



FINANCE MATTERS

Defense Military Pay Office

Fort Carson, CO

April 2014

INSTALLATION TIMELINESS

88.08%

OUTLYING SITES TIMELINESS

73.57%

Timely and accurate pay is a quality of life and mission readiness issue!

Reminder: the timeliness data is provided to Senior Leadership monthly. It is in the best interest of every Soldier to take all available steps to ensure timely submission of all pay documents.

TOP 3 LATE DOCUMENTS

- (1) LEAVE (816)
- (2) BAH (175)
- (3) HFP (104)

Unit/Brigade	Percentage	Unit/Brigade	Percentage
USA Health DUGWAY	100%	AFSBDE	100%
4/10 th CAV	100%	3/29 FA BN	97.50%
3-4 AHB, HQ	97.89%	3 rd BDE	99.41%
59 th QTR MSTR	97.06%	534 th SIGNAL CO	100%
75 th BCTD 5 th BDE 2 nd BCTG	100%	152 nd MOVEMNT CNTRL	100%
32 nd MEDIUM TRK CO	97.56%	127 th MP CO	100%
110 th MP CO	100%	759 th MP BN	100%
984 th MP CO	100%	440 th CA BN	100%
DENTAC	97.78%	WOUNDED WARRIOR BN HQ	100%
PUBLIC HLTH CMND	100%	WOUNDED WARRIOR CO A	100%
WOUNDED WARRIOR HHC	100%	4 th ENGR BN HQ	97.44%
MISSION SPT ELEM	100%	573 rd MVMNT CNTRL TEAM	100%
2BCT, 4ID, HHC	97.28%	2/8 INFANTRY HHC	100%
1-67 th , AR BN	100%	2 nd STB HHC	98.63%
4ID BAND	100%	1-4 ATTACK RECON BN HQ	100%
404 AVIATION SPT BN, HHC CO	100%	USA GARRISON DUGWAY	100%
DUGWAY UT, HHC	100%	MISSILE DEF INT & OPS	100%
53RD SIGNAL BN(SATCOM)	100%	10 th SPEC FORCES HHC	97.22%

IMPORTANT DATES

Midmonth Cutoff
Wednesday April 2nd 2014
To affect mid-month pay

End of Month Cutoff
Friday April 18th 2014
To affect end-of-month pay

UCFR Pickup
Wednesday 30 April 2014

UCFR Turn-in
Tuesday 6 May 2014

DMPO CLOSURES

NO SCHEDULED CLOSURES

UCFR PICK-UP

The Fort Carson Defense Military Pay Office (DMPO) conducts a monthly finance information briefing in addition to the Monthly UCFR Distribution. The audience for this event includes all commanders, both military and civilian unit S-1s, and non-divisional unit PAC personnel. All Fort Carson units are to be present with their current Access and AAA- 162 Rosters. Leaders from the military pay office will be on hand to address any pay concerns from the Fort Carson Military Community.

UCFR pick-up from the Defense Military Pay Office is a requirement. When Units are deployed, the Rear-D is responsible for pick-up and certification for the entire Battalion. The Rear-D Commander must certify all UCFRs and ensure all supporting documents for corrections are attached and returned to the DMPO by the suspense date. Deployed units should contact the Rear-D if there are changes to be made to deployed personnel pay accounts.

Please address all questions and concerns to the A at 719-526-2607/6262.

PAC CERTIFICATION COURSE

The Fort Carson Defense Military Pay Office will be hosting a one day PAC Certification Course **Thursday 17 April at 0900 in Bldg 1220**, 1st Floor Conference Room. The purpose is to train S-1 personnel in the areas of pay and entitlements. Pre-registration is required: Please see your training NCO to register through ATRRS prior to training.

The next three courses will be held May 15th, June 12th and July 17th.

Briefings for Separating Soldiers

ETS Briefing is held on the 1st and 3rd Wednesday of every month at the SRP building (BLDG 1042) at 0700.

Retirement Briefing is held the 2nd and 3rd Wednesday of every month at the Balfour Beatty Community Center (6800 Prussman St) at 0800.

Briefings cover Final pay, Travel, Leave, Allotments, Disability Severance/ Separation Pay outs and more.

In/Out Processing Briefings

Levy Brief (PCS Departing Soldiers) is held on every Tuesday and Thursday of every month at 1129 Ellis Dr (Performing Arts Center) at 0815.

In-Processing Brief is held every weekday at BLDG 1013 on Long Street

DFAS Hire-A-Hero Internship Program



The Defense Finance Accounting Service DMPO Ft. Carson is seeking Wounded Warrior applicants for our Hire a Hero Internship Program. Continue to serve our Nation and your fellow Warfighters while gaining valuable job experience in either Military Pay or Computer Assistant functions.

The non-paid internship program is open to all soldiers in outpatient status at Ft. Carson, who have committed to transitioning out of the military. DFAS is seeking soldiers who have the desire to gain practical employment experience prior to transitioning to civilian life. Internship Participants will have the opportunity to enhance their career readiness and prepare for a future with DFAS, or another organization. Completion of the Internship Program may lead to full-time employment at one of DFAS' many locations.

Request an application by emailing HiringHeroes@dfas.mil or calling 719-524-0040.

Separations

SEPARATION PAY (Full or Half)

DODFMR VOL 7A CHAPTER 35 350201-0205

Full Separation: Soldiers who have been involuntarily separated from active duty, have completed at least 6 years, but less than 20 years of active service, and the Soldier's separation must be characterized as honorable.

If separated involuntarily through either the denial of reenlistment or the denial of continuation on active duty the Soldier must meet one of the following:

Be fully qualified for retention but denied reenlistment or continuation. This includes a Military Service member who is eligible for promotion but is denied reenlistment or continuation on active duty

under established promotion or high year of tenure policies.

Be fully qualified for retention but involuntarily separated under a Reduction in Force.

The member must have entered into a written agreement with the Military Service concerned to serve in the Ready Reserve of a Reserve Component of the Armed Forces for a minimum period of 3 years following the separation from active duty.

Computation: BASE PAY x TOTAL MONTHS OF ACTIVE SERVICE x 10%

EXAMPLE: $\$3243.30 \times 120 \times 10\% = \$38,919.60$

Half Separation: Soldiers who involuntarily have separated from active duty and have met each of the following:

- The member is on active duty or full-time National Guard duty and has completed at least 6 years, but less than 20 years, of active service.
- The member's separation must be characterized as honorable
- The member must be separated involuntarily by the Military Service concerned through either the denial of reenlistment or the denial of continuation on active duty
- The member is not fully qualified for retention and is denied reenlistment or continuation under any of the following conditions:
 - Expiration of service obligation.
 - Selected changes in service obligation.
 - Convenience of the government.
 - Drug abuse rehabilitation failure.
 - Alcohol abuse rehabilitation failure.
 - Security.
 - Weight control failure.

NOTE: The member must be separated under a Military Service specific program established as a half-payment level by the Secretary of the Military Service concerned.

The member must have entered into a written agreement with the Military Service concerned to serve in the Ready Reserve for a minimum period of 3 years following separation from active duty.

Computation: BASE PAY x TOTAL MONTHS OF ACTIVE SERVICE x 5%

EXAMPLE: $\$3243.30 \times 120 \times 5\% = \$19,459.80$

Soldiers who receive separation pay (full or half) and subsequently qualify for retired pay are subject to

recoupment of the gross taxable separation pay they received.

TRAVEL

Temporary Lodging Allowance (TLA)

JFTR Volume 1 Chapter 9 Part C

TLA is intended to partially pay for lodging and meal expenses when a member/dependent(s) must occupy temporary quarters in OCONUS due to a PCS.

Important Reminders:

TLA Reimbursement can vary from 30 to 60 days for a member who completes a PCS to an OCONUS PDS (Permanent Duty Station). TLA Reimbursement is limited to 10 days for a member leaving OCONUS PDS. When submitting for TLA Reimbursement, you must include a Claim for Temporary Lodging Allowance Form, itemized zero-balance lodging receipts, PCS Orders and all amendments, DA form 31 leave authorization, a copy of TLA authorization from housing, and a government quarters termination (if applicable).

MPR

Special Duty Assignment Pay (SDAP) Verification

ALARCT 014-2014

The Army regards SDAP as a valuable tool to encourage members to volunteer to perform extremely demanding duties or duties demanding an unusual degree of responsibility. However, as the Army moves into a more resource constrained environment, it is imperative that we fully evaluate each of our compensation programs to ensure viable alternative courses of action are weighed against the total costs and benefits of the current programs. With constrained resources in mind, ALARCT message 014-2014 outlines the updated authorizations of SDAP. It also specifies the new amounts authorized for each level of SDAP. These changes took effect 1 November 2013. Those SM's who had received orders previous to this date, will continue to receive that rate until 1 year from the effective date elapses. HRC has made adjustments to those SM's who were affected. Please refer to

this message when generating orders for Soldier's who may be authorized.

Defense Finance and Accounting Services (DFAS) tasked all military pay offices with verifying (through unit PACs) a Soldier's continued authorization of specific pay entitlements. Units S-1 personnel must review the listings for accuracy and attach all supporting documentation to validate the authorization for the pay entitlement. It is imperative all entitlement verification reports be returned to building #1220, room 161 by the provided suspense date. Timely input will allow Soldiers to receive their correct entitlements and avoid unnecessary debts. Late reports will require a Letter of Lateness from Unit Commander. Failure to submit recertification may result in termination of entitlement.

- ✓ Special Duty Assignment Pay (SDAP): DoDFMR, Vol. 7A, Chapter 8
- ✓ Suspense Date: Friday, 26 April 2014

NOTE:

IAW chapter 8, paragraph 080101 B:
"Appropriate authorities annually review eligibility and payment authority for each member receiving SDAP. Payments stops automatically on the annual anniversary date if positive certification is not made that a member is still eligible for SDAP."

CUSTOMER SERVICE

Requests to Mess Separately

Blue Book, Fort Carson Colorado, Chapter 8

Each request to mess separately will be considered on an individual basis. 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. 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. Authorization to mess separately must be submitted to the Finance office immediately after the approving authority signs the DA Form 4187 (Figure 8-2).

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.

Special Actions

Work Release Program

DOD Financial Management Regulation (DoDFMR) VOL 7 CHAP 1

Changes to duty status should be reported within 24 hours to AWOL Apprehension Bldg 2757, to Bldg 1220 the Defense Military Pay Office, Special Actions section, and then to Personnel Actions section bldg. 1218 rm. 158. Timely reporting ensures accurate duty status changes and helps prevent indebtedness from over payment of entitlements.

For work release program units must complete a DA 4187 changing the Soldier to the appropriate duty status. When Members are paroled to the military authorities under a "work release" or similar program, they are entitled to pay for each day of full duty performed commensurate with their grade and military specialty.

Finance requires two (2) typed DA4187's placing the Soldier in confinement for the periods when duty is not performed such as Friday night (1800) through Monday morning (0600).

Soldiers will only be charged for the actual Confinement days Saturday's and Sunday's, but the form must reflect all four days on the DA 4187's.

Debt Management

Statement of Charges

Army Regulation 37-104-4; DoDFMR 7000.14-R, Volume 7A: Military Pay Policy and Procedures – Active Duty and Reserve Pay

A Statement of Charges is submitted on a DD Form 362 to Debt Management, BLDG 1220. The DD Form 362 must have a Document Voucher Number (BLK #2) and be signed by SM's commander with signature block (BLK 10 a, b). The Soldier can request that the collection be prorated in order to not create a hardship on the SM. Requests for pro-ration of more than three months must be in writing and signed by the Commander.

The exception is if the Soldier is ETSing, Chaptering, or Retiring. In those cases the Soldier will need to go to the Separations Section; BLDG 1218, RM #228 or 230. Charges will be deducted from the SM's next pay check.

All Reserve Soldier's will take their DD362 to Reserve Pay, BLDG 1042 (SRP Site), RM 340 for processing.

Processing

MyPay Security Questions

Beware of fake SmartDocs e-mail! *You should NEVER share the Answers to Your MyPay Security questions.* Recently some MyPay users received a fake e-mail asking for the answers to their MyPay security questions. You should NEVER share the answers to your MyPay security questions with anyone. The Defense Finance and Accounting Service, MyPay, or SmartDocs will never ask you for this information. By sharing the answers to your MyPay security questions you may allow someone to access your MyPay account. If you have already responded to this fake e-mail request with the answers to your MyPay security

questions, please log into MyPay and change your security questions immediately.

You can be sure that the email is a legitimate email if the email address is SmartDocs@dfas.mil. If provided a link to SmartDocs or MyPay sites use your mouse to hover over the link to ensure that it appears as mypay.dfas.mil. Also, remember that SmartDocs will never ask you to directly respond to an e-mail.

Defense Military Pay Office

Business Hours: 0730-1600

BLDG 1220
Customer Service
Military Pay Inquiries (719) 526-6254
Disbursing (719) 526-5151

BLDG 1218
In/Out Processing, Travel,
Separations and Retirements

BLDG 1042
Reserve Pay Room 307
SRP Room 340



Please tell us how well your finance office is supporting you at the following link:

https://ice.disa.mil/index.cfm?fa=card&site_id=614&service_provider_id=115982



Defense Military Pay Office POCs

Director	526-3443
Deputy Director	526-3443
Customer Service/Special Actions	526-1052 526-6294
Building 1220 Lobby	526-6257
Debt Management	526-5795
Building 1220 Lobby	526-2607
Disbursing	526-5151
Building 1220 Lobby	526-5151
In & Out Processing	526-1302
Building 1218 Room 236	Supervisor: 526-6230
IOP/Reserve Pay/Separations/SRP Site	Supervisor: 526-6230
MPR	526-6262
Processing/ Customer Service/ Debt Management/Special Actions	Supervisor: 526-8507
Reserve Pay	526-9812
Building 1042 Room 307	526-9812
Separations/Retirements	526-8236
Building 1218 Room 229	526-4233
Wounded Warrior	524-0315
Building 1220 Room 140	524-0315
230th Financial Support Unit	
Commander	526-1534
First Sergeant	524-1130