

## Training: Calculating Chargeable Leave (1 August 2022)

In IPPS-A, Release 3, since the local Military Pay/Finance Offices will not have input capability, the recording the chargeable leave for a PCS will fall to the local MPD.

### Important Information.

- The Defense Finance and Accounting Service (DFAS) at Rome, New York, receives, reviews, and pays permanent change of station (PCS) claims for Army Active Component Soldiers. They maintain the central repository for Army PCS Travel Claims for the Active Component in a system called goDocs.
- Military Pay/Finance Offices world-wide have Military Pay/Financial Management POCs at their locations who can help answer questions about obtaining goDoc access and researching goDocs for copies of paid Military PCS travel vouchers with advice of payment (AOP) attached.
- Also, in IPPS-A, Release 3, much of the data needed for the calculation may already be located in the absence section of IPPS-A.

### Process for Obtaining Access, Locating PCS Travel Vouchers, and Calculating Chargeable leave.

**Step 1. Obtaining Access to Vouchers.** Once submitted by the Soldier, all Army PCS travel vouchers are stored in a system owned by the Defense Finance and Accounting Service (DFAS) called goDocs.

- See Handout #1-Steps to Obtain System Access to goDocs.
- **DFAS advises that a goDocs user account will be locked at 30 days and then deleted at 45 days if the employee does not log into goDocs.**

**Step 2. Searching for Vouchers in goDocs.** Once DFAS grants the MPD employee access to goDocs, the employee can search for submitted PCS travel vouchers. Employees can search for single vouchers or a range of vouchers.

- See DFAS video for how to search for and pull travel vouchers in goDocs - "Video-Searching for PCS Vouchers in goDocs" (4 minutes).
- Your local Military Pay/Finance Offices can also assist with teaching this task.

**Step 3. Calculating Chargeable Leave.** Once an MPD employee has located a paid PCS travel voucher with advice of payment for a newly arrived soldier, they can calculate the chargeable leave for a newly PCSed Soldier.

- See Handout #2: Calculating Chargeable Leave with PCS Travel Vouchers.
- See also the USAFMCOM Video on how to calculate chargeable leave "Video-Calculating Chargeable" (10 minutes).

**If you have recommendations or identify errors in the handouts or training videos, please reach out the U.S. Army Financial Management Command (USAFMCOM) Secretary to the General Staff at: [usarmy.indianapolis-in.fin-mgt-cmd.mbx.sgs@army.mil](mailto:usarmy.indianapolis-in.fin-mgt-cmd.mbx.sgs@army.mil)**