

Out-Processing Guidance

*** 30 day Notice to your landlord**

: Once you know when you PCS out, more than 30 day notice would be okay. Even verbally, please let your landlord or realtor know your moving-out. You must not wait for your PCS Order for the notice because sometimes the issuance of PCS Order is really late.

- **Form** : Housing 30 day notice
- The Housing phone #754-9898

You can get this form from your realtor or the Housing or the CPAC. Once you have the completed one, you need to **turn in to the Housing office** and get the final stamp on the CPAC out processing checklist.

*** Contact the transportation office**

: Once you have your PCS Order, you need to contact the transportation office for your HHG's packing and picking. We'd like to recommend your **HHG's packing & picking date be same**. If different, when your HHG is packed and you cannot stay at the House, you need to move to the lodging. But your LQA is still active in the system. That's why there will be the overlapped between LQA and TQSA. In this case, you need to provide us the approved memorandum from your Unit Commander. The DFAS will alert your debt and ask the approved memo.

- **Form** : Approved memo for the overlapped between LQA and TQSA
- The transportation office phone #757-2461 (Humphreys), #738-4838 (Yongsan)

We will give the sample memo for you. If you need, please refer.

*** Cash Collection Voucher (CCV)**

: Once you have the exact packing/picking date from the transportation office, you need to let the CPAC know the information. Then we will provide you a CCV and you can show the amount of the unused LQA to your landlord or realtor. When you have the money from the landlord or realtor in cash, if it is over \$5,000.00, you need to **make a cashier's check at the local bank**. And then **you can go to the finance office at the Building #6420, 1st floor (next to Once Stop Building and same Humphreys CPAC Building), cashier cage and deposit the check with the CCV**. You have to send the stamped CCV to the CPAC so the POC can send it to the DFAS not to give you any debt.

- **Form** : Cash Collection Voucher (CCV) / LQA reconciliation worksheet / Finance memo for **"Payable to" on the cashier's check is "176th FMSU, DSSN 6411"**.

In the memo from the finance office, there is the information of "Payable to" for the cashier's check. The Community bank has \$5.00 fee for transferring. But the Navy Federal Credit Union has no any fee.

*****Every Thursday, the finance office is closed. Please avoid the day.**

*** Temporary Quarters Subsistence Allowance(TQSA)**

From the day you move out from your house, you can stay at the lodging and claim your meals/lodging/laundry before you leave. **Normally, you can do this paper work just before leaving. For the meals, the estimated amounts are okay, but all should be reasonable amounts.** If there is any suspicious amount, the POC will ask you the receipts. This reimbursement goes to your next paycheck (you can check this on your LES, current earning part).

- **Form** : Statement of understanding / TQSA Claim / SF1190 (Instructions of Signature was updated effective 4/1/2018) / Excel worksheet / Full paid hotel receipt / Laundry(Dry Cleaning) receipt if have/ Meal receipts may be requested if needed
- **SF1190 New Instructions of TQSA (effective 4/1/2018)**: On #25 – please get your supervisor or approving officer’s signature. On #26 – Please get your resources manager’s signature. Unless these signatures, the DFAS will not process.

If you claim this TQSA after you go back to the States (PCS Out to CONUS), you will get this reimbursement by check to your forwarding address. The DFAS cannot give you this to your payment because the Pay Data between CONUS and OCONUS is different. That’s why you need to **change your forwarding address in MYPAY before you leave.**

*** PCS Out Travel Claim**

FED CSR

**** Important! The CPAC doesn’t do any travel voucher work. If you have any questions, please contact the DFAS web site, help desk.**

*** LQA Debt Letter**

You may get a debt letter from the DFAS for LQA even if you pcsed out. This one is for the fluctuant LQA rate bi-weekly and we’ve been clearing the debt for 2014, 2015, 2016, 2017... The DFAS said they cannot stop this because the system reads and issues automatically. Please send us the debt letter immediately when you have it. The sample debt letter is as below.



DEFENSE FINANCE AND ACCOUNTING SERVICE
Civilian Pay Indianapolis, Dept. 6200
8899 East 56th St.
Indianapolis, IN 46249-1900

February 20, 2016

.....
LTC USAG HUMPHREYS
UNIT 15228 BOX ---
APO AP 96271-5228

Dear John R Strong:

This is to inform you that you were overpaid for pay period January 26, 2013. The gross amount of your overpayment (including pay, taxes, benefits and other deductions) is \$600.30. DFAS has adjusted your debt for all payments and offsets and has determined that the net amount of the debt currently owed by you is \$600.30. The overpayment is a result of a Personnel and an Allowance change(s).

Payment of Your Debt. Please pay the debt in full by April 16, 2016, which is 45 days from the date of this letter.

Electronic Pay.Gov Payment: If you wish to make a payment electronically, you may pay your debt by using Pay.Gov, a website operated by the U.S. Treasury Department at <https://www.pay.gov/public/form/start/68842322>. You must use the bill ID located on your voluntary Repayment Agreement when completing the Pay.Gov form for payment. If payment is made for less than the full amount, payroll deductions will still commence as described in this letter for the remaining balance.

Lump Sum Payment By Mail: Your check or money order should be made payable to DFAS-CL DSSN 8522 in the amount of \$600.30. Please send your payment to DFAS Cleveland, ATTN:J3DCBB/555, 1240 E 9th St., Cleveland OH 44199.

Payment by Installment: If you are unable to pay the debt in one lump sum, you may agree in writing to pay the debt in regular installments by completing the enclosed Voluntary Repayment Agreement and mailing or faxing it to the address listed on the Agreement.

If You are Unable to Pay Your Debt. If you do not repay the debt in full, or do not submit a Voluntary Repayment Agreement within 45 days from the date of this letter, DFAS must collect the debt using other collection procedures. Beginning on April 16, 2016, DFAS will initiate collection of the debt involuntarily from your pay by using salary offset procedures (payroll deductions). A maximum of 15 percent of your net disposable pay will be deducted each pay period until your debt is paid in full. The salary offset amount may fluctuate each pay period depending on your available net disposable pay. DFAS estimates that based on your current payroll information, your available disposable pay is \$1,461.83 and repayment of the principal amount of your debt would be completed in approximately 3 pay periods. If you retire or resign before your debt is paid in full, the entire amount of your final pay (salary and lump sum payments) may be applied to pay off your debt.

Opportunities Available to You. If appropriate, you may contact your timekeeper to make time and attendance corrections, or your personnel office to make pay or

allowance changes. You may inspect and/or receive copies of DFAS records related to your debt at the address above. If you question the validity or amount of your debt, you may request a hearing (see the attached instructions on "Requesting a Hearing"). If you do not wish to dispute the validity or amount of the debt, you are entitled to request a waiver of your debt (see the attached instructions on "Requesting a Waiver"). DFAS will promptly refund to you any amounts you have paid or that were deducted for your debt which are later waived or found not owed to the United States.

Questions about Your Debt. Please see the attached "Collection of Your Debt" for additional information regarding debt collection. The Department of Defense Financial Management Regulation (DoDFMR) contains general information concerning debt collection authority at Volume 5, chapter 28 and Volume 8, chapter 8. The DoDFMR is available at <http://comptroller.defense.gov/fmr/index.html>.

You may contact your Personnel Office or Customer Service Representative (CSR) if you have questions regarding your debt. If you have further questions about your debt, your CSR may initiate a Remedy inquiry to request information from DFAS, or you may contact the DFAS Civilian Payroll Office at (800) 729-3277. You may also write to the DFAS Civilian Payroll Office at the address listed on this letter.

Sincerely,



Michael Presley
Supervisor, Debt Processing Branch

Enclosures:
As stated

Living Quarters Allowance Computation Worksheet

NAME: _____
SSN: [REMOVED FOR YOUR PROTECTION]
REASON FOR DEBT:

Unearned Voucher Lock-in Calculation: $600.3 = 27300 - 0 - 0 - (366 * 72.95)$.

FROM DATE	TO DATE	DAYS PAID	PAYMENT TYPE	ENTITLE- MENT	AMOUNT	DAILY RATE	CALENDAR SUM
01/19/12	01/18/13	366	V	Q	27300	72.95	600.3
01/19/12	01/18/13	366	E	Q	-26699.7	72.95	
LQA OVERPAYMENT					600.30		

- V = VOUCHER ADVANCE
- S = CASH VOUCHER RECEIVED
- Y = ADJUSTMENT
- E = EARNED AGAINST ADVANCE

(LOCK-IN RATE) UNEARNED PORTION OF VOUCHER = $V - S - Y - (\text{NO DAYS} * \text{DAILY RATE})$
POSITIVE LQA OVERPAYMENT IS WHAT THE EMPLOYEE OWES AGAINST THE ADVANCE.