



FINANCE MATTERS

Defense Military Pay Office

Fort Carson, CO

August 2014

INSTALLATION TIMELINESS

97.77%

OUTLYING SITES TIMELINESS

79.16%

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 (332)
- (2) BAH (171)
- (3) FSA (103)

| Unit/Brigade | Percentage | Unit/Brigade | Percentage |
|--|------------|--|------------|
| USA HEALTH, DUGWAY | 100% | 4/10 TH CAV | 98.59% |
| ARMY FIELD SPT BN | 100% | 2 ND BN, 23 RD IN | 99.09% |
| 1/86 ARM BN | 97.33% | 3 RD BDE | 98.72% |
| 3/29 FA BN | 97.17% | 588 TH BEB | 97.03% |
| 1 ST BN, 38 TH IN | 97.69% | 75 TH BCTD 5 TH BDE 2 ND BCTG | 100% |
| 64 TH SPT BN | 97.76% | 59 TH MP CO | 100% |
| 759 TH MP BN | 97.56% | 3-61 CAV | 98.72% |
| PUBLIC HEALTH CMND | 97.06% | WOUNDED WARRIOR CO A | 100% |
| WOUNDED WARRIOR HHC | 100% | 2-12 INF | 97.27% |
| 4 TH ENGR BN | 98.59% | MISSION SPT ELEMENT | 100% |
| 7 TH INF DIV (L), IRT | 100% | 573 RD MOVEMENT CNTRL | 100% |
| 204 TH BSB | 100% | ¼ BCT, 4 TH BSB | 97.58% |
| 2-1 CAV | 98.43% | 1-66 TH AR BN | 98.10% |
| 2 ND BN, 12 TH FA | 98.53% | 4ID BAND | 100% |
| 1-4 ATTACK RECON BN | 100% | 52 ND ENGR HHQ BN | 98.90% |
| WORLD CLASS ATHLETES | 100% | USA GARRISON DUGWAY | 100% |
| DUGWAY UT HHC DPG | 100% | BATTERY A, 3D ADA, DUGWAY, UT | 100% |
| MISSILE DEFENSE INTEGRATION & OPS | 100% | HQ 1 ST SPACE BDE | 100% |
| AGR FOR 244 TH ENGINEER BN FT SAM HOUSTON | 100% | 743 RD MI BN | 100% |

IMPORTANT DATES

Midmonth Cutoff**Monday 4 August 2014**

To affect mid-month pay

End of Month Cutoff**Monday 18 August 2014**

To affect end-of-month pay

UCFR Pickup**Wednesday 27 August 2014****UCFR Turn-in****Tuesday 9 September 2014**

PAC CERTIFICATION COURSE

The Fort Carson Defense Military Pay Office will be hosting a one day PAC Certification Course **Thursday 14 August at 0900 in Bldg 1220**, 1st Floor Conference Room. The course is held every month and the next quarter's dates are as follows: Sep 18, Oct 16, and Nov 13.

The purpose is to train S-1 personnel in the areas of pay and entitlements. There will also be training held on the iPERMS record reconciliation process. We will cover the Key Supporting Document (KSD) listing as it pertains to Finance entitlements. Pre-registration is required: Please see your training NCO to register through ATRRS prior to training. If you are having difficulties registering through ATRRS, send an e-mail to jay.b.miles.civ@mail.mil to reserve seats and we will manually input the attendance to ATRRS after the course.

DMPO CLOSURES

Monday 1 September 2014 – Labor Day

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.

ETS/Retirement briefings are available online –

All ETS and Retirement Briefings will now be online at the below links:

<http://www.carson.army.mil/dhr/DHR/MPD/PPB/RetirementServices.html>

<http://www.carson.army.mil/dhr/DHR/MPD/PPB/Transitions.html>

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

Finance Separation and Retirement Technicians are available to answer questions – BLDG 1218 RM 230 or at 719-526-8294 or 719-526-0507



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

Clearing Procedures

Soldier are required to have 2 copies of orders and any amendments, 2 copies of their DA31 (PTDY & Terminal) and DA 137-1/2 must be completed. Finance is the 3rd to last stop PRIOR to signing out on leave. If Finance requires additional documentation that Soldier will not be considered cleared and the DA 137-1 will not be signed. If a Soldier does not clear Finance or the installation their Final Pay will be held for 30-45 days.

Appointments are suggested and make the wait time more manageable. Fridays are our busiest day so Soldiers will experience longer wait times. Finance is open during all training holidays.

Please contact:
Retirees- 526-0507

Medical separations-526-0507
ETS- 526-8236/8473
Chapters- 526-8476

Escorts are required for Soldiers being involuntarily separated from the Military and those under Chapter 10 (In Lieu of Court Martial). Examples of involuntary separation are: Parenthood (Chapter 5-8), Misconduct (Chapter 14), Weight Control (Chapter 18). Escorts must have an "Escort Memorandum" signed by the Soldier's commander. These can be obtained at Bldg 1218 Room 138 (In-Out Processing) or 221 (Transitions). When serving as an escort, please ensure the Soldier remains courteous and professional, foul language will not be tolerated. Please keep interactions professional at all times. Finance is here to support and assist the Soldier.

TRAVEL

Hometown Recruiter Assistance Program (HRAP) Leave

AR 601-2, as an exception to AR 600-8-10 PTDY

Hometown Recruiter Assistance program is designed to support the Army's belief that everyone has a responsibility in the Army's recruiting efforts. One example of showing this responsibility is by allowing new Soldiers PCSing to their first duty station straight out of AIT the opportunity to volunteer for HRAP. They can help bridge the gap between America's youth by telling their Army story and experiences that they have come across during their training. In order for a new Soldier to qualify for HRAP they must volunteer for the program, have graduated basic and AIT, and reside within 50 miles of the recruiting station that they will be performing the HRAP. HRAP is also open to officers who have completed Officer Candidate School. The Soldier must have an approved DA form 31 signed by the first LTC or higher in the Soldiers chain of command. Once the Soldier arrives at their recruiting station they will be informed of duties and time to arrive daily. Upon completion of the HRAP the station commander or Senior NCO will annotate dates Soldier perform duties and Soldier will be granted non-charged leave days up to 14 days. The Soldier is not required to perform all 14 days of duty and will only receive credit for those days HRAP duty is performed.

MPR

Entitlement Verifications

Finance is required to perform periodic Entitlement Verifications on service member's pay. This month's entitlement verifications are for COLA, Overseas Housing Allowance (OHA), Parachute Pay, Assignment Incentive Pay (AIP), Save Pay and Demo Pay. This report has gone out with the Unit Commander Financial Report's (UCFR's).

It is imperative that these entitlement verifications are reviewed and any changes that need to be made are annotated and affected service members are sent into the Finance Office for corrections. There are Suspense dates on the cover letter of these entitlement verifications and this month's suspense will be August 29. The Unit commander must sign the last page, confirming that they have reviewed all notations and agree with their soldier's pays.

Ensure Commanders are annotating specific dates when attempting to stop a particular entitlement. In order to start particular entitlements, proper supporting documentation WILL be necessary. These supporting documents range from orders (Parachute Pay/Demo Pay) to DA4187's (COLA/AIP/Save Pay) to DD2367's (OHA). Please have all reviews and corrections submitted to Finance by the suspense date.

Failure to comply will result in the stopping of the entitlement until verification is complete.

Any questions should be referred to Mr. Jason Weeden @ (719) 526-6262 or jason.w.weeden2.civ@mail.mil.

CUSTOMER SERVICE

Allotments

DODFMR Vol7A Chapter 42 (4202-4206)
Table 42-3,
AR 37-104-4 Chapter 24

An allotment is a designated amount of money that is automatically distributed for you, from your pay. There are many reasons to have an allotment, including setting aside funds for family, car payments, mortgage payments or paying for your life insurance premiums. The allotment system is provided primarily as a

means to assist military soldiers in meeting their personal and families financial responsibilities. It is a convenience and privilege not to be exploited or abused. There are two types of allotments: **discretionary** (voluntary) and **non-discretionary** (involuntary).

You can have up to six discretionary allotments per month, and any number of non-discretionary allotments, as long as the total allotments per month are 15 or less. All allotment start dates are current month. Retroactive starts for allotments are not authorized. Stopping and starting of allotments follow the Military Processing Schedule (please see front of newsletter).

Allotments pay out on the 1st of every month, never on the 15th. Half of the allotment is deducted from the 15th paycheck and then half will be deducted on the end of month (1st) paycheck.

EXAMPLE: If you have an allotment of \$100 it will reduce your take-home pay on the 1st and 15th by \$50.

If an allotment is started after the Mid Month Pay Processing date then the entire amount of the allotment will be deducted from the end of month pay and then pay out to the financial institution on the 1st.

EXAMPLE: If you want the allotment to pay out on the 1st then the start date must be current month. If you do not want the allotment to pay out on 1st then the stop date must be the month prior

Multiple payments to the same financial institution are not permitted; only 1 allotment payment may be sent to any individual or company code per member.

Allotments will be automatically stopped if a Soldier is in a NO PAY status (AWOL, Confined). When the Soldier returns to an active pay status they must restart all allotments. For separating soldiers, allotments will not be paid during the month of separation. Allotments for retirees will continue into retirement pay as long as retirement pay is enough to pay those allotments.

SPECIAL ACTIONS

Leave Sell Back

DODFMR VOL 7A CHAPTER 35 350102B,
350103, 350104

You can only sell a maximum of 60 days in your entire military career. Leave can only be sold when you re-enlist or separate from the military.

When you separate from the military the payment for leave will be on your final paycheck which is paid out 5-15 days after your date of separation.

If you re-enlist you must provide the DA 3340 to your local finance office and the payment will be on your next available paycheck (1st or 15th). If you do not provide the DA 3340 to finance you will not receive the money and your LES will reflect a CR FWD (Credit Forward).

Sold leave is computed as BASE PAY only and is taxed at 25% in federal taxes and if you claim a taxable state then that state will deduct taxes as well. Please contact the finance office for the state tax rates. If you re-enlisted in a combat zone then the leave sell back is tax exempt.

Debt Management

Interest Rate for Debt Collections

AR 37-104-4;
DODFMR, Vol 7A, Chapter 50.

The current interest rate for debt collections has decreased from an annual rate of 2.15% to 2.0% (.02). This rate is effective July 1, 2014 through December 31, 2014.

Interest is charged when a soldier requests debt proration over more than 3 months. Interest shall start on the date on which notice of debt and the interest requirements are first mailed or hand delivered to the debtor or such date as specified in the notice. Interest is not charged on debts that are paid within 90 days of notification.

Processing

Block Leave

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.

AR 600-8-10 is the Army Regulations that governs and control leave policies.

The Battalion S-1 (BNS1) maintains the leave control log and submits completed leave forms to finance for processing. Once leaves are input by finance, they are placed in the Soldier's Military Pay Account as a matter of permanent record.

Because of this, each BNS1 must insure that accurate data is given to finance so that corrected leaves for Soldiers will be kept to a minimum. Please insure DA Form 31 is correct prior to submitting to finance.

Insuring accuracy of leave input is the responsibility of the BNS1. Please see AR 600-8-10, Table 12-3 for the steps that must be taken when processing ordinary leave through departure/return to the same unit.

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

| | |
|---|-------------------------|
| Commander | 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 |