



86 CPTS/Finance

Deployment Out-processing Briefing

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Deployed Entitlements

- **Per Diem-** based on your TDY/Deployment location, typically \$3.50 unless stated on your orders otherwise.
- **Hostile Fire Pay** - \$225 when performing duty in an approved designated location for any amount of time. This entitlement is **NOT** prorated. This entitlement can be started by your deployed finance.
- **Combat Zone Tax Exclusion (CZTE) –** Federal and State Tax exclusion when duty is performed in a designated Combat Zone. You are entitled Tax free for the duration of the month, regardless of the time spent at the location.
 - Officers received exemption NTE the net pay of the CMSAF.
 - If Reenlistment is accomplished during a tax free period, all bonuses are also Tax-Free.

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Deployed Entitlements

- **Hardship Duty Pay - \$50 - \$150 a month, depending on the location. You must spend over 30 consecutive days in the designated location and the amount is prorated.**
- **Family Separation Allowance - \$250 a month for members who's orders separate them from their dependants, or a military spouse. Member must be gone from duty station for more than 30 days and the amount is prorated. Must complete DD 1561 to start, stop or report FSA upon return from deployment. FSA is a prorated entitlement.**
- **TSP – Any questions regarding TSP contributions while in a CZTE are, general questions, form request, please visit www.tsp.gov**

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Deployed Entitlements

- **Savings Deposit Program (SDP)-** For members serving in designated locations, you may deposit up to \$10,000 of unallotted current pay and allowances into SDP and earn 10% interest per annum. You must have been gone for 30 days to start SDP and will be started at the TDY/deployment location. SDP contributions can also be made at the deployed finance office via collection vouchers. SDP contributions can remain in the account for up to 90 days. For withdrawals, visit ccl-sdp@dfas.mil or MyPay to withdraw the balance.
- **BAS-** All military members will retain their BAS during the TDY/deployment. For Dorm residents, meal deductions will stop for the duration of duty, and will be re-instated upon return to your home base.

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Deployed Entitlements

- **COLA- Deployed members will retain their full COLA. If your dependants are relocating outside the country for more than 30 days, you will need to temporarily downgrade your COLA to the single rate via E-Finance. Upon your dependants return, you may log into E-Finance to restore your with-dependant rate COLA.**
- **Uniform Alterations/Patches – Any uniform/equipment claims must be filed with a SF1164, since they are reimbursed with unit funds. Please contact your unit Resource Advisor with guidance on how to file for reimbursement.**

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Accrual Vouchers

- **Accrual Vouchers – You may file an accrual voucher after 30 consecutive days on TDY. Accrual vouchers can be filed through vMPF. Please forward a copy(back and front) of your TDY/deployment orders to 86CPTS.Finance@Ramstein.af.mil complete the accrual voucher process.**
- **You do not need to provide receipts at the time you file for your accrual voucher.**
 - Accrual vouchers are considered travel advances, so even if you receive reimbursement, please keep all your receipts, including the paid voucher receipt, as all of these must be claimed on your final voucher .**

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Other Items of Importance

- **Government Travel Card Statements (GTC)-** You may obtain a current balance of your GTC by registering your account online at <https://home.cards.citidirect.com/CommercialCard/cards.html>. You may also call the 1-800 number on the back of your card to get a current balance on your account.
- **Power Of Attorney (POA) –** Finance requires a Special POA for anyone making finance inquiries on your behalf while deployed. Only Military and Travel Pay inquiries can be made, and even with a POA, the requesting party cannot sign any pay-affecting documents on behalf of the deployed member. Also, they cannot ask for MyPay Login and password resets with a Special POA.

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MyPay Access



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- **MyPay-** Please ensure you have access to your MyPay login information to so you are able to make any changes to allotments, direct deposit information and have access to your LES for the duration of your TDY/deployment. Also make sure the email you provide is correct and valid in case you need to reset your login information.
 - **MyPay** can be accessed at <https://mypay.dfas.mil>. You may also visit Ramstein Finance from 0800 -1000 to get your MyPay Login and Pin reset prior to your departure. You must be present and have your CAC ID in order to request a new Login and Pin.

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Points to Remember

- **When deploying, remember to take personal checks with you. ATM machines are not always available at deployed locations. However, your deployed finance office will have Cash Cages available to cash checks for US dollars and (when authorized) foreign currency.**
 - **Any entitlements that you have not received during your TDY/deployment can be reported in a lump-sum upon filing your final voucher. Any running entitlements will be stopped upon filing your voucher**
 - **Please file your voucher within 5 days of your return. This ensures quick reimbursement, minimizes delays for payments to your GTC, and avoids any overpayment of deployed entitlements. You can file your voucher via E-Finance, which can be located on the AF Portal under the “Finance & Travel” link.**
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Finance Customer Service



- If you have any questions regarding your military or travel pay prior, during, or upon return from your deployment, please feel free to email us at our Customer Service Inbox at 86CPTS.Finance@Ramstein.af.mil.

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Finance Briefing Certification



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- “I certify that I have been briefed regarding my finance and deployed entitlements. I have also been briefed on filing my travel voucher within 5 days of return. Should I have any further questions regarding my TDY/Deployment, I will contact my local finance office for further guidance.”

- Member's Name/Rank _____
- Member's Signature _____
- Date Briefed _____

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