



U.S. ARMY

FINANCE BRIEF



IN PROCESSING TO KOREA





OFFICE HOURS

Hours of Operation

Monday: 0900-1630

Tuesday: 0900-1630

Wednesday: 0900-1630

Thursday: **CLOSED ALL DAY DUE TO TRAINING**

Friday 0900-1630

**Closed Everyday for lunch (1130 – 1300) and All
Scheduled US&KN Holidays**





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The following will be serviced at the local Finance Office:

- ✓ S1 Personnel w/Authorized Access Memo
- ✓ Soldiers w/No Pay Due
- ✓ OHA & Security Deposit Advances / Returns
- ✓ In-Processing / Out-Processing
- ✓ Separations
- ✓ Soldiers w/Statement of Charges or Debt Letters
- ✓ Soldiers w/Travel Pay Issues (Smart voucher)





LAST DUTY STATION ENTITLEMENTS

All entitlements will be stopped, effective on the date of departure from last duty station.

- **Hostile Fire Pay**
 - **Save Pay**
 - **Demolition Pay**
 - **Parachute Duty Pay**
 - **Family Separation Allowance**
 - **Hazardous Duty/Imminent Danger Pay**
 - **Special Duty Assignment Pay**
 - **Foreign Language Proficiency Pay**
 - **Pay Entitlements terminating from PDS**
- FLPB – Will not be stopped if DA 330 and PAR are submitted upon In-Processing
 - Exceptions: Flight Pay for Officers & Soldiers with 18Z MOS





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KOREA SPECIFIC ENTITLEMENTS

- OCONUS Cost Of Living Allowance (COLA)
 - ✓ Based on rank, time in service, location, and the daily rate (changes daily).
- Hardship Duty Pay-Location (HDP-L) (ONLY AREA I)
 - ✓ \$150 for Area I
- Overseas Housing Allowance (OHA)
 - ✓ Go to your local Housing Office to start this entitlement for eligible personnel
- Family Separation Allowance (FSA-R)
 - ✓ \$250 prorated based on 30-day month. (Not authorized for Dual Military couples both stationed in Korea or Non-custodial parents)
- Meal Deductions
 - ✓ Unaccompanied E-6 and below unless Unit authorizes otherwise.





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Family Separation (FSA) for Dual Military Couples

- **Authorized for the couple who were residing together immediately before being separated by reason of military order or have dependents.**
- **Submit through S1 on the 30th date upon arrival date to start FSA.**
- **Soldiers must provide proof of enrollment in the MACP(Married Army Couples Program)**

Acceptable Proof:

- ✓ **Total Army Personnel Database (TAPDB) MACP Printout**
- ✓ **Soldier Talent Profile (STP) Printout reflecting MACP enrollment**





MEAL DEDUCTION EXEMPTIONS

The following personnel currently have pre-approved exemption memos filed in our office:

- CID personnel
- MP personnel
- Joint Security Area (JSA) personnel
- 8th Army Band
- SOC-KOR
- 168th MMB & 549th Hospital Center

Exceptions to stop Meal Deductions & receive FULL COLA for single/unaccompanied E6 and below must be approved by the commander(O5) submitted ETP using PAR.





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BASIC HOUSING ALLOWANCE (BAH)

- Your BAH will remain the same as your **last Permanent Duty Station**. If you relocated your dependents, you must submit a copy of your dependent travel voucher and your PCS orders.
- BAH for deferred dependent travel more than 60 days will only be paid with an **approved Secretarial Waiver**.

***IF ORDERS ARE INCORRECT, THEY MUST BE AMENDED!**

Printout your assignment instruction from IPPS-A/

Need Amended PCS Orders from MPD





BASIC HOUSING ALLOWANCE (BAH)

- Non-Custodial Parents:
 - Only authorized BAQ-Diff
- Unaccompanied Dual Military:
 - SM receiving with dependent BAH rate is authorized BAH
 - SM receiving the without dependent BAH rate is not authorized BAH

NOTE: Soldiers may be overpaid allowances at the old rate due to system cutoff dates and late in-processing. If this happens then a debt will be on the Soldiers Leave and Earning Statement (LES).





BAH FRAUD

- Soldiers who are listing zip codes with high BAH rates even though their dependents are not located there.
- Hot location - San Francisco, Los Angeles, San Diego, Chicago, New York City, etc.
- BAH fraud violates the following UCMJ articles: Article 107, UCMJ (False Official Statement) and Article 121, UCMJ (Larceny). This is because signing the finance form with a false dependent address is the false statement, and the resulting reception of BAH funds from DFAS is larceny. Disposition of BAH fraud cases can result in Article 15, separation, GOMOR, or court-martial. Additionally, the Department of Treasury will then carry out their own process to recover the entire amount distributed to the Soldier, not just the difference between what they received and what they should have received.





DISLOCATION ALLOWANCE (DLA)

To partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS

Authorized:

- SM who relocated dependents. (Must be authorized in PCS orders)
- SM with Command Sponsorship (CSP)
- SM who reside off post
- Married, and brought some of your household to Korea (barracks/SLQ)

Not Authorized:

- Single SM assigned to government quarters
- If this is your first PCS move and you do not have dependents

DLA is reimbursed through the Smart Voucher
Advance DLA must be reported when submitting PCS Voucher





PET EXPENSES

- To reimburse for the costs related to the relocation of one household pet that arises from a PCS.
- Authorized reimbursable expenses:
 - ✓ Mandatory Microchipping
 - ✓ Quarantine fees
 - ✓ Boarding fees
 - ✓ Hotel service charges
 - ✓ Licensing fee at the new PDS
 - ✓ Testing titer levels for entry
 - ✓ Pet shipping fees (Separate travel)
- Government transportation must be used if available or reimbursement for transportation costs is not authorized.
- limited to \$2000 per PCS move from CONUS to OCONUS.
- Pet Expenses are reimbursable **ONLY** when authorized in PCS Orders.





TLE VS TLA

• Temporary Lodging Expense (TLE)

- Authorized 7 days from CONUS to OCONUS
- Reimbursed through SmartVoucher.
- Lodging within 75 miles from your losing station.
- May be reimbursed up to a maximum of \$290 per day (Lodging + Per diem).
- Payment shown on AOP(Advise of Payment) on MyPay

• Temporary Lodging Allowance (TLA)

- For arrival, authorized 10 days but can be extended up to 60 days with the Housing office approval.
- Reimbursed through local Military Pay Office.
- Memorandum from Housing Office authorizing TLA
- Payment shown on LES





PCS ADVANCE PAY

- To provide funds to a service member to meet extraordinary expenses incident to a government-ordered relocation.
- Advance on your base pay(not to exceed 3 months) less monthly deductions and taxes.
- Request within 60 days from arrival at PDS or 30 days prior to departure
- Required documents:
DD Form 2560, PCS Orders, Absence Request.

For Approval:

- ✓PFC and below need Commander's signature (O-3 or above)
- ✓O-5 and above approval is required for Service members requesting outside of normal PCS timeframe / Service members requesting more than 1 month base pay / Service Members requesting to repay over 12 months.





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In Processing Finance





LES REVIEW

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																		
ID	NAME (LAST, FIRST, MI)			SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN ID/ISSN	PERIOD COVERED							
ENTITLEMENTS			DEDUCTIONS				ALLOTMENTS			SUMMARY								
TYPE			AMOUNT				TYPE			AMOUNT								
10			11				12			13								
TOTAL			20				21			22								
LEAVE		BP BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE LOSE	FED TAXES		WAGE PERIOD	WAGE YTD	MS	EX	ADD'L TAX	TAX YTD	
FICA TAXES		WAGE PERIOD	SOC WAGE YTD	SOC TAX YTD	MED WAGE YTD	MED TAX YTD	STATE TAXES		ST	WAGE PERIOD	WAGE YTD	MS	EX	TAX YTD				
PAY DATA		BAQ TYPE	BAQ DEPT	VMA ZIP	RENT AMT	SHARE	STAT	JTR	DEPOS	ED JTR	BAS TYPE	CHARITY YTD	TFC	PACEN				
Thrift Savings Plan (TSP)		BASE PAY RATE	BASE PAY CURRENT	SPEC PAY RATE	SPEC PAY CURRENT	ENR PAY RATE	ENR PAY CURRENT	BONUS PAY RATE	BONUS PAY CURRENT	CURRENTLY NOT USED		TSP YTD DEDUCTIONS		DEFERRED	EXEMPT	CURRENTLY NOT USED		
REMARKS		YTD ENTITLE				YTD DEDUCT												
76		77				78												
'9'		Barracks rate COLA																
'0'		Off post COLA																
1'-5'		# of CSP dependents																

If ADSN shows 9999, you need to be in processed

Korea ADSN is 6411.

If you see 9999 for 3 consecutive month's you need to see Military Pay Office ASAP!

LES remarks will tell you for which area you are receiving COLA





Required Documents to In Process Finance

- Coversheet
- Travel Voucher
- 1 Complete Set of PCS Orders (with amendments if applicable)
- Absence Request (Must cover the **entire period** from the date left the old duty station; to the date arrived in Korea)
- 1 Copy of Pin Point Orders (If assigned to Areas 1, 2, and 4)
- Flight Itinerary(ies)
- DD1610 (if applicable)

✓ Documents submitted must be legible





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Coversheet

DATE : _____

★ BRIEF WINDOW

ARMY MILITARY PAY OFFICE - KOREA IN-PROCESSING COVERSHEET

★ NAME: LAST NAME, FIRST ★ SSN: _____ FULL SSN ★ RANK: SGT

★ EMAIL: xxx.MIL@ARMY.MIL or personal email

MY PRIMARY DEPENDENT:

- NONE CIVILIAN SPOUSE CHILD(YOUNGEST CHILD DOB: _____)
- PARENT DUAL-MILITARY SPOUSE(MIL SPOUSE SSN: _____)

MY DEPENDENTS ARE:

- NOT MOVING CONCURRENT TRAVELING WITH ME
- COMING TO KOREA AT A LATER DATE : _____
- MOVED TO : _____

Mark one that applies to you.

Are you currently receiving Foreign Language Proficiency Bonus(FLPB)? ★ YES ★ NC





Completing the DD Form 1561 (FSA)

BLOCK 1 – 4: Self Explanatory

- **NAME**
- **GRADE: E /O (Not your RANK)**
- **DOD ID**
- **BRANCH and ORGANIZATION**

STATEMENT TO SUBSTANTIATE PAYMENT OF FAMILY SEPARATION ALLOWANCE (FSA)			
PRIVACY ACT STATEMENT			
AUTHORITY:	Title 37, U.S. Code, Section 427.		
PRINCIPAL PURPOSE:	To evaluate member's application for FSA.		
ROUTINE USES:	a. Serves as substantiating document for FSA payments and input into the member's pay account. b. Provides an audit trail for validating propriety of payments and to assist in collecting erroneous payments. c. Provides a record in service member's pay account and for safekeeping.		
DISCLOSURE:	Disclosure of your social security number and other personal information is voluntary. However, if requested information is not provided, FSA will not be considered.		
1. NAME OF MEMBER <i>(Last, First, Middle Initial)</i>	2. GRADE	3. SOCIAL SECURITY NUMBER	4. BRANCH AND ORGANIZATION
→	→	→	→
PART I - MEMBER COMPLETES THIS SECTION TO SUBSTANTIATE ENTITLEMENT TO FSA			





Completing the DD Form 1561 (FSA)

BLOCK 5:

- Mark “X” FSA-R for restricted (unaccompanied) tour.

BLOCK 6:

- Address where dependents currently reside. Must be a designated location as stated in your orders.

BLOCK 7:

- Date that you left your dependents for the airport to make your trip to Korea.





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Completing the DD Form 1561 (FSA)

8. I CERTIFY TO THE FOLLOWING FACTS (X applicable box(es))

a. I am not divorced or legally separated from my spouse.

b. My dependent child (children) was (were) not in the legal custody of another person when I received my military orders.

c. My dependent (other than my spouse; see line f. below) is not a member of the military service on active duty.

d. My sole dependent is not in an institution for a known period of over 1 year or a period expected to exceed 1 year.

e. I am claiming FSA for my parent(s) for whom I have a current and approved dependency status and am residing with, and I maintain a residence(s) for my dependent(s). I have assumed the liability and responsibilities thereof at the address(es) shown above, where I likely reside during periods of leave or such other times as my duty assignment may permit.

f. I am married to another military member currently serving on active duty and my spouse was was not residing with me immediately before being separated by execution of my military orders.

Spouse's SSN: _____ Branch and Component: _____

g. My last TDY or deployment, if any, was was not within the last 30 days from this TDY or deployment.

BLOCK 8: Mark all that applies to you.

9. I understand that I must notify my commanding officer immediately upon any change in dependency status and if my sole dependent or all of my dependents move to or near this station or if my dependent(s) visit at or near this station for more than 90 continuous days (more than 30 continuous days in the case of FSA-T (Temp) or FSA-S (Ship) while I am in receipt of FSA.

a. DATE (DDMMYY)	b. SIGNATURE OF MEMBER

BLOCK 9: Sign and date.





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Completing the DD Form 1561 (FSA)

→ 11. **TYPE II - FSA-R.** Member departed (PCS/detached) from _____ on _____
(Last permanent duty station) (DDMMYY)
 and was on leave en route _____, proceed time _____
(Inclusive leave dates - DDMMYY) (Inclusive dates)
 and the member reported to _____ on _____. Transportation of
(PDS) (DDMMYY)
 dependent(s) is not authorized at government expense to this station or to a place near this station.

12. **TYPE II - FSA-S.** Member was serving on orders, on board ship, away from homeport commencing (DDMMYY) _____.

a. NAME OF SHIP/UNIT	b. HOMEPORT
_____	_____

→ 13. Travel performed under authority of orders _____, dated _____.

14. Member claiming Type II FSA, is receiving basic allowance for housing (BAH) (or residing in government type quarters) as a member with dependents or member married to a military member.

→ 15. **DATE** (DDMMYY) →

16. CERTIFYING OFFICER	
a. TYPED NAME <small>(Last, First, Middle Initial)</small>	b. TITLE
_____	_____
c. ORGANIZATION	d. SIGNATURE
_____	_____

BLOCK 11&13: Must be filled by gaining Commander.

BLOCK 15&16: Must be signed and date by gaining Commander .

Submit signed DD 1561 through unit S1 on the 30th day after arrival.





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Pink Slip

FINANCE IN-PROCESS

NOTICE: A DET, 176TH FMSU ACCEPTED [] REJECTED [] your in-process packet.

DATE:

REASONS FOR REJECT
[] Leave form
[] DD 1610
[] PP orders
[] Orders

*** You must submit the correct, completed packet to the finance office ASAP to be in-processed. Failure to do so will result in incorrect payments and may lead to significant debt or a no pay due (PAY STOP). ***

TRAVEL PAYMENT

Submit for travel pay/reimbursement through Smart Voucher using our Smart Voucher QR on your mobile phone and log in with your myPay username and password. Or follow the link below.
<https://smartvoucher.dfas.mil/voucher/>



Smart Voucher

SMART VOUCHER SUBMITTED



SV instructions

Scan for Smart voucher instructions.

*** If dependent/s traveled separately or to a different location, you must file a separate **Dependent Travel Voucher*****





Documents for In Processing

The DD 1351-2 you are about to complete is only to arrive you in country.

This Travel Voucher will not be submitted to DFAS for reimbursement.





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Completing the Travel Voucher for In Processing

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. <input type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____			
2. NAME (Last, First, Middle Initial) (Print or type) Smith, John		3. GRADE E5	4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable)
6. ADDRESS. a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE	<input type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s)
					<input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA

➤ Block 2-4: NAME, GRADE, SSN





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Completing the Travel Voucher for In Processing

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. <input type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____			
2. NAME (Last, First, Middle Initial) (Print or type) Smith, John		3. GRADE E5	4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable)
6. ADDRESS. a. NUMBER AND STREET		b. CITY		c. STATE	d. ZIP CODE
				<input type="checkbox"/> TDY	<input checked="" type="checkbox"/> Member/Employee
				<input checked="" type="checkbox"/> PCS	<input type="checkbox"/> Other
				<input type="checkbox"/> Dependent(s)	<input type="checkbox"/> DLA

➤ Block 5, 6A-D: ADDRESS, TYPE OF PAYMENT





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Completing the Travel Voucher for In Processing

- **Block 6e:** The email you check frequently.
- **Block 7:** Daytime phone number
- **Block 8:** Travel order number is located in the top left-hand corner on PCS Orders.

e. E-MAIL ADDRESS Email@hotmail.com OR Email@gmail.com OR Email.mil@army.mil			10. FOR D.O. USE ONLY	
7. DAYTIME TELEPHONE NUMBER & AREA CODE 010-1234-5678	8. TRAVEL ORDER/AUTHORIZATION NUMBER 012-345	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES	a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION your gaining unit			b. SUBVOUCHER NUMBER	

- **Block 11:** Unit of Assignment, refer to your Pinpoint Order





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Completing the Travel Voucher for In Processing

e. E-MAIL ADDRESS Email@hotmail.com OR Email@gmail.com OR Email.mil@army.mil			10. FOR D.O. USE ONLY	
7. DAYTIME TELEPHONE NUMBER & AREA CODE 010-1234-5678		8. TRAVEL ORDER/AUTHORIZATION NUMBER 012-345	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES	
11. ORGANIZATION AND STATION your gaining unit			a. D.O. VOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable)			b. SUBVOUCHER NUMBER	
<input checked="" type="checkbox"/> ACCOMPANIED		<input type="checkbox"/> UNACCOMPANIED		
13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY		
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE		
Spouse		Address of dependents when Orders were received		
Tigger				
Baby Yoda				
Simba				
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)			d. COMPUTATIONS	
<input type="checkbox"/> YES			<input type="checkbox"/> NO (Explain in Remarks)	

➤ **Block 12:** Mark UNACCOMPANIED if you didn't move your dependents or you don't have dependents.

➤ **Block 12:** Mark ACCOMPANIED if your dependents moved based on your orders.

List all CSP dependents that are here in country with you.





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Completing the Travel Voucher for In Processing

Your departure date must match your Absence Request form (Leave Form).

15. ITINERARY					
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MODE OF TRAVEL	FOR STOP	COST
24	BLK 5	DEF LAST DUTY STATION	PA		
10 Aug	ARR	LAST LEAVE LOCATION or TDY or HRAP	LV/ TD/AT		
22 Aug	DEF		PA		
22 Aug	ARR	VPC LOCATION OR AIT DUTY LOCATION (ONLY IF APPLICABLE)		AD	
26 Aug	DEF		CA		
26 Aug	ARR	FIRST CONUS/OCONUS AIRPORT		AT	
26 Aug	DEF		CP		
26 Aug	ARR	LAST CONUS/OCONUS AIRPORT		AT	
27 Aug	DEF		GP		
Arrival Date	ARR	KOREA (OSAN / INCHEON)		AT	
Arrival Date	DEF		GB		
Arrival Date	ARR	ASSIGNED DUTY LOCATION ON PCS ORDERS		MC	
	DEF				
					(1) Per Diem
					(2) Actual Expense Allowance
					(3) Mileage

15 (c)
PA: Private Automobile
CA: Commercial Automobile
CP: Commercial Plane
GP: Government Plane
GB: Government Bus

15 (d)
LV: leave
TD: TDY Enroute
AT: Awaiting Transportation
AD: Authorized Delay(over 24 hours)
MC: Mission Complete

DO NOT SKIP LINES

The date you arrived in country.





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Completing the Travel Voucher for In Processing

20.a. CLAIMANT SIGNATURE			b. DATE	
c. REVIEWER'S PRINTED NAME		d. REVIEWER SIGNATURE	e. TELEPHONE NUMBER	f. DATE
21.a. APPROVING OFFICIAL'S PRINTED NAME		b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE
22. ACCOUNTING CLASSIFICATION				
23. COLLECTION DATA				
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER/ AUTHORIZATION POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)	28. AMOUNT PAID

DD FORM 1364-2 MAR 2000 PREVIOUS EDITION MAY BE USED Exception to SF 1012 approved byRAI/RM: 10-91

➤ **Block 20 (a&b):**

- Sign and date





WELCOME TO KOREA!