



UNITED STATES  
AIR FORCE  
ACADEMY

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**FINANCE**

**HQ USAFA/FM**

- Visit Finance within 5 duty days
- Complete a paper PCS voucher
- Review next LES (entitlements should change)
  - How do you know if you're pay is updated?
    - LES should show
    - 4030 = USAFA 

ADSN/DSSN 4030
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    - If your LES isn't 4030, you haven't been gained
- If your LES isn't updated after 30 days, contact us immediately!!!

# Required Documents

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- **PCS Orders**
- **Receipts**
  - Lodging (TLE only)
  - Airfare
  - Any expense \$75 and above
- **Marriage/Divorce documents (if effective enroute)**
  
- **Completed at the Finance Office:**
  - Travel Voucher, DD Form 1351-2
  - PDT Arrival Worksheet
  - BAH, AF Form 594
  - TLE Claim Form (if applicable)

# Entitlement Basics

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- Mileage - if you drove from losing PDS to USAFA
- Airfare - if you flew from your losing PDS to USAFA
- Per diem - entitlement varies based on number of dependents
- Dislocation Allowance (DLA) - based on rank/dependency status and one of the following conditions:
  - USAFA is not your first assignment
  - You have dependents
  - You will not be living in the dorms upon your arrival at USAFA

**\*\*Note: Everyone's entitlements will be different\*\***

# Contact Information

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- Harmon Hall, 2<sup>nd</sup> Floor - Bldg 2304, Suite 2200
  
- Customer Service Hours: 0900-1500, Mon-Fri
  
- Customer Service Phone Number:
  - DSN 333-4298 COMM (719)333-4298
  - FAX (719)333-9708
  - DTS: DSN 333-8872 COMM (719)333-8872
  
- Email Org Boxes:
  - Military Pay/PCS Travel - [usafa.fm@us.af.mil](mailto:usafa.fm@us.af.mil)
  - DTS - [usafa.fm.dtshelpdesk@us.af.mil](mailto:usafa.fm.dtshelpdesk@us.af.mil)

- USAFA/FM does not in-process Navy personnel
  
- Points of contact for Navy Finance:
  - (USAFA) HMC Anthony White - [anthony.d.white3@mail.mil](mailto:anthony.d.white3@mail.mil)
  - (Peterson) CPO Michael Fulcher - [michael.e.fulcher.mil@mail.mil](mailto:michael.e.fulcher.mil@mail.mil)
  
- Navy Finance
  - File a voucher
  - Update pay & allowances



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# Questions?

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*Integrity - Service - Excellence*