

**FINANCE AND YOU HANDBOOK
A GUIDE FOR COMMANDERS,
FIRST SERGEANTS, S1/PAC, AND
LEADERS**



**DEFENSE MILITARY PAY OFFICE,
FORT CARSON, COLORADO 80913**

AUGUST 2016



DEFENSE FINANCE AND ACCOUNTING SERVICE

DEFENSE MILITARY PAY OFFICE
1676 EVANS STREET, BUILDING 1220
FT CARSON CO 80913

REPLY TO
ATTENTION OF

DFAS-JFLH/UH-KR

MEMORANDUM FOR COMMANDER

SUBJECT: Finance Administration

This Finance and You Handbook provides a ready reference for Commanders, First Sergeants, PSNCO's, PAC/Orderly Room personnel and Squad Leaders concerning finance procedures, policies, pay entitlements, and general information.

This handbook clarifies regulations and procedures. Our goal is to ensure more accurate and timely pay documents are submitted to the Fort Carson Defense Military Pay Office. In addition, this handbook will increase the knowledge of your administrative personnel and leaders, translating into an increased finance and mission readiness for your command, Soldiers, and their families.

If there is anything I can do to make our service more responsive to you, please give me a call at 526-3443 or send an email to earnest.l.fisher.civ@mail.mil . "The only pay problem we can't solve is the one we don't know about!"

"Integrity-Service-Innovation"

EARNEST L. FISHER
CIV, DoD
DEPUTY DIRECTOR

HOURS OF OPERATIONS
**BLDG 1220 Customer Service/
Travel/In Processing/Debt
Management**

* 0800-1530 (M/T/W/F)

* Thursdays - 1200-1530

DONSAs- 0800-1530

BLDG 1525
**Separations/Retirements/MOB/
DEMOB**

* Monday through Friday 0730 to 1500

KEY PERSONNEL

FT CARSON DMPO BLDG 1220	230 FMSU CDR Deputy Director 230 FMSU SGM	526-8496 526-8506 526-8507
Main Finance BLDG 1220	Supervisor Supervisor Customer Service Processing Travel/In Processing Debt Management	526-5902 526-6230 526-1052 526-3099 526-1945 526- 9812
SEPARATIONS/RETIREMENTS MOB/DEMOB BLDG 1525	Separations Retirements	526-1302 526-8294
MILITARY PAY REVIEW BLDG 1220	Lead Technician MPR	526-6262
WOUNDED IN ACTION (WIA) BLDG 1220		526-9812

DFAS Contact Numbers

Army (ACTIVE DUTY)	1-888-332-7411
Army (RESERVE)	1-877-462-7782
Travel Pay	1-888-332-7366
Out-of-Service Debts	1-800-962-0648
Garnishments	1-800-859-1845
Casualty/Retired/New Retired Accounts	1-800-321-1080
Annuity/Annuity New Accounts	1-800-321-1080

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CHAPTER ONE

RESPONSIBILITIES

A. UNIT RESPONSIBILITIES:

1. Assist Soldiers in preparing necessary forms and documents for pay-related items ensuring submission IAW DA PAM 600 - 8. DA PAM 600-8 Section 4-9 "Process Military Pay Documents" States: Unit Commanders and HR professionals will forward pay-related documents to the local finance office every duty day so that Soldiers may receive timely action on pay entitlements.
2. Send all documents that change a Soldier's pay to Finance by a Unit Transmittal Letter (UTL, Chapter 2, Figures 2-1 & 2-2). Ensure that the Input Source Code (ICS) is annotated in the upper right hand corner of every document submitted.
3. Prepare the UTL, attach source documents and send daily to the servicing Finance office.
4. Help the Soldiers to correct his/her pay account when valid pay adjustments are not recorded on the Leave and Earning Statement (LES-- See Chapter 20 for example and explanation). This code consists of two letters that are assigned to each unit for identification.
5. Answer and resolve pay inquiries or forward DA form 2142 for processing to the finance office (Refer to chapter three).
6. Promptly process discrepancy letters and telephonic requests for information.
7. Ensure that every assigned Soldier has MyPay and is able to print their End-of-Month LES.
8. Review Unit Commander's Finance Report (UCFR) monthly to ensure that all Soldiers are being paid correctly. Electronic submission via the UCFR Online must be completed by the tenth of the next month. Any documentation needed to correct pay accounts or status must be attached to the electronic UCFR or sent to the Finance office on a sequentially numbered UTL.
9. Review, reconcile, and certify periodic Military Pay Entitlement Verification Listings as they are received from the Finance office.
10. Ensure that desired pay changes are submitted at least 30 days prior to the effective date of the pay change for Soldiers separating from the service or going on TDY to ensure uninterrupted pay service.
11. Ensure that all DA 4187's submitted for a pay entitlement authorization have a Verbal Order of the Commander (VOCO) if the effective date is prior to the date the commander signs the DA 4187.

12. Ensure that all documents/transmittals submitted to finance 30 days after the effective date of authorization are in compliance with Defense Military Pay Office (DMPO) policy letter regarding late receipt of military pay entitlement (See figure 1-1) and have a letter of lateness attached. This letter of lateness must be signed by the first field grade officer in your chain of command. (See figure 1-2)

B. INDIVIDUAL SOLDIERS RESPONSIBILITIES:

1. Review LES every month to ensure pay is correct. Pay very close attention to the remarks entered on the end-of-month LES. These remarks are the Defense Finance and Accounting Service-Indianapolis (DFAS-IN) and the local Finance office's way of informing Soldiers of an action they must take to update their financial records, or warning them of a collection that will take place in the near future. Report discrepancies promptly through the appropriate chain of command.

2. Initiate desired pay changes (pay options, allotments, etc.) as soon as possible. Submit any desired pay changes at least 30 days prior to the effective date of the pay change if they are separating or going on TDY to ensure uninterrupted service. Initiate all changes through the unit PAC.

3. Notify the unit PAC immediately of any changes in marital status, dependents, deployments, redeployments, private rental quarters, or any other changes that might affect entitlements.

4. Utilize the unit PAC as the initial POC for all finance related matters, particularly regarding paperwork previously submitted. *The unit PAC receives reports after each update indicating the acceptance or rejection of submitted documents*

Unit Symbol

REPLY TO

ATTENTION OF

XXXX-XX

UNIT NAME

UNIT ADDRESS

FORT CARSON, COLORADO 80913

01 January 2016

MEMORANDUM FOR Defense Military Pay Office, Receiving Section, Bldg 1220, Fort Carson, CO 80913

SUBJECT: (Entitlement) – Letter of Lateness (example)

- 1. The (entitlement) request for the following service member is late due to unit preparation for deployment;

Soldiers Name	Rank	Social Security Number
---------------	------	------------------------

- 2. I ask that this request be processed immediately because of the hardship placed on the Soldier. Any delays in the processing of this document will cause further hardship on the Soldier and his or her family..
- 3. Point of contact is the undersigned or CPT Smith at 719-526-0001.

COMMANDER'S NAME
 MAJ, AD
 Commanding

CHAPTER TWO

UNIT TRANSMITTAL LETTER

A. GENERAL:

A Unit Transmittal Letter (UTL) is a memorandum used by PAC to control, identify, and forward pay change documents submitted to finance. The UTL contains an itemized list of all pay change documents to include SSN, Name and type of document. The PAC clerk will make sure all documents are listed on UTL and all documents are completed correctly. Each UTL will be numbered in sequence order by month (ex. 09-01 is the first UTL for the month of September; the next one will be 09-02, 09-03, 09-04, etc.). Enter the Input Source Code (ISC) in the upper right hand corner of the UTL and the ISC and UTL Number on every document included in the UTL.

B. PROCEDURES:

1. Units or agencies will prepare a daily UTL (in duplicate), attach all pay related documents and hand carry or scan it to the servicing Finance Office. Outlying units serviced by the Defense Military Pay Office will email/scan their UTL's directly to the lead or directly to the technician for processing.
2. Documents received from supported units, which are not on a UTL, will be returned for proper submission.
3. When documents submitted on a UTL pertain to more than one individual, each name and document type will be listed on separate inventory sheet and attached to the UTL. The inventory sheet will list the Soldiers name, Last-4 of SSN, Document type (i.e. DA Form 31), the number of that document, the type of action (start or stop), and a remarks section.
4. Only pay-related documents will be submitted on a UTL.
5. The UTL will be authenticated by the unit commander or designated representative. Additions or deletions may be made prior to forwarding the UTL. The additions or deletions will be initialed and the number of enclosures annotated, when applicable.
6. When a document is in error, the unit will be notified by phone or a discrepancy. Corrective action must be taken immediately upon notification.

C. UNIT TRANSMITTAL MEMORANDUM PREPARATION:

1. PACs must submit all UTL's in duplicate to their servicing finance office's Processing Sections. The finance office will retain a copy of the UTL and forward the signed UTL (with any rejected document slips) back to the unit. This leaves all responsibility for follow-up on documents with the PAC.
2. Each UTL will be assigned a 4-digit number for control purposes. The first two digits will show the month the TR was submitted (i.e., 08 for August). The last two digits will indicate the sequential number of the UTL submitted during the month (i.e., the 4th UTL submitted during the month of August would be 0804). The first UTL of the month will have the last UTL # from the previous month annotated in the upper left-hand corner. The UTL will be submitted in a numerical sequence. A UTL received out of sequence will result in a telephonic notification of the error or a deficiency letter from the Finance office.
3. The Unit Identification Code (UIC) will be entered on the UTL in place of office symbol for reference.
Ensure the "Unit Input Source Code" is annotated on all documents affixed to the UTL.

4. All documents attached to the UTL will be listed on an attached inventory sheet. Documents will be attached in the same order as listed. Remove all carbon paper from documents before attaching. Group documents together by type (i.e., DA Forms 31, DD Forms 2558, etc.). If numerous documents are being submitted, an excel spreadsheet, in the same format as FIG 2-1, may be used. If more than 100 documents are to be submitted at one time you must call for an appointment (5268325).

5. Information annotated on the listing on the reverse side is to be in the following order:

1. Soldier's last name
2. Last four SSN.
3. Leave control number, if applicable
 - a. Columns A through G enter the total number of each type of document submitted for that individual. Enter total for each column at bottom of page.
 - b. If additional space is required to transmit documents on the UTL, use additional forms. Complete the document portion of those forms and enter the totals on the last page only.

4. CLEARING THE UTL WITH THE Daily Register of Transactions (DROT):

- a. The PAC will retain a copy of the UTL (Figures 2-1 & 2-2) presented to Finance. This copy will be placed in suspense until all documents reflected on the UTL are cleared by a DROT, see Figure 2-3. A Format IDs list attached (Figure 2-4).
- b. Upon receipt of the DROT, annotate the UTL with the update corresponding to the DROT that the pay processing (Figure 2-3).
- c. After matching the UTL with the DROT, if a document has not cleared, the PAC will check with their servicing Finance office Processing Section to determine the status of the document in question.
- d. When a Soldier queries the PAC about a document previously submitted on a UTL, they will:
 - i. Review the UTL and verify the status of the document (i. e. rejected, processed, returned to the unit for correction).
 - ii. If the action rejected, explain what corrective action was taken to allow Finance to process the action. Furthermore, the PAC will relay to the Soldier when the stated document would be reinput for update.
 - iii. Note: The PAC will not discard their copy of the UTL until all actions have cleared. PAC's need to retain their UTLs for 90 days because the Finance Customer Service sections require a copy of the UTL a document was submitted on when scheduling Pay Inquiry appointments. If this not affixed, they must justify why they failed to affix the UTL.

DEPARTMENT OF THE ARMY
(UNIT)
Fort Carson, Colorado 80913

MEMORANDUM FOR Commander, Fort Carson DMPO, ATTN: DMPO, Processing
Section, Fort Carson, Colorado 80913

SUBJECT: Transmittal of Pay and Other Documents

LAST TL# 02-17 THIS TL# 02-18

1. Forwarded here are documents which support changes to the pay and allowances of the Soldier(s) identified on the reverse (and continuation thereof).
2. POC this office, SFC Collins, 4-3411.

FOR THE COMMANDER:

5 Encl.

W. JEROME WATERS
SSG, USA
Personnel Staff NCO

DATE: 3 June 2016 TO:

CDR, 2-10TH SFG (A) FROM: FORT CARSON DMPO, PROCESSING

1. Receipt is acknowledged of transmittal letter number 02-18.
2. Discrepancies (are) (are not) enclosed.
3. POC for this action is Processing NCOIC, 6-1111.

FOR THE COMMANDER:

___ ENCL WITHDRAWN

Pete Smedely
TL CLERK
Processing Section

(FIGURE 2-1)

EXAMPLE OF A THE ENVENTORY SHEET OF A UTL

Input
Source
Code:

MA UTL #

UNIT TL - DOCUMENT INVENTORY SHEET

LAST NAME:	LAST 4 SSN	LEAVES : DA 31	PERSONNEL ACTIONS: DA 4187	PAY ELECTION DA 3685 FMS 2231	FED/ST TAX EXEMPT : W2 DA 2058	ALLOTMENTS : DA 2558 DA 2559	BAH DA 5960	FSA DA 1561	OTHER :	REMA
COLLINS	1234	1					1		0	
ROGGAIN	2345		1							
JONES	3456			1						
VANN	4567					2				
DUKE	5678	1								
ASHFORD	6789				1					TAX
COATS	7890							1		
TOTALS:		2	1	1	1	2	1	1		

(FIGURE 2-2)

DAILY REPORT OF TRANSACTION (DROT)

DATE: 051215

Daily Register of Transactions (DROT)
ADSN:4820 – Update No. 12-11 to 12-11
Process Date: 2015-12-14

Source Code: SF

Status	SSAN	Name	FID	Variable Data	Errors	DTR	Date	Cycle	Number
PROC				6801 T5					
PROC				6502 T5					
REJ			T5	DN01					
REC				3504 T5					

(FIGURE 2-3)

CHAPTER THREE

PAY INQUIRIES

A. GENERAL:

1. The pay inquiry system is designed to give the Soldier a chance to get any finance questions answered or problems solved expeditiously. The system gives the unit commander the opportunity to screen all pay problems within the unit, or PAC eliminating lost productive time from sending Soldiers to finance needlessly. Each PAC supports those Soldiers in its respective organization and is the first link in the finance chain to resolve pay inquiries.
2. The primary document for the resolution of any pay inquiry is DA Form 2142 (figure 3-1). Usually the Soldiers' presence is not required at the finance office for resolution of pay problems. Normal pay related issues such as promotions, reductions, reenlistment, bonuses, and entitlement starts, stops, or changes can be performed at the unit level. In instances such as these, Soldiers should report to their orderly room/PAC office to seek finance assistance. Soldiers who have pay issues that cannot be resolved at the unit level should be directed to their servicing finance office with a DA2142 in their possession.
3. The following categories require the Soldier's presence:
 - a. Initiation, change, or stoppage of Basic Allowance for Housing (BAH) with dependents or Soldier married to Soldier (If second submission/recurring finance problem).
 - b. Initiation of stop payment on checks, DD form 2660.
 - c. Debt Collection (i.e.: remission or cancellation, unexplained debts, erroneous debts)
 - d. Request for advance pay, PCS entitlements, and casual pay for overdue entitlements.

B. PAY INQUIRY PROCEDURES:

GENERAL

All Soldiers E6 and below wishing to submit a pay inquiry must *FIRST* utilize the service of the PSNCO/PAC instead of visiting the Finance office. If the inquiry is of a routine nature, the DA Form 2142 will be forwarded to the servicing Finance Office and a reply will be furnished within 72 hours from the date of receipt.

1. Soldiers will initiate the pay inquiry at the unit. Soldiers will complete Section 1 of DA 2142 with any supporting documentation and forwarded through the company to the unit PAC office.
2. DA 2142 must be completed in sufficient detail to fully explain the Soldier's problem. The DA 2142 will not be used for the purpose of submitting documents such as starts, stops, or changes to entitlements and/or allotments. All documents of this nature should be forwarded via a UTL (Unit Transmittal Letter) to the Finance Processing Section.
3. The PSNCO will review the DA Form 2142 and attempt to resolve the problem without having the Soldier leave the place of duty. If the PSNCO is unable to resolve the pay inquiry and the inquiry is of a routine nature, forward the DA Form 2142 to Finance.
4. The Soldier will be directed to go to the servicing finance office in person, only when the problem is NOT of a routine nature and require the Soldier's presence at the Finance Office. Soldiers should not be sent to the finance office on a walk in status on Paydays. These days are reserved for Soldiers with no pay due related emergencies.

C. PAYDAY ELECTRONIC FUNDS TRANSFER (DIRECT DEPOSIT) INQUIRIES:

All Soldiers are required to have direct deposit (EFT) for their military pay. If a Soldier with an EFT pay option does not receive his/her pay within 72 hours of payday, a statement from the financial institution must be obtained before a Soldier request for action to get funds reissued by a casual payment.

D. PROMOTIONS:

The Finance office is not the proponent for inputting promotions or reductions. The proponent for these actions is the servicing personnel office. Therefore, pay inquiries involving promotions/reductions require verification that the appropriate actions have been taken. The personnel office automatically processes promotions for Soldiers in the rank of E-1 through E-4, unless the Soldier is flagged for promotion. In instances where the Soldiers rank has not been updated the finance office will require the original DA 4187 and ERB for promotion. Soldiers promoted to the rank of E-5 through E-6 are not done locally at the personnel office and require a copy of the MDS51 report to verify that all actions have been taken by **BOTH** personnel office and DA, as applicable, and accepted by DFAS-IN, before any action will be taken by the local Finance office. Local payments will not be made for the purpose of making payment for back entitlements due to promotion. All adjustments in entitlements based on a promotion or reduction will appear on the next scheduled payday once the transition update through E-Milpo into Finance.

E. RE-ENLISTMENT / EXTENSION:

The Finance office is no longer the proponent for inputting changes to Soldier's ETS dates. The proponents for these actions are PERSCOM Career Counselors and In and Out Processing in Building 1218 (Welcome Center). All inputs to update Soldiers ETS dates will be accomplished by using the RETAIN system. Currently finance will only process those re-enlistments/extensions that require input of selling back of leave days. Soldiers who are due a bonus will submit their contract through their unit Reenlistment NCO for processing. Payments of sold accrued leave will be processed by finance. It's the Soldier/unit responsibility to provide Finance with a copy of the DA 3340-R, Request for Reenlistment or Extension in the Regular Army, showing the Soldier's request to cash in accrued leave.

<p>PAY INQUIRY</p> <p>For use of this form see AR 37-104-3; the proponent agency is USAFAC.</p>	BLOCK NUMBER	
	INQUIRY NO.	DATE

SECTION I (To be completed by soldier)

NAME (Last, First, Middle)	SSN	GRADE
UNIT	PHONE NUMBER	

NATURE OF PAY INQUIRY (Be specific)

Service Member (SM) requests action on the following:

<input type="checkbox"/> Basic Allowance for Housing (BAH) <input type="checkbox"/> BAH With Certificate of Non-Availability (C.N.A) <input type="checkbox"/> Basic Allowance for Subsistence (BAS) <input type="checkbox"/> Family Separation Allowance (FSA) <input type="checkbox"/> No Pay Due <input type="checkbox"/> Debts (<input type="checkbox"/> DD139/ <input type="checkbox"/> DD362/ <input type="checkbox"/> Other) <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Taxes <input type="checkbox"/> Thrift Savings Plan (TSP) <input type="checkbox"/> MyPay Pin Reset <input type="checkbox"/> Allotment(<input type="checkbox"/> Start/ <input type="checkbox"/> Stop/ <input type="checkbox"/> Change) <input type="checkbox"/> Bonus (Enlistment, CSB- Career Status Bonus)	<input type="checkbox"/> Meal Deductions <input type="checkbox"/> Statement of Service (DA 1506) <input type="checkbox"/> Personnel Action (DA 4187) <input type="checkbox"/> Absent without Leave (AWOL) <input type="checkbox"/> Dropped From Rolls (DFR) <input type="checkbox"/> Confinement(Military (CMA)/Civillian (CCA)) <input type="checkbox"/> Present for Duty (PDY) <input type="checkbox"/> Specialty Pays (FLPB, SDAP, DEMO, JUMP) <input type="checkbox"/> Leave Corrections <input type="checkbox"/> LES/W2 Request MONTH _____ YEAR _____ <input type="checkbox"/> OTHER: _____ Please tell us how well your finance is supporting you at the following link: http://bit.ly/O3LH6h
---	---

SECTION II (To be completed by Unit Commander)

<input type="checkbox"/> 1. Supporting document(s) submitted or will be submitted to finance.	DATE	TL NUMBER
<input type="checkbox"/> 2. Local payment. Soldier has been counseled regarding impact on future pay. My recommendation is to approve/disapprove (cross out the appropriate word) the local payment.		
<input type="checkbox"/> 3. Other (Specify)		
Signature of Unit Commander (or soldier as appropriate).		DATE

SECTION III (To be completed by Finance)

PROBLEM Allotment Entitlements Collection Leave

Non-receipt Check Non-receipt LES Other (Specify)

INQUIRY ANALYSIS CAUSE

<input type="checkbox"/> 1. Non-receipt of document from Unit Commander. <input type="checkbox"/> 3. Document received - Finance did not process. <input type="checkbox"/> 5. Document received from Unit Commander on time but too late to be processed prior to JUMPS cutoff. <input type="checkbox"/> 7. USAFAC	<input type="checkbox"/> 2. Late receipt of document from Unit Commander. <input type="checkbox"/> 4. Document received and processed but rejected on DJUOL. <input type="checkbox"/> 6. Problem with prior station. <input type="checkbox"/> 8. Other (Specify) _____
---	---

DESCRIPTION OF CAUSE AND ACTION TAKEN.

ACTION REQUIRED

<input type="checkbox"/> DA Form 3684 <input type="checkbox"/> Local Payment <input type="checkbox"/> Other (Specify)	INQUIRY EVALUATION <input type="checkbox"/> Valid <input type="checkbox"/> Invalid
--	---

DATE APPROVED LOCAL PAYMENT PAID	SIGNATURE OF PAY CLERK
----------------------------------	------------------------

CHAPTER FOUR

MISCELLANEOUS PAYMENTS

GENERAL:

Miscellaneous payments consist of all local (casual and partial), advance, accrued leave, bonus and death gratuity payments and are made IAW with the Department of Defense Financial Management Regulation (DODFMR May 2015) Volume 7, Chapter 32 and 36.

I. LOCAL PAYMENTS

A. GENERAL:

1. A local payment (casual or partial pay) is a payment of accrued pay or entitlements, under extreme hardship conditions, normally pending credit to the Soldier. Department of Defense guidance states that "back-pay of entitlements is not justification for a local payment".

a. EFT (Electronic Funds Transferable) will pay all payments into the Soldiers' direct deposit account. Deposits for EFT take approximately 24-72 hours to reach Soldier's account.

2. The maximum local payment that may be paid (except as authorized in 3 below) will be the lesser of:

a. The amount requested.

a. The amount of accrued pay and allowances to date of payment.

b. An amount that would assure a sufficient balance at the end of the month to satisfy all allotments and other collections.

c. Not less than \$50.

3. Normally, entitlements accrued but not paid during the prior pay period will be reflected on the next Leave and Earning Statement (i.e., an entitlement to separate rations effective 18 November 2015, with documentation submitted on UTL dated 20 November 2015, should be reflected on December's LES.) If the entitlement is not credited on the appropriate LES and the needs of the Soldier clearly warrant and justify payment, the commander may request a local payment for the amount due on a DA 2142 (Figure 4-1). However, the Defense Military Pay Officer or designated representative is the final approving authority. These procedures also apply for an erroneous computation of a pay entitlement or an erroneous collection.

B. POLICY PROVISIONS:

1. Local payments may be made to Soldiers in the following situations:

a. Leave under emergency conditions as authorized by AR 600-8-10.

b. A death or serious illness within the Soldier's immediate family that requires an expenditure of personal funds. Soldiers should first contact those agencies charged with assisting in emergency situations: Command Finance NCO (CFNCO), AER, ACS and Red Cross.

2. Examples of conditions that do not warrant local payments are:

a. Payment of commercial bills.

b. Ordinary leaves and passes.

c. Normal household type living expenses.

3. Soldier should be advised that local payments will automatically be collected from their next paycheck. Consequently, the Soldier should expect and be prepared to receive less than the usual pay with no additional payments authorized.

II. ADVANCE PAYMENTS

A. GENERAL:

1. An advance of pay is authorized upon permanent change of station IAW the provisions of Department of Defense Financial Management Regulation (DODFMR) Volume 7A, Chapter 32. The purpose of the advance pay is to provide the Soldier funds for expenses incurred during a permanent change of station that are not covered by other entitlements, such as travel costs of the member and or their dependents. Some of these expenditures include transportation, temporary storage of household goods, and packing and shipping costs. Advance payments are limited to not more than one payment of one month's pay at the old duty station and one payment of not more than two month's pay advance at the new duty station.

Since the Soldier must document the amount of funds needed on their advance pay request at their "gaining" duty station, it will be difficult to justify a second payment equaling the remaining two months of advance of pay. (Closing, repair or remodeling cost for the purchase of a new home is not authorized items for advance pay)!

2. Commanders and or Soldiers may request advance pay up to 60 days after arrival at the new duty station and 30 days prior to PCS departure. Advances may be paid from 61 to 180 days after the arrival of the Soldier or up to 180 days after the arrival of the Soldier's dependents if approved by the Defense Military Pay Officer. An advance of pay is not payable for a PCS move within the same geographical area if shipment of household goods at government expense is not authorized. Payment request will be made on DD Form 2560 (Figure 4-2).

3. Advances of pay may be made to Soldiers without dependents. Soldiers without dependents requesting advance pay must document the extenuating circumstances supporting such a payment on DD Form 2560. An example would be a single Soldier being reassigned to a recruiting command or ROTC assignment in a designated high cost area where no government facilities are available.

4. The Finance office is responsible for making advance payments and must ensure that the provisions of law are strictly adhered to. The Finance office is not required to make payment merely on casual evidence. If the facts do not justify payment, a reasonable explanation or the submission of further evidence may be required. Having a Field Grade Officer sign does not relieve the Finance office from ensuring the payment is legal.

B. ADVANCE PAY FOR DEPLOYED SOLDIERS

1. FY05 National Defense Authorization Act, Public Law 108-375, Section 606 provides an advance pay of one month basic pay for deployed Soldiers assigned to duty IN the HFP/IDP area DURING the period of assignment. The member's Commander must approve the advance. A second or third month's payment must be based on financial hardship and may be approved by the Secretary of the Army or his designee. Recoupment will be made in equal installments based on 12 months and begin the next month after disbursement of the advance.

C. PAYMENT PROCEDURES:

1. Personnel departing on PCS may receive advance pay when justified and approved. The payment will not exceed one month's basic pay minus Soldier's Home, Servicemen's Group Life Insurance, Federal and State Withholding Tax, FICA Tax, Garnishments and all known debts (previous advances and local payments). The advanced pay will not exceed an amount, which may be liquidated by the Soldier's ETS date or completion of next tour, whichever comes first.

2. All advances of pay to enlisted Soldiers with ranks of PV1 through SPC will be approved and signed by the unit commander. The approval will be indicated on the DD Form 2560 (Figure 4-2).

3. The commander's approval is not required on first advances to commissioned officers, warrant officers, or enlisted Soldiers with the rank of SGT through CSM.

D. LIQUIDATION OF ADVANCE PAYS:

1. Normally advance payments will be prorated for the number of months requested not to exceed 12 months.

2. **Extended liquidation:** When PCS movement is to a high cost area in CONUS or overseas, involving unusually large expenses and repayment within 12 months would create an undue hardship, liquidation of the advance pay may be extended to 24 months. Battalion Commander's approval is required for all extended prorated debts, regardless of rank. Soldiers wishing to apply for extended prorated period MUST fill out Block 12 of the DA Form 2560 (Figure 4-2).

III. ACCRUED LEAVE PAYMENT

A. GENERAL:

1. A Soldier who is discharged under honorable conditions is entitled to payment for unused accrued leave. This applies to Soldiers who are separating from the Army, retiring or re-enlisting.

2. An enlisted Soldier who voluntarily extends an enlistment for the first time on an enlistment is entitled to payment for unused accrued leave upon the date the extension takes effect (old ETS date).

3. Effective 10 February 1976, a Soldier can be paid for no more than 60 days accrued leave during a military career. Payments for accrued leave made prior to that date would be excluded from the 60-day limitation.

4. Upon reenlistment a Soldier must elect whether or not to receive a payment for a portion of his or her accrued leave not to exceed 60 days. For example: A Soldier who has 45 days accrued leave and elects to cash in 30 days can carry 15 days forward to the new term of enlistment.

B. COMPUTATION OF PAYMENTS:

1. Leave accrued after 31 August 1976 will be paid on the basis of basic pay for all ranks.

2. Leave accrued prior to 31 August, 1976 will be paid on the basis of basic pay and BAS/BAH at a reduced rate as reflected in the DODFMR Volume 7, Table 35-5, for enlisted. Officers will be paid at the current rate of basic pay, BAS, and BAH.

C. REQUEST FOR PAYMENT:

Finance receives a management notice authorizing payment for sellback of leave. Finance requires a minimum of 10 processing days to ensure prompt and accurate payment. Payment will not be released until receipt of the pay authorization from Department of Defense Finance and Accounting Center, Indianapolis.

****Soldiers that are retiring or separating from service need not submit any paperwork to sell accrued leave. All leave that is not taken (Terminal Leave) will be automatically cashed in, not to exceed the 60-day career limitation. ****

IV. BONUS PAYMENTS

A. TYPES:

1. ENLISTMENT BONUS (EB)

An enlistment bonus may be paid to the Soldier upon completion of training and award of the designated military specialty (as determined by the Secretary of the Army). Payment can be made up to \$10,000, with additional equal annual installments if all the following conditions are met:

a. Soldier enlists for the purpose of qualifying and serving in a military specialty designated as critical as specified by the Secretary of the Army.

b. Soldier is either an initial enlistee or a prior service enlistee who has not previously received an enlistment or reenlistment bonus or is not currently entitled to a reenlistment bonus.

c. Soldier qualifies for award of one of the designated military specialties under such additional eligibility criteria as may be prescribed by the Secretary of the Army.

d. IAW DODFMR Volume 7A paragraphs 090102 & 090103, the amount of the enlistment bonus is prescribed by the Secretary concerned, but not more than \$40,000.00. See Figure 4-6 for the documents needed to process the enlistment bonus.

- e. The following documents are required when filing for an enlistment bonus:
1. DD form 4/1
 2. DD form 4/2
 3. DD form 4/3 (Only if Soldier was in the Delayed Entry Program)
 4. DD form 214 (Only if Soldier has prior military service)
 5. DA form 3286-66 or Statement of enlistment pages 1 thru 8 (Annex B at the bottom of the pages)
 6. Graduation Certification from AIT or orders awarding the Soldier their MOS
 7. ERB with Soldier slotted into MOS (cannot have incoming or over strength personnel)

2. SELECTIVE REENLISTMENT BONUS (SRB)

Enlisted Soldiers are eligible to receive a Selective Reenlistment Bonus (SRB) if they meet all the following conditions for Zone A, B, or C eligibility:

a. Are qualified in a military specialty designated by the Secretary of the Army for award of the SRB.

b. Are serving in pay grade E-3 or higher upon reenlistment.

c. Reenlist within three months after the date of discharge or release from compulsory or voluntary active duty other than for training, extend their enlistment, or enlist in a regular component within three months after the date of discharge or release from active duty as a member of the Reserve Component.

d. An exception to a and d above is available to members who agree to train and reenlist for service in a military specialty which, at the time the agreement is executed, is designated by the Service concerned for award of the SRB. Upon completion of qualification training and reenlistment in the specialty in which trained, if otherwise qualified, the member may be paid the bonus even if that specialty is no longer designated for award of the SRB.

ZONE A ELIGIBILITY:

(1) Have completed at least 17 months of continuous active duty (other than active duty for training as a Reserve) but not more than 6 years of active duty on the date of reenlistment or beginning of an extension of enlistment. Continuous active duty is active Federal military service (other than active duty for training as a Reserve), without a break in service of more than 3 months. A break in service of less than 3 months is considered continuous active duty; however, the actual period of the break in service is not included in the computation of continuous active duty.

(2) Reenlist or voluntarily extend an enlistment in the Regular component of the Service concerned for a period of at least 3 years provided the reenlistment or extension, when coupled with the existing active service, provides a total period of active service of at least 6 years.

(3) Not have previously received a Zone A SRB.

(4) Except for members serving in the Navy 6-YO Program, not have previously received a variable reenlistment bonus (VRB).

ZONE B ELIGIBILITY:

(1) Have completed at least 6 years but not more than 10 years of active duty on the date of reenlistment or beginning of an extension of enlistment.

(2) Reenlist or voluntarily extend an enlistment in the regular component of the Service concerned for a period of at least 3 years provided the reenlistment or extension, when coupled with existing active service, provides a total period of active service of at least 10 years.

(3) Have not previously received a Zone B SRB.

ZONE C ELIGIBILITY:

(1) Have completed at least 10 but not more than 14 years of active duty on the date of reenlistment or beginning of an extension of enlistment.

(2) Reenlist or voluntarily extend enlistment in the regular component of the Service concerned for a period of at least 3 years, provided the reenlistment or extension, when coupled with existing active service provides a total period of active duty of at least 14 years.

(3) Not have previously received a Zone C SRB.

3. ADDITIONAL OBLIGATED SERVICE:

a. Additional obligated service is defined as any active duty commitment beyond an existing contractual Service agreement. Existing contractual Service agreements include enlistments, extensions of enlistment, enlistment as extended, and reenlistment.

b. An extension of enlistment, which is cancelled by the Service concerned before becoming operative, is not considered as previously obligated service for SRB computation purposes. This applies only to cancellations initiated by the Service concerned and "not" to cancellations initiated by the member! Service initiated cancellations occur when the basis for the extension no longer exists. IE. Member extends an enlistment for a special duty assignment and before the extension becomes operative the Service denies the member the assignment.

c. Members discharged before expiration of enlistment or operative extension may not receive an SRB based on any un-served full months of obligated service of the enlistment or extension when such discharge is specifically for the purpose of immediate reenlistment.

Example 1: Member discharged 30 June 1999 from an enlistment, which expires 29 October 1999 and reenlist 1 July 1999 for 4 years, would be paid for 3 years and 8 months of additional obligated service. (Subtract the date following old ETS from the new ETS date.

Example 2: Member discharged 2 months and 3 days before expiration of enlistment, and immediately reenlists for 4 years, could not receive an SRB for 3 months of the reenlistment period.

B. BONUS PAYMENTS:

1. GENERAL:

Payment of the initial bonus amount is now made directly from Human Resources Command to DFAS. This program went into effect Jan 2006 and is currently paying Soldiers their re-enlistment bonus within 10 working days of reenlistment.

2. ANNIVERSARY PAYMENT:

This is an annual incremental payment for a previous enlistment or reenlistment and it is paid automatically.

3. PAYMENT PROCEDURES:

a. Soldier will be notified of an upcoming reenlistment bonus via his or her LES. The Soldier will be paid on the anniversary date of the bonus by EFT (Electronic Funds Transferable) deposit into his/her bank account. The Soldier will not come to the Finance office for a payment.

b. Reenlistment NCO / Career Counselor will enter payment data into RETAIN which will feed directly into DFAS.

c. If a Soldier has not received payment of the bonus, they will contact their servicing Finance unit through their respective Reenlistment NCO or Career Counselor.

d. The Reenlistment NCO must process the reenlistment worksheet and reenlistment contract immediately to ensure the Soldier is paid within 10 days of reenlistment. Delays in submission of the contract data will delay the Soldier's payment. DFAS requires 10 working days to process/audit the worksheet and prepares the voucher for payment.

(1) In the event the documentation was not processed by DFAS, the Soldier may affix the contract documentation and a verification printout from RETAIN to the DA Form 2142 (Pay Inquiry) and bring it to their servicing Finance Detachment to be forwarded to DFAS.

(2) On-the-spot payments will not be made. All bonus payments will be made via Electronic Funds Transfer into the Soldier's financial institution once the reenlistment action has processed into his or her military pay account. (Normally within 10 days of input).

V. DEATH GRATUITY

A. GENERAL:

Death gratuity will be paid, regardless of whether death occurred in the line of duty or was the result of a member's misconduct to eligible beneficiaries (except a temporary member of the Coast Guard Reserve).

B. FOR WHOM PAYABLE:

1. A member who dies while on active duty or while traveling to or from such duty.
2. A former member whom dies during the 120 day period beginning on the day following date of discharge or release, under honorable conditions, from active duty (including retirement for either disability or length of service). In this case, the Secretary of Veterans Affairs must determine that death resulted from disease or injury incurred or aggravated while the member was on active duty or while authorized travel status to or from such duty.
3. Any person who dies while traveling to or from or while at a place for final acceptance, or for entry upon active duty (other than for training) in the Military Service, who has been ordered or directed to go to that place, and who has been:
 - a.) Provisionally accepted for that duty; or

b.) Selected, under the Military Selective Service Act, for duty in that Military Service.

4. A member whose death is determined by administrative finding under the Missing Persons Act.

5. A Reserve member who dies while traveling directly to or from active duty for training or inactive training.

6. Any member of a Reserve Officers' Training Corps (ROTC) who dies while performing annual training duty under orders for a period of more than 13 days or while performing authorized travel to or from that annual training or a practice cruise, or while performing authorized travel to or from the place where the training or cruise is conducted. C. ELIGIBLE BENEFICIARIES:

Effective July 1, 2008, a member may designate one or more persons to receive all or a portion of the amount payable. However, if the member does not make a designation or if there is any remaining payable amount not covered by a designation, then the order of precedence will be as followed:

1. Surviving spouse
2. Surviving children/descendant of any deceased children by representation
3. Surviving parents in equal shares
4. Duly-appointed legal representative of the estate
5. Next of kin under the laws of the state in which the member was domiciled D. EXPEDITING

PAYMENTS:

1. Immediate payment of death gratuity (within 24 hours, if possible) will be made when the eligible beneficiary can be determined and there is no doubt as to propriety of payment.

2. Advance telephonic notification by the Casualty Assistance Office is vital to expedite the payment. Contact your servicing Defense Military Pay Office (DMPO) at the number shown on the inside cover of this booklet.

E. AMOUNTS PAYABLE:

1. The amount of Death Gratuity is \$100,000. Members can designate up to 10 people in \$10 increments payable in \$10,000 or designate the full 100% to one person outside of this spouse, children or next of kin. Each payment will be made in one of two forms: electronic funds transfer (EFT) or check. If the payment is for \$10,000, the DMPO will cut a treasury check for the amount per the request of the beneficiary. However, if the amount is for more than \$10,000, the full or remaining amount will be placed into an EFT transaction directly into the bank account provided by the beneficiary at the time of payment. The only way a payment will not be made out to the designation would be if any of the 3 events occur:

(a.) If the member's death is the result of a lawful punishment of a crime or military offense, except by the hostile force with which the Armed Forces of the United engaged in conflict with.

(b.) If the member is killed by his or her own beneficiary.

(c.) If the member was found to be a deserter.

2. The Finance office cannot use the death gratuity payment to satisfy any of the Soldiers' debt, including overpayments to the Soldier.

VI. ADVANCE BAH

A. GENERAL:

1. Advance BAH may be authorized IAW the Joint Travel Regulation (JTR), Volume 1, chapter 10.

2. Advance BAH is authorized when a Soldier has initial rental expenses upon occupying off-post housing. Advance BAH is payable only where an "Advance Pay" cannot be paid because the request is not incident to a PCS move. Example: Soldier currently assigned to A CO, 12 INF BN, living in the barracks, gets married and needs 3 months (maximum he or she can request) BAH to cover the "initial" housing expenses; or a Soldier currently assigned to government quarters moves out on the economy.

**Note: Advance BAH IS NOT authorized to cover expenses related to the purchase of a home!!!

3. Request for Advance BAH are made on a DA 4187 (Figure 4-3) and must be accompanied by a DA form 5960 (BAQ/VHA Verification and Recertification). The DA Form 4187 must specify the reasons and amounts requested. The amount payable is the substantiated amount requested or three months of BAH for the Soldiers pay grade, whichever is less.

4. Advance BAH is paid by EFT into the Soldiers normal pay account. This normally occurs within 5 days of receipt by the FT Carson DMPO and the Soldier must alert the landlord of this. **Finance will not make local check payments, as opposed to EFT, for Advance BAH simply because the Soldier did not make arrangements with his or her landlord or have sufficient funds to cover the lease!!!!

5. Repayment of Advance BAH is made over a period NOT TO EXCEED 12 months, or less, if the Soldier requests a quicker collection of the advance.

VII. ADVANCE OF SEPARATE RATIONS

A. GENERAL:

1. Advance payment of Separate Rations is authorized IAW DODFMR Vol. 7A Chapter 32, paragraph 320205 (a).

2. An Enlisted member may be paid an advance of BAS not to exceed 3 months if the member is entitled to BAS and the commanding officer authorizes the payment.

3. Request for advance of Separate Rations is made on DA 4187 (Figure 4-4) and must be accompanied by a copy of the original DA 4187 which authorized the Soldier to receive Separate Rations (Figure 4-5).

VIII. TEMPORARY LODGING

EXPENSE

A. GENERAL:

1. Temporary Lodging Expense (TLE) is authorized partially to offset the added expenses incurred within the continental United States (CONUS) by members and their dependents to occupy temporary lodging incident to a permanent change of station (PCS). TLE is payable for temporary lodgings occupied by the member and/or dependents before departure from the area of the old PDS or designated place within CONUS when per diem is not otherwise payable. TLE is payable for temporary lodgings occupied by the member:

a. Before departing the old PDS or after reporting to the new PDS when per diem, authorized for official travel days, is not otherwise payable or during elapsed time between each PDS, (time between the date of detachment from the old PDS and the reporting date of the new (PDS) for the number of days remaining) not to exceed 10 days under item 2(a) and 2(b) or 5 days under item 2(c) below after the number of days allowed as travel time is deducted from the elapsed time.

2. TLE is authorized for:

a. A total of 10 days in connection with a PCS between two PDS in CONUS; (For example, 5 days in

the vicinity of the old and 5 days in the vicinity of the new PDS, or 10 days in the vicinity of either the old or new PDS, but not both);

b. 10 days in connection with a PCS from a PDS outside CONUS to a PDS in CONUS;

c. 5 days in connection with a PCS from a PDS in CONUS to a PDS outside CONUS.

d. Effective October 1999 enlisted Soldiers are authorized the TLE entitlement on their first PCS move. Officers are excluded from this entitlement upon their first PCS move. No entitlement exists for either enlisted or officer upon a final PCS move.

3. **REIMBURSEMENT LIMITATION:** A member may not be paid or reimbursed more than a maximum of \$290 per day when the member and dependents occupy temporary Qtrs on the same or different days (B-221732, April 1987)

4. **CONDITIONS:** A member is required to use available government quarters including temporary lodging facilities in the area of the old or new PDS. If government quarters are not available, the member's certification is required to support any voucher. A member may be entitled to TLE even though assigned family-type government quarters if the assigned quarters are not habitable and not occupied because: a. The HHG have been shipped from the old PDS or have not been received at the new PDS; or

b. The quarters are undergoing repair/renovation, etc.

c. Receipts are required to support the lodging cost. When a member and or dependents stay with a friend or relative, lodging cost for that day will be zero.

5. **TLE ALLOWANCE:** Once the daily expenses have been calculated, the Soldiers daily allowances (BAH, BAS, etc.) will be subtracted from the balance prior to payment. This may actually drop the expenses below the \$290 daily ceiling.

6. **FILING PROCEDURES:** Soldiers must report to Customer Service, Bldg. 1220, with required documentation to claim TLE. Payments are processed and paid via EFT deposit into a Soldier's bank account. Documents required are:

a. TLE Claim forms (available in Bldg. 1220, Customer Service room 162).

b. Original ITEMIZED lodging receipts.

ADVANCE PAY CERTIFICATION / AUTHORIZATION

Privacy Act Statement

AUTHORITY: 37 U.S.C. 1006 et seq; E.O. 9397 November 1943 (SSN).

PRINCIPAL PURPOSES: To document a member's request for, and subsequent authorization of, an advance of pay to meet extraordinary expenses incident to a PCS move. It is also used to inform the member of the purposes and restrictions of such advances, and to establish repayment schedules.

ROUTINE USES: Information collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and Reserve component pay systems and is subject to all of the routine disclosures which are more fully described in Service regulations. Routine recipients of JUMPS disclosures include, but are not limited to, Red Cross, State and local government for tax and welfare purposes.

DISCLOSURE: Voluntary, however, failure to provide the SSN will result in denial of payment since it is used to identify you for pay purposes.

PART I. REQUEST

1. NAME (Last, First, Middle Initial) DEAN, JIMMY		2. SOCIAL SECURITY NO. 123-45-6789	3. GRADE SPC
4. I REQUEST:		5. I REQUEST A REPAYMENT SCHEDULE OF:	6. I REQUEST PAYMENT OF THE ADVANCE PAY:
<input checked="" type="checkbox"/> a. ONE MONTH ADVANCE PAY (See Policy Guidance on reverse.)	<input checked="" type="checkbox"/> a. 12 MONTHS OR LESS (Specify number of months)	<input checked="" type="checkbox"/> a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING TO MY NEXT PDS	
<input type="checkbox"/> b. MORE THAN 1 MONTH BUT LESS THAN 3 MONTHS BASIC PAY LESS DEDUCTIONS (Parts II and V must be completed.) (Specify amount) \$	<input type="checkbox"/> b. 13 - 24 MONTHS (Parts II and V must be completed regardless of pay grade. NOTE: Repayment schedule cannot exceed member's date of separation.) (Specify number of months)	<input type="checkbox"/> b. 31-90 DAYS BEFORE MY PCS (Parts II and V must be completed.)	<input type="checkbox"/> c. 61-180 DAYS AFTER ARRIVAL AT MY PDS (Parts II and V must be completed.)

PART II. CERTIFICATION OF EXPENSES (Actual or Anticipated) (Continue in Item 23 on reverse if necessary.)

7. EXPENSE	8. AMOUNT	10. EXPLANATION OF THE CIRCUMSTANCES WHERE GREATER THAN-NORMAL EXPENSES MIGHT BE INCURRED OR CIRCUMSTANCES REQUIRING AN EARLY OR LATE PAYMENT OF ADVANCE PAY (Up to 90 days before and 180 days after).
a. AUTOMOBILE REPAIR	\$ 600.00	
b. ADDITIONAL STORAGE OF HHG	\$ 200.00	
c. PET STORAGE AND	\$ 250.00	
d.	\$	
e.	\$	
f.	\$	
9. TOTAL	\$ 1,050.00	

PART III. JUSTIFICATION FOR MORE THAN 12 MONTHS PAYBACK

(Justification must demonstrate that severe hardship would result if the advance is paid back in 12 months)

11. NO. OF DEPENDENTS	12. LIST SPECIFICS OF YOUR FINANCIAL SITUATION, INCLUDING OUTSTANDING DEBTS AND MONTHLY PAYMENT AMOUNTS THAT INDICATE A SEVERE HARSHIP IN REPAYING THE ADVANCE IN THE NORMAL 12-MONTH TIME PERIOD (Continue in Item 23 on reverse if necessary.)
<p>*****NOTE IN THIS INSTANCE THE AUTOMOBILE REPAIR WOULD NOT BE APPROVED FOR PAYMENT, AS IT IS NOT AN EXPENSE INCIDENT TO A PCS.</p>	

PART IV. MEMBER CERTIFICATION

Penalty: The penalty for willfully making a false claim/statement is **a maximum of \$10,000 or maximum imprisonment of five years, or both** (U.S. Code, Title 18, Section 287).

If I am separated prior to my ETS, I consent to withholding from current pay, final pay, or any other money due me to satisfy this indebtedness. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my separation, and understand that this could result in the withholding of 100% of any current pay, final pay, or other money due me.

I have read and understood the policy on advance pay incident to a PCS contained on the reverse of this form. I hereby certify that the intended use of these funds meets the stated purpose. I have attached one copy of my PCS orders or assignment notification.

13. SIGNATURE /S/	14. DATE (YYMMDD) 010201
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PART V. APPROVAL OF MEMBER'S COMMANDER

15. I HEREBY APPROVE THIS REQUEST FOR ADVANCE PAY OF:	16. WITH LIQUIDATION OVER:	17. AND PAYMENT OF THE ADVANCE:
<input checked="" type="checkbox"/> a. ONE MONTH BASIC PAY LESS DEDUCTIONS	<input checked="" type="checkbox"/> a. 12 MONTHS OR LESS (Specify number of months)	<input checked="" type="checkbox"/> a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING AT PDS
<input type="checkbox"/> b. AN AMOUNT SPECIFIED NOT TO EXCEED 3 MONTHS BASIC PAY LESS DEDUCTIONS (Specify amount) \$	<input type="checkbox"/> b. 13 - 24 MONTHS (Specify number of months)	<input type="checkbox"/> b. NOT PRIOR TO _____ (date) WHICH IS 31-90 DAYS BEFORE PCS
		<input type="checkbox"/> c. 61-180 DAYS AFTER REPORTING TO NEW PDS
18. APPROVING OFFICIAL NAME (Last, First, Middle Initial) SIMPSON, LUIS	19. SIGNATURE OF OFFICIAL /S/	
20. TITLE COMMANDER	21. GRADE CPT	22. DATE (YYMMDD) 010205

(FIGURE 4-1)

Copy 1

Circle the appropriate copy designation
Copy 2

Copy 3

Copy 4

PERSONNEL ACTION												
For use of this form, see AF 800-8-8 and DA PAM 600-8-21; the proponent agency is DDCS/PER												
DATA REQUIRED BY THE PRIVACY ACT OF 1974												
AUTHORITY:	Title 5, Section 5012; Title 10, USC, E.O. 9397.											
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).											
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.											
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.											
1. THRU (Include ZIP Code) COMMANDER 16TH SIG BN FORT HOOD, TX 76544	2. TO (Include ZIP Code) DFAS-HOOD PROCESSING SECTION FORT HOOD, TX 76544	3. FROM (Include ZIP Code) COMMANDER HHC, 16TH SIG BN FORT HOOD, TX 76544										
SECTION I - PERSONAL IDENTIFICATION												
4. NAME (Last, First, MI) GONDA, SUZANNE	5. GRADE OR RANK/PMS/ACC SSG	6. SOCIAL SECURITY NUMBER 121-21-1221										
SECTION II - DUTY STATUS CHANGE (AF 800-8-8)												
7. The above soldier's duty status is changed from _____ to _____ effective _____ 1995.												
SECTION III - REQUEST FOR PERSONNEL ACTION												
8. I request the following action: (Check as appropriate)												
<input type="checkbox"/> Service School (Do not check)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card										
<input type="checkbox"/> RCTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Do not check)	<input type="checkbox"/> Merit/Command Take										
<input type="checkbox"/> Volunteering For Discharge Service	<input type="checkbox"/> Requesting Army Personnel Tests	<input type="checkbox"/> Separate Payroll										
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couple	<input type="checkbox"/> Leave - Forces/Presence/Outside CONUS										
<input type="checkbox"/> Reassignment Estimate Family Problems	<input type="checkbox"/> Post Qualification	<input type="checkbox"/> Change of Name/SSN/DOB										
<input type="checkbox"/> Electronic Reassignment (Do not check)	<input type="checkbox"/> Driver Candidate School	<input checked="" type="checkbox"/> Other: <u>ADVANCE BAH</u>										
<input type="checkbox"/> Advance Training	<input type="checkbox"/> Report of Pets with Exceptional Family Members											
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)										
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)												
<p>REQUESTING ADVANCE BAH BASED ON THE FOLLOWING:</p> <table border="0"> <tr> <td>ADVANCE RENT:</td> <td>\$625.00</td> </tr> <tr> <td>SECURITY DEPOSIT:</td> <td>\$625.00</td> </tr> <tr> <td>TELEPHONE INSTALL:</td> <td>75.00</td> </tr> <tr> <td>UTILITY DEPOSIT:</td> <td>100</td> </tr> <tr> <td>TOTAL</td> <td>\$1425.00</td> </tr> </table> <p>PRORATE OVER 12 MONTHS WHICH DOES NOT EXCEED SOLDIER'S ETS OF 071690</p> <p>LUMP SUM WILL BE TAKEN IMMEDIATELY UPON MEMBER VACATING THE HOUSING FOR WHICH ADVANCE WAS MADE.</p> <p>COPY OF LEASE AND DA FORM 2142 ATTACHED.</p>			ADVANCE RENT:	\$625.00	SECURITY DEPOSIT:	\$625.00	TELEPHONE INSTALL:	75.00	UTILITY DEPOSIT:	100	TOTAL	\$1425.00
ADVANCE RENT:	\$625.00											
SECURITY DEPOSIT:	\$625.00											
TELEPHONE INSTALL:	75.00											
UTILITY DEPOSIT:	100											
TOTAL	\$1425.00											
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL												
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -												
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED												
12. COMMANDER/AUTHORIZED REPRESENTATIVE JOE A. CARPENTER, CPT, QM, Commanding	13. SIGNATURE	14. DATE (YYYYMMDD)										

DA FORM 4187, JAN 2000

PREVIOUS EDITIONS ARE OBSOLETE

16874 11/00

(FIGURE 4-2)

PERSONNEL ACTION		
For use of this form, see AR 600-3-6 and DA PAN 601-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	Title 5, Section 5012; Title 10, USC, E.O. 9397.	
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section 00).	
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.	
DISCLOSURE:	Violation - Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU <i>(Include ZIP Code)</i> COMMANDER 16TH SIG BN FORT HOOD, TX 76544	2. TO <i>(Include ZIP Code)</i> DFAS-HOOD PROCESSING SECTION FORT HOOD, TX 76544	3. FROM <i>(Include ZIP Code)</i> COMMANDER HHC, 16TH SIG BN FORT HOOD, TX 76544
SECTION I - PERSONAL IDENTIFICATION		
4. NAME <i>(Last, First, MI)</i> GONDA, SUZANNE	5. GRADE OR RANK/PMSIAOC SSG	6. SOCIAL SECURITY NUMBER 121-21-1221
SECTION II - DUTY STATUS CHANGE <i>(AR 600-8-2)</i>		
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: <i>(Check as appropriate)</i>		
<input type="checkbox"/> Service School <i>(EOL only)</i>	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training <i>(EOL only)</i>	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Withdrawal For Reserve Service	<input type="checkbox"/> Detesting in Army Personnel Lists	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Range Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside COMUS
<input type="checkbox"/> Reassignment Extended Family Members	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Change of Name/SSAN/DID
<input type="checkbox"/> Exchange Reassignment <i>(EOL only)</i>	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> <i>(Date)</i> ADVANCE BAS
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Assign of Pals with Exceptional Family Members	
9. SIGNATURE OF SOLDIER <i>(When required)</i>		10. DATE <i>(YYYYMMDD)</i> 20060115
SECTION IV - REMARKS <i>(Apply to Section II, III, and IV. (Section IV separate sheet)</i>		
REQUEST PAYMENT OF ADVANCE BAS FOR THIS SOLDIER. REQUEST PAYMENT OF THREE MONTHS BAS TO BE PRORATED OVER A PERIOD OF THREE MONTHS.		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change <i>(Section II)</i> or that the request for personnel action <i>(Section III)</i> contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER, AUTHORIZED REPRESENTATIVE JOE A. CARPENTER, CPT, QM, Commanding	13. SIGNATURE	14. DATE <i>(YYYYMMDD)</i> 20060115

(FIGURE 4-3)

PERSONNEL ACTION		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	Title 5, Section 3012; Title 10, USC, E.O. 8397.	
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action or his/her own behalf (Section III).	
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.	
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (Include ZIP Code) COMMANDER 15TH SIG BN FORT HOOD, TX 76544	2. TO (Include ZIP Code) DPAS-HOOD PROCESSING SECTION FORT HOOD, TX 76544	3. FROM (Include ZIP Code) COMMANDER HHC, 16TH SIG BN FORT HOOD, TX 76544
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) WARREN, THOMAS	5. GRADE OR RANK/PMSI/ACC PFC	6. SOCIAL SECURITY NUMBER 526-63-6452
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (AR only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (AR only)	<input type="checkbox"/> Identification Tag
<input type="checkbox"/> Volunteering For Overseas Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input checked="" type="checkbox"/> Separate Rations
<input type="checkbox"/> Range Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Furlough/Advance/Outside COMUS
<input type="checkbox"/> Reassignment Extreme Family Hardship	<input type="checkbox"/> Redesignation	<input type="checkbox"/> Change of Family Address
<input type="checkbox"/> Exchange Reassignment (AR only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Agent of Peace with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (AR only required)		10. DATE (YYYYMMDD) 20060515
SECTION IV - REMARKS (Applies to Sections II, III, and IV. Continue on separate sheet)		
<p>STOP MEAL DEDUCTION EFFECTIVE 060512.</p> <p>VOCO DATE CONFIRMED: 060512.</p> <p>THIS VOCO WAS MADE WHILE HHC, 16TH SIG BN WAS IN THE FIELD. IT WAS NOT PREPARED UNTIL THE DATE OF MY SIGNATURE. THE SOLDIER WAS AUTHORIZED TO MESS SEPARATELY ON THE DATE SPECIFIED IN THE VOCO.</p>		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED	<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> RECOMMEND DISAPPROVAL
		<input checked="" type="checkbox"/> IS APPROVED
		<input type="checkbox"/> IS DISAPPROVED
12. COMMANDER/AUTHORIZED REPRESENTATIVE JOE A. CARPENTER, CPT, QM, Commanding	13. SIGNATURE	14. DATE (YYYYMMDD) 20060515

(FIGURE 4-4)

ENLISTMENT BONUS (SEB) CHECKLIST

SOLDIERS NAME: _____
SSN: _____
UNIT: _____
AMT OF BONUS: _____

DOCUMENTS NEEDED TO PROCESS ENLISTMENT BONUS (EB) PAYMENT

_____ DD FORM 4/1
_____ DD FORM 4/2
_____ DD FORM 4/3
_____ DA FORM 3266 - STATEMENT FOR ENLISTMENT (Dep-Out) pages 1, 2, 6 & 7 w/signature
_____ MOS ORDERS OR AIT GRADUATION CEERTIFICATE
_____ ORDERS TO FT HOOD
_____ ORDERS TO UNIT

PRIOR SERVICE - SEASONAL ENLISTMENT BONUS (SEB) PAYMENT/BSSRB and SRB BONUS

_____ DD FORM 4/1
_____ DD FORM 4/2
_____ DA FORM 4789
_____ DD 214
_____ REQUEST FOR ENLISTMENT MEMORANDUM
_____ ORDERS TO FT. HOOD
_____ ORDERS TO UNIT

CAREER COUNSELOR PAC POC INFORMATION

RANK _____
NAME _____
UNIT _____
PHONE# _____
SIGNATURE _____

(FIGURE 4-5)

CHAPTER FIVE

ETS, RETIREMENT, CHAPTER PROCEDURES

Transitioning from the Army is a huge event in a Soldier's career and life. In order to ensure that Soldiers are not unnecessarily hindered during this tumultuous period they must take a proactive role in their separation. The Finance Office is here to assist in any way possible by providing guidance and information. Please contact either 526-6230 or 526-5902 with any questions.

A. PROCEDURES:

Soldiers that are within 120 days of their RETIREMENT/ETS/CHAPTER date should review the online briefing at <http://www.carson.army.mil/dhr/DHR/MPD/PPB/Briefings/Transition.html>.

The Soldier must schedule an appointment for a one-on-one final out briefing with Finance as soon as they have scheduled their final DD214 appointments with the Personnel Retirement/Transitions Section. Appointments are scheduled daily 0800-1000 at BLDG 1525 Column D. A copy of separation/retirement orders and an approved leave form (if applicable) are required when making an appointment.

CHAPTERS

A. GENERAL:

The debt owed by Soldiers who have separated prior to normal ETS has grown steadily over the past several years. The Army Debt Management Program was developed to reduce Soldiers terminating service with a debt to the U.S. Government. When a Soldier is being considered for early release (chapter elimination) from active duty, Commanders must make every effort to ensure debts due the U. S. Army are collected prior to separation.

B. PROCEDURES:

1. Unit Commander/PAC/PSNCO Personnel:

- a. When the Commander determines that the Soldier will be discharged, he or she will determine the Soldier's indebtedness status by reviewing the commander's copy of the Unit Commanders Finance Report (UCFR).

b. Unit S-1/PACs will submit Debt Avoidance memorandums; Debt Avoidance (Figure 5-1), Debt Avoidance Notice (Figure 5-2) and Debt Avoidance Counseling Statement (Figure 5-3), to Transitions (Rm 230 in Bldg 1218) on a Unit Transmittal Memorandums (UTL) or DA Form 2142 (Pay Inquiry). Debt Avoidance memorandums should be completed with information on the soldier and signed by the soldier and unit commander.

c. Take actions to preclude further indebtedness (i.e., restricts check cashing privilege on post by having the Soldier's ID Card over stamped; clear DPP accounts). Every effort should also be made to resolve civilian debts to creditors.

d. Closely monitor all actions that affect the Soldier's pay account. Provide the Finance Transition Section with all information and documentation concerning known indebtedness such as a Report of Survey, action for collection for Government Property Lost or Damaged (GPLD) DD form 362, or any other known debt to the government.

e. Once the Soldier is notified of an approved separation and is in possession of ETS orders they will contact the Finance Transition Section immediately by telephone, at 526-8473, to coordinate information concerning their actual discharge/clearing dates and final Finance appointment.

f. Soldiers being discharged under chapter elimination with less than honorable conditions (i.e. Chapter 9, 10, 13, or 14) require an escort in the rank of SGT or above to clear Finance.

g. Ensure everything, with the exception of DEERS/ID Card, is cleared prior to the soldier's finance appointment.

2. Upon notification of chapter elimination action, Finance will do the following:

a. Administratively stop all allotments, if applicable.

b. Changes pay option to "1x per month" to pay at the end of month only. No payments will be made prior to end of month payday. No mid-month pay is authorized and no casual pays will be released.

c. Accelerate collection of all outstanding debts

Audit Soldier's account to identify all outstanding debts.



DEFENSE FINANCE AND ACCOUNTING SERVICE
DEFENSE MILITARY PAY OFFICE
4900 EVANS AVE, BUILDING 1220
FORT CARSON, COLORADO 80913

REPLY TO
ATTENTION OF

AFZC-Y-F-DMPO

Date

MEMORANDUM FOR COMMANDER

MEMORANDUM FOR RNK LASTname, FIRSTname MI., (xxx-xx-0000)

SUBJECT: Debt Avoidance

1. _____ Soldier is not indebted to the U.S. Government.
2. _____ Soldier is indebted to the U.S. Government in the amount of \$0.00. We are taking steps to collect this debt.
3. _____ Soldier received a bonus which may cause an out of service debt. Approximate amount of bonus is \$_____.
4. _____ Soldier is currently not in debt but has received a bonus which may cause an out of service debt. Approximate amount of bonus is \$ _____.
5. Point of contact is Defense Military Pay Office (DMPO), Bldg 1218, Phone 526-8470.

CIV, DOD
DMPO Director

(FIGURE 5-1)

DEPARTMENT OF THE ARMY
UNIT INFORMATION
Fort Carson, Colorado Springs 80913

AFZC-Y-F-DMPO

Date

MEMORANDUM FOR DEFENSE MILITARY PAY OFFICE – FORT XXXX, ATTN: DEBT
MANAGEMENT

SUBJECT: Debt Avoidance Notice

1. I am considering the individual listed below for early separation or elimination from the US Army. Request you review individual's pay account to determine any outstanding indebtedness to the U.S. Government.

NAME: _____
RANK: _____
SSN: _____

CONTEMPLATED CHAPTER\ACTION

ESTIMATED DATE OF SEPARATION

2. If individual is indebted to the U.S. Government, request that you take the appropriate action to satisfy the outstanding debt(s).

3. Request you reply by Endorsement with the results of the review.

4. POC is _____ phone _____ unit _____.

/S/
JOHN A. DOE
CPT, AD
Commanding

1 Encls
Debt Avoidance Counseling
Statement

(Figure 5-2)

DEPARTMENT OF THE ARMY
UNIT INFORMATION
Fort Carson, Colorado Springs 80913

AFZH-ADG-A

Date

MEMORANDUM FOR DEFENSE MILITARY PAY OFFICE – FORT CARSON, ATTN:
DEBT MANAGEMENT

MEMORANDUM THROUGH COMMANDER, XXX, XX BATTALION, 12th INF BCT

SUBJECT: Debt Avoidance Counseling Statement

I AM AWARE THAT:

1. Finance will change my pay option to once a month, with all pay at the end of the month. I will not have a mid-month pay option.
2. If I am indebted to the U. S. Government, finance will stop all allotments with the exception of involuntary support (garnishment) and commercial insurance allotments.
3. I must pay all other bills normally paid through the allotment system.
4. Finance will not make a payment if I have less than 30 days remaining prior to my discharge date. If I have any pay coming, I will receive it on the day I am discharged.
5. While I am pending this action, I am not entitled to initial or anniversary payments for enlistment or reenlistment bonuses.
6. If this action is not approved, I may submit a new pay option as well as resubmit all allotment restarts.

BEETLE BAILY
PVT, USA
111-111-XXXX

(Figure 5-3)

CHAPTER SIX

UNIT COMMANDERS FINANCE REPORT ONLINE/ REPORTS DISTRIBUTION

1. **General:** The UCFR is an extremely valuable management tool provided to unit commanders. The report provides the unit commander a one-line rollup of a Soldier's monthly pay account status making it easier to review the Soldier's pay. All available documents in the battalion S-1 or the unit PAC should be used to verify data on the UCFR (e.g. unit rosters, AAA-162 Unit Personnel Accountability Report, EMILPO, DA Form 4187s, AWOL files, and Article-15 files). The Army Reviewer is required to create the UCFR, review, annotate, and submit to the Unit Commander. The Unit Commander will review, sign and date the monthly online UCFR, and submit electronically by the 10th of the next month. Unit commanders must not sign the UCFR until it is certain that all discrepancies have been identified and annotated directly on the UCFR and that all substantiating documents that support all annotations are attached. A proper review of the UCFR is essential to improve combat readiness, reduce fraud, waste and abuse, and ensure Soldiers receive the pay to which they are entitled. Substantiating documents for movement of Soldiers from the UCFR would be orders or a MFR signed by the Unit Commander stating what PACIDN to move the Soldier to. Soldiers who PCS remain on the UCFR until they are gained by the next unit. Soldiers who separate remain on the UCFR for 6 months after separation.

2. S1's, PSNCO or PAC Supervisors will sign for the following items at Entitlement report Pick-Up:

b. ETS Listing - suspense back to Finance is NLT the tenth of the month. Listings must be completed IAW the ETS Listing Processing Procedures (Figure 6-1).

c. No Pay Due Listing (NPD) - for Commander/PAC information only. Provided as a tool for scheduling appointments for NPD's on paydays. This document must be reviewed for such items as DPP collections which may have caused the Soldier to be NPD. Soldiers will not receive casual or advance pays due to mismanagement of their personal finances!

d. Pay Entitlement Listing - suspense to Finance is indicated on the memorandum_s attached (Figure 6-2, 6-3, 6-4)

*****Note: NON RECEIPT OF ANY OF THE ABOVE REPORTS BY THE ESTABLISHED SUSPENSE DATE WILL RESULT IN NOTIFICATION TO THE BRIGADE COMMANDER!! A LETTER OF LATENESS MUST BE PROVIDED TO FINANCE IF PICK-UP/TURN-IN DATE IS NOT MET.**

3. Finance Responsibilities:

a. The Finance office will coordinate and notify PAC's/S1's of date, time and location of S1 distro

b. The Finance office will break down Reports by battalion and attach the following reports for hand out at S1 distro:

(1) ETS Listing - PAC suspense to Finance: NLT the 10th of every month.

(2) No Pay Due Listing - PAC suspense to Finance: NLT the 10th of every month

(3) DMO/FCP Reports - PAC suspense to Finance: NLT the 10th of every month

c. Finance will bring a sign-in log and ensure that each PAC signs for all reports they receive.

DEFENSE FINANCE AND ACCOUNTING SERVICE
DEFENSE MILITARY PAY OFFICE
1676 EVANS STREET, BUILDING 1220
FORT CARSON, COLORADO 80913

Suspense: 15 April 2016
31 March 2016

DFAS-IN/UM-KR

MEMORANDUM FOR COMMANDER, HHC, 4ID, FORT CARSON, COLORADO 80913

SUBJECT: Soldiers Within 120 days of Separation

1. The following Soldier(s) are within 120 days of their ETS date:

	INTENT			
	REUP	ETS	REMARK	SPC
CASTRO, SAMUEL		ETS: 090513		

2. Please provide information on Soldier's intention to reenlist or separate from the military. You may indicate by putting a YES on the appropriate column to determine Soldier's intent and return this memo back to finance.
3. Soldiers may face unnecessary financial hardship if they do not bring a copy of their contract to the finance office as soon as possible.
4. Point of contact is the undersigned at 719-526-2607.

EARL PETERSON
MPR-Lead
Defense Military Pay Office-Carson

Endorsement

1. I certify that above Soldier(s) plan on reenlisting or separating from the military as indicated above.

_____ Commander's
Signature

(FIGURE 6-1)

Privacy Notice – This report may contain data regulated by the privacy act of 1974 (Public Law 93-579). Adequate safeguards must be applied to the handling and use of such information.

Hardship Duty Pay Locator AND/OR Hostile Fire Pay

SSAN	NAME	GR	UNIT/PAS	HDP-L	HFP
123456789	STEVENS CAROLYN	E5	015PRAS0	22/080626/100.00	225.00/2/KU/050601
987654321	COCHRAN JAMES	E5	015PRAS0	22/080516/100.00	225.00/2/KU/050501

(FIGURE 6-2)

Privacy Notice – This report may contain data regulated by the privacy act of 1974 (Public Law 93-579). Adequate safeguards must be applied to the handling and use of such information.

Family Separation Allowance

SSAN	NAME	GR	UNIT/PAS	FSA
123456789	STEVENS CAROLYN	E5	015PRAS0	T 987654321
COCHRAN JAMES		E5	015PRAS0	R

(FIGURE 6-3)

DEFENSE FINANCE AND ACCOUNTING SERVICE
DEFENSE MILITARY PAY OFFICE
1676 EVANS STREET, BUILDING 1220
FORT CARSON, COLORADO 80913

REPLY TO
ATTENTION OF

DFAS-IN/UH-KR

SUSP: 10 May 2016
26 April 2016

MEMORANDUM FOR COMMANDER, B CO, 4TH ID, FORT CARSON, COLORADO 80913

SUBJECT: Annual Certification of Special Duty Assignment Pay (SDAP)

1. Overview: An enlisted member entitled to basic pay may qualify for special duty assignment pay when the member performs duties designated by the Secretary concerned as extremely difficult or involving an unusual degree of responsibility. On an annual basis the appropriate authorities review eligibility and payment authority for each member receiving special duty assignment pay. Payment stops automatically on the annual anniversary date if positive certification is not made that a member is still eligible for special duty assignment pay.
2. Attach is a list of Soldiers in your unit that are currently receiving SDAP. Request your review of the Soldier(s) eligibility and certify Soldier(s) continued qualification for SDAP. Below is a list of the SDAP proficiency type to assist you with your review. **Copy of order(s) authorizing SDAP is required to certify the entitlement.**

CC - CAREER COUNSELOR
DS - DRILL SERGEANTS
RC - RECRUITER
RH - RECRUITER HEADQUARTERS
SP - SDAP all others

3. Point of contact is the undersigned at 719-526-2607.

EARL PETERSON
Lead, Military Pay Processing Section
Defense Military Pay Office-Carson

(FIGURE 6-4)

CHAPTER SEVEN

LEAVE

I. GENERAL

- A. DA Form 31 is the substantiating document for leave.
- B. Leave accrues at the rate of two and a half days per calendar month or 30 days per year. Leave accrues for prorated portions of a month at the rate of one half day every six calendar days. Finance maintains the ETS leave balance on the Soldier's Master Military Pay Account (MMPA) and is reflected on the Soldier's LES through his or her ETS date. Soldiers may be advanced up to 30 days leave or the number of days leave they will earn through their ETS date, whichever is less.
- C. Soldiers may not carry over more than 75 days leave beyond the end of the fiscal year (30 September). On 1 October, all leave accounts are automatically screened and leave balances in excess of 75 days are administratively reduced. There are limited provisions (see AR 600-8-10, chapter 3 Special Leave Accrual) for carrying over leave in excess of 75 days (Figure 7-1). It is imperative that commanders monitor their Soldiers' leave balances and ensure positive support of the leave program.
- D. Enlisted Soldiers on authorized leave are entitled to leave rations for each day of chargeable leave. Leave rations are payable at the same daily rate as separate rations. The input of the leave to the MMPA automatically generates payment of leave rations.
- E. Convalescent leaves are non-chargeable periods and will not be reflected against the Soldier's leave balance.

II. ORDINARY, PCS, TDY, EMERGENCY, TERMINAL LEAVE AND PDMRA

A. ORDINARY LEAVE:

1. The DA Form 31 will be prepared in four copies. All pertinent data regarding the leave will be entered in the control log using the next sequential control number.
2. If the leave is canceled, the original and organizational copies of the DA form 31 will be annotated "VOID" and signed by the leave approving authority or designated representative. The unit will retain the original and organizational copies. The individual copy will be destroyed.
****NOTE: If a canceled leave was erroneously forwarded to Finance and the leave subsequently charged, a Reconciliation Memorandum must be prepared IAW AR 600-8-10, paragraph 12-23 (c).**
**** (Figure 7- 2)**
3. Upon departure of the Soldier, block 14 of the DA Form 31 will be completed and placed in the unit suspense file pending the Soldier's return (Figure 7-3).
4. Upon return of the Soldier, blocks 16 through 17 of the DA Form 31 will be completed and the leave control log annotated. The original will be submitted to the finance office via UTL within three duty days of the Soldier's return. The unit retains the organizational copy for six months (Figure 7-3).

B. EMERGENCY LEAVE:

When deemed appropriate that a Soldier be granted emergency leave under the provisions of AR 600-810, the DA Form 31 will be processed as outlined in paragraph A above. Emergency leave is processed in the same manner as ordinary leave.

C. PCS AND TERMINAL LEAVE:

Permanent Change of Station (PCS) and terminal leave will be processed by assigning a control number and annotating PCS or TRANS above the control number block of the DA Form 31. The suspense copy will be hand carried by the departing Soldier to finance during out-processing.

D. LEAVE IN CONJUNCTION WITH TDY:

Temporary Duty (TDY) leaves are assigned control numbers. The unit will maintain all copies of TDY leaves until the Soldier's return. The DA Form 31 should encompass the entire period of the absence. The PAC will affix the completed original DA Form 31 and a copy of the completed travel settlement and turn-in to the servicing finance office on a UTL.

E. SPECIAL LEAVE ACCRUAL

The intent of special leave accrual (SLA) is to provide relief to Soldiers who are not allowed leave when undergoing lengthy deployment or during periods of hostility. There are three categories in which a member can qualify for SLA.

1. SLA is authorized to Soldiers who served in an area in which he or she was entitled to hostile fire or imminent danger pay for at least 120 continuous days. Soldier in this category can carry up to 120 days into the next fiscal year
2. SLA is authorized to Soldiers who served in direct support of a contingency operation and was denied leave. In this situation the member is only allowed to carry up to 90 days leave into the next fiscal year.
3. Finally Soldiers that deployed to meet a contingency operation for more than 60 days and were prevented from using leave through the end of the FY because of deployment.

SLA is automatic for those Soldiers who served in a HFP/IDP, but if SLA Leave is not automatically carried through into the next FY a request to Finance must be made after the FY has ended. The SLA approval request must be signed by the first LTC in the chain of command for category 1, the MACOM approval authority for category 2, and the first COL in chain of command for category 3. The memorandum must include information on why the Soldier was deployed, date command was notified of deployment, who directed deployment, name of the operation, arrival and departure date of deployment, and how many leave days the Soldier lost at the end of the FY. (Fig 7-1)

F. ARMY POST DEPLOYMENT/MOBILIZATION RESPITE ABSENCE

This message announces implementation guidance for a new category of administrative absence called Post-Deployment/Mobilization Respite Absence (PDMRA). PDMRA is a DOD program intended to compensate Soldiers with days of administrative absence/non-chargeable leave when required to mobilize or deploy with a frequency beyond established DOD rotation policy thresholds. This program is effective immediately and applies to creditable deployments and mobilizations underway on, or commencing after, 19 Jan 07.

III. EXCESS LEAVE

A. GENERAL:

1. A Soldier desiring to take leave, may, if approved by the commander, elect to utilize advanced leave (leave granted prior to its accrual). Commanders may grant up to 30 days or the number of days that can be accrued prior to the Soldier's ETS, whichever is less. Utilization of leave in excess of this amount

will place the individual in an excess leave status. Excess leave will not be used for terminal leave when a Soldier is transitioning out of the service.

Note: An extension of a Soldiers ETS date does not become effective until the day following the OLD ETS Date and does NOT afford a Soldier any further days for which they can take leave. Utilization of leave in excess of the "OLD" ETS date, again, will result in an excess leave status.

2. The Soldier is not entitled to pay and allowances, nor does leave accrue during periods of excess leave. The Soldier's ETS date will also be adjusted by the number of days of "excess" leave taken.

3. Advance leave becomes excess leave and requires collection of pay and allowances under the following conditions:

- a. Advance leave balance exceeds that which will accrue in the new enlistment or term of service, including when an agreement to extend is canceled by the service.
- b. Relief from active duty.
- c. Appointment as a cadet or midshipman at a service academy.
- d. Death.

IV. CONVALESCENT LEAVE

A. GENERAL:

Convalescent leave is a non-chargeable absence from duty granted to expedite a Soldier's return to full duty after illness, injury, or childbirth.

B. APPROVING OFFICIALS:

1. The unit commander is the approving authority for up to 30 days convalescent leave (42 days after normal pregnancy and childbirth). If the Soldier has had any period of convalescent leave while in the hospital, the unit commander can only grant that portion which will not exceed a collective total of 30 days.

C. PROCESSING PROCEDURES:

1. The hospital commander will notify the unit commander of departure and return dates from convalescent leave.

- a. The unit will prepare a DA Form 31 and forward by UTL to the Finance office for processing onto the Soldiers MMPA. Although this is non-chargeable leave, it must still be processed onto the Soldier's account for duty status purposes and to initiate payment of separate rations.

b. V. EXTENSION OF LEAVE

1. All extensions of leave require the approval of the Soldier's commander.
2. When the requested extension is approved, an entry will be made in item 15 of DA form 31 and the appropriate entry will be made on the Leave Control Log. Commanders of units under the PAC system must maintain an audit trail for extensions.

V. LEAVE CONTROL LOG

1. The Leave Control Log (automated or manual DA Form 4179-R) will be maintained IAW AR 600-810, Chapters 11-12. All leaves will be recorded in the control log. Leaves will be assigned a leave control number beginning with 01 on 1 October of each fiscal year.

2. Leaves will not be entered into the control log or assigned a control number until the leave has been approved. Upon approval, the next consecutive control number will be assigned and all information will be entered in pen or typed in the control log.

3. If after completion of the DA Form 31, and subsequent entry in the control log a Soldier cancels the leave, lining through the entry and annotating it "VOID" will void the control number. The approving authority must authenticate the voided leave form.

4. Cancelled leaves. For disposition of the voided DA Form 31 see AR 600-8-10.

DEPARTMENT OF THE ARMY
UNIT

FORT CARSON, COLORADO 80913

REPLY TO
ATTENTION OF

XXXX-XX

5 May 2016

MEMORANDUM THRU Commander FORSCOM, ATTN: AFAG-PSSB

FOR Commander, PERSCOM, ATTN: TAPC-PDO, Alexandria, VA, 22333-0474

SUBJECT: Special Leave Accrual – (Rank) (First, Middle, Last name) (Social Security Number)

1. Request special leave accrual be approved for (Rank) (Name). The following information is provided for consideration:

- a. Command was notified of deployment requirement (Date).
- b. The requirement was directed by (example FORSCOM).
- c. Unclassified name of the requirement is (example Operation Iraqi Freedom)
- d. Unclassified information concerning the nature of the requirement follows:
 - (1) A classified contingency developed due to the need to defend national security.
 - (2) Nature of this requirement includes a deployment to (Location) for the purpose of ().
- e. The Soldier was notified on (date).
- f. The Soldier deployed (date) and returned from the deployment (date).
- g. My annual leave program aggressively supports the use of 30 days of leave a year.
- h. Soldier was able to take leave on (dates) and other occasions during the fiscal year.
- i. Soldier had taken (number) of days leave prior to notification of the deployment. Soldier was scheduled to take an additional (number) of days leave beginning (date).
- j. The Soldier took (number) of days leave after notification of deployment, but was precluded from taking any more leave days before deployment because ().
- k. The Soldier was precluded from taking any leave during deployment because.
- l. The Soldier lost (number) of days leave at the end of the fiscal year.

2. Point of Contact is (name) at DSN (number).

(Signature block of LTC and higher Cdr)

(FIGURE 7-1)

(Office Symbol)

(Date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Discrepancies in Unit Leave Control Report

1. Reconciliation of the Unit Leave Control Report, dated _____ indicates the following discrepancies:

Leave Control Number (4FB0001)

Name: Joe, George I. SSN:

123-45-6789

Leave Dates Charged (02 Jan 0* - 10 Jan 0*)

2. Leave Control Number #4FB0001 was canceled, however, the original DA 31 was erroneously sent to Finance and input into the Soldiers military pay account.

3. Attached is a copy of the voided DA 31. Request necessary action is taken to reconcile the Soldier's leave account.

**B.T. WASHINGTON
LTC, IN Commanding**

DISTRIBUTION:

1 - Indiv

1 - Unit Cdr

1 - 640a

1 - Finance

(FIGURE 7-2)

REQUEST AND AUTHORITY FOR LEAVE				1. CONTROL NUMBER 4FB0001	
This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is ODCSPER (See instructions on reverse.)					
PART I					
2. NAME (Last, First, Middle Initial) ION, SANDRA		3. SSN 123-45-6789		4. RANK 1SG	5. DATE 12 JAN 0*
6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.) 1600 PENNSYLVANIA AVE WASHINGTON, DC 02222 (222)345-7869			7. TYPE OF LEAVE <input checked="" type="checkbox"/> ORDINARY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> PERMISSIVE TDY <input type="checkbox"/> OTHER		8. ORGN, STATION, AND PHONE NO. HHD 4TH FINANCE BATTALION FT. ANYWHERE, USA
NUMBER DAYS LEAVE				DATES	
a. ACCRUED 44.0	b. REQUESTED 10	c. ADVANCED 0	d. EXCESS 0	a. FROM 2 FEB 0*	b. TO 11 FEB 0*
11. SIGNATURE OF REQUESTOR /S/		12. SUPERVISOR RECOMMENDATION/SIGNATURE <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		13. SIGNATURE AND TITLE OF APPROVING AUTHORITY /S/	
DEPARTURE					
a. DATE 2 FEB 0*	b. TIME 1515	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY BECKHAM, CYNTHIA, SFC, SDNCO /S/			
EXTENSION					
a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY			
RETURN					
a. DATE 11 FEB 0*	b. TIME 2330	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY GIVENS, CARMEN, MSG, SDNCO /S/			
17. REMARKS THE DAY OF DEPARTURE WILL NOT BE CHARGED AS A DAY OF LEAVE DUE TO THE SOLDIER WORKING MORE THAN HALF THE NORMAL DUTY DAY. (Approving Authority) /S/					
Chargeable leave is from <u>0*0203</u> to <u>0*0211</u>					
PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL					
18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station (or location) designated by military orders. You are directed to report to the Aerial Port of Embarkation (APOE) for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.					
19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION: For return military travel reservations in CONUS call the MAC Passenger Reservation Center (PRC): Should you require other assistance call PAP.					
20. DEPARTED UNIT		21. ARRIVED APOD	22. ARRIVED APOE (return only)	23. ARRIVED HOME UNIT	
PART III - DEPENDENT TRAVEL AUTHORIZATION					
25. <input type="checkbox"/> (Space available or required cash reimbursable) <input type="checkbox"/> ONE WAY <input type="checkbox"/> ROUND TRIP <input type="checkbox"/> (Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25					
DEPENDENT INFORMATION					
a. DEPENDENTS (Last name, First, MI)		b. RELATIONSHIP	c. DATES OF BIRTH (Children)	d. PASSPORT NUMBER	
PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION					
26. DESIGNATION AND LOCATION OF HEADQUARTERS			27. ACCOUNTING CITATION		
28. DATE ISSUED	29. TRAVEL ORDER NUMBER	30. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION			

(FIGURE 7-3)

CHAPTER EIGHT

ALLOWANCES

GENERAL:

The following allowances are covered in this chapter: Basic Allowance for Subsistence (BAS), Basic Allowance for Housing (BAH) and Family Separation Allowance (FSA).

I. BASIC ALLOWANCE FOR SUBSISTENCE

Each member of a uniformed service entitled to basic pay is entitled to Basic Allowance for Subsistence (BAS). Upon completion of initial basic military training, unless otherwise restricted as described in Chapter 25 of the DODFMR, Volume 7, a member becomes entitled to one of the following monthly BAS rates based upon their rank and circumstances.

A. BASIC ALLOWANCE FOR SUBSISTENCE (Enlisted)

1. Each request to mess separately will be considered on an individual basis.
2. Unit commanders, regardless of rank, may authorize Soldiers of their command to mess separately, providing that such Soldiers are accompanied by their dependents or are in grade SSG through CSM.
3. Authority to approve Soldiers to mess separately in the grade PV1 through SGT without dependents or unaccompanied is delegated to the first O-5 commander. Enlisted Soldiers PV1 through SGT, without dependents or unaccompanied, may be authorized to mess separately only under exceptional circumstances and when in the best interest of the Army (shift work, religious, medical, remote site, etc...). Authorization to mess separately by virtue of residing with relatives will not be construed to fall within the meaning of exceptional circumstances. Authorization will be fully justified in writing using a DA Form 4187 authorizing Soldier to mess separately and approved by the first field grade officer in the chain of command.
4. Authorization to mess separately must be submitted to the Finance office immediately after the approving authority signs the DA Form 4187 (Figure 8-2). DA Form 4187's submitted later than 20 days after the effective date must be signed by a Field Grade Officer.
5. Authorizations to mess separately may not include retroactive periods. This does not prevent payment of separate rations from the time of actual verbal authorization by proper authority (VOCO), if the verbal approval of the Soldier's request is promptly confirmed in writing. Verbal authorizations in excess of 20 days will be fully justified in writing by the approving authority and signed by a Field Grade officer in your unit.
6. Members receiving BAS while in certain situations may have the payment for government provided meals made by mandatory pay account collection. When commander requires mandatory collection, the pay account collection will be made for all meals available, whether the meals are actually eaten or not. BAS will show on the LES in the entitlement column and a meal deduction will show in the deduction column at the reduced rate. Meal deductions may be required in the following situations:
 - a. Issuance of Meal card
 - b. Field duty/Sea Duty
 - c. Group Travel
 - d. Essential unit/station missing
 - e. Accession Pipeline Military Training

B. BASIC ALLOWANCE FOR SUBSISTENCE (Officer)

1. Normally, officers, regardless of grade, are entitled to BAS on a monthly basis. Unless a single officer is serving a hospital internship, participating in authorized international amateur athletic competition, training on a fellowship, or in a non-pay status an officer's BAS will run uninterrupted. Adjustments will be made for field duty and certain confinement periods.

II. BASIC ALLOWANCE FOR HOUSING

A. GENERAL:

1. Effective 1 January 1998, all Soldiers, officers and enlisted are entitled to Basic Allowance for Housing (BAH). Individual entitlements will be provided by Partial BAH, BAH at the "with dependent" rate, or BAH at the "without dependent" rate.

2. Claims for entitlement/payment of BAH must be processed through the Finance office, on BAQ/VHA Recertification, DA Form 5960 (Figure 8-3).

B. ENTITLEMENTS:

1. **PARTIAL BAH:** A Soldier without dependents is authorized partial BAH when assigned to single type government quarters (barracks). PARTIAL BAH is effective the date of arrival in command and continues until the day prior to the date of departure from command. Entitlement continues during periods of field duty.

2. **BAH WITH DEPENDENTS:** Soldiers who have a qualifying dependent may be authorized BAH at the "with dependent" rate. Dependency, for the purpose of authorizing BAH, must be established by documented evidence presented to the Finance office (such as marriage license, birth certificate, etc.).

Soldiers must provide for the support of their dependents IAW AR 608-99 (Family Support, Child Custody, and Paternity). Commanders are required to follow the procedures outlined in this regulation for Soldiers not in compliance!!!

NOTE:

Civilian Contracted Housing: All family type government quarters on Ft. Carson were contracted out to a civilian property manager except for Liberty Housing. As a result of this change provisions were made for changes in the BAH entitlement. In the past when Soldiers and their dependents were assigned to government quarters the entitlement to BAH would be stopped on the effective date of said assignment. Under civilian contracted housing the Soldier's entitlement to BAH will never be stopped. Soldiers who are assigned to housing under civilian control will have an allotment started by the property manager in the amount of the Soldiers BAH rate. It should be noted that not all Installations have gone to civilian contracted housing and that BAH entitlement may change upon Soldiers PCS from Ft. Carson.

3. **BAH WITHOUT DEPENDENTS - OWN RIGHT/ELECTION:** Single officers and Soldiers in the rank SSG through CSM can elect to draw BAH in their own right, at their own discretion provided that they do not occupy single-type government quarters at the BAH without dependent rate.

4. **BAH WITHOUT DEPENDENTS:** Payable to SGT and below without dependents who do not occupy government quarters at their permanent duty station with installation commander's approval and statement of non-availability of billeting space from housing office. BAH "without dependents" will be terminated on an intra-post transfer (losing commander's responsibility).

5. **SECONDARY DEPENDENTS:** Soldiers are authorized BAH "with dependents" on behalf of secondary dependents. Secondary dependents include: illegitimate child, parent/step-parent, etc. BAH with dependents for secondary dependents must be approved by DFAS-IN, Indianapolis, IN. Recertification is required upon notification; failure to meet recertification will result in the immediate stop of entitlement, until proper documentation is provided to the DMPO.

Effective: 1 January 2006 members who live off-post and drawing BAH at the without dependent rate and BAH-DIFF will now receive the BAH at the with dependent rate.

The following steps must be taken to obtain approval of BAH for secondary dependents:

- a. Soldier must have a certified copy of birth certificate (child) which shows that Soldier is the parent. In lieu of the birth certificate, the Soldier may complete a paternity statement through JAG.
- b. Soldier must have proof of support (canceled checks, payroll allotment, etc.).
- c. The amount of support the Soldier is sending must normally be equal to the amount of BAH with dependents for his or her pay grade.
- d. Soldier must already have the support in effect; a Soldier cannot start drawing BAH on behalf of the dependent prior to support actually beginning.
- e. Soldier must obtain a signed pay inquiry from the servicing PAC and report to the servicing Finance office with proper supporting documentation in hand.
- f. The Finance office will assist the Soldier in completing the DD Form 137, Application for BAQ with Dependents for Secondary Dependents (Figure 8-4). Within 60 to 90 days after DFAS-IN has received the request, the Soldier will be notified whether or not the application has been approved. If the Soldier is claiming his or her natural born, illegitimate child, and has proof of support along with birth certificate, then the Finance office can initiate his BAH (Diff or With Dependents) without the DD Form 137 being forwarded to DFAS-IN.

6. SOLDIER MARRIED TO SOLDIER: A Soldier married to another Soldier is not recognized as a primary dependent for the purpose of BAH. However, if they elect to reside together off-post, they are both entitled to draw BAH "without dependents." If they reside in family type government quarters, only the Soldier receiving with dependents BAH (if there is a dependent child) or the higher ranking member (if there are no dependent children) will forfeit the amount of their BAH. This continued entitlement to BAH by one member is due to the change to civilian contracted housing on Ft. Carson (see para. 2a).

7. PCS BAH: This allowance is authorized to single Soldiers while in a travel status between PCS moves. The rate of BAH "without dependents" accrues from the day of departure from old station through date of arrival at new station.

D. PROCEDURES: (Refer to Figures 8-5 and 8-6 for a quick reference)

1. PARTIAL AND PCS BAH: These entitlements will be authorized during Finance In-processing. The one-time payment of BAH should be reflected on the Soldier's first LES at the new station. The payment of PARTIAL BAH is a continuing entitlement. In the event that PARTIAL BAH and/or PCS BAH does not appear in the first LES, a written pay inquiry should be initiated at the unit PAC.

2. BAH WITH DEPENDENTS: In order to establish entitlement to BAH "with dependents," the PAC personnel must ensure that Soldier has all the appropriate documentation. The PAC will bring the packet to finance. It does not require the Soldier's presence.

3. BAH WITHOUT DEPENDENTS: Action will be initiated and processed at the unit to establish BAQ "without dependents" for SGT and below. With the unit commander's, garrison commander's and housing officer's approvals, a Soldier married to a Soldier may elect to receive BAQ "without dependents" and reside off-post. BAH will be terminated on an intra-post transfer and may be reapproved by the new unit commander.

4. BAH DIFFERENCE: Effective 1 January 2006 members who live off-post and drawing BAH at the without dependent rate and BAH-DIFF will now receive the BAH at with dependent rate.

III. FAMILY SEPARATION ALLOWANCE

A. GENERAL:

1. The purpose of Family Separation Allowance (FSA) is to defray the additional costs associated with maintaining two households as a result of a forced separation of the Soldier and his or her dependents or Soldier spouse.

- a. FSA-I is to defray costs incurred by Soldiers not living in government quarters while separated from their dependents. The payable rate for FSA-I is equal to BAQ at the without dependent rate for the Soldier's rank.
- b. FSA-II is to defray minor costs incurred due to enforced separation over 30 days. FSA-II is payable without regard to availability of government quarters and is payable at the rate of \$8.33 per day or \$250 per month for all Soldiers.

2. Requests for FSA entitlement must be submitted within 20 calendar days of the effective date of entitlement to preclude untimely submission of documentation to the servicing Finance office.

B. PROCEDURES:

1. The supporting document for the payment of FSA is DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance (Figure 8-4)). The Soldier will complete and submit the DD Form 1561 with his or her travel settlement voucher to the unit PAC.

- a. FSA-I and FSA-R is payable, at the rate of BAQ/WO, to each member with dependents who are on permanent duty outside the United States or in Alaska and dependents are precluded from joint assignment and when the Soldier is not afforded adequate single-type government housing at his duty station.
- b. FSA-II (FSA-T and FSA-S) provides for added expenses incurred because of enforced family separation. Two justifications for this entitlement:

- (1) FSA-T is payable when the member is on TDY away from his/her permanent station continuously for more than 30 days, and the dependents or Soldier spouse do not reside at or near the TDY station.
- (2) FSA-S is payable when a member is on duty aboard a ship away from the home port of the ship, continuously for more than 30 days.

2. For field exercises exceeding 30 days continuously, the commander will sign a DD Form 1561 and attach a signed memorandum listing the personnel (full name and Social Security Number) authorized FSAII. Beginning and ending dates of authorization must also be annotated on the list.

3. FSA Type II begins to accrue after 30 days of separation but payment is retroactive from the initial date of departure. When computing whether or not a Soldier has been separated for 30 days or more, the 31st of the month, if applicable, is counted in the computation.

4. Effective 1 October 1986, Soldiers who elect an unaccompanied tour to an unrestricted duty area are not authorized to receive FSA-II.

5. Soldiers who have concurrent travel orders but elect not to have their dependents travel with them are not entitled to FSA Type II.

6. Effective 23 September 1996, military member couples (member married to member) residing together, with no other dependents, are entitled to FSA-II when separated by execution of military orders.

**DEPARTMENT OF THE ARMY
1ST BATTALION, 97TH INFANTRY DIVISION FORT
CARSON, CO 80913**

WAKBTO

2 February 20**

**MEMORANDUM FOR Commander, 4th Finance Battalion, ATTN: Processing
Fort Carson, CO 80913**

SUBJECT: Letter of Lateness for DA 4187 Separate Rations Submission

- 1. PFC Billy, Bob received my authorization to mess separately on 1 January 20** prior to our deployment to the field. Due to my PAC accompanying us to the field, the DA 4187 was not prepared until the date of my signature on it.**
- 2. PFC Billy turned in his meal card at 1000 on the day prior to my authorization and was not and is not on a meal card.**
- 3. POC for this is SSG Tardy at 526-9978.**

**ROBERT BURGER
CPT, IN
Commanding**

(Figure 8-1)

PERSONNEL ACTION
For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Uses: To initiate the processing of a personnel action being requested by the service member.
Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

THRU: (include ZIP Code) COMMANDER 1/97TH INF DIV FT. CARSON, CO 80913	TO: (include ZIP Code) COMMANDER 4TH FINANCE BN FT. CARSON, CO 80913	FROM: (include ZIP Code) COMMANDER HHC 1/97TH INF DIV FT. CARSON, CO 80913
--	--	--

SECTION I - PERSONAL IDENTIFICATION

NAME (Last, First, MI) DOE, JANE	GRADE OR RANK/PMOS (Enl only) E-3/PFC	SOCIAL SECURITY NUMBER 123-45-6789
-------------------------------------	--	---------------------------------------

SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)

The above member's duty status is changed from _____ to _____ effective _____ hours _____ 19____

SECTION III - REQUEST FOR PERSONNEL ACTION

I request the following action:

TYPE OF ACTION	Procedure	TYPE OF ACTION	Procedure
Service School (Enl only)		Reassignment Married Army Couples	
ROTC or Reserve Component Duty		Reclassification	
Volunteering For Oversea Service		Officer Candidate School	
Ranger Training		Assgmt of Pers with Exceptional Family Members	
Reasgmt Extreme Family Problems		Identification Card	
Exchange Reassignment (Enl only)		Identification Tags	
Airborne Training	X	Separate Rations	
Special Forces Training/Assignment		Leave - Excess/Advance/Outside CONUS	
On-the-Job Training (Enl only)		Change of Name/SSN/DOB	
Retesting in Army Personnel Tests		Other (Specify)	

SIGNATURE OF MEMBER (When required) _____ DATE 1 FEB 20**

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

INITIATE SOLDIER'S BAS EFFECTIVE 0*0201

VOCO DATE Confirmed: 0*0201

This VOCO was made while 1/97th's PAC was in the field. It was not prepared until the date of my signature. The soldiers was authorized to mess separately on the date specified in the VOCO.

ROBERT L. BURGER, ILT, IN, Commanding

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein:

HAS BEEN VERIFIED IS APPROVED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL

IS APPROVED IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE ROBERT L. BURGER, ILT, IN, Commanding	SIGNATURE	DATE 1 FEB 0*
--	-----------	------------------

DA FORM 4187 DEC 82 EDITION OF FEB 81 WILL BE USED. USAPPC V2.10 COPY 1

(Figure 8-2)

AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ), AND/OR VARIABLE HOUSING ALLOWANCE (VHA) <small>For use of this form, see 37-104-3; the proponent agency is ASA (RM)</small>				PRIVACY ACT STATEMENT			
1. NAME (Last, First, MI) DOE, JANE				AUTHORITY: 37 USC 403; Public Law 96-343; EO 9397.			
2. SOCIAL SECURITY NUMBER 123-45-6789		3. GRADE PFC		PRINCIPLE PURPOSE: To start, adjust or terminate military member's entitlement to basic allowance for quarters (BAQ) and/or variable housing allowance (VHA).			
4. TYPE OF ACTION <input checked="" type="checkbox"/> START <input type="checkbox"/> CANCEL <input type="checkbox"/> CHANGE <input type="checkbox"/> REPORT <input type="checkbox"/> CORRECT <input type="checkbox"/> STOP <input type="checkbox"/> RECERTIFICATION				ROUTINE USE: To adjust member's military pay record, information may be disclosed to Army components, such as USAFAC, major commands, and other Army installations to other DOD components, other federal agencies such as IRS, Social Security Administration and VA, GAO, members of Congress, State and local government, US and State courts, and various law enforcement agencies. Social Security Number (SSN) is used for positive identification.			
5. DUTY LOCATION (Include Station, Name, City, State, and Zip Code) 1/97TH INF DIV FT. CARSON, CO 80913				6. DATE OF ACTION (YYMMDD) 010201		7. BAQ TYPE <input checked="" type="checkbox"/> WITH DEPENDENTS <input type="checkbox"/> PARTIAL <input type="checkbox"/> WITHOUT DEPENDENTS	
8. MARITAL/DEPENDENCY STATUS a. SINGLE <input checked="" type="checkbox"/> b. MARRIED (see blocks (1), (2) & (3)) <input type="checkbox"/> c. DIVORCED (see blocks (1), (2) & (3)) <input type="checkbox"/> d. LEGALLY SEPARATED (see blocks (1), (2) & (3)) <input type="checkbox"/> e. DEPENDENT CHILD (see blocks (4), (5) & (6)) <input type="checkbox"/>				9. QUARTERS ASSIGNMENT/AVAILABILITY a. ADEQUATE (see block (1)) <input type="checkbox"/> b. INADEQUATE (see blocks (1), (2) & (4)) <input type="checkbox"/> c. TRANSIENT (see block (3)) <input type="checkbox"/> d. NOT AVAILABLE <input checked="" type="checkbox"/>			
(1) Spouse/Former Spouse SSN		(2) Spouse/Former Spouse Duty Station		(3) Date of Marriage, Divorce/Separation		(1) QUARTERS NO. _____	
(2) Spouse/Former Spouse Duty Station		(3) Date of Marriage, Divorce/Separation		(1) QUARTERS NO. _____		(2) FAIR RENTAL VALUE \$	
(4) Child in Custody of: Member Spouse Former Spouse Other				(3) FROM: _____ TO: _____			
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.				(4) <input type="checkbox"/> MEMBER ELECTION (Member in grade E7 and above) <input type="checkbox"/> COMMANDER DETERMINATION (Attached)			
(6) If child support received from another military member, complete (1), (2) & (3).							
10. DEPENDENTS/SHARERS (Continue on back if required)							
NAME OF DEPENDENT/SHARER		COMPLETE CURRENT ADDRESS (include ZIP Code)		RELATIONSHIP		DOB OF CHILDREN	
DOE, BOB		112 S. GOOBER, COLO SPRGS, CO 8012		SPOUSE		N/A	
DOE, BILLY		SAME AS ABOVE		SON		990301	
11. CERTIFICATION OF DEPENDENT SUPPORT							
<input checked="" type="checkbox"/> I certify that I provide, or am will to provide adequate support for the above named dependents. I am aware that failure to support the above named dependents may result in stopping BAQ and recouping BAQ for any prior periods/nonsupport.							
IAW service regulations, I certify that the dependency status of my primary dependents, on whose behalf I am receiving BAQ, has not changed so as to affect my entitlement thereto for the period _____							
12. EXPENSES, IF AUTHORIZED, I AM REQUESTING VHA BASED ON							
<input checked="" type="checkbox"/> My permanent duty station: _____ My dependent's location: _____ Both my permanent duty station and dependent's location.							
a. Monthly Expenses		Member		Dependent		b. Sharer/Lease Information	
(1) Mortgage (PFI) or Rent		\$750.00				(1) Rental/Residential Address: 1122 S. GOOBER, CSC 80912	
(2) Insurance						(1) Landlord's Name and Address:	
(3) Other						(2) Effective Date: (3) Expiration Date: (2) Landlord's Phone No.	
TOTALS		\$750.00		010201			
(4) Number of Sharers (show name(s) and address in block 10.)							
I certify ALL information regarding this authorization is correct. I will immediately notify the FAO/HRO of any changes in the information above, due to divorce, marriage, death, living in government quarters etc, which could affect by BAQ or VHA entitlement. IMPORTANT: Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for 5 years, or both.							
13. MEMBER'S SIGNATURE DOE, JANE /S/				14. DATE 010205		15. CERTIFYING OFFICER'S SIGNATURE SSG INCHARGE, NCOIC, PAY INQUIRES /S/	
						16. DATE 010206	

DA FORM 5960, SEP 90

REPLACES DA FORM 3298, JUL 80 AND DA FORM 5545, JUL 86 WHICH ARE OBSOLETE

USAPPC V2.00

(Figure 8-3)

APPLICATION FOR BASIC ALLOWANCE FOR QUARTERS FOR MEMBERS WITH DEPENDENTS			
(Use only when determination of dependency must be made by USAFAC or AFAC)			
PRIVACY ACT INFORMATION			
1. AUTHORITY: Pub L. 93-64, E. O. 9397, 93d Congress			
2. PRINCIPAL PURPOSE(S): Adjudication of claims for Basic Allowance for Quarters (BAQ) for primary doubtful and secondary dependents.			
3. ROUTINE USES: To secure documents (DD Form 137-3, Marriage Certificates, Birth Certificates, etc.) from the claimed dependent to determine the relationship and dependency. Documents are evaluated to determine member's entitlement to BAQ and input is made to the Master Military Pay File to authorize BAQ. The documents are retained or returned to the dependent.			
4. DISCLOSURE IS VOLUNTARY: However, unless the required information is furnished, the allowance will not be paid.			
SSN	NAME OF SERVICE MEMBER (Last, first, middle initial)	PAY GRADE	
000-56-1111	WORKER, HARD	SPC	
STATION OR BASE FT. CARSON, CO		DATE OF ENLISTMENT OR DATE OF ENTRY ON ACTIVE DUTY (Whichever is later) (YYMMDD) 00 10	
1. I HEREBY CLAIM BASIC ALLOWANCE FOR QUARTERS FOR THE DEPENDENTS LISTED BELOW EFFECTIVE 01 02 (YYMMDD)			
2. FROM THE DATE INDICATED ABOVE, MY DEPENDENTS ARE:			
NAME OF DEPENDENT (Last, first, middle initial)	COMPLETE CURRENT ADDRESS	FAMILIAL RELATIONSHIP ¹	DATE OF BIRTH ² (YYMMDD)
WORKER, LUCY	STREET 301 MAIN STREET CITY FREEPORT STATE NY ZIP CODE 11520	DAU	01 02
	STREET CITY STATE ZIP CODE		
	STREET CITY STATE ZIP CODE		
DATE (YYMMDD) OF PRESENT MARRIAGE ³	PLACE OF PRESENT MARRIAGE CITY STATE	IF ANY CHILD ABOVE HAS BEEN ADOPTED, SHOW DATE OF ADOPTION AND ADDRESS OF COURT ISSUING DECREE DATE (YYMMDD) ADDRESS OF COURT (City, State, and Zip Code)	
3. IF ANY CHILD(REN) NAMED ABOVE AND NOT IN LEGAL CUSTODY OF YOU OR YOUR SPOUSE, SHOW THE FOLLOWING:			
NAME OF CHILD (Last, first, middle initial)	NAME (Last, first, middle initial) OF PERSON HAVING CUSTODY	Amount of your monthly contribution for support of child \$ IF APPLICABLE	
WORKER, LUCY	JOE, SALLY	\$ IF APPLICABLE	
Relationship of custodian to child	COMPLETE ADDRESS OF PERSON HAVING CUSTODY	If support of child is required by court order or divorce decree, show amount required. Specify amount per month/year.	
MOTHER	STREET 301 MAIN STREET CITY FREEPORT STATE NY ZIP CODE 11520	\$ IF APPLICABLE	
4. DEPENDENCY INFORMATION (This section must be completed for all dependents other than lawful spouse and/or legitimate children under 21 years of age.)			
NAME(S) OF DEPENDENT(S) (Last, first, middle initial) (WHEN APPLICABLE)	Monthly amount of my contribution \$	Dependent's monthly income from other sources ³ \$	Dependent's monthly living expenses \$
For unmarried child over 21 years of age, either physically incapacitated or mentally defective, attach a statement from a physician showing how long the child has been under his or her care and the cause and degree of incapacitation. If the child is in the custody of someone other than the member, a statement signed by the custodian showing amount of member's monthly contribution, method by which contribution is made, and actual monthly living expense of the child is also required.			
5. IF DIVORCED, SHOW THE FOLLOWING:			
DIVORCE DECREE GRANTED BY NAME OF COURT STATE DATE (YYMMDD)	ADDRESS OF FORMER SPOUSE STREET	TYPE OF DECREE <input type="checkbox"/> Final <input type="checkbox"/> Interlocutor	
NAME OF PERSON FORMER SPOUSE REMARRIED (if applicable) (Last, first, middle initial)	CITY STATE ZIP CODE	Date decree is final (YYMMDD)	
6. Have any of the above named dependents served as a member of the uniformed services or participated in full time training duty with pay after the date shown in item 1 above? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. HRST APPLICATION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		DATE LAST APPLICATION FILED (YYMMDD):	
8. IMPORTANT NOTE: Making a false statement or claim against the U.S. Government is punishable by court martial. PENALTY: The penalty for willfully making a false claim or a false statement in connection with claims. A maximum fine of \$10,000 or maximum imprisonment of 5 years or both (18 U.S.C. 287-1001).		I will immediately notify the appropriate officer of any change in the dependency status of my dependents. The facts I have stated in connection with this request are correct. Current Date (YYMMDD) 01 02 01 Signature of service member	
9. I have reviewed the attached supporting documentary evidence presented to establish dependency of the above named dependents and have satisfied myself that the statements made by the member are true and correct.		Current Date (YYMMDD) 01 02 05 Signature of reviewing officer	
TO BE COMPLETED BY USAFAC/AFAC			
Dependency of above named dependent(s) has been established effective		<input type="checkbox"/> It has been determined that the above named individual(s) is/are not dependent on the service member for the following reasons: (YYMMDD).	
1: Indicate if step or adopted child 2: Children only 3: Include interest, dividend or rental income and contributions from others toward household or living expenses.			

DD FORM 137, 84 FEB

EDITION OF JUNE 80 WILL BE USED

USAPPC V2.10

(Figure 8-4)

STATEMENT TO SUBSTANTIATE PAYMENT OF FAMILY SEPARATION ALLOWANCE (FSA)			
PRIVACY ACT STATEMENT			
AUTHORITY:		Title 37, U.S. Code, Section 427.	
PRINCIPAL PURPOSE:		To evaluate member's application for FSA.	
ROUTINE USES:		a. Serves as substantiating document for FSA payments and input into the member's pay account. b. Provides an audit trail for validating propriety of payments and to assist in collecting erroneous payments. c. Provides a record in service member's pay account and for safekeeping.	
DISCLOSURE:		Disclosure of your social security number and other personal information is voluntary. However, if requested information is not provided, FSA will not be considered.	
1. NAME OF MEMBER (Last, First, Middle Initial)	2. GRADE	3. SOCIAL SECURITY NUMBER	4. BRANCH AND ORGANIZATION
NAME, YOUR	E-3	987-65-4321	CSC, 1-2 INF
PART I - MEMBER COMPLETES THIS SECTION TO SUBSTANTIATE ENTITLEMENT TO FSA			
5. TYPE II (X as applicable) <input checked="" type="checkbox"/> FSA-T (Temporary) <input type="checkbox"/> FSA-R (Restricted) <input type="checkbox"/> FSA-S (Ship)		6. COMPLETE CURRENT ADDRESS(ES) OF DEPENDENT(S) 123 MY PLACE HOMETOWN, USA 00000	
7. DATE (DDMMYY) DEPARTED RESIDENCE TO UNIT HOME STATION (Mobilized Members)			
8. I CERTIFY TO THE FOLLOWING FACTS (X applicable box(es))			
<input checked="" type="checkbox"/> a. I am not divorced or legally separated from my spouse. <input checked="" type="checkbox"/> b. My dependent child (children) was (were) not in the legal custody of another person when I received my military orders. <input checked="" type="checkbox"/> c. My dependent (other than my spouse; see line f. below) is not a member of the military service on active duty. <input checked="" type="checkbox"/> d. My sole dependent is not in an institution for a known period of over 1 year or a period expected to exceed 1 year. <input checked="" type="checkbox"/> e. I am claiming FSA for my parent(s) for whom I have a current and approved dependency status and am residing with, and I maintain a residence(s) for my dependent(s). I have assumed the liability and responsibilities thereof at the address(es) shown above, where I likely reside during periods of leave or such other times as my duty assignment may permit. <input checked="" type="checkbox"/> f. I am married to another military member currently serving on active duty and my spouse <input checked="" type="checkbox"/> was <input type="checkbox"/> was not residing with me immediately before being separated by execution of my military orders. Spouse's SSN: _____ Branch and Component: _____ <input checked="" type="checkbox"/> g. My last TDY or deployment, if any, <input type="checkbox"/> was <input checked="" type="checkbox"/> was not within the last 30 days from this TDY or deployment.			
9. I understand that I must notify my commanding officer immediately upon any change in dependency status and if my sole dependent or all of my dependents move to or near this station or if my dependent(s) visit at or near this station for more than 90 continuous days (more than 30 continuous days in the case of FSA-T (Temp) or FSA-S (Ship)) while I am in receipt of FSA.			
a. DATE (DDMMYY)	b. SIGNATURE OF MEMBER		
60606	YOUR NAME		
PART II - CERTIFYING OFFICER COMPLETES THE APPROPRIATE SECTION(S) BELOW			
10. TYPE II - FSA-T. Member has been ordered to and has performed temporary duty (TDY) at the location(s) shown below for more than 30 continuous days. This (these) location(s) is (are) outside a reasonable commuting distance from the member's permanent duty station (PDS pertains to active component) or the home of residence (HOR pertains to reserve component). A distance of 50 miles, one way, is normally considered to be within a reasonable commuting distance of a PDS or HOR. "Within a reasonable commuting distance" also may include distances of less than 50 miles and the time required to travel, under unusual conditions, does not exceed 1-1/2 hours. (Attach a blank page for continuation if necessary.)			
a. LOCATION		b. INCLUSIVE DATES OF TDY/T (FromTo)	c. NO. OF DAYS
FORT LIVING ROOM, USA		13 JAN 08-14 MAR 08	69
11. TYPE II - FSA-R. Member departed (PCS/detached) from _____ on _____ (Last permanent duty station) (DDMMYY) and was on leave en route _____ (inclusive leave dates - DDMMYY), proceed time _____ (inclusive dates) and the member reported to _____ (PDS) on _____ (DDMMYY). Transportation of dependent(s) is not authorized at government expense to this station or to a place near this station.			
12. TYPE II - FSA-S. Member was serving on orders, on board ship, away from homeport commencing (DDMMYY) _____			
a. NAME OF SHIP/UNIT		b. HOMEPORT	
13. Travel performed under authority of orders _____, dated _____			
14. Member claiming Type II FSA, is receiving basic allowance for housing (BAH) (or residing in government type quarters) as a member with dependents or member married to a military member.			
15. DATE (DDMMYY)	16. CERTIFYING OFFICER		
60606	a. TYPED NAME (Last, First, Middle Initial)		b. TITLE
	FINANCE STAMPS HERE		FINANCE OFFICER
	c. ORGANIZATION		d. SIGNATURE
	FINANCE		

(Figure 8-5)

BAH – Basic Allowance for Housing

- ❖ DA 5960
- ❖ Original, certified copy of Marriage Certificate
- ❖ DA 4187, Company CDR Authorization to reside off-post (*Married E5s and below with no minor dependents. If applicable, the date that the Soldier vacated the barracks and relinquished the room key must be specified*)
- ❖ Original, certified copy of Birth Certificate (*If a minor is being claimed as the dependent for BAH*)
- ❖ Barracks Termination Orders
- ❖ Single Soldier's Packet (*E-5 and Below*) (*See page 2*)
- ❖ Divorce Decree (*If applicable*)
- ❖ Pregnancy profile and DA 4187, Company CDR Authorization to reside off-post (*SM more than 28 wks along*)
- ❖ DD214 (*If applicable*)
- ❖ PCS orders for spouse (*If PCS is separate and spouse will arrive within 60 days*) **BAH Scenarios**

1. Soldier married to civilian

- a. DA 5960
- b. Original, certified copy of Marriage Certificate
- c. DD214 (*If applicable*)

2. Soldier married to Soldier, both are stationed at Ft. Carson and/or a minor dependent is claimed

- a. DA 5960
- b. Barracks Termination Orders
- c. DA 4187, Company CDR Authorization to reside off-post, (*If Soldiers have no minor dependents. If applicable, the date that the Soldier vacated the barracks and relinquished the room key must be specified*)
- d. Original, certified copy of Marriage certificate
- e. Original, certified copy of Birth certificate (*If a minor is being claimed as the dependent for BAH*)
- f. PCS Orders for spouse (*If PCS is separate and spouse will arrive within 120 days*)

3. Single Soldier,

Single, pregnant Soldier less than 28 weeks along,

Soldier married to Soldier, PCSd separately, and arriving more than 60 days apart OR

Soldier married to Soldier stationed apart and no minor dependent is claimed

➤ SGT and below

- a. DA 5960
- b. Single Soldier's Packet (*See page 2*)

➤ SSG and above

- a. DA 5960

4. Single pregnant Soldier 28 weeks along or more

- a. DA 5960
- b. DA 4187, Company CDR Authorization to reside off-post
- c. Pregnancy profile

5. Single or divorced Soldier, residing off-post, requesting to change their BAH rate to "with-dependent" based on their minor child

- a. DA 5960
- b. Original, certified copy of Birth Certificate of minor dependent(s)
- c. One of the following which must state the child's name, date of birth
 - i. Divorce Decree or Court Order
 - ii. Notarized letter from the custodial parent
 - iii. Proof of Support if voluntary

SINGLE SOLDIER'S PACKET

Without Dependent Rate BAH For Sergeants (E5) and Below

SUBJECT: Non-Availability Statements for Bachelor Quarters

PURPOSE: To provide information on procedures and requirements for application for Non-Availability Statements for BAH at the without dependent rate.

FACTS:

1. Bona fide bachelors, in the ranks of Sergeant and below may be authorized to live off post and draw BAH.
2. The following **original** documents are required for application for Non-Availability statements for BAH:
 - a. Request to reside off-post, approved by the Brigade Commander (O-6) for separate brigades or groups. Each approval must indicate the effective date.
 - b. DA Form 4187 (*Personnel Action*)
 - c. DA Form 5960 (*Authorization to start/stop BAH*)
 - d. Barracks Utilization Report (*Brigade-Level utilization must be above 95%*)
 - e. Lease Contract, Intent to Sign Lease form, or Mortgage agreement (*if applicable*)
 - f. Legal custody papers (*if applicable*)
 - g. Pregnancy statement signed by physician or profile w/due date (*pregnant Soldiers less than 28 weeks along*)
3. Soldiers will turn in their approved packets to their finance office for completion.

Exception to 95% barracks utilization policy

Soldiers in the ranks of Sergeant and below who reside in barracks where the utilization is less than 95% and who have legally documented visitation and/or shared custody of a minor dependent may be authorized to live off-post as an exception to policy. The Soldier's must follow the instructions for a Single Soldier's packet but submit a memorandum from the Commander, requesting the exception to policy, in place of the barracks utilization report. The memorandum must explain the Soldier's circumstances and indicate that the Chain-of-Command is in agreement with this action. The Real Property Office will then issue an Approval memorandum which the Soldier must bring to the Finance office to request the with-dependent rate of BAH be started.

BAQ Differential - For single Soldiers residing in the barracks and paying child support

- ❖ DA 5960
- ❖ Original, certified copy of Birth certificate of minor dependent(s)
- ❖ One of the following which must state the child's name, date of birth, and amount of child support
 - Divorce Decree or Court Order
 - Notarized letter from the custodial parent
 - Proof of support if voluntary

BAS – Basic Allowance for Subsistence (Separate Rations)

- ❖ DA 4187 to stop Meal Deduction o Signed by the Unit Commander (O3 or above)

FSA – Family Separation Allowance

- ❖ DD 1561

AND one of the following

- ❖ DTS or Print out **Or**
- ❖ DD 1610 or TDY orders
- ❖ Travel voucher settlement (AKO or MyPay)

Advance Pay

- ❖ 1st Request
 - DD 2560
 - PCS Orders
 - All must provide proof of financial need
 - SPC and below require unit CDR (O3) approval
- ❖ 2nd Request
 - DD 2560
 - PCS Orders
 - All must provide proof of financial **hardship**
 - All require unit CDR (O3) approval

ASHA – Advance Station Housing Allowance

- ❖ DA 4187 (Must state amount of 1st month's rent, amount of security deposit, and length of lease)
- ❖ Lease agreement or Intent to lease from property management

Enlistment Bonuses

- ❖ 4/1, 4/2, 4/3
- ❖ Contract pages 1-6, 7, or 8 **OR** Annexes A,B,C,& D
- ❖ AIT graduation certificate or MOS orders with a specified effective date

Supporting documentation requirements for active duty entitlements are I/A/W the DODFMR, DFAS-INM 7-1, AR 37-104-4, AR 210-50, FH Reg. 600-24, and Local Policies.

Note: If a request is submitted more than 20 days past the effective date for any reason, such as acquisition of original documents, please ensure that the request is accompanied by a Letter of Lateness.

CHAPTER NINE

INCENTIVE PAY

A. GENERAL:

This chapter covers the following incentive pay: Flight Pay, Aviation Career Incentive (ACIP) Pay, Demolition Pay, and Parachute Pay. Recertification is required upon notification; failure to meet recertification will result in the immediate stop of entitlement, until proper documentation is provided to the DMPO.

I. FLIGHT PAY - CREWMEMBER AND NONCREWMEMBER

A. **GENERAL:** Soldiers under competent orders to participate in regular and frequent aerial flights as crew or non-crewmembers, who otherwise meet the requirements of section 2202 of the Department of Defense Financial Management Regulation are entitled to flight pay.

B. CREWMEMBER:

1. Non-rated/Non-designated officers are not authorized crewmember incentive pay.
2. Enlisted Soldiers, qualified IAW AR 600-200, whose performance of duty is essential to the operation of the aircraft may be placed on competent orders to perform crewmember duties. The total number of authorized personnel may not exceed the total authorized positions on the TOE/TDA.
3. Competent Orders will, upon unit request, be published by the installation AG, and submitted to the Finance office on the organizational UTL.
4. Termination orders must be published upon suspension, termination of duty, or PCS, and will be submitted to the servicing Finance office by UTL.

C. NONCREWMEMBER:

1. Non-rated/Non-designated officers and enlisted personnel, who are required to participate frequently and regularly in aerial flights in the performance of duties may be placed on competent orders to perform non-crew member duties, IAW AR 600-106. The total number of authorized personnel may not exceed the total authorized position of the TOE/TDA.
2. Competent orders will, upon unit request, be published and submitted to the servicing Finance office by UTL.
3. Termination orders must be published upon suspension, termination of duty, or PCS and will be submitted to the servicing Finance office by UTL.

D. FLIGHT REQUIREMENTS:

1. Personnel authorized flight pay must meet minimum flight requirements IAW AR 600-106 in order to maintain entitlement. Basically, during each calendar month, Soldiers must perform four hours of aerial flight duty. However, if a Soldier fails to meet this minimum requirement in any one month, flight hours which have not been used to qualify for pay over the preceding five months may be used to meet the flight time requirement. **EXAMPLE:** SGT Jones performed only three hours of flight duty during the month of August. A review of flight records indicate that flight hours over the past five months have been: March = 5; April = 6; May = 3; June = 3 and July = 4. SGT Jones does qualify for August since one additional hour from March may be applied to May, one excess hour from April may be applied to May, one excess hour from April may be applied to June, leaving the remaining additional hour from April to apply to August.

2. When the four-hour minimum cannot be met by using the previous months, the Soldier may qualify by performance of a total of eight flight hours in two consecutive months or a total of 12 hours in three consecutive months.

3. The Finance office must be notified by memorandum of the Soldiers not meeting the required flight requirement for a certain period of time. The memorandum will be submitted by UTL.

II. AVIATION CAREER INCENTIVE PAY

A. GENERAL:

1. Aviation Career Incentive Pay (ACIP) for rated/designated officers and warrant officers was effective 1 June 1974.

2. Officers qualified for aviation service under regulations prescribed by the Secretary of the Army are entitled to ACIP at the rates, and conditions prescribed by the Department of Defense Financial Management Regulation Vol. 7. B. ENTITLEMENT:

1. An officer qualified for aviation service, except a flight surgeon or medical officer, is entitled to continuous ACIP starting when the officer entered flight training leading to the original rating or when appointed an officer, whichever is later. An officer must complete at least 12 years of aviation service and 8 years of operational flying duty time in order to receive continuous ACIP for the first 18 years of aviation service. Entitlement to continuous ACIP can extend to a maximum of 25 years of aviation service with the completion of 18 years of aviation service and 12 years of operational flying duty time.

2. Officers entitled to ACIP are required to meet the performance standards of AR 95-1 to maintain entitlement.

3. Performance review gates are established for the 12th and 18th years of aviation service. If the officers found qualified, DA orders will be issued by HQPERSCOM to continue the entitlement. These orders will be sent directly to the Defense Finance and Accounting Service Center - Indianapolis, In by HQPERSCOM. No input from the field office is required.

4. An officer qualified for aviation service, who is not entitled to continuous ACIP under (1) above, and who is required by competent orders to perform operational or proficiency flying duties, and a flight surgeon or other medical officer who is qualified for aviation service and required by competent orders to perform operational flying duties are entitled to monthly ACIP for the performance of minimum flight requirements.

C. FLIGHT REQUIREMENTS:

1. During one calendar month - four hours of aerial flight. However, if an officer does not fly the minimum hours in any given month, hours flown during the five preceding months, which have not already been used to qualify for ACIP may be applied to meet this four hour requirement.

2. When flight hour minimums cannot be met by using the five previous months, the Soldier may qualify by performance of a total of eight flight hours in two consecutive months or a total of 12 flight hours in three consecutive months.

3. The Finance office must be notified by memorandum if requirements are not met for a certain period. This memorandum should be submitted by UTL.

III. DEMOLITION DUTY PAY

A. GENERAL:

1. A Soldier entitled to basic pay who is required by competent orders to perform duty involving the demolition of explosives, as prescribed by service regulations, as a primary duty (including training for such duty) is entitled to demolition incentive pay.

2. Demolition incentive pay is payable for any full month, or is prorated under paragraph 240101 of DODFMR Vol. 7 for any portion of a calendar month during which a member under competent orders performs demolition duty by use of live explosives.

B. DUTY INVOLVING DEMOLITION OF EXPLOSIVES:

1. Effective 6 December 1984, duty involving the demolition of explosives is defined as shown below:

a. Demolish objects, obstacles or explosives by use of explosives, disarming or demolition, recover and render harmless explosives which have failed to function as intended or which have become a potential hazard.

b. Participate as student or instructor in training, included field training, for the duties described in paragraph (1) above, provided that live explosives are used in such training.

c. Participate in the proficiency training, including that conducted in the field, for maintenance of skill in the duties described in (1) above, provided that live explosives are used.

C. PROCEDURES:

1. Competent orders will, upon request by authorized approving authority, be published by the PSB and submitted to the Finance office on a UTL.

2. Termination of demolition duty incentive pay is automatic upon a Soldier departing the command.

3. Local commanders are responsible for ensuring that the servicing Finance office is informed when a Soldier fails to perform the monthly demolition duty required for the incentive pay.

IV. PARACHUTE DUTY PAY

A. GENERAL:

1. Qualified Soldiers are those who have received a designation as a parachutist or a parachute rigger or are undergoing training for such designations, who are required by competent orders, to engage in parachute jumping from an aircraft in aerial flight, and who meet the minimum performance requirements reflected in table 24-3 of DODFMR Vol. 7.

2. Authority to issue orders requiring performance of parachute duty is delegated by the Secretaries to specific commanders within each service. Such delegations are contained in personnel regulations of the individual services.

B. JUMP REQUIREMENTS:

1. A jump during any given calendar month qualifies an eligible Soldier for parachute duty pay for that month, one preceding month, and one succeeding month; or that month and two preceding months; or that month and two succeeding months.

2. Parachute jumps performed under the following circumstances do not qualify a Soldier for entitlement to parachute duty pay:

a. Parachute jumps performed by a Soldier while on PCS or TDY/TDA not requiring parachute jumping as an essential part of duty; or while on leave.

b. Parachute jumps performed by any member of Reserve Component while on active duty for training (ADT) not requiring parachute jumps as an essential part of the duty. C.

PROCEDURES:

- 1. Competent orders will, upon request by authorized approving authority, be published and submitted to the Finance office on UTL.**
- 2. Termination orders must be published upon suspension, termination of duty, or PCS and submitted to the servicing Finance office by UTL.**
- 3. The Finance office must be notified by memorandum of the Soldiers who did not meet the requirements for JUMP pay for any month. The memorandum will be submitted on a Unit Transmittal Memorandum.**

CHAPTER TEN

SPECIAL PAY

A. GENERAL:

The Specialty Pays covered in this chapter include Foreign Language Proficiency Pay (FLPP), Hardship Duty Pay (HDP), and Special Duty Assignment Pay (SDAP).

I. FOREIGN LANGUAGE PROFICIENCY PAY

A. GENERAL:

1. An officer or enlisted member of the Armed Forces entitled to basic pay, who has been certified by the Secretary concerned in accordance with Service regulations to be proficient in a foreign language, identified by the Secretary of Defense for such pay, and who meets one of the following conditions, may be paid foreign language proficiency pay:

- a. Is qualified in a military specialty requiring a foreign language as defined by the Secretary of the Army; or
- b. Has received training under regulations prescribed by the Secretary of the Army concerned designated to develop such proficiency; or
- c. Is assigned to military duties requiring such proficiency; or
- d. Is proficient in a foreign language for which the Department of Defense has authorized payment (as determined by the Secretary of Defense).

2. The Secretary of the Army will annually certify member's level of proficiency.

3. FLPP may be paid in addition to other pay and allowance to which a member may be entitled. B.

DEFINITIONS:

1. **Language Proficiency:** Level of proficiency a member possesses in a foreign language skill (listening, reading and/or speaking) as certified by the Secretary concerned.

C. FLPP CATEGORIES:

1. **FLPP I:** FLPP I is for career linguists who are assigned to a position or those who are in the exempt categories for assignment.
2. **FLPP II:** FLPP II is for non-career linguists who are proficient in a language but are not assigned to a language position.

AMOUNT OF PAYMENT:

1. AR 11-6 was recently updated 8 Jan 2016 with the new updated payment table below.

Table 4-2 Foreign language proficiency bonus payment table

	Payment Levels	
DPLT score	Payment list "A"	Payment list "B"
1/1	\$100	\$50
1+/1+	\$150	\$75
2/2	\$200	\$100
2/2+	\$250	\$125
2+/2+ or 2/3	\$300	\$150
2+/3	\$350	\$175
3/3	\$400	\$250
3/3/3 or 4/4	\$500	\$300

2. Foreign language proficiency pay may be awarded for proficiency in multiple foreign languages. The monthly rate shall not exceed \$500 per month for a single language, or \$1,000 per month for any combinations of languages.

3. Entitlement to foreign language proficiency pay is computed on a 30-day month. Entitlement accrues through the effective date of the termination order. Payment will be prorated for that portion of the month which entitlement begins or ends.

D. CONDITIONS OF ENTITLEMENT:

1. Detailed instructions on maintenance, retention, and termination of foreign language proficiency pay status are specified in Army Regulation. Entitlement may be terminated at any time in accordance with Army Regulation.
2. TAX. Foreign language proficiency pay is an item of pay subject to Federal withholding tax and is not subject to FICA tax.

II. HARDSHIP DUTY PAY

A. GENERAL:

Hardship Duty Pay-Location (HDP-L) supersedes Foreign Duty Pay (FDP). HDP was established effective February 4, 1999 and FDP was terminated effective February 3, 1999. Hardship Duty Pay-Mission (HDP-M) is the entitlement previously known as HFP/IDP (Hostile Fire Pay/ Imminent Danger Pay). The Secretary of Defense has established that HDP will be paid to members (a) for performing specific missions or (b) when assigned to a designated location. Hardship Duty Pay-**T**(HDP-T) and **AIP** is paid to specified units in Iraq and Deployed to Iraq, to include staging time in Kuwait and /or Afghanistan for a combined time of 12 consecutive months, or 12 months within a 15-month period. The entitlement is paid to each Soldier who was involuntary extended beyond his or her initial 365 deployment date.

B. CONDITIONS OF ENTITLEMENT:

1. **MISSION ASSIGNMENT ENTITLEMENT:** Hardship Duty Pay for Mission Assignments (HDP-M) is payable to members, both officer and enlisted, for performing designated hardship missions. HDP-M is payable at the full monthly rate, without prorating or reduction, for each month, during any part of which the member performs a specified mission. Locations and conditions for entitlement designated for HDP-M can be found in the DODFMR Volume 7A, chapter 17.

2. **LOCATION ASSIGNMENT ENTITLEMENT:** Hardship Duty Pay for Location

Assignments (HDP-L) is payable to members, both officers and enlisted, when they are assigned to duty of over 30 days duration in the specified locations designated in the DODFMR Volume 7A chapter 17. HDP-L is payable under the conditions set forth under Table 17-1 of the DODFMR, Volume 7A.

3. As of this date, HDP-L and HDP-M cannot be drawn simultaneously. Those Soldiers in a designated HDP-M area will continue to draw HDP-L at the old FDP (HDP) rate. Provision may eventually allow for the drawing of HDP-L and HDP-M not to exceed a total payment of \$300. Soldier should visit the web sites listed in chapter 16 of this guide in order to keep abreast of upcoming changes.

4. HDP-T FACTS: The incentive package includes an additional \$200 in hardship duty pay (above the \$100 already being received by the Soldier) and \$800 monthly in Assignment Incentive Pay, or AIP. This pay will be available to Soldiers in 42 units required to stay in the theater past their expected rotation date due to operational needs. The extra pay will only be available once a Soldier exceeds 365 consecutive days in the Central Command Theater. That's 12 consecutive months or 365 days out of a 15-month period. When Soldiers are calculating their time on the ground, they should not subtract the time they spent away on emergency or R&R leave. In order to receive the \$800 AIP, extended Soldiers must sign a DA Form 4187, personnel action form, recognizing that their extension was involuntary. The signature is necessary because, by law, AIP must be based on a written agreement between the secretary of the Army and the Soldier. Units should be made aware that this is not a bonus but rather an additional pay benefit. As a result, is subject to the maximum cap authorized by the Department of the Army for Tax exemption. This taxable amount primarily impacts commissioned officers whose taxable income exceeds the authorize cap. Which means only the amount that exceeds the cap is taxed.

C. RATES PAYABLE:

1. MISSION ASSIGNMENT RATES: HDP-M is payable to all members at the rate of \$150 per month regardless of pay grade.

2. LOCATION ASSIGNMENT RATES: HDP-L is payable to all members, based on their location. The new rates range between \$50-\$150 per month. Note*members that are receiving HDP-M will not be authorized to received the current HDP-L rates but will continue to receive the old HDP-L rates (these rates are equal to the old FDP).**

D. RESTRICTIONS ON PAYMENT:

1. Mission Assignment Restrictions: If a member enters a non-pay status during a month, prorate HDP-M for the number of days the member was in a basic pay status.

2. Location Assignment Restrictions: Prorate or restrict payment of HDP-L in accordance with the following guidance and the rules in Table 17-1, DODFMR, Vol. 7A.

a. HDP-L is not authorized for enlisted members who are residents of a

designated HDP-L area while serving on permanent duty within that state, possession, or foreign country. A member's residence shall be the same as the member's designated legal residence for income tax purposes.

b. HDP-L is not payable to midshipmen, aviation cadets, or academy cadets.

c. HDP-L is not payable to members in a non-pay status.

d. An enlisted member may not receive both HDP-L and career sea pay for the same period of service.

E. PROCEDURES:

1. When Soldiers are performing mission in a HFP/IDP area, the Soldier's PAC will submit one of the following packets to their servicing finance office:

a. DA form 4187 with travel orders and flight manifest (certified by the commander)

b. Memorandums from the commander with travel orders and flight manifest (certified by the commander).

2. Each packet must contain the following information:

a. Date of arrival to area.

b. Location of duty.

c. Soldier's name, rank, and SSN.

3. The above packets must also be submitted to the servicing finance office upon return so that entitlement can be stopped. The information needed is the same as stated above except that date of departure from designated area is to be annotated instead of date of arrival.

4. Soldiers may also be authorized this special pay when on duty in a non-designated area and subject to hostile fire or explosion of hostile mines while on duty.

IV. SPECIAL DUTY ASSIGNMENT PAY- ENLISTED SOLDIERS

A. GENERAL

An enlisted member entitled to basic pay may qualify for special duty assignment pay when the member performs duties designated by the Secretary concerned as extremely difficult or involving an unusual degree of responsibility.

B. DEFINITIONS:

SPECIAL DUTY ASSIGNMENT: A duty assignment characterized by extremely demanding duties or duties demanding an unusual degree of responsibility. Individuals are awarded a special duty identifier only for the purpose of assignment to a specific duty position.

C. TYPES OF SPECIAL DUTY ASSIGNMENT PAY AUTHORIZED:

Special Duty Positions	Time Periods	Rate of Pay
Production Recruiters (Includes SQI 4)		SD-6=\$450
Recruiters		SD-5=\$375
Staff Recruiters		SD-4=\$300
Component	0-6 Months	SD-1=\$ 75
Career	7-12 Months	SD-2=\$150
Counselors	Over 12 Months	SD-3=\$225
Drill Sergeants	0-6 Months	SD-3=\$225
	7-12 Months	SD-4=\$300
	Over 12 Months	SD-5=\$375
Specially Designated Personnel	0-6 Months	VARY
	7-12 Months	VARY
	Over 12 Months	VARY

D. PROCEDURES:

1. Orders must be issued to award, change, terminate, or reinstate SDAP. This is detailed in procedure 3-28 of DA PAM 600-8. The battalion S1 prepares a DA Form 2446 (Request for orders) using AR 600-8-105 military orders. The request for orders must include the Personnel Service Battalion (PSB/MPD) to issue the orders format 330 (Proficiency Pay). The correct level of SDAP will be annotated in the additional instruction portion of the order.
2. A single order should be used to award or change each rate of pay with the appropriate effective dates applied. This rule will allow Soldiers to continue receiving their SDAP entitlement at the same level until arrival at the new duty station.
3. The gaining command will publish orders that reflect the new assignment and correct level of SDAP, and ensure the EMILPO database reflects the correct SDAP level.
4. Losing commanders will implement measures to ensure that SDAP termination orders are cut upon PCS when the Soldier is not PCSing to another SDAP assignment.
5. SDAP entitlement accrues from the date of authorization through the day before the effective date of the termination order. SDAP will be prorated for those portion of the month the entitlement starts/stops. The accuracy of the entitlement date on the orders is essential for ensuring the correct personnel and pay transactions are processed and the Soldier receives the correct pay entitlement. Criteria for determination of SDAP entitlements are outlined in Chapter 3, AR 614-200.
6. All Soldiers who have been affected by the above change must have orders issued to terminate the old entitlement, if applicable, and authorize the new entitlement level.

E. ELIGIBILITY REQUIREMENTS

A Soldier entitled to basic pay may qualify for special duty assignment pay when the member performs duties designated by the Secretary concerned as extremely difficult or involving an unusual degree of responsibility. A member entitled to special duty assignment pay may receive such pay in addition to any other pay or allowances to which entitled. Special duty assignment pay status is awarded according to applicable Army Regulations.

F. CONDITIONS OF ENTITLEMENT:

1. Conditions affecting entitlement to special duty assignment pay are shown in Table 8-2 of the DODFMR, Vol. 7A.

2. Detailed instructions on maintenance, retention, and termination of SDAP are specified in AR 614-200.

G. DATE TO STOP SPECIAL DUTY ASSIGNMENT PAY:

Table 8-2 of DODFMR Vol. 7 tells how to determine the last day on which special duty assignment pay accrues to a member. Stop special duty assignment pay on the date shown in table 8-2, unless an earlier date is specified in the order terminating such pay status.

H. TAX:

Proficiency pay or special duty assignment pay is subject to withholding of income tax. Neither is subject to withholding of FICA taxes.

CHAPTER ELEVEN

AWOL AND DROP FROM ROLLS (DFR) PROCEDURES

A. GENERAL:

1. IAW with Personnel policy the unit commander is responsible for promptly and accurately determining if a Soldier's absence is authorized or unauthorized, and if such an absence should be chargeable as time lost to be made good. When a determination is made that a Soldier has entered into an unauthorized absence status, the unit commander will prepare and forward DA Form 4187 (Request for Personnel Action) and ensure a EMILPO transaction is submitted to change the Soldier's duty status from present for duty (PDY) to ABSENT WITHOUT LEAVE (AWOL). Other administrative actions must be taken in accordance with AR 630-10 to include suspension of favorable personnel actions, discontinuation of allotments, inventory of personal property, notification of next of kin (NOK) and preparation of dropped from the rolls (DFR) packet after the Soldier's 31st day of consecutive absence.

2. These procedures apply to all units supported by the DMPO-Carson, Colorado.

3. Commanders will immediately:

a. Conduct an inquiry to determine the Soldier's location and possible reason for absence and record the results on DA Form 4384.

b. When determination of AWOL status has been made, the BN S1 prepares a Duty Status Change EMILPO transaction, prepares a DA Form 268 (Flag) and DA Form 4187, which must be hand carried within 24 hours to Personnel Office, Records Section and EMILPO Section respectively. Additionally, the unit must prepare AWOL Information Sheet, FC Form 1398-4 and DA 4187 and furnish to PMO. Once stamped by the PMO the BN S1/Unit PAC must forward a copy of the DA 4187 to their servicing Finance office utilizing the unit transmittal (UTL) System.

c. Conduct personal effects inventory in accordance with AR 700-84.

d. If the individual had access to classified defense information or information appears to have been compromised, report the incident through command intelligence channels in accordance with paragraph 25b, AR 381-20.

e. Have allotments discontinued in accordance with Military Pay and Allowance Procedures (AR 37104-4).

f. Notify absentee's NOK (dependent) by letter on the 10th day of absence. If the NOK is a spouse active duty in the grade of Corporal and below with four years or less of service, inform the spouse of the entitlement to request basic allowance for quarters IAW AR 630-10, Figure 2-1, 2-2 and 2-3.

g. Ensure the Battalion S1 drops the individual from the rolls of the organization effective on the 31st day of consecutive absence. Take the following actions after the Soldier has been DFR'd from the unit:

(1) Complete DA Form 4187, reporting the Soldier's change of duty status from AWOL to DFR.

(2) Prepare DD Form 458 (Charge Sheet) in triplicate.

(3) Initiate DD Form 553 (Deserter Absentee Wanted by the Armed Forces) in accordance with AR 190-9 within 48 hours of the date of DFR.

(4) Forward the DA Form 4187 and DD Form 553 to the Provost Marshal Office (PMO), AWOL Apprehension, to be stamped. Forward the DD Form 458, DA Form 4187, and DD Form 553 to the Personnel Office, Records Section. Additionally, the BN S1/PAC must forward a copy of the DA 4187 to their servicing Finance office utilizing the UTL system.

(5) Consolidate documentary evidence of AWOL and DFR with health records to include SF 601, immunization record and dental records and forward to Personnel, Records Section.

(6) Ensure, "Flag" EMILPO transaction is submitted to BN S1 to change reason codes from AWOL to DFR and taken to Personnel, EMILPO Section.

(7) When the absentee has family members qualified for medical care in a uniformed service facility or who are receiving civilian care under TRICARE, notify the appropriate medical facility commander.

(8) Notify the absentee's next of kin, by letter (return receipt requested) informing them of the individual's unconfirmed military status, and request their assistance in obtaining true status. This letter should be discreet since the individual may be deceased, serving a sentence in civilian confinement, confined in a mental institution or any of several sensitive situations.

(9) Revoke security clearance in accordance with AR 604-5.

(10) Provide the local Provost Marshal with additional information, which can supplement that provided at the time the DD Form 553 was prepared.

4. S1 Responsibilities:

a. S1s will ensure a complete DFR packet consists of the following:

(1) DA Form 4187 (Include the DA Form 4187 for both the AWOL duty status change and DFR change).

(2) DD Form 553 (Deserter/Absentee Wanted by the Armed Forces).

(3) DD Form 458 (Charge Sheet).

(4) DA Form 4384 (Commander's Report of Inquiry Unauthorized Absence).

(5) DA Form 268.

(6) Letters to next of kin when the Soldier was AWOL and DFR.

(7) Revocation of Security Clearance, if applicable.

(8) Health and Dental Records.

(9) Inventories of the Soldier's military clothing and issue, and the service member's personal clothing and effects.

b. Upon return to duty from AWOL:

(1) BN S1 prepares a Duty Status Change EMILPO transaction and DA 4187 that must be hand carried to the Personnel Office, Records Section and EMILPO Section. The BN S1 must notify PMO of duty status change. The BN S1 provides a copy of the DA 4187 to the units servicing Finance office utilizing the UTL system.

(2) Effective 1 September 2001, Deserters who return to military control (RMC) will be returned to their parent unit with few exceptions. Applicable guidance can be found in AR

630-10 (Absence Without Leave, Desertion and Administration of Personnel Involved in Civilian Court Proceedings)

5. Provost Marshal Office (PMO) Responsibilities:

- a. PMO will receive and stamp DA 4187 and AWOL Information Worksheet (FC 1398-4), from the unit within 24 hours of a Soldier's duty status change showing Soldier's duty status changed from present for duty to AWOL. The PMO will stamp these documents prior to the unit taking the documents to the Personnel Office for action. PMO will issue a warrant for the Soldier's arrest.
- b. Upon a Soldier's duty status change from AWOL to DFR, the PMO will receive and stamp DA 4187 that reflects the Soldier's duty status change. DD Form 553 (Deserter Absentee Wanted by the Armed Forces) will also be initiated by the unit and provided to the PMO. The stamped documents will then be provided to the Personnel for action.
- c. Upon a Soldier's duty status change from AWOL to Return to Military Control (RMC), a DA 4187 will be completed within 24 hours and taken to the PMO who will stamp and remove the warrant for the Soldier's arrest.

6. Unit's Personnel Services Section Responsibilities:

- a. Monitor AWOL submissions. Upon receipt of the stamped DA 4187 from the unit documenting an AWOL, update personnel records and file document in IAW AR 600-8-104.
- b. Upon receipt of the stamped DA 4187 documenting DFR, update personnel records, review DFR packet for completeness, and forward to U.S. Army Deserter Information Point (USADIP).
- c. Upon receipt of PMO date stamped DA 4187 or DA 4187 from unit that returns the Soldier from AWOL to RMC, Personnel Records Section will annotate personnel records, adjust dates, file documents and forward a copy to the OMPF. PSB will prepare DA Form 1506 (Statement of Service) adjusting Soldier's BASD, PEBD, and ETS. In addition, PSB will prepare a DD Form 93, SGLV and temporary personnel record for the Soldier.
- d. Forward EMILPO reports (AAA095, Suspension of Favorable Personnel Actions and AAA160, Weekly AWOLs Report By-Name) to Battalion S-1 on a monthly basis. The Flag Work Center is no longer required to forward or suspense these rosters to the Battalion S-1 nor require the Battalion S-1 to return the reconciled AAA095 and AAA160 roster to the Flag Work Center. Note: the DA Form 268 is no longer required to be filed in the DA 201 file; however, the Battalion S-1 is still required to provide a copy of the DA 268 to the flag work center during the transition phase of the MPRJ elimination process).
- e. Provide technical assistance to units as required in these procedures.

CHAPTER TWELVE

PAY ELECTIONS AND ALLOTMENTS

I. PAY OPTIONS

A. GENERAL:

1. The only method of pay for all Soldiers is SURE PAY (Electronic Funds Transfer to financial institution). The Army's purpose for SURE PAY is to improve personal and family financial management. Ensuring the financial welfare of Soldiers and their dependents is an important element of unit readiness. The SURE PAY program offers Soldiers a better way to meet their financial obligations and provides continuous support to their families, during field exercises, periods of temporary duty, or combat deployments. The success of the SURE PAY Program is dependent upon the enthusiastic support of Commanders and NCO leadership.

2. SURE PAY is "MANDATORY" IAW AR 37-104-4 1-6 (b). Soldiers reenlisting, extending or entering on active duty after 1 August 1992 will have direct deposit (SURE PAY).

3. To change your Direct Deposit you must submit a DA form 3685 or FMS 2231 and the SF 1199 as seen in figures 12-1 and 12-2.

II. ALLOTMENTS A.

GENERAL:

1. **DISCRETIONARY:** Military Service members are authorized no more than six purely discretionary allotments. Soldiers are authorized no more than one discretionary allotment to the same allottee. Allotments of this type may be started and stopped at the discretion of the service member. The following is an inclusive list of the types/purposes of the discretionary allotment:

a. **ALLOTMENTS TO DEPENDENTS OR RELATIVES:** Allotment of pay authorized for dependents, relatives, or divorced spouses. These allotments may be authorized by the Soldier and stopped at any time. Effective 1 October 1996, allotments for dependents must be directed to financial institution. Soldiers may no longer direct allotment to be paid by check to address.

b. **INSURANCE ALLOTMENTS:** Allotments that are authorized by service member to pay for private insurance.

c. **ALLOTMENTS TO FINANCIAL ORGANIZATIONS AND INVESTMENT FIRMS:** Soldiers may authorize allotments of pay to financial organizations for credit to the account of the member. They may be deposited to checking, savings, trust account, and for the purpose of investing.

d. **ALLOTMENTS FOR PAYMENT OF MORTGAGE OR RENT:** Soldiers may authorize allotments of pay to mortgage companies, financial institution, realtor and landlords.

e. **OTHER ALLOTMENTS:** The Secretary of Defense approved the following change to the allotment policy for Active duty military members and it became effective January 1, 2015.

The policy change prohibits starting new allotments to purchase, lease, or rent personal property. Examples include but not limited to, allotments for payments to, or deposits to:

- Vehicles (e.g., automobiles, motorcycles, boats);
- Appliances or household goods (e.g., washer, dryer, furniture);

- Electronics (e.g., laptop, iPad, cell phone, television); or
- **Soldiers may authorize an allotment for payments of car or personal**

2. If a Soldier is changing more than one item on an allotment, the current allotment must be stopped and a new allotment started. Changes can be made only if pertaining to one of the following: NAME, ADDRESS, or MONEY AMOUNT. C.

PROCEDURES:

- 1. All forms will be completed by the Soldier in black or blue black ink. The Soldier will retain a copy.**
- 2. Original will be forwarded on a UTL to the servicing finance office.**
- 3. Extreme care must be taken in preparation of these forms. Every block must be completed in its entirety for the particular action being requested. The following areas are particularly important and necessary before final processing can be accomplished:**
 - a. The social security number must be indicated for the bond owner and or co-owner, if other than the Soldier.**
 - b. Allotments are only issued once a month so start dates must be identified by month and year. Please note that allotments submitted after EOM pay cutoff can not be started until the next months ending pay period. (Example: allotments started for the month of August will not go out until September the 1st)**
 - c. All allotments addressed to a financial institution (Bank, Credit Union, etc...) must be annotated with the organization, nine digit Routing Number.**

JUMPS - JSS PAY ELECTIONS

For use of this form, see AR 37-104-3; the proponent agency is ASA(FM)

PRIVACY ACT STATEMENT

Authority: Title 37 USC, Section 101.
Principal Purpose: To provide the service member a means of electing the manner in which he or she desires to receive pay and allowances.
Routine Use: To establish the pay account of the MMPF.
Disclosure: Disclosure of your social security number (SSN) and other personal information is voluntary; however, without the requested information, the Finance Office cannot identify members, or take the requested action.

1. HOW DO YOU WANT TO BE PAID? (X one item.)		2. METHOD OF PAYMENT (X one item.)	
<input type="checkbox"/> a. Once a Month	<input checked="" type="checkbox"/> a. Sure Pay/Direct Deposit (Complete Section 4.)		
<input checked="" type="checkbox"/> b. Twice a Month	<input type="checkbox"/> b. Check to Address (Complete 5.)		
3. HELD PAY (NOTE: All amounts may be withdrawn at any time upon application to your Finance Officer.)		b. SPECIFY AMOUNT	
<input type="checkbox"/> a. If a held pay amount is also desired, check box and enter amount.		\$	
4. SURE PAY/DIRECT DEPOSIT (X one box.)			
<input checked="" type="checkbox"/> a. SF 1199A attached. (Complete items (1) through (5)).	<input type="checkbox"/> b. SF 1199A on file. (Use this box if you already have SURE PAY/DIRECT DEPOSIT to this financial institution) (Do not complete items (1) through (5)).		
(1) NAME OF FINANCIAL ORGANIZATION ANYONES FEDERAL CREDIT UNION			
(2) SAVINGS OR CHECKING ACCOUNT NO CHECKING		(3) NAME OF ACCOUNT HOLDER ELMER REAVES	
(4) STREET NO., RR NO., P.O. BOX 100 ANYONES STREET		(5) CITY, STATE, ZIP CODE (Or Country) ANYWHERE, COLORADO 80911	
5. CHECK TO ADDRESS (Provide complete mailing address.)			
a. STREET NO., RR NO., P.O. BOX *****NOTE THIS OPTION IS NO LONGER AVAILABLE*****			
b. CITY	c. STATE	d. ZIP CODE	e. COUNTRY
6. REMARKS			
7. I HEREBY AUTHORIZE PAYMENT AS SPECIFIED ABOVE.			
a. TYPED OR PRINTED NAME REAVES, ELMER		e. NAME AND ADDRESS OF ORGANIZATION C CO 1-8 INF FT CARSON, CO 80913	
b. SSN 123-45-6789			
c. SIGNATURE		d. DATE 0*0201	

FIGURE 12-1

FASTSTART

DIRECT DEPOSIT

INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

Use: For processing Federal employee net salary, allotments, and other agency-approved payments associated with Federal employment (i.e. travel reimbursement, uniform allowance, etc). Employee must complete items 1, 2, 3 and 5. Complete item 4 only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.

1. EMPLOYEE INFORMATION (SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER <input style="width: 100px;" type="text"/> EMPLOYEE NAME (as on payroll records) <input style="width: 100%; height: 15px;" type="text"/> (Last, First, Initials) TELEPHONE NUMBER (WORK) <input style="width: 20px;" type="text"/> (HOME) <input style="width: 20px;" type="text"/>			
2. TYPE OF ACCOUNT <input type="checkbox"/> Checking <input type="checkbox"/> Savings TYPE OF PAYMENT: <input type="checkbox"/> Net Pay <input type="checkbox"/> Travel <input type="checkbox"/> Other Federal employment related payments	3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER (Use Sec. 4 for allotments) A voided personal check/sharedraft may be attached in lieu of completing this section. See instructions on back of this form. ROUTING TRANSIT NUMBER <input style="width: 100px;" type="text"/> <input style="width: 20px;" type="text"/> Check Digit ACCOUNT NUMBER <input style="width: 100%; height: 15px;" type="text"/> ACCOUNT TITLE (Account Holder's Name) _____ FINANCIAL INSTITUTION NAME _____		
4. ALLOTMENT INFORMATION Complete this section only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.			
TYPE OF ALLOTMENT (Check One) <input type="checkbox"/> Savings (whole dollar amounts only) <input type="checkbox"/> Discretionary or Third Party	TYPE OF ACCOUNT (Check One) <input type="checkbox"/> SAVINGS <input type="checkbox"/> CHECKING	ACTION (Check One) <input type="checkbox"/> START <input type="checkbox"/> CANCEL <input type="checkbox"/> CHANGE	AMOUNT (Check One) <input type="checkbox"/> INCREASE TO: _____ <input type="checkbox"/> DECREASE TO: _____ New Total \$ _____
ALLOTTEE NAME (person/company who will receive allotment) <input style="width: 100%; height: 15px;" type="text"/> ALLOTTEE'S ROUTING NUMBER <input style="width: 100px;" type="text"/> <input style="width: 20px;" type="text"/> Check Digit ALLOTTEE'S ACCOUNT NUMBER <input style="width: 100%; height: 15px;" type="text"/> ALLOTTEE'S ACCOUNT TITLE (Account Holder's Name) _____ FINANCIAL INSTITUTION NAME _____			
5. AUTHORIZATION <div style="display: flex; justify-content: space-between;"> EMPLOYEE'S SIGNATURE DATE </div>			
6. AGENCY USE:			

FIGURE 12-2

AUTHORIZATION TO START, STOP OR CHANGE AN ALLOTMENT			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 37 U.S.C. Section 701, E.O. 9397.</p> <p>PRINCIPAL PURPOSE: To permit starts, changes, or stops to allotments. To maintain a record of allotments and ensure starts, changes, and stops are in keeping with member's desires.</p> <p>ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act, these records of information contained therein may specifically be disclosed outside the DoD as a routine use to the Federal Reserve banks to distribute payments made through the direct deposit system to financial organizations or their processing agents authorized by individuals to receive and deposit payments in their accounts. It may also be disclosed to the Treasury Department, Internal Revenue Service, Social Security Administration, Department of Veterans Affairs, Federal, state and local agencies for civil or criminal law enforcement. In addition it can be released for any of the blanket routine uses published at the beginning of the DFAD completion of system of record notices.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information as well as the Social Security number may result in the member not being able to start, change, or stop allotments.</p>			
TO BE COMPLETED BY ALLOTTER			
1. BRANCH OF SERVICE (X one) <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> NAVY		2. NAME OF ALLOTTER (Last, First, Middle Initial) <i>(Print or type)</i> KETZ, BRIAN J.	3. SSN 111 22 1425
4. PAY GRADE O2			
5. ADDRESS OF ALLOTTER (Street or Box Number, City, State, ZIP Code) 100 N GRAY AVE. KILLEEN, TX. 76544		6. DAYTIME TELEPHONE NUMBER (Include Area Code) 526-2233	7. EFFECTIVE DATE (YYYYMM) 200606
		8. MONTHLY AMOUNT OF ALLOTMENT \$ 150.00	
9. NAME OF ALLOTTEE (First Middle Initial, Last) ANYONES NATIONAL BANK		10. ALLOTMENT ACTION (X one) <input checked="" type="checkbox"/> START <input type="checkbox"/> STOP <input type="checkbox"/> CHANGE	11. TERM IN MONTHS
12. CREDIT LINE (If applicable) JANE KETZ		13. ALLOTMENT CLASS AUTHORIZED (X one) <input type="checkbox"/> C - CHARITY/CFC <input checked="" type="checkbox"/> D - DISCRETIONARY ALLOTMENTS (Includes dependent support, payment to financial institution, insurance, repayment of home loan, rent, etc. (Notes 1 and 2)) <input type="checkbox"/> F - CHARITY - EMERGENCY ASSISTANCE FUND CONTRIBUTION <input type="checkbox"/> L - REPAYMENT OF LOAN TO SERVICE ORGANIZATION (Red Cross, Relief Society, etc. - Navy and Marine Corps only) <input type="checkbox"/> N - NSLIOR USGLI INSURANCE PREMIUM <input type="checkbox"/> T - PAYMENT OF DEBTS TO U.S., DELINQUENT STATE OR LOCAL INCOME/EMPLOYMENT TAXES <input type="checkbox"/> - OTHER (Specify)	
14. ALLOTTEE'S MAILING ADDRESS (Street or Box Number, City, State, ZIP Code) 100 N GRAY AVE. KILLEEN, TX. 76544			
15. IF FOREIGN ADDRESS COMPLETE AS FOLLOWS (Province, Country)			
16. REMARKS			
17. COMPANY CODE/FINANCIAL INSTITUTION/ROUTING TRANSIT NUMBER 12345678-9		18. ACCOUNT NUMBER/POLICY NUMBER 95786351	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
		19. TOTAL CLASS L AMOUNT \$	20. TOTAL CLASS T AMOUNT \$
STATEMENT OF UNDERSTANDING			
<p>I understand that this allotment is legal and that by voluntarily completing this form, I am responsible for:</p> <ul style="list-style-type: none"> - Ensuring that the information is correct; - Reviewing my Leave and Earnings Statement to ensure the allotment stops, starts, or changes as directed including amount and payee; - Collecting overpayments from the receiver (payee) of the allotment, if I do not change or stop the allotment after a loan is repaid; - Contacting the receiver (payee) of the allotment, at my expense, to obtain monthly statements for my personal records. <p>I also understand that any problems once the allotment is delivered to the receiver (payee) are beyond the control of the Defense Finance and Accounting Service (DFAS) and that DFAS is only responsible for ensuring proper delivery of any voluntary allotment for the period directed. I further understand that pursuant to conditions listed in the DoD 7000.14-R, Volume 7A, changes can be made by DFAS to an allottee's name, address, or account number.</p>			
21. SIGNATURE OF ALLOTTER BRIAN J. KETZ /s/			22. DATE (YYYYMMDD) 20060525
<p>NOTE 1. Must be different address than allotter. Each dependent allotment must have a different credit line. Only one support allotment per dependent is allowed.</p> <p>NOTE 2. This is a voluntary allotment and can be to any payee you desire.</p>			
DD FORM 2558, SEP 2002		PREVIOUS EDITION IS OBSOLETE.	USAPA V1.00

FIGURE 12-3

1. BRANCH OF SERVICE ARMY		2. SOCIAL SECURITY NUMBER 123-45-6789		3. PAY GRADE (Military Only) E5	
4. NAME ANGELA C. BROWN			5. DEPT/AGENCY/DUTY STATION FT. CARSON		6. DUTY PHONE NO. 526-1234
<input checked="" type="checkbox"/> A New Allotment		<input type="checkbox"/> B Increase Allotment	<input type="checkbox"/> C Change Denomination	<input type="checkbox"/> D Change Inscription	<input type="checkbox"/> E Other Action/ Safekeeping
(If you checked A, B, or C above, complete the following)		AMOUNT TO BE ALLOTTED EACH PAY PERIOD (For allotment option, see your canvasser or payroll office) \$ 100.00		BOND DENOMINATION (Cost Price) <input type="checkbox"/> \$50 (\$50) <input type="checkbox"/> \$75 (\$75) <input checked="" type="checkbox"/> \$100 (\$100) <input type="checkbox"/> \$200 (\$200) <input type="checkbox"/> \$500 (\$500) <input type="checkbox"/> \$1,000 (\$1,000)	

Deduction Plan For Series I Bonds - Cost Equals Face Value

Face Value/Cost \$50		Face Value/Cost \$75		Face Value/Cost \$100		Face Value/Cost \$200		Face Value/Cost \$500		Face Value/Cost \$1000	
Deduction	Plan	Deduction	Plan	Deduction	Plan	Deduction	Plan	Deduction	Plan	Deduction	Plan
\$5.00	10	\$7.50	10	\$10.00	10	\$20.00	10	\$50.00	10	\$100.00	10
\$6.25	8	\$12.50	6	\$12.50	8	\$25.00	8	\$62.50	8	\$125.00	8
\$10.00	5	\$25.00	3	\$20.00	5	\$50.00	4	\$100.00	5	\$200.00	5
\$12.50	4	\$75.00	1	\$25.00	4	\$100.00	2	\$125.00	4	\$250.00	4
\$25.00	2			\$50.00	2	\$200.00	1	\$250.00	2	\$500.00	2
\$50.00	1			\$100.00	1			\$500.00	1	\$1000.00	1

BOND INSCRIPTION (If you checked A or D, complete the following)

7. Effective Date MAR 0*		8. Bond Owner's Name ANGELA C. BROWN		9. Social Security Number 123-45-6789	
10. Address		a. Number and Street 4444 CHILE WAY		d. ZIP Code 80911	
		b. City or town COLORADO SPRINGS		c. State CO	
11. CHECK ONE <input type="checkbox"/> CO-OWNER <input type="checkbox"/> BENEFICIARY		12. Name (First Name) (Middle Initial) (Last Name)		13. Social Security Number (Optional)	
14. Mail Bond To: (if other than block 8)		a. Name (First Name) (Middle Initial) (Last Name)		e. ZIP Code	
		b. Number and Street		c. City or town	
				d. State	

15. Other Action/Safekeeping **SAFEKEEPING**

Privacy and Paperwork Reduction Act Statements: The Treasury Department's Bureau of the Public Debt keeps records about who owns savings bonds. Please fill in the information that applies to you so that we can issue savings bonds and keep accurate records as authorized by Title 31 of the United States Code, Chapter 31. We don't disclose any information except as authorized by law.

We estimate it will take you about 01 minute to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26106-1328.

I hereby authorize the foregoing allotment from my pay for the purchase of U.S. Savings Bonds to be issued with the inscription shown on this form.
 This authorization is to remain in effect until canceled by me in writing or termination of my employment.

Date _____ Signature _____

FIGURE 12-4

1. BRANCH OF SERVICE ARMY		2. SOCIAL SECURITY NUMBER 123-45-6789		3. PAY GRADE (Military Only) E6	
4. NAME ANGELA BROWN			5. DEPT/AGENCY/DUTY STATION FT CARSON		6. DUTY PHONE NO. 526-1515
<input checked="" type="checkbox"/> A New Allotment		<input type="checkbox"/> B Increase Allotment	<input type="checkbox"/> C Change Denomination	<input type="checkbox"/> D Change Inscription	<input type="checkbox"/> E Other Action/ Safekeeping
(If you checked A, B, or C above, complete the following)			AMOUNT TO BE ALLOTTED EACH PAY PERIOD (For allotment option, see your convalescer or payroll office)		BOND DENOMINATION (Cost Price)
			\$ 100.00		<input type="checkbox"/> \$100 (\$50) <input checked="" type="checkbox"/> \$200 (\$100) <input type="checkbox"/> \$500 (\$250) <input type="checkbox"/> \$1,000 (\$500)

Deduction Plan		Face Value \$100 - Cost \$50		Face Value \$200 - Cost \$100		Face Value \$500 - Cost \$250		Face Value \$1,000 - Cost \$500	
Deduction	Plan	Deduction	Plan	Deduction	Plan	Deduction	Plan	Deduction	Plan
\$5.00	10	\$10.00	10	\$25.00	10	\$50.00	10		
\$6.25	8	\$12.50	8	\$31.25	8	\$62.50	8		
\$10.00	5	\$20.00	5	\$50.00	5	\$100.00	5		
\$12.50	4	\$25.00	4	\$62.50	4	\$125.00	4		
\$25.00	2	\$50.00	2	\$125.00	2	\$250.00	2		
\$50.00	1	\$100.00	1	\$250.00	1	\$500.00	1		

BOND INSCRIPTION (If you checked A or D, complete the following)

7. Effective Date MAY 200*		8. Bond Owner's Name JAMIE LEE		9. Social Security Number 555-22-5858	
10. Address		a. Number and Street 101 E TIMORE		c. State NC	
		b. City or Town BETHEL		d. ZIP Code 20202	
11. CHECK ONE <input type="checkbox"/> CO-OWNER <input type="checkbox"/> BENEFICIARY		12. Name (First Name) (Middle Initial) (Last Name)			13. Social Security Number (Optional)
14. Mail Bond To: (If other than block 8)		a. Name (First Name) (Middle Initial) (Last Name)			
		b. Number and Street	c. City or Town	d. State	e. ZIP Code
15. Other Action/Safekeeping		SAFEKEEPING			

Privacy and Paperwork Reduction Act Statements: The Treasury Department's Bureau of the Public Debt keeps records about who owns savings bonds. Please fill in the information that applies to you so that we can issue savings bonds and keep accurate records as authorized by Title 31 of the United States Code, Chapter 31. We don't disclose any information except as authorized by law.

We estimate it will take you about 01 minute to complete this form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. Any comments or suggestions regarding this form should be sent to the Bureau of the Public Debt, Forms Management Officer, Parkersburg, WV 26100-1328.

I hereby authorize the foregoing allotment from my pay for the purchase of U.S. Series EE Savings Bonds to be issued with the inscription shown on this form.

This authorization is to remain in effect until canceled by me in writing or termination of my employment.

Date _____ Signature _____

FIGURE 12-5

CHAPTER THIRTEEN

COLLECTIONS

I. FEDERAL AND STATE INCOME TAX

A. GENERAL: Taxable pay, as listed below, is subject to withholding of federal and state income tax. When a multiple month LES is involved, the amount of taxable income will be divided by the number of month's involved and state and federal tax withheld will be computed separately for each period involved.

1. The following items are subject to the withholding of federal and state income tax: basic pay, incentive pay for hazardous duty (i.e., flight, parachute, demolition, etc.), special pay (i.e., enlistment bonus, medical, dental, etc.), lump sum payment for accrued leave (exclusive of allowances), severance pay (except for disability), readjustment pay, and selective regular or variable reenlistment bonus (including anniversary payments).

2. The following items are not at any time subject to the withholding of federal and state income tax: basic allowance for subsistence, basic allowance for quarters (with or without dependents), partial basic allowance for quarters (rebate), family separation allowance, clothing maintenance allowance, death gratuity and overseas station allowances (except temporary lodging allowance). During the time an enlisted Soldier is in a declared hostile fire/imminent danger area, he or she is exempt from paying all federal taxes. Effective April 1, 1996 for CZ and QHDA tax exclusion for commissioned officers (O-1 and above), amounts over the highest enlisted grade (Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps; (see Table 1-10, DODFMR Vol 7A) plus the amount of hostile fire/imminent danger pay that is actually payable to the officer for that month are taxable and subject to federal and state tax withholding.

B. STATE INCOME TAX: The susceptibility of items of military pay and allowances to state income taxes depends upon the law of the Soldier's state of legal residence. Items of pay and allowances, which are not subject to federal income tax withholding, will not be subject to state income tax withholding. Items of pay and allowances subject to federal income tax withholding will be subject to state income tax withholding if the Soldier's state of legal residence has entered into a withholding agreement with the Secretary of the Treasury. Total or partial exclusions by states of military pay from income will be recognized in the computation of the amount of state income tax to be withheld.

C. RATE OF WITHHOLDING: Federal and state withholding will be in accordance with the Treasury Department Circular E and Treasury Department regulations governing state income tax withholding as implemented in Army directives.

D. EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATE (FORM W4):

- 1. Initiating a W-4 at the unit will make any change in the number of exemptions claimed or marital status.**
- 2. One of the items that must be completed by the Soldier on the W-4 is the HOME ADDRESS block when the W-4 is submitted without a DD Form 2058. Please ensure that the words “state of legal residence” is typed after home address on the W-4 and that the state of legal residence is posted to this block. Any additional address is not necessary.**
- 3. A Soldier may request that additional money be withheld monthly to meet the income needs for either federal or state. Zero exemptions must be claimed (i.e., S0 or M0) before additional withholding can be requested.**

E. STATE OF LEGAL RESIDENCE CERTIFICATE (DD FORM 2058):

1. If a Soldier changes his state of legal residence, a DD Form 2058 will be completed and forwarded through the unit PAC to the servicing finance office. Ensure that the instruction portion of the DD Form 2058 is read and thoroughly understood by the Soldier prior to completion and submission. If any doubt exists as to the legality of the change, please consult JAG.

2. When DD Form 2058 is submitted with the W-4, the HOME ADDRESS block on the W-4 will be left blank. The LEGAL RESIDENCE block on the DD Form 2058 will reflect the state to use for tax reporting purposes.

F. STATE INCOME TAX EXEMPTION CERTIFICATE (DD FORM 2058-1):

1. The annual requirement to certify nonresident status on a DD Form 2058-1 for New York, New Jersey and Oregon has been rescinded. New procedures require that the form be completed only when a Soldier changes duty stations. The gaining station will ensure that the form is completed for all Soldiers claiming New York, New Jersey or Oregon as state of legal residence. If the Soldier fails to complete the form, the finance office will immediately make input to change tax-withholding status from N (nontaxable) to T (taxable).

II. FEDERAL INSURANCE CONTRIBUTION ACT (FICA)

A. GENERAL: Effective 1 January 1957, the Servicemen and Veterans Survivor Benefits Act of 1956 extended Social Security coverage to members of the Armed Forces and subjected them to the taxes therefore, as prescribed by the Federal Insurance Contributions Act (FICA). These taxes are imposed on individuals and employers to provide funds for old age, survivors, and disability insurance. Effective 1 January 1965, an additional tax was imposed to provide hospital insurance (HI) benefits for the aged. The term “FICA,” as used herein applies to the total taxes deducted for both FICA and HI.

B. SOLDIERS SUBJECT TO FICA: Any member appointed to, enlisted in, or inducted into any service, with or without component, is subject to FICA tax.

C. TAXABLE WAGES: Only monthly basic pay, as determined by pay grade and length of service, received for the performance of active duty or active duty for training, is subject to FICA tax. Basic pay earned during a Soldier's absence from duty because of injury, sickness or hospitalization is subject to FICA tax deduction.

NOTE: FICA rates change periodically.

III. ARTICLE 15 AND COURT MARTIAL A.

GENERAL:

1. The administrative processing procedures of Article 15's and courts-martial action are identical with respect to collection action. Remember under Single Source Data, the finance office cannot input reduction, only collection of monies as a result of the imposed punishment.

2. The finance office will process forfeitures, fines, or detentions of pay, which are in excess of legal limits, only to the extent they are legal.

3. Collection of forfeitures and detentions of pay is computed on a daily basis beginning with the effective date of the punishment and continuing for the duration of the sentence. For example: A Soldier sentenced to forfeit \$100 per month for two months effective 18 August would have a deduction on his September LES for \$43.33 for the period 18-30 August and \$100 for 1-30 September. The October LES would show a collection of \$56.57 for 1-17 October for a total of \$200 collected.

B. PROCEDURES:

1. **COURT-MARTIAL:** Courts-Martial orders will be submitted to the finance office in two copies via UTL. The effective date for courts-martial actions will be the date the proceedings are approved by the convening authority.

2. ARTICLE 15:

a. Upon imposition of punishment, the unit commander or officer imposing punishment under the UCMJ will immediately record the action on DA Form 5110R.

b. If the punishment imposed affects pay, copy 1 and 2 of the DA Form 2627 will be forwarded immediately by UTL to the finance office.

c. The effective date for Article 15 action will be the date the sentence is imposed by the commander. This is the date that appears below block 8, DA Form 2627.

d. Under the provisions of AR 27-10, a punishment imposed against a Soldier under UCMJ will be duly executed, even though appellate action is pending, provided those portions of the executed sentence are recoupable by the individual (i.e. if a Soldier is given an Article 15 and sentenced to forfeit \$100 per month for two months, 30 days restriction and 30 days extra duty and the Soldier appeals the action). The forfeiture is effective based on submission of the DA Form 2627 to the finance office for immediate collection; however, the restriction and extra duty would not be imposed pending appellate action. Should the appeal be approved, the money would be reimbursed to the individual whereas the restriction and performance of extra duty (time) could not be restored.

e. When an Article 15 is administered to a Soldier and the punishment is appealed, a copy of the DA Form 2627 will be annotated "Appeal Pending" and submitted to the finance office by UTL for execution of applicable portions of the sentence. Regardless of the outcome, once a final decision on the appeal is reached, forward copy 1 and 2 of the completed DA Form 2627 to the finance office on a UTL. If the appeal is approved, the finance office will take action to reverse the previous input.

f. Unit commanders/PACs will verify that collection of the forfeiture or detention of pay and or reduction in pay grade has been accomplished by reviewing the Soldier's LES and or UCFR. When the action has been verified, the unit commander/PAC OIC will affix their initials in the column headed "CDR'S VERIFICATION" on the Article 15 Log. If no action has been taken on the applicable LES, immediate follow-up action will be taken by the unit commander/PAC to determine why the finance officer failed to adjust the pay account.

g. If the Soldier is pending immediate departure (within two weeks), either on a PCS move or for separation, copies 1 and 2 will be attached to a separate UTL by the unit and hand carried to the servicing finance office or the Finance Separation section, Bldg 1218 for action.

IV. STATEMENT OF CHARGES (DD FORM 362) A.

GENERAL:

1. AR 735-11 provides guidance on property accountability and the methods, by which responsible individuals may obtain relief from property responsibility when government property is lost, damaged or destroyed. Detailed procedures for processing of DD Form 362, Statement of Charges for Government Property, Lost, Damaged or Destroyed are contained in AR 735-11.

2. DD Form 362 will be initiated when property is lost, damaged or destroyed by a Soldier due to personal fault or neglect. The Soldier against whom a charge is made will be permitted to examine the charges and acknowledge liability by signing

the DD Form 362. If a Soldier does not accept the charge, the commander will initiate a report of survey.

3. Proration requests for charges on DD Form 362 will be attached to the form prior to transmittal on UTL to the finance office. Pro-rations will be subject to both interest and administrative fees. The collection will not usually exceed one-month net available pay regardless of the amount of pecuniary liability. However, in cases of gross negligence, the collection may exceed one-month net available pay. Net available pay is defined as all pay to include allotments less standard deductions.

B. PROCEDURES:

1. Distribution of DD Form 362.

- a. Copies 1 and 2 will be hand carried to the PAC for transmittal to the finance office by UTL.**
- b. Copy 3 is retained by the initiating source, as appropriate.**
- c. Copy 4 is the Soldier's copy.**

2. The PSNCO or PAC OIC is responsible for ensuring that DD Form 362 is properly reviewed for errors. Any discrepancies will be called to the attention of the appropriate unit or supply officer for immediate corrective action. The PAC or separate units not under the PAC concept will ensure all DD Forms 362 are placed on a UTL and forwarded to the finance office on a daily basis.

3. The finance office, upon receipt of DD Form 362, will take the following action:

- a. Date stamp copies 1 and 2.**
- b. Copy 1 will be used to make collection.**
- c. Copy 2 will be annotated with a collection remark, stamped (to verify input) and returned to the applicable unit or PAC for distribution to the supply office of S4 concerned.**

C. UNIT FOLLOW-UP REQUIREMENTS:

1. Originators will establish 14 day suspense for all DD Forms 362 to ensure that proper collection is made.

2. When a Soldier is pending immediate separation from active duty (within two weeks), the following action must be taken. The housing officer, units supply, or S4 officer preparing the DD 362 will ensure that it is placed on a separate UTL, properly annotated with appropriate remarks, authenticated and dated by the commander showing specified date. The unit commander is responsible for ensuring that a responsible person escorts those individuals being separated

expeditiously. The escort will hand carry a separate UTL through the servicing PAC to the Processing Section of the finance office. The escort will be provided an annotated file copy of the DD Form 362 by the finance office for return to the unit or S4 concerned. For Soldiers returning from AWOL, DFR, or civil confinement, an appropriate remark (i.e., returned to military control 30 June 1991) will be noted on the DD Form 362.

3. Unit commanders, PACs, supply officers of S4s as appropriate, are responsible for verifying that the collection of the DD Form 362 has been accomplished by reviewing the Soldier's LES for the month in which action was to be taken by the finance office (as indicated on the returned copy of the DD Form 362). If after review of the LES it is determined that collection has been made, remark (i.e., "Verified collection June LES - signature also required after/under remark), will be entered on each DD Form 362. If action has not been taken on the applicable LES, immediate follow-up action will be taken through the PSNCO to determine why the finance office failed to adjust the Soldier's account.

V. NEW GI BILL

A. GENERAL:

1. Soldiers initially entering active duty on/after 1 July 1985 may participate in the new GI Bill educational benefit program. Enlisted Soldiers, except ARNG and USAR, will complete DD Form 2366 upon entering active duty, either accepting or declining participation in the program.

2. DFAS-IN will automatically start a GI Bill monthly deduction of \$100 for each enlisted RA transfer-in with an EAD of 1 July 1985 or later unless the Soldier elects to waive the benefit. This deduction will continue for twelve consecutive months until \$1200 is withheld.

3. In cases when deductions were established erroneously through administrative error, the Soldier's account will be corrected. Soldiers must attach a copy of the DD Form 2366 to a pay inquiry at the PAC for forwarding to the finance office on a UTL. If immediate repayment of erroneous collection is necessary, the Soldier will be advised by the PAC to hand carry the pay inquiry to the servicing finance office for payment and correction.

VI. SERVICEMEN'S GROUP LIFE INSURANCE

A. GENERAL: The Servicemen's Group Life Insurance (SGLI) program automatically ensures every Soldier against death in the amount of \$400,000 when the Soldier is performing full-time active duty or training under an order to duty not limited to 30 days or less. SGLI is administered by the Veterans Administration.

B. ELECTIONS: Deduction for maximum SGLI coverage is done automatically. A Soldier who does not desire the \$400,000 SGLI coverage may elect reduced coverage (between \$50,000.00 and \$400,000 in \$50,000 increments) or no

coverage at all. If Soldier elects reduced or no coverage, a copy of VA Form 29-8286 (Servicemen's Group Life Insurance Election) must be forwarded to the finance office for adjustment.

VII. FAMILY SERVICEMEN'S GROUP LIFE INSURANCE

Family Servicemen's Group Life Insurance (FSGLI) automatically provides life insurance coverage for the spouses and dependent children of all Soldiers (active duty and ready reserve) who have full-time SGLI coverage. Spousal coverage is a maximum of \$100,000 and can be in lesser amounts in increments of \$10,000. However, spousal coverage cannot exceed the Soldier's level of SGLI coverage. The Soldier pays spousal coverage premiums with the variable cost based on the age of spouse, in five-year increments from "Under 35" to "60 and Over." Dependent child coverage is set at \$10,000 per each dependent child and is provided at no cost to the Soldier.

VIII. TRAUMATIC SERVICEMEN'S GROUP LIFE INSURANCE

TSGLI is a program that provides automatic traumatic injury coverage to all Soldiers covered under the Service members' Group Life Insurance (SGLI) program. Every member who has SGLI also has TSGLI effective December 1, 2005. This coverage applies to active duty members, reservists, funeral honors duty and one-day muster duty. This benefit is also provided retroactively for members who incur severe losses as a result of a traumatic injury between October 7, 2001 and December 1, 2005 if the loss was the direct result of injuries incurred in Operations Enduring Freedom or Iraqi Freedom.

IX. TRANSPORTATION CHARGES

A. GENERAL:

1. Soldiers in need of transportation who are away from their duty station and are without funds are authorized issuance of a transportation request (TR) and meal ticket in order to complete the travel on a "cost charge" basis IAW AR 55-355 and Vol. 1, Joint Federal Travel Regulation.

2. A TR and meal ticket will only be issued for return to the duty station, not to get to a leave point. It is the responsibility of the Soldier to have sufficient funds available to defray transportation expenses to and from the leave location.

3. Soldiers who are in an AWOL/Deserter status and are apprehended and escorted back to their unit of assignment will be issued a TR and meal ticket on a cost charge basis.

4. The Transportation Office issuing a TR will forward a copy of the TR to DFAS-IN for involuntary collection from the Soldier's pay account. This cost charge will be processed as a one-time collection on the next LES. Cost charge TR and meal ticket collection will not be prorated.

5. Soldiers who are issued a TR and meal ticket, but do not use them, must turn the documents into the nearest installation transportation office, and receive a DD Form 730 (receipt for unused TR and or meal tickets).

X. FIELD RATIONS

A. GENERAL: Effective 11 April 1988, AR 600-38 provides new procedures concerning the collection of BAS for enlisted and officer personnel. These procedures do not affect Soldiers issued meal cards, only enlisted Soldiers and officers entitled to BAS. DA Form 5100-R, Request for Payroll Deduction, is no longer authorized for use.

B. PROCEDURES:

1. Documentation authorized for input:

a. For field duty with duration of less than 14 days a DA Form 4187 will be submitted upon completion of said duty. The form will show date and time of both absence and duty field for enlisted Soldiers. For officers, the DA Form 4187 will show date/time of absence/duty with the actual meal breakdown of number of meals available.

b. For field duty of 14 days or more a DA Form 4187 will be submitted upon departure of enlisted Soldiers for absence to field duty reflecting actual date/time of departure. Upon return to duty another DA Form 4187 will be submitted reflecting date/time of return. For officers, submission of DA Form 4187 will be submitted upon return as outlined in 1a above.

c. In either of the cases listed in a or b above in which groups of 10 or more Soldiers are involved in the field exercise, one DA Form 4187 may be prepared as a cover sheet with a by-name listing of Soldiers involved. The listing must include NAME, SSN, RANK, and DATE OF DEPARTURE/RETURN for each Soldier involved.

2. **Missed Meals (officers and enlisted):** Claims for missed meals are only authorized for meals missed due to mission requirements and are supported by individual signature headcount records. DD Form 1475, Basic Allowance for Subsistence Certification will be completed and sent to the finance office within three workdays after completion of field duty. DD Form 1475 will not be used for meals missed as a result of personal preference.

XI. REPORTS OF SURVEY AND OR FINANCIAL LIABILITY

INVESTIGATION OF PROPERTY LOSS (DD FORM 200)

A. GENERAL:

1. AR 735-11 provides guidance on property accountability and the authorized methods by which responsible individuals may obtain relief from property responsibility when government property is lost, damaged, or destroyed. Detailed procedures for processing reports of survey are included in this regulation.

2. Proper processing of reports of survey is critical to maintenance of property accountability. The rapid turnover of personnel adds unique problems in the processing of these sensitive documents. To enhance processing of reports of survey, a separate transmittal letter system will be utilized.

B. PROCEDURES:

1. Each major subordinate command will designate a control point for reports of survey within the command. The point of contact will establish a Transmittal Memorandum Control Log that will reflect:

- a. Transmittal Memorandum Number.
- b. Date transmitted to the finance office.
- c. Applicable survey number(s).
- d. Total dollar amount of TL.
- e. Date action completed.

2. Upon receipt of a report of survey from the approving authority wherein a finding of pecuniary liability is approved, two copies of the DA Form 4697/DD Form 200 will be forwarded on UTL to the finance office.

3. Once collection action has been input, one copy of the DA Form 4697/DD Form 200 will be stamped to verify collection and returned to the unit.

4. Each major subordinate command must ensure that an aggressive follow-up program is in effect for transmittal letters not completed within 30 days after receipt by the finance office.

XII. PAY ADJUSTMENTS AUTHORIZATION (DD Form 139)

A. GENERAL: Upon determination that a Soldier is found indebted to the United States government, a DD Form 139 (Pay Adjustment Authorization) will be prepared and forwarded to the Debt Management Section of the finance office. Amounts due

the United States or credit due Soldiers as the result of initiation of DD Form 139 will be input for collection or credit to the Soldier's pay account.

B. POLICIES:

1. The Debt Management Section will issue a letter of indebtedness. The letter will outline the methods of repayment and other options. These options are:

- a. Protest the validity of the debt.**
- b. Request a waiver of collection of erroneous payment as prescribed in AR 37-104-4 (officers and enlisted).**
- c. Request proration of debt, usually not to exceed the time period that the overpayment was made.**
- d. Enlisted Soldiers only - request a remission or cancellation of the indebtedness per DODFMR, VOL 7A, AR 37-104-4, and AR 600-4. If a remission or cancellation of indebtedness is requested, suspension of collection may also be requested. The local finance office cannot suspend the collection of indebtedness with a waiver request. DFAS-IN or HQPERSCOM can only suspend the collection.**

2. Enlisted Soldiers may request remission or cancellation of the following debts:

- a. Payment made in error to the Soldier.**
- b. Payments made in excess of an allowance on behalf of a Soldier.**
- c. Debts for which an appeal has been denied.**
- d. Debts acknowledged as valid.**
- e. Debts for which a waiver has been denied.**
- f. Debts established in a report of survey.**

3. The following debts may not be remitted or canceled:

- a. When a Soldier's pay is not promptly reduced in connection with forfeiture of pays from courts-martial or Article 15 (UCMJ).**
- b. After discharge, unless Soldier reenlists.**
- c. When reserve component and not on full time active duty.**
- d. When Soldier is retired.**

- e. When Soldier is held liable for damaged or lost property of another branch of service.
- f. When debts are due to fraud, larceny, embezzlement or other unlawful means.
- g. When debts are due to fines imposed by courts-martial sentence.

4. When a Soldier is ineligible for remission or cancellation, he or she may be eligible for waiver of erroneous payment under AR 37-104-4. The Soldier must not have known and could not reasonably have known of the error, or if the Soldier had knowledge of error, and reported it to an authority and was told payment was correct. There can be no fraud, misrepresentation, fault, or lack of good faith on part of the Soldier. Only erroneous payment of pay and allowances may be waived. Any payment that was legal and proper when made is not waivable, for example:

- a. Regular or supplemental payments in excess of known earned entitlements caused by delays in pay actions.
- b. Advance leaves unliquidated at time of separation.
- c. End of month payments in excess of earned entitlements caused by delays in pay actions (i.e., terminating entitlements to special incentive pays, and quarter's assignment).
- d. End of month payments in excess of earned entitlements caused by casual or partial payments when it was known that entitlements would not be included in end of month payments.
- e. Amounts due US after legal and proper payment, (i.e. reenlistment bonuses not fully earned at time of separation).

C. PROCEDURES:

1. The Debt Management Section will issue a "Letter of Indebtedness" as follows:

a. An officer will be notified of indebtedness, to the United States and the proposed method of collection. Unless the officer protests the correctness of the indebtedness, it will be collected per DODFMR, Vol 16, Chap 2. If the indebtedness is caused by an erroneous payment of pay and allowances, he or she will be notified of the right to request waiver consideration, per AR 37-10.

b. Enlisted Soldiers will be notified through the unit commander. This notification will include the options available to the Soldier and what will happen if no response is received by the suspense date on the letter of indebtedness.

2. Commander's responsibility: Upon receipt of letter of indebtedness, the unit commander will contact the Soldier and determine whether the indebtedness can be collected in a lump sum or if it should be prorated. If the Soldier wishes to protest the indebtedness, a request for waiver of erroneous payment, or a request for

- b. Sponsor may enroll only those family members residing in one location when the member has eligible family members residing in two or more separate locations.**
- c. For sponsors whose family member requires a hospital or special treatment environment for dental care otherwise covered by TDP.**

2. The enrollment process is handled by United Concordia. Enrollment must be initiated by the sponsor and is accomplished by completing a TDP Enrollment Form. Forms are available by calling 1-888-622-2256 or you can download them at www.ucci.com. With the initial enrollment application, all new enrollees must submit a payment equal to the member's portion of one month's premium. Coverage is effective the first day of the month after in which the sponsor enrolls and one month premium is paid. For example, if the sponsor enrolls in February, coverage is effective 1 March. After the initial premium is paid automatic deductions will be accomplished through Allotment Deduction from the sponsors account.

CHAPTER FOURTEEN

RESERVE PAY

I. In Processing

Unit must insure that SRP packets are completed for all Reservist or National Guardsmen that are in-processing through the Reserve Pay section of the DMPO Ft Carson. The packet must include the following documents:

- a. Copy of all orders pertaining to the tour: (clearly legible and with ACCT CLASS line present).**
- b. Completed: DA 5960 for BAH with attached lease/mortgage and marriage certificate.**
- c. Completed: DA 2058 for state of legal residence.**
- d. Completed: USARC 30-R for Officer Initial/Additional AD Allowance Statement.**
- e. Completed: W4 form for tax exemptions.**
- f. All DA 31 Leave Forms if Soldier took any leave prior to reporting to this SRP.**
- g. Pay Option: DA 2762 Direct Deposit Authorization, 1199 (direct deposit form).**
- h. Annex E**
- i. Common Access Card (CAC): Ensure each mobilized personnel are issued a CAC, which is used to initiate mobilization entitlements upon arrival in theater, (If no, refer to ID card section @ SRP site).**
- j. Ask Soldier if they have a government issued travel credit card from his or her home unit, if so, inform the Soldier the card must be de-activated immediately.**

II. Review Orders

Orders need to be accurate. The unit needs to ensure that the orders being provided to finance are clearly legible and have the following information:

- a. Soldier's full name with rank, social and home address.**
- b. Unit of assignment (i.e. Fort Carson).**
- c. Tour - start date.**

d. Number of days for the tour.

e. APC within the accounting classification or the APC will be based on the Operation.

III. UNIT DSRP and DEMOBILIZATION PROCEDURES

Unit/Soldiers returning through Ft. Carson from an overseas deployment must clear finance at the SRP site.

a. Units will need to contact finance 30 days prior to returning stateside. Units must send their advance party finance representative to the finance office (BLDG 16007) two to seven days prior to their units' arrival on Ft. Carson with a copy of the units' Leave Control Log (DA 4179-R) to receive a briefing on leave settlement and clearing procedures for their unit.

b. Soldiers must turn in all travel vouchers (DD Form 1351-2) , orders, and supporting documents to S-1/PAC/UA clerks for audit/review at their Home Station. S-1/PAC/UA's will forward the completed travel settlements to DFASIN/Contingency Travel, Dept. 3900, 8899 E. 56th St. Indianapolis, IN 462493900.

c. The S-1/PAC/UA clerks must create the DA Form 481 / RC Leave Computation worksheet before clearing Finance. A copy of the RC Leave Computation printout generated by Finance will be provided to Personnel Section to cut the REFRAD Order and DD Form 214.

d. The unit S-1/PAC/UA clerk must ensure that all of the unit Soldier's turn in a DEMOB Packet consisting of: ANNEX E REFRAD order, the RC Leave Computation, and DA Form 31 for leave taken.

e. The S-1/PAC/UA clerks must ensure the entire unit clear Ft. Carson CIF- TA-50 turn-in before clearing finance.

f. National Guard AGR's pay will continue without interruption. National Guards on Title 10 orders will be issued a DD 214 to indicate service performed under Title 10 orders.

Forms needed to clear Finance are as follows:

a. ANNEX E filled-out and signed by the Soldier and finance representative

b. Unit Manifest or Alpha Roster (Excel Spreadsheet)

c. Review/stamped Travel Voucher signed by their supervisor

d. REFRAD Order

e. DA Form 481 or RC Leave Computation worksheet (signed by Soldier and S-1/PAC/UA)

f. DD 214

g. DA 31 for transitional leave

CHAPTER FIFTEEN
DEMOBILIZATION SOLDIER READINESS
PROCESSING (SRP)

A. GENERAL

1. All Soldiers returning from deployment must go thru a D-SRP at the SRP site located in Building 1525. Soldiers returning individually must go through the SRP process at the SRP site or by going to the finance office. The D-SRP consists of Finance making sure all deployment entitlements are stopped and the travel voucher for incidental per diem is processed thru DFAS, IN for payment.

2. UNIT RESPONSIBILITIES:

a. Schedule unit/Soldier for D-SRP

b. Provide finance with the following documents

- List of Soldiers scheduled for D-SRP**
- Manifest**

3. FINANCE PROCEDURES AT D-SRP

a. Stop deployment entitlements

- Family Separation Hardship**
- Hardship Duty Pay**
- Hostile Fire/Imminent Danger Pay**
- Special Leave Accrual**
- Combat Zone Tax Exclusion**
- Basic Allowance for Subsistence(BAS)**
(Only stopped for Soldiers who were on meal card prior to deployment)
- Savings Deposit Program (SDP)**

b. Provide assistance in completing travel voucher.

4. WOUNDED OR INJURED SOLDIERS: All wounded in action (WIA) Soldiers will be serviced by the WIA Team located in BLDG 1220, not the SRP Site.

a. HOSTILE FIRE PAY/IMMINENT DANGER PAY. Soldiers are entitled to Hostile Fire Pay/ Imminent Danger Pay (HFP/IDP) if hospitalized for a wound or injury incurred as a direct result of hostile action. The entitlement is paid for up to three months after the wound or injury occurs while hospitalized. Once the Soldier is released from the hospital the entitlement will stop.

b. HARDSHIP DUTY PAY-LOCATION (HDP-L, reflects on LES as SAVEPAY). This entitlement ends on the day of departure from the combat zone unless the Soldier returns to the designated location within 30 days. If

the Soldier returns to the combat zone within 30 days he or she will not lose any hardship duty pay.

c. FAMILY SEPERATION PAY (FSA). A Soldier otherwise entitled to FSA will continue to draw FSA while hospitalized away from home station as long as the immediate family members do not stay in the vicinity of the hospital for more than 30 days. Entitlement will stop when ALL of the member's dependents visit at or near Soldiers location for more than 30 days. Entitlement stops upon return to the home station regardless of hospitalization.

d. COMBAT ZONE TAX EXCLUSION (CZTE). Soldiers who are hospitalized or re-hospitalized at any place as a result of wounds, disease, or injury incurred while serving in a combat zone or qualified hazardous duty area (QHDA) are entitled to CZTE during the month(s) of hospitalization. A Soldier is considered hospitalized or re-hospitalized if the Soldier becomes an inpatient for 24 hour care. A Soldier who is hospitalized is entitled to a full month of CZTE for hospitalization up to two years after date of termination of activities in the CZTE/QHDA

- ☑ **Family Separation Allowance**
 - Soldier separated from family members for more than 30 days are entitled to ESA-II. If dependents do not reside at or near the TC/STTY location.
 - Entitlement stops if Soldier returns to home station for 30 days or more.
 - Dual military members without dependents are entitled if the couple cannot together receive separate and are deployed to different locations.
 - Only one half of a dual military couple is entitled to ESA-II at a time.
 - Entitlement appears on LES as ESH.
 - Current rate is \$250 per month (\$8.33 per day).
 - Entitlement starts day of departure from home station and stops day prior to home station.
 - Soldiers are required to complete a FFI Form 1561 before this entitlement starts. An agent, e.g. holder of a POA may not sign the DD 1561 on behalf of the Soldier.
- ☑ **Per Diem**
 - Soldiers deployed on TOY/TC's orders are entitled to per diem.
 - Amount of per diem is based upon availability of lodging and mess as well as the specific mechanical expense rate.
 - In general, deployed Soldiers only receive the incidental portion of per diem so no daily lodging and meals are available throughout the theater. Current rate is \$3.50 per day.
 - Soldier must file a travel reimbursement upon return from deployment in order to receive per diem.
 - Soldiers do not receive per diem during leaves.
- ☑ **Cost of Living Allowance (COLA)**
 - Soldiers deploying from an area not qualifying for COLA are not entitled to COLA while deployed even if the deployed location is a designated COLA area.
- ☑ **Hardship Duty Pay-Location (HDDP-L)**
 - All Soldiers assigned to OEF/OIF ACOMs may receive \$50, \$100 or \$150 per month depending on the deployed location.
 - Soldier must perform critical duties in a designated location for more than 30 days (See entitlement map on back).
 - Effective April 2005, Kuwait and Iraq HDDP-L is \$100 per month.
 - Entitlement shows as "SAVE PAY" on LES.
 - Entitlement to HDDP-L starts on the day of arrival into the designated areas and stops on date of departure.
 - HDDP-L is prorated and paid at a daily rate for partial months.
- ☑ **Hostile Fire Pay (HFP)**
 - Soldiers performing official duties in a designated "hot" fire area are entitled to HFP.
 - Current rate is \$225 per month.
 - Soldier serving one day of a month in the HFP area is entitled to the entire month's pay.
- ☑ **Basic Allowance for Subsistence (BAS)**
 - All Soldiers are entitled to BAS at the standard rate for duration of US/TOY. In 2006, entitled members receive the monthly rate of \$272.28 while Soldiers receive the monthly rate of \$187.40.
 - If you are designated as Essential Status/Messing (Meal Card Holders), your meal deduction should stop for the period of deployment. When you return from station meal deductions will resume effective the date of return.
- ☑ **Basic Allowance for Housing (BAH)**
 - Active Component Soldiers:
 - BAH rate generally remains at home station rate, even if dependents relocate. Same varies by rank, dependent status and assigned permanent duty station.
 - Soldiers entitled to BAH before deployment generally continue to receive BAH unless other circumstances change (e.g. commander reviews authority to receive ODP/OSI).
 - However, Soldiers not entitled to BAH before deployment generally continue non-occup unless other circumstances change (e.g. spouse uses POA to clear government quarters).
 - Special savings of household goods (HFG) does not impact receipt of BAH.
 - Reserve Component Soldiers:
 - BAH rate varies by rank, dependent status and home of residence at time.
 - During deployment, Soldiers maintaining a residence receive BAH at the applicable rate without rate. All Soldiers must complete a DA Form 5904 and provide substantiating documents (e.g. lease or residence, utility bill).
 - If not maintaining a residence, Soldiers without dependents may partial BAH unless utilizing special storage of household goods. Soldiers utilizing special storage maintaining a household and utilizing special storage are not entitled to BAH.
 - On 1 January 2006, BAH-DIF was converted to BAH with dependent or ODA with dependent. (Mail msg: 415-155)
- ☑ **Combat Zone Tax Exclusion (CZTE)**
 - Soldiers serving in a designated combat zone or in a designated HFP area supporting a combat zone are exempt from payment of federal and state income taxes.
 - Exemption for officers is limited to the amount of the Sergeant Major of the Army's base pay plus HFP. For 2006, the limit is \$6724.50.
 - Excluded Soldiers' exemption is not limited.
 - Leave earned in a combat zone is also tax free. When Soldiers take CZTE leave after departing the combat zone, the amount of income is not taxable and the tax withholding is reinstated. First leave used after departure of another zone is CZ-14 leave.
- ☑ **Special Leave Accrual (SLA)**
 - The intent of SLA is to provide relief to Soldiers not allowed to take leave during lengthy deployments.
 - Soldiers can carry forward up to 120 days of leave over the end of the fiscal year if deployed for more than 120 days in a combat zone.
 - Soldiers must use accrued leave SLA leave in excess of 60 days before the end of the third fiscal year after departing the combat zone.
 - SLA leave is charged on a Last Earned, First Out basis.
 - Address questions to your servicing personnel unit or unit administrator (PAC).
- ☑ **Savings Deposit Program (SDP)**
 - SDP provides opportunity for Soldiers to deposit up to \$10,000 into an account earning 10% interest per annum, compounded quarterly.
 - Soldiers performing duties in OIF outside the US, or F3 possessions are eligible. Soldier must be in area for 30 days or longer or in area one day for 3 consecutive months.
 - AC Soldiers contribute by allotment or cash negotiable instrument deposit. EC Soldiers contribute by cash negotiable instrument deposit only.
 - Agents with TOA may make deposits on behalf of the member. For fiscal disbursing issues, contact personal check.
 - Make account deposit up to 90 days upon redeployment.
- ☑ **Tax Filing Procedures**
 - Soldiers deployed during the Federal Income Tax filing deadline have 180 days after redeployment to file the applicable return.
 - Soldiers should write "OPERATION GIFT" (from date deployed) to (606) returned at the top of their tax return to avoid any penalties and late fees.
- ☑ **Assignment Incentive Pay**
 - Soldiers in designated units who serve in Iraq or Afghanistan for over 355 days receive either \$800 per month for each extended month or four subs-typal on at home duty station for a length of time to equal the deployment period.
 - Shows as SAVE PAY on the LES.
- ☑ **Hardship Duty Pay – Tempo (HDDP-T)**
 - Soldiers in designated units who serve in Iraq or Afghanistan for over 365 days receive \$200 per month for each extended month.
 - Shows as SAVE PAY on the LES.
- ☑ **Questions**
 - On Fort Hood, contact your supporting finance unit.
 - In the OIF theater, contact your local finance unit or the 266th FPN: OIA, BA, DAF & Camp Arifjan, Kuwait. Operating hours: 24 hour operations Monday thru Saturday. Phone # 825-2206/1404/1409/1410.

FIGURE 15-1

CHAPTER SIXTEEN

TRAVEL INFORMATION

- A. The Defense Military Pay Office (DMPO) currently processes only those travel claims pertaining to Service Members (SM) who are either PCSing in or out.
1. For all In Processing SM: A thorough PCS travel briefing is conducted each Monday, Wednesday-Friday (except for Training Holidays or when G-1 determines there are not enough personnel to hold a briefing. The briefing will cover travel related topics to include but not limited to the following:
- a. Temporary Lodging Expense/Temporary Lodging Allowance
 - b. Dislocation Allowance
 - c. PCS travel entitlements
 - d. Dependent travel
 - e. Retirement travel
 - f. Completing the travel voucher
 - g. How the SM will be notified pertaining to travel settlement
 - h. How to submit supplemental travel claims
 - i. Base Pay Advances

The DMPO will ensure that each SM is given a one on one briefing so that each individual understands their travel as it relates to their PCS move.

2. For all Out Processing SM: The DMPO is open daily, Monday-Friday from 1300-1500 hours, to accommodate all travel requests for both separating and PCSing Soldiers.

Additionally, an on-line levy briefing is available for both CONUS and OCONUS PCSing travelers. This briefing will cover:

- a. PCS travel entitlements
- b. Dislocation Allowance
- c. Dependent Travel
- d. Temporary Lodging Expense/Temporary Lodging Allowance
- e. Travel Advances
- f. Use of the Government Travel Card
- g. Base Pay Advance

Please visit <http://www.carson.army.mil/dhr/DHR/MPD/PPB/Briefings/Levy.html>

3. Advances:
- a. Base Pay Advance: Documents required include DD Form 2560, PCS orders and DA Form 31. This will be collected from SM's pay and should only be requested if needed. The purpose of this payment is to provide funds for extraordinary expenses incident to a government ordered relocation. Single Soldiers, under normal circumstances, do not qualify for an advance pay at losing station.

- b. Travel Advances: Due to changes in the administration of the Government Travel Card (GTC), Advance travel payments are no longer accepted for GTC holders. The GTC is to be used for all PCS travel related expenses, including DITY/PPM and DLA. If the Soldier is not a GTC holder or is unable to use the GTC during the PCS, a memo signed by the Unit S3 OIC or NCOIC, explaining why the Soldier is unable to use the GTC is required. Advances can be requested no more than 20 days before your anticipated sign-out date. Soldiers married to another Soldier PCS-ing at the same time should come together if requesting advances.
- c. DITY Advances: An advance of up to 80% of the projected DITY costs can be requested no more than 20 days before your anticipated sign-out date. A completed DD2278 is required from the JPPSO (Joint Personal Property Shipping Office).

The following documents are needed in order to request an advance of travel entitlements:

1 copy of Separation/Retirement/PCS orders w/amendments, 1 copy of the PCS leave form (DA31) with all signatures, DD Form 1610 TDY Orders (if applicable). Advance Travel Pay Request: DFAS Form 9114. All travel advance requests should be taken to IOP Finance, BLDG 1220 Customer Service from 1300 - 1500 Monday-Friday.

- B. For all claims relating to DITY, TDY and TCS/Deployment travel, the following information is provided to help in the settlement of your travel voucher.

1. PPM/DITY Moves

- All Military PPM/DITY claims must go through the servicing Transportation Office for approval of weight allowance. They will submit to DFAS for payment.

2. TDY Travel Vouchers

- All travel initiated through DTS must be settled through DTS.
<http://www.defensetravel.osd.mil/dts/site/index.jsp>
- When travel is not initiated through DTS, a DD Form 1351-2 must be completed. The TDY travel voucher can then be scanned (PDF Format) to the following: DRO-ArmyTravel@dfas.mil or faxed to 317-275-0329.
- Any questions regarding the status of a TDY travel voucher need to be directed to the DFAS Indianapolis travel office customer service at 1-888-332-7366.

3. TCS/ Deployment Vouchers

- All TCS travel vouchers should be completed and submitted by the unit during the unit SRP process. If requested the DMPO/ 230th FM Company can assist in the review and preparation process for large unit movements. Please call (719) 524-2594 for more information.
- Once complete, vouchers are scanned then faxed, emailed, or mailed via USPS to the following addresses

Active Army Travel Contact Info

Interactive Voice Response System (IVRS): 1-888-332-7366 or DSN: 699-0300, available 24-hours a day, and 7-days a week. (Requires Social Security number and **myPay** PIN number.)

Travel Customer Help Desk: 1-888-332-7366 or DSN: 699-0300, available Monday through Friday 7:30 AM to 6:00 PM (Eastern Standard Time).

E-mail Address for Questions and Inquiries: DFAS-IN.Travel@dfas.mil (Turn-around time is 48 hours.)

Travel Voucher Submissions

***Note: POC information also applies to civilians traveling in support of an Active Component Unit/Organization.**

Active Travel	Fax Numbers	Email	Mailing Address
Normal TDY & Deployments <i>All AC on TDY or TCS orders; AGR. Also applies to civilians traveling in support of AC.</i>	(317) 275-0329 DSN: 510-366-0329	DRO-ArmyTravel@dfas.mil	DFAS-Rome Attn.: Travel 325 Brooks Road Rome, NY 13441
Military PCS Travel	Your local Defense Military Pay Office (DMPO) will process and pay your PCS travel voucher. Please see your DMPO regarding any of these issues.		
All DITY Moves	All DITY claims must go through the servicing Transportation Office for approval of weight allowance. They will submit to DFAS for payment.		
ETS and Military Retirement Travel	(317) 275-0277		DFAS-Rome Attn: Travel 325 Brooks Rd, Rome, NY 13441

Wounded Warrior Travel Contact Information

Interactive Voice Response System (IVRS): 1-888-332-7366 or DSN: 699-0300, available 24-hours a day, and 7-days a week. (Requires Social Security number and **myPay** PIN number.)

Travel Customer Help Desk: 1-888-332-7366 or DSN: 699-0300, available Monday through Friday 7:30 AM to 6:00 PM (Eastern Standard Time).

E-mail Address for Questions & Inquiries: DFAS-IN.Travel@dfas.mil (Turn-around time is 48 hours.)

Travel Voucher Submissions

Casualty Travel	Fax Numbers	Email	Mailing Address
Wounded Warriors <i>(Travel for Wounded Warrior, KIA, family members and CBHCOs)</i>	(317) 275-0138 DSN: 510-366-0138	DFAS- INTravelCasualty@DFAS.MIL	DFAS Travel Pay Services ATTN: Casualty Travel Team, Dept 3700 8899 E. 56th Street Indianapolis, IN 46249

TRAVELER'S CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT VOUCHERS

User: All military and civilian travelers submitting claims for **TEMPORARY DUTY**. TDY claims are to be completed within 5 days upon completion of travel.

Purpose. This checklist should be used by the travelers to ensure their travel claims are proper, complete, and complies with the intent of the order before submitting them to the reviewing/approving official for signature.

1. ___ The Travel Voucher (DD Form 1351-2 July 2002) must be prepared in ink, typewriter, or computer generated.
2. ___ Your original signature must be in block 20a, and dated in block 20b on the travel voucher.
3. ___ All information in blocks 1-9 and 11 of the travel voucher must be completed. Provide a duty phone number and e-mail address. Does the administrative data i.e. name, ssn # on the travel voucher agree with the orders? If not, make administrative corrections and initial.
4. ___ Are advances and/or accrued per diem payments listed in block 9? You must annotate "NONE" in block 9 if there were no advances or partial payments. Do not indicate ATM cash withdrawals in block 9.
5. ___ The itinerary in block 15a must be completed using dates and not times, modes of travel, and reason for stops. Please refer to the reverse page of the DD1351-2 for correct "modes of travel" and "reason for stop" codes.
6. ___ Is block 16 (POC Travel) checked if mileage is claimed? Examples of POC mileage is within and around the TDY site, to and from the airport, and to and from the TDY site. In/around POC mileage must be approved/authorized. In/around mileage must be claimed and the total mileage driven each day listed. This travel should be included on the TDY claim or as an attachment.
7. ___ Block 17 must be completed indicating the duration of TDY period.
8. ___ Did you claim all of your authorized reimbursable expenses in block 18? Mission related items (e.g. batteries /film) are not reimbursable travel expenses and should be submitted through Vendor Pay.
9. ___ Were rental car expenses claimed? If so, was the rental car obtained through proper channels (government contracted office, e.g., Carlson or SATO)? Rental Car receipts are required regardless of dollar amount IAW DFAS-IN 37-1-100102(3). Pre-calculation receipts are not acceptable. Include a copy of your government contracted travel office (SATO/Carlson) itinerary.
10. ___ Are control numbers of non-availability of government quarters in the remarks block of the orders? If not, and obtained after the fact, you must have the Approving Official's signature authorizing commercial lodging or an amended order issued. (Military Members Only)
11. ___ Is lodging claimed and supported by original paid receipts (regardless of amount) or a justification statement attached explaining why receipts are not available? Receipts must show a zero balance.
12. ___ Are reimbursable expenses of \$75.00 or more claimed on the travel voucher and supported by an original paid receipt or justification statement explaining why receipts are not attached?
13. ___ Is a conference or registration fee claimed? If so, did you state the number of meals provided at no cost in block 19 of the DD1351-2. If none, please state.
14. ___ Exchange rate when foreign currency is involved must be indicated on the travel voucher. The traveler must include the expense in both foreign currency and U.S. dollars.
15. ___ Was leave taken in conjunction with the TDY? If so, was it annotated in the itinerary and in block 29, Remarks Section?
16. ___ Military members: attach a copy of your DA 31 (leave form) if leave was taken in conjunction with the TDY.
17. ___ Are there specific items not in the original order that require an amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
18. ___ Are the required orders, receipts, statements, justifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
19. ___ You must forward your completed travel voucher and supporting documentation to your supervisor/reviewing official.

Edition: September 1, 2002

(Figure 16-1)

REVIEWER CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT VOUCHERS

Requirement. Review and signature is required for all Military and Civilian Travel Settlement Vouchers, as well as Non-DOD individuals traveling on Invitational Travel Orders. This applies to TDY vouchers for all travelers serviced by the DFAS Network.

User. Commanders/supervisors (or designated reviewers when the commander/supervisor is unavailable) of military and civilian personnel. For Invitational Travel Orders, the person inviting the traveler will review the claim. For IRR/TMA soldiers, the supervisor/commander at the site where the duty is performed will review the claim.

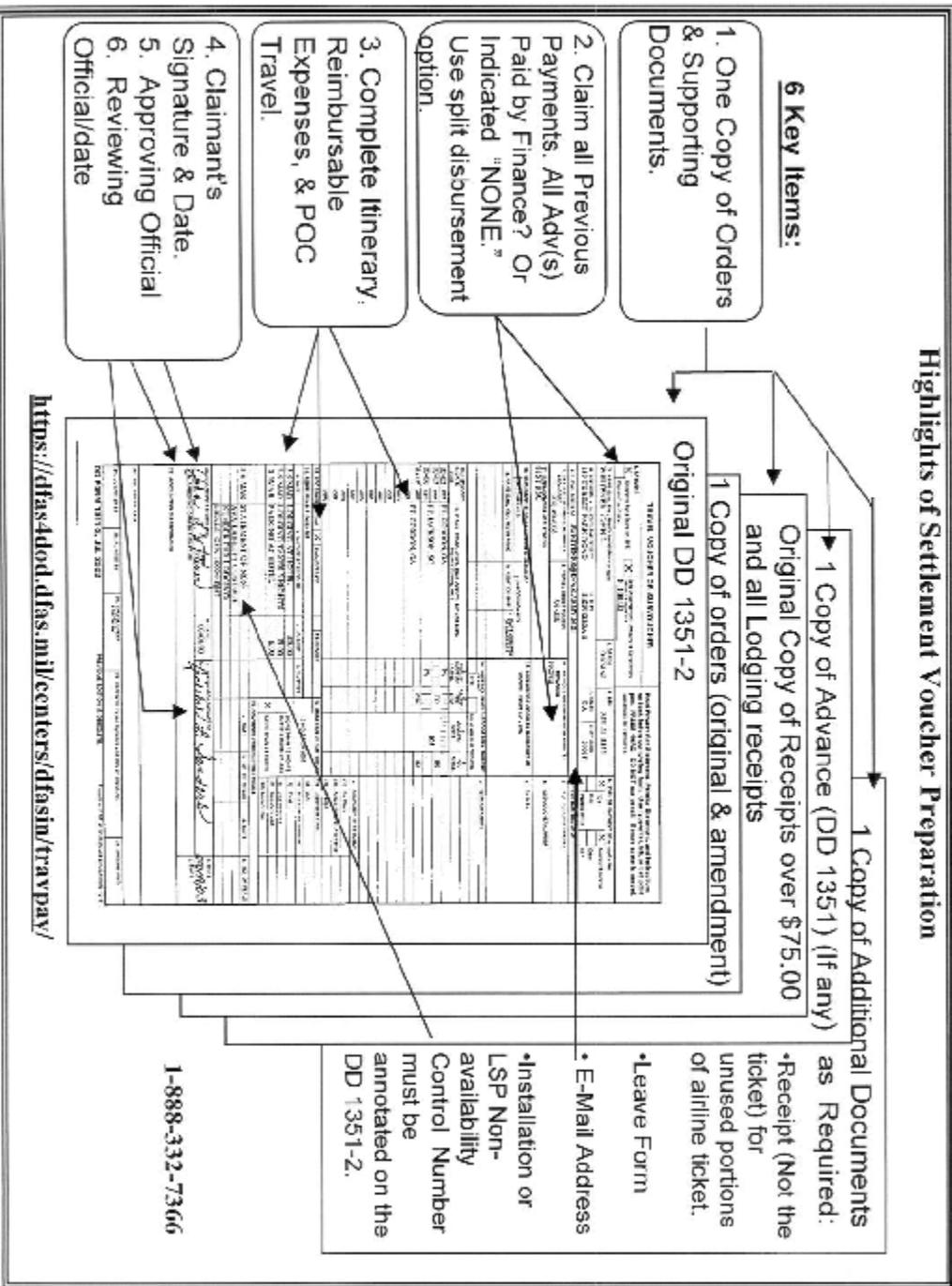
Purpose. This checklist pertains to the July 2002 version of the DD 1351-2 and should be completed by the users above to ensure Travel Settlement Voucher claims are proper, complete, and in compliance with the intent of the order. The reviewer's signature does not constitute approval of items requiring approval by specific statutes or regulations, e.g., long distance calls, and excess baggage.

1. ___ Is the Travel Voucher Claim (DD Form 1351-2) an original, not a copy? The claim must be prepared in ink, typewriter, or computer generated.
2. ___ Is the traveler's signature on the Travel Voucher (block 20a) an original signature?
3. ___ Does the administrative data i.e. ssn#, name on the Travel Voucher agree with the orders? If not, have the traveler make the necessary changes and initial.
4. ___ Are advances and/or accrued per diem payments listed in block 9? The traveler annotates "NONE" in block 9 if there were no advances or partial payments.
5. ___ Is block 16 (POC Travel) checked by the traveler if mileage is claimed? Privately Owned Conveyance (POC) mileage should be reasonable according to the mission. Examples of POC mileage are, mileage within and around the TDY site, to and return from the airport, and to and from TDY site.
6. ___ Are the reimbursable expenses claimed and authorized? Mission related expenses (e.g. batteries/film) are not reimbursable travel expenses. These type expenses should be submitted through Vendor Pay.
7. ___ Were rental car expenses claimed? If so, was the rental car obtained through proper channels (government contracted travel office Carlson or SATO)? Rental car size and fuel expenses claimed should be conducive to the mission. Unless an upgrade is authorized, a compact rental car is the standard. Receipts are required regardless of dollar amount IAW DFAS-IN 37-1- 100102 (3).
8. ___ Are control numbers of non-availability of government quarters in the remarks block of the orders? If not, the Travel Approving Official must authorize commercial lodging by signing in block 21a or an amended order issued. (Military Members Only)
9. ___ Is lodging claimed and supported by original paid receipts (regardless of amount) or a justification statement attached explaining why receipts are not available? Receipt must show a zero balance.
10. ___ Are expenses of \$75.00 or more claimed on the travel voucher and supported by an original receipt or justification statement explaining why receipts are not attached. Pre-calculation rental car receipts are not acceptable.
11. ___ Did the traveler list the exchange rate, when foreign currency is involved? The traveler must include the expense in both foreign currency and U.S. dollars.
12. ___ Was leave taken in conjunction with the TDY? If so, was it annotated in the itinerary and in block 29, Remarks Section?
13. ___ Is a copy of the military leave form for military members attached when leave was taken in conjunction with the TDY?
14. ___ Was any deviation from the travel orders in the government's best interest?
15. ___ Are there specific items not in the original order that require an amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
16. ___ Are the required orders, receipts, statements, justifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
17. ___ As the commander/reviewer, did you sign in block 20c and date block 20d (July 2002 form)? All other versions of the DD 1351-2 are obsolete.
18. ___ Do not return the voucher to traveler. Forward completed claims to your servicing DFAS Travel Office.

Edition: September 1, 2002

(Figure-16-2)

TRAVEL PAY BULLETIN #6 (May 2003)
Highlights of Settlement Voucher Preparation



(Figure 16-3)

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14 R, Vol. 9, and E.O. 9367.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your pre-designated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your pre-designated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state, paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as, paid by Government, \$250.00, \$10.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel order or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT or CBA (See Note) - T	Automobile - A
Government Transportation - G	Motorcycle - M
Commercial Transportation (Own expense) - C	Bus - B
Privately Owned Conveyance (POC) - P	Plane - P
	Rail - R
	Vessel - V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

15d. REASON FOR STOP

Authorized Delay - AD	Leave En Route - LV
Authorized Return - AR	Mission Complete - MC
Awaiting Transportation - AT	Temporary Duty - TD
Hospital Admittance - HA	Voluntary Return - VR
Hospital Discharge - HD	

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JTR, par. 0412b-A3g and JTR, par. C4554-5 for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

28. REMARKS

a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:

b. ALL UNUSED TICKETS (including identification of unused "tickets") MUST BE TURNED IN TO THE T/O OR C/O.

CHAPTER SEVENTEEN

THRIFT SAVINGS PLAN (TSP) & MyPay

1. The Thrift Savings Plan (TSP) is a Federal Government-sponsored retirement savings and investment plan. Congress established the TSP in the Federal Employees' Retirement System Act of 1986. The purpose of the TSP is to provide retirement income. Thrift Savings Plan elections are submitted on a TSPU-1 allotment form to the finance office on a UTM or can be made through MyPay.
 2. You may elect to contribute any percentage (1 to 100) of your basic pay. However, your annual dollar total cannot exceed the Internal Revenue Code limit, which is \$18,000 for 2016. If you contribute to the TSP from your basic pay, you may also contribute from one to 100 % of any incentive pay or special pay (including bonus pay) you receive, up to the limits established by the Internal Revenue Code.
 3. Catch-up contributions are supplemental tax-deferred contributions available to TSP participants age 50 or older who are already contributing the maximum amount of regular TSP contributions for which they are eligible up to the maximum IRS elective deferral limit \$15,000 in 2008. Catch-up contributions have their own annual limit \$5,000 in 2008, thereafter; increases will be indexed to inflation. Your catchup contributions are invested in the TSP funds according to your most recent contribution allocation. If you are eligible, you can submit an election at any time to make these contributions; you do not have to wait for an open season. Form TSP-U-1-C, Catch-up Contribution Election, will be available in the Forms & Publications section of the TSP.GOV web site, MYPAY or from your servicing finance office.
 4. Once Soldiers are enrolled in the TSP, they will receive a letter from the contractor with a PIN number so they can access their information online at the website.
 5. All questions concerning TSP should be directed through the TSP Web site.
 6. For blank forms and up to date information of TSP, visit : <http://www.tsp.gov>
MyPay
1. MyPay is an innovative, automated system that puts you in control of processing certain discretionary pay data items without using paper forms. You can also get your pay statements, tax forms and travel advice of payment using MyPay. MyPay offers faster, enhanced services; security; accessibility; and reliability to all customers of DFAS worldwide.

With MyPay, you can:

- View, print, and save leave and earnings statements
- View and print tax statements (W2)
- Change federal and state tax withholdings
- Update bank account and electronic fund transfer information
- Manage allotments
- Make address changes
- Manage US Savings Bonds
- View and print travel vouchers
- Control Thrift Savings Plan enrollment

- View and print retiree account statement
- View and print annuitant account statement
- Provide report of existence
- Update certificate of eligibility

NOTE: Features may vary by armed service and status

2. MyPay is safe and secure; combining strong encryption and secure sockets layer (SSL) technology with your social security number and personal identification number to safeguard your information from any unauthorized access.

3. You can use the Internet or touch-tone telephone to access MyPay. On the Internet, you can reach the MyPay website at: ○ <https://mypay.dfas.mil> or ○ <http://www.dod.mil/dfas> (click on MyPay - control your pay).

NOTE: Web TV users should access MyPay through the <http://www.dod.mil/dfas> site, or go directly to the MyPay home page at <https://mypay.dfas.mil/mypay.aspx>. Enter your SSN and PIN and click on the GO button, your SSN and PIN will disappear, please scroll down the page for the Main Menu Selections. You will be able to click on any of the items listed on the menu.

Using a touch-tone telephone, contact MyPay at:

- DFAS Centralized Customer Support Unit toll free at 1-888-332-7411, or call commercial at (216) 522-5059, or use the Defense Switching Network (DSN) at 580-5059. The Customer Support Unit is available Monday through Friday, from 7 A.M. till 6:30 P.M. Eastern Standard time.

4. If you do not know or have suspended your Customized PIN, you may re-activate your PIN on-line in MyPay.

a. First, you must suspend your PIN by entering any 4-8 numeric digits PIN *three times*. The screen instructions will tell you how to establish a new customized PIN online. You must enter the desired new PIN twice and correctly respond to the identity validation questions.

b. If your Customized PIN is currently suspended, enter your SSN and any 4-8 numeric digits **PIN** *once*. Follow the screen instructions to establish a new customized PIN by entering the desired new PIN twice and by correctly responding to the identity validation questions.

c. You may also customize your PIN following the same procedures using the MyPay IVR **(phone)** toll-free at 1-888-332-7411, commercial at (216) 522-5059 or the Web at mypay.dfas.mil.

5. For problems using MyPay, or with your MyPay PIN, contact the DFAS Centralized Customer Support Unit toll-free at 1-888-332-7411, or commercial at (216) 522-5059, or Defense Switching Network (DSN) at 580-5059. This support line is available Monday through Friday, 7:00 A.M. to 6:30 P.M. Eastern Standard Time. The Centralized Customer Support Unit can provide assistance on how to use the options available to you in MyPay. The Centralized Customer Support Unit will also provide support for establishing and changing your PIN.

CHAPTER EIGHTEEN

SAVINGS DEPOSIT PROGRAM A.

GENERAL:

Defense Finance and Accounting Service (DFAS) in accordance with the Department of Defense implemented the Savings Deposit Program in August 1990 for members who were serving in the Persian Gulf Conflict. The Act progressively changed to include troops assigned to areas of operation outside the United States on ships or mobile units. This program includes all missions where service members are assigned to a combat zone or in direct support of a combat zone

Soldiers eligible to participate in the Savings Deposit Program can contribute up to \$10,000.

B. ELIGIBILITY

A Soldier must be receiving Hostile Fire Pay/Imminent Danger Pay (HFP/IDP) and serving in a designated combat zone or in direct support of a combat zone for more than 30 consecutive days or for at least one day for each of three consecutive months.

a. Effective 2 August 1990, members serving in the Persian Gulf Conflict to include the Arabian Peninsula to include the Persian Gulf (as defined by the Arabian Peninsula, the Strait of Hormuz, and that part of the Gulf of Oman which lies north of 25 degrees north latitude and 057-30 degrees east longitude), Bahrain, Iraq, Iran, Israel, Jordan, Kyrgyzstan, Kuwait, Lebanon, Oman, Pakistan, Qatar, Saudi Arabia, Tajikistan, Turkey, United Arab Emirates, Uzbekistan, and Yemen.

b. Effective 1 January 1996, members serving in Operation Joint Endeavor to include the Bosnia-Herzegovina, Croatia, Serbia, Montenegro, Slovenia, Macedonia, Hungary, and the air space thereof, or the waters of the Adriatic Sea of North of 40 degrees North, plus forces operational control/tactical control to Supreme Allied Commander, EUROPE for the purpose of executing Operation Joint Endeavor.

c. Effective 1 January 1997, members serving in Operation Joint Guard and, effective 20 June 1998, members serving in Operation Joint Forge to include the total land area of Bosnia-Herzegovina, Croatia, Serbia, Montenegro, Slovenia, Macedonia, Hungary, and the airspace thereof, or the waters of the Adriatic Sea north of 40 degrees North.

d. Effective 1 November 2001, members serving in Operation Enduring Freedom to include the total land area of Afghanistan, Pakistan, Kazakhstan, Kyrgyzstan, Qatar, Tajikistan, Turkmenistan, United Arab Emirates, and Uzbekistan. The waters of the red sea, the gulf of Oman, and the Arabian Sea (portion north of 10 degrees North latitude and 68 degrees East longitude) or in the airspace thereof.

e. Effective 1 February 2003, members serving in Operation Enduring

Freedom\Iraqi Freedom to include the total land area of the Arabian Peninsula to include the Persian Gulf (as defined by the Arabian Peninsula, the Strait of Hormuz, and that part of the Gulf of Oman which lies north of 25 degrees north latitude and 057-30 degrees east longitude), Bahrain, Iraq, Iran, Israel, Jordan, Kyrgyzstan, Kuwait, Lebanon, Oman, Pakistan, Qatar, Saudi Arabia, Tajikistan, Turkey, United Arab Emirates, Uzbekistan, and Yemen.

C. MAKING A DEPOSIT

1. **Soldiers may participate in the program by making deposits with their servicing finance unit. Soldiers may begin making deposits after 30 days in the designated area. Eligibility to make deposits terminates on the date of departure from theater. Active duty members may make deposits by cash, personal check, traveler's check, money order or allotment. Reserve component members may make deposits by cash, personal check or money order only.**
2. **All deposit amounts, regardless of depository method, must be made in \$5 increments and cannot exceed a Soldier's monthly net pay after all deductions and allotments, including special pays and reenlistment bonus. More than one deposit via cash, personal check, traveler's check, or money order may be made in a month but the cumulative total of the deposits cannot exceed the month's un-allotted pay and allowances.**

D. ACCRUAL OF INTEREST

1. **Deposited funds will accrue at an interest rate of 10%, compounded quarterly, based on calendar year. Interest only accrues on amounts up to \$10,000. This means that once your account reaches \$10,000 (either with deposits or interest earned) it will stop earning interest. Deposits made on a cash collection voucher on or before the 10th of the month will accrue interest from the 1st of that month. Deposits made after the 10th of the month will accrue interest from the first day of the following month.**
2. **Deposit date is the date received by the servicing finance unit regardless of date of entry into the financial system or submission to unit financial representative.**
3. **Eligibility for SDP stops on the day of departure; however, interest will continue to accrue up to 90 days after redeployment. If the Soldier requests withdrawal of funds before the 90th day, interest stops on date of request. (NOTE: If the 90th day falls on any day other than the last day of a month, interest will accrue through the last day of the preceding month.) Since the IRS considers SDP interest unearned income, the interest is taxable even though the Soldier is located in a combat zone tax exempt (CZTE) area.**

E. MAKING WITHDRAWALS

1. **Deposits may be discontinued at any time. Generally, withdrawals may only be made upon termination of eligibility for the program. Withdrawals of this type must be for the entire sum of the deposit account. Defense Finance & Accounting Service (DFAS) will post the SDP balance of active component members to their Leave and Earnings Statement (LES). This balance may not be accurate due to timing constraints of posting cash collection vouchers. However, late processing does not affect interest as interest is based on date of deposit. When the amount is posted to the system, the LES will reflect the full amount of the deposit plus any applicable interest dating back to the deposit date.**
2. **If a service member's account contains over \$10,000, the service member may make quarterly requests to withdraw the balance that exceeds \$10,000. The \$10,000 remains in the account until the service member's eligibility terminates and the service member withdraws the remaining funds entirely. Service members may make emergency withdrawal requests of full or partial amounts before eligibility termination. Emergency requests must be for the health and welfare of a member or his dependent, and must be substantiated by a written request from the member's unit commander.**
3. **To receive funds, mail or fax a written request to the address below. Include the following: name, social security number, branch of service, component (e.g. active or reserve), start and stop date of tour in eligible area, and amount requested. Active duty members will automatically receive their payment via electronic funds transfer (EFT) in the same account as their normal monthly pay. Reservists and separated members requesting EFTs must include the bank account number, type of account (checking or savings), and the bank's routing transit number or a voided check or deposit slip in their request. Reservists and separated members requesting payment via check must provide a current address.**

The average turnaround time for payment is 24 days.

DFAS- Cleveland Center (DFAS-CL)
ATTN: SDP
Special Claims
1240 East 9th Street
Cleveland, OH 44199-2055

Questions regarding SDP withdrawal requests should be directed to:

Toll Free (stateside only): 1-888-332-7411
COMM: 216-522-5096 DSN: 580-5096
Fax: 216-522-5060 "Attention SDP"
E-mail to dfas.cleveland-oh.jfl.mbx.sdp-cle@mail.mil

CHAPTER NINETEEN

FINANCE AND THE INTERNET

A. GENERAL: The Internet allows Soldiers to obtain information on various pay related issues that at one time could only be answered by a visit to the local finance office. With the accessibility of the internet to most Soldiers, the finance community has created many web sites which allow Soldiers to access anything from current pay charts to pending legislation pertaining to pay changes.

B. WEB SITES: Below you will find a listing of informative WEB addresses that can be used to assist Soldiers in answering question and to gather insightful information as related to their pay.

DFAS HOMEPAGE:

[HTTP://WWW.DFAS.MIL/](http://www.dfas.mil/)

[HTTP://WWW.DFAS.MIL/NEWS/RELEASES/](http://www.dfas.mil/news/releases/) (DFAS PRESS RELEASES – CURRENT NEWS)

DFAS CENTRALIZED DISBURSING:

[HTTPS://DFAS4DOD.DFAS.MIL/CENTERS/DFASIN/CENTDISB/INDEX.HTM](https://dfas4dod.dfas.mil/centers/dfasin/centdisb/index.htm)

[HTTPS://DFAS4DOD.DFAS.MIL/PSO/FASTRAC/](https://dfas4dod.dfas.mil/ps0/fastrac/) (DFAS DISBURSING CLASSES)

DFAS TRAVEL:

[HTTPS://DFAS4DOD.DFAS.MIL/CENTERS/DFASIN/TRAVPAY/BULLETIN.HTM](https://dfas4dod.dfas.mil/centers/dfasin/travpay/bulletin.htm)

[HTTPS://DFAS4DOD.DFAS.MIL/PSO/FASTRAC/](https://dfas4dod.dfas.mil/ps0/fastrac/) (DFAS MIL PAY CLASSES [TRAVEL IS LISTED LAST ON LIST])

[HTTP://DTOD1.MTMC.ARMY.MIL/](http://dtod1.mtmc.army.mil/) (DTOD)

[HTTP://WWW.DTIC.MIL/PERDIEM/TRVLREGS.HTML](http://www.dtic.mil/perdiem/trvlregs.html) (JFTR/JTR)

[HTTPS://DFAS4DOD.DFAS.MIL/CENTERS/DFASIN/LIBRARY/POLICY.HTM](https://dfas4dod.dfas.mil/centers/dfasin/library/policy.htm) (TTMS)

[HTTP://WWW.PROFSFT.COM/](http://www.profsft.com/) (IATS MONTHLY RATES/NEWSLETTER)

[HTTP://WWW.ASAFM.ARMY.MIL/FO/FOD/FINCOM/CTI/CTI.ASP](http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp) (CONTINGENCY TRAVEL INFO)

[HTTPS://EDA2.OGDEN.DISA.MIL/](https://eda2.ogden.disa.mil/) (EDA – ELECTRONIC DOCUMENT STORAGE)

<http://www.armymwr.com/portal/travel/lodging/availability.asp> (World Wide Listing)

DFAS Military Pay:

[HTTP://WWW.DFAS.MIL/MONEY/MILPAY/](http://www.dfas.mil/money/milpay/) (DFAS MIL PAY INFORMATION)

[HTTPS://DFAS4DOD.DFAS.MIL/CENTERS/DFASIN/MILPAY/](https://dfas4dod.dfas.mil/centers/dfasin/milpay/) (MIL PAY INFO FOR FINANCE OFFICES)

[HTTPS://DFAS4DOD.DFAS.MIL/PSO/FASTRAC/](https://dfas4dod.dfas.mil/psf/fastrac/) (DFAS MIL PAY CLASSES)

[HTTP://WWW.DEFENSELINK.MIL/RA/MOBIL/](http://www.defenselink.mil/ra/mobil/) (RESERVE AFFAIRS)

[HTTPS://DFAS4DOD.DFAS.MIL/CENTERS/DFASIN/MILPAY/RCMANUAL.HTM](https://dfas4dod.dfas.mil/centers/dfasin/milpay/rcmanual.htm) (DJMS RC MANUAL)

[HTTP://WWW.DTIC.MIL/PERDIEM/RATEINFO.HTML](http://www.dtic.mil/perdiem/rateinfo.html) (RATES/ALLOWANCES)

[HTTP://WWW.DFAS.MIL/MONEY/RETIRED/](http://www.dfas.mil/money/retired/) (RETIRED/ANNUITANT PAY)

FIELD SERVICES OFFICE:

[HTTPS://DFAS4DOD.DFAS.MIL/CENTERS/DFASIN/MILPAY/FSO/](https://dfas4dod.dfas.mil/centers/dfasin/milpay/fsf/)

DIMHRS:

[HTTPS://AKOCOMM.US.ARMY.MIL/DIMHRS/](https://akocomm.us.army.mil/dimhrs/) (NEED AKO ACCOUNT TO ACCESS)

DFAS SYSTEMS:

[HTTPS://DFAS4DOD.DFAS.MIL/SYSTEMS/](https://dfas4dod.dfas.mil/systems/) AND [HTTPS://DFAS4DOD.DFAS.MIL/CENTERS/DFASIN/LIBRARY/S/](https://dfas4dod.dfas.mil/centers/dfasin/library/s/)

OSD MIL PAY & COMPENSATION:

[HTTP://WWW.DEFENSELINK.MIL/PRHOME/DAS_MPP.HTML](http://www.defenselink.mil/prhome/das_mpp.html) (OSD MIL PERSONNEL POLICY HOME PAGE)

[HTTP://DOD.MIL/MILITARYPAY/](http://dod.mil/militarypay/) (HOME PAGE)

[HTTP://DOD.MIL/MILITARYPAY/PAY/INDEX.HTML](http://dod.mil/militarypay/pay/index.html) (PAY & ALLOWANCES)

[HTTP://DOD.MIL/MILITARYPAY/RETIREMENT/INDEX.HTML](http://dod.mil/militarypay/retirement/index.html) (RETIREMENT)

[HTTP://DOD.MIL/MILITARYPAY/BENEFITS/INDEX.HTML](http://dod.mil/militarypay/benefits/index.html) (BENEFITS)

[HTTP://DOD.MIL/MILITARYPAY/SURVIVOR/INDEX.HTML](http://dod.mil/militarypay/survivor/index.html) (SURVIVOR BENEFITS- SBP)

[HTTP://DOD.MIL/MILITARYPAY/TSP/INDEX.HTML](http://dod.mil/militarypay/tsp/index.html) (TSP) [HTTP://WWW.TSP.GOV/](http://www.tsp.gov/)

MILITARY COMPENSATION BACKGROUND PAPERS (FIFTH EDITION 1996):

[HTTP://WWW.DEFENSELINK.MIL/PRHOME/PAPERS_INDEX.HTML](http://www.defenselink.mil/prhome/papers_index.html)

AIR FORCE RETIREMENT CALCULATOR:

[HTTP://WWW.AFPC.RANDOLPH.AF.MIL/RETSEPCALC/EOMAIN.ASP](http://www.afpc.randolph.af.mil/retsepcalc/eomain.asp)

ASA-FM:

[HTTP://WWW.ASAFM.ARMY.MIL/](http://www.asafm.army.mil/)

[HTTP://WWW.ASAFM.ARMY.MIL/FO/FOD/FINCOM/SBP/SBP.ASP](http://www.asafm.army.mil/fo/fod/fincom/sbp/sbp.asp) (SAVINGS BOND INFO)

[HTTP://WWW.PUBLICDEBT.TREAS.GOV/SAV/SAV.HTM](http://www.publicdebt.treas.gov/sav/sav.htm) (SAVINGS BONDS - TREASURY)

FORMS/REGULATIONS:

DOD PUBS HOME PAGE:

[HTTP://WWW.DTIC.MIL/WHSDIRECTIVES/](http://www.dtic.mil/whs/directives/) DOD

REGULATIONS:

[HTTP://WWW.DTIC.MIL/WHSDIRECTIVES/CORRES/PUB1.HTML](http://www.dtic.mil/whs/directives/corres/pub1.html) DOD

DIRECTIVES:

[HTTP://WWW.DTIC.MIL/WHSDIRECTIVES/CORRES/DIR1.HTML](http://www.dtic.mil/whs/directives/corres/dir1.html)

[HTTP://WWW.DTIC.MIL/WHSDIRECTIVES/CORRES/DIR2.HTML](http://www.dtic.mil/whs/directives/corres/dir2.html) DOD

INSTRUCTIONS:

[HTTP://WWW.DTIC.MIL/WHSDIRECTIVES/CORRES/INS1.HTML](http://www.dtic.mil/whs/directives/corres/ins1.html) DD

FORMS:

[HTTP://WEB1.WHS.OSD.MIL/ICDHOME/FORMSRPT/DDALL.HTM](http://web1.whs.osd.mil/icdhome/formsrpt/ddall.htm) GSA

FORMS (SF/OF/OT/ETC):

[HTTP://WWW.GSA.GOV/PORTAL/GSA/EP/FORMSWELCOME.DO?PAGETYPEID=8199&CHANNELPAGE=%2F](http://www.gsa.gov/portal/gsa/ep/formswelcome.do?pagetypeid=8199&channelpage=%2F)

DFAS PUBS (37-1/37-100-*/7097.01)

[HTTP://WWW.ASAFM.ARMY.MIL/PUBS/DFAS.ASP](http://www.asafm.army.mil/pubs/dfas.asp)

DODFMRS:

[HTTP://WWW.DOD.MIL/COMPTROLLER/FMR/](http://www.dod.mil/comptroller/fmr/)

[HTTP://WWW.DOD.MIL/COMPTROLLER/FMR/CHANGE.HTML](http://www.dod.mil/comptroller/fmr/change.html) (RECENT CHANGES)

[HTTP://WWW.DOD.MIL/COMPTROLLER/FMR/ELEC_COOR.HTML](http://www.dod.mil/comptroller/fmr/elec_coor.html) (COORDINATION CHANGES)

[HTTP://WWW.DOD.MIL/COMPTROLLER/FMR/07A/INTERIM.HTML](http://www.dod.mil/comptroller/fmr/07a/interim.html) (INTERIM CHANGES)

[HTTP://WWW.DOD.MIL/COMPTROLLER/FMR/07A/INTERIM_ARCH.HTML](http://www.dod.mil/comptroller/fmr/07a/interim_arch.html) (ARCHIVED INTERIM CHANGES)

DA FORMS REGS:

[HTTP://WWW.USAPA.ARMY.MIL/](http://www.usapa.army.mil/)

FMS – GREEN BOOK:

[HTTP://WWW.FMS.TREAS.GOV/GREENBOOK/](http://www.fms.treas.gov/greenbook/)

HISTORICAL CURRENCY EXCHANGE RATES:

[HTTP://WWW.OANDA.COM/CONVERT/FXHISTORY](http://www.oanda.com/convert/fxhistory)

US DEPARTMENT OF STATE STANDARDIZED REGULATIONS (DSSR):

[HTTP://WWW.STATE.GOV/M/A/ALS/C1843.HTM](http://www.state.gov/m/a/als/c1843.htm)

LAW RELATED WEBSITES: EXECUTIVE
ORDERS:

[HTTP://WWW.ARCHIVES.GOV/FEDERAL_REGISTER/EXECUTIVE_ORDERS/DISPOSITION_TABLES.HTML](http://www.archives.gov/federal_register/executive_orders/disposition_tables.html)

THE WHITE HOUSE:

[HTTP://WWW.WHITEHOUSE.GOV/INDEX.HTML](http://www.whitehouse.gov/index.html)

HOUSE ARMED SERVICES COMMITTEE: [HTTP://WWW.HOUSE.GOV/HASC/](http://www.house.gov/hasc/)

PUBLIC/PRIVATE LAWS:

[HTTP://WWW.GPOACCESS.GOV/PLAWS/INDEX.HTML](http://www.gpoaccess.gov/plaws/index.html)

PUBLIC LAWS:

[HTTP://THOMAS.LOC.GOV/BSS/D108/D108LAWS.HTML](http://thomas.loc.gov/bss/d108/d108laws.html)

STATUS OF FY04 APPROPRIATIONS:

[HTTP://THOMAS.LOC.GOV/HOME/APPROP/APP04.HTML](http://thomas.loc.gov/home/approp/app04.html)

NDAF FY04:

[HTTP://FRWEBGATE.ACCESS.GPO.GOV/CGI-BIN/USEFTP.CGI?IPADDRESS=162.140.64.88&FILENAME=PUBL1](http://frwebgate.access.gpo.gov/cgi-bin/useftp.cgi?ipaddress=162.140.64.88&filename=publ1)
PAGES TOTAL)

LEGISLATIVE INFORMATION: [HTTP://THOMAS.LOC.GOV/](http://thomas.loc.gov/)

SENATE HOME PAGE:

[HTTP://WWW.SENATE.GOV/](http://www.senate.gov/)

US CODE:

[HTTP://WWW4.LAW.CORNELL.EDU/USCODE/](http://www4.law.cornell.edu/uscode/)

PERSONNEL WEBSITES:

MILPER MESSAGES:

[HTTPS://PERCOMND04.ARMY.MIL/MILPERMSG.S.NSF](https://percomnd04.army.mil/milpermsgs.nsf)

WORLD WIDE LOCATOR:

[HTTP://WWW.EREC.ARMY.MIL/WWL/](http://www.erec.army.mil/wwl/)

AKO WHITE PAGES:

[HTTPS://WWW.US.ARMY.MIL/PORTAL/JHTML/CUSTOMIZATION/FIXED/AKOWHITEPAGES.JHTML](https://www.us.army.mil/portal/jhtml/customization/fixd/akowhitepages.jhtml)

PSB LISTING:

[HTTPS://PERSCOMND04.ARMY.MIL/MILPERMSG.SNSF/PSB/](https://PERSCOMND04.ARMY.MIL/MILPERMSG.SNSF/PSB/)

GOMO LOCATOR/INFORMATION:

[HTTPS://AKOCOMM.US.ARMY.MIL/GOMO/](https://AKOCOMM.US.ARMY.MIL/GOMO/)

PPG:

[HTTP://WWW.ODCSPER.ARMY.MIL/MILITARYPERSONNEL/POLICY.ASP](http://WWW.ODCSPER.ARMY.MIL/MILITARYPERSONNEL/POLICY.ASP)

US ARMY HUMAN RESOURCES COMMAND (OLD PERSCOM):

[HTTPS://WWW.HRC.ARMY.MIL/INDEXFLASH.ASP](https://WWW.HRC.ARMY.MIL/INDEXFLASH.ASP)

1ST PERSCOM:

[HTTP://WWW.1PERSCOM.ARMY.MIL/](http://WWW.1PERSCOM.ARMY.MIL/)

CHAPTER TWENTY

UNDERSTANDING YOUR LES GENERAL:

The following chapter presents a detailed diagram of your Leave and Earnings Statement. It is meant to be used as a tool to help Soldiers and family members understand their LES.

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								
A B C D E F G H I J K L M N O	10		11				12				13							
											+ TOT ENT 14							
											- TOT DED 15							
											- TOT ALMT 16							
											= NET AMT 17							
											- CR FWD 18							
											= EOM PAY 19							
											DIEMS		RET PLAN					
	TOTAL		20		21				22				23 24					
	LEAVE		25	26	27	28	29	30	31	32	FED TAXES 33		34	35	36	ADD'L TAX 37		38
FICA TAXES		39		40		41		42		STATE TAXES 43		44	45		46	47	48	49
PAY DATA		50	51	52	53	54	55	56	57	58	59		60		61	62		
Thrift Savings Plan (TSP)		63		64		65		66		67		68		69		70		
		CURRENTLY NOT USED				TSP YTD DEDUCTIONS				DEFERRED		EXEMPT		CURRENTLY NOT USED				
		71		72				73		74		75						
REMARKS		YTD ENTITLE				YTD DEDUCT												
76		77				78												

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

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

- Field 1 **NAME.** The member's name in last, first, middle initial format.
- Field 2 **SOC. SEC. NO.** The member's Social Security Number.
- Field 3 **GRADE.** The member's current pay grade.
- Field 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).
- Field 5 **YRS SVC.** In two digits, the actual years of creditable service.
- Field 6 **ETS.** The Expiration Term of Service in YYMMDD format. This is synonymous with the Expiration of Active Obligated Service (EAOS).
- Field 7 **BRANCH.** The branch of service, i.e., Navy, Army, Air Force.
- Field 8 **ADSN/DSSN.** The Disbursing Station Symbol Number used to identify each disbursing/finance office.
- Field 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.

ENTITLEMENTS		DEDUCTIONS		ALLOTMENTS		SUMMARY					
TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT						
A B C D E F G H I J K L M N O	10	11		12		+ AMT FWD	13				
						+ TOT ENT	14				
						- TOT DED	15				
						- TOT ALMT	16				
						= NET AMT	17				
						- CR FWD	18				
						= BOM PAY	19				
						DIRMS	20	RET PLAN	21		
						TOTAL	20	21	22	23	24

- Field 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.
- Field 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.
- Field 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.

- Field 13 **+AMT FWD.** The amount of all unpaid pay and allowances due from the prior LES.
- Field 14 **+ TOT ENT.** The figure from Field 20 that is the total of all entitlements and/or allowances listed.
- Field 15 **- TOT DED.** The figure from Field 21 that is the total of all deductions.
- Field 16 **- TOT ALMT.** The figure from Field 22 that is the total of all allotments.
- Field 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.
- Field 18 **- CR FWD.** The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.
- Field 19 **= EOM PAY.** The actual amount of the payment to be paid to the member on End-of-Month payday.
- Fields 20 - 22 **TOTAL.** The total amounts for the entitlements and/or allowances, deductions and allotments respectively.
- Field 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.

- Field 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.

LEAVE	BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USELOSE
	25	26	27	28	29	30	31	32

- Field 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).
- Field 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.

- Field 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.
- Field 28 **CR BAL.** The current leave balance as of the end of the period covered by the LES.
- Field 29 **ETS BAL.** The projected leave balance to the member's Expiration Term of Service (ETS).
- Field 30 **LV LOST.** The number of days of leave that has been lost.
- Field 31 **LV PAID.** The number of days of leave paid to date.
- Field 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.

FED TAXES	WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD
	33	34	35	36	37	38

- Field 33 **WAGE PERIOD.** The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).
- Field 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.
- Field 36 **EX.** The number of exemptions used to compute the FITW.
- Field 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.
- Field 38 **TAX YTD.** The cumulative total of FITW withheld throughout the calendar year.

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

FICA TAXES	WAGE PERIOD	SOC WAGE YTD	SOC TAX YTD	MED WAGE YTD	MED TAX YTD
	39	40	41	42	43

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

Fields 44 through 49 contain State Tax information.

STATE TAXES	ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD
	44	45	46	47	48	49

- Field 44 **ST.** The two digit postal abbreviation for the state the member elected.

- Field 45 **WAGE PERIOD.** The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).
- Field 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.
- Field 48 **EX.** The number of exemptions used to compute the SITW.
- Field 49 **TAX YTD.** The cumulative total of SITW withheld throughout the calendar year.

Fields 50 through 62 contain additional Pay Data.

PAY DATA	BAQ TYPE	BAQ DEPN	VHA ZIP	RENT AMT	SHARE	STAT	JFTR	DEPN3	2D JFTR	BAS TYPE	CHARITY YTD	TPC	FACIDN
	50	51	52	53	54	55	56	57	58	59	60	61	62

- Field 50 **BAQ TYPE.** The type of Basic Allowance for Quarters being paid.
- Field 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
- Field 52 **VHA ZIP.** The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.
- Field 53 **RENT AMT.** The amount of rent paid for housing if applicable.
- Field 54 **SHARE.** The number of people with which the member shares housing costs.
- Field 55 **STAT.** The VHA status; i.e., accompanied or unaccompanied.
- Field 56 **JFTR.** The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.
- Field 57 **DEPN3.** The number of dependents the member has for VHA purposes.
- Field 58 **2D JFTR.** The JFTR code based on the location of the member's dependents for COLA purposes.
- Field 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
- Field 60 **CHARITY YTD.** The cumulative amount of charitable contributions for the calendar year.
- Field 61 **TPC.** This field is not used by the active component of any branch of service.

Field 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) information/data.

Thrift Savings Plan (TSP)	BASE PAY RATE 63	BASE PAY CURRENT 64	SPEC PAY RATE 65	SPEC PAY CURRENT 66	INC PAY RATE 67	INC PAY CURRENT 68	BONUS PAY RATE 69	BONUS PAY CURRENT 70
	71	TSP YTD DEDUCTIONS 72		DEFERRED 73	EXEMPT 74		75	

Field 63 **BASE PAY RATE.** The percentage of base pay elected for TSP contributions.

Field 64 **BASE PAY CURRENT.** Reserved for future use.

Field 65 **SPECIAL PAY RATE.** The percentage of Specialty Pay elected for TSP contribution.

Field 66 **SPECIAL PAY CURRENT.** Reserved for future use.

Field 67 **INCENTIVE PAY RATE.** Percentage of Incentive Pay elected for TSP contribution.

Field 68 **INCENTIVE PAY CURRENT.** Reserved for future use.

Field 69 **BONUS PAY RATE.** The percentage of Bonus Pay elected towards TSP contribution.

Field 70 **BONUS PAY CURRENT.** Reserved for future use.

Field 71 Reserved for future use.

Field 72 **TSP YTD DEDUCTION (TSP YEAR TO DATE DEDUCTION):** Dollar amount of TSP contributions deducted for the year.

Field 73 **DEFERRED:** Total dollar amount of TSP contributions that are deferred for tax purposes.

Field 74 **EXEMPT:** Dollar amount of TSP contributions that are reported as tax exempt to the Internal Revenue Service (IRS).

Field 75 Reserved for future use.

REMARKS	YTD ENTITLE _____	YTD DEDUCT _____
76	77	78

Field 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.

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

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

CHAPTER TWENTY ONE

ABBREVIATIONS AND ACRONYMS

A

A & FO	Accounting & Finance Office
AAA	Army Audit Agency
AAC	Activity Address Code
AAFES	Army Air Force Exchange System
AAN	Activity Account Number
AAS	Automated Accounting System
AAS	Allotment Accounting System
AAHA	Awaiting Action by Higher Authority
AAN	Activity Account Number
ABA	Allotment/Bond Authorization
ACC	Accounting Classification Code
ACCPDS	Active Component Common Personnel Data System
ACCPDS	Automated Extracts of Active Duty Military Personnel Records
ACDU	Active Duty
ACE	Aviation Combat Element
ACE	Air Combat Element
ACF	Air Contingency Force
ACFAS	Army Central Fund Accounting System
ACIP	Aviation Career Incentive Pay
ACP	Aviation Continuation Pay
ACRN	Accounting Classification Reference Number
ACRS	Appropriation Control and Reporting System
AC/UIC	Activity Address Code/ Unit Identification Code
AD	Active Duty
ADDR	Address
ADL	Active Duty List
ADMLPFR	Active Duty Military Pay Financial Reports
ADP	Automated Data Processing
ADSN	Accounting and Disbursing Symbol Number
AFT	Active File Table
AFT	Additional Flight Drills
AFTP	Additional Flight Training Periods
AIMS	Accounting and Inventory Management System
AISS	Army Information Service Center
ALC	Agency Location Code
AMC	Air Mobility Command
AMC	Army Material Command
APC	Account Processing Code
APC	Activity Process Codes
APO	Army Post Office
APO	Accountable Property Officer
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
APPN	Appropriation
APR	Annual Percentage Rate
ARMS	Automated Recruit Management System
ARMS	Automated Resource Management System
ARS	Automated Reconciliation System
ARS	Automated Requisitioning System
ASS	Automated Security System
ATD	Annual Training Duty
ATE	Automated Test Equipment
ATRAS	Automated Travel Record Accounting System

ATS Automated Travel System AUTODIN
Automatic Digital Network
AUTOVON Automatic Voice Network

B

B & A Bond and Allotment BAH
Basic Allowance for Housing
BAQ Basic Allowance for Quarters
BAS Basic Allowance for Subsistence
BEQ Bachelor Enlisted Quarters
BO Back Order
BOQ Bachelor Officer Quarters BRA
Basic Replacement Allowance
BRAC Base Realignment and Closure
BY Budget Year
BY+1 Budget Year plus one

C

C2 Command and Control
CAC Common Access Card
CARSEA Career Sea Pay
CARSEA DU Career Sea Duty
CASE Computer Aided Software Engineering
CASE Computer Assisted Software Engineering
CDB Central Database CDB
Corporate Database CDO
Central Disbursing Office
CDO Consolidated Disbursing Office
CECOM Communications and Electronics Command (Army) CENTCOM
Central Command
CFC Customer Fund Code CFR
Code of Federal Regulations
CG Commanding General
CG Comptroller General
CIC Customer Identification Code
CID U.S. Army Criminal Investigation Division
CINC Commander-in-Chief
CIO Chief Information Officer CJTF
Commander Joint Task Force
CLB Combat Leave Balance
CLC Career Learning Centers
CMA Clothing Maintenance Allowance
CMCS Case Management Control System
CMF Central Master File
CO Certifying Officer COA
Central Operating Activity
COLA Cost of Living Allowance
CONTRA Consolidated Travel System CONUS
Continental United States
CRA Clothing Replacement Allowance
CSAR Combat Search and Rescue CSS Combat
Service Support
CUD Commander's Unit Identification Code
CUIC Customer Unit Identification Code
CV Aircraft Carrier
CV Collection Voucher
CVAT Combat Vehicle Appended Trainer

CY	Current Fiscal Year
CZTE	Combat Zone Tax Exclusion
D	
D & R	Disbursing and Reporting System
DA	Department of Army
DAMMS	Department of Army Movement Management System
DAO	Defense Accounting Office
DARS	Department of Army Accounting and Reporting System DCA Defense Commissary Agency
DCD	DFAS Corporate Database
DCIP	Deployed Check Issue Process
DCIS	Defense Criminal Investigative Service
DD	Data Dictionary
DD/EFT	Direct Deposit / Electronic Fund Transfer
DETND	Detained in A Foreign County Against Their Will
DFAS	Defense Finance and Accounting Service
DFAS-IN	Defense Finance Accounting Service-Indianapolis
DFT	Deployments for Training
DIC	Document Identification Code DITY Do It Yourself Move
DJMS	Defense Joint Military Pay System
DLT	Decision Logic Table DMP Directorate for Military Pay
DMPO	Defense Military Pay Office
DN	Discrepancy Notice
DN	Document Number
DO	Disbursing Officer DOB Date of Birth
DOC	Document Number
DOD	Department of Defense
DODFMR	Department of Defense Financial Management Regulation
DODIG	Department of Defense Inspector General DODPM Department of Defense Pay Manual
DPS	Deployed Pay System
DPTF	Deployed Pay Transaction File DRAP Directorate for Retired / Annuitant Pay DRAPS Defense Retiree and Annuitant Pay System
DRAS	Defense Retired / Annuitant Pay System
DLT	Document Transmittal Letter
DTPS	Defense Travel Pay System
DTR	Daily Transaction Record
E	
E-MAIL	Electronic Mail
E/MSS	Employee/Member Self Service
EB	Enlistment Bonus
ECC	Expiration of Current Contract
EDA	Electronic Data Access
EDD	Estimated Date of Departure EFT
Funds Transfer	Electronic
ELP(L)	Excess Leave Program (LAW)
ENL	Enlisted
EOM	End of Month

EOY	End of Year
F	
FAO	Finance and Accounting
FC	Fund Code
FID	Format-ID
FIDS	Format Indicators
FMR	Financial Management Regulation
FMS	Foreign Military Sales FO Finance Officer
FOA	Field Operating Agency FSA Financial Systems Activity
FSA	Field Support Activity
FSN	Field Station Number
FY	Fiscal Year
G	
GBL	Government Bill of Lading
GCE	Ground Combat Element
GCM	General Court-Martial GCM Good Conduct Medal
GMF	Ground Mobile Forces
GP	Gross Pay
GTCC	Government Travel Charge Card
GTR	Government Transportation Request
H	
HA	Housing Allowance HALO High Altitude Low Open
HE	Housing Expense
HF	High Frequency HFP Hostile Fire Pay
HHG	Household Goods
HQ	Headquarters
I	
IAS	Immediate Access Storage
ICCE	Individual Combat Clothing and Equipment
ID	Identification IHA Interim Housing Allowance
IPR	Internal Project Review
IR	Infrared
IR	Internal Review
IRREB	Individual Ready Reserve Enlistment Bonus
IRS	Internal Revenue Service
J	
JAG	Judge Advocate General
JCS	Joint Chiefs of Staff
JD	Julian Date
JFTR	Joint Federal Travel Regulation
JON	Job Order Number
JOTS	Joint Operational Tactical System

JTR Joint Task Force
JTR Joint Travel Regulation
JUMPS Joint Uniform Military Pay System

L

LAAD Low Altitude Air Defense
LAAM Light Antiaircraft Missile
LAI Light Armored Infantry
LAN Local Area Network
LAV Light Armored Vehicle
LES Leave and Earnings Statement
LOD Line of Duty
LSL Lump Sum Leave

M

MAC Military Airlift Command
MAC Major Activity Code
MACOM Major Army Command
MAJCOMS Major Air Commands
MBX Mobilization Exercise
MCSS Military Clothing Sales Store
MGIB Montgomery GI Bill
MHA Military Housing Area
MHE Material Handling Equipment
MI Mentally (or physically) incompetent
MIA Missing In Action
MICS Military Inventory Control System
MIHA Move-In Housing Allowance
MILDEP Military Department
MILPERCEN United States Army Military Personnel Center
MIPR Military Interdepartmental Purchase Request
MLRS Multiple Launch Rocket System
MMPA Master Military Pay Account
MOS Military Occupational Specialty
MOS Measures of Suitability
MOOTW Military Operations Other than War
MPO Military Pay Order
MPO Military Post Office
MPV Military Pay Voucher
MTF Military Treatment Facility
MWR Morale, Welfare, and Recreation
MY Multi-Year
MYR Mid-Year Review

O

OPLOC Operating Location
OT & E Operational Test and Evaluation

P

PA Privacy Act
PAO Public Affairs Office
POC Point of Contact
POSH Prevention of Sexual Harassment

Q	Quality Index Measurement
R	
RDT & E	Research, Development, Test, and Evaluation
ROI	Report of Investigation
S	
SAACONS	Standard Army Automated Contracting System (Army)
SAAS	Standard Army Ammunition System SBP
	Survivor Benefit Plan
SECDEF	Secretary of Defense SGLI
	Servicemen's Group Life Insurance
SIDPERS	Army Personnel and Pay Integration
SIK	Subsistence In Kind
SIQ	Sick In Quarters
SITW	State Income Tax Withholding
SLB	Saved Leave Balance
SOA	Statement of Account SOI
	School of Infantry
SOP	Standard Operating Procedures
SOW	Statement of Work SQL
	Structured Query Language SQT
	Software Qualification Test
SRB	Selective Reenlistment Bonus
SRBP	Selective Reenlistment Bonus Payment SSA
	Social Security Administration
SSN	Social Security Number
T	
TA	Time and Attendance T/O
	Table of Organization
TA	Travel Advance
TAADS	The Army Authorization Document System
TAOC	Tactical Air Operations Center
TAOM	Tactical Air Operation Module
TASO	Terminal Area Security Officer
TBD	To Be Determined
TBO	Transactions by Others TC
	Transaction Codes
TCS	Tentative Character of Service
TCS	Total Customer Service
TDA	Table of Distribution and Allowance
TDR	Test Discrepancy Report
TDY	Temporary Duty
TFO	Transactions for Others
TLA	Temporary Lodging Allowance TON
	Travel Order Number
TRICARE-FMDP	Tricare—Family Member Dental Plan
TSP	Thrift Savings Plan
TUS	Treasury of the United States
U	
UIC	Unit Identification Code
UOI	Unit of Issue
UP	Unit Price

UTL Unit Transmittal Letter

V

VA Veterans Administration VHA Variable
Housing Allowance
VHF Very High Frequency VPS Voucher
Processing System VSI Voluntary Separation Incentive
VTC Video Teleconferencing
VTOC Volume Table of Contents

W

W2 Wages Taxable Reporting System
WAN Wide Area Network WAR Weekly
Activity Report
WHNS Wartime Host Nation Support
WIP Work In Progress
WTA Withholding Tax Allowance

Y

YTD Year To Date

CHAPTER TWENTY TWO

REFERENCES

FINANCE

DEPARTMENT OF DEFENSE FINANCIAL MANAGEMENT REGULATION (DODFMR) Volume 5 – DISBURSING
DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) IN 37-1 – FINANCE POLICY IMPLEMENTATION
DODFMR Volume 7A – MILITARY PAY POLICY AND PROCEDURES – ACTIVE DUTY AND RESERVE PAY
DODFMR VOLUME 7B – MILITARY PAY POLICY AND PROCEDURES – RETIRED PAY
JOINT FEDERAL TRAVEL REGULATION (JFTR) VOLUME 1 – MILITARY MEMBERS
JOINT TRAVEL REGULATION (JTR) VOLUME 2 – DEPARTMENT OF DEFENSE CIVILIAN

PERSONNEL

AR 600-3	11/28/1997	THE ARMY PERSONNEL PROPONENT SYSTEM
AR 600-4	12/07/2007	REMISSION OR CANCELLATION OF INDEBTEDNESS FOR ENLISTED MEMBERS
AR 600-8	10/1/1989	MILITARY PERSONNEL MANAGEMENT
AR 600-8-1	04/30/2007	ARMY CASUALTY PROGRAM
AR 600-8-2	12/23/2004	SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (FLAGS)
AR 600-8-3	12/28/1989	UNIT POSTAL OPERATIONS
AR 600-8-4	09/04/2008	LINE OF DUTY POLICY, PROCEDURES, AND INVESTIGATIONS
AR 600-8-6	9/24/1998	PERSONNEL ACCOUNTING AND STRENGTH REPORTING
AR 600-8-7	06/16/2008	RETIREMENT SERVICES PROGRAM
AR 600-8-8	4/4/2006	THE TOTAL ARMY SPONSORSHIP PROGRAM
AR 600-8-10	2/15/2006	LEAVES AND PASSES
AR 600-8-11	05/01/2007	REASSIGNMENT
AR 600-8-14	12/20/2002	IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR ELIGIBLE FAMILY MEMBERS, AND OTHER ELIGIBLE PERSONNEL
AR 600-8-19	03/20/2008	ENLISTED PROMOTIONS AND REDUCTIONS
AR 600-8-22	12/11/2006	MILITARY AWARDS
AR 600-8-23	3/1/1992	STANDARD INSTALLATION/DIVISION PERSONNEL SYSTEM (SIDPERS) DATABASE MANAGEMENT
AR 600-8-24	4/12/2006	OFFICER TRANSFERS AND DISCHARGES
AR 600-8-29	2/25/2005	OFFICER PROMOTIONS
AR 600-8-101	7/18/2003	PERSONNEL PROCESSING (IN-, OUT-, SOLDIER READINESS, MOBILIZATION AND DEPLOYMENT PROCESSING)

AR 600-8-103	9/16/1991	BATTALION S1
AR 600-8-104	6/22/2004	MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS
AR 600-8-105	10/28/1994	MILITARY ORDERS
AR 600-8-111	8/13/1993	WARTIME REPLACEMENT OPERATIONS
AR 600-9	11/27/2006	THE ARMY WEIGHT CONTROL PROGRAM
AR 600-13	3/27/1992	ARMY POLICY FOR THE ASSIGNMENT OF FEMALE SOLDIERS
AR 600-15	3/14/1986	INDEBTEDNESS OF MILITARY PERSONNEL
AR 600-20	03/18/2008	ARMY COMMAND POLICY
AR 600-25	10/24/2004	SALUTES, HONORS, AND VISITS OF COURTESY
AR 600-29	6/1/2001	FUND-RAISING WITHIN THE DEPARTMENT OF THE ARMY
AR 600-34	1/2/2003	FATAL TRAINING/OPERATIONAL ACCIDENT PRESENTATIONS TO THE NEXT OF KIN
AR 600-37	12/19/1986	UNFAVORABLE INFORMATION
AR 600-38	3/11/1988	MEAL CARD MANAGEMENT SYSTEM
AR 600-39	10/27/1986	DUAL COMPONENT PERSONNEL MANAGEMENT PROGRAM
AR 600-43	08/21/2006	CONSCIENTIOUS OBJECTION
AR 600-46	11/1/1978	ATTITUDE AND OPINION SURVEY PROGRAM
AR 600-55	06/18/2007	THE ARMY DRIVER AND OPERATOR STANDARDIZATION PROGRAM (SELECTION, TRAINING, TESTING, AND LICENSING
AR 600-60	02/28/2008	PHYSICAL PERFORMANCE EVALUATION SYSTEM
AR 600-61	10/30/1986	THE PERSONNEL MANAGEMENT ASSISTANCE SYSTEM (PERMAS)
AR 600-62	11/17/2004	UNITED STATES ARMY PERSONNEL CONTROL FACILITIES AND PROCEDURES FOR ADMINISTERING ASSIGNED AND ATTACHED PERSONNEL
AR 600-63	05/07/2007	ARMY HEALTH PROMOTION
AR 600-82	6/5/1990	THE U.S. ARMY REGIMENTAL SYSTEM
AR 600-83	10/27/1986	THE NEW MANNING SYSTEM - COHORT UNIT REPLACEMENT SYSTEM
AR 600-85	3/24/2006	ARMY SUBSTANCE ABUSE PROGRAM (ASAP)
AR 600-88	12/22/1999	SEA DUTY
AR 600-89	5/16/2003	GENERAL DOUGLAS MACARTHUR LEADERSHIP AWARD PROGRAM
AR 600-100	03/08/2007	ARMY LEADERSHIP
AR 600-105	12/15/1994	AVIATION SERVICE OF RATED ARMY OFFICERS
AR 600-106	12/8/1998	FLYING STATUS FOR NONRATED ARMY AVIATION PERSONNEL
AR 600-110	7/15/2005	IDENTIFICATION, SURVEILLANCE, AND ADMINISTRATION OF PERSONNEL INFECTED WITH HUMAN IMMUNODEFICIENCY VIRUS (HIV)
AR 600-291	7/1/1978	FOREIGN GOVERNMENT EMPLOYMENT
HQDA LTR 600-04-2	7/15/2004	POLICY CHANGES TO THE ARMY STAFF IDENTIFICATION BADGE
HQDA LTR 600-04-4	9/21/2004	ARMED FORCES EXPEDITIONARY MEDAL (AFEM) - TERMINATION DATE FOR AWARD OF THE AFEM FOR

		OPERATIONS IN SOUTHWEST ASIA
DA MEMO 600-1	1/18/1985	EVALUATION REPORT APPEALS
DA MEMO 600-2	09/25/2006	POLICIES AND PROCEDURES FOR ACTIVE-DUTY LIST OFFICER SELECTION BOARDS
DA MEMO 600-3	10/1/2000	HEADQUARTERS, DEPARTMENT OF THE ARMY DRUG TESTING
DA MEMO 600-4	2/9/2004	POLICIES AND PROCEDURES FOR RESERVE COMPONENTS OFFICER SELECTION BOARDS
DA MEMO 600-8-22	7/9/2001	AWARD OF THE LEGION OF MERIT AND LESSER AWARDS FOR SERVICE, ACHIEVEMENT, OR RETIREMENT DURING PEACETIME
DA MEMO 600-70	2/11/2004	PROCUREMENT AND PRESENTATION OF COINS BY HEADQUARTERS DEPARTMENT OF THE ARMY PRINCIPAL OFFICIALS
PAM 600-2	2/1/1988	THE ARMED FORCES OFFICER
PAM 600-3	12/11/2007	COMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT AND CAREER MANAGEMENT
PAM 600-3-12	8/1/1987	ARMOR
PAM 600-3-13	8/1/1987	FIELD ARTILLERY
PAM 600-3-14	8/1/1987	AIR DEFENSE ARTILLERY
PAM 600-3-15	8/1/1987	AVIATION
PAM 600-3-21	8/1/1987	ENGINEER
PAM 600-3-31	6/1/1987	MILITARY POLICE
PAM 600-3-35	8/1/1987	MILITARY INTELLIGENCE
PAM 600-3-41	8/1/1987	PERSONNEL PROGRAMS MANAGEMENT
PAM 600-3-42	6/1/1987	ADJUTANT GENERAL
PAM 600-3-46	8/1/1987	PUBLIC AFFAIRS
PAM 600-3-48	8/1/1987	FOREIGN AREA OFFICER
PAM 600-3-49	8/1/1987	OPERATIONS RESEARCH/SYSTEMS ANALYSIS
PAM 600-3-50	8/1/1987	FORCE DEVELOPMENT
PAM 600-3-52	8/1/1987	NUCLEAR WEAPONS
PAM 600-3-53	8/1/1987	SYSTEMS AUTOMATION OFFICER
PAM 600-3-74	6/1/1987	CHEMICAL
PAM 600-3-92	8/1/1987	QUARTERMASTER CORPS
PAM 600-4	06/27/2007	AMEDD OFFICER DEVELOPMENT AND CAREER MANAGEMENT
PAM 600-8	8/1/1986	MANAGEMENT AND ADMINISTRATIVE PROCEDURES
PAM 600-8-1	3/1/1989	STANDARD INSTALLATION/DIVISION PERSONNEL SYSTEM (SIDPERS) BATTALION S1 LEVEL PROCEDURES
PAM 600-8-2	3/1/1989	STANDARD INSTALLATION/DIVISION PERSONNEL SYSTEM (SIDPERS) PERSONNEL SERVICE CENTER LEVEL PROCEDURES
PAM 600-8-11	7/1/1984	MILITARY PERSONNEL OFFICE SEPARATION PROCESSING PROCEDURES
PAM 600-8-20	4/1/1986	SIDPERS - HANDBOOK FOR COMMANDERS
PAM 600-8-21	7/28/1995	SOLDIER APPLICATIONS PROGRAM
PAM 600-8-23	4/1/1992	STANDARD INSTALLATION/DIVISION PERSONNEL SYSTEM

		(SIDPERS) DATABASE, MANAGEMENT PROCEDURES
PAM 600-8101	5/28/2003	PERSONNEL PROCESSING (IN-OUT-, SOLDIER READINESS, MOBILIZATION AND DEPLOYMENT PROCESSING)
PAM 600-12	3/1/1982	MARKETING YOURSELF FOR A SECOND CAREER
PAM 600-15	6/1/2000	EXTREMIST ACTIVITIES
PAM 600-24	9/30/1988	SUICIDE PREVENTION & PSYCHOLOGICAL AUTOPSY
PAM 600-25	07/28/2008	U.S. ARMY NONCOMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT GUIDE
PAM 600-26	5/23/1990	DEPARTMENT OF THE ARMY AFFIRMATIVE ACTION PLAN
PAM 600-35	2/21/2000	RELATIONSHIPS BETWEEN SOLDIERS OF DIFFERENT RANKS
PAM 600-41	1/1/1987	MILITARY PERSONNEL MANAGERS MOBILIZATION HANDBOOK --(Available ONLY from Army Knowledge On-Line. Click the available link to go to AKO web site.)--
PAM 600-44	7/1/1979	MILPO-SELF ASSESSMENT AND EVALUATION PROGRAM (SAEP)
PAM 600-45	8/1/1991	ARMY COMMUNITIES OF EXCELLENCE - GUIDELINES FOR COMMUNITY EXCELLENCE
PAM 600-60	12/11/2001	A GUIDE TO PROTOCOL AND ETIQUETTE FOR OFFICIAL ENTERTAINMENT
PAM 600-63-1	7/1/1987	FIT TO WIN - THE ARMY'S HEALTH FITNESS PROGRAM
PAM 600-63-2	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - COMMANDER'S GUIDE
PAM 600-63-3	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - MARKETING MODULE
PAM 600-63-4	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - INDIVIDUAL ASSESSMENT
PAM 600-63-5	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - PHYSICAL CONDITIONING
PAM 600-63-6	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - NUTRITION & WEIGHT CONTROL
PAM 600-63-7	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - ANTITOBACCO USE
PAM 600-63-8	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - SUBSTANCE ABUSE PREVENTION
PAM 600-63-9	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - HYPERTENSION
PAM 600-6310	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - STRESS MANAGEMENT
PAM 600-6311	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - DENTAL HEALTH
PAM 600-6312	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - SPIRITUAL FITNESS MODULE
PAM 600-6313	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - PROCEDURES GUIDE
PAM 600-6314	9/1/1987	THE ARMY HEALTH PROMOTION PROGRAM - FIT TO WIN - HANDBOOK
PAM 600-65	11/1/1985	LEADERSHIP - STATEMENTS AND QUOTES

PAM 600-66-	7/1/1986	LEADERSHIP IN ACTION
85		
PAM 600-67	6/2/1986	EFFECTIVE WRITING FOR ARMY LEADERS
PAM 600-68	6/1/1986	WHITE PAPER 1986 - VALUES
PAM 600-69	10/1/1986	UNIT CLIMATE PROFILE COMMANDER'S HANDBOOK
PAM 600-70	11/1/1985	UNITED STATES ARMY GUIDE TO THE PREVENTION OF SUICIDE AND SELF-DESTRUCTIVE BEHAVIOR
PAM 600-72	7/8/1990	ARMY MANPOWER MOBILIZATION
PAM 600-81	7/15/2001	INFORMATION HANDBOOK FOR OPERATING CONTINENTAL UNITED STATES (CONUS) REPLACEMENT CENTERS AND INDIVIDUAL DEPLOYMENT SITES
PAM 600-85	10/15/2001	ARMY SUBSTANCE ABUSE PROGRAM CIVILIAN SERVICES
AR 611-6	2/16/1996	ARMY LINGUIST MANAGEMENT
AR 630-10	1/13/2006	ABSENCE WITHOUT LEAVE, DESERTION, AND ADMINISTRATION OF PERSONNEL INVOLVED IN CIVILIAN COURT PROCEEDINGS