The Army Values: Loyalty... Duty... Respect... Selfless Service... Honor... Integrity... Personal Courage

DEFENSE MILITARY PAY OFFICE
SCHOFIELD BARRACKS, HAWAII

September 2017

219 GLENNAN STREET, BLDG 689
(Next to the Commissary)
SCHOFIELD BARRACKS, HI 96857

DIRECTOR: MAJ PATRICK S. BOYD SR.
DEPUTY DIRECTORS: MS. ROSSI & MR. JOHNSON
SR FIN OPS ADVISER: SGM MICHAEL A. LAWSON

New FMSU COMMANDER MAJ. PATRICK S. BOYD SR.

The Finance Soldiers and Civilians of the 125th FMSU stand ready to provide superb finance support and customer service to our 25,000+ geographically disbursed warfighters and their families stationed in Hawaii, to include all of USARPAC (except Korea and Japan).

I am the commander of the 125th FMSU and the senior finance officer in relation to Military Pay. I am your final point of contact regarding any questions or concerns associated with you or your Soldiers but I ask you to please contact my detachment commanders first (See Page 2).

The Financial Management Support Unit (FMSU) is at building #689, located between the Commissary and PX.

HOT TOPICS

- Finance is now open on DONSA’s
- UCFR’s are at an all time low of 41% turn in rate.
- All Service Members with a debt, who wish to pay by check must make check (money order, treasury check, or cashier’s check) payable to “US Treasury”
- Use/Lose Leave Forms must be submitted to Finance prior to 20 September in order to prevent appearing on the Use/Lose Leave Report
- Ask us about the new Blended Retirement System
- If you have questions regarding the remarks on your LES or debts, see page 3
- Remember to keep your airline ticket receipt when filing your travel (see page 4)
- For questions regarding your Government Travel Card, see page 5

The Warrior Ethos: I will always place the mission first... I will never accept defeat... I will never quit... I will never leave a fallen comrade...
Alpha Detachment, 125th FMSU

Aloha! I am CPT Jay Knight the Alpha Detachment Commander for 125th FMSU. Alpha detachment is responsible for “Customer Service” and the “Processing” sections at building #689, located between the Commissary and PX. My detachment is responsible for all customer service related issues and processing MIL-PAY transactions.

HOT TOPICS:

- Commanders, please certify your UCFRs by the 10th of every month.
- Commanders/S1s,

- I am your POC if there are any issues that need to be brought to my level in regards to customer service or processing. Please contact me at (256) 679-8242 or jimmy.g.knight.mil@mail.mil.

Bravo Detachment, 125th FMSU

Aloha! I am CPT Sonja N. Keith, the Bravo Detachment Commander for the 125th FMSU. Bravo Detachment is responsible for the “In/Out-Processing” and “Separations” sections in the Soldier Support Center, 673 Ayers Ave., BLDG 750. My detachment is responsible for processing all military pay transactions for Soldiers in/out-processing from Schofield Barracks or separating from the Army.

HOT TOPICS:

- Soldiers transitioning from Reserve to Active Duty (see Accessions article on page 3)
- Soldiers belonging to PACOM units outside of Oahu need to utilize their S1 POC to contact the In/Out-Processing NCOIC (see POC numbers on page 3).
- Soldiers separating from the Army must attend the Separations brief before scheduling a one-on-one appointment (Mondays and Wednesdays, Room 208, BLDG 750, promptly at 0930).
- Commanders/S1s,

- I am your POC if there are any issues that need to be brought to my level in regards to In/Out-Processing or Separations. Please contact me at (910) 988-7713 or sonja.n.keith.mil@mail.mil.
LES Remarks

Active Component (AC) Remarks:

1. The Army implementation of SOES, the automated on-line SGLI enrollment System, has been delayed from 15 Aug 17 to 1 Oct 17. For more information, see your commander/servicing Human Resource (HR) specialist.

2. Service members with dependents are reminded of their rights regarding child custody and other protections guaranteed by the Service Members Civil Relief Act (SCRA). For information visit https://scra.dmdc.osd.mil/.

3. 2017 TSP limits: elective deferral $18,000; catch up $6,000; annual Additional limit, if in CZTE (Combat Zone Tax Exclusion) $54,000, visit www.tsp.gov.

4. Adopting a child? You could be reimbursed for up to $2,000 in Expenses. See your commander/servicing HR specialist for details.

Accessions for Reserve Soldiers

The In & Out Processing section (IOP) at the Soldier Support Center (BLDG 750) processes accession packets for all Army Reserve Soldiers (see note below). The accession process is completed in two steps: IOP must first move the Soldier’s pay account to an active status before they are able to start active entitlements for the Soldier. All entitlements will be back dated to the day the service member arrived in Hawaii, but it is important for Soldiers to understand that accession can be a lengthy process. In fact, the entire process may take up to 3 pay periods to complete. It is imperative that gaining units reach out to these Soldiers before they PCS to ensure they arrive with complete and accurate packets to submit to IOP. Completed packets include all of the documents listed below.

REQUIRED DOCUMENTS:
- Orders bringing Soldier to active duty
- DA 1506 (must show Soldier’s PEBD and BASD)
- W-4 Form
- DA Form 5960
- SF 1199
- DA Form 3685
- DD Form 2058
- DD Form 1351-2 (Travel Voucher)

Please note: The above does not apply to Active Guard Reserve and Active Reserve.

Change in Interest Rate for Debt Collections

The current interest rate for debt collections when a Soldier request debt proration or failure to respond to their debt letter is 1%. An additional $15 administrative fee is also assessed on debts. This rate is effective July 1, 2017 through December 31, 2017.
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Abby The Abacus
Presented by PostPay Review and Analysis, DFAS
Today’s Topic: Airline Receipts

Any time you fly, make sure you get the proper receipt documentation for your flight!

Did you know?
Missing or invalid airline receipts accounted for almost 23% of our improper payment rate so far this Fiscal Year.

Did you know?

Why?
DoD FMR Vol 9:
“A receipt is a legibly written/printed/electronic document (or facsimile thereof) provided by a service provider or vendor to a customer, which provides documentary evidence that the service provider or vendor has been paid for services or goods, provided to the customer. To be considered valid, a receipt must contain the name of the entity providing the good(s)/service, the date(s) that the good(s)/service was/were provided/purchased, the price of the good(s)/service, any tax levied, the total monetary amount due, and must indicate that the total monetary amount due was paid.”

Abby says “Avoid defeat - attach your receipt!”

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Overview
The DoD Government Travel Charge Card (GTCC) Program provides travelers an effective, convenient, and commercially available method to pay for expenses related to official travel.

Policy
Use is mandatory for all personnel (military or civilian) to pay for ALL official travel costs for TDY/TAD and PCS (where applicable). The travel card is intended for official travel-related use only and using the card for personal purchases or to cover another traveler’s expenses is prohibited.

Features
Online and Mobile Account Management — Access your GTCC account anytime, from anywhere using CitiManager. Through CitiManager you can:
• View statement activity and check balance
• View monthly statements
• Make payments
• Set up and manage email/mobile alerts
• Update contact information
Go to www.citimanager.com to register for an account.

Paperless Statements — Elect to receive electronic statements online via CitiManager instead of waiting on a paper statement to arrive in the mail.

Automated Card Status Check — Your card may be de-activated for use when you are not in official government travel status. When you get ready to book travel, verify that your card is ready to accept charges without having to speak to a representative. Just the call Citi customer service number on the back of your card and follow the prompts.

Customer Support
• Agency Program Coordinators (APCs) are the primary points of contact for travel card information.
• Citi Customer Service: 1-800-200-7056 (call collect from outside the U.S. 757-852-9076)

Training
Training is available for cardholders and APCs through Travel Explorer (TraX), DTMO’s web portal, at www.defensetravel.dod.mil/passport.
• “Programs and Policies — Travel Card Program (Travel Card 101)” mandatory training for cardholders
• Travel Card Program Management training for APCs

*Information current as of 10/2014

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To ensure Soldiers just arriving to Hawaii are receiving their correct entitlements, a Financial Management Support Team (FMST) is stationed at the Nehelani Club on every Thursday. The Service Members are individually asked if they have any pay issues or questions relating to their pay. Service Members and their families are also briefed on additional TLA, COLA, and BAH.

The Finance Operations Team gave the quarterly PAC Certification brief to human resources personnel. This briefing was to inform the human resources community on the numerous operations and standards that the 125th FMSU has for documentation submission. Soldiers and civilians working in S-1 were briefed on Soldiers entitlement reviews, documents required for specific entitlements, unit issues, documentation turn in procedures, and miscellaneous finance subjects.
NAFCD Inspection

DFAS NAFCD team conducted the annual NAFCD review of the DMPO operations. The purpose of this review is to inspect documentation behind the functional areas of the DMPO including customer service, internal review, disbursing operations, and the separations section. The inspection is critical to supporting auditability and preventing fraud, waste, and abuse. The DMPO codes and processes documents for military pay purposes to ensure accuracy and timeliness.

Disbursing and Commercial Vendor Service Training

Soldiers of Alpha Detachment improve their manual CVS and disbursing knowledge for possible deployments to austere locations. The Soldiers were briefed on how to receive documents correctly and reject incomplete documents. SSG Wittkopp gave a class on how to properly examine invoices and receipts while SSG Lawrence explained manual collections, disbursements, and foreign currency exchanges.

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