



# FINANCE MATTERS

Defense Military Pay Office

Fort Carson, CO

July 2014

## INSTALLATION TIMELINESS

95.73%

## OUTLYING SITES TIMELINESS

82.40%

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 (205)
- (2) BAH (164)
- (3) FSA (93)

Unit/Brigade	Percentage	Unit/Brigade	Percentage
MEDDAC STAFF	98.31%	1/8 INF BN	99.29%
4/10 <sup>TH</sup> CAV	97.30%	ARMY FIELD SPT BN	100%
2 <sup>ND</sup> BN, 23 <sup>RD</sup> IN	98.54%	3 <sup>RD</sup> BDE	100%
588 <sup>TH</sup> BEB	99.34%	1 <sup>ST</sup> BN, 38 <sup>TH</sup> IN	97.60%
4 CAB HHC	97.57%	534 <sup>TH</sup> SIGNAL CO	100%
75 <sup>TH</sup> BCTD 5 <sup>TH</sup> BDE 2 <sup>ND</sup> BCTG	100%	10 <sup>TH</sup> CSH	99.09%
64 <sup>TH</sup> SPT BN	98.26%	127 <sup>TH</sup> MP CO	100%
148 <sup>TH</sup> MP	100%	440 <sup>TH</sup> CIVIL AFFAIRS BN	100%
3-61 CAV	99.16%	WOUNDED WARRIOR BN HQ	100%
PUBLIC HEALTH COMMAND	100%	WOUNDED WARRIOR CO A	98.21%
WOUNDED WARRIOR HHC	100%	4/4 BSTB	97.37%
4 <sup>TH</sup> ENGR BN	100%	2BCT, 4ID HHC	100%
1/10 <sup>TH</sup> CAV	100%	2/4 ID REAR D	97.76%
1-67 <sup>TH</sup> AR BN	100%	3/16 <sup>TH</sup> FA	100%
1/4/BCT, 4 <sup>TH</sup> BSB	98.20%	2-1 CAV	99.21%
2/77 <sup>TH</sup> FA	100%	404 <sup>TH</sup> AVIATION SPT BN	97.56%
71 <sup>ST</sup> ORD CMD	100%	52 <sup>ND</sup> ENGR BN HHQ	97.26%
USA GARRISON DUGWAY	100%	NORAD NORTHCOM	98.65%
100 MISSILE DEF BDE	100%	53 <sup>RD</sup> SIGNAL BN (SATCOM)	100%
10 <sup>TH</sup> SPEC FORCES	97.58%	SALT LAKE REC BN	97.59%

## IMPORTANT DATES

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

**End of Month Cutoff**  
**Tuesday July 22nd 2014**  
To affect end-of-month pay

**UCFR Pickup**  
**Thursday 31 July 2014**

**UCFR Turn-in**  
**Friday 8 August 2014**

## DMPO CLOSURES

**July 4<sup>th</sup> Friday – Independence Day**  
**July 18<sup>th</sup> Thursday – Organization 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.

## PAC CERTIFICATION COURSE

The Fort Carson Defense Military Pay Office will be hosting a one day PAC Certification Course **Thursday 17 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.

The next three courses will be held August 14<sup>th</sup>, September 18<sup>th</sup> and October 16<sup>th</sup>.

## Briefings 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 (BLDG 1042) 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 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](mailto:HiringHeroes@dfas.mil) or calling 719-524-0040.

## **Separations**

### **LEAVE BALANCE and PERMISSIVE TDY DURING SEPARATION**

#### **AR 600-8-10**

In order to get soldiers prepared to transition out of the Army it's imperative that all prior leave has been processed. Unit S-1's must reconcile all leaves with the Leave Control Log and turn in all documents for processing in a timely manner. To avoid a delay during a Soldier's final Out-Processing, S-1 personnel or Soldiers should verify leave days with the Finance Office prior to final out. Soldiers' ETS balance on their LES will not always be correct if they have taken leave that has not yet posted to their account. Unreported leave must be accounted for when creating a transition leave form. All Permissive TDY (PTDY) must be approved and signed by an O5 or above or someone with signature authority. If this is the case, we will

need a copy of the Assumption of Command Memorandum to accompany their leave form. PTDY may be on the same or a separate leave form but if combined must have the dates for each type of leave annotated in the remarks. Soldiers are only authorized PTDY if they are retiring or being involuntarily separated. Bad conduct discharge, other than honorable, ETS, and Officers resigning their commission are not authorized PTDY. Also, Commanders should ensure soldiers who they authorize PTDY leave have a need to relocate or conduct job searching activities during the requested dates.

## **TRAVEL** **PCS TRAVEL ADVANCES**

### **JFTR Volume 1 Chapter 5**

Service members can receive an advance payment for many travel related expenses during a Permanent Change of Station (PCS) move. The purpose is to assist with the out-of-pocket expenses, not typical of day-to-day military living that precedes reimbursements in a member's change of duty locations.

Advance travel payments may be authorized for the following:

- Member and dependent travel
- Dislocation Allowance (DLA)
- Personally Procured Moves (PPM) / Do It Yourself Moves (DITY)

The amount of the advance will depend on a number of factors, such as distance between the old and new permanent duty stations, weight of household goods, member's rank, whether the member is using their government travel card on their PCS, etc. Member and dependent travelers can get up to 80% of per diem and mileage allowance if the government travel card is not being used as well as 100% of the anticipated DLA entitlement. The advance amount for PPM / DITY moves is calculated by the transportation office.

PCS travel advances are paid within 5 days of the travel start date on your orders. PPM/DITY move advances are paid within 10 days of the travel start date on your orders or leave form. You must submit your travel claim within 5 days of arriving at your new duty location to settle advance payments previously processed. Failure to do so can result in a debt to the government and possibly payroll deductions

## MPR

### LOST LEAVE and LEAVE BALANCE CARRYOVER EXTENSION

#### **AR 600-8-10**

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, 2013. Fortunately, the NDAA has **EXTENDED** the termination date to **September 30, 2015**. What that means is that on October 1, 2015, Soldiers who have a leave balance over 60 days will lose any and all days over 60, 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 soldiers 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 a Unit Commander 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. Those soldiers 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.

## RESERVE PAY

### RESERVE BASIC ALLOWANCE FOR HOUSING.

**UTD/CTD for MAP 166-12/CAP 137-12  
dtd 3 Apr 13**

**DoD FMR 7A Paragraph 260203 B**

BAH rate for an AGR member continue at the PDS rate, even when the AGR member transitions from AGR duty to active duty

provided there is no break in service. Also implements BAH rate protection for RC members on separate periods of active duty provided there's no break in active service. When an AGR or RC/NG member, who is under rate protection for BAH, changes orders and there is not break in service, the rate protection continues.

A break in service is defined as one or more days between active service periods.

## CUSTOMER SERVICE

### WITHOUT DEPENDENT BAH

#### **JFTR CHAPTER 10**

A Service Member is eligible for Without Dependent BAH if they are dual military and single E6 and above. Dual Military couples E5 and below will have to obtain a Certificate of Non- Availability to change the BAH rate from Barracks Rate to the Without Dependent Rate BAH. Dual Military couples, E5 and below, upon in processing Fort Carson finance will be given barracks rate until a Certificate of Non-availability is obtained from the unaccompanied housing office in bldg 1454. Newly promoted Soldiers to the rank of E6, need to obtain a Barracks Clearing Letter and their Promotion Orders to change BAH from Barracks to Without Dependent Rate BAH. Service Member being promoted to E6 will have Without Dependent Rate started for the date that the Barracks were cleared or their date of promotion, whichever is later.

## SPECIAL ACTIONS

### DUTY STATUS CHANGES

**Reference: AR 630-10 CH 1 PARA 1-4J(1)**

Soldiers are being reported AWOL or DFR to the Provost Marshall but not to Finance. Units that turn Duty Status change in after Mid Month or End of Month cut- off risk the Soldier being paid erroneously. The report needs to be submitted NLT two to three days prior to the cut- off, if possible. Units tend to not submit the DA Form 4187 until two or three days after a cut-off. Once a Soldier is known as "not present for duty", it is required to submit the duty status change within 24 hours. When the duty status change is not submitted timely, this causes Soldiers who are not present for duty to continue to get paid erroneously. When a Soldier goes

AWOL or enters any non pay status, S1's must ensure that this change is reported to AWOL Apprehension within 24 hours, and also reported immediately to Finance: BLDG 1220, Room 162, Special Actions Section. Last week alone, multiple Soldiers will possibly receive an end-of-month pay when they should not due to their unexcused absence. Finance requests a recall of the Soldiers pay, but it is at the discretion of the bank to return the unauthorized funds. This matter also works in the reverse. When a Duty Status Change is not submitted timely, Soldiers do not get paid when they are entitled to be paid. Thus causing a hardship on the Soldier and creating more work on both the unit and finance by having to issue a casual payment to the Soldier.

**Debt Management**

**STATEMENT of CHARGES**

**Army Regulation 37-104-4;  
DoD FMR 7000.14-R, Volume 7A: Military Pay  
Policy and Procedures**

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 Service Member (SM) 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 SM is ETSing, Chaptering, or Retiring. In those cases the SM will need to go to the Separations Section; BLDG 1218, RM 230. Charges will be deducted from the SM's next pay check.

All Reserve Soldier's will take their DD362 to Reserve Pay, BLDG 1220, RM 161 for processing.

**Processing**

**SGLI RATE CHANGE**

SGLI is a program that provides low-cost term life insurance coverage to eligible Service members. If eligible, you are automatically issued the maximum SGLI coverage. If you qualify for SGLI, you are automatically enrolled and do **not** need to apply for coverage. Service members can always make changes to your SGLI coverage. For example, to designate beneficiaries, to reduce, decline, cancel or restore SGLI coverage, you must complete and submit the SGLI form [SGLV 8286, Service members' Group Life Insurance Election and Certificate](#). You should contact your Personnel Office for any changes to Basic SGLI or Family SGLI coverage. Also, S1s should send a copy of the SGLV 8286 to the local finance office to ensure that the SM is paying the right rate. *Effective July 1, 2014, SGLI premiums are increasing from 6.5 cents per month per \$1,000 to 7 cents per month per \$1,000.*

SGLI Premium Rates Effective July 1, 2014

Coverage Amount	Monthly premium rate	TSGLI Premium	Total Monthly Premium Deduction
\$400,000	\$28.00	\$1.00	\$29.00
\$350,000	\$24.50	\$1.00	\$25.50
\$300,000	\$21.00	\$1.00	\$22.00
\$250,000	\$17.50	\$1.00	\$18.50
\$200,000	\$14.00	\$1.00	\$15.00
\$150,000	\$10.50	\$1.00	\$11.50
\$100,000	\$7.00	\$1.00	\$8.00
\$50,000	\$3.50	\$1.00	\$4.50

## 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](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
<b>230<sup>th</sup> Financial Support Unit</b>	
Commander	526-1534
First Sergeant	524-1130