A	930925
						000-00-000	SMITH	05	PX	930819		2334.00				PJ	A	930925

PART II - CURRENT PERIOD IN BALANCE

120

PART III - MAFR / IUMPS RECONCILIATION

YEAR MONTH	CLEAR ACCT	MAFR AMOUNT	TOTAL VOUCHER AMOUNT	DIFFERENCE
8505	510	0.00	75,548.61	75,548.61-
8505	530	0.00	170,719.35	170,719.35-
8504	510	0.00	104,719.55	104,719.55-
8504	530	0.00	299,442.28	299,442.28-

**** END OF REPORT ****

VOL/SER=109345

Figure 76.8. Format to Report/Cancel or Correct Payment Voucher Control Total.

CHARACTER POSITION	DESCRIPTION
1-5	0C903/06 OR AC905 (ONE TRAILER RECORD)
20-25	YYMMDD OF VOUCHER DATE
26	GOVERNMENT AGENCY CODE: A—AIR FORCE B—ARMY C—NAVY D—MARINES G—COAST GUARD M—STATE DEPARTMENT
27-30	ACCOUNTABLE ADSN—ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO. OTHERWISE, BLANK
32-39	PAYMENT VOUCHER NUMBER
40-50	VOUCHER TOTAL AMOUNT--DOLLARS AND CENTS TOTAL OF 510 AND 530 VOUCHER AMOUNT
59-61	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED
	NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 76.9. Format to Report/Cancel or Correct Payment Voucher Control Total.

CHARACTER POSITION	DESCRIPTION
1-5	0PZ03/06 OR APZ05 (ONE TRAILER RECORD)
20-25	YYMMDD OF VOUCHER DATE
26	GOVERNMENT AGENCY CODE: A—AIR FORCE B—ARMY C—NAVY D—MARINES G—COAST GUARD M—STATE DEPARTMENT
27-30	ACCOUNTABLE ADSN--ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO. OTHERWISE BLANK
32-39	PAYMENT VOUCHER NUMBER
40-50	VOUCHER TOTAL AMOUNT—DOLLARS AND CENTS TOTAL OF 510 AND 530 VOUCHER AMOUNT
55-58	PAYROLL NUMBER
59-61	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED
	NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Chapter 77

CROSS-DISBURSING

77.1. Description. Military pay will occasionally provide limited pay service to members of other Services. The military pay office has the final approval authority over all payments made to members of another Service. When these payments are made, they are reported to the member's main payroll processing site.

77.2. Substantiating Documents. Retain supporting documents which can verify member's name, SSN and branch of service with a copy of disbursement voucher. Retained copies to include travel orders, LES and other documents if necessary. Annotate the member's ID number on the retained copy of the travel order or leave papers.

77.2.1. AF Form 265, AFO Payment Authorization, is used to authorize payment to members when the reporting is to be accomplished through JDC.

77.2.2. AF Form 1209, Document Transmittal, is used to list and mail documents to parent Service central site. Prepare an original and two copies numbered consecutively using numbering system prescribed in **paragraph 77.4** Precede this number with parent Service's abbreviation (A-Army, C-Coast Guard or M-Marine Corps). Insert each support document (and attachments) transmitted in document data part of form identified by form number, document title, original or copy, and document identification number.

77.2.3. DD Form 1351-6, Multiple Payments List, is used to process several payments of a single type for a single Service. Since type of payment made is noted in block 6 (purpose) on military pay voucher, do not use type block on money list. Show Service disbursed for in "Acty block". Other blocks on the form are self-explanatory.

77.2.4. DD Form 117, Military Pay Voucher, is used to process single payments. Show member's name, SSN, etc. in open block on form and obtain signature of payee in block 19 for single payments. Multiple payments contain this data on the money list; show "Transient Payments" in open block on form. Insert appropriation and program designated by parent Service for type of payment covered in the appropriation block. Show total amount covered by this voucher or supporting money lists in the amount block. Use other blocks of this form as required; blocks are self-explanatory.

77.2.5. DD Form 139, Pay Adjustment Authorization, is used to charge the pay accounts of members who are either absentees, deserters or escaped military prisoners for the cost the DAO incurred in providing transportation or meals to the member.

77.2.6. DD Form 397, Claim Certification and Voucher for Death Gratuity Payment, is used to authorize payment to designated beneficiaries of deceased members. Support payment with message from service concerned. When authorization to pay is received by phone, obtain written confirmation. Immediately after payment, send a paid copy of DD Form 397 to parent service's central site.

77.2.7. DD Form 1337, Authorization/Designation for Emergency Pay and Allowances, is used to authorize emergency payments to dependents. Dependents ordered to evacuate may obtain emergency payments by presenting original DD Form 1337 and proper identification to any DAO. Total amount designated in authorization are payable in a lump sum or in installments at option of dependent. Where maximum amount or final installment is paid, attach form to duplicate voucher and submit to parent Service's central site.

77.2.8. SF 1034, Public Voucher for Purchases and Services Other Than Personal, is used to authorize Temporary Lodging Allowance (TLA) payments to members of another Service. Use statements, certificates or forms normally required by paying Service to substantiate payments. Submit duplicate SF 1034 voucher to parent Service's central site.

77.3. Transient Payments. DAOs may make casual payments for pay and allowances to active duty members of other Services. Any member in transit between duty stations, temporary duty assignment or on leave status may request a casual payment. Before an active duty member is paid, identification, status and entitlement must be established, since the FSO will be the authorizing official. Payment documents should be processed and transmitted according to the following Service's specific instructions. For parent Service central site mailing and message addresses, see **paragraph 77.5**.

77.3.1. Army:

77.3.1.1. FSOs may make casual payments to a soldier when the soldier's identity, entitlement and status so warrant. FSO should base soldier's entitlement on his or her current Leave and Earnings Statement (DFAS Form 702). Use the soldier's ID card to establish the member's identity. You should request certain documents to determine if a soldier is in a good duty status (e.g., leave, TDY or PCS in-transit). ***For example***, a soldier who is on:

77.3.1.1.1. Authorized leave will have a DA Form 31, Request and Authority for Leave, covering his or her absence from duty station;

77.3.1.1.2. TDY will have a DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, covering his or her authorized TDY and any authorized leave in conjunction with that TDY; or

77.3.1.1.3. Leave in conjunction with a PCS will have both a DA Form 31 and orders indicating a PCS from one station to another.

77.3.1.2. If you believe that the soldier's documents have been altered, his or her actions appear to be suspicious, or documentation is incomplete, you should call DFAS-IN at DSN 699-2800 to verify information. DFAS-IN cannot authorize payment, but they can furnish information which you might use in making the decision. Once payment is made, you should process the documents according to procedures in **paragraph 77.4.1**.

77.3.1.3. FSOs should not make casual payments to an Army Reservist or National Guard member unless he or she is on extended active duty (over 60 days). FSOs may make casual payments to soldiers on extended active duty when the soldier's identity, entitlement and status so warrant (see **paragraph 77.3.1.1** above for documentation requirements).

77.3.2. Coast Guard:

77.3.2.1. Documentation. Coast Guard members on active duty who request a casual payment must present a military ID card and orders or leave form. In addition members should have a copy of their latest Leave and Earnings Statement (CG-5209) that shows monthly entitlements. If there is any question about the amount to pay the member, FSO should contact the Coast Guard Pay and Personnel Center in Topeka, Kansas for assistance at commercial (913) 295-2910. DD Form 1351-6 or DD Form 117 should be prepared according to the instructions in **paragraph 77.2**.

77.3.2.2. Advance Copies of Payments. Daily, FSOs should mail two copies, labeled "advance copies" of the DD Form 1351-6 or DD Form 117 and substantiating documents to the Commanding Officer (OGRQ), US Coast Guard Finance Center, 1430 A Kristina Way, Chesapeake, VA 23326.

77.3.2.3. Reporting Payments. Weekly, DAOs should mail all the disbursement vouchers and substantiating documents to the Topeka Service Center (**paragraph 77.5**) for processing.

77.3.3. Marine Corps:

77.3.3.1. Marine Corps personnel on active duty or extended active duty (tours in excess of 30 days) who request a casual payment must present a military ID card and orders or leave form. If there is any question about the amount to pay the member, FSO should contact DFAS-KC (JEA) for assistance at DSN 465-7652 or commercial (816) 926-7652. Cross-disbursing payments should be reported daily to DFAS-KC (EAX) via message or telefax and should include member's name, social security number, amount of payment, payroll number and date of payment (telefax number: DSN 465-5348 or commercial (816) 926-1372 or (816) 926-5348.) Copies of the transmittal document, disbursement voucher and substantiating documents should be mailed monthly to DFAS-KC (see **77.5**).

77.3.3.2. Partial payments to individual Marine Corps Reservists assigned to active duty for a period of 12 through 30 days will be provided only when Marine Corps disbursing facilities are not available. Before making payment, the FSO must contact DFAS-Kansas City Center (EAX) by message or telephone (DSN 465-5264 or 7636; commercial (816) 926-5264 or 7636) to confirm the pay status of the reservist, to ensure that partial payment has not already been made, and to be advised of the amount of payment to make. Complete accounting will be shown on the payment voucher using the pay appropriation data cited in the member's orders. The DAO will endorse the Marine's orders with the amount and date of payment, payroll number (preceded by MR), period of active duty for which the payment was made, check number (if applicable), disbursing station serial number (DSSN) and DAO's signature. Payment documents used for payments to Marine Corps Reservists identified in this paragraph will be submitted as indicated in **paragraph 77.4.1** However, the documents will be submitted to DFAS-KC.

77.3.4. Navy:

77.3.4.1. FSOs may make casual payments to sailors when the sailor's identity, entitlement and status so warrant. FSO should base sailor's entitlement on his or her

current NAVCOMPT Form 2285, Leave and Earnings Statement (LES). Use the sailor's ID card to establish the sailor's identity. Request documents which can be used to verify that a sailor is in a good duty status (e.g., leave, TDY or PCS in-transit.) ***For example***, a sailor who is on:

77.3.4.1.1. Authorized leave will have a NAVCOMPT Form 3065, Leave Request/Authorization, covering his or her period of absence from duty station;

77.3.4.1.2. TDY will have a NAVCOMPT Form 2285, Request and Authorization for TDY Travel of Navy Personnel; or

77.3.4.1.3. Leave in conjunction with a PCS will have a NAVCOMPT 3071, Personnel Financial Record, which will show a record of payments he or she has received, copies of his or her current LES and official orders indicating leave period during the PCS.

77.3.4.2. If you believe that the sailor's documents have been altered, his or her actions appear to be suspicious, or documentation is incomplete you should call DFAS-CL at DSN 580-5682 to verify information. DFAS-CL cannot authorize payment, but they can furnish information which you might use in making the decision. Once payment is made, you should process the documents according to procedures in **paragraph 77.4.2**.

77.3.4.3. Payments to transient Navy personnel made at other than their old or new PDS or TAD/ TDY stations will be subject to the following limitations:

77.3.4.3.1. Payment may not exceed accrued pay and allowances.

77.3.4.3.2. Payment of advance pay and allowances are not authorized.

77.3.4.3.3. Advance travel payments will be limited to actual transportation cost to the next TAD/TDY or permanent duty station.

77.4. FSO Action:

77.4.1. Reporting Payment Made to Other Than Air Force Members. Several payments of same type for another service may be accumulated on a money list and attached to a summary voucher. Otherwise make payment on a separate voucher with required supporting document attached.

77.4.1.1. Weekly, vouchers and supporting documents are to be sent to Quality Examination (QE) for their verification with the MAFR report (Transaction For-Others Control Ledger) before mailing the AF Form 1209 and vouchers. QE must initial and date the AF Form 1209 to verify that the money amounts on the vouchers agree with the MAFR report and that the vouchers have been forwarded to the central site of the member's service. QE mails AF Form 1209 after verification.

77.4.1.2. If acknowledgment is not received within 30 days (45 days overseas), prepare a copy of unacknowledged transmittal marked "--tracer copy" and send to appropriate central site. Central site then notifies FSO that transmittal was received or requests the FSO resubmit transmittal with supporting attachments.

77.4.1.3. After transmittal is acknowledged, attach receipt copy to suspense copy and file based on Air Force regulations. If receipt copy is a duplicate AF Form 1209, replace FSO's copy of AF Form 1209 with acknowledgment copy.

77.4.1.4. Copy of voucher is to be mailed to the applicable military service central site address. See **paragraph 77.5** for addresses.

77.4.2. Emergency Payments to Members. Under extraordinary conditions other service members stranded without funds can be given an emergency payment not to exceed accrued pay and allowances. Before payment, FSO verifies member's pay and military status by contacting parent Service central site or organization to which member is to report for duty. Hospital evacuees in transit may be paid reasonable emergency payments without status verification.

77.4.3. Payroll Numbers. Assign a payroll number to each voucher beginning with "001" until you reach "999" before starting over with 001. Precede this number with parent Service's abbreviation (A--Army, C--Coast Guard, N--Navy and M--Marine Corps). For example, payment vouchers to Marine Corps members would be assigned voucher number M001 and continuing until the payroll number reaches M999 before starting over. List each number on transmittal document as required in **paragraph 77.2**. ***NOTE:*** These numbers may vary from those assigned to document transmittal.

77.5. Special Provisions:

77.5.1. Address. Central sites for parent Services are:

Defense Finance and Accounting Service Indianapolis Center
ATTN: Directorate of Military Pay (DFAS-IN-JFA)
8899 East 56th Street
Indianapolis IN 46249

Defense Finance and Accounting Service Cleveland Center
1240 East Ninth Street
Code FT
Cleveland OH 44199-2055

Defense Finance and Accounting Service Kansas City Center
1500 East Bannister Rd
Code AEAP
Kansas City MO 64197-0001

Coast Guard
United States Coast Guard
Military Pay Center
Room 301 Federal Bldg
444 Quincy St SE
Topeka KS 66683

77.5.2. Message addresses for other services:

Army

DFAS-INDIANAPOLIS CENTER

DFAS-INDIANAPOLIS CENTER

INDIANAPOLIS IN//JFB-V//

Navy

DFAS-CLEVELAND CENTER

DFAS-CLEVELAND CENTER

CLEVELAND OH//JJSX//

Marine Corps

DFAS-KANSAS CITY CENTER

DFAS-KANSAS CITY CENTER

KANSAS CITY MO//EAX//

Coast Guard

COGARD PPC TOPEKA KS

77.5.3. Accounting Classifications. Charge payments of amounts paid to members of other Services to these pay appropriations:

ARMY

PAY GROUP NUMBER	DESCRIPTION	APPROPRIATION
10	Officers, Army, on full-time active duty	21(*) 2010-01-1100 ZB14M400 S12120
	Death gratuity payments to beneficiaries of Army officers, Warrant officers, nurses, and members of the Army Medical Specialist Corps	21(*) 2010-01-1100-6C10000 (EOR 4200) FSN 012120
14	Enlisted members, Army, on full-time active duty	21(*) 2010-01-1100-ZB24M400 S12120
	Death gratuity payments to beneficiaries of Army enlisted personnel.	21(*) 2010-01-1100 6C21000 (EOR 4200) FSN 012120
	Death gratuity payments to beneficiaries of cadets of the United States Military Academy	21(*) 2010-01-1100-6C30000 (EOR 4200) FSN 12120

PAY GROUP	DESCRIPTION	APPROPRIATION	OBJECT CLASS	TYPE	AUTHORIZED ACCOUNTING ACTIVITY (AAA)	COST CODE
1	Navy Officers on full-time active duty.	17(*)1453.221A-11600-068566 2D-71110	011	2I	000000	71110
3	Navy Enlisted on full-time active duty.	17(*)1453.222A-12600-068566 2D-71130	11	2I	000000	71130
10	Marine Corps Officers on full-time active duty.	AA 17(*)1105-.2701 117-11691-067443 2I SPLPMT 010SPPT77907 (* FY)	011	2I	000027	71110
13	Marine Corps Enlisted on full-time active duty.	AA 17(*)1105-.2702 117-12691-067443 2I SPLPMT 013SPPT77909 (* FY)	011	2I	000027	71130
	Coast Guard (all)	69X0201				

* Insert applicable fiscal year (FY) code.

Figure 77.1. Format to Report/Cancel or Correct FSO Authorized Payments for Casual Payments.

CHARACTER POSITION	DESCRIPTION
1-5	0PC03/06 OR APC05 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF EFFECTIVE DATE OF PAYMENT VOUCHER
26-	GOVERNMENT AGENCY CODE: A—AIR FORCE B—ARMY C—NAVY D—MARINES G—COAST GUARD M—STATE DEPARTMENT R—ACCOUNTS RECEIVABLE
27-30	ACCOUNTABLE ADSN—ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO; OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY)
32-39	PAYMENT VOUCHER NUMBER
40-45	AMOUNT PAID TO MEMBER
46-48	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED

CHARACTER POSITION	DESCRIPTION
53-54	RESERVED FOR DFAS-DE USE
57-60	PAYROLL NUMBER
66	RESERVED FOR DFAS-DE USE
	NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 77.2. Format to Report/Cancel or Correct FSO-Authorized Partial Pay.

CHARACTER POSITION	DESCRIPTION
1-5	0PK03/06 OR APK05 (ONE TRAILER RECORD)
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	YYMMDD OF EFFECTIVE DATE OF PAYMENT VOUCHER
26-	GOVERNMENT AGENCY CODE: A—AIR FORCE B—ARMY C—NAVY D—MARINES G—COAST GUARD M—STATE DEPARTMENT R—ACCOUNTS RECEIVABLE
27-30	ACCOUNTABLE ADSN—ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO; OTHERWISE, BLANK
31	OVERRIDE (CENTRAL SITE USE ONLY)
32-39	PAYMENT VOUCHER NUMBER
40-45	AMOUNT PAID TO MEMBER
46-48	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED
53-54	RESERVED FOR DFAS-DE USE

CHARACTER POSITION	DESCRIPTION
57-60	PAYROLL NUMBER
66	RESERVED FOR DFAS-DE USE
	NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Figure 77.3. Format to Report/Cancel or Correct Payment Voucher Control Total.

CHARACTER POSITION	DESCRIPTION
1-5	0PZ03/06 OR APZ05 (ONE TRAILER RECORD)
20-25	YYMMDD OF VOUCHER DATE
26	GOVERNMENT AGENCY CODE: A—AIR FORCE B—ARMY C—NAVY D—MARINES G—COAST GUARD M—STATE DEPARTMENT R—ACCOUNTS RECEIVABLE
27-30	ACCOUNTABLE ADSN—ADSN OF ACCOUNTABLE FSO IF DIFFERENT FROM INPUT FSO; OTHERWISE, BLANK
32-39	PAYMENT VOUCHER NUMBER
40-50	VOUCHER TOTAL AMOUNT--DOLLARS AND CENTS TOTAL OF 510 AND 530 VOUCHER AMOUNT
55-58	PAYROLL NUMBER
59-61	CLEARING ACCOUNT ID: 510—OFFICER 530—ENLISTED
	NOTE: A CORRECT (ACTION INDICATOR 05) IS TWO-CARD INPUT WITH THE A CARD CONTAINING THE NEW CORRECT DATA. THE 1 CARD CONTAINS THE PREVIOUSLY SUBMITTED DATA TO BE CORRECTED.

Chapter 78

PROMOTIONS, DEMOTIONS AND CORRECTIONS OF GRADE

78.1. Description. Grade change transactions are shown on the MMPA as FID MD. AFPC is the only source of input for these transactions.

78.2. De Facto Promotions (Officer/Enlisted). When a member is promoted erroneously, a revocation order may state that the member served in a de facto status during the period of the erroneous promotion. De Facto orders (for personnel reasons) validate any official acts performed by the member in the erroneous grade. The FSO will make a determination using the guidelines below, as to whether the member is entitled to pay and allowances at the higher grade for this period of time before submitting a correction request to DFAS-DE. A member may retain pay and allowances received as the result of an erroneous promotion:

78.2.1. If the member performed the duties of that position in good faith, and under the color of authority.

78.2.2. If the promotion was not statutorily prohibited (for example, a 2Lt may not be promoted to the next higher grade until the officer has completed 18 months of service, because of the Defense Officer Personnel Management Act (DOPMA)). If the determination cannot be made locally as to entitlement to pay and allowances, forward all appeals to DFAS-DE. If the appeal is denied, advise the member of his or her right to remission or waiver per **Chapter 69**.

78.2.3. XL03 Management Notices. XL03 management notices are sent whenever an MD05 processes. The FSO verifies that all impacted entitlements are properly updated.

Chapter 79

EMERGENCY AND DEPLOYMENT PROCEDURES

Section 79A—Emergency Evacuation.

79.1. Description. At times of emergency resulting from natural catastrophe, war, and other disasters, and during deployment operations, FSOs are often required to make payments to members or their dependents. DFAS-DER 7010-1, provides guidance on designation of support bases to perform accounting and finance functions during periods of emergency conditions and AFI 10-213 provides guidance on conducting operations under emergency conditions. Emergency payroll production and other central site procedures under emergency conditions are contained in a DFAS-DE instruction currently being finalized.

79.2. Definitions. For the purpose of this chapter, the following definitions apply:

79.2.1. Adult dependent dependent as defined in the DoDFMR, Volume 7A, glossary of terms, except those indicated in **79.2.2** below.

79.2.2. Minor dependent child 16 years of age or younger who is dependent upon and lives with the member.

79.2.3. Designated representative for minor dependent a person eligible for evacuation and named, by a member who has one or more minor dependents but no adult dependent, to care for the minor dependents during evacuation.

79.3. Substantiating Documents. The following documents are required during evacuations and other emergency conditions.

79.3.1. DD Form 1337, Authorization/Designation for Emergency Pay and Allowances all members with dependents must immediately complete DD Form 1337 upon entering an overseas theater (does not apply to Alaska or Hawaii). In addition, members in the overseas theater must complete a DD Form 1337 upon acquiring a dependent. (See **Figure 79.1** and **Figure 79.2**)

79.3.2. DD Form 1351-2, Travel Voucher or Sub-voucher completed to receive payment for travel and reimbursable expenses if entitled.

79.3.3. DD Form 115, Military Payroll Money List and/or DD Form 117, Military Pay Voucher used by FSO to make evacuation payments.

79.4. Responsibilities:

79.4.1. Member completes an original copy of DD Form 1337, designating a specific amount of emergency payment (up to 2 months' gross basic pay -deductions not considered) to be paid. If no advance is authorized, enter "NONE" in the space provided for amount. Member signs the form. Enter the date and signature of designated dependent or representative for minor dependents authorized to receive emergency payment (see **paragraph 79.2.3** above) at time of presentation of DD Form 1337 to FSO for payment. Give the form to the FSO. ***NOTE:*** DD Form 1337 is also used to designate the individual to whom evacuation allowances, authorized in JFTR, Volume I, chapter 6, may be paid.

79.4.2. When an evacuation has been ordered, dependents or member request payment for evacuation allowances and complete DD Form 1351-2 to receive payment for travel and reimbursable expenses.

79.5. FSO Actions. (See **Table 79.1**) Make emergency payments in available currency which will be most advantageous to dependents. For emergency payments to dependents of Army, Navy, Marine Corps, and Coast Guard personnel, see **Chapter 77**. Pay dependents of Air Force members:

79.5.1. Evacuation payment. DoDFMR, Volume 7A, chapter 32, contains authority for the advance pay upon evacuation of military dependents. The conditions and amounts payable are contained in table 32-1. These advances are repaid per table 32-2. Use DD Form 1337 as the controlling document for all evacuation payments. Do not make emergency allowance payments without it. See table 79-1 for action to take if DD Form 1337 is lost, stolen, or destroyed. Use DD Form 1351-6 and/or DD Form 117 to make payment. Report payment as PA transaction per figure 35-4. Use DD Form 1351-2 for payment of per diem for dependents while at safe haven.

79.5.2. Amount of Payments. Pay total amount designated on DD Form 1337 in one lump sum or in installments (normally not more than 2). Pay installment requested by dependents or member unless prescribed amounts have been established by the major command. Enter payments in the space provided on DD Form 1337 and ensure that the total of all installment payments does not exceed total amount authorized.

79.5.3. Disposition of DD Form 1337. See **Table 79.2**.

79.5.4. Waiver of Right of Recovery. The FSO, upon receiving a copy of letter, with attachments from commander:

79.5.4.1. Reviews pay transaction data in application and verifies that amounts shown as paid agree with the MMPA and DTR data. Determines that amount for which waiver is requested does not exceed 1 month's basic pay. If amounts shown are incorrect, note on application and return to member's commander for correction.

79.5.4.2. If appropriate, prepares messages to DFAS-DE/FJPS for their input to suspend recovery of not more than 1 month's basic pay advanced as emergency evacuation payment as of date application is received from member's commander. See **Chapter 69** for JDC screen.

79.5.4.3. File in the management file a suspense copy of: 'Application for waiver of recovery of $ (amount) under 37 USC 1006(c) filed on (date).'

79.5.4.4. Endorses application to DFAS-DE stating that amounts shown have been verified with DTR.

79.5.4.5. If member is discharged or released from active duty before receipt of waiver notification from DFASDE, recover amount of emergency advance payments, to the fullest extent possible, from amounts due member on separation. This applies except when member immediately reenlists. In such cases, suspend recovery action until DFAS-DE reply is received (see **Chapter 53**).

79.5.5. Upon receipt of notification from DFAS-DE:

79.5.5.1. If application for waiver is approved, annotates the suspense copy: "Waiver of recovery under 37 USC, 1006(c) granted by SAF in amount of $, letter dated."

79.5.5.2. When application for waiver is disapproved, annotates the suspense copy: "Waiver of recovery under 37 USC, 1006(c) disapproved by SAF per DFAS-DE letter dated."

79.5.5.3. Advises member of SAF action and files copy of reply with suspense copy. Input transactions are not required.

79.6. Special Provisions:

79.6.1. Waiver of Right of Recovery:

79.6.1.1. Description. The Secretary of the Air Force (SAF) may waive recovery of not more than 1 months' basic pay advanced to member's dependents under 37 USC 1006(c). Request submitted by members for waiver under this authority are adjudicated on a case-by-case basis. Where evacuation and dislocation allowances are paid as a result of emergency evacuation, waiver application must indicate that these allowances were insufficient to pay unusual expenses of the sudden evacuation. This includes reasonable expenses incurred for rental of furniture and an automobile as a result of delayed arrival of these items. Usually, purchase of these items as a result of evacuation is not regarded as sufficient reason for waiver of the 1 month's advance pay, since the individual has permanent possession and use of them. Unusual circumstances where the evacuation causes financial hardship should be submitted if evidence indicates that recovery of full amount advanced is contrary to equity and good conscience under 37 USC 1006(c).

79.6.1.2. Killed or missing in action. When a member is killed or reported missing in action incident to the emergency condition which caused the ordered evacuation of dependents, consider waiver of recovery of not more than 1 month's basic pay, advanced as an emergency allowance, without request.

79.6.1.3. Limitation. Only 1 month's basic pay, at the rate for the member's pay grade at the time the emergency evacuation payment was authorized, or the unpaid balance may be waived. Any amount withheld from the member's pay, for application against the advance of pay, is considered recovered.

79.6.1.4. Notification of Rights. Member's servicing FSO advises member as soon as possible after such AFO makes payment or receives notification from DFAS-DE that payment was made by another FSO. Application for waiver may be initiated by the member or the member's commander.

79.6.1.5. Remission. Disapproval of an enlisted member's request for waiver does not affect the member's right to apply for remission under the provisions of **Chapter 69**.

79.6.2. Application of Waiver of Recovery:

79.6.2.1. Preparation, documentation, and submission. Application, prepared by member or member's commander, is in letter form and must include:

79.6.2.1.1. Member's name, grade, and SSN.

79.6.2.1.2. Total amount advanced for emergency evacuation purposes, amount previously recovered, and amount for which the waiver is requested (not to exceed 1 month's basic pay to which the member was entitled at the time of the advance).

79.6.2.1.3. Date of expiration of member's current enlistment, date of release from active duty, or anticipated date of retirement.

79.6.2.1.4. Number of dependents and location at time of evacuation order.

79.6.2.1.5. Date evacuated and location to which dependents were evacuated.

79.6.2.1.6. Amount of evacuation allowance paid and inclusive period.

79.6.2.1.7. Amount of dislocation allowance paid.

79.6.2.1.8. Identification of extraordinary expenses connected with the evacuation. Include amounts spent and periods in which expenses were incurred:

79.6.2.1.8.1. Education of children.

79.6.2.1.8.2. Rent or lodging.

79.6.2.1.8.3. Utilities.

79.6.2.1.8.4. Food.

79.6.2.1.8.5. Car (gas, oil).

79.6.2.1.8.6. Other transportation.

79.6.2.1.8.7. Laundry and dry cleaning.

79.6.2.1.8.8. Expenses as a result of non-availability of service facilities (doctor, dentist, hospital, etc.).

79.6.2.1.8.9. Loss of personal or private property for which member was not otherwise compensated.

79.6.2.1.8.10. Expenses of purchasing household essentials such as cooking utensils or bedding.

79.6.2.1.8.11. Itemization and amounts expended for purchase of additional clothing as a result of the evacuation.

79.6.2.1.8.12. Expenses for rental of furniture or an automobile as a result of delayed arrival of these items.

79.6.2.1.8.13. Any other expenses caused by the unusual circumstances of this evacuation.

79.6.2.1.9. A financial statement attached to application for waiver. Prepare financial statement to show normal living expenses connected with maintenance of member's household for period immediately before the evacuation. Use format in **Chapter 73**.

79.7. DFAS-DE Actions. Upon receipt of application for waiver of right of recovery, DFAS-DE:

79.7.1. evaluates application for waiver and sends to SAF for final action;

79.7.2. prepares input to delete debt, if waived;

79.7.3. resumes collection action if not waived;

79.7.4. notifies member's servicing FSO.

Section 79B—Deployment.

79.8. Deployment Briefing. The servicing FSO must brief all members on alert for deployment duty, and all potential deployment personnel, on deployment procedures (commanders of GSUs perform this function for their personnel).

79.8.1. Advise members that they should have a copy of their latest LES with them at the time of the briefing, processing through the FSO, and the period of deployment.

79.8.2. Inform members that US Treasury checks will not be forwarded to an emergency area but that casual or partial payments may be available.

79.8.3. Advise members to provide adequate support for their dependents while on deployment. Support can be achieved in one of these ways:

79.8.3.1. Direct deposit of regular mid-month and end-of-month pay to a joint account. Members should be cautioned about difficulty in cashing personal checks in foreign countries at other than US Government installations.

79.8.3.2. Dependent support allotment.

79.8.3.3. Class X allotment where time is too short to start normal dependent support allotment.

79.9. Payments Before or During Deployment:

79.9.1. Advance Travel. Members may elect to receive advance per diem in amounts authorized per procedures and conditions prescribed by major commands and governed by JFTR, Volume I, and DFAS-DER 7010-3.

79.9.2. Advance Pay. Personnel may be authorized to receive an advance in an amount not to exceed 3 months' basic pay and allowances, less deductions. Payments are to be made on request only, with no blanket payments authorized. When regular payment procedures do not meet immediate need of member, use casual, partial, and advance pay procedures as appropriate. See DoDFMR, Volume 7A, chapter 32, for conditions under which payments can be made and the repayment requirements for advances. Report payments to DFAS-DE as soon as possible. FSOs ensure that partial payments do not exceed net entitlements to avoid quasi-advances being established on member's MMPA. See **Chapter 35** for processing requirements.

79.9.3. Partial or Casual Payments. When making partial or casual payments to local payees, the deployed disbursing agent will pay the lesser of the following:

79.9.3.1. The maximum amount authorized by the area or exercise commanders.

79.9.3.2. For local payees with their latest LESs or where agents have inquiry capability, an amount not greater than that accrued through date of payment. Where no inquiry capability exists, question the member about any recent changes which may not be reflected on the LES.

79.9.3.3. For local payees without their LESs where no inquiry capability exists, an amount not to exceed 75 percent of the member's base pay prorated on a daily basis. Question the member about recent changes. Reduce the 75 percent by any new deductions.

79.10. FSO Actions:

79.10.1. Servicing FSO:

79.10.1.1. Applies TDY procedures except all management files are maintained by the servicing FSO. Only in extenuating circumstances, or when command of host base and command of TDY base mutually agree that it will be advantageous for management files to be administered by FSO servicing the deployed unit, will files be forwarded (hand-carried by the unit commander) to the TDY station.

79.10.1.2. When management files are kept by the servicing FSO, give any pay-affecting documents, originating at TDY base, to the designated unit commander after the transaction is processed. The unit commander is required to maintain these documents in a file. When the deployed unit returns to home station, the unit commander gives this file to the base FSO for filing of appropriate documents.

79.10.1.3. For members electing to be paid by TDY FSO:

79.10.1.3.1. Identifies all members making this election.

79.10.1.3.2. Processes a start TDY ADSN (LD01) and change paying ADSN (LB04) transaction. (See **Chapter 42**.)

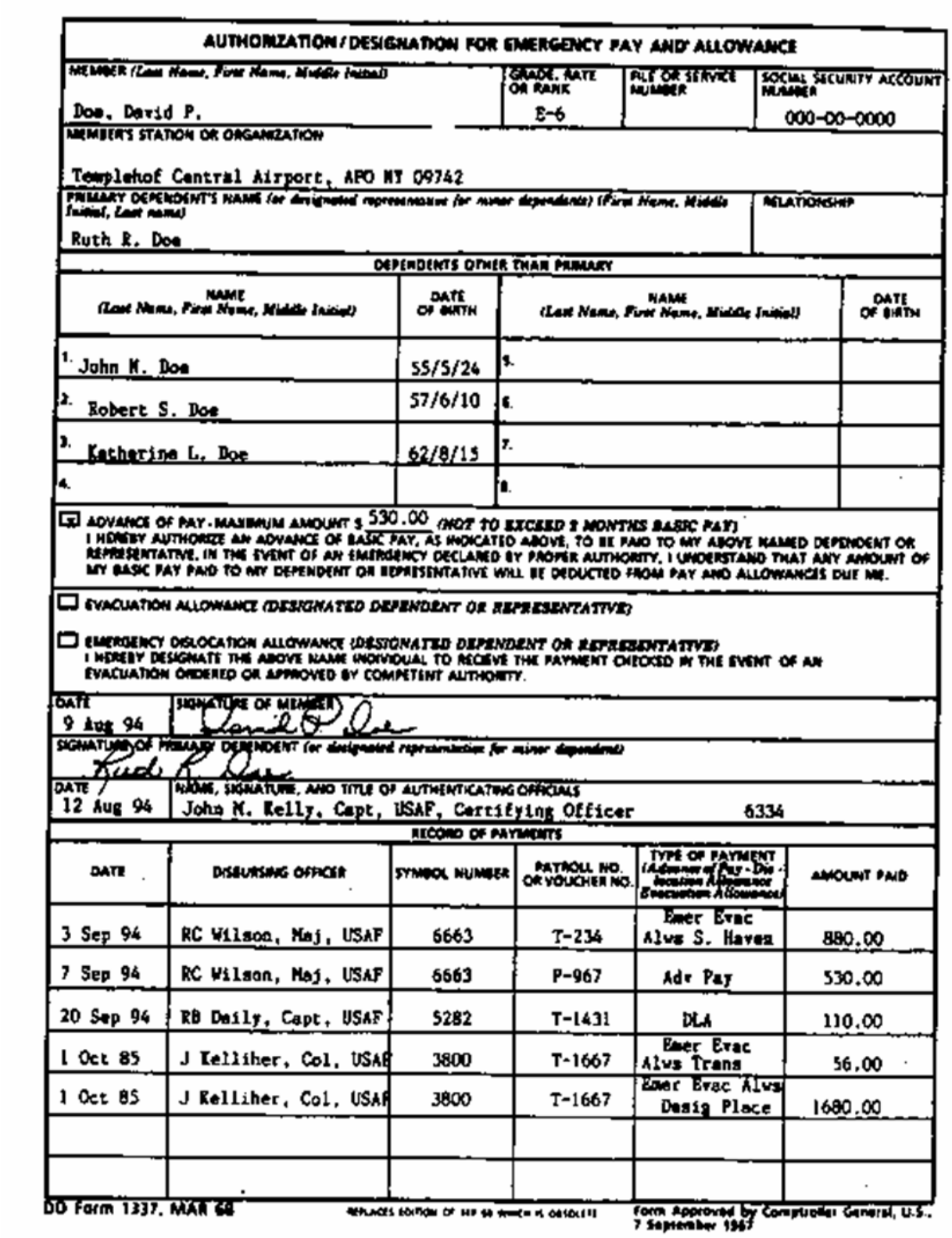
79.10.1.3.3. Processes an LD04 and an LB04 transaction when member returns from TDY. This action causes payment to revert to the home station.

79.10.2. TDY FSO:

79.10.2.1. Makes necessary changes in allotment amounts during period of deployment. If a change is warranted because of a change in normal pay or compelling personal reasons, TDY station prepares DD Form 2558, Authorization to Start, Stop, or Change an Allotment, and processes the change. Provide a copy of the allotment forms to the unit commander. See **Chapter 57** for DD Form 2558 preparation instructions.

79.10.2.2. Processes transactions to start and stop entitlements accruing to member at TDY station. When TDY ADSN is established on member's MMPA (by an LD04 transaction input by home station) any later TDY FSO to which member is diverted processes an LD04 transaction to change TDY ADSN. See **Attachment 18** for Format-IDs allowable for processing by TDY FSO.

Figure 79.1. DD Form 1337, Authorization/Designation for Emergency Pay and Allowance.



AUTHORIZATION / DESIGNATION FOR EMERGENCY PAY AND ALLOWANCE

MEMBER (Last Name, First Name, Middle Initial)	GRADE, RATE OR RANK	FILE OR SERVICE NUMBER	SOCIAL SECURITY ACCOUNT NUMBER
Doe, David P.	E-6		000-00-0000

MEMBER'S STATION OR ORGANIZATION: Templehof Central Airport, APO NY 09742

PRIMARY DEPENDENT'S NAME (or designated representative for minor dependents) (First Name, Middle Initial, Last name): Ruth R. Doe — RELATIONSHIP:

DEPENDENTS OTHER THAN PRIMARY

NAME (Last Name, First Name, Middle Initial)	DATE OF BIRTH	NAME (Last Name, First Name, Middle Initial)	DATE OF BIRTH
1. John M. Doe	55/5/24	5.	
2. Robert S. Doe	57/6/10	6.	
3. Katherine L. Doe	62/8/15	7.	
4.		8.	

☑ ADVANCE OF PAY - MAXIMUM AMOUNT $ 530.00 (NOT TO EXCEED 2 MONTHS BASIC PAY)
I HEREBY AUTHORIZE AN ADVANCE OF BASIC PAY, AS INDICATED ABOVE, TO BE PAID TO MY ABOVE NAMED DEPENDENT OR REPRESENTATIVE. IN THE EVENT OF AN EMERGENCY DECLARED BY PROPER AUTHORITY, I UNDERSTAND THAT ANY AMOUNT OF MY BASIC PAY PAID TO MY DEPENDENT OR REPRESENTATIVE WILL BE DEDUCTED FROM PAY AND ALLOWANCES DUE ME.

☐ EVACUATION ALLOWANCE (DESIGNATED DEPENDENT OR REPRESENTATIVE)

☐ EMERGENCY DISLOCATION ALLOWANCE (DESIGNATED DEPENDENT OR REPRESENTATIVE)
I HEREBY DESIGNATE THE ABOVE NAME INDIVIDUAL TO RECEIVE THE PAYMENT CHECKED IN THE EVENT OF AN EVACUATION ORDERED OR APPROVED BY COMPETENT AUTHORITY.

DATE: 9 Aug 94 — SIGNATURE OF MEMBER: David P. Doe

SIGNATURE OF PRIMARY DEPENDENT (or designated representative for minor dependents): Ruth R. Doe

DATE: 12 Aug 94 — NAME, SIGNATURE, AND TITLE OF AUTHENTICATING OFFICIALS: John M. Kelly, Capt, USAF, Certifying Officer 6334

RECORD OF PAYMENTS

DATE	DISBURSING OFFICER	SYMBOL NUMBER	PAYROLL NO. OR VOUCHER NO.	TYPE OF PAYMENT (Advance of Pay - Dislocation Allowance - Evacuation Allowance)	AMOUNT PAID
3 Sep 94	RC Wilson, Maj, USAF	6663	T-234	Emer Evac Alws S. Haven	880.00
7 Sep 94	RC Wilson, Maj, USAF	6663	P-967	Adv Pay	530.00
20 Sep 94	RB Daily, Capt, USAF	5282	T-1431	DLA	110.00
1 Oct 85	J Kelliher, Col, USAF	3800	T-1667	Emer Evac Alws Trans	56.00
1 Oct 85	J Kelliher, Col, USAF	3800	T-1667	Emer Evac Alws Dsig Place	1680.00

DD Form 1337, MAR 68 — REPLACES EDITION OF MAR 58 WHICH IS OBSOLETE — Form Approved by Comptroller General, U.S., 7 September 1967

Figure 79.2. Instructions for Use of DD Form 1337, Authorization/Designation for Emergency Pay and Allowance.

INSTRUCTIONS TO DESIGNATED DEPENDENT OR REPRESENTATIVE FOR USE OF DD FORM 1337 (AUTHORIZATION/DESIGNATION FOR EMERGENCY PAY AND ALLOWANCE)

1. The Authorization/Designation for Emergency Pay and Allowance is a means of providing funds direct to you in the event of an emergency evacuation. It is an important document and should be kept at all times with your passport and other important papers.

2. To obtain payment of any of the evacuation allowances on this DD Form 1337, present it, together with proper identification, to any military disbursing officer, either overseas or in the United States.

3. Payment of the amount of base pay (if any) authorized in this DD Form 1337 as an advance of pay may be obtained in installments (normally not more than two) or in one lump sum, as you request. The total amount of this base pay cannot exceed the amount designated by your sponsoring member. The advance of pay is not a gratuity and will be deducted in full from the sponsoring member's pay unless the Secretary of the Service concerned waives recovery of 1 month's portion when the recovery of the full amount would work a hardship, would be against equity and good conscience, or against the public interest. A sponsor who wishes to request a waiver of recovery of 1 month's basic pay should consult the commanding officer. If the sponsor does not wish to authorize an advance of basic pay, sponsor inserts NONE in the space provided for the amount - $_____.

4. If you have been receiving a military allotment of pay, and your evacuation is temporary to a safe haven location, your allotment checks will be forwarded to you at the safe haven area. If you have been evacuated to a designated place, as specified by your sponsor, at a location in the United States (including Alaska and Hawaii) or a territory or possession of the United States, it is YOUR RESPONSIBILITY to forward your new address immediately to the office which issues your allotment checks. This will ensure prompt receipt of future checks.

5. If DD Form 1337 is lost before the evacuation, you or your sponsor must report the loss, theft, or destruction immediately to the commander or personnel officer, and a new DD Form 1337 will be issued to you.

6. If you lost the DD Form 1337 during evacuation, report the loss, theft, or destruction to the military disbursing officer from whom you request payment. Be prepared to state the circumstances of the loss, the amount of advance pay authorized in the DD Form 1337, and the amount of any previous payments you have received of each type.

THIS IS AN IMPORTANT DOCUMENT
KEEP IT WITH YOUR PASSPORT

Table 79.1. Preparation and Correction of DD Form 1337, Authorization/Designation for Emergency Pay and Allowances.

RULE	A When	B the FSO
1	DD Form 1137 is initially prepared	ensures that member has prepared and signed the form correctly (see note 4); certifies original; delivers original to member or, if member is absent, to dependent named together with a locally reproduced copy of instructions for use of DD Form 1337 (figure 15-2).
2	Amount designated is more than maximum allowed	follows procedure in rule 1.
3	a member is reassigned to a new overseas station where dependents are authorized to accompany member and initial phase is in effect	obtains original DD Form 1337 from member or dependent and enters new duty station in appropriate block, returns original to member or dependent (see note 1).
4	member is reassigned as in rule 3 except initial phase is not in effect	obtains original DD Form 1337 from member or dependent; writes "Canceled" across face of form (see note 1)
5	member is reassigned to another overseas activity (restricted area) where dependents are not permitted to travel	obtains original DD Form 1337 from dependent before departure; writes "Canceled" across face of the form; and forwards canceled original to FSO at member's new duty station (see note 2).
6	member is reassigned to United States or dependents return to United States under provisions of JTR, chapter 7, part C	obtains original DD Form 1337 from member or dependent, before dependent's departure; writes "Canceled" across the face of form.
7	member completes new DD Form 1337 to change designation (See note 3)	follows procedure in rule 1, and cancels old forms per rule 4.
8	DD Form 1337 is lost during evacuation or family members have arrived at the safe haven FSO or a CONUS location without a DD Form 1337	has the family members execute an affidavit containing facts about the non-availability of the DD Form 1337; prepares a new DD Form 1337 and attaches the affidavit to the original (note 5).

NOTES:

1. Responsibility of FSO at gaining station.
2. Responsibility of FSO at losing station.

3. Keep changes to a minimum, and permit only when major changes occur in status of dependents or amount available for designation of payment to dependents. Member submits old original DD Form 1337 to FSO when he or she completes a new form.

4. Date and signature of primary dependent, designated dependent, or representative for minor dependents authorized to receive emergency payment(s) is accomplished at time of presentation of DD Form 1337 to the FSO for payments.

5. The affidavit should contain: (a) name, rank, and SSN of member; (b) name of the senior family member and relationship to member; (c) name, relationship, and age of all other family members evacuated; (d) reason DD Form 1337 is not available; and (e) state the amount of advance pay authorized on the DD 1337 and the amount of any previous evacuation payments received. This affidavit must be attested by an officer or paying agent and will serve as the supporting document for any future payments.

Table 79.2. Disposition of DD Form 1337.

RULE	A If the FSO is	B and makes	C Then
1	servicing FSO	installment payment	return DD Form 1337 to dependent for use in obtaining additional payments.
2	paying FSO or safe haven FSO	full payment	attach finalized DD Form 1337 to original voucher representing full or final payment.
3		final payment	
4		no payment	obtain original DD Form 1337 from dependent and destroy.

NOTE: A dependent who does not request payment during evacuation, or is paid a first installment and does not request final payment, should surrender DD Form 1337 to the Air Force base nearest the safe haven area after dependent is established in that area.

Chapter 80

JUMPS PAY SERVICE FOR AIR NATIONAL GUARD (ANG) AND AIR FORCE RESERVE (USAFR) PERSONNEL

80.1. Description. Members of the Air Force Reserve Forces ordered to certain types of active duty for definite periods are paid by JUMPS. They are:

80.1.1. The ANG and USAFR officers and airmen ordered to voluntary extended active duty with the Regular Air Force for definite periods, not to exceed 4 years, with specific dates of separation. These members must occupy authorized unit manning document positions in the Regular Air Force and are referred to as statutory tour officers and airmen under 10 U.S.C. 175, 265, 678, 3015, 8021, 8033, 8038 and 849, and 32 U.S.C. 708 authorizations.

80.1.2. ANG or USAFR officers and airmen on active duty tours and performing the following duties:

80.1.2.1. ANG and USAFR recruiters.

80.1.2.2. ANG and USAFR administrative support officers.

80.1.2.3. ANG members performing support alert duties.

80.1.2.4. ANG and USAFR air technician on test active duty.

80.2. Establishing Accounts. See chapter 24 of DFAS-DEM 7073-3, and **Chapter 39** of this volume, for the specific guidance on:

80.2.1. Accessions.

80.2.2. Base-level input transactions.

80.2.3. DFAS-DE responsibilities.

80.3. Notification of Duty Performance for Individual Mobilization Augmentee (IMA) Personnel. The following instructions are for reporting IMA duty performance to the servicing Reserve Payroll Office (RPO) for payment processing. The purpose of this system is to transmit IMA pay data to the RPO via the electronic case control system (ECCS) mail application. The IMA will note the servicing RPO on the pay document or the FSO may access the JUMPS-RF file to obtain the information from the administrative portion of the member's MMPA (first screen in CICS).

80.3.1. General Information:

80.3.1.1. The ANG and the USAFR provide first line backup for the Air Force in the event of war, national emergency, or disaster. Their mission in peacetime is readiness. The IMA is an integral part of the total force and is assigned to a specific position within the active force which would be assumed upon mobilization.

80.3.1.2. The Base Individual Mobilization Augmentee Administrator (BIMAA) is the base level personnel expert for IMAs. The BIMAA works for the Chief, MPF, and is the link with the Major Command Reserve Affairs Office and HQ Air Reserve Personnel Center (ARPC). The function of the BIMAA is to assist IMAs with personnel matters and actions. It is recommended the FSO point of contact work closely with the BIMAA

and the base level unit. The formation of a working group to initiate this program is strongly encouraged.

80.3.1.3. The active duty FSOs report performance of active duty tours (AD) and inactive duty training periods (IDTs) for IMAs performing at or near their bases. This pay data is reported via ECCS using the "Statement of Tour of Duty" screen or the "IAD performance confirmation" screen.

80.3.2. Active duty performance reporting:

80.3.2.1. The AF Form 458, Statement of Tour of Duty, is the primary source document for pay and retirement point credit. It may be a separate form or may be included at the bottom of the machine-generated active duty order, AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour. This form and supporting documents must be properly completed. A separate AF Form 458 must be completed for each active duty tour performed. The AF Form 458 will continue to be used with all manually produced orders. Return incomplete or inaccurate forms to the training activity specified in block 2 of AF Form 458 or block 19 of AF Form 938.

80.3.2.2. The IMA is authorized advance certification per AFMAN 36-8001. The AF Form 458 may be submitted as early as the first day of duty. For a properly authorized advance certification, the following statement must be included in the remarks section: "I certify that the above member reported for duty at (date and time reported). I will notify the servicing RPO by message if the member does not complete the tour as stated." The certifying official must send a message within 24 hours of the date such duty is terminated.

80.3.2.3. Before entering into ECCS, verify the following for completeness: order number, name, SSN, performance dates and times, as well as arrivals and departures, mode of travel and also whether government quarters are used. There are two signatures required on each AF Form 458; the member's and the certifying official's. The time and date of reporting may be anytime within 7 days, before or after, of the actual start date stated in the orders; however, the duration of the tour may not exceed the total number of days authorized in the orders.

80.3.3. Inactive duty performance reporting:

80.3.3.1. IDTs can be performed for pay or non-pay. For the purpose of ECCS, process only those for pay (block 15 of the AF Form 40A, Authorization for Individual Inactive Duty Training). IDT must be authorized in advance (date in block 8 on or before the first date of duty) by the supervisor using the AF Form 40A, section I. The AF Form 40A may be reproduced if extra copies are needed for verifying scheduled participation for the civilian employer or for reservations at billeting; however, the signatures on the document must be originals or certified true copies.

80.3.3.2. IMAs are paid one day's basic pay for each IDT of at least 4 hours duration. If the IDT is for 8 hours or more, they will receive 2 days' basic pay. IMAs cannot be paid for more than two periods in any one calendar day (24 hours).

80.3.3.3. Authorizing official for the AF Form 40A is:

80.3.3.3.1. The commander or chief of the activity to which the member is assigned or attached.

80.3.3.3.2. The unit commander, for IMAs attached to a Reserve unit. ***NOTE:*** This authority may be delegated in writing to a specific military or civilian member of the activity.

80.3.3.4. The certification of AF Form 40A requires three signatures; the member's, that of the official who authorized the training, and that of the person supervising the member and certifying the training was performed as authorized. The completed AF Form 40A serves two purposes: It documents training and acts as a pay voucher. It must be complete and accurate before duty can be reported for payment. Close attention must be given to the date blocks (6, 8, 18, and 19) on the AF Form 40A.

80.3.3.5. If the forms are not properly completed, return them to the training unit or activity that is specified in block 10 of the AF Form 40A.

80.3.4. ECCS formats are listed in the J Forms File as "Statement of Tour of Duty" and "IAD Performance Confirmation".

80.3.5. Supporting documents must be mailed with a transmittal noting performance reported via ECCS to the servicing RPO.

Figure 80.1. Format to Report Payment of ARPAS Partial Pay.

CHARACTER POSITION	DESCRIPTION
1-5	0DW03
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	VOUCHER DATE: YYMMDD
32-37	SPECIFIC INDEBTEDNESS AMOUNT
38	INDEBTEDNESS TYPE: 5 PARTIAL PAYMENT 7 LACKLAND BMT PAYMENT
39-44	ACCOUNTING PROCESSING CODE FROM SUBTABLE 15
47-54	VOUCHER PARTIAL PAYMENT NUMBER. DO NOT LEAVE BLANK. FIRST POSITION MUST BE P.
55-60	DSSN/ADSN MAKING THE PAYMENT. ZERO-FILL TO THE RIGHT. CANNOT BE BLANK
61-63	PAY AUTHORIZATION CONTROL NUMBER. DO NOT LEAVE BLANK
64-65	COMPONENT OF PAY: A6
66-80	COMMON DATA

Chapter 81

VOIDABLE ENLISTMENT

81.1. Description. A fraudulent contract of enlistment or induction is not void but is voidable at the option of the government (DoDFMR, Volume 7A, chapter 4). When the government becomes aware of the fraud, it may void the contract or waive objection and allow the contract to stand. If an enlistment is initially determined void, the member is separated.

81.2. Responsibilities. The MPF maintaining the member's field personnel record is responsible for submission of voidable enlistment data to DFAS-DE. Required input is produced as a by-product of the personnel system (MILPDS) update.

81.3. Effect on MMPA:

81.3.1. Enlistment Initially Determined Void. Member is separated (see **Chapter 52** for separation procedures).

81.3.2. Fraudulent Enlistment Pending. All pay and allowances and leave accruals are suspended pending either separation or waiver of the objections. Allotments are stopped at the end of the prior month. All pay due is suspended (MMPA in T-status, reason 1).

81.3.3. Voidable Enlistment Waived. If member's account was suspended, member is put in an on-station status. If a different status exists, submit input transactions per applicable chapter. All pay and allowances, deductions and leave accruals are reinstated, back to date of suspension, and any amount in held pay, due to status, is released. Submit input transactions per **Chapter 57** and **Chapter 58** to restart any allotments.

81.4. DFAS-DE Output:

81.4.1. DTR. Processed transactions appear in section 6 of servicing ADSN's DTR (**Chapter 2**). Note all input actions (from DTR) concerning void or voidable enlistment in management case file. Enter date member's pay was suspended due to fraudulent enlistment and date waiver of fraud was determined, if applicable.

81.4.2. Pay Authorization:

81.4.2.1. Fraudulent enlistment pending. Zero-pay authorization is created.

81.4.2.2. Voidable enlistment waived. If member's account was suspended, DJMS creates a new pay authorization.

Chapter 82

PRIVACY ACT OF 1974

82.1. Description. AFI 37-132 outlines the policies and procedures governing the collection, safeguarding, maintenance, public notice, use, access, amendment, and dissemination of personal information in JUMPS. In case of conflict, AFI 37-132 takes precedence over any existing Air Force directive dealing in whole or in part with the personal privacy and rights of individuals regarding their personal records, except for disclosures of personal information as authorized by the Freedom of Information Act and implemented by AFI 37-131. Familiarity with these directives and compliance with the policies and procedures in them is mandatory for all personnel involved in JUMPS operations.

82.2. Access by Individuals to Their Records. Chapter 4 of AFI 37-132 contains specific policies and procedures governing requests by members for JUMPS records on themselves. Although disclosures to members of their own records fall within the category of "agency official use disclosure exception" and need not be accounted for, FSOs should note the annual reports requirements in AFI 37-132, section 9.6. Records sufficient to provide the necessary estimate, required for these reports, should be maintained.

82.3. Disclosures of Personal Information To Other Agencies And Individuals. Chapter 9 of AFI 37-132 lists the specific conditions under which disclosure may be made. Also, disclosures may be made to the organizations or individuals listed in the "routine use" provisions of the JUMPS system notice published in the Federal Register. These disclosures do not require a written request by, or the prior written consent of, the individual to whom the record pertains. They are:

82.3.1. Officials and employees of any DoD component who need the record in the performance of their duties, and who use the record for the purpose(s) for which it is maintained.

82.3.2. Internal Revenue Service for tax matters.

82.3.3. Social Security Administration for FICA reports and adjustments.

82.3.4. Department of Veterans Affairs for insurance.

82.3.5. General Accounting Office for audits, opinions, and action on claims.

82.3.6. State and local governments for tax and welfare information.

82.3.7. United States and state courts for civil litigation and criminal prosecution purposes.

82.3.8. Members of Congress for complaints from constituents and for inquiries not generated by constituents.

82.3.9. Insurance companies for allotments made to them by military members.

82.3.10. Financial institutions for deposits (checks-to-banks) and payments, including computer service and other accounting services when they act as authorized agents of financial organizations specified by the member to receive monies due the member.

82.3.11. Law enforcement agencies such as (but not limited to) Office of Special Investigations, USAF; Federal Bureau of Investigation; city and state authorities for

violations of law, for investigation, and possible criminal prosecution; civil court action or regulatory processes.

82.3.12. Disclosures made under the Freedom of Information Act.

82.3.13. Disclosures to the Department of Justice for criminal prosecution, civil litigation, or for investigatory purposes.

82.3.14. American Red Cross.

82.3.15. Air Force Aid Society.

82.4. Collection of Personal Information From Individuals:

82.4.1. AFI 37-132 lists the specific conditions under which information may be collected from individuals. Individuals who are asked to supply information about themselves will be advised of:

82.4.1.1. The Federal statute or executive order authorizing the solicitation of the information.

82.4.1.2. The principal purpose(s) for which it is to be used.

82.4.1.3. The routine uses to be made of it.

82.4.1.4. Whether furnishing the information is mandatory or voluntary.

82.4.1.5. The effects on the individual, if any, of not providing all or any part of it.

82.4.2. AFR 0-9 contains an identified list of all forms affected by the Privacy Act of 1974. A separate Privacy Act Statement (identified by the same form number followed by PA) must be used with the basic form. Departmental forms covered by a blanket form to serve as a uniform Privacy Act Statement are listed in AFR 0-9, section F.

82.5. Accounting Of Disclosures:

82.5.1. AFI 37-132, section 9.6, contains generalized procedures for accounting of disclosures. Specifically, FSOs locally devise a form (or use AF Form 771, Accounting of Disclosures, if more convenient) containing this information in the stated sequence:

82.5.1.1. Member's last name, middle initial, first name.

82.5.1.2. SSN.

82.5.1.3. Date of disclosure.

82.5.1.4. Nature and purpose of each disclosure.

82.5.1.5. Name and address of the person or agency to whom the disclosure is made.

82.5.2. The forms must be completed in duplicate. The original (with member's written permission, if applicable) is kept in a permanent file, in alpha sequence, and stored in the military pay area. The duplicate copy is filed in the member's management case file.

82.5.3. There is no accounting requirement for recurring transmittal of pay, allotment, and other deductions from a member's pay to recipient designated in writing by the individual, such as checks to financial institutions.

Chapter 83

LONG TERM CARE INSURANCE PROGRAM (LTCIP)

83.1. Description. Long term care insurance is a congressionally mandated program established to provide long term care insurance for military members and their families. The first premium deduction from pay is effective October 1, 2002 for military members. Long term care insurance is not a government insurance. It is a private long term care insurance offered to military members and their family members by the office of personnel management and their long term care (LTC) partners (which consists of John Hancock and Metropolitan Life). Procedures for enrollment, eligibility, and premium billing options are available from LTC partners.

83.2. Source of Input. LTC Partners is the contracted provider for long-term care insurance. LTC Partners is the contracted provider for long-term care insurance. LTC partners processes all actions for premium billing from pay via an AI allotment to company code N904413. There is no FSO input. LTC partners handles all rejects or inquiries related to the program. Instruct all Air Force military members to call long term care partners at 1-800-582-3337 with any questions or for new enrollments. The web site for LTC Partners is: **http://www.ltcfeds.com**.

Chapter 84

COMMAND RESPONSIBILITY PAY (CRP)

84.1. Description. Command responsibility pay (CRP) is for officers serving in positions, designated by SAF, of unusual responsibility and critical in nature to the Air Force. Officers serving in these designated positions must be in pay grade 0-6 or below to be entitled to this special pay. CRP is scheduled for termination 30 Sep 07 or when the member is no longer entitled, whichever comes first.

84.2. Responsibility. The MPF or the member's CSS is responsible for determination of entitlement to CRP and for processing of transactions needed to pay CRP to Commanders. The transactions are input to MILPDS and flow to DJMS-AC, posting to the MMPA as FID 07.

84.2.1. MILPDS Input. Input generated by MILPDS is the only acceptable method to authorize (start) or terminate (stop) CRP. CRP corrections and cancellations are also generated from MILPDS input. These transactions (FID 07) are created by the MPF and processed through MILPDS.

84.3. Case Establishment, Substantiating Documentation and Processing Procedures. The only two acceptable methods for initiating CRP input to DJMS are via MILPDS or the case management system (CMS). Accordingly, DFAS does not accept e-mail, telephone or walk-in CRP requests.

84.3.1. MILPDS Input. Input generated by MILPDS is the only acceptable method to authorize (start) or terminate (stop) CRP. CRP corrections and cancellations are also generated from MILPDS input. These transactions (FID 07) are created by the MPF, processed through MILPDS, compiled on a CRP spreadsheet and manually processed each week by DFAS. The CRP spreadsheet serves as the substantiating document for DFAS action. ***NOTE:*** The MPF does not re-input a transaction if one has already been created and MILPDS reflects the proper information (see **paragraph 84.3.2.1** below).

84.3.2. CMS. CMS is used for all other CRP issues. Cases are opened by the customer (FSO, MPF, AFPC, etc.) and sent to the command responsibility pay box. Established cases must fall into one of the following categories:

84.3.2.1. After MILPDS input, DJMS still does not reflect the same data as MILPDS. These cases are typically opened by the MPF, but may include the FSO and AFPC.

84.3.2.1.1. Prior to establishing a CMS case, the customer must wait 10 business days from the date of initial MPF input to allow completion of normal MILPDS transaction processing (see **paragraph 84.3.1** above).

84.3.2.1.2. There must be a rejected MILPDS transaction available for view within DJMS-processed transactions. ***NOTE:*** the transaction will have a reject code of RAK-trans recycled because of temporary suspension of program.

84.3.2.1.3. The rejected transaction will serve as the substantiating document for DFAS action.

84.3.2.1.4. DFAS refers the case to the member's servicing MPF if an appropriate MILPDS transaction does not exist (see **paragraph 84.3.2.1.2**). The MPF refers the

case back to DFAS, advising DFAS of specific action(s), if any, taken. If the MPF makes input, DFAS will process the transaction(s) according to **paragraph 84.3.1** above and close the CMS case.

84.3.2.2. Current CRP entitlement prevents processing of other DJMS transactions. These cases are typically opened by the FSO or DFAS-PMJCAC, but may include the MPF and AFPC.

84.3.2.2.1. Temporary Changes. These are changes requested by the customer to allow additional DJMS processing. Temporary changes cause no loss of entitlement and return the member's CRP to the same status it was in prior to the changes. (***Example:*** CRP erroneously started prior to PCS arrival transaction.) DFAS will temporarily stop the CRP, process the affected transaction, resume CRP, and close the CMS case. ***NOTE:*** Requests for temporary changes to allow promotion processing are not acceptable. Promotions must be input and processed in accordance with **paragraph 84.3.2.3** below.

84.3.2.2.2. Permanent Changes. Permanent changes are requests to terminate CRP to allow PCS departure and separation processing.

84.3.2.2.2.1. There must be a rejected MILPDS transaction available for view within DJMS-processed transactions.

84.3.2.2.2.2. The rejected transaction will serve as the substantiating document for DFAS action.

84.3.2.2.2.3. DFAS refers the case to the servicing MPF if an appropriate MILPDS transaction does not exist (see **paragraph 84.3.2.2.2.1**). The MPF refers the case back to DFAS, advising DFAS of specific action(s), if any, taken. If the MPF makes input, DFAS will process the transaction(s) according to **paragraph 84.3.1** above and close the CMS case.

84.3.2.3. Promotion Transaction Rejects and Recycles. A CMS case is opened by DFAS for each reject. DFAS will temporarily stop the CRP, process the affected transaction, resume CRP, and close the CMS case.

84.3.2.4. Additional Information Required. A CMS case is opened by DFAS to request information required to complete processing of a transaction compiled within the CRP spreadsheet. Typically, this is the result of duplicate, multiple, or incompatible MILPDS transactions. DFAS sends these cases to the MPF for validation/explanation. The MPF refers the case back to DFAS, advising DFAS of specific action, if any, required.

84.4. Inquiries. General CRP policy issues/questions should follow normal policy procedures/protocol (i.e. local FSO/MPF to MAJCOM, and then to AFAFO (policy) and/or AFPC). Issues should be resolved at the lowest level. Specific (individual) issues/concerns should also be directed to the local FSO or MPF for resolution. Again, if the local offices are unable to resolve the issue, normal protocol should be followed.

84.5. (DELETED)

84.5.1. **(DELETED)**

84.5.1.1. **(DELETED)**

84.5.1.2. **(DELETED)**

84.5.2. **(DELETED)**

84.6. Adopted Forms, was removed from **Chapter 84** and moved to **Attachment 1**.

84.7. Prescribed Forms, was removed from **Chapter 84** and moved to **Attachment 1**.

JOHN G. VONGLIS, Assistant Secretary of the Air Force

Financial management and Comptroller

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-213, *Comptroller Operations Under Emergency Conditions*

AFI 11-403, *Aerospace Physiological Training Program*

AFI 31-205, *The Air Force Corrections System*

AFI 32-6004, *Furnishings Management*

AFI 32-6005, *Unaccompanied Housing Management*

AFI 36-2302, *Professional Development (Advanced Academic Degrees and Professional Continuing Education)*

AFI 36-2603, *Air Force Board for Correction of Military Records*

AFI 36-2605, *Air Force Military Personnel Testing System*

AFI 36-2606, *Reenlistment in the United States Air Force*

AFI 36-2906, *Personal Financial Responsibility*

AFI 36-3002, *Casualty Services*

AFI 36-3003, *Military Leave Program*

AFI 36-3004, *Aviator Continuation Pay (ACP) Program*

AFI 36-3014, *Clothing Allowances for Air Force Personnel*

AFI 36-3203, *Service Retirements*

AFI 36-3212, *Physical Evaluation for Retention, Retirement and Separation*

AFI 41-120, *Medical Resource Operations*

AFI 51-202, *Nonjudicial Punishment*

AFI 51-501, *Tort Claims*

AFI 65-202, *Administration of a Base Financial Management Quality Assurance Program*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*

AFMAN 65-116 V2, *Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO*

AFMAN 65-116 V3, *Defense Joint Military Pay System Reserve Component (DJMS-RC)*

DFAS-DE 7000.4-R, *Accounting for Obligations*

DFAS-DE 7010.1-R, *General Accounting and Finance Systems at Base Level*

DFAS-DE 7010.2-R, *Commercial Transactions at Base Level*

DFAS-DE 7010.3-R, *Travel Transactions at Base Level*

DoDFMR, Volume 5, *Disbursing Policy and Procedures*

DODFMR, Volume 7A, *Military Pay Policy and Procedures - Active Duty and Reserve Pay*

DoDFMR, Volume 7B, *Military Pay Policy and Procedures for Retired Pay*

DoDFMR, Volume 7C, *Special Military Pay/Personnel Programs and Operating Procedures*

DoDI 1338-18, *Armed Forces Clothing Monetary Allowance Procedures*

JFTR, *Joint Federal Travel Regulation*

JTR, *Joint Travel Regulation*

Adopted Forms.

AF Form 40A, *Authorization for Individual Inactive Duty Training*

AF Form 48, *Source Document Reject Control Slip*

AF Form 118, *Refund of Tuition Assistance - Education Services Program*

AF Form 165, *General Power of Attorney*

AF Form 422, *Physical Profile Serial Report*

AF Form 458, *Statement of Tour of Duty*

AF Form 618, *Medical Board Report*

AF Form 656, *Clothing Request and Receipt*

AF Form 657, *Personal Clothing Records - Female Airman (Air Force Reserve and Air National Guard)*

AF Form 658, *Personal Clothing Records - Male Airman (Air Force Reserve and Air National Guard)*

AF Form 771, *Accounting of Disclosures*

AF Form 831, *Special Power of Attorney*

AF Form 901, *Reenlistment Eligibility Annex to DD Form 4*

AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*

AF Form 985, *Report of Travel Time/Leave (JUMPS)*

AF Form 1227, *Authority for Tuition Assistance - Education Services Program*

AF Form 1613, *Statement of Service*

AF Form 1881, *Hostile Fire Pay Certification and MPO*

AF Form 1887, *Request and Authorization for Aeronautical Orders*

AF Form 1969, *Officer Uniform Allowance Certification*

AF Form 2098, *Duty Status Change*

AF Form 3125, *General Purpose*

AF Form 3070, *Record of Nonjudicial Punishment Proceedings*

AF Form 3071, *Record of Recommended Non-judicial Punishment Proceedings*

AF Form 3540, *Do-It Yourself (DITY) Move Certification*

DD Form 4, *Enlistment/Reenlistment Document - Armed Forces of the United States*

DD Form 93, *Record of Emergency Data*

DD Form 114, *Military Pay Order*

DD Form 117, *Military Pay Voucher*

DD Form 139, *Pay Adjustment Authorization*

DD Form 173/2, *Joint Message Form (1-1 (Black Ink)), (1-2 (Red Ink))*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 214, *Certificate of Release or Discharge from Active Duty*

DD Form 362, *Statement of Charges/Cash Collection Voucher*

DD Form 397, *Claims Certification and Voucher for Death Gratuity Payment*

DD Form 504, *Request and Receipt for Health and Comfort Supplies*

DD Form 577, *Appointment/Termination Record – Authorized Signature*

DD Form 1131, *Cash Collection Voucher*

DD Form 1155, *Order for Supplies or Services/Request for Quotations*

DD Form 1299, *Application for Shipment and/or Storage of Personal Property*

DD Form 1300, *Report of Casualty*

DD Form 1337, *Authorization/Designation for Emergency Pay and Allowance*

DD Form 1351-2, *Travel Voucher or Sub-voucher*

DD Form 1351-6, *Multiple Payments List*

DD Form 1475, *Basic Allowance for Subsistence-Certification*

DD Form 1561, *Statement to Substantiate Payment of Family Separation All*owance

DD Form 1588, *Record of Travel Payment*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

DD Form 2090, *Government Property Lost or Damaged (GPLD) Survey Certificate*

DD Form 2058, *State of Legal Residence Certificate*

DD Form 2058-1, *State Income Tax Exemption Test Certificate*

DD Form 2278, *Do-It-Yourself Move and Counseling Checklist*

DD Form 2366, *Montgomery G.I. Bill Act of 1984 (MGIB)*

DD Form 2367, *Individual Overseas Housing Allowance (OHA) Report*

DD Form 2494, *Tricare – Active Duty Family Member (FMIP) Dental Plan Enrollment Election*

DD Form 2558, *Authorization to Start, Stop or Change an Allotment*

DD Form 2559, *Savings Bond Allotment Authorization/Active Duty or Retired Pay*

DD Form 2560, *Advance Pay Certification/Authorization*

DD Form 2572, *Permanent Change of Station (PCS) Package Transfer Actions*

DD Form 2789, *Waiver/Remission of Indebtedness Application*

DFAS-DE Form 131, *Dependency Statement - Ward of a Court*

DFAS DE Form 705, *Certificate for Income Tax Adjustment*

DFAS Form 702, *Leave and Earnings Statement (LES)*

DFAS Form 703, *Net Pay Advice (NPA)*

DFAS-DE Form 1856, *Statement of Understanding Basic Allowance for Quarters - Dependents*

DFAS-DE Form 1863, *Dependency Determinations Control Log*

DFAS-DE Form 1865, *Dependency Statement - Child Born Out of Wedlock Under Age 21*

DFAS-DE Form 1866, *Dependency Statement - Incapacitated Child Over Age 21*

DFAS-DE Form 1867, *Dependency Statement - Full-Time Student 21 - 22 Years of Age*

DFAS-DE Form 1868, *Dependency Statement – Parent*

DFAS-DE Form 2429, *Dependency Discrepancy Report*

OF Form 1017, *Journal Voucher*

PD Form 3062, *Claim for Relief on Account of Loss, Theft or Destruction of United States Savings Bond After Valid Issue but Prior to Receipt by Owner, Co-owner, or Beneficiary*

SBD-2104, *Authorization for purchase and request for change United States Series EE Savings Bonds*

SF 502, *Medical Record – Narrative Summary*

SF 1034, *Public Voucher for Purchases and Services Other Than Personal*

SF 1047, *Public Voucher for Refunds*

SF 1164, *Claim for Reimbursement for Expenditures on Official Business*

SF 1080, *Voucher for Transfers Between Appropriations and/or Funds*

SF 1081, *Voucher and Schedule of Withdrawals and Credits*

SF 1098, *Schedule of Canceled or Undelivered Checks*

SF 1174, *Claim for Unpaid Compensation of Deceased Member of the Uniformed Service*

SF 1199A, *Direct Deposit Sign-Up Form*

SF 1219, *Statement of Accountability*

SS Form 5, *Application for a Social Security Number*

TD Form 668-W, *Statement of Personal Exemptions and Filing Status*

TD Form 1099-*MISC, Miscellaneous Income*

TD Form 1099-R, *Distributions*

TD Form W-2, *Wage and Tax Statement*

TD Form W-2C, *Corrected Wage and Tax Statement*

TD Form W-4, *Employee's Withholding Allowance Certificate*

TD Form W-5, *Earned Income Credit Advance Payment Certificate*

TD Form 2159, *Payroll Deduction Agreement*

Prescribed Forms.

AF Form 220, *Request Authorization and Pay Order Basic Allowance for Subsistence (BAS)*

AF Form 265, *AFO Payment Authorization (JUMPS)*

AF Form 350, *Separation Pay Worksheet*

AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ), or Dependency Redetermination*

AF Form 987, *Recertification Statement for Basic Allowance for Quarters (BAQ), Variable Housing Allowance (VHA),Overseas Housing Allowance (OHA), Cost of Living Allowance (COLA), and Family Separation Allowance (FSA)*

AF Form 1039, *Request to Receive and/or Extend Repayment of an Advance Housing Allowance*

AF Form 1121, *Payment Suppression Register (JUMPS)*

AF Form 1209, *Document Transmittal (JUMPS)*

AF Form 1357, *Request for Temporary Lodging Allowance*

AF Form 1373, *MPO Document Control Log Transmittal*

AF Form 1486, *Unit Leave Control Log*

AF Form 1745, *Address Change Form*

AF Form 2070, *JUMPS Pay Accessibility Roster*

AF Form 2451, *Financial Statement - Remission of Indebtedness (LRA)*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

ACCS—Automated Case Control System

ACIP—Aviator Continuation Incentive Pay

ACP—Aviator Continuation Pay

ADSN—Accounting and Disbursing Station Number

AFAS—Air Force Aid Society

AFPC—Air Force Personnel Center

AFSC—Air Force Specialty Code

AI—Action Indicator

AIP—Assignment Incentive Pay

AWOL—Absent Without Leave

BAH—Basic Allowance for Housing

BAS—Basic Allowance for Subsistence

BITS—Base Information Transfer System.

COLA—Cost of Living Allowance

COMBAT SGLI—Combat Servicemembers' Group Life Insurance

CONUS—Continental US, lower 48, not including Alaska or Hawaii

CMAB—Clothing Maintenance Allowance - Basic

CMAI—Clothing Maintenance Allowance – Initial

CMAS—Clothing Maintenance Allowance – Standard

CMS—Case Management System

CSB—Career Status Bonus

CZTE—Combat Zone Tax Exclusion

DDLDS—Date Departed Last Duty Station

DDP—Dependent Dental Program

DEERS—Defense Enrollment Eligibility Reporting System

DFAS-DE—Defense Finance and Accounting Service - Denver Center

DFAS-IN—Defense Finance and Accounting Service - Indianapolis Center

DIREP—Difficulty Reporting System

DJMS—Defense Joint Military Pay System

DJMS-AC—Defense Joint Military Pay System - Active Component

DJMS-RC—Defense Joint Military Pay System - Reserve Component

DoDFMR—Department of Defense Financial Management - Regulation, formerly DoDPM

DMDC—Defense Manpower Data Center

DOE—Date of Enlistment

DOPMA—Defense Officer Personnel Management Act

DOS—Date of Separation

DROR—Daily Register of Rejects

DROT—Daily Register of Transactions

DTL—Document Transmittal Listing

DTR—Daily Transaction Record

DVA—Department of Veterans' Affairs

EFTS—Electronic Funds Transfer System

EOM—End of Month

ESCCP—Engineering and Scientific Career Continuation Pay

ETS—Expiration Term of Service

FDP—Foreign Duty Pay

FICA—Federal Insurance Contribution Act (Social Security Tax)

FID—Format ID

FITW—Federal Income Tax Withholding

FMFIA—Federal Managers' Financial Integrity Act

FO—Financial Organization

FSA—Family Separation Allowance

FSGLI—Family Servicemembers' Group Life Insurance

FSH—Family Separation Housing

FSO—Financial Services Office or Officer

GSU—Geographically Separated Unit

HARM—Host Aviation Resource Management

HDIP—Hazardous Duty Incentive Pay

HDP-L/HDP-M—Hardship Duty Pay – Location /Hardship Duty Pay - Mission

HFP—Hostile Fire Pay

HMO—Housing Management Office or Officer

IAS—Immediate Access Storage

IDP—Imminent Danger Pay

IRS—Internal Revenue Service

ISI—Input Station Identifier

JBIT—Central Site Unit Address

JDC—JUMPS Data Collection

JFTR—Joint Federal Travel Regulation

JLES—Central Site LES Address File

JPPSO—Joint Personal Property Shipping Office

LES—Leave and Earnings Statement

MAFR—Merged Accountability and Fund Reporting

MAJCOM—Major Command

MER—Month-End Restructure

MGIB—Montgomery GI Bill

MIA—Missing In Action

MILPDS—Military Personnel Data System

MM—Mid Month

MMPA—Master Military Pay Account

MPE/F—Military Personnel Element/Flight

MPO—Military Pay Order

MPS—Military Personnel Section

MSP—Multi-Year Special Pay

MTF—Military Medical Treatment Facility

NAFI—Non-Appropriated Fund Instrumentalities

NOC—Notification of Change

NPA—Net Pay Advice

OCONUS—Outside the Continental US; includes Alaska and Hawaii

OHA—Overseas Housing Allowance

OPR—Office of Primary Responsibility

OTS—Officer Training School

PAS—Personnel Accounting Symbol

PCN—Product Control Number

PCS—Permanent Change of Station

PDS—Permanent Duty Station

PFR—Personal Financial Record

POA—Power of Attorney

PRA—Pay Record Accessibility

PSC—Postal Service Center

PSMC—Personal Statement of Military Compensation

RIF—Reduction in Force

RMS—Report Management System

SAF—Secretary of the Air Force

SDAP—Special Duty Assignment Pay

SDP—Savings Deposit Program

SGLI—Servicemembers' Group Life Insurance

SITW—State Income Tax Withholding

SMA—Subject Matter Areas

SOMPO—Summary of Military Pay Obligations

SRB—Selective Reenlistment Bonus

SSN—Social Security Number

SWF—Separation Work File

TAFMSD—Total Active Federal Military Service Date

TAMP—Transition Assistance Management Program

TASO—Terminal Area Security Officer

TDY—Temporary Duty

TLA—Temporary Lodging Allowance

TLE—Temporary Lodging Expense

TSGLI—Traumatic Injury Servicemembers' Group Life Insurance

VEAP—Veterans' Educational Assistance Program

VGLI—Veteran's Group Life Insurance

Attachment 2

JFTR/JTR LOCATION CODES, PER DIEM RATES AND DIRECTORY OF GOVERNMENT FACILITIES

A2.1. JFTR Location Code Directory. Furnished to DJMS servicing finance offices on microfiche. The microfiche contains the JFTR location codes for all areas which are authorized overseas station allowance per JFTR, Volume I.

A2.1.1. Sequence. The JFTR location codes are listed by country in alphabetic sequence with the cities or other subdivisions in alphabetic sequence within each country. The five character JFTR-LOCTN code (2 alpha followed by 3 numeric digits) assigned to each area is valid for interim housing, housing allowance and cost-of-living allowance.

A2.1.2. Tables. The tables containing the JFTR locations for overseas station allowance, COLA index, MIHA and the currency exchange rates are available under CICSJ3-MSO (a focus function).

A2.1.2.1. Table 63 contains currency exchange rates. The currency rate is used to convert the rent amount to US dollars if need be. The currency exchange rate is by Country Code.

A2.1.2.2. Table 64 contains the rates for MIHA. The table has the current rate plus many prior rates (over 20). The rates are for enlisted or officer.

A2.1.2.3. Table 65 contains the current rate plus nine prior rates for OHA and COLA.

A2.1.2.3.1. Maximum allowable ceiling for housing by JTR location and grade;

A2.1.2.3.2. Utility rates for officer and enlisted;

A2.1.2.3.3. Unaccompanied percentage for officer/enlisted;

A2.1.2.3.4. COLA index for officer and enlisted.

A2.1.3. Disposition. Dispose of the microfiche received per instructions in AFI 37-133, Volume II.

A2.2. JFTR/JTR Per Diem Rates and Directory of Government Facilities (DF). DFAS-DE electronically transmits changes to per diem rates and availability of government dining facilities monthly. Changes are transmitted to all base level finance offices via JDC lines and used by travel sections to update the Per Diem Rates Maintenance System (PDRMS). Changes apply to military travel allowances listed in the JFTR, Volume I, Appendix B and D, civilian travel allowances listed in the JTR, Volume II, Appendix A and E, and availability of government dining facilities contained in AFPAM 34-602, Directory of Government Quarters and Dining Facilities.

Attachment 3

ON-LINE DJMS SYSTEMS AVAILABLE FOR ACCESS

The following is a list of commands for available on-line DJMS systems and a brief explanation of what they access.

CICSH3/J3 ACCESS

CWTO Message to Network Control (Air Force Only) Enables user on-line contact with network control.

JBIT BITS Organization Table (Air Force Only)

View or update access to on-line BITS organization table.

JBTA Off-line Reporting Output Product Destination Change Menu

Allows access to other ADSNs' off-line reporting control products (for contingency operations).

JBTR Off-line Reporting File Transfer

Used after Off-line Reporting File Transfer to execute the appropriate file search.

JBTO Off-line Reporting ADSN Output Product Menu

Access to off-line reporting control products by default ADSN.

JCCM Base Inquiry Request - Central Site Automated Case Control System (ACCS)

Displays open ACCS cases being worked by appropriate DFAS center processing lines.

JFRC Re-certification System

Re-certification for BAQ, COLA, FSA, OHA and VHA.

JJAA JUMPS MMPA Inquiries

On-line Master Military Pay Account (MMPA) inquiry on individual members.

Contains detailed data from member's current year pay record plus all previous years back to 1977. Also, allows access to the JUMPS MMPA Special Inquiries shown below:

VSI/SSB Computation: Calculates VSI/SSB value => current date or <= current date plus 10 days.

DJMS One-Third Calculation: Calculates maximum monthly deduction for debt collection.

What-If System for COLA: Calculates COLA entitlement for future JFTR duty locations.

What-If System for OHA: Calculates OHA entitlement for future JFTR duty locations.

What-If System for VHA: Calculates VHA entitlement for future JFTR duty locations.

Processed Transaction Inquiry: Displays transactions after processed in a DJMS update.

JJPP Allows users to acquire printers to CICS, without calling Network Control.

JLAA 5 Year Tax History System

Allows local or appropriate DFAS center reissue of TD Forms W-2 and W-2C.

JLES JUMPS On-line LES Inquiry Main Menu

Menu access to LES history/address display and LES archive print system.

LES History File Request: Access by individual or group SSN to current or previous 12 LESs.

LES Address File Display: Access by individual SSN to LES address file.

JLNA Net Pay Advice (NPA) Remarks System (Air Force Only)

Allows FSO to input local pay related remarks on the NPA.

JLTR NPA/LES Print Request Function

Produces NPA and LES file to print data locally instead of at appropriate DFAS center. Used only by a few overseas sites and requires a DFAS center developed PC-based program to produce prints.

JOLV JUMPS File Transfer Report

Used after JDC III file transfer to release file to that day's update. The screen allows the user to print or correct SSN and name mismatches before release to the update.

JOPS JUMPS On-line Processing System

Used for input of JDC transactions. User may also print, view, correct or delete transactions.

JORA View/Print DJMS Management Report

Allows access to the on-line report for timeliness.

JORB DJMS Management Report (DSSN Override)

JOZA JUMPS Error Codes

Provides literal translation for JUMPS error codes.

JPAM What-If System for Separation

Calculates separation entitlement or reenlistment bonus

JPBB Input Payment Request.

The military pay clerk will use this application to enter the ayment request for a centrally paid member who elects to have the payment sent to his bank through Electronic Funds Transfer (EFT). This application can also be used to view the reject file that is generated from this process.

JPBM View the Electronic Funds Transfer (EFT) File.

JPBX Input/Confirm Payment Request.

The FSO or his designee will use this application to confirm thepayment request that has been input by a military pay clerk. The FSO or designee can, in some cases, do the input and confirmationif the situation warrants it. The reject file of payment requests may also be viewed using this application.

JPSM What-If System for Port Separation

Calculates port separation entitlement

JQEV Quality Examination Menu

Allows print, view, correction and deletion of transactions. It also displays all cycles sent to DFAS central site and lets user release cycles into DJMS updates.

JTLM Temporary Lodging Calculation Report

JTLT Temporary Lodging File Transfer

Used after TLA is file transferred to release file into the DJMS update.

JUPD Request Update Results for Installation's own ADSN

Used to select all or individual reports from current update or previous four updates for an installation's own ADSN.

JVSN Request Update Results for Another Installation's ADSN

Used to select all or individual reports from current update or previous four updates for other than an installation's own ADSN.

JWMM On-line Inquiry of DJMS Tables

Allows on-line viewing of DJMS tables used in DJMS-AC and DJMS-RC processing.

LOCA Worldwide Locator System (Air Force Only)

On-line locator function by SSN or name for all individuals loaded On DFAS mainframe.

MAIL ECCS Mail System

Accesses electronic mail system.

MSO Military Pay On-line Inquiry Main Menu

Menu access to JUMPS/JUMPS-RF inquiry system.

PARM JUMPS-RF Master Menu (Also PRAA)

Menu access to JUMPS-RF functions.

ZFIX CICS System Repair

Activates a terminal that is currently not functioning.

Attachment 4

ADVANCE PAY CATEGORIES

DATA CODES	EXPLANATIONS
A	PCS Advance Pay - Authorized on permanent change of station.
B	OHA Advance Pay
C	BAS Advance Pay - Upon reassignment, or when stationed within the United States (except Alaska and Hawaii).
D	Entry (BMTs) - Authorized on induction or enlistment to report to training or induction center.
F	Distant Station - Authorized when assigned to distant station where pay and allowances cannot be paid regularly.
G	VHA/BAQ Advance Pay - Advance pay for housing in CONUS, Alaska, or Hawaii
H	Extended Active Duty - Authorized when called to extended active duty.
J	Break in Service - Authorized for permanent change of station on reenlistment after break in service.
K	Emergency Evacuation - Authorized for emergency evacuation of dependents as ordered by competent authority.
L	Advance Pay – Cadets

S	Overseas Security Deposits - Can be deferred for length of time member occupies housing at that location.

The next three categories are for Navy only and provided only for those who access Navy pay records.

DATA CODES	EXPLANATIONS
M	Advance Clothing and Equipment Allowance (ACE) Midshipmen only.
N	Entrance Deposit Loan - Midshipmen only.
P	Deployed Vessel (Active Navy only).

Attachment 5

VETERANS ADMINISTRATION REGIONAL OFFICES

Alabama

VA Regional Office (242)
345 Perry Hill road
Montgomery AL 36109

Alaska

VA Regional Office (242)
2925 DeBarr Rd
Anchorage AK 99508-2989

Arizona

VA Regional Office (242)
3225 North Central Avenue
Phoenix AZ 85012-2493

Arkansas

VA Regional Office (242) Bldg 65 Ft Roots
P.O. Box 1280
North Little Rock AR 72115

California

VA Regional Office (242) Federal Building
11000 Wilshire Blvd
Los Angeles CA 90024-3676

VA Regional Office (242)
2022 Camino Del Rio North
San Diego CA 92108-1576

VA Regional Office (242)
1301 Clay St, Rm 1300 North
Oakland CA 94612

Colorado

VA Regional Office (242)
155 Van Gordon St
Denver CO 80225-0001

Connecticut

VA Regional Office (242)
450 Main Street
Hartford CT 06103-3077

Delaware

VA Center Office (242)
1601 Kirkwood Highway
Wilmington DE 19805-4988

District of Columbia

VA Regional Office (242)
1120 Vermont Ave, N.W.
Washington DC 20421

Florida

VA Regional Office (242)

144 1st Ave S.
St Petersburg FL 33701

Georgia

VA Regional Office (242)
730 Peachtree Street
Atlanta GA 30365-6701

Hawaii

VA Regional Office (242)
P.O. Box 50188
Honolulu HI 96850

Idaho

VA Regional Office (242)
805 W. Franklin St
Boise ID 83702

Illinois

VA Regional Office (242)
P.O. Box 8136
Chicago IL 60680-8136

Indiana

VA Regional Office (242)
575 North Pennsylvania Street
Indianapolis IN 46204-1581

Iowa

VA Regional Office (242)
210 Walnut Street
Des Moines IA 50309-2199

Kansas

VA Center (242)
5500 E. Kellogg
Wichita KS 67218

Kentucky

VA Regional Office (242)
545 S. Third St
Louisville KY 40202-2261

Louisiana

VA Regional Office (242)

701 Loyola Avenue
New Orleans LA 70113-1931

Maine

VA Regional Office
1 VA Center
Togus ME 04330

Maryland

VA Regional Office (242) Federal Building
31 Hopkins Plaza
Baltimore MD 21201-2825

Massachusetts

VA Regional Office (242)
John F. Kennedy Federal Bldg.
Government Center
Boston MA 02203-0307

Michigan

VA Regional Office (242)
Patrick V. McNamara Federal Bldg.
477 Michigan Avenue
Detroit MI 48226-2591

Minnesota

VA Center (242)
Bishop Henry Whipple Federal Bldg.
1 Federal Dr.
St Paul MN 55111-4050

Mississippi

VA Center (242)
100 West Capitol Street
Jackson MS 39269-0199

Missouri

VA Regional Office (242)
400 South 18th St.
St Louis MO 63103-2674

Montana

VA Center (242)
Fort Harrison MT 59636-1500

Nebraska

VA Regional Office (242)
5631 S. 48th St.
Lincoln NE 68516

Nevada

VA Regional Office (242)
1201 Terminal Way
Reno NV 89520-0107

New Hampshire

VA Regional Office (242)
Norris Cotton Federal Building
275 Chestnut Street

Manchester NH 03101-2489

New Jersey

VA Regional Office (242)
20 Washington Plaza
Newark NJ 07102-3174

New Mexico

VA Regional Office (242)
Dennis Chavez Federal Building
500 Gold Avenue
Albuquerque NM 87102-0098

New York

VA Regional Office (242) Federal Building
111 West Huron Street
Buffalo NY 14202-2368

VA Regional Office (242)
245 W. Houston St
New York NY 10014

North Carolina

VA Regional Office (242) Federal Building
251 North Main Street
Winston-Salem NC 27155-0001

North Dakota

VA Center (242)
2101 Elm St.

Fargo ND 58102-4972

Ohio

VA Regional Office (242)
Anthony J. Celebrezze Federal Bldg.
1240 East Ninth Street
Cleveland OH 44199-2071

Oklahoma

VA Regional Office (242)
Federal Building
125 South Main Street
Muskogee OK 74401-7025

Oregon

VA Regional Office (242)
Federal Building
1220 S.W. 3rd Avenue
Portland OR 97204-2886

Pennsylvania

VA Center
P.O. Box 8079
Philadelphia PA 19101-8079

VA Regional Office (242)
1000 Liberty Avenue
Pittsburgh PA 15222-4091

Philippines

VA Regional Office
1131 Roxas Blvd
Manila 1000

Puerto Rico

VA Regional Office
GPO Box 364867
San Juan PR 00936-4867

Rhode Island

VA Regional Office (242)
380 Westminster Mall
Providence RI 02903-3244

South Carolina

VA Regional Office
1801 Assembly Street
Columbia SC 29201-2401

South Dakota

VA Regional Office
P.O. Box 5046
Sioux Falls SD 57117-5046

Tennessee

VA Center (242)
110 Ninth Avenue, South
Nashville TN 37203-3867

Texas

VA Regional Office (242)

6900 Almeda Rd.

Houston TX 77030

VA Regional Office (242) One Veterans Plaza
701 Clay Avenue

Waco TX 76799-0001

Utah

VA Regional Office (242) P.O. Box 11500
Federal Bldg

125 South State Street

Salt Lake City UT 84147

Vermont

VA Regional Office

N. Hartland Rd.

White River Junction VT 05009

Virginia

VA Regional Office (242)

210 Franklin Road SW

Roanoke VA 24011-2204

Washington

VA Regional Office (242)

Federal Building

915 Second Avenue

Seattle WA 98174-1060

West Virginia

VA Regional Office
640 4th Avenue
Huntington WV 25701-1392

Wisconsin

VA Regional Office (242)
5000 W. National Ave. Bldg 6
Milwaukee WI 53295

Wyoming

VA Center (242)
2360 East Pershing Blvd
Cheyenne WY 82001-5392

NOTE: ZIP + 4 not available in all cases per United States Postal Service (USPS).

Attachment 6

TAXING AUTHORITY, CITY AND STATE

Data Codes	Data Items	Explanations
001	Alabama	Department of Revenue Income Tax Division Withholding Tax Section P O Box 327488 Montgomery AL 36132
002	Alaska	Not Required
004	Arizona	Department of Revenue Withholding Division 1600 W Monroe Phoenix AZ 85007
005	Arkansas	Department of Finance and Administration Revenue Division PO Box 3628 Little Rock AR 72203-3628
006	California	Employment Development Department 800 Capitol Mall Sacramento CA 95814
008	Colorado	Department of Revenue State Capitol Annex 1375 Sherman Street Denver CO 80261-0001
009	Connecticut	Department of Revenue Services 92 Farmington Avenue Hartford CT 06105

Data Codes	Data Items	Explanations
010	Delaware	Division of Revenue 820 N French Street Wilmington DE 19899-8995
011	District of Columbia	Department of Finance and Revenue 441 4th Street NW, Room 550 Washington DC 20001
012	Florida	Not Required
013	Georgia	Department of Revenue Income Tax Division Withholding Unit Trinity-Washington Building P O Box 38067 Atlanta GA 30334
015	Hawaii	Department of Taxation Income Tax Division PO Box 259 Honolulu HI 96809
016	Idaho	State Tax Commission 800 Park Plaza N P O Box 36 Boise ID 83722-2301
017	Illinois	Department of Revenue 101 W Jefferson Street Springfield IL 62794
018	Indiana	Department of Revenue Withholding Tax Section Indiana Government Center North, Room 105 100 N Senate Avenue Indianapolis IN 46204-2253

Data Codes	Data Items	Explanations
019	Iowa	Department of Revenue and Finance Withholding Tax Processing Hoover State Office Building P O Box 10411 Des Moines IA 50306-0411
020	Kansas	Department of Revenue Division of Taxation Income and Inheritance Tax Bureau Robert B.Docking State Office Building Topeka KS 66612
021	Kentucky	Revenue Cabinet Tax Policy Section Capital Annex Building Frankfort KY 40620
022	Louisiana	Secretary of Revenue Department of Revenue and Taxation Withholding Division 300 Ardenwood PO Box 9017 Baton Rouge LA 70821-9017
023	Maine	Bureau of Taxation Income Tax Division State Office Bldg Augusta ME 04333
024	Maryland	Comptroller of the Treasury Revenue Admin Division 100 Carroll St. Annapolic MD 21411
025	Massachusetts	Department of Revenue Leverett Saltonstall Blgd. 100 Cambridge Street Boston MA 02204

Data Codes	Data Items	Explanations
026	Michigan	Department of Treasury Sales, Use and Withholding Division Treasury Building 420 W. Allegan Lansing MI 48922
027	Minnesota	Department of Revenue MW 5555 Ten River Park Plaza St. Paul MN 55166-0005
028	Mississippi	State Tax Commission Income Tax Division PO Box 960 Jackson MS 39205
029	Missouri	Department of Revenue Withholding Tax Section Truman State Office Bldg. PO Box 3333 Jefferson City MO 65105-3333
030	Montana	Department of Revenue Business Tax Section Mitchell Building PO Box 5835 Helena MT 59604-5835
031	Nebraska	Departrment of Revenue State Office Bldg. Box 94818 Lincoln NE 68509-4818
032	Nevada	Not Required
033	New Hampshire	Not Required
034	New Jersey	Department of Treasury Division of Taxation 50 Barrack St. CN 240 Trenton NJ 08646

Data Codes	Data Items	Explanations
035	New Mexico	Revenue Processing Division Taxation and Revenue Dept. PO Box 360 Santa Fe NM 87504-0630
036	New York	Department of Taxation and Finance Income Tax Bureau Withholding Tax unit Albany NY 12227-0125
037	North Carolina	Department of Revenue PO Box 25000 Raleigh NC 27640-0045
038	North Dakota	State Tax Commissioner 600 E Bouldvard Avenue State Capitol Building Bismarck ND 58505-0554
039	Ohio	Department of Taxation Income Tax Division PO Box 2476 Columbus OH 43266-0076
040	Oklahoma	Oklahoma Tax Commission Withholding Tax Division Oklahoma City OK 73194
041	Oregon	Department of Revenue 955 Center Street NE Salem OR 97310
042	Pennsylvania	Department of Revenue Department 280414 Harrisburg PA 17128-0414
044	Rhode Island	Division of Taxation One Capital Hill Providence RI 02908

Data Codes	Data Items	Explanations
045	South Carolina	Department of Revenue and Taxation Income Tax Division PO Bos 125 Columbia SC 29214-0125
046	South Dakota	Not Required
047	Tennessee	Not Required
048	Texas	Not Required
049	Utah	State Tax Commission 210 North 1950 West Salt Lake Sity UT 84134
050	Vermont	Department of Taxation PO Box 547 Montpelier VT 05609
051	Virginia	Department of Taxation Divisioin of Income Tax Withholding PO Box 1115 Richmond VA 23208-1115
053	Washington	Not Required
054	West Virginia	Not Required
055	Wisconsin	Department of Revenue Po Box 892 Madison WI 53708-8933
056	Wyoming	Not Required
097	Not Listed	Member is foreign national cadet or midshipman.

Data Codes	Data Items	Explanations
098	Undesignated	Member must designate a legal residence within 30 days.
099	Not Listed	Member is legal resident of another country.

NOTE: ZIP + 4 not available in all cases per USPS.

Attachment 7

MISCELLANEOUS, INDEBTEDNESS TYPE

Data Items	Explanations	Data Codes
Arrears in Money Accounts	Indebtedness to the United States incurred by an accountable member for failure to account for funds entrusted to him or her (DS)	A
Bankruptcy Acts Debts	Indebtedness adjudicated under Chapter 13 of the Bankruptcy Act (Public Law 95-598) under which a court order has been issued per a voluntary request of a member. (DS)	B
Clothing Issue Charge	Indebtedness to the United States for clothing issues. (DS)	C
SF 1219 Receivables	Indebtedness to the FSO for double payments (substitute check and original both cashed by member), dishonored checks, and check issue overdrafts. (DS)	D
Hospital Bill	Indebtedness to the United States for unpaid hospital bills for medical services. (DS)	E
Base Exchange	Indebtedness to the base exchange (used by AAFES/NEXCARD). (DS)	F
Temporary Lodging Allowance (TLA)	Indebtedness for overpayments of TLA that was not paid via the DJMS-AC TLA subsystem. (DS)	G

Data Items	Explanations	Data Codes
TSP Catch-Up	A member must be in pay status and must be contributing, either the maximum TSP contribution percentage of basic pay, or an amount which will result in his or her reaching the IRS deferral limit by the end of the relevant year. The member must be at least 50 years old in the year the catch-up contributions are made.	H
Base Housing	Indebtedness for base housing appropriated funds. (Use code "M" for base housing non-appropriated fund debts.) (DS)	J
Telephone and Utility Bills	Indebtedness to the United States for failure to pay telephone and utility charges. (DS)	K
Uncollected Check, Commissary	Indebtedness of a member of the Air Force to a commissary for an uncollected check. (DS)	L
Non-Appropriated Fund Indebtedness	Indebtedness for non-appropriated fund activities and Navy and Marine Corps Exchanges. See code F for AAFES debts. (DS)	M
Tax Levy	Indebtedness established by the Internal Revenue Service by a notice of levy. (DS)	N
Repay Travel Advance or Repay Travel Costs	Indebtedness to the United States for advance or excess travel allowances or otherwise unauthorized cost of transportation for a member or dependents. (DS)	P

Data Items	Explanations	Data Codes
GPLD/ROS	Indebtedness for government property lost or damaged/report of survey (DS)	Q
Household Goods—Excess Cost for Weight or House Trailer Excess Cost	Indebtedness (when other than the military pay appropriation is cited) to the United States for excess weight in shipment of household goods or excess costs of moving a house trailer. (DS)	R
Stipend, All	Indebtedness to the United States for compensation received from state, county, municipal, or privately owned hospitals by a medical officer for medical services performed there, including stipend debts for Air Force Reserve officers now on active duty. (DS)	S
Salary Offset	Indebtedness for salary offsets (DS)	T
Tuition Assistance	Indebtedness to the United States for repayment of tuition assistance or defaulted student loan. (DS)	U
Miscellaneous	Indebtedness for all other types not covered in data codes 1 through 4 and A through U. (DS)	V
Meal Collection	Indebtedness for meals (DS)	9

Attachment 8

ALLOTMENT CLASS, PAY AND FLASH CODES

(ALOTMT-CLASS-PAY) (ALOTMT-FLASH-CODE)

A8.1. ALOTMT-CLASS-PAY is the data item that identifies the general purpose of the allotment and is the second position of the allotment format ID. Rules for processing allotments are established based on the allotment class.

DATA ITEMS	EXPLANATIONS	DATA CODES
Bond Allotment	Purchase of United States Savings Bonds.	B
Charity Allotment	Donations to charity drives.	C
Allotments to a spouse, former spouse, or other dependents	To provide allotments for spouse, former spouse, children or other relatives not legally designated as dependents.	D
Charitable allotment to The Air Force Assistance Fund (AFAF)	Voluntary contribution to Air Force Aid Society.	F
Home Loan Allotment	Repayment of home loans.	H
Commercial Insurance Premium Allotment	Payment of commercial life insurance premium.	I
Relief and Aid Repayment Allotment	Repay Navy Relief Society, Army Emergency Relief, Air Force Aid Society or American Red Cross.	L
Government Insurance Premium Allotment	Payment of National Service or United States Government Life Insurance Premium.	N
Individual Bank Account Allotment	Payment to banks or associations for credit to checking or savings account of allotter.	S

DATA ITEMS	EXPLANATIONS	DATA CODES
Contributions to the Veterans' Education Assistance Program (VEAP)	Members' contributions to their own education.	S
United States Government Indebtedness Allotment	Payment of indebtedness to the United States.	T
Dependent Emergency Support Allotment	Allotment to dependents under emergency conditions only.	X

A8.2. ALOTMT-FLASH-CODE is used to stop allotments from processing.

EXPLANATION	CODE
Indicates an active allotment account.	0
Indicates that a dependent allotment was administratively started and prevents a second class D allotment transaction from processing.	1
Indicates the member is separating as a non-retiree. Flag is set on first processing day of the month of separation.	4
Indicates the member is retiring. Flag is set on the 10th calendar day of the month member is retiring. Allotments in effect are transferred to member's retired account.	5

Attachment 9

CLOTHING ALLOWANCE, EXTRA TYPE

DATA ITEMS and EXPLANATIONS	DATA CODES
Reserved	A
Maternity Uniform (Issue In-Kind prior to 1 June 1998)	B
Reserved	C
Security Police--Combat Boots (Changed 10/1/85)	D
Basic Military Training Instructors (AETC)	E
89 MAW Security Personnel	F
Basic Military Training Instructors (USAF Prep School)	G
Wing/Group Sergeant Major (USAF Academy Office of Commandant of Cadets)	H
HQ AFCC/XORH (Hammer Ace) (Effective 1/1/93)	J
Outstanding Airman of the Year	K
Recruiters	L
Security Police, Pentagon (Assigned to HQ USAF/CC)	M
MAJCOM Security/Elite Guards	N
NCO PME Instructor	P
Security Police--Gate Guard	Q
Bands:	R
USAF Bands	
Air Force Academy Band	
Numbered Unit Air Force	
Special Organizations or Functions Assigned to the Following Organizations or Functions:	S

DATA ITEMS and EXPLANATIONS	DATA CODES
(1) Enlisted Flight Crew on Scheduled Passenger Flights (2) Air Team USMLM Templehof Cen Aprt GE (3) USAF Orientation Group (4) A Single Designated Honor Guard Representing Each Major Command Except the USAF Honor Guard	
Chief Master Sergeant of the Air Force	Z
Maternity Uniform/Clothes (Pay Entitlement after 31 May 1998)	8
Radio Maintenance (uniforms) - (restricted to personnel assigned to USAFA)	9

NOTE: The following data items and explanations require input to the Case Management System (CMS) to report/cancel or correct supplementary clothing allowances.
(1) Duty as the Chief Master Sergeant of the Air Force Staff,
(2) Members assigned to a Military Entrance Processing Station (MEPS),
(3) On active duty and the individual's condition requires the wearing of a maternity uniform when the individual is provided, as Government issue, maternity working uniforms (e.g. hospital workers), and
(4) Duty as a Military Training Leader (Technical Training Schools)

Attachment 10

COMPUTER PROCESSING CONTROL CODES (CNTRL-CODE)

CNTRL-CODE. This code indicates whether an entry is open, closed, canceled, or a non-pay entry. It is essential you check these codes when determining what entitlements a member was due for any period of time.

CODE	DESCRIPTION
0	Open entry in MMPA.
1	Open MMPA entry suspended for indebtedness.
2	Closed entry that affects pay.
3	Entry used to correct an overpayment in a prior pay period. Used only when DFAS-DE makes the correction. (**Note 1**.)
4	Entry used to correct an underpayment in a prior pay period. Used only when DFAS-DE makes correction. (**Note 1**.)
5	MMPA entry used to cancel a prior transaction that results in recoupment of an entitlement that has been paid. Original computer processing code is changed to 5.
6	Closed MMPA entry which was corrected and does not affect pay. For audit purposes only.
9	Identifies a period of time that member did not have this MMPA entry in effect due to status. (**Notes 2** and **3**.)

NOTES:

1. Computer processing control codes 3 and 4 identify a corrective adjustment action. When months of closure is no longer current, these entries are present for audit purposes only. To determine amount of payment in a prior pay period, consider only entries with computer processing 0, 2, or 9 having dates within the period being computed.
2. When a member enters a status that does not allow an entitlement to pay, the entitlement is handled as follows. If status is:

   a. Reported, the computer puts a closed entry for each affected entitlement on the MMPA. This entry is treated as a period of non-entitlement and is subtracted from the entitlement to determine the amount the member is due. These entries are commonly referred to as 9 entries and contain the following information:

   (1) FORMAT ID of the entitlement.

   (2) ENTRY-CLSD-DT of the update the report transaction processed.

   (3) CNTRL-CODE 9.

   (4) ACTN, computer generated action indicator with last digit of "3" for the status that is being reported.

(5) START, equal to start date of the status.

(6) STOP, equal to stop date of the status.

(7) MNTLY-RATE or DAILY-RATE the rate at which the period of non-entitlement is computed.

b. START--the computer puts an open 9 entry on the record and suspenses the open entitlement entry by building a closed entry with an Update Cycle Number of 42 (indicating the entry to be restored at the end of the non-pay status). The open 9 entry is the same as the closed 9 entry in paragraph a above except:

(1) No entry closed data code is present.

(2) ACTN, computer generated action indicator with last digit of "1" for the status that is open.

(3) No stop date is present.

c. STOP--the computer closes the 9 entry on the record and restores the entitlement entry by removing the closed entry with an Update Cycle Number of 42. The closed 9 entry is the same as the closed 9 report entry except:

(1) The ENTRY-CLSD-DT is the update in which the transaction processed and the entry closed.

(2) ACTN, computer generated action indicator with last digit of "2" for the status being stopped.

(3) STOP is the actual date of the discontinuance of the status.

3. A 9 entry is also used to pay leave rations to enlisted personnel for leave. In this case, a closed 9 entry is put on the record for each leave reported. This entry gives member leave rations and acts as a period of non-entitlement to any open or closed BAS entry.

Attachment 11

ENTRY OPEN DATA (EOD)

(ENTRY-OPEN-DT)

A11.1. The ENTRY-OPEN-DT is an 11 position packed code that was created to identify when an MMPA entry was originally created or when the latest change to an MMPA entry occurred. All MMPA fixed and variable open entries will contain an EOD.

A11.1.1. The EOD field contains the following data:

Position 1-6	Processing Date (YYMMDD).
Position 7-8	Update Cycle Number. In addition to the normal update number, three special JUMPS update indicators were created and are used as follows: 97 - identifies all entries that were converted in Phase 1. 98 - identifies all entries created by month-end restructure (MER). 99 - identifies entries that were created by mass rate. Position
9-10	Processing Month.
Position 11	Prior to mid-month flag (1) and after mid-month flag (2).

A11.2. An example of an EOD is as follows: a 3501 is input on calendar date 8 March 1989, processing date is 9 March 1989, update number 03-10, processing month March 1989 (03), and after mid-month cutoff. The EOD appeared on the MMPA as: 89030910032.

A11.3. For conversion purposes for Phase 1, if the MMPA entry was in the fixed or variable open areas, the EOD for the entries converted on the MMPA contain the following:

Position 1-6	Processing date of conversion.
Position 7-8	97.
Position 9-10	04.
Position 11	1.

Attachment 12

ENTRY CLOSED DATA (ECD)

(ENTRY-CLSD-DT)

A12.1. The ENTRY-CLSD-DT is an 11 position packed code that was created to identify when an MMPA entry was closed. All MMPA current month closed and history entries will contain an EOD and ECD. When an MMPA entry closes, the original EOD will be retained and an ECD will be built based on the date/update/flag the MMPA went into history.

A12.1.1. The ECD fields contain the following data:

Position 1-6	Processing Date (YYMMDD).
Position 7-8	Update Cycle Number. In addition to the normal update number, three special DJMS update indicators were created and are used as follows: 97 - identifies all entries that were converted in Phase 1. 98 - identifies all entries created by month-end-restructure (MER). 99 - identifies entries that were created by mass rate.
Position 9-10	Processing Month.
Position 11	Prior to mid month flag (1) and after mid month flag (2).

A12.2. An example of an ECD is as follows: a 3502 is input on calendar day 10 April 1989, processing date is 10 April 1989, update number 04-11, processing month April 1989 (04), and after mid month cut- off. The ECD appeared on the MMPA as: 89041011042.

A12.3. For conversion purposes for Phase 1, if MMPA entry was in the history area, the ECD for the entries converted on the MMPA contained zeros and the ECD contained the following:

Position 1-6	Processing date of conversion (YYMMDD).
Position 7-8	08, or the update number that was converted from the second position of the closure process code. For example, MMPA had a closure processed code of BF; this was converted to 06.
Position 9-10	The processing month was converted from the first position of the closure processed code. For example: MMPA had a closure processed code of KC; this was converted to 11.

Position 11 1.

Attachment 13

COMPUTER OPEN STATUS ENTRIES, NUMBER OF
(CMPTR-OPEN-STAT-ENTRY-NR)
AND
STATUS DETERMINANT CODES
(STATS-DETRMNT)

A13.1. CMPTR-OPEN-STAT-ENTRY-NR. This code is used to identify the number of open status entries that are in the MMPA and to identify a bad condition of an MMPA. This code is part of the SX entry.

DATA CODE	DATA ITEM	EXPLANATION
1 thru 5	Number open status entries	The number identifies the number of open status entries in the MMPA.
6	Frozen MMPA	Identifies MMPA as frozen so only payment transactions and DFAS-DE unique transactions can be processed against the MMPA.
7	Garbled (Bad) MMPA	Identifies MMPA that has had data dropped or garbled. Only format ID 98 transactions can be processed against a garbled MMPA.
8	Out-of-Balance MMPA	Identifies an MMPA in which the details do not add up to the totals.
0	Delete MMPA	Identifies an MMPA that can be inquired against but not processed against.

A13.2. STATS-DETRMNT. This code is used to identify member's status for pay purposes.

DATA CODE	DATA ENTRY	EXPLANATION
A	On station	Member physically located at and performing duty at permanent duty station or temporary duty station.
B	Leave	Member may be on Terminal (P), Appellate (R), or Excess (A) leave. Result of an SB01 transaction.
H	Permanent Change of Station	Member on orders to move from on permanent duty station to another permanent duty station.
J	Absent Without Leave	Member absent from place of duty without permission or authorization and without the intention of deserting.
K	Confined	Member imprisoned by civil or military authorities. For confinement types see **Attachment 13**.
M	Missing	Member officially declared to be missing, missing in action, under the Missing Person Act, interned in a foreign country, captured, beleaguered, besieged by hostile force, or detained in aforeign country against his or her will.
P	Deserted	Member administratively declared a deserter or convicted of desertion by court martial.

DATA CODE	DATA ENTRY	EXPLANATION
T	Suspended Status	Member's status is suspended because there is doubt whether his/her military status is valid or member is in the process of being separated but has not been put in a separated status.
U	Mentally Incompetent	Member has been officially declared mentally incompetent.
V	Separated	Member is separated from the Air Force.

NOTE: A data code Z identifies a new social security number for a member. The Z will be computer generated at the time the member's SSN changes and is entered into the pseudo status entry of the member's auxiliary MMPA. The Z is followed by the new SVC-MBR-SSAN. The auxiliary MMPA is used to relate the member's old and new social security number.

Attachment 14

CONFINEMENT TYPE CODES

DATA CODE	DATA ITEM	EXPLANATION
1	Confinement by Civil Authorities	Confinement by United States or foreign civil authorities.
2	Confinement for Civil Authorities as a Witness	Confinement by military or civil authorities as a civil witness.
3	Military Confinement Awaiting Investigation or Court-Martial	Confinement by military authorities awaiting investigation or trial bycourt- martial.
4	Military Confinement, Sentenced	Confinement by military authorities while serving a court-martial sentence.
5	Military Confinement for Foreign Civil Offense Pending Charge or Indictment	Confinement by military authorities for a foreign civil offense before charge or indictment.
6	Military Confinement for Foreign Civil Offense – Indicted	Confinement by military authorities for a foreign civil offense after having been charged or indicted by the foreign country.

Attachment 15

**FEDERAL INCOME TAX WITHHOLDING (FITW) FOR WAGES PAID BEGINNING IN JANUARY OF CALENDAR YEAR 2006.
SOCIAL SECURITY AND MEDICARE (FICA), AND
ADVANCED EARNED INCOME CREDIT (EIC) PAYMENT RATES
(BASED ON MONTHLY PAYROLL PERIOD)**

FITW

A. Withholding allowance--subtract $304.17 for each exemption claimed by the member.

B. If member is single or head of household, and

WAGES ARE			THEN THE AMOUNT OF INCOME TAX TO BE WITHHELD IS		
OVER	BUT	NOT OVER	THE SUM OF	RATE	TIMES THE EXCESS OVER
$0		$598	$0	0%	$0
$598		$867	$0	10%	$598
$867		$3,017	$26.90	15%	$867
$3,017		$5,544	$349.40	25%	$3,017
$5,544		$14, 467	$981.15	28%	$5,544
$14,467		$31, 250	$3,479.59	33%	$14,467
$31,250		AND OVER	$9,017.98	35%	$31,250

C. If member is married, and

WAGES ARE		THEN THE AMOUNT OF INCOME TAX TO BE WITHHELD IS		
$0	$1,313	$0	0%	$0
$1,313	$2,038	$0	10%	$1,313
$2,038	$6,304	$72.50	15%	$2,038
$6,304	$9,844	$712.40	25%	$6,304
$9,844	$18,050	$1,597.40	28%	$9,844
$18,050	$31,725	$3,895.08	33%	$18,050
$31,725	AND OVER	$8,407.83	35%	$31,725

FICA

Taxable wage base for Old Age, Survivors and Disability Insurance (a.k.a. Social Security or FICA) is $106,800 at a withholding rate of 6.2%. Additionally, all Medicare income is taxed at the rate of1.45%. The combined rate for FICA and Medicare is 7.65%.

EIC

EIC is based on gross wages, and does not require the deduction for withholding allowances. Advance EIC payments apply only to employees eligible for the credit. Eligibility requirements are shown on Form W-5, Earned Income Credit Advance Payment Certificate. For 2009, the maximum wage amount is $35,463 and maximum advance EIC payment is $1,826. The following tables are the percentage method used by DJMS to compute advance EIC payments:

A. If member is single, or married without the spouse filing a form W-5:

AMOUNT OF WAGES BEFORE IS: DEDUCTING WITHHOLDING ALLOWANCES:		AMOUNT OF PAYMENT
OVER	BUT NOT OVER	
0	$745	20.40% OF WAGES
$745	$1,368	$152
$1,368	$99,999.99	$152 LESS 9.59% OF WAGES IN EXCESS OF $1,368

B. If member is married, and both spouses file a form W-5:

AMOUNT OF WAGES BEFORE IS: DEDUCTING WITHHOLDING ALLOWANCES:		AMOUNT OF PAYMENT
OVER	BUT NOT OVER	
0	$372	20.40% OF WAGES
$372	$892	$76
$892	$99,999.99	$76 LESS 9.59% OF WAGES IN EXCESS OF $892

NOTE: FITW information is also available for inquiry through DJMS on-line access as Table 073. FICA (Social Security and Medicare) information is also available for inquiry through DJMS online Table 072, EIC Information is available for inquiry through DJMS on-line Table 094.

Attachment 15B

GENERAL STATE INCOME TAX INFORMATION

State	Code	State Income Tax	Military Pay Taxed	One-Time Entitlement Tax Rate (Note 3)
Alabama(AL)	01	YES	YES	3%
Alaska(AK)	02	NO	NO	0%
	03	**N O T U S E D**		
Arizona(AZ)	04	YES	NO (Note 6)	0%
Arkansas(AR)	05	YES	YES	7%
California(CA)	06	YES	YES(Note 1)	6% (Note 3)
	07	**N O T U S E D**		
Colorado(CO)	08	YES	YES	4.6%
Connecticut(CT)	09	YES	YES (Note 2)	4.5%
Delaware(DE)	10	YES	YES	5.6%
District of Columbia(DC)	11	YES	YES	4%
Florida(FL)	12	NO	NO	0%
Georgia(GA)	13	YES	YES	4%

	14	**N O T U S E D**		
Hawaii(HI)	15	YES	YES	4%
Idaho(ID)	16	YES	YES (Note 1)	7.8% (Note 3)
Illinois(IL)	17	YES	NO	0%
Indiana(IN)	18	YES	YES	3.4%
Iowa(IA)	19	YES	YES	6%
Kansas (KS)	20	YES	YES	5%
Kentucky (KY)	21	YES	YES	4%
Louisiana(LA)	22	YES	YES	3%
Maine(ME)	23	YES	YES	5%
Maryland(MD)	24	YES	YES	4.8%
Massachusetts(MA)	25	YES	YES	5.3%
Michigan(MI)	26	YES	NO	0%
Minnesota(MN)	27	YES	NO (Note 1)	6.3%
Mississippi(MS)	28	YES	YES	4%
Missouri(MO)	29	YES	YES (Note 2)	6%(Note 3)
Montana(MT)	30	YES	YES (Note 5)	0%
Nebraska(NE)	31	YES	YES	5%
Nevada(NV)	32	NO	NO	0%

New Hampshire (NH)	33	NO	NO	0%
New Jersey(NJ)	34	YES	YES (Note 2)	2% (Note 3)
New Mexico(NM)	35	YES	NO (Note 7)	0%
New York(NY)	36	YES	YES (Note 2)	7.4%
No. Carolina(NC)	37	YES	YES	6%
North Dakota(ND)	38	YES	YES (Note 6)	3.9%
Ohio(OH)	39	YES	YES	3.5%
Oklahoma(OK)	40	YES	YES	7%
Oregon(OR)	41	YES	NO (Note 2)	9% (Note 3)
Pennsylvania(PA)	42	YES	YES (Note 1)	2.8% (Note 3)
Puerto Rico (PR)	43	YES	YES (Note 4)	20%
Rhode Island (RI)	44	YES	YES	7.1%
South Carolina (SC)	45	YES	YES	7%
South Dakota(SD)	46	NO	NO	0%
Tennessee(TN)	47	NO	NO	0%
Texas	48	NO	NO	0%
Utah (UT)	49	YES	YES	6.5%
Vermont(VT)	50	YES	YES (Note 1)	6.5%
Virginia(VA)	51	YES	YES	4%
	52	**NOT USED**		
Washington(WA)	53	NO	NO	0%
West Virginia(WV)	54	YES	YES (Note 5)	0%

Wisconsin(WI)	55	YES	YES	4.6%
Wyoming(WY)	56	NO	NO	0%
	57-96	**N O T U S E D**		
Foreign National Cadet	97			
Member has not designated their state of legal residence	98			
Foreign country resident	99			

NOTES:

1. The military pay of a member who is NOT residing in his or her state of legal residence is not taxed. There are no deductions for state income tax withholding (SITW) from the member's pay.

2. The military pay of a member from CT, MO, NY, NJ, or OR, who meet the conditions of the "Three-Prong Test", is not taxed. The member must certify within 30 days of his or her PCS arrival (New York or New Jersey only) to prevent deductions of SITW from his or her pay. Members claiming MO, NJ, NY, or OR need only complete the DD Form 2058-1, and members claiming Connecticut need to complete the CT-W4 one time, to prevent withholding of SITW.

3. If a member is not residing in his or her state of legal residence and no deduction is currently being made for SITW from the normal monthly pay, no SITW is deducted from one-time entitlements. This applies to members outlined in notes 1 and 2.

4. The Taxpayer Relief Act of 1997, Public Law No. 105-34, amended 5 U.S.C. § 5517 to authorized the Department of the Treasury and Puerto Rico to enter into a tax withholding agreement. The agreement was executed November 17, 1997, and is effective January 1, 1998. Military members who claim the Commonwealth of Puerto Rico as their state of legal residence will have taxes withheld as follows:

   a. No federal income tax, only state income tax withheld, when duty station is outside the United States (U.S.). Tax will be computed based on tax rate table.

   b. Federal income tax, with no state income tax, will be withheld when duty station is within the United States.

   c. Members stationed within Puerto Rico will have only state income tax withheld.

5. Montana and West Virginia tax withholding only applies to guard and reserve members. Active duty member’s pay is not subject to taxation.

*6. The state of North Dakota computes SITW as a percentage of federal income tax withholding (FITW) for regular payroll. North Dakota uses 14% of FITW for one time withholding (this equates to approximately 3.9%). Effective 1 January 2006,

compensation received for active service as a member of the military (active duty, Reserve, or Guard), including combat zone excluded pay, may be subtracted when computing Arizona adjusted gross income. Additional information on treatment of military income can be found in Arizona Department of Revenue Publication 704 (**www.azdor.gov/brochure/704.pdf**).

*7. Members who claim the state of Ohio as their state of legal residence, maintain at least one abode outside the state during the entire tax year, maintain no permanent place of abode in Ohio during the tax year, and do not have more than 120 contact periods in the state during the tax year can claim exempt from SITW. A contact period is defined as an overnight trip away from the member's abode outside Ohio, if the member spends at lease a portion of two consecutive days in Ohio while away overnight.

In 2007, New Mexico passed legislation which says: Armed Forces Salaries.--A salary paid by the United States to a taxpayer for active duty service in the armed forces of the United States is exempt from state income taxation.

ALABAMA State Code: 01

Implementation Date: 1 Jul 1977

Amendment Date: 1 Mar 1992

One-time entitlements are taxed at 3 percent

Step 1. Take the current month federal taxable wages. Step 2. Deduct.

a. For single: $166.67 or 20 percent of the current month federal taxable wages, whichever is less. For married: $333.33 or 20 percent of current federal taxable wages, whichever is less.

b. Current month FITW deduction. c. Exemptions (Monthly)

Married or single with 0 exemptions =	$ 0
Single with 1 exemption =	$125
Married with 1 exemption =	$250
Dependents other than spouse (ea) =	$ 25

NOTE:: Single with more than 1 exemption = $125 + 25 for each exemption over 1. Married with more than 1 exemption = $250 + $25 for each exemption over 1.

Step 3. Compute the monthly SITW deduction using the following table based on result from step 2.

SINGLE

If the amount of the wages are:		Then the amount of tax to withhold is:		
Over	But Not Over		Of Excess Over	
$ 0.00	$ 41.67	0%	$ 0.00	
41.67	208.33	2%		41.67
208.33	250.00	4%	208.33	
250.00	and over	5%	250.00	

MARRIED

If the amount of the wages are:		Then the amount of tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0.00	$ 83.33	0%	$ 0.00
83.33	416.66	2%	83.33
416.66	500.00	4%	416.66
500.00	and over	5%	500.00

ALASKA

State Code: 02

State income tax law excludes military pay.

***ARIZONA**
State Code: 04
Implementation Date: 1 Feb 1991
Amendment Date: 1 Jan 2006
One-time entitlements are taxed at percentage of
Federal withholding elected by member for SITW

One time entitlements are taxed at percentage elected for SITW.

Withholding from military members is mandatory effective in September 1993.

a. Members with gross annual incomes of $15,000 or more may have Arizona tax withheld at either 18%, 21%, 23%, 29%, or 34% of federal withholding.

b. Members with gross annual incomes of less than $15,000 may have Arizona tax withheld at either 10%, 18%, 21%, 23%, 29% or 34% of federal withholding.

ARKANSAS State Code: 05

Implementation Date: 1 Jul 1981

Amendment Date: 1 Jan 1999

One-time entitlements taxed at 7 percent

Step 1. Take the current month federal taxable wages x 12 = annual taxable wages. Step 2.

Deduct.

a. Military exclusion of $6,000

b. Standard Deduction of $2,000.

Step 3. Compute the gross annual SITW deduction from table based on amount computed in step 2 above.

SITW TABLE

If the amount of the wages is:		Then the amount of tax is:	
Over	But Not Over		Of Excess Over
$ 0.00	$ 3,000	$0.00 + 1.0%	$ 0.00
3,000	6,000	30.00 + 2.5%	3,000
6,000	9,000	105.00 + 3.5%	6,000
9,000	15,000	210.00 + 4.5%	9,000
15,000	25,000	480.00 + 6.0%	15,000
25,000	and over	1,080.00 + 7.0%	25,000

Step 4. Reduce the gross tax computed above in step 3 by the following tax credit. This result is the net annual SITW deduction.

Personal Tax Credits:

Multiply the number of exemptions times $20.00 = personal tax credit. Subtract the personal tax credit amount from the Gross Tax.

Step 5. Divide the result from step 4 the net annual SITW by 12. The result is the monthly SITW deduction.

CALIFORNIA STATE CODE: 06

Implementation Date: 1 Feb 1978

Amendment Date: 1 Jan 2002

One-time entitlements are taxed at 6 percent

Step 1. Take the current month federal taxable wages.

Step 2. If monthly federal taxable wage is less than $818 for single members, or less than $818 for married members claiming less than 2 exemptions, or less than $1,631 for married members claiming 2 or more exemptions, no tax will be withheld. If these limits are exceeded, go to step 3.

Step 3. Deduct the standard deduction: Single - $247

Married claiming less than 2 exemptions - $247

Married claiming 2 or more exemptions - $493

Step 4. Compute the monthly SITW deduction from the appropriate table based on the result from step 3.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess
$ 0	$ 480	$ 0.00 + 1.0%	$
480	1,136	4.80 + 2.0%	480
1,136	1,792	17.92 + 4.0%	1,136
1,792	2,488	44.16 + 6.0%	1,792
2,488	3,144	85.92 + 8.0%	2.488
3,144	and over	138.40 + 9.3%	3,144

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0	960	$ 0.00 + 1.0%	$ 0
960	2,272	9.60 + 2.0%	960
2,272	3,584	35.84 + 4.0%	2,272
3,584	4,976	88.32 + 6.0%	3,584
4,976	6,288	171.84 + 8.0%	4,976
6,288	and over	276.80 + 9.3%	6,288

Step 5. Deduct from the result of step 4 the following additional credit for exemptions. The result is the monthly SITW deduction.

EXEMPTIONS CLAIMED	**AMOUNT**
0	$0.00
1	6.58
2	13.17
3	19.75
4	26.33
5	32.92
6	39.50
7	46.08
8	52.67
9	59.25
10	65.83

NOTE: If exemptions are greater than 10, multiply $6.25 times number of exemptions over 10 and add to the exemption amount for 10 exemptions.

COLORADO State Code: 08

Implementation Date: 1 Aug 1977

Amendment Date: 1 Jan 2001

One-time entitlements are taxed at 4.6 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct number of exemptions claimed times $237.50.

Step 3. Compute the monthly SITW deduction from the table based on the result from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0	$138	$0.00 + 0.00%	$ 0
138	and over	0.00 + 4.63%	138

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0	$513	$0.00 + 0.00%	$ 0
513	and over	0.00 + 4.63%	513

CONNECTICUT STATE CODE: 09

Implementation Date: 1 Jan 1992

Amendment Date: 1 Jul 2000

One time entitlements are taxed at 4.5 percent

Step 1. Multiply the current month federal taxable wages x 12 = annual taxable wages.

Step 2. Determine member's filing status; Single or Married.

Step 3. Take the annual federal wages (result of step 1) minus exemption allowed in Table A.

Step 4. Compute initial annual withholding amount:

Single: Take annualized taxable income (result of step 3) and multiply by 0.03 if amount is less than or equal to $10,000. If the amount (result of step 3) is greater than $10,000, multiply 0.045 by the excess over $10,000 and add $300. This equals annualized withholding.

Married: Take annualized taxable income (result of step 3) and multiply by 0.03 if amount is less than or equal to $20,000. If the amount (result to step 3) is greater than $20,000, multiply 0.045 by the excess over $20,000 and add $600. This equals annualized withholding.

Step 5. Take annual salary and filing status (step 1 and step 2) to determine credit percentage allowed in Table B.

Step 6. Multiply annualized withholding (step 4) by 1 minus credit percentage (step 5).

Step 7. Divide step 6 result by 12, this will equal your monthly withholdings. (See the following pages)

EXEMPTIONS: TABLE - A

FILING STATUS - SINGLE			FILING STATUS - MARRIED		
Annual Salary		Exemption	Annual Salary		Exemption
More Than	Less Than or Equal to		More Than	Less Than Or Equal to	
0	- 24,500	12,250	0	- 48,000	24,000
24,500	- 25,500	11,250	48,000	- 49,000	23,000
25,500	- 26,500	10,250	49,000	- 50,000	22,000
26,500	- 27,500	9,250	50,000	- 51,000	21,000

27,500	- 28,500	8,250	51,000	- 52,000	20,000
28,500	- 29,500	7,250	52,000	- 53,000	19,000
29,500	- 30,500	6,250	53,000	- 54,000	18,000
30,500	- 31,500	5,250	54,000	- 55,000	17,000
31,500	- 32,500	4,250	55,000	- 56,000	16,000
32,500	- 33,500	3,250	56,000	- 57,000	15,000
33,500	- 34,500	2,250	57,000	- 58,000	14,000
34,500	- 35,500	1,250	58,000	- 59,000	13,000
35,500	- 36,500	250	59,000	- 60,000	12,000
36,500	and above	0	60,000	- 61,000	11,000
			61,000	- 62,000	10,000
			62,000	- 63,000	9,000
			63,000	- 64,000	8,000
			64,000	- 65,000	7,000
			65,000	- 66,000	6,000
			66,000	- 67,000	5,000
			67,000	- 68,000	4,000
			68,000	- 69,000	3,000
			69,000	- 70,000	2,000
			70,000	- 71,000	1,000
			71,000	and above	0

CREDIT PERCENTAGE: TABLE - B

FILING STATUS - SINGLE			FILING STATUS - MARRIED		
Annual Salary		Credit %	Annual Salary		Credit %
More Than	Less Than Or Equal To		More Than	Less Than Or Equal to	
$12,250	$15,300	75%	$24,000	$30,000	75%
15,300	15,800	70%	30,000	30,500	70%
15,800	16,300	65%	30,500	31,000	65%
16,300	16,800	60%	31,000	31,500	60%
16,800	17,300	55%	31,500	32,000	55%
17,300	17,800	50%	32,000	32,500	50%
17,800	18,300	45%	32,500	33,000	45%
18,300	18,800	40%	33,000	33,500	40%
18,800	20,400	35%	33,500	40,000	35%
20,400	20,900	30%	40,000	40,500	30%
20,900	21,400	25%	40,500	41,000	25%
21,400	21,900	20%	41,000	41,500	20%
21,900	25,500	15%	41,500	50,000	15%
25,500	26,000	14%	50,000	50,500	14%
26,000	26,500	13%	50,500	51,000	13%
26,500	27,000	12%	51,000	51,500	12%
27,000	27,500	11%	51,500	52,000	11%
27,500	49,000	10%	52,000	96,000	10%
49,000	49,500	9%	96,000	96,500	9%
49,500	50,000	8%	96,500	97,000	8%
50,000	50,500	7%	97,000	97,500	7%
50,500	51,000	6%	97,500	98,000	6%
51,000	51,500	5%	98,000	98,500	5%
51,500	52,000	4%	98,500	99,000	4%
52,000	52,500	3%	99,000	99,500	3%
52,500	53,000	2%	99,500	100,000	2%
53,000	53,500	1%	100,000	100,500	1%
53,500	and over	0%	100,500	and over	0%

DELAWARE State Code: 10

Implementation Date: 1 Jan 1993

Amendment Date: 1 Jan 2000

One-time entitlements are taxed at 5.6 percent

Step 1. Take the current month federal taxable wages and multiply by 12.

Step 2. Deduct applicable amount for standard deduction:

Single - $3,250
Married - $6,500

The result is taxable annual wages.

Step 3. Compute the monthly SITW deduction from the table based on results from step 2.

SITW

TABLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0	$ 2,000	$0.00 + 0.00%	$ 0
2,000	5,000	0.00 + 2.20%	2,000
5,000	10,000	66.00 + 3.90%	5,000
10,000	20,000	261.00 + 4.80%	10,000
20,000	25,000	741.00 + 5.20%	20,000
25,000	60,000	1,001.00 + 5.55%	25,000
60,000	and over	2,943.50 + 5.95%	60,000

Step 4. Multiply the number of personal exemptions by $110.00.

Step 5. Subtract the total amount for personal exemptions (Step 4) from the computed tax (Step

3).

Step 6. Divide results from Step 5 by 12. The result is the monthly SITW deduction.

DISTRICT OF COLUMBIA State Code: 11

Implementation Date: 1 Aug 1977

Amendment Date: 1 Jan 2001

One-time entitlements are taxed at 4 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct the number of exemptions times $114.17. The result is monthly wages.

Step 3. Compute the monthly SITW deduction from the table based on the result from step 2.

SITW TABLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 166.66	$0.00 + 0.0%	$0.00
166.66	833.33	0.00 + 5.0%	166.66
833.33	2,500.00	33.33 + 7.5%	833.33
2,500.00	and over	150.00 + 9.0%	2,500.00

FLORIDA State Code: 12

No state income tax.

GEORGIA State Code: 13

Implementation Date: 1 Jul 1977

Amendment Date: 1 Jan 1999

One-time entitlements are taxed at 4 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct:

a. Standard deduction:

-- Married = $250.00

-- Single = $191.50

b. Exemptions:

$225 times the number of exemptions claimed

Step 3. Compute the monthly SITW deduction from the appropriate table based on result from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold		
Over	But Not Over			Of Excess Over
$0.00		$ 62.50	$0.00 + 1%	$0.00
62.50		187.00	0.62 + 2%	62.50
187.00		312.00	3.12 + 3%	187.00
312.00		437.00	6.87 + 4%	312.00
437.00		583.00	11.87 + 5%	437.00
583.00		and over	19.17 + 6%	583.00

MARRIED

If the amount of the wages is:		Then the tax to withhold		
Over	But Not Over			Of Excess Over
$0.00		$ 83.00	$0.00 + 1%	$0.00
83.00		250.00	0.83 + 2%	83.00

250.00	417.00	4.17 + 3%	250.00
417.00	583.00	9.17 + 4%	417.00
583.00	833.00	15.83 + 5%	583.00
833.00	and over	28.33 + 6%	833.00

HAWAII

State Code: 15

Implementation Date: 1 Jul 1977

Amendment Date: 1 Jan 2002

One-time entitlements are taxed at 4 percent

Step 1. Take the current month Federal taxable wages.

Step 2. Deduct the number of exemptions claimed times $86.65.

Step 3. Compute the monthly SITW deduction from the table based on the result from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0	$ 167	$0.00 + 1.40%	$0
167	333	2.34 + 3.20%	167
333	667	7.65 + 5.50%	333
667	1,000	26.02 + 6.40%	667
1,000	1,333	47.33 + 6.80%	1,000
1,333	1,667	69.97 + 7.20%	1,333
1,667	and over	94.02 + 7.60%	1,667

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0	$ 333	$0.00 + 1.40%	$0
333	667	4.66 + 3.20%	333
667	1,333	15.35 + 5.50%	667
1,333	2,000	51.98 + 6.40%	1,333

2,000	2,667	94.67 + 6.80%	2,000
2,667	3,333	140.03 + 7.20%	2,667
3,333	and over	187.98 + 7.60%	3,333

IDAHO

State Code: 16

Implementation Date: 1 Jul 1977

Amendment Date: 1 Jan 2001

One-time entitlements are taxed at 7.8 percent

Step 1. Take the current month Federal taxable wages.

Step 2. Deduct number of exemptions claimed times $241.67.

Step 3. Compute the monthly deduction from the appropriate table based on result from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 1	$ 138	$0.00 + 0.0%	$
138	226	0.00 + 1.6%	138
226	314	1.00 + 3.6%	226
314	402	5.00 + 4.1%	314
402	490	8.00 + 5.1%	402
490	578	13.00 + 6.1%	490
578	798	18.00 + 7.1%	578
798	1,898	34.00 + 7.4%	798
1,898	and over	115.00 + 7.8%	1,898

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0	$ 517	$0.00 + 0.0%	$ 0

517	693	0.00 + 1.6%	517
693	869	3.00 + 3.6%	693
869	1,045	9.00 + 4.1%	869
1,045	1,221	16.00 + 5.1%	1,045
1,221	1,397	25.00 + 6.1%	1,221
1,397	1,837	36.00 + 7.1%	1,397
1,837	4,038	67.00 + 7.4%	1,837
4,038	and over	230.00 + 7.8%	4,038

ILLINOIS State Code: 17

State Income tax law excludes military pay.

INDIANA State Code: 18

Implementation Date: 1 Aug 1977

Amendment Date: 1 May 1988

One-time entitlements taxed at 3.4 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct.

a. Military exclusion of $166.67.

b. Number of exemptions claimed times $83.34.

Step 3. Compute the monthly SITW deduction by taking the result of step 2 times 3.4%.

IOWA

State Code: 19

Implementation Date: 1 Jul 1977

Amendment Date: 1 Jul 1998

One-time entitlements are taxed at 6 percent

Step 1. Take the current month federal taxable wages times 12.

Step 2.

a. Deduct the current month FITW deduction times 12. The result is taxable wages.

b. Deduct $1,500 if claiming 0 or 1 exemption; or $3,600 if claiming 2 or more exemptions. Step 3. Compute the yearly SITW deduction from the following table based on the result from step 2.

SITW TABLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0	$ 1,100	$0.00 + 0.36%	$ 0
1,100	2,150	3.96 + 0.72%	1,100
2,150	4,300	11.52 + 2.43%	2,150
4,300	9,750	63.77 + 4.86%	4,300
9,750	16,250	328.64 + 6.53%	9,750
16,250	22,000	753.09 + 6.98%	16,250
22,000	33,000	1,154.44 + 7.52%	22,000
33,000	49,000	1,981.64 + 8.42%	33,000
49,000	and over	3,328.84 + 8.98%	49,000

Step 4. Divide the result by 12. This is the monthly SITW deduction.

KANSAS

State Code: 20

Implementation Date: 1 Jul 1977

Amendment Date: 1 Jan 1999

One-time entitlements are taxed at 5 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct the number of exemptions claimed times $187.50.

Step 3. Compute the monthly SITW deduction from the following table based on results from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0	$ 250	$0.00 + 0.00%	$ 0
250	1,500	0.00 + 3.50%	250
1,500	2,750	43.75 + 6.25%	1,500
2,750r	and ove	121.88 + 6.45%	2,750

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0	$ 500	$0.00 + 0.00%	$ 0
500	3,000	0.00 + 3.50%	500
3,000	5,500	87.50 + 6.25%	3,000
5,500	and over	243.75 + 6.45%	5,500

KENTUCKY State Code: 21

Implementation Date: 1 Jul 1977

Amendment Date: 1 Jan 2001

One-time entitlements are taxed at 4 percent

Step 1. Take the current month federal taxable wages x 12.

Step 2. Deduct: Dollar exclusion of $1,750.00.

Step 3. Compute the annual SITW from table based on the results from step 2.

SITW TABLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0	$ 3,000	$ 0.00 + 2%	$ 0
3,000	4,000	60.00 + 3%	3,000
4,000	5,000	90.00 + 4%	4,000
5,000	8,000	130.00 + 5%	5,000
8,000	and over	280.00 + 6%	8,000

Step 4. From the result of step 3 deduct an additional amount of $20 for each Tax Credit claimed.

Step 5. Divide the results from step 4 by 12. This is the monthly SITW deduction.

LOUISIANA State Code: 22

Implementation Date: 1 Sep 1977

Amendment Date: 1 Dec 1984

One-time entitlements are taxed at 3 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct:

Single - $375.00 plus $83.33 for each exemption.

Married - $750.00 plus $83.33 for each exemption over 1.

Step 3. Compute the monthly SITW deduction from the table based on the result from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 416.67	2%	$0.00
416.67	and over	$8.33 + 3%	416.67

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0.00	$ 1,250.00	2%	$ 0.00
1,250.00	and over	$25.00 + 3%	1,250.00

MAINE

State Code: 23

Implementation Date: 1 Nov 1977

Amendment Date: 1 Jan 2002

One-time entitlements are taxed at 5 percent

Step 1. Take the current month federal taxable wages times 12.

Step 2. Deduct number of exemptions claimed times $2,850.

Step 3. Compute the annual SITW deduction from the appropriate table, based on result from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0.00	$ 1,850	$ 0.00 + 0.0%	$ 0
1,850	6,050	0.00 + 2.0%	1,850
5,050	10,200	84.00 + 4.5%	6,050
10,200	18,550	271.00 + 7.0%	10,200
18,550	and over	856.00 + 8.5%	18,550

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0.00	$ 5,000	$ 0.00 + 0.0%	$ 0
5,000	13,400	0.00 + 2.0%	5,000
13,400	21,700	168.00 + 4.5%	13,400
21,700	38,400	542.00 + 7.0%	21,700
38,400	and over	1,711.00 + 8.5%	38,400

Step 4. If the amount derived from Step 3 is $40 or less, change the withholding amount to zero. If the amount derived from Step 3 is more than $40, proceed to Step 5.

Step 5. Divide the tax amount computed in Step 3 by 12 and round to nearest dollar. This is the monthlySITW deduction.

MARYLAND State Code: 24

Implementation Date: 1 Aug 1977

Amendment Date: 1 Jan 2001

One-time entitlements are taxed at 4.8 percent

Step 1. Determine current month Federal taxable wages.

Step 2. Deduct:

a. 15 percent of current month Federal taxable wages (minimum $125.00; maximum $167.00)

b. Exemptions claimed times $175.00.

Step 3. Compute the monthly SITW deduction from the following table based on the result from step 2.

SITW TABLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0.00	$ 83	$ 0.00 + 2.00%	$ 0
$ 83	167	1.66 + 3.00%	83
167	250	4.18 + 4.00%	167
250	and over	7.50 + 4.80%	250

MASSACHUSETTS State Code: 25

Implementation Date: 1 Aug 1977

Amendment Date: 1 Jan 2002

One-time entitlements are taxed at 5.3 percent

Step 1. Determine current month federal taxable wages.

Step 2. Deduct:

a. Current FICA deduction. (Maximum $166.67.)

b. One exemption = $367.

c. Two or more exemptions = $83 per exemption plus $284.

d. Spouse counts as "4" exemptions. ***Example:*** an employee who claims only himself and his wife is treated as having "5" exemptions (i.e., 5 X 83 + 284 = $699.00).

Step 3. Multiply result from step 2 x .053 to obtain the monthly SITW deduction.

NOTE: Do not withhold from employees who claim one or more exemptions if their monthly wages are less than $667.00.

NOTE: Do not withhold from employees who validly claim exemption from withholding on U.S. Form W-4.

MICHIGAN State Code: 26

State income tax law excludes military pay.

MINNESOTA State Code: 27

Implementation Date: 1 Nov 1977

Amendment Date: 1 Jan 2002

One-time entitlements are taxed at 6.3 percent

Step 1. Take the current month Federal taxable wages and multiply by 12.

Step 2. Multiply the number of exemptions claimed times $3,000.

Step 3. Compute the annual SITW deduction from the table below based on the results from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold	
Over	But Not Over		Of Excess Over
$0	$ 1,700	$ 0.00 + 0.00%	$ 0
1,700	20,410	0.00 + 5.35%	1,700
20,410	63,160	1,001.00 + 7.05%	20,410
63,160	and over	4,015.00 + 7.85%	63,160

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0	$ 4,850	$ 0.00 + 0.00%	$ 0
4,850	32,200	0.00 + 5.35%	4,850
32,200	113,510	1,463.00 + 7.05%	32,200
113,510	and over	7,196.00 + 7.85%	113,510

Step 4. Divide the result of step 3 by 12. Round to the nearest dollar. This is the monthly

SITW deduction.

MISSISSIPPI State Code: 28

Implementation Date: 1 Jun 1978

Amendment Date: 1 Jan 2000

One-time entitlements are taxed at 4 percent

Step 1. Take the current month federal taxable wages x 12 = annual taxable wages.

Step 2. Deduct:

a. $2,300 if single or $4,600 if married.

b. Exemptions:

Single with 0 or 1 exemption = $6,000

Single with more than 1 exemption = $6,000 plus $1,500 for each exemption over 1

Married with 0, 1, or 2 exemptions = $12,000

Married with more than 2 exemptions = $12,000 plus $1,500 for each exemption over 2

Step 3. Compute the annual SITW deduction from the table based on the result from step 2.

SITW TABLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0.00	$ 5,000	$ 0.00 + 3%	$ 0
5,000	10,000	150.00 + 4%	5,000
10,000	and over	350.00 + 5%	10,000

Step 4. Divide result from step 3 by 12. The result is the monthly SITW deduction.

MISSOURI STATE CODE: 29

Implementation Date: 1 Jan 1993

Amendment Date: 1 Jan 2002

One time entitlements are taxed at 6 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct:

a. Standard deduction

- Single - $391.67
- Married - $654.17

b. Exemptions

- Single - $100 for each exemption.
- Married - $100 for each exemption.

c. Federal income tax withholding (FITW)

- Single - lesser of FITW for pay period or $416.67
- Married - lesser of FITW for pay period or $833.33

Step 3. Compute the monthly SITW deduction from the table below based on the results from Step 2 and round up and down to the next whole dollar.

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over	Of Excess Over	
$0	$ 84	$ 0.00 + 1.5%	$0
84	168	1.26 + 2.0%	84
168	252	2.94 + 2.5%	168
252	336	5.04 + 3.0%	252
336	420	7.56 + 3.5%	336
420	504	10.50 + 4.0%	420
504	588	13.86 + 4.5%	504
588	672	17.64 + 5.0%	588
672	756	21.84 + 5.5%	672
756	and over	26.46 + 6.0%	756

MONTANA State Code: 30

Implementation Date: 30 Apr 1986

Amendment Date: 28 Oct 1994

One-time entitlements are taxed at 0 percent

NOTE: **This table applies only to guard and reserve members, and does not apply to active duty members.**

Step 1. Take the current month federal taxable wages.

Step 2. Deduct $141.67 times number of exemptions claimed.

Step 3. Compute the monthly SITW from the table below based on the result from step 2.

SITW TABLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over	Of Excess Over	
$0	$ 686	$ 0.00 + 2.6%	$0
686	1,521	17.83 + 4.4%	686
1,521	3,333	54.57 + 6.1%	1,521
3,333	and over	165.13 + 6.5%	3,333

NEBRASKA State Code: 31

Implementation Date: 1 Jul 1977

Amendment Date: 1 Jan 1998

One-time entitlements are taxed at 5 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct number of exemptions claimed times $124.17.

Step 3. Compute the monthly SITW deduction from the appropriate table based on the result from step 2.

SINGLE

If the amount of the wages is: Over	But Not Over	Then the tax to withhold is:	Of Excess Over
$ 0	$ 183	$ 0.00 + 0.00%	$0
183	367	0.00 + 2.49%	183
367	1,292	4.58 + 3.47%	367
1,292	1,896	36.68 + 5.32%	1,292
1,896	2,342	68.81 + 6.57%	1,896
2,342	4,508	98.11 + 6.98%	2,342
4,508	6,258	249.30 + 7.22%	4,508
6,258	and over	375.65 + 7.36%	6,258

MARRIED

If the amount of the wages is: Over	But Not Over	Then the tax to withhold is:	Of Excess Over
$ 0	$ 438	$ 0.00 + 0.00%	$ 0
438	688	0.00 + 2.49%	438
688	1,867	6.23 + 3.47%	688
1,867	2,950	47.14 + 5.32%	1,867
2,950	3,579	104.76 + 6.57%	2,950

3,579	4,854	146.09 + 6.98%	3,579
4,854	6,271	235.09 + 7.22%	4,854
6,271	and over	337.40 + 7.36%	6,271

NEVADA

State Code: 32

No state income tax.

NEW HAMPSHIRE State Code: 33

No state income tax.

NEW JERSEY State Code: 34

Implementation Date: 1 Jul 1977

Amendment Date: 1 Jan 1996

One-time entitlements are taxed at 2 percent

Step 1. Take the current month Federal taxable wages.

Step 2. Deduct the number of exemptions claimed x $83.30.

Step 3. Compute the monthly SITW deduction from the appropriate table based on the result from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over	Of Excess Over	
$0	$ 1,666	$ 0.00 + 1.5%	$0
1,666	2,916	24.99 + 2.0%	1,666
2,916	3,333	49.99 + 3.9%	2,916
3,333	6,250	66.25 + 6.1%	3,333
6,250	and over	244.19 + 7.0%	6,250

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over	Of Excess Over	
$0	$ 1,666	$ 0.00 + 1.5%	$0
1,666	4,166	24.99 + 2.0%	1,666
4,166	5,833	74.99 + 2.7%	4,166
5,833	6,666	120.00 + 3.9%	5,833

6,666	12,500	152.49 + 6.1%	6,666
12,500	and over	508.36 + 7.0%	12,500

***NEW MEXICO**

State Code: 35

Implementation Date: 1 Jul 1977

Amendment Date: 1 Jan 2007

One-time entitlements are taxed at 8.2 percent

Step 1. Take the current month Federal taxable wages.

Step 2. Deduct number of exemptions claimed times $241.67.

Step 3. Compute the monthly SITW deduction from the appropriate table based on result from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over	Of Excess Over	
$0	$ 138	$ 0.00 + 0.0%	$0
138	596	0.00 + 1.7%	138
596	1,054	7.79 + 3.2%	596
1,054	1,471	22.46 + 4.7%	1,054
1,471	2,304	42.04 + 6.0%	1,471
2,304	3,638	92.04 + 7.1%	2,304
3,638	5,554	186.71 + 7.9%	3,638
5,554	and over	338.13 + 8.2%	5,554

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over	Of Excess Over	
$0	$ 392	$ 0.00 + 0.0%	$0
392	1,058	0.00 + 1.7%	392

1,058	1,725	11.33 + 3.2%	1,058
1,725	2,392	32.67 + 4.7%	1,725
2,392	3,725	64.00 + 6.0%	2,392
3,725	5,725	144.00 + 7.1%	3,725
5,725	8,725	286.00 + 7.9%	5,725
8,725	and over	523.00 + 8.2%	8,725

NEW YORK STATE CODE: 36

Implementation Date: 1 Jul 1977

Amendment Date: 1 Jan 1997

One time entitlements are taxed at 7.4 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct:

a. Number of exemptions claimed X $83.30.

b. Deduction allowance:

Single	$581.25
Married	$622.90

Step 3. Compute the monthly SITW deduction from the table based on the result from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 667.00	$ 0.00 + 4.00%	$ 0.00
667.00	917.00	26.67 + 4.50%	667.00
917.00	1,083.00	37.92 + 5.25%	917.00
1,083.00	1,667.00	46.67 + 5.90%	1,083.00
1,667.00	7,500.00	81.08 + 6.85%	1,667.00
7,500.00	8,333.00	480.67 + 7.64%	7,500.00
8,333.00	12,500.00	544.33 + 8.14%	8,333.00
12,500.00	and over	883.67 + 7.35%	12,500.00

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 667.00	$ 0.00 + 4.00%	$ 0.00
667.00	917.00	26.67 + 4.50%	667.00
917.00	1,083.00	37.92 + 5.25%	917.00
1,083.00	1,667.00	46.67 + 5.90%	1,083.00
1,667.00	7,500.00	81.08 + 6.85%	1,667.00
7,500.00	8,333.00	480.67 + 7.64%	7,500.00
8,333.00	12,500.00	544.33 + 8.14%	8,333.00
12,500.00r	and over	883.67 + 7.35%	12,500.00

NORTH CAROLINA State Code: 37

Implementation Date: 1 Jul 1977

Amendment Date: 1 Jan 2002

One-time entitlements are taxed at 6 percent

Step 1. Take the current month federal taxable wage.

Step 2. Deduct:

Single: If monthly wages are less than $5,000, take the number of exemption times $208.33, or if monthly wages are greater than or equal to $5,000, take the number of exemptions times $166.67.

Married: If monthly wages are less than $4,166.67, take the number of exemptions times $208.33, or if monthly wages are greater than or equal to $4,166.67, take the number of exemptions times $166.67.

Step 3. Compute the monthly SITW deduction based on the tables.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 250.00	0.00%	$ 0.00
250.00	1,312.50	6.00% less	15.00
1,312.50	5,250.00	7.00% less	28.13
5,250.00	10,250.00	7.75% less	67.50
10,250.00	and over	8.25% less	118.75

MARRIED

If the amount of the wages is:		Then the tax to withhold is:
Over	But Not Over	Of Excess Over
$0.00	$ 229.17	$ 0.00

229.17	1,114.58	6.00%less	13.75
1,114.58	4,395.83	6.00%less	24.90
4,395.83	8,562.50	7.75%less	57.86
8,562.50	and over	8.25%less	100.68

NORTH DAKOTA State Code: 38

Implementation Date: 1 Jan 1988

Amendment Date: 1 Jan 2002

One-time entitlements are taxed at 3.9 percent

Step 1. Take the current month federal taxable wages.

Step 2. Multiply number of allowances by $250.00 and deduct this amount from Step 1.

Step 3. Determine the amount of monthly withholding using the following tables.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 267.00	$ 0.00 + 0.00%	
267.00	2,471.00	0.00 + 2.10%	267.00
2,471.00	5,158.00	46.28 + 3.92%	2,471.00
5,158.00	11,913.00	151.61 + 4.34%	5,158.00
11,913.00	25,729.00	444.78 + 5.04%	11,913.00
25,729.00	and over	1,141.11 + 5.54%	25,729.00

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 654.00	$ 0.00 + 0.00%	$
654.00	4,296.00	0.00 + 2.10%	654.00
4,296.00	8,558.00	76.48 + 3.92%	4,296.00
8,558.00	14,733.00	243.55 + 4.34%	8,558.00
14,733.00	25,992.00	511.55 + 5.04%	14,733.00

25,992.00	and over	1,079.00 + 5.54%	25,992.00

***OHIO**

State Code: 39

Implementation Date: 1 September 1978

Amendment Date: 1 January 2007

One-time entitlements are taxed at 3.5 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct the number of exemptions claimed x $54.17.

Step 3. Compute the monthly SITW deduction from the table based on the result from step 2.

SITW TABLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 416.66	$ 0.00 + 0.808%	$
416.66	833.32	3.37 + 1.615%	416.66
833.32	1,249.98	10.10 + 3.230%	833.32
1,249.98	1,666.64	23.55 + 4.038%	1,249.98
1,666.64	3,333.28	40.38 + 4.845%	1,666.64
3,333.28	6,666.56	121.13 + 5.653%	3,333.28
6,666.56	8,333.20	309.56 + 6.460%	6,666.56
8,333.20	and over	417.22 + 8.075%	8,333.20

OKLAHOMA State Code: 40

Implementation Date: 1 Sep 1977

Amendment Date: 1 Jan 2002

One-time entitlements are taxed at 7 percent

Determine whether member is single, married/head of household, and the number of exemptions individual is claiming. Make appropriate calculations based on the following instructions:

SINGLE (ANNUAL)

Take the current month Federal taxable wage times 12.

a. If gross annual wages are less than or equal to $22,560, calculate **TAX TABLE INCOME** with the following steps:

1. GROSS WAGES - (EXEMPTIONS X $1,000).

2. SUBTRACT from the number calculated in (1) the larger of $1,000 or 15% GROSS WAGES, not to exceed $2,000.

3. Determine the larger of 0 OR [GROSS WAGES - (EXEMPTIONS X $3,000) minus $4,700].

(a) If line 3 is less than $6,000 then multiply by 10%.

(b) If line 3 is greater than $6,000 then ((line 3 amount minus $6,000) X 15%) plus $600.

4. Subtract the number calculated in (4) from the number calculated in (2). This number is **TAX TABLE INCOME.**

5. Calculate **ANNUAL WITHHOLDING AMOUNT** from the single tax rate table.

6. After determining **annual withholding amount,** divide this result by 12 to determine **current month SITW deduction.**

b. **If gross wages exceed $22,560 for a single person**, calculate **tax table income** on the first $22,560.

1. GROSS WAGES - (EXEMPTIONS X $1,000).

2. SUBTRACT from the number calculated in (1), the larger of $1,000 OR 15% GROSS WAGES, not to exceed $2,000.

3. Determine the larger of 0 OR [$22,560 - (EXEMPTIONS X $3,000) - $4,700].

(a) If line 3 is less than $6,000 multiply by 10%.

(b) If line 3 is greater than $6,000 then ((line 3 amount minus $6,000) X 15%) plus $600.

4. Subtract the number calculated in (4), from the number calculated in (2). This number is **TAX TABLE INCOME.**

5. Calculate **annual withholding** by performing the following steps:

(a) Calculate annual withholding from the single tax rate table using the tax table income computed in (5).

(b) Calculate withholding on remainder of wages = 7.00% X (GROSS WAGES - $22,560).

(c) Total withholding = amount from (6a) + amount from (6b).

6. After determining **annual withholding amount,** divide this result by 12 to determine **current month SITW deduction.**

SINGLE TAX RATE TABLE (ANNUAL)

IF TAX TABLE INCOME IS:			WITHHOLDING AMOUNT IS:		
$	0	$ 1,000	$ 0.00 + .5%	over	$ 0
1,000		2,500	5.00 + 1%	over	1,000
2,500		3,750	20.00 + 2%	over	2,500
3,750		4,900	45.00 + 3%	over	3,750
4,900		6,100	79.50 + 4%	over	4,900
6,100		7,500	127.50 + 5%	over	6,100
7,500		9,000	197.50 + 6%	over	7,500
9,000		10,500	287.50 + 7%	over	9,000
10,500		12,500	392.50 + 8%	over	10,500
12,500		16,000	552.50 + 9%	over	12,500
16,000		and above	867.50 + 10%	over	16,000

MARRIED OR HEAD OF HOUSEHOLD (ANNUAL)

Take the **current month** Federal taxable wage times 12.

a. **If gross annual wages are less than or equal to $22,560**, calculate **tax table income** by the following procedure:

1. GROSS WAGES - (EXEMPTIONS X $1,000).

2. SUBTRACT from the number calculated in (1) the larger of $1,000 OR 15% x GROSS WAGES, not to exceed $2,000.

3. Determine the larger of 0 OR [GROSS WAGES - (EXEMPTIONS X $3,000) minus $7,850].

(a) If line 3 is less than $12,000 then multiply by 10%.

(b) If line 3 is greater than 12,000 then ((line 3 amount minus $12,000) X 15%) plus $1,200.

4. Subtract the number calculated in (4) from the number calculated in (2). This number is **TAX TABLE INCOME.**

5. Calculate **ANNUAL WITHHOLDING AMOUNT** from the married tax table.

6. After determining **annual withholding amount,** divide this result by 12 to determine **current month SITW deduction.**

b. **If gross wages exceed $22,560** for a married/head of household, calculate **tax table income** on the first $22,560:

1. GROSS WAGES - (EXEMPTIONS X $1,000).

2. SUBTRACT from the number calculated in (b1) the larger of $1,000 or 15% X GROSS WAGES, not to exceed $2,000.

3. Determine the larger of 0 OR [$22.560 - (EXEMPTIONS X $3,000) minus $7,850].

(a) If line 3 is less than $12,000 multiply by 10%.

(b) If line 3 is greater than $12,000 than ((line 3 amount minus $12,000) X 15%) plus $1,200.

4. Subtract the number calculated in (b4) from the number calculated in (b2). This amount is **TAX TABLE INCOME.**

5. Calculate total withholding by performing the following procedure:

(a) Calculate **annual withholding** from the married tax rate table using the married tax table income computed in (b5).

(b) **TOTAL ANNUAL WITHHOLDING** = 7.00% x (GROSS WAGES -$22,560).

(c) Total annual withholding = amount from (6a) + amount from (6b).

6. After determining **annual withholding amount,** divide this result by 12 to determine **current month SITW** deduction.

MARRIED TAX RATE TABLE (ANNUAL)

IF TAX TABLE INCOME IS:		WITHHOLDING AMOUNT IS:			
$0	$2000	$ 0.00 + .5%	over	$	0
2,000	5,000	10.00 + 1%	over	2,000	
5,000	7,500	40.00 + 2%	over	5,000	
7,500	8,900	90.00 + 3%	over	7,500	
8,900	10,400	132.00 + 4%	over	8,900	
10,400	12,000	192.00 + 5%	over	10,400	
12,000	13,250	272.50 + 6%	over	12,000	
13,250	15,000	347.00 + 7%	over	13,250	
15,000	18,000	469.50 + 8%	over	15,000	
18,000	and above	709.50 + 9%	over	18,000	

OREGON State Code: 41

Implementation Date: 1 Nov 1977

Amendment Date: 1 Jul 2002

One-time entitlements are taxed at 9 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct current month FITW (not to exceed $417).

Step 3. Apply dollar amount from step 2 to table.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 23	$ 0.00 + 0%	$
23	662	0.00 + 7%	23
662	and over	45.00 + 9%	662

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 219	$ 0.00 + 0%	$
219	1,323	0.00 + 7%	219
1,323	and over	77.00 + 9%	1,323

Step 4. Take number of exemptions times $12.17. Deduct this amount from the result of step 3. This is the monthly SITW deduction.

PENNSYLVANIA State Code: 42

Implementation Date: 1 Jul 1977

Amendment Date: 1 August 1992

One-time entitlements are taxed at 2.8 percent

Multiply the current month federal taxable wages by 2.8 percent. The result is the monthly SITW deduction.

PUERTO RICO State Code: 43

Implementation Date: 1 Jan 1998

Amendment Date: 1 Jan 2002

One time entitlements are taxed at 20 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct personal exemption as follows:

a. Single - $108.50

b. Married - $250.00

Step 3. Deduct the dependent exemptions as follows:

a. Single: $108.50 times number of dependent exemptions.

b. Married: Excluding the 1st dependent exemption, multiply number of dependents times $108.50.

Step 4. Compute the monthly SITW deduction from the table below based on the results from Step 3.

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0	$ 166.50	6.0 % of wages	
166.50	1,416.50	9.0% of wages minus	$5.00
1,416.50	2,500.00	14.0% of wages minus	75.80
2,500.00	4,167.00	27.0% of wages minus	400.8
4,167.00	and over	33.0% of wages minus	650.8

RHODE ISLAND STATE CODE: 44

Implementation Date: 1 Aug 1977

Amendment Date: 1 Jan 2002

One time entitlements are taxed at 7.1 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct number of exemptions claimed times $250.00.

Step 3. Compute the monthly SITW deduction from the appropriate table based on result from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over	Of Exce	ss Over
$0	$ 221	$ 0.00 + 0.00%	$
221	2,471	0.00 + 3.75%	221
2,471	5,402	84.38 + 7.00%	2,471
5,402	11,913	289.53 + 7.75%	5,420
11,913	25,729	794.12 + 9.00%	11,913
25,729	and over	2,037.62 + 9.90%	25,729

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over	Of Exce	ss Over
$0	$ 538	$ 0.00 + 0.00%	$
538	4,296	0.00 + 3.75%	538
4,296	9,142	140.94 + 7.00%	4,296
9,142	14,733	480.15 + 7.75%	9,142
14,733	25,992	913.50 + 9.00%	14,733
25,992	and over	1,926.75 + 9.90%	25,992

SOUTH CAROLINA State Code: 45

Implementation Date: 1 Jul 1977

Amendment Date: 1 Jan 1998

One-time entitlements are taxed at 7 percent

Step 1. Take the current month Federal taxable wages, and multiply by 12.

Step 2. Deduct:

a. Number of exemptions claimed times $2,300.00.

b. Additional exemption credit:

Single or married with 0 exemptions = $0

Single or married with 1 or more exemptions = $2,600.00, or 10 percent of federal taxable wages, whichever is less.

Step 3. Compute the annual SITW deduction from the table based on result from step 2.

SITW TABLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$ 0	$ 2,000	$ 0.00 + 2%	$
2,000	4,000	40.00 + 3%	2,000
4,000	6,000	100.00 + 4%	4,000
6,000	8,000	180.00 + 5%	6,000
8,000	10,000	280.00 + 6%	8,000
10,000	and over	400.00 + 7%	10,000

Step 4. Divide result from step 3 by 12. This is the monthly SITW deduction.

SOUTH DAKOTA State Code: 46

No state income tax.

TENNESSEE State Code: 47

No state income tax.

TEXAS

State Code: 48

No state income tax.

UTAH

State Code: 49

Implementation Date: 1 July 1977

Amendment Date: 1 Jan 2002

One-time entitlements are taxed at 6.5 percent

Step 1. Take the current month federal taxable wages.

Step 2. Single or Married: Deduct number of exemptions claimed times $150.00.

Step 3. Compute the monthly SITW deduction from the appropriate table based on result from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 174	$0 + 0.00%	$0
192	264	0 + 2.30%	192
264	336	2 + 3.10%	264
336	407	4 + 4.00%	336
407	479	7 + 4.90%	407
479	551	10 + 5.70%	479
551	and over	14 + 6.50%	551

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0	$ 192	$0 + 0.00%	$0
192	336	0 + 2.30%	192
336	479	3 + 3.10%	336
479	623	8 + 4.00%	479
623	767	14 + 4.90%	623
767	911	21 + 5.70%	767

911	and over	29 + 6.50%	911

VERMONT State Code: 50

Implementation Date: 1 Jan 1990

Amendment Date: 1 Jan 2002

One time entitlements are taxed at 6.5 percent

1. Take the current month Federal taxable wages.

2. Deduct number of exemptions claimed times $250.00.

3. Compute the monthly SITW deduction from the appropriate table based on result from step 2.

SINGLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 221	$0 + 0.00%	$0
221	2,471	0.00 + 3.60%	221
2,471	5,402	81.00 + 6.72%	2,471
5,402	11,913	77.96 + 7.44%	5,402
11,913	25,729	762.38 + 8.64%	11,913
25,729	and over	1,956.08 + 9.50%	25,729

MARRIED

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0	$ 538	$0 + 0.00%	$0
538	4,296	0.00 + 3.60%	538
4,296	9,142	135.29 + 6.72%	4,296
9,142	14,733	460.94 + 7.44%	9,142
14,733	25,992	876.91 + 8.64%	14,733
25,992	and over	1,849.69 + 9.50%	25,992

NOTE: Vermont is a must reside state. Withholding is based on federal taxable wages earned in

the State of Vermont.

VIRGINIA State Code: 51

Implementation Date: 1 Jul 1977

Amendment Date: 17 Mar 1990

One-time entitlements are taxed at 4 percent

Step 1. Take the current month federal taxable wages times 12. Step 2. Deduct:

a. Standard deduction of $2,500.

b. Number of exemptions times $800.

Step 3. Compute the annual SITW deduction from the table based on result from step 2.

SITW TABLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 3,000	$0 + 2.00%	$0
3,000	5,000	60.00 + 3.00%	3,000
5,000	17,000	120.00 + 5.00%	5,000
17,000	and over	20.00 + 5.75%	17,000

Step 4. Divide result from step 3 by 12 to obtain the monthly deduction.

WASHINGTON State Code: 53

No state income tax.

WEST VIRGINIA State Code: 54

Implementation Date: 1 Sep 1991

NOTE: **This table applies only to guard and reserve members, and does not apply to active duty members.**

Step 1. Take the current month federal taxable wages.

Step 2. Deduct $166.67 times the number of exemptions.

Step 3. Compute the monthly SITW deduction from the following table based on the results from Step 2.

SITW TABLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 833	0.00 + 3.0%	$0
833	2,083	24.99 + 4.0%	833
2,083	3,333	74.99 + 4.5%	2,083
3,333	5,000	131.24 + 6.0%	3,333
5,000	and over	231.26 + 6.5%	5,000

WISCONSIN State Code: 55

Implementation Date: 1 Aug 1977

Amendment Date: 1 Jul 2000

One-time entitlements are taxed at 4.6 percent

Step 1. Take the current month federal taxable wages times 12.

Step 2. Deduct:

SINGLE

If step 1 is less than $10,620: deduct $4,000.

If step 1 is more than $10,620 but less than $43,953: deduct $4,000 minus 12 percent of excess over $10,620.

If step 1 equals $43,953 or more: deduct $0.00.

MARRIED

If step 1 is less than $14,950: deduct $5,500.

If step 1 is more than $14,950 but less than $42,450: deduct $5,500 minus 20 percent of excess over $14,950.

If step 1 equals $42,450 or more: deduct $0.00.

Step 3. Multiply the number of exemptions claimed by $400 and subtract the result from the amount determined in Step 2 above.

Step 4. Using the amount obtained in Step 3, compute the annual SITW deduction using the table below.

SITW TABLE

If the amount of the wages is:		Then the tax to withhold is:	
Over	But Not Over		Of Excess Over
$0.00	$ 7,970	$ 0.00 + 4.60%	$0
7,970	15,590	366.62 + 6.15%	7,970
15,590	115,140	835.25 + 6.50%	15,590
115,140	and over	7,306.00 + 6.75%	115,140

Step 5. Divide the result from step 4 by 12 to obtain the monthly SITW withholding amount.

WYOMING State Code: 56

No state income tax.

Attachment 16

UNITED STATES POSTAL SERVICE (USPS) OFFICIAL ABBREVIATIONS FOR THE UNITED STATES, ITS TERRITORIES, AND THE DISTRICT OF COLUMBIA

A16.1. Purpose. This attachment lists the two-position alpha codes recognized by the USPS as the official abbreviations for the United States, its territories, and the District of Columbia.

A16.2. Use. Use these official abbreviations in general correspondence, for Defense Military Pay System-Active Component (DJMS-AC) documentation, or in DJMS-AC transactions.

A16.3. State Abbreviations. Authorized state postal abbreviations for the fifty states are:

State	Abbreviation	State	Abbreviation
Alabama	AL	Maryland	MD
Alaska	AK	Massachusetts	MA
Arizona	AZ	Michigan	MI
Arkansas	AR	Minnesota	MN
California	CA	Mississippi	MS
Colorado	CO	Missouri	MO
Connecticut	CT	Montana	MT
Delaware	DE	Nebraska	NE
Florida	FL	Nevada	NV
Georgia	GA	New Hampshire	NH
Hawaii	HI	New Jersey	NJ
Idaho	ID	New Mexico	NM
Illinois	IL	New York	NY
Indiana	IN	North Carolina	NC
Iowa	IA	North Dakota	ND

Kansas	KS	Ohio	OH
Kentucky	KY	Oklahoma	OK
Louisiana	LA	Oregon	OR
Maine	ME	Pennsylvania	PA
Rhode Island	RI	Vermont	VT
South Carolina	SC	Virginia	VA
South Dakota	SD	Washington	WA
Tennessee	TN	West Virginia	WV
Texas	TX	Wisconsin	WI
Utah	UT	Wyoming	WY

A16.4.Other Abbreviations. The official abbreviations for territories of the United States and the District of Columbia are:

Other	**Abbreviation**	**Other**	**Abbreviation**
American Samoa	AS	Northern Mariana Islands	MP
District of Columbia	DC	Palau Islands (in Trust Territory of the Pacific Islands)	PW
Federated States of Micronesia	FM	Puerto Rico	PR
Guam	GU	Virgin Islands	VI
Marshall Islands	MH		

Attachment 17

COUNTRIES OF THE WORLD

This attachment identifies the two-character, alpha codes contained in the DJMS tables for each of the world's independent states and their dependencies, areas of special sovereignty or quasi-independence, areas, without sovereign political regimes, not recognized by the US, and outlying areas of the United States such as islands in dispute.

Country Name (Alphabetically presented)	Data Codes
AFGHANISTAN Blocked country.	AF
ALBANIA	AL
ALGERIA	AG
AMERICAN SAMOA United States territory.	AQ
ANDORRA	AN
ANGOLA	AO
ANGUILLA British dependent territory.	AV
ANTARCTICA The United States does not recognize sovereignty, but territorial limits may be noted by listing the claimed and unclaimed sectors: Argentina, Australia, Chile, France, New Zealand, Norway, and the United Kingdom.	AY
ANTIGUA AND BARBUDA	AC
ARGENTINA	AR
ARMENIA Formerly Armyanskaya SSR of the Soviet Union.	AM
ARUBA AA Part of the Netherlands realm.	
ASHMORE AND CARTIER ISLANDS Australian Territory.	AT
AUSTRALIA Includes Macquarie Island.	AS
AUSTRIA	AU

Country Name (Alphabetically presented)	Data Codes
AZERBAIJAN Formerly Azerbaydzhanskaya SSR of the Soviet Union.	AJ
BAHAMAS Excludes the TURKS AND CAICOS ISLANDS (TK), a United Kingdom (UK) colony.	BF
BAHRAIN	BA
BAKER ISLAND United States territory.	FQ
BANGLADESH	BG
BARBADOS	BB
BASSAS DA INDIA French possession.	BS
BELARUS	BO
BELGIUM	BE
BELIZE	BH
BENIN	BN
BERMUDA British colony.	BD
BHUTAN	BT
BOLIVIA	BL
BOSNIA AND HERZEGOVINA	BK
BOTSWANA	BC
BOUVET ISLAND Norwegian territory.	BV
BRAZIL Includes Atol das Rocas, Arquipelago de Fernando de Noronha, Ilha da Trinidade, Ilhas Martin Vaz, and Penedos de Sao Pedroe e Sao Paulo.	BR
BRITISH INDIAN OCEAN TERRITORY British dependency comprised of Chagos Archipelago.	IO
BRITISH VIRGIN ISLANDS Includes Anegada, Jost Van Dyke, Tortola, and Virgin Gorda.	VI

Country Name (Alphabetically presented)	**Data Codes**
BRUNEI Became independent January 1, 1984.	BX
BULGARIA	BU
BURKINA Formerly UPPER VOLTA (UV).	UV
BURMA	BM
BURUNDI	BY
CAMBODIA Blocked country. Formerly known as Khmer Republic and Kampuchea.	CB
CAMEROON	CM
CANADA	CA
CAPE VERDE	CV
CAYMAN ISLANDS British dependency including Grand Cayman, Cayman Brac, and Little Cayman.	CJ
CENTRAL AFRICAN REPUBLIC	CT
CHAD	CD
CHILE Includes Isla de Pascua (Easter Island), Islas Juan Fernandez, Isla San Felix, and Isla Sala y Gomez.	CI
CHINA Also see TAIWAN (TW).	CH
CHRISTMAS ISLAND Australian dependency in the Indian Ocean.	KT
CLIPPERTON ISLAND French Possession.	IP
COCOS (KEELING) ISLANDS Australian dependency.	CK
COLOMBIA Includes Archipielago de San Andreas y Providencia, Isla de Malpelo, Roncador Cay, Serrana Bank and Derranilla Bank.	CO

Country Name (Alphabetically presented)	Data Codes
COMOROS	CN
CONGO	CF
COOK ISLANDS New Zealand associated state; includes the atolls of Pukapuka (Danger), Manahiki, Penrhyn, and Rakahanga. The treaty was ratified by the U.S. Senate in June 1993.	CW
CORAL SEA ISLANDS Australian external territory.	CR
COSTA RICA Includes Isla del Coco.	CS
COTE D'IVOIRE Formerly called the Ivory Coast.	IV
CROATIA Formerly Hrvatska of Yugoslavia.	HR
CUBA Blocked country.	CU
CYPRUS	CY
CZECH REPUBLIC Formerly part of Czechoslavakia.	EZ
DENMARK Code DA pertains only to metropolitan Denmark, thereby excluding the FAEROE ISLANDS (FO) and GREENLAND (GL), which are overseas administrative divisions of Denmark.	DA
DJIBOUTI	DJ
DOMINICA Became independent on November 3, 1978.	DO
DOMINICAN REPUBLIC	DR
ECUADOR Includes Archipielago de Colon (Galapagos Islands).	EC
EGYPT	EG
EL SALVADOR	ES
EQUATORIAL GUINEA Comprises Rio Muni and the islands of Bioko (Fernando Po), Annobon,	EK

Country Name (Alphabetically presented)	Data Codes
Corisco, and Islas de Elovey.	
ERITREA Eritrea announced its independence from Ethiopia on April 27, 1993. After this announcement, the United States recognized Eritrea as an independent state.	ER
ESTONIA Formerly Estanskaya SSR of the Soviet Union.	EN
ETHIOPIA	ET
EUROPA ISLAND French possession.	EU
FALKLAND ISLANDS (ISLAS MALVINAS) British dependency claimed by Argentina. Includes West Falkland and East Falkland.	FK
FAROE ISLANDS Part of the Danish realm.	FO
FEDERATED STATES OF MICRONESIA A Compact of Free Association was signed by the United States and the Federated States of Micronesia which entered into full force and effect November 3, 1986. Comprised of the former Kosrae, Yap, Ponape, and Truk districts of the TRUST TERRITORY OF THE PACIFIC ISLANDS (PS).	FM
FIJI Includes Viti Levu, Vanua Levu, and Rotuma islands.	FJ
FINLAND	FI
FRANCE Code FR pertains only to metropolitan France, thereby excluding FRENCH GUIANA (FG), FRENCH POLYNESIA (FP), FRENCH SOUTHERN AND ANTARCTIC LANDS (FS), GUADELOUPE (GP), MARTINIQUE (MB), NEW CALEDONIA (NC), REUNION (RE), SAINT PIERRE AND MIQUELON (SB), and WALLIS AND FUTUNA (WF), all of which are overseas administrative divisions of France.	FR
FRENCH GUIANA Overseas department of France.	FG
FRENCH POLYNESIA Overseas territory of FRANCE (FR). Includes the Society Islands, Iles Tuamotu, Iles Marquises Islands, and the Iles Tubuai. Excludes CLEPPERTON ISLAND (IP).	FP
FRENCH SOUTHERN AND ANTARCTIC LANDS	FS

Country Name (Alphabetically presented)	Data Codes
Overseas territory of FRANCE (FR). Includes Ile Amsterdam, Ile Saint-Paul, Iles Kerguelen and Iles Crozet. Terre Adelie (French-claimed sector of Antarctica) is not included in this entity but rather, see ANTARCTICA (AY). The U.S. does not recognize sovereignty in Antarctica, therefore Terre Adelie is excluded from this entity.	
GABON	GB
GAMBIA	GA
GAZA STRIP Part of former Palestine mandate. Includes city of Gaza and environs. Bounded by the Mediterranean, Egypt, and Israel.	GZ
GEORGIA Formerly Gruzinskaya SSR of the Soviet Union.	GG
GERMANY, FEDERAL REPUBLIC OF DJMS processing currently requires the code GE, not GM. GE comprises the Federal Republic of Germany, the former German Democratic Republic, and Berlin.	GM
GHANA	GH
GIBRALTAR British colony.	GI
GLORIOSO ISLANDS French possession.	GO
GREECE	GR
GREENLAND Overseas administrative division of DENMARK (DA).	GL
GRENADA Includes the southern Grenadines.	GJ
GUADELOUPE Overseas department of FRANCE (FR). Includes Grande-Terre, Basse-Terre, Iles des Saintes, Iles de la Petite Terre, La Desirade, Ile Saint-Barthelemy, Marie-Galante, and northern Saint-Martin.	GP
GUAM U.S. territory.	GQ
GUATEMALA	GT
GUERNSEY British crown dependency.	GK

Country Name (Alphabetically presented)	Data Codes
GUINEA	GV
GUINEA-BISSAU, REPUBLIC OF	PU
GUYANA	GY
HAITI	HA
HEARD ISLAND AND MCDONALD ISLANDS Australian external territory.	HM
HONDURAS	HO
HONG KONG British colony.	HK
HOWLAND ISLAND U.S. territory.	HQ
HUNGARY	HU
ICELAND	IC
INDIA Includes the Amindiv, Cannanore, Andaman, and Nicobar Islands, Minicoy Island, Daman, Diu, Goa, and Sikkim.	IN
INDONESIA Includes Irian Jaya (West New Guinea) and the former Portuguese overseas province of Portuguese overseas province of Portuguese Timor with its exclave of Oe-Cusse.	ID
IRAN	IR
IRAQ Blocked country.	IZ
IRELAND Excludes Northern Ireland.	EI
ISRAEL Includes area within the armistice lines of 1949 and 1950, and the Israel-Jordan and the Israel-Syria demilitarized zones.	IS
ITALY	IT
JAMAICA	JM
JAN MAYEN	JN

Country Name (Alphabetically presented)	Data Codes
Insular administrative division of NORWAY (NO).	
JAPAN Includes the Ryukyu, Bonin, and Volcano Islands and the islands of Minami-tori-shima, Nishino-Shima, and Okino-tori-shimi.	JA
JARVIS ISLAND U.S. territory.	DQ
JERSEY British crown dependency.	JE
JOHNSTON ATOLL U.S. territory.	JQ
JORDAN	JO
JUAN DE NOVA ISLAND French possession.	JU
KAZAKHSTAN Formerly Kazakhskaya SSR of the Soviet Union.	KZ
KENYA	KE
KINGMAN REEF U.S. territory.	KQ
KIRIBATI The Governments of the United States and Kiribati signed a "Treaty of Friendship" on September 20, 1979. Under provisions of the treaty, the United States relinquishes its claims to the following islands: Birnie, Canton, Enderbury, Gardner, Hull, McKean, Phoenix, and Sydney in the Phoenix Islands; and Caroline, Christmas, Flint, Malden, Starbuck, and Vostok in the Line Islands. The treaty was ratified by the U.S. Senate in June 1983.	KR
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF Blocked country. Also known as "North Korea."	KN
KOREA, REPUBLIC OF	KS
KUWAIT	KU
KYRGYZSTAN Formerly Kirgizskya SSR of the Soviet Union.	KG
LAOS	LA
LATVIA Formerly Latviyskaya SSR of the Soviet Union.	LG

Country Name (Alphabetically presented)	Data Codes
LEBANON	LE
LESOTHO	LT
LIBERIA	LI
LIBYA Blocked country.	LY
LIECHTENSTEIN	LS
LITHUANIA Formerly Litovskaya SSR of the Soviet Union.	LH
LUXEMBOURG	LU
MACAU Portuguese administered territory.	MC
MACEDONIA Formerly Makedonija of Yugoslavia.	MK
MADAGASCAR	MA
MALAWI	MI
MALAYSIA	MY
MALDIVES	MV
MALI	ML
MALTA	MT
MAN, ISLE OF British Dependency.	IM
MARSHALL ISLANDS	RM
MARTINIQUE French overseas province	MB
MAURITANIA	MR
MAURITIUS Includes Rodriques and Diego Garcia islands; Agalega Islands; and Cargados Carajos Shoals.	MP
MAYOTTE Territory of France.	MF

Country Name (Alphabetically presented)	Data Codes
MEXICO	MX
MIDWAY ISLANDS U.S. territory.	MQ
MOLDOVA Formerly Moldova SSR of the Soviet Union.	MD
MONACO	MN
MONGOLIA	MG
MONTENEGRO Blocked country. Formerly Crna Gora of Yugoslavia.	MJ
MONTSERRAT British colony.	MH
MOROCCO	MO
MOZAMBIQUE	MZ
NAMIBIA International territory. Formerly South West Africa.	WA
NAURU	NR
NAVASSA ISLAND U.S. territory.	BQ
NEPAL	NP
NETHERLANDS Excluding Netherlands Antilles. Pertains only to the Netherlands in Europe.	NL
NETHERLANDS ANTILLES Part of the Netherlands realm. Includes Bonaire, Curacao, Saba, Sint Eustatius and southern Saint Martin.	NT
NEW CALEDONIA Overseas terrritory of FRANCE (FR). Includes Ile des Pins, Iles Loyaute, Ile Huon, Iles Belep, Iles Chesterfield and Ile Walpole.	NC
NEW ZEALAND Includes Stewart Island, Chatham Islands, and Kermadec Islands.	NZ
NICARAGUA Includes Islas del Maiz (Corn Islands).	NU
NIGER	NG

Country Name (Alphabetically presented)	**Data Codes**
NIGERIA	NI
NIUE New Zealand territory.	NE
NORFOLK ISLAND Australian external territory.	NF
NORTHERN MARIANA ISLANDS Commonwealth associated with the UNITED STATES (US).	CQ
NORWAY Code NO pertains only to continental Norway, thereby excluding JAN MAYEN (JN) and SVALBARD (SV), which are insular administrative divisions of Norway.	NO
OMAN Includes Khuriyra Muriyra.	MU
PAKISTAN Includes Pakistani administered Jammu and Kashmir.	PK
PALMYRA ATOLL U.S. territory.	LQ
PANAMA Includes area formerly known as Canal Zone.	PM
PAPUA NEW GUINEA Includes Bismarck Archipelago (Admiralty Islands, New Britain, New Ireland, etc.), Louisiade Archipelago, D'Entrecasteaux Islands, northern Solomon Islands (Bougainville, Buka Island, etc.), Trobriand Islands and Woodlark Island.	PP
PARACEL ISLANDS Disputed islands in the South China Sea.	PF
PARAGUAY	PA
PERU	PE
PHILIPPINES	RP
PITCAIRN ISLANDS British dependency. Includes Henderson Island, Ducie and Oeno Atolls.	PC
POLAND Includes Danzig and areas of 1937 Germany east of the Oder-Neisse Line.	PL
PORTUGAL Includes the Azores and Madeira Islands.	PO

Country Name (Alphabetically presented)	Data Codes
PUERTO RICO Commonwealth associated with the UNITED STATES (US).	RQ
QATAR	QA
REUNION Overseas department of FRANCE (FR). Excludes BASSAS DA INDIA (BS), EUROPA ISLAND (EU), GLORIOSO ISLANDS (GO) (Iles Glorieuses), JUAN DE NOVA ISLAND (JU), and TROMELIN ISLAND (TE).	RE
ROMANIA	RO
RUSSIA Formerly Rossiyskaya SSR of the Soviet Union.	RS
RWANDA	RW
ST. KITTS AND NEVIS Became independent on September 19, 1983. Formerly ST. CHRISTOPHER AND NEVIS (SC)	SC
ST. HELENA British colony. Includes Gough Island, Inaccessible Island, and Nightingale Island.	SH
ST. LUCIA	ST
ST. PIERRE AND MIQUELON French overseas territory.	SB
ST. VINCENT AND THE GRENADINES Includes the northern Grenadines.	VC
SAN MARINO	SM
SAO TOME AND PRINCIPE	TP
SAUDI ARABIA	SA
SENEGAL	SG
SERBIA Blocked country. Formerly Srbija of Yugoslavia.	SR
SEYCHELLES Includes Aldabra Islands, Alphonse, Bijoutier, and St. Francois islands, Amirante Isles, Cosmoledo Group, Farquhar Group, Ile Desroches and St. Pierre Islet.	SE

Country Name (Alphabetically presented)	Data Codes
SIERRA LEONE	SL
SINGAPORE	SN
SLOVAKIA Formerly part of Czechoslavkia.	LO
SLOVENIA Formerly Slovenija of Yugoslavia.	SI
SOLOMON ISLANDS Includes southern Solomon Islands (primarily Guadalcanal, Malaita, San Cristobal, Santa Isabel, and Choiseul) and Santa Cruz Islands. Northern Solomon Islands constitute part of PAPUA NEW GUINEA (PP).	BP
SOMALIA	SO
SOUTH AFRICA Includes Walvis Bay, Marion Island, and Prince Edward Island.	SF
SOUTH GEORGIA AND THE SOUTH SANDWICH ISLANDS British dependency claimed by Argentina.	SX
SPAIN Includes the Balearic and Canary Islands.	SP
SPRATLY ISLANDS Disputed islands in the South China Sea.	PG
SRI LANKA	CE
SUDAN	SU
SURINAME	NS
SVALBARD Includes Spitsbergen and Bjornoya.	SV
SWAZILAND	WZ
SWEDEN	SW
SWITZERLAND	SZ

Country Name (Alphabetically presented)	Data Codes
SYRIA	SY
TAIWAN Includes island of Taiwan, and P'eng-hu Ch'un-tao (Pescadores).	TW
TAJIKISTAN Formerly Tadzhikskaya SSR of the Soviet Union.	TI
TANZANIA, UNITED REPUBLIC OF	TZ
THAILAND	TH
TOGO	TO
TOKELAU New Zealand island territory. Includes Atafu, Fakaofu, and Nukunonu Atolls.	TL
TONGA	TN
TRINIDAD AND TOBAGO	TD
TROMELIN ISLAND French possession.	TE
TRUST TERRITORY OF THE PACIFIC ISLANDS (PALAU) U.S. administered. Includes the Caroline and Marshall Island Groups. Excludes Northern Mariana Islands.	PS
TUNISIA	TS
TURKEY	TU
TURKMENISTAN Formerly Turkmenskaya SSR of the Soviet Union.	TX
TURKS AND CAICOS ISLANDS British colony.	TK
TUVALU Formerly known as Ellice Islands.	TV
UGANDA	UG
UKRAINE	UP

Country Name (Alphabetically presented)	Data Codes
Formerly Ukrainskaya SSR of the Soviet Union.	
UNITED ARAB EMIRATES	TC
UNITED KINGDOM	UK
UNITED STATES Includes the 50 States and the District of Columbia.	US
URUGUAY	UY
UZBEKISTAN Formerly Uzbekskaya SSR of the Soviet Union.	UZ
VANUATU Formerly New Hebrides.	NH
VATICAN CITY	VT
VENEZUELA	VE
VIETNAM Blocked country.	VM
VIRGIN ISLANDS U.S. territory.	VQ
WAKE ISLAND U.S. territory.	WQ
WALLIS AND FUTUNA Overseas territory of FRANCE (FR). Includes Iles de Horne, Ile Uvea, and Ile Alofi.	WF
WEST BANK All of the area west of the Jordan River.	WE
WESTERN SAHARA Formerly Spanish Sahara. Now under de facto control of Morocco.	WI
WESTERN SAMOA	WS
YEMEN Replaced YEMEN (SANAA) (YE) and YEMEN (ADEN) (YS).	YM

Country Name (Alphabetically presented)	Data Codes
ZAIRE	CG
ZAMBIA	ZA
ZIMBABWE Formerly Southern Rhodesia.	ZI

NOTE: All name entries with the letter "Q" as the second character of their data codes are outlying areas of the US.

Data Codes. The following is a list of country codes presented in alphabetical sequence, representing the geopolitical entities described in the previous paragraph.

Alphabetical List of Country Codes	Country Name
AA	ARUBA
AC	ANTIGUA AND BARBUDA
AF	AFGHANISTAN
AG	ALGERIA
AJ	AZERBAIJAN
AL	ALBANIA
AM	ARMENIA
AN	ANDORRA
AO	ANGOLA
AQ	AMERICAN SAMOA
AR	ARGENTINA
AS	AUSTRALIA
AT	ASHMORE AND CARTIER ISLANDS
AU	AUSTRIA
AV	ANGUILLA
AY	ANTARCTICA
BA	BAHRAIN
BB	BARBADOS
BC	BOTSWANA
BD	BERMUDA
BE	BELGIUM
BF	BAHAMAS
BG	BANGLADESH
BH	BELIZE
BK	BOSNIA AND HERZEGOVINA
BL	BOLIVIA
BM	BURMA
BN	BENIN

Alphabetical List of Country Codes	Country Name
BO	BELARUS
BP	SOLOMON ISLANDS
BQ	NAVASSA ISLAND
BR	BRAZIL
BS	BASSA DA INDIA
BT	BHUTAN
BU	BULGARIA
BV	BOUVET ISLAND
BX	BRUNEI
BY	BURUNDI
CA	CANADA
CB	CAMBODIA
CD	CHAD
CE	SRILANKA
CF	CONGO
CG	ZAIRE
CH	CHINA
CI	CHILE
CJ	CAYMAN ISLANDS
CK	COCOS (KEELING) ISLANDS
CM	CAMEROON
CN	COMOROS
CO	COLOMBIA
CQ	NORTHERN MARIANA ISLANDS
CR	CORAL SEA ISLANDS
CS	COSTA RICA
CT	CENTRAL AFRICAN REPUBLIC
CU	CUBA
CV	CAPE VERDE
CW	COOK ISLANDS
CY	CYPRUS
DA	DENMARK
DJ	DJIBOUTI
DO	DOMINICA
DQ	JARVIS ISLAND
DR	DOMINICAN REPUBLIC
EC	ECUADOR
EG	EGYPT
EI	IRELAND
EK	EQUATORIAL GUINEA
EN	ESTONIA
ER	ERITREA
ES	EL SALVADOR
ET	ETHIOPIA

Alphabetical List of Country Codes	Country Name
EU	EUROPA ISLAND
EZ	CZECH REPUBLIC
FG	FRENCH GUIANA
FI	FINLAND
FJ	FIJI
FK	FALKLAND ISLANDS (ISLAS MALVINAS)
FM	FEDERATED STATES OF MICRONESIA
FO	FAROE ISLANDS
FP	FRENCH POLYNESIA
FQ	BAKER ISLAND
FR	FRANCE
FS	FRENCH SOUTHERN AND ANTARCTIC LANDS
GA	GAMBIA, THE
GB	GABON
GG	GEORGIA
GH	GHANA
GI	GIBRALTAR
GJ	GRENADA
GK	GUERNSEY
GL	GREENLAND
GM	GERMANY, FEDERAL REPUBLIC OF
GO	GLORIOSO ISLANDS
GP	GUADELOUPE
GQ	GUAM
GR	GREECE
GT	GUATEMALA
GV	GUINEA
GY	GUYANA
GZ	GAZA STRIP
HA	HAITI
HK	HONG KONG
HM	HEARD ISLAND AND MCDONALD ISLANDS
HO	HONDURAS
HQ	HOWLAND ISLAND
HR	CROATIA
HU	HUNGARY
IC	ICELAND
ID	INDONESIA
IM	MAN, ISLE OF
IN	INDIA
IO	BRITISH INDIAN OCEAN TERRITORY
IP	CLIPPERTON ISLAND
IR	IRAN
IS	ISRAEL

Alphabetical List of Country Codes	Country Name
IT	ITALY
IV	COTE D'IVOIRE
IZ	IRAQ
JA	JAPAN
JE	JERSEY
JM	JAMAICA
JN	JAN MAYEN
JO	JORDAN
JQ	JOHNSTON ATOLL
JU	JUAN DE NOVA ISLAND
KE	KENYA
KG	KYRGYZSTAN
KN	KOREA, DEMOCRATIC PEOPLE'S REPUPLIC OF
KQ	KINGMAN REEF
KR	KIRIBATI
KS	KOREA, REPUBLIC OF
KT	CHRISTMAS ISLAND
KU	KUWAIT
KZ	KAZAKHSTAN
LA	LAOS
LE	LEBANON
LG	LATVIA
LH	LITHUANIA
LI	LIBERIA
LO	SLOVAKIA
LQ	PALMYRA ATOLL
LS	LIECHTENSTEIN
LT	LESOTHO
LU	LUXEMBOURG
LY	LIBYA
MA	MADAGASCAR
MB	MARTINIQUE
MC	MACAU
MD	MOLDOVA
MF	MAYOTTE
MG	MONGOLIA
MH	MONTSERRAT
MI	MALAWI
MK	MACEDONIA
ML	MALI
MN	MONACO
MO	MOROCCO
MP	MAURITIUS
MQ	MIDWAY ISLANDS

Alphabetical List of Country Codes	Country Name
MR	MAURITANIA
MT	MALTA
MU	OMAN
MV	MALDIVES
MJ	MONTENEGRO
MX	MEXICO
MY	MALAYSIA
MZ	MOZAMBIQUE
NC	NEW CALEDONIA
NE	NIUE
NF	NORFOLK ISLAND
NG	NIGER
NH	VANUATU
NI	NIGERIA
NL	NETHERLANDS
NO	NORWAY
NP	NEPAL
NR	NAURU
NS	SURINAME
NT	NETHERLANDS ANTILLES
NU	NICARAGUA
NZ	NEW ZEALAND
PA	PARAGUAY
PC	PITCAIRN ISLANDS
PE	PERU
PF	PARACEL ISLANDS
PG	SPRATLY ISLANDS
PK	PAKISTAN
PL	POLAND
PM	PANAMA
PO	PORTUGAL
PP	PAPUA AND NEW GUINEA
PS	TRUST TERRITORY OF THE PACIFIC ISLANDS (PALAU)
PU	GUINEA-BISSAU, REPUBLIC OF
QA	QATAR
RE	REUNION
RM	MARSHALL ISLANDS
RO	ROMANIA
RP	PHILIPPINES
RQ	PUERTO RICO
RS	RUSSIA
RW	RWANDA
SA	SAUDI ARABIA

Alphabetical List of Country Codes	Country Name
SB	ST. PIERREAND MIQUELON
SC	ST. KITTS AND NEVIS
SE	SEYCHELLES
SF	SOUTH AFRICA
SG	SENEGAL
SH	ST. HELENA
SI	SLOVENIA
SL	SIERRA LEONE
SM	SAN MARINO
SN	SINGAPORE
SO	SOMALIA
SP	SPAIN
SR	SERBIA
ST	ST. LUCIA
SU	SUDAN
SV	SVALBARD
SW	SWEDEN
SX	SOUTH GEORGIA AND SOUTH SANDWICH ISLES
SY	SYRIA
SZ	SWITZERLAND
TC	UNITED ARAB EMIRATES
TD	TRINIDAD AND TOBAGO
TE	TROMELIN ISLAND
TH	THAILAND
TI	TAJIKISTAN
TK	TURKS AND CAICOS ISLANDS
TL	TOKELAU
TN	TONGA
TO	TOGO
TP	SAO TOME AND PRINCIPE
TS	TUNISIA
TU	TURKEY
TV	TUVALU
TW	TAIWAN
TX	TURKMENISTAN
TZ	TANZANIA, UNITED REPUBLIC OF
UG	UGANDA
UK	UNITED KINGDOM
UP	UKRAINE
US	UNITED STATES
UV	BURKINA
UY	URUGUAY
UZ	UZBEKISTAN
VC	ST. VINCENT AND THE GRENADINES

Alphabetical List of Country Codes	Country Name
VE	VENEZUELA
VI	BRITISH VIRGIN ISLANDS
VM	VIETNAM
VQ	VIRGIN ISLANDS
VT	VATICAN CITY
WA	NAMIBIA
WE	WEST BANK
WF	WALLIS AND FUTUNA
WI	WESTERN SAHARA
WQ	WAKE ISLAND
WS	WESTERN SAMOA
WZ	SWAZILAND
YM	YEMEN
ZA	ZAMBIA
ZI	ZIMBABWE

Attachment 18

ACTION INDICATORS

A18.1. Purpose. Action indicator (ACTN-INDCTR) is the data item used to tell the computer programs the action to be taken on a transaction. Action indicators are put in transactions by the originator or are computer generated. The computer generated action indicators are the same as the first six regular action indicators except the first position is alpha. The alpha position identifies the event (PCS, reenlistment, promotion, etc.) that processed to cause the computer to generate the action. **Table A18.1** shows the action indicator name and code, tells what the action indicator does and gives some general information about the action indicator. The first position of the computer generated action indicator and the transaction that processed to generate that alpha character are shown and explained in the NOTE following **Table A18.1**.

A18.2. This attachment covers usual uses, general information, and notable exceptions. It is very important that you check the FORMAT-ID involved to see what special rules and/or processing may be involved.

Table A18.1. JUMPS Action Indicators.

ACTION INDICATOR CODE	FUNCTION	PURPOSE	GENERAL INFORMATION
01	Start	Record open entries in the MMPA to pay entitlements, collect deductions, pay allotments, held pay, and put information in the MMPA such as TDY ADSN.	a. Start transactions for most FORMAT IDs will process as long as there is no open entry for that FORMAT ID on the MMPA, or a closed entry that the transaction start date overlaps. There are some notable exceptions: allotments, indebtedness, and FSA can have multiple open entries with the same FORMAT ID. b. Entries started by a start transaction remain open until a transaction is received to stop, change, correct or cancel the open entry.
02	Stop	Close open entries in the MMPA. Processing puts a stop date in the entry and moves it to history.	a. A stop transaction can normally process only against open entries in the MMPA with start dates equal to or less than the stop date. b. The stop date is the date through which the entry is effective, except for monthly-rated items stopped on the last day of February. These pay for a 30-day month.
03	Report	Rules for report transactions vary according to FORMAT ID (refer to manual for details). Generally however, there must be a transaction for the same FORMAT ID for any period covered by the report transaction.	a. Report events like PCS, accessions, separations, etc., that are effective on a special date. Processing results in a complete MMPA update of all affected entries, and can result in both starting and stopping of a number of entries, depending on the event. b. Report inclusive dates of entitlements or status events such as leave or AWOL. Processing results in a closed history entry and, in the case of status events, a number of closed non-entitlement entries. c. Report actions such as payments, collections, and information such as voucher totals. These transactions result only in data being entered in the system. In the case of payments or collections, adjust the amounts due to the member.

ACTION INDICATOR CODE	FUNCTION	PURPOSE	GENERAL INFORMATION
04	Change	Change data in open MMPA entries. Processing results in a closed entry with the old data and a new open entry with the new data. Processing updates monetary amounts as necessary.	a. The start date in a change transaction is the date the new MMPA entry is effective. The old open entry is stopped the day before the date in the change transaction. b. For a change transaction to process, there must be an entry on the MMPA with a start date less than the effective date in the transaction.

ACTION INDICATOR CODE	FUNCTION	PURPOSE	GENERAL INFORMATION
05	Correct	Correct erroneous data that is in an MMPA entry. Normally processing puts the entry with incorrect data in history with a processing control code of 6 and creates a new entry with the correct data. A notable exception is correction of PCS entries. This processing changes the data in the open or closed PCS entry but does not create an entry with the old data. Correcting one event normally results in correction of all MMPA entries affected by the event. Where all entries are not correct, the transaction is rejected to DFAS for manual actions.	a. Correct transactions usually have more restriction and specific instructions concerning their use than other transactions. It is very important that you check the chapter covering the FORMAT ID carefully, especially the figures showing the transaction input formats and special instructions. b. In general, for correct transactions to process, an entry must be in the MMPA with dates that match the prior date fields of the transaction. c. The transaction, as corrected, must pass the same edits as if it had been submitted correctly, whether it was a start, stop, or report transaction. d. The correction process can become quite complicated when previously processed transactions have resulted in stop and start transactions, and a date the action was incorrect. In these cases, transactions must be input in a sequence that does not cause them to reject because they conflict with entries in the MMPA. ***Example:*** The start date of an open entry and stop date of a closed entry are incorrect. (1) If the correct date is later (940610 instead of 940510 for the start date, and the stop date the day before), process a transaction to correct the start date of the open entry and then a transaction to correct the stop date of the closed entry. (2) If, in the case above the correct date had been earlier (940410 instead of 940510), the stop date of the closed entry would have been corrected first. Then the start date of the open entry.

ACTION INDICATOR CODE	FUNCTION	PURPOSE	GENERAL INFORMATION
			e. Where there are several open and closed entries that are involved in the correction, extra care is required. If in doubt of the sequence, use a printout of the MMPA as a worksheet and consider what the MMPA would look like after each transaction processes.
06	Cancel	Completely voids the effects of a transaction that should never have been processed. A cancel transaction restores the MMPA to the condition prior to the erroneous transaction. The canceled transaction is shown in history with a computer processing control code of 6.	In many instances, a cancel transaction must match the entry on the MMPA in order to process. In other instances, only dates must match. See the figure in the manual for the input format and special instructions.
07	Increase	Increase the amount to be paid to an allottee. Processing puts a stop date in the open entry and moves it to history. A new entry is opened with the increased amount.	This action indicator can only be used to increase the amount of an allotment.
08	Decrease	Same as increase except only reduces the amount of an allotment.	

ACTION INDICATOR CODE	FUNCTION	PURPOSE	GENERAL INFORMATION
09	Inquiry	Request information from member's MMPA.	This action indicator cannot cause a change to any entry in the MMPA.
10	Reply	Return information from an inquiry to the inquirer.	
11	Pay	Notify the FSO of amount to be paid to a member by the FSO.	This action indicator is used in pay authorizations that are computed and sent to the FSO.
13	Release	To release pay and allowances withheld from payment to a member. Processing of this transaction reduces the pay-held-balance and establishes a held pay release entry in the MMPA.	This action indicator is used to release pay held in the HA and HG entry, and under some conditions HD entry, to member, and from the HF to the source listed in the E713 transactions.
18	Suspend	Temporarily suspends collection. Processing puts a code in the open indebtedness entry which causes the computer not to collect from the member's pay for the indebtedness.	Used when a member requests a waiver or applies for a remission of a debt.

ACTION INDICATOR CODE	FUNCTION	PURPOSE	GENERAL INFORMATION
20	Resume	Restarts collection of indebtedness from a member's pay after collection action was suspended. Processing resumes collection at the rate in the transaction.	Used when the request for a remission or a waiver has been disapproved.
21	Remit	Forgive all or part of a debt balance by waiving, remitting, or declaring debt uncollectable. Processing closes open entry and moves it to history with the reason for forgiving the debt.	Used when the request for a remission or a waiver has been approved.
26	Delete	Notify DFAS that a one-time pay authorization is not being paid. Processing causes the money to be placed in the member's pay authorization.	When this action indicator is used, the FSO must assure that any other transaction relating to the one-time pay authorization is processed on a timely basis so member will not be over or under paid.
40	Memo	Memo entries are used to explain actions of events that have impact on the MMPA.	Used only by DFAS.

ACTION INDICATOR CODE	FUNCTION	PURPOSE	GENERAL INFORMATION
46	Delete	Deletes an entry or entries from the variable or history areas of the MMPA. It cannot be used in the fixed area of the MMPA.	Used only by DFAS
61	Pay Authorization	Tells the FSO what the final pay authorization is when a member is being separated.	See paragraph 52-15.
63	EEP Submission Report	Report mid and end-of-month voucher totals to DFAS for exception payment posting.	Used with FORMAT ID "PU" only.
65	EPP Correction	Correct mid and end-of-month voucher totals reported to DFAS.	Used with FORMAT ID "PU" only.
83	Report	Post past periods of entitlement that are outside IAS. Puts a closed report entry on the MMPA.	Use is restricted to DFAS-DE.
86	Cancel	Cancel an MMPA report entry put on the MMPA by an "83" action indicator.	Use is restricted to DFAS.

ACTION INDICATOR CODE	FUNCTION	PURPOSE	GENERAL INFORMATION
93		Report regular mid and end-of-month voucher totals under 100% detail submission of regular payrolls or to clear an out-of-balance "PU" transaction.	Used with FORMAT ID "PZ" only.

NOTES: .If first position of MMPA action indicators is an alpha character, it refers to the FORMAT ID for status (i.e., SA=A, SB=B, SJ=J, ST=T, etc.), except for C=TC, D=MD, E=EA, V=E3/E4/E5/E6, and Z=MASS rate changes.

Bases can use a "3" in the first position of the action indicator with the first six action indicators. This indicates that member just entered the service and causes the transaction to recycle up to 60 days waiting for an accession transaction to process and create an MMPA

Attachment 19

FORMAT IDENTIFICATION
(FORMAT ID)

A19.1. FORMAT ID is the data item used to identify the type of transaction, management notice, entry or pay authorization in DJMS.

A19.2. This attachment gives a quick insight into how a FORMAT ID is used in DJMS and its effect on the MMPA if used as a transaction. For each FORMAT ID this attachment provides:

A19.2.1. FORMAT ID.

A19.2.2. Description. Provides a brief explanation of the purpose of the entry on the MMPA.

A19.2.3. Key. Provides any code that is of major importance and, if the code has a major impact on how this transaction processes, it describes these variations. A 1 in this column indicates a transaction that will process in V status, with action indicator 01, a 2 indicates transactions that will process in V status with all action indicators, and a 3 indicates only an action indicator of 04 will process in V status.

A19.2.4. Use. Provides what this FORMAT ID is used for in DJMS. It will be one or more of the following:

A19.2.4.1. Transaction (Trans)

A19.2.4.2. MMPA entry (Entry)

A19.2.4.3. Management Notice (Notice)

A19.2.4.4. Pay Authorization (Auth)

A19.2.4.5. Base-Level Transaction (Base)

A19.2.5. Input. Provides the primary input source. Will be one or more of the following:

A19.2.5.1. For FSO:

A19.2.5.1.1. FSO (servicing FSO only)

A19.2.5.1.2. FSO-T (servicing and TDY FSO)

A19.2.5.1.3. FSO-A (any FSO)

A19.2.5.2. MPF

A19.2.5.3. AFPC

A19.2.5.4. DFAS

A19.2.5.5. Computer (Computer generated)

A19.2.6. Reference. Provides a manual reference for more information about that particular FORMAT-ID. If no reference is listed, this is the only information on that particular FORMAT-ID found in the manual.

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
AA	Allotment or Bond Mailing Address		Trans	FSO-A	C 57, 58
AB	Bond Allotment		Trans/ Entry	FSO-A	C 58
AC	Charity Allotment		Trans/ Entry	FSO-A	C 57
AD	Dependent Support Allotment		Trans/ Entry	FSO-A	C 57
AF	Air Force Aid Allotment		Trans/ Entry	FSO-A	C 57
AH	Mortgage Payment Allotment		Trans/ Entry	FSO-A	C 57
AI	Insurance Allotment		Trans/ Entry	FSO-A	C 57
AS	Savings Allotment		Trans/ Entry	FSO-A	C 57
AT	Indebtedness Allotment		Trans/ Entry	FSO-A	C 57
AV	Number of Allotments		Entry	Computer	C 57
AX	Allotment Stop		Trans	Computer	C 57

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
AZ	Allotment Flash Code		Entry	Computer	C 57
BL	Days Paid Accrued Leave		Entry	Computer/DFAS-DE	
BM	Saved Pay Leave Balances		Entry	Computer/DFAS-DE	
BS	HFP CZ Leave Balance		Trans/ Entry	FSO-T	C 44
BR	Standard Leave Balances		Entry	Computer	
CC03	Cash Collection for TSP		Trans	FSO-A	C 68
C1	Canceled or Undeliverable Checks - Members Pay	2	Trans/ Entry	DFAS-DE	C 7, 65
C2	Collection Applied to Member's Indebtedness	2	Trans/ Entry	FSO-A	C 65
C3	Collection of TLA Overpayments		Trans	FSO-A	C 29, 65
C5	Collection or Check Cancellation of Allotments	2	Trans/ Entry	DFAS-DE	C 57

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
C9	Collection Voucher Total		Trans	FSO-A	C 76
DB	Servicemember's Group Life Insurance Premium		Trans/ Entry	MPF/Computer	C 63
DC	Dependent Dental Plan Premium	2	Trans/ Entry	MPF/Computer	C 61
DD	Armed Forces Retirement Home (AFRH)		Entry	Computer	C 59
DE	MGIB		Entry	Computer	C 64
DF	Monetary Punishment		Entry	Computer	
DG	Indebtedness - GPLD or Report Survey	1	Trans/ Entry	FSO-A	C 69, 70
DH	Rental Fair Value		Entry	Computer	C 26
DN	Meal Collection		Trans/ Entry	FSO-A/Computer	C 25
DQ	Indebtedness for Overpayment of Pay and Allowances	1	Trans/ Entry	FSO-A/Computer	C 69, 70

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
DR	Indebtedness for Excess Weight/ Household Goods/ House Trailer	1	Trans/ Entry	FSO-A	C 69, 70
DS	Miscellaneous Indebtedness	1	Trans/ Entry	FSO-A	C 69, 70, 71, 72
DT	Monetary Punishment		Trans	DFAS-DE/FSO-A	C 70, 72
DV	Indebtedness - Repay Advance		Entry	Computer	C 69, 70
DW	Indebtedness - Casual/Partial		Entry	Computer	C 69, 70
DZ	Indebtedness Entry Code		Entry	Computer	
D1	TSP		Trans/ Entry	FSO-A	C 68
EA	Enlisted/Officer Accession		Trans	AFPC	C 39
E0	Update Individual MMPAs		Trans	DFAS-DE	
E1	BMT/OTS Accession		Trans	MPF	C 39
E2	Service Academy Accession		Trans	MPF	C 39

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
E3	Port Separation		Trans	MPF	C 52
E4	Final Separation		Trans	MPF	C 52
E5	Final Separation		Trans	MPF/DFAS-DE	C 52, 54
E6	Reenlistment		Trans	MPF	C 53
E7	Court-Martial Actions		Trans	FSO-A	C 67
E8	Non-Judicial Punishment Actions		Trans	FSO-A	C 67
FA	FICA Maximum		Entry	Computer	C 56
FB	FITW Quotient Factors		Entry	Computer	
FC	FICA Withholding Amount		Entry	Computer	C 56
FD	FITW Withholding Amount		Trans/ Entry	FSO-A	C 56
FE	Earned Income Credit		Trans/ Entry	FSO-T	C 56
FF	FITW Deduction Election		Trans/ Entry	FSO-A	C 56
FG	Number of FITW Exemptions		Trans/ Entry	FSO-A	C 56

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
FH	Medicare		Entry	Computer	C 56
FJ	FITW		Trans/ Entry	FSO-A/DFAS-DE/ Computer	C 56
FK	SITW Deduction		Trans/ Entry	FSO-A/DFAS-DE/ Computer	C 56
FL	CZTE Federal Taxable Wages		Trans/ Entry	FSO-A/DFAS-DE/ Computer	C 56
FM	FITW Additional Withholding Indicator		Entry	Computer	C 56
FN	Prior Year FICA, Medicare, FITW, and SITW		Trans	DFAS-DE	C 56, 7
FP	FITW Wages Earned		Entry	Computer	C 56
FQ	Exemption From Withholding		Trans/ Entry	FSO-A	C 56
FS	SITW		Entry	Computer	C 56
FT			Entry	Computer	C 56
HA	Pay Held-Member's Request		Trans/ Entry	FSO-A	C 66

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
HB	Pay Held-Commander's Request		Trans/ Entry	FSO-A	C 66
HD	Retained Pay Balances		Entry	Computer	C 67
HE	Fines Pending Appellate Review		Entry	Computer	
HF			Entry	Computer	C 67
HG	Pay Held - Garnishment		Trans/ Entry	DFAS-DE	C 66
HK	Duty Status Change		Entry	Computer	
HR	Member Must be Paid in Even Dollars		Entry	Computer	C 7
HS	Members Request Balances		Entry	Computer	C 66
HT	Commanders Request Balances		Entry	Computer	C 66
HV	Duty Status Change Balances		Entry	Computer	C 66
HX			Entry	Computer	C 66
HY	Pay Held Released		Entry	Computer	C 66

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
HZ	MMPA Out-of-Balance		Entry	Computer	C 66
LA	Check Recipient - Individual		Trans/ Entry	DFAS-DE	
LB	Paying ADSN		Trans/ Entry	FSO-T/Computer	C 7, 41, 42
LC	Servicing ADSN		Trans/ Entry	FSO/Computer	C 7, 41
LD	TDY ADSN		Trans/ Entry	FSO-T	C 42
LE	Duty Country or Non-CONUS State		Trans/ Entry	Computer/MPF For LE05 – DFAS	C 41
LF	Future Mailing Address	3	Entry	Computer	C 52
LG	MPF Number and Major Command Identity		Trans/ Entry	MPF	C 41
LH	Financial Organization to Receive Pay		Trans/ Entry	FSO-T/FSO-A	C 38, 60
LK	Pay Option		Trans	Computer	C 60
MA	Member's SSN		Trans/ Entry	AFPC	C 39

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
MC	Member's Name		Trans/ Entry	AFPC/MPF	C 39
MD	Member's Grade		Trans/ Entry	AFPC	C 78
ME	Member's Sex Code		Trans/ Entry	MPF	C 39
MG	Taxing Authority - City/ State		Trans/ Entry	FSO	C 56
MH	Resident Country or Non-CONUS		Trans/ Entry	FSO	C 39
MJ	AFPC Match Flag		Entry	Computer	C 39, 53
MK	Control Dates		Entry	Computer	C 39
ML	Officer Confirmation of Accession		Trans	AFPC	
MM	Airman Confirmation of Accession		Trans	AFPC	
MN	Separation Confirmation		Trans	AFPC	

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
NA	Privacy Act Flag		Entry/ Trans	DFAS-DE	
NB	Leave Transaction Pending		Entry	Computer	C 44
NC	Aviator Continuation Pay Memo		Entry	Computer	C 16
NE	ECAF Household Goods Control		Entry	Computer	C 69
NL	LES Remark		Entry	Computer	C 7
NM	After Separation Memorandum		Entry	Computer	C 52
NN	Rejected Reenlistment or Separation Transaction		Entry	Computer	C 52, 53
NP	Deletion of MMPA		Entry	Computer	
NQ	Separation Payment to be Applied		Entry	Computer	C 52
NR	Miscellaneous Leave Balance Adjustment		Trans	DFAS-DE	C 44
NT	Separation/Reentry Projected Settlement		Entry	Computer	C 52, 53

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
NW	Bad Status Transaction		Entry	Computer	C 43
N0	Projected PCS Departure		Entry	Computer	C 41
N1	Advance Leave		Entry	Computer	C 44
N2	BAS Collection		Entry	Computer	C 25
N3	Clothing Allowance Initial Military		Entry	Computer	C 33
N4	Death Gratuity		Entry	Computer	C 54
N6	Temporary Lodging Allowance		Entry	Computer	C 29
N7	Separation Transaction Pending		Entry	Computer	C 52, 53
N8	Miscellaneous Indebtedness Pending		Entry	Computer	C 69
N9	DFAS-DE Adjustment Explanation		Entry	Computer	
PA	Advance Payment		Trans/ Entry	FSO-A	C 30, 31, 35
PB	Payment or Authorization of Arrears in Pay	2	Trans/ Entry	FSO	C 54

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
PC	Payment of Casual Pay	2	Trans/ Entry	FSO-A	C 36, 77
PD	Payment of Class X Allotments		Trans/ Entry	FSO-A	C 57
PE	Payment of Death Gratuity		Trans	FSO-A	C 54
PF	Payment of Held Pay		Trans/ Entry	DFAS-DE	C 66
PG	Payment or Authorization of Basic Trainee Pay	2	Trans/ Entry	FSO	C 39, 40
PH	Regular EOM Pay for Prior Months		Entry	Computer	
PI	Missed Meal Refund		Trans/ Entry	FSO-A/Computer	C 25
PJ	Payment of One-Time Pay Authorization for ASP/ISP/MSP/ CRNA	2	Auth/ Entry/ Trans	FSO-A	C 10
PK	Payment of Partial Pay	2	Trans/ Entry	FSO-A	C 36, 77

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
PL	Payment of One-Time Pay Authorization for VRB, SEB or SRB	2	Auth/ Trans/ Entry	FSO-A	C 12, 53
PM	Payment of RRB	2	Auth/ Trans	FSO	C 12, 53
PN	Regular MM Payment for Prior Months		Entry	Computer	C 7
PO	Balance EOM for ADSN 9998 Members		Entry	Computer	
PP			Trans	Computer	C 7
PQ	Payment of One-Time Pay Authorization for Separation	2	Auth/ Trans/ Entry	FSO-A	C 52, 53
PR	Payment of One-Time Pay Authorization for ACP		Trans/ Entry	FSO	C 16
PS	Local Payment of TLA		Trans	FSO-A	C 29
PT	CMAI and/or CMA Allowances		Trans	FSO-A	C 33

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
PU	Regular Payment Current Month		Entry	Computer	C 7
PV	Payment for Comfort Items		Trans/ Entry	FSO-A	C 48
PX	Delinquent Posted Regular or One-Time Payments		Trans	Computer	C 37, 76
PY	Payment Out-of-Balance from Authorization		Trans	Computer	
PZ	Payment Voucher Total		Trans	FSO-A	C 76, 77
P1	Suppress Payment (MM)		Trans/ Entry	DFAS-DE	C 7
P2	Suppress Payment (EOM)		Trans/ Entry	DFAS-DE	C 7
P3	Pay Computation Factors - Current Month		Entry	Computer	
P4	Pay Computation Factors - Next Month		Entry	Computer	
P5	Pay Authorization - Current		Auth/ Entry	Computer	C 7

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
P7	Amount Total Entitlements Allotable		Entry	Computer	
P8	Refunds - Allotments		Entry	Computer	
P9	Refunds - Other than Allotments		Entry	Computer/DFAS-DE	
R1	Medical/Dental/ Nurse Bonus Recoupment		Entry	Computer	C 9, 10
R2	Medical Continuation Pay		Entry	Computer	C 10
R3	RRB Entitlement Maximum Indicator		Entry	Computer	C 52, 53
R4	Reenlistment Bonus Cumulative Amount Recouped		Entry	Computer	C 9, 12, 52, 53
R5	RRB/Last Reenlistment		Entry	Computer	C 9, 12, 52, 53
R6	VRB		Entry	Computer	C 17
R7	SRB		Entry	Computer	C 9, 12, 52, 53
R8	SEB		Entry	Computer	C 12
R9	Aviator Continuation Pay		Entry	Computer	C 16

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
RA	Aviator Continuation Pay Recoupment		Entry	Computer	C 16
RB	Medical Officer Retention Bonus		Entry	Computer	C 10
RC	Incentive Special Pay		Entry	Computer	C 10
RD	Incentive Special Pay - CRNA		Entry	Computer	
RE	Special Pay - Nurse Accession		Entry	Computer	C 10
RY	BP Accumulator - High Amounts		Entry	Computer	
RZ	BP Accumulator - Low Amounts		Entry	Computer	
SA	On-Station Status	Open Status	Trans/ Entry	MPF	C 43
SB	Leave Status		Trans/ Entry	FSO-A	C 44
SC	LES Address Update		Trans	FSO/DFAS-DE	C 6, 7, 8
SG	PCS Arrival		Trans/ Entry	FSO-A	C 41

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
SH	PCS Departure		Trans/ Entry	FSO-A	C 41
SJ	AWOL Status		Trans/ Entry	MPF	C 46
SK	Confinement Status	Confinement	Trans/ Entry	MPF	C 48
SL	Deceased Status		Trans/ Entry	DFAS-DE	C 54
SM	Missing Status		Trans/ Entry	DFAS-DE	C 51
SP	Desertion Status		Trans/ Entry	MPF	C 47
ST	Suspended Status	Status Suspension Reason	Trans/ Entry	MPF/Computer/ DFAS-DE	C 52, 81
SU	Mentally Incompetent Status		Trans/ Entry	DFAS-DE	C 50
SV	Separated Status		Entry	Computer	C 52
SX	Number of Open Status Entries		Entry	Computer	

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
TA	Lost Days Current Enlistment Indicator	Indicator 1 No lost time 2 Lost time	Entry	Computer	C 46
TB	Lost Days Current Enlistment		Entry	Computer	C 46
TC	Years of Service Completed		Entry	Computer	C 8, 34
TD	Date of Separation - Last Active Duty Officer Status		Trans/ Entry	MPF	C 39, 52, 53
TE	Date of Separation - Previous Enlistment		Trans/ Entry	MPF	C 39, 53
TF	Dual Status		Trans/ Entry	MPF	
TG	DOE	Officer Enlisted	Entry	Computer	C 39
TH	Expiration Term of Service		Entry	Computer	C 39
TI	Airman Pay Date, EAD Date and TAFMSD		Trans	MPF	C 39
TJ	EAD/Prior DOE		Entry	Computer	C 53

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
TK	Pay Date		Entry	Computer	C 39
TL	Over Four Years Active Enlisted Service		Entry	Computer	C 39, 53
TM	Prior Service Benefit Waiver		Trans/ Entry	MPF	C 39
TN	ACIP Dates		Trans/ Entry	Computer	C 22
TP	Service Component		Trans/ Entry	MPF	C 39
		G National Guard R Regular T Temporary V Reserve N National Guard Officer or Enlisted S Reserve, Officer or Enlisted			
TR	Special Compensation Positions		Trans/ Entry	MPF	C 34
TS	Term of Enlistment		Entry	Computer	C 39, 53

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
TT	Total Active Federal Military Service Date		Entry	Computer	
TU	DOS		Trans/ Entry	MPF/Computer	C 39
TV	SPD Additional		Entry	Computer	C 52
TW	Special Compensation Position Indicator		Entry	Computer	C 34
TX	Prior Service Indicator		Entry	Computer	
TY	Prior EAD and DOS		Entry	Computer	
TZ	Officer Service Dates		Trans	AFPC	C 39, 52
T2	Sea Duty Dates		Trans/ Entry	FSO-A	C 19
01	Basic Pay		Entry	Computer	C 8
02	Foreign Language Proficiency Pay		Trans/ Entry	MPF	C 20
09	Save Pay		Trans/ Entry	DFAS-DE	C 75
10	Incentive Pay - Demolition Duty		Trans/ Entry	FSO-A	C 23

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
11	Incentive Pay - Flight Deck Duty		Trans/ Entry	FSO-A	C 23
12	Flying Duty Pay, Including CEFIP HDIP And ACIP		Trans/ Entry	FSO-A	C 22
14	Hardship Duty Pay,		Trans/	FSO-A	C 18
15	Incentive Pay - Parachute Jumping Duty		Trans/ Entry	FSO-A	C 23
16	Incentive Pay - Stress/Toxic Fuel/ Pesticide Duty		Trans/ Entry	FSO-A	C 23
17	Incentive Pay - Submarine Duty		Trans/ Entry	FSO-A	C 19
18	Overseas Extension Pay		Trans/ Entry	MPF	C 15
19	Board Certification Pay		Trans/ Entry	AFPC	C 10
20	Variable Special Pay (Dentist)		Trans/ Entry	AFPC	C 10

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
21	Diving Duty Pay		Trans/ Entry	FSO	C 14
22	Foreign Duty Pay		Trans/ Entry	FSO-A	C 18
23	Hostile Fire/ Imminent Danger Pay		Trans/ Entry	FSO-A	C 13
24	Variable Special Pay (Physicians)		Trans/ Entry	AFPC	C 10
25	ASP, ISP, MSP or CRNA Bonus		Trans/ Entry	AFPC	C 10
26	Registered Nurse/ Dental Officer Accession Bonus		Trans/ Entry	AFPC	C 10
27	Career Sea Pay		Trans/ Entry	FSO-A	C 19
28	Veterinary Special Pay		Trans/ Entry	FSO	C 10
29	Optometry Special Pay		Trans/ Entry	AFPC	C 10
30	Special Duty Assignment Pay		Trans/ Entry	MPF	C 11

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
31	Reenlistment Bonus		Trans/ Entry	Computer/DFAS-DE	C 12
32	Variable Reenlistment Bonus		Trans/ Entry	Computer/DFAS-DE	C 17
33	SRB		Trans/ Entry	AFPC	C 12
34	IEB		Trans/ Entry	Computer/MPF	C 12
35	BAQ	Dependency Code Quarters Assignment Code	Trans/ Entry	FSO-T	C 26
36	BAQ-DIFF		Trans/ Entry	FSO-A	C 26
37	Career Sea Pay Premium		Trans/ Entry	FSO-A	C 19
38	ACP		Trans/ Entry	MPF	C 16
39	Prorated or Supplemental BAS		Trans/ Entry	FSO-T	C 25

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
40	BAS		Trans/ Entry	FSO-T	C 25
41	Personal Money Allowance		Entry	Computer	C 34
42	MIHA		Trans/ Entry	FSO-A	C 30
43	OHA		Trans/ Entry	FSO-A	C 30
44	Interim OHA		Trans/ Entry	FSO-A	C 30
45	FSH-O		Trans/ Entry	FSO-A	C 30
46	COLA		Trans/ Entry	FSO-A	C 28
47	Dual COLA		Trans/ Entry	FSO-A	C 28
49	Prorated COLA		Trans/ Entry	FSO-T	C 28
51	CONUS COLA		Trans/ Entry	FSO	C 28
55	OHA - pre 1990		Trans/ Entry	FSO-A	C 30

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
56	Interim - OHA - pre 1990		Trans/ Entry	FSO-A	C 30
57	OHA - Unaccompanied with Dependents - pre 1990		Trans/ Entry	FSO-A	C 30
59	Uniform and Equipment Allowance - Initial		Trans/ Entry	FSO-A	C 33
60	Uniform and Equipment Allowance - Additional		Trans/ Entry	FSO	C 33
61	Uniform and Equipment Allowance - Extra		Entry/ Trans	FSO-A	C 33
63	Clothing Maintenance		Entry	Computer	C 33
64	Initial Clothing Allowance Monetary Portion		Trans/ Entry	Computer/FSO-A	C 33
65	FSA		Entry/ Trans	FSO-A	C 27
66	Interim VHA, Pre-1998		Trans/	FSO-A	C 26

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
67	FSH-B		Trans/	FSO-A	C 26
68	VHA, part of BAH		Trans/	FSO-A	C 26
71	Disability Severance Pay		Entry	Computer	C 52
72	Discharge Gratuity		Entry	Computer	C 52
73	Lump-Sum Bonus		Entry	Computer	C 53
74	Lump-Sum Accrued Leave		Entry	Computer	C 44, 52, 53
76	Readjustment Pay		Entry	Computer	C 52
77	Severance Pay		Entry	Computer	C 52
78	Personal Expense Allowance		Entry	Computer	
79	TLA		Trans/ Entry	FSO	C 29
81	Initial Civilian Clothing Allowance		Trans/ Entry	FSO-A	C 33
83	VSI		Entry	Computer	

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE	REFERENCE
84	SSB		Entry	Computer	
85	Entitlement Advance for Advance Payment		Entry	Computer	
86	Quasi Advance		Entry	Computer	
97	Future/Suspense Entry		Trans	DFAS-DE	
98	Memo Entry		Trans	DFAS-DE	
99	Unique Transaction		Trans	DFAS-DE	
	Management Notices		Notice	Computer	A22
SCREEN INQUIRIES					
W				FSO-A	C5

Listed below are **FORMAT IDs** for special items.

WG	Futures
WJ	Fixed portion of MMPA
WU	Suspense
WW	Entitlements
WX	MMPA PRINTOUT
T13	MGIB DATA
T52	VEAP

Attachment 20

TRANSACTIONS THAT WILL NOT PROCESS IN "T" STATUS

A20.1. The following transactions will reject to the input source if the member's record is in "T" status:

DQ21	HA02	HB13
DS01 (2, 5, B, E, F, H, L, M, N, V)	HA04	MG04 (IF NN/N7 ON MMPA)
DT04	HA13	SA04
FE01	HB01	SA06
FE02	HB02	
HA01	HB04	

A20.2. The following transactions reject to DFAS-DE for manual intervention if the member's record is in "T" status:

C106	PB05	SU04
C206	PB06	TR05
DB04	SB02*	2001
DB05	SJ04	2501
DB06	SK04	2805
PB03	SP02	2905

* "P" Type status T4

A20.3. The following transactions can only be processed by DFAS-DE if the member's record is in "T" status:

SJ03	SK03	SP06
SJ06	SK06	1903

A20.4. All other transactions should process if the member's record is in "T" status. If you discover one that will not, notify your MAJCOM. MAJCOMs notify DFAS-JMCAA/DE.

Attachment 21

SYSOUT ARCHIVE AND RETRIEVAL (SAR) SOFTWARE USE INSTRUCTIONS (MAINFRAME)

A21.1. ACCESSING SAR.

A21.1.1. Sign onto the AMDAHL with your normal user identification and password:

User-ID ==> JCXXX00

Password ==> XXXXXXX

New Password ==>

(The X's in the User-ID and Password fields represent your unique information. The first two positions of the user identification for DFAS-DE Central Site is JC and looks like the example above. The user identification for ANG and AFR should look like PXXXX00 where the XXXX is unique to each user. The user identification for base level users looks something like JXXXX00 where the XXXX is unique to each user.

Press <ENTER>.

A21.1.2. Select **CICS01 or CICSJ3** at the next screen, and press <ENTER>.

A21.1.3. Once your screen displays the message, "Sign on is complete," type "SAR" and press <ENTER>. You will receive the screen as shown in attached EXAMPLE 1.

A21.2. SETTING UP SAR FOR FIRST TIME USE.

A21.2.1. Tab back to the Command Line ===>, and type the following: MODE EXP

Press <ENTER>. This sets up your access in an express mode and allows you to get your reports faster.

A21.2.2. The next step is to set up the default for the reports category you will be working with the most. Available DISTRIBUTION IDs are listed at the end of these instructions. Type the following at the COMMAND LINE ===> to set up your report default:

MODE JFAFSO (or other DISTRIBUTION ID as applicable)

Press <ENTER>.

A21.2.3. Your DISTRIBUTION ID ---> should be set, based on Step 'b' above.

A21.2.4. Set the REPORT ID ===> to "*" (asterisk) (no quotes). This will provide every report for that particular distribution ID displayed. A list of the reports available for each DISTRIBUTION ID is provided at the end of these instructions.

A21.2.5. At the SELECTION BY COPY: PREVIOUS COPY NO. ===> field, type the word "ALL" (no quotes) to get all available versions of the report(s) requested.

A21.2.6. You do not have to complete the SELECTION BY DATE: field unless you only want a specific date report.

A21.2.7. Once all fields are completed, press <ENTER>.

A21.3. CHANGING YOUR SAR DEFAULTS. The instructions provided in item 2 above will be used to change your default settings.

A21.3.1. To change the DISTRIBUTION ID, go to the COMMAND LINE ===>, type the new report identification after the word MODE, and press <ENTER>.

A21.3.2. To change the REPORT ID ===> (if you know the report job number), enter the applicable number. ***Example:*** REPORT ID ===> MP19809D.

A21.4. REPORT VIEWING. The next screen will give you a list of the report(s) you selected.

A21.4.1. To select a report for viewing, use your TAB key to move down to the line which displays the correct report name and date, and type an "S" (no quotes) and press <ENTER>.

A21.4.2. The next screen will display your report on-line. To view full width of the report, move your cursor into the body of the report and ARROW KEY over to the right. You will have to move back and forth across the screen to view the report using your arrow keys. Or press the PF10 or PF11 key to move left or right. PF8 pages down. PF7 pages up.

A21.4.3. To exit the report, press PF3.

A21.5. ARCHIVED REPORTS. If the report you want reads PTAP under the heading LOC, the report is archived.

A21.5.1. To unarchive a report tab down to the report and type in L. Press <ENTER>. This will load the report. Do this for each report you need.

A21.5.2. To send your loaded reports to the main frame, at the COMMAND LINE ===>, type SUB, and press <ENTER>.

A21.5.3. When the JOB screen appears, press <ENTER>.

A21.5.4. The report will then show up as PTMP. For this change to take place, you must be off this screen. Either work on another report or go back (alt 3) to the screen with Distribution ID, then go back to the reports list. It should change within 3-5 minutes. It will remain active for 24 hours.

A21.6. SEARCH (FIND) WITHIN A REPORT.

A21.6.1. To do a find while in a report:

A21.6.1.1. Type F at the COMMAND LINE ===>, type 'F', space, apostrophe ('), what you are looking for, apostrophe ('). ***EXAMPLE:*** F 'ADSN: 3344'.

A21.6.1.2. If you are looking for just a number, type a space on both sides of the number you are looking for. EXAMPLE: f '3344'.

A21.6.1.3. Key in exactly how the information you are looking for appears in the report. EXAMPLE: If looking for a SSN, some reports have dashes (F '111-22-3333'), and some do not (F '111223333').

A21.6.2. To repeat a find, key ALT5 (or on some PCs PF5.).

A21.7. PRINTING REPORTS.

A21.7.1. To print an entire report on your PC:

A21.7.1.1. At the Report Selection List screen, tab down to the report you wish to print and type a "P" (no quotes) by the report title and date you wish printed. Then press ENTER.

A21.7.1.2. The next screen will show the REPORT ID of the report you selected and Description. There will be a box on the screen. If you are a first-time user, you may need to enter the following:

CLASS ===> V

DEST ===> PC.JXXXXXX or VP0.(your printer writer name. JXXXXXX is your personal user identification.)

A21.7.1.3. Press <ENTER> if the data displayed is correct.

A21.7.1.4. The next screen, EXPRESS DELIVERY RE-PRINT RESULTS, gives you the message that the job (sysout) is queued for transmittal to PC.

A21.7.2. To print report to a printer, enter the following:

CLASS ===> V

DEST ===> VP0.your printer writer name

.AFO####*

(#### is your ADSN)

(*is 1,2,3,4 or 5)

A21.7.3. There may be times you only want to print specific pages of a report, or download a file of the report which only contains specific pages of that report. ***Example:*** You have a 700 page report, but you only want pages 15 through 50. To print specific pages of the report:

A21.7.3.1. Type an "S" by the report you need to open the report for viewing.

A21.7.3.2. Scroll down (press your PF8 key) until you get to page 15. At the Command Line ===>, type "MARK PAGE" (no quotes) and press <ENTER>. Scroll down to the last page you want printed. At the Command Line ===>, type "MARK PAGE" and press <ENTER>.

A21.7.3.3. Now, press your PF3 key to exit the report. You should now be back at the Report Selection List screen. Tab down to the report you wish to print and type a "P" (no quotes) by the report title and date you wish printed. Then press ENTER.

A21.7.3.4. The next screen will show the REPORT ID of the report you selected and Description. There will be a box on the screen. If you are a first-time user, you may need to enter the following:

CLASS ===> V

DEST ===> PC.JXXXXXX or VP0.AFO####* or VP0.(PRINTER

WRITER NAME) or VPS if VP0 doesn't work

(JXXXXXX is your personal user identification, #### is your ADSN, *is 1,2,3,4 or 5)

A21.7.3.5. Press <ENTER> if the data displayed is correct.

A21.7.3.6. The next screen, EXPRESS DELIVERY RE-PRINT RESULTS, gives you the message that the job (sysout) is queued for transmittal to PC.

A21.8. EXIT SAR.

A21.8.1. Press your PF3 key until you get the screen with the message, "Cross Memory SAR has terminated normally - this session is ended." You can also type END at the command line.

A21.8.2. If you also wish to exit DJMS, type CSSF LOGOFF and press <ENTER>. Your terminal should go back to the initial sign on screen.

EXAMPLE 1. SYSOUT ARCHIVE AND RETRIEVAL (SAR) SCREEN

VIEW 1.6.7 EXP -- PRIMARY SELECTION FOR SYSA.VIEW.V167 ---------- PREVAIL/XP
COMMAND ===>

DISTRIBUTION ID ---> JFAREG

REPORT ID	===> *	SELECT BY ===>	(R, I OR IR)
INDEX NAME	===>	VALUE ===>	
	===>	===>	
	===>	===>	
	===>	===>	

SELECTION BY COPY:
PREVIOUS COPY NO. ===> (Enter 0 or blank for most recent copy, 1 for next most recent copy, etc., or ALL for all copies.)

SELECTION BY DATE:

FROM	===>	(MM/DD/YY)
TO / NO. OF DAYS	===>	(MM/DD/YY or nnn)

Enter END command to terminate this VIEW 1.6.7 session.

REPORT DISTRIBUTION IDs

J**REG	REGULAR REPORTS		
J**SOMP	SOMPO		
J**FSO	FIELD SERVICE OFFICE		
J**DTR	DAILY TRANSACTION RECORD	AF100RF####	JACFAD
J**MAFR	VOUCHER BALANCING	AF173RF####	JHAAGD
J**RECYL	RECYCLE RPTS		
J**CCT1	ACCOUNTING		
J**MGMT	MANAGEMENT REPORTS		
J**TAX	TAX		
J**RECRT	RECRT LIST####AFADSN ####AFSSAN	JYAAAMRE	
J**ADET	CADETS		
JFJROTC	JUNIOR ROTC INSTRUCTOR		
JNUSNA	NAVY MIDSHIPMEN		

NOTE 1: Replace asterisk (*) in second and third position with following applicable code:

1st *	2nd *
F - AIR FORCE	C - CADETS
A – ARMY	A - ACTIVE
N – NAVY	R - RESERVE
	J - ROTC

NOTE 2: The following are the current Distribution IDs available for Navy: JNADTR, JNAMGMT, and JNARECYL.

LIST OF REPORTS FOR EACH DISTRIBUTION ID

JFAREG - REGULAR REPORTS

FA0A67M1	LOCATOR (SSN Sequence)
FA0A67M2	LOCATOR (Name Sequence)
FA0009M	DUP MP/ACCAS CASE REPORT
FA0013M	AF VHA STATISTICS
FA0099M	MISC IN DEBT CK
FA0101M	SECONDARY DEPN
FA0102D	MGMT. NOTICES
FA0103M	OUTGOING AUTODIN
FA0104D1	AUTODIN LOG
FA0104D2	AUTODIN LOG
FA0104M	AUTODIN LOG
FA0110W	JOTS VERIFICATION RPT
FA0117M	SAF INPUT ERRORS RPT
FA0144M	POST-SEP TIMELINESS RPT
FA0149M	ENLISTED BAS STRENGTH
FA0169B	INPUT VALIDATION
FA0170B	COMPOSITE CHECK DETAILS
FA0170D	COMP BLNKT CO LIST
FA0175D	EFTS DATA
FA0179D	EFTS ERRORS
FA0181D	INPUT AUTODIN
FA0184A	AUTHORIZATION CONTROL
FA0184D	AUTHORIZATION CONTROL
FA0184M	AUTHORIZATION CONTROL
FA0186A	ADSN OUT OF BALANCE
FA0186D	ADSN OUT OF BALANCE
FA0186M	ADSN OUT OF BALANCE
FA0188A	IN/OUT BALANCE
FA0188D	IN/OUT BALANCE
FA0188M	IN/OUT BALANCE
FA0190B	EFT TABLE 50

FA0190D	EFT TABLE 50
FA0193B	STATISTICAL DATA LIST

JFAREG - REGULAR REPORTS

FA0194B	EFTS ACCTNG CNTRLS
FA0194D	EFTS ACCTNG CNTRLS
FA0198N	ERROR LISTING
FA0198N1	ERROR LISTING (JSA65)
FA0198N2	ERROR LISTING (COLA)
FA0198N3	ERROR LISTING (OHA)
FA0198N4	RPT LISTN CURRENCY CODES
FA0198N5	ERROR TBL 64
FA0198N6	ERROR LIST
FA0200N	TRANS-ID M U T
FA0202M	FIELD INQUIRIES
FA0205M	PAY AUTHORIZATION UPDATE
FA0206B	CHECKS TO BANKS CONTROLS
FA0210B	TRANSMITTAL REGISTER
FA0210D	DLY EFT TRANSMIT REG
FA0210M	TRANSMITAL REG
FA0210MAZM	TRANSMISSION REG
FA0210MDAM	TRANSMISSION REG
FA0211B	FED RESERVE ERROR REPORT
FA0211D	FED RESERVE ERROR REPORT
FA0211M	FED RESERVE ERROR REPORT
FA0211MAZM	ERROR LIST DATA
FA0211MDAM	ERROR LIST DATA
FA0212B	REEL CONTROL LIST
FA0212M	TAPE BAL ERR/XTRCT DATA
FA0212MAZM	FED RES BAL/EXTR DATA
FA0212MDAM	FED RES BAL/EXTR DATA
FA0214B	FOREIGN CHECK LISTING
FA0246M	BLKT CO VOU LIST
FA0248M	BLKT CO ERROR LST
FA0252MMP	CURR ISSUE BOND CNTRL RPT
FA0256MMP	VA DEBIT REGISTER

FA0257MMP	VA INACT DEBIT ADJ
FA0258MMP	VA CREDIT REGISTER

JFAREG - REGULAR REPORTS

FA0259MMP	VA INACT CREDIT ADJUSTMENT
FA0260MMP	RETRO TOTALS/SUMMARY
FA0261MMP	VA CLASS N SUMMARY
FA0263N	TBL 50 A.C.D.
FA0264N	SALARY OFFSET - MEMBERS
FA0281M	MEMB NOT ON LES OD
FA0290A	LEAVE DAYS LOST
FA0308MH	MMPA HEX PRINTSCHG
FA0309M	CROSS CHECK MTCH
FA0313D	SDAP MGMT
FA0314M	S D A P
FA0318M	DS DEBTS F & M
FA0320M	MER ERROR MSGS
FA0321B	ERROR RPT LOCAL SUPPRESS
FA0322B	TRANS RPT LOCAL SUPPRESS
FA0323B	DUP P511S ON LOC MASTER
FA0324B	INDIV CHECK TOTALS RPT
FA0325B	MIL PAYROLL VOUCHER RPT
FA0326B	IBOP REPORT
FA0331M	NO AFMPC
FA0333D	MIL PAY MONEY LIST
FA0339M	JUMPS MIX INDEBT
FA0341D	CNFRN DLY EFT PMT RPT
FA0342M	AUTH PMT PARTL/CASUL
FA0343D	MISC INDEBT REPORT
FA0344D	DAILY EFTS BALANCING
FA0352D	RECYCLE TRANSACTIONS
FA0380M	USSDPT ALLOT
FA0391A	PG TOTALS ADSN
FA0391D	PG TOTALS ADSN
FA0391M	PG TOTALS ADSN

FA0394D	MPACCS STATUS RPT
FA0374M	ADV PAY REPAYMENT PAST DUE DATE
FA0402D	RECS DROPPED DEF LST
FA0407N	PDTATAC INPUT
FA0408N	PDTATAC REJECT

JFAREG - REGULAR REPORTS

FA0416M	CUSTODY BOND CONTROL
RPT FA0450D	DUP P5 OR NOP5 PRESENT
FA0450M	DUP P5 OR NOP5 PRESENT
FA0451D	C P5EOM AMT NE MMPA AMT
FA0451M	C P5EOM AMT NE MMPA AMT
FA0452D	L P5 EOM AMT NE MMPA AMT
FA0452M	L P5 EOM AMT NE MMPA AMT
FA0453D	P5 BUT NOT IN PAY STATUS
FA0453M	P5 BUT NOT IN PAY STATUS
FA0457D	ADSN < 4000 - MAILING
FA0457M	REEL CONTROL LIST
FA0481M	DS DEBTS DDMS
FA0505M	GEOLOC MONTHLY
FA0506M	GEOLOC ANN.
FA0512M	BEGIN/END SEQUENCE NBRS
FA0516MMP	VA VOUCHER TOTALS
FA0517D	NOC ERROR LIST
FA0518D	NOC ALLOT LIST
FA0520M	C19HCFAA CNTRL TOTALS
FA0523MMP	BREAKOUT CONTROL TOTALS
FA0525D	INPUT FILES
FA0539M	5YR TAX HIST-TD FORMS
FA0539N	5YR TAX HIST-TD FORMS
FA0548M	CHG LEGAL RES
FA0555M	ADDRESS ERRORS
FA0557M	TRANS NO CH ISSUE
FA0603N	IAS FILE SAMPLING
FA0627D	DEFER PROC STAT
FA0633B	REJECTED PAY SUPPRESSION

FA0634B	PROCESSED PAY SUPPRESSES
FA0634D	PROCESSED PAY SUPPRESSES
FA0635D	NON-TRANS AUTODIN
FA0635M	NON-TRANS AUTODIN
FA0636M	REINPUT INVALID DATA

JFAREG - REGULAR REPORTS

FA0641D	AUTODIN LOG
FA0722D	DEF TRANS/REG
FA0724Q	SAVING BOND RECON
FA0724QT	SAVING BOND TOTALS PAGE
FA0725M	BOND ALLOTMENTS TOTALS
FA0738M	9840 PRINTS
FA0740Y	ECONOMIC RESOURCE IMPACT STATEMENT (ERIS) – AVAILABLE EOM SEPTEMBER FOR 30 DAYS THEN AVAILABLE AS AN ARCHIVED REPORT
FA0760D	DUP PAYMENT REPORT
FA0761D	INVALID PAYMENT REPORT
FA0764W	FINAL SEP MSG OVER 30DAY
FA0765D	MESSAGE MATCH
FA0766N	MPS MIL PAY VOUCH RPT
FA079AM	SOC SEC TAX RECON RPT
FA079BM	APEIC TAX RECON RPT
FA079CM	MEDICARE TAX RECON RPT
FA079DM	FITW RECON RPT
FA079EM	SITW RECON RPT
FA079FM	P9 TAX RECON RPT
FA0794N	ACF MIL PAY VOUCH RPT
FA0795N	JUMPS SEPERATION CHK TOT
FA0796MMP	MMPA VALUE FOR UNISSUED
FA0801D	TRANS NUMB CTL
FA0809DMP	UNCLEARED NQ & PX ENTRYS
FA0828DMP	MMPAS NOT INTERROGATED
FA0829DMP	OUT OF BALANCE MMPA

FA0830DMP	MMPA SIZE STATISTICS
FA0845DMP	ADSNS >= 4000
FA0849WMP	WEEKLY CONTENTBOOK
FA0855N2	MEMBERS IN ‘T’ STATUS
FA0860M	VEAP REJ ADJS
FA0866M	MANUAL REVIEW
FA0867N	MAT UPDATE AUDIT

JFAREG - REGULAR REPORTS

FA0868M	PFY PTMNTS/SPPRSSNS
FA0869M	OUT PFY 1TIME PAY AUTHS
FA0870M	CANCELED PFY PAYMENTS
FA0871M	PFY PYMNT/SPPRESS SUMMARY
FA0886M	SRB REPORT
FA0888M	SRB TOTALS PAY/RECOOP
FA0940M	LOST APPEL LV
FA0940MJEA	LOST APPEL LV
FA0984N	BOND ADDRESS CHANGE
FA0989M	OFFICER DATA LIST
FA0994B	ACCT NBRS > 17 POSITIONS
FA790C03MP	AFTER SEP INDEBTNESS
FA790E07MP	OPEN SEPARATION PAYMENTS
H099C-034	ADVANCE PAYMENTS FOR HOLA
H099C-969	HEALTH PROF ANN SPEC PAY
H099C110WAF	JOTS VERIFICATION RPT
H099C013MAF	VHA STATISTICS (MS111)
H099C0144M	POST-SEP TIMELINESS RPT
H099C0079AF	SOC SEC TAX RECON RPT
H099C0079BF	APEIC TAX RECON RPT
H099C0079CF	MEDICARE TAX RECON RPT
H099C0079DF	FITW RECON RPT
H099C0079EF	SITW RECON RPT
H099C0079FF	P9 TAX RECON RPT

H099C117M	SAF INPUT ERRORS RPT
H099C149M	ENLISTED BAS STRENGTH
H099C169B	INPUT VALIDATION
H099C170B	COMPOSITE/BLKT CO. LIST
H099C190B	TABLE 50 NON-MATCHES
H099C193B	STATISTICAL DATA
H099C194B	ACCOUNTING CONTROLS
H099C194DAF	EFTS ACCTNG CNTRLS DAILY
H099C206B	CHECKS TO BANKS CNTRL LIST
H099C208B	AUTODIN HEADERS/TRAILERS

JFAREG - REGULAR REPORTS

H099C210AF	TRANSMISSION REGISTER
H099C210B	TRANSMITTAL REGISTER
H099C211AF	ERROR LIST DATA
H099C211B	ERROR REPT FED RES PROCESS
H099C212AF	FEDERAL RESERVE TOTALS
H099C212B	REEL CONTROL LIST
H099C214B	FOREIGN CHECKS
H099C246	BLKT CO VOU LIST
H099C314MAF	S D A P
H099C321B	ERR RPT - LOCAL SUPPRESSES
H099C322B	TRANS RPT - LOC SUPPRESSES
H099C323B	DUP P511S ON LOCAL MASTER
H099C324B	INDIVIDUAL CHECK TOTAL RPT
H099C325B	MIL PAYROLL VOUCHER REPORT
H099C326B	INTERNATL BAL OF PAYMENTS
H099C394D	MP-ACCS ACTIVITY REPORT
H099C407AF	PDTATAC INPUT
H099C408AF	PDTATAC REJECT
H099C416M	CUSTODY BOND CONTROL RPT
H099C512M	BEGIN/END SEQUENCE NBRS
H099C548M03	CHG LEGAL RES

H099C634B	PROCESSED PAY SUPPRESSIONS
H099C725M	BOND ALLOTMENTS TOTALS
H099C760AF	DUP PAYMENT REPORT
H099C761AF	INVALID PAYMENT REPORT
H099C764AF	FINAL SEP MSG OVER 30DAY
H099C765AF	MESSAGE MATCH
HO99C766AF	MPS MIL PAY VOUCH RPT
HO99C794AF	ACF MIL PAY VOUCH RPT
HO99C795AF	JUMPS SEPERATION CHK TOT
H099C871M17	PRIOR FY TOTALS
H099C994B	ACCT NBRS EXCEED 17 CHARS

JFAREG - REGULAR REPORTS

H119-051	
052	
053	
100	
MP-19-252M	CURR ISSUE BOND CNTRL RPT
MP-19-256M	VA DEBIT REGISTER
MP-19-257M	VA INACT DEBIT ADJ
MP-19-258M	VA CREDIT REGISTER
MP-19-259M	VA INACT CREDIT ADJUSTMENT
MP-19-260M	RETRO TOTALS/SUMMARY
MP-19-261M	VA CLASS N SUMMARY
MP-19-320AF	MER ERROR MSGS - JEBASM
MP-19-333	MIL PAY MONEY LIST
MP-19-346	NET INDEBTDNESS INCURRED
MP-19-516M	VA VOUCHER TOTALS
MP-19-845	EXTRACTED RECORD IMAGE
MP-19-845M	X REC IM/H099C598 TOO
MP-19-875	BAQ REBATE BY GRADE
MP-19-876	BAQ GVT-QTRS-ADQCY ERROR
MP-19-877	AF ASSIGNED GOVT QTRS

MP19200N	TRANS-ID MULTI-USE TABLE
MP19343D	MISC INDEBT REPORT
MP19523M	BREAKOUT CONTROL TOTALS
MP19790C03	AFTER SEP INDEBTNESS 03
MP19790C05	AFTER SEP INDEBTNESS 05
MP19790C06	AFTER SEP INDEBTNESS 06
MP19790E07	OPEN SEPARATION PAYMENTS
MP19796M	MMPA VALUE FOR UNISSUED
MP19828AFD97	MMPAs NOT INTERROGATED
MP19829AFD97	OUT OF BALANCE MMPA
MP19830AFD97	MMPA SIZE STATISTICS

JFASOMP – SOMPQ

FA0069M	SCHEDULE 9 DATA
FA0069MS	SCHEDULE 9 DATA
FA0115M	DELETED D CO CODES
FA0146MA	AFR SECTION OFFICER
FA0146MB	ANG SECTION OFFICER
FA0146MC	ANG AFR SECTUIB OFFICER
FA0146MD	AFR SECTUIB OFFICER
FA0150D1XPD	REG DAILY 150 - JFAXPD
FA0150M1SUM	REG DAILY 150 - JFASUM
FA0150M1XUM	REG DAILY SOMPO - JFAXUM
FA0150M2SUM	REG SOMPO - SECTION II
FA0152M	JTR STATION ALLOWANCES
FA0160D1SUM	REG DAILY 160 - JFASUM
FA0160D1XPD	REG DAILY 160 - JFAXPD
FA0160M1SUM	REG MONTHLY 160 - JFASUM
FA0160M1XUM	REG DAILY 160 - JFAXUM
FA0164M	REG FORCES STRENGTH RPT
FA0165M	DR TRANSACTIONS

FA0166M	DS TRANSACTIONS
FA0167M	SA VS MMPA - ALLOTMENTS
FA0187M	SUM REIMB & DISB
FA0380M	USSDP RPT
FA0639M	639 DATA FILE
FA0642M	HELD PAY RECON DISCREPS
FA0991M	MISC INDEBT CO CD CK
H099C0069M,S	SCHEDULE 9 DATA
H099C146A,B,C,D,M	ANG, AFR SECTUIB OFFICER
H099C150DIS	REG DAILY 150 - JFASUM
H099C150DX	REG DAILY 150 - JFAXPD
H099C150M	REG DAILY SOMPO - JFAXUM
H099C150MII	REG SOMPO - SECTION II
H099C152M	JTR STATION ALLOWANCES
H099C160DS	REG DAILY 160 - JFASUM

JFASOMP – SOMPO

H099C160DX	REG DAILY 160 - JFAXPD
H099C160M	REG DAILY 160 - JFAXUM
H099C160MS	REG MONTHLY 160 - JFASUM
H099C164M	REG FORCES STRENGTH RPT
H099C165M	DR TRANSACTIONS
H099C166M	DS TRANSACTIONS
H099C167M	SA VS MMPA - ALLOTMENTS
H099C639M	639 DATA FILE
H099C642MAF	HELD PAY RECON DISCREPS

JFAFSO - FIELD SERVICE OFFICE

FA0081M	JUMPS TO DARS DEBTS
FA0081Q	MIL - MIL BAQ
FA0141S	TAXING AUTHORITY
FA0464Q	OFF SVC COMP & SVC DISC

FA0465Q	ENL SVC COMP & SVC DISC
FA0466Q	OFFICER SEX CODE DISC
FA0467Q	ENLISTED SEX CODE DISC
FA0468Q	OFF GRADE/DT OF GRD DISC
FA0469Q	ENL GRADE/DT OF GRD DISC
FA0470Q	OFFICER ASD & OSD DISC
FA0471Q	DEPENDENCY DISCREPANCIES
FA0471Q	ENLISTED ASD & OSD DISC
FA0809D	UNCLEARED NQ & PX ENTRYS
FA0847SQMP	QUESTIONABLE INDEBTEDNESS
FA0847SSMP	SUSPENDED INDEBTEDNESS
FA0847STMP	INDEBTEDNESS AF TOTALS
H099C0081QAF	MIL - MIL BAQ
H099C081	JUMPS TO DARS DEBTS
H099C464QAF	OFF SVC COMP & SVC DISC
H099C465QAF	ENL SVC COMP & SVC DISC
H099C466QAF	OFFICER SEX CODE DISC

JFAFSO - FIELD SERVICE OFFICE

H099C467QAF	ENLISTED SEX CODE DISC
H099C468QAF	OFF GRADE/DT OF GRD DISC
H099C469QAF	ENL GRADE/DT OF GRD DISC
H099C470QAF	OFFICER ASD & OSD DISC
H099C471Q	DEPENDENCY DISCREPANCIES
H099C471QAF	ENLISTED ASD & OSD DISC
H135A397D	CASES OPEN SSN SEQ
MP-19-847SQ	QUESTIONABLE INDEBTEDNESS
MP-19-847SS	SUSPENDED INDEBTEDNESS
MP-19-847ST	INDEBTEDNESS AF TOTALS
MP19809D	UNCLEARED NQ & PX ENTRYS
T-W2RES	TOTAL W2 REISSUE

JFADTR - DAILY TRANSACTION RECORD

AF100RF	UH099C100

JFAMAFR - VOUCHER BALANCING

AF173RF	MAFR RECON SECTION 1-4

JFARECYL - RECYCLE RPTS

FA0133D	RECYCLE RPTS
MP19133AF	RECYCLE RPTS - JACFGD
MP19133D	RECYCLE RPTS - JACFGD

JFACCT1 - ACCOUNTING

FA0A14D	JUMPS/MAFR SUMMARY RPT
FA0173D5	MAFR RECON SECTION 5
FA0177D	MAFR/OTHERS FOR AIR RPT
FA0178D	ERROR REPORT
H099CA14D	JUMPS/MAFR SUMMARY RPT
MP19173D5	MAFR RECON SECTION 5
MP19177D	MAFR/OTHERS FOR AIR RPT
MP19178D	ERROR REPORT

JFAMGMT - MANAGEMENT REPORTS

FA0109M	JUMPS REJECT ANALYSIS
FA0114M	MGMT RPT 1
FA0116M	2
FA0118M	3
FA0120M	4
FA0122M	5

FA0126M	8
FA0128M	STAT RPT - SGLI
FA0130M	STAT RPT - PCS
FA0142Q	DIR DEP BY GRADE/ADSN FA0270MA
	TRANSACTION TIMELINESS PART A
FA0270MB	TRANSACTION TIMELINESS PART B
FA0270MC	TRANSACTION TIMELINESS PART C
FA0270MD	TRANSACTION TIMELINESS PART D
FA0270ME	TRANSACTION TIMELINESS PART E
FA0270MF	TRANSACTION TIMELINESS PART F
FA0571M	IMMINENT DANGER PAY
H099C0571MAF	IMMINENT DANGER PAY
H099C142Q	DIR DEP BY GRADE/ADSN
H099C270A	TRANSACTION TIMELINESS PART A
H099C270B	TRANSACTION TIMELINESS PART B
H099C270C	TRANSACTION TIMELINESS PART C
H099C270D	TRANSACTION TIMELINESS PART D
H099C270E	TRANSACTION TIMELINESS PART E
H099C270F	TRANSACTION TIMELINESS PART F

JFATAX - TAX

FA0163D	DAILY 163 RPT - JFAXPD
FA0163M1SUM	MONTHLY 163 RPT - JFASUM
FA0163M1XUM	DAILY 163 RPT - JFAXUM
FA0235M	MNT DNGR ADJ 4 SEP MEMBR
FA0249M	CMBTZ TAX X ADJ 4 SEPMEM
FA0447M	TAX DATA MAY BE IN ERROR
FA0448M	MEM DRCT SPRT, C2OPS ADSN
FA0449M	MEM DRCT SPRT, C2OPS MCOM
FA0598M	TAXABLE WAGES/WITHHLDNGS
FA0604Q	SSA RPTD DATA - DETAIL
FA0612Q	NAME OR SSAN CHANGE ONLY
FA0613Q	NUMERIC EDITS FAILED RPT

FA0614Q	QTR DUTY-TOTALS TO SSA
FA0837M	STATE WITHHOLDING
FA0838M	STATE WITHHOLD (D)
FA0839M	EARNED INCOME CREDIT
H099C-638	GWAM MONTHLY FITW REPORT
H099C598M	TAXABLE WAGES
H099C163D	DAILY 163 RPT - JFAXPD
H099C163M	DAILY 163 RPT - JFAXUM
H099C447M	TAX DATA MAY BE IN ERROR
H099C837M	STATE WITHHOLDING
H099C838M	STATE WITHHOLD (D)

JFARECRT

####AFADSN

####AFSSAN

JFCADET - CADETS

FA0938M	DJ TRANSACTIONS
FA0939M	DK TRANSACTIONS
FC0150XPD	AFA DAILY 150 - JFAXPD
FC0150M1SUM	AFA DAILY 150 - JFASUM
FC0150M1XUM	AFA DAILY SOMPO - JFAXUM
FC0150M2SUM	AFA SOMPO - SECTION II
FC0160D1SUM	AFA DAILY 160 - JFASUM
FC0160D1XPD	AFA DAILY A60 - JFAXPD
FC0160M1SUM	AFA DAILY 160 - JFASUM
FC0160M1XUM	AFA MONTHLY 160 - JFAXUM
FC0164M	AFA CADETS STRENGTH RPT
FC0921M	STD CADET DEDUCTS - CLOSED
FC0922M	MON RECURRING DEBTS PART 1

FC0923M	MON RECURRING DEBTS PART 2
FC0924M	CADET ANNUAL DEBTS
FC0925M	ONE-TIME NON-RECUR DEBTS
FC0926M	CADET TRAVEL REPORT
FC0927M	CADET STATUS REPORT
FC0928M	CADET BAS PAYMENTS
FC0929M	CADET HELD PAY STATUS
FC0930M	O_O_S ACCOUNTS RECEIVABLE
FC0931M	CADET COLLECTIONS, SPECIAL
FC0932M	STD CADET DEDUCTS - OPEN
FC0938M	DJ TRANSACTIONS
FC0939M	DK TRANSACTIONS
FC0945M	CADET PK TRANS - MONTHLY
H099C150DCX	AFA DAILY 150 - JFAXPD

JFCADET - CADETS

H099C150DICS	AFA DAILY 150 - JFASUM
H099C150MC	AFA DAILY SOMPO -
H099C150MIIC	JFAXUM AFA SOMPO -
H099C923	SECTION II
H099C924	MON RECURRING DEBTS PART 2
H099C925	CADET ANNUAL DEBTS
H099C926	ONE-TIME NON-RECUR
H099C927	DEBTS CADET TRAVEL
H099C928	REPORT CADET STATUS
H099C929	REPORT CADET BAS
H099C930	PAYMENTS
H099C931	CADET HELD PAY STATUS
H099C932	O_O_S ACCOUNTS
H099C938M	RECEIVABLE CADET
H099C939M	COLLECTIONS, SPECIAL STD
H099C945	CADET DEDUCTS - OPEN
H099C946M	DJ

Attachment 22

AIR FORCE IN-PUT SOURCE INDICATOR (ISI) / ACCOUNTING AND DISBURSING STATION NUMBERS (ADSN) IN ISI/ADSN SEQUENCE

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
4001	PACAF	0R	343 WG, EIELSON AFB, AK 99702	E - 3/93	EH
4002	PACAF	0R	51 WG, KUNSAN AB, APO AP 96278	E - 4/93	KU
4003	PACAF	0R	432 FW, MISAWA AB, APO AP 96319	E - 5/93	MO
4004	USAFE	0D	7241 ABG, IZMIR AB, APO AE 09821	E - 7/92	IN
4005	PACAF	0R	18 WG, KADENA AB, APO AP 96368	E - 6/93	KB
4008	USAFE	0D	52 FW/FMFP, SPANGDAHLEM, APO AE 09126	E - 2/94	ST
4011	USAFE	0D	48 CPTS/FMFPM, LAKENHEATH AB, APO AE	E - 1/95	LD
*4012	AFDW	1L	89 AW/FMFP, ANDREWS AFB, MD 20331	E - 10/94	AU
4013	USAFE	0D	470 ABF/FMFP, GEILENKIRCHEN AB, APO AE	E - 10/94	
4015	USAFE	0D	86 CPTS/FMFP, RAMSTEIN, APO AE 09094-0006	E - 3/95	RF
4016	USAFE	0D	100 CPTS/FMFP, MILDENHALL, APO AE 09459-	E - 4/95	ML
4017	USAFE	0D	31 CPTS/FMFPM, AVIANO, APO AE 09601-0006	E - 5/95	AY
4018	USAFE	0D	39 CPTF/FMFP, INCIRLIK AFB, APO AE 09824	E - 7/95	IN
4019	PACAF	0R	51 WG, OSAN AFB, APO 92678		OP
4020	ACC	1C	55 WG/FMFP, OFFUTT AFB, NE 681113-5000	E - 3/95	OD
4021	AETC	0J	97 CPTS/FMFP, ALTUS AFB, OK 73523-5000	E - 4/95	AM
4022	ACC	1C	28 BW/FMFP, ELLSWORTH AFB, SD 57706-5000	E - 6/95	EJ
*4023	AMC	0J	314 CPTS/FMFFS, LITTLE ROCK AFB, AR 72099	E - 7/95	LP
4024	AMC	1C	319 CPTS/FMFP, GRAND FORKS AFB, NE 58205	E - 2/96	GM
4025	ACC	1C	351 CPTS, WHITEMAN AFB, MO 65305	E - 12/96	WT
4026	AMC	1C	22 CPTS/FMFP, MCCONNELL AFB, KS 67221	E - 11/96	MK
4027	AMC	1L	375 AW, SCOTT AFB, IL 62225	E - 5/96	SF
4028	AETC	0J	71 CPTS/FMFPM, VANCE AFB, OK 73705	E - 11/95	VH
4029	SPACECMD	1S	21 SPW/FMFP, PETERSON AFB, CO 80914	E - 7/96	EP
4030	USAFA	0B	USAFA/FMFPM, USAF ACADEMY, CO 80840	E - 4/97	US
4031	ACC	1C	5 BW/FMFP, MINOT AFB, ND 58705	E - 5/97	MP
4032	AFMC	1M	OC ALC, TINKER AFB, OK 73145	E - 7/97	TE
4033	SPACECMD	1S	460 CPTF/FMFD, BUCKLEYAFB, CO 80011		BU

4034	SPACECMD	1S	50 CPTF, SCHRIEVER AFB, CO 80912		FD

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
4036	AMC	1L	62 CPTS/FMFPM, MCCHORD AFB, WA 98438	E - 7/95	MH
4037	SPACECMD	1L	341 CPTS/FMFP, MALSTROM AFB, MT 59402	E - 5/97	MB
4038	ACC	1C	366 WG/FMFP, MT, HOME AFB, ID 83648	E - 2/96	MW
4039	AMC	1C	92 CPTS/FMFP, FAIRCHILD AFB, WA 99011	E - 12/96	FC
4040	ACC	1C	9 WG/FMFP, BEALE AFB, CA 95903	E - 11/95	BD
4041	SPACECMD	1C	90 MW/FMFP, F.E. WARREN AFB, WY 82005	E - 2/97	FW
4042	AMC	1L	60 AW, TRAVIS AFB, CA 94535	E - 5/96	TP
4043	ACC	1C	554 CPTS/FMFP, NELLIS AFB, NV 89191	E - 7/96	NJ
4045	AFMC	1M	AFFTC/FMFPM, EDWARDS AFB, CA 93524	E - 4/97	EB
4046	SPACECMD	1S	30 SPW/FMFP, VANDENBERG AFB, CA 93437	E - 3/96	VQ
4047	AFMC	1M	OO-ALC, HILL AFB, UT 84056	E - 2/98	HP
4048	AFMC	1M	SMC, LOS ANGELES AFBS, CA 90009	E - 7/97	LU
4050	ACC	1C	2 CPTS/FMFP, BARKSDALE AFB, LA 71110-5000	E - 5/95	BB
4051	AETC	0J	14 CPTS/FMFP, COLUMBUS AFB, MS 39701-1101	E - 6/95	CO
*4052	ACC	OV	347 CPTS/FMFP, MOODY AFB, GA 31699	E - 7/95	MT
4053	AETC	0J	42ND CPTS/FMFP, MAXWELL AFB, AL 36112-	E - 12/95	MG
4054	AFMC	1M	AEDC/FMFPM, ARNOLD AS, TN 37389	E - 11/95	
4055	ACC	1C	20 FW/FMFPM, SHAW AFB, SC 29152	E - 2/96	SP
4056	AETC	0J	81 CPTS/FMFPS, KEESLER AFB, MS 39534-2555	E - 2/97	KF
4057	ACC	1C	1 CPTS/FMFP, LANGLEY AFB, VA 23665	E - 11/96	LE
4058	AFMC	1M	AFDTC/FMFPM, EGLIN AFB, FL 32403	E - 4/96	ED
4059	ACC	1C	AFI, KKEFLAVIK, APO AE 09725		IC
4060	ACC	1L	65 CPTF, LAJES FIELD, AE 09720		LC
4064	JROTC		HQ AFOATS, MAXWELL AFB, AL	E - 2/96	
4065	AMC	1L	437 AW/FMFP, CHARLESTON AFB, SC 29404-	E - 5/95	CL
4066	AFMC	1M	ASC/FMFPM, WRIGHT-PATTERSON AFB, OH	E - 6/95	WE
4067	AMC	1C	23 CPTS/FMFPM, POPE AFB, NC 28308	E - 2/96	PV
4068	AMC	1L	436 CPTS, DOVER AFB, DE 19902	E - 6/96	DM
4069	AMC	1L	305 AMW/FMFS, MCGUIRE AFB, NJ 08641	E - 11/96	MN
4070	AFMC	1M	ESC/FMFPM, HANSCOM AFB, MA 01731	E - 3/97	LK
4072	ACC	1C	4 WG/FMFP, SEYMOUR-JOHNSON AFB, NC	E - 4/96	SM
4073	AFMC	1M	WR-ALC, ROBINS AFB, GA 31098	E - 6/97	RX

4074	AFMC	1C	ROME LABORATORY, GRIFFISS AFB, NY 13441	E - 10/95	GW
4080	SPACECMD	1S	45 SW/FMFS, PATRICK AFB, FL 32925	E - 7/95	PF

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
4081	AFSOC	1L	6 SOW/FMFP, HURLBURT AFB, FL 32544	E - 3/96	EE
4082	AETC	0J	325 CPTS/FMFP, TYNDALL AFB, FL 32403-5535	E - 5/96	TX
4083	AMC	1L	56 CPTS/FMFP, MACDILL AFB, FL 33608	E - 12/96	MA
4090	AMC	1L	US ARMY ASSIST. GROUP FT BRAGG		
4092	JROTC		NETPMSA, PENSACOLA, FL		
4093	JROTC		DFAS-KC, KANSAS CITY, KS	E - 10/97	
4095	AETC	0J	37 CPTS/FMFP, LACKLAND AFB, TX 78236-5240		ZB/LA
4096	AETC	0J	12 CPTS/FMFP, RANDOLPH AFB, TX 78150-4442	E - 11/96	RJ
4097	AFMC	1M	HSC/FMF, BROOKS AFB, TX 78235	E - 12/96	BV
4100	AETC	0J	82 CPTS//FMFP, SHEPPARD AFB, TX 76311	E - 7/97	SQ
4101	AETC	0J	47 FTW/FMFP, LAUGHLIN AFB, TX 78843-5241	E - 8/97	LJ
4102	AETC	0J	17 CPTS/FMFP, GOODFELLOW AFB, TX76908-	E - 2/98	GF
4103	ACC	1C	96 WG, DYESS AFB, TX 79607	E - 2/98	DW
4126	ACC	1C	355 CPTS/FMFP, DAVIS-MONTHAN AFB, AZ	E - 5/97	DF
4128	AFDW	2W	HQ 11WG/FMFP-B, BOLLING AFB,	E - 12/96	HH/AU BP/WG FT
*4129	AFSOC	1C	27 FW/FMFP, CANNON AFB, NM 88103	E - 4/97	CD
4130	ACC	1C	49 FW, HOLLOMAN AFB, NM 88330	E - 6/97	HS
4131	AETC	1C	58 CPTS, LUKE AFB, AZ 85309	E - 6/97	LY
4132	AFMC	1M	377 ABW/FMFPM, KIRKLAND AFB,NM 87117	E - 7/97	KV
4150	PACAF	0R	15 ABW/FMF, HICKAM AFB, HI 96853	E - 7/95	HL
4152	PACAF	0R	36 ABW/FMF, ANDERSON AFB, APO AP 96543	E - 7/96	AT
4153	PACAF	0R	3 WG/FM, ELMENDORF AFB, AK 99506	E - 11/96	EL
4815	ARMY	BA	DMPO, FT MEADE, MD 20755		
6688	PACAF		YOKOTA AB JAPAN		YM

Attachment 22B

**AIR FORCE IN-PUT SOURCE INDICATOR (ISI) /
ACCOUNTING AND DISBURSING STATION NUMBERS (ADSN)
IN COMMAND NAME BY SITE NAME SEQUENCE**

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
4057	ACC	1C	1 CPTS/FMFP, LANGLEY AFB, VA 23665	E - 11/96	LE
4050	ACC	1C	2 CPTS/FMFP, BARKSDALE AFB, LA 71110-5000	E - 5/95	BB
4055	ACC	1C	20 FW/FMFPM, SHAW AFB, SC 29152	E - 2/96	SP
*4129	AFSOC	1C	27 FW/FMFP, CANNON AFB, NM 88103	E - 4/97	CD
4022	ACC	1C	28 BW/FMFP, ELLSWORTH AFB, SD 57706-5000	E - 6/95	EJ
4025	ACC	1C	351 CPTS, WHITEMAN AFB, MO 65305	E - 12/96	WT
4126	ACC	1C	355 CPTS/FMFP, DAVIS-MONTHAN AFB, AZ	E - 5/97	DF
4038	ACC	1C	366 WG/FMFP, MT. HOME AFB, ID 83648	E - 2/96	MW
4072	ACC	1C	4 WG/FMFP, SEYMOUR-JOHNSON AFB, NC	E - 4/96	SM
4130	ACC	1C	49 FW, HOLLOMAN AFB, NM 88330	E - 6/97	HS
4031	ACC	1C	5 BW/FMFP, MINOT AFB, ND 58705	E - 5/97	MP
4020	ACC	1C	55 WG/FMFP, OFFUTT AFB, NE 68113-5000	E - 3/95	OD
4043	ACC	1C	554 CPTS/FMFP, NELLIS AFB, NV 89191	E - 7/96	NJ
4060	ACC	1L	65 CPTF, LAJES FIELD, AE 09720		LC
4040	ACC	1C	9 WG/FMFP, BEALE AFB, CA 95903	E - 11/95	BD
4103	ACC	1C	96 WG, DYESS AFB, TX 79607	E – 2/98	DW
4059	ACC	1C	AFI, KEFLAVIK, APO AE 09725		IC
4096	AETC	0J	12 CPTS/FMFP, RANDOLPH AFB, TX 78150-4442	E - 11/96	RJ
4051	AETC	0J	14 CPTS/FMFP, COLUMBUS AFB, MS 39701-	E - 6/95	CO
4102	AETC	0J	17 CPTS/FMFP, GOODFELLOW AFB, TX 76908-	E – 2/98	GF
*4023	AMC	0J	314 CPTS/FMFFS, LITTLE ROCK AFB, AR 72099	E - 7/95	LP
4082	AETC	0J	325 CPTS/FMFP, TYNDALL AFB, FL 32403-5535	E - 5/96	TX
4095	AETC	0J	37 CPTS/FMFP, LACKLAND AFB, TX 78236-5240		ZB/L
4053	AETC	0J	42ND CPTS/FMFP, MAXWELL AFB, AL 36112-	E - 12/95	MG
4101	AETC	0J	47 FTW/FMFP, LAUGHLIN AFB, TX 78843-5241	E - 8/97	LJ
4131	AETC	1C	58 CPTS, LUKE AFB, AZ 85309	E - 6/97	LY
4028	AETC	0J	71 CPTS/FMFPM, VANCE AFB, OK 73705	E - 11/95	VH

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
4056	AETC	0J	81 CPTS/FMFPS, KEESLER AFB, MS 39534-2555	E - 2/97	KF
4100	AETC	0J	82 CPTS//FMFP, SHEPPARD AFB, TX 76311	E - 7/97	SQ
4021	AETC	0J	97 CPTS/FMFP, ALTUS AFB, OK 73523-5000	E - 4/95	AM
4128	AFDW	2W	HQ 11WG/FMFP-B, BOLLING AFB, WASH., DC 20332	E - 12/96	HH/AU / BP/WG
4132	AFMC	1M	377 ABW/FMFPM, KIRKLAND AFB, NM 87117	E - 7/97	KV
4054	AFMC	1M	AEDC/FMFPM, ARNOLD AS, TN 37389	E - 11/95	
4058	AFMC	1M	AFDTC/FMFPM, EGLIN AFB, FL 32403	E - 4/96	ED
4045	AFMC	1M	AFFTC/FMFPM, EDWARDS AFB, CA 93524	E - 4/97	EB
4066	AFMC	1M	ASC/FMFPM, WRIGHT-PATTERSON AFB, OH	E – 6/95	WE
4070	AFMC	1M	ESC/FMFPM, HANSCOM AFB, MA 01731	E - 3/97	LK
4097	AFMC	1M	HSC/FMF, BROOKS AFB, TX 78235	E - 12/96	BV
4032	AFMC	1M	OC ALC, TINKER AFB, OK 73145	E - 7/97	TE
4047	AFMC	1M	OO-ALC, HILL AFB, UT 84056	E – 2/98	HP
4074	AFMC	1C	ROME LABORATORY, GRIFFISS AFB, NY 13441	E - 10/95	GW
4048	AFMC	1M	SMC, LOS ANGELES AFS, CA 90009	E - 7/97	LU
4073	AFMC	1M	WR-ALC, ROBINS AFB, GA 31098	E - 6/97	RX
*4052	ACC	0V	347 CPTS/FMFP, MOODY AFB, GA 31699	E-7/95	MT
4081	AFSOC	1L	6 SOW/FMFP, HURLBURT AFB, FL 32544	E - 3/96	EE
4026	AMC	1C	22 CPTS/FMFP, MCCONNELL AFB, KS 67221	E - 11/96	MK
4067	AMC	1C	23 CPTS/FMFPM, POPE AFB, NC 28308	E - 2/96	PV
4069	AMC	1L	305 AMW/FMFS, MCGUIRE AFB, NJ 08641	E - 11/96	MN
4024	AMC	1C	319 CPTS/FMFP, GRAND FORKS AFB, NE 58205	E - 2/96	GM
4027	AMC	1L	375 AW, SCOTT AFB, IL 62225	E - 5/96	SF
4068	AMC	1L	436 CPTS, DOVER AFB, DE 19902	E - 6/96	DM
4065	AMC	1L	437 AW/FMFP, CHARLESTON AFB, SC 29404-	E - 5/95	CL
4083	AMC	1L	56 CPTS/FMFP, MACDILL AFB, FL 33608	E - 12/96	MA
4042	AMC	1L	60 AW, TRAVIS AFB, CA 94535	E - 5/96	TP
4036	AMC	1L	62 CPTS/FMFPM, MCCHORD AFB, WA 98438	E - 7/95	MH
*4012	AFDW	1L	89 AW/FMFP, ANDREWS AFB, MD 20331	E -10/94	AU
4039	AMC	1C	92 CPTS/FMFP, FAIRCHILD AFB, WA 99011	E - 12/96	FC
4815	ARMY	BA	DMPO, FT MEADE, MD 20755		
4093	JROTC		DFAS-KC, KANSAS CITY, KS	E - 10/97	
4064	JROTC		HQ AFOATS, MAXWELL AFB, AL	E - 2/96	

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
4092	JROTC		NETPMSA, PENSACOLA, FL		
4150	PACAF	0R	15 ABW/FMF, HICKAM AFB, HI 96853	E - 7/95	HL
4005	PACAF	0R	18 WG, KADENA AB, APO AP 96368	E - 6/93	KB
4153	PACAF	0R	3 WG/FM, ELMENDORF AFB, AK 99506	E - 11/96	EL
4001	PACAF	0R	343 WG, EIELSON AFB, AK 99702	E - 3/93	EH
6688	PACAF	0R	YOKOTA AB, APO AP		YM
4152	PACAF	0R	36 ABW/FMF, ANDERSON AFB, APO AP 96543	E - 7/96	AT
4003	PACAF	0R	432 FW, MISAWA AB, APO AP 96319	E - 5/93	M0
4002	PACAF	0R	51 WG, KUNSAN AB, APO AP 96278	E - 4/93	KU
4019	PACAF	0R	51 WG, OSAN AFB, APO AP 96278		OP
4029	SPACECMD	1S	21 SPW/FMFP, PETERSON AFB, CO 80914	E - 7/96	EP
4046	SPACECMD	1S	30 SPW/FMFP, VANDENBERG AFB, CA 93437	E - 3/96	VQ
4037	SPACECMD	1L	341 CPTS/FMFP, MALMSTROM AFB, MT 59402	E - 5/97	MB
4080	SPACECMD	1S	45 SW/FMFS, PATRICK AFB, FL 32925	E - 7/95	PF
4033	SPACECMD	1S	460 CPTF/FMFD, BUCKLEY AFB, CO 80011		BU
4034	SPACECMD	1S	50 CPTF, SCHRIEVER AFB, CO 80912		FD
4041	SPACECMD	1C	90 MW/FMFP, F.E. WARREN AFB, WY 82005	E - 2/97	FW
4030	USAFA	0B	USAFA/FMFPM, USAF ACADEMY, CO 80840	E - 4/97	US
4016	USAFE	0D	100 CPTS/FMFP, MILDENHALL, APO AE 09459-	E - 4/95	ML
4017	USAFE	0D	31 CPTS/FMFPM, AVIANO, APO AE 09601-0006	E - 5/95	AY
4018	USAFE	0D	39 CPTF/FMFP, INCIRLIK AFB, APO AE 09824	E - 7/95	IN
4013	USAFE	0D	470 ABF/FMFP, GEILENKIRCHEN AB, APO AE	E - 10/94	
4011	USAFE	0D	48 CPTS/FMFPM, LAKENHEATH AB, APO AE	E - 1/95	LD
4008	USAFE	0D	52 FW/FMFP, SPANGDAHLEM, APO AE 09126	E - 2/94	ST
4004	USAFE	0D	7241 ABG, IZMIR AB, APO AE 09821	E - 7/92	IN
4015	USAFE	0D	86 CPTS/FMFPM, RAMSTEIN, APO AE 09094-0006	E - 3/95	RF

Attachment 22C

AIR FORCE AND ARMY ACCOUNTING AND DISBURSING STATION NUMBERS (ADSN) IN COMMAND NAME BY ADSN SEQUENCE

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
4020	ACC	1C	55 WG/FMFP, OFFUTT AFB, NE 68113-5000	E - 3/95	
4022	ACC	1C	28 BW/FMFP, ELLSWORTH AFB, SD 57706-5000	E - 6/95	
4025	ACC	1C	351 CPTS, WHITEMAN AFB, MO 65305	E - 12/96	WT
4031	ACC	1C	5 BW/FMFP, MINOT AFB, ND 58705	E - 5/97	MP
4038	ACC	1C	366 WG/FMFP, MT. HOME AFB, ID 83648	E - 2/96	MW
4040	ACC	1C	9 WG/FMFP, BEALE AFB, CA 95903	E - 11/95	
4043	ACC	1C	554 CPTS/FMFP, NELLIS AFB, NV 89191	E - 7/96	NJ
4050	ACC	1C	2 CPTS/FMFP, BARKSDALE AFB, LA 71110-5000	E - 5/95	BB
*4052	ACC	OV	347 CPTS/FMFP, MOODY AFB, GA 31699	E - 7/95	MT
4055	ACC	1C	20 FW/FMFPM, SHAW AFB, SC 29152	E - 2/96	SP
4057	ACC	1C	1 CPTS/FMFP, LANGLEY AFB, VA 23665	E - 11/96	LE
4072	ACC	1C	4 WG/FMFP, SEYMOUR-JOHNSON AFB, NC 27531	E - 4/96	SM
4126	ACC	1C	355 CPTS/FMFP, DAVIS-MONTHAN AFB, AZ 85707	E - 5/97	DF
*4129	AFSOC	1C	27 FW/FMFP, CANNON AFB, NM 88103	E - 4/97	CD
4130	ACC	1C	49 FW, HOLLOMAN AFB, NM 88330	E - 6/97	HS
6609	ACC	1C	24 CPTS, HOWARD AFB, APO AA 34001		AF
4103	ACC	1C	96 WG, DYESS AFB, TX 79607	E – 2/98	DW
6662	ACC	1L	65 SW, LAJES FIELD, AE 09720		LC
8504	ACC	1C	AFI, KEFLAVIK, APO AE 09725		IC
4021	AETC	0J	97 CPTS/FMFP, ALTUS AFB, OK 73523-5000	E - 4/95	
*4023	AMC	0J	314 CPTS/FMFFS, LITTLE ROCK AFB, AR 72099	E - 7/95	LP
4028	AETC	0J	71 CPTS/FMFPM, VANCE AFB, OK 73705	E - 11/95	VH
4051	AETC	0J	14 CPTS/FMFP, COLUMBUS AFB, MS 39701-1101	E - 6/95	
4053	AETC	0J	42ND CPTS/FMFP, MAXWELL AFB, AL 36112-6335	E - 12/95	MG
4056	AETC	0J	81 CPTS/FMFPS, KEESLER AFB, MS 39534-2555	E - 2/97	KF

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
4082	AETC	0J	325 CPTS/FMFP, TYNDALL AFB, FL 32403-5535	E - 5/96	TX
4095	AETC	0J	37 CPTS/FMFP, LACKLAND AFB, TX 78236-5240		ZB/LA
4096	AETC	0J	12 CPTS/FMFP, RANDOLPH AFB, TX 78150-4442	E - 11/96	RJ
4099	AETC	0J	64 FTW/FMFP, REESE AFB, TX 79489 (TO CLOSE 9/97)	E - 5/97	RM
4100	AETC	0J	82 CPTS//FMFP, SHEPPARD AFB, TX 76311	E - 7/97	SQ
4101	AETC	0J	47 FTW/FMFP, LAUGHLIN AFB, TX 78843-5241	E - 8/97	LJ
4131	AETC	1C	58 CPTS, LUKE AFB, AZ 85309	E - 6/97	LY
4102	AETC	0J	17 CPTS/FMFP, GOODFELLOW AFB, TX 76908-4418	E – 2/98	GF
9998	AETC		BASIC MILITARY TRAINING		
4128	AFDW	2W	HQ 11WG/FMFP-B, BOLLING AFB, WASH., DC 20332	E - 12/96	HH/AU / BP/WG/ FT
4032	AFMC	1M	OC ALC, TINKER AFB, OK 73145	E - 7/97	TE
4045	AFMC	1M	AFFTC/FMFPM, EDWARDS AFB, CA 93524	E - 4/97	EB
4048	AFMC	1M	SMC, LOS ANGELES AFS, CA 90009	E - 7/97	LU
4049	AFMC	1M	SM-ALC, MCCLELLAN AFB, CA 95652	E - 11/97	MU
4054	AFMC	1M	AEDC/FMFPM, ARNOLD AS, TN 37389	E - 11/95	
4058	AFMC	1M	AFDTC/FMFPM, EGLIN AFB, FL 32403	E - 4/96	ED
4066	AFMC	1M	ASC/FMFPM, WRIGHT-PATTERSON AFB, OH 45433	E - 6/95	
4070	AFMC	1M	ESC/FMFPM, HANSCOM AFB, MA 01731	E - 3/97	LK
4073	AFMC	1M	WR-ALC, ROBINS AFB, GA 31098	E - 6/97	RX
4074	AFMC	1C	ROME LABORATORY, GRIFFISS AFB, NY 13441	E - 10/95	GW
4097	AFMC	1M	HSC/FMF, BROOKS AFB, TX 78235	E - 12/96	BV
4098	AFMC	1M	SA-ALC/FMFSM, KELLY AFB, TX 78241	E - 4/97	KH
4132	AFMC	1M	377 ABW/FMFPM, KIRKLAND AFB, NM 87117	E - 7/97	KV
4047	AFMC	1M	OO-ALC, HILL AFB, UT 84056	E – 2/98	HP
5956	AFMC		ASC, WPAFB, OH 45433-5000		
5991	AFMC	1M	2803 ABG, NEWARK, OH 43055		
6673	AFMC	1M	AEDC, ARNOLD AFB, TN 37389		
8800	AFPC	9	HQ AFPC, RANDOLPH AFB, TX 78148		

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8888	AFPC	9	AFPC, RANDOLPH AFB, TX 78148		
6681	AFRES	0M	2400 RRMS, DOBBINS AFB, GA 30069		
4081	AFSOC	1L	6 SOW/FMFP, HURLBURT AFB, FL 32544	E - 3/96	EE
*4012	AFDW	1L	89 AW/FMFP, ANDREWS AFB, MD 20331	E -10/94	AU
4024	AMC	1C	319 CPTS/FMFP, GRAND FORKS AFB, NE 58205	E - 2/96	GM
4026	AMC	1C	22 CPTS/FMFP, MCCONNELL AFB, KS 67221	E - 11/96	MK
4027	AMC	1L	375 AW, SCOTT AFB, IL 62225	E - 5/96	SF
4036	AMC	1L	62 CPTS/FMFPM, MCCHORD AFB, WA 98438	E - 7/95	MH
4039	AMC	1C	92 CPTS/FMFP, FAIRCHILD AFB, WA 99011	E - 12/96	FC
4042	AMC	1L	60 AW, TRAVIS AFB, CA 94535	E - 5/96	TP
4065	AMC	1L	437 AW/FMFP, CHARLESTON AFB, SC 29404-5000	E - 5/95	CL
4067	AMC	1C	23 CPTS/FMFPM, POPE AFB, NC 28308	E - 2/96	PV
4068	AMC	1L	436 CPTS, DOVER AFB, DE 19902	E - 6/96	DM
4069	AMC	1L	305 AMW/FMFS, MCGUIRE AFB, NJ 08641	E - 11/96	
4083	AMC	1L	56 CPTS/FMFP, MACDILL AFB, FL 33608	E - 12/96	MA
0082	ARMY	ZA	ADV CON TEST, FT BRAGG, NC 28307		
0083	ARMY	ZA	FINANCE OFFICE, MT VERNON, VA 22121		
0084	ARMY	ZA	ADMIN SPT UNIT, LAUREL, MD 20708		
0085	ARMY	ZA	TRANS STA, INDIANAPOLIS, IN 46216		
0101	ARMY	HB	PERSCOM, ALEXANDRIA, VA 22332		
0103	ARMY	None	TRANS OPS ADJ, INDIANAPOLIS, IN 46249		
0104	ARMY	HB	PERSCOM HOFFMAN, ALEXANDRIA, VA 22332		
0106	ARMY	HB	SVC SPT DIV, INDIANAPOLIS, IN 46249		
0108	ARMY	HB	FIB DISB DIV, INDIANAPOLIS, IN 46249		
0143	ARMY	HB	MARCORFINCTR, KANSAS CITY, MO 46197		

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
0145	ARMY	None	DMDC, MONTEREY, CA 93940		
0154	ARMY	HB	USAFAC CEN PAY, INDIANAPOLIS, IN 46249		
0155	ARMY	FA	USMA, WEST POINT, NY 10996		
0156	ARMY	None	FITZSIMMONS AMC, AURORA, CO 80045		
0166	ARMY	ZA	DFAS-CO, COLUMBUS, OH 43218		
0170	ARMY	FA	USMA, WEST POINT, NY 10996		
0205	ARMY	HB	PERSCOM HOFFMAN, ALEXANDRIA, VA 22332		
0207	ARMY	HB	PERSCOM HOFFMAN, ALEXANDRIA, VA 22332		
0220	ARMY	HB	PERSCOM HOFFMAN, ALEXANDRIA, VA 22332		
0221	ARMY	HB	PERSCOM HOFFMAN, ALEXANDRIA, VA 22332		
0223	ARMY	HB	PERSCOM DAPC, ALEXANDRIA, VA 22332		
0230	ARMY	HB	OFFICE SURG GEN, WASH., DC 20324		
0300	ARMY	MA	MILPO, FT HUACHUCA, AZ 85613		
0301	ARMY	WC	MILPO, REDSTONE ARSENAL, AL 35898		
0302	ARMY	IA	MILPO, FT DEVENS, MA 01433		
0303	ARMY	GA	MILPO USATC, FT DIX, NJ 08640		
0304	ARMY	WD	MILPO, APG, MD 21005		
0305	ARMY	IA	HQ MILPO, FT MEADE, MD 20755		
0306	ARMY	QA	MILPO MDW, WASH., DC 20342		
0307	ARMY	GA	MILPO ENGR CTR, FT BELVOIR, VA 22060		

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0308	ARMY	GA	MILPO TRANS CTR, FT EUSTIS, VA 23604		
0309	ARMY	GA	MILPO QM CTR, FT LEE, VA 23801		
0310	ARMY	WB	MILPO ARMOR CTR, FT KNOX, KY 40121		
0311	ARMY	GA	MILPO, FT MONMOUTH, NY 07703		
0312	ARMY	VA	MILPO W REED MED CTR, WASH., DC 20307		
0313	ARMY	IA	MILPO (TENANT UNITS), FT BRAGG, NC 28307		
0314	ARMY	IA	MILPO 82ND ABN DIV, FT BRAGG, NC 28307		
0315	ARMY	IA	MILPO XVIII ABN CORPS, FT BRAGG, NC 28307		
0316	ARMY	GA	MILPO USA TNG CTR, FT JACKSON, SC 29207		
0317	ARMY	GA	MILPO USA INF CTR, FT BENNING, GA 31905		
0318	ARMY	IA	MILPO USAG, FT MCPHERSON, GA 30330		
0319	ARMY	GA	MILPO USA SIG CTR, FT GORDON, GA 30905		
0320	ARMY	GA	MILPO USA AVN CTR, FT RUCKER, AL 36362		
0320	ARMY	GA	MILPO USA AVN CTR, FT RUCKER, AL 36362		
0321	ARMY	GA	MILPO USAMP CS/TC, FT MCCLELLAN, AL 36205		
0322	ARMY	IA	MILPO 101ST ABN DIV, FT CAMPBELL, KY 42223		
0323	ARMY	IA	MILPO 24 INF DIV, FT STEWART, GA 31314		
0325	ARMY	GA	MILPO USATC, FT LEONARD WOOD, MO 65473		
0326	ARMY	IA	MILPO 1ST INF DIV, FT RILEY, KS 66442		
0327	ARMY	IA	MILPO 1ST INF DIV, FT RILEY, KS 66442		
0328	ARM	GA	MILPO HQ USACAC, FT LEAVENWORTH, KS		

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
	Y		66027		
0329	ARMY	GA	MILPO USA FLD ART CTR, FT SILL, OK 73503		
0330	ARMY	IA	MILPO, FT SAM HOUSTON, TX 73234		
0331	ARMY	IA	MILPO, FT MCCOY, WI 54656		
0332	ARMY	GA	MILPO USA AIR DEF CTR, FT BLISS, TX 79916		
0333	ARMY	IA	MILPO III CORPS, FT HOOD, TX 76544		
0334	ARMY	IA	MILPO 5TH INF DIV, FT POLK, LA 71459		
0335	ARMY	IA	MILPO 1ST CAV DIV, FT HOOD, TX 76544		
0336	ARMY	IA	MILPO 2ND ARMD DIV FT HOOD, TX 76544		
0337	ARMY	IA	MILPO 13TH COSCOM FT HOOD, TX 76544		
0338	ARMY	FA	SIDPER BR USMA, WEST POINT, NY 10996		
0339	ARMY	IA	MILPO, PSF, CA 94129		
0340	ARMY	IA	MILPO 7TH INF DIV, FT CARSON, CO 80913		
0341	ARMY	IA	MILPO 4 INF DIV, FT CARSON 80913		
0342	ARMY	IA	MILPO 4 INF DIV, FT CARSON 80913		
0343	ARMY	IA	MILPO NTC, FT IRWIN, CA 92310		
0344	ARMY	VA	MILPO FITZSIMMONS AMC, AURORA, CO 80045		
0345	ARMY	IA	MILPO, FT DRUM, NY 13602		
0346	ARMY	IA	MILPO FT INDIANTOWN, ANNVILLE, PA 17003		
0347	ARMY	KF	MILPO 3RD ARMD DIV, APO AE 09039		
0348	ARM	KD	MILPO 510TH PSC VICENZA, APO AE 09630		

ADSN ISI	CMD NAME Y	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
0349	ARMY	KF	MILPO 8TH AG CO, AO AE 09111		
0350	ARMY	KF	MILPO 378TH PERS SVC CTR, APO AE 09242		
0351	ARMY	KG	MILPO 1ST ARMD DIV, APO AE 09264		
0352	ARMY	KE	21 TAACOM AERAG, APO AE 09263		
0354	ARMY	KG	MILPO 3RD INF DIV, APO AE 09036		
0356	ARMY	KF	MILPO 2ND ARMD DIV, APO AE 09272		
0357	ARMY	KA	MILPO 1ST PERS CMD, APO AE 09014		
0358	ARMY	KG	MILPO 38TH PERS ADM BN, APO AE 09061		
0360	ARMY	MA	MILPO 5TH SIG CMD, APO AE 09056		
0361	ARMY	XA	MILPO FLD STA, STUTTGART, APO AE 09154		
0362	ARMY	KC	MILPO USA BERLIN, APO AE 09235		
0363	ARMY	UA	MILPO 2ND DIV, APO AP 96224		
0365	ARMY	UA	MILPO 8TH PERSCOM (PROV), APO AP 96205		
0366	ARMY	YA	MILPO USA JAPAN, APO AP 96343		
0367	ARMY	YA	MILPO USA SUP CMD, FT SHAFTER, HI 96858		
0368	ARMY	IA	MILPO 6 INF, FT RICHARDSON, AK 99505		
0369	ARMY	SA	MILPO USA SOUTH, APO AA 34004		
0400	ARMY	OA	MDW-ANRM-AP, FT MCNAIR, WASH., DC 20319		
0402	ARMY	IA	MILPO 24 INF DIV, FT STEWART, GA 31314		
0493	ARMY	IA	MILPO I CORPS, FT LEWIS, WA 98433		

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0600	ARMY	PB	USA MAT CMD, ALEXANDRIA, VA 22333		
0740	ARMY	LA	USA HSC, FT SAM HOUSTON, TX 78234		
0760	ARMY	BA	US FORSCOM, FT MCPHERSON, GA 30330		
0770	ARMY	RA	USA JAPAN/IX CORS, APO AP 96343		
0780	ARMY	JA	175TH THEATER FIN CTR, APO AP 96205		
0820	ARMY	RA	USA PACIFIC CMD, FT SHAFTER, HI 96858		
0860	ARMY	DA	USARSO COMMAND, APO AA 34004		
3730	ARMY	FC	HQ AAFES/CM-G/RI, DALLAS, TX 75266		
4500	ARMY	BA	FT HOOD, FT HOOD, TX 76544 (Agent of Randolph AFB)		
4801	ARMY	AA	DMPO, FT RUCKER, AL 36362		
4802	ARMY	RA	DMPO, FT SHAFTER, HI 96858		
4803	ARMY	AA	DMPO, FT BENNING, GA 31905		
4804	ARMY	AA	DMPO, FT EUSTIS, VA		
4806	ARMY	AA	DMPO, FT MCCLELLAN, AL 36205		
4807	ARMY	AA	DMPO, FT BEN HARRISON, IN 46249		
4809	ARMY		DMPO, FT BELVOIR, VA		
4810	ARMY		DMPO, FT SILL, OK		
4811	ARMY	BA	DMPO, FT MCCOY, WI 54656		
4812	ARMY	BA	DMPO, FT RILEY, KS 66442		
4813	ARMY	EA	DMPO, FT HUACHUCA, AZ 85613		

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4814	ARMY	BA	DMPO, FT MCPHERSON, GA 30330		
4815	ARMY	BA	DMPO, FT MEADE, MD 20755		
4816	ARMY		DMPO, FT BUCHANAN, PR		
4817	ARMY	RA	DMPO, FT RICHARDSON, AK 99505		
4818	ARMY	RA	DMPO, FT WAINWRIGHT, AK 99702		
4819	ARMY	RA	DMPO, FT GREELY, AK 99703		
4820	ARMY	BA	DMPO, FT CARSON, CO 80193		
4821	ARMY	AA	DMPO, FT LEAVENWORTH, KS 66027		
4822	ARMY	BA	DMPO, FT SAM HOUSTON, TX 78234		
4823	ARMY	BA	DMPO, FT DRUM, NY 13602		
4824	ARMY	AA	DMPO, FT BLISS, TX 79916		
4825	ARMY	BA	DMPO, FT POLK, LA 71459		
4826	ARMY	PC	DMPO, MICOM, REDSTONE ARSENAL, AL 35809		
4827	ARMY	FA	DMPO, WEST POINT, NY 10996		
4828	ARMY	AA	DMPO, FT LEONARD WOOD, MO 65473		
4829	ARMY	RA	DMPO, SCHOFIELD BARRACKS, HI 96857-5200		
4830	ARMY	ZA	DMPO, FT LEWIS, WA 98433		
4831	ARMY	BA	DMPO, 15TH FINANCE BATTALION, FT HOOD, TX 76541		
4832	ARMY	BA	DMPO 215TH FINANCE BATTALION, FT HOOD, TX 76544		
4833	ARMY	BA	DMPO, 230TH FINANCE BATTALION, FT HOOD, TX 76544		
4834	ARM	BA	DMPO, 13TH FINANCE GROUP, FT HOOD, TX		

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
	Y		76544		
4835	ARMY	AA	DMPO, FT JACKSON, SC 29207		
4901	ARMY		USPFO FOR ALABAMA, MONTGOMERY, AL 36109-0715		
4902	ARMY		USPFO FOR ALASKA, FORT RICHARDSON, AK 99505-5000		
4904	ARMY		USPFO FOR ARIZONA, PHOENIX, AZ 85008-3422		
4905	ARMY		USPFO FOR ARKANSAS, N. LITTLE ROCK, AR 71128-2200		
4906	ARMY		USPFO FOR CALIFORNIA, SAN LUIS OBISPO, CA 93403		
4908	ARMY		USPFO FOR COLORADO, ENGLEWOOD, CO 80112-6703		
4909	ARMY		USPFO FOR CONNECTICUT, HARTFORD, CT 06105		
4910	ARMY		USPFO FOR DELAWARE, NEW CASTLE, DE 19720-5199		
4911	ARMY		USPFO FOR DISTRICT OF COLUMBIA		
4912	ARMY		USPFO FOR FLORIDA, ST AUGUSTINE FL 32085-1008		
4913	ARMY		USPFO FOR GEORGIA, ATLANTA, GA 30316-0882		
4914	ARMY		USPFO FOR GUAM, TAMUNING, GU 96911-4421		
4915	ARMY		USPFO FOR HAWAII		
4916	ARMY		USPFO FOR IDAHO, BOISE, ID 83705-6512		
4917	ARMY		USPFO FOR ILLINOIS, SPRINGFIELD, IL 62702		
4918	ARMY		USPFO FOR INDIANA, INDIANAPOLIS, IN 46241-4839		
4919	ARMY		USPFO FOR IOWA, JOHNSTON, IA 50131-1902		
4920	ARMY		USPFO FOR KANSAS, TOPEKA, KS 66611-1170		
4921	ARM		USPFO FOR KENTUCKY, FRANKFORT, KY		

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	Y		40601-6192		
4922	ARMY		USPFO FOR LOUISIANA, NEW ORLEANS, LA 70146-0330		
4923	ARMY		USPFO FOR MAINE, AUGUSTA, ME 04333		
4924	ARMY		USPFO FOR MARYLAND, HAVRE DE GRACE, MD 21078		
4925	ARMY		USPFO FOR MASSACHUSETTS, NATICK, MA 01760		
4926	ARMY		USPFO FOR MICHIGAN, LANSING, MI 48913		
4927	ARMY		USPFO FOR MINNESOTA, ST PAUL, MN 55155-2098		
4928	ARMY		USPFO FOR MISSISSIPPI, JACKSON, MS 39296-5027		
4929	ARMY		USPFO FOR MISSOURI, JEFFERSON CITY, MO 65101		
4930	ARMY		USPFO FOR MONTANA, HELENA, MT 59624-1157		
4931	ARMY		USPFO FOR NEBRASKA, LINCOLN, NE 68508-1090		
4932	ARMY		USPFO FOR NEVADA, CARSON CITY, NV 89701		
4933	ARMY		USPFO FOR NEW HAMPSHIRE, CONCORD, NH 03302		
4934	ARMY		USPFO FOR NEW JERSEY, LAWRENCEVILLE, NJ 08648		
4935	ARMY		USPFO FOR NEW MEXICO, SANTA FE, NM 87505		
4936	ARMY		USPFO FOR NEW YORK, LATHAM, NY 12110		
4937	ARMY		USPFO FOR NORTH CAROLINA, RALEIGH, NC 27607-6412		
4938	ARMY		USPFO FOR NORTH DAKOTA, BISMARCK, ND 58502-5511		
4939	ARMY		USPFO FOR OHIO, COLUMBUS, OH 43235-2712		
4940	ARMY		USPFO FOR OKLAHOMA, OKLAHOMA CITY, OK 73111-4398		
4941	ARMY		USPFO FOR OREGON, SALEM, OR 97309-5008		

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4942	ARMY		USPFO FOR PENNSYLVANIA, ANNVILLE, PA 17003		
4943	ARMY		USPFO FOR PUERTO RICO		
4944	ARMY		USPFO FOR RHODE ISLAND, PROVIDENCE, RI 02906		
4945	ARMY		USPFO FOR SOUTH CAROLINA, COLUMBIA, SC 29201-4783		
4946	ARMY		USPFO FOR SOUTH DAKOTA, RAPID CITY, SD 57702-8186		
4947	ARMY		USPFO FOR TENNESSEE, NASHVILLE, TN 37204-0748		
4948	ARMY		USPFO FOR TEXAS, AUSTIN, TX 78763-5218		
4949	ARMY		USPFO FOR UTAH, DRAPER, UT 84020-2000		
4950	ARMY		USPFO FOR VERMONT, COLCHESTER, VT 05446		
4951	ARMY		USPFO FOR VIRGINIA, RICHMOND, VA 23219-1832		
4952	ARMY		USPFO FOR VIRGIN ISLANDS, KINGSHILL ST CROIX, VI 00850-9200		
4953	ARMY		USPFO FOR WASHINGTON, TACOMA, WA 98430-5170		
4954	ARMY		USPFO FOR WEST VIRGINIA, BUCKHANNON, WV 26201-2396		
4955	ARMY		USPFO FOR WISCONSIN, MADISON, WI 53704-2572		
4956	ARMY		USPFO FOR WYOMING, CHEYENNE, WY 82009		
4961	ARMY		OPERATING LOCATION - SEASIDE, CA		
5005	ARMY	ZA	USATAMRCOMD, WARREN, MI 48090		
5014	ARMY	PD	FAO WSMR, WHITE SANDS, NM 88002		
5024	ARMY	ZA	FAO SAAD, SACRAMENTO, CA 95801		
5052	ARM	ZA	TRANSUSAFAC, INDIANAPOLIS, IN 46249		

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5058	ARMY	BA	FAO DIV, PRESIDIO SF, CA 94129		
5060	ARMY	ZA	NYAC FT HAMILTON, BROOKLYN, NY 11252		
5061	ARMY	EA	FAO, FT RICHIE, MD 21719		
5066	ARMY	BA	FAO HQ USAGAR, ANNVILLE, PA 17003		
5072	ARMY	BA	18TH ABN CORPS, FT BRAGG, NC 28307		
5083	ARMY	PB	USACERCOM, FT MONMOUTH, NJ 07703		
5287	ARMY	ZA	FSO DEF DEP, OGDEN, UT 84407		
5410	ARMY	ZA	DPD&DLA BCFC, BATTLE CREEK, MI 49016		
5480	ARMY	JA	FO 176TH FST, APO AP 96271		
5488	ARMY	ZA	64TH FSC, FT BRAGG, NC 28307		
5493	ARMY	CE	FO, 15TH FINANCE BATTALION, FT HOOD, TX 76544		
5498	ARMY	CE	FAO ZWEIBRUCKEN, APO AE 09052		
5499	ARMY	CE	FAO 127TH AREA FSC, APO AE 09708		
5561	ARMY	ZA	FO 9TH INF DIV, FT LEWIS, WA 98433		
5570	ARMY	HB	DIR CEN AY OPS, INDIANAPOLIS, IN 46249		
5577	ARMY	CA	FAO USAFACEUR AEUTCF, APO AE 09102		
5583	ARMY	ZA	MCALESTERAAP, MCALESTER, OK 74501		
5588	ARMY	CA	FAO USMTM, APO AE 09803		
6311	ARMY	JA	FO 177TH FSU, APO AP 96224		
6321	ARMY	CG	FO 106TH FSU, APO AE 09036		

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6325	ARMY	AA	CARL BARRACKS, CARLISLE, PA 17013		
6332	ARMY	ZA	USA FIELD SPT CTR, HANOVER, MD 21076		
6333	ARMY	CA	FAO 266TH TFCAEUTCF-F, APO AE 09102		
6335	ARMY	None	FO 10TH AREA FSC, APO AE 09630		
6339	ARMY	AA	FAO USAARMC&FK, FT KNOX, KY 40121		
6341	ARMY		III CORPS, FT HOOD, TX 76544		
6342	ARMY	DA	FAO USA SOUTH, APO AA 34004		
6344	ARMY	ZA	FAO USARCPAC, ST LOUIS, MO 63132		
6347	ARMY	BA	HQS USAFC, FT DOUGLAS, UT 84113		
6348	ARMY	BA	FAO 24 INF DIV, FT STEWART, 31314		
6350	ARMY	DA	USA FAO JAPAN, APO AP 96343		
6356	ARMY	ZA	DLAFC, COLUMBUS, OH 43218		
6358	ARMY		OPERATING LOCATION - HONOLULU, HI		
6359	ARMY	CG	FO 78TH AREA FSC, APO AE 09033 (OPLOC - HONOLULU)		
6360	ARMY	AA	USASIGCEN&FG, FT GORDON, GA 30905		
6361	ARMY	AA	215TH FSU, FT BENNING, GA 31905		
6362	ARMY	ZA	ON-SITE INSP AGENCY, WASH., DC 20041		
6363	ARMY		230TH FINANCE BATTALION, FT HOOD, TX 76544		
6366	ARMY	ZA	FAO ARRADCOM, DOVER, NJ 07801		
6372	ARMY	BA	33RD FSU, FORT DRUM, NY 13602		

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6374	ARMY	ZA	FSO RED RIVER AD, TEXARKANA, TX 75507		
6375	ARMY	PD	USARCT, NEWINGTON, VA 22122		
6376	ARMY	PD	ABERDEEN PRVG GND, ABERDEEN, MD 21005		
6380	ARMY	AA	FAO USAQMCENT&FL, FT LEE, VA 23801		
6381	ARMY	NA	USAOFA, INDIANAPOLIS, IN 46250		
6383	ARMY	BA	101 ABN DIV, FT CAMPBELL, KY 42223		
6387	ARMY	CF	39TH FS, APO AE 09165		
6388	ARMY		OPERATING LOCATION - NORFOLK, VA		
6407	ARMY	ZA	FAO, DUGWAY, UT 84022		
6410	ARMY	ZA	OPERATING LOCATION, ROCK ISLAND, IL		
6411	ARMY	JA	175TH FAO, APO AP 96205-0072+D394		
6416	ARMY	BA	FO 82ND ABN DIV, FT BRAGG, NC 28307		
6433	ARMY	BA	NATL TNG CTR, FT IRWIN, CA 92310		
6434	ARMY	ZA	FAO YUMA PG, YUMA, AZ 85364		
6444	ARMY	ZA	WATERVLIET ARS, WATERVLIET, NY 12189		
6447	ARMY	ZA	FAO TS&AMRC, ST LOUIS, MO 63120		
6450	ARMY		215TH FINANCE BATTALION, FT HOOD, TX 76544		
6451	ARMY	CF	FO 501ST AREA FSC, APO AE 09222		
6458	ARMY	CG	FO 18TH AREA FSC, APO AE 09242		
6460	ARMY	CA	208TH FSU, APO AE 09042		
6462	ARM	MA	FAO USAEDN, NORFOLK, VA 23510		

ADSN ISI	CMD NAME Y	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
6467	ARMY	ZA	FAO USAEDM, MOBILE, AL 36601		
6473	ARMY	ZA	FAO USAEDFW, FT WORTH, TX 76102		
6483	ARMY	CF	FO 201ST FSU, APO AE 09242		
6493	ARMY	ZA	FAO USAEWTRWXS, VICKSBURG, MS 39180		
6499	ARMY	ZA	FAO 8TH FIN SEC, APO AE 09180		
6506	ARMY	ZA	FAO TOAD, TOBYHANNA, PA 18466		
6511	ARMY	ZA	FAO LEAD, CHAMBERSBURG, PA 17201		
6513	ARMY	LA	FAO, FT DETRICK, MD 21701		
6552	ARMY	LA	FITZSIMMONS AMC, AURORA, CO 80045		
6562	ARMY	BA	18TH CFG (AIRBRN), FT BRAGG, NC 28307		
6567	ARMY	AA	CL BL FO JSOC, FT BRAGG, NC 28307		
6574	ARMY	PE	FAO SEAD, ROMULUS, NY 14541		
6576	ARMY	ZA	FAO TOOELE DEPOT, TOOELE, UT 84074		
6583	ARMY	9F	FO 8TH AREA FSC, APO AE 09034		
6591	ARMY	BA	107 FS I COSCOM, FT BRAGG, NC 28307		
6702	ARMY	ZA	SIERRA DEP, HERLONG, CA 96113		
8449	ARMY	ZA	FO COE, TULSA, OK 74121		
8508	ARMY	PD	USAMPAO, BALTIMORE, MD 21240		
8520	ARMY	BA	SOTF-FSU, FT BRAGG, NC 28307		
8576	ARM	BA	8TH FINANCE BN FWD (BOSNIA) APO AE		

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
	Y		09789		
8586	ARMY		USARPSA, ALEXANDRIA, VA 22314		
8599	ARMY	CA	266TH TFC, APO AE 09007		
48070	ARMY	OA	USA MDW FAO, WASH., DC 20324		
48090	ARMY	LA	FAO WRAMC, WASH., DC 20307		
48090	ARMY		DMPO, FT MYER, MD		
63210	ARMY	CG	D DETACHMENT, 106TH FINANCE BATTALION, APO AE 09264		
63210	ARMY	CG	FST-BAMBERG 106TH FINANCE BATTALIION, APO AE 09139		
63210	ARMY	CG	FST-SCHWEINFURT, 106TH FINANCE BATTALION, APO AE		
63210	ARMY	CG	FST-KITZINGEN, 106TH FINANCE BATTALION, APO AE		
63210	ARMY	CG	FST-ILLESHIEM, 106TH FINANCE BATTALION, APO AE		
63210	ARMY	CG	FST-FRAFENWOHR, 106TH FINANCE BATTALION, APO AE		
63211	ARMY	CA	B DETACHMENT 106TH FINANCE BATTALION APO AE 09114		
63211	ARMY	CG	FST-VILSECK, 106TH FINANCE BATTALION, APO AE		
63870	ARMY	CF	FST-KIRCHGOENS, 39TH FINANCE BATTALION, APO AE		
63870	ARMY	CF	FST-BUEDINGEN, 39TH FINANCE BATTALION, APO AE		
63870	ARMY	CF	FST-BABENHAUSEN, 39TH FINANCE BATTALION, APO AE		
63870	ARMY	CF	FST-DARMSTADT, 39TH FINANCE BATTALION, APO AE		
63870	ARMY	CF	FST-FRIEDBERG, 39TH FINANCE BATTALION, APO AE		
63870	ARMY	CF	FST-WIESBADEN, 39TH FINANCE BATTALION, APO AE		
63871	ARMY	CF	FST-FRANKFURT, 39TH FINANCE BATTALION, APO AE		

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
64110	ARMY	JA	175TH FAO (FST TAGEU) APO AP 96218-0168		
64600	ARMY		FST-VAIHINGEN, 208TH FINANCE BATTALION, APO AE		
64600	ARMY		FST-MANNHEIM, 208TH FINANCE BATTALION, APO AE		
64600	ARMY		FST-HEIDLBERG, 208TH FINANCE BATTALION, APO AE		
64600	ARMY		FST-KARLSHRUE, 208TH FINANCE BATTALION, APO AE		
64600	ARMY		FST-AUGSBURG, 208TH FINANCE BATTALION, APO AE		
65830	ARMY	CE	C DETACHMENT 8TH FINANCE BATTALION, APO AE 09227-3804		
4064	JROTC		HQ AFOATS, MAXWELL AFB, AL	E - 2/96	
4091	JROTC		US ARMY CADET COMMAND, FT MONROE, VA	E - 10/96	
4092	JROTC		NETPMSA, PENSACOLA, FL		
4093	JROTC		DFAS-KC, KANSAS CITY, KS	E - 10/97	
4001	PACAF	0R	343 WG, EIELSON AFB, AK 99702	E - 3/93	EH
4002	PACAF	0R	51 WG, KUNSAN AB, APO AP 96278	E - 4/93	KU
4003	PACAF	0R	432 FW, MISAWA AB, APO AP 96319	E - 5/93	M0
4005	PACAF	0R	18 WG, KADENA AB, APO AP 96368	E - 6/93	KB
4150	PACAF	0R	15 ABW/FMF, HICKAM AFB, HI 96853	E - 7/95	HL
4152	PACAF	0R	36 ABW/FMF, ANDERSON AFB, APO AP 96543	E - 7/96	AT
4153	PACAF	0R	3 WG/FM, ELMENDORF AFB, AK 99506	E - 11/96	EL
6778	PACAF	0R	51 WG, OSAN AFB, APO AP 96278		OP
4029	SPACECM	1S	21 SPW/FMFP, PETERSON AFB, CO 80914	E - 7/96	EP

ADSN ISI	CMD NAME D	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
4037	SPACECMD	1L	341 CPTS/FMFP, MALMSTROM AFB, MT 59402	E - 5/97	MB
4041	SPACECMD	1C	90 MW/FMFP, F.E. WARREN AFB, WY 82005	E - 2/97	FW
4046	SPACECMD	1S	30 SPW/FMFP, VANDENBERG AFB, CA 93437	E - 3/96	VQ
4080	SPACECMD	1S	45 SW/FMFS, PATRICK AFB, FL 32925	E - 7/95	PF
4030	USAFA	0B	USAFA/FMFPM, USAF ACADEMY, CO 80840	E - 4/97	US
8890	USAFA	0B	USAF ACADEMY, USAF ACADEMY, CO 80840		
4004	USAFE	0D	7241 ABG, IZMIR AB, APO AE 09821	E - 7/92	IN
4008	USAFE	0D	52 FW/FMFP, SPANGDAHLEM, APO AE 09126	E - 2/94	
4011	USAFE	0D	48 CPTS/FMFPM, LAKENHEATH AB, APO AE 09464	E - 1/95	
4013	USAFE	0D	470 ABF/FMFP, GEILENKIRCHEN AB, APO AE 09104	E - 10/94	
4015	USAFE	0D	86 CPTS/FMFPM, RAMSTEIN, APO AE 09094-0006	E - 3/95	
4016	USAFE	0D	100 CPTS/FMFP, MILDENHALL, APO AE 09459-0006	E - 4/95	
4017	USAFE	0D	31 CPTS/FMFPM, AVIANO, APO AE 09601-0006	E - 5/95	
4018	USAFE	0D	39 CPTF/FMFP, INCIRLIK AFB, APO AE 09824	E - 7/95	IN
8630	USMTM	0E	JPPSO-SAT/ECAF, SAN ANTONIO, TX 78286		
8721			OPLOC – ORLANDO		
8723			OPLOC – LAWTON		
8724			OPLOC – ROME		
8726			OPLOC - ST LOUIS		

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
8727			OPLOC - SAN ANTONIO		
8748			DHAHRAN, SAUDIA ARABIA APO AE 09808		
8800	AFPC	9	HQ AFPC, RANDOLPH AFB, TX 78148		
8888	AFPC	9	AFPC, RANDOLPH AFB, TX 78148		
8890	USAFA	0B	USAF ACADEMY, USAF ACADEMY, CO 80840		
9998	AETC		BASIC MILITARY TRAINING		

Attachment 22D

AIR FORCE ACCOUNTING AND DISBURSING STATION NUMBERS (ADSN) IN ADSN SEQUENCE

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
4001	PACAF	0R	343 WG, EIELSON AFB, AK 99702	E - 3/93	EH
4002	PACAF	0R	51 WG, KUNSAN AB, APO AP 96278	E - 4/93	KU
4003	PACAF	0R	432 FW, MISAWA AB, APO AP 96319	E - 5/93	M0
4004	USAFE	0D	7241 ABG, IZMIR AB, APO AE 09821	E - 7/92	IN
4005	PACAF	0R	18 WG, KADENA AB, APO AP 96368	E - 6/93	KB
4008	USAFE	0D	52 FW/FMFP, SPANGDAHLEM, APO AE 09126	E - 2/94	
4011	USAFE	0D	48 CPTS/FMFPM, LAKENHEATH AB, APO AE 09464	E - 1/95	
4012	AMC	1L	89 AW/FMFP, ANDREWS AFB, MD 20331	E -10/94	
4013	USAFE	0D	470 ABF/FMFP, GEILENKIRCHEN AB, APO AE 09104	E - 10/94	
4015	USAFE	0D	86 CPTS/FMFPM, RAMSTEIN, APO AE 09094-0006	E - 3/95	
4016	USAFE	0D	100 CPTS/FMFP, MILDENHALL, APO AE 09459-0006	E - 4/95	
4017	USAFE	0D	31 CPTS/FMFPM, AVIANO, APO AE 09601-0006	E - 5/95	
4018	USAFE	0D	39 CPTF/FMFP, INCIRLIK AFB, APO AE 09824	E - 7/95	IN
4020	ACC	1C	55 WG/FMFP, OFFUTT AFB, NE 68113-5000	E - 3/95	
4021	AETC	0J	97 CPTS/FMFP, ALTUS AFB, OK 73523-5000	E - 4/95	
4022	ACC	1C	28 BW/FMFP, ELLSWORTH AFB, SD 57706-5000	E - 6/95	
4023	AETC	0J	314 CPTS/FMFFS, LITTLE ROCK AFB, AR 72099	E - 7/95	LP
4024	AMC	1C	319 CPTS/FMFP, GRAND FORKS AFB, NE 58205	E - 2/96	GM
4025	ACC	1C	351 CPTS, WHITEMAN AFB, MO 65305	E - 12/96	WT
4026	AMC	1C	22 CPTS/FMFP, MCCONNELL AFB, KS 67221	E - 11/96	MK
4027	AMC	1L	375 AW, SCOTT AFB, IL 62225	E - 5/96	SF
4028	AETC	0J	71 CPTS/FMFPM, VANCE AFB, OK 73705	E - 11/95	VH
4029	SPACE CMD	1S	21 SPW/FMFP, PETERSON AFB, CO 80914	E - 7/96	EP
4030	USAFA	0B	USAFA/FMFPM, USAF ACADEMY, CO 80840	E - 4/97	US

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
4031	ACC	1C	5 BW/FMFP, MINOT AFB, ND 58705	E - 5/97	MP
4032	AFMC	1M	OC ALC, TINKER AFB, OK 73145	E - 7/97	TE
4036	AMC	1L	62 CPTS/FMFPM, MCCHORD AFB, WA 98438	E - 7/95	MH
4037	SPACE CMD	1L	341 CPTS/FMFP, MALMSTROM AFB, MT 59402	E - 5/97	MB
4038	ACC	1C	366 WG/FMFP, MT. HOME AFB, ID 83648	E - 2/96	MW
4039	AMC	1C	92 CPTS/FMFP, FAIRCHILD AFB, WA 99011	E - 12/96	FC
4040	ACC	1C	9 WG/FMFP, BEALE AFB, CA 95903	E - 11/95	
4041	SPACE CMD	1C	90 MW/FMFP, F.E. WARREN AFB, WY 82005	E - 2/97	FW
4042	AMC	1L	60 AW, TRAVIS AFB, CA 94535	E - 5/96	TP
4043	ACC	1C	554 CPTS/FMFP, NELLIS AFB, NV 89191	E - 7/96	NJ
4045	AFMC	1M	AFFTC/FMFPM, EDWARDS AFB, CA 93524	E - 4/97	EB
4046	SPACE CMD	1S	30 SPW/FMFP, VANDENBERG AFB, CA 93437	E - 3/96	VQ
4047	AFMC	1M	OO-ALC, HILL AFB, UT 84056	E – 2/98	HP
4048	AFMC	1M	SMC, LOS ANGELES AFS, CA 90009	E - 7/97	LU
4049	AFMC	1M	SM-ALC, MCCLELLAN AFB, CA 95652	E - 11/97	MU
4050	ACC	1C	2 CPTS/FMFP, BARKSDALE AFB, LA 71110-5000	E - 5/95	BB
4051	AETC	0J	14 CPTS/FMFP, COLUMBUS AFB, MS 39701-1101	E - 6/95	
4052	ACC	1C	347 CPTS/FMFP, MOODY AFB, GA 31699	E - 7/95	MT
4053	AETC	0J	42ND CPTS/FMFP, MAXWELL AFB, AL 36112-6335	E - 12/95	MG
4054	AFMC	1M	AEDC/FMFPM, ARNOLD AS, TN 37389	E - 11/95	
4055	ACC	1C	20 FW/FMFPM, SHAW AFB, SC 29152	E - 2/96	SP
4056	AETC	0J	81 CPTS/FMFPS, KEESLER AFB, MS 39534-2555	E - 2/97	KF
4057	ACC	1C	1 CPTS/FMFP, LANGLEY AFB, VA 23665	E - 11/96	LE
4058	AFMC	1M	AFDTC/FMFPM, EGLIN AFB, FL 32403	E - 4/96	ED
4064	JROTC		HQ AFOATS, MAXWELL AFB, AL	E - 2/96	
4065	AMC	1L	437 AW/FMFP, CHARLESTON AFB, SC 29404-5000	E - 5/95	CL
4066	AFMC	1M	ASC/FMFPM, WRIGHT-PATTERSON AFB, OH 45433	E - 6/95	
4067	AMC	1C	23 CPTS/FMFPM, POPE AFB, NC 28308	E - 2/96	PV
4068	AMC	1L	436 CPTS, DOVER AFB, DE 19902	E - 6/96	DM
4069	AMC	1L	305 AMW/FMFS, MCGUIRE AFB, NJ 08641	E - 11/96	
4070	AFMC	1M	ESC/FMFPM, HANSCOM AFB, MA 01731	E - 3/97	LK

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
4072	ACC	1C	4 WG/FMFP, SEYMOUR-JOHNSON AFB, NC 27531	E - 4/96	SM
4073	AFMC	1M	WR-ALC, ROBINS AFB, GA 31098	E - 6/97	RX
4074	AFMC	1C	ROME LABORATORY, GRIFFISS AFB, NY 13441	E - 10/95	GW
4080	SPACECMD	1S	45 SW/FMFS, PATRICK AFB, FL 32925	E - 7/95	PF
4081	AFSOC	1L	6 SOW/FMFP, HURLBURT AFB, FL 32544	E - 3/96	EE
4082	AETC	0J	325 CPTS/FMFP, TYNDALL AFB, FL 32403-5535	E - 5/96	TX
4083	AMC	1L	56 CPTS/FMFP, MACDILL AFB, FL 33608	E - 12/96	MA
4091	JROTC		US ARMY CADET COMMAND, FT MONROE, VA	E - 10/96	
4092	JROTC		NETPMSA, PENSACOLA, FL		
4093	JROTC		DFAS-KC, KANSAS CITY, KS	E - 10/97	
4095	AETC	0J	37 CPTS/FMFP, LACKLAND AFB, TX 78236-5240		ZB/LA
4096	AETC	0J	12 CPTS/FMFP, RANDOLPH AFB, TX 78150-4442	E - 11/96	RJ
4097	AFMC	1M	HSC/FMF, BROOKS AFB, TX 78235	E - 12/96	BV
4098	AFMC	1M	SA-ALC/FMFSM, KELLY AFB, TX 78241	E - 4/97	KH
4099	AETC	0J	64 FTW/FMFP, REESE AFB, TX 79489 (TO CLOSE 9/97)	E - 5/97	RM
4100	AETC	0J	82 CPTS//FMFP, SHEPPARD AFB, TX 76311	E - 7/97	SQ
4101	AETC	0J	47 FTW/FMFP, LAUGHLIN AFB, TX 78843-5241	E - 8/97	LJ
4102	AETC	0J	17 CPTS/FMFP, GOODFELLOW AFB, TX 76908-4418	E – 2/98	GF
4103	ACC	1C	96 WG, DYESS AFB, TX 79607	E – 2/98	DW
4126	ACC	1C	355 CPTS/FMFP, DAVIS-MONTHAN AFB, AZ 85707	E - 5/97	DF
4128	AFDW	2W	HQ 11WG/FMFP-B, BOLLING AFB, WASH., DC 20332	E - 12/96	HH/AU/BP / WG/FT
4129	ACC	1C	27 FW/FMFP, CANNON AFB, NM 88103	E - 4/97	CD
4130	ACC	1C	49 FW, HOLLOMAN AFB, NM 88330	E - 6/97	HS
4131	AETC	1C	58 CPTS, LUKE AFB, AZ 85309	E - 6/97	LY
4132	AFMC	1M	377 ABW/FMFPM, KIRKLAND AFB, NM 87117	E - 7/97	KV
4150	PACAF	0R	15 ABW/FMF, HICKAM AFB, HI 96853	E - 7/95	HL
4152	PACAF	0R	36 ABW/FMF, ANDERSON AFB, APO AP 96543	E - 7/96	AT
4153	PACAF	0R	3 WG/FM, ELMENDORF AFB, AK 99506	E - 11/96	EL
5956	AFMC		ASC, WPAFB, OH 45433-5000		

ADSN ISI	CMD NAME	CMD ID	SITE NAME/PARTIAL ADDRESS	STATUS	MPF ID
5991	AFMC	1M	2803 ABG, NEWARK, OH 43055		
6609	ACC	1C	24 CPTS, HOWARD AFB, APO AA 34001		AF
6662	ACC	1L	65 SW, LAJES FIELD, AE 09720		LC
6673	AFMC	1M	AEDC, ARNOLD AFB, TN 37389		
6681	AFRES	0M	2400 RRMS, DOBBINS AFB, GA 30069		
6778	PACAF	0R	51 WG, OSAN AFB, APO AP 96278		OP
8504	ACC	1C	AFI, KEFLAVIK, APO AE 09725		IC
8630	USMTM	0E	JPPSO-SAT/ECAF, SAN ANTONIO, TX 78286		
8721			OPLOC – ORLANDO		
8723			OPLOC – LAWTON		
8724			OPLOC – ROME		
8726			OPLOC - ST LOUIS		
8727			OPLOC - SAN ANTONIO		
8748			DHAHRAN, SAUDIA ARABIA APO AE 09808		
8800	AFPC	9	HQ AFPC, RANDOLPH AFB, TX 78148		
8888	AFPC	9	AFPC, RANDOLPH AFB, TX 78148		
8890	USAFA	0B	USAF ACADEMY, USAF ACADEMY, CO 80840		
9998	AETC		BASIC MILITARY TRAINING		

Attachment 23

MANAGEMENT NOTICES

AUTODIN and JDC Management Notices to Bases. The following is a list of management notices AUTODINed to base-level MPF or sent via JDC by DFAS-DE for action.

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
UA	VIP input-medical/dental pay not established.	FSO should contact HQ AFPC/SGCP to input the appropriate transaction.
UB04	Issued if closest dependent code is G when mass rate is run each year; also issued when an MD04, MD05 or MD06 is processed.	Verify amount of child support; member may lose BAQ entitlement if support amount is less than BAQ-DIFF (DoDFMR, Vol 7A).
UB05	Issued when BAQ-DIFF is stopped because support amount has become less than BAQ-DIFF; usually caused by mass rate or a promotion.	Member must re-establish entitlement to BAQ-DIFF; must furnish proof of support amount.
UC	A UC management notice is sent to the FSO when a housing entitlement transaction is received and there is no BAQ established on the MMPA, or the BAQ and housing transaction are not compatible. (See para 44-27B.)	FSO should update BAQ. Housing transaction will recycle 9 days and then reject if BAQ is not updated.
UD	Debt stop/Cancel processed by AAFES. ***NOTE:*** Applies to Army, Navy, and Air Force. The NEXCOM, NEXCARD, USC and AFFES will be interchangeable based on which organization the debt belongs to.	FSO should notify member.
UE	Generated when a basic allowance for quarters (BAQ) transaction processes and changes or establishes the BAQ Dependency code (CLOSEST-BAQ-DEPN) on the MMPA.	MPF corrects own records.
UG	When a member is assigned inadequate quarters, BAQ and DH changes and their CLOST-BAQ-DEPN equals I or W, a UG management notice is issued to the FSO.	Verify and adjust rental fair value percentage for both member and spouse. (DODFMR, Volume 7A)

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
UH	A UH management notice is sent to the FSO within 7 days after processing a PCS arrival transaction if the period between PCS departure and arrival be accounted for from MMPA entries. Days accountable are: DATE-ARR-STATION minus DDLDS equals DATE-TVL-TIME-ENTITLEMENT plus TDY-DAYS plus PROCD-DAYS GRANTED plus LV-DAYS COUNT plus DAYS-OTHER STATUS (SJ, SK and SP).	Upon receipt of the notice, the FSO verifies the PCS days to the travel documents and the MMPA for correction. Thirty days are allowed for actions necessary to account for the PCS days; otherwise a reject is given.
UI	ASD/OSD entry closed; fly pay stopped end of previous processing month. 1205 action may be required to correct stop date.	FSO should input 1205 if required.
UJ	Generated from quarterly bump between DFAS-DE address file and the MMPA for members who have an MMPA but no address on the address file.	Military Pay should submit or resubmit a 6B04 address change transaction into the base-level update. This generates an SC04 address change transaction to DFAS-DE to update DFAS-DE's address file.
UK	AAFES debt Start/Changed, Mbr No Pay Due. ***NOTE:*** Applies to Army, Navy, and Air Force. The NEXCOM, NEXCARD, USC and AFFES will be interchangeable based on which organization the debt belongs to.	FSO should review MMPA to ensure 2/3 of pay has not been exceeded. If so, process a DS04 to change amount.
UL	Processing of a terminal leave for a member separating.	Verify that travel time excluded from terminal leave.

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
UM	Member has reached 22-year point; ACIP may require termination. If so submit 1202 or 1206. ***NOTE:*** UM Management Notice is for Army use only.	FSO should input 1202 or 1206, as required.
UN	When a DG debt for a report of survey if fully collected. Upon receipt of the notice, the FSO verifies the PCS days to the travel documents and the MMPA for correction. Thirty days are allowed for actions necessary to account for the PCS days; otherwise a reject is given.	FSO notifies the reports of survey monitor to annotate the register.
UO	When a member separates with an uncollected balance for a report of survey.	FSO notifies the reports of survey monitor to annotate register about the uncollected amount.
UP	When a DG debt is started for a report of survey. ***NOTE:*** Management notices UN, UO, and UP do not apply to Navy.	FSO notifies the reports of survey monitor to annotate the register.
UQ	AWACS date generated by FSO in 1201 transaction.	AFPC submits TN05 to confirm date.
UQ	AWACS date in 1201 not equal to date in TN entry.	AFPC submits TN05 to confirm date.
UR	AAFES debt started ***NOTE:*** Applies to Army, Navy, and Air Force. The NEXCOM, NEXCARD, USC and AFFES will be interchangeable based on which organization the debt belongs to.	FSO should notify member. Also, review MMPA to ensure 2/3 rule has not been exceeded.
US	Debt change/correct by Army and Air Force Exchange Service (AAFES).	FSO should notify member.
UT03	Issued when a 65XX is processed and the BAQ code is D, G, I, K, L, R, S, or T.	Reverify entitlement to FSA.
UU	Basic allowance for subsistence (BAS) type K stopped per DODFMR, Volume 7A.	Verify BAS type K. Notify member.
UV	HOUSING-PROCESSED	Check entitlements to FSA type 1.

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
UX	Base-level inputs PC for casual payment made to a Navy member; DFAS-DE sends to Navy Finance Center. If the transaction is rejected by the Navy as an invalid SSN, it is returned to DFAS-DE as a UX03 management notice. DFAS-DE in turn sends the UX03 to the FSO. The transaction appears on the DTR, Section 3. ***NOTE:*** Applies to Army and Air Force only	See DFAS-DEM 7073-1, chapter 77.
UY	Notice that debts with type codes equal to 2, 5, B, E (Air Force only), F, H, L, M, N, V (Air Force only), and V (Army only where the company code is a prefix D) were not established due to separation. ***Exception:*** Indebt-type V with co-codes D000709 (Air Force) and D001749, D388245, D389193 or D389292 (Army) should remain opened through the DOS and then close.	FSO should notify agency that no collection actions will be taken due to separation.
U103	TSP 0000000 EXCEEDS AVAIL NET PAY BY 0000000	The TSP office (3819) opens a CMS case, refers it to the base FSO. FSO contacts member requesting a new percentage election be established in myPay and closes the case.
U203	Issued when a 3504 is processed changing BAQ code to G.	FSO must verify all housing entitlements such as BAQ, VHA, etc.
U502	Generated when a member, receiving HDP-Ltakes leave in excess of 30 days.	FSO must verify member remains entitled to HDP-L. See DoDFMR, Vol 7A, table 17-1 for entitlement rules.
U503	Generated during month-end restructure approximately 30 days before the leave expires.	The FSO verifies with the legal office that the member is still on appellate review leave. If so and the 300 days of granted leave has or is about to expire, process a leave stop (SB02) transaction and a new leave start (SB01) transaction.
U504	**(DELETED)**	

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
U4	Generated on the 90th day of appellate review leave.	Contact JA and members unit to ensure that member's status is unchanged and that AF Form 988, Leave Request/Authorization, is received to process SB02 and SB51 to update MMPA. If member is to be separated, be sure that MPF processes E5. If member is to be reinstated, send message to DFAS-DE/FJSS.
U8	Generated one month after member is reassessed to active duty after being in "T" status more than one month.	Servicing FSO should contact the member and request the member complete a TD Form W-4. Member's SITW has been suspended since the month after member entered "T" status, so taxes are under withheld for income earned year-to-date.
XA	On receipt of a PCS arrival transaction, DFAS-DE issues an XA management notice to notify the MPF of the member's PCS arrival.	The gaining MPF receives the XA management notice for member's PCS arrival. The notice is for information only.
XB	Verification of quarters assignment is determined if the member is assigned family housings at the end of April and October of each year.	The FSO must compare this notice with a list received from Housing to determine if member is actually living in government quarters. (See para 42.9.)
XC05	Generated when an Initial Clothing Allowance FID 64 processed for type 3.	This management notice is sent to the member’s servicing FSO for verification of entitlement.
XC11	Generated when an initial clothing allowance FID 64 processed for type 4.	This management notice is sent to the member’s servicing FSO for verification of entitlement.

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
XD	Notifies the FSO that the computer automatically restarted a suspended debt because member has pay now available. ***NOTE:*** Applies to Army, Navy, and Air Force.	FSO can change the repay rate.
XE	Redetermination of secondary dependency (parent, step, adopted, handicapped or illegitimate child) is selected by the last digit of the member's SSN during the entitlement recertification process. ***NOTE:*** Applies to Army only.	FSO notifies the member that a DD Form 137, Application for Basic Allowance for Quarters for Members with Dependents, must be prepared and submitted to DFAS-DE/Y. (See paragraph 42-10.)
XG03	Issued 30 days prior to youngest child's 21st birthday.	BAQ will stop day prior to birth date. If date of birth is incorrect, submit 3504.
XG04	Issued 90 days prior to youngest child's 21st birthday in 36 entry.	BAQ-DIFF will stop; verify birth date with member and submit 3604 if DOB is incorrect.
XG05	Issued 30 days prior to youngest child's 21st birthday in 36 entry.	BAQ-DIFF will stop day prior to birth date. Submit 3604 if DOB is incorrect.
XG06	Issued 90 days prior to youngest child's 21st birthday.	BAQ will stop; verify birth date with member and submit 3504 if DOB is incorrect.
XG07	Issued 90 days prior to youngest student's 23rd birthday.	BAQ will stop; verify birth date with member and submit 3504 if DOB is incorrect.
XG08	Issued 30 days prior to youngest student's 23rd birthday.	BAQ-DIFF will stop day prior to birth date; submit 3604 if DOB is incorrect.
XH	MG/MH has processed.	Check record for possible FDP adjustment.

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
XI	An XI management notice is generated by DFAS-DE after a PCS departure transaction has been processed. It is generated to notify the losing and gaining accounting and disbursing station numbers (ADSN) of the projected date departed last duty station (DDLDS) and arrival dates.	The XI management notice is for information only, with no action required. There are four separate notices: 1. XI03 is generated and sent to the ADSN as a notice of a member's projected arrival. 2. XI05. The XI05 is generated if the gaining ADSN was changed from the original departure transaction. An XI05 is sent to the old gaining ADSN and an XI03 to the new gaining ADSN. 3. XI06. The XI06 is generated and sent to the losing ADSN 7 days before the projected DDLDS. This notifies the FSO that the PCS transaction will process. 4. X150 is generated and sent to the losing ADSN if the member's status is such that it will cause the PCS departure transaction to reject if not cleared before the projected DDLDS.

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
XJ	Notice to restart allotments and debts that were stopped by separation/AWOL transaction. Generated to servicing ADSN when transaction to cancel projected separation is processed or a member is reported AWOL.	XJ02 requires no action by servicing ADSN. XJ03 requires the servicing ADSN to contact the member and restarts allotments and debts that were stopped by the separation transaction.
XK03	Notice of expired ETS.	Requires action by both the FSO and MPF. Normally the MPF's must input either an E5, if member separated, or an E6, if member extended or reenlisted. FSO's must either ensure continuation of pay or suppress member depending on circumstances.
XK04	Notice of recycling or unposted PQ payment. An XK04 notice is generated on the 25th and 42nd day after receipt of PQ03 payment transaction if a separation, reenlistment, or extension transaction has not processed and updated the MMPA.	The XK04 notice is generated to the FSO or MPF unless the transaction rejected to DFAS-DE. The PQ03 transaction will also reject MIR at this point. Proper clearing of XK04 notice requires an FSO and MPF combined effort. MPF action is to ensure reenlistment and separation transaction was input and that the rejected transactions are corrected and reinput. FSO determines validity of payment. Payment format may be erroneous or payment was received after a non-monetary reenlistment or extension transaction has updated the MMPA.

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
XK05	Notice of a suspended (Q18 or Q8) DV entry on the MMPA with advance pay type S. It is generated to the FSO at DV start date minus 2 months. Also generated when a PCS, BAQ, OHA, or VHA transaction (excluding mass rates) is processed.	A C203 to collect back security deposit as necessary and/or a DT04 to adjust repay rate or start date.
XK06	Generated when a DT04 transaction is processed for a DV entry advance type S with the following condition: the new money amount will not allow full collection within 12 months or by the month prior to DOS.	Accelerate collection to ensure it is collected within 12 months or month prior to DOS.
XK07	Notice of an open DV entry on the MMPA with an advance pay type of B or G. It is generated to the FSO when a PCS, BAQ, OHA, or VHA transaction (excluding mass rates) is processed.	Same action as XK05.
XK08	Notice of an open DV entry on the MMPA with an advance pay type of B or G and a suspended (Q18 or Q8) DV entry on the MMPA with advance pay type of S. It is Generated to the FSO when a PCS, BAQ, OHA, or VHA transaction (excluding mass rates) is processed. ***NOTE:*** Management notices XK05, 06, 07, and 08 will apply to Army, Navy, and Air Force.	Same action as XK05.
XL	An XL03 management notice is sent to the FSO, whenever an MD05 is processed.	FSO must verify entitlements affected by the correction of grade/effective date of grade.
XM	Generated when LD04 is submitted by gaining TDY ADSN which changes TDY ADSN in MMPA.	Advises that the temporary duty (TDY) ADSN has been established.
XO	ETS minus 120 days.	MPF validates date of separation (DOS), estimated term of service (ETS), number (NR) of extensions.
XS	DOS minus 10 days or advance notice of separation indebtedness. (See **Chapter 52**.)	Advise member of projected indebtedness.

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
XT	XT03 is generated by the B2 input preparation subsystem for every transmission received an FSO or MPF. Program from C191NPRP creates the management notice to inform the FSO or MPF that a particular transmission was received. It describes the processing date and DJMS update in addition to the transmission number. ***NOTE:*** Applies to Army and Air Force only.	No action is required by the FSO or MPF. It is furnished for information only. The intent of the management notice is to assure the FSO or MPF that we received and placed their transmission into the DJMS update indicated in the management notice.
XU	An XU03 management notice is required to inform the FSO or MPF when a particular transmission has already been received (duplicate) or is missing. It is generated by the B2 input preparation subsystem. Program C191NPRP creates this management notice after receipt of notice after receipt of one valid transmission after a missing transmission. It is created to alert the FSO or MPF that we did not receive a particular transmission based on transmission number logged previously. ***NOTE:*** Applies to Army and Air Force only.	Action is required by the MPF to verify that they did or did not submit the missing transmission. If they had, they must retransmit. If for some reason they had not sent the transmission number in question and not intend to do so, they must submit an XU50 transaction to clear the missing transmission numbers.
XW	An XW management notice is generated when a PCS transaction is received for a member going from officer training school, and the member has not been promoted to 01 or demoted to E4 or below. The PCS transaction also recycles RAP (to allow pending separation to process).	The XW management notice is sent to MPF to notify them that a separation reentry, or demotion input is required. If member's normal grade is higher and member is eliminated from officer training school, the FSO notifies DFAS-DE by message to manually process the PCS transaction.

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
XY	Has the following three distinct purposes: 1. Notifies the finance office that an entitlement or status change was received causing member's pay to go below zero, and DQ or DW debt was established for the negative amount.	FSO can change the scheduled repay rate.
	2. Notifies the finance office that an entitlement(s) change with a prior month effective date was processed that resulted in a net, negative adjustment to the entitlement(s), and a DQ debt was established for the negative amount.	FSO must review the DQ debt to determine which of the following action should be taken: 1. Immediately collect the debt because it is a routine adjustment.
	3. Notifies the finance office when the member's net pay is increased by at least $100, and there are debts currently being collected. Does not apply to advance pay repayments.	2. Notify the member to determine if a remission or waiver action is desired. If so, the FSO must change the suspension reason to preclude DJMS from automatically collecting the debt on the first calendar day of the second processing month following the processing month in which the DQ debt was established. FSO can change repayment schedule.
XZ	Generated to the field each time a DJMS transaction rejects to the operating directorate for their action.	These notices are used by base-level FSOs to identify the actual reject code for corresponding ZBD error codes on the DTR. These notices are provided as information only but are widely used to research pay inquiries.

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
X103	BAQ updated, overseas housing allowance (OHA) present	Update OHA.
X104	BAQ updated, HOUSING updated.	Verify entitlement, correct inconsistencies between BAQ and HOUSING, if necessary.
X4	Generated when an excess cost household goods (HHG) Form 139 is delinquent in action to input a debt collection start.	Traffic management office (TMO) follows up to determine the rebuttal status. If more time is needed, TMO notifies DFAS-DE.
X7	Generated when LD02 is processed by TDY ADSN. It is generated to advise SVC ADSN that TDY has stopped.	SVC ADSN submits transaction to start entitlements that stopped as a result of TDY.
X803	Generated when member (grade E4, 4 years or less service) enters an excess leave status.	The X8 management notice is sent to the servicing ADSN to determine entitlement to BAQ during period of excess leave.
X9	PCS arrival transaction stops BAQ for members E4 over 4 years and above without dependents and generates an X9 management notice. The notice is generated so a review will be made of the made of the member's BAQ status while PCS.	The X9 management notice is sent to the servicing ADSN. Upon receipt, the servicing ADSN reviews the member's PCS status and decides if BAQ should be adjusted for the period of PCS. If adjustment is necessary, the servicing ADSN will adjust; otherwise, no action is required.
X905	PCS proc-verify and correct 23, FL and/or BS entries.	Reverify and correct IDP, CZTE, HFP, and HFP CZ leave balance.
X906	PCS proc-verify BS arr/dep HFP dates-notify DFAS for ADJ	Notify DFAS-DE/FJ if BS arr/dep HFP dates or HFP leave carryover balance need corrected.

Attachment 24

AFPC MATCH FLAG CODE (AFPC-MATCH-CODE)

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

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

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 EA transaction. E2 transaction must be submitted by the MPF at member's first permanent duty base. PCS transactions will not process against an account with this match flag.
Z	Member partially accessed as a basic trainee or OTS by an E101 transaction. Only transactions from Lackland or Maxwell will process against this account.
7	Same as Z except AFPC confirmation has been received.
2 or B	Separation transaction received from MPF has not been confirmed by AFPC.
C	E6 transaction is recycling under extended separation processing rules.
3	E3, E4, E5, E6 (or PQ triggering E5) transaction has been recycled by the computer.
J, K, or X	Officer service dates have not been confirmed by a TZ transaction from AFPC.
I, T, or U	Grade change has not been confirmed by AFPC.

Attachment 25

CHECKLIST FOR AWOL, CONFINEMENT, COURT-MARTIAL, AND APPELLATE REVIEW LEAVE STATUS

A25.1. Payment Control for Local and Central Payees (AWOL/CONFINEMENT STATUS)

A25.1.1. If status is a type that suspends member's entitlement to pay and allowances, process a pay suppression or contact DFAS-DE/FJF and request MM/EOM pay be suppressed.

A25.1.2. Process LH02 if applicable.

A25.1.3. Annotate suppression log if pay will be suppressed.

A25.1.4. Brief member on dependent support requirements when drawing with dependent BAQ (Confinement only).

A25.1.5. Adjust or stop partial and single rate BAQ as applicable.

A25.1.6. Stop VHA for member drawing with-dependent and single rate BAQ.

A25.1.7. Record convening authority date for member who is being court-martialed.

A25.1.8. Record the update that the fine/forfeiture processed.

A25.1.9. Record the update that the reduction in grade (from _____to _____) processed.

A25.1.10. Request minimum and maximum release dates.

A25.1.11. Record the date that FSO received court-martial order.

A25.1.12. Name and extension of POC in member's orderly room.

Name _____Extension _____

A25.2. Appellate Review Leave Status

A25.2.1. The initial appellate review leave form. AF Form 988 was received in the FSO_____.

A25.2.1.1. Provide the processing date _____.

A25.2.2. Stop BAQ for members without dependents in an excess leave status. See DODFMR, Volume 7A, chapters 25 through 31, paragraph 260501C for members with dependents in excess leave status.

A25.2.3. Check the MMPA BL entry to verify leave sell days.

A25.2.4. Verify DR entries and all other debts before calculating accrued leave settlement.

A25.3. Review of Courts Martial Orders

A25.3.1. Compare the date of reduction-in-grade shown on the court-martial order against the MD04 on MMPA.

A25.3.2. Verify that fine/forfeiture action is on the MMPA (and has not collected past the first day of appellate review leave).

A25.3.3. Stop all allotments effective the month that the convening authority of the court-martial ordered the sentence executed when a total forfeiture is ordered.

A25.4. Weekly Records Review

A25.4.1. Review the member's pay record as to status, payments, leave, time not accounted for, and note any discrepancies on a weekly basis.

A25.5. Helpful Hints

A25.5.1. Do not wait for the MPF to process the SJ transaction. Adjust all the affected entitlements and stop central pay upon receipt of the AF Form 2098 from the squadron.

A25.5.2. If the member has been transferred from another base or confinement facility, contact the prior FSO to verify payments and the adjustments made to entitlements.

A25.5.3. Ensure the servicing MPF has input the correct grade reduction. Verify this date with the court martial order.

A25.5.4. Courts Martial orders must be sent to the FSO with an AF Form 1373, Military Pay Order-Document Transmittal.

A25.5.5. The minimum release date is important to the FSO because an AF Form 2098 will be pre- pared on that date by MPF and sent to the FSO.

A25.5.6. The maximum release date is the date that the court-martial confinement sentence has been completed.

A25.5.7. The manual references for Partial and Single rate BAQ adjustments are DODFMR, Volume 7A, chapters 25 through 31, paragraph 260204 and table 26-3, rule 26, respectively.

A25.5.8. BAQ is not payable to a member without dependents for any period of excess leave (non-pay status). Reference DODFMR, Volume 7A, part 3, table 26-3, rule 10. For members with dependents on excess leave, see DoDFMR, Volume 7A, paragraph 260501C.

A25.5.9. If a partial forfeiture is ordered, allotments may continue through the month prior to the appellate review leave start date. Do not start new allotments for members in confinement.

A25.5.10. When computing pay due the member, subtract all existing allotments, FITW, FICA, SITW, AFRH, SGLI, MGIB and debts that are known to the FSO. Look for SRB, RRB, and ESB (R6 and R7) MMPA entries.

A25.5.10.1. VHA is not payable to a member in confinement.

A25.5.10.2. BAS is not payable to an enlisted member in confinement, but is payable to officers in confinement.

A25.5.10.3. Family Separation Allowance may be payable. Reference DoDFMR, Volume 7A, chapter 27, table 27-3.

A25.5.10.4. Clothing Maintenance Allowance is not payable.

A25.5.10.5. Calculate the unearned portion of the RRB/SRB/ESB bonuses using the following examples:

Old DOS (TU Entry)	961004
Subtract Date Bonus Entitlement Stops	-940716
Unearned Days of the Bonus	2-2-18
	or 798 days
Total Number Days of Reenlistment	940716
Subtract DOE (TG Entry)	-921004
Earned Days of the Bonus	1-9-12
	or 643 days
Total Number of Days of Reenlistment	1440
Subtract Total Days Paid (R3, 6, 7 Entry)	1140
Number Days of Unobligated Service	300
Balance Term of Enlistment	
Add Unearned Number of Days	2-02-18
Add Earned Number of Days	1-09-12
Reenlistment Period	3-11-30
	or 4 years
Number of Earned Days	643
Subtract Unobligated Service Days	-300
Total Days Earned	343
Total Bonus Entitlement	$1,206.98
Divided by Total Bonus Days Paid	1140
Daily Rate of the Bonus	$1.05875
Multiply Daily Rate	$1.05875
Times Number of Earned Days	343
Amount of Earned Bonus	$363.15
Amount of Bonus Paid to Date	$804.65
Less Earned Bonus Amount	-363.15
Amount of Bonus to be Recouped	$441.50

A25.5.11. Keep complete and accurate records. This is the only way to track what is happening to a member's pay record/status and other functional area's timeliness of document submission.

Attachment 26

SCHEDULE OF VERIFICATIONS, RECERTIFICATIONS AND RECONCILIATIONS

ENTITLEMENT/SUBJECT	TYPE	FREQUENCY	7073-1 REF
Basic Allowance for Subsistence (BAS) Commander Verification	Verification	Annual	25-3
Dependency Discrepancies	Reconciliation	Semi-Annually	26-12
Basic Allowance for Housing (BAH)	Quarters	Annual - as of	
Without Dep Rate BAH	Verification	the end of October	26-11
With Dep Rate BAH or BAH-DIFF	Family Quarters Verification	Annual - as of the end of October	26-10
Partial Rate BAH	Entitlement Verification	Annual - as of the end of October	26-11
With Dep Rate BAH	Secondary Dependent Redetermination	Annual	Ch 26-8 and 32
ACIP & HDIP	Entitlement Verification	Quarterly	22-5
BAH	Recertification	PCS Arrival or every 4 years 60 days before Separation or Retirement	32-5
Open/Suspended Indebtedness List	Review/reconciliation	Semi-Annual, September and March	69-19

ENTITLEMENT/SUBJECT	TYPE	FREQUENCY	7073-1 REF
Uncleared NQ/PX Listing	Reconciliation	Twice Monthly	76-10
PRA	Review	Semi-Annual May and November	1-2
Certifying Officials Roster	Review	Monthly	1-7
Voucher Balancing - JUMPS/MAFR	Reconciliation	Daily/Monthly	76-7, 8, 9
ETS Listing	Review/Reconciliation	Monthly	6-2D
Parachute Duty Pay	Verification	Quaterly	23-2
Flight Deck Duty Pay	Verification	Annual	23-4
Demolition Pay	Verification	Annual	23-6
Experimental Stress Duty Pay	Verification	Annual	23-8
Toxic Fuels or Propellants Duty; Toxic Pesticides Duty; Dangerous Viruses; Bacteria Lab Duty; or Chemical Munitions Duty Pay	Verification	Annual	23-10

ENTITLEMENT/SUBJECT	TYPE	FREQUENCY	7073-1 REF
State Taxing Authority			
UDN Reject Notice Resulting from Accession Transaction Processing		Monthly	56-16C
FA0141S Report from SAR		Semi-Annually (April and November)	56-16C

Attachment 27

EVALUATION AND ANALYSIS REPORTS SYSTEM (EARS) USER MANUAL

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