



# BRAVO DETACHMENT, 176TH FINANCE BATTALION

## FINANCE NEWSLETTER

### April 2003

The purpose of this monthly newsletter is to inform the soldiers in Area III of finance issues. Our goal is to keep you informed so that we can work as a team to better serve the soldiers on Camp Humphreys and Area III.

### **Thrift Savings Plan (TSP) Open Season**

TSP is a retirement savings plan both for civilians who are employed by the United States Government and for members of the uniformed services. The open season to enroll in TSP begins April 15<sup>th</sup> and ends June 30<sup>th</sup>. For more information on TSP visit the 175<sup>th</sup> FINCOM website or <http://www.tsp.gov/>.

### **Cost Of Living Allowance (COLA) Survey**

Payment of COLA is designed to give service members living in high cost areas outside the U.S. the purchasing power of service members living in the U.S. A new COLA survey will be administered in the Republic of Korea from 31 March 03 to 30 April 03. The survey is located on the 175<sup>th</sup> FINCOM website at <http://175fincom.korea.army.mil/>. This new COLA survey is designed to more accurately measure living patterns of service members in Korea. All service members are encouraged to participate.

### **Undeliverable Bonds**

All soldiers participating in bond allotment should inventory their bonds to ensure they are being sent to the correct address. Currently, many bonds are being sent back to DFAS because soldiers have not updated their addresses upon PCS. To ensure your bonds are being mailed to the correct address, please submit a DD form 2559 with you new address to your PAC.

### **FINANCE SERVICES**

- Use your unit PAC to submit documents, travel vouchers, and travel or military pay inquiries. Please submit documents only once, as duplicate submission of documents only causes more research and additional time for us to process those documents. The procedures in place allow the PAC to submit documents for you, track those documents, and then once those transactions process, the PAC is notified. A PAC can answer many inquiries by using the Unit Transmittal Letter and the Daily Report of Transactions. The PAC is also familiar with common questions pertaining to the LES. If your PAC cannot answer an inquiry, the PAC can provide you with a DA Form 2142. The PAC can submit the pay inquiry for you and track your inquiry from submission to resolution.
- Ensure all new soldiers in-process finance. **Soldiers should in-process within 3 working days of their arrival. In- processing finance is very critical as it affects accurate payment of entitlements.** If a soldier does not in-process by the 20<sup>th</sup> of the month they arrive and their entitlements change, they will be overpaid and have a debt to the government. It will also ensure that soldiers receive their leave and earning statement (LES) at their unit. **Timely in processing of personnel will prevent pay problems.**
- Departing soldiers should submit their finance packets no later than 30 days prior to their departure and clear finance the day prior to their flight date. Soldiers in remote locations may out-process finance two days prior to their flight date. In and out processing is done by appointment, but exceptions can be made with notification from the PAC.

### **Finance Points of Contact**

Detachment Commander	753-8202	Chief Disbursing/XO	753-8227
Detachment Sergeant	753-8203	Chief of Military Pay	753-8580
Customer Svc	753-8210	Processing	753-8209
In/ Out Processing	753-8585	Travel	753-8215
Battalion Commander	725-8838	Battalion CSM	723-7959
175 <sup>th</sup> FINCOM WEBSITE		<a href="http://175fincom.korea.army.mil">http://175fincom.korea.army.mil</a>	

#### OFFICE HOURS

Monday-Wednesday & Friday: 0900-1500  
Cashier Cage closes at 1500 daily.

NOTE: Finance is CLOSED every Thursday