BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE MANUAL 65-116 VOLUME 1

23 OCTOBER 2019

Financial Management

DEFENSE JOINT MILITARY PAY SYSTEM ACTIVE COMPONENT (DJMS-AC) FINANCIAL MANAGEMENT FLIGHT (FMF) PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication

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OPR: SAF/FMFC (AFAFO-F)

Certified by: SAF/FMF (Thomas J. Murphy)

Pages: 473

Supersedes: AFMAN65-116V1, 1 April 2007

This manual implements DoDI 7770.02, *Uniformed Services Pay File*. This manual provides base-level military pay procedural guidance for Regular Air Force Financial Management Flights. This Air Force Manual (AFMAN) applies to uniformed members of the Regular Air Force (RegAF) and Air Force Reserve (AFR) and to the Air National Guard (ANG) when the member is serving under Title 10 orders. This AFMAN may not be supplemented. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through the local Financial Management Flight (FMF) to Air Force Installation Mission and Support Center (AFIMSC) to SAF/FMFC (AFAFO-F). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. Tiering has been accomplished for this AFMAN IAW AFI 33-360, *Publications and Forms Management*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3) number following the compliance statement. See AFI 33-360 for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the local Comptroller office for non-tiered compliance items. The use of the name or mark of any specific

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SUMMARY OF CHANGES

This is a specialized publication intended for use by Airmen who have graduated from technical training related to this publication and work in the discipline of financial management and military pay. This document has been substantially revised and is to be completely reviewed. Change in office name from Financial Services Office (FSO) to Financial Management Flight (FMF). Change in SAF/FMFC name from AFAFO to AFAFO-F. Updated procedures to account for system changes, Defense Finance and Accounting Service (DFAS) procedures and updates to governing laws and higher publications.

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Chapter 1

OVERVIEW

1.1. Overview. The purpose of this manual is to provide detailed instructions regarding processes and procedures in the day to day operation and business of the Financial Management Flight (FMF), for processing pay affecting documents through DJMS and DFAS.

1.2. Servicing FMF.

1.2.1. Air Force members located on an installation with a host command FMF are serviced by that host FMF, regardless of command affiliation. Reserve members of separate units collocated on an installation with a FMF are serviced by that FMF regardless of gaining command affiliation.

1.2.2. Air Force members assigned to a Geographically Separated Unit (GSU) are serviced by the FMF that is nearest to the member's duty location. For members serviced by FMFs:

1.2.2.1. If GSU members receive personnel support from a collocated Military Personnel Section, the nearest FMF furnishes pay support.

1.2.2.2. If GSU members do not receive collocated Military Pay Section support, the nearest FMF that has a collocated Military Personnel Section furnishes support provided the distance is not significantly greater than the nearest Military Personnel Section or FMF.

1.2.2.3. Where the distance from the collocated Military Personnel Section/FMF is significantly greater than the nearest Military Pay Section or FMF, the nearest FMF furnishes pay service to the GSU.

1.2.3. Usually, the FMF nearest to the installation provides service to all units located on an installation separated from a FMF regardless of their command affiliation. The host GSU provides the liaison between the servicing FMF and other GSUs at the installation.

1.2.4. Servicing FMF for Newly Established Units. The parent major command of newly established units determines the servicing FMF for the unit based on the criteria contained in **paragraph 1.3** The parent major command advises the gaining FMF and major command of the selected FMF by message. Provide an information copy of the message to the gaining major command A1 and AFAFO-F as well as Defense Finance and Accounting Service (DFAS) Indianapolis. The message includes unit designation, Personnel Accounting Symbol code, and the effective date of the action. The action is considered approved unless the gaining major command or AFAFO-F advises the parent major command of their disagreement.

1.2.5. Forwarding FMF Records, Source Documents, and Correspondence between FMFs. Use the Personnel Accounting Symbol directory (HAF-DPM(M)7104) to determine the gaining or losing FMF. DJMS, JWMM Table 025, contains a list of Input Station Identifiers and the mailing address of the FMFs associated with them.

1.2.6. Deviations. Any deviations from the above policy will be obtained in writing from AFAFO-F. Request waiver through AFIMSC with recommendations for concurrence or non-concurrence to AFAFO-F for 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 Military Personnel Section **(T-0)**.

1.3. Roles and Responsibilities. Financial Management Flight (FMF) officer. The FMF officer, as the base-level administrator of the DJMS, provides superior 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 AFMAN 65-116 Volume 1, chapter 2), the FMF officer, acts as mediator in obtaining information from other Air Force agencies so that the member's pay issue can be resolved in-house without the member having to visit a separate office. The FMF officer will.

1.3.1. Conduct a semiannual audit of pay records of all personnel assigned to the Financial Management organization at the base **(T-0)**.

1.3.1.1. Pay Record Accessibility (PRA) controls apply to accounts of:

1.3.1.1.1. Financial Management Personnel with DJMS input capability.

1.3.1.1.2. Administrators for LeaveWeb and Defense MilPay Office (DMO).

1.3.1.1.3. A 10 percent random sample of any military relatives (spouse, sibling or other blood relative) of person assigned to a PRA position, regardless of base assignment.

1.3.1.1.4. A 10 percent random sample of other Financial Management military personnel such as Budget Personnel, Resource Advisors (RA), or other members holding the Financial Management Air Force Specialty Code assigned to various units on the installation.

1.3.1.2. Maintains the AF Form 2070, *JUMPS Pay Accessibility Roster* **(T-1)**.

1.3.2. Updates roster semiannually in May and November each year **(T-0)**.

1.3.3. Updates roster for PRA by adding and deleting personnel assigned. Includes in column A of the roster, full name (last, first, middle) and Social Security Number (SSN) of each military member or employee of the activity subject to PRA. Military member or employee completes columns B, C, and D. Enters "None" in column C and "NA" in column D if not applicable **(T-0)**.

1.3.4. Submit a FID SC04 with a 0 (zero) in PRA-INDICATOR to establish the PRA indicator and an asterisk (*) in PRA -INDICATOR to delete the PRA indicator **(T-0)**.

1.3.5. Obtain the most recent PRA available from the Air Force Installation and Mission Support Center (AFIMSC). For members not appearing on the report, request processing of a FID SC04 to establish the PRA indicator **(T-0)**.

1.3.6. Obtain and review a current copy of the Master Military Pay Account (MMPA) for each individual on the PRA roster. Although all relatives (brother, sister, etc.) of FMF service members or civilian employees are included on the roster, only members serviced by the local Input Station Identifier are subject to a PRA audit. To fulfill the requirement for military relatives stationed elsewhere, send a copy of the AF Form 2070 to the military relative's servicing FMF and ask that they process a FID SC04 with (0) in the PRA-INDICATOR field so that PRA can be accomplished on the relative's record. In addition to the semiannual requirement, PRA audits are required any time a member, subject to PRA control, departs Permanent Change of Station (PCS), is relieved of duties, separates, or retires **(T-0).**

1.3.7. Organization of Military Pay Functional Area. FMF officer responsibility for DJMS processing is exercised within a military pay area. The organizational structure is to 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 FMF officer makes sure that under any organizational structure established, the controls, security, and responsibilities of the military pay section are not compromised.

1.4. Chief of Customer Service/Customer Support. Under the direction of the FMF 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 will:

1.4.1. Supervises Customer Service/Customer Support operations **(T-3)**.

1.4.2. Coordinates pay matters with GSUs and other base activities **(T-1)**.

1.4.3. Coordinates and controls computer operations with DFAS **(T-0).**

1.4.4. Establishes deadlines for documents, computer updates, transmittals to DFAS **(T-0)**.

1.4.5. Oversee preparation and control of correspondence and maintenance of files **(T-3)**.

1.4.6. Establishes controls to ensure all documents used to update pay are properly and accurately keyed into the computer **(T-0)**.

1.4.7. Establishes controls to ensure actions required on system generated products are promptly and accurately accomplished **(T-1)**.

1.4.8. Ensures prompt delivery of DFAS Form 702, *Leave and Earnings Statement (LES),* DFAS Form 703, *Net Pay Advice*, and IRS Form W-2, *Wage and Tax Statement* **(T-0)**.

1.4.9. Verifies that locally authorized casual, partial, and advance payments are supported by the proper authorizations **(T-0)**.

1.4.10. Oversees preparation and reporting of payments and collections to DJMS –Active Component and DJMS –Reserve Component **(T-0)**.

1.4.11. Ensures all suppressions of regular pay are requested, via the Case Management System (CMS), timely **(T-1).**

1.4.12. Controls processing and internal controls of Customer Service/Customer Support documents **(T-3)**.

1.4.13. Assigns and rotates responsibilities to make sure personnel are adequately trained and utilized **(T-3)**.

1.4.14. Performs other duties delegated by the FMF officer **(T-3)**.

1.4.15. Provides a roster to customer support referencing the requirements for certifying officers found in DOD 7000.14R, Volume 5 **(T-0)**. Each FMF individual who acts as a certifying official on Customer Service/Customer Support pay affecting documents must have his/her name typed below the requirements and each must sign the blank line next to his/her name, both as an indication of having read and understood the requirements and to use as a signature check **(T-0)**.

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 are addressed. Therefore, under the guidance of the chief, customer service/customer support, the personnel assigned to customer service area will:

1.5.1. Assists customers with documentation, military pay problems and concerns, allotments, entitlements, leave and allowances **(T-1)**.

1.5.2. Ensure all documents requiring certification are properly certified before transferring for input to the pay system **(T-0)**.

1.5.3. Provide copies of payroll products, when requested (i.e., LES, Net Pay Advice, IRS Form W-2) **(T-1)**.

1.5.4. Conduct in and out processing, to include deployment, ensuring supporting documents are completed and certified **(T-1)**.

1.5.5. Work open/suspended questionable indebtedness listing, dependency determinations, and provide debt notification and due process **(T-1)**.

1.5.6. Work verifications, reconciliation's, and recertification of entitlements as required **(T-1)**.

1.5.7. Conduct annual assistance and inspection visit as LeaveWeb administrator or obtains self-inspection checklists, certified by the commanders of those supported units **(T-1)**.

1.5.7.1. Train the unit leave monitor and alternates on their roles and responsibilities in managing the leave program and on the use of LeaveWeb prior to issuing them unit administration access to LeaveWeb **(T-1)**.

1.5.7.2. Briefs the unit leave monitor personnel to inform finance when they leave the unit or are no longer assigned as the unit leave monitors **(T-1)**.

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 personnel assigned to customer service area will:

1.6.1. Receives, controls, and distributes correspondence, pay documents, leave documents, customer service/customer support products, outgoing mail **(T-1)**.

1.6.2. Maintains suspense and permanent correspondence files, Daily Register of Transactions, Document Transmittal Listing, and source documents from which DJMS input was prepared, and the Daily Transaction Record **(T-1)**.

1.6.3. Receives the Daily Register Of Transactions and Daily Transaction Record **(T-1)**.

1.6.4. Controls the correction of rejects and verifies all transactions processed in DJMS and LeaveWeb (**T-1)**.

1.6.5. Reviews all automated products to ensure DFAS update actions were accurate and complete **(T-1)**.

1.6.6. Controls distribution of the Daily Register of Transactions and data collection input listing to input sources to include processed transactions originated by others listing **(T-1)**.

1.6.7. Maintains the suspense file of DD Form 139, *Pay Adjustment Authorization* **(T-1)**.

1.6.8. Ensures documents are scanned into Financial Management Work Flow and hardcopies are retained locally for 90 calendar days **(T-1)**.

1.6.9. Receives, controls, maintains, and transfers accounts for all members with access to DJMS **(T-1)**.

1.6.10. Receives and screens copies of settled travel vouchers for appropriate military pay entitlement adjustments (i.e., Hardship Duty Pay, IDP, Family Separation Allowance) **(T-1)**.

1.6.11. Reviews pay documents for accuracy and completeness and processes DJMS input transactions **(T-1)**.

1.6.12. Reviews and corrects rejected transactions daily **(T-1)**.

1.6.13. Prepares disbursement and collection voucher data for cash and appropriation accounting records **(T-1)**.

1.6.14. Receives and processes leave accounting documents, processes corrections as needed, and scans documentation into Financial Management Work Flow for electronic retention **(T-1)**.

1.6.15. Reconciles out-of-balance conditions between accounting system and DJMS **(T-1)**.

1.6.16. Analyzes office operations periodically to detect problems and make improvements **(T-3)**.

1.6.17. Review of document preparation and control procedures from outside sources. AF Form 220, *Request, Authorization, and Pay Order Basic Allowance for Subsistence (BAS)*, AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination* **(T-1)**.

1.6.18. Ensure DD Form 577, *Appointment/Termination Record – Authorized Signature*, is maintained for each certifying officer appointed under the DOD 7000.14-R, Volume 5 **(T-0)**.

1.6.19. Ensures daily listing of management notices have appropriate corrective action taken and listing is annotated with action taken **(T-1)**.

1.6.20. Maintains a current copy of the certifying officials roster **(T-1)**. Have certifying officials roster posed at each work station.

1.6.21. On a monthly basis, perform a review of a sample of documents certified within the FMF 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 FMF or 100 such documents, whichever is smaller. In addition to this review, the quality assurance manager at each base reviews 100 such documents on a quarterly basis, as required by AFI 65-202, *Administration of a Base Financial Management Quality Assurance Program*, chapter 7, paragraph 7.4.1 **(T-1)**.

1.6.22. Accomplishes PRA audit as directed **(T-1)**.

1.7. Member. Provides the FMF information and documents required to support pay entitlements (Basic Allowance for Housing, Overseas Housing Allowance, 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 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. Contact DFAS Garnishments via **http://www.dfas.mil/garnishment.html** for questions concerning debts from other government agencies.

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

1.10. Other Military Services. Sends DFAS copies of vouchers 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 site receives copies of all paid vouchers.

1.11. Military Pay Operations. Whenever DJMS procedures or products do not support the requirements of the organization or member, notify AFIMSC who will work with AFAFO. Report problems by providing the information identified below.

1.11.1. Message report formats:

1.11.1.1. Local operations:

Table 1.1. Local Operations.

Part I. Report number _____ (include Accounting and Disbursing Station Number (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 operations:

Table 1.2. DFAS Operations.

Part I. Report number _____ (include ADSN or ISI as first four digits).
Part II. Transaction identification.
Item 1. Format-Identifier
Item 2. Action indicator.
Item 3. Member's SSN.
Item 4. Name.
Item 5. Transmission/cycle number.
Item 6. Document reference number.
Item 7. DJMS 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 FMF, the situation warrants, the FMF reports problem to the Air Force Policy and Procedures Branch at DFAS-Indianapolis. In those cases, problem is confirmed by a routine email in format listed above. Include a part IV that reads "This confirms our telephone report of_____."

1.12. Defense Finance and Accounting Service (DFAS). DFAS and the Air Force annually renew a mission work agreement for DFAS to be responsible for producing military pay and maintaining military pay data files. Per DoDI 7770.02, *Uniformed Services Pay File*, DFAS and Defense Manpower Data Center (DMDC) must maintain an interface control document to pass the uniformed services pay file to DMDC **(T-0)**.

1.13. DJMS Input.

1.13.1. Finance technician. Inputs pay affecting document per established guidance and procedures into DJMS-AC to update a member's MMPA. Clears any rejected transactions from daily update input.

1.13.2. Certifying Officers. Certifying officers provide certified substantiating documents to the servicing FMF. Certification establishes that the facts stated in supporting documents are correct. Certifying officers base the certification on personal knowledge of facts acquired during performance of their duty **(T-1)**.

1.13.3. Departmental Accountable Officials. Personnel who provide data, services, or information upon which a certifying officer relies upon to certify a pay-affecting document are considered departmental accountable officials (DAOs) **(T-1)**.

1.13.4. Geographically Separated Unit (GSU). A GSU submits substantiating documents daily to their servicing FMF when such documents affect pay and allowances, leave, and other data in the MMPA **(T-1)**.

1.13.5. Commander: Unit Commander or other individual on G-Series Orders with command responsibility for the member. In addition to their command responsibilities, they are responsible for authorizing certain financial entitlements for the members under their command. Those responsibilities include, but are not limited to:

1.13.5.1. Authorizing or certifying the number of unit essential meals missed **(T-1).**

1.13.5.2. Annually verifying the Basic Allowance for Subsistence (BAS) entitlements of enlisted members who are not under blanket authority or are below pay grade E-5 **(T-1)**.

1.13.5.3. Approving requests for advance of pay and allowances **(T-1)**.

1.13.5.4. Verifying members continued entitlement to special duty pays and incentive pays **(T-1)**.

1.13.5.5. Verifying that members were subject to hostile fire or were present in an area designated as a tax exclusion area **(T-0)**.

1.13.5.6. Preparing reinstatement letters for members whose with-dependent rate Basic Allowance for Housing (BAH) entitlement has been stopped because the recertification statements were returned to the FMF after the established due date. The commander must certify, when appropriate, that failure to recertify timely was for reasons beyond the members control (see Joint Travel Regulations, **Chapter 10**). In these cases, the member's higher rate of BAH will be restarted, effective the day after the stop date **(T-1)**.

1.13.6. Installation/Wing Commander. Fully supports Financial Management Flight through ensuring coordination between staff agencies for accurate and timely processing of military pay affecting documents to the servicing finance office.

Chapter 2

DEFENSE JOINT MILITARY PAY SYSTEM

2.1. Description. The DJMS used by the Army, Air Force, and Navy is covered by the acronym DJMS-Active Component (DJMS-AC). This chapter provides a general overview of the DJMS-AC from DFAS perspective.

2.2. Terms Explained:

2.2.1. MMPA. A MMPA is maintained for every Army, Air Force, and Navy 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. 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, which 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, suspense's, entitlements, deductions and history entries.

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

2.2.2.1. Category I Transactions - generated as a by-product of updating the Military Personnel Data System.

2.2.2.2. Category II Transactions - originate with the AFPC and are submitted directly to DFAS.

2.2.2.3. Category III Transactions - flow directly from the source to the FMF for input to the centralized MMPA. These transactions do not update Military Personnel Data System.

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

2.2.2.5. Category V Transactions - DFAS 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 nine principle sources of input to DJMS-AC for the Air Force. They are:

2.2.3.1. FMFs - Category III

2.2.3.2. AFPC - Category II

2.2.3.3. Military Personnel Sections - Category I

2.2.3.4. Army and Air Force Exchange Service - Category III

2.2.3.5. Joint Personal Property Shipping Office - Category III

2.2.3.6. DFAS - Indianapolis Center's Military Pay Operations Directorate - Category V

2.2.3.7. Other Service departments - Category V

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

2.2.3.9. Air Force Aid Society - Category III

2.2.4. FIDs. The FIDs identifies the type of transaction being processed. See attachment 19 for a list of FIDs.

2.2.5. Action Indicator. The Action Indicator notifies the system of the action to be taken on the affected FID. See Attachment 18 for a list of Action Indicators.

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 a MMPA, a corresponding adjustment is to 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 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 came from; enabling DFAS to identify problem areas. The file is used as a guide to examine the system and manuals to determine where correction, clarification, or refinement is needed.

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

2.2.8.1. 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.

2.2.8.2. The one-time pay authorization, used by the base-level FMF to make one-time payments, such as reenlistment bonus 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 FMFs 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 provides the correction and resubmits the transaction as appropriate.

2.2.9.2. Daily Transaction Register. The Daily Transaction Register is the second major feedback item generated by DJMS-Active Component. 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. A Daily Transaction Register is prepared for each Financial Services Office servicing members MMPAs affected by transactions processed. A Daily Transaction Register is also prepared for central site activities for their input. The Daily Transaction Register includes all input, including system-generated transactions, processed in the update. The Daily Transaction Register 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 FMF 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. LES. The 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 Military Personnel Section, AFPC, DFAS, Air Force Financial Services Center (AFFSC), or other FMFs which affect a member's MMPA. Transaction processing details are transmitted to the servicing FMF (PCN UH099CA11) after each DFAS update.

2.2.11. Payments and Collections. DFAS records and summarizes entitlements and disbursements for military pay on DD Form 117, *Military Pay Voucher*, and sends summary data monthly to the Air Force military pay fund manager for use in obligating funds. Local FMFs 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 to be paid once or twice a month.

2.2.11.1.1. The money list is in straight SSN sequence, officer and enlisted intermixed, and is maintained at DFAS. Regular mid-month, end-of-month, 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 makes regular mid-month and end of month payments to the bank designated by member and updates member's MMPA. DFAS Form 703 is made available in my Pay at mid-month to each member receiving mid-month pay.

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 may be paid locally by the FMF in emergency situations. Most, however, are disbursed via daily Electronic Funds Transfer (EFT) and available to the member in 1 to 2 duty days. Advance payments are authorized per DOD 7000.14-R, Volume 7A, chapter 32. These payments are reported to DFAS 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 FMF based on pay authorizations received from DFAS. They are due and payable on date projected action is complete; for example, a SRB would be due on date member reenlists. Payment data is reported to DFAS immediately after payment.

2.2.11.4. Cross-Disbursing Payments. Air Force FMFs 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 FMFs make collections for indebtedness, temporary lodging allowance overpayments and canceled and undeliverable checks. The FMF reports collections, together with necessary identifying information, to DFAS daily. See **chapter 69** through **chapter 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. 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. The 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 processing, the system supplies an arbitrary valid code to make processing possible. (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 Daily Transaction Record. Personnel at base level review all supplied codes and either verify that they are correct or submit/request input transactions to change any erroneous ones.

2.2.12.2. Rejects. Data which fails initial edits is to 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 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. Safeguards are in pace 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. Source documents are scanned into Financial Management Workflow for electronic retention. Military pay source documents containing data masked/classified information are retained in the classified or data masked organization and the pay information is provided to the FMF on AF Form 32, *Certificate for Travel under Classified Orders*. That organization's certifying official certifies the AF Form 32 which is scanned into Financial Management Workflow like all other source documents and the classified or data masked package, containing all original military pay documents, is retained by the organization, allowing for review by those with proper clearance, as needed. The base-level retention requirement, for documents scanned into Financial Management Workflow, is 90 calendar days which allows time to ensure the scanned documents are legible. These supporting documents, as well as the payment vouchers with amounts actually paid, are kept available for audit, quality examination reviews and claims settlements.

2.3.1.1. Supporting documentation (i.e. DD Form 2560, *Advance Pay Certification/Authorization*, for daily EFT (JPPB) payments are scanned into Financial Management Workflow, for staging, on a monthly basis and include the cover sheet identifying voucher numbers used.

2.3.1.2. DJMS-Active Component source documents, created by GSUs or ANG units doing input under the Input Source Indicator of the FMF, are scanned into Financial Management Workflow.

2.3.1.2.1. If the GSU or ANG unit doing the input has a Financial Management Workflow scanner, the GSU or ANG unit follows the same procedures as the FMF for scanning documents.

2.3.1.2.2. If the GSU or ANG unit does not have a Financial Management Workflow scanner, the FMF identifies GSU or ANG source documents on the Document Transmittal Listing by assigned cycle number. The FMF creates (prints) a Financial Management Workflow bar code sheet and suspense's it awaiting the documents.

2.3.1.2.3. Upon receipt of the documents, scan the documents into Financial Management Workflow using the bar code sheet previously held in suspense.

2.3.1.2.4. The GSU or ANG unit sends the documents to the host FMF as soon as possible, but no later than 2 duty days after cutoff for the applicable payroll (mid-month or end of month).

2.3.1.2.5. Document submission can be via email (.pdf or .tiff document), facsimile (FAX), or U.S. Postal mail.

2.3.2. 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 **(T-0)**.

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

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

2.3.2.1.2. Advise approving official if a member is receiving frequent irregular payments **(T-1).**

2.3.2.1.3. Enter supporting explanation on voucher **(T-1)**.

2.3.2.2. Review the PRA roster 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 calendar days, or any leave or indebtedness cancellation **(T-1)**. If so, audit record as follows:

2.3.2.2.1. Obtain MMPA printout if necessary.

2.3.2.2.2. Examine the source documents supporting actions and determine that transactions are correctly supported and processed **(T-1)**.

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

2.3.2.4. Show that all transactions have been processed properly by signing and dating the roster. Original signature is required on the AF Form 2070 scanned into Financial Management Work Flow **(T-1)**.

2.3.2.5. Send completed PRA roster to Chief of Customer Support at the end of the semiannual period for scanning into Financial Management Work Flow **(T-1)**. Keep physical copy per Air Force Records Disposition Schedule **(T-1)**.

2.3.3. Quality examination is required at base-level and at central site **(T-0)**. This review provides a variety of controls, from minimizing collusion to reducing rejects. In addition, the quality examination function can alert the FMF 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 FMF, subject matter areas within the FMF, and Military Personnel Section. The FMF or Military Personnel Section processes these documents.

2.4.1. Supporting documents. All entitlements and deductions on behalf of the United States Government will be signed with certified documents completed explaining each action taken. Transactions not affecting pay and allowances, but required to maintain a member's pay account, will also be documented. All documents will be prepared in ink, by typewriter, or by printing from a computer. Do not use pencil or erasable ink. The original voucher will not be a carbon impression. Where copies of original documents are specified as DJMS supporting documents, they should be legible carbon or non-deteriorating reproduced (bond type) copies **(T-0)**.

2.4.1.1. All corrections are to 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 or correction tape as these methods are not permanent.

2.4.1.2. FMFs are responsible for the accuracy and validity of all information transmitted to DFAS (and the AFFSC where applicable) for use in updating MMPAs. Source documents containing questionable information or facts which do not justify creation of a DJMS transaction should be rejected. FMFs 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 physically or digitally (if authorized) signs the documents. If the member is physically unable to sign their name:

2.4.1.3.1. The member enters an X mark, in parenthesis, between the member's given name (and names) and surname. It is 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 signing is done in the presence of the member and a disinterested person. Certificates are executed by the person who wrote the signature and by the witness. These statements certify 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 is to be referred to AFIMSC for forwarding to AFAFO-F for guidance.

2.4.1.4. Power of Attorney. The FMF may release pay information to a dependent or an attorney-in-fact if the member has provided a Power of Attorney to the dependent or attorney-in-fact that authorizes such disclosure, or if the member has otherwise given notarized written consent to the FMF authorizing disclosure of pay information to the dependent. As long as the FMF has the member's notarized written consent to the release of information, the requirements of the Privacy Act are satisfied (AFI 33-332, *Air Force Privacy and Civil Liberties Program*). The person presenting the Power of Attorney must provide photo identification that matches name on the Power of Attorney **(T-1)**.

2.4.1.4.1. DJMS source documents and claims for pay and allowances can only be made by the member. The FMF does not accept source documents and claims for pay and allowances signed by an attorney-in-fact using a Power of Attorney (General or Specific). **Exception:** A Specific Power of Attorney may be used to establish, change, or stop an allotment. The Specific Power of Attorney is to state the effective date of the Specific Power of Attorney, to include the termination date (i.e., if not used by X date, Specific Power of Attorney expires). A General Power of Attorney is not acceptable to establish, change, or stop an allotment. A person (agent) with a specific Power of Attorney to establish, change or stop allotments on a member’s behalf may also make deposits to the Savings Deposit Program on the member’s behalf.

2.4.1.4.2. All Power of Attorneys and written consents need to contain clear and unambiguous language describing the powers given to the holder of the Power of Attorney or written consent. Use of a General Power of Attorney is not acceptable in

matters relating to member's MMPA. An acceptable Power of Attorney needs to specifically list what is authorized.

2.4.1.4.3. A member must designate, by Specific Power of Attorney only, another person pick up his/her Treasury check. Reference DOD 7000.14-R, Volume 5 **(T-0)**.

2.4.1.4.4. FMF questions concerning acceptability of Power of Attorneys should refer those questions to AFIMSC.

2.4.2. Source Documents. DJMS requires source documents for all transactions to support changes to the MMPA.

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 support 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. Instructions on the use of military leave documents are in **chapter 44**.

2.4.2.2. 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, or JUMPS Data Collection Document Transmittal Listing, (UH099CAO3). Each input source ensures there is a properly certified document in suspense for each transaction appearing on the Daily Register of Transactions or Document Transmittal Listing. Notify the FMF of any transaction appearing on the Daily Register of Transactions or Document Transmittal Listing 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 Daily Register of Transactions or Document Transmittal Listing. Attach suspense source documents to the applicable Daily Register of Transactions or Document Transmittal Listing and keep per Air Force Records Disposition Schedule.

2.4.3. Certifications. Certification establishes that the facts stated in supporting documents are true and correct. A certifying officer attests from personal knowledge of the facts acquired in performance of duty. The DOD 7000.14-R, Volume 7A, defines a certifying officer as an individual appointed in writing to attest to the correctness of statements, facts, accounts, and amounts.

2.4.3.1. Pay-Affecting Documents. Chief, Customer Service, is the 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 **(T-0)**. When a Military Pay Order consists of more than one page, sign each original page.

2.4.3.1.1. Air Force policy requires that the military pay certifying official be appointed, in writing, as an accountable official **(T-1)**. Accountable officials are

pecuniarily liable for erroneous payments resulting from negligence in certifying entitlements. Reference AFI 65-202, chapter 8.

2.4.3.1.2. Certification consists of legible signature, date, and title of the individual providing the certification. If a stamp is used, containing the certifying officer's name and title, signature is required above the stamped information **(T-1)**. Some forms require additional information be provided.

2.4.3.2. Certification as True Copies. A FMF is not authorized to certify any documents as true copies unless they pertain to his/her own personal account.

2.4.3.3. Signature Cards. DD Form 577, *Appointment/Termination Record – Authorized Signature*, are maintained at each input source for each certifying official appointed under the DOD 7000.14-R, Volume 5, chapter 5 **(T-0).**

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 Daily Register of Transactions or Document Transmittal Listing. The input source code should be annotated in the upper right hand corner of each source document transmitted.

2.4.5. Processing Documentation which originated outside the FMF. Customer Support receives category III documents, except leave forms and Military Personnel Section- originated AF Form 2098, *Duty Status Change*, on AF Form 1373, *MPO Document Control Log – Transmittal*. Number the AF Form 1373s sequentially by the input source. Renumbering of Air Force Forms 1373 at the beginning of fiscal years is based on FMF discretion. FMF retains the AF Form 1373 per Air Force Records Disposition Schedule. Document flow within the FMF is:

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

2.4.5.2. Processing Unit. Prepares DJMS-Active Component input by encoding the data into the system. Transcribes transaction numbers assigned by Defense Military Pay Office, 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 system 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 1373, to track rejected source documents.

2.4.5.4. Control Area within Customer Support.

2.4.5.4.1. Attaches original source document to original Document Transmittal Listing (UH099CAO3). Places documents in same sequence as shown on the left-hand side of the Document Transmittal Listing and scans them into Financial Management Workflow for retention. Keeping documents in input source sequence through processing helps in aligning to the appropriate Document Transmittal Listing.

2.4.5.4.2. Maintains Copy of Disbursement and Collection Vouchers. This fulfills both Merged Accountability and Fund Reporting and DJMS documentation requirements.

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

2.4.6.1. Source documents are scanned into Financial Management Workflow after the transaction has processed.

2.4.6.2. Documents Supporting Document Transmittal Listing Entries. Include source documents supporting every entry on the Document Transmittal Listing for the current day's processing cycles.

2.4.6.3. Rejected and Recycled Advance Transactions.

2.4.6.3.1. If a transaction recycled and rejected to the input source, use the original document attached to the Document Transmittal Listing. This document is pulled from the cycle and lined-off the original Document Transmittal Listing and reprocessed, if required, with a new transaction number. Delete the prior transaction number on the document. Using the Document Transmittal Listing (Document Transmittal Listing) as a guide along with reviewing the Defense Military Pay Office Rejects tab, FMF physically removes all documents that did not process from the cycle readied for document retention during End of Day process. The cycle is ready for scanning into the Financial Management Workflow. (**Note**: Cycles are limited to 50 transactions, not to exceed 100 individual pages. This allows for more efficient research and reduces system load. Cycles may not immediately be viewable in Financial Management Workflow.)

2.4.6.3.2. If a transaction rejected to DFAS and establishes a CMS case, do not remove the document nor line it off the Document Transmittal Listing. Instead, scan into Financial Management Workflow as if it had processed, annotating the Document Transmittal Listing accordingly. Advise DFAS (the office working the CMS issue) of the Document Transmittal Listing transmission and cycle number and date.

2.4.6.3.3. If a transaction cannot be input at your location (i.e., member in `V' status, etc.) and you request that DFAS do the necessary processing, scan the source document, manually entering the document on the next Document Transmittal Listing as if you were the input source. Include the transmission and cycle numbers and the date from this Document Transmittal Listing in your request to DFAS. DFAS 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 **(T-0)**.

2.4.7. Request for Source Documents. Copies of DJMS MMPA histories are available on-line from 1986 to current. LESs are available from October 1991 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-Indianapolis. All requests to retrieve records are submitted in writing via fax, email, or mailed as indicated below; 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 317-212-1120 or 2128, DSN 699-1120 or 2128. Hardcopy mail to: DFAS-JBDM/IN, 8899 E 56th St, Indianapolis IN 46249. Email to: **dfas.indianapolis-in.jbd.mbx.records-management@mail.mil** , or to individual email **dale.a.wentling.civ@mail.mil** or **michelle.y.clifford.civ@mail.mil**. Since most documents contain Personally Identifiable Information (PII), care is to be taken to protect this information. If the request is sent via email, ensure it is encrypted and includes a digital signature so it can be added to DFAS-Indianapolis Records Management contact list. That request should include:

2.4.7.1. Member's SSN.

2.4.7.2. Member's full name.

2.4.7.3. Input ADSN/ISI.

2.4.7.4. Cycle number.

2.4.7.5. Transaction number.

2.4.7.6. Type of input (for example, use Basic Allowance for Housing (BAH) start, not the FID 6801).

2.4.7.7. Effective dates of transaction (if applicable).

2.4.7.8. Date of Daily Transaction Record the cycle appears on.

2.4.7.9. Name and Defense Switched Network phone number of person requesting the source document. When inquiring about DJMS documents, DFAS-Indianapolis needs the ADSN, cycle and the quarter or month/year of the documents.

2.4.8. Management Files. Management files are established to maintain the following documentation:

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

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

2.4.9. Separation or Retirement must have Dependency Determination or Re-determinations. (See **chapter 26** of this Volume for guidance.)

2.4.10. Article 15, Uniform Code of Military Justice or Court-Martial.

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

2.4.11.1. Absent Without Leave.

2.4.11.2. Deserter.

2.4.11.3. Temporary Duty.

2.5. Analyzing the MMPA. In order to research an inquiry or pay problem, the MMPA is to 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 Daily Transaction Records, and applicable LES history. The pay-determining factors from the MMPA which are to be considered are:

2.5.1. MMPA processing date.

2.5.2. Mid-month cutoff date.

2.5.3. Individual Entry Closed Date (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 data needed includes:

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 Federal Income Tax Withholding exemptions

2.5.4.5. Federal Income Tax Withholding election (marital status).

2.5.4.6. Open-status entry - number.

2.5.4.7. Time frame for which the pay computation is needed.

2.5.4.8. Member’s date of separation.

2.6. MMPA Format. The MMPA is organized by category of entry. All entries are identified by a FID 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 19 for a complete list of FIDs 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 a MMPA printout or terminal screen, this shows up as a data name followed by code, date, amount, etc. Example: SEX M, START 150703, ENTLMT-MM 432.28.

2.6.2. Entry. MMPA entries are identified by FID and contain one or more data item(s). An entry contains enough data to allow the system to perform some specific operation(s), allow an individual to read the MMPA and determine why the system acted as it did, and what it does 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 identifies 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 identifies when an entry was created or when the latest change to a 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 FID as the entries to which they pertain. Future entries are used to establish a suspense for the system to generate transactions to update the MMPA. Suspense entries, on the other hand, generate transactions that reject or management notices to notify users of manual actions that are required. The codes in these entries determine the action taken and the effective date the action is to 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 was processed. These LES remarks on the MMPA are used to produce the remarks that are printed on the Leave and Earnings Statement 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: A LES remarks action code, a 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 a 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 a 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 history are written to tape and the comparable entry is deleted from the MMPA.

2.7. File Transfer Protocol:

2.7.1. File Transfer Protocol. File Transfer Protocol is used to transmit data between DFAS and the personnel community or Joint Personal Property Shipping Office. Transactions processed through these base-level systems are transmitted to DFAS via File Transfer Protocol and DFAS acknowledges receipt of these transmissions via an XT03 (AUTODIN Acknowledgment Message).

2.7.2. Management Notices. Refer to **Attachment 23** for all management notices and actions required.

2.8. Daily Transaction Record:

2.8.1. Frequency. DFAS produces Daily Transaction Records once a day (with certain exceptions noted below) to include all transactions processed in the preceding 24 hours. For any FMF, a Daily Transaction Record includes all transactions in one or more transmission by the FMF or Military Personnel Section, but not necessarily all transmissions by the base on a single calendar day. For example, a Daily Transaction Records for 10 August (processing date) may include second transmission made by FMF on 9 August, the first transmission made by the Military Personnel Section on 10 August, and the first transmission made by the FMF 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 FMF, no Daily Transaction Records is sent to that FMF.

2.8.1.2. Month-End Restructure. No transactions are processed and no Daily Transaction Records are produced.

2.8.2. Receipt and Control. Customer Support technicians receive a copy of the Daily Transaction Records and control action items to ensure that all required processing is completed.

2.8.3. Sections, Content and Sequence. The Daily Transaction Records contains eight sections, with category I (Military Personnel Section) and category III (FMF) transactions usually segregated.

2.8.3.1. Sections:

2.8.3.1.1. Section 1 – Un-cleared rejects.

2.8.3.1.2. Section 2 – Un-cleared 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), FID, 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.

2.8.3.3. Sequence. Entries within each section are normally in SSN sequence within transmission number within FMF/Military Personnel Section identifier.

2.8.4. Section 1 – Un-cleared 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 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. This section also contains date original transaction was rejected (P-DATE) and next follow-up date (F-DATE). If the original transaction was input by an Military Personnel Section, notice appears on the servicing FMF Daily Transaction Record, 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 Military Personnel Section Daily Transaction Record. In all other cases, notice appears on the input source or DFAS Daily Transaction Record only, depending on which activity received the original rejected transaction for correction.

2.8.4.2. Follow-up. An un-cleared reject appears on the Daily Transaction Record of the input source FMF/Military Personnel Section one time. A manual control of rejects is to be established to control un-cleared rejects.

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

2.8.5. Section 2 – Un-cleared Suspense Items:

2.8.5.1. Content. This section contains miscellaneous suspense notices requiring FMF action or submission of transactions before actions can be completed by the central site. If the DJMS 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 the DJMS is to receive a PCS arrival transaction;

2.8.5.1.2. Differences between the DJMS 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 the servicing FMF Daily Transaction Record 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 may contact the base to find out why action has not been taken.

2.8.5.3. Action. Customer Support reviewer determines action required for each item and controls action to completion. This usually involves preparation and submission, to DFAS,

of a transaction or a document called for by the suspense notice. Technician's request Military Personnel Section prepare and submit documents when source of input is Military Personnel Section.

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 the 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 the 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 the MMPA showing the difference between the 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 FMF transactions appear on the Daily Transaction Record of the originating FMF. Rejected or partially rejected Military Personnel Section transactions appear on the Daily Transaction Record of the servicing FMF. If a Military Personnel Section transaction contains errors in identifying data, making it impossible to access the MMPA and obtain the servicing ADSN, the reject appears only on the Military Personnel Section abbreviated Daily Transaction Record.

2.8.6.4. Rejects to DFAS. Certain transactions are programmed to reject to DFAS for manual intervention (i.e., entitlements retroactive to a period outside Immediate Access Storage). Such transactions are not rejected to the base. They appear in this section of the Daily Transaction Record 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 FMF transactions which passed all edits or which could be made valid by computer-supplied codes and were used to update the 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 the current months are processed in the first current month's update and appear on the first Daily Transaction Record for the month. Recycled transactions appear until transactions that are required to 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 FMF are included, but when Military

Personnel Section 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, the 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. Customer Support reviews transactions in this section with specific attention to those showing supplied codes. In some cases, supplied codes 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, customer support 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 **paragraph 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 FMF Daily Transaction Record.

2.8.8.2. Action. Items in this section are primarily for information purposes. Customer support makes sure that corrective action is taken. Section 3 of the Daily Transaction Record 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 FMF, which were input by other than that FMF. It includes fully processed Military Personnel Section transactions, transactions such as accessions and promotions input by the AFPC, address changes from allotter, approved claims adjudicated by DFAS, casual payments by other FMFs, and transactions generated by the DJMS. It also includes transactions which were originally generated by the FMF or the Military Personnel Section which were rejected to DFAS 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 FMF and processed recycle transactions which were input by

other than the servicing FMF. It does not include partially processed transactions, regardless of source. Transactions in this section may include computer-supplied codes as described in **paragraph 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. Military Personnel Section transactions are commingled.

2.8.9.2. Action. This section informs the FMF of actions taken by other activities affecting members' services and is used to respond to member inquiries. However, Quality Examination 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 the 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 **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 are to 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. The DJMS programs determine whether additional data is required from the input source of the transaction or from a prior FMF, and assign a recycle code 1 (input is required from prior FMF) or 2 (input is required from input source). Recycled transactions appear on the servicing FMF Daily Transaction Record 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 Military Personnel Section Daily Transaction Record. For code 1 transactions, DFAS contacts the prior FMF to obtain departure message. The Daily Transaction Record shows whether additional input is required from the prior FMF 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), Customer Support 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 FMF. If recycled transaction is one for which the transaction is to be submitted by a prior FMF, 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 Daily Transaction Record where the transaction was included and the action taken during update processing.

2.8.13. Disposition. After all action items on the Daily Transaction Record have been completed, Customer Support files the documents for the required timeframe to be available for research and use in responding to member inquiries.

Chapter 3

SECURITY ACCESS TO DEFENSE JOINT MILITARY PAY SYSTEM

Section 3A—System Access to DJMS

3.1. Purpose. This section provides information on how to gain access to DJMS and WebDMO. WebDMO is a windows-based transaction input system that consists of a collection of separate and interconnected screens.

3.1.1. Individuals requiring access to systems controller by DFAS, such as DJMS and or WebDMO, must submit a request through the Account Management and Provisioning System (AMPS) for approval **(T-0)**.

3.1.2. The Terminal Area Security Officer at the local finance office can provide instructions and assistance with AMPS.

3.2. Assistance with Security Issues. The Special Actions Security Office is available for assistance with any DJMS security problems that the Trusted Agent or FMF cannot resolve. E-mail Address: DFAS-IN Air Force Security (**dfas.indianapolis-in.jjf.mbx.saso-milpay-systems-security@mail.mil**)

3.3. Appointment of DJMS Trusted Agent. The FMF ensures that at least a primary and alternate Trusted Agent is designated for every office located on site. The FMF should appoint people within the Military Pay Subject Matter Area who are deemed reliable. When a Trusted Agent is reassigned, the FMF ensures that paperwork to add new and delete old Trusted Agents are completed prior to departure.

3.3.1. The request for appointment is made via Account Management and Provisioning System (AMPS)

3.4. Trusted Agent duties. The Trusted Agents at each site are accountable for all of the USERIDs under the control of their FMF. In addition, the Trusted Agents:

3.4.1. Read and become familiar with:

3.4.1.1. “Security Access to DJMS" in this chapter. (This is forwarded to each new Trusted Agent by the Security Office.)

3.4.1.2. DJMS and WebDMO Trusted Agent/Terminal Area Security Officer Procedures Manual.

3.4.2. Do not allow access to DJMS without first determining a need for the access.

3.4.3. Certify each AMPS request by users associated with their site.

3.4.4. Assist their users by un-suspending USERIDS and/or resetting passwords. Analysis of why a USERID was suspended should be done (i.e., was the user trying to access an application that has not been approved?). Once the problem is identified, appropriate corrective action is taken by the Trusted Agent.

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

3.4.6. Complete a USERID validation every month, per **paragraph 3.17** in this section, and forward the results to the Security Office by the first day of the following month.

3.5. Completion of the Trusted Agent Letter. The DFAS Security Office provides the Trusted Agent letter.

3.6. Completion of system access request. An automated process that is accomplished via AMPS. See your DJMS Terminal Area Security Officer if you need assistance with AMPS.

3.7. Assignment of Profiles. Users are to have profiles that provide the access required to perform their duties. While Trusted Agent profile JMPJYBM is able to work independently, user profile JJUMPSR (Air Force Inquiry Access) is needed for most profiles below to work effectively.

Table 3.1. DJMS Profile Names.

Profile Name	Function or Subsystem Authorized	Commands
JJUMPSR	Air Force inquiry to MMPAs	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	JOPS (Except for Paying and Collecting Transactions)
JPBBPFL	Input EFT Payments	JPBB
JPBXPFL	Verify/Release EFT Payments	JPBX
JNPARMKS	Net Pay Advice Remarks	JLNA
WATIF2	What-if for Separations	JPAM
JPQEPFL	JOPS Quality Assurance	JQEV
AFSAR	View/Print Report Data	SAR4
JMPJYBM	Add ADSN/Printer ID to a USERID	JYBM (Profile for Trusted Agents Only)

3.8. 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, do not assign any single combinations of profiles that conflict with the AFI 65-202, **attachment 3** (Comptroller Access Guide) which shows the current limitations on accesses.

3.9. JYBM. The DJMS system-print destinations and assignment of ADSNs are controlled by the DJMS printer and ADSN control application JYBM. Each DJMS USERID is to be the same one as the one used in the ADSN and printer identification. If not, the user is not able to perform functions within DJMS requiring an ADSN or printer. Trusted Agents are required to run JYBM, when a USERID is created or removed. **(T-0)**

3.10. Sharing of USERIDs and Passwords. Personnel are not authorized to share their USERIDs and passwords with anyone. Failure to comply results in an "asuspended" USERID in the Defense Joint Military Pay System by the Security Office or a Trusted Agent. Trusted Agents

can only remove USERID "suspends," not "asuspends." If a Trusted Agent USERID is "asuspended" as a result of a sharing violation, the Security Office requires an e-mail from the FMF to the Security Office security mailbox, stating that the Trusted Agent has been counseled on sharing of USERIDs and passwords. If a non-Trusted Agent USERID is "asuspended" for the same reason, the Security Office requires an e-mail from the Trusted Agent to the security mailbox, stating that the individual has been counseled. USERIDs and passwords are to be protected at all times.

3.11. USERIDS Suspension/Deletion. USERIDs are to be used or they are "asuspended" or deleted.

3.11.1. The system automatically "asuspends" a USERID if it is not used within 35 calendar days and the Security Office deletes the USERID if it is not used within a 100 calendar day period. No notification is sent out to the Trusted Agents or FMF, and a new system access request is required to re-establish a deleted USERID. If a user plans to go on leave or TDY for an extended period of time, the Trusted Agent is required to email the Security Office to avoid deletion of the USERID after 100 calendar days of inactivity. The USERID merely remains "asuspended" and reviewed periodically by the Security Office. The Trusted Agent should follow-up to ensure that the Security Office received the e-mail message and has acted accordingly to the Trusted Agent's request. Trusted Agents can only remove a "suspend" on a USERID. To see whether a USERID is "asuspended" or just "suspended," the Trusted Agent 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 is to be contacted by the Trusted Agent for removal. If it says "ATTRIBUTES = SUSPEND," the USERID is only suspended; and the Trusted Agent can remove it.

3.11.2. USERIDs are suspended if the individual uses the wrong password in 3 consecutive logon attempts or attempts to use an unauthorized application 3 times. This places a "suspend" on the USERID, and the Trusted Agent has to remove the "suspend."

3.12. Changing Passwords.

3.12.1. Trusted Agent passwords are to be changed every 30 calendar days, and non-Trusted Agent passwords are to be changed every 90 calendar days. If a password has not been changed within the prescribed time frame, the system automatically prompts the user to change his/her password at the 30 or 90 calendar day point. Passwords can be changed at any time when logging in and selecting the option to change your password.

3.12.2. Passwords are to be unique each time, consisting of exactly 8 alpha-numeric and special characters which are to have at least 1 each alpha, numeric, and special character, and are not to contain consecutively repeating characters.

3.13. Trusted Agent Management Tools. Trusted Agents can list, reset, un-suspend, and suspend users in the Defense Joint Military Pay System. The commands are to be exact otherwise, the system rejects them. Commands are not case-sensitive and parentheses and spaces are to be typed where indicated. Type in command in the upper far-left-hand corner of the screen, then press enter. An "unsuccessful completion" message appears if the command was entered incorrectly requiring the Trusted Agent to exit the system, go back to the Supersession menu, then reenter the Defense Joint Military Pay System to re-type the command. In the case of a reset, enter a second

command following the "completion" message from the first command. When putting in the commands, "your department" is the first 5 positions of your USERID.

Table 3.2. Trusted Agent Management Commands.

Commands to list USERIDs	
List single user and all their accesses	tss list(userid) data(all)
List single user and all their profiles	tss list(userid) data(profiles)
List all users and their accesses	tss list(acids) data(all) dept(your department)
List only names of all your users	tss list(acids) data(names) dept(your department)
Commands reset, un-suspend, and suspend	
Reset a USERID(changes password)	tss rem(userid) suspend tss rep (userid) pass(default password)
Un-suspend a USERID(no change password)	tss rem(userid) suspend
Suspend a USERID	tss add(userid) suspend

3.14. Security Controls.

3.14.1. The Security Office conducts a daily audit of security violations such as repeated attempts to access unauthorized facilities or commands. Violations result in an "asuspend" and a message to the Trusted Agent (FMF if the user is a Trusted Agent) for investigation. If a Trusted Agent USERID is "asuspended" as a result of a security violation, the Security Office requires an e-mail from the FMF to the security mailbox stating that the Trusted Agent has been counseled on proper security protocol. If a non-Trusted Agent USERID is "asuspended" for the same reason, the Security Office requires an e-mail from the Trusted Agent to the security mailbox stating results of the Trusted Agent's investigation.

3.14.2. Conducts a periodic audit of USERIDs to ensure that a user does not have a USERID at two different installations or two USERIDs at one installation. A discrepancy results in an "asuspend" of the older USERID and a notification to the Trusted Agent (Financial Services Officer if the user is a Trusted Agent) for investigation of the violation. If a Trusted Agent or non-Trusted Agent USERID is "asuspended" due to duplicate USERID violation, the DFAS Security Office requires an e-mail from the Financial Services Officer or Trusted Agent explaining the results of an investigation. A permanent change of station move generally explains the duplicity. The Trusted Agent submits paperwork requesting deletion of the USERID from the system.

3.15. Instructions for Quarterly Validation by the Trusted Agent. Every quarter, the Trusted Agent formally validates the USERIDs within their area of responsibility and email the report to the Security Office. A current Trusted Agent review agreement needs to be sent to the Security Office when the Trusted Agent assignment changes at the base location. Trusted Agent and supervisor need to sign and date the agreement. The Security Office performs a random audit on these reviews **(T-0)**.

3.16. General Information for WebDMO. The WebDMO software consists of various pay modules consolidated into one system. WebDMO consists of the following primary modules:

3.16.1. Input Module. Provides capabilities for creating DJMS (active and reserve component) transactions for upload to DJMS. Air Force finance offices 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.

3.16.2. Inquiry Module. Provides inquiry capability known as the WebDMO Standard Inquiry System. This displays the 8,200 data elements within the MMPA and provides tools to navigate through the system. It can download multiple DJMS accounts and can retrieve member history. See **chapter 5** for information on the WebDMO standard inquiry system.

3.16.3. Reports/Queries Module. Provides Daily Transaction Register 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.

3.17. WebDMO 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 the user can press the alt button and the plus sign button at the same time to be used as shortcut keys instead of using the mouse. Common buttons are:

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

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

3.17.3. Help. Displays the help screen.

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

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

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

3.17.7. Print. Prints the current screen.

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

3.17.9. History. Displays all transactions submitted for processing.

3.17.10. View. Displays the submitted transaction.

3.18. Logging In:

3.18.1. Usernames are to be exactly 7 characters with no spaces.

3.18.2. Passwords are to be greater than 8 characters with no spaces. The user has 3-4 invalid password attempts (as set by systems administrator) before the account is suspended.

3.18.3. DFAS Security assigns WebDMO Corporate (mid-tier) usernames and passwords. Mid-tier Terminal Area Security Officers at FMFs can reset WebDMO Corporate passwords.

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

3.19.1. File menu options. File menu options include:

3.19.1.1. Open cycle – opens previously started cycle.

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

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

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

3.19.1.5. Transmit – puts completed cycles in WebDMO corporate database for subsequent DJMS upload.

3.19.1.6. Export – puts completed cycle in ASCII format for upload.

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

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

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

3.19.1.10. Print setup – selects print format.

3.19.2. Pre-fill Menu Options. Selects the source of data to pre-fill WebDMO transaction data elements.

3.19.3. Tools Menu Options. Tools menu options includes:

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

3.19.3.2. Tax calculator – enter taxable amount and select the choice of tax to be computed. WebDMO requests input of personal status information for Federal and State Income Tax Withholding.

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

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

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

3.19.3.6. Table 23 lookup – allows user to look up financial and charitable institution information for allotment, EFT and charity donation input.

3.19.3.7. Verify programs – checks for program configuration errors.

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

3.19.3.9. Active reports – used to view/print various transaction processing tools.

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

3.19.4. Help menu options.

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

3.20.1. WebDMO Input. Select “pre-fill” and choose the local database.

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

3.20.2.1. 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.

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

3.20.2.3. Enter a SSN or Department of Defense Identification Number and the name should pre-fill. Select the transaction to be input by entering the FID in the "FID/AI/TIN" field or by entering search terms in the "search field."

3.20.2.4. 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."

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

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

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

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

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

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

3.20.4. Submitting Transaction(s) for Audit. To submit transactions to an auditor for review, click on the "ready for audit" button. The transaction disappears from the "open input files" window and reappear in the "audit" window after you select "audit" from the "type" dropdown menu. The auditor opens the cycle from the "audit" window and review the transaction(s) input by the technician. The auditor can either accept the transaction(s), delete the transaction(s), or return the cycle to the technician for corrections (by un-clicking "ready for audit" button). Once the auditor accepts or deletes the transaction(s), the auditor selects the "ready for transmit" button; input is now ready to transmit.

3.20.5. Cycle Transmit. The auditor with WebDMO Corporate "transmit" capability needs to log simultaneously into WebDMO Local and WebDMO Corporate and transmit the cycle by selecting "file" and click on "transmit" (**Note**: the cycle can be viewed but not manipulated).

3.20.5.1. 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 in Mechanicsburg.

3.20.5.2. Backing out Cycles. To make changes to the cycle prior to the DJMS update, select the cycle in the corporate region and click "back out." The "back out complete"

message provides notification that the cycle has been returned to the local server. After the cycle is physically removed from WebDMO-corporate, the cycle appears locally as though it never had been transmitted.

3.21. WebDMO Power Tools. The WebDMO tools available are mass transactions, scripts, import and table 23 processing.

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

3.21.1.1. 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.

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

3.21.1.2.1. 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. The system responds with a confirmation for creating a SSN file.

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

3.21.1.2.3. Create/Open Cycle. From the WebDMO 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.”

3.21.1.2.4. Access the SSN File. Locate and open the SSN file. Click “ok” to the information dialogue box. This opens the SSN file. Click “save” to save the file.

3.21.1.2.5. Select/Create Transaction. The mass transaction screen appears after saving the SSN file. Select the desired FID and click “ok.” Complete the transaction and click “ok.”

3.21.1.2.6. Confirm Creation Mass Transactions. WebDMO completes the transaction information for all accounts listed in the SSN file and adds them to the cycle.

3.21.2. Scripts

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

3.21.2.1.1. Click on the “tools” menu

3.21.2.1.2. Click on “create transaction scripts”

3.21.2.1.3. The transaction is added

3.21.2.1.4. The follow on FIDs are added

3.21.2.1.5. The screen closes when finished.

3.21.2.2. Usage. Scripts 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 appear in order to be worked.

3.21.3. 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 is imported and forms a new cycle to be processed like any other cycle.

3.21.4. DJMS (JWMM) Table 23/50 Processing. WebDMO contains current DJMS JWMM tables 23 and 50 information and can be retrieved from WebDMO corporate or WebDMO local. The two ways to access the data are:

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

3.21.4.2. 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 retrieves the table data and populate the necessary fields in the transaction.

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

3.22.1. Open Updates. Click "file" and then "open updates." The various update reports can be accessed, sorted, printed or saved to an excel spreadsheet.

3.22.1.1. Feedback Reports. The feedback reports include Daily Register of Transactions, unit leave, management notices, one-time payments, and transaction rejects/recycles.

3.22.1.1.1. 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 opens. Correct the errant data and click "resubmit." Select the cycle which the resubmission is included or select new cycle.

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

3.22.1.1.3. There are two reports produced for each update by WebDMO open updates reports:

3.22.1.2. 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 does not include recycled transactions (they are to be included on the accuracy report when the transaction either processes or rejects).

3.22.1.3. Timeliness Reports. Provides transaction aging in 10 duty day increments. The report is 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.

3.22.2. Open Accounts. Used to produce a list of members assigned to an ADSN for site Identifier 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 org code – to select members in a particular org code; and (3) by SSN – to select an individual member.

3.22.2.1. Pay Products. Used to view or print a member's LES/Net Pay Advise (**Note**: W-2s are not available here but are available to members via myPay and to FMFs via the 5-

Year tax History Main Menu "JLAA" in DJMS). Selecting any or all of the members listed makes pay products available for printing, saving and distribution. By selecting "SSN file" a file, suitable for future use with mass transactions, is created. Once the selected accounts have been highlighted click the product (for example "LES") tab that you want to retrieve.

3.22.2.2. 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 appears. Select the desired query.

3.22.3. Management Reports.

3.22.3.1. Active Reports. Reports available are:

3.22.3.1.1. Open Cycle Report. Click active reports and then open cycle report. An open cycle report screen opens. 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, appears.

3.22.3.1.2. Closed Cycle Report. Click active reports and then closed cycle report. A closed cycle report screen opens. The Closed Cycle Date is the date of the report. Select the date desired from the calendar pop-up. The service station is the ADSN. Enter the desired ADSN, then click "report." A report showing the cycles processed with a transaction count, Input Clerk and Audit Clerk is generated.

3.22.3.1.3. Customer Support/Quality Examiner use the Closed Cycle Report daily to ensure processed documents for all cycles listed are scanned for staging and storage in Financial Management Workflow.

3.23. WebDMO Access/Functions - Separation of Duties.

3.23.1. 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 audit transactions within WebDMO, no single individual may be assigned access which allows them to input and audit the same cycle or audit and modify, or add to, another individual's cycle. **Note**: Under special circumstances, e.g. not enough personnel in some offices, a user may be assigned input and audit with approved waiver applied for granted under the terms and conditions specified in the Comptroller Access Guide, attachment 3 in the AFI 65-202.

Chapter 4

REJECTS

4.1. Description. The Daily Register of Rejects is used for control and resolution of all DJMS rejects. The Daily Register of Rejects lists the DJMS rejects one time only as a separate product. Rejects also print on the Daily Register of Transactions as information for the input source.

4.2. FMF actions:

4.2.1. Customer Support:

4.2.1.1. Receives Daily Register of Rejects.

4.2.1.2. Sends Daily Register of Rejects and source documents to reviewer.

4.2.2. Reviewed in Customer Support:

4.2.2.1. Determines the 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 the FMF, return documents to input source through Customer Support using document transmittal. Input source makes necessary corrections, then sends corrected documents to FMF using document transmittal **(T-1)**.

4.2.2.3. Sets a suspense date of 3 duty days to receive corrected documents for reject correction **(T-1)**. Follow up with input source to ensure documents are returned timely.

4.2.2.4. When corrections are required to source documents originated within FMF, instruct the Customer Support Clerk to correct original and retained copies **(T-1)**.

4.2.2.5. Ensures all FMF controlled rejects are researched and corrected in 1 duty day **(T-1)**.

4.2.2.6. Corrects or cancels improper transactions when appropriate.

4.2.2.7. Determines whether rejected transactions, received after member's departure on PCS or temporary duty, can be corrected and resubmitted. If transactions can be corrected, take action to correct. If transactions cannot be corrected, advise gaining FMF by CMS by giving full explanation including reasons for reject and reasons why reject could not be cleared by losing FMF.

4.2.2.8. Ensure error that caused the reject is corrected and new transaction is entered.

4.2.2.9. Annotates code for action resolving reject in FMF disposition area on right-hand side of Daily Register of Rejects. All rejects need an annotation with a code. Codes and description for each are:

Table 4.1. Daily Register of Rejects.

CODE	DESCRIPTION
1	Corrected and resubmitted.
2	Error in source document returned to input source.

3	Transaction erroneous, not resubmitted.
4	Reject forwarded to the gaining FMF via CMS.

4.3. Rejects to DFAS. Transactions that cannot be processed because the effective date is outside Immediate Access Storage, or the condition of the file does not allow processing, reject to DFAS - Indianapolis for action. These transactions appear in section 3 of the Daily Transaction Record with error code ZBD and the error code(s) with which the transaction rejected to DFAS. An XZ03 management notice is produced to identify the actual error code of the rejected transaction. These rejects are controlled by the CMS by systematically establishing a case at DFAS - Indianapolis.

Chapter 5

INQUIRIES

5.1. Description. Base-level terminals are used to query a member's MMPA maintained at DFAS.

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. MMPA Inquiry Procedures:

5.2.1. Inquiry Request. The MMPA inquiry format is a fill-in-the-blank prompting format. 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 moves 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. Social Security Number or Command functions are:

5.2.1.1.1. PAGING. Use the paging commands 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. Social Security Number. Use this nine-position field for the SSN of the member. On successive inquiries to the same MMPA, you need not reenter the SSN; tab over the SSN field and enter new request.

5.2.1.3. Request. Use this three-position field to identify the MMPA data needed. User can request a predetermined table of data, a MMPA category, or an individual Format-Identifier entry.

5.2.1.3.1. For table requests, enter ‘T’ and the two-position table number.

5.2.1.3.2. Enter category in the first position. Enter history indicator in the last position.

5.2.1.3.3. For Format-Identifier request, enter the Format-Identifier 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, ‘H’ for closed entries or leave blank for all data.

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 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-Identifier sequence, grouped by open entries and closed entries. Closed entries are identified by a dash (-) appearing after the Format-Identifier.

5.2.1.7. If the requested data fills more than one screen of data, the first page appears after the remaining pages are formatted and counted; therefore, the first page initially reads "Page 1 of ??.” The question marks are replaced by total pages available.

5.2.2. History MMPA Inquiries. MMPAs for 1982 through current date are also available on-line via the JJAA inquiry process. For MMPAs prior to 1982, a written request from the member or FMF is submitted to DFAS-Indianapolis. To access MMPA histories:

5.2.2.1. Once signed on to the DJMS, 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“ appears at the bottom of the screen when request is entered. MMPA prints are directed to the printer associated with the Virtual Telecommunications Access Method address assigned to the terminal or Personal Computer 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-Indianapolis.

5.2.2.5. You have the capability of requesting a Fixed-Printer Address for your computer, thus allowing you the ability to print DJMS products, such as MMPAs and LESs, directly to a file on your computer. Contact your Terminal Area Security Officer who requests a printer address for you through DFAS.

5.2.3. System Messages. When the system is unable to respond to an inquiry, a system message appears on the screen. The message is usually self-explanatory.

5.3. DJMS Standard Inquiry System. The Standard Inquiry System is a Windows 95/NT based, user-friendly system for inquiry against the MMPA via a personal computer (PC). The Standard Inquiry System enables you to inquire the MMPA, through the use of an icon in a windows environment. One complete MMPA, per request, is downloaded.

5.3.1. The left side of the Graphical User Interface, 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 the Standard Inquiry System. 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. Identifiers

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.

5.4. 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.

5.4.1. The tables are established by DFAS.

5.4.2. Send FMF requests for new or revised tables to **CDE-MILPAYTABLES@DFAS.MIL**. 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.

5.5. Release of Information from Military Pay Records. The Privacy Act governing the release of information from the DJMS is 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 ensures that the inquiry is clear and that all necessary information is included.

5.7. Source of Input. The FMF officer 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. Headquarters United States Air Force.

5.7.4. Other Department of Defense agencies.

5.7.5. Other agencies of the United States Government.

5.7.6. Service organizations.

5.7.7. Individuals (interested parties with need to know).

5.7.8. Military Personnel Section/Force Support Squadron.

5.8. Requests for Source Documents. All requests for copies of source documents originally submitted to the National Archives and Records Administration need to be in writing and sent either via fax to Commercial 317-212-1120, DSN 699-1120, email to **dale.a.wentling.civ@mail.mil** or **michelle.y.clifford.civ@mail.mil** or mailed as indicated below.

The request is to include the month and year of the document, date, accession number, and/or box number if known, in addition to information below. Mail hardcopy to DFAS-JBDM/IN, 8899 E 56th St, Indianapolis IN 46249-6540. Since most documents contain Personally Identifiable Information, e.g., name, SSN, phone number, etc., care should be taken to protect this information. If the request is sent via email, ensure it is encrypted and includes requestor's digital signature so it can be added to DFAS-IN Records Management contact list. Requested records are normally forwarded within two weeks of receipt of request. Request should include:

5.8.1. Member's SSN

5.8.2. Member's full name.

5.8.3. Input ADSN.

5.8.4. Transmission number.

5.8.5. Date of Daily Transaction Record or Document Transmittal Listing.

5.8.6. Transaction number (if transaction is a leave).

5.8.7. Type of input (for example, BAH start, not FID 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 have to 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, *Records Transmittal and Receipt* which DFAS - Indianapolis sent back to the base when the documents were first submitted.

5.8.11. Name and Defense Switched Network phone number of person requesting the source document.

5.9. Processed Transaction File. The transaction file lists processed, rejected and recycled transactions for each member paid by DJMS – Active Component using verb JJAM Option 5.

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 paid by the DJMS – Active Component.

5.9.1.1. Each update displays 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 processed 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. The error description may be viewed by entering verb "JOZA" and the error code received.

5.9.1.4. A recycled transaction with control code "M" appears only once on the transaction file. It recycles until it has processed. When it has processed, it appears 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 onto the DJMS. Key in "JJAM," JUMPS MMPA SPECIAL INQUIRIES, to access the main menu screen. Enter request option 5 for "PROCESSED TRANSACTION INQUIRY."

5.9.2.2. Enter a SSN, year and month for viewing.

5.9.2.2.1. If only the SSN is entered, all records are displayed. Default is the current month and current year.

5.9.2.2.2. If the SSN, year and month are entered, only transactions for that time frame are displayed.

5.9.2.2.3. If the SSN, format-Identifier and action indicator are entered, only that format-identifier and action indicator are displayed. If month and year are left blank, current month and year are displayed.

5.9.2.2.4. If the SSN and format-Identifier are entered, all action indicators are displayed for that format-Identifier.

5.9.2.2.5. If there is no data for request the following message is displayed: "THERE IS NO DATA TO DISPLAY FOR THIS REQUEST."

5.9.3. The screen view for transaction file contains the following:

5.9.3.1. SSN, name, format-identifier, grade and date of year being reviewed at the top of the screen. This remains 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 are listed in chronological order for each business day.

5.9.3.4. The transactions are displayed as follows: action code, trailer card indicator, format-identifier and action indicator, prime card data, update number, input source, 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 displays 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 the SSN in the transaction view to go to another member's history file. The same year and types of transactions are displayed as the prior request.

5.9.6. Printing of the transaction file is accomplished from the main menu screen.

5.9.6.1. If a history transaction file is required, 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 prints only and a message is 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 is displayed: “PROCESSED TRANSACTION FILE CLOSED - PLEASE TRY LATER.”

5.9.9. If there is no record for SSN entered, the following message is displayed: “THIS SSN NOT FOUND ON FILE; ENTER ANOTHER REQUEST OR EXIT.”

Chapter 6

CASE MANAGEMENT SYSTEM

6.1. Description. The CMS was developed by AFPC for use in identifying, tracking, and resolving personnel/pay related cases. Over the years, CMS has become the vehicle for getting documents/information from the base-level Military Personnel Elements to AFPC and to facilitate payment to members when workarounds are required for DJMS. Access to CMS is granted by the AFPC office of primary responsibility. AFPC tracks and reports on CMS case types and trends, timeliness of resolving the problems identified in the case type "problem," and building whatever additional reports users request.

6.2. CMS Timelines. Current guidelines provide the following timelines for working and reporting CMS statistics. Each agency is suggested to work the case in the following timeframes:

6.2.1. Base-level agency (personnel, finance and unit) - 5 duty days. Base-level agency does not forward the CMS case to another agency/office strictly for the purpose of avoiding the 5 calendar day timeframe. It wastes time in resolving the case for the customer and wastes time for the member/employee who has to respond to it.

6.2.2. AFPC – 20 calendar days

6.2.3. DFAS– 20 calendar days

6.3. Use of CMS.

6.3.1. Use CMS to transfer certain types of information/documentation between base-level offices and AFPC / DFAS. These cases are identified as "process" instead of "problem" and are not subject to the timelines discussed in **paragraph 6.2** above.

6.3.2. DJMS-AC Workarounds. DJMS-AC has not been updated to pay all entitlements passed in recent legislation. Workarounds have been developed which require establishing CMS cases to relay information to DFAS for updating pay records.

6.3.3. Host Aviation Resource Management (HARM). Payment of certain types of critical skills retention bonuses, as well as assignment incentive pay for remotely piloted aircraft pilots and sensor operators, require CMS cases from the HARM office to DFAS for updating the pay record to pay these entitlements.

6.3.4. CMS is not intended to ask questions; cases sent to DFAS for the purpose of getting processing or policy information are returned to the base for closure. For questions on processing or policy contact AFIMSC for assistance.

6.3.5. FMF does not close a case until all necessary action has been taken and the MMPA update is verified.

Chapter 7

PAYROLL AND PAY PRODUCTS DISTRIBUTION

7.1. Description. Military members are paid on a monthly basis with the option to receive payments once or twice per month. The DFAS 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 the DJMS and provided to the member via myPay.

7.2. Payroll Processing:

7.2.1. Local Payees. Payroll checks for local payees are produced and mailed from DFAS-Indianapolis. Paychecks are 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 FID SC04 transaction. The FMF or DFAS-Indianapolis can input a FID SC04 to update a member‘s LES address. It can also be updated by the member directly using myPay.

7.2.2. Central Payees. EFT System payments are delivered to the Federal Reserve no later than 4 duty days prior to payday to ensure delivery to member accounts by payday. Once released, payments cannot be stopped or returned to DFAS.

7.3. Non-receipt of Paycheck - Military Pay Actions. Upon notification of non-receipt of a paycheck, the military pay section contacts Defense Finance and Accounting, via establishment of a CMS inquiry, to determine if the check was returned as undeliverable. If DFAS has the check, they cancel the check and credit funds to the member's pay account. If the check is lost or stolen, complete a DD Form 2660, *Statement of Claimant Requesting Replacement Check* and have the member sign it. Establish a CMS inquiry, attach the DD Form 2660 to the case, and refer the case to the DFAS CMS box “DFAS AC Allotment, EFT/Check Tracers.” Members should wait seven calendar days before submission of the DD Form 2660. If member was a pipeline student at the time of issuance of check, please annotate the FMF's remark section as such. Pipeline students may have immediate re-issuance of checks while other members (non-pipeline students) have to wait for the United States Treasury response.

7.4. Return of Funds - Military Pay Actions:

7.4.1. When funds are returned from either a financial organization or from the post office, they are returned via processing of a FID C103 to the member's pay account.

7.4.2. Members who have funds returned by a Financial Organization should also have their direct deposit stopped (FID LH02), unless a change has been processed (FID LH04).

7.5. Suppression of Payment. When you need to suppress a member‘s pay, contact DFAS via email or CMS, depending on the timeframe. Notify member whose pay has been suppressed to minimize inquiries on payday. Submission of input transactions (status changes, BAH 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 contact DFAS – Indianapolis Center/JFLTBC (1-888-332-7411, ask for transfer to JFLTBC) by 1400 hours (Eastern Standard Time) on the payroll processing date.

7.6. Even-Dollar Payments. FMFs 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, FMF notifies DFAS – Indianapolis Center. New pay authorizations in even dollars are issued to the FMF. If reported after EOM cut-off, two cycles (Mid-Month and End of Month) are required to obtain new pay authorizations which have been reduced to even dollars. Notification may be made by case Management System, airmail letter, courier, telegram or narrative message. Include this data in the notification: "ADSN XXXX is to pay in even dollars beginning (date) and continuing indefinitely"; give reason that payment is to 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 FMF notifies DFAS – Indianapolis Center. Include this data in the notification: " ADSN XXXX no longer necessary to pay in even dollars effective (date)"; date; and signature. Notification is by the same means as in **paragraph 7.6.1** above.

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. 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 the DJMS (at end-of-month cutoff). If a member has a SAVE PAY Leave Balance (see **chapter 75**), 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 FMF to use when answering inquiries and authorizing casual and partial payments.

7.7.5. Remarks information provided by AFPC relating to the member‘s retirement plan.

7.7.5.1. Final Pay – if the 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 the 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. Net Pay Advices are issued to inform members of the amount of their mid-month pay. The Net Pay Advice shows members the amount of pay received at mid-month along with the financial organization to which it was sent. Also included in the Net Pay Advice are pay-related remarks. These remarks can be printed on all Net Pay Advices when they apply to members in general or on Net Pay Advices of selected individuals when more specific in nature. The necessary profile name is JNPARMKS, function is Net Pay Advice Remarks, and the authorized command is JLNA. Once in JLNA, choose option 1, type in remarks, then hit ENTER to save the remarks. Once that is accomplished, check the remarks to ensure they are correct and appropriate.

7.9. IRS Form W-2 and IRS Form W-2C, *Corrected Wage and Tax Statement*. W-2s and W-2Cs are produced by DFAS and available electronically to the member via myPay. Duplicate forms W-2 and W-2C are produced by central site and local FMF using the 5-Year Tax History System (JLAA)

7.10. Personal Statement of Military Compensation (PSMC). The PSMC is produced annually and outlines the total value of members' military pay and benefits. It is mailed to the member‘s mailing address contained in JLES. Statements cannot be re-issued prior to 2005; information for earlier years can be obtained from the member’s LESs and/or IRS Form W-2 for the applicable year. Requests typically take one to two weeks to complete. Once completed, the form is emailed to the requestor via the finance office.

7.11. LES Production:

7.11.1. End-of-Month LESs. After End of Month cutoff, production of the LESs begins at DFAS. LESs are generated beginning the month a MMPA is built, except those assigned to Basic Military Training (9998), through the date the MMPA is separated. Printing of the LES is not accomplished until End of Month cutoff, so that all LESs are produced at one time. (See **chapter 39** for Accession information.)

7.11.2. Separation LESs. Separation LESs are generated upon the member's separation. Printing of the separation LES is not done until End of Month cutoff, so that all LESs are produced at one time during the month. Once members are placed in "T" status LES information is recycled until they enter "V" status. Upon being placed in "V" status, a member's LES is produced at the next monthly production. (See **chapter 52** for separation information.)

7.11.3. Members in PCS Status. When the member is departing PCS, the servicing FMF processes an SH03 transaction to place the member in PCS status. Members can access their LESs via myPay, even during the PCS period.

7.11.4. Separating Members. Members who separate retain access to myPay for 13 months after separation.

7.12. Net Pay Advice Production. After mid-month cutoff, DFAS produces Net Pay Advices for twice-a-month payees and makes them available to the members via myPay. Net Pay Advices are issued for once-a-month payees when the remarks require them.

7.13. SC04 Transaction. This transaction is used to update data on the JLES address file at DFAS and can only be entered by the servicing FMF or DFAS. The data on the JLES address file is used to distribute LESs, Net Pay Advices, W-2s and the Personal Statement of Military Compensation. DFAS 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, 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 and allotments) is checked for accuracy, and whenever possible, an SC04 or AA04 is 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 is created. The report identifies which address needs to be corrected by noting the type as "JL" for JLES, etc. The report is personalized for each ADSN. The time frame for corrections before the next bump

is approximately 70 calendar days to contact the member, obtain a precise address, and enter a more accurate address.

7.14. myPay.

7.14.1. General. In January 2001, the 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 are to be reflected on the pay record. Using a Personal Identification Number or Common Access Card, members are able to:

7.14.1.1. View, print, and save their LESs.

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, percentages, etc.

7.14.1.8. View, print, and save retiree account statements.

7.14.1.9. View, print and save annuitant account statements.

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 Air Force military members.

7.14.1.12. Turn off hard-copy W-2 tax statements – mandatory for Air Force military members.

7.14.1.13. Change personal identification number.

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 allotments are not available at this time.

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 personal identification number. For more information on the restricted access personal identification number, see **paragraph 7.14.3** below.

7.14.1.17. Establish a personal e-mail address for future correspondence. The e-mail address is 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. When a member makes a change to his/her financial information via myPay, a transaction is created in the DJMS to update that member‘s record. These transactions have an

input source of 3848 and those that process appear in section 6 of the servicing FMF's Daily Transaction Register as well as the Daily Transaction Record 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 CA WebViewer or Sysout Archive and Retrieval (SAR), and are resolved by the servicing FMF. Contact the member and determine what the member wanted to accomplish and resubmit to update the pay record accordingly. When researching in the Defense MilPay Office, type "EMSS," in the "Input by ADSN" box, vice 3848.

7.14.2.2. When processing the FID SC04 transaction to change a member's address (most often at PCS arrival, but whenever an FID 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 personal identification number. To obtain a personal identification number, the member selects "new PIN" under the "Need a new PIN?" title in the lower section of the myPay home page. The member is prompted to enter their SSN and then receive instructions based on the information available for that specific member. In most cases, the personal identification number is mailed to the member's address of record or e-mailed to a pre-registered address. Additional instructions are available within myPay. Restricted access personal identification numbers (see **7.14.1.16** above) are obtained and used as follows:

7.14.3.1. The restricted personal identification number can be set by signing into myPay and from the main menu, clicking on the "Personal Settings" page. The member selects the "Restricted Access PIN" to create and input the restricted access personal identification number and provide it to the spouse/family member/trusted individual.

7.14.3.2. For the spouse/family member to use the restricted access personal identification number, the individual signs into myPay with the member's SSN under "LOGINID" and then enters the restricted access personal identification number provided by the member. With the restricted access personal identification number, the spouse or family member can view and print the Leave and Earning Statement 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 personal identification number, to access myPay. This LOGIN-ID is 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 selects the "turn off hard copy" button on the LES screen.

7.14.5. Customer Support. The customer support number is 1-800-390-2348, Monday through Friday between 7 a.m. and 7:30 p.m. Eastern Standard Time.

7.15. Central Site Unit Address File. This file is used to update the JLES with literal titles for a member's unit of assignment. The file contains a four-position organization code and literal name

for all organizations serviced by the finance office. Access the file by signing on to DJMS and entering "JBIT." The prompted screens are self-explanatory. Ensure the file is kept current.

7.16. JLES History File. The JLES System contains 4 applications which are described below.

7.16.1. JLES-History Display System. During End of Month processing every month copies of all member LESs are created and stored on this file. This includes normal end-of-month and separation LESs. Normal end-of-month LESs are easily distinguished by the 98 in the day-of-the month field (example 180698). A separation LES contains numbers 01-25 in the day field (example 180613). 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 takes the user to the next screen.)

7.16.2. JLES-Address Display System. This file contains the mailing address of all members. The SC04 and LG04 transactions update member addresses. (Reference **paragraph 7.13**)

7.16.3. JLES-Remark Display System. This file contains the remarks used on the LES. FMFs can only view this file, while update access is restricted to DFAS. The remarks contained on this file are the remarks generated by the DJMS and are NOT the same as the remarks covered in **paragraph 7.8**

7.16.4. JLES-Archive Print System. Archive prints of past LESs may be obtained through this option. LESs as far back as October 1991 may be obtained from this file. Prints of this file go to the printer that receives the JLES History prints. If your base does not receive the requested LES prints, contact the Terminal Area Security Officer to ensure your printer identifier is valid.

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 DOD 7000.14-R, Volume 7A, chapter 1 and **paragraph 8.4** below.

8.2. Source of Input. Basic Pay is started, stopped or changed based on event-oriented transactions received from AFPC.

8.3. Rate. Initial rate of basic pay is established based on grade and years of creditable service completed at the time the individual enters the Air Force. The rate is adjusted or stopped by other event-oriented transactions received from AFPC.

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 DOD 7000.14-R, Volume 7A, chapter 1 and 39. These individuals may also be authorized Personal Money Allowance (PMA) in addition to the special basic pay rate.

8.4.1. Chief of Staff of the Air Force

8.4.2. Chief of the National Guard Bureau

8.4.3. Chief Master Sergeant of the Air Force

8.4.4. Chairman or Vice Chairman of the Joint Chiefs of Staff

8.4.5. Permanent Professor at United States Air Force Academy

Chapter 9

SPECIAL PAYS - GENERAL

9.1. Description. See DOD 7000.14-R, Volume 7A, chapters 03 through 21, for conditions of entitlement to special pays. Processed transactions start, change, correct or cancel the entitlement and update the MMPA. Once established, the DJMS-Active Component automatically adjusts payment amounts based on years of service completed without additional input for most special pays. For information on SAVE PAY, see **chapter 75** of this volume.

9.2. Payment. Input establishes necessary entries to generate payment authorization. The FMF 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 DOD 7000.14-R, Volume 7A, chapter 2. For all special pay, except for recoupment of medical officer bonuses, DJMS automatically calculates the amount of recoupment required based on the Separation Program Designator code furnished by AFPC.

9.4. Effect on MMPA. Processed transactions appear in section 6 of the servicing FMF's Daily Transaction Record for all medical special pays except optometry pay, which appears in section 4. Member's home station FMF should release the payment to the member after validating supporting documents provided by the Military Personnel Section

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 DOD 7000.14-R, Volume 7A, chapters 5 through 7, and 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 Non-Physician Health Care Providers—payable to eligible Biomedical Sciences Corps and Nurse Corps officers.

10.1.2.3. Diplomat Pay—payable to eligible clinical psychologists.

10.1.3. Additional Special Pay--payable to physicians/dentists.

10.1.4. Incentive Special Pay--payable to physicians.

10.1.4.1. Single Year Incentive Special Pay —payable to physicians not eligible for Multiyear Special Pay.

10.1.4.2. Multi Year Incentive Special Pay, linked to Multi- Year Special Pay—payable to physicians.

10.1.4.3. Early Career Incentive Special Pay, 4-year Incentive Special Pay at a reduced rate from the Multi- Year Special Pay—payable to physicians.

10.1.5. Monthly Special Pay--payable to optometrists.

10.1.6. Multi-Year Special Pay--payable to physicians.

10.1.7. Nurse Incentive Special Pay.

10.1.7.1. Certified Registered Nurse Anesthetists Incentive Special Pay —payable to eligible nurse anesthetists.

10.1.7.2. Registered Nurse (Nurse Corps) Incentive Special Pay—payable to eligible registered nurses.

10.1.8. Registered Nurse Accession Bonus --payable to eligible nurses.

10.1.9. Dental Officer Accession Bonus --payable to eligible dentists.

10.1.10. Dental Officer Multiyear Retention Bonus- 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 in the 3-6 year time in service group.

10.1.13.3. Public Health Officers, 3-year agreements—payable to Public Health Officers in the 3-6 year time in service 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 BCP.

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 BCP.

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 BCP.

10.1.20. Public Health Officers. The following are payable to eligible Public Health Officers:

10.1.20.1. Public Health Officers Accession Bonus.

10.1.20.2. Public Health Officers Incentive Pay.

10.1.20.3. Public Health Officers Retention Bonus.

10.1.20.4. Public Health Officers BCP.

10.2. Source of Input. All Medical/Dental/Nurse special pay transactions are input to DJMS by Air Force PC. 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** of this manual.

10.3. Variable Special Pay. Payable to physicians/dentists based on training status and years of creditable medical service. MMPA shows VSP as Format Identifier (FID) 24 for physicians and FID 20 for dentists.

10.4. BCP. Payable to physicians/dentists who are board certified. Officers are to 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 recycles at 7 calendar day intervals for 49 calendar 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. Payable to eligible 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 places 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 DOD 7000.14-R, Volume 7A, chapter 6, at the rates prescribed. It is shown on the MMPA as FID 25.

10.6. Incentive Special Pay. Payable to eligible physicians/dentists who 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 places 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. Payable to eligible physicians/dentists below the grade of O-7, with at least 8 years creditable service or who have completed all active duty service obligation, who complete initial residency training before September 30th of the fiscal year in which the officer enters into an Multi-Year Special Pay agreement, and are fully qualified in a designated specialty. Officers 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. Multi-Year Special Pay contracts are payable in equal annual installments. The initial annual installment is paid upon execution of the Multi-Year Special Pay service agreement. Payments of subsequent installment amounts are made on the anniversary date of the agreement. A processed transaction places the entitlement on the MMPA as FID 25, creates an FID RB entry, and generates a FID PJ payment authorization.

10.9. Incentive Special Pay for Certified Registered Nurse Anesthetists. 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 DOD 7000.14-R, Volume 7A, chapter 21. The officer agrees 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 places the entitlement on the MMPA as FID 25, creates an FID RD entry, and generates a FID PJ payment authorization **(T-0)**.

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 DOD 7000.14-R, Volume 7A, chapter 6.

10.11. Registered Nurse Accession Bonuses. A nurse who 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 be paid a lump sum accession bonus at a rate prescribed in the DOD 7000.14-R, Volume 7A, chapter 21. A personnel generated transaction places the entitlement on the MMPA as FID 26, creates a FID RE entry, and generates a FID PJ payment authorization.

10.12. Dental Officer Accession Bonus. A dental officer who executes a written agreement to accept a commission as an 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. Policy for this entitlement is contained in the DOD 7000.14-R, Volume 7A, chapter 6. A personnel generated transaction places the entitlement on the MMPA as FID 26, creates an FID RE entry, and generates a FID PJ payment authorization.

10.13. Payment of Bonus. The installments of any of the bonuses discussed in this chapter are released from the DFAS Central Site through the electronic funds transfer system on the effective dates.

Chapter 11

SPECIAL DUTY ASSIGNMENT PAY (SDAP)

11.1. Description. SDAP is authorized to entitled members proficient in an Air Force designated military skill or assigned duties demanding an unusual degree of responsibility. See DOD 7000.14-R, Volume 7A, chapter 8, for entitlement conditions.

11.2. Source of Input. Member's servicing Military Personnel Section submits SDAP data to DFAS. SDAP is shown on the MMPA as FID 30. DJMS generates and processes future transactions to stop terminated special duty assignment rates. No input or manual intervention is required.

11.3. SDAP Rates and Authorized Codes:

11.3.1. Rate codes: Access the DJMS tables via code “JWMM” and view Table 041

11.3.2. Specialty Type Codes are as follows: See MyPers website for the most current SDAP. **Note**: The rates are not included in the chapter to prevent these rates from differing from the actual rates paid to members. The table in MyPers is kept up to date and should be the source for this information.

Chapter 12

REENLISTMENT BONUS/ENLISTMENT BONUS

12.1. Description. Enlistment or reenlistment bonuses may be authorized for enlisted members who meet certain conditions set forth by the Secretary of the Air Force and the DOD 7000.14-R, Volume 7A, chapter 9. The Air Force policy of Full Enlistment, implemented in May 2001, changed the way the member's reenlistment period is calculated and the selective reenlistment bonus is computed. Full Enlistment is not covered in the DOD 7000.14-R, Volume 7A, as it is an Air Force only policy. See AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force,* for additional information.

12.2. Enlistment Bonus Source of Input. The Military Personnel Section determines initial entitlement to an Initial Enlistment Bonus when member completes authorized training and is awarded the applicable Air Force Specialty Code. AFPC completes the required inputs for this payment and interface them to DFAS.

12.3. Reenlistment Bonus Source of Input:

12.3.1. SRB. The Military Personnel Section determines initial entitlement to SRB when member separates with immediate reentry, shows SRB multiplier, and indicates lump-sum or installment payment in the extension/reenlistment transaction (processed as an E6). DJMS computes the amount payable for both the initial payment and annual installments.

12.3.2. Accelerated SRB. 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. The Military Personnel Section is responsible for creating a CMS inquiry to the AFPC/DPSOAE with action to DFAS - Indianapolis for processing and release of the authorized accelerated payment.

12.3.3. Selective Reenlistment unpaid at Separation. Special input is not required for payment of the balance of a SRB unpaid at separation. The Separation Program Designator determines the right to payment based on reason for separation. When the unpaid SRB is payable, the amount due is included in the amount specified in the final separation pay authorization.

12.4. DFAS Output:

12.4.1. Initial SRB Payment. Only the initial SRB installment is released by the FMF based upon receipt of the authorization from DJMS –Active Component and notification from the Military Personnel Section that member has reenlisted. The DD Form 4, *Enlistment/Reenlistment Document Armed Force of the United States,* and AF Form 901, *Reenlistment Eligibility Annex to DD Form 4*, is to be reviewed by the FMF prior to releasing the initial payment. The initial payment is FID PQ.

12.4.2. SRB Installments. The anniversary payment is released on the effective date through EFT from DFAS for the amount of installment, less tax if applicable. If member has lost time since the last SRB installment was paid, the effective date of pay authorization shows deferment of that installment by the number of days lost. SRB installments are identified as FID PL the FMF does not release SRB installments.

12.4.3. Accelerated SRB. Request for accelerated SRB payment generates an EFT payment from DFAS – Indianapolis center. The EFT payment is an amount less applicable tax

deductions as computed from the data in the MMPA. The FMFs does NOT release accelerated SRB payments.

12.5. FMF Action on DFAS Output:

12.5.1. Separation/Reenlistment Output. Required actions in connection with DFAS - Indianapolis output from separation/reenlistment transactions are in **chapter 53** of this manual.

12.5.2. Zone C SRB. DJMS does not compute the number of days for a Zone C SRB correctly due to a systems problem – the system computes the bonus entitlement using less days than the actual Term of Enlistment. Once the 'NT' line is created, and the money amount is incorrect, the Military Personnel Section or FMF establishes the CMS inquiry and sends to DFAS – Indianapolis center for proper adjustment. The FMF pays the initial 'PQ' amount authorized. Although the initial payment is incorrect, DFAS – Indianapolis center computes and pays the additional SRB due via a separate 'PL' authorization.

Chapter 13

HOSTILE FIRE PAY (HFP) AND IMMINENT DANGER PAY (IDP)

13.1. Description. Members permanently assigned, PCS, or Temporary Duty to areas designated by DOD 7000.14-R, Volume 7A, chapter 10, and meeting the conditions of entitlement outlined therein, are entitled to IDP. Members who are involved in a hostile fire incident (attacked/fired upon by hostiles) may receive HFP. Members may be paid either IDP or HFP, but not both in the same month.

13.2. Source of Input. The FMF is the source of input for entitlement to either HFP or IDP. Format-Identifier 23 is used with qualifiers indicating whether the entitlement is to HFP or IDP and under what conditions.

13.2.1. To start IDP process a FID 2301 which establishes entitlement for an indefinite period. It also creates open FIDs 23 and BS (HFP Combat Zone Leave Balance, see **Chapter 44**). An open Format-Identifier FL is created if HFP-IDP-QUALFR is 2, 4, or 6. COUNTRY-CODE and period of entitlement verified by on-line JWMM Table 054, IDP Countries.

13.2.2. To stop IDP process a FID 2302 which terminates entitlement to IDP if member becomes ineligible.

13.2.3. To report HFP or IDP process a FID 2303 which credits member with a one-time entitlement to HFP or IDP and is used only with inclusive dates. See note below.

13.2.4. To correct HFP or IDP process a FID 2305 which corrects an error in a previous transaction.

13.2.5. To cancel HFP or IDP process a FID 2306 which cancels entitlement to HFP or IDP previously submitted. ***Note**: If FIDs 2302 or 2303 transaction is received with a stop date in the current processing month, the transaction appears in section 8 of the Daily Transaction Record and process on the first calendar day of the following month.

13.3. Substantiating Documents. Unit or Air Crew Commanders must authorize the entitlement to HFP, based on knowledge of a specific incident. Do not include or attach classified or sensitive information to the substantiating or supporting document **(T-0)**.

13.3.1. HFP: Report using 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, 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 Report using published orders that reference a duty location in a designated area (see DOD 7000.14-R, Volume 7A, Chapter 10, Figure 10-1 for current list of designated areas) and DD Form 1351-2, *Travel Voucher or Sub-Voucher*, for determining the inclusive period of entitlement. **Note**: Published orders that do not include an itinerary or state a designated area are not adequate.

13.3.2.1. Members are entitled to IDP during periods of duty in designated locations. Use member's orders (DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, or Defense Travel System (DTS) authorization (with assigned six digit

authorization number)), 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. A member's entitlement to IDP ends effective the date of departure from the designated location. If the member returns to the Permanent Duty Station (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. Use a DD Form 114, with the voucher as back documentation 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 under or overpayment.

13.3.3. For contingency operations or major deployments, the Joint Chiefs of Staff issues 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 duty "behind the wire." The certification memo and/or an email from AFAFO-F are used as substantiating documentation for the entitlement.

13.3.5. When members receive Hardship Duty Pay (HDP)-Location in addition to HFP or IDP, the total of the two pays (either HFP, or IDP, plus HDP-Location) is limited to $325 per month. If the member is entitled to HFP or a full month of IDP, regardless of the HDP-Location amount designated for the area, the HDP-Location is not to exceed $100 per month.

13.3.6. Entitlement Verification. A monthly spreadsheet is generated by DFAS identifying members who have been receiving Area of Responsibility entitlements for more than 6 months. This spreadsheet is to be researched by the FMF to ensure members are not receiving these entitlements in error. Due to the length of deployments, members may be identified on more than one query from DFAS; annotate the first query identifying a particular member and verify status is still correct each time he/she appears on the query.

13.3.7. Pay Entitlement Processing Application. Pay Entitlement Processing Application is a stand-alone application that takes Personnel Support for Contingency Operations input and creates DJMS – Active Component transactions to start IDP and Combat Zone Tax Exclusion (CZTE) for members deployed to the Air Force Central Command Area of Responsibility and stop the Meal Deductions for those members on Essential Station Messing at the permanent duty station. **Note**: Upon member's departure, the FMF processes HDP-Location and Family Separation Allowance-Temporary starts in accordance with **Chapter 18, paragraph 18.2.2** and **Chapter 27, paragraph 27.7** It is also used to stop IDP, CZTE, and HDP-Location upon a member's departure from the Air Force Central Command Area of Responsibility. FMFs are responsible for restarting the Meal Deductions (see **Chapter 25, paragraph 25.2.5**) and stopping Family Separation Allowance (FSA) (see **Chapter 27, paragraph 27.2.2.3**), if applicable when the member returns to the PDS.

13.4. HFP or IDP Qualifiers. Areas authorized IDP are identified in DOD 7000.14-R, Volume 7A, Figure 10-1. CZTE areas are identified in DOD 7000.14-R, Volume 7A, Chapter 44, Figure 44-2. **Table 13.1** in this Chapter provides applicable DJMS HFP or IDP entitlement codes with and without CZTE.

13.5. CZTE Withholding Election. The CZ-DEDTN field contains a 0 when CZTE is not authorized. See **Chapter 56**, section 56.20 for information on 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 is prorated. Otherwise, HFP is paid at the full monthly rate to eligible members. IDP is prorated and paid only for the number of calendar days, or portions of a calendar day, the member is in the designated location.

13.7. HFP or IDP and CZTE. See **Chapter 56**, section 56.20 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 from 15 May.

13.8.2. Member departs on leave on 18 May and returns 28 June. Member is entitled to IDP for 15-18 May and 28-30 June.

13.8.3. Member departs on leave 25 May and returns 15 July. Member is entitled to IDP for 15-25 May and from 15 July forward, but no IDP for June.

13.9. HFP / IDP and Format-Identifier 'BS' Entry on the MMPA. The HFP/ IDP extends the maximum leave amount that can be carried-over, for more information see **Chapter 44**, **Figure 44.5**. Processing a 2301 transaction establishes an open 'BS' entry on the MMPA; when a 2302 is processed, the MMPA is to contain both an open 23 and BS entries, otherwise the 2302 rejects.

13.10. Pay and Allowances Continuation Program. See DoDFMR Vol 7A, Chapter 13 for detailed information on the Pay and Allowance Continuation Program.

13.10.1. Effective 15 May 2008, the Pay and Allowances Continuation Program replaced the Combat Related Injury Rehabilitation Program. A member may receive payment under Traumatic Service Members' Group Life Insurance and remain entitled to payment under the Pay and Allowances Continuation Program. There is no base-level processing required under the Pay and Allowances Continuation Program as DFAS makes payment. See **13.11.3** below for information on DFAS processing.

13.10.2. Transition from Combat Related Injury Rehabilitation Program to Pay and Allowances Continuation Program. A member may have qualified for Combat Related Injury Rehabilitation Program before the effective date of Pay and Allowances Continuation Program and be eligible for payment under Pay and Allowances Continuation Program. Beginning in June 2008, that member is paid under Pay and Allowances Continuation Program. Members may not receive payment under the Combat Related Injury Rehabilitation Program and Pay and Allowances Continuation Program at the same time.

13.10.3. There is no base-level processing required under Pay and Allowances Continuation Program. DFAS makes payment using FIDs '09'and '23', with a save pay type of G, to pay the IE portion. There is no base-level processing required under PAC. DFAS makes payment using FIDs 09 and 23, with a save pay type of G, to pay the IE portion. DFAS monitors the pay records daily to ensure members are paid correctly for the authorized period and that entitlements are stopped when appropriate. If a member you service is not receiving payment

under the Pay and Allowances Continuation Program but appears to be entitled, contact Headquarters, AFPC/DPWCS at Defense Switched Network 665-3505.

Table 13.1. HOSTILE FIRE PAY/IMMINENT DANGER PAY Codes.

ENTITLEMENT REASON	CODE	
IDP without CZTE	1	
IDP with CZTE	2	
HFP without CZTE	3	
HFP with CZTE	4	
HFP without CZTE as a result of death, injury or hospitalization from hostile fire.	5	
HFP with CZTE as a result of death, injury or hospitalization from hostile fire.	6	
IDP with CZTE for members in an area designated to be in support of combat zone operations	7	

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 DOD 7000.14-R, Volume 7A, Chapter 11.

14.2. Source of Input. FMF prepares and submits input for diving duty to DJMS-Active Component 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:

14.2.1.1. Start – FID 2101. Establishes entitlement for an indefinite period.

14.2.1.2. Stop – FID 2102. Terminates entitlement when a member becomes ineligible for diving duty pay.

14.2.1.3. Report – FID 2103. Credits member with one-time entitlement for a specific period of time.

14.2.1.4. Change – FID 2104. Changes type of diving duty.

14.2.1.5. Correct – FID 2105. Corrects a previous action submitted with an error.

14.2.1.6. Cancel – FID 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 en route. The PCS orders should state whether diving duty is to be performed at the Temporary Duty 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 rescinds the diving duty order when the individual is no longer on diving status.

14.2.3. Military Pay Order, DD Form 114. Diving duty Military Pay Orders are prepared by member's unit and certified by the unit commander. 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. When assigned by orders to both diving duty and hazardous duty for the same period, a member may be paid special pay for diving duty and not more than two incentive payments for hazardous duty from among those listed in DOD 7000.14-R, Volume 7A, Chapters 22 and 24. Since Aviation Career Incentive Pay is not considered a Hazardous Duty Incentive Pay, an officer may be paid Aviation Career Incentive Pay, diving duty pay, and no more than 2 types of Hazardous Duty Incentive Pay.

Table 14.1. Diving Duty Types and Codes:

Officer Type	Enlisted Type
K-Scuba	8-Scuba
	P-Para rescue
*Note: for applicable rates, see DOD 7000.14-R, Volume 7A, Chapter 11, Figure 11-8 (Enlisted) and 11-9 (Officers).	

Chapter 15

OVERSEAS TOUR EXTENSION PAY AND ASSIGNMENT INCENTIVE PAY

15.1. Description. Overseas tour extension pay is a special pay for certain eligible members. For entitlement information, see DOD 7000.14-R, Volume 7A, Chapter 14. Compensation for the extension is available as:

15.1.1. Monthly installments not to exceed $80 per month. Air Force does not currently offer this option.

15.1.2. Annual bonus not to exceed $2000 payable in lump sum. Currently, Air Force does not offer the option of monthly installment payments.

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 MPS to set up a CMS case on the individual entitled and refer to the "DFAS AC Special Pays (FLPP/OTEIP/ETC)" box with all required information. Central site pays Overseas Tour Extension Incentive Program using the FID 31 for enlisted and FID 08 for officers.

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 calendar days in January; collection is $166.66 for the month of January. Personnel provides the DD Form 139, *Pay Adjustment Authorization*, 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.). In no case is the collection to 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 Assignment Incentive Pay Korea assignment program.

15.4.1. Airmen who volunteer and sign an agreement, before arriving in Korea or within 60 calendar days of arrival, to serve 24- or 36-month unaccompanied tours, or 36-month accompanied tours, are authorized to receive Assignment Incentive Pay in the amount of $300 per month. The monthly amount is prorated from the date of arrival or date of signature on the agreement, whichever is later, through their new tour end dates. The tour types and lengths are specified in the agreements the members sign.

15.4.2. Korea Assignment Incentive Pay is paid by DFAS using the FID 09, Sub FID 30, based on CMS cases from personnel. Personnel also notifies DFAS, via CMS case, to stop the entitlement.

15.4.3. Korea Assignment Incentive Pay 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 Korea Assignment Incentive Pay is also terminated if the member is determined to be absent without leave or enters confinement.

15.4.4. Payment of Korea Assignment Incentive Pay is prorated for partial months served in the assignment.

15.4.5. Airmen who elect Korea Assignment Incentive Pay are not eligible for concurrent Overseas Tour Extension Incentive Program or In-Place Consecutive Overseas Tour.

15.5. Critical Skills Assignment Incentive Pay.

15.5.1. Air Force personnel in Combat Control (1C2XX) and Para rescue (1T2XX) Air Force Specialties and CCMs at Air Force Special Operations Command and Special Operations Command with the 2Air Force Specialty Code of 1C2XX and 1T2XX may be eligible for Critical Skills Assignment Incentive Pay. Members who meet these criteria and sign an agreement to remain on active duty for the required period are authorized to receive Critical Skills Assignment Incentive Pay in the amount of $750 per month.

15.5.2. Critical Skills Assignment Incentive Pay is paid by DFAS 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 Critical Skills Assignment Incentive Pay and Assignment Incentive Pay for 724th Special Tactics Group for the same period.

15.5.4. The Critical Skills Assignment Incentive Pay 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 **(T-0)**.

15.5.5. Recoupment. Any portion of the money unearned due to retirement or separation is to be recouped, based on Separation Program Designator code supplied by the Personnel office.

15.6. Other Types of Assignment Incentive Pay.

15.6.1. 724th Special Tactics Group. Special Mission members in enlisted operator billets in the 724th Special Tactics Group, who sign agreements to serve an additional period (12 to 36 months) in a 724th Special Tactics Group 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 Assignment Incentive Pay for 724th Special Tactics Group and Critical Skills Assignment Incentive Pay for Special Operation Command Major Force Program- 11 Special Operations Forces for the same period.

15.6.1.2. Assignment Incentive Pay for 724th Special Tactics Group is paid, by DFAS-Indianapolis, using the FID 09, Sub FID 30, 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 Assignment Incentive Pay for this service if they are permanently reassigned to another billet, or are Absent without leave or in confinement

15.6.2. Assignment Incentive Pay – Creech Air Force Base. Due to the need for increasing manning at Creech over the next few years, AF has implemented an Assignment Incentive Pay for members who agree to serve/extend assignments there.

15.6.2.1. Entitlement to Assignment Incentive Pay for Creech is based on a signed agreement. Members are entitled to $300 per month. Assignment Incentive Pay for Creech

was terminated 30 September 2012. For historical purposes, the following information is provided:

15.6.2.2. Members permanently assigned to Creech were paid $300 for the first 3 years' service and, if they extended, were eligible to be paid $750 per month after 3 years' time on station. Entitlement was prorated. Example: Member reached the 3-year point on the 15th of the month. That member's entitlement is $10 per day for the first 15 calendar days of the month and $25 per day for the last 15 calendar days of the month.

15.6.2.3. DFAS paid Assignment Incentive Pay for Creech Air Force Base using the FID 09, Sub FID 30, based on CMS cases from the personnel office. Personnel also notified DFAS, via CMS case, to stop the entitlement.

15.6.2.4. Members lost entitlement to Assignment Incentive Pay for assignment to Creech upon departure or reassignment from Creech Air Force Base, Absent without leave or confinement.

15.6.3. Remotely Piloted Aircraft**.** Pilots and sensor operators of remotely piloted aircraft are eligible for Remotely Piloted Aircraft incentive pay.

15.6.3.1. Pilots' eligibility was approved on 27 November 2009. Pilots are paid this incentive pay at the rates already established for Aviation Career Incentive Pay, but the entitlement is paid as Assignment Incentive Pay.

15.6.3.2. Sensor operators' eligibility was approved on 29 January 2010. These enlisted members receive Remote Piloted Aircraft incentive pay in an amount equal to the Career Enlisted Flyer Incentive Pay rate and may not receive Remotely Piloted Aircraft incentive pay and Career Enlisted Flyer Incentive Pay at the same time. These members may receive other forms of incentive pays at the same time as Remotely Piloted Aircraft incentive pay (i.e., Creech Assignment Incentive Pay) as long as the total monthly incentive pays under the same law (37 U.S.C. § 307a) do not exceed the statutory limit (currently $3,000 per month).

15.6.3.3. Remotely Piloted Aircraft incentive pay is paid by DFAS using the FID 09 entry, Sub FID 30, Save Pay type "G," and all reflect a pay grade of 09 in the save pay entry. The HARM office identifies members entitled to Remotely Piloted Aircraft incentive pay to DFAS, via CMS case. The HARM also notifies DFAS, via CMS case, when to stop the entitlement.

Chapter 16

AVIATOR RETENTION BONUS

16.1. Purpose. This chapter outlines policy 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 Air Force paid by DJMS-Active Component.

16.3. Qualifications. An aviation officer entitled to aviation career incentive pay (referred to as aviator pay in the Department of Defense Instruction) 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 DOD 7000.14-R, Volume 7A, chapter 20. Further guidance and direction for personnel is contained in AFI 36-3004, *Aviation Bonus (AVB) Program*.

16.4. Organizations. The following identifies the organizations involved in the Aviator Retention Bonus Program:

16.4.1. Air Force/A1PP (Military Force Management (Policy)):

16.4.1.1. Initiates program annually as funding is approved by passage of the National Defense Authorization Act by Congress.

16.4.1.2. Provides eligibility criteria for program.

16.4.2. AFPC/DPALT:

16.4.2.1. Establishes and executes Aviator Retention Bonus Program.

16.4.2.2. Provides instructions to Force Support Squadrons.

16.4.2.3. Maintains the master copy of all Aviator Retention Bonus Program agreements for input to Automated Records Management System.

16.4.2.4. Provides implementation guidance to DFAS and AFAFO-F for dissemination to FMF.

16.4.2.5. Provides initial update of aviator retention bonus to DFAS for input to DJMS.

16.4.2.6. Provides, in writing, via the CMS, to DFAS-Indianapolis, corrections to all updates, start and stop dates, recoupments, or reinstatement of aviator retentions, including medical disqualification.

16.4.3. FMF:

16.4.3.1. Provides customer service to recipient of aviation retention bonus via MMPA inquiries. Direct the member to the local Force Support Squadron if the member's entitlement is not on the MMPA.

16.4.3.2. Provides manual estimate of the member's entitlement based on payment option. No DJMS input is required by the FMF.

16.4.3.3. The FMF personnel are not financial advisors and are not to provide tax or investment advice to customers.

16.4.4. DFAS:

16.4.4.1. Provides annual instructions and current policy information to FMF 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.

16.4.4.2. Generates initial and installment payments based on the effective date the member signed the Aviator Retention Bonus Program agreement.

16.5. Aviator Retention Bonus Format IDs and MMPA Entries. These transactions appear on the MMPA as FID 38 and create Format ID PR payment authorizations.

16.5.1. FID 3803 (ACP Report). DJMS identifies the 38 transaction as Aviation Continuation Pay even though recent guidance refers to it as Aviator Retention Pay. AFPC accomplishes input from 10 to 120 calendar days prior to the effective date. AFPC's actions affects the MMPA as follows:

16.5.1.1. Closes the FID 38 entry effective current month.

16.5.1.2. Creates FID R9 entry. Bonus accumulator which stores information contained in the 3803 transaction.

16.5.1.3. Creates FID PR authorization. Reports, corrects, or cancels an aviator retention bonus payment.

16.5.1.4. Creates future entry.

16.5.1.5. Creates LES remark.

16.5.2. FID 3806 (ACP cancel). AFPC cancels an open aviator retention bonus entitlement. Transaction rejects if an NC (MEMO entry) is not present.

16.5.3. FID 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-Indianapolis only).

16.5.4. FID NC (MEMO entry). Created when the FID 3803 transaction is input 11 to 120 calendar days prior to the effective date.

16.5.5. FID RA (Recoupment). Contains the amount to be recouped from officers who 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.

16.6.1. Example: An aviator who is receiving Aviation Pay (Aviation Career Incentive Pay) on a 5-year Aviator Retention Bonus Program Agreement. Contract start and stop dates are 1 July 2015 and 30 June 2020, respectively.

16.6.2. Option 1 – Agreement allows for 50 percent up-front. Agreement Effective Date is 1 Jul 2015. Total Entitlement would be $125K with $62,500 up front. The remaining $62,500 is paid in annual installments over the remaining 4 years or $15,625 a year before taxes.

16.6.3. Option 2 - annual installments for the period of the agreement. Agreement Effective Date is 1 Jul 2015. Total Entitlement is $125K, with annual installments set at $25K before taxes. **Note:** Federal Income Tax Withheld (FITW) is deducted at the flat rate, according to rate set in current law. State Income Tax Withheld (SITW) (if applicable) is deducted at the current one-time payment rate corresponding to the member's state of legal residence.

Chapter 17

Chapter 18

HARDSHIP DUTY PAY (HDP)

18.1. Description. There are currently two types of HDP; HDP Location and HDP Mission. Both types are payable to both enlisted and officers and limited to no more than $300 in any one month. See DOD 7000.14-R, Volume 7A, Chapter 17, for more specific conditions of entitlement.

18.1.1. HDP Location is paid based on location in the orders/PDS and replaces the old Foreign Duty Pay. (**Note:** Members who arrived PCS at an old HDP Location (Foreign Duty Pay) area before 01/01/02 were entitled to the old HDP Location (foreign duty pay) for that area until PCS departure.) No one remains entitled to the old form of HDP Location (Foreign Duty Pay) – this information is provided for historical purposes only.

18.1.2. HDP Mission is paid at the rate of $150 and is based on the mission the member is performing. The qualifying missions are specified in the DOD 7000.14-R, Volume 7A, chapter 17.

18.2. Source of Input of HDP Transactions (FID 14).

18.2.1. HDP Location is paid by the FMF using 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. If member is entitled to HDP Mission, the entitlement is to be processed as a report (1403); the start doesn't allow duty type of M.

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 Mission.

18.2.2. Process a FID 1401 to start the entitlement when the member arrives in the HDP Location area. DJMS recycles the transaction until the member has been in the designated location for more than 30 calendar days, building an NE memo entry, and pay retroactive to the date of arrival when it comes off recycle. Members who PCS to a designated location are entitled to HDP Location on date of arrival. In Web Defense MilPay Office (WebDMO) process it with code Y in the back to back location field to start the entitlement immediately. The back to back location field is also intended for use when a member has already met the more than 30 calendar day requirement, to eliminate the 30 calendar day recycle.

18.2.3. Process a FID 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 FID 1403 to report the entitlement to either HDP Location or HDP Mission.

18.2.5. Process a FID 1404 to change the entitlement.

18.2.6. Process a FID 1405 to correct the entitlement.

18.2.7. Process a FID 1406 to cancel the entitlement.

18.3. Substantiating Documents.

18.3.1. For HDP Location, use the member's orders (DD Form 1610 or DTS authorization showing an assigned six digit authorization number) assigning them to a qualified area. For HDP Location paid after the fact, as well as for changes/corrections done after the fact, the orders and the travel voucher are required to support the entitlement.

18.3.2. For HDP Mission, use the member's orders to the specific mission.

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 DOD 7000.14-R, Volume 7A, chapter 18. Sea duty pay and career sea pay premium are stopped by processing a Permanent Change Station departure transaction (FID SH03), or upon receipt of a FID 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 is to be input.

19.2. Source of Input. FMFs prepare input for all sea duty pay transactions based on substantiating documentation provided by member's commander or temporary duty travel voucher. FID 27 input.

19.2.1. Start Sea Duty - FID 2701. Opens entitlement on the MMPA.

19.2.2. Stop Sea Duty - FID 2702. Closes the open entitlement and the Career Sea Pay premium entry, if applicable.

19.2.3. Report Sea Duty – FID 2703. Credits member with one-time entitlement for a specific period of time.

19.2.4. Change Sea Duty – FID 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 – FID 2705. Corrects a previous transaction submitted with an error.

19.2.6. Cancel Sea Duty – FID 2706. Cancels sea duty previously input.

19.3. Vessel Categories. There are 3 categories of sea-going vessels which determines the amount of Sea Pay entitled:

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. See **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 FID T2 is a counter that accumulates the member's creditable sea duty time. The sea duty time is used to create a future date for longevity (sea duty time) rate increases. DJMS-AC automatically adds creditable sea duty time from FID 27 entry. This entry remains open and shows total days of sea duty. FID T205 transactions to adjust the FID T2 are restricted to DFAS.

19.4.1. Initial Period of Sea Duty for Member. The initial FID 27 (2701/2703) entry, for a member who has no previous sea duty time, automatically creates the FID T2. DJMS adds the correct amount of sea duty time to the counter.

19.4.2. Adjustments for periods outside Integrated Automation System (IAS). Send details to DFAS for payment via CMS case. DFAS adjusts the sea duty pay and process a FID T205 to

correct the FID T2. The FID T2 adjustment is followed by a FID 2705 transaction that has dates matching the earliest sea pay entry on the MMPA. This initiates the recalculation of pay within IAS affected by the adjustment and creates a new longevity future for sea pay.

19.4.3. Correcting FID T2 for Erroneous Sea Time. Establish a CMS case requesting DFAS process a FID T205 to correct the FID T2. The FID T2 adjustment is followed by a FID 2705 transaction that has dates matching the earliest sea pay entry on the MMPA. This initiates the recalculation of pay within IAS affected by the adjustment and creates a new longevity future for sea pay.

19.4.4. Correcting Previous Sea Pay Entries that are within IAS and are on the MMPA. Process the appropriate FID 27 transactions that adjusts the FID T2, initiates the recalculation of pay within IAS affected by the adjustment, and creates 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 are input with the appropriate vessel category for these members, and DJMS automatically credits sea duty time. When the member is promoted to grade 34, the appropriate rate of pay is 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 are input, with the appropriate vessel category, for these officers and DJMS automatically credits sea time. When the 3 year point is reached, the appropriate rate of pay is 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 are input for these members and DJMS automatically credits 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 between paying and non-paying status as appropriate.

19.8. Substantiating Documents. Use DD Form 114 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. Use travel settlement vouchers to determine periods of entitlement while Temporary Duty.

19.9. 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 calendar day months and use the result to verify the T2 data on the MMPA.

19.9.1. Obtain AF Form 3126, *General Purpose*. Title the form "Record of Sea Duty Performance." Insert these sub-headings:

19.9.1.1. Document Reference

19.9.1.2. Document Date

19.9.1.3. Date Start

19.9.1.4. Date Stop

19.9.1.5. Number of Days

19.9.1.6. Less: Non-creditable

19.9.1.7. Creditable Days

19.9.1.8. Cumulative Days

19.9.2. Complete the AF Form 3126 as follows and file in the Management Case File.

19.9.2.1. Assigned to Sea Duty:

19.9.2.1.1. Document Reference - Enter order number or Military Pay Order number.

19.9.2.1.2. Document Date - Enter date of orders or date of Military Pay Order.

19.9.2.1.3. Date Start - Enter effective date of entitlement start. See DOD 7000.14-R, Volume 7A.

19.9.2.1.4. Date Stop - Leave blank.

19.9.2.1.5. Number of Days - Leave blank.

19.9.2.1.6. Less Non-creditable - Leave blank.

19.9.2.1.7. Creditable Days - Leave blank.

19.9.2.1.8. Cumulative Days - Leave blank.

19.9.2.2. Termination of Sea Duty:

19.9.2.2.1. Document Reference - Enter order number or Military Pay Order number.

19.9.2.2.2. Document Date - Enter date of orders or date of Military Pay Order.

19.9.2.2.3. Date Start - Leave blank.

19.9.2.2.4. Date Stop - Enter last day the member performed duty.

19.9.2.2.5. Number of Days - Subtract date start (of last entry on AF Form 3126) from date stop (inclusive days). Use actual calendar days, not 30-day month.

19.9.2.2.6. Less Non-creditable - See DOD 7000.14-R, Volume 7A, Table 18-1, to determine non- creditable periods of service.

19.9.2.2.7. Creditable Days - Subtract non-creditable days from number of days.

19.9.2.2.8. Cumulative Days - Add creditable days to the previous cumulative days.

19.9.2.2.9. Give member a copy of the completed AF Form 3126 and advise the member to file it with their permanent records to assist the FMF in verifying previous sea duty periods; should they be entitled to sea duty pay again in the future.

19.10. Career Sea Pay Premium Input Format. Prepare Format ID 37 input for entitled members.

19.10.1. Start Career Sea Pay - 3701. Establishes the $100 per month entitlement for an indefinite period.

19.10.2. 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 is programmatically stopped the same date.

19.10.3. Report Career Sea Pay - 3703. Credits member with one-time entitlement and is used only with inclusive dates.

19.10.4. Correct Career Sea Pay - 3705. Corrects a previous action submitted with an error.

19.10.5. Cancel Career Sea Pay - 3706. Completely voids a previous submission.

19.11. Career Sea Pay Tables. See DOD 7000.14-R, Volume 7A, chapter 18, tables 18-1 and 18-4, for conditions of entitlement and the appropriate rate.

Chapter 20

FOREIGN LANGUAGE PROFICIENCY BONUS (FLPB)

20.1. Description. FLPB is a monetary incentive paid to eligible and qualified military members possessing foreign language proficiencies. The objective of the FLPB is to encourage the acquisition, maintenance, and enhancement of foreign language skills vital to national defense. The ability of the Air Force to interact in the international arena and respond effectively to any global contingency mandates the need for qualified personnel to communicate with our allies and the local populations as well as with our adversaries. The FLPB is payable to officers or enlisted members who are certified proficient in a foreign language and who meet the conditions of entitlement outlined in the DOD 7000.14-R, Volume 7A, chapter 19. See AFI 36-2664, *Personnel Assessment Program*, for additional information on FLPB.

20.2. Source of Input. The member's servicing Military Personnel Section submits foreign language proficiency bonus transactions via the Military Personnel Data System. Processed transactions appear in section 6 of the servicing FMF's Daily Transaction Register as FID "02"; partially processed or rejected transactions appear in Section 3. Members' proficiency is to be certified annually by personnel.

20.3. FLPB Skill Levels and Rates. FLPB is payable in several combinations, depending on skill level and modality (reading, listening, and/or speaking). JWMM Table 038 contains the rates payable and a breakdown of the combinations can be found in AFI 36-2664.

20.4. Multiple Language Entitlement. FLPB may be awarded for multiple languages; however, the monthly rate is not to exceed $500 per month for a single language, or $1,000 per month for any combination of languages.

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 DOD 7000.14-R, Volume 7A. Incentive pays include Hazardous Duty Incentive Pay (HDIP), Aviation Career Incentive Pay (ACIP), Submarine Duty Pay, Parachute Duty, Flight Deck Duty, Demolition Duty, Assignment Incentive Pay (AIP), Career Enlisted Flyer Incentive Pay (CEFIP) 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 Incentive Pay (formerly called Aviation Career Incentive Pay), Hazardous Duty Incentive Pay, and Critical Skills Incentive Pay (formerly called Career Enlisted Flyer Incentive Pay) are found in the DOD 7000.14-R, Volume 7A, chapters 22 through 24.

22.2. Source of Input. The HARM Office initiates AF Form 1887, *Aeronautical Order (PA) Aviation Service*, for members entitled to Aviation Incentive Pay or Hazardous Duty Incentive Pay. All aeronautical orders are to show a termination date for non-crew members. The HARM Office establishes a CMS inquiry when a member gains or loses eligibility for flight pay.

22.2.1. Aeronautical Orders or Military Pay Orders supporting the certifying officer's own entitlement are also to be signed by the commander or other designated person who has knowledge of the facts.

22.2.2. Administrative records are maintained at base level to authorize payments and available for review by the General Accounting Office if called for.

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. Aviation Incentive Pay for officers is input by DFAS based on CMS case created by the HARM Office and referred to DFAS for action. Hazardous Duty Incentive Pay for officers is input by finance based on CMS inquiry established by the HARM Office and referred to the FMF for action. Officers: for O-7 and above with over 25 years of officer service who perform qualified aviator duty, start Hazardous Duty Incentive Pay using crew status code 1 based on the current AF Form 1887.

22.3.1.1.1. Code 1 - Identifies a rated officer entitled to Aviation Incentive Pay at rates shown in the DOD 7000.14-R, Volume 7A, chapter 22, Table 22-3 and the DJMS, Table 014. This code provides for programmatic increases or decreases based on the Aviation Service Date/Officer Service Date (TN entry). Continuous Aviation Incentive Pay stops programmatically at the 25-year point, based on the member's officer service date. However, member may be entitled to Conditional Aviation Incentive Pay after that time as determined by the HARM Office.

22.3.1.1.2. Code 2 - Identifies non-rated officer non-crew members entitled to Hazardous Duty Incentive Pay at the rate prescribed by the DOD 7000.14-R, Volume 7A, chapters 22 through 24. An officer in this category can be identified by Aviation Service Code 9C in item 16 of the Aeronautical Order. This type of flight pay automatically terminates upon the member departing PCS.

22.3.1.1.3. Code 3 - Identifies a non-rated officer crewmember. An officer in this category can be identified by the Aviation Service Code 9D in item 16 of the Aeronautical Order. This flight-crew status continues to pay Hazardous Duty Incentive Pay until stopped by appropriate transaction input.

22.3.1.1.4. Code 4 - Identifies Airborne Warning and Control Systems air weapons controllers. An officer in this category can be identified by the Aviation Service Code 9W in item 16 of the Aeronautical Order. This code provides for programmatic increases or decreases based on the Airborne Warning and Control Systems experience date.

22.3.1.1.5. Code 7 – Identifies

22.3.1.2. Enlisted:

22.3.1.2.1. Code 1 - Identifies an enlisted crewmember, Aviation Service Code 9D on the Aeronautical Order. The rates payable are shown in the DOD 7000.14-R, Volume 7A, chapter 22, Table 22-1. This type of flight pay continues until stopped by appropriate transaction input.

22.3.1.2.2. Code 2 - Identifies an enlisted non-crewmember, Aviation Service Code 9C, paid at the rates shown in the DOD 7000.14-R, Volume 7A, chapters 22 through 24. This type of flight pay automatically terminates upon separation or PCS departure.

22.3.1.2.3. Code 4 - Identifies Airborne Warning and Control Systems air weapons controllers. A member in this category can be identified by Aviation Service Code 9W in item 16 of the Aeronautical Order. This code provides for programmatic increases or decreases based on the Airborne Warning and Control Systems experience date.

22.3.1.2.4. Code 6 – Identifies members receiving Critical Skills Incentive Pay. Enlisted Flyer Incentive Pay cases are established by the HARM Office and sent directly to DFAS for processing. See **paragraph 22.6** below for information on Critical Skills Incentive Pay.

22.3.1.2.5. Code 7 – Identifies members receiving Conditional Critical Skills Incentive Pay. Conditional Critical Skills Incentive Pay cases are established by the HARM Office and sent directly to DFAS for processing. See **paragraph 22.6** below for information on Critical Skills Incentive Pay.

22.3.2. Aviation Service Date/Officer Service Date. These dates dictate the rates payable to rated officers entitled to Aviation Incentive Pay. To pay the entitlement correctly, the Aviation Service Date/Officer Service Date is to be in an open TN entry on the MMPA or in the 1201 (start) or 1203 (report) transaction.

22.3.3. Airborne Warning and Control Systems Experience Date. This date, in addition to the grade, determines the rate payable to members entitled to Hazardous Duty Incentive Pay.

22.3.3.1. The Airborne Warning and Control Systems experience date is the first day of training in career field G17XX. Use the Temporary Duty orders (DD Form 1610 or DTS authorization showing an assigned six digit authorization number) assigning the member to Airborne Warning And Control Systems training to establish the original Airborne Warning And Control Systems experience date. If the officer changes from career field G17XX and is no longer eligible for Airborne Warning and Control Systems, and at a later date reenters the G17XX career field, the Airborne Warning and Control Systems experience date is re-computed by the AFPC and a new date is input to change the date in the TN entry.

22.3.3.2. The Airborne Warning and Control Systems experience date is not re-computed if member performs other than Airborne Warning and Control Systems duty for less than 90 calendar days.

22.3.3.3. If member performs primary duties other than Airborne Warning and Control Systems duty for more than 90 calendar days, the date is re-computed. For example, original AWACS experience date is 151001 and member does not perform primary AWACS duty for 4 months and 16 days. The new Airborne Warning and Control Systems experience date becomes 160217.

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 Aviation Service Date/Officer Service Date (TN entry) on the MMPA. If no TN entry has been established on the MMPA, the Aviation Service Date/Officer Service Date in the start transaction creates a TN entry on which to base rates. When the Aviation Service Date/Officer Service Date is in the transaction and the MMPA shows a TN entry established by the AFPC, the transaction dates are ignored. The start transaction creates a "future" to update the Aviation Incentive Pay based on the Aviation Service Date or Officer Service Date, whichever applies.

22.4.2. Start Flight Pay for Officers - Crew Status 3. This transaction establishes Hazardous Duty Incentive Pay at the rates shown in the DOD 7000.14-R, Volume 7A, chapters 22 through 24. This transaction does not require the Aviation Service Date/Officer Service Date. 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 Hazardous Duty Incentive Pay at the rates shown in the DOD 7000.14-R, Volume 7A, chapters 22 through 24. No Aviation Service Date/Officer Service Date is required. This type of flight pay automatically terminates for both enlisted and officers upon departing PCS.

22.4.4. Start Flight Pay for Enlisted - Crew Status 1. This transaction starts flight pay based on grade as shown in the DOD 7000.14-R, Volume 7A. No futures are established to discontinue the entitlement.

22.4.5. Start Airborne Warning And Control Systems Pay for Members - Crew Status 4. This transaction establishes the entitlement on the MMPA based on the Airborne Warning and Control Systems experience date. If no TN entry has been established on the MMPA, the Airborne Warning and Control Systems experience date in the start transaction creates a TN entry on which to base rates. These rates are shown in the DOD 7000.14-R, Volume 7A, chapters 22 through 24. Also, a management notice UQ03 is sent to the AFPC for their confirmation or correction. When the Airborne Warning and Control Systems experience date is in the transaction and the MMPA shows a TN entry established by the AFPC, the transaction dates are ignored. The start transaction creates a "future" to update the Airborne Warning and Control Systems experience date. Airborne Warning and Control Systems 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 Aviation Service Date/Officer Service Date for Rated Officers (AFPC input). The FID TN05 transaction confirms the dates in the FID 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 FID TN05 transaction, the FID TN05 transaction takes precedence. The Aviation Service Date/Officer Service Date is changed and a CMS item is systematically created and sent to DFAS 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 Aviation Service Date/Officer Service Date for Rated Officers (AFPC input). When a blank FID TN05 is received (meaning member is no longer entitled to Aviation Incentive Pay), 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 FMF. The management notice states: "ASD/OSD entry closed, flight pay stopped end of previous processing month. FID 1205 action may be required to correct stop date."

22.5. Verification of the DJMS and Aviation Resource Management System. Effective 1 June 2018, this verification has been removed from finance as the Host Aviation Resource Management (HARM) office has the requirement in their AFI 11-421, *Aviation Resource Management*, to complete their own verification.

22.6. Workaround Procedures for Critical Skills Incentive Pay (Formerly Career Enlisted Flight Incentive Pay).

22.6.1. Background: Critical Skills Incentive Pay was implemented as a new entitlement for enlisted members, as of 1 October 1999 and later changed to Critical Skills Incentive Pay in Oct 2017. 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 and is a prorated entitlement. The law does not allow most Critical Skills Incentive Pay members to receive SDAP along with the Critical Skills Incentive Pay. However, there was a provision in the law to entitle members to save pay for the SDAP they were receiving at the time Critical Skills Incentive Pay was implemented; the save pay was eliminated in February 2003 for members who were converted to Critical Skills Incentive Pay in 1999. Members whose specialty codes were converted to Critical Skills Incentive Pay 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. See DJMS Table 115 for current rates.

22.6.3. Headquarters Air Force/XOOT identified all current career enlisted aviators, authorized to receive this entitlement, to DFAS along with their aviation service dates. Be mindful that there are still members entitled to the old Hazardous Duty Incentive Pay and these rates are found in JWMM Tables 003 and 004 depending on crew status.

22.6.4. The HARM Office establishes a CMS inquiry for every transaction for members entitled to or receiving Critical Skills Incentive Pay, for a start, stop or change. The substantiating documentation is the Aeronautical Order, which substantiates the start, stop or change. No longer is a DD Form 114 required from the HARM Office when there is an Aeronautical Order issued. There are situations, however, in which a member is not required to have an Aeronautical Order and, in those cases, the CMS item from the HARM Office is the substantiation. The HARM Office establishes the CMS item for payment of Critical Skills

Incentive Program and refers it to DFAS for action. DFAS updates the MMPA and returns the case to the HARM Office for closure.

22.6.5. Workaround for Conditional of Critical Skills Incentive Program. 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 Office is required to monitor these hours. Once the CMS item is established to start Critical Skills Incentive Program on a member, it does not stop until the HARM Office establishes a case to stop it because the member failed to meet the flying hours requirements. The crew status for members receiving conditional Critical Skills Incentive Program is 7 allowing it to be identified separately from regular Critical Skills Incentive Program.

22.6.6. The FMFs are required to produce entitlement verification reports in January, April, July and October at a minimum, as well as upon request by the HARM Office. The entitlement verification reports can be produced either from offline or the Defense Military Pay Office. Once the report is produced, provide a copy of the listing to the HARM Office. The HARM Office validates the entitlement and annotate discrepancies on the report, before returning it to the FMF. Request that the HARM Office include the Aviation Service Date, 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 Office, look at the amount of the Critical Skills Incentive Program the member is receiving, using the Aviation Service Date to dictate the correct amount, and determine what action is needed. Get appropriate supporting documentation from the HARM Office and ensure the necessary adjustments are made. Maintain a copy of the entitlement verification report 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.

Chapter 23

PARACHUTE DUTY, FLIGHT DECK DUTY, DEMOLITION DUTY, EXPERIMENTAL STRESS DUTY AND OTHER INCENTIVE PAYS

Section 23A—Parachute Duty

23.1. Description. The DOD 7000.14-R, 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 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 FMF prepares start and stop transactions based on AOs received from the HARM Office. 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. To ensure that a member's duties have not been changed, a listing of members receiving parachute duty pay, prepared by the FMF, is reviewed and verified quarterly by the HARM Office. There is no requirement for the FMF to maintain a copy of the listing. However, if changes are required, the FMF processes the changes based on certification by the HARM Office and the certified document becomes a source document and should be handled accordingly.

Section 23B—Flight Deck Duty (Flight Deck Hazardous Duty Pay)

23.3. Description. The DOD 7000.14-R, Volume 7A, chapter 24, describes entitlement to incentive pay for flight deck duty. Flight Deck Hazardous Duty Pay 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 FMF prepares start transactions based on special orders assigning a member to flight deck duty. Other actions are substantiated by a DD Form 114. Flight Deck Hazardous Duty Pay is found on the MMPA as FID 11. To ensure that a member's duties have not been changed, a listing of members receiving flight deck duty pay, prepared by the FMF, is reviewed and verified annually by the member's commander. There is no requirement for the FMF to maintain a copy to this listing. However, if changes are required, the FMF processes the changes based on certification by the commander and the certified document becomes a source document and should be handled accordingly.

Section 23C—Demolition Duty

23.5. Description. The DOD 7000.14-R, 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 letter prepared by the unit commander as the source document, the FMF processes the DJMS transactions. Demolition duty pay is found on the MMPA as FID 10. To ensure that a member's duties have not changed, a listing of members receiving demolition pay and a certification letter prepared by the FMF, is to be reviewed and verified annually by the member's commander. FMF suspense the item for 30 calendar days and maintains a copy of this listing and certification letter per normal documentation retention. If changes are required, the

FMF processes the changes based on the certification by the commander and the certified document becomes a source document and should be handled accordingly.

Section 23D—Experimental Stress Duty

23.7. Description. The DOD 7000.14-R, 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 FMF prepares DD Form 114 and input for all experimental stress duty transactions based on assignment orders from the member's unit. Experimental stress duty is found on the MMPA as FID 16. To ensure that a member's duties have not been changed, a listing of members receiving experimental stress duty pay, prepared by FMFs, is reviewed and verified annually by the member's commander. There is no requirement for the FMF to maintain a copy of this listing. However, if changes are required, the FMF processes the changes based on certification by the commander and the certified document becomes a source document and should 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 DOD 7000.14-R, Volume 7A, chapter 24 describes entitlement to incentive pay for duty involving the above types of duty.

23.10. Source of Input. The FMF 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 FMF. 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 FMFs, is reviewed and verified annually. There is no requirement for the FMF to maintain a copy of this listing. However, if changes are required, the FMF processes the changes based on certification by the commander and the certified document becomes a source document and should be handled accordingly.

23.11. Workaround Procedures for Hazardous Duty Incentive Pay for use of Ski- Equipped Aircraft on the Ground in Antarctica or on Arctic Ice-Pack.

23.11.1. A member, who is entitled to basic pay and participates 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, is authorized hazardous duty incentive pay. The appropriate Commander certifies 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 FID 1603 transaction to report the entitlement (pays after the fact) with a stress-duty-pay- type-code of '1'. Once the FID 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.

Table 23.1. Waiver of Jump Requirement – Incentive Pay – Parachute Jumping Duty.

RULE	If a member	then FMFs receives from Financial Management Office	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 FMF 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	
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 is to be certified by member's commander.

Note: Only the United States Air Force Chief of Staff, commanders of major commands, or commanders of 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	To	the FMF 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	HARM Office
2	certify for parachute jumping pay based on jumps over 12-month period, or to waive minimum jump requirements	DD Form 114	
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	
11	stop incentive pay for periodic nonperformance when member retains parachute duty assignment	DD Form 114 instructing FMF 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 36-2664).
4. When incentive pay is stopped under provision of rule 12 and member retains parachute jumping duty assignment, DD Form 114 is issued to FMF to restart incentive pay for month in which member again meets performance requirement.
5. Squadron commander informs FMF 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 To	B FMF receives	C 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 FMF 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. Defense Joint Military Pay System 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 FMF 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 FMF when member fails to meet performance requirements.

"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 To	B FMF 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 FMF 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 FMF 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, *Air Force Physiological Training Program*). Hospital starts paper work.

b. Engaged in one or more qualifying stress experiments as certified by head of the laboratory or designee (designee is to 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 FMF 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 of authorized medical authority)

Chapter 24

ALLOWANCES – GENERAL

24.1. Description. An allowance is defined in the Definitions of the DOD 7000.14-R, 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 DOD 7000.14-R, Volume 7A, chapters 25 through 31. BAH and Overseas Housing Allowance (OHA) entitlements are contained in the Joint Travel Regulation (JTR), chapter 10.

24.2. Determination. Responsibility for determination of entitlement to the various allowances rests with AF/A1P.

Chapter 25

BASIC ALLOWANCE FOR SUBSISTENCE (BAS), MEAL CHARGES, AND FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE

25.1. Description. Reference the DOD 7000.14-R, Volume 7A, Chapter 25. Effective 1 January 2002, all enlisted members, after completing basic military training, are entitled to BAS on a permanent basis. BAS for basic trainees starts on the date of departure from Basic Military Training and is payable based on a 30-day month. The 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 are to 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. Essential Station Messing is the messing declared by the base commander responsible for single government quarters and the messing facility. Essential Station Messing should be applied uniformly for all enlisted members who are permanently assigned to single government quarters.

25.2.1. Exceptions**:** Exceptions to applying Essential Station Messing uniformly to enlisted members may be made only when assigned duties prevent a member from being able to eat more than 20 percent 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 percent) = 72 meals

25.2.1.2. 90 meals (20 percent) = 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 Essential Station Messing and allow Basic Allowance for Subsistence without deduction. Commanders are required to demonstrate that members not subject to Essential Station Messing are missing meals due to assigned duties on a consistent basis. The AF Form 220, authorizing BAS, must be signed by the member's commander, and sent to the installation commander, or support group commander responsible for the dining facility, for approval to receive BAS without meal deductions **(T-1)**. A member, grade E6 or below, who is not assigned to unaccompanied government quarters may be authorized BAS by the member's commander without requiring installation/support group commander approval **(T-0)**.

25.2.2. Meal Collections: Effective 1 January 2002, FIDs DN01/DN03 (start/report meal deductions) are used to collect discounted meal charges instead of requiring a FID DS01 on a monthly basis. The FID DN01/DN03 transaction is used for those members on BAS who eat in the dining facility and do not pay for meals at point of sale. For more on the FID DN transactions, see **paragraph 25.8** Certain assignments may require collecting payment from the member's account for meals the United States government furnishes (i.e., essential station messing, essential unit messing, field duty, sea duty, or group travel). In these situations, payment is to be collected at the discounted meal rate and collections are to be made whether the meals are eaten or not. During the first and last day of this type of assignment, the

member's charge is to 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 Essential Station Messing status directly to field duty, the 25 percent charge for the first and last day of assignment are not to apply.

25.2.3. Refunding Missed Meals: A member on Essential Station Messing who misses meals due to work schedule conflicts is entitled to a refund for missed meals. A FID PI03 is used to refund meal collections to members who miss meals, due to official reasons, and providing commander's approval has been acquired. Use a DD Form 1475, BAS – Certification, as the source document for missed meals. For more on the PI transaction, see **paragraph 25.9**

25.2.4. PCS Status: When an enlisted member departs PCS, BAS continues to be paid and daily meal charges are not collected. The PCS departure transaction (FID SH03) stops meal collections on the day prior to departure. Conversely, when an enlisted member arrives on station via PCS (FID SG03), process a FID DN01 to start meal collections on the day of arrival if Essential Station Messing is applicable at the new PDS.

25.2.5. Regular Temporary Duty Status: Process a FID DN02 to stop meal collections when a member's regular Temporary Duty status starts and a FID DN01 when the member returns to the PDS.

25.2.6. Leave: Members on leave are entitled to BAS without collection of meal charges. The DJMS automatically stops the Meal Deductions the day prior to the leave start and restart them the day after returning from leave.

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" date is entered. The Verbal Order of the Commanding Officer date is the date the entitlement was originally authorized. The AF Form 220, authorizing BAS, must be signed by the member's commander, and sent to the installation commander, or support group commander responsible for the dining facility, for approval to receive BAS without meal deductions **(T-1)**.

25.2.7.1. If the claim is within 90 calendar days of the effective date and the original approving authority, usually the Unit Commander, remains unchanged, the AF Form 220 is prepared and routed as stated in paragraph **25.2.7**

25.2.7.2. If the claim extends beyond a period of 90 calendar days, or if the original approving authority has changed, the AF Form 220 is prepared and approved/signed by the Wing Commander **(T-1)**.

25.2.8. Accession Pipeline. Members in the accession pipeline are not entitled to BAS without deducting meal charges but, since their records are coded as being in a PCS status (LC = 9999), the DN does not process. Waiting until these members arrive at their first permanent duty station to process the DN01, retroactive to the date of departure from Basic Military Training, imposes a financial burden on them. The finance office at each training location (permanent duty location based on PCS orders) processes a FID SG03 to gain the member which allows the FID DN01 to process and give the member access to myPay during his/her time at that location. For members that are on Temporary Duty in route to a Permanent Duty location on PCS orders, they are not gained at the Temporary Duty location and a FID DN01 is not

processed for the time at the Temporary Duty location. These members are in a pipeline status and thus they are not receiving Temporary Duty per diem which accounts for the meal deductions. Finance is to review the member's entitlements (i.e. BAH, if applicable), to ensure they are not incorrectly impacted by the FID SG03. For members attending technical training at Joint Base San Antonio-Lackland following Basic Military Training, the Joint Base San Antonio-Lackland FMF processes an LC04 in lieu of a FID SG03.

25.2.9. BAS II. Enlisted members on duty at a permanent station and assigned to single (unaccompanied) Government quarters, which do not have adequate food storage or preparation facilities, and where a government mess is not available and the government cannot otherwise make meals available, may be entitled to BAS II. The rate for BAS II is fixed at twice the rate for standard enlisted BAS. Due to the very specific entitlement criteria prescribed for payment of BAS II, the decision to pay BAS II at a location is to be submitted to AFIMSC for review and, if AFIMSC concurs, the request is forwarded to AFAFO-F for routing to SAF/FM for approval.

25.2.9.1. The DJMS-Active Component is not currently programmed to pay BAS II therefore DFAS processes BAS II for eligible members at authorized locations. If your location has been approved for payment of BAS II (see **paragraph 25.2.9** above), create a spreadsheet listing of members assigned to unaccompanied housing on the date BAS II is effective. The spreadsheet is to include the Social Security Account Number, name and effective (start) date for each member. Provide the spreadsheet via encrypted email to AFAFO-F through the AFIMSC. AFAFO-F coordinates with DFAS for mass start of BAS II transactions. The FMFs, using the capabilities in Defense MilPay Office, can mass produce and process the FID DN02 transactions to stop the meal deductions. When the BAS II authorization ends, FMFs notifies, via encrypted email, AFAFO-F through the AFIMSC the date to stop the allowance. AFAFO-F coordinates with DFAS to mass process the BAS II stop transactions. As with starts, the FMFs uses the Defense MilPay Office capabilities to mass produce and process FID DN01s to restart meal deductions. For members assigned to unaccompanied housing after the mass starts have processed, FMFs opens a CMS inquiry to the "DFAS AC BAS Issues (FIDs DN/PI)" box. Please annotate in the comments box that the case is for BAS II and include the start or stop date as necessary. The member's BAS entry (FID 40) contains the enlisted BAS rate for the month and the FID 09, FID 56, containing the same dollar amount for a total of 2 times the standard enlisted BAS rate. Similarly, when members terminate assignment to unaccompanied housing, the FMFs generate a CMS inquiry to DFAS as above, to terminate BAS II.

25.2.9.2. When members receiving BAS II are on leave or go Temporary Duty, entitlement to BAS II stops. When that happens, the FMFs creates a FID DQ01, FID 40, for the period of leave or Temporary Duty. Of course, in those circumstances, members continue to be entitled to regular enlisted BAS. **Note**: If the FMFs attempts to pay BAS II and does not have approval, DFAS should return the case and include a statement that the FMFs get authority from the AFIMSC and AFAFO-F before payment of BAS II can be made.

25.2.9.3. When entitlement to BAS II stops because a member departs PCS or moves off-base, the FMFs establishes a CMS case to the "DFAS-AC BAS Issues (FIDs DN/PI)" box requesting the entitlement be stopped **(T-1)**.

25.2.10. Accommodation of Religious Practices. Per DoDI 1300.17, *Accommodation of Religious Practices within the Military Services*, paragraph 4.b., "Religious beliefs are to be included as a factor for consideration when granting separate rations." Paragraph 4.e., "Requests for religious accommodation are to be resolved in a timely manner and are approved when accommodation would not adversely affect mission accomplishment, including military readiness, unit cohesion, good order, discipline, health and safety, or any other military requirement." **(T-0)**

25.2.10.1. Supporting documents for Religious Practice consideration should include a letter from the Chaplain **(T-1)**.

25.2.10.2. The letter should include:

25.2.10.2.1. The member's name,

25.2.10.2.2. rank,

25.2.10.2.3. and religion of member.

25.2.10.2.4. The letter should state what dietary concerns relate to the religion and that the Dining Facility is not able to meet those needs.

25.3. Review of BAS. Verification of BAS authorizations is performed semi-annually. This verification, as determined by the unit, is to be within, and no later than, 6 months of the last verification. For verification purposes, the FMFs provides unit commanders with a listing, identifying members who are having meal charges systematically collected from their pay. The Defense MilPay Office is used to prepare the listing, using the following instructions:

25.3.1. From the Defense MilPay Office, 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. There is an option of printing it or saving it to a file. After the verification list is created, send it to the unit. The FMFs is required to retain a copy of this listing until the next verification is accomplished. See Air Force Manual 65-116, V2, *Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO*, Chapter 6.

25.3.6. Upon receipt of the annotated verification listing from the Commander, use the annotated listing, along with the DD Form 114 or the AF Form 220, as the source document to take the necessary action on the member's pay record.

25.4. Substantiating Documents:

25.4.1. Prepared outside the FMFs. (See Air Force Manual 65-116, V2, Chapter 6.):

25.4.1.1. DD FORM 114.

25.4.1.2. AF Form 220.

25.4.1.3. DD Form 1475.

25.4.1.4. AF Form 594, signed by housing office or billeting official. The AF Form 594 is acceptable as a source document to start or stop meal deductions only when a member is assigned to, or terminates assignment to, single-type government quarters. Housing or billeting office completion of the block titled "Housing Office or Billeting Official Non-Availability/Assignment/Termination of Quarters" is required in order for the AF Form 594 to be used as source document for DN transactions.

25.4.2. PCS Travel Voucher.

25.4.3. Accession Orders, College Senior Engineering Program. 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. If member's orders state that member is entitled to BAS, it can be started using the orders as source document.

25.4.5. Temporary Duty orders (DD Form 1610 or DTS authorization showing an assigned six digit authorization number) and paid travel vouchers.

25.4.6. The DTS management information system Enlisted BAS Report. The DTS guide requires that this report be run and worked no less than weekly. Depending on the number of DTS vouchers processed at a base, the frequency of running and working the report may need to be increased to allow timely review/pay action.

25.5. FMF Actions: The FMFs prepares and submits input for all BAS transactions, based on substantiating documents received from the member's unit and the travel section. A FID 40 is used to pay BAS.

25.5.1. Regular BAS (FID 40):

25.5.1.1. Start (01): Initiates entitlement payment and creates an open FID 40 entry on the MMPA. BAS types of O or S are to be used.

25.5.1.2. Stop (02): Stops entitlement and closes an open FID 40 entry on the MMPA.

25.5.1.3. Report (03): Pays BAS for a specified period of time and contains inclusive dates.

25.5.1.4. Change (04): Changes the type of BAS being paid and can be used instead of a FID 4001 to start BAS entitlement. The start date has to 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. Contains 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 Essential Station Messing, meal collections are initiated using a FID DN01. If a member is assigned to single type government quarters and not assigned to Essential Station Messing, do not process a FID DN transaction. The PCS arrival transaction (FID SG03) to bring the member on station does not automatically initiate daily meal collections, consequently, the FID DN01 is to 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 Essential Station Messing upon arrival at their permanent duty station. Commanders retain the authority to remove a member from Essential Station Messing if it is determined to be in the best interest of the member and the Air Force.

25.5.4. Per AFI 32-2001, *Fire Emergency Services Program*, to meet response time standards, firefighters are required to be in a ready-response position at their assigned fire station and therefore authorized to mess separately.

25.5.5. Per AFI 11-421, paragraph 5.12.1, qualified Career Enlisted Aviators assigned to a flying squadron that are required to perform flight and ground duties are authorized BAS due to assigned duties, unusual work hours, alert status, crew rest, or pre and post mission duties.

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 **paragraphs 25.6.1.1.1**, **25.6.1.1.2**, or **25.6.1.1.3** below, create a CMS and refer to DFAS to stop BAS, stating the appropriate reason. When the member is no longer assigned to the applicable category, create a CMS inquiry to DFAS requesting the member's BAS be started. Reference the DOD 7000.14-R, Volume 7A, chapter 25, table 25-1.

25.6.1.1.1. When an 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. When officer is furnished subsistence (in cash or in kind) as the result of a fellowship or grant under provisions of AFI 36-2906, *Personal Financial Responsibility*, or

25.6.1.1.3. When 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. When an officer is in a group travel status, or serving on field duty, sea duty or essential unit messing, charges for available meals are collected in one of the following ways:

25.6.1.2.1. Cash collection, or

25.6.1.2.2. Process a FID DN03 to collect meal charges for the time serving on field duty, sea duty, essential unit messing, or while in group travel status.

25.6.1.2.3. 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 is made at the BAS rate based on the DD Form 114 from the corrections facility. The appropriation reimbursed for this collection is 57(*)3500 32(*) 561.01 525725. (See DOD 7000.14-R, Volume 7A, table 25-1, rule 12,) **Note**:

Replace * in the appropriation with the single digit designator for the current fiscal year.

25.6.2. Enlisted BAS is started when member finishes Basic Military Training, effective on the date of graduation or departure from Lackland AFB.

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, Absent Without Leave, 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 departure from basic training.

25.7.2.2. Stop BAS. Process final separation message.

25.7.2.3. Suspend and restart BAS. Suspend by processing: Absent Without Leave or deserter message, and sometimes confinement transaction. Restart with message returning member to a status for which BAS is payable.

25.7.2.4. Payment or collection of BAS II. See **paragraph 25.2.9.1** above.

25.7.3. BAS Rate Change. The DJMS-Active Component adjusts accounts of all members receiving BAS when an Office of Secretary of Defense rate change is received.

25.8. Collection of Meal Charges (FID DN): To collect meal charges, input a FID DN transaction. Meals are collected at a set rate per day. Certain assignments may require collecting payment from the member's account for meals the United States Government furnishes (i.e., Essential Station Messing, Essential Unit Messing, field duty, sea duty, or group travel). In these situations, payment is to be collected at the discounted meal rate and collections are to be made whether the meals are eaten or not. Members performing duty at an ashore installation (not field duty or Essential Unit Messing, or group travel) and not assigned to Essential Station Messing are entitled to BAS and may use the appropriated fund 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 are 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 Essential Station Messing 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 FID 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, or to the first day after the leave ends. The system considers any

other status change to create a break in the FID DN. Example: a member enters an Absent Without Leave status on January 12, 2015 and returns to a duty status on January 15, 2015. The system stops the FID DN effective January 11, collecting for meals for that day at 25 percent of the daily rate. Meal collections resume after a new FID DN01 is submitted. The first day of a new start period collects at 25 percent.

25.8.2. The system does not accept a FID DN01 (start) or a FID 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 FID DN01 or input the FID DN03 (report), and then re-input the leave. These transactions should all be in the same update. The system suspends collection for the leave period and the end result is the correct collection amount for meal charges.

25.8.2.1. Start (01). Creates a variable open FID DN entry. There can only be one open FID 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 FID DN entry, stops the meal charge collection, and moves the closed FID DN to history.

25.8.2.3. Report (03). Collects meal charges for the specified period and creates a history FID 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 FID PI entries with dates within the start and stop date of the FID DN entry, the FID PI entries are also to 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 takes place prior to the report or start process. May be used for an open or history FID 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 are collected retroactively. There are three options for accomplishing these retroactive collections:

25.8.3.1. Submit a FID DN01 with the retro date. This creates a sizeable meal charge for the period of uncharged days. Please note, once the FID DN01 is submitted, the system collects the whole FID DN amount all at once from the member's pay. If the member's net pay is not enough, the Net Pay is fully collected and a FID DW Debt is established which collects when any type of funds become available on the MMPA.

25.8.3.2. Submit a FID DN03 for each month (i.e. FID DN03 for 1-31 Jan, 1-28 Feb, etc.). This process requires multiple inputs by your office and manual tracking of the amount collected/amount due, but prevents the large collection from one paycheck and provides a better audit trail.

25.8.3.3. Calculate the actual meal charge amount and submit a FID DS01, type 9, for the meal charge, prorating the collection amount, using the D company code of the FMFs 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 FID DN and, if there was a later requirement to refund some part of the collected amount, the FID PI03

would not process because there would be no FID DN on the record. This is, however, the best course of action, if the FID DN03 for each month of the period is not input, when a member has been in a PCS status for some time; otherwise, the FID DN collects the entire period at once, potentially causing financial hardship for the member. See **paragraph 25.2.8** above for action to take when the duty location is a pipeline training location.

25.8.4. Refund of Over-collected Meal Charges. This paragraph applies when a FID DS was used to collect meal charges. Over-collections due to failure to stop the FID DN are refunded when the retroactive FID DN02 is processed. Members who merely missed meals are taken care of by processing the FID PI03 (see **paragraph 25.9** below).

25.8.4.1. Members who had too much money collected as meal charges are entitled to a refund of the over collection. The refund comes from the line of accounting that received the funds.

25.8.4.2. There are two options for getting the money back to the member. The processing in **paragraph 25.8.4.2.2** below provides the best audit trail.

25.8.4.2.1. Verify the Line of Accounting from which the debt was collected into when the Company Code check was collected. Pay the member out of that line of accounting on an S voucher, or a P voucher. Since the line of accounting is not 510/530, there is no DJMS transaction posted.

25.8.4.2.2. Post the refund to the MMPA. The SF 1081, *Voucher and Schedule of Withdrawals and Credits*, debits the account the collection was posted to, and credits 3500 funds, project 530. Process a FID C903 total card and a FID C203 detail transaction in the DJMS using the voucher number for the collection side of the SF 1081. The FID C203, if coded correctly, does not post as a cash collection against a debt, but posts as a refund to the member's pay. This is the preferred method of doing the refund, providing the necessary audit trail of the payment. If the member comes in 6 months later claiming meal charges were erroneously collected, the MMPA reflects the refund, citing the voucher number of the SF 1081, which should provide a full explanation of what happened.

25.9. Missed Meals Refunds (FID PI): FID PI entries are posted as history entries on the record. There may be multiple FID PI entries for any one FID DN entry.

25.9.1. Report (03). Creates a history FID PI entry. **Note**: There is to be a corresponding FID DN entry on the MMPA.

25.9.2. Correct (05). Cancels an existing FID PI entry and creates a new closed entry as appropriate.

25.9.3. Cancel (06). Cancels a corresponding FID PI entry.

25.10. Family Subsistence Supplemental Allowance: Effective 1 May 2001, Air Force members may apply for Family Subsistence Supplemental Allowance, a non-taxable supplemental subsistence allowance. Members submit the application through the MilConnect website. The website is, **https://milconnect.dmdc.osd.mil/milconnect/public/faq/Family_Assistance-FSSA** and then select the Apply for FSSA link.

25.10.1. Members arriving PCS. When a member arrives PCS, the gaining FMF is responsible for notifying DFAS, via the CMS, of the date arrived on station. The DFAS stops the Family

Subsistence Supplemental Allowance 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 **paragraph 25.10**

25.10.2. Promotions. When a promotion is processed on a member who is receiving Family Subsistence Supplemental Allowance, DFAS stops the allowance effective the day prior to the effective date of the promotion. If the member questions why the allowance stopped, direct them to the MilConnect website for information concerning reapplication. The member may reapply/re-certify based on new rank and income levels through the same process discussed in **paragraph 25.10**

25.10.3. Re-certification. Re-certification follows the same procedures as initial application. Members re-certify under the following circumstances (if member participates in other income assistance programs, notification of those agencies is necessary as well):

25.10.3.1. Annually. Members are required to re-certify their Family Subsistence Supplemental Allowance entitlement during the period from the 30 calendar days prior to 1 February to 30 calendar days after 1 February.

25.10.3.2. Any change to household. An increase or decrease to household size may affect amount of entitlement.

25.10.3.3. When the monthly income increases by $100 or more, as compared to the current certified amount. Increases in income less than $100 per month do not affect entitlement.

25.10.3.4. When promoted, eligibility for the allowance terminates. See **paragraph 25.10.2** above. Members may certify again to restart entitlement to Family Subsistence Supplemental Allowance.

25.10.3.5. When a member goes PCS, Family Subsistence Supplemental Allowance is terminated the day prior to the date member officially checks into the new duty station. See **paragraph 25.10.1** above.

Chapter 26

BASIC ALLOWANCE FOR HOUSING (BAH)

26.1. Introduction. The JTR defines the various types of BAH payable to a member. In general, BAH provides members a monthly allowance for their housing needs. BAH consists of regular BAH, Partial, Transit, BAH-Difference, BAH-Reserve Component, Overseas Housing Allowance (OHA), Family Separation Housing (FSH)-Overseas, and Family Separation Housing-BAH.

26.1.1. Partial BAH formerly called Partial Basic Allowance for Quarters.

26.1.2. BAH consists of the former allowances known as Basic Allowance for Quarters and Variable Housing Allowance.

26.1.3. BAH-Transit was established on January 1, 2006.

26.1.4. BAH-Difference, formerly called Basic Allowance for Quarters-Difference.

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 Variable Housing Allowance and FSA-Type I (**paragraph 26.28**).

26.1.8. BAH-Reserve Component 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 percent of these costs. See the JTR, 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 DJMS Table 019. Partial BAH is processed using FID 35.

26.2.2. BAH. BAH 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, to include Hawaii and Alaska.

26.2.2.1. BAH rates are based upon grade, dependency status (with or without dependent) and each location. These rates are developed from housing data collected from the uniformed services under the auspices of the Defense Travel Management Office. 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. Each grade and dependency status within a Military Housing Area is assigned a BAH rate. If a member feels the BAH 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:

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 FMF, to the appropriate AFIMSC, and from the AFIMSC to Headquarters United States Air Force/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews, MD 20762- 6604. The AFIMSC should also send an informational copy to Air Force/A7CAH, 1260 Air Force Pentagon, Washington DC 20330-1260 or **AFILEH.Workflow@pentagon.af.mil**.

26.2.2.2. BAH rates are found in the DJMS Table 59; DJMS Table 61 is to be used first to acquire the Military Housing Area Index number for a particular location.

26.2.2.3. The BAH rate payable is typically based upon the location of the member's PDS. For a member with dependents, the rate payable for dependents may be based on the Military Housing Area where the dependents reside; see the JTR, chapter 10, for complete details. BAH is processed using FIDs 35 and 68.

26.2.3. BAH-Transit. BAH-Transit 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-Transit 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- Transit is processed using FID 35. BAH-Transit is paid to members in a travel status on a PCS when:

26.2.3.1. The member's losing PDS is located outside the United States (other than Alaska or Hawaii) and member was accompanied at the PDS;

26.2.3.2. The member is in the accession pipeline, which includes Reserve Officer Training Corp, Air Force Academy graduates, and Officer Candidate School, and travel is between Initial Entry Training sites to the first PDS.

26.2.4. BAH-Difference. BAH-Difference is designed for members who live in unaccompanied personnel housing (barracks or dormitories), pay child support and have no other qualifying dependent(s). Members are entitled to receive BAH- Difference as long as the support amount paid is at least the amount of the BAH-Difference rate payable for the member's grade. The member's BAH- Difference automatically stops if, due to a mass rate change or the member's promotion, the support amount paid falls below the BAH-Difference rate. BAH-Difference rates are found in DJMS Table 028. BAH-Difference cannot be paid in conjunction with Partial BAH or any of the with-dependents rate BAH or OHA entitlements. BAH-Difference is processed using FID 36 and is only payable to members who are eligible solely by virtue of child support payments who are assigned to unaccompanied personnel housing (dorms/barracks).

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 United States. OHA rates are established by the Defense Travel Management Office, and are based upon the member's grade, dependency status, housing expenses and the location's adequate housing costs. See the JTR (JTR), chapter 10 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 United States and geographically separated from their dependents. Government quarters are not available, dependent travel is not authorized at government expense to either the PDS or a nearby location, and the dependent(s) do not live at or in the vicinity of the PDS. See the JTR, paragraph 10414 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 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 are not available, dependent travel is not authorized at government expense to either the PDS or a nearby location, and the dependent(s) do not live at or in the vicinity of the PDS. FSH-B rates are based upon grade, without dependents and each location's adequate housing costs. See the JTR, paragraph 10414, for actual entitlement provisions and conditions. FSH-B rates are equivalent to the BAH without - dependent rates for the same location. FSH-B rates are found in DJMS Table 59; DJMS Table 61 is to be used first to acquire Military Housing Area Index number for a particular location. FSH-B is processed using FID 67.

26.2.8. BAH-Reserve Component. BAH-Reserve Component 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-Reserve Component is authorized when no other housing allowance (i.e. BAH, OHA) is authorized (**paragraphs 26.27**). BAH-Reserve Component 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-Reserve Component 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. Additional guidance. Additional guidance can be found in Air Force Manual 65- 116, Vol 2, DJMS (DJMS) Unit Procedures Excluding FMFs.

26.3.1. DFAS-Indianapolis/JFLTBA reviews:

26.3.1.1. Relationship or dependency determination (**paragraph 26.7**)

26.3.1.2. Secondary dependent BAH dependency re-determination (**paragraph 26.8**)

26.3.2. Air Force Installation Mission Support Center duties include:

26.3.2.1. Establishment of procedures for command unique programs

26.3.2.2. Re-consideration of BAH 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**)

26.3.2.6. Distribution of the BAH/ Automated Civil Engineer System Quarterly Reconciliation (**paragraph 26.10** and **26.11**) **Note**: – The Housing Office has transitioned to a new system and these reports cannot be pulled until further notice. There is no present get well date.

26.3.3. FMF duties include:

26.3.3.1. Re-consideration of BAH 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 – primary dependents (**paragraph 26.7**)

26.3.3.5. Secondary dependent BAH dependency re-determination – process as directed by DFAS (**paragraph 26.8**)

26.3.3.6. BAH recertification (**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 Temporary Lodging Facilities (**paragraph 26.13)**

26.3.3.11. Additional FMF Requirements (**paragraph 26.33**)

26.3.4. Mission Support or Civil Engineering Commander, Re-consideration of BAH rates (**paragraph 26.2.2.1**)

26.3.5. Housing Management Office, with the Facility Manager, duties 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, with the Facility Manager, duties 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 (**paragraph 26.13**)

26.3.7. Unit Commander should:

26.3.7.1. Re-consideration of BAH rates (**paragraph 26.2.2.1**)

26.3.7.2. Substantiating document preparation/certification (**paragraph 26.5**)

26.3.7.3. Provide verification of single-type quarters assignments (**paragraph 26.11**)

26.3.8. Member should:

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 recertification (**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. AF Form 594.

26.4.1.2. Department Of Defense Form 114, *Military Pay Order*.

26.4.2. BAH, BAH-Transit, and BAH-Reserve Component, 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 is used to post one-time adjustments; and start, stop or change a member's entitlement in conjunction with DFAS-Indianapolis/JFLTBA dependency determinations.

26.4.3. BAH-Difference. 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-Differential.

26.4.4. OHA. DD Form 2367, *Individual Overseas Housing Allowance* (OHA) Report is used to start, stop or change a member's entitlement.

26.4.5. FSH-O/FSH-B.

26.4.5.1. FSH-O. DD Form 2367 is used to start or change a member's entitlement to FSH-O for members on unaccompanied or dependent restricted tours.

26.4.5.2. FSH-B. AF Form 594, is used to start or change a member's entitlement to FSH BAH for members on unaccompanied tours.

26.4.5.3. DD Form 114 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*.

26.5. Substantiating Document Preparation and Certification. All members immediately notify the FMF and Military Personnel Section of all dependency status changes (marriage, divorce, child support, death, birth, government quarters assignment/termination, etc.) **(T-0)**. Failure to support a dependent, on whose behalf BAH is claimed, results 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 (Title 18 United States Code § 287). **Note**: If a member is uncertain about support requirements, the member should seek advice from the local Staff Judge Advocate. 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. FMF 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 FMF that he/she has gained or lost a dependent, the FMF is responsible for completion of the AF Form 594 and DJMS-Active Component update. If the member is assigned/terminates government quarters as a result of the gain or loss of dependent, housing should provide a certified AF Form 594 as a result of that action.

26.5.1.1.4. All members who do not complete a recertification 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. Housing Management Office 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 FMFs certifies all AF Form 594 applications, except those relationships or dependency claims that require DFAS determination (**paragraph 26.7**) and those done for recertification where there is no change/action needed (see **chapter 32** for recertification requirements) **(T-1)**. Where local procedures allow, the Housing Management Office approval on the form may constitute adequate authorization without FMFs certification.

26.5.2. The DD Form 114 may be prepared by the authorized agency/individual, in place of the AF Form 594 for BAH partial. When using a DD Form 114, the same signature requirements, as found on the AF Form 594, are to be met.

26.5.3. DD Form 139 is prepared by the:

26.5.3.1. Dependent Entitlements Branch, DFAS Indianapolis/JFLTBA, 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 calendar days.

26.5.4. The DD Form 2367 is prepared by the Housing Management Office for all members assigned to a PDS outside the United States upon termination or non-assignment of government quarters **(T-1)**.

26.5.5. 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.

26.5.6. Dependency Statements and Supporting Documents. A completed AF Form 594 is to be submitted with all supporting documents, and a completed dependency statement as applicable, for BAH entitlement claims. The member and the FMFs are to 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. Not Used.

26.6.1. Dependency claim requirements. These requirements are to 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 is determined at base level with the assistance of the local Staff Judge Advocate (**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 is 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-Difference rate for the member's grade. The signed statement should be submitted in conjunction with the appropriate legal document when the legal document: **(T-0)**

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-Difference rate for the member's grade.

26.6.2.3. Dependent child in member's custody and member's marriage is terminated. The member is to 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 calendar Days. The member needs to provide the original, or a certified copy of the original, court order, decree, written agreement, etc. stating that the child resides with member for more than 90 calendar days. This document is used to start member's BAH at the with-dependent rate, unless member resides in housing. Entitlement can be started at the beginning of the 90 calendar day period. If, after the fact, it is determined that the dependent did not stay the full 90 calendar days, process the stop retroactive to the start date.

26.6.3. Secondary dependency claim requirements (general). The requirements below are for all secondary dependency claims, and are in addition to the requirements outlined in **paragraph 26.6.1**

26.6.3.1. An AF Form 594 accompanies every BAH claim (initial or re-determination) sent to DFAS.

26.6.3.2. Written verification of the dependent's income, from all sources, is required.

26.6.3.3. 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.

26.6.3.4. The appropriate dependency statement is to be completed, signed by member, signed by the dependent or dependent's guardian, and legally 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 DD Form 137-4 for a male member with child born out of wedlock. This form is only used for United States Identification Program card applications; BAH entitlement is determined at the local FMFs (**paragraph 26.6.2**).

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 from a military medical treatment facility. The Medical Sufficiency Statement 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 United States Identification Program card privileges and BAH entitlement. This form is also used for United States Identification Program card applications for incapacitated students **(T-0)**.

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. An in loco parentis relationship exists when a person voluntarily accepts a child (now the member), not their own, into their home and assumes the duties, obligations, rights, and privileges of a parent. The parental relationship is to have existed for a continuous period of not less than 5 years before the member's emancipation **(T-0)**.

26.6.4.6.1. 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 United States Identification Program cards.

26.6.4.6.2. 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 **(T-0)**.

26.6.4.6.2.1. The member and the claimed dependent are to each submit a separate affidavit showing:

26.6.4.6.2.1.1. Name of the member, date of birth and SSN.

26.6.4.6.2.1.2. Full name and date of birth of the claimed dependent.

26.6.4.6.2.1.3. Date the relationship began and the length of time it continued.

26.6.4.6.2.1.4. Name and address of the biological parents during the period

shown in (3) above.

26.6.4.6.2.1.5. Explanation of the circumstances that led to the in loco parentis relationship. If by written agreement, furnish a copy.

26.6.4.6.2.1.6. The affidavit is to 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.

26.6.4.6.2.2. Affidavits from two disinterested persons are to include:

26.6.4.6.2.2.1. Date relationship started.

26.6.4.6.2.2.2. Member's age and the claimed dependent's age on the date the relationship started.

26.6.4.6.2.2.3. Under what circumstances the relationship first began.

26.6.4.6.2.2.4. How long the relationship lasted.

26.6.4.6.2.2.5. Any periods after the relationship started when the member did not live in the claimed dependent's household.

26.6.4.6.2.2.6. The various ways the claimed dependent performed the duties and responsibilities of a parent, such as supervision, education, financial support, etc.

26.6.4.6.2.2.7. 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- Indianapolis/JFLTBA for determination of the validity of the marriage and or retention of payments of BAH already made. The FMFs 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. The DFAS-Indianapolis/JFLTBA performs a review of the relationship and provides written notification to the FMFs 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 FMFs or directly to DFAS-Indianapolis/JFLTBA.

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. FMFs Action. The FMFs or designated representative briefs members during in-processing and recertification regarding entitlement to BAH. The FMFs or designated representative may, when there is reason to question a member's entitlement to BAH, accomplish an entitlement verification to include a review of supporting documentation. When any of the events outlined in 26.6.5.1 occur, the FMFs reviews the member's BAH entitlement(s) for possible start, stop or recoupment action. The FMFs:

26.6.5.2.1. Contacts the member to determine if support is being furnished.

26.6.5.2.2. Informs the member that the JTR, 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 is to be stopped and recouped for the entire period unless the member proves adequate support was provided.

26.6.5.2.3. Reviews all documentation (divorce decree, support agreement, etc.) to determine how much support was required.

26.6.5.2.4. Reviews all documentation (cancelled checks, money orders, affidavits from dependents, allotments, etc.) to determine how much support was actually provided.

26.6.5.2.5. Changes 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 FMFs for primary dependents. In the case of secondary dependent determinations/redeterminations, the FMFs provides the member/retiree the required forms, the helpful hints handout, and the mailing address for DFAS-Indianapolis/JFLTBA (**paragraph 26.7.2** below).

26.7.1. Local FMFs Determinations (Primary Dependents). The FMFs, 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). The FMFs examines the AF Form 594 and supporting documents to ensure that the requirements of **paragraphs 26.6.1** and **26.6.2** are met and a determination of relationship or dependency for BAH purposes can be made. See JTR, chapter 10, Part B, for complete relationship and dependency definitions and rules.

26.7.1.1. Any questions as to the legal sufficiency of such documents should be referred to the local Staff Judge Advocate 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 Staff Judge Advocate determination of legal sufficiency, if appropriate, the FMFs verifies relationship of spouse and children, or both.

26.7.1.3. The FMFs returns the documents (or copies) to member unless, after the local Staff Judge Advocate 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 Determinations (Secondary Dependents). The FMFs provides member/retiree the applicable forms, based upon type of secondary dependent involved, the Helpful Hints pamphlet, and mailing address for DFAS-Indianapolis/JFLTBA, which is DFAS-Indianapolis /JFLTBA, ATTN: Air Force Dependency Determinations, 8899 E 56th St, Indianapolis IN 46249-1200. The member is responsible for sending the application, to include all required supporting documents, to DFAS-Indianapolis for determination. The applications may be for BAH, travel, and/or United States Identification Program card (paragraph 26.6.4) unless otherwise indicated below. Any questionable relationships referred to the FMFs by the Military Personnel Section require dependency determinations before United States Identification Program card can be issued. The following claims require DFAS determination:

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 (United States Identification Program 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 identification card is requested, no dependency determination is sent to DFAS. Member provides documentation to the Military Personnel Section to get or renew the identification card.

26.7.2.5. Ward of the court.

26.7.2.6. In loco parentis (No United States Identification Program card privileges).

26.7.2.7. Legally questionable claims/Purported Marriages.

26.7.3. Upon completion of dependency determination, DFAS-Indianapolis/JFLTBA notifies the member, FMFs, and Military Personnel Section of determination results.

26.7.3.1. When required, a DD Form 139 is completed by DFAS-Indianapolis /JFLTBA and sent to the member's servicing FMFs, to start, stop, or change BAH, as appropriate. Upon receipt of the DD Form 139, the FMFs processes the required update to the member's pay record.

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, the DJMS establishes a debt based on the retroactive nature of the reduction and suspend collection action pending due process. The FMFs provides due process in accordance with **chapter 70** of this regulation and DOD 7000.14-R, Volume 7A, paragraph 500104, prior to processing the DQ20 to resume debt collection.

26.8. Secondary Dependent BAH Dependency Re-determinations.

26.8.1. The DFAS-Indianapolis/JFLTBA 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. On initial applications the member is stating current facts. The approval of an initial claim authorizes the FMFs to start BAH, effective the date DFAS directs, making retroactive payment if required. Although it authorizes the FMFs 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-determinations are also to 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 is due.

26.8.3. The month before the re-determination is due, a letter is sent to the member, by DFAS-Indianapolis/JFLTBA, instructing the member to resubmit the required forms for the dependency test. A copy of this letter is also sent to the servicing FMF.

26.8.4. Member submits his/her re-determination package to DFAS-Indianapolis /JFLTBA.

26.8.5. A member's failure to provide required documents causes with dependent rate BAH to be terminated and the lower rate paid. If a member fails to submit the package by the due date identified by DFAS, a collection letter and a DD Form 139 are sent to the member, advising that a debt has been started, and to the FMFs to start the debt, specifying the period that is to be collected. If the member submits the paperwork after the debt has been posted, DFAS requires a letter from the member's commanding officer. This letter must state the failure to submit the paperwork on time was through no fault of the member and explain the reason for non-response by the member on time, before the debt can be waived and the entitlement retroactively re-established. The letter from the Commander must be included in the redetermination package sent to DFAS-Indianapolis **(T-0)**.

26.8.5.1. Sending the letter to the member fulfills the due process notification. Post the debt and suspend for 30 calendar days upon receipt of the FMFs copy of the letter and DD Form 139.

26.8.5.2. Once due process has been provided and member acknowledges, begin collection at a rate not to exceed 12 months.

26.8.6. An AF Form 594 is required on every re-determination sent to DFAS-Indianapolis/JFLTBA. Failure to include this form could result in collection action.

26.8.7. Upon completion of the re-determination, DFAS-Indianapolis /JFLTBA notifies the member, FMF, and Military Personnel Section of determination results as outlined in **paragraph 26.7.3**

26.9. Recertification. For recertification policy and procedures see **paragraphs 32.3**, **32.4**, and **32.5**

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 AFAFO-F notification that the quarterly BAH reports are available, the Air Force Installation Mission Support Center 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 duty days, the housing office validates the data and submits whatever changes are needed, either to their records, or to the DJMS. If the DJMS requires change, the housing office provides the original AF Form 594 and transmittal log or a new AF Form 594 is 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, the Air Force Installation Mission support Center notifies AFAFO-F that the reconciliation is complete and includes:

26.10.3.1. Number of members overpaid and specific action taken to resolve

26.10.3.2. Number of members underpaid and specific action taken to resolve

26.10.3.3. The date reconciliation was completed

26.10.3.4. How long it took to get the information back from housing office.

26.11. Verification of Single-Type Government Quarters Assignments. To prevent erroneous payments of BAH to members assigned to single-type government quarters, FMFs works with the Housing Management Office to ensure members who are assigned to single-type quarters are receiving partial rate BAH. Members in single-type government quarters are identified on the BAH report and Air Force/A7 has provided instructions to the unaccompanied housing offices to research the records of members identified on the dormitory report.

26.11.1. The dormitory report lists all members who appear on housing's list of dormitory residents. It is filtered to only display members who meet certain criteria. Individuals only appear on this report if ANY of the following are occurring while member is residing in the dormitory; member is not receiving Partial Rate BAH, member is receiving Single Rate BAH, member is receiving BAH Differential Rate, member is receiving housing allowance in the FID 68, and members assigned Military Family Housing at any base. Unaccompanied housing provides the FMFs a copy of the original AF Form 594 or generate a new AF Form 594 with the assignment date if the member resides in unaccompanied housing at the installation. If the

member no longer resides in unaccompanied housing at the installation, FMFs receives an AF Form 594 with the termination date and verifies that the member has been terminated in their system. If the member is shown to reside in housing at another installation, the unaccompanied housing office contacts the housing office at that installation to verify the member's status.

26.11.2. Within 5 duty days, the Housing office chief validates the data and submits changes in BAH authorization, using the original AF Form 594 and transmittal log. If an AF Form 594 does not exist, the action dates on the new AF Form 594 is retroactive to the date BAH payments should have been stopped.

26.12. Dependency Discrepancy Reconciliation. A reconciliation between data contained in the DJMS and the Military Personnel Data System is conducted semi-annually to identify discrepancies. The reconciliation produces two reports that are used to verify members' BAH entitlements. The reports are in Sysout Archive and Retrieval under JFAFSO, Report ID FA0471Q: PCN: UH099C0471 - Officer/Enlisted Dependency discrepancies; and PCN: UH099C081- Mil-Mil BAQ Same ADSN-Central-Site Match (Report No.1).

26.12.1. Receipt of the reports. The reports are made available to each FMFs via the Sysout Archive and Retrieval. The DFAS 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 calendar day suspense date for completion and return to **dfas.indianapolis-in.jfl.mbx.af-majcom-cust-serv@mail.mil** . The FMFs forwards one copy of these reports to the Military Personnel Section for action. These reports are a priority and the discrepancies are to be corrected as soon as possible.

26.12.2. Performing the Review. PCN: UH099C0471. Discrepancies between the Closest Dependent Code for BAH in DJMS-Active Component and the Marital Status Code in the Military Personnel Data System.

26.12.2.1. 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, Military Personnel Data System, neither). For example, if one member is coded with a BAH Closest Dependent Code of A and the Military Personnel Data System 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.

26.12.2.1.1. If an overpayment is suspected, notify the member of the dependency discrepancy in writing and provide a 30 calendar day suspense to correct the discrepancy. If the discrepancy is not corrected within 30 calendar days of notification or the member has not notified the FMF that the discrepancy is being corrected, the FMF reduces the member's BAH to the single rate. When the member provides documentation that the discrepancy has been corrected, the BAH can be adjusted back to the effective date it was reduced, if applicable. Use the notification letter as supporting documentation when processing the correction via the DD Form 114.

26.12.2.1.2. Entries with a Military Personnel Data System Dependency Code of "S" and DJMS Closest Dependent Code of "C" are not valid discrepancies and should be disregarded.

26.12.2.1.3. PCN: UH099C081 Report No. 1. This report identifies possible overpayments of BAH at the with-dependent rate.

26.12.2.1.4. 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-Difference, 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. If a member does not respond to the initial inquiry within 10 calendar days, contact the member's unit. If advised that the member is unable to report to the FMFs (on leave, temporary duty, etc.), request the unit provide an expected return date and establish a suspense to follow-up with member at that time.

26.12.3.2. Minor, non-pay-affecting discrepancies do not require immediate action against the 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 Military Personnel Section to have the necessary changes made, annotate the report accordingly, and count the discrepancy as a Military Personnel Data System error.

26.12.3.4. If member resides in government quarters and his/her Closest BAH Dependent Code is incorrect, prepare and process a Depart of Defense Form 114 with a statement explaining the changes needed, ensure the member's name, SSN, incorrect (current) code and the correct code is included.

26.12.3.5. If the unit advises that the member is NOT unavailable due to mission reasons (Temporary Duty or leave), research the member's latest recertification AF Form 594 (for members with dependents) to be sure it agrees with the entitlement on the pay record. If the member recertified the current entitlement, advise member you are going to change the BAH entitlement to partial if he/she fails to respond within 5 duty days since there is no way to validate the entitlement currently being paid. If the member hasn't come to finance in the allotted time, change the BAH entitlement to partial, with a current effective date. If the member then comes to finance and provides verification of entitlement, update the BAH entitlement accordingly, retro the date it was reduced.

26.12.4. Preparation of Dependency Discrepancy Report. Account for the total number of errors identified by the reports, by category, on the Dependency Discrepancy Report (i.e., DJMS, Military Personnel Data System, 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 Dependency Discrepancy Report. After the reports have been annotated with all discrepancies discovered, the FMFs forwards the Dependency

Discrepancy Report, with the list of names and SSN of those members whose records in Military Personnel Data System require correction, to the Military Personnel Section for action. The Military Personnel Section corrects the Military Personnel Data System records, countersigns the Dependency Discrepancy Report, and returns it to the FMFs. Upon receipt of the Dependency Discrepancy Report from the Military Personnel Section, the FMFs makes a copy of the annotated listings and the Dependency Discrepancy Report for FMFs retention, then mails the originals to DFAS/-JFLTBA, ATTN: Air Force Dependency, 8899 E. 56th Street, Indianapolis, IN 46249-1200, with a copy to the Air Force Installation Mission Support Center. Ensure receives the annotated reports and the completed Dependency Discrepancy Report by the suspense date.

26.12.5.1. Advise the Military Personnel Section of the purpose of this review and request the return of the listing, with Marital Status Code corrections annotated, in sufficient time for the FMFs to meet DFAS suspense. It is essential that the FMFs and Military Personnel Section coordinate to resolve and prevent discrepancies. If a member reports to the FMFs or Military Personnel Section to change Marital Status or Dependency code, whichever office the member reports to opens a CMS inquiry and refers it to the other for update to the other system.

26.12.5.2. Each time a member requests a change, affecting his/her dependency status, affecting either DJMS or Military Personnel Data System, a notice is generated and printed from the Military Personnel Section daily processing. If the change was updated in the Military Personnel Data System, a listing titled "MPF/FMF Marital Status Interface Transaction Register" is printed and addressed to the FMFs for further follow-up action. Review the listing to determine if the Military Personnel Data System change was pay-impacting (for example, member updated marital status to divorced) and, if so, contact the member to provide the necessary documentation to allow an update to DJMS. If the change was in DJMS, a listing titled "Notice of Dependency or Marital Status Change" is printed.

26.13. Assignment/Termination of Temporary Lodging Facilities. The Temporary Lodging Facility, 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 JTR, chapter 10. For complete explanation of these and other BAH entitlement conditions see JTR, 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 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 United States, the rate is based on the member's training location. A member without dependents is authorized BAH-Transit, and only during periods of travel between duty/training sites and his/her initial PDS. Members in the accession pipeline are to be gained at each of the training sites (SG processed) to stop the BAH-Transit and prevent overpayments.

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 Basic Allowance for Quarters 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 JTR, chapter 10, for payment standards and limitations.

26.18. BAH Entitlement-BAH Rate Protection and Secretarial Waivers. BAH Rate Protection is designed to avoid reductions in a member's housing allowance in certain situations.

26.18.1. While on station within the United States: BAH Individual Rate Protection is maintained and BAH is not to be reduced as a result of changes in housing costs in the Military Housing Authority, changes in the national monthly housing cost, 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 Military Housing Authority, PCS between two permanent duty stations in different Military Housing Authorities (unless waiver approved) or a change in dependency status. If a member goes PCS between 2 permanent duty stations within the same Military Housing Authority, the member is rate protected and no waiver is required.

26.18.2. Upon PCS: A member may request BAH Rate Protection via waiver. BAH Rate Protection waivers are to be applied for through the servicing Military Personnel Section and approved by Air Force/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 United States., is entitled to continue receipt of BAH at the old PDS rate. Members who remain in the same house when completing a low cost/no cost move where the PDS rate at the new location is lower than the PDS rate for the previous location, are entitled to BAH rate protection upon approval of the BAH waiver. DJMS does not automatically rate protect the BAH when the new PDS zip code is entered. If the member is eligible for rate protection under these circumstances, establish a CMS inquiry to DFAS requesting rate protection.

26.18.2.2. PCS to Attend Professional Military Education. A member with dependents, assigned PCS to attend Professional Military Education, 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 (Professional Military Education 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 FMFs uses the approval letter, amended orders indicating limited PCS entitlements, and AF Form 594 as support for payment. If approved, the FMFs ensures reimbursement for Temporary Lodging Expense, Dislocation Allowance and per diem are still paid at the single rate.

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 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 Military Housing Authority other than that of the old PDS.

26.18.2.3.2. The dependent(s) do not relocate.

26.18.2.3.3. The Military Housing Authority 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 FMFs processes a FID 6801 using the zip Code of the old PDS after the SG03 transaction has processed. If the member is not entitled, the gaining FMFs processes FIDs 6801 or 6804 using the ZIP Code of the dependent's residence.

26.19. BAH Entitlement-Dependents Remain Overseas /Housing Waivers. An approved Dependents Remain Overseas, or housing waiver (JTR, U10208), authorizes continued receipt of overseas housing allowances or BAH for Hawaii or Alaska. It does not authorize a second, separate or "dual" housing allowance. An approved Dependents Remain Overseas is for a specified time period. Continued receipt of overseas allowances, BAH and/or Cost Of Living Allowance stop at the end of this specified period. **Note**: An approved Dependents Remain Overseas 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 Royal Air Force Lakenheath received an approved Dependents Remain Overseas for their 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 England.

26.19.2. Example 2: A member with an assignment to Joint Base Anacostia-Bolling has received an approved Dependents Remain Overseas for his/her dependents in Germany. The member would continue to receive with-dependent OHA, and would not receive a separate (or dual) entitlement for the member's new duty station.

26.19.3. Example 3: A member with an assignment to Joint Base Anacostia Bolling Air Force Base has received an approved Dependents Remain Overseas for his/her 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 the member's new duty station.

26.20. BAH Entitlement-Early Return of Dependents. An approved Early Return of Dependents authorizes movement of command-sponsored dependents from a location outside the continental United States prior to the issuance of PCS orders. An Early Return of Dependents may be requested by the member or directed by the member's command. If an Early Return of Dependents is approved, and transportation costs are paid by the government, the Early Return of Dependents authorizes BAH 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 Early Return of Dependents for entitlement purposes. Accordingly, with-dependent OHA for the PDS continues.

26.21. BAH Entitlement-Designated Location Moves. A Designated Location Move may be requested in conjunction with a member's assignment to a dependent restricted/unaccompanied assignment. An approved Designated Location Move 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 Temporary Duty or Permanent Chance of Station Status.

26.22.1. Temporary Duty station changed to PDS. This includes members hospitalized or on terminal leave. When a member receives PCS orders while hospitalized, on emergency leave, or Temporary Duty, the member's entitlement to BAH at the new PDS is based upon the effective date of orders.

26.22.2. Temporary Duty Station (PCS not involved). A member on Temporary Duty receives BAH or OHA based on the PDS.

26.22.3. Temporary Duty Station En Route PCS. These rules apply to members with or without dependents.

26.22.3.1. A member departing a PDS within the United States, with Temporary Duty en route, is entitled to the BAH 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 United States, with Temporary Duty en route, is entitled to BAH-Transit 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 Temporary Duty Station. A member on Indeterminate Temporary Duty Station orders (Extended Deployment) may be authorized to move his/her dependents to another location for the duration of the Indeterminate Temporary Duty Station. The dependents receive dependent orders which authorize movement of household goods at government expense. In these cases, members are authorized the BAH/OHA for the dependent location for the duration of the Indeterminate Temporary Duty Station (Extended Deployment). See JTR, chapter 10 for more information. The FMFs reviews the dependent travel voucher before certifying the AF Form 594 for payment of BAH at the new dependent location, to ensure the dependent location is identified correctly on the AF Form 594.

26.22.6. Members on 365-day deployments, whose orders include the length of the deployment and the member returns to the PDS are NOT classified as Indeterminate Temporary Duty Station, there is no authority for the BAH/OHA entitlement changes discussed above.

26.23. BAH Entitlement-New Claims Prior to Separation. If a member acquires a dependent within 90 calendar 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 (see **chapter 74**).

26.24. BAH Entitlement-Terminal Leave.

26.24.1. A member who enters terminal leave status is authorized BAH for the full period of terminal leave at the old PDS rate. Exceptions to this rule include:

26.24.2. A member on an unaccompanied tour, with dependents in the United States, who enters terminal leave from a PDS outside the United States, is authorized BAH at the rate for the dependent's location for the period of terminal leave.

26.24.3. A member in the United States, with dependents authorized by Secretarial determination to live away from the member's PDS, who enters terminal leave status is authorized BAH at the rate for the dependents location for the period of the terminal leave.

26.24.4. A member on an accompanied tour or a member without dependents, who returns to the United States for separation/retirement processing is authorized BAH 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.

26.24.5. A member who returns to the United States. After completing separation/retirement processing Outside the Continental United States (CONUS) is authorized BAH for the leave address.

26.24.6. A member who remains Outside the CONUS 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 for up to 365 calendar days after the member's death (**paragraph 54.6**). If the surviving spouse is also a member, the entitlement may be paid in addition to any other pay and allowances to which the surviving member spouse is entitled. If the dependents on whose behalf the with dependents rate of BAH was paid to the deceased member cannot be claimed by the surviving member spouse, without dependents rate BAH may be paid to the surviving member spouse. For additional information on housing allowance following a member's death, see JTR, chapter 10, Section H.

26.26. BAH/OHA Entitlement-Inadequate Quarters. Effective January 1, 2006, members assigned to inadequate government quarters are paid BAH/OHA at the applicable with or without dependent rate; however, regardless of the amount or type of BAH/OHA received, the fair rental charge does not exceed 75 percent of the BAH/OHA with-dependent rate. **Note**: As a result, the fair rental charge may exceed the member's actual BAH/OHA 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 calendar days are entitled to BAH 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 calendar days or less is entitled to BAH-Reserve Component.

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. This includes unaccompanied tours to normally accompanied/concurrent travel locations and, in some cases, acquired dependent situations.

26.28.1. Temporary Absence of Dependents. If member maintained a common household with dependents before PCS or Temporary Duty, but all dependents were or are temporarily away from that residence for vacation, hospitalization, to attend school, etc., member is to 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.

26.28.1.1. Dependents Visit Member receiving FSH-O/FSH-B. If a member is visited at the PDS by all dependents for more than 90 consecutive days, stop the BAH for the dependents as of the 91st day. After they depart, member is to certify date of departure and BAH for the dependents can be restarted.

26.28.1.2. Evacuation. When dependents are evacuated under provision of the JTR 50304, entitlement depends on various factors. See JTR, paragraph 10426.

26.28.1.3. Early Return of Dependents. See **paragraph 26.20**

26.28.1.4. Overseas Separation. When a member separating overseas starts terminal leave within the CONUS and it is questionable that the member is going to return to the point of separation, stop FSH-O. If the member returns, the FMFs submits a FID 4503 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 JTR, paragraph 10414 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. For guidance concerning advances of OHA, see chapter 30 of this manual.

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 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 AFI 32-6004, *Furnishings Management Program*, 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 is not to exceed the anticipated housing expenses, or the total of three months BAH expected to be accrued by the member, whichever is less. When making determinations involving member to member marriage or other members sharing arrangements, the combined advance requests, allowances, and expenses of the occupants are to be taken into consideration.

26.29.1.5. CONUS/Overseas 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 are not to be made more than three workdays before the date payment is to be made under a lease or rental agreement. For personnel at a duty location not having a local payment office, the advance may be paid earlier than three calendar days before lease or rental payment is due because of mail or transportation schedules. The disbursement is normally made within 30 calendar days after occupancy. This 30 calendar day period allows a member sufficient time to move in and determine any extra cost associated with the new quarters that was not readily apparent before taking occupancy. When circumstances warrant, a waiver of the 30 calendar day period may be approved by the unit commander upon written request from the member. The request states 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 usually is required in 12 equal monthly installments. When justified by the member and approved by the member's commander, the payment may be extended beyond 12 months to preclude any undue hardship on the member. If a member is on a controlled tour, the repayment period may equal the tour length, but may not exceed it. If a member is not serving a controlled tour, the repayment period may not exceed 24 months. The member must provide an AF Form 2451, *Financial Statement – Remission of Indebtedness (LRA),* to substantiate the hardship **(T-1)**.

26.29.3.2. In all cases, the repayment period is not to exceed the member's Date of Separation. When a lease is not completed for which an advance has previously been paid, the advance is to be repaid in full immediately.

26.29.3.3. Collection of the advance normally begins 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 FMFs uses AF Form 265, *AFO Payment Authorization (JUMPS)*, to authorize payment for local payees. The EFT payment request/authorization form authorizes 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 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/Electronic Fund Transfer form or Document Transmittal Listing (as applicable).

26.29.4.2. Second copy - member.

26.29.4.3. Third copy - approving official.

26.29.4.4. Fourth copy - FMFs hold copy.

26.29.5. Special actions required by the FMFs:

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/her housing expenses at an unaccompanied overseas location, the FMFs are to 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 send the member’s money to his/her bank account and report the payment on his/her MMPA systematically. Transactions in both cases (local and central payees) are to reflect the proper ADV-PAY-CTGYS codes as contained in Attachment 4 of this manual.

26.29.5.3. The FMFs 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 does not exceed the member's tour length or date of separation. 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 JTR, Volume I, chapter 10, and **Table 30.1** of this manual.

26.30. BAH Transaction FIDs and Action Indicators. Transactions may be input by member's servicing ISI, Temporary Duty Station, ISI, or losing ISI (if Date Departed Last Duty Station in the SH03 is within the last 35 calendar days of DFAS-Indianapolis processing date). BAH is paid using combinations of the following FIDs: 35 (BAH, BAH-Transit, and BAH), 36 (BAH-Difference), 43 (OHA), 45 (FSH-Overseas), 67 (FSH-B), and 68 (BAH). 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 LES Remarks. BAH and BAH-Difference 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 FMFs 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 FID 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 calendar days prior to the child's/student's birthday notifying the FMFs that BAH is scheduled to stop in 90 calendar days if a FID 3604 is not received changing the birthday.

26.31.1.2. XG03 (XG08 if a student) is generated 30 calendar days prior to the child's/student's birthday notifying the FMFs that BAH is scheduled to stop in 30 calendar days if a FID 3504 is not received changing the birthday. (**Note**: There is not a Management Notice 60 calendar days prior.)

26.31.1.3. A LES remark is generated 30, 60, and 90 calendar 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 one day prior to child's birthdate."

26.31.1.4. A LES remark is generated 30, 60, and 90 calendar 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 one day prior to child's birthdate."

26.31.2. BAH-Difference. Three 36-suspense entries and one 36-future entry are created when a FID 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 calendar days prior to the child's birthday notifying the FMFs that BAH is scheduled to stop in 90 calendar days if a FID 3504 is not received changing the birthday.

26.31.2.2. XG05 is generated 30 calendar days prior to the child's birthday notifying the FMFs that BAH is scheduled stop in 30 calendar days if a FID 3504 is not received changing the birthday. (**Note**: There is no Management notice 60 calendar days prior.)

26.31.2.3. LES remarks are generated 30, 60, and 90 calendar 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 one day prior to child's birthdate."

26.31.3. FIDs 3602 or 3606 deletes 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-Difference). 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 N – Child not in custody of member.

26.32.11. Code Q - Adopted child. Used on or before 4 December 1991. No longer used. Provided for historical purposes.

26.32.12. Code R - Own Right or Partial BAH. Replaces "space" as closest dependency code.

26.32.13. Code S - Student, age 21 or 22 (secondary dependent).

26.32.14. Code T - Incapacitated child, over 21 years of age (secondary dependent).

26.32.15. Code V - Illegitimate child. Used on or before 4 December 1991. No longer used. Provided for historical purposes.

26.32.16. Code W - Member, with a child, married to another member.

26.32.17. 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 Basic Allowance for Quarters at the without-dependent rate and Variable Housing Allowance 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 as a member with dependents, closest dependency code C. This is provided for historical purposes; code X should no longer be used.

26.33. Additional FMFs Requirements. The FMFs or designated representative counsels all members during in -processing and recertification regarding when each member is entitled to BAH and the rate(s) payable. The member is to also be informed that:

26.33.1. All members are to immediately notify the FMFs and Military Personnel Section 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, results in non-entitlement to BAH with Dependent Rate.

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 advice from the local Staff Judge Advocate.

26.34. Privatized Housing. Many bases have privatized their government owned family housing. At these installations, the family housing units are no longer considered government quarters for BAH purposes. Instead, members are entitled to BAH and pay rent, in the form of an allotment, to the project owner. The rent is set at the amount of the member's BAH minus a utility allowance. The utility allowance is set at 110 percent of the average utility cost for a unit of that size and type in the preceding year. If the member's utility costs exceed the utility allowance, the member pays the difference out of pocket. See AFI 32-6007, *Privatized Housing Management*, for additional information.

26.34.1. Member-to-member couples are only charged one rent which is based on the BAH, less utility adjustment, paid to the member receiving the highest BAH amount; the other member continues to receive BAH with no additional rental charges.

26.34.2. Many bases contracted with a third-party to perform the DJMS-Active Component input needed to start, change or stop allotments for members in privatized housing. Change actions may be required when rent is adjusted due to increases/decreases in BAH, utility rates, etc.

26.35. BAH Changes When Member Fails to File PCS Travel Voucher. Members are required to file travel vouchers within 5 duty days of arriving at the new permanent duty station.

26.35.1. Members with Dependents. Members with dependents are required, by law and regulation, to recertify the status of those dependents at PCS arrival. Failure to completely in-

process, including the recertification, requires the FMFs to reduce the member's entitlement to single rate BAH. If the member fails to come in within 5 duty days after contact, advise that the without dependent entitlement cannot be assumed and the rate is to be reduced to partial BAH in 5 duty days. If the member does come in and recertify the-with dependent entitlement, advise that finance can increase the partial to without dependent, but cannot restart the with dependent rate retroactively without a statement from his/her commander that the failure to re-certify was due to circumstances beyond the member's control. See **chapter 32** for additional information on recertification.

26.35.2. Members without Dependents. Members without dependents are not required to recertify entitlement to BAH; however, the FMFs has no way of knowing whether the member has been assigned to single type quarters if the member fails to report the finance office. When made aware that a member without dependents has arrived PCS, contact the member and inform them that a PCS voucher is to be filed within 5 duty days and, to prevent overpayment, the FMFs reduces the without dependents rate BAH to partial if the member fails to comply. If the member comes to finance with an AF Form 594 indicating no assignment to government quarters, advise the member that the BAH may be corrected upon completion of the PCS travel voucher.

Chapter 27

FAMILY SEPARATION ALLOWANCE (FSA)

27.1. Description. Entitlement provisions and types are contained in the DOD 7000.14-R, 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.*

27.2.2. FMF 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 Disbursing Station Symbol Number. 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 scanned into Financial Management Work Flow for retention. There are three types of FSA: FSA-Restricted, FSA-Ship, and FSA-Temporary. Payment of each type requires specific evidence attached to the DD Form 1561.

27.2.2.1. FSA-Restricted.

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), if member has already traveled in conjunction with that order. If the member has not traveled, a copy of the PCS order, along with other required documentation to support payment of FSA-Restricted (see **paragraph 27.5** for additional guidance pertaining to FSA-Restricted) is attached to the DD Form 1561.

27.2.2.1.2. Member's orders include statement "Dependents not medically cleared." Before paying FSA-Restricted, review the AF Form 1466 to ensure medical clearance was denied rather than the member not applying for medical clearance.

27.2.2.2. FSA-Ship. The member is on duty aboard a ship, away from the home port of the ship, continuously for more than 30 calendar days.

27.2.2.3. FSA-Temporary. The member is on Temporary Duty away from the PDS continuously for more than 30 calendar days, and the dependents do not reside at or near the Temporary Duty station. This includes members who are required to perform a period of Temporary Duty before reporting to their initial station of assignment. Review the member's travel order to determine location and days of Temporary Duty. In addition, effective February 10, 1996, the dependents are no longer required to reside in the vicinity of the permanent duty station in order for the member to qualify for FSA-Temporary when Temporary Duty.

27.2.3. To stop FSA-Restricted, other than at PCS departure, use DD Form 114. To stop FSA-Temporary, attach the travel voucher to the completed, certified DD Form 1561. To stop FSA-Temporary for members who have returned but have not yet filed a travel voucher, 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 orders and the DD Form 114 attached. Scan the original documentation to Financial Management Work Flow in accordance with **chapter 2**.

27.2.4. Member married to another member.

27.2.4.1. Effective January 1, 1998, FSA is payable to a member married to another member regardless of whether the member has any non-active duty dependents, when all other general conditions are met and provided members were residing together immediately before being separated by reason of execution of military orders.

27.2.4.1.1. Between September 22, 1996 and January 1, 1998, a couple comprised of a member married to another member, with no other dependents, was entitled to FSA under the same general conditions as members with non-active duty dependents, provided the couple was residing together immediately before being separated by reason of execution of military orders.

27.2.4.1.2. Members who have no non-active duty dependents may not both receive FSA at the same time. Each member may be entitled to FSA within the same month, but both cannot simultaneously be paid. Payment is to be made to the member whose orders resulted in the separation. If both members receive orders requiring departure on the same day, then payment is made to the senior member.

27.2.4.1.3. If a member meets the requirements for credit of FSA, but entitlement is precluded by an existing entitlement status of the spouse, then the second member may, if still qualified, immediately become entitled to FSA upon termination of the spouse's status.

27.2.4.1.4. The couple may qualify for sequential entitlements to FSA provided military orders keep them continuously separated. In order to qualify for a subsequent entitlement to FSA, a married member couple, no longer separated by reason of military orders, are to reestablish a joint household and reside together.

27.2.4.2. Effective October 1, 2008, FSA is payable to both married members when they reside together with their dependents immediately before being simultaneously assigned to duty assignments making them eligible for FSA-Temporary, FSA-Ship, or FSA-Restricted (see **paragraphs 27.2.2.1** through **27.2.2.3** above). The dual allowance continues until one of the members is no longer assigned to one of those duty assignments. The other member continues to receive the allowance until no longer assigned to one of those duty assignments.

27.2.4.3. A married member couple, no longer separated by reason of military orders, may qualify for a subsequent entitlement to FSA once a joint household is reestablished and they reside together.

27.2.4.4. If the assignments that separate the members are PCS assignments and one of the members is accompanied by the dependents, the accompanied member is not authorized FSA-Restricted. If that member later receives an assignment (Temporary Duty or PCS) that requires separation from those dependents, FSA entitlement may accrue.

27.2.4.5. If both members are entitled to FSA for PCS assignments, those members may not also be entitled to FSA-Temporary if Temporary Duty away from the permanent station. Only 1 FSA entitlement is payable to a member during a month. Example: Member

A goes PCS to Osan; Member A then receives FSA-Restricted. Member B gets a dependent restricted tour to Turkey; Member B then receives FSA-Restricted. Then both members are deployed. Both would continue to receive FSA-Restricted for their assignments to Korea and Turkey respectively. Neither would receive an additional FSA for the deployment.

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. 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. FMF 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 calendar 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 DOD 7000.14-R, 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 determination made by Headquarters United States Air Force, 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 Temporary Duty but dependents were temporarily absent. If member maintained a common household with dependents before PCS or Temporary Duty, but all dependents were or are temporarily away from that residence for vacation, hospitalization, to attend school, etc., member is to 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 DOD 7000.14-R, Volume 7A, chapter 27, for further conditions of entitlement to FSA.

27.4.3.2. Member receiving FSA-Restricted (PCS) visited at permanent station by dependents. If a member receiving FSA -Restricted is visited at the permanent station by all dependents, member is to certify date of their arrival, purpose, and expected length of visit. After they depart, member is to certify date of departure and, if more than 3 months from date of their arrival, reason for extension of visit.

27.4.3.3. Member entitled to FSA-T and dependents visit at Temporary Duty station for 30 calendar days or less. If member is otherwise entitled to FSA-Temporary and all dependents visit at Temporary Duty station for 30 calendar days or less, member is to

certify date of their arrival, departure, and that they were merely visiting with no intent to establish a residence.

27.4.3.4. Evacuation of Dependents. DOD 7000.14-R, Volume 7A, chapter 27, states that a member is entitled to FSA if separated from dependents as a result of either an authorized evacuation or an ordered evacuation, provided that the requirements for FSA are otherwise met.

27.4.3.5. Overseas Separation. When a member separating overseas starts terminal leave in CONUS and it is questionable that the member is going to return to point of separation, stop FSA. If member returns, submit a report transaction to adjust member's pay.

27.4.3.6. Members in a Pipeline Status. Effective 1 Oct 1980, basic trainees and students at a technical training school are entitled to FSA if:

27.4.3.6.1. They are members with dependents.

27.4.3.6.2. Dependent travel is not authorized at Government expense.

27.4.3.6.3. Dependents do not live at or near the member's training center.

27.4.3.7. 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 is to 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/her PDS.

27.5. FSA-Restricted:

27.5.1. Is allowed 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), and

27.5.1.2. is not authorized government transportation for the dependent, and

27.5.1.3. 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-Restricted. Secretarial waivers are not needed when documentation of certified medical reasons are provided, regardless of the date on which the member first made the election to serve an unaccompanied tour. Prior to January 1, 2002, FSA-Restricted was payable in this situation only pursuant to a secretarial waiver (see DOD 7000.14-R, Volume 7A, subparagraph 270301.D). In cases of request for waiver for unusual family or operational circumstances, waiver authority is AF/A1PA. Send the request for waiver to your Major Command/Financial Management Finance for review and forwarding to AF/A1PA.

27.5.3. Continental United States (CONUS) Assignments. A member who goes PCS in the CONUS may be eligible for FSA-Restricted if movement of the member's dependents to the new permanent duty station is not authorized at government expense.

27.5.4. A member who otherwise is authorized movement of dependents at government expense to their permanent duty station is not so authorized when they are voluntarily reassigned on PCS under permissive orders. Separation from dependents under these circumstances is not an enforced separation due to government requirements. The member, therefore, is not entitled to FSA under this subparagraph.

27.6. FSA-Temporary. The FSA start transaction (FID 6501) was modified for processing FSA-Temporary. This transaction suspends the start of payment for 30 calendar days after the effective start date and only applies for FSA-Temporary for a Temporary Duty over 30 calendar days. The following procedures are to be used when processing a FID 6501-T:

27.6.1. Using the member's Temporary Duty orders (DD Form 1610 or DTS authorization showing an assigned six digit authorization number) as authority and backup documentation, the member certifies DD Form 1561, Statement to Substantiate Payment of FSA prior to departure.

27.6.2. Process a FID 6501-T effective the departure date obtained from the Temporary Duty orders (DD Form 1610 or DTS authorization showing an assigned six digit authorization number).

27.6.3. DJMS-Active Component recycles the transaction and creates a futures and releases the start payment 31 calendar days after the start date. The payment for the allowance is from the effective start date and continues until canceled or stopped by the FMF.

27.7. FMF Action. Submit FSA transactions when member becomes entitled or when entitlement stops per DOD 7000.14-R, 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 do not pay until the member has been separated from his/her family for over 30 calendar days, with entitlement back to date of departure. **Note:** due to the increasing number of members who are entitled to FSA- Temporary, Air Force policy now requires that the servicing FMF (home station) input the start transaction (6501) at departure, based on the member's orders to duty for more than 30 calendar days and the member's completed certification on DD Form 1561.

27.7.1. Members with dependents may report to finance prior to departing on a Temporary Duty projected for more than 30 calendar days. The member completes 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), FMF 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 calendar days and that member has completed DD Form 1561." Members who do not turn in the DD Form 1561 prior to departure, but turn in the completed form upon return, are entitled to be paid FSA, via a report transaction, upon return to home station.

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-Active Component recycles the start until the member has been gone for more than 30 calendar days and then generates the pay entitlement, retroactive to the date of departure.

27.7.3. Attach a copy of the Temporary Duty 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 FID 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.

27.7.4. If the member's orders were amended, adjust the suspense date accordingly.

27.7.5. Brief departing members on this policy, and inform them that FSA-Temporary is based on being Temporary Duty for more than 30 calendar days, reminding them that if they return before being gone for more than 30 calendar days, the FSA entitlement is to be cancelled and any overpayment, due to late notification of return, is to be collected. Also, ensure members are aware that all amendments are to be provided to the FMF.

27.7.6. 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. For information on Family Separation Housing, see **chapter 26** of this volume.

Chapter 28

COST OF LIVING ALLOWANCE

Section 28A—Overseas Cost of Living Allowance (COLA)

28.1. Description. 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 JTR, chapter 9.

28.2. Substantiating Document. The FMF maintains a DD Form 1475 for prorated COLA to substantiate MMPA update. The FMF should use AF Form 220 to start or stop COLA if these actions correspond with the BAS. The AF Form 220 should contain appropriate comments. The FMF uses DD Form 114, for COLA when not corresponding with the BAS requiring the member to certify number of dependents claimed for COLA purposes on the DD Form 114.

28.3. FMF 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 (FID SH03) transaction. The FMF at the new duty station restarts COLA entitlement when a member with dependents is reassigned from a PDS outside the CONUS to another station either overseas or within the 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 calendar 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 the new PDS, etc. The CONUS FMF processes a stop transaction upon departure of the dependents from the overseas station.

28.3.2. When a member is entitled to COLA under provisions of the JTR, chapter 9, a separate start transaction, FID 47, is required.

28.3.3. When a member separating overseas starts terminal leave in the CONUS and it is doubtful that the member is going to return to point of separation, stop COLA. If member does return to point of separation, submit a report transaction to adjust pay.

28.3.4. Member is to certify the number of dependents claimed for COLA on PCS departure. Adjust COLA when applicable.

28.3.5. Enlisted members, without dependents, who reside in unaccompanied personnel housing (the dormitory) at a PDS outside the CONUS. If these members have an impracticability or non-availability determination by the commander, they are entitled to the full COLA rate, which is 100 percent of the without dependent rate. The FMF is provided a copy of the determination of impracticality 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 bachelor rate of COLA, 63 percent of the 0 dependent rate, because government dining facilities are considered available. For additional information, see JTR, chapter 9.

28.3.6. Members without dependents who reside in dormitories and are on Essential Station Messing are entitled to the 63 percent Bachelor rate COLA. These members are coded with NR-DEPN-COLA equal to 9 dependents.

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 JTR, Chapter 9. A member can receive BAH on behalf of a spouse and can claim COLA if parents or parents-in-law are command sponsored, are listed on member's orders, and live in the COLA area.

28.4. BAH Compatibility Edits.

28.4.1. If the member's open BAH entry (FID 35) is without dependent rate, with-dependent rate COLA does not process unless the closest dependency code is equal to 'I'. The start or report transaction recycles until the BAH or BAH-Differential entry is changed or corrected, or the input is modified to agree with the MMPA.

28.4.2. If the COLA was started as single or bachelor rate COLA (i.e., number of dependents equal to '0' or '9'), a change or correct transaction does not update the MMPA to with-dependent COLA, unless the closest dependency code is 'I'. The change or correct transaction recycles until the BAH or BAH-Differential 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 recycles until the FID 35 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 FID 35 entry is G or R. The start or report transaction recycles until the BAH 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 FID 36 entry on the MMPA.

28.4.5.2. The closest dependency code in the FID 35 entry is G, I, or R.

28.4.6. The start or report transaction recycles until the BAH or BAH-Differential entry is changed or corrected, or the input is changed to agree with the MMPA.

28.5. Verification. FMFs are provided a monthly listing of members currently drawing COLA and stationed in the CONUS. This list should be used to verify COLA entitlement.

Section 28B—Continental United States (CONUS) COLA

28.6. Description. CONUS COLA is designed to serve as a temporary reimbursement for members serving in high cost areas in the CONUS to partially offset additional expenses incurred. Specific conditions of entitlement are contained in the JTR, chapter 8.

28.7. Substantiating Documents. Upon arrival at the eligible PDS, the member's orders and travel voucher are used to start, stop, change, correct, or cancel a member's CONUS COLA

entitlement using FID 51. For information regarding Secretarial waiver when the member's dependents reside in a designated high cost area that is not the PDS, see JTR, chapter 8.

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 the BAH (35). The entitlement is paid at either with or without dependent rate. Members residing in the barracks receive CONUS COLA at the without dependent rate without regard to any entitlement to 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 the CONUS.

28.8.2. A member in an unaccompanied status outside the 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 resides in a high cost area in the 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.

28.9. Member Married to Member. Each is entitled to a CONUS COLA in his/her own right. Entitlement exists whether a joint residence or separate residences are maintained. In no case does 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 is paid for one at the with dependent rate and for the other at the without dependent rate.

28.10. Status.

28.10.1. PCS. Entitlement exists effective the day the member reports to the new permanent duty station in a high cost area. The PCS arrival transaction (SG) cancels CONUS COLA starts (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.

28.10.2. Non-pay status. Not payable for periods of a non-pay status (i.e., excess leave, Absent Without Leave).

28.10.3. Separation. Payable through the day of separation including days of terminal leave.

28.10.4. Hospitalization. The hospital where a service member is transferred becomes his/her PDS for CONUS COLA purposes when he/she requires prolonged hospitalization and is issued an appropriate order. This applies when a service member is transferred from any PDS to a hospital in the CONUS for observation and treatment.

28.11. Dual Payment of Overseas COLA and CONUS COLA. A member assigned outside the CONUS may be paid overseas COLA at the applicable without dependent rate and a CONUS COLA at the with dependent rate for the high cost area where the primary dependent resides. It is 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 **(T-0)**.

28.12. Members Paying Child Support. Members receiving with dependent rate BAH solely for the purpose of child support, are entitled to CONUS COLA at the without dependent rate.

28.13. New Accessions. Newly inducted enlisted or reenlisted members, officers, or officer candidates are entitled as follows:

28.13.1. Member without dependents - for the duty location to which assigned. The rate changes on the day the member arrives at each new duty location until arrival at the designated initial PDS.

28.13.2. Members with dependents - for the location of the primary dependent until the day before the day member arrives at the initial PDS. The entitlement is reduced by the number of travel days authorized.

Chapter 29

TEMPORARY LODGING ALLOWANCE

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 JTR, chapter 9.

29.2. Substantiating Documents:

29.2.1. AF Form 1357, *Request for Temporary Lodging Allowance*:

29.2.1.1. An AF Form 1357 is used to start, stop, or change TLA credit when a member becomes entitled to OHA and COLA or is furnished government quarters for self, dependents, or both.

29.2.1.2. In every instance, the TLA type code is to be identified on the AF Form 1357. The different type codes are as follows:

29.2.1.2.1. Type Me - Incoming. Authorized for beginning of member's assignment at permanent station.

29.2.1.2.2. Type X - Incoming Extension.

29.2.1.2.3. Type D - Departure. Authorized for or within the last 10 calendar days before day of departure of member from old permanent station or, in special cases, for early return of dependents.

29.2.1.2.4. Type E - Extension of Departure.

29.2.1.2.5. Type K - Kitchen Renovation. When residence is under renovation (kitchen) not requiring occupants to obtain temporary lodging.

29.2.1.2.6. Type R - Full Renovation. When renovation or special circumstances require occupants to occupy temporary lodging.

29.2.1.3. For household goods obtain from the transportation officer and include on the AF Form 1357 the date when household goods were available for delivery and the date household goods were delivered and accepted by member. When the additional period of entitlement is due to non-arrival, the transportation officer certifies the AF Form 1357 with the date delivery available.

29.2.1.4. When a member with dependents completes AF Form 1357, a predetermined election is 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 Housing and Billeting Office provides a memorandum authorizing TLA. A DD Form 114, containing the remaining information from the AF Form 1357, is attached to the Army memorandum and used as the source document.

29.2.2. Attachments to AF Form 1357:

29.2.2.1. Special orders. Orders are required for the original payment. Later payments require cross-reference to original payment.

29.2.2.2. Receipts (original or copy) for any lodging expense claimed (for example, hotel, motel, Visiting Officers' Quarters, Bachelor Officers' Quarters, guest house, Temporary Living Quarters). 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, ask member to contact lodging facility used to obtain a duplicate receipt. If not able to obtain, the member certifies a statement of lodging expense containing dates, places, establishment names, and amounts.

29.2.2.3. For itemization of meal expenses when government mess is utilized, use the format shown in JTR, chapter 9, part c, or one substantially the same.

29.2.3. Upon receipt of AF Form 1357 from housing office, verify number of dependents for TLA purposes by reviewing member's orders.

29.3. TLA-Departure. TLA is payable before the day of departure. The losing FMF 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 -Departure, 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 -Departure 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 FMF. 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 calendar days before day of departure from old permanent duty station. TLA may not exceed 10 calendar days unless authorized per JTR. Use special orders signed by competent authority to attach to the original AF Form 1357. Payment may be authorized in 10-calendar day increments for the entire period that temporary lodgings is authorized to 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 JTR, 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, *Public Voucher for Purchases and Services Other than Personal*, 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 normally does not exceed 60 calendar days. An additional period may be authorized. The 60 calendar day entitlement period begins on the same date as authorized for OHA and COLA and the days do not have to be consecutive. See JTR chapter 9 for additional entitlement information.

29.5. Additional Factors Affecting TLA. Ensure the 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 Basic Allowance of Subsistence and are not subject to meal charge deductions using the DN. Concurrent payment of BAH, OHA, and/or COLA is limited to the requirements in JTR, chapter 9.

29.5.1. There are no longer any deductions from TLA included in the computation.

29.5.2. Daily Basis. Ensure TLA is computed on a daily basis. TLA computations are made in increments of 10 calendar days (15 calendar 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 calendar day (or 15 calendar day) period. TLA computation is based on the Meals and Incidental Expense rate for each locality. When cooking facilities are available, computation is based on one-half of the Meals and Incidental Expense rate. When cooking facilities are not available, then the computation is based on the full Meals and Incidental Expense rate.

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 Meals and Incidental Expense 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 Monetary Allowance in Lieu of Transportation 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 Meals and Incidental Expense rate is used to compute TLA for that day.

29.5.4. OHA and/or COLA. Stop 24 hours prior to entering a TLA status. Exceptions are in JTR, chapter 9.

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, if all persons for whom TLA is received are hospitalized during all three meal periods or if all persons consumed three government meals, use the meals available rate for TLA computation. (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 JTR, Volume I. For example, member A has two dependents and member B has one. Per Comptroller General (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 claims all the dependents for TLA. If member A is receiving the with-dependent rate BAH, member A claims self and 3 dependents. Member B claims 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 JTR, chapter 9 and AFMAN 65-116, V2, chapter 5, table 5-4.

29.6. Computation of TLA. See JTR, Volume I, chapter 9.

29.6.1. Computation Method:

29.6.1.1. Step 1: Determine the percentage to be used based on number of individuals, verified using member's orders. If member is on Temporary Duty or deployed, still include the member in the number of persons occupying the temporary lodgings.

Table 29.1. Computation percentages.

Member or 1 Dependent	65%
Member & 1 Dependent or 2 Dependents only	100%
For each additional Dependent, under 12, add	25%
For each additional Dependent 12, and over, add	35%

29.6.1.2. Step 2: Determine the Meals and Incidental Expense equivalency. Multiply the percentage in Step 1 by the locality Meals and Incidental Expense rate (not the per diem rate.) If meals are not available, use the current Meals and Incidental Expense rate. If meals are available, use one-half (1/2) of the Meals and Incidental Expense rate. (If member is Temporary Duty, 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 Temporary Duty 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 Meals and Incidental Expense), 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 Meals and Incidental Expense).

29.6.1.6. Step 6: Determine Applicable Daily Rate. Compare the amounts found in Step 4 and Step 5 (less the member's meal allowance as determined in Step 3 when member is Temporary Duty 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 -Departure, the member's OHA continues until the lease expires or the member departs the area.

29.6.2.3. 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. Per the JTR, whenever government or commercial lodgings are not available at the PDS and member is to obtain lodging at a nearby location, a statement from the lodging manager 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. If the lodging manager does not provide a statement authorizing a per diem rate other than that of the PDS, the PDS rate is used – regardless of the location of the lodging.

29.6.3.2. If the lodging manager does provide a statement authorizing a per diem rate other than that of the PDS, the authorized rate applies, regardless of whether that rate is higher or lower than the rate of the PDS.

29.6.3.3. If member does not use recommended lodging and the lodging manager restricts payment to a per diem rate lower than that of the PDS, the lodging manager is to 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 OCONUS PDS and after arrival (reporting) to the new OCONUS PDS. For dependents, TLA is payable before departure from the area of the old OCONUS PDS and after arrival in the area of the new OCONUS PDS.

29.6.4.2. TLA is not payable on day of arrival if member and/or dependents arrive in a Monetary Allowance in Lieu of Transportation plus per diem status. TLA is only payable if Monetary Allowance in Lieu of Transportation plus per diem is otherwise not payable.

29.6.4.3. Members in TLA -Departure status who were previously assigned a dormitory room and received partial rate BAH are entitled to BAH -Transit for the period of TLA -Departure.

29.7. Financial Management Flight Actions. Payment of 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 (FID PK03) is systematically created to post against the member's MMPA. JUMPS TLA is a stand-alone application that computes TLA entitlements in accordance with JTR, chapter 9, and Air Force Policy for structured or standard claims. For non-structured or complex claims, TLA is to be computed manually, paid with an SF Form 1034, and processed as a FID PS03 memo entry on the MMPA. 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

-Departure; JTR, includes information regarding the possible continuation of BAH, COLA, and/or OHA when TLA is paid.

29.7.1. Preparation and Distribution of SF Form 1034:

29.7.1.1. Preparation. FMF completes four copies of SF Form 1034. Include the following:

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 number of 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 code after the accounting classification. 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. Scan original to FMWF, file second copy in FMF-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 FMF-retained file, and provide the third copy to the member.

29.7.2. Interim Payments. Made every 5 to 10 calendar 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 may be paid, if applicable, while entitled to TLA. Members on TLA are entitled to Basic Allowance of Subsistence.

29.7.4. Source of Input. The housing officer furnishes data to the FMF. The FMF updates DJMS- AC by input to JTLA, which creates the FID 7903 transaction, or input of the FID PS03 memo entry for off- line payments

29.7.5. **Advance TLA.** Advance TLA is payable by the gaining FMF on arrival or the losing FMF on departure. Substantiating documents are DD Form 2560, member's PCS orders, and form DFAS-DE Form 2424, *Daily EFT Payment Request/Authorization Form*. See JTR, chapter 9.

29.7.5.1. The FMF 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 FMF based on discussions with housing and determination of approximately how long before housing is available for the member. The maximum number of days allowed for advance TLA is 60 calendar days per payment.

29.7.5.3. Maintain a manual listing of Advance TLA payments and control them. Once the PA03 has processed, suspend the DV so it won't collect. 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 to close out the advance, notify them and, after 30 days, open the DV and collect the advance from the member's current pay.

Chapter 30

OVERSEAS HOUSING ALLOWANCE (OHA)

30.1. Description. OHA is authorized to assist members in defraying the excess costs incurred incident to assignment on permanent duty to a station outside the continental United States. Conditions of entitlement to OHA are contained in the JTR, Chapter 10.

30.2. Substantiating Documents:

30.2.1. The base billeting or housing office furnishes data to the FMF on the DD Form 2367. A DD Form 2367 is required on all actions except PCS, separation, or when BAH is being changed. When member's recertification requires a change to OHA or FSH-O, the member completes the DD Form 2367 and provides the necessary supporting documents to the housing office for review and signature before they furnish it to the FMF for use as the source document for the changes.

30.2.2. The member is required to complete AF Form 1039, when requesting an advance payment for housing. The AF Form 1039 is to contain the approving official's signature.

30.3. Computation of OHA:

30.3.1. OHA is calculated by using the member's monthly rent (up to the prescribed locality rental allowance ceiling), and adding the appropriate utility/recurring maintenance allowance for the specific area. The ceilings for members with dependents are based on housing cost data obtained from members in each area concerned. The ceilings, for members with and without dependents, are found on the Defense Travel Management Office website at **http://www.defensetravel.dod.mil/site/OHA.cfm**.

30.3.1.1. 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. Rental charge may also be the amount the member is charged for inadequate quarters, called the Fair Rental Value. This amount is found in the member's FID 'DH' entry, created by coding the member's FID '35' entry to reflect inadequate quarters. If the member needs to 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/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 are 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 are 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 United States dollars.

30.3.1.2. Maximum Rent Allowable. This amount, established by grade, is determined by the Per Diem Travel and Transportation Allowance Committee. This cap ensures the member is not reimbursed for more than a reasonable amount of rent. The rent caps are shown on the Defense Travel Management Office website at **http://www.defensetravel.dod.mil/site/OHA.cfm** and on the DJMS, table 165. Rent paid

is converted to a United States dollar equivalent and compared to the maximum rent allowable. The OHA is based on the lesser of the two.

30.3.1.3. Utility/Recurring Maintenance Allowance. The Utility/Recurring Maintenance Allowance is based on the average of expenses reported by members with dependents, where possible, and rates are found on the Defense Travel Management Office website at **http://www.defensetravel.dod.mil/site/OHA.cfm**. 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 Form 2367. For purposes of the Utility/Recurring Maintenance Allowance, members are classified into one of the following categories:

30.3.1.3.1. Member married to member and maintaining a joint household; each member may be entitled to half of the utility/recurring maintenance allowance.

30.3.1.3.2. Member defined as sharer; member may be entitled to a pro-rata share of the Utility/Recurring Maintenance Allowance. A sharer is a member entitled to OHA who resides with one or more of the following individuals: other military members including a spouse, federal civilian employees including dependents entitled to a living quarters allowance, or individuals (excluding dependents of the member) who contribute to the rental or ownership expenses of the residence.

30.3.1.3.3. Member with dependents; member may be entitled to the entire utility/recurring maintenance allowance.

30.3.1.3.4. 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 JTR).

30.3.1.4. Move-In Housing Allowance. Members entitled OHA are eligible to receive Move-In Housing Allowance. The purpose of Move-In Housing Allowance 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. Move-In Housing Allowance is broken down into 3 categories:

30.3.1.4.1. Move-In Housing Allowance-Miscellaneous. Reflects average expenditures made by members to make dwellings habitable. (See JTR, Appendix N for further information.)

30.3.1.4.2. Move-In Housing Allowance-Rent. Payable only when approved by the Housing Office and is not payable to homeowners. (See JTR, Appendix N for further information.)

30.3.1.4.3. Move-In Housing Allowance-Security. Payable only in specified areas. (See JTR, Appendix N for further information.)

30.3.1.5. Total Calculation. These elements are all used in the calculation of OHA. Stated in order:

30.3.1.5.1. Rent is converted to United States 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.

30.3.1.5.2. 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 In accordance with JTR, chapter 10, Appendix K and the Defense Travel Management Office website at **http://www.defensetravel.dod.mil/site/OHA.cfm**.

30.3.1.5.3. Rent is compared to the maximum rent allowable, determined in **30.3.1.5.2** above, for the specific JTR location and grade. The lesser of the two is used.

30.3.1.5.4. Add the rent determined in **30.3.1.5.3** above and the Utility/Recurring Maintenance Allowance calculated in **30.3.1.5.2** above. The result is the member's OHA.

30.3.1.5.5. The member receives the OHA calculated in **30.3.1.5.4** above plus the one-time Move-In Housing Allowance payment. OHA is paid based on a 30 calendar day month.

30.3.2. Rules for Determining Appropriate Utility/Recurring Maintenance Allowance. Utility/Recurring Maintenance values, as well as utility values and climate codes are contained in the JTR, appendix K, and in DJMS Tables 65 and 68.

30.3.2.1. When the member is a homeowner and pays all utilities, the proper allowance is added to the appropriate rental allowance ceiling when computing OHA.

30.3.2.2. When the member's rent includes all utilities, no Utility/Recurring Maintenance Allowance is authorized.

30.3.2.3. 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.

30.4. Advance Payment of OHA and Security Deposit:

30.4.1. An advance payment of OHA is payable upon request of the member when approved by member's Commander. The member is required to complete AF Form 1039 when requesting an advance payment for housing and/or extending the repayment. The AF Form 1039 is to contain the approving official's signature. Liquidation of the advance usually is 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 **(T-0)**.

30.4.2. Collection action normally begins 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 3), plus major appliances. Attachment 3 lists the items that the government would furnish if the items were available or if government quarters were assigned.

30.4.3. Normally an advance housing allowance is not be paid more than 3 duty days before the member is required to make payment under a lease or purchase plan, and except in

extraordinary circumstances, payment normally is made within 30 calendar days after occupancy. This 30 calendar 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 calendar 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 does the advance payment exceed the member's anticipated housing expenses or OHA that accrues during the member's tour at that station, whichever is less. An advance under a purchase plan does 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 JTR, chapter 10, Part A) 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 is based on utility deposits and initial expenses and the advance is not to be used in the purchase (closing costs, upgrades, etc.).

30.4.4. 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:

30.4.4.1. Security deposits.

30.4.4.2. Installation fees.

30.4.4.3. Advance rent or lease.

30.4.5. 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.

30.4.6. In service-couple cases or rent-sharing plans, the combined assets, allowances, and expenses of the occupants are considered in making determinations.

30.4.7. The approving authority submits the approved AF Form 1039 to the FMF for payment. Supporting documentation for the advance should be filed in the approving office. Normally the advance should not be paid more than 3 duty days 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 is to be repaid in full immediately.

30.4.8. 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. Requests for exceptions to this provision may be forwarded with justification and recommendations through approval channels to Headquarters Air Force/A1PA.

30.4.9. 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 is added to the additional amount and a new repayment schedule established.

30.4.10. 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 FID PA03 to report the payment. If payment is made via Electronic Fund Transfer, use 'JPBB' (see **paragraph 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 (type B) portion, the other for the security deposit (type S) part. Both can be paid on the same voucher number, but input as separate transactions. 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 FID PA03 transaction or 'JPBB'. This helps preclude financial hardship that may be caused by the member having to liquidate a large advance payment which may, in all likelihood, be refunded when the member moves out. Lump sum recoupment does 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 time remaining until the member's Date of Separation (DOS) or 12 months, whichever is less, if requested by the member. **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 does the collection remain suspended for longer than the member occupies the housing.

30.4.10.1. Disburse advance security deposits in local currency where possible. Annotate the current exchange rate, whether disbursed in local currency or dollars, on the voucher. When housing is terminated and the member brings in the amount received from the landlord:

30.4.10.1.1. Clear the FID 'DV' entry if the amount returned to the member and brought to finance is equal to the amount disbursed (i.e., no currency fluctuation).

30.4.10.1.2. 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 30.4.10.1.2.1** through **30.4.10.1.3.5** below for specific procedures.

30.4.10.1.2.1. 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.

30.4.10.1.2.2. 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 FMF 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 citing either 515.04 or 535.04 for the difference due to currency fluctuation. This is because the cashier is actually 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 FID C903 and FID 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 closes the debt.

30.4.10.1.3. 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 to 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:

30.4.10.1.3.1. Member gets a 1,000 pound advance security deposit on 7/1/14, at an exchange rate of $2 to L1. Debt established, and suspended, in the amount of $2,000.

30.4.10.1.3.2. On 7/1/15, the exchange rate the member gets when converting the amount 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.

30.4.10.1.3.3. On 7/1/18, member received 500 pounds from landlord upon vacating the rental. Member damaged a window and a door.

30.4.10.1.3.4. Member repays 500 pounds to the finance office. That 500 pounds is now valued at $985 dollars. When damage is done, foreign currency fluctuation is applied in the beginning to determine the amount to include on the Department Of Defense Form 1131. The $30.00 difference between the original currency exchange rate and the current exchange rate is charged as indicated in **30.4.10.1.2.2** above. Prepare a collection voucher showing $1015 collected to 510/530 and $30 identified to the foreign currency fluctuation account to provide the full currency fluctuation protection the member is authorized.

30.4.10.1.3.5. Member owes the remaining balance in the FID DV entry, $985 (500 pound difference times original $2 to L1) less the amount attributed to foreign currency fluctuation discussed above.

30.4.10.1.3.6. Member's $985 debt may be liquidated in monthly installments over the period remaining before PCS departure.

30.4.10.1.3.7. If the member requested that the security deposit collection be

suspended until the quarters were vacated, but that was not accomplished, the member is still due the currency fluctuation protection he/she would have received had proper action been taken. In order to provide that protection, after the advance has been collected the member provides documentation indicating the amount received from the landlord when the quarters were vacated as well as the exchange rate at the time those funds were converted.

30.4.10.2. If the open FID DV entry has an action indicator of Q8, the FID DT04 does not process. Wait until the update after the first of the month, and the action indicator changes to 01, then processes the FID DT04.

30.4.10.3. Once the FID DT04 has processed changing the deduction to zero, a management file is created to track the suspense to open the collection at the appropriate time.

30.4.11. 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 FID PA03 transaction to delay the start of collection. Normally, repayment of the advance OHA (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, Date Estimated Return from Overseas Station.

30.4.12. Distribution of AF Form 1039. The FMF uses AF Form 265, to authorize payment for local payees. The Electronic Fund Transfer pay request/authorization form is used to authorize payments for central payees. The AF Form 1039 is attached to the original AF Form 265 or a copy of Electronic Fund Transfer 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 as support for the request. Copies of the AF Form 1039 are distributed as follows:

30.4.12.1. Original -- attached to payment voucher/Electronic Fund Transfer form or Document Transmittal Listing (as applicable).

30.4.12.2. Second copy -- member.

30.4.12.3. Third copy -- approving official.

30.4.12.4. Fourth copy -- FMF hold copy.

30.5. Special Provisions:

30.5.1. Payment of OHA While on Terminal Leave. When a member receiving OHA returns to CONUS for terminal leave and subsequent separation, the losing FMF processes a stop transaction to stop the housing allowance. If the member returns to overseas area, process a report transaction to adjust housing allowance.

30.5.2. Member Reassigned and Dependents Remain in Overseas Area:

30.5.2.1. When a member is assigned to a restricted overseas area and the dependents remain at the old station, the FMF of the member's new duty station restarts the overseas housing entitlement as well as start the restricted area housing if applicable.

30.5.2.2. When a member is assigned to CONUS and the dependents remain at the old station where overseas housing is authorized for dependents, the CONUS FMF restarts the OHA as well as dual housing if applicable.

30.5.3. Housing Allowance While in a PCS Status: Housing allowances being paid under the OHA system stop the day before the date departed last duty station, as shown in the PCS departure (FID SH03) transaction. If the Date Depart Last Duty Station in the PCS arrival (FID SG03) transaction is different from that in the FID SH03, the housing allowance is corrected accordingly.

30.6. Format IDs for Paying OHAs:

30.6.1. FID 42 - Move-In Housing Allowance.

30.6.2. FID 43 - OHA.

30.6.3. FID 45 - Family Separation Housing, Without (Unaccompanied Housing to a Member with Dependents, or Member Accompanied by Non-Command Sponsored Dependents).

30.7. Interface with Basic Allowance for Hosing (FID 35):

30.7.1. Processing Housing Transaction -- Special Consistency Edits With BAH (FID 35):

30.7.1.1. FID 43:

30.7.1.1.1. Starts. All housing starts are to be compatible with BAH. To keep consistency, FID 35 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 35. The configuration of the 35 entry determines if the housing transaction processes, recycles, or rejects. The first check is against the quarter's assignment code. If that code is a 1, meaning assigned government quarters, the transaction is recycled waiting for a FID 35 to be updated. The recycle period is 15 calendar days processing at 3 calendar day intervals. Each time the transaction attempts to process and finds that the FID 35 has not been updated, the transaction recycles to await update of FID 35. If, on the 15th calendar day, FID 35 has not been updated, the start transaction rejects to the servicing FMF with error codes MCQ, EJD. Thus, to pass the first edit, the MMPA FID 35 entry needs to contain a "QTR-ASSGN" code of a "2" and needs to be compatible with the NR DEPN- BAQ/HOUS-ACCOM-STAT reflected on the 43, housing transaction or, the transaction is immediately rejected with error code EJD. If the FID 35 entry shows no assigned quarters from the effective date forward, the second edit is performed against the number of BAH dependents. If the housing accompanied status equals zero, the NR-DEPNS = BAQ needs to be zero; but if the number of BAH dependents is 1 throughout the period of entitlement, the housing transaction recycles as mentioned above. If the number of dependents was changed after the housing transaction effective date, the transaction rejects. If the FID 35 closest dependency code equals X, the accompanied OHA entry processes; or if the assignment code is '1' and the adequacy code is '4', the OHA transaction processes. Specific conditions and examples:

30.7.1.1.1.1. HOUSING ACCOMPANIED STATUS = 0. This transaction is used exclusively for members with no dependents. If the ACCOM STAT = 0, the BAQ QUARTERS-ASSIGNMENT- Code needs to 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 rejects EJD (GOVERNMENT-QUARTERS ASSIGNMENT AND/OR NUMBER DEPENDENTS BAQ/HOUSING ACCOMPANIED STATUS are incompatible). A compatibility in number of dependents is required. This field needs to be 0 for the entire period of time. If it is not 0 for the entire period, the transaction recycles with error code REE. If the number of dependents changed during the period of entitlement, the transaction rejects with code EJD. Exception to this process occurs when the assignment code is '1' and the adequacy code is '4', the OHA transaction processes, even though the member is assigned to a dorm.

30.7.1.1.1.2. 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 member whose dependents are in the area. The edit against the quarter's assignment code is not changed; that is, it needs to equal 2 for the full period of entitlement. But in this situation the number of dependents listed in the 35 entry need to be = 1 for the entire period of entitlement. This shows member with dependents.

30.7.1.1.1.3. HOUSING ACCOMPANIED STATUS = 1. DEPENDENTS RESIDING ELSEWHERE. This process occurs 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., FID 45) can process. If the FID 35 entry quarters adequacy code is changed from '4' to any other code and quarters assignment remains 1, then all housing allowances (FIDs 43. 45) stop. If the FID 35 is changed to a without-dependent rate, Dual OHA (FID 45) stops effective the day before the change or correction. If the FID 35 entry quarters assignment code of 2 is changed to 1 and the adequacy code remains '4', the OHA (FID 43) does not change, but it stops the Dual OHA (FID 45) effective the day before the change or correction date, and an X104 management notice is issued.

30.7.1.1.2. Stops and Cancels. On receipt of a stop or cancel transaction, the entitlement is stopped or canceled at the rate established on the MMPA.

30.7.1.1.3. Reports. As with start transactions, report transactions need to be compatible with BAQ entitlement. Quarters assignment code needs to 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 dependents needs to be zero. If it is not, the transaction recycles pending a

change to BAQ. When the number of dependents is changed to zero, the transaction then processes.

30.7.1.1.4. CHANGES: The FID 4304 transaction may change:

30.7.1.1.4.1. JTR Location.

30.7.1.1.4.2. Rent Paid.

30.7.1.1.4.3. Currency Code.

30.7.1.1.4.4. Utility Indicator.

30.7.1.1.4.5. Accompanied Status. As many items as necessary may be changed in one transaction. Since there is a direct link between the 35 entry and housing, the change of accompanied status should be necessary only when going from 2 to 0 or 0 to 2.

30.7.1.1.5. Corrects. The correct transaction is used to correct erroneous data that was originally submitted. Any item may be corrected.

30.7.1.2. FORMAT-ID (FID) 45:

30.7.1.2.1. STARTS AND REPORTS. Consistency edits between FID 35 and housing allowance are to be met to allow processing.

30.7.1.2.1.1. If the member is receiving partial rate for the entire period of entitlement, the transaction recycles with error-code REE.

30.7.1.2.1.2. If the member is receiving without dependents rate for the entire period of entitlement, the transaction recycles with error code REE.

30.7.1.2.1.3. If member has no open FID 35 entry for the entire period of entitlement, the transaction processes. If the FID is 45, the FID 65 is edited.

30.7.1.2.1.4. If member has with dependents rate for the entire period of entitlement, the transaction processes. If the FID is 45, the FID 65 is edited.

30.7.1.2.1.5. If the member has any combination discussed in **30.8.1.3.1.1** through **4** above, the transaction rejects EJD.

30.7.1.2.1.6. If the member has FSH for the entire period of entitlement, the transaction is processed.

30.7.1.2.2. Recycles. All recycles mentioned are for 15 calendar days processing in 3 calendar day intervals, generating the UCO3 management notice (JTR-LOCATION (T), JTR-LOCATION (M) INCOMPATIBLE).

30.7.2. FID 35 Interfaces with OHA. Changes have been made to ensure the FID 35 entry and housing remain compatible. The OHA interface with the FID 35 has been changed to allow parameter passing between programs. What this means is, housing is changed at the same time FID 35 is changed. If for any reason housing cannot be updated, the FID 35 is changed and a processed transaction for review is provided via CMS to DFAS-Indianapolis. The following actions cause interactions between the FID 35 and housing.

30.7.2.1. FORMAT-ID 43.

30.7.2.1.1. FID 3502 - stop; OHA present and is stopped. An X102 is sent when a FID 35 stop transaction is processed and a FID 43 or FID 45 entry is present. A computer generated OHA stop transaction has processed. Adjust member's OHA entitlement if applicable.

30.7.2.1.2. FID 35 entry is changed to substandard quarters--Housing is stopped. An X101 management notice is sent to the servicing FMF.

30.7.2.1.3. FID 35 entry is changed to partial--Housing is stopped.

30.7.2.1.4. FID 35 entry 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 FMF.

30.7.2.1.5. FID 35 entry 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 FMF.

30.7.2.1.6. Start date of a FID 35 entry is corrected--Housing start date is corrected.

30.7.2.1.7. Stop date of a FID 35 entry is corrected--Housing stop date is corrected.

30.7.2.1.8. FID 35 entry is corrected to substandard quarters--Housing is stopped.

30.7.2.1.9. FID 35 entry is corrected to partial--Housing is stopped.

30.7.2.1.10. FID 35 entry is canceled--Housing is canceled. **Note**: Whenever a FID 35 transaction corrects housing above, housing is only corrected if the effective date is an open 35/housing entry. If any portion of a history entry is being corrected, the housing is not corrected, an X103 management notice is issued, and a housing correct transaction is required. Whenever the FID 35 changes or corrects OHA, the utility indicator is to be verified. The FID 35 transaction does not change a utility code. A separate OHA transaction is required if the utility indicator requires changing.

30.7.2.2. FORMAT-ID 45:

30.7.2.2.1. The FID 35 is stopped--Unaccompanied Housing (FID 45) is stopped. An X102 management notice is sent to the servicing FMF when housing is stopped.

30.7.2.2.2. The FID 35 is changed/corrected to substandard quarters--Housing stops.

30.7.2.2.3. The FID 35 is changed/corrected to partial--Housing stops.

30.7.2.2.4. The FID 35 is changed/corrected to single--Housing stops.

30.7.2.2.5. Dates in the FID 35 entry are corrected--No interface with Housing.

30.7.2.2.6. The FID 35 is canceled--Unaccompanied Housing (FID 45) is stopped. **Note**: Since the amount of housing allowance is directly dependent upon the FID 35 entry, it is imperative the FID 35 and housing remain consistent.

30.7.3. Requirements for With-dependents.

30.7.3.1. When there is no entitlement to with-dependents rate, the only OHA entitlement is FSH-O (FID 45). Input of regular OHA transactions (FID 43) recycles until the MMPA entry is changed or corrected, or the input is modified to agree with the MMPA.

30.7.3.2. FSH-O is not payable when the quarter's adequacy code indicates the member is residing in government quarters while receiving with-dependents rate (adequacy code 4). FID 45XX transactions with accompanied status of 0 recycles until the MMPA entry is changed or corrected, or the input is modified to agree with the MMPA.

30.8. Move-In Housing Allowance (Move-In Housing Allowance):

30.8.1. Move-In Housing Allowance. The purpose of Move-In Housing Allowance is to defray costs which are associated with occupying privately leased/owned quarters covered by the OHA program. Move-In Housing Allowance is broken down into 3 categories:

30.8.1.1. Move-In Housing Allowance-Miscellaneous - Reflects average expenditures made by members to make dwellings habitable. (See JTR, Appendix N for further information.)

30.8.1.2. Move-In Housing Allowance-Rent - Payable only when approved by the Housing Office and is not payable to homeowners. (See JTR, Appendix N for further information.)

30.8.1.3. Move-In Housing Allowance-Security - Payable only in specified areas. (See JTR, Appendix N for further information.)

30.8.2. Move-In Housing Allowance Processing -- FID 42.

30.8.2.1. General. Move-In Housing Allowance is processed as a one-time entitlement, supplement to OHA. OHA is to be established prior to reporting Move-In Housing Allowance. Move-In Housing Allowance was not paid before 1 Sep 1990.

30.8.2.2. Reports -- 4203 Transactions: Effective date, JTR location, Move-In Housing Allowance type, and OHA entitlement for which Move-In Housing Allowance is paid are edited against the MMPA OHA entitlements.

30.8.2.2.1. Miscellaneous (Type M) is payable with OHA FIDs 43 and 45 and is paid based on table rates. The transaction entitlement amount is zero filled.

30.8.2.2.2. Rent (Type R) is payable with OHA FIDs 43 and 45. Report the total rental amount in dollars and cents in the entitlement field.

30.8.2.2.3. Security (Type S) is payable with OHA FIDs 43 and 45. Report the total security amount in dollars and cents in the entitlement field. This Move-In Housing Allowance type is also edited for validity of security location.

30.8.2.3. Corrects – FID 4205 Transactions: Any field can be corrected. The entitlement is canceled, using the MMPA entry data and reprocessed using the corrected data.

30.8.2.4. Cancels – FID 4206 Transactions: The entitlement is canceled using the MMPA entry data.

30.9. OHA Unique Expenses. (See JTR Appendix K paragraph L)

30.9.1. Purpose. In some Outside CONUS areas, a member and/or dependent incurs significant mandatory and excessive housing expenses for items that a CONUS based member never incurs. Since the expenses are not incurred by every member, not incurred monthly, vary in amount and are significant they cannot be made a part of the average utility/recurring

maintenance allowance calculation. For these expenses, payment is a dollar for dollar reimbursement for a specifically authorized expense at designated authorized locations.

30.9.2. Procedures. The member completes a DD2367 and has block 11 completed/signed by the housing officer. The signed DD2367, along with backup documentation showing the amount of the claim and the receipts, is sent to the servicing finance office. The finance office forwards the claim to AFIMSC who then forwards it to AFAFO-F. AFAFO-F then coordinates with AF/A1PA for approval. Once approved, AF/A1PA sends it back to AFAFO-F who sends it to AFIMSC and the servicing FMF for the servicing FMF for input. The finance office inputs a FID 4203 transaction with Move in Housing Allowance type R and the amount of the approved claim.

30.10. FMF Actions. Management notices are sent to the FMF for further action:

30.10.1. X1:

30.10.1.1. 02 - FID 35 STOPPED; HA PRESENT AND IS TO BE STOPPED. An X103 is sent when BAQ is corrected and a FID 55 is present. A computer HA stop transaction has processed.

30.10.1.2. 03 - FID 35 UPDATED; HA PRESENT BUT NOT UPDATED. An X103 is sent when the 35 is changed, corrected, or canceled and there is an open OVERSEAS HOUSING ALLOWANCE or FID 68. Adjust member's entitlement when applicable.

30.10.1.3. 04 - FID 35 UPDATED; HOUS UPDATED VERIFY ENTITLEMENT. An X104 is sent when FIDs 3504 or 3505 is processed that updated the BAQ-NR-DEPENDENTS.

30.10.2. UC03: BAQ/HOUS INCOMPATIBLE; UPDATE BAQ. The UC03 is sent when a housing start transaction is received and there is no open FID 35 on the MMPA or the FID 35 entry and housing are not compatible. The FMF has 9 calendar days to update the FID 35. The transaction recycles for the 9 calendar days, then rejects if the FID 35 has not been updated.

30.11. Re-certification. For re-certification instructions, see chapter 32.

Table 30.1. Advance Payment of Housing Allowance and Recoupment Procedures.

	A	B	C
R U L E	**If the**	**then**	**Reference**

1	Repayment is to be extended beyond 12 months	The FMF determines the repayment period: When justified by the member and the approving official determines a 12-month repay is going to cause a hardship. If the member is on a controlled tour, repay period may equal tour length but may not exceed it. If member is not serving a controlled tour, repay period may not exceed 24 months. In all cases, the repay period cannot exceed DOS. In most cases, however, liquidation of the advance should not exceed 12 months.	JTR, chapter 10
2	Member is serving an unaccompanied overseas tour	The FMF 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 are to be documented to include copies of leases, utility company statements, etc.). Process separate vouchers and FID PA03s for each advance payment for local payees. For central payees, process separate CICS trans IDs ‘JPBB’ for each payment (see **paragraph 38.9b** for a more detailed scenario of this payment process). Transactions are to reflect the proper ADV-PAY-CTCGS code of "B" (OHA) and "G" (CONUS)	para 30-5
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 30-5.6

4	Member and dependent vacate housing for which advance housing allowance (OHA, and Basic Allowance for Quarters) was made (OVERSEAS)	Lump sum recoupment does 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.	JTR, chapter 10 and **paragraph 30.5.10**
5	Member is pending separation from the service	The FMF initiates held pay or accelerates the repayment rate to ensure collection of the remaining balance.	DOD 7000.14-R, Volume 7A, chapter 32, table 32-1
6	Member requests repayment at a rate less than $50.00 per month	The FMF receives a written request justifying the lesser amount. Normally repayment will be made with the $50.00 per month minimum **(T-1)**.	

Chapter 31

DATA MASKED MASTER MILITARY PAY ACCOUNT (MMPA)

31.1. Description. Air Force members may have a MMPA that is data masked. When doing an inquiry in DJMS, the screen displays the following message "MEMBER HAS DISPUTED RECORD."

31.1.1. The base level finance office is not able to view any information in DJMS and is not authorized to process any military pay transactions for the member, see **paragraph 31.3.3** for processing.

31.1.2. **AFAFO** -F is notified by AFPC/DPAPP when a member is required to have the MMPA masked or unmasked. This is normally for members in the "threatened Airmen" program so that members cannot see their MMPA to determine what base they are at. AFAFO-F notifies DFAS-Indianapolis/JFLT of required actions. Only AFPC/DPAPP can authorize this action.

31.2. Comptroller Actions. Per AFI 36-2110, *Total Force Assignments*, Attachment 12, the Military Personnel Section Commander or Designated Trusted Agent at the losing and gaining base are to coordinate with the local Comptroller for financial transaction processing.

31.2.1. The Comptroller is to assign a Trusted Agent to personally handle the member's in and out processing transactions.

31.3. Finance Trusted Agent Actions. The Trusted Agent is not to reveal knowledge of the member's transactions to anyone not having an absolute need-to-know.

31.3.1. The Trusted Agent assists the member with completing all required in or out processing documents.

31.3.2. Follow instructions in the Air Force Financial Service Center-Base Level Business Rules, Rule 0205, for processing travel vouchers for the member. Link to AFFSC SharePoint is below: **https://cs2.eis.af.mil/sites/11098/affsc/afkn_docs/forms/allitems.aspx**

31.3.3. To process military pay transactions for the member, a CMS case has to be established. Set up a CMS case using the member's information and case type, attach all required documents, and refer the case to DFAS-Active Component Analytical Research.

31.4. Data Masked Orders. If a member attempts in or out processing with data masked orders (the gaining and losing locations are blank) other than with the Finance Trusted Agent assigned to them, refer the member to the Military Personnel Section Commander or Designated Trusted Agent.

Chapter 32

ENTITLEMENT RE-CERTIFICATION

32.1. Description. Air Force members are required to review and re-certify information concerning entitlement to BAH and OHA. Members are required to re-certify the status of their dependents at PCS arrival, every four years for those who have not completed a PCS in that period of time, and within 60 calendar days prior to separation or retirement.

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.

32.2.2. Members receiving OHA, whether individually or for dependents, are required to re-certify the entitlement using AF Form 594. Cost information is required for OHA.

32.3. Re-certification at PCS Arrival. As members process in, they provide the information required on the AF Form 594. Members complete the form before receiving the allowance.

32.3.1. Notification from Personnel – Arrival. This roster identifies members who have arrived PCS and is provided to housing and the FMF weekly. Upon receipt of the roster from personnel, FMF contacts those members who have not accomplished the PCS Arrival in-processing. Direct the members to come to finance immediately to in-process and complete the required recertification.

32.3.2. The AF Form 594, for members whose PCS recertification does NOT identify any changes to pay, is included as part of the PCS package and does not require FMF certification. If changes are required, the AF Form 594 is the source document for those changes and is to be certified by the FMF before processing the changes and uploading the document to Financial Management Work Flow.

32.4. Re-certification Prior to Separation or Retirement: Members whose separation is imminent (within 60 calendar days) re-certify prior to separation. The AF Form 594 is returned to the FMF 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 have a PCS within a four-year period are required to re-certify their entitlement to the allowance every four years in order to continue receiving it. The member completes the AF Form 594. Members have 30 calendar days, from date of notification to re-certify their entitlement, to complete the AF Form 594 and return it to the FMF. If it is not completed, action is taken to reduce the allowance. See **paragraph 32.7** for retention of source documents.

32.6. FMF 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 with the member's name, social security number, and the fact that the member failed to re-certify and retain in accordance with **paragraph 32.7** below **(T-0)**.

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/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 **(T-0)**.

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 calendar days, if you have nothing to indicate the collection would be incorrect, process a DQ transaction to collect the overpayment over 12 months **(T-0)**.

32.7. Retention:

32.7.1. For members whose OHA requires change due to the information provided at re-certification, forward the completed DD Form 2367 to the Housing Office for review. The housing officer reviews the DD Form 2367, maintains the required supporting documentation, signs the form, and returns the DD Form 2367 to the FMF 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 the supporting documentation the member provided. Return the supporting documentation to the member and scan the AF Form 594 and/or DD Form 2367 into Financial Management Work Flow with your other source documents. Local copies are retained as required below in **32.7.3**.

32.7.2. Upon receipt of the completed AF Form 594 , ensure the information matches the MMPA and, if not, documentation to support the differences is reviewed and retained as directed in **paragraph 32.7.1** above **(T-1)**.

32.7.3. DFAS provides a monthly listing identifying members who have been on station for 4 years and need to recertify dependent status. Contact members and have them complete a new form upon receipt of the listing. When the member recertifies BAH entitlement at the 4-year point and no changes to the BAH entitlement are required, retain the AF Form 594 in social security number order until the member has left the base for another PCS, separates, or completes a new form.

32.8. Redeterminations. For guidance on redetermination of secondary dependency, see **paragraph 26.8**

Chapter 33

CLOTHING ALLOWANCES

33.1. Description. The Air Force provides certain clothing allowances to its members. Eligibility and amounts are found in the DOD 7000.14-R, 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 DOD 7000.14-R, Volume 7A, chapter 29.

Section 33A—Enlisted

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;

33.2.3. Extra Clothing Allowances;

33.2.4. Civilian Clothing Monetary Allowances.

33.3. Initial Clothing Monetary Allowance 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 an Initial Clothing Monetary Allowance. Enlisted members of a reserve component (AFRC 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 Initial Clothing Monetary Allowance. The Military Personnel Section reenlisting, recalling or mobilizing the members provides the FMF 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 Initial Clothing Monetary Allowance. Members of AFRC/ANG units who are authorized to retain clothing for service in the reserve component return to active duty with that clothing. These AFRC/ANG members receive an adjusted Initial Clothing Monetary Allowance based on the difference between the current value of their clothing and the amount of the current Initial Clothing Monetary Allowance. When AFRC/ANG members do not have Military Pay Orders (DD Form 114) or Personal Clothing Records - Female Airman (Air Force Reserve and ANG) (AF Form 657) or Male Airman (Air Force Reserve and ANG) (AF Form 658), the Reserve component members are not entitled to the Initial Clothing Monetary Allowance, but are entitled to the appropriate clothing replacement allowances specified (basic or standard) in DOD 7000.14-R, Volume 7A, chapter 29. However, AFRC/ANG members can receive the adjusted Initial Clothing Monetary Allowance 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 Initial Clothing Monetary Allowance. However, start of either the Basic or Standard Replacement Allowance or future start dates are to be established.

33.3.1.3. Reduction in Force officers are paid total Initial Clothing Monetary Allowance and a future is established for the Basic Replacement Allowance based on Date of Entry provided by the Military Personnel Section to the FMF.

33.3.1.4. When these members are accessed with a FID E203, and a FID 63 future entry is not present on the MMPA, a partial reject is issued to the FMF; error code UHA (FID PT input required for enlisted member). Also a FID 63 suspense is established and if the FID PT is not received within 30 calendar days, another UHA reject is issued.

33.3.2. FMF Procedures. FMF processes a FID PT03 to report entitlement to Initial Clothing Monetary Allowance and establish a 63 future for either basic clothing replacement allowance-initial or standard clothing replacement allowance. The FID PT03 transaction generates a FID N3 memo entry on the MMPA. The Initial Clothing Monetary Allowance amount is based on the difference between the current value of the uniforms in the member's possession and the current Initial Clothing Monetary Allowance amount (see **paragraph 33.3.1**).

33.3.3. Substantiating Documents. Accession information received from the Military Personnel Section and DFAS is used to prepare DD Form 114 and later payment using SF Form 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 Reduction in Force 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 FID 6403 transaction is to be input if entitlement exists and payment is created by the FID 6403 transaction. See **Figure 33.9** for FID 6403 format, to include the types of initial clothing allowance. For additional information on type codes to be used in the FID 6403, see **paragraph 33.4.3** below.

33.3.5. Input. Accession is to 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 Initial Clothing Monetary Allowance, and establishes entitlement or futures for Basic and Replacement Clothing Replacement Allowances, as applicable.

33.3.5.2. Cancel (06). Completely voids a previous submission. This transaction only works if input the same month as the original submission.

33.4. Initial Clothing Monetary Allowances – Basic Military Trainees and Officer Training School Students.

33.4.1. Entitlement: DoDFMR Vol 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. FMF Procedures: for the members in **paragraph 33.4.3.2** below the 64 transaction is to be input by the field. Upon receipt of substantiating documentation from clothing (AF Form

656, *Clothing Request and Receipt-Male/Female*), process the FID 6403 transaction using the appropriate type (see **paragraph 33.4.3.2** for specifics).

33.4.3. Input. The FID 6403 transaction is 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 is used to pay the member for clothing alterations if required, for secretary of the service authorized reissues, and Air Force Officer Training School trainees with and without prior service.

33.4.3.1. The FID 64 entry is generated as part of the accession process for Basic Military Trainees and Officer Training School students without any prior service. No field input is necessary.

33.4.3.2. The FID 6403 transaction is generated from the accession transaction for Officer Training School students reentering with prior service. The FID 6403 transaction is to be input for enlisted members who are selected to officer training school. The initial clothing type in the entry indicates 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 is the member's current date of entry. The amount is 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 23**) is sent to the member's servicing FMF for verification of entitlement. The type 3 is to be processed within 6 months of current date of entry.

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 23**) is sent to the member's servicing FMF 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 Officer Training School students with a break in service or without prior service. The amount for the Air Force special initial clothing allowance is in DJMS 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 Officer Training School students selected from active duty. The amount for the Air Force special initial clothing allowance is in DJMS 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. Effective 1 June 1998, the maternity clothing allowance is included in the member's mid-month or end-of-month pay.

33.5.2. AF Form 469 procedures:

33.5.2.1. 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.

33.5.2.2. 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 that the member has been counseled. The Commander's Support Staff maintains the original AF Form 469 and forwards a signed copy to the FMF.

33.5.2.3. FMF. 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 AF Form 469 as the effective date.

33.5.2.3.1. Review the member's MMPA to ensure maternity clothing allowance has not been paid in the last three years.

33.5.2.3.2. Once verified, use the AF Form 469 as authorization for payment, and process a FID 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. Substantiating Documents. AF Form 469, Duty Limiting Condition Report.

33.6. Enlisted Members' Civilian Clothing Allowance:

33.6.1. Entitlement. DOD 7000.14-R, Volume 7A, Chapter 29, and AFI 36-3014 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 DOD 7000.14-R, Volume 7A, or AFI 36-3014, entitlements have been predetermined by personnel. For members performing short, non-consecutive Temporary Duties, when the number of days total at least 15 within a 30 calendar 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 Temporary Duty 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. Temporary Duty orders, or

33.6.2.1.3. DD Form 114, 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 the DOD 7000.14-R, Volume 7A, or AFI 36-3014 are to have the entitlement authorized by Major Command or Major Command equivalent (unless Major Command 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. FMF Procedures. Process an 8103 transaction with the appropriate civilian clothing allowance type. FMFs are to 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:

Table 33.1. Type Codes.

1 Initial civilian clothing allowance	summer and winter
2 Initial civilian clothing allowance	summer or winter
3 Temporary Duty civilian clothing allowance	for 31 calendar days or more
4 Temporary Duty civilian clothing allowance	16 through 30 calendar days

33.6.3.2. Civilian Clothing Allowance type codes for transactions with an effective date after 31 March 1998:

Table 33.2. Civilian Clothing Allowance Type Codes.

5 Initial
6 Career
7 Temporary Duty - 15 through 29 calendar days
8 Temporary Duty - 30 calendar 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 Department of Defense Instruction (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 percent 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 is not to 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 creates 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 (Example: Office of Special Investigations 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 calendar days, type 7, indicates the member is required to wear civilian clothing for 15-29 consecutive calendar days or a total of 15-29 calendar days within a 30 calendar day period.

33.6.4.4. Temporary duty, over 30 calendar days, type 8, indicates the member is required to wear civilian clothing for 30 consecutive calendar days or for a total of 30 calendar 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 FID ‘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 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 FMF to determine if member has enough pay accrued to cover purchase. If enough pay has accrued, FMF makes partial payment to purchase required clothing. If not, the unit prepares AF Form 656 to authorize the credit sale. Airman presents form to Military Clothing Sales Store when selecting required items. Military Clothing Sales Store enters total of purchases on form and returns it to airman who presents it to the FMF before clothing is released.

33.7.2. FMF 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 Military Clothing Sales Store enters the total of items purchased on the form, the member presents the original AF Form 656 and all 5 copies to the FMF. Process a FID DS against the member's pay account to collect the total charges for the items supplied by the Military Clothing Sales Store. Retain copies 1 and 2 of the 656 for supporting documentation and return the remainder to the member who then returns to the Military Clothing Sales Store.

33.8. Miscellaneous Clothing Allowances Not Paid Through the DJMS:

33.8.1. Payment for Clothing Lost or Damaged.

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 for unrecovered items.

33.8.3. Provisions for Civilian Clothing When Uniforms Are Recovered.

33.9. Types. Officers may be entitled to receive:

33.9.1. Officers Uniform and Equipment Allowance - initial and additional. The entitlement to Uniform and Equipment Allowance is contained in the DOD 7000.14-R, 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 DOD 7000.14-R, Volume 7A, chapter 30.

33.10. Substantiating Documents:

33.10.1. AF Form 1969, *Officer Uniform Allowance Certification*. Complete appropriate blocks and certificates for Uniform and Equipment Allowance - Initial and Uniform and Equipment Allowance - Additional Active Duty. (See DOD 7000.14-R, Volume 7A, chapter 30.) FMFs complete block 7 and attach a copy of the orders to the AF Form 1969.

33.10.2. DD Form 114, can be used instead of an AF Form 1969, to authorize a Uniform and Equipment Allowance 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. FMF Procedures. FMF processes a FID 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. (See **chapter 36**.)

33.12. Input. Prepare input 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.

Chapter 34

PERSONAL MONEY ALLOWANCE

34.1. Description. Individuals serving in the grades of lieutenant general or general, or holding specified positions of authority such as the Chief Master Sergeant of the Air Force, are entitled to receive a monthly personal money allowance. Rates and conditions of entitlement are shown in the DOD 7000.14-R, 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 on the MMPA is used to identify and regulate the personal money allowance for special compensation positions. Input of the TR transaction(s) to start, stop, change, correct, or cancel entitlement is done by the member's servicing Military Personnel Section for member's initial assignment, changes to, or reassignment from designated position. Transaction input for preparatory school student accounts is restricted to the Air Force Academy. Military members drawing basic pay of a lieutenant general (O9) or general (O10) 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.

Chapter 35

PERMANENT CHANGE OF STATION 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 is to 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, OHA, BAH, and Dislocation Allowance). The member's commander has oversight 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 DOD 7000.14-R, Volume 7A, chapter 32. PCS advance pay is paid through electronic funds transfer by DFAS. Transaction ID 'JPBB' is used to request the advance and 'JPBX' to confirm the payment.

35.2. Substantiating Documents.

35.2.1. DD Form 2560. 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.

35.2.2. PCS orders or PCS assignment notification. Used in conjunction with the DD Form 2560 to justify member's request to commander.

35.2.3. The, DFAS-DE Form 2424, is used to authorize payment of a PCS-related advance of pay.

35.3. Approval of Advance Pay.

35.3.1. The member's commander reviews the DD Form 2560, to ensure the reason for the advance meets the intent of a PCS military pay advance.

35.3.2. The comptroller ensures the intent of policy guidance is followed, provides guidance to commanders as needed.

35.3.3. The FMF points out any questionable expenses or repayment period, to the commander, for possible adjustments. Items which should be considered questionable are items not related to a government ordered change of station move.

35.4. FMF Action:

35.4.1. The FMF uses the DFAS-DE Form 2424 Daily EFT to authorize the payment. The FMF inputs the transaction using 'JPBB' to send the payment to the member's bank account. This creates the FID PA03 systematically and posts it to the member's MMPA.

35.4.2. The DD Form 2560 is attached to the DFAS-DE Form 2424 form when a member requests a PCS advance payment.

35.4.3. The FMF 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 DFAS-DE Form 2424 form when payment has been made by DFAS using EFT. The Confirmed Daily EFT Payment Data Report is available on SAR or CA WebViewer, under JFAREG, ID is FA0341D. Two copies of this report should be printed out daily when EFT payments have been confirmed/authorized by your FMF for any business day. Attach original DFAS-DE Form 2424 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. Supporting documentation for daily EFT (JPPB) payments are scanned into Financial Management Work Flow for staging.

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 is to be sent to DFAS-JFLTBB/IN for preparation of input transactions.

35.5. Repayment.

35.5.1. If the PCS order is revoked or cancelled, the member is required to repay the advance in full immediately. (See DOD 7000.14-R, Volume 7A, chapter 32, table 32-2.)

35.5.2. PCS advance payments are to be repaid within 12 months unless a longer period is justified and approved in writing due to financial hardship. (See DOD 7000.14-R, Volume 7A, chapter 32, table 32-2.)

35.5.3. Members may make cash payments to repay an advance partially or in full at any time.

Chapter 36

PARTIAL AND CASUAL PAYMENTS

36.1. Description. Transient or casual payments are payments made to members away from their home station. Partial payments are payments made to individual members (or groups when approved by the organization commander) at their home station. See DOD 7000.14-R, Volume 7A, chapter 32.

36.2. Substantiating Documents. The Daily EFT Payment Request/Authorization Form, DFAS-DE Form 2424 is used by the FMF to authorize payment of a FID PK (partial) or FID PC (casual). For a Partial Payment being requested for pay prior to the normal payday, a letter from the member's First Sergeant or Commander approving the request needs to be provided.

36.3. Verification. The FMF ensures that the member receives only that amount accrued to date less normal deductions. For information concerning different organizations' duties relative to casual payments, see **paragraph 36.4** below.

36.4. Special Provisions - Casual Payments:

36.4.1. Members at location where FMF service is not available. When a member reports to a duty station where a FMF is not available, they may request a casual payment from the Military Personnel Section, GSU, personnel clerk, commander, or senior military member in charge, as applicable to member's specific duty location. Members have their payment sent to their bank account through the use of transaction ID 'JPBB'. After the money has been transmitted to the bank, a payment transaction (PC03) is systematically created to post against the member's MMPA.

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 rejects to the input source. If the transaction rejects, verify name and social security number before following up with the servicing Military Personnel Section to determine why the accession has not been accomplished. See **chapter 39** for additional information regarding payments to accessions. If accession has since been accomplished, resubmit PC03 transaction using reject procedures.

36.4.3. Member arrives at new duty station. FMF is to first determine financial need of member. Review member's MMPA to determine payment data. Use casual payment procedures as described above and report payment to DJMS promptly. Under no circumstances should payments to member be delayed.

36.4.4. 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. FMF reports abuses of partial payment policy to member's unit commander. Members have their payment sent to their bank account through the use of transaction ID 'JPBB'.

Chapter 37

ONE-TIME PAYMENTS

37.1. Description. One-time pay authorizations are issued by DFAS based on a special event or condition creating entitlement to the payment. These payments are paid by DFAS Central Site through the electronic funds transfer system. 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 more 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 is to occur before the entitlement to the funds actually exists. Arrears of pay for deceased members are paid by DFAS and include any outstanding pay authorization on the MMPA. See **chapter 54** for more detailed information.

37.3. Procedures. The authorization for the payment appears on a special electronic funds transfer file. If the FMF finds that the member should not receive the one-time payment through electronic funds transfer, DFAS should be notified. DFAS removes the member's pay authorization from the special electronic funds transfer file prior to transmission of the payment to his/her bank account. One-time pay authorizations are also received by the FMF and routed with other DJMS transactions to the FMF for production of print listings. This printout includes one-time pay authorization messages. If a member is being paid his/her one-time payment through electronic funds transfer, a message stating that appears on this money list after the payment has been made.

37.4. Reject Corrections:

37.4.1. Y Rejects. DFAS 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 has processed the transaction against the member's MMPA but some data requires correction. When the corrected transaction is submitted, DFAS clears the reject and the FMF submits a transaction to correct the member's pay record.

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 are to be made within 3 duty days 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. The Department of Defense mandated all personnel, including civilians, military members, military retirees, reserve and annuitants, participate in direct deposit

38.2. Enrollment. Military members can enroll in Direct Deposit through myPay. Changes to their financial institution can also be made in myPay. Only in extenuating circumstances, new recruits for example, members can enroll in Direct Deposit by providing a SF 1199A, *Direct Deposit Sign-Up Form*, 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 through myPay or in extenuating circumstances provides a new SF 1199A or a U.S. Treasury FMS Form 2231, *Fast start Direct Deposit form*.

38.3. Pay Option. Members participating in direct deposit 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). All members are paid twice a month unless the member elects to only be paid once a month. Use DD Form 114, 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, signature and date. Process an LH04 to change the pay option.

38.4. Substantiating Documents: SF 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. The financial institution has properly completed and signed the SF 1199A, or

38.4.2. 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.).

38.5. Payments Returned by Financial Institution. If a direct deposit is returned by a Financial Institution, DFAS stops the direct deposit for that individual unless a change has been made to the FID LH transaction between when the payment was released and when it was returned. The stop appears on the by-other listing. FMF is to immediately contact the member and advise that action is required to correct the bank information. If Mid-Month or End of Month cutoff passes, the member becomes a local payee until a new FID LH is processed by the FMF.

38.6. Reimbursement for Bank Overdraft or Failure to Maintain Minimum Balance Charges.

38.6.1. In accordance with 10 U.S.C. § 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 is to 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.)

38.6.2. In order for the member to apply for reimbursement, the FMF is to 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 FMF's request to the member's financial institution for waiver of charges (including the bank's response); a statement by the FMF explaining the reasons for the situation; and FMF's statement of any extenuating circumstances. If approved, reimbursements are included in the member's pay. No separate checks are issued.

38.6.3. Reimbursement can only be made for the charges assessed by the financial organization maintaining member's direct deposit account. Reimbursement is not allowed for overdraft charges from businesses (to include landlords), overdraft charges from allotments, or wire transfer fees.

38.7. 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 calendar days earlier.

Chapter 39

ACCESSIONS

39.1. Description. An accession transaction establishes a MMPA for members entering or reentering the Air Force after a break in service of one day or more. There are many accession points, such as Basic Military Training and Officer Training School.

39.2. FMF Actions:

39.2.1. Members Requiring Accession. Work closely with the local Military Personnel Section on all members who do not have a MMPA or a fully accessed MMPA. The servicing Military Personnel Section is responsible for creating a CMS inquiry to Headquarters AFPC/Accession Confirmation Team for the input of the accession transaction (FID E203). All accession transactions that create the MMPA (other than Basic Military Training) are input by Headquarters AFPC, not the Military Personnel Section. If the Military Personnel Section is unable or unwilling to create a CMS inquiry to the AFPC within 14 calendar days after the member's arrival, the FMF should create a CMS inquiry and forward to the local Military Personnel Section for their action. Make sure specific information about the member, and nature of the problem, are included in the CMS case and attach any Enter Active Duty orders.

39.2.2. Input of MMPA Transactions. Require newly accessed members to complete all forms relating to allowances, tax deductions, allotments, direct deposit and other pay actions affecting the MMPA. Ensure all payments are input and posted correctly. Input of payments may be done prior to the creation of the MMPA. Use a 3 in the first position of the action indicator. These payments recycle for 30 calendar days. If no MMPA has been created, they come off recycle and reject. The FMF is to re-input them until the MMPA has been created. Once there is a MMPA, the payments come off recycle and post to the MMPA.

39.2.2.1. Obtain completed IRS 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 FMF where the member first reports for duty is to submit this information using FIDs FJ04, FK04, and MG04.

39.2.2.2. If the MMPA TAX-AUTH-CITY-STATE is 098, at the time the FID E203 processes, the FMF receives a UDN reject of the FID E2 transaction to notify the FMF that member needs to declare a legal residence and a FID MG04 transaction processed. A 60 calendar day suspense is established for receipt of the FID MG04 transaction. At the end of 60 calendar days, the FMF receives a UDN reject of the suspense transaction and a new 30 calendar day suspense is established if the FID MG04 has not been received. If the 30 calendar day suspense is not cleared, it is rejected to DFAS for follow-up action.

39.2.2.3. Input FIDs PT03 or 6403 transaction for all enlisted members to establish clothing entitlement. See **chapter 33**.

39.3. Accession Input. There are three general types of accession transactions that Headquarters AFPC inputs. The EA partial accession transaction establishes a skeleton MMPA which allows the FMF to input any and all transactions to post. The FID E101 transaction is for members entering through Basic Military Training which are input by them. Full accession transactions (FIDs E103 and E203) complete the MMPA and may override certain accession data previously

created. Except as noted below, all transactions place members in an 'A' status (on station) at their permanent duty base.

39.3.1. Basic Military Trainees. All Basic Military Trainings entering the Regular Air Force for enlisted duty are accessed by Joint Base San Antonio-Lackland Air Force Base with a FID E101 and a FID E103 transaction. The member's servicing ADSN (LC) is established as 9998. **Note**: As long as the servicing ADSN on the MMPA is 9998, no LES is produced.

39.3.1.1. The FID E101 establishes MMPAs using name, SSN, and service dates and placing these accounts in a special "Basic Military Training" status which holds member's pay while in Basic Military Training. Each Basic Military Trainee receives three payments during training: Payment at a flat rate on the second day of training (the accession (FID 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. The AFPC Match Flag 7 or Z (see attachment 24 for description of codes) is used to establish these accounts. (See **paragraph 39.5**.)

39.3.1.2. The FID E103 transaction contains all data necessary to complete the information in the MMPA, overrides FID E101 input and establishes a full account for members which initially may not have been processed with a FID E101 as in **39.3.1** above. Gaining bases process FID SG03 arrival transactions as soon as the member arrives to remove member from Basic Military Training status (LC: 9998) to include pipeline students. Joint Base San Antonio-Lackland processes a FID LC04 transaction to change the ADSN from 9998 to 4096.

39.3.2. Reenlistees. Enlisted members reenlisting with a break in service may have either a FID E203 or both a FID EA03 and a FID E203 accession transaction(s) submitted:

39.3.2.1. A FID EA transaction is submitted by the AFPC after a member has entered active duty. This establishes a MMPA so the FMF can provide immediate pay service to the member. Do not wait until the FID E203 is processed. The FID EA transaction puts member in a PCS status with movement reason code I. No FID SG03 is to be done as the ADSN is changed from the processing of the FID E203 transaction. These accounts are established with an AFPC match code 6. Month-end restructure changes code to F. These codes indicate a FID E203 is required to confirm the accession.

39.3.2.2. The Military Personnel Section should create a CMS inquiry to the AFPC to have the FID E203 processed within 2 duty days after in-processing at the permanent duty station. This can only be done at the member's permanent duty station and not the Temporary Duty base. This transaction provides data to complete the MMPA, removes member from PCS status, and sets the Match Flag to blank.

39.3.3. Officers Performing Temporary Duty. Officers ordered to Temporary Duty stations for orientation or training before arrival at their first PDS are accessed by AFPC with a FID EA transaction. The FMF at the Temporary Duty base should provide service for these members with the skeleton MMPA being created.

39.3.4. Non-Prior Service Officer Training School students are accessed with a FID E103 transaction. These transactions are sent from the Maxwell Officer Training School Military Personnel Section to the AFPC to be included in a DJMS update. Upon graduation from Officer Training School, the Maxwell Officer Training School Military Personnel Section

provides a file with the E6 transactions to the AFPC as well. These FID E6 transactions update the MMPA from enlisted to officer and put the members in a PCS status (H) with servicing ADSN of 9999.

39.3.5. Reserve and Guard Members Ordered to Active Duty are accessed with a FID E203 transaction. For Reserve, the transactions are submitted by AFPC and for Guard, the FID E2 transaction is completed by the guard finance office once they have arrived at the first permanent duty station. These accounts are established with an AFPC Match Flag of 1, a Match Flag is an indicator in the pay record action may be needed; once the restructure of the account takes place it changes this to an A. The AFPC confirms these accessions with a FID ML03 for officers and FID MM03 for enlisted. These transactions clear the Match Flag code (MJ line) on the MMPA.

39.4. Effect on the MMPA. The first accession transaction (FIDs EA or E2) opens a MMPA to allow DJMS transactions to process. As a minimum, it establishes the following:

39.4.1. Entitlements:

39.4.1.1. Basic pay.

39.4.1.2. BAS for officers

39.4.1.3. Personal Money Allowance for grades 09 and 10

39.4.2. Deductions:

39.4.2.1. Federal Income Tax Withholding based on 1 exemption and single.

39.4.2.2. Federal Insurance Contribution Act.

39.4.2.3. State Income Tax Withholding (for basic trainees only). For all others the State of Legal Residence is established as 098.

39.4.2.4. Servicemembers' Group Life Insurance at the maximum coverage (only with E2 and E103 processing). If member elects to decline, reduce, or increase life insurance coverage, the Military Personnel Section is responsible for the input.

39.4.3. Other. A FID HO entry is created to contain the member's net pay until such time he/she is no longer considered a trainee. The FID HO entry is adjusted by payments and other increases or decreases (entitlements, collections, etc.) to the MMPA. (**Note**: the FID HO entry replaces the FID 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.

39.5.2. FID MJ Entry (AFPC Match Flag). This entry contains codes that tell DJMS 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. Match Flag is Code 7 or Z - a basic trainee has not had a FID E103 transaction processed. When either of these codes is present, the FID SG03 transaction to remove member from basic trainee status recycles. Code Z indicates a FID E103 is required, FID E101 accession was not confirmed by the AFPC. Code 7 indicates FID E101 was received but a FID E103 is required.

39.5.2.2. Match Flag is Code 6 or F - member was accessed by a FID EA03 transaction but a FID E203 transaction is required. These codes are usually associated with PCS status. When these Match Flags are present, member was brought on station by the FID E203 transaction and no FID SG03 transaction is to be processed. Code 6 is put on the record by accession processing. After the first restructure, the code changes to F.

39.5.3. FID SH (PCS) Entry. When members are accessed by a FID EA transaction and put in a PCS (FID SH) status, movement reason code I is used. The FID E203 transaction puts member in a FID SA status and the FID SH entry closes.

39.6. DFAS Actions Related to Accession Processing:

39.6.1. Grade Differences. If the FID E203 processes containing a grade that is different from the grade on the MMPA, and FID MD05 transaction to correct the grade is created. The FID MD05 recycles to process in the next update. If for some reason it cannot process, it rejects and opens a CMS inquiry to DFAS for action. It is possible for the accession transaction to process and grade not to be updated immediately.

39.6.2. Entered Active Duty Date. If the Entered Active Duty Date in the FID 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 Entered Active Duty Date are updated other than those affecting entitlements and deductions which are handled manually by DFAS.

Chapter 40

BASIC TRAINEES AND PIPELINE STUDENTS

40.1. Basic Military Trainees. For all active duty enlisted Air Force recruits, Joint Base San Antonio-Lackland is their first duty station. After arrival, a MMPA is established in DJMS-AC. After the establishment of the MMPA, trainees receive regular mid-month and end-of-month payments.

40.1.1. If an Airman is in "T" status, reason code 2 and their MJ Match Flag Code on the MMPA is 7, Z, A, S or 1, that is an indication the FIDs E103 or MM03 were not processed within 86 calendar days of the trainee's arrival at Joint Base San Antonio-Lackland.

40.1.2. If the Airman is assigned to other than an Air Education and Training Command base, the FMF needs to initiate a CMS case to DFAS-IN. Send the CMS case to the "DFAS System Analysis & Initiatives" box, where they work this with AFPC in a timely manner. The case type is "Problem." Once the Airman leaves Air Education and Training Command, this cannot be fixed at the local level.

40.1.3. If the Airman is assigned to an Air Education and Training Command base, Joint Base San Antonio-Lackland works your 'T' status and notify your FMF if it is necessary to make a manual payment to the member for payday.

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.

40.2.1. All pipeline students are required to in process with local finance office. The FMF processes a FID SG03 except Joint Base San Antonio-Lackland, which processes an LC04 transaction to change the ADSN from 9998 (Basic Military Trainee) to 4096 Joint Base San Antonio-Lackland).

40.2.2. FMFs start BAS and meal deductions in accordance with **chapter 25**, start partial rate BAH for single members, and recertify BAH and FSA for married members.

40.2.3. Out processing from Initial Training Base. FMFs process a FID SH03 departure transaction to identify the member's next training location or first PDS per the PCS orders.

40.3. For pipeline students attending follow-on training. For pipeline students attending follow-on training, to include non-Air Education and Training Command locations, the FMF processes the Station Gain transaction and start meal deductions and partial rate BAH if applicable.

40.4. When pipeline students arrive at their first PDS. When pipeline students arrive at their first PDS, the FMF processes the FID SG03 based on travel from the last training location to the first PDS. Do not process the FID SG03 to account for period that begins with departure from Joint Base San Antonio-Lackland.

40.5. If A Training Location Failed To Process The Station Gain. If a training location failed to process the Station Gain, the first PDS establishes a debt on the member's record for the Meal Deductions or BAH-T. In this case, processing the Station Gain retroactive to departure from Joint

Base San Antonio-Lackland (or other training location) generates debts that may create a financial hardship for the Airman.

Chapter 41

PERMANENT CHANGE OF STATION

41.1. Description. The definition of terms in the DOD 7000.14-R, Volume 7A, defines PCS 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 JTR, Volume I, appendix A.

41.2. Substantiating Documents. Obtain PCS data from these official documents:

41.2.1. 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 and arrival date. Annotate orders with projected departure date and gaining ADSN from the *PAS Code Directory. This copy is used to process the SH03 transaction.

41.2.2. Diversion (amended PCS) 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. Process a FID SH04 transaction containing the changed data as appropriate.

41.2.3. Travel voucher.

41.2.3.1. Travel Voucher and Attachment. Member files a travel voucher with the local FMF within 5 duty days after completion of PCS travel whether or not cost to government is involved. Use data in member's itinerary to support PCS arrival transaction. Actual travel dates are 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 to process the FID SG03 transaction. Verification of departure and arrival dates may be made by audit of endorsed travel voucher.

41.2.3.2. Date Depart Last Duty Station. The Date Depart Last Duty Station 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 Military Personnel Section, whichever is earlier. **Note**: Duty days are considered to be Monday through Friday.

41.2.3.2.1. Members departing overseas duty stations are prohibited, by AFI 36-2102, *Base-Level Relocation Procedures*, from out-processing earlier than 2 duty days prior to their actual departure date or date official leave and travel begins.

41.2.3.2.2. When out-processing is accomplished on Friday and the member physically departs the next duty day, then that duty day is the Date Depart Last Duty Station.

41.2.3.2.3. Member takes leave in the local area (old PDS), the Date Depart Last Duty Station is the next duty day after the out-processing date from the Military Personnel Section.

41.2.3.3. Date Arrive Station at the New PDS. The Date Arrive Station, for the purpose of the Status Gain transaction, is the date the member arrived and was available for duty. The member may have not been able to contact the new Commander/Unit/Military Personnel

Section on the arrival date due to time of arrival/holiday, etc. Example: Member arrives late Friday evening with Monday being a holiday. The member could not contact the respective unit until Tuesday but is considered available for duty on Friday making Friday the Date Arrive Station.

41.2.3.3.1. 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 Date Arrive Station 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 is posted/accounted for by the member's unit and not from the travel voucher; for example, permissive house hunting leave.

41.2.3.3.2. 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 Date Arrive Station is the 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. Notification from Personnel - Departure. FMF contacts local personnel office and requests inclusion on the distribution of the departure listing. Personnel office provides the departure listing to notify finance that member is departing/has departed PCS. FMF may use the departure listing as the source document for processing the FID SH03 transaction based on actual departure. Do not process FID SH03 based on projected departures.

41.2.6. Notification from Personnel – Arrival. FMF contacts local personnel office to ensure inclusion on the distribution of the Confirmation of Arrival Roster. This roster identifies members who have arrived PCS and is provided to housing and the FMF weekly. Use this roster to identify members who have not filed their PCS travel vouchers. Contact the members immediately and notify them to complete their travel vouchers within 5 duty days of arrival. If members fail to do so, contact the First Sergeant/Commander to get help getting the member into the FMF. BAH with dependents is to be recertified at PCS arrival to prevent reduction and that failure to file the travel voucher results in reduction to single rate BAH and may result in further reduction to partial rate BAH. In addition, BAH without dependents is reduced to BAH Partial since it is unknown whether member is in single quarters.

41.2.6.1. Upon receipt of the roster from personnel, add a column to the spreadsheet titled "Action Taken by FMF" and annotate actions taken to contact member, date follow-up was done, date the FID SG03 was processed, etc. Once roster shows all members have been contacted and have had a FID SG03 processed, have Flight Chief verify and then destroy roster.

41.2.6.2. Special Circumstances. If the member is identified on the arrival roster and is unavailable due to deployment or other legitimate special situation, prepare a certified DD Form 114 to use as the source document to process the FID SG03, using information provided on the roster. Manually suspense the roster awaiting the travel voucher being filed. Once the travel voucher is received, make whatever adjustments are required by processing a FID SG05.

41.2.6.3. Impact on BAH. If the unit advises that the member is NOT unavailable due to mission reasons (Temporary Duty or leave), advise member you are going to change the

with dependents BAH entitlement to single if he/she fails to respond within 5 duty days since there is no way to validate the entitlement currently being paid. If the member hasn't come to finance in the allotted time, change the BAH entitlement to without dependents. If member is receiving BAH entitlement at the without dependents rate, change to partial rate since the date to change to the current PDS rate is unknown. See **chapter 26** of this manual for additional information on BAH changes as result of failure to file travel voucher. If the member then comes to finance and provides verification of entitlement, update the BAH entitlement accordingly, retro to the date it was reduced from single to partial or effective date of recertification for members with dependents. For additional information on failure to recertify BAH entitlement at PCS arrival, see **chapter 32**.

41.3. Source of Input. The concept of one-stop processing of members arriving and departing on PCS was established by AFI 36-2906. To accomplish this, a FMF representative is included in the Military Personnel Section processing line.

41.4. FMF Actions upon PCS Arrival. On arrival at:

41.4.1. New Duty Station. When a member arrives, the FMF reviews the entitlements on the pay record to determine updates needed. Submit arrival transaction to DJMS within first 5 duty days after receipt of member's travel voucher within the FMF.

41.4.2. Home Awaiting Final Action of Physical Evaluation Board. Submit arrival transaction 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 calendar days of departure, use the member's PCS orders and compute constructive travel days to submit the arrival transaction. A correction (FID SG05) may be required if travel voucher is received at a later date.

41.4.3. Temporary Duty Pending Further Orders. If members last TDY location, becomes the new PCS, then new FMF submits PCS arrival transaction.

41.4.4. Air Force Academy Graduates. PCS arrival transactions for academy graduates contain the date the member entered active duty in the Date Depart Last Duty Station field of the FID SG03.

41.4.5. Correction of PCS after Arrival. Use a FID SG05 transaction to correct any data item in the FID SG03 including departure data as long as the PCS entries are in the MMPA.

41.4.6. Reduction in Continental United States COLA Entitlement For Travel Days. Continental United States COLA is not payable for the number of travel days allowed for direct travel between the member's old and new PDS incident to a PCS. (See JTR, Volume I, paragraph 8002.) The travel section is required to reflect all travel days (both Temporary Duty and Direct) for all travel vouchers processed. When processing Status Gain transactions for PCS arrivals that involve Temporary Duty en route or travel to or from overseas via the port, enter only the direct travel days in the “DAYS-TVL- TIME-ENTLMNT” field of the FID SG03 transaction. The difference between the direct travel days and the total travel days are reflected in the “DAYS-TDY” field in order to balance the Status Gain transaction. This is an administrative procedure only. Payment of per diem for these days is not authorized.

41.4.7. A UH management notice is sent to the FMF 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.

41.4.7.1. After receipt of a UH management notice, 30 calendar days are allowed for processing transactions necessary to account for the period of PCS before a reject occurs.

41.4.7.2. If the FID SG03 transaction is in balance and all MMPA entries are correct, notify DFAS of the circumstances and ask that they clear the suspense.

41.4.7.3. In some cases, there may be two or more PCS entries with uncleared suspense 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 FID SG suspense.

41.4.7.4. Member Arriving from Officer Training School. When member departs Officer Training School, 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 Officer Training School.

41.5. Effect of PCS Arrival on MMPA. On receipt of a FID SG03 arrival transaction:

41.5.1. If PCS departure transaction has been processed, DJMS-AC:

41.5.1.1. Generates a PCS departure correct transaction to make the FID SH entry agree with the arrival input based on date and quarter day departed and movement reason code in the arrival transaction.

41.5.1.2. Restarts overseas extension pay for overseas to overseas PCS, if stopped by departure transaction.

41.5.1.3. Pays FSA - Restricted for travel time listed in PCS arrival transaction if FSA - Restricted stopped by PCS departure processing.

41.5.1.4. Stops BAH 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 BAH without, BAH continues.

41.5.1.5. Starts Partial BAH when the FID SG03 transaction has code 6 or 7 included in the transaction. If BAH or BAH-DIFF entry is open and partial rate BAH is started, the Status Gain entry partially rejects with the error message ‘TDY’. If the code is other than 6 or 7 or space, the transaction partially rejects with error code XCR. If the member is receiving BAH-DIFF, but not without dependent rate BAH, partial BAH is not started with a 6 or 7; the assignment code in the Basic Allowance for Quarters Code in the MMPA is changed to 1 (assigned) from 2 (not assigned). Partial rate BAH is not started during this process.

41.5.1.6. Charges member leave for PCS period when member completes a permissive PCS move.

41.5.2. When PCS departure transaction has not been received, DJMS-AC takes these actions:

41.5.2.1. Except for Officer Training School graduates who have not been promoted or demoted, generates a FID SH03 transaction from data in FID SG03 transaction. FIDs SH03

and SG03 transactions are processed under normal processing. A "TCS" (FID SH03 transaction generated from FID SG03, arrival processed within 7 calendar days of departure) or a "TCT" (FID SH03 transaction generated from FID SG03, arrival processed more than 7 calendar days after departure) is generated to the losing FMF.

41.5.2.2. If member is in Officer Training School, the FID SG03 transaction recycles awaiting transaction to separate and reenter or demote member. Processing:

41.5.2.2.1. Issues management notice XW to Military Personnel Section ZB requesting a separation/reentry or demotion transaction.

41.5.2.2.2. Recycles arrival input every 3 duty days, waiting for processing of separation/reentry or demotion transaction.

41.5.2.2.3. If transaction is not received in 21 duty days, rejects FID SG03 transaction to DFAS for follow-up action.

41.6. FMF Actions upon PCS Departure:

41.6.1. FMF obtains member departure data from a copy of the member's orders, either provided by the member or from the virtual Military Personnel Flight out-processing checklist.

41.6.1.1. FMF completes Active Duty Out-Processing Checklist and scans a copy of the completed checklist, with the member's orders, as part of the supporting documentation for the SH03, into Financial Management Workflow.

41.6.1.2. Upon completion of the Active Duty Out-Processing Checklist, the FMF contacts the member regarding any discrepancies or follow-up actions from the checklist prior to clearing member on the virtual Military Personnel Flight out-processing checklist.

41.6.2. FMF is responsible for advising members of the impact of PCS, to include PCS with Temporary Duty en route, on their military pay and allowances. Advise members who are Temporary Duty en route, and entitled to single rate BAH, that the prior PDS BAH rate continues through the Temporary Duty period. Emphasize the importance of timeliness in filing their travel vouchers to allow for timely processing of the arrival transaction by the gaining FMF, explaining that this helps prevent future pay problems.

41.6.3. 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 are entitled to continue receiving housing allowances for their dependents in the states, while they are overseas. Because the FID 68 is closed by the FID SH03 processing, the gaining FMF is to process the FID 68 to restart the BAH. If the member was receiving rate protection and the dependents do not relocate, contact DFAS, via CMS case, to restore the member's rate protection.

41.6.4. PCS Departure. The FMF servicing member's losing base submits PCS departure input to DJMS within 30 calendar 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 DJMS at least 15 calendar days in advance. Special instructions are:

41.6.4.1. PCS with Temporary Duty En Route:

41.6.4.2. Member Departs for Officer Training School. Process a PCS departure transaction (FID SH03) for all members going to Maxwell AFB for Officer Training

School. Maxwell AFB in-processes these members, via a FID SG03 transaction, and become the servicing FMF during the period of the PCS departure transaction.

41.7. Effect of PCS Departure on MMPA:

41.7.1. PCS Report Transaction. 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. FID SH03 transactions received after an NO entry is established deletes the NO entry and process in accordance with the above guidelines. The original FID SH03 transaction does not process, as it no longer agrees with the FID NO entry.

41.7.2. PCS Cancel Transaction. If the FID SH03 transaction has not processed, the cancel transaction deletes the NO entry. This causes the recycling transaction not to process. If the FID SH03 transaction has processed, the cancel transaction restores member's account to show the same data as before the PCS transaction was processed.

41.7.3. Actions DJMS Takes Automatically on Processing a PCS Departure Report Transaction (FID SH03):

41.7.3.1. Puts member in H (PCS) status.

41.7.3.2. Starts BAH without dependents from FID SH03 for members departing PDS in the US. If member was assigned to single government quarters, receiving BAH with dependents, the assignment code is changed to “2” and the adequacy to “0.” Starts BAH-T from the FID SH03 for members departing overseas PDS and members without dependents in the accession pipeline.

41.7.3.3. Establishes an arrival suspense entry of projected arrival date plus 15 calendar 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 calendar days until the FID SG03 is processed.

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: Absent Without Leave, 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 36-3802, *Force Support Readiness Programs*) Thus, if a member is determined to be Absent Without Leave, losing Military Personnel Section submits a regular Absent Without Leave input. If member reports to new station, an on-station transaction to remove Absent Without Leave status is to be processed

by the Military Personnel Section before processing of SG03 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 Absent Without Leave. A period of Absent Without Leave, which occurred during time a member was in a PCS status, is to be reported to the Military Personnel Section.

41.8.2.3. Cancel PCS Member in an Absent Without Leave, 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. Special Provisions. Do not submit PCS input transaction to DJMS for:

41.9.1. Member Declared Mentally Incompetent. For detailed procedures, see **chapter 50**.

41.9.2. 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.**

41.9.3. 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 are to be processed.

41.9.4. Basic Trainees. Lackland does not submit FID SH03 transactions for basic trainees. Gaining base is to submit an SG03 for these members in all cases.

41.10. Geographically Separated Units. When a member's duty station is not at the same location as servicing FMF, a message based on normal substantiating documents may be sent to the FMF to support PCS departure, PCS arrival, and other PCS-related changes. This message is to contain all data necessary to complete the transactions in question. The FMF also ensures that transactions input to DJMS-AC agree with the substantiating documents.

Chapter 42

COMMAND RESPONSIBILITY PAY

42.1. Description. Command responsibility pay was for officers serving in positions, designated by Secretary of the Air Force, of unusual responsibility and critical in nature to the Air Force. Officers serving in those designated positions were in pay grade 0-6 or below to be entitled to this special pay. Command responsibility pay was terminated 30 Sep 07. This information is provided for historical purposes only.

42.2. Processing. The Military Personnel Section or the member's CSS was responsible for determination of entitlement to command responsibility pay and for processing of transactions needed to pay command responsibility pay. The transactions were input to Military Personnel Data System and flowed to DJMS-Active Component, posting to the MMPA as FID 07.

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, is the basic source document used to return a member to on-station status. Member's unit prepares and numbers AF Form 2098 and sends it to the Military Personnel Section.

43.3. Procedures. The source of input for on station (FID SA) transactions is dependent on the status from which member is being removed.

43.3.1. Servicing FMF. The servicing FMF is to submit a FID DT04 transaction to restart any suspended FID DF (indebtedness) resulting from an Absent Without Leave, confinement (type 1 or 6), or desertion status.

43.3.2. Military Personnel Section. The Military Personnel Section is responsible for submission of FID SA transactions to remove a member from bad status (Absent Without Leave (J), confinement (K) or deserter (P)). FID SA transactions to remove a member from bad status always recycle for 10 calendar days to allow the FID TI05 transaction with the commander's determination of bad time to be processed first. The FID SA transaction recycles with error code RDD and generates a FID NW entry on the MMPA. The FID NW entry contains the FID SA transaction and alerts anybody looking at the record to the fact that the FID SA transaction has been received.

43.3.3. DFAS. DFAS is responsible for input of FID SA transactions to remove a member from missing (M) and mentally incompetent (U) status.

43.4. FMF 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. Advise DFAS 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.

43.4.1.2. Return of absentee after management file is sent to DFAS. FMF advises DFAS by CMS case of member's return and requests current status of member's account. Give member's name, social security number, and ADSN of servicing FMF. DFAS forwards management file and new pay authorization to the FMF if member elects local payment. FMF 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, send management file to member's gaining FMF 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 Military Personnel Section of the reporting station at once.

43.4.2.2. Actions by FMF at station where member has reported. Military Personnel Section advises FMF, who in turn advises DFAS, by CMS case, of member's return and member's current status. Provide DFAS member's name, social security number, date returned to military control, and ADSN of the FMF.

43.4.2.3. Actions by FMF. FMF may pay member a partial payment as stated in **paragraph 43.4.1.2** above. Review MMPA printout and submit any input transaction for required adjustment actions.

43.5. DFAS Actions. DFAS forwards management file, if available and an updated pay authorization to new FMF if member requests local payment. If management file is not available, DFAS queries old station and requests it be forwarded to new servicing FMF. If unable to locate management file, DFAS advises the new FMF to establish a temporary management file.

43.6. Input. The FID SA transaction is effective with the first full day in an on-station status. For status FIDs SJ, SK, SP, SM, day of return to on-station is considered first full day in an on-station status.

43.6.1. Action Indicators. Specific action indicators are prescribed to input on-station status. For ACTN-INDCTR 04, enter date member's status started. For ACTN-INDCTR 06, Date-Start is to be same as transaction being canceled.

43.6.2. Status Codes:

43.6.2.1. On-station - code A.

43.6.2.2. AWOL - code J.

43.6.2.3. Confined - code K. (See **chapter 47** and **attachment 14** for types.)

43.6.2.4. 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.

43.6.2.5. Deserted - code P; missing - code M; and mentally incompetent - code U. DFAS prepares input transaction to adjust MMPA for the new status.

43.6.3. Special Management File. FMF 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.

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 calendar 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 FID BR entry on the MMPA.

44.2. Substantiating Documents:

44.2.1. AF Form 988, *Leave Request/Authorization*, 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. Leave Areas

44.2.1.1.1. 1 = CONUS

44.2.1.1.2. 2 = Overseas

44.2.1.1.3. 3 = Overseas to CONUS

44.2.1.1.4. 4 = Overseas in IDP Assigned Area

44.2.1.2. Reviewing and Coding. AF Form 988 is reviewed for proper preparation and signatures. It is then encoded for DJMS transaction input.

44.2.1.3. Disposition. AF Form 988 is the substantiating document for leave data entered on the MMPA. Part I is attached to the document transmittal list and then scanned into Financial Management Work Flow. When processing a leave request for excess leave, no special action is required.

44.2.2. AF Form 985, *Report of Travel Time/Leave*, for travel generated leave, for bases using Reserve Travel System, 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. General FMF Leave Procedures.

44.3.1. The FMF monitors the performance of supported units, including geographically separated units. The FMF either conducts annual assistance and inspection visit or obtains self-inspection checklists, certified by the commanders of those supported units. Finance trains the unit leave monitor and alternates on their roles and responsibilities in managing the leave program and on the use of LeaveWeb prior to issuing them unit administration access to LeaveWeb. This includes briefing the unit leave monitor personnel to inform the FMF when they leave the unit or are no longer assigned as the unit leave monitor. If checklists are used and they show the unit is functioning satisfactorily, a FMF visit would not be necessary. However, if through the self-inspection checklist, the FMF determines the unit needs assistance, the FMF establishes a follow-up to ensure problems are corrected. Either a follow-up visit by the FMF 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 FMF, the FMF

obtains a checklist or visits 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 FMF 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.)

44.3.2. Customer Service/Customer Support:

44.3.2.1. DJMS input, control, processing, and quality examination of leave documents 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. Process for terminal leave.

44.3.2.4. Receives request in LeaveWeb from unit, verifies that requested number of calendar days terminal leave does not exceed leave balance on date of separation, and approves leave.

44.3.2.5. Performs necessary follow-up actions to make sure terminal leave requests are processed.

44.3.3. Ensure that the technician computes travel-generated leave, prepares AF Form 985 and inputs the leave transactions for processing. If the leave is taken during PCS travel, the military pay technician is provided with a legible copy of the PCS voucher and AF Form 985 to use for input of FID SG03. Separate leave source documents are not required.

44.4. FMF Actions. Most leaves are processed using LeaveWeb. See **paragraph 44.9** below for more information on LeaveWeb. If a manual leave form is required, AF Form 988 processing is as follows: Part I of AF Form 988 is sent to the FMF when requested leave has been approved. Part III is sent to the FMF when previously requested leave is to be canceled or when an adjustment to leave dates is necessary. The following provisions apply to most manual 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 FID SB01 transaction.

44.4.2. Change to Leave Date or Leave Extension. Process as a leave correction (FID SB05).

44.4.3. Leave Canceled. Receive Part III of AF Form 988 marked "canceled" and signed and dated by the supervisor. Process a FID SB06 transaction.

44.4.4. Leave Correct. If a FID SB01 contains an error, but no FID SB02 or FID SB03 has been input, process a FID SB05 transaction. If FIDs SB02 or SB03 has been input, process a FID SB06 transaction to cancel the erroneous entry and another FID SB03 to report the correct period of leave.

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 calendar 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 FID BR entry on the MMPA.

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, a FID NB suspense entry is created on the MMPA. The transaction recycles until the start date. On the start date a FID 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 FID 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 a FID SB03, and the FID 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 (FID SB01) to the MMPA on the start date, deletes the FID 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 date, the system calculates the maximum number of leave days that the member can accrue through the Expiration Term of Service 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 Expiration Term of Service 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 (FID 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. Some 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. BAH

44.5.2.4.2. Meal Deductions

44.5.2.4.3. Basic Pay

44.5.2.4.4. COLA

44.5.2.4.5. Diving Duty Pay

44.5.2.4.6. HDP

44.5.2.4.7. HFP/IDP

44.5.2.4.8. Sea Duty Pay

44.5.2.4.9. OHA

44.5.2.5. An entitlement to COLA with dependents and Servicemen's Group Life Insurance may require FMF adjustment as follows:

44.5.2.5.1. COLA with Dependents is stopped when DJMS receives a transaction indicating the member returned to the CONUS on leave for any calendar days in excess of 30 consecutive calendar days. If the FMF determines that one or more of the dependents remained in the overseas area, a one-time adjustment transaction is to be input by the FMF 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 the CONUS. No adjustment is necessary.

44.5.2.5.2. Servicemen's Group Life Insurance is stopped only if the member declines coverage during extended periods of excess leave.

44.5.2.6. Members receiving BAS II are not authorized BAS II for periods of leave. This requires the FMF to create a FID DQ debt using FID 40 to collect the portion paid during the period of leave.

44.5.3. Leaves Generated By PCS: PCS leaves are generated on the MMPA by the PCS (FID SG03) transaction. The PCS orders are the substantiating document. There are two types of leave generated by PCS:

44.5.3.1. Awaiting Physical Evaluation Board Processing: 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.

44.5.3.2. 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, *Travel Policy and Procedures for Financial Services Offices and Finance Offices-Reserve Component*, for detailed FMF procedures concerning the processing of travel generated leave. Chapter 4 for Temporary Duty, 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 985 is prepared by the Travel Section in conjunction with the travel settlement voucher. See **paragraph 44.10** below for information concerning use of the DTS Military Leave Report for travel generated leave.

44.5.4.2. Input a leave report transaction based upon data in the travel voucher using the AF 985 or DTS Military Leave Report as the source document.

44.5.5. Processing by Leave Event, Sequence is:

44.5.5.1. Request Approved. The base-level FMF inputs a leave request transaction. DJMS- Active Component establishes a suspense based on the leave return date.

44.5.5.2. Member Departed. No input required by base-level FMF, however, if leave type is P or R, or if there is excess leave, DJMS-Active Component releases leave start transaction to the MMPA. Leave type R and excess leave establish a suspense for a return transaction. Otherwise, no action.

44.5.5.3. Leave Extended. FMF inputs correction transaction. DJMS-Active Component corrects MMPA leave and pay adjustments.

44.5.5.4. Leave Corrected. FMF inputs correction transaction. DJMS-Active Component corrects MMPA leave and pay adjustments caused by improperly recorded leave transaction.

44.5.5.5. Leave Canceled. FMF inputs cancellation transaction. DJMS-Active Component deletes the FID 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. FMF takes no action. DJMS-Active Component 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. FMF inputs correct or cancel transactions as required. DJMS 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 Terminal Leave (Leave Type P). Terminal leave is to be posted to the MMPA at least 11 calendar 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 are to verify MMPA posting of the terminal leave.

44.6.2. Supplemental Procedures for Appellate Review Leave, Type R:

44.6.2.1. 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:

44.6.2.1.1. The Air Force Security Forces Center assigns the leave authorization number for appellate review leaves and records those leaves on an FMF maintained AF Form 1486, *Unit Leave Control Log*, for the members they service and the FMF takes care of those still assigned to them. The FMF does not have to receive an AF Form 988 to assign a leave authorization number. Leave authorization numbers are not issued more than 30 calendar days before the leave effective date.

44.6.2.1.2. The leave start (FID SB01) transaction automatically stops all allotments with the prior month effective date and generates a permanent pay suppression. The

leave start transaction processes with up to 300 calendar days of leave granted. The start transaction places the member in a suspended (T-status type 9, **chapter 52**) status.

44.6.2.1.3. A U503 management notice is issued, during month-end restructure, approximately 30 calendar days prior to the leave expiration date. The FMF verifies with the legal office that the member is still on appellate review leave. If so and the 300 calendar days of granted leave has or is about to expire, process a leave stop (FID SB02) transaction and a new leave start (FID SB01) transaction. **Note:** It is important that the stop transaction be processed the day that the leave expires and a new leave start transaction (FID SB) be processed immediately after. If the member is being discharged, the FMF processes a leave stop (FID SB02) transaction. If the MMPA is outside of Immediate Access Storage, the stop transaction rejects to DFAS and DFAS adjusts the MMPA and separates the member. If the member's court-martial has been overturned and the member is being returned to duty, process a cancel leave FID (SB06) transaction which rejects to DFAS and they adjust the record in accordance with the overturned court-martial.

44.6.2.1.4. 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.

44.6.2.1.5. If the member requests a lump-sum payment for the accrued leave, process the start leave transaction (FID SB01) and the payment (FID 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 accrue through the date before the start of appellate leave. Establish a CMS case immediately containing the following:

44.6.2.1.5.1. Member’s name

44.6.2.1.5.2. Member’s SSAN

44.6.2.1.5.3. Effective date of leave

44.6.2.1.5.4. Number of calendar days granted

44.6.2.1.5.5. Leave authorization number

44.6.2.1.5.6. Amount of payment, date of payment, ADSN, and voucher number.

44.6.2.1.5.7. Future mailing address (street, city, state and ZIP code)

44.6.2.1.5.8. Name and telephone of FMF's contact point

44.6.2.1.6. 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:

44.6.2.1.6.1. Input a permanent suppression (FID LH02) transaction (**chapter 38**).

44.6.2.1.6.2. Administratively stop all allotments (**chapter 57**).

44.6.2.1.6.3. Process the leave start (FID SB01) transaction.

44.6.2.1.6.4. 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 2017. The member is paid for 11 days on 15 Mar 2017 for the period 5 Mar 2017 through 15 Mar 2017, and another payment for 9 days on 24 Mar 2017 for the period 16 Mar 2017 through 24 Mar 2017. These amounts are 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 2017 less all appropriate deductions and collections and 9 days on 24 Mar 2017 for the period 16 Mar 2017 through 24 Mar 2017. **Note:** Include any leave accrual when computing the number of calendar 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.

44.6.2.1.6.5. Prepare a management case file for each member on appellate review leave serviced by your ADSN. Keep in close contact with the Military Personnel Section, 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 (if available), paperwork directing payment or leave settlement option, and copies of initial and subsequent AF Forms 988. In System Access Retrieval or WebViewer, mode JFAREG, go to report FA0940MJEA, which includes individuals on appellate review leave and is used to verify that a CMS case 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, Uniform Code of Military Justice, 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 is to be paid. The amount of pay and allowances accrued under DOD 7000.14-R, Volume 7A, chapter 1, are to 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 is computing the amount of pay the member is due, a letter is forwarded to the member by DFAS.

44.6.3. Procedures for Air Force Educational Leave of Absence Program: See AFI 36-3003, *Military Leave Program*, for leave guidance.

44.6.3.1. 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 FMF is required to complete DD Form 114 to stop all entitlements except basic pay for the period of the leave.

44.6.3.2. Members on an educational leave of absence are to, for administrative and accountability purposes, remain assigned to the unit they were assigned to before approval of their educational leave of absence. Educational leave of absence is non-chargeable leave when school is in session. The member is to be charged leave during scheduled school

breaks unless he/she returns to duty with the unit of assignment during the break. During periods of charged leave, members are entitled to their normal pay and allowances.

44.6.4. Adoption Leave: See AFI 36-3003 for leave guidance.

44.6.5. Parental Leave. See AFI 36-3003 for leave guidance, and for current authorization for number of calendar days allowed and how to apply for it.

44.6.6. Post Deployment/Mobilization Respite Absence. Members deployed to AF-approved theater units, for specified periods of time are to be given administrative absence for a period of time computed in accordance with the DoDI 1327.06, *Leave and Liberty Policy and Procedures*, and AFI 36-3003.

44.6.7. Excess Leave Program – Law School. See AFI 51-101, *The Air Force Judge Advocate General's Corps Operations, Accessions, and Professional Development*, for guidance.

44.6.7.1. DFAS takes action on pay accounts, working with the Air Force Institute of Technology, starting and stopping the excess leave status as required. FMF takes no action but, if problems are identified, establish a CMS case and refer to DFAS.

44.6.7.2. No pay or allowances are authorized while in the Excess Leave Program and no leave is accumulated. Members in this program continue to accrue time for promotion and retirement purposes and remain eligible for other active duty benefits, such as medical services, commissary and Base Exchange privileges. While performing internships, officers are returned to pay status and ordinary leave may be granted.

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 who 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 allowed for four 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 leave balance as of departure from the combat zone. (Data element CZ-CON from the FID BS entry, or the current month balance from the FID BR entry.)

44.7.2.2. Whenever a member takes leave, the leave balance as of the end of the leave is compared to the leave balance as of departure from the combat zone. If the leave balance as of the end of the leave is less than the balance as of departure from the combat zone, the balance as of the end of the leave becomes the new maximum.

44.7.3. FID BT Entry.

44.7.3.1. The FID BT entry is system-generated and contains the member's Combat Zone Tax Exempt leave balance. There may be more than 1 open FID BT entry on the MMPA if the member had a remaining FID BT leave balance when he/she reentered the combat zone. In that case, the leave balance in the oldest FID BT is used first.

44.7.3.2. After a member departs the combat zone, the leave balance in the FID BT is reduced as chargeable leave is used until the balance in the FID BT is zero.

44.7.3.3. The BAL-ZONE is the balance of tax exempt leave days which remain. If the BAL ZONE becomes zero, the FID BT entry is moved to history.

44.7.3.4. The balance in the FID BT entry is not reduced for periods of non-chargeable leave.

44.7.3.5. FID BT transactions (BT01, BT02, BT03, BT05, and BT06) are processed only by DFAS central site.

44.7.4. Enlisted member one-time leave sell. An enlisted member who would lose accumulated leave in excess of 120 days, authorized under the special leave accrual guidelines, may elect to be paid for up to 30 days of the excess accumulated leave. A member is only allowed to elect to sell leave under this authority one time and the number of days sold under this paragraph count toward the 60-day maximum leave that may be sold in a career.

44.7.4.1. Member contacts Military Personnel Section to request selling the leave. Personnel accomplishes a DD Form 114 and has the member sign, requesting the leave sell.

44.7.4.2. Personnel attaches the signed DD Form 114 to a CMS case and routes to AFPC for approval. Once approved, AFPC forwards the case to DFAS for processing the leave sell.

44.7.4.3. Once DFAS processes the leave sell, the case is forwarded to the FMF to release the FID PQ payment to the member.

44.8. Input:

44.8.1. When starting a leave, use a FID SB01.

44.8.2. When stopping a leave, use a FID SB02. Use a leave stop transaction only if the number of leave days taken was different than the number of leave days input in the FID SB01 and the end date of the leave has not passed.

44.8.3. When reporting a leave, use a FID SB03. Use a leave report transaction if the leave start was never input and the leave has been completed.

44.8.4. When correcting a leave, use a FID SB05. When a leave is corrected, the system updates the FID NB suspense entry and the transaction on recycle, or the system generates a FID SB06 to cancel the original and a FID SB03 to report the correct leave.

44.8.5. When canceling a leave, use an FID SB06. When a leave is canceled, the system deletes the FID 19550NB suspense entry and the transaction on recycle or sends the transaction to the MMPA if the leave was already reported to the MMPA. DJMS reverses any MMPA adjustments caused by the original leave.

44.8.6. Leave Types. (Not travel-related.).

Table 44.1. 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
Appellate Review	R	Yes
Terminal	T	No
Educational Leave of Absence	1	No
Recruiter Assistance Program	Y	No

Table 44.2. Travel generated leave types are:

TYPE	CODE	CHARGEABLE
Delay En Route/TDY	B	Yes
Delay En Route/PCS Accession Travel	I	Yes
Delay En Route/PCS Graduation Travel	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

44.9. LeaveWeb. LeaveWeb 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/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. When appointing a LeaveWeb Administrator within the FMF, the Comptroller Squadron is subject to the same requirements as any other Unit LeaveWeb Administrator. See AFMAN 65-116, V2, for Commander's responsibilities regarding appointment.

44.9.1. Other Uses of LeaveWeb: LeaveWeb is a leave tracking, reporting and reconciliation system. However, LeaveWeb can also be used as a tool to help in other areas as well.

44.9.2. Separations: Via LeaveWeb, 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.

44.9.3. Management Tool: LeaveWeb 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.

44.9.4. Leave Recall Roster: LeaveWeb 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 LeaveWeb 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.

44.10. DTS Military Leave Report. The DTS Administrator provides a copy of the Military Leave Report, from DTS, to customer service/customer support every day. Upon receipt of the report, validate the calendar days identified as leave in DTS were charged to the member's MMPA.

44.10.1. If the days were not charged, go into LeaveWeb, 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.

Chapter 45

Chapter 46

ABSENT WITHOUT LEAVE

46.1. Description. The Definitions in the DOD 7000.14-R, Volume 7A, defines Absent Without Leave as absence from a place of duty without permission or authorization and without the intention of deserting.

46.2. Substantiating Documents. The Military Personnel Section is responsible for furnishing the FMF a copy of AF Form 2098 or the Joint Uniform Military Pay System Transaction Register on a daily basis.

46.3. Procedures. The unit (squadron commander or first sergeant) advises the FMF of any member declared Absent Without Leave. Based on this information, the FMF establishes a CMS case requesting DFAS suppress the member's paycheck.

46.4. FMF Actions:

46.4.1. Upon receipt of substantiating documents mentioned in **paragraph 46.2,** suspend all payments to the member reported Absent Without Leave. Review the member's MMPA daily to ensure the member is placed in an Absent Without Leave status (SJ) but do not process a FID ST04, as this causes Military Personnel Section transactions to reject **(T-0)**.

46.4.2. Disposition of Absentee's Management File:

46.4.2.1. Absentee From Unit Transferred Overseas. If member is Absent Without Leave when his/her unit departs, FMF sends management file to DFAS via CMS case.

46.4.2.2. All Other Absentees. Dispose of management file per **paragraph 47.3**. If member's unit is transferred 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. Absent Without Leave status automatically suspends all pay and allowances.

46.5.2. Allotments. When a FID 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 cover allotments. **Note**: If Absent Without Leave occurs during the beginning of the month, this almost always result in allotments being stopped immediately on processing of the SJ04 transaction.

46.5.2.2. At the end of the month, Absent Without Leave starts if sufficient pay is accrued to cover the allotments.

46.5.2.3. DJMS sends the servicing FMF an XJ management notice to inform of the date allotments stopped.

46.5.3. Leave Accounting. Absent Without Leave status automatically suspends leave accruals until member is returned to a leave-earning status.

46.5.4. Lost Time. When the Absent Without Leave status is terminated, DJMS automatically adjusts pay date and Total Active Federal Military Service Date. Military Personnel Section input is required to change DOS, if necessary.

46.5.5. Servicemembers Group Life Insurance. DJMS stops this deduction at end of month in which the 31st day of Absent Without Leave status occurs. When an Absent Without Leave period ends, Servicemembers Group Life Insurance, if previously in effect, is automatically reinstated.

46.5.6. Armed Forces Retirement Home Deduction. DJMS deducts for month Absent Without Leave status started. However, if Absent Without Leave 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 is to inform losing unit of member's status or failure to report under PCS orders. (See AFI 36-3802) Contact DFAS for identity of losing unit, if necessary.

46.6.2. Based on AF Form 2098 prepared by losing unit, Military Personnel Section inputs a FID SJ04 transaction to change status to Absent Without Leave. Normal Absent Without Leave processing follows.

46.6.3. If member later reports to new station, gaining Military Personnel Section inputs FID SA04 transaction to remove Absent Without Leave status. FMF then processes a FID SG03 transaction. On-station processing follows under **Table 43.2,** rule 1.

46.6.4. FID SJ03 transactions to report periods of Absent Without Leave, which occurred while member was in a PCS status, do not process until a FID SG03 is processed. (See **paragraph 41.3**.)

46.7. Input:

46.7.1. Action Indicators. Use and effect of specific action indicators prescribed for Absent Without Leave are in **Table 46.1**.

46.7.2. Data Elements and Codes:

46.7.2.1. Starting Absent Without Leave. Status determinant code J denotes member is on unauthorized absence of more than 24 hours.

46.7.2.2. Terminating Absent Without Leave. The member's Military Personnel Section uses 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, if necessary.

46.7.3. Excused Absence. If an Absent Without Leave absence was reported to DFAS and later excused as unavoidable:

46.7.3.1. The Military Personnel Section submits a transaction to offset the number of days erroneously coded in an Absent Without Leave status.

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** of this manual)

Table 46.1. Action Indicators – Use and Effect – Absent Without Leave Status.

RULE	When status determinant is code J (Absent Without Leave) and action indicator is	and input transaction has	then effect on MMPA is to
1	03-report	both start and stop dates	record an inclusive period of Absent Without Leave (note).
2	04-change	a start date and the stop date is zero-filled	change member's current status to Absent Without Leave 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 Absent Without Leave. Status reported in error on a continuous basis (note).
		a start date and stop date which equals prior transaction date	cancel an Absent Without Leave. 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 Absent Without Leave Status			

Chapter 47

DESERTION

47.1. Description. Deserter status is declared after a member has been Absent Without Leave for 30 calendar days. (For information on Absent Without Leave, see **chapter 46** of this volume.) Member's Military Personnel Section reports deserter status to DJMS.

47.2. Substantiating Document. The Military Personnel Section furnishes the FMF a copy of AF Form 2098 and the Jumps Transmittal Register.

47.3. Procedures. Upon receipt of the substantiating documents, the FMF should suspend all payments to the member reported Absent Without Leave by processing a FID P103 or FID P203, and review the MMPA daily until the FID SP04 processes. Do not process a FID ST04 as this causes the Military Personnel Section transactions to reject **(T-0)**.

47.4. FMF Actions:

47.4.1. Status Change. On 180th calendar day of absence status, unit issues an AF Form 2098 showing status change from deserter to Dropped from Rolls. FMF then send AF Form 2098 and management file (if applicable) to DFAS by CMS. Submit these documents and information, as applicable:

47.4.1.1. Copy of Central Travel History Record 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), showing itinerary with applicable orders (DD Form 1610 or DTS authorization showing an assigned six digit authorization number).

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 sends management file to proper FMF. 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 in accordance with **chapters 57** and **chapter 58**.

47.5.3. Deduction for Servicemembers Group Life Insurance. DFAS stops deduction at end of month in which the 31st calendar day of absentee's status occurs. When a desertion status is terminated, Servicemembers Group Life Insurance, if previously in effect, is automatically reinstated.

47.5.4. Armed Forces Retirement Home Deduction. DFAS deducts for month Absent Without Leave 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 automatically adjusts pay date and Total Air Force Military Service Date. Military Personnel Section input of a TI transaction is required to change DOS and 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. Data Elements and Codes. See Attachment 14. When beginning desertion, status determinant code P denotes member administratively classified as a deserter.

47.6.2. Excused Absence. If member's command excuses the absence as unavoidable, AF Form 2098 is sent to FMF.

47.6.2.1. Absence Excused. See **paragraph 46.7.3** for action to be taken when absence is excused.

47.6.2.2. 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** of this manual and AFI 36-3802)

Chapter 48

CONFINEMENT

48.1. Description. The effects of specific types of confinement on a member's pay and allowances are described in the DOD 7000.14-R, Volume 7A, chapter 1.

48.2. Substantiating Document. The Military Personnel Section furnishes the FMF a copy of the DJMS Jumps Transaction Register.

48.3. Procedures. The member's commander or first sergeant advises the FMF of any member placed in civilian confinement. Based on this information, the FMF takes steps to prevent a paycheck from being issued. Notify the Military Personnel Section to input the transaction to report member's confinement, civilian or military (FID SK transaction).

48.4. FMF Actions:

48.4.1. Do not process FID ST04 **(T-0)**.

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**.) FMF reviews the member's MMPA daily to ensure the confinement status is posted **(T-0)**.

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, send management case file to DFAS after 180 calendar days (see **chapter 2**) by CMS case. To obtain the management file from DFAS on member's release, see **paragraph 43.6 (T-0).**

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 Absent Without Leave. (See **paragraph 46.5.2**)

48.6. Special Provisions:

48.6.1. Lost Time. When the confinement status is terminated by Military Personnel Section, DJMS automatically adjusts pay date and Total Air Force Military Service Date. If DOS/ETS is to be changed, Military Personnel Section input is required.

48.6.2. Health and Comfort Items. Members in confinement may be authorized health and comfort payments (AFI 31-105, *Air Force Corrections System*) if member is in a non-pay status. Comfort payments for prisoners are paid out of local Operation &Maintenance 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/her pay account. (See DOD 7000.14-R, Volume 10, chapter 12.) Handle billings as shown below:

48.6.2.1. The United States Disciplinary Barracks at Fort Leavenworth, Kansas, prepares 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 processes a FID DS on the member's MMPA.

48.6.2.2. For inmates in a pay status who have sufficient funds in their personal deposit accounts, United States Disciplinary Barracks prepares and sends a DD Form 504 (with an accompanying check from the United States Disciplinary Barracks 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 United States Disciplinary Barracks 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 is returned to: U.S. Disciplinary Barracks, HQ AFSFC/DET1, 1301 N. Warehouse Rd., Fort Leavenworth KS 66027-1363.

48.6.3. Waiver of forfeiture in favor of dependents.

48.6.3.1. General Court Martial. A member automatically forfeits all pay and allowances while in confinement or in a parole status when the member is sentenced to:

48.6.3.1.1. Death; or

48.6.3.1.2. Confinement for more than 6 months; or

48.6.3.1.3. Confinement of any length and either a dishonorable discharge, a bad conduct discharge, or a dismissal.

48.6.3.2. The convening authority or the military judge of a general or special court-martial may waive any or all of the forfeitures of pay and allowances that were imposed by operation of law ("automatically"). The portion waived is payable to the accused member's dependent(s) as directed by the convening authority or person taking action. Direct payments to dependents, of the waived portion of a forfeiture are intended to provide transitional compensation and direct financial assistance for a period not to exceed 6 months. The waived portion of the forfeiture remains taxable income to the member, even though paid to the member's dependents. Therefore, after appropriate federal, state, and Federal Insurance Contributions Act taxes are withheld from the taxable portion of the waived forfeiture, the remaining (net) amount is paid to the dependents as directed.

48.6.3.3. Once the waiver of forfeiture in favor of dependents is ordered, the dependent who is to receive the funds is to establish a direct deposit account to which the member has no access. Upon receipt of the proper documentation (see **paragraph 38.4** of this manual), process the FID LH04 to change the member's direct deposit to the dependent's account and stop allotments to ensure that the net portion of the waived amount goes directly to the dependent(s).

48.6.3.4. After the six months, process the E7 to collect the remaining forfeiture from the member.

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. Military Personnel Section 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.)

Table 48.1. Confinement-Civil Data Required on Substantiating Document.

Rule	If the member is	and AF Form 2098 shows	then submit input transaction to DJMS using confinement type (cp 32 of input)
1	apprehended or detained by civil authorities other than as a material	date and place of apprehension; place detained or confined; charges against the	(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 them 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/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 they are tried and convicted	date returned to military control; charge for which convicted; date convicted; and circumstances surrounding his/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. Military Personnel Section inputs a FID SA04 effective date of confinement, which generates a SK06.			

Table 48.2. Confinement – Military Data Required on Substantiating Document.

Rule	**If the member is**	**and AF Form 2098 shows**	**then submit input transaction to DJMS 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 FID SK04, code 4, transaction, review housing allowance and submit separate transaction to stop housing allowance (FIDs 43, 45, 67, 68).			

Table 48.3. Confinement Status – Action Indicators – Use and Effect.

Rule	If status determinant is confinement (code K) and action indictor is	and input transaction has	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 the day after end of confinement.			

Table 48.4. Effect of Input Transaction on MMPA – Confinement Type.

Rule	If a member's status is	and confinement type code is	then effect on the MMPA is to
1	confinement by civil authorities	1	suspend pay and allowances. suspend accrual of leave; 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 25** and **chapter 28**.)

3	military confinement awaiting investigation or court-martial	3	suspend BAS and COLA without dependents for enlisted members; suspend Foreign Duty Pay, Special Duty Pay, Dive Duty Pay, Parachute-Jump-Duty Pay, Demolition-Duty Pay, Stress-Duty Pay; suspend accrual of leave (note 4). adjust service dates for lost time (notes 1 and 4); stop accruals of pay and allowances if ETS occurs while in confinement (**chapter 52**).
4	military confinement-serving a court-martial sentence	4	suspend BAS and COLA without dependents for enlisted members; suspend HDP-Location, Special Duty Pay; suspend accrual of leave; adjust service dates for lost time (note 1); stop accruals of pay and allowance if ETS occurs while in confinement (**chapter 52**).
5	military confinement for foreign civil offense pending charge of indictment	5	(same as rule 3).
6	military confinement for foreign civil offense-indicted	6	(same as rule 1).

Notes:

1. a. These service dates are adjusted for enlisted members:
(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.
3. If processing date is after restructure, stop allotments current month.
4. When investigation or court-martial is conducted. T1 transaction input by Military Personnel Section further adjusts service dates.
5. BAS is not payable for the period of confinement because the member was subsisted at government expense.

Chapter 49

THE FEDERAL LONG TERM CARE INSURANCE PROGRAM

49.1. Description. Federal Long Term Care Insurance is a congressionally mandated program established to provide long term care insurance for military members and their families. Federal 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 Long Term Care Partners. Procedures for enrollment, eligibility, and premium billing options are available from Long Term Care Partners.

49.2. Source of Input. Long Term Care Partners is the contracted provider for long-term care insurance. Long Term Care Partners processes all actions for premium billing from pay via FID AI allotment to company code N904413. There is no FMF input. Long Term Care 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 Long Term Care Partners is: **http://www.ltcfeds.com**.

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 FMF 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.

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 is to specifically state that member is mentally incompetent to be acceptable as 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 Department of Veterans Affairs.

50.3. Procedures. Servicing FMF 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.

50.3.1. Medical Board. General provisions are in AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separation*.

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 FMF by letter. FMF immediately forwards copy of this letter to servicing Military Personnel Section.

50.4. FMF Actions. Upon receipt of notice under **paragraph 50.2** take the following action:

50.4.1. Notify DFAS via Case Management Service case to suspend payment. If member is found mentally competent, notify DFAS to resume payments **(T-0)**.

50.4.2. If support of dependents is required, see **chapter 57**.

50.4.3. Data Elements and Codes. Pertinent codes and their uses are:

50.4.3.1. Status Pending Determination of Competency or Incompetency. Input as action indicator 03--report or 04--change **(T-0)**.

50.4.3.2. Member Found Incompetent. Input as FID SU 04—change **(T-0)**.

50.4.3.3. Member Subsequently Returned to Competency. DFAS prepares appropriate input; no input is required from base level.

50.4.4. Management File Entry. Servicing FMF notes all status actions in memoranda section of case file. Include citation to voucher payment for comfort items **(T-0)**.

50.4.5. FMF Actions. Upon receiving notice that a member has been officially declared mentally incompetent, sends to DFAS:

50.4.5.1. Copy of AF Form 618 and copy of SF 502, unless previously forwarded; **(T-0)**

50.4.5.2. Substantiating documents to support any change in the MMPA; **(T-0)**

50.4.5.3. Statement as to whether a legal guardian has been or is appointed, and, if appointment has been made, a certified copy of the court order; and **(T-0)**

50.4.5.4. 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: **(T-0)**

50.4.5.4.1. Lawful wife or husband of incompetent (age requirement may be waived); **(T-0)**

50.4.5.4.2. Legitimate or legally adopted son or daughter of incompetent; **(T-0)**

50.4.5.4.3. Either parent or both parents of incompetent; **(T-0)**

50.4.5.4.4. Head of institution where member is committed; or **(T-0)**

50.4.5.4.5. Any other person(s), if such designation is in the best interest of the incompetent **(T-0)**.

50.4.5.5. Copy of Central Travel History Record print, with unsettled advances highlighted **(T-0)**.

50.5. Effect on MMPA:

50.5.1. Continues accruals of other entitlements unless stopped by separate input.

50.5.2. Continues regular 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. Funds are receipted for by the designated officer and are accounted for as described by the Director of Base Medical Services. (See AFMAN 41-120, *Medical Resource Management Operations*). If payment is requested after member's management file has been transferred to DFAS, advise DFAS by email or Case Management Service case to make payment to officer designated to receive funds.

Chapter 51

MISSING STATUS

51.1. Description. Missing Status is defined in the Definitions in the DOD 7000.14-R, 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 DOD 7000.14-R, Volume 7A, chapter 34.

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 under U.S. Code Title 50, *Missing Persons Act.*

51.3. FMF Actions. Within 48 hours after receiving DD Form 1300, FMF:

51.3.1. Submits all related documents with management case file to DFAS-IN/JFLTB. Include: **(T-0)**

51.3.1.1. Copy of "missing" telegram message **(T-0)**.

51.3.1.2. CTHR print, with unsettled advances highlighted **(T-0)**.

51.3.1.3. Unpaid travel claims, DD Form 1351-2, showing itinerary with applicable orders **(T-0)**.

51.3.1.4. Any MPOs, documents, or orders authorizing a change in member's pay account (for example, start HFP, start Basic Allowance Housing because dependents terminated government quarters, etc.) **(T-0)**.

51.3.1.5. Any other information pertaining to the situation which would assist DFAS-IN in maintaining the pay account **(T-0)**.

51.4. Effect on MMPA. When DFAS-IN/JFLTB processes a FID SM04, the MMPA is affected as follows:

51.4.1. The member's status changes from SA to SM.

51.4.2. The servicing ADSN changes to 3897; however, the paying ADSN does not change.

51.4.3. The FID LH entry remains open.

51.4.4. Federal Income Tax Withholding and State Income Tax Withholding, if applicable, still apply but members eligible for combat zone tax exclusion have the exclusion applied. (See DOD 7000.14-R, Volume 7A, chapter 44, paragraph 440103.)

51.4.5. The FID DN, if applicable, stops for enlisted members effective the date of the FID SM status. (See DOD 7000.14-R, Volume 7A, chapter 34.)

51.4.6. BAH at the without dependents rate is started for single members, effective date of the SM status, if the member was not previously receiving BAH. See DOD 7000.14-R, Volume 7A, chapter 34. For other Missing in Actions, entitlement continues as it was prior to SM status.

51.4.7. Clothing Replacement Allowance stops. The future clothing replacement allowance is deleted and the member is paid clothing replacement allowance from the date of the last payment through the end of the month that the SM status started, since clothing replacement

allowance does not accrue while a member is in SM status. (See DOD 7000.14-R, Volume 7A, table 34-2)

51.4.8. If the member's Estimated Time of Service expires while in a missing (SM) status, pay and allowances continue per Title 37 United States Code Section 552.

51.4.9. Leave continues to accrue without regard to the normal limitations. (See DOD 7000.14-R, Volume 7A, chapter 34.)

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 Management Case File. If member returns to military control before Management Case File is sent to DFAS, the FMF having custody of Management Case File maintains it in the normal manner. Return copy of DD Form 93 to appropriate Military Personnel Section or personnel activity.

51.5.2.2. Notice to DFAS of Member's Return. If member returns to military control after Management Case File has been sent to DFAS, Military Personnel Section serving the activity to which member first reports to military control notifies DFAS-IN/JFLTB by email.

51.5.2.3. Transfer of Management Case File and Maintenance of MMPA. When DFAS-IN receives notice that member has returned to military control, DFAS-IN/JFLTB sends Management Case File to proper FMF. A summary of MMPA and allotments paid by DFAS is furnished. DFAS also returns copy of DD Form 93, which the FMF then forwards to appropriate Military Personnel Section. 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 does not transfer servicing responsibility to the overseas station, but instructs overseas station concerning partial payments.

51.5.2.4. Partial Payments. FMF servicing the activity, to which returned member reports initially, may make partial payments to member. If doubt exists as to the amount due, request amount authorized for payment from DFAS. In making partial payment, follow procedures in **chapter 36**.

51.5.2.5. Full Settlement. DFAS sends servicing FMF a one-time pay authorization for arrears of pay and allowances accrued through date of return to military control or last regular payday, 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. Leave accumulated while in a missing status may not be taken but can be paid.

51.5.2.7. BAH/Basic Allowance of Subsistence Stop. When member returns to duty, BAH and Basic Allowance of Subsistence stop. Servicing FMF verifies the correct type of Basic Allowance Housing and Basic Allowance of Subsistence if any, and reestablishes the entitlements.

51.5.3. Cancel of Missing Status (FID SM06). If Missing in Action is canceled (FID SM06), the member's pay reverts to the posture prior to SM status. FID SM06 generates a U103

management notice to DFAS requiring a review, to ensure correct entitlements are started, and a FID PT03 to re-establish clothing allowance.

51.6. Defense Finance and Accounting Service Actions:

51.6.1. DFAS-IN/JFLTB prepares input to establish missing status on member's MMPA based on DD Form 1300, prepared per AFI 36-3002, *Casualty Services.* 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 monitors the member's account and works with dependents on any requests for changes (DOD 7000.14-R, Volume 7A, chapters 32 through 37).

51.6.2. Input format. DFAS prepares all input for computer processing relevant to a missing status.

51.6.3. Administration of Pay Accounts:

51.6.3.1. DFAS processing.

51.6.3.1.1. DFAS-IN/JFLTB administers the pay accounts of all military members in a missing status. DFAS is governed by the member's designation providing it is in the best interest of all concerned, and within these criteria, DFAS exercises final authority. Administration of the pay account includes:

51.6.3.1.1.1. Maintenance of the Management Case File;

51.6.3.1.1.2. 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;

51.6.3.2. Determination of facts about dependency;

51.6.3.3. Deposits to and withdrawals from existing Savings Deposit Program accounts of military personnel.

Chapter 52

FINAL SEPARATION

52.1. Description. The DOD 7000.14-R, 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, DJMS re-computes member's pay, closes member's pay account, and sends a separation LES to member's future mailing address at date of separation plus 20 calendar days. A LES for the new category is not issued until next end of month restructure (for example, member separated on 18 March; a LES in the new category is issued as a result of end of month March processing).

52.2.2. AF Form 350, *Separation Pay Worksheet*. AF Form 350 is to be accomplished on every separation. All manual computations are to be audited and certified by other than the person who prepared the form prior to payment release and filed in the separation work folder.

52.3. Procedures. DFAS computes separation pay and generates final pay authorizations (FID PQ61). However, the FMF ensures payments are proper even for authorizations generated by DFAS. If no FID PQ61 is received and the separation transaction is to 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. FMF Actions. The FMFs should:

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 is to result.

52.4.2. Suppress payments and stop allotments if necessary. After cutoff, contact DFAS to pull allotment payments before mailing, if possible.

52.4.3. Advise members that final payment made on separation may be adjusted by DFAS, based on a detailed computation of all valid transactions affecting the MMPA, and that the final LES is to reflect these adjustments.

52.4.4. Create a suspense file for all members the FMF places in a T status (FID ST04). The chief, customer service is to review the suspense file monthly to ensure a member is not in a T status over 30 calendar days. If the T status continues, contact the Military Personnel Section 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 is to automatically accelerate the collection of open debts. The FMF is to review these debts and ensure that the collection rate does not exceed the amount authorized for collection under DoD 7000.14-R Volume 16, *Department of Defense Debt Management*, paragraph 030305. For debts being collected under 5 U.S.C. § 5514, suspend 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 Military Personnel Section to ensure separation transactions are processed in a timely manner.

52.4.7. Compute and pay 100 percent of final separation pay due the member. The payment should be made on the member's DOS or within 10 duty days of it. Only in extenuating circumstances should the payment be made later than that. This includes members in V status with open pay authorization of ADSN 3885. If a residual payment authorization is generated with 3885 as the ADSN in the FID PX, the FMF should make that payment after verifying the amount due. See **paragraph 52.6** below.

52.4.8. 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. 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.

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 date of separation occurs, pay authorizations can be outstanding for after-date of separation payment even though MMPA is in T- status. However, allotments may or may not be paid for the month of date of separation, depending on whether the member is retiring and the T-status processed before end of month (end of month) cutoff for the month of date of separation. Suspension reason codes are often cited in communications between FMF and DFAS technicians.

52.5.1. Hardship Discharge. If a member assigned overseas obtains a hardship discharge while on leave in the Continental United States, the overseas FMF initiates PCS to the Continental United States base and overseas Military Personnel Section initiates the E503 (separation) processing by AFPC. The gaining Continental United States FMF processes PCS arrival (FID SG03), then handles separation as the servicing FMF.

52.5.2. Terminal Leave. If a member assigned overseas is sent PCS to another base for terminal leave, the overseas FMF submits the PCS departure, the overseas Military Personnel Section submits the E503 and the gaining FMF handles the separation as servicing FMF. The losing Military Personnel Section includes the AF Form 988, Leave Request/Authorization, in member's records sent to the gaining Military Personnel Section who sends it to the new servicing FMF for processing.

52.5.3. Administrative or Medical Hold. If the Military Personnel Section updates a member's ETS/DOS before the next scheduled payday, no manual pay computation is required. If a separation transaction is submitted, AFPC processes a FID E506 transaction. The Military Personnel Section extends the member's date of separation (FID E6) for 90 calendar days to adjust the ETS/DOS. Any further extensions are accomplished in monthly increments. If a separation transaction is submitted, the local Military Personnel Section extends the date of separation for 3 months. These cases are managed by the Military Personnel Section and FMF on a case-by-case basis. When necessary, the FMF confirms status for pay and allowances with the Military Personnel Section for any period beyond current date of separation and manually computes payments.

52.6. Payment Processing. Separation payments are not authorized before date of separation, however, reserve officers who are authorized travel time may be paid separation pay on the day before starting travel. **Note**: Once a MMPA goes to "V" (separated) status, daily electronic funds transfer is no longer available. Daily electronic funds transfer does not process any "V" status account payments. Open FID PX pay authorizations reflecting ADSN of 3885, after the MMPA is in "V" separated status, is to be paid by the FMF, using local procedures (DD117), and posted to the MMPA as a FID PQ payment.

52.6.1. For central payees, transaction ID 'JPBB' and 'JPBX' are used to request and confirm payment. A FID 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** for a more detailed explanation of the 'JPBB' and 'JPBX' trans ID).

52.6.2. Final separations are updated at date of separation plus 20 calendar days. The MMPA is closed and if any residual money is due to the member, a FID PQ authorization is generated. If the new pay authorization (FID PX) has an ADSN of 3885, it is the responsibility of the last servicing FMF to make payment locally since daily electronic funds transfer do not process for V status accounts no matter if the servicing (FID LC) ADSN shows 3892. If the new pay authorization (FID PX) has an ADSN of 3892, DFAS is to forward residual amount to member's address.

52.6.3. A manual computation is required on every separation. Once the manual computation is complete, pay 100 percent of the computed amount. 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 available and provided to all FMFs. Debt information is included on each member. Review the report and determine corrective action necessary to prevent future occurrences.

52.8. Separation Processing Procedures for Overseas Members. Members stationed overseas immediately prior to separation complete their separation at the overseas location unless assigned to a location with no support facilities or granted an exception to this policy. Those members still separate at a base in the US (Continental United States, Hawaii or Alaska).

52.8.1. Members are completely separated by the overseas FMF. The member returns to the US, no longer out-processing through a stateside base. Normal Continental United States separation procedures are followed. No PCS advances are authorized. 100 percent of the final separation payment is made by the losing FMF within 14 calendar days after the member's date of separation. The servicing FMF is responsible for any open pay authorization under 3885 in the FID PX that appears after the MMPA goes into "V" status. This payment is to be made by the FMF, using local payment procedures, and posted to the MMPA as a FID PQ payment.

52.8.1.1. Leave numbers for a stand-alone permissive temporary duty are to be assigned by the orderly room. Leave numbers for terminal permissive temporary duty (no terminal leave taken) can be assigned by either the orderly room or the FMF. Effective date of the permissive temporary duty/terminal leave is the day after the member's port call.

52.8.1.1.1. For members who are separating overseas but taking permissive temporary duty/terminal leave elsewhere, stop all station allowances effective the day before the permissive temporary duty/terminal leave effective date.

52.8.1.1.2. Permissive temporary duty/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 date of separation.

52.8.2. All overseas station allowances are manually stopped prior to departure from the overseas area, effective the day before the port call and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

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 (FID E5) has not been submitted to DJMS by Military Personnel Section. The AF 350 for a manual computation is completed by the FMF. The What-If Separation Processing System is taken offline during mass rate after end-of-month cutoff in December each year and brought back up in early January.

52.10. Computation of Separation Pay. FMFs are required to explain the separation pay to the member. Use the What-If Separation system, or the AF 350, manual computation. **Note**: AF 350 is required on every separation.

52.10.1. FID 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 FID PQ61 generated by DJMS. This amount is based upon data furnished in the separation transaction. DJMS is to tax disability severance pay for members with a continuous active service date of 25 Sep 1975 or later, per DOD 7000.14-R, Volume 7A, chapter 35.

52.10.2.1. If disability severance pay was taxed and the member meets the exception criteria in DOD 7000.14-R, Volume 7A, chapter 35, notify DFAS by message and request an IRS Form W-2C. Do not make a payment for taxes that are to be refunded. DFAS is to make a supplemental payment when tax reports to IRS or state are reconciled and IRS 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 is to be sent to DFAS-IN (ATTN: 3891) 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 DOD 7000.14-R, 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 CMS. Include entitlement amount and payment date in the remarks area of CMS.

52.10.4. All other amounts included in FID PQ61 are taxed as appropriate and included in the IRS 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 can liquidate the debt by the date of separation in the E5. All open debts, except those suspended by action indicator 18, are to be re-computed. If the current repayment schedule cannot liquidate the debt by the date of separation in the E5, a new repayment schedule is generated and an XD03 management notice is sent to the servicing FMF, advising of the new repayment schedule. The FMF is to review these debts and ensure that the collection rate does not exceed the amount authorized for collection under DoD 7000.14-R Volume 16, paragraph 030305. If any of the accelerated debts are being collected under 5 U.S.C. § 5514, 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, withholding may be increased to a rate of 100 percent of the member's current or final pay to satisfy the repayment before date of separation **(T-0)**.

52.10.6. Anticipated Debts. Since no actual debt exists prior to a member's date of separation 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. Collection can be started immediately since the member has already given consent by signing the DD Form 4.

52.10.6.2. Advance Leave. Leave charged from AF Form 988 which exceeds the member's leave balance at date of separation. 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 date of separation. This may necessitate withholding 100 percent of the member's current or final pay as authorized by the signed consent statement. Process a held pay transaction.

52.10.6.3. Advance pay. As in advance leave above, member has given prior consent to offset by signing DD Form 2560. Process a FID DT04 transaction to increase monthly withholding.

52.11. Separation Pay Adjustment Code. This code in the FID PQ61 or XS03 indicates if the regular pay authorization is outstanding for the pay period in which date of separation occurs. The amount in the FID PQ/XS is based on data posted to the MMPA before the notice was prepared. FMF is to check to ensure all recent transactions posted before the FID PQ/XS was created and if not, adjust the FID PQ/XS accordingly. Check for any rejected transactions as well as unposted payments (other than regular pay) or leave. If an unposted transaction is to increase the amount due the member, increase only the net amount. Any residual is to be paid when the MMPA is closed at date of separation plus 20 calendar days.

Table 52.1. Separation Pay Adjustment Codes.

Code	Description

1	Regular pay authorizations are zero for pay periods ending on or after date of separation. (Note 1)
2	Mid-month pay is to be paid by DJMS. FID PQ/XS allows for such payment. (Notes 1 and 2)
3	Same as code 2 but for end of month pay. (Notes 1 and 2)
4	FID 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)
5	Same as code 4 but for end of month pay.

Notes:
1. Pay amount shown in the FID 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 date of separation. The FID PQ/XS has been adjusted to collect the regular pay authorizations overpayment.
3. If regular pay for mid-month or end of month is not suppressed, pay amount of the FID 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 immediately.

52.12. Military Personnel Section Procedures. FID E503 for separations are input from AFPC. The Military Personnel Section should notify and provide AFPC all the necessary documentation to process the FID E5.

52.13. DFAS Procedures. Actions apply to all separations except as otherwise stated.

52.13.1. Issues zero regular pay authorization when the FID E5 is received before cutoff for pay period of date of separation. If an E5 is received after date of separation, the FID PQ61 is reduced by the amount of regular pay for pay period in which date of separation occurs. The separation pay adjustment code advises FMF 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 Veteran's Educational Assistance Program. If member is retiree, allotments are allowed to continue through month of date of separation. If FID E5 is received after month-end cutoff for month of date of separation, allotments for non-retirees are stopped month of date of separation and the FID PQ61 is reduced accordingly and can cause a debt at date of separation.

52.13.3. Issues advisory separation notices and authorizations:

52.13.3.1. If FID E5 is received 10 or more calendar days before date of separation, issues an XS03 (advance debt notice) to the servicing FMF on the day the FID E5 processes. The FID E5 is to recycle until 10 calendar days before date of separation and issue FID PQ61 or XS03 (advance debt notice).

52.13.3.2. If FID E5 is received after date of separation, issues no notices or authorizations, it is assumed that the member has separated and the FMF has manually computed separation pay and made a payment.

52.13.4. Re-computes separation and closes MMPA. At date of separation plus 20 calendar days, DFAS-IN posts recycling FID PQ03 and re-computes separation settlement to include any transactions posted to the MMPA since the FID 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-IN does not pay. The local FMF makes this payment using local payment procedures. If the open pay authorization reflects 3892, DFAS-JMCBD/IN makes 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 IRS Form W-2. Normal W-2 processing at the end of the calendar year for all members.

52.14. Servicing FMF Procedures.

52.14.1. On first notification that member is separating, reviews and updates member's Separation Work File. Files all pay-affecting documentation (including separation or retirement orders), received from date of notification of separation in the Separation Work File, starts action to resolve any suspense items, and accomplishes input of any delinquent or required transactions. Maintains Separation Work File for 12 months after MMPA goes into V status.

52.14.2. Members receiving BAH for primary dependents re-certifies their entitlement prior to separation/departing on terminal leave, 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 Air Force Assistance Fund, are transferred to member's retired pay account. Only 15 allotments can be transferred to retired pay. Member is to review allotments and advise FMF to stop or change allotments no later than month before month of retirement. For example, if retirement date is in June, stops should be no 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. If there is enough pay due member, the Veteran's Educational Assistance Program allotment is stopped the month of separation; if not, the allotment is stopped month before separation.

52.14.5. On receipt of XS03, conducts research to determine cause of debt projected at date of separation and notifies member. Takes action to collect indebtedness by date of separation.

52.14.6. On receipt of the FID PQ61 or XS03:

52.14.6.1. Checks for transactions not yet posted to MMPA when FID PQ61 or XS03 was issued (the FID 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 FID PQ61 or XS03 accordingly.

52.14.6.2. If the amount paid to 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. If unable to post the items, create 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 FID PQ61 or XS03 is received from DFAS. Decreases amount due for questionable items.

52.14.8. Use trans ID 'JPBB' to make the payment.

52.14.9. Attempts to make a cash collection and process a FID C203 to repay any debts. If not possible, process debt transactions.

52.14.10. Advise member that DFAS re-computes his/her pay account at date of separation plus 20 calendar days. If pay was computed in error, issue a payment for any remaining residual existing under the ADSN of 3885. If DFAS had to manually adjust any entitlements or deductions on the MMPA for any reason, and any remaining residual exist under ADSN 3892, DFAS makes the payment to the member. No claim is required. If re-computation shows indebtedness, DFAS (Debts and Claims Management) is to notify member and take collection action.

52.14.11. When notified of a separation pending within 30 calendar days, check the MMPA for a FID NN (separation transaction rejected) or FID N7 (separation transaction accepted) entry. Notify Military Personnel Section if neither entry is present. Review MMPA every few days until FID N7 is present. If MMPA is not in T status by 10 calendar days before date of separation, input FID ST04 reason 6. Review Separation Work File weekly and, if trouble persists with the FID E503 processing, verify with Military Personnel Section that member has actually separated or retired. After verifying member actually separated and is not reenlisting or extending, stop allotment(s) month prior to member's date of separation. If too late for prior month stop, stop month prior to current month's processing posture. If member is a retiree and you have verified with Military Personnel Section that the member physically retired; verify allotment(s) has started on the retired pay system and then stop allotment(s) on member's T status MMPA.

52.14.12. At date of separation minus 9 calendar days, check MMPA for FID NT (projected separation settlement) entry. The FID NT contains the FID PQ61 or XS03 amounts computed on date of separation minus 10 calendar days. If no FID NT is present by date of separation, a manual pay computation is required. Monitor MMPA posting of pay and leave transactions in pipeline as well as posting of the FID NT entry.

52.14.13. Payment Computation:

52.14.13.1. With an FID NT Entry Present, check MMPA for multiple FID NT entries. Use amounts in latest entry. If NT RECOMP-PNDG-INDCTR is 1, a pay-affecting transaction posted to the MMPA alters the NT and is to be included after the next MMPA update. For members on terminal leave, verify that an open FID SB entry is on the MMPA. Verify that all recent FMF- submitted transactions are posted. Adjust FID 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 are to be paid after date of separation (as a result of separation transaction being received after cutoff). Do not make separation payment on assumption that DFAS stops or recovers an after-date of separation payment.

If the latest FID NT is an XS03, check regular payment and allotment entries for regular pay authorizations or allotments to be paid after date of separation. Do not make separation payment on assumption that DFAS stops or recovers an after-date of separation payment.

52.14.13.2. FID NT Entry Not Present. No separation transaction was received or the separation transaction rejected. Manually compute the separation settlement. If the member's MMPA is not in T status, process FID ST04 and set up a case on CMS for the E5 processing problem, if one is not already established and forward to AFPC Separations. Stop allotments following the logic in **paragraph 52.14.11** Verify all terminal leave taken is posted. Verify all recent FMF submitted transactions are posted. Manually compute separation settlement and pay separated member 100 percent of all monies due through date of separation. Complete AF Form 350 for every separation. If the amount paid on separation is different that the FID NT authorized, FMF researches the difference and either process the unposted items causing the difference, or create 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 Separation Work File. If computation results in a debt and central pay or allotments are to be paid after date of separation, call DFAS to see if pay or allotment can be recalled. Do not make payment on assumption that DFAS stops or recovers after-date of separation payments. File completed AF Form 350 in Separation Work File.

52.14.13.3. If member completed a PCS within 60 calendar 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.

Chapter 53

REENLISTMENTS AND EXTENSIONS

53.1. Description. Provisions for reenlistment bonuses are contained in the DOD 7000.14-R, Volume 7A, chapter 9, **chapter 12** of this volume, and AFI 36-2606.

53.2. MMPA Memo Entries, Military Personnel Section Transactions and Applicable Forms

53.2.1. There are four specialized MMPA memoranda entries which relate to reenlistments/extensions.

53.2.1.1. FID N7 – Reenlistment/ Extension. Contains transaction data held for full MMPA processing and consummates (fully processes) at Date of Separation plus 9 calendar days.

53.2.1.2. FID NN – Reenlistment/ Extension. Contains data from rejected FID E6 transactions. Shows error code and if transaction rejected to Military Personnel Section or DFAS. Output control code E means transaction rejected to the Military Personnel Section (input source) and output control code N means transaction rejected to DFAS.

53.2.1.3. FID NT - Separation Reentry Projected Settlement. Contains the amount computed for the one-time pay authorization (SRB/leave sell).

53.2.1.4. FID NQ – Reenlistment/ Extension. When a payment is posted as a FID PQ and no authorization exists, the FID PQ payment creates a FID NQ entry on the MMPA. The FID NQ does not clear if no pay authorization is generated.

53.2.2. FID E6 - Separation with immediate reentry on active duty. The Military Personnel Section flows a FID E63 transaction when a member either reenlists or voluntarily extends. A FID E6 is also used when a member is promoted from enlisted to officer, which comes from the AFPC. When a FID E6 rejects in the DJMS and creates a FID NN entry, the Military Personnel Section needs to process the FID E6F (cancel) which deletes the FID NN entry. If the Military Personnel Data System has been updated and no FID E6 was sent to DJMS, the Military Personnel Section is to process an E6C (FID E603) transaction to by-pass the Military Personnel Data System and flow the transaction to the DJMS. **Note:** Going from officer to enlisted status cannot be done with the E6 transaction. The officer MMPA is to be separated and the enlisted MMPA is to be created by an accession transaction from the AFPC.

53.2.3. The DD Form 4 is used for reenlistments, AF Form 1411, *Extension of Enlistment in the Air Force*, is for extensions, AF Form 901 contains the SRB information (if authorized) and AF Form 1089, *Leave Settlement Option*, is the member's election to sell leave. The DD Form 4, AF Form 901 and AF Form 1089 are to be reviewed before any payment is released to ensure the member did in fact reenlist/extend and is authorized the payment.

53.3. Source of Input. The Military Personnel Section is responsible for the input of the FID E6 transactions into the DJMS up to 120 calendar days before projected the Date of Separation. The FMF is responsible for releasing any one-time payments resulting from the reenlistment/extension. Future SRB installment payments are released automatically by DFAS. For additional information on installments, see **chapter 12** of this manual. **Note:** When a member reenlists to obtain retain ability for a program leading to a commission, the member is not entitled to SRB. When a member reenlists and is later accepted into a program leading to a commission, all future SRB installments

are suspended. The AFPC identifies members affected by these programs. If the SRB is erroneously paid or future SRB installments require suspension, the AFPC notifies DFAS.

53.4. Output Products from the DJMS. The following output products are sent to the servicing FMF when an E6 transaction is processed:

53.4.1. One-Time Pay Authorization. If a member is entitled to a reenlistment bonus or leave sell, a one-time pay authorization is generated to the FMF. These one-time payments are paid via EFT. The pay authorization is sent to the servicing FMF and is produced by the DJMS updates between Date of Separation minus 10 calendar days.

53.5. Computation and Payment of One-Time Payments. One-time payments and authorizations include the amount of the initial SRB less any applicable Federal and State tax withholdings. If the member is also selling leave, the leave sell is included in the one-time pay authorization.

53.5.1. Report of Initial Payment. Use verb 'JPBB' to request DFAS make an EFT payment to the member (see **paragraph 38.9.3** for a more detailed explanation of this payment process). The payment is reported by central site. If no payment transaction is received by DOS plus 9 calendar days, the payment is considered delinquent and a FID PX entry is created.

53.5.2. Report of Installment Payments. DFAS is responsible for the payment of installments and is posted to the MMPA as a FID PL entry. The FMF does not pay any installment payments (FID PL authorization) and is to contact DFAS for assistance if the FID PL is not released/paid by DFAS.

53.5.3. Delinquent Pay Authorization. If a member is due money from a reenlistment or extension, and no payment was released, a FID PX authorization is generated as a delinquent payment. The FMF is required to work the FA0809D, Uncleared FID NQ/PX payments.

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. Review the PY entry on the MMPA. If the amount paid is greater than the authorization, the difference is immediately collected.

53.6. Expiration of Term of Service (ETS) Listing. - Monthly, ETS data is extracted from the LES data base in either SSN, Name, Grade, ETS, or organization sequence. The report contains information on members whose ETS expires during the next calendar month. It is to be used as a tool by the FMF and Military Personnel Section 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 Daily Transaction Record or the MMPA to ensure a FID E5, E4, or E6 or FID TU04 (involuntary) transaction has been submitted to DJMS-AC. If appropriate transactions have been submitted, annotate the listing with the date the transactions appear on the Daily Transaction Record. Contact the member's servicing separations and reenlistments section, in person or by telephone and request they process appropriate transactions to update the ETS or input the separation information.

Chapter 54

CASUALTIES

54.1. Description. The DOD 7000.14-R, Volume 7A, chapter 36, provides the policy concerning death gratuity and arrears of pay paid on behalf of deceased members. It states, in part, that death gratuity is 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 calendar 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 the Veteran's Affairs is to 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. Death gratuity is not paid by the FMF.

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 calendar 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 173-2a, *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 if beneficiary is located in the servicing FMF 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 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, the FMF 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 amount due Payee.

54.2.3.1.11. Item 12 - Place an "X" in the appropriate block.

54.2.3.1.12. Item 13 - List children of deceased member, as applicable. If none, state "None."

54.2.3.1.13. Item 14a – Signature of Payee, is to be signed in the presence of two witnesses.

54.2.3.1.14. Item 14b – Signature and Address of First Witness.

54.2.3.1.15. Item 14c – Signature and Address of Second Witness.

54.2.3.1.16. Item 14d – Address of Payee.

54.2.3.1.17. Item 15 – Certify voucher as correct for payment, and make payment by electronic funds transfer or by check in certain circumstances.

54.2.3.1.18. Item 16a –Include check number, amount, and date.

54.2.3.1.19. Item 16b – Include electronic funds transfer information, including banking institution, account number and routing number.

54.2.3.2. Distribution of DD Form 397.

54.2.3.2.1. Original - submit with FMF's original vouchers.

54.2.3.2.2. Duplicate - copy for DFAS 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 FMF, another designated FMF (hereinafter be referred to as the "assisting" FMF), or DFAS, as prescribed in DOD 7000.14-R, Volume 7A, chapter 36, table 36-5, and this section. When the beneficiary resides in the vicinity of the servicing FMF, the servicing FMF makes the death gratuity payment. See **paragraph 54.11.6** below for processing information. If the beneficiary does not reside in the vicinity of the servicing FMF, assistance should be requested from the FMF nearest the residence of the beneficiary. This request is normally included in the Military Personnel Section's notification of death message. The FMF disbursing the death gratuity payment is to process the

FID PE transactions to the deceased member's MMPA immediately after the death gratuity is paid. If the MMPA is not in SL/SV status, the FID PE payment recycles in DJMS pending a status update. See **paragraph 54.1.2** for information on death gratuity payments when member dies within 120 calendar days of separation.

54.3.1. DFAS disburses the death gratuity in the following situations:

54.3.1.1. Beneficiaries are minor children. DFAS requests necessary documents from the FMF. See DOD 7000.14-R, Volume 7A, chapter 36, paragraph 360104 and table 36-1.

54.3.1.2. The member died as a result of a homicide involving the eligible beneficiary.

54.3.1.3. “In Loco Parentis" documents are required.

54.3.1.4. Member was absent without leave, in a deserter status, or in custody of civil authorities.

54.3.1.5. If doubt exists regarding proper person eligible to receive death gratuity.

54.3.1.6. Beneficiary designated is a common-law spouse.

54.4. Procedures:

54.4.1. Casualty Assistance function:

54.4.1.1. Sends death message to AFPC with DFAS as informational addressee. This message contains information from DD Form 93 or virtual record of emergency data as to whether there is a designated beneficiary or an eligible non-designated beneficiary (see DOD 7000.14-R, Volume 7A, chapter 36).

54.4.1.2. Furnishes servicing FMF a copy of the death message and a copy of the member’s virtual record of emergency data or DD Form 93; FMS Form 2231; and DD Form 397. 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 for payment of death gratuity/arrears of pay/BAH.

54.4.1.3. Immediately sends DFAS any input which pertains to member's account for which Military Personnel Section is input source for processing.

54.4.2. DFAS. 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. Sends message to FMF making beneficiary payment, requesting specific documents and assistance in disbursing Arrears of Pay, and death gratuity if applicable. Also requests servicing FMF forward CMS case to assisting base (when applicable) with requests for documentation from them.

54.4.2.3. Upon receipt of documentation, computes amount of pay due, makes adjustments, and makes all payments for Arrears of Pay, including amounts due for travel and per diem. Pays BAH, up to 365 calendar days, as applicable.

54.4.2.4. Prepares final settlement letter (Arrears of Pay paid or debt established), furnishes applicable forms as indicated below, and a computation of final pay settlements, as appropriate, to the beneficiary or estate.

54.4.2.4.1. Provides IRS Form W-2 reflecting wage and deduction information paid to the deceased member prior to date of death.

54.4.2.4.2. Provides IRS 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 are withheld at 25 percent.

54.4.2.5. Upon notification from the local FMF and Casualty Assistance Representative that extreme hardship exists, and where there is sufficient money available, makes interim payments of Arrears of Pay to proper beneficiary to alleviate hardship. Where appropriate, authorizes local FMF to make direct interim payment.

54.4.2.6. Annotates the final disposition of Arrears of Pay/debt, when case is completed, on the CMS case with date of payment and amounts. Breaks down Arrears of Pay/BAH/Travel amounts. Also annotates if death gratuity is paid to the guardian (s) of minor child (ren).

54.5. FMF Actions. Upon receipt of initial death message and DD Form 93:

54.5.1. Determines the beneficiary for Arrears of Pay and location of beneficiary and sends a copy of the DD Form 93 to DFAS.

54.5.2. Prepares SF 1174 and DD Form 2058 if beneficiary is located in the servicing FMF area, and DD Form 397.

54.5.3. Advises the Casualty Assistance Representative to return all applicable forms to the FMF when beneficiary and witnesses have signed.

54.5.4. Cancels un-negotiated 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 immediately of any unprocessed items (i.e., leave or entitlements) which affects the amount of unpaid pay and allowances.

54.5.6. Contacts the Summary Courts Officer to determine if there are any debts that need to be settled from Arrears of Pay. 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 immediately of any such debts and sends them the DD Form 139.

54.5.7. Notifies Casualty Assistance Representative if member participated in the Veterans Educational Assistance Program, Montgomery GI Bill, or Post 9/11 GI Bill along with start and stop dates.

54.5.8. Determines if member has any unpaid travel claims. If so, a travel voucher needs to be completed and signed by the Summary Courts Officer. Forward to AFFSC for computation, payment, or collection. In addition to the travel voucher and associated travel orders, include the following:

54.5.8.1. Report of Casualty, DD FM 1300

54.5.8.2. Record of Emergency Data, DD FM 93

54.5.8.3. Beneficiaries Direct Deposit Form, SF 1199A

54.5.8.4. Appointment Letter for Summary Courts Officer signed by Commander

54.5.8.5. All Travel Voucher Supporting Documentation i.e. receipts, airfare, etc.

54.5.9. Notifies DFAS when a completed SF 1174 has been obtained.

54.5.10. Forwards the following documents to DFAS within 14 duty days:

54.5.10.1. Original SF 1174 (forwarded by FMF making payment)

54.5.10.2. Signed original DD Form 2058 (forwarded by FMF 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. Any other pay-affecting document

54.5.10.6. Sends CMS case to DFAS including information on Casualty Information Checklist.

54.5.11. FMF Nearest Residence of Beneficiary (when separate FMF serviced member). Upon receipt of notification of a designated beneficiary:

54.5.11.1. Prepares DD Form 397 and electronic funds transfer payment or check payable to beneficiary if beneficiary is not a minor or other questionable beneficiary (see **paragraphs 54.3** and **54.5.12.2.2**). If beneficiary is a minor or other beneficiary identified in **paragraph 54.3** or if conclusive determination of rightful beneficiary cannot be made, forward DD Form 397 to DFAS for payment. In the case of a minor, forward once guardianship has been established.

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 Casualty Assistance Representative and advises that DD Form 397 is to be signed before the gratuity payment is released. If the beneficiary for death gratuity and Arrears of Pay 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 Casualty Assistance Representative to return all three forms to the FMF when the beneficiary and witnesses have signed.

54.5.11.6. Pay the beneficiary the $100,000 death gratuity. Due to DJMS-AC limitations, FMF is to process 2 FID PE03 transactions for $6,000 each to report death gratuity payment if payment is made locally. The voucher numbers can be the same on both transactions, but the effective dates are to be one day different to minimize concerns about duplicate payments. After the FID PE03s process, establish a CMS case to notify DFAS of the payment. Upon receipt of the CMS case, DFAS overlays the dollar amount in the memo entries, created by the FID PE processing, to $50,000 each. The CMS case is to contain the following information:

54.5.11.6.1. Member's name, social security number, date of death gratuity payment, amount paid and voucher number, verification that the PE03s were posted as directed above, and beneficiary information, including names, social security numbers, addresses, and electronic funds transfer information (if payment sent via electronic funds transfer).

54.5.11.7. Notifies DFAS when the completed SF 1174 has been obtained.

54.5.11.8. Forwards to DFAS 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 applies afterwards, 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/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 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.

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. Send complete information about erroneous payment to DFAS for collection action.

54.5.12.2.2. If conclusive determination concerning rightful beneficiary cannot be made, forward entire case to DFAS for determination and payment to rightful beneficiary, and collection action against erroneously paid beneficiary.

54.6. Allowance for Quarters to Surviving Dependents, to include Surviving Member Spouse:

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 calendar days of date of death.

54.6.2. Allowance includes BAH 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.

54.6.4. Termination of Allowance. Allowance terminates 365 calendar days after the date of death. If, within 365 calendar 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 calendar days less the number of calendar days the housing facility was occupied following the date of death.

54.6.5. Payment Procedure. Payments are made by DFAS. FMF makes emergency payment of amounts accrued to date from date of death, upon corroboration of need by the base Casualty Assistance Representative, and only after receiving DFAS authorization.

54.6.6. Documentation. Upon notification of an active duty member's death, FMF coordinates with the Casualty Assistance Representative 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 Arrears of Pay, the signature on the SF 1174 is sufficient to claim the 365 calendar days of applicable housing allowances.

54.6.6.1. Casualty Assistance Representative advises the claimant that they are responsible for reporting any address changes to DFAS, to ensure timely receipt of payment. Guardianship papers are still required under the same conditions as required for death gratuity or Arrears of Pay. DFAS sends a letter explaining the pay and allowances and a claim statement for signature to dependents who are to receive Arrears of Pay.

54.6.6.2. FMF submits, to DFAS, documents relating to the deceased member (for example, DD Form 397 and SF 1174). Additional information may be requested to determine payment amount.

54.7. DFAS Actions:

54.7.1. Report of Settlement to Department of Veterans Affairs. Upon Department of Veterans Affairs request, DFAS advises Department of Veterans Affairs of final settlement of pay accounts of deceased members.

54.7.2. Adjustments. If un-negotiated check or any factors affecting pay and allowances are discovered after Arrears of Pay payment has been made or after the appropriate documents have been submitted to DFAS, inform DFAS of facts by phone and follow up with a case in CMS, including documents and letter of explanation. DFAS makes required adjustments.

54.7.3. DFAS Collection Actions. DFAS takes action to recover erroneous payment. When these procedures have been followed and there is no lack of good faith or due care, the FMF who made the erroneous payment may apply for relief under DOD 7000.14-R, Volume 5.

Chapter 55

DEDUCTIONS AND COLLECTIONS - GENERAL

55.1. Description. Policy on deductions and collections is found in the DOD 7000.14-R, 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 Armed Forces Retirement Home; those for benefits specifically authorized by law, such as Servicemembers Group Life Insurance; and voluntary allotments to designated payees. Deductions from pay are to be properly authorized, adequately documented, and paid when due in the amount authorized. Debts may be collected voluntarily or involuntarily and are to 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 DOD 7000.14-R, Volume 7A, to withhold and report Social Security, Medicare, and Federal and state taxable wages to the IRS, Social Security Administration, 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 DOD 7000.14-R, Volume 7A, chapter 44, table 44.1. Montgomery GI Bill contributions are a reduction to Federal taxable wages (see **paragraph 64.3.2**).

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 November 2015 authorization date. The entitlement posts to the member's MMPA in November 2016 and is available for payment to the member, but the member does not accept the bonus payment until January 2017. The bonus payment is taxable in 2016 since the wages were constructively received in 2016. For additional guidance, contact AFAFO-F.

56.3. IRS Form W-4. The FMF, where the member first reports for duty, ensure each member accomplishes an IRS Form W-4 and DD Form 2058, as part of in-processing. The member may submit a new IRS Form W-4 and/or DD Form 2058 when his/her tax status changes. Information reflected on the IRS Form W-4 and DD Form 2058 is used to establish or change Federal Income Tax Withholding (W-4) or State Income Tax Withholding (DD Form 2058) data and withholding factors on a member's MMPA. The original documents are scanned into Financial Management Workflow and retained locally for 90 calendar days to ensure the scanned copy is legible, a copy is retained with the extra copy of the Document Transmittal Listing, and another copy is provided to the member.

56.3.1. Input Transactions. Based on the IRS Form W-4, input an FJ04 transaction with the federal withholding factors. Each transaction includes marital status, number of allowances, additional amount of withholding, if any, and exemption from withholding, if applicable. The fields not being changed in the FID FJ04 transaction contain blank spaces. Multiple items can be changed with input of one FID FJ04 transaction.

56.3.2. Exemption from Withholding. When a member submits an IRS Form W-4 claiming exemption from income tax withholding, the exemption is only valid for the current calendar year.

56.3.3. If the tax-auth-city-state (FID MG) is 098, at the time the FID E203 processes, the FMF receives a UDN reject, as a result of the Military Personnel Section processing, to notify the FMF that the member needs to declare a legal residence. A 60 calendar day suspense is established for receipt of the FID MG04 transaction. At the end of 60 calendar days, the FMF receives another UDN from the suspense transaction and a new 30 calendar day suspense is

established. If the 30 calendar day suspense is not cleared, it is rejected to DFAS for follow-up action.

56.4. IRS Form W-4 processing.

56.4.1. 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 **(T-0)**.

56.4.2. The FMF is to honor a member's IRS 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 IRS Form W-4.

56.4.2.1. When a written notice is received from the IRS specifying that the member is not entitled to claim exemption from Federal Income Tax Withholding, or that the number of allowances claimed is excessive, the FMF is to comply with the IRS determination letter.

56.4.2.1.1. The FMF processes a FID 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 FMF to change the federal withholding factors without a signed IRS Form W-4 from the member. After processing the FID FJ04 transaction, forward the original IRS determination letter to the National Archives and Records Administration with the Document Transmittal Listing, retain a copy with the file copy Document Transmittal Listing for input into Financial Management Work Flow, and send a copy to the member. Any determination letters from the IRS, which are sent directly to DFAS, is forwarded to the member's FMF (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 FMF is to honor the new determination letter, and take action to update the member's MMPA accordingly. No Federal Income Tax Withholding refunds is 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 IRS Form W-4 for more withholding allowances than the number found on the IRS Letter, send the new IRS Form W-4, the justification statement, and a copy of the determination letter to your local IRS office. Overseas bases should send the new IRS Form W-4 and statement to:

Figure 56.1. IRS Address.

Director, Office of International Operation 1325 K Street NW Washington DC 20225

56.5. Federal Income Tax Withholding (FITW).

56.5.1. FITW are normally computed using member's Federal wages and DJMS on-line Table 073. See DOD 7000.14-R, 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:

Table 56.1. FITW formula:

New Month-Federal Income Tax Withholding-Deduction X Federal Income Tax Withholding Quotient Factor = Current Month -Federal Income Tax Withholding-Deduction.
Note: Federal Income Tax Withholding Quotient Factor = Current Month-Federal Income Tax Withholding-WAGES/New Month-Federal Income Tax Withholding-WAGES

56.5.2.1. If the Federal Income Tax Withholding quotient factor is less than one, compute current month Federal Income Tax Withholding using DJMS on-line Table 073.

56.5.2.2. If the Federal Income Tax Withholding quotient factor is equal to or greater than one, compute current month Federal Income Tax Withholding using the formula in **paragraph 56.5.2** above.

56.5.3. The following is an example of Federal Income Tax Withholding Tax Computation for Retroactive Pay Entitlements using the Federal Income Tax Withholding Quotient Factor.

56.5.3.1. The Federal Income Tax Withholding Quotient Factor is computed based on the following:

56.5.3.1.1. Member's normal Basic Pay is $1599.90 per month and claims single with one (1) exemption for tax purposes. If member entered active duty January 16, 2017. Accession processed August 2017. Member's current month Federal Income Tax Withholding wages are $11,999.25 (Basic Pay for period January 16 through August 31, 1996). This amount is substituted into Current Month-Federal Income Tax Withholding-WAGES field of the Federal Income Tax Withholding Quotient Factor formula such as $11,999.25 / New Month-Federal Income Tax Withholding-WAGES = Federal Income Tax Withholding Quotient Factor

56.5.3.2. Solution:

56.5.3.2.1. Divide current month Federal Income Tax Withholding wages by next month Federal Income Tax Withholding wages to arrive at the Federal Income Tax Withholding quotient factor (substituted into the New Month-Federal Income Tax Withholding-WAGES field of the Federal Income Tax Withholding formula as an interim measure to demonstrate procedure for the calculation. The results of this step is what actually is used in the calculation as the quotient factor). $11,999.25 / $1599.95 = 7.5 (Federal Income Tax Withholding Quotient Factor) **Note**: The Federal Income Tax Withholding quotient factor is two decimal places in length; do not round the decimal up or down. Example: 1.029 should be 1.02. New Month-Federal Income Tax Withholding-Deduction X 7.5 = Current Month-Federal Income Tax Withholding-Deduction

56.5.3.2.2. Using the information given above, compute next month Federal Income Tax Withholding deduction (Basic Pay of $1599.95 and exemptions of S01 for tax purposes). Next month's Federal Income Tax Withholding deduction is $119.99 (substituted into New Month-Federal Income Tax Withholding-Deduction field of the

Federal Income Tax Withholding formula). $119.99 X 7.5 = Current Month-Federal Income Tax Withholding-Deduction

56.5.3.2.3. Completing the Federal Income Tax Withholding formula, member's current month Federal Income Tax Withholding deduction would be $899.92 (substituted into the Current Month-Federal Income Tax Withholding-Deduction field of the Federal Income Tax Withholding formula). $119.99 X 7.5 = $899.92

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. The FMF is to establish a CMS inquiry and refer it to the DFAS-AC Tax Not T, V, or K Status Box, providing as much specific information as possible to substantiate the adjustment.

56.6.1.1. Current Year Federal Taxable Wages and/or Withholdings. Contact DFAS to correct current year Federal taxable wages and/or withholdings, as applicable. The DFAS is responsible for adjusting taxable wages and withholdings for active duty members ("A" status), separated members ("T" and "V" status) without a debt, and Debt Establishment for members who separated with a debt (3891). The Claims Branch issues IRS Form W-2 on Board for Correction of Military Records cases.

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 if an administrative error or DJMS error resulted in the wages being reported incorrectly on the IRS Form W- 2 and/or MMPA. In this situation, the FMF contacts DFAS, via CMS, and requests issuance of an IRS Form W-2C.

56.6.2. Refunds.

56.6.2.1. Prior year Federal Income Tax Withholding amounts can be refunded to the member when Federal Income Tax Withholding 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 is to file a tax return with the IRS to receive a refund.

56.6.2.2. Contact DFAS 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. IRS Form W-2. The DFAS produces IRS 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 IRS Form W-2 is produced and mailed each January for the preceding calendar (tax) year (i.e., the 2016 IRS Form W-2 is produced in January 2017). IRS Forms W-2 reflects taxable wages and withholdings for the entire tax year, even if the member had a break in service during the year. The history FIDs 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 IRS Form W-2.

56.7.1. Pension Plan. Per IRS directive, members on active duty for more than 90 calendar 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 IRS Form W-2 is marked.

56.7.2. Delayed Accessions. An IRS Form W-2 is to be issued for a prior calendar year when a member enters active duty and receives payment in that year, but the accession to DJMS is processed after December month-end restructure (MER) or in the following year. In this case, the IRS Form W-2 wages and withholdings is to 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 requesting issuance of an IRS Form W-2.

56.7.3. IRS Forms W-2C, Statement of Corrected Income and Tax Amounts. FMFs do not issue original IRS Forms W-2C for Air Force members. The FMF notifies DFAS, via the CMS, and requests the member's account be corrected when it is believed an error exists. The FMF should provide a tax computation to support their request and DFAS researches the account and processes any necessary transactions. The history FIDs FC, FH, FJ and FK (if applicable) entries 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 IRS Form W-2C.

56.7.4. Duplicate IRS Forms W-2 and W-2C. Refer to the "DJMS Five Year Tax History User Guide for Inquiries and Reissues" for further information concerning the issuance of IRS Forms W-2C, and the capability to process reissues of IRS Forms W-2 and any corresponding IRS Forms W-2C for members. Requests for duplicate IRS Forms W-2 and W-2C should be processed by the member's FMF or by the nearest base for separated members and retirees. Members should retrieve their IRS Forms W-2 and W-2C from myPay, only requesting from the FMF if their myPay access is suspended or terminated.

56.8. Social Security Numbers. SSNs are needed to properly credit individuals' accounts for contributions to Federal Insurance Contributions Act, which cover taxpayers under the Old-Age, Survivors and Disability Insurance 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. Employers were required to deduct and report Social Security and Medicare contributions separately after January 1991. Military member’s participation is required by DOD 7000.14-R, Volume 7A, chapters 44 through 54.

56.8.1. Requirement. Each member on active duty or performing active duty for training is to have a Social Security Account Number. This number is the member's service identification number.

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 DOD 7000.14-R, Volume 7A, chapter 44. (Montgomery GI Bill enrollment reduces the basic pay entitlement during the contribution period and wages subject to Federal Insurance Contribution Act and Medicare accordingly.)

56.9.2. DFAS corrects or adjusts a member's current year Social Security and/or Medicare taxable wages and withholdings. Prior year taxable wages may only be corrected by DFAS if an administrative or DJMS error resulted in incorrect reporting of wages on the IRS Form W-2 and/or MMPA. In this situation, the FMF contacts DFAS, via the CMS, and requests issuance of an IRS Form W-2C.

Section 56B—Earned Income Credit

56.10. Entitlement Criteria.

56.10.1. Earned Income Wage Thresholds. Earned Income Credit 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 IRS Form W-5, *Earned Income Credit Advance Payment Certificate*, to determine the current threshold for their income and status.

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, Advance Payment of Earned Income Credit is only available to members whose earned income does not exceed the specific IRS limits for the tax year. Check the current years IRS 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 an IRS Form W-5 to the local FMF, and they are determined to be eligible. The amount of Advance Payment of Earned Income Credit is determined by member's earned income and whether a member's spouse has an IRS Form W-5 in effect. A member whose spouse has an IRS Form W-5 in effect only receives partial Advance Payment of Earned Income Credit benefits while a member whose spouse does not have an IRS Form W-5 in effect can receive full Advance Payment of Earned Income Credit benefits.

56.12. Eligibility for Advance Payment of Earned Income Credit. A member is eligible to receive Advance Payment of Earned Income Credit if:

56.12.1. Qualifying Child. Member has a qualifying child living with them. A qualifying child is to meet the relationship, residency and age tests as stated on the IRS Form W- 5.

56.13. Substantiating Documents. Each eligible individual is to complete an IRS Form W-5.

56.14. Financial Management Flight (FMF).

56.14.1. The FMF is to honor a member's request if the member has a qualifying child living with them, the member's pay plus nontaxable earned income are not expected to equal or exceed the thresholds outlined on the IRS Form W-5 (member's income includes any earned income provided by member's spouse) and the FMF 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 exceeds six months of the tax year, to a location outside the CONUS. The FMF forwards the original IRS Form W-5 to the National Archives and Records Administration and retains a copy with the Document Transmittal Listing to load into the Financial Management Work Flow. Provide a copy of the Earned Income Worksheet to members to help them determine their eligibility.

56.14.2. The FMF processes a FID FE transaction to start, stop, cancel, or change the Advance Payment of Earned Income Credit.

56.14.2.1. Start (FID FE01). The transaction's effective date can be up to one processing month in the future (i.e., FID 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 (FID FE02). Processed against a FID FE with a current effective date and stops at month end. To change a member's Advance Payment of Earned Income Credit from full to partial benefits or vice versa, a FID FE02 is to be processed followed by a FID FE01. The FID FE01 recycles 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.

56.15.1. Montgomery GI Bill 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 IRS Form W-2.

56.16. State Income Tax Withholding. 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.

56.16.1. The amount of State Income Tax Withholding is 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.) **(T-0)**.

56.16.2. The Department of Defense has no authority to withhold delinquent state taxes. DFAS notifies the states when a member changes state of legal residence. Once a member changes their state of legal residence, State Income Tax Withholding is not withheld for the prior state.

56.16.3. The DJMS produces an undeclared state taxing authority report twice a year, in April and November, which is placed out on Sysout Archive and Retrieval 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) can encounter state tax filing issues at a later date. In addition, the member's MMPA does not convert to the new pers/pay system at implementation.

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 Military Personnel Section 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. Procedures.

56.17.1. Central Site. DFAS corrects or adjusts 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 IRS Form W-2 and/or MMPA. In this situation, the FMF contacts DFAS and requests issuance of an IRS Form W-2C. (A member's failure to report a change in state taxing authorities is not a DFAS administrative error).

56.17.2. FMF processes. Based on the IRS Form W-4, input a FID FK04 transaction with the state withholding factors. 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 State Income Tax Withholding computation include:

56.18.1. State Income Tax Withholding exemption for Native American military members. The Servicemembers Civil Relief Act (50 U.S.C. § 3901—4043) prohibits states from taxing the military compensation of a Native American service member who claims a tribal reservation as their 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 claims as their state of legal residence/domicile, a federally recognized tribal reservation or Indian country. In addition, the member is to be an enrolled member of that federally recognized Native American tribe.

56.18.1.1. Have the member complete a DD Form 2058-2, *State Income Tax Exemption Test Certificate*.

56.18.1.2. Based on the member's certification, the FMF is authorized to process a FID FK04 with deduction election of "N".

56.18.1.3. The FMF is not required to verify if the tribe/reservation claimed is federally recognized. If the member certifies this information, he/she is held responsible for state taxes by the state at the time of income tax filing. Process the amended document in accordance with the requirements in this chapter.

56.18.1.4. Withholding stops in the processing month that the FMF submits the FID FK04 change to exemption status. Adjustments for prior months are not made.

56.18.2. Declare or Change State of Legal Residency.

56.18.2.1. New members declare a state of legal residency within 6 months of accession, using DD Form 2058 unless the FID E103 transaction included this information. This form is also used for members who want to change their state of legal residence. FMFs input a FID MG04 transaction using the DD Form 2058 as their source document. Valid input for TAX-AUTH-CITY-STATE is "0" followed by the 2 digit numeric state code **(T-0)**.

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 remark is output in the month the FID MG04 transaction processes.

56.18.2.3. When the FID MH (Resident Country) entry is not present on the MMPA, and the TAX-AUTH-STATE field in the FID MG04 transaction equals 99 (foreign nationals), the FID MG04 transaction recycles for 10 updates. If a resident country add transaction has not processed in the next 10 updates, the recycling FID MG04 transaction rejects.

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 file a IRS 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).

56.18.3.3. State taxable wages are not accumulated on member's MMPA, reported on member's IRS Form W-2, or provided to the applicable state. However, a listing is provided, to each state, of members who claim exempt. Listing includes, 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 State Income Tax Withholding, who relocate to their state of legal residency via PCS (based on location of servicing FMF in FID LG entry), are systematically changed to State Income Tax Withholding deduction election single (S) with zero (0) exemptions. The member is to submit an IRS Form W-4 to change this as applicable, and the FMF is to process the FID FK04 transaction. However, the system does not automatically change the State Income Tax Withholding deduction election to "N" when a member PCSs from their state of legal residence.

56.18.4. Status Changes. When a member's status changes to "T" for any reason, next month State Income Tax Withholding 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 FMF one month after return to active duty. Advise the member that additional State Income Tax Withholding 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 State Income Tax Withholding, 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 (**https://www.azdor.gov/Portals/0/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

Figure 56.2. Arizona Department of Revenue.

Arizona Department of Revenue Forms Distribution Unit 1600 West Monroe St. Phoenix AZ 85007 or by phone at (602)542-4260.

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 IRS Form W-4.

56.19.2.2. Withholding automatically begins when a member is assigned to duty in one of these states, based on the location of the servicing FMF (ADSN of LG entry). Members may elect to claim exemption and stop State Income Tax Withholding 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 are to:

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 calendar days during the year in the applicable state.

56.19.3.2. Members are to 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 (860) 297-5962, or contacting them at the address provided in Attachment 5. Form CT-W4 is completed so that the correct amount of income tax is withheld. Members who claim exemption from tax withholding need to file a new certificate for the following year on or before February 15. When a new form CT-W4 is not filed by members claiming exemptions from withholding, DJMS- AC withholds 4.5 percent beginning February 16.

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, 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 - Indianapolis reports to the IRS on a quarterly basis, the Federal Income Tax Withholding amounts related to members claiming residency in Guam. The FMFs

should verify the information input in the FID MG and FID MH entries of members claiming residency in Guam to ensure these members are being correctly reported. The FID MG entry should equal "99," and the FID 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 completes this form in full, signs it and submits it to the finance office. The form is available on the Ohio Department of Taxation website at: **http://www.tax.ohio.gov/portals/0/forms/ohio_individual/individual/2008/it_it4mil_fi.pdf**. 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 completes 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.

56.19.6. Puerto Rico. Effective November 1, 2017, DJMS was updated to no longer withhold federal income tax from the pay of members who claim a legal residence of Puerto Rico. On that date, DJMS stopped withholding federal taxes and began the withholding Puerto Rican taxes in compliance with current IRS regulations. Prior to that, the Taxpayer Relief Act of 1997 authorized 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 but discontinued October 31, 2017. Military members who claim the Commonwealth of Puerto Rico should contact the unit tax advisor or legal assistance office for further information or assistance.

56.19.7. New Mexico. Effective 1 January 2007, the state of New Mexico exempts the pay of active duty military members from state income tax. DFAS implemented the change, to exempt members' pay, in 2010. Members who claim the state of New Mexico should have received any refunds due them directly from the state for the years prior to 2010.

56.19.8. Oklahoma. Effective 1 July 2010, the state of Oklahoma exempts the pay of active duty military members from state income tax. DFAS implemented the change, to exempt members' pay, in 2010.

56.19.9. Kentucky. Effective 1 January 2010, the state of Kentucky exempts the pay of active duty military members from state income tax. DFAS implemented the change, to exempt members' pay, in 2010.

56.19.10. Minnesota. Effective in tax year 2007, the state of Minnesota exempts the pay of active duty military members from state income tax. DFAS implemented the change, to exempt members' pay, on 1 October 2010.

56.20. Definitions.

56.20.1. Combat Zone. A Combat Zone 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. DOD 7000.14-R, Volume 7A, chapter 44, and DJMS Table 154 contains the areas currently considered Combat Zones.

56.20.2. Qualified Hazardous Duty Area. A Qualified Hazardous Duty Area is a military Contingency Operation Area designated by Public Law to receive the same tax benefits as a Combat Zone, with one major difference. In order for a Qualified Hazardous Duty Area to be eligible for CZTE, the Qualified Hazardous Duty Area is to be designated for entitlement to hostile fire/imminent danger pay. The DOD 7000.14-R, Volume 7A, chapter 10, and DJMS Table 054 provides the areas currently designated to receive the hostile fire/imminent danger pay entitlement.

56.20.3. Direct Support. Service is in direct support of military operations in a Combat Zone or Qualified Hazardous Duty Area if it has the effect of maintaining, upholding, or providing assistance for those involved in military operations in the Combat Zone or Qualified Hazardous Duty Area. Commander in Chief, Europe, 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 Combat Zone, or Qualified Hazardous Duty Area operations such as Operation Joint Endeavor, Able Sentry, or Provide Comfort. Service members and unit commanders, who are not in the Combat Zone or Qualified Hazardous Duty Area, may not self-certify their entitlement to the tax relief.

56.21. CZTE.

56.21.1. A Combat Zone does not require the hostile fire/imminent danger pay 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 Combat Zone, or

56.21.1.2. Provides direct support of military operations in a Combat Zone, and is entitled to hostile fire/imminent danger pay, or

56.21.1.3. Performs active service with entitlement to hostile fire/imminent danger pay in a Qualified Hazardous Duty Area, or

56.21.1.4. Provides direct support of operations in the Qualified Hazardous Duty Area through active service performed in a hostile fire/imminent danger pay designated area outside the Qualified Hazardous Duty Area (i.e., a member maintaining airplanes, in a hostile fire/imminent danger pay designated area, that are being flown over the Qualified Hazardous Duty Area in support of Operation Joint Endeavor).

56.21.2. A member is also entitled to CZTE for direct support of Qualified Hazardous Duty Area operations when the member, whose permanent duty station is outside the Qualified Hazardous Duty Area which is an area not designated as hostile fire/imminent danger pay qualified (i.e., Hungary or Italy), and flies official missions into the air space of the Qualified Hazardous Duty Area. This member's CZTE entitlement is based on entitlement to hostile fire/imminent danger pay as a result of active service performed in Qualified Hazardous Duty Area air space in direct support of operations in the Qualified Hazardous Duty Area (i.e., Joint Endeavor).

56.21.3. A member is not entitled to CZTE for direct support of Qualified Hazardous Duty Area operations when the member, who performs the aircraft maintenance service in support of military operations in the Qualified Hazardous Duty Area, is in an area outside the Qualified Hazardous Duty Area that is not hostile fire/imminent danger pay-designated (i.e., Hungary, Italy). CZTE entitlement for direct support of Qualified Hazardous Duty Area operations is conditional on hostile fire/imminent danger pay 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 designee, certifies that such active service is in direct support of operations in the Qualified Hazardous Duty Area, 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 imminent danger pay 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 17 of $4,000 and an Aviator Retention Bonus of $100,000, with the first $50,000 due 1 May 17. This member is entitled to CZTE and imminent danger pay for the month of May 17. The exclusion for this member is limited to $8,390.10 for the month of May and future installments on the Aviator Retention 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.

56.22. Substantiating Documents. The documentation required for a member to be entitled to CZTE is one of the following:

56.22.1. Member’s orders authorizing the member to enter the Qualified Hazardous Duty Area (which is authorized hostile fire/imminent danger pay), or a Combat Zone.

56.22.2. Travel voucher with a commander’s certification that the unit, or member, has performed active duty service within a Qualified Hazardous Duty Area (which is authorized hostile fire/imminent danger pay), or a Combat Zone.

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 Combat Zone-DEDTN field in the FID 23, or Combat Zone-DEDTN field of the FID FL entry, transaction contains “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 Federal Income Tax Withholding/State Income Tax Withholding while in a combat zone. Officers requesting continuation of withholding submit either an IRS 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 IRS Form W-4) authorizing FMFs to continue withholding should be maintained the same as an IRS Form W-4. The Combat Zone- DEDTN field in the FID 23 entry, or Combat Zone-DEDTN field of the FID FL entry, transaction contains "0" if CZTE is not 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 Combat Zone, or Qualified Hazardous Duty Area. Use the FID FL03 to report their entitlement to CZTE. The 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. The FID FL03 is to be reentered each month, prior to month-end restructure, when a member's hospitalization covers more than one month.

56.25. Leave Earned in a Combat Zone or Qualified Hazardous Duty Area.

56.25.1. The value of leave earned in the Combat Zone, or Qualified Hazardous Duty Area, 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 Combat Zone or Qualified Hazardous Duty Area. For officers, the value of leave earned during any month in any part of which they served in the Combat Zone, or Qualified Hazardous Duty Area, may be excluded, not to exceed the "maximum enlisted amount" for the month of service in 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 as found in JWMM Table 074.

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 Combat Zone or Qualified Hazardous Duty Area, 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 calendar days on active duty. If a member serves any portion of a month in a Combat Zone or Qualified Hazardous Duty Area, the leave earned during that month is subject to CZTE. The amount of Combat Zone or Qualified Hazardous Duty Area tax exempt leave available for sale, or use, is reduced first as leave is sold or used. For example, if the member accrues 30 calendar days leave in the Combat Zone or Qualified Hazardous Duty Area, and uses 30 days immediately upon return, the member does not have any leave that is 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 exists, and is included first for any subsequent sell or use of leave.

56.25.3. If it is determined that the DJMS withheld taxes on leave as it was used or sold, the FMF notifies DFAS-Indianapolis, 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 FIDs 23, BS, BT, FL, and FW entries on the MMPA are used to determine the validity of the adjustment requested. The leave being sold, or used, is to be verified to ensure it does in fact include an amount of leave actually earned in a Combat Zone or Qualified Hazardous Duty Area that has not previously been sold or used.

56.25.5. The following results 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 result in refunds as appropriate. The member's IRS Form W2, Wage and Tax statement, for current tax year reflects adjusted amounts.

56.25.5.2. Adjustments made for prior tax year(s) result in member's taxable wages being adjusted, and an IRS Form W2C, corrected wage and tax statement, being issued. No adjustment is made to amounts withheld, and no refunds are made. Member files an amended tax return with the issued IRS Form W2C to receive any refund due.

56.25.6. FID BT Entry.

56.25.6.1. The FID BT entry is system-generated and contains the member's CZTE leave balance. There may be more than 1 open FID BT entry on the MMPA if the member had a remaining FID BT leave balance when he/she reentered the combat zone. In that case, the leave balance in the oldest FID BT is used first.

56.25.6.2. After a member departs the combat zone, the leave balance in the FID BT is reduced as chargeable leave is used until the balance in the FID BT is zero.

56.25.6.2.1. The BAL-ZONE is the balance of tax exempt leave days which remain. If the BAL-ZONE becomes zero, the FID BT entry is moved to history.

56.25.6.2.2. The balance in the FID BT entry is not reduced for periods of non-chargeable leave.

56.25.6.2.3. FID BT transactions (BT01, BT02, BT03, BT05, and BT06) are processed only by DFAS.

56.26. LES Remarks for CZTE. The amount of CZTE wages a member earned during the calendar year is 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 FMF. CZTE wages are not included in taxable income on a member's IRS 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, the amount in block 13 is to be included in "Earned Income" to determine the amount of Earned Income Credit the member is eligible for (See SECTION B - EARNED INCOME CREDIT).

56.27. DJMS-AC processing.

56.27.1. When a member is in a Combat Zone or Qualified Hazardous Duty Area designated for hostile fire/imminent danger pay and CZTE in accordance with the DOD 7000.14-R, Volume 7A, chapters 10 and 44, respectively, the FID 23 transaction is 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) is used when a member is performing extended official duty in an area entitled to CZTE, but not entitled to hostile fire/imminent danger pay.

56.27.2.1. Start (FID FL01). This transaction is used when member is authorized a continuing CZTE, but not hostile fire/imminent danger pay. 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 decrease federal and state wages, and refunds applicable federal and state taxes for current month only. Decreased amounts are reflected in the FID FJ and FID FK (if applicable) entry (ies), respectively, on the MMPA for wages and withholdings. Refunds are 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, decrease current month and year-to-date federal and state wages, and refunds 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, 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 is made of taxes previously withheld. IRS Form W-2C is generated showing change in wages. Member is to file amended tax return to receive any refund of prior year taxes withheld.

56.27.2.2. Stop (FID FL02). This transaction is used when member is no longer entitled to CZTE. Stop date is to be prior to current date. When stop date is current month, the transaction recycles until first calendar day of following month.

56.27.2.2.1. Transactions with current month and year effective date result in a re-computation of current and next month's federal, and state wage and withholding amounts, if applicable.

56.27.2.2.2. Transactions with retroactive effective date of prior month, current year, re-computes 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) are reflected in FID FJ/FK entry (ies) on the MMPA with start = 7777 for wages and withholdings.

56.27.2.2.3. Transactions with retroactive effective date of prior month, prior year, adjusts 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 occur. IRS Form W-2C is generated showing change in wages. Member is to file amended tax return to reconcile with the IRS any prior year taxes owed.

56.27.2.3. Report FID (FL03). This is used to report CZTE only when the member was in a Combat Zone not designated to receive hostile fire/imminent danger pay in accordance with the DOD 7000.14-R, Volume 7A, chapter 44. Report CZTE for months indicated. The start and stop months are to be prior to the current month, or the transaction rejects. FID FL03 transactions processed for the current year reduces year-to-date Federal and state taxable wages, and refunds withholdings for the months indicated depending on the Combat Zone-DEDTN election code. When input for prior years, prior year Federal and state taxable wages are adjusted if within Immediate Access Storage. Otherwise, a management notice is sent to DFAS to adjust prior year Federal and state taxable wages. An IRS Form W-2C is issued from the 5-Year Tax History system correcting taxable wages only. Prior year withholdings are not adjusted.

56.27.2.4. Correct (FID FL05). This is used to correct CZTE start or stop dates in an existing history FL entry. FID FL05 transactions for the current year adjust Federal taxable wages and withholdings, and state taxable wages depending on Combat Zone-DEDTN

election. When a FID FL05 transaction is input for prior years, the FID FL is corrected (if within Immediate Access Storage), Federal and state wages are adjusted, and a IRS Form W-2C is created.

56.27.2.5. Cancel (FID FL06). This is used to cancel previously reported CZTE authorization. When canceling an FL entry, 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 Combat Zone- DEDTN 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 a FID FL06 transaction is input for a prior year, the FID FL entry is canceled (if within Immediate Access Storage), Federal and state wages are adjusted, and a W-2C is created. A management notice is sent to DFAS to adjust prior year Federal and state taxable wages if outside Immediate Access Storage.

56.27.3. FMFs are required to ensure processing continuity is maintained. If CZTE is initially processed with hostile fire/imminent danger pay transactions, i.e., FIDs 2301 and 2303, all adjustments to that period of CZTE authorization is to be processed through hostile fire/imminent danger pay transactions, i.e., FIDs 2302, 2305 and 2306.

56.28. Key Points to Consider in Federal Tax Computations. Below is some general information related to Federal taxes that is to be taken into consideration when attempting to resolve a member's tax problems/concerns. Not all the information applies to each member, but each piece needs to be looked at to verify its applicability.

56.28.1. Did the member have CZTE on the MMPA? If so, was the CZTE stopped timely or was it processed retroactively?

56.28.2. Did the member have CZTE leave that was taken in a month where CZTE did not apply?

56.28.3. Does the member have Thrift Savings Plan collections? Was the Thrift Savings Plan changed recently?

56.28.4. Does the member have additional withholdings?

56.28.5. Did the member recently complete a new TD W-4?

56.28.6. Did the member recently start receiving a new or increased taxable entitlement (i.e., CONUS Cost Of Living Allowance, Flying Duty Pay, HDP-Location) that would increase taxable wages for the month? Was it processed timely or retroactively?

Chapter 57

ALLOTMENTS OF PAY

57.1. Description. General provisions and descriptions governing all allotments of pay may be found in DOD 7000.14-R, Volume 7A, chapters 40 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 their 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 the "MSO" application in the DJMS. DD Form 2558, *Authorization to Start, Stop or Change an Allotment*, is the preferred form for allotment changes. However SF 1199A and FMS Form 2231 may be used for allotments to financial institutions.

57.2. Active Duty Allotments:

57.2.1. Allottable Pay. See DOD 7000.14-R, Volume 7A, chapter 40, 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. Dependent's Allotment. If FMF, 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 is to contain signature of individual authorizing allotment.

57.2.2.1.1. Servicing FMF verifies data, to extent possible, with current MMPA data, and scans DD Form 2558 into Financial Management Work Flow.

57.2.2.1.2. If there is a question concerning validity of marriage, FMF submits application in letter form to DFAS with supporting documents.

57.2.2.2. Dependent's Rent. If FMF or member's commander finds that member's dependents are experiencing financial difficulties and/or other crisis situation causing possible eviction for nonpayment of rent, complete DD Form 2558. The signature block is to contain the signature of the commander or appointed representative.

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 furnishes 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 F and T which are made for definite periods. Starts and changes (increases/decreases) are effective the

first calendar day of the current processing month if pay due is sufficient to pay allotment. The servicing FMF establishes 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. Stops 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 is to be the month before the start date of the allotment and is to be input during the same processing month as the start.

57.2.3.2.1. Class F and T allotments are made for specific periods and are stopped automatically at end of term if prior stop action has not been taken.

57.2.3.2.2. Allotment transactions submitted to DJMS with an effective date more than 1 month in advance rejects. The exception is Class F allotments which may be input up to 4 months in advance.

57.2.3.2.3. 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 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 are to remain in effect at least 3 months and the monthly amount is to be $1 or more. The total amount pledged is to 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 **(T-0)**.

57.2.6. 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 provides account number or policy number. Seven-character company codes are assigned to every financial institution, insurance company, government agency, credit union, etc., by DFAS. If company is not listed on DJMS 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-IN 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 Allotments. For members who have a Class S Veterans Educational Assistance Program allotment and are

separating from the Air Force, the allotment continues through the month of separation if there is enough pay to cover the allotment.

57.2.9. FID P7 Entry on MMPA. The FID P7 entry on the MMPA contains the gross amount of pay available to allot current month and next month. To compute net amount available to allot current month, subtract the TOT-DEDN and TOT-ALOT in the FID P3 entry from the FID P7 entry. To compute net amount available to allot next month, subtract the DEDTN-NM and ALOT-NM in the FID P4 entry from the FID 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 rejects ABU, "ALOTMTS EXCEED AUTHORIZED ALLOTTABLE INCOME."

57.3. Source of Input. Servicing FMF verifies data on documents presented and processes appropriate allotment transaction. These should be limited to exceptions as the member can start most allotments in myPay.

57.4. Substantiating Documents:

57.4.1. Source Documents. Use SF 1199A; DD Form 2558; AF Form 2561, *Air Force Assistance Fund*; FMS Form 2231; and AF Form 1745, *Address Change Form*, as the primary source documents for allotments transactions. DD Form 2558, SF 1199A, and FMS Form 2231 serve as Military Pay Orders. 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 **chapter 2** 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 FMF remarks by the Change Block to note the action indicators of the DJMS input transactions.

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 serves as supporting documentation for the allotment stop.

57.4.3. FMS Form 2231, may be used for allotments if the member is sending the allotment to an existing account at a financial institution. Ensure sections 1 through 5 are completed. Recommend the member attach a voided check and the FMF verifies the correct routing number 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, 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 reject.

57.6. Undeliverable Allotments. Allotments returned to DFAS 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; or

57.6.2. Reissued to the correct allottee based on data provided by the allottee or member; or

57.6.3. Canceled. DFAS cancels the allotment payment, stops the allotment, and advises the servicing FMF of the action taken. The FMF notifies the member and advises the member that the allotment:

57.6.3.1. Was returned as undeliverable by the post office or electronic funds transfer was rejected by the financial institution.

57.6.3.2. Was refunded into the allotter's pay.

57.6.3.3. Was stopped by DFAS 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 receive payment either via EFT or by blanket check. No individual checks are sent. All new company codes established are established as blanket recipients if they are unable to receive EFT.

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 by opening a CMS case to DFAS AC/RC Company Code Box.

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 Veterans Educational Assistance Program. 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, 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 class D allotments. All allotments destined for personal checking or savings accounts at financial institutions should be processed as class D allotments using SF 1199A.

57.9.3. Effective 1 January 2015, Department of Defense policy changes prohibit the use of discretionary allotments to acquire personal property. More specifically, discretionary allotments may not be used for the lease, purchase or rental of personal property to include vehicles, appliances and household goods, electronics and other tangible and movable consumer items. The purpose of this change was to remove a mechanism employed by predatory lenders to take advantage of service members. Allotments in effect on 1 January 2015 for those purposes are allowed to remain in effect and the amounts of those allotments may be changed.

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 privatized housing, charitable contributions to Air Force Aid Society, Air Force Assistance Fund, loan repayment for government debts or those insured by the government, or contributions to the Veterans Educational Assistance Program. These are identified as class A1, 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 Volume 7B. Review existing allotments during pre-retirement counseling and advise member that any existing allotments which do not qualify for transfer to retired pay is to 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 mortgage or rent.

57.11.1.2. Non-discretionary allotments limited to the following: voluntary liquidation of indebtedness to the United States 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 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 may be submitted through myPay.

57.11.3.1. Any allotments to be carried forward to retired pay system need to 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 suspense action until a Defense Retiree/Annuitant Pay System record has been created (usually about the 10th of the first month of retirement); then input the transactions in myPay.

57.11.4. If the member attempts to start or change an allotment in DJMS and the transaction rejects before mid-month cutoff in the month of retirement, follow procedures in 57.11.3.2 above to start or change the allotment in myPay.

57.11.5. After retirement, all allotment starts, changes, or stops are processed by the member in myPay.

Chapter 58

PURCHASE OF US SAVINGS BONDS

58.1. Description. Effective 31 July 2010, members may no longer purchase savings bonds via bond allotments. Members may purchase via payroll deduction, but the allotment is a D allotment and the funds are to go to a Treasury Direct account the member establishes at **https://www.treasurydirect.gov/**.

58.2. Source of Input. The member establishes a Treasury Direct account and, once established, goes into myPay and sets up a D allotment to that account. The FMF can establish the D allotment for members who cannot access myPay.

Chapter 59

ARMED FORCES RETIREMENT HOME DEDUCTION

59.1. Description. Deductions for Armed Forces Retirement Home apply to enlisted members serving in the Regular Air Force. Members of the Reserve Components are not subject to Armed Forces Retirement Home deductions. See the DOD 7000.14-R, Volume 7A, chapter 46, for amount of deduction and requirements.

59.2. Deduction:

59.2.1. Establishment. Armed Forces Retirement Home is driven by event processing only. The deduction is established by accession processing for regular Air Force enlisted 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. Monthly deduction amounts are set by the Secretary of Defense after consultation with the Chief Operating Officer for the Armed Forces Retirement Home. The current monthly deduction amount is $.50. DFAS makes the change and advises FMFs when a mass-rate change is directed.

59.2.3. Discontinuance. Deductions are suspended when the member is not receiving any pay in excess of thirty calendar 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 data to validate transactions received from the field.

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.

60.1.3. All DJMS tables are maintained by central site.

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 and the applicable table number you want to view in TABLE NUMBER 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 is 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 for a print of any table not listed.

60.3. Company Code Table - Table 50. In the "MSO" application, Table 50 is a file of the names, addresses, and company codes for banks, credit unions, insurance companies, and other miscellaneous companies. 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.

60.3.1. Missing Companies or Incorrect Address. If no company code is listed in Table 50 for a particular company, or the existing information requires change, please use the following option for requests:

60.3.1.1. Open a CMS case and refer it to the "DFAS AC/RC Company Code" box.

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-IN are 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:

Table 60.1. Paycheck Type.

CODE	Explanation
A	Composite check to financial organization
D	Individual check to financial organization
H	Data transferred through electronic fund transfer system

60.3.3.2. Allotment Recipient Type:

Table 60.2. 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 electronic fund transfer
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 electronic funds transfer system 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 electronic funds transfer system, 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 member's accounts at financial organizations, etc., and may cause the member to pay additional interest, late charges, penalties, or a combination of these, unnecessarily.

Chapter 61

TRICARE - FAMILY MEMBER DENTAL PLAN

61.1. Description. The Family Member Dental Plan 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 DOD 7000.14-R, Volume 7A, Chapter 54.

61.2. Source of Input: Effective May 1, 2017, United Concordia became the TRICARE Dental Program provider, processing all collects via FID DC and handling all rejects and inquiries. There is no FMF input. Their contact information is **WWW.TRICARE.MIL/DENTAL** OR 1-844-653-4061 (CONUS), 1-844-653-4060 (OCONUS)

Chapter 62

SAVINGS DEPOSIT PROGRAM (REFERRED TO AS SDP)

62.1. Description. Depositors are to meet eligibility criteria contained in DOD 7000.14-R, Volume 7A, chapter 51. Members entitled to participate in the program may deposit not more than their "unallotted current pay and allowances" (as defined in DOD 7000.14-R, 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, check, or money order collections from 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. Processes. FMF processes Savings Deposit Program collections into DJMS. The collection information is passed to DFAS-Cleveland Center. DFAS-Cleveland maintains Savings Deposit Program records for members of all the services, calculates interest, and makes refund and interest payments to the members.

62.4. FMF Actions. Process collections as follows:

62.4.1. Collections From Air Force Members Paid on the Defense Joint Military System - Active Component. Prepare a DD Form 1131, citing 57*3500 510 or 530, 525725, assign a CP voucher number and indicate "Savings Deposit Program" in the description column The date of deposit is recorded in the "Date Received Subject to Collection" block and in the "Date Received" column of the DD Form 1131. If member pays by check or money order, the check or money order is to be made payable to the disbursing officer in DFAS-Indianapolis.

62.4.1.1. Input FIDs C2 and C9 into DJMS with the date of deposit in voucher date field. For example: Agent office collects Savings Deposit Program funds on 23 March 2017. The DD Form 1131 is vouchered by the parent on 3 April 2017. The FIDs C2 and C9 transaction are to show 23 March 2017. (Even though interest does not start until 1 April 2017)

62.4.1.2. Ensure that a FID DS01 transaction is input into DJMS before the FID C2, using company code D386751, indebtedness type V. For the FID DS transaction, the amount of specific indebtedness is to equal the FID C2 amount and the amount of monthly deduction is to be less than the collection amount. For example, FID C2 amount is $100, the FID DS is to reflect amount of specific debt of $100 and a monthly deduction of $50 (or any amount less than $100). This allows the FID C2 to close the FID DS entry. Failure to follow these procedures results in the DS closing immediately against available net pay and the FID C2 just puts the money into the member’s paycheck. Reminder - the FID C2 transaction is to include the applicable debt type.

62.4.1.3. To process allotments, have member complete a DD Form 2558. In block 10 of the DD Form 2558, check "Other" and specify "Savings Deposit Program" in the remarks block. For Air Force 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:

Table 62.1. Prepare a DD Form 1131 citing one of the following accounting classifications.

Army	21X6010.0000 19 S12120
Navy	17X6025 10001 3C 000XXXXXXXXX (X's equals member's SSN)
Marines	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:

Table 62.2. 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 – Cleveland Center Cleveland, OH 44199-2055
COAST GUARD:	Commanding Officer USCG PPC 444 SE Quincey St Topeka KS 66683

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 Members Paid on DJMS-Reserve Component. See AFMAN 65-116, V3, *Defense Joint Military Pay System (DJMS) Reserve Component (DJMS-RC),* chapter 45 for details.

62.4.3.1. Prepare a DD Form 1131 citing the service's Savings Deposit Program appropriation.

Table 62.3. Prepare a DD Form 1131 citing the service's Savings Deposit Program appropriation.

Army	21X6010 S121200
Navy	17X6025 10001 3C 000XXXXXXXXX (X's equals member's SSN)
Marines	17X6026 10001 3C 000XXXXXXXXX (X's equals member's SSN)
Air Force	57X6010 S380100

62.4.3.2. The voucher has the appropriate voucher prefix and type "Savings Deposit Program, member paid by DJMS-Reserve Component" 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 or money order, make payable to the disbursing officer, DFAS-Indianapolis.

62.4.3.5. Advise the member to maintain a copy of all Savings Deposit Program cash collection vouchers.

62.4.3.6. Fax or mail a copy of the collection voucher for Guard or Reserve members to:

Figure 62.1. DFAS Address.

DFAS – Indianapolis Center ATTN: DFAS-I-YA Indianapolis IN 46149-1410

62.4.3.7. Process the collection as a "For-Others" transaction when posting into MAFR.

62.5. Special Provisions: **Note:** Interest on Savings Deposit Program deposits are taxable income, whether the member is an officer or enlisted. The interest is not compensation and cannot be excluded even when the member is eligible for CZTE.

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 Savings Deposit Program Accounts. Final settlement of amounts deposited into Savings Deposit Program is made only by DFAS-Cleveland. DFAS-Cleveland maintains Savings Deposit Program records for members of all the services and makes payments to the members. Request for payment is submitted in writing to DFAS-Cleveland. To expedite payment, recommend sending request either by email, fax or message.

62.5.2.1. DFAS Contacts:

Table 62.4. DFAS Contacts.

DFAS-Cleveland fax number: DSN 580-6924 or commercial (216) 522-6924.
DFAS-Cleveland inquiry number: DSN 580-6545 or commercial (216) 522-6545. DFAS-Cleveland mailing address: DFAS Cleveland Center: Code JFLAGA 1240 East 9th Street Cleveland, Ohio 44199-2055
DFAS-Cleveland email address: CCL-SDP@dfas.mil

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 a Savings Deposit Program account and departs the area, all deposits plus interest are repaid upon member's request. Even without the member's request, DFAS automatically transfers the balance of dormant Savings Deposit Program accounts 120 calendar days after the qualifying assignment terminates. See DOD 7000.14-R, Volume 7A, chapter 51 and **paragraph 62.5.4** below.

62.5.2.2.2. When an eligible member has a Savings Deposit Program account and member is discharged or separated overseas (not for reentry into the service), all deposits plus interest are 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 a Savings Deposit Program account and member is in a missing status, all deposits, plus interest, are 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, are repaid upon settlement of member's unpaid pay and allowances as provided in DOD 7000.14-R, Volume 7A, chapter 36.

62.5.2.3. Members who are not allowed to make deposits while in the eligible area may, upon establishing to the satisfaction of the Commander that he/she was unable to make the deposits in the normal manner, make deposits to Savings Deposit Program after return from the area.

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 submits a written application for emergency withdrawal to their 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 validates 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 FMF or agent who submits the request to DFAS-Cleveland. Include, SSN, branch of service, identify that it is an emergency request which has been approved by the member's commander and include the 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) from Table 50 (if EFT). 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 FIDs DS and C2 for the Savings Deposit Program 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 FMF (or agent) who collected the money and request the Savings Deposit Program deposit be processed. Unless the Savings Deposit Program 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-Cleveland 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-Cleveland. The fax, letter, or message needs to contain the following:

62.5.3.1.3.1. Subject Line: indicate emergency withdrawal of savings deposit for name(s), SSN(s).

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-Cleveland, the fax, letter, or message needs to contain the following:

62.5.3.1.4.1. Subject Line: indicate emergency withdrawal of savings deposit for name(s), SSN(s).

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) requires 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 requires 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 requires 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, the dependent(s), or the U.S. Government.

62.5.3.3. Discharged Members. A separated member requests final settlement of their savings deposit account. A letter is to be sent to DFAS-Cleveland and contain the following:

62.5.3.3.1. Member's name

62.5.3.3.2. SSN

62.5.3.3.3. Amount

62.5.3.3.4. Method of payment

62.5.3.3.5. 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 is submitted via fax or letter to DFAS-Cleveland. Checks of EFT payments are forwarded to address or bank account specified. The request to DFAS-Cleveland needs to contain the following:

62.5.3.4.1. Member name

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-Cleveland repays all savings deposits plus interest upon member(s) request following termination of IDP/HFP. The member is to provide the disbursing officer with a written request for repayment. The request needs to contain the following:

62.5.3.5.1.1. Member name

62.5.3.5.1.2. Member SSN

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 retains a copy of the request and sends a fax or letter to DFAS-Cleveland, to include:

62.5.3.5.2.1. Subject Line: indicate closing account for name(s), SSN(s).

62.5.3.5.2.2. Date IDP terminated

62.5.3.5.2.3. Method of payment

62.5.3.5.2.4. Date of payment, if 90 calendar days following termination of IDP/HFP.

62.5.4. Automatic withdrawal for members who are no longer eligible to participate in Savings Deposit Program. Each month, DFAS-Cleveland automatically transfers the balance of any dormant Savings Deposit Program account, 120 calendar days after the termination of qualifying combat duty assignment, to the financial institution designated on the member's military pay account. Questions concerning the Savings Deposit Program account statement or 1099-INT, *Interest Income*, tax statement (see note below) should be directed to the Centralized customer support unit at 1- 800-624-7368, commercial number (216) 522-6545, or DSN 580-6545 during business hours 0700 through 1800 EST. **Note:** Interest on Savings Deposit Program deposits are taxable income, whether the member is an officer or enlisted. The interest is not compensation and cannot be excluded even when the member is eligible for CZTE.

Chapter 63

SERVICEMEMBERS' GROUP LIFE INSURANCE

63.1. Description. Servicemembers' Group Life Insurance is described in the DoDFMR Volume 7A, chapter 47. All forms of Servicemembers' Group Life Insurance are administered by the Department of Veterans Affairs and all death claims are filed with the Office of Servicemembers' Group Life Insurance. Coverage amounts and the resulting premiums change periodically. Servicemembers' Group Life Insurance coverage is available in $50,000 increments up to the maximum of $400,000. By law, members are automatically covered by Servicemembers' Group Life Insurance unless they elect to reduce coverage or disenrollment by completing the Form SGLV 8286, *Servicemembers' Group Life Insurance Election and Certificate*. Additional information on Servicemembers' Group Life Insurance, including coverage, claims, and premium amounts, can be found on the Veterans' Affairs website at: **http://www.insurance.va.gov/sgliSite/SGLI/sgliPremiums.htm**

63.1.1. Under certain conditions, member's spouse or next of kin is notified if the member elects to decline, cancel or reduce Servicemembers' Group Life Insurance coverage. The spouse is also 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, are to complete Form SGLV 8286, Servicemember's Group Life Insurance Election and Certificate. To obtain Form SGLV 8286 visit **www.insurance.va.gov**

63.2. Traumatic Injury. The Real ID Act of 2005, added a rider to the existing Servicemembers' Group Life Insurance statute, effective 1 December 2005. Each service member who is insured under Servicemembers' Group Life Insurance 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 Servicemembers' Group Life Insurance coverage are to be covered under Traumatic-Servicemembers' Group Life Insurance. An additional cost of $1.00 is added to the Servicemembers' Group Life Insurance premium deduction each month. Members cannot decline traumatic Servicemembers' Group Life Insurance unless they decline Servicemembers' Group Life Insurance coverage. Even if the amount of coverage for Servicemembers' Group Life Insurance is reduced by the member to a lower option, a flat rate of $1.00 is still added to the amount of the Servicemembers' Group Life Insurance premium.

63.2.3. Traumatic-Servicemembers' Group Life Insurance payments are for members who sustain traumatic injuries, such as the loss of a limb or eyesight. The payment amount is determined by Office of Servicemembers' Group Life Insurance.

63.2.2. Traumatic injury coverage does 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-Servicemembers' Group Life Insurance coverage stops 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 MPS maintaining member's personnel records prepares all input transactions, including changing Servicemembers' Group Life Insurance options, and transmits to DJMS. MPS input adds, stops or changes Servicemembers' Group Life Insurance deduction on member's MMPA. Processed transactions appear in section 6 of daily transaction register (DTR) for servicing FMF.

63.4. Pay Status. Servicemembers' Group Life Insurance coverage and deductions are not stopped while a member is in an excess- leave status without pay and allowances. DFAS collects accumulated deductions when member returns to normal duty status. Coverage continues for 31 calendar days of AWOL or confinement status. Servicemembers' Group Life Insurance coverage starts automatically upon return to duty from AWOL or desertion status. DJMS stops Servicemembers' Group Life Insurance when a member is separated.

63.5. Family Servicemembers' Group Life Insurance. Effective 1 November 2001, 38 U.S.C. § 1967, allows for family coverage under Servicemembers' Group Life Insurance. As such, Family Servicemembers' Group Life Insurance is administered by the Department of Veterans' Affairs and all death claims are submitted to the Office of Servicemen's' Group Life Insurance for payment.

63.5.1. The Family Servicemembers' Group Life Insurance program provides coverage for the spouse and all children of members eligible for Servicemembers' Group Life Insurance coverage. Every member who has a Servicemembers' Group Life Insurance option of other than zero (0), automatically receives coverage under the new program for their spouse and children, unless the member reduces or declines coverage using VA Form 8286a. Premium payments are made via payroll deduction. The deduction for the spouse's coverage automatically starts 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 Servicemembers' Group Life Insurance coverage of $50,000, the spouse's coverage would be limited to $50,000. Children are covered at the maximum coverage of $10,000 and there is no premium charged for the children's coverage. The Family Servicemembers' Group Life Insurance premiums are determined by the spouse's birthday; if the spouse's birthday is incorrect in Defense Enrollment Eligibility Reporting System, incorrect premium amounts are collected. If member is not registered in Defense Enrollment Eligibility Reporting System, the premiums for spousal coverage are still due and are collected retroactively upon registration into Defense Enrollment Eligibility Reporting System. Any changes in the member's family status, such as a divorce or the death of a spouse, need to be updated in Defense Enrollment Eligibility Reporting System 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 Servicemembers' Group Life Insurance coverage. Members who are married to other military members are covered under family Servicemembers' Group Life Insurance even if they haven't registered the spouse in Defense Enrollment Eligibility Reporting System; a debt accrues for each month and retroactively be collected upon registration in Defense Enrollment Eligibility Reporting System.

63.5.2.1. Collection begins effective the later of: the date member is accessed in the service, date of marriage, or the date of implementation of family Servicemembers' Group Life Insurance. Example: member was accessed in 2005 and married to a military member in September 2008. Member didn't update Defense Enrollment Eligibility Reporting System with the date of marriage until July 2009. A retro debt for family Servicemembers' Group Life Insurance, from September 2008 through the month prior to current month, is processed and a DB01 transaction, effective current month, is input to start the member's family Servicemembers' Group Life Insurance deduction. The member's military spouse is also assessed a debt, for the same timeframe, processed in the same way. Using the same dates, if both members decline family Servicemembers' Group Life Insurance in September, 2008, the same month as the marriage, no debt is accessed. If the members fail to decline coverage by filing a SGLV 8286a, a debt is assessed.

63.5.2.2. The point of contact for Family Servicemembers' Group Life Insurance questions is the MPS.

63.5.3. Source of Input. The automatic deduction (FID DB) is started by input source 3740, Defense Manpower Data Center, based on information obtained from Defense Enrollment Eligibility Reporting System. The member's MPS is responsible for maintaining the Family Servicemembers' Group Life Insurance documentation and providing that information to Defense Enrollment Eligibility Reporting System.

63.5.3.1. Transactions for Family Servicemembers' Group Life Insurance are accepted from 3740, Defense Manpower Data Center and DFAS-Indianapolis. The FIDs DB01 (start), DB02 (stop), DB04 (change), and DB06 (cancel) are the valid transactions.

63.5.4. Pay Status. See **paragraph 63.4** above.

63.6. Combat Servicemembers' Group Life Insurance. Members serving in the theater of operations at any time during the month are entitled to an allowance based on the premium of the Servicemembers' Group Life Insurance coverage held by the member. In order to qualify for this allowance, a member is to be deployed outside of the United States and serving in the theater of operations and have Servicemembers' Group Life Insurance coverage. The allowance is equal to the Servicemembers' Group Life Insurance premium for the member's Servicemembers' Group Life Insurance coverage, not to exceed $400,000 plus Traumatic Servicemembers' Group Life Insurance of $1.00. For tax implications of the allowance, see DOD 7000.14-R, Volume 7A, paragraph 471303.

Chapter 64

EDUCATIONAL BENEFIT PROGRAMS

64.1. General. There are three educational benefit programs that require contributions from members. They are:

64.1.1. Veteran's Educational Assistance Program.

64.1.2. Veteran's Educational Assistance Act of 1984, otherwise known as the Montgomery G.I. Bill.

64.1.3. Post 9/11 G.I. Bill

64.2. Enrollment: Individuals electing to participate in the program 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 calendar days of active duty for non-prior service personnel entering basic military training. The time limit for non-basic military training accessions is 45 calendar days. 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 U.S.C. § 33.

64.3. Source of Input. Pay reductions are processed as a by-product of the personnel system (Military Personnel Data System). Military Personnel Data System 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 Military Personnel Data System to Defense Joint Military System-Active Component and is posted to the member's MMPA as a FID DE entry.

64.4. Alternate Enrollment Programs. In specific instances, individuals may elect to enroll in Montgomery G.I. Bill or Post 9/11 G.I. Bill prior to separation under special programs. Messages are 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 Montgomery G.I. Bill to either transfer eligibility from the Veterans Educational Assistance Program or to negate their original disenrollment in Montgomery G.I. Bill.

64.4.1. Eligible individuals elect to participate at the local education office on DD Form 2366 prior to separation

64.4.2. Montgomery G.I. Bill or Post 9/11 G.I. Bill contribution of $1200 is to 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 FID DE entry is present, it remains open until the pay record converts to a separated (V) status. Therefore, a FID C203 transaction is processed to post the cash collection against the FID DE entry. **Note:** Since the amount in the deduction to date (DETD field) in the FID DE entry includes the current month deduction, the cash contribution is to 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 FID DE entry is $300. In order to pay the entire balance due, the cash collection would have to be for $1,000.

Figure 64.1. GI Bill-DETD.

$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 FID DE entry present, local finance offices make two FID PQ payments for final separation pay - one for $1,200 payable to DFAS-Indianapolis/JFD and the remainder to the member. If insufficient final separation payment exists to make the $1,200 payment, the member is to bring cash, cashier's check, or a money order payable to the local finance office for forwarding to DFAS. These collections are to be accompanied by the proper collection voucher and include a statement identifying the collection as specifically for Montgomery G I Bill or Post 9/11 G.I. Bill. Once the pay record has converted to a separated "V" status the FIDs DE and C2 entries are to be posted by DFAS.

64.4.3. Forward the Treasury check (for FID PQ payments) for $1200, payable to DFAS Disbursing Officer, showing the member's name, social security number, and 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

64.4.3.3. Member's date of separation

64.4.3.4. Name of special program member is separating under (Voluntary Separation Incentive, Special Separation Benefit, TAMPS) and separation program designator code 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:

Figure 64.2. Mail check and AF 1209 to.

DFAS-IN
Disbursing Operations/JFD
8899 E. 56th Street
Indianapolis, IN 46249

64.5. Effect on Taxable Wages. Montgomery G.I. Bill and Post 9/11 G.I. Bill are 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 FICA/Medicare or 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 1802 and continue through 1807 for a total of $600. Taxable wages were reduced by $600. When the refund is made in 1808, taxable wages are increased $600 and the net received by the member

is approximately $400-475 depending on the number of exemptions and state of legal residence claimed.

64.6. FMF Support. The base education office is the office of primary responsibility for all G.I. Bill questions, including those concerning reductions of pay. The FMF does not have the capability to start, stop, cancel, or change the G.I. Bill reduction since all pay affecting actions are done through the personnel system. However, the FMF should be familiar with the DE entry on the MMPA and be able to validate the reduction's effect on taxable wages. All questions pertaining to benefits and eligibility are to be referred to the education office. Establish a CMS case when the member claims non-receipt of program deductions/refunds and refer to DFAS Active Component Montgomery G.I. Bill.

64.7. DFAS-Indianapolis Support.

64.7.1. Cash collection made for G.I. Bill reductions prior to separation are posted on the MMPA by DFAS. If the member's pay record is in a suspended ("T") status when the collection is received, a FID DE01 transaction for the entire $1,200 and a FID C203 transaction to report the cash contribution can be processed. DFAS 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 (Montgomery G.I. Bill/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 G.I. Bill 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 G.I. Bill reduction. DFAS also has the ability to cancel the G.I. Bill, but only does 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. Members wishing to contribute to Veteran's Educational Assistance Program 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 FMFs and GSUs brief members on enrollment and disenrollment procedures for Veteran's Educational Assistance Program. 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 is to be between 1 January 1977 and 1 July 1985. Eligible members are to have been initially enrolled in Veteran's Educational Assistance Program before 1 Apr 87. Members who have made contributions through lump-sum contributions or allotments at any time between January 1977 (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.

64.8.2. Allotment is to be in amounts of $25 or $100 in increments of $5.

64.8.3. Use only the following action indicators for class S Veteran's Educational Assistance Program allotments:

64.8.3.1. Start-01.

64.8.3.2. Increase amount-07.

64.8.3.3. Decrease amount-08.

64.8.3.4. Stop-02.

64.8.4. Lump-sum contributions to Veteran's Educational Assistance Program 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:

64.8.4.1. Lump-sum contributions may be in the form of a money order, cashier's check or Treasury check payable to DFAS. No personal checks may be accepted.

64.8.4.2. Member completes DD Form 2558 as shown in Figure 64.1. FMF ensures the remarks block contains the amount of the lump sum contribution, the distribution instructions (including exact months if member has been advised deposits are to cover specific months by the education officer or Veterans Affairs), and the check or money order number.

64.8.4.3. Forward deposit and DD Form 2558 to:

Figure 64.3. Forward deposit and DD Form 2558 to.

DFAS-Indianapolis Disbursing Operations/JFD 8899 E. 56th Street Indianapolis, IN 46249

64.8.4.4. FMF advises members:

64.8.4.4.1. They may request a refund of their Veteran's Educational Assistance Program contributions and resubmit the contributions in a lump sum before member's date of separation.

64.8.4.4.2. Monthly allotment contributions may continue to be made until the maximum of $2,700 has been reached.

64.8.4.5. FMF advises members that lump sum contributions to Veteran's Educational Assistance Program are included in the monthly Veteran's Educational Assistance Program data DFAS sends to Department of Veterans Affairs.

64.8.5. Disenrollment and refund procedures are the responsibility of FMFs or GSUs. Members wishing disenrollment from Veteran's Educational Assistance Program are to initiate their requests for disenrollment through the FMF or GSU by completing VA Form 5281.

64.8.5.1. Members who have contributed less than 12 consecutive months are dis-enrolled only upon approval of their commanding officer. Such a request for disenrollment and refund can be approved only for hardship.

64.8.5.2. Forward the completed VA Form 5281 to the FMF for completion and forwarding to the nearest Department of Veterans Affairs regional office (including Alaska, Hawaii and Puerto Rico). Overseas FMFs should send completed VA Forms 5281 to:

Figure 64.4. Overseas FMFs should send completed VA Forms 5281 to.

Department of Veterans Affairs 1722 I St., NW Washington, DC 20421
Addresses of Department of Veterans Affairs regional offices are contained in **Attachment 4**. By law, Department of Veterans Affairs may take up to 60 calendar days to refund members' contributions. Since errors on the VA Form 5281 may slow Department of Veterans Affairs processing of the refund, accomplish the following steps before the form is mailed:

64.8.5.2.1. Print or type all answers to ensure readability.

64.8.5.2.2. Verify member's full name and SSN.

64.8.5.2.3. Ensure member's address is current and correct for Department of Veterans Affairs check mailing.

64.8.5.2.4. In the command address block, ensure the address is the member's current unit of assignment.

64.8.5.2.5. Verify necessary signatures are valid and present.

64.8.5.2.6. Check MMPA to verify month and date allotment to Veteran's Educational Assistance Program (company code 9999963) was stopped.

64.8.6. Members with an active allotment or who have contributed a lump sum payment within the preceding calendar quarter receives a quarterly Veteran's Educational Assistance Program statement. All members with a Veteran's Educational Assistance Program account 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 Veteran's Educational Assistance Program master banking record at the Veteran's Administration.

64.8.7. The FMF acts as an intermediary between the member and DFAS-Indianapolis or Department of Veterans Affairs and responds to the inquiry or contact the Department of Veterans Affairs Hines DPC. Members are not to directly contact Department of Veterans Affairs or DFAS. The FMF obtains the answer and informs member. A private Department of Veterans Affairs telephone number is available for use by FMF personnel only (not to be given to members) which is obtained contacting DFAS- Indianapolis/JFLTB, 8899 E. 56th Street, Indianapolis, IN 46249.

64.8.8. Improperly completed refund applications (VA Form 5281) are returned by Department of Veterans Affairs to the FMF for correction; following FMF correction, the VA Form 5281 is returned to the Department of Veterans Affairs. Members may choose to redistribute Veteran's Educational Assistance Program 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. FMFs 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-Indianapolis, AF Military Pay- JFLTBC, 8899 E. 56th Street, Indianapolis, IN 46249 for action.

64.9. $600 Additional Contribution for Montgomery G.I. Bill. The Veterans Benefits and Health Care Improvement Act of 2000, 38 U.S.C. § 105, authorized that, beginning May 1, 2001, Montgomery G.I. Bill 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 Veteran's Educational Assistance Program participants converting to the Montgomery G.I. Bill 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 are 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 does 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 FMF 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 are to elect to participate at the local education office using DD Form 2366. **Note:** The $600 additional contribution is not open to members switching from Veteran's Educational Assistance Program to Montgomery G.I. Bill.

64.9.3. Finance Procedures.

64.9.3.1. The FID DE01 for the $600 additional contribution program can only be established at a member's request. It is not automatically started by DJMS-Active Component. Finance establishes the deduction, using a DE entry, with transaction type A. If the member does not elect monthly deductions, finance updates the account as payments are received. In order to contribute without using payroll deduction, the member is to bring cash, cashier's check, or a money order payable to the local finance office for forwarding to DFAS. These collections are to be accompanied by the proper collection voucher and include a statement identifying the collection as specifically for Montgomery G I Bill. Two open FID DE entries can be on the MMPA at the same time--one for the basic Montgomery G.I. Bill (type code W) and one for the $600 additional Montgomery G.I. Bill benefit (type A). Cancellation of any FID DE can only be done at Central Site, just as they are currently processed for Montgomery G.I. Bill. Follow procedures for contributions of separating members in **paragraphs 64.4.2** and **64.4.3** above.

64.9.3.2. To stop deductions, use a FID DE04 transaction. The FID DE04 transaction to stop collection action processes on the first of the following month just as the current FID DE01 processes on the first of the following month. This allows the entry to stop deduction

action and yet remain open on the MMPA. The FID DE04 entry can be input by base-level and central site.

Chapter 65

COLLECTIONS

65.1. Description. See **chapter 55** of this volume and the DOD 7000.14-R, 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*. Used to process military pay and allowance check cancellations.

65.2.2. DD Form 1131. Used to process collections for debts recorded on the MMPA and overpayments of TLA.

65.3. Canceled and Undeliverable Checks (FID C1):

65.3.1. Fiscal Year for Accounting Classification. When regular military payroll checks issued in a prior fiscal year are canceled, cite the current Fiscal Year in the account classification on the Standard Form 1098. Include the appropriate budget programs. Make next payment from current Fiscal Year.

65.3.2. Input Format. A FID C103 transaction is used to report a cancelled check in the DJMS. If the cancellation involves an amount greater than seven digits, send the information to DFAS via the CMS for input. This transaction processes only payment FIDs PA, PB, PC, PD, PF, PG, PH, PJ, PK, PL, PM, PN, PQ and PV.

65.3.3. Allotment Checks and Regular Paychecks. The DFAS handles cancellation of all checks. Send checks and documentation to DFAS at:

Figure 65.1. Disbursing Operations Address.

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 (FID C203). Process collections to offset a member's indebtedness recorded in the MMPA as a clearing account 510 or 530 collection. The FID and the indebtedness type code identify the indebtedness this transaction offsets on the MMPA. Process this collection on a DD Form 1131.

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. Joint Uniform Military Pay System Voucher Balancing/Merged Accountability Fund Reporting Reconciliation Report (PCN MP-19-173) for Collections. See **chapter 76** of this volume.

65.7. Collections Reported After Separation. Use appropriate collection inputs within DMO. View the DMO help screen to help determine the appropriate collection input.

65.8. Substitute Checks. If a member receives a substitute check, Customer Service receives a copy of AF Form 3126, *General Purpose*, with substitute check information.

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 General 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.

65.9.2. Identification of Members. It is the member's immediate supervisor's duty 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 establishes 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. Use a DD Form 1131, with a CP voucher number prefix for these collections. No FID C203 or FID C903 transactions are required. If the member cannot make cash payment, process a DS01 transaction using **chapter 70** 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, they are 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 DOD 7000.14-R, 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* 999.07 S525725).

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 FID C203. (See **chapter 35**.)

65.13. Cash Collection for Overpayment of TLA. Use DD Form 1131 as collection voucher, processing as a FID C303 transaction.

Chapter 66

HELD PAY - GARNISHMENTS

66.1. Description. Held Pay at the member's or Commander's request is no longer available. Today, held pay is only used as the means to collect a court-ordered garnishment from a member's pay.

66.2. Held Pay-Garnishments:

66.2.1. 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.

66.2.2. General. While DFAS receives most court-ordered garnishments for dependent support directly from the courts, the FMF may receive them also. Upon receipt of such a document, it should be forwarded IMMEDIATELY to DFAS-HGA/CL, P.O. Box 998002, Cleveland OH 44199-8002.

66.2.3. Procedures.

66.2.3.1. Upon receipt of a court-ordered garnishment for dependent support, DFAS-HGA/CL adjudicates the document, specifying the legal obligations of the member, and transmits a garnishment (FID HG) transaction to the automated garnishment system (AGS).

66.2.3.2. A notification letter is automatically generated, when the FID 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.

66.2.3.3. No transaction input from the FMF is required.

66.2.3.4. Held pay amounts remain in the original military pay appropriation, 57*3500 510 or 530 (as applicable), until released.

66.2.3.5. Effective 1 March 2002, garnishments are not 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 available disposable earnings. The member's garnishment does not pro-rate based on the number of the calendar days the member was paid in the month.

66.2.4. The point of contact for the DFAS Indianapolis Garnishments office is 1-888-221-7411 (888-DFAS-411) for legal determinations, address changes, and payment inquiries or the member can contact them through the web site provided on the notification letters or fax document to 1-877-622-5930.

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 DOD 7000.14-R, 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 calendar days expressly stated.

67.1.1.2. Effective Date. Court martial sentences to forfeitures or grade reduction become effective on the earlier of 14 calendar 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. When a sentence includes forfeiture and suspended confinement, or includes forfeitures without confinement, the forfeiture applies 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, 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 member'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 pecuniary liable to the United States for the amounts specified in the sentence. Fines are not self-executing. They are debts to the government until:

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 **Table 50-1**, rule 3, at a rate not to exceed the maximum authorized by Table **50-6**, rule 2. The collection rate, however, is not to be less than that fixed by the approved sentence.

67.1.6. Non-judicial Punishment. Under authority of Article 15, Uniform Code of Military Justice (Title 10 United States Code § 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 DOD 7000.14-R, 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 or record of trial for summary court-martial. Assign number to order and use as a Military Pay Order or attach to DD Form 114. A message showing the essentials of the Court Martial Order may be used as a substantiating document until receipt of the Court Martial Order.

67.2.1. Distribution of Court Martial Orders. The Judge Advocate office furnishes the FMF two copies of all Court Martial Orders.

67.2.2. Distribution of Summary Court-Martial Records. The Judge Advocate office furnishes the servicing FMF two signed copies of the record of trial when member's pay is affected, under cover of AF Form 1373, which is prepared in original and one copy. The Judge Advocate keeps a copy of the AF Form 1373 and takes tracer action no later than the 5th duty day after transmission if a Daily Register of Transactions has not been received from the FMF.

67.2.3. Article 15 UCMJ Correspondence:

67.2.3.1. When a member's pay is affected, the Judge Advocate furnishes the servicing FMF 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. The Judge Advocate keeps a copy of the AF Form 1373 and inquiries into action taken no later than the 5th duty day after transmission if a Daily Register of Transaction has not been received from the FMF.

67.2.3.2. Article 15 correspondence not affecting a member's pay and summarized records of punishment continue to be processed by the Judge Advocate per AFI 51-202, *Non Judicial Punishment*.

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. However, if the member appeals and is within 30 calendar days of separation, the collection is not held up pending action on the appeal.

67.3. FMF Actions:

67.3.1. Processing of Court Martial Orders: The FMF prepares and processes a Military Pay Order when member's pay is affected. Court Martial Orders are numbered in sequence on a calendar-year basis. Establish controls to ensure receipt of all required copies.

67.3.2. Processing of Summary Court-Martial Records. The FMF acknowledges receipt of these records by furnishing a Daily Register of Transactions to the Judge Advocate, showing transactions input by the Judge Advocate. This provides evidence that action has been started and transactions have processed to the member's MMPA.

67.3.3. Processing of Article 15 Correspondence. The FMF acknowledges receipt of these records by furnishing a Daily Register of Transactions to the Judge Advocate, showing transactions input by the Judge Advocate. This provides evidence that action has been started and transactions have processed to member's MMPA.

67.3.4. Priority. All Court Martial Orders, Summary Court Martial Records, and Article 15 correspondence require priority action. The FMF immediately prepares required Military Pay Orders and required transactions.

67.4. Special Provisions:

67.4.1. 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 Armed Forces Retirement Home, while those for non-regular enlisted members and all commissioned officers are retained in, or credited to, the military pay appropriation.

67.4.2. Allotments:

67.4.2.1. Starting Allotments. A person in confinement awaiting trial by general or special court-martial may not start an allotment.

67.4.2.2. Stopping Allotments. If an airman's term of enlistment expires while they are confined, stop all allotments as of end of month before the 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 the ETS occurs.

67.4.3. 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 is to submit a claim to DFAS when the amount has been collected into trust fund receipt account 578930.6 and the history indebtedness (FID DF) deduction is no longer present on the MMPA. Process an E706 or E806 if the DF history is still present on the MMPA within Immediate Access Storage.

67.4.4. 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 FMF 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. Ensure that the collection rate does not exceed the amount authorized for collection under DoD 7000.14-R Volume 16, paragraph 030305. The FMF should take these interim actions to ensure members are paid correctly:

67.4.4.1. Compute the amount that is due to the member based on the rate of collection as noted above.

67.4.4.2. Issue a partial for the difference between amount received by the member (include allotments in your calculation) and the one-third due the member.

67.4.4.3. Process the FID PK03 transaction in the normal manner. This action results in an increased indebtedness for the member but allows payment to the member in the proper amount. This procedure is to be repeated until the debt is liquidated or the member begins receiving one-third of their pay.

67.4.5. 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 member’s dependents.

67.4.5.1. The Staff Judge Advocate is responsible for processing the waiver requests approved by the convening authority and providing the following information to local finance offices on approved requests:

67.4.5.1.1. Copy of waiver request (if submitted).

67.4.5.1.2. Copy of approval of waiver request-should include amount approved. The amount should be expressed in dollar amounts.

67.4.5.1.3. Full names of payees.

67.4.5.1.4. 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.

67.4.5.1.5. Payment information should be either electronic funds transfer information or check mailing information. EFT information: Standard Form 1199A or FMS Form 2231. The dependents name (or appointed executor or custodian’s name) is to be on the account the payment is sent to. The payment may not be made to an account over which the member has signature authority. If a check is issued, the mailing address the check is to be sent to is to be provided.

67.4.5.1.6. 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).

67.4.5.2. Finance, based on the information provided by legal and/or the member as necessary, makes appropriate payment to the dependent(s). If a check is issued, the FMF is to suppress the member's pay and issue a partial to the dependents.

67.4.5.3. 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 and allowances remains taxable income to the member, even though the payments are made to the member's dependents.

67.4.5.4. Finance also suspends 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, Servicemembers' Group Life Insurance coverage would be discontinued at the end of the 31st calendar 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 Servicemembers' Group Life Insurance coverage is discontinued. With regard to the first 31 calendar 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 Family Member Dental Plan coverage, Armed Forces Retirement Home deductions and Montgomery GI Bill reductions as the member is in a no pay status, regardless of waivers to dependents.

67.4.5.5. In the case of existing garnishments, a copy of the waiver approval should be faxed immediately to the Garnishments Office at DFAS-HGA/Cleveland at toll free 1-877-622-5930, Commercial 216-522-6960 or Defense Switched Network 580-6960, along with an explanation that the member has an existing garnishment that needs to be stopped for the period of the waiver. The DFAS – Cleveland Garnishments office notifies DFAS - Indianapolis to stop the garnishment.

67.4.5.5.1. Send a message to DFAS-JFLTBA/Indianapolis 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).

67.4.5.5.2. DFAS-JFLTBA/Indianapolis prepares memo entries as requested. DFAS-JFLTBA/Indianapolis also stops collection action on garnishments upon receipt of supporting documentation to do so.

67.5. DFAS-IN Actions. When the servicing FMF has processed the transaction for forfeiture of pay, DFAS - Indianapolis takes action to stop the clothing allowance.

67.6. Source of Input:

67.6.1. Staff Judge Advocate. Distributes one copy of all general and special court-martial orders to the FMF with information copy to DFAS-JFLTBA/Indianapolis. The FMF copy is

used only as an advance (memo) document. If the distribution of the Court Martial Order is delayed, a message showing the essential contents of the Court Martial Order may be transmitted to the FMF. However, a copy of the Court Martial Order is to be distributed to the FMF as soon as possible. For a summary court-martial, no Court Martial Orders are issued. Convening authority sends two copies of the record of trial to the FMF.

67.6.2. FMF. Servicing FMF is responsible for input into the 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 a FID E701 for the forfeiture of base pay using a PUNISHMENT-MONETARY-TYPE-UCMJ "2." DFAS takes action to stop the clothing allowance. Forward a copy of all documents in the FMF management files pertaining to total forfeitures to DFAS-JFLTBA/Indianapolis per **chapter 2**, **paragraph 2.4.10**.

Chapter 68

UNIFORMED SERVICES THRIFT SAVINGS PLAN

68.1. Description. Public Law 106-65, *The National Defense Authorization Act for Fiscal Year 2000*, as amended by Public Law 106-398, *The Floyd D. Spence National Defense Authorization Act for Fiscal Year 2001*, extended the opportunity to participate in the Thrift Savings Plan to members of the Uniformed Services.

68.2. References.

68.2.1. Thrift Savings Plan Website at **www.tsp.gov**

68.2.2. DoDFMR Volume 7A, Chapter 51, Savings Programs.

68.3. Thrift Savings Plan Overview. The Thrift Savings Plan is a retirement savings and investment plan established for federal employees and then included uniformed service members. The plan offers tax-deferred advantages similar to those in an Individual Retirement Account or 401(k) plan. The Federal Retirement Thrift Investment Board administers the plan and publishes regulations and operating guidance. The National Finance Center in New Orleans, Louisiana is the Thrift Savings Plan record keeper.

68.4. Eligibility to Participate in the Thrift Savings Plan.

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 Thrift Savings Plan in accordance with 5 U.S.C. § 8440e.

68.4.2. A member of the reserve component (ANG or AFRC) who is also a federal civilian employee has two Thrift Savings Plan accounts if participating in the Thrift Savings Plan as a military member and a civilian.

68.4.3. For information on establishing effective dates, see **paragraph 68.21.2**.

68.5. Open Seasons. Open Seasons were eliminated in July 2005.

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 Thrift Savings Plan within 60 calendar 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 37 U.S.C. § 206. If a member decides to begin participation during this 60 calendar day period, the first contribution is to be taken the first full pay period after the election is received by the finance office. Keep in mind that no contributions were taken prior to 1 Jan 2002. New members, who do not enroll during this 60 calendar day window, can elect at a future time.

68.6.2. Active to reserve: the Thrift Savings Plan election can be presented to the member's gaining servicing office or accomplished via myPay to continue Thrift Savings Plan contribution/loan payments without interruption.

68.6.3. Reserve to Active: The Thrift Savings Plan election can be presented to the member's gaining servicing organization or accomplished via myPay to continue Thrift Savings Plan contributions/loan payments without interruption.

68.6.4. One branch of service to another branch of service: The Thrift Savings Plan election can be presented to the member's gaining servicing organization or accomplished via myPay to continue Thrift Savings Plan contributions/loan payments without interruption.

68.6.5. Contributions may be restarted by either completion of a new Thrift Savings Plan TSP-U-1, *Thrift Savings Plan Election Form*, or by the member presenting a 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 Thrift Savings Plan-U-1 is to be accomplished. If the member wishes to continue contributions at the former withholding rate, have the member write "I wish to continue my Thrift Savings Plan 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 scan the one the member signed into Financial Management Work Flow (see **paragraph 2.4.6** of this manual).

68.7. Contributions.

68.7.1. No contributions were taken prior to 1 January 2002.

68.7.2. All contributions are to be made to the National Finance Center via payroll deduction. The maximum contribution of basic pay changed to an unlimited percent in 2006. 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 are to be contributing from basic pay in order to contribute from any other pays/bonuses. To allow for mandatory deductions, DJMS-Active Component limits member basic pay percentage to 94 percent.

68.7.3. Service Matching Contributions. Matching is not currently funded for the Air Force.

68.8. Investment Options. Thrift Savings Plan contributions deducted from the member's pay each pay period (i.e. monthly) are forwarded by DFAS, to the National Finance Center in New Orleans, Louisiana. The National Finance Center invests member contributions into the 'G' fund immediately upon receipt.

68.9. Interfund Transfers. This option of the Thrift Savings Plan is available through the National Finance Center 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 National Finance Center (see References in **paragraph 68.2**).

68.10. Tax Information.

68.10.1. The dollar amount of Thrift Savings Plan member contributions (tax deferred) is limited by the Internal Revenue Code. See **www.tsp.gov** for current annual limits.

68.10.2. Contributions from combat zone tax exempt pay (Internal Revenue Code section 415(c)) do not count toward the tax deferred limit, but tax exempt contributions plus tax deferred contributions cannot exceed the Internal Revenue Code limit. See **www.tsp.gov** for current limits.

68.10.2.1. Keep in mind that the member has an annual Thrift Savings Plan exempt contribution limit when in a combat zone.

68.10.2.2. The financial services offices are not financial advisors and allow the member to make their own financial decisions.

68.11. The Thrift Savings Plan Loan Process is strictly between the Member and the National Finance Center. Direct members to the Thrift Savings Plan website for questions and answers and to National Finance Center for loan application and processing of a Thrift Savings Plan 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 National Finance Center via data transmission to DJMS. DJMS-Active Component uses the allotment system to withhold the deduction amount for repayment after the data file is received from the National Finance Center.

68.11.2.2. When the loan is disbursed, the Thrift Savings Plan notifies DFAS immediately to begin deducting loan payments via allotment. Loan payments are to start within 60 calendar days of disbursement. If, for some reason, the loan repayment allotment is stopped prematurely, the member is required to take action to get it restarted. Additional information on Thrift Savings Plan loans can be found at **www.tsp.gov**

68.11.2.3. The FMF cannot start, change, or stop this type of allotment. When the member's allotment needs to be changed, stopped, or restarted, the member may contact the FMF for assistance. FMF establishes a CMS case to request DFAS action.

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 calendar days late being sent to National Finance Center. This process compensates members for agency error and is to 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 National Finance Center.

68.13. Make-up Contributions. Members are entitled to make-up contributions if the Thrift Savings Plan form was not processed in a timely manner. However, because the member had use of the money, no breakage is paid. Example: member has elected to make contributions via the Thrift Savings Plan- 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 their money so no breakage is payable.

68.13.1. In the case of a member who is participating in Thrift Savings Plan, 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 Thrift Savings Plan 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, this is a recurring problem. Example: member entitled to a bonus in October 2017, but payment is delayed (through no fault of the member) until December 2017. In October, the member was in a combat zone and, therefore, entitled to exempt contributions.

68.13.2. In order for a member to “make up contributions” in cases where the Thrift Savings Plan form was not processed timely or correctly, the contributions not withheld are to be deducted from the member’s pay. Makeup contributions can only be made by payroll

deduction from basic pay, incentive pay, special pay, and bonuses. Contributions by check, money order, cash, or other form of payment directly from the participant are not permitted.

68.13.2.1. The member needs to submit a DD Form 2851, *Request to Correct Thrift Savings Plan Agency Error*, to request makeup contributions. The link for DD 2851: **http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2851.pdf**

68.13.2.2. Attach the form to a CMS case and refer the case to DFAS Active Component Thrift Savings Plan box with a detailed description. There is no time limit on how long after the error the member can request a correction. After receiving the DD2851, DFAS is required to correct any error for which the member files a claim within 6 months of the occurrence of the error. If the error occurred more than 6 months prior to the date the member files a claim, the Comptroller has discretion over whether the correction should be made.

68.13.2.3. If DFAS detects an error made within the past 6 months which caused a smaller amount of member contribution to be made to the member's account than should have been made, notify the member upon receipt of the information from DFAS. The member is to elect to establish a makeup schedule within 30 calendar days of receiving acknowledgement from DFAS that the error has occurred. DFAS is required to implement the member's makeup schedule as soon as possible.

68.13.2.4. Makeup Schedule. The makeup schedule establishes the dollar amount of the contributions and the type of employee contributions (traditional or Roth) to be made each pay period over the duration of the schedule. The contribution amount per pay period may vary during the course of the schedule, but the total amount to be contributed is to be established when the schedule is created. After the schedule is created, a participant may, with the agreement of DFAS and AFAFO-F, elect to change the payment amount (e.g. to accelerate payment) or elect to change the type of employee contributions (traditional or Roth). The length of the schedule may not exceed four times the number of pay periods over which the error occurred (bonuses and other one-time payments are an exception).

68.13.2.5. Termination of Makeup Schedule. A member may elect to terminate a schedule of makeup contributions at any time, but a termination is irrevocable. If the member separates, the member can accelerate the payment schedule by a lump sum contribution from their final pay.

68.13.2.6. Schedule for Makeup Contributions from Bonuses or Other One-Time Payments. The schedule of makeup contributions for bonuses or other one-time payments may not exceed four times the number of months it would take for the member to earn basic pay equal to the dollar amount of the missed contribution. For example, a member who earns $29,000 yearly in basic pay and who missed a $2,500 bonus contribution can establish a schedule of makeup contributions with a maximum duration of 8 months. This is because it takes the member 2 months to earn $2,500 in basic pay (at $2,416.67 per month). Calculation of basic pay should use gross pay, rather than net pay. The basic pay calculation is only for the purpose of determining the maximum number of months that can be used for makeup contributions. The basic pay calculation is not for the purpose of determining pay available for makeup contribution.

68.13.2.7. Separation/Retirement Procedures. DJMS-Active Component stops Thrift Savings Plan/Roth contributions the month prior to the date of separation/retirement. If the member wants contributions to be withheld during the final month of active duty, establish a CMS case and refer it to the "DFAS-AC TSP box." Include the Thrift Savings Plan/Roth contribution when performing the pay comp at separation and ensure the Thrift Savings Plan is deducted before making final payment to the member. Brief the member of this requirement and inform the member that once final separation pay has been made that the member can no longer contribute to Thrift Savings Plan/Roth. DFAS does not accept contributions sent in by the member after final separation pay is made. Normal Thrift Savings Plan rules apply. Member is to make the Thrift Savings Plan election the month prior to separation in order to have a contribution withheld from the final separation pay.

68.14. Error Corrections. Error notification is provided on the Document Transmittal Register to the input source as done currently, and requires research and re-input. National Finance Center rejects are processed at central site. These may require information/coordination with the member's servicing finance office.

68.15. Claims Procedures. Members alert their finance offices of any discrepancy with regards to their Thrift Savings Plan withholdings/earnings within one year of notification of the discrepancy. As it is the member's responsibility to read and validate the monthly LES, the first notification received by the member would be the month in which the transaction should have processed and didn't, or processed incorrectly.

68.15.1. The FMF 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 assists member in completing DD FM 2851, Request to Correct Thrift Savings Plan Agency Error. The FMF forwards the claim form to DFAS 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 Thrift Savings Plan 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 a semiannual statement from the National Finance Center, the statement does not reflect proper timely posting of contribution to the account.

68.15.2.3. Member elected to stop Thrift Savings Plan contributions and deductions continued beyond the first full pay period after receipt of the form.

68.15.3. DFAS adjudicates the DD FM 2851 within approximately 30 calendar days of receipt.

68.15.3.1. The adjudication process is performed by a group of three individuals designated by the director of military pay. Two of the group are from other than the Thrift Savings Plan operations office.

68.15.3.2. The adjudication group convenes each month. The group reviews all forms received prior to that month, and ensures the member, FMF, and DFAS are notified of the results.

68.15.3.3. DFAS coordinates with the member when it is determined that makeup contributions are valid and process the appropriate transaction(s).

68.15.4. FMFs 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, social security number, date sent and brief description of the claim (from item 12 on form).

68.16. Owners of the Program. AF/A1, ANG/DPF, and AF/REP are the owners of this program. Please refer to the Uniformed Services Thrift Savings Plan implementing policy message as referenced above. The member's finance office is not to provide investment advice **(T-0)**.

68.17. Source and Method of Input. There are 2 ways for a member's Thrift Savings Plan contributions to be updated. Members can control their Thrift Savings Plan 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.

68.17.1. Timing of myPay Updates. Members who make changes to Thrift Savings Plan via myPay may not see the update immediately. While myPay sends transactions to DJMS daily, there are certain edit criteria for when the myPay Thrift Savings Plan updates take effect in the pay system.

68.17.1.1. If the effective date is prior to the current calendar month and the start date is also less than the current calendar month, the transactions should start in the current month. If this condition occurs and the transaction is received after mid-month cutoff, the whole amount should be deducted from the member's end of month pay.

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

68.17.1.3. On a FID D104 (change transaction), if the effective date is equal to the current calendar month and the start date is also equal to the current calendar month with the only thing changing is either the address, date of birth, or bonus percentage, process immediately.

68.17.1.4. On FIDs D101, D102, or a D104 which is changing Base Pay, Special Pay or Incentive Pay, with effective date and start date equal to the current calendar month, the transaction recycles to the first of the next month and then process.

68.17.1.5. If the effective date is equal to the current calendar month and the start date is after the current calendar month, it recycles until the start date and then process.

68.18. Thrift Savings Plan Input Actions.

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 Thrift Savings Plan-U-1 information, for members unable to access myPay, using FIDs D101, D102, D104, and D106 transactions.

68.18.3. Receive and process "Claim for Reimbursement of Thrift Savings Plan Breakage and Make-up Contributions" from the member. These forms and required associated documents are forwarded to DFAS for processing.

68.19. Processing Form Thrift Savings Plan-U-1. To process Thrift Savings Plan contribution elections:

68.19.1. Ensure that the election was made properly.

68.19.1.1. A contribution election is to be a whole percentage and cannot exceed the member contribution limit.

68.19.1.2. The Thrift Savings Plan-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 calendar day window, the agency is to make it effective no later than the first full pay period after the election is received.

68.19.2.2. Inter-Service and Intra-Service transfers (see **paragraph 68.6**).

68.19.3. Finance completes section V of the Thrift Savings Plan-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 (Stop Contributions) of the form.

68.19.3.4. Block 20: Service Representative's signature accepting the Thrift Savings Plan-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 Thrift Savings Plan-U-1, after the agency completes section V, "for employing office use only." Scan the original into Financial Management Work Flow as required in **paragraph 2.4.6** of this manual.

68.19.5. Input the FID D1 transaction and verify that the information, as input, is correct, using the Thrift Savings Plan-U-1. Ensure customer support reviews and verifies that the input was done correctly, to prevent breakage fees, claims, etc. Any elections processed incorrectly are to be re-input as soon as possible to prevent erroneous deductions.

68.19.6. The member fills out a new Thrift Savings Plan-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-Active Component stops Thrift Savings Plan 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 "DFAS-AC TSP box." Include the Thrift Savings Plan contribution when performing the

pay comp at separation and ensure the Thrift Savings Plan is deducted before making final payment to the member.

68.21. Definitions in TSP.

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 Thrift Savings Plan contributions should have been made.

68.21.2. The effective date of the contribution is posted in the start date field of the FID D101 and is derived by the date the elections are received by the FMF.

68.21.3. Air Force Payroll Office Numbers: DFAS-IN 3800 0001 (Active Component), 3801 0001 (Reserve Component).

68.21.4. Attributable pay date is used on negative adjustment records that remove erroneous contributions previously reported and on re-characterization 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.

68.21.5. 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.

68.21.6. Employee contributions are Thrift Savings Plan contributions that are deducted from compensation paid to uniformed service members.

68.21.7. Late contributions are employee contributions that were timely deducted from a member's pay but were not timely reported to the Thrift Savings Plan and, if applicable, attributable matching contributions; and resubmitted contributions that may have been reported on time but were not processed by the National Finance Center when originally reported because the payment records contained errors.

68.21.8. 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.

68.21.9. Matching contributions are contributions made by the uniformed service to the Thrift Savings Plan accounts of its members who are entitled to such contributions.

68.21.10. 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).

68.21.11. 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 (Thrift Savings Plan-2).

68.21.12. Re-characterization is the correction of the tax characterization (i.e., tax deferred or tax-exempt) of employee contributions previously submitted.

68.21.13. 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.

68.21.14. Posting date: is the date transactions are credited or debited to a participant's account.

68.21.15. Election period – is the last calendar month of the open season.

68.22. Catch Up Contributions for Thrift Savings Plan Participants Age 50 and Older.

68.22.1. Overview. Pl 107-304, 27 Nov 2002, permits eligible Thrift Savings Plan participants, who are age 50 or older, to make tax-deferred "catch-up" contributions from their taxable basic pay to their Thrift Savings Plan accounts. For current annual limitations, go to **www.tsp.gov**. Because these contributions are to be made from pre-tax dollars, catch-up contributions cannot be made from basic pay that has been excluded from taxation due to service in a combat zone. These contributions are to be made through payroll deduction. Participants can make, change, or stop a catch-up election at any time, beginning in or after the year in which they turn age 50. Elections are made in whole dollar amounts, up to the yearly limit. Because the annual limits change each year, the member is to make a new election each calendar year. Elections were first authorized effective 1 August 2003.

68.22.2. Eligibility. A member must be in pay status and must be contributing, either the maximum Thrift Savings Plan contribution percentage of basic pay, or an amount which will result in reaching the IRS deferral limit by the end of the calendar year of election. The member must be at least 50 years old in the year the catch-up contributions are made. The member must not be in the 6-month non-contribution period following receipt of a financial hardship in-service withdrawal **(T-0)**.

68.22.2.1. A member who is currently contributing to both civilian and uniformed services Thrift Savings Plan 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. National Finance Center checks for excess contributions and contacts the member directly if excess contributions have been made.

68.22.2.2. A member, who makes catch-up contributions to the Thrift Savings Plan and a private sector pension plan, is to ensure that the contributions, made to both plans combined, do not exceed the annual catch-up limit. If a member does exceed the limit, they may request a refund of the excess contributions directly from National Finance Center.

68.22.3. FMF Actions. Process starts/stops immediately. Ensure member has an open FID M0 on the MMPA. Thrift Savings Plan catch-up workaround is to process a DS01 debt transaction. Follow normal DS01 processing with exceptions as noted below:

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

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 are only 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.

68.23.2.1. Address changes, for members still in the Air Force who are participating in Thrift Savings Plan, are made via myPay.

68.23.2.2. For members still in the Air Force, but not currently participating in Thrift Savings Plan, address changes is to be accomplished by DFAS. When a member requests a new Personal Identification Number, it is mailed to the existing address in the Thrift Savings Plan account record. If the current mailing address is incorrect, the member is to request an address change before requesting a new Personal Identification Number. The FMF establishes a CMS case and refers it to the Thrift Savings Plan box, indicating the need for a change of address.

68.24. Roth Thrift Savings Plan. Effective in calendar year 2012, uniformed services members are authorized to contribute, via payroll deduction, to a Roth Thrift Savings Plan account. Unlike traditional Thrift Savings Plan contributions, Roth Thrift Savings Plan contributions are AFTER TAX contributions – that is, they are deducted from member's pay after taxes. When the funds are withdrawn from the Roth Thrift Savings Plan balance, they are tax free since taxes have already been paid on the contributions. Additionally, members are not taxed on earnings, as long as they meet the IRS requirements (i.e., at least age 59½ or disabled) and withdrawal is made at least 5 years after the beginning of the year in which the first Roth contribution was made). Guidance in previous paragraphs, discussing tax-deferred contributions, apply to traditional Thrift Savings Plan accounts, not to Roth Thrift Savings Plan. Members may elect Thrift Savings Plan Catch-up from Roth or Traditional Thrift Savings Plan or both, as long as the total contributed under the Catch-up does not exceed the annual limit.

68.24.1. Members can contribute to both tax-deferred Thrift Savings Plan and Roth Thrift Savings Plan.

68.24.2. Roth Thrift Savings Plan is similar to a Roth 401(k), not a Roth Individual Retirement Account.

68.24.3. Money already in a traditional Thrift Savings Plan account CANNOT be converted to Roth Thrift Savings Plan because that money was tax-deferred.

68.24.4. Members wishing to begin participating in Roth Thrift Savings Plan before implementation of payroll deduction capability can establish a separate Roth 401(k) and the money contributed to that account can be combined with the Roth Thrift Savings Plan account when contribution, via payroll deduction, is available.

68.24.5. For additional information on Roth Thrift Savings Plan, visit the Thrift Savings Plan website at **www.tsp.gov/index.shtml**

Chapter 69

INDEBTEDNESS-GENERAL

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

69.2. Validity of Debt. The FMF determines that collection for the debt is valid and required supporting documentation is received for collection. Any FMF may process a valid indebtedness on a member's pay account. A copy of the indebtedness package is forwarded to the member's servicing FMF.

69.3. Notification of Indebtedness. The member is to 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 FMF 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 FMF 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, Non-Appropriated Fund Instrumentalities.

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 includes 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 may submit a written request, with the appropriate endorsements and attachments, to include a financial statement (AF Form 2451), to the applicable approving authority shown in **Table 69.2**. If financial hardship is approved, the member is to provide a new financial statement each year. 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 is to be completed the month prior to the member’s DOS. The FMF 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. The FMF does not make it automatic to collect the debts over a 12 month period. Never use a monthly collection lower than $50 or more than a 12 month repayment. Collections are to be processed based 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 established by the FMF, the member may provide an approved financial hardship to justify the different collection rate. See the DOD 7000.14-R, 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 forwards the original and one copy to the member's servicing FMF.

69.5. Repayment Based on Remission. A repayment of a debt is 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 DOS, or it is determined by the FMF that an increase to the repayment amount would benefit the Air Force (i.e. debt cannot be collected prior to the Date of Separation). For additional information regarding remissions, see **chapter 73** of this volume.

69.6. General Collection Guidance:

69.6.1. Indebtedness by a member is generally collected under statutory authorities, each having unique limits and procedures:

69.6.1.1. Title 37 U.S.C. § 1007c. Used to collect debts to Department of Defense or other uniformed services. Ensure that the collection rate does not exceed the amount authorized for collection under DOD 7000.14-R Volume 16, paragraph 030305 **(T-0)**.

69.6.1.2. Title 5 U.S.C. § 5514. Used to collect debts to non- Department of Defense federal agencies. Collection is limited to 15 percent of disposable pay with no acceleration allowed prior to separation **(T-0)**.

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 FMF is to process the start transaction and establish a repayment schedule to begin collection when pay is available. The debt is suspended in DJMS until pay is available.

69.6.4. When the FMF is adjusting the repayment schedule on a FID 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 up to the next highest dollar. The FMF can establish the repayment for a maximum of 12 months or a minimum of $50 collection per month not to exceed a 12 month repayment. Exception will be granted if the 12 month collection exceeds the authorized rate of collection under DoD 7000.14-R Volume 16, paragraph 030305. Do not establish a repayment rate less than $50 per month **(T-0)**.

69.6.6. When the Air Force has been requested to collect a debt owed to a non- Department of Defense federal agency and the creditor agency has certified that the debt is valid and that due process has been provided, Department of Defense policy prohibits the FMF from unilaterally suspending debt collection. DFAS provides specific procedures for FMF use in assisting debtors to resolve disputes regarding debts to such agencies.

69.6.7. FMF should not process DD Form 139 requesting involuntary pay offset unless creditor organization-prepared forms contain a statement that the member was given due process and notified of the collection. Debts created/processed by DFAS requires official notification. Household Good/trailer shipment debts are processed by the Joint Personal Property Shipping Office-San Antonio Texas/ECAF and require no notification by the FMF; however, if no action is taken by the member, action should be taken to start collection. The DD Form 139 is to be signed by a certifying official, once the transaction has processed on the MMPA, and a signed copy returned to the originating office.

69.6.8. Debts which can be collected under 37 U.S.C. § 1007C (refer to DoDFMR 7A, Chapter 50) are divided into three categories: Adjustments of $50 or less, routine adjustments of greater than $50, and debts requiring due process. Any debt over $50 requires the member be notified of the debt in writing and given 30 calendar days to respond. This applies to all system generated debts from retro processing, or overpayments discovered by the FMF, DFAS or other agencies. All debts created by the system generate a management notice to the FMF which they use to start the official due process.

69.6.8.1. Adjustments of $50 or less (no notification is required). Such adjustments, regardless of when discovered, collected, or how created, are treated the same as routine adjustments for collection purposes. The member is provided with notice of collection when it is made, or as soon thereafter as practical, normally via the LES. No official debt notification is required.

69.6.8.2. Routine adjustments greater than $50 (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 the LES that a debt has been established, the member is to be provided with at least 30 calendar days written notification before collection can begin. Adjustments of greater than $50, created by retro transactions, are suspended by the system and automatically starts 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 calendar days. If the member initiates a waiver request, start collection action as only DFAS can suspend collection for a waiver. This means that the member and servicing FMF 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 FMF for the member to correct any errors, request a different repay schedule, or file a waiver/remission. Whether such a repayment schedule is granted is at the discretion of the FMF. If the repayment schedules are not changed, the system automatically collects the debt. Notification does not have to be provided to the member if separating within the 30 calendar day notification period.

69.6.8.3. Debts greater than $50 that require formal notification to the member in the form of a due process letter from the servicing FMF. These are debts that are discovered by the FMF, DFAS or other agencies. Initiate formal due process and suspend the collection for 30 calendar 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 End of Month pay is adequate to collect the overpayment. The member's pay is automatically adjusted to eliminate the overpayment during End of Month payment processing.

69.6.10. "No Pay Due" notice. As a precaution to prevent avoidable hardship to the member, a "no pay due" management notice is 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 No Pay Due, 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) calendar 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 $50, DJMS suspends the debt collection and the FMF has to initiate the collection action. A management notice is 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 is recovered in monthly installments, ensure that the collection rate does not exceed the amount authorized for collection under DoD 7000.14-R Volume 16, paragraph 030305. The FMF provides due process notification to the member after receipt of the management notice **(T-0)**.

69.7.2. No Fault by the Member. An overpayment of pay or allowances determined to be completely no fault of the member, is recovered in monthly installments. If the overpayment was made on or before October 28, 2009, the overpayment is recovered in monthly installments not to exceed 20 percent of the member's disposable pay for each month. If overpayment was made on or after October 29, 2009, the overpayment is recovered in monthly installments not to exceed 15 percent of the member's disposable pay for each month.

69.7.3. Combat Zone/Combat Operation Debts. Debts incurred by members who are injured or wounded while entitled to Hostile Fire/IDP 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, is not to be deducted from the member's pay until the end of the 90 calendar 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.

69.7.4. Allotments are to be taken into consideration when computing a member's one-third pay and the 20 percent 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 charity and assistance fund should be stopped first, followed by savings allotments. Insurance allotments should be stopped last. The member is to be notified when any allotments are stopped.

69.7.5. Dishonored commissary checks are to be collected at one time, for full amount the check is written for.

69.8. Accelerating Collection of Debts. When the FMF is notified that a member is pending separation, the MMPA is to be checked to determine the collection status of any debt. Any debt which cannot be collected by the Date of Separation is to be reviewed and collection amount increased per DoD 7000.14-R, Volume 7A, chapter 41. Process a 04 (change) transaction to increase the current monthly deduction to ensure collection by Date of Separation for any debt (except tax levies and Title 5 U.S.C. § 5514 debts from non-Department of Defense federal agencies (salary offset) which cannot exceed a collection rate of 15 percent of disposable pay). Per DoD 7000.14-R, Volume 16, chapter 2, any portion of a debt remaining at the time of separation may be collected from the debtor's final pay and allowances.

69.9. Management Case Files. All indebtedness documentation, including DD Form 139, rebuttal letters, remission, and waiver applications are to be kept in a management case file set up by the FMF. The documentation is retained per Air Force Records Disposition Schedule.

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 FMF receives an XY03 management notice describing the debt and the computer generated repay rate. The FMF can change the repayment rate if the action indicator is Q8 by processing a FID DQ20. If the action indicator is not Q8 the FMF processes a FID DQ04 with the new repay rate. If this is a newly established debt, the member is to be given due process in writing if the debt is over $50.

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 FMF. The FMF can process a FID 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 FMF 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 occurs. The FMF is to control the collection restart when funds are available by processing a FID DQ04. An XD03 management notice is also produced if DFAS processes a FID DQ01. The FMF suspends this debt pending notification to the member.

69.10.4. When a member separates with a debt, an XS03 is produced to the FMF showing the total amount of all the open and suspended debts except FID DVs. The amount includes all open debts on the MMPA that cannot be collected from final pay before Date of Separation as well as any debt to be created because of excess leave, recoupment of bonus, etc.

69.11. Suspended Transactions:

69.11.1. FIDs DQ, DR or DS indebtedness may be suspended as action indicator 18 by processing FIDs DQ01, DR01 or DS01 transaction with a suspension reason code or by processing FIDs 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 FIDs DQ18 and DR18 transactions do not process against entries which have an action indicator equal to Q8 or 18. A FID DS18 transaction does not process against entries which have an action indicator equal to Q8 or 18. Send a message to DFAS for action stating all facts if the entry needs to be suspended again if FIDs DR, DS, or DQ. Debts are only to be suspended to give the member 30 calendar 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 calendar days and no remission has been filed, or a remission package has been returned for additional information and member has failed to provide it timely, start collection action.

69.11.2. A FID 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 FID DG18 transaction. The suspended entry may only be opened by processing a transaction with action indicator 20 or 21. Action indicator 18 transactions do not process against entries which have an action indicator Q8 or 18. Establish a CMS inquiry 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 the Defense Commissary Agency, Non-Appropriated Fund, etc. For additional information regarding education debts, see **chapter 70** of this volume.

69.11.3. An indebtedness entry with action indicator Q8 signifies a computer generated suspension for no available pay unless the entry is a FID DV or DW. A FID DV or DW entry may be suspended for no available pay or collection not to begin until the next month.

69.11.4. The FMF 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 FID DG or DS indebtedness entry may only be canceled (action indicator 06) by FMF 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 FMF may not generate a refund of a prior month deduction by processing a cancellation transaction.

69.12.2. A FID DQ indebtedness entry may be canceled by the FMF, even though a prior month deduction has been made and the FID DQ is still open. If the FID DQ entry was computer generated, the transaction which created the FID DQ is to be canceled, a FID DQ06 does not process. If the FMF has problems canceling a FID DQ, send a CMS inquiry to DFAS for assistance.

69.12.3. If a FID DG or DS entry was erroneously started and a prior month deduction has been made, the FMF is to send a CMS inquiry case to DFAS requesting cancellation, stating all pertinent facts.

69.12.4. A refund is not to be made for a prior month deduction if the member decides to submit a rebuttal letter or remission application after the 30 calendar day notification. Any refund due for a rebuttal letter is made after adjudication if applicable. If the cancellation is for a rebuttal letter or remission application, the FMF is to 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), 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 their 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), 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 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. Miscellaneous FID DS with debt type codes of 2, 5, B, E, F, H, L, M, N, or V are closed when the MMPA goes into a T-reason 3, 5, or 7 or V status.

69.14.2. Miscellaneous FID DS debts with type codes equal to 6, A, C, D, G, J, K, P, Q, R, S, and U remain open and are transferred to DFAS Debts and Claims.

69.14.3. Collection of other than FID DS debts at separation. A debt remaining at separation, after collection of final pay, is 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 notifies Travel Pay 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 Pay notifies Military Pay when a member is owed amounts and the record of travel payments shows the member has a debt. Military Pay then contacts DFAS-Indianapolis to determine the status of the debt.

69.14.3.3. If the debt is still owed, Travel Pay prepares SF 1081 for collection of the debt. A copy of SF 1081 is forwarded to Military Pay for processing a FID C203 transaction. Make sure the debt is posted to the MMPA before processing the FID C203 transaction.

69.15. Appropriation Data. No FID DS debts are processed using an appropriation, with the exception of FID DS Type H for Thrift Savings Plan Catch Up contributions (Traditional or Roth). For additional information on Thrift Savings Plan Catch Up, see **chapter 68** of this volume. For travel debts, use the company code for the FMF at the AFFSC. For other than travel-related FID DS debts, use the base-level company code (FMF or creditor organization on the base if available). See **chapter 70** for more detailed information concerning FID DS debts.

69.16. Detail Supporting Joint Uniform Military Pay System 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; DD Form 139 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 and deposited into 57F3875, Budget Clearing Account (Suspense) Air Force, if the funds are not collected into the applicable appropriation the same business day. If the check is for SF 1219, *Statement of Accountability*, see **paragraph 69.16.8** below.

69.16.2. Receipt of Report. Military Pay notifies (or forwards report, if appropriate, to) the applicable Subject Matter Area based on Debt Types as shown below:

Table 69.1. Subject Matter Area based on Debt Types.

Debt Type	Subject Matter Area	
D	See **paragraph 69.16.8**	
G	Travel	
K	Department Of Defense Form 139 originator	
L	Materiel	
P	Travel	
U 9	Financial Management/Accounting Liaison Office Services	

69.16.2.1. The Subject Matter Area annotates the report with the accounting classification. See **paragraph 69.16.4** below if the accounting classification cannot be determined.

69.16.3. Collection of Funds - Suspense Account and Non-Suspense Account. If the check was immediately deposited to the FMF's suspense account, except for SF 1219 receivables, each Subject Matter Area 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, chapter 10.)

69.16.4. 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 FID DS entry for assistance. If the input-ADSN is equal to spaces, the FMF should contact the member's servicing FMF for assistance. The servicing FMF can identify the input source from the Daily Transaction Record or the output products corresponding to the FID DS entry's Entry Open Date. In addition, a copy of the source document for the FID DS entry should be maintained in the servicing FMF's Management Case File. FMF may not return the entire check or a portion of the check. This also includes rejecting by others transactions through the Merged Accountability and Fund Reporting system. Any funds returned to DFAS are returned without action. If, after completely researching the matter, to include contact with the member's servicing FMF, assistance is still needed, contact DFAS.

69.16.5. Wrong Company Code. If the FMF inputs its own company code in error instead of another FMF's company code, Military Pay prepares a SF 1047, *Public Voucher for Refunds*, for a check to be issued to the correct recipient. (See DoDFMR Volume 5, chapter 10). Send a copy of all documentation with the check. That portion of the check is to first be deposited to the FMF's suspense account. If the deduction is continuing, input a FID DS04 transaction to change the company code.

69.16.6. Wrong Accounting Appropriation. The only FID DS to contain an appropriation is FID DS Type H for Thrift Savings Plan Catch Up – Traditional or Roth. For additional information, see **chapter 68** of this volume. If the FMF input the wrong appropriation, DFAS

cancels or stops the FID DS entry and re-inputs a FID DS01 transaction with the company code of the FMF which input the original transaction.

69.16.7. 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 FMF's suspense account. Follow procedures in this paragraph when the accounts are identified.

69.16.8. 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 SF1219 on the basis of debit vouchers or advices of check issue discrepancies. When the check is received from DFAS, that portion pertaining to the 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 FMF's suspense account only when collection is made before establishment of the receivable on the SF 1219.

69.16.9. 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. The Open/Suspended Questionable Indebtedness Report is to be worked as required in Attachment 26 of this volume. Information regarding working this report can be found in **Table 69.2** below.

69.17.1. Obtaining report. A copy of the report can be obtained through the Sysout Archive Retrieval System. It is produced monthly and is in ADSN order. Only the reports for March and September are to be sent to DFAS after being worked. The FA0847QQ contains both the questionable and suspended debts. The questionable debts are only required to be worked for the months that the reports are sent to DFAS. The suspended debts are to be worked each month. See 69.17.1.2.1 below.

69.17.1.1. Mode JFA-FMF, Report # FA0847QQ, Debts Open Questionable

69.17.1.2. Mode JFA-FMF, Report # FA0847QT, Suspended Debts

69.17.1.2.1. The Suspended Debt Report (FA0847QT) is produced monthly and is worked by the FMF each month. This report does not have to be sent to DFAS but is maintained for 12 months within the FMF after being worked/annotated each month.

69.17.2. Return of the Report. One copy of the report is to be returned to DFAS via email, to **dfas.indianapolis-in.jfl.mbx.af-majcom-cust-serv@mail.mil** by the suspense date established by message, with an info copy to the AFIMSC. Each report is to be annotated with the appropriate action taken on each debt. If appropriate action was not taken, DFAS contacts the FMF and AFIMSC for assistance.

Table 69.2. Open Suspended Questionable Indebtedness – Explanation and Instructions.

CODE	DESCRIPTIO	EXPLANATIO	FINANCIAL SERVICES OFFICE ACTION

A	Action indicator Q8 over 3 months old	Debt has been suspended by computer for over 3 months, due to no pay available.	If member has pay available, process a resume (action indicator 20) transaction to begin collection. Otherwise, determine member's current status. If correct status allows accrual of pay, take action to collect debts by stopping allotments, terminating partial pay, etc. If correct status of pay, annotate listing with correct status. Annotate listing with the DJMS update number on which the transaction processed
B	Action indicator 18 over 5 months old	Debt has been suspended by FMF or DFAS input, for over 5 months.	Determine reason for suspension. Contact the AFFSC for status of remissions and DFAS-Indianapolis for status of waivers. Contact the Joint Personal Property Shipping Office-San Antonio, Texas/ECAF for status of Household Goods rebuttals. Process a resume (action indicator 20) or remit (action indicator 21) transaction to begin collection action if waiver, remission or rebuttal/appeal has been adjudicated. Annotate the listing with the DJMS update number on which the transaction processed.
C	Deduction CM less than $50	Deduction current month is less than the $50.00 minimum deduction established by DFAS.	Determine why deduction is less than the $50.00. Process a change (action indicator 04) to increase the deduction amount. Annotate the listing with the DJMS update number on which the transaction processed. If repayment was based on a remission and it is determined that an increase would benefit the Air Force, increase the monthly repayment accordingly. Annotate the listing with the date of the remission approval.
D	Repay rate exceeds 12 months.	Specific indebtedness divided by current month deduction is more than 12 months repay.	Determine approval level for deduction amount. Process a change (action indicator 04) transaction to increase deduction amount unless repay was approved in accordance with **Table 69.2**. Repayment amounts may be increased by the FMF if it is determined it would benefit the Air Force or if the debt cannot be collected before the member’s Date Of Separation. If the FID is DV05, annotate the listing with the start date of the original entry. Annotate the listing with approval level when other than the FMF and with the DJMS update number on which the change transaction processed.

E	Indebtedness won't be paid by date of separation	Current month deduction does not permit debt to be collected by Date Of Separation	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 FIDs DV or DW.	Collection of a partial, casual, or advance pay debt is suspended.	Determine reason for suspension. If action indicator is Q8, determine member's correct status. If correct status allows accrual of pay, take action to collect debts by stopping allotments, terminating partial pay, etc. If correct status does not allow accrual of pay, annotate listing with correct status. If action indicator is 18, contact DFAS to have collection taken.

69.18. Appeal:

69.18.1. To appeal the validity of any debt shown below, the member prepares, addresses, and presents to their 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 70.8**.

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 FMF. The FMF prepares and attaches a statement giving a detailed explanation of the circumstances that caused the debt to be established and forwards the rebuttal through the AFIMSC to:

Table 69.3. AFIMSC.

Base Exchange (FID DS)	To Base Exchange that levied the charge, then to Army and Air Force Exchange Service/CM-G Dallas TX 75222.

Housing (FID DS)	To the Housing Office that levied the charge, then to Headquarters United States Air Force/A1CAH, Pentagon, 5D433, Washington DC 20330.
Non-Appropriated Funds	To the NAF agency that levied the charge, then to Executive
(FID DS)	Secretariat, P.O. Box 302, Air Force Welfare Board, Joint Base
	San Antonio-Randolph TX 78148
Appropriated Funds	To the activity that levied the charge
(Commissary, Transportation,	
Comm Squadron, education office, ect.)	
All other debts (FID DG, DS, DQ, ect.)	To SAF/FMFSI (AFAFO-F) 1500 West Perimeter Road, Joint Base Andrews, MD 20762

69.18.4. File one copy of member's statement and transmittal along with the debt notice in the Management Case File. 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 their 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 FMF can correspond directly with DFAS if the member questions the debt.

69.18.6. SAF/FMFSI (AFAFO-F) has final authority with respect to appeal of validity on appropriated fund indebtedness.

69.19. Remission. See **chapter 73** for procedures on submission of a remission application. 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 calendar day notice, collection action is to be started. Collection action is then suspended when the remission application is submitted. Any amount previously collected may be considered in the remission application and is subject to refund if the remission is approved/partially approved.

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-Indianapolis and are not sent to the AFFSC for processing. The debt may not be suspended unless notified by DFAS-JFEAB/Indianapolis. A copy of waiver application is to 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 Government Accountability Office for a refund of an amount previously collected for excess cost of shipment of personal property. See **chapter 74** for submission procedures.

Table 69.4. Repayment Approval Level (Except Advance Pay)

RULE	LENGTH OF REPAYMENT (note 1)	APPROVAL AUTHORITY (note 2)	DOCUMENTS REQUIRED
1	12 Months or Less (note 3)	FMF (note 4)	(a) Written request (note 9)
2	13 to 24 Months (note 8)	Wing or Base Commander (note 5)	Written request (note 9) AF Form 2451 Financial Statement (note 7) Unit commander's or first sergeant's recommendation FMF's recommendation
3	24 – 36 Months (notes 7, 8 and 10)	AFIMSC (note 6)	Written request (note 9) AF Form 2451 Financial Statement (note 7) Unit commander's or first sergeant's recommendation FMF'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 FMF is considered the final approval authority.
3. The FMF 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. The FMF does not make it automatic to collect the debts over a 12 month period. Never use a monthly collection lower than $50 or more than a 12 month repayment. Collections are to be processed based on the member's ability to pay and not just an automatic repayment of 12 months or $50 per month.
4. If the request is denied by the FMF and the member wants reconsideration, the member's unit commander or first sergeant endorses the written request and submit it to the FMF. The FMF sends the entire package to the base commander or Resource Management representative.
5. If the request is denied by the base commander or Resource Management representative and the member wants reconsideration, send the entire package including the base commander or Resource Management representative denial to AFIMSC/FMF or AFIMSC/FMP.
6. If the request is denied by AFIMSC and the member wants reconsideration, send the entire package including the AFIMSC denial to AFAFO-F.
7. Any repayment longer than 12 months is to be based on a financial hardship and be collected prior to the member's Date of Separation. The collection period cannot exceed 36 months. The FMF is to review the debt every 12 months to determine whether collection can be increased due to a financial increase for the member. The FMF is to request a new financial statement (AF Form 2451) from the member. If the member refuses to submit a new statement, increase the collection rate to collect maximum allowable amount from each pay. Ensure that the collection rate does not exceed the amount authorized for collection under DoD 7000.14-R Volume 16, paragraph 030305.
8. The member-signed debt notification letter from the FMF can be used, by the member, to fulfill the requirement for a written request. This letter does not fulfill the written request requirement for timeframes longer than 12 months.
9. DoDFMR Volume 5, Chapter 28, paragraph 280702. Installment Timing and Amount. Debtors generally must make installment payments on a monthly basis. Installment payments must bear a reasonable relationship to the size of the debt and the debtor's ability to pay. Except when a debtor can prove financial hardship or another reasonable cause exists, installment payments must be at least $50 each month and must be sufficient to liquidate a debt within three years or less. Installment payments from current pay or salary, unless voluntary, must not exceed the offset percentages established in Volume 7A, Chapter 50; Volume 7B, Chapter 28; and Volume 8, Chapter 8 **(T-0)**.

Chapter 70

INDEBTEDNESS AIR FORCE (OTHER THAN DISHONORED CHECKS, COMMISSARY AND NON-APPROPRIATED FUND)

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. Additional information is contained in DOD 7000.14-R, Volume 12.

70.2.1. If the member voluntarily agrees to reimburse the government by a cash collection, the collection is processed on DD Form 1131. Process a FID DG01 transaction with at least a 3-month repayment and a FID C203 transaction with FID DG.

70.2.2. If the member voluntarily agrees to reimburse the government but wants the monies deducted from pay, the FMF 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 FID 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 FMF. Ensure you indicate the liability amount on the DD Form 200 in the appropriate block. Process a FID 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 FID DQ indebtedness may be computer generated or input directly by the FMF or DFAS. The FMF is to 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 (a FID N7 is not on the MMPA), collection action is to begin immediately.

70.3.1. The input of the FID DQ transaction by the FMF is for entitlement overpayments that are outside Immediate Access Storage. If the entitlement overpayment is entirely within Immediate Access Storage, the FMF is to ensure that the applicable retroactive transaction is processed that causes the necessary entitlement adjustment. If part of the entitlement overpayment is outside Immediate Access Storage and part within, the FMF processes the FID DQ01 for the period outside Immediate Access Storage and then the applicable retroactive transaction within Immediate Access Storage. 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 FID DQ for the BAH overpayment for 3 Mar – 30 Apr of the prior year. Then, process the FID 3502 effective 1 May of the prior year. DJMS automatically establishes a FID DQ for the period within Immediate Access Storage based on the FID 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 are 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 FID DQ entry with a suspension reason code 9 is established for the net amount of the prior month's entitlement that was adjusted within Immediate Access Storage;

70.3.2.3. A Quasi-Advance (FID 86) MMPA entry is established for the same amount as the suspended FID DQ entry;

70.3.2.4. An XY management notice is generated to the servicing FMF and is to be used by the FMF to notify the member of the overpayment – due process;

70.3.2.5. The collection of the FID DQ starts automatically the first update of the following processing month plus one month if the FMF does not take action by processing a FID 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 FID DQ 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 FMF. The collection of this FID DQ is started when additional net pay becomes due.

70.3.3. The establishment of a suspended FID 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 (FID 63), disability severance pay (FID 71), discharge gratuity (FID 72), lump sum leave (FID 74), readjustment pay (FID 76), severance pay (FID 77), excess leave (FID SB), absent without leave (FID SJ), confinement (FID SK), desertion (FID SP), and separations (FID E5). Overpayments of the above entitlements or overpayments due to separation or one of the above statuses are collected lump sum or with the repayment schedule reported in the FID DQ transaction.

70.3.4. The establishment of a suspended MMPA FID 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 Date of Separation, 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 Date of Separation, 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 Volume 7A, chapter 1.

Table 70.1. Excess Leave Computations and Collections.

Example:	
Balance Brought Forward as of 1 Jan 14:	30.0 days
Earned through Separation on 31 Oct 14:	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 Leave 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 Management Case File, 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 Date of Separation. 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 DOD 7000.14-R, 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 they executed for receipt of additional special pay (physicians and dentists) or incentive special pay (physicians). The amount of the debt is computed at DOS minus 10 calendar days and the FMF 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 is 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. The amount shown on the promissory note is 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 FID DQ by DFAS.

Section 70A— Shipment of Personal Property

70.6. Excess Cost of Household Goods/Trailer Move. Indebtedness for excess cost is created when a member's shipment of household goods exceeds the authorized weight allowance or the shipment of a house trailer exceeds the authorized mileage rate. The DFAS – Indianapolis receives the carrier's bill and makes the payment for the shipment. DFAS-Indianapolis 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 Joint Personal Property Shipping Office-San Antonio, Texas/ECAF of the excess costs, if any.

70.6.1. If a member has an excess cost, Joint Personal Property Shipping Office-San Antonio, Texas/ECAF (ISI 8630) takes all related action, including processing the necessary transactions. They prepare a DD Form 139, forward it to the member's servicing FMF (for informational purposes only), and provide due process (notify the member of the indebtedness and the options). In addition, Joint Personal Property Shipping Office-San Antonio, Texas/ECAF does the FID DR01 transaction input and suspends collection of the indebtedness.

70.6.2. Collection Procedures.

70.6.2.1. The member has 30 calendar 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 FMF is to notify the local Traffic Management Office and Joint Personal Property Shipping Office-San Antonio, Texas/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 FMF. If the member takes no action with the FMF or Joint Personal Property Shipping Office-San Antonio, Texas/ECAF after the 30 calendar day notification, Joint Personal Property Shipping Office-San Antonio, Texas/ECAF, as the owner of the debt, resumes collection of the indebtedness by processing a FID DR20. If the debt appears on the Open/Suspended Questionable Indebtedness Listing, then the FMF is to 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 they believe the excess cost charges for shipment of Household Goods 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 Joint Personal Property Shipping Office-San Antonio, Texas/ECAF, before the member submits a remission application, as the debt amount may increase or decrease. The FMF is to determine whether a rebuttal is pending if a remission application is submitted.

70.7.1. If the member contacts the FMF for a rebuttal, the FMF advises the member to contact the local Traffic Management Office for proper counseling and rebuttal procedures.

70.7.1.1. The member is to submit a rebuttal letter to the local Traffic Management Office within 30 calendar days of the notification of indebtedness. Joint Personal Property Shipping Office-San Antonio, Texas/ECAF begins collection action after 30 calendar days if a rebuttal letter has not been submitted.

70.7.1.2. The Traffic Management Office receives the member's rebuttal letter and reviews it for completeness and accuracy. The Traffic Management Office then forwards a copy of the Traffic Management Office's transmittal letter to the FMF and the original package to Joint Personal Property Shipping Office-San Antonio, Texas/ECAF. The rebuttal package is to contain at least the following documents:

70.7.1.2.1. Member’s rebuttal letter.

70.7.1.2.2. Copy of the 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, Joint Personal Property Shipping Office-San Antonio, Texas/ECAF takes the necessary steps to increase or decrease the debt amount, or start collection.

70.7.2.1. Collection Procedures. Joint Personal Property Shipping Office-San Antonio, Texas/ECAF inputs a FID DR05 transaction to correct (increase or decrease) the amount of specific indebtedness. If the amount did not change, they process a FID DR20 to start (resume) collection of the original amount or a FID DR21 to forgive a portion (or all) of the indebtedness.

70.7.2.2. Joint Personal Property Shipping Office-San Antonio, Texas/ECAF notifies the member of the adjudication of the rebuttal letter and also forwards a copy of the letter to the Traffic Management Office.

70.7.3. Erroneously Processed FID DR01. If a FID DR01 transaction was erroneously processed against the MMPA and the current month is not the start date on the MMPA, contact DFAS via the CMS 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 Joint Personal Property Shipping Office-San Antonio, Texas/ECAF’s written notification to the member, the date of the member's rebuttal letter, and the Traffic Management Office's transmittal letter. No refund is made until the rebuttal letter has been completely adjudicated unless the FID DR20 transaction was processed **before** 30 calendar days after written notification to the member.

Section 70B— Advance Payments and Casual and Partial Payments

70.8. Advance Payments (FID DV). The computer generates a FID DV indebtedness entry when an advance payment (FID PA) is posted to the MMPA. A repayment schedule of 12 or 24 months is established from the FID PA03 transaction. The FID DV entry begins collecting the processing month following the date of the voucher payment. If the date of the voucher is the current processing month, the computer suspends the FID DV entry with an action indicator 18. A FID DV future-type L is created to open the FID 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 FID DV entry when a 24-month repayment schedule was approved, process a FID 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 Form 1131 as a FID C203. The repayment schedule may not be for more than 24 months from the start date of the original FID 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 the System Archive and Retrieval. It can be accessed by Mode-JFAREG, Report-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 also available on the System Archive and Retrieval. It can be accessed by Mode-JFAREG, Report-FA0374M. Check this report quarterly and take corrective action if necessary.

70.9. Casual and Partial Payments (FID DW). Casual and partial payments are immediately collected in full when posted to the MMPA and are not automatically prorated. Before making a casual or partial payment, the FMF is to advise the member that the payment is to 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 FID P5 entry to satisfy the casual or partial payment. If the FID P5 entry does not have enough funds to satisfy collection, the computer generates a FID DW entry for any balance due after the current month FID P5 entry is reduced to zero. The FID DW entry is suspended with an action indicator Q8. A FID DQ suspense-type 2 is created to open the FID DW entry the first update on or after the first day of the next calendar month.

70.9.2. If the member is experiencing financial hardship, the FID DW Debt may be converted to a FID DQ debt only by DFAS, Indianapolis Center. The member is to submit a written request through their commander who may recommend approval/disapproval. The member is to also submit an AF Form 2451 and explain how the excess monies paid were spent which caused the FID DW Debt. The FMF then opens a CMS inquiry to DFAS, Indianapolis Center and attach that documentation. The FMF is to also inform DFAS of the monthly repayment amount. DFAS then processes a FID P9 refund to close the FID DW Debt for only the balance due of the FID DW Debt and the current month collection. They then establish a new FID DQ Debt for the amount of the refund to be collected over the time specified by the Financial services Office, not to exceed 12 month.

70.10. Compensation Received From Non-Government Sources (FID DS). No member may retain any compensation or stipend received from non-government sources for performing any duty or service as part of a military function. This dual compensation received is to be turned in to the FMF. 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 FID DS01 using the company code of the servicing FMF or AFFSC. When the Joint Uniform Military Pay System Miscellaneous check is received in the FMF/AFFSC, 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 FMF, 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*, are attached. A multiple DD Form 139 or cover letter, not to exceed 15 members, may be accepted but cannot be attached to the CMS due to Personally Identifiable Information concerns.

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, they are 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 FID DS01 transaction with indebtedness-type V. Use the D company code of the FMF in the FID DS transaction. When the Joint Uniform Military Pay System Miscellaneous check is received in the FMF/AFFSC, the collection is made, using a DD Form 1131, to the proper appropriation/line of accounting.

70.12. Miscellaneous Indebtedness. Do not input any miscellaneous debt using a line of accounting/appropriation. All FID DS transactions are input using a company code for the responsible FMF or AFFSC. For all other FID DS debts, the D company code of the FMF is used, if the creditor organization doesn't have a company code established, unless specifically excluded in the paragraphs below. When the Joint Uniform Military Pay System Miscellaneous check is received in the FMF/AFFSC, the collection is made, using a DD Form 1131, to the proper appropriation/line of accounting.

70.13. 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, or when an advance travel payment is made and the member does not perform the travel.

70.13.1. When an indebtedness is identified, finance travel section notifies the member of the debt. If the member does not pay the debt, finance travel section prepares a DD Form 139 and forwards it to military pay section for processing. The repayment is to be collected by the Date of Separation, and the minimum monthly repayment is $50. A FID DS01 transaction with indebtedness type P is processed to begin collection.

70.13.2. The appropriate FMF's D company code or the D company code for the AFFSC should be used in the FID DS01 transaction. This applies to all Reserve Travel System debts, including open allotment citing station 525725, as well as other Military Services. Appropriations should not be used for any Travel Miscellaneous debts (FID DS type P); this ensures the debt is cleared out of the paying travel system.

70.14. Cost-Charge Transportation Request. A member on leave in the local area may be issued a Transportation Request for return travel to their duty station. The cost of this Transportation Request is deducted from the member's MMPA.

70.14.1. If the Transportation Request is issued by a Transportation Management Company, a billing is received by the travel Subject Matter Area. Travel pays the billing and furnishes a

copy of the paid voucher to Military Pay. Military Pay processes a FID PC03 transaction, using the T disbursement voucher number for the cost of the Transportation Request. (See **chapter 36**, for processing instructions.)

70.14.2. If the Transportation Request is issued by a non- Scheduled Airline Ticket Office, the issuing office bills DFAS-Indianapolis Center and sends the member's servicing FMF a letter advising of the Transportation Request. The latter information is used only to answer customer inquiries. DFAS-Indianapolis Center pays the billing and forwards documentation for collection from the member's MMPA.

70.14.3. When a member reports for transportation requiring travel between the CONUS and overseas or between overseas areas, a Military Travel Authorization is issued. Cost charge Military Travel Authorizations are all sent directly to Headquarters Air Mobility Command/ACIA. Upon receipt of the Military Travel Authorization, ACIA prepares a SF 1080, *Voucher for Transfers Between Appropriations and/or Funds*, for processing of a PC03 against the member's MMPA by the Scott Air Force Base finance office using a "T" disbursement voucher number for the cost of the Military Travel Authorization.

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. DD Form 200 supports the DD Form 139 received from the Accounting Liaison Office. A member's signature in block 16 of the DD Form 200 assures that they have been notified of the financial liability. (If signature is absent, return the documents to the Accounting Liaison Office, who 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 FMF 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 FMF and personnel. The FMF holds the statement in suspense pending receipt of the DD Form 114, from personnel. If member pays cash or permits a payment deduction, process a FID DS using a D company code for the FMF. When the Joint Uniform Military Pay System Miscellaneous check is received in the FMF, 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 notifies 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 FMF. The DD Form 139 is to indicate when the housing office notified the member of the debt. The FMF processes a FID 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 FMF in the interim.

70.19. Replacement Checks and FMF-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 FMF 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 is to be notified of the debt and asked to make immediate payment to the FMF. If the member refuses or does not respond to the notification, prepare a DD Form 139 (see figure 2.6) and process a FID DS01 transaction with indebtedness-type D and the FMF's D prefix company code.

70.19.1. When the Treasury Department denies the FMF'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, 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 FMF 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 DOD 7000.14-R, Volume 7A, chapter 50.)

70.19.3. FMFs 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 FMF by the next payday and is to be provided with at least 30 calendar days' written notice of due process in accordance with DOD 7000.14-R, Volume 7A, chapter 50. If the payment is not received within 30 calendar days, the FMF submits a DD Form 139 to the service disbursing officer currently servicing the member. The DD Form 139 is to contain the following statement: "Member has been provided due process in accordance with DOD 7000.14-R, 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/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, the due process requirements 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 an Office of Special Investigations Report. When an Office of Special Investigation report indicates a debt should be established, it is the responsibility of the FMF where the member is assigned to ensure that the debt is verified, computed, and

established. These actions are normally taken by the organization responsible for the subject matter of the debt. If the member has departed on a PCS move, issue a DD Form 139 (with supporting documentation) to the member's gaining FMF as outlined in **chapter 2**. If the member has separated, establish the debt and follow procedures outlined in DOD 7000.14-R, Volume 5, chapter 29, and AFI 65-114. In all cases, the initiating FMF is to provide a report to DFAS as outlined in DOD 7000.14-R, Volume 5, chapter 28.

70.20.1. Tainted Claims. When in receipt of an Air Force Office of Special Investigation's Report of Investigation, the entire entitlement paid during the period in question would be posted to the MMPA without benefit of an offset of what the member would have otherwise been due had the fraudulent activity not occurred. Per DoD FMR Vol 5, Chapter 12, once fraud has been reported the base level office cannot certify any of the items for payment if it is resubmitted.

70.20.2. To receive credit for what the member may have been entitled to, member is to file a claim through the Defense Office of Hearing and Appeals (DOHA) for approval before any offsetting entitlement is posted. In the event a member is tried by Court Martial and found "Not Guilty," then an overpayment condition would still exist as a result of the investigation. However, credit could possibly be given for what would have otherwise been due if the member was willing to submit "updated" documentation such as an AF Form 594 **(T-0)**.

70.21. Air Force Education Assistance. The Air Force Education Assistance has been centralized at the AFPC/DPSIE. The Air Force Automated Education Management System (AFAEMS) is the system of record to request, approve, monitor completion, arrange for reimbursement resulting from unsatisfactory completion, and for debt management with collection from a member's military pay. A member agrees to voluntary collection when reimbursement is required; therefore, the FMF is not required to provide due process. Upon determination that a member is in debt for Air Force educational assistance, The Air Force Automated Education Management System sends members a notification with a 30 calendar day suspense date for members to provide grades, resolve issues, or select payment options prior to processing deductions on the DD Form 139.

70.21.1. To process the debt, the AFPC/DPSIE prepares a DD Form 139 and establishes a CMS inquiry to forward to the member's servicing FMF. The DD Form 139 specifically states that full collection is to be accomplished not to exceed the rate in accordance with the DOD 7000.14-R, Volume 7A, Paragraph 500104.A, or an amount requested by the member for repayment within six months. FMFs post the FID DS01 transaction with indebtedness type U and using company code D016374 assigned to the Military Tuition Assistance Central Office. If there are multiple courses, please process them as one reimbursement as designated on the DD Form 139. After the FID DS01 has updated on the MMPA, the DD Form 139 is completed by the FMF and attached to the CMS inquiry and returned to the originator. If members contact the FMF regarding successful course completion, please do not attempt to stop or refund members. Refer the member to the Education office for assistance.

70.22. Meal Charges. See **paragraph 25.8**.

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, *Telephone Systems Management*), and trailer space rental. The member is 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 FID DS01 transaction with indebtedness type K and the D prefix company code shown in the appropriation data field on the DD Form 139. If the Base Accounts Receivable System is utilized, the collection is made by DJMS-AC via posting a partial (FID 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 Temporary Duty. When a member checks out of quarters, they are 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 FMF. The DD Form 139 is to indicate when the billeting office notified the member of the debt. The FMF processes a DS01 transaction with indebtedness type J. If the billeting office is Air Force, the D prefix company code of the billeting office is to 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 FMF 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, the DJMS-Active Component provides salary offset collections from members' pay to non-Department of Defense 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 is established as a miscellaneous debt (FID 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.

70.26. Other Miscellaneous Debts. Debts listed below are collected using the procedures in this paragraph. Contact your AFIMSC 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. (Department of Veterans Affairs 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 is to be provided to the FMF to support the collection action. The initiating office is to have first contacted the member before requesting deduction.

70.26.3. Normally a DD Form 139 is submitted to the FMF 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 FMF prepares a DD Form 139 for a member, but the funds pertain to another FMF, send one copy of the form, after posting, to the other FMF.

70.26.4. Process a FID 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 FID

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 FMF in the interim.

Chapter 71

INDEBTEDNESS - DISHONORED CHECKS, COMMISSARY OR NON-APPROPRIATED FUND INSTRUMENTALITIES (NON- APPROPRIATED FUND INSTRUMENTALITY)

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. Air Force Non-appropriated Fund Instrumentality

71.1.4. Other Services Non-appropriated Fund Instrumentality

71.1.5. Army & Air Force Exchange Service

71.1.6. Army & Air Force Exchange Service Tactical Field Exchange

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, *Strom Thurmond NDAA for FY 1999*, 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 Servicemembers' Group Life Insurance premiums) are subject to deduction for the dishonored check.

71.3.1. Commissaries located in CONUS submit these debts directly to DFAS-Columbus (DECA), not to the FMF. Commissaries located overseas submit these debts to the local FMF.

71.3.2. When a check is returned as uncollectible, the commissary is to 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 FMF. The DD Form 139 is to 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, add the D prefix company code of the activity to receive payment for the dishonored check and processes the collection.

71.3.2.1. For members not serviced by the local FMF, send the DD Form 139 package to the member's servicing FMF.

71.3.2.2. For members serviced by the local FMF, the military pay section advises that the DD Form 139 is being processed.

71.3.3. The member is to be given a 30 calendar day notice per **paragraph 69.3**. The 30 calendar day notice begins on the date of the commissary's letter to the member. The FMF is not required to give the member additional notification. The FMF processes a FID 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 and responsible for charges of and 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 or guest of the member, may not be collected without the member's consent.

71.4.1. Consent Agreement. A Non- Appropriated Fund Instrumentality may require a member to sign a consent agreement before authorizing charges or check-cashing privileges for the member or his/her dependent(s). A consent agreement is a written statement authorizing deduction from pay for the debt. The agreement is to be a clear and precise authorization containing the member's SSN and is to 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 (Non-Appropriated Fund Instrumentality 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 Non- Appropriated Fund Instrumentality involved.

71.4.2. Notification. When an indebtedness occurs, the member is notified by the Non-appropriated Fund Financial Management Branch or Non- Appropriated Fund Instrumentality 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 Non- appropriated Fund Financial Management Branch or Non- Appropriated Fund Instrumentality notifies the member's unit commander for assistance in collection of the debt. If the member is separating within 30 calendar days, notification to the unit commander is not required. The Non- appropriated Fund Financial Management Branch prepares a DD Form 139 and forwards it to the member's servicing FMF.

71.4.3. FMF 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 DoDFMR 7000.14, Volume 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 DOD 7000.14-R, 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 is to conform to 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 is to include the amount of the debt, the date of the debt, the member's social security number, 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 calendar 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 is to be in the appropriation data field on the DD Form 139.

71.4.3.5. If the member is separating within 30 calendar days, the following statement is to also be on the DD Form 139: "The member is scheduled to separate on (date), notification to the unit commander is waived." The FMF accepts the DD Form 139 providing the member has not cleared the FMF on out-processing.

71.4.3.6. If the DD Form 139 is not complete, return to the Non- appropriated Fund Financial Management Branch for appropriate action.

71.4.4. Collection of Indebtedness from MMPA. The debt is collected from the MMPA after the FMF 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 FMF may input a valid debt on the MMPA. Generally, the collection is a one-time deduction unless the debt causes collections to exceed the appropriate rate of collection for the type of debt or results in documented financial hardship.

71.4.4.1. If the member is not separating within 30 calendar days, process a FID 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 Retired and Annuity Pay, P.O. Box 7130, London KY 40742-7130. The number is 1-800-321-1080 and the fax number is 1- 800-469-6559.

71.4.4.3. If the member is separating within 30 calendar days, compute the amount of pay due the member through date of separation, including any accrued leave and taking into consideration any other known debts, excluding the miscellaneous indebtedness identified in **paragraph 69.14.1**.

71.4.4.3.1. If the member has enough pay due, based on the computation, to satisfy the Non- Appropriated Fund Instrumentality indebtedness, process a FID DS01 transaction with indebtedness type M and the D prefix company code in the appropriation data field of the DD Form 139.

71.4.4.3.2. If the member has pay due, but does not have enough pay due, based on the computation, to satisfy the Non- Appropriated Fund Instrumentality indebtedness, process a FID 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 Non- appropriated Fund Financial Management Branch 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 FIDs LF/N7/NN entry of the MMPA for the Non- appropriated Fund Financial Management Branch to pursue collection.

71.4.4.3.4. For the FID 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 Non- appropriated Fund Financial Management Branch. 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 FID DS01 transaction processed for the Non- Appropriated Fund Instrumentality 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 is to contact the Non- appropriated Fund Financial Management Branch 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 (Non- Appropriated Fund Instrumentality) 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 accomplished without the member's consent.

71.5.1. Consent Agreement. A Non- Appropriated Fund Instrumentality may require a member to sign a consent agreement before authorizing charges or check-cashing privileges for the member or his/her dependent(s). A consent agreement is a written statement authorizing deduction from pay for the debt. The agreement is to be a clear and precise authorization containing the member's SSN and is to 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 Non- Appropriated Fund Instrumentality involved.

71.5.2. Notification. When an indebtedness occurs, the member should be notified by the Non-Appropriated Fund Instrumentality concerned and asked to make payment for the debt. If the member refuses, does not make payment, or does not respond, the Non- Appropriated Fund Instrumentality notifies the member's unit commander for assistance in collection of the debt. If the member is separating within 30 calendar days, notification to the unit commander is not required. If the DD Form 139 does not indicate when the member and commander were notified, return the DD Form 139 to the Non- Appropriated Fund Instrumentality for completion.

71.5.3. Collection of Indebtedness from MMPA. The debt is collected from the MMPA after the procedures in **71.5.2** 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 FMF may input a valid debt on the MMPA. Generally, the collection is a one-time deduction unless the debt causes collections to exceed the appropriate rate of collection for the type of debt or results in documented financial hardship.

71.5.3.1. Process a FID DS01 transaction with indebtedness type M and the D prefix company code of the Non- Appropriated Fund Instrumentality shown on Table 50.

71.5.3.2. If the member is separating within 30 calendar 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/her pay for that month, unless the member agrees to a collection of all pay. Process a FID 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 Non- Appropriated Fund Instrumentality shown on Table 50.

71.5.3.3. Return a posted copy of the DD Form 139 to the Non- Appropriated Fund Instrumentality. 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 FID DS01 transaction processed for the Non- Appropriated Fund Instrumentality indebtedness.

71.5.3.4. If the member disputes collection and the debt was properly processed based on the DD Form 139, the member is to contact the Non- Appropriated Fund Instrumentality to resolve the dispute.

71.6. Army and Air Force Exchange Service. 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 account. The DoDFMR authorizes involuntary collection from a member's 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. Headquarters-Army and Air Force Exchange Service (ADSN 3730) is required to provide the member with 'due process' prior to making any collection from pay. They are to provide two notices to the member requesting payment. If the member does not make payment or does not respond, Headquarters-Army and Air Force Exchange Service notifies the member's commander for assistance. At this point, Headquarters-Army and Air Force Exchange Service begin collection actions. When the debt is incurred by a member's dependent, Headquarters-Army and Air Force Exchange Service is required to obtain written consent from the member prior to any collection actions.

71.6.2. Edits. The edits for the FID DS01 (start), FID DS04 (change), and FID DS06 (cancel) for INDEBT- TYPE F and company code D005245 are as follows:

71.6.2.1. FID DS01-Start: Headquarters-Army and Air Force Exchange Service inputs a FID DS01 with an INDEBT-TYPE F and company code D005245. The input FID DS01 SPEC-INDEBT and AMT-SPEC-DEDTN-CR-MO fields could contain different values. The FID DS entry SPEC-INDEBT and AMT-SPEC-DEDTN- CR-MO contain the value of the input FID DS01 AMT-SPEC-DEDTN-CR-MO field. The FID DS entry is displayed in the closed portion of the MMPA.

71.6.2.2. FID DS04-Change: This transaction edits against the INDEBT-TYPE (F) and company code (D005245) fields only. Since the FID DS entry is to be closed on the MMPA, the edits have been changed to process against a closed entry. (The input FID DS04 SPEC-INDEBT and AMT- SPEC-DEDTN-CR-MO fields could contain different

values.) The FID DS entry SPEC-INDEBT and AMT-SPEC-DEDTN-CR-MO field. **Note:** A FID DS04 processes against a current month closed for INDEBT-TYPE F only.

71.6.2.3. FID DS06-Cancel: This transaction edits against the INDEBT-TYPE (F) and company code (D005245) fields only.

71.6.3. Headquarters-Army and Air Force Exchange Service Procedures. After the member has been provided 'due process', Headquarters-Army and Air Force Exchange Service takes the following actions:

71.6.3.1. Input a FID 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) is sent to the finance office notifying them that AAFES has processed a FID DS01 (start).

71.6.3.2. Input a FID DS04 (change) transaction whenever an adjustment is required to the debt.

71.6.3.3. Input a FID DS06 (cancel) transaction as required.

71.6.3.4. The transactions are file transferred via JDC to DFAS-DE, as required.

71.6.3.5. Headquarters-Army and Air Force Exchange Service is responsible to answer the member's questions regarding the AAFES debt.

Figure 71.1. AAFES Debt Phone Numbers.

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 is required to review each MMPA listed on the management notice to ensure the deduction amount does not exceed the amount authorized for collection under DoD 7000.14-R Volume 16, paragraph 030305.

71.6.4.1. If the deduction amount exceeds the amount authorized, process a FID 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 FID 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 FID DS06 (cancel) transaction as required. This is an exception; most of the time a FID DS06 is processed by HQ-AAFES.

71.6.4.4. The FMF responds to 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 FMF immediately prepares a DD Form 139 for each dishonored check received and submits it to the appropriate servicing FMF (Military Pay) with a copy of the front and back of the check. The amount of the indebtedness shown on the DD Form 139 is 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 FMF notifies the member and processes the collection with a FID 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/her dependent(s). A consent agreement is a written statement authorizing deduction from pay for the debt. The agreement is to be a clear and precise authorization containing the member's SSN and is to 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 calendar days, notification to the unit commander is not required. The DD Form 139 is to either state that the member's commander was notified and due process procedures, as provided in DOD 7000.14-R, Volume 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. The debt is collected from the MMPA after the FMF procedures in paragraph 71.8.2 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 FMF may input a valid debt on the MMPA. Generally, the collection is a one-time deduction unless the debt causes collections to exceed the appropriate rate of collection for the type of debt or results in documented financial hardship.

71.8.3.1. Process a FID 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 calendar 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 FID 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 FID 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 is to contact the exchange to resolve the dispute.

71.8.4. Navy Exchange Service Debts. Effective 1 September 2000 Navy Exchanges are authorized to process FID DS transactions directly against Air Force MMPAs for Navy Exchange debts. Effective 1 September 2000, Navy Exchange Service advised their offices to begin the direct input and to cease issuing DD Form 139s to finance. If a DD Form 139 is received for these debts, return it to the originating office. Navy Exchange Service has agreed to provide due process for these debts and answer questions about these debts. Members questioning these debts should be instructed to call Navy Exchange Service at their toll free number 1-800-648-7745.

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-Uniform Code of Military Justice.

72.2. Federal Tax Levies:

72.2.1. DFAS receives a Notice of Levy from the IRS. DFAS sends a CMS case notice to the servicing FMF with parts 2-5 to the FMF and also monitors and posts the indebtedness. Upon receipt of the Notice of Levy message, the FMF or representative does the following:

72.2.1.1. Contacts the member to whom the levy applies and asks the member to appear in the FMF within 3 duty days. If the member is on temporary duty or leave, notifies DFAS of the expected return date. If the member is on temporary duty and does not return within 14 calendar days, notifies the temporary duty FMF to contact the member to complete the necessary forms.

72.2.1.2. Personally counsels the member on these points:

72.2.1.2.1. The levy is 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 IRS 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 DOD 7000.14-R, Volume 7A, paragraph 440204, are 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 DOD 7000.14-R, Volume 7A, paragraph 440301. Any new payment terms, or waiver of levy, are strictly between the member and IRS. However, this does not stop the initial deductions from the MMPA.

72.2.1.2.4. The member is provided 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. A signed IRS Form 668-W, parts 3 and 4 are to be provided by the member. Additionally, the member is to submit a new IRS Form 668-W, parts 3 and 4 if the number of dependents changes during the levy collection period.

72.2.1.3. Support 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. IRS 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 IRS Form 668-W, notify 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 the appropriate transactions.

72.2.1.5. Give the member a copy of the reverse of part 5, IRS Form 668-W, before requiring completion of the foregoing statement of personal exemptions.

72.2.1.6. When the statement of personal exemptions or IRS Form 668-W, parts 3, 4 and 5, has been completed, give the member Part 5 and send Parts 3 and 4 to DFAS.

72.2.1.7. If no IRS Form 668-W (Parts 3, 4, and 5) is available, type on 8 1/2" X 11" paper, the statement of exemptions.

72.2.2. If the member has a Notice of Levy being deducted and files a current year return showing a refund due, the IRS normally uses the refund to offset any prior tax levies. The IRS does this for any payroll deductions not received from DFAS. The member receives a notice of this action from IRS who also forwards either a partial or full Release of Levy 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 the IRS can refund any amounts already disbursed to their agency, not DFAS.

72.2.3. The levy is processed as a FID 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. All documentation concerning personal bankruptcies for active duty members is sent to DFAS-HGA/Cleveland for review and further action. Hardcopy documentation may be sent to:

Table 72.1. DFAS-HGA/Cleveland Address.

DFAS-HGA/Cleveland Garnishment Operations P.O. Box 998002 Cleveland OH 44199-8002
The best method for getting the documentation to DFAS-HGA/Cleveland is to use the Fax Gateway toll free number: 1-877-622-5930. Faxing via this number automatically posts the bankruptcy to the web-based imaging system.

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/Cleveland by the court's bankruptcy clerk. If the FMF receives a copy of the petition, contact DFAS-HGA/Cleveland to determine if they have received a copy. The FMF 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 FMF receives a copy of the court finding, contact DFAS-HGA/Cleveland to determine if they have received a copy.

72.3.1.3. Upon receipt of a bankruptcy order, DFAS-HGA/Cleveland 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-Indianapolis takes 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/Cleveland and the Air Force Legal Operations Agency/JACQ. The Air Force Legal Operations Agency /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 FMF is to 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, 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 FMF is to notify DFAS upon receipt of a new DD Form 139.

72.3.2. Wage Earner Plan. This type of bankruptcy is filed under chapter XIII of the Bankruptcy Act, as amended by the Bankruptcy Reform Act of 1978. Under Wage Earner Plan, the member agrees to pay all of his/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 Wage Earner Plan, 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(s).

72.3.2.1. Upon receipt of the court-approved Wage Earner Plan from DFAS-HGA/CL, DFAS-Indianapolis sends a message notifying the FMF that a court approved Wage Earner Plan has been received. The message states the total amount of the Wage Earner Plan, the monthly deduction amount and the month the deduction is to begin. DFAS-Indianapolis processes a FID DS01, indebtedness type B, with the appropriate D company code to start the deduction.

72.3.2.2. The FMF may not at any time process a FID DS transaction that causes a Wage Earner Plan to be started or altered in any way. If the FMF receives any court documents

concerning a Wage Earner Plan, the documents are to be immediately forwarded to DFAS-Indianapolis through DFAS-HGA/Cleveland.

72.3.2.3. United States debts accumulated after the Wage Earner Plan have priority for deduction over the Wage Earner Plan.

72.3.3. Wage Earner Plan and Straight Bankruptcy. If a member has a Wage Earner Plan and is filing a straight bankruptcy, the FMF is to immediately forward the court document to DFAS-Indianapolis through DFAS-HGA/Cleveland so that the Wage Earner Plan 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. 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 51-306, *Claims For and Against The Air Force*. The FMF should process a FID 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 FID DS01 transaction to provide for prompt collection of the debt. The FMF's D prefix company code should be used in the FID DS01 transaction. When the FMF 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 a SF 1047 to issue a check to the non-government activity. Provide a complete explanation on the SF 1047 for the payment.

72.5. Travel Card Debts. Public Law 105-264, *The Travel and Transportation Reform Act of 1998*, established policies for the Department of Defense to collect travel card delinquent debts. Once a travel card debt is unpaid over 90 calendar days, the company is to provide the member with due process by mailing a debt notification letter to the last known address. If no response within the next 30 calendar days, the debt is referred to DFAS for collection action (now 120 calendar days delinquent). Reference DOD 7000.14-R, Volume 7A, 500104B.

72.5.1. The creditor forwards a file of debts to DFAS-AHA/Cleveland (Project Management Office) once a month to start collection action via the Salary Offset Program. The DFAS-Cleveland identifies members on this list having an active DJMS-Active Component account and refers the debt collection start actions to the DJMS-Active Component.

72.5.2. The Salary Offset Program automatically establishes a FID DS type T debt, company code D410742, against the member's pay account computing 15 percent of disposable pay. At the same time the program sends the member a courtesy "Notice of Collection Action" letter telling members to call the creditor with any inquiries and sends a management notice to the FMF.

72.5.3. DFAS is without authority to adjudicate debts on behalf of the creditor. The member is to work directly with the creditor to correct any discrepancies.

72.5.4. If the creditor receives payment in full and wishes to discontinue collection action, they send a stop collection request to DFAS-Cleveland. DFAS-Cleveland forwards a weekly listing of accounts, to the DJMS-Active Component, for automatic stop actions. This stop process normally takes 60 calendar days to complete from the time the debt is paid in full.

72.5.5. All refunds of amounts over-collected, or collected in error, are refunded directly to the member by the creditor.

72.6. Treasury Offset Program. The Debt Collection Improvement Act of 1996 requires all federal agencies to have the Treasury Offset Program collect any debts due them. The agency is to provide due process notice (written notice) of the debt to the member's last known address. Treasury Offset Program debts follow the same salary offset procedures as travel debts (see **paragraph 72.6** above).

72.6.1. The system automatically establishes FID DS type T debts, company code D411955, for Treasury Offset Program debts.

72.6.2. Members are to contact the Treasury Offset Program office at (800) 304-3107 for all inquiries The Treasury Offset Program office only discusses this debt with the member. They do not discuss the debt with FMF personnel. Finance and Accounting Service cannot administer these debts. All negotiations are to go through the Treasury Offset Program office to the federal agency holding the debt.

Chapter 73

REMISSION AND WAIVER

73.1. Remissions-Description. A military member or their Commander may apply for remission of an indebtedness to the United States. The Secretary of the Air Force may remit or cancel 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 it is considered to be in the best interest of the United States. Generally, any indebtedness may be considered for remission including those listed in the DOD 7000.14-R, Volume 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.

73.2. Substantiating Documents:

73.2.1. DD Form 2789, *Waiver/Remission of Indebtedness Application*. Member furnishes all information required on DD Form 2789 Section I **(T-0)**.

73.2.2. AF Form 2451. Member completes AF Form 2451, Section I, if hardship is a factor, and furnishes proof of minimum monthly installment payments. Do not list deductions for savings and Thrift Savings Plan/Individual Retirement Account.

73.3. FMF:

73.3.1. Ensures all required entries on DD Form 2789 are completed, to include the Commander's blocks on the second page of the form (blocks 20-22) **(T-1)**, and requests clarification if necessary. The new version of the DD form 2789 authorizes Commander or Supervisor, the Air Force has stated Commander only **(T-1)**. Completes DD Form 2789, section II. These documents are essential to the processing of remission cases; therefore, it is imperative they be included. The FMF ensures that blocks 25 and 27, 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 they owe." is insufficient as it does not consider good faith, hardship, or other aspects of the case.

73.3.2. After review is complete, ensures that the DD 2789 is signed by either the comptroller or superintendent (block 30) **(T-1)**. The following table lists the minimum document requirements. **Note**: There may be additional documents required based on the member's specific circumstances:

Table 73.1. Supporting Documentation for Remission/Waiver Application.

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. LES	Pay and allowances debts for the period of overpayment.
4. Debt source documents and a detailed debt computation.	All cases. Ensure the debt computation reflects what was paid versus what should have been

5. AF Form 417, *Certification for Payment Under Do-It- Yourself 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*.	Personally Procured Move debts (formerly referred to as Do It Yourself move).
6. AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters or Dependency Re-determination*.	BAH Debts
7. Aeronautical Orders.	Fly pay debts.
8. DD Form 200, *Financial Liability Investigation of Property Loss*	Government Property Lost or Damaged debts.
9. Reenlistment Contracts.	Reenlistment bonus debts, including reason for recoupment.
10. DD Form 139, *Pay Adjustment Authorization*.	Household goods debts.
11. DD Form 1351-2, *Travel Voucher*.	Travel debts.
12. AF Form 1613, *Statement of Service*.	Pay date debts or other service date debts (i.e. Entry on Active Duty).
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.

73.3.3. If member has submitted AF Form 2451, to have financial hardship as the reason for remission, verify that installment amounts are the minimum required by the creditors, the documents are current (dated within the last 60 calendar days), and the expiration dates of installment payments are correct. If information on the AF Form 2451 does not match supporting documentation, return the entire application to the member to correct. Also, amounts for medical and dental expenses are to be validated and explained. Complete AF Form 2451, Section II, and attach proof of minimum installment payments and proof of child support or alimony, if applicable.

73.3.4. If member is filing the remission based on financial hardship they are to provide an AF Form 2451 per block 14 of the DD Form 2789. If member refuses to provide AF Form 2451 then block 14 of the DD Form 2789 is to not state Financial Hardship as a reason.

73.3.5. The member checklist identifies some key points/steps in the remission process. Member is required to initial the yes column at block 16 and sign the checklist. An FMF checklist provides additional guidance designed to ensure the package is complete and facilitate the quickest resolution possible. Complete the FMF checklist and submit both with the remission package.

73.3.6. Ensure the debt is processed and suspended on the MMPA upon receipt of notification from member that a remission is requested. For members who are separating, see **paragraph 73.3.8** below. Advise member that debt collection is started if a complete remission package is not received within 10 duty days after the acknowledging receipt of the due process. Once

the member brings in the complete remission package and the FMF has accepted it, take action to re-suspend the debt awaiting final determination from SAF/MRB.

73.3.7. Within 5 duty days of receipt from member, establish a remission CMS case, case type AFFSC Case-Remission Application, and refer to AFFSC Remission Cases. Ensure complete and legible documentation is attached to the case. For cases involving a financial hardship, ensure the documentation supporting the AF Form 2451 is dated within the last 60 calendar days. Keep a complete copy of remission package in the FMF Management Case File. (See **paragraph 69.9**.) Major Command/FMF/FMP or AFIMSC functions are not required to routinely review remission cases but may choose to become involved. If group submission is needed, work through Major Command with AFIMSC to AFAFO-F.

73.3.8. If member's DOS is within 90 calendar days, annotate on the front of DD Form 2789 "PRIORITY-DOS (date)." No suspension is authorized for debt collection on members who are separating. The debt is to be collected the month prior to the DOS so if needed, accelerate the collection rate to ensure complete collection. If SAF/MRB approves or partially approves the remission, the money collected is refunded to the member.

73.3.9. All Voluntary Separation Pay recipients requesting consideration of a remission concerning Voluntary Separation Pay are sent to the AFFSC directly from the member – the FMF is not required to review those packages, but may establish a CMS case for the member if requested.

73.3.10. If an incomplete remission package is returned to the FMF for action and the package is not returned to the AFFSC within 5 duty days, the FMF is to start collection of the indebtedness. The FMF is to notify the member that the collection action is to begin and the date it will start being deducted from their pay.

73.3.11. FMF is notified from AFFSC of the final determination and receive a copy of the signed SAF/MRB Decisional Letter. The FMF notifies the member, via email, of the outcome and the immediate impact on the member’s pay. The FMF provides proof of delivery of the SAF/MRB decision to AFFSC via CMS.

73.3.12. The FMF can increase the pay rate established by SAF/MRB if the member concurs or if the debt cannot be collected prior to the member's DOS. The FMF is to notify the member of the action taken.

73.3.13. A request for decrease in the monthly collection rate is to be forwarded to the AFFSC. The FMF provides comment(s) on the reasonableness of the request. If hardship is the basis, a financial statement is to be submitted.

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, to SAF/MRB for final adjudication. AFFSC advises the Office of the SAF/MRB whether they agree with the FMF's recommendation, attaching the required documentation. Incomplete packages are returned to the FMF for action.

73.4.2. Upon receipt of the SAF/MRB decision, AFFSC processes the appropriate transactions into DJMS to include an FID N9 memo entry stating the final decision. The Case Management

Tracking System file is updated with the final decision. The AFFSC notifies the FMF, via the CMS case, of the final determination and attaches a copy of the signed SAF/MRB Decisional Letter.

73.5. Appeal. Appeal of SAF/MRB Decision. Once a determination has been made, the SAF/MRB does not review an appeal 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, per AFI 36-3034, *Remission of Indebtedness*, para. 6. No suspension of the debt is authorized during the appeal process.

73.6. Waivers-General. 10 U.S.C. § 2774, and DoDI 1340.23, *Waiver Procedures for Debts Resulting From Erroneous Pay and Allowances*, 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 are met by a finding that the erroneous payment occurred through administrative error and that there is no indication of fraud, misrepresentation, fault, or lack of good faith on the part of the member or any other person having an interest in obtaining a waiver of the claim.

73.6.1. Application for waiver is to 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/Indianapolis 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, to include Commander Endorsement and Signature in blocks 20-22. All information requested is to 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.

73.7.1. Waiver Checklist, Figure 73.3. This checklist is to be included in the package sent to DFAS and is to be signed and dated by the member on line 7 of the checklist.

73.8. FMF:

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. Attaches supporting documents, including a detailed debt computation. Provides Waiver Checklist (see Figure 73.3) to member and completes FMF portion upon receipt of member completed checklist. **Paragraph 73.7.1** above requires the member to sign and date the waiver checklist. By signing the checklist, the member is acknowledging they are eligible to apply for a remission with the Air Force in lieu of a waiver and that if waiver is chosen, the debt, as a matter of policy, is not to be remitted or cancelled through a later remission application.

73.8.2. Upon completion of Section II of DD Form 2789, FMF opens a CMS case type "Debts," scans and uploads the waiver application with supporting documentation, to include Waiver Checklist (see Figure 73.3), and refers case to DFAS, to the box "DCMO waivers." If

the Waiver Checklist is not included, DFAS returns the waiver package. FMF is to keep a complete copy of waiver package in the FMF management case file. (See **paragraph 69.9**.) AFIMSC/Major Command are not required to routinely review waiver cases but may choose to become involved.

73.8.3. If the case has not been referred back to the FMF with notice of adjudication, and no N9 memo entry reflects action, request case status after 90 calendar days from date of submission.

73.9. DFAS-Indianapolis:

73.9.1. Office JFEAB receives waiver application and opens the case on the Defense Debt Management System.

73.9.2. After notification of waiver decision is received, JFEAB accomplishes input of appropriate transactions to the DJMS. For miscellaneous-type debts, JFEAB prepares a DD Form 139 and forwards it to the company code assigned to the debt. The FMF and the member are informed of the final determination in CMS. DFAS-JFEAB/Indianapolis initiates refund action on any amount due the member.

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 calendar 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, are 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 for a refund of an amount previously collected for excess cost of a shipment of personal property.

74.1.7. Advance Decision. See DOD 7000.14-R, Volume 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 a member believes they are due additional pay or allowance, the member prepares a claim letter which includes:

74.2.1.1. Date prepared.

74.2.1.2. Identification of items claimed, period(s) involved, and amounts, if available.

74.2.1.3. Claimant’s signature and social security number.

74.2.1.4. Attaches any documents that support payment.

74.2.1.5. Submits claim to the FMF.

74.2.2. FMF Actions. FMF reviews claim, and:

74.2.2.1. Verifies previous periods of entitlement credited to member's account through inquiry procedures. If a determination can be made regarding entitlement, process the transaction, attaching the claim as part of the substantiating documentation for scanning into Financial Management Work Flow.

74.2.2.2. If adjudication of claim requires verification of creditable service beyond local capability, request verification directly from Headquarters AFPC/DPSI. 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-JFE/IN presumes that information cannot be obtained from AFAFO-F 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, AFIMSC submits a request to AFAFO-F to obtain the interpretation. Once the missing interpretation of policy or legislation has been obtained, FMF 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 AFIMSC 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, FMF'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, 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-JFLTBA/IN. Refer to the JTR, Chapter 10 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 they are 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.

74.3.1.1.5. Claimant's signature and social security number.

74.3.1.2. Attaches any documents which support claim.

74.3.1.3. Submits claim to FMF.

74.3.2. FMF Actions. Reviews the claim and ensures all applicable information is included. Completes the claim per DOD 7000.14-R, Volume 5. Prepares a transmittal letter addressed to AFAFO-F and JPPSO-SAT/ECAF in turn. Then forwards the complete claim package to AFAFO-F or the AFIMSC, if so directed by the AFIMSC. 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 MMPA is not closed, then the claim(s) are processed by DFAS-JFLTBA/IN. FMF assists separated member in filing claim if the claimant contacts the FMF.

74.3.3.2. DFAS-JFE/IN 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 AFIMSC after reply is received from DOHA.

74.4. Claims Involving Agencies Outside Air Force. Process as prescribed by the agency concerned.

Chapter 75

SAVE PAY

75.1. Description. Save Pay is a taxable 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 a 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 – Non Commissioned Officers are accepted to Officer Training School and commissioned upon graduation. Their gross pay as officers cannot be less than it was while holding their enlisted grade.

75.3. Source of Input. FID 09 input is restricted to DFAS. If a transaction affects an entitlement for the specific Save Pay type, a processed for review management notice is generated to DFAS 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. DFAS obtains the member's records from the other service to prepare a Save Pay calculation. (Warrant officers are paid as staff sergeants while in Officer Training School. The Save Pay is not effective until the actual commission is received.)

75.5. Interface with Change of Category (FID E6). If a FID E603 is processed and the member is changing category, enlisted to officer, an MRB management notice is received at DFAS to indicate the member has received a commission and may be entitled to Save Pay. DFAS computes any Save Pay and processes the FID 09 transaction.

75.6. FID 09 Entry on the MMPA. Recent entitlement changes have forced the use of the FID 09 entry on the MMPA for other than true Saved Pay entitlements. Examples include the meals and incidental expense payments to wounded warriors, BAS II for authorized members, Assignment Incentive Pay, etc.

Chapter 76

VOUCHER PROCESSING, DISPOSITION AND BALANCING

76.1. Description. As a critical element of internal control and fraud prevention, voucher balancing is important for two reasons: One reason is to detect and/or to prevent fraud. It is imperative that everyone who receives a payment has that payment deducted from his/her pay. The second reason is to insure timely and accurate posting of the payments/collections to DJMS and the Accounting System, General Accounting and Finance System (BQ). Voucher balancing is required on all vouchers that cite projects 510, 511, 530 or 531. Merged Accountability and Fund Reporting input is consolidated on the monthly JUMPS/Merged Accountability and Fund Reporting Reconciliation List PCN SH069-J03, commonly called the J03 Report, and DJMS input is recorded on the Voucher Balancing / Merged Accountability and Fund Reporting Reconciliation Report, PCN: MP-19-173, referred to as the 173 report. Both reports include the voucher number, voucher date, voucher amount, and the project. These procedures pay particular attention to detection of, and prompt action in, fraud cases.

76.2. Substantiating Documents:

76.2.1. DD Form 117, 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, (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, used to pay designated beneficiaries of deceased members, when supported by all legal documents required per **chapter 54**.

76.2.3. SF Form 1034, used to pay prior service members a clothing monetary allowance, initial, etc.

76.2.4. DD Form 1131, supported by required documents designating purpose of collection and other data necessary to process transaction.

76.2.5. SF1098, 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 Sequence:

76.3.1. Disbursing Vouchers.

76.3.1.1. Number 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 Fiscal Year; prefix each number with letter P (P0000001).

76.3.1.2. The Base Accounts Receivable System generates a voucher for those members having voluntary payroll deductions for accounts receivable debts. These generate a FID PK03 for posting to the member's MMPA.

76.3.1.3. Number all disbursement vouchers for automated daily payments (example: one-time bonuses) made at central site with consecutive numbers beginning with 000001 each new Fiscal Year; prefix each number with letters KA (KA000001).

76.3.2. Collection Vouchers. Assign 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 Fiscal Year; prefix each number with letters CP (CP000001).

76.3.3. Voucher Control Logs. Maintain 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 are to be accounted for. Voucher numbers not used for any reason are to be fully explained on the log. There should also be a manual voucher control log for Journal Vouchers (OF 1017G). It should contain the same information required for vouchers processed through Disbursing, and start with number 00001 at the beginning of each Fiscal Year.

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 – scanned into Financial Management Work Flow with original money accounts.

76.3.4.2. First copy -- to the FMF - retained accounts.

76.3.4.3. Second copy -- retained by the FMF for answering inquiries. An additional copy is required when vouchers are prepared by an accounting and disbursing agent or disbursing agent.

76.4. Voucher Preparation. Supporting documents prepared per instructions in **chapter 2** is to be examined closely for completeness before summary information is inserted on the vouchers. Do not prepare vouchers for over or underpayments of $10 or less (see chapter 2 of this manual, **paragraph 2.2.11**). 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, Merged Accountability and Fund Reporting, and International Balance of Payments. **Note**: Only the current fiscal year is available (authorized) when posting 57*3500 program 510, 530 or project 561 through the Defense Military Pay Office.

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 including the rank/grade so the voucher certifier can determine if the correct project is used.

76.4.3. Assign document control number per **chapter 2**.

76.4.4. Make sure detail amounts supporting voucher equal the total amount on the voucher.

76.5. Voucher Total Input Transactions. For each payment voucher, a FID PZ03 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. If a voucher cites projects 511 or 531 the DJMS input is to project 510 and 530 respectively. Likewise, for each collection voucher, a FID C903 is required for the total of all 510 collections and one for all 530 collections (FIDs C1 and/or C2) on the voucher. Payment or collection inputs for TLA (FID PS), initial clothing allowance (FID PT), or death gratuity payment (FID 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. For any payment requiring a FID PZ transaction, input the FID PZ and related detail (detail refers to a posting to an individual MMPA) into the first DJMS update after the day of payment. For the total and detail transactions to successfully balance in the DJMS, the sum of the detail transactions are to equal the total record.

76.6. Voucher Balancing. The Voucher Balancing/Merged Accountability and Fund Reporting Reconciliation Report (PCN: MP-19-173) is the basic tool provided to the FMFs to assist in fulfilling proper and timely posting of payment and collection transactions. The voucher balancing report is available, by ADSN, on the Sysout Archive and Retrieval found using SAR4, mode JFAMAFR. Also, the 173 report provides a comparison of payments and collections processed through DJMS to monthly amount for budget program 510 or 530 as reported through the Merged Accountability and Fund Reporting system. This comparison provides an accounting for payments and collections reported under two independent systems.

76.7. 173 Report. Voucher Balancing/Merged Accountability and Fund Reporting Reconciliation Report are to be reviewed to determine the status of payments and collections input to the DJMS. The 173 report 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 the Sysout Archive and Retrieval found using SAR4, mode JFAMAFR.

76.7.1. Section I, Voucher Data, shows all payment and collection input to DJMS. Each total transaction (FIDs PZ, C9, or PU) creates a line item on the 173 report 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, FID, 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 173 report until the voucher comes into balance. Out of balance voucher is indicated with *. Once a voucher comes into balance, the 173 report continues to show the voucher as a one-line entry (the total card) until the DJMS totals equal the Merged Accountability and Fund Reporting. A FID YX23 transaction may appear as a processed detail transaction with an input source of 3860. This is a DFAS-Indianapolis voucher-balancing unique transaction input by DFAS to balance a voucher for a payment made but not posted to the MMPA because there no active duty MMPA - possibly because the MMPA is no longer active, or in the case of the Reserve Component, because the member does not have an active duty MMPA - but the payment should be made out of 3500 funds.

76.7.2. Section II, Reconciliation of DJMS and Merged Accountability and Fund Reporting, shows the total reported by clearing account through Merged Accountability and Fund Reporting compared to the total (FIDs PZ, C9, or PU) successfully processed through the 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. FIDs PZ05, PZ06, C905, C906, PU65, and PZ95 transactions automatically update the DJMS total as shown in section II. The Merged Accountability and Fund Reporting amount is net (payments less collections) of all payments and collections reported through Merged Accountability and Fund Reporting. To determine the individual vouchers making up the Merged Accountability and Fund Reporting total, review the daily appropriation summary ledger. PCN SH069-J03 (JUMPS/Merged Accountability and Fund Reporting Reconciliation List) is to be furnished to DFAS so they can assist the bases with voucher balancing, if needed.

76.7.3. Section III, Adjustments to Merged Accountability and Fund Reporting, III shows all Merged Accountability and Fund Reporting totals and any adjustments to Merged Accountability and Fund Reporting. DFAS-Indianapolis voucher balancing point of contacts manually extract the Merged Accountability and Fund Reporting from the J03 reports for each base, and process a FID YX05 transaction in DJMS, using P1111111 voucher numbers for each 510/530 project amount. The FID YX05 is input based upon supporting documentation including OF 1017G, Journal Voucher, SF 1081, etc., which has been processed through the Merged Accountability and Fund Reporting. The 511/531 amounts shown on the J03 are usually entered in DJMS with a P2222222 voucher number, which also shows in Section III. If you process an adjustment voucher effecting 510/530, a copy of the processed adjustment is sent to your DFAS-Indianapolis voucher balancing point of contact. They record the adjustment in Section III of the month in which the original voucher that is being adjusted was processed and they post a reversal of the adjustment voucher in the processing month of the adjustment. This is done so the adjustment voucher does not create an out of balance condition between the DJMS/Merged Accountability and Fund Reporting. The system automatically totals up all 510 transactions, and all 530 transactions, and records the net value, by project, in Section II, Merged Accountability and Fund Reporting amount.

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 calendar 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. This section is where the number of vouchers out-of-balance that is recorded in the monthly metric is derived.

76.7.4.2. Part II, Current Period in Balance, provides the FMF with a count of the number of vouchers that came into balance for the period covered by the 173 report, regardless of the voucher date.

76.7.4.3. Part III, Merged Accountability and Fund Reporting/JUMPS Reconciliation, provides a recap of section II by year and month and clearing account as shown in section II. The Merged Accountability and Fund Reporting amount, total voucher amount, and difference amount are included to provide the reader a quick overview.

76.8. Daily DJMS/Merged Accountability and Fund Reporting Reconciliation. The FMF ensures that the appropriation being cited and reported through Merged Accountability and Fund Reporting 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 Merged Accountability and Fund Reporting) being corrected. If the discrepancy is discovered after the accounting month has been closed, it becomes a more complicated correction procedure (for corrections to Merged Accountability and Fund Reporting, 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 Merged Accountability and Fund Reporting, the Financial Management Analysis office receives a Daily Appropriation Summary Listing, or the Daily Audit Listing ledger which include the day's activity for each appropriation or budget program by voucher number and date. Customer Support gets a copy from the Financial Management Analysis office each business day (510 and 530 portions only) and uses one of the listings to validate the Merged Accountability and Fund Reporting input of the vouchers, the business date they were processed on, the voucher number, and the amount and project charged. Pay special attention to the project used to process each voucher into Merged Accountability and Fund Reporting. Customer Support is to also compare the listings to the total transaction being sent to DFAS as shown on the Daily Register of Transactions. If any discrepancy is identified, it is corrected in the next update.

76.9. Reconciling the 173 Report:

76.9.1. The products used to reconcile the 173 report are:

76.9.1.1. Daily Register of Transactions.

76.9.1.2. Daily Transaction Record (MP-19-100).

76.9.1.3. SF 1081

76.9.1.4. JUMPS/Merged Accountability and Fund Reporting reconciliation list (PCN SH-069-J03).

76.9.2. Daily upon receipt, the FMF should review and reconcile the 173 report for any out-of-balance vouchers. It is essential that the FMF account for the cause of the out-of-balance. The FMF has to reconcile current month as well as prior accounting year and month. In some cases, the FMF takes no action (FID PQ posting as FID NQ) but the responsibility to reconcile still exists.

76.9.3. Review section II of the 173 REPORT and determine if each clearing account for the year and month is in balance (DJMS total equals Merged Accountability and Fund Reporting). 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 Merged Accountability and Fund Reporting 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 Merged Accountability and Fund Reporting 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 173 report requires researching any differences in section II. (See **76.9.4** below.)

76.9.4. Review section I of the 173 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 is zero (FID PZ for total and FIDs 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 173 reports.

76.9.4.1.1. If the detail transaction cannot be located, review the Daily Transaction Record for any rejected transaction.

76.9.4.1.2. If the reject cannot be found, review the Daily Register of Transactions 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 the Defense Military Pay Office.

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 Daily Transaction Record for rejected total transaction, (total transactions are assigned a SSN of 999999999 for sorting purposes on the Daily Transaction Record). Next, review the Daily Register of Transactions to make sure that the total card was transmitted.

76.9.4.2.1. If a total transaction is not submitted or has rejected, re-input the total transaction (processing a FID PZ06 or C906 to cancel the original FID PZ03 or C903).

76.9.4.2.2. If the original FID PZ03 or C903 had an erroneous voucher number, voucher date, or amount, input a FID PZ05 or C905 to correct the original input.

76.10. FA0809D Report, Members with Uncleared FID NQ and FID PX Entries. This report is produced twice a month before the end of month. Data in this report is in SSN sequence within ADSN sequence. It shows the current status of recycling FID PQ transactions (FID NQ memo entries) and delinquent pay authorizations (FID PX entries). FID 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 FID PX or FID 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 FIDs NQ, N7, NN memo entries). Follow the procedures below. If additional guidance is required, contact DFAS. This report is found on JFAREG within SAR4.

76.10.1. FID 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 FID (for example, payment was reported as FID PQ and should have been FID PL). Cancel payment reported with erroneous FID and report correct payment. **Exception:** If erroneous FID was PL or PM, do not attempt to cancel. When a FID PL or PM payment transaction is received and no FID PL or PM authorization is present, these transactions recycle and cannot be canceled. Report correct payment and contact DFAS 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). When the ADSN is 3885, this payment is to be made by the FMF. Make sure DFAS is informed immediately of any items that may affect final settlement. This completes action necessary by the FMF. Open FID PX remains on MMPA and FA0809D report until out of Immediate Access Storage.

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 FID PQ26 transaction. If member is not due payment, take necessary action to have MMPA corrected (contact Military Personnel Section, DFAS, etc.). Erroneous entitlements generated from reenlistment or separation require DFAS 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. FID NQ entry present and:

76.10.2.1. Payment was incorrectly reported (possible erroneous FID, member did not reenlist or separate, etc.). Process a FID PQ06 to cancel payment to delete FID NQ entry, then report the 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 Military Personnel Section (FID NN entry on MMPA with output control code of E), contact the Military Personnel Section and ensure transaction is input and/or rejects are cleared.

76.10.2.2.2. If reenlistment, extension, separation transaction has recycled (FID N7 entry on MMPA), or has rejected to DFAS (FID NN entry on MMPA with output control code of N), action is to be taken by DFAS

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 FID PQ authorization, process a FID PQ06 transaction to remove the FID NQ entry. Report canceled FID PQ payment as a FID PK transaction, and report check cancellation transaction (FID C1) against the FID PK transaction.

76.10.2.3.2. If the member erroneously received payment, process FID PQ06 transaction to remove the FID NQ entry and report payment as a FID PK transaction. A debt is created for the overpayment. Contact the member to return money and process cash collection (FID C2) against the debt.

76.11. DFAS Processing. The processing logic of some of the systems programs at DFAS causes some transactions to reject or post as memorandum entries at DFAS. Memorandum entries (except FID NQs) are not passed to voucher balancing and therefore are not shown on the 173 report.

76.11.1. When a FID PQ03 is reported to DFAS without an authorization on the MMPA, the FID PQ03 posts as an FID NQ memo entry unless the MMPA is in a V status. It appears in section 8 of the Daily Transaction Record as a recycle. It also appears on the 173 REPORT as a recycle with recycle code RCA. However, the FID PZ03 processes and voucher balancing receives the FID PZ without any posted detail transaction. Thus an out-of-balance voucher is created. When the authorization is generated, the open FID PQ authorization appears on the MMPA. The FID NQ is released and closes the open FID PQ. This automatic processing of the FID PQ is shown in section IV of the Daily Transaction Record and as a processed transaction on the 173 REPORT. If the MMPA is in V status, the FID PQ posts as a FID PK and voucher balancing receives the FID 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 FID N6 memo entry.

76.11.3. If a SSN or name as shown on a payment does not match any record on the DJMS, the payment is automatically rejected to the input source with the exception of advance pay transactions (PAs) which recycle under certain circumstances. Also, program logic may prohibit the posting of a payment. In this case, a DFAS unique payment transaction has to be used and the FMF can review section 6 of the Daily Transaction Record for the processed transaction along with an explanation provided in the trailer record identified by FID N9. This payment posting would also appear on the 173 REPORT as a processed transaction with an input source of 38XX.

76.11.4. Clothing Maintenance Allowance, Initial, is shown on the MMPA as an FID 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 assistance when processing a collection transaction outside immediate access storage (see **chapter 2**).

76.12. Adjustment to Merged Accountability and Fund Reporting (Current FY or Prior FY). When an adjustment to Merged Accountability and Fund Reporting is required, use a SF 1081 or use a Journal Voucher (OF 1017G). The SF 1081 is used when the correction of the Line of Accounting changes the Fiscal Year or the basic symbol in the Line of Accounting. Any adjustment to subsidiary data within the same basic symbol/Fiscal Year is done on a Journal Voucher. 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 Merged Accountability and Fund Reporting adjustment include:

76.12.1. When a budget program or budget project is erroneously cited in Merged Accountability and Fund Reporting;

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 Fiscal Year for annual appropriation refunds to reimbursements and vice versa.

76.12.4. To reconcile section II of the 173 REPORT, forward to DFAS, all copies of adjustment voucher input to Merged Accountability and Fund Reporting 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, in these cases, the correction need only be processed through Merged Accountability and Fund Reporting.

76.13. Quality Assurance. The chief of customer support reviews the 173 REPORT monthly to determine that voucher balancing is being accomplished currently. Section IV, Part III, provides the year and month the DJMS voucher totals do not equal Merged Accountability and Fund Reporting totals. The FMF is 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 need to be developed. However, the local procedures are to 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.

Chapter 77

CROSS-DISBURSING (REFERENCE MATERIAL ONLY AS CROSS-DISBURSING IS NO LONGER DONE)

77.1. Description. FMF occasionally provides limited pay service to members of other services. When these payments are made, they are reported to the member's main payroll processing site – DFAS-IN for Army, DFAS-CL for Navy and Marine Corps.

77.2. Substantiating Documents. Retain supporting documents which can verify member's name, social security number and branch of service with a copy of disbursement voucher. Retain copies to include travel orders, LES and other documents if necessary. Annotate the member's identification number on the retained copy of the travel order or leave papers.

77.2.1. 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.

77.2.2. DD Form 1351-6 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.

77.2.3. DD Form 117, is used to process single payments. Show member's name, social security number, 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.

77.2.4. DD Form 139 is used to charge the pay accounts of members who are either absentees, deserters or escaped military prisoners for the cost incurred in providing transportation or meals to the member.

77.2.5. DD Form 397 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.

77.2.6. 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, *Authorization/Designation for Emergency Pay and Allowances*, and proper identification to any Deputy Disbursing Officer. Total amount designated in authorization is 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.

77.2.7. SF Form 1034, is used to authorize TLA payments to members of another service. Use statements, certificates or forms normally required by paying service to substantiate payments. Submit duplicate SF Form 1034 voucher to parent service's central site.

77.3. Transient Payments. FMFs 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 are to be established, since the FMF is the authorizing official. Payment documents should be processed and transmitted according to the following service's specific instructions.

77.3.1. Army:

77.3.1.1. FMFs may make casual payments to a soldier when the soldier's identity, entitlement and status so warrant. FMF should base soldier's entitlement on his/her current LES (DFAS Form 702). Use the soldier's Identification 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, Temporary Duty or PCS in-transit). For example, a soldier who is on:

77.3.1.1.1. Authorized leave needs to have a DA Form 31, *Request and Authority for Leave*, covering his/her absence from duty station;

77.3.1.1.2. Temporary Duty needs to have a DD Form 1610 covering his/her authorized Temporary Duty and any authorized leave in conjunction with that Temporary Duty; or

77.3.1.1.3. Leave in conjunction with a PCS needs to 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/her actions appear to be suspicious, or documentation is incomplete, you should access the Army DJMS to verify information. Once payment is made, you should process the documents according to procedures in **paragraph 77.4.1**.

77.3.1.3. FMFs should not make casual payments to an Army Reservist or National Guard member unless they are on extended active duty (over 60 calendar days). FMFs 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 are to present a military Identification card and orders or leave form. In addition members should have a copy of their latest LES that shows monthly entitlements. If there is any question about the amount to pay the member, FMF 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, FMFs 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, FMFs 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 calendar days) who request a casual payment are to present a military Identification card and orders or leave form. If the Marine presents a valid Identification card, but does not have orders or a leave form, or if there is any question about the amount to pay the member, contact DFAS-CL (JFLT) for assistance at DSN 580-6060 or commercial (216) 522-6060. Cross-disbursing payment vouchers should be reported daily to DFAS-CL (JFLTD) via organizational mailbox **CCL-MC-PAYROLL-RECON@dfas.mil** and should include member's name, social security number, amount of payment, payroll number, date of payment, and member's signature.

77.3.3.2. Partial payments to individual Marine Corps Reservists assigned to active duty for a period of 12 through 30 calendar days are provided only when Marine Corps disbursing facilities are not available. Before making payment, the FMF is to contact Marine Forces Reserve Finance Office by message or telephone (DSN 647-8339; commercial (504) 697-8339) 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 data is shown on the payment voucher using the pay appropriation data cited in the member's orders. The Deputy Disbursing Officer endorses 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 symbol number and Deputy Disbursing Officer's signature. Payment documents used for payments to Marine Corps Reservists identified in this paragraph are submitted to the organizational mailbox identified in **paragraph 77.3.3.1**.

77.3.4. Navy:

77.3.4.1. FMFs may make casual payments to sailors when the sailor's identity, entitlement and status so warrant. FMF should base sailor's entitlement on his/her current LES. Use the sailor's identification 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, Temporary Duty or PCS in-transit.) For example, a sailor who is on:

77.3.4.1.1. Authorized leave needs to have a NAVCOMPT Form 3065, Leave Request/Authorization hard copy document or NSIPS E-Leave authorization online version, covering his/her period of absence from duty station; covering his/her period of absence from duty station;

77.3.4.1.2. Temporary Duty needs to have a DTS Travel Authorization or DD Form 1610; or

77.3.4.1.3. Leave in conjunction with a PCS needs to have COMNAVPERSCOM orders or Standard Transfer Orders NAVPERS 1326/11, which shows a record of payments he/she has received, copies of his/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/her actions appear to be suspicious, or documentation is incomplete you should call DFAS-CL at 1-888-332-7411 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 Temporary Duty stations are 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 are limited to actual transportation cost to the next Temporary Duty or permanent duty station.

77.4. FMF 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 for their verification with the Merged Accountability and Fund Reporting report (Transaction For-Others Control Ledger) before mailing the AF Form 1209 and vouchers. Customer Support is to initial and date the AF Form 1209 to verify that the money amounts on the vouchers agree with the Merged Accountability and Fund Reporting report and that the vouchers have been forwarded to the central site of the member's service. Quality Examination mails AF Form 1209 after verification.

77.4.1.2. If acknowledgment is not received within 30 calendar days (45 calendar days overseas), prepare a copy of unacknowledged transmittal marked "--tracer copy" and send to appropriate central site. Central site then notifies FMF that transmittal was received or requests the FMF 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 FMF'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.

77.4.1.5. 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, FMF 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.

77.4.1.6. 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:

Figure 77.1. Address. Central sites for parent service.

Army DFAS - Indianapolis Center ATTN: Directorate of Military Pay (Payment Posting Team) 8899 East 56th Street Indianapolis IN 46249
Navy DFAS - Cleveland Center 1240 East Ninth Street Code JFLADB Cleveland OH 44199-2055
Marine Corps DFAS - Cleveland Center 1240 East Ninth Street Code JFLTD Cleveland OH 44199-2055
Coast Guard United States Coast Guard Military Pay Center Room 301 Federal Bldg. 444 Quincy St SE Topeka KS 66683

Chapter 78

PROMOTIONS, DEMOTIONS AND CORRECTIONS OF GRADE

78.1. Description. Grade change transactions are shown on the MMPA as an FID MD entry. The 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. 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 2nd Lieutenant 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.)

78.3. XL03 Management Notices. XL03 management notices are sent whenever an FID MD05 processes. The FMF verifies that all impacted entitlements are properly updated.

Chapter 79

EMERGENCY AND DEPLOYMENT PROCEDURES

79.1. Description. At times of emergency resulting from natural catastrophe, war, and other disasters, and during deployment operations, FMF are often required to make payments to members or their dependents. DOD 7000.14-R, Volume 5, provides guidance on designation of support bases to perform accounting and finance functions during periods of emergency conditions and AFI 10-213, *Combat Comptroller Deployment Program*, provides guidance on conducting operations under emergency conditions. Emergency payroll production and other central site procedures under emergency conditions are contained in a DFAS instruction currently being finalized.

79.2. Emergency Evacuation Definitions. For the purpose of this chapter, the following apply:

79.2.1. Adult dependent - dependent as defined in the DOD 7000.14-R, 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 - all members with dependents are to immediately complete DD Form 1337 upon entering an overseas theater (does not apply to Alaska or Hawaii). In addition, members in the overseas theater are to complete a DD Form 1337 upon acquiring a dependent.

79.3.2. DD Form 1351-2, completed to receive payment for travel and reimbursable expenses if entitled.

79.3.3. DD Form 1351-6 and/or DD Form 117 used by FMF to make evacuation payments.

79.4. Procedures:

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 FMF for payment. Give the form to the FMF. **Note:** DD Form 1337 is also used to designate the individual to whom evacuation allowances, authorized in JTR, 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. FMF Actions. Make emergency payments in available currency which is 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. DOD 7000.14-R, Volume 7A, chapter 32, contains authority for the advance pay upon evacuation of military dependents. Use DD Form 1337 as the controlling document for all evacuation payments. Do not make emergency allowance payments without it. Use DD Form 1351-6 and/or DD Form 117 to make payment. Report payment as FID PA. Use DD Form 1351-2 for payment of per diem for dependents while at their safe haven (evacuated) location. See AFI 65-114, chapter 11 for additional information on evacuation payments.

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.

79.5.4.1. Waiver of Right of Recovery. The FMF, upon receiving a copy of letter, with attachments from commander:

79.5.4.2. Reviews pay transaction data in application and verifies that amounts shown as paid agree with the MMPA and Daily Transaction Report 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.

79.5.4.3. If appropriate, establishes CMS cases to DFAS 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**.

79.5.4.4. File in the management file a suspense copy of: 'Application for waiver of recovery of $ (amount) under 37 U.S.C. § 1006(c) filed on (date).'

79.5.4.5. Endorses application to DFAS stating that amounts shown have been verified with Daily Transaction Report.

79.5.4.6. If member is discharged or released from active duty before receipt of waiver notification from DFAS, 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 reply is received (see **chapter 53**).

79.5.5. Upon receipt of notification from DFAS:

79.5.5.1. If application for waiver is approved, annotates the suspense copy: "Waiver of recovery under 37 U.S.C. § 1006(c) granted by The Secretary of the Air Force in amount of $, letter dated."

79.5.5.2. When application for waiver is disapproved, annotates the suspense copy: "Waiver of recovery under 37 U.S.C. § 1006(c) disapproved by SAF per DFAS letter dated."

79.5.5.3. Advises member of The Secretary of the Air Force 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 may waive recovery of not more than 1 months' basic pay advanced to member's dependents under 37 U.S.C. § 1006(c) Requests 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 is to 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 included in the submission if evidence indicates that recovery of full amount advanced is contrary to equity and good conscience under 37 U.S.C. § 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 FMF advises member as soon as possible after such FMF makes payment or receives notification from DFAS that payment was made by another FMF. 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** and **chapter 73**.

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 is to 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 Actions. Upon receipt of application for waiver of right of recovery, DFAS:

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 FMF.

Section 79B—Deployment

79.8. Deployment Briefing. The servicing FMF is to 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 FMF, and the period of deployment.

79.8.2. Inform members 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 the JTR, and AFI 65-114.

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 DOD 7000.14-R, Volume 7A, chapter 32, for conditions under which payments can be made and the repayment requirements for advances. Post payments to member's MMPA as soon as possible. FMFs 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 pays 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. FMF Actions:

79.10.1. Servicing FMF:

79.10.1.1. Applies Temporary Duty procedures except all management files are maintained by the servicing FMF. Only in extenuating circumstances, or when command of host base and command of Temporary Duty base mutually agree that it is advantageous for management files to be administered by FMF servicing the deployed unit, are files to be forwarded (hand-carried by the unit commander) to the Temporary Duty station.

79.10.1.2. When management files are kept by the servicing FMF, give any pay-affecting documents, originating at Temporary Duty 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 FMF for filing of appropriate documents.

79.10.1.3. For members electing to be paid by Temporary Duty FMF:

79.10.1.3.1. Identifies all members making this election.

79.10.1.3.2. Processes a start Temporary Duty ADSN (FID LD01). See **chapter 42**.

79.10.1.3.3. Processes an FID LD04 when member returns from Temporary Duty. This action causes payment to revert to the home station.

79.10.2. Temporary Duty FMF:

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, Temporary Duty 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 Temporary Duty station. When Temporary Duty ADSN is established on member's MMPA (by an FID LD04 transaction input by home station) any later Temporary Duty FMF to which member is diverted processes an FID LD04 transaction to change Temporary Duty ADSN. See attachment 18 for Format-IDs allowable for processing by Temporary Duty FMF.

79.11. Pay Entitlement Processing Application (PEPA). PEPA was developed to allow input of deployed pay entitlements by the finance office closest to the member's deployed location. The application is currently used to start imminent danger pay (FID 23) and CZTE (FID FL entry built based on FID 23 input) and stop meal deductions (FID DN) for members on ESM at the PDS. PEPA is also used to stop IDP, CZTE, HDP-Designated Location and FSA.

79.11.1. The Personnel SCO team notifies the finance office in the area that a member has arrived in country. Based on that notification, PEPA builds transactions that are uploaded to DJMS to start the appropriate entitlements.

79.11.2. When member departs the area, Personnel Support for Contingency Operations notifies finance that member has departed. PEPA is used to upload stop transactions as indicated above.

79.11.3. PEPA input is identified by ISI 4061.

79.11.4. PEPA is used for all members on Contingency/Exercise/Deployment orders who are identified in Deliberate and Crisis Action Planning and Execution System as deployed to the Air Force Central Command Area of Responsibility.

Chapter 80

PAY SERVICE FOR AIR NATIONAL GUARD (ANG) AND AIR FORCE RESERVE (AFRC) PERSONNEL

80.1. Description. Members of the Air Force Reserve Forces ordered to certain types of active duty for definite periods are paid by DJMS - Active Component. They are:

80.1.1. The ANG and AFRC 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 are to 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, 8021, 8033, 8038 and 849, and 32 U.S.C. § 708 authorizations.

80.1.2. ANG or AFRC officers and airmen on active duty tours and performing the following duties:

80.1.2.1. ANG and AFRC recruiters.

80.1.2.2. ANG and AFRC administrative support officers.

80.1.2.3. ANG members performing support alert duties.

80.1.2.4. ANG and AFRC air technician on test active duty.

80.2. Establishing Pay Accounts. See chapter 24 of Air Force Manual 65-116, V3, 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 duties.

80.3. Notification of Duty Performance for Individual Mobilization Augmentee Personnel. The following instructions are for reporting Individual Mobilization Augmentee duty performance to the servicing Reserve Payroll Office for payment processing. The purpose of this system is to transmit Individual Mobilization Augmentee pay data to the Reserve Pay Office via the CMS. The Individual Mobilization Augmentee notes the servicing Reserve Pay Office on the pay document or the FMF may access the DJMS – Reserve Component file, via application PRAA, to obtain the information from the administrative portion of the member's MMPA (first screen option).

80.3.1. General Information:

80.3.1.1. The ANG and the AFRC provide first line backup for the Air Force in the event of war, national emergency, or disaster. Their mission in peacetime is readiness. The Individual Mobilization Augmentee 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 is the base level personnel expert for Individual Mobilization Augmentees. The Base Individual Mobilization Augmentee works for the Chief, Military Personnel Section, and is the link with the Major Command Reserve Affairs Office, Readiness Management Group (RMG), and HQ Air Reserve Personnel Center. The function of the Base Individual Mobilization

Augmentee Administrator is to assist Individual Mobilization Augmentees with personnel matters and actions. It is recommended the FMF point of contact work closely with the Base Individual Mobilization Augmentee Administrator and the base level unit. The formation of a working group to initiate this program is strongly encouraged. Encourage the Individual Mobilization Augmentee to contact the Readiness Management Group at the Air Force Reserve Center at Defense Switched Network: 497-2385 / Commercial: (478)327-2385, FAX: 497-1830 / Commercial: (478)327-1830 between 0730 and 1800 eastern time.

80.3.1.3. The active duty FMFs report performance of active duty tours and inactive duty training periods for Individual Mobilization Augmentees performing at or near their bases. This pay data is reported via the CMS.

Chapter 81

VOIDABLE ENLISTMENT

81.1. Description. A fraudulent contract of enlistment or induction is not void but is voidable at the discretion of the government (DOD 7000.14-R, Volume 7A, chapter 1). When the government becomes aware of the fraud, it may void the contract or waive objection and allow the contract to continue. If an enlistment is initially determined void, the member is separated.

81.2. Procedures. The Military Personnel Section maintaining the member's field personnel record is responsible for submission of voidable enlistment data to DFAS. Required input is produced as a by-product of the personnel system (Military Personnel Data System) update.

81.3. Effect on MMPA:

81.3.1. Enlistment Initially Determined Void. Separate the member. (see **chapter 52** for separation procedures).

81.3.2. Fraudulent Enlistment Pending. All pay and allowances and leave accruals are suspended (MMPA in T-status, reason 1) pending either separation or waiver of the objections. Allotments are stopped at the end of the prior month.

81.3.3. Voidable Enlistment Waived. If member's account is suspended, member is put in an on-station status. All pay and allowances, deductions and leave accruals are reinstated, back to date of suspension, and any amount in pay held, due to status, is released. Submit input transactions per **chapter 57** to restart any allotments.

81.4. DJMS 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. DJMS generates a new pay authorization if member’s account was suspended.

Chapter 82

PRIVACY ACT OF 1974

82.1. Description. AFI 33-332 outlines the policies and procedures governing the collection, safeguarding, maintenance, public notice, use, access, amendment, and dissemination of personal information in the DJMS. In case of conflict, AFI 33-332 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. Familiarity and compliance with the Privacy Act and Freedom of Information Act is mandatory for all personnel involved in operation of the DJMS.

82.2. Access by Individuals to Their Records. Chapter 4 of AFI 33-332 contains specific policies and procedures governing requests by members for DJMS 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, FMFs should note the disclosure accounting requirements in AFI 33-332, chapter 12. 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 12 of AFI 33-332 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 DJMS 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 Department of Defense 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. IRS 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) Air Force Office of Special Investigations, 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 33-332 lists the specific conditions under which information may be collected from individuals. Individuals who are asked to supply information about themselves are 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. AFI 33-360 contains guidance on forms creation, development, coordination, etc., to include the Privacy Act Statement requirements. Per that AFI, forms that collect personal data from individuals for inclusion in a Privacy Act system of records (a collection of records retrieved by an individual's name or personal identifier), and forms that request the individual to enter or verify the social security number, are to contain a Privacy Act Statement. The Privacy Act Statement allows the individual completing the form to make an informed decision about whether to furnish the information.

82.5. Accounting of Disclosures:

82.5.1. AFI 33-332, chapter 12, contains generalized procedures for accounting of disclosures. Specifically, FMFs 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. Social Security Number.

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 original (with member's written permission, if applicable) is kept in a permanent file, in alpha sequence, and stored in the military pay area.

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.

Stephen R. Herrera
Assistant Secretary of the Air Force
(Financial Management and Comptroller)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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10 U.S.C. § 175, *Reserve Forces Policy Board*

10 U.S.C. § 815, *Article 15, Commanding officer's non-judicial punishment*

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10 U.S.C. § 854, *Record of trial*

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10 U.S.C. § 1053, *Financial institution charges incurred because of Government error in direct deposit of pay: reimbursement*

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10 U.S.C. § 8013, *Secretary of the Air Force*

10 U.S.C. § 8021, *Air Force Reserve Forces Policy Committee*

10 U.S.C. § 8033, *The Air Staff, Chief of Staff*

10 U.S.C. § 8037, *Judge Advocate General*

10 U.S.C. § 8038, *Director for Expeditionary Warfare*

18 U.S.C. § 287, *False, fictitious or fraudulent claims*

26 U.S.C. § 112, *Certain combat zone compensation of members of the Armed Forces*

32 U.S.C. § 708, *Property of fiscal officers*

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37 U.S.C. § 302b, *Special pay: medical officers of the armed forces*

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37 U.S.C. § 1006(c), *Advance Payments*

37 U.S.C. § 1007c, *Deductions from pay*

38 U.S.C. § 33, *POST–9/11 EDUCATIONAL ASSISTANCE*

38 U.S.C. § 105, *Line of duty and misconduct*

38 U.S.C. § 1967, *Persons insured; amount*

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Adopted Forms

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AF Form 118, *Refund of Tuition Assistance-Education Services Program*

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 417, *Certification for Payment Under Do-It- Yourself Move Certification*

AF Form 469, *Duty Limiting Condition Report*

AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination*

AF Form 618, *Medical Board Report*

AF Form 656, *Clothing Request and Receipt-Male/Female*

AF Form 771, *Accounting of Disclosures*

AF Form 901, *Reenlistment Eligibility Annex To DD Form 4*

AF Form 985, *Report of Travel Time/Leave*

AF Form 988, *Leave Request/Authorization*

AF Form 1039, *Request to Receive and/or Extend Repayment of an Advance Housing Allowance to Meet Extraordinary Expenses Inc*

AF Form 1089, *Leave Settlement Option*

AF Form 1209, *Document Transmittal*

AF Form 1357, *Request for Temporary Lodging Allowance*

AF Form 1373, *MPO Document Control Log – Transmittal*

AF Form 1411, *Extension of Enlistment in the Air Force*

AF Form 1486, *Unit Leave Control Log*

AF Form 1613, *Statement of Service*

AF Form 1745, *Address Change Form*

AF Form 1881, *Hostile Fire Pay Certification and MPO*

AF Form 1887, *Aeronautical Order (PA) Aviation Service*

AF Form 1969, *Officer Uniform Allowance Certification*

AF Form 2070, *JUMPS Pay Accessibility Roster*

AF Form 2098, *Duty Status Change*

AF Form 2451, *Financial Statement – Remission of Indebtedness (LRA)*

AF Form 2561, *Air Force Assistance Fund*

AF Form 3070, *Record of Non-judicial Punishment Proceedings*

AF Form 3071, *Record of Recommended Non-judicial Punishment Proceedings*

AF Form 3126, *General Purpose*

DA Form 31, *Request and Authority for Leave*

DD Form 4, *Enlistment/Reenlistment Document Armed Force 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 137-3, *Dependency Statement-Parent*

DD Form 137-4, *Dependency Statement-Child Born Out of Wedlock under Age 21*

DD Form 137-5, *Dependency Statement- Incapacitated Child over Age 21*

DD Form 137-6, *Dependency Statement- Full Time Student 21-22 Years of Age*

DD Form 137-7, *Dependency Statement - Ward of a Court*

DD Form 139, *Pay Adjustment Authorization*

DD Form 173-2a, *Joint Message Form*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 362, *Statement of Charges/Cash Collection Voucher*

DD Form 397, *Claim 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 Allowances*

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 Allowance*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

DD Form 2058, *State of Legal Residence Certificate*

DD Form 2058-1, *State Income Tax Exemption Test Certificate*

DD Form 2058-2, *State Income Tax Exemption Test Certificate*

DD Form 2278, *Do-It-Yourself Move and Counseling Checklist*

DD Form 2366, *Montgomery G I Bill*

DD Form 2367, *Individual Overseas Housing Allowance Report*

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

DD Form 2560, *Advance Pay Certificate/Authorization*

DD Form 2851, *Request to Correct Thrift Savings Plan Agency Error*

DD Form 2660, *Statement of Claimant Requesting Replacement Check*

DD Form 2789, *Waiver/Remission of Indebtedness Application*

DFAS Form 702, *LES*

DFAS Form 703, *Net Pay Advice*

DFAS Form 705, *Certificate for Income Tax Adjustment*

DFAS-DE Form 2424, *Fast start Direct Deposit*

FMS Form 2231, *FASTSTART Direct Deposit*

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IRS Form W-2C, *Statement of Corrected Income and Tax Amounts*

IRS Form W-4, *Employee's Withholding Allowance Certificate*

IRS Form W-5, *Earned Income Credit Advance Payment Certificate*

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SF 502, *Medical Record-Narrative Summary*

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SF 1047, *Public Voucher for Refunds*

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*

SF 1219, *Statement of Accountability*

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TSP-U-1, *Thrift Savings Plan Election Form*

Abbreviations and Acronyms

ADSN—Accounting and Disbursing Station Number

AFAFO-A—Air Force Accounting and Finance Office-Accounting

AFAFO-F—Air Force Accounting and Finance Office-Finance

AFRC—Air Force Reserve Component

AFIMSC—Air Force Installation and Mission Support Center

AFPC—Air Force Personnel Center

AMPS—Account Management and Provisioning System

ANG—Air National Guard

BAH—Basic Allowance for Housing

BAQ—Basic Allowance for Quarters

BAS—Basic Allowance for Subsistence

BCP—Board Certification Pay

CMS—Case Management System

COLA—Cost of Living Allowance

CONUS—Continental United States

CZTE—Combat Zone Tax Exclusion

DFAS—Defense Finance and Accounting Service

DJMS—Defense Joint Military Pay System

DMDC—Defense Manpower Data Center

DMO—Defense MilPay Office

DoDFMR—Department of Defense Financial Management Regulation

DOHA—Department of Hearings and Appeals

DOS—Date of Separation

DTS—Defense Travel System

EFT—Electronic Funds Transfer

ETS—Expiration of Term of Service

FSH-B—Family Separation Housing Stateside

FSH-O—Family Separation Housing Overseas

FSA—Family Separation Allowance

FID—Format Identifier

FLPB—Foreign Language Proficiency Bonus

FMF—Financial Management Flight

HARM—Host Aviation Resource Management

HDP—Hardship Duty Pay

IAS—Integrated Automation System

IRS—Internal Revenue Service

ISI—Input Station Identifier

JTR—Joint Travel Regulation

LES—Leave and Earning Statement

MILPAY—Military Pay

MMPA—Master Military Pay Account

OHA—Overseas Housing Allowance

PCS—Permanent Change of Station

PDS—Permanent Duty Station

PEPA—Pay Entitlement Processing Application

PSMC—Personal Statement of Military Compensation

PRA—Pay Record Accessibility

SRB—Selective Reenlistment Bonus

SSN—Social Security Number

TLA—Temporary Lodging Allowance

VSP—Variable Special Pay

Terms

Absent Without Leave—Absence from a place of duty without permission or authorization and without the intention of deserting.

Active Duty—Full-time duty in the active service of a uniformed service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Military Service school by law or by the Secretary concerned.

Advance Payment—Payment of pay (pay and allowances in certain cases) before it is earned.

Advanced Leave—Leave authorized before it is accrued.

Allotment—A definite portion of the pay and allowances of a person in the Military Service, which is authorized to be paid to a qualified allottee.

Allottee—The person or institution to whom the allotment is made payable.

Allotter—The person from whose pay the allotment is made.

Allowance—A monetary amount paid to an individual for specific needs, such as food or housing.

Basic Allowance for Housing (BAH)—An amount of money prescribed and limited by law which an officer or enlisted member receives to pay for quarters not provided by the Government.

Basic Allowance for Subsistence (BAS)—An allowance payable to officers and enlisted members for the purpose of subsisting themselves. BAS is payable at all times when entitled to basic pay after completion of initial military training, except as otherwise prohibited by law.

Basic Pay—The pay of an officer or enlisted member, according to the rank and longevity, before additional amounts are added for quarters, subsistence, flying status, and/or overseas duty.

Certifying Officer—An individual appointed in writing to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher, and to certify that voucher for payment.

Combat Zone—An area designated by Executive Order under 26 U.S.C. § 112 as an area in which U.S. Armed Forces are or have engaged in combat. Generally, an area becomes a combat zone or ceases to be a combat zone on the dates designated by Executive Order.

Continental United States—Unless otherwise qualified, means the 48 contiguous states and the District of Columbia.

Desertion—Absence without leave with intent to remain away permanently.

Duty Station—The place at which the member is assigned for regular duty. Also, the place at which the member performs an assigned duty.

Entitlement—The legal right to receive items of pay and/or allowances.

Erroneous Payment—A payment of pay and/or allowances to a member to which he/she is not entitled.

Excess Leave—Leave granted in excess of that accrued or advanced.

Federal Insurance Contribution Act—The federal statute that requires the withholding of tax from salaries of employees covered by the Social Security Act and the payment of employer's tax by federal agencies.

Financial Organizations—Any bank, savings and loan association or similar institution, or federal or state chartered credit union.

Government Mess—A dining facility supported wholly with appropriated funds that provide meals or rations to military members subsisted in-kind or sold at food cost. The term includes the following activities: general mess, wardroom mess, officer's mess, chief petty officer's mess, field mess, dining hall, dining activity, dining facility, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded totally by appropriated funds. It does not include activities operated with non-appropriated funds such as officer's club, enlisted club, squadron mess, organized mess, or similar terms, except when those activities provide meals or rations under contract or agreement with the applicable operating and food costs borne by appropriated funds.

Home—The place recorded as home of record when the member was ordered to active duty.

Hostile Fire—An event including hostile fire, an explosion of a hostile explosive device, or any other hostile action that involves an attack or other use of force perpetrated by a foreign individual(s) or entity against the United States or a member of its uniformed services, or other designated persons or property. It also includes force used directly to impede the mission and/or duties of the uniformed services, such as the recovery of U.S. personnel or vital U.S. Government property.

In Loco Parentis—A person who stood in place of the natural parent(s) to the Military Service member. (See also "Parent.")

Lost Time—That period of time not included in determining cumulative years of service for all military purposes.

Member—A person appointed or enlisted in, or conscripted into, uniformed service.

Missing Status—Includes missing, missing in action, interned in a foreign country, captured, beleaguered, besieged by a hostile force, or detained in a foreign country against a member's will.

Overpayment—An amount paid to a member which is in excess of that to which entitled.

Parent—The natural father or mother, or father or mother through adoption. It also includes persons who have stood "in loco parentis" to a member.

Permanent Change of Station—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.

Permanent Duty Station—In general, the post of duty or official station to which the member is assigned for permanent duty.

Reenlistment Bonus—A monetary incentive offered to an enlisted member who reenlists in a career field that offers the bonus.

Separation—A general term that includes discharge, release from active duty or active service, release from custody and control of the Military Services, transfer to the Individual Ready Reserve, and similar changes in Active or Reserve status.

Spouse—A husband or wife is an individual lawfully married to a Service member. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into in a foreign country, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: a. Was entered into in a state that recognizes such marriages; or b. If entered into in a foreign country, is valid in the place where entered into and could have been entered into in at least one state. Note: State means any state of the United States or the District of Columbia or any Territory or possession of the United States.

Stipend Payment—A fixed sum of money paid periodically for services or to defray expenses, especially payment to medical officers on duty at civilian medical facilities.

Total Forfeiture—Forfeiture of all pay and allowances as punishment under the UCMJ.

Uniformed Services—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

United States—The 48 contiguous states, the District of Columbia, the states of Alaska and Hawaii, Puerto Rico, and U.S. territories.

Attachment 2

LOCATION CODES

A2.1. Location Codes. Found in DJMS, screen JWMM, table 065.

A2.1.1. Sequence. The location codes are listed by country in alphabetic sequence with the cities or other subdivisions in alphabetic sequence within each country. The five character 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 DJMS tables, located at screen JWMM, contain the locations for overseas housing allowance, cost of living allowance index, move in housing allowance and the currency exchange rates.

A2.1.2.1. Table 63 contains currency exchange rates. The currency exchange rate is used to convert the rent amount to US dollars. The currency exchange rate is listed by country code.

A2.1.2.2. Table 64 contains the rates for move in housing allowance. The table has the current rate plus prior rates. The rates are for officer and enlisted.

A2.1.2.3. Table 65 contains the current rate plus nine prior rates for overseas housing allowance and cost of living allowance.

A2.1.2.3.1. Maximum allowable ceiling for housing by 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. Cost of living allowance index for officer and enlisted.

Attachment 3

ON-LINE DJMS-ACTIVE COMPONENT (DJMS-AC) AVAILABLE FOR ACCESS

A3.1. The following is a list of commands for available on-line DJMS systems and a brief explanation of what they access.

A3.1.1. AccessDescription

A3.1.1.1. CWTOMessage to Network Control (Air Force Only) enables user on-line contact with network control.

A3.1.1.2. JBITBITS Organization Table (Air Force Only) View or update access to on-line BITS organization table.

A3.1.1.3. JBTOOff-line Reporting ADSN Output Product Menu. Access to off-line reporting control products by default ADSN.

A3.1.1.4. JJAAJUMPS MMPA Inquiries. On-line MMPA (MMPA) inquiry on individual members. Contains detailed data from member's current year pay record plus all previous years back to 1977.

A3.1.1.5. JJPPAllows users to acquire printers to CICS, without calling Network Control.

A3.1.1.6. JLAA5 Year Tax History System. Allows local or appropriate DFAS center reissue of IRS Forms W-2 and W-2C.

A3.1.1.7. JLESJUMPS On-line LES Inquiry Main Menu. Access to LES history/address display and LES archive print system.

A3.1.1.8. JLNANet Pay Advice (NPA) Remarks System (Air Force Only). Allows FMF to input local pay related remarks on the NPA.

A3.1.1.9. JORAView/Print DJMS Management Report allows access to the on-line report for timeliness.

A3.1.1.10. JOZAJUMPS Error Codes. Provides literal translation for JUMPS error codes.

A3.1.1.11. JPAMWhat-If System for Separation. Calculates separation entitlement or reenlistment bonus.

A3.1.1.12. JPBBInput Payment Request. The military pay clerk uses this application to enter the payment request for a centrally paid member who elects to have the payment sent to his/her bank through Electronic Funds Transfer (EFT). This application can also be used to view the reject file that is generated from this process.

A3.1.1.13. JPBMView the Electronic Funds Transfer (EFT) File.

A3.1.1.14. JPBXConfirm Payment Request from JPBB. The FMF or his/her designee uses this application to confirm the payment request that has been input by a military pay clerk. The reject file of payment requests may also be viewed using this application.

A3.1.1.15. JQEVQuality Examination Menu allows print, view, correction and deletion of transactions. It also displays all cycles sent to DFAS central site.

A3.1.1.16. JTLMTemporary Lodging Calculation Report

A3.1.1.17. JTLTTemporary Lodging File Transfer

A3.1.1.18. JUPDRequest 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.

A3.1.1.19. JVSNRequest 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.

A3.1.1.20. JWMMOn-line Inquiry of DJMS Tables allows on-line viewing of DJMS tables used in DJMS-AC and DJMS- RC processing.

A3.1.1.21. MSOMilitary Pay On-line Inquiry Main Menu

A3.1.1.22. WNDO, ON Press F-11 to view a maximum of four screens at a time and shift F-10 to toggle between screens. To select the four screens you want to view: Press Shift F-11 (the screen will go blank), then type the DJMS verb you want to use (for example JLEA), followed by Shift F-11 (the screen goes blank again). Repeat this process up for up to four screens (i.e., JLAA, JJAM, etc.). Any DJMS verb that is utilized in the course of daily business can be used; these are just examples.

Attachment 4

ADVANCE PAY CATEGORIES

Table A4.1. Advance Pay Categories.

DATA CODES	EXPLANATIONS
A	PCS
B	Overseas Housing Allowance
C	Basic Allowance for Subsistence
D	Basic Military Training
F	Distant Station
G	Basic Allowance for Housing
H	Extended Active Duty
J	Break in Service
K	Emergency Evacuation
L	Cadet
S	Overseas Security Deposits

Attachment 5

DEPARTMENT OF VETERANS AFFAIRS REGIONAL OFFICES

A5.1. To locate the regional office the member is looking for please go to: https://www.benefits.va.gov/benefits/offices.asp

A5.2. The below web link lists phone numbers for Veterans Affairs offices. https://www.va.gov/landing2_contact.htm

Attachment 6

TAXING AUTHORITY, CITY AND STATE

A6.1. The tax types and rates in each state are set by the state legislature in each state and are administered by a department or division which has been authorized to collect the taxes. Some states have different divisions for different types of taxes (i.e. California has three separate taxing departments and a website for each). Not all states have the same taxes though as some states do not have an income tax.

A6.2. To maintain currency the list is not printed in this manual. Got to the web link below to view current taxing authority for each state: http://www.statelocalgov.net/50states-tax-authorities.cfm

Attachment 7

MISCELLANEOUS INDEBTEDNESS TYPE

A7.1. The debt type codes listed are applied to code DS type indebtedness:

Table A7.1. Miscellaneous Indebtedness Type.

Data Items	Data Codes
Arrears in Money Accounts - failure to account for funds entrusted to member (agent)	A
Bankruptcy Acts Debts - adjudicated under Chapter 13 of the Bankruptcy Act	B
Clothing Issued to member	C
SF 1219 Receivables – receipt of duplicate payment	D
Hospital Bill	E
Base Exchange	F
Temporary Lodging Allowance	G
Thrift Saving Plan Catch-Up	H
Base Housing	J
Telephone and Utility Bills	K
Uncollected (bounced) Check, Commissary	L
Non-Appropriated Fund Indebtedness	M
Tax Levy – IRS	N
Travel	P
Government Property Lost Damaged/ Report of Survey	Q
Household Goods	R
Stipend, All	S
Salary Offset	T
Tuition Assistance	U
Miscellaneous	V
Meal Deduction	9

Attachment 8

ALLOTMENT CLASS, PAY AND FLASH CODES

A8.1. The data item that identifies the general purpose of the allotment and is the second position of the allotment FID.

Table A8.1. Data Item/Data Codes.

DATA ITEMS	DATA CODES
Charity Allotment	C
Allotments to others	D
Charitable allotment	F
Home Loan	H
Commercial Insurance	I
Relief and Aid Repayment	L
Government Insurance	N
Veterans' Education Assistance Program	S
Government Indebtedness	T
Dependent Emergency	X
Privatized Housing Allotment	A1

A8.2. Allotment flash code is used to stop allotments from processing.

Table A8.2. Explanation/Code.

EXPLANATION	CODE
Indicates an active allotment account.	0
Indicates that a dependent allotment was administratively started and prevents a second class D allotment from processing	1
Indicates member is separating as non-retiree. Flag is set on first processing day of month of separation	4
Indicates member is retiring. Flag is set on the 10th calendar day of month of separation	5

Attachment 9

CLOTHING ALLOWANCE, EXTRA TYPE

Table A9.1. Clothing Allowance, Extra Type.

DATA ITEMS	DATA CODES
Reserved	A
Reserved	B
Reserved	C
Security Police--Combat Boots	D
Basic Military Training Instructors	E
89 Military Airlift Wing Steward	F
Basic Military Training Instructors (USAF Prep School)	G
Command Chief	H
89 Military Airlift Wing Security Personnel	I
HQ AFCC/XORH (Hammer Ace)	J
Outstanding Airman of the Year	K
Recruiters	L
Security Police, Pentagon (Assigned to HQ USAF/CC)	M
Major Command Security/Elite Guards	N
Professional Military Education Instructor	P
Security Police-Gate Guard	Q
Bands: Air Force Academy, Numbered Unit, Air Force	R
Special Organizations or Functions	S
Chief Master Sergeant of the Air Force	Z
Maternity Uniform/Clothes	8
Radio Maintenance (restricted to United States Air Force Academy)	9

Attachment 10

COMPUTER PROCESSING CONTROL CODES

A10.1. 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.

Table A10.1. Computer Processing Control Codes.

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 makes the correction. (Note 1)
4 = Entry used to correct an underpayment in a prior pay period. Used only when DFAS 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. (Note 2)
Notes: 1. Computer processing control codes 3 and 4 identify a corrective adjustment action. When months of closure are 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. (b) Start, the computer puts an open 9 entry on the record and suspense 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). (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.

Attachment 11

ENTRY OPEN DATA

A11.1. The ENTRY OPEN DATA is an 11 position code that was created to identify when a MMPA entry was originally created or when the latest change to an entry occurred. All MMPA fixed and variable open entries contain an Entry Open Data code.

A11.1.1. The Entry Open Data code contains the following data:

A11.1.1.1. Position 1-6 contain the Processing Date in YYMMDD format

A11.1.1.2. Position 7-8 contain the Update Cycle Number. In addition to the normal update number, three special update indicators have been created and are used as follows:

A11.1.1.2.1. Update number 97 - identifies all entries that were converted in Phase 1

A11.1.1.2.2. Update number 98 - identifies all entries created by month-end restructure

A11.1.1.2.3. Update number 99 - identifies entries that were created by mass rate

A11.1.1.3. Position 9-10 contain the Processing Month in MM (numeric) format

A11.1.1.4. Position 11 contains 1 or 2. 1 = Prior to mid-month flag and 2 = after mid-month flag.

A11.1.2. An example of an Entry Open Data code is as follows: input on calendar date 8 March 2017, processing date is 9 March 2017, update number 03-10, processing month March 2017 (03), and after mid-month cutoff. The Entry Open Data appeared on the MMPA as: 17030910032.

Attachment 12

ENTRY CLOSED DATA

A12.1. ENTRY CLOSED DATA is an 11 position code that was created to identify when a MMPA entry was closed. All current month closed and history entries need to contain an Entry Open Data and Entry Closed Data code. When an entry closes, the original Entry Open Data code is retained and an Entry Closed Data code is built based on the date/update/flag the MMPA entry went into history.

A12.1.1. The Entry Closed Data code contains the following data:

A12.1.1.1. Position 1-6 contain the Processing Date in YYMMDD format

A12.1.1.2. Position 7-8 contain the Update Cycle Number. In addition to the normal update number, three special update indicators have been created and are used as follows:

A12.1.1.2.1. Update number 97 - identifies all entries that were converted in Phase 1

A12.1.1.2.2. Update number 98 - identifies all entries created by month-end restructure

A12.1.1.2.3. Update number 99 - identifies entries that were created by mass rate

A12.1.1.3. Position 9-10 contain the Processing Month in MM (numeric) format

A12.1.1.4. Position 11 contains 1 or 2. 1 = Prior to mid-month flag and 2 = after mid-month flag.

A12.2. An example of an Entry Closed Data code is as follows: input on calendar date 8 March 2017, processing date is 9 March 2017, update number 03-10, processing month March 2017 (03), and after mid-month cutoff. The Entry Closed Data appeared on the MMPA as: 17030910032.

Attachment 13

COMPUTER OPEN STATUS ENTRIES NUMBER AND STATUS DETERMINANT CODES

A13.1. COMPUTER OPEN STATUS ENTRY NUMBER. This code is used to identify the number of open status entries that are in the MMPA and to identify a bad condition of a MMPA. This code is part of the SX entry.

Table A13.1. Computer Open Status Entry Number.

	DATA ITEM	EXPLANATION
1 thru 5	Number open status entries	The number identifies the number of open status entries
6	Frozen MMPA	Only payment transactions and DFAS- Indianapolis unique transactions can be processed
7	Garbled (Bad) MMPA	Has had data dropped or garbled. Only FID 98 transactions can be processed against a garbled MMPA
8	Out-of-Balance MMPA	The details do not add up to the totals
0	Delete MMPA	Can be inquired against but not processed against

A13.2. STATUS DETERMENENT. This code is used to identify member's status for pay purposes.

Table A13.2. Status Determenent.

DATA CODE	EXPLANATION
A	On station
B	Leave
H	Permanent Change of Station
J	Absent Without Leave
K	Confined –for types see Attachment 14
M	Missing
P	Deserted
T	Suspended Status
U	Mentally Incompetent
V	Separated
Note: A data code Z identifies a new social security number for a member. The Z is computer generated at the time the member's social security number changes and is entered into the pseudo status entry of the member's auxiliary MMPA. The Z is followed by the	

new service member social. The auxiliary MMPA is used to relate the member's old and new social security number.

Attachment 14

CONFINEMENT TYPE CODES

Table A14.1. Confinement Type Codes.

DATA CODE	DATA ITEM
1	Confinement by Civil Authorities
2	Confinement for Civil Authorities as a Witness
3	Military Confinement Awaiting Investigation or Court-Martial
4	Military Confinement, Sentenced
5	Military Confinement for Foreign Civil Offense Pending Charge or Indictment
6	Military Confinement for Foreign Civil Offense – Indicted

Attachment 15

FEDERAL INCOME TAX WITHHOLDING

A15.1. For current Federal Income Tax Withholding (FITW) rates please go to the IRS website. Due to rate changes happening annually this publication cannot list the rates and remain current.

A15.1.1. The current rate loaded in DJMS can be viewed on screen JWMM, Table 073

A15.2. FEDERAL INSURANCE CONTRIBUTION ACT

A15.2.1. Taxable wage base and percentage rate for Old Age Survivors and Disability Insurance (Social Security and Medicare or FICA), please go to the IRS website for current rates. Due to wage base and percentage rate changes happening annually this publication cannot list the rates and remain current.

A15.2.2. The current rate loaded in DJMS can be viewed on screen JWMM, Table 072

A15.3. STATE INCOME TAX WITHOLDING

A15.3.1. For current State Income Tax Withholding (SITW) rates please go to the respective state website for tax rates. Due to rate changes happening annually this publication cannot list the rates and remain current.

A15.3.2. To determine if a state has an income tax on military base pay, one time payments or government retired pay please go to the respective state website for rules applicable to each state. Due to constant changes in state tax rates and state tax laws this publication cannot list this information.

A15.3.3. The current information loaded in DJMS can be viewed on screen JWMM, Table 027

ATTACHMENT 16

UNITED STATES POSTAL SERVICE OFFICIAL ABBREVIATIONS FOR THE UNITED STATES, IT'S TERRITORIES, AND THE DISTRICT OF COLUMBIA

A16.1. Purpose. This attachment lists the two-position alpha codes recognized by the United States Postal Service 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 DJMS-Active Component documentation, or for processing transactions.

A16.3. State Abbreviations. Authorized state postal abbreviations for the fifty states:

Table A16.1. State Abbreviations.

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 Unites States and the District of Columbia are:

Table A16.2. Other Abbreviations.

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

A17.1. 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; can be found using screen JWMM, Table 155, Countries of the World.

A17.2. Due to changes in countries, country names, and political recognition of governments in our every changing world this list is maintained internal to DJMS. It is not possible to keep this publication as current as the table listed in the system.

Attachment 18

ACTION INDICATORS

A18.1. Purpose. Action indicator is the data item used to inform the DJMS 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. **Table A18.1** shows the action indicator two digit numeric code and provides information on what the action indicator does.

Table A18.1. DJMS Active Component Action Indicators.

Action Indicator	Function	Purpose
01	Start	Record open entries on the MMPA
02	Stop	Close open entries in the MMPA
03	Report	Report transactions vary according to FORMAT ID
04	Change	Changes data in open MMPA entries
05	Correct	Corrects data in MMPA entries
06	Cancel	Transaction restores the MMPA to the condition prior to the erroneous transaction
07	Increase	Can only be used to increase the amount of an allotment
08	Decrease	Can only be used to decrease the amount of an allotment
09	Inquiry	Request information from a MMPA
10	Reply	Return information from an inquiry to the inquirer
11	Pay	Pay authorizations that are computed and sent to the member's servicing finance office.
13	Release	Release pay/allowances withheld from pay to a member
18	Suspend	Temporarily suspends collection process
20	Resume	Restart collection of the debt after collection suspension
21	Remit	Restricted use –AFFSC and DFAS only
26	Delete	Notifies of one-time pay authorization is not being paid
61	Pay Auth	Informs the final pay authorization when member separated
63	EEP Report	Mid/end-of-month voucher total for exception pay posting
65	EPP Correction	Correct mid/end-of-month voucher totals
Note:Base level input technicians can use a numeric three "3" in the first position of the action indicator with the first six action indicators (01-06 above). This indicates that the member just entered the service and allows the transaction to recycle up to 60 calendar days waiting for an accession transaction to process and create a MMPA.		

Attachment 19

FORMAT ID (FID)

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. Description. Provides a brief explanation of the purpose of the entry on the MMPA.

A19.3. Use. Provides what this FORMAT ID is used for in DJMS. It is one or more of the following: Transaction (Trans), MMPA entry (Entry), Management Notice (Notice), Pay Authorization (Auth), Base-Level Transaction (Base)

A19.4. Input. Provides the primary input source, is one or more of the following: FMF, MPS, AFPC, DFAS, or Computer generated

Table A19.1. Format IDs.

FID	DESCRIPTION	USE	INPUT SOURCE
AA	Allotment or Bond Mailing Address	Trans	FMF
AB	Bond Allotment	Trans/ Entry	FMF
AC	Charity Allotment	Trans/ Entry	FMF
AD	Dependent Support Allotment	Trans/ Entry	FMF
AF	Air Force Aid Allotment	Trans/ Entry	FMF
AH	Mortgage Payment Allotment	Trans/ Entry	FMF
AI	Insurance Allotment	Trans/ Entry	FMF
AS	Savings Allotment	Trans/ Entry	FMF
AT	Indebtedness Allotment	Trans/ Entry	FMF
AV	Number of Allotments	Entry	Computer
AX	Allotment Stop	Trans	Computer
AZ A1	Allotment Flash Code Privatized Housing	Trans/ Entry	Computer DFAS
BL	Days Paid Accrued Leave	Entry	Computer/DFAS
BM	Saved Pay Leave Balances	Entry	Computer/DFAS
BR	Standard Leave Balances	Entry	Computer
BS	HFP CZ Leave Balance	Entry	Computer
BT	Tax Exempt Leave Balance	Entry	Computer/DFAS
CC03	Cash Collection for TSP	Trans	FMF
C1	Canceled or Undeliverable Checks-Mil Pay	Trans/ Entry	DFAS
C2	Collection Applied to Member’s Debt	Trans/ Entry	FMF
C3	Collection of TLA Overpayments	Trans	FMF
C5	Collection or Check Cancellation Allotment	Trans/ Entry	DFAS
C9	Collection Voucher Total	Trans	FMF
DB	Servicemember’s Group Life Insurance	Trans/ Entry	MPS/Computer
DC	Dependent Dental Plan Premium	Trans/ Entry	MPS/Computer
DD	Armed Forces Retirement Home (AFRH)	Entry	Computer
DE	MGIB	Entry	Computer
DF	Monetary Punishment	Entry	Computer
DG	Indebtedness - GPLD or Report Survey	Trans/ Entry	FMF

DH	Rental Fair Value	Entry	Computer
DN	Meal Collection	Trans/ Entry	FMF/Computer
DQ	Indebtedness for Pay and Allowances	Trans/ Entry	FMF/Computer
DR	Indebtedness for Excess Weight	Trans/ Entry	FMF
DS	Miscellaneous Indebtedness	Trans/ Entry	FMF
DT	Monetary Punishment	Trans	DFAS/FMF
DV	Indebtedness - Repay Advance	Entry	Computer
DW	Indebtedness - Casual/Partial	Entry	Computer
DZ	Indebtedness Entry Code	Entry	Computer
D1	Thrift Savings Plan (TSP)	Trans/ Entry	FMF
EA	Enlisted/Officer Accession	Trans	AFPC
E0	Update Individual MMPAs	Trans	DFAS
E1	BMT/OTS Accession	Trans	MPS
E2	Service Academy Accession	Trans	MPS
E3	Port Separation	Trans	MPS
E4	Final Separation	Trans	MPS
E5	Final Separation	Trans	MPS/DFAS
E6	Reenlistment	Trans	MPS
E7	Court-Martial Actions	Trans	FMF
E8	Non-Judicial Punishment Actions	Trans	FMF
FA	FICA Maximum	Entry	Computer
FB	FITW Quotient Factors	Entry	Computer
FC	FICA Withholding Amount	Entry	Computer
FD	FITW Withholding Amount	Trans/ Entry	FMF
FE	Earned Income Credit	Trans/ Entry	FMF
FF	FITW Deduction Election	Trans/ Entry	FMF
FG	Number of FITW Exemptions	Trans/ Entry	FMF
FH	Medicare	Entry	Computer
FJ	Federal Income Tax Withheld (FITW)	Trans/ Entry	FMF/DFAS/Computer
FK	State Income Tax Withheld (SITW)	Trans/ Entry	FMF/DFAS/Computer
FL	CZTE Federal Taxable Wages	Trans/ Entry	FMF/DFAS/Computer
FM	FITW Additional Withholding Indicator	Entry	Computer
FN	Prior Year FICA, Medicare, FITW, SITW	Trans	DFAS
FP	FITW Wages Earned	Entry	Computer
FQ	Exemption From Withholding	Trans/ Entry	FMF
FS	State Income Tax Withheld (SITW)	Entry	Computer
HA	Pay Held-Member’s Request	Trans/ Entry	FMF
HB	Pay Held- Commander’s Request	Trans/ Entry	FMF
HD	Retained Pay Balances	Entry	Computer
HE	Fines Pending Appellate Review	Entry	Computer
HG	Pay Held – Garnishment	Trans/ Entry	DFAS
HK	Duty Status Change	Entry	Computer
HR	Member is to be Paid in Even Dollars	Entry	Computer
HS	Members Request Balances	Entry	Computer
HT	Commanders Request Balances	Entry	Computer

HV	Duty Status Change Balances	Entry	Computer
HY	Pay Held Released	Entry	Computer
HZ	MMPA Out-of-Balance	Entry	Computer
LA	Check Recipient - Individual	Trans/ Entry	DFAS
LB	Paying ADSN	Trans/ Entry	Computer
LC	Servicing ADSN	Trans/ Entry	FMF/Computer
LE	Duty Country or Non- CONUS State	Trans/ Entry	MPS/DFAS
LF	Future Mailing Address	Entry	Computer
LG	MPS Number and Major Command Identity	Trans/ Entry	MPS
LH	Financial Organization to Receive Pay	Trans/ Entry	FMF
LK	Pay Option	Trans	Computer
MA	Member's Social Security Number (SSN)	Trans/ Entry	AFPC
MC	Member's Name	Trans/ Entry	AFPC/MPS
MD	Member's Grade	Trans/ Entry	AFPC
ME	Member's Sex Code	Trans/ Entry	AFPC/MPS
MG	Taxing Authority - City/ State	Trans/ Entry	FMF
MH	Resident Country or Non-CONUS	Trans/ Entry	FMF
MJ	AFPC Match Flag	Entry	Computer
MK	Control Dates	Entry	Computer
ML	Officer Confirmation of Accession	Trans	AFPC
MM	Airman Confirmation of Accession	Trans	AFPC
MN	Separation Confirmation	Trans	AFPC
NA	Privacy Act Flag	Trans	DFAS
NB	Leave Transaction Pending	Entry	Computer
NC	Aviator Continuation Pay Memo	Entry	Computer
NE	ECAF Household Goods Control	Entry	Computer
NL	LES Remark	Entry	Computer
NM	After Separation Memorandum	Entry	Computer
NN	Rejected Reenlistment or Separation Trans	Entry	Computer
NP	Deletion of MMPA	Entry	Computer
NQ	Separation Payment to be Applied	Entry	Computer
NR	Miscellaneous Leave Balance Adjustment	Trans	DFAS
NT	Separation/Reentry Projected Settlement	Entry	Computer
NW	Bad Status Transaction	Entry	Computer
N0	Projected PCS Departure	Entry	Computer
N1	Advance Leave	Entry	Computer
N2	BAS Collection	Entry	Computer
N3	Clothing Allowance Initial Military	Entry	Computer
N4	Death Gratuity	Entry	Computer
N6	Temporary Lodging Allowance	Entry	Computer
N7	Separation Transaction Pending	Entry	Computer
N8	Miscellaneous Indebtedness Pending	Entry	Computer
N9	DFAS-DE Adjustment Explanation	Entry	Computer
PA	Advance Payment	Trans/ Entry	FMF
PB	Payment or Authorization of Arrears in Pay	Trans/ Entry	FMF

PC	Payment of Casual Pay	Trans/ Entry	FMF
PD	Payment of Class X Allotments	Trans/ Entry	FMF
PE	Payment of Death Gratuity	Trans	FMF
PF	Payment of Held Pay	Trans/ Entry	DFAS
PG	Payment/Authorization Basic Trainee Pay	Trans/ Entry	FMF
PH	Regular EOM Pay for Prior Months	Entry	Computer
PI	Missed Meal Refund	Trans/ Entry	FMF/Computer
PJ	Payment of One-Time Pay Authorization	Auth/Entry/Trans	FMF
PK	Payment of Partial Pay	Trans/ Entry	FMF
PL	Payment of One-Time Pay Authorization	Auth/Entry/Trans	FMF
PM	Payment of RRB	Auth/ Trans	FMF
PN	Regular MM Payment for Prior Month	Entry	Computer
PO	Balance EOM for ADSN 9998 Members	Entry	Computer
PQ	Payment of One-Time Pay Authorization	Auth/Trans/Entry	FMF
PR	Payment of One-Time Pay Authorization	Trans/ Entry	FMF
PS	Local Payment of TLA	Trans	FMF
PT	CMAI and/or CMA Allowances	Trans	FMF
PU	Regular Payment Current Month	Entry	Computer
PV	Payment for Comfort Items	Trans/ Entry	FMF
PX	Delinquent Regular or One-Time Payments	Trans	Computer
PY	Payment Out-of-Balance - Authorization	Trans	Computer
PZ	Payment Voucher Total	Trans	FMF
P1	Suppress Payment (Mid-Month)	Trans/ Entry	DFAS
P2	Suppress Payment (End Of Month)	Trans/ Entry	DFAS
P3	Pay Computation Factors - Current Month	Entry	Computer
P4	Pay Computation Factors - Next Month	Entry	Computer
P5	Pay Authorization - Current	Auth/ Entry	Computer
P7	Amount Total Entitlements Allottable	Entry	Computer
P8	Refunds - Allotments	Entry	Computer
P9	Refunds - Other than Allotments	Entry	Computer/DFAS
R1	Medical/Dental/Nurse Bonus Recoupment	Entry	Computer
R2	Medical Continuation Pay	Entry	Computer
R3	RRB Entitlement Maximum Indicator	Entry	Computer
R4	Reenlistment Bonus Cumulative Recouped	Entry	Computer
R5	RRB/Last Reenlistment	Entry	Computer
R6	Variable Reenlistment Bonus (VRB)	Entry	Computer
R7	Selective Reenlistment Bonus (SRB)	Entry	Computer
R8	Selective Enlistment Bonus (SEB)	Entry	Computer
R9	Aviator Continuation Pay	Entry	Computer
RA	Aviator Continuation Pay Recoupment	Entry	Computer
RB	Medical Officer Retention Bonus	Entry	Computer
RC	Incentive Special Pay	Entry	Computer
RD	Incentive Special Pay - CRNA	Entry	Computer
RE	Special Pay - Nurse Accession	Entry	Computer
RY	BP Accumulator - High Amounts	Entry	Computer

RZ	BP Accumulator - Low Amounts	Entry	Computer
SA	On-Station Status	Trans/ Entry	MPS
SB	Leave Status	Trans/ Entry	FMF
SC	Pay Statement Address Update	Trans	FMF/DFAS
SG	PCS Arrival Trans/ Entry FMF		
SH	PCS Departure Trans/ Entry FMF		
SJ	Absent Without Leave (AWOL)	Trans/ Entry	MPS
SK	Confinement Status	Trans/ Entry	MPS
SL	Deceased Status	Trans/ Entry	DFAS
SM	Missing Status	Trans/ Entry	DFAS
SP	Desertion Status	Trans/ Entry	MPS
ST	Suspended Status	Trans/ Entry	MPS/ DFAS
SU	Mentally Incompetent Status	Trans/ Entry	DFAS
SV	Separated Status	Entry	Computer
SX	Number of Open Status Entries	Entry	Computer
TA	Lost Days Current Enlistment Indicator	Entry	Computer
TB	Lost Days Current Enlistment	Entry	Computer
TC	Years of Service Completed	Entry	Computer
TD	Date of Separation - Last Active Duty	Trans/ Entry	MPS
TE	Date of Separation - Previous Enlistment	Trans/ Entry	MPS
TF	Dual Status	Trans/ Entry	MPS
TG	Date of Entry Officer Enlisted	Entry	Computer
TH	Expiration Term of Service	Entry	Computer
TI	Airman Pay Date, EAD Date and TAFMSD	Trans	MPS
TJ	Entered Active Duty/Prior Date Enlistment	Entry	Computer
TK	Pay Date	Entry	Computer
TL	Over Four Years Active Enlisted Service	Entry	Computer
TM	Prior Service Benefit Waiver	Trans/ Entry	MPS
TN	ACIP Dates	Trans/ Entry	Computer
TP	Service Component	Trans/ Entry	MPS
TR	Special Compensation Positions	Trans/ Entry	MPS
TS	Term of Enlistment	Entry	Computer
TT	Total Active Federal Military Service Date	Entry	Computer
TU	Date of Separation (DOS)	Trans/ Entry	MPS/Computer
TV	Separation Program Designator (SPD)	Entry	Computer
TW	Special Compensation Position Indicator	Entry	Computer
TX	Prior Service Indicator	Entry	Computer
TY	Prior EAD and DOS	Entry	Computer
TZ	Officer Service Dates	Trans	AFPC
T2	Sea Duty Dates	Trans/ Entry	FMF
01	Basic Pay	Entry	Computer
02	Foreign Language Proficiency Pay	Trans/Entry	MPS
08	Nuclear Bonus	Trans/ Entry	DFAS
09	Save Pay/Misc	Trans/ Entry	DFAS
10	Incentive Pay - Demolition Duty	Trans/ Entry	FMF

11	Incentive Pay - Flight Deck Duty	Trans/ Entry	FMF
12	Flying Duty Pay	Trans/ Entry	FMF
14	Hardship Duty Pay	Trans/ Entry	FMF
15	Incentive Pay - Parachute Jumping Duty	Trans/ Entry	FMF
16	Incentive Pay - Stress/Toxic Fuel/Pesticide	Trans/ Entry	FMF
17	Incentive Pay - Submarine Duty	Trans/ Entry	Navy Only
18	Overseas Extension Pay	Trans/ Entry	MPS
19	Board Certification Pay	Trans/ Entry	AFPC
20	Variable Special Pay (Dentist)	Trans/ Entry	AFPC
21	Diving Duty Pay	Trans/ Entry	FMF
23	Hostile Fire/Imminent Danger Pay	Trans/ Entry	FMF
24	Variable Special Pay (Physicians)	Trans/ Entry	AFPC
25	ASP, ISP, MSP or CRNA Bonus	Trans/ Entry	AFPC
26	Registered Nurse/Dental Officer Accession	Trans/ Entry	AFPC
27	Career Sea Pay	Trans/ Entry	FMF
28	Veterinary Special Pay	Trans/ Entry	FMF
29	Optometry Special Pay	Trans/ Entry	AFPC
30	Special Duty Assignment Pay	Trans/ Entry	MPS
31	Reenlistment Bonus	Trans/ Entry	Computer/DFAS
32	Variable Reenlistment Bonus (VRB)	Trans/ Entry	Computer/DFAS
33	Selective Reenlistment Bonus (SRB)	Trans/ Entry	AFPC
34	Initial Enlistment Bonus (IEB)	Trans/ Entry	Computer/MPS
35	Basic Allowance for Quarters (BAQ)	Trans/ Entry	FMF
36	Basic Allowance for Quarters-DIFF	Trans/ Entry	FMF
37	Career Sea Pay Premium	Trans/ Entry	FMF
38	Aviation Continuation Pay	Trans/ Entry	MPS
39	Prorated or Supplemental BAS	Trans/ Entry	FMF
40	Basic Allowance for Subsistence (BAS)	Trans/ Entry	FMF
41	Personal Money Allowance (PMA)	Entry	Computer/MPS
42	Move in Housing Allowance (MIHA)	Trans/ Entry	FMF
43	Overseas Housing Allowance (OHA)	Trans/ Entry	FMF
44	Interim OHA	Trans/ Entry	FMF
45	Family Supplemental Housing-Overseas (FSH-O)	Trans/ Entry	FMF
46	Cost of Living Allowance (COLA)	Trans/ Entry	FMF
47	Dual Cost of Living Allowance	Trans/ Entry	FMF
49	Prorated Cost of Living Allowance	Trans/ Entry	FMF
51	CONUS Cost of Living Allowance	Trans/ Entry	FMF
59	Uniform and Equipment Allowance - Initial	Trans/ Entry	FMF
60	Uniform and Equipment Allowance - Add	Trans/ Entry	FMF
61	Uniform and Equipment Allowance – Extra	Trans/ Entry	FMF
63	Clothing Maintenance	Entry	Computer
64	Initial Clothing Allowance	Trans/ Entry	Computer/FMF
65	Family Separation Allowance (FSA)	Trans/ Entry	FMF
67	Family Supplemental Housing-CONUS (FSH-B)	Trans/ Entry	FMF
68	Variable Housing Allowance (VHA)	Trans/ Entry	FMF

71	Disability Severance Pay	Entry	Computer
72	Discharge Gratuity	Entry	Computer
73	Lump-Sum Bonus	Entry	Computer
74	Lump-Sum Accrued Leave	Entry	Computer
76	Readjustment Pay	Entry	Computer
77	Severance Pay	Entry	Computer
78	Personal Expense Allowance	Entry	Computer
79	Temporary Lodging Allowance (TLA)	Trans/ Entry	FMF
81	Initial Civilian Clothing Allowance	Trans/ Entry	FMF
83	Variable Separation Incentive (VSI)	Entry	Computer
84	Selective Separation Bonus (SSB)	Entry	Computer

Attachment 20

TRANSACTIONS THAT DO NOT PROCESS IN "T" STATUS

A20.1. The following transactions reject to the input source if the member's record is in "T" status:

A20.1.1. FIDs DQ21, DS01, DT04, FE01, FE02, HA01, HA02, HA04, HA13, HB01, HB02, HB04, HB13, MG04, SA04, and SA06

A20.2. The following transactions reject to DFAS-IN for manual intervention if the member's record is in "T" status:

A20.2.1. FIDs C106, C206, DB04, DB05, DB06, PB03, PB05, PB06, SB02, SJ04, SK04, SP02, SU04, TR05, 2001, 2501, 2805 and 2905

A20.3. The following transactions can only be processed by DFAS-IN if the member's record is in "T" status:

A20.3.1. FIDs SJ03, Sj06, Sk03, Sk06, Sp06 and 1903

A20.4. All other transactions should process if the member's record is in "T" status. If you discover one that does not, notify HQ AFIMSC. HQ AFIMSC notifies AFAFO.

Attachment 21

REPORTS CREATION

A21.1. The Air Force is using CA WebViewer to request, view and print reports, go to https://webviewer.csd.disa.mil/ for reports.

Attachment 22

DJMS-ACTIVE COMPONENT (DJMS-AC) INPUT STATION IDENTIFIER (ISI) – AIR FORCE

Table A22.1. DJMS-Active Component (DJMS-AC) INPUT STATION IDENTIFIER (ISI) – Air Force

ISI	Base
4001	EIELSON AFB, Alaska
4002	KUNSAN AB, Korea
4003	MISAWA AB, Japan
4004	IZMIR AB, Turkey
4005	KADENA AB, Japan
4008	SPANGDAHLEM AB, Germany
4009	RAF ALCONBURY, United Kingdom
4011	RAF LAKENHEATH, United Kingdom
4012	ANDREWS AFB, Maryland
4013	GEILENKIRCHEN AB, Germany
4014	STUTTGART AB, Germany
4015	RAMSTEIN AB, Germany
4016	RAF MILDENHALL, United Kingdom
4017	AVIANO AB, Italy
4018	INCIRLIK AB, Turkey
4019	OSAN AB, Korea
4020	OFFUTT AFB, Nebraska
4021	ALTUS AFB, Oklahoma
4022	ELLSWORTH AFB, South Dakota
4023	LITTLE ROCK AFB, Arkansas
4024	GRANDFORKS AFB, North Dakota
4025	WHITEMAN AFB, Missouri
4026	MCCONNELL AFB, Kansas
4027	SCOTT AFB, Illinois
4028	VANCE AFB, Oklahoma
4029	PETERSON AFB, Colorado
4030	USAF ACADEMY, Colorado
4031	MINOT AFB, North Dakota
4032	TINKER AFB, Oklahoma
4033	BUCKLEYAFB, Colorado
4034	SCHRIEVER AFB, Colorado
4036	MCCHORD AFB, Washington
4037	MALSTROM AFB, Montana
4038	MT, HOME AFB, Idaho
4039	FAIRCHILD AFB, Washington
4040	BEALE AFB, California
4041	F.E. WARREN AFB, Wyoming

4042	TRAVIS AFB, California
4043	NELLIS AFB, Nevada
4045	EDWARDS AFB, California
4046	VANDENBERG AFB, California
4047	HILL AFB, Utah
4048	LOS ANGELES AFB, California
4050	BARKSDALE AFB, Louisiana
4051	COLUMBUS AFB, Mississippi
4052	MOODY AFB, Georgia
4053	MAXWELL AFB, Alabama
4054	ARNOLD AFS, Tennessee
4055	SHAW AFB, South Carolina
4056	KEESLER AFB, Mississippi
4057	LANGLEY AFB, Virginia
4058	EGLIN AFB, Florida
4059	KEFLAVIK AB, Iceland
4060	LAJES FIELD, Azores
4061	SHAW AFB, South Carolina
4064	MAXWELL AFB, Alabama
4065	CHARLESTON AFB, South Carolina
4066	WRIGHT-PATTERSON AFB, Ohio
4067	POPE AFB, North Carolina
4068	DOVER AFB, Delaware
4069	MCGUIRE AFB, New Jersey
4070	HANSCOM AFB, Massachusetts
4072	SEYMOUR-JOHNSON AFB, North Carolina
4073	ROBINS AFB, Georgia
4074	ROME LABORATORY, GRIFFISS AFB, New York
4080	PATRICK AFB, Florida
4081	HURLBURT FIELD, Florida
4082	TYNDALL AFB, Florida
4084	AFFSC, ELLSWORTH AFB, South Dakota
4090	FORT BRAGG, North Carolina
4094	AIR FORCE SECURITY FORCES CENTER, Texas
4095	LACKLAND TECH SCHOOL, LACKLAND AFB, Texas
4096	JOINT BASE SAN ANTONIO, Texas (includes Lackland, Randolph, Ft Sam Houston)
4100	SHEPPARD AFB, Texas
4101	LAUGHLIN AFB, Texas
4102	GOODFELLOW AFB, Texas
4103	DYESS AFB, Texas
4126	DAVIS-MONTHAN AFB, Arizona
4127	FORT MEADE, Maryland
4128	BOLLING AFB, Maryland
4129	CANNON AFB, New Mexico

4130	HOLLOMAN AFB, New Mexico
4131	LUKE AFB, Arizona
4132	KIRTLAND AFB, New Mexico
4150	HICKAM AFB, Hawaii
4152	ANDERSON AFB, Guam
4153	ELMENDORF AFB, Alaska
6688	YOKOTA AB, Japan
3898	AFFSC, Ellsworth AFB, South Dakota
8888	HQ AIR FORCEPERSONNEL CENTER, RANDOLPH AFB, Texas
8890	CADETS – UNITED STATES AIR FORCE ACADEMY, Colorado
9998	BASIC MILITARY TRAINING, LACKLAND AFB, Texas

Attachment 23

MANAGEMENT NOTICES

A23.1. Management Notices to Bases. The following is a list of management notices sent for action:

Table A23.1. Management Notices.

MGT NOTICE	WHAT GENERATES	ACTION REQUIRED
UA	Incentive Pay input-medical/dental pay not established.	FMF 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 FIDs MD04, MD05 or MD06 are processed.	Verify amount of child support; member may lose Basic Allowance for Housing (BAH) entitlement if support amount is less than BAH-DIFF rate
UB05	Issued when BAH-DIFF is stopped because support amount has become less than BAH- DIFF; usually caused by mass rate or a promotion.	Member is to re-establish entitlement to BAH-DIFF; member is to furnish proof of support amount.
UC	A UC management notice is sent when a housing entitlement transaction is received and there is no BAH established on the members record, or the BAH and housing transaction are not compatible.	FMF should research and update BAH. Housing transaction recycles 9 calendar days and then rejects if BAH is not updated.
UD	Debt stop/Cancel processed by AAFES. The NEXCOM, NEXCARD, USC and AAFES are interchangeable based on which organization the debt belongs to.	No action required by FMF
UE	Generated when a BAH transaction processes and changes or establishes the BAH Dependency code (CLOSEST-BAQ-DEPN) on the MMPA.	FMF validate change is correct. If not correct, input correction. If correct, no action required.
UG	When a member is assigned inadequate quarters, BAH and DH changes and their CLOST-BAQ-DEPN equals I	Verify and adjust rental fair value percentage for both member and spouse. (JTR, chapter 10)

	or W, a UG management notice is issued to the FMF.	
UH	Sent to the FMF within 7 calendar days after processing a PCS (PCS) arrival transaction if the period between PCS departure and arrival cannot be accounted for from pay record entries.	FMF verifies the PCS days to the travel documents and the pay record for correction. 30 calendar days are allowed for actions necessary to account for the PCS days; otherwise a reject is given.
UI	Fly pay stopped end of previous processing month. FID 1205 action may be required to correct stop date.	Validate actual stop date, input FID 1205 if required. If actual stop date is end of month, no action required
UJ	Generated from quarterly bump between DFAS address file and the pay record for members who have no address on the address file in the system.	Military Pay should submit or resubmit an address change transaction. This generates a FID SC04 address change transaction to update address file.
UK	AAFES debt Start/Changed, member No Pay Due. The NEXCOM, NEXCARD, USC and AFFES are interchangeable based on which organization the debt belongs to.	FMF should review pay record to ensure that the collection rate does not exceed the amount authorized for collection under DoD 7000.14-R Volume 16, paragraph 030305. If so, process a FID DS04 to change amount.
UL	Processing of a terminal leave for a member separating.	Verify dates of terminal leave.
UN	When a FID DG debt for a report of survey if fully collected.	FMF notifies the reports of survey monitor to annotate the register.
UO	When a member separates with an uncollected balance for a report of survey.	FMF notifies the reports of survey monitor to annotate register about the uncollected amount.
UP	When a FID DG debt is started for a report of survey.	FMF notifies the reports of survey monitor to annotate the register.
UQ	Date generated by FMF in FID 1201 transaction.	AFPC (AFPC) submits FID TN05 to confirm date.
UQ	Date in FID 1201 not equal to	AFPC submits FID TN05 to

	date in FID TN entry.	confirm date.
UR	AAFES debt started The NEXCOM, NEXCARD, USC and AFFES are interchangeable based on which organization the debt belongs to.	No FMF action required.
US	AAFES debt change/correct. The NEXCOM, NEXCARD, USC and AFFES are interchangeable based on which organization the debt belongs to.	No FMF action required.
UT03	Issued when a FID 65XX is processed and the BAH code is D, G, I, K, L, N, R, S, or T.	Validate entitlement to Family Separation Allowance (FSA).
UV	Housing processed	Check entitlement to FSA.
UY U103	Notice that debts with type codes equal to 2, 5, B, E, F, H, L, M, N, V, and V were not established due to separation. TSP 0000000 EXCEEDS AVAIL NET PAY BY 0000000	FMF should notify agency that no collection actions are to be taken due to separation. The TSP office (3819) opens a Case Management System (CMS) case, refers it to the base FMF. FMF contacts member requesting a new percentage election be established in myPay and closes the case.
U203	Issued when a FID 3504 is processed changing BAH code to G.	FMF is to verify all housing entitlements.
U502	Generated when a member, receiving HDP-L takes leave in excess of 30 calendar days.	FMF is to verify member remains entitled to HDP-L. See DOD 7000.14-R, Volume 7A, table 17-1 for entitlement rules.
U503	Generated during month-end restructure approximately 30 calendar days before the appellate review leave expires.	The FMF verifies with the legal office that the member is still on appellate review leave. If the 300 calendar days of granted leave has or is about to expire, process a leave stop (FID SB02) transaction and a new leave start (FID SB01) transaction.

U8	Generated one month after member is re-accessed to active duty after being in "T" status more than one month.	Servicing FMF should contact the member and request the member complete an IRS Form W-4. Member's State Income tax Withholding (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 issues an XA management notice to notify the MPS of the member's PCS arrival.	MPS receives the XA management notice for member's PCS arrival. No action required.
XB	Verification of quarters assignment is determined if the member is assigned family housing.	The FMF is to compare this notice with a list received from Housing to determine if member is actually living in government quarters.
XC05	Generated when an Initial Clothing Allowance FID 64 processed for type 3.	Validate entitlement.
XC11	Generated when an initial clothing allowance FID 64 processed for type 4.	Validate entitlement.
XD	Notifies the FMF that the computer automatically restarted a suspended debt because member has pay now available.	No action required. FMF can adjust the repayment rate if required.
XG03	Issued 30 calendar days prior to youngest child’s 21st birthday.	BAH stops day prior to birth date. If date of birth is incorrect, submit FID 3504.
XG04	Issued 90 calendar days prior to youngest child’s 21st birthday in 36 entry.	BAH-DIFF stops; verify birth date with member and submit FID 3604 if DOB is incorrect.
XG05	Issued 30 calendar days prior to youngest child’s 21st birthday in 36 entry.	BAH-DIFF stops day prior to birth date. Submit FID 3604 if DOB is incorrect.
XG06	Issued 90 calendar days prior to youngest child’s 21st birthday.	BAH stops; verify birth date with member and submit FID 3504 if DOB is incorrect.
XG07	Issued 90 calendar days prior to youngest student’s 23rd birthday.	BAH stops; verify birth date with member and submit FID 3504 if DOB is incorrect.

XG08	Issued 30 calendar days prior to youngest student's 23rd birthday.	BAH-DIFF stops day prior to birth date; submit FID 3604 if DOB is incorrect.
XH	FID MG/MH has processed.	Validate pay record for entitlement
XI	An XI management notice is generated by DJMS after a PCS departure transaction has been processed. It is generated to notify the losing and gaining finance offices of the projected date departed last duty station (DDLDS) and arrival dates.	The XI management notice contains four separate notices: - XI03 is generated and sent to the gaining FMF as a notice of a member's projected arrival. It is generated every 15 calendar days and requires that the PCS-arrival transaction (FID SG03) be processed. - XI05. The XI05 is generated if the gaining FMF was changed from the original departure transaction. An XI05 is sent to the old gaining FMF and an XI03 to the new gaining FMF. - XI06. The XI06 is generated and sent to the losing FMF 7 calendar days before the projected DDLDS. This notifies the FMF that the PCS transaction is going to process. - XI50 is generated and sent to the losing FMF if the member's status is such that it causes the PCS departure transaction to reject if not cleared before the projected DDLDS.
XJ	Notice to restart allotments and debts that were stopped by separation/AWOL transaction.	XJ02 requires no action by servicing ADSN. XJ03 requires the servicing ADSN to contact the member and restarts allotments and debts.
XO	ETS minus 120 calendar days.	MPS validates date of separation (DOS), estimated term of service (ETS), number (NR) of extensions.

XS	DOS minus 10 calendar days or advance notice of separation indebtedness.	Advise member of projected indebtedness.
XT	Generated by the B2 input preparation subsystem for every transmission received an FMF or MPS.	No action is required by the FMF or MPS. It is furnished for information only.
XU	An XU03 management notice is required to inform the FMF and MPS when a particular transmission has already been received (duplicate) or is missing.	Action is required by the MPS to verify that they did or did not submit the missing transmission.
XW	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.	Sent to MPS 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 FMF notifies DFAS, via CMS, to manually process the PCS transaction.
XY	Has the following three distinct purposes: Notifies the finance office that an entitlement or status change was received causing member's pay to go below zero, and FIDs DQ or DW debt were established for the negative amount. 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 FID DQ debt was established for the negative amount. 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	FMF is to review the DQ debt to determine which of the following action should be taken: Immediately collect the debt because it is a routine adjustment. Notify the member to determine if a remission or waiver action is desired. If so, the FMF is to change the suspension reason. FMF can change repayment schedule.

	apply to advance pay repayments.	
XZ	Generated to the field each time a DJMS transaction rejects to the operating directorate for their action.	Identifies 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.
X103	BAH (FID 35) updated, overseas housing allowance (OHA) present.	Update OHA.
X104	BAH updated, HOUSING updated.	Verify entitlement, correct inconsistencies between BAH and HOUSING as needed.
X4	Generated when an excess cost household goods (HHG) debt is generated.	Traffic management office (TMO) follows up to determine the rebuttal status. If more time is needed, TMO notifies FMF.
X7	Generated when FID LD02 is processed. It is generated to advise SVC FMF that TDY has stopped.	SVC FMF submits transaction to start entitlements that stopped as a result of TDY.
X8	Generated when member (grade E4, 4 years or less service) enters an excess leave status.	The X8 management notice is sent to the servicing FMF to determine entitlement to BAH during period of excess leave.
X9	PCS arrival transaction stops BAH for members E4 over 4 years and above without dependent. The notice is generated so a review is to be made of the member's BAH status while PCS.	The X9 management notice is sent to the servicing FMF. Upon receipt review the member's PCS status and decides if BAH should be adjusted for the period of PCS. If adjustment is necessary, the FMF does the adjust; otherwise, no action is required.
X905	PCS proc-verify and correct FIDs 23, FL and/or BS entries.	Verify 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 if BS arr/dep HFP dates or HFP leave carryover balance need corrected.

Attachment 24

AFPC MATCH FLAG CODE

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

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

Table A24.1. AFPC Match Flag Code.

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

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, contact DFAS-IN/JFLL and request MM/EOM pay be suppressed. Send via Case Management System (CMS) case.

A25.1.2. Process FID LH02 if applicable.

A25.1.3. Annotate suppression log if pay is to be suppressed.

A25.1.4. Brief member on dependent support requirements when drawing with dependent BAH (Confinement only).

A25.1.5. Adjust or stop partial and single rate BAH as applicable.

A25.1.6. Stop FSH-B.

A25.1.7. Record convening authority date for member who is being court-martialed.

A25.1.8. Record the Defense Joint Military Pay-Active Component (DJMS-AC) system update number that the fine/forfeiture processed.

A25.1.9. Record the DJMSC-AC system update number that the reduction in grade (from to) processed.

A25.1.10. Record the date that FMF received the court-martial order.

A25.1.11. Name and extension of POC in member's orderly room.

A25.2. Appellate Review Leave Status

A25.2.1. Date the initial appellate review leave, AF Form 988, was processed in the FMF.

A25.2.1.1. Record the DJMSC-AC system update number Appellate Review Leave was processed on and the leave number used.

A25.2.2. Stop Basic Allowance for Quarters (BAH) for members without dependents in an excess leave status. See JTR, Chapter 10, for members with dependents in excess leave status.

A25.2.3. Check the member’s MMPA in DJMS-AC for the FID BL entry to verify number of leave sell days.

A25.2.4. Verify FID 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 FID MD entry on the member’s MMPA.

A25.3.2. Verify that fine/forfeiture action is recorded on the members MMPA (and has not collected past the first calendar day of appellate review leave).

A25.3.3. Stop all allotments, when a total forfeiture is ordered, effective the month that the convening authority of the court- martial ordered the sentence executed.

A25.3.4. Do not wait for the MPS to process the FID SJ transaction. Adjust all the affected entitlements and stop central pay upon receipt of the AF Form 2098 from the squadron.

A25.3.5. If the member has been transferred from another base or confinement facility, contact the prior FMF to verify payments and the adjustments made to entitlements.

A25.3.6. Ensure the servicing MPS has input the correct grade reduction. Verify this date with the court martial order.

A25.3.7. Courts Martial orders are to be sent to the FMF with an AF Form 1373.

A25.3.8. 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.

A25.3.9. When computing pay due the member, subtract all existing allotments, FITW, FICA, SITW, AFRH, SGLI, MGIB and debts that are known to the FMF. Look for SRB, RRB, and ESB (FIDs R6 and R7) MMPA entries.

A25.3.10. Basic Allowance for Subsistence (BAS) is not payable to an enlisted member in confinement, but is payable to officers in confinement.

A25.3.11. Clothing Maintenance Allowance is not payable.

A25.3.12. 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.