

Dollars & Sense

F Y 2 0 1 4



COMPTROLLER KEY PERSONNEL

Comptroller/Commander	Capt Edward Wimberly	7522
Superintendent	MSgt Jeffrey Delacruz	7529
Budget Officer	2dLt Jovon James	7753
Quality Assurance	MSgt Edward Tagalicud	7535
Accounting Liaison	TSgt Earl Warren	7855
Travel Pay	TSgt Herbert Ferrer	7527
Military Pay	SSgt Von Ellis Abrea	7524
Civilian Pay	Mr. Pete Davis	7525
Customer Service	SSgt Yesenia Serrano	7523

AROWS E-Certification	7524
AROWS Order Approval	7521
LES Questions	7524
Travel Voucher (Paper)	7527
Defense Travel System (DTS)	Contact your ODTA
Government Purchase Card	7855
PCOLS	7521
Government Travel Card	Contact your APC

Should we miss your call, be sure to leave your name, number, brief message, and we will respond to you as quickly as possible.

UPCOMING FINANCE BRIEFINGS & TRAINING

- **1 NOV 14:** Newcomer's Brief (For new Guardsmen/Student Flight): 10:45 at Finance
- **5 NOV 14:** DTS Accountable Official Training: 146 CIANGS, Building 100, Rm. across from Finance.
- **4 JAN 15:** DTS User Training: @ 10:00 in the 146 CIANGS, Building 100, Rm. across from Finance.
- **TBA:** RA Training
- **TBA:** ODTA SAV Audits

CUSTOMER SERVICE HOURS:

0900 to 1500 Mon - Fri.

0900 to 1500 on UTA Weekends

HELPFUL WEBSITES

Financial News: www.dod.mil/dfas/
Defense Travel System <http://www.defensetravel.osd.mil/>
LeaveWeb <https://leave.af.mil>
myPay <https://mypay.dfas.mil/mypay>
Per Diem/ BAH Inquiry <http://www.dtic.mil/perdiem/faq.html>
ATAAPS <https://af.ataaps.csd.disa.mil/>

Volume 1 Issue II

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TRAVEL PAY

SHOW ME WHERE IT SAYS I CAN'T

We are often challenged with this infamous assertion in the realm of Finance and we are constantly forced to remind and be reminded that it is not about asking "show me where it says I can't", but rather, "Show me where it says I can." In Fiscal Law, we are required to identify positive authority in order to spend money; Congress has set it up to be so. In his "Armed Forces Comptroller" article [Doing the right thing—fiscal law tips: dealing with conferences, coins, and the use of government resources], Don W. Fox drives home a few excellent points. Have a look at this excerpt:

"It is no accident that the powers of the Congress are set out in the first article of the Constitution (Article I), and it is no accident that the Congress reserved to itself--and not to the Executive Branch--the power of the purse. We know this from the written record of what was an unprecedented public relations and lobbying effort to get our Constitution ratified. The Federalist Papers, which were over 80 "anonymous" pro-ratification op-ed pieces written largely by Alexander Hamilton and James Madison for the major newspapers of the day, devote more ink to the issue of who would control the purse than to any other subject. Why did this subject get more attention than representation in the Congress or the power of the President or the courts? Hamilton, Madison, and others were keenly aware that Great Britain's unsuccessful six-year armed struggle against the colonists had nearly bankrupted that country. By the time that ratification of our Constitution was being debated, it is estimated that nearly three-fourths of the British

government's annual revenues were consumed merely by servicing the debt that had been incurred from 1775 to 1781. This was the result of unchecked spending by

King George III rather than the actions of Parliament. Consequently, our own Constitution gave power of the purse to the Legislative Branch in Article I, section 9, clause 7, which provides that "no Money shall be drawn from the Treasury, but in Consequence of Appropriations made by Law; and a regular Statement and Account of the Receipts and Expenditures of all public Money shall be published from time to time." So the next time you're asked to "show me where it says I can't," you'll be able to point out, that is not the right question. And if your inquisitor doesn't like that response, don't take the blame yourself or even blame the lawyers; blame King George III. It worked for Hamilton and Madison, so it should work for you."

Chapter 11 JAG Fiscal Law course:
C. Under the Constitution, Congress raises revenue and appropriates funds for Federal agency operations and programs. See U.S. Const., Art. I, § 8. Courts interpret this constitutional authority to mean that Executive Branch officials, e.g., commanders and staff members, must find affirmative authority for the obligation and expenditure of appropriated funds. 272 See, e.g., U.S. v. MacCollom, 426 U.S. 317, at 321 (1976) ("The established rule is that the expenditure of public funds is proper only when authorized by Congress, not that public funds may be expended unless prohibited by Congress.") Likewise, in many cases, Congress has limited the ability of the Executive to obligate and expend funds through annual authorization or appropriations acts or in permanent legislation.

Bona Fide Need:

Requires appropriated funds be used only for goods and services for which a need arises during the period of that appropriation's availability for obligation.

AM I ENTITLED TO UTA LODGING?

This is a question of status: **WED THURS FRI SAT SUN MON**
No Status AT AT UTA UTA AT

- No lodging payable for Wednesday
- Thursday Night will be paid by Annual Training Order
- Sunday Night will be paid on UTA GPC Card
- Lodging: No expense is reimbursable if it occurs outside the date of the order. There is no authority to charge any active duty order for any expense that falls outside the date of the order. Refer to the JFTR, Chapter 2, U2200, paragraph D

What will I be reimbursed if ...



...I was authorized to use common carrier airline transportation and I use a POV instead? An even better question: what happens if I was told by my Authorizing Official that using my car to drive over 800 miles round trip is advantageous to the Government? Well, let's see what the DoD Financial Management Regulation has to say. Vol. 9, Chapter 4, Par. 0403 TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC) reads the following in **040301 Use of POC:**

“An AO may authorize but cannot direct a traveler to use a POC in connection with travel on official government business. This limitation also applies to travel as a passenger in a POC. (See JFTR, paras. U3220 and U4705, and JTR, para. C4705.) NOTE: An employee may not be prohibited from using a POC on official travel. See Federal Travel Regulation **301-70.105** on administering the authorization and payment of travel expenses. ***040302. When POC Use is More Advantageous to the Government:** “POC use on a temporary duty assignment (TDY) trip is to the Government’s advantage for locations within 800 miles round-trip (400 miles one-way) of the permanent duty station (PDS). Commands may authorize POC use for TDY travel of such distances without completing a cost comparison. (See JFTR, para. U3210-D, and JTR, para. C3210 -D.)” **040303. When POC Use is Not More Advantageous to the Government:** “If an employee elects to use a POC instead of the transportation mode authorized, then: A. Reimbursement must be limited to the constructed cost of the authorized transportation mode, which is the sum of per diem and the transportation cost the Government would have incurred when traveling by the authorized transportation mode. B. Leave is charged in accordance with personnel regulations.”

Anti Deficiency Act

Prohibits authorizing or incurring expenditures or obligations in excess of amounts appropriated by Congress and apportioned by the Office of Management and Budget (OMB)

EXTRA! EXTRA!

NEW: FLAT RATE PER DIEM FOR LONG TERM TDY

Memorandum “UTD/CTD for MAP 118-13/CAP 118-13—Flat Rate Per Diem for Long Term TDY” was issued on 1 October 2014 stating “SYNOPSIS: Establishes a flat rate per diem allowance for long term TDY that would authorize a traveler 75% of the locality per diem rate for TDY periods over 30 days but not exceeding 180 days. This item also establishes a flat rate per diem allowance for TDY in excess of 180 days to be set at 55% of the locality per diem rate.” and “This determination is **effective for all travel beginning or amendments issued on or after 1 November 2014**, as approved by the Chairman.” Please be sure to read up on the changes to the JTR, Chapter 4 TDY, Part B, Section 4 and most importantly, the caveats therein. Here are a few talking points from NGB to keep in mind:

The policy applies to any TDY travel order with a total of 31 days or more (in the same location) when travel begins on or after 1 Nov 2014.

Commanders and Approving Officials should make every attempt to prevent fraud, waste,

and abuse. Attempts by members to fraudulently increase their per diem entitlements should be identified for investigation. Do not allow orders to be cut in smaller day increments in order to circumvent this policy.

If the original intent of the TDY is to be for 31 days or more, the order must be created for its original intent. You may not create orders in increments of 30 days to circumvent the new policy. For example if the CMAS authorization is for 60 days, one order must be created for the entire 60 days. You may not cut the order for 30 days and then create a second order for an additional 30 days.

If an order is created for 30 days or less and then 30 or fewer days are added, the normal per diem rate applies for the additional days (See Table 1).

If an order is created for 30 days or less and 30 or more days are added, the flat rate per diem rate applies from the amendment date forward ... (See Table 2).

If the original intent of the order is for less than 31 days, and the order is now amended to add at least 31 days or more (and in excess of 180 days) pay the 55% flat per diem rate beginning on the date the amendment is approved/published.



TRAVEL PAY

NEW: FLAT RATE PER DIEM

Continued from Page 3.

If an order is cut for 45 days and then cut back to 30 days, the 75% flat rate is still payable for the entire order.

If an order is cut for 200 days and then cut back to 90 days, the 55% flat rate is still payable for the entire order.

A per diem waiver is still required for any TDY order that is 181 days or more and per diem is payable.

MY LIFE WITH DTS

A Guardsman's Tale



“TAMING THE BEAST” Cartoonist: A1C Jose ZendejasCortes

For a traditional Guardsman, completing a DTS document often seems a daunting task: claiming correct reimbursable items, traveling OCONUS, changing per diem, inputting the correct itinerary, scanning in documents, booking a flight, getting multiple returns, AND, on top of all that, you're only here for two days out of the month and you still have your AFSC training and duties to perform. Dealing with DTS is the last thing you want to worry about. But never fear! For your ODTAs and Finance Travel team is here!

Your Unit ODTA is equipped with the tools and information to help you get your voucher through. They have all JTR (Joint Travel Regulations) and DTS ANG Business rules available for your reference. They also receive constant training from the Finance Office on how to deal with DTS system glitches and complexities. Tap into that knowledge source! The best way to get your document done, is to work with the ODTA and have them review it before hitting the “SIGN” button. Should your document require further assistance, the Unit ODTA can contact Finance POCs for help. We will do our best to get the issue resolved and your voucher processed.

Additionally, please utilize the User training held on base if at all possible. The Finance team is hosting it's next User Training on 4 JAN 15 at 10:00 in the Communications Conference Rm. across from Finance, Bldg. 100 (arrive early to get logged in). Also keep informed on new changes to travel regulations and DTS updates via Wing NOTALS.

With these resources, you are equipped to take on and tame the Beast that is DTS.

GET PAID.

The importance of filing your travel order in the fiscal year funds were obligated cannot be overstressed. Every month, the Outstanding Travel Order listing (otherwise known as “the bad boy list”) reports around 300 - 400 unclaimed documents; a lot of times, the same orders are being reported from the previous fiscal year or older! What can that translate to? Money tied up, or: MONEY LOST.

When a member creates a DTS authorization or an AROWS order is cut with dollars on it, money is obligated (set aside just for you). What should then happen no later than 5 days from trip return, is that you come home and file your paper voucher or DTS voucher. This will then payout the actual cost spent (which may be more or less than what was estimated on the authorization). When these old travel orders are researched, come to find out at times, that the member never took the mission or they spent less money than was estimated. If the fiscal year is over, that money is gone; it can't be used in a new fiscal year. Money that could have been used for someone else to attend a mission essential training or come perform annual training on Base.

Why let that money just sit there? If you still have a travel order outstanding, get that money to your bank account! We understand the nature of the Beast that is DTS (have a look at the article on page 5!), but use the tools available to you and talk to your Unit ODTA/NDEA, log into DTS, and most importantly: GET PAID.



Financial Management Analysis (FMA)

Shop structure update! The Accounting and Budget Offices have combined forces and now form the FMA flight. 2dLt Jovon James leads the team as Budget Officer with a crew of specialists ready to take Fiscal Year 15 by storm! What does FMA do? “Financial Analysis Flight plans, develops and presents all budget and fund requirements for the installation to the major command or other higher headquarters. Responsibilities for financial analysis encompass economic analysis and execution of appropriated Air Force funds, including applicability and propriety of fund usage, to ensure their most effective use in support of Air Force programs and priorities. Provides accounting liaison, customer service and customer support functions. Accounting liaison includes accounting support for host and tenant unit commanders in the execution of funding authorities and liaison service among



From left to right: SrA Monique Torres, SrA Andrew Zuniga, TSgt Earl Warren, 2dLt Jovon James, TSgt Herbert Ferrer.

units, vendors and DFAS. Performs commitment accounting and fund certification for the Government Purchase Card Program, Fund Cite Authorizations, Fund Control Messages and other funding authorizations. Obligates and authenticates TDY and emergency leave orders and performs follow-up on outstanding orders and advances.” (AFI 38-101)

This team will work closely with you via Quarterly Resource Advisor meetings, FWGs, FMBs and other training as needed. Our shop doors are open, communicate with us frequently!

NEW: PAY DTS DEBT @ Pay.Gov

In an effort to improve the DTS debt collection process, DFAS has added a DTS Debt Payment form to the Pay.Gov website. DTS users who received a debt notification email can now make payments online using a personal credit card, debit card, or bank account, through the website. To make a payment, go to www.pay.gov, select the DTS Debt Payment form, and enter the information found on the DTS debt letter and method of payment. For more information, review the ["Using Pay.Gov to Satisfy a Travel Incurred Debt"](#) information paper, or the ["Guide to Managing Travel Incurred Debt"](#).

BUDGET Talk

MilPay Corner

Make MyPay Work for You!

Don't forget! MyPay is available for members to make personal, financial changes to pay items. You can log in at <https://mypay.dfas.mil/mypay> to update your Bank (EFT) information (for MilPay only), change or verify tax withholdings, and review or modify information on your TSP (just to name a few examples).

As a reminder, you can log into MyPay from any computer via user ID and password. If you forgot your information, please utilize the MyPay website or stop by Finance to reset your password. Thank you!

Update to SGLI Procedure

Effective immediately, the Finance Office will no longer accept SGLI forms from members. The process will be initiated from FSS through MilPDS that will automatically flow into DJMS (Finance System). End of month reports will be sent to the MilPay Team for review if there are any rejects/discrepancies/interface issues (i.e. dependency discrepancies) between the PersPay systems. **Please stop by FSS to update your beneficiaries.** For questions or concerns, please the MilPay team (see front page contact information).

The 411 on 105s

The new FY15 guidance on NGB-105's FOR PERFORMANCE OF INACTIVE DUTY TRAINING (ATP, RMP, AFTP, UTA) must be submitted for payment within 30 days of duty. Also remember that you must be specific regarding the purpose of the 105; unfortunately, something like "Finance duties" will not be sufficient as a purpose line. Please get with your Supervisors for further guidance on purpose descriptions or call Finance (see front page POC listing).

Join the FM Team!

Looking for a challenging new way to exercise your skills in organization, accounting and more? Come work with Finance! Interested applicants should submit a resume with MSgt Jeffery Delacruz.



SSgt Von Ellis Abrea



A1C Jeremy Paarmann

146th Alumni Association Recipients of the Col Steven Fridricks Scholarship Program



SrA Monique Torres