

266th FINANCIAL MANAGEMENT CENTER (FMC)

Subject: Finance Reintegration Guidance Paper

1. **PURPOSE.** To inform redeploying units of the required substantiating documentation to process Soldiers' travel and military pay entitlements.

2. **BACKGROUND.** We have experienced many undue delays in paying Soldiers promptly due to lack of correct documentation to substantiate the payment. Unit commanders can help their Soldiers get paid promptly by ensuring Soldiers have the correct documentation on hand on day 1 of reintegration. Finance units must have certain documents to ensure Temporary Change of Station (TCS) pay is processed and downrange military pay entitlements (HFP, CZTE, HDP-L) are stopped. Please be sure to bring the documents shown below on Day 1 of reintegration.

TCS Travel Voucher

a. Completed DD 1351-2 with Soldier's and reviewer's signatures. The finance unit supporting the reintegration can walk Soldiers through completing the form on Day 1 of reintegration.

b. TCS orders (ORIGINAL). Each Soldier must have an individual one.

c. TCS orders (AMENDMENTS). If the Soldier was deployed across fiscal years, and the ORIGINAL order did not contain a fund cite for the new fiscal year, amended orders are required. Your S-1/G-1 needs to coordinate with IMCOM to obtain these. Rear D's should assist.

d. Leave form. Mandatory for Soldiers who went on R&R, emergency or regular leave. Substantiating document is a DA31.

e. Letter of release. **Only for Soldiers who redeploy individually.** This memorandum must be signed by the downrange or rear-detachment commander.

f. TDY Settlement voucher. **Only** for Soldiers who went TDY from the TCS location. Soldiers must annotate those dates on the DD1351-2 and provide a copy of the TDY settlement

Military Pay Deployment Entitlements

a. Redeployment flight manifest. Used as supporting document to stop all downrange entitlements. Hard copy **and** Excel version will ensure prompt termination of all downrange entitlements and thus prevent indebtedness by Soldiers.

b. Barrack Soldiers list. Finance must know which Soldiers are returning to barracks and the effective date in order to resume meal (separate rations) collections. If this list can be merged with the redeployment flight manifest, even better.

3. Points of Contact for this memorandum are your servicing Financial Management Company's -- 106th FMCO at DSN: 469-8015/8039 and 208th FMCO at DSN: 384-6632/6637/6615.

APPROVED: COL Crespo, Dir, 266th FMC

DATE: 24 Dec 08