

**Army Regulation 600-4**

**Personnel—General**

# **Remission or Cancellation of Indebtedness**

**Rapid Action Revision (RAR) Issue Date: 29 April 2009**

**Headquarters  
Department of the Army  
Washington, DC  
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**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 600-4

Remission or Cancellation of Indebtedness

This rapid action revision, dated 29 April 2009--

- o Clarifies the Secretary of the Army responsibilities (para 1-4a).
- o Revises conditions governing debt remission or cancellation (para 1-11d).
- o Updates examples of indebtedness to the U.S. Army (para 2-2u).
- o Revises enclosures to applications for indebtedness (para 2-4b(2)(j)).
- o Updates administrative procedures for processing applications through the immediate commander (para 3-1c(6)(a)).
- o Updates policies for Soldiers who separate from active duty but can apply for remission or cancellation (para 3-5).
- o Revises management control review checklist (para B-4).
- o Removes the time limitation for submitting remissions (throughout).
- o Makes administrative changes (throughout).

Effective 7 January 2008


Personnel—General

Remission or Cancellation of Indebtedness

By Order of the Secretary of the Army:

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*General, United States Army*  
*Chief of Staff*

Official:

  
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*Secretary of the Army*

**History.** This publication is a rapid action revision (RAR). This RAR is effective 29 May 2009. The portions affected by this RAR are listed in the summary of change.

**Summary.** This regulation outlines the policies and guidance for remission or cancellation of indebtedness to the U.S. Army. It allows all Active Army Soldiers and those in the Active Guard/Reserves program to submit an application for remission or cancellation of indebtedness to the U.S. Army. Guidance is included on the submission and processing of applications for remission or cancellation of indebtedness to the U.S. Army. It also provides guidance for Soldiers who have been released from active status to include Army National Guard and Reserve Components that have incurred a debt to the U.S. Army. This revision includes provisions for commanders to request remission or cancellation of indebtedness on behalf of two or more active duty Soldiers for similar circumstances based solely on injustice. It also eliminates the requirement for a General Court-Martial Convening Authority to act on cases when the

Soldier's immediate commander has not resolved suspension of debt, pending Human Resource Command's decision, or when Defense Accounting Officer/Financial and Accounting Officer or United States Property and Fiscal Officer (as applicable) determines that the interests of the U.S. government could not be adequately protected if the debt was suspended.

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to the Army National Guard/Army National Guard of the United States members on inactive duty training or active duty for training who are liable, as a result of a report of survey, for property issued by the United States to the Army National Guard/Army National Guard of the United States that is lost, damaged, or destroyed as of 30 September 1980. The debt must be under the control of the Department of the Army and have occurred while the member served on active duty, except the Army National Guard/Army National Guard of the United States as noted above. During mobilization, the proponent may modify chapters and policies contained in this regulation.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate the approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the

civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 and identifies key management controls that must be evaluated (see appendix B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-1 (DAPE-PR), 300 Army Pentagon, Washington, DC 20310-0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to U.S. Army Human Resources Command (AHRC-EPO-P), 2461 Eisenhower Avenue, Alexandria, VA 22331-0455.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army; A, B, C, D and E for the Army National Guard/Army National Guard of the United States; and D for the U.S. Army Reserve.

\*This regulation supersedes AR 600-4, dated 1 April 1998. This edition publishes a rapid action revision of AR 600-4.

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## Chapter 1 Introduction

### 1-1. Purpose

This regulation gives instructions for submitting and processing applications for remission or cancellation of indebtedness to the U.S. Army. Applications must be based on injustice, hardship, or both. This includes debts caused by errors in pay to or on behalf of a Soldier (DOD 7000.14-R, volume 7A, chapter 50, paragraph 5004). Waiver of erroneous payments of pay and allowances and travel or transportation may be considered under AR 37-104-4, chapter 32.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

*a.* The Secretary of the Army may remit or cancel a Soldier's debt(s) to the U.S. Army or its instrumentalities, (including Non-Appropriated Fund Instrumentalities) if such action is in the best interests of the United States, the debt was incurred while on active duty or on active status, and Soldier received an honorable discharge (if separated from active duty). This responsibility is by authority of Section 4837, Title 10, United States Code (10 USC 4837).

*b.* The Secretary of the Army may remit or cancel for good cause an Army National Guard (ARNG) member's liability when property issued by the United States to the ARNG is lost, damaged, or destroyed. This action is by authority of 32 USC 710(c), and applies to liability determined as a result of losses which occurred after 30 September 1980. The loss must be subject to a determination of liability under AR 735-5, paragraph 13-41.

*c.* The Secretary of the Army has designated the Commanding General (CG), U.S. Army Human Resources Command (HRC) to act for him or her in processing applications (see *a* and *b*, above). This will be done per this regulation.

*d.* The ASA (M&RA) will consider applications that are not within the authority of the CG, HRC. They must show unusual circumstances within the scope of the authority of the Secretary of the Army (10 USC 4837 and 32 USC 710(c)).

*e.* The proponent of this regulation is the Deputy Chief of Staff (DCS, G-1). The DCS, G-1 has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate the approval authority, in writing, to division chief within the proponent agency in the grade of colonel or the civilian equivalent.

*f.* The CG, HRC will—

(1) Prepare policy and procedures for processing applications for remission or cancellation of debts to the U.S. Army.

(2) Process applications for remission or cancellation of debts to the U.S. Army; and when appropriate, send the application for exception to policy with a recommendation to the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) for final decision (see *d*, below).

(3) Maintain reports on the processed applications.

(4) Carry out the objectives of this regulation in all cases to protect the rights of the Soldier and the interests of the Army.

(5) Advise and assist the directors of Headquarters, Department of the Army (HQDA) agencies, commanders of major Army Commands (ACOM), and the State adjutants general on matters pertaining to remission or cancellation of debts to the U.S. Army.

*g.* Agency Heads of Headquarters, Department of the Army (HQDA), and commanders of Army commands, installations, and activities need to have knowledge of AR 340-21 and AR 25-55.

### 1-5. Objectives

The objectives of remission or cancellation of debt are to—

*a.* Remit or cancel debts to the U.S. Army that are considered to be unjust.

*b.* End hardship or undue suffering.

### 1-6. Indebtedness to the U.S. Army that may be remitted or canceled under 10 USC 4837

A Soldier's debts to the United States Army may be remitted or canceled on the basis of this regulation in cases arising from—

*a.* Payments made in error to a Soldier.

*b.* Payments made in excess of an allowance on behalf of a Soldier.

*c.* Debts incurred while serving on active duty as a Soldier.

- d.* Debts acknowledged as valid.
- e.* Debts for which an appeal has been denied (DOD 7000.14-R, volume 7A, paras 5004 and 5005; AR 37-104-4, chapter 32; or 10 USC 2774).
- f.* Debts for which a waiver has been denied (DOD 7000.14-R, volume 7A, para 5007; AR 37-104-4, chapter 32; or 10 USC 2774).
- g.* Debts established as a result of financial liability of investigation of property loss (AR 735-5, chap 13). (See paras 1-7 and 1-11*d*).

**1-7. Indebtedness to the U.S. Army that may be remitted or canceled under 32 USC 710(c)**

On the basis of the standards of this regulation, a debt incurred to the U.S. Army by an ARNG Soldier may be remitted or canceled under certain conditions. The debt must be established in a financial liability of investigation of property loss (AR 735-5, chap 13) for a loss, or destruction of, or damage to, Government property issued to the ARNG. The remission or cancellation may only be requested for losses, destruction, or damage occurring after 30 September 1980. (See para 1-11*d*.)

**1-8. Indebtedness to the U.S. Army that may not be remitted or canceled under 10 USC 4837**

Indebtedness to the U.S. Army will not be remitted or canceled under the following conditions:

- a.* When a Soldier's pay is not reduced promptly in connection with forfeiture of pay imposed by a court-martial sentence or under article 15 of the Uniform Code of Military Justice (UCMJ).
- b.* When debt is incurred while not in an active duty status.
- c.* If a Soldier will receive less than an honorable discharge at time of separation.
- d.* When a Soldier is held liable for damage or loss of property to another branch of Service.
- e.* When debts are due to loss of public funds obtained or converted to own use through fraud, larceny, embezzlement, or other unlawful means.
- f.* When debts are due to fines imposed by court-martial sentence.
- g.* The amount is \$150 or less and based on hardship only.

**1-9. Indebtedness to the U.S. Army that may not be remitted or canceled under 32 USC 710(c)**

Debts to the U.S. Army will not be remitted or canceled—

- a.* When a Soldier's pay is not reduced promptly in connection with forfeiture of pay imposed by a court-martial sentence or under the Uniform Code of Military Justice (UCMJ), Article 15.
- b.* When debt is incurred while not in an active duty status.
- c.* If a Soldier will receive less than an honorable discharge at time of separation.
- d.* When a Soldier is held liable for damage or loss of property to another branch of Service.
- e.* When debts are due to loss of public funds obtained or converted to own use through fraud, larceny, embezzlement, or other unlawful means.
- f.* When debts are due to fines imposed by court-martial sentence.
- g.* If the amount is \$150 or less and based on hardship only.

**1-10. Reducing problems of indebtedness to the U.S. Army**

*a.* The commander is responsible for helping the Soldier to resolve personal debts, including errors in pay. The monthly review of the unit commander's finance report will highlight possible erroneous payments. The Battalion S-1 (BN S-1), Brigade Combat Team/Brigade S-1 (BCT/BDE S-1), and the Defense Accounting Officer/Finance and Accounting Officer (DAO/FAO) will help commanders resolve indebtedness caused by administrative actions. It is incumbent upon commanders, BN S-1s, BCT/BDE S-1s, and DAO/FAOs involved in identifying indebtedness and processing requests for remission to expedite the process to minimize possible out-of-service debt.

*b.* Soldiers must make sure that their financial accounts are correct. They must review their monthly leave and earnings statement (LES) and report errors or discrepancies to the commander and the DAO/FAO. The most common areas for errors in the LES are as follows:

- (1) Leave balance.
- (2) Receipt of basic allowance for housing (BAH) or the cost of living allowance (COLA) at the "with dependents" rate when it should be at the "without dependents" rate.
- (3) Family separation allowance (FSA) when the Soldier is divorced and does not have legal custody of the child or children.
- (4) Overseas housing allowance (OHA) based on incorrect station code or rent amount.
- (5) Entitlements not stopped at the proper time (that is, Combat Zone Tax Exclusion (CZTE), Hardship Duty Pay – Location (HDP-L), Imminent Danger/Hostile Fire Pay (ID/HFP), Combat-related Injury Rehabilitation Pay (CIP), and so forth).

### **1-11. Conditions governing debt remission or cancellation**

*a. General.* A Soldier indebted to the U.S. Government may request that the debt be remitted or canceled on the basis of hardship, injustice, or both. The debt must be within the scope of paragraphs 1-4, 1-6, 1-7, 3-5, and 3-6.

*b. Limiting criteria.* The CG, HRC will not consider the request if the following applies:

- (1) When a Soldier's pay is not reduced promptly in connection with forfeiture of pay imposed by a court-martial sentence or under UCMJ, Art. 15.
- (2) When debt is incurred while not in an active duty status.
- (3) If a Soldier will receive less than an honorable discharge at time of separation.
- (4) When a Soldier is held liable for damage or loss of property to another branch of Service.
- (5) When debts are due to loss of public funds obtained or converted to own use through fraud, larceny, embezzlement, or other unlawful means.
- (6) When debts are due to fines imposed by a court-martial sentence.
- (7) The amount is \$150 or less and based on hardship only.

*c. Army Board for Correction of Military Records.* Applications that may be considered for remission or cancellation, or waiver (AR 37-104-4, chap 32) should not be sent to the Army Board for Correction of Military Records (ABCMR). However, a Soldier may apply to the ABCMR under AR 15-185 if circumstances prevented consideration of all or portion of the debt for remission or cancellation of indebtedness. (For example, a Soldier is indebted for travel or transportation allowances and the debt was collected before the application was signed by the commander or the Soldier separated from active duty before a final decision was made.) If the ABCMR approves the application, any payments due will be processed under AR 37-104-4, chapter 32. Any application for remission or cancellation of indebtedness to the U.S. Army inadvertently sent to the ABCMR will be forwarded to HRC for consideration.

*d. Financial liability of investigation of property loss.* Applications for remission or cancellation of debts to the U.S. Army as a result of a financial liability of investigation of property loss are considered, if based on hardship only. See 1-11*b*, above, for limiting criteria. A copy of the financial liability of investigation of property loss must be submitted with the application. Requests based on injustice are not proper for consideration of remission or cancellation. If the Soldier believes the financial liability of investigation of property loss is erroneous or unjust, an appeal may be made under AR 735-5. Final action on the application may be taken before a decision on the appeal, when such action is in the best interests of the United States.

*e. Determining collection or proration.* Determination concerning collection or proration of debt to the U.S. Army pending final action on an application is made by DFAS. DFAS will contact the individual with how the debt will or may be paid.

*f. Final action.* Approval, partial approval, or disapproval of an application for remission or cancellation of indebtedness to the U.S. Army has no bearing on a Soldier's entitlements.

### **1-12. Determining injustice or hardship**

The ASA(M&RA), or CG, HRC, following the standards in this regulation, determines injustice, or hardship on the basis of the information received. The following factors will be considered:

- a.* The Army's policy in the area of indebtedness to the U.S. Army (for example, excess leave or BAH while living in Government housing).
- b.* The Soldier's awareness of policy and procedures. Past or present military occupational specialty (MOS), rank, years of service, and prior experience are taken into consideration.
- c.* The Soldier's monthly income and expenses.
- d.* The Soldier's contribution to the indebtedness to the U.S. Army by not having the situation corrected.
- e.* Additional income or assets (for example, spouse's salary, savings account, and bonds).

### **1-13. Additional factors for consideration in determining injustice**

The application must contain evidence that—

- a.* The applicant did not know, and could not have known, of the error.
- b.* The applicant inquired of a proper authority and was told that the payment was correct.

### **1-14. Additional factors for consideration in determining hardship**

- a.* Repayment will cause hardship because of excessive monthly expenses due to the following:
  - (1) Living in a high cost area.
  - (2) Living apart from Family members because of military orders.
  - (3) Number and age of Family members.
  - (4) Medical and dental bills that cannot be reimbursed.
  - (5) Other unusual expenses.

b. Expenses caused by living standards that are too high or by mishandling of funds are not a basis for a hardship case.

## **Chapter 2**

### **The Soldier's Role in the Preparation of Applications**

#### **2-1. How to apply**

- a. Soldiers, with the help of their immediate commanders (see para 3-1), will complete DA Form 3508.
- b. Soldiers who are no longer in service and who have been honorably discharged should refer to paragraph 3-5 for submission instructions.

#### **2-2. Examples of indebtedness to the U.S. Army**

Any debt to the U.S. Army may be considered for remission or cancellation unless precluded by paragraphs 1-8, 1-9, and 1-11b. Examples of debts (DA Form 3508, item 13) that may be considered for remission or cancellation are as follows:

- a. Basic allowance for housing (BAH).
- b. Basic allowance for subsistence (BAS).
- c. Combat-related Injury Rehabilitation Pay (CIP)
- d. Combat zone tax exclusion (CZTE)
- e. Cost of living allowance (COLA).
- f. Dependent travel (associated with change of station).
- g. Enlistment bonus (EB).
- h. Excess leave.
- i. Family separation allowance (FSA).
- j. Flight pay.
- k. Foreign duty pay (FDP).
- l. Foreign language proficiency pay (FLPP)
- m. Hazardous duty incentive pay (HDIP)
- n. Household goods (HHG).
- o. Imminent danger pay/Hostile fire pay (IDP/HFP).
- p. Overseas housing allowance (OHA).
- q. Parachute pay.
- r. Miscalculation of pay entry basic date (PEBD).
- s. Per diem.
- t. Proficiency pay (PROFP).
- u. Financial liability of investigation of property loss.
- v. Regular reenlistment bonus (RRB).
- w. Selective reenlistment bonus (SRB).
- x. Special duty assignment pay (SDAP).
- y. Temporary duty (TDY).
- z. Temporary lodging allowance (TLA)

#### **2-3. Basis for application**

- a. *Injustice*. If claiming injustice only, fill out DA Form 3508, sections I, VII, and VIII.
- b. *Hardship*. If hardship only is claimed under DA Form 3508, item 15, fill out all items on the form. In section VII, include any unusual factors or obligations that could help prove that repayment would cause hardship.
  - (1) When claiming hardship, failure to fill out all sections of DA Form 3508 will result in the application being returned for completion.
  - (2) When claiming hardship, refusal to fill out all sections of the form will result in the application being returned without action.
- c. *Injustice and hardship*. If claiming both hardship and injustice, fill out all sections of the DA Form 3508. Enter "NA " for items that do not apply.

#### **2-4. Enclosures to applications**

Include the following forms as enclosures. Send the form current at the time of the debt.

- a. *Required enclosures*. Attach the following to DA Form 3508:



- (1) Applicant's DA Form 2823 (Sworn Statement). (See para 2-5.)
- (2) A clear copy of the Soldier's latest LES (DFAS Form 702) (Defense Finance and Accounting Service Military Leave and Earnings Statement).
- (3) Documents that disclose cause, reason, category, amount, and inclusive period of indebtedness, such as:
  - (a) DD Form 139 (Pay Adjustment Authorization).
  - (b) Forms sent to the Soldier by DFAS (for example, Adjustment Authorization and/or Information for Replies to Rebuttals).
  - (c) DD Form 200 (Financial Liability Investigation of Property Loss).
  - (d) DD Form 362 (Statement of Charges/Cash Collection Voucher).
  - (e) TRANSOPS (transportation operations) Letter Subject: Household Goods Pay Adjustment.
- (4) Statements from persons knowing the circumstances of the debt, if needed.
- (5) If needed, statements from reliable individuals having information on the debt indicating that approval would be in the best interests of the U.S. Government and/or that collection would create hardship. Reasons must be fully explained.
- (6) Any other evidence to support the case, if needed.
  - b. *Additional enclosures.*
    - (1) If the debt to the U.S. Army is caused by allotment overpayment, attach the following:
      - (a) Copies of all authorizations (DD Form 2558 (Authorization to Start, Stop or Change an Allotment) for Active Duty or Retired Personnel, and DD Form 2559 (Savings Bond Allotment Authorization/Active Duty or Retired Pay) completed during the period of indebtedness.
      - (b) Copies of LESs for the entire period of the indebtedness to the U.S. Army.
    - (2) If the debt to the U.S. Army is caused by excess weight of household goods, send only those forms that apply—
      - (a) DD Form 1797 (Personal Property Counseling Checklist).
      - (b) DD Form 1299 (Application for Shipment and/or Storage of Personal Property).
      - (c) DD Form 619 (Statement of Accessorial Services Performed).
      - (d) DD Form 619-1 (Statement of Accessorial Services Performed (Storage-in-Transit Delivery and Reweigh)).
      - (e) DD Form 1750 (Packing List).
      - (f) SF 1103 (U.S. Government Bill of Lading-Original).
      - (g) DD Form 1671 (Reweigh of Personal Property).
      - (h) DD Form 1907 (Signature and Tally Record).
      - (i) DD Form 1162-1 (Schedule of Services and Rates for Household Goods) and DD Form 1162-3 (Basic Ordering Agreement for Storage of Household Goods and Related Services).
      - (j) Other forms that apply.
    - (3) If the debt is caused by transportation of household goods under the Personally-Procured Transportation and Nontemporary Storage Program, send only those forms that apply—
      - (a) DD Form 1299 (Application for Shipment and/or Storage of Personal Property).
      - (b) DD Form 1155 (Order for Supplies or Services).
      - (c) DD Form 1351-2 (Travel Voucher or Subvoucher).
      - (d) Other forms that apply.
    - (4) If the debt is caused by an erroneous payment or an overpayment, send only those forms that apply:
      - (a) DD Forms 4/1 through 4/3 (Enlistment/Reenlistment Document-Armed Forces of the United States).
      - (b) DA Form 1506 (Statement of Service for Computation of Length of Service for Pay Purposes).
      - (c) DFAS Form 702 for the month(s) of erroneous payment or over payment.
      - (d) DA Form 3340-R-E (Request for Reenlistment or Extension in the Regular Army).
      - (e) DD Form 214 (Certificate of Release or Discharge from Active Duty).
      - (f) DD Form 1343 (Notification of Change in Service Member's Official Records).
      - (g) DD Form 149 (Application for Correction of Military Record Under the Provisions of Section 1552, Title 10, United States Code (10 USC 1552)).
      - (h) DD Form 137 (Application for Basic Allowance for Quarters for Members with Dependents).
      - (i) DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowances for Housing (BAH)).
      - (j) DD Form 137-3 (Dependency Statement - Parent).
      - (k) DD Form 884 (Application for Transportation for Dependents).
      - (l) DD Form 1475 (Basic Allowance for Subsistence-Certification).
      - (m) DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance).
      - (n) Other forms that apply.

## **2-5. Sworn statement**

The applicant must submit a detailed sworn statement on DA Form 2823. If the form is not available, submit a written statement that has been countersigned by an officer having notary powers (10 USC 936 and UCMJ, Art. 136) or by a notary public. The statement must include the following:

- a.* Circumstance: include cause and reason for the debt to the U.S. Army.
- b.* Period involved.
- c.* Date of discovery.
- d.* Information about official notification of the debt to the U.S. Army—how, when and who informed the Soldier.
- e.* Suspicion or knowledge of error.
- f.* Whom the Soldier informed of the error or suspicion of error.
- g.* Efforts made to have the error corrected (f above).
- h.* Efforts made to have the error corrected after notice of collection began.
- i.* Evidence to support efforts to correct the cause of debt.
- j.* Reason for delay (if any) in correcting error.
- k.* A full explanation concerning the use of the erroneous funds. Were they safeguarded or spent?
- l.* If injustice is claimed, an explanation for the claim.
- m.* If hardship is claimed, an explanation of the problems that repayment would cause.
- n.* A complete list of the attached enclosures (see para 2-4).
- o.* A complete list of missing documents and the approximate date they will be sent (when required documents are not readily available).

## **Chapter 3 Administrative Procedures for Processing Applications**

### **3-1. Immediate commander**

The immediate commander will assist the Soldier in applying under the regulation most advantageous to the Soldier (this regulation or AR 37-104-4, chap 32). Before asking for personal information, the commander will tell the Soldier of the “Data Required by the Privacy Act of 1974.” (See top of DA Form 3508). The commander will—

- a.* Help the Soldier prepare the application.
- b.* Make sure that the facts are complete and accurate. When necessary, he or she will do the following:
  - (1) Ask the DAO/FAO or United States Property and Fiscal Officer (USPFO), BN S-1, and/or BCT/BDE S-1 to explain the events that surround the debt to the U.S. Army.
  - (2) Confirm statements made by the Soldier.
  - (3) Obtain statements or documentation from officials or agencies to support allegations made by the Soldier.
- c.* Evaluate the application and all the evidence. Make sure that—
  - (1) The sworn statement is detailed and contains all data required in paragraph 2-5.
  - (2) All sections of DA Form 3508 have been completed if hardship has been claimed.
  - (3) “NA” is entered on DA Form 3508 where appropriate.
  - (4) Financial data is substantiated.
  - (5) Item 50 of the DA Form 3508 is completed. The commander must sign and date the application.
  - (6) The required documents are attached. (See para 2-4.)
  - (a)* Request that the BN S-1, BCT/BDE S-1, and the DAO/FAO provide documents from the Soldier’s LES, and documents from the Master Military Pay Account (MMPA) that may relate to the case.
  - (b)* Request that the ARNG State Headquarters and the USPFO attach documents to the case that are not at the unit but available at the State Headquarters or the USPFO.
  - (c)* Request that the transportation officer (TO) provide related documents from the files if the case pertains to travel or transportation allowances.
- d.* Recommend approval, in whole or in part, or disapproval in a formal memorandum. Reasons will be provided for the recommendation and other information as follows:
  - (1) State how remission or cancellation would or would not serve the best interests of the U.S. Government.
  - (2) State the effect on the Soldier’s ability to discharge credit obligations and to provide for Family members, if any.
  - (3) Point out items that cannot be confirmed.
  - (4) Show if the Soldier—
    - (a)* Is at fault for being in debt to the U.S. Army.
    - (b)* Could have prevented the debt to the U.S. Army.

- (c) Could have been aware of the Army's policy in this area in view of past or present MOS, rank, years of service, or prior experience.
- (d) Acted properly in trying to correct the error.
- (e) Acted in good faith.
- (5) State briefly if the Soldier's retention in the Army or Army Reserve is desirable. If not, give reasons.
- (6) State the help that he or she gave the Soldier in alleviating his or her debts to the U.S. Army.
- (7) Briefly describe the Soldier's efficiency and conduct. Include any major items of record, good or bad.
- e. Send the formal memorandum, with enclosures to the following:
  - (1) The commander exercising special court-martial jurisdiction if the Soldier is Active Duty Army or Army Reserve in active status.
  - (2) The ARNG next higher field grade commander, if the Soldier is ARNG on inactive duty training or active duty for training.
- f. Advise DAO/FAO or USPFO about events that occurred after submitting the application that could affect the case. Information will be furnished on the following:
  - (1) Reassignment.
  - (2) Promotion or reduction in grade.
  - (3) Reenlistment, extension of term of service, or approval of retention beyond expiration term of service (ETS).
  - (4) Administrative or punitive action that may result in separation before the scheduled date.
  - (5) Any other major factor that may affect the final decision.

### **3-2. Commanders having special court-martial jurisdiction or Army National Guard next higher field grade commander**

These commanders will—

- a. Review the application to ensure that the case is complete and documented. (See para 3-1.)
- b. Return the case to the immediate commander if it is incomplete and not documented with a brief description of the data required.
- c. Evaluate the application and all the evidence.
- d. Recommend in a memorandum that the debt to the U.S. Army be approved, in whole or in part, or that it be disapproved. Reasons will be given for the recommendation.
- e. Send the original application to the servicing DAO/FAO or USPFO.

### **3-3. Defense Accounting Officer/Finance and Accounting Officer or United States Property and Fiscal Officer responsibilities**

The DAO/FAO or USPFO will—

- a. Provide technical assistance to the commander upon request.
- b. Attach any additional documents that may affect the case. (See para 3-1c(6).)
- c. Ensure that the required documents are included in the application. (See para 2-4.)
  - (1) Attach pay-related data that the immediate commander did not have. Return it by endorsement to the immediate commander if it could affect the case.
  - (2) Ensure that the document stating amount, cause, reason, and inclusive period of indebtedness explains the cause of the debt. This document must clearly state the reason for nonentitlement to pay or allowance.
- d. Review the commander's recommendations concerning suspension or withholding of pay. If both commanders and DAO/FAO/USPFO agree to continue withholding pay, fill out DA Form 3508, items 51 and 52, and go to paragraph 3-3f. If all concur to stop withholding the Soldier's pay, take the following actions:
  - (1) Stop collection as of the date the commander signed the application.
  - (2) Recredit amounts collected after that date.
  - (3) Advise the Soldier and the immediate commander that the pay status is pending final decision by HRC.
  - (4) Fill out DA Form 3508, items 51 and 52.
- e. Send an original and one copy of the application to Commander, U.S. Army Human Resources Command, 2461 Eisenhower Avenue (AHRC-EPO-A), Alexandria, VA 22331-0455. In the endorsement to provide the following:
  - (1) Date the Soldier was notified of the debt to the U.S. Army.
  - (2) Date the debt to the U.S. Army was entered for collection.
  - (3) Accounting and Disbursing station number (ADSN) and the Defense Switched Network (DSN) number of the active duty Soldier's servicing DAO/FAO.
  - (4) The DJMS-RC input station number and the DSN number of the ARNG Soldier's USPFO, if applicable.
  - (5) Comment on any allegations concerning finance and accounting procedures.
  - (6) Recommend approval, in whole or in part, or disapproval. State reasons and provide information to support the recommendation.

(7) Include report of investigation under AR 15–6, if applicable.

f. Advise HRC of events that occurred after submitting the application that could affect the case.

### **3–4. Finance and Accounting Officer, Battalion S–1 (BN S–1), or Brigade Combat Team/Brigade S–1 (BCT/BDE S–1)**

Upon discovering a debt that may be remitted based solely on injustice for a group of ten or more Soldiers in their area of responsibility, the Finance and Accounting Officer, BN S–1, or BCT/BDE S–1 will—

a. Confirm the debt.

b. Ensure collection of the debt is stopped until a final decision is made.

c. Notify the commander exercising control over all Soldiers whose pay account is affected.

d. Provide roster with Soldier's names, SSNs, and amounts owed with memorandum requesting blanket remission for commander's signature.

e. Forward the request through servicing DAO/FAO to CG, HRC (mailing address contained in para 3–3e above) with an explanation of incorrect payment and justification for remission or cancellation based on injustice.

### **3–5. Soldiers who are separated from active duty to include ARNG, Army Reserve**

Soldiers who were honorably discharged can apply for remission or cancellation of their debt. Debt must have incurred on or after 7 October 2001 to be considered and have incurred while in an active duty status. For submission instructions and assistance, contact the Defense Finance & Accounting Services, Out of Service Pay Section, at commercial (317) 510–6171, or DSN 699–6171.

### **3–6. Wounded warriors**

Upon discovery of debt that may be remitted or cancelled for Soldiers who have been injured or wounded in action, to include disease and non battle injury, Finance and Accounting Officer will—

a. Confirm the debt.

b. Ensure collection of the debt is stopped until a final decision is made.

c. Notify commander exercising control over the Soldiers whose pay account is affected.

d. Submit Soldier's names, SSNs, and amounts owed with memorandum requesting blanket remission for their commander's signature.

e. Forward request through the servicing DAO/FAO to Commander, Defense Finance & Accounting Services, (DFAS–IN–PMTF/IN), 8899 East 56th Street, Indianapolis, IN 46249.

### **3–7. Collection and proration pending final action on application**

a. Monies for a debt to the U.S. Army must be repaid by the end of the expected period of active duty Section 5514, Title 5, United States Code (5 USC 5514) or term of service. If repayment can be made, the following actions will be taken:

(1) Stop collection as of the date the immediate commander signs the application.

(2) Recredit to the Soldier's account any amounts collected on or after that date.

b. Determine if 5 USC 5514, is a factor and if the Soldier intends to extend the term of service or re-enlist (DA Form 3508, item 6). If so, he or she may request partial or total collection during the new enlistment if full collection of the debt to the U.S. Army before separation would—

(1) Require total or nearly total withholding of final pay.

(2) Cause hardship.

c. Determine whether or not it is possible to pay the debt to the U.S. Army in full before the end of the expected period of active duty or term of service. If not, the commander should direct the DAO/FAO or USPFO to prorate the debt by withholding the sum from the Soldier's pay. Amounts withheld after the commander signs the application will be refunded to the Soldier if the debt is remitted or canceled. The amount remitted or canceled is that which is proper as determined by the Secretary of the Army or his or her designee.

d. The following is an example of debt proration: The Soldier states that he or she does not intend to reenlist or extend the term of service or that he or she is undecided (DA Form 3508, item 6). The debt owed is \$1,000.08 and the ETS is in 12 months. Monthly expenses subtracted from monthly income leave a balance of \$150.00 (DA Form 3508, item 45c). Monthly expenses seem reasonable. The Soldier has no other available funds (DA Form 3508, item 40). A collection of the minimum amount over the maximum period of time (\$1,000.08 divided by 12 months) equals \$83.34. This amount withheld each month should not cause hardship to the Soldier or Family members. However, it will ensure payment of the debt to the U.S. Army by the end of the expected period of active duty or term of service. If the debt to the U.S. Army is remitted or canceled, any amount paid will be refunded to the Soldier.

e. Coordinate with the DAO/FAO or USPFO to reduce the amount withheld each pay period if the withholding of a Soldier's pay causes hardship.

### **3–8. Notification and disposition of final action**

The CG, HRC will inform the servicing DAO/FAO or USPFO, in writing, of the final decision on the application. The DAO/FAO or USPFO will—

*a.* Adjust the Soldier's pay account when he or she receives notice of final action from HRC.

(1) If all items are approved, the DAO/FAO or USPFO will credit the Soldier's pay account with total amount approved for remission. This may include repayment to the Soldier for all or partial amount already collected.

(2) If the application is disapproved or is approved for partial remission, the DAO/FAO or USPFO will begin or reinstate collection. Reinstated collection will include the amounts withheld. If a refund is due because of partial remission or cancellation, the amount will be returned.

(3) Collection of amounts withheld normally will not be further suspended even if Soldier further appeals to the Army Board for Correction of Military Records. If hardship would result, paragraph 3–5 applies.

*b.* Send a copy of the decision to the Soldier, through the chain of command, with appropriate information included as follows:

(1) The status of the collection.

(2) The amount of pay withheld (if any) to be refunded to the Soldier.

(3) When the refund (if any) may be expected.

*c.* Send the following to Commander, DFAS, Denver CO 80279–7000:

(1) The original decision. This is proof of any repayment or for the renewal of collections.

(2) The document that disclosed cause, reason, category, amount, and inclusive period of indebtedness to the U.S. Army, such as DD Form 139.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 11-2**

Management Control (Cited in para B.)

#### **AR 15-6**

Procedures for Investigating Officers and Boards of Officers (Cited in para 3-3e(7).)

#### **AR 15-185**

Army Board for Correction of Military Records (Cited in para 1-11c .)

#### **AR 37-104-4**

Military Pay and Allowances Policy (Cited in paras 1-1, 1-6e, 1-6f, 1-11c, and 3-1.)

#### **AR 735-5**

Policies and Procedures for Property Accountability (Cited in paras 1-4b, 1-6g, 1-7, and 1-11d.)

#### **DOD 7000.14-R**

Department of Defense Financial Management Regulation (Cited in paras 1-1, 1-6e, and 1-6f.)

#### **UCMJ**

Uniform Code of Military Justice (Cited in paras 1-8a, 1-9a, 1-11b(1), and 2-5.) (Available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>).

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. United States Codes are available at [www.gpoaccess.gov/uscode](http://www.gpoaccess.gov/uscode).

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program

#### **AR 340-21**

The Army Privacy Program

#### **JFTR**

Joint Federal Travel Regulation, Volume 1: Uniformed Service Members (Available at: <http://www.dtic.mil/perdiem/trvlregs.html>.)

#### **5 USC 5514**

Installment deduction for indebtedness to the United States

#### **10 USC 936**

Authority to administer oaths and to Act as Notary;

#### **10 USC 2774**

Claims for overpayment of pay and allowances, and of travel and transportation allowances

#### **10 USC 4837**

Settlement of accounts, remission or cancellation of indebtedness of members

#### **32 USC 710**

Accountability for property issued to the National Guard

### **Section III Prescribed Forms**

Except where otherwise indicated below, the following forms are available on the U.S. Army Publishing Directorate's Web site (<http://www.apd.army.mil>).

**DA Form 3508**

Application for Remission or Cancellation of Indebtedness (Prescribed in paras 2-1, 2-2, 2-3, 2-4, 3-1, 3-3, 3-7, and B.)

**Section IV  
Referenced Forms**

**DA Form 11-2-R**

Management Control Evaluation Certification Statement (Prescribed in para B.)

**DA Form 1506**

Statement of Service for Computation of Length of Service for Pay Purposes

**DA Form 2823**

Sworn Statement

**DA Form 3340-R**

Request for Reenlistment or Extension in the Regular Army

**DA Form 5960**

Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance

**DD Form 4/1 - 4/3 Series**

Enlistment/Reenlistment Document-Armed Forces of the United States

**DD Form 137**

Application for Basic Allowance for Quarters for Members with Dependents

**DD Form 137-3**

Dependency Statement- Parent

**DD Form 139**

Pay Adjustment Authorization

**DD Form 149**

Application for Correction of Military Record Under the Provisions of Title 10, USC, Section 1552

**DD 200**

Financial Liability Investigation of Property Loss

**DD Form 214**

Certificate of Release or Discharge form Active Duty

**DD Form 362**

Statement of Charges/Cash Collection Voucher

**DD Form 619**

Statement of Accessorial Services Performed

**DD Form 619-1**

Statement of Accessorial Services Performed (Storage-In-Transit Delivery and Reweigh)

**DD Form 884**

Application for Transportation for Dependents

**DD Form 1155**

Order for Supplies or Services

**DD Form 1162-1**

Schedule of services and Rates for Household goods

**DD Form 1162-3**

Household Goods and Related Services, Basic Ordering Agreement for Storage of – Signature Page

**DD Form 1299**

Personal Property- Application for Shipment and/or Storage of

**DD Form 1343**

Notification of Change in Service Member's Official Records

**DD Form 1351-2**

Travel Voucher or Subvoucher

**DD Form 1475**

Basic allowance for Subsistence Certification

**DD Form 1561**

Statement to Substantiate Payment of Family Separation Allowance

**DD Form 1671**

Personal Property, Reweigh of

**DD Form 1750**

Packing List

**DD Form 1797**

Personal Property Counseling Checklist

**DD Form 1907**

Signature and Tally Record

**DD Form 2558**

Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel

**DD Form 2559**

Savings Bond Allotment Authorization/Active Duty or Retired Pay

**DFAS Form 702**

DFAS Military Leave & Earning Statement

**SF 1103**

U.S. Government Bill of Lading - Original



## Appendix B Management Control Review Checklist

### B-1. Function

The function covered by this checklist is: Notification of indebtedness and processing of applications for remission or cancellation of indebtedness.

### B-2. Purpose

The purpose of this checklist is to assist Soldier's commander, Soldier's Special Courts Martial Convening Authority (SPCMCA), Soldier's Defense Accounting Office/Finance and Accounting Office (DAO/FAO), and Special Actions Branch, EPMD, HRC in evaluating their key management controls. It is not intended to cover all controls.

### B-3. Instructions

Answer must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

### B-4. Test questions

a. Did Soldier attempt to resolve indebtedness with DAO/FAO prior to processing application?

Response YES/NO/NA

Remarks

b. If DAO/FAO did not resolve indebtedness, did Soldier submit application in accordance with AR 600-4, paragraphs 1-11 and 2-1?

Response YES/NO/NA

Remarks

c. Did Soldier read and understand AR 600-4, specifically chapter 2, regarding his responsibilities in processing his application?

Response YES/NO/NA

Remarks

d. Did Soldier utilize correct form (DA Form 3508) for submission in accordance with AR 600-4, paragraph?

Response YES/NO/NA

Remarks

e. Did Soldier complete blocks 1-49, DA Form 3508 and sign the application in accordance with AR 600-4, chapter 2?

Response YES/NO/NA

Remarks

f. Did Soldier forward the application to his commander and keep a file copy for his records in accordance with AR 600-4, paragraph 2-1?

Response YES/NO/NA

Remarks

g. Did Soldier submit application for a debt which was not contained in AR 600-4, paragraph 2-2 and precluded by paragraphs 1-8, 1-9, and 1-11b?

Response YES/NO/NA

Remarks

h. Did Soldier submit sworn statement in accordance with AR 600-4, paragraph 2-5?

Response YES/NO/NA

Remarks

i. Did Soldier provide required and additional proper enclosures to support and substantiate application in accordance with AR 600-4, paragraph 2-4?

Response YES/NO/NA

Remarks

j. Did Soldier delay submission of supporting documents and explain why they were not available in his sworn statement in accordance with AR 600-4, paragraph 2-5?

Response YES/NO/NA

Remarks

k. Does Soldier understand the definitions of hardship and injustice as outlined in AR 600-4, paragraphs 1-12, 1-13, 1-14, and the glossary?

Response YES/NO/NA

Remarks

*l.* Did Soldier request assistance from his immediate commander and DAO/FAO in accordance with AR 600-4, paragraph 2-1?

Response YES/NO/NA

Remarks

*m.* Did they provide it in accordance with AR 600-4, paragraphs 2-1 and 3-1?

Response YES/NO/NA

Remarks

*n.* Has immediate commander read AR 600-4 and understand his responsibilities in chapter 3?

Response YES/NO/NA

Remarks

*o.* Did commander assist the Soldier in accordance with AR 600-4, paragraph 3-1a?

Response YES/NO/NA

Remarks

*p.* Did commander verify facts were complete and accurate in accordance with AR 600-4, paragraph 3-1b?

Response YES/NO/NA

Remarks

*q.* Did commander evaluate the application and all the evidence on the application in accordance with AR 600-4, paragraph 3-1c?

Response YES/NO/NA

Remarks

*r.* Did the commander make a recommendation and complete all actions outlined in AR 600-4, paragraph 3-1d?

Response YES/NO/NA

Remarks

*s.* Did commander sign in block 50, DA Form 3508 after verification of application?

Response YES/NO/NA

Remarks

*t.* Did commander inform DAO/FAO or USPFO of any other information that would affect application in accordance with AR 600-4, paragraph 3-1f?

Response YES/NO/NA

Remarks

*u.* Does commander have a system to periodically check on the status of the application?

Response YES/NO/NA

Remarks

*v.* Did commander forward the application in accordance with AR 600-4, paragraph 3-1e?

Response YES/NO/NA

Remarks

*w.* Did Soldier meet suspense date from DAO/FAO to preclude early collection prior to immediate commander's signature?

Response YES/NO/NA

Remarks

*x.* Has SPCMCA read or been briefed on AR 600-4 and understands his responsibilities in accordance with AR 600-4, paragraph 3-2?

Response YES/NO/NA

Remarks

*y.* Did SPCMCA review the application in accordance with AR 600-4, paragraph 3-2a?

Response YES/NO/NA

Remarks

*z.* Did SPCMCA have a system to review, evaluate, and make recommendation on applications in accordance with AR 600-4, paragraphs 3-2a, c-d?

Response YES/NO/NA

Remarks

*aa.* Did SPCMCA provide a written recommendation on the application in accordance with AR 600-4, paragraph 3-2d?

Response YES/NO/NA

Remarks

*ab.* Did SPCMCA approve, in part or whole, or disapprove in accordance with AR 600-4, paragraph 3-2d?

Response YES/NO/NA

Remarks

*ac.* Did SPCMCA forward application to DAO/FAO or USPFO in accordance with AR 600–4, paragraph 3–2e?  
Response YES/NO/NA  
Remarks

*ad.* Did DAO/FAO provide documents to the immediate commander and the Soldier that disclosed the cause, reason, category, amount, and inclusive period of indebtedness in accordance with AR 600–4, paragraphs 2–4a,b, and 3–3?  
Response YES/NO/NA  
Remarks

*ae.* Did DAO/FAO initiate a collection of indebtedness prior to notification of the immediate commander and the Soldier?  
Response YES/NO/NA  
Remarks

*af.* Did DAO/FAO initiate a collection of indebtedness after the immediate commander and Soldier failed to respond to DAO/FAO notification and suspense to clear up this matter with the DAO/FAO?  
Response YES/NO/NA  
Remarks

*ag.* Did DAO/FAO assist the immediate commander and Soldier in resolution of the indebtedness in accordance with AR 600–4, paragraph 3–3a?  
Response YES/NO/NA  
Remarks

*ah.* Did DAO/FAO review the application to include the commander’s recommendation in accordance with AR 600–4?  
Response YES/NO/NA  
Remarks

*ai.* Did DAO/FAO return application to the commander for further documentation and correction in accordance with AR 600–4, paragraph 3–3c?  
Response YES/NO/NA  
Remarks

*aj.* Did DAO/FAO take appropriate action regarding withholding of Soldier’s pay after review of commander’s recommendation in accordance with AR 600–4, paragraph 3–3d?  
Response YES/NO/NA  
Remarks

*ak.* Did DAO/FAO stop collection, recredit Soldier, or prorate collection in accordance with AR 600–4, paragraphs 3–7 and 3–8?  
Response YES/NO/NA  
Remarks

*al.* Did DAO/FAO verify the application by completing and signing items 51 and 52 or DA Form 3508 in accordance with AR 600–4, paragraph 3–3d?  
Response YES/NO/NA  
Remarks

*am.* Did DAO/FAO forward application to HRC in accordance with AR 600–4, paragraph 3–3e?  
Response YES/NO/NA  
Remarks

*an.* Did DAO/FAO attach any additional documents or information as required in accordance with AR 600–4, paragraph 3–3b?  
Response YES/NO/NA  
Remarks

*ao.* Upon final notification by HRC, did BN S–1 or BCT/BDE S–1 notify the unit commander, Soldier, and DFAS, and take appropriate action in accordance with AR 600–4, paragraph 3–8?  
Response YES/NO/NA  
Remarks

*ap.* Has public law and Title 10, United States Code 4837 (10 USC 4837) been published delegating to the Secretary of the Army the authority to remit or cancel indebtedness to the U.S. Government of officers, warrant officers, and enlisted Soldiers?  
Response YES/NO/NA  
Remarks

*aq.* Has the Secretary of the Army delegated Commander, HRC to act on his behalf in processing applications for remission or cancellation of indebtedness to the U.S. Government for officers, warrant officers, enlisted Soldiers and has it been updated for current commander?

Response YES/NO/NA

Remarks

*ar.* Has the Commander, HRC further delegated this authority to Chief, Special Actions Branch and is it current?

Response YES/NO/NA

Remarks

*as.* Is there a published Army regulation?

Response YES/NO/NA

Remarks

*at.* Has it been reviewed and updated as required within the last 12 months?

Response YES/NO/NA

Remarks

*au.* Has every employee in the assessable unit been assigned responsibility, trained and briefed on what is expected of them?

Response YES/NO/NA

Remarks

*av.* Have management controls been developed, staffed, approved, briefed, and are they being utilized?

Response YES/NO/NA

Remarks

*aw.* Has an internal SOP been developed, is it adequate, and is it being utilized?

Response YES/NO/NA

Remarks

*ax.* Has a management control administrator been appointed for the assessable unit and is this updated every time a new administrator takes control of this program?

Response YES/NO/NA

Remarks

*ay.* Is there a periodic management review and analysis conducted to ensure adequacy of internal controls and to ensure senior officials are kept informed?

Response YES/NO/NA

Remarks

*az.* As new employees enter the assessable unit, are they briefed and trained in procedures outlined in the regulation, SOP, and management controls?

Response YES/NO/NA

Remarks

*aaa.* Does review verify Soldier was counseled and assisted in preparation of application?

Response YES/NO/NA

Remarks

*aab.* Does review verify if the Soldier is close to ETS and indicates "NO " or undecided in block 6, DA Form 3508, and Soldier will receive an honorable discharge? Verify telephonically with DAO/FAO.

Response YES/NO/NA

Remarks

*aac.* Does application fall within the purview of 10 USC 4837 or 32 USC 710(c) and AR 600-4, paragraphs 1-6 through 1-11?

Response YES/NO/NA

Remarks

*aad.* Does application contain the correct forms in accordance with AR 600-4, paragraphs 2-1 through 2-5?

Response YES/NO/NA

Remarks

*aae.* Does DA Form 3508 contain the signatures of the applicant and company commander required by AR 600-4, paragraph 3-1?

Response YES/NO/NA

Remarks

*aaf.* Does application contain a recommendation from the immediate commander and special courts martial convening authority as required by AR 600-4, paragraphs 3-1 and 3-2?

Response YES/NO/NA

Remarks

*aag.* Does application contain the DAO/FAO recommendation and signature on DA Form 3508 as required by AR 600-4, paragraph 3-3?

Response YES/NO/NA

Remarks

*aaH.* Does application contain a sworn statement from the applicant in accordance with AR 600-4, paragraph 2-5?

Response YES/NO/NA

Remarks

*aa*. Has administrative reviewer established a computerized suspense log and maintained statistics in accordance with Branch SOP?

Response YES/NO/NA

Remarks

*aa**j*. Has administrative reviewer monitored 60 day returned application suspense log and sent a reminder to the DAO/FAO regarding status of corrective action?

Response YES/NO/NA

Remarks

*aa**k*. Does analyst understand the purpose, responsibilities, and objectives outlined in AR 600–4?

Response YES/NO/NA

Remarks

*aa**l*. Does analyst understand the definitions and terms injustice and hardship outlined in AR 600–4, paragraph 1–12 and any additional factors which may be considered in paragraphs 1–13 and 1–14?

Response YES/NO/NA

Remarks

*aa**m*. Has analyst completed the required worksheet to include administrative information (page 1), analysis and basis for recommendation (page 2), and recommendation (page 2, 3)?

Response YES/NO/NA

Remarks

*aa**n*. Has analyst consulted with the appropriate proponent regulation or office regarding the rules which caused the indebtedness prior to making a recommendation and is this documented?

Response YES/NO/NA

Remarks

*aa**o*. Has analyst made a favorable recommendation of an application which exceeds the criteria outlined in AR 600–4, paragraphs 1–6, 1–7, 1–8, 1–9, 1–11, 1–12, 1–13, or 1–14?

Response YES/NO/NA

Remarks

*aa**p*. Have worksheet and application been forwarded to the Branch Chief?

Response YES/NO/NA

Remarks

*aa**q*. Does Branch Chief conduct an independent analysis of the application?

Response YES/NO/NA

Remarks

*aa**r*. Does Branch Chief review administrative worksheet and analyst recommendation?

Response YES/NO/NA

Remarks

*aa**s*. Does Branch Chief consult with proponent regulation and office when a question exists regarding appropriateness of analyst's recommendation?

Response YES/NO/NA

Remarks

*aa**t*. Are Branch Chief's decisions made for injustice and hardship supported by the facts and in the best interests of the government and the Soldier?

Response YES/NO/NA

Remarks

*aa**u*. Does Branch Chief review statistics weekly to ensure timely processing of applications and consistency of processing; quarterly for analysis, review and decision making, and adequacy of computer filing system?

Response YES/NO/NA

Remarks

*aa**v*. Is there a system to ensure applications, upon final decision or being returned for additional information, are sent to the correct DAO/FAO?

Response YES/NO/NA

Remarks

*aa**w*. Do all responses include decision, amount, administrative instruction and signature, as required in accordance with AR 600–4, paragraph 3–8?

Response YES/NO/NA

Remarks

*aa**x*. Are administratively incorrect applications sent to DAO/FAO for corrective action with a 60-day suspense?

Response YES/NO/NA

Remarks

*aaay.* Are follow up actions conducted at the 60 day mark to ensure DAO/FAO has received the case and acted appropriately?

Response YES/NO/NA

Remarks

*aaaz.* Are hard copy file copies maintained and filed?

Response YES/NO/NA

Remarks

*aaaa.* Are computer files maintained and filed?

Response YES/NO/NA

Remarks

*aaab.* Are statistics readily retrievable for review and analysis?

Response YES/NO/NA

Remarks

*aaac.* Is review and analysis conducted quarterly?

Response YES/NO/NA

Remarks

*aaad.* Where discrepancies are noted, has corrective action been initiated?

Response YES/NO/NA

Remarks

### **B-5. Supersession**

No previous checklist was published for this program.

### **B-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to Commander, Human Resources Command (AHRC-EPO-P), 2461 Eisenhower Avenue, Alexandria, Virginia 22331-0455.

## **Glossary**

### **Section I Abbreviations**

#### **ABCMR**

Army Board for Correction of Military Records

#### **ACOM**

Army Command

#### **ADSN**

accounting disbursing station number

#### **AGR**

active guard/reserve

#### **AR**

Army regulation

#### **ARNG**

Army National Guard

#### **ASA (M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

#### **BN**

battalion

#### **BAH**

basic allowance for housing

#### **BAS**

basic allowance for subsistence

#### **BCT**

Brigade Combat Team

#### **BCT/BDE S-1**

Brigade Combat Team/Brigade S-1

#### **CDR**

commander

#### **CG**

commanding general

#### **CIP**

combat-related injury rehabilitation pay

#### **COLA**

cost-of-living allowance

#### **CZTE**

combat zone tax exclusion

#### **DAO**

Defense accounting officer

#### **DCS, G-1**

Deputy Chief of Staff, G-1

**DFAS**

Defense Finance and Accounting Service

**DJMS-RC**

Defense Joint Military Pay System-Reserve Component

**DMOS**

duty military occupational specialty

**DSN**

Defense Switched Network

**EB**

enlistment bonus

**EDAS**

Enlisted Distribution and Assignment System

**eMILPO**

electronic military personnel office

**EPMD**

Enlisted Personnel Management Directorate

**ETS**

expiration term of service

**FAO**

finance and accounting officer

**FDP**

foreign duty pay

**FLPP**

foreign language proficiency pay

**FSA**

Family separation allowance

**HDIP**

hazardous duty incentive pay

**HDP-L**

hardship duty pay location

**HHG**

household goods

**HQDA**

Headquarters, Department of the Army

**HR**

human resources

**HRC**

Human Resources Command

**ID/HFP**

imminent danger/hostile fire pay



**IDN**

initial distribution number

**LES**

leave and earnings statement

**MMPA**

master military pay account

**MOS**

military occupational specialty

**MPRJ**

military personnel records jacket

**NA**

not applicable

**NTS**

nontemporary storage

**OHA**

overseas housing allowance

**PEBD**

pay entry basic date

**PERSCOM**

Total Army Personnel Command

**PMOS**

primary military occupational specialty

**PROFP**

proficiency pay

**RC**

reserve components

**REFRAD**

release from active duty

**RRB**

regular reenlistment bonus

**S-1**

adjutant

**SDAP**

special duty assignment pay

**SPCMCA**

special court marshal convening authority

**SIT**

statement of inventory transaction

**SRB**

selective reenlistment bonus

**SSN**

Social Security number

**TDY**

temporary duty

**TLA**

temporary lodging allowance

**TO**

transportation officer

**TRANSOPS**

Transportation Operations

**UCMJ**

Uniform Code of Military Justice

**USAR**

U.S. Army Reserve

**USAHRC**

U.S. Army Human Resources Command

**USC**

United States Code

**USPFO**

United States Property and Fiscal Officer

**Section II****Terms****Erroneous payments**

A payment of pay and/or allowances to which the Soldier is not entitled.

**Family member**

As used in this regulation, a person who qualifies for dependency benefits under certain conditions (for example, spouse or unmarried child).

**Hardship**

Repayment that greatly affects the welfare of a Soldier, his or her Family members, or both, or causes them to suffer unduly.

**Injustice**

Wrongs or misrepresentation on the part of the Government that are caused by persons acting in their official capacity. For example, BAH authorized and paid by a finance office even though the Soldier is not entitled; or erroneous payment to a Soldier who receives the payment in good faith, and without fault, prior knowledge, or reason to suspect an error.

**Overpayment**

Payment that is in excess of that to which the Soldier is entitled.

**Remission of Debt Considerations**

Reasons for consideration include compassionate, hardship, injustice, Soldier's value to the service, morale, and the best interest of the Army.

**Separated**

For the purposes of this regulation, active duty Soldiers that have been honorably released from active duty (REFRAD), discharged, or retired.

**Soldier**

For the purposes of this regulation, enlisted, warrant officer, and commissioned officer on active duty or in an active status of a reserve component of the Army.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

**UNCLASSIFIED**

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