



FINANCE MATTERS

Defense Military Pay Office

Fort Carson, CO

September 2014

INSTALLATION TIMELINESS

96.29%

OUTLYING SITES TIMELINESS

74.62%

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 (571)
- (2) BAH (162)
- (3) FSA (110)

| Unit/Brigade | Percentage | Unit/Brigade | Percentage |
|-------------------------------------|------------|------------------------------|------------|
| MEDDAC | 98.36% | 573RD MOVEMENT CONTROL TEAM | 100% |
| 1-8 INF BN | 97.94% | 1-4TH ID DSTB | 97.02% |
| ARMY FIELD SUPPORT BATTALION-CARSON | 100% | 2-1 CAV | 97.65% |
| 2ND BN, 23RD IN | 97.80% | 4-9 INF RGT | 97.63% |
| 3RD BDE | 99.12% | 1-66th AR BN | 98.55% |
| 4 CAB | 98.84% | 2nd BN, 12th FA | 99.09% |
| 59TH QTR MASTER | 98.06% | 4ID BAND | 100% |
| 43RD SB | 97.80% | 308th MI BN | 100% |
| 152ND MOVEMENT CONTROL | 100% | 1-4 ATTACK RECONNAISSANCE BN | 100% |
| 68TH CSSB | 100% | WORLD CLASS ATHLETES | 100% |
| 247TH QTR MSTR CO | 98.63% | 4TH BDE | 100% |
| 127TH MP CO | 100% | 4/4 BSTB | 98.44% |
| 759TH MP BN | 97.45% | 1/12TH INF | 98.08% |
| 440th CIVIL AFFAIRS BN | 100% | 7TH INF DIV (L), IRT | 100 |
| DENTAC DET | 97.67% | | |

IMPORTANT DATES

Midmonth Cutoff
Tuesday 2 September 2014
To affect mid-month pay

End of Month Cutoff
Friday 19 September 2014
To affect end-of-month pay

UCFR Pickup
Tuesday 30 September 2014

UCFR Turn-in
Wednesday 8 October 2014

PAC CERTIFICATION COURSE

The Fort Carson Defense Military Pay Office will be hosting a one day PAC Certification Course **Thursday 18 September at 0900 in Bldg 1220**, 1st Floor Conference Room. The course is held every month and the next quarter's dates are as follows: Oct 16, Nov 13, and Dec 18.

The purpose is to train S-1 personnel in the areas of pay and entitlements. There will also be training held on the iPERMS record reconciliation process. We will cover the Key Supporting Document (KSD) listing as it pertains to Finance entitlements. Pre-registration is required: Please see your training NCO to register through ATRRS prior to training. If you are having difficulties registering through ATRRS, send an e-mail to jay.b.miles.civ@mail.mil to reserve seats and we will manually input the attendance to ATRRS after the course.

DMPO CLOSURES

Monday 1 September 2014 – Labor 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.

ETS/Retirement briefings are available online –

All ETS and Retirement Briefings will now be online at the below links:

<http://www.carson.army.mil/dhr/DHR/MPD/PPB/RetirementServices.html>

<http://www.carson.army.mil/dhr/DHR/MPD/PPB/Transitions.html>

<http://www.carson.army.mil/dhr/DHR/MPD/PPB/Briefings/Presentations.html>

Finance Separation and Retirement Technicians are available to answer questions – BLDG 1218 RM 230 or at 719-526-8294 or 719-526-0507



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

Disability Severance Pay
Reference: DODFMR Vol 7A Chapter 34 par 350401

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

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

Formula: Base pay * 2 * Years of active service

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

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.

**Important Change Effective Jan 2013

Military Pay E-Message 13-007- Disability Severance Payments over 100,000 will be paid to the Soldier in two separate payments. The first payment will be released with the final pay check to the Soldier within 5-15 days. The remaining portion will be released approximately 45-60 days after the Soldiers Date of Separation (DOS).

TRAVEL

PCS Travel Advances
Milper Message 13-198

All Soldiers who are PCSing to a new duty station MUST use a government travel credit card (GTCC), for all PCS related expenses when the following is stated in their orders

The following statement will be included in all orders if the use of a GTCC: is authorized.

"USE OF THE INDIVIDUAL BILLING ACCOUNT (IBA) / GOVERNMENT TRAVEL CHARGE CARD (GTCC) IS AUTHORIZED IN ACCORDANCE WITH THE OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT AND COMPTROLLER) MEMORANDUM DATED 9 JUNE 2009, SUBJ: USE OF THE GOVERNMENT TRAVEL CHARGE CARD

(GTCC) FOR PERMANENT CHANGE OF STATION (PCS) EXPENSES. THE FOLLOWING CHARGES ARE AUTHORIZED WHILE IN A PCS STATUS: (A) TRANSPORTATION, (B) LODGING, (C) MEALS, (D) TEMPORARY QUARTERS SUBSISTENCE EXPENSES AND (E) APPROVED HOUSE HUNTING EXPENSES. REIMBURSEMENT FOR TRAVEL AND TRANSPORTATION EXPENSES WILL BE LIMITED TO THE MOST DIRECT GSA CITY PAIR FARE AVAILABLE BETWEEN THE OLD AND NEW PERMANENT DUTY STATION. IF GSA FARES ARE NOT AVAILABLE REIMBURSEMENT WILL BE BASED ON THE MOST COST EFFECTIVE, GOVERNMENT PROCURED, TRANSPORTATION AVAILABLE BETWEEN THE OLD AND NEW PERMANENT CHANGE OF STATIONS. THE GTCC WILL NOT BE USED TO PURCHASE DISCRETIONARY TRAVEL (IE LEAVE), CIRCUITOUS ROUTINGS OR TRAVEL TO/FROM DUTY LOCATIONS NOT STATED IN THE ORDERS. THE SOLDIER MUST USE A GOVERNMENT TRAVEL OFFICE TO PERSONALLY PROCURE TRAVEL ARRANGEMENTS. PURCHASE OF TRAVEL THROUGH A COMMERCIAL ON-LINE SERVICE OR COMMERCIAL TRAVEL AGENT IS NOT AUTHORIZED."

THE SOLDIER MUST CONTACT THE GAINING ORGANIZATION IF THERE IS NOT AN AVAILABLE GOVERNMENT CONTRACTED TRAVEL OFFICE AVAILABLE

The Finance office will no longer issue PCS travel advances to include DLA, Travel Per Diem or mileage advances. The lone exception is DITY advances.

The Soldier will use their GTCC card for the following expenses incurred during a PCS

Hotels (lodging) during authorized travel days and during 10 days of TLE
Purchase of fuel during these travel days,
Other PCS related expenses when arriving at new duty location.

It is the soldier's responsibility to ensure the unit has activated the card for PCS use.

If a soldier does not currently hold a GTCC, the soldier is to request a GTCC thru their unit. If they are denied a GTCC the soldier can come to finance with the denial notification and we will

process the advance to DFAS Rome for payment.

If the soldier does not wish to apply for the GTCC, that is their option; however, if the above statement is in the soldiers PCS orders we cannot process any advance travel request, beyond a DITY advance.

This message has recently begun appearing in all orders from Ft. Carson and we have noticed this message appearing in orders for soldiers arriving to Ft. Carson.

MPR

Army Wide FLPB Audit

Foreign Language Proficiency Bonus (FLPB) is a special pay given to members of the United States Military who demonstrate proficiency in one or more foreign languages. FLPB is available to both Officers and Enlisted Service Members who have been deemed proficient via the Defense Language Proficiency Test (DLPT). Upon passing the DLPT, the entitlement is authorized for 1 year; therefore, recertification is necessary annually.

Recently, a review was done by a Government Audit Agency where it was determined some Service Members are in receipt of FLPB outside the boundaries of Army Regulatory Guidance. Specifically, the authorization and payment of FLPB is covered by Army Regulation 11-6 and the most recent Language Listing per ALARACT 236/2013. In response to these findings, Congress has mandated that all Services (Army, Air Force, Navy, etc.), Components (Active, National Guard, and Reserve) and the Department of Defense have auditable financial records by FY 17. To adhere to this mandate, it is imperative that an Army-Wide recertification of FLPB be conducted. To comply with this request, it is required that each Service Member receiving FLPB payment, have a copy of their most recent test scores (DA 330) and Authorization orders be on file in both the finance office and at the unit level.

To ensure compliance with this request, a listing of all Service Members in each unit who are receiving FLPB is being distributed to the Battalions. For each Service Member listed, a copy of the Service Member's most recent DA 330 and Orders must be returned to the finance office with a suspense date of September 15, 2014 for recertification. Failure to submit

requested paperwork by the aforementioned suspense date WILL result in the termination of the Service Member's FLPB entitlement. Also, upon completion of the FLPB Audit, those accounts deemed to be receiving unauthorized entitlements to FLPB in error will be terminated immediately. The debts caused by this termination will be suspended to allow for notification and due process.

Any questions should be referred to Mr. Jason Weeden @ (719) 526-6262 or jason.w.weeden2.civ@mail.mil.

Block 7: Circle the "WITH DEPENDENTS"
Block 8: Check the correct dependency status (Include blocks 1-6 if they pertain)
Block 9: Check block d. NOT AVAILABLE
Block 10: List your dependents, beginning with the primary dependent
Block 11: Initial both blocks
Block 12: Leave blank
Block 13: Soldier sign
Block 14: Soldier Date
Block 15: Leave blank
Block 16: Leave blank

CUSTOMER SERVICE

Completing a DA 5960 for Basic Allowance for Housing (BAH)

Soldiers authorized to receive BAH at the without dependent rate must complete the following blocks on the DA 5960 to begin receiving BAH:

Block 1: Name
Block 2: Social Security Number:
Block 3: Grade
Block 4: Select a type of Action
Block 5: Your Duty Location (ex: Fort Carson, Co. 80913)
Block 6: Date of Action (the date that changed your BAH type)
Block 7: Circle the "WITHOUT DEPENDENTS"
Block 8: Check the correct dependency status
Block 9: Check block d. NOT AVAILABLE
Block 10: Leave blank
Block 11: Leave blank
Block 12: Leave blank
Block 13: Soldier sign
Block 14: Soldier Date
Block 15: Leave blank
Block 16: Leave blank

Soldiers authorized to receive BAH at the with-dependent rate must complete the following blocks on the DA 5960 to begin receiving BAH:

Block 1: Name
Block 2: Social Security Number:
Block 3: Grade
Block 4: Select a type of Action
Block 5: Your Duty Location (ex: Fort Carson, Co. 80913)
Block 6: Date of Action (the date that changed your BAH type)

SPECIAL ACTIONS

Family Separation Allowance

DoD FMR Volume 7A, Chapter 27

Soldiers are authorized family separation allowance (FSA) when they are separated from their dependents for more than 30 consecutive days. FSA is not payable until the 31st consecutive day that the Soldier is separated from their dependents. The FSA entitlement will be back paid to the date the Soldier was separated from their family, prorated on a daily basis at a rate of \$8.33 per day. To start FSA, the Soldiers S1 must submit a completed and signed DD 1561 and the Soldiers orders after the 31st consecutive date of being separated. Should a Soldier not receive FSA while separated from their family, the soldier may submit a completed and signed DD 1561, travel orders, and a settled travel voucher. The FSA entitlement will be paid in the Soldiers regular monthly/biweekly pay checks.

Required documents: DD 1561
Travel Orders
Settled Travel Voucher

DEBT MANAGEMENT

Debt Avoidance Process

The debt avoidance program is designed to prevent and reduce out-of-service debt to the U.S. Army. In accordance with this program on Fort Carson, separation orders are not issued until Finance is notified that a Soldier is being considered for administrative separation. With this advance notice we can take steps to ensure

that debts Soldiers owe the Army are collected in full before separation.

Chief among these steps is that we will accelerate collection of any debts that are currently being collected over time. Secondly we will change the Soldier's pay to once a month. This allows the Soldier to have pay available to collect last minute statement of charges debts, Article 15s and AER loans coming due. Too often Soldiers have been hit with large debts immediately before separation, and do not have sufficient pay available to pay them off. The out-of-service debt collection process is no fun for anyone involved, so we take all available steps to avoid it. Please be aware that we are changing all chaptering Soldiers' pay options to once a month in accordance with this program, so if a chapter is later denied or gets delayed, the Commander must inform us in writing so that we can change the Soldier's pay back to twice a month if appropriate.

PROCESSING

Timeliness

References: DA Pam 600-8 and the DMPO Bluebook

It is expected that service members are paid accurately and on schedule; however, there are numerous reasons this may not happen. Sometimes this can be attributed to the Soldier NOT properly filling out the paperwork before surrendering the financial documents to the finance office or to the S-1, as they forward them to the finance office. There are many other reasons that Soldiers are not compensated in a timely manner. Such as having incorrect information this furthermore ties into the article from the previous month about Soldiers PACIDNs being correct.

We are not placing blame on any one person or office. We are simply emphasizing the importance of things being turned into the Finance office correctly and in a timely manner. We need to ensure that S-1's are coming to the Processing Office at a minimum of two - three times a week, and daily is recommended. Frequent visits guarantee service members' financial paperwork is closely scrutinized for

corrections and returned to the unit for action.

The documents in the unit distribution boxes at the Processing office are a focal point for the continuation of on-time pay. Lack of document retrieval creates: delays, roadblocks, back and forth paper chase, and poor service. The Soldiers are the ones that suffer from this procrastination. We realize that most S-1s are dedicated individuals; however, there are times that an S-1 is not afforded the time to get to the finance office several times week. The Processing Office understands that S-1s have a plethora of different things to do. If an S-1 is having an issue getting down to the Finance Office several times a week, they should call 526-8325 to inquire about their unit distribution box. The Processing Section personnel are happy to provide a quick brief on the status of the unit's distribution box as long as the S-1 is on the access roster. All attempts should be made to pick up the paperwork in the distribution boxes.

We all are learning to do more with less. That is also true with ensuring that Soldiers get paid on time and correctly. It is not just one person's or office's responsibility to ensure that this happens; it is everyone's responsibility from the Soldier all the way up to the local Finance office and higher. Downsizing or rightsizing means doing more with less and this process affects every department of the U.S. Army. The Finance Department meets the challenge head on. It is incumbent the S-1's, associates, trainees, rear D personnel, and all offices associated with pay, realize the importance of pay documents being filled out properly with the correct supporting documents attached and the correct signatures in the correct places. It is important for Soldiers to be able to trust that they are receiving the best possible care from their Finance along with the proper support from their units. It is our job as a Finance Office to ensure that once we get the documents in our office that they are worked quickly and efficiently to keep the Soldier paid on time, every time!

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

| | |
|---|-------------------------|
| 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 |
| 230th Financial Support Unit | |
| Commander | 526-1534 |
| First Sergeant | 524-1130 |