



DEPARTMENT OF THE ARMY  
175TH FINANCE COMMAND  
UNIT #15300  
APO AP 96205-5300

EAFC-FP

6 October 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #29 – Automatic Rent Collection Contract Rate

1. Purpose. To establish policy and procedures on the determination of the monthly automatic rent collection (ARC) contract rate.
2. Background. The ARC program consists of a rent collection from a participant's pay account and a direct payment to the landlord. The ARC contract rate is necessary to determine the amount of the collection. Lease amounts are set in the local currency, won, and must be converted to a dollar figure prior to collection from the soldier's pay account.
3. Discussion. The ARC contract rate is used to determine the dollar equivalent of leases and monthly rents. The rate will be an average of the daily command rates for the first 23 days of the month.
  - a. The ARC contract rate will be adjusted on a monthly basis. The rate for the next month will be determined and set on the 24<sup>th</sup> of the current month. If the 24<sup>th</sup> is a weekend or a non-workday, the rate will be set on the last workday immediately preceding the 24<sup>th</sup>.
  - b. The rate will be an average of the daily dollar/won command rate as published by the Community Bank regional office. The command rates for the 1<sup>st</sup> through the 23<sup>rd</sup> of the current month will be averaged to establish the next month's ARC contract rate.
  - c. The monthly established rate will be effective on the 1<sup>st</sup> of the month to the last day of the month.
  - d. The 176<sup>th</sup> Finance Battalion is responsible for publishing the ARC contract monthly rate to all subordinate finance offices, Centralized Pay and Accounting, Accounting Policy, and Finance Policy. This action will occur NLT the 25<sup>th</sup> day of the current month. Email notices will suffice. Use the following subject line, "ARC Contract Rate for the month of \_\_\_\_\_."

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4. The FINCOM point of contact for this policy is MAJ Olsen, Director of Finance Policy at 725-3201.



CHARLES M. KUYK  
COL, FC  
Commanding

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