



266TH FINANCIAL MANAGEMENT CENTER



**PAC
CERTIFICATION
COURSE**



References



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



Agenda



- Introduction
- Finance PreTest
- Concept of Support
- myPay
- Responsibilities
- Unit Transmittal Letter (UTL)
- Daily Register of Transactions (DROT)
- Pay Timeliness
- Leave
- Allowances
- Allotments and Pay Options
- Pay Inquiries
- Casual and Advance Pay
- Collections
- Court Martial and Article 15s
- AWOL, Confinement, Desertion
- Statement of Charges
- Reports of Survey
- GI Bill, SGLI, Tricare
- Travel
- Debts
- Deployment Entitlements and Info
- UCFR



FCST Office Hours



****Actual Hours To Be Briefed by the FCST****

Finance BLDG # and Kaserne

Monday

Tuesday

Wednesday

Thursday

Friday

PAC Customer Service Hours verses Soldier Customer Service Hours

In and Out Processing Hours



FCST Staff



CHIEF:

LEAD:

IN/OUT Processing:

TRAVEL:

TRANSITIONS:



Rules of Engagement



- General entitlement/concept questions are welcome throughout the brief
- Specific questions about individual cases, Soldiers, etc will be supported following the brief



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



Finance Pre-Test



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

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



Finance Pre-Test



Which is more dangerous:

- a.) Paying a Soldier too little

- b.) Paying a Soldier too much



Concept of Support



- Financial Management Transformation (FM 1-06):
 - Merged Finance and Resource Management forces
 - Finance no longer provides Military Pay Support by doctrine
 - Shift to HR Community and DIMHRS (Future is TBD)
 - Continue Disbursing and Commercial Vendor Service Support
 - Replaced Finance Commands/Groups with FM Centers
 - FMC Director and SGM
 - Replaced Finance Battalions with FM Companies
 - FMCO Cdr and 1SG
 - C2 under Sustainment Bde (Technical Control from FMC)
- GWOT Deployment Support:
 - Not aligned with home station units



Concept of Support



Pay Center of Excellence

- Kleber Kaserne
- Central Processing Site
- 60-70 Civilian Employees

Functions:

- PCS Travel Voucher Processing
- Civilian PCS Travel Voucher Processing
- Non-DTS Travel Voucher Processing
- TCS Travel Voucher Processing
- Military Pay Document Processing
 - Special Actions
 - Debt Actions
- Wounded Warrior Pay Office
 - Reports and Management

Finance Customer Support Teams

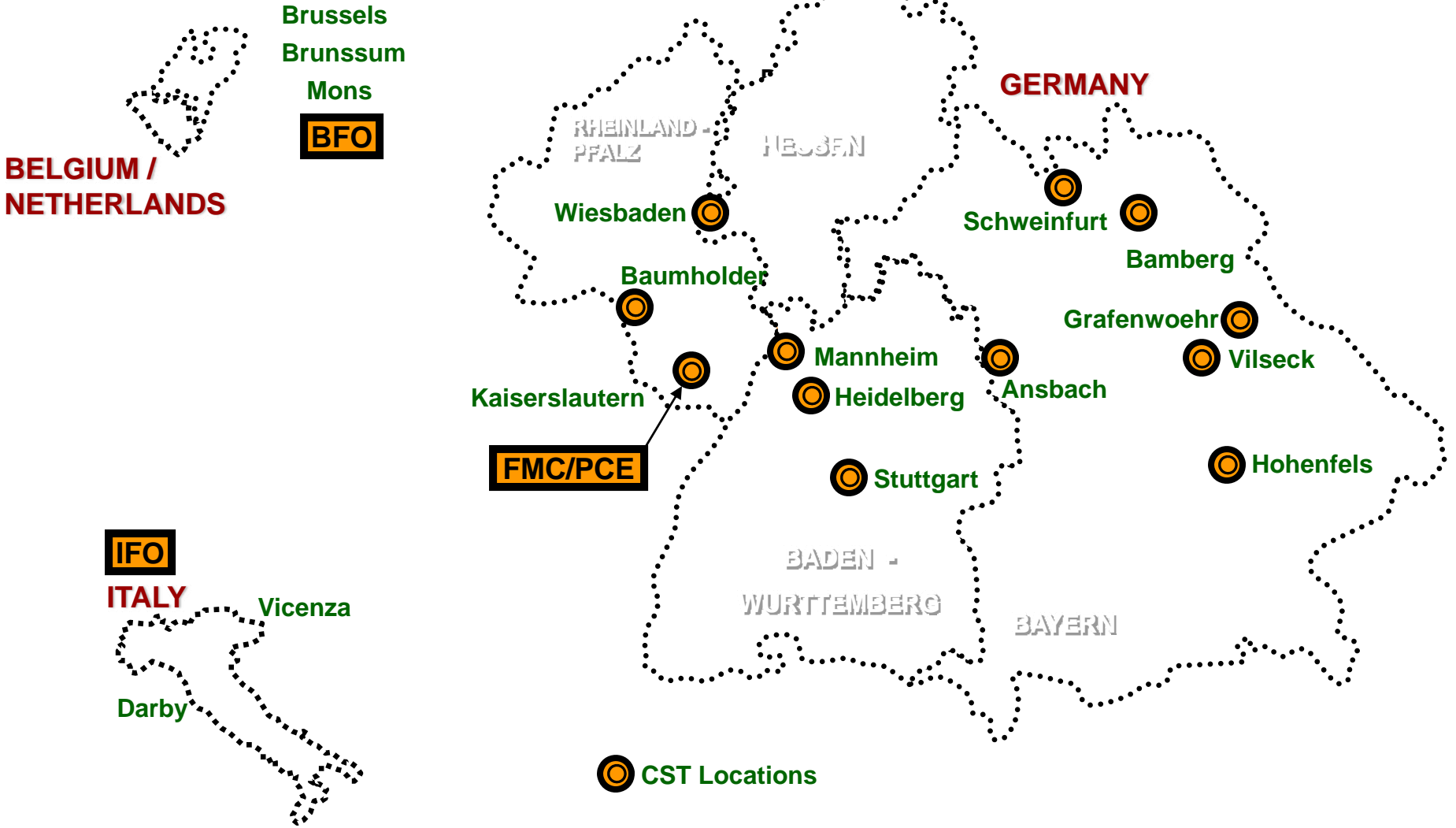
- 12 FCSTs throughout Germany
 - Customer Service Centers
 - 3-5 Civilian Employees Each

Functions:

- Customer Service
 - PAC Support
 - Pay Inquiries
- In and Out Processing
- Theater Entitlement Processing (mixed)
 - Separations Processing
 - Restricted Military Pay Processing



Customer Support Teams





Concept of Support



Reintegration Operations

- FMCOs provides primary support
- PCE provides Travel Voucher Processing
- FMC provides C2, alternate support, and Internal Control

- Redeployment Tasks Include:
 - Pre-Redeployment Unit Coordination
 - Stop downrange entitlements
 - TCS Travel Voucher Preparation
 - Transmittal of Travel Vouchers to PCE
 - Verification of all of the above

Huge issue has been TCS orders and fund cites for each FY as well as leave documentation-both necessary to make legal payment



DIMHRS



Defense Integrated Military Human Resource System (DIMHRS)

- ◆ Scheduled for Army-wide implementation in March 2009
- ◆ Merges dozens of HR systems and pay system into one
- ◆ Empowers BN and BCT PACs with unprecedented ability to control pay
- ◆ Soldiers retain similar abilities as found in MyPay
- ◆ Some pay related activities will still be centralized at Garrison MPD (In/Out processing, OHA, COLA starts, etc)
- ◆ USAREUR G1 and IMCOM will assume responsibility for military pay

Indefinitely Postponed



myPay



- **myPay offers enhanced services, security, accessibility and reliability to all customers**
 - View, print, and save past 12 months of LES data
 - View and print tax statements
 - Change federal and state tax withholdings
 - Update bank account and electronic fund transfer info
 - Edit contact information
 - Purchase U.S. Savings Bonds
 - Control Thrift Savings Plan enrollment (military only)
 - View and print travel vouchers
 - Start, stop, and change financial allotments
 - Restricted Access Personal Identification Number (RAPIN).
 - Request Savings Deposit Program Funds Withdrawal



myPay



Start using myPay in 3 easy steps:

1. Log on at <http://myPay.dfas.mil>
2. You may request a new PIN to be mailed or emailed to you by clicking the “New PIN” button on the main page.
3. When you have received your new PIN, you can start managing your pay account.



PAC Responsibilities



- Turn documents in daily on Unit Transmittal Letters (UTL)
- Reconcile Daily Report of Transactions (DROT) against UTLs
- Reconcile Leave Transaction Report
- Return signed UCFRs with supporting documents to FCST after scrubbing against unit accountability report
- Assist Soldiers in completing the DA Form 2142 (Pay Inquiry)
- Answer pay related inquiries; know when to send Soldiers to the Finance Customer Support Team (FCST)



Unit Transmittal Letter (UTL)



- The purpose of the UTL
 - Maintain accountability of documents turned in to the FCST for processing
 - Tool to reconcile with the DROT
- Key review points on the UTL
 - Name and SSN
 - Supporting documents
 - Documents are legible
 - Unit's Input Source Code must be on each document
 - Missing or incomplete documents
 - Correct signatures on documents
 - Should be prepared daily as documents are ready for submission to finance.
 - Only pay related documents should be included on the UTL.



Unit Transmittal Letter (UTL)



**DA FORM 200
TRANSMITTAL RECORD
Or
Memorandum**



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 7 days, submit an inquiry to the FCST requesting the status of the document. We may require your assistance to process the transaction.
- **The PAC and FCST 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/FCST.**



DROT EXAMPLE



DATE: 081023

PAGE: 001

Daily Register of Transactions (DROT)

6387: Update No. 01-14

Status	SSAN	Name	Tran	UIC	Update	Proc Date	ErrorCode	SvcSta	Cycle	Sequence	Variable Data
REJ	123456789	GLOVE	6801	IP	01-14	20020119	EOO	6460	E1	00027	06801123456789GLOVE010410 39301
	10001001R					6460IPE1@0027					
	* TRANS RECYCLED MAX NUMBER OF TIMES, AS OF 990101,VHA/OHA										
PROC	123456789	OVERT	SB03	IP	01-14	20020119		6460	F5	00061	
	0SB03123456789OVERT011221020119T0301IP76820000									DM6460IPF5@0061	
PROC	123456789	HEATH	SH06	IP	01-14	20020119		6460	E4	00082	0SH06572494285HEATH010530
	6460IPE4@0082										
RECY	123456789	PETER	E503	IP	01-14	20020119	RAJ YUU	6460	F1	00118	
	0E503123456789PETER010930RBD00000000000000000001						0000M	0		6460IPF1@0118	
						1E503123456789PETER4 BDE				6460IPF1@0118	
						2E503123456789PETER09165				30966172	6460IPF1@0118
	* TRANS RECYCLED BECAUSE OF TEMPORARY PROGRAM PROBLEMS										

1. STATUS

- a. **REJ: INPUT DID NOT TAKE ON FINANCE SYSTEM**
- b. **RECY: FINANCE SYSTEM WILL NOT EXCEPT INPUT UNDER CURRENT STATUS OF SOLDIER'S ACCOUNT**
- c. **PROC: FINANCE SYSTEM HAS ACCEPTED THE DOCUMENT**



Example Format IDs/Action Indicators



Format ID	Action Indicator
<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 01= Start• 02= Stop• 03= Report• 04= Change• 05= Correct• 06= Cancel• 07= Increase• 08= Decrease



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
 - COLA
 - BAH
 - OHA
- Notify the FCST immediately when Soldiers change their dependency status (get married, have children, or send families back to the states or home of record)



Leaves



- Types
 - Ordinary
 - Emergency
 - PCS and Terminal
 - COT and TDY
 - Hometown Recruiting Program
 - Excess Leave
 - Convalescent Leave
 - Special Leave Accrual
 - PDMRA



Ordinary and Emergency



Ordinary

- Chargeable leave time must be calculated and annotated on the leave form by the unit
- Units should be reconciling leave forms with the Leave Transaction Report

Emergency

- Emergency leave travel days are not chargeable leave days
- The authorized travel time usually is one day while traveling to CONUS and two days when returning from CONUS.



Leaves



PCS & Transition Leave

- PCS & Transition leave 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 FCST during out-processing.

COT and TDY Leave

- COT and TDY leaves must be assigned control numbers and submitted to the FCSTs just like ordinary leave for processing.
- Soldiers must submit a Travel Voucher to the FCST 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.



Convalescent



Convalescent Leave

- The purpose of convalescent leave is to assist in the restoration of a Soldier's health. Only active duty personnel who are not yet fit for full duty may be granted convalescent leave.
- It is non-chargeable to the Soldier's account, but must be reported--the DA Form 31 must be submitted to the FCST.
- Soldiers released from the hospital and returned to duty may be granted convalescent leave by their unit commander if recommended by a medical officer and the leave is less than 30 days. If more than 30 days, it has to be approved by MEDCEN and MEDDAC commanders.

Why Report Convalescent Leave?

- Always needs to be reported and captured on the MMPA
- Stops meal deductions and could impact other entitlements like COLA



HRAP



Hometown Recruiting Assistance Program (HRAP)

HRAP Permissive TDY will be approved by the Soldier's chain of command and submitted to the FCST on a DA Form 31 during PCS inprocessing.

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 PCS leave.

Note: 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.



Special Leave Accrual



Submit HRSC-Approved SLA requests to your local FCST for forwarding to DFAS for processing.



DA Form 31



REQUEST AND AUTHORITY FOR LEAVE				1. CONTROL NUMBER
This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is ODCSPER. (See instructions on reverse.)				
PART I				
2. NAME (Last, First, Middle Initial)		3. SSN	4. RANK	5. DATE
6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.)		7. TYPE OF LEAVE <input type="checkbox"/> ORDINARY <input type="checkbox"/> PERMISSIVE TDY <input type="checkbox"/> EMERGENCY <input type="checkbox"/> OTHER		8. ORGN, STATION, AND PHONE NO.
9. NUMBER DAYS LEAVE			10. DATES	
a. ACCRUED	b. REQUESTED	c. ADVANCED	d. EXCESS	a. FROM
11. SIGNATURE OF REQUESTOR		12. SUPERVISOR OR RECOMMENDATION/SIGNATURE <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		13. SIGNATURE AND TITLE OF APPROVING AUTHORITY
DEPARTURE				
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY		
EXTENSION				
a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY		
RETURN				
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY		
17. REMARKS				
Chargeable leave is from _____ to _____				
PART II - EMERGENCY LEAVE TRANSPORTATION 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 home station (or location) designated by military orders. You are directed to report to the Aerial Port of Embarkation (APOE) for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after 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 MAC Passenger Reservation Center (PRC): Should you require other assistance call PAP:				
20. DEPARTED UNIT	21. ARRIVED APOD	22. ARRIVED APOE (return only)	23. ARRIVED HOME UNIT	
PART III - DEPENDENT TRAVEL AUTHORIZATION				
24. (Space available or required cash reimbursable) <input type="checkbox"/> ONE WAY <input type="checkbox"/> ROUND TRIP				
25. (Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25				
DEPENDENT INFORMATION				
a. DEPENDENTS (Last name, First, MI)	b. RELATIONSHIP	c. DATES OF BIRTH (Children)	d. PASSPORT NUMBER	
PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION				
26. DESIGNATION AND LOCATION OF HEADQUARTERS			27. ACCOUNTING CITATION	
28. DATE ISSUED	29. TRAVEL ORDER NUMBER	30. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION		

Admin DATA

**Required Fills
Commonly
Incomplete**



Allowances



- Basic Allowance for Subsistence (BAS)
- Basic Allowance for Housing (BAH)
- Family Separation Allowance (FSA)
- Cost of Living Allowance (COLA)
- Overseas Housing Allowance (OHA)
- Moving In Housing Allowance (MIHA)
- Temporary Lodging Allowance (TLA)
- Family Subsistence Supplemental Allowance (FSSA)



Basic Allowance for Subsistence (BAS)



- Basic Allowance for Subsistence (BAS)
 - Officer Rate: automatic, no questions asked: \$223.04/month in 2009.
 - Standard Rate BAS
 - E7 and above: automatic, no questions asked: \$323.87/month in 2009
 - All Enlisted with command sponsored and present dependents: automatic, no questions asked: \$323.87/month in 2009
 - dual military members arriving together may be authorized to mess separately-no meal deduction.
 - Separate Rations
 - Unaccompanied E6 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 SSG and below must be approved by the first Field Grade Officer in the chain of command and submitted on a DA Form 4187.
 - Field Training Exercises-Units are responsible for submitting documentation to the FCST for meal collections when meals are provided during field training exercises.



Overseas Housing Allowance (OHA)



General:

- Authorization to start, stop, or change OHA must be submitted on a DD Form 2367 “Individual Overseas Housing Allowance (OHA) Report.”
- Rates depend on rank, location, and whether you have dependents.

BAH/OHA Differences:

- BAH is CONUS, OHA is OCONUS.
- BAH is a flat rate based on rank, dependency status, and PDS zip code
- OHA is a cost-reimbursement based entitlement



Overseas Housing Allowance (OHA)



OHA Types

- Without Dependents OHA-
- With Dependents OHA-number of dependents doesn't matter
- Partial BAH-Soldiers w/o dep's residing in single-type government quarters (Barracks, BEQ, or BOQ).
- BAH-Diff-Soldiers paying child support and residing in single-type government quarters
- Reserve Component and Transient Rate (BAH-RC/T)-
 - For Soldiers PCSing 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 dep's and assigned to OCONUS PDS or dep 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.



Overseas Housing Allowance (OHA)



Major Rules

- Single Soldiers in the grades of E-7 and above can 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-6 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 Housing (DoD FMR VOL 7A U10400C)
- Soldiers with dependents are authorized BAH/OHA 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/dep; w/o dep).
 - If dual-military families have dependents, higher ranking member usually claims OHA at the with dependents rate



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.



Cost of Living Allowance (COLA)



Types

- With Dependents-based on the # of cmd sponsored dependents at the member's OCONUS PDS; up to 5
- Without Dependents
- Reduced-paid to member when both gov't quarters and DFAC are available

UCFR Codes

- 9 rate for personnel living in the barracks (reduced rate)
- 0 rate for personnel living in BEQ, BOQ, and off post
- 1-5 rate for personnel with command sponsored dependents overseas

General

- Paid on a daily basis—actual number of days in month / days OCONUS
- Reduced/Stopped effective the 31st consecutive day of leave in CONUS for member or dependents
- DA 4187s and respective supporting documents necessary to process changes
 - Birth, death, marriage, divorce, adoption, ERD, 30+day visit to states, etc.**

Extremely painful to calculate multiple months back-Submit changes promptly!



MIHA and TLA



MIHA

- Exists to defray the move-in costs associated with occupying private sector leased/owned housing covered under the OHA program.

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.



Family Subsistence Supplemental Allowance



- FSSA

- 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 (1 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.
- The application is web-based, go to <http://www.dmdc.osd.mil/fssa/>.



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 should manage allotments on MyPay**



We should encourage Soldiers to maximize use of MyPay—why bog down the system when Soldiers can do it themselves!!!



Allotments and Pay Options



- 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.
- In conjunction with DIMHRS preparation, at a date TBD, all Soldiers will be mandated to go to twice-monthly pay option. Under DIMHRS: 2 week pay cycle
- When changing banks, the Soldiers should never close old bank accounts until they have verified deposit into the new account.



Pay Inquiries



- FCSTs 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 UTL.
- 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.



Pay Inquiries



- Soldiers in the rank of E7 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 E6 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.
- We appreciate your support promoting the designated PAC and Soldier Customer Service Hours—these hours are established to protect document processing time and to ensure that we take care of the entire community and not just one individual.**
- “PRIVACY ACT 1974” forbids disclosing information concerning pay and entitlements of Soldiers over telephonic communication. For this reason, finance Soldiers are unable to answer Pay Inquiries over the telephone or by email.



Casual / Advance Pay



- Casual Pay
 - Payment of accrued entitlements after credited to soldiers pay account.
 - Casual Pays in garrison 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.



Tax Withholdings



- **Federal and State Income Tax**

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 and 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.



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.



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)**

- 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/>



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.”



Tricare Family Dental Plan



- Premiums from 1 Feb 08 to 31 Jan 09:
Single, \$11.58
Family, \$28.95
- Premiums from 1 Feb 09 to 31 Jan 10:
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



Debts



- 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 $\frac{2}{3}$ 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 ($\$7,143.30 + 225.00 = \$7,368.30$) for 2009.
 - 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



- 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



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



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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.
FIELD = 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

•Legend is outdated
•Certification is valid

* 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.



Unit Commander's Financial Report



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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	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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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	

Grade

- 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



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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	

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.
- Marriage or divorce?

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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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-member duty status if other than duty

- 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



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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	
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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	
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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	

• 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

• Allotments

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



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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	
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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	
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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.



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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

- **BAS**-Shows the soldier is receiving a subsistence allowance.
 - “STD”=Standard Rate enlisted
 - “OFF”=Officer Rate
 - Meal Deductions are not indicated on the UCFR



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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	
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E5	Last, first, mi	123456789	ON STATION	1,134.54	970.32	QTR	STND	CHEK	42.0	0.00		090526			B/C	

• PAY OPT

- Shows the soldier has elected direct deposit. (required)
- 'CHEK' checking account.
- '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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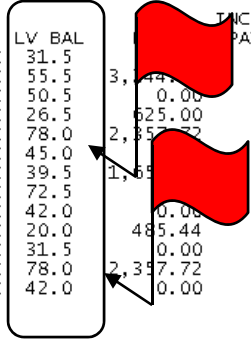
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O6	Last, first, mi	123456789	ON STATION	6,129.40	1,030.29	QTR	OFF	SAVE	50.5					WD1	
E4	Last, first, mi	123456789	ON STATION	2,041.28	0.00	QTR	STND	CHEK	26.5		100131			B/C	
E8	Last, first, mi	123456789	ON STATION	4,869.90	2,473.96	W/D	STND	CHEK	78.0		150131	28348	0	W/O	
W2	Last, first, mi	123456789	ON STATION	3,911.06	4,150.54	W/D	OFF	CHEK	45.0				1	WD4	
O4	Last, first, mi	123456789	ON STATION	4,609.26	3,012.12	W/D	OFF	CHEK	39.5					WD1	
E9	Last, first, mi	123456789	ON STATION	5,734.63	610.00	W/D	STND	SAVE	72.5		131130		1	W/O	
E5	Last, first, mi	123456789	ON STATION	1,134.54	970.32	QTR	STND	CHEK	42.0		100726			B/C	
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E7	Last, first, mi	123456789	ON STATION	2,200.05EM	3,608.37	W/O	STND	CHEK	31.5		191130		0	W/D	
E8	Last, first, mi	123456789	ON STATION	4,869.90	2,473.96	W/D	STND	CHEK	78.0		150131	28348	0	W/D	
E5	Last, first, mi	123456789	ON STATION	1,134.54	970.32	QTR	STND	CHEK	42.0		090526			B/C	



• Leave

- 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)



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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	
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• 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

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E5	Last, first, mi	123456789	ON STATION	1,134.54	970.32	QTR	STND	CHEK	42.0	0.00		090526			B/C	

- **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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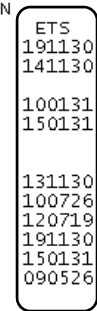
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E5	Last, first, mi	123456789	ON STATION	1,134.54	970.32	QTR	STND	CHEK	42.0	0.00		090526			B/C	



- **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.



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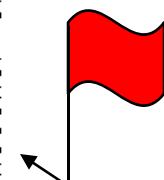
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O6	Last, first, mi	123456789	ON STATION	6,129.40	1,030.29	QTR	OFF	SAVE	50.5	0.00					WD1	
E4	Last, first, mi	123456789	ON STATION	2,041.28	0.00	QTR	STND	CHEK	26.5	625.00		100131			B/C	
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E5	Last, first, mi	123456789	ON STATION	1,134.54	970.32	QTR	STND	CHEK	42.0	0.00		090526			B/C	



- **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)



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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.

• '0' = Without Dependents,

• '1' = With Dependents

• Blank = no OHA -- government quarters assigned

• **Reconcile with BAH Column!**



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E5	Last, first, mi	123456789	ON STATION	1,134.54	970.32	QTR	STND	CHEK	42.0	0.00		090526			B/C	

- **COLA**- Shows the type of Cost of Living Allowance paid to soldier, if any

Possible Rates:

- 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.

Do the BAH, OHA and COLA columns make sense?



Unit Commander's Financial Report



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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	INCEN PAY	ETS	VHA	OHA	COLA
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

C/M
ART 15

• ART 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



Summary



- myPay
- Unit Requirements
- UTL
- DROT
- Pay Timeliness
- Leaves
- Allowances
- Allotments and Pay Options
- Pay Inquiries
- Casual and Advance Pay
- Collections
- Court Martial and Article 15s
- Statement of Charges
- Reports of Survey
- GI Bill, SGLI, Tricare
- Travel
- UCFR



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!!!

