

AREA II

S-1 Gazette

AUGUST 2003

YOUR ROAD MAP TO MILITARY PAY ISSUES

OFFICE HOURS

Main Finance (Bldg 2254)
0900-1600 M-W, F

In/Out Proc. (Bldg 4034)
0900-1600 M-W, F

FINANCE NUMBERS

Battalion Commander	725-8838
Battalion CSM	723-7959
Detachment Commander	723-3562
Detachment Sergeant	723-7463
Customer Service	723-8864
Travel	723-4033
Disbursing	723-4021
In/Out Processing	723-5676

FINANCE BRIEFINGS

In-processing Briefings are held from 0930-UTC M-W & F at Bldg 4034 for all Army soldiers in Area IV. Soldiers should have a copies of all orders, along with a copy of the following: plane tickets, DA 31, DA 4187 (for hometown recruiting), any statements of non- availability, and TDY/DLA advances.

Out-processing Briefings are held from 1630-UTC every Tuesday at BLDG 4034. Please call the In/Out Processing center at 723-5676 for more information. Soldiers should bring a copy of their orders, a working copy of DA 31 (leave form), and 1 copy of travel itinerary or port-call. Soldiers may attend the briefing on any Tuesday within 30 days of their flight date.

Leave transactions must be submitted for processing within 72 hours of the soldier signing in from leave. This requirement is outlined in AR 600-8-10 Leaves, Section IV, Paragraph 12-7, Subparagraph A. The unit PAC submits leave transactions on a UTL to the receiving section. This provides the PAC a chain of custody for the submitted leave forms and ensures timely processing of your soldiers leave. **UCFRs are due by 10 of every month!** Every soldier is entitled to BAS and COLA. If you see that one of your soldiers is not receiving BAS or COLA please bring it to finance's attention **immediately!** All units not listed below will be assigned a PAC Rep by 1 August.

HOT ISSUES

- 1. TRAVEL VOUCHERS (TDY):** After each travel voucher is processed an AKO email will be generated with payment information, as well as posting of travel payment information to the traveler's myPay account. Partial TDY settlement payments at the traveler's option to an individual's Government Travel Card account is now an option here in Korea..
- 2. TRAVEL VOUCHERS (TDY) Turn-in:** Effective 28 July 2003 traveler's only need to turn an original and 1 copy of there travel vouchers. All vouchers must have appropriate documentation and supervisor signature in block 20c. **"Review by" on TOP of voucher is not acceptable.** Also block 17c must be completed too.
- 3. COLA :** All soldiers stationed in Korea are entitled to COLA. Soldier's residing in the barracks with meal cards are entitled to the barracks rate. Soldiers with no command sponsored dependents who do not have a meal card are entitled to the without dependent rate. Soldiers who have command sponsored dependents are authorized the with dependent rate for the number of command sponsored dependents in theatre. **SOLDIERS DO NOT RECEIVE COLA FOR THEIR NON COMMAND SPONSORED DEPENDENTS.**
- 4. THIFT SAVINGS PLAN:** Beginning in July, if you are age 50 or older and you are already contributing the maximum amount of regular TSP contributions for which you are eligible, you may elect to make up to \$2,000 in "catch-up" contributions for 2003. For more information visit <http://www.tsp.gov>

5. AKO ACCOUNT: There are still soldiers who are coming to the finance stating that they do not have an AKO account. Please ensure that all your soldiers have an AKO account because travel payment information and myPay pin numbers will now be sent to a soldier's AKO account

6. myPay PIN NUMBERS: Soldiers can now request their MyPay pin numbers on line at the myPay web site. <http://www.dfas.mil/myPay/>. Once you request your pin it will be sent to your AKO account .

Help Your Soldiers BY Reviewing Your UCFR

The UCFR is a tool you can use to better manage your soldiers' pay. It is a unique monthly report, generated by the Defense Joint Military Pay System (DJMS) that provides a one-page summary of each soldier's pay account. As a Commander/1SG, you know your soldiers, where they live, and the status of their dependents. The UCFR allows you to ensure your soldiers receive the correct entitlements and provides you with leave and debt balance information. Use it as a training tool by asking your Platoon Leaders/Sergeants to review their soldiers' entitlements. Distribution of the UCFR to commanders is monthly, along with the end-of-month LES's. Instead of reviewing each LES, the commander can review the UCFR. This will save time and speed-up LES distribution to soldiers in your unit. Each unit's UCFR is alphabetically organized by last name. Review each soldier's account by reading from left to right. Submit a signed, certified copy of the UCFR with supporting documents through the PAC to the Finance Office on a Unit Transmittal Memorandum (UTM) for processing. The UCFR must be returned to Finance by the 10th of the month.

Help Your Soldiers BY Ensuring that they visit your unit PAC office before coming to the Finance Office
Each time a soldier comes to the Finance office you are losing training and mission time. Soldier should visit their PAC office before coming to finance. Most of the pay issues that soldiers are coming to the customer service counter for can be handled at the PAC. Issues such as stopping or starting an allotment, submitting entitlement documents (DA 4187 for BAS), requesting leave balance, changing COLA information, or turning in a marriage certificate or divorce degree can be handled by the unit PAC Clerk and keep the soldier at their place of work. Finance will not turn a customer away, but it is imperative to utilize the PAC clerks in order to minimize soldiers' time away from their work place and keep the unit aware of what is going on with their soldiers.

FINANCE WEBSITES

<http://175fincom.korea.army.mil>

<http://asafm.army.mil/DFAS>

www.dfas.mil/myPay