

# Dollars & Sense

FY 2015



## UPCOMING FINANCE BRIEFINGS & TRAINING:



- **JAN 15 Drill: DTS User Training;** time and location TBA (Original drill dates changed)
- **RA Training:** TBA

### CUSTOMER SERVICE HOURS:

0900 to 1500 Mon - Fri.

0900 to 1500 on UTA Weekends

### Volume 1 Issue III

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## 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

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Government Travel Card	Contact your APC
SATO (Travel Arrangements)	1-855-794-4927

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

### HELPFUL WEBSITES

Financial News:	<a href="http://www.dfas.mil/">http://www.dfas.mil/</a>
Defense Travel System	<a href="http://www.defensetravel.dod.mil/">http://www.defensetravel.dod.mil/</a>
LeaveWeb	<a href="https://www.my.af.mil/leavewebprod/login">https://www.my.af.mil/leavewebprod/login</a>
myPay	<a href="https://mypay.dfas.mil/">https://mypay.dfas.mil/</a>
Per Diem/ BAH Inquiry	<a href="http://www.dtic.mil/perdiem/faq.html">http://www.dtic.mil/perdiem/faq.html</a>
ATAAPS	<a href="https://af.ataaps.csd.disa.mil/">https://af.ataaps.csd.disa.mil/</a>
Travel Pay Inbox	<a href="mailto:146cptf.travelpay@ang.af.mil">146cptf.travelpay@ang.af.mil</a>
MilPay Inbox	<a href="mailto:146cptf.entitlements@ang.af.mil">146cptf.entitlements@ang.af.mil</a>



## TRAVEL PAY

# WHEN THE GOV'T OWES YOU MONEY....

**If** you go TDY, you will earn yourself a small sum in travel per diem (depending on timeframe) plus paid mileage for getting to and from your destination or airline terminals. However, you won't see a dime of that in the bank account unless you file for your travel authorization and then submit a voucher for pay: enter DTS, queue "Psycho" movie piercing notes. Of course easier said than done, right? But here are few tips to making this happen:

1. Notifications from DTS are only sent to the email provided during your profile's creation. We recommend that you change it to your personal email address in order to receive notification sooner than Drill weekend.
2. Ask your Unit ODTA for assistance finding out what might be outstanding and ask to sit down with them and learn how to process it. If you're not sure who your Unit DTS POC is, ask Finance! We'll make sure to connect you to the right sources.
3. Read the monthly tips in every edition of our Newsletter, "My Life With DTS" (page 3). Each month we will tackle common scenarios that our Guard members face when trying to accomplish their vouchers. Be sure to send us feedback on what you would like to see discussed as well!

### **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.*

# WHEN YOU OWE THE GOV'T MONEY....

**Then** there are few things to understand about a travel debt. A travel debt happens under the following scenarios: cancelled trip after a non-ATM advance was given, the partial payments exceed the actual reimbursable expenses (seen often in deployment authorizations), or a post-payment review determines that the paid voucher contains an unauthorized payment that the Government must recover. For each of these scenarios, DTS is the tool used to correct the amounts and generate a DUE US voucher.

DTS will send a debt notification detailing the debt and options for rectifying the money owed. Generally, the email takes about 5 working days from the date of approval to generate and send to the member. The member then has 30 days from the date of the DTS debt notification to make payment, request payroll deduction, or submit a waiver request. If one, or a combination, of these actions is not completed within 30 days, action will be taken to collect the debt via payroll deduction. Travelers with travel-incurred debt are encouraged to contact the Finance Office and declare their intentions during this 30-day period. Don't delete this email! It contains a 9-digit ID that enables you to reference which item you are trying to resolve.

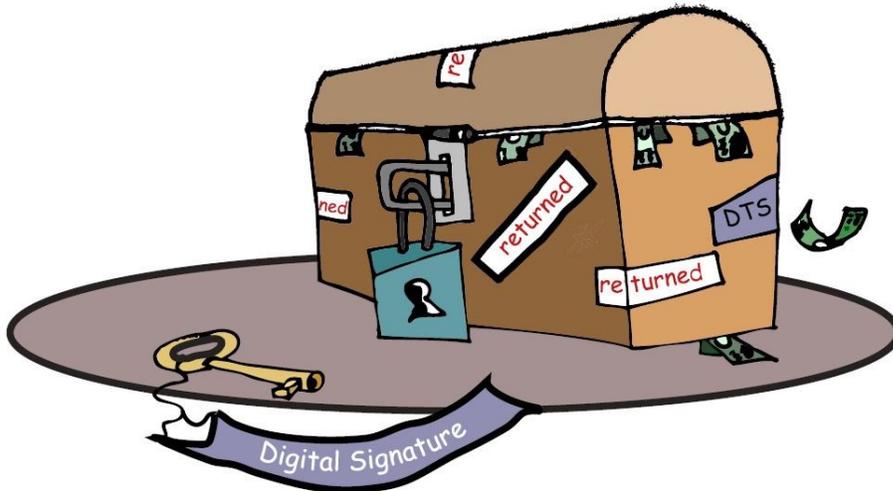
The best way to rid yourself of the travel debt is to make a payment online at Pay.gov!

- Go to <https://pay.gov/paygov/homepage.html>.
- Enter **DTS** on the left side of the screen in the Search Public Forms field.
- Select **Go** to access the DTS Debt Notification Payment Form link.
- Enter the 9 digit Transaction ID from the Debt Notification e-mail to process the repayment.

This is the preferred method of payment and the fastest way to settle a DTS related travel debt.

# MY LIFE WITH DTS

*A Guardsman's Tale*



There is hardly a piece of information you wouldn't be able to find by viewing the digital signature of your DTS documents: the digital signature tab is your friend! The tab will include information like when the order was created, signed for submission, signed by the Unit Authorizing Official, stamped approved by Finance and all the system level activity as well. Whenever a voucher must be returned to the member, it will not let the Finance certifier return it without entering remarks. The return signature will detail what needs to be adjusted before the voucher can be approved. Once you have adjusted the items, re-sign your voucher in order for it to route once again. We recommend that you also send an email to both your Unit Authorizing Official and the travel team (see email on page 1) informing them that you have resubmitted your voucher. This way, Finance can process it ahead of the line. How do you know who to email? After you have signed your voucher, reopen the document and click on the digital signature. The names you see under "Pending Routing Actions" are the individuals who must sign the document for approval. Though you will see between 10-15 names, only one person from each level needs to sign the document to allow it to route forward. Again, if you're ever wondering which part of the line your document is sitting at, go to this tab and view the Pending Routing Actions; you will also see who has signed it so far in the "Document History" just below this area. If you still have questions understanding, your ODTA is always available to help. Issues that can't be resolved with them can be elevated to a Finance representative.

## *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)*

## TAKING LEAVE W/ TRAVEL



### PLOT vs. LICWO

Defense Travel Management Office

#### **Personal leave with official travel (PLOT)**

- o Involves unofficial days in conjunction with TDY
- o Extra travel arrangements not necessarily required
  - Leave taken at TDY location
  - Example: TDY and annual leave in Boston

#### **Leisure in conjunction with official travel (LICWO)**

- o A type of PLOT
- o Extra travel arrangements are required
  - Leave taken at different location than TDY
  - Example: TDY in Dallas, annual leave in Chicago

## BUDGET Talk

### MONTHLY MORD REVIEW.

Each month, FM Suite generates a report that lists all MORDS with no activity for 90 days or more. By regulation, the RA has 10 calendar days to provide a copy of ALL documentary evidence to support leaving the obligation open (in other words: demonstrate why the MORD is still needed). Only entering a remark like, "still valid", does not constitute enough reason to leave the MORD obligated. Instead, indicate what bills/months are pending. You can attached pending 270s or other invoice paperwork. To validate a prior year GPC MORD, the RA should attach a copy of the AXoL Order Management List which shows the outstanding charges. Validation of a MORD for unpaid airline tickets should include either the copies of the unpaid tickets or a listing of the unpaid tickets. Use the scan and attach function of FM Suite for all supporting documents required for MORD validation. NOTE: Actual copies of documentation are not required if the documentation is electronically stored in other systems. The justification should state something to the effect "Copy of the supporting documentation is found in ABSS, EDA, IAPS etc. and was reviewed on (Date the RA validated the document was in the other system). If sufficient supporting documentation is not received from the RA by the 25<sup>th</sup> of the month, the FMA office must, by regulation, notify the RA and organizational commander in writing (email etc.) that the MORD will be de-obligated prior to the end of the current month. The responsible FMA office **must** de-obligate the MORDs they control input for, prior to EOM. This de-obligation action applies to all organizations, including tenants, on the bases database/site ID. Please let us know if you have any questions!

### ATTENTION ORDERS CLERKS:

When creating AROWS orders for your Unit members, it is mandatory that the location listed in the itinerary is the place of duty and not the place of lodging. Likewise, in the DTS order created, members must annotate the duty location, and not the place of lodging. See DOD FMR Vol9 Chapter 5, para. 050804 "TDY at an Installation":

A. Military Personnel TDY to an Installation. Service members are required to check the government quarters availability (e.g., through their CTOs) when TDY to a U.S. installation. Availability/non-availability documentation must be obtained per JFTR, Chapter 2, Part H, par. U2570. Service members should use adequate available government quarters when TDY to a U.S. installation; however, when adequate government quarters are available on that U.S. installation and other lodgings are used, lodging reimbursement is limited to government quarters cost. See JFTR, Chapter 2, Part H, par. U2560-D.

### TOP TEN WAYS TO BREAK FEDERAL FISCAL LAW (How to Get Into Trouble Without Really Trying)

Obligate more money than you have. Spending or obligating the government for more money than allocated to you is both a violation of Air Force regulation and fiscal law.

Feed your employees. You may not buy food for government employees with appropriated funds. There is an exception for those in a travel status and some limited specific exceptions for official representation events.

Spend money outside your mission. This is not normally a temptation, however let's assume that you are overcome with empathy for the plight of a visiting Marine unit and you want to help them get some needed supplies. After all we work for the same taxpayers, right? Unfortunately such sentiments albeit noble are also illegal. Known as the "necessary expense" rule you must spend your appropriated funds for the purpose that they were given. The purpose of your expenditure must be necessary for the appropriated purpose and not within the scope of another appropriation i.e Department of Navy.

Obligating funds at the wrong time. Known as the "bona fide need" rule, you must have a need for the goods or services at the time of obligation. Even though we sometimes "buy ahead" you cannot do so unless you can demonstrate that you have a need for the items now (even if you don't use them

## 105s AND THE CR

We have received many questions from in regard to performing UTAs for dates beyond the Continuing Resolution (CR) period (for example January, February and March 2015), which expires on 11 Dec 2014. Members are not allowed to perform more drill periods than are scheduled for the unit through the CR period. Members can only perform October, November, and December UTAs until we receive a new Continuing Resolution or pass the Budget.

Finance will hold any NGB 105's that are submitted for dates beyond the CR in a suspense folder until the we are able to pay them. The Unit will also be informed via email that the document cannot be processed until they have authority to do so.

"Per ANGI 65-101 chapter 3.2 (inactive duty) and chapter 4.2 (active duty procedures) "documents will be legible, prepared in ink or by machine with original signatures". NGB is in the process of trying to obtain digital signature authorization for the NGB 105S. "

## TOP TEN WAYS (Continued from page 4)

until later). Purchases for services may only be made during the period the appropriation is available. When that period is up the funds from that period may no longer be used. In other words you can't use this year's money for something that won't be done until next year.

Buy Personal items. Any item that could be construed as personal to an employee cannot be purchased. There are specific exceptions such as business cards for recruiters, safety boots, etc. Absent a specific exception, however, government employees cannot receive anything of a personal nature from appropriated funds.

Receive donations or payments from another source. Absent a specific support agreement, any money you receive must be deposited directly to the Treasury and cannot be used for your mission even if you are being reimbursed for funds you spent for someone else. Bringing money from other sources is called "appropriation augmentation" and is prohibited. As a general rule, you can only have the resources that the congress gave you.

Go home (in government transportation): This almost seems silly in a world full of people driving company cars, but in the government the law forbids any "duty to domicile" transportation by government means. Once you get to "duty" you can be transported by the government anywhere in the world but home. There are limited exceptions for command and control vehicles such as for wing commanders.

Fail to Record Obligations: Even if you have the money and are spending it on the right things you are in violation if you fail to ensure the government's obligation gets recorded in the proper amount at the time the obligation occurs. For example, if you authorize travel but fail to get the order recorded in the accounting system or you buy something with a GPC card without getting funds obligated in advance, you have committed more than just an administrative error.

Oliver North Syndrome: Sometimes in our enthusiasm to "make it happen" or get the job done" it's easy to overstep the limits imposed by fiscal law and regulation. Our can do military culture is particularly susceptible to that temptation. Getting the job done by breaking the rules is a losing strategy in the long run. Take the time to get the legal counsel or fiscal advice you need to do it right the first time.

Don't use Common Sense: There is no statute that requires this but remember the old saying "If it walks like a duck and quacks then it probably is a duck"? The same holds true for the many volumes of fiscal law that you haven't read. If it doesn't seem right – it probably isn't. Your good judgment and basic integrity will serve you well in most situations. There are some requirements including some of those listed above that don't seem to make sense but the vast majority do; your prudent judgment and checking with counsel when in doubt will normally keep you in compliance.

## MILPAY Corner

### *Family Separation Allowance - Temporary (FSA-T).*

*The member is on temporary duty (TDY) (or temporary additional duty (TAD)) away from the PDS continuously for more than 30 days, and the member's dependents are not residing at or near the TDY station. This includes members who are required to perform a period of the TDY before reporting to their initial station of assignment*

## CIVPAY Corner

# DID YOU KNOW THIS ABOUT YOUR LEAVE?

In the event of extreme circumstances, sick leave may be requested in advance! Check out the following details on Advanced Sick Leave:

a. Sick leave may be advanced in cases of serious disability or ailments when required by the urgency of the situation. Total advancement of sick leave cannot exceed 240 hours at any one time and is subject to the following conditions:

(1) CAL NG Form 690-4 (Request for Advanced Sick Leave) has been completed and approved by the technician's supervisor. Air Force requests are approved by base command. Army request are submitted to the Directorate for Human Resources for approval.

(2) The request for advanced sick leave must be supported by a medical certificate. A medical certificate is a written statement signed by a registered practicing physician or other practitioner certifying the incapacitation, examination, or treatment, or the period of disability while the patient (or technician's family member) is receiving professional treatment. Under the Federal Employees Family Friendly Leave Act (FFLA),

40 hours of sick leave may be advanced for family care or bereavement.

(3) All available accumulated sick leave is exhausted before advancement (except in the case of family care or bereavement).

(4) Annual leave that would otherwise be forfeited is used.

(5) There is reasonable assurance that the technician will return to duty to earn and repay advanced sick leave.

(6) The number of sick leave hours that may be advanced may never exceed 240 hours at any time. Sick leave may be advanced to care for a family member with a serious illness. When it is known that the technician is to be retired or where it is anticipated that he/she is to be separated, the total advanced sick leave may not exceed an amount which can be repaid by sick leave accruals prior to the separation. Sick leave advancement is determined by the amount of Federal service as shown below:

8. Family and Medical Leave Act of 1993 (FLMA).

a. All technicians are eligible to use leave under the provisions of the Family Medical Leave Act (FMLA) except technicians serving under a temporary appointment with a time limitation of one year or less.

b. Technicians shall be entitled to a total of 12 administrative work weeks of unpaid leave (LWOP) during any 12 month period for one or more of the following reasons:

(1) Birth of child and care of a newborn.

(2) Placement of a child with a technician for adoption or foster care (within one year after placement).

(3) Care of spouse, child, or parent with a serious health condition.

(4) A serious health condition that makes the technician unable to perform the essential functions of his/her position.

(5) Because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

c. A technician who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member. The leave described in this paragraph is only available during a single 12-month period.

d. A technician may elect to substitute paid time off for any or all of the period of leave under FLMA. Sick leave may be advanced to care for a family member with a serious illness.

e. It is the supervisor's responsibility to:

(1) Determine whether absences are properly chargeable to family or medical leave.

(2) Ensure proper documentation of family and medical leave for reporting purposes.

f. It is the technician's responsibility to:

(1) Request leave as far in advance as possible, particularly if the absence is to be prolonged.

(2) Submit requests involving use of sick or annual leave to the supervisor with any supporting documentation. If the request is for medical reasons, include a certification from the health care provider.

(3) If LWOP is used for FMLA purposes, the technician may elect to continue health benefits (FEHB) coverage. The technician is responsible for the employee portion of the premium.

TOTAL FEDERAL SERVICE ADVANCE: 90 days or less. No Advance, Less than 1 year. 40 hours, 1 to 3 years. 80 hours. 3 to 5 years, 160 hours. Over 5 years, 240 hours.

## 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.*

# ATTN: ATTENDANCE CERTIFIERS:

Effective 1 OCT 2014, all AROWS orders need to be signed through the E-Certification process for payment except for the orders listed below; these exceptions need to be manually signed and submitted to Finance. Also below are two scenarios you may encounter with the corresponding course of action. If you see orders appearing in your box that have previously been paid, please do not sign them. This is an AROWS system problem and we are currently deactivating those orders. Thank you for your support.

Orders that must be manually signed and submitted to Finance are listed below:

- Activation – Full Mobilization
- Activation – Partial Mobilization
- Activation – Pre-Planned Call-Up
- Active Duty
- Active Guard Reserve
- Civilian – PCS & TCS
- School – BMT Only
- School – BMT & TTS/No Break
- Statutory Tour
- Temporary Duty



## E-Certification Eligibility

Orders eligible for electronic Certification of Duty:

- |                                                |                                            |
|------------------------------------------------|--------------------------------------------|
| ▪ Activation – Medical Hold (T10)              | ▪ FTNGD – Other Duty (T32)                 |
| ▪ Activation – Judiciary Review (T10)          | ▪ FTNGD – Operational Support (T32)        |
| ▪ Activation – Presidential Recall (T10)       | ▪ School – BMT Completed/TTS Only (T10)    |
| ▪ Activation – Voluntary Contingency (T10)     | ▪ School – Initial Flying Training (T10)   |
| ▪ Activation – Voluntary Non-Contingency (T10) | ▪ School – Medical Hold (T10)              |
| ▪ ADOS – ADOS (T10)                            | ▪ School – Medical Hold (T32)              |
| ▪ ADOS – Counter Drug (T10)                    | ▪ School – Military Status (T32)           |
| ▪ ADOS – Medical hold (T10)                    | ▪ School – PME (T10)                       |
| ▪ AT – Federal (T10)                           | ▪ School – Seasoning Flying Training (T10) |
| ▪ AT – Medical Hold (T10)                      | ▪ School – SIM/PHY (T32)                   |
| ▪ AT – Medical Hold (T32)                      | ▪ ST – Federal (T10)                       |
| ▪ AT – Schools (T32)                           | ▪ ST – Medical Hold (T32)                  |
| ▪ AT – State (T32)                             | ▪ ST – Medical Hold (T10)                  |
| ▪ FTNGD – Counter Drug (T32)                   | ▪ ST – State (T32, FTNGD-OTD)              |
| ▪ FTNGD – Medical Hold (T32)                   |                                            |



## E-Certification Eligibility

Orders NOT eligible for electronic Certification of Duty:

- |                                     |                               |
|-------------------------------------|-------------------------------|
| ▪ Activation – Full Mobilization    | ▪ Civilian – PCS & TCS        |
| ▪ Activation – Partial Mobilization | ▪ School – BMT Only           |
| ▪ Activation – PrePlanned Call-Up   | ▪ School – BMT & TTS/No Break |
| ▪ Active Duty                       | ▪ Statutory Tour              |
| ▪ Active Guard Reserve              | ▪ Temporary Duty              |

Scenario 1#: If your orders are for more than 30 days (long tour), please E-certify the order on the first day of duty to receive pay.

Scenario 2#: If your orders are for 30 days or less (short tour), please E-certify the order on the last duty day to receive pay.

"How-to" videos for AROWS Member and Supervisor E-Certification Training courtesy of 182nd CPTF can be found at:

<https://eis.ang.af.mil/org/182AW/WingStaff/CPTF/Documents/Forms/AllItems.aspx>

POCs: A1C Osman X7523, SSgt Abrea X7838, Mr. Davis X7525, MSgt Dela Cruz X7529