



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.

Termination Hardship Duty Pay – Location (HDP-L)

Termination of Hardship Duty Pay – Location (HDP-L) for certain Japan locations, has terminated the following locations in Japan as hardship duty locations at a rate of \$50.00 per month: Tokyo Capital Region, and the prefectures of Aichi, Kanagawa, Akita, Aomori, Chiba, Fukushima, Gunma, Ibaraki, Iwate, Miyagi, Nagano, Niigata, Saitama, Shizouka, Tochigi, Yamagata, and Yamanashi

Selective Enlistment Bonus

Soldiers who are in a combat zone and receiving payments of a Selective Enlistment Bonus (SEB) should be taxed on their bonus installments. All enlistment contracts were signed in a non-combat zone, therefore they are all taxable payments.

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