

**"WELCOME"**

Welcome to Vandenberg Air Force Base! Many of you are new to the Air Force and your military pay and travel entitlements may be a mystery to you up to this point. We developed this handout to give you the basic information you will need to know about your pay while you are here at Vandenberg. We have identified those entitlements unique to your status here as a student. We broke the subject down into military pay and travel entitlements and then subdivided these areas alphabetically by topic. We hope it will assist you in understanding your allowances. If you have any comments, please bring them to our attention.

**MILITARY PAY**

**BASIC ALLOWANCE FOR HOUSING (BAH).**

When adequate government quarters are not assigned, BAH is payable to active duty members at a "with" or "without" dependent rate. Based on your status, BAH is payable as follows:

**PCS with TDY enroute (have not reported to new base):**

**Members with dependents:**

If your dependents reside in temporary government quarters (billeting) with you at Vandenberg, then BAH will stop after 30 days of occupancy. The housing office stops your BAH. If your BAH does not stop, contact the housing office.

If your dependents reside other than with you in non-government quarters, your BAH will not be affected. If they occupy government quarters, you will not receive BAH.

**Members without dependents:**

If you reside in billeting, your BAH will stop after 30 days of occupancy. You will then be entitled to partial BAH. Our Military Pay customer service section will stop your single BAH and start the partial rate. If for some reason you elect not to remain in billeting, please notify the Military Pay customer service section. You may be entitled to single rate BAH for your entire stay at Vandenberg.

**TDY only no PCS involved (will return to old base):**

**Members with dependents:**

If your dependents reside with you in billeting, your BAH will stop after 30 days of occupancy. Ensure housing stops your BAH after the 30th day. If your dependents do not travel with you, your BAH will not be affected.

**Members without dependents:**

If you are entitled to BAH at your home station, your BAH will not be affected by your TDY.

**FAMILY SEPARATION ALLOWANCE.**

If your dependents do not reside with you while TDY, you may be entitled to FSA. The purpose of this allowance is to compensate you for the added expense of being separated for more than 30 days. After you settle your travel claim at your permanent duty station, you may file for this added entitlement.

**OFFICER SERVICE DATES.**

Most new lieutenants may expect to receive one or more pay date changes. When the Air Force Personnel Center (AFPC) establishes your personnel record, they normally use the date from your active duty orders. Often these dates are incorrect and must be adjusted later. Also, such things as reserve time, prior service credit, etc., may affect your pay date. These dates are normally corrected within your first four months of active duty. Please allow time for AFPC to update your records before requesting assistance from the local Military Personnel Flight (MPF) or our office. When there is a change to these dates, you may experience a loss of pay and allowances. Expect this to happen. We can tell you the date used to establish your personnel record, therefore, you can estimate how much your pay may change.

**Prior Service Enlisted Officers:**

All lieutenants with over four years of active duty as enlisted are entitled to a higher rate of base pay and BAH. If you are in this category, expect a delay of 120-180 days before your pay records are updated. AFPC must confirm with the Service concerned your enlisted service and your pay record cannot be updated until this verification is accomplished. Your pay will be corrected retroactive to your date of entry to active duty as an officer.

**PAY SERVICE.**

You will be able to make any changes to your military pay such as allotments, taxes, direct deposit, etc., through our Customer Service section located in building 11777, room A-114, ext. 6-1858 or 6-3753. Our normal customer service hours are 0830-1530 on Mon-Tues-Thurs, 1000-1530 on Wed, and 0900-1530 on Fri. Due to your class schedule, you may call and make an appointment with any available technician to assist you. Appointments can be made between 0730-1630, Mon-Fri. Please come by room A-113. Our extensions are 6-4606 or 6-4607.

**PAY STATEMENTS:**

Your mid-month Net Pay Advice's (NPAs) and your end-of-month Leave and Earning Statements (LESS) are created at the Defense Finance and Accounting Service - Denver Center and mailed to us. We then distribute them to your orderly room or to your PSC box, if applicable. Sometimes we will not receive your statements if you just recently arrived TDY. However, normally we are able to provide you any information you require. Just stop by our office during duty hours. If you receive your statement and the address is incorrect, you must come into customer service and fill out an address change form to correct the address for the next pay period. Remember Military Pay operates within limited available processing time. Meaning Finance must work within time frames directed by Defense Finance and Accounting Service-Denver Center (DFAS-DE).

Military Pay has two cutoff dates: (This is very important to remember.)		
Example:		
<u>Each Month</u>	<u>For pay on</u>	
4th (cutoff)	15th	Net Pay Advice (NPA)
18th (cutoff)	1st	LES

These dates vary a little every month. You can call Finance customer service for the cutoff dates, ext. 6-1858 or 6-3753.

**PCS with TDY enroute (have not reported to new base):**

If PCS from CONUS to CONUS bases, BAH is based on your old Permanent Duty Station (PDS).

If PCS from overseas to CONUS bases, BAH is based on your new PDS only. If your dependents accompanied you from the overseas location, BAH will start on your day of arrival at the first stateside TDY location. Regardless of the TDY location, BAH will be based on the rate that applies to your new PDS.

If you are a newly inducted officer (includes former enlisted members who complete Officer training School (OTS)), BAH will be paid as follows:

**Members with dependents:**

BAH will be based on the location of your dependents until the day before the day you arrive at your new PDS. Former enlisted members who attended OTS will receive the BAH applicable to the old PDS until the day after arrival at OTS. BAH will then be based on the location of your dependents until your arrival at the new PDS.

**Members without dependents:**

BAH will be based on the location from which you are ordered to active duty until you arrive at a duty location listed on your orders. The initial rate will change to that of the current duty location until you finally arrive at the PDS.

**TDY only no PCS involved (will return to old base)**

BAH will continue to be based on the rate applicable to your PDS. If assigned to family quarters, you will not receive BAH. If single with no dependents and assigned to permanent government quarters, you will receive partial BAH.

**TRAVEL PAY  
TEMPORARY DUTY (TDY) PER DIEM.**

Due to your TDY status at Vandenberg, you are entitled to a daily per diem allowance. This allowance is intended to defray the cost of your food, lodging, and incidental expenses while you are TDY. Following is a breakdown of the daily per diem rate for Vandenberg AFB based on the options written on your orders:

- |  |
|--|
| <p>A = All government meals directed<br/>         B = Some government meals directed<br/>         C = No government meals directed</p> |
|--|

**Note:** Add \$2 incidental expense to rate directed for CONUS or \$3.50 for Overseas

Vandenberg's current per diem rates are as follows:  
A = \$8.00 B = \$20.00 C = \$32.00 + Incidental  
Added to the amounts shown above is the cost of lodging. Currently, the rate for a single room at billeting is \$17.00.

**TRANSPORTATION ALLOWANCES.**

Your reimbursement for transportation depends on your mode of travel and your status. Following is a brief description of your allowances for the various statuses:

**TDY from a Permanent Duty Station (No PCS involved):**

If you used your **POV**, you will receive \$0.31 per mile--limited to the cost of a government ticket.

If you were provided a **government ticket**, you will receive per diem only for your travel days plus reimbursement for any taxis or miscellaneous expenses.

If you personally procured a **commercial plane ticket**, you will be reimbursed your actual cost limited to the cost the government would have incurred for the directed travel.

You will also receive per diem and be reimbursed for taxis and miscellaneous expenses.

**TDY enroute PCS to a new duty station:**

If you used a **POV**, you will receive \$0.15 per mile plus \$50 for each allowable travel day. One travel day is authorized for each 350 miles. If you use less travel time than the allowable travel time, you will receive \$50 for the actual number of travel days used.

If you used **commercial transportation** or were provided a **government ticket**, you will be paid as described above for a TDY traveler.

**TRAVEL ADVANCES.**

If you have a government charge card, you will not be eligible for a travel advance. However, in order for you to pay your monthly bill, you may be paid your accrued per diem. To receive this payment, bring in two copies of your orders and your actual charge slips.

If necessary, you may receive an advance for your travel to your next duty station when you graduate from training. If you require an advance, stop by our office within ten days of your projected departure date from Vandenberg and we will transmit your deposit via electronic funds transfer (EFT).

If you do not require an advance, you must still stop by our office to receive a record of any advances you received while TDY at Vandenberg. Failure to do so could delay your final settlement claim.

**TRAVEL SETTLEMENTS.**

When you get to your permanent duty station, you will be required to file a travel settlement voucher within 5 days. At this time, your servicing finance office will compute your total entitlement for your TDY plus any travel from your home of record, etc., if applicable. They will deduct any advances you received and pay you the final amount. If you have any questions concerning your settlement claim or believe your servicing finance office paid you incorrectly, ask them to contact our travel section at DSN 276-1858 or 276-3753.

*(This information in this handout is subject to changes without notice).*

***OFFICERS***

***MILITARY***

***AND***

***TRAVEL PAY***

***FACT SHEET***

***30th CPTS/FMFP  
1031 CALIFORNIA BLVD.  
BLDG. 11777 SUITE A-113  
VANDENBERG AFB CA 93437***

***DSN: 276-1858, 276-4606  
COMMERCIAL: 734-8232 Ext. 6-1858, 6-4607***

***30th SWVA 65-2, Mar 98  
OPR: 30th CPTS/FMFP***

***MISSILE STUDENT***