



# FINANCE MATTERS

Defense Military Pay Office

Fort Carson, CO

July 2012

## TIMELINESS

Thank you for your diligence in taking care of Soldiers in a timely manner.

These units met or exceeded the DFAS standard of 97% timeliness rate for submission of pay related documents for the month of June 2012.

**Installation Timeliness: 85.10%**

Unit/Brigade	Percentage	Unit/Brigade	Percentage
ARMY FIELD SUPPORT BN-CARSON	100%	53 <sup>RD</sup> SIGNAL BN	100%
3/29 FA BN	98.61%	WTB, C CO	100%
4 <sup>th</sup> COMBAT AVIATION BDE	97.30%	WTB, HHC	100%
534 <sup>TH</sup> SIGNAL CO	100%	2-12 INF	98.10%
48 <sup>TH</sup> MP DET-CID	100%	1/12 <sup>TH</sup> INF	97.93%
75 <sup>TH</sup> BCTD, 5 <sup>TH</sup> BDE, 2 <sup>ND</sup> BCTG	100%	MISSION SUPPORT ELEMENT	100%
2 <sup>ND</sup> TRANS CO, 1 <sup>ST</sup> PLT	100%	7 <sup>TH</sup> INF DIV, IRT	100%
68 <sup>TH</sup> SPT BN	97.14%	573 <sup>RD</sup> MOVEMENT CONTROL TEAM	100%
183 <sup>RD</sup> MAINT CO	100%	2BCT, 4ID HHC	98.61%
59 <sup>TH</sup> MP CO	98.48%	2/8 INFANTRY	97.50%
759 <sup>TH</sup> MP BN	99.19%	3/16 FA	98.10%
984 <sup>TH</sup> MP CO	100%	1-66 <sup>TH</sup> AR BN	98.68%
DENTAC	100%	4ID BAND	100%
3-61 CAV	100%	71 <sup>ST</sup> ORD CMD	100%
JFCC-IMD/US STRATCOM	100%	USAG	98.36%
SMDC STAFF	100%		

## TOP 3 LATE DOCUMENTS

- (1) Hostile Fire Pay (255)
- (2) Basic Allowance for Housing (194)
- (3) Leave (179)

**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.

## FEEDBACK

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

[https://ice.disa.mil/index.dfm?fa=card&site\\_id=614&service\\_providerid=115982](https://ice.disa.mil/index.dfm?fa=card&site_id=614&service_providerid=115982)

## IMPORTANT DATES

**JULY'S UCFR** – Turn in NLT COB Monday, 09 June 2012

**Midmonth Cutoff** – Thursday, 05 July 2012 to affect mid-month pay

**End of month Cutoff** – Tuesday, 24 July 2012 to affect end-of-month pay

**July's UCFR distribution** is scheduled for Wednesday, 31 July 2012

## DMPO CLOSURES

Independence Day – Wednesday, 4 July 2012

## UCFR PICK-UP

The Fort Carson Defense Military Pay Office (DMPO) will conduct a monthly finance information briefing in addition to the Monthly UCFR Distribution. The audience for this major event will include all commanders, both military and civilian unit S-1, 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. Announcement bulletins will be sent to all units; ensure all units are represented at this event.

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, 19 July 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.

## INFORMATIONAL ARTICLES

### 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](mailto:HiringHeroes@dfas.mil) or calling 719-524-0040.

### OFFICIAL DFAS POLICY ON EMAIL COMMUNICATIONS

DFAS will never send you unsolicited email messages requesting your myPay login ID and password or any other personal or financial information. We also will not send you unsolicited email messages with attachments. Never reveal your myPay login credentials in response to an email, no matter who appears to have sent it. And if you receive an e-mail message that appears suspicious, do not click on any links or open attachments.

## Customer Service

REF: MILITAY PAY E-Message 12-038

### **The Federal Retirement Thrift Investment Board Announces TSP will begin to accept Roth TSP contributions**

The Defense Finance and Accounting Service (DFAS) will begin processing Roth TSP elections for its civilian and military customers using a phased approach beginning in June and continuing through October 2012.

As a new choice for retirement investment planning, the Roth TSP, will give civilian employees and military service members the option to contribute after-tax wages into TSP for the first time. Both the contributions and the earnings will be tax free when withdrawn, as long as IRS requirements are met.

The phased implementation will ensure each customer's taxable wages and TSP contributions are computed accurately. According to DFAS officials, the schedule will provide time to complete and thoroughly test the complex changes needed to the various civilian, active duty military, and reserve component payroll systems. The complex changes address the unique and multiple pay types in the pay systems including the different requirements of the Army, Navy and Air Force; and the active duty and reserve component requirements.

Implementation will begin with Marine Corps service members in June 2012; all DoD civilians, as well as other civilians serviced by DFAS in July 2012; to be followed by the Army, Navy and Air Force military service members in October 2012.

<b>Roth TSP Availability</b>	
Marines	June 2012
Federal Civilian Employees	July 2012
Soldiers, Sailors & Airmen	October 2012

For more information about the Roth TSP option, see [www.tsp.gov](http://www.tsp.gov).

Service members should visit their local finance office beginning in October 2012 to start their Roth contributions.

<http://www.dfas.mil/pressroom/dfasnewsreleasearchive/Release0412002.html>

## Debt Management



### **Joint Federal Travel Regulation (JFTR) Chapter 10 – Housing Allowances**

Effective 1 January 1998, all service members on active duty and entitled to basic pay are also authorized a housing allowance based upon their grade, dependency status, and location. Basic allowance for housing (BAH) is paid whether or not the service member has a dependent. The BAH rate is based on median housing costs and is paid independently of a member's actual housing costs. It is paid for housing in the U.S.

A service member's lawful spouse and unmarried, minor children are generally always dependents for housing allowance purposes. Upon arrival at a new PDS, each member who is authorized a housing allowance for dependents must recertify to the Secretary Concerned indicating the status of each dependent to support a housing allowance on the dependents' behalf. If a member fails to provide the certification in a timely manner, the housing allowance on dependents' behalf is stopped at the end of the month in which the certification is due. A housing allowance at the with-dependent rate is authorized effective the date the member provides proper certification. The higher rate is not retroactive unless the member's commander certifies that the failure to recertify timely was for reasons beyond the member's control.

A housing allowance at the appropriate partial (barracks) or without-dependent rate is paid unless the member is not authorized to that allowance for some other reason.

A member's LES will indicate BAQ TYPE and BAQ DEPN. These blocks must reflect the service member's current dependency status for receiving BAH entitlements. Divorced Soldier's should never reflect W/DEP SPOUSE. Married Soldiers should only reflect W/DEP CHILD if they are military married to military with children and their spouse's LES reflects SINGLE/SPOUSE. Military married to Military spouse assigned to the same duty station/duty location cannot both receive dependent rate housing.

Soldiers who divorce while stationed at FT Carson and who are in a lease, are required to report to Unaccompanied Housing and receive an exception to policy to remain off post to fulfill the lease. BAH will revert to PARTIAL (barracks) rate until the exception to policy is received. BAH entitlements will be back dated if required.

Any member who submits a claim for housing allowance which contains false statements is subject to court-martial or criminal prosecution.

## IOP



### **TDY/TCS/Deployment Travel Pay**

Regulation: JFTR, Volume 1, Chapter 4

The Defense Military Pay Office currently processes only those travel claims pertaining to a PCS move. For all claims relating to TDY and TCS/Deployment travel, the following information is provided to help in the settlement of your travel voucher:

#### 1. TDY Travel Vouchers

- All travel initiated through DTS must be settled through DTS:  
<http://www.defensetravel.com>
- 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: [travelopns@dfas.mil](mailto:travelopns@dfas.mil) or faxed to DSN 669-3913/3914.
- 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.

#### 2. TCS/ Deployment Vouchers

- All TCS travel vouchers are completed and submitted by the unit during the unit SRP process. If requested, the DMPO/ 230th FMCo can assist in the review and preparation process for large unit movements. Please call (719) 526-0507 or (719) 526-1302 for more information.
- Once complete, vouchers are scanned, then faxed (317) 275-0329, and emailed to [DRO-ArmyTravel@dfas.mil](mailto:DRO-ArmyTravel@dfas.mil), or mailed via USPS to the following addresses:

DFAS-ROME  
ATTN: Travel Pay  
325 Brooks Road  
ROME, NY 13441

- 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).

## MPR



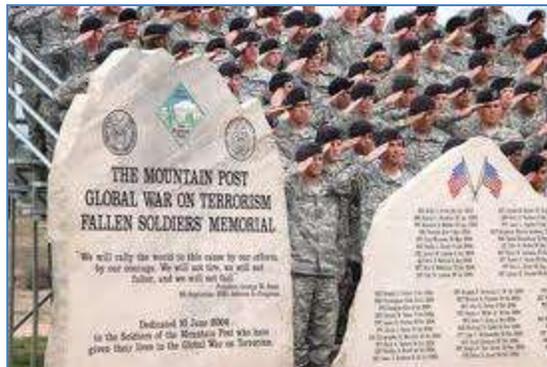
### **Lost Leave and Leave Balance Carryover Extension**

Typically, a leave balance of 60 days is authorized to carryover each Fiscal Year (FY); however, in 2008, due to the constant recycling of deployments, the NDAA increased the carryover balance to 75 days. This extension benefit was originally set to end September 30, 2010. Fortunately, the NDAA has **AGAIN EXTENDED** the termination date to **September 30, 2013** (Military Pay E-Message 10-035). What that means is that on October 1, 2012, Soldier's who have a leave balance over 75 days will lose any and all days over 75, unless the soldier has been approved for Special Leave Accrual.

Special Leave Accrual (SLA) allows Soldiers who serve in hostile fire/imminent danger area for a continuous period of 120 days or greater to retain and accumulate up to 120 days leave. The intent of SLA is to provide relief to Soldiers who are not allowed leave when undergoing lengthy deployment or during periods of hostility. It is the unit's responsibility to apply/request for SLA for individual SM's who may qualify. The processes and procedures for requesting SLA is spelled out in AR 600-8-10, Chapter 3.

Annually, a review is conducted to notify Unit Commander's of their soldier's leave balance. The purpose of this review is to: (1) identify soldiers who could lose leave if none is taken this fiscal year, (2) ensure that all leave that has been taken is posted, and (3) assist finance offices and Personnel Administrative Centers in maintaining correct leave balances for soldiers they support. Please review each report and identify those Soldier's whose balance will exceed 75 days by September 30. Those soldier's identified should be either allowed to take leave, if mission allows, or a request for SLA should be initiated. Leave is a benefit much deserved by all our Servicemen and women, and losing leave should be prevented or minimized if at all possible.

## Processing



## Service member's & Veterans' Group Life Insurance/Family SGLI

[http://www.insurance.va.gov/sglisite/fsgli/procedural Guide/](http://www.insurance.va.gov/sglisite/fsgli/procedural%20Guide/)

Most servicemen and servicewomen have Soldier's Government Life Insurance (SGLI) and most married service members elect to have their spouses covered by Family Government Life Insurance (FSGLI). The Defense Finance and Accounting Service (DFAS) has a very limited role in these programs, however, and it's important to know our capabilities regarding those two programs.

SGLI and FSGLI, if the enlistee was married before entering the military, are established by Personnel at the MEPS or the soldier's unit HR if he/she did not elect it at the time of enlistment. Finance does not have authority to start or stop SGLI/FSGLI. DFAS does however, assist the member when electing to change the amount of coverage. The SGLV Form 8286 is submitted to the local Defense Military Pay Office (DMPO) to either decrease or increase the coverage.

Starting or stopping the Family Soldier's Government Life Insurance is a major issue that the soldiers and families bring to DFAS for resolution and again this is not a Finance problem. The service member must approach the Battalion or Brigade HR staff NCO/Officer that has been designated as the unit Defense Manpower Data Center administrator. To establish a staff member's administrative access to start or stop FSGLI please visit the following website, <https://www.dmdc.osd.mil>. To stop FSGLI, the family members must be in DEERS, and the soldier has previously filled out the SGLV Form 8286 and SGLV Form 8286a, then the DMDC administrator of the BN/BDE enters the DMDC website with the soldier's SSN to uncheck the previous election of Family SGLI.

Please call the Processing Section at 526-8325/8324 for further assistance.

## Reserve Pay



Officers and Soldiers who are on non-contingency orders or a on NG PCS orders are required to fill out a USARC-25, statement of service, and forward a copy to the Reserve Pay Office by the 5<sup>th</sup> of every month. This requirement has been verified with the Reserve Pay Supervisor at HRC Ft. Knox.

Reserve Pay in now located in BLDG 1042 in room 340.

Any questions can be directed to the Reserve Pay Section at 719-526-9812. FAX 526-8475

## Separations



Briefing Schedule for Separating Soldiers:

- **ETS Briefing** is held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month at the SRP building at 0700.
- **Retirement Briefing** is held the 2<sup>nd</sup> and 3<sup>rd</sup> Wednesday of every month at the Balfour Beatty Community Center (6800 Prussman St) at 0800.

Briefings will cover Final pay, Travel, Leave, Allotments, Disability Severance/Separation Pay outs and more. Finance will also be able to answer any general questions and address concerns Soldiers may have about their pending separation from the Military.



## Defense Military Pay Office

### Locations, Hours, and Points of Contact

Business Hours: 0730-1600

#### BLDG 1220

##### Customer Service

Military Pay Inquiries call (719) 526-6254

Disbursing (719) 526-5151

#### BLDG 1218

In/Out Processing, Travel,  
Separations and Retirements

#### BLDG 1042 Room 339

Reserve Pay

### Defense Military Pay Office POCs

Director	526-3443
Deputy Director	526-8506
Chief of Military Pay Operations	526-8507
IOP/Reserve Pay/SRP Site	Supervisor: 526-6230
Processing/Customer Service/ Debt Management/Special Actions	Supervisor: 526-6317
Wounded Warrior	Building 1220 Room 122 524-0315
Disbursing	Building 1220 Lobby 526-5151
Reserve Pay	Building 1042 Room 340 526-9812
Customer Service	Building 1220 Lobby Main: 526-6254 NCOIC: 526-1052 Supervisor: 526-6317
Debt Management/Special Actions Separations/Retirements	Main: 524-1581 Building 1218 Room 229 Main: 526-8236 Lead: 526-4233 Supervisor: 526-6230
In & Out Processing	Building 1218 Room 236 Main: 526-0392 Lead: 526-1302 Supervisor: 526-6230
<b>230<sup>th</sup> Financial Management Company</b>	
Commander	526-1534
First Sergeant	524-1130