

Army Regulation 37-104-4

Financial Administration

Military Pay and Allowances Policy

**Headquarters
Department of the Army
Washington, DC
8 June 2005**

UNCLASSIFIED

SUMMARY of CHANGE

AR 37-104-4

Military Pay and Allowances Policy

This major revision, dated 8 June 2005--

- o Supersedes AR 37-104-4, dated 30 September 1994.
- o Defines Army-unique military pay policy for entitlements, allotments, and deductions outlined in the Department of Defense Financial Management Regulation Military Pay, Policy, and Procedures Volume 7, Part A (DODFMR, Vol 7A) and DOD 7000.14-R throughout the publication.
- o Removes duplication of material contained in DOD 7000.14-R throughout the publication.
- o Eliminates the use of locally reproducible forms that are now available electronically.

Effective 8 July 2005

Financial Administration

Military Pay and Allowances Policy

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



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Secretary of the Army

History. This publication is a major revision.

Summary. This regulation prescribes policy for unique military pay and allowances policy guidance for the payment of soldiers using Department of Defense Joint Military Pay System-Active Component.

Applicability. This regulation applies to the Active Army, the Army National Guard of the United States/the Army National Guard, and the United States Army Reserve. Policies prescribed herein apply to all activities of the United States Army involved in providing pay support to Active Component soldiers and Reserve

Component soldiers being paid by the Defense Joint Military Pay System Active Component, formally Joint Service Software. This regulation is applicable during full mobilization.

Proponent and exception authority. The proponent for this regulation is the Assistant Secretary of the Army for Financial Management and Comptroller. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The Assistant Secretary of the Army for Financial Management and Comptroller may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leaders of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Army management control process.

This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Assistant Secretary of the Army for Financial Management and Comptroller. Address your request to the Assistant Secretary Army for Financial Management and Comptroller, ATTN: SAFM-FO, 109 Army Pentagon, Washington, DC 20310-0109.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Assistant Secretary of the Army for Financial Management and Comptroller, ATTN: SAFM-FO, 109 Army Pentagon, Washington, DC 20310-0109.

Distribution. This publication is available in electronic media only, and is intended for command level C for the Active Army, the Army National Guard, and the United States Army Reserve.

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Glossary

Chapter 1 Introduction

1-1. Purpose

This regulation provides Department of the Army (DA) policies for entitlements and collections of pay and allowances for active duty soldiers. It is used in conjunction with Department of Defense Financial Management Regulation (DODFMR), Volume 7, Part A (Vol 7A) and Department of the Defense (DOD) 7000.14-R.

1-2. References

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

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

- a. The Assistant Secretary of the Army Financial Management and Comptroller (ASA(FM&C)) will—
 - (1) Approve new policies, procedures, and systems changes affecting payment to soldiers.
 - (2) Review and approve changes to this regulation.
- b. The Assistant Secretary of the Army of Manpower and Reserve Affairs (ASA(M&RA)) will approve new policies and provide guidance and clarification for all policy affecting soldier pay.
- c. The Director, Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN) will—
 - (1) Establish policies and procedures to ensure the prompt payment to soldiers.
 - (2) Maintain and operate the Defense Joint Military Pay System Active Component (DJMS-AC).
- d. Finance officers (FO)/Defense Military Pay Offices (DMPO) will—
 - (1) Ensure pay change data is submitted in a timely manner.
 - (2) Take action to resolve any pay or administrative discrepancies.
 - (3) Ensure discrepancies reflected on the bimonthly pay/personnel match are resolved per instructions received with the report.
 - (4) Ensure internal controls are maintained at all times.
- e. Commanding General, Human Resource Center, Alexandria (HRC-A) will—
 - (1) Report grade change transactions directly to the soldier's Master Military Pay Account (MMPA) for soldiers promoted or reduced on Headquarters, Department of the Army (HQDA) orders.
 - (2) Verify and certify DA Form 1506, Statement of Service - For Computation of Length of Service for Pay Purposes, when forwarded from FO/DMPO.
- f. Commander, Personnel Service Battalion (PSB)/Personnel Service Company (PSC)/Military Personnel Division (MPD)/Human Resources Office (HRO) will—
 - (1) Process pay grade changes for soldiers in pay grades E5, E6, W2, and O2; and when promotion orders are received from the National Guard Bureau (NGB), the Human Resource Center-St. Louis, or State orders for enlisted soldiers who are on active duty.
 - (2) Resolve grade discrepancies between DJMS-AC and the electronic Military Personnel Office (eMILPO).
 - (3) Verify and certify DA Forms 1506 (Statement of Service) when information is available to determine that service claimed by the soldier is valid.
 - (4) Determine each qualified officer's aviation service date (ASD) and officer service date (OSD) based on information in pertinent official records.
 - (5) Forward pay related documents to the FO/DMPO on a daily transmittal memorandum no later than 1000 hours the workday after the document is received or generated.
- g. Commanders will—
 - (1) Ensure documents affecting pay are accurate and forwarded to the FO/DMPO promptly.
 - (2) Review the Unit Commander's Finance Report (UCFR) on a monthly basis and report any discrepancies to the FO/DMPO immediately.
 - (3) Prepare, certify, and forward to the FAO/DMPO certificates for soldiers who are incapacitated physically and are in receipt of hazardous duty incentive pay.
- h. The battalion S1 (bn S1) will—
 - (1) Ensure pay grade changes for advancements to pay grades E2 through E4 and all reductions are processed immediately.
 - (2) Assist soldiers in preparing pay related documents.
 - (3) Forward pay related documents to the FO/DMPO on daily transmittal memorandum no later than 1000 hours the workday after the document is received or generated per DA Pamphlet (DA Pam) 600-8.
 - (4) Respond to soldier's pay inquires when the required information is available.

- (5) Ensure the verification of the UCFR and eMILPO Accountability Report (AA-162) is accomplished monthly.
- (6) Ensure undeliverable leave and earnings statements (LES) are returned to the FO/DMPO within 3 working days after payday with the reason for non-delivery annotated on each LES. Undeliverable LESs are those for soldiers that are no longer in the unit or are in an unauthorized absence status.
 - i. State adjutants general will—
 - (1) Verify service claimed by Army National Guard (ARNG) soldiers on active duty.
 - (2) Process grade changes.
 - j. The Director, Sea Service Office (SSO), Fort Eustis, VA, will verify sea service for Army personnel.
 - k. The Surgeon General will determine the aviation service date and officer service date for each flight surgeon or medical officer entitled to Aviation career incentive pay (ACIP).
 - l. Soldiers are responsible for reviewing their LES, and for the prompt and accurate reporting of changes in their personal circumstances that affects their entitlement to pay or the distribution of their pay to their commander and servicing FO/DMPO.

1-5. Payment of soldiers

- a. Scheduled paydays will be per DODFMR Vol. 7A, chapter 1.
- b. All payments of entitlements and deductions from military pay appropriations for active duty soldiers will be made via electronic funds transfer (EFT) through DJMS-AC.
- c. All payments due the soldier or deductions due the U.S. Government identified or prepared after transition will be forwarded to DFAS-IN (see DFAS-IN Reg 37-1, chapter 2) for settlement as applicable.

1-6. Payment options

- a. Mid-month (MID-MO) and/or end-of-month (EOM) pay options will be elected by the soldier on DA Form 3685, JUMPS-JSS Pay Elections. If the MID-MO option is elected, both payments will be to the same financial organization.
- b. Soldiers must elect direct deposit (SURE-PAY) to a financial organization upon entering active duty.
- c. A waiver for SURE-PAY may be granted by the soldier's commander when it is determined to be in the best interest of the individual and the Army. Waivers should be granted for the minimum time required to resolve problems prior to enrollment in SURE-PAY. A waiver will be granted for no more than a 1-year period, but may be renewed if the situation still exists. Counseling or participation in a financial management course offered through the local command is required if the waiver is granted for financial problems.
- d. Soldiers may elect to have a specific amount of pay held during each month. Use the "accrual of pay" portion on the DA Form 3685 to elect held pay.

Chapter 2 Creditable Service

2-1. Policy provisions

Basic pay (BP) rate is established according to the pay grade and the number of years creditable service a soldier has completed. Creditable service is determined per DODFMR, Vol. 7A, chapter 1. Creditable service will be used to establish the soldier's pay date and total active Federal military service to date (TAFMSD).

2-2. Establishing creditable service-officers

- a. The Active Army officers entering active duty and Reserve Component (RC) officers ordered to active duty for a period in excess of 179 days must submit DA Form 1506 (Statement of Service) to the servicing FO/DMPO. See appendix B for instructions on completing the form. This requirement pertains to—
 - (1) All medical/dental officers who are to be credited with constructive service.
 - (2) Officers who do not have sufficient documentation in their possession to establish creditable service for pay purposes.
- b. The officer will prepare and sign a DA Form 1506 showing all periods of prior service. The PSB/PSC/MPD/HRO, to the extent possible, will verify each period of service shown on the DA Form 1506 from all available records. For example, DD Form 214, Certificate of Release or Discharge From Active Duty, orders, or enlisted records brief. When the statement of service can be verified in this manner, the PSB/PSC/MPD/HRO will authenticate the DA Form 1506. The PSB/PSC/MPD/HRO will send copy 1 of DA Form 1506 to the servicing FO/DMPO for service date computation, and copy 3 to the Commander, HRC-A, Career Branch, 200 Stovall Street, Alexandria, VA 22332-0400. The PSB/PSC/MPD/HRO will destroy 2, 4, and 5. The servicing FO/DMPO will input the TAFMSD and the pay date entry to DJMS-AC.
- c. Where there is reason for doubt, or exact dates are not available, the PSB/PSC/MPD/HRO will annotate DA Form

1506, and submit it through the FO/DMPO to HRC-A for verification, except as provided in subparagraph *d* and *e*, below. The soldier will do as follows:

(1) Examine copies 1, 3, and 4, of DA Form 1506 to ensure that all copies are legible and that the complete mailing address of the FO/DAO has been annotated. Send copies 1 and 3 to the Commander, HRC-A, Career Branch, 200 Stovall Street, Alexandria, VA 22332-0400, for verification of service stated by the officer.

(2) Annotate copy 4 to show the date copies 1 and 3 were sent to HRC-A and file in a suspense file pending return of the verified copies.

(3) If the statement of service computation is correct, indicate verification by HRC-A on copies 1 and 3 and authenticate the copies in the space provided at the bottom of the DA Form 1506. If the service stated by the officer proves to be incorrect, the HRC-A will enter the correct computation of creditable service for pay purposes in the lower portion of copies 1 and 3 of DA Form 1506, and authenticate the copies in the space provided at the bottom of the form. For officers in the grade of O03 and below, HRC-A will insert a certificate stating whether or not the officer has had over 4 years of active service as an enlisted soldier or warrant officer. HRC-A will return copy 1 to the FO/DMPO at the address shown on the form. HRC-A will keep copy 3.

(4) On receipt of the verified copy, the FO/DMPO will—

(a) Annotate copy 4 “verified by HRC-A.”

(b) If the data on the officer’s MMPA is incorrect, the FAO/DMPO will process a TZ05 transaction to correct the TAFMSD, and/or pay date. Use copy 1 as the substantiating document.

(5) If the service stated by the officer was incorrect, provide the corrected statement of service as listed by HRC-A on copy 1 to the PSC for correction of personnel records. If the officer has been reassigned, copy 1 and 4 will be sent immediately to the gaining FO/DMPO.

d. Officers whose sole military status has been under a commission in the U.S. Army Reserve (USAR) and was completed subsequent to 1 July 1958, will submit their statement of service to the PSB/PSCMPD/HRO for verification. The PSB/PSCMPD/HRO will verify the creditable service for pay purposes and date stamp a copy of the initial appointment letter with the acceptance date. When the acceptance date cannot be determined, the personnel office will annotate the DA Form 1506 with action taken per subparagraph *c*, above. Copy 1 of DA Form 1506, verified by the PSB/PSC/MPD/HRO, will be returned to the FO/DAO for appropriate action, and all other copies may be destroyed.

e. Verification by the adjutant general of the State, territory, or district ARNG officers will satisfy the requirements of paragraph *a*, above, and paragraph 2-3.

2-3. Active enlisted and warrant officer service — pay grades O1E, O2E, or O3E

Commissioned officers in the pay grades O1, O2, or O3 are entitled to the special rate of pay if the officer has over 4 years of active enlisted and warrant officer service or a combined total of active enlisted and warrant officer service (DODFMR, Vol. 7A, para 10103).

2-4. Establishing creditable service-enlisted

a. The FO/DMPO serving soldiers on active duty and unit commanders of soldiers participating in Reserve training duty are responsible for determining the creditable years of service for enlisted soldiers. The FO/DMPO will make this determination using the soldier’s enlisted records brief or any other official source document, to include DA Form 1506. When creditable service can be confirmed in this manner, a copy of the official documentation will be used to substantiate the pay transaction.

b. If the PSB/PSC/MPD/HRO cannot verify creditable service from the information available, it will—

(1) Initiate a request for an official verified statement of service from the U.S. Army Enlisted Records and Evaluation Center (USAEREC), by an electronically transmitted message to custsupt@erec.army.mil or by letter to the Commander, USAEREC, ATTN: AHRC-ERP, Indianapolis, IN 46249-5301.

(2) Ensure that a copy of the message or letter is filed in a suspense file by the in-processing clerk, and on receipt of the verified statement of service from USAEREC, ensures that the in-processing clerk withdraws the suspense copy from the suspense file, and destroy.

(3) Ensure that the statement of service is used to substantiate the input of any corrections to the soldier’s MMPA.

c. Verification by the adjutant general of the State, territory, or district will satisfy the requirement in subparagraph *a*, above, for ARNG soldiers on active duty.

2-5. Administrative changes to pay date or total active Federal military service date

a. On receipt of the verified and/or corrected statement of service, the FO/DMPO will process the transactions necessary to correct the pay date or TAFMSD. The document received will be the substantiating document for the input. In addition, Finance will furnish to the PSB/PSCMPD/HRO a copy of the DA Form 1506 from HRC-A or the statement of service from USAEREC.

b. Accepted changes by DJMS-AC will be used to update the officer master file (OMF) and enlisted master file (EMF), which in turn will update the local eMILPO file.

c. Adjustments to pay will be made by DFAS-IN, based on the FO/DMPO date of correction. DFAS-IN may

request a copy of the documentation be forwarded in questionable or difficult cases. In this situation, adjustments will not be made until DFAS-IN receives the requested documents.

Chapter 3 Basic Pay

3-1. Authority

a. Soldiers are paid per DODFMR, Vol. 7A, chapter 1, and tables 1-1 through 1-15. Also see Army regulation (AR) 612-201.

b. The law prescribes the pay of soldiers. Soldiers are entitled to receive pay according to their pay grades and years of service if—

- (1) On active duty in a pay status.
- (2) Not prohibited by law from receiving such pay.

3-2. Establishing a pay account

Pay accounts will be established and maintained on DJMS-AC MMPAs through input coded by—

a. The FO/DMPO at the soldier's first duty station for officers and enlisted soldiers who do not report through a reception center.

b. The Reception Battalion Automated Support System (RECBASS) for soldiers processing through a reception station.

3-3. Advancements/promotions/reductions

a. Responsibilities for reporting grade change transactions are outlined in paragraph 1-4.

b. The PSB/PSC/MPD/HRO will use promotion orders to report grade changes for enlisted pay grades (sergeant (SGT) and staff sergeant (SSG)), warrant officer pay grade (W2), and commissioned officer pay grade (O2); and when promotion orders are received from the NGB, HRC-St. Louis, or State orders for enlisted soldiers who are on active duty.

c. Enlisted soldiers are now automatically advanced through the rank/grade of specialist (SPC) (E4). Early promotions with waivers require the bn S1 to generate a DA Form 4187, Personnel Action, as the source document for such advancements. Enlisted soldiers automatically will be advanced by the EMF from pay grade E1 to pay grade E2 on completion of 6 months active service. The Bn S1 will make pay grade changes for reductions using DA Form 2627 (Record of Proceedings Under Article 15, UCMJ), and courts-martial orders as the source document.

d. Accepted eMILPO grade changes generate an OMF or EMF and a DJMS-AC transaction as follows:

(1) The DFAS-IN through DJMS, systemically edits, posts, or rejects the system-generated transactions. Accepted message numbers and rejected transactions are transmitted systemically to the originating bn S1/PSC for corrective action.

(2) On receipt of rejected transactions, the bn S1/PSC researches and attempts to resolve all the discrepancies.

e. The MPO will make all necessary adjustments to the soldier's MMPA when notified that an adjustment is necessary, for a period that is outside immediate access storage (IAS) - current plus 11 prior processing months.

3-4. Saved pay

a. An enlisted soldier or warrant officer who accepts a permanent or temporary appointment as a commissioned or warrant officer in the Active Component (AC) or RC will be paid the greater of the pay and allowance entitled to as an enlisted soldier, warrant officer, or commissioned officer. (See DODFMR, Vol. 7A, chapter 1.)

b. When the FO/DMPO processes the transaction to convert an account to a commissioned or warrant officer status, DFAS-IN is notified systemically through the automated case control system (ACCS) that the case is being established. The FO/DMPO will also send an electronic mail (e-mail) message to DFAS-IN to notify DFAS-IN that the case has been established on the MMPA. The DFAS-IN will then compute the saved pay entitlement, and make the appropriate corrections to the MMPA.

3-5. Stop basic pay upon transition

a. The Separations clerk will process a separation transaction against the MMPA of all soldiers transitioning from active duty whether for normal expiration terms of service (ETS), retirement, or an early transition. DJMS-AC will suspend the pay of a soldier upon reaching the ETS reflected on the MMPA, but does not separate the account.

b. Special emphasis must be given to accounts of soldiers who transition prior to the ETS on the MMPA. The FO/

DMPO must process the separation transaction as soon as possible after notification of the early transition in order to posture the MMPA for the final payment and prevent possible overpayments to the soldier.

Chapter 4 Absence from Duty

4-1. Authority

The conditions of entitlement and effects on pay and allowances for absences are contained in DODFMR, Vol, 7A, chapter 1. The procedures for requesting, approving, and administering authorized absences are contained in AR 600-8-10 and DA Pam 600-8. Procedures for the administration of unauthorized absences are contained in AR 630-10.

4-2. Leave record

The MMPA is the official leave record. All leave periods will be posted to the MMPA and will update the current leave balance.

4-3. Unauthorized absences

Unauthorized absences will adjust pay and allowances, the pay date and the TAFMSD. A transaction must be processed to adjust the date of separation (DOS) and ETS and confirm the pay date and TAFMSD changes for the period of the absence.

4-4. Processing requirements

The FO/DMPO maintaining the soldier's pay account will process all transactions required to update the MMPA for all duty status changes. The servicing FO/DMPO will maintain the soldier's account until the soldier is transferred by orders to another duty station and will ensure that all transactions affecting the account have been processed prior to the transfer.

4-5. Substantiating documents

- a.* The DA Form 31 (Request and Authority for Leave) is used for reporting leave.
- b.* The DA Form 4187 is used for reporting other duty status changes.

Chapter 5 Special Pays for Health Professionals

5-1. Entitlement and policy provisions

For conditions of entitlement, rates, and restrictions for health professionals special pays are contained in the DODFMR, Vol, 7A, chapter 2 (formerly chapters 5 (medical), 6 (dental), 7 (pharmacy, optical, and veterinary), 21 (nursing), and 64 (Persian Gulf health care providers), and the Office of the Surgeon General (OTSG).

5-2. Special pay for optometrists and veterinarians

Optometry and veterinary officers who are on active duty as a result of a call-up order to active duty for a period of at least one year are entitled to special pay.

5-3. Substantiating documents

a. Creditable service determines the health professions pay entry date (HPPED), which is the basis for computation of the amount of medical and dental variable special pay (VSP). The order-issuing agent will include the amount of creditable service in the officer's initial active duty orders, as determined by the OTSG.

b. The FO/DMPO will establish the HPPED upon entry on active duty, as computed from the creditable service date included in the initial active duty orders.

5-4. Variable special pay

a. Dental and medical officers will be authorized VSP during initial in-processing, which will be effective on the date of entry on active duty.

b. The intern training code on the officer's MMPA will be changed automatically based on the ending date input when the officer begins the intern training.

5-5. Board certified pay

Board certified pay begins upon receipt of proof that board certification was granted.

5-6. Additional special pay

Additional special pay will be paid to medical or dental officers on the effective date of their agreement to remain on active duty for at least one additional year.

5-7. Incentive special pay

Incentive special pay will be paid to medical officers on the effective date of their agreement to remain on active duty for at least one additional year.

5-8. Multi-year special pay

a. Payable to health professionals who agree to remain on active duty for two or more years beyond their initial term of service.

b. The initial multi-year special pay installment will be paid on the effective date of the agreement, with the remaining annual installments paid on each anniversary of the agreement effective date.

5-9. Registered nurse accession bonus

A registered nurse who qualifies for appointment as a Nurse Corps officer may be eligible for an accession bonus. The lump sum bonus will be paid at the first permanent duty station.

5-10. Incentive special pay for certified registered nurse anesthetists

The certified registered nurse anesthetists (CRNA) who are on active duty for at least one year may receive special CRNA pay, which will be paid on the effective duty of the agreement to remain on active duty.

Chapter 6

Special Pay-Diving Duty

6-1. Entitlement and policy provisions

The conditions of entitlement and rates payable for special pay for diving duty are contained in the DODFMR, Vol. 7A, chapter 11 and AR 611-75, chapter 2.

6-2. Special orders required

Special orders, published to authorize or terminate diving duty assignment, will substantiate the commencement and termination of diving duty pay. DA Form 4730, Certificate for Performance of Hazardous Duty, will be used as notification of dives performed. When a soldier is physically incapacitated as a result of a diving duty accident and entitlement to incentive pay exists, a statement similar to the following will support the continuation of incentive pay for diving duty: "(Name, grade, social security number (SSN), organization) is incapacitated physically to perform diving duty as a result of (type) accident and such incapacity resulted from participation in diving duty. The incapacity originated on (date). During the period from (date) to (end of month or termination of entitlement to incentive pay), the soldier continued to be incapacitated." The appropriate medical officer must date and sign the statement.

Chapter 7

Special Pay-Sea Duty

7-1. Entitlement and policy provisions

a. Conditions of entitlement and rates payable for special pay-sea duty are contained in the DODFMR, Vol. 7A, chapter 18 and AR 614-200, chapter 3.

b. Sea duty for the purpose of entitlement to career sea pay and premium pay is service performed by a soldier on active duty and under orders issued by a competent authority including RC and ARNG soldiers on active duty.

7-2. Documentation for entitlement of career sea pay

a. Entitlement to career sea pay and career sea pay premium will be determined upon review of applicable documentation by the soldier and the unit commander. The unit commander will forward a memorandum from the unit stating the soldier's career sea pay and/or premium pay qualifications to the SSO for verification. The mailing address is Director, Office of the Chief of Transportation, ATTN: ATZF-OCT-P, 705 Read Street, Fort Eustis, VA 23604-5407. Upon verification, the Sea Services Office will initiate DA Form 2446, Request for Orders, and send to

HRC-A or the PSB/PSC/MPD/HRO servicing that unit. Upon receipt of the form, the PSB/PSC/MPD/HRO will issue the appropriate orders. A copy of the orders and the memorandum will be sent to the FO/DMPO documenting the soldier's entitlement to career sea pay and/or premium pay. The orders will establish that the soldier is assigned currently to a ship and is in a sea duty status. The memorandum will contain the number of days of creditable sea duty and the number of consecutive months of sea duty the soldier currently has completed.

b. The soldier must file DD Form 827 (Application for Arrears in Pay) to claim back entitlements. The form will contain the period of time being claimed and the name, and home port of the ship. The soldier will submit the claim and any appropriate DA Forms 3068-1, Marine Service Record to the FO/DMPO. The FO/DMPO will send this documentation to the SSO for verification. Upon verification, the Sea Services Office will send the claim back to the FO/DMPO. All claims for sea duty pay and/or premium pay by in-service soldiers will be paid by the servicing FO/DMPO of the soldier who submitted the claim. The FO/DMPO will send claims received from out-of-service soldiers to DFAS-IN, ATTN: DFAS-PMTS, 8899 East 56th Street, Indianapolis, IN 46249.

Chapter 8

Other Special Pays

8-1. Entitlement provisions

The conditions of entitlement and rates payable for other special pays are contained in the DODFMR, Vol. 7A, in the chapter indicated below and stated Army regulations:

- a.* Proficiency and special duty assignment pay (SDAP)-enlisted - chapter 8 and AR 614-200, chapter 5.
- b.* Enlistment and reenlistment bonuses-enlisted soldiers - chapter 9.
- c.* Hostile fire pay (HFP) or imminent danger pay (IDP) - chapter 10.
- d.* Overseas extension incentive pay (OEIP)-Enlisted Members - chapter 14.
- e.* Engineering and scientific career continuation pay - chapter 3.
- f.* Hardship duty pay (HDP) – Location/Mission/Tempo, formerly foreign duty pay (FDP) - chapter 17.
- g.* Foreign language proficiency pay - chapter 19, and AR 611-6, chapter 6.
- h.* Assignment incentive pay (AIP) - chapter 7.

8-2. Required documentation

- a.* Copies of orders assigning the soldier to duty resulting in entitlement or termination of such duty, or documentation supporting entitlement to bonuses, will serve to substantiate commencement and termination of the special pay(s).
- b.* The gaining unit commander will use DA Form 4187 to substantiate the continued entitlement to SDAP, when a soldier receiving SDAP changes duty stations, and continues to be entitled to SDAP.

8-3. Payment

- a.* The DJMS will credit special pay established on the MMPA each month until action is taken to stop the entitlement. The soldier's unit commander will re-certify special pays annually. The commander may use the Unit Commanders Finance Report to identify soldiers who are receiving a special pay.
- b.* The DJMS will generate a pay authorization for bonus entitlements established on the MMPA, for any subsequent, quarterly, or annual installments.

Chapter 9

Aerial Flights

9-1. Policy provisions

Except as otherwise provided by law, conditions of entitlement and rates payable for hazardous duty incentive pay (HDIP) and/or ACIP can be found in the DODFMR, Vol. 7A, chapter 22.

9-2. Hazardous duty incentive pay

Members under competent orders to participate in regular and frequent flights as crew or non-crew members are entitled to HDIP for flying duty.

9-3. Aviation career incentive pay

Entitlement to ACIP will be restricted to regular and reserve officers who hold, or are in training leading to hold, an aeronautical rating or designation and who engage and remain in aviation service on a career basis.

Chapter 10

Other Hazardous Duty Incentive Pays

10-1. Policy provisions

Except as otherwise provided by law, a military service member entitled to basic pay is, in addition, entitled to incentive pay for performing various types of the hazardous duty. Conditions of entitlement and rates payable for HDIPs listed in this chapter are contained in the DODFMR, Vol. 7A, chapter 24.

10-2. General entitlements

Other hazardous duty pays include:

- a.* Parachute duty.
- b.* Flight deck duty.
- c.* Demolition duty.
- d.* Experimental stress duty.
- e.* Toxic fuels (or propellants) duty.
- f.* Toxic pesticides duty.
- g.* Dangerous viruses (or bacteria) lab duty.
- h.* Chemical munitions.

10-3. Entitlement provisions

a. In order to start or stop the entitlement to HDIP the FO/DMPO will use orders assigning soldiers to or terminating their assignment from performance of the hazardous duty. Once entitlement is established, HDIP will be credited systemically to the soldier's MMPA each month unless a transaction is processed to stop the entitlement.

b. The commanding officer will furnish the FO/DMPO a statement when a soldier is incapacitated physically as a result of a hazardous duty under this chapter and entitlement to incentive pay exists. A statement similar to the following will support the continuation of incentive pay: "(Name), (grade), (SSN), (organization) is incapacitated physically to perform (type) duty as a result of (type) accident and such incapacity resulted from participation in (type) duty. The incapacity originated on (date). During the period from (date) to (end of month or termination of entitlement to incentive pay), the soldier continued to be incapacitated." The appropriate medical officer will date and sign this statement.

c. Continued entitlement of HDIP is contingent upon the actual performance of hazardous duty. The unit commander will use DA Form 4730 to document performance of hazardous duty, or provide a statement signed by the commander or a commissioned officer attesting to the actual performance of such duty in the event blank forms are not available. The body of the form or statement may be modified as follows: "Except for soldiers named below, all personnel assigned to this unit who are authorized to perform (type) duty have met their duty performance for the (month)-grade, name, and SSN."

d. The FO/DMPO will process a stop or collection action of HDIP when a soldier who is entitled to HDIP fails to meet the prescribed performance requirements for a calendar month. If the soldier subsequently meets the performance requirement in a later month, an authorization of the entitlement will be processed.

e. The HDIP terminates on the effective date shown in orders relieving a soldier from hazardous duty. Orders will be issued by—

- (1) The commander relieving a soldier from such duty.
- (2) The commander of the losing organization when a change of station is involved and the new assignment does not include the requirement to perform hazardous duty. For permanent change of station, the termination of the soldier's hazardous duty status will be included on the assignment orders.
- (3) The gaining organization commander when a change of station is involved and it is not known until the soldier arrives at the new assignment that the assignment will not include hazardous duty. As soon as practicable, issue orders terminating the soldier's hazardous duty status.
- (4) The transition activity commander.
- (5) The hospital commander for a soldier who is transferred by PCS orders to a hospital for treatment. These orders will relieve the soldier from hazardous duty on the first day of the third month following the month of departure from the old station. If the soldier was injured in an accident performing the duty and had already qualified for that month, orders will be effective on the first day of the fourth month following the month in which the accident occurred. Orders

will be effective on the date of release from the hospital when hospitalization terminates before that date and the soldier is not assigned to a hazardous duty position.

10-4. Demolition duty

a. For the purpose of qualifying for demolition duty pay, an individual must have a primary duty assignment involving the demolition of explosives, including training for that duty, of one or more of the functions listed in DODFMR, Vol. 7A, chapter 24, and assigned by competent orders as follows:

(1) To a unit or section approved and properly designated as an explosive ordnance disposal activity, when qualified in specialty skill identifier (SSI) 75D or military occupational specialty (MOS) 55D.

(2) As a student in the SSI 75D or MOS 55D course, or an instructor with SSI 75D or MOS 55D at the U.S. Naval School Explosive Ordnance Disposal, U.S. Naval Ordnance Station, Indian Head, MD, or at the U.S. Army Missile and Munitions Center and School, Redstone Arsenal, AL.

(3) In SSI 75D or MOS 55D to perform temporary duty (TDY) or temporary additional duty (TAD) involving the demolition of explosives.

b. Authority to issue orders requiring a soldier to perform demolition duty, including training for such duty, is delegated to the following:

(1) Commander, Human Resources Center - St. Louis, with authority to re-delegate.

(2) Commands (Active units only) who maintain personnel records of soldiers having a primary duty assignment requiring the performance of demolition duty.

(3) The Adjutant General of the State, Army National Guard.

(4) Chief, U.S. Army Reserve.

Chapter 11 Basic Allowance for Subsistence

11-1. Policy Provisions

Except as otherwise provided by law, members who are entitled to basic pay are entitled to basic allowance for subsistence (BAS). Conditions of entitlements and rates payable for BAS are contained in the DODFMR, Vol. 7A, chapter 25, DFAS Interim Change 24-04, dated 19 July 2004.

11-2. Officer basic allowance for subsistence allowance

Generally, officers entitled to basic pay are entitled to a full BAS at all times on a monthly basis. Officers are paid at one single rate.

11-3. Enlisted entitlements

Enlisted members entitled to basic pay are also generally entitled to BAS on a monthly basis (30 days). The BAS for enlisted are entitled to one of the BAS rates listed below.

a. Enlisted BAS. This is the standard rate of BAS to be paid enlisted members unless they qualify for and proper authority approves a higher rate of BAS.

b. Enlisted BAS II. This allowance is not currently authorized by any of the military services.

c. Rations in kind not available (RIKNA) – formerly known as rations not available (RNA). Enlisted members on duty at a permanent duty station where a government mess is not available or where it has been determined that it is impractical for the government to make meals available may be entitled to the RIKNA rate.

11-4. Family Subsistence Supplemental Allowance

a. General Provisions. The Family Subsistence Supplemental Allowance (FSSA) was established 1 May 2001 and will terminate 30 September 2006. The purpose of the allowance is to supplement an individual's BAS to a level sufficient to remove a member's household from, or obviate the need for benefits under, the food stamp program. Officer and enlisted members may be eligible for FSSA. The FSSA is paid as a monthly rate not to exceed \$500. The FSSA is a non-taxable allowance payable in addition to all other pays and allowances.

b. Eligibility. The FSSA allowance is payable to any officer or enlisted member of the Army who meets all the following criteria:

(1) Is serving on active duty and receiving BAS.

(2) Has a gross household income that would make the member eligible for assistance under the U.S. Department of Agriculture food stamp program for a given household size.

(3) Has made application for and been certified, at a specific payment level, by the appropriate office.

11-5. Authorization of Family Subsistence Supplemental Allowance

- a.* All applications for FSSA will be processed through the soldier's chain of command.
- b.* The soldier's commander will certify a soldier's entitlement to FSSA and will forward an approved DA Form 4187, with the specific dollar amount stated (must be even dollar amount not to exceed \$500), to the local DMPO/FO. A copy of the DA Form 4187 will be also be sent to the following e-mail address: DFAS-IN.FSSA@DFAS.MIL
- c.* When a soldier is promoted or has a permanent change of station move, the DMPO/FO will issue a message to the e-mail address in paragraph 11-5*b*, above notifying them to STOP the FSSA. Once the message is sent, the DA Form 4187 will be put into a suspense file awaiting verification of a transaction by others (TBO) input on the daily transaction register (DTR). Once the transaction is verified, a copy of the DA Form 4187, a copy of the DTR, and any other supporting paperwork, will be filed at the field site. This documentation is required on site for post payment audit. Note that disposition instructions of this paperwork are to be determined. All actions which may require a STOP of FSSA can be found in the DODFMR, Vol. 7A, chapter 25.
- d.* All FSSA allowances must be re-certified annually on 1 February of each year.

Chapter 12 Basic Allowance for Housing

12-1. Policy provisions

Except as otherwise provided by law, effective 1 January 1998, in general, basic allowance for housing (BAH) was created to provide a member with a monthly allowance for housing. Conditions of entitlements and rates payable for BAH are contained in the DODFMR, Vol 7A, chapter 26.

12-2. General provisions

Generally speaking, BAH is payable to members on active duty and will vary according to grade in which serving or appointed for basic pay purposes, dependency status, and the permanent duty station assigned. The BAH is intended to pay only a portion of housing costs. Use DA Form 5960 (Authorization, to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA)) to start, stop, or change BAH and/or variable housing allowance (VHA). The BAH consists of the following:

- a.* BAH-I – formerly known as BAQ and VHA.
- b.* BAH-II – formerly known as BAQ.
- c.* BAH difference (BAH-DIFF) – difference between with and without dependents' rates of BAH-II.
- d.* Partial BAH.
- e.* Overseas housing allowance (OHA).
- f.* Family separation housing (FSH) – formerly known as family separation allowance (FSA) type I.

Chapter 13 Family Separation Allowance

13-1. Policy provisions

Except as otherwise provided by law, members with dependents are entitled to family separation allowance (FSA). Conditions of entitlement and rates payable for FSA are contained in the DODFMR, Vol. 7A, chapter 27.

13-2. General entitlements

There are two types of FSA: family separation allowance (formerly FSA type I) and FSA type II. Both types are payable in addition to any other allowance or per diem to which a member may be entitled. A member may qualify for FSH and FSA-II for the same period. In that case, concurrent payment of both types is authorized.

- a.* *FSH* - The purpose of FSH is to pay a member for added housing expenses resulting from enforced separation from dependents. This includes soldiers at a duty station within 50 miles of their family who are restricted to remain on base twenty-four hours a day, seven days a week, in excess of thirty consecutive days.
- b.* *FSA-II* – FSA-II provides compensation for added expenses incurred because of enforced separation from a member's family.
- c.* Use DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance) to substantiate entitlement to FSA.

Chapter 14 Station Allowances

14-1. Policy and entitlement provisions

The DODFMR, Vol. 7A, chapter 26, the Joint Federal Travel Regulation (JFTR), Vol. 1, and/or the Modified Pay & Procedures Manual contain entitlement provisions, payment procedures, and systems requirements for the following station allowances:

- a.* Temporary lodging allowance (TLA).
- b.* Cost of living allowance (COLA).
- c.* Overseas housing allowances (OHA).
- d.* Interim housing allowance (IHA).
- e.* Advance of housing allowances (OHA or BAH), see DODFMR, Vol. 7A, chapter 15.
- f.* Temporary lodging expense (TLE).

14-2. Supporting documents

If required, the references cited in above paragraph will identify the type(s) of documents that must accompany requests for entitlement to any of the above allowances.

Chapter 15 Advance and Local Payments

Section I Advance Payments

15-1. Policy provisions

The DODFMR, Vol. 7A, chapter 32, contains the conditions of entitlement and rates payable for advance pays. The JFTR, Vol. 1, chapters 8 and 9 contains the conditions for authorization of all advances of basic allowance for housing and overseas housing allowance. The FO/DMPO will process immediately, all advance payments paid under this section against the soldier's MMPA.

15-2. Advance payments

The purpose of advance payments are to ease hardships imposed by the lack of regular payments when a soldier is mobilized, ordered to duty at distant stations, or deployed aboard ships for more than 30 days. DD Form 2560 (Advanced Pay Certification/Authorization) is used to certify and authorized an advance of pay. Advance payments may be made for the following entitlements:

- a.* Advance pay for permanent change of station.
- b.* Advance of BAS is an advance of BAS is authorized only when an enlisted soldier is ordered to a remote location where dining facilities and rations are not readily available and must be purchased prior to departure or when the unit commander, through an administrative error, fails to send the authorization document to the FO/DMPO in a timely manner, causing a delay in the receipt of BAS, or the FO/DMPO fails to process the authorization document timely, causing a delay in the receipt of BAS.
- c.* Advance pay upon evacuation of members or dependents.
- d.* Advance of allotment(s) to dependents.
- e.* Advance pay for members of the Armed Forces Health Professions Scholarship Program (AFHPSP) on active duty.
- f.* Advance of housing allowances and BAH will be requested in advance by soldiers. The soldier will attach a copy of the lease, mortgage, or other documentation (such as outside continental United States (OCONUS) advance security deposit) showing the soldier's initial expense. The FO/DMPO will pay the lesser of the justified initial expenses or three months entitlement of BAH and housing allowance. The FO/DMPO will consider amounts previously paid as advances for a permanent change of station (PCS) when computing the amount payable and the liquidation period. Unless justified per paragraph 5-3 the FO/DMPO will only allow the soldier to liquidate the advance over a period up to 12 months. If evidence is received that the soldier has terminated the occupancy of the quarters for which the advance was paid, the FO/DMPO will recoup any remaining balance due on an advance of BAH and housing allowance. This will be done in a lump sum from the soldier's pay account or by a cash collection voucher.
- g.* Advance pay for Senior Reserve Officers' Training Corps (SROTC) cadets and midshipmen ordered to field training or practice cruises.

15-3. Justification

Justification is required when any soldier requests a second advance, an advance of more than 1 month basic pay less deductions, more than a 12-month repayment schedule, payment earlier than 30 days before departure, or payment later than 60 days after arrival at the new duty station. The justification must be in writing and must itemize expenses incurred, extenuating circumstances, or severe hardship that would be considered exceptions to normal circumstances. The commander or a designated officer, or civilian in the chain of command senior to the requestor must approve the request.

15-4. Responsibility of approving officer and paying officer

a. The officer responsible for approving the request for advance of pay will ensure there is a definite need for the advance and that the request meets the requirements in paragraph 15-3. The approving official will counsel the soldier concerning the purposes of advance pay. Counseling will include an emphasis that an advance of pay is intended to provide funds for necessary items only, and that the application may be deferred until arrival at the new duty station. The soldier will be informed of the liquidation requirements and the financial hardship that may result because of the liquidation period.

b. The responsibility for making payment of an advance of pay is that of the FO/DMPO who must also ensure that the provisions of law are observed strictly. The FO/DMPO is not required to make payment merely on the justification and evidence presented by the soldier. If the facts do not justify payment, a reasonable explanation or the submission of further evidence may be required. The FO/DMPO must use good judgement as to written justification, and evidence on which payment is made, since payment is made at the financial risk of the FO/DMPO.

c. Soldiers without dependents receive payment of advance of pay to soldiers without dependents is authorized. In most instances, however, such soldiers cannot qualify for an advance of pay. If a soldier without dependents requests an advance of pay, the soldier must show justification in writing that extenuating circumstances exist. If the evidence furnished is not questionable and all requirements are met, an advance of pay may be authorized.

Section II

Local, Partial, and Emergency Partial Payments

15-5. Policy provisions

The DODFMR, Vol. 7A, chapter 32, contains the conditions of entitlement and rates payable for local, partial, and emergency partial payments.

15-6. Local and partial payments

Local and partial payments are authorized only for overseas areas where on-base military banking facilities are not readily available. Exceptions may be granted for members assigned to classified or contingency operations where the exigencies of their assignment may require local cash or partial payments. In this circumstance, the member's commander may authorize immediate cash payments up to the amount of accrued entitlement to date, when deemed appropriate to the mission.

15-7. Emergency partial payment

For members residing or assigned within the U.S. (including Alaska and Hawaii), this is a payment deemed time sensitive and required within 24 hours due to an unforeseen set of circumstances or the resulting state that calls for immediate action. Payment should be made in an expeditious manner, for example, direct deposit or a check payment. The supporting DFAS site may be able to effect overnight (EFT) payment if circumstances warrant. The member's commander, in coordination with the supporting finance office, may authorize emergency payments, up to the amount of accrued entitlement to date in the MMPA, in the following circumstances:

a. Emergency Pay and allowances earned to date as reflected on the MMPA, when no pay was received on regular pay day or when there is a major medical emergency or death in the member's immediate family, and payment is needed within 24 hours.

b. Emergency travel advance, when the member does not have a government charge card.

c. Discharge gratuity, when payment is needed within 24 hours.

d. Payment of military death gratuity benefit to a beneficiary, when payment is needed within 24 hours.

e. Payment to military member of advance pay or allowances and/or evacuation allowance, when dependents must be evacuated as a result of a natural disaster or life threatening situations.

f. Payment to dependents, when forfeiture of pay and allowances is waived under conditions of the DODFMR, Vol. 7A, subparagraph 480306.C.

Chapter 16 Payment of Air Force Members by Army Finance Offices

16-1. Scope

This chapter covers policy and instructions for payments made by Army FO/DMPO/Agents to or for members of the U.S. Air Force (cross-disbursing service). Please note that if the FO/DMPO/Agent is disbursing under Army Central Disbursing (disbursing station symbol number (DSSN) 5570), the payment initially charged to the Air Force must be input into SRD1, which in turn bridges to the Defense Cash Accountability System (DCAS) and clears automatically to the Air Force. This reduces the Army FO/DMPO/Agents cash accountability to the U.S. Treasury and increases the Air Force's cash accountability to the U.S. Treasury. Rules for retention of cross disbursing documents primarily the DD Form 117, Military Pay Voucher and DD Form 1351-6, Multiple Payments List is established in standing operating procedures (SOPs) published by Army Central Disbursing. Please contact DFAS-IN, ATTN: DFAS-IN/PMTS, 8899 E. 56th Street, Indianapolis, IN 46249 for further instructions. General guidance listed below, including fund cites, forms, review of member's pay account, and so forth. should be utilized regardless of whether or not the disbursement is made from DSSN 5570 or a non-centralized Army DSSN.

16-2. Air Force central site

Each Air Force member has an individual MMPA that is maintained at the Defense Finance and Accounting Service - Denver Center (DFAS-DE), ATTN: DFAS-PMJFC/DE, 6760 East Irvington Place, Denver, CO 80279-7500.

16-3. Types of payment

Any Army disbursing officer may make the following types of payment under the provisions of this chapter:

- a. Casual payments to a member in PCS or TDY status.
- b. TLA.
- c. Death gratuity.
- d. Advance pay for Air Force dependent's evacuation.
- e. Payments to Air National Guard and Air Force Reserve.
- f. Emergency payments to members on ordinary leave and without funds.

16-4. Casual payments

a. Any Army disbursing office may make a casual payment to an Air Force member on PCS or on TDY orders under the provisions of this paragraph. The member must establish status by presenting their—

- (1) Common Access Card (CAC) or DD Form 2A (Armed Forces of the United States Identification Card).
- (2) Travel Orders.
- (3) DD Form 2572, DOD PCS Package Transfer Actions.

b. The status of the Air Force member's account will be determined by analysis of documents contained in the PCS package. Record casual payments made to Air Force personnel on DD Form 2572. The FO/DMPOs making payment will reasonably ensure that payment does not exceed unpaid accrued pay and allowances less normal deductions, to include deduction for any non-routine payments for the accrual period.

c. The payment will be charged to the Air Force accounting classifications that follow:

- (1) *Active Duty Officer*. 57*3500 0000 0 00 0 0000 0000 525725 (use APC 5310MP and EOR 4140).
- (2) *Active Duty Enlisted*. 57*3500 0000 0 00 0 0000 0000 525725 (use APC 5311MP and EOR 4140).
- (3) *Reserve Officer*. 57*3500 0000 0 00 0 0000 0000 525725 (use APC 5307MP and EOR 4140).
- (4) *Reserve Enlisted*. 57*3500 0000 0 00 0 0000 0000 525725 (use APC 5309MP and EOR 4140).
- (5) *Guard Officer*. 57*3500 0000 0 00 0 0000 0000 525725 (use APC 5312MP and EOR 4140).
- (6) *Guard Enlisted*. 57*3500 0000 0 00 0 0000 0000 525725 (use APC 5313MP and EOR 4140).

Note. * indicates fiscal year.

16-5. Emergency payments to Air Force members

Under emergency conditions, an Air Force member stranded without funds, who is not in possession of a PCS package, CAC, DD Form 2A, and/or travel orders, may be paid an emergency payment. The FO/DMPO should verify the military pay status from the organization to which the member is to report for duty and from the Air Force central site respectively if possible. Emergency payments for the purchase of health and welfare items, in amounts consistent with their needs may be paid to hospitalized evacuees who are in-transit from combat areas without obtaining verification of the member's pay status.

16-6. Temporary lodging allowance

a. Any Army disbursing officer may pay TLA to Air Force members. Payment will be made on Standard Form (SF) Form 1034, Public Voucher for Refunds and under the conditions and rates prescribed in the JFTR, Vol. 1, chapter 9 and following provisions.

(1) The payment of TLA will be posted to the soldier's DD Form 2572. The entry posted should identify the TLA, period for which paid, amount paid, voucher number, and disbursing station symbol number (DSSN) of disbursing officer making payment.

(2) A copy of the SF Form 1034 will be sent daily by transmittal letter (TL) to DFAS-DE, ATTN: DFAS-PMJFC/DE, 6760 East Irvington Place, Denver, CO 80279-7500.

b. The payment will be charged to the Air Force accounting classifications cited in paragraph 16-4(c), above.

16-7. Death gratuity

Army disbursing officers may pay death gratuity to survivors if they are located closest to the survivor's residence and the Casualty Assistance Officer presents appointment orders. The Air Force authorities must furnish the paying FO/DMPO disbursing officer the information necessary to make payment.

16-8. Advance pay for Air Force dependents evacuation

a. It may become necessary to evacuate dependents of military personnel from overseas areas with little advance notice and in circumstances when the sponsoring member is not available to provide adequate funds to cover the costs of travel, subsistence, and essential expenses of the dependents during the actual evacuation process.

b. When evacuation of Air Force dependents has been ordered and funds are required as authorized by DODFMR, Vol. 7A, the dependent will present the original DD Form 1337, Authorization/Designation for Emergency Pay and Allowance (S&I, overseas only) and proper ID to any disbursing officer available. This includes those at ports of debarkation in the U.S. The total amount designated in the authorization may be paid in one lump sum or in installments (normally not more than two) at the option of the dependent. Payments will be accomplished on DD Form 1351-6 attached to DD Form 117. A separate voucher will be used daily for each service. The payment will be charged to the Air Force accounting classifications that follow:

(1) *Officer-Dependents.* 57*3500 32X 5710.0 X 503725.

(2) *Enlisted-Dependents.* 57*3500 32X 5810.0 X 503725.

Note. * Indicates fiscal year.

c. DD Form 117 will be marked plainly "Dependent Evacuation Payment." Care will be exercised to show complete ID of the member and the member's dependent. A record of the payment will be annotated on DD Form 1337. When the maximum amount or final installment has been made, DD Form 1337 will be attached to the duplicate copy of DD Form 117. Send a copy of DD Form 117 with a copy of DD Form 1351-6 attached to DFAS-DE, ATTN: DFAS-PMJFC/DE, 6760 East Irvington Place, Denver, CO 80279-7500.

16-9. Payments to members of Air National Guard and Air Force Reserve

a. Any Army disbursing office may make a casual payment to a member of the Air National Guard (ANG) and Air Force Reserve (AFR). The member requesting a casual payment must establish positive ID by presenting:

(1) An Armed Forces ID card.

(2) A copy of active duty orders.

b. The Army disbursing office—

(1) Should contact the member's U.S. Air Reserve Pay Center, Reserve Military Pay Branch, as shown in the member's orders to obtain a payment authorization control number and the amount of money that may be paid to the member.

(2) After payment or check pickup, send a copy of the paid voucher (DD Form 1351-6 and DD Form 117, with copy of active duty orders attached) to DFAS-DE, ATTN: DFAS-PMJFC/DE, 6760 East Irvington Place, Denver, CO 80279-7500 on the first work day payment is made.

Chapter 17

Payments to Navy Members by Army Finance Offices

17-1. Payments

a. The provisions of this chapter are applicable only to Navy members on active duty. An Army FO/DMPO will make no payments to Navy members for performance of Reserve training duty.

b. In general, entitlement to pay and allowances is the same for all members of the uniformed services, however, some of the procedures differ as shown herein.

c. The FO/DMPO will not make payment of advances of any type of pay to Navy members.

d. Requests for pay data in connection with payments to Navy members will be addressed to the DFAS-Cleveland Center, (DFAS-CL) Anthony J. Celebrezze Federal Building, ATTN: PMMA/CL, 1240 East 9th Street, Cleveland, OH 44199-2055, DSN 580-5637.

e. Please note that if the FO/DMPO/Agent is disbursing under Army Central disbursing (DSSN 5570), the payment

initially charged to the Navy must be input into SRD1, which in turn bridges to the Defense Cash Accountability System (DCAS) and clears automatically to the Navy. This reduces the Army FO/DMPO/Agents cash accountability to the U.S. Treasury and increases the Navy's cash accountability to the U.S. Treasury. Rules for retention of cross disbursing documents (primarily the DD Form 117 and DD Form 1351-6) is established in SOPs published by Army Central Disbursing. Please contact DFAS-IN Military Pay Operations Directorate, ATTN: DFAS-IN/PMTS, 8899 E. 56th Street, Indianapolis, IN 46249 for further instructions.

17-2. Payments to Navy transients

a. Army FO/DMPOs may make one-time payments to Navy members on PCS, TDY, or authorized leave, who satisfactorily establish their military pay status, as indicated below. If possible, the FO/DAO, or designated representative, will interview the member in order to determine the validity of the payment. The FO/DMPO will not make payment if the member's movement orders or leave orders indicate that the member cannot report to the duty station on the specified date. In such event, transportation requests (TRs) and meal tickets may be issued.

b. Members who have in their possession bona fide PCS orders, TDY orders, leave orders and/or a copy of an immediate prior month LES, and a valid common access card (CAC) and/or DD Form 2A may be paid. Pay will be computed through date of payment, or through the last day of the previous month or the 15th day of the current month, as appropriate, making all necessary deductions for taxes, allotments and other deductions. However, when making payments, pay and allowances will be subject to the following limitations:

- (1) Payment may not exceed accrued pay and allowances.
- (2) A copy of the travel orders and/or leave papers and/or a photocopy of the military ID card (front and back) will be attached to the duplicate copies of DD Form 1351-6 and DD Form 117. The DFAS-CL will ensure that payments are posted to soldier's LES.

c. The FO/DMPO will make all one-time casual payments on DD Form 1351-6 and vouchered on DD Form 117. The FO/DMPO will assign a payroll number (PR) with a "N" prefix to each DD Form 1351-6 and DD Form 117. This number will identify the member's component and sequential control number beginning with N-1 to identify the first PR prepared. Each PR thereafter will be assigned the next sequential PR number until PR number N-999 has been used. At that time the next PR number will be reset to N-1. If the payment is made from DSSN 5570, a copy of these vouchers will be forwarded to Army Central Disbursing, DFAS-IN for retention in agreement with their SOP. Army DSSNs not centralized with DSSN 5570 will forward copies of the DD Form 1351-6 and DD Form 117 to the Navy address in paragraph 17-1(d), above.

d. It is the Department of the Navy's policy that members without valid orders and/or immediate prior month's LES will not be paid simply because of convenience to the member. However, payments may be made without the required ID evidence in the event of a national emergency or emergency declared by an area commander, U.S. Department of State, or other authorized U.S. authority in the area. Any number of payments may be made as long as they do not total more than the following:

- (1) For hospitalized evacuees, not more than 1 month's lowest BP of the member's pay grade.
- (2) For other members, not more than one-half of the lowest monthly BP of the member's pay grade. Payment will be made on DD Form 1351-6 and vouchered and controlled in the same manner as listed in subparagraph *c*, above.

17-3. Payments to Navy members on permanent or temporary assignment at Army installations

a. If there is no Navy disbursing officer available in the vicinity of the Army installation and no inter-service agreement exists to provide pay support for Navy members on assignment at the Army installation, DFAS-CL will maintain the pay account of Navy members permanently assigned or temporarily assigned for 30 days. For assignments of less than 30 days, transient payments only may be made.

b. When a Navy member reports for duty for 30 days or more at an Army installation the Army FO/DMPO may—

- (1) Make one initial payment, and report, as indicated in paragraph 17-2c using DD Forms 1351-6 and 117.
- (2) Pay the Navy member a one-time payment not to exceed one-half of the lowest monthly BP for the member's pay grade upon request of the member's commanding officer.

(3) The FO/DMPOs not centralized with DSSN 5570 will send documents received or generated affecting a Navy member's pay account to the address in paragraph 17-1(d), above. FO/DMPO using DSSN 5570 will follow instructions in paragraph 17-1, above.

17-4. Travel lodging allowance paid to Navy members by Army FO/DAOs

a. The TLA is payable to Navy members under the conditions and at the rates prescribed by JFTR, Vol. 1, chapter 9.

b. A two-part statement executed by the member and the commanding officer or designated representative will be used by the FO/DMPO to substantiate all credits of TLA.

c. The FO/DMPO will make payment on SF Form 1034, prepared in an original and three copies. The voucher will show member's name, SSN, grade, number of dependents (when applicable), type of allowances, and the period

involved. Army FO/DMPOs will use the two-part certificate to substantiate the payment and attach it to the SF Form 1034.

d. When a member in a restricted area is entitled to TLA for themselves as a member without dependents and also for dependents at a different location per the JFTR, Vol. 1, paragraph U9301, separate entries will be made on SF Form 1034.

e. Distribute the original and copy 1 of the SF Form 1034 per DODFMR Vol. 5. Copy 2 will be sent to the Navy address listed in paragraph 17-1, above. Copy 3 will be given to the Navy member.

17-5. Navy accounting classifications

All Army FO/DMPOs making payments to Navy personnel will use the accounting classifications that follow:

a. *Navy Active Duty Officers.* 17*1453 2201 0 00 0 0000 0000 068566 (use APC NY01MP and EOR 4140).

b. *Navy Active Duty Enlisted.* 17*1453 2202 0 00 0 0000 0000 068566 (use APC NY02MP and EOR 4140).

c. *Navy Reserve Officer.* 17*1405 2270 0 00 0 0000 0000 068566 (use APC NY03MP and EOR 4140).

d. *Navy Reserve Enlisted.* 17*1405 2280 0 00 0 0000 0000 068566 (use APC NY04MP and EOR 4140).

e. *Navy Guard Officer.* 17*1405 2270 0 00 0 0000 0000 068566 (use APC NY03MP and EOR 4140).

f. *Navy Guard Enlisted.* 17*1404 2280 0 00 0 0000 0000 068566 (use APC NY04MP and EOR 4140).

Note. * Indicates fiscal year.

17-6. Emergency evacuation payments

a. In the event of an emergency evacuation of dependents from an overseas area, designated Army FO/DMPOs may be requested to make payments to dependents of Navy members. Any FO/DMPO overseas or at the port of debarkation in the U.S. may make payments when presented with a signed DD Form 1337 issued to the dependents by the sponsoring member's Service.

b. The same limitations on payments for dependents of the Army members cited in the DODFMR, Vol. 7A, chapter 32, are equally applicable to dependents of Navy members. The FO/DMPOs are responsible for ensuring that the amount paid, either initially or in subsequent installments, does not exceed these limitations.

c. Payment will be made on DD Form 1351-6 and vouchered on DD Form 117. The DD Form 117 will be marked plainly "Emergency Evacuation Payment" and encircled in red. The PRs will be assigned voucher numbers in the same manner as prescribed for other payments (DODFMR, Vol. 5, para 1102). The accounting data (appropriation, object class, expenditure account, and pay group) used will be that which is applicable to the member at the time payment is made.

d. Obtain the signature of the payee for all payments, both cash and check. The payee will use ballpoint pen, pressing hard enough so the signature will appear on all copies of the voucher.

e. The FO/DMPO making full or final payment will file the original DD Form 1337 with the retained copy of the PR. If an installment payment is made, the original will be returned to the dependent for use in obtaining additional payments. Copies of the DD Form 1337 will not be submitted with the original PR.

f. The FO/DMPO will distribute the DD Forms 1351-6 and 117 as follows:

(1) Original - Finance Officer money account papers.

(2) Copy 1 - Retained accounts.

(3) Copy 2 - DFAS-CL, Cleveland, OH 44199 for non-centralized Army FO/DMPOs. For Army Central Disbursing, copies distributed or retained should be based upon Army Central Disbursing SOPs.

(4) Copy 3 and 4 - Report of transactions for others or to the servicing accounts office.

Chapter 18

Payments of Marine Corps Members by Army Finance Offices

18-1. Policy provisions

a. The Defense Finance and Accounting Service - Kansas City, (DFAS-KC), Kansas City, MO 64197-0001, has primary responsibility for the general administration of pay accounts for Marine Corps personnel who are attached or assigned to installations of the Army, whether for permanent duty, TDY, or for TAD.

b. Unless specifically authorized by the DFAS-KC to respond to unforeseen or unusual circumstances, U.S. Army FO/DMPOs will not be assigned nor assume responsibility for regular payment service to Marine Corps personnel. There should be no need to make a casual pay or special payment to a Marine in continental United States (CONUS).

18-2. Special payment to Marine Corps personnel

a. The term Marine Corps personnel, as used in this paragraph, applies to regular active duty Marine Corps personnel and Marine Corps Reserve personnel assigned to active duty for periods in excess of 30 days. For payment of Marine Corps Reserve personnel assigned to active duty for periods of less than 30 days (see para 18-3).

b. A Marine in a transient, leave, or other authorized duty status is required to possess valid Armed Forces military ID card at all times. Prior to favorable consideration for special pay (if otherwise entitled) by a FO/DMPO of the Army, a Marine should be identified positively. The FO/DMPO will examine the Armed Forces ID card, orders, leave authorization, and any other documents to confirm the member's identity and duty status. This action will preclude payment to a person in a non-pay status.

c. An Army FO/DMPO may make a one-time payment to a Marine, properly identified. The FO/DMPO will ensure that the amount of the special payment does not exceed the lowest rate of BP for the prospective payee's pay grade for the number of days since the Marine was last paid. The FO/DMPO will verify personal pay account factors, such as deductions for allotments, last regular or special payment, and so forth, prior to making a payment. This is done so that all reasonable precautions to avoid an overpayment are taken. The special payment will be annotated on the payee's travel orders or leave authorization, as may be applicable, to show "(date) SPL PMT (\$ amount) (PR#) (DSSN) (signature of finance officer)".

d. All payments made to Marine Corps personnel by a FO/DMPO will be charged to the appropriation "Military Personnel, Marine Corps."

- (1) *Marine Corps Officer*.17*1105 2701 0 00 0 0000 0000 067443 (use APC 1551MP and EOR 4140).
- (2) *Marine Corps Enlisted*.17*1105 2702 0 00 0 0000 0000 067443 (use APC 1552MP and EOR 4140).
- (3) *Reserve Officer*.17*2701 0 00 0 0000 0000 067443 (use APC 1553MP and EOR 4140).
- (4) *Reserve Enlisted*. 17*1105 2702 0 00 0 0000 0000 067443 (use APC 1555MP and EOR 4140).
- (5) *Guard Officer*. 17*1105 2701 0 00 0 0000 0000 067443 (use APC 1553MP and EOR 4140).
- (6) *Guard Enlisted*.17*1105 2702 0 00 0 0000 0000 067443 (use APC 1555MP and EOR 4140).

Note. * Indicates fiscal year.

e. The FO/DMPO will make all individual payments on DD Form 117, or multiple payments will be made on DD 1351-6, and vouchered on a DD Form 117. A PR number preceded with the alpha designator "MC" will be assigned to both the DD Form 1351-6 and DD Form 117. The PR numbers will start with "MC1," and continue through PR number "MC999." An attested copy of the payment voucher(s) will be sent by TL with subject "Cross-Disbursing Casual Payments" on a daily basis to DFAS-KC, CODE AIMB, (Field Accounting), 1500 E. 95th Street, Kansas City, MO 64197-0001. Copies of the DD Form 1351-6 and DD Form 117 must be sent to the Kansas City address regardless of whether or not the Army FO/DMPO is disbursing from DSSN 5570 or a non-centralized Army DSSN.

18-3. Special payments to individual Marine Corps Reservists

a. The procedures contained in this paragraph apply only to members of the Individual Ready Reserve (IRR) assigned to active duty for a period of 12 through 30 days in duration. Payment will only be made when Marine Corps disbursing facilities are not available.

b. Prior to making payment, the paying FO/DAO should contact DFAS-KC to confirm the pay status of the reservist, to ensure that partial payment has not already been made, and report the amount of payment to be made.

c. The FO/DMPO will use the procedures listed in paragraph 18-2, except as follows:

- (1) All payments must be charged to the pay appropriation data cited in the Marine reservist's orders.
- (2) The FO/DMPO will endorse the Marine's original order with the amount and date of payment, PR number, period of active duty for which the payment was made, check number (if applicable), DSSN, and the FO/DMPO's signature.
- (3) The attested copy of the payment voucher(s) will be sent by TL (entitled "Cross-Disbursing Casual Payments") on a weekly basis to DFAS-KC, CODE AIMB (Field Accounting), 1500 E. 95th Street, Kansas City, MO 64197-0001.

Chapter 19

Payment of Coast Guardsmen by Army Finance Offices

19-1. Maintenance of accounts

a. The FO/DMPO will follow the procedures prescribed in this chapter when making payments to transient Coast Guardsmen. The FO/DMPO will ensure that only pay and allowances are paid.

b. Send written requests for pay information to the U.S. Coast Guard, Military Pay Center (MAS), Room 301, Federal Building, 444 Quincy Street, Topeka, KS 66683.

19-2. Substantiating documents

The FO/DMPO will send all substantiating documents, within 10 days following the end of each month, to the address shown in paragraph 19-1b, above.

19-3. Casual payments to Coast Guard members

All one-time casual payments will be made on DD Form 1351-6 and vouchered on DD Form 117. Daily, or as it

occurs, the FO/DMPO will send the original of DD Form 1351-6 and DD Form 117, by TL (subject: Cross-Disbursing Casual Payments), to the United States Coast Guard, Military Pay Center (MAS), Room 301, Federal Building, 444 Quincy Street, Topeka, KS 66683. The FO/DMPO will retain a copy in the disbursing officer's file.

19-4. Appropriation fund cite

The payment for both officers and enlisted Coast Guard members will be charged to the Coast Guard accounting classifications that follows: 70*0610 (*asterisk denotes fiscal year).

Chapter 20

Settlement Actions Resulting from Correction of Records by the Army Board for Correction of Military Records

20-1. Settlement actions authority

Only the Director, DFAS-IN may make settlement actions affecting the military pay accounts of soldiers as a result of correction of records by the Army Board for Correction of Military Records (ABCMR) per provisions of AR 15-185. Settlement payments by FO/DMPO/OPLOCs are prohibited.

20-2. Time limits

It is the soldier's responsibility to file a DD Form 149, Application for Correction of Military Record Under the Provisions of Title 10, USC, Section 1552, with the ABCMR within 3 years after an alleged error or injustice is discovered or reasonably should have been discovered. For pay related items, the FO/DMPO is not responsible for completion of the DD Form 149.

20-3. Administrative remedies/Impact on other proceedings

Before submitting an application, soldiers must first exhaust all administrative remedies to correct the alleged error or injustice for the ABCMR to consider it. Filing an application will have no affect on any other proceedings concerning the applicant.

Chapter 21

Separation Payments

21-1. Entitlement provisions

The conditions of entitlement and computation rules for separation payments are contained in the DODFMR, Vol. 7A, chapter 35.

21-2. Payment

The FO/DMPO will pay soldiers the total amount of the entitlement on the date of separation from the Army except for doubtful or complicated cases. The FO/DMPO will ensure that all transactions have been processed with the correct data and processed on the soldier's MMPA prior to the DOS, so that a correct pay computation is made. Payment must be made in a timely manner.

21-3. Entitlements or deductions after separation

a. When the FO/DMPO receives any documentation after a soldier's separation payment that indicates an additional entitlement to the soldier or debt to the U.S. Government, they pay system must be checked to see if the soldier's account is still on the system. If it is, and the account is not in a debt status, fax the document(s) to DFAS-IN (Army Military Pay Operations) at (317) 510-7915, or forward them to DFAS-Indianapolis, ATTN: DFAS-IN/PMTS, 8899 E. 56th Street, Indianapolis, IN 46249-1440. If the soldier's account is in a debt status and/or has been removed from the pay system, fax the document(s) to DFAS-Denver at (303) 676-7013 or forward to DFAS-Denver, ATTN: DFAS-PODC/DE, 6760 E. Irvington Place, Denver, CO 80279-7500.

b. During out-processing, it is highly recommended that soldiers be asked to provide the servicing finance office a valid mailing and/or e-mail address that will be valid for at least 120 days after departure, to facilitate timely payments after separation.

Chapter 22

Payment of Death Gratuity

22-1. Entitlement provisions

The conditions of entitlement and rates payable for a death gratuity are contained in the DODFMR, Vol. 7A, chapter 36. Every precaution must be taken to ensure that the death gratuity payment is made to only authorized beneficiaries.

22-2. Payment documentation

The FO/DMPO will use DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment) to make death gratuity payments. Payments will be made to potential beneficiaries by the appointed agent, office, or individual as authorized by para 360108B. The payment will be reported immediately to DFAS-IN using DMPO input procedures. Only DFAS-IN can make death gratuity payments to soldiers dying within 120 days of discharge or release from service; who die while traveling to, from or while at a place for final acceptance; or a member whose death is determined by administrative finding under the Missing Persons Act.

22-3. Submission of copy of paid voucher

Immediately on completion of payment of death gratuity, a copy of the paid voucher, DD Form 397, will be sent by fax to DFAS-IN at (317) 510-2711 or mail to ATTN: DFAS-PMTS, 8899 E. 56th Street, Indianapolis, IN 46249-0885.

Chapter 23

Soldiers Missing, Captured, Interned, or Detained

23-1. Policy provisions

The authority for payment of members missing, missing in action, interned, captured, or detained is contained in the DODFMR, Vol. 7A, chapter 34 and the Modified Pay & Procedures Manual (MPPM).

23-2. Action by finance officers/Defense military pay office

a. Immediately upon receipt of information that a soldier is reported missing, missing in action, captured by a hostile force, interned in a foreign country, or beleaguered or besieged, the FO/DMPO will establish a control file (may be a folder or manila envelope). The status of the soldier will be shown on the front of the control file in large block letters.

b. A search will be made for any documents that have not been processed. This will include the requirement to contact the soldier's unit, PAC, or PSB/PSC/MPD/HRO, to ensure that any pending documents are sent immediately to the FO/DMPO. Documents that cannot be input to the soldier's MMPA will be enclosed in the control file, along with the soldier's DD Form 93, Record of Emergency Data, first tissue copy. In the event the DD Form 93 is not available, a statement by the Personnel officer will be enclosed in the control file as follows: "The official records of the soldier does not contain an executed designation of beneficiary under Public Law 84-147."

c. The FO/DMPO will review the control file to ensure the proper documents are enclosed. Any documents affecting the pay account of the soldier that are received after the control file has been sent to DFAS-IN, will be sent immediately to DFAS-IN, ATTN: DFAS-IN/JFC, 8899 East 56th Street, Indianapolis, IN 46249-0885.

d. The control file will be sent to DFAS-IN under a DA Form 200 (Transmittal Record) using a dedicated TL control number to the address above. This regulation does not prescribe a standard TL format; however, the transmittal must contain the effective date and duty status of the soldier. If the soldier had more than one duty status change, the type of duty status and the beginning and ending time and date of each status will be shown on the TL. A copy of each change in duty status document DA Form 4187 (Personnel Action) or board finding to support each duty status change must be included in the control file.

Chapter 24

Allotments

24-1. Authority and provisions

Allotments are authorized by the DODFMR, Vol. 7A, chapters 42 (Discretionary) and 43 (Non-Discretionary), and part 6 of the MPPM. The allotment system is provided primarily as a means to assist military soldiers in meeting their personal and family financial responsibilities. It is a convenience and privilege not to be exploited or abused. To avoid unjustifiable expense to the Government, its use will be limited to the purposes as prescribed in this chapter.

24-2. Control and use of forms

Supplies of allotment forms will not be made available to other than military personnel; except that blank forms may be issued to the Army Emergency Relief (AER), Navy Relief Society (NRS), Air Force Aid Society (AFAS), and American Red Cross (ARC). Allotment documents will be maintained by the PSB/PSC/MPD/HRO, bn S1, FO/DMPO, and the AER, NRS, AFAS, and ARC. Preparation of DD Form 2558 (Authorization to Start, Stop or Change an Allotment), and SB Form 2378 (Authorization and Request for Change/Series EE or I Savings Bonds) in the FO/DMPO, rather than in the personnel office, is intended to eliminate delays of 1 or more days. When there is a delay near the end of the processing month, the effective date of an allotment may be delayed a full month. However, the installation commander may have the allotment forms prepared in the PSB/PSC/MPD/HRO or Bn S1 if it will conserve time and assure that there will be no delays in transmission to the FO/DMPO.

24-3. Preparation of forms

a. The active duty soldier, or the holder of a power of attorney for the soldier, will complete and sign the DD Form 2558 or SB Form 2378. The forms can be completed using either a ballpoint pen or a typewriter. A separate DD Form 2558 or SB Form 2378 will be required for each allotment action. When the allotment form is completed and signed by the soldier, it serves as authority to start an allotment deduction from the soldier's MMPA maintained at DFAS-IN. The FO/DMPO is responsible for the correctness of all entries on these forms. Forms used by the Combined Federal Campaign (CFC) or AER may be used in place of DD Form 2558 for charitable contributions. Any allotment authorization forms received in the FO/DMPO, directly from an unauthorized source or that are found to be altered by an unauthorized overprint, will not be processed, but will be returned to the allotter with an appropriate explanation.

b. All allotments, with the exception of class N and class S for Veterans Educational Assistance Program (VEAP) allotments, will be effective in the processing month in which the allotment transaction entry is received and accepted by DFAS-IN. An allotment to be effective for a specific calendar month must have the start action processed and accepted by DFAS-IN, prior to the last update for that processing month.

c. Requests for advance effective dates will be accepted provided the effective date is not more than 1 month in advance of the current date except for AER-C and CFC, which will be accepted up to 3 months in advance.

d. All term allotments will be established for a definite term. This term will not be less than 3 months unless the finance officer considers it in the best interest of both the Government and the soldier. When unforeseen circumstances develop that warrant stopping the allotment, a term allotment may be stopped before the end of the established term. A term allotment, except class F and class C, will not be established in an amount of less than \$5 per month.

24-4. Discretionary allotments

These are limited to six per soldier, and include allotments to dependents or relatives; commercial insurance companies (other than NSLI and SGLI, but including Army and Navy Mutual Aid); financial organizations and/or investment firms; payment of mortgage or rent; and allotments for the Savings Deposit Program.

24-5. Non-discretionary allotments

a. There is no limit on the number of non-discretionary allotments a soldier may have. These include U.S. Savings Bonds, charitable donations to the CFC and AER, court ordered child/spouse support, and Veterans Educational Assistance Program (VEAP).

b. Commercial debt claims are to be considered appropriate to establish an involuntary allotment, creditors must provide evidence they have complied with the

(1) Servicemembers Civil Relief Act of 1940, the Truth in Lending Act (Title 50, USC Appendix, section 501 and those that follow).

(2) Federal Reserve Board Regulation Z (Title 12 Code of Federal Regulations (CFR), sections 226, 226.3, and 226.9).

(3) Applicable State regulations.

(4) Department of Defense Directive (DODD) 1344.9.

(5) Department of Defense Instruction (DODI) 1344.12.

c. An involuntary allotment will not exceed the lesser of 25 percent of a member's pay subject to involuntary allotment, as defined in enclosure E2, DODI 1344.12.

Chapter 25

Federal Income Tax Withholding, Federal Insurance Contributions Act, State Income Tax, and Advanced Earned Income Credit

25-1. Policy provisions

The authority for tax withholding is contained in the DODFMR, Vol. 7A, chapter 44. The taxable pay, except for

active duty soldiers for any month during which they qualify for combat zone tax exclusion (CZTE) is subject to Federal income tax withholding (FITW), Federal Insurance Contributions Act (FICA) withholding, and state income tax withholding (SITW).

25-2. TD form IRS W-4 (Employee's Withholding Allowance Certificate)

Each soldier is required to prepare a W-4 upon entry on active duty, or to change the number of exemptions claimed or amounts of additional/special withholding.

25-3. Finance officer/defense military pay office responsibilities for TD Forms IRS W-4

The FO/DMPO will honor a soldier's TD Form IRS W-4 submission, unless the IRS gives written notification stating a soldier is not entitled to claim exempt status or is not entitled to the number of withholding allowances claimed. When a soldier claims more than 10 exemptions, the claim must be sent to AMPO, DFAS-IN for verification.

25-4. Adjustments to taxes

The FOs/DMPOs are not authorized to make any tax adjustments. Adjustments of individual accounts, when required, may only be made by DFAS-IN, and must be requested by submitting a DJMS electronic message to them at TAOMAIL3849.

25-5. Social security coverage inquiry

Soldiers may call commercial 1-800-234-5772 or contact the nearest social security field office for advice or assistance about benefits or claims, except OCONUS soldiers are to contact the nearest U.S. Consulate office.

25-6. State income tax, declaration or change of State of legal residence

All soldiers are required to declare a state of legal residence upon entry on active duty by completing DD Form 2058 (State of Legal Residence Certificate) or when subsequently changing their state of legal residence.

25-7. Advance payment earned income credit

To claim an advance payment earned income credit (APEIC), soldiers must complete a TD Form IRS W-5, (Earned Income Credit Advance Payment Certificate). The payment can only be made through DJMS-AC, and can apply to any soldier on this system.

Chapter 26

Servicemember's Group Life Insurance, Family SGLI (FSGLI), and Tricare Family Member Dental Program (TFMDP) (CONUS only)

26-1. Policy provisions

Entitlement, election options by the soldier, deductions from pay for coverage, and termination of coverage is contained in DODFMR, Vol. 7A, chapter 47 for SGLI, and chapter 54 for TFMDP. For additional SGLI information, see VA Handbook H-29-98-1, Servicemembers' and Veterans' Group Life Insurance. For additional FSGLI information, use an Internet search engine by inputting FSGLI.

26-2. Coverage

a. Servicemen's Group Life Insurance. All soldiers will automatically receive the maximum basic servicemen's group life insurance (SGLI) coverage (\$250,000) upon accession to DJMS-AC, unless a soldier declines coverage, elects reduced coverage, or elects supplemental coverage. A VA Form SGLV 8286 (Servicemen's Group Life Insurance Election and Certificate) must be completed and will be used as a substantiating document.

b. Family Servicemen's Group Life Insurance. Family Servicemen's Group Life Insurance (FSGLI) automatically provides life insurance coverage for the spouses and dependent children of all soldiers (active duty and ready reserve) who have full-time SGLI coverage. Spousal coverage is a maximum of \$100,000 and can be in lesser amounts in increments of \$10,000. However, spousal coverage cannot exceed the soldier's level of SGLI coverage. The soldier pays spousal coverage premiums with the variable cost based on the age of spouse, in five-year increments from "Under 35" to "60 and Over." Dependent child coverage is set at \$10,000 per each dependent child, and is provided at no cost to the soldier.

c. Tricare Family Member Dental Program. Soldiers who elect Tricare Family Member Dental Program (TFMDP) must complete DD Form 2494 (Tricare Active Duty Family Member Dental Plan) upon entering active duty or upon

returning from OCONUS, and are required to participate for a minimum of 24 months, unless the spouse has dental coverage under another plan, or there is a change in soldier's marital status.

Chapter 27

Courts-Martial Sentences and Non judicial Punishment

27-1. Policy provisions

The effects of Courts-Martial sentences and non-judicial punishment on pay and allowances are contained in the DODFMR, Vol. 7A, chapters 48 and 49.

27-2. Documentation

Courts-Martial orders for general and special Courts-Martial, DD Form 2329 (Record of Trial by Summary Courts-Martial) and DA Form 2627 (Record of Proceedings under Article 15, UCMJ) are the substantiating documents for input to DJMS-AC.

27-3. Concurrent forfeitures

Care must be taken when processing a forfeiture against a soldier's account that currently has a forfeiture being deducted to ensure that the legal maximum for forfeitures is not exceeded. The DJMS-AC does not edit for forfeitures exceeding the legal maximum.

Chapter 28

Stoppages and Collections other than Courts-Martial Forfeitures

28-1. Policy provisions

The policies, provisions and limitations for deductions from a soldier's pay of other than courts-martial forfeitures are contained in the DODFMR, Vol 7A, chapter 50. See AR 700-84 and AR 735-5.

28-2. General provisions

When the Secretary of Defense or any designee determines a soldier is indebted to the U.S. Government as a result of an erroneous payment made to or on behalf of the soldier by an agency of the U.S. Government, the amount of the debt may be collected from the soldier's pay. A DD Form 139 (Pay Adjustment Authorization) will serve to document the indebtedness for input into the pay system.

28-3. Types of collections

- a. Clothing Store charge sales.
- b. Government laundry and dry cleaning services.
- c. Health and comfort supplies.
- d. Government property lost or damaged (GPLD).
- e. Damage to family housing and furnishings.
- f. Expenses chargeable to the soldier related to apprehension of absentee, deserter, or escaped prisoner, such as TRs, meal tickets and/or subsistence given to a prisoner.
- g. Fees for billeting provided to in-transit soldiers and their families.
- h. Repayment of career status bonus (CSB).

Chapter 29

Savings Deposit Program

29-1. Policy provisions

The provisions of entitlement to and limitations of the savings deposit program are contained in the DODFMR, Vol. 7A, chapter 51.

29-2. Additions

Although active duty soldiers can make savings deposit program deposits via allotment, activated RC soldiers can only make cash deposits. The cashier will provide a copy of the cash collection voucher, DD Form 1131 (Cash Collection

Voucher) for each cash deposit, and these must be presented when requesting any withdrawal of funds. Soldiers' savings deposit balance will be reflected in the Remarks section of their LES.

29-3. Withdrawals

a. Soldiers desiring to withdraw monies from the saving deposit program after their entitlement period must make the request to DFAS in writing.

b. Emergency withdrawals must be in writing and approved by the soldier's commander.

c. In extreme cases, the servicing FO/DMPO must obtain DFAS authority to make the payment.

29-4. Power of attorney

Persons holding a power of attorney authorizing the to act in the name of a soldier are authorized to start, stop, or change a savings deposit allotment on behalf of the member.

Chapter 30

The All Volunteer Force Educational Assistance Program (New GI Bill), or Montgomery GI Bill, (MGIB)

30-1. Policy provisions

The Defense Appropriation Act of 1984 created this program under which all soldiers initially entering active duty on or after 1 July 1985, must participate in the new GI Bill Educational Benefit Program, unless they de-enroll in writing. Soldiers' eligibility for benefits in this program will be determined by the recruiter, the PSB/PSC/MPD/HRO, or at the military entrance processing station. soldiers, to include ARNG and USAR personnel serving on active duty (Active Guard Reserve (AGR) will complete DD Form 2366 (Montgomery GI Bill Act of 1984 (MGIB) Basic Enrollment) upon entering active duty, either accepting or declining participation in the program. A GI Bill monthly deduction of \$100 will be started automatically for each enlisted regular army accession with an entered active duty date of 1 July 1985 and later unless the soldier elects to waive benefits. The deduction will be withheld from the participant's BP for the first 12 full months of active duty or until \$1,200 is withheld. Only one such deduction will be established per account. Participants may not elect to de-enroll from the program after the initial acceptance, nor are deductions refundable. The FO/DMPO is responsible for reviewing and processing DD Forms 2366 received with the accession documents.

30-2. Stopping new GI Bill deductions

a. The GI Bill deduction may only be stopped if the original choice made by the soldier was to decline benefits, or if an administrative error resulted in a deduction for an ineligible soldier.

b. Officer graduates of service academies and Reserve Officers' Training Corps (ROTC) scholarship graduates are not eligible for participation in this program; however, members of the Selected Reserve are eligible for reduced benefits with no participation fee. Entries to start deductions for direct commissioned and ROTC (non-scholarship) officers and AGR personnel electing to participate in the program are not made automatically by DFAS-IN, and must be input.

30-3. Refunds

The GI Bill contributions are not refundable. However, in cases when deductions were established erroneously through administrative error it may be necessary to credit the deducted amount to the soldier. Refunds are currently processed by the Army military pay operations (AMPO) Special Processing Division in Indianapolis. The DD Form 2366 must be forwarded, or an e-mail message sent to MPO.3880, stating the facts in the case and requesting the refund.

30-4. Additional MGIB benefits

Effective 1 May 2001, any active duty soldier, eligible for educational assistance under the original law governing MGIB, 10 USC 16131, may contribute an additional amount of money up to \$600 to receive an increased amount of basic educational assistance. This is in addition to the \$1,200 reduction in basic pay for initial MGIB enrollment. The MGIB benefits will increase by \$5 for 36 months for each \$20 contributed. Soldiers electing to participate should obtain and complete DD Form 2366, Montgomery GI Bill Act of 1984, from their Education Center, and take the signed form to their local finance office for processing a payroll deduction/allotment or lump sum payment. When a soldier opts to pay a lump sum, the DD Form 1131 should cite 36R2473.1000 as the accounting classification. NOTE: This added benefit is not applicable to soldiers who enrolled in MGIB by reason of involuntary separation, who

converted to MGIB from the VEAP or Vietnam Era GI Bill, or who enrolled during the open period from 1 December 1988 to 30 June 1989.

Chapter 31

Recoupment of Advanced Civilian Education Expenses

31-1. Applicable education programs

Recoupment will apply to the following education programs:

- a.* Advanced Civil Schooling Program (ACSP).
- b.* Chaplain Advanced Education Program (CAEP).
- c.* Health Professions Scholarship Program (HPSP).
- d.* Judge Advocate Advanced Education Program (JAAEP).
- e.* Long-term Civilian Training (LTCT) Program.
- f.* Senior Reserve Officers' Training Corps (SROTC).
- g.* Uniform Services University of the Health Sciences (USUHS).
- h.* United States Military Academy (USMA).

31-2. Recoupment

Recoupment applies to those individuals who have signed an agreement that contains recoupment provisions. Recoupment action will be taken at transition when the personnel and finance communities identify a soldier or cadet as being eligible for recoupment action. The FO/DMPO will offset all final pay and allowances due the soldier on transition against the amount of the cost of advanced education due the U.S. Government. It should be noted that if the soldier's net entitlements are not sufficient to totally offset the indebtedness, the soldier should be encouraged to use personal funds to liquidate the debt.

31-3. Computation

a. Computation of the recoupment amount is based on the total education cost and the unserved portion of the officer's remaining active duty service obligation (ADSO). For Advanced Civil Schooling Programs, the ADSO is three times total period of the schooling. Each program has different rules that apply. Questions concerning the ADSO should be referred to the officer's personnel services branch. The number of days the soldier has served of the ADSO can be determined by subtracting the last day of schooling from the date of separation. The time not served is the ADSO minus the time served. To determine the recoupment amount, divide the total number of days the soldier did not serve by the ADSO and multiplying that figure by the total education cost. For example, the soldier's total education cost was \$10,000 and the total period of schooling was 365 days. The ADSO is 1095 days (3 times 365 days). The time not served is 800 days. To determine the amount to be recouped, perform the following calculation:

- (1) 800 divided by 1095 equals .73059.
- (2) .73059 times \$10,000 equals \$7,305.90.

b. The amount of the recoupment in (1) and (2), above, is \$7,305.90. This deduction must be entered into the soldier's MMPA prior to the separation to ensure that any entitlements are applied toward the recoupment amount.

Chapter 32

Waiver of United States Claims for Erroneous Payments of Pay and Allowances

32-1. Waiver

a. The Secretary of the Defense may waive U.S. claims for erroneous payments of pay and allowances, including travel and transportation allowances, totaling less than \$1,500 or deny waivers in any amount. Waiver requests exceeding \$1,500 will be referred to the Comptroller General of the U.S. together with recommendation of the Director, DFAS. A claim of the United States against a soldier or former soldier, arising out of an erroneous payment of pay and allowances including travel and transportation allowances may be considered for waiver within 3 years from the date of discovery, when collection of the erroneous payment would be against equity and good conscience, and not in the best interest of the United States. However, a claim may not be waived if it has been—

- (1) Made the subject of an exception by the Comptroller General in the account of any accountable official.
- (2) Sent to the General Accounting Office (GAO) for collection.
- (3) Sent to the Attorney General for litigation.

b. Waiver of claims for erroneous payments of pay and allowances, including travel and transportation allowances, do not apply to claims for overpayments made during employment by a non-appropriated fund activity.

c. The Director of the Office of Management and Budget (OMB) may waive claims—

- (1) That total more than \$1,500.
- (2) In any amount accepted by the Director, OMB in the account of any accountable official.
- (3) Sent to OMB as an uncollectable debt.

d. For ARNG soldiers not on DJMS–AC and ARNG civilian employees, the U.S. Property and Fiscal Officer (USPFO) of the state will perform the functions of the FO/DAO as shown in this chapter.

32–2. Delegation of waiver authority

The Secretary of Defense has delegated waiver authority to the, Director, DFAS, who may grant waivers up to \$1,500 and deny waivers in any amount for the soldiers of active or reserve components. This authority has been further delegated to the directors of the DFAS centers.

32–3. Time limitation for waivers

a. Application for waiver of U.S. claims for erroneous payments must be received by the responsible official within DFAS or GAO within 3 years after date of discovery.

b. On discovery of the erroneous payment, a responsible person such as the personnel officer or DMPO, will issue to the payee an official notice of debt, under due process, according to DFAS–IN Reg 37–1, chapter 17, and the right to apply for waiver under this chapter. The term “payee” includes the following:

- (1) The person in whose name payments were made.
- (2) The actual recipient of payments.
- (3) A person liable for the recipient’s payment.
- (4) Any combination of (1) through (3), above.

c. The date on the official document (any form used by DOD, DA, or GAO) is the date of discovery.

32–4. Standard notice of waiver rights

a. The requirement for a notice of waiver rights applies only to U.S. claims for erroneous payments of pay and allowances, to include erroneous payments of travel and transportation allowances, to or on behalf of a soldier or former soldier. The following standard notice of waiver rights will be used to stress that a waiver is not automatic when an erroneous payment results from administrative error: “This claim is subject to waiver under Title 10, USC, section 2774 if there is no evidence of fraud, misrepresentation, fault, or lack of good faith.” However, the claim may not be waived merely because it resulted from administrative error. Any significant unexplained increase in pay or allowances that would prompt an inquiry concerning the correctness of the payment ordinarily would preclude a waiver when the employee or soldier fails to bring the matter to the attention of the appropriate officials. No one is entitled to unearned compensation, and only in very unusual circumstances would equity and good conscience suggest that an individual should keep an overpayment. Before a claim can be waived, the facts must clearly establish that collection would not serve the best interests of the U.S.

b. The standard notice must show the following:

- (1) The payee’s name and SSN.
- (2) Gross amount of erroneous payment.
- (3) A written statement by the payee admitting to or denying any knowledge of the erroneous payment.
- (4) A written statement by the payee of any efforts to question the erroneous payments.

c. Use care to determine that the claim did result from notification of an erroneous payment of pay and/or allowances to include travel and transportation allowances before notifying the payee of waiver rights. Waiver rights do not apply to other types of debts.

32–5. Application for waiver

a. The application for waiver will be submitted on DD Form 2789 (Waiver/Remission of Indebtedness Application). The payee or someone acting on behalf of the payee will initiate the application for waiver. An application by letter will be accepted for former payees not now employed by DA. The designated FO/DMPO may initiate the application under certain conditions. The applicant will sign each application. It will contain all known pertinent information, including but not limited to the following:

- (1) The payee’s name and SSN.
- (2) Name and location of the installation, activity, or staff agency at which the payee was employed or stationed at the time of the erroneous payment.
- (3) Date of application.
- (4) Gross amount of erroneous payment (to obtain full benefit of this chapter).
- (5) The circumstances that caused the erroneous payment (include the type of pay or allowances involved and the period covered).
- (6) When and how the payee discovered the erroneous payment.

- (7) Efforts by the payee to report possible erroneous payments to the proper official(s).
- (8) Amount of erroneous payment that has been repaid to the Government by or for the payee.
- (9) Whether the payee requests refund of the amount repaid to the Government if the U.S. claim is waived. Soldiers must apply for refund of amount collected within 2 years from the date of waiver approval.
- (10) If application is on behalf of the payee, the agent's name and address. Also, include the reason for applying.
 - b.* In the absence of an application, the FO/DMPO or the Director, DFAS-IN, may initiate the application when it appears that this chapter covers the erroneous payment. An application may be initiated under the three conditions listed below.
 - (1) No application was submitted.
 - (2) The payee acted in apparent good faith.
 - (3) Any one of the following:
 - (a) The payee has died.
 - (b) The payee cannot be located.
 - (c) The time remaining for suit within the 6-year period of limitations does not permit application by some other person.
 - c.* Apply for waiver of claims as follows:
 - (1) The AC, ARNG, or USAR personnel will apply to the commander of the unit to which now assigned.
 - (2) The IRR and standby Reserve personnel will apply to the Commander, Human Resources Center, #1 Reserve Way, St. Louis, MO 63132-5200.
 - (3) Former and retired soldiers of the AC, ARNG, USAR, or their agents will apply directly to the Director for Military Pay Operations, 8899 East 56th Street, Indianapolis, IN 46249.

32-6. Procedures

- a.* All applications for waiver will receive prompt attention. Any payment that was legal and proper when made normally will not be considered for waiver. Payments listed in (1) through (6), below, are authorized when made and may not be considered for waiver. Any payee who applies for waiver of these claims will be informed promptly by the receiving official that these payments, by law, may not be waived.
 - (1) Lump-sum leave payments required to be refunded upon re-employment in Federal service.
 - (2) Regular or supplemental payments in excess of known earned entitlements caused by delays in pay actions.
 - (3) Advance leave unliquidated at separation.
 - (4) End-of-month payments in excess of earned entitlements caused by delays in pay actions. Examples are as follows:
 - (a) Orders terminating entitlements to special or incentive pays.
 - (b) Demotion orders.
 - (c) Copies of DA Form 4187 showing periods of unauthorized absence.
 - (d) Orders showing assignment to Government quarters.
 - (e) Computer output rejects of pay actions.
 - (5) End-of-month payments in excess of earned entitlements caused by casual payments made when it is known at the time of payment that they cannot be included in end-of-month payments.
 - (6) Amounts owed the U.S. Government due to developments after a legal and proper payment. Examples are—
 - (a) Enlistment bonus.
 - (b) Regular reenlistment bonus.
 - (c) Selective reenlistment bonus.
 - (d) Medical specialty pays.
 - (e) Conversion of advance leave to excess leave because of early transition.
- b.* All applications for waiver must show that the applicant—
 - (1) Did not know and could not reasonably have known of the error.
 - (2) Having knowledge of a probable error, made inquiry to the proper authority and was informed that payment was correct.
- c.* If there is reasonable doubt that the payee meets the criteria in subparagraph b(2), above, the applicant may be required to show evidence that an inquiry was made to proper officials to confirm correctness of the payment.
- d.* When there is reasonable doubt about an application for waiver, refer the application to the FO/DMPO for guidance. Unless ruled out at this point, the application should be considered.
- e.* All claims considered for waiver (except as provided in subparagraph *h*, below), will be investigated as follows:
 - (1) The commanding officer of the unit to which Army personnel are assigned will appoint an investigation officer. The report of investigation will be sent to the commander of the unit that appointed the investigating officer. The investigating officer should be a commissioned or warrant officer or a civilian employee of equivalent grade; and in no

case will the officer be a FO, DMPO, or an employee of either the FO/DMPO or personnel office. The State adjutant general will appoint the investigating officer for ARNG personnel.

(2) The commander of the installation, activity, or staff agency who made the erroneous payment to an ex-soldier or civilian employee will appoint an investigating officer. The report of investigation will be sent to the commander of the installation, activity or staff agency where the employee was employed when the erroneous payment was made. The investigating officer should be a commissioned or warrant officer or a civilian employee of equivalent grade; and in no case will the officer be a FO/DMPO or an employee of either the finance or personnel office. The State adjutant general will appoint the investigating officer for ARNG personnel.

(3) The Director, DFAS-IN, will designate the appropriate director within DFAS-IN to compile the necessary information for processing waiver requests of retired, or former Army personnel, civilian personnel, and other eligible persons.

f. An investigation is not required for erroneous payments involving \$100 or less if there is no record of fraud, misrepresentation, fault, or lack of good faith on the part of the payee.

g. The investigating officer will submit a report of investigation, including the following:

(1) A statement of the full amount of erroneous payment supported by a citation to the pay record or vouchers on which the erroneous payment was made. Also, an analysis of the amount of erroneous payment on each pay record or voucher.

(2) A statement showing the circumstances under which erroneous payment was made, the date discovered, and whether a notice of exception was issued by the Comptroller General.

(3) A statement as to whether there is any evidence of fraud, misrepresentation, fault, or lack of good faith by the payee or other applicant.

(4) A statement of the applicant's knowledge of erroneous payment and steps to correct the error.

(5) Any other factual information such as pay vouchers, personnel action forms, LESs, PR change slips, indoctrination, or other instructions showing the payee's knowledge of the erroneous payment.

(6) A separate detailed report of the investigation, with supporting documents, when required. If any information needed to complete the report is not available at the installation or activity, the report of investigation must include an explanation.

h. The application (with the report of investigation, when required (see subparagraph *f*, above), will go to the servicing FO/DMPO. The DD Form 2789 will be used to submit the application even though the amount is \$100 or less and a report of investigation is not required. The FO/DMPO will prepare a detailed computation of the debt for both military and civilian personnel.

i. The FO/DMPO will determine whether the waiver application should be considered under this chapter. If so, the FO/DMPO will send the completed application to the Directorate for Military Pay Operations. Applications involving funds for civil functions, U.S. Army Corps of Engineers (USACE), will go to Headquarters USACE, (CERM-F), Washington, DC 20314-1000. Any application that should not be processed under this chapter will be returned to the applicant through the commander with an explanation.

32-7. Collection action pending waiver

The DJMS will continue collection action until the notice of waiver has been received, or until suspension of the collection is approved by DFAS-IN, or Headquarters USACE (CERM-F). Suspension of collection is not automatic; the application must show that collection of the debt will cause undue hardship. If the payee is transitioned for any reason other than immediate reenlistment, retirement, or immediate transfer to another place of Federal employment before a waiver is granted, the collection of the overpayment will be made. When a U.S. claim for erroneous payment is waived and all or part of the amount has been repaid, refund will be made.

32-8. Notice of waiver action

a. The Director, DFAS-IN or Commander, USACE, will send written notice of final action on the application for waiver to the submitting office. Notice of a denial will inform of appeal rights. A denial may be appealed to the Director, DFAS-IN, or Commander USACE through the payee's unit or installation commander. The appeal must point to a material mistake of fact or law in the original ruling.

b. For military payees, the notice will go to the FO/DMPO who sent the application for waiver. The FO/DMPO will send the notice to the applicant through the commander. For persons not now with DA, the notice will go directly to the applicant.

32-9. Refund

When a refund is due for an amount waived, refund of the amount repaid will be made without further action by the applicant if a claim for refund was included in the application for waiver. If the application for waiver did not request refund, the applicant will be informed of the right to request refund. The request must be made within 2 years following the date of waiver action.

32–10. Withholding taxes

An amount waived is deemed a valid payment for all purposes. Therefore, this amount is subject to the same deductions as any other item of pay to the same person. Federal and State income tax and FICA taxes, if required, will be withheld from the amount waived and refunded.

32–11. Appeals

A denial of a waiver application may be appealed if a material mistake of law or fact in the original ruling can be shown, or appeal the validity of the debt, the amount, or the liability for it. The applicant must sign the appeal and send it through the unit or installation commander to the Directorate for Military Pay Operations, 8899 East 56th Street, Indianapolis, IN 46249. For appeals, see DODFMR, Vol. 7A, chapter 50, paragraph 5005.

Chapter 33 Mobilization Procedures

33–1. Scope

This chapter provides standard procedures for finance in-processing of RC troop program unit (TPU), IRR, individual mobilization augmentee (IMA), individual standby reserve (ISR), ARNG, and retired soldiers being ordered or recalled to active duty during a mobilization. It includes guidance for handling miscellaneous pay procedures that may be required to service in-processing RC soldiers and retirees during rapid mobilization.

33–2. Processing persons from Reserve to Active status

This chapter is applicable to field finance offices, DMPOs, Garrison Support Units (GSUs), Mobilization Unit In-processing Centers (MUICs) and CONUS Replacement Centers (CRCs) processing mobilized RC soldiers and recalled retirees from reserve to active status. Furnishes guidance for major Army command (MACOM) and installation commanders, RC commanders at all levels, and ARNG State adjutants general to use in mobilization planning.

33–3. Policy provisions

a. Orders will be issued mobilizing RC soldiers and recalling retired soldiers to active duty when preparing for war or other national emergency.

b. The RC soldiers that are currently being paid by the Reserve pay system will remain on that system. All Reserve soldiers, with the exception of AGR soldiers, will not be paid on the active pay system. Soldiers that are not paid by the Reserve pay system, and retirees recalled to active duty, will be accessed to the Reserve pay system.

c. The U.S. Property and Fiscal Office (USPFO) or the Reserve Component Pay Support Office (RCPSO), as applicable, has the primary responsibility during planning, alert and home station activities phase to establish soldiers pay account on DJMS–RC and other entitlements associated with contingency operations. This includes, but is not limited to, monthly input of non-automated allowances and special pays.

d. The mobilization/demobilization or theater/deployed location (GSUs, DMPOs, and servicing FOs, as applicable) have the secondary responsibility to affect soldiers pay account, if neither the USPFO nor the RCPSO had made corrections previously to update the pay accounts. Commanders of these organizations will establish communication to facilitate pay document processing and input, and to delineate pay procedures.

e. Retired pay for retirees stops the day prior to the day the retiree begins travel to the place ordered to active duty. The soldier's active duty pay begins the day on which travel commences. Coverage for the Survivor Benefit Plan (SBP) is automatic. No premium payments are required.

f. All mobilized RC soldiers and retirees recalled to active duty must be paid by direct deposit unless a waiver is approved per paragraph 1–6*d*, of this regulation.

33–4. In-processing Reserve soldiers

a. In-processing soldiers will have a basic MMPA already established by the accession created by the RCPSO input. This will include administrative information, the soldier's service dates, basic pay, tax withholding marital status, number of exemptions claimed, BAH with or without dependents (partial BAH), flight pay, medical pay data, and BAS for officers. Deductions for federal and state taxes, and SGLI will start automatically. If required, a class I allotment for National Guard Life Insurance (NGLI) will be started automatically.

b. Additional data may be converted, if previously "pre-positioned" on DJMS–RC. This includes—

(1) Authorized allotments.

(2) Direct deposit pay option the soldier desires during mobilization.

(3) Tax withholding information if different than claimed for reserve pay including state of legal residence.

c. The FO/DMPO/GSU/MUIC/CRC will interview the soldier and review the pay account to ensure that all data is

correct, and process transactions to post any changes to the soldier's MMPA. The soldier will complete the required substantiating documents for these changes.

d. If the soldier is ordered to a station different than the designated mobilization station, transactions must be processed to "Arrive" the soldier at the assigned station.

Chapter 34

Reserve Officer Training Corps

34-1. Policy provisions

The conditions of entitlement and rates payable for members of the ROTC are contained in the DODFMR, Vol. 7A, chapter 59.

34-2. Monthly subsistence allowance

a. Members of the Sr. ROTC are normally not entitled to draw BAS, unless they are drawing full basic pay. However, in accordance with Title 37, USC, section 209, members selected for advance training under section 2104 of title 10 are entitled to a monthly subsistence allowance prescribed by the Secretary of Defense. Currently, the rate may not be less than \$250 per month, nor exceed \$674 per month. The entitlement begins on the day advanced training starts and ends upon the completion of such instruction, but in no event will any member receive such pay for more than 30 months.

b. The monthly subsistence allowance is not financial assistance requiring additional service within the meaning of section 6(d)(1) of the Military Selective Service Act (50 U.S.C. app section 456 (d)(1)).

Appendix A References

Section I Required Publications

AR 15–185

Army Board for Correction of Military Records. (Cited in para 20–1.)

AR 612–201

Initial Entry/Prior Service Trainee Support (RCS MILPC–17 (R1)). (Cited in para 3–1.)

AR 600–8–10

Leaves and Passes. (Cited in para 4–1.)

AR 611–6

Army Linguist Management. (Cited in para 8–1.)

AR 611–75

Management of Army Divers. (Cited in para 6–1.)

AR 614–200

Enlisted Assignments and Utilization Management System. (Cited in paras 7–1 and 8–1.)

AR 630–10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings. (Cited in para 4–1.)

AR 700–84

Issue and Sale of Personal Clothing. (Cited in para 28–1.)

AR 735–5

Policies and Procedures for Property Accountability. (Cited in para 28–1.)

DA Pam 600–8

Management and Administrative Procedures. (Cited in paras 1–4 and 4–1.)

DFAS–IN Reg 37–1

Finance and Accounting Policy Implementation. (Cited in paras 1–5 and 32–3.) (Available at www.asafm.army.mil.)

DOD 7000.14–R, Volume 7, Part A

Department of Defense Financial Management Regulation. (Cited in paras 1–1, 1–5, 2–1, 2–3, 3–1, 3–4, 4–1, 5–1, 5–3, 5–4, 5–5, 5–6, 5–7, 5–8, 5–9, 6–1, 7–1, 8–1, 9–1, 9–2, 10–1, 10–4, 11–1, 11–3, 12–1, 13–1, 14–1, 15–1, 15–5, 15–7, 16–8, 17–4, 17–6, 21–1, 22–1, 23–1, 24–1, 25–1, 26–1, 27–1, 28–1, 29–1, and 32–11.) (Available at www.dtic.mil/whs/directives.)

JFTR, Volume I

Joint Federal Travel Regulations. (Cited in paras 14–1, 15–1, 16–6, and 17–4.)

VA Handbook H–29–98–1

Servicemembers' and Veterans' Group Life Insurance. (Cited in para 26–1.) (Available at www.va.gov.)

Section II Related Publications

A related publication is merely a source for additional information. The user does not have to read it to understand this publication.

AR 55–46

Travel Overseas.

AR 190-47

The Army Corrections System.

AR 614-30

Overseas Service.

Section III

Prescribed Forms

Except where otherwise indicated below, the following forms are available for Army users on the Army Publishing Directorate (APD) Web site (www.apd.army.mil).

DA Form 1506

Statement of Service for Computation of Length of Service for Pay Purposes. (Prescribed in para 1-4.)

DA Form 3685 (Available through normal forms supply channels)

JUMPS-JSS Pay Elections. (Prescribed in para 1-6.)

DA Form 4730

Certificate for Performance of Hazardous Duty. (Prescribed in para 6-2.)

DA Form 5960

Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA). (Prescribed in para 12-2.)

DD Form 117

Military Pay Voucher. (Prescribed in para 16-1.)

DD Form 139

Pay Adjustment Authorizations. (Prescribed in para 28-2.)

DD Form 397

Claim Certification and Voucher for Death Gratuity Payments. (Prescribed in para 22-2.)

DD Form 827

Application for Arrears in Pay. (Prescribed in para 7-2.)

DD Form 1337

Authorization/Designation for Emergency Pay and Allowances. (Prescribed in para 16-8.)

DD Form 1561

Statement to Substantiate Payment of Family Separation Allowance. (Prescribed in para 13-2c.)

DD Form 2058

State of Legal Residence Certificate. (Prescribed in para in 25-6.)

DD Form 2560

Advance Pay Certification/Authorization. (Prescribed in para 15-2.) (Available through normal supply channels.)

DD Form 2572

Permanent Change of Station (PCS) Package Transfer. (Prescribed in para 16-4.)

SF Form 1034

Public Voucher for Purchases and Services Other than Personal. (Prescribed in para 16-6.)

TD Form IRS W-5

Earned Income Credit Advance Payment Certificate. (Prescribed in para 25-7.) (Available at www.irs.gov and stocked and issued by local IRS centers.)

Section IV

Referenced Forms

DA Form 31

Request and Authority for Leave.

DA Form 200

Transmittal Record.

DA Form 2028

Recommended Changes to Publications and Blank Forms.

DA Form 2446

Request for Orders.

DA Form 2627

Record of Proceedings Under Article 15, UCMJ.

DA Form 3068-1

Marine Service Record.

DA Form 4187

Personnel Action.

DD Form 2A (ACT)

Active Duty Military ID Card.

DD Form 93

Record of Emergency Data.

DD Form 149

Application for Correction of Military Records Under the Provisions of Title 10, USC, section 1552.

DD Form 214 (Available through normal supply channels)

Certificate of Release or Discharge from Active Duty.

DD Form 1131

Cash Collection Voucher.

DD Form 1351-6

Multiple Payments List.

DD Form 2329

Record of Trial by Summary Court-martial.

DD Form 2366

Montgomery GI Bill Act of 1984 (MGIB) - Basic Enrollment.

DD Form 2558

Authorization to Start, Stop or Change an Allotment.

DD Form 2494

TRICARE-Active Duty Family Member Dental Plan (FMDP) Enrollment Election.

DD Form 2789

Waiver/Remission of Indebtedness Application.

SB Form 2378

Department of Defense Authorization for Purchase and Request for Change/Series EE and I Savings Bonds (for Active Duty or Retired Personnel). (Available at www.publicdebt.treas.gov.)

TD Form IRS 668-A

Notice of Levy of Salary and Wages.

TD Form IRS W-4

Employee's Withholding Allowance Certificate. (Available at www.irs.gov and stocked and issued by local IRS centers.)

VA Form SGLV 8286

Servicemen's Group Life Insurance Election and Certificate. (Available at www.vba.va.gov.)

Appendix B

Validating Creditable Military Service

B-1. Validating Creditable Military Service

When sufficient documentation is not readily available to substantiate the total creditable service time a soldier has accrued for pay purposes, a DA Form 1506 (Statement of Service for Computation of Length of Service for Pay Purposes) must be completed and submitted through command channels to the Human Resources Center, Alexandria, VA for verification.

B-2. Instructions for Completing DA Form 1506, Statement of Service

Once the DA Form 1506 reaches the FO/DMPO, the FO/DMPO will enter the correct BASD and PEBD in Item 12, sign in Item 19a, and enter the date in Item 19b if the form is correct. If an error is found, the FO/DMPO will return the form to the servicing Personnel Office so the correct service annotation can be made in Item 12, and the form returned to the action FO/DMPO.

- a.* Item 1: Enter the name of the soldier who the computation is for.
- b.* Item 2: Enter the social security number (SSN) of the soldier who the computation is for.
- c.* Item 3: Enter complete mailing address of Unit Personnel Officer, if the member is on active duty, or of the Unit Commander if member is on active duty for training (ACDUTRA).
- d.* Item 4: Enter status and branch of the soldier who the computation is for.
 - (1) STATUS: Use IRR for Inactive Ready Reserve.
 - (a)* RES for Reserve Duty.
 - (b)* NG for National Guard Duty.
 - (c)* AGR for Active Guard Reserve Duty.
 - (d)* AD for Active Duty.
 - (e)* INACTIVE if no service obligation.
 - (2) BRANCH: Use USA for U.S. Army.
 - (a)* USN for U.S. Navy.
 - (b)* USMC for U.S. Marine Corps.
 - (c)* USAF for U.S. Air Force.
 - (d)* USCG for U.S. Coast Guard.
- e.* Item 5: Enter a check mark in the corresponding box which represents Service member's grade category for each period of service.
- f.* Item 6: Enter the two digit year, two digit month, and two digit day which represents the service member's beginning date for each period of service.
- g.* Item 7: Enter the ending date for each period of service in the same format the beginning date was entered.
- h.* Item 8: Enter any Time Lost (if applicable).
- i.* Item 9: Enter the total number of years, months, and days for each period of service.
- j.* Item 10: No entry required.
- k.* Item 11a: Signature of the service member who the computation is for.
- l.* Item 11b: Enter the date the DA Form 1506 is signed by the soldier.

Glossary

Section I Abbreviations

AA

Active Army

ABCMR

Army Board for Correction of Military Records

AC

Active Components

ACCS

Automated Case Control System

ACIP

Aviation Career Incentive Pay

ACSP

Advanced Civil Schooling Program

ADSO

active duty service obligation

AER

Army emergency relief

AFAS

Air Force Aid Society

AFIP

Armed Forces Institute of Pathology

AFR

Air Force Reserve

AFHPSO

Armed Forces Health Professions Scholarship Program

AGR

Active Guard Reserve

AIP

assignment incentive pay

AMPO

Army military pay operations

ANG

Air National Guard

APEIC

advance payment earned income credit

AR

Army regulation

ARC

American Red Cross

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASA(FM&C)

Assistant Secretary of the Army (Financial Management and Comptroller)

ASA(M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASD

aviation service date

BAH

basic allowance for housing

BAS

basic allowance for subsistence

Bn S1

Battalion S1

BP

basic pay

CAC

common access card

CAEP

Chaplain Advanced Education Program

CFC

Combined Federal Campaign

CFR

code of Federal regulations

COLA

cost of living allowance

CONUS

continental United States

CRC

CONUS replacement centers

CRNA

certified registered nurse anesthetist

CSB

career status bonus

CZTE

combat zone tax exclusion

DA

Department of the Army

DA Pamphlet

DA Pam

DCAS

Defense Cash Accountability System

DCS, G-2

Deputy Chief of Staff, G-2

DEERS

Defense Eligibility Enrollment System

DFAS-CL

Defense Finance and Accounting Service-Cleveland Center

DFAS-DE

Defense Finance and Accounting Service-Denver Center

DFAS-IN

Defense Finance and Accounting Service-Indianapolis Center

DFAS-KC

Defense Finance and Accounting Service-Kansas City Center

DJMS

Defense Joint Military Pay System

DJMS-AC

Defense Joint Military Pay System-Active Component

DMPO

Defense Military Pay Office

DOD

Department of Defense

DODD

Department of Defense directive

DODI

Department of Defense instruction

DODFMR

Department of Defense Financial Management Regulation, Volume 7, Part A

DOS

date of separation

DSSN

disbursing station symbol number

DTR

daily transaction register

e-mail

electronic mail

eMILPO

electronic military personnel office

EFT

electronic funds transfer

EMF

enlisted master file

EOM

end of month

ETS

Expiration term of service

FICA

Federal Insurance Contributions Act

FITW

Federal Income tax withholding

FO

Finance officer(r)

FSA

Family separation allowance

FSGLI

family servicemen's group life insurance

FSH

Family separation housing

FSSA

Family subsistence supplemental allowance

GAO

General Accounting Office

GPLD

government property lost or damaged

GSU

Garrison support unit

HDIP

hazardous duty incentive pay

HDP (formerly FDP)

hardship duty pay

HFP

hostile fire pay

HPPED

health professions pay entry date

HPSP

Health Professions Scholarship Program

HQDA

Headquarters, Department of the Army

HRC-A

Human Resource Center, Alexandria

HRO

Housing Referral Office

IDP

imminent danger pay

IHA

interim housing allowance

IMA

individual mobilization augmentee

IRR

Individual Ready Reserve

IRS

Internal Revenue Service

ISA

immediate access storage

ISR

Individual Standby Reserve

JAAEP

Judge Advocate General Advanced Education Program

JDC III

JUMPS data collection III

JFTR

Joint Federal Travel Regulations

JUMPS

Joint Uniform Military Pay System (see DJMS)

LES

leave and earnings statement

LTCT

long-term civilian training

MACOM

major Army command

MID-MO

mid-month

MILPO

military personnel office

MGIB

Montgomery G.I. Bill

MMPA

Master Military Pay Account

MOS

military occupational specialty

MPD

military personnel division

MPPM

Modified Pay & Procedures Manual

MPTAO

military personnel and transportation assistance office

MUIC

mobilization unit inprocessing centers

NGB

National Guard Bureau

NGLI

National Guard Life Insurance

NRS

Navy Relief Society

NSLI

National Service Life Insurance

OCONUS

outside continental United States

OEIP

overseas extension incentive pay

OHA

overseas housing allowance

OMB

Office of Management and Budget

OMF

officer master file

OSD

Office of the Secretary of Defense; officer service date

OTSG

Office of The Surgeon General

PCS

permanent change of station

PFR

personal financial record

pr

payroll

PSB

Personnel Service Battalion

PSC

Personnel Service Company

RC

Reserve Components

RCPSO

Reserve Component Pay Support Office

RECBASS

Reception Battalion Automated Support System

RIKNA

rations in kind not available (formerly RNA, rations not available)

ROTC

Reserve Officers' Training Corps

RSFPP

Retired Serviceman's Family Protection Plan

SBP

Survivor Benefit Plan

SDAP

special duty assignment pay

SF

standard form

SGLI

servicemen's group life insurance

SGT

sergeant

SIDPERS

Standard Installation/Division Personnel System

SITW

State income tax withholding

SOP

standing operating procedures

SPC

specialist

SR

separate rations

SRD I

STANFINS Redesign Subsystem I

SROTC

Senior Reserve Officers' Training Corps

SSB

special separation benefits

SSG

staff sergeant

SSI

specialty skill identifier

SSN

social security number

SSO

Sea Service Office

STANFINS

Standard Financial System

TAD

temporary additional duty

TAFMSD

total active Federal military service date

TAG

The Adjutant General

TBO

transaction by others

TD

United States Treasury Department

TDY

temporary duty

TFMDP (formerly DDI)

Tricare Family Member Dental Program (formerly Dependent Dental Insurance)

TFO

transaction for others

TL

transmittal letter

TLA

temporary lodging allowance

TLE

temporary lodging expense

TO

transportation officer

TPU

troop program unit

TR

transportation request

UCFR

Unit Commander's Finance Report

UCMJ

Uniform Code of Military Justice

USAAVNC

U.S. Army Aviation Center

USACE

U.S. Army Corps of Engineers

USA HRC

U.S. Army Human Resources Command

USAR

U.S. Army Reserve

USAREREC

U.S. Army Enlisted Records and Evaluation Center

USASAM

U.S. Army School of Aviation Medicine

USMA

United States Military Academy

USPFO

U.S. Property and Fiscal Office

USUHS

Uniform Services University of the Health Sciences

VA

Veterans Administration

VEAP

Veterans Educational Assistance Program

VHA

variable housing allowance

VSI

voluntary separation incentive

VSP

variable special pay

W2

warrant officer

Section II**Terms****Accounting classification**

A series of alpha and numeric characters appearing on all obligating and disbursing documents to classify transactions as to funds used, agencies and institutions involved, project accounts, elements of expense, and geographical areas.

Advance pay

An advance in pay providing a soldier with funds for expenses such as transportation, temporary storage of household goods, packing and shipping costs, and the expenses incurred in securing new living quarters.

AER allotment

A definite term voluntary allotment used to repay loans or make charitable donations to the Army Emergency Relief.

Allotment

A definite portion of the pay and allowances of a person in the military service, that is voluntarily authorized to be paid to an allottee.

BOND allotment

A voluntary allotment used to purchase U.S. Government savings bonds.

CFC allotment

A voluntary allotment used to make charitable definite term contributions to authorized agencies (Combined Federal Campaign). This allotment is a definite term allotment for the period January - December.

Cross-disbursing

Payment by one of the armed services to a member of another armed service and subsequent reimbursement of the paying activity.

DSSN

A unique set of four digits assigned to a station with authority to disburse funds of the Treasury of the U.S. May also be referred to as ADSN (Accounting Disbursing Station Number).

Election of pay option

The prerogatives of soldiers to choose the manner in which they receive payment for net pay; that is, MID-MO, EOM, or EOM only. All options will be by electronic funds transfer to an account with a financial institution.

Emergency payments to family members

An allotment that is paid locally and authorized in emergency circumstances that prevents the soldier from providing for the support of his or her family members by the usual means, for example, evacuation of family members.

End of month pay

Pay elected by the soldier to be received on the EOM payday. The EOM is a general term, not for pay only.

Entitlement

To have the legal right to receive items of pay and/or allowances. A term normally applied to the items of pay and allowances earned within a specific period. Included are base pay, incentive or special pays, and so forth.

Expiration of term of service

The end of a required or contracted period of service. The date on which a soldier is to be released from active duty.

Federal Insurance Contributions Act (FICA)

The Federal statute that requires the withholding of tax from salaries of employees covered by the Social Security Act and the payment of employer's tax by Federal agencies.

Federal Insurance Contributions Act tax

The percentage of an employee's FICA wages that he or she contributes, along with a matching contribution made by the employer, in support of the Social Security Program. The percentage is established by law and is changed periodically.

Federal Insurance Contributions Act wages

The amount of earned wages that are taxable under the Social Security Act. In the case of military, only BP is considered as FICA wages.

Fiscal year

The accounting year for the Federal Government (1 October through 30 September). The fiscal year is designated by the calendar year in which it ends.

Held pay

The amount of net pay and allowances due the soldier as a result of the monthly computation of pay that is unpaid and

carried forward in his or her pay account. This may be elected by the soldier or as a result of a status on the soldier's MMPA.

Input

Data transmitted to the DJMS-AC computer to add, change, query or delete all or part of a Master Military Pay Account (MMPA).

Local payment

Any payment made by a field disbursing officer. A payment made to a soldier while in an in-transit status (casual payment), separation related payments, enlistment and reenlistment bonus payments, initial payments to enlistees, and inductees, and any other form of payment not made by the central DJMS site.

Master Military Pay Account (MMPA)

The soldier's pay account maintained on the computer system at DFAS-IN. The account contains the identifying data and the pay and leave account of the soldier for the current and 11 prior months, or for the period the soldier has been on active duty if less than one year.

Mid-month pay (MID-MO)

Pay elected by the soldier not to exceed 15 days net pay. Pay is to be received by the soldier or other authorized payee on the 15th day of the month or the last working day prior to the 15th. Missing in action (MIA) account the MMPA of every soldiers officially declared to be missing in action or missing. Each account is maintained by DFAS-IN until the soldier is returned to military control or is officially declared to be dead. National Guard State adjutant general The designated commanding National Guard officer in each State regardless of title such as Commanding General or Chief of Staff.

National service life insurance (NSLI)

Government life insurance available upon application to all persons in active military service between 8 October 1940 and 25 April 1951. Also available at later dates under specific conditions.

Nonpay status

A non-duty status for which the soldier is not entitled to receive pay. (For example, the soldier is not available for duty because of his or her own fault or negligence.)

Notice of levy (TD Form IRS 668A)

Forms issued by district directors of the IRS on members of the Armed Forces, civilian employees, and carriers receiving remuneration from the U.S. Government. They are issued on those persons who have not paid their income tax, or neglect or refuse to pay after notice of demand. District directors are authorized to collect such taxes by levy upon accrued salary, wages, or other payments. District directors serve them on FOs. The FOs are responsible for making the collection from the soldier.

National Service Life Instruction allotment

An allotment used to pay premiums on the National Service Life Insurance that was in effect after 1940.

Pay date

The date from which a soldier's creditable service is computed for basic pay purposes. It is the initial date of continuous service or the date adjusted to exclude lost time or breaks in service.

Pay option

See election of pay option.

Processing month

The time period between the computation of pay in each succeeding calendar month

Reassignment

The transfer of a soldier between stations.

Reserve Components

The Reserve components of the Army are the Army Reserve and the Army National Guard of the United States.

Retired Serviceman's Family Protection Plan allotment

An allotment for payment of premiums on Retired Serviceman's Family Protection Plan (RSFPP). This allotment is only authorized for retired soldiers who have been recalled to active duty.

Servicemen's Group Life Insurance

A Veterans Administration insurance program for military personnel.

SURE-PAY/direct deposit

A pay option by which MID-MO and/or EOM payments are automatically sent directly to a financial organization for credit to a checking or savings account. A financial organization is any bank, savings bank, savings and loan association, or Federal or State chartered credit union.

Unit commander

An officer in command of a company, detachment, or a unit of equivalent size.

Update

A process whereby input transactions are edited and processed by document number, to post the additions, deletions, or changes to a soldier's account on DJMS-AC MMPA.

Year gate review

A review of a rated aviation officer's flight qualifications at the time the officer completes 12 and 18 years of active officer service to ensure continued entitlement to Aviation Career Incentive Pay (ACIP).

Section III**Special Abbreviations and Terms**

This section contains no entries.

UNCLASSIFIED

PIN 072178-000