



Defense Military Pay Office-National Capital Region (DMPO-NCR)

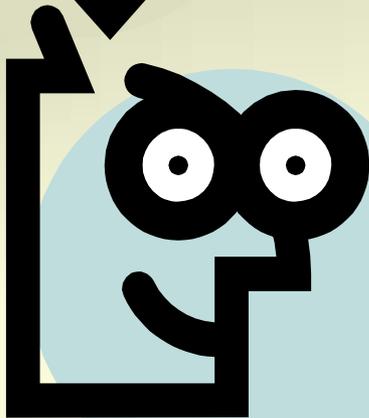
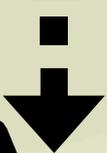
Personnel Action
Center (PAC)
Certification Course,
April 2010





REFERENCES

- ❖ DoD FMR Vol. 7A
- ❖ JFTR, Vol. 1
- ❖ AR 600-8-10
- ❖ AR 601-2
- ❖ AR 37-104-4
- ❖ DFAS-IN Manual 7-1





Defense Military Pay Office-National Capital Region (DMPO-NCR)

AGENDA

- Introduction
- Finance Pre-Test
- PAC Responsibilities
- Pay Timeliness
- Sample Documents
- Pay Inquiries
- Casual and Advance Pay
- Debts
- AWOL, Confinement, Desertion
- Statement of Charges
- Financial Liability Investigation of Property Loss (FLIPL)
- Deployment Entitlements and Info
- Reports
 - UCFR
 - ETS Listing
 - Entitlement Verification
 - DROT





Defense Military Pay Office-National Capital Region (DMPO-NCR)

FINANCE PRE-TEST

Who plays key roles in ensuring our Soldiers' pay and entitlements are correct and timely?

- a.) Finance
- b.) Unit leaders
- c.) Unit PACs
- d.) Soldiers
- e.) All of the Above

Who is responsible for reviewing and signing the Unit Commander's Finance Report?

- a.) The Unit PAC
- b.) Finance
- c.) 1SG
- d.) Company Commander

Which is more dangerous?

- a.) Paying a soldier too little
- b.) Paying a soldier too much





PAC Responsibilities

- Turn documents in daily on Unit Transmittal Letters/Memorandums (UTLs/UTMs)
- Check unit boxes daily at Finance Office for rejected documents, copies of signed TLs, etc
- Reconcile Daily Report of Transactions (DROT) against UTLs/UTMs
- Reconcile Leave Transaction Report
- Return signed UCFRs and AAA 162 **with supporting documents** to local FO after verifying against the unit accountability report (i.e. If SM is receiving BAH w/o dep. and should receive BAH w/dep. rate, then a DA Form 5960 should be attached to the UCFR along with marriage /birth certificate)
- Assist soldiers in completing the DA Form 2142 (Pay Inquiry)
- Answer pay related inquiries; know when to send soldiers to the Finance Office





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PAY TIMELINESS

PURPOSE

- Defined as paying the Soldier all entitlements in the month earned
- 100% is the goal
- Requires constant assistance and coordination from the unit
- Common entitlements that are started/processed late
 - BAH (Basic Allowance for Housing)
 - HFP (Hostile Fire Pay)
 - CONUS COLA (





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Unit Transmittal Memorandum (cont.)

Sample Attached Listing to UTM

| | Last Name | Last 4 SSN | DA 3685 | DA 5960 | DA 4187 | DD 2558 | DD 1561 | DA 31 | DD 362 | W4 | OTHER | REMARKS |
|---|-----------|------------|---------|---------|---------|---------|---------|-------|--------|----|-------|---------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |





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Daily Register of Transactions (DROT)

- Report of transactions processed against soldiers in your unit
- Key points to look at:
 - Status – REJ (Reject)/PROC (Processed)/RECY (Recycled)
 - Tran – Type of transaction (Format ID and action indicator)
 - Proc Date – date transaction was processed
- If document was not processed after 5 business days, submit an inquiry to the F.O. requesting the status of the document. We may require your assistance to process the transaction.
- **The PAC and F.O. should be working together to account for 100% of submitted transactions processed timely—Soldiers should not have to inquire about anything submitted to the PAC/F.O.**





Defense Military Pay Office-National Capital Region (DMPO-NCR)

DROT EXAMPLE

Drot sites 100416.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Approval

Cut Copy Paste Format Painter Clipboard

Arial 10 Bold Italic Underline

Wrap Text Merge & Center

General \$ % .00 .00

Conditional Formatting as Table Styles

A10 fx

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|----------|-------|---------|--------|------|----------|----------|------------|----------|-------------|---|---|---|
| 1 | INPUTSRC | NAME | UpdateN | SVCSTA | FID | TRANSDE | HoldCard | LeaveContr | POSTDAT | DispCodeStr | | | |
| 2 | MA | JIMEN | 04-16 | 4809 | 6503 | REPORT | 06503106 | | 20100416 | Processed | | | |
| 3 | MA | JIMEN | 04-16 | 4809 | E503 | REPORT | BE503106 | | 20100416 | Recycled | | | |
| 4 | MA | JIMEN | 04-16 | 4809 | E506 | CANCEL | 0E506106 | | 20100416 | Rej*Part | | | |
| 5 | MA | JIMEN | 04-16 | 4809 | 6805 | CORRECT | 06805106 | | 20100416 | Processed | | | |
| 6 | MA | JIMEN | 04-16 | 4809 | 6804 | CHANGE | 06804106 | | 20100416 | Processed | | | |
| 7 | MO | AINSW | 04-16 | 4809 | DG01 | START IF | 0DG01563 | | 20100416 | Processed | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |





Example Format IDs/Action Indicators

Format ID

- AD= Dependent Allotment
- AS= Bank Allotment
- DF= Monetary Punishment
- DN= Meal Deduction
- E8= Non-judicial Punishment
- SB= Leave
- SC= Change PACIDN
- 35= BAH Marital Status
- 40= BAS
- 43= OHA
- 46= COLA
- 68= BAH Zip code

Action Indicator

- 01= Start
- 02= Stop
- 03= Report
- 04= Change
- 05= Correct
- 06= Cancel
- 07= Increase
- 08= Decrease





Defense Military Pay Office-National Capital Region (DMPO-NCR)

PAY TIMELINESS

- Defined as paying the soldier all entitlements in the month earned
- 100% is the goal
- Requires constant assistance and coordination from the unit
- Common entitlements that are started/processed late
 - BAH (Basic Allowance for Housing)
 - HFP (Hostile Fire Pay)
 - CONUS COLA (Continental United States – Cost of Living Allowance)
- Notify the F.O. immediately when soldiers change their dependency status (get married, have children, or send families back to the states or home of record)





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Types of Leave

- **ORDINARY** – chargeable leave time must be calculated and annotated on the leave form by the unit.
- **PCS & TRANSITION** – will be processed without an assigned control number. Annotate PCS or TERM in the control number block of the DA Form 31. The suspense copy will be hand carried by the departing Soldier to the F.O. during out-processing.
- **COT & TDY** – must be assigned control numbers and submitted to the F.O. just like ordinary leave for processing.
 - Soldiers must submit a Travel Voucher to the F.O. to request payment of per diem entitlements payable for travel days during deferred COT leave.
 - Soldiers must attach scanned copies of approved leave forms to DTS vouchers for audit purposes when leave is authorized in conjunction with TDY.
- **HOMETOWN RECRUITING ASSISTANCE PROGRAM (HRAP)** – must be approved by the Soldier's chain of command and submitted to the F.O. on a DA Form 31 during PCS in-processing. Block 13 must be signed by an O-5 or above. Block 17 of the DA Form 31 must have the following information:
 1. Statement of understanding
 2. HRAP start/stop dates
 3. Signature of recruiting station commander w/POC

**If the above information is missing in block 17, the Soldier will be charged for ORDINARY PCS leave.

**The soldier may have the leave re-credited to him/her if the recruiting station emails/faxes a reconstructed copy of the DA Form 31 with the appropriate information in block 17.
- **CONVALESCENT LEAVE** – non-chargeable leave that must be reported to stop meal deductions and can impact certain entitlements, such as COLA.
 1. Under 30 days – approved by unit commander, if recommended by medical officer.
 2. More than 30 days – approved by MEDCEN and MEDDAC commanders.



****Units should verify leave forms against the Leave Transaction Report.**



Defense Military Pay Office-National Capital Region (DMPO-NCR)

DA FORM 31 – REQUEST AND AUTHORITY FOR LEAVE

Admin DATA

| REQUEST AND AUTHORITY FOR LEAVE | | | | 1. CONTROL NUMBER | |
|--|-------------------------|--|---|--|--------------------------------|
| 2. NAME (Last, First, Middle Initial) | | 3. SSN | 4. RANK | | 5. DATE |
| 6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone) | | | 7. TYPE OF LEAVE <input type="checkbox"/> ORDINARY <input type="checkbox"/> FERMISSE/ETTY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> OTHER | | 8. ORGN. STATION AND PHONE NO. |
| 9. NUMBER DAYS SUM a. ACCRUED b. REQUESTED c. ADVANCED d. EXCESS | | | 10. DATES a. FROM b. TO | | |
| 11. SIGNATURE OF REQUESTOR | | 12. SUPERVISOR RECOMMENDATION SIGNATURE APPROVAL DISAPPROVAL | | 13. SIGNATURE AND TITLE OF APPROVING AUTHORITY | |
| 14. DEPARTURE a. DATE b. TIME c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY | | | | | |
| 15. EXTENSION a. NUMBER DAYS b. DATE APPROVED c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY | | | | | |
| 16. RETURN a. DATE b. TIME c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY | | | | | |
| 17. REMARKS | | | | | |
| Change the leave start from _____ to _____ | | | | | |
| PART II - EMERGENCY LEAVE TRANSFORMATION AND TRAVEL | | | | | |
| 18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to the station (garrison) designated by military orders. You are directed to report to the Army and Air Force Installation (AFI) of embarkation (AFI) or onward movement to the alternate destination airport designated by your transportation orders. All rail travel is chargeable leave. Travel must be established on without reservations or tickets for all travel except required transportation. Please pay travel voucher with a copy of your travel documents or boarding pass within 5 working days of your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave. | | | | | |
| 19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION | | | | | |
| For return military travel reservations in CONUS call the MCR Resmgr Reservation Gate (FRG) Should you require other assistance call FRG? | | | | | |
| 20. DEPARTURE UNIT | | 21. ARRIVED APOD | 22. ARRIVED APOE (return only) | 23. ARRIVED HOME UNIT | |
| PART III - DEPENDENT TRAVEL AUTHORIZATION | | | | | |
| 24. 25. <input type="checkbox"/> (Spouse/child or dependent is member in service) <input type="checkbox"/> ONE-WAY <input type="checkbox"/> ROUND TRIP <input type="checkbox"/> (Spouse required) TRAVEL AUTHORIZATION AUTHORIZED FOR DEPENDENT SUSTAIN IN BLOCK NO. 25 | | | | | |
| DEPENDENT INFORMATION | | | | | |
| a. DEPENDENTS (Last name, first, M) | | b. RELATIONSHIP | c. DATES OF BIRTH (Child or) | d. PASSPORT NUMBER | |
| PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION | | | | | |
| 26. DESIGNATION AND LOCATION OF HEADQUARTERS | | | 27. ACCOUNTING OFFICER | | |
| 28. DATE ISSUED | 29. TRAVEL ORDER NUMBER | 30. ORDER AUTHORIZING OFFICIAL (fill cards separately) OR AUTHENTICATION | | | |

Required Fields Commonly Incomplete





Defense Military Pay Office-National Capital Region (DMPO-NCR)

ALLOWANCES

- Basic Allowance for Subsistence (BAS)
- Basic Allowance for Housing (BAH)
- Family Separation Allowance (FSA)
- Continental US - Cost of Living Allowance (CONUS COLA)
- Temporary Lodging Allowance (TLA)
- Temporary Lodging Expense (TLE)
- Family Subsistence Supplemental Allowance (FSSA)





Defense Military Pay Office-National Capital Region (DMPO-NCR)

BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

- Officer Rate: automatic, no questions asked: \$223.04/month in 2009.
- Standard Rate BAS
 - E6 and above: automatic, no questions asked: \$323.87/month in 2010
 - All Enlisted with command sponsored and present dependents: automatic, no questions asked: \$323.87/month in 2010
 - Dual military members arriving together may be authorized to mess separately-no meal deduction.
- Separate Rations
 - Unaccompanied E5 and below: Standard Rate BAS is authorized but will have an automatic meal deduction of \$9.25 per day unless:
 - Exceptions to stop meal deductions for single/unaccompanied SGT and below must be approved by the first Field Grade Officer in the chain of command and submitted on a DA Form 4187.





Defense Military Pay Office-National Capital Region (DMPO-NCR)

BASIC ALLOWANCE FOR HOUSING

- BAH without dependents
- BAH with dependents-number of dependents
- Partial BAH-soldiers w/o dependents residing in single-type government quarters (Barracks, BEQ, or BOQ).
- BAH-Difference-soldiers paying child support and residing in single-type government quarters
- Reserve Component and Transient Rate (BAH-RC/T)-
 - For soldiers PCS'ing from overseas and reservists on AD for up to 30 days
 - Varies by pay grade and family status only
- Family Separation Housing (FSH)
 - FSH-B = the w/o BAH rate for a different location (for the SM)
 - FSH-O = the w/o OHA rate for a different location
 - Payable when a member is separated from dependents and assigned to OCONUS PDS or dependents travel delayed or restricted in CONUS.
 - Example: MAJ Smith ERODs his wife to California. He draws FSH-O for himself in Germany and BAH at the w/dependents rate for his wife's zip code in CONUS.





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BASIC ALLOWANCE FOR HOUSING (cont.)

Major Rules

- Single soldiers in the grades of E-6 and above may elect to receive BAH on their own right, as long as they do not occupy single-type government quarters.
- Single soldiers in the grades of E-5 and below, who do not occupy single-type government quarters, may receive BAH on their own right with the approval of the installation commander and a “statement of non-availability” from the housing office. (DoDFMR, VOL 7A U10400C)
- Soldiers with dependents are authorized BAH on behalf of those dependents, unless the dependents are occupying family-type government quarters.
- Member married to member may receive BAH if they are not occupying family-type government quarters and depending on their status (w/dependent and w/o dependent).
 - If dual-military families have dependents, higher ranking member usually claims OHA at the with dependents rate





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FAMILY SEPARATION ALLOWANCE (FSA)

- Types
 - FSA-Restricted: Restricted tours like Korea
 - FSA-Ship: assigned to a ship away from homeport more than 30 days
 - FSA-Temporary: TCS/TDY status away from PDS for more than 30 days
- The DD 1561 "Statement to Substantiate Payment of Family Separation Allowance (FSA) must be submitted to start FSA.
- Current FSA rate is: \$250.00/month, prorated \$8.33/day.





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CONTINENTAL US – COST OF LIVING ALLOWANCE (CONUS COLA)

- Must be paid to a soldier assigned to a designated CONUS high-cost area
- Submit request on a DA Form 4187 and attach a copy of the PCS orders
- CONUS COLA information can be found in the Joint Federal Travel Regulations (JFTR), in Chapter 8:

[http://www.defensetravel.dod.mil/perdiem/jftr\(ch1-10\).pdf](http://www.defensetravel.dod.mil/perdiem/jftr(ch1-10).pdf)

- List of CONUS COLA locations for 2010:

<http://www.defensetravel.dod.mil/perdiem/cclocs10.pdf>





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TEMPORARY LODGING ALLOWANCE (TLA)

- Provided to partially reimburse a Soldier for the more than normal expenses incurred while occupying temporary lodging.
- Authorization for an OCONUS PDS assignment should not exceed 60 days.
- The Housing office is the approving authority
- Upon departure should not exceed the last 10 days before the Soldier departs on a PCS Order.





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FAMILY SUBSISTENCE SUPPLEMENTAL ALLOWANCE

- FSSA is a non-taxable supplemental subsistence allowance.
- Soldiers on active duty receiving full or partial BAS are eligible, however FSSA is voluntary.
- Soldiers may qualify for up to \$500.00 of FSSA.
- Recertification is necessary every year (28 Feb.), however other factors may require this to be done sooner, i.e., PCS, promotion, household changes.
- ACS will pre-screen and counsel potential applicants.
- FSSA must be certified by the chain of command upon receipt of documents.





Defense Military Pay Office-National Capital Region (DMPO-NCR)

ALLOTMENTS AND PAY OPTIONS

- Voluntary allotments can now be done on the myPay website (<http://myPay.dfas.mil>)
- Soldiers may not have more than 6 discretionary allotments and no more than 15 total allotments.
- Soldiers must have sufficient funds to start an allotment
- Soldiers should manage allotments on MyPay

****NOTE: The F.O. has the authority to stop allotments to satisfy a government debt.**





ALLOTMENTS AND PAY OPTIONS (cont.)

- Changes to pay options can now be done on the myPay website (<http://myPay.dfas.mil>).
- SURE PAY is mandatory for all Soldiers.
- Soldiers may elect payment once or twice a month.
- Soldiers should be encouraged to select payment twice a month to prevent undue hardship.
- When changing banks, the Soldiers should never close old bank accounts until they have verified deposit into the new account.
- When SM wants to stop an allotment, please make sure the SM understands when the funds will stop collecting. If 'stop allotment' effective date is CURRENT processing month, then the money will stop EOM current month. If the effective date is PRIOR processing month, then the allotment will stop EOM prior month.





DA FORM 2142 - PAY INQUIRY

- F.O.s are not staffed to see every Soldier with a pay inquiry in their respective communities and must rely on PACs to filter pay inquiries.
- The primary document for the resolution of any pay inquiry is the DA Form 2142 "Pay Inquiry."
- Soldiers will submit a signed DA Form 2142 with a detailed explanation of the pay issue/inquiry to the PAC.
- If the PAC cannot answer the pay inquiry, the DA Form 2142 will be hand carried to the Finance Office by the unit PAC clerk on a UTM.
- A finance clerk will go over the Pay Inquiry with the PAC clerk and notify the PAC Clerk when it is necessary for a Soldier to come in to aid in the inquiry.





Defense Military Pay Office-National Capital Region (DMPO-NCR)

DA FORM 2142 - PAY INQUIRY (cont.)

- Soldiers in the rank of E6 and above will be seen at the FCST with or without a signed Pay Inquiry Form from the PAC but are encouraged to “go through the PAC” for tracking purposes for pay inquiries. Pay document submissions **MUST** go through the PAC.
- Soldiers in the rank of E5 and below will only be seen at the FCST with a Pay Inquiry Form signed by the PAC
- Replies to all routine inquiries will be completed within three working days by the FCST to the Soldier via the PAC. The PAC will be notified if the reply will take longer than three working days.
- “PRIVACY ACT 1974” forbids disclosing information concerning pay and entitlements of soldiers over telephonic communication. For this reason, the F.O. is unable to answer Pay Inquiries over the telephone or by email.





Defense Military Pay Office-National Capital Region (DMPO-NCR)

CASUAL/ADVANCE PAY

Casual Pay

- Payment of accrued entitlements after credited to soldiers pay account.
- Casual Pays may be requested for rare cases of extreme hardship

Advance Pay

- The purpose is to give funds to a soldier to meet extraordinary expenses incident to a government ordered relocation.
- Soldiers in receipt of PCS orders may be paid an advance of basic pay of 1 month less deductions; not to exceed 3 months (if warranted and justified) less deductions.
- An advance of basic pay may be authorized for a single soldier; however, they must show justification in writing that extenuating circumstances exist.
- E-4 and below with dependents requires unit commander's signature.
- E-5 and above with dependents does not require (1st PA) commander's signature.
- Request for 24 months proration must be justified and signed by O-5 or above.





Defense Military Pay Office-National Capital Region (DMPO-NCR)

TAX WITHHOLDINGS

Federal and State Income Tax (<http://www.irs.gov>)

Base pay, incentive pay, special pay, bonus, severance pay.

- Rate of Withholding

IAW Treasury Department Circular E

- Employees Withholding Exemption Certificate

W-4 to change number of exemptions

- State of Legal Residence Certificate

DD Form 2058 "State of Legal Residence Certificate" to change

- State of Income Tax Exemption Certificate

DD Form 2058-1 "State Income Tax Exemption Test Certificate" is required in some states when a Soldier changes duty stations

- Federal Insurance Contribution Act (FICA)

Only base pay is subject to FICA (Social Security and Medicare)





COURT MARTIAL & ARTICLE 15S

- The processing procedures for Court Martial and Article 15 actions are identical with respect to collection actions.
- Reductions in grade are to be input into eMilpo, only collection of monies as a result of imposing punishment are processed by Finance
- Court Martial orders will be submitted to the Finance Office in two copies via UTL.
- The effective date for Court Martial actions will be the date the proceedings are approved by the convening authority.
- Article 15, DA Form 2627, Copy 1 and 2 will be forwarded immediately by UTL to the Finance Office.
- The effective date for Article 15 action will be the date the sentence is imposed.





Defense Military Pay Office-National Capital Region (DMPO-NCR)

STATEMENT OF CHARGES & REPORTS OF SURVEY

- All DD Forms 362 “Statement of Charges / Cash Collection Voucher,” and DA Forms 4697 “Report of Survey” will be sent to Finance on a UTL unless the Soldier is PCSing
 - during PCS outprocessing, these are handcarried to the FCST
- PACs are responsible for reviewing all forms for errors; Finance will not make any corrections.
- Maximum deduction allowed by law will collect from Soldiers’ pay.
- Ensure you receive a copy of DD Form 362, or DA Form 4697 stamped with “RECEIVED” from the Finance office.
- Unit PACs should contact the FCST Customer Service Section to inquire about collections.





AWOL, CONFINEMENT, & DESERTION

- The PAC must generate a DA Form 4187 with the effective date of AWOL, Confinement, or Desertion and forward to Finance promptly for input.
- E-MILPO input for AWOL does NOT update the Finance system.
- The DA Form 4187 for Confinement should include the type of Confinement (civil or military authorities) and have confinement orders attached as a substantiating document.
- AWOL and Desertion suspends all pay and allowances.
- When a Soldier is returned back to duty, another DA Form 4187 should be generated and sent to Finance with effective date of action.





Defense Military Pay Office-National Capital Region (DMPO-NCR)

SERVICEMEMBER'S GROUP LIFE INSURANCE & FAMILY SGLI (SGLI & FSGLI)

- Servicemember's Group Life Insurance (SGLI)

- Soldier's option to choose between \$0 and \$400K insurance coverage in \$50K increments.
- Changes are made on an SGLV 8286 "Servicemember's Group Life Insurance Election and Certificate"
- Rates are available at: <http://www.insurance.va.gov/sglisite/sgli/>

- Family Servicemember's Group Life Insurance (FSGLI)

- Not processed by F.O.
- Available to spouses (\$100K max.) and dependent children (\$10K).
- Coverage for spouses may be reduced in \$10K increments down to \$10K by submitting an SGLV 8286A "Family Coverage Election"; the amount for children is fixed at \$10K
- Rates are available at: <http://www.insurance.va.gov/sglisite/fsgli/>





Defense Military Pay Office-National Capital Region (DMPO-NCR)

MONTGOMERY GI BILL

- \$100 per month for the first 12 months of service.
- Soldiers may not withdraw funds deposited.
- Requests for increases must be completed by the Education Center on DD Form 2366-1 “Montgomery GI Bill Act of 1984 Increased Benefit Contribution Program.”





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TRICARE FAMILY DENTAL PLAN

- Premiums from 1 Feb 10 to 31 Jan 11:
 Single, \$12.12
 Family, \$30.29

- Information is available at:

<http://www.ucci.com/was/uccweb/home.jsp>





DEBTS

- Advance Debts
 - Used to notify service member of a pending debt
 - Displayed in both “Entitlements” column and “Deductions” column of the LES; NET EFFECT = 0
- Debts shown on LES
 - Balance of debt is displayed in the “Remarks” section at the bottom of LES
 - Amount deducted from current pay period is displayed in “Deductions” column of the LES





Defense Military Pay Office-National Capital Region (DMPO-NCR)

DEBTS (cont.)

- Due Process
 - Finance sends a debt notification letter to the Soldier's unit informing them of the debt and affording them 30 days to respond at the FCST.
 - Soldiers may request remission of the debt
- Limitation on Collections
 - Generally speaking, up to 2/3 of their unallotted pay may be collected each month





Deployment Entitlements

Hostile Fire Pay (HFP)

- Effective 1 October 2002, payable at a rate of \$225/month, not prorated.
- One day in a month in the designated area qualifies a Soldier for HFP.

Combat Zone Tax Exclusion (CZTE)

- Must serve in a designated area for at least one day of the month in which the Soldier qualifies for HFP.
- All pay is exempt from Federal and State taxes up to the SMA's base pay plus HFP ($\$7,386.30 + 225.00 = \$7,611.30$) for 2010.
- SM's traveling into HFP/CZTE designated areas on DTS TDY authorization/orders may need to submit a DA 4187 to request CZTE for the months in the designated area. A copy of the DTS voucher can be printed from system to support the 4187.





Deployment Entitlements (cont.)

Basic Allowance for Subsistence (BAS)

- All deployed soldiers will receive Standard BAS with no meal deductions.

Per Diem

- Rate is \$3.50 per day
- paid upon redeployment by travel settlement voucher

Savings Deposit Program (SDP)

- Authorizes soldiers to deposit up to un-allotted take home pay per month
- Max deposit: \$10,000
- Earns 10% interest compounded quarterly (max: $\$10K \times .025 = \$250/\text{qtr}$)
- interest is taxable—expect a 1099-INT
- accrues interest up to 90 days after redeployment-retrievable

via MYPAY





HARDSHIP DUTY PAY

Hardship Duty Pay – Mission

\$150 per month regardless of pay grade

Hardship Duty Pay - Location (HDP-L)

PCS, TDY, or TCS for 30 consecutive days or more

2 Types:

HDP-L for Designated Areas

officer and enlisted @ \$50-150/month

Table 17-1 provides locations and rates

HDP-L for Certain Places

enlisted only @ \$8-22.50/month

Table 17-2 provides locations

**Hardship Duty Pay Involuntary Extension

Certain units in Iraq at \$200/month





Defense Military Pay Office-National Capital Region (DMPO-NCR)

THRIFT SAVINGS PLAN

- Contributions are tax deferred and reduce your current years taxable income
- You can enroll online and make changes to TSP at myPay,
- www.tsp.gov





UNIT COMMANDER'S FINANCIAL REPORT

- The most important document the unit receives.
- PACs must compare the UCFR to their manning roster and notify Finance of PACIDIN changes that must be performed.
- Commanders must review, annotate discrepancies, attach pay documents necessary to support changes, sign and have document returned to finance NLT the 10th of each month.
- Finance cannot make pay changes based on pen/ink corrections on the UCFR alone—supporting documents must be attached
- If you submit the same annotations/corrections every month and nothing ever changes—talk to someone higher.
- Your UCFR Legend may have different codes—disregard those





Defense Military Pay Office-National Capital Region (DMPO-NCR)

UNIT COMMANDER'S FINANCIAL REPORT (cont.)

ADSN: 6387

DATE: 090203

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Unit Commander's Financial Report for the Month Ending: 28 February 2009. UIC: ####

| GR | NAME | SSAN | STATUS | NET PAY | ALMTS | BAH | BAS | PAY OPT | LV BAL | BAL DUE US | INCCN PAY | ETS | VHA | OHA | COLA | C/M ART 15 |
|----|-----------------|-----------|------------|------------|----------|-----|------|---------|--------|------------|-----------|--------|-------|-----|------|------------|
| E7 | Last, first, mi | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | | 191130 | | 0 | W/O | |
| E4 | Last, first, mi | 123456789 | AWOL | 0.00EM | 0.00 | W/D | STND | CHEK | 55.5 | 3,244.50 | | 141130 | | 1 | WD3 | |
| O6 | Last, first, mi | 123456789 | ON STATION | 6,129.40 | 1,030.29 | QTR | OFF | SAVE | 50.5 | 0.00 | | | | | WD1 | |
| E4 | Last, first, mi | 123456789 | ON STATION | 2,041.28 | 0.00 | QTR | STND | CHEK | 26.5 | 625.00 | | 100131 | | | B/C | |
| E8 | Last, first, mi | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | 78.0 | 2,357.72 | | 150131 | 28348 | 0 | W/O | |
| W2 | Last, first, mi | 123456789 | ON STATION | 3,911.06 | 4,150.54 | W/D | OFF | CHEK | 45.0 | 0.00 | | | | 1 | WD4 | |
| O4 | Last, first, mi | 123456789 | ON STATION | 4,609.26 | 3,012.12 | W/D | OFF | CHEK | 39.5 | 1,650.35 | | | | 1 | WD1 | |
| E9 | Last, first, mi | 123456789 | ON STATION | 5,734.63 | 610.00 | W/D | STND | SAVE | 72.5 | 0.00 | | 131130 | | 1 | W/O | |
| E5 | Last, first, mi | 123456789 | ON STATION | 1,134.54 | 970.32 | QTR | STND | CHEK | 42.0 | 0.00 | | 100726 | | | B/C | |
| E3 | Last, first, mi | 123456789 | ON STATION | 2,105.35 | 0.00 | QTR | STND | CHEK | 20.0 | 485.44 | | 120719 | | | W/O | |
| E7 | Last, first, mi | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | | 191130 | | 0 | W/D | |
| E8 | Last, first, mi | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | 78.0 | 2,357.72 | | 150131 | 28348 | 0 | W/D | |
| E5 | Last, first, mi | 123456789 | ON STATION | 1,134.54 | 970.32 | QTR | STND | CHEK | 42.0 | 0.00 | | 090526 | | | B/C | |

LEGEND

GR - BASIC PAY GRADE
 NAME - 1ST NINE OF NAME
 SSAN - SOCIAL SECURITY ACCOUNT NUMBER
 NET PAY - MONTHLY NET PAY; EM = MBR PAID END OF MONTH ONLY
 ALMTS - TOTAL OF MONTHLY ALLOTMENTS
 BAQ - W/D = WITH DEP; W/O = WITHOUT DEP; REB = PARTIAL REBATE;
 QTR = FAMILY TYPE HOUSING; DIF = BAQ DIFFERENTIAL
 BAS - SR = SEPARATE RATIONS; RNA = RATIONS-IN-KIND NOT AVAILABLE; EMG = RATIONS UNDER EMERGENCY CONDITIONS; YES = OFFICER OR WARRANT OFFICER
 COLA - COST OF LIVING ALLOWANCE. W/O = WITHOUT DEP; B/C BARRACK COLA; WD# = WITH DEP AND THE NUMBER OF DEP FOR WHICH COLA IS AUTHORIZED.
 PAY-OPT - CHEK = CHECKING ACCOUNT; SAVE = SAVINGS ACCOUNT OF A FINANCIAL INSTITUTION; ADDR = LOCAL ADDRESS

LV BAL - LEAVE BALANCE AT END OF MONTH
 C/M ART 15 - COLLECTION FOR COURTS MARTIAL OR ARTICLE 15
 BAL DUE US - AMOUNT OWED OR INDEBTEDNESS AT END OF MONTH
 INCCN PAY - YES = MBR RECEIVING INCENTIVE PAY
 ETS - EXPIRATION OF TERM OF SERVICE. THIS WILL SHOW FOUR MONTHS PRIOR TO ETS.
 STATUS - MBR DUTY STATUS, IF OTHER THAN DUTY.
 FILD = FIELD DUTY; AWOL = ABSENT W/O LEAVE
 SUSP = SUSPENDED STATUS; DEST = DESERTED
 CONF = CONFINEMENT; BLANK = ON DUTY
 OHA - OVERSEAS HOUSING ALLOWANCE. WD# = WITH DEP AND NUMBER SHARING RENT; W/O = WITHOUT DEP



* I certify that I have reviewed the accountability and duty status of the members on this UCFR and they are assigned or attached to my unit, unless annotated otherwise. To the best of my knowledge this information is correct or has been corrected on this report.



Defense Military Pay Office-National Capital Region (DMPO-NCR)

UNIT COMMANDER'S FINANCIAL REPORT (cont.)

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Unit Commander's Financial Report for the Month Ending: 28 February 2009. UIC: F1NGR7AA

| GR | NAME | SSAN | STATUS | NET PAY | ALMYS | BAH | BAS | PAY OPT | LV BAL | BAL DUE US | INCEN PAY | ETS | VHA | OHA | COLA | C/M ART 15 |
|----|----------------|-----------|------------|----------|----------|-----|------|---------|--------|------------|-----------|-----|--------|-------|------|------------|
| E7 | LAST, FIRST MI | 111111111 | ON STATION | 2,200.05 | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | | | 191130 | | 0 | WD2 |
| E4 | LAST, FIRST MI | 222222222 | AWOL | 0.00 | 0.00 | W/D | STND | CHEK | 95.5 | 3,244.50 | | | 141130 | | 1 | WD3 |
| E7 | LAST, FIRST MI | 333333333 | ON STATION | 1,876.71 | 5,030.29 | W/D | STND | CHEK | 67.5 | 909.56 | | | 121031 | 13602 | 1 | WD3 |
| E5 | LAST, FIRST MI | 444444444 | ON STATION | 5,483.58 | 82.29 | W/D | STND | CHEK | 44.5 | 508.40 | | | 090228 | | 1 | WD2 |
| E4 | LAST, FIRST MI | 666666666 | ON STATION | 2,041.28 | 0.00 | QTR | STND | CHEK | 26.5 | 625.00 | | | 100131 | | 0 | B/C |
| E5 | LAST, FIRST MI | 777777777 | ON STATION | 4,187.16 | 810.29 | W/D | STND | CHEK | 68.0 | 171.74 | | | 101204 | 76544 | 0 | WD2 |
| E7 | LAST, FIRST MI | 888888888 | ON STATION | 0.00 | 580.29 | QTR | STND | CHEK | 29.0 | 0.00 | | | 090215 | | | WD3 |
| E4 | LAST, FIRST MI | 999999999 | ON STATION | 2,056.07 | 5.00 | QTR | STND | CHEK | -19.0 | 0.00 | | | 110417 | | 1 | W/O |

****The items highlighted in red are discrepancies that may appear on the UCFR**





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Unit Commander's Financial Report for the Month Ending: 28 February 2009. UIC: ####

| GR | NAME | SSAN | STATUS | NET PAY | ALMTS | BAH | BAS | PAY OPT | LV BAL | BAL DUE US | INCCEN PAY | ETS | VHA | OHA | COLA | C/M ART 15 |
|----|----------------|-----------|------------|------------|----------|-----|------|---------|--------|------------|------------|--------|-------|-----|------|------------|
| E7 | Last, first, m | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | | 191130 | | 0 | W/O | |
| E4 | Last, first, m | 123456789 | AWOL | 0.00EM | 0.00 | W/D | STND | CHEK | 55.5 | 3,244.50 | | 141130 | | 1 | WD3 | |
| O6 | Last, first, m | 123456789 | ON STATION | 6,129.40 | 1,030.29 | W/D | STND | SAVE | 50.5 | 0.00 | | | | | WD1 | |
| E4 | Last, first, m | 123456789 | ON STATION | 2,041.28 | 0.00 | W/D | STND | CHEK | 26.5 | 625.00 | | 100131 | | | B/C | |
| E8 | Last, first, m | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | 78.0 | 2,357.72 | | 150131 | 28348 | 0 | W/O | |
| W2 | Last, first, m | 123456789 | ON STATION | 3,911.06 | 4,150.54 | W/D | OFF | CHEK | 45.0 | 0.00 | | | | 1 | WD4 | |
| O4 | Last, first, m | 123456789 | ON STATION | 4,609.26 | 3,012.12 | W/D | OFF | CHEK | 39.5 | 1,650.35 | | | | 1 | WD1 | |
| E9 | Last, first, m | 123456789 | ON STATION | 5,734.63 | 610.00 | W/D | STND | SAVE | 72.5 | 0.00 | | 131130 | | 1 | W/O | |
| E5 | Last, first, m | 123456789 | ON STATION | 1,134.54 | 970.32 | W/D | STND | CHEK | 42.0 | 0.00 | | 100726 | | | B/C | |
| E3 | Last, first, m | 123456789 | ON STATION | 2,105.35 | 0.00 | W/D | STND | CHEK | 20.0 | 485.44 | | 120719 | | | W/O | |
| E7 | Last, first, m | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | | 191130 | | 0 | W/D | |
| E8 | Last, first, m | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | 78.0 | 2,357.72 | | 150131 | 28348 | 0 | W/D | |
| E5 | Last, first, m | 123456789 | ON STATION | 1,134.54 | 970.32 | W/D | STND | CHEK | 42.0 | 0.00 | | 090526 | | | B/C | |

GR

- Shows the grade of the soldier as listed in our finance system as of the end-of-month cutoff for the current month
- Finance will only make grade changes with documentation showing the change has been accepted into the personnel system

NAME

- If either the last or first name shown is incorrect, submit a DA Form 4187 signed by the first field grade officer to finance so we can update the system.

SSAN

- Shows soldier's full social security number (safeguard this document!)
- If the SSN is incorrect, submit a DA Form 4187 to finance signed by the first field grade officer.





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| GR | NAME | SSAN | STATUS | NET PAY | ALMTS | BAH | BAS | PAY OPT | LV BAL | BAL DUE US | INCEN PAY | ETS | VHA | OHA | COLA | C/M ART 15 |
|----|-----------------|-----------|------------|------------|----------|-----|------|---------|--------|------------|-----------|--------|-------|-----|------|------------|
| E7 | Last, first, mi | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | | 191130 | | 0 | W/O | |
| E4 | Last, first, mi | 123456789 | AWOL | 0.00EM | 0.00 | W/D | STND | CHEK | 55.5 | 3,244.50 | | 141130 | | 1 | WD3 | |
| O6 | Last, first, mi | 123456789 | ON STATION | 6,129.40 | 1,030.29 | QTR | OFF | SAVE | 50.5 | 0.00 | | | | | WD1 | |
| E4 | Last, first, mi | 123456789 | ON STATION | 2,041.28 | 0.00 | QTR | STND | CHEK | 26.5 | 625.00 | | 100131 | | | B/C | |
| E8 | Last, first, mi | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | 78.0 | 2,357.72 | | 150131 | 28348 | 0 | W/O | |
| W2 | Last, first, mi | 123456789 | ON STATION | 3,911.06 | 4,150.54 | W/D | OFF | CHEK | 45.0 | 0.00 | | | | 1 | WD4 | |
| O4 | Last, first, mi | 123456789 | ON STATION | 4,609.26 | 3,012.12 | W/D | OFF | CHEK | 39.5 | 1,650.35 | | | | 1 | WD1 | |
| E9 | Last, first, mi | 123456789 | ON STATION | 5,734.63 | 610.00 | W/D | STND | SAVE | 72.5 | 0.00 | | 131130 | | 1 | W/O | |
| E5 | Last, first, mi | 123456789 | ON STATION | 1,134.54 | 970.32 | QTR | STND | CHEK | 42.0 | 0.00 | | 100726 | | | B/C | |
| E3 | Last, first, mi | 123456789 | ON STATION | 2,105.35 | 0.00 | QTR | STND | CHEK | 20.0 | 485.44 | | 120719 | | | W/O | |
| E7 | Last, first, mi | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | | 191130 | | 0 | W/D | |
| E8 | Last, first, mi | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | 78.0 | 2,357.72 | | 150131 | 28348 | 0 | W/D | |
| E5 | Last, first, mi | 123456789 | ON STATION | 1,134.54 | 970.32 | QTR | STND | CHEK | 42.0 | 0.00 | | 090526 | | | B/C | |

STATUS

- States member duty status if other than regular duty, i.e.: FILD-Field, AWOL-Absent With Out Leave, SUSP-Suspended, DEST-Deserted, CONF-Confined
- If Soldier's status is incorrect submit change on DA 4187 signed by Company CDR

NET PAY

- Shows amount after all deductions received by soldier for current month pay
- Soldier's only receiving EOM pay will be annotated by an EM.
- Review for No Pay Due, abnormal changes, or when amount of pay raises question

ALMTS

- Shows the total amount of all allotments disbursed for the current month





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| GR | NAME | SSAN | STATUS | NET PAY | ALMTS | BAH | BAS | PAY | LV BAL | BAL DUE US | INCCN PAY | ETS | VHA | OHA | COLA | C/M ART 15 |
|----|-----------------|-----------|------------|------------|----------|-----|------|------|--------|------------|-----------|--------|-------|-----|------|------------|
| E7 | Last, first, mi | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | | 191130 | | 0 | W/O | |
| E4 | Last, first, mi | 123456789 | AWOL | 0.00EM | 0.00 | W/D | STND | CHEK | 55.5 | 3,244.50 | | 141130 | | 1 | WD3 | |
| O6 | Last, first, mi | 123456789 | ON STATION | 6,129.40 | 1,030.29 | QTR | OFF | SAVE | 50.5 | 0.00 | | | | | WD1 | |
| E4 | Last, first, mi | 123456789 | ON STATION | 2,041.28 | 0.00 | QTR | STND | CHEK | 26.5 | 625.00 | | 100131 | | | B/C | |
| E8 | Last, first, mi | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | 78.0 | 2,357.72 | | 150131 | 28348 | 0 | W/O | |
| W2 | Last, first, mi | 123456789 | ON STATION | 3,911.06 | 4,150.54 | W/D | OFF | CHEK | 45.0 | 0.00 | | | | 1 | WD4 | |
| O4 | Last, first, mi | 123456789 | ON STATION | 4,609.26 | 3,012.12 | W/D | OFF | CHEK | 39.5 | 1,650.35 | | | | 1 | WD1 | |
| E9 | Last, first, mi | 123456789 | ON STATION | 5,734.63 | 610.00 | W/D | STND | SAVE | 72.5 | 0.00 | | 131130 | | 1 | W/O | |
| E5 | Last, first, mi | 123456789 | ON STATION | 1,134.54 | 970.32 | QTR | STND | CHEK | 42.0 | 0.00 | | 100726 | | | B/C | |
| E3 | Last, first, mi | 123456789 | ON STATION | 2,105.35 | 0.00 | QTR | STND | CHEK | 20.0 | 485.44 | | 120719 | | | W/O | |
| E7 | Last, first, mi | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | | 191130 | | 0 | W/D | |
| E8 | Last, first, mi | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | 78.0 | 2,357.72 | | 150131 | 28348 | 0 | W/D | |
| E5 | Last, first, mi | 123456789 | ON STATION | 1,134.54 | 970.32 | QTR | STND | CHEK | 42.0 | 0.00 | | 090526 | | | B/C | |

BAH

- Shows the type of housing allowance the soldier is receiving, if any.
- Possible types are: "QTR"=Quarters, Barracks, BEQ, BOQ; "W/O=Without Dependents, resides off post"; "W/D=With Dependents, resides off post with dependents or unaccompanied tour"; or "DIF=BAH-DIFF for child support"
- Critical block for unit to review based on Soldiers' living arrangements and family status, if blank contact Finance Office.

BAS

- Shows the soldier is receiving a subsistence allowance., i.e.: "STD"=Standard Rate enlisted; "OFF"=Officer Rate;
- **Meal Deductions are not indicated on the UCFR

PAY OPT (Mandatory)

- Shows the soldier has elected direct deposit, i.e.: 'CHEK' checking account or 'SAVE' savings account.
- If blank, then the Soldier should submit an SF Form 1199A "Direct Deposit Sign-Up Form" to designate a bank account for direct deposit.





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|----|-----------------|-----------|------------|------------|----------|-----|------|------|-----|--------|------------|-----------|--------|-------|-----|------|------------|
| E7 | Last, first, mi | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | | 31.5 | 0.00 | | 191130 | | 0 | | W/O |
| E4 | Last, first, mi | 123456789 | AWOL | 0.00EM | 0.00 | W/D | STND | CHEK | | 55.5 | 3,244.50 | | 141130 | | 1 | | WD3 |
| O6 | Last, first, mi | 123456789 | ON STATION | 6,129.40 | 1,030.29 | QTR | OFF | SAVE | | 50.5 | 0.00 | | | | | | WD1 |
| E4 | Last, first, mi | 123456789 | ON STATION | 2,041.28 | 0.00 | QTR | STND | CHEK | | 26.5 | 625.00 | | 100131 | | | | B/C |
| E8 | Last, first, mi | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | | 78.0 | 2,357.72 | | 150131 | 28348 | 0 | | W/O |
| W2 | Last, first, mi | 123456789 | ON STATION | 3,911.06 | 4,150.54 | W/D | OFF | CHEK | | 45.0 | 0.00 | | | | | | WD4 |
| O4 | Last, first, mi | 123456789 | ON STATION | 4,609.26 | 3,012.12 | W/D | OFF | CHEK | | 39.5 | 1,650.35 | | | | | | WD1 |
| E9 | Last, first, mi | 123456789 | ON STATION | 5,734.63 | 610.00 | W/D | STND | SAVE | | 72.5 | 0.00 | | 131130 | | 1 | | W/O |
| E5 | Last, first, mi | 123456789 | ON STATION | 1,134.54 | 970.32 | QTR | STND | CHEK | | 42.0 | 0.00 | | 100726 | | | | B/C |
| E3 | Last, first, mi | 123456789 | ON STATION | 2,105.35 | 0.00 | QTR | STND | CHEK | | 20.0 | 485.44 | | 120719 | | | | W/O |
| E7 | Last, first, mi | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | | 31.5 | 0.00 | | 191130 | | 0 | | W/D |
| E8 | Last, first, mi | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | | 78.0 | 2,357.72 | | 150131 | 28348 | 0 | | W/D |
| E5 | Last, first, mi | 123456789 | ON STATION | 1,134.54 | 970.32 | QTR | STND | CHEK | | 42.0 | 0.00 | | 090526 | | | | B/C |

LV BAL

- Shows the soldier's current leave balance as of the last day of the current month
- Leaders can monitor their Soldiers' leave balances to avoid losing leave on / during FY crossover (75 days thru 2010)

BAL DUE US

- Shows the total amount of money the Soldier is in debt to the US Government
- Usually includes advance pay and advance ASHA from PCS
- Consider debt amounts in Chapter cases

INCEN PAY

- Shows Incentive/Special Duty Pays
- If a soldier is receiving this entitlement, a YES will be shown
- Most common pay reflected here is HDP if deployed
- Others include: Jump, Flight, and Demo





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|----|-----------------|-----------|------------|------------|----------|-----|------|---------|--------|------------|-----------|--------|-------|-----|------|------------|
| E7 | Last, first, mi | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | | 191130 | | 0 | W/O | |
| E4 | Last, first, mi | 123456789 | AWOL | 0.00EM | 0.00 | W/D | STND | CHEK | 55.5 | 3,244.50 | | 141130 | | 1 | WD3 | |
| O6 | Last, first, mi | 123456789 | ON STATION | 6,129.40 | 1,030.29 | QTR | OFF | SAVE | 50.5 | 0.00 | | | | | WD1 | |
| E4 | Last, first, mi | 123456789 | ON STATION | 2,041.28 | 0.00 | QTR | STND | CHEK | 26.5 | 625.00 | | 100131 | | | B/C | |
| E8 | Last, first, mi | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | 78.0 | 2,357.72 | | 150131 | 28348 | 0 | W/O | |
| W2 | Last, first, mi | 123456789 | ON STATION | 3,911.06 | 4,150.54 | W/D | OFF | CHEK | 45.0 | 0.00 | | | | 1 | WD4 | |
| O4 | Last, first, mi | 123456789 | ON STATION | 4,609.26 | 3,012.12 | W/D | OFF | CHEK | 39.5 | 1,650.35 | | | | 1 | WD1 | |
| E9 | Last, first, mi | 123456789 | ON STATION | 5,734.63 | 610.00 | W/D | STND | SAVE | 72.5 | 0.00 | | 131130 | | 1 | W/O | |
| E5 | Last, first, mi | 123456789 | ON STATION | 1,134.54 | 970.32 | QTR | STND | CHEK | 42.0 | 0.00 | | 100726 | | | B/C | |
| E3 | Last, first, mi | 123456789 | ON STATION | 2,105.35 | 0.00 | QTR | STND | CHEK | 20.0 | 485.44 | | 120719 | | | W/O | |
| E7 | Last, first, mi | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | | 191130 | | 0 | W/D | |
| E8 | Last, first, mi | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | 78.0 | 2,357.72 | | 150131 | 28348 | 0 | W/D | |
| E5 | Last, first, mi | 123456789 | ON STATION | 1,134.54 | 970.32 | QTR | STND | CHEK | 42.0 | 0.00 | | 090526 | | | B/C | |

ETS

- Shows the Soldier's Expired Term of Service (ETS) date
- Retention Personnel should annotate ETS changes ICW/ reenlistments in the RETAIN System that should update the Finance system automatically
- If the ETS date is incorrect, immediately submit a reenlistment or extension document. This document must be received and input by finance prior to the ETS date listed on the UCFR.

VHA

- Shows the CONUS zip code reflecting where unaccompanied dependents are located and paid for
- Unaccompanied Tour, EROD, etc.
- All dependents must reside stateside. One cannot receive housing entitlement for CONUS dependents and OCONUS dependents at the same time. (If zip code present, then OHA=0 and COLA =W/O)





Defense Military Pay Office-National Capital Region (DMPO-NCR)

UNIT COMMANDER'S FINANCIAL REPORT (cont.)

DATE: 090203

PAGE: 001

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Unit Commander's Financial Report for the Month Ending: 28 February 2009. UIC: ####

| GR | NAME | SSAN | STATUS | NET PAY | ALMTS | BAH | BAS | OPT | LV | BAL | BAL DUE US | INCEN PAY | ETS | VHA | OHA | COLA | C/M ART 15 |
|----|-----------------|-----------|------------|------------|----------|-----|------|------|------|----------|------------|-----------|-----|-----|-----|------|------------|
| E7 | Last, first, mi | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | 191130 | | | | 0 | W/O | |
| E4 | Last, first, mi | 123456789 | AWOL | 0.00EM | 0.00 | W/D | STND | CHEK | 55.5 | 3,244.50 | 141130 | | | | 1 | WD3 | |
| O6 | Last, first, mi | 123456789 | ON STATION | 6,129.40 | 1,030.29 | QTR | OFF | SAVE | 50.5 | 0.00 | | | | | | WD1 | |
| E4 | Last, first, mi | 123456789 | ON STATION | 2,041.28 | 0.00 | QTR | STND | CHEK | 26.5 | 625.00 | 100131 | | | | | B/C | |
| E8 | Last, first, mi | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | 78.0 | 2,357.72 | 150131 | 28348 | | 0 | W/O | | |
| W2 | Last, first, mi | 123456789 | ON STATION | 3,911.06 | 4,150.54 | W/D | OFF | CHEK | 45.0 | 0.00 | | | | | 1 | WD4 | |
| O4 | Last, first, mi | 123456789 | ON STATION | 4,609.26 | 3,012.12 | W/D | OFF | CHEK | 39.5 | 1,650.35 | | | | | 1 | WD1 | |
| E9 | Last, first, mi | 123456789 | ON STATION | 5,734.63 | 610.00 | W/D | STND | SAVE | 72.5 | 0.00 | 131130 | | | | 1 | W/O | |
| E5 | Last, first, mi | 123456789 | ON STATION | 1,134.54 | 970.32 | QTR | STND | CHEK | 42.0 | 0.00 | 100726 | | | | | B/C | |
| E3 | Last, first, mi | 123456789 | ON STATION | 2,105.35 | 0.00 | QTR | STND | CHEK | 20.0 | 485.44 | 120719 | | | | | W/O | |
| E7 | Last, first, mi | 123456789 | ON STATION | 2,200.05EM | 3,608.37 | W/O | STND | CHEK | 31.5 | 0.00 | 191130 | | | | 0 | W/D | |
| E8 | Last, first, mi | 123456789 | ON STATION | 4,869.90 | 2,473.96 | W/D | STND | CHEK | 78.0 | 2,357.72 | 150131 | 28348 | | 0 | W/D | | |
| E5 | Last, first, mi | 123456789 | ON STATION | 1,134.54 | 970.32 | QTR | STND | CHEK | 42.0 | 0.00 | 090526 | | | | | B/C | |

OHA

Shows the type of Overseas Housing Allowance paid to the soldier, if any. I.E.: 'o'= Without Dependents, 'i'= With Dependents, Blank = no OHA -- government quarters assigned

•Reconcile with BAH Column!

COLA

Shows the type of Cost of Living Allowance paid to soldier, if any. I.E.: B/C (Barracks rate COLA), W/O (Without Dependents or soldiers living in the barracks drawing separate rations), WD1(COLA at the with one dependent rate), WD2 (with two dependents COLA) and goes up to WD5 (with five dependents COLA) which is the maximum rate

C/M ART 15

- Court martials and/or Article 15
- This column shows the collections of fines or forfeitures that are deducted for the Soldier's pay.
- Verify your Article 15s were processed if monies collected





Defense Military Pay Office-National Capital Region (DMPO-NCR)

EXPIRED TERM OF SERVICE

| ADSN: 4809 | | DATE: 100124 | | Page: 001 |
|--|------------|--------------|--------|-----------|
| Privacy Act of Data : FOR OFFICIAL USE ONLY. | | | | |
| ETS Date Report: 100101 - 100331 | | | | |
| Grade | Name | SSAN | ETS | UNIT/PAS |
| E-6 | Doe Johnny | 111-11-1111 | 100129 | GONE6EB5 |
| E-9 | Cruz Jose | 222-22-2222 | 100215 | GONE6EB5 |
| E-3 | Smith Iris | 000-00-0000 | 100331 | GONE6EB5 |

- Annotate the soldier's current status next to his/her name on the ETS listing, i.e.: 'Renl'- for reenlisting soldiers, 'Ext'-for extending soldiers, 'Revoke'-for revoked orders, 'Ret' or 'Sep'-for retired or separated personnel, 'Other'-explain. Attach supporting documentation for all changes being made.

- Each page of the ETS listing should have the commander's signature block and signed by commander. A POC with phone number must be included as well.

- Return the ETS listing to the DMPO/F.O. by the suspense date located at the top of the Memorandum letter of instruction.





SUMMARY

Our collective goal is to accurately pay every Soldier, all their entitlements, in the month due. Your role in the pay process is critical and without your assistance our goal would be impossible!!!





QUESTIONS

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\$

\$

If Not, It's Test Time

\$

\$

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