

"WELCOME"

Congratulations on your assignment to Vandenberg AFB. We prepared this package to assist you with your in-processing and we believe it should answer most of your questions concerning your military pay entitlements. The information is in alphabetical order so you can easily find an item of interest.

ADVANCE PAY.

Advance pay is designed to provide a means to pay for PCS related expenses for which there is no direct reimbursement. At Vandenberg AFB this could include such items as washers, dryers, lawn mowers, curtains, rugs, household furniture, house hunting trip expenses, house down payment, support two households, vehicle repair for PCS move, towing expenses, pet relocation, smog inspection, tune up on car, etc. The normal advance amount is one month's basic pay minus any deductions (taxes and other debts). The normal repay is 12 months; however, this may be extended to 24 months with your commander's approval. Senior Airmen and below must have their squadron commander's approval for any advance pay. Staff Sergeants and above only need the squadron commander's approval if they are requesting more than one month's advance pay or an extended repayment. The maximum advance allowable is three month's basic pay minus deductions. Any request beyond the normal one month advance with 12 months repay must be justified and specific expenses itemized in block 12 on the DD Form 2560, Advance Pay Certification/Authorization. Entitlement is authorized up to 60 days after arrival at new duty station.

BASIC ALLOWANCE FOR SUBSISTENCE (BAS).

This entitlement is stopped for enlisted members a day prior to their arrival whenever they go PCS. We will start BAS automatically if your dependents arrived on station with you, if you are an E-7 (MSGT) or above, or if you are a military couple and your spouse either arrived with you or is already stationed here. In all other cases, you must apply for this allowance through your unit orderly room.

BASIC ALLOWANCE FOR HOUSING (BAH).

Effective 1 Jan 98, the law changed BAQ and VHA to BAH. One entitlement to simplify what members receive. There are basically four types of BAH: BAH with dependents, BAH without dependents, Partial rate BAH, and BAH difference.

BAH With Dependents. Payable to any member with dependents not assigned to government quarters. Eligible dependents spouses and children. There are other categories of dependents, but different eligibility rules and requirements exist for each category. For detailed information, contact your military pay office.

BAH Without Dependents. Payable to any member without dependents who is not assigned to government quarters. Single members in the grade of SSgt (E-5) or above may elect to reside on the economy. Other single members must receive approval of the housing office to reside off base. When SSgt or above arrive on base PCS and are assigned to the dormitory, they must notify the dormitory manager to stop their without dependent BAH and start their partial rate BAH. Members who were entitled to without dependent rate BAH at their last base will lose this entitlement and must apply again at their new base.

Partial BAH. In 1977 the services won a battle with Congress for single airmen residing in the dormitory. These personnel never receive a pay raise for BAQ. In 1977 personnel residing in the dormitory received the amount of the pay raise for BAQ that single airmen received who resided off base. This new entitlement was called partial BAQ and has been the same since 1977. The new law as of 1 Jan 98 has renamed this entitlement to BAH. Any person residing in the dormitory receives this allowance as long as they do not receive BAH for another purpose. If single airmen are required to stay in billeting upon arrival PCS, they are entitled to without dependent BAH until they move into the dormitory.

BAH Difference. Effective 5 Dec 91, any member residing in single type government quarters and or member drawing BAH without dependent who becomes entitled to BAH based solely on payment of child support will be entitled to BAH in an amount equal to the difference between the with dependent and the without dependent rates of BAH. The VHA portion is not included in BAH Difference. Restrictions apply if the child is staying in government quarters or claimed by another member. Members who were residing in the dormitory prior to 5 Dec 91 are "grandfathered" and continue to draw the with dependent rate of BAH until they become entitled to BAH for a reason other than for child support.

The BAH entitlement is based on the members grade, duty location and dependency status. Military couples will no longer have to split the housing costs. Single members will no longer have to worry about shares. Military to Military or singles living off base will receive BAH in their own right as individual members. Members will be rate protected to the 31 Dec 97 as long as they do not make any changes. Members will recertify upon PCS to a new duty station and after 4 years on station or change in dependency status. For additional information contact customer service, Bldg. 11777, A-114, ext 6-1858 or 6-3753.

DIRECT DEPOSIT.

Direct Deposit is mandatory by law for military personnel as of 1 Oct 89. We suggest military personnel find a financial institution that provides the services they desire and remain with this institution during their career or at least their PCS assignment. With Automated Teller Machine (ATM) cards you should be able to access your bank account from any ATM in the local community. If you decide to change your direct deposit, do not close your old account until you are 100 percent sure your direct deposit has been switched to the new financial institution. We suggest you wait at least 1 month or two pay periods before making any adjustments to your old direct deposit account. This is extremely important.

GOVERNMENT CHARGE CARD.

Space Command policy is that all TDY travel claims will be paid by electronic fund transfer and that no cash advances will be paid by the Financial Services Office. All travelers should apply for the Government Charge Card through their unit orderly rooms. Each unit has a representative who should have the application forms. Personnel arriving at Vandenberg AFB who already have a card must contact their unit representative who will notify the contractor of the change of station.

LEAVE AND EARNING STATEMENTS (LES)/NET PAY ADVICES (NPA).

You should receive your first pay statement no later than the second pay period after you arrive on station. Your LES should arrive at the end of the month following the month you arrived on station and you should receive any LESs for any months you were on leave enroute PCS. When you receive your first LES, review it for accuracy. Most problems can be corrected within one pay period. Be aware of your entitlements (BAH, BAS, and Special/Incentive Pays) and ensure you receive the proper allowances. Keep a current copy of your LES with you at all times along with your Military ID card and bring it with you if you need to come see customer service Military Pay with a pay problem. Personnel with PSC boxes prior to May 1997 will receive their statements at the post office. By regulations all others will be delivered to your unit orderly room (including all new personnel with PSC boxes).

PAYCALL

Defense Finance and Accounting Service - Denver Center (DFAS-DE) has established a new program that member's may obtain pay information via automated phone system! The following are just some of the items you can obtain from PayCall:

1. Last paycheck of final pay
2. W-2 form reissued
3. Get federal and state tax information
4. Leave balance
5. Debt balance
6. Allotment and direct deposit information

More information can be found on the Air Force News Web page (www.af.mil/news). This is an inquiry system only, repeat inquiries only! Changes can only be made by your local Accounting and Finance Office.

STATE TAXES AND EXEMPTIONS.

Each state has different laws concerning taxes. Following is a short explanation of the state tax laws concerning military personnel:

California, Idaho, Vermont, and Pennsylvania. Residents stationed in these states are liable for state tax. When stationed outside these states, no state tax deductions should be made.

New York, New Jersey, Connecticut, Oregon, and Missouri. Residents must recertify upon PCS arrival in order to be exempt from state tax and must meet the following requirements:

1. Must maintain a place of abode outside the state
2. Must not maintain a place of abode within the state of legal residence
3. Must not visit the state of legal residence for a period of more than 30 days

NOTE: Residents of New York and New Jersey who live in single type government quarters do not qualify for state tax exemption.

Arizona. Residents do not have state tax withholding unless they voluntarily elect so. However, all residents are liable for filing a state tax return.

State tax laws may change annually. We try to publicize any changes which may affect your military pay, but it is your responsibility to abide by the tax laws of your state of legal residence.

TEMPORARY LODGING EXPENSE (TLE).

The intent of TLE is to partially offset the additional living expenses incurred when members and their dependents occupy temporary lodging in conjunction with a PCS move. The allowance is up to ten days when the PCS is between stations

CONUS to CONUS, up to ten days from overseas to CONUS and only up to five days if going CONUS to an overseas location. This entitlement is payable after you check out of the temporary lodging facility. For a single person, we need a statement from billeting that permanent government quarters were not available. If a member accepts family housing while on TLE, we need a statement from TMO that your household goods could not be delivered. TLE is not payable for a PCS move to your first duty station or from your last duty station upon retirement/separation.

TLE is a **maximum** of \$110 per day.

Documents required are as follows:

1. Four (4) copies of your PCS orders
2. Travel voucher (readable paid settlement voucher)
3. TLE worksheet completely filled out (attain from Customer Services, Rm A-114, Bldg. 11777)
4. All lodging receipts (must show daily rate and check in/out dates)
5. Non-availability statement from Billeting Office
 - E-5 and above
 - E-1 -- E-4 single, not assigned to the dorm get non-availability statement from the dorm manager

Computation will be determined by the following conditions:

1. Locality rate
2. Percentage (# of people)
3. If cooking facilities are available or not
4. Daily allowance (BAH, BAS)
5. Lodging cost

Note: Check out date not payable.

NOTE:

Ensure you have your current address updated in the Military Pay system and Military Personnel system (MPF).

Ensure your current status of married, single, dependents, or divorced, etc. is updated in the Military Pay system and Military Personnel system (MPF).

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

MILITARY PERSONNEL

PCS-IN

MILITARY 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 65-4, Mar 98
OPR: 30th CPTS/FMFP
Distribution: X