

266<sup>th</sup> FISC ITALY FINANCE CENTER OF EXCELLENCE (IFCE)

FINANCE IN-PROCESSING BRIEFING



# AGENDA

- ❖ Points of Contacts
- ❖ In-processing Check list
- ❖ Overseas Entitlements
- ❖ BAH
- ❖ Temporary Lodging Allowance (TLA)
- ❖ Advance Station Housing Allowance (ASHA)
- ❖ Move In Housing Allowance (MIHA)
- ❖ Meal Deductions
- ❖ Advance Pay
- ❖ Enlistment Bonus
- ❖ Entitlements Affected by PCS
- ❖ DLA
- ❖ Smart Voucher

# WELCOME TO VICENZA

## In and Out Processing (CPF Bldg. 393)

- *M,T,W,F: 0800 – 1200 ; 1330 - 1530*  
DSN - 646-5142
- **Arisa Saopeng**  
[Arisa.saopeng.civ@army.mil](mailto:Arisa.saopeng.civ@army.mil)
- **Khadijdra Holmes**  
[khadijdra.k.holmes.civ@army.mil](mailto:khadijdra.k.holmes.civ@army.mil)
- **Daniela Savini**  
[Daniela.savini2.LN@army.mil](mailto:Daniela.savini2.LN@army.mil)

## Main Finance Office (Bldg.28, Office #4)

- *M,T,W,F: 0900 – 1200 ; 1330 – 1530*  
DSN – 646-6355/6338
- **NCOIC Customer Service: SGT Shin**  
[hongbin.shin.mil@army.mil](mailto:hongbin.shin.mil@army.mil)
- **Military Pay Supervisor: Mrs. Persinger**  
DSN – 646-6305  
[nitza.persinger.civ@army.mil](mailto:nitza.persinger.civ@army.mil)
- ***\*Please make sure that you in-process  
your dependents with Finance if they  
will arrive at a later date.***



Points of Contacts

### **In-processing Check list**

Overseas Entitlements

BAH

Temporary Lodging Allowance (TLA)

Advance Station Housing Allowance (ASHA)

Move In Housing Allowance (MIHA)

Meal Deductions

Advance Pay

Enlistment Bonus

Entitlements Affected by PCS

DLA

Smart Voucher

- ✓ Copy of Orders and all Amendments
- ✓ Copy of Itinerary (Service Member and All Command Sponsored Dependents)
- ✓ Copy of DA31
- ✓ Copy of VPC Drop-off Documents or Proof of Delays (for smart voucher)
- ✓ Copy of DD1610, if applicable
- ✓ Copy of 1351-2 printed from Smart Voucher

# DA 31 REQUIREMENT

REQUEST AND AUTHORITY FOR LEAVE This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is DCS, G-1. (See instructions by clicking on the instructions button.)						1. CONTROL NUMBER		
<b>PART I - REQUESTOR INFORMATION</b>								
2. NAME (Last, First, Middle Initial)			3. DOD ID		4. RANK		5. DATE (YYYYMMDD)	
6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone Number)					7. ORGANIZATION, STATION, POC EMAIL AND PHONE NUMBER			
8. TYPE OF ABSENCE <input type="checkbox"/> CHARGEABLE <input type="checkbox"/> NON-CHARGEABLE <input type="checkbox"/> COMBINATION <input type="checkbox"/> Annual (Ordinary) Leave <input type="checkbox"/> Emergency Leave <input type="checkbox"/> Permanent Change of Station (PCS) Leave <input type="checkbox"/> Accession Leave <input type="checkbox"/> Environmental Morale Leave (EML) <input type="checkbox"/> Reenlistment Leave <input type="checkbox"/> Advance Leave <input type="checkbox"/> Environmental Morale Leave, Funded (FEMF) <input type="checkbox"/> Rest and Recuperation Leave <input type="checkbox"/> Consecutive Overseas Tour (COT) Leave <input type="checkbox"/> Pass Termination, Leave Charged After <input type="checkbox"/> Terminal Leave								
9a. FROM (YYYYMMDD)			9b. TOTAL DAYS REQUESTED			9c. TO (YYYYMMDD)		
10a. ACCRUED LEAVE (CR BAL)		10b. CHARGEABLE LEAVE REQUESTED		10c. NON-CHARGEABLE ABSENCE REQUESTED				
FROM (YYYYMMDD)		DAYS REQUESTED TO (YYYYMMDD)		FROM (YYYYMMDD)		DAYS REQUESTED TO (YYYYMMDD)		
		ADVANCE NA		EXCESS NA				
<b>REQUESTOR / SUPERVISOR / APPROVING AUTHORITY SIGNATURES</b>								
11. SIGNATURE OF REQUESTOR (Supervisor can sign for requestor when requestor is not available to sign.)							DATE	
12. SUPERVISOR NAME		TITLE		RANK/GRADE		RECOMMENDATION		
						<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
13. APPROVING AUTHORITY NAME		TITLE		RANK/GRADE		ACTION		
						<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
<b>DEPARTURE - AUTHORITY SIGNATURE</b>								
a. DATE		b. TIME		c. NAME DEPARTURE AUTHORITY		d. TITLE		
e. SIGNATURE		f. DATE						
<b>EXTENSION - APPROVAL AUTHORITY SIGNATURE</b>								
a. NUMBER DAYS		b. DATE APPROVED		c. NAME APPROVAL AUTHORITY		d. TITLE		
e. SIGNATURE		f. DATE						
<b>RETURN - AUTHORITY SIGNATURE</b>								
a. DATE		b. TIME		c. NAME RETURN AUTHORITY		d. TITLE		
e. SIGNATURE		f. DATE						
17. REMARKS								

You must have block 14 (A,B,C) and block 16 (A,B,C) completed within dates requested in block 10 (A,B)



## COST OF LIVING ALLOWANCE (COLA)

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- ❖ DLA PCS
- ❖ Smart Voucher

- Paid to all soldiers assigned to Italy, effective the date of arrival.
- Based on pay grade, years of service, and number of command sponsored dependents in country up to five command sponsored dependents (rate “1” to “5”).
- Adjusted bi-monthly according to strength of economy (general price level, Euro rate, etc.)
- Soldiers residing in barracks and on government meals will receive reduced rate COLA (rate “9”).
- Soldiers living off-post without command sponsored dep. in country, or Soldiers residing in barracks and not on government meals (separate rations) will receive without dependent COLA (rate “0”).
- If COLA rate needs to be changed, submit DA Form 4187 with supporting documentation through your PAC/S1 and they will submit the packet to the Finance Office.
- Command sponsored dependent(s) who leave the country for over 30 consecutive days are not entitled to COLA. COLA rate will resume to previous rate on the date dependent(s) return to country. Service Members are responsible for reporting COLA changes and submit DA 4187 and supporting documentation for COLA adjustments.
- **Duty Location: IT073 Vicenza – IT001 Aviano**
- To check your COLA rate go to: <https://www.travel.dod.mil/Allowances/Overseas-Cost-of-Living-Allowance/Overseas-COLA-Rate-Lookup>

### According to your PCS Order:

- BAH for dependents will be **stopped** if:
  - Dependents are on **concurrent** travel
- BAH for dependents will **continue** if:
  - Dependents are on **deferred** travel with a provided **zip code** or **previous PDS rate**.
  - PCS orders only says Deps: YES AND Dependents are authorized to relocate to a specific location in the United States.
  - **“All Others Tour” or “Unaccompanied Tour”**
- *SM who acquires dependent(s) during their current tour, are entitled to BAH/OHA effective the date dependent(s) is(are) acquired, based on dependent(s) location. SM must submit DA 5960 and all supporting documents (marriage certificate, prove of residence, etc.) to Unit S1.*

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- In accordance with the ALARACT 011-2022; Implementation guidance for BAH, OHA, and COLA - Deferred dependent travel. When the government defers dependent's travel at government expense to a soldier's new PDS in the conus, or OCONUS, a with-dependent **housing allowance continues** to be paid at the old PDS rate and family separation housing (FSH) – OHA or BAH (FSH-O or FSH-B) based on the soldier's PDS continues for **up to 60 days after dependent travel is authorized.**
- If the 60-day time period expires, and the dependent has not arrived at the soldier's PDS, an extension to the 60-day period may be considered through the DA Secretariat Wavier process.
- The soldier is required to maintain a residence and be responsible for rent, or own the residence at the dependent's location.

**Note:** A soldier is responsible to review the mentioned ALARACT and to submit a request for a SECRETARIAL WAIVER for consideration ahead of time to HQDA DCS, G-1.

- ***Dependent Travel Authorization Order** is required before dependent(s) travel. This is required to in-process and claim entitlements for your dependent(s).*



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- Authorized when staying in temporary billeting while awaiting housing.
- Used to reimburse soldier for extra expenses that occur when occupying temporary lodging.
- TLA Claims are processed in 15 day increments.
- Housing will issue TLA authorization memo for the initial 15 days.
- TLA Key Supporting documents that support payment are:
  - *Housing Authorization Memo*
  - *PCS Orders and amendments*
  - *Itemized paid Lodging receipts (Zero Balance)*
  - *DD 1351-2 (Smart Voucher)*
  - *Statement of Non-Availability from Ederle Inn (if staying Off Post in commercial lodging)*
  - *Turn in TLA Key supporting documents to Finance Customer Service in Building 28 Door #4 located on Caserma Ederle*

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- In accordance with the G1's Financial Management Policy guidance; **Airbnb** should ONLY be used as a last result if other commercial lodging is not available.
- For reimbursements receipts must be itemized with daily room costs, taxes, etc.

*Note: Itemized receipts ensures we are not refunding other included unauthorized fees (cleaning, minibar usage etc. ). Claims received with receipts NOT itemized WILL NOT be reimbursed.*

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## TLA DAILY MEALS AND INCIDENTALS PERCENTAGES

Number of Eligible Persons Occupying TLA	Lodging Percentage	M & I Percentage
1. Service member or one dependent (total one person)	100	65
2. Service member couples (SM married to another SM). Total two persons - percentage each when lodging together	65	65
3. Service member and one dependent, or two dependents without the SM (total two persons - percentage together)	100	100
4. Each additional dependent age 12 and older	35	35
5. Each additional dependent under age 12	25	25



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## ASHA

- Optional advance given to help absorb the initial costs of moving into a rental residence (first month rent and/or security deposit).
- ASHA payment will collect at a 12 or 24-months prorated monthly rate.
- Housing will prepare the computation sheet for each individual situation.

### ***You will need:***

- ***DA 4187 commander-signed authorizing advance***
- ***Housing computation sheet***
- ***PCS orders***
- ***Lease agreement***

***\*\*\* Take all documents to Finance Customer Service office in building 28 Office #4***

## MOVE IN HOUSING ALLOWANCE (MIHA)

The Overseas Housing Allowance (OHA) is a cost-reimbursement allowance and is designed to offset housing costs. It includes three separate components: rent, utilities/recurring maintenance, and a move-in housing allowance (MIHA).

**\*\*\*OHA WILL SHOW AS "BAH" ON THE LES**

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- Used to defray the move-in costs associated with occupying privatized housing covered under the OHA program.
- MIHA is not payable to a Service member occupying Government Qtrs. or Government-leased housing.
- Soldier must be eligible for OHA to be authorized a MIHA
- Three types of Payments may be authorized. MIHA Miscellaneous, MIHA Rent, and MIHA Security.
  - \* MIHA Rent and MIHA Security must be approved by housing using DD Form 2556.
  - \* MIHA Miscellaneous is approved by housing with approval of OHA on DD Form 2367. **SM does not pay MIHA back.**

# MEAL DEDUCTION

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- All Service Members occupying Government Single Quarters will have meal deductions started, effective the report date.
- If Meal Deduction is to be stopped, a DA 4187 approved by unit commander is required to process.
- When separate rations **(stop meal deduction)** is authorized by unit commander, then without dependent **COLA (rate "0")** is also authorized, and DA 4187 is also required to change COLA rate.

**\*\*If requesting meal deduction stop because of dietary, religious or schedule reasons, DA Form 4187 requires an O5 or above for an approval.**



## ADVANCE PAY

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- **Authorized to all soldiers within 60 days after reporting** to gaining unit or within 30 days before departure during PCS. **DD Form 2560** is used to request PCS Advance Pay
- One to three months net pay can be advanced.
- Pay advance amount is calculated as total entitlements minus taxes (Federal, State, FICA, Social Security, etc.), recurring deductions ( TSP, MGIB, SGLI, etc.), and allotments.
- Soldiers in the pay grades of **E-5 and above** requesting **only one month** net pay and 12 month or less repay proration may **sign for their own DD Form 2560**.
- **E4 and below, or anyone** requesting **more than one month** advance pay or more than 12 months repay proration must be **approved by the soldier's unit commander**.

## ENLISTMENT BONUS

In order to receive your enlistment bonus, please submit the following documents to **Debt Management & Special Actions Section, BLDG 28 Office #4.**

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- Enlistment Contract (DD Series Forms 4-1, 4-2, 4-3)
- DA Form 3286 (ANNEX B)
- Orders Awarding MOS
- Graduation Certificate from AIT OR Airborne or Ranger Training Certificate

*The above documents can be found on the soldier's OMPF file (iPerms) on the HRC website.*

**<https://www.hrc.army.mil/>**

Or contact your Career Counselor or Retention Office to collect all documents

## SPECIAL PAY TERMINATION

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- Hostile Fire Pay
- Assignment Incentive Pay
- Demolition Pay
- Parachute Pay
- Demolition Pay
- Family Separation Allowance
- Cost of Living Allowance
- Special Duty Assignment Pay
- Save Pay – Process by DFAS
- Foreign Language Proficiency Pay- Provide copy of documents to Military Pay Review at Bldg. 28 Door #4
- Flight Pay- requires Termination Order from Unit
- ***If you notice that special pay has not been stopped after in-processing, please notify Finance as soon as possible.***



## DISLOCATION ALLOWANCE (DLA)

- ❖ Points of Contacts
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- DLA is authorized to help move from one household to another.
- Paid based on pay grade at with or w/o dependents rate.
- SM w/dependents must relocate dependents to receive DLA at the w/dependent rate. Travel voucher will show dependents travel.

***"FINANCE CANNOT IN-PROCESS SM IN THE PAY SYSTEM IF SMART VOUCHER IS NOT COMPLETED"***

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## SMART VOUCHER PROCESS

- SmartVoucher is an online tool that will assist you populate your own Travel Voucher (DD1351-2).
- Service members will be uploading supporting documents and submitting their packets **ELECTRONICALLY**.
- Logging into SmartVoucher: Login with your CAC OR myPay Username and Password.

*\*Note: SmartVoucher only covers the travel portion of your PCS. After creating your voucher and submitting documents, go to the IOP finance office to ensure you are correctly in processed into Italy.*

## SMART VOUCHER PROCESS OVERVIEW

Scan key supporting documents such as orders, DA31, itinerary etc.

Open Smart Voucher tool, answer all questions, and upload documents

Submit your Voucher to new duty pay station office (266th Italy)

DMPO reviews and forwards to DFAS ROME

DFAS ROME reviews and pay the voucher.



# SMART VOUCHER PROCESS OVERVIEW

## BASIC INFORMATION YOU WILL NEED

- New unit of assignment
- Travel Dates
- Date of birth of children
- Date of marriage

## DOCUMENTS YOU WILL NEED TO SCAN FOR RETRIEVAL LATER

- PCS orders and amendments
- DA Form 31, “Leave Form”
- Zero balance receipts for all lodging and any expense greater \$75.00
- DFAS Form 9098, if you are claiming Temporary Lodging Expense (TLE)
- DD 2278 and OPE worksheet, if you are claiming Personally Procured Move (PPM)/DITY

If you had **TDY enroute** with your PCS:

You will need a copy of your **DD Form 1610** if your TDY info and line of accounting are not on your PCS order.

\*\*\*\*Contact your new Pay Office for help if needed since these vouchers may be complicated to complete

# SMART VOUCHER PROCESS OVERVIEW

## Getting started

- You will need to login to the site and you have two options:
  - You may use a government computer at work with your CAC, or
  - You may use your personal computer to login with your MyPay Login ID and Password/PIN.
- You have two ways to enter SmartVoucher:
  - Go directly to SmartVoucher at <https://smartvoucher.dfas.mil/voucher/>, or
  - You can also find it at Quick Links at the MyPay page. If you enter through MyPay, please don't login until after you arrive at the SmartVoucher link on the Quick Links.
- Once you are in, start answering questions.
- What day did your **travel begin**? This is normally the date in **block 14** of your DA 31. Your **Mission Complete/Arrival Date** at your new permanent duty station is the day you arrived, this is normally the date in **block 16** of your DA 31. The exception would be if you took leave or PTDY in the local area prior to signing in.

When answering the question, "What Pay Office are you submitting from?" this will usually be the same as the installation that you PCS to. **BE SURE to select the 266 Italy Finance Office on the User Tab!**

## SMART VOUCHER PROCESS OVERVIEW

- Attach scanned copies of PCS orders, leave form, amendments, any appropriate **“zero” balance receipts, TLE** claim form (DFAS 9098) with “zero” balance receipts, etc.
- Electronically sign the SmartVoucher in the View/Print tab and select Submit Travel Voucher. This will electronically send a copy of the voucher to your new Pay Office for their review.
- If you make any errors, the Pay Office or DFAS Rome Travel Office will return the voucher to you in SmartVoucher, **please pay attention to your e-mail for any follow-on messages**. Also, if you realize that you made an error, you can click "edit" or uncheck the signature box in SmartVoucher, before submitting to the Pay Office, to make your correction.
- If you completed and submitted your SmartVoucher PCS claim outside of the Pay Office, please be sure to see/contact the In & Out Processing Finance Office to complete your in-processing and get your entitlements started.



## SMART VOUCHER LINK



- SmartVoucher is available under the myPay Quick Links, “SmartVoucher -> Complete a DD 1351-2”
- **OR** <https://smartvoucher.dfas.mil/voucher/>

## SMART VOUCHER USER GUIDE

