



FINANCE MATTERS

Defense Military Pay Office

Fort Carson, CO

May 2014

INSTALLATION TIMELINESS

93.35%

OUTLYING SITES TIMELINESS

75.73%

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 (713)
- (2) BAH (202)
- (3) FSA (90)

Unit/Brigade	Percentage	Unit/Brigade	Percentage
USA Health DUGWAY	100%	MEDDAC STAFF	97.46%
1/8 INF BN	98.56%	4/10 th CAV	98.14%
2 ND BN 23 RD INF	100%	3/29 FA BN	97.32%
4-4 ATTACK RECON BN	100%	588 TH BEB	99.28%
1ST BN, 38TH IN	100%	4 CAB HHC	97.69%
534TH SIGNAL CO	100%	48 TH MP CO CID	100%
75 TH BCTD 5 TH BDE 2 ND BCTG	100%	152 ND MVMNT CNTRL	100%
2 ND TRANS CO 1 ST PLT	100%	32 ND MED TRK CO	98.95%
759 th MP CO	97.46%	440 th CA BN	100%
3-61 CAV	100%	WTB CO A	100%
WTB CO B	100%	WTB HHC	100%
2/12 INF	97.85%	4/4 BSTB	99.17%
1/12 INF	100%	242 ND ORD BN	97.10%
4 TH ENGR BN HQ	98.18%	704 TH BSB	98.06%
2BCT 4ID HHC	99.18%	2/8 INF HHC	100%
1 ST BN 25 TH AVN	99.11%	4ID BAND	100%
299 TH BEB	97.16%	FT SAM HOUSTON	100%
902 ND MI GRP	100%	1-4 ATTACK RECON BN HQ	98.88%
2/77 TH FA	100%	404 AVIATION SPT BN	98.61%
WORLD CLASS ATHL	100%	USA GARRISON DUGWAY	100%
NORAD NORTHCOM HQS	100%	JFCC-IMD/US STRATCOM	100%
SMDC STAFF	100%	53RD SIGNAL BN(SATCOM)	100%

IMPORTANT DATES

Midmonth Cutoff
Friday May 2nd 2014
To affect mid-month pay

End of Month Cutoff
Monday May 19th 2014
To affect end-of-month pay

UCFR Pickup
Wednesday 28 May 2014

UCFR Turn-in
Friday 6 June 2014

DMPO CLOSURES

May 26, 2014 Memorial 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 15 May 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 June 12th, July 17th and August 14th.

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

DEBT AVOIDANCE

The Debt Avoidance program serves as a pre-separation audit program for Soldiers being considered for Chapter Separation. The Soldiers commander will generate a memorandum stating that the Soldier is being considered for early separation or elimination from the US Army and is requesting a review of the pay account to determine any outstanding debts to the government. The Soldier will sign the debt avoidance counseling statement that states that he/she is aware of the proceedings and understands that Finance can change his/her pay to once per month, accelerate any debts and stop allotments if needed to pay off debts. The debt avoidance memorandum will also halt any FUTURE bonus payments. If a soldier is separated from the army prior to completion of his/her contract then the Soldier will owe the government for any unearned portion of

Enlistment/ Reenlistment Bonus. Finance will tell the soldier when the memorandums are turned in approximately how much they will owe back. If the Soldier is not separated then a memorandum from the commander is required to restore pay to twice per month, restart allotment and pay any future bonus payments.

SRP

Deployment Entitlements DODFMR, Volume 7A, Chapter 17, Chapter 24, and Chapter 27

The Fort Carson Defense Military Pay Office SRP station has had several Soldiers who have returned from a deployment and processed through SRP Finance that are still receiving their deployment entitlements. All deployment entitlements should be stopped on the day the member departs the station as a result of their redeployment. If the finance office down range does not make input to stop deployment entitlements, the SRP finance office will need a copy of either the manifest showing the dates that they departed theater, release from theater orders, or redeploy orders with date of departure from theater listed.

This procedure is in place to ensure that deployment entitlements are stopped on the correct date and Soldiers are not over or under paid. If the Soldiers arrive at the SRP site without these documents, the Soldiers will receive a No-Go at Finance until the documents are produced. S1's should ensure that Soldiers have either the manifest showing the dates that they departed theater, release from theater orders or redeploy orders with date of departure from theater listed. Please have a copy of these documents in the Soldier's SRP packet prior to arriving at SRP.

TRAVEL

PCS Travel Information [www.dfas.mil/Find PCS Travel Information/Army members \(latest News\)](http://www.dfas.mil/Find_PCS_Travel_Information/Army_members_(latest_News))

When you complete a PCS move, you will in-process with your local Defense Military Pay Office (DMPO) if DFAS pays your PCS (or your servicing travel office if DFAS does not pay your PCS). Your DMPO/travel office will answer specific entitlement questions and assist with

completing your travel voucher package. Include any previously paid advances on your travel voucher. Including your travel advance information is critical to make sure you are paid correctly. We don't want you to owe the government at some future date for an uncollected advance. If DFAS settles your PCS travel, your DMPO sends your travel package to our DFAS Rome, NY location.

Travel pay Advice of Payment statements sent by email: As of April 1, travel pay Advice of Payment statements will be delivered by email the same day payment is made. No more waiting on the mail! No more hard-copy statements! Be sure to include a valid email address on your DD 1351-2 travel voucher. Your Advice of Payment statements are also available on [myPay](#).

Filling out your DD 1351-2 travel voucher:



We are here to help. Visit your Defense Military Pay Office for assistance. You may see ads for help in completing your voucher but why spend money when your DMPO or DFAS Care Centers can do the same for free. Be cautious when using a service not affiliated with DFAS.

Online Travel Payment Status Tool: Wonder where your travel payment is? Use our new [Online Travel Payment Status Tool](#) to find out! Simply enter your email address and travel authorization number to receive an email within minutes telling you what stage of the process it's in. All of this information can be found at [www.dfas.mil/Find PCS Travel Information/Army members](http://www.dfas.mil/Find_PCS_Travel_Information/Army_members) (latest News)

MPR

BASIC ALLOWANCE FOR SUBSISTENCE

Each member of a uniformed service entitled to basic pay is entitled to Basic Allowance for Subsistence (BAS). Upon completion of initial basic military training, unless otherwise restricted as described in Chapter 25 of the DODFMR, Volume 7, a member becomes entitled to one of the following monthly BAS rates based upon their rank and circumstances.



ENLISTED SOLDIERS

Each request to mess separately will be considered on an individual basis.

SM's in grade SSG through CSM upon arrival to duty station are not authorized to stay in barracks and are deemed automatically entitled to full BAS without meal collections. Authority to approve Soldiers to mess separately in the grade PV1 through SGT without dependents or unaccompanied is delegated to the Company Commander. Enlisted Soldiers PV1 through SGT, without dependents or unaccompanied, may be authorized to mess separately only under exceptional circumstances and when in the best interest of the Army (shift work, religious, medical, remote site, etc...). Authorization to mess separately by virtue of residing with relatives will not be construed to fall within the meaning of exceptional circumstances. Authorization will be fully justified in writing using a DA Form 4187 authorizing Soldier to mess separately and approved by the company commander.

Members receiving BAS while in possession of a meal card will have the payment for government provided meals made by mandatory pay account collection. When Commander requires mandatory collection, the pay account collection will be made for all meals available, whether the meals are actually eaten or not. BAS will show on the LES in the entitlement column and a meal deduction will show in the deduction column at the reduced rate. Meal deductions may be required in the following situations:

- (a) Issuance of Meal card, (b) Field Exercises where MRE's and/or DFAC Mermites are provided, (c) Group Travel, (d) Field duty/Sea Duty, (e) Accession Pipeline Military Training

OFFICERS

Normally, officers, regardless of grade, are entitled to BAS on a monthly basis. Unless a single officer is serving a hospital internship, participating in authorized international amateur athletic competition, training on a fellowship, or

in a non-pay status an officer's BAS will run uninterrupted. Adjustments will be made for field duty and certain confinement periods.

CUSTOMER SERVICE

PAY INQUIRIES AR 37-104-3

1. The pay inquiry system is designed to give the Soldier a chance to get any finance questions answered or problems solved expeditiously. The system gives the unit commander the opportunity to screen all pay problems within the unit, or PAC eliminating lost productive time from sending Soldiers to finance needlessly. Each PAC supports those Soldiers in its respective organization and is the first link in the finance chain to resolve pay inquiries.

2. The primary document for the resolution of any pay inquiry is the DA form 2142. Usually the Soldiers' presence is not required at the finance office for resolution of pay problems. Normal pay related issues such as promotions, reductions, reenlistment, bonuses, allotments, and entitlement starts, stops, or changes can be performed at the unit level. In instances such as these, Soldier should report to their orderly room/PAC office to seek finance assistance. Soldiers who have pay issues that cannot be resolved at the unit level should be directed to the servicing finance office with a DA form 2142 and PAC slip in their possession.

3. The following categories require the Soldier's presence:

- a. Initiation of stop payment on checks, DD forms 2660.
- b. Debt Collection (i.e.: remission of cancellation, unexplained debts, erroneous debts).
- c. Request for casual pay, advance pay, and PCS entitlements.

4. **PAY INQUIRY PROCEDURES: GENERAL:**
All Soldiers wishing to submit a pay inquiry should **FIRST** utilize the service of the PSNCO/PAC instead of visiting the Finance office. If the inquiry is of a routine nature, the DA Form 2142 will be forwarded to the servicing

Finance Section and a reply will be furnished within 72 hours from the date of receipt.

a. Personnel will initiate the pay inquiry at the unit. Soldiers will complete Section 1 of DA 2142 with any supporting documentation and forward through the company to the unit PAC office.

b. DA 2142 must be completed in sufficient detail to fully explain the Soldier's problem. The DA 2142 will not be used for the purpose of submitting documents such as starts, stops, or changes for entitlements and/or allotments. All documents of this nature should be forwarded via a UTM (Unit Transmittal Letter) to the Finance office.

c. The PSNCO will review the DA Form 2142 and attempt to resolve the problem without having the Soldier leave the place of duty. If the PSNCO is unable to resolve the pay inquiry and the inquiry is of a routine nature, forward the DA Form 2142 to Finance.

d. The Soldier will be directed to go to the Finance office in person, only when the problem is **NOT** of a routine nature and requires the Soldiers presence at the Finance Office. Soldiers should not be sent to the finance office on a walk in basis on Paydays. These days are reserved for Soldiers with no pay due related emergencies.

Special Actions

Accessions AR 190-9 Chapter 5

A service member who is AWOL/DFR/Confined past their original ETS date in the military pay system will be administratively separated from the pay system. They will need to be accessed back into the military pay system when they are returned for duty.

Finance Requirements:

1. 2 typed DA4187's bringing the SM back PDY -

Remarks must state "Restoring the Soldier to a full duty status for purpose of making good lost time"

2. DA Form 1506 in chronological order with all substantiating documents per time frame listed.

- a. DD Form 4/1
- b. DD Form 4/2
- c. DD Form 4/3 (Delayed Entry Program only)
- d. All DA Form 4187's
3. DA Form 5960
4. W-4
5. DA Form 3685 (pay election form)
6. SF 1199A (Direct Deposit Form)
7. DD Form 2058 (State of legal residence)
8. DD93/SGLI

Once all documents are received and filled out, bring entire packet to the Special Actions Section BLDG 1220 for processing.

Debt Management

Debt Proration

USC Title 5 PART III Subpart D Chapter 55 Subchapter II Section 5514 (a)(2)

When a Soldier incurs a debt, does the entire debt have to come out of their pay in one month?

No. Soldier's who incur a debt with the United States Government are authorized to request the debt be collected in full or prorated over a period of months not to exceed the number of months the debt covers (i.e. overpaid housing allowances for an 8-month debt period can be prorated over 8 months) or current date of separation, whichever is less. In addition, debt collection should be a minimum of \$100.00 per month.

The Service member may request proration over three months with no administrative fee or interest charge via email, by turning in their debt notification letter, or in person. Requests to prorate debt over more than 3 months must be requested via a memorandum signed by the Commander and include a statement that the Service Member is aware that there will be a one-time \$15 administrative fee and interest (currently 2.125%) will be charged. The Defense Military Pay Office Director is the final approval authority for requests to prorate the debt collection.

Processing

Military to Military Family Separation Allowance (FSA) DoDFMR Vol. 7A, Chapter 27

Family Separation Allowance became payable to both members of a married couple on October 1, 2008, regardless of whether they are serving in the same or different branches of service.

In order to qualify, the couple must have been **residing together** with their dependents prior to being involuntarily separated from their family.

Each service member receives the full amount of the monthly allowance from the date of detachment from the old permanent duty station (or the first day of authorized travel if authorized proceed time or leave is involved) until he or she is no longer assigned to the qualifying duty assignment. The allowance will continue for the other member until that member is no longer assigned to a qualifying duty assignment.

Example: Member A, E-6, is married to member B, E-7. Member A and member B reside together with their 2 children in Colorado Springs, CO, near both their duty stations. Member A receives orders and reports to Afghanistan. FSA begins on Member A's date of detachment from the old permanent duty station (or the first day of travel if proceed time or leave is authorized). Member B and their 2 children continue to reside together in Colorado Springs. Member B receives orders 3 months later and reports to Iraq. Their children remain in Colorado Springs with Member B's mother. FSA begins on Member B's date of detachment from the old permanent duty station (or the first day of travel if proceed time or leave is authorized). Both member A and B continue to receive the full amount of FSA in their own right, until either or both depart their qualifying duty locations.

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 Debt Management	526-6257 526-5795
Building 1220 Lobby Disbursing	526-2607 526-5151
Building 1220 Lobby In & Out Processing	526-1302 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 526-4233
Building 1218 Room 229 Wounded Warrior	524-0315
Building 1220 Room 140	
230th Financial Support Unit	
Commander	526-1534
First Sergeant	524-1130