



FINANCE MATTERS

Defense Military Pay Office

Fort Carson, CO

May 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 February 2012.

Installation Timeliness:
89.96%

Other Sites Supported:

Timeliness Rate: 96.60%

TOP 3 LATE DOCUMENTS

Leave (552)
Basic Housing Allowance (237)
Family Separation Allowance

Unit/Brigade	Percentage	Unit/Brigade	Percentage
MEDDAC	98.94%	AFSB	100%
4 TH COMBAT AVN BDE	100%	534 TH SIGNAL CO	100%
152 ND MCT	100%	2 ND TRANS CO	100%
183 RD MAINT CO	100%	59 TH MP CO	97.56%
110 TH MP CO	100%	759 TH MP CO	97.94%
DENTAC	100%	53 RD SIGNAL BN	100%
WTB, A CO	100%	WTB, C CO	100%
WTB, HHC	100%	1/12 TH INF BN	98.85%
242 ND ORD BN	97.56%	749 TH ORD CO	100%
704 TH BSB	98.35%	Mission Support Element	100%
7 TH INF DIV, IRT	100%	2 ND BCT REAR	100%
573 RD MCT	100%	1-67 TH AR BN	98.04%
3-16 TH FA BN	100%	1-2 AVN BN	99.00%
4 TH ID BAND	100%	549 TH QTRMSTR	100%
2-77 TH FA BN	100%	USAG	98.21%

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

APRIL'S UCFR – Turn in NLT COB Wednesday, 04 April 2012

Midmonth Cutoff – Monday, 07 May 2012 to affect mid-month pay

End of month Cutoff – Thursday, 24 May 2012 to affect end-of-month pay

May'S UCFR distribution is tentatively scheduled for Wednesday, 30 May

DMPO CLOSURES

Memorial Day – Monday, 28 May 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. Various 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 be contacting 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, 17 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.

INFORMATIONAL ARTICLES

Basic Allowance for Subsistence and Meal Collections Verification

DoDFMR, Vol. 7A, Chapter 25

Defense Finance and Accounting Services (DFAS) tasked all military pay offices with verifying (through unit PACs) a Soldier's continued authorization of specific pay entitlements. Units S-1 personnel must review the listings for accuracy and attach all supporting documentation to validate the authorization for the pay entitlement. It is imperative all entitlement verification reports be returned to building #1220, room 143 by the provided suspense date. Timely input will allow Soldiers to receive their correct entitlements and avoid unnecessary debts. Late reports will require a Letter of Lateness from Unit Commander. Failure to submit recertification may result in termination of entitlement. The following entitlement requires Unit Commanders verification:

- ✓ Basic Allowance for Subsistence (BAS): DoDFMR, Vol. 7A, Chapter 25
- ✓ Meal Collections: DoDFMR, Vol. 7A, Chapter 25, P:250105
- ✓ Suspense Date: **Friday, 25 May 2012**

NOTE:

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



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. Units' S-1 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 are authorized PTDY leave have a need to relocate or conduct job searching activities during the requested dates.

Basic Allowance for Housing- Difference (BAH DIFF)

JFTR, Chapter 10

BAH-Diff is regulated by chapter 10 of the Joint Federal Travel Regulation (JFTR). Per JFTR, Chapter 10, Paragraph U10008 BAH-DIFF is defined as the difference between with and without dependents BAQ rates.

- ✓ If a member is assigned to single-type Government quarters of housing facility (barracks) under the jurisdiction of a Uniformed Service and is authorized BAH only by reason of the member's payment of adequate child support, the member is authorized only BAH-DIFF. In other words a Soldier that resides in the barracks and is paying child support is only entitled to BAH DIFF. A member is not authorized BAH-Diff if the child support payment is less than the member's applicable pay grade BAH-DIFF amount.



- ✓ Legal Separation Agreement or Court Order Stating Support Amount. If there is a court order or legal separation agreement stating the support amount, a member must contribute to the dependent's support the amount specified therein, but in no case may the support payments be less than the applicable BAH-DIFF rate.
- ✓ Adequate Support. If the support requirements are not established by court order of legal separation agreement, a member must provide a support amount that is not less than the BAH-Diff rate applicable to the member's grade. The support amount required to retain or receive a housing allowance for a dependent does not necessarily mean that such amount is adequate to meet the Service concerned policy as to what constitutes adequate support in the absence of a legal separation agreement of court order. See the PDTATAC website: (<https://secureapp2.hqda.pentagon.mil/perdiem/>) for BAH-DIFF rates.
- ✓ A member not assigned to Government quarters, who is authorized BAH or OHA on behalf of a dependent solely on the basis of payment of child support, is authorized with dependent housing allowances.(either BAH of OHA)

Absent Without Leave (AWOL)

AR 630-10

Absent Without Leave is determined by the Unit Commander (IAW AR 630-10). When a determination is made that a Soldier has entered into an unauthorized absence status, the unit commander will prepare and forward DA Form 4187 (Request for Personnel

Action) to the Provost Marshall Office (PMO) and to the Defense Military Pay Office (DMPO) for processing.

- ✓ The unit must prepare AWOL Information Sheet, FC Form 1398-4 and DA Form 4187 and furnish to PMO for a date stamp.

For Drop from Rolls (DFR), the following actions must be followed after the Soldier has been placed on status by Unit Commander:

- ✓ Complete DA Form 4187 reporting the soldiers' change of duty status from AWOL to DFR and submit to PMO and DMPO.

Upon return to duty (PDY) status from AWOL or DFR the Unit must prepare a DA Form 4187 (i.e. DFR to PDY) that must be hand carried to their Personnel Services Branch. Unit S1 personnel must notify PMO of duty status change and provide a copy of the DA Form 4187 to Finance (DMPO) with the AWOL APPREHENSION stamp in order to place Soldier back to PDY Status on the Military Pay System.

Leave Control Measures

AR 600-8-10

AR 600-8-10 is the Army Regulations that governs and control leave policies. Leave is a privilege that is approved by the commander and the DA Form 31 is the substantiating document for leave.

Leave accrues at the rate of two and a half days per calendar month or 30 days per year. Leave accrues for prorated portions of a month at the rate of one half day every six calendar days. Finance maintains the ETS leave balance on the Soldier's Master Military Pay Account (MMPA) and is reflected on the Soldier's LES through his or her ETS date. Soldiers may be advanced up to 30 days leave or the number of days leave they will earn through their ETS date, whichever is less.

The Battalion S-1 (BNS1) maintains the leave control log and submits completed leave forms to finance for processing. Once leaves are input by finance, they are placed in the Soldier's Military Pay Account as a matter of permanent record. **Because of this, each BNS1 must insure that accurate data is given to finance so that corrected leaves for Soldiers will be kept to a minimum.**

Insuring accuracy of leave input is the responsibility of the BNS1. The following regulations explain the steps to be taken to process or correct ordinary leave:

- ✓ AR 600-8-10

-  Table 12-3: Processing approved ordinary leave through departure/return to same unit.

 Table 12-13: Correcting chargeable leave

Commanders must insure that their Soldiers adhere to the rules and guidelines stated in AR 600-8-10 for signing out and in on leave. This will minimize the amount of leave corrections being submitted to finance.

Soldiers Readiness Processing

In order to ensure that deployment entitlements are stopped on the correct date and Soldiers receive no overpayment of entitlements, Soldiers must provide one of the following documents during their re-deployment processing:

- ✓ The manifest that they returned on.
- ✓ Release from theater orders.
- ✓ Redeploy orders with date of departure from theater listed.

If you have any questions or concerns in reference to this new requirement, please give us a call at 719-526-9812; Fax 719-526-8475.



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