

PTTUZYUW RUOIBBB0001 2511503-UUUU--RHSSUU.

ZNR UUUUU

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FM DFAS INDIANAPOLIS IN

TO AIG 4579

BT

UNCLAS

SUBJ/USE OF THE DA-31/AF988 LEAVE FORM WHEN PROCESSING
PERMANENT

CHANGE OF STATION (PCS) AND TEMPORARY CHANGE OF STATION (TCS)
TRAVEL

CLAIMS/ (TRAVEL TECHNICAL MESSAGE (14-06))//

RMKS/

1. EFFECTIVE OCTOBER 1, 2014, WHEN PROCESSING PCS TRAVEL CLAIMS THE DA FORM 31 AND/OR AF 988 (REQUESTS AND AUTHORITY FOR LEAVE) MUST BE ATTACHED TO THE TRAVEL CLAIM IF THE MEMEBR TOOK LEAVE EN ROUTE TO THE NEW PDS.

2. THE DEFENSE MILITARY PAY OFFICE (DMPO) WILL ENSURE THE DA31/AF988 IS ATTACHED AND PROPERLY COMPLETED TO INCLUDE THE INFORMATION SHOWING THE BEGINNING AND ENDING DATES OF THE LEAVE IN THE APPROPRIATE BLOCKS.

3. THE DMPOS WILL ANNOTATE ELASPED TIME (ET), AUTHORIZED TRAVEL TIME (ATT), LEAVE (LV) AND PERMISSIVE TDY DATES ON THE 1351-2 IN BLOCK 10 (D) THE COMPUTATION AREA

4. THE PCS EN ROUTE LEAVE DATES SHOULD ALSO BE ANNOTATED IN THE ITINERARY ON THE TRAVEL VOUCHER.

5. WHEN THE MEMBER IS ON TCS ORDERS AND SUBMITS THEIR FINAL VOUCHER VERIFY IF THE MEMEBR TOOK ANY R&R LEAVE DURING THEIR DEPLOYMENT.

6. IF THE MEMBER TOOK R&R DURING THEIR DEPLOYMENT THE LEAVE DATES MUST BE ANNOTATED ON THE TRAVEL VOUCHER. THIS WILL ENSURE PROPER REIMBURSMET AND REDUCE DEBT COLLECTIONS AFTER PAYMENT.

7. POC FOR THIS MESSAGE IS ENTERPRISE SOLUTIONS AND STANDARDS, TRAVEL FUNCTIONAL AREA, 317-212-5090/4655/3917/5094.

BT