

**AIR FORCE ELEMENT- J1 DESK
AOR In-processing Worksheet**

Member Information:

Grade/Name: _____ SSAN: _____

Date Arrived in Country: _____ Date Depart Last Base: _____

Date Depart CONUS: _____ Duty Location: _____

DAFSC _____ FMTS: _____ AF Positions: _____

Duty Title: _____ DAFSC: _____

DOB: _____

Supervisor Information:

Name: _____ SSAN(AF ONLY): _____

Branch of Svs: _____ Supervision Start Date: Day after arrival: _____

Is EPR/OPR coming from last base? Y N Date of Last Report _____

Days TDY enroute (must reflect on orders): _____

Inprocessing Documents: Scan and e-mail the following documents from sealed envelope to me:

-Endorsed orders -AF Form 330 -PT score -SGLI -vRED

Leaveweb Setup: **Edit Profile:** Update email; **MAJCOM:** AFSPC; **BASE:** Patrick; **UNIT:** AFELM SOUTHCOM

PIPS: Below are instructions for PIPS to assist in filing your travel voucher. If you have questions, please contact Patrick's Finance (number below)

AFELM HQ USSOUTHCOM/J1

9301 NW 33rd St Doral, FL 33172



AFELM CC: Col Cotto-Perez: x-1117

Section CC: Capt Burt x-3773

NCOIC, J1 AF Desk: TSgt Negrin x-2176

NCOIC, Reserve Affairs: TSgt Christopher x-1258

HR Advisor: Ms. Diaz X-1116

Senior Enlisted Advisor: SMSgt Harris x-3439

DSN: 567-ext Comm 305-437-ext

Permanent Change of Station In-Processing System (PIPS)



User Guide Quick Reference

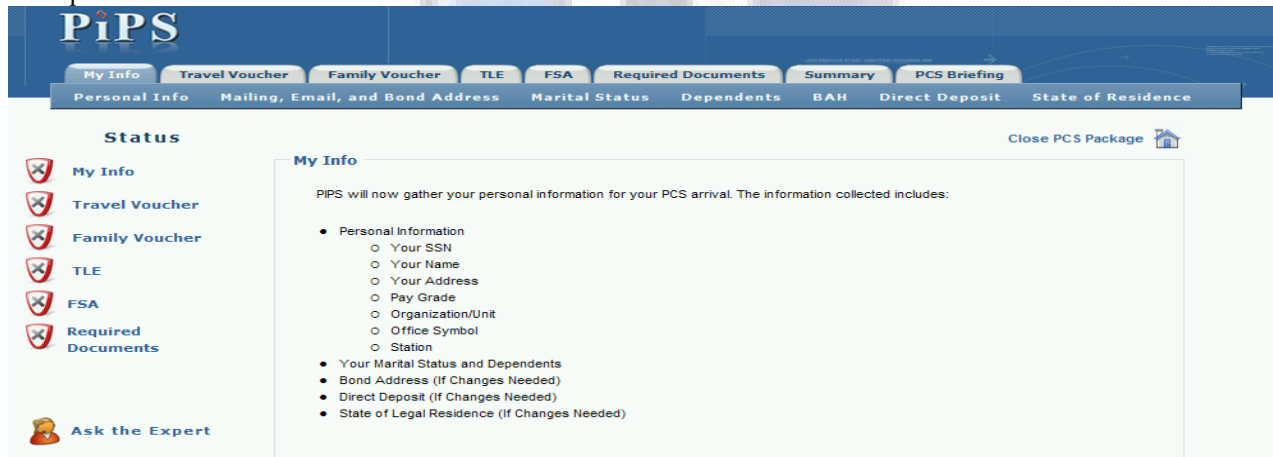
*****YOU MUST HAVE YOUR COMMON ACCESS CARD (CAC) ACTIVATED TO ACCESS YOUR LOCAL BASE NETWORK BEFORE USING THISAPPLICATION*****

PIPS

The Permanent Change of Station In-Processing System (PIPS) is designed to allow for the paperless submission of PCS-related financial documents with automated assistance to you. This is accomplished by using “wizard” technology to guide you through PCS In-Processing by presenting an interactive interview session explaining entitlements based on previously answered questions.

PIPS will assist with:

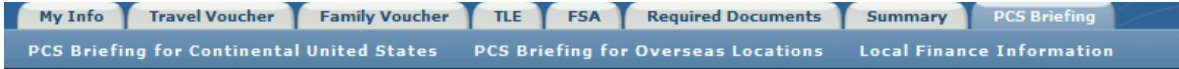
- Member and/or Dependent PCS Travel Vouchers
- Concurrent or Non-Concurrent Travel
- Basic Allowance for Housing (BAH) Certification/Recertification
- Family Separation Allowance (FSA)
- Temporary Lodging Expense (TLE)
- Bond Address Change
- State of Legal Residence Change
- Direct Deposit (Pay and/or Travel)
- Dislocation Allowance (DLA)
- Lost Receipts



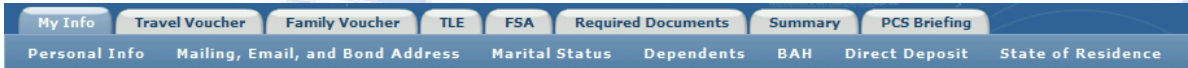
Entering Information into PIPS

- ❖ You will access PIPS at <https://efinanceworkspace.wpafb.af.mil> using your common access card (CAC) and PIN. Once you navigate to the PIPS application, the session will use a “wizard approach” for an easy to understand question and answer session that takes you through the process of PCS Travel from start to finish. When you access PIPS, you will be presented with a screen to start a new PCS or continue/review an existing PCS.
- ❖ Once each tab is complete, PIPS will put a green check mark by the tab to indicate that the tab is complete. If a portion of a tab is not complete, there will be a red circle. You will be unable to submit the package if any section, or portion thereof, is incomplete.

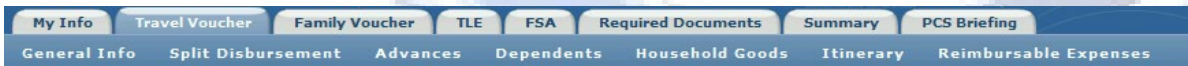
IPS Application Functionality



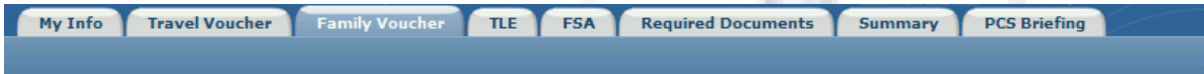
PCS Briefing Tab—Upon initial entry into the system, PIPS will ask if your PCS is to a continental United States location. After you’ve indicated yes or no, PIPS will load the stateside or overseas duty location briefing. This section will provide current entitlements, rates, and links to more data applicable to your PCS. Click on this tab anytime during your session for more information.



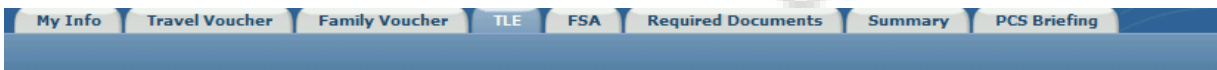
My Info Tab—This tab is used to input your personal information and populate completed forms processed throughout the session. Information collected includes your personal mailing address, email address, bond address(es), marital and dependent status for BAH. PIPS also allows you to update your direct deposit for travel and/or military pay and state of legal residence, if necessary.



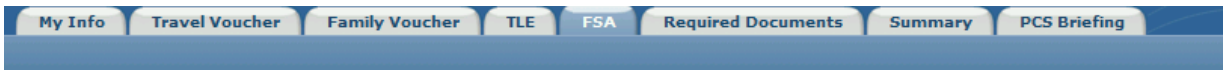
Travel Voucher Tab—This tab captures the PCS Travel Order Number, final out processing date and, if eligible, dislocation allowance. It provides options for split disbursement and if so, the amount. It gives you the option to enter the amount and date of advances received. If dependents traveled concurrently with you and used the same itinerary dates, you will see your dependents’ information in this section. This section also captures your dependents’ address upon the receipt of orders. You will also verify whether or not household goods have been shipped. Lastly, you will enter your itinerary information, mode(s) of transportation and all reimbursable expenses.



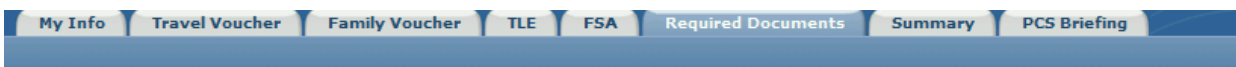
Family Voucher Tab—This tab requires you to indicate if you have dependents traveling using a different mode of travel and/or different itinerary. If you have dependents entered that meet this criteria, the system will provide a link to the page to update the dependent information. You also have an opportunity to indicate whether or not they received an advance and PIPS will ask for the applicable information. Eligible family members entered in the “My Info” section will populate here if you indicated previously they would be traveling via a different itinerary. Dependent address(es) will be entered here, as well as the detailed itinerary each dependent followed and all reimbursable expenses the dependents incurred.



TLE Tab—This tab is where you will certify your claim for stateside temporary lodging expenses. General information regarding government quarters and household goods will be collected. PIPS will ask if you want to use split disbursement and verify if your claim is for yourself only, yourself and your dependents, or your dependents only. Data on whether you stayed on base or off base will also be collected, as well as the daily lodging amount. A lodging summary will show the claim(s) submitted in case the allowable days are broken up into different days or locations.



FSA Tab—This tab is where you complete and certify your application for family separation allowance, if applicable. You will be asked to verify the FSA type and address of your dependents during the separation. Eligible types of FSA are: FSA-T (Temporary Duty), FSA-R (Mil married to Mil separated by orders), and FSA-R (Dependents Restricted Tours). Lastly, you will verify the terms of FSA and certify your claim to the entitlement.



Required Documents Tab—This tab is where you will fax or upload all required documents such as receipts, travel orders, etc. Also available at this tab is a Certification of Missing or Lost Receipt form for any reimbursable expenses over \$75.00 for which you do not have a commercial receipt.



Summary Tab—This tab of PIPS will establish a final check of your PCS Package and indicate if any sections still need to be completed. From here, you can print the completed forms, i.e.,

- BAH Certification
- Direct Deposit
- State of Legal Residence
- Travel Voucher
- Family Voucher
- TLE
- FSA
- CPC Summary Worksheet

The final step will be to electronically send the entire package to your servicing Finance Office. Once reviewed by Finance, they will forward it to the Central Processing Center at Ellsworth AFB for payment.

PIPS Website:

<https://efinanceworkspace.wpafb.af.mil>

Contact your local Accounting & Finance Office for further guidance

PATRICK AFB Key Phone Numbers

Finance: 4finance@us.af.mil

DSN 854-4882/2796

Comm: 321-494-4882/2796

Military Personnel Section

Career Development: 854-2330

Force Management: 854-7834

Customer Service: 854-6144/6147