

AREA II

S-1 Gazette

OCTOBER 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	723-7699
Chief MILPAY	723-3562
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 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 Monday and Wednesday 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 should attend the briefing no earlier than 30 days prior to their flight date.

Commanders Corner

The next Monthly Finance Conference will be held on 27 October 03 at the Multi Purpose Training Facility (New theater on south post) from 1300-UTC. All Pac supervisors and finance clerks are required to attend this conference. 1SG and commanders are invited. We will discuss upcoming finance issues and UCFRs.

HOT ISSUES

- 1. THIFT SAVINGS PLAN:** We are now in the midst of TSP Open Season! The Open Season for TSP will run from October 15, 2003 through 31 December 2003 contributions. Soldiers may elect to contribute basic pay, incentive pay, or special pay (including bonus pay) to the TSP. You **must** contribute up to 8th percent of your basic pay to be eligible to contribute incentive pay or special pay (including bonus pay). Please contact us in order for one of our personnel to come speak to your unit about TSP. For more information contact us or visit <http://www.tsp.gov>
- 2. THIFT SAVINGS PLAN CATCH UP:** 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>
- 3. AKO ACCOUNT:** ALL soldiers MUST have an AKO account. Travel payment information and myPay pin numbers will now be sent to soldier's AKO accounts.
- 4. 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.
- 5. TRAVEL VOUCHERS (TDY) Turn-in:** 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.

6. UCFR: The UCFR is a tool that can use to better manage soldiers' pay. Each unit's UCFR is alphabetically organized by last name. Commander **MUST** review their unit's UCFR and 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.

7. Split Disbursement: Effective 1 September 2003, travelers who use the government travel card must specify an amount paid to the GTCC when they file their travel settlement voucher (DD Form 1351-2). It is the responsibility of the traveler's supervisor, travel approving officer or travel voucher reviewer to ensure the split disbursement option is elected when appropriate. The 176th Finance Battalion will make split disbursements for the amount designated on the settlement voucher.

8. TDY e-mail Inquiries: In order to provide better customer service, soldiers and civilians may now e-mail their TDY travel inquiries to the travel section at ADET176TS@usfk.korea.army.mil. A member of the travel section will answer the inquiry within 48 hours.

Help Your Soldiers BY Requesting Finance Support.

Finance can provide the following classes for STT: TSP and KOREA entitlements briefings, understanding your LES classes, and PAC assistance visits to your S-1.

FINANCE WEBSITES

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

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

www.dfas.mil/myPay