

HELPFUL LINKS

MyPay

- ◇ www.mypay.dfas.mil/
- * Update Address
- * EFT
- * Start, Stop, Change Allotment
- * W-4 tax withholdings
- * Retrieve LES & W-2

DFAS 1-888-DFAS-411

- ◇ Civilian Pay Inquiries: 1-800-729-3277
- ◇ Email Links:
 - * <https://www.dfas.mil/militarymembers.html>
 - * <https://www.dfas.mil/retiredmilitary.html>
 - * <http://www.dfas.mil/civilianemployees.html>

Thrift Savings Plan 1-877-968-3778

- ◇ <https://www.tsp.gov>
- ◇ Update TSP Contributions:
 - * GRB Platform: <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx>

MyPers Helpdesk 1-800-525-0102

- ◇ <https://gum-crm.csd.disa.mil/app/>
- * Health/Life Insurance
- * TSP updates
- * Service Comp Dates
- * Promotions/Step increases
- * Retirement

Office Personnel Management

- ◇ <https://www.opm.gov/policy-data-oversight/pay-leave>

Dear Team Tinker,

The 72d Comptroller Squadron has implemented several new procedures to provide service while ensuring the safety of our staff and customers during elevated HPCON.

All available service processes are outlined within this guidance. Observing these processes will assist us in resolving your issues timely.

If you have any further FM questions or concerns, please do not hesitate to reach out to any member of the FMF Leadership Team for assistance. We will keep Team Tinker updated with our evolving situation.

Thank you for your patience and continued support during this time.

Sincerely,

Financial Services Flight

Financial Services Leadership Team

Ms. Jaime D. Nix	(405) 739-2493
2d Lt Evangelinn Rook	(405) 739-4677
MSgt Christopher Zicopula	(405) 739-9629

72d Comptroller Squadron

Tinker AFB



Financial Services Office Virtual Processing Guide

Ensure the Right Dollars, Right Place, Right Time, Every Time!



Financial Service Operations Virtual Processing Guide

Due to increased HPCON, all briefings and communications will be conducted virtually.

Military & Travel Pay Services

739-5180 Ocalc.fm.customersv@us.af.mil

MILITARY PAY INQUIRIES

Email Subject: "Last, First Name—Identify Issue"

- * Include: Outstanding military documents or inquiries, such as: BAH, Deployed entitlements, Dorm Housing Memos, Dependents, Family Separation, etc...

TRAVEL INQUIRIES

Email Subject: "Last, First Name—Identify Issue"

- * Include: Specifics of your issue, contact number, SSN, specific order number (for PCS orders, listed on Block 27; for other inquiries, list if known)

Instructions on completing the individual forms will be provided along with the PDF files required to in-process.

PCS OUTPROCESSING

Email Subject: "Last, First Name—Final OutProcessing"

- * Include: Copy of your PCS orders and Final out date.

You will be signed off in Virtual MPF as you near your final out date.

SEPARATION & RETIREMENT

Email Subject: "Last, First Name—Separations/Retirement"

- * Include: Your contact number and a copy of your orders, if applicable

DEBT MANAGEMENT

Email Subject: "Last, First Name—Notification of Indebtedness"

- * Include: Your contact number

E-FINANCE

E-Finance inquiries can be directed to SSgt(s) David Song, please send an e-mail to:

- * david.song.5@us.af.mil

LEAVE WEB

Email Subject: "Last, First Name—LeaveWeb-Identify Issue"

- * Identify issue: Permissive/terminal authorized, reconciling open leave on member's record

Civilian Pay Services

736-5419

72cpts.fmf.civilianpay@us.af.mil

ATAAPS

Time and Attendance Certification is open through April.

PAY INQUIRIES

Please e-mail inquiries to our workflow

- * Include: All documents that would be beneficial to assist with your inquiry, (screenshots, LES, timecards, etc.)

Once we receive your e-mail, you should expect a response in 3-5 business days

OUTPROCESSING

Email Subject: "Last, First Name—OutProcessing"

- * Include: Your contact number, your supervisor's name, and the first two pages of your outprocessing checklist

- * If you are unable to scan your checklist, provide the following: Name, SSN, last day of employment, and reason for departure

Once we receive your e-mail, you should expect a response in 1-2 business days

MILITARY LEAVE

Please e-mail outstanding military leave documents to our workflow

COURT LEAVE

We are accepting documents, but collection activities have been suspended until further notice

Disbursing Services

**By appointment only: 0830 - 1000
(405) 461-0661**

APPOINTMENT PROTOCOL

Contact Jon Seratte or Monica Hall to schedule an appointment.

Door 8 will be locked, please knock or call for entry access

DFAS COLLECTIONS and VENDOR CHECKS

Email DD 1131, or the information on the DD 1131, to Jon Seratte prior to scheduled appointment

- * If you have any questions regarding your DD 1131, please call Jon Seratte

LOST BADGE/KEY PAYMENTS

Email your paperwork to either Jon or Monica before your scheduled appointment.

COURT LEAVE

Suspended until further notice.