



Defense Military Pay Office

**INSTALLATION
TIMELINESS**

91.14%

**OUTLYING SITES
TIMELINESS**

73.70%

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 (483)
- (2) BAH (198)
- (3) FSA (103)

Unit/Brigade	Percentage	Unit/Brigade	Percentage
USA Health DUGWAY	100%	AFSBDE	100%
3 rd BDE	98.98%	3/29 FA BN	97.50%
3 rd Special Troops BN	97.26%	152d MOVEMENT CONTROL TEAM	100.00%
2 nd TRANS CO 1 st PLT	100%	59 th MP CO	100%
127 th MP CO	98.24%	110 th MP CO	100%
148 th MP CO A (USAG)	100%	984 th MP CO	100%
440 th CA BN	100%	DENTAC	100%
918 th CONTINGENCY CONT	100%	WOUNDED WARRIOR CO A	100%
4 th ENGR BN HQ	97.16%	MISSION SPT ELEM	100%
7 th INF DIV (L), IRT	100%	2BCT, 4ID, HHC	100%
1/10 th CAV HHT	100%	1-67 th , AR BN	100%
204 BSB	98.15%	3/16 th FA, HHB	100%
4-42 nd FA BN	98.68%	WORLD CLASS ATHLETES	100%
DUGWAY UT, HHC	100%	US STRATCOM	100%
53RD SIGNAL BN(SATCOM)	100%		

IMPORTANT DATES

Midmonth Cutoff
Monday March 3rd 2014
To affect mid-month pay

End of Month Cutoff
Wednesday March 19 2014
To affect end-of-month pay

UCFR Pickup
Wednesday 26 March 2014

UCFR Turn-in
Wednesday 2 April 2014

DMPO 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 Processing Section 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 13 March 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 April 17th, May 15th, and June 12th.

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

New Requirements for Receipt of Separation Pay

SCOPE: All Regular Army (RA) and full time Guard or Reserve Soldiers (AGR) who are separating and authorized half or full Separation Pay.

Authority: DODFMR Volume 7A, Chapter 35, Military Pay E-Message 13-093, and 10 USC 1174.

All soldiers who have completed at least 6 years but no more than 20 years of active duty may be entitled to receive half or full separation pay upon separating from the Army. In order to process a Soldier's claim for separation pay, Soldier must provide to the Fort Carson Finance Office:

- a. An Enlistment Contract (written agreement) to serve a minimum of 3 years in the Ready Reserve. This agreement must be entered into prior to the Soldiers' release from Active Duty.
- b. Properly prepared and signed DA Form 4187 (service member will obtain it from the Reserve Component Career Counselor).

Documents required for ETSing Soldiers will be both the Enlistment Contract and DA Form 4187. Soldiers that are separating involuntarily (Chaptering Soldiers) will only need DA Form 4187 from Reenlistment NCO/Career Counselor for IRR.

For more information please call 719-526-1302

TRAVEL

Temporary Lodging Expense (TLE) JFTR Volume 1 chapter 5 Part H

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

Important Reminders:

TLE Reimbursement is limited to 10 days for a member who completes a PCS to a CONUS PDS (Permanent Duty Station). TLE Reimbursement is limited to 5 days for a member who completes a PCS to an OCONUS PDS. When submitting for TLE Reimbursement, you must include a Claim for Temporary Lodging Expense Form, itemized zero-balance lodging receipts, PCS Orders and all amendments,

Change to Hotel Reimbursement: for any travel after November 1, 2010, you may not be reimbursed for a hotel booked using an online booking agent (orbitz, travelocity, etc.) UNLESS an itemized receipt from the hotel is also provided. The receipt from your online reservations will no longer be considered a valid receipt. Additionally, you cannot submit a "lost receipt" statement as a replacement for the online booking receipt. A Service member is not

authorized TLE when leaving active duty or for a house hunting trip taken before the member moves to new duty station.

MPR

2013 W2's and W2c

Each pay period portions of your pay are withheld from your paycheck for federal and state income taxes based on your specific situation. Each individual is responsible for reviewing their income and other financial information to ensure the accuracy of their tax withholdings. You can adjust your tax withholdings based on that information to make sure enough is withheld each year. To make changes to annual withholdings, service members may fill out an IRS W4 form, and return to Fort Carson Finance Office.

At the end of each year, DFAS issues W2's, reporting your military compensation. Special W2's or other tax statements are also produced for certain income such as Savings, Deposit Plan interest or DITY move travel reimbursement. In most cases these tax statements are made available online via MyPay.

If the Service Member believes the W2 is incorrect, they will be required to provide LES' along with a filled out DA 2142 explaining the error to the Finance Office, BLDG 1220, Customer Service section. The Finance office will then forward to DFAS for review.

If you have any questions regarding W2's, the DFAS website is available 24 hours a day. <http://www.dfas.mil/militarymembers/taxinfo/taxstatements.html>

If you need additional assistance you may contact DFAS at: 1-888-332-7411
DOD Savings Deposit Program 1099INTL: 1-888-332-7411

Customer Service

Pay Inquiry Trends

Pay Inquiries (DA2142) are an important tool for the S1 to resolve issues that Soldiers may have with their pay. By having the Soldier turn-in

documents and complete a DA2142 in your office you are helping to speed up the process of getting Soldier's paid accurately and timely. In addition DA2142's are returned to the Command Team in order to keep them apprised of changes to a Soldier's status (marriage, divorce, erroneous pay entitlements).

Since October we have served nearly 5000 customers here at the Customer Service Office. Of these, more than half (58.45%), could have been resolved at the S1 level or via MYPAY (BAH updates, Allotments, Foreign Language Pay etc.). When the Soldier comes in to our offices these are considered INVALID pay inquiries. A Soldier does not share the S1's knowledge of what documents are required to update specific pay entitlements and it often means repeated trips to resolve a simple issue. This means Soldiers are taking time away from their duties and training so that they can come to finance and submit paperwork.

While we are here to support the troops on Fort Carson, invalid inquiries should be avoided. This allows Soldiers to carry on with their mission and us to assist Soldiers with more complex pay issues.

Customer Service

Individual Soldiers Financial Responsibility

Review LES every month to ensure pay is correct. Pay very close attention to the remarks at the bottom of the LES. These remarks are how the Finance office communicates with you. The remarks can include actions that were taken on your pay record and actions that may require your attention, or warning you of a collection that will take place in the near future (30 days). Report discrepancies with your pay record promptly through the appropriate chain of command.

Notify the unit S1 immediately of any changes in marital status, dependents, deployments, redeployments, or any other changes that might affect entitlements. Utilize the unit S1 as the initial POC for all finance related matters, particularly regarding paperwork previously submitted. DEERS does NOT update Finance.

Commonly asked questions about the LES

- **Advance Debt** on your LES in the ENTITLEMENTS column is a

forewarning that you have a debt on your record. If no action is taken then the debt will be collected in 30 days.

Please contact DEBT MANAGEMENT at 526-2607 or 524-5795

ETS BAL (Leave) - Is what your leave balance will be IF you do NOT take any leave prior to your ETS (top of LES). If you are getting out PRIOR ETS on the top of your LES then the ETS BAL will be incorrect.

- **CR-FWD**- Summary far right on LES- IF you have an amount listed here please see Finance ASAP because we may have money for you!
- **BAQ TYPE**- W/DEP= you are getting BAH based on a dependent and BLANK = dual military couple with no children, E6 and above with no dependent or you have a C.N.A
- **BAQ- DEPN**- Spouse= Civilian Spouse is primary dependent or will say *CHILD* if primary dependent is a child. If you are DIVORCED then this block should not say SPOUSE.
- **VHA ZIP**- Location that you are receiving BAH based on. If you are assigned to Fort Carson then it should be 80913 or Peterson AFB then the zip code is 80914.
- **M/S (FED TAXES)**- S= you are claiming single for federal tax purposes ONLY. M= Married for federal taxes. Federal and State tax exemptions CAN be different.
- A negative sign (-) in the DEDUCTIONS column is actually a CREDIT (usually meal deductions)
- Garnishments will appear on the LES 3 times! 1st time is the current month deduction, 2nd time is a negative number (-) which is a credit to show you that the disbursement went out and the 3rd time is the previous month's deduction. A negative and a positive cancel each other so in fact the garnishment is only deducted 1 time!

Debt Management

Remission or Cancellation of Indebtedness

Remember: Filing a remission application does not guarantee that the debt will be remitted. HRC can deny, partially remit, or remit in full depending on the circumstances.

Some debts are not eligible for remission such as: cases of fraud and judicial punishments, debts incurred while not on active duty, or debts of \$150.00 (or less) are not remittable for hardship reasons.

A Soldier indebted to the U.S. Government may request that the debt be remitted or canceled on the basis of hardship, injustice, or both. When filling out the DA Form 3508 the following sections need to be filled out. When claiming;

a. Injustice. If claiming injustice only, the Soldier should fill out sections I, VII, and VIII.

b. Hardship. If claiming hardship only, the Soldier will need to fill out all items on the form. In section VII, include any unusual factors or obligations that could help prove that repayment would cause hardship. Expenses caused by living standards that are too high or by mishandling of funds are not a basis for a hardship case.

(1) When claiming hardship, failure to fill out all sections of DA Form 3508 will result in the application being returned for completion.

(2) When claiming hardship, refusal to fill out all sections of the form will result in the application being returned without action.

c. Injustice and hardship. If claiming both hardship and injustice, make sure to fill out all sections of the DA Form 3508. Enter "NA" for items that do not apply.

The following documents must be submitted to the Debt management Section:

a. Waiver/Remission of Indebtedness Application (DD Form 2789).

b. A sworn statement, Form DA 2823 (completed by Soldier) countersigned by an officer having notary powers (10 USC 936 and UCMJ, Art 136) or by a notary public. The SM filing for remission should explain the circumstances, period involved, date of discovery, actions taken of the debt on this form.

c. Memorandum from Commander recommending full or partial approval or denial. The Commander should state the character of the Soldier and value to the Army.

d. Brigade Commander's (05) endorsement letter.

e. Statements from persons having knowledge regarding the indebtedness.

f. Any other document that substantiates the facts stated in the case (i.e. copy of original document that caused the overpayment, enlistment/reenlistment contract for bonus overpayment, Army Emergency Relief Budget calculation).

g. Current Leave and Earning Statement (LES) and any LESs during the debt period.

h. Copy of last W-2 (if applicable).

A debt must meet certain criteria to be eligible for remission. Indebtedness to the U.S. Army that may be remitted or canceled under 10 USC 4837. A Soldier's debts to the United States Army may be remitted or canceled on the basis of this regulation in cases arising from—

a. Payments made in error to a Soldier.

b. Payments made in excess of an allowance on behalf of a Soldier.

c. Debts incurred while serving on active duty as a Soldier. (AR 600-4 • 7 December 2007/RAR 29 April 2009 1)

Debts acknowledged as valid. If the SM questions the validity of the debt they should not file a remission but instead request an explanation of the debt.

Once all of the properly filled out documents are received by the Debt Management section, a

DMPO recommendation memo is attached and signed by the DMPO director. Then the whole packet is sent to HRC for determination.

The Soldier will be notified by the DMPO of the determination by HRC as soon as the results are received.

Processing

The Unit Commander's Finance Report

DFAS Guidance Letter for Unit Commander's Finance Report, dated October 1, 2011

MILPER Message Number 09-179 entitled Unit Commanders Finance Report, dated 29 Jul 09 The UCFR is an extremely valuable management tool provided to unit commanders monthly. 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. Accurate personnel accountability is a prerequisite for achieving combat readiness. Although the use of reports and files is vital in achieving this goal, the degree of command emphasis on maintaining these records will determine their accuracy. In addition, it provides commanders the ability to review Sure Pay status and to ensure changes to duty status are timely.

The UCFR is available at the end of each month. The Defense Military Pay Office (DMPO) is required to print and distribute the UCFR to servicing units.

Commanders must review and annotate the report to reflect updates, changes, corrections, additions, or deletions of personnel and finance information. Units are to return report to finance by the established suspense date. Each Unit S1/PSNCO is responsible for verifying the status of Soldiers assigned against Unit Personnel Accountability Report (AAA-162) or current alpha roster. Commanders must provide required documentation (i.e. orders, DA 4187 changing duty status, etc.) for all actions. Commanders are required to certify the report. Certification of UCFR is mandatory for ALL commanders; delegation is not an option. Commanders will add the following statement to the report upon completion of review:

"I certify that I have reviewed the accountability and duty status of the Soldiers on this UCFR, and they are assigned to my unit unless annotated otherwise. To the best of my knowledge, this information is correct or has been corrected on this report."

Upon receipt of the certified copy of the UCFR from the units, the DMPO must review the report for any annotations, remarks, and attached documentation. If any documentation is missing, the applicable units (battalion S1/unit PAC) will be contacted immediately to provide the required documentation.

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	526-1302
In & Out Processing	Supervisor: 526-6230
Building 1218 Room 236	
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	
Separations/Retirements	526-8236
Building 1218 Room 229	526-4233
Wounded Warrior	524-0315
Building 1220 Room 140	
230th Financial Support Unit	
Commander	526-1534
First Sergeant	524-1130