



Financial Service Provider How-to Guide



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INTRODUCTION

Hello, and welcome to the Financial Service Provider How-to Guide! Thank you for taking the time to review the information within, and provide your service branch, command, unit, or team with the highest level of financial assistance. This guide is meant to establish standard operating procedures for many of the tasks commonly provided by Financial Service Providers and Command Financial Specialists.

Your fellow FSPs played a major role in creating this guide, being that they understand the challenges of providing financial education and counseling services within a military environment. A group of FSP's from all branches of service have worked diligently to compile detailed procedures for actions including counseling, budgeting, screenings, credit reporting, credit and debt management, student loans, taxes, retirement planning, record keeping, and DoD financial literacy requirements.

It is our hope that this document will help you feel more comfortable and confident while providing services as a Command Financial Specialist or Financial Service Provider.

COUNSELING PROCEDURES

Counselor and Client Safety

Suicidal/homicidal people are those who are expressing intent to harm themselves or others or manifesting other self-destructive behavior, which endangers their lives or others. If you believe that a person is potentially suicidal or homicidal, stay calm and follow the procedure outlined below. Privacy Act considerations do not apply.

Phone Calls

- Remain calm. You may be the only person who can help.
- Listen. Keep the caller engaged in conversation. Use verbiage: I am listening. This is important. Let's talk about this. Do not put them on hold. Try to develop rapport and build trust by using active listening skills. Expand on what the caller is sharing by reflecting their feelings to keep them engaged. Be compassionate.
- Try to ask another staff member off-line (Remember, do NOT put caller on hold) to notify a counselor, or if absent, the chain of command.
- If you cannot pass the phone call to a counselor, you must handle the call yourself until an appropriate referral can be made.

- Obtain the caller's, name, location and the phone number as soon as possible. Ask other questions gently about what steps, if any, the caller has taken (i.e. How many pills, what poison, what weapon they have). Write all the information down as you obtain it. Keep the caller talking.
- Have another staff member call 911 and give the dispatcher as much information as possible.
- Encourage the caller to discard or remove the lethal element.
- Keep the caller talking until security has arrived on the scene.
- Once security arrives, you may hang up. Immediately call the Navy or civilian medical services and give them the information you were able to obtain from the caller.
- If the individual is a Service member, his/her Command needs to be informed.

Walk-in Clients

- Remain calm.
- Send for a counselor. If absent, send for the chain of command.
- You may be directed by the counselor or chain of command to call security, medical service, or a family member. If a counselor or the chain of command is not available call installation security.
- Be compassionate and supportive.
- Do not leave the client alone at any time.

If you would like to further develop an understanding of suicide or suicide related behaviors, ask your manager about safeTalk & ASIST training (Applied Suicide Intervention Skills Training). SafeTalk is a 3 to 4-hour training that prepares participants to recognize thoughts of suicide and how to connect a person with thoughts of suicide to intervention resources.

ASIST is a two-day workshop is designed for members of all caregiving groups.

Financial Counseling Procedures and Techniques

1. Initial contact should start with a smile and warm greeting. Recognize that people may be apprehensive. It is important to make small talk or use humor to help them relax. Compliment them on their willingness to work with you, for being on time, for bringing their spouse, etc.
 - a. "I want to congratulate you on your willingness to work with me to improve your financial situation."
 - b. "Thanks for being on time and for bringing your spouse."
2. Privacy Act Statement – Explain the privacy act statement and have them sign it or offer them a copy depending on the policy for your Service.
3. Normalize the client's feelings and past experience with personal finance.

- a. “Most of us have experienced a financial crisis at some time in our lives.”
 - b. “I understand it can be uncomfortable to discuss personal finances with others, however, we will need to take a close look at what’s going on in order for both of us to understand your financial situation. Once we know exactly how things stand, we can then focus on solutions to improve your situation.”
4. Expectation Question — This is used to find out what the client wants or expects.
 - a. “What would you like to accomplish in the time we have available?”
5. Cost Question – Help the client to see how their presenting financial problem/s is/ are affecting their life.
 - a. “I’m wondering what (problem) has cost you already, not just in terms of dollars, but also in terms of your ability to concentrate on your work, your job performance, your relationship with other key people in your life, in terms of self-confidence and self-respect, or in terms of peace of mind.”
 - b. After they respond to the question follow up with what they want to change.
 - c. Compliment clients on identifying what’s going on and their desire to want to make some changes in how they manage their personal finances. This is a good time to introduce the financial planning worksheet.
6. Data gathering — Use the EFPW to begin the financial planning process once you feel the client is ready. Avoid any judgments or assessments. Just gather or review the information provided. Avoid verbally or non-verbally confirming clients self-limiting beliefs and statements.
7. Miracles and Exceptions — For clients who are “stuck” on their problem, or who are particularly negative, now is an appropriate time to ask the miracle questions.
 - a. “If a miracle were to happen tonight and the (problem) went away, what would your life be like – what would be different in the morning?” This question enables the client to view their future without the problem. Give the client some time to reflect on this question.
8. Discussion Options – This is problem-solving time where the focus is on the options and solutions to the client’s financial situation. Now is a good time to ask the client about options they have been thinking about and to compliment them or validate their ideas for changing their financial situation. Get at least three options or contemplated actions. This is an opportunity to get the client involved in solutions to their own problems.
9. Complete the projected column on the three pages of the EFPW including income living expenses and indebtedness. Enter new dollar amounts in the projected column based on the effect of implementing the various options discussed.
10. Spending Plan — Next, show the client how to set up a spending plan based on their new spending targets using the projected column figures. It’s important to point out to your clients that the spending plan concerns how they spend their take-home pay and does not include any expenses or creditors paid by allotment.

11. Monthly Spending Record — At this time you will want to introduce the monthly spending record which is a method of tracking their actual spending in the various categories on a daily basis.
12. Closure — Ask about the client's expectations and bring closure to the session. Ask clients what they see themselves doing first when they leave the office. Look for opportunities to reinforce and compliment your clients' willingness to take action. Establish a can-do mindset.

BUDGETING

Creating your Spending Plan via the electronic Financial Planning Worksheet (eFPW) Excel File

A spending plan is just that — a plan — a way of spending your money on paper, on purpose, with intention. Implementing a plan will help you achieve financial goals by measuring and managing your money.

1. **Spending Your Money on Paper and on Purpose:** A spending plan is a written method of spending your money with intention.
2. **Gives Every Dollar a Name:** It is telling your money where to go instead of trying to figure out where it went.
3. **Means of Achieving Your Goals:** A spending plan is your roadmap or your blueprint for achieving your goals.

Pro Tip: Before you begin using the eFPW, save a master copy to your hard drive as a working copy in case formulas are deleted while providing counseling.

Preparing a Spending Plan (Budget)

Preparing a spending plan (or budget) can be as simple or as detailed as you want. It can be done with pencil and paper or an Excel spreadsheet like the electronic Financial Planning Worksheet (eFPW). There are computer software and apps available for those who prefer to have access to their budget online or across devices.

Developing spending plan (budget) consists of four basic steps:

1. **Determine how much money you receive every month.** Net Income is defined as your gross pay after taxes. This includes federal and state taxes along with Social Security and Medicare deductions. If you receive income from another job, a business you may own, child support, or your spouse earns income, this can be included. Also include rental income you may receive if you own rental property and have a tenant paying you rent each month.

2. **Determine what you spend each month on living expenses.** Living expenses are the required and essential costs needed to maintain an adequate living environment for your household. Living expenses are typically broken down into two categories:

- a. Fixed Expenses are a set amount paid out monthly and often include rent/mortgage, insurance, internet, cell phone, streaming and gaming services.
- b. Variable Expenses are generally based on usage or necessity and can be adjusted to fit your current living situation. These include groceries, dining out/takeout, entertainment, utilities, transportation, personal care, gifts, donations, and vacations.

HINT: For variable expense that happen semi-annually, annually, every two years, etc., take the total amount and divide by the number of months until the next payment. For example: An auto insurance six month premium of \$650. Take the \$650 and divide it by 6, which will give you a monthly rate of \$108.33.

Pro Tip: If you are not sure how much you spend in a specific area, use your monthly bank and/or credit card statements to review your spending habits and bill payments.

Pro Tip: Make sure to pay yourself first by including a set monthly amount that will go toward your (ideally 10% or more) savings contribution for your emergency, TSP, retirement, reserve and long-term savings goals.

3. **Calculate your minimum monthly payments due.** This includes loans, credit cards, student loans, and other credit lines, for example like a car, boat, or motorcycle that you purchased on a monthly installment plan.

4. **Determine whether you have a surplus (money left over) or a deficit (more money going out than coming in) at the end of the month.** To calculate,

- a. Take your total monthly net income.
- b. Subtract your monthly savings including investments contributions, living expenses and monthly debt payments.
- c. The total will either be positive, which is your surplus, or negative, which is your deficit. If you are accounting for all of the net income your total should be zero.
- d. If you truly have a surplus, this means that money is left over at the end of the month for you to either increase your savings, goals, and investments, or to pay extra towards monthly debts.
- e. If your total is a negative amount, review your calculations for errors to ensure there are no mistakes. If the deficit is correct, it is time to review your budget to make changes to how you spend money.

Pro Tip: In the eFPW Financial Links Tab, there are links available to assist you in creating a sustainable financial plan

Net Worth Tab

The Net Worth Tab provides an overall picture of your finances. Your net worth is all assets minus all liabilities, or what you own minus what you owe. This is a measure of wealth. Ideally, you should have a positive net worth, but for many people just starting out, it is not uncommon to have a negative net worth.

Pro Tip: Calculate your net worth should be done at least annually.

To begin, you will need your most current bank, credit card and loan statements showing your balances. Also, be sure to have your TSP and other non-retirement investment statements, mortgage balances, and the value of any real estate, vehicles and valuable personal property.

1. Populate your current retirement plan information and the percentages being contributed to the Roth and Traditional TSP plans. You will see that there are two columns, the left being the actual retirement plan numbers, and the right column is projected – which allows you to plan for income changes or consider other scenarios.

Hint: The columns of actual and projected are found through the entire eFPW. Use the actual for the current picture and the projected for changes.

Financial Planning Worksheet			
Retirement Plan: Legacy or BRS		Indicate Touchpoint Requirement	
Pay Grade		Projected Pay Grade	
Years in Service		Projected Years in Service	
Roth TSP %		Projected Roth TSP %	
Traditional TSP %		Projected Traditional TSP %	
Total TSP %	0%	Projected Total TSP %	0%

2. In the statement of Net Worth section, populate the assets and investments fields with your account balances. In the Real Estate section, find the value of your primary residence and any rental property owned, as well as the value of a vacation home, trailer, and time-share. In the Personal Property Section, find the value of your vehicles/motorcycle/boats – list year/make/model in the Remarks. Estimate \$1000 per room for furniture, appliances, and electronics. This prevents having to itemize and research each items value.

Hint: Use websites like [Realtor.com](https://www.realtor.com), [Zillow.com](https://www.zillow.com) or [Redfin.com](https://www.redfin.com) for home value estimates. Use websites like [NADA.com](https://www.nada.com), [KBB.com](https://www.kbb.com) or [Edmunds.com](https://www.edmunds.com) for vehicle value estimates.

3. Populate the liabilities you have – loans, credit cards, advance/over payments, loans against your TSP. You can use the blank areas at the bottom of this section to add additional liabilities you may have.

4. Add in the mortgage balance(s) due for your primary residence, rental property, or other real estate.

5. Use the remarks section for any notes/reminders.

6. Once the fields are populated, the assets and liabilities will be totaled, and your net worth will be revealed – in green if it is positive (more assets than liabilities) and red if it is negative (more liabilities than assets).

TOTAL ASSETS		TOTAL LIABILITIES	
		NET WORTH	\$ -

7. If you have been referred to a Command Financial Specialist or Financial Counselor at your Service's Family Readiness Center for financial counseling or screening, ensure the completed eFPW is signed and dated by the counselor and the counselee.

Income Tab

1. Input Base Pay, Basic Allowance for Housing (BAH) and Basic Allowance for Subsistence (BAS) from your current end of month leave and earnings statement (LES) on the Income Tab. In the Remarks, identify the type of BAH (i.e. single, with dependents, OHA).

Pro Tip: COAST GUARD use the area on the right of the Income Tab to enter all Payslip data. This will auto populate (be doubled) to capture your monthly totals. If your data is not doubling, open your master eFPW and start over.

2. Input any special pays from LES or Payslip such as flight deck, sea, sub, etc. Identify any special pays in the Remarks.

3. Input any allowances from your LES or Payslip such as family separation, clothing allowance, COLA, etc. Identify any special allowances in the Remarks.

Pro Tip: Refer to Financial Links Tab to find pays and entitlements information.

Taxes/FICA/AFRH

1. Include the Federal Taxes (FITW), FICA, State, and AFRH from your LES or Payslip in the actual and projected blocks provided. Input the dollar amounts in the corresponding blocks.

Pro Tip: When calculating taxes/FICA/AFRH in the projected column, use the resources in the Financial Links Tab to help estimate the changes in taxes

2. In the Remarks, put the actual and projected filing status.

3. Include the state identified on the LES or Payslip.

4. Other Income after taxes **Add 2nd active section

5. Enter manually the second active duty after-tax income if it does not auto populate from 2nd Active Tab.

6. For each additional source of income, add up the source of weekly, bi-weekly or semi-monthly income. Input the monthly net income amount into the corresponding blocks, according to its income source.

Deductions:

1. Enter all allotments listed on the LES or Payslip in the Allotment Section. Identify all allotments in the Remarks. If you enter any allotments into the Deductions Section, be sure to account for those allotments somewhere else on the worksheet under Expenses Tab.

Hint: \$1,900 allotment for housing should be entered as mortgage/rent/PPV under Expenses Tab and a \$50 allotment for Aid Society Loan should be entered on the Indebtedness Tab.

Deductions	Monthly	Projected	Remarks	Coast Guard Payslip	
				Monthly	Projected
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ -	\$ -			
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ -	\$ -			
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ -	\$ -			
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ -	\$ -			
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ -	\$ -			
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ -	\$ -			
Meal Deduction	\$ -	\$ -			
Service Members Group Life Insurance (SGLI)	\$ -	\$ -			
Traumatic SGLI (TSGLI)	\$ -	\$ -			
Family SGLI (FSGLI) Spouse and Child Coverage	\$ -	\$ -			
TSP (Roth)	\$ -	\$ -			
TSP (Traditional)	\$ -	\$ -			
Montgomery GI Bill (MGIB)	\$ -	\$ -			
Tricare Dental Plan (TDP) Family Coverage	\$ -	\$ -			
Federal Vision Insurance Plan (FedVIP) Family Coverage	\$ -	\$ -			
Advance Payments	\$ -	\$ -			
Overpayments	\$ -	\$ -			
Survivor Benefit Plan (SBP)					
2nd Active Duty Total Deductions	\$ -	\$ -			
TOTAL DEDUCTIONS					

2. Enter the meal deduction dollar amount. This should auto-populate to the Expenses Tab. If not, you will need to manually enter.

3. For the remainder of the deductions, input them on the lines provided from your LES or Payslip. In the Remarks, add the coverage and end dates where appropriate.

4. Manually enter the 2nd active total deductions if they do not auto-populate from the 2nd Active Tab.

Expenses Tab

1. On the Expenses Tab, enter your monthly savings and expenses. If you budget by making allocations from each paycheck, enter the budget amount in the 1st and/or 15th columns. Otherwise, enter the total in either the 1st or the 15th line; this will be totaled into the monthly column. The rows with gray fields are auto populated from the Income Tab.

2. Ideally, 10% or more of your income will go toward savings and investments. Utilize the projected column to visualize the impact of increasing savings and investment amounts.

Hint: Row 12 shows the percentage you are setting aside.

3. Enter your living expenses. Do not forget to account for non-regular expenses like birthdays, holidays, and annual dues. Look through past bank or credit card statements to total up those expenses, divide by 12, and set aside that amount on a monthly basis so that you are prepared for the expenses when the bills arrive.

Hint: The blue sub-categories can be renamed to customize the fields.

Pro Tip: If you entered allotments in the Deductions section on the Income Tab, be sure to account for the allotment here in the Expenses Tab.

Housing	1st	15th	Monthly	Projected	Remarks
Mortgage/Rent/Public Private Venture (PPV)					
Furnishings					
Maintenance/Storage/Alarm System					
Taxes/Fees/Home Owners Association (HOA)					
Utilities	1st	15th	Monthly	Projected	Remarks
Cell Phone/House Phone					
Internet					
Cable					
Electricity/Solar					
Gas/Propane					
Water/Trash/Sewage					
Food	1st	15th	Monthly	Projected	Remarks
Groceries					
Dinners Out					
Lunches Out					
Vending Machines/Coffee					
Meal Deductions	\$ -	\$ -		\$ -	
Transportation	1st	15th	Monthly	Projected	Remarks
Gas/Fuel					
Maintenance					
Tolls/Parking					
Public Transportation					
Other (Plates/Registration/Tax)					

4. Once all the expenses have been entered, check the totals at the bottom of the page. Your living expenses ideally should be under 70% of your net income. Use the projected column to work through spending changes or to plan for an upcoming life-change.

Hint: Do not project more than three months out.

Indebtedness Tab

1. Fill in the corresponding blocks to input creditor's names, type of credit, remaining balance, APR, and the minimum payment paid on the 1st and/or the 15th.

Hint: Check out the Financial Links Tab to find the debt elimination website that works best for you or use the imbedded My Debt Destroyer feature.

Debt Obligations											
Creditor	Type of Credit	Balance	APR (%)	Minimum Paid on 1st	Minimum Paid on 15th	Minimum Monthly Payment	Projected Monthly Payment	Estimated Monthly Payment	Credit Limit	Credit Utilization	Remarks (How Paid,
US Government	Adv. Pmt.		N/A					N/A	N/A	N/A	Pay Deduction
US Government	Over Pmt.		N/A					N/A	N/A	N/A	Pay Deduction
US Government	Govt. CC						\$ -				Pay Deduction
							\$ -				
							\$ -				
							\$ -				
							\$ -				
							\$ -				
							\$ -				
							\$ -				
							\$ -				

Pro Tip: If you entered allotments in the Deductions section on the Income Tab, be sure to account for the allotment here in the Indebtedness Tab. Do not enter mortgage information on this page unless it is for a rental property or if you want to use the Debt Destroyer feature to include that debt.

2. The estimated monthly payment column is strictly an estimate to give you an idea what the payment could be, should you not have your statement on-hand. Always pay at least the minimum amount required by your creditors as indicated on your monthly statements.

Pro Tip: Focusing on paying down one debt at a time will decrease the amount of interest paid to the creditor and will decrease the time to become debt free. Utilize the Debt Destroyer Tab for guidance on considering the snowball or avalanche methods of debt repayment.

3. Enter the credit limit granted by your creditors. This will auto-populate your credit utilization, or your percentage of credit used.

Hint: Credit utilization above 30% will negatively influence your credit score.

4. Use the Remarks to state delinquent accounts, collection accounts, disputed accounts, etc.

Cash Flow Summary:

1. This section provides a snapshot of your financial situation, including your debt-to-income ratio and whether there is a surplus or deficit.

Cash Flow Summary	1st	15th	Monthly	Projected
Total Net Income	\$ -	\$ -	\$ -	\$ -
Total Savings & Investments	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -
Total Indebtedness	\$ -	\$ -	\$ -	\$ -
SURPLUS / DEFICIT	\$ -	\$ -	\$ -	\$ -
Extra Payments (Amount Transferred Over from My Debt Destroyer)				
SURPLUS / DEFICIT (After Extra Payments) (20%)	\$ -	\$ -	\$ -	\$ -

2. If there is a deficit, verify your calculations. If there is still a deficit, consider three ways things to improve your financial situation. Increase your income, decrease your living expenses, or decrease your debts. Show changes in the projected column.

Debt-to-Income Ratio:

1. Take your monthly Net Income and divide it by 70%, 20%, and 10% as follows:
 - A. 70% - Total monthly living expenses (includes mortgage or rent)
 - B. 20% - Total debt obligations
 - C. 10% - Applied toward savings goals

Debt to Income Ratio (70-20-10) Rule:		
Take your monthly Net Income and divide it by 70%, 20%, and 10% as follows:		
70% - Total monthly living expenses (Includes Mortgage or Rent)		
20% - Total debt obligations. If you have no debt, then apply more toward savings goals.		
10% - Applied toward savings goals		

2. This quick check will help you stay on track and meet your financial goals.
3. Your debt-to-income ratio should be less than 20%.

Hint: If you have no debt, then apply more toward savings goals.

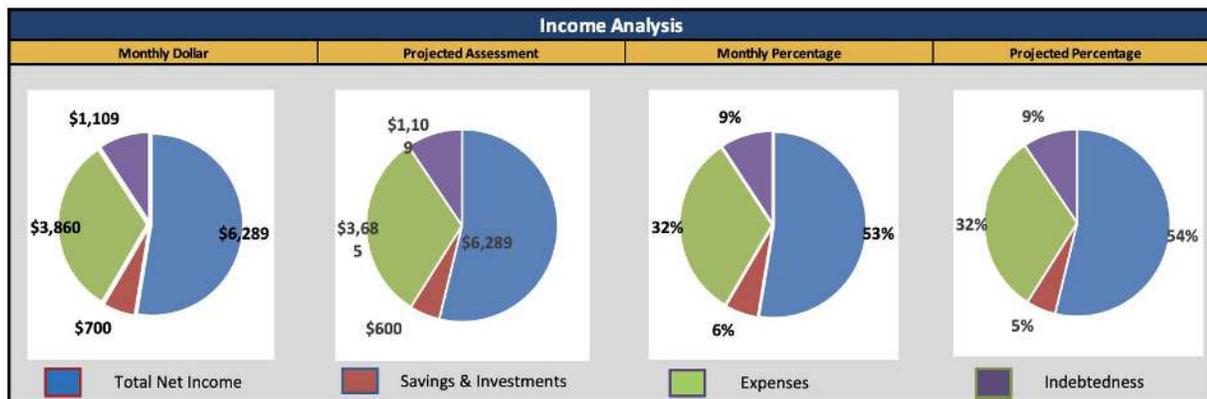
Financial Health Assessment Tab

The Financial Health Assessment Tab of the eFPW is the wrap up, using data from the prior tabs in the worksheet. The top section highlights key information found in each tab, creating an easy-to-read summarization breaking down of your financial picture.

Financial Summary		
	Monthly	Projected
Total Net Income	\$ -	\$ -
Savings & Investments	\$ -	\$ -
Expenses	\$ -	\$ -
Indebtedness	\$ -	\$ -
Monthly Surplus or Deficit	\$ -	\$ -
Roth TSP %	0%	0%
Traditional TSP %	0%	0%
Total TSP %	0%	0%
Debt to Income (70/20/10)	0%	0%

Income Analysis

The pie charts above provide a breakdown in numerical and percentage formats of how the actual and projected net monthly income is being spent in the listed categories.



Action Plan

The Action Plan is a list of recommendations made during the counseling session that the counselee determined they wanted to consider or implement. These are counselee driven, not counselor driven.

Action Plan	
Increase Income & Savings	
Decrease Living Expenses & Indebtedness	
Referrals & Recommended Trainings	

Smart Goals

Smart Goals are Specific, Measurable, Attainable, Realistic, and Timely (SMART). To create a SMART financial goal, take the total amount of the financial goal and determine how much time you are

Savings Goals			
Goal	Cost	Timeline (In Months)	Monthly Savings (Needed)
Trip home	\$ 2,500.00	10	\$ 250.00
New TV	\$ 2,000.00	6	\$ 333.33
TOTAL SAVINGS GOALS	\$ 4,500.00	1YEARS,4MONTHS	\$ 583.33

giving yourself to achieve this goal. Divide the amount of your goal with the number of months until achieved. This will give you an amount to save each month to achieve the goal. For example, if you want to save \$600 for a trip next year, divide \$600 by 12 months, which equates to \$50 a month. This means you would either need to save \$50 a month or \$25 a paycheck.

Debt Destroyer

Conveniently located in your eFPW, the Debt Destroyer is intended to help evaluate different debt repayment methods.

The Debt Obligation section will have the Creditor, Type of Credit, Balance, APR (%), and Payment information auto-populated with the information entered in the Debt Obligation section on the Indebtedness tab.

You can choose to exclude specific debts from the repayment schedules by checking the box under the “Exclude” column.

Hint: For example, if you have a student loan that you are currently not making payments on, and would like to exclude that debt from the repayment schedules, click on the box that corresponds with that debt.

DEBT DESTROYER

Debt Obligation						
#	Creditor	Type	Balance	APR (%)	Payment	Exclude
1	US Government	Govt. CC	\$ 365.00	0.00%	\$ 12.00	<input type="checkbox"/>
2	ABC Credit Card	cc	\$ 4,500.00	22.00%	\$ 135.00	<input type="checkbox"/>
3	Priority Card	CC	\$ 1,500.00	14.99%	\$ 50.00	<input checked="" type="checkbox"/>
4	First Bank Loans	Loan	\$ 12,000.00	12.00%	\$ 400.00	<input type="checkbox"/>



Next, complete the Extra Payments section if you have a surplus (extra money left over) in your budget to make additional monthly or a one-time payment toward your debts.

Hint: Any extra payments will only be applied toward projected payments / future debts.

Pro Tip: If the surplus or deficit section has a negative number, go back to the Expenses Tab and make adjustments to the projected living expense amounts to create a surplus that can help with debt repayment.

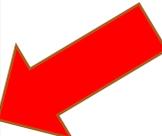
If a surplus is available in your budget and you would like all or part of those additional funds to apply to the monthly debt payments, then enter the desired amount under Extra Payment (Monthly).

If you have a one-time payment that you would like to make, enter the date in month, day, and year format (mm/dd/yyyy) and then the one-time payment amount. This will add the one-time payment into the payment schedules during that specific time frame.

Hint: Use money received from income tax returns, bonus payments, inheritances, legal settlements, etc. for one-time payments.

Pro Tip: Adding an extra monthly payment will automatically change the Projected Surplus or Deficit totals on the Debt Destroyer, Indebtedness, and the Health Assessment Tabs. Adding a one-time payment will not change the totals.

Extra Payments		
Payment Type	Date	Amount
Extra Payment (Monthly)	N/A	\$ 500.00
One-Time Payment	10/1/2020	\$ 200.00
One-Time Payment		
One-Time Payment		
One-Time Payment		



Projected Surplus or Deficit	\$ 265.00
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After you have completed the Extra Payments section, review the Repayment Methods section for a detailed explanation of the Avalanche, Snowball, and Minimum Balance re-payment approaches.

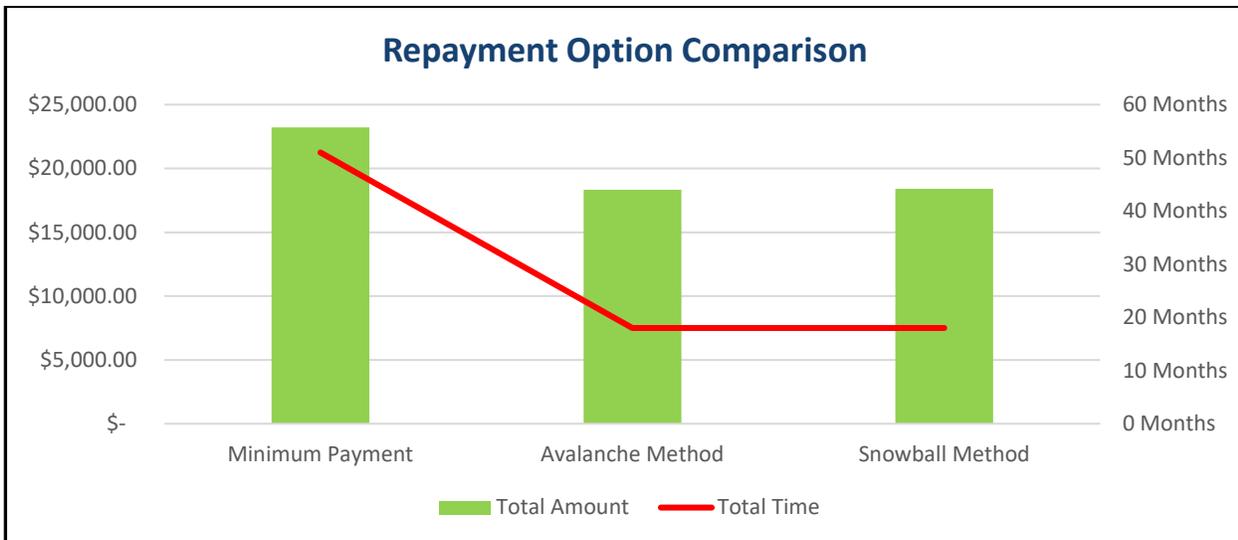
Hint: The minimum payment method only takes into consideration monthly payments without the Debt Destroyer payoff methods applied.

Pro Tip: Some clients may want to choose this method to keep additional cash in their pockets. However, a good practice is to work all present and future expenses into the budget to help develop a surplus that can be applied toward savings goals and the Debt Destroyer.

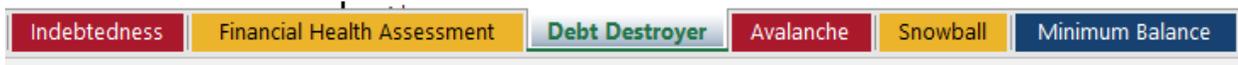
Repayment Methods
Avalanche Payment Schedule
Pay minimum on each, then pay all extra toward the principal balance of the debt with the highest interest rate until all are paid.
Snowball Payment Schedule
Pay minimum on each, then pay all extra toward the principal balance of the debt with the smallest balance until all are paid.
Minimum Balance Payment Schedule
Pay minimum statement payment due on the each, with no roll over payments until all are paid.

Now it is time to review the Repayment Option Comparison section. The Repayment Option Comparison provides a side-by-side comparison of the Avalanche, Snowball, and Minimum Payment methods. This comparison is intended to help you determine the total time and money that you could be saving using the different Debt Destroyer repayment methods.

Repayment Option Comparison				
Payment Method	Total Time	Total Amount	Time Saved	Amount Saved
Minimum Payment	51 Months	\$ 23,206.47	N/A	N/A
Avalanche Method	18 Months	\$ 18,330.72	33 Months	\$ 4,875.76
Snowball Method	18 Months	\$ 18,400.93	33 Months	\$ 4,805.54



Once you fully understand the repayment options, click on the corresponding tab to view Payment Schedules for each method. The Payment Schedules provide you with a detailed payment plan to “Destroy” your debt. The repayment schedule will start with the first month after the eFPW has been completed and gives you the amounts to be paid each month until all debt has been repaid.



AVALANCHE PAYMENT SCHEDULE (Scroll to the right to see)					
#	Date	ABC Credit Card	First Bank Loans	US Government	
1	Sep 2020	\$ 635.00	\$ 400.00	\$ 12.00	
2	Oct 2020	\$ 835.00	\$ 400.00	\$ 12.00	
3	Nov 2020	\$ 635.00	\$ 400.00	\$ 12.00	
4	Dec 2020	\$ 635.00	\$ 400.00	\$ 12.00	
5	Jan 2021	\$ 635.00	\$ 400.00	\$ 12.00	
6	Feb 2021	\$ 635.00	\$ 400.00	\$ 12.00	
7	Mar 2021	\$ 635.00	\$ 400.00	\$ 12.00	
8	Apr 2021	\$ 104.02	\$ 930.98	\$ 12.00	
9	May 2021		\$ 1,035.00	\$ 12.00	
10	Jun 2021		\$ 1,035.00	\$ 12.00	
11	Jul 2021		\$ 1,035.00	\$ 12.00	
12	Aug 2021		\$ 1,035.00	\$ 12.00	
13	Sep 2021		\$ 1,035.00	\$ 12.00	
14	Oct 2021		\$ 1,035.00	\$ 12.00	
15	Nov 2021		\$ 1,035.00	\$ 12.00	
16	Dec 2021		\$ 1,035.00	\$ 12.00	
17	Jan 2022		\$ 1,035.00	\$ 12.00	
18	Feb 2022		\$ 170.72	\$ 161.00	

To view the Summary Tables for each of the individual creditors, scroll to the far right within each tab. You should be able to view interest paid, running balance, number of payments, and payoff date for each individual debt.

Notice that once the final payments are made on the first debt, the entire payment goes to the next debt in line to be paid off. The same thing will happen for each debt remaining. This way, even if you cannot budget any additional money towards your debt, they will still be paid off faster than if you were paying the minimum payments, although an infusion of extra cash is always a nice boost to the payoff.

Hint: The Priority Card debt in the Debt Obligation example above that had the “Exclude” box checked does not show in the Avalanche or Snowball Payment Schedules. It will only show on the Minimum Balance Payment Schedule.

ABC Credit Card - Summary Table						22.00%
Payment	#	Date	Amount Owed	Interest	Balance	
\$ 635.00	1	Sep 2020	\$ 4,500.00	\$ 70.86	\$ 3,935.86	
\$ 835.00	2	Oct 2020	\$ 3,935.86	\$ 56.85	\$ 3,157.71	
\$ 635.00	3	Nov 2020	\$ 3,157.71	\$ 46.25	\$ 2,568.96	
\$ 635.00	4	Dec 2020	\$ 2,568.96	\$ 35.46	\$ 1,969.41	
\$ 635.00	5	Jan 2021	\$ 1,969.41	\$ 24.46	\$ 1,358.88	
\$ 635.00	6	Feb 2021	\$ 1,358.88	\$ 13.27	\$ 737.15	
\$ 635.00	7	Mar 2021	\$ 737.15	\$ 1.87	\$ 104.02	
\$ 635.00	8	Apr 2021	\$ 104.02	\$ -	\$ -	

Your commitment to repaying your debt can yield many benefits! Not only will you no longer have payment obligations, you will be able to direct the money that had previously been going toward debt repayment to achieving your next set of financial goals. When you think about how you got into debt, you can work on changing your spending habits. You will be able to add to your emergency fund so you don't have to rely on credit in a pinch. Control overspending by sticking to your budget, and plan and save for future expenses. Changes to your money habits matter, and they will be especially apparent as you see your Net Worth grow. While it may take a while, keep your eye on the prize: becoming debt-free and having the choice about how to spend your money.

Next Steps

Congratulations! You have taken the time to deep dive into your financial health. You have likely learned more about your (or your client's) situation and gleaned information that can shape the best options for financial decision making.

This plan should be updated regularly. Are you able to keep to the numbers in the living expenses section? Do you need to make changes to make the spending plan more realistic? Did you save towards the goals you identified? Check your spending in the months ahead to see if you were able to follow this plan or if you need to make adjustments. This living, breathing document should change as your situation does. The best plans are realistic. Keep fine-tuning your plan and you will stay on top of your financial health!

Creating your Spending Plan Worksheet via the PDF

(This version does not have a Debt Destroyer function)

A spending plan is just that — a plan — a way of spending your money on paper, on purpose, with intention. Implementing a plan will help you achieve financial goals by measuring and managing your money.

4. **Spending Your Money on Paper and on Purpose:** A spending plan is a written method of spending your money with intention.
5. **Gives Every Dollar a Name:** It is telling your money where to go instead of trying to figure out where it went.
6. **Means of Achieving Your Goals:** A spending plan is your roadmap or your blueprint for achieving your goals.

Pro Tip: Before you begin using the PDF, save a master copy to your hard drive before entering data.

Preparing a Spending Plan (Budget)

Preparing a spending plan (or budget) can be as simple or as detailed as you want. It can be done with pencil and paper, the PDF Spending Plan Worksheet, or an Excel spreadsheet like the electronic Financial Planning Worksheet (eFPW). There are computer software and apps available for those who prefer to have access to their budget online or across devices.

Developing spending plan (budget) consists of four basic steps:

5. **Determine how much money you receive every month.** Net Income is defined as your gross pay after taxes. This includes federal and state taxes along with Social Security and Medicare deductions. If you receive income from another job, a business you may own, child support, or your spouse earns income, this can be included. Also include rental income you may receive if you own rental property and have a tenant paying you rent each month.

6. **Determine what you spend each month on living expenses.** Living expenses are the required and essential costs needed to maintain an adequate living environment for your household. Living expenses are typically broken down into two categories:

a. **Fixed Expenses** are a set amount paid out monthly and often include rent/mortgage, insurance, internet, cell phone, streaming and gaming services.

b. **Variable Expenses** are generally based on usage or necessity and can be adjusted to fit your current living situation. These include groceries, dining out/takeout, entertainment, utilities, transportation, personal care, gifts, donations, and vacations.

HINT: For variable expense that happen semi-annually, annually, every two years, etc., take the total amount and divide by the number of months until the next payment. For example: An auto insurance six-month premium of \$650. Take the \$650 and divide it by 6, which will give you a monthly rate of \$108.33.

Pro Tip: If you are not sure how much you spend in a specific area, use your monthly bank and/or credit card statements to review your spending habits and bill payments.

Pro Tip: Make sure to pay yourself first by including a set monthly amount that will go toward your (ideally 10% or more) savings contribution for your emergency, TSP, retirement, reserve and long-term savings goals.

7. **Calculate your minimum monthly payments due.** This includes loans, credit cards, student loans, and other credit lines, for example like a car, boat, or motorcycle that you purchased on a monthly installment plan.

8. **Determine whether you have a surplus** (money left over) **or a deficit** (more money going out than coming in) **at the end of the month.** To calculate,

a. Take your total monthly net income.

b. Subtract your monthly savings including investments contributions, living expenses and monthly debt payments.

- c. The total will either be positive, which is your surplus, or negative, which is your deficit. If you are accounting for all of the net income your total should be zero.
- d. If you truly have a surplus, this means that money is left over at the end of the month for you to either increase your savings, goals, and investments, or to pay extra towards monthly debts.
- e. If your total is a negative amount, review your calculations for errors to ensure there are no mistakes. If the deficit is correct, it is time to review your budget to make changes to how you spend money.

Pro Tip: On the Financial Links page, there are links available to assist you in creating a sustainable financial plan

Net Worth Page

The Net Worth page provides an overall picture of your finances. Your net worth is all assets minus all liabilities, or what you own minus what you owe. This is a measure of wealth. Ideally, you should have a positive net worth, but for many people just starting out, it is not uncommon to have a negative net worth.

Pro Tip: Calculate your net worth should be done at least annually.

To begin, you will need your most current bank, credit card and loan statements showing your balances. Also, be sure to have your TSP and other non-retirement investment statements, mortgage balances, and the value of any real estate, vehicles and valuable personal property.

8. Populate your current retirement plan information and the percentages being contributed to the Roth and Traditional TSP plans. You will see that there are two columns, the left being the actual retirement plan numbers, and the right column is projected – which allows you to plan for income changes or consider other scenarios.

Hint: The columns of actual and projected are found throughout the entire eFPW. Use the actual for the current picture and the projected for changes.

Financial Planning Worksheet			
Retirement Plan: Legacy or BRS		Indicate Touchpoint Requirement	
Pay Grade		Projected Pay Grade	
Years in Service		Projected Years in Service	
Roth TSP %		Projected Roth TSP %	
Traditional TSP %		Projected Traditional TSP %	
Total TSP %	0%	Projected Total TSP %	0%

9. In the statement of Net Worth section, populate the assets and investments fields with your account balances. In the Real Estate section, find the value of your primary residence and any rental property owned, as well as the value of a vacation home, trailer, and time-share. In the Personal Property Section, find the value of your vehicles/motorcycle/boats – list

year/make/model in the Remarks. Estimate \$1,000 per room for furniture, appliances, and electronics. This prevents having to itemize and research each item's value.

Hint: Use websites like Realtor.com, Zillow.com or Redfin.com for home value estimates. Use websites like NADA.com, KBB.com or Edmunds.com for vehicle value estimates.

10. Populate the liabilities you have – loans, credit cards, advance/over payments, loans against your TSP. You can use the blank areas at the bottom of this section to add additional liabilities you may have.
11. Add in the mortgage balance(s) due for your primary residence, rental property, or other real estate.
12. Use the remarks section for any notes/reminders.
13. Once the fields are populated, the assets and liabilities will be totaled, and your net worth will be revealed – in green if it is positive (more assets than liabilities) and red if it is negative (more liabilities than assets).

TOTAL ASSETS		TOTAL LIABILITIES	
		NET WORTH	\$ -

14. If you have been referred to a Command Financial Specialist or Financial Counselor at your Service's Family Readiness Center for financial counseling or screening, ensure the completed Spending Plan Worksheet PDF is signed and dated by the counselor and the counselee.

Income Page

4. Input Base Pay, Basic Allowance for Housing (BAH) and Basic Allowance for Subsistence (BAS) from your current end of month leave and earnings statement (LES) on the Income page. In the Remarks, identify the type of BAH (i.e. single, with dependents, OHA).

Pro Tip: COAST GUARD use the area on the right of the Income page to enter all Payslip data. This will auto populate (be doubled) to capture your monthly totals. If your data is not doubling, open your master PDF and start over.

5. Input any special pays from LES or Payslip such as flight deck, sea, sub, etc. Identify any special pays in the Remarks.
6. Input any allowances from your LES or Payslip such as family separation, clothing allowance, COLA, etc. Identify any special allowances in the Remarks.

Pro Tip: Refer to the Financial Links page to find pays and entitlements information.

Taxes/FICA/AFRH

7. Include the Federal Taxes (FITW), FICA, State, and AFRH from your LES or Payslip in the actual and projected blocks provided. Input the dollar amounts in the corresponding blocks. **Pro Tip:** When calculating taxes/FICA/AFRH in the projected column, use the resources on the Financial Links page to help estimate the changes in taxes.
8. In the Remarks, put the actual and projected filing status.
9. Include the state identified on the LES or Payslip.
10. Other Income after taxes **Add 2nd active section
11. Enter manually the second active duty after-tax income if it does not auto populate from the Monthly Income (2nd Active Duty) page.
12. For each additional source of income, add up the source of weekly, bi-weekly or semi-monthly income. Input the monthly net income amount into the corresponding blocks, according to its income source.

Deductions:

5. Enter all allotments listed on the LES or Payslip in the Allotment Section. Identify all allotments in the Remarks. If you enter any allotments into the Deductions Section, be sure to account for those allotments somewhere else on the worksheet on the Expenses page.

Hint: \$1,900 allotment for housing should be entered as mortgage/rent/PPV under Expenses page and a \$50 allotment for Aid Society Loan should be entered on the Indebtedness page.

Deductions	Monthly	Projected	Remarks	USCG Payslip	
				Bi-Monthly	
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ 0.00	\$ 0.00	(For/Ends?)	\$	
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ 0.00	\$ 0.00	(For/Ends?)	\$	
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ 0.00	\$ 0.00	(For/Ends?)	\$	
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ 0.00	\$ 0.00	(For/Ends?)	\$	
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ 0.00	\$ 0.00	(For/Ends?)	\$	
ALLOTMENT (Remember To Record This Data In Other Sections)	\$ 0.00	\$ 0.00	(For/Ends?)	\$	
Meal Deduction	\$ 0.00	\$ 0.00		\$	
Service Members Group Life Insurance (SGLI)	\$ 0.00	\$ 0.00	(Coverage Level: Full/Partial)	\$	
Traumatic SGLI (TSGLI)	\$ 0.00	\$ 0.00		\$	
Family SGLI (FSGLI) Spouse and Child Coverage	\$ 0.00	\$ 0.00	(Coverage Level: Full/Partial)	\$	
TSP (Roth)	\$ 0.00	\$ 0.00	(Taxable)	\$	
TSP (Traditional)	\$ 0.00	\$ 0.00	(Non Taxable)	\$	
Montgomery GI Bill (MGIB)	\$ 0.00	\$ 0.00	(Non Taxable; Ends?)	\$	
Tricare Dental Plan (TDP) Family Coverage	\$ 0.00	\$ 0.00		\$	
Federal Vision Insurance Plan (FedVIP) Family Coverage	\$ 0.00	\$ 0.00		\$	
Advance Payments	\$ 0.00	\$ 0.00	(For/Ends?)	\$	
Overpayments	\$ 0.00	\$ 0.00	(For/Ends?)	\$	
Survivor Benefit Plan (SBP)	\$ 0.00	\$ 0.00		\$	
2nd Active Duty Total Deductions	\$ 0	\$ 0	(From 2nd Active Tab or Manual Entry)	\$	
TOTAL DEDUCTIONS	\$ 0.00	\$ 0.00		\$	0.00

6. Enter the meal deduction dollar amount. This should auto-populate to the Expenses page. If not, you will need to manually enter.
7. For the remainder of the deductions, input them on the lines provided from your LES or Payslip. In the Remarks, add the coverage and end dates where appropriate.
8. Manually enter the 2nd active total deductions if they do not auto-populate from the Monthly Income (2nd Active Duty) page.

Expenses Page

5. On the Expenses page, enter your monthly savings and expenses. If you budget by making allocations from each paycheck, enter the budget amount in the 1st and/or 15th columns.

Otherwise, enter the total in either the 1st or the 15th line; this will be totaled into the monthly column. The rows with gray fields are auto populated from the Income page.

6. Ideally, 10% or more of your income will go toward savings and investments. Utilize the projected column to visualize the impact of increasing savings and investment amounts.

Hint: The Savings & Investments line shows the percentage you are setting aside.

7. Enter your living expenses. Do not forget to account for non-regular expenses like birthdays, holidays, and annual dues. Look through past bank or credit card statements to total up those expenses, divide by 12, and set aside that amount on a monthly basis so that you are prepared for the expenses when the bills arrive.

Hint: The blue sub-categories can be renamed to customize the fields.

Pro Tip: If you entered allotments in the Deductions section on the Income page, be sure to account for the allotment here on the Expenses page.

Housing	1st	15th	Monthly	Projected	Remarks
Mortgage/Rent/Public Private Venture (PPV)					
Furnishings					
Maintenance/Storage/Alarm System					
Taxes/Fees/Home Owners Association (HOA)					
Utilities	1st	15th	Monthly	Projected	Remarks
Cell Phone/House Phone					
Internet					
Cable					
Electricity/Solar					
Gas/Propane					
Water/Trash/Sewage					
Food	1st	15th	Monthly	Projected	Remarks
Groceries					
Dinners Out					
Lunches Out					
Vending Machines/Coffee					
Meal Deductions	\$ -	\$ -		\$ -	
Transportation	1st	15th	Monthly	Projected	Remarks
Gas/Fuel					
Maintenance					
Tolls/Parking					
Public Transportation					
Other (Plates/Registration/Tax)					

8. Once all the expenses have been entered, check the totals at the bottom of the page. Your living expenses ideally should be under 70% of your net income.

Use the projected column to work through spending changes or to plan for an upcoming life-change.

Hint: Do not project more than three months out.

Indebtedness Page

5. Fill in the corresponding blocks to input creditor's names, type of credit, remaining balance, APR, and the minimum payment paid on the 1st and/or the 15th.

Cash Flow Summary	1st	15th	Monthly	Projected
Total Net Income	\$ -	\$ -	\$ -	\$ -
Total Savings & Investments	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -	\$ -
Total Indebtedness	\$ -	\$ -	\$ -	\$ -
SURPLUS / DEFICIT	\$ -	\$ -	\$ -	\$ -
Extra Payments (Amount Transferred Over from My Debt Destroyer)				
SURPLUS / DEFICIT (After Extra Payments) (20%)	\$ -	\$ -	\$ -	\$ -

4. If there is a deficit, verify your calculations. If there is still a deficit, consider three ways things to improve your financial situation. Increase your income, decrease your living expenses, or decrease your debts. Show changes in the projected column.

Debt-to-Income Ratio:

4. Take your monthly Net Income and divide it by 70%, 20%, and 10% as follows:
 - D. 70% - Total monthly living expenses (includes mortgage or rent)
 - E. 20% - Total debt obligations
 - F. 10% - Applied toward savings goals

Debt to Income Ratio (70-20-10) Rule:		
Take your monthly Net Income and divide it by 70%, 20%, and 10% as follows:		
70% - Total monthly living expenses (Includes Mortgage or Rent)		
20% - Total debt obligations. If you have no debt, then apply more toward savings goals.		
10% - Applied toward savings goals		

5. This quick check will help you stay on track and meet your financial goals.
6. Your debt-to-income ratio should be less than 20%.

Hint: If you have no debt, then apply more toward savings goals.

Financial Health Assessment Page

The Financial Health Assessment page of the Spending Plan Worksheet PDF is the wrap up, using data from the prior pages in the worksheet. The top section highlights key information found in each page, creating an easy-to-read summarization breaking down of your financial picture.

Financial Summary		
	Monthly	Projected
Total Net Income	\$ -	\$ -
Savings & Investments	\$ -	\$ -
Expenses	\$ -	\$ -
Indebtedness	\$ -	\$ -
Monthly Surplus or Deficit	\$ -	\$ -
Roth TSP %	0%	0%
Traditional TSP %	0%	0%
Total TSP %	0%	0%
Debt to Income (70/20/10)	0%	0%

Action Plan

The Action Plan is a list of recommendations made during the counseling session that the counselee determined they wanted to consider or implement. These are counselee driven, not counselor driven.

Action Plan	
Increase Income & Savings	
Decrease Living Expenses & Indebtedness	
Referrals & Recommended Trainings	

Savings Goals

Savings Goals are Specific, Measurable, Attainable, Realistic, and Timely (SMART). To create a SMART financial goal, take the total amount of the financial goal and determine how much time you are giving yourself to achieve this goal. Divide the amount of your goal with the number of months until achieved. This will give you an amount to save each month to achieve the goal. For example, if you want to save \$600 for a trip next year, divide \$600 by 12 months, which equates to \$50 a month. This means you would either need to save \$50 a month or \$25 a paycheck.

Savings Goals			
Goal	Cost	Timeline (In Months)	Monthly Savings (Needed)
Trip home	\$ 2,500.00	10	\$ 250.00
New TV	\$ 2,000.00	6	\$ 333.33
TOTAL SAVINGS GOALS	\$ 4,500.00	1YEARS,4MONTHS	\$ 583.33

Next Steps

Congratulations! You have taken the time to deep dive into your financial health. You have likely learned more about your (or your client's) situation and gleaned information that can shape the best options for financial decision making. This plan should be updated regularly. Are you able to keep to the numbers in the living expenses section? Do you need to make changes to make the spending plan more realistic? Did you save toward the goals you identified? Check your spending in the months ahead to see if you were able to follow this plan or if you need to make adjustments. This living, breathing document should change as your situation does. The best plans are realistic. Keep fine-tuning your plan and you will stay on top of your financial health!

LES Review

Navy

The Leave and Earnings Statement (LES) is a monthly statement showing all pay changes and information from the month, including entitlements (pay and allowance), deductions and allotments, and pay related remarks.

Your clients should understand their pay is their responsibility. They should verify information on their LES each month. If their pay varies and they do not understand why they need to communicate with their local disbursing office or go to myPay to check on and investigate the changes.

The LES contains the following information:

- Personal information
- Entitlements/ deductions/allotments/summary
- Leave summary
- Tax information summary
- Pay data summary
- Thrift Savings Plan summary
- Remarks

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																					
ID	NAME (LAST, FIRST, MI)				SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED									
	1				2	3	4	5	6	7	8	9									
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY									
TYPE		AMOUNT		TYPE		AMOUNT		TYPE		AMOUNT		+ AMT FWD			13						
A B C D E F G H I J K L M N O	10				11				12				- TOT ENT			14					
													- TOT DED			15					
													- TOT ALMT			16					
													= NET AMT			17					
													- CR FWD			18					
													= EOM PAY			19					
													DIENS			24					
													RET PLAN			24					
	TOTAL		20		21		22						23								
	LEAVE		BFBAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE	FED TAXES		WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD			
		25	26	27	28	29	30	31	32	33		34	35	36		37	38				
FICA TAXES		WAGE PERIOD		SOC WAGE YTD		SOC TAX YTD		MED WAGE YTD		MED TAX YTD		STATE TAXES		ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD		
		39		40		41		42		43		44			45	46	47	48	49		
PAY DATA		BAQ TYPE		BAQ DEPN		VEA ZIP		RENT AMT		SHARE	STAT	JFTR	DEPN	ID/JFTR	BAS TYPE		CHARITY YTD	TPC	PACIDN		
		50		51		52		53		54	55	56	57	58	59		60	61	62		
Thrift Savings Plan (TSP)		BASE PAY RATE		BASE PAY CURRENT		SPEC PAY RATE		SPEC PAY CURRENT		INC PAY RATE		INC PAY CURRENT		BONUS PAY RATE		BONUS PAY CURRENT					
		63		64		65		66		67		68		69		70					
		CURRENTLY NOT USED				TSP YTD DEDUCTIONS				DEFERRED				ENEMPT				CURRENTLY NOT USED			
		71				72				73				74				75			
REMARKS		YTD ENTITLE				YTD DEDUCT															
76		77				78															

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Fields 1 - 9 contain the identification portion of the LES.

- **1 NAME:** The member’s name in last, first, middle initial format.
- **2 SOC. SEC. NO.:** The member’s Social Security Number.
- **3 GRADE:** The member’s current pay grade.
- **4 PAY DATE:** The date the member entered active duty for pay purposes in YYMMDD format. This is synonymous with the Pay Entry Base Date (PEBD).
- **5 YRS SVC:** In two digits, the actual years of creditable service.
- **6 ETS:** The Expiration Term of Service in YYMMDD format. This is synonymous with the Expiration of Active Obligated Service (EAOS).
- **7 BRANCH:** The branch of service, i.e., Navy, Army, Air Force.
- **8 ADSN/DSSN:** The Disbursing Station Symbol Number used to identify each disbursing/finance office.
- **9 PERIOD COVERED:** This is the period covered by the individual LES. Normally it will be for one calendar month. If this is a separation LES, the separation date will appear in this field.

Fields 10 through 24 contain the entitlements, deductions, allotments, their respective totals, a mathematical summary portion, date initially entered military service, and retirement plan.

- **10 ENTITLEMENTS:** In columnar style the names of the entitlements and allowances being paid. Space is allocated for fifteen entitlements and/or allowances. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive entitlements and/or allowances will be added to like entitlements and/or allowances.
- **11 DEDUCTIONS:** The description of the deductions are listed in columnar style. This includes items such as taxes, SGLI, Mid-month pay and dependent dental plan. Space is allocated for fifteen deductions. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.
- **12 ALLOTMENTS:** In columnar style the type of the actual allotments being deducted. This includes discretionary and non-discretionary allotments for savings and/or checking accounts, insurance, bonds, etc. Space is allocated for fifteen allotments. If a member has more than one of the same type of allotment, the only differentiation may be that of the dollar amount.
- **13 +AMT FWD:** The amount of all unpaid pay and allowances due from the prior LES.
- **14 + TOT ENT:** The figure from Field 20 that is the total of all entitlements and/or allowances listed.
- **15 -TOT DED:** The figure from Field 21 that is the total of all deductions.
- **16 -TOT ALMT:** The figure from Field 22 that is the total of all allotments.
- **17 = NET AMT:** The dollar value of all unpaid pay and allowances, plus total entitlements and/or allowances, minus deductions and allotments due on the current LES.
- **18 - CR FWD:** The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.
- **19 = EOM PAY:** The actual amount of the payment to be paid to the member on End-of-Month payday.
- **20 - 22 TOTAL:** The total amounts for the entitlements and/or allowances, deductions and allotments respectively.
- **23 DIEMS:** Date initially entered military service: This date is used SOLELY to indicate which retirement plan a member is under. For those members with a DIEMS date prior to September 8, 1980, they are under the FINAL PAY retirement plan. For those members with a DIEMS date of September 8, 1980 through July 31, 1986, they are under the HIGH-3 retirement plan. For those members with a DIEMS date of August 1, 1986 or later, they were initially under the REDUX retirement plan. This was changed by law in October 2000, when they were placed under the HIGH-3 plan, with the OPTION to return to the REDUX plan. In consideration of making this election, they become entitled to a \$30,000 Career Service Bonus. The data in this block comes from PERSCOM. DFAS is not responsible for the accuracy of this data. If a member feels that the DIEMS date shown in this block is erroneous, they must see their local servicing Personnel Office for corrective action.

- **24 RET PLAN:** Type of retirement plan, i.e. Final Pay, High 3, REDUX; or CHOICE (CHOICE reflects members who have less than 15 years service and have not elected to go with REDUX or stay with their current retirement plan).

Fields 25 through 32 contain leave information.

- **25 BF BAL:** The brought forward leave balance. Balance may be at the beginning of the fiscal year, or when active duty began, or the day after the member was paid Lump Sum Leave (LSL).
- **26 ERND:** The cumulative amount of leave earned in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. Normally increases by 2.5 days each month.
- **27 USED:** The cumulative amount of leave used in the current fiscal year or current term of enlistment if member reenlisted/extended since the beginning of the fiscal year.
- **28 CR BAL:** The current leave balance as of the end of the period covered by the LES.
- **29 ETS BAL:** The projected leave balance to the member's Expiration Term of Service (ETS).
- **30 LV LOST:** The number of days of leave that has been lost.
- **31 LV PAID:** The number of days of leave paid to date.
- **32 USE/LOSE:** The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.

Fields 33 through 38 contain Federal Tax withholding information.

- **33 WAGE PERIOD:** The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).
- **34 WAGE YTD:** The money earned year-to-date that is subject to FITW. Field 35 M/S. The marital status used to compute the FITW.
- **36 EX:** The number of exemptions used to compute the FITW.
- **37 ADD'L TAX:** The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.
- **38 TAX YTD:** The cumulative total of FITW withheld throughout the calendar year.

Fields 39 through 43 contain Federal Insurance Contributions Act (FICA) information.

- **39 WAGE PERIOD:** The amount of money earned this LES period that is subject to FICA.
- **40 SOC WAGE YTD:** The wages earned year-to-date that are subject to FICA.
- **41 SOC TAX YTD:** Cumulative total of FICA withheld throughout the calendar year.
- **42 MED WAGE YTD:** The wages earned year-to-date that are subject to Medicare.
- **43 MED TAX YTD:** Cumulative total of Medicare taxes paid year-to-date.

Fields 44 through 49 contain State Tax information.

- **44 ST:** The two digit postal abbreviation for the state the member elected.
- **45 WAGE PERIOD:** The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).
- **46 WAGE YTD:** The money earned year-to-date that is subject to SITW. Field 47 M/S. The marital status used to compute the SITW.
- **48 EX:** The number of exemptions used to compute the SITW.
- **49 TAX YTD:** The cumulative total of SITW withheld throughout the calendar year.

Fields 50 through 62 contain additional Pay Data.

- **50 BAQ TYPE:** The type of Basic Allowance for Quarters being paid.
- **51 BAQ DEPN:** A code that indicates the type of dependent. A - Spouse C -Child D - Parent G Grandfathered I -Member married to member/own right K - Ward of the court L - Parents in Law R - Own right S - Student (age 21-22) T - Handicapped child over age 21 W - Member married to member, child under 21
- **52 VHA ZIP:** The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.
- **53 RENT AMT:** The amount of rent paid for housing if applicable.
- **54 SHARE:** The number of people with which the member shares housing costs.
- **55 STAT:** The VHA status; i.e., accompanied or unaccompanied.
- **56 JFTR:** The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.
- **57 DEPNS:** The number of dependents the member has for VHA purposes.
- **58 2D JFTR:** The JFTR code based on the location of the member's dependents for COLA purposes.
- **59 BAS TYPE:** An alpha code that indicates the type of Basic Allowance for Subsistence (BAS) the member is receiving, if applicable. This field will be blank for officers.
 - B - Separate Rations
 - C - TDY/PCS/Proceed Time
 - H - Rations-in-kind not available
 - K - Rations under emergency conditions
- **60 CHARITY YTD:** The cumulative amount of charitable contributions for the calendar year.
- **61 TPC:** This field is not used by the active component of any branch of service.
- **62 PACIDN:** The activity Unit Identification Code (UIC). This field is currently used by Army only.

Fields 63 through 75 contain Thrift Savings Plan (TSP) and Blended Retirement matched contribution information/data.

- **63 BASE PAY RATE:** The percentage of base pay elected for TSP contributions.
- **64 BASE PAY CURRENT:** Reserved for future use.
- **65 SPECIAL PAY RATE:** The percentage of Specialty Pay elected for TSP contribution.
- **66 SPECIAL PAY CURRENT:** Reserved for future use.

- **67 INCENTIVE PAY RATE:** Percentage of Incentive Pay elected for TSP contribution.
- **68 INCENTIVE PAY CURRENT:** Reserved for future use.
- **69 BONUS PAY RATE:** The percentage of Bonus Pay elected towards TSP contribution.
- **70 BONUS PAY CURRENT:** Reserved for future use.
- **71** Reserved for future use.
- **72 TSP YTD DEDUCTION (TSP YEAR TO DATE DEDUCTION):** Dollar amount of TSP contributions deducted for the year.
- **73 DEFERRED:** Total dollar amount of TSP contributions that are deferred for tax purposes.
- **74 EXEMPT:** Dollar amount of TSP contributions that are reported as tax exempt to the Internal Revenue Service (IRS).
- **75** Reserved for future use

76 REMARKS: This area is used to provide you with general notices from varying levels of command, as well as the literal explanation of starts, stops, and changes to pay items in the entries within the “ENTITLEMENTS”, “DEDUCTIONS”, and “ALLOTMENTS” fields.

77 YTD ENTITLE: The cumulative total of all entitlements for the calendar year.

78 YTD DEDUCT: The cumulative total of all deductions for the calendar year.

Marine Corps

Marines can also find their LES on myPay, but the MC format for LES is different from other branches. If there are changes to the LES that the Marine does not understand, they should contact their command S-1 (personnel admin) for assistance, and may also be referred to IPAC (Installation Personnel Administration Center).

A ID INFO	1 NAME (LAST, FIRST, MI) WASHINGTON, GEORGE		2 SSN	3 RANK LCPL	4 SERV USMC	5 PLT CODE	6 DATE PREP 20180223	7 PRD COVERED 1-28 FEB	8 PEBO 20161209	9 YRS 01	10 EAS 20201208	11 ECC 20201208	12 MCC DIST RUC 26799		
B FORECAST AMOUNTS	13 DATE 20180315	AMOUNT \$677.18	14 DATE 20180330	AMOUNT \$677.18	C SPLIT PAY	15 START DATE	16 AMOUNT \$.00	17 BALANCE \$.00	18 POE 12011	D. DIRECT DEPOSIT/EFT/ADDRESS NAVY FEDERAL CREDIT UNION PO BOX 3000 MERRIFIELD VA 22119-3000					
E LEAVE INFORMATION							F AVIATION PAY INFORMATION								
19 LV BF 10.0	20 EARNED 2.5	21 USED .0	22 EXCESS .0	23 BAL 12.5	24 MAX ACCRUAL 60.0	25 LOST .0	26 SOLD AS OF 0.000000	27 CBT LV BAL .0	28 ASSED 000000	29 DIFOP TOTAL YRS MO	30 PRIOR DIFOP START	31 PRIOR DIFOP STOP	32 OPFLY GATE INFORMATION 0000		
G TAX INFORMATION								H. RIGHTS OF MARINES INDEBTED TO THE GOVERNMENT YOU HAVE THE RIGHT TO:							
33 STATE TAX			34 FEDERAL TAX			35 FICA (SOCIAL SECURITY TAX)			-INSPECT AND COPY RECORDS PERTAINING TO DEBT -QUESTION VALIDITY OF A DEBT AND SUBMIT REFUTING EVIDENCE -NEGOTIATE A REPAYMENT SCHEDULE -REQUEST A WAIVER OF DEBT MORE INFORMATION ABOUT YOUR RIGHTS CAN BE OBTAINED FROM YOUR COMMANDING OFFICER VIA YOUR CHAIN OF COMMAND						
STATE CODE VA		EXEMPTIONS 5 01	WAGES THIS PRD \$1931.10		WAGES YTD \$3862.20	SSEC WAGES THIS PRD \$1931.10		SSEC WAGES YTD \$3862.20	SSEC TAX YTD \$239.46		MEDICARE WAGES THIS PRD \$1931.10				
WAGES YTD \$3862.20		WAGES YTD \$3862.20		FED TAX YTD \$357.78		MEDICARE WAGES YTD \$3862.20		MEDICARE TAX YTD \$56.00							
I ADDITIONAL BAH INFORMATION							J CAREER SEA PAY			K EDUCATION DEDUCTION		L ADMIN INFO			
36	37 BAH ZIP 92145	38	39	40	41	42	43 DATE TOTAL CAREER SEA SVC 00000000 00 YRS 00 MO 00 DA		44 TYPE MGB	45 MONTHLY AMT .00	46 TOTAL \$0.00	47 PAY STATUS 00000			
M RESERVE DRILL INFORMATION							N RESERVE RETIREMENT INFORMATION					48 PAY GROUP 00013	49 CRA DATE 20130409		
52 REG	53 REG FYTD	54 REG ANNYTD	55 ADD	56 ADD FYTD	57 ADD ANNYTD	58 BF ANNYTD	59 ACQU THIS PRD	60 DRILL THIS PRD	61 OTHER THIS PRD	62 MBR THIS PRD	63 END BAL ANNYTD	64 TOTAL SAT YRS	65 TOTAL RET PTS	50 RESERVE ECC	51 DSSN 6187
66 AFADBD 20161209		67 DEAF 20161209		68 TSP TAX DEFERRED \$0.00		69 TSP TAX EXEMPT \$.00		70 TSP ROTH \$193.12		71					

REMARKS:

BROUGHT FWD		.00
Entitlements		
Basic Pay		1,931.10
BAH Partial		7.80
BAS (Monthly)		369.39
	Total	2,308.29
Deductions		
FITW (Fed Tax)		178.89
Social Security		119.73
Medicare		28.00
SITW (State Tax VA)		70.75
SGLI \$400,000		28.00
TSGLI		1.00
BAS Discount Meal Rate		294.00
USN/MC Ret Home		0.50
Charity Allotment		5.00
Savings Allotment		100.00
TSP Roth		96.56
	Total	922.43
Payments		
Regular Payment		692.93
Regular Payment		692.93
	Total	1,385.86
CARRIED FWD		.00

Benefits paid by the Marine Corps for you	Current	YTD
TSP Auto	19.31	19.31
TSP Matching	77.24	77.24

** RETIREMENT PLAN REFLECTS: BRS

Box 5: Platoon Code – four digits indicating the section where the Marine is assigned

Box 6: Date the LES was prepared

Box 7: Period covered by this LES

Box 8: Pay Entry Base Date – Initially, the date you entered military service, but this date can change due to broken service, lost time, or transfer to/from reserve components, etc. This is the date that determines your years of service for pay purposes.

Box 9: Years of service attained

Box 10: End of Active Service

Box 11: Expiration of Current Contract

Section B: Forecast Amounts – This section helps the Marine see what amounts are projected to be deposited into their bank account for the next 2 paychecks, based on the settings in place when the LES was generated.

Section E: Leave Information (boxes 19 – 27)

Box 19: Days of Leave Brought Forward – Marine’s leave brought forward from previous month

Box 20: Days of leave Earned this month

Box 21: Days of leave Used this month

Box 22: Days of leave charged without entitlement to pay and allowances in Excess of the Marine’s maximum accrual

Box 23: Balance of accrued leave due or advanced

Box 24: Max Accrual is the total number of days that the Marine can accrue based upon the ECC date (box 11)

Box 25: Lost days in excess of 60 days due to change in fiscal year

Box 26: Sold As Of is the leave sold during the career and the last date leave was sold

Box 27: Combat Leave Balance – Leave earned in a combat zone is used first (before leave earned elsewhere) and is not subject to tax when used or sold

Section F: Aviation Pay Information – for Marine aviators (pilots and flight crew)

Section G: Tax Information – This section shows the state to which the Marine is paying taxes on their Marine Corps pay, tax withholding statuses and exemptions for state and Federal taxes, and wages and tax withholding year to date

Section H: Rights of Marines Indebted to the Government – This section informs Marines of their rights if they owe money to the government.

Box 37: BAH zip – This box is filled if the Marine is entitled to BAH. Marines are typically entitled to BAH based on their permanent duty station. (The type of BAH (Single, with Dependents, or partial for those living in the barracks) that the Marine is entitled to is indicated on the Entitlements line, next to the amount of BAH they are receiving.)

Section J: Career Sea Pay – Used to calculate the special pay that is payable to Marines assigned to sea duty. Rates are based on the rank and amount of sea duty accumulated.

Section K: Education Deduction (boxes 44 – 46)

Box 44: Type of educational program the Marine enrolled in – MGIB is for Montgomery GI Bill, where Marines agreed to pay \$100/mo for 12 months. There is no cost to enroll in the Post-911 GI Bill.

Box 45: The current monthly amount for MGIB being taken out of paycheck

Box 46: Total amount that has been deducted into the MGIB program

Box 47: Pay Status is the code that identifies the status on the last day covered by the LES

Box 49: Clothing Replacement Allowance Date for active duty enlisted

Box 50: Reserve ECC is the reserve expiration of current contract

Section M: Reserve Drilling Information (boxes 52 – 57)

Box 52: Regular drills performed that pay period – One drill averages 4 hours, so if they are there Fri night, Sat & Sun, it usually ends up being 5 drills

Box 53: Regular drills performed Fiscal Year To Date – The number accumulated since 1 October

Box 54: Regular drills performed Anniversary Year To Date – The number accumulated since their anniversary date/month for this year

Box 55: Additional drills – Total additional drills attended in addition to the scheduled drill for the unit

Box 56: Additional drills Fiscal Year To Date – The number since 1 October

Box 57: Additional drills Anniversary Year To Date – The number since their anniversary date/month for this year

Section N: Marine Corps Reserve Retirement Information (boxes 58 – 65)

Block 58: Brought Forward Anniversary Year To Date – Retirement points from the anniversary month/date amount on the LES

Block 59: Active Duty this Period – Active duty points towards retirement

Block 60: Drill points towards retirement This pay Period

Block 61: Other This Period – Additional drills/pay that would give Marine points toward retirement

Block 62: Membership this Period – Marines receive 15 points per year for being in the Corps, broken down by month

Block 63: End Balance Anniversary Year To Date – All above points added together

Block 64: Total Satisfactory Years towards retirement – 50 minimum needed to be considered a SAT year (combination of attendance, MCI, performance)

Block 65: Total Retirement Points – This is used to calculate retirement pay

Box 66: Armed Forces Active Duty Base Date – This date will be reconstructed to account for days spent off active duty

Box 67: Date Entered Armed Forces – This date does not change; this date might be the date a Marine entered the delayed entry program, reported to Service Academy, began a scholarship program or enlisted in ROTC, or joined the Reserves. DEAF is used to determine certain eligibility, such as which retirement plan a Marine is eligible for. This is the equivalent of the DIEMS (Date of Initial Entry to Military Service) or DIEUS (Date of Initial Entry to Uniformed Services) used by other services.

Box 68: Marine's Traditional TSP contributions YTD

Box 69: Marine's Tax Exempt TSP contributions YTD

Box 70: Marine's Roth TSP contributions YTD

Entitlement: Income the Marine is entitled to this month, including pays, BAH (single, with dependents, partial (in barracks), etc.), BAS, and other entitlements.

Deductions: May include taxes, SGLI, TSGLI, FSGLI, discount meal rate (for Marines on meal card), USN/MC retirement home (\$0.50/mo for enlisted only), Marine's TSP contributions, allotments, etc.

Payments: Shows the amount and date for each paycheck deposited into the Marine's account.

If a Marine is in the BRS, the section under Carried Forward will show Marine Corps' contributions into the TSP. Under this section, there may be some personal or generic notes for the Marine.

Coast Guard

U.S. Department of Homeland Security U.S. Coast Guard CG-5209-ACT (Rev 01/2015)		United States Coast Guard / NOAA / PHS Active and Reserve Statement of Semi-Monthly Income																
COMMANDING OFFICER (CCB) COAST GUARD PPC 444 SE QUINCY ST TOPEKA, KS 66683-3591 PHONE 1-866-772-8724		Pay Group: USCG Active Duty Pay Begin Date: 2018-01-16 Pay End Date: 2018-01-31	Member DOB: 1970-08-12 Spouse DOB: 1971-08-09 Youngest Child DOB: N/A															
Lawrence Fishburn 111 SE Quincy Street Topeka KS 66683	Employee ID: 1234567 Rank: PERS3 Pay Grade: W3 Department: PPC CUSTOMER SVC DIV Retirement Plan: Legacy	<table border="1"> <thead> <tr> <th>TAX DATA:</th> <th>Federal</th> <th>TX State</th> </tr> </thead> <tbody> <tr> <td>Marital Status:</td> <td>Married</td> <td>N</td> </tr> <tr> <td>Allowances:</td> <td>2</td> <td>0</td> </tr> <tr> <td>Addl. Percent:</td> <td>0</td> <td>0</td> </tr> <tr> <td>Addl. Amount:</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		TAX DATA:	Federal	TX State	Marital Status:	Married	N	Allowances:	2	0	Addl. Percent:	0	0	Addl. Amount:	0	0
TAX DATA:	Federal	TX State																
Marital Status:	Married	N																
Allowances:	2	0																
Addl. Percent:	0	0																
Addl. Amount:	0	0																

This section shows the current address in Direct Access, whether a promotion has taken effect and what you have chosen for Federal and State tax deductions. The Pay Group will display USCG Reservist for a reservist receiving pay and verifying the dependents date of births is important for eligibility to receive benefits.

NOTE: Notice that the Marital Status shows what tax option you selected, which may be different than your actual marital status.

EARNINGS		TAXES		
Description	Current	Description	Current	YTD
BAH WITH DEP	732.00	FICA	262.40	524.80
BAS - OFF	127.19	FITW	309.22	618.44
BASIC PAY	3430.05			
TOTAL:	4289.24	TOTAL:	571.62	1143.24

DEDUCTIONS		ALLOTMENTS	
Description	Current	Description	Current
AFRH	0.25	CG ASSOC	3.50
FSGLI 10	6.50	MA DONATION	5.00
SGLI 8	14.00		
TRICARE DEP	5.55		
TSGLI	0.50		
TSP LOAN	132.88		
TSP TRAD-BASIC	411.61		
TOTAL:	571.29	TOTAL:	8.50

Here you can validate whether or not you are receiving the correct pay and/or allowances, the actual dollar amounts for the taxes and deductions that were taken from your check and any allotments that are set up.

	OASDI WAGES	MEDICARE WAGES	FED TAXABLE GROSS	STATE TAXABLE GROSS	NET PAY
Current	3430.05	3430.05	3018.44	0.00	3137.83
YTD	6860.10	6860.10	6036.88	0.00	6275.67

LEAVE SUMMARY		NET PAY DISTRIBUTION		
		Account Type	Account Number	Deposit Amount
Begin Regular Leave Balance	66.5	Checking	*****7398	3137.83
+ Regular Leave Earned	2.5			
- Regular Leave Used	1.0			
- Regular Leave Lost	0.0			
- Regular Leave Sold	0.0			
End Regular Leave Balance	68.0			
End Reserve Leave Balance	0.0			
End Combat Exempt Balance	0.0			
End Special Leave Carryover Balance	0.0			
Regular Leave Sold (Career-to-date)	30.0			
TOTAL:				3137.83

All current and year to date wages and taxes are shown that appear on a W2. A summary of leave is shown and the Net Pay Distribution section shows Direct Deposit info and the amount that was actually deposited into your account.

** Pay records are computer matched with other federal government and benefit records for debt purposes. **

REMARKS:

- CUMULATIVE SEA DUTY AS OF 30-SEP-2017 IS 1 YEARS 6 MONTHS 15 DAYS.
 - TSP TRADITIONAL ELECTION: 0 % BASIC PAY, 0 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY.
 - TSP ROTH ELECTION: 0 % BASIC PAY, 0 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY.
 - BLENDED RETIREMENT SYSTEM ELIGIBLE? PREPARE FOR THE OPT-IN PERIOD BEGINNING 01JAN18 BY COMPLETING THE OPT-IN TRAINING AND USING THE COMPARISON CALCULATOR.
 VISIT WWW.DCMS.USCG.MIL/BRS FOR MORE INFO.--

REMARKS:

-- YOUR MAILING ADDRESS HAS CHANGED.
 --ARE YOU OR SOMEONE YOU KNOW INTERESTED IN BECOMING A COMMISSIONED COAST GUARD OFFICER? THE COAST GUARD HAS 13 DIFFERENT COMMISSIONING PROGRAMS INCLUDING TWO OPTIONS FOR OFFICER CANDIDATE SCHOOL AND NINE OPTIONS FOR DIRECT COMMISSION. IF YOU ARE INTERESTED IN LEARNING MORE. GO
 -- TSP TRADITIONAL ELECTION: 10 % BASIC PAY, 0 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY.
 -- TSP ROTH ELECTION: 0 % BASIC PAY, 0 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY.

REMARKS:

-- CUMULATIVE SEA DUTY AS OF 15-JUL-2017 IS 3 YEARS 2 MONTHS 22 DAYS.
 -- TSP TRADITIONAL ELECTION: 0 % BASIC PAY, 0 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY.
 -- TSP ROTH ELECTION: 15 % BASIC PAY, 0 % SPECIAL PAY, 0 % BONUS, 0 % INCENTIVE PAY.
 -- DEBT COLLECTION STATUS: TOTAL AMOUNT 614.10. COLLECTED THIS PAY PERIOD 192.51. BALANCE DUE 421.59.
 -- OVER PAYMENT DEDUCTION STARTED ON 2017-07-01.

This section is unique to each member. It will show unique information such as how much sea time you have accumulated as well as TSP and debt information.

For more information visit www.dcms.uscg.mil

SCREENINGS

Basic Housing Allowance Screening

Navy

Depending on your installation, a BAH screening may be required for junior Marines and Sailors to move off ship or out of the barracks. Typically, Marines and Sailors E4 and below with less than four years in service require this screening. It is the responsibility of the Command Financial Specialist (CFS) to complete this screening. If for some reason the Sailor/Marine is unable to complete the screening with the CFS, the PFM can provide this service. See the tips below for completing the screening.

- Complete a financial planning worksheet. The projected side of the worksheet should reflect the income (including anticipated amount of BAH) and expenses expected off base.
 - Review their current income using current LES and expenses through bank statements to determine actual income and expenses. Highlight possible causes for concern.

- Determine projected rent (first and last month's rent may be necessary to move in), security deposit, and utilities. Ideally rent will account for no more than 25% of their monthly income. Percentage could increase if the Service member is in a high-cost area and depending on the Service member's personal circumstances. If possible, try to pay less for rent and utilities than the BAH received.
- Include the full amount of rent in a projected budget, even if the member plans to have a roommate to split costs to show that the Service member can afford to maintain housing costs on their income.
- Access a credit report to determine credit score. A low credit score (less than 650) might hinder your client from renting in a particular area or complex.
- Compare actual Debt to Income (DTI) to projected (DTI).
- Determine financial stability.
- If favorable, sign the documents your client provides (the form will have some verbiage that requires you to mark "yes" or "no" as your recommendation for BAH), then give them a copy of the financial planning worksheet to turn in with their screening packet. (Process may differ depending on installation and command requirements)
- Resources for renting can be found in the Personal Financial Management Standardized Curriculum. Also, you can refer your client to your installation's Housing Office for information about on or off-base housing through the RPP (Rental Partnership Program).

Marine Corps

Marine Corps housing policy is governed under MCO 11000.22 Ch 1 (22 Jan 2018) and Installation Order for BAH. You can find the MCO on <https://www.marines.mil/Marines/> under "Publications," and you can check with your base IPAC Adjutant office for the installation order. For E5 and below, BAH without dependents is only authorized in certain situations such as:

- Bachelor housing occupancy rate of 95% or greater
- Loss of spouse (death, divorce, or legal separation — 90-day exemption from government quarters, can be exempted from on-base residency if they own home in local area)
- Pregnancy
- Pre-owned home or pre-existing lease in the local area
- Members with dependent child custody
- Or, to preclude undue hardship on individual Marines Authority for entitlement to BAH rests solely with the Installation Commander.

PFM/CFS should consult with the installation order to see if there are any specific financial planning requirements to granting BAH without dependents. We recommend that the PFM/CFS assist the Marine with a financial plan to ensure that the Marine is financially stable to live in town. Follow financial planning steps under Navy process.

Army

The BAH screening for the Army is a little different. Army wide, any Soldier without dependents and between E-1 and E-5 will reside in the barracks.

There are a few exceptions to this policy:

1. When barracks are not available
2. When overall barracks utilization for the entire installation is at 95%
3. If a Soldier has purchased a home before notification of this policy
4. When a Soldier is in her 24th week of pregnancy

Upon receiving one of these exceptions to policy, there is no mandatory financial review involving the PFM. The approval process is through the Soldier's chain of command only.

Coast Guard

The Coast Guard has its own internal processes, and Service members E4 and below with no dependents, will be directed to their own commands for evaluations on BAH suitability.

Move-In Checklist							
	Clean and in good repair?		Repairs Needed		Clean and in good repair?		Repairs Needed
	YES	NO			YES	NO	
KITCHEN				BEDROOM 1			
Doors				Doors			
Walls				Walls			
Floor				Floor/carpet			
Stove				Electric fixtures			
Refrigerator				Closet/shelves			
Countertops				Furniture			
Sink				Windows			
Electric fixtures							
Windows				BEDROOM 2			
Cabinets				Doors			
Furniture				Walls			
Other				Floor/carpet			
				Electric fixtures			
BATHROOM				Closet/shelves			

Rental Search Worksheet

	Rental A	Rental B	Rental C	Rental D
Terms and Conditions				
Date available				
Rent amount				
Rent due				
Deposit				
Pet rules/deposit				
Late payment charges				
Length of lease				
Penalty for breaking lease				
Physical changes allowed				
Subletting				
Utilities included				

Excerpt from **OPNAVIST 7220.12 CH-1 (Navy only)**

1. **Background:** Except as otherwise prescribed in law, local base housing authority dictates the eligibility requirements for E-6 and below members requesting to live in off-base private sector housing. The law also allows the Secretary of the Navy to develop additional regulations governing the housing entitlements of E-4 and E-5 shipboard Sailors. Single shipboard E-3 and below Sailors, including those who are claiming dependents solely for the purpose of paying child support, are prohibited by law from receiving BAH/OHA
2. **Policy:** Navy policy restricts eligibility to berth ashore for single shipboard Sailors E-5 and E-4 (with greater than four years of service), contingent upon the approval of their commanding officer. This approval, however, does not constitute an authorization to receive a housing allowance, but simply allows the member to reside off the ship.
 - a. The shore-based facility commander shall make the determination whether the member will be berthed in single bachelor quarters or entitled to draw an off-base housing allowance. It should be noted that full utilization of BQ spaces should be ensured prior to authorization of BAH for shipboard E-4s over four years of service without dependents. However, senior personnel residing in the BQ will not be involuntarily displaced to provide berthing for single shipboard E-4 Sailors.

Overseas Screening

Navy

You may have a Service member who comes to you to complete the financial portion of his/her overseas screening. An overseas screening is required for Service members designated to PCS (Permanent Change of Station) to foreign locations. It is the responsibility of the Commanding Officer of the transferring command to determine suitability of overseas service. The CO will determine whether the member or family members possess any performance, disciplinary, financial, psychological, medical or other attributes that would prohibit them from conducting themselves as suitable representatives of the United States.

It is the duty of the Command Financial Specialist or Personal Financial Management Specialist to aid in the determination of financial stability. Follow the steps below to complete your financial assessment.

- Complete a financial planning worksheet. The projected side of the worksheet should reflect the income and expenses expected in the new location.
 - Be sure to advise your client of allowances including overseas housing allowance, move-in housing allowance, cost-of-living allowance, and dislocation allowance. Visit militarypay.defense.gov for allowance calculators based on location.
- Pull a credit report to ensure you have a full understanding of your client's financial situation. This will also ensure you have an accurate debt-to-income ratio.
- Determine financial stability. If your client has a debt-to-income ratio of more than 30%, they are considered unfit for an overseas PCS (based on instruction). The CO will make the ultimate determination.
- Your client will likely provide you with paperwork requiring the signature of the CFS/PFM.

Navy Expert from MILPERSMAN 1300-302

n. Financial Stability

- (1) E-5 and above. Serious financial problems or indebtedness which have not been reconciled, or a documented history of indebtedness over a period of the last 3 years, may be considered disqualifying (i.e., bankruptcy).
- (2) E-1 – E-4. A debt-to-income ratio shall be performed by the Command Financial Specialist, or Family Service Center Counselor to ensure the economy in the host nation of the proposed overseas activity will not pose an undue hardship on the member's financial circumstances. Based on limited employment opportunities, the spouse's current income cannot be used to determine future debt to income unless the spouse can provide proof of employment in the overseas location. If debt-to-income ratio is 30% or greater, member is unsuitable for overseas assignment.

While communicating with the creditor, the client can explain the issue and inquire about the procedure and process to have the inaccurate information removed.

Your client may opt to do this request in writing for documentation. Here is a sample letter template from the Federal Trade Commission <https://www.consumer.ftc.gov/articles/0485-sample-letter-disputing-errors-your-creditreport-information-providers>. The client will need to provide the details of the account, specific information regarding the error, and any documents (copies) supporting their position.

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Date]

Complaint Department

[Company Name]

[Street Address]

[City, State, Zip Code]

I am writing to dispute the following information that your company provided to **[give the name of the credit reporting company whose report has incorrect information]**. I have circled the items I dispute on the attached copy of the credit report I received.

This **item [identify item(s) disputed by type of item, such as credit account, judgment, etc., and your account number or another method for the information provider to locate your account]** is **[inaccurate or incomplete]** because **[describe what is inaccurate or incomplete and why]**. I am requesting that **[name of company]** have the item(s) removed **[or request another specific change]** to correct the information.

Enclosed are copies of **[use this sentence if applicable and describe any enclosed documents, such as payment records and court documents]** supporting my position. Please reinvestigate this **[these]** matter[s] and contact the national credit reporting companies to which you provided this information to have them **[delete or correct]** the disputed item[s] as soon as possible.

Sincerely,

Your name

If your client opts not to work with the organization which reported the error, they can elect to work directly with the credit reporting agencies to get the issue resolved. The client can send a dispute letter with account information, detailed reason why they believe there is an error and

any supporting documents (copies) supporting their position. This letter should be sent to each of the credit reporting agencies which show the error. A sample letter on FTC.gov website <https://www.consumer.ftc.gov/articles/0384-sample-letter-disputing-errors-your-credit-report>

[Your Name]
[Your Address]
[Your City, State, Zip Code]

[Date]

Complaint Department
[Company Name]
[Street Address]
[City, State, Zip Code]

Dear Sir or Madam:

I am writing to dispute the following information in my file. I have circled the items I dispute on the attached copy of the report I received.

This item **[identify item(s) disputed by name of source, such as creditors or tax court, and identify type of item, such as credit account, judgment, etc.]** is **[inaccurate or incomplete]** because **[describe what is inaccurate or incomplete and why]**. I am requesting that the item be removed **[or request another specific change]** to correct the information.

Enclosed are copies of **[use this sentence if applicable and describe any enclosed documentation, such as payment records and court documents]** supporting my position. Please reinvestigate this **[these]** matter**[s]** and **[delete or correct]** the disputed item**[s]** as soon as possible.

Sincerely,
 Your name

Enclosures: **[List what you are enclosing.]**

AND what happens if the credit reporting agencies find legitimate errors: If the credit reporting agencies find legitimate errors through their investigation, the errors will be corrected. The client can ask each credit reporting agency to send the corrected report information to any agency (creditor, employer, landlord etc.) who requested their credit information in the last 6 months and was denied due to errors. Finally, your client can submit an electronic dispute through the credit reporting agencies. Be sure to advise your client to dispute the account with each credit reporting agency that has the error. The links below will take the client to each agency's website.

<https://www.equifax.com/personal/cred-rep-serv/credit-dispute/>

<https://www.experian.com/disputes/main.html>

<https://www.transunion.com/credit-disputes/dispute-your-credit>

<https://www.annualcreditreport.com> is another website the client can utilize to pull all three of their reports and complete the electronic dispute process.

Identity Theft

If a client has discovered they are a victim of identity theft, please advise them to act immediately to repair the damage that has been done and prevent further damage. The Federal Trade Commission's <https://www.identitytheft.gov> website provides a step-by-step process to help the client through this difficult situation. The primary steps in dealing with identity theft include:

1. Call the companies where fraud occurred.
 - a. Call the fraud department. Explain someone has stolen your identity.
 - b. Ask them to close or freeze the account so no one can add new charges unless you agree.
 - c. Change logins, passwords, and PINs for your accounts.
2. Place a fraud alert and get your credit reports.
 - a. Place a free, one-year fraud alert by contacting one of the three credit bureaus. That company must tell the other two.
 - b. Go to [annualcreditreport.com](https://www.annualcreditreport.com) to get your free credit reports.
3. Report identity theft to the Federal Trade Commission (FTC).
 - a. Complete the online form or call 877-438-4338.
 - b. If an account is created a representative of the FTC will walk you through each recovery step.
 - c. If you do not create an account, you must print and save your identity theft report and recovery plan right away. Once you leave the page you won't be able to access or update them again.
4. You may choose to file a report with your local police department or installation police department. Make sure your Command is informed you will be making a report before filing the report with police. It is an important step in the identity theft process. Download the police affidavit from the FTC website before filing a police report so the police department can sign the form saying you have filed. You will submit that with your FTC complaint and credit bureaus to fix your credit report. Go to your local police department with:
 - a. A copy of your FTC identity theft report

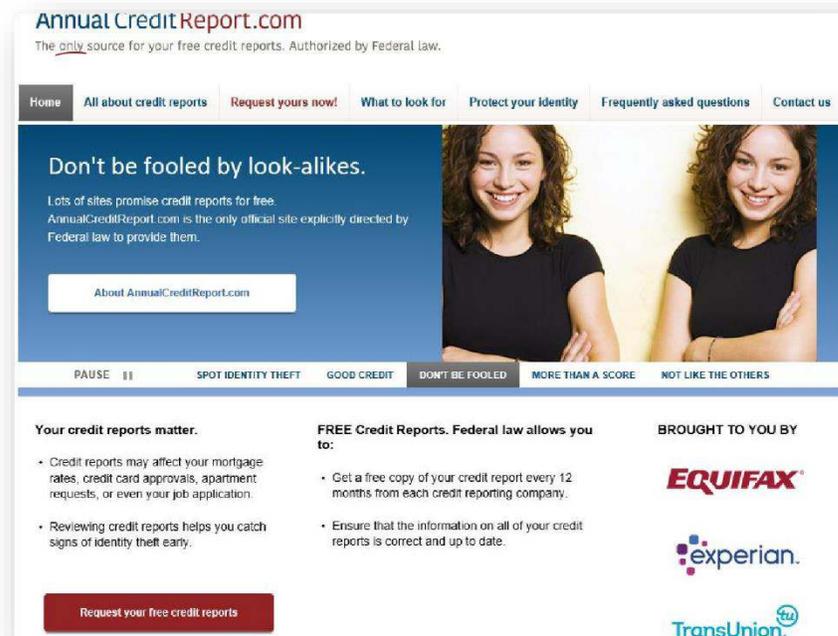
- b. A government-issued ID with a photo
- c. Proof of your address (mortgage statement, rental agreement, or utility bills)
- d. Any other proof you have of the theft

For more information, please visit <https://www.identitytheft.gov/Steps>. The client may also visit the Consumer Financial Protection Bureau's website:

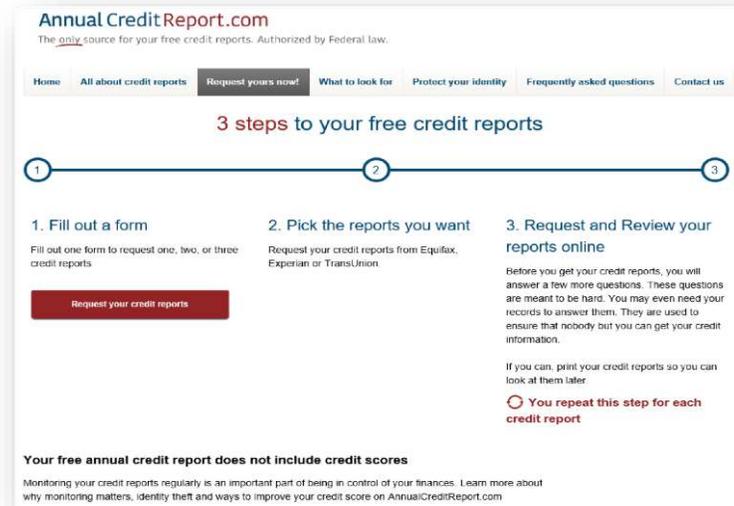
<https://www.consumerfinance.gov/ask-cfpb/what-do-i-do-if-i-think-i-have-been-a-victim-of-identity-theft-en-31/>.

Ordering a Credit Report: Annual Credit Report

If you have a client who would like to get a copy of their credit report, advise them to use <https://www.annualcreditreport.com/index.action> to retrieve their credit reports from Equifax, Experian and TransUnion. Click on, "Request your free credit reports."



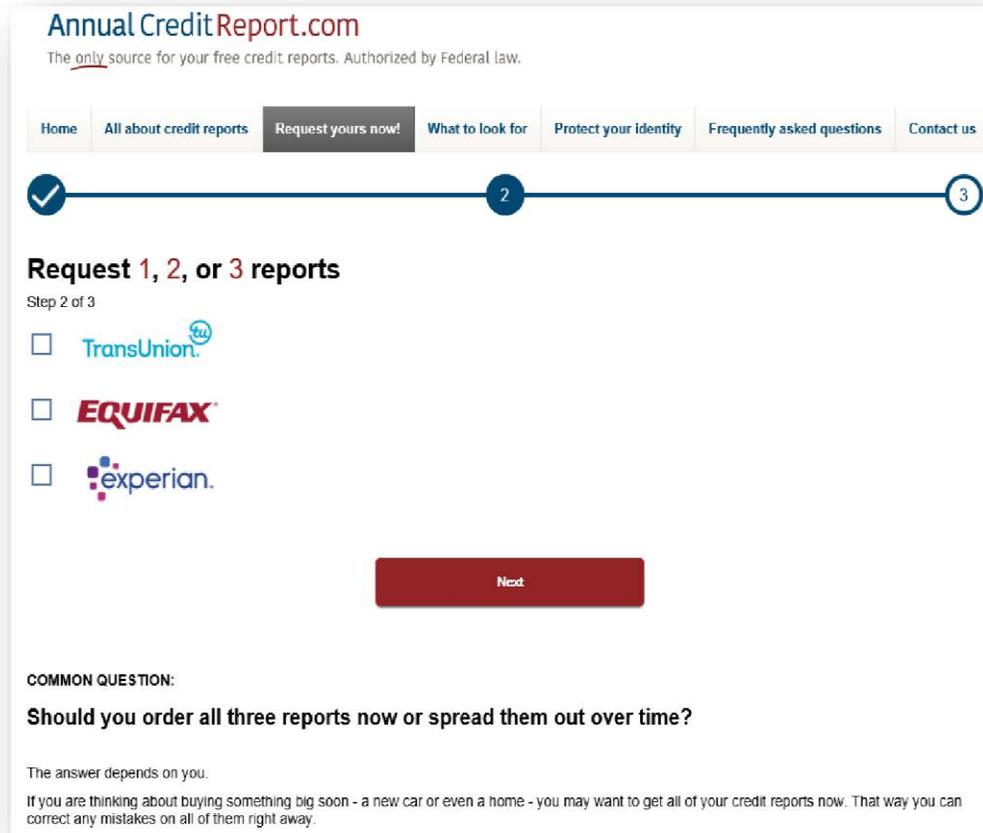
Click on, "Request your free credit reports."



Fill out the form with your legal first, middle initial and last name, along with your date of birth and address. If you have not lived at your current address for more than 2 years, you will need to continue to fill out the form to provide the prior address used. Click on the "Continue" button.

The screenshot shows the "Request your free credit reports" form on AnnualCreditReport.com. The page title is "Request your free credit reports" and it indicates "Step 1 of 3 (*required fields)". The form is titled "Fill out a form". It contains the following fields: "Legal Name" with sub-fields for "First", "Middle initial", and "Last", each with a text input box; "Suffix" with a dropdown menu showing "-- Suffix --"; and "Birthday" with a date input field. The "Request yours now!" link from the previous page is highlighted in the navigation menu.

The following will prompt you to choose which report your client would like to see. Encourage the client to get all three for free to verify each credit report has correct information.



AnnualCreditReport.com
The only source for your free credit reports. Authorized by Federal law.

Home | All about credit reports | **Request yours now!** | What to look for | Protect your identity | Frequently asked questions | Contact us

1 2 3

Request 1, 2, or 3 reports

Step 2 of 3

- TransUnion
- EQUIFAX
- experian.

Next

COMMON QUESTION:

Should you order all three reports now or spread them out over time?

The answer depends on you.

If you are thinking about buying something big soon - a new car or even a home - you may want to get all of your credit reports now. That way you can correct any mistakes on all of them right away.

Choose 1, 2 or 3 reports to view. Once your client has made their choice, click on “Next.”

Get your next report or finish
Repeat these steps for each credit report

Have questions?
[Contact us](#)

Fill out a form Pick the reports you want Review your reports online

TransUnion Welcome, [Help](#)

Welcome,

YOUR PROGRESS

0%

Step 1 of 3
Welcome

Please review the following information, then click **Continue**.

Thank you for selecting TransUnion for your FREE Personal Credit Report.

- Your credit report is just moments away.
- To protect your privacy, we'll ask you a few questions to verify your identity.
- To complete the next section, you may need to refer to information including, but not limited to, your credit cards, loans and mortgages. Please have any statements or documents available.
- Please make sure you have the ability to print if you would like to retain your credit report.

To receive your free credit report online, you must complete the identity verification process. If you don't wish to complete the process online or you can't complete it online, you may obtain your free credit report by [phone or mail](#). You can only go through the online identity verification process once per year.

Upon viewing your report online, we strongly recommend that you print or save it before you close the window and leave the site as it will only be available to you during this session with TransUnion.

PLEASE NOTE: Before continuing, you'll need to verify that the information displayed below is accurate. To make changes, please visit www.annualcreditreport.com.

Information You Have Provided

Action	Section Title
CONTINUE	

Click “CONTINUE.” The client will then need to verify their information and then be directed to answer questions regarding their history. These questions will be unique to each client. If the client answers the questions correctly, per the credit reporting agency, the client will then be able to view their credit report. If they need to dispute, they will be able to make a dispute with the credit reporting agency and submit online. If the client would like to see their next report — if they elected to see 2 or all 3 — advise to click on, “get your next report” located at the top right of their report. With each report, the client will need to answer any questions related to their information. They may also have to give the last four of the Social Security number.

Ordering a Credit Report Using SaveAndInvest.org

If you are a PFM, coordinate with your WFL Program Lead or Regional WFL Coordinator to ensure you receive the Financial Educator Code (FEC) to provide free credit score and analysis tools for the clients. Save and Invest’s website:

<https://www.saveandinvest.org/free-credit-score-and-analysis-tool> will allow you as an

educator to pull credit reports and scores for the clients. Once on the website, click on, “Register for Your Free FICO Credit Score” to begin process.

SaveAndInvest.org | PROTECT YOUR MONEY | FOR THE MILITARY | EDUCATE YOUTH | TOOLS AND RESOURCES

Home | For The Military | Military Financial Educators | Credit Score Analysis Tool | Frequently Asked Questions

Free Credit Score and Analysis Tool

⚠ Military Financial Educator Assistance is Required to Access Your Free Credit Score:

We are distributing access through installation military financial educators and counselors in the military Personal Financial Management Program (PFMP). To use the tool, your first step is to contact a military financial educator (sometimes called a “PFM”) at your nearest Personal Financial Management Program (PFMP) Office (which is usually part of the Airman & Family Readiness Center, Army Community Service, Fleet and Family Support Center, Marine Corps Community Services or their equivalents). Your Financial Educator or PFM can assist you in obtaining your free credit score. If you do not have a local Financial Educator or PFM, please contact us.

Your interest in maintaining good credit is commendable, and we recommend that you use the other resources in the Credit and Debt section of our website.

Register for Your Free FICO® Credit Score

Military financial educators and counselors, please initiate the registration process for your clients by clicking on this button.

Please review the step-by-step instructions for details on how to obtain FICO credit reports.

Returning Users: Login to Your FICO® Account

Users who already have been granted access to the tool by a military financial professional, please click on this button to view your FICO credit score and report (good for 30 days from initial registration).

share this page   

Tutorial: Cash or Credit

Credit cards can make it seem easy to buy things when you don't have the cash in your pocket—or in the bank. But credit cards aren't free money. This tutorial includes a worksheet that can help you track your use of credit and keep you aware of outstanding credit obligations.

Enter your Financial Educator Information (code) as well as the client’s information. Once all required fields have been completed, click on, “Submit My Registration.”

myFICO SaveAndInvest.org

Required Fields

Financial Educator Information

Financial Educator Code

Client Information

First Name

Last Name

Email Address

Confirm Email

Service Branch

Installation/Base

Status

Rank

Subscribe to our newsletter

When you click "Submit my Registration" below, you will leave the SaveAndInvest.org Investor Education Foundation (the Foundation) and enter the myFICO® website. Once you reach the myFICO website, your use of that website will be governed by the myFICO policies appearing on that website.

The Foundation will not have access to, nor will myFICO disclose to the Foundation, any personal information you provide to myFICO through the myFICO website or otherwise (Personal Information). The Foundation will have no control over or responsibility for the use or handling of this Personal Information. It is your responsibility to protect the confidentiality of the voucher code you have received for the purpose of accessing information (some of which is sensitive) on the myFICO website.

After submitting registration information, the client can choose the credit report and score they prefer to review: TransUnion, Equifax or Experian. Once they choose the report, they will be prompted to create an account.

Get Started

The voucher code you entered entitles you to the following:

Item	Qty	Price
Any FICO Standard	1	Free

1 FICO score and credit report from Equifax, TransUnion or Experian.

Select a credit bureau

Please select which credit bureau you'd like to receive your free report from:

TransUnion
 Equifax
 Experian

Need help choosing?

Each credit bureau keeps separate records which means that your FICO® credit score may differ between them. If you're currently shopping for a loan, your lender may let you know which bureau they will be checking. If not, or if you don't have any other reason for choosing a particular credit bureau, just click "Continue".



Have the client complete the information to the best of their ability.

Start your checkout by creating an account.

Already registered? Log in now. [→](#)

Create Account

myProfile **Secure**

First Name **First Name is required.**

Last Name

Street Address

ZIP Code Enter Zip Code for City and State

E-mail Address

Phone Number () -

Our customer support team will only use this number if necessary to resolve a request for assistance.

myLogin

User ID

This may be your E-mail address.

Password

Log in

[Forgot your User ID or Password?](#)

myIdentity **Secure**

Needed to retrieve your FICO score

Next, the client will need to click on the box to agree to the FICO Customer Agreement. You may advise this agreement is allowing the client to have FICO obtain their information to provide a credit report and score from each of the three credit reporting agencies.

Terms & Conditions

By checking the box: You agree to the [FICO Customer Agreement](#), including the [Arbitration Provisions](#), and you authorize FICO to obtain your personal credit profile or other relevant information from one or more of the three national credit bureaus, Experian, Equifax, or TransUnion, or their affiliates or resellers.

I Agree

The client's final step before receiving their chosen credit report is to prove their identity by completing the security questions. To prove identity the Service member will have to answer a few questions.

Prove Your Identity

Please prove your identity by answering your credit history validation questions below. These questions ask about information that's already on file at the credit bureaus.



Please read these directions first

1. **Don't guess.** You only get one chance to submit answers to these questions online. If you need to gather documentation to answer these questions correctly, you can return to this page one more time. You can complete your order by phone if you are unable to answer these questions correctly (a 1-800 number will be provided).
2. Choose **"NONE OF THE ABOVE"** when appropriate. One or more of the questions may not relate to your credit file. Answer "NONE OF THE ABOVE" for questions that do not apply to your credit history.

1. Your credit file indicates you may have a mortgage loan, opened in or around October 2018. Who is the credit provider for this account?

- HOMESIDE LENDING INC
- KNUTSON MORTGAGE
- NAVY FCU MORTGAGEE
- ROARK CAPITAL GROUP, INC.
- NONE OF THE ABOVE

If the client answers the 4 questions correctly, the order will be completed, and the client can review their credit report and score after clicking on, "Go To Your Purchases." If the client is unable to provide correct answers to the security questions, they will be prompted to call Customer Service at 1-800-848-1133 (Monday-Friday 0600 – 1800 or Saturday 0700 – 1600 PT). This is a much better option than calling the credit bureaus when you cannot answer questions correctly because you will be able to talk to an actual representative with this number.

Your order is complete

[Go To Your Purchases](#) 

[Print Receipt](#) 

A confirmation of this order has been sent to you by E-mail.

Order Receipt	Billing Type	Quantity	Price	Sub-Total
FICO® Score 1B Report – Experian	1-Time Payment	1	\$19.95 \$19.95 \$0.00	\$0.00
Purchase date: 4/18/2019			Today's Total: FREE	
Order number: 00C9A35A3E39				

Sponsored by the FINRA Investor Education Foundation

The FINRA Investor Education Foundation is pleased to make myFICO available to active duty servicemembers and their spouses free of charge. SaveAndInvest.org – the FINRA Foundation's Military Financial Education Project – delivers free, unbiased financial education tools and training to servicemembers, their spouses and on-base financial educators through a variety of programs and public awareness initiatives. A partner in the U.S. Department of Defense Financial Readiness Campaign, our primary goal is to help military families manage their money with confidence. Visit SaveAndInvest.org.

For further assistance, call customer service at **1-800-848-1133**. (Monday - Friday 6:00AM - 6:00PM or Saturday 7:00AM - 4:00PM PT)

CREDIT AND DEBT MANAGEMENT

Clients and Letters of Intent

Navy

If a client brings in a Letter of Intent (LOI) supplied by Department of Defense Consolidated Adjudications Facility (DODCAF) (<https://www.dodcaf.whs.mil/>), it is important you explain the process of appeals and assist them in establishing a plan of action which will satisfy DODCAF. The notification the client receives will include a Statement of Reason (SOR) describing the issues which need to be mitigated before the security clearance can be granted or reinstated. The client must respond to the letter as soon as possible to avoid unfavorable actions. Your job as the PFM or CFS is to:

- Review the LOI to determine the primary issues.
- Get a detailed account of the client's financial situation.
- Review the client's credit report to identify current account information.
- Complete a financial planning worksheet which details the actions the client is/will take to mitigate the issues addressed in the SOR.
- If necessary, help the client complete their response to the LOI.
- Help the client determine the supporting documents that need to be enclosed within the response.

See the example response letter below:

15 Apr 19

From: Rate, Name, USN, XXX-XX-1111

To: Director, Department of the Navy Central Adjudication
Facility Via: Commanding Officer,

Subj: INTENT TO DENY ELIGIBILITY FOR SECURITY CLEARANCE

Ref: (a) Director, Department of Navy Central Adjudication
Facility

Encl: (1) Financial Personal Worksheet dated

Encl. (2) JPMorgan Student Loan Statement of payment

1. In response to ref (a), request review and reconsideration of my security clearance based on the enclosed additional information.

2. All the identified financial concerns were acquired prior to my enlistment in the US Navy on ## January 2014. Since reporting to my first duty station, I have been working diligently with Personal Financial Manager, (Name of Counselor) at Fleet and Family Support Center, Naval Base (installation). Together, we have established a working Financial Planning Worksheet, Encl (1) to maximize available cash flow. Over the last eight months, I have been able to completely resolve 66% of the delinquent accounts and rehabilitate my student loans to begin repayment.
3. Below includes each item listed on the Statement of Reasons, including date, company, amount, reason, and status. Several payments have been made via telephone debit.

a. ACS/ JPMORGAN (STUDENT LOAN) - /commercial student loan, \$2,637

STATUS: PENDING RESOLUTION. Due to the amount owed, this is one of the last accounts to address. I have planned to pay this debt upon return from deployment from the funds set aside each month in savings.

CIRCUMSTANCES:

4. History

These debts I incurred prior to entering the Navy are due to my immaturity, poor money management and a lack of financial understanding at the time. I am distinctly aware how paramount good credit is as well as paying bills on time and staying good on my word.

5. Plan of Action

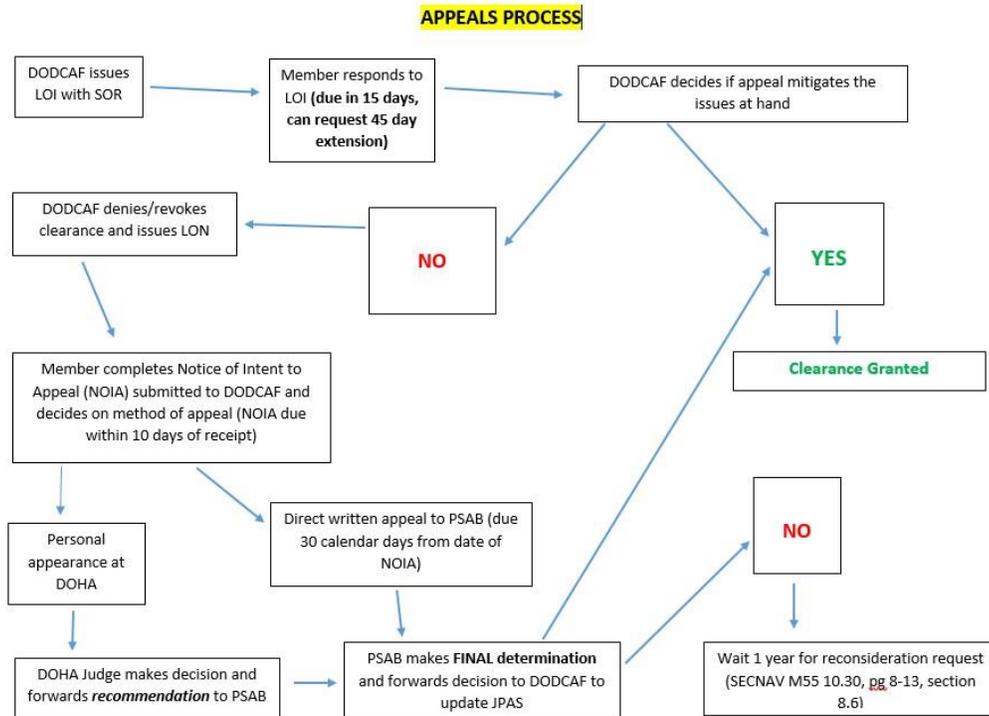
Continue working with the financial specialist to pay off my debts and save money for emergencies by following the Financial Planning Worksheet. I will be attending the Fleet and Family Support Center’s Million Dollar Sailor class on (Date) to expand my personal financial knowledge.

6. I have initiated efforts in good faith to get my responsibilities in order.

.....FILL IN YOUR STATEMENT.....

I am committed to positive change and constant improvement; therefore, I request reconsideration for my security clearance.

See the infographic below which details the appeals process.



Coast Guard

If a client brings a **Letter of Intent (LOI) to Revoke or Deny Security Clearance** supplied by the US Coast Guard Security Center (SECCEN) (SECCEN is the Coast Guard's Central Adjudication Facility), it is important that you explain the process of appeals and help them to establish a plan of action that will satisfy SECCEN. The notification your client receives will be in the form of an LOI describing the issues that need to be mitigated before the security clearance process can move forward. Your client must respond to the LOI as soon as possible to avoid unfavorable actions. They can (and should) request a copy of their credit report from SECCEN (FIN-SMB-SecHelpDesk@uscg.mil). Your job as the PFM is to:

- Review the LOI to determine the primary issues.
- Get a detailed account of the client's financial situation.
- Review the client's credit report to identify current account information.
- Complete a financial planning worksheet that details the actions the client will take to mitigate the issues addressed in the LOI.
- If necessary, help the client complete their response to the LOI.
- Help the client determine the supporting documents that need to be enclosed within the response. (*)

See the example response letter below:

5520
30-Aug-19

From: YN3 Joseph A. Coastie, EMPLID, USCG
CGC NEVERSAIL (WABC-123)

To: Director, SECCEN (DCMS-342)
Thru: CGC NEVERSAIL (WABC-123)

Subj: LETTER OF INTENT TO REVOKE SECURITY CLEARANCE

Ref: (a) Your memo 5520 dated 1 Aug 19
(b) Financial Personal Worksheet dated 15 Aug 19
(c) JP Morgan Student Loan Statement of Payment

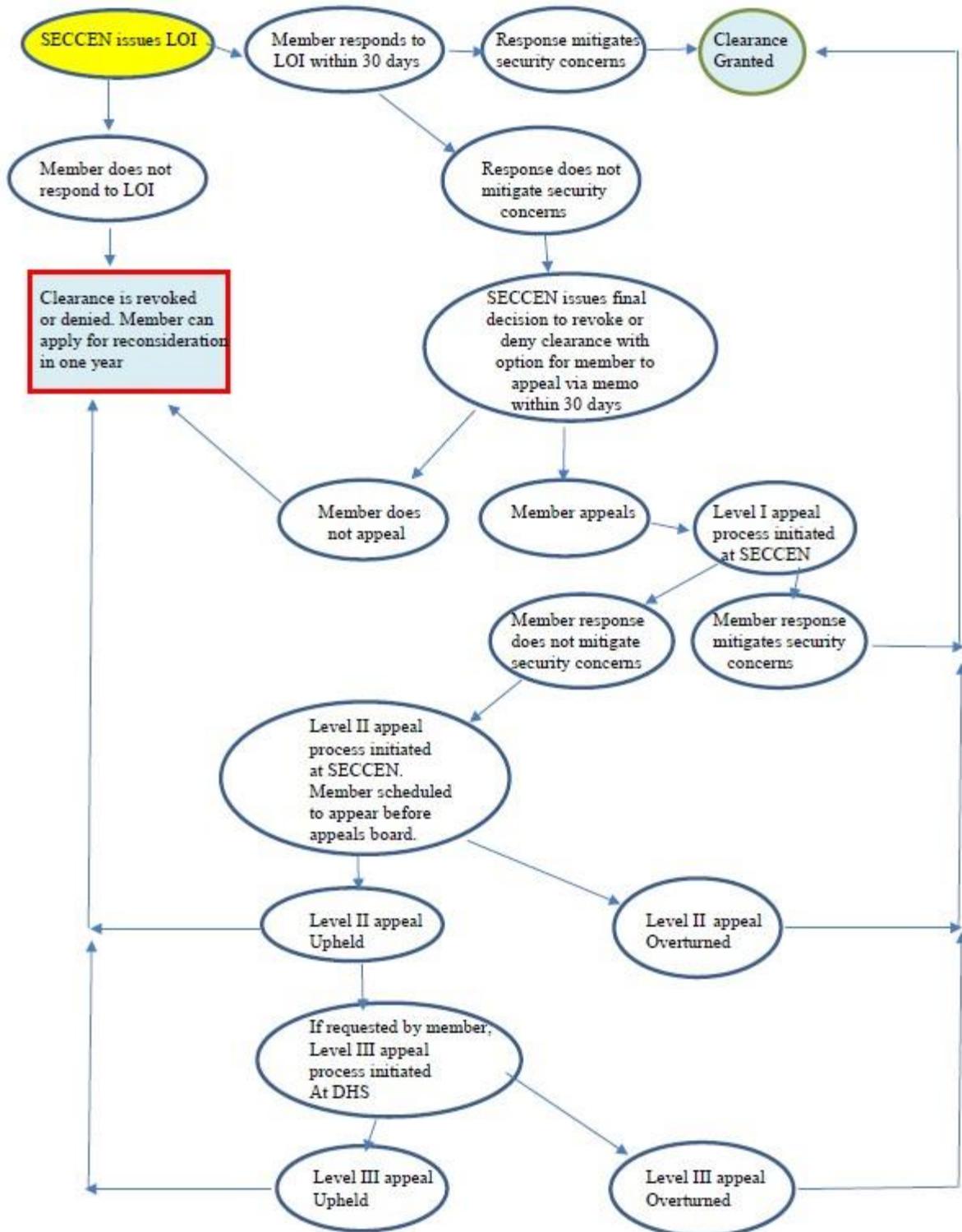
1. In response to ref (a), request review and reconsideration of my security clearance based on the enclosed additional information.
2. All the identified financial concerns were acquired prior to my enlistment in the US Coast Guard on *(date)*. Since reporting to my first duty station, I have been working diligently with Personal Financial Manager, *(Name of Counselor)*. Together, we have established a working Financial Planning Worksheet, Encl (1) to maximize available cash flow. Over the last eight months, I have been able to completely resolve 66% of the delinquent accounts and rehabilitate my student loans to begin repayment.
3. Below includes each item listed on the Letter of Intent, including date, company, amount, reason, and status. Several payments have been made via telephone debit.
 - a. ACS/ JPMORGAN (STUDENT LOAN) - /commercial student loan, \$2,637
STATUS: PENDING RESOLUTION. Due to the amount owed, this is one of the last accounts to address. I have planned to pay this debt upon return from deployment from the funds set aside each month in savings.
4. History.
These debts I incurred prior to entering the Coast Guard are due to my immaturity, poor money management and a lack of financial understanding at the time. I am distinctly aware how paramount good credit is as well as paying bills on time and staying good on my word.
5. Plan of Action.
Continue working with the financial specialist to pay off my debts and save money for emergencies by following the Financial Planning Worksheet.
6. I have initiated efforts in good faith to get my responsibilities in order.
..... **FILL IN YOUR STATEMENT**
I am committed to positive change and constant improvement, therefore, I request reconsideration for my security clearance.

(*) Most common supporting documentation sought by SECCEN to mitigate financial considerations:

- Canceled checks that prove payments have been processed and deducted from the member's bank account

- Bank and/or creditor statements that reflect account standing; to include account balance, transaction dates, transaction amounts and methods of payment
- Receipts that reflect types, amounts and dates of financial transactions between the member and creditor/debtor
- Court dispositions that reflect dismissal or satisfaction of civil suits, fines, or other financial obligations
- Official correspondence on company letterhead that otherwise communicates the status of the account and/or debt owed (i.e. settlement acceptance letters, hardship program/ payment plans, loan deferments, letters disputing the legitimacy of past-due debt, etc.)
- Bankruptcies require submission of court documentation that reflects the schedule of payment and discharge information. The response should also include a personal statement from the member that explains the circumstances which led to bankruptcy.
- Foreclosures require submission of bank, court and other documentation that summarizes details of the foreclosure to include status, amount owed to lender and terms of repayment. The response should also include a personal statement from the member that explains the circumstances which led to foreclosure.

See the infographic below, which outlines the Personnel Security Appeals process:



Personnel Reliability Program

The Personnel Reliability Program sets forth the guidelines for Service members working with, or who have access to nuclear weapons. Nuclear weapons require special

considerations because of their policy implications, military importance, destructive power, and the political consequences of an accident or an unauthorized act. If you are working at an installation that has nuclear weapons the PRP personnel have already signed documentation acknowledging that they have given up some rights to privacy for this program.

Navy

The authority for soliciting and maintaining information is found in 5 U.S.C. Sect. 301, which allows Secretary of the Navy to make regulations for the Department of the Navy. In addition, there are 10 U.S.C. 6161 and 10 U.S.C. 2774 as added by Public Law 92-453. Personnel Reliability Program information can be found in SECNAVINST 5510.35D and OPNAVINST 1754.1B.

Although the only unequivocal duty for PFM is to report PRP with financial concerns that may need to be further investigated considering their security clearances (per OPNAVINST 1754.1B, Enclosure 5, paragraph 8(a)(2) which cites SECNAVINST 5510.35A — now D), PFM may receive approval from their FFSC Director to report other security cleared Sailors whose financial situation may pose a risk that should be investigated further by the appropriate authorities.

They would use the same PRP Notification memorandum updated 27 Nov 2019 (below) to capture this for notifying the Command and that memorandum should be retained as Personal Identifiable Information (PII) since it contains the member's Rank/Rate, Name, and Command via the FFSC correspondence files. This would be filed in the normal correspondence system according to your FFSC, and not kept in PFM Case records. Privacy and confidentiality shall be maintained/stored in accordance with SECNAVINST 5211.5E and SECNAV M-5210.1.

The Notification Memorandum will be sent from the FFSC Director to the Command, should a Personal Financial Manager (PFM) have serious concerns about someone. As PFMs do not investigate the Sailor's threat to security or determine keeping a clearance status, notifying the Sailor's Command is the extent of their responsibility.

When working with clients who are governed by the PRP, it is important that they understand that they have surrendered some privacy in exchange for PRP certification. Before you begin your counseling session, ensure they have reviewed the PRP statement and privacy statement Privacy Act Form (OPNAV 1754.1B Enclosure 6). If you feel that your client has significant financial issues that warrant review by their Command, communicate with your supervisor and your FFSC Director. If all agree that the client's reliability is diminished or seriously threatened, a form letter (see example below) will be sent to the Commanding Officer by the FFSC Director.

Sample Memorandum:

DD Mmm YY

MEMORANDUM

From: Director, Fleet and Family Support Center (Name of installation)
To: Commanding Officer, (Name of command)

Subj: PRIVACY STATEMENT FOR SERVICE MEMBERS GOVERNED BY
DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM ICO
(RANK/RATE NAME OF CLIENT)

Ref: (a) SECNAVINST 5510.35D
(b) SECNAVINST M-5510.30
(c) OPNAVINST 1754.1B

1. In accordance with references (a) through (c), Fleet and Family Support Center (FFSC) is required to notify the command when questionable or unfavorable information becomes available concerning an individual who has been granted access, or who has eligibility to classified information or assigned to sensitive duties.
2. (Rank/Rate) (Name of Client), has received services at FFSC Center (Name of installation) on (Dates). Our assessment of the Service member suggests that there are concerns that may reflect negatively on his or her reliability, and we encourage the command to seek additional information and consultation to investigate further.
3. FFSC is prepared to assist the Service member and command in any possible way. If you have any questions, please contact me at (Director's e-mail) or (Director's phone number). The Personal Financial Manager who met with the Sailor is (PFM Name).

FI. MI. LAST NAME

The Commanding Officer or Certifying Officer will review the client's financial situation and determine if further action is necessary. See the guidelines below to gain a better understanding of what the Certifying Officer is looking for.

Exert from **DoDM 5210.42**:

- c. Financial Considerations. An individual who is financially overextended is at risk of having to engage in illegal acts to generate funds. Unexplained affluence is often linked to proceeds from financially profitable criminal acts.

(1) Conditions that the certifying official should carefully consider include:

- (a) A history of not meeting financial obligations.
- (b) Deceptive or illegal financial practices such as embezzlement, employee theft, check fraud, income tax evasion, expense account fraud, filing deceptive loan statements, and other intentional financial breaches of trust.
- (c) Inability or unwillingness to satisfy debts.
- (d) Unexplained affluence.
- (e) Financial problems that are linked to gambling, drug abuse, alcoholism, or other

(2) Conditions the certifying official might consider mitigating reliability concerns include:

- (a) The behavior was not recent.
- (b) It was an isolated incident.
- (c) The conditions that resulted in the behavior were largely beyond the person's control (e.g., loss of employment, a business downturn, unexpected medical emergency, or a death, divorce, or separation).
- (d) The person has received or is receiving counseling for the problem and there are clear indications that the problem is being resolved or is under control.
- (e) The affluence resulted from a legal source.
- (f) The individual initiated a good-faith effort to repay overdue creditors or otherwise resolve debts.

SCRA or MLA Issues

The Servicemembers Civil Relief Act is a federal law that provides protections for active duty military members. This law covers issues including rental agreements, security deposits, prepaid rent, evictions, installment contracts, credit card interest rates, mortgage interest rates and foreclosures, civil judicial proceedings, automobile leases, life insurance, health insurance and income tax payments. For details regarding these protections visit <https://www.justice.gov/servicemembers/servicemembers-civil-relief-act-scra>.

The Military Lending Act is another law that offers protections to active duty members. This law caps interest rates at 36%, your clients cannot be charged more than a 36% Military Annual Percentage Rate (including finance charges, credit insurance premiums, add-on products sold in connection with credit, and other fees like application or participation fees), no mandatory waivers of consumer protection laws, no mandatory allotments, and no prepayment penalty. Your clients might find the PDF regarding the MLA provided by the Consumer Financial Protection Bureau helpful in understanding their rights. The PDF can be found at

https://files.consumerfinance.gov/f/documents/cfpb_military-lending-act-know-your-rights_handout.pdf.

If you are working with a client who feels their rights have been violated, they should:

- First contact their nearest Region Legal Services Office to see if the SCRA or MLA applies to their particular situation. Dependents of Service members can also contact or visit local RLSOs where they reside.
- In order to have their SCRA/MLA matter reviewed by the Department of Justice (DOJ), they must first seek the assistance of their military legal assistance office.
- If that office cannot resolve the complaint, it may choose to forward the complaint to the DOJ.
- The DOJ then will review the matter to determine whether DOJ action is appropriate. For more information visit <https://www.justice.gov/servicemembers/servicemembers-civil-relief-act-scra>.

STUDENT LOANS

Post 9-11 GI Bill

The Post-9/11 GI Bill provides the most comprehensive education benefits package ever offered. In addition to the benefits for the Service member, it also allows career Service members the opportunity to share their educational benefits with immediate family members with certain service obligations. You can transfer all benefits to one individual or distribute them among eligible family members under certain conditions. Family members must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS), and you must apply for the transfer of the benefits through the VA website.

If you have at least 90 days of aggregate, active duty service after Sept. 10, 2001, and are still on active duty, or if you are an honorably discharged Veteran or were discharged with a service-connected disability after 30 days, you may be eligible for this VA-administration program.

The Post 9-11 GI Bill offers the Yellow Ribbon Program and the ability to transfer the entitlement.

Yellow Ribbon Program

The Yellow Ribbon Program can help you pay for out-of-state, private school, or graduate school tuition that the Post 9-11 Bill does not cover. If the Service member qualifies, the educational institution (must also offer the Yellow Ribbon Program) will contribute a certain amount toward your extra tuition and fees through a grant, scholarship, or similar

program. To qualify, the Service member must meet at least one of the criteria listed below.

- Served at least 36 months on active duty (either all at once or with breaks in service), **or**
- Received a Purple Heart on or after Sept. 11, 2001, and were honorably discharged after any amount of service, **or**
- Received a Fry Scholarship on or after Aug. 1, 2018, **or**
- Served for at least 30 continuous days (all at once, without a break) on or after Sept. 11, 2001, and were discharged after 60 days with a service-connected disability, **or**
- Are a dependent child using benefits transferred by a Veteran or a Service member who has served for at least 36 months on active duty and qualifies at the 100% level, **or** ([Find out about transferring Post-9/11 GI Bill benefits](#))
- Are receiving the Fry Scholarship (beginning Aug. 1, 2018)

Transfer Post 9-11 GI Bill to Spouse and Dependents

The transferability option under the Post-9/11 GI Bill allows Service members to transfer all or some unused benefits to their spouse or dependent children. The request to transfer unused GI Bill benefits to eligible dependents must be completed while serving as an active member of the Armed Forces. The Department of Defense (DoD) determines whether or not you can transfer benefits to your family. Once the DoD approves benefits for transfer, the new beneficiaries apply for them at the VA. While in the Armed Forces, transferors use the Transfer of Education Benefits (TEB) website to designate, modify, and revoke a Transfer of Entitlement (TOE) request. After leaving the Armed Forces, transferors may provide a future effective date for use of TOE, modify the number of months transferred, or revoke entitlement transferred by submitting a written request to the VA. Benefits can be transferred to:

- Spouse
- One or more children
- Any combination of spouse and child

NAVADMIN 006/20 Post 9-11 Update

NAVADMIN 006/20 announces a change in the Post 9-11 GI Bill transfer of education benefits (TEB) eligibility announced in DODI 1341.13, allowing Service members over 16 years of service to continue eligibility and transfer education benefits to dependents.

Section 574 of the FY20 NDAA includes language that prohibits the Department of Defense (DOD) from limiting Service member eligibility to transfer unused education benefits to family members based on a maximum number of years of service in the U.S. Armed Forces. NAVADMIN 178/19 is canceled effective immediately. All other Post 9-11

GI Bill and TEB policies remain in effect. For more information, visit https://milconnect.dmdc.osd.noclick_mil/milconnect/public/goto/teb.

Eligible Service members who have served 6 or more years may transfer their unused Post 9-11 GI Bill benefits to their eligible dependents. Service members transferring their Post 9-11 GI Bill benefits must serve an additional 4-year service obligation on active duty or in the Selected Reserve.

Members who will still be ineligible for TEB:

- Enlisted members within four years of the high year tenure gate for their current pay grade.
- Officers within four years of the statutory limit for their current rank.
- Members in a limited duty status or undergoing medical or physical evaluation board processing and found not fit for duty.

All Sailors applying or reapplying for TEB who have not previously completed the online self-service Statement of Understanding. First complete it at the MyNavy Education website at <https://myeducation.netc.navy.mil/webta/home.html#nbb>. Once members complete the Statement of Understanding, they will receive a link to go to MilConnect to submit their benefits transfer request.

For Post 9-11 GI Bill and TEB questions, contact the following:

- Mr. Jim Johnson, Education Policy Branch, at (703)604-5256/DSN 664 or via email at james.p.johnson@navy.mil.
- Active duty and full-time support Service members may submit inquiries to MyNavy Career Center at 1-833-330-6622 or via email at askmncc@navy.mil.
- Selected Reserve Service members may submit inquiries to Commander, Navy Reserve Forces Command, Post-9/11 GI Bill Manager, at 1-800-621-8853 or email at nrfc_post911gibill@navy.mil.

Student Loans and Repayment

Government Student Loans

If you have a client who has government student loans, there are a few different ways to find their balances. You can pull a credit report, direct them to contact the Department of Education and speak to a representative, or refer them to the National Student Loan Data System. Have your client visit www.annualcreditreport.com to pull credit reports from all three credit reporting agencies to ensure accuracy. Once the reports have been pulled, your client can use the contact information found in the reports to communicate directly with their lender. If your client prefers not to pull a credit report, they can call the Department of Education Debt Resolution Group at 1-800-621-3115 to learn more about

their outstanding accounts. The National Student Loan Data System is another good way for your client to get the details of their government loan accounts. The National Student Loan Data System (NSLDS) is the U.S. Department of Education's central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. More details about NSLDS can be found on their website at https://nslds.ed.gov/nslds/nslds_SA/.

There are several types of repayment plans for individuals with government student loans. See the spreadsheet below for repayment types. For more information visit <https://studentaid.ed.gov/sa/sites/default/files/repaying-your-loans.pdf> to print out the PDF created by Federal Student Aid and the Office of the Department of Education.

Traditional Repayment Plans

PLAN	ELIGIBLE BORROWERS	ELIGIBLE LOANS	QUICK COMPARISON
Standard Repayment Plan	All borrowers	<ul style="list-style-type: none"> • Direct Subsidized Loans • Direct Unsubsidized Loans • Subsidized Federal Stafford Loans • Unsubsidized Federal Stafford Loans • Direct PLUS Loans • FFEL PLUS Loans 	<ul style="list-style-type: none"> • Time you have to repay: Up to 10 years. • Your payments will be a fixed amount of at least \$50 per month. • You'll pay less interest for your loan over time under this plan than you would under the other plans.
Graduated Repayment Plan	All borrowers	<ul style="list-style-type: none"> • Direct Subsidized Loans • Direct Unsubsidized Loans • Subsidized Federal Stafford Loans • Unsubsidized Federal Stafford Loans • Direct PLUS Loans • FFEL PLUS Loans 	<ul style="list-style-type: none"> • Time you have to repay: Up to 10 years. • Your payments <ul style="list-style-type: none"> - will start out low and increase every two years; - must be at least equal to monthly interest due; and - will not be more than three times greater than any other monthly payment. • You'll pay more for your loan over time than under the 10-year Standard Repayment Plan.
Extended Repayment Plan	<ul style="list-style-type: none"> • Direct Loan borrowers who have more than \$30,000 of Direct Loans to repay, and who obtained their Direct Loans on or after Oct. 7, 1998. • FFEL Program borrowers who have more than \$30,000 of FFEL Program loans to repay, and who obtained their FFEL Program loans on or after Oct. 7, 1998. <p><i>Note: There are additional eligibility requirements. View repayment plan details at StudentAid.gov/repay.</i></p>	<ul style="list-style-type: none"> • Direct Subsidized Loans • Direct Unsubsidized Loans • Subsidized Federal Stafford Loans • Unsubsidized Federal Stafford Loans • Direct PLUS Loans • FFEL PLUS Loans 	<ul style="list-style-type: none"> • Time you have to repay: Up to 25 years. • Your payments will be an amount that ensures that your loan will be paid in full in 25 years. You can choose to make either fixed or graduated payments (payments that start out low and then increase every two years). • Your monthly payments will be lower than the 10-year Standard Repayment Plan. • You'll pay more for your loan over time than under the 10-year Standard Repayment Plan.

Income Driven Repayment Plans

PLAN	ELIGIBLE BORROWERS	ELIGIBLE LOANS	QUICK COMPARISON
Revised Pay As You Earn Repayment (REPAYE) Plan	<ul style="list-style-type: none"> Direct Loan Program borrowers with eligible loans 	<ul style="list-style-type: none"> Direct Subsidized Loans Direct Unsubsidized Loans Direct PLUS Loans made to students Direct Consolidation Loans that do not include PLUS loans (Direct or FFEL) made to parents 	<ul style="list-style-type: none"> Any outstanding balance on your loan will be forgiven if you haven't repaid your loan in full after 20 or 25 years. You may have to pay income tax on any amount that is forgiven. Your monthly payments will be 10 percent of your discretionary income** and can be more than the 10-year Standard Repayment Plan amount. Payments are recalculated each year and are based on your updated income and family size. If you're married, both your and your spouse's income or loan debt will be considered, whether taxes are filed jointly or separately (with limited exceptions). This is a good option if you are seeking Public Service Loan Forgiveness (PSLF).
Pay As You Earn Repayment (PAYE) Plan	<ul style="list-style-type: none"> Direct Loan Program borrowers who meet these requirements: <ul style="list-style-type: none"> You must be a new borrower* on or after Oct. 1, 2007. You must have received a disbursement of a Direct Loan on or after Oct. 1, 2011. To be initially eligible, the required payment amount under this plan must be less than what you would pay under the 10-year Standard Repayment Plan. 	<ul style="list-style-type: none"> Direct Subsidized Loans Direct Unsubsidized Loans Direct PLUS Loans made to students Direct Consolidation Loans that do not include PLUS loans (Direct or FFEL) made to parents 	<ul style="list-style-type: none"> Any outstanding balance on your loan will be forgiven if you haven't repaid your loan in full after 20 years. You may have to pay income tax on any amount that is forgiven. Your maximum monthly payments will be 10 percent of your discretionary income** and will never be more than the 10-year Standard Repayment Plan amount. Payments are recalculated each year and are based on your updated income and family size. If you're married, your spouse's income or loan debt will be considered only if you file a joint tax return. You must have a high debt relative to your income. You'll pay more for your loan over time than you would under the 10-year Standard Repayment Plan. This is a good option if you are seeking Public Service Loan Forgiveness (PSLF).
Income-Based Repayment (IBR) Plan	<ul style="list-style-type: none"> Direct Loan Program and FFEL Program borrowers who meet this requirement: <ul style="list-style-type: none"> To be initially eligible, the required payment amount under this plan must be less than what you would pay under the 10-year Standard Repayment Plan. 	<ul style="list-style-type: none"> Direct Subsidized Loans Direct Unsubsidized Loans Subsidized Federal Stafford Loans Unsubsidized Federal Stafford Loans Direct or FFEL PLUS Loans made to students Direct or FFEL Consolidation Loans that do not include PLUS loans made to parents 	<ul style="list-style-type: none"> Any outstanding balance on your loan will be forgiven if you haven't repaid your loan in full after 20 or 25 years. You may have to pay income tax on any amount that is forgiven. Your monthly payments will be 10 or 15 percent of your discretionary income** and your monthly payment will never be more than the 10-year Standard Repayment Plan amount. Payments are recalculated each year and are based on your updated income and family size. If you're married, your spouse's income or loan debt will be considered only if you file a joint tax return. You must have a high debt relative to your income. You'll pay more for your loan over time than you would under the 10-year Standard Repayment Plan. This is a good option if you are seeking Public Service Loan Forgiveness (PSLF).
Income-Contingent Repayment (ICR) Plan	<ul style="list-style-type: none"> Direct Loan Program borrowers with eligible loans 	<ul style="list-style-type: none"> Direct Subsidized Loans Direct Unsubsidized Loans Direct PLUS Loans made to students Direct Consolidation Loans (including Direct Consolidation Loans made after July 1, 2006 that repaid PLUS loans made to parents) 	<ul style="list-style-type: none"> Any outstanding balance will be forgiven if you haven't repaid your loan in full after 25 years. You may have to pay income tax on the amount that is forgiven. Your payments will be lesser of <ul style="list-style-type: none"> 20 percent of your discretionary income,** or the amount you would pay on a repayment plan with a fixed payment over 12 years, adjusted according to your income. Payments are recalculated each year and are based on your updated income, family size, and the total amount of your Direct Loans. Your monthly payment can be more than the 10-year Standard Repayment Plan amount. You'll pay more for your loan over time than you would under the 10-year Standard Repayment Plan. If you're married, your spouse's income or loan debt will be considered only if you file a joint tax return or you choose to repay your Direct Loans jointly with your spouse. This is a good option if you are seeking Public Service Loan Forgiveness (PSLF).

Government Forgiveness, Cancellation, or Discharge

If you are no longer required to make payments on your loans due to your job, this is generally called forgiveness or cancellation. If you are no longer required to make payments on your loans due to other circumstances, such as total and permanent disability or the closure of the school where you received your loans, this is generally called discharge. The details regarding types of forgiveness, cancellation, and discharge can be found at <https://studentaid.ed.gov/sa/repay-loans/forgivenesscancellation>.

Type of Forgiveness, Cancellation, or Discharge	Direct Loans	Federal Family Education Loan (FFEL) Program Loans	Perkins Loans
Public Service Loan Forgiveness	X	X*	X*
Teacher Loan Forgiveness	X	X	
Perkins Loan Cancellation (includes Teacher Cancellation)			X
Total and Permanent Disability Discharge	X	X	X
Death Discharge	X	X	X
Bankruptcy Discharge (in rare cases)	X	X	X
Closed School Discharge	X	X	X
False Certification of Student Eligibility or Unauthorized Signature/Unauthorized Payment Discharge	X	X	
Unpaid Refund Discharge	X	X	

Private Student Loans

If you have a client with student loans issued by a bank, credit union, or some other financial institution, they typically have fewer options for repayment. Reviewing a credit report will help you to find the accounts, but it is up to your client to contact the creditors individually and inquire about repayment options. Private lenders may offer loan modifications to adjust the term, interest, balance on the loan, workout plans to make up missed payments, or temporary rate reductions. Your client may also be able to refinance their private loans with another lender for a better rate. Some nonprofit credit counseling agencies offer assistance with private and federal loans. To find an accredited agency near your client, visit the National Foundation for Credit Counseling at www.NFCC.org or the Financial Counseling Association of America www.fcca.org.

Be sure to advise clients of the importance of student loan repayment. These loans do not fall under the same rules as other credit or loan types. These loans cannot be discharged in a bankruptcy. Also caution them about the complexities about consolidating loans. It can affect your rights to 6% APR restrictions on loans before you entered the military under

the SCRA. The consolidation is considered a new loan. Government student loan lenders typically have better forgiveness and loan policies than private lenders.

TAXES

Tax Obligations

Income earners must understand their tax obligations. Tax obligations can be extremely complicated, especially for the military, where different rules may apply. This How-to Guide is not meant to be comprehensive but should provide some very general direction. Please remember that PFM/CFSSs do not give tax advice but help our clients to manage and understand their taxes. Clients can go to the legal office to find more about VITA Tax Center advisors available at their installation.

Federal Taxes

Federal income taxes are a progressive tax, where tax rates are higher for those who have more taxable income. Most income is taxed, certain incomes are not taxed, and special taxation may apply to some incomes. To be more accurate, within certain brackets of income, you pay different tax percentages. For instance, on the first \$10,000 you may pay one amount of tax, and the next \$10,000 a higher percent of tax. It is not that all of the income tax is paid at the higher percent.

Special tax rules apply to military Service members. Most (all except CONUS COLA) allowances are not taxed. Pay earned in a combat zone is not taxed. Deadlines may be extended. Please refer to IRS Publication 3, Armed Forces Tax Guide, for more information.

Other Income

If a taxpayer has other sources of income, such as self-employment, another job, investment income, rental property, etc., the taxpayer needs to make sure they are meeting all additional tax obligations.

Here are some general notes regarding some other income:

1. Self-employed income: This includes income on which you are paid on a 1099-MISC or 1099-K. Income after expenses (usually filed on Schedule C) is subject to taxes. If this income is \$400 or more, it's also subject to self-employment tax (which is the employer AND employee portions of Social Security and Medicare taxes, filed on Schedule SE). Since there is no withholding on this income, a taxpayer may want to have some additional taxes withheld from their regular job paycheck to cover this additional tax, or they should make estimated quarterly tax payments. This income

may also be subject to tax in the state in which it is earned, even if it's not the Service member's state of residency.

2. **Another job:** Income earned by a Service member that is not their military pay may be subject to tax in the state in which it was earned, even if it's not the Service member's state of residency. Also, a second job may require more taxes be paid because the additional income may push the taxpayer into a higher tax bracket.
3. **Investment income not in a retirement account:** Investment income often does not have taxes withheld when paid, so having taxable investment income may mean that the taxpayer may owe taxes when they file their tax return (or get a smaller refund). For large amounts of taxable investment income, a taxpayer should either have additional taxes withheld from their regular job income or pay estimated quarterly tax payments.
4. **Rental income:** Rental income after expenses is generally filed on Schedule E. Many property owners have enough expenses deducted from rental income so that the rental income is not taxable or even generates a tax loss. Taxpayers should track income, expenses, and basis on their rental property and file taxes properly each year to ensure that they are minimizing taxes in the long-term (such as at sale of the property). Rental income may be taxed by the federal government, the resident state, and/or the state in which the rental is located.

State Taxes

State taxes are especially complicated in the military. Under the Servicemembers Civil Relief Act (SCRA), active duty Service members keep their state of residency (usually the home of record) when they are stationed in a different state or overseas on military orders. Some states have no state income tax, some have special state taxation for the military, and some states tax military members just like other taxpayers. The Service member should figure out what state taxes apply to them based on their state of residency and types of income they earn. The Navy JAG compiles an annual state tax guide that could help Service members understand what state tax obligations apply to them. (Search for "Navy JAG state tax guide" and find the current year PDF on the <https://jag.navy.mil> website.) The Navy JAG state tax guide is a starting point, but the taxpayer should check out the appropriate military information on the official state tax website.

If a military member has other income besides military pay, the state in which the Service member earns that income might also tax the Service member.

Military Spouses

Military spouses also have special state residency rules that could apply to them. Under the Military Spouse Residency Relief Act (MSRRA), a military spouse who is a resident of the same state as the Service member and is in the current state to accompany the Service

member on orders may be subject to tax in the resident state (instead of the current state in which they earn income). The MSRRA is very fact-specific and some states have different guidance on applications of this law.

The MSRRA requires that military members and spouses be residents of the same state, but sometimes spouses are not residents of the same state. The Veterans Benefits and Transitions Act of 2018 (VBTA) now allows military spouses to elect to use the legal residence of the military member for purposes of filing their state and local taxes. Maj. Matthew E. Wright wrote a very helpful info paper on VBTA which can be found here: [https://www.jag.navy.mil/legal_services/documents/Info Paper 2018 SCRA Amendments.pdf](https://www.jag.navy.mil/legal_services/documents/Info_Paper_2018_SCRA_Amendments.pdf).

If a military family has split state residency, state taxation can be extremely complicated. Some states are community property states (Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, and Wisconsin) in which half the income earned by one spouse is deemed to be earned by the other spouse.

Military members and their spouses should find out what federal and state tax obligations apply to them and make sure they are paying the appropriate taxes timely.

Tax Withholding

The IRS Form W-4 2020 has simplified how taxes are withheld by focusing on the income earned and the way individuals file their tax returns. Visit www.irs.gov to obtain the recent version of the W-4.

Your W-4 should be revisited as your tax situation changes. Changes include additional income, marriage, addition of dependent, divorce, etc. To support the updated changes of the W-4 revisions, the IRS has created a user-friendly Tax Withholding Estimator. This estimator can be found on www.irs.gov IRS Tax Withholding Estimator.

To accurately use the withholding estimator the following documents are recommended:

1. Most recent pay statement for yourself and if married, your spouse
2. All other additional sources of income
3. Most recent income tax return

Once you enter the Tax Withholding Estimator, answer the listed questions in each of the six sections.

1. About You Section — Answer questions as they apply to your current year’s anticipated filing. The questions will range from how you plan to file your taxes, if you have dependents that you claim on your taxes, the type of employment you have and any additional income/tax payments.
2. In the “Income” section, use your most recent pay statements of yourself and spouse (if applicable) to answer the questions.

- a. The total wages that you enter are your gross pays from entitlements on your LES. Example: Base Pay + Sea Pay = Monthly Gross Pay. Multiply the monthly gross pay by 12 to receive yearly gross pay.
 - b. If you are aware that you would receive any Selective Re-enlistment Bonus (SRB), you can list the amount in the following boxes or leave blank.
 - c. Using your last pay statement, you would enter the Total Federal Income Tax withheld for year to date (YTD) as well as current monthly withholdings. These figures will be found on your end-of-month LES in the Fed Tax YTD box and the deductions box. These figures will be rounded to the nearest dollar.
 - d. If you contribute to a tax-deferred retirement plan (Traditional TSP/traditional 401(k)) you would enter your estimated total yearly contributions. To calculate this number, take your monthly traditional TSP contribution and multiply by 12. If your spouse also contributes to a tax deferred retirement plan, you will repeat the number on their income section. However, multiply the number of times they would make their contributions.
 - e. If you/your spouse contributed to a Health Savings Account (HSA), Flex Spending Account (FSA) or pretax child care credit account, you would enter the information here.
3. Adjustments to Income — Select the next step unless you have any adjustments to income in the sections listed in the adjustment’s radius. Note: most common choice would be, “go to next step.”
 4. Deductions from Income — Select, “take the standard deduction,” unless you itemize your deductions. This choice is determined by the information you listed in the “about you” section. If you itemize, then list the estimated amounts in the boxes below.
 5. Tax Credits — Based on your inputs for dependents, you may qualify for dependent tax credit. One may either calculate the tax liability including their dependent deduction or choose to review results without including any tax credits. If one chooses to review tax credits, they would answer the questions in each dropdown section. The information in the sections is obtained from the “about you” section.

Note: For Child Tax Credit, the child must be 17 or younger on December 31 of the tax year in which you are reviewing.

Results: Once all questions are answered, the results will be populated. They will show either an estimated refund or resulting in owing a tax payment. If you are comfortable with the number shown, then keep your current tax withholdings. If changes need to be made there is a slider that can be used to approximate the refund. Once at the

comfortable location download the prefilled W-4 for all members included in the “about you” section and provide to your employers.

Make sure to revisit your tax withholding as your tax situation changes. Changes include additional income, marriage, addition of a dependent, divorce, etc. Your filing status (single, head of household, married filing jointly, or married filing separately) is determined as of Dec. 31 of the year. Also, if you change your tax withholding in the middle of the year, you should revisit the inputs before January of the next year.

Filing Deadline

The tax filing deadline is usually April 15 of the following year. It may be extended to the next business day if April 15 falls on a weekend or holiday.

You will need form W-2 and any other tax forms you receive (such as forms 1099 or 1098) to complete your tax return (form 1040). You can find your military W-2 forms on MyPay or Direct Access.

Tax Resources: Where/How to File Your Taxes

- If you prefer filing taxes on your own, you can file for free using free file (search IRS.gov for free file). If you create an account on MilitaryOneSource.mil, you can download MilTax software for free. (MilTax is the H&R Block premium software.) MilitaryOneSource (1-800-342-9647) also provides free phone support for filing your taxes.
- VITA (Volunteer Income Tax Assistance) is available on many military installations to help Service members file taxes for free. Volunteers are trained on how to file tax returns and can file your taxes if you meet certain criteria. Please consult with your base directory to find the VITA service near you. You can also find VITA location information on militaryonesource.mil or call Military OneSource at 1-800-342-9647.

If you have a simple tax situation, one of the free services may meet your needs. If you have a more complicated situation, you may want to consider paying a professional to file your taxes. You should make sure that the tax professional is familiar with military taxes, specific to the state(s) in which you need to file, and understands your concerns.

Tax Glossary

Allowance: Each allowance is worth a certain amount each year, and taxpayers claim allowances to indicate that less of their income is subject to withholding, to account for tax benefits. Each allowance is worth \$4,200 in 2019 and \$4,300 in 2020. Allowances for withholding are no longer being used as of 2020, but some withholding systems are still using the old system with allowances/exemptions.

Exemption: Each exemption is worth a certain amount each year, and taxpayers claim exemptions to indicate that less of their income is subject to withholding, to account for tax benefits. Each exemption is worth \$4,200 in 2019 and \$4,300 in 2020. Before 2018, an exemption was allowed for each person in a household. Starting in 2018, exemptions no longer applied to the tax calculation. Exemptions were removed from the withholding calculation in 2020, but some withholding systems are still using the old system with allowances/exemptions. In a different context, exemption can also mean being exempt from taxes.

Head of Household (HOH): An unmarried taxpayer who pays more than half the cost of keeping up a home for yourself and a qualifying individual.

MSRRA (Military Spouse Residency Relief Act): The law that allows for the spouse of active duty military members to claim exemption from state taxation in the state in which they are present, if they meet certain conditions. The spouse and military member must be residents of the same state (which is not the state where they are currently stationed) and the spouse is only in the current state to accompany the Service member on orders. The spouse may still have to pay taxes to the resident state, if the resident state levies taxes. Eligibility and application of rules under MSRRA is very fact specific and may be complicated.

SCRA (Servicemembers Civil Relief Act): The law that allows active duty Service members to keep their state of residency while physically stationed in another state. The MSRRA provides similar protection for military spouses.

VBTA (Veterans Benefits and Transitions Act): The law that fixes the “same state rule” issue for military families with split state residency. Under VBTA, the spouse can now elect to have the same residence for state and local tax purposes as the Service member.

Withholding: An amount that an employer takes from a worker’s pay to submit to the government as a credit for the worker’s tax liabilities.

RETIREMENT PLANNING

Blended Retirement System: Continuation Pay

- Continuation Pay (CP) is a one-time, midcareer retention bonus payable between 8 and 12 years of service based upon a Service member’s Pay Entry Base Date (PEBD) and is utilized to manage the size of the forces. Service members who elect CP are required to serve additional years as directed by their branch of Service; the minimum is 3 years.
- CP is a bonus, in addition to, any other career field-specific incentives or retention bonuses Service members are eligible to receive.

- Some of this information for CP will change regularly (e.g. the dollar amount of compensation). Most of the information remains consistent from year to year (i.e. when to elect for Continuation Pay). It is essential that the CFS keep current on changes occurring on this subject.

CP Eligibility

- ONLY Service members enrolled in the Blended Retirement System (BRS) are eligible to elect Continuation Pay.
- Active Component (AC) — Service members are eligible to elect to receive for CP between the 8 to 12-year mark based upon their Pay Entry Base Date (PEBD), in accordance with their specific service. Please see the **Uniformed Branch of Service Directives for Continuation Pay** for branch specifics.
- CP is **NOT** an automatic bonus. Service members **MUST** elect to receive CP.

Uniformed Branch of Service Directive for Continuation Pay — Each branch has its own provision for the Active Component (AC) and Reserve Component (RC) for when Service members are eligible for CP and calculating CP, which is subject to change. The range for AC is 2.5x-13x monthly basic pay. The range for RC is 0.5x-6x monthly basic pay.

Army

- Service member must elect to receive their CP 30 days before the completion of their 12th year of service as deemed by the Pay Entry Base Date and no earlier than 180 days before completing their 12th year of service. In exchange for receiving CP, they enter into an agreement to serve 4 additional years.
- CP through the United States Army varies year to year.
 - ✓ The CP range for AC (including Active Guard Reserve) is 2.5x – 13x monthly basic pay, based upon the current pay grade and years of service at the time CP is approved.
 - ✓ The CP range for RC is 0.5x-6x monthly basic pay, based upon the current pay grade and years of service at the time CP is approved.

Marine Corps

- Must sign a statement of understanding (SOU) accepting or declining CP BEFORE completing 12 YOS and submit the SOU to their unit admin via Electronic Personnel Action Request (EPAR) or email if EPAR is unavailable. If the SOU is signed or witnessed on or after reaching 12 YOS the Marine is not eligible to receive CP.
- Payment is disbursed via Electronic Funds Transfer during the normal monthly pay cycles. The goal is to disburse payment within 30 days of completing 12 YOS.

- If 12 YOS month is reached while not entitled to Combat Zone Tax Exclusion, CP payments are subject to federal and state income tax withholding.
- For details and payout for the AC vs RC please reference MARADMIN 716-18 or most updated MARADMIN regarding Continuation Pay for Blended Retirement.

Navy

- The deadline to elect CP is prior to the 12 years of service mark from the Sailor's PEBD. The Navy Personnel System will send up to 3 notifications to the BRS-eligible Sailor as a reminder for the CP deadline election. First at the 6-month mark, second at the 90-day mark. If the CP election is not in a complete status, another notification one month prior to the CP date based upon the member's PEBD. CP payment occurs after 12 years of service. The pay scale for CP is based upon "over 12 years of service" monthly basic pay.
- Primary election is requested via the Navy Standard Integrated Personnel System (NSIPS) BRS (Continuation Pay tab) and before you complete 12 YOS (based on your PEBD).
- ***It is VITAL to ensure the Sailor's email address in NSIPS is updated.
- *** The alternative method to submit the CP request outside of the Navy Personnel System is to submit a NAVPER 1070/613 (Page 13) through the Sailor's Command and uploaded via TOPS to the CP desk at PSD Memphis.
- AC (including Full Time Support), FTS — SM must elect CP prior to the 12th year of service date from the SM's PEBD. In exchange for receiving CP, the SM agrees to enter into an agreement to serve 4 additional years of service in the AC or FTS.
- RC — SM must be a member of SELRES or the Ready Reserve in a status the member is eligible to receive basic pay or inactive duty pay for 4 years. SM must submit a request for CP prior to reaching 12 years of service from the member's PEBD. In exchange for receiving CP the SM agrees to enter into an agreement to serve 4 additional years of service in a SELRES status as computed from the member's PEBD
- CP through the United States Navy varies year to year.
 - ✓ The CP range for AC (including Full Time Support) is 2.5x – 13x monthly basic pay, based upon the current pay grade and 12 years of service at the time CP is approved.
 - ✓ The CP range for RC is 0.5x – 6x monthly basic pay, based upon the current pay grade and 12 years of service at the time CP is approved.
- There are three CP payment options to choose from: a. Single lump-sum payment. b. Two annual payments (50%, 50%) c. Four annual payments (25%, 25%, 25%, 25%).

- If the CP election deadline is missed (passed the 12 YOS mark based on PEBD) the Sailor will have to submit a Board for Correction of Naval Records (BCNR) request.

Coast Guard

- The deadline to elect CP is prior to the 12 years of service mark from the SM PEBD.
- Please reference Memorandum COMDT CG-133, Blended Retirement System Continuation Pay Decision Memorandum.

CP Calculations

- Estimate your CP by entering your service specific details in the following equation.

Estimate Your CP				
_____	X	_____	=	_____
Monthly Basic Pay (Over 12 Amount)		2.5 0.5 (Reserves)	Gross CP	- _____ Taxes (Federal & State)
				= _____ Net CP (what you take home)

(Note: 2.5 for active component, .5 for reserves)

- Disbursement options of CP
 - ✓ Service members in all branches of service will receive CP payments via Electronic Funds Transfer during the normal monthly pay cycles.
 - ✓ CP, along with other specialty pays, bonuses and incentives, can be invested into your Thrift Savings Plan (TSP) account, up to the annual maximum allowed by the IRS. Note that if you hit the maximum before the end of the year, you could lose out on government automatic and matching contributions which only matches your monthly contributions from basic pay.

CP References

1. United States Army: SAMR Blended Retirement System (BRS) Continuation Pay Implementation Guidance — Calendar Year 2018 (CY18)
2. United States Marines: MARADMIN: 543/17 SPECIAL PROCEDURES FOR THE CONTINUATION PAY PROGRAM FOR BLENDED RETIREMENT SYSTEM (BRS) PARTICIPANTS REACHING 12 YEARS OF SERVICE IN THE FIRST TWO MONTHS OF THE CALENDAR YEAR 2018 (OCT2017)
3. United States Marines: MARADMIN 716-18 CONTINUATION PAY PROGRAM FOR CALENDAR YEAR 2019 FOR BLENDED RETIREMENT SYSTEM PARTICIPATION
4. United States Navy: MILPERSMAN 1810-081 Continuation Pay for members enrolled in the Blended Retirement System (20DEC2017)
5. United States Coast Guard: Memorandum COMDT (CG-133) Blended Retirement System Continuation Pay Decision Memorandum

TSP Contribution Allocation

The purpose of a contribution allocation is to determine which fund you want your future TSP contributions to go to. IT DOES NOT AFFECT WHERE THE PRESENT BALANCE IS INVESTED. In order to move your account balance to a different fund, you must also complete an interfund transfer.

To complete a contribution allocation, the Service member must be able to log into their TSP.GOV account. If a Service member does not have their user ID or account number and password to log onto TSP.gov, the Service member can call the ThriftLine (1-877-968-3778) and choose option 3 to speak with a rep (M-F 0700 to 2100). Once the caller is verified by the rep, the caller can make changes to the TSP contribution allocation and interfund transfer over the phone.

Once the Service member has logged in, you will see a chart with all of the available funds and you will see where the Service member is currently contributing. On the left side, you will see the “Contribution Allocation” option.

The screenshot shows the TSP Account Balance page. The navigation menu on the left includes 'Contribution Allocations' which is circled in red. The main content area shows the 'Account Balance by Fund' tab selected, displaying a table of investment funds.

Investment Funds	Shares	Share Price	Balance	Distribution of Account	Contribution Allocation
Lifecycle Funds					
L 2050	0.0000	\$20.5540	\$0.00	0.00%	0.0%
L 2040	0.0000	\$35.5020	\$0.00	0.00%	0.0%
L 2030	0.0000	\$32.5933	\$0.00	0.00%	0.0%
L 2020	0.0000	\$28.4208	\$0.00	0.00%	0.0%
L Income	0.0000	\$20.6406	\$0.00	0.00%	0.0%
Individual Funds					
G Fund - Government Securities	1,628.2873	\$16.2840	\$26,515.04	100.00%	100.0%
F Fund - Fixed Income Index	0.0000	\$19.8120	\$0.00	0.00%	0.0%
C Fund - Common Stock Index	0.0000	\$42.1303	\$0.00	0.00%	0.0%
S Fund - Small Cap Stock Index	0.0000	\$50.1218	\$0.00	0.00%	0.0%
I Fund - International Stock Index	0.0000	\$29.6371	\$0.00	0.00%	0.0%
Total			\$26,515.04	100.00%	100.0%

Click on the “Contribution Allocation” option and then on the next page click on “Request Contribution Allocation.”

Next enter the percentage of future monthly contributions the Service member would like to contribute and to which fund(s) they would like to contribute to. The chart below will show where they are currently.

The screenshot shows the 'Future Contributions' page on the TSP.gov website. The page title is 'TSP: Contribution Allocation'. The URL is 'https://www.tsp.gov/tsp/contribAlloc.do?subaction=request&_name=c&e'. The page contains a table with the following data:

Investment Funds	Balance	Current %	New %
Lifecycle Funds			
L 2050	\$0.00	0%	<input type="text"/> %
L 2040	\$0.00	0%	<input type="text"/> %
L 2030	\$0.00	0%	<input type="text"/> %
L 2020	\$0.00	0%	<input type="text"/> %
L Income	\$0.00	0%	<input type="text"/> %
Individual Funds			
G Fund - Government Securities	\$26,515.04	100%	<input type="text"/> %
F Fund - Fixed Income Index	\$0.00	0%	<input type="text"/> %
C Fund - Common Stock Index	\$0.00	0%	<input type="text"/> %
S Fund - Small Cap Stock Index	\$0.00	0%	<input type="text"/> %
I Fund - International Stock Index	\$0.00	0%	<input type="text"/> %
Total	\$26,515.04	100%	0 %

Once the changes are made, the next page will ask you to review and submit. If the Service member is sure of the changes that they have made, click “submit.” The next page will be a confirmation page.

TSP Contribution Transfer

Help your client play a more active role in retirement planning by showing them how to complete an Interfund Transfer on the TSP.gov website. Your client will need their user ID and password to log into their account. If they don't have their information, they can contact TSP directly to have the information mailed to them. If they have not communicated with TSP since starting their retirement account, the documents will be mailed to the address on file. TSP representatives will not update the mailing address over the phone for active duty Service members. Your client will have to log into MyPay and update their address under the TSP tab. The updated address will be sent from DFAS to TSP, then new documents can be mailed to that address upon request.

If a Service member does not have their user ID or account number and password to log onto TSP.gov, the Service member can call the ThriftLine (1-877-968-3778) and choose option 3 to speak with a rep (M-F 0700 to 2100 ET). Once the caller is verified by the rep, the caller can make changes to the TSP contribution allocation and interfund transfer over the phone.

Once your client has logged in, they will see an overview of their account balances. On the left-hand side of the screen under **Online Transactions** you will find **Interfund Transfers**.

Account Information

Account Balance

Recent Transactions

Activity Summary

Statements

Correspondence from the TSP

Message Center

Online Transactions

Contribution Allocations

Interfund Transfers

TSP Loans

Withdrawals

Account Balance: Uniformed Services

Your account balance below is based on share prices as of close of business 05/13/2019.

Account balance information is updated by 6 a.m., Eastern time, each business day. On occasion, heavy volume during the nightly processing cycle may delay the update by a few hours.

Account balance as of:

Account Balance by Fund
Account Balance by Contribution
Contribution Summary

Investment Funds	Shares	Share Price	Balance	Distribution of Account	Contribution Allocation
Lifecycle Funds					
L 2050	0.0000	\$20.0474	\$0.00	0.00%	0.0%
L 2040	3.5497	\$34.6641	\$123.05	1.40%	45.0%
L 2030	0.0000	\$31.8799	\$0.00	0.00%	0.0%
L 2020	0.0000	\$27.9367	\$0.00	0.00%	0.0%
L Income	0.0000	\$20.3322	\$0.00	0.00%	0.0%
Individual Funds					
G Fund Government Securities	531.5638	\$16.1469	\$8,583.11	97.35%	15.0%

Click on **Interfund Transfers** and you will be provided a summary of how the client is currently investing. Click **Request Interfund Transfer** to change the fund percentages.

Recent Transactions

Activity Summary

Statements

Correspondence from the TSP

Message Center

Online Transactions

Contribution Allocations

Interfund Transfers

TSP Loans

Withdrawals

Personal Information

Profile Settings

Beneficiaries

As of 05/13/2019, your total TSP account balance is being invested as shown below.

You can change your fund investments by clicking **Request Interfund Transfer**. An interfund transfer requested before 12:00 noon, Eastern time, on a business day will generally be processed that night.

Investment Funds	Balance	Current %
Lifecycle Funds		
L 2050	\$0.00	0.00%
L 2040	\$123.05	1.40%
L 2030	\$0.00	0.00%
L 2020	\$0.00	0.00%
L Income	\$0.00	0.00%
Individual Funds		
G Fund Government Securities	\$8,583.11	97.35%
F Fund Fixed Income Index	\$28.23	0.32%
C Fund Common Stock Index	\$27.05	0.31%
S Fund Small Cap Stock Index	\$27.02	0.31%
I Fund International Stock Index	\$27.04	0.31%
Total	\$8,815.50	100.00%

Fill in the allocations under **New %**. Then **Continue**.

- Message Center
- Online Transactions
 - Contribution Allocations
 - Interfund Transfers**
 - TSP Loans
 - Withdrawals
- Personal Information
 - Profile Settings
 - Beneficiaries

Future Contributions

This interfund transfer request will be applied to the entire balance that is **already** in your account. It will not affect your future contributions. To change the funds in which your future contributions are invested, you must make a new [contribution allocation](#).

Note: If you have both traditional (non-Roth) and Roth amounts in your TSP account, you cannot request a separate interfund transfer for each balance. Your interfund transfer request will be applied to your entire TSP account.

Investment Funds	Balance	Current %	New %
Lifecycle Funds			
L 2050	\$0.00	0.00%	<input type="text"/> %
L 2040	\$123.05	1.40%	<input type="text"/> %
L 2030	\$0.00	0.00%	<input type="text"/> %
L 2020	\$0.00	0.00%	<input type="text"/> %
L Income	\$0.00	0.00%	<input type="text"/> %
Individual Funds			
G Fund Government Securities	\$8,583.11	97.35%	<input type="text"/> %
F Fund Fixed Income Index	\$28.23	0.32%	<input type="text"/> %
C Fund Common Stock Index	\$27.05	0.31%	<input type="text"/> %
S Fund Small Cap Stock Index	\$27.02	0.31%	<input type="text"/> %
I Fund International Stock Index	\$27.04	0.31%	<input type="text"/> %
Total	\$8,815.50	100.00%	100 %

You have another opportunity to review the information before you click **Submit**.

Mail confirmation to my address of record

Investment Funds	Balance	Current %	New %
Lifecycle Funds			
L 2050	\$0.00	0.00%	0%
L 2040	\$123.05	1.40%	100%
L 2030	\$0.00	0.00%	0%
L 2020	\$0.00	0.00%	0%
L Income	\$0.00	0.00%	0%
Individual Funds			
G Fund Government Securities	\$8,583.11	97.35%	0%
F Fund Fixed Income Index	\$28.23	0.32%	0%
C Fund Common Stock Index	\$27.05	0.31%	0%
S Fund Small Cap Stock Index	\$27.02	0.31%	0%
I Fund International Stock Index	\$27.04	0.31%	0%
Total	\$8,815.50	100.00%	100%

Click **Submit** to finalize your actions.

i Transaction Processing Time

An interfund transfer requested before 12:00 noon, Eastern time, on a business day will generally be processed that night. The new interfund transfer can be viewed online the next business day.

 Print this page for your records

Investment Funds	Balance	Current %	New %
Lifecycle Funds			
L 2050	\$0.00	0.00%	0%
L 2040	\$123.05	1.40%	100%
L 2030	\$0.00	0.00%	0%
L 2020	\$0.00	0.00%	0%
L Income	\$0.00	0.00%	0%
Individual Funds			
G Fund Government Securities	\$8,583.11	97.35%	0%
F Fund Fixed Income Index	\$28.23	0.32%	0%
C Fund Common Stock Index	\$27.05	0.31%	0%
S Fund Small Cap Stock Index	\$27.02	0.31%	0%
I Fund International Stock Index	\$27.04	0.31%	0%
Total	\$8,815.50	100.00%	100%

[Return to Interfund Transfers Home](#)

Looking up Social Security Benefits

If you have clients who are interested in looking up their Social Security benefits as a function of retirement planning, they can visit www.ssa.gov to gather their information.

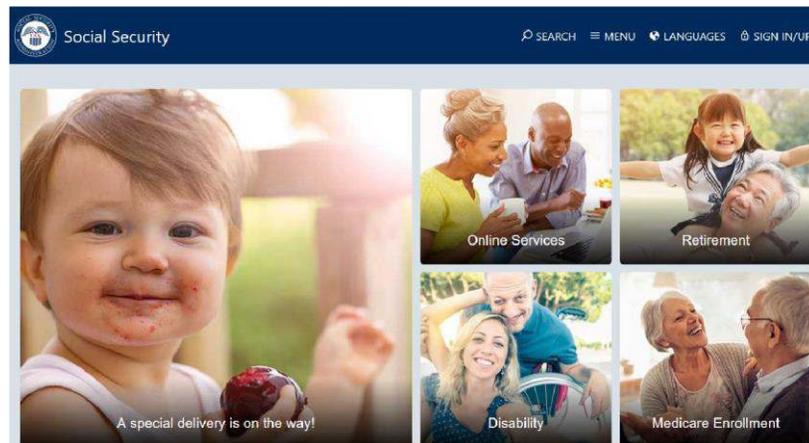
For a Sailor or Retiree who is not currently receiving Social Security, the website will enable them to:

1. Request a replacement Social Security card.
2. Check the status of their application.
3. Get their Social Security statement to:
 - a. Estimate their future benefits
 - b. Verify their earnings
 - c. View the estimated Social Security and Medicare taxes paid
4. Get a benefit verification letter.

For a Retiree or disabled Veteran who is already receiving Social Security benefits, an account can help them:

1. Request a replacement Social Security card.
2. Report wages they work and receive Social Security Disability Insurance and/or Supplemental Security Income benefits.
3. Get their benefit verification letter.
4. Check benefit and payment information.
5. Change their address and phone number.
6. Start or change direct deposit of their benefit payment.
7. Request a replacement Medicare card.
8. Get a replacement SSA-1099 or SSA-1042S for tax season.

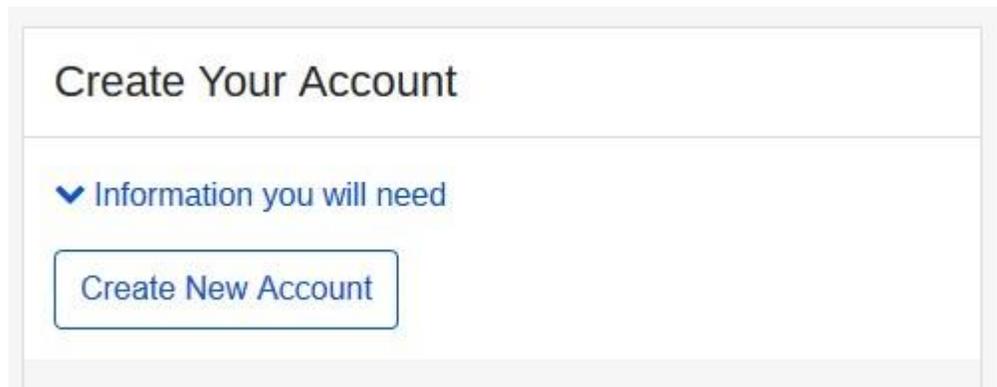
Go to www.ssa.gov to create an account.



In the upper right-hand corner click **SIGN IN/UP**, then click on **my Social Security**.



Next, click **Create Your Account** and agree to the terms of service.

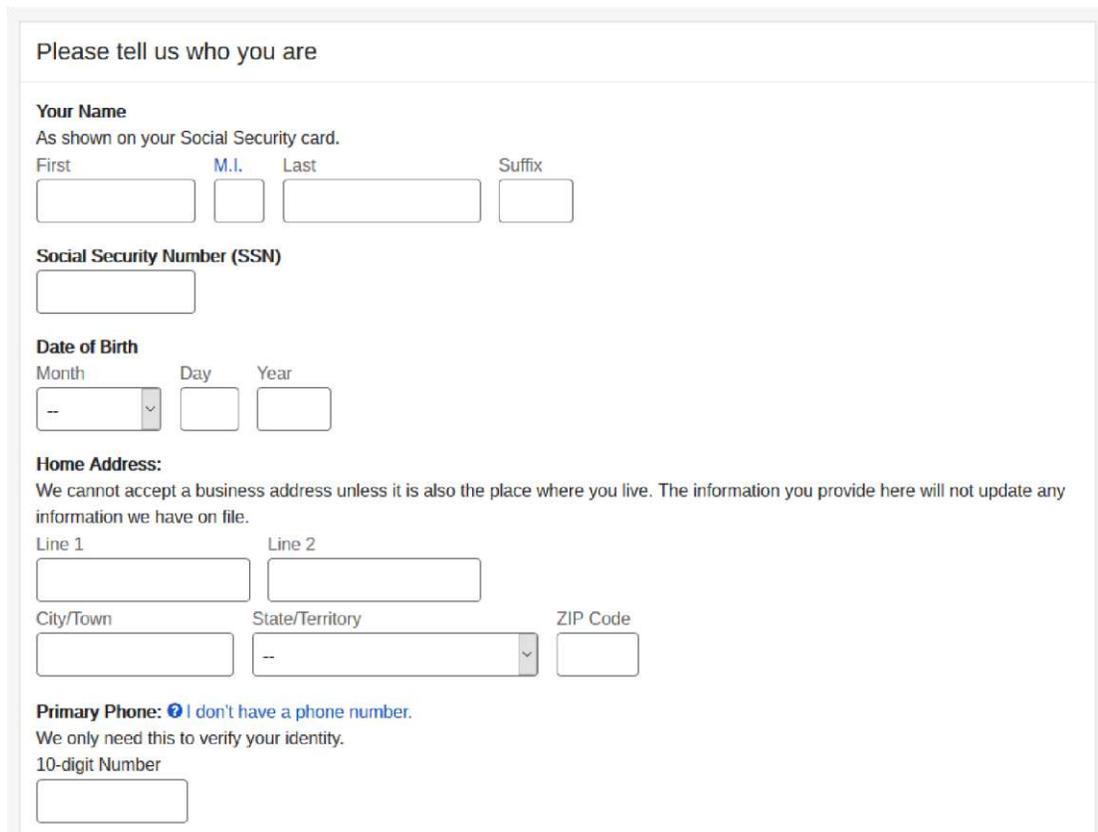


Create Your Account

✓ Information you will need

Create New Account

Complete the required personal information.



Please tell us who you are

Your Name
As shown on your Social Security card.

First M.I. Last Suffix

Social Security Number (SSN)

Date of Birth

Month Day Year

Home Address:
We cannot accept a business address unless it is also the place where you live. The information you provide here will not update any information we have on file.

Line 1 Line 2

City/Town State/Territory ZIP Code

Primary Phone: [I don't have a phone number.](#)
We only need this to verify your identity.

10-digit Number

Once you have completed your entry click **next** to create your username and password. You will be sent a verification email which will allow you to log into the website with your username and password.

After logging in, you will see your Social Security statement, estimated benefits, earnings record, and options to order replacement documents.

The screenshot shows a user interface for a Social Security account. At the top, there are navigation links: "My Home" (underlined), "Message Center", and "Security Settings". Below this is the "Overview" section. A welcome message states: "Welcome, You last signed in on November 30, 2017 at 9:58AM EST." To the right of the main content is a vertical sidebar menu with the following items: "Overview", "Estimated Benefits", "Earnings Record", and "Replacement Documents". The main content area is titled "Social Security Statement" and contains a message from Social Security: "A Message from Social Security: Your Social Security Statement...". Below this message, there are two rows of data: "Estimated Benefit at Full Retirement age (67): \$2,276 a month" with a link to "View Estimated Benefits", and "Last Reported Earnings: \$65,227 in 2018" with a link to "View Earnings Record". There are also links for "Print / Save Your Full Statement" (with a note: "Get a copy of your Statement information in a convenient, print-friendly format."), "Disclaimer", "Download Your Statement Data" (with a note: "Save your Statement information as an XML file."), and "How to use this file". At the bottom of the main content area, there is a section titled "Benefits & Payments" with the text: "You are not currently receiving Social Security benefits."

REPORTING CONTACTS

FFSMIS Reporting for Navy PFM

The Fleet and Family Support Management Information System also known as FFSMIS is the official information system for the FFSP. It supports program management and reporting needs to CNIC headquarters personnel, regional managers, and FFSCs. As a PFM it is your job to enter information from counseling sessions, group programs, and outreach events and activities. Doing so on a regular basis ensures that CNIC receives the most up-to-date program information, which ultimately helps them to justify the staffing and funding of your installation's PFM program. Communicate with your supervisor to be sure you are entering information in accordance with your FFSC's guidelines.

The information below provides a step-by-step tutorial for entering client information, group programs, and information and referral.

Entering One-on-One Appointments

Be sure to collect demographic information from your client at the start of your session. You will need the client's command, rate/rake, and branch of Service to complete your FFSMIS entry.

1. At the top of your screen click on **1 ON 1 CONTACT**.



2. Fill in each tab and click **commit**. It is very important to enter each one-on-one appointment to ensure you and your installation get credit for time spent with Service members.

Individual Consultation Note

Provider's Name*: -- Deployment Related*: -- Command: --

Contact Date: 9/26/2019

Contacts Seen:

Uniform Service Members: Family Members: Non-Beneficiaries:

Federal Civil Servants: Civilians: Total Contacts Seen*: 0

Update Time Spent Hours 0 Mins

CONTACT

Program Category*: --

Program Type Time Spent

Operational Stress Control Information Provided: -- Type of Contact*: -- Is this a repeat contact? --

Sponsor's Branch*: -- Rate/Rank: -- Sponsor's Status: --

TAMP or Relocation Related: --

Did you make a referral during this 1on1 consultation? --

History

Drag a column header here to group by that column

Entering Command Briefs and Trainings

Click on **GROUP PROGRAMS** to enter the information from your briefing. Having a copy of your roster is helpful when filling out this page. Be sure to enter in the number of Service members seen under **Participant Information** and **Active Duty Participant Details**. Next enter your time under **Time Consumed During Training/Workshop**. If the training you provided was a multiple-day workshop use the first day of the class as the date, and enter the total number of training hours. For Command Financial Specialist you should have one group entry for 40 hours, and Million Dollar Sailor should be entered as 16 hours. Only ONE staff member from the training should enter the information into groups. If there were multiple presenters from FFSP they can outcome their time spent teaching under the scheduling tab to get credit for their time. The goal is to ensure we don't have multiple

group entries for the same training. Once you've completed your time entry move to **Program Requestor Information** and **Commit** your entry to save it.

Group Programs

*Group Type: Command Operational Stress Control Information Included: --

*Program Category: PFM

*Program Type: Blended Retirement System

PARTICIPANT INFORMATION

	Army	Navy	Air Force	Marines	Coast Guard	DoD	Civilians	Totals
Active Duty:		20						20
Reservists:								0
Retired:								0
Family Members:								0
Branch Total:	0	20	0	0	0	0	0	20

ACTIVE DUTY PARTICIPANT DETAILS

Number of:

E1-E3	E4-E6	E7+	
10	10		
W1-W5			
O1-O3	O4-O6	O7+	Total
			20

TIME CONSUMED DURING TRAINING/WORKSHOP

By FFSC Staff: *Program Begin Date: 11/2/2017

Time Spent: 2 Hours 0 Mins

By Partner/Guest Speaker: Partner Agency:

Time Spent: 0 Hours 0 Mins DoL VA SBA VOL ED

PROGRAM REQUESTOR INFORMATION

Program for Command: NBK-Kitsap

Program Physically Delivered at: FFSC Site

*Deployment Related: Yes

Provider's Name: Allen, Somalia

Entering I&Rs

I&Rs help us to track individuals from outreach events like resource tables, short phone calls, email contacts, and walk-ins where just a few minutes were spent with the individual. Track these numbers daily if possible, and at the end of the week enter your numbers into FFSMIS.

I&R Summary

*Contact Type:	Phone	Date:	11/2/2017
*Action Type:	Provide materials		
*Program Category:	PFM		
*Deployment Related	Yes		
*Number of Contacts:	12		

the customer information including name, email, and phone number then click save. Next use the drop-down boxes for Program, Appointment Type, and Duration. Click on your desired time slot within your schedule to block the time.

- Next use the drop down to establish how the training will be delivered. For an individual appointment be sure to include the Sailor's rank and the reason for the appointment in the notes section. For a Command Briefing include details about the training (location, POC, materials needed).

Appointments [NEW APPOINTMENT](#) [NEW UNAVAILABILITY](#) [MANAGE](#)

LOCATION: Kitsap-Bangor - Bldg 1099 CUSTOMER: Test Test TYPE: PFM | Individual Consultation (Initial) APPOINTMENT DATE: Wed Nov 1st, 2017 - 11:00am, 1 hr 30 mins PROVIDER: Allen, Somalia

Program: Personal Financial Management (PFM) Appointment Type: Individual Consultation (Initial) Duration: 1 hr 30 mins

October 29, 2017 Calendar Options Allen, Somalia

	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM	9 PM
OCTOBER																
SUN 29																
MON 30																
TUE 31																
NOVEMBER																
WED 1																
THU 2																
FRI 3																
SAT 4																

How will this be delivered?

Is this a special request intake?
 No
 Yes

Number of Attendees:

Notes: E4 - BAH Budget

Recurrence Options:

Outcomes

- It's important to complete outcomes weekly (if time permits try to outcome your schedule daily). Click **SCHEDULING** which takes you to your **APPOINTMENTS** and select **MANAGE**. The Manage tab will pull up your appointments for that day, select **OUTCOME** (highlighted in green) and use the drop-down boxes to update your attendance and time spent.

Appointments
Customers
Providers
Events

Appointments

NEW APPOINTMENT
NEW UNAVAILABILITY
MANAGE

◀
November 3, 2017
▶
Allen, Somalia
Show Cancelled Appointments

Workflow	Time	Duration	Paperwork Sent	Name	Last	Reminder Call	Type	Provider	Location	
Outcome	Fri, Nov 3rd 2017, 8:30 am	7 hrs 30 mins		CFS	Refresher	No	Provide Training	Allen, Somalia	Kitsap-Bangor - Bldg 1099	Details Edit Appt Cancel

OUTCOME

What was the outcome of this contact?

What was the duration of this contact?

2. Management staff will review your scheduling utilization to determine how much of your time was spent working with clients/providing PFM services. The utilization percentage is pulled from the scheduling outcomes you complete each month.

FINANCIAL LITERACY

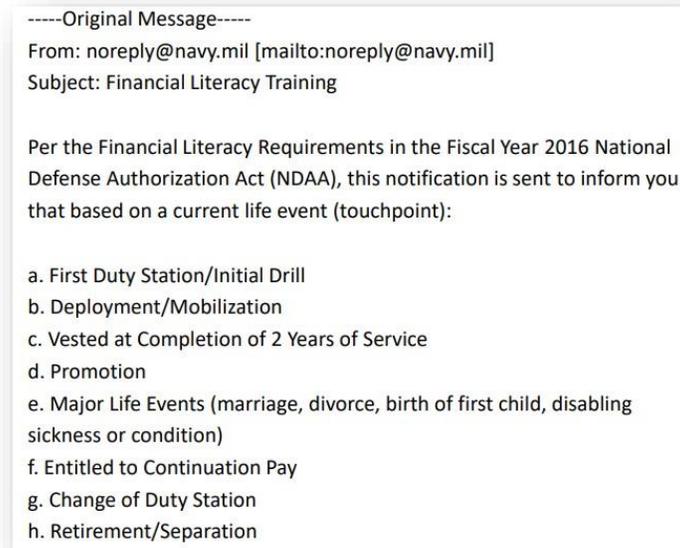
Financial Literacy Touchpoint Training

Military Lifecycle Touchpoints

As a PFM or CFS it is important that you are aware of the procedure for conducting touchpoint training. Per the FY16 NDAA and Title 10, U.S. Code, section 992, Service members will receive Financial Literacy Training at mandated personal and professional touchpoints across the military lifecycle, beginning with recruit and officer accessions training and continuing throughout a Service member's career and transition to civilian life. The DTM signed Aug. 13, 2019 outlined the required Terminal Learning Objectives (TLOs) for each point in the Service member's lifecycle.

Email Notification

Navy Service members will receive an email once they have reached one of these touchpoints and they will be advised to communicate with their CFS or PFM to complete the educational requirement (the email received does not specify the touchpoint). The email received by Sailors to the address in NSIPS may look as follows:



Your goal is to ensure that your Service member has received training or counseling required for that touchpoint. The training focuses on the Terminal Learning Objectives. TLOs are the base of knowledge and skills that Service personnel will receive training on and will need to master in order to be financially literate for that point in their life. Some TLOs may be addressed more than once during the military lifecycle.

What to Do When a Sailor Needs Touchpoint Training

Clarify with your client about the specific touchpoint they have reached. Find the appropriate Counselor and Counseee checklists for that event. Touchpoint Checklists are currently the fastest way to meet the touchpoint requirements.

The CFS or PFM would use the Counselor Checklist (titled PFM/CFS Checklist) to go over each topic in a counseling session with the Sailor. It has small notes for the counselor that can help guide the conversation and ensures all TLOs required are discussed.

The CFS or PFM would give the client the Counseee Checklist version (titled My Checklist). This does not have the notes that the PFM/CFS sheet does, but it has all of the required points and tasks so the Sailor can remember to do different financial activities necessary at that point in their career or life. It lists related handouts to give the Sailor. It also has a place for the PFM/CFS and Sailor to sign showing that they have done the required training/counseling with you. This can be returned to their command for recording completion. Your goal is to ensure that your Service member has received training tools required for that touchpoint.

Where Do I Find the Checklists?

CNIC Webpage

You can access the CNIC webpage hosting the PFM/CFS Checklist and the coordinating Counselor Checklist (titled My Checklist). They can be found at:

https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/work-and-family-life/personal_finances/pfm-touchpoint-checklists.html.

PFM MilSuite Page

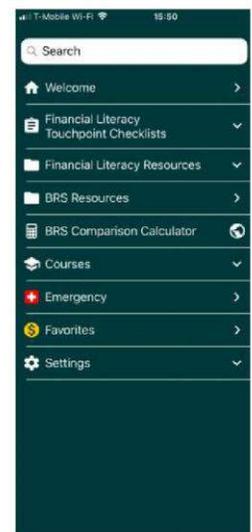
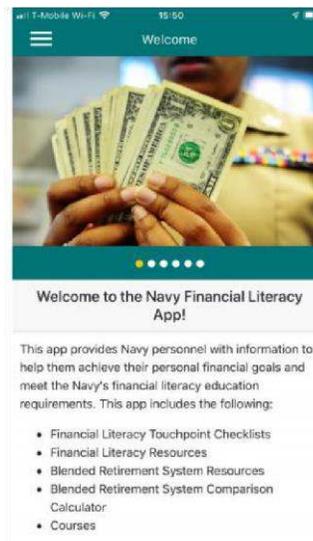
You can also find the checklists on the PFM MilSuite page at

<https://www.milsuite.mil/book/groups/cnic-personal-financial-management-program-wfl>.

Following the link will lead you to request access to the page. CNIC will approve this request within a day or week, so please sign up before you have a client sitting in front of you. See the MilSuite section for more information on MilSuite.

The app also has a link to the CNIC page with the checklists. If your client needs to access the information on their own, you can direct them here easily. The MyNavy Financial Literacy App is available to download free on Apple and Android devices.

The app will provide you with a breakdown of the touchpoint including required and recommended trainings.



What Other Materials Meet Touchpoint Requirements?

We are developing videos and class curriculum in a touchpoint format. The videos should be released May 2020, and the curriculum around October 2020. The videos will be available on Navy eLearning later in 2020 as well.

The current Navy PFM curriculum does meet the requirements, just in a longer format. There are charts that show which classes meet which touchpoints on My Navy Financial Literacy App and the MilSuite page.

Recording Completion of Required Training

Use the CFS/PFM Checklist and the Counselor Checklist (called My Checklist) for the appropriate touchpoint training. The Counselor Checklist has a place for the CFS/PFM and the Counselor to sign. Once you have completed your counseling session or class, provide your client with your signature on the counselor checklist (called My Checklist) that details

the training topic. Your client will take this signed checklist to his/her training office to ensure the training is manually recorded in the member's Electronic Training Jacket (ETJ) by documenting in FLTMAPS via a Learning Event Completion Form (LECF).

You may want to provide the pathway to your client just in case their training officer is unaware of the process for manual entry.

The path in FLTMAPS to access the LECF module to enter course grads: [Select Learning Events >Completion Form > GMT and Other Training > Category/Group/Course > FINANCIAL LITERACY TOUCHPOINT TRAINING > FINANCIAL LITERACY COURSES > click on the desired course CIN to make grad entries.](#)

Touchpoint Requirements from DTM 19-009

TLOs are the base of knowledge and skills that Service personnel need to master in order to reach financial readiness for that point in their life or career. Some TLOs may be addressed more than once during the military lifecycle. A copy of the charts from the DTM 19-009 on the next pages can help you discover the learning objectives.

	Initial Entry Training	First Duty Station	Permanent Change of Station	Promotion	Vesting in TSP	Entitlement to Continuation Pay	Major Life Events	Leadership Training	Pre- and Post-Deployment	Transition
Planning for the Future	Comprehend the components of Service member's military retirement system and the importance of preparing for retirement.	X				X	X	X	X	X
	Discuss the reasons, needs, types, and options for purchasing insurance.		X				X		X	X
	Understand purpose and implications of estate planning (beneficiaries, wills, trusts, power of attorney, etc.)	X					X		X	X
Compensation, Benefits, and Entitlements	Know the components of basic pay and allowances throughout one's military career.	X								
	Examine the impact of special pay and entitlements.		X	X					X	
	Discuss TRICARE options and costs.		X				X		X	X
	Discuss survivor and dependent benefits.						X		X	X
	Understand future financial benefits afforded by the Department's Career Investment Programs.		X		X				X	
Saving and Investing	Understand interest and how the concept of compounding works.		X							
	Recognize the importance of and be able to develop savings and an emergency fund.		X		X		X		X	X
	Describe the fundamentals of investing.		X							
	Understand and be able to manage a Thrift Savings Plan (TSP) account.		X		X				X	X

Notes:

- *Permanent Change of Station* applies to Service members in paygrades E-1 to E-4 and O-1 to O-3.
- *Promotion* applies to Service members in paygrade E-1 to E-5 and O-1 to O-4.
- *Major Life Events* includes, at a minimum, marriage, birth of first child, divorce, and disabling sickness or condition.
- *Transition* includes separation, transition between Active and Reserve Components, and retirement.

Free Swag/Resources

Help your clients retain the information you provide during counseling sessions, trainings, and outreach events by offering them educational materials and fun prizes. Use the links below to order

great swag and resources that will give your students/clients buy-in that will make your event a success.

FINRA

<https://tools.finra.org/portal/sai-portal>

FINRA Foundation Online Warehouse offers free orderable or downloadable publications, tool kits, stress balls, pens, notepads, bags and more.

Military One Source

<https://www.militaryonesource.mil/web/mos/products#!/>

Military OneSource offers free orderable or downloadable products to military service members, their immediate families and military service providers or leaders. Military OneSource products include fact sheets, guides, books, posters and more, covering topics such as financial, deployment, nutrition, MWR and military family resources.

Log in to your Military OneSource account to get started or to order products. New user? Register now for your free account.

Note: Some products are only visible/available to users with specific account access.

Consumer Financial Protection Bureau (CFPB)

<https://pueblo.gpo.gov/CFPBPubs/CFPBPubs.php>

Order FREE Consumer Financial Protection Bureau Publications.

The mission of the Consumer Financial Protection Bureau is to make markets for consumer financial products and services work for consumers by making rules more effective, by consistently and fairly enforcing those rules, and by empowering consumers to take more control over their economic lives.

Federal Trade Commission (FTC)

<https://www.bulkorder.ftc.gov/publications>

FREE publications for consumers and businesses. Shipping also is free and takes 3-4 weeks. You can download, print and share additional publications at FTC.gov.

Federal Reserve Education

<https://www.federalreserveeducation.org/>

The Federal Reserve System develops and delivers economic and personal finance education content to teachers, students and the public. These resources are accessible through www.FederalReserveEducation.org in a downloadable and/or PDF format. For materials also available in print, use the form on the site. The quantity received will be one unless otherwise indicated.

USAA Educational Foundation
<https://usaaef.org/>

The USAA Educational Foundation offers the military and local community an extensive library packed full of FREE financial education materials.

Our videos, articles, courses, publications, and infographics provide credible and useful information that speaks to a variety of subjects. These financial education materials will provide you with financial information that's objective, relevant and usable.

MilSuite

MilSuite is your one-stop shop for everything you need as a Personal Financial Manager or Command Financial Specialist. This interactive website provides you with up-to-date financial news regarding the Navy's PFM Program, blogs authored by fellow PFMs, training opportunities, and a plethora of resources and curriculum. Be sure to save this site as a favorite:

https://www.milsuite.mil/book_groups/cnic-personal-financial-management-program-wfl/overview

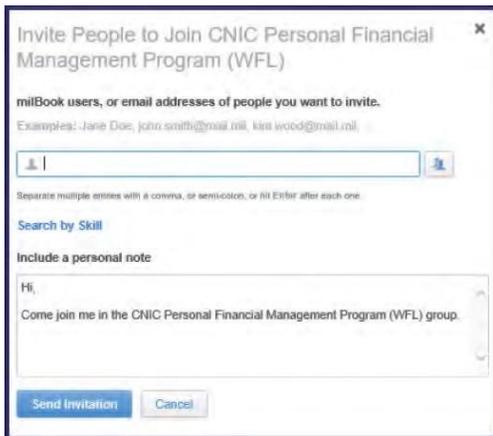
If you have never been on the site, you may have to wait a day or so after trying to gain access to be added to the group. Once logged on, you will be taken to the Overview page which contains:

- Polls — Contributing to the polling information helps analysts better understand what PFMs want and need.
- Resources and Curriculum — All of the Personal Financial Management Standardized Curriculum is housed here.
- CEU Opportunities — As an Accredited Financial Counselor it is important that you stay on top of requirements for continuing education units. Here you are provided links to webinars that will help you maintain your certification.
- Money Minute Newsletter — Each month the newsletter is distributed with the latest content regarding the PFM program.
- Best Practices Blog — Learn best practices from your colleagues around the world to enhance your skills and your installations PFM program.
- Links and Tools — General links for clients and PFMs
- Policy and Instructions — You will find the instructions that govern the PFM program here.
- Outside News — Find outside financial news that has an impact on the military community.

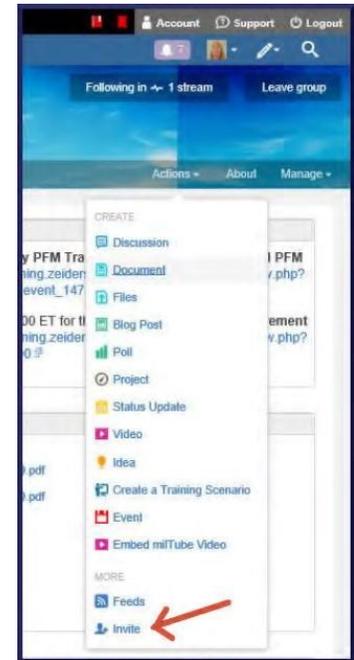
Adding Your CFS Class Participants to the PFM MilSuite Site

Add the emails for the CFS in class to the PFM website through the PFM MilSuite site.

1. Go to <https://www.milsuite.mil/book/groups/cnic-personalfinancial-management-program-wfl>.
2. As shown here on the right, go to **Actions** on the blue bar at the far right of the page under the banner.
3. Include the military email of the CFS Student — regardless of service — into the pop-up box. It is possible to add more than one email at a time.

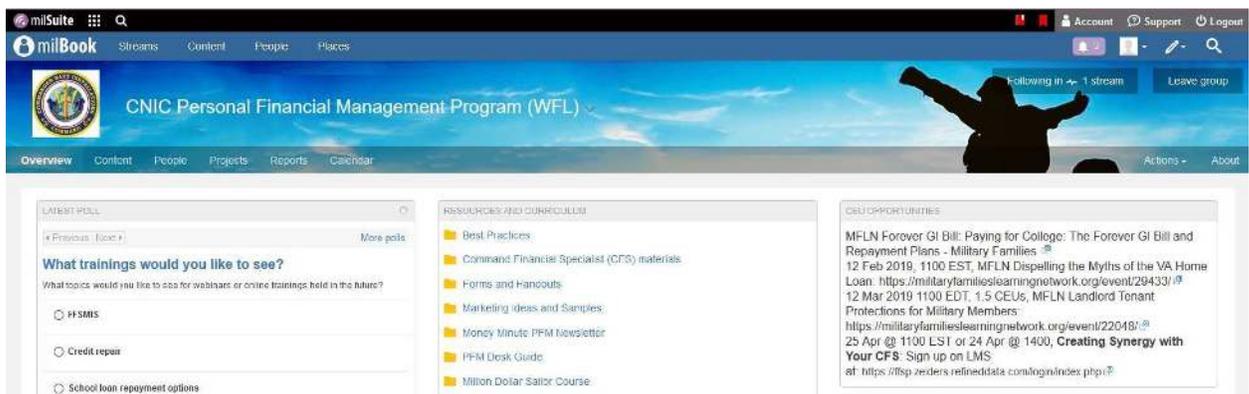


Civilian email addresses are not recognized by MilSuite and will show an error that will prevent uploading all other addresses entered at the same time. Create a generic email inviting them to the group and reminding



them what they were told in class and paste it in the personal note box. Maybe say something like, "Hello, and welcome to the PFM MilSuite site. This is the place to go for CFS materials, resources, curriculum, training, news and updates." Then leave your email address. Type in, "Sent via MilSuite," under your name so there is no confusion if they contact you asking for more information. It will look like a regular email to them.

4. The invitation will send a notice to the CNIC PFM Program Analyst to approve the new CFS. They approve these daily or weekly depending on workload.
5. They will be able to see the MilSuite site and access resources when they log in.



Navy Financial Literacy App

The Navy Financial Literacy App provides Sailors with the information they need to achieve their personal financial goals and meet the Navy's financial literacy education requirement.

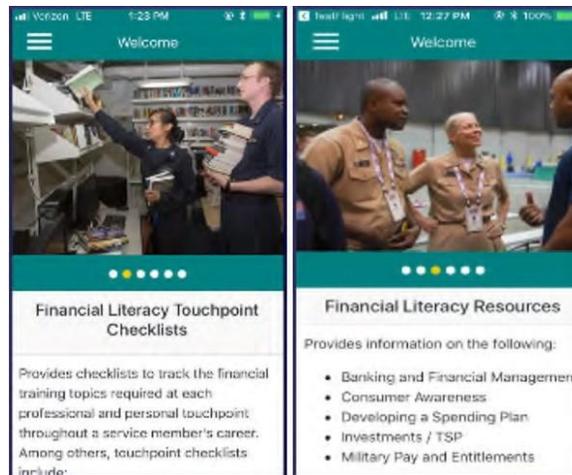
The National Defense Authorization Act (NDAA FY16) made significant changes to the military retirement system and mandated that Navy personnel obtain additional financial literacy training. This app supports that training via checklists, videos and a compendium of in-app and online resources. The application is divided into the following sections for ease of use:

Financial Literacy Touchpoint Checklists offers lists to track financial training topics required at each professional and personal touchpoint of a Service member's career. Checklists include Initial Entry Training, Arrival at various duty stations, Promotions and Continuation Pay, Marriage and Divorce, Birth of a First Child, Pre- and Post-deployment, Separation or Retirement.

- **Financial Literacy Resources** includes information on Banking and Financial Management, Credit and Debt, Financial Planning and Spending Plans, Investments, Insurance, Military Pay and Entitlements.
- **Blended Retirement System (BRS) Resources** offers various types of information, links and videos. This includes information on the Navy Standard Integrated Personnel System (NSIPS), which allows Service members to view their BRS status, verify BRS election, elect Continuation Pay and acknowledge review of their Budget/Financial Plan at designated career touchpoints.
- **BRS Comparison Calculator** helps Opt-In eligible Service members make an educated decision on which retirement system is right for them (there are members that are still eligible to make the opt-in decision).
- **Courses** includes access to Opt-In Training for the BRS, Uniformed Services Blended Retirement System: Your Retirement System, Leader Training to Introduce the BRS, BRS Financial Counselor/Educator Course and Family Financial Planning.

Download the app today and be sure to pass along this resource to clients and commands.

Visit the website at www.applocker.navy.mil or download through Google Play App Store or Apple iTunes App Store.



Updating Slides and Creating Curriculum

It is your responsibility as the PFM to ensure that your curriculum is up to date. All of the CNIC-provided PowerPoints should be updated to reflect current statistics and Navy trends. If the information within your slideshow is no longer relevant you can delete the information or find the current information to replace it. Review your curriculum annually to make necessary changes.

In addition to the core program areas, there may be additional financial topics presented at a particular FFSC site. These programs are usually developed in response to a current financial need between updates for the Personal Financial Management Standardized Curriculum. Use the tips below as guidance when developing your PowerPoint curriculum:

- Only design slides after the content has been written and activities have been determined.
- Use design templates found in PowerPoint.
- Standardize position, colors and styles of text.
- Include only necessary information (bullet points work best).
- Use colors that contrast.
- Be consistent with effects, transitions, and animations. Limit the use of these special effects.
- Limit the number of slides. Too many slides can outlast the attention span of the audience.
- Use larger font to indicate more important information.
- Use a sans-serif font for body text. Sans-serif fonts tend to be the easiest to read on the screen.
- Align text either left or right. Centered text is harder to read.

- Do not use all capital letters as they are harder to read.
- Limit punctuation marks.
- Use graphics to illustrate the main point.
- Balance the slide — graphics and words.
- Use quality graphic images.
- Dry run completed presentation to ensure PowerPoint graphics and slides are visible on the big screen.

CFS Refresher

CFS Recertification Requirements

OPNAVINST 1740.5D (Enclosure 6, Section 1, Paragraph f) requires that a CFS must successfully complete the CFS Refresher Training every three years, at minimum.

To be eligible to take the one-day CFS refresher course instead of the five-day CFS training to maintain certification every three years, a CFS must:

1. Have any mix of the following (minimum of four per quarter): one-on-one financial counseling appointments, and/or Personal Financial Management (PFM) training or briefs for the command, division, department, or branch;
2. And attend at least two quarterly area wide CFS Awareness Forums per year. Installation PFM courses, CNIC PFM webinars, and Military Family Life Network webinars pre-approved for AFC CEU credits also count.

The CFS requesting to recertify with the one-day course must have a current CFS certification that has yet to expire. They will need to provide documentation to the Fleet and Family Support Center (FFSC) Personal Financial Management (PFM) staff showing that they have met the minimum activity requirements to take the one-day refresher (through their quarterly reports), and that they have completed the pre-work for the one-day recertification course available from the FFSC.

If they have not met the minimum contact requirements, their certification has already expired, or if they would prefer the full review, the CFS can attend the five-day standard course to recertify.

Below is an example recertification form provided by Navy Region Northwest. This form is to be completed and returned prior to attending the Refresher course.



Command Financial Specialist Recertification

OPNAVINST 1740.5D requires that a Command Financial Specialist (CFS) must successfully complete the CFS Refresher Training every three years, at minimum, to maintain their certification.

To be eligible to take the one-day CFS refresher class:

_____, the Command Financial Specialist, has completed a minimum of 4 one on one financial counseling appointments and/or personal financial management trainings or briefs for the command, division, department, or branch, per quarter.

I am aware that the Command Financial Specialist is required to attend at least two quarterly area-wide CFS Awareness Forums, CNIC PFM Webinars, PFM classes at EFSC, or MFLN webinar pre-approved for AFC CEUs per year.

The Command Financial Specialist completed CFS Training or CFS Refresher training on _____
(Date)

Name (Please print)

Date

Signature

Command Financial Specialists can use the CFS "Quarterly Activity Report" to track the number of trainings and one-on-one counseling sessions provided.



COMMAND FINANCIAL SPECIALIST (CFS) QUARTERLY ACTIVITY REPORT

TRAINING/BRIEFS:

Date	Name of Training	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NUMBER OF TRAINING PARTICIPANTS:

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8
E-9	O-1	O-2	O-3	O-4	O-5	O-6	O-7
O-8	O-9	W-1	W-2	W-3	W-4	W-5	Family Members

NUMBER OF ONE-ON-ONE COUNSELING SESSIONS CONDUCTED:

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8
E-9	O-1	O-2	O-3	O-4	O-5	O-6	O-7
O-8	O-9	W-1	W-2	W-3	W-4	W-5	Family Members

NUMBER OF REFERRALS MADE:

FFSC	NMCRS	TRICARE	Debt Management	Housing	Other:
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AREAS OF ASSISTANCE PROVIDED:

Military Pay and Allowances	Checking/ATM	Consumer Issues
Budgets/Money Mgmt.	Saving and Investing	TSP/BRS
Military Retirement Planning	Car Buying/Selling	Credit/Debt
Letters of Indebtedness or Letter of Intent	Insurance	Predatory Lending
Pre-deployment Financial Mgmt.	Bankruptcy	PCS/Money and the Move
Overseas Screening/Budgeting Issues	Gambling	Other:

CFS Name: _____ Quarter: _____ Calendar Year: _____
 Command: _____ Installation: _____
 CFS Signature: _____ Date Signed: _____

Waiver Requests

CFS Waiver Request (US Coast Guard)

To be appointed as a Command Financial Specialist (CFS), COMDTINST 1740.8A requires that service personnel be in pay grade E6 or E5 with at least 6 years of service. Commands can request a waiver for E5 Personnel with less than 6 years of service to become a CFS under set conditions. CG civilians are not authorized to become a CFS. Commandant (CG-1112), Personal Financial Management Program is established as the single point waiver authority for commands seeking to appoint a CFS at the E-5 level. Waiver requests should be forwarded directly to: HQS-SMB-FamilySupportServices@uscg.mil. Waivers must be granted from CG-1112 before an E5 Service member can be registered to attend a CFS class.

Step 1: Gain approval from CG-1112, Personal Financial Management Program.

COMMANDANT (CG-1112)
 ATTN: OFFICE OF WORK LIFE
 US COAST GUARD STOP 7907
 2703 MARTIN LUTHER KING JR AVE SE
 WASHINGTON DC 20593-7907
 Work: 202-372-1594, Fax: 202-372-8467
HQS-SMB-FamilySupportServices@uscg.mil

Step 2: USCG PFMP will forward approval to CNIC

Dana Carlyle, AFC
 PFM Program Analyst
 716 Sicard Street, SE Suite 1000
 Washington Navy Yard, DC 20374
 Phone: 202-433-1888
 Email: dana.carlyle@navy.mil

Information Updated 3/3/2020

CFS Waiver Request (Marine Corps)

Qualifications of the Command Financial Specialist (CFS):

The CFS shall function as the command's principal advisor on policies and matters related to financial education. The following qualifications apply:

- a. Per reference (a) military members in the rank of E-6, and above shall be appointed a CFS upon approval of the application and completion of the CFS Course as designated on enclosure (6) of MCO 1700.37. The Director, Marine and Family Programs Division (MF),

HQMC, is the waiver authority for commands seeking to appoint a CFS at the E-5 level. Waivers will not be granted below E-5. MCO 1700.37 11 DEC 2014 (Page 2-1) (Enclosure (2))

Your Commander should request and confirm in writing by email on Command Letterhead (Note: Name of CFS Candidate should be specified.) that:

- You are command approved
- Your Rank is E-6 or above
- You are highly motivated
- You are financially stable
- You meet the financial overseas screening standards, if applicable
- You have no record of Letters of Indebtedness (LOI) or non-sufficient funds (NSF)
- You have no (NJP) or poor performance counseling above the rank of LCpl
- You have at least one year remaining at the command at time of CFS course completion
- You have successfully completed the Leading Marines course and the current MCI 3420 and 3422 Personal Financial Management courses

We encourage you to complete the "Introduction to the Command Financial Specialist (CFS) Program" course offered by the Personal Financial Management Curriculum. Gain access by contacting Curriculum Specialist Katrina Laskowsky at katrina.laskowsky@usmc.mil. Once you are approved as CFS, please contact us for all your CFS Resources.

Command should send request for CFS Appointments to POC Jim Robinson-Program Manager - PFMP at James.M.Robinson@usmc.mil Phone:703-784-9550.

Please do not send Marine CFS Waiver request to NAVY.

CFS Waiver Request (Navy)

To be appointed as a Command Financial Specialist, OPNAVINST 1740.5D requires that Service personnel be in pay grade E6 or above including frocked to E6 Personnel, or E5 with at least 6 years of service. Commands can request a waiver for E5 Personnel with less than 6 years of service to become a CFS under set conditions. Please refer to page two of this document for the excerpt from the Instruction pertaining to E5 waiver requirements. The PFM Program Analyst is Dana Carlyle at CNIC. Waiver requests should be forwarded directly to her at: DSN 288-1888 or e-mail: dana.carlyle@navy.mil. Waivers must be granted from CNIC **before** we can register E5 Service members for CFS class.

Dana Carlyle, AFC
 PFM Program Analyst
 Navy Fleet & Family Support Programs (N911)
 Commander, Navy Installations Command
 716 Sicard St., SE, Suite 1000

Washington Navy Yard, DC 20374-5140
 (202) 433-1888

OPNAVINST 1740.5D
 24 Oct 2017

COMMAND FINANCIAL SPECIALIST
 QUALIFICATIONS, FUNCTIONS, AND TRAINING SITES

1. Qualifications of the Command Financial Specialist. The command financial specialist must function as the command's principal advisor on policies and matters related to personal financial management. The qualifications listed in subparagraphs 1a through 1f apply.
 - a. Pay Grade
 - (1) Be in pay grade E-6 and above (including officers). An E-5 with a minimum of 6 years of service may be appointed as a command financial specialist. Medium and large commands are strongly encouraged to have an officer(s) serve as the command financial specialist to lead their program.
 - (2) Utilization of E-4s due to the lack of requisite senior petty officers is not authorized. Waivers will not be granted.
 - (3) Commands wishing to appoint an E-5 with less than 6 years of service must submit a waiver request and receive approval. This waiver request must be routed from the CO to the CNIC personal financial management program manager, via the regional personal financial management coordinator, for final approval. Waiver requests must contain, at a minimum, the information contained in subparagraphs 1a(3)(a) and 1a(3)(b).
 - (a) Command paygrade demographics (e.g., indicating the absence of senior personnel meeting established criteria).
 - (b) Certification of the designated Service member's qualifications.
 - b. Motivation. Highly motivated and financially stable (must meet the financial overseas screening standards found in subparagraph 2i). For assistance with the command financial specialist screening process, COs may refer to the FFSC financial educator and counselor staff for guidance. Screening must be completed prior to training.

Enclosure (6)
Date

From: Name of Command
 To: Dana Carlyle, CNIC PFM Program Analyst
 Subj: COMMAND FINANCIAL SPECIALIST PAYGRADE WAIVER FOR
 (Students name).
 Ref: (a) OPNAVINST 1740.5D

NOTE: WAIVER(S) ARE NOT REQUIRED FOR E5'S WITH MORE THAN 6 YEARS OF ACTIVE DUTY SERVICE.

1. Command is requesting a paygrade waiver for (NAME) to attend Command Financial Specialist Training.
2. (NAME) requires a paygrade waiver to attend the Command Financial Specialist Course. He/she is the primary choice to attend the course due to financial stability and ability as an instructor.
3. As per reference (a), a paygrade waiver for E-5 individuals with less than (6) years active duty who wish to become a Command Financial Specialist is needed for commands whose demographics dictate that there are not enough qualified E-6s due to a high OPTEMPO and frequent deployment rate.
4. Command certifies that (NAME) will have more than one year left at the command upon completion of the CFS Course. His/Her PRD is DATE.
5. Command has been screened and He/She has no outstanding or unresolved letters of indebtedness or returned checks for insufficient funds.
6. Point of Contact is: (Current CFS) phone & email
7. Location of FFSC holding the class:

Signature of LPO/LCPO

Child and Youth Program Waiver Request

(For Navy, Army, Marine Corps) *Coast Guard does not participate in CDC hardship screenings.

Hardship exceptions allow CYP's to adjust fees to accommodate temporary situations that arise for families. Regional Child and Youth Program Managers have the sole discretion to grant case-by-case exceptions to an individual's fee range based on hardship or any special circumstances (e.g., divorce, illness, loss of employment) that affect total family income. Command Hardship Exceptions must be documented in writing, maintained in the family's Fee Agreement and re-evaluated at least every 90 days (or more frequently, depending on the circumstances).

Hardship waiver request requires a full financial review and budget. This can only be completed by a Personal Financial Manager (PFM) from Navy, Marine Corps, Army or equivalent military branch association unless there is no PFM at a duty station and a designee is appointed to complete the budget requirement. **Encl: Sample NRSW Child and Youth Program Hardship Waiver Request. Form is provided for your info only: (This is controlled form and to be given only by the CDC Director, forms may vary across services)**

NRSW CHILD AND YOUTH PROGRAMS HARDSHIP WAIVER REQUEST

Sponsor's Name (print) _____ Phone _____
 Command _____ Rate/Rank _____
 Command Address/Phone: _____
 Child/Children Name(s): _____
 Center(s) Enrolled in: _____ Current MPD Fees \$ _____
 Requesting: Payment Plan Reduction in Fees Emergency Temporary Placement

Sponsor Signature/Date: _____
 NOTE: If granted, new fees are subject to review/change every 90 days. Emergency Placement will not exceed 30 days. Failure to provide requested documentation (see instructions) will result in disapproval.

FFSC REVIEW:
 Child/Children commenced care on: _____
 1st Child _____ Current Age: _____ Current Fees \$ _____
 2nd Child _____ Current Age: _____ Current Fees \$ _____
 3rd Child _____ Current Age: _____ Current Fees \$ _____
 FFSC Financial Review/Budget attached: Yes No All supporting documentation attached: Yes No

Review Verified by: _____ Date: _____

COMMAND REVIEW AND ENDORSEMENT
 Commanding Officer/Department Head (of civilians) of Sponsor (Print) _____
 Phone _____ Email: _____
 Having reviewed all supporting documentation, this request is forwarded recommending: Approved _____ Disapproved _____

Signature/Date: _____
 Command Comments: _____

CYP Review:
 ICYPD Forwarded recommending: Approved _____ Disapproved _____
 Name: _____ Signature _____ Date: _____

Installation N9 or Designee: Forwarded recommending: Approved _____ Disapproved _____
 Name: _____ Signature _____ Date: _____

NRSW Regional Child and Youth Program Manager or Designee:
 The above request is Approved _____ Disapproved _____

Proposed Fee Category and Total MPD Fee (s) \$ _____ Proposed Payment Plan _____
 Emergency Temporary Placement (Yes/No/N/A) Implementation Date _____ Expiration Date _____
 Comments: _____

Regional CYP Managers Signature: _____ Date: _____

*First Section

**FFSC/ PFM Review

Sponsor will need to provide the following documentation to support their application:

- Written statement of what is being requested and why
- Supporting documentation (from sponsor or spouse if deployed) that supports the request for a reduction in fees or payment plan as outlined in the written statement. For example divorce documents, employment layoff documentation, disability documentation (state or private insurance), unemployment documents, temporary child custody and a basic medical note if the request is due to a temporary medical problem that prohibits work – similar to what is provided to an employer for long-term medical leave (actual medical details not required)
- Copy of current LES and spouse proof of income (if applicable)
- Copy of current CYP fee agreement
- Additionally, for PFM financial and budget review, sponsor must also bring in current bank statement, list of liabilities (minimum payment, interest rate, balance on accounts)

Process:

1. Sponsor to complete the *first section of the waiver request form
2. Sponsor to contact FFSC PFM if requesting a reduction in fees or payment plan. Sponsor has to complete a full financial review and budget with PFM with information from documentation provided. The PFM will need to review all supporting documents for this request to ensure the budgeting form (EFPW) is completed correctly.
3. Once budget is completed, ensure that all supporting documentation and completed budget is attached with the waiver request. PFM or designee to sign and date **FFSC review before returning it to the Service member.
4. Service member will route completed packet (supporting documentation and completed budget) up his/her chain of command for approval before returning packet to CYP for further consideration.

Tips for PFMs:

- Ensure that the actual column of the budget reflects actual spending according to the bank statement and bill / debt payment amounts are verified.
- Projected column should include recommended changes in budget that can be completed in a 30-day time frame. (Example: Eating out, entertainment, travel expenses – propose a 75% reduction from current spending in those categories if able. If not, explain in remarks column of budget)
- Projected grocery budget should reflect family size, age using USDA estimates (Explain higher food cost expenditure in remarks column of budget — e.g. gluten free due to illness)

- Enter current child care payments as reflected in the CYP fee agreement in both actual and projected columns.
- Current utility cost (cable, internet bundle) – Review possibility of going internet only, canceling cable altogether or removing premium channels. If this is not possible, due to contract, cancellation fees or cost of going internet only is more expensive than the bundle, explain in remarks column.
- Provide recommendations and referrals on Recommendation page of EFPW