



TOTAL SUPPORT

HOURS OF OPERATION

FORT BELVOIR Bldg 219

Mon-Fri 0800-1500

PENTAGON RM 1B849

Mon-Fri 0800-1500

FORT MYER Bldg 202 Basement

Mon-Fri 0800-1500

Permanent Change of Station (PCS) to the National Capital Region

Things that cause Pay delays:

1. Incomplete DA-31 (sign out/sign in blocks) not signed by outgoing and incoming unit
2. DA-31 not stamped and signed by housing for Permissive TDY prior to starting PTDY
3. DA-31 not signed by Home Town Recruiting Station
4. Travel Voucher (1351-2) does not match DA-31
5. Soldier not marking all appropriate blocks on the travel voucher prior to submission.

Hot Topics

Monthly Finance Reports

- a. Unit Commander Finance Report (UCFR)
- b. Expired Term of Service (ETS)
- c. Entitlement Verification (HFP/CZTE, HDP & FSA)
 1. All reports are printed and distributed monthly to Commanders & PAC's.
 2. Commanders & PAC's are responsible for reconciling against Unit Personnel. Accountability Report (AAA-162)
 3. **Return** to Finance by the suspense date established by MilPay, Chief of Processing.
 4. Failure to meet the suspense date could have an adverse affect on Soldier's Pay.

For Successful Retirement/Separation

- a. Ensure all ordinary leave has been processed prior to date of final transition appointment.
- b. Ensure orders and DD214 match i.e....Date of Separation and Disability Codes.
- c. Ensure Years of Service are correct prior to date of final transition appointment.
- d. Do not close out direct deposit bank account for at least 6 months after date of separation.
- e. Turn in all documents 90 days prior to date of separation.

Hardship Duty Pay – Location (HDP-L)

Hardship duty pay-Location (HDP-L) for certain Japan locations, has designated the following locations in Japan as hardship duty locations at the rate of \$50.00 per month: the Tokyo Capital Region, and the prefectures of Aichi, Kanagaw, Akita, Aomori, Chiba, Fukushima, Gunma, Ibarqki, Iwate, Miyagi, Nagano, Niigata, Saitama, Shizuka, Tochigi, Yamagata and Yamanashi.

Continuing Resolution Act (CRA)

The Continuing Resolution Act (CRA) was passed and approved through midnight on April 15, 2011. Soldiers will be paid on time 15 April 2011 (mid-month pay) for all pay earned prior to the expiration of this new CRA. It is anticipated that the new budget package will be signed by Friday for the remainder of the 2011 fiscal year (September 30th 2011).

FINANCE POINTS OF CONTACT

S. L. Witherspoon DMPO Director	(703) 805-5318
SGM Stephanie Rhodes Operations SGM	(703) 805-3958
Barbara Smith, Chief, MilPay Customer Service Ft. Belvoir	(703) 805-3949 or 805-2501
Lance Messick Chief, MilPay Processing Fort Belvoir	(703) 805-3946 or 805-2501
Jacqueline Haylock Chief, MilPay Operations Fort Myer	(703) 696-3021/3522/3523
Patricia Crater Chief, MilPay Operations Pentagon	(703) 697-4760 or 692-9276