

# MILITARY PAY ENTITLEMENTS



## 176<sup>TH</sup> FMSU



### CONTACT INFORMATION



Area I - Camp Casey: 730-6675  
Bldg. # 2440

Area II - Yongsan : 723-4246/723-5394  
Bldg. # 2254

Area III - Camp Humphreys: 757-2485  
Bldg. # 6420

Area IV - Camp Henry: 768-7528  
Bldg. # 1685





# POC for Military Pay & Travel



## Entitlements

# 176<sup>TH</sup> FMSU

## CONTACT INFORMATION

Area IV – Camp Henry

Bldg. #1685 RM 127

### **In and Out Processing: SPC Kim, Song**

DSN: 768-7528 or 315-768-7528

**Travel NCOIC: CPL Na, Sang**

DSN: 768-7528 or 315-757-7528

**MilPay NCOIC: SGT Wen, Jiayu**

DSN: 768-7575 or 315-768-7575

**Separations: Mrs. Kim Yong Hui**

DSN: 768-7022 or 315-757-7022





# In and Out Processing

## 176<sup>TH</sup> FMSU

### Hours of Operation

Monday-Wednesday and Friday

0930-1130 1300-1700

Thursday's

0930-1130 (closed due to STT)

1300-1700





# In-Processing Required Documentation

- PCS Orders bringing you to Korea and any amendments
- Pinpoint Orders bringing you to AREA IV
- TDY Orders (DD 1610) for SM's TDY Enroute
- Travel Voucher DD Form 1351-2
- Statement of non-availability (TDY Soldiers)
- Receipts. (You must have receipt for any expenses over \$75.00)
- DA 31
  - Soldier with HRAP need statement in block 17 with Unit Commanders signature





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# LAST DUTY STATION ENTITLEMENTS



Entitlements that will be stopped, effective on the date of departure from last Duty Station.

- ✓ **CONUS Cost of Living Allowance (COLA) (unless approved secretarial waiver)**
  - ✓ Jump/Hazardous Duty/Imminent Danger Pay
    - ✓ Hostile Fire Pay
    - ✓ Assignment Incentive Pay (AIP)
  - ✓ Combat Zone Tax Exclusion (CTZE)
    - ✓ Demolition Pay
    - ✓ Parachute Pay
  - ✓ Family Separation Allowance (FSA)
  - ✓ Special Duty Assignment Pay SDAP

**Your S-1 will verify your eligibility for certain pay entitlements,  
i.e. SDAP, DEMO, etc....**





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# KOREA SPECIFIC ENTITLEMENTS



- OCONUS COLA - based on rank, time in service, location, and the daily rate (changes daily).
- Hardship Duty Pay-Location (HDP-L)
  - ✓ \$150 for Area 1 & \$50 for Areas 2, 3, and 4.
- 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 anywhere on the Peninsula)
- Unaccompanied E-6 (P) and below will have Meal Deductions applied, unless Unit authorizes otherwise.





# Basic Housing Allowance (BAH)

**\*Soldiers are no longer required to complete a DA Form 5960 for recertification during in-processing.**

- The orders will serve as the Key Supporting Document (KSD) for the duty location (zip code) entitlement.
  - \*IF ORDERS ARE INCORRECT, THEY MUST BE AMENDED!**
- For changes that occur during the Permanent Change of Station (PCS) rotation period, the Soldier's commander will certify their entitlement to BAH for the Dependents and BAH Differential.
- Documents needed for the following changes along with DA Form 5960:
  - Marriage:
    - Marriage Certificate
  - Divorce:
    - Divorce Decree
      - \*If there are children involved please provide child custody agreement.
  - Birth of Child:
    - Birth Certificate





# ENLISTMENT BONUS



- Turn in a copy of the following document to your Finance Office or unit S-1

## **Regular Active Duty and Prior service:**

- ✓ DD form 4/1 ,4/2, 4/3
- ✓ DA form 3286 Annex B (all pages)
- ✓ MOS Orders or Graduation Certificate
- ✓ PCS Orders and any Amendment Orders

## **National Guard:** Active DD form 4/1, 4/2, National Guard 4/1, 4/2

- ✓ Guard Discharge Orders or NGB22
- ✓ 1966-6(All 6 pages), National guard Annex (All)
- ✓ MOS Orders or Graduation Certificate
- ✓ PCS Orders and any Amendment Orders





# ADVANCE PAY

- Request within 30 days prior to departure or 60 days from arrival at PDS.
- Request submitted through DD Form 2560.
  - PCS Orders
  - Pin Point Orders
  - Amendments (if any)
  - DA 31 (leave form coming to Korea)
  - DD Form 2560
- For Approval:
  - SPC and above can sign for themselves Prior to PCSing (After arriving to New PDS – O-5 or above must sign)
  - PFC and below need Commander's signature (O-3 or above)





# Travel Entitlements

## Reimbursable Expenses

- **POV Storage:**

Documents Needed: PCS orders/ Pinpoint Orders/ Amendments(POV Authorization), Leave form, 1351-2

- **Flight Ticket:**

Documents Needed: PCS orders/ Pinpoint Orders/ Amendments, Leave form, 1351-2, Copy of the SATO /IBA plane E-ticket (must state on reimbursable) or Itinerary with GOVCC statement (must annotate the Ticket Price)





# TRAVEL ENTITLEMENTS



## DITY- Do It Yourself Move

- Authorized for SMs who shipped their household goods at personal expense.
  - PCS orders
  - Pinpoint Orders
  - Amendments (if any)
  - DA 31
  - 1351-2
  - DD 2278 from Transportation Office





# Split Disbursement

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		<b>SPLIT DISBURSEMENT:</b> 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. <b>NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.</b>	
<input checked="" type="checkbox"/>	Electronic Fund Transfer (EFT)		\$ Amount
<input type="checkbox"/>	Payment by Check	<input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor:	\$ Owed

- **SPLIT DISBURSEMENT: \*MANDATORY FOR THOSE WHO HAVE USED THEIR GTC!!!**
- If you used your GTCC (government travel credit card) during PCS, mark (✓) the box, and list the total dollar amount that was charged to your GTCC. The amount will automatically be payed out to the GTCC.
- ✓ Note: You must request to be reimbursed authorized payments made on your GTCC to be reimbursed the amount charged.

**PROVIDE ALL RECIEPTS** of items that were charged to your GTCC and are authorized reimbursements:

- \*Hotel Receipt (Designated Locations)
- \*Flight Itinerary - CTO is Directed for Military Personnel/Dependents (SATO, Carson Waglit, Travel Source)
- \*Excess Baggage





# For Airfare Tickets...

## How to Request a CWTSatoTravel Itinerary/Invoice

### LOCATE YOUR TRAVEL OFFICE



- ..... ○ Visit [www.CWTSatoTravel.com](http://www.CWTSatoTravel.com) and use the "Travel Office Locator"
- ..... ○ In the travel office portal, there is a clickable "Itinerary/Invoice Request" button

### REQUEST ITINERARY/INVOICE



- ..... ○ Fill in the required fields (labeled in red)
- ..... ○ Note: the Reservation Number/ Confirmation Code is a six character alpha code. Name ordering is first, last.



**TRAVEL ARRANGERS:**  
Please fill in your name, phone and email

Citi Bank Customer Service: 1-800-374-9700





# TEMPORARY LODGING



## EXPENSE (TLE)

- Partially offsets the added living expenses within CONUS incurred by a member and dependents incident to a PCS.
- Authorized 5 Days from CONUS to OCONUS

### **Required Documentation:**

- ✓ Lodging Receipts
- ✓ CNA from Housing (If applicable)
- ✓ PCS Orders

\*Temporary Lodging Allowance (TLA): This will be handled with the Housing Office within your assigned Area.

\*This will not be turned in with your travel voucher for reimbursement.





# TEMPORARY LODGING Allowance



## (TLA)

- TLA is for lodging in Korea. Bring your receipts to Housing Office to settle TLA. Housing Office will make a packet for you and they will turn in the packet to Finance.
- TLA reimbursement will include the Per Diem.
- TLA payment will show on your LES.





# DISLOCATION ALLOWANCE

## (DLA)

- DLA is to partially reimburse a member for the expense incurred in relocating the household on a PCS. Rates vary based on grade and dependent status. No more than once per FY.
- DLA is not payable if you are being provided government quarters, to include SLQ's.
- DLA for CSP and Authorized Relocation of Dependents will be processed on the travel voucher.
- DLA for Seniors opting to live in the economy will process after signing their lease with Housing.

