



Defense Military Pay Office - NCR  
 "SERVICE TO SOLDIERS"  
**TOTAL SUPPORT**  
 September 2011



**SUCCESSFUL READINESS**

Summer is over and the kids are in school. Now is the time to take time out for yourself and review your finances. 30 September marks the end of the fiscal and the new HOT TOPIC is LEAVE DAYS. Leave exceeding 75 days must be taken unless:

1. Leave earned while serving in a Combat Zone Tax Exclusion area (CZTE) will not count toward your maximum of 75 days. All leave earned in a CZTE area you will carryover until 2015 without penalty toward the maximum leave balance of 75 days.
2. If a Soldier is authorized special leave accrual any leave approved will not count toward the maximum leave balance.

**REMEMBER ALL LEAVE THAT IS EARNED IN A NON-CZTE AREA MUST BE TAKEN PRIOR TO 30 SEPT 2011 IF IT EXCEEDS THE MAXIMUM BALANCE OF 75 DAYS.**

Below you will find difference procedures to identify your current leave balance.

1. Every Soldier has a MyPay account that can be access via the internet at <https://mypay.dfas.mil> 24 hours a day 7 days a week. Here Soldiers are able to view their Leave and Earning Statement (LES) which displays their most current leave balance. If you have a balance that exceeds 75 days and you were not in a CZTE area or have Special Leave Accrual, you MUST take those excess days prior to 30 September.
2. If you are unsure of how many or if any days are authorized to carryover contact your Personnel Administration Clerk (PAC)/ S-1 for an accurate leave balance.
3. If additional information is needed to determine your accurate leave balance fill out a DA Form 2142 with your PAC and additional research will be conducted.

**NOTE:** The deadline to take any leave that was not earned in a CZTE area or is not considered Special Leave Accrual is 30 September. If you do not take the excess leave it will be lost and non-returnable.

**HELPFUL HINTS**

**Proper Procedure for Pay Inquiry DA Form 2142 Submittal are as follows:**

- Step 1- submit inquiry with PAC/S1.
- Step 2- if unable to resolve the PAC will submit via TL the DA Form 2142 to the local servicing Defense Military Pay Office.
- Step 3- the inquiry will be returned to the PAC/S1 within 72 hours.
- Step 4- the PAC/S1 will contact the Soldier with an answer to the inquiry submitted.

**DMPO - NCR Office Hours**

**FORT BELVOIR Bldg 219**

Mon-Fri:  
0800-1500

**FORT MYER Bldg 202 Basement**

Mon-Fri:  
0800-1500

**PENTAGON Room 1B849**

Mon-Fri:  
0800-1500

**NOTICE!!!**

The end the fiscal year is soon approaching and now is the time to TAKE LEAVE! If you have any LEAVE EXCEEDING 75 days not to include leave earned in the combat zone you MUST take it prior to 30 September 2011. If you have any questions regarding your leave balance please contact your PAC immediately to reduce your chance of losing leaving.

Soldier Family Assistance Center (SFAC) is now open Mon- Fri 0730-1630 building 1263 to assist our Warriors and their families.

Commanders remember UCFR are due 9 September 2011.