



# "ALONG THE CLOCKTOWER" FINANCIAL MANAGEMENT CENTER NEWSLETTER: NOV-DEC, 2008



Providing USAREUR and 7<sup>th</sup> Army with critical Financial Management information since October, 2008.

Visit our new website at <http://www.21tsc.army.mil/266Finance/>

## Letter from the Director

By COL Luis B. Crespo

The first bi-monthly Financial Management Newsletter was published last month, October 2008, and we have pledged to improve our product and keep it relevant to Soldiers and their chain of command. If you missed last month's issue, you can find it on our website at <http://www.21tsc.army.mil/266Finance/default.asp>.

This newsletter is part of our effort to improve financial management services in Europe. The Army-wide process of transformation forced us to reorganize and re-think the way we provide services. With significantly reduced financial management resources available due to deployments and transformation, we have taken on the challenge of becoming even more efficient without degradation of service to our Soldiers and families. Part of our strategy to increase efficiency is to leverage information as a tool to empower Soldiers, leaders and commanders as partners in the management of military pay and other financial resources.

With the support of the 21<sup>st</sup> TSC 16<sup>th</sup> Sustainment Brigade, which now commands and controls most finance units in Europe, we have been involved in military pay entitlement reviews, deployment travel voucher processing, and other reintegration activities dealing with the return of thousands of USAREUR Soldiers from deployment. Our highest priority is to pay these vouchers accurately and quickly so Soldiers who have returned from long deployments and separation from loved ones may receive their well-earned entitlements and concentrate on other reintegration activities.

I encourage you to share this newsletter with others and look for our next newsletter sometime in January 2009.

First in Finance Support,

Luis B. Crespo  
FMC Director

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## DIMHRS Deployment Postponed

Army DIMHRS Program Office 25 November, 2008

The Department of Defense and Army leadership met to review Defense Integrated Military Human Resources (DIMHRS) program status and as a result of the meeting, the Deputy Secretary of Defense issued the following guidance: 1) March 2009 is no longer the scheduled Army implementation date; and 2) an assessment is being conducted to determine the way forward for program implementation.

A FRAGO will be released to suspend directed actions in DIMHRS fielding and the military pay mission realignment as listed in the OPOD 08-02, Operation DIMHRS Preparedness.

The DoD and the Army remain committed to ensuring that DIMHRS is functional and fully operational prior to becoming the integrated personnel and military pay system for the Army.

The bottom line is that we will not compromise Soldiers' pay, entitlements or personnel services to meet a delivery date. What is important is making sure we do this right.

We are continuing on the path forward. We will communicate program updates when they become available.

Thanks for your continued support.

Reprinted from the Army DIMHRS Program Office Website at <https://www.hrc.army.mil/site/ArmyDIMHRS/index.html>



*From all of us at the 266<sup>th</sup> FMC!!!*

# Finance News

## Military Leave Changes

The National Defense Authorization Act of 2008 approved several leave provisions for members of the armed forces. These changes affect both normal leave and special leave accrual programs.

*Increased Leave Carry Over.* A member may now carry over 75 days of leave from September 30, 2008 to October 1, 2008. This is an increase in your "use or lose" leave balance from 60 days. This law is effective until December 31, 2010, unless there are further changes to the law.

*Special Leave Accrual (SLA) Retention limits are increased.* Under the new limitations, SLA earned in a Hostile Fire/Imminent Danger Pay (combat zone) is retained for 4 fiscal years (FY) instead of 3. SLA earned in "direct support" of a contingency operation is retained for 2 subsequent FYs instead of 1 FY after the FY leave is earned.

*SELL BACK OF SLA.* An additional one-time SLA sell back is authorized for enlisted Soldiers (does not apply to officers). Under this provision, an enlisted Soldier may elect a one time leave sell back of up to 30 days leave that is in excess of the 120 day SLA limitation. Such leave sell back counts against the 60 day leave sell back limitation during a Soldier's military career. This provision has no termination date.

*SPECIAL REST AND RECUPERATION (SR&R).* The SR&R for Soldiers extending duty at a designated location (overseas tour under the Overseas Tour Extension Incentive Program) has increased from 15 days to 20 days. This authorized SR&R absence with transportation benefit applies to personnel completing an overseas tour extension longer than 12 months. This SR&R authorization is distinct from and not to be confused with the Rest and Recuperation Program.

Source: ALARACT 185/2008 NEW ARMY LEAVE POLICIES TO IMPLEMENT THE NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) FISCAL YEAR 2008 (PUB L. 110-181), DTG 301821Z JUL 08

## Officials Urge TSP Participants to Stay Calm Amid Market Turbulence

By Gerry J. Gilmore  
American Forces Press Service

WASHINGTON, Oct. 29, 2008 – Defense Department civilians and military members who participate in the Thrift Savings Plan should try to stay calm after recent stock market gyrations have reduced many retirement account balances, senior officials said. "The last few weeks have been difficult times for all of us," Gregory T. Long, executive director of the Federal Retirement Thrift Investment Board, wrote in an Oct. 7 letter addressed to TSP participants.

Long also is the chief executive officer and manager of the TSP that serves federal civilians and military members. The TSP is similar to 401(k) retirement plans used by private-sector enterprises.

Amid the global economic crisis, the TSP's stock-market-invested C, S, and I Funds "have experienced sharp declines," Long acknowledged in the letter. However, TSP participants should view the present situation "as a time for prudence, not panic," he wrote.

Many participants, both those nearing retirement and people with years to serve until retirement, have transferred their TSP assets from C, S and I Funds into the more-stable G Fund, which is backed by the U.S. government, said Tom Trabucco, director of external affairs for the Thrift Investment Board, which oversees TSP.

Echoing Long's belief that TSP participants should not panic, Trabucco said people shouldn't constantly switch their TSP funds back and forth according to stock market conditions.

"It's unfortunate, because what happens is, as people are running away from the stock funds, they are missing the potential for when those stock funds snap back, as they did yesterday with a 10-percent return," Trabucco said, referring to the Dow Jones' recent near 900-point rally.

A much-better course is to develop a balanced, long-range retirement investment plan, Trabucco said, instead of routinely switching TSP monies between various funds.

Source: <http://www.defenselink.mil/news/newsarticle.aspx?id=51719>

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## New Law: Additional Military Families to Get Stimulus Payments This Fall

Married members of the military may receive economic stimulus payments this fall, even if their spouses or children don't have social security numbers, following the newly-enacted HEART Act (Heroes Earnings Assistance and Relief Tax Act of 2008). Prior to this new legislation, some members of the military did not receive stimulus payments, or received a reduced amount, due to the absence of an SSN for a spouse or child.

In November, the Treasury will send checks and direct deposits to military families who qualify for these stimulus payments. The IRS estimates that there are more than 10,000 military families who will receive the additional stimulus payments. A specific time frame for the payments will be announced later this year.

Please contact [www.irs.gov](http://www.irs.gov) or your local Legal Assistance Office for further details.

# Finance News

## Savings Deposit Program: Withdrawals and Taxes

The Savings Deposit Program is an outstanding opportunity for deployed Soldiers to invest their additional disposable income and experience risk-free returns of 10% from the US Government.

Military members deployed in support of OIF and OEF for 30 days or more are eligible to enroll in the SDP. Members may deposit up to their "unallotted take-home pay" each month by allotment or cash collection at their local finance detachment cashier cage. The maximum amount that a servicemember can deposit is \$10,000 during a single deployment. Interest accrues at an annual rate of 10% and compounds quarterly on up to \$10,000 of principle. In other words, you earn \$250 every three months when you have the full \$10,000 deposited.

### *What happens when you redeploy?*

You can still earn interest on your SDP balance for up to 90 days, or one quarter, after you redeploy.

In order to get your funds back, you can go to MyPay to initiate a SDP Funds Withdrawal from the main menu. There is much information regarding your withdrawal options on that page. If you don't initiate a withdrawal after 120 days of redeployment, DFAS will return your entire SDP balance to your military pay account.

### *What about taxes?*

Although military pays (Basic, HDP, etc) earned in designated CZTE zones is non-taxable, interest earned from the SDP is taxable. You should expect to see a FORM 1099-INT reporting your interest income from the IRS. This is reportable income on your tax return.

For more information on the SDP, you can find the governing regulation, DOD FMR Vol 7a Chapter 51 at:

[http://www.defenselink.mil/comptroller/fmr/07a/07a\\_51.pdf](http://www.defenselink.mil/comptroller/fmr/07a/07a_51.pdf)

or contact your unit HR Specialist. If you are already downrange, your servicing finance office can provide information regarding local procedures for participating in the program.

## 2008 CZTE Request Submission Deadline

### Important Notification:

If you conducted travel into a Combat Zone Tax Exclusion (CZTE) designated area during calendar year 2008 and you did not request CZTE for that month, you need to submit a DA Form 4187 requesting CZTE for the period in question NLT 4 DEC 08 in order to receive an accurate 2008 W2 in January. The 4187 should include a printed copy of the processed DTS settlement voucher as supporting documentation.

If you do not meet this suspense, you are still entitled to the CZTE entitlement, you will just need to request a corrected W2 in January in order to reflect your correct taxable income.

This is usually an issue for TDY travelers who travel on Defense Travel System (DTS) TDY travel authorizations and settle through the same system. There is nothing in DTS that notifies finance that you traveled to a CZTE location. The DA Form 4187 is necessary to initiate the CZTE entitlement.

### Did you know...

That changing your direct deposit or "sure pay" account (where you receive your military pay every 2 or 4 weeks) DOES NOT automatically update the account where your Travel Pay goes (and vice-versa).

So, if you change accounts and want both military pay and travel pay to go to the same account, you need to make changes in both systems.

Also understand that PCS Travel is not processed in DTS so you will probably want to provide a copy of a voided check along with your PCS settlement voucher when you arrive at your new duty station.

### **CORRECTION:** Page 1 of our October Newsletter stated that:

"The 266th FMC has been in existence since the transformation of the 266th Finance Command in July. The finance battalions (106th and 208th) deactivated and garrison finance support became the responsibility of the 266th FMC's Pay Center of Excellence (PCE)."

It was in fact the 8<sup>th</sup> and 208<sup>th</sup> Finance Battalions that inactivated on the 15<sup>th</sup> of July and not the 106<sup>th</sup>.FB. In fact, the 8<sup>th</sup> FB was the last active duty finance battalion to inactivate in the US Army this past summer.

Push-ups have been done by the editor with apologies to all "Iron Finance" alumni serving throughout USAREUR and the US Army.

# Ask the Policy Guy,

## By CPT Shawn Schulze

**QUESTION:** I am currently deployed in support of OIF. What happens to my pay if my spouse takes the kids and goes back to the States for more than 30-days?

**ANSWER:** The two components of your pay most likely affected by any changes in dependent location during a deployment are your COLA and OHA. The answer is also going to depend on whether they return permanently with Early Return of Dependents (EROD) orders at government expense or if they simply return at their own expense. This second factor is going to have significant impact on your OHA but does not directly affect your COLA. We'll discuss both in greater detail below:

### TEMPORARILY WITHOUT EROD ORDERS

When a servicemember's dependents return from an OCONUS permanent duty station (PDS) to CONUS at personal expense, the the OCONUS housing allowance continues with no changes. The member is not authorized a second housing allowance for the dependent's location in CONUS. If the member vacates family-type quarters that were occupied by the dependents before their departure, the member may be authorized a with-dependents OHA rate for the member's PDS with approval from the local Housing Office (JFTR, CH 10, PAR U10410).

COLA, is not authorized for any day in excess of 30 consecutive calendar days that a servicemember or any of his or her dependents are in CONUS. Remember that COLA is based on the servicemember and the number of command sponsored dependents residing at the OCONUS PDS. (JFTR, CH 9, PAR U9130)

### PERMANENTLY WITH EROD ORDERS

When a member's dependents return from an OCONUS PDS with orders at government expense, the member is authorized a housing allowance based on the dependents' new location in CONUS, effective the day the dependents arrive at the CONUS location. The servicemember will likely reside in bachelor type quarters for the remainder of their overseas tour such as barracks, BEQ, or BOQ. If provided a Statement of Non-Availability from their Housing Office, they may be entitled to a housing allowance at the without dependents rate for their PDS location. At no time should a service member receive BAH at the with dependents rate and OHA at the with dependents rate.

When all dependents relocate from an OCONUS PDS with EROD orders, the servicemember's COLA is reduced to the without dependents rate effective the day before the dependents depart the OCONUS PDS (JFTR, CH 10, PAR: U9130A4). If some, but not all dependents relocate to CONUS on EROD orders, the servicemember's COLA rate is reduced effective the day after the dependent's departure.

### EROD Consequences

Considering the request for EROD orders is a serious matter that should be discussed with both family and the chain of command. There are many 2<sup>nd</sup> and 3<sup>rd</sup> order effects associated with the process and service members are strongly encouraged to fully

understand the process before formally initiating a request.

It is important to note that deployment is not a justification for requesting an EROD. ERODs are usually reserved for exceptional instances and are approved by the local garrison. ERODs are rarely reversed. Bringing dependents back to one's OCONUS PDS after having executed an EROD at government expense usually requires extenuating circumstances and must be approved by your respective Garrison. If you decide to bring your family members back to Europe without orders, you must regain Command Sponsorship before overseas entitlements can be restarted.

If you have further questions about your finance entitlements in conjunction with an EROD, contact your unit S1/PAC; for more information on the EROD process, contact you local USAG. USAREUR also has a lot of information provided for Soldiers. The following websites are good sources of information:

AE Pam 600-8-108, Family Readiness Support Assistant Guide  
<https://www.aeaim.hqusareur.army.mil/library/pam/pdf/aep600-8-108.pdf>

AE Pam 600-8-109-1, Family Focused Deployment Guide  
<http://www.per.hqusareur.army.mil/bluebox/docs/AEP600-8-109-1.pdf>

The "Blue Box" was established by USAREUR to provide a one-stop-shop for family members of deployed Soldiers. It can be found at:

<http://www.per.hqusareur.army.mil/bluebox/resources.htm>

## Ask the Policy Guy

If you have a military pay or travel policy question that you would like answered in the next newsletter, please send it to CPT Shawn Schulze at [shawn.schulze@eur.army.mil](mailto:shawn.schulze@eur.army.mil)

Submissions must only include "Ask the Policy Guy" in the subject line. No response will be provided unless chosen for submission in the next article if additional information is needed.

Each month, we will select a question that we think would best benefit our communities and print the response in the next newsletter. Submissions will also be used to determine future newsletter articles.

**Please note that this program does not replace the normal pay inquiry process. Please forward your pay inquiries to your unit HR Specialist or S1.**

## *In Recognition of Wounded Care Month...*

### Wounded Warrior Pay

*CPT Josie Fingerhut, LRMC WWPOT OIC*

Soldiers MEDEVAC'ed from theater fall under special circumstances when it comes to their pay and entitlements. To support this mission the 266 FMC has developed two Wounded Warrior Pay Office Teams (WWPOT) in USAREUR—one team located at Landstuhl Regional Medical Center (LRMC) and one team located at Kleber Kaserne at the Pay Center of Excellence (PCE).

The LRMC WWPOT meets and briefs all MEDEVAC Soldiers upon their arrival and is the team responsible for the accuracy of their pay and entitlements for the duration of the LRMC MEDEVAC time. From LRMC, Soldiers are either transferred for further care, returned to their permanent duty station, or returned to duty back in theater. Depending on a Soldier's destination, his/her pay account is then transferred to the follow-on WWPOT. For USAREUR Soldier's the WWPOT is the team located at the PCE.

The PCE WWPOT is responsible for tracking the pay and entitlements of USAREUR Soldiers from their time of transfer from LRMC until the Soldier is released from all medical care relating to the MEDEVAC or is transferred CONUS for care. Soldiers falling under the PCE may have been assigned to their rear detachment or to a Warrior Transition Unit depending on their circumstances.

Commanders should be aware that the pay and allowances for MEDEVAC Soldiers and Soldiers still receiving follow-on treatment related to their MEDEVAC continue to pay under a program known as Pay and Allowances Continuation (PAC). The pay and allowances that are continued for eligible members under the PAC program include any special pay, incentive pay, bonus, or similar benefit authorized under chapter 5 of title 37 or title 10, USC, and the incidental expense (IE) portion of the temporary duty allowance for members deployed in a combat operation or combat zone (\$3.50). These entitlements may continue for up to 1 year following the MEDEVAC. PAC was implemented on 20 May 08 and replaces the previous program known as Combat Related Injury and Rehabilitation Pay (CIRP). **Effective 18 November 2008, in order to be entitled to PAC, a Soldier MUST be assigned or attached to a WTU.** Below is a breakdown of the entitlements most commonly affected by PAC:

#### Combat Zone Tax Exclusion

Combat Zone Tax Exclusion, or CZTE, allows military members to exclude all or a portion of pay and entitlements earned while serving in designated combat areas from tax liabilities. For outpatients at LRMC, Soldiers returned to their rear detachment and Soldiers assigned to a WTU, CZTE will stop the month following your MEDEVAC from theater.

CZTE is authorized for each month during which the member is hospitalized in an inpatient status for over 24 consecutive hours as a result of wounds, disease, or injury incurred while serving in a combat zone. Wounded Warriors may qualify for CZTE up to two years after conflict ends if re-hospitalization is due to the same injury. **If a USAREUR Soldier is rehospitalized, they need to contact the LRMC WWPOT or the PCE WWPOT during or following their discharge in order to receive this entitlement.**

#### Hardship Duty Pay—Location

Hardship Duty Pay - Location, or HDP-L, is payable to Service Members performing duty in areas designated by the Secretary of Defense as hardship duty. The OIF/OEF daily rate is currently \$3.33, and the monthly rate is \$100.

HDP-L continues for Service Members during their time at LRMC. HDP-L will continue without interruption for Service Members returning to theater and for Service Members transferring for continued care at a Medical Treatment Facility and assigned or attached to a Warrior Transition Unit (WTU). For Service Members returning to home station who are no longer receiving medical care, HDP-L will stop the day following their release from medical treatment.

#### Hostile Fire Pay/Imminent Danger Pay

Hostile Fire Pay/Imminent Danger Pay, or HFP/IDP, is paid to military personnel serving in an area designated by the President. HFP/IDP is paid at a rate of \$225.00 per month without prorating and regardless of pay grade. This includes most areas affected by Operations Enduring Freedom (OEF) and Iraqi Freedom (OIF). HFP/IDP entitlement begins upon entry into a designated area and continues or stops as follows:

HFP/IDP continues for Service Members during their time at LRMC. HFP/IDP will continue without interruption for Service Members returning to theater and for Service Members Transferring for continued care at a Medical Treatment Facility and assigned or attached to a Warrior Transition Unit (WTU). For Service Members returning to home station who are no longer receiving medical care, HFP/IDP will stop the month following their release from medical treatment.

#### Family Separation Allowance

Family Separation Allowance (FSA) is paid at the rate of \$250.00 per month or prorated at \$8.33 per day. FSA is payable to Service Members with dependents assigned away from their permanent duty station continuously for more than 30 days in a TDY or TCS status, when all of the member's dependents are not residing at or near the temporary station.

FSA continues or stops as follows:

Entitlement continues to accrue to the member if one or more, but not all, dependents visit at or near the TDY/TCS station for more than 30 days, and if the member is otherwise entitled on behalf of the dependent(s) who are not visiting the member.

Entitlement stops when all of the member's dependents visit at or near the TDY/TCS station for 30 days or longer (stops effective on the 31st day).

Entitlement stops on the day prior to returning to home station.

Continued on Page 9

## From the Banking Liaison Officer *CPT (P) Cody Koerwitz*



Everything we do in the Army is based upon the education and training we receive. The military does a great job of providing us with job training, leadership education, and other miscellaneous training. A question you should ask yourself is when was the last time you received financial education? While financial education is an individual responsibility, the financial situation of a Soldier can greatly affect the readiness of an individual and your unit.

The Army has many resources available for financial education, especially through Army Community Service. However, one resource that is greatly under utilized is the assistance your local Community Bank and Credit Unions can provide. The Community Bank and your local Credit Unions; Service Credit Union, Andrews Credit Union, and Global Credit Unions have a charter and a responsibility to the military and to you to provide for your financial education. As experts in their field, they offer a unique and unmatched perspective and have the ability to provide detailed, customizable financial education at your request.

Our local financial institutions can assist with your individual needs as well as provide Company and Battalion level briefings. The education they provide is focused on your financial well being, not theirs. They do not come to sell and advertise products and promotions. They are there to assist and help you establish a foundation to build your economic stability and well being.

As a cautionary note, the Community Bank and our local Credit Unions are the only authorized financial institutions allowed to provide financial education on our military installations. Although there are many excellent financial institutions that may be willing to provide education (USAA, First Command, etc.) they are not authorized to provide these services on our military installations. The Community Bank and our local Credit Unions are required to provide financial education as part of their operating agreement to operate as the only bank and credit union on your installation.

Financial education is a lifelong journey. You are never too old or young to start preparing for your financial well being. I encourage you to contact your local bank and credit union to help establish the foundation for financial success.



### Office Closures:

All FCSTs will be closed on the following Federal Holidays:

Thursday, 27 November	Thanksgiving
Thursday, 25 December	Christmas
Thursday, 1 January	New Year's Day
Monday, 19 January	MLK Day

Please plan accordingly.



### Interactive Customer Evaluation— ICE

The ICE system is our primary means of customer service feedback. Whether you are extremely impressed or unimpressed with the customer service you receive at any of our locations, we invite you to provide feedback. Your detailed and specific feedback is important as it helps us to focus customer service training so that we can improve. In order to initiate feedback through the ICE system, go to <https://ice.disa.mil/index.cfm>, select Army Europe and then your respective community on the next page.

## USAREUR Defense Travel System (DTS) and Government Travel Charge Card (GTCC) Courses Added

GTCC Agency Program Coordinator as well as DTS Approving Official and Organization Travel Administrator Course schedules for January, February, March have been established and are posted on Page 11 of this newsletter.

# Travel Tab

## Gov't Travel Card Update

With the Government Travel Card transition completed as of 11/30/08 12:00AM EST, please be advised of the following information regarding the new travel card.

### Card Receipt Verification:

As cards are received, we encourage cardholders to verify receipt immediately, either by calling toll-free 1-888-514-2922 or online at <http://www.citimanager.com/DoDTravel>. Outside the U.S. call collect 1-706-494-5028. Remember, cards will not be valid for use until November 30.

Cardholders should notify their Agency Program Coordinator (APC) if they have not received their card. APCs can verify the address of record where the card was sent. If still unable to locate, cardholder should contact APC to submit an Undeliverable Card Report form to Citi. Citi will close the initial card account number and issue a new card with a new account number. The forms are available at <http://www.citimanager.com/dodhome>.

### Personal Identification Numbers (PIN)

PIN request service establishes a Personal Identification Number (PIN) for ATM cash withdrawals. Beginning November 1, cardholders can access the automated system to customize a PIN by calling 1-800-200-7056.

### Electronic Access System

Citi began sending temporary Electronic Access System (EAS) Registration IDs and Passwords to APCs around November 7, 2008. Although APCs will not be able to access data at that time, we ask that they self-register immediately upon receiving their registration email. They must have completed the self registration within 30 days of receiving the email. APCs are encouraged to sign up for EAS training via TraX at <https://www.defensetravel.dod.mil/Passport/bin/Passport.html>.

### New Card Applications

Citi's new cardholder applications are available at <http://www.citimanager.com/DoDHome> (click on the "Forms and Applications" button in the lower right of the page.)

Once Citi has processed the cardholder's request, the card will be mailed out Standard Delivery (approximately 10-14 business days) or Expedited Delivery (next business day). Note that APO/FPO delivery may require more time. There is a \$20 delivery fee for expedited card requests.

## The CitiDirect Card Management System (CCMS)

Through the CitiDirect Card Management System, Citibank's Web-based electronic delivery system, designated Cardholders can access account and other card-related information online. Check with your APC to see if the CCMS is available to you and to obtain detailed instructions for using this feature.

Use the login screen to access the system. During your first use, you will be asked to input a user name and password. Once you have established your password, you can use CCMS to view Account Statements, review and inquire about transaction details and initiate the dispute resolution process. If you are designated to do so, you may also order traveler's checks.

### Paying Your Account

**Online Payments via Card Statement and Payment System (CSP)** You can make a payment to your individually billed travel card account using Card Statement and Payment System (CSP). You can set up CSP to "remember" your account details, making it easy to make payments monthly with just a few clicks. You can use an account you may have with a U.S. financial institution.

**Check payments** You can mail a check using the payment coupon and window envelope sent with your statement. Citi will post the payment within two business days after it has been received.

**Wire payments** Please contact your financial institution to initiate a wire payment to Citi. Payments made by 1:00 PM ET will post the same business day. If made after 1:00 PM ET, the payment will be posted the following business day.

**Payments through your Personal Computer (PC)** You may use a third-party PC-banking system to pay your account. Because Citi does not control these bill-paying services, payments made this way cannot be guaranteed to post within two business days. Individual bill/individual liability account holders may also pay through the online statements system.



# Travel Tab

## Deployment Travel Voucher Processing Document Requirements-- Fund Cites and Leave Forms

Over the past quarter, we have welcomed back thousands of USAREUR Soldiers from deployment. A major finance task that must be completed during reintegration operations is the completion and submission of each Soldier's travel voucher for processing. This is absolutely necessary for the payment of any travel entitlements the Soldiers are entitled to, specifically their \$3.50/day for incidental expenses.

The timely processing of travel vouchers is highly dependent on the unit's preparation and verification that certain documents are on hand for each Soldier at the Reintegration Site. These documents include orders with proper fund cites by fiscal year and leave forms.

### Fund Cites and Fiscal Years

One of the biggest problems that we have been encountering is the absence of Lines of Accounting (LOA) or fund cites for each fiscal year (FY) that the Soldier is physically deployed. Most Soldiers will cross two FYs if they are deployed for 12 months. Soldiers deployed for 15 months may actually cross into 3 FYs and require 3 separate LOAs on their orders or additional amendments. Remember, FYs end on 30 SEP and begin on 1 OCT of each year.

#### *What to look for:*

The fiscal year is represented by the 3<sup>rd</sup> digit in the LOA. It represents the last digit of the FY that those funds are available. So, an FY 2007 fund cite likely starts "2172020..." with "7" representing FY07. An FY08 fund cite likely starts with "2182020..." A Soldier that deployed on 1 JAN 08 and redeploys on 31 DEC 08 will need an FY08 and FY09 fund cite. A Soldier who deployed on 15 SEP 07 who will redeploy on 1 DEC 08 will need FY07, FY08, and FY09 fund cites. These fund cites tell the travel technicians which pot of money to charge the travel per diem entitlements to.

#### *What units should do:*

Units should review the fund cites on their Soldiers' orders before redeploying and coordinate with their respective orders issuing office in order to get amended orders prior to reintegration. Finance cannot process travel settlements without all fund cites attached to the voucher.

If the above requirements result in a new order, and it is processed as an individual order, it must either be as an amendment to the original order, or it must include a Verbal order of the Commander (VOCO) date prior to the initial proceed date of travel.

### DA 31 Leave Forms

Most deployed Soldiers get the opportunity to take R&R leave during their deployment. These Soldiers must attach a copy of their completed R&R leave form to their travel voucher to show the days they were on leave. Soldiers are not authorized the \$3.50/day for incidentals on days that they are on a leave status. Any other leave to include emergency or ordinary taken during the deployments should be accounted for in addition to R&R Leave.

#### *What units should do:*

Units should ensure that all R&R leave forms are attached to each travel settlement voucher. They should also verify that the forms are complete with all appropriate blocks completed.

#### *TDY outside of Theater during deployment.*

Soldiers who went on TDY outside of theater who received any TDY per diem entitlements for that trip should attach a copy of their TDY orders and settlement voucher to their redeployment travel voucher. An individual cannot receive travel entitlements for being in two locations at once and this assists us in accounting for each day of your deployment period.

Note that this is only for travel outside of "\$3.50-Land" such as a TDY to Atlanta or Heidelberg. Travel inside of Iraq or from Iraq to Kuwait, Qatar, or Afghanistan for example does not need to be accounted for separately because they are all locations where the servicemember draws \$3.50/day.

#### *Wounded Warriors*

If the Soldier returned due to injury, ensure that a claim had not already been submitted to DFAS by the Wounded Warrior Program.

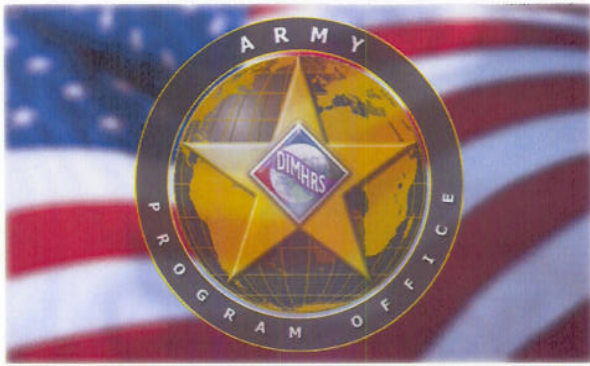
In conclusion, per diem entitlements for Soldiers deploying downrange for 12 months are usually between \$1200-1300—a nice chunk of change to invest or use for a much deserved block leave. Making these payments in a timely manner begins with having all of the supporting documents necessary to make a lawful payment. We ask that units, forward and rear detachment, proactively coordinate with one another and Finance prior to redeployment to ensure that a smooth reintegration takes place. Contact your local FCST Chief for information about reintegration operations and POCs.

The brand new Defense Travel Dispatch Fall Newsletter can be found at:

[http://www.defensetravel.dod.mil/Docs/Dispatch/Defense\\_Travel\\_Dispatch\\_Fall\\_Edition\\_08.pdf](http://www.defensetravel.dod.mil/Docs/Dispatch/Defense_Travel_Dispatch_Fall_Edition_08.pdf)

It contains a lot of great articles about DTS, Rental Cars, and the launch of several new online resources for travelers.





*Until a new timeline is announced for DIMHRS deployment, it is important for units to remain postured for transition.*

## Update Personnel Information to Ensure Accurate Pay

### Army DIMHRS Office

October 28, 2008

It is important that all Soldiers check their Personnel and Pay records in anticipation of the implementation of DIMHRS. DIMHRS, the Defense Integrated Military Human Resources System will integrate every Soldier's personnel and pay information into one database. This system will be a single source of record for Soldier's personnel and pay for all Army components: Active, National Guard and Reserve. As part of the Department of Defense's initiatives to adopt better business practices from the commercial sector, DIMHRS is a commercial product that will change military personnel and pay. One significant change will be the use of the "pay slip," which replaces the current Leave and Earnings Statement (LES). In DIMHRS, Soldiers will have a variety of Self Service options including viewing their "pay slip" and updating personnel information. DIMHRS is a web-based system, which is accessible from anywhere in the world, as long as you have internet access.

Now is the time to check your records to ensure accurate information is transferred into DIMHRS. Personnel actions will automatically compute the Soldier's pay entitlements in DIMHRS. For example, dependent information documented in DIMHRS will automatically contribute to the validation of his or her basic allowance for housing. Therefore, it is important that Soldiers update all information such as dependent information and marital status, before DIMHRS implementation to ensure that Soldiers receive accurate pay.

For more information about DIMHRS, visit the Army DIMHRS Web site: [www.armydimhrs.army.mil](http://www.armydimhrs.army.mil).

## Wounded Warrior Pay

*CPT Josie Fingerhut*

Continued from Page 5

### Basic Allowance for Subsistence (BAS)

Basic Allowance for Subsistence (BAS) entitlement continues for Service Members while hospitalized. The current 2008 monthly rates for BAS are \$294.43 for Enlisted and \$202.76 for Officers. Wounded Warriors still receiving medical care will not have meal deductions taken out of their monthly pay.

### Travel Vouchers

Soldiers are entitled to 75% of the daily per diem rate for each travel day to and from the combat zone. For example, you are entitled to travel pay for the travel day to the combat zone and the travel day from the combat zone to the medical treatment facility. You are also entitled, on non travel days, to an incidental rate of \$3.50 a day for each day you are in a combat zone. If you are an inpatient at a medical facility, no entitlements are authorized for those days.

USAREUR MEDEVAC Soldiers will file their travel voucher with either the LRMC WWPOT or the PCE WWPOT depending on their final USAREUR destination. Travel Vouchers for Wounded Warriors must include their time at LRMC regardless of where they transfer to following their departure from the hospital.

### Traumatic Servicemember's Group Life Insurance (TSGLI)

TSGLI is an entitlement that Wounded Warrior may receive if they are covered by Service members' Group Life Insurance (SGLI), and they sustain an injury that results in certain severe losses, such as loss of a leg or an arm. All members of the uniformed services that have part-time or full-time SGLI are automatically covered by TSGLI while the member is in service. TSGLI coverage will pay a benefit from \$25,000 to \$100,000 depending on eligibility and the severity of the loss resulting from traumatic injury. For more information contact the Office of SGLI by phone at 1-800-419-1473, or visit the TSGLI website at: <https://www.insurance.va.gov/sqliSite/TSGLI/TSGLI.htm>

MEDEVAC Soldiers with questions regarding their pay can contact the PCE WWPOT at 314-483-6184 or 314-483-7008

USAREUR SFAC and WTU information can be found at this website:

[http://www.imcom-europe.army.mil/sfac/information/sfac\\_eur.htm](http://www.imcom-europe.army.mil/sfac/information/sfac_eur.htm)

## Unit Commander's Finance Report

Last month we talked briefly about the UCFR and how to get it. In short, your local FCST should provide it to the unit PACs around the 26<sup>th</sup> of each month who in turn should provide it to each company commander in their unit.

Commanders are required to review their Soldiers' pay account summaries on the report for accuracy based on rank, dependency status, housing status, or anything else impacting entitlements.

Commanders are to review, identify, and take action to correct necessary changes by

1. circling the error on the UCFR and annotating the necessary correction
2. attaching approved necessary pay-affecting documents to the UCFR such as 4187 or BAH Certification.
3. signing the UCFR
4. returning it to the Unit PAC for submission back to the FCST

...all by the 10<sup>th</sup> of the month.

Common Errors and things to look for include:

### *Soldiers in your unit aren't listed.*

Annotate the Soldiers' names and SSNs on the UCFR for addition and notify your PAC.

### *Soldiers that used to be in your unit are still listed.*

If the Soldier just PCS'ed, they will remain on your UCFR until they sign in at their gaining unit. If they transferred to another unit, we need to know what unit/PACIDIN they moved to. Line through the row containing the Soldier and annotate one of the following codes: PCS, RET(retired), SEP(separated), NIU(not in unit) to the right.

### *Incorrect Grade.*

Changes to a Soldier's grade (up or down) must be made in the EMILPO personnel system. Finance will ask for documentation showing input has been successfully made into EMILPO before making the input into DJMS. If input is not made into the personnel system, a monthly audit prior to pay day will revert the pay system to the current grade in EMILPO.

### *ETS Date is not updated after reenlistment*

This is VERY IMPORTANT! If the Soldier reenlisted and the Soldier's ETS date has not been updated after

30 days, notify your PAC immediately to resubmit the reenlistment contract and update the ETS Date. Failure to do so will result in the Soldier's pay stopping effective the original ETS date.

### *Housing and COLA entitlements correct?*

Housing and COLA entitlements can change throughout a Soldier's overseas tour and it is not uncommon for these updates to be submitted by the unit to Finance late.

COLA can change as a result of birth, death, marriage, divorce, EROD, and CONUS trips in excess of 30 days.

Housing can change due to marriage, divorce, moves into and out of government quarters, and changes in dependents' locations.

Do not assume that by changing either housing or COLA entitlements, that the other is automatically updated. When changes occur in the Soldier's dependency status, both entitlements need to be updated.

Review your Soldiers' entitlements for accuracy and make sure that they are not under- or over-paid. Debts accumulate extremely fast!

The easiest check to make is to look at whether the BAH and COLA rates make sense. For example, is the Soldier receiving OHA at the with dependents rate but receiving COLA at the without dependents rate?

### *I make the same corrections each month and nothing changes*

This is usually the result of the necessary pay documents not being returned to Finance with the UCFR. Finance cannot make changes to a Soldier's pay account based upon the Commander's pen & ink annotations on the UCFR. The UCFR must be returned with the corresponding pay documents in order to effect changes.

For more information, we are posting additional UCFR resources on our new website. On the last page of this newsletter, you will also find a UCFR Ruler containing all of the UCFR codes and "red flags" discussed here that you should be looking for. Feel free to cut this out and use each month as you review your UCFR.

ADSN: 6387

DATE: 081107

PAGE: 001

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Unit Commander's Financial Report for the Month Ending: 30 November 2008. UIC: NB1

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
E3	DOE, JOHN	00000000	ON STATION	1,462.96	0.00	QTR	CHEK	13.0	0.00	110709					B/C	
O1	C.....	00000000	ON STATION	2,455.61	1,700.00	W/O	OFF	CHEK	33.5	793.35		110630	0		W/O	
O2	M.....	00000000	ON STATION	3,363.60	3,100.00	W/O	OFF	CHEK	33.5	3,430.00			0		W/O	
E4	G.....	00000000	ON STATION	2,405.69	0.00	W/O	STND	CHEK	25.0	0.00		120204			B/C	
O2	S.....	00000000	ON STATION	2,735.98	2,105.00	W/O	OFF	CHEK	36.0	2,770.00			0		W/O	
O3	F.....	00000000	ON STATION	4,464.53	0.00	W/O	OFF	CHEK	26.5	0.00					W/O	
E3	S.....	00000000	ON STATION	1,725.13	10.00	W/O	STND	CHEK	30.0	0.00		110801			B/C	
E5	F.....	00000000	ON STATION	3,305.74	137.00	QTR	STND	CHEK	73.0	0.00		120818			WD4	
E2	I.....	00000000	ON STATION	1,660.47	0.00	W/O	STND	CHEK	25.0	0.00		110814			B/C	
E5	W.....	00000000	ON STATION	4,490.25	0.00	W/D	STND	CHEK	19.5	0.00		091219	68144		B/C	

# Unit S1 / PAC Page



**Defense Travel System**  
A New Era of Government Travel

## Entitlements Verification

Finance conducts bimonthly entitlement verifications. These verifications consist of selecting one entitlement and verifying 100% of all Soldiers' entitlement status. Every two months your local Finance Customer Service Team (FCST) will send a spreadsheet to unit commanders listing all Soldiers in their command and whether each Soldier is receiving that month's designated entitlement and if so, at what rate.

The commander verifies that each Soldier is entitled to the specific pay or if changes need to be made and then signs and returns the spreadsheet and the cover letter to finance. Finance provides detailed guidelines on how to verify the entitlement. The entitlement verification does not replace the UCFR (Unit Commander's Finance Report) - it's just a great tool for commanders and the finance office to provide Soldiers with proactive military pay accuracy. Soldiers are sometimes under-paid or over-paid an entitlement or allowance - the entitlement verification prevents debts and ensures Soldiers are paid timely and correctly.

We will be reviewing the following entitlements during the following months:

December	OHA	Overseas Housing Allowance
February	FLPP	Foreign Language Prof Pay
April	COLA	Cost of Overseas Living Allowance
June	FSA	Family Separation Allowance
August	BAS	Basic Allowance for Subsistence
October	BAH	Basic Allowance for Housing

### Military Pay Cutoff Dates

NOV Midmonth	6 NOV
NOV End of Month	20 NOV
DEC Midmonth	4 DEC
DEC End of Month	22 DEC

## PAC Certification Courses

The 266<sup>th</sup> FMC PAC now has Training and Certification Courses available for units. In order to sign up for a course in your community, contact your local FCST Chief. They will coordinate a date that is good for the majority of units in each community and let you know when and where training will be.

In the meantime, course materials are posted on our new website at : <http://www.21tsc.army.mil/266Finance/>

This is good training to assist the unit's HR Specialists to better understand the finance component to the actions they process. It will also provide them with a better understanding of entitlements and pay documents so that they can provide improved customer service to their respective units.

## Upcoming DTS training classes:

Please contact the DTS Helpdesk if interested in attending a training class. You will need to provide the following information: name, unit, telephone number and e-mail address. DTS Helpdesk numbers are 483-6746/6747 for Kaiserslautern and 475-7285/8969 for Grafenwoehr.

**Location: Kleber Kaserne, Kaiserslautern, Germany, Bldg 3200, Rm S205**

*Approving Officer Training:* 0900-1600  
5 DEC, 9 JAN, 6 FEB, 6 MAR

*ODTA 3-Day Training:* 0900-1600  
2-4 DEC, 6-8 JAN, 3-5 FEB, 3-5 MAR

**Location: Spinelli Barracks, Mannheim, Germany, Bldg 1566, Rm 404**

*Approving Officer Training:* 0900-1600  
19 DEC, 16 JAN, 13 FEB, 20 MAR

*ODTA 3-Day Training:* 0900-1600  
16-18 DEC, 13-15 JAN, 10-12 FEB, 17-19 MAR

**Location: Camp Normandy, Grafenwöhr, Germany, Distance Training Facility (DTF), Bldg 3144.**

*Approving Officer Training:* 0830-1600  
11, 12 Dec, 29 JAN, 19 FEB, 26 MAR

*ODTA 2-Day Training:* 0830-1600  
9-10 DEC, 27-28 JAN, 17-18 FEB, 24-25 MAR

**Location: Spinelli Barracks, Mannheim, Germany, 208th FMCo Training Room,**

*GTCC APC Training:* 0900-1600  
2 DEC, 6 JAN, 3 FEB, and 3 MAR

# Finance Links

## Soldier Links

266<sup>th</sup> FMC Website:  
<http://www.21tsc.army.mil/266Finance/>

MyPay Website  
<https://mypay.dfas.mil/mypay.aspx>

Thrift Savings Plan Website:  
<http://www.tsp.gov>

Interactive Customer Evaluation (ICE) Website:  
<https://ice.disa.mil/index.cfm>

Overseas Cost of Living Allowance:  
<http://perdiem.hqda.pentagon.mil/perdiem/allowcol.html>

Basic Allowance for Housing:  
<http://perdiem.hqda.pentagon.mil/perdiem/bah.html>

Overseas Housing Allowance:  
<http://perdiem.hqda.pentagon.mil/perdiem/allooha.html>

Government Meal Rates:  
<http://perdiem.hqda.pentagon.mil/perdiem/faqgovmeals.html>

Per Diem Rates:  
<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

Mileage Rates:  
<http://perdiem.hqda.pentagon.mil/perdiem/faqpovpast.html>

Dislocation Allowance Rates:  
<http://perdiem.hqda.pentagon.mil/perdiem/dla.html>



## Regulation Links

DoD Per Diem, Travel, and Transportation Allowance Committee Website :  
<http://perdiem.hqda.pentagon.mil/perdiem/>

DoD Financial Management Regulation 7000.14-R  
<http://www.defenselink.mil/comptroller/fmr/>

Military Pay Policy Messages  
<https://dfas4dod.dfas.mil/centers/dfasin/library/milpay/policy08/index.htm>

Military Personnel Policy Messages  
<https://perscomnd04.army.mil/milpermsgsf.nsf>



## Travel Links

DoD Per Diem, Travel, and Transportation Allowance Committee Website :  
<http://perdiem.hqda.pentagon.mil/perdiem/>

DoD Defense Travel System:  
<http://www.defensetravel.osd.mil/dts/site/index.jsp>

Defense Travel Management Office  
<http://www.defensetravel.dod.mil/>

DoD Defense Table of Official Distances:  
<https://dtod.sddc.army.mil/default.aspx>



## Finance Organization Links:

Office of the Secretary of Defense Military Compensation Website:  
<http://www.defenselink.mil/militarypay/>

Asst Secretary of the Army for Financial Management and Comptroller  
<http://www.asafm.army.mil/>

U.S. Government Accountability Office:  
<http://www.gao.gov/index.html>

DFAS Website:  
<http://www.dfas.mil/>

US Army Financial Management School  
<http://www.finance.army.mil/>

US Army Finance Command  
<http://www.asafm.army.mil/fo/fod/fincom/fincom.asp>

US Department of Veteran's Affairs  
<http://www.va.gov/>



## System Links

DoD DIMHRS Website  
<http://www.dimhrs.mil/index.html>

Army DIMHRS Website  
<https://www.hrc.army.mil/site/ArmyDIMHRS/index.htm>

GFEBs Website:  
<http://www.gfebs.army.mil/>

<p style="text-align: center;"><b>Schweinfurt FCST</b></p> <p style="text-align: center;">Building 40 Conn Barracks</p> <p><i>FCST Chief</i> 353-8697</p> <p><i>Lead Tech and Separations</i> 353-8684</p> <p><i>Inprocessing</i> 353-8853</p> <p><i>Travel</i> 353-8855</p> <p style="text-align: center;"><b>Hours of Operation:</b></p> <p><i>Mon thru Fri:</i> 0900-1130 Soldier Customer Service 1200-1300 Closed for Lunch 1300-1500 PAC/S1 Customer Service</p>	<p style="text-align: center;"><b>Ansbach FCST</b></p> <p style="text-align: center;">Building 5818 Room 308 &amp; 316 Katterbach Kaserne</p> <p><i>FCST Chief</i> 467-3337</p> <p><i>Lead Tech</i> 467-3322</p> <p><i>In and Out Processing</i> 467-3338</p> <p><i>Separations</i> 467-3288</p> <p><i>Travel</i> 467-3318</p> <p style="text-align: center;"><b>Hours of Operation:</b></p> <p><i>Mon thru Thu:</i> 0900-1600 Soldier and PAC/S1 Customer Service 1200-1300 Closed for lunch</p> <p><i>Fridays:</i> 0900-1200 Soldier and PAC/S1 Customer Service 1300-1600 Training</p>	<p style="text-align: center;"><b>Bamberg CST</b></p> <p style="text-align: center;">Building 7029 Room 108 &amp; 109 Warner Barracks</p> <p><i>FCST Chief</i> 469-9190</p> <p><i>Lead Tech</i> 469-7887</p> <p><i>Inprocessing and Customer Service</i> 469-7423</p> <p><i>Separations and Customer Service</i> 469-9191</p> <p style="text-align: center;"><b>Hours of Operation:</b></p> <p><i>Mon thru Fri*:</i> 0900-1530 Soldier Customer Service 1200-1300 Closed for Lunch 1300-1530 Designated PAC/S1 Customer Service</p> <p><i>* Thursdays:</i> 1300-1630 Closed for Training</p>
<p style="text-align: center;"><b>Vilseck CST</b></p> <p style="text-align: center;">Building 215 Room 132-134</p> <p><i>FCST Chief</i> 475-6765</p> <p><i>Lead Tech, Customer Service</i> 476-3491</p> <p><i>Travel</i> 476-2966</p> <p><i>Separations</i> 476-3490</p> <p><i>Customer Service</i> 476-3491</p> <p style="text-align: center;"><b>Hours of Operation:</b></p> <p><i>Mon thru Fri:</i> 0800-0900 Day 2 InProc'ing 0900-1200 InProc &amp; PAC/S1 Customer Service 1200-1300 Closed for lunch 1300-1530 Soldier Customer Service and Outprocessing</p>	<p style="text-align: center;"><b>Grafenwoehr CST</b></p> <p style="text-align: center;">Building 244 Room 214</p> <p><i>FCST Chief</i> 475-6765</p> <p><i>Customer Service</i> 475-8651</p> <p><i>Travel</i> 475-6619</p> <p><i>Separations</i> 475-7286</p> <p><i>Customer Service</i> 475-6957</p> <p style="text-align: center;"><b>Hours of Operation:</b></p> <p><i>Mon thru Fri:</i> 0900-1200 PAC Customer Service 1200-1300 Closed for lunch 1300-1500 Soldier Customer Service</p>	<p style="text-align: center;"><b>Hohenfels CST</b></p> <p style="text-align: center;">Building 10 Room 103</p> <p><i>FCST Chief</i> 466-2049</p> <p><i>Customer Service and Travel</i> 466-2030</p> <p><i>Separations</i> 466-2031</p> <p style="text-align: center;"><b>Hours of Operation:</b></p> <p><i>Mon thru Fri*:</i> 0800-1200 Soldier and PAC/S1 Customer Service 1200-1300 Closed for lunch 1300-1400 Soldier and PAC/S1 Customer Service</p> <p><i>*Thursdays:</i> 1300-1500 Closed for Training</p>

<p align="center"><b>Baumholder CST</b></p> <p align="center">Building 3743 Rooms 2,3,4,5, &amp; 17 Central Processing Facility</p> <p><i>FCST Chief</i> 485-7217</p> <p><i>Lead Tech</i> 485-6955/6697</p> <p><i>In/Out Processing and Travel</i> 485-6697</p> <p><i>Separations</i> 485-6314</p> <p><i>Customer Service</i> 485-6697</p> <p align="center"><b>Hours of Operation:</b> <i>Mon thru Fri*:</i> 0900-1200 Soldier Customer Service 0900-1100 PAC/S1 Customer Service 1200-1300 Closed for lunch 1300-1530 Soldier Customer Service <i>*Thursdays:</i> 1300-1600 Closed for Training</p>	<p align="center"><b>Kaiserslautern CST</b></p> <p align="center">Building 3256 Room 12 Kleber Kaserne</p> <p><i>FCST Chief</i> 483-6149</p> <p><i>Lead Tech</i> 483-6062</p> <p><i>In Processing and Travel</i> 483-6009</p> <p><i>Separations</i> 483-6008</p> <p><i>Customer Service</i> 483-6025</p> <p align="center"><b>Hours of Operation:</b> <i>Mon thru Fri*:</i> 0900-1145 PAC/S1 Customer Service 1200-1300 Closed for lunch 1300-1530 Soldier Customer Service &amp; Outprocessing <i>*Thursdays:</i> 0900-1200 Closed for Training</p>	<p align="center"><b>Wiesbaden CST</b></p> <p align="center">Building 1023W 2<sup>nd</sup> Floor Wiesbaden Army Air Field</p> <p><i>FCST Chief</i> 337-5128</p> <p><i>Lead Tech</i> 337-4766</p> <p><i>Finance Technicians</i> 337-5529 337-5431 337-5501</p> <p align="center"><b>Hours of Operation:</b> <i>Mon thru Fri:</i> 0900-1500 Soldier and S1/PAC Customer Service</p>
<p align="center"><b>Heidelberg CST</b></p> <p align="center">Building 3850 Room 180 Heidelberg Shopping Center</p> <p><i>FCST Chief</i> 370-8570 <i>Finance Technicians</i> 370-7233; 370-3066; 370-6444</p> <p align="center"><b>Hours of Operation:</b> Mondays 0900-1130 PACS/S1 1200-1600 Customer Service Tuesday 0900-1145 Customer Service 1300 1530 PAC/S1 Wednesday 0900-1145 Customer Service 1300 1530 PAC/S1 Thursday In-and Out Processing Only Customer Service appointment only Friday 0900-1145 1300 1600 Customer Service</p>	<p align="center"><b>Mannheim CST</b></p> <p align="center">Building 255 Basement Sullivan Barracks</p> <p><i>FCST Chief</i> 385-2745</p> <p><i>Customer Service</i> 385-2959 385-2748</p> <p><i>Separations and In/Out Processing</i> 385-2231</p> <p><i>Travel and In/Out Processing</i> 385-2741</p> <p align="center"><b>Hours of Operation:</b> <i>Mon thru Fri:</i> 0900-1200 Customer Service 1200-1300 Lunch 1300-1600 Customer Service <i>Tuesdays 0900-1030 &amp; Thursdays 0900-1100:</i> PAC Customer Service Hours</p>	<p align="center"><b>Stuttgart CST</b></p> <p align="center">Building 2913 Rooms 013-015 Panzer Kaserne</p> <p><i>FCST Chief</i> 431-3181</p> <p><i>Lead Tech</i> 431-3197</p> <p><i>In-Processing</i> 431-2464</p> <p><i>Separations</i> 431-3102</p> <p><i>Travel</i> 431-3197</p> <p><i>Customer Service</i> 431-3102</p> <p align="center"><b>Hours of Operation:</b> <i>Mon thru Wednesday and Fri:</i> 0830-1530 Customer Service <i>Thursdays:</i> 0830-1200 Training 1300-1530 Customer Service</p>

# 266th FMC UCFR RULER

**GR** (Pay Grade)      **BAH** (W/O (with dependent))      **BAS** (OFF (Office) STND (Enlisted))      **VHA** (ZIP code = CONUS BAH Location)      **OHA** (0=with/dependent 1=with dependent Blank = not receiving)      **COLA** (B/C (barracks) W/O (single rate) W/D1-W/D5 (with dependents) W/D#: # = number of dependents)

**Descriptions**

OHA rate = 1 and COLA = W/O      Net Pay      ALMTS      BAH      BAS      Lv Bal      Debts      ETS      VHA      OHA      COLA  
 OHA rate = 0 and COLA = WD1      Net Pay      ALMTS      BAH      BAS      Lv Bal      Debts      ETS      VHA      OHA      COLA  
 BAH = quarters and OHA = 1      QTR      W/O      ZIP      W/D1  
 BAH W/O (without/dependent and COLA = B/C (barracks)      W/O      ZIP      B/C  
 VHA shows zip code and COLA = WD1 (with/dependents)      ZIP      W/D1  
 VHA shows zip code and OHA = 1      ZIP      W/D1

**Other Potential Red Flags:**

- Leave BAL is negative or over 75 days
- ETS date is less than 90 days out or does not show recent reenlistment
- Excessive debt balance
- Soldier got Article 15 but grade or monetary deduction is not reflected on the UCFR

There is a Soldier on my UCFR that should not be...What to do?

- Line through their name and entire row: then annotate one of the following codes in the margin to the right:
  - PCS if Soldier PCS'd
  - RET if Soldier retired
  - SEP if Soldier separated from the Army
  - NIU if Soldier is not in your unit (please annotate unit they went to if known)

*Ruler instructions: Cut off at black line on top. Place on top of the UCFR, use the arrows to line the pay and entitlements on the UCFR with the ruler. Look for red flags on each line as you review your UCFR.*