



# BRAVO DETACHMENT, 176TH FINANCE BATTALION

## FINANCE NEWSLETTER

### March 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.

---

### ***NEW CHECK CLEARANCE PROCEDURES***

Effective 1 March 2003, all personal checks presented or mailed to us will be processed using newly deployed US Treasury Department systems and procedures. When you present a completed, signed check, the information from your check will be used to generate an electronic transfer of funds from your account in the amount of the check. Your check will be marked and returned to you; an electronic image of the check will be used to clear the funds. The electronic transaction of funds will occur within one or two days. If you have any questions, please contact our Disbursing Office at 753-8227.

---

### ***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.

---

### **W-2'S AVAILABLE ON MyPay**

Soldiers are now able to print a copy of their W-2 via the MyPay Website. My Pay replaces what was previously known as EMSS. W-2s will be available on My Pay around 31 January 2003. If you have lost your pin, or were never issued one, you can come into the finance office and we will issue you one.

---

### **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**

---

#### *OFFICE HOURS*

Monday-Wednesday & Friday: 0900-1500  
Cashier Cage closes at 1530 daily.

NOTE: Finance is CLOSED every Thursday

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 1530 daily.

NOTE: Finance is CLOSED every Thursday