

125TH FINANCIAL
MANAGEMENT
SUPPORT UNIT, 25TH
STB, 25TH DSB



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Paymaster Press

FUND THE LIGHTNING!

JULY 2020

COVID-19 UPDATE

COVID Updates

On 30 January 2020, the World Health Organization declared a public health emergency of international concern for COVID-19. Since then, our community has been affected and has adapted to many changes. One of the last changes was posted on 09 June 2020, where the Secretary of the Army delegated authority to approve PCS moves, TDY, and leaves to unrestricted travel. For details of changes regarding Soldiers' financial entitlement, movements, or anything related to COVID-19, please refer to the ALARACT 054-2020, dated on 12 June 2020.

This article is created as a means of information for Soldiers who may find themselves experiencing financial difficulties and need guidance to mitigate those changes recently placed into effect. The following pages provide some information pertaining to the following topics:

- In and Out Processing
- Separating
- Retirement TLA
- Protect Yourself and Others From the Spread

To continue providing an efficient system for the pending PCS season, the virtual process has been replaced by appoint-

ment for In and Out Processing, ensuring social distancing.

In Processing:

To set a date and time, please call the numbers listed on this article. It is no longer an ONLINE process and documents are no longer accepted by email.

In order to provide an outstanding service, it is important to ensure that you or your incoming Soldiers bring copies of all required documents the day of the appointment (listed below). In this manner, we can ensure that you will receive your financial entitlements on time.

PACKET 1 – MILPAY

- DA 5960 BAH Form
- DD 1351-2 Travel Voucher.
- Orders (w/Amendments, if applicable).
- DA-31 Leave Form
- Marriage Certificate/ Divorce Decree (ONLY if you have been married or divorced in the last 90 days).
- Flight itineraries (\$ amount with zero bal-

ance is required for reimbursements).

PACKET 2 – TRAVEL

- DD 1351-2 Travel Voucher
- Orders (w/Amendments, if applicable).
- DA-31 Leave Form
- Flight itineraries (\$ amount with zero balance is required for reimbursement).
- POV Shipment Form (if you shipped your vehicle).
- TLE worksheet and lodging receipt with \$0 balance (if applicable).
- Receipts (for excess/ overweight baggage, pet quarantine, etc.).
- Copy of most recent Citibank statement.
- Mandatory to select split-disbursement to pay your GTCC balance.
- All receipts for reimbursements (commercial plane tickets, lodging, etc.).

If Service Members have any questions about the process, they should contact the IOP/ Separations office at (808) 655-9100.

Points of Contact:

Financial Management

Deputy Director:

Ms. Rossi
(808) 655-1023

Customer Service

(808) 655-1244

Separations

(808) 655-9100

In & Out Processing

(808) 655-0094

(808) 655-0095

Wounded Warrior Pay

(808) 655-1247

Useful Web Links

MyPay

<http://myPay.dfas.mil>

DFAS

www.dfas.mil

Per Diem Travel & Allowances

www.defensetravel.dod.mil/site/perdiem.cfm

Overseas COLA

www.defensetravel.dod.mil/site/cola.cfm

BAH

www.defensetravel.dod.mil/site/bah.cfm

Separations Process:

Like In-processing, Separation is not longer virtual. You will need to reach out to the finance office or come into (BLDG 750) to receive the most appropriate date for your separation brief and your final out day. It would be helpful to note, that those Soldiers who are leaving the island would need to ensure that the forms listed in this newsletter are filled out in the following manner:

DA Form 31

- Needs a control number
- Must include SSN or the last 4, not a DODID number.
- The approving authority block must be signed AND dated.

Orders

- Service members should ensure that the number of dependents that are flying out on their flight itinerary are reflected on their orders. If their dependents have already flown out, or plan on staying behind, then a memo stating from their command is needed.

ETP

- If service members are PCSing to a location that requires a quarantine, then they will need an ETP or it will need to be stated in their orders that an ETP is not required.

Remember documents are not longer accepted by email. Make sure Soldiers bring all the required documents and fill them

out correctly on the day of their appointment. By submitting the correct documents on time, they will significantly simplify and expedite the process.

Soldiers must complete their installation and unit clearing paper-work prior to clearing Separations. This includes any CIF Statement of Charges, A.E.R. Form, Article 15s, Chapter Memos, Court Martial documents, marriage certificates, divorce decrees, or custody agreements.

The Finance and Out-processing sections must be the only incomplete sections on their installation and unit clearing paperwork. Soldiers must have all of the following documents the day of their appointment, as applicable:

- All Installation and Unit Clearing Paperwork .
- Orders and all Amendments to Orders.
- DD 214 Worksheet (from Transitions).
- Leave Form (must be approved and have a control number).
- Other Leave Forms not deducted from LES for 1 year.
- Barracks Clearing Memorandum.
- Flight Itinerary (with SM and all dependents listed).

Separation and Retirement TLA:

Service Members are eligible for Temporary Lodging Allowance (TLA) for 10 days immediately preceding to their Permanent Change of Station (PCS) departure or separation from the Army. TLA is an allowance intended to partially pay Service Members for lodging and meal expenses incurred by SM and their dependents while occupying temporary lodging during a PCS move. However, Soldiers who separate from the Army or retire must depart their Permanent Duty Station (PDS) at the time of separation in order to receive their TLA entitlement. Soldiers who plan to stay in their PDS area after separation will not receive TLA if they decide to return to their Home of Record (HOR) or a Home of Selection (HOS) at a later date.

If Service Members have any questions about the process, they should contact the Separations office at (808) 655-9100.

COVID-19 UPDATE

Protect Yourself and Others From the Spread

As COVID-19 continues to impact our daily lives, we are committed to taking every precaution necessary to keep our customers, Soldiers, and employees healthy and safe. As an example, we have installed transparent shields in all our offices to reduce the exposure to this virus.

Protect yourself and help us protect our workers by maintaining the following recommendations:

- Wear a mask at all times
- Wash your hands frequently
- Maintain social distancing



Useful Web Links

MyPay

<http://myPay.dfas.mil>

DFAS

<http://www.dfas.mil>

Per Diem Travel & Allowances

<https://www.defensetravel.dod.mil/site/perdiem.cfm>

Overseas COLA

<https://www.defensetravel.dod.mil/site/cola.cfm>

BAH

<https://www.defensetravel.dod.mil/site/bah.cfm>



Finance Office Hours: Mon. Tues. Wed. Fri

0900-1500

Thurs: 1230-1500 (BLDG 750)

Thurs: 1300-1500 (BLDG 689)