



FINANCE MATTERS

Defense Military Pay Office

Fort Carson, CO

June 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 May 2012.

Installation Timeliness:
89.96%

TOP 3 LATE DOCUMENTS

- (1) Basic Housing Allowance (195)
- (2) Foreign Language Proficiency Pay (135)
- (3) Leave (122)

Unit/Brigade	Percentage	Unit/Brigade	Percentage
1/8 INF BN	97.57%	SMDC STAFF	100%
ARMY FIELD SUPPORT BATTALION-CARSON	100%	WTB, A CO	98.18%
REPLACEMENT DET, FT CARSON	100%	WTB, B CO	98.33%
534TH SIGNAL CO	100%	WTB, C CO	100%
75TH BCTD 5TH BDE 2ND BCTG	100%	WTB, HHC	100%
152d MOVEMNT CONTROL TM	100%	2-12 INF	98.96%
32ND MEDIUM TRK CO	100%	4/4 BSTB	97.46%
127TH MP CO	98.90%	DENVER RECRUITING	97.40%
110TH MP CO	100%	1/12TH INF	98.63%
759TH MP BN	97.46%	EOD COMPANIES	100%
440th CIVIL AFFAIRS BN	100%	4TH ENGR BN	98%
DENTAC DET	100%	MISSION SUPPORT ELEMENT	100%
602ND SCCT AND 616TH CCT	100%	573RD MOVEMENT CONTROL TEAM	100%
DISTRICT CARSON VET SVCS	100%	1-22ND INF BN	97.02%
JFCC-IMD/US STRATCOM	100%	743RD MI BN, HQS	97.65%
71ST ORD CMD	100%		

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

IMPORTANT DATES

JUNE'S UCFR – Turn in NLT COB Wednesday, 06 June 2012

Midmonth Cutoff – Thursday, 07 June 2012 to affect mid-month pay

End of month Cutoff – Thursday, 21 June 2012 to affect end-of-month pay

June's UCFR distribution is tentatively scheduled for Wednesday, 27 June

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

PAC CERTIFICATION COURSE

The Fort Carson Defense Military Pay Office will be hosting a one day PAC Certification Course **Thursday, 14 June 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 or calling 719-524-0040.

Foreign Language Proficiency Bonus



Army Regulation 11-6 (AR 11-6)

Foreign Language Proficiency Bonus is an annual entitlement payable to Soldiers who speak foreign languages. Soldiers take the language test through the Education Center and receive test results on a DA 330. The Soldiers then provide the DA 330 to their S-1s, who forward a DA 4187 Request for Orders to the Brigade G-1s, who issue FLPB orders. Please provide a copy of FLPB orders and the DA 330 to the Defense Military Pay Office; BLDG 1220, room 162 annually to re-certify entitlement to this special pay.

Soldiers who are deployed and cannot re-test can receive an extension of the test requirement. Commanders/Supervisors can certify proficiency on a DA 4187 themselves and send the DA 4187 to the Brigade G-1 for new orders to be issued. This extension due to deployment allows Soldiers 6 months after return to take the DLPT and recertify FLPB. New orders must be issued to cover the deployment extension.

DFAS has identified a number of Soldiers on Fort Carson who have been receiving FLPB continuously for a number of years without evidence of re-certification. S-1s have been notified of the requirement to provide back copies of FLPB orders for Soldiers who are in this situation. For reference please see AR 11-6 for guidance.

✓ Suspense Date: **Wednesday, 6 June 2012**

NOTE:

Please ensure all reports are signed by the Unit Commander prior to being returned to the Defense Military Pay Office (DMPO).

Disability Severance Pay



DODFMR Vol 7A Chapter 34 par 350401

Formula: Base pay * 2 * Years of active service

Example: \$ 1,491.00 * 2 * 3 years= \$8,946.00

Disability Severance is based on active time served in the Armed Forces. If a Soldier serves more than 6 months out of a year, then the severance time is rounded up.

For example: If SPC Joe's service time is 5 years 7 months and 13 days... then his DSP would be based on 6 years.

Taxability of Disability Severance is based on the following statements in the orders. This statement does not affect the taxation determination:

“Disability was incurred in the line of duty in a combat zone or incurred during the performance of duty in combat-related operations as designated by the Secretary of Defense (NDAA 2008 Sec 1646)”. This statement refers only to the minimum number of years a soldier is entitled to for the DSP payment. “Yes” means 6 years and “No” means 3 years.

The only statements on the orders that affect the taxation of the Disability Severance payment are: **“Member of an Armed Force on 24 Sep 75”** ; **“Disability resulted from a combat related injury as defined in 26 USC 104”**; **“Disability is based on injury or disease received in line of duty as a direct result of war and incurred in the line of armed conflict or caused by instrumentality of war during a war period as defined by law”** If any of these questions have a “Yes”, then the payment would be tax exempt.

Temporary Lodging Expense (TLE)



JFTR, Vol 1, Chapter 5, Part H

TLE is intended to PARTIALLY pay for lodging/meal expenses when a Soldier or Soldier's dependent(s) occupy temporary QTRS in CONUS location due to a PCS.

TLE reimbursement is limited to 10 days (CONUS). TLE may split the days between old CONUS duty station and new CONUS duty station. TLE reimbursement is limited to 5 days for a Soldier who is PCS'ing to an OCONUS location.

Temporary QTRS for the Soldier/dependent(s):

- ✓ Must be a temporary residence; and
- ✓ Must be in the vicinity of the old and/or new duty station or designated place

Lodging receipts are required!!!!

TLE is a reimbursable expense. Lodging must be paid prior to submitting to Finance for Reimbursement. When Soldier/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

Required Documents: TLE worksheet (Finance office), Orders and Amendments, DA 31 (Leave Form), Itemized Receipt showing \$0.00 balance due.

A Soldier is not authorized TLE:

- ✓ When leaving active duty (ETS, Retirement or Chapter)
- ✓ For a house-hunting trip taken before the Soldier moves to the new Duty station
- ✓ On behalf of dependent(s) acquired after the PCS order effective date
- ✓ On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issued
- ✓ On behalf of dependent(s) relocating for personal safety
- ✓ When ordered to ITDY.

Adoption Expense Reimbursement

DODFMR VOL 7A, Appendix A

Federal law authorizes reimbursement for certain adoption expenses for a maximum of \$2,000 per child, not to exceed \$5,000 per calendar year in the case of multiple adoptions. In order to qualify for adoption reimbursement, the adoption must have been arranged by either a qualified adoption agency or other source authorized to place children for adoption under state or local law. Independent (private) and stepchild adoptions are authorized for reimbursement only if they are finalized in a US court.

A Service member must submit requests for reimbursement of qualified adoption expenses using a separate **DD Form 2675** (Reimbursement Request for Adoption Expenses) for each qualifying adoption. Hard-copy forms can be obtained from the member's servicing personnel activity. The completed DD Form 2675 and substantiating documentation must be submitted for review to the member's servicing personnel activity no later than 1 year after finalization of the adoption. If the request and documentation appear to be complete, then the member's commanding officer or designee will certify the member's eligibility for reimbursement by completing block 30 of the DD Form 2675.

Servicing Personnel Activity Responsibilities (PAC). The member's servicing personnel activity is the primary coordinating activity and the first point of contact for the reimbursement claim. That office is responsible for maintaining adequate stocks of DD Form 2675, assisting the member in assembling the proper adoption expense receipts, and providing the member necessary guidance to accurately complete the reimbursement application. **When completed, the (PAC) personnel activity will mail the application by certified mail to:**

**Defense Finance and Accounting Service
Cleveland Site (Code JFLAGA)
1240 East Ninth Street
Cleveland, OH 44199-2055**

DFAS-CL Responsibilities. The DFAS-CL site is the central site location for review, certification, and payment of adoption expense reimbursement payments. DFAS-CL is the primary source for guidance concerning the adoption expense reimbursement program. The contact information for DFAS-CL adoption expense reimbursement program is:

**DFAS-CL
Commercial phone: 216-522-5576/6701
DSN: 580-5576/6701**

Email: CCL-ADOPTION-REIMBURSEMENT@dfas.mil

Please see <http://www.dfas.mil/militarypay/adoptionreimbursement.html> and/or http://comptroller.defense.gov/fmr/07a/07a_appendix_a.pdf for more information.

Bonus Procedures

The DoDFMR, Volume 7A, military E-Messages and MILPER messages, and Guidance Letters are used in connection with the payment of bonuses. Bonuses are received either from the PAC or directly by the Service Member. The following documents are required for payment of initial enlistment bonuses:

- ✓ DD form 4/1 and 4/2. 4/3 if appropriate
- ✓ DA 3286, Statement for Enlistment
- ✓ AIT certificate of completion, or MOS orders
- ✓ Airborne or Ranger certificate if appropriate

After these are received the bonus can be processed for payment. Depending on when these documents are received you should see the bonus within 2 payment periods. These should be turned in within the first week after Soldiers have in-processed their unit at Fort Carson.

Soldiers Readiness Processing

Eagle Cash Card

When Soldiers return from deployment and have money on the Eagle Cash Card (ECC), the question arises on how to have the money transferred back to the Soldier's account. There are currently three ways for a Soldier to have funds transferred from the ECC to their account.

The first is to use the ECC kiosk to transfer funds from the card to the account. The second way is to contact the Federal Reserve Bank (FRB) at email eagle@box.frb.org, DSN 312-955-3555, Toll Free 877-973-8982, Commercial 617-973-3555. The final way is when the FRB will automatically transfer the funds within 30 days after the cards expiration date. The expiration date is 17 months from date of issue.

Ensure all soldiers returning from deployment check LES's to confirm that overseas entitlements (i.e. Hostile fire pay, Family separation and hardship duty pay) have stopped to avoid overpayments. Please notify your Customer service finance to stop entitlements to avoid any debt.

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 monthly to unit commanders. 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 the 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

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 Lead: 526-6293 Supervisor: 526-6317
Separations/Retirements	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
230th Financial Management Company	
Commander	526-1534
First Sergeant	524-1130