



Defense Military Pay Office-NCR

"SERVICE TO SOLDIERS"

TOTAL SUPPORT

December 2011



SUCCESSFUL READINESS

HAPPY HOLIDAYS!!! It is time for resolutions, new beginnings and penny pinching. The **HOT TOPICS** this season are military pay advance, housing allowance advance and document submission.

1. Military pay advances are authorized during PCS moves. Soldiers may request a Military Pay Advance on a DA Form 2560 along with a copy of PCS orders and DA 31. Soldiers, E-5 and below; section V must be completed by your commander.
2. If requesting more than one pay advance; regardless of rank; sections II and V must be completed on the DA Form 2560.
3. Soldiers authorized to reside off-post may request a housing allowance advance using a DA Form 4187 along with a copy of lease (signed by Soldier and property manager) and proof of expenses incurred to establish utilities.
4. 72 hours after approval the payment will be direct deposited into requesting Soldier's account.
5. **NOTES:** The Defense Military Pay Office (DMPO) is the approving authority for ALL advance pay requests.

It is DFAS goal to lead DOD's finance and accounting by ensuring the delivery of efficient, exceptional quality pay and financial information. It is our mission to provide timely and accurate military pay services to all Soldiers.

1. We have taken into consideration late pay of documents have caused thousands of dollars in out of the service debt and under payment to our Warfighters that defend our country 100% of the time with their life on the line; therefore, we should make every effort to pay them on time and make necessary corrections 100% of the time.
2. Commanders must review Entitlement Verifications and Unit Commander Financial Reports (UCFR) monthly to ensure all assigned Soldiers are paid accurately.
3. As of 1 July 2010, all document submitted late must have a justification memorandum signed by the command: more than 30 days 0-5 or above, more than 90-days 0-6 or above, more than 120 days 0-7 or above.

HELPFUL HINTS

Upon out processing the DMPO will ensure the accumulative leave balance found in the Leave Master Record (LMR) is properly maintained and agrees with DA 31(s).

S-1's **MUST** sign the Leave Verification statement indicating that all leave dates for all Soldiers performing tours over 30 days has been accounted for and processed. If not, at that time DA 31(s) should be submitted to process leave taken to an ensure accurate LMR balance.

PAC/S-1 may request the leave reconciliation weekly or monthly for RC Soldiers to ensure the Reserve LMR matches the Unit LMR.

DMPO—NCR Office Hours

FORT BELVOIR Bldg 219

Mon-Fri:

0700-1200; 1230-1500

FORT MYER Bldg 202 Basement

Mon-Fri:

0700-1130; 1200-1500

PENTAGON Room 1B849

Mon-Fri:

0700-1200; 1230-1500

!!!NOTICE!!!!!!

Commanders remember Unit Commanders Financial Reports (UCFR), Estimated Time of Separation (ETS) Listings and Entitlement Verifications are due on the 10th of EVERY MONTH. Unless, the 10th falls on the weekend and the reports will be due the last business day before the 10th.

OFFICE HOURS EFFECTIVE 19 DEC 2011

BEGINNING 3 JAN 2012 PAC/S-1's located at Belvoir can drop-off transmittal letters from 0700-1130.

Customer comments matter, please visit our customer service surveys at the following websites:

Fort Belvoir- <http://go.usa.gov/00x>

Fort Myer- <http://go.usa.gov/002>

Pentagon- <http://go.usa.gov/09q>