Active Component

Military Pay Process Manual (MPPM)

Designed for Army, DFAS-IN
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CHAPTER 1 - INTRODUCTION TO MILITARY PAY

A. Background

The purpose of this manual is to introduce trainees, particularly new DFAS employees, to the basic elements of Military Pay and the associated systems used to process changes to service member's pay accounts. Upon completion of training, you will have sufficient knowledge of Military Pay entitlements and the associated processing systems to enable you to readily grasp the more detailed and technical aspects of Military Pay Processing. This manual will also serve as a reference for on-the-job training.

B. DFAS Strategy

Mission: Provide responsive, professional finance and accounting services for the people who defend America.

Vision: Best Value to Our Customers	Goals
• World-class provider of finance and accounting services	• Fully satisfy customer requirements and aggressively resolve problems to deliver best value services • Use performance metrics to drive best business practices and achieve high quality results • Optimize the mix of our military, civilian, and contractor work force
• Trusted, innovative financial partner	• Establish consultative relationships with leaders • Deliver business intelligence to enable better decisions
• One organization, One identity	• Ensure everyone is working toward the same vision and can connect what they're doing to make the vision a reality
• Employer of choice, providing a progressive and professional work environment	• Embrace continuous learning for our work force to ensure critical, high quality skill sets • Develop the next generation of DFAS leadership

For additional DFAS Strategy information visit the DFAS Strategic Plan.

There are various types and levels of pay and allowances to which service members are entitled. These items of pay will be covered in detail in the following chapters of this manual.

C. Events impacting Military Pay and Allowances

Military Pay and allowances are based upon a combination of factors that impact the service member's monthly entitlements. Primarily the service member's pay is affected by status, location, duty performed, grade, and skill level. Most changes to a soldier's pay are driven by events that are common to the majority of soldiers (i.e. enlistment/reenlistment, training, change of station, promotion, and duty performance). Just as events in the life of the service member have an impact upon their entitlements, changes made to the service member's pay account has an impact upon their quality of life and the lives of their families. It is the DFAS mission to ensure that all service members are paid timely and accurately.

D. Source of Military Pay Entitlements

The main source of Military Pay entitlements are the public laws passed by the United States Congress and signed by the President of the United States. These laws are in the form of United States Codes (USC) and Titles. Also, the different types of pays and allowances, the monetary amounts allowed, and any other military pay information are governed by laws, policies and procedures set forth in the manuals and advisories listed below. In addition to these publications, each service publishes procedures, notices and instructions directing Military Pay. Notices are to implement action before the information can be published in the appropriate manual. Some useful references include:

1. Department of Defense Financial Management Regulation Volume 7A (DoDFMR Vol. 7A). This regulation is the basic guide to determine entitlement to all military pay and allowances, except travel allowances. The DoDFMR provides statutory provisions for entitlements, deductions, collections, and establishes Department of Defense policies on pay and allowances of military personnel. The Web address for the DoDFMR Vol. 7A is: *http://www.dtic.mil/comptroller/fmr/07a/index.html*

2. Military Pay E-Messages. These are immediate notices that contain information pertaining to processing changes for entitlements or new items of pay passed into law. The web address for the Military Pay E-Messages is: *https://dfas4dod.dfas.mil/centers/dfasin/library/milpay.htm*

3. Denver Operating Instruction (DOI 177-373) and DFAS Denver Manual (DFAS DEM 7073-1). These are reference manuals prepared by DFAS-DE which explain the operation and procedures of the Defense

Joint Military Pay System (DJMS). The DOI contains central site specific transactions and the DEM contains field level transaction requirements. The DEM can be found at the following web address: *https://dfas4dod.dfas.mil/systems/djms/airforce/index.htm*

4. Case Management System (CMS). CMS is a web based SQL database query system that provides central repository accessibility at all organizational levels within DFAS. It is designed to track incoming correspondence to resolve pay problems not directly corrected by updating DJMS. The *CMS Users Guide* can be found at website:
https://dfas4dod.dfas.mil/centers/dfasin/milpay/cmsdraft.pdf

5. Defense MILPAY Office Software Suite (DMO). This software package operates in a Windows™ based environment designed to provide a standardized military pay applications interface for pay systems. It provides professional business management services for customer communities. The *DMO website* can be visited at:
https://dfas4dod.dfas.mil/systems/dmo/

6. DJMS MMPA Guide. This manual contains entries commonly found on a member's MMPA. Each entry is depicted in figure form and each field with possible variables is defined. The manual was created by the technical training instructors at DFAS-CL. The MMPA Guide is a useful reference tool and can be accessed at:
https://dfas4dod.dfas.mil/systems/djms/

7. Joint Federal Travel Regulations (JFTR). This manual contains the basic statutory regulations governing travel and transportation allowances. It also contains the regulations concerning overseas station allowances and related appendices to determine rates of pay used in this manual. They are available on-line at:
https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html

8. Department of Defense Directives. These directives apply to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Defense Agencies. They can be accessed at:
http://www.dtic.mil/whs/directives/

9. U.S. ARMY Human Resource Command. This informational site for service members contains information regarding Military Pay and Allowances, service member services and career guidance. It can be accessed at:
https://www.hrc.army.mil/site/reserve/soldierservices/guidance/ameddconstcredit.htm

10. Military Pay Process Manual (MPPM). The AC-MPPM can be located at the Military Pay home page in the e-portal under Military Pay Publications:

https://eportal.dfas.mil/portal/server.pt?space=CommunityPage&cached=true&parentname=CommunityPage&parentid=2&in_hi_userid=157133&control=SetCommunity&CommunityID=245&PageID=440

E. Military Pay Documentation

All entitlements and deductions on behalf of the U.S. Government require signed and certified documents completely explaining each action taken. There are several types of source documents used to update the service member's Master Military Pay Account (MMPA). Regular source documents are submitted to authorize and support changes in entitlement and deductions. Miscellaneous source documents authorize changes to the MMPA which do not involve entitlement or deduction, such as payment options. There are also Military Leave documents supporting the use and adjustment of leave. The office making the input is responsible for the accuracy and validity of all information transmitted to support changes to the MMPA

F. Military Pay Documentation submission to Central Site

Requests for processing at Central Site are received through the Case Management System (CMS). There are two types of cases created on CMS. The first type is System Generated cases that are opened based on a rejected transaction made by a Field Site. The second is the Manually Generated cases that are opened by a Field Site or Central Site with no rejected transaction involved. Supporting documentation should be attached to all requests. Categories for submission include "Problem", if the member has a valid pay inquiry or problem. Cases can also be submitted for "Process" problems if the system has a problem with an automated process or a unique process that is restricted to Central Site is required. There is a "Query" option if the service member has a question concerning their pay.

G. Military Pay Systems

One system used to process Active Component pay for the Army and the Air Force is the Defense Joint Military Pay System (DJMS) and it is covered by the acronym DJMS-AC for reference throughout this manual. While processing into this system through the Joint Service System (JSS) is still in use, it is being replaced by the use of the Defense MILPAY Office System (DMO). DMO is a Windows based environment system and since it is the DFAS goal to standardize Military Pay applications and interfaces, it is the first choice used to process Military Pay in this course. DMO screen shots and help screens are provided throughout the manual. DJMS-AC screen shots and system information are provided as needed.

Each Financial pay system provides a cycle number, transaction number, type of input, effective date of transaction (if applicable), and source of input per transaction processed. There are also reports that are available to track or query the information processed through the system.

H. Master Military Pay Account

The Master Military Pay Account (MMPA) is a Data Base type file that contains current and historical data pertaining to a member's pay. The main purpose of the MMPA is to provide a subsidiary payroll ledger that records information necessary to compute the net pay due to a member. The MMPA is divided into six major areas referred to as Groups. These groups are subdivided into sets of related entries, known as Categories. A single item within a Category is identified as an Entry and the Entry label is known as a Format Identifier or FID. The data fields within the FID are know as Data Use Identifiers or DUI codes. These codes identify all information that relate to the pay systems and will be discussed in detail in the following chapters.

As previously stated, the purpose of the MMPA is to provide a subsidiary ledger of a member's pay. It is basically the worksheet or balance sheet used to review, process, and analyze pay. The goal for anyone processing pay is to be aware of the effect it may have to other Entries on the MMPA. For example: if you process an adjustment to a taxable item, you need to ensure the taxes were also correctly adjusted. Understanding how the system processes and learning how to analyze the MMPA can ensure that all information is correct the first time worked. Incomplete work creates rework. It is important to not only eliminate reworking the case but it also ensures that the financial information being reported on the member's Leave and Earnings Statement (LES) and then eventually reported to the Internal Revenue Service (IRS) is correct.

Some processing creates reports and work for other Central Site offices such as Accounting or Payment Posting. The effected office could be an outside agency such as the Veterans Administration, or the IRS. There will be rules to know per agreements with these offices pertaining to adjustments of pay. The service member may have to deal directly with these offices for some adjustments.

The information posted to the MMPA is read and compiled by the system according to an update schedule created for each processing month. The processing month differs from a calendar month because it is based on the first run date for processing which can cause a new processing month to start at the end of a calendar month. All updates become final at the Month End Restructure (MER).

I. Leave and Earnings Statement (LES)

The Leave and Earnings Statement is issued to each member at the end of the month. The LES data is extracted during the Month End Restructure (MER). During MER, the information is formatted for print and then printed to the LES files. Service members have access to their LES through an online system called “myPAY”.

The internet link for the “myPay” system can be accessed at: https://mypay.dfas.mil/mypay.aspx.

Detailed instructions on how to read an Active Duty LES can be found at the following link: http://defenselink.mil/dfas/militarypay/newinformation/Active_Duty LES_Guide.pdf

Chapter 2 - READING THE MMPA

A. General Information

1. The Master Military Pay Account (MMPA) is a Record of all actions that affects a member's Pay and Allowances. Each active duty member paid by the Joint Defense Military Pay System (JDMS), has an MMPA. The MMPA contains not only information about a member's Pay and Allowances, but it also contains information about Leave, Allotments, and Address information for the delivery of the member's pay. The individual MMPA contains current information about the member pay account and a history of entries during the current plus eleven (11) preceding months.

2. The main purpose of the MMPA is to provide a subsidiary payroll ledger account that:

a. Records information necessary to compute the net pay and allowance due a member.

b. Records factors relative to the member that may have an affect upon past, current, and future entitlements or the distribution of those entitlement per applicable regulation and /or the member's request.

c. Ensures uniformity in application of rules and processing, to facilitate prompt and accurate service to the every service member.

d. Serves as a query method to facilitate access to account information for members or command inquires on the member's account.

3. Each entry in the MMPA contains various codes, indicators, dates, and other information that indicate when, where, how the entry was made.

B. Access to the MMPA

1. Access to a member's MMPA is restricted to authorized users to ensure that the member's personal information and system security is safeguarded to prevent unauthorized use, system sabotage, and data integrity. You will be given training on system security prior to you authorization to access a member's MMPA. DFAS uses many different systems for various tasks all of which are safeguarded.

2. After you have become an authorized user of JDMS you will be able to access the system using Customer Information Control System (CICS) which controls the interaction between your desktop

computer and the System Mainframe computer in Mechanicsburg PA. The procedures for connecting to the JDMS are as follows:

a. Click on the icon on your computer screen that is marked DJMS Mechanicsburg. This will connect you to a login screen that will display a systems warning, and a login field.

b. At the login field type the characters “jss”; this will display the DISA systems warning. Press enter to continue and the CICS logon screen.

c. At the CICS logon screen, which will is labeled “Entry Validation”, enter your User Name and Password in the User-id and Password fields and press enter. This will display the CICS main menu.

d. At the CICS main menu, tab down until the cursor is in the field on the left of the CICPH3 Session ID and type an “s” this field and press enter. A new screen will be displayed with a “Logon complete” message appearing at the bottom on the screen, and the cursor should be blinking at the top of the screen.

e. At the cursor, type the letters “jjaa” which will bring up the “JUMPS MMPA INQUIRIES” screen.

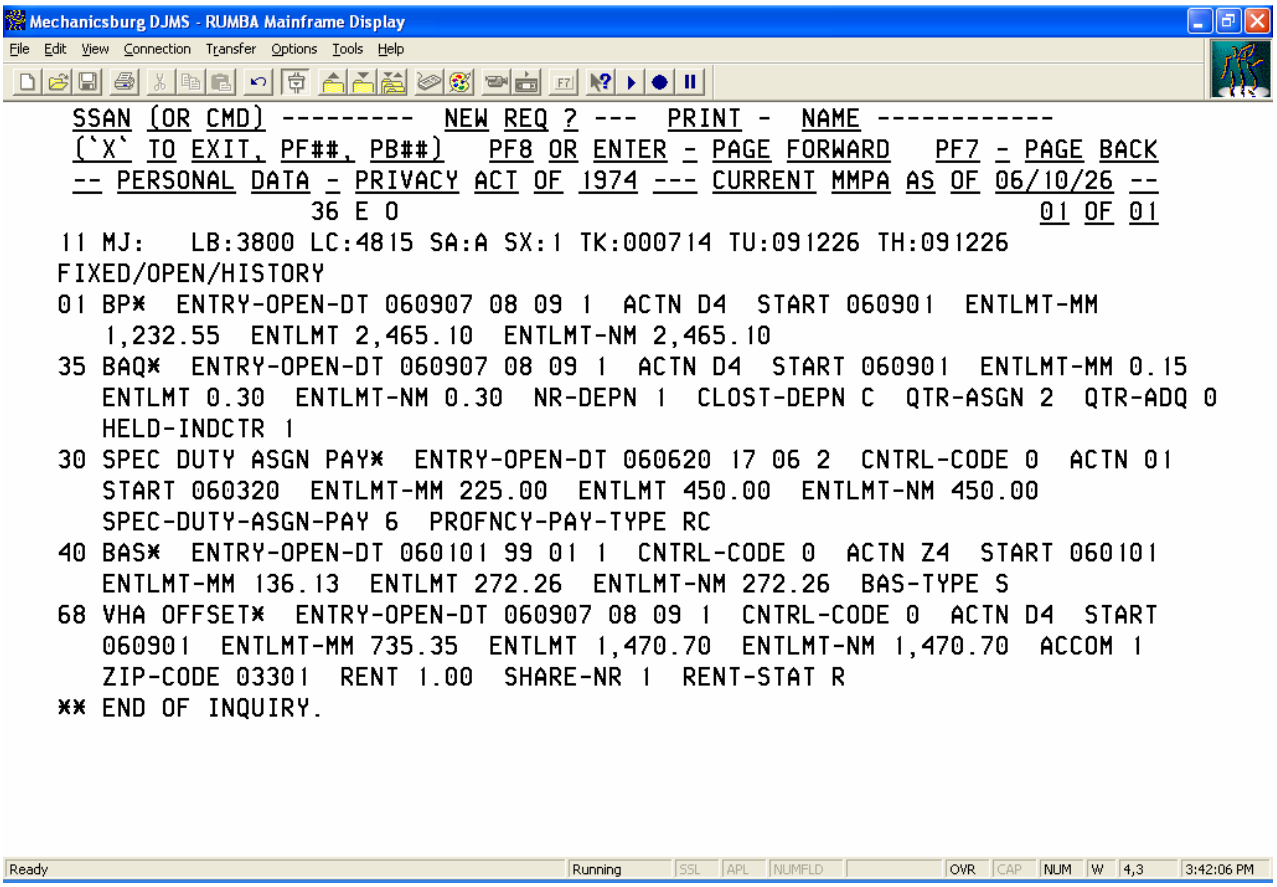
2. Congratulations! You have logged on to JDMS and are now ready to access and display a member’s MMPA.

C. <u>Displaying the MMPA</u>

1. The MMPA Inquiry screen contains a field for entering the Social Security Account Number (SSAN) for the member’s MMPA that you want to access and display. There are also fields labeled “REQUEST CODES” that will allow you to exercise many options in how the MMPA will be displayed. For instance, to display the entire MMPA you would type **“all”** in the first “REQUEST CODES” field and press the enter key.

2. When the MMPA is displayed, The top three lines of an MMPA are used as a quick reference to information contained within the record itself.

Master Military Pay Account



a. **SSAN (CMD)** used to request another social security number or with an “X” will back out of the screen.

b. **NEW REQ ?** This field is used to make a new FID request.

c. **PRINT** requests a print of the entire MMPA.

d. **NAME** located above the date. This shows identification or other data entered by the print requester.

e. **System Line** this line shows how to move around the system forward/backward/exit.

f. **Privacy Act Statement**, required by law. The information on the MMPA is covered by the Privacy Act and can only be used for official purposes.

g. **Date of the MMPA** indicates the date of the MMPA being displayed.

2. The next line covers some items that are needed to quickly verify the print is for the correct member's MMPA.

a. **Social Security Account Number** (SSAN).

b. **Short name** or first five characters of the last name. If the last name is shorter than five characters, the display will be the last name, a space, and some letters of the first name to fill the five characters. For example, Edgar Allan Poe's MMPA would show "POE E" in the MMPA title line.

c. **Pay Grade** presently listed on the MMPA.

d. **Request** which is the actual portion of the MMPA that was requested. If the entire MMPA was requested, this will show "ALL".

3. The last line includes quick references to items that you may need to know at first glance, even though they are also found elsewhere in the MMPA. These items include:

a. **MMPA Month** This shows the processing month in which they are pulled. When transactions process that affect monetary entitlements, the amounts due for payment to the member
Change accordingly.

b. **MJ** This is known as the AFMPC Match Flag Code. This is used to identify event transactions that have not been confirmed. The most common ones will be accessions and separations.

c. **LB** This is the paying ADSN. If the member is paid through direct deposit it will show 3800. If payment is made by check (Local Payee), it will read the ADSN of the local pay office.

d. **LC** This is the member's servicing ADSN. Normally this is the ADSN of the PSD Office that handles the member's account.

e. **SA** This identifies if the member is available for duty("A" status) or is in some other status.

f. **SX** This normally identifies the number of statuses that are open on the MMPA. The SX would show “2” if the member has been placed in a "T" status (pay is suspended), but the MMPA still shows an "A" status in the fixed entry, thus allowing the entitlements to continue to accrue. If the SX shows a “6” the account is

"frozen". The member will be paid, allotments will be paid, no input will process, and the account will go through MER.
If the SX shows a "7" the account is "garbled". The account will pay, no allotments will be paid, input will not process and the account will not update at MER. If the SX shows an "8" the account is "out of balance". The member will continue to be paid based on the amount of the last "good" month, allotments will be paid, the account will go through MER but not update.

g. **TK** Pay date used to determine the number of years service that shows up on the TC line and should match the pay date field on LO0G or LOPG.

h. **TU** Date of Separation (DOS). In the case of regular officers this should read 888888 since their commission does not expire in a specific time period.

i. **TH** Expiration of Term of Service (ETS) date for enlisted personnel. This is the date that the current enlistment expires and should match the soft EAOS date of LOPG.(This includes any pending extensions) For officers, this field will be zero filled.

4. Below the header information discussed above, will be all of the entries to the MMPA that affects the member's pay. Each individual entry of the MMPA will be identified by a two character alpha-numeric format Identifier (FID) located on the left margin of the page at the beginning of each entry.

a. The Format Identifier (FID) is a two character, alpha-numeric code that identifies a particular item within a Category in the MMPA.

b. There are certain FIDs which do not appear on the MMPA but are used exclusively to process transactions affecting the MMPA (i.e. TI05 transaction to verify enlisted service dates; there is no TI FID on the MMPA).

D. <u>MMPA Structure and organization.</u>

1. Entries within the MMPA are organized into six major groups which consist of six different groups. These Groups are subdivided into sets of entries related to the same subject, which are known as Categories. The next level within a Category is an Entry, which is a detailed set of related data items under the entry label known as the Format Identifier (FID). The entries in each category, when present, are designated and sequenced (first alphabetically, then numerically) by their FID label. The six Groups of entries within an MMPA are:

a. Fixed – Group A. These entries contain data that is always present in every member’s record or is used consistently during daily update processing. Space is allocated for each entry, regardless of its presence on the MMPA. These entries are present in every MMPA whether they contain data or not. Thus, a printout may show entries with all zeroes or data name(s) followed by a blank. The fixed area contains all administrative data pertaining to the member (Format Identifiers beginning with an “M” and three entitlement records which are: FID 01 -Basic Pay, FID-35 BAH, and FID-40 BAS which are present in every pay account. Other fixed area entries include allotments (FIDs beginning with an A), deduction (FIDs beginning with a D), location (FIDs beginning with an L), status (FIDs beginning with an S), and service dates (FIDs beginning with a T).

List of Fixed FIDS

CAT									
M	**MA**	**MC**	**MD**	**ME**	**MG**	**MJ**	**MK**		
N	**NA**								
E	**01**	**35**	**40**						
A	**AV**	**AZ**							
D	**DB**	**DD**	**DZ**						
L	**LB**	**LC**	**LE**	**LG**	**LK**				
S	**SA**	**SB**	**SF**	**SH**	**SJ**	**SK**	**SL**	**SM**	
	SN	**SP**	**ST**	**SU**	**SV**	**SX**			
T	**TA**	**TC**	**TG**	**TK**	**TM**	**TP**	**TT**	**TU**	
	TW	**TX**							

b.

Variable Open – Group B. This group contains entries that are currently applicable to the member's record, but space is not reserved for these entries since they are only present when they are in effect. Open entries are those currently in effect and readily changing. These entries are in alphabetical order after the fixed entries in each category. For example: the allotment category has 2 fixed FIDs; AV and AZ, then the variable open

entries starting with AB, then AC, and then AD etc., would follow. The variable open entries usually contain an open entry date indicating the date of posting of information as well as a start date in many cases. There are codes to identify entitlement amounts, other dates or codes necessary for the entry.

c. Futures - Group G Whenever an action is known to be required at a specific time, an entry is established in the futures group in the MMPA. When the date in the future entry arrives, the action will occur (an entitlement will be posted, changed or stopped). The Futures entries appear at the end of the MMPA printout. It is used for entitlement actions that are know to be required at a specific future date (i.e. Clothing Maintenance Allowance the last day of the anniversary month). Future entries are used to establish a date for the computer to generate transactions to update the MMPA.

d. Suspense – Group U When an action cannot be processed completely without additional input, a suspense is established for the receipt of the required input. This normally causes a management notice to be issued to the servicing ADSN to remind them to make the additional input. Suspense entries generate transactions that may already have rejected or require a management notice of action. The suspense will notify the DSSN of a manual action that is required (i.e. SG03 arrive PCS is received within xxx days of SH03 Departure PCS input.) The codes in these entries determine the action taken and the effective date the action will be taken.

e. Leave and Earnings Statement Remarks – Group Some actions that change the MMPA, place an entry in this group to identify what the action was and when it was processed. This data is used to produce remarks for the LES at end of month (EOM). The LES remarks group appears on the MMPA printout after the suspense entries. The LES remarks are generated whenever an action processes which changes the MMPA. These remarks identify what the action was and when it processed. These LES remarks on the MMPA are used to produce the remarks that are printed on the LES at the end of the month. LES remarks are deleted from the MMPA by the month-end-restructure (MER). The LES remarks are not easily translated into remarks that appear on the LES or the NL entry of the MMPA. Most of the codes are internal processing recognition codes. Though coded in the MMPA, this information is transcribed to the LES in a format that is easy to understand.

The remark entry consists of 13 characters of data usually constructed as follows:

LES remarks action code

LES remarks FID
(Not always the same as an MMPA FID, i.e.: PK)

Effective date

Julian date of processing

f. Closed/History – Group W. This group contains three types of data. These entries are differentiated from the fixed and variable open entries by a dash (-) which appears beside the FID. If there is more than one entry for a FID, they will be sequenced chronologically by the date that the entry was closed:

1) Entries established by report transactions, which have processed in the current month. If they are monetary, they will be included in the current month pay computation.

2) Entries that were continuing fixed or variable open group entries, which have been stopped, changed, corrected, or canceled in the current month. If they are monetary entries, they will be included in the current month pay computation.

3) Historical data which is kept for 11 months after the month in which it was placed in the history group. These entries are no longer used for pay computation. However, they are used to ensure that no prior entitlements, status's, etc., conflict with transactions currently processing.

The Closed/History entries have a closure processed code in the form of an entry-closed date for when the entry closed. They may be current month or prior month postings. They also usually contain a stop date, to show the last day the entry was in effect. The current month closed entries with amount fields affect pay for the current month, thus they contain the same amount fields as open entries. Month-end processing (MER) removes the amount fields from the current month-closed entries. Most history entries are deleted from the current year MMPA after 12 months by month-end processing based on the closure processed dates.

C. Categories of Fixed, Variable Open & Closed Groups of the MMPA

1. Fixed, Variable Open & Closed Groups are displayed together under the heading "FISXED/OPEN/HISTORY". All other groups are displayed under separate headings for each group. For ease of updating and searching a record, FIDs can be divided into 14 categories. With the exception of entitlement FIDs, which are numeric, the first letter of a FID is the category that it falls into. The following table illustrates the various categories and an explanation of the FIDs for their use:

CATEGORY CODE	CATEGORY TYPE	DEFINITIONS
A	**Allotments**	Transfers of funds by the Army in the name of the member.
B	**Leave Balance**	The Standard Leave Accrual (BR) and the Combat Zone Leave Accrual (BS) balances, etc.
C	**Collections**	Collections of cash or Negotiable instruments that increase the MMPA Accountability (member's net pay).
D	**Deductions**	Decrease the MMPA accountability (member's net pay). They can be either voluntary or involuntary deductions.
E	**Entitlements**	Items of pay and allowances that the member is eligible to receive. Since all of these FIDs are numeric, the E identifies this category during searches or MMPA investigations using verb JJAA.
F	**Taxes**	Tax deductions, taxable income, exemptions, etc.
H	**Held Pay**	Payments held, not released to the member at time of normal pay disbursement.
L	**Locations**	Information about the member's assignment, duty location and payment options.
M	**Member ID**	Personal member data including Social Security Account Number (MA), Name (MC), Grade (MD), and Sex (ME).
N	**Memoranda**	System Generated Memo entries placed on the MMPA explaining certain transactions as well as to identify Central Site Unique input.
P	**Payment**	Payment computations and records of payments to the member.

R	**Reenlistment**	A record of Bonuses and Continuation payments to the member, as well as the balances due.
S	**Status**	Items show whether members are available for duty, and, if not, what is their present status
T	**Service Dates**	The type of tour the member is performing, as well as the service dates for the tour.

G. MMPA Entry Standard Fields Defined

ENTRY-OPEN-DT (ENWD) - An 11 character date and code that identifies the date an entry was posted as open. Coding format: YYMMDD (Date) CN (Update Number) CM (Cycle Month) F (Flag). Example: 051103 10 11 1. Defining this code reveals the processing date of November 3, 2005, the tenth update, the processing month of November, and the payday flag of 1 (effects mid-month payday). Exceptions to the Update Number are:

90 Conversion FW TAX/WAGE Accumulator

95 Conversion indicates W-2 Tax Year issued

96 represent an entry converted from Army Jumps

97 Phase I of N-Jumps (Academy conversion)

98 an entry created by Month End Restructure

99 an entry created by a Mass Rate Change

ENTRY-CLSD-DT (ENWE) - An 11 character date and code that identifies the date an entry was posted as closed. The Format coding is identical to ENTRY-OPEN-DT. **When the Cycle and Month indicate 42 the member is AWOL.

CNTRL-CODE (CONA) - Computer Processing Control Codes

0 - Open entry in MMPA

1 - Open MMPA entry suspended for indebtedness

2 - Closed entry that affects pay

3 - Entry used to correct an overpayment in prior pay period

4 - Entry used to correct an underpayment in prior

pay period

5 - Cancel a prior transaction resulting in recoupment

6 - Closed MMPA entry which was corrected and does not affect pay--audit purpose only

9 - Identifies a period of time the member did not have this MMPA entry in effect due to status

ACTN (ACTN) - Action Indicator. A 2-position code that consists of an Event code and an Action indicator showing the input or computer generated action.

Event Codes - an alpha code in the first position of an action indicator. It indicates an event that caused a computer generated action and is used in conjunction with the first 6 action indicators only. Example: Z4, where the Z in the first position identifies “mass rate” and the 4 in the second position identifies the “change” action. Therefore, Z4 = mass Rate/change.

EVENT CODES

A	**Present for Duty**	**N**	**Total Forfeiture/Field Duty**
B	**Leave (other than Excess Leave)**	**P**	**Deserted Status**
C	**Longevity**	**Q**	**Quasi Computer Generated Indebtedness**
D	**Promotion/Demotion**	**R**	**Active Duty Tour**
E	**Accession**	**T**	**Suspended Status**
F	**Sick or Injured status**	**U**	**Mentally Incompetent**
G	**PCS Arrival**	**V**	**Separation / Reenlistment**
H	**PCS Departure**	**W**	**Inactive Duty Tour**
J	**AWOL Status**	**X**	**Excess leave**
K	**Confined Status**	**Z**	**Mass Rate**
L	**Deceased**	**3**	**BAQ or Allotments**
M	**Missing in Action**	**5**	**Deductions or Collections**

Action Indicators

ACTION INDICATOR	FUNCTION	PURPOSE	GENERAL INFORMATION
01	START	Record open entries in the MMPA to pay entitlements, collect deductions, pay allotments, held pay, and put information in the MMPA such as TDY ADSN.	a. Start transactions for most Format IDs will process as long as there is no open entry for that Format ID on the MMPA, or a closed entry that the transactions start date overlaps. There are some notable exceptions: allotments, indebtedness and FSA can have multiple open entries with the same Format ID b. Entries started by a start transaction remain open until a transaction is received to stop, change, correct or cancel the open entry
02	STOP	Close open entries in the MMPA Processing puts a stop date in the entry and moves it to history	a. A stop transaction can normally process only against open entries in the MMPA with start dates equal to or less than the stop date. b. The stop date is the date through which the entry is effective, except for monthly-rated items stopped on the last day of February. These pay for a 30-day month.
03	REPORT	Rules for report transactions vary according to FORMAT ID	Report events like PCS, accessions, separations, etc., that are effective on a special date. Processing results in a complete MMPA update of all affected entries, and can result in both starting and stopping a number of entries, depending on the event. b. Report inclusive dates of entitlements or status events such as leave or AWOL. Processing results in a closed history entry and, in the case of status events, a number of closed non-entitlement entries. c. Report actions can pay entitlement, cause collections, or report information such as voucher totals. In the case of payments or collections posted within IAS, it will adjust the amount due to the member.
04	CHANGE		a. The start date in a change transaction is the date the new MMPA entry is effective. The old open entry is stopped the day before the date in the change transaction. b. For a change transaction to process, there must be an entry on the MMPA with a start date less than the effective date in the transactions.

ACTION INDICATOR	FUNCTION	PURPOSE	GENERAL INFORMATION
05	CORRECT	Correct erroneous data that is in an MMPA entry. Normally processing puts the entry with incorrect data in history with a processing control code of 6 and creates a new entry with the correct data. A notable exception is correction of PCS entries. This processing changes the data in the open or closed PCS entry but does not create an entry with the old data. Correcting one event normally results in correction of all MMPA entries effected by the event. Where all entries are not correct, the transaction is rejected to DFAS-IN for manual actions.	a. Correct transactions usually have more restriction and specific instructions concerning their use than other transactions. Check for specific instructions concerning the FORMAT ID before processing. b. In general, for correct transactions to process, an entry must be in the MMPA with dates that match the prior date fields of the transaction. c. The transaction, as corrected, must pass the same edits as if it had been submitted correctly, whether it was a start, stop or report transaction. d. The correction process can become quite complicated when previously processed transactions have resulted in stop and start transactions, and a date the action was incorrect. In these cases transactions must be input in a sequence that does not cause them to reject because they conflict with entries in the MMPA. Example: The start date of an open entry and stop date of a closed entry are incorrect. (1) If the correct date is later (040610 instead of 040510 for the start date, and the stop date is the day before), process a transaction to correct the start date of the open entry and then a transaction to correct the stop date of the closed entry. (2) If, in the case above the correct date had been earlier (040410 instead of 040510), the stop date of the closed entry would have been correct first. Then the start date of the open entry. e. Where there are several open and closed entries that are involved in the correction, extra care is required. If in doubt of the sequence, use a

			printout of the MMPA as a worksheet and consider what the MMPA would look like after each transaction processes.
06	CANCEL	Completely voids the effects of a transaction that should have never been processed. It restores the MMPA to the prior condition.	In many instances, a cancel transaction must match the entry on the MMPA in order to process. In other instances, on dates must match.
ACTION INDICATOR	FUNCTION	PURPOSE	GENERAL INFORMATION
06 continued	CANCEL	The canceled transaction is shown in history with a computer processing control code of 6.	
07	INCREASE	Increase the amount to be paid to an allottee. Processing puts a stop date in the open entry and moves it to history. A new entry is opened with the increased amount.	This action indicator can only be used to increase the amount of an allotment.
08	DECREASE	Decrease the amount to be paid to an allottee. Processing puts a stop date in the open entry and moves it to history. A new entry is opened with the decreased amount.	This action indicator can only be used to decrease the amount of an allotment.
09	INQUIRY	Request information from members' MMPA	This action indicator cannot cause a change to any entry in the MMPA
10	REPLY	Return information from an inquiry to the inquirer	
11	PAY	Notify the Field of amount to be paid a member by the field	This action indicator is used in pay authorizations that are computed and sent to the field.
13	RELEASE	To release pay and allowances withheld from payment to a member. Processing of this transaction reduces the pay-held-balance and	This action indicator is used to release pay held in the HA and HG entry, and under some conditions HD entry, to a member, and from the HF to the source listed in the E713 transaction. It is also used with Army SPO FID HM to release held pay back to net.

		establishes a held pay release entry in the MMPA	
18	SUSPEND	Temporarily suspends collection. Processing puts a code in the open indebtedness entry which causes the computer not to collect from the indebtedness.	Used when a member request a waiver or applies for a remission of a debt.
ACTION INDICATOR	FUNCTION	PURPOSE	GENERAL INFORMATION
20	RESUME	Restarts collection of indebtedness from a member's pay after collection action was suspended. Processing resumes collection at the rate in the transaction.	Used when a member request a waiver or applies for a remission of a debt.
21	REMIT	Forgive all or part of a debt balance by waiving, remitting, or declaring debt uncollectible. Processing closes open entry and moves it to history with the reason for forgiving the debt.	Used when a member request a waiver or applies for a remission of a debt.
26	DELETE	Notify DFAS-IN that a one-time pay authorization is not being paid. Processing causes the money to be placed in the member's pay authorization	When this action indicator is used, the field must assure that any other transaction relating to the one-time pay authorization is processed on a timely basis so the member will not be over or under paid.
40	MEMO	Memo entries are used to explain actions of events that have impact on the MMPA	Used only by Central Site.
46	DELETE	Deletes an entry or entries from the variable or history area of the MMPA. It cannot be used in	Used only by Central Site.

		the fixed area of the MMPA	
61	PAY AUTHORI-ZATION	Tells the field what the final pay authorization is when a member is being separated	See separations input explanations
63	EEP SUB-MISSION REPORT	Report mid and end-of-month voucher totals to DFAS-CL for exception payment posting	Used only with FORMAT ID “PU”
ACTION INDICATOR	FUNCTION	PURPOSE	GENERAL INFORMATION
65	EEP COR-RECTION	Correct mid and end-of month voucher totals reported	Used only with FORMAT ID “PU”
83	REPORT	Post past periods of entitlement that is outside IAS. Puts a closed report entry on the MMPA	
86	CANCEL	Cancel an MMPA report entry put on the MMPA by an “83” action indicator	
93		Report regular mid and end-of-month voucher totals under 100% detail submission of regular payrolls or to clear an out-of-balance “PU” transaction	Used only with FORMAT ID “PZ”

NOTE: The Field or Personnel can use a “3” in the first position of the action indicator with the first six action indicators. This signifies that the member just entered the service and causes the transaction to recycle up to 60 days waiting for an accession transaction to process and create an MMPA.

Common Entry Fields –

EFF (YEBC) - Effective date YYMMDD format
EFF-DATE (DABW) - Effective date YYMMDD format
START (DAAP) - Start date in YYMMDD format
STOP (DAAQ) - Stop date in YYMMDD format.
ENTLMT-MM (ENTD) - Entitlement Mid-Month the amount due at current month mid-month, if the transaction was processed

prior to midmonth cutoff. However, if it was processed after the
mid- month cutoff, it will be zero-filled.
ENTLMT (ENTC) - Entitlement, total amount for the current month in an open entry, and the total amount of entitlement for the processing month in the ENWE for a closed entry.
ENTLMT-NM (ENTE) - Entitlement Next Month, the total amount of entitlement due in the following processing month in an open entry. The monthly rate of entitlement in an open entry.

MNTLY-RATE (ENWB) - Monthly rate of entitlement in a closed entry.

(end of chapter two)

Chapter 3

LEAVE AND EARNING STATEMENT

A. Background

The Leave and Earnings Statement (LES) is issued to each member at the end of each month. Two copies of the LES are printed and addressed to the Servicing Unit which is identified by the LC line on the MMPA. The LES is then distributed to the members by location on the LG line, Location/Command Identity, with one copy retained by the Disbursing Office. The following page contains an example of the DJMS-AC LES. The LES form has been condensed to fit the page and each LES field is described in detail on subsequent pages.

The LES will show information blocks for tax and general pay. There are major sections for entitlements, deductions, allotments, and summary information. Additional entitlement and deduction information is included in the remarks section of the DJMS-AC LES. All the information will be printed on one page. The remarks are concise at the bottom of the page.

LES Remarks are used to explain what happened to the member’s pay account during the LES period. The remarks are printed on the LES based upon the system-generated remarks listed on the MMPA. Information shown in other areas or fields of the LES is termed data vice remarks. The system does have the capability to produce a special remark under special circumstances. The printed LES can contain up to 30 separate remarks. If a member has more than 30 remarks, the LES can be viewed on-line by activities having access and all remarks will be able to be viewed.

Leave and Earnings Statement

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT

ID	NAME (LAST, FIRST, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED
	1	2	3	4	5	6	7	8	9

ENTITLEMENTS		DEDUCTIONS		ALLOTMENTS		SUMMARY	
TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	+ AMT FWD	13
A B C D E F G H I J K L M N O	10	11		12		+ TOT ENT	14
						- TOT DED	15
						- TOT ALMT	16
						= NET AMT	17
						- CR FWD	18
						= EOM PAY	19
TOTAL	20	21		22		DIEMS 23	RET PLAN 24

LEAVE	BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE
	25	26	27	28	29	30	31	32

FED TAXES	WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD
	33	34	35	36	37	38

FICA TAXES	WAGE PERIOD	SOC WAGE YTD	SOC TAX YTD	MED WAGE YTD	MED TAX YTD
	39	40	41	42	43

STATE TAXES	ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD
	44	45	46	47	48	49

PAY DATA	BAQ TYPE	BAQ DEPN	VHA ZIP	RENT AMT	SHARE	STAT	JFTR	DEPNS	2D JFTR	BAS TYPE	CHARITY YTD	TPC	PACIDN
	50	51	52	53	54	55	56	57	58	59	60	61	62

Thrift Savings Plan (TSP)	BASE PAY RATE	BASE PAY CURRENT	SPEC PAY RATE	SPEC PAY CURRENT	INC PAY RATE	INC PAY CURRENT	BONUS PAY RATE	BONUS PAY CURRENT
	63	64	65	66	67	68	69	70

CURRENTLY NOT USED	TSP YTD DEDUCTIONS	DEFERRED	EXEMPT	CURRENTLY NOT USED
71	72	73	74	75

REMARKS YTD ENTITLE_____ YTD DEDUCT _____

76 77 78

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DFAS Form 702, Jan 02

LES Field Descriptions (1 of 5)

Fields 1 - 9 contain the identification portion of the LES.

Field 1 NAME. The member's name in last, first, middle initial format.

Field 2 SOC. SEC. NO. The member's Social Security Number.

Field 3 GRADE. The member's current pay grade.

Field 4 PAY DATE. The date the member entered active duty for pay purposes in YYMMDD format. This is synonymous with the Pay Entry Base Date (PEBD).

Field 5 YRS SVC. In two digits, the actual years of creditable service.

Field 6 ETS. The Expiration Term of Service in YYMMDD format. This is synonymous with the Expiration of Active Obligated Service (EAOS).

Field 7 BRANCH. The branch of service, i.e., Navy, Army, Air Force.

Field 8 ADSN/DSSN. The Disbursing Station Symbol Number used to identify each disbursing/finance office.

Field 9 PERIOD COVERED. This is the period covered by the individual LES. Normally it will be for one calendar month. If this is a separation LES, the separation date will appear in this field.

Fields 10 through 24 contain the entitlements, deductions, allotments, their respective totals, a mathematical summary portion, date initially entered military service, and retirement plan.

Field 10 ENTITLEMENTS. In columnar style the names of the entitlements and allowances being paid. Space is allocated for fifteen entitlements and/or allowances. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive entitlements and/or allowances will be added to like entitlements and/or allowances.

Field 11 DEDUCTIONS. The descriptions of the deductions are listed in columnar style. This includes items such as taxes, SGLI, Mid-month pay and dependent dental plan. Space is allocated for fifteen deductions. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.

Field 12 ALLOTMENTS. In columnar style the type of the actual allotments being deducted. This includes discretionary and non-discretionary allotments for savings and/or checking accounts, insurance, bonds, etc. Space is allocated for fifteen allotments. If a member has more than one of the same types of allotment, the only differentiation may be that of the dollar amount.

Field 13 +AMT FWD. The amount of all unpaid pay and allowances due from the prior LES.

LES Field Descriptions (2 of 5)

Field 14 + TOT ENT. The figure from Field 20 that is the total of all entitlements and/or allowances listed.

Field 15 -TOT DED. The figure from Field 21 that is the total of all deductions.

Field 16 -TOT ALMT. The figure from Field 22 that is the total of all allotments.

Field 17 = NET AMT. The dollar value of all unpaid pay and allowances, plus total entitlements and/or allowances, minus deductions and allotments due on the current LES. Field 18 - CR FWD. The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.

Field 19 = EOM PAY. The actual amount of the payment to be paid to the member on End-of-Month payday.

Fields 20 - 22 TOTAL. The total amounts for the entitlements and/or allowances, deductions and allotments respectively.

Field 23 DIEMS. Date initially entered military service: This date is used SOLELY to indicate which retirement plan a member is under. For those members with a DIEMS date prior to September 8, 1980, they are under the FINAL PAY retirement plan. For those members with a DIEMS date of September 8, 1980 through July 31, 1986, they are under the HIGH-3 retirement plan. For those members with a DIEMS date of August 1, 1986 or later, they were initially under the REDUX retirement plan. This was changed by law in October 2000, when they were placed under the HIGH-3 plan, with the OPTION to return to the REDUX plan. In consideration of making this election, they become entitled to a $30,000 Career Service Bonus. The data in this block comes from PERSCOM. DFAS is not responsible for the accuracy of this data. If a member feels that the DIEMS date shown in this block is erroneous, they must see their local servicing Personnel Office for corrective action.

Field 24 RET PLAN. Type of retirement plan, i.e. Final Pay, High 3, REDUX; or CHOICE (CHOICE reflects members who have less than 15 years service and have not elected to go with REDUX or stay with their current retirement plan).

Fields 25 through 32 contain leave information.

Field 25 BF BAL. The brought forward leave balance. Balance may be at the beginning of the fiscal year, or when active duty began, or the day after the member was paid Lump Sum Leave (LSL).

Field 26 ERND. The cumulative amount of leave earned in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. Normally increases by 2.5 days each month.

Field 27 USED. The cumulative amount of leave used in the current fiscal year or current term of enlistment if member reenlisted/extended since the beginning of the fiscal year.

LES Field Descriptions (3 of 5)

Field 28 CR BAL. The current leave balance as of the end of the period covered by the LES.

Field 29 ETS BAL. The projected leave balance to the member's Expiration Term of Service (ETS).

Field 30 LV LOST. The number of days of leave that has been lost.

Field 31 LV PAID. The number of days of leave paid to date.

Field 32 USE/LOSE. The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.

Fields 33 through 38 contain Federal Tax withholding information.

Field 33 WAGE PERIOD. The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).

Field 34 WAGE YTD. The money earned year-to-date that is subject to FITW.

Field 35 M/S. The marital status used to compute the FITW.

Field 36 EX. The number of exemptions used to compute the FITW.

Field 37 ADD'L TAX. The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.

Field 38 TAX YTD. The cumulative total of FITW withheld throughout the calendar year.

Fields 39 through 43 contain Federal Insurance Contributions Act (FICA) information.

Field 39 WAGE PERIOD. The amount of money earned this LES period that is subject to FICA.

Field 40 SOC WAGE YTD. The wages earned year-to-date that are subject to FICA.
Field 41 SOC TAX YTD. Cumulative total of FICA withheld throughout the calendar year.

Field 42 MED WAGE YTD. The wages earned year-to-date that are subject to Medicare.

Field 43 MED TAX YTD. Cumulative total of Medicare taxes paid year-to-date.

LES Field Descriptions (4 of 4)

Fields 44 through 49 contain State Tax information.

Field 44 ST. The two digit postal abbreviation for the state the member elected.

Field 45 WAGE PERIOD. The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).

Field 46 WAGE YTD. The money earned year-to-date that is subject to SITW.

Field 47 M/S. The marital status used to compute the SITW.

Field 48 EX. The number of exemptions used to compute the SITW.

Field 49 TAX YTD. The cumulative total of SITW withheld throughout the calendar year.

Fields 50 through 62 contain additional Pay Data.

Field 50 BAQ TYPE. The type of Basic Allowance for Quarters being paid.

Field 51 BAQ DEPN. A code that indicates the type of dependent. A - Spouse C -Child D - Parent G - Grandfathered I -Member married to member/own right K - Ward of the court L - Parents in Law R - Own right S - Student (age 21-22) T - Handicapped child over age 21 W - Member married to member, child under 21

Field 52 VHA ZIP. The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.

Field 53 RENT AMT. The amount of rent paid for housing if applicable.

Field 54 SHARE. The number of people with which the member shares housing costs.
Field 55 STAT. The VHA status; i.e., accompanied or unaccompanied.

Field 56 JFTR. The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.

Field 57 DEPNS. The number of dependents the member has for VHA purposes.

Field 58 2D JFTR. The JFTR code based on the location of the member’s dependents for COLA purposes.

Field 59 BAS TYPE. An alpha code that indicates the type of Basic Allowance for Subsistence (BAS) the member is receiving, O = Officer BAS, S = Standard Enlisted BAS

Field 60 CHARITY YTD. The cumulative amount of charitable contributions for the calendar year.

LES Field Descriptions (5 of 5)

Field 61 TPC. This field is not used by the active component of any branch of service.

Field 62 PACIDN. The activity Unit Identification Code (UIC). This field is currently used by Army only.

Fields 63 through 75 contain Thrift Savings Plan (TSP) information/data.

Field 63 BASE PAY RATE. The percentage of base pay elected for TSP contributions.

Field 64 BASE PAY CURRENT. Reserved for future use.

Field 65 SPECIAL PAY RATE. The percentage of Specialty Pay elected for TSP
contribution.

Field 66 SPECIAL PAY CURRENT. Reserved for future use.

Field 67 INCENTIVE PAY RATE. Percentage of Incentive Pay elected for TSP contribution.

Field 68 INCENTIVE PAY CURRENT. Reserved for future use.

Field 69 BONUS PAY RATE. The percentage of Bonus Pay elected towards TSP contribution.

Field 70 BONUS PAY CURRENT. Reserved for future use.

Field 71 Reserved for future use.

Field 72 TSP YTD DEDUCTION (TSP YEAR TO DATE DEDUCTION): Dollar amount of TSP contributions deducted for the year.

Field 73 DEFERRED: Total dollar amount of TSP contributions that are deferred for tax purposes.

Field 74 EXEMPT: Dollar amount of TSP contributions that are reported as tax exempt to the Internal Revenue Service (IRS).

Field 75 Reserved for future use

Field 76 REMARKS. This area is used to provide you with general notices from varying levels of command, as well as the literal explanation of starts, stops, and changes to pay items in the entries within the “ENTITLEMENTS”, “DEDUCTIONS”, and “ALLOTMENTS” fields.

Field 77 YTD ENTITLE. The cumulative total of all entitlements for the calendar year.

Field 78 YTD DEDUCT. The cumulative total of all deductions for the calendar year.

B. MMPA relationship to the LES

The LES section of the MMPA contains the codes that translate to the written remarks on the printed LES. These remark codes are system generated by some transactions or corrections. The codes shown in the MMPA LES section are 13 characters in length. Some transactions create a NL entry on the MMPA as shown in the Figure. The remarks are listed in the JLES file. The LES remark codes under JLES are different than those listed on the MMPA LES section, which are the action code, FID and dates. The code is matched internally with the MMPA LES remark code to generate the proper remark on the LES. A cross-match listing between the MMPA LES section and the JLES remarks is not available but is internal in the programming.

The LES file remark codes are taken from the MMPA and matched against the remark codes in the JLES file at EOM each month. The JLES file codes are then translated into the literal data that is printed on the LES. The cutoff dates for the LES remarks are the same as for all other processing. The JLES file, just like the MMPA, stores the current LES plus the prior LESs. The difference is that JLES stores 13 months versus the IAS limit of 12 months for MMPA data. A LES is accessed individually by date. All LESs available on-line can be accessed by the SSN without a date.

Access JLES for History on DJMS-AC

```
          JUMPS LES ONLINE INQUIRY SYSTEM                    (JLES)
                              LES MENU REQUEST

        ENTER AUTHORIZED FUNCTION (VIEW OR UPDTE) AT SYSTEM SELECTION

                                          VIEW            UPDTE
                                          ****            *****
LES-HISTORY DISPLAY SYSTEM:                 X.               .

LES-ADDRESS DISPLAY SYSTEM:                  .               .

LES-REMARK DISPLAY SYSTEM:                   .               .

LES-ARCHIVE PRINT SYSTEM:                    .               .

PF3 = EXIT JUMPS LES/CICS SYSTEM
'X' (FUN)/ENTER-KEY = BEGIN PROCESSING
```

Access to JLES without Specific Date

```
          JUMPS LES ONLINE INQUIRY SYSTEM                    (JLEA)
                            LES-HISTORY FILE REQUEST


 MEMBER-SSAN:     ......... (INPUT SSN)


 LES-DATE:        ...... (leave blank)


 MULTIPLE-SSANS:  .



 PF3 = EXIT JUMPS LES/CICS SYSTEM
 PF4 = RTN TO LES MENU SCREEN
 'S' (MULTIPLE-SSANS)/ENTER-KEY = BEGIN PROCESSING
```

JLES--On-Line LES List of Dates Available

```
          JUMPS LES ONLINE INQUIRY SYSTEM                    (JLEB)
                           LES-HISTORY FILE SELECT

 MEMBER-SSAN:  399999992     SELECT-IND    LES-DATE

                                 .          000198
                                 .          000298
                                 .          000398
                                 .          000498
                                 .          000598
                                 .          000698
                                 .          000798
                                 .          000898
                                 .          000998
                                 .          001098

                                TOTAL-RECS  =  13


 PF3 = EXIT JUMPS LES/CICS SYSTEM
 PF4 = RTN TO LES MENU SCREEN             PF8 = SCROLL-FORWARD
 PF5 = RTN TO LES HISTORY REQ SCREEN      'S' (SEL-IND)/PF9 = PRINT/END
DISPLAY
```

C. Processing the LES

The LES data is extracted during the Month End Restructure (MER) process. At the time of MER, the information is formatted for print and then printed to the LES files. Any information that is not posted to the MMPA at the time of MER will not be carried on to the LES. DJMS also maintains an on-line LES history file. The file provides on-line viewing or printing of the current LES plus 12 prior LESs. Leave and Earning Statements for members in PCS status (active SH FID--H status) are not printed with the rest of the units LESs. They are held and printed at the local level from the on-line system when the member reports in at the new duty station. Any LESs older than 13 months must be requested from archived files and can be printed but not viewed on-line. This is accomplished through the Off-line Reporting Control System.

All the LES files are available on-line. When accounts are placed in a T (pending separation) status, the LESs are recycled. In 40 days, the account becomes a V (separated) status. Once the account is in the V status, DJMS-AC will not generate another LES for that member. The address listing section of JLES shows the current address of the member and the on-station address for LES distribution. They may be the same for members who are deployed.

LES Address Request

```
          JUMPS LES ONLINE INQUIRY SYSTEM                    (JLES)
                              LES MENU REQUEST


        ENTER AUTHORIZED FUNCTION (VIEW OR UPDTE) AT SYSTEM SELECTION

                                          VIEW            UPDTE
                                          ****            *****

LES-HISTORY DISPLAY SYSTEM:                                  .

LES-ADDRESS DISPLAY SYSTEM:                 X.               .

LES-REMARK DISPLAY SYSTEM:                   .               .

LES-ARCHIVE PRINT SYSTEM:                    .               .

PF3 = EXIT JUMPS LES/CICS SYSTEM
'X' (FUNC)/ENTER-KEY = BEGIN PROCESSING
```

Address Listing on JLES

```
        DJMS LES ONLINE INQUIRY SYSTEM                    (JLEF)
                          LES-ADDRESS FILE DISPLAY
                     (PERSONAL DATA - PRIVACY ACT OF 1974)

MEMBER-SSAN TO BE VIEWED:  .........

SSAN         557840613                          ADSN             5108
NAME         REYES                              MAIL-OPT-ID      0
STREET       VFA 195                            SITE-ID
CITY         FPO
STATE        AP                                 LES/NPA-PRT-ID   C
ZIP-CODE     96601                              RANK-IND
UIC          09706                              GOV-AGENCY       N
ORG-NAME                                        CBPO-CODE
OFFICE-SYM   5108                               GLD-FLW-CNTRY
FULL-NAME    ROBERT GENE REYES                  IBP-SUPPL-CAT
EFF-DATE     000612                             PRA-IND
MIL-TITLE                                       DIST-CODE        A195
CLERK-CODE   D37
EMAIL-ADDR

PF1 = DISPLAY HELP SCREEN            PF3 = EXIT  DJMS LES/CICS SYSTEM
PF4 = RTN TO LES MENU SCREEN         ENTER-KEY = BEGIN PROCESSING
```

The key to the proper distribution of the LES is the correct Unit Identification Code (UIC) on the JLES record. If the UIC is incorrect the member’s LES either will be printed and sent to the wrong Servicing UIC for distribution or it may not be printed at all. All on-line LESs are available to be printed through a reissue process either from Central Site or at the Local level. The reissue, of course, is only a duplicate of the original LES. The LESs once generated, are not changed. It is important to remember that any corrections to the MMPA will not generate a new LES after MER. As the saying goes “what goes in is what comes out”. A member can receive a reissued copy of the original LES but a new LES will not be created.

D. <u>Reissue and address correction</u>

LES reissue is accomplished either by central site or the field. When LESs are reissued locally they will be on 13 x 18 inch paper. A regular LES must be printed off-line.

Reissue LES Locally

```
JUMPS LES ONLINE INQUIRY SYSTEM                    (JLES)
                                LES MENU REQUEST


        ENTER AUTHORIZED FUNCTION (VIEW OR UPDTE) AT SYSTEM SELECTION

                                          VIEW            UPDTE
                                          ****            *****

 LES-HISTORY DISPLAY SYSTEM:                X               .


 LES-ADDRESS DISPLAY SYSTEM:                .               .


 LES-REMARK DISPLAY SYSTEM:                 .               .


 LES-ARCHIVE PRINT SYSTEM:                  .               .


 PF3 = EXIT JUMPS LES/CICS SYSTEM
 'X' (FUNC)/ENTER-KEY = BEGIN PROCESSING
```

LES Reissue from Active Screen

```
         JUMPS LES ONLINE INQUIRY SYSTEM                   (JLEA)
                            LES-HISTORY FILE REQUEST


 MEMBER-SSAN:     557840613


 LES-DATE:        990598


 MULTIPLE-SSANS:  .


 PF3 = EXIT JUMPS LES/CICS SYSTEM
 PF4 = RTN TO LES MENU SCREEN
 'S' (MULTIPLE-SSANS)/ENTER-KEY = BEGIN PROCESSING
```

The information shown on-line is identical to what was printed on the LESs when they were issued. The field can use the indicated PF9 function to print to the local printer the selected LES. Here at Central Site each page must be printed as a screen print and sent to the printer.

Address Correction is accomplished with the FID SC04. If it becomes necessary to make an address correction for LESs, the

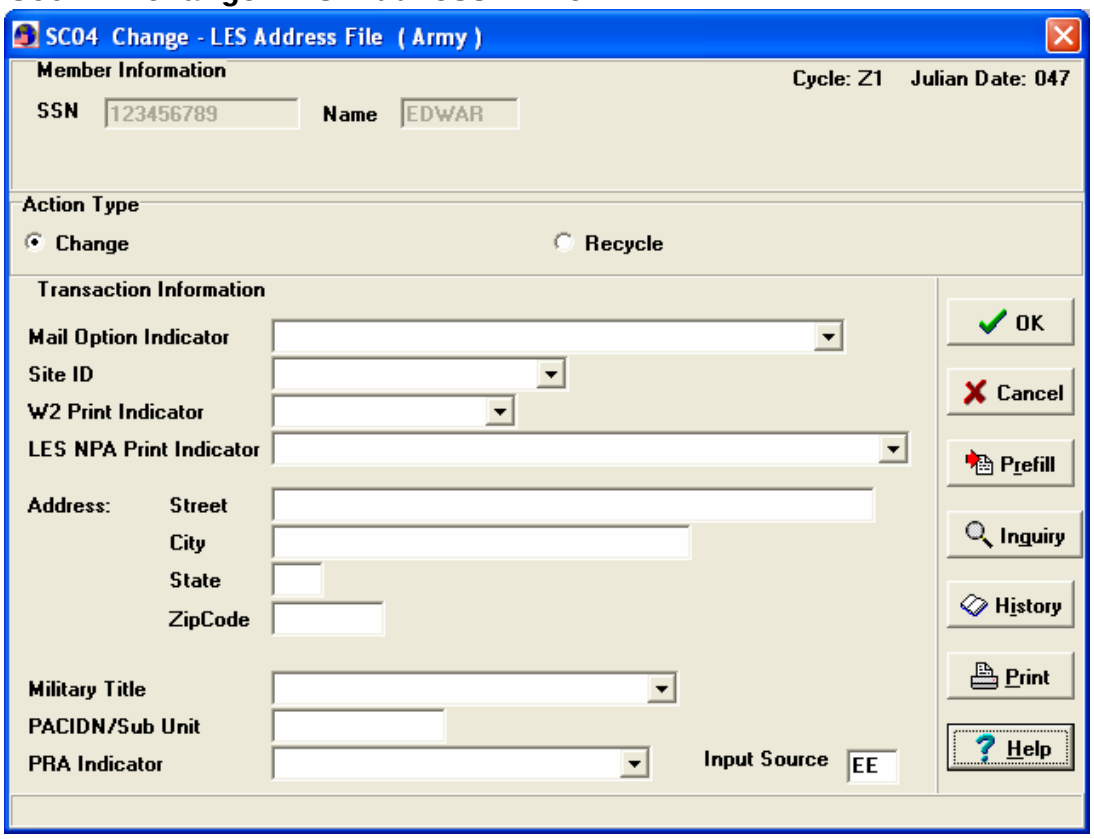
field will need to phone, FAX or send a message to Central Site with the proper information. The LES will not be corrected for the issued LES but the MMPA will reflect any maintenance changes that are made. The SC04 transaction will correct ONLY the address for the LESs distribution.

The SC04 input screen will ensure that the LES is sent to the appropriate address. If items do not change then the field is left blank during the input process. Create the SC04 transaction for all accounts converted at conversion.

Sample Fixed Entries for SC04 Input

```
MA SSAN*  ENTRY-OPEN-DT 980122 96 01 2  SSAN 255556075
MC PERS NA*  ENTRY-OPEN-DT 980122 96 01 2  NAME ALBERT BRUCE KEITH
MG TXNG AUTH CITY/STATE*  ENTRY-OPEN-DT 980122 96 01 2  TAX-AUTH-CITY 0
   TAX-AUTH-STATE 45
LG LOCATION/COMMAND IDENTITY*  ENTRY-OPEN-DT 980122 96 01 2  START 950217  UIC
   21660
```

SC04 – Change LES Address File



SC04 – Screen Instructions

NOTE: Upon completion of the SC04 transaction a LG04 transaction will automatically be generated and will be displayed on the Audit History File. Do NOT generate if the PACIDN/SUB UNIT field is blank.

MAIL OPTION INDICATOR: Make a selection from the drop-down list, choices are:

0 = F&AO Distribution
1 = Member is not serviced by BITS or member is to receive mail at a PCS Box
Blank = no change

SITE ID (For Local Use Only): Must contain one alphanumeric character that is used for LES/print distribution by the field site; starting with numeric 0–9, alpha A-Z (when applicable, asterisk (*) to delete the SITE ID from LES Address File or leave blank if no change.

W2 PRINT INDICATOR: Must be blank, Y or N. Make a selection from the drop-down list, choices are: Y = Yes or N = No

LES/NPA PRINT INDICATOR: Make a selection from the drop-down list, choices are:

A = Member wants to receive LESs and NPA (Net Pay Advice) during PCS; DFAS prints and sorts by ZIP Code
B = DFAS prints and mails LESs/NPA for members assigned to FSUs (Forward Support Units)/GSUs (Geographically Separated Units)
C = Central Site prints
L = Activity print own LESs
N = Member requests no local or Central Site printing due to member receiving LES via email (my Pay)
* = To delete indicator
Blank = no change

MAILING ADDRESS

STREET: Street address (number and street), apt or box number (Maximum 29 positions). If using PSC, must follow format: PSC nnnn BOX nnnnn. Numerics must be right-justified. Example: PSC 0001 BOX 00123.

CITY: City (maximum 20 positions).

STATE: State (2 alphabetic positions).

ZIP CODE: ZIP Code (5 numeric positions).

MILITARY TITLE: Make a selection from the drop-down list, choices are:

Y = to have a member's military title printed on LES/NPA
* = To delete the title
Blank = no change

PACIDN/SUB UNIT: Member's organization code. If MAIL OPTION INDICATOR = 0, PACIDN must be entered. Leave blank if no change.

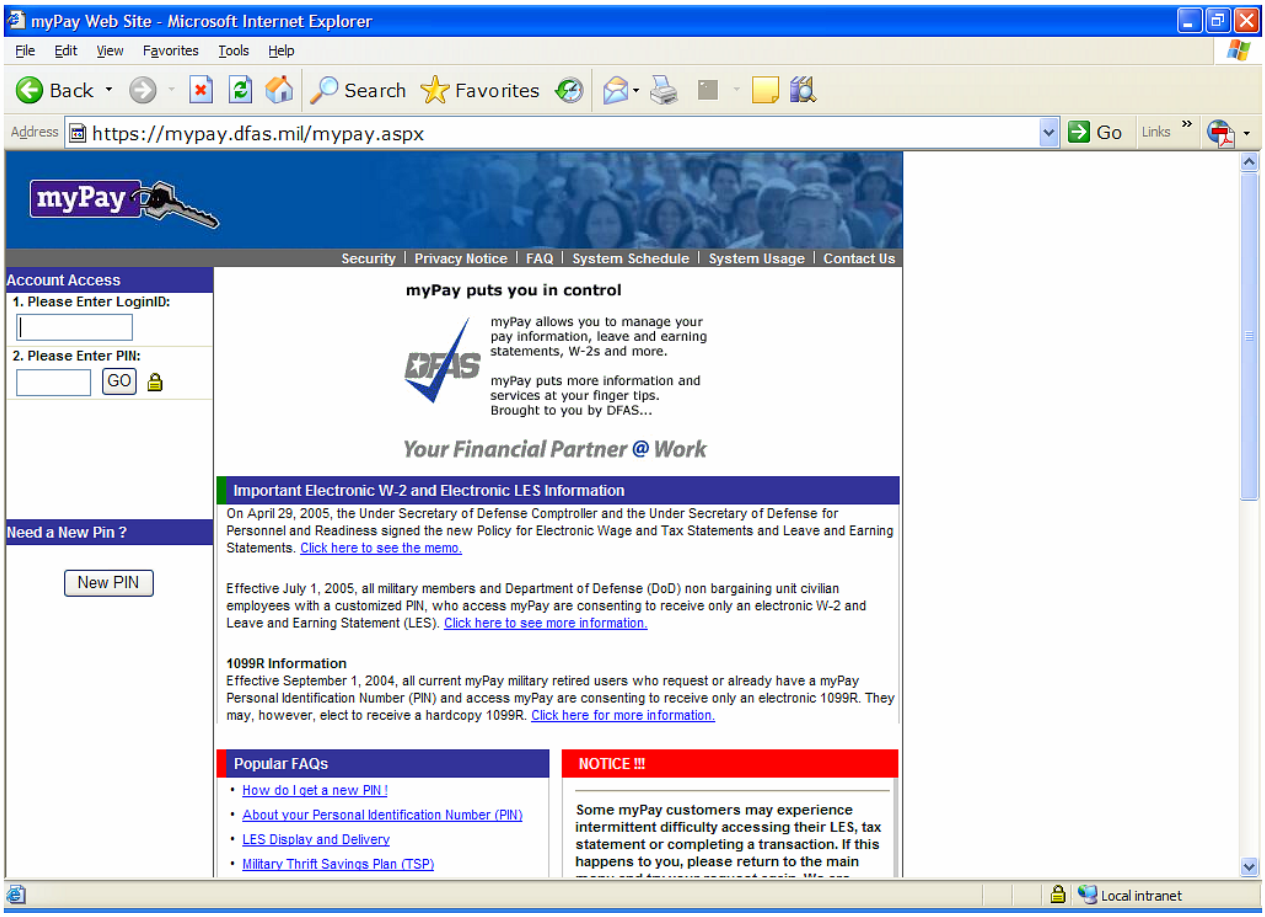
PRA INDICATOR: Pay Record Accessibility; identifies members who have access to military pay records. Make a selection from the drop-down list, choices are:

0 = if member is subject to PRA audit
* = To delete indicator
Blank = no change

myPay

Effective July 1, 2005, all military members and DoD non-bargaining unit civilian employees who have PIN numbers and can access myPay consent to receive an electronic Leave and Earning Statement (LES) and W-2.

http://www.dod.mil/dfas/more/mypay.html



The key to controlling pay - myPay puts the service member in control of their pay anytime, anywhere, with secure, convenient access.

With myPay, the service member can:

- View, print, and save leave and earnings statements
- View, print, and save tax statements
- Change federal and state tax withholdings
- Update bank account and electronic fund transfer information
- Manage allotments
- Make address changes
- Manage U.S. Savings Bonds
- View, print, and save travel vouchers
- Control Thrift Savings Plan enrollment

- View, print, and save retiree account statement
- View, print, and save annuitant account statement
- Provide report of existence
- Update certificate of eligibility
- Turn off hard-copy Leave and Earnings Statements
- Turn off hard-copy W-2 tax statements
- Change Personal Identification Number (PIN)

Chapter 4 - PAY DELIVERY - DJMS-AC

A. BACKGROUND

The Army has directed mandatory DDS (Direct Deposit System) and EFT (Electronic Funds Transfer) for its members. All enlisted and newly commissioned officers must use the DDS system. To establish their account as DDS/EFT the member must have a currently active account at a Financial Institution (FI) and submit an SF1199-A form to their disbursing office. The form has 3 sections; one is filled out by the member, one by the FI, and the last by the disbursing office. Presently, the disbursing office establishes all DDS; rarely will Central Site start DDS for a member. Central Site will, however, make changes to the account if deemed necessary or the field cannot do them.

Twice a month DFAS-IN performs pay computations of all transactions posted to the MMPA, then prepares a Bulk Data Transfer (BDT) by tape to the Federal Reserve Bank (FRB). The FRB will electronically transmit payroll data to the various regional FRB's through the Automated Clearing House (ACH). It is then transmitted to each FI where a DDS account has been established for a member.

The idea of disbursing payments from central site either by electronic fund transfer, EFT (to the recipients' chosen bank account; or by a check to a mailing address (if the recipient is a non-participant in EFT) was introduced in 1990.

Prior to the centralized disbursing project and under certain circumstances, one-time pay authorizations were created by DJMS-AC core programs and made available to the field interactively. When the field received the one-time pay authorization they made the payment to the member either by check or cash. When a member was in need of an advance of their pay and allowances or had an emergency requiring a partial or casual payment, the disbursing officer made a payment in cash or check to the member.

As a result of the Department of Defense (DoD) efforts to move as many payments as possible to EFT, DJMS-AC will identify and electronically transmit payments to the member's bank account. DDS is used instead of hard copy checks being forwarded for payment by the field disbursing office. As the development of the centralized disbursement project moves forward, more and more payment transactions are being made via EFT. It is faster, safer, and less costly.

Today, field sites can use the verbs JPBB and JPBX to write and post EFT payments for one-time payments directly. Authorized payments for members who are non-participants in EFT will be paid from central site via a check mailed to an address designated by the member.

Sample SF1199-A Direct Deposit

Standard Form 1199A (EG)
(Rev. June 1987)
Prescribed by Treasury Department
Treasury Dept. Cir. 1076

OMB No. 1510-0007

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 *(TO BE COMPLETED BY PAYEE)*

A NAME OF PAYEE *(last, first, middle initial)*

ADDRESS *(street, route, P.O. Box, APO/FPO)*

CITY STATE ZIP CODE

TELEPHONE NUMBER
AREA CODE

B NAME OF PERSON(S) ENTITLED TO PAYMENT

C CLAIM OR PAYROLL ID NUMBER
Prefix Suffix

D TYPE OF DEPOSITOR ACCOUNT ☐ CHECKING ☐ SAVINGS

E DEPOSITOR ACCOUNT NUMBER

F TYPE OF PAYMENT *(Check only one)*
☐ Social Security
☐ Supplemental Security Income
☐ Railroad Retirement
☐ Civil Service Retirement (OPM)
☐ VA Compensation or Pension
☐ Fed. Salary/Mil. Civilian Pay
☐ Mil. Active
☐ Mil. Retire.
☐ Mil. Survivor
☐ Other _____ *(specify)*

G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY *(if applicable)*
TYPE AMOUNT

PAYEE/JOINT PAYEE CERTIFICATION

I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

SIGNATURE DATE
SIGNATURE DATE

JOINT ACCOUNT HOLDERS' CERTIFICATION *(optional)*

I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.

SIGNATURE DATE
SIGNATURE DATE

SECTION 2 *(TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)*

GOVERNMENT AGENCY NAME
GOVERNMENT AGENCY ADDRESS

SECTION 3 *(TO BE COMPLETED BY FINANCIAL INSTITUTION)*

NAME AND ADDRESS OF FINANCIAL INSTITUTION

ROUTING NUMBER CHECK DIGIT

DEPOSITOR ACCOUNT TITLE

FINANCIAL INSTITUTION CERTIFICATION

I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.

PRINT OR TYPE REPRESENTATIVE'S NAME | SIGNATURE OF REPRESENTATIVE | TELEPHONE NUMBER | DATE

Financial institutions should refer to the GREEN BOOK for further instructions.
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

Reset

NSN 7540-01-068-0224 **GOVERNMENT AGENCY COPY** 1199-207

Designed using Perform Pro, WHS/DIOR, Mar 97

B. CENTRALIZED DISBURSING UNDER DJMS-AC

1. One-Time Payment EFT File--When a one-time payment authorization is generated, a DJMS core process will create a file of the pay authorizations that will be paid via EFT. This file will be automatically built with one-time pay authorizations for members who have an open LH entry (Payment Option to a Financial Organization) with a Routing Transit Number (RTN) value greater than zeroes. The report #UH099CA10 indicates the SSN, Member Name, Date, Amount and Entry type as shown in the Figure below.

REPORT UH099CA10—ONE-TIME PAYMENT AUTHORIZATION

```
.SARPAGE 9
.     ADSN: 0019                    PCN: UH099CA10                    PAGE: 001
.                             ONE TIME PAY AUTHORIZATIONS
.                            DFAS UPDATE NR: 02-01      FOR:ARMY
.
.    SSN            NAME                EFF-DT ID     AMOUNT    CAI  AJ        ENTL  ENTL-TYPE
. 514969088 KEVIN PAUL MILLER           001124 PL  DIRECT DEP PAY   $10050.00
.                    EFFECTIVE DATE TOTAL:      $10,050.00
. 089743366 ESTHER ELENDU               010117 PQ     $1224.72  530
.                    EFFECTIVE DATE TOTAL:       $1,224.72
. 183567937 JONATHAN DANIEL STOKES      010127 PQ         $.00  530             40       1
. 569454345 TERRINA MAY REED            010127 PQ         $.00  530             30       0
. 587371233 ANTHONIO RA WEATHERSPOON    010127 PQ         $.00  530             30       0
.                    EFFECTIVE DATE TOTAL:            $.00
.                               - END OF REPORT -
SARPAGE 17
.     ADSN: 0027                    PCN: UH099CA10                    PAGE: 002
.                             ONE TIME PAY AUTHORIZATIONS
.                            DFAS UPDATE NR: 02-01      FOR: ARMY
.    SSN            NAME                EFF-DT ID     AMOUNT    CAI  AJ        ENTL  ENTL-TYPE
.                    EFFECTIVE DATE TOTAL:       $2,328.97
. 527279012 MARK TRACY MESSERLY JR      010209 PQ    $15097.50  530             SM       O
.                    EFFECTIVE DATE TOTAL:      $15,097.50
.                               - END OF REPORT -
```

2. Whenever a member is accessed, the accession action creates an LH entry the MMPA because all members are now required to use direct deposit for pay. An LH01 start action is generally not done by Central Site only by the field. If the LH entry is not visible on the MMPA, the field or Central Site may do an LH04 action to change the information that is not appearing. Sometimes it is an LH01 start because the member's account did not register the EFT information during accession.

The LH04 change is shown with the appropriate input to be used when there is a need for a change or if the start action rejects. The figure shows the MMPA posted before/after result. If the LH entry is not present or an open LH entry is present with RTN value of zeroes, the pay authorization will be processed at central site as a check to address payment. The LK FID, will show either L or M for hard copy check or C or D for EFT payment.(active LH entry.) The Army only recognizes the twice-a-month options of L or C. The sample in the Figure shows a change from hard copy check option L to EFT direct deposit option C.

MMPA POSTING OF LH04 CHANGE EFT/DDS

MMPA POSTING BEFORE EFT CHANGE FOR ADSN & PAYMENT OPTION

```
LB PAY ADSN*  ENTRY-OPEN-DT 980122 96 01 2  START 970116  ADSN 3401
LK PAYMT OPTN*  ENTRY-OPEN-DT 980122 96 01 2  OPTN L
```

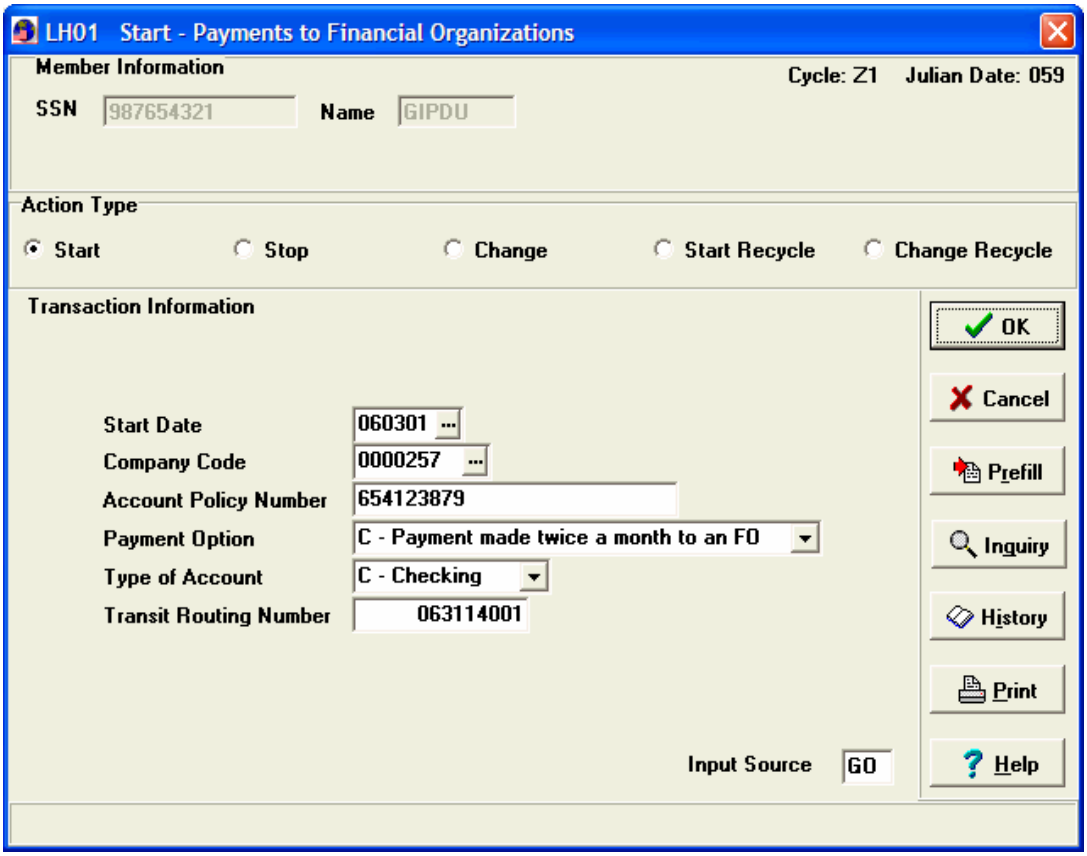
MMPA POSTING AFTER EFT CHANGE FOR ADSN & PAYMENT OPTION

```
LB PAY ADSN*  ENTRY-OPEN-DT 991219 17 12 2  START 991216  ADSN 3800
LK PAYMT OPTN*  ENTRY-OPEN-DT 991219 17 12 2  OPTN C
LH BANK/CHG PAYMT OPTN*  ENTRY-OPEN-DT 991219 17 12 2  START 991216  CO
   0600644  TRAN-RT-NU 044000642  BANK-INS-NAME SOCIETY NATIONAL BANK
   ACCT-PLCY-NR 004220SMITH  TYPP-OF-ACCT S
LB-PAY ADSN*  ENTRY-OPEN-DT 960922 96 09 2  ENTRY-CLSD-DT 991219 17 12 2
   START 970116  STOP 991216  ADSN 3401
```

(hard copy check--L = 2x month & M = 1x month;
DDS payment--C = 2x month & D = 1x month)

Note that the DDS/EFT payment change caused the creation of the LH entry that did not appear on the MMPA before the action. It created a new LB line for the ADSN payment to be central site. It caused the LK payment option to overwrite with the option C.

LH01 - Start a Direct Deposit



LH01 HELP SCREEN

START DATE:
YYMM01 if processing before mid-month cut off and mid-month check is affected.
YYMM16 if processing before end-of-month cut off and end-of-month check is affected.

Must be current or next processing month.

COMPANY CODE:

May be blank or make a selection from the Dialogue box. Must contain data if the Transit Routing Number is blank. If filled, the first position of this field must be A, C, M or numeric.

ACCOUNT POLICY NUMBER:
Enter the Account Policy Number.

PAYMENT OPTION:
This field may be blank or make a selection from the Drop-down list. Drop-down choices are:

C = payment made twice a month to an FO
D = payment made once a month to an FO

Help Screen (continued)

If left blank, payments will be made twice a month.

USNA
Must be D

TYPE OF ACCOUNT:
Make a selection from the Drop-down list. Drop-down choices are:

C = Checking
S = Savings

TRANSIT ROUTING NUMBER:

May be blank or numeric. If the COMPANY CODE is blank, enter Transit Routing Number (2-9 numerics greater than zero).

2. The EFT file is bumped against the member's Master Military Pay Account (MMPA) record on a daily basis and determination is made of whether the member's master record status has changed or the open LH entry is no longer present (i.e. the member discontinued direct deposit). If the member's master record status has changed to a status other than SA-on station, SB-leave, SH-PCS departure, or SN-field duty, the EFT file status code will be changed to reflect the appropriate internal code of C "BAD STATUS". If the open LH is no longer present in the member's master record, then steps will be systematically taken to send the one-time pay authorization for central site check preparation and the EFT file status code will be updated to reflect the internal status code B Bank Stop.

During the daily bumping process, if the EFT file internal status code is A, Payment Pending, and the effective date of the pay authorization is equal to or less than the current calendar date, an EFT image will be created. The DJMS-AC EFT subsystem

will then change the EFT file internal status code to E, Payment Made. This indicates that payment has been made and will change the EFT file effective date to the current calendar date. Subsequently, the payments are released through the EFT subsystem and the payment report transactions (i.e., P*03) are generated and processed in the next update along with the total transaction for all payments made during that particular run generating the one-time EFT payments. These payments appear on a report (the actual confirmed daily EFT payment) #UH099C0341. The effective date of the EFT file internal status code will be updated with the current calendar date whenever the EFT file internal status code changes. Individual entries of the one-time authorizations will be aged off the EFT file as the entries become 30 days old from the effective date of the EFT file internal status code, they will be purged.

3. View the EFT File--The requirement exists where the field site(s) will need to view (inquiry) the EFT file, and where the central site will need to inquire and have access and update capability within the EFT file. Unfortunately, both the field and central site will have lost the option to print the EFT file. A Denver point of contact will exist for the purpose of manual intervention requested by the field for cases where the pay authorization must be canceled or when the current status of the pay authorization must be changed. Once an EFT file is sent to the Federal Reserve Bank (FRB), the EFT payments can be accessed through the RCB (Return Check and Bond) system.

The DJMS-AC EFT subsystem will process the payment images daily. The EFT transmission to be sent to the FRB through Bulk Data Transfer (BDT) will be built on a daily basis. The only difference between the daily transmissions, one-time payment authorizations, and the active duty net pay, Mid-Month/EOM, transmissions is the File ID Modifier. The File ID Modifiers for one-time payments will be I-Navy; L-Air Force; and Z-Army.

The same EFT output products will be generated for the daily process as are generated for the regular net pay payroll. However, these will be identified as the ‘daily’ EFT transmission results. An LES remark will be generated when the payment is posted. To alert the member of the upcoming event, the Month End Restructure (MER) will generate the LES remark one month prior to receipt of the payment for a one-time payment. For future entitlements, the LES remark will be the same month as the future transaction is created.

For vouchering purposes, an automated control file will be established to record the voucher information when the payment is sent to bank accounts via EFT. There are 3 different UH099C210 reports that shows the EFT total to each of the 12 Federal Reserve Banks.

a. UH099C210 Allotment Payments Listing

b. UH099C210A Net Pay Payments Listing

c. UH099C210X Daily EFT Payment Listing

C. ADVANCE, CASUAL, AND PARTIAL, PAYMENTS VIA EFT

1. Advance Payments--When a member is in need of an advance of pay and allowances or has an emergency and requires a partial or casual payment, they go to the disbursing office for the payment. Prior to centralized disbursing, the payment was made to the member in the form of cash or a check. Input from the field was needed to report the payment on the member's MMPA.

Under DJMS-AC, a menu-driven CICS application is designed to collect payment data from the entry made by the military pay clerk. The payment data is stored on a file awaiting confirmation by the disbursing officer or the designated approving official to release the payment to an EFT file. The member's payment data on the EFT file will then be released into the next EFT transmission. The payment will be posted to the MMPA after it is released into the EFT transmission.

2. Central Payee--If the member is a central payee and requires a casual, partial or advance payment, the pay clerk in the field will input a payment request through the CICS application to central site. The finance office will not make the payment at that time. The payment request will reside on a special pay file at central site awaiting confirmation by the finance officer or the designee. The finance officer and designee will have the capability to view the payment data file on a daily basis and confirm the payments that are to be ultimately released to the EFT file. The confirmed payments will be moved to the existing EFT file that houses all payments being made via EFT. The payment images that reside on the EFT file will be released to a daily EFT transmission. Payments that are released to EFT will be posted against the member's MMPA using the appropriate Format-IDs (FIDs).

3. Local Payee--Members who are local payees will receive their requested payment via a check issued from central site. These are the members who are paid by their servicing ADSN vice an EFT from Central Site.

D. PROCESSING ADVANCE, CASUAL, AND PARTIAL PAYMENTS VIA EFT

Members who have an open LH entry, Payment Option to a Financial Organization, with a Routing Transit Number (RTN) value greater than zeroes will receive their payment through their bank account. If the LH entry is not present, or an open LH entry is present with RTN value of zeros, the payment will be rejected back to the disbursing office via a reject file.

The payment data for casual, partial and advance payments will be entered on a CICS input screen. (For actual input examples see the section on payments/payroll.) The screen has an

option to enter data for both active duty and reserve component. However, this training handout will address active component only even though the disbursing officer or the designee will be allowed to confirm payment data for both active and reserve members.

SAMPLE MMPA ENTRIES ADVANCE/CASUAL(ONE-TIME)/PARTIAL PAYMENTS

```
PA-ADV PAY*  ENTRY-OPEN-DT 000803 02 08 1  ENTRY-CLSD-DT 000803 02 08 1
   CNTRL-CODE 2  DATE-VOU 000801  AMT 2,160.00  VOU-NR PA000634  GOVT-AGENCY A
   ADSN 3800
PC-CSL PAY*  ENTRY-OPEN-DT 010111 10 01 2  ENTRY-CLSD-DT 010111 10 01 2
   CNTRL-CODE 2  DATE-VOU 001115  AMT 500.00  VOU-NR PJR00008  GOVT-AGENCY A
   ADSN 8381
PK-PARTL PAY*  ENTRY-OPEN-DT 000615 14 06 2  ENTRY-CLSD-DT 000615 14 06 2
   CNTRL-CODE 2  DATE-VOU 000602  AMT 6,571.42  VOU-NR M0754     GOVT-AGENCY A
   ADSN 3800
```

E. OTHER PAYMENTS VIA EFT AND CHECKWRITING CONTROLS

Separation payments may also be made via EFT. The procedure for payment is identical to the procedure for advance, casual or one-time and partial payment. The difference is the MMPA must be in a separation status (T or V). A sample of a PQ separation entry is shown in the Figure.

SAMPLE MMPA SEPARATIONS PQ ENTRY

```
PQ-SEPTN PAY*  ENTRY-OPEN-DT 000919 16 09 2  ENTRY-CLSD-DT 000921 18 09 2
   CNTRL-CODE 2  DATE-VOU 000926  1-TI-PAY-AUTH 000830  AMT-1-TI-PAY 406.63
   COMPTR-PAY-COND 2  VOU-NR KO000926  GOVT-AGENCY A  ADSN 3800
```

The difference arises in the reporting of the payment. When the EFT is for a separation, entry listing is the PQ showing the separation payment. See the Separations handout for more information about the PQ and accompanying entries for separations.

Output Products: Normal payroll products will be generated for these daily EFT payments. These are basically the same reports produced on payday. They will reflect slight title differences to denote daily EFT payments.

PCN	TITLE
UH099C0341	Confirmed Daily EFT Payment (by Short Name, SSN, Type of payment, amount, etc)
UH099C170	JUMPS Daily Payment/Bonuses Composite Check Detail List
UH099C179	EFTS Error Report (One-Time Bonuses) or (Daily EFT)
UH099C190	JUMPS Central Pay Subsystem Paying ADSN (Non Match Company Code) (One-Time Bonuses) or (Daily EFT)
UH099C193	Statistical Data (Net Pay or (Daily EFT)
UH099C194	JUMPS Central Pay Subsystem Paying ADSN (Accounting Controls) (One-Time Bonuses) or (Daily EFT)
UH099C210	Transmittal Register (One-Time Bonuses) or (Daily EFT)
UH099C211	Error Report Federal Reserve Processing (One-Time Bonuses) or (Daily EFT)
UH099C212	Federal Reserve Tape Balance Errors/Extract Data (One-Time Bonuses) or (Daily EFT)

PAYMENTS/PAYROLL

A. Background

Payments are the actual pay. The reporting of that pay is the payroll. When it is time to issue pay to members, a payroll listing of the actual pay amounts is prepared. These payments are reported on various system-generated reports, which are listed at the end of this chapter. The payroll passes through a verification process before payments are issued. Normal payroll products that have to be generated for either regular or one-time payments are issued. These products include LES, W-2, EFT deposit payments, etc.

Payment and payroll information can be found on the MMPA in the P entries. The figure shows a sample of payments for EFT. The PU/P5 lines show the actual pay amount of the authorization/payroll not the gross pay. The gross pay would be shown in the P3 line of the MMPA as would the total deductions, total allotments and total held pay. Look at the MMPA in the deduction or allotment entries for specific deduction or allotments amounts. Some of the payment entries are shown in the figures.

DJMS-AC PAYMENTS--P FIDS

```
DJMS-AC PAYMENTS
SSAN (OR CMD) ---------  NEW REQ ? ---  PRINT -  NAME ------------
  (`X` TO EXIT, PF##, PB##)   PF8 OR ENTER - PAGE FORWARD   PF7 - PAGE BACK
  -- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 01/01/31 --
  462062201 COLOR 38 P                                          01 OF 06
 02 MJ:   LB:3800 LC:5301 SA:A SX:1 TK:761230 TU:020114 TH:020114
 FIXED/OPEN/HISTORY
 PH REG EOM PAY*  ENTRY-OPEN-DT 980120 96 01 2  END-OF-MONTH 01  PD-EOM
    1,327.04  COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 12  PD-EOM 1,207.77
    COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 11  PD-EOM 1,115.67
    COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 10  PD-EOM 1,656.57
    COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 09  PD-EOM 1,092.00
    COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 08  PD-EOM 2,515.85
    COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 07  PD-EOM 2,046.98
    COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 06  PD-EOM 2,674.86
    COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 05  PD-EOM 1,655.09
    COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 04  PD-EOM 1,192.93
    COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 03  PD-EOM 1,202.16
    COMPTR-PAY-COND 0  ADSN 3800
 PN REG MM PAY*  ENTRY-OPEN-DT 980109 96 01 2  MID-MONTH 01  PD-MM 1,325.33
    COMPTR-PAY-COND 0  ADSN 3800  MID-MONTH 12  PD-MM 1,350.44  COMPTR-PAY-COND
    0  ADSN 3800  MID-MONTH 11  PD-MM 1,137.52  COMPTR-PAY-COND 0  ADSN 3800
    MID-MONTH 10  PD-MM 1,130.51  COMPTR-PAY-COND 0  ADSN 3800  MID-MONTH 09
    PD-MM 1,113.84  COMPTR-PAY-COND 0  ADSN 3800  MID-MONTH 08  PD-MM 567.12
    COMPTR-PAY-COND 0  ADSN 3800  MID-MONTH 07  PD-MM 1,392.10  COMPTR-PAY-COND
0  ADSN 3800  MID-MONTH 06  PD-MM 1,385.83  COMPTR-PAY-COND 0  ADSN 3800
    MID-MONTH 05  PD-MM 1,074.29  COMPTR-PAY-COND 0  ADSN 3800  MID-MONTH 04
    PD-MM 1,193.46  COMPTR-PAY-COND 0  ADSN 3800  MID-MONTH 03  PD-MM 1,193.46
    COMPTR-PAY-COND 0  ADSN 3800
 PU CURRENT MONTH REGULAR PAY*  ENTRY-OPEN-DT 010130 02 02 1  MID-MONTH 02
    PA-AMT-MM 1,321.49  COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 02
    PA-AMT-EOM 1,256.35  COMPTR-PAY-COND 0  ADSN 3800  BAL-AMT 0.00
 P3 PAY COMP FCTR CM*  ENTRY-OPEN-DT 010130 02 02 1  ENTLMTS-MM 2,058.26
    AMT-TOT-ENTLMTS 4,073.23  TOT-DEDTN-MM 469.98  TOT-DEDTN 961.81  ALOT-MM
    116.79  TOT-ALOT 233.58  HELD-MM 150.00  TOT-HELD 300.00  PRIOR-BF 0.00
 P4 PAY COMP FCTR NM*  ENTRY-OPEN-DT 010130 02 02 1  ENTLMTS-NM-MM 2,062.10
    ENTLMTS-NM 4,147.76  DEDTN-NM-MM 469.98  DEDTN-NM 961.81  ALOT-NM-MM 116.79
    ALOT-NM 233.58  HELD-NM-MM 150.00  HELD-NM 300.00  PA-AMT-NM-MM 1,325.33
    PA-AMT-NM-EOM 1,327.04
 P5 PAY AUTH CUR*  ENTRY-OPEN-DT 010130 02 02 1  PA-SEQ-NR 162  DA-PROCSD 032
    PA-AMT-MM 1,321.49  PA-AMT-EOM 1,256.35
 P7 AMT TOT ENTL TO ALOT*  ENTRY-OPEN-DT 010130 02 02 1  ENTLMT-ALOT-CM
    3,835.43  ENTLMT-ALOT-NM 3,880.23
 PA-ADV PAY*  ENTRY-OPEN-DT 000803 02 08 1  ENTRY-CLSD-DT 000803 02 08 1
    CNTRL-CODE 2  DATE-VOU 000801  AMT 2,160.00  VOU-NR AA000634  GOVT-AGENCY A
 PF-PAY HELD*  ENTRY-OPEN-DT 010129 01 02 1  ENTRY-CLSD-DT 010129 01 02 1
    CNTRL-CODE 2  DATE-VOU 010201  AMT 300.00  RSN-HELD G  VOU-NR K0000025
    GOVT-AGENCY A  ADSN 3800  HELD-PAY-FMT-ID HG
 PK-PARTL PAY*  ENTRY-OPEN-DT 000814 11 08 2  ENTRY-CLSD-DT 000817 14 08 2
    CNTRL-CODE 6  DATE-VOU 000815  AMT -1,539.00  VOU-NR AA000643  GOVT-AGENCY
    A  ADSN 3800
 P3-PAY COMP FCTR CM*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT
    010125 98 01 2  ENTLMTS-PR-MO-YTD 4,147.76  DEDTNS-PR-MO-YTD 961.81
 P9-REFUNDS, OTHER*  ENTRY-OPEN-DT 001215 15 12 2  ENTRY-CLSD-DT 001215 15 12 2
    CNTRL-CODE 2  REFND-AMT 0.02  REFND-TYPE 4  PAY-DEDTN-TYPE A  INDEBT-TYPE 1
    INCLUSV-MOS 1212  SAF-ID      TAX-AUTH-STATE 00  TAX-YEAR 00
```

2. Listings are generated for each ADSN showing the payroll vouchers on the shared computer drive that have been prepared for the specific payroll. If a payroll is sent EFT using DJMS adsn 3800, the voucher numbers for PA/PC/PK will reflect as 'KA' in the VOU-NR field as shown in the figure. A paper check will reflect as a 'KO' in the VOU-NR field. If a payment is done using the off line Stanfins Re-Design (SRD) system it will use adsn 5570 and the VOU-NRS will begin with a 'P' as in the second example.

PK ENTRY SHOWING KA VOUCHER #

```
PK-PARTL PAY*  ENTRY-OPEN-DT 001101 03 11 1  ENTRY-CLSD-DT 001101 03 11 1
   CNTRL-CODE 2  DATE-VOU 001102  AMT 300.00  VOU-NR KA000698  GOVT-AGENCY A
   ADSN 3800
```

PK ENTRY SHOWING PO VOUCHER #

```
PK-PARTL PAY*  ENTRY-OPEN-DT 051121 18 11 2  ENTRY-CLSD-DT 051121 18 11 2
   CNTRL-CODE 2  DATE-VOU 050512  AMT 75,000.00  VOU-NR P0650189  GOVT-AGENCY
   A  ADSN 5570
```

The payroll control enables Central Site to track payments using the Trace number for EFT deposits. The voucher is prepared using the payroll request file for each payment in the ADSN. The files compared are the payment request file and the pay authorization file. This payment request file will also contain data necessary to build payment-posting transactions to be posted against the member's MMPA. During the building of the file, each member's MMPA and Table 104 (Daily EFT Tolerances) are accessed. This process will verify SSN, Name ID, presence of an LH entry, Member Status, and payment tolerance from Table 104 information. Any payment that does not have an Open LH entry on the MMPA will be rejected back to the activity for local payment.

B. EFFECTS OF MMPA POSTING

This section will show each individual Payment Entry posted to the MMPA in the Pay Section. The everyday entries will be listed first followed by some of the less common entries. Each of the P entries is broken down in the DJMS MMPA Guide where all the field descriptions are listed, if more information is needed. Because most payment entries are caused by some other transaction or entry input, it is impossible to document each P entry result for every corresponding transaction. Whenever a transaction posts, check a before and after MMPA of the P entries. It is wise to see how the system impacts and interacts with the P entries to gain a better understanding of the internal processing. Each section of this handout has presented some of the Payment entries. This section will explain some that may not have been covered. Use the MMPA Read Manual and the Content book to gain a further understanding of the P entries.

1. PH--Regular End-of-Month Payroll posts to the system as a PH entry. This entry shows the 11 prior months in descending order. When a new month posts the 11th prior month drops off, but the entry still shows 11 months. For example, if current month were June, 11 prior months would be May of the prior year with the entry showing 05, May, as the first prior month. When the system moves to current month July, the prior year July drops off and June of the prior year would be the 11th prior month. This entry updates at MER.

PH--REGULAR EOM PAY (MMPA IN FEBRUARY POSTURE)

```
PH REG EOM PAY*  ENTRY-OPEN-DT 990526 01 06 1  END-OF-MONTH 01  PD-EOM
754.51
   COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 12  PD-EOM 636.99
   COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 11  PD-EOM 498.89
   COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 10  PD-EOM 389.26
   COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 09  PD-EOM 568.54
   COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 08  PD-EOM 535.74
   COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 07  PD-EOM 732.42
   COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 06  PD-EOM 724.84
   COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 05  PD-EOM 862.96
   COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 04  PD-EOM 667.67
   COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 03  PD-EOM 888.82
```

2. PN--Regular Mid-Month payments are found in the PN entry. It is identical to the PH FID but for the mid-month amounts posted after MER for the month not at mid-month.

PN--REGULAR MID-MONTH PAY (MMPA IN FEBRUARY POSTURE)

```
PN REG MM PAY*  ENTRY-OPEN-DT 990519 17 05 2  MID-MONTH 01  PD-MM 610.85
  COMPTR-PAY-COND 0  ADSN 3800  MID-MONTH 12  PD-MM 795.89  COMPTR-PAY-COND 0
  ADSN 3800  MID-MONTH 11  PD-MM 264.41  COMPTR-PAY-COND 0  ADSN 3800
  MID-MONTH 10  PD-MM 388.94  COMPTR-PAY-COND 0  ADSN 3800  MID-MONTH 09
  PD-MM 535.41  COMPTR-PAY-COND 0  ADSN 3800  MID-MONTH 08  PD-MM 528.68
  COMPTR-PAY-COND 0  ADSN 3800  MID-MONTH 07  PD-MM 725.36  COMPTR-PAY-COND 0
  ADSN 3800  MID-MONTH 06  PD-MM 725.36  COMPTR-PAY-COND 0  ADSN 3800
  MID-MONTH 05  PD-MM 668.18  COMPTR-PAY-COND 0  ADSN 3800  MID-MONTH 04
  PD-MM 668.18  COMPTR-PAY-COND 0  ADSN 3800  MID-MONTH 03  PD-MM 837.31
  COMPTR-PAY-COND 0  ADSN 3800
```

3. PU--Current Month Regular Pay is shown in the PU FID. This entry represents the amount of regular pay to be received at mid-month and end-of-month during the current month. It includes computer payment condition authorization of pay codes.

PU--CURRENT MONTH REGULAR PAY (MMPA IN FEBRUARY POSTURE)

```
PU CURRENT MONTH REGULAR PAY*  ENTRY-OPEN-DT 010129 01 02 1  MID-MONTH 02
   PA-AMT-MM 650.85  COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 02  PA-AMT-EOM
   648.60  COMPTR-PAY-COND 0  ADSN 3800  BAL-AMT 0.00
```

4. P3--Pay Computation Factor Current Month is the entry created every time the MMPA computes pay. If a transaction requires a pay computation be performed, then that computation will create a P3 entry on the MMPA. Each month at MER the P3 overwrites the prior P3 history entry with the new YTD totals.

The Figure shows the current month P3 computation and closed YTD entries.

P3--PAY COMP FACTOR CURRENT MONTH (MMPA IN FEBRUARY POSTURE)

```
P3 PAY COMP FCTR CM*  ENTRY-OPEN-DT 010129 01 02 1  ENTLMTS-MM 997.25
   AMT-TOT-ENTLMTS 1,992.78  TOT-DEDTN-MM 166.48  TOT-DEDTN 333.48  ALOT-MM
   179.92  TOT-ALOT 359.85  HELD-MM 0.00  TOT-HELD 0.00  PRIOR-BF 0.00
P3-PAY COMP FCTR CM*  ENTRY-OPEN-DT 990519 17 05 2  ENTRY-CLSD-DT
   010125 98 01 2  ENTLMTS-PR-MO-YTD 2,048.69  DEDTNS-PR-MO-YTD 333.48
```

5. P4--Pay Computation Factor Next Month is the entry created with each pay computation showing the pay for the next month.

P4--PAY COMP FACTOR NEXT MONTH (MMPA IN FEBRUARY POSTURE)

```
P4 PAY COMP FCTR NM*  ENTRY-OPEN-DT 010129 01 02 1  ENTLMTS-NM-MM 997.25
   ENTLMTS-NM 1,995.36  DEDTN-NM-MM 128.98  DEDTN-NM 258.48  ALOT-NM-MM 179.92
   ALOT-NM 359.85  HELD-NM-MM 0.00  HELD-NM 0.00  PA-AMT-NM-MM 688.35
   PA-AMT-NM-EOM 688.68
```

6. P5--Pay Authorization Current Month is the entry created for the authorization of pay for the current month. This entry should be the identical money amounts for Mid-month and EOM as in the PU entry. If the money amounts do not match the member's SSN will be flagged.

P5--PAY AUTHORIZATION CURRENT MONTH (MMPA IN FEBRUARY POSTURE)

```
P5 PAY AUTH CUR*  ENTRY-OPEN-DT 010129 01 02 1  PA-SEQ-NR 085  DA-PROCSD 032
   PA-AMT-MM 650.85  PA-AMT-EOM 648.60
```

7. P7--Amount Total Entitlements to Allotments is an entry designed to indicate the amount to be disbursed (amount total entitlements to allotments). It matches the total for the month in the P3 pay computation. This gross amount does not include enlisted member's BAS or the BAQ for members without dependents below E-7. It is the technician's duty to decide, based on the information in the P7 entry in conjunction with the P3 entry, if the member has enough funds to start a new allotment. Remember the 2/3 rule for disposable income is in force for allotments.

P7--AMOUNT TOTAL ENTITLEMENT TO ALLOTMENT (MMPA FEBRUARY POSTURE)

```
P7 AMT TOT ENTL TO ALOT*  ENTRY-OPEN-DT 010129 01 02 1  ENTLMT-ALOT-CM
   1,868.70  ENTLMT-ALOT-NM 1,868.70
```

8. PA--Advance Pay is the entry shown on the MMPA when a member receives an advance of pay. The PA entry creates a repayment schedule shown in the DV entry and the actual advance in the 85 entry. More detail on the DV/85 is available in the Debt and Collections Chapter.

PA--ADVANCE PAY

```
DV INDEBT REPAY ADV*  ENTRY-OPEN-DT 980715 13 07 2  CNTRL-CODE 0  ACTN 01
   START 980801  DEDTN-MM 108.00  DEDTN-CM 216.00  DEDTN-NM 216.00  ADV A
   SPEC-INDEBT 2,592.00  BAL-DUE-CM 216.00  2-RPAY-INDCTR 1  RSN-SUSPN 0
   VOU-NR AA000120  CLCTN-AMT 0.00  MAX-REPAY 0007
PA-ADV PAY*  ENTRY-OPEN-DT 980715 13 07 2  ENTRY-CLSD-DT 980715 13 07 2
   CNTRL-CODE 2  DATE-VOU 980716  AMT 2,592.00  VOU-NR AA000120  GOVT-AGENCY A
   ADSN 3800
85-ENTLMT ADV*  ENTRY-OPEN-DT 980715 13 07 2  ENTRY-CLSD-DT 980715 13 07 2
   CNTRL-CODE 2  START 980716  ENTLMT 2,592.00
```

9. PB--Arrears of Pay is the authority for arrears of pay payment. This example is for a death and matches up with SL entry. The PE03 inputs the release of the actual payment. More information is available in the Special Status handout.

PB--ARREARS OF PAY

```
PB-ARR OF PAY*  ENTRY-OPEN-DT 001227 03 01 1  ENTRY-CLSD-DT 010104 06 01 1
   CNTRL-CODE 6  DATE-VOU 000000  1-TI-PAY-AUTH 001224  AMT-1-TI-PAY 2,870.99
   COMPTR-PAY-COND 2  VOU-NR 00000000  GOVT-AGENCY A  ADSN 3897
SL-DECD*  ENTRY-OPEN-DT 001227 03 01 1  ENTRY-CLSD-DT 001227 03 01 1  ACTN 04
   START 001224  CAUSE 1
```

10. PC--Casual Payment is an entry that reflects money paid to a member while in transit or locally. The payment can be during PCS, leave, or for any reason that causes the member to be away from their home station. A DW repayment entry is also posted to the MMPA if this money is to be collected back. More detail on the DW entry can be found in the Debt & Deductions handout.

PC--CASUAL PAYMENT

```
PC-CSL PAY*  ENTRY-OPEN-DT 010111 10 01 2  ENTRY-CLSD-DT 010111 10 01 2
   CNTRL-CODE 2  DATE-VOU 001115  AMT 500.00  VOU-NR PJR00008  GOVT-AGENCY A
   ADSN 8381
```

11. PF Pay Held is used to release the money in one of the H category FIDs. It is mostly used with Garnishments or Split Pay.

PAY HELD RELEASE

```
PF-PAY HELD*  ENTRY-OPEN-DT 010129 01 02 1  ENTRY-CLSD-DT 010129 01 02 1
   CNTRL-CODE 2  DATE-VOU 010201  AMT 728.14  RSN-HELD G  VOU-NR K0000025
   GOVT-AGENCY A  ADSN 3800  HELD-PAY-FMT-ID HG
PF-PAY HELD*  ENTRY-OPEN-DT 010116 13 01 2  ENTRY-CLSD-DT 010116 13 01 2
   CNTRL-CODE 2  DATE-VOU 010112  AMT 100.00  RSN-HELD M  VOU-NR PV000031
   GOVT-AGENCY A  ADSN 8774  HELD-PAY-FMT-ID HM
```

12. PJ--Medical/Dental/Nurse Bonus is a payment for the bonus. More information on computation and issuing of bonuses is available in the Bonus handout.

PJ--MEDICAL/DENTAL/NURSE BONUS

```
PJ-MED/DEN/NURSE BONUSES*  ENTRY-OPEN-DT 990113 13 01 2  ENTRY-CLSD-DT
   990114 14 01 2  CNTRL-CODE 2  DATE-VOU 990115  1-TI-PAY-AUTH 981118
   AMT-1-TI-PAY 10,800.00  COMPTR-PAY-COND 2  VOU-NR AA000245  GOVT-AGENCY A
   ADSN 3800
```

13. PK--Partial Payment is the entry for a partial payment to the member. The entry creates a DW repayment just like the PC. More detail on the DW entry can be found in the Deductions Collections handout.

PK--PARTIAL PAYMENT

```
DW-INDEBT PAYMT CSL/PART*  ENTRY-OPEN-DT 010116 13 01 2  ENTRY-CLSD-DT
   010118 15 01 2  CNTRL-CODE 2  ACTN Q2  START 010101  STOP 010131  DEDTN-MM
   0.00  DEDTN-CM 2,232.00  DEDTN-NM 0.00  DEDTN-AMT 2,232.00  SPEC-INDEBT
   2,232.00  BAL-DUE-CM 0.00  CAL-YR 01  PAYMT-TYPE K
PK-PARTL PAY*  ENTRY-OPEN-DT 010116 13 01 2  ENTRY-CLSD-DT 010116 13 01 2
   CNTRL-CODE 2  DATE-VOU 010116  AMT 1,325.00  VOU-NR PH121180  GOVT-AGENCY A
   ADSN 8371
86-QUASI ADV*  ENTRY-OPEN-DT 010116 13 01 2  ENTRY-CLSD-DT 010116 13 01 2
   CNTRL-CODE 2  ACTN Q3  START 010116  ENTLMT 1,325.00
```

14. PL--SRB the Selective Reenlistment Bonus is shown in this FID. This FID is also used for the SEB/Selective Enlistment Bonus. For more information on the computation and payment of SRB/SEB is available in the Bonus handout.

PL--SRB/SELECTIVE REENLISTMENT BONUS

```
PL-SRB*  ENTRY-OPEN-DT 000927 01 10 1  ENTRY-CLSD-DT 000928 02 10 1
   CNTRL-CODE 2  DATE-VOU 001002  1-TI-PAY-AUTH 001001  AMT-1-TI-PAY 2,190.47
   COMPTR-PAY-COND 2  VOU-NR AB000002  GOVT-AGENCY A  ADSN 3800
```

15. PR--Aviation Continuation Pay is paid as a bonus payment when certain requirements are met. More information is available in the Bonus handout.

PR--AVIATION CONTINUATION PAY

```
PR-AVIATOR CONTINUATION PAY*  ENTRY-OPEN-DT 001130 04 12 1  ENTRY-CLSD-DT
   001201 05 12 1  CNTRL-CODE 2  DATE-VOU 001204  1-TI-PAY-AUTH 001120
   AMT-1-TI-PAY 10,800.00  COMPTR-PAY-COND 2  VOU-NR AA000718  GOVT-AGENCY A
   ADSN 3800
38-AVIATOR CONTINUATION PAY*  ENTRY-OPEN-DT 001130 04 12 1  ENTRY-CLSD-DT
   001130 04 12 1  CNTRL-CODE 2  ACTN 03  EFF-DATE 001120  ENTLMT 15,000.00
   ACP-TYPE A  ACP-EXPRTN-DATE 021119
TN ACIP DATES*  ENTRY-OPEN-DT 980122 96 01 2  ORIG-RTG-DATE 811120  OSD 810527
   DATE-AWACS-EXPER 000000  CODE
```

16. PQ--Separation Pay is listed when the E4/E5 or E6 transaction posts to the member's account. More information is available in the Separations handout.

PQ--SEPARATION PAY

```
PQ-SEPTN PAY*  ENTRY-OPEN-DT 001002 04 10 1  ENTRY-CLSD-DT 001012 11 10 2
   CNTRL-CODE 2  DATE-VOU 001003  1-TI-PAY-AUTH 001003  AMT-1-TI-PAY 1,590.81
   COMPTR-PAY-COND 2  VOU-NR AA000677  GOVT-AGENCY A  ADSN 3800
```

17. PV--Comfort Item Payment is the entry for a confined member to pay for comfort items, so the member may purchase needed toiletries for use while confined. More information is available in the Unauthorized Absence/Court Martial handout.

PV--COMFORT ITEM PAYMENT

```
PV-COMFORT ITEMS*  ENTRY-OPEN-DT 000310 10 03 2  ENTRY-CLSD-DT 000310 10 03 2
   CNTRL-CODE 2  DATE-VOU 000306  AMT 65.65  VOU-NR P0001981  GOVT-AGENCY A
   ADSN 8423
```

18. PX--Delinquent Regular/1 time payment entry is created when a member receives a delinquent payment. Any number of conditions could cause this. Therefore, the Format ID in the FID shows what caused the delinquent payment. The sample below shows the PW bonus payment. All 1-time payments change to a PX FID after they go through a MER.

PX--DELINQUENT REGULAR/1 TIME PAYMENT

```
PX-DLNQNT REG/1TI PAY *  ENTRY-OPEN-DT 980127 02 02 1  ENTRY-CLSD-DT
   980224 01 03 1  CNTRL-CODE 6  PA-SEQ-NR 000  DATE-VOU 980301  1-TI-PAY-AUTH
   980203  AMT-1-TI-PAY 7,800.00  COMPTR-PAY-COND 4  FORMAT-ID PW
   ENTLMNT-FORMAT 08  VOU-NR 00000000  GOVT-AGENCY A  ADSN 5604
```

19. P8--Refunds Allots is a refund of money for stopped or over deducted allotments.

P8--REFUNDS ALLOTMENTS

```
P8-REFUNDS ALOT*  ENTRY-OPEN-DT 980803 06 08 1  ENTRY-CLSD-DT 000228 01 03 1
   CNTRL-CODE 2  REFND-AMT 125.00  REFND-TYPE 1  PAY-CLASS B  INCLUSV-MOS 0202
```

20. P9--Refunds Other is the entry that shows money refunded to the member. It is used for tax refunds within the same year if taxes were over withheld.

P9--REFUNDS OTHER

```
P9-REFUNDS, OTHER*  ENTRY-OPEN-DT 000229 02 03 1  ENTRY-CLSD-DT 000229 02 03 1
   CNTRL-CODE 2  REFND-AMT 32.93  REFND-TYPE 4  PAY-DEDTN-TYPE Y  INDEBT-TYPE 1
   INCLUSV-MOS 0202  STATE-WAGE-BASE 1,777.70  TAX-AUTH-STATE 22  TAX-YEAR 00
```

C. **PAYROLL REPORTS**

Some of the reports available that list various types of payments or payroll information are shown below. These are not all the reports but these may be helpful.

PAYROLL/PAYMENTS REPORTS

REPORT	DEFINITION
UH099C170	JUMPS ONE-TIME BONUSES COMPOSITE CHECK DETAIL LIST
UH099C173	VOUCHER BALANCING/MAFR RECONCILIATION REPORT
UH099C178	CONSOLIDATED AGING/TOTAL REPORT
UH099C179	EFTS ERROR REPORT (ONE-TIME BONUSES)
UH099C184	PAY AUTHORIZATION CONTROL REPORT
UH099C190	JUMPS CENTRAL PAY SUBSYSTEM PAYING ADSN (NON-MATCH COMPANY CODE) (DAILY EFT)
UH099C193	JUMPS CENTRAL PAY SUBSYSTEM PAYING ADSN
UH099C194	ACCOUNTING CONTROLS LIST
UH099C210	TRANSMITTAL REGISTER
UH099C211	ERROR REPORT FEDERAL RESERVIE PROCESSING (DAILY EFT)
UH099C214	JUMPS CENTRAL PAY FOREIGN CHECKS
UH099C451	CENTRAL P5 EOM AMOUNT NOT EQUAL MMPA AMOUNT
UH099C544	DAILY UPDATE STATISTICS
UH099C871	PFY PAYMENTS/SUPPRESSIONS SUMMARY
MP-19-633	REJECTED PAY SUPRESSIONS
MP-19-634	PROCESSED PAY SUPPRESSIONS
MP-19-639	QUASI-ADVANCED PAY HELD REPORT

UCS/AUTOMATED CLEARING HOUSE INPUT SYSTEM

A. UNIVERSAL CHECKWRITING SYSTEM (UCS)

1. Description: Universal Check Writing system is used to produce both hard copy checks and EFT files. The data is gathered into the UCS system from each department (input source). UCS then splits the files into the hard copy check data and the

EFT data. The hard copy checks will be processed, printed and sent out by mail. The EFT file will be forwarded via the FEDLINE to the Federal Reserve Bank (FRB) for disbursement to the appropriate banks.

2. UCS will still be used under DJMS-AC. DJMS-AC core processing will be modified to extract and format check data into a file layout that is readable by the UCS. The UCS will then be able to create check images to be forwarded for payment. The system uses the Troy checkwriting system. This will be used for any payments that will be produced from Central Site.

3. There should be more EFT payments as time progresses since most payments will be required to be sent via EFTS. In the meantime, data for approximately 100 allotment companies that prefer their money be FEDLINE transferred rather than check mailed are coded for identification within the UCS. The code designation precludes a check being produced. The code further identifies the (check) record for the FEDLINE process via a printed report. FEDLINE transfers will be provided for those companies established with FEDLINE transfers. The images sent to UCS involving FEDLINE transactions will be driven by a new table identifying their particular company (Table 250).

B. EFFECTS OF PROCESSING ON MMPA

1. General: Financial Institutions (FI) participating in the Automated Clearing House (ACH) network and receiving EFT payments and/or allotments from DFAS-IN have the right to correct the pay data sent from DFAS-IN or return the funds if necessary.

a. If the pay data was incorrect but the account does exist with the FI, then a NOC (Notice of Change) will be transmitted from the FI and will contain the proper data in the corrected data field. The corrected data field will contain different information in specific card columns, depending on the reason code of the return.

b. If the FI does not have an account for the individual pay action sent by DFAS-IN, then the FI will return the payment. The payment will then be credited back to the service member’s pay account being worked through the RCB system.

2. Posting of monetary returns on the MMPA: When an Electronic Fund Transfer (EFT)is returned, it is posted as a C1 to a service members MMPA.

MMPA EFT MONETARY RETURN (C1) ENTRY

```
C1-PAY CK CANCLTN*  ENTRY-OPEN-DT 980224 01 03 1  ENTRY-CLSD-DT 980224 01 03 1
   CNTRL-CODE 2  CLCTN-DATE 980218  CLCTN-AMT 331.45  VOU-NR 56369
   GOVT-AGENCY A  ADSN 3800
```

MMPA ALLOTMENT MONETARY RETURN (C5) ENTRY

```
C5-CASH CLCTN CK CANCL ALOT*  ENTRY-OPEN-DT 980311 11 03 2  ENTRY-CLSD-DT
   980311 11 03 2  CNTRL-CODE 2  CLCTN-DATE 980227  CLCTN-AMT 122.83
   PAY-CLASS S  VOU-NR 57651     GOVT-AGENCY A  ADSN 3800
```

C. PROCESSING TRANSACTIONS

1. Both NOCs and monetary returns are received twice daily via the FRB's FEDLINE software. Each FEDLINE file is reviewed manually to create C103 (EFT monetary returns), C503 (allotment monetary returns), and AD/AS04 (allotment NOCs) transactions. The only automatic inputs are the LH04 transactions.

   a. The original FEDLINE files will be used by DFAS-DE to create the LH04 (EFT NOCs) transactions during the next update.

   b. The created C103 and C503 transactions are manually completed with all information necessary to create these transactions available from the FEDLINE data.

   c. After transfer to the mainframe, the AD/AS04 transactions require more information before they will successfully process into DJMS. The FI RTN is matched against Table 50 to find the company code. The SSN and original account number are matched against the MMPA. These two actions will determine if the NOC is for an AS or an AD allotment. The transactions are then created as appropriate and processed during the next update.

D. REFERENCES

The references used in this chapter.

a. DFAS-DEM 3073-1; January 15, 1998.
b. Mike Ladouceur, DFAS-CL, Code FTXB
c. Barb Kelso & Ann Cotterman, DFAS-IN
d. Functional Description XT00, XU00, CT00

NET PAY ADVISORY

A. BACKGROUND

The Net Pay Advisory (NPA) is issued between mid-month and end of month to relay to members important information concerning pay and pay items. NPA can be accessed via MyPay or the DMPO's can pull them from DMO and disburse them to their soldiers. Under the

DJMS-AC system the member will receive a pay advisory at mid-month. The NPA is actually a list of remarks sent to the member along with pay information. The LES is limited to 30 remarks on one page. Therefore, the NPA will supplement the LES. Each remark must be manually input each month regardless of its authorizing source—-DFAS-HQ, Central Site or Local Pay Office.

The Secretary of the military branch gives the final approval for all remarks. Any of the authorities may input remarks. Remarks must pertain to: Pay information, Personnel information, Recruitment information, or Education information. Remarks concerning any other topic must be submitted to Central Site to be approved and then forwarded to the Secretary's office for final approval. DFAS-HQ does not approve/disapprove remarks.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY NET PAY ADVICE

THE AMOUNT IN BLOCK 6 IS YOUR NET PAY INDICATED IN BLOCK 4 AND WAS SENT TO THE FINANCIAL ORGANIZATION IN BLOCK 7 FOR CREDIT TO YOUR ACCOUNT. WHEN CASHING A PERSONAL CHECK AT YOUR FINANCIAL ORGANIZATION ON PAY DAY, ADVISE YOUR TELLER YOU ARE A PARTICIPANT IN THE DIRECT DEPOSIT PROGRAM. IT WILL HELP YOU WITH BETTER SERVICE. IF YOU ARE PAID ONCE A MONTH OR YOU DO NOT HAVE YOUR PAY SENT TO A FINANCIAL ORGANIZATION FOR DIRECT DEPOSIT, INFORMATION IN BLOCK 8 THROUGH 7 WILL NOT BE PRESENT AND THIS FORM IS INTENDED TO PROVIDE YOU WITH THE REMARKS INFORMATION ONLY.

1. MEMBER'S NAME AND ADDRESS	2. SSN	3. ADSN/DSSN	4. PAY DATE
AQ78NRAA	*****4909	4907	060215
	5. ACCOUNT NUMBER		6. NET PAY AMOUNT 1,100.92

7. YOUR NET PAY WAS FORWARDED TO:

HIDALGO FEDERAL CREDIT UN
PO BOX 4829
MC ALLEN TX 78502-4829

8. REMARKS

YOUR 2005 FEDERAL AND STATE INCOME TAXES ARE DUE! FOR FREE TAX ASSISTANCE AND ELECTRONIC FILING, TAKE YOUR W-2 FORM TO YOUR INSTALLATION TAX ASSISTANCE CENTER OR SUPPORTING LEGAL ASSISTANCE OFFICE. DON'T DELAY - FILE TODAY.

B. EFFECTS OF THE REMARKS

The remarks can be: Central-Site remarks; Pay UIC remarks; or Individual remarks. Even if the member is not participating in the Direct Deposit System, the NPA can be issued with remarks only. In other cases the NPA may be issued with no remarks and only pay information blocks filled.

The Central Site remarks are those that all members would receive because they pertain to every member. An example of a Central Site remark would be: *"An increase in the Family Member Dental Plan premium takes affect 7/1/97. The new premium will be $7.19 for individual coverage and $17.97 for family coverage."* These remarks can be repeated for a few months or be listed as one-time only remarks.

Another type of NPA Advisory remark is the Pay Office remark or one that pertains to one or more UICs. These remarks would be input by the Disbursing Officer for the DSSN(s) involved only. These remarks could pertain to a local situation. An example of the Pay Office remark would be: *"Due to the closure of the base dining facility full BAS for enlisted members is authorized for 11 days--970804 to 970814."* These remarks notify the members of a certain condition or item only regarding their Pay Office or UIC.

The items for this section need to be input by **the second calendar day of the month**. They are reviewed at Central Site and forwarded to the Secretary of the Military Branch for final approval. The file is closed for Pay Office input from the 2nd through mid-month cutoff of each month. However, Central Site can input until the mid-month cutoff date.

C. SPECIAL CONDITIONS

Central Site is responsible for review of all individual DSSN remarks. The verb JLNA is used for input or review of the remarks Central Site, Code F personnel, will review each remark. This sometimes is called a "sanity" check. Each remark is checked for validity as a Pay, Personnel, Recruitment or Education remark. If the remark does not qualify as one of these 4 types, it is deleted. An example of an individual remark that would be deleted is *"TRYOUTS FOR THE SOFTBALL LEAGUE WILL BEGIN 990312"*. The Pay Office is informed of the deletion and the reason for the deletion. In this case the remark does not pertain to one of the 4 allowable types. Sometimes Central Site will approve a remark and then the Secretary's Office will advise it be deleted. An example of a Central Site approval/Secretary's office disapproval may be: *"Early retirement seminars are being offered on all Saturdays in August, see your career counselor for further information."*

Using the same procedures of viewing remarks (verb JLNA) as for "sanity" checks, Central Site personnel delete any remarks after the mid-month payroll/NPA print that are not to be repeated next month. By doing another "sanity" check, verify the LAST CHANGE field. If the date is before mid-month cutoff, the remark would be deleted. If the date is after the mid-month cutoff, it is obviously for the next NPA. The date is noted in the Figure.

NPA DSSN REMARKS INPUT SCREEN

```
                                                                    JLNC

                    NET PAY ADVICE (NPA) REMARKS SYSTEM
                         VIEW UPDATE DSSN REMARKS

      ADSN:  4010       USER ID:  JVBBP09        LAST CHANGE:  990602

          1         2        3         4         5         6         7
*12345678901234567890123456789012345678901234567890123456789012345678901222345*
DUE TO THE CLOSURE OF THE BASE DINING FACILITY BAS FOR ENLISTED MEMBERS IS
AUTHORIZED FOR 11 days--990604 TO 990614.


           DO YOU REALLY WANT TO DELETE THIS DSSN REMARK?  (Y OR N)

                                  <PF1>: HELP
```

Because the remark in the Figure pertains to an event in June and the LAST CHANGE field shows the June input date, it would be deleted for the July NPA.

D. NPA PROCESSING

The Pay Office access is very limited in the NPA system. Usually the Chief of Pay and one alternate person has access. Even then, the NPA remarks still need to be sent to Central Site for approval and to the Secretary’s office for final approval.

The cutoff dates are extremely important. The Pay Office must input their specific remarks by the 2nd day of the month. The Central Site reviews and submits for approval those remarks that pass to The Secretary’s Office for approval by the mid-month cutoff. NPAs are printed/distributed at mid-month separately from the payroll.

In order for a remark to be input to the system, access is required to JLNA. The security profile for the person who will do the input must be established with the profile of *”NPA RMKS”*. See the ISSO for assistance in verifying the profile. An NPA example is shown in the Figure.

ACCESS TO NPA THROUGH JLNA

```
                                                                    JLNA

                          NPA REMARKS FILE

                          SELECT OPTION: __

   ---------------------------------------------------------------------

              1    ADSN
              2    INDIVIDUAL

              X    EXIT

                       ENTER OPTION AND TRANSMIT


            <ENTER>:  SELECT    <PF1>:  HELP     <PF3>:  EXIT
```

In the Figure Option 1 is for Central Site and Option 2 for Individual remarks. The Central Site remarks menu would be shown for Option1 and the Individual remarks menu for Option 2. Depending upon the answer selection to the question the menu screen will appear showing on the screen “REMARKS HAVE BEEN DELETED” and “REMARKS HAVE NOT BEEN DELETED”.

E. CORRECTIONS/REISSUES

Presently, there are no capabilities for corrections or reissues of NPAs. However, as of April 1996 the file remains active longer. In the past, the file was deleted as soon as the print file was generated. This caused a problem for (GSU) Geographically Separated Units in the Army/Air Force as they were unable to print their files immediately. As a result of this, the file is left in place longer, usually until the 15th of the month. No final deletion determination has yet been made. The GSU must be able to access the pay data file and the NPA Remarks file to generate the NPAs for their unit.

(REMAINDER OF PAGE RESERVED FOR FUTURE USE)

Chapter 5 - ACCESSIONS

A. BACKGROUND

An accession transaction is required to establish an individual member's MMPA. There are three general types of accession transactions:

1. Partial accession transactions (EA03 and E101) establish minimum information on the MMPA.

2. Full accession transactions (E103 and E203) complete the initial accession information and override certain previously reported data.

3. Accession correction transactions (EA05 and E205) correct miscellaneous data contained in the original accession transaction. The Accession transaction is input exclusively by Army Human Resources Command (AHRC).

B. EFFECTS OF MMPA POSTING

Each accession transaction requires slightly different data and is chosen depending on whether the member being accessed is a recruit (E103), or a member of any other community (E203).

Generally, a civilian is accepted for military service in the Army and reports to a regional Military Entrance Processing Station (MEPS) for in-processing. The new member's account is initially established on the Army Enlisted System (AES) files of the Army Human Resources Command (AHRC) with an accession transaction referred to as a pending gain.

This "gain" transaction prepared by the Recruit Training Command (RTC) is submitted to the AHRC and adds the member toward Army strength. The two transactions are compared (those submitted by AES and RTC to the AHRC) and the data is reconciled. Army Enlisted Strength then creates the E103 transaction (Accession-Basic Military Trainee - BMT) to DJMS-AC. When the accession transaction processes, a full-strength pay account is built in DJMS-AC.

Concurrent with creating the "strength gain" transaction to AHRC, the receiving training command submits the MM03 transaction (Confirmation of Accession-Enlisted) to DJMS. A MM03 transaction confirms the accession and verifies or corrects the dates on the E103 transaction. Transactions containing "30" series action indicators (i.e. MM33 vice MM03) recycle, if necessary, for 27 days or until the E103 is received to build the MMPA. If the 27 day suspense period expires, the MM33 transaction rejects as an MM03 to the input source. The Army currently uses the "30" series action indicators in all confirmation transactions because the confirmation may precede the accession transactions into DJMS.

Conversely, if the E103 is received first and no confirming MM03 is received within 120 days after the Date of Entry (DOE), the MMPA is put into a suspense status.

The E103 establishes the member's Electronic Funds Transfer EFT) in DJMS. Recruits are no longer paid in intervals during initial training, and thus are immediately established in DJMS.

The E103 transaction builds the MMPA displaying the following items:

1. Base Pay
2. Clothing entitlement and anniversary date
3. Montgomery GI Bill (MGIB) offset for service component "R" only via the E103 transaction. Should a recruit reserve member be entitled to MGIB, a transaction must be input. NOTE: For accessions via the E203 transaction, AHRC can use the MGIB indicator to start participation.
4. Leave.
5. Taxes set up to be computed at a default Single and one exemption rate.
6. SGLI defaulted to $400,000 coverage.
7. Partial BAH
8. Administrative data (i.e. Name, SSN, Service Dates, etc).

The Field inputs individual pay affecting transactions to DJMS-AC such as BAH, tax exemption elections, the number of withholding allowances (FG04) and allotment starts.

If a Reservist is being re-accessed via the E103 transaction, a "V" code should be used as the Service Component. This signals DJMS-AC to charge the regular Military Pay appropriation, but to refrain from making the Armed Forces Retirement Home deduction. Subsequently, should one of these members be entitled to MGIB, separate transactions must be input to start the deductions.

C. Match Flag Codes

The AFMPC-MATCH-CODE (found in both the MMPA header data and in the MJ line of the MMPA) is used in computer processing to control confirmations between DJMS-AC, AHRC, and the field. Match Flag codes relative to the Accession process are as follows:

Code	Explanation
1	Member is fully accessed. However, field confirmation of accession has not been received within 15 days of DOE.
A	Member is fully accessed. However, field confirmation of accession has not been received. The MMPA has been on the system for more than 15 days and has processed through MER.

S Member is fully accessed. However, field confirmation of accession has not been received. The MMPA has been on the system for more than 35 days for enlisted members and 130 days for officers.

J Officer Service dates have not been confirmed by a TZ transaction from AHRC.

K Officer Service dates have not been confirmed by a TZ transaction from AHRC, 60 days have passed since the accession.

X Officer Service dates have not been confirmed by a TZ transaction from AHRC, 90 days have passed since the accession.

D. ENLISTED ACCESSIONS (Non-BMT)

The E203 transaction establishes accounts in DJMS-AC for all other service members that are not subjected to recruit training. This includes accession of civilians into special programs, former members, or members undergoing a status change (Enlisted to Warrant Officer or Officer, or restored to Enlisted).

The process for the service candidates mentioned above is the same as for those channeled through recruit training, except that the transaction is the E203, submitted by the receiving field site, which builds a full account. Confirmation processing (MM03, MM33 for enlisted; ML03, ML33 for officers) is unchanged.

The field site will submit the PT03 (Report Clothing Allowance, Initial) to either establish the member’s initial monetary clothing allowance, or set up the member’s future entitlement, or both.

E. OFFICER ACCESSIONS

For all officers whose source of commissioning is a community not paid by DJMS-AC (i.e. civilian, ROTC, Health Professional Incentive Program (HPIP), AHRC uses an E203 transaction. The process of accessing these members is similar to non-recruit enlisted members with two notable exceptions:

1. An officer confirmation of accession is the ML03 transaction. This is input by the officer’s first duty station.

2. The ML03 transaction must be followed with a TZ05 (Confirmation of Service Dates) transaction, which is submitted by AHRC.

F. OFFICER CANDIDATE SCHOOL (OCS) ACCESSIONS

Officer Candidates are entitled to pay and allowances at a Pay Grade of E5 unless brought into OCS from an enlisted status with a higher grade, which would then entitle them to the corresponding pay rate.

A first accession to Army service occurs as an Officer Candidate is reported to DJMS-AC via the E203 transaction from AHRC. The E203 contains a data element which builds clothing entries for new officer candidates. PT03 transactions are not required in this situation. (Note: PT03 transactions are required for all other enlisted accessions via the E203 transaction.) Confirmation is via the MM03 transaction from the servicing field activity. All other supporting transactions (entitlements, W4 info, etc.) are processed by the member's finance office.

G. SPECIAL CONDITIONS

1. OCS Graduations: Commissioning is treated as a status change by DJMS. An E603 transaction is required to convert the OCS graduate's account to an officer account in DJMS. E603 processes are described in the reenlistments and extensions chapter.

2. OCS Disenrollment: Typically, officer candidates who disenroll from the program are discharged from the service. In the event an officer candidate has a remaining enlisted obligation, the member is reverted to the former pay grade. DJMS-AC processes an MD04 Grade Change from AHRC in this situation.

3. WEST POINT Graduation and Commissioning: Graduates are converted to 2nd Lieutenant by processing an E603 status change transaction.

4. WEST POINT Cadet Disenrollment to Enlisted Status: Disenrollment actions with an enlisted obligation are accomplished by a status change via the E603 transaction. ROTC disenrollments are treated as separations because they are paid via DJMS-RC. These conversions must be effected by input of the E503 transaction with follow up input of the E203.

5. Officer/Enlisted Reserve Ordered to Active Duty Greater than 30 Days: Army Human Resources Command submits the E203. The receiving field activity submits the confirmation transaction, ML03/MM03, in addition to other supporting input relative to the member's status. Attention must be given to the appropriate service component designation entered in the transaction. Appropriation charges can only be changed for the subsequent month via the TP04 transaction. Additionally, the TZ05 transaction for Officer Service Dates must be input. DJMS will not automatically

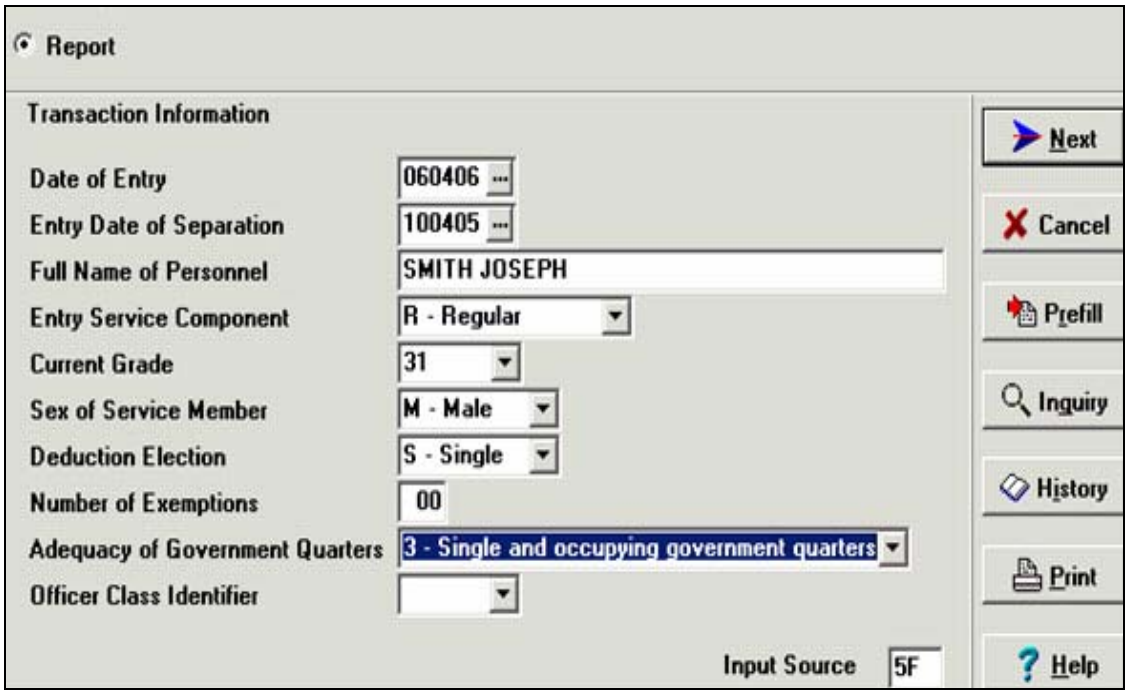
start SGLI deductions from the active duty pay for reservists being accessed via the E203. If SGLI is desired, a DB04 transaction must be input.

6. Consecutive Tours of Active Duty (30 days or more) with or without a Break in Service:

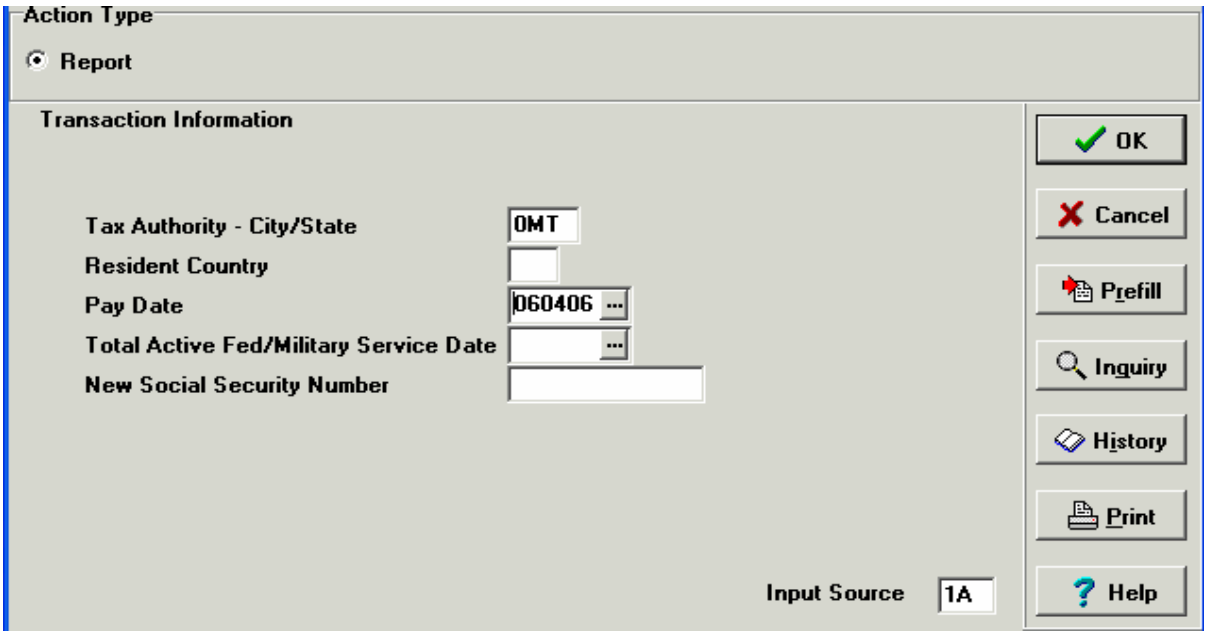
a) No Break in Service: follow extension procedures.

b) Break in Service: Treat as separation with follow on gain processing to include confirmation processing for separation (MN03) and gain (MM/ML). The E203 gain transaction will reject to Central Site if the old account has not transitioned to a "V" status at 20 days past DOS, followed by a MER. Central Site assistance may be required to cancel the separation (E503) and make manual adjustments to the existing account or process an E203 after MER.

E103 REPORT ACCESSION BMT/OTS



E103 REPORT ACCESSION BMT/OTS TRAILER CARD



(The remainder of this page is reserved for future use)

E103 ACCESSION BMT/OTS HELP SCREEN

DATE OF ENTRY
Must contain a valid date in YYMMDD format. Date entered must be equal to or before the current date.

ENTRY DATE OF SEPARATION
Must contain a valid date in YYMMDD format. Date entered must be equal to or greater than the current date.

FULL NAME OF PERSONNEL
Must contain the full name of the member. Enter the Last Name, First Name, MI and Suffix (if applicable). First five positions of Last name must match the short name shown in the Member Information block at the top of the input screen.

ENTRY SERVICE COMPONENT
Make a selection from the Drop-down menu. Drop-down choices are:

Army:
R = Regular
T = Temporary
G = National Guard
V = Reserve

Air Force:
R = Regular
T = Temporary

Navy:
R = Regular
V = Reserve

CURRENT GRADE
Make a selection from the Drop-down menu. If the Current Grade is 35 then the Officer Class Identifier must equal O. Drop-down choices are:

31 = E1
32 = E2
33 = E3
34 = E4
35 = E5

SEX OF SERVICE MEMBER
Make a selection from the Drop-down menu. Drop-down choices are:

F = Female
M = Male

DEDUCTION ELECTION
Enter the FITW deduction election by making a selection from the Drop-down menu. Drop-down choices are:

M = Married
S = Single
N

Page 1 of 2

E103 REPORT ACCESSION BMT/OTS HELP SCREEN

NUMBER OF EXEMPTIONS
Must contain a numeric value. Must be equal to the number of exemptions claimed on TD form W-4.

ADEQUACY OF GOVERNMENT QUARTERS
Make a selection from the Drop-down menu. Drop-down choices are:

Blank
3 = Single and occupying goverment quarters

OFFICER CLASS IDENTIFIER
Make a selection from the Drop-down menu. Must be O when the Current Grade field equals 35. Drop-down choices are:

Blank
O = OTS

TAX AUTHORITY - CITY/STATE
Enter the appropriate alphanumeric (A-Z or 0-9) code for the member's residence.

RESIDENT COUNTRY
If OCONUS, enter an alphanumeric value that represents the Resident Country Code. If the value is numeric, it must be greater than zero when the Tax Authority City/State field equals 099.

PAY DATE
May be left blank if the same as the DATE OF ENTRY, otherwise, must contain a valid date in YYMMDD format. Date must be on or before the DATE OF ENTRY and the TOTAL ACTIVE FED/MILITARY SERVICE DATE.

TOTAL ACTIVE FED/MILITARY SERVICE DATE
May be blank if the same as the DATE OF ENTRY, otherwise, must contain a valid date in YYMMDD format. Date must be on or before the DATE OF ENTRY.

NEW SOCIAL SECURITY NUMBER
May be blank or contain the New Social Security Number.

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E203 REPORT ACCESSION (NON BMT)

Action Type

Report Correct

Transaction Information

Entry on Active Duty Date 060406

Date of Separation 070612

Name Last First Middle Initial DOE JANE

Service Component C - Cadet

Member's Current Grade 53 - Cadet 2nd class

Member's Gender F - Female

Accession Except Code

Reserve AD Reason

Input Source 1A

Next Cancel Prefill Inquiry History Print Help

E203 REPORT ACCESSION (NON BMT)

Action Type

Report Correct

Transaction Information

Unit ID

CBPO Number ZE

Major Command ID OB

Servicing ADSN 5570

Pay Date 060406

TAFMSD 060406

DOS Previous Enlistment

Officer Class ID

MGIB Election

Prior Service Military Dep

Enlisted-W-Officer Status 1 - Officer Accessions/Cadets/Enlisted (Non Warrant, w

Prior Service Benefit Waiver A - Active Duty F

Over Four Active Enlist

DOS Last AD Officer Status

Duty Country/Non Conus State

Input Sourc 1A

OK Cancel Prefill Inquiry History Print Help

E203 REPORT ACCESSION (NON BMT) HELP SCREENS

ENTRY ON ACTIVE DUTY DATE:
YYMMDD; must be less than or equal to current date. Date of entry on active duty, or enlistment date, or actual date of enrollment into the Academy (cadets).

DATE OF SEPARATION:
YYMMDD of separation as computed at time of entry, or projected date of graduation for cadets. Must be greater than EAD DATE/DOE DATE.

NAME LAST FIRST MIDDLE INITIAL:
Member's Last Name (space) First Name (space) M.I. (space) Suffix, if applicable.

SERVICE COMPONENT:
(used to bill the correct appropriation)
C = Cadet
G = National Guard
N = OSAM/SAM
R = Regular
S = ADSW and TAR
T = Temporary
V = Reserve

MEMBER'S CURRENT GRADE:

10 = O10	25 = W5	39 = E9	54 = Cadet 1st class
09 = O9	24 = W4	38 = E8	53 = Cadet 2nd class
08 = O8	23 = W3	37 = E7	52 = Cadet 3rd class
07 = O7	22 = W2	36 = E6	51 = Cadet 4th class
06 = O6	21 = W1	35 = E5	
05 = O5		34 = E4	
04 = O4		33 = E3	
03 = O3		32 = E2	
02 = O2		31 = E1	
01 = O1			

MEMBER'S GENDER:
F = Female
M = Male

OFFICER CANDIDATE:
Officer Candidate School; Y, N, or Blank. If Air Force or Army blank is generated.

ACCESSION EXCEPT CODE:
9 = If the accessed member will be at the input base for a short period of time only, and normal pay service cannot be rendered. Otherwise, leave blank.

RESERVE ACTIVE DUTY REASON:
3 = If accessed member is Reserve or National Guard personnel on Active Duty. Else blank.

Trailer Record – ARMY / ANNAPOLIS / AIR FORCE

UNIT ID:
Unit ID or class reporting the accession; 2 – 4 alphanumerics; or blank.

CBPO NUMBER:
Consolidated Base Personnel Office Number:
Identifies Personnel Office; two alpha or numeric positions:
ZZ = Army
ZI = Naval Academy
ZE = Cadets (other than USNA)

MAJOR COMMAND IDENTIFIER:
Major Air Command to which member is assigned; two alpha or numeric positions:
OZ = Army and Naval Academy
OB = Cadets (other than USNA)

SERVICING ADSN:
Valid ADSN.

PAY DATE:
YYMMDD (PEBD); must be less than or equal to EAD DATE/DOE DATE of Header Record. USNA – YYMMDD entered the Academy.

TOTAL ACTIVE FEDERAL MILITARY SERVICE DATE:
YYMMDD, total active federal military service date; must be equal to or greater than PAY DATE. USNA – YYMMDD entered the Academy.

Page 1 of 3

E203 REPORT ACCESSION (NON BMT) HELP

DATE OF SEPARATION FROM PREVIOUS ENLISTMENT:
YYMMDD of separation from last active duty in enlisted status; blank if cadet or not applicable. If valid date, must be less than or equal to EAD DATE/DOE DATE of Header Record.

If in an enlisted status upon release, DOS LAST AD OFF STATS must be blank. If in an officer status upon release, this field must be blank.

If ENTRY SVC COMP in Header Record = G or V, and member has no prior service, this field and DOS LAST AD OFF STATS may both be blank.

OFFICER CLASS IDENTIFIER:
W = warrant officers transferring from another military department; Else, blank.

MGIB ELECTION:
Y or blank; blank if CURR GRADE in Header Record is 01 - 10 or 21 - 25.

PRIOR SERVICE MILITARY DEPENDENTS:
A = Air Force
B = Army
C = Navy
D = Marines
G = Coast Guard
2 = Air Force Reserve
3 = Air National Guard
4 = Army Reserve
5 = Army National Guard
6 = Navy Reserve
7 = Marine Reserve
8 = Coast Guard Reserve
Or blank (blank for cadets)

ENLISTED WITH OFFICER STATUS INDICATOR:
1 = Enlisted - not Warrant, and with no Reserve commission; also use code for officer accessions and cadets
2 = Enlisted - Warrant, or with Reserve commission

PRIOR SERVICE BENEFIT WAIVER:
A = Active Duty Pay Waiver
N = No Benefits Waiver (use for USNA)
R = Retired Pay Waiver
V = VA Benefits Waiver

OVER FOUR ACTIVE ENLISTED:
Y(es), N(o), or blank.
Y = Officer (grades O1, O2, or O3) with over 4 years of active service as an enlisted member or warrant officer
N = Officer (grades O1, O2, or O3) who does not have over 4 years active enlisted or warrant officer service USNA - use blank.

DATE OF SEPARATION LAST ACTIVE DUTY OFFICER STATUS:
YYMMDD of separation from last active duty in officer status; else blank (always blank for cadets). Must be less than or equal to EAD DATE/DOE DATE of Header Record.

DUTY COUNTRY/NON-CONUS STATE:
Use US for CONUS; otherwise 2 alphanumeric position Country Code.

Trailer Record - NAVY

UIC:
Five alphanumeric or numeric positions. Cannot be all alphabetic.

PAY DATE:
YYMMDD (PEBD); must be less than or equal to EAD DATE/DOE DATE of Header Record.

TOTAL ACTIVE FEDERAL MILITARY SERVICE DATE:
YYMMDD, total active federal military service date; must be equal to or greater than PAY DATE.

Page 2 of 3

E203 REPORT ACCESSION (NON BMT) HELP

DATE OF SEPARATION FROM PREVIOUS ENLISTMENT:
YYMMDD of separation from last active duty in enlisted status; blank if not applicable. If valid date, must be less than or equal to EAD DATE/DOE DATE of Header Record.

If in an enlisted status upon release, DOS LAST AD OFF STATS must be blank. If in an officer status upon release, this field must be blank.

If ENTRY SVC COMP in Header Record = G or V, and member has no prior service, this field and DOS LAST AD OFF STATS may both be blank.

OFFICER CLASS IDENTIFIER:
W = warrant officers transferring from another military department; Else, blank.

MGIB ELECTION:
Y or blank; blank if CURR GRADE in Header Record is 01 - 10 or 21 - 25.

PRIOR SERVICE MILITARY DEPENDENTS:
A = Air Force
B = Army
C = Navy
D = Marines
G = Coast Guard
2 = Air Force Reserve
3 = Air National Guard
4 = Army Reserve
5 = Army National Guard
6 = Navy Reserve
7 = Marine Reserve
8 = Coast Guard Reserve
Or blank.

ENLISTED WITH OFFICER STATUS INDICATOR:
1 = Enlisted - not Warrant, and with no Reserve commission; also use code for officer accessions
2 = Enlisted - Warrant, or with Reserve commission

PRIOR SERVICE BENEFIT WAIVER:
A = Active Duty Pay Waiver
N = No Benefits Waiver
R = Retired Pay Waiver
V = VA Benefits Waiver

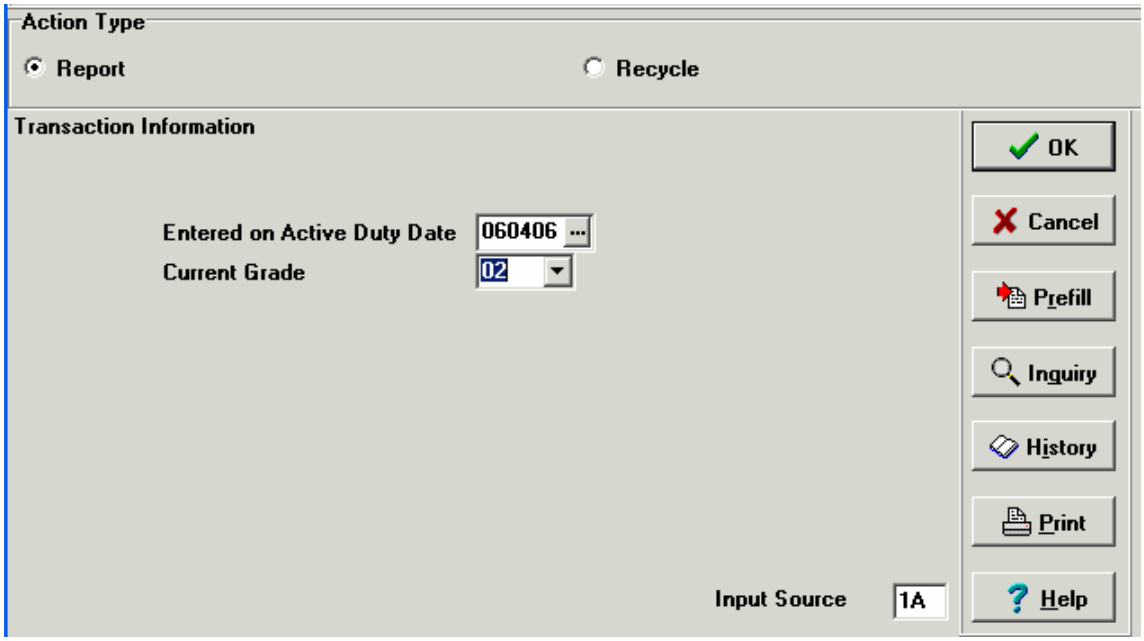
OVER FOUR ACTIVE ENLISTED:
Y(es), N(o), or blank.
Y = Officer (grades O1, O2, or O3) with over 4 years of active service as an enlisted member
N = Officer (grades O1, O2, or O3) who does not have over 4 years active enlisted service

DATE OF SEPARATION LAST ACTIVE DUTY OFFICER STATUS:
YYMMDD of separation from last active duty in officer status; else blank (always blank for cadets). Must be less than or equal to EAD DATE/DOE DATE of Header Record.

DUTY COUNTRY/NON-CONUS STATE:
Use US for CONUS; otherwise 2 alphanumeric position Country Code.

Page 3 of 3

ML03 REPORT CONFIRMATION OF ACCESSION OFFICERS



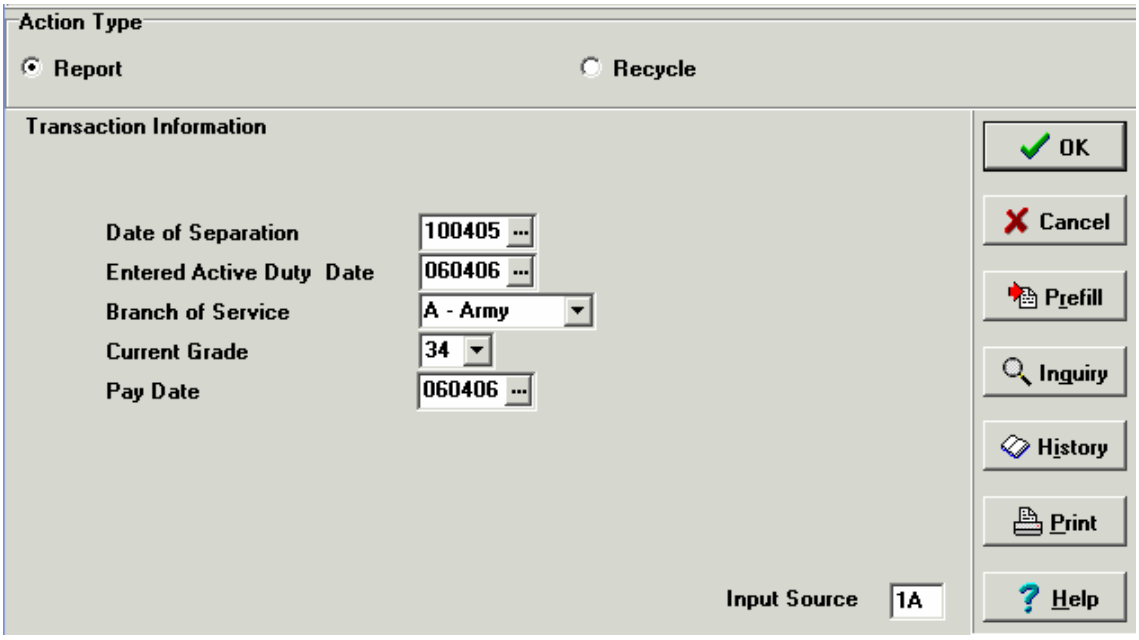
ML03 REPORT OFFICERS CONFIRMATION HELP SCREEN

```
ML03   REPORT - OFFICERS CONFIRMATION OF ACCESSION

ENTERED ON ACTIVE DUTY DATE:
YYMMDD; must be less than or equal to current date.

CURRENT GRADE:
01 - 10 = Officer's current grade at time of accession
21 - 25 = Warrant officer's current grade at time of accession
```

MM03 REPORT CONFIRMATION OF ACCESSION ENLISTED



MM03 REPORT ENLISTED CONFIRMATION HELP SCREEN

```
MM03   REPORT - ENLISTED CONFIRMATION OF ACCESSION

DATE OF SEPARATION:
YYMMDD date of separation (EAOS/ETS); must be greater than or equal to current date.  For
USNA, projected graduation date.

ENTERED ACTIVE DUTY DATE:
YYMMDD; must be less than or equal to current date.  For USNA, date entered the Academy.

BRANCH OF SERVICE:
A - Army
F - Air Force
N - Navy

CURRENT GRADE:
31 - 39 = Enlisted member's grade at time of accession
51 - 54 = Midshipman's grade at time of accession

PAY DATE:
YYMMDD (PEBD); must be less than or equal to current date, and less than or equal to ENTERED
ACTIVE DUTY DATE.
```

(The remainder of this page is reserved for future use)

Chapter 6 - MILITARY LEAVE

A. BACKGROUND

The purpose of military procedures for leave, liberty and administrative absences are consistent with the uniformity of the Armed Forces of the United States (by Section 704, Title 10, United States Code, reference b.) to provide a hiatus from the work environment in ways that contribute to improved performance and increased motivation and to ensure the optimum use of earned leave, minimizing the loss of leave and reducing overall costs.

An aggressive leave program, one that encourages, as much as is feasible within mission requirements, vacations and short periods of rest from duty, as well as authorized absences to attend emergency situations, provide benefits to morale essential to maintaining maximum effectiveness. It is the responsibility of officers in command, major headquarters and Military departments to administer leave and liberty programs that comply with Department of Defense policies and to ensure implementation of the regulations provides for leave to be taken annually as accrued.

The Annual Leave Programs are established by Commanders to afford their Service members the opportunity to take leave within the constraints of operational requirements. Service members are encouraged to take frequent periods of leave, and including, if possible, one extended leave period each year of approximately 14 days in length. These programs also measure and reduce the amount of leave lost by Service members annually and the cost of unused accrued leave payments.

B. ENTITLEMENT AND ACCUMULATION

In addition to pay and allowances, members of the Armed forces are entitled to accumulate 30 days of leave per year. Leave accrues to a service member serving on active duty for 30 days or more. It is accrued at the rate of 2½ days for each month of active service, excluding periods of absence from duty without or over leave, periods of confinement resulting from courts-martial and periods of leave required to be taken pending review of court-martial conviction.

For partial months, it accrues at the rate of ½ day for any period of 6 or less days. Leave will be accounted for by crediting it sequentially in the chronological order in which it is accrued. Generally when used, leave will be charged in reverse order with the most recently accrued leave charged first.

This method is known as Last In, First Out (LIFO). As an exception to this method, beginning January 1, 1996, Combat Zone Tax Exclusion Leave (CZTE) will be charged ahead of all other leave, regardless of the sequence in which the CZTE leave was accrued. The following breakdown of leave accrual per month is useful for the computation of leave earned.

Incremental Leave Earned or Partial Leave Credit

1- 6	.5 day
7-12	1.0 day
13-18	1.5 days
19-24	2.0 days
25-31	2.5 days

Except in circumstances of “Special Leave Accrual” or when a member is in a missing status, leave accumulated in excess of 60 days shall be lost at the end of the fiscal year. A Service member may not accrue leave in any of the following circumstances:

A. Absent from duty without leave, (AWOL), unless excused as unavoidable (see AR 630-10).
B. On an unauthorized absence.
C. Confined as a result of a court-martial sentence. Leave does not accrue in any military or civil confinement in connection with a trial.
D. On appellate leave pending completion of appellate review after a sentence by court-martial.
E. When on excess leave.
F. In confinement as a result of civilian court action under provisions of Article 14.
G. Absence over one duty day due to the use of alcohol or drugs or injury resulting from misconduct.

There is no limit to leave accrual for soldiers in a Missing Status under section 551, title 37, United States Code (37 USC 551). This is in addition to any previous leave earned. The leave can not be used, it must be paid. There is a 150 day limit that applies only in relationship to evidence of a date of death determined by the Secretary of the Military Department concerned. More detailed information can be found in the DoDFMR Vol. 7A, Chapter 34.

Service members who continue on or are recalled to active duty after retirement may be authorized by the Secretary of the Army (SA) to have leave that was lost at the time of retirement restored to the current active military pay account. The SA may limit the use of consecutive days of leave granted based on operational requirements. Service members may not be prohibited

from taking leave accrued during the new period of military service as a condition of the continuation or recall action.

C. Special Leave Accrual

The intent of Special Leave Accrual is to provide relief to Service members who are not allowed leave when undergoing lengthy deployment or during periods of special operations. The leave program is designed to encourage the use of leave as it accrues rather than to accumulate a large leave balance. Service members who build their leave balance to the maximum level risk losing their leave should a situation occur that prevents or delays leave use.

Section 701f, title 10, United States Code (10 USC 701f) provides Special Leave Accrual to Service members who meet the criteria in this section.

Service members who serve on active duty for a continuous period of at least 120 consecutive days in an area in which they are entitled to Special Pay for Duty Subject to Hostile Fire or Imminent Danger under the provisions DoD 7000.144-R may accumulate up to 120 days leave at the end of the fiscal year. Leave that exceeds 60 days accumulated under this paragraph is lost unless used before the end of the third fiscal year following the fiscal year in which the service in the hostile fire or imminent danger area or operational commitment is terminated. (SLA also applies to service members assigned to designated deployable ships or mobile units.)

Active duty members who have been recalled from or not authorized annual leave as a consequence of duty assignments in support of a contingency operation are authorized to accumulate annual leave in excess of 60 days, as shown the Leave and Earnings Statement for the month of September. These Service members are authorized to retain such leave (not to exceed 90 days) until the end of the fiscal year or the following fiscal year.

The situation preventing Service members assigned to such activities from using leave must have been caused by a national emergency and/or crisis or operations in defense of national security. And it should result from the Service member’s inability to take leave or to reduce their leave balance to 60 days before the end of the fiscal year.

Special Leave Accrual cannot be used as a method to authorize leave accumulation in excess of 60 days resulting from a mismanaged leave program.

The following example reflects a scenario of a Service member who lost leave accrued at the end of the FY. Special Leave Accrual is not authorized retroactively.

Special Leave Accrual – MMPA / Restored Leave

```
BR LEAVE BALANCE*  ENTRY-OPEN-DT 060311 12 03 2  ACTN 05  START 051001
   BF-PRIOR-FY 99.5  ERND-FY 20.0  USED-FY 018  BAL-CM 101.5  NOT-ACRD-FY 0.0
   LOST-DAYS-CFY 000  XCS-FY 000  LOST 0.0  SETLMNT 2  EFF-DATE-LAST-TRANS
   060311
BS HFP CZ LV BAL*  ENTRY-OPEN-DT 041213 13 12 2  BF-ENTRY-CZ 57.0  ERN-CZ 32.5
   CZ-CON 75.0  LEAVE-CODE 1  ARV-HFP 041208  DEPRT-HFP 051203  FY-EXPRTN-DATE
   2009  EFF-DATE-LAST-TRANS 060210  FORMAT-ID SB
BT TAX EXEMPT LEAVE BALANCE*  ENTRY-OPEN-DT 060102 03 01 1  ACTN B3  ARV-ZONE
   041208  DEPRT-ZONE 051203  ERND-ZONE 32.5  USED-ZONE 18.0  BAL-ZONE 14.5
   ADV-PR-ZONE 0.0  OFF-ENLST E  EFF-DATE-LAST-TRANS 060210  ENTRY-OPEN-CLOSD
   0
BR-LEAVE BALANCE*  ENTRY-OPEN-DT 050922 98 09 2  ENTRY-CLSD-DT 060311 12 03 2
   ACTN 06  START 051001  STOP 000000  BF-PRIOR-FY 82.0  ERND-FY 15.0  USED-FY
   018  BAL-CM 79.0  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000  XCS-FY 000  LOST 17.5
   SETLMNT 2  EFF-DATE-LAST-TRANS 060311
BR-LEAVE BALANCE*  ENTRY-OPEN-DT 050829 01 09 1  ENTRY-CLSD-DT 050922 98 09 2
   ACTN 05  START 041001  STOP 050930  BF-PRIOR-FY 79.5  ERND-FY 30.0  USED-FY
   010  BAL-CM 99.5  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000  XCS-FY 000  LOST 0.0
```

D. PAYMENT OF ACCRUED LEAVE

The general entitlement for payment of unused accrued leave is designated for members who are discharged from military service under Honorable conditions unless the member continues on active duty under conditions that require accrued leave to be carried forward. An enlisted member who voluntarily extends enlistment for the first time is also entitled to payment for unused accrued leave.

A military member is entitled to receive payment for no more than 60 days of accrued leave during a military career. A military member eligible for an unused accrued leave settlement is authorized an election with regard to payment or carry over of the leave. The member may elect to receive payment or carry over of the leave. The member may elect to receive payment for a portion of the unused leave, not to exceed a career total of 60 days, and to have the remaining accrued leave carried forward to a new or extended enlistment. The total of paid and carried forward leave may exceed 60 days.

The following conditions govern whether a member may be paid for unused accrued leave with the Career Leave Limitation of 60 days:

1. A member who is released retires or transfers to a Reserve unit under honorable conditions.

2. An officer separated for having failed selection to a higher grade immediately reenters active duty in an enlisted status.

3. A Reserve officer of any service who completes an obligated term of service and immediately reenters on active duty.

4. A military member of any service who is discharged (under honorable conditions) for the specific purpose of reenlisting on active duty.

5. A member of any service who voluntarily first extends enlistment, regardless of duration of extension, and continues on active duty.

6. Any member who has been involuntarily extended and is discharged under honorable conditions for the purpose of reenlisting.

There are also exceptions to the 60 Day Career Leave Payment Limitation. Unused leave accrued specifically is additional to the member’s career leave payment limitation of 60 days. This unused excepted leave may be carried forward into a new contract period of active duty and later be eligible for payment in addition to other leave to which the 60 day ceiling applies. The following conditions are exceptions to the 60 Day Career Leave Payment Limitation:

1. Any member of a Reserve Component, Retired Reserve or retired member of the Regular Army during any period the member is serving on active duty in support of a contingency operation per section 501b, title 37, United States Code (37 USC 501b).

2. Service members who die because of an injury or illness incurred while serving on active duty in support of a contingency operation, settlement of the accrued leave is made per section 501d, title 37, United States Code (37 USC 501d). Settlement of accrued leave in excess of 60 days is authorized regardless of any leave preciously cashed in.

3. Payment of accrued leave is made per section 501h, title 37, United States Code (37 USC 501h) for leave earned in a missing status. Settlement is made for leave days accrued to the actual date of death for Service members who die while in a missing status. Payment may not exceed 150 days.

4. A member who dies while on active duty or a member who dies after retirement or discharge before receiving payment of accrued leave. Payment of accrued leave for a deceased member is

based upon the unused accrued leave carried forward into the leave year in which deceased, plus unused leave accrued that year.

5. Service members who continue on or are recalled to active duty after retirement may be authorized to have leave accrued before retirement that was lost to be reaccredited under 10 USC 701c.

Under regulations prescribed by the Secretary of the Military department concerned, a member sentenced to unsuspended dismissal or unsuspended dishonorable or bad-conduct discharge by a court-martial may be required to take leave pending review of the conviction. Such a member may elect to be paid in a lump sum for the leave accrued as of the day before the day leave begins. Otherwise, each day of appellate leave shall be charged as a day of leave and the member is paid accordingly until the leave is used. The payment is based on the member's base pay entitlement. A member who is discharged under other than honorable conditions or because of fraudulent enlistment forfeits all accrued leave at the time of discharge and is not entitled to payment of accrued leave. Any member discharged for unsatisfactory performance or misconduct also forfeits all accrued leave at the time of discharge.

Accrued leave must be carefully accounted for and accurately identified as to the time and circumstances under which it was earned. The number of days accrued and value of unused leave to be sold depends upon the timeframe and circumstances under which it was earned. Accrued leave payments are valued using only basic pay and are often calculated as a part of the final separation payments shown in the entitlements credits of the Leave and Earnings Statement. Accrued Leave payments are categorized as Lump Sum Leave and are found in the MMPA on the 74 entry line of a separated account.

Lump Sum Leave – Entry 74

```
FIXED/OPEN/HISTORY
74-LSL*  ENTRY-OPEN-DT 060425 02 05 1  ENTRY-CLSD-DT 060425 02 05 1
   CNTRL-CODE 2  ACTN 03  START 060311  ENTLMT 3,930.51  LUMP-SUM 55.5  ENTLMT
   3,930.51  ENTLMT 0.00  NR-DEPN-ACRD-LV-BAQ 0  ENTLMT 0.00
** END OF INQUIRY.
```

E. LEAVE PAYMENTS AND TAXABILITY

Payments for Accrued Leave are normally subject to taxation. Payments for CZTE leave are tax exempt from federal taxation and not subject to federal or state income tax withholding up to the monthly limit specified by the Internal Revenue Service. Enlisted members (E-1 and above) and warrant officers (W-1

through W-5) have no limitation or ceiling on the value of payments exempt from federal taxes or from state and federal tax withholding for any month in which they qualify for an exemption.

Officers (O-1 and above) are subject to a limit on the value of federal tax exempt payments and from exemption from federal and state tax withholding for each month in which they qualify for an exemption. The exemption amount for officers is set at the value for the highest rate of enlisted basic pay plus the value of any hostile fire or imminent danger pay the officer may have been entitled to in that qualifying month. Any payments of CZTE leave value that exceed the limitation available will be treated as taxable income.

Combat Zone Leave is used before any other leave that has been accrued, and is usually used after leaving the Combat Zone. While on Combat Zone Leave all Base Pay and Allowance entitlements continue and are considered as non-taxable federal and state wages.

MMPA BT ENTRY – TAX EXEMPT LEAVE BALANCE

```
BS-HFP CZ LV BAL*  ENTRY-OPEN-DT 040114 13 01 2  ENTRY-CLSD-DT 051013 13 10 2
   BF-ENTRY-CZ 65.5  ERN-CZ 30.0  CZ-CON 80.5  LEAVE-CODE 1  ARV-HFP 040108
   DEPRT-HFP 041216  FY-EXPRTN-DATE 2008  EFF-DATE-LAST-TRANS 041216
    FORMAT-ID 23
 BT-TAX EXEMPT LEAVE BALANCE*  ENTRY-OPEN-DT 051013 13 10 2  ENTRY-CLSD-DT
    051013 13 10 2  ACTN B3  ARV-ZONE 040108  DEPRT-ZONE 041216  ERND-ZONE 30.0
    USED-ZONE 27.0  BAL-ZONE 3.0  ADV-PR-ZONE 0.0  OFF-ENLST E
    EFF-DATE-LAST-TRANS 050923  ENTRY-OPEN-CLOSD U  AUTH-NR JG50509  DAYS-COUNT
    12.0  START-TAX 000000  START-TAX-DAYS 0.0  START-TAX-USED 050912
 BT-TAX EXEMPT LEAVE BALANCE*  ENTRY-OPEN-DT 050613 12 06 2  ENTRY-CLSD-DT
    050613 12 06 2  ACTN 05  ARV-ZONE 040108  DEPRT-ZONE 041216  ERND-ZONE 30.0
    USED-ZONE 15.0  BAL-ZONE 15.0  ADV-PR-ZONE 0.0  OFF-ENLST E
    EFF-DATE-LAST-TRANS 041216  ENTRY-OPEN-CLOSD T  AUTH-NR OUTIAS   DAYS-COUNT
    0.0  START-TAX 000000  START-TAX-DAYS 0.0  START-TAX-USED 000000
 BT-TAX EXEMPT LEAVE BALANCE*  ENTRY-OPEN-DT 050104 06 01 1  ENTRY-CLSD-DT
    050613 12 06 2  ACTN 05  ARV-ZONE 040108  DEPRT-ZONE 041216  ERND-ZONE 30.0
    USED-ZONE 10.0  BAL-ZONE 20.0  ADV-PR-ZONE 0.0  OFF-ENLST E
    EFF-DATE-LAST-TRANS 041216  ENTRY-OPEN-CLOSD Z  AUTH-NR          DAYS-COUNT
    0.0  START-TAX 000000  START-TAX-DAYS 0.0  START-TAX-USED 000000
 ** END OF INQUIRY.
```

F. ACCRUED LEAVE FORFEITURE

A member who is discharged under other than honorable conditions or because of fraudulent enlistment forfeits all accrued leave at the time of discharge and is not entitled to payment for accrued leave, regardless of the length of time the separated member has served.

A member who is enlisted or commissioned on or after October 19, 1984, and is discharged for unsatisfactory performance or misconduct for any of the reasons listed below forfeits all accrued leave at the time of discharge.

1. Enlisted separation reasons:

   (a) Defective enlistments and inductions (underage and fraudulent entry only).
   (b) Entry level performance and conduct.
   (c) Unsatisfactory performance.
   (d) Drug or alcohol abuse rehabilitation failure.
   (e) Misconduct.
   (f) Separation instead of trial by court-martial.
   (g) Security (unless the Service member receives an Honorable Discharge)

2. Officer separation reasons.

   (a) Separation for cause.
   (b) Dropped from the rolls.
   (c) Misconduct or moral or professional dereliction.
   (d) Separation instead of trial by court-martial
   (e) Security (unless the Service member receives an Honorable Discharge).

The following example involves Accrued Leave forfeiture, but not because of any of the reasons stated above. In this instance, the Service member was honorably discharged and paid a lump sum leave amount of $721.25 (net $549.52 after the FTTW withholding tax was deducted) and then Central Site received notification that he’d taken terminal leave for the period April 20-29. The MMPA example shows the Leave Balance lines, the Lump Sum Leave payment collection, Memo and Debt segments.

MMPA ENTRY LINES FOR LUMP SUM LEAVE COLLECTION

```
04 MJ:   LB:3891 LC:3891 SA:V SX:1 TK:000920 TU:050429 TH:000000
FIXED/OPEN/HISTORY
BR FORMAT-ID NOT FOUND IN TABLE1.
BL-DAYS PAID ACCRUED LEAVE*  ENTRY-OPEN-DT 050421 19 04 2  ENTRY-CLSD-DT
   050421 19 04 2  ACTN V3  NBR-LV-DAYS-PD 10.5  DT-OF-PAYMT 050401  LUMP-SUM
   10.5
BR-LEAVE BALANCE*  ENTRY-OPEN-DT 050421 19 04 2  ENTRY-CLSD-DT 050421 19 04 2
   ACTN V2  START 041001  STOP 050429  BF-PRIOR-FY 17.0  ERND-FY 17.5  USED-FY
   032  BAL-CM 2.5  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000  XCS-FY 000  LOST 0.0
   SETLMNT 1  EFF-DATE-LAST-TRANS 050401
BR-LEAVE BALANCE*  ENTRY-OPEN-DT 030923 98 09 2  ENTRY-CLSD-DT 041013 12 10 2
   ACTN B3  START 031001  STOP 040930  BF-PRIOR-FY 13.0  ERND-FY 30.0  USED-FY
   026  BAL-CM 17.0  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000  XCS-FY 000  LOST 0.0
   SETLMNT 1  EFF-DATE-LAST-TRANS 040917
** END OF INQUIRY.
 FIXED/OPEN/HISTORY
 74-LSL*  ENTRY-OPEN-DT 060228 04 03 1  ENTRY-CLSD-DT 060228 04 03 1
    CNTRL-CODE 6  ACTN Q2  START 050402  ENTLMT -549.52  LUMP-SUM 0.0  ENTLMT
    -549.52  ENTLMT 0.00  NR-DEPN-ACRD-LV-BAQ 0  ENTLMT 0.00
 ** END OF INQUIRY.
FIXED/OPEN/HISTORY
N9-97-98-99 INPUT*  ENTRY-OPEN-DT 060306 08 03 1  ENTRY-CLSD-DT 060306 08 03 1
   CNTRL-CODE 2  FORMAT-ID 98  ACTN 40  GROUP-WANTED A  CTGY-WANTED
   DA-PROCSD 065  ADSN 3891  IT-POSN-INPUT-SOURCE Y  2D-POSN-INPUT-SOURCE K
   XMSN-NR UT  XACTN-NR 00014  MEMO-ENTRY SENT PMT TO DFAS-IN TM#83 060306 $1,
   725.58
N9-97-98-99 INPUT*  ENTRY-OPEN-DT 060228 04 03 1  ENTRY-CLSD-DT 060228 04 03 1
   CNTRL-CODE 2  FORMAT-ID 98  ACTN 40  GROUP-WANTED A  CTGY-WANTED
   DA-PROCSD 059  ADSN 3891  IT-POSN-INPUT-SOURCE Y  2D-POSN-INPUT-SOURCE N
   XMSN-NR N1  XACTN-NR 00054  MEMO-ENTRY DOS CHG/FR 050401 TO 050429/REF PY-A
   LLOW/COLL LSL10 DYS 549.52/SB03/TYPE P/050420-29/ADJ TXS
N9-97-98-99 INPUT*  ENTRY-OPEN-DT 060228 04 03 1  ENTRY-CLSD-DT 060228 04 03 1
   CNTRL-CODE 2  FORMAT-ID 99  ACTN 03  MMPA-ENTRY-ID 68  DA-PROCSD 059
   MONTRY-ADJ-TYPE 1  START 050402  STOP 050429  ADSN 3891
   IT-POSN-INPUT-SOURCE Y  2D-POSN-INPUT-SOURCE N  XMSN-NR N1  XACTN-NR 00051
   MEMO-ENTRY PODEB CRED VHA /DOS CHG/050402-29
DQ-INDEBT MIL PAY/ALW*  ENTRY-OPEN-DT 060228 04 03 1  ENTRY-CLSD-DT
   060228 04 03 1  CNTRL-CODE 2  ACTN 01  START 060301  STOP 060331  TAX-CODE
   3  DEDTN-MM 549.52  DEDTN-CM 549.52  DEDTN-NM 0.00  DEDTN-AMT 549.52
   REFND-INDCTR 0  NOE-INDCTR 1  SPEC-INDEBT 549.52  BAL-DUE-CM 0.00  CAL-YR
   05  START-OPAYMT 050402  STOP-OPAYMT 050429  RSN-SUSPN 0  CANCL-DCSN 0
   AMT-FRGVN 0.00  FORMAT-ID DQ  FICA-WAGES-OPAID 0.00
   FICA-WAGES-OPAID-CUR-BAL 0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID
   549.52  FITW-WAGES-OPAID-CUR-BAL 0.00  FITW-WAGES-CLCTD 549.52
   MCARE-WAGES-OPAID 0.00  MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD
   0.00
```

G. Leave Processing

When the field Finance Office receives the signed DA Form 31, an SB – Leave transaction is input to DMO. The leave taken is reflected on the SB line of the MMPA.

DA FORM 31

REQUEST AND AUTHORITY FOR LEAVE
This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is ODCSPER. *(See instructions on reverse.)*

1. CONTROL NUMBER: 0055

PART I

2. NAME *(Last, First, Middle Initial)*	3. SSN	4. RANK	5. DATE
QUICK, Howard Z.	123-45-6789	E-4	20 Sep 93

6. LEAVE ADDRESS *(Street, City, State, ZIP Code and Phone No.)*	7. TYPE OF LEAVE	8. ORGN, STATION, AND PHONE NO.
(703) 555-1111 2 Jackson Avenue Woodbridge, VA 22191	[X] ORDINARY [ ] EMERGENCY [ ] PERMISSIVE TDY [ ] OTHER	Co B, 2d Bn, 3d Inf 44th Inf Div Ft Harris, VA 22222

9. NUMBER DAYS LEAVE				10. DATES	
a. ACCRUED	b. REQUESTED	c. ADVANCED	d. EXCESS	a. FROM	b. TO
20	8	N/A	N/A	22 Sep 93	29 Sep 93

11. SIGNATURE OF REQUESTOR	12. SUPERVISOR RECOMMENDATION/SIGNATURE	13. SIGNATURE AND TITLE OF APPROVING AUTHORITY
Harold Z. Quick	[X] APPROVAL [ ] DISAPPROVAL Derek W. Farpai	Janice B. Taylor, CPT

14. DEPARTURE		
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY
22 Sep 93	0030 hrs	

15. EXTENSION		
a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY

16. RETURN		
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY
29 Sep 93	2100 hrs	

17. REMARKS

Chargeable leave is from 22 Sep 93 to 29 Sep 93

PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL

18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station *(or location)* designated by military orders. You are directed to report to the Aerial Port of Embarkation *(APOE)* for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.

19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION:

For return military travel reservations in CONUS call the MAC Passenger Reservation Center *(PRC)*:
Should you require other assistance call PAP:

20. DEPARTED UNIT	21. ARRIVED APOD	22. ARRIVED APOE *(return only)*	23. ARRIVED HOME UNIT

24 **PART III - DEPENDENT TRAVEL AUTHORIZATION**

25. [ ] *(Space available or required cash reimbursable)* [ ] ONE WAY [ ] ROUND TRIP
[ ] *(Space required)* TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25

DEPENDENT INFORMATION

a. DEPENDENTS *(Last name, First, MI)*	b. RELATIONSHIP	c. DATES OF BIRTH *(Children)*	d. PASSPORT NUMBER

PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION

26. DESIGNATION AND LOCATION OF HEADQUARTERS	27. ACCOUNTING CITATION

28. DATE ISSUED	29. TRAVEL ORDER NUMBER	30. ORDER AUTHORIZING OFFICIAL *(Title and signature)* OR AUTHENTICATION

DA FORM 31, SEP 93 EDITION OF 1 AUG 75 IS OBSOLETE

Sample of SB01 Leave Start

SB01 - Start - Leave Status

Member Information

Cycle: P2 Julian Date: 004

SSN 123456789 Name RUAGI

Action Type

Start Stop Report Correct Cancel Start_Recyc Report_Rec

Transaction Information

Start Date 060201

Military Leave Type A - Ordinary

Leave Days Granted 004

Leave Area 1 - CONUS

Leave Authorization Number GI65432

Excess Leave Days Granted 0

Date Depart Perm Duty Station

Date Return Perm Duty Station

Date Depart Designated Area

Date Arrive CONUS or Overseas

Date Depart CONUS or Overseas

Date Return Designated Area

Input Source GI

OK Cancel Prefill Inquiry History Print Help

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SB01 START – DMO HELP SCREEN (1 OF 4)

FID_SB

File Edit Bookmark Options Help

Contents Search Back Print << >>

SB01 Start - Leave Status

START DATE
The date leave begins. Must contain a date in YYMMDD format and date must be prior or equal to the current date + 29 days.

MILITARY LEAVE TYPE
Make a selection from the Drop-down menu.

Air Force, Army, Navy:
1 - Educational Leave of Absence
2 - Officers on Academic Absence
3 - Preparatory School
A - Ordinary
C - Officer Teaching under Scholarship
D - Emergency
E - Reenlistment
F - Convalescent/sick
H - Extension overseas (EXOS)
P - Terminal
R - Awaiting appellate review
T - Permissive TDY
Y - Member in Recruiter Assistance Program

Academies:
G - Admin turnback
Q - Stop out
S - Awaiting court martial
U - Pending discharge without pay
V - Pending discharge with pay
W - Medical turnback
X - Holiday leave to report comrats

JROTC (Service Station: 4091, 4092, 4093, or 4064):
Z - JROTC Instructor

ADSN 38XX:
1 - Educational Leave of Absence
2 - Officers on Academic Absence

SB01 START – DMO HELP SCREEN (2 OF 4)

FID_SB

File Edit Bookmark Options Help

Contents Search Back Print << >>

ADSN 38XX:
1 - Educational Leave of Absence
2 - Officers on Academic Absence
3 - Preparatory School
A - Ordinary
C - Officer Teaching under Scholarship
D - Emergency
E - Reenlistment
F - Convalescent/sick
G - Admin turnback
H - Extension overseas (EXOS)
P - Terminal
Q - Stop out
R - Awaiting appellate review
S - Awaiting court martial
T - Permissive TDY
U - Pending discharge without pay
V - Pending discharge with pay
W - Medical turnback
X - Holiday leave to report comrats
Y - Member in Recruiter Assistance Program

LEAVE DAYS GRANTED
Enter the number of leave days granted (001 - 300).

If the Military Leave Type field equals H, this field must be less than or equal to 30.

If the Military Leave Type field equals R or Z, this field must be less than or equal to 300.

If the Military Leave Type field equals Y, this field must be less than or equal to 12.

LEAVE AREA
Make a selection from the Drop-down menu.

Must be 2 or 3 if the Military Leave Type field equals H.

Must be 1 or 2 if the Military Leave Type field equals P.

1 = CONUS
2 = Overseas
3 = Overseas to CONUS

SB01 START – DMO HELP SCREEN (3 OF 4)

FID_SB

File Edit Bookmark Options Help

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LEAVE AREA
Make a selection from the Drop-down menu.

Must be 2 or 3 if the Military Leave Type field equals H.

Must be 1 or 2 if the Military Leave Type field equals P.

1 = CONUS
2 = Overseas
3 = Overseas to CONUS

LEAVE AUTHORIZATION NUMBER
The first two positions of this field must contain the alpha input source code and the following five positions must contain the numeric authorization number (greater than zero) from the source document.

EXCESS LEAVE DAYS GRANTED
Enter the number of days excess leave granted (000 - 999); may not be greater than Leave Days Granted.

DATE DEPART PERM DUTY STATION
Must contain a valid date in YYMMDD format or zeros. Date must be equal or greater than the Start Date and equal to or less than the Start Date plus the number of days within the Leave Days Granted.

DATE RETURN PERM DUTY STATION
Must contain a valid date in YYMMDD format or zeros. Date must be equal or greater than the Start Date and equal to or less than the Start Date plus the number of days within the Leave Days Granted. Must contain a valid date equal or greater than the Date Depart Perm Duty Station if the Date Depart Perm Duty Station contains a valid date. Must be zeros if the Date Depart Perm Duty Station equals zeros.

DATE DEPART DESIGNATED AREA
Must contain a valid date in YYMMDD format or zeros. Date must be equal or greater than the Start Date and equal or less than the Start Date plus the number of days within the Leave Days Granted.

DATE ARRIVE CONUS OR OVERSEAS
Must contain a valid date in YYMMDD format or zeros. Date must be equal or greater than the Start Date and equal or less than the Start Date plus the number of days within the Leave Days Granted. Zeros will be system generated if the Leave Area field equals 2.

SB01 START – DMO HELP SCREEN (4 OF 4)

FID_SB

File Edit Bookmark Options Help

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Date and equal or less than the Start Date plus the number of days within the Leave Days Granted.

DATE ARRIVE CONUS OR OVERSEAS

Must contain a valid date in YYMMDD format or zeros. Date must be equal or greater than the Start Date and equal or less than the Start Date plus the number of days within the Leave Days Granted. Zeros will be system generated if the Leave Area field equals 2.

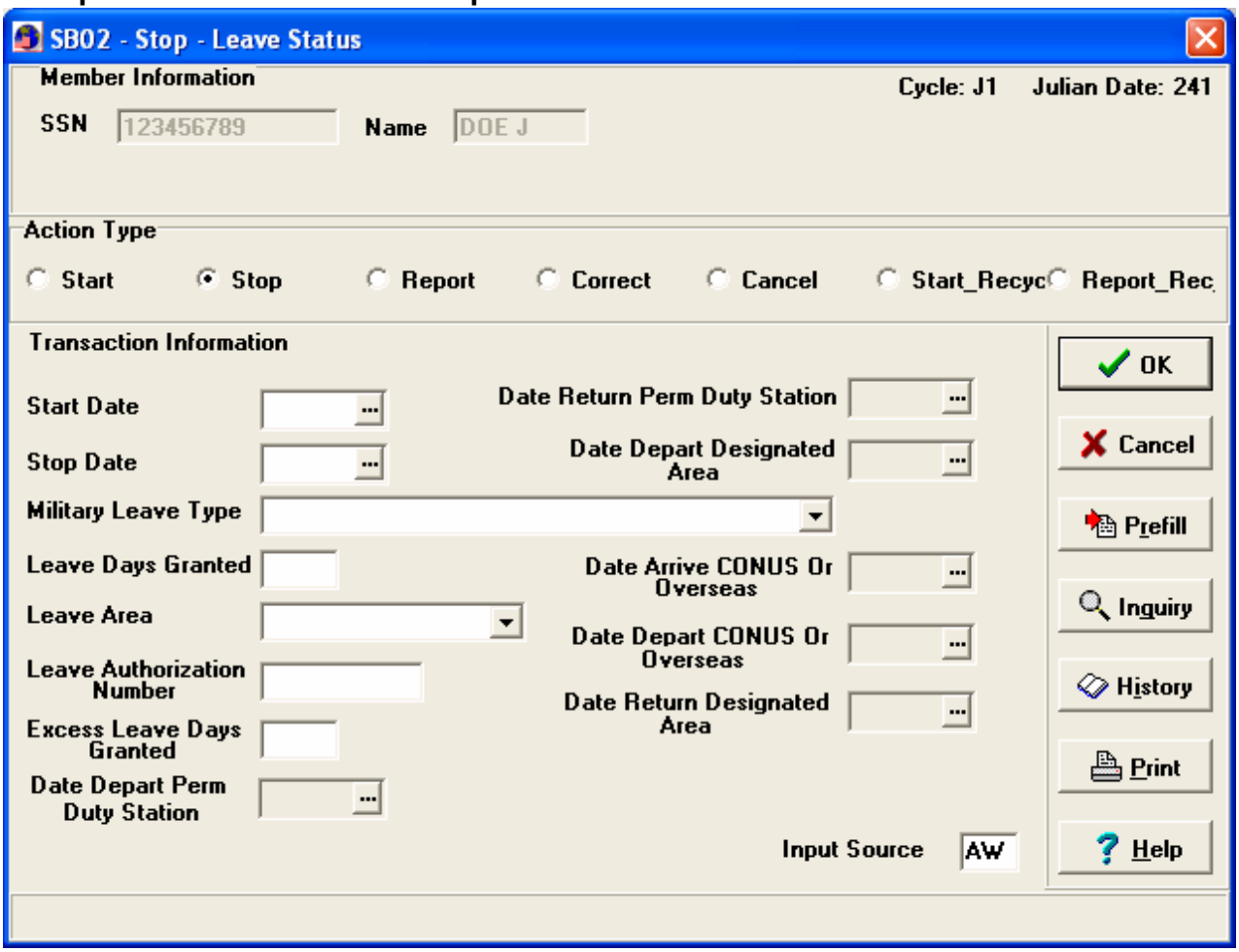
DATE DEPART CONUS OR OVERSEAS

Must contain a valid date in YYMMDD format or zeros. Date must be equal or greater than the Start Date and equal or less than the Start Date plus the number of days within the Leave Days Granted. Must contain a valid date equal or greater than the Date Arrive CONUS or Overseas if the Date Arrive CONUS or Overseas field contains a valid date. Must be zeros if the Date Arrive CONUS or Overeas field equals zeros. Zeros will be system generated if the Leave Area field equals 2.

DATE RETURN DESIGNATED AREA

Must contain a valid date in YYMMDD format or zeros. Date must be equal or greater than the Start Date and equal or less than the Start Date plus the number of days within the Leave Days Granted. Must contain a valid date equal or greater than the Date Depart Designated Area if the Date Depart Designated Area contains a valid date. Must be zeros if the Date Depart Designated Area field equals zeros.

Sample of SB02 Leave Stop



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SB02 Stop – DMO HELP SCREEN (1 OF 4)

FID_SB

File Edit Bookmark Options Help

Contents Search Back Print << >>

SB02 Stop - Leave Status

START DATE
Enter date leave started. This field must contain date in YYMMDD format and the date entered must be prior or equal to the current date.

STOP DATE
Enter the date leave ended. This field must contain a date in YYMMDD format and the date entered must be prior or equal to the current date, and greater than or equal to the Start Date.

MILITARY LEAVE TYPE
Make a selection from the Drop-down menu.

Air Force, Army, Navy:
1 - Educational Leave of Absence
2 - Officers on Academic Absence
A - Ordinary
B - Travel Generated Leave
C - Officer Teaching under Scholarship
D - Emergency
E - Reenlistment
F - Convalescent/sick
H - Extension overseas (EXOS)
P - Terminal
R - Awaiting appellate review
T - Permissive TDY
Y - Member in Recruiter Assistance Program

Academies:
G - Admin turnback
Q - Stop out
S - Awaiting court martial
U - Pending discharge without pay
V - Pending discharge with pay
W - Medical turnback
X - Holiday leave to report comrats

JROTC (Service Station: 4091, 4092, 4093, or 4064):
Z - JROTC Instructor

SB02 Stop – DMO HELP SCREEN (2 of 4)

FID_SB

File Edit Bookmark Options Help

Contents Search Back Print << >>

ADSN 38XX:
1 - Educational Leave of Absence
2 - Officers on Academic Absence
A - Ordinary
B - Travel Generated Leave
C - Officer Teaching under Scholarship
D - Emergency
E - Reenlistment
F - Convalescent/sick
G - Admin turnback
H - Extension overseas (EXOS)
P - Terminal
Q - Stop out
R - Awaiting appellate review
S - Awaiting court martial
T - Permissive TDY
U - Pending discharge without pay
V - Pending discharge with pay
W - Medical turnback
X - Holiday leave to report comrats
Y - Member in Recruiter Assistance Program
Z - JROTC Instructor

LEAVE DAYS GRANTED
Must contain the number of days leave granted (000-300). The Start Date and the Stop Date are used to compute the actual number of days that leave was taken. The value must equal the Stop Date minus the Start Date + 1 day.

Must be less than or equal to 30 if the Military Leave Type equals H.

Must be less than or equal to 300 if the Military Leave Type equals R.

LEAVE AREA
Make a selection from the Drop-down menu.

Must be 1 or 2 if the Military Leave Type equals P.

Must be 2 or 3 if the Military Leave Type equals H.

1 = CONUS
2 = Overseas

SB02 Stop – DMO Help Screen (3 of 4)

FID_SB

File Edit Bookmark Options Help

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LEAVE AREA
Make a selection from the Drop-down menu.

Must be 1 or 2 if the Military Leave Type equals P.

Must be 2 or 3 if the Military Leave Type equals H.

1 = CONUS
2 = Overseas
3 = Overseas to CONUS

LEAVE AUTHORIZATION NUMBER
The first two positions of this field must contain the alpha input source code and the following five positions must contain the numeric authorization number (greater than zero) from the source document.

EXCESS LEAVE DAYS GRANTED
Enter the number of days excess leave granted (000 - 999), may not be greater than Leave Days Granted.

DATE DEPART PERM DUTY STATION
Must contain a valid date in YYMMDD format, date must be equal or less than the current date. A date (equal to the Start Date) will be systematically generated if the Leave Area field equals 2 (Overseas).

DATE RETURN PERM DUTY STATION
Must contain a valid date in YYMMDD format, date must be equal or less than the current date and must be equal or greater than the Date Depart Perm Duty Station. If the Leave Area field equals 2 (Overseas) then the a date (equal to the Stop Date) will be systematically generated. Date must be equal to the Start Date.

DATE DEPART DESIGNATED AREA
May be blank or contain a valid date in YYMMDD format. Date must be equal or greater than the Date Depart Perm Duty Station. Must be blank if the Leave Area field equals 2 (Overseas).

DATE ARRIVE CONUS OR OVERSEAS
May be blank or contain a valid date in YYMMDD format. Date must be equal or greater than the Date Depart Perm Duty Station and equal or greater than the Date Depart Designated Duty minus 1 day if the Date Depart Designated Duty field is other than zero. Must be blank if the Leave Area field equals 2 (Overseas).

SB02 Stop – DMO Help Screen (4 of 4)

FID_SB

File Edit Bookmark Options Help

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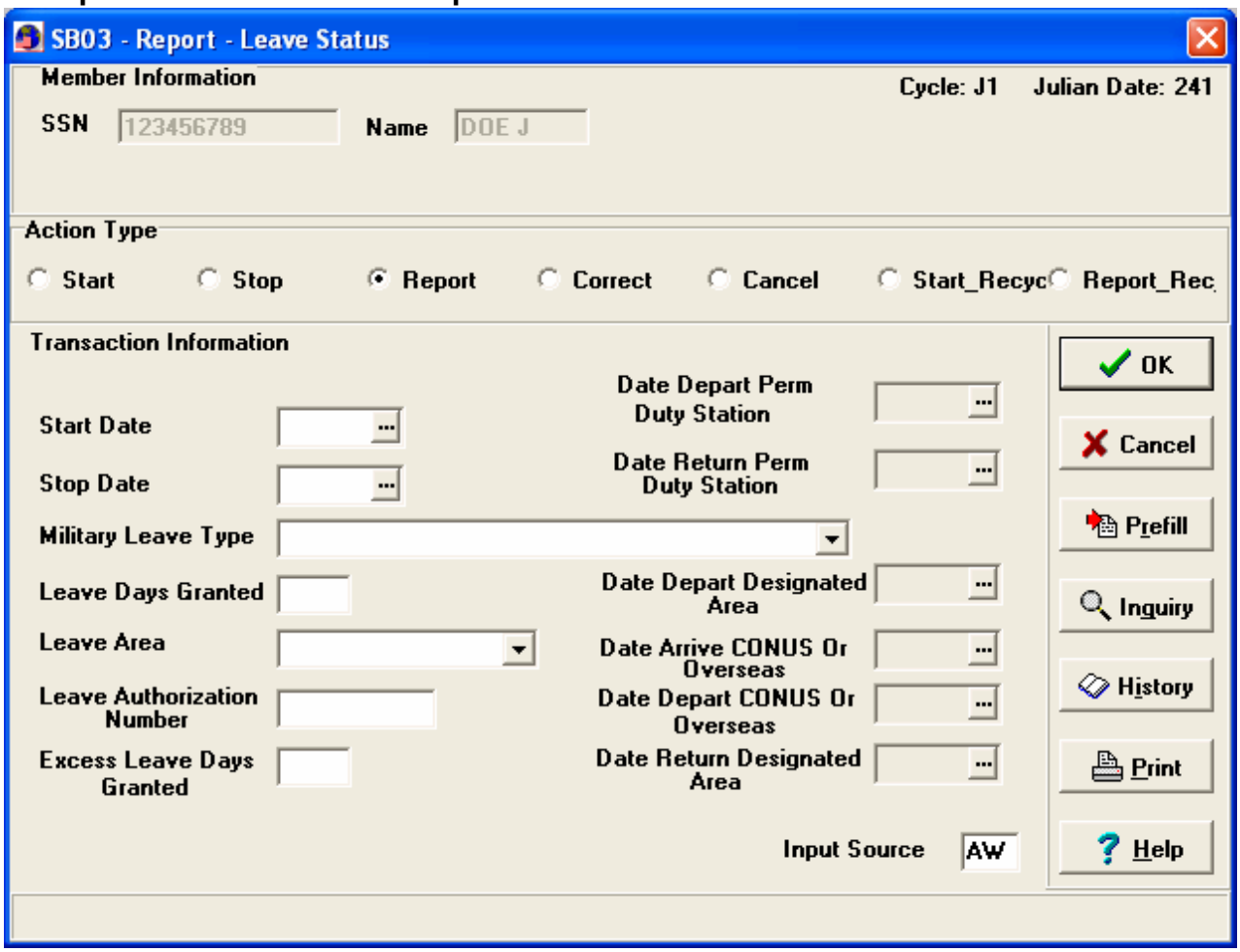
DATE DEPART DESIGNATED AREA
May be blank or contain a valid date in YYMMDD format. Date must be equal or greater than the Date Depart Perm Duty Station. Must be blank if the Leave Area field equals 2 (Overseas).

DATE ARRIVE CONUS OR OVERSEAS
May be blank or contain a valid date in YYMMDD format. Date must be equal or greater than the Date Depart Perm Duty Station and equal or greater than the Date Depart Designated Duty minus 1 day if the Date Depart Designated Duty field is other than zero. Must be blank if the Leave Area field equals 2 (Overseas).

DATE DEPART CONUS OR OVERSEAS
Must be blank if the Date Arrive CONUS or Overseas field is blank. Must contain a valid date in YYMMDD format if the Date Arrive CONUS or Overseas field contains a date, date must be equal or greater than the Date Arrive CONUS or Overseas date and equal or less than the Date Return Perm Duty Station. Must be blank if the Leave Area field equals 2 (Overseas).

DATE RETURN DESIGNATED AREA
Must be blank if the Date Depart Designated Area field is blank. Must contain a valid date in YYMMDD format if the Date Depart Designated Area field contains a date. Date entered must be equal or less than the Date Return Perm Duty Station and equal or greater than the Date Depart Designated Area and equal or greater than the Date Depart CONUS or Overseas if the Date Depart CONUS or Overseas contains a date. Must be blank if the Leave Area field equals 2 (Overseas).

Sample of SB03 Leave Report



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SB03 Report – DMO Help Screen (1 of 4)

FID_SB

File Edit Bookmark Options Help

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SB03 Report - Leave Status

START DATE
The date leave began. Enter a valid date in YYMMDD format that is prior or equal to the current date.

STOP DATE
The date leave ended. Enter a valid date in YYMMDD format that is prior or equal to current date and greater than or equal to Start Date.

MILITARY LEAVE TYPE
Make a selection from the Drop-down menu.

Air Force Army, Navy:
1 - Educational Leave of Absence
2 - Officers on Academic Absence
3 - Preparatory School
A - Ordinary
B - Travel Generated Leave
C - Officer Teaching under Scholarship
D - Emergency
E - Reenlistment
F - Convalescent/sick
H - Extension overseas (EXOS)
I - Delay enroute/PCS, accession travel
J - Graduation
L - Delay enroute/PCS, training travel
M - Delay enroute/PCS, operations travel
N - Delay enroute/PCS, rotation travel
O - Delay enroute/PCS, travel of organized units
P - Terminal
R - Awaiting appellate review
T - Permissive TDY
Y - Member in Recruiter Assistance Program

Academies:
G - Admin turnback
Q - Stop out
S - Awaiting court martial
U - Pending discharge without pay

SB03 Report – DMO Help Screen (2 of 4)

FID_SB

File Edit Bookmark Options Help

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Academies:
G - Admin turnback
Q - Stop out
S - Awaiting court martial
U - Pending discharge without pay
V - Pending discharge with pay
W - Medical turnback
X - Holiday leave to report comrats

JROTC (Service Station: 4091, 4092, 4093, or 4064):
Z - JROTC Instructor

ADSN 38XX:
1 - Educational Leave of Absence
2 - Officers on Academic Absence
3 - Preparatory School
A - Ordinary
B - Travel Generated Leave
C - Officer Teaching under Scholarship
D - Emergency
E - Reenlistment
F - Convalescent/sick
G - Admin turnback
H - Extension overseas (EXOS)
I - Delay enroute/PCS, accession travel
J - Graduation
L - Delay enroute/PCS, training travel
M - Delay enroute/PCS, operations travel
N - Delay enroute/PCS, rotation travel
O - Delay enroute/PCS, travel of organized units
P - Terminal
Q - Stop out
R - Awaiting appellate review
S - Awaiting court martial
T - Permissive TDY
U - Pending discharge without pay
V - Pending discharge with pay
W - Medical turnback
X - Holiday leave to report comrats
Y - Member in Recruiter Assistance Program

SB03 Report – DMO Help Screen (3 of 4)

FID_SB

File Edit Bookmark Options Help

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LEAVE DAYS GRANTED
Enter the number of days leave granted (000-300). Must be equal or less than 300 and must equal the Stop Date minus the Start Date + 1 day.

Must be less than or equal to 30 if the Military Leave Type field equals H.

Must be less than or equal to 12 if the Military Leave Type field equals Y.

LEAVE AREA
Make a selection from the Drop-down menu.

Must be 2 or 3 if the Military Leave Type field equals H.

Must be 1 if the Military Leave Type field equals J.

1 = CONUS
2 = Overseas
3 = Overseas to CONUS

LEAVE AUTHORIZATION NUMBER
The first two position must contain the alpha input source and the following five positions must contain the numeric authorization number (greater than 0) from the source document.

EXCESS LEAVE DAYS GRANTED
Enter the number of days excess leave granted (000 - 999); may not be greater than Leave Days Granted.

DATE DEPART PERM DUTY STATION
Must contain a valid date in YYMMDD format or zeros. Date must be equal to or greater than the Start Date and equal to or less than the Stop Date.

DATE RETURN PERM DUTY STATION
Must contain a date in YYMMDD format or zeros. Date must be equal to or greater than the Start Date and equal to or greater than the Date Depart Perm Duty Station and equal to or less than the Stop Date. Must contain a date if the Date Depart Perm Duty Station field contains a date. Must be zeros if the Date Depart Perm Duty Station field contains zeros.

DATE DEPART DESIGNATED AREA
Must contain a valid date in YYMMDD format or zeros. Date must be equal to or greater than the Start Date and equal to or less than the Stop Date.

SB03 Report – DMO Help Screen (4 of 4)

FID_SB

File Edit Bookmark Options Help

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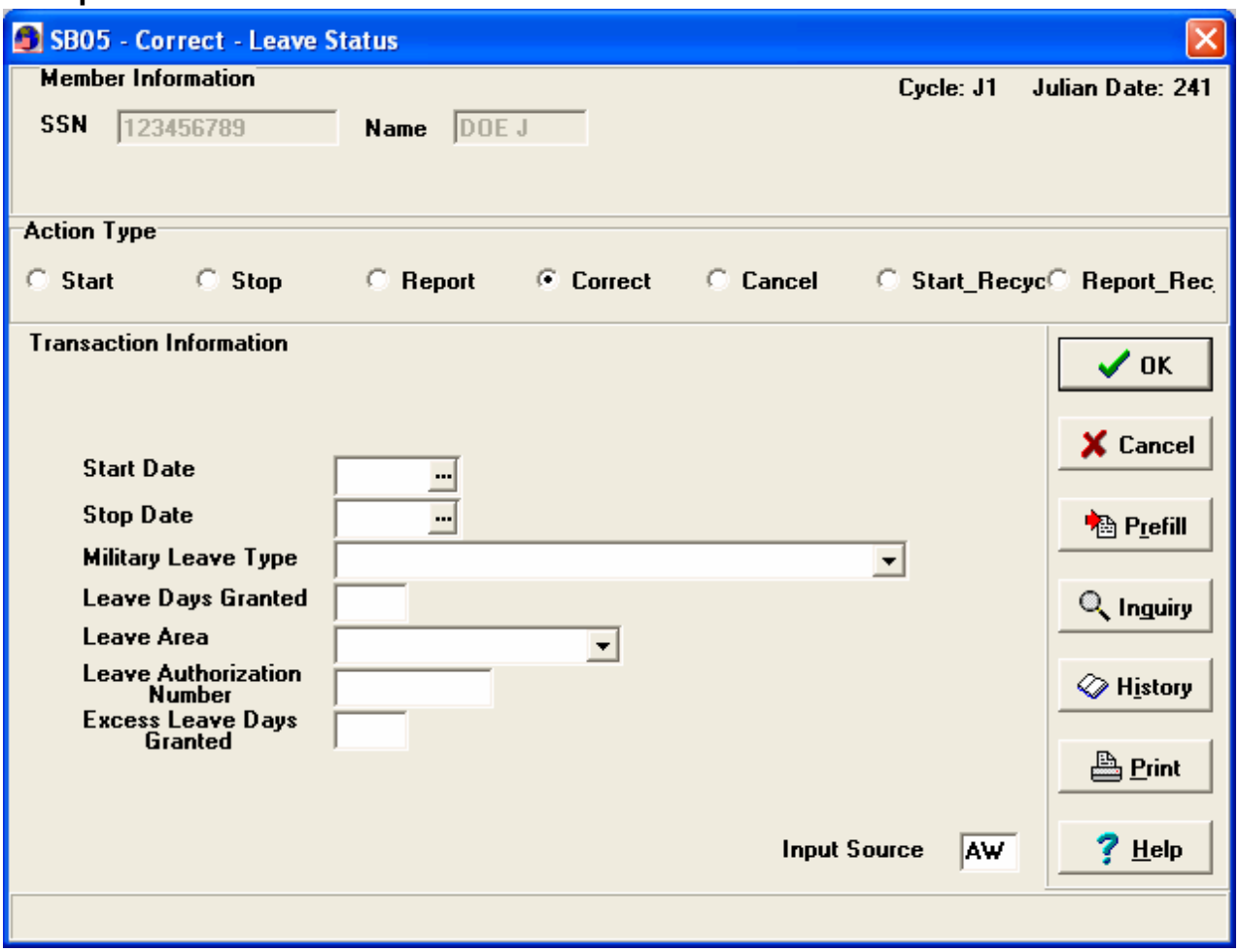
DATE DEPART DESIGNATED AREA
Must contain a valid date in YYMMDD format or zeros. Date must be equal to or greater than the Start Date and equal to or less than the Stop Date.

DATE ARRIVE CONUS OR OVERSEAS
Must contain a valid date in YYMMDD format or zeros. Date must be equal to or greater than the Start Date and equal to or less than the Stop Date. Must be zeros if the Leave Area field equals 2 (Overseas).

DATE DEPART CONUS OR OVERSEAS
Must contain a valid date in YYMMDD format or zeros. Date must be equal to or greater than the Start Date and equal to or less than the Stop Date. Must contain a valid date equal to or greater than the Date Arrive CONUS or Overseas if the Date Arrive CONUS or Overseas field contains a date. Must be zeros if the Date Arrive CONUS or Overseas equals zeros. Must be zeros if the Leave Area field equals 2 (Overseas).

DATE RETURN DESIGNATED AREA
Must contain a valid date in YYMMDD format or zeros. Date must be equal to or greater than the Start Date and equal to or less than the Stop Date. Must contain a valid date equal to or greater than the Date Depart Designated Area if the Date Depart Designated Area field contains a date. Must be zeros if the Date Depart Designated Area equals zeros.

Sample of SB05 Leave Correct



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SB05 Correct – DMO Help Screen (1 of 3)

FID_SB

File Edit Bookmark Options Help

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SB05 Correct - Leave Status

START DATE
Must contain a date in YYMMDD format that is prior or equal to the current date + 29 days.

STOP DATE
Must contain a date in YYMMDD format that is equal to or greater than the Start Date.

Military Leave Type
Make a selection from the Drop-down menu.

Air Force, Army, Navy:
1 - Educational Leave of Absence
2 - Officers on Academic Absence
A - Ordinary
B - Travel Generated Leave
C - Officer Teaching under Scholarship
D - Emergency
E - Reenlistment
F - Convalescent/sick
H - Extension overseas (EXOS)
P - Terminal
R - Awaiting appellate review
T - Permissive TDY
Y - Member in Recruiter Assistance Program

Academies:
G - Admin turnback
Q - Stop out
S - Awaiting court martial
U - Pending discharge without pay
V - Pending discharge with pay
W - Medical turnback
X - Holiday leave to report comrats

JROTC (Service Station: 4091, 4092, 4093, or 4064):
Z - JROTC Instructor

ADSN 38XX:
1 - Educational Leave of Absence

SB05 Correct – DMO Help Screen (2 of 3)

FID_SB

File Edit Bookmark Options Help

Contents Search Back Print << >>

ADSN 38XX:
1 - Educational Leave of Absence
2 - Officers on Academic Absence
A - Ordinary
B - Travel Generated Leave
C - Officer Teaching under Scholarship
D - Emergency
E - Reenlistment
F - Convalescent/sick
G - Admin turnback
H - Extension overseas (EXOS)
P - Terminal
Q - Stop out
R - Awaiting appellate review
S - Awaiting court martial
T - Permissive TDY
U - Pending discharge without pay
V - Pending discharge with pay
W - Medical turnback
X - Holiday leave to report comrats
Y - Member in Recruiter Assistance Program
Z - JROTC Instructor

LEAVE DAYS GRANTED
Enter the number of days leave granted (000-300). If greater than zero then the value in this field must be equal to the Stop Date minus the Start Date + 1 day.

Must be less than or equal to 30 if the Military Leave Type field equals H.

Must be less than or equal to 300 if the Military Leave Type field equals R.

LEAVE AREA
Make a selection from the Drop-down menu.

Must be 2 or 3 if the Military Leave Type field equals H.

Must be 1 or 2 if the Military Leave Type field equals P.

1 = CONUS
2 = Overseas
3 = Overseas to CONUS

SB05 Correct – DMO Help Screen (3 of 3)

FID_SB

File Edit Bookmark Options Help

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Must be less than or equal to 300 if the Military Leave Type field equals R.

LEAVE AREA

Make a selection from the Drop-down menu.

Must be 2 or 3 if the Military Leave Type field equals H.

Must be 1 or 2 if the Military Leave Type field equals P.

1 = CONUS
2 = Overseas
3 = Overseas to CONUS

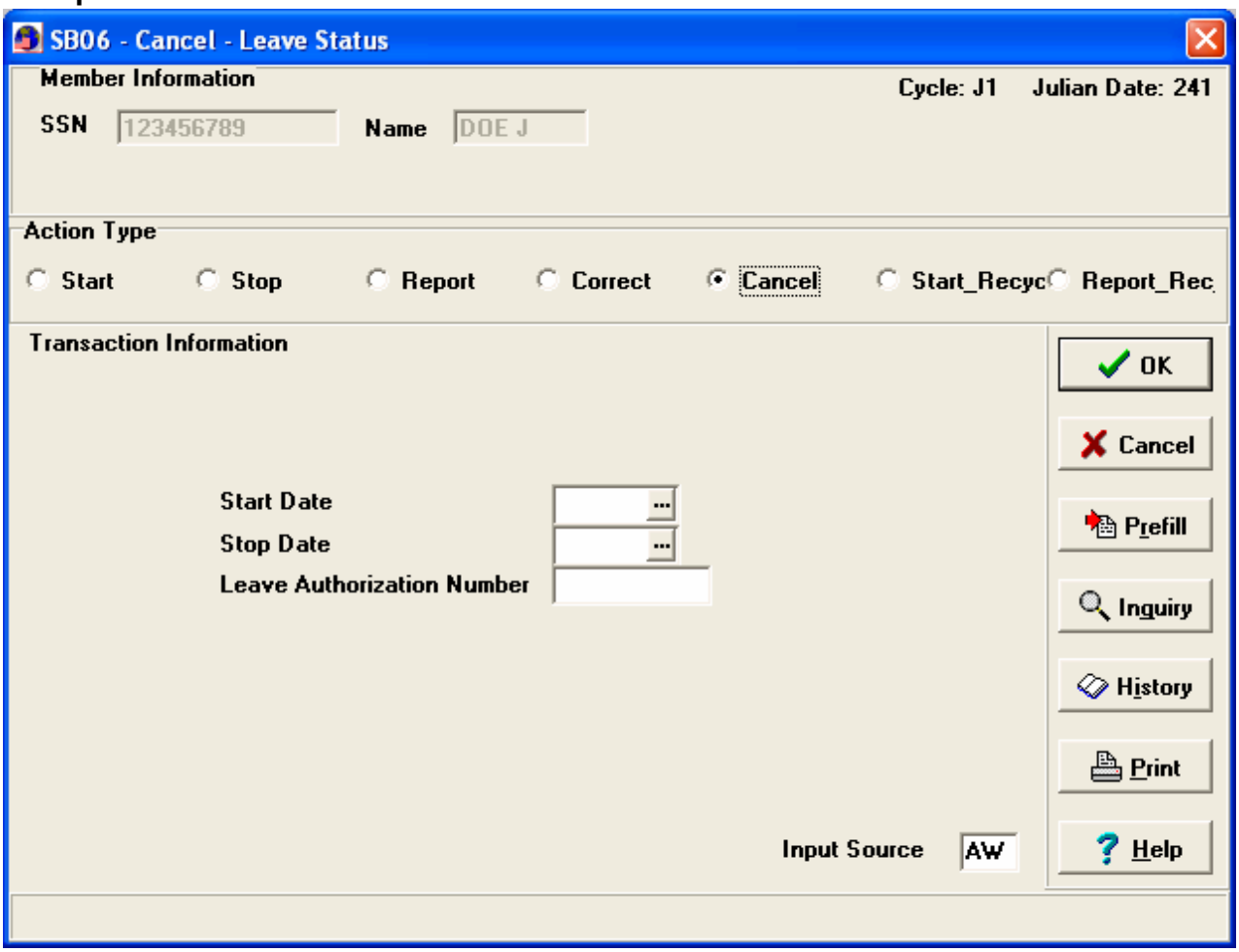
LEAVE AUTHORIZATION NUMBER

The first two positions of this field must contain the alpha input source code and the following five positions must contain the numeric authorization number (greater than zero) from the source document.

EXCESS LEAVE DAYS GRANTED

Enter the number of days excess leave granted (000 - 999); may not be greater than Leave Days Granted.

Sample of SB06 Leave Cancel



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SB06 Cancel – DMO Help Screen (1 of 1)

FID_SB

File Edit Bookmark Options Help

Contents Search Back Print << >>

SB06 Cancel - Leave Status

START DATE
May be blank or contain a valid date in YYMMDD format; date must be equal or less than the current date.

STOP DATE
May be blank or contain a valid date in YYMMDD format; date must be prior or equal to the current date and equal to or greater than the Start Date. If the Start Date contains a date then this field must contain a date. If the Start Date is blank then this field must be blank.

LEAVE AUTHORIZATION NUMBER
The first two positions of this field must contain the alpha input source code and the following five positions must contain the numeric authorization number (greater than zero) from the source document.

(This page is reserved for future use)

CHAPTER 7 - BASIC PAY, PMA, & SAVED PAY

A. Entitlement

While there are various types and levels of Pay and Allowances, all members of the Armed Forces are entitled to Basic Pay, with the exception of those in a non-pay status such as some types of confinement, absent without leave, or excess leave. Base pay entitlement is based upon creditable service and the soldier's pay grade. Often the soldier pay grade is contingent upon the creditable service. Such is the case of an officer having over four (4) years creditable service as an enlisted soldier. As an example, this type of prior service could impact not only his creditable service (the amount of service for which the soldier is paid) but also his pay grade (the grade level for which the solder is paid). Therefore, determining a soldier's creditable service becomes an integral part of ensuring that the soldier is paid correctly. While creditable service does not typically have as great an impact on allowances, we must keep in mind that many allowances are based upon the soldier's grade.

Members of the Armed Forces are entitled to Pay and Allowances based upon grade and time in service, type of duty performed, specific job skill, designated geographic location (i.e. place in harm's way), as a monetary allowance in lieu of entitlement in kind (Housing, Clothing or Station Allowances) or as compensation for unusual circumstances resulting from the member's duty assignment that may cause the member additional or extraordinary expenses.

Ordinarily, all items of entitlement that are pays (Base Pay, Hazardous Duty Pay, and other Pay items) are subject to Federal Tax Withholding. An exception to this rule is for soldiers who are serving in a Combat Zone. In which case, some if not all pay may be excluded from taxable income as prescribed by DoDFMR Vol. 7A, Chapter 40. State Tax Withholding varies from state to state based on the member's home state, or residence. Base Pay is the only pay item that is subject and never exempted from FICA Withholding. However, there are maximum limits as to the amount of FICA that can be withheld in a given year. These limits are set forth in DoDFMR Vol. 7A, Chapter 45. As a general rule, items of entitlement that are allowances are not subject to FITW, SITW or FICA.

The two major factors that affect the rate of Pay and Allowances a military member receives are Pay Grade and Creditable Service. Pay grades are used to identify the various military pay grades common to all branches of the armed forces and Coast Guard. The DJMS system utilizes a numerical code that is used to identify a soldier's pay grade on the MMPA and also for looking up related

information. Enlisted grades range from E-1 through E-9 and are represented by codes 31-39 within the MMPA; Warrant Officer grades range from W-1 through W-5 and are represented by codes 21-25 within the MMPA; Officer grades range from 0-1 and are represented by codes 01-10 within the MMPA. Grades 01E through 0-3E are special rates of Base Pay for Officers with more than four years service as an enlisted member and this is indicated in the TL entry of the MMPA. Basic Pay rates can be accessed through the DJMS Tables List by using the verb JWMM at Table 001. When utilizing the DJMS reference Tables, the numerical grades must be entered for each associated pay grade. A Basic Pay Rate cross reference table is listed below for all military ranks by years in service.

BASIC PAY—EFFECTIVE JANUARY 1, 2007[1]

	Cumulative Years of Service														
Pay Grade	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18	Over 20	Over 22	Over 24	Over 26
O-10[2]												13,659.00	13,725.90	14,011.20	14,508.60
O-9												11,946.60	12,116.50	12,367.20	12,801.30
O-8	8,453.10	8,729.70	8,913.60	8,964.90	9,194.10	9,577.20	9,666.30	10,030.20	10,134.30	10,447.80	10,900.80	11,319.00	11,596.30	11,596.30	11,596.30
O-7	7,023.90	7,350.00	7,501.20	7,621.20	7,638.40	8,052.90	8,301.30	8,548.80	8,797.20	9,577.20	10,236.00	10,236.00	10,236.00	10,236.00	10,267.90
O-6	5,206.20	5,719.20	6,094.50	6,094.50	6,117.60	6,380.10	6,414.60	6,414.60	6,779.10	7,423.80	7,802.10	8,180.10	8,395.20	8,613.00	9,035.70
O-5	4,339.80	4,868.80	5,227.50	5,291.10	5,502.00	5,628.60	5,906.40	6,110.10	6,373.20	6,776.40	6,968.10	7,158.00	7,373.10	7,373.10	7,373.10
O-4	3,744.60	4,334.70	4,623.90	4,668.40	4,956.90	5,244.60	5,602.80	5,882.40	6,076.20	6,187.50	6,252.30	6,252.30	6,252.30	6,252.30	6,252.30
O-3	3,292.20	3,732.30	4,028.40	4,392.00	4,602.00	4,833.00	4,982.70	5,228.40	5,355.90	5,355.90	5,355.90	5,355.90	5,355.90	5,355.90	5,355.90
O-2	2,844.30	3,239.70	3,731.40	3,657.40	3,936.60	3,936.60	3,936.60	3,936.60	3,936.60	3,936.60	3,936.60	3,936.60	3,936.60	3,936.60	3,936.60
O-1	2,469.30	2,569.80	3,106.50	3,106.50	3,106.50	3,106.50	3,106.50	3,106.50	3,106.50	3,106.50	3,106.50	3,106.50	3,106.50	3,106.50	3,106.50
O-3[3]				4,392.00	4,602.00	4,833.00	4,982.70	5,228.40	5,435.40	5,554.20	5,715.90				
O-2[3]				3,657.40	3,936.60	4,062.00	4,273.50	4,437.00	4,558.80	4,558.80	4,558.80				
O-1[3]				3,106.50	3,317.70	3,440.10	3,565.50	3,688.80	3,857.40	3,857.40	3,857.40				
W-5												5,845.80	6,046.50	6,247.50	6,450.00
W-4	3,402.00	3,660.00	3,765.00	3,868.50	4,046.40	4,222.20	4,400.70	4,574.10	4,753.80	5,035.50	5,215.80	5,392.20	5,574.90	5,754.90	5,938.80
W-3	3,106.80	3,236.40	3,369.00	3,412.80	3,552.00	3,711.30	3,921.60	4,129.20	4,350.00	4,515.60	4,680.60	4,751.40	4,824.60	4,964.20	5,143.20
W-2	2,732.70	2,868.70	3,025.50	3,124.50	3,209.70	3,443.70	3,622.50	3,755.10	3,885.00	3,973.80	4,048.80	4,191.00	4,332.30	4,475.40	4,475.40
W-1	2,413.20	2,610.60	2,742.90	2,828.40	3,056.10	3,193.50	3,315.30	3,451.20	3,541.20	3,622.80	3,755.40	3,856.20	3,856.20	3,856.20	3,856.20
E-9[4]							4,110.60	4,203.90	4,321.20	4,459.50	4,598.40	4,821.60	5,010.30	5,209.20	5,512.80
E-8						3,364.80	3,513.90	3,606.00	3,716.40	3,835.80	4,051.80	4,161.30	4,347.30	4,450.50	4,704.90
E-7	2,339.10	2,553.00	2,650.80	2,780.70	2,881.50	3,055.20	3,152.70	3,250.20	3,424.20	3,511.20	3,593.70	3,644.10	3,814.80	3,925.20	4,204.20
E-6	2,023.20	2,226.00	2,324.40	2,419.80	2,519.40	2,744.10	2,831.40	2,928.30	3,013.50	3,043.50	3,064.50	3,064.50	3,064.50	3,064.50	3,064.50
E-5	1,854.00	1,977.90	2,073.30	2,171.40	2,323.60	2,454.90	2,551.50	2,582.10	2,582.10	2,582.10	2,582.10	2,582.10	2,582.10	2,582.10	2,582.10
E-4	1,699.50	1,786.50	1,863.10	1,978.50	2,062.80	2,062.80	2,062.80	2,062.80	2,062.80	2,062.80	2,062.80	2,062.80	2,062.80	2,062.80	2,062.80
E-3	1,534.20	1,630.80	1,729.20	1,729.20	1,729.20	1,729.20	1,729.20	1,729.20	1,729.20	1,729.20	1,729.20	1,729.20	1,729.20	1,729.20	1,729.20
E-2	1,458.90	1,458.90	1,458.90	1,458.90	1,458.90	1,458.90	1,458.90	1,458.90	1,458.90	1,458.90	1,458.90	1,458.90	1,458.90	1,458.90	1,458.90
E-1[5]	1,301.40	1,301.40	1,301.40	1,301.40	1,301.40	1,301.40	1,301.40	1,301.40	1,301.40	1,301.40	1,301.40	1,301.40	1,301.40	1,301.40	1,301.40

Notes:
1. Basic pay for an O-7 to O-10 is limited by Level II of the Executive Schedule which is $14,000.10. Basic pay for O-6 and below is limited by Level V of the Executive Schedule which is $11,349.90.
2. While serving as Chairman, Joint Chief of Staff/Vice Chairman, Joint Chief of Staff, Chief of Navy Operations, Commandant of the Marine Corps, Army/Air Force Chief of Staff, Commander of a unified or specified combatant command, basic pay is $15,959.40 *(See note 1 above)*.
3. Applicable to O-1 to O-3 with at least 4 years and 1 day of active duty or more than 1460 points as a warrant and/or enlisted member. See Department of Defense Financial Management Regulations for more detailed explanation on who is eligible for this special basic pay rate.
4. For the Master Chief Petty Officer of the Navy, Chief Master Sergeant of the AF, Sergeant Major of the Army or Marine Corps or Senior Enlisted Advisor of the JCS, basic pay is $6,642.60. Combat Zone Tax Exclusion for O-1 and above is based on this basic pay rate plus Hostile Fire Pay/Imminent Danger Pay which is $225.00.
5. Applicable to E-1 with 4 months or more of active duty. Basic pay for an E-1 with less than 4 months of active duty is $1,203.90.

Creditable Service is a fundamental principle used for Basic Pay purposes. The Pay Date or TK entry on the MMPA determines the longevity increase in Base Pay to which a member may be entitled. For example, a member with more than two or more years of creditable service is entitled to a higher rate of Base Pay than a member with less than two years of creditable service although both members may be within the same grade. Therefore, determining the

member's service dates is extremely important in ensuring the member is paid correctly and accurately.

If the member has not had a break in active duty service, the pay date is usually the same as the date of TAFMSD (total Active Federal Military Service Date), found in the TT entry on the MMPA. The TT date may be different from the TK Date because a member may have creditable service for pay purposes that cannot be counted as Active Federal Military Service. A good example of this type of creditable service is in the case of a soldier who has been a member of the Reserve Forces Component prior to active duty service, or, conversely, not being given creditable service as a result of lost time due to unauthorized absence. Rules and regulations regarding creditable service are located in the DoDFMR Vol. 7A, Chapter 1.

Constructive Service is differentiated from Creditable Service in that it is not for pay purposes and does not usually require experience. Some Medical and Dental Officers along with Judge Advocate Group (JAG) and Chaplain Corp Officers are entitled to receive credit for the time spent in graduate school. Credit is based upon qualifying degrees, internships completed, graduate professional education, other advanced degrees, professional experience in the area appointed into, and for prior active commissioned service. Usually a stipend is paid to cover educational expenses through graduation. Upon completion of the education program an obligated term of service is entered into. The Constructive Service credit adjusts the time in grade to include the time spent in the education program. It does not alter the officer's Pay Date for longevity purposes, Commissioned Service date, or Mandatory Removal date if such constructive service commenced after September 14, 1981. An officer must qualify under the provisions set forth in the DoDFMR Vol. 7A, Chapter 1, and sub-paragraph 010101.E in order for the constructive service to be counted for longevity pay purposes. Also see DOD DIRECTIVE 1312.3 and U.S. Army Human Resources Command websites regarding Constructive Service credit.

The basic method by which service is calculated is by listing all beginning and ending dates of continuous service. Then subtract all beginning dates from the ending dates of each period of continuous service excluding the current period of service. This will provide the amount of service for the combined periods expressed in Years, Months and Days. Next, convert days into months and months into years as needed to ensure that days do not exceed 29 and Months not exceed 11. Then add one day for the inclusive dates for each period of continuous service.

Then subtract any bad time. The resulting time may now be subtracted from the beginning of the current period of service. The results will equal the Constructive Service date. The sample in the figure

shows the computation for a member who left the military and later re-entered military service on a new period of service. To be able to show an accurate Pay Date on the MMPA, the prior service would need to be included in the new Pay Date.

Sample Computation of Service Date

```
   Prior Service                                    New Service Date

       Ending Date    000618                    New entry date       000214
    Beginning Date  - 960514                    Minus prior service -040105
TOTAL SERVICE TIME    040104                    ADJUSTED PAY DATE    960109
Plus inclusive Day        +1
TOTAL PRIOR SERVICE   040105 (YYMMDD)

This shows the original date of military service time. This shows the new entry
date entry to the military and discharge backed off to include prior date plus 1
day for inclusive date.
```

B. Background

Basic Pay is a fixed entry and as such, is always present on the MMPA. This is the amount a member earns and is paid for active service in the military. The Base Pay amount is based on the member’s length of service in the military, known as longevity, and the rank the member holds. When the basic pay amount is incorrect it is usually due to erroneous rank or pay dates due to erroneous computation for creditable service. This is usually not an issue on most accounts, however, for those personnel with lost time, especially multiple periods, service date corrections may be needed. The MMPA screen illustration below shows entries that pertain to pay/service dates and the Basic Pay entry (01).

MMPA Service Dates & Basic Pay Posting

```
TC YR OF SVC CMPLD*  ENTRY-OPEN-DT 990710 08 07 2  EFF-DATE 990706
   YRS-SVD-MIL-PAY 00
TG DOE*  ENTRY-OPEN-DT 990710 08 07 2  DOE 990707  PRIOR-DOE-INDCTR 1
TK PAY DATE*  ENTRY-OPEN-DT 990729 03 08 1  EFF-DATE 990707  PAY-DATE 990707
   PROCS-DATE 990710  VERIFY-INDCTR 2
TT TAFMSD*  ENTRY-OPEN-DT 990710 08 07 2  TAFMSD 990707  PROCS-DATE 990710
TU DOS*  ENTRY-OPEN-DT 990710 08 07 2  DOS 020706  NR OF EXTENSIONS 0
TH ETS*  ENTRY-OPEN-DT 990710 08 07 2  ETS 020706
TQ BRANCH OF SERVICE*  ENTRY-OPEN-DT 990710 08 07 2  BRANCH-OF-SERVICE N
TS TOE*  ENTRY-OPEN-DT 990710 08 07 2  TOE 3
01 BP*  ENTRY-OPEN-DT 000701 99 07 1  ACTN Z4  START 000701  ENTLMT-MM 563.70
   ENTLMT 1,127.40  ENTLMT-MM 1,127.40
01-BP*  ENTRY-OPEN-DT 000417 15 04 2  ENTRY-CLSD-DT 000701 99 07 1  CNTRL-CODE
   2  ACTN Z4  START 000416  STOP 000630  ENTLMT-MM 0.00  ENTLMT 0.00
```

C. Effects on the MMPA

Basic Pay entries are posted on the MMPA as a FID 01 entry. It is updated with various changes due to an increase in rank (promotions), change in longevity, or mass rate changes. Mass rate changes are scheduled updates programmed to correct the rate of pay to grades in the system. The MMPA illustration below shows BP with the results of a Mass Rate change - showing ACTN Z4. The top BP entry is an open entry (without the hyphen) indicating that it is current and paying. The second BP entry is a closed or history entry (with the hyphen) and is no longer paying. The entitlement mid-month, entitlement, and entitlement next month fields of the closed entry reflect zeros. The monthly rate field will contain the monthly Basic Pay amount.

MMPA Fixed/History Basic Pay-01 Posting

```
01 BP*  ENTRY-OPEN-DT 990104 99 01 1  ACTN Z4  START 990101  ENTLMT-MM
   1,086.30  ENTLMT 2,172.60  ENTLMT-NM 2,172.60
01-BP*  ENTRY-OPEN-DT 980804 07 08 1  ENTRY-CLSD-DT 990104 99 01 1  CNTRL-CODE
   2  ACTN Z4  START 980804  STOP 981231  ENTLMT-MM 0.00  ENTLMT 0.00
   ENTLMT-NM 0.00  MNTLY-RATE 2,097.00
```

A DD Form 1506, Statement of Service, for computation of length of service for pay purposes, is the document used by the Department of Army to process a longevity change.

Example Form 1506 is on following page.

DA Form 1506 – Statement of Service

STATEMENT OF SERVICE - FOR COMPUTATION OF LENGTH OF SERVICE FOR PAY PURPOSES
For use of this form, see AR 37-104-3; the proponent agency is ASA(FM)

PRIVACY ACT STATEMENT

Authority: 37 USC, Section 1006; Executive Order 9397.
Purpose: This form is used to document a member's request for verification of military service. It is also used to adjust a soldier's Other Entry Pay Effective Date (OPED) and Basic Pay Entry Effective Date (BPED) which will affect the rate and period of basic pay entitlement.
Routine Uses: Information collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS) and is subject to all of the routine disclosures made by that system. Routine recipients of JUMPS disclosures include, but are not limited to the Red Cross and State and local governments for tax and welfare purposes.
Disclosure: Voluntary; however, nondisclosure may result in nonverification of service. Disclosure of your social security number (SSN) is voluntary; however, this form will not be processed without your SSN because it is used to identify you for pay purposes.

1. LAST NAME, FIRST NAME, MIDDLE INITIAL

2. SSN

3. COMPLETE MAILING ADDRESS *(Unit Personnel Officer, if member on ADI (Unit Commander, if member of ACDUTRA)*

I have held a commission; appointment as commissioned warrant officer, warrant officer, flight officer, or Army field clerk; or have been enlisted as a member of the respective service(s) shown below for the inclusive period indicated. All National Guard service claimed herein was federally recognized; it was not in the inactive National Guard; all officers' training camp service was in the capacity of an enlisted person and all initial appointments are shown from the date of acceptance.

4. SERVICE *(Army, Air Force, Navy, etc.)*	5. CHECK			6. FROM			7. TO			8. TIME LOST *(Days)*	9. COMPUTATION		
	ENL	WO	COM	YR.	MO.	DAYS	YR.	MO.	DAYS		YR.	MO.	DAYS

10. **Total creditable service *(years)*** →

11a. SIGNATURE OF MEMBER

11b. DATE

Service Date Entries. The "T" category entries control the rate of basic pay entitlement. The TK entry is used in the calculation of the Basic Pay entitlement determined by the member's rank and Pay Date. The TK (Pay Date) and the TC (Service Longevity) entries together control the member's longevity increases. Other entries that have an affect on the Basic Pay entry are the TL (Officer with over four years enlisted service) and the TB (Lost days current enlistment) entries. See the TK entry below on the MMPA screen.

TK Entry

```
TK PAY DATE*  ENTRY-OPEN-DT 980122 96 01 2  EFF-DATE 890626  PAY-DATE 760804
   PROCS-DATE 890626  VERIFY-INDCTR 2
```

The TC entry records the member's service longevity for Basic Pay Purposes. The TC entry is system-generated at accession and every time a member's longevity increases. The old TC entry is closed and a new TC entry is generated to reflect the longevity change.

The TC entry is based on the Pay Date in the TK entry and the Basic Pay longevity date change, Table 001. The TC effective date will always be one day prior to the TK Pay Date because the Pay Date marks the first day of the next year to be served. Therefore, the TC entry reflects when a member has completed milestone years for longevity pay increases; two years, four years, six years, and so forth. The maximum numbers year's longevity for all members is 28 years. An example of a TC entry is shown here.

TC Entries

```
TC YR OF SVC CMPLD* ENTRY-OPEN-DT 980804 07 08 1 EFF-DATE 980803 YRS-SVD-MIL-PAY 22
TC-YR OF SVC CMPLD* ENTRY-OPEN-DT 980122 96 01 2 ENTRY-CLSD-DT
 980804 07 08 1 EFF-DATE 960803 YRS-SVD-MIL-PAY 20
```

Once a member reaches creditable time for a longevity change the system will generate a new TC entry reflecting the number of years service completed and new effective date. The 01 entry will close and a new 01 entry will be established with the new rate of Basic Pay. The system will recalculate the FICA, FITW and SITW amounts. The TC entry will also issue a new pay authorization, generate LES remarks, and generate DTR entries which indicate all other actions processed.

TK Computation Example

```
CURRENT DATE      000804
TK (PAY DATE)     780804
LONGEVITY         22 Years  TC  EFFECTIVE DATE =  000803
                                   (less one day)
```

The effective date is determined by adding the years completed to the Pay Date and subtracting one day. Central Site personnel can also accomplish changes to the TC entry. There is no input transaction for field use. The TL entry on the MMPA indicates whether an officer has over four years prior enlisted service. These are officers that were promoted into the category of officer through various commissioning programs. Also, they may have been enlisted members who departed active duty to complete an ROTC (reserve) program to accept an appointment in a service component. The TL entry is generated by the TZ05, E603, or the E203 transaction.

TL Entry for Prior Enlisted Accounts

```
TL  OVER 4 ACTV ENLD SVC*  ENTRY-OPEN-960802 05 08 1  OVER-4-ACT-E Y
```

The TB entry is present only on accounts that have UA/lost time within the current enlistment contract. The SJ03 transaction reporting the UA period posts the TB entry to the MMPA. The actual lost time calculations are covered in detail in Chapter 14, Bad Status

TB Entry reflecting Any Lost Time

```
TB  LOST DAYS CUR ENL*  ENTRY-OPEN-DT 960802  05 06 1  DAYS-LOST  0003
```

The TT entry may affect the Basic Pay amount if this entry is in error. It is the Total Active Federal military Service Date (TAFMSD). If the member's pay grade is 31, compare the TT entry to the TG (DOE—Date–of-Entry) to determine if the member has over four months active service. The Basic Pay increase at four months active duty is systematic; however, this should be validated on the MMPA.

MMPA total Active Federal Military Service—TT Entry

```
TT TAFMSD*  ENTRY-OPEN-DT 980122 96 01 2  TAFMSD 970318  PROCS-DATE 970318
```

D. Special Conditions

Pay Date Corrections: The TI05 transaction is used by DFAS-IN to correct an enlisted member's Pay Date, DOE, DOS, ETS or TAFMSD on the Master Military Pay Account (MMPA). Each transaction corrects only the dates encoded in the transaction (DOE, Pay Date, etc). The TI05 is received in DJMS-AC as a Processed for Review management report. Codes used in the TI05 transaction for correcting lost time are:

C – AWOL	D – Military Confinement
E – Civil Confinement	F – Deserter
G – Other (Line of Duty, etc)	H – Lost Time after ETS

The TK entry has been changed because of the actual number of days of lost item in the current enlistment make any additional adjustments from the current enlistment forward. If lost time is in a prior enlistment verify that all the lost time was included in the computation. If not, process a 9804 transaction to overlay the Pay Date back to the original Pay Date.

When a TI05 transaction is received and lost time is not involved, supporting documentation is not required to verify the corrected Pay Date if there is not a great discrepancy between the new and old Pay Dates. Or if collection action to be taken is less

than $100.00 or there has been more than two TI05 transactions changing the Pay Date within the last six months, send a message to the servicing Finance Office asking for supporting documentation. Review the transaction to determine the input source. An “A” in CP 66 indicates DFAS-IN input the transaction; a “B” in CP 66 indicates the Field input the transaction.

The TI05 case is referred back to the field site on the Case management System (CMS) for supporting document attachments. The attachments should contain all the necessary data that was reflected in the TI05 TRANSACTION. Controls should be established to send a second request if information is not forthcoming within 20 days. Send a message to the field site after processing a longevity change, DOE change or Pay Date change which results in a collection from the member’s pay. Include all indebtedness data and the month the DQ transaction will process.

The Pay-Date-Indicator is used in cases of lost time. The MMPA TK entry identifies whether or not a TI05 transaction has been received, by the following codes:

(1) Pay date has not been verified (TI05 transaction has not been received).

(2) Pay date has been verified (TI05 transaction has been received).

Corrective Actions: When a TI05 (enlisted) or TZ05 (officer) transaction(s) is/are rejected with error code MBN (Pay Date changed), adjust entitlements and deductions, and review the MMPA TC and TK entries to determine the last longevity change. If the two entries are not compatible, use MMPA history as a basis for computing the longevity.

(1) If the Pay date change does not change the member’s Longevity (no increase or decrease in basic pay) prior to the accession date (DOE), process a 9804 transaction to overlay the MMPA TC entry effective date. This overlay will allow normal system processing to automatically change the next longevity increase.

(2) If the Pay Date change increases the member’s longevity, determine if the member is currently receiving the correct rate of basic pay. If the Pay Date is outside of Immediate Access Storage (IAS), process:

a. A 9804 transaction to overlay the Pay Date (MMPA TK entry) to the first day within IAS. This will permit the system to pay all pay due through the IAS date.

b. Then, input a TC03 transaction for the first day of IAS. The year in the Pay Date has to equal the exact number of years needed for the longevity increase.

c. Input another 9804 transaction to overlay the Pay Date effective date back to the original date. This should be one day less than the TK month and date and the same year as the last longevity increase.

d. And a 9804 transaction to overlay the TC effective date to be compatible with the Pay Date.

e. Unique 9903 (01) transactions must be input for prior periods, if applicable.

(3) If the Pay Date is within IAS, process:

a. A TC05 transaction with the Pay Date shown in the TI05 transaction.

b. A unique 9903 (01) transaction for prior periods, if applicable.

(4) If a member is a new accession, and the DOE is within IAS, and year's service completed in the TC entry is 00, process a TC03 transaction with a B in CP 22. This will update the TC date and basic pay entries from the DOE forward.

(5) If the Pay Date change decreases the member's longevity and collection action is required, process:

a. A 9905 (01) plus transaction. The plus transaction should reflect the new monthly basic pay amount that the member is due at the new longevity. Although the adjustment is for current month only, the start date in the open basic pay entry must be used in the transaction with a zero-filled stop date.

b. A 9905 (01) minus transaction. The minus transaction should reflect the monthly basic pay amount that the member is currently receiving. Again, even though the adjustment is for current month only, the start date that is in the open basic pay entry must be used in the transaction with a zero-filled stop date.

c. The DQ01 transaction to collect prior differences effective next processing month. The repay schedule should be set up for six months if the debt is over $100.00, or one month if the debt is less than $100.00.

The member's FSO should change the repay rate after advising the member of the debt. The start date of the overpayment in the DQ transaction should never be prior to the Pay Date or it will reject with error code IBY (Date-Start-overpayment in the transaction is before Pay Date on the MMPA). If it is, overlay the Pay Date to a date that is compatible to the start date of the overpayment. Then overlay the Pay Date back to the correct date after the DQ transaction processes.

d. A 9804 transaction to overlay the TC effective date to be compatible with the Pay Date, if applicable.

When a TI05 transaction is rejected with error code MBM (DOE/EAD-Date changed), as a result of an erroneous E203, and the account is an accession, manual adjustments are necessary. Process:

(1) A BR05 transaction to correct the leave balance, if applicable.

(2) A 9804 transaction to correct the effective dates in the fixed area of the MMPA. If an SH or SG transaction has processed, do not correct the LB, LC, LE or LG fixed entries; only the closed entries.

(3) A 9704 transaction to correct the Clothing Replacement Allowance (CRA) 63 future date if the DOE changed from one month to another. Correct the effective date and monetary amount in the N# (Initial Military Clothing Allowance) entry, if applicable.

(4) A 9903 (DB) transaction to refund or collect the Servicemen's Group Life Insurance (SGLI) and/or a 9903(DD) transaction to refund or collect the Armed Forces Retirement Home (AFRH) if the DOE changed from one month to another.

(5) A 9903 transaction to either refund or collect Entitlements for the number of days of the DOE change. If a BAQ entry on the MMPA started on the same date as the previous DOE (and the new DOE is an earlier date), send an email to the member's servicing PSD to see if the start date of the BAH should be changed.

(6) The start date in the open entitlement entries should match the DOE. If they do not match, the MMPA will not update when the mass rate for the pay raise is processed. After inputting the 9903 transaction to pay or collect for the number of days of the DOE change, overlay the start

dates of the variable open 01, 35, 40 and 68 entries, as applicable.

(7) If the member's grade is 31, compare the TT entry to the TG entry to determine if the member has under or over four months total active service (see examples listed in Training Guide TGJ-46, FORMAT-ID E1/EA/E2 (Accessions). Then review DJMS-AC Table 001 (Basic Pay) on CICS application JWMM to Obtain the correct rate, whether for grade 31 over or under four months total active service. Also review DJMS-AC Table 005 (BAS – Meals) and Table 017 (BAS – Grade 31 Less than 4 Months – Meals)and process any BAS adjustments that may be required.

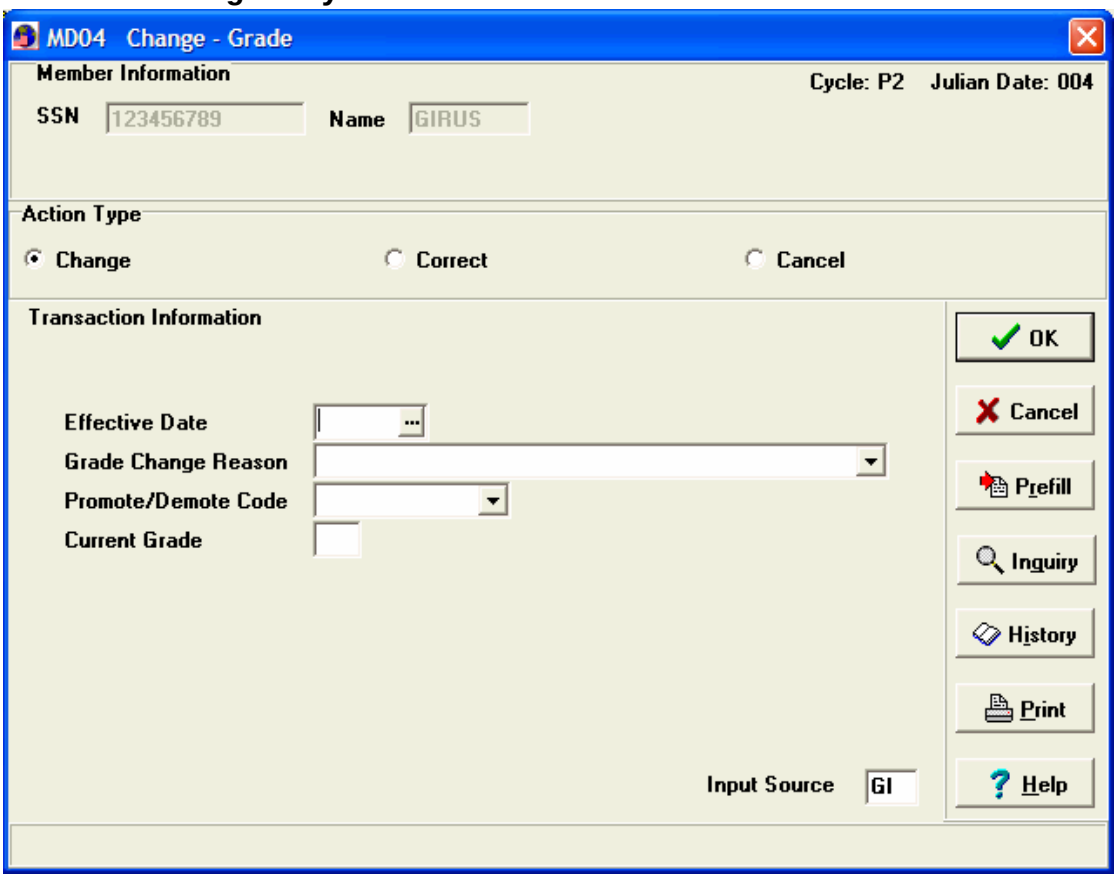
When a TI05 transaction is received with error code MDY (TAFMSD has changed), and the member's grade is 31, follow the same guidelines listed in the paragraphs above. If the member's grade is other than 31, the only action required is to process a 9840 transaction to post an N9 Memo entry to account for the case.

E. Processing Transactions for Basic Pay

Basic Pay: The member's basic pay will be changed automatically for promotions, demotions or longevity changes, which occur in the current month or next month. Promotions will be done using an MD04 transaction and will adjust entitlements within IAS. Any adjustments needed for longevity prior to current month will involve the use of Unique transactions. As stated earlier, the entry for Basic Pay FID 01 is a fixed entry, due to the fact that Basic Pay can be corrected only by changing the TK and TC entries. A TI05 transaction for enlisted or TZ05 transaction officers would be used for this purpose.

TI05 Pay Date Corrections: The TI05 transaction only updates the actual service date entries. In the examples below, the TC entry must be updated by either overlaying the appropriate date field or submitting a TC03 to update. The date correction example show the necessary steps then an established enlisted account pay date must be moved backward in time. It should be noted that the TC03 only works when the correction is moving the date backward in time.

MD04 – Change Pay Grade



Change Pay Grade – MD04

Before MMPA:

```
MD MIL PERS GRD* ENTRY-OPEN-DT 040205 09 02 1  ACTN 04  EFF-DATE 030801 GR 35
01 BP*  ENTRY-OPEN-DT 050101 99 01 1  ACTN Z4  START 050101  ENTLMT-MM
   1,102.65  ENTLMT 2,205.30  ENTLMT-NM 2,205.30
01-BP*  ENTRY-OPEN-DT 040607 08 06 1  ENTRY-CLSD-DT 050101 99 01 1  CNTRL-CODE
   2  ACTN Z4  START 040609  STOP 041231  ENTLMT-MM 0.00  ENTLMT 0.00
   ENTLMT-NM 0.00  MNTLY-RATE 2,130.60
```

After MMPA:

```
MD MIL PERS GRD*  ENTRY-OPEN-DT 060103 04 01 1  ACTN 04  EFF-DATE 051101  GR
   36
MD-MIL PERS GRD*  ENTRY-OPEN-DT 040205 09 02 1  ENTRY-CLSD-DT 060103 04 01 1
   ACTN 04  EFF-DATE 030801  STOP 051031  PREV-GR 35
01 BP*  ENTRY-OPEN-DT 060103 04 01 1  ACTN D4  START 060101  ENTLMT-MM
   1,232.55  ENTLMT 2,465.10  ENTLMT-NM 2,465.10
01-BP*  ENTRY-OPEN-DT 060103 04 01 1  ENTRY-CLSD-DT 060103 04 01 1  CNTRL-CODE
   2  ACTN D4  START 051101  STOP 051231  ENTLMT-MM 4,782.00  ENTLMT 4,782.00
   ENTLMT-NM 0.00  MNTLY-RATE 2,391.00
01-BP*  ENTRY-OPEN-DT 060101 99 01 1  ENTRY-CLSD-DT 060103 04 01 1  CNTRL-CODE
   6  ACTN D4  START 060101  STOP 051231  ENTLMT-MM 0.00  ENTLMT 0.00
   ENTLMT-NM 0.00  MNTLY-RATE 2,273.70
01-BP*  ENTRY-OPEN-DT 050101 99 01 1  ENTRY-CLSD-DT 060103 04 01 1  CNTRL-CODE
   2  ACTN D4  START 050101  STOP 051031  ENTLMT-MM -4,410.60  ENTLMT
   -4,410.60  ENTLMT-NM 0.00  MNTLY-RATE 2,205.30
```

Note: The action (ACTN) field on the 01 (Basic Pay) has changed from Z4 to D4 indicating a promotion or a demotion. For a longevity change the action would be C4.

MD04 – CHANGE-GRADE HELP SCREEN

EFFECTIVE DATE: Must contain the effective date of the current grade change. Must be a valid date in YYMMDD format and must be less than or equal to current date + 9 months.

GRADE CHANGE REASON: Make a selection from the following Drop-down menu for accelerated promotions:

Blank
1E = 6 year enlistees
1G = OTS and AECP candidate promotion to E5
1H = Bandsman
XX = A skip in grade

PROMOTE/DEMOTE CODE: Make a selection from the Drop-down menu:

D = Demotion
P = Promotion

CURRENT GRADE: Make a selection from the following Drop-down menu:

10 = O10	25 = W5	39 = E9	54 = Cadet 1st class
09 = O9	24 = W4	38 = E8	53 = Cadet 2nd class
08 = O8	23 = W3	37 = E7	52 = Cadet 3rd class
07 = O7	22 = W2	36 = E6	51 = Cadet 4th class
06 = O6	21 = W1	35 = E5	
05 = O5		34 = E4	
04 = O4		33 = E3	
03 = O3		32 = E2	
02 = O2		31 = E1	
01 = O1			

NOTE:
If you select 33 then the Grade Change Reason field must either be blank or equal 1E, 1H, or XX.

If you select 34 then the Grade Change Reason field must either be blank or equal 1H.

If you select 35 then the Grade Change Reason field must either be blank or equal 1G, 1H, or XX.

If you select 36 or 37 then the Grade Change Reason field must either be blank or equal XX.

If you select 38 or 39 then the Grade Change Reason field must either be blank or equal 1H or XX.

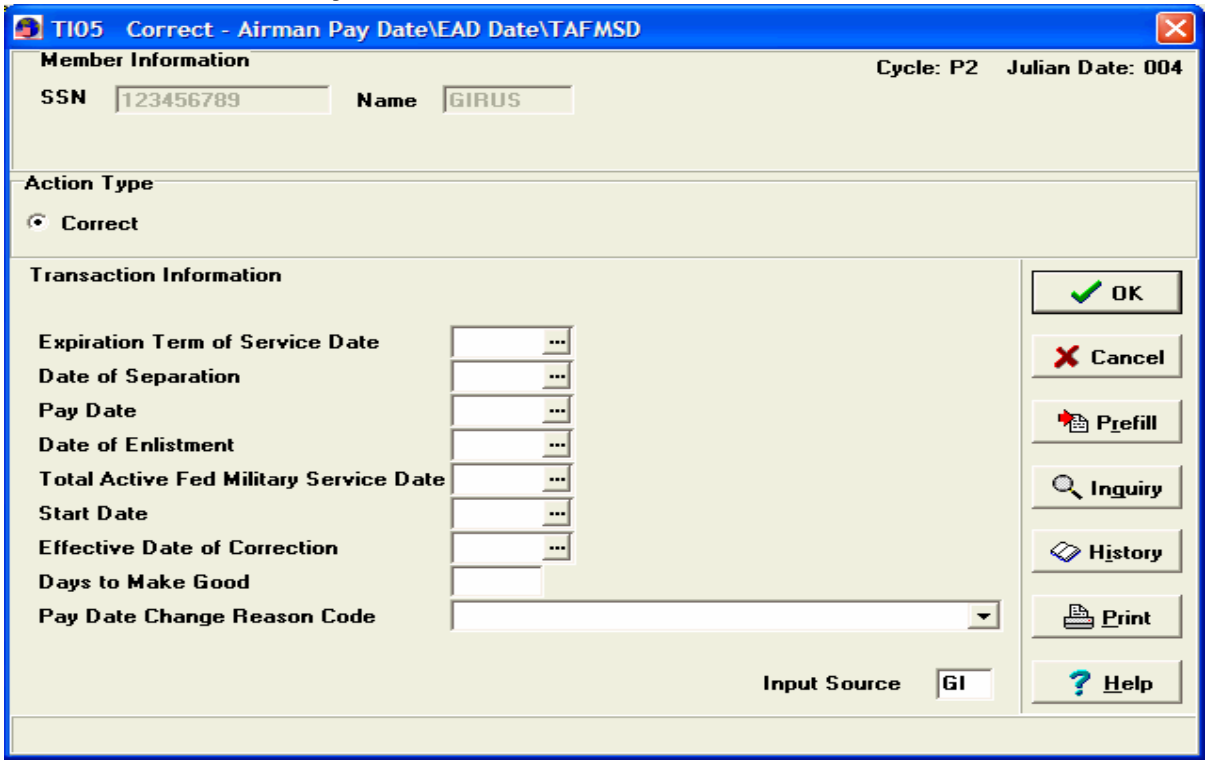
For Army, Air Force or Navy (JDCII Only) the grade must be 01-10, 31-39, or 21-25.

For Service Academies the grade must be 51-54.
For ADSN 38XX the grade must be 01-10, 31-39, 21-25, or 51-54.

Correcting of the Pay Date & total Service Dates Enlisted

```
MMPA Posting Before Change:
 TC YR OF SVC CMPLD*  ENTRY-OPEN-DT 980122 96 01 2  EFF-DATE 970509
    YRS-SVD-MIL-PAY 03
 TG DOE*  ENTRY-OPEN-DT 980806 09 08 1  DOE 980510  PRIOR-DOE-INDCTR 1
 TK PAY DATE*  ENTRY-OPEN-DT 980122 96 01 2  EFF-DATE 940512  PAY-DATE 940510
    PROCS-DATE 940512  VERIFY-INDCTR 2
 TT TAFMSD*  ENTRY-OPEN-DT 980122 96 01 2  TAFMSD 940510  PROCS-DATE 940510
 TU DOS*  ENTRY-OPEN-DT 980806 09 08 1  DOS 000509  NR OF EXTENSIONS 1
 TE DOS PREV ENLSTMT*  ENTRY-OPEN-DT 980806 09 08 1  PREV-DOS 980509
                                  PRIOR-SVC-DEP A
 TH ETS*  ENTRY-OPEN-DT 980806 09 08 1  ETS 000509
 TJ EAD/PRIOR-DOE*  ENTRY-OPEN-DT 980806 09 08 1  PROCS-DATE 980806  EAD 940510
    PRIOR-DOE 940510
 TC-YR OF SVC CMPLD*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT
    980122 96 01 2  EFF-DATE 960509  YRS-SVD-MIL-PAY 02
 TG-DOE*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT 980806 09 08 1
    PROCS-DATE 980806  DOE 940510  PRIOR-DOE 000000
 TH-ETS*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT 980806 09 08 1  ETS
    980509
 TU-DOS*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT 980806 09 08 1  DOS
    980509  XTEN-RSN 1  EXTEN-NR 1
```

TI05 – Correct Pay Date/EAD Date/TAFMS



TI05 – Screen Instructions

EXPIRATION TERM OF SERVICE DATE: Must contain a valid date in YYMMDD, date must be equal to or prior to the current date.

DATE OF SEPARATION: Must contain a valid date in YYMMDD format; enter the date of separation or graduation. Date must be equal to or greater than the current date and greater than or equal to the EXPIRATION TERM OF SERVICE DATE.

PAY DATE (PEBD): Must contain a valid date in YYMMDD format. Date must be equal to or prior to the current date. For USNA, date entered the Academy.

DATE OF ENLISTMENT: Must contain a valid date in YYMMDD format. Date must be equal to or prior to the current date. For USNA, date entered the Academy.

TOTAL ACTIVE FEDERAL MILITARY SERVICE DATE: Must contain a valid date in YYMMDD format. Date must be equal to or prior to the current date and equal to or greater than the PAY DATE.
For USNA, date entered the Academy.

START DATE: May be blank or contain a valid date in YYMMDD format. If date is entered it must be equal to or prior to the current date.

EFFECTIVE DATE OF CORRECTION: May be blank or contain a valid date in YYMMDD format. If date is entered it must be equal to or prior to the current date and equal to or prior to the Date of Enlistment. Must contain a valid date when the Days to Make Good field are numeric and greater than zero.

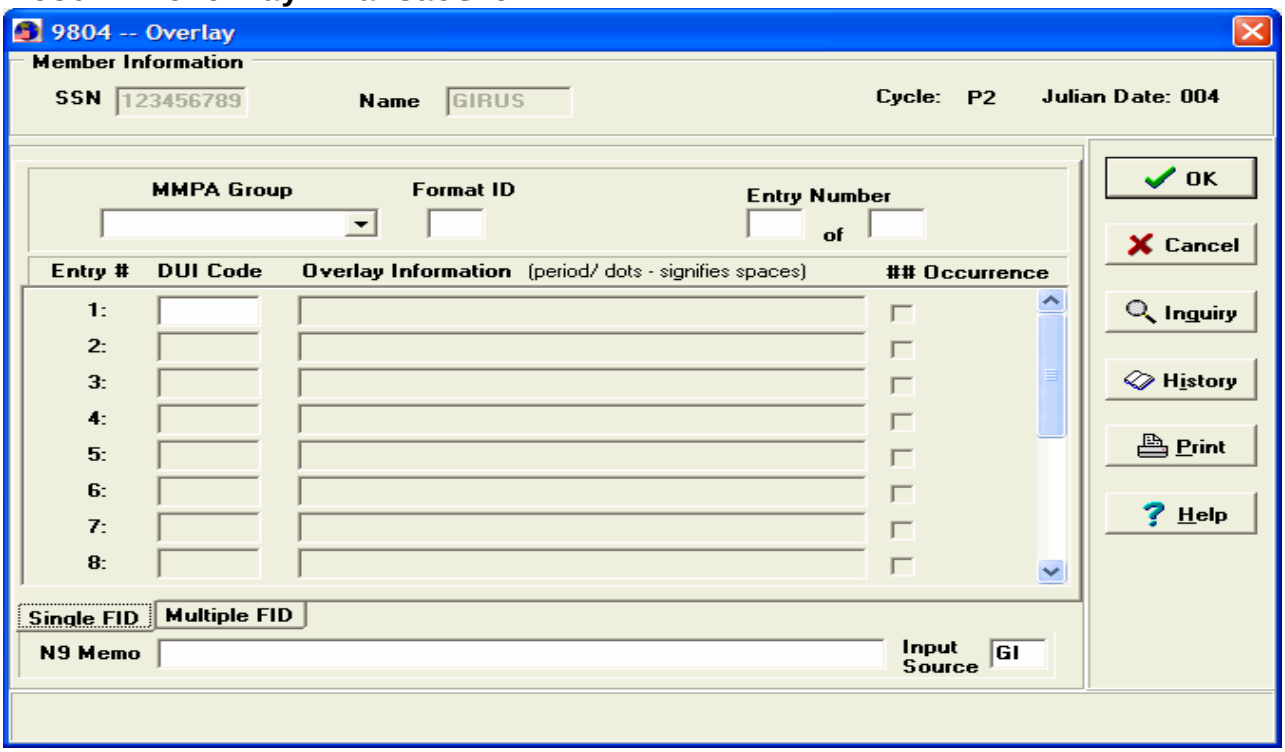
DAYS TO MAKE GOOD: May be blank or numeric. If numeric must be greater than zero. Enter the correct number of days of lost time.

PAY DATE CHANGE REASON CODE: Make a selection from the Drop-down list; choices are:

A = DFAS correction
B = F&AO (or DMPO or MPF) correction
C = AWOL
D = Military confinement
E = Civil confinement
F = Deserter
G = Other (line of duty, etc.)
H = Lost time after ETS
I = Reserve time creditable for payment of VSI/SSB

Note: PAY DATE CHANGE REASON CODES A and B are not valid for EXPIRATION TERM OF SERVICE DATE and DATE OF SEPARATION.

9804 – Overlay Transaction



9804 – Screen Instructions (1 of 2)

The 9804 supports the overlay of data on the MMPA of either a single FID or of multiple FIDs on the MMPA.

The information below describes the screen for overlaying a single FID. Note: the Single FID 9804 cannot contain a semicolon in the Overlay field. That is for use only when overlaying multiple FIDs.

If you need to overlay multiple FIDs in the same 9804 transaction, click on the 'Multiple FIDs' tab on the lower left-hand corner of the screen. This transaction has no screen edits and can be filled out much like the 9804 in JDCII. You will need to enter all necessary punctuation (commas, periods, semicolons). Note: the Multiple FID 9804 must contain a semicolon somewhere in the Overlay field in order to use this transaction.

OVERLAY SINGLE FID ONLY

MMPA GROUP: Must be A, B, V or W.

If A, then the ## and Occurrence fields must be blank.

If B, W, or V, then the ## and Occurrence fields may contain data.

If V, the LES Remark Action Code must equal 12, 13 or 14 and the Effective Date field must contain a valid date.

9804 – Screen Instructions (2 of 2)

Make a selection from the drop-down list; drop-down choices are:

A = Fixed
B = Variable Open
V = LES Remark
W = History / Closed

FORMAT ID: Must contain a valid Format ID number; cannot equal LB, LC, MA, MC, NA or SX.

DUI CODE: Must contain a valid DUI Code. If the DUI Code appears more than once on this transaction, the ## and Occurrence fields must be filled.

OVERLAY INFORMATION: May be blank or contain (alphanumeric) data. Spaces or periods may be entered to represent blank spaces. NOTE: Commas should not be entered; they will automatically be placed in the file. The period at the end of the transaction is also automatically placed in the file. Semicolons (indicating overlay of multiple FIDs) may not be used; the user must select the 'Multiple FIDs' tab in order to use semicolons.

LES REMARKS ACTION CODE: Identifies the LES Action Code. This field may be blank. If the MMPA Group equals V, then this field must equal 12, 13 or 14. Make a selection from the drop-down list; drop-down choices are:

12 = Withhold
13 = Release
14 = Extend

EFFECTIVE DATE: This field is used to identify the effective date in the LES entry that is being overlaid. When the MMPA Group equals V, this field may be blank or may contain a valid date in YYMMDD format. If the Format ID equals DQ, enter a valid date in this field or an amount in the Indebtedness Amount field.

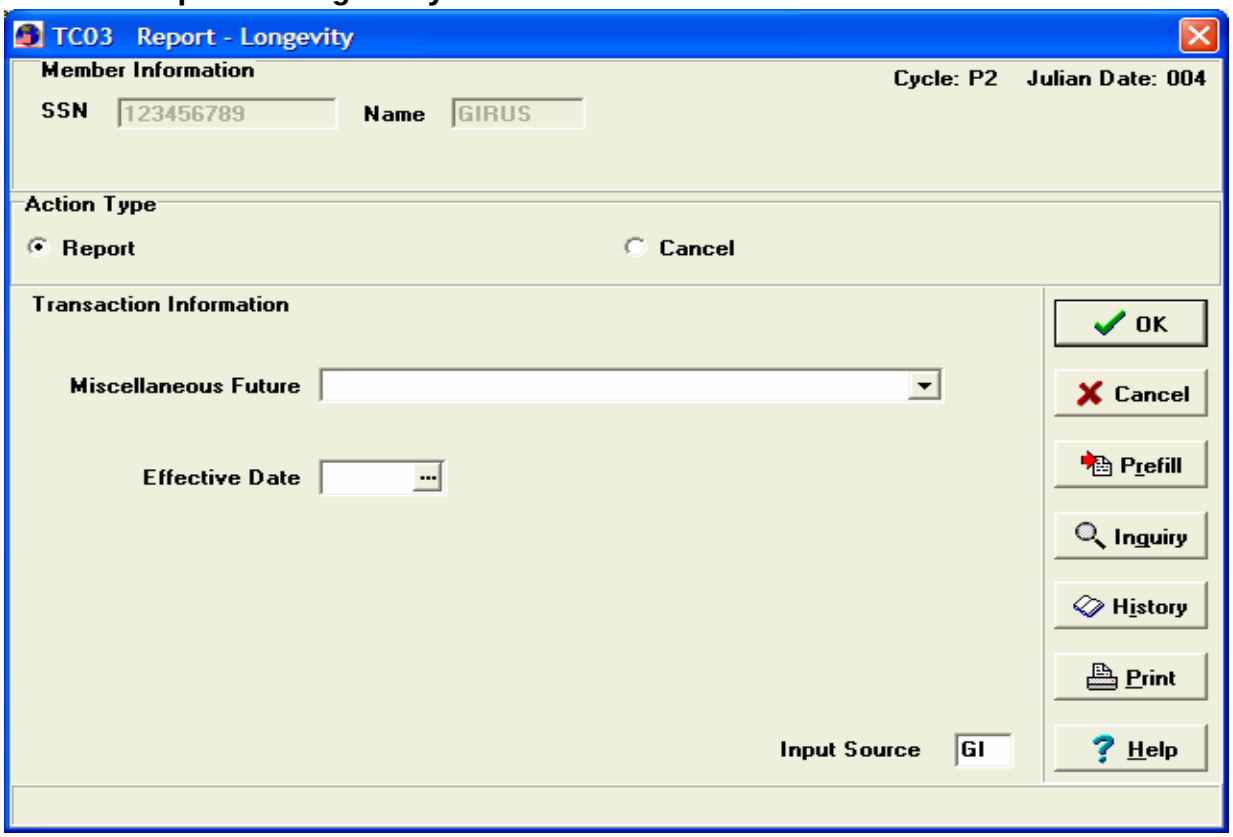
INDEBTEDNESS AMOUNT: May be blank or numeric. If the Format ID equals DQ, enter the amount of the debt or enter a date in the Effective Date field.

If a value is entered, it must also include a positive or negative sign immediately preceding the data.

For example, if a positive value is being overlaid with a negative value, the amount should begin with a minus sign, then the amount (no decimals).

N9 MEMO: This field must contain an explanation / justification for the 9804 transaction. This is a free-form text field, with alpha, numeric and special characters allowed. Data entered in this field will be displayed on a N9 entry on the MMPA.

TC03 – Report Longevity Increase



TC03 – Screen Instructions

MISCELLANEOUS FUTURE: Must equal "B" or "D".

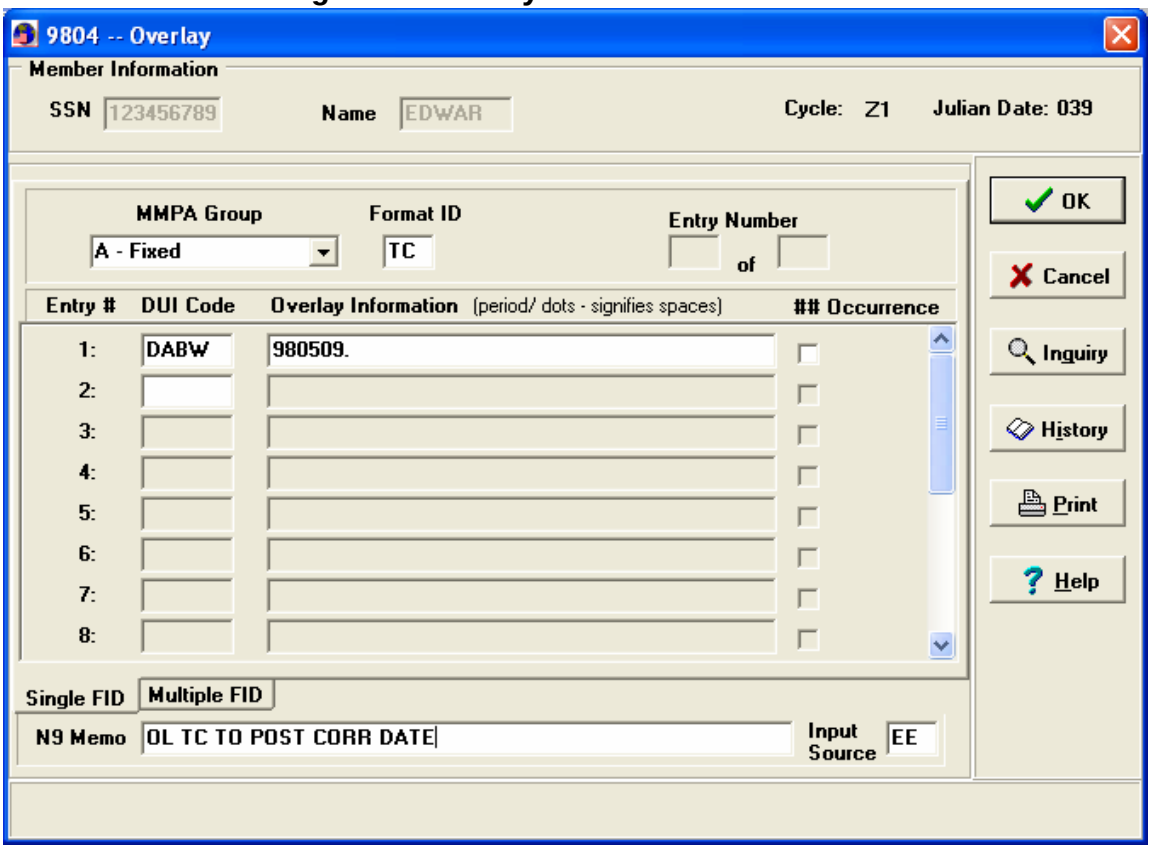
B = Update TC and Basic Pay From Date of Entry (DOE) forward
D = Update TC and Basic Pay from Pay Date forward

EFFECTIVE DATE: Must contain a valid date in YYMMDD format.

Correcting of the Pay Date & Total Service Dates Enlisted

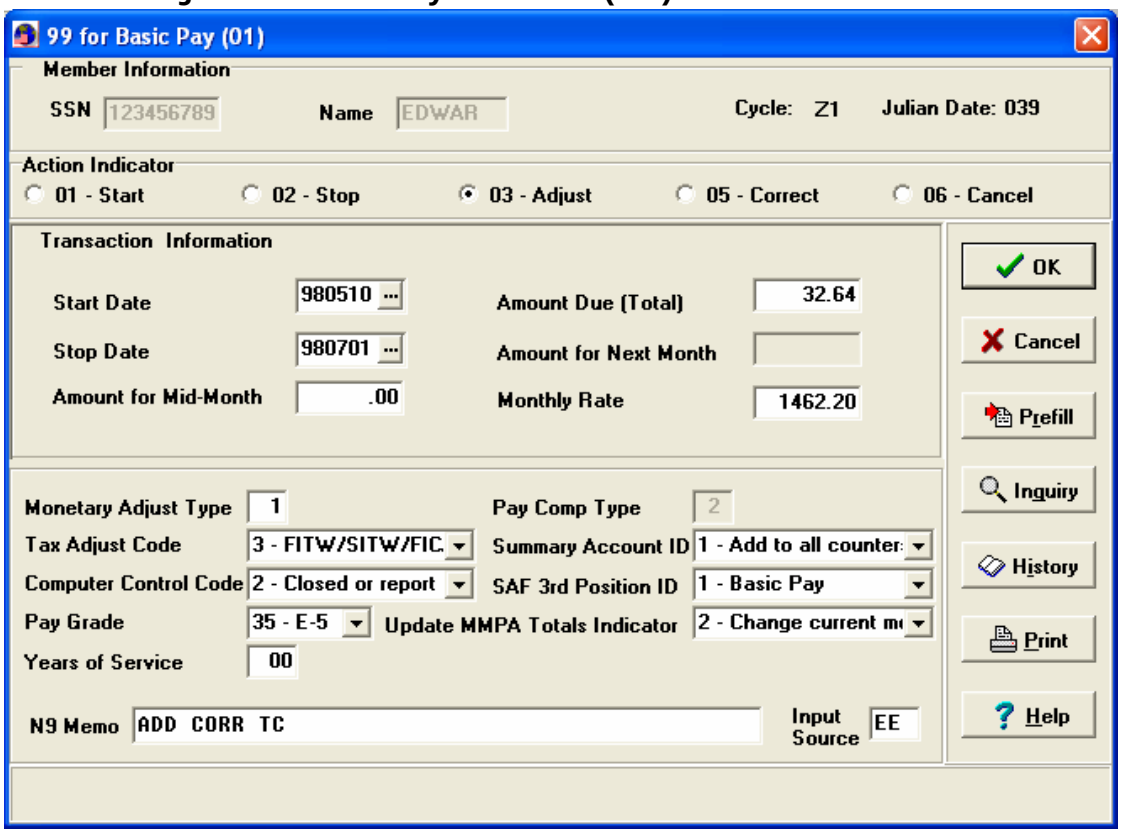
```
MMPA Posting After TI05/9804/TC03 Inputs:
TC YR OF SVC CMPLD*  ENTRY-OPEN-DT 990622 19 06 2  EFF-DATE 980509
   YRS-SVD-MIL-PAY 04
TG DOE*  ENTRY-OPEN-DT 980806 09 08 1  DOE 980702  PRIOR-DOE-INDCTR 1
TK PAY DATE*  ENTRY-OPEN-DT 980122 96 01 2  EFF-DATE 940512  PAY-DATE 940510
   PROCS-DATE 940512  VERIFY-INDCTR 2
TT TAFMSD*  ENTRY-OPEN-DT 980122 96 01 2  TAFMSD 940510  PROCS-DATE 940510
TU DOS*  ENTRY-OPEN-DT 980806 09 08 1  DOS 000509  NR OF EXTENSIONS 1
TE DOS PREV ENLSTMT*  ENTRY-OPEN-DT 980806 09 08 1  PREV-DOS 980509
   PRIOR-SVC-DEP A
TH ETS*  ENTRY-OPEN-DT 980806 09 08 1  ETS 000509
TJ EAD/PRIOR-DOE*  ENTRY-OPEN-DT 980806 09 08 1  PROCS-DATE 980806  EAD 940510
   PRIOR-DOE 940510
TC-YR OF SVC CMPLD*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT
   990622 19 06 2  EFF-DATE 970509  YRS-SVD-MIL-PAY 03
TG-DOE*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT 980806 09 08 1
   PROCS-DATE 980806  DOE 940510  PRIOR-DOE 000000
TH-ETS*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT 980806 09 08 1  ETS
   980509
TU-DOS*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT 980806 09 08 1  DOS
   980509  XTEN-RSN 1  EXTEN-NR 1
```

9804 – Correcting of the Pay Date & Total Service Dates Enlisted



This overlay adjusts the TC to its original date.

9903 – Adjust Basic Pay Period (01)



99 for Basic Pay (01) – Screen Instructions (1 of 3)

START DATE: Must contain a valid date in YYMMDD, equal to or less than the current date.

STOP DATE: May or may not contain YYMMDD. If entered, date must be less than or equal to the current date, and greater than or equal to the START DATE.

The Stop Date is automatically zero-filled when the Action Indicator = Start/01, Correct/05.

AMOUNT FOR MID-MONTH: May or may not contain an amount. If current date is on or before

Mid-Month cut-off, amount should be entered. Otherwise, leave blank.

AMOUNT DUE (TOTAL): Must contain an amount (the total amount due at end-of-month). May contain zeros if needed.

AMOUNT FOR NEXT MONTH: May or may not contain an amount. Must contain an amount when Action Indicator = Stop/02.

MONTHLY RATE: May or may not contain an amount. If entered, must be the monthly rate that applies to period of adjustment.

99 for Basic Pay (01) – Screen Instructions (2 of 3)

MONETARY ADJUST TYPE: Must select 1 or 2:

1 – to increase member's pay
2 – to decrease member's pay

'1' will be automatically entered when Action Indicator = Start/01.
'2' will be automatically entered when Action Indicator = Stop/02.
TAX ADJUST CODE: Must select the appropriate code:

1 - FITW/SITW
2 - FICA
3 - FITW/SITW/FICA
4 - None
5 - Medicare
6 - FITW/Medicare

COMPUTER CONTROL CODE: Must select the indicator that identifies the status of the MPPA entry:
0 - Open MMPA entry
1 - Open suspense MMPA entry
2 - Closed or report entry on MMPA
3 - Correct overpayment entry
4 - Correct underpayment entry
5 - Correct or cancel report entry having a monetary effect
6 - Correct or cancel report entry having no monetary effect
9 - Open entry suspended due to status, or closed entry

This entry will automatically be filled with 0 when Action Indicator = Correct/05.
This entry must be 2, 3 or 4 when Action Indicator = Adjust 03.
This entry must be 0-6 or 9 when Action Indicator = Cancel/ 06.

PAY GRADE: Must select the pay grade that applies to the period of adjustment. Must be 01-10, 21-25, 31-39 or 51 -54.

YEARS OF SERVICE: Must select the years of service completed that apply to the period of adjustment.

PAY COMP TYPE: '2' will automatically be entered (2 - perform pay computation and issue pay authorization).

SUMMARY ACCOUNT ID: Must select the appropriate action:

0 - add to all counters except strength
1 - add to all counters
2 - subtract from all counters
3 - subtract from all counters except strength

This entry will automatically be filled with 1, Action Indicator=Start/01.
This entry will automatically be filled with 2, Action Indicator=Stop/02.
This entry must be 0 or 3 when Action Indicator = Adjust/03.

SAF 3RD POSITION ID: Must select the appropriate code:

1 - Basic Pay
2 - Basic Pay (Officers O4E)

99 for Basic Pay (01) – Screen Instructions (3 of 3)

UPDATE MMPA TOTALS INDICATOR: Must select the appropriate code that indicates whether the transaction affects money amount fields on the MPPA:

1 - no change
2 - change current month totals
3 - change next month totals
4 - change current and next month totals

This entry will automatically be filled with 4 when Action Indicator = Start/01or Stop/02.

N9 MEMO ENTRY: Free-form field, 46 positions long. Special characters allowed. First two positions, N9, are system-generated (in the output record) and do not need to be entered.

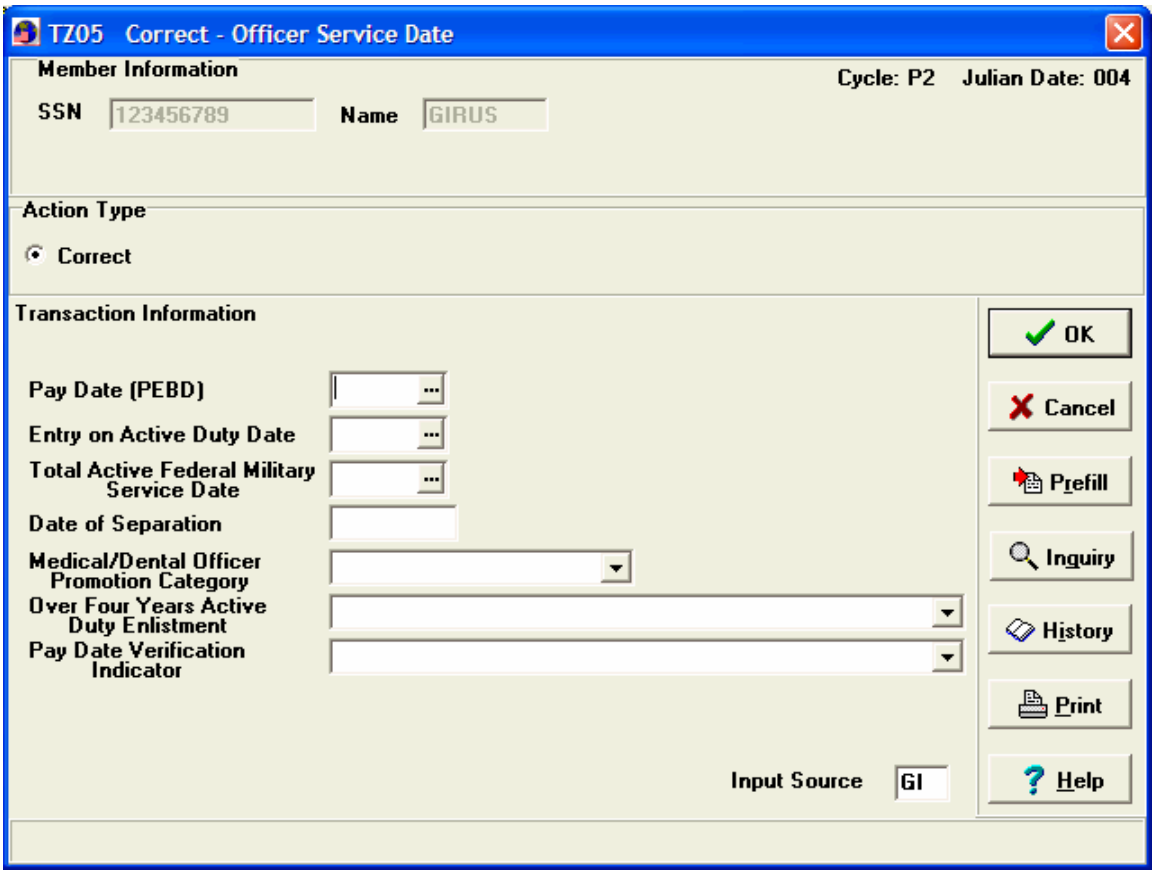
After MMPA - Correction of Pay Date & Total Service Dates (enlisted mbr)

MMPA Posting After Overlay Input:

```
TC YR OF SVC CMPLD*  ENTRY-OPEN-DT 990622 19 06 2  EFF-DATE 980509
   YRS-SVD-MIL-PAY 04
TG DOE*  ENTRY-OPEN-DT 980806 09 08 1  DOE 980510  PRIOR-DOE-INDCTR 1
TK PAY DATE*  ENTRY-OPEN-DT 980122 96 01 2  EFF-DATE 940512  PAY-DATE 940510
   PROCS-DATE 940512  VERIFY-INDCTR 2
TT TAFMSD*  ENTRY-OPEN-DT 980122 96 01 2  TAFMSD 940510  PROCS-DATE 940510
TU DOS*  ENTRY-OPEN-DT 980806 09 08 1  DOS 000509  NR OF EXTENSIONS 1
TE DOS PREV ENLSTMT*  ENTRY-OPEN-DT 980806 09 08 1  PREV-DOS 980509
   PRIOR-SVC-DEP A
TH ETS*  ENTRY-OPEN-DT 980806 09 08 1  ETS 000509
TJ EAD/PRIOR-DOE*  ENTRY-OPEN-DT 980806 09 08 1  PROCS-DATE 980806  EAD 940510
   PRIOR-DOE 940510
TC-YR OF SVC CMPLD*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT
               990622 19 06 2  EFF-DATE 970509  YRS-SVD-MIL-PAY 03
TG-DOE*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT 980806 09 08 1
   PROCS-DATE 980806  DOE 940510  PRIOR-DOE 000000
TH-ETS*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT 980806 09 08 1  ETS
   980509
TU-DOS*  ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT 980806 09 08 1  DOS
   980509  XTEN-RSN 1  EXTEN-NR 1
01 BP*  ENTRY-OPEN-DT 990622 19 06 2  ACTN C4  START 990101  ENTLMT-MM 757.35
   ENTLMT 1,514.70  ENTLMT-NM 1,514.70
01-BP*  ENTRY-OPEN-DT 990623 20 06 2  ENTRY-CLSD-DT 990623 20 06 2  CNTRL-CODE
   2  ACTN 03  START 980510  STOP 980701  ENTLMT-MM 0.00  ENTLMT 32.64
   ENTLMT-NM 0.00  MNTLY-RATE 1,462.20
01-BP*  ENTRY-OPEN-DT 990622 19 06 2  ENTRY-CLSD-DT 990622 19 06 2  CNTRL-CODE
   2  ACTN C4  START 980702  STOP 981231  ENTLMT-MM 0.00  ENTLMT 8,724.46
   ENTLMT-NM 0.00  MNTLY-RATE 1,462.20
01-BP*  ENTRY-OPEN-DT 990104 99 01 1  ENTRY-CLSD-DT 990622 19 06 2  CNTRL-CODE
   6  ACTN C4  START 990101  STOP 981231  ENTLMT-MM 725.70  ENTLMT -7,257.00
   ENTLMT-NM 0.00  MNTLY-RATE 1,451.40
01-BP*  ENTRY-OPEN-DT 980616 15 06 2  ENTRY-CLSD-DT 990622 19 06 2  CNTRL-CODE
   2  ACTN C4  START 980616  STOP 980701  ENTLMT-MM 0.00  ENTLMT -8,359.30
   ENTLMT-NM 0.00  MNTLY-RATE 1,401.00
```

Officer Date correction example: Step 1 would be to submit a TZ05 to change the incorrect dates in this example the TK/TT entries, as shown in the MMPA screen print. If the date moves backwards then the TC03 would be input. The final step is needed to ensure that the system will make future longevity increases through the normal processing. The TC entry effective date must be the year of the last increase and one day before the open/fixed pay date entry. This will be accomplished by using a 9804 overlay to correct the indicated fields.

TZ05 – Correct Officer Service Date



TZ05 – Screen Instructions

PAY DATE (PEBD): May be blank or contain a valid date in YYMMDD format. If a date is entered it must be prior to or equal to the current date.

ENTRY ON ACTIVE DUTY DATE (EAD): May be blank or contain a valid date in YYMMDD format. If a date is entered it must be equal to or prior to the current date. If the Pay Date contains a valid date then this field must be equal to or greater than the Pay Date.

TOTAL ACTIVE FEDERAL MILITARY SERVICE DATE (TAFMSD):
May be blank or contain a valid date in YYMMDD format. If a date is entered it must be equal to or prior to the current date. If the Entry on Active Duty Date contains a valid date then this field must be equal to or prior to the Entry on Active Duty Date (EAD).

DATE OF SEPARATION: May be blank or contain a valid date in YYMMDD format. If a date is entered it must be equal to or greater than the current date or 888888.

MEDICAL/DENTAL OFFICER PROMOTION CATEGORY: May be blank, D or M. Make a selection from the drop-down menu; choices are:

D = Dental Officer
M = Medical Officer

OVER FOUR YEARS ACTIVE ENLISTMENT: May be blank, Y or N. Make a selection from the drop-down menu; choices are:

Y = If officer (grade 01, 02 or 03) has more than 4 years of active service as an enlisted member or warrant officer.

N = If officer (grade 01, 02, or 03) does NOT have more than 4 years of active service as an enlisted member or warrant officer.

Leave blank for all other grades.

PAY DATE VERIFICATION INDICATOR
May be blank, 3, 4 or 5. Leave Blank if member is not involved with USUHS otherwise make a selection from the drop-down menu; choices are:

3 = Member currently enrolled in USUHS
4 = Member graduated from USUHS
5 = Member did not complete USUHS

Officer Pay Date Correction

MMPA Before Date Correction Change:

```
TA LOST DAYS CUR ENL IN* ENTRY-OPEN-DT 980122 96 01 2  INDCTR 0
TC YR OF SVC CMPLD* ENTRY-OPEN-DT 980516 23 05 2  EFF-DATE 980520  YRS-SVD-MIL-
   PAY 10
TG DOE* ENTRY-OPEN-DT 980122 96 01 2  DOE 880521  PRIOR-DOE-INDCTR 1
TK PAY DATE* ENTRY-OPEN-DT 980122 96 01 2  EFF-DATE 880523  PAY-DATE 880521
   PROCS-DATE 880523  VERIFY-INDCTR 2
TM PRIOR SVC BEN WAIVR* ENTRY-OPEN-DT 980122 96 01 2  WAIVR N
TP SVC COMP* ENTRY-OPEN-DT 980122 96 01 2  START 880521  COMP S  FUNC-CAT-CDE
TT TAFMSD* ENTRY-OPEN-DT 980122 96 01 2  TAFMSD 880521  PROCS-DATE 880521
TU DOS* ENTRY-OPEN-DT 980122 96 01 2  DOS 888888  NR OF EXTENSIONS 0
TW SPCL COMPN POSN IN* ENTRY-OPEN-DT 980122 96 01 2  INDCTR 1
TX PRIOR SVC INDCTR* ENTRY-OPEN-DT 980122 96 01 2  INDCTR 1    .
TN ACIP DATES* ENTRY-OPEN-DT 980122 96 01 2  ORIG-RTG-DATE 890109  OSD 880521
   DATE-AWACS-EXPER 000000  CODE
TQ BRANCH OF SERVICE* ENTRY-OPEN-DT 980122 96 01 2  BRANCH-OF-SERVICE N
T2 SEA DUTY COUNTER* ENTRY-OPEN-DT 980122 96 01 2  DAYS-CUM 00071
```

MMPA After Date Change:

```
TA LOST DAYS CUR ENL IN* ENTRY-OPEN-DT 980122 96 01 2  INDCTR 0
TC YR OF SVC CMPLD* ENTRY-OPEN-DT 980516 23 05 2  EFF-DATE 980520  YRS-SVD-MIL-
  PAY 10
TG DOE* ENTRY-OPEN-DT 980122 96 01 2  DOE 880521  PRIOR-DOE-INDCTR 1
TK PAY DATE* ENTRY-OPEN-DT 990605 01 06 1  EFF-DATE 990605  PAY-DATE 880309
   PROCS-DATE 990605  VERIFY-INDCTR 2
TM PRIOR SVC BEN WAIVR* ENTRY-OPEN-DT 980122 96 01 2  WAIVR N
TP SVC COMP* ENTRY-OPEN-DT 980122 96 01 2  START 880521  COMP S  FUNC-CAT-CDE
TT TAFMSD* ENTRY-OPEN-DT 980122 96 01 2  TAFMSD 880521  PROCS-DATE 880521
TU DOS* ENTRY-OPEN-DT 980122 96 01 2  DOS 888888  NR OF EXTENSIONS 0
TW SPCL COMPN POSN IN* ENTRY-OPEN-DT 980122 96 01 2  INDCTR 1
TX PRIOR SVC INDCTR* ENTRY-OPEN-DT 980122 96 01 2  INDCTR 1
TN ACIP DATES* ENTRY-OPEN-DT 980122 96 01 2  ORIG-RTG-DATE 890109  OSD 880521
   DATE-AWACS-EXPER 000000  CODE
TQ BRANCH OF SERVICE* ENTRY-OPEN-DT 980122 96 01 2  BRANCH-OF-SERVICE N
T2 SEA DUTY COUNTER* ENTRY-OPEN-DT 980122 96 01 2  DAYS-CUM 00071
TK-PAY DATE* ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT 990605 01 06 1  EFF-
   DATE 880523  STOP 990604  PAY-DATE 880521 PROCS-DATE 880523
   VERIFY-INDCTR 2
```

Officer Pay Date Correction

```
TA LOST DAYS CUR ENL IN* ENTRY-OPEN-DT 980122 96 01 2  INDCTR 0
TC YR OF SVC CMPLD* ENTRY-OPEN-DT 980516 23 05 2  EFF-DATE 980520  YRS-SVD-
   MIL-PAY 10
TG DOE* ENTRY-OPEN-DT 980122 96 01 2  DOE 880521  PRIOR-DOE-INDCTR 1
TK PAY DATE* ENTRY-OPEN-DT 990605 01 06 1  EFF-DATE 990605  PAY-DATE 880309
   PROCS-DATE 990605  VERIFY-INDCTR 2
TM PRIOR SVC BEN WAIVR* ENTRY-OPEN-DT 980122 96 01 2  WAIVR N
TP SVC COMP* ENTRY-OPEN-DT 980122 96 01 2  START 880521  COMP S  FUNC-CAT-CDE
TT TAFMSD* ENTRY-OPEN-DT 980122 96 01 2  TAFMSD 880521  PROCS-DATE 880521
TU DOS* ENTRY-OPEN-DT 980122 96 01 2  DOS 888888  NR OF EXTENSIONS 0
TW SPCL COMPN POSN IN* ENTRY-OPEN-DT 980122 96 01 2  INDCTR 1
TX PRIOR SVC INDCTR* ENTRY-OPEN-DT 980122 96 01 2  INDCTR 1
TN ACIP DATES* ENTRY-OPEN-DT 980122 96 01 2  ORIG-RTG-DATE 890109  OSD 880521
   DATE-AWACS-EXPER 000000  CODE
TQ BRANCH OF SERVICE* ENTRY-OPEN-DT 980122 96 01 2  BRANCH-OF-SERVICE N
T2 SEA DUTY COUNTER* ENTRY-OPEN-DT 980122 96 01 2  DAYS-CUM 00071
TK-PAY DATE* ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT 990605 01 06 1  EFF-
   DATE 880523  STOP 990604  PAY-DATE 880521 PROCS-DATE 880523
   VERIFY-INDCTR 2
TA LOST DAYS CUR ENL IN* ENTRY-OPEN-DT 980122 96 01 2  INDCTR 0
TC YR OF SVC CMPLD* ENTRY-OPEN-DT 980516 23 05 2  EFF-DATE 980308  YRS-SVD-
   MIL-PAY 10
TG DOE* ENTRY-OPEN-DT 980122 96 01 2  DOE 880521  PRIOR-DOE-INDCTR 1
TK PAY DATE* ENTRY-OPEN-DT 990605 01 06 1  EFF-DATE 990605  PAY-DATE 880309
   PROCS-DATE 990605  VERIFY-INDCTR 2
TM PRIOR SVC BEN WAIVR* ENTRY-OPEN-DT 980122 96 01 2  WAIVR N
TP SVC COMP* ENTRY-OPEN-DT 980122 96 01 2  START 880521  COMP S  FUNC-CAT-CDE
TT TAFMSD* ENTRY-OPEN-DT 980122 96 01 2  TAFMSD 880521  PROCS-DATE 880521

TU DOS* ENTRY-OPEN-DT 980122 96 01 2  DOS 888888  NR OF EXTENSIONS 0
TW SPCL COMPN POSN IN* ENTRY-OPEN-DT 980122 96 01 2  INDCTR 1
TX PRIOR SVC INDCTR* ENTRY-OPEN-DT 980122 96 01 2  INDCTR 1
TN ACIP DATES* ENTRY-OPEN-DT 980122 96 01 2  ORIG-RTG-DATE 890109  OSD 880521
   DATE-AWACS-EXPER 000000  CODE
TQ BRANCH OF SERVICE* ENTRY-OPEN-DT 980122 96 01 2  BRANCH-OF-SERVICE N
T2 SEA DUTY COUNTER* ENTRY-OPEN-DT 980122 96 01 2  DAYS-CUM 00071
TK-PAY DATE* ENTRY-OPEN-DT 980122 96 01 2  ENTRY-CLSD-DT 990605 01 06 1  EFF-
   DATE 880523  STOP 990604  PAY-DATE 880521 PROCS-DATE 880523
   VERIFY-INDCTR 2
```

At this point in the process, all the differences in pay would be MANUALLY computed and input using Unique transaction 9903s for outside of IAS only. Any differences within IAS will be picked up automatically by the system at that update. If it does not pick up the correct Basic Pay amount, the system specialists must complete a mass rate transaction (E000) to force the Basic Pay onto the account.

If the Pay date is moved forward the TC03 transaction cannot be used to adjust the TC entry or Basic Pay entry. It is rare for the member’s Pay Date to be moved forward where they received

their last basic pay increase too soon. See a Lead Pay Technician on the floor if this happens as the input is very complicated and will not be discussed in this handout.

F. Other Types of Pay Entitlements/Adjustments

PMA (Personal Money Allowance) applies to officers promoted to pay grades O-9 and O-10. The amounts payable are listed in the DoDFMR, Vol. 7A, Chapter 3, under paragraph 30702. Personal Money Allowance (PMA) is described in the DoDFMR, Vol. 7A, Chapter 3, under paragraph 30701. The same input, which promotes or reverts the officer, allows DFAS-Indianapolis Center to start and stop PMA. Separate documentation is not required for this input.

Officers in the capacities listed below are the ones entitled to receive Basic Pay and are also entitled to receive Personal Money Allowance. The allowance is in addition to any other pay or allowance authorized. It is payable while the officer is serving in the grade of lieutenant General or Vice Admiral or above; or when the entitlement is based on a specific
Duty assignment as indicated in item “c” below. It does not accrue before the date the member starts of after the member is released from such specific duty assignment. The amounts on Table 010 have not changed since 1978.

a. While serving in the grade of Lieutenant General or Vice Admiral - $500 per year.
b. While serving in the grade of General or Admiral - $2200 per year.
c. While serving as the Chairman of the Joint Chiefs of Staff, Vice Chairman of the Joint Chiefs of Staff, Chief of Staff of the Air Force or Army, Chief of naval\ operations, or Commandant of the Marine Corps, in place of any other personal money allowance authorized - $4000 per year. Personal Money Allowance is subject to Federal and State income tax and withholdings.

PMA Monthly Amounts (Table 010)

```
                    JUMPS TABLE 010 (INQUIRY)
                         PRODUCTION
                   PERSONAL MONEY ALLOWANCE

   CURRENT EFFECTIVE  DATE: 1978 10 01
           PROCESSING DATE: 1993 07 22
                                                DAILY      MONTHLY
                DESCRIPTION                      RATE         RATE

             LT GENERAL OR VICE ADMIRAL:      1.38900        41.67
                   GENERAL OR ADMIRAL:        6.11100       183.33
 SR MILITARY STAFF MEMBER - UN COMMITTEE:     7.50000       225.00
CHAIRMAN & VICE OF JCS OR CHIEF OF STAFF:    11.11100       333.33
                 ACADEMY SUPERINTENDENT:     8.33333       250.00
      COMMANDANT OF CADETS OR MIDSHIPMEN:   131.94000      3958.20
       PERMANENT PROFESSOR (OVER 36 YRS):    61.70000      1851.00
```

PMA Posting on MMPA

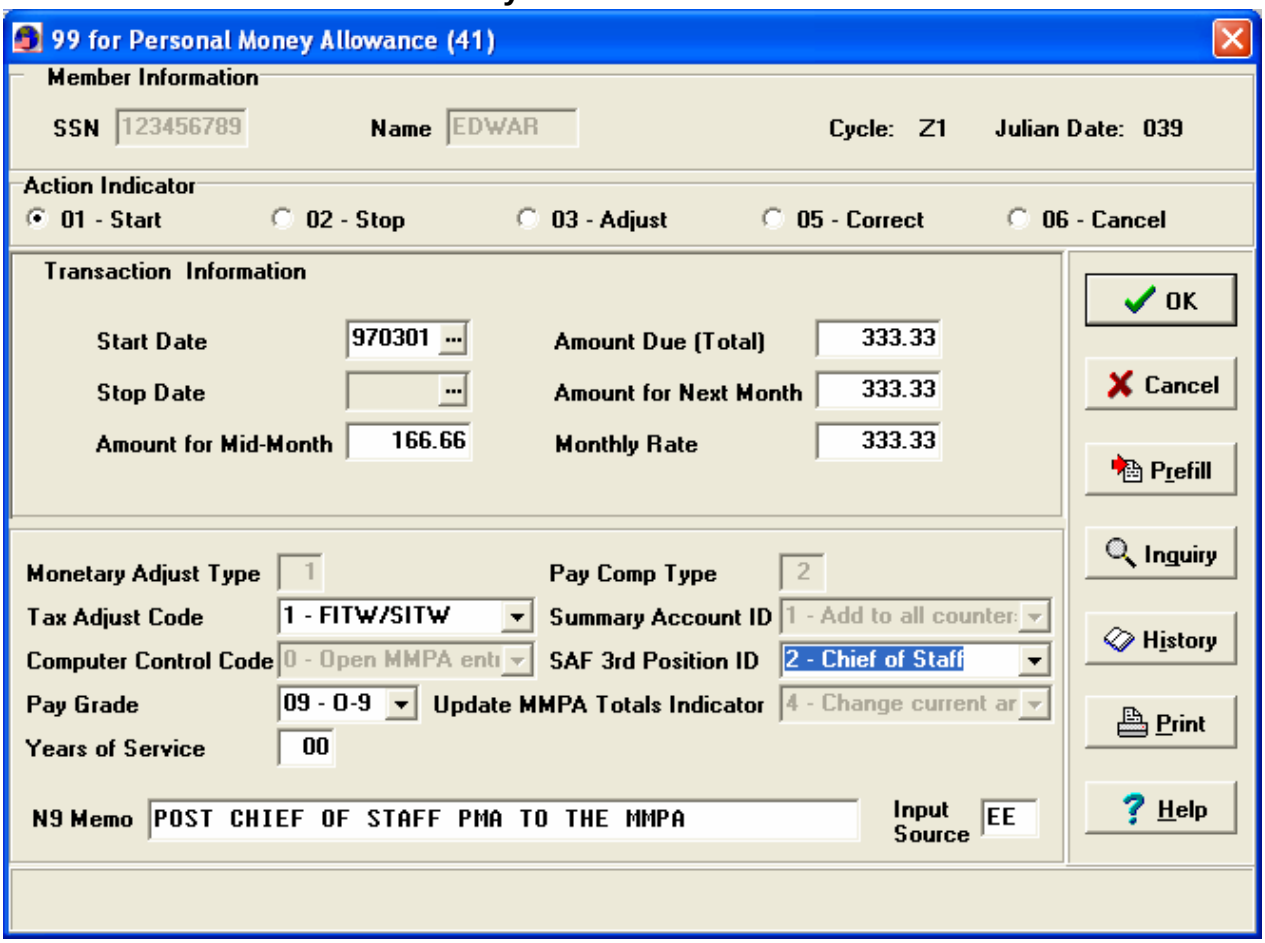
```
41 PMA* ENTRY-OPEN-DT 940814 96 08 2  CNTRL-CODE 0  ACTN D4 START 960101
 ENTLMT-MM 20.83  ENTLMT 41.67  ENTLMT-NM 41.67
```

Personal Money Allowance Corrections: The PMA entry is computer generated; there is no base level input transaction. DFAS-IN Unique 9901, 9902, 9903, 9905 and 9906(41) transactions are utilized for any adjustment actions that may be required. At DFAS-IN Central site PMA adjustment transactions are processed and monitored by the VIP team. A Financial Systems Specialist usually completes input. Sample input is shown in the following DMO (Unique) screen prints.

a. DJMS-AC Table 010 (Personal Money Allowance) may be viewed on CICS application JWMM. The table contains effective dates, the descriptive title of members eligible for PMA and the daily/monthly rates.

b. Personal Money Allowance (PMA): PMA cannot be posted with field level transactions for (09) Vice Admiral and Full Admiral (010). All actions must be posted with 99 Series inputs.

9901 – Start Personal Money Allowance



Note: See Screen Instructions for basic Pay. Only the SAF 3rd position ID will be different: 1 – Other, 2 – Chief of Staff, and 3 – UN Representative.

Staring an Open PMA Entitlement

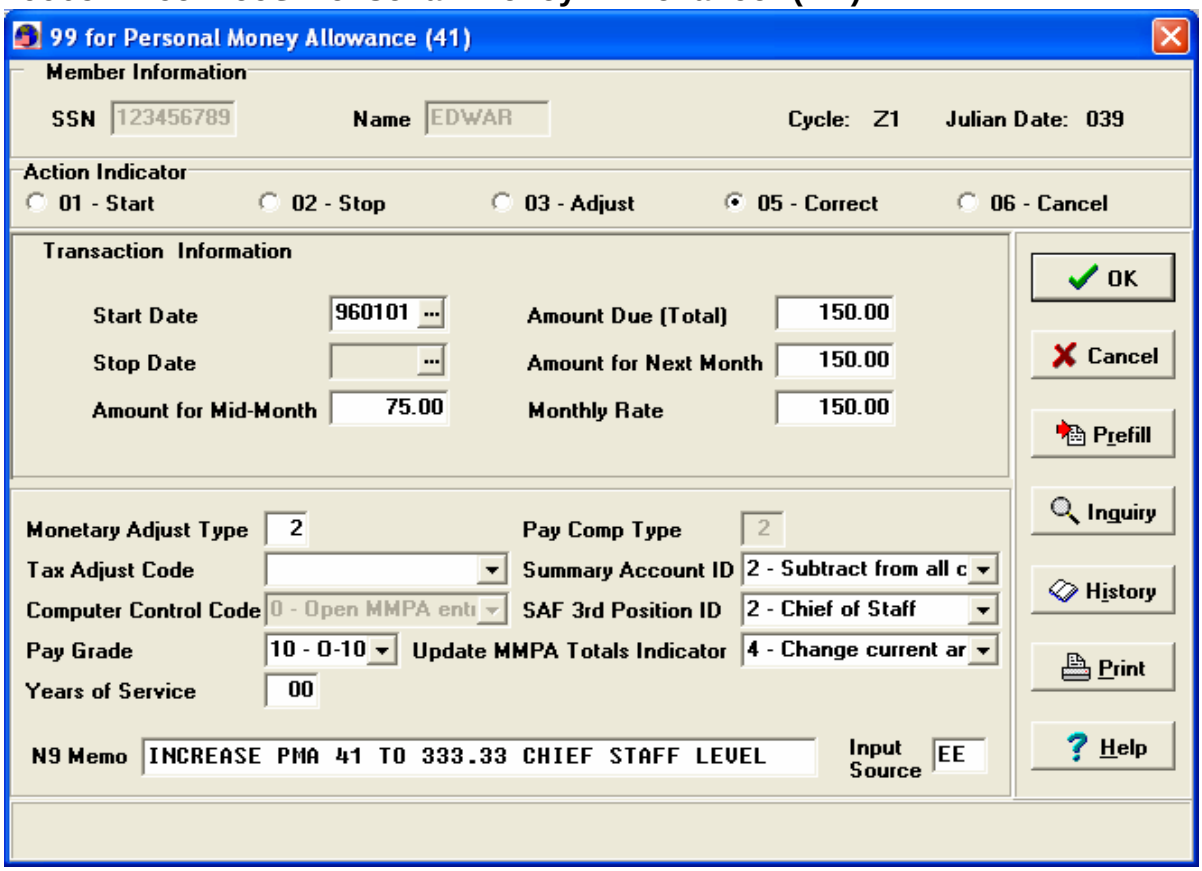
Before MMPA:
41 PMA* ENTRY-OPEN-DT 940814 96 08 2 CNTRL-CODE 0 ACTN D4 START 960101 ENTLMT-MM 20.83 ENTLMT 41.67 ENTLMT-NM 41.67

After MMPA:
41-PMA* ENTRY-OPEN-DT 940814 96 08 2 ENTRY-CLSD-DT 970307 05 03 1 CNTRL-CODE 2 ACTN 02 START 960101 STOP 970220 ENTLMT-MM 0.00 ENTLMT 0.00 ENTLMT-NM 0.00 MNTLY-RATE 41.67

In order to stop an open entry, a 9902 must be submitted. If you want to increase the entitlement you must first stop the current open entry. See your 99 handout for specific field instructions. When correcting a posted entry of PMA (9905), note

that only the money amount can be changed; the dates cannot be changed.

9905 – Correct Personal Money Allowance (41)



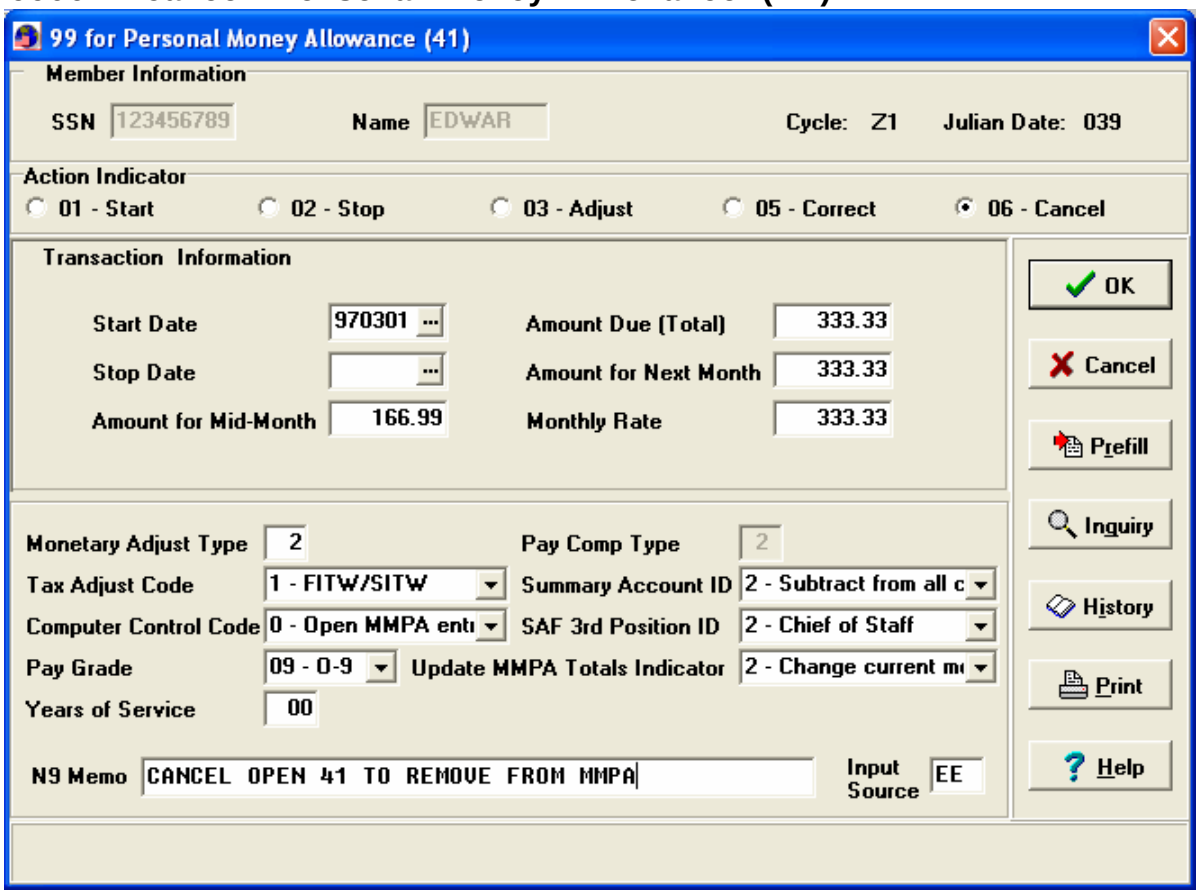
PMA CORRECTION (9905)

Before MMPA: 41 PMA* ENTRY-OPEN-DT 940814 96 08 2 CNTRL-CODE 0 ACTN D4 START 960101 ENTLMT-MM 91.66 ENTLMT 183.33 ENTLMT-NM 183.33
After MMPA: 41 PMA* ENTRY-OPEN-DT 970303 02 03 1 CNTRL-CODE 0 ACTN D4 START 960101 ENTLMT-MM 166.66 ENTLMT 333.33 ENTLMT-NM 333.33 41-PMA* ENTRY-OPEN-DT 940814 96 08 2 ENTRY-CLSD-DT 970303 02 03 1 CNTRL-CODE 6 ACTN 05 START 960101 STOP 000000 ENTLMT-MM 91.66 ENTLMT 183.33 ENTLMT-NM 183.33 MNTLY-RATE 183.33

The 9906 transaction can be used to cancel a PMA period that was mistakenly reported. It should be noted, however, that if the cancellation involves a large money amount, the 9906 action will collect the amount in full immediately. An alternative option might be to post a current stop to the PMA and post a DQ for the

debt, with scheduled payments and duration of repayment based upon the total amount due.

9906 – Cancel Personal Money Allowance (41)



9906 TO Cancel a Period of PMA

Before MMPA: 41 PMA* ENTRY-OPEN-DT 970306 04 03 1 CNTRL-CODE 0 ACTN 01 START 970301 ENTLMT-MM 166.66 ENTLMT 333.33 ENTLMT-NM 333.33
After MMPA: 41 PMA* ENTRY-OPEN-DT 970306 04 03 1 ENTRY-CLSD-DT 970320 10 04 2 CNTRL-CODE6 ACTN 06 START 970301 STOP 000000 ENTLMT-MM -166.66 ENTLMT -333.33 ENTLMT- NM -333.33

G. Saved Pay

Saved Pay is a taxable entitlement paid to a member when a Congressional Act or a Policy Decision is made that provides an

additional amount of money rather than a reduction in pay to the member. Saved Pay is the 09 entry used to pay members in situations where promotions into the officer/warrant grades would cause them to receive less pay and entitlements than they were previously entitled to in the enlisted grades. The rate of the Saved Pay is determined in the wording of a Congressional Act or Policy Decision. This money is in addition to the Basic Pay and other entitlements the member receives.

Saved Pay policy, which is provided in the DodFMR, Vol. 7A, paragraph 010203, states either an enlisted or a warrant accepting an appointment as an officer can receive Saved Pay if the pay and allowances to which a soldier becomes entitled based on the promotion is less than the total pay and allowances the soldier is receiving at the current grade.

There has been confusion based on workarounds for Hardship Duty which uses FID 14 on the active system to start and stop entitlement. The action to stop Hardship Duty Pay will also stop real saved pay if already established by Central Site on the solder’s account. There are also other entitlements authorized by Central Site based on workarounds that may be on the FID 09 Saved Pay entry.

Additional deployment entitlements such as Hostile Fire may increase the total pay and allowances of a soldier entitled to Saved Pay. Keep in mind that these additional pays would be authorized to all soldiers so no additional benefit would be realized that would result in Saved Pay being terminated, Tax exempt pay from performing duty in a total pay and allowances increase to greater than the current pay to include the deployment entitlements, would the Saved Pay terminate. Central Site should be notified to start or restart Saved Pay if the entitlement exists subsequent to deployment or termination of Hardship Duty Pay.

If the Format-ID indicated in the Saved Pay entry is a taxable item, the built-in computer programming calculates processes and withholds the appropriate taxes. If the item is a non-taxable entitlement or allowance the computer ignores the tax calculation for that particular amount. The types of Saved Pay and a brief explanation of the members who qualify for each type follows.

a. Physicians Assistants – A: Members who were previously Senior Noncommissioned Officers (NCOs) and received commissions as ensigns (Pay grade 0-1) are entitled to Saved Pay is provided by legislation that ensures the

member’s gross pay as an ensign is not less than it was as senior enlisted member.

b. Physicians – B: Members who were authorized Saved Pay by the Uniformed Services Health Professionals Special Pay Act of 1980 are entitled to Saved Pay, Type B. This Act of 1980 reallocated medical special pay for physicians with the provision that they would never receive less pay than the total of medical special pay and basic pay they were being paid prior to implementation of the Act on July 1, 1980.

c. Former Warrant Officers – C: Members of another service (Army, etc) who, without a break in service, enter the Navy as a commissioned officer are entitled to Saved Pay, Type C. Saved Pay ensure that the commissioned officer pay is not less than the previous warrant officer pay.

d. Officer Training School (OCS) – D: Members who were previously senior NCOs, applied for and were accepted by OCS, and ultimately were commissioned as ensigns, are entitled to Saved Pay, type D. Once commissioned, their gross pay cannot be less than what their gross pay was as a senior enlisted member.

e. Direct Commissions – E: Members who previously were senior NCOs and received a direct commission without attending OCS (LDO/CWO) are entitled to Saved Pay,Type E. Once commissioned, their gross pay cannot be less than what their gross pay was as a senior enlisted member. Saved pay,type E, was previously utilized for members authorized BAQ-DIFF from December 5, 1991 through March 31, 1995. Format–ID 36, BAQ-DIFF, were implemented April 1, 1995.

f. Dental Officers – F: members who were authorized Saved Pay by Department of Defense Directive (DODD) 1340.8, dated February 21, 1986 are entitled to Saved Pay, Type F. This Directive stipulated that the total of dental special pay and bonus (if applicable) received by a dental officer effective October 1, 1985, could never be less than the total of dental special pay and bonus (if applicable) received as of September 30, 1985.

MMPA Saved Pay Posting

```
09 SAVE PAY*  ENTRY-OPEN-DT 000805 05 08 1  CNTRL-CODE 0  ACTN 04   START 000701
ENTLMT-MM 274.13  ENTLMT 548.27  ENTLMT-NM 548.27  TXBL-ENTLMT 365.70  TXBL-
ENTLMT-NM 365.70  PREV-GR 39  SAVE-PAY-TYPE E  FORMAT-ID 01 MNTLY-RATE 365.70
FORMAT-ID 40  MNTLY-RATE 68.57  FORMAT-ID 68  MNTLY-RATE 114.00  FORMAT-ID
MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00 FORMAT-ID     MNTLY-RATE 0.00
FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID MNTLY-RATE 0.00  FORMAT-ID     MNTLY-
RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-
ID MNTLY-RATE 0.00 FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00
FORMAT-ID MNTLY-RATE 0.00
```

Saved Pay Conditions and Corrective Actions are required whenever the member will receive Saved Pay. A member entitled to Saved Pay is not authorized the pay grade and an allowance for another grade. The Saved Pay amount may be reduced when the member loses entitlement to specific items; however, these specific items shall be included in Saved Pay if the member again qualifies for such items. Ref: DoDFMR Chapter 2, paragraph 020301, February, 1999.) NOTE: The following corrective actions occur outside IAS.

a. When the entitlement is stated or reported with an effective date outside IAS, process:

   (1) A 0901/0903 transaction effective first day of IAS.
   (2) A 9903(09) transaction for prior periods.

b. When the entitlement is stopped with an effective date outside IAS, process:

   (1) A 0902 transaction effective last day prior month.
   (2) A 9991(DQ)/9993(DQ) for prior periods through the stop date.

c. When the rate of Saved Pay changes, process a 0904 transaction.

d. When the start date and/or stop date of the Saved Pay is erroneous, process a 0905 transaction.

e. When the open entitlement is erroneous, or a period previously reported is erroneous, process a 0906 transaction.

0901 – Start Saved Pay

0901 Start - Save Pay

Member Information

Cycle: Z1 Julian Date: 039

SSN 123456789 Name EDWAR

Action Type

Start Stop Report Change Correct Cancel

Transaction Information

Effective Date 970201

Entitlement Rate 47.04

Save Pay Type E

Pay Grade 37

Format ID 01

Monetary Adjust Type 1

Monthly Rate 15.90

Input Source EE

Next Cancel Prefill Inquiry History Print Help

0901 – Start Saved Pay (Trailer 1 & 2)

0901 Start - Save Pay (Trailer 1, 2)

Member Information

Cycle: Z1 Julian Date: 039

SSN 123456789 Name EDWAR

Action Type

Start Stop Report Change Correct Cancel

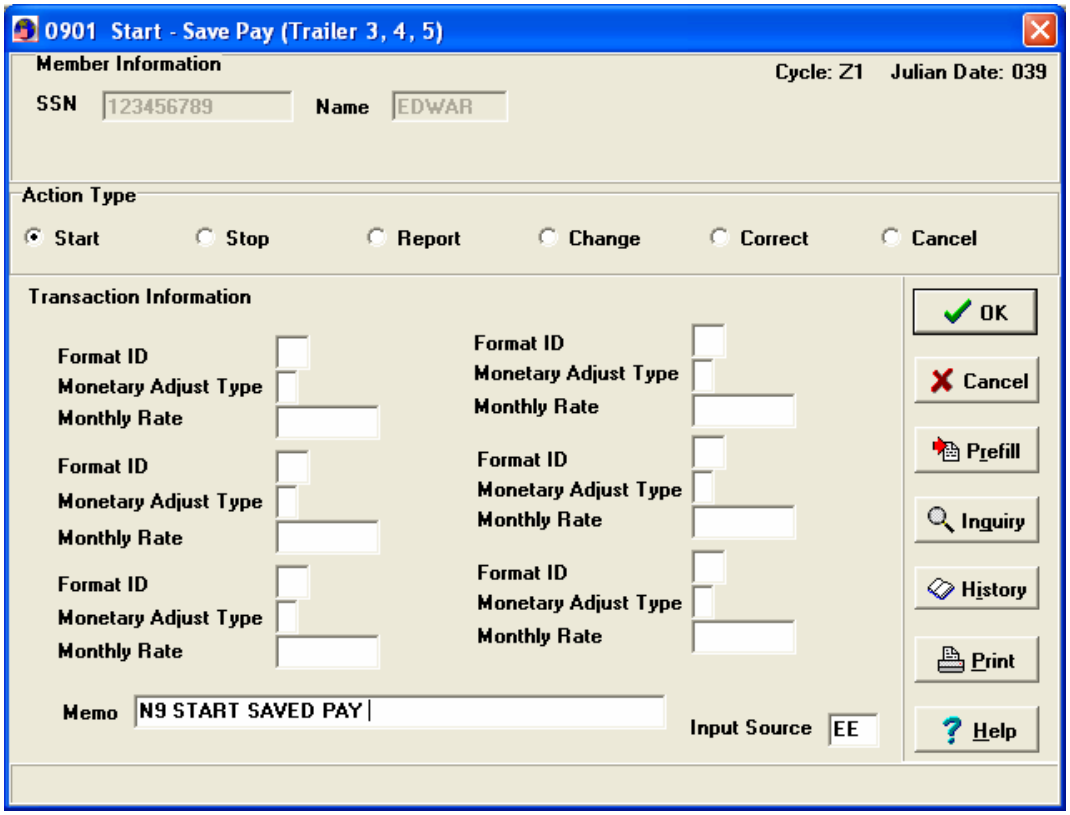
Transaction Information

Format ID	35	Format ID	
Monetary Adjust Type	1	Monetary Adjust Type	
Monthly Rate	6.02	Monthly Rate	
Format ID	40	Format ID	
Monetary Adjust Type	0	Monetary Adjust Type	
Monthly Rate	1.60	Monthly Rate	
Format ID		Format ID	
Monetary Adjust Type		Monetary Adjust Type	
Monthly Rate		Monthly Rate	
Format ID		Format ID	
Monetary Adjust Type		Monetary Adjust Type	
Monthly Rate		Monthly Rate	

Input Source EE

Next Cancel Prefill Inquiry History Print Help

0901 – Start Saved Pay (Trailer 3 through 5)



Starting an Open Period of Saved Pay

```
01 BP*  ENTRY-OPEN-DT 970201 03 02 1  ACTN Z4  START 970201  ENTLMT-MM
   1,289.10  ENTLMT 2,578.20  ENTLMT-NM 2,578.20
35 BAQ*  ENTRY-OPEN-DT 970131 06 02 1  ACTN 01  START 970113  ENTLMT-MM
   287.85
   ENTLMT 575.70  ENTLMT-NM 575.70  NR-DEPN 1  CLOST-DEPN A  QTR-ASGN 2
   QTR-ADQ 0  HELD-INDCTR 1
09 SAVE PAY*  ENTRY-OPEN-DT 970225 02 03 1  CNTRL-CODE 0  ACTN 01  START
   970201  ENTLMT-MM 35.28  ENTLMT 47.04  ENTLMT-NM 23.52  PREV-GR 37
   SAVE-PAY-TYPE E  FORMAT-ID 01  MNTLY-RATE 15.90  FORMAT-ID 35  MNTLY-
   RATE
   6.02  FORMAT-ID 40  MNTLY-RATE 1.60  FORMAT-ID     MNTLY-RATE 0.00
   FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-
   ID
   MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-
   RATE

   0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00
   FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID
   MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00
```

0901 – Screen Instructions

Effective Date: Must be YYMMDD. Must be equal to or less than the current date.

Entitlement Rate: Must be numeric > 0.

Save Pay Type: Select the appropriate code:

A – Physicians Assistant
B – Physicians
C – Former Warrant Officer
D – OTS Graduates
E – Direct Commission
F – Dental Officer
G – VHA

Pay Grade: Must contain 01-10, 21-25, or 31-39.

Note: the first grouping of Format ID, Monetary Adjust Type and Monthly Rate must have data entered. The remaining groups may have data entered, but data is not required.

Format ID: Must be two alpha-numeric characters.

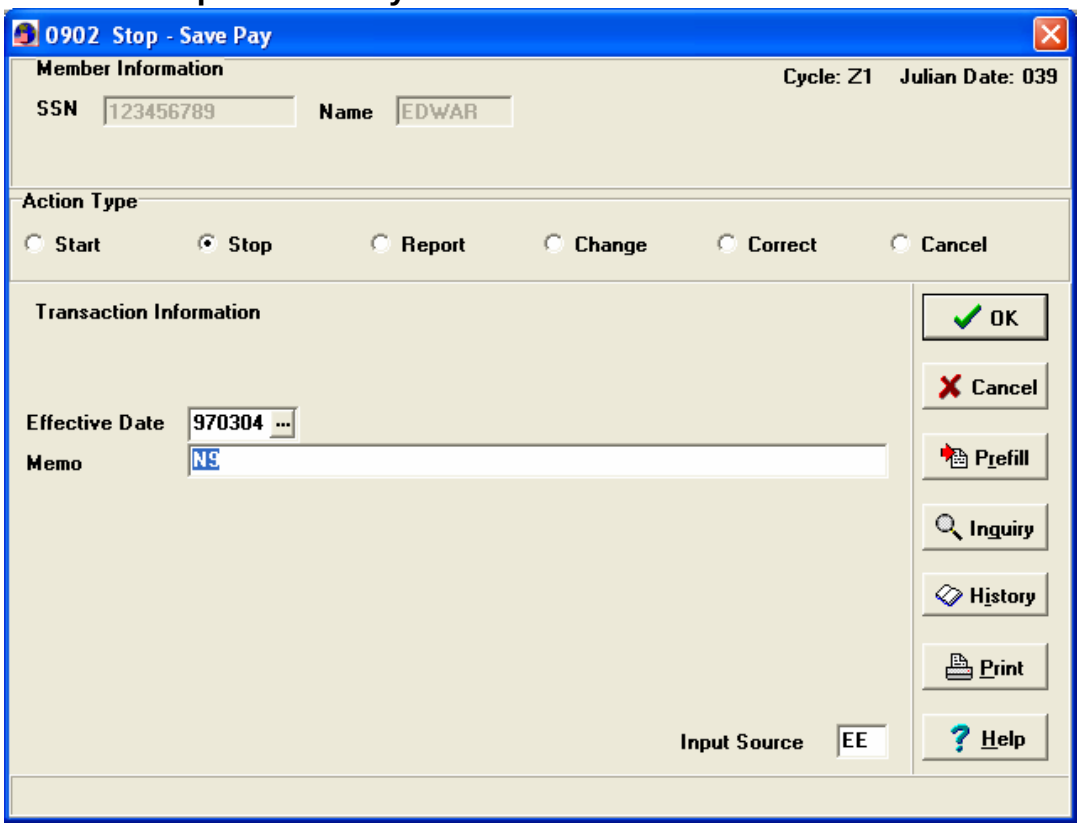
Monetary Adjust Type: Must contain data: 1 or 2

1 – to increase member's pay
2 – to decrease member's pay

Monthly Rate: Must be numeric > 0.

N9 Memo Entry: Free-form field. Special characters allowed.

0902 – Stop Saved Pay



Posting a Stop for a Open Entry of Saved Pay (0902)

Before MMPA:

```
09 SAVE PAY*  ENTRY-OPEN-DT 970225 02 03 1  CNTRL-CODE 0  ACTN 01  START
   970201  ENTLMT-MM 35.28  ENTLMT 47.04  ENTLMT-NM 23.52  PREV-GR 37
   SAVE-PAY-TYPE E  FORMAT-ID 01  MNTLY-RATE 15.90  FORMAT-ID 35  MNTLY-
   RATE
   6.02  FORMAT-ID 40  MNTLY-RATE 1.60  FORMAT-ID     MNTLY-RATE 0.00
   FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID
   MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-
   RATE
   0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00
   FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID
   MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00
```

After MMPA:

```
09-SAVE PAY*  ENTRY-OPEN-DT 970303 02 03 1  ENTRY-CLSD-DT 970310 06 03 2
   CNTRL-CODE 2  ACTN 02  START 970201  STOP 970304  ENTLMT-MM 35.28
   ENTLMT
   26.66  ENTLMT-NM 0.00  MNTLY-RATE 23.52  PREV-GR 37  SAVE-PAY-TYPE E
   FORMAT-ID 01  MNTLY-RATE 15.90  FORMAT-ID 35  MNTLY-RATE 6.02  FORMAT-
   ID 40
   MNTLY-RATE 1.60  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-
   RATE
   0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00
   FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID
   MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-
   RATE  0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00
   FORMAT-ID     MNTLY-RATE 0.00
```

0902 – Screen Instructions

Effective Date: Must be YYMMDD. Must be equal to or less than the current date.

N9 Memo Entry: Free-form field. Special characters allowed.

G. Common Error Codes

MBN **PAY-DATE CHANGED.** Adjust entitlements and deductions. Review MMPA and reject document. Correct any entitlements effected by the longevity change.

MMR **PAY-DATE IN TC03 TRANSACTION DOES NOT MATCH PAY DATE IN MMPA.** The date on the TC03 must match the TK entry Pay Date, if necessary overlay to get the system to pay within IAS then overlay it back to the appropriate date for future longevity increases.

MBM **DOE-EAD-DATE CHANGED.** Adjust entitlements and deductions. Review MMPA to determine if any entitlement needs to be adjusted due to the Longevity change.

MDY **TAFMSD HAS CHANGED.** Adjust pay, allowances, and deductions. This should only effect entitlements if the PAY Date (TK) changed accordingly. Review MMPA especially dates to determine if any entitlement adjustments are needed.

MQQ **UPDATE 41, FJ AND FS ENTRIES IF APPLICABLE.** (9906 reject code) Unable to get the 9906 transaction to work, Air Force Pay Technician’s reviewed with no workable suggestions.

(this page is reserved for future use)

Chapter 8 - MEDICAL PAYS

Medical/Dental/Nurse Payments

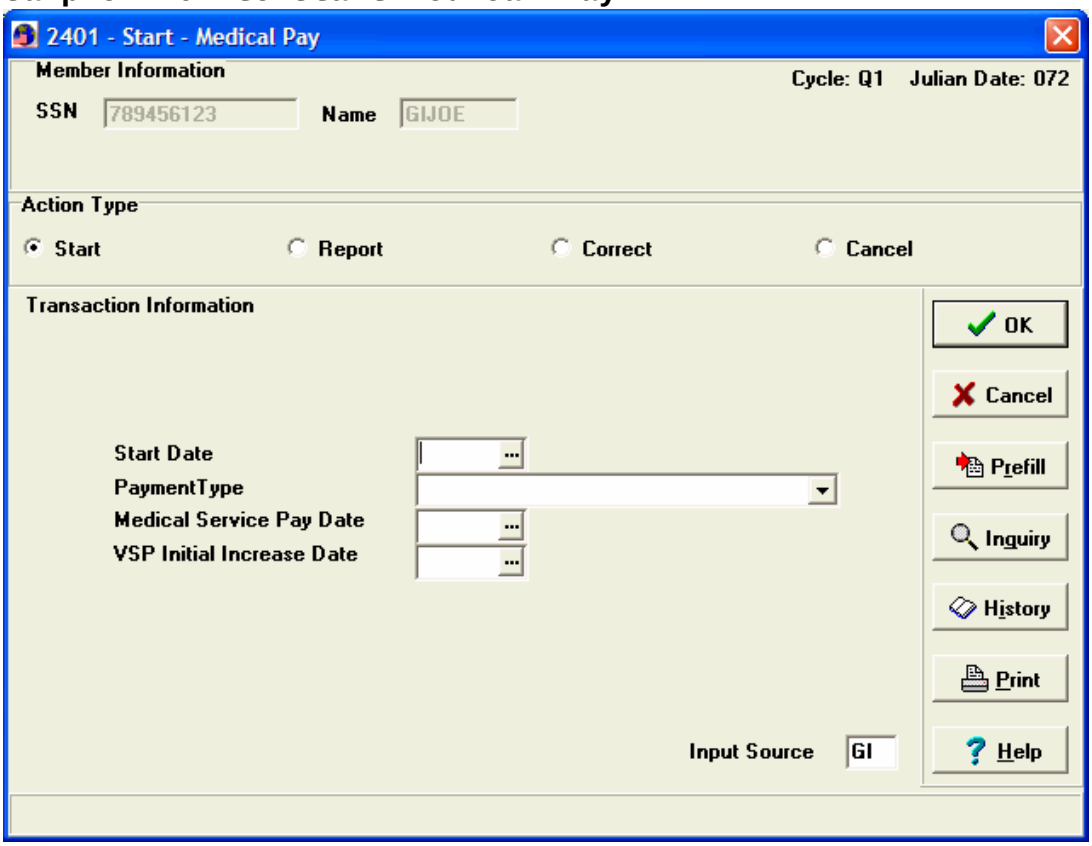
Conditions of entitlement for the following special pays are found in the DoDFMR, Volume 7A, under Chapter 5, 6, 7, and 21. All pays and bonuses described in this section are subject to Federal and State income taxes unless otherwise excluded.

a. Variable Special Pay (VSP) - payable to physicians/dentists.
b. Board Certification Pay (BCP) - payable to physicians/dentists.
c. Additional Special Pay (ASP) - payable to physicians/dentists.
d. Incentive Special Pay (ISP) - payable to physicians.
e. Monthly Special Pay - payable to optometrists/veterinarians.
f. Multi-Year Special Pay (MSP) - payable to physicians.
g. Incentive Special Pay for Certified Registered Nurse Anesthetists (CRNA) - payable to eligible nurses.
h. Registered Nurse Accession Bonus - payable to eligible nurses.
i. Dental Officer Accession Bonus - payable to eligible dentists.
j. Dental Multi-Year Retention Bonus (DMRB) - payable to eligible dentists.
k. Board Certified Pay for Non-Physician Health Care Providers – payable to eligible non-physician health care providers.
l. Diplomate Pay for Psychologists - payable to eligible psychologists.

Source of Input

All Medical/Dental/Nurse special pay transactions are input to DJMS by the Office of the Surgeon General (OTSG). With the exception being that input for VSP and monthly special pays is generated by the Personnel Office during active duty accession. Processed transactions start, change, correct, or cancel the entitlements and update the MMPA for pay computation. When a physician/dentist reaches the necessary years that require an adjustment in pay for VSP or BCP, computer programming adjusts the pay without any external input.

Sample 2401 to Start Medical Pay



2401 Help Screen

2401 - Start - Medical Pay
START DATE
Enter a valid date in YYMMDD format, date must be less than or equal to the current date.

PAYMENT TYPE
Must be C or D. Make a selection from the Drop-down list, choices are:
C = Variable Special Pay for Physicians
D = Diplomat Pay

MEDICAL SERVICE PAY DATE
Must contain a valid date in YYMMDD format. Enter the Medical Service Pay Date. Date entered must be less than or equal to the current date and less than or equal to the Start Date.
VSP INITIAL INCREASE DATE
May be blank or contain a valid date in YYMMDD format. Enter the VSP Initial Increase Date or when the Internship Training will be completed. Leave blank if not in training. Date entered must be equal to or greater than the current date and must be equal to or greater than the Start Date. Must be blank when the Pay Type is D.

There are only four action indicators used for Medical Pays: 01 (Start), 03 (Report), 05 (Correct), 06 (Cancel). There is no 02 (Stop) action indicator since the accepted assumption is that once a member becomes a physician or psychologist they remain in that capacity until final separation from the service. Central Site intervention is required when it is necessary to stop a wrong rate of pay for correction or recoupment. A 9902 unique transaction is processed.

Variable Special Pay (VSP)

Payable to physicians/dentists based on training status and years of creditable medical service. A personnel generated transaction will place the entitlement on the MMPA showing VSP as FID 20 for dentists and FID 24 for physicians.

```
20 VARIABLE SPECIAL PAY-DENTISTS*  ENTRY-OPEN-DT 980713 11 07 2  CNTRL-
   CODE 0  ACTN 01  START 980712  ENTLMT-MM 375.00  ENTLMT 750.00 ENTLMT-
   NM 750.00 MS-PAY-DATE 820712  YRS-SVC-MED-DENTL 16  VSP-INIT-INC-DATE
   000000

24 MEDICAL PAY*  ENTRY-OPEN-DT 970625 01 07 1  CNTRL-CODE 0  ACTN 01
   START 970621  ENTLMT-MM 479.16  ENTLMT 958.33  ENTLMT-NM 958.33  MS-
   PAY-DATE 890621  YRS-SVC-MED-DENTL 08  VSP-INIT-INC-DATE 000000  PAY-
   TYPE C
```

Board Certification Pay (BCP)

Payable to physicians/dentists who are board certified. Officers must be established as physicians/dentists before the BCP is entered on their MMPA. If the FID 19 (BCP) is received before FID 24 or 20 (VSP), the BCP will recycle at 7-day intervals for 49 days. If a physician/dentist reaches the applicable years of medical/dental service or certification expiration date, the rate is increased or discontinued programmatically.

```
19 BOARD CERTIFICATION PAY*  ENTRY-OPEN-DT 980713 11 07 2  CNTRL-CODE 0
   ACTN  03  START 980712  ENTLMT-MM 208.33  ENTLMT 416.66  ENTLMT-NM 416.66
   MS-PAY-DATE 820712  YRS-SVC-MED-DENTL 16  EXPRTN-DATE 000000
   MED-DEN-OFF-CODE 2  PAY-TYPE A
```

MED-DEN-OFF-CODE - This code is computer generated from the FID 20 or 24 entry to determine if the Board Certified Pay is being paid to a physician or a dentist.

1 - Medical Officer
2 - Dental Officer

PAY-TYPE - This code is computer generated from the PAY-TYPE in the 1901 transaction to determine if the Board Certified Pay is being paid for physicians/dentists or non-physicians.

A - BCP for Physicians/Dentists
B - BCP for Non-Physicians

Additional Special Pay (ASP)

Payable to physicians/dentists who are not in internship or initial residency training and sign a written agreement to remain on active duty for a period of 1 year from the contract effective date. A processed transaction will place this entitlement on the MMPA, create an R2 entry showing the effective date, and generate a PJ payment authorization. Payment is made annually as a lump sum and shown on the MMPA as FID 25.

```
R2 ADDITIONAL SPECIAL PAY - ASP*  ENTRY-OPEN-DT 981110 11 11 2  CNTRL-CODE 0
   EFF-DATE 981118  AMT-ANL-PAYMT 15,000.00  ENTLMT-MED-DEN-BONUS 15,000.00
   MED-DEN-BONUS-PD-TO-DATE 15,000.00  MED-INCNTV-PAY-CODE A
   NO-DAYS-ENTLMNT-ASP-ISP-MSP-CRNA 0360  ASP-ISP-MSP-CRNA-STOP-DATE 991117
   FY 99  AMT-INSTLMT-PMT 15,000.00  FY 00  AMT-INSTLMT-PMT 0.00  FY 00
   AMT-INSTLMT-PMT 0.00  FY 00  AMT-INSTLMT-PMT 0.00  INSTMT-NR 1
```

MED-INCNTV-PAY-CODE - This code is generated from the MED-INCNTV-PAY-CODE in the 2503 transaction to determine what type of bonus is being paid.

A - Additional Special Pay
D - Dental Multi-Year Retention Bonus
I - Incentive Special Pay
N - Certified Registered Nurse Anesthetists
R - Multi-Year Special Pay

```
25-MED/DEN/NURSE BONUS*  ENTRY-OPEN-DT 981110 11 11 2  ENTRY-CLSD-DT
   981110 11 11 2  CNTRL-CODE 2  ACTN 03  START 981118  ENTLMT 15,000.00
   MED-DEN-OFF-CODE 2
```

MED-DEN-OFF-CODE - This code is computer generated from the MED-INCNTV-PAY-CODE in the 2503 transaction to determine if the bonus is being paid to a physician or a dentist.

1 - Medical Officer
2 - Dental Officer

Incentive Special Pay (ISP)

Payable to eligible physicians below the grade of 07, Congress revised the ISP program effective 1 January 1991 so that eligible physicians may sign multi-year ISP contracts (1, 2, 3, or 4 years) in conjunction with MSP contracts (2, 3, or 4 years). The initial payment is paid upon execution of the contract, and subsequent installments are made on the anniversary date of the contract. A processed transaction will place the entitlement on the MMPA as FID 25, create an RC bonus entry, and generate a PJ payment authorization.

```
RC INCENTIVE SPECIAL PAY - ISP*  ENTRY-OPEN-DT 981212 14 12 2  CNTRL-CODE 0
   EFF-DATE 981001  AMT-ANL-PAYMT 12,000.00  ENTLMT-MED-DEN-BONUS 12,000.00
   MED-DEN-BONUS-PD-TO-DATE 12,000.00  MED-INCNTV-PAY-CODE I
   NO-DAYS-ENTLMNT-ASP-ISP-MSP-CRNA 0360  ASP-ISP-MSP-CRNA-STOP-DATE 990930
   FY 99  AMT-INSTLMT-PMT 12,000.00  FY 00  AMT-INSTLMT-PMT 0.00  FY 00
   AMT-INSTLMT-PMT 0.00  FY 00  AMT-INSTLMT-PMT 0.00  INSTMT-NR 1
```

MED-INCNTV-PAY-CODE - This code is generated from the MED-INCNTV-PAY-CODE in the 2503 transaction to determine what type of bonus is being paid.

A - Additional Special Pay
D - Dental Multi-Year Retention Bonus
I - Incentive Special Pay
N - Certified Registered Nurse Anesthetists
R - Multi-Year Special Pay

```
25-MED/DEN/NURSE BONUS*  ENTRY-OPEN-DT 981212 14 12 2  ENTRY-CLSD-DT
   981212 14 12 2  CNTRL-CODE 2  ACTN 03  START 981001  ENTLMT 12,000.00
   MED-DEN-OFF-CODE 1
```

MED-DEN-OFF-CODE - This code is computer generated from the MED-INCNTV-PAY-CODE in the 2503 transaction to determine if the bonus is being paid to a physician or a dentist.

1 - Medical Officer
2 - Dental Officer

Optometry Pay and Veterinary Pay

This is payable monthly to Optometrists and Veterinarians who qualify and are on active duty for a period of at least 1 year. This is shown on the MMPA as FID 29 for optometrists and FID 28 for veterinarians.

```
29 OPTMTRY DY*  ENTRY-OPEN-DT 980710 09 07 2  CNTRL-CODE 0  ACTN 01  START
    980704  ENTLMT-MM 50.00  ENTLMT 100.00  ENTLMT-NM 100.00

28 VETRNY DY*  ENTRY-OPEN-DT 940826 02 09 1  CNTRL-CODE 0  ACTN 01  START
    940724  ENTLMT-MM 50.00  ENTLMT 100.00  ENTLMT-NM 100.00
```

Multi-Year Special Pay (MSP)

Payable to eligible physicians below the grade of 07, with at least 8 years' creditable service, or who will have completed initial residency training or will complete such training before September 30th of the fiscal year in which the officer enters into an MSP agreement, and are fully qualified in a designated specialty. Officers must execute a written agreement to remain on active duty for 2 years, 3 years but no more than 4 years after completion of any

active duty service commitment for medical education or training. MSP contracts will be payable in equal annual installments. The initial annual installment will be paid upon execution of the MSP service agreement. Payments of subsequent installment amounts will be made on the anniversary date of the agreement. A processed transaction will place the entitlement on the MMPA as FID 25, create an RB entry, and generate a PJ payment authorization.

```
RB MULTI-YEAR SPECIAL PAY - MSP*  ENTRY-OPEN-DT 981212 14 12 2  CNTRL-CODE 0
   EFF-DATE 981001  AMT-ANL-PAYMT 8,000.00  ENTLMT-MED-DEN-BONUS 24,000.00
   MED-DEN-BONUS-PD-TO-DATE 8,000.00  MED-INCNTV-PAY-CODE R
   EFF-DATE-OBL-MORB-MSP 981001  NO-DAYS-ENTLMNT-ASP-ISP-MSP-CRNA 1080
   ASP-ISP-MSP-CRNA-STOP-DATE 010930  FY 99  AMT-INSTLMT-PMT 8,000.00  FY 00
   AMT-INSTLMT-PMT 0.00  FY 00  AMT-INSTLMT-PMT 0.00  FY 00  AMT-INSTLMT-PMT
   0.00  INSTMT-NR 1
```

MED-INCNTV-PAY-CODE - This code is generated from the MED-INCNTV-PAY-CODE in the 2503 transaction to determine what type of bonus is being paid.

A - Additional Special Pay
D - Dental Multi-Year Retention Bonus
I - Incentive Special Pay
N - Certified Registered Nurse Anesthetists
R - Multi-Year Special Pay

```
25-MED/DEN/NURSE BONUS*  ENTRY-OPEN-DT 981212 14 12 2  ENTRY-CLSD-DT
   981212 14 12 2  CNTRL-CODE 2  ACTN 03  START 981001  ENTLMT 8,000.00
   MED-DEN-OFF-CODE 1
```

MED-DEN-OFF-CODE - This code is computer generated from the MED-INCNTV-PAY-CODE in the 2503 transaction to determine if the bonus is being paid to a physician or a dentist.

1 - Medical Officer
2 - Dental Officer

Incentive Special Pay for Certified Registered Nurse Anesthetists (CRNA)

A nurse corps officer who is qualified and performing as a CRNA may be paid incentive special pay for each year of a properly executed written agreement to serve on active duty at a rate prescribed in the DoDFMR, Volume 7A, chapter 21. The officer must agree to remain on active duty for a period of not less than one year. The effective date of the agreement shall be prescribed in Military Department regulations issued by the Secretary concerned and shall be included in the agreement. A processed transaction will place the entitlement on the MMPA as FID 25, create an RD entry, and generate a PJ payment authorization.

RD INCENTIVE SPECIAL PAY - CRNA* ENTRY-OPEN-DT 980112 09 01 2 CNTRL-CODE 0 EFF-DATE 980120 AMT-ANL-PAYMT 15,000.00 ENTLMT 15,000.00 PD-TO-DATE 15,000.00 MED-INCNTV-PAY-CODE N NO-DAYS-ENTLMNT-ASP-ISP-MSP-CRNA 0360 ASP-ISP-MSP-CRNA-STOP-DATE 990119 FY 98 AMT-INSTLMT-PMT 15,000.00 FY 00 AMT-INSTLMT-PMT 0.00 FY 00 AMT-INSTLMT-PMT 0.00 FY 00 AMT-INSTLMT-PMT 0.00 INSTMT-NR 1

MED-INCNTV-PAY-CODE - This code is generated from the MED-INCNTV-PAY-CODE in the 2503 transaction to determine what type of bonus is being paid.

A - Additional Special Pay
D - Dental Multi-Year Retention Bonus
I - Incentive Special Pay
N - Certified Registered Nurse Anesthetists
R - Multi-Year Special Pay

25-MED/DEN/NURSE BONUS* ENTRY-OPEN-DT 980112 09 01 2 ENTRY-CLSD-DT 980112 09 01 2 CNTRL-CODE 2 ACTN 03 START 980120 ENTLMT 15,000.00
MED-DEN-OFF-CODE 1

MED-DEN-OFF-CODE - This code is computer generated from the MED-INCNTV-PAY-CODE in the 2503 transaction to determine if the bonus is being paid to a physician or a dentist.

1 - Medical Officer
2 - Dental Officer

Accession Bonuses

a. Registered Nurse Accession Bonus: A nurse who qualifies for appointment as a nurse corps officer and executes a written agreement to accept a commission and serve on active duty as a nurse corps officer for a period of not less than four years, may, upon acceptance of the agreement by the Secretary concerned, be paid a lump sum accession bonus at a rate prescribed in the DoDFMR, Volume 7A, chapter 21. A personnel generated transaction will place the entitlement on the MMPA as FID 26, create an RE entry, and generate a PJ payment authorization.

RE NURSE/DENTAL ACCESSION BONUS* ENTRY-OPEN-DT 960627 02 07 1 CNTRL-CODE 0 EFF-DATE 960315 ENTLMT 5,000.00

26-REGISTERED NURSE ACCESSION BONUS* ENTRY-OPEN-DT 960627 02 07 1 ENTRY-CLSD-DT 960627 02 07 1 CNTRL-CODE 2 ACTN 01 START 960315 ENTLMT 5,000.00

b. Dental Officer Accession Bonus: A dental officer who executes a written agreement to accept a commission as a dental officer, to serve on active duty for a period of not less than four years, and upon acceptance of the agreement of the service Secretary, is entitled to dental officer accession bonus. The individual must not have received financial assistance from the Department of Defense for this specialty prior to appointment as a dental officer. Policy for this entitlement is contained in the DoDFMR, Volume 7A, chapter 6. A personnel generated transaction will place the entitlement on the MMPA as FID 26, create an RE entry, and generate a PJ payment authorization.

```
RE NURSE/DENTAL ACCESSION BONUS*  ENTRY-OPEN-DT 970930 04 10 1  CNTRL-CODE 0
   EFF-DATE 970925  ENTLMT 30,000.00
26-NURSE/DENTAL ACCESSION BONUS*  ENTRY-OPEN-DT 970930 04 10 1  ENTRY-CLSD-
   DT 970930 04 10 1  CNTRL-CODE 2  ACTN 01  START 970925  ENTLMT 30,000.00
```

Dental Officer Multi-Year Retention Bonus (DMRB)

Payable to eligible dental officer below the grade of 07, with at least 8 years' creditable service, who will have completed initial residency training or will complete such training before September 30th of the fiscal year in which the officer enters into an DMRB agreement, and are fully qualified in a designated specialty. Dental officers must execute a written agreement to remain on active duty for 2 years or 3 years but no more than 4 years after completion of any active duty service commitment for dental education or training.
The earliest effective date for contracts under this authority is 18 November 1997. DMRB contracts will be payable in equal annual installments. The initial annual installment will be paid upon execution of the DMRB service agreement. Payments of subsequent installment amounts will be made on the anniversary date of the agreement. A processed transaction will place the entitlement on the MMPA as FID 25, create an RB entry, and generate a PJ payment authorization.

```
RB MULTI-YEAR SPECIAL PAY - MSP*  ENTRY-OPEN-DT 981212 14 12 2  CNTRL-CODE 0
   EFF-DATE 981117  AMT-ANL-PAYMT 8,000.00  ENTLMT-MED-DEN-BONUS 24,000.00
   MED-DEN-BONUS-PD-TO-DATE 8,000.00  MED-INCNTV-PAY-CODE D
   EFF-DATE-OBL-MORB-MSP 981117  NO-DAYS-ENTLMNT-ASP-ISP-MSP-CRNA 1080
   ASP-ISP-MSP-CRNA-STOP-DATE 011116  FY 99  AMT-INSTLMT-PMT 8,000.00  FY 00
   AMT-INSTLMT-PMT 0.00  FY 00  AMT-INSTLMT-PMT 0.00  FY 00  AMT-INSTLMT-PMT
   0.00  INSTMT-NR 1
```

MED-INCNTV-PAY-CODE - This code is generated from the MED-INCNTV-PAY-CODE in the 2503 transaction to determine what type of bonus is being paid.

A - Additional Special Pay
D - Dental Multi-Year Retention Bonus
I - Incentive Special Pay
N - Certified Registered Nurse Anesthetists

R - Multi-Year Special Pay

25-MED/DEN/NURSE BONUS* ENTRY-OPEN-DT 981212 14 12 2 ENTRY-CLSD-DT 981212 14 12 2 CNTRL-CODE 2 ACTN 03 START 981117 ENTLMT 8,000.00 MED-DEN-OFF-CODE 2

MED-DEN-OFF-CODE - This code is computer generated from the MED-INCNTV-PAY-CODE in the 2503 transaction to determine if the bonus is being paid to a physician or a dentist.

1 - Medical Officer
2 - Dental Officer

Board Certified Pay for Non-Physician Health Care Providers

Payable to designated health care provider in the Medical Service Corps, Specialist Corps, or Nurse Corps, who have a post baccalaureate degree and are board certified. A processed transaction will place the entitlement on the MMPA as FID 19. If a health care provider reaches the applicable years of health professional service or certification expiration date, the rate is increased or discontinued programmatically.

19 BOARD CERTIFICATION PAY* ENTRY-OPEN-DT 981212 14 12 2 CNTRL-CODE 0 ACTN 01 START 980821 ENTLMT-MM 83.33 ENTLMT 166.66 ENTLMT-NM 166.66 MS-PAY-DATE 970214 YRS-SVC-MED-DENTL 00 EXPRTN-DATE 990601 MED-DEN-OFF-CODE 0 PAY-TYPE B

PAY-TYPE - This code is computer generated from the PAY-TYPE in the 1901 transaction to determine if the Board Certified Pay is being paid for physicians/dentists or non-physicians.

A - BCP for Physicians/Dentists
B - BCP for Non-Physicians

Diplomat Pay for Psychologists

Payable to psychologists in the Medical Service Corps who have been awarded a Diplomat in Psychology diploma by the American Board of Professional Psychology. A processed transaction will place the entitlement on the MMPA as FID 24. If a psychologist reaches the applicable years of professional service or certification expiration date, the rate is increased or discontinued programmatically.

24 MEDICAL PAY* ENTRY-OPEN-DT 980513 13 05 2 CNTRL-CODE 0 ACTN 01 START 980201 ENTLMT-MM 83.33 ENTLMT 166.66 ENTLMT-NM 166.66 MS-PAY-DATE 940306 YRS-SVC-MED-DENTL 00 VSP-INIT-INC-DATE 000000 PAY-TYPE D

PAY-TYPE - This code is computer generated from the PAY-TYPE in the 2401 transaction to determine if the Variable Special Pay is being paid for physicians or psychologists.

C - VSP for Physicians
D - Diplomat Pay

Payment of Bonus

For central payees, the installments of any of the bonuses discussed in this chapter are released from the DFAS Central Site through the electronic funds transfer system (EFTS) on the effective dates. Local payees are paid via the one-time pay authorization list at field level. When a member is paid by EFTS, field level is notified by message on the one-time pay authorization list, instead of receiving a pay authorization to make payment locally. Members in a TDY or PCS status, who are central payees, will receive their installments by EFTS. Locally paid members, who are TDY, may receive those payments from the TDY finance office. Locally paid members, who are in PCS status may be paid the installments by any finance office since no pay authorization will be issued. In this case, gaining finance offices should determine if the payment has already been made by another finance office before routinely issuing a bonus payment. If a payment needs to be canceled, send an email message to the Centralized Disbursing Office. The email address is “DFASIN/CEN-DISB/EFT”.

DJMS Tables. You can access the pay tables by using CICS verb “JWMM.”

Table Number	
009	VSP for Dentists
018	VSP for Physicians
048	BCP for Physicians
049	BCP for Dentists
051	Veterinarian/Optometry Pay
097	BCP for Non-Physician Health Care Providers
098	Diplomat Pay

(remainder of page reserved for future use)

Chapter 9 – ALLOWANCES - INTRODUCTION

1. Allowances are the second most important element of military pay. Allowances are moneys provided for specific needs, such as food or housing and are financial compensation for when the government does not or can not provide for a specific need. For example, the quantity of government housing is not sufficient to house all military members and their families. Those who live in government housing do not receive full housing allowances. Those who do not live in government housing receive allowances to assist them in obtaining commercial housing.

The most common allowances are Basic Allowance for Subsistence (BAS) and Basic Allowance for Housing (BAH). A majority of the force receives both of these allowances and, in many cases, these allowances comprise a significant portion of the member's total pay.

Most allowances are not taxable, which is an additional imbedded benefit of military pay. This chapter introduces pay processes for the following allowances:

A.) Basic Allowance for Subsistence

B.) Clothing Allowance

C.) Basic Allowance for Housing

D.) CONUS Cost of Living Allowance

E.) Family Separation Allowance

F.) OVERSEAS Cost of Living Allowance

G.) Overseas Housing Allowance / MIHA

H.) Temporary Lodging Allowance

Chapter 9 A - BASIC ALLOWANCE FOR SUBSISTANCE (BAS)

A. Background

Description – In DJMS, Basic Allowance for Subsistence (BAS) is posted to the MMPA in accordance with the rules stated in the DoDFMR Vol 7A, CH 25. BAS is payable to officers and enlisted at a monthly rate. There are two types of BAS: Standard Enlisted BAS (Type S) for enlisted, and Officer BAS (Type O) for officers.

MMPA Posting BAS--40 Entry

```
40 BAS*  ENTRY-OPEN-DT 060101 99 01 1  CNTRL-CODE 0  ACTN Z4  START 060101
    ENTLMT-MM 136.13  ENTLMT 272.26  ENTLMT-NM 272.26  BAS-TYPE S

40-BAS*  ENTRY-OPEN-DT 050101 99 01 1  ENTRY-CLSD-DT 060101 99 01 1
    CNTRL-CODE 2  ACTN Z4  START 050101  STOP 051231  ENTLMT-MM 0.00  ENTLMT
    0.00  ENTLMT-NM 0.00  MNTLY-RATE 267.18  BAS-TYPE S
```

Basic Allowance for Subsistence (BAS) is authorized for both Officers and Enlisted members except during periods of Initial Military Training at the rates indicated in DJMS Table 127 below. However, the cost of meals may be deducted from the pay account of enlisted members as prescribed in DoDFMR Vol.7A, Paragraph 250105 at the discounted rate (type 1) or at the standard rate (type 2)prescribed in DJMS Table 081 below.

```
                              DJMS TABLE 127 (INQUIRY)
                                    PRODUCTION
                               RATES FOR BAS MEALS
 CURRENT EFFECTIVE DATE:  2006 01 01                    FROM DATE: 2006 01 01
         PROCESSING DATE: 2005 11 30                    TO DATE:   2006 01 01

      RATIONS           RATE                                  RATIONS

 OFFICER                            PRORATED
      DAILY           6.24966          BREAKFAST       0.00
      MONTHLY       187.49             DINNER          0.00
                                       SUPPER          0.00
 ENLISTED
      STANDARD  DAILY             9.07533
                MONTHLY         272.26
```

JUMPS TABLE 081 (INQUIRY) JWFF
PRODUCTION
MEAL COLLECTION AND REIMBURSEMENT RATES

CURRENT EFFECTIVE DATE: 2006 01 01 FROM DATE: 2006 01 01

PROCESSING DATE: 2005 12 09 TO DATE: 2006 01 01

MEAL COLLECTION RATES	TYPE 1
E1 < 4 MONTHS	7.70
ALL OTHER ENLISTED	7.70
ALL OFFICERS	7.70

MEAL REIMBURSEMENT RATES	BREAKFAST	DINNER	SUPPER
E1 < 4 MONTHS	1.60	3.05	3.05
ALL OTHERS	1.60	3.05	3.05
ALL OFFICERS	1.60	3.05	3.05

<PF1>: HELP <PF3>: EXIT <PF7>: PREV EFF DATE <PF8>: NEXT EFF DATE

JUMPS TABLE 081 (INQUIRY) JWFF
PRODUCTION
MEAL COLLECTION AND REIMBURSEMENT RATES

CURRENT EFFECTIVE DATE: 2006 01 01 FROM DATE:
PROCESSING DATE: 2005 12 09 TO DATE:

MEAL COLLECTION RATES	TYPE 2
E1 < 4 MONTHS	9.05
ALL OTHER ENLISTED	9.05
ALL OFFICERS	9.05

MEAL REIMBURSEMENT RATES	BREAKFAST	DINNER	SUPPER
E1 < 4 MONTHS	1.95	3.55	3.55
ALL OTHERS	1.95	3.55	3.55
ALL OFFICERS	1.95	3.55	3.55

B. Effects of BAS on the MMPA

General - BAS is posted on the MMPA as a 40 entry. The open 40 entry generates the member's BAS entitlement to compute on a 30 day month basis for both officer and enlisted accounts.

Fixed/Open/History Section of the MMPA 40 Entry

```
FIXED/OPEN/HISTORY
40 BAS*  ENTRY-OPEN-DT 060101 99 01 1  CNTRL-CODE 0  ACTN Z4  START 060101
     ENTLMT-MM 136.13  ENTLMT 272.26  ENTLMT-NM 272.26  BAS-TYPE S
40-BAS*  ENTRY-OPEN-DT 050101 99 01 1  ENTRY-CLSD-DT 060101 99 01 1
     CNTRL-CODE 2  ACTN Z4  START 050101  STOP 051231  ENTLMT-MM 0.00  ENTLMT
     0.00  ENTLMT-NM 0.00  MNTLY-RATE 267.18  BAS-TYPE S
```

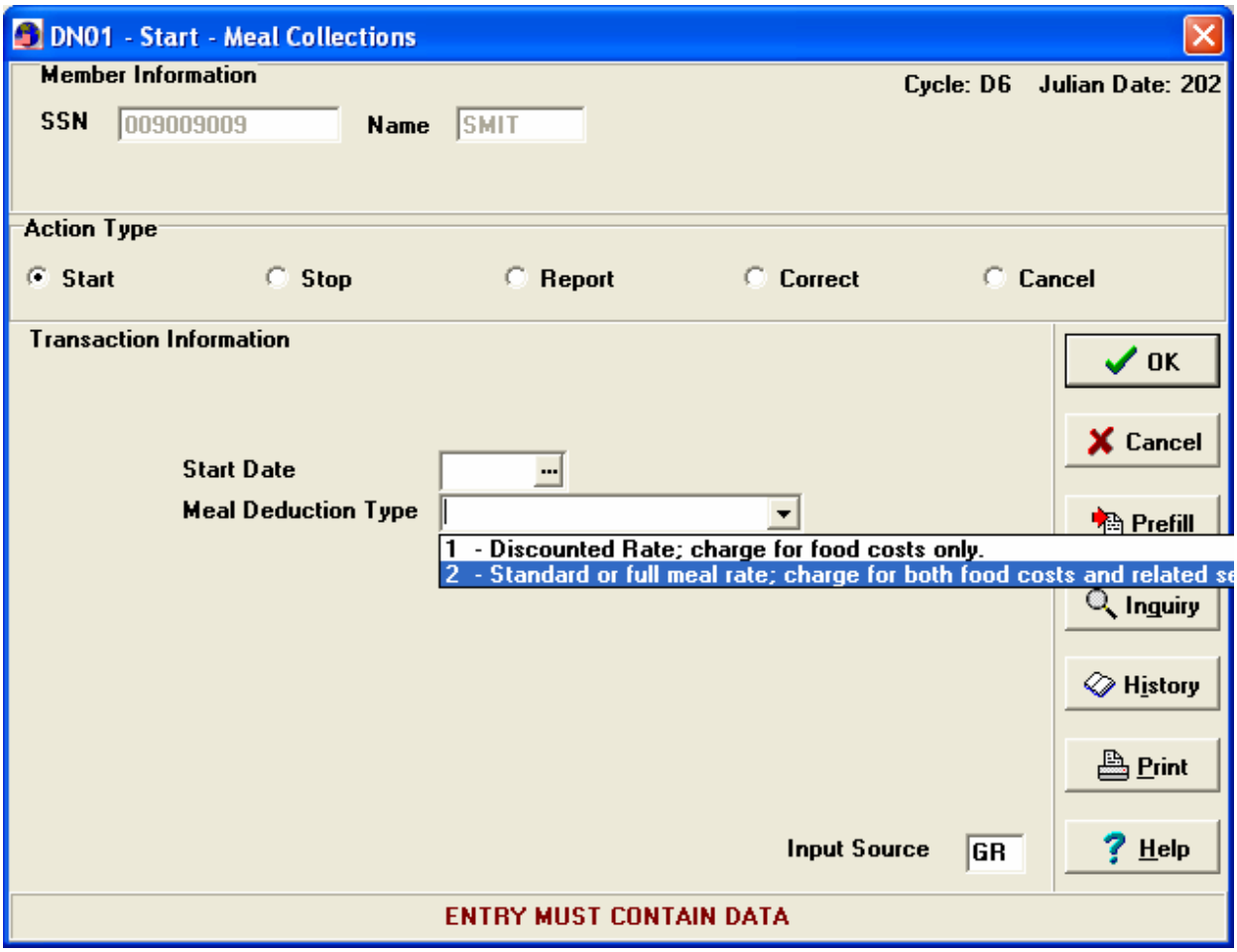
C. Effects of Bas Offset on the MMPA

The 40 (BAS) entry is offset by the DN (Meal Deductions) entry for BAS under either of two deduction rates:

(1) Discounted: Applied against the standard rate of BAS for enlisted members subsisted by a government messing facility in any of the situations outlined in C. (1) above.

(2) Standard: Applied against the standard rate of BAS for enlisted members who receive a supplemental subsistence allowance (per diem under travel orders).

DN01 – Start – Meal Collections



Discounted Meal Deductions

```
DN MEAL DEDUCTIONS*  ENTRY-OPEN-DT 060102 03 01 1  CNTRL-CODE 0  ACTN Z4
   START 060101  DEDTN-MM 115.50  DEDTN-CM 238.70  DEDTN-NM 215.60
   DEDTN-TYPE    1
```

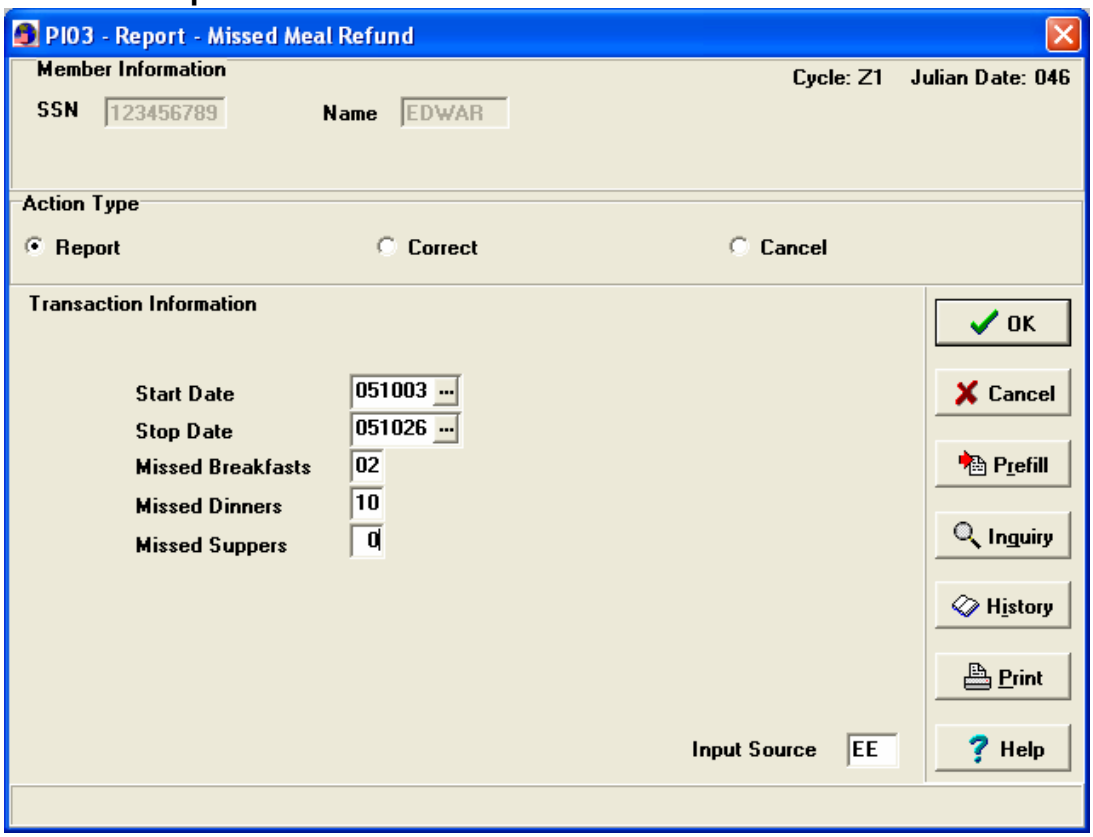
Standard Meal Deductions

```
DN MEAL DEDUCTIONS*  ENTRY-OPEN-DT 060102 03 01 1  CNTRL-CODE 0  ACTN Z4
   START 060101  DEDTN-MM 135.75  DEDTN-CM 280.55  DEDTN-NM 253.40
   DEDTN-TYPE   2
```

D. Missed Meals

1. Members subject to the BAS offset who, in the performance of official duty, are required to buy meals from a non-government source are entitled to reimbursement for missed breakfasts, dinners, and suppers over the period of such duty. Missed meals are credited to the MMPA in DJMS by way of the PI (Miscellaneous Refunds) transaction.

PI03 – Report – Missed Meal Refund



Missed Meal Refund – PI03

```
PI-MISCELLANEOUS REFUNDS*  ENTRY-OPEN-DT 051118 17 11 2  ENTRY-CLSD-DT
051118 17 11 2  CNTRL-CODE 2  START 051003  STOP 051026  REFND-AMT 33.10
REFND-TYPE 1  BRKFSTS-MISD 02  DINRS-MISD 10  SUPRS-MISD 00
```

PI03 – Screen Instructions

START DATE – The YYMMDD must be equal to or less than the current month + 1 month.

STOP DATE – The YYMMDD must be equal to or less than the current month + 1 month, and must be equal to or greater than the START DATE.

MISSED BREAKFASTS –The user must leave blank or fill in two numbers, from 00 to 99.

MISSED DINNERS - The user must leave blank or fill in two numbers, from 00 to 99.

MISSED SUPPERS - The user must leave blank or fill in two numbers, from 00 to 99.

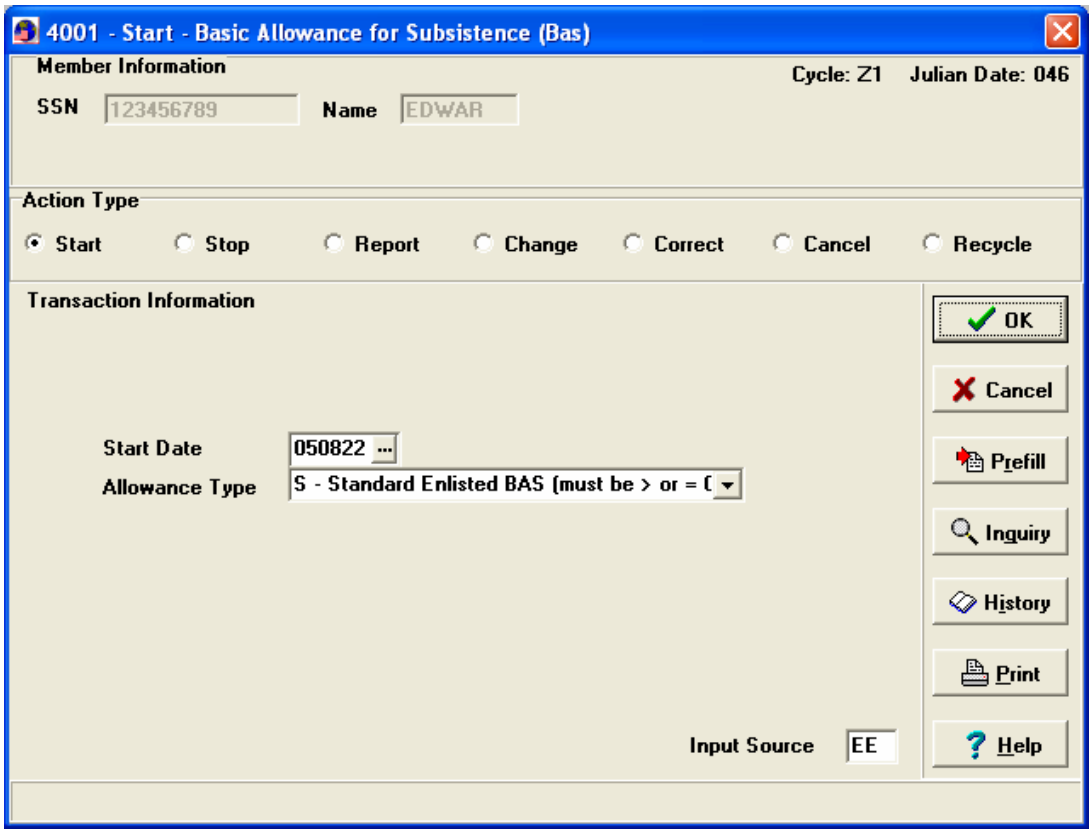
E. Processing Transactions for BAS

Background - Transactions are identified by Format ID (FID) and action code. The first 2 positions--40 designates a BAS transaction the next 2 positions designate the action—01 start. All BAS transactions are to be input using the 40 FID. The BAS type in the transaction determines the type of rations and the correct rate for the entitlement Starting in CY2005, only one rate of BAS will be used: S, for enlisted. Officer BAS is a Fixed entry and is systematically started at accession. No adjustments will be made to officer BAS as a result of meals provided, consumed or missed. Action indicator tells the computer to either start (01), stop (02), report (03), correct (O5), or cancel (06) the BAS entry.

a. When starting a BAS entry, use the format ID and action code 40Ol. 40Ol - is used for any BAS being reported as an open entitlement inside of the IAS date.

b. When stopping an open period of BAS. Use FID 40 and action code 02.

4001 – Start Basic Allowance for Subsistence



Start BAS Entry

```
12 MJ:   LB:3800 LC:4815 SA:A SX:1 TK:930726 TU:080821 TH:080821
FIXED/OPEN/HISTORY
40 BAS*  ENTRY-OPEN-DT 050912 10 09 2  CNTRL-CODE 0  ACTN 01  START 050822
   ENTLMT-MM 133.59  ENTLMT 267.18  ENTLMT-NM 267.18  BAS-TYPE S
```

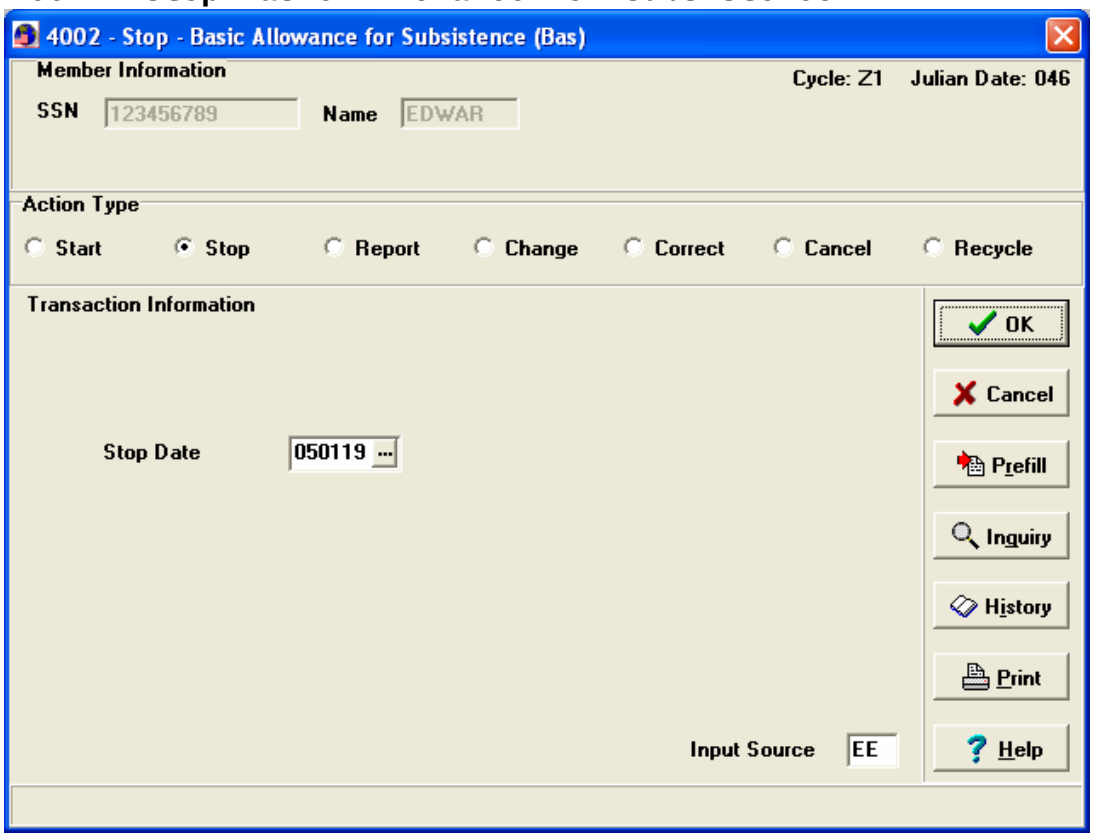
4001 – Screen Instructions

Start Date: Must contain a valid date in YYMMDD format. Enter the member's authorized date to mess separately. Date must be equal to or prior to the current date and equal to or greater than 020101.

Allowance Type: Make a selection from the Drop-down list. Drop-down choices are:

O = Officer BAS
S = Standard Enlisted BAS

4002 – Stop Basic Allowance for Subsistence



Stop BAS Entry

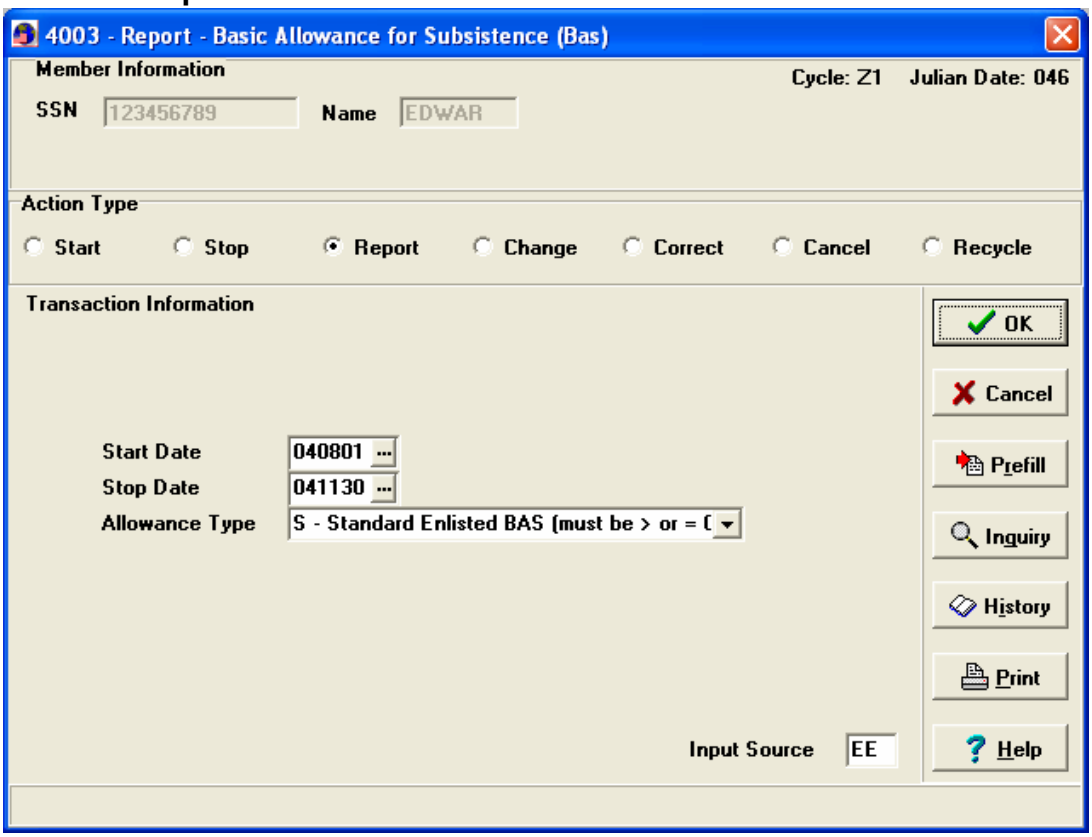
```
40-BAS*  ENTRY-OPEN-DT 050101 99 01 1  ENTRY-CLSD-DT 050209 11 02 2
   CNTRL-CODE 2  ACTN 02  START 050101  STOP 050119  ENTLMT-MM 133.59
   ENTLMT -97.97  ENTLMT-NM 0.00  MNTLY-RATE 267.18  BAS-TYPE S
```

4002 – Screen Instructions

Stop Date: Must contain a valid date in YYMMDD format. Enter the last day through which this entitlement should be paid. Date must be equal to or prior to the current date and equal to or greater than

c. 4003 is used to report a period of BAS that has already been earned and after-the-fact but within IAS.

4003 – Report Basic Allowance for Subsistence



Report BAS Entry

```
40-BAS*  ENTRY-OPEN-DT 050316 17 03 2  ENTRY-CLSD-DT 050316 17 03 2
   CNTRL-CODE 2  ACTN 03  START 040801  STOP 041130  ENTLMT-MM 0.00
   ENTLMT  1,017.84  ENTLMT-NM 0.00  MNTLY-RATE 254.46  BAS-TYPE S
```

4003 – Screen Instructions

Start Date: Must contain a date in YYMMDD format. Enter the date the member becomes entitled to BAS. Date must be equal to or prior to the current date.

Stop Date: Must contain a date in YYMMDD format. Enter the last day of BAS entitlement. Date must be equal to or prior to the current date and equal to or greater than the Start Date.

Allowance Type: Make a selection from the Drop-down list.

NOTES: If 'Y' is selected then the input ADSN must equal 8890, 0155, 5197 or 38XX.

If B, C, H, K, O, P, R or S is selected then the input ADSN cannot equal 8890, 0155, or 5197.

If P is selected then the Start Date must be equal to or greater than 980101.

If O, R or S is selected then the Start Date must be equal to or greater than 020101.

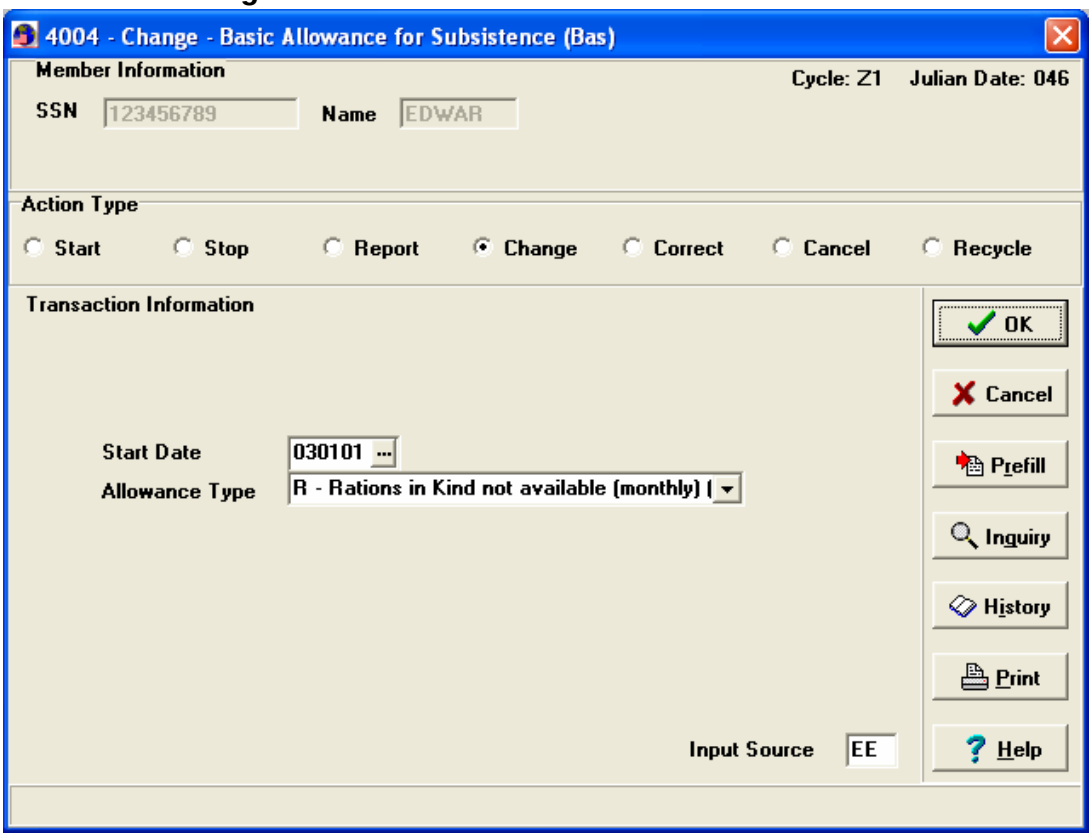
If B, C, H, K or P is selected then the Stop Date must be prior to or equal to 011231.

Drop-down choices are:

B = Separate Rations
C = TDY/PCS/Proceed Time Rations
H = Rations in Kind not Available (daily)
K = Rations under Emergency Conditions
O = Officer BAS
P = Partial Rations
R = Rations in Kind not Available (monthly)
S = Standard Enlisted BAS
Y = Cadets

d. When changing BAS, use the FID 40 action code 04. When a BAS entry is changed, the system updates the MMPA. Change actions can be used on an open entry only within IAS.

4004 – Change Basic Allowance for Subsistence



Change BAS Entry

```
40 BAS*  ENTRY-OPEN-DT 030105 05 01 1  CNTRL-CODE 0  ACTN 04  START 030101
      ENTLMT-MM 131.25  ENTLMT 262.50  ENTLMT-NM 262.50  BAS-TYPE R
40-BAS*  ENTRY-OPEN-DT 030101 99 01 1  ENTRY-CLSD-DT 030105 05 01 1
     CNTRL-CODE 6  ACTN 04  START 030101  STOP 021231  ENTLMT-MM 0.00
     ENTLMT   0.00  ENTLMT-NM 0.00  MNTLY-RATE 242.81  BAS-TYPE S
40 BAS*  ENTRY-OPEN-DT 060101 99 01 1  CNTRL-CODE 0  ACTN Z4  START 060101
     ENTLMT-MM 136.13  ENTLMT 272.26  ENTLMT-NM 272.26  BAS-TYPE S
40-BAS*  ENTRY-OPEN-DT 050603 06 06 1  ENTRY-CLSD-DT 060101 99 01 1
     CNTRL-CODE 2  ACTN Z4  START 050322  STOP 051231  ENTLMT-MM 0.00
     ENTLMT  0.00  ENTLMT-NM 0.00  MNTLY-RATE 267.18  BAS-TYPE S
40-BAS*  ENTRY-OPEN-DT 050331 04 04 1  ENTRY-CLSD-DT 050603 06 06 1
     CNTRL-CODE 6  ACTN 04  START 050322  STOP 050321  ENTLMT-MM 0.00
     ENTLMT  0.00  ENTLMT-NM 0.00  MNTLY-RATE 0.00  BAS-TYPE R
```

4004 – Screen Instructions

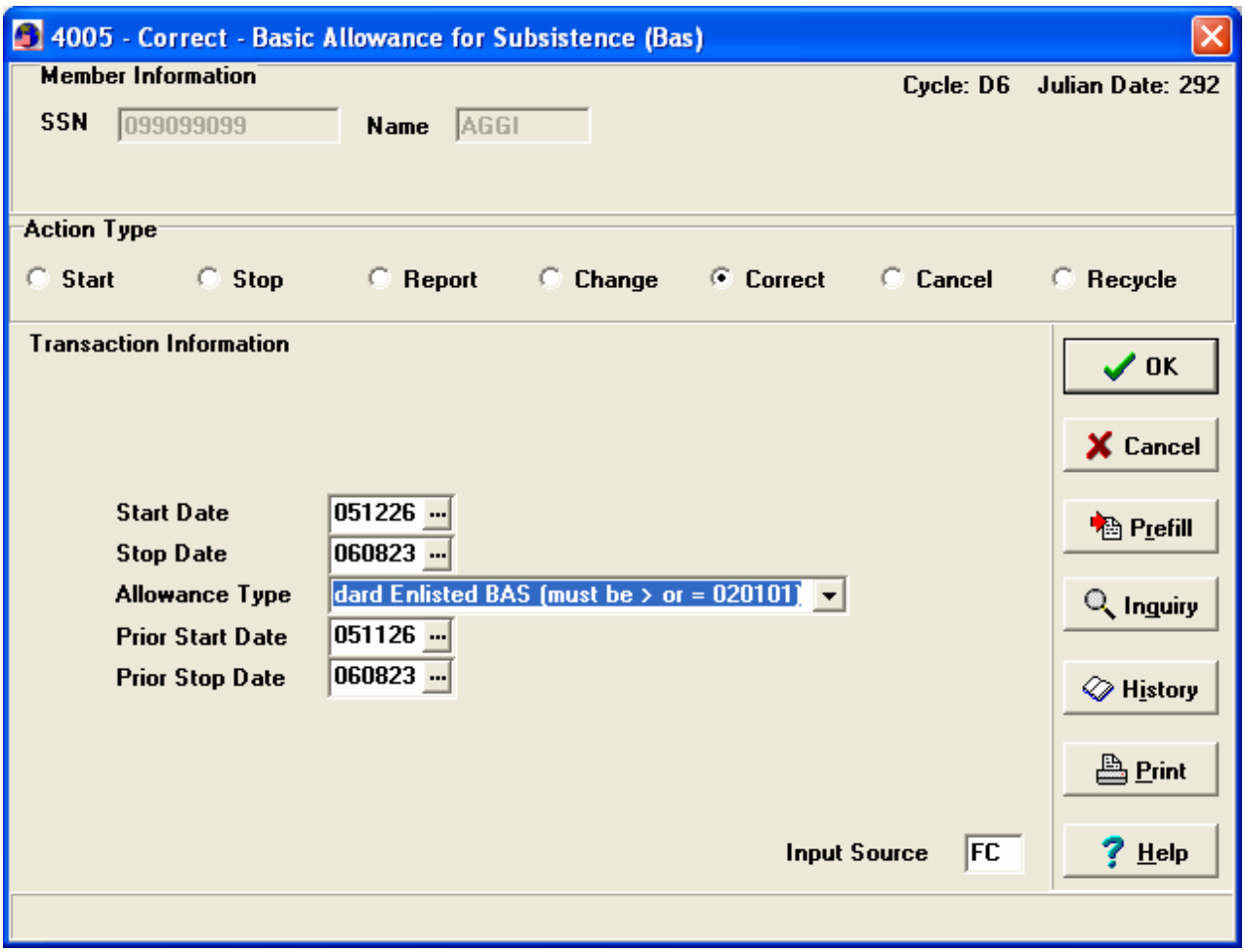
Start Date: Must contain a valid date in YYMMDD format. Enter the effective date the entitlement is to be changed. Date must be equal to or prior to the current date and equal to or greater than 020101.

Allowance Type: Make a selection from the Drop-down list. Drop-down choices are:

R = Rations in Kind not Available (monthly)
S = Standard Enlisted BAS

e. When correcting a BAS entry, use the format ID 40 and action code 05. Correction entries can only be used on closed entries within IAS.

4005 – Correct Basic Allowance for Subsistence



Correct BAS Entry

```
40-BAS*  ENTRY-OPEN-DT 050203 07 02 1  ENTRY-CLSD-DT 060101 99 01 1
     CNTRL-CODE 2  ACTN Z4  START 050128  STOP 051231  ENTLMT-MM 0.00
     ENTLMT   0.00  ENTLMT-NM 0.00  MNTLY-RATE 267.18  BAS-TYPE S
40-BAS*  ENTRY-OPEN-DT 050202 06 02 1  ENTRY-CLSD-DT 050203 07 02 1
     CNTRL-CODE 6  ACTN 05  START 050124  STOP 050123  ENTLMT-MM 0.00
   ENTLMT 0.00 ENTLMT-NM 0.00  MNTLY-RATE 267.18  BAS-TYPE S
```

4005 – Screen Instructions

Start Date: May be blank or contain a valid date in YYMMDD format. Date must be equal to or prior to the current date.

Stop Date: May be blank or contain a valid date in YYMMDD format. Date must be equal to or prior to the current date and equal to or greater than the Start Date. Must contain a valid date if the Start Date is blank.

Allowance Type: Make a selection from the Drop-down list.

NOTES: If Y is selected then the ADSN must equal 8890, 0155, 5197 or 38XX.

If B, C, H, K, O, P, R or S is selected then the ADSN cannot equal 8890, 0155 or 5197.

If P is selected then the Start Date must be equal to or greater than 980101.

If O, R or S is selected then the Start Date must be equal to or greater than 020101.

If B, C, H, K or P is selected then the Stop Date cannot be blank and the Stop Date must be prior to or equal to 011231.

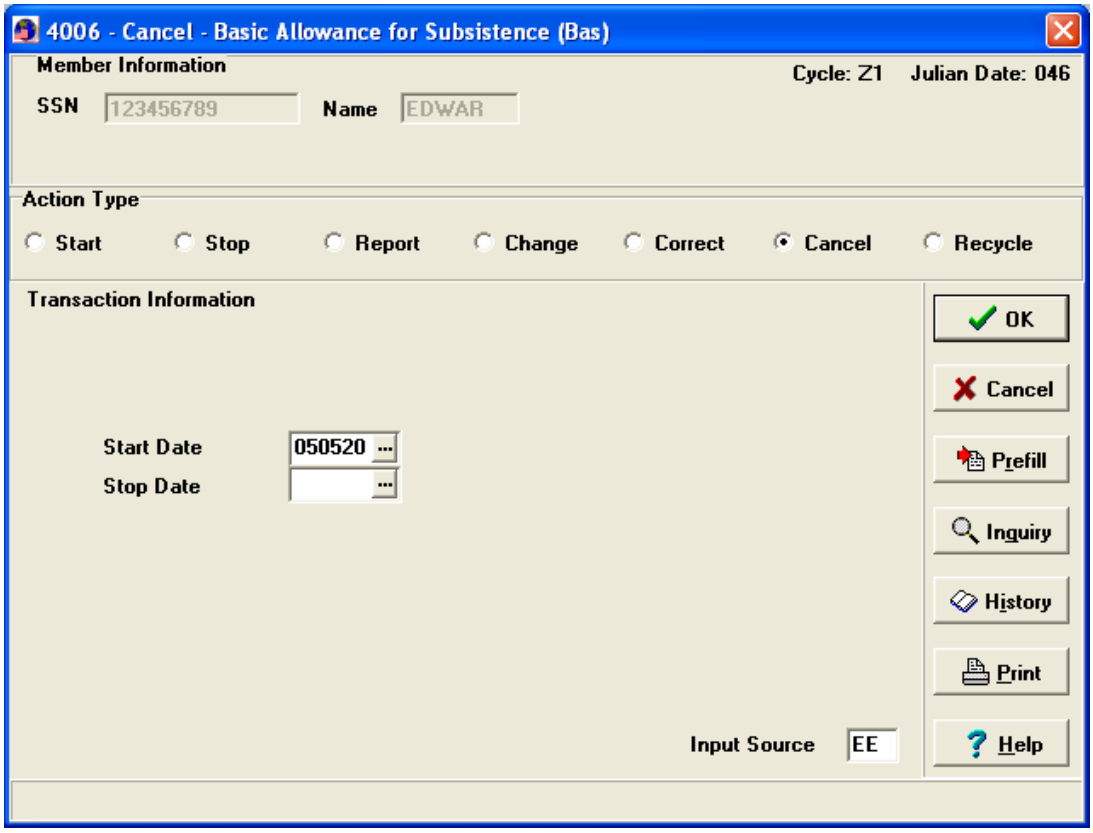
Drop-down choices are:

B = Separate Rations
C = TDY/PCS/Proceed Time Rations
H = Rations in Kind not Available (daily)
K = Rations under Emergency Conditions
O = Officer BAS
P = Partial Rations
R = Rations in Kind not Available (monthly)
S = Standard Enlisted BAS
Y = Cadets

Prior Start Date: May be blank or contain a valid date in YYMMDD format. If applicable, START DATE being corrected; date must be equal to or prior to the current date. If the Start Date is blank then this field must be blank.

Prior Stop Date: May be blank or contain a valid date in YYMMDD format. If applicable, STOP DATE being corrected; date must be equal to or prior to the current date and must be equal to or greater than the Prior Start Date. If the Stop Date contains a valid date then this field must contain a valid date. If the Stop Date is blank then this field must be blank.

4006 – Cancel Basic Allowance for Subsistence



Cancel BAS Entry

```
40-BAS*  ENTRY-OPEN-DT 050520 20 05 2  ENTRY-CLSD-DT 050914 12 09 2
   CNTRL-CODE 6  ACTN 06  START 050520  STOP 050519  ENTLMT-MM 133.59
   ENTLMT  -899.51  ENTLMT-NM 0.00  MNTLY-RATE 267.18  BAS-TYPE S
```

4005 – Screen Instructions

Start Date: Must contain a valid date in YYMMDD format. Enter the date the transaction is being cancelled; date must be equal to or prior to the current date.

Stop Date: May be blank or contain a valid date in YYMMDD format. Enter the date the transaction is being cancelled; date must be equal to or prior to the current date and equal to or greater than the Start Date.

(end of chapter 9A)

Chapter 9 B – CLOTHING

A. Background

Description - Clothing entitlements are posted for the majority of situations at accession. Clothing is payable to officers at the beginning of a period of service as a "uniform and equipment allowance". Enlisted personnel receive their uniforms-in-kind at basic training with yearly monetary allowances to maintain their uniforms. Both officer and enlisted have situations where additional clothing allowance or civilian clothing allowance may be authorized.

B. Effects of Clothing on the MMPA

General: Enlisted normal uniform entries are posted on the MMPA as a 63 entry. The different types of clothing are determined by the CMA-TYPE field. The 63 future generates an entitlement each year during the anniversary month for maintaining their uniform issue. The first payments during the initial three years represent Clothing Maintenance Allowance Basic "CMAB". There after, the member is entitled to Clothing Maintenance Allowance Standard "CMAS" at a higher rate.

CCRA/CMAB: Upon accession or conversion of an account, the members in processing station will submit either a PT03 Transaction for members with a break in service or an E203 Transaction for new enlistee. The PT03 transaction will post a 63 entry with an amount determined by length of members break. The E203 transaction will post a 64 entry and a 63 future based on the members pay date. Next year on the anniversary date the future will generate the first Cash Clothing Replacement Allowance (CRA) which will represent only 1/2 of the normal amount. It will be a 63 entry with a code for CMAB in the "CMA-TYPE" field.

MMPA Posting Enlisted Clothing at Accession

```
02 MJ:  LB:3800 LC:9999 SA:H SX:1 TK:050811 TU:100201 TH:100201

  N3-INIT MIL CLOTH ALW*  ENTRY-OPEN-DT 050818 19 08 2  ENTRY
        -CLSD-DT 050818 19 08 2  CNTRL-CODE 2  START 050811
        ENTLMT 1,227.44  INIT-TYPE 1
  63-CMA*  ENTRY-OPEN-DT 050818 19 08 2  ENTRY-CLSD-DT 050818 19
        08 2 CNTRL-CODE 2  ACTN 03  START 050811  STOP 050811
        ENTLMT 0.00  CMA-TYPE 1

  64-INIT CLOTHING-MONETARY*  ENTRY-OPEN-DT 050824 23 08 2
        ENTRY-CLSD-DT 050824 23 08 2  CNTRL-CODE 2  ACTN 03
        START 050811  ENTLMT-MM 0.00  ENTLMT 62.49  INIT-TYPE 2

FUTURES**********
63 ENTLMT-FUTR I EFF-DATE 060831
```

MMPA Posting Of Clothing Maintenance--63 Entry

```
63-CMA* ENTRY-OPEN-DT 060124 17 01 2  ENTRY-CLSD-DT 060124 17 01 2
   CNTRL-CODE 2  ACTN 03  START 050201  STOP 060131  ENTLMT 178.20
   CMA-TYPE 1

63 ENTLMT-FUTR E EFF-DATE 070131
```

SCRA/CMAS - REFERENCE: DoDFMR, Vol. 7A. Once a member has completed 36 months of active duty, accrual of Clothing Maintenance Allowance Standard begins. CMAS will post a 63 entry. Use the CMA-TYPE field to determine which type of entry is posted. Annual payments will be made automatically at the end of the member's anniversary month.

C. Clothing Maintenance Allowance Type

```
1 = CMAB MALE
2 = CMAB FEMALE
3 = CMAS MALE
4 = CMAS FEMALE
```

Extra Clothing Allowances - REFERENCE: DoDFMR, Vol. 7A. Enlisted members may be authorized special or supplemental clothing allowances in cash, or "issue-in-kind", when assigned to duty requiring additional quantities or special items of clothing normally not required for enlisted members (CAX). No replacement allowance is prescribed for this allowance. The 61 entry will be used for all types of extra clothing allowances. The “CLOTH-ALLOW-XTRA-TYPE” field code will indicate the specific type. This entitlement is for enlisted members only. The rate is based upon the assignment and is normally only paid once. For all except maternity this should happen upon transfer to a given approved assignment. For conditions of maternity, it can be paid only once every three years. There are no maintenance allowances for this entitlement. CAX entitlements are payable only once during an assignment to such duty and it is not payable upon reassignment to the same type of duty during a period of continuous active duty, unless 3 years or more have elapsed between such assignments.

MMPA Posting Clothing Allowance Extra—61 Entry

```
61-EXTRA CLOTHING ALW*  ENTRY-OPEN-DT 050219 96 02 2  ENTRY-CLSD-
   DT 050219 96 02 2  CNTRL-CODE 2  ACTN 03  START 050212  ENTLMT-
   MM 0.00
```

MMPA Posting Clothing Allowance Extra—61 Entry (Maternity)

```
61-EXTRA CLOTHING ALW*  ENTRY-OPEN-DT 050606 96 06 1  ENTRY-
   CLSD-DT  050606 96 06 1  CNTRL-CODE 2  ACTN 03  START
   050523  ENTLMT-MM 0.00 ENTLMT 207.00  XTRA-TYPE B
```

Civilian Clothing Allowance - REFERENCE: DoDFMR Vol. 7A. Members required by competent authority to wear civilian clothing in the performance of official duty may be authorized an initial allowance for civilian clothing.

The type of allowance authorized is based on the members clothing requirements. This allowance is payable to both officers and enlisted. It will only post to the MMPA as a closed entry. The 81 entry is used for both officer and enlisted. Amounts vary depending upon the following.

a. Types of Initial Civilian Clothing Allowance, 81 entry.

Clothing Allowance Civilian Full (CACF) - Payable when a member is on permanent duty “CLOTHING ALLOWANCE INITIAL CIVILIAN TYPE” of “6”.

b. Additional Civilian Clothing Allowances, 82 entry.

Clothing Allowance Civilian Temporary (CACT) – Payable when a member is on temporary duty for 15 days in a 30 day period ALLOWANCE INITIAL CIVILIAN TYPE” of “2”.or on temporary duty for 30 days in a 36 month period ALLOWANCE INITIAL CIVILIAN TYPE” of “2”

Clothing Allowance Civilian Continuing(CACC) - enlisted members who have received an initial civilian clothing allowance (full or additional), and are required to wear civilian clothing on a continuing basis, are authorized to a continuing civilian clothing allowance every year on the anniversary date of the initial allowance. This will be a separate entry. The 82 entry will be used for conditions of continuing civilian clothing.

MMPA Posting Civilian Clothing Initial 81 Entry

```
81-INIT CIV CLOTH ALW*  ENTRY-OPEN-DT 051227 02 01 1  ENTRY-
   CLSD-DT 051227 02 01 1  CNTRL-CODE 2  ACTN 03  START 051210
   ENTLMT-MM 1217.00 ENTLMT 1217.00  INIT-TYPE 1
```

Initial Uniform and Equipment Allowance (UEA). This allowance is payable each time of entry or reentry on active duty, or active duty for training (including authorized travel time) for more than 90 days. The period served may be under orders specifying active duty for more than 90 days, or under two or more orders requiring a continuous period of more than 90 days' active duty. This entitlement is for OFFICERS only. Like enlisted members, an officer's initial uniform issue is received during the early portions of their training. This will only appear on the MMPA as a closed entry and is used to close out uniform and equipment entries on the MMPA. An additional one-time amount up to $100.00 may also be allowed and this will appear on the MMPA as the 60 entry.

Initial Uniform and Equipment Allowance (Fid 59) (Officer Only)

```
59-INITIAL UEA*ENTRY-OPEN-DT 060103 05 01 1 ENTRY-CLSD-DT 060103
   05 011 CNTRL-CODE 2  ACTN 03  START 060101  ENTLMT-MM 200.00
   ENTLMT 200.00 UEA-INIT 1
```

Additional Uniform & Equipment Allowance—60 Entry (Officer Only)

```
60-ADTNL UEA*ENTRY-OPEN-DT 051227 02 01 1 ENTRY-CLSD-DT 051227
   02 01 1 CNTRL-CODE 2  ACTN 03 START 050623  ENTLMT-MM 100.00
   ENTLMT 100.00 UEA-ADTNL 2
```

D. Special Conditions

DJMS Tables: DJMS-AC Table 030 clothing may be viewed on CICS application JWMM. The table contains clothing types, and rates for both male and female member. It also includes effective dates, but it is a good idea to verify with the DODFMR Vol. 7A, and current Military Pay Advisories issued by policy.

DJMS Verb JWMM for Tables—Clothing

```
                          DJMS TABLES LIST

        TABLE NUMBER
                    ---
001  BASE PAY                          018   VSP FOR PHYSICIANS
002  SPECIAL COMPENSATION POSITIONS    019  BAQ (REBATE)
003  INCENTIVE PAY - FLYING CREW       020  MPF AUTODIN ROUTING
                                            INDICATORS
004  INCENTIVE PAY - OTHER             021  DSSN - OTHER GOVERNMENT
                                            AGENCY
005  BAS                               023  ADSN/CFC/COMP CODE
                                            VALIDATION
006  HARDSHIP DUTY RATES               025  ADSN ADDRESS DATA
007  BAQ WITHOUT DEPENDENTS            026  GUARD/RESERVE PAS CODES
008  BAQ WITH DEPENDENTS               027  STATE TAXING AUTHORITY
009  VSP FOR DENTISTS                  028  BAQ - CHILD SUPPORT
010  PERSONAL MONEY ALLOWANCE          029  HAZARDOUS DUTY INCENTIVE
                                            PAY
011  SPECIAL DUTY ASSIGNMENT PAY       030  INITIAL MILITARY CLOTHING
                                            RATE
012  HOSTILE FIRE PAY                  031  INITIAL CIV CLOTHING
                                            ALLOWANCE
013  DIVING DUTY PAY                   032  CLOTHING REPLACEMENT
                                            ALLOWANCE
014  FLIGHT PAY RATED OFFICERS         033  UNIFORM & EQUIPMENT ALLOW
                                            RATE
015  FAMILY SEPARATION ALLOWANCE       034  EXTRA CLOTHING ALLOWANCE
                                            RATE
016  SUBMARINE DUTY PAY RATES          035  SPECIAL CONTINUING CIV
                                            CLOTH
017 BAS - GRADE 31 LESS THAN 4 MO.     036  OFFICER FLD DTY RATES
                                            REGULAR
   ****  MORE TABLES EXIST  ****
```

DJMS Table 30 (Inquiry)
Initial Military Clothing Rate

```
CURRENT EFFECTIVE DATE:      2005 10 01  FROM DATE: 2005 01 01
         PROCESSING DATE:    2005 10 01  TO   DATE: 2005 12 31

CLOTHING ALLOWANCE TYPE                    RATE     SAFID

ARMY INITIAL MILITARY CLOTHING - MALE     1283.49    N31
ARMY INITIAL MILITARY CLOTHING - FEMALE   1551.49    N32

ARMY INITIAL CASH ALLOWANCE - MALE          63.74    641
ARMY INITIAL CASH ALLOWANCE - FEMALE       318.74    64A
```

DJMS Table 031 (Inquiry)
Initial Civilian Clothing Allowance

CURRENT EFFECTIVE DATE: 2005 10 01 FROM DATE: 2005 01 01
PROCESSING DATE: 2005 10 01 TO DATE: 2005 12 31

TYPE	DESCRIPTION	RATE	SAF-ID
1	SUMMER AND WINTER	.00	811
2	WINTER OR SUMMER	.00	812
3	TDY (31 DAYS OR MORE)	.00	813
4	TDY (16 - 30 DAYS INCLUSIVE)	.00	814
5	INITIAL	862.35	815
6	CAREER	862.35	816
7	TDY (15 - 29 DAYS INCLUSIVE)	287.45	817
8	TDY (30 DAYS OR MORE)	574.90	818
9	ANNUAL REPLACEMENT	287.45	819

Initial clothing/maintenance posting: The PT03 is used when the accession process failed to properly establish the clothing entitlements. It is also used for Officer Candidate students who were not established by the E203 processing and reservist's who are entitled to PICMA, partial initial clothing maintenance allowance.

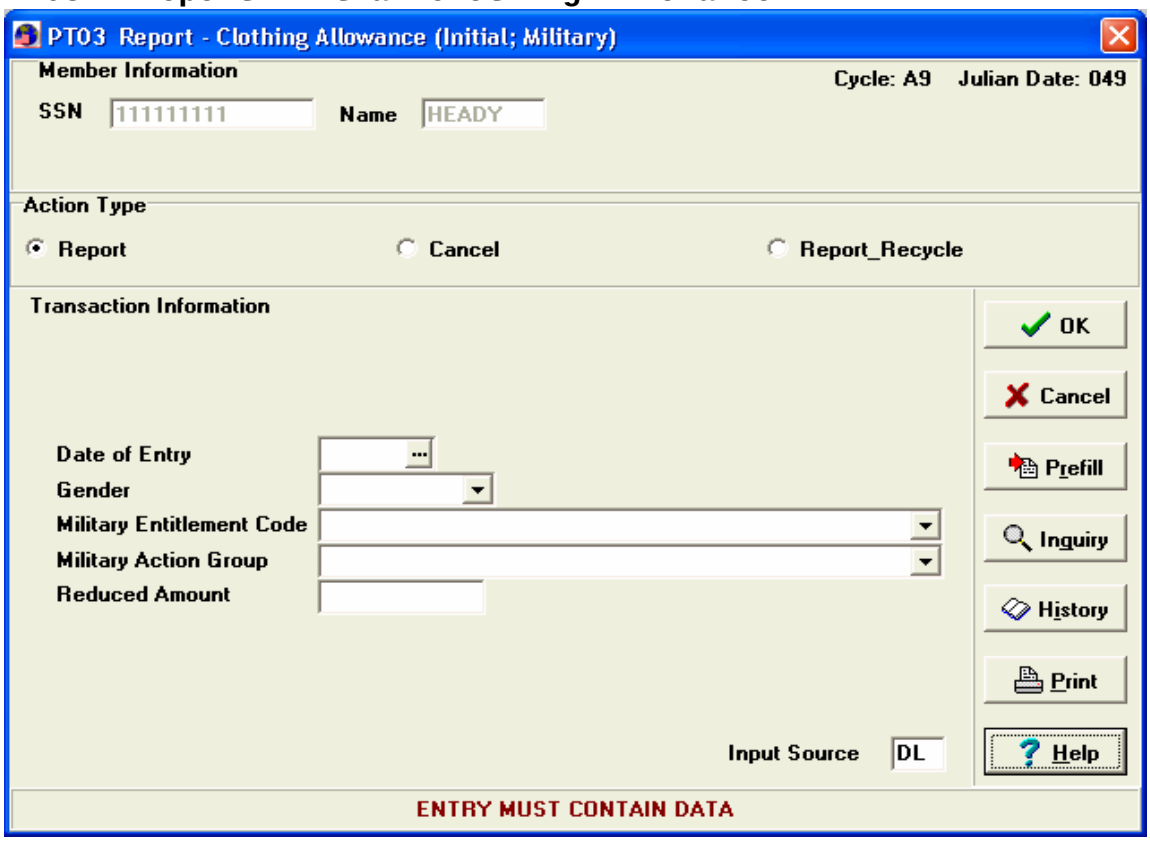
E. Processing Transactions for Clothing

Background: Transactions are identified by FID 63 and action code to either start (01), stop (02), report (03), correct (O5), or cancel (06) the clothing entry. The clothing type code in the transaction determines the type of entitlement/futures, and the correct rate for the entitlement. The action indicator tells the computer.

1. When starting an enlisted clothing entry or establishing clothing replacement allowance future transactions, use the format ID and action code PT03.
   PT03 - Is used for enlisted clothing entitlements which were not handled during the accession, i.e. Reenlistment after 3 months out-of-service, PICMA, or

   a. Navy Officer Candidate School students not established by the E203 processing.

PT03 – Report Initial Clothing Allowance



Report CMAI/CMA Screen Non-Accession - PT03

```
N3-INIT MIL CLOTH ALW*  ENTRY-OPEN-DT 051227 02 01 1  ENTRY-CLSD-DT
   051227 02 01 1  CNTRL-CODE 2  START 030601  ENTLMT 0.00  INIT-TYPE
   1
63-CMA*  ENTRY-OPEN-DT 051227 02 01 1  ENTRY-CLSD-DT 051227 02 01 1
   CNTRL-CODE 2  ACTN 03  START 030601  STOP 030601  ENTLMT 0.00  CMA-
   TYPE 1

FUTURES**********
63 ENTLMT-FUTR E EFF-DATE 060531
N3-INIT MIL CLOTH ALW*  ENTRY-OPEN-DT 020710 08 07 2  ENTRY-CLSD-DT
   020710 08 07 2  CNTRL-CODE 2  START 020707  ENTLMT 1,112.31  INIT-
   TYPE 1
```

PT03 – Screen Instructions

Date of Entry: YYMMDD; current DOE (date of entry on active duty). Used for computation only; does not update MMPA.

Gender: F = Female M = Male

Military Entitlement Code:
N = No CMAI/ICMA
R = Reduced CMAI/ICMA
T = Total CMAI/ICMA
P = USAFA Prep School Student
O = Officer Candidate School Students (Navy only)
M = Partial ICMA (Navy only)

Military Action Group: 1 = Former enlistee or member authorized CMAI/ICMA on EAD with more than 3 months break in service (includes RIFed Officers); Pays total CMAI/ICMA. Establishes future for annual CRAB.

2 = Former enlistee with less than 3 months break in service and less than 36 months active enlisted service; Pays no CMAI/ICMA. Establishes future for annual CRAB.

3 = Former enlistee with less than 3 months break in service and more than 36 months active enlisted service; Pays no CMAI/ICMA. Establishes future for annual CRAS.

4 = Reservist called to active duty with less than 36 months active enlisted service; Pays reduced CMAI/ICMA. Establishes future for annual CRAB.

5 = Reservist called to active duty with more than 36 months active enlisted service; Pays reduced CMAI/ICMA. Establishes future for annual CRAS.

6 = USAFA Prep School student alw; Pays USAFA Prep School CMAI/ICMA. Establishes annual CRAB future.

7 = Former CPO (E7 and above) with less than 3 months break in service; Pays no CMAI/ICMA. Establishes future for annual Special CRA.

8 = Former CPO (E7 and above) with less than 3 months break in service; Pays no CMAI/ICMA. Establishes future for annual CRAS.

9 = Former CPO (E7 and above) with more than 3 months break in service; Pays CMAI/ICMA. Establishes future for annual CRAS.

A = Officer Candidate student; Pays Officer Candidate School CMAI/ICMA. Establishes future for annual CRAB.

B = Officer Candidate student; Pays Officer Candidate School CMAI/ICMA. Establishes future for annual CRAS.

C = Enlisted Naval Reservist called to active duty and not entitled to CASI; Pays PICMA. Establishes annual future for CRAB.

D = Enlisted Naval Reservist called to active duty and not entitled to CASI; Pays PICMA. Establishes annual future for CRAS.

E = Enlisted Naval Reservist called to active duty and not entitled to CASI; Pays no PICMA. Establishes annual future for CRAB.

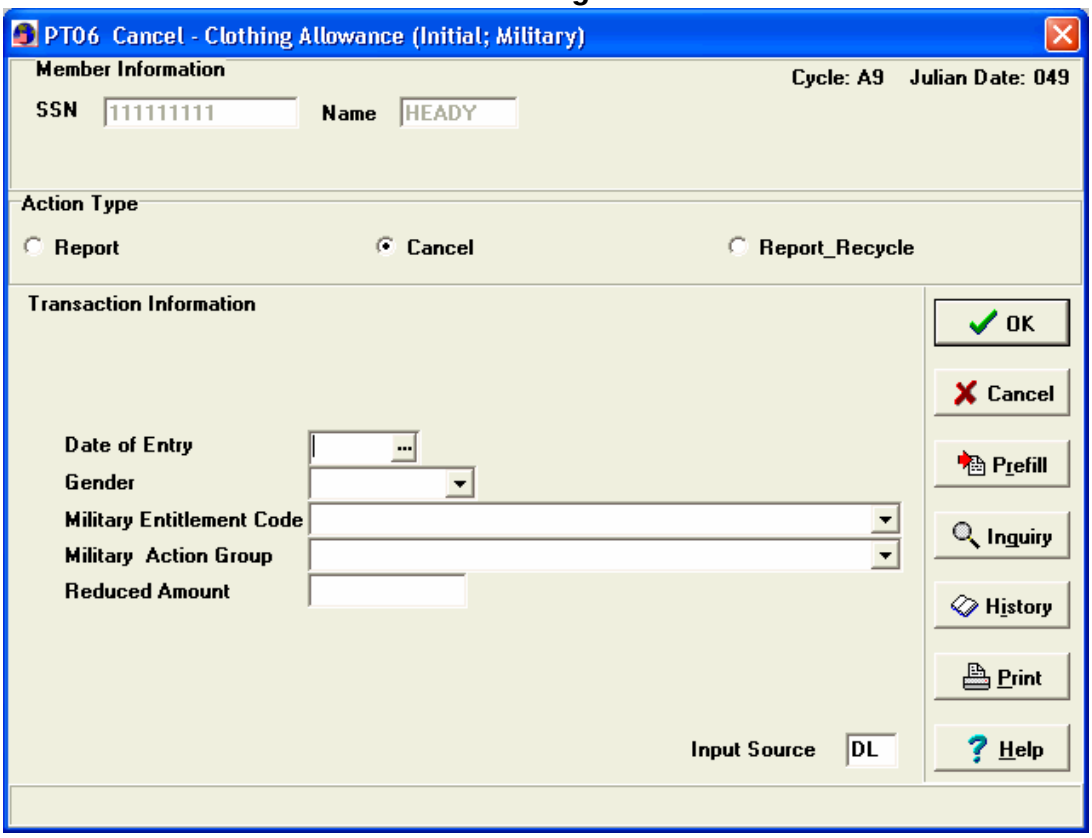
F = Enlisted Naval Reservist called to active duty and not entitled to CASI; Pays no PICMA. Establishes annual future for CRAS.

CMAI/ICMA Amount:
Amount of CMAI/ICMA paid if CMAI ENT CODE = R;
if CMAI/ICMA ENT CODE = N, Zeros,

if CMAI/ICMA ENT CODE M, O, T, or P, leave blank.

b. A PT 06 is used to cancel a previously posted PT 03.

PT06 – Cancel Initial Clothing Allowance



PT06 – Screen Instructions

Date of Entry: YYMMDD; current DOE (date of entry on active duty) on transaction to cancel.

Gender: F = Female M = Male

Military Entitlement Code:
N = No CMAI/ICMA
R = Reduced CMAI/ICMA
T = Total CMAI/ICMA
P = USAFA Prep School Student
O = Officer Candidate School Students (Navy only)
M = Partial ICMA (Navy only)

Military Action Group: 1 = Former enlistee or member authorized CMAI/ICMA on EAD with more than 3 months break in service (includes RIFed Officers); Pays total CMAI/ICMA. Establishes future for annual CRAB.

2 = Former enlistee with less than 3 months break in service and less than 36 months active enlisted service; Pays no CMAI/ICMA. Establishes future for annual CRAB.

3 = Former enlistee with less than 3 months break in service and more than 36 months active enlisted service; Pays no CMAI/ICMA. Establishes future for annual CRAS.

4 = Reservist called to active duty with less than 36 months active enlisted service; Pays reduced CMAI/ICMA. Establishes future for annual CRAB.

5 = Reservist called to active duty with more than 36 months active enlisted service; Pays reduced CMAI/ICMA. Establishes future for annual CRAS.

6 = USAFA Prep School student alw; Pays USAFA Prep School CMAI/ICMA. Establishes annual CRAB future.

7 = Former CPO (E7 and above) with less than 3 months break in service; Pays no CMAI/ICMA. Establishes future for annual Special CRA.

8 = Former CPO (E7 and above) with less than 3 months break in service; Pays no CMAI/ICMA. Establishes future for annual CRAS.

9 = Former CPO (E7 and above) with more than 3 months break in service; Pays CMAI/ICMA. Establishes future for annual CRAS.

A = Officer Candidate student; Pays Officer Candidate School CMAI/ICMA. Establishes future for annual CRAB.

B = Officer Candidate student; Pays Officer Candidate School CMAI/ICMA. Establishes future for annual CRAS.

C = Enlisted Naval Reservist called to active duty and not entitled to CASI; Pays PICMA. Establishes annual future for CRAB.

D = Enlisted Naval Reservist called to active duty and not entitled to CASI; Pays PICMA. Establishes annual future for CRAS.

E = Enlisted Naval Reservist called to active duty and not entitled to CASI; Pays no PICMA. Establishes annual future for CRAB.

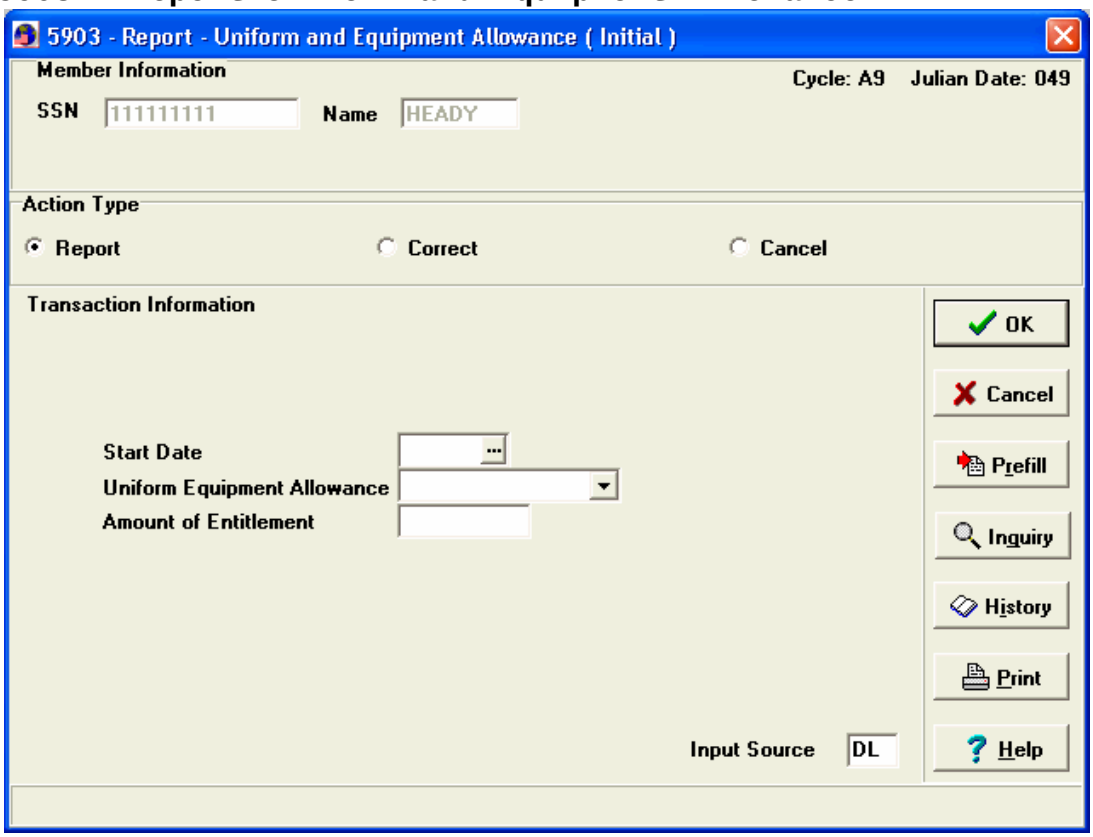
F = Enlisted Naval Reservist called to active duty and not entitled to CASI; Pays no PICMA. Establishes annual future for CRAS.

CMAI/ICMA Amount:
Amount of CMAI/ICMA paid if CMAI ENT CODE = R;
if CMAI/ICMA ENT CODE = N, Zeros,

if CMAI/ICMA ENT CODE M, O, T, or P, leave blank.

c. The 59 series FID's are used to post clothing entitlement to an officer's account. An officer is entitled to a one-time payment of $200.00. Since there is no yearly maintenance amount, the 5903 will simply report the entitlement and the officer in question would then receive in the regular pay. The input screens are only available in the generalized format.

5903 - Report Uniform and Equipment Allowance



Reporting Uniform and Equipment Allowance Initial/Results

```
59-INITIAL UEA*  ENTRY-OPEN-DT 060103 05 01 1  ENTRY-CLSD-DT 060103
    05 01 1 CNTRL-CODE 2  ACTN 03  START 051225  ENTLMT-MM 200.00
    ENTLMT 200.00 UEA-INIT 4
```

5903 – Screen Instructions

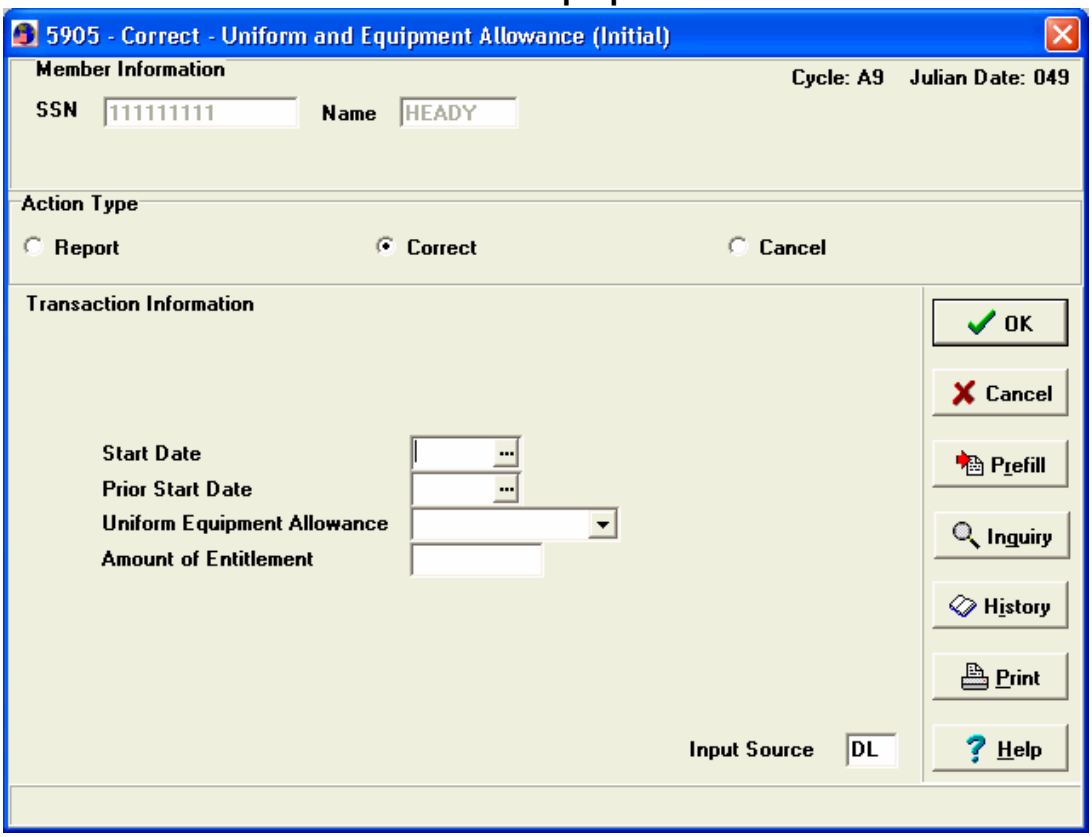
Start Date: YYMMDD; entitlement effective date.

Uniform Equipment Allowance:
1 = ROTC
2 = OTS
3 = AECP
4 = Others

Amount Of Entitlement: Entitlement amount.

Note: Eff. 850101, all officers commissioned or appointed in the regular or reserve components are authorized $200.00 ($400.00 effective 001206) regardless of source of commission or previous enlisted status. Therefore, for entitlement after 850101, use code 4 [others] for all cases.

5905 – Correct Uniform and Equipment Allowance



Correcting Uniform and Equipment Allowance - 5905

Before MMPA:

59-INITIAL UEA* ENTRY-OPEN-DT 060103 05 01 1 ENTRY-CLSD-DT 060103 05 01 1 CNTRL-CODE 2 ACTN 03 START 051225 ENTLMT-MM 200.00 ENTLMT 200.00 UEA-INIT 4

After MMPA:

59-INITIAL UEA* ENTRY-OPEN-DT 060107 07 01 1 ENTRY-CLSD-DT 060107 07 01 1 CNTRL-CODE 2 ACTN 05 START 051215 ENTLMT-MM 200.00 ENTLMT 200.00 UEA-INIT 4
59-INITIAL UEA* ENTRY-OPEN-DT 060107 07 01 1 ENTRY-CLSD-DT 060107 07 01 1 CNTRL-CODE 5 ACTN 05 START 051225 ENTLMT-MM -200.00 ENTLMT -200.00 UEA-INIT 4
59-INITIAL UEA* ENTRY-OPEN-DT 060107 07 01 1 ENTRY-CLSD-DT 060103 05 01 1 CNTRL-CODE 5 ACTN 03 START 051225 ENTLMT-MM 200.00 ENTLMT 200.00 UEA-INIT 4

5905 – Screen Instructions

Start Date: Correct YYMMDD entitlement is effective.

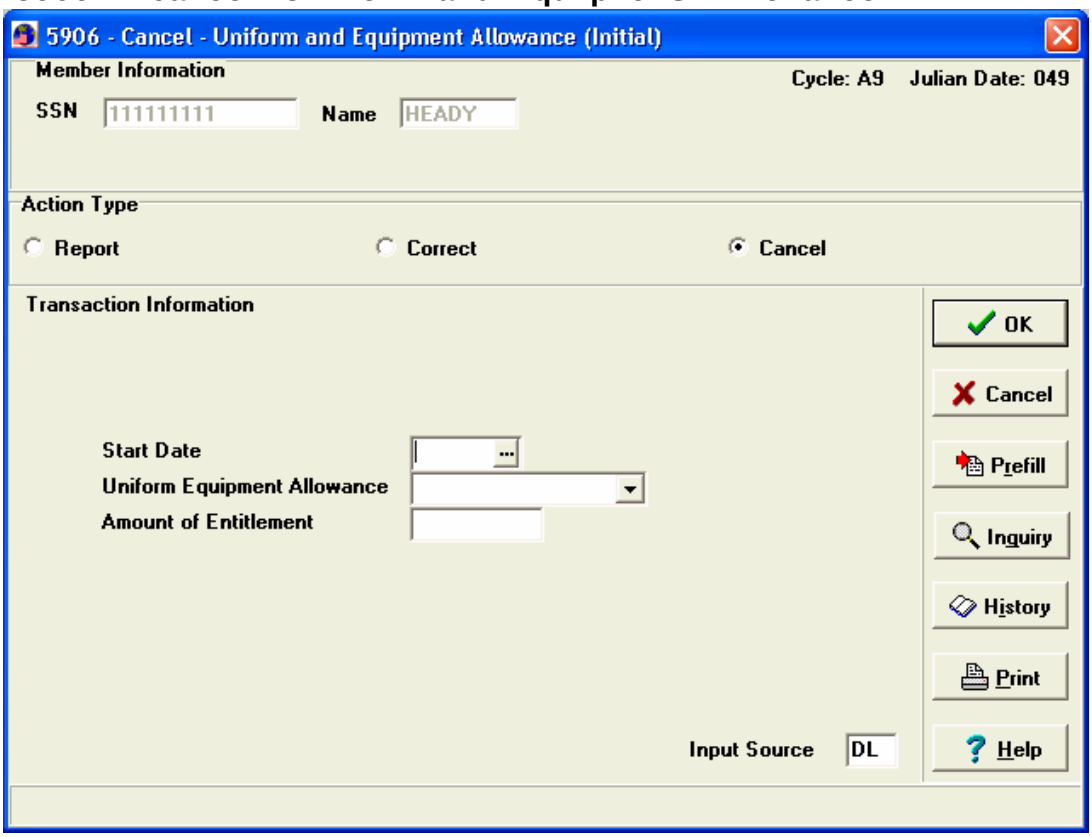
Prior Start Date: Enter EFFECTIVE DATE from transaction being corrected.

Uniform Equipment Allowance:
1 = ROTC
2 = OTS
3 = AECP
4 = Others

Amount Of Entitlement: Correct entitlement amount.

Note: Eff. 850101, all officers commissioned or appointed in the regular or reserve components are authorized $200.00 ($400.00 effective 001206) regardless of source of commission or previous enlisted status. Therefore, for entitlement after 850101, use code 4 [others] for all cases.

5906 – Cancel Uniform and Equipment Allowance



Cancel Initial Uniform and Equipment Allowance – 5906

Before MMPA:

```
59-INITIAL UEA*  ENTRY-OPEN-DT 050103 05 01 1  ENTRY-CLSD-DT 050103 05 01
   CNTRL-CODE 2  ACTN 03  START 050101  ENTLMT-MM 200.00  ENTLMT 200.00
   UEA-INIT 1
```

After MMPA:

```
59-INITIAL UEA*  ENTRY-OPEN-DT 060103 05 01 1  ENTRY-CLSD-DT 060103 05 01
   CNTRL-CODE 6  ACTN 06  START 060101  ENTLMT-MM 200.00  ENTLMT 200.00
   UEA-INIT 1
```

5906 – Screen Instructions

Start Date: YYMMDD; EFFECTIVE DATE of transaction to cancel.

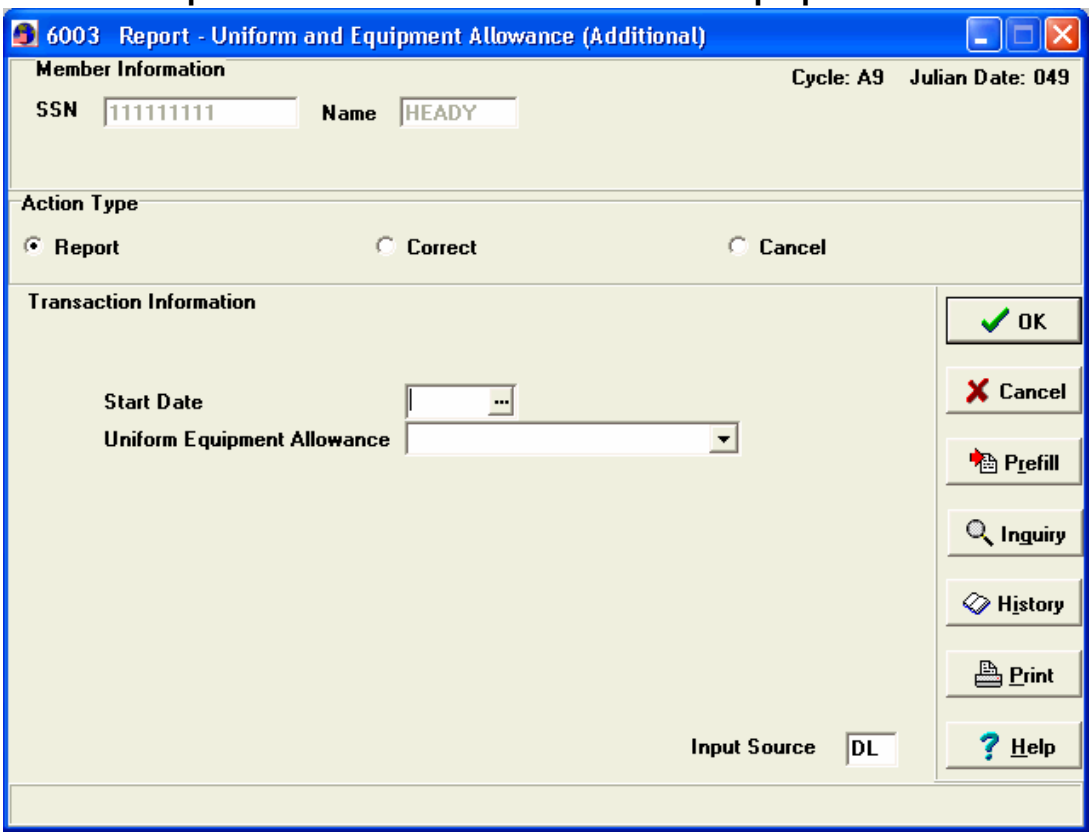
Uniform Equipment Allowance:
1 = ROTC
2 = OTS
3 = AECP
4 = Others

Amount Of Entitlement: Amount of entitlement to cancel.

Note: Eff. 850101, all officers commissioned or appointed in the regular or reserve components are authorized $200.00 ($400.00 effective 001206) regardless of source of commission or previous enlisted status. Therefore, for entitlement after 850101, use code 4 [others] for all cases.

d. When entitled an officer's account can be credited with an additional payment of uniform and equipment allowances. This usually occurs with reserve officers who are recalled to active duty. These officers are entitled to an additional $100.00 to purchase uniforms for their now full time service obligation. To post a new entitlement use a FID 60 with an action code of 03. To post a correction to a previously posted 6003 entry, use a 60 with an action code of 5. To cancel a 6003 entry which was reported in error, use a 60 with an action code of 6. This allowance is not payable if the officer has received an initial uniform allowance of more than $200 during his or her current tour of active duty, or within a period of 2 years before entering on that tour. This allowance is not payable when the tour of duty for which payment is being considered began within 2 years after the end of a previous period of active duty, or active duty for training, of more than 90 days. This applies whether or not a uniform allowance was paid for the previous tour of duty. It applies only if the prior service was performed as a Reserve officer, an officer of the Army or Air Force of the United States without component, or as a regular officer Commissioned upon ROTC graduation after 12 Oct 1964.

6003 – Report Additional Uniform and Equipment Allowance



Report Uniform and Equipment Allowance Additional

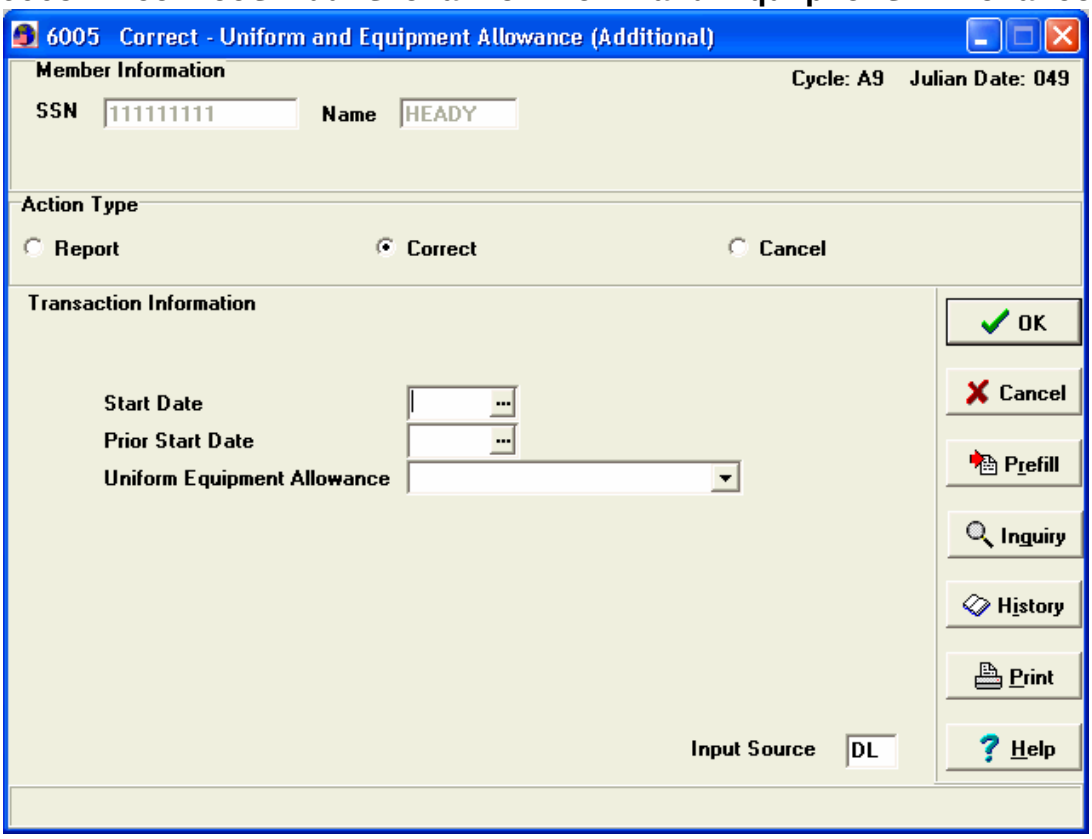
```
60-ADTNL UEA*  ENTRY-OPEN-DT 060103 05 01 1  ENTRY-CLSD-DT 060103 05 01 1
   CNTRL-CODE 2  ACTN 03  START 051130  ENTLMT-MM 100.00  ENTLMT 100.00
   UEA-ADTNL 2
```

6003 – Screen Instruction

START DATE: YYMMDD entitlement is effective.

UNIFORM EQUIPMENT ALLOWANCE:
1 = Medical officer
    [Additional]
2 = Other than medical officer

6005 – Correct Additional Uniform and Equipment Allowance



Correct Uniform and Equipment Allowance Additional - 6005

Before MMPA:

```
60-ADTNL UEA*  ENTRY-OPEN-DT 060103 05 01 1  ENTRY-CLSD-DT 060103 05
   01 1  CNTRL-CODE 2  ACTN 03  START 061130  ENTLMT-MM 100.00  ENTLMT
   100.00  UEA-ADTNL 2
```

After MMPA:

```
60-ADTNL UEA*  ENTRY-OPEN-DT 060106 06 01 1  ENTRY-CLSD-DT 060106 06
   01 1  CNTRL-CODE 2  ACTN 05  START 051225  ENTLMT-MM 100.00  ENTLMT
   100.00  UEA-ADTNL 2
60-ADTNL UEA*  ENTRY-OPEN-DT 060106 06 01 1  ENTRY-CLSD-DT 060106 06
   01 1 CNTRL-CODE 5  ACTN 05  START 051130  ENTLMT-MM -100.00  ENTLMT
   -100.00 UEA-ADTNL 2
60-ADTNL UEA*  ENTRY-OPEN-DT 060106 06 01 1  ENTRY-CLSD-DT 060103 05
   01 1  CNTRL-CODE 5  ACTN 03  START 051130  ENTLMT-MM 100.00  ENTLMT
   100.00  UEA-ADTNL 2
```

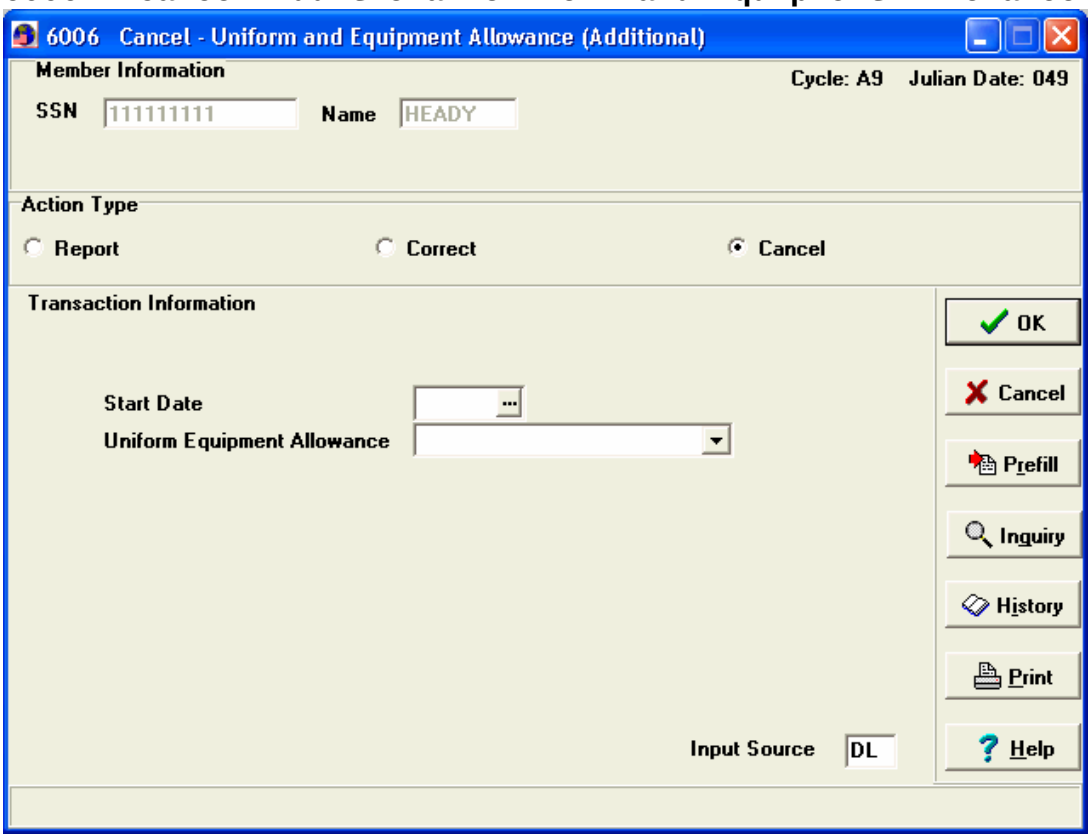
6005 – Screen Instructions

START DATE: Correct YYMMDD entitlement is effective.

PRIOR START DATE: EFFECTIVE DATE from transaction being corrected.

UNIFORM EQUIPMENT ALLOWANCE: 1 = Medical officer [Additional]
2 = Other than medical officer

6006 – Cancel Additional Uniform and Equipment Allowance



Cancel Uniform and Equipment Allowance – 6006

Before MMPA:

```
60-ADTNL UEA*  ENTRY-OPEN-DT 060106 06 01 1  ENTRY-CLSD-DT 060106 06 01
   1 CNTRL-CODE 2  ACTN 05  START 051225  ENTLMT-MM 100.00  ENTLMT
   100.00 UEA-ADTNL 2
```

After MMPA:

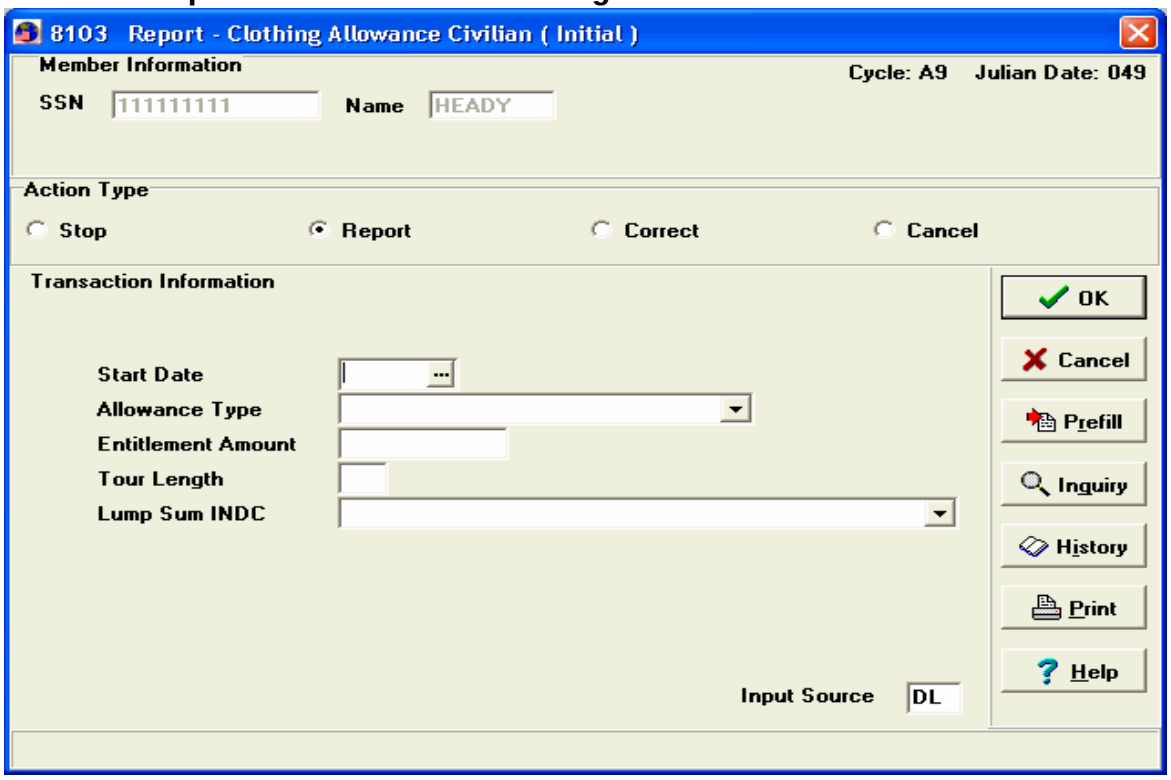
```
60-ADTNL UEA*  ENTRY-OPEN-DT 060106 06 01 1  ENTRY-CLSD-DT 060106 06 01
   1 CNTRL-CODE 6 ACTN 06  START 051225  ENTLMT-MM 100.00  ENTLMT
   100.00 UEA-ADTNL 2
60-ADTNL UEA*  ENTRY-OPEN-DT 060106 06 01 1  ENTRY-CLSD-DT 060106 06 01
   1 CNTRL-CODE 5  ACTN 05  START 051130  ENTLMT-MM -100.00  ENTLMT –
   100.00 UEA-ADTNL 2
60-ADTNL UEA*  ENTRY-OPEN-DT 060106 06 01 1  ENTRY-CLSD-DT 060103 05 01
   1 CNTRL-CODE 5  ACTN 03  START 051130  ENTLMT-MM 100.00  ENTLMT
   100.00 UEA-ADTNL 2
```

6006 – Screen Instructions

START DATE: YYMMDD; EFFECTIVE DATE of entitlement to cancel.
UNIFORM EQUIPMENT ALLOWANCE: 1 = Medical officer [Additional]
2 = Other than medical officer

g. Initial civilian clothing will post entitlements of civilian clothing to the MMPA. Refer to the instructions listed below as to the proper coding of a given entry.

8103 - Report Civilian Clothing Allowance



Report Civilian Clothing Allowance

```
81-CIVILIAN CLOTHING ALLOWANCE*  ENTRY-OPEN-DT 050319 18 03 2  ENTRY-
   CLSD-DT 050319 18 03 2  CNTRL-CODE 2  ACTN 03  START 050318  ENTLMT-
   MM 0.00 ENTLMT 153.27  CIV-TYPE 2  MOS-TOUR 000  LUMPSUM
```

8103 – Screen Instruction

START DATE: YYMMDD entitlement is effective. Must be < or = current date. If CLOTH ALW CIV TYPE = 9, must be > or = 980401 or < or = current date + 12 months.

ALLOWANCE TYPE:
1 = Both Summer and Winter
2 = Summer or Winter
3 = TDY for 31 Days or More
4 = TDY for 16 - 30 Days (Inclusive)
5 = Initial
6 = Career
7 = TDY for 15 - 29 Days
8 = TDY for 30 Days or More
9 = Annual Replacement

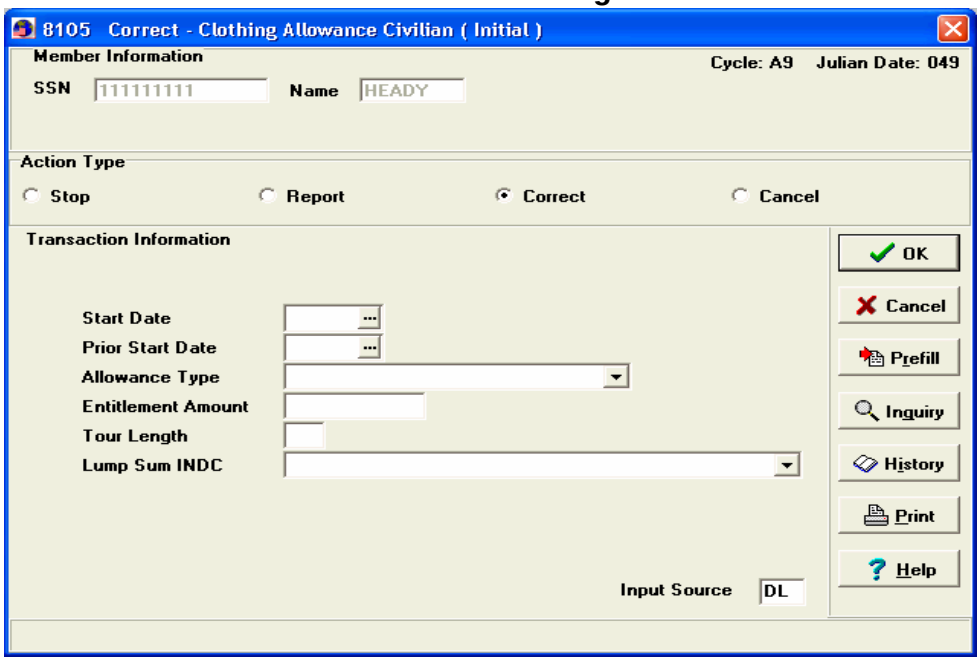
(NOTE: Must be 1-4 if effective date is less than 980401 and 5-9 if effective date is greater than 980331.)

ENTITLEMENT AMOUNT: Amount of Civilian Clothing Allowance paid. See DoDFMR Volume 7A, Table 29-3. May be blank.

TOUR LENGTH: Must be numeric, > or = 12 or < or = 36 if ALLOWANCE TYPE= 5.

LUMP SUM INDC: Must be Y or N if ALLOWANCE TYPE = 6; else blank:
Y = If a lump sum civilian clothing allowance is payable
N = If a lump sum civilian clothing allowance is not payable

8105 - Correct Civilian Clothing Allowance



Changing a Posted Civilian Clothing Entry - 8105

Before MMPA:

```
81-INIT CIV CLOTH ALW*  ENTRY-OPEN-DT 060103 05 01 1  ENTRY-CLSD-DT
   060103 05 01 1  CNTRL-CODE 2  ACTN 03  START 051225  ENTLMT-MM
   1,217.00 ENTLMT 1,217.00  INIT-TYPE 1
```

After MMPA:

```
81-INIT CIV CLOTH ALW*  ENTRY-OPEN-DT 060107 07 01 1  ENTRY-CLSD-DT
   060107 07 01 1  CNTRL-CODE 2  ACTN 05  START 060104  ENTLMT-MM
   1,244.00 ENTLMT 1,244.00  INIT-TYPE 1
81-INIT CIV CLOTH ALW*  ENTRY-OPEN-DT 060107 07 01 1  ENTRY-CLSD-DT
   060107 07 01 1  CNTRL-CODE 5  ACTN 05  START 051225  ENTLMT-MM –
   1,217.00 ENTLMT -1,217.00  INIT-TYPE 1
81-INIT CIV CLOTH ALW*  ENTRY-OPEN-DT 060107 07 01 1  ENTRY-CLSD-DT
   060103 05 01 1  CNTRL-CODE 5  ACTN 03  START 051225  ENTLMT-MM
   1,217.00 ENTLMT 1,217.00  INIT-TYPE 1
```

8105 – Screen Instructions

START DATE: Correct YYMMDD entitlement is effective. Must be < or = current date.

PRIOR START DATE:
START DATE from transaction being corrected. Must be < or = current date. If ALLOWANCE TYPE = 9, must be > or = 980401 or < or = current date + 12 months.

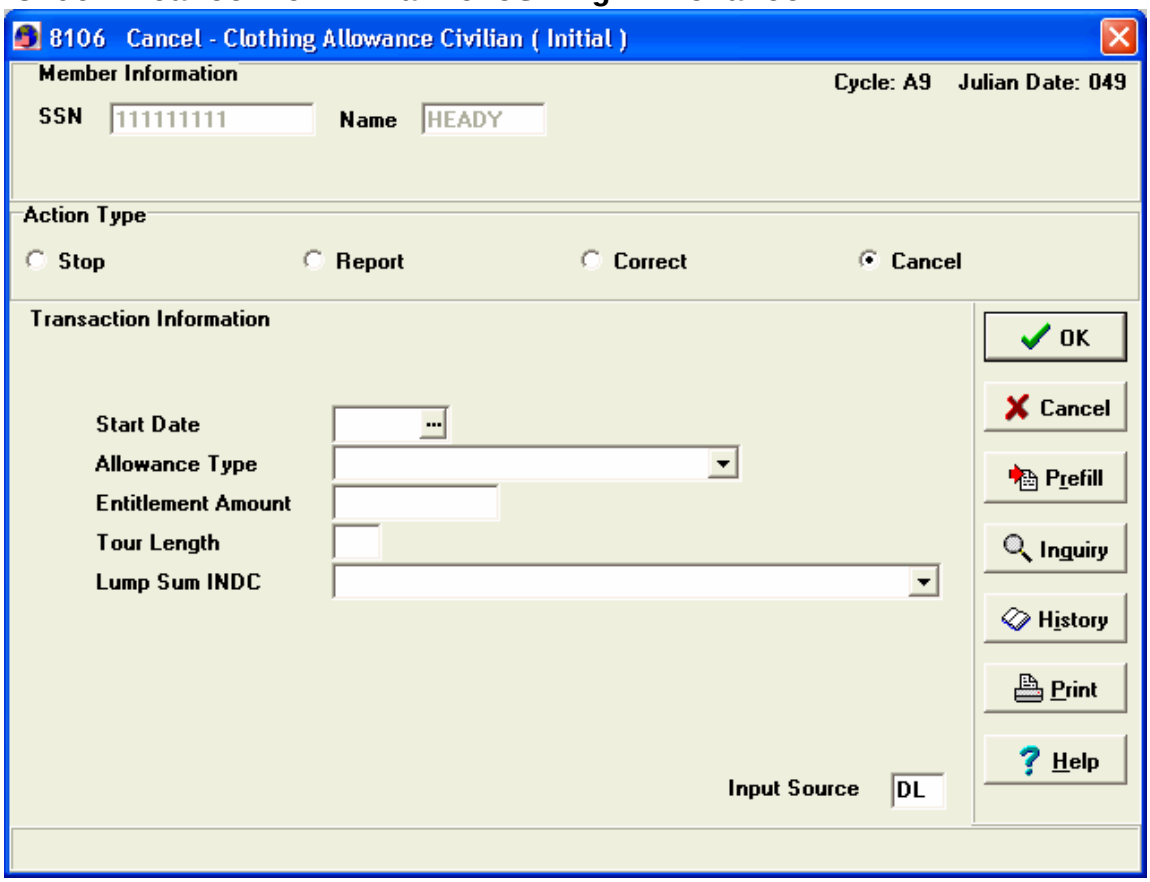
ALLOWANCE TYPE: Correct Civilian Clothing Allowance type:
1 = Both Summer and Winter
2 = Summer or Winter
3 = TDY for 31 Days or More
4 = TDY for 16 - 30 Days (Inclusive)
5 = Initial
6 = Career
7 = TDY for 15 - 29 Days
8 = TDY for 30 Days or More
9 = Annual Replacement

ENTITLEMENT AMOUNT: Correct amount of Civilian Clothing Allowance paid. See DoDFMR Volume 7A, Table 29-3. May be blank.

TOUR LENGTH: Must be numeric, > or = 12 or < or = 36 if ALLOWANCE TYPE = 5.

LUMP SUM INDC: Must be Y or N if ALLOWANCE TYPE = 6; else blank:
Y = If a lump sum civilian clothing allowance is payable
N = If a lump sum civilian clothing allowance is not payable

8106 - Cancel Civilian Clothing Allowance



Canceling Civilian Clothing Entry - 8106

Before MMPA:

```
81-INIT CIV CLOTH ALW*  ENTRY-OPEN-DT 060107 07 01 1  ENTRY-CLSD-
   DT 060107 07 01 1  CNTRL-CODE 2  ACTN 05  START 060104
   ENTLMT-MM1,244.00 ENTLMT 1,244.00  INIT-TYPE 1
```

After MMPA:

```
81-INIT CIV CLOTH ALW*  ENTRY-OPEN-DT 060107 07 01 1  ENTRY-CLSD-
   DT  060107 07 01 1  CNTRL-CODE 6  ACTN 06  START 060104
   ENTLMT-MM  1,244.00 ENTLMT 1,244.00  INIT-TYPE 1
81-INIT CIV CLOTH ALW*  ENTRY-OPEN-DT 060107 07 01 1  ENTRY-CLSD-
   DT 060107 07 01 1  CNTRL-CODE 5  ACTN 05  START 051225
   ENTLMT-MM – 1,217.00 ENTLMT -1,217.00  INIT-TYPE 1
81-INIT CIV CLOTH ALW*  ENTRY-OPEN-DT 060107 07 01 1  ENTRY-CLSD-
   DT 060103 05 01 1  CNTRL-CODE 5  ACTN 03  START 051225
   ENTLMT-MM 1,217.00 ENTLMT 1,217.00  INIT-TYPE 1
```

8106 – Screen Instructions

START DATE: YYMMDD; START DATE of entitlement to cancel. Must be < or = current date. If ALLOWANCE TYPE = 9, then must be > or = 980401 or < or = current date + 12 months.

ALLOWANCE TYPE:
1 = Both Summer and Winter
2 = Summer or Winter
3 = TDY for 31 Days or More
4 = TDY for 16 - 30 Days (Inclusive)
5 = Initial
6 = Career
7 = TDY for 15 - 29 Days
8 = TDY for 30 Days or More
9 = Annual Replacement

ENTITLEMENT: Amount of Civilian Clothing Allowance paid, or blank.

TOUR LENGTH: Must be numeric, > or = 12 or < or = 36 if ALLOWANCE TYPE = 5.

LUMP SUM INDC: Must be Y or N if ALLOWANCE TYPE = 6; else blank:
Y = If a lump sum civilian clothing allowance is payable
N = If a lump sum civilian clothing allowance is not payable

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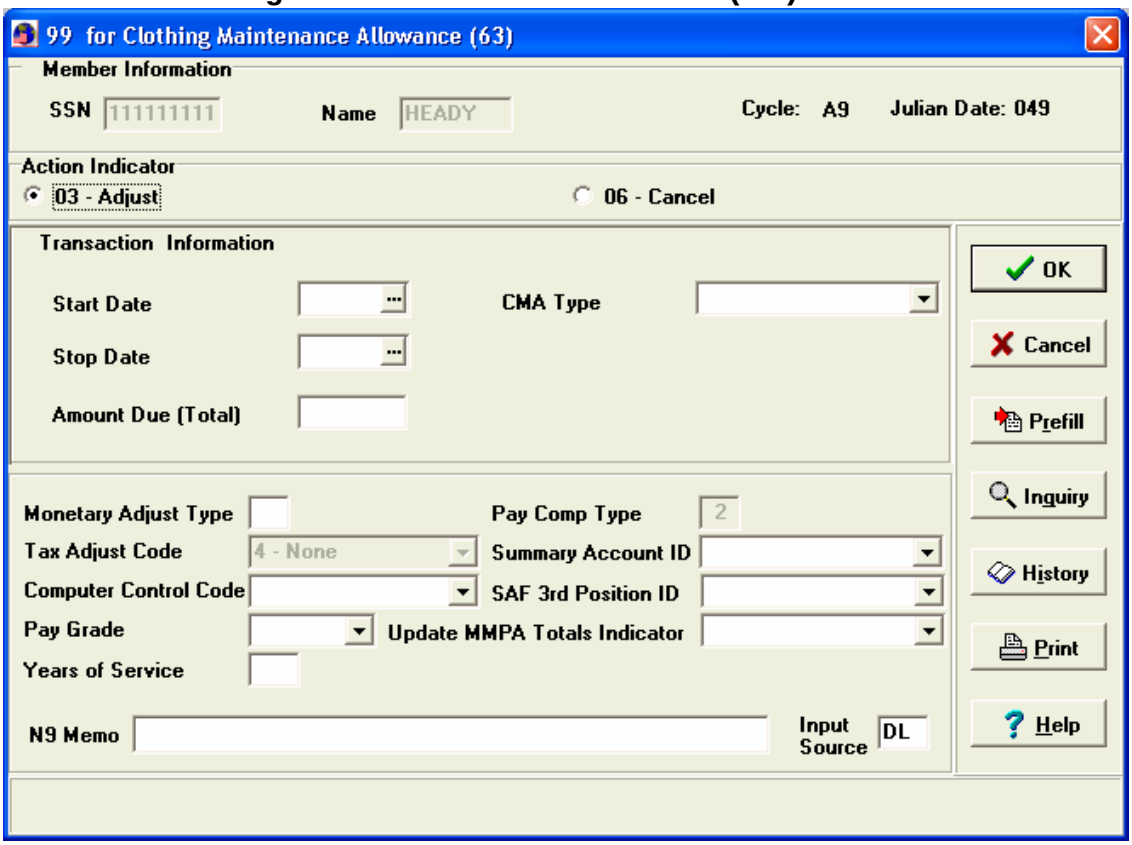
F. Account Corrections And Uniques

1. 9903 to post periods of CMA beyond IAS.

99 for Clothing Maintenance Allowance (63)



MMPA AFTER REPORT OUTSIDE IAS

```
01 BP*  ENTRY-OPEN-DT 051001 03 10 1  ACTN Z4  START 051001  ENTLMT-MM
   811.35 ENTLMT 1,622.70  ENTLMT-NM 1,622.70
35 BAQ*  ENTRY-OPEN-DT 050922 96 09 2  ACTN 01  START 050701  ENTLMT-MM
   4.95 ENTLMT 9.90  ENTLMT-NM 9.90  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN
   1  QTR-ADQ 3 HELD-INDCTR 1
01-BP*  ENTRY-OPEN-DT 050229 96 03 1  ENTRY-CLSD-DT 051001 03 10 1
   CNTRL-CODE 2  ACTN 01  START 050101  STOP 050930  ENTLMT-MM 0.00
   ENTLMT 0.00 ENTLMT-NM 0.00  MNTLY-RATE 1,622.70
01-BP*  ENTRY-OPEN-DT 040831 96 09 1  ENTRY-CLSD-DT 050131 96 02 1
   CNTRL-CODE 2  ACTN 01  START 040901  STOP 041231  ENTLMT-MM 0.00
   ENTLMT 0.00 ENTLMT-NM 0.00  MNTLY-RATE 1,584.60
63-CMA*  ENTRY-OPEN-DT 051227 02 01 1  ENTRY-CLSD-DT 051227 02 01 1
   CNTRL-CODE 2  ACTN 03  START 050623  STOP 050623  ENTLMT 205.20
   CMA-TYPE 1
```

9903 (63) – Screen Instructions

START DATE: Must contain a valid date in YYMMDD format, equal to or less than the current date.

STOP DATE: Must contain a valid date in YYMMDD format, equal to or less than the current date. Must be equal to or greater than the Start Date.

AMOUNT DUE (TOTAL): Must contain an amount (the total amount due at end-of-month).

CMA TYPE: Select the appropriate code:

1 - Male Basic 2 - Female Basic 3 - Male Standard
4 - Female Standard 5 – CRA Male Special 6 – CRA Female Special

MONETARY ADJUST TYPE: Must select 1 or 2:
1 – to increase member's pay 2 – to decrease member's pay

TAX ADJUST CODE: '4' will be automatically entered (4 = None, not taxable).

COMPUTER CONTROL CODE: Must select the indicator that identifies the status of the MMPA entry:

0 - Open MMPA entry
1 - Open suspense MMPA entry
2 - Closed or report entry on MMPA
3 - Correct overpayment entry
4 - Correct underpayment entry
5 - Correct or cancel report entry having a monetary effect
6 - Correct or cancel report entry having no monetary effect
9 - Open entry suspended due to status, or closed entry

This entry must be 2, 3 or 4 when Action Indicator = Adjust/03.

This entry must be 0-6 or 9 when Action Indicator = Cancel/ 06.

PAY GRADE: Must select the pay grade that applies to the period of adjustment. Must be 31-39.

YEARS OF SERVICE: Must select the years of service completed that apply to the period of adjustment.

PAY COMP TYPE: '2' will be automatically entered (2 - perform pay computation and issue pay authorization).

SUMMARY ACCOUNT ID: Must select the appropriate code:

0 - add to all counters except strength
1 - add to all counters
2 - subtract from all counters
3 - subtract from all counters except strength

This entry must be 0 or 3 when Action Indicator = 03/Adjust.

SAF 3rd POSITION ID: This entry will be automatically filled with the correct Clothing Maintenance Type, do not need to enter data.

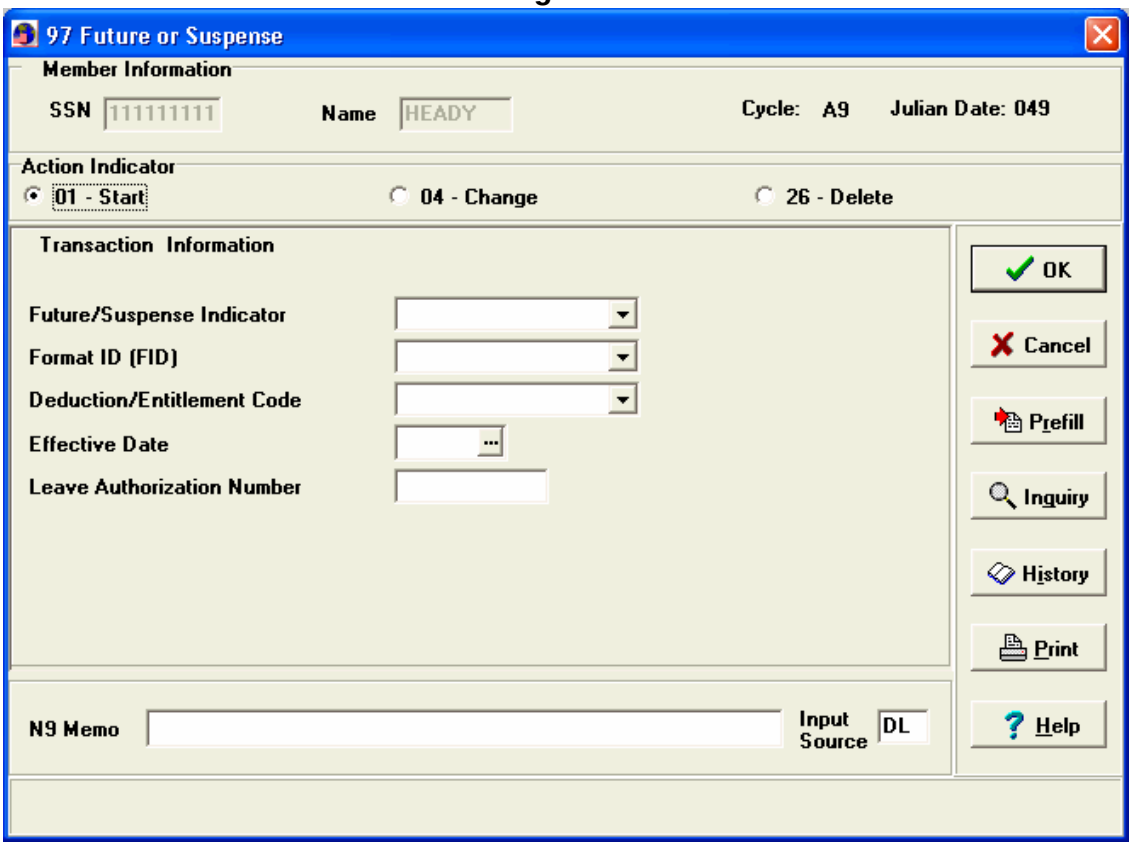
UPDATE MMPA TOTALS INDICATOR: Must select the appropriate code:

1 - no change 2 - change current month totals
3 - change next month totals 4 - change current and next month totals

N9 MEMO ENTRY: Free-form field, 46 positions. Special characters allowed. First two positions, N9, are system-generated (in output record) and do not need to be entered.

2. 9701 to post a future clothing action to the MMPA.

9701 To Post Future Clothing to an Account




```
MMPA AFTER POSTING FUTURE
 01 BP*  ENTRY-OPEN-DT 051001 03 10 1  ACTN Z4  START 051001  ENTLMT-
MM 811.35 ENTLMT 1,622.70  ENTLMT-NM 1,622.70
 35 BAQ*  ENTRY-OPEN-DT 050922 96 09 2  ACTN 01  START 050701  ENTLMT-
MM 4.95 ENTLMT 9.90  ENTLMT-NM 9.90  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN
1 QTR-ADQ 3 HELD-INDCTR 1
 01-BP*  ENTRY-OPEN-DT 050229 96 03 1  ENTRY-CLSD-DT 051001 03 10 1
    CNTRL-CODE 2  ACTN 01  START 050101  STOP 050930  ENTLMT-MM 0.00
    ENTLMT 0.00 ENTLMT-NM 0.00  MNTLY-RATE 1,622.70
 01-BP*  ENTRY-OPEN-DT 040831 96 09 1  ENTRY-CLSD-DT 050131 96 02 1
    CNTRL-CODE 2  ACTN 01  START 040901  STOP 041231  ENTLMT-MM 0.00
    ENTLMT 0.00 ENTLMT-NM 0.00  MNTLY-RATE 1,584.60

 FUTURES**********
 63 ENTLMT-FUTR F EFF-DATE 060623
 SUSPENSE*********    NO DATA FOUND.
 LEAVE AND EARNINGS   NO DATA FOUND.
```

9701 – Screen Instructions (1 of 2)

FUTURE OR SUSPENSE INDICATOR: Must equal G or U. Make a selection from the Drop-down list, drop-down choices are:

G = FUTURE U = SUSPENSE

FORMAT-ID (FID): Must contain a valid future or suspense Format ID entry. Make a selection from the applicable drop-down list.

DEDUCTION / ENTITLEMENT CODE: Make a selection from the applicable drop-down list; options vary based on the choices made in the previous fields. For example:

When the Future/Suspense Indicator is G (Future) and the Format-ID is AX, BS, D1, DB, DD, DE, DV, FE, FJ, FK, FL, H1, HD, HM or SB, the drop-down choices are A-Q. The definition of the codes depends on which FID you are using them with.

A = Stop Indebtedness
B = Stop Forfeitures
C = Stop Detained Pay
D = Stop Fines
E = Start Collection of Fines
F = Start Collection of Forfeitures
G = Start Detained Pay
H = Stop FICA; Maximum Reached
H = Stop SITW; Recertification Required
I = Start FICA
J = Update FICA Wage Fields
K = Update FITW Wage Fields
L = Start Collection of Indebtedness
M = Stop SGLI
N = Start SGLI
O = Start AFRH
P = Stop AFRH
Q = Start FITW which was stopped by member’s submission of TD Form W-4E

When the Future/Suspense Indicator is G (Future) and the Format-ID is 08, 12, 19-21, 23-27, 30, 32-36, 38, 40, 44, 63, 65, 78 or 81 the drop-down choices are below. The definition of the codes depends on which FID you are using them with.

A = Stop Entitlement
A = Pay Next Installment (ACP)
B = Pay Entitlement
B = Pay Next Installment (SRB-B)
B = Close R9 entry on ACP expiration date
B = Close RE entry 4 years from EAD (Dental Officer)
C = Increase Basic Pay
C = Increase ACIP on anniversary date
C = Stop ACIP AGT 25-year point based on OSD
D = CRAS
E = CRAB
G = CSP
I = 1st Payment of CRAB
L = Change Years’ Service, Medical / Dental
L = Pay Next Installment, ISP
M = Add $250 to Permanent Professor’s Basic Pay
M = Close RC entry upon completion of ISP Contract
N = Start HFP, no Tax Exclusion
N = Close R2 Entry upon completion of ASP Contracts
O = Pay Next Installment, ASP

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R = Start Entitlement
R = Pay Next Installment, MSP
S = Close RB entry upon completion of MSP Contract
S = Increase Career Sea Pay on anniversary date
T = Stop BAQ and Quasi Advance
T = Pay Next Installment, SRB-A
T = Close RD entry upon completion of CRNA contract
T = Close RE entry 4 years from EAD (Nurse)
W = Increase AWACS on anniversary date
Z = Close R7 entry

When the Future/Suspense Indicator is U (Suspense) and the Format-ID is DN, DQ, or DV, the drop-down choices are 2 or 3.

2 = Generate Notice of Member's Indebtedness to FSO
3 = Repay Schedule should have been received

When the Future/Suspense Indicator is U (Suspense) and the Format-ID is 35 or 36, the drop-down choices are 1, 2 or 3.

1 = Notify member oldest child reaches age 21 next month; BAQ will automatically stop
2 = Second notification – notify member that oldest child reaches age 21 in 60 days
3 = Initial notification – notify member that oldest child reaches age 21 in 90 days.

When the Future or Suspense Indicator equals U (SUSPENSE) and the Format-ID is LH, MG, MJ, SB, SG, 61, 62 or 63 the drop-down choices are below.

1 = Leave return messages should be received
2 = PCS arrival message should be received
3 = AFPC confirmation message should be received
4 = Monetary out-of-balance should be reconciled
5 = AFPC match flag discrepancy within 180 days of Enter Active Duty date
6 = Name or SSN change while in PCS status
8 = PCS not in balance – All days not accounted for
9 = Accession E103 not confirmed within 30 days
0 = Accession E103 not confirmed within 60 days
A = TAX-AUTH-CITY-STATE equal to 098, need MG04 transaction
B = TAX-AUTH-CITY-STATE equal to "098" over 30 days
D = Period of PCS not accounted for
E = Mgmt Notice for SG transaction
F = Mgmt Notice for LG transaction
G = Mgmt Notice for LC transaction
H = Basic Trainee Tour to be completed within 6 months
I = Non-receipt of PT03 transaction
J = E6 should be processed by effective date

S = Status: AWOL, sick or injured, confined, deceased, missing, deserted, mentally incompetent and leave.

EFFECTIVE DATE: Must contain a valid date in YYMMDD format.

LEAVE AUTHORIZATION NUMBER: May be blank or contain data. Must contain data if the Format-ID (FID) equals SB.

N9 MEMO ENTRY: This field must contain an explanation / justification for the 9701 transaction. This is a free-form text field, alpha, numeric and special characters are allowed. Data entered in this field will be displayed on a N9 entry on the MMPA.

Most Common Reject Codes

CBL ***REQUIRED HISTORY ENTRY NOT PRESENT.*** Determine reason for submission and verify if history entry is required. Insert history entry with 9805 input.

EAO ***AMT-SPEC-ENTLMNT OR AMT-NEW-ENTLMNT WRONG.*** *Verify amount as correct and resubmit or fix on SMART.*

EAR ***FORMAT-ID/CURR-GR (M) INCMPTBL.*** *Verify grade if member is qualified for type of clothing entitlement.*

EBA ***CLOTH-ALW-XTRA-TYPE INVLD.*** *Check CAX codes against the list of Army clothing types.*

EBD ***CLOTH-ALW-XTRA-TYPE PAID WITHIN LAST 3 YRS.*** *Review MMPA, member is not entitled to another civilian clothing payment for three years from the first.*

ECF ***UEA-INIT INVLD.*** *Verify member is an officer and entitled toclothing allowance.*

EHH ***CMAI TRANS IS DUPLICATE.*** *Check MMPA for posted entry.*

MAW ***RESEARCH CLOTHING MAINTENANCE ALLOWANCE.*** *Verify member is due maintenance allowance at this time or that it is the correct type of allowance.*

RRT ***ACCESSION/CONFIRMATION NOT COMPLETE.*** *CMAI TRANS RECYCLED IN 7 DAYS. Do nothing for a week until Accession posts then resubmit.*

(remainder of page is reserved for future changes)

Chapter 9 C - BASIC ALLOWANCE FOR HOUSING (BAH)

Background

Description - Basic Allowance for Housing (BAH), formally known as Basic Allowance for Quarters (BAQ), is authorized for members with and without dependents. BAH is intended to pay only a portion of housing costs. Basic Allowance for Housing will consist of BAH, BAH-II, BAH Difference (BAH-DIFF), Partial BAH, Overseas Housing Allowance (OHA), and Family Separation Housing (FSH). BAH also consists of the former allowances known as variable housing allowance. BAH-DIFF is the difference between with and without dependents BAH rates as of December 31, 1997. FSH is the former allowance known as family separation allowance Type I. The Entitlement provisions of BAH are contained in Chapter 26, DoDFMR, Vol.7A. (http://www.dod.mil/comtroller/fmr/07a/07a 26.pdf) rate information can be found at (https://secureapp2.hqda.pentagon.mil/perdiem/bah.html).

Dependency Codes

CLOST-DEPN (FAAB) - Member's closest dependent for BAQ purposes.

A = Spouse
C = Child (under 21) in member's custody
D = Parent (including "in loco parentis")
G = Grandfathered
I = Member married to member, own right
K = Ward
L = Parent-in-law (secondary dependent)
R = Own right or BAQ Partial
S = Student, age 21 or 22 (secondary dependent)
T = Handicapped child (over 21)
W = Member married to member, dependent child
X = Custodial parent receiving child support

DJMS Dependency Data Field

```
35 BAQ*  ENTRY-OPEN-DT 060101 99 01 1  ACTN Z4  START 060101  ENTLMT-MM 0.15
   ENTLMT 0.30  ENTLMT-NM 0.30  NR-DEPN 1  CLOST-DEPN A  QTR-ASGN 2 QTR-ADQ 0
   HELD-INDCTR 1
```

BAH Without is paid to service members without dependents when government quarters are not available or assigned. Under the 35 entry the QTR-ASGN field would be used showing 1 for assigned. Officers and enlisted members above pay grade E-6 may also elect not to occupy available government quarters and become entitled to BAH W/O. As with all types of BAH, rates of pay are based on the member's pay grade regardless of the member's years of service. Certain restrictions or requirements that apply to BAH W/O entitlements are as follows:

a. All members are entitled to BAH W/O while at a duty station where government Housing are not available.

b. Members are entitled to BAH W/O while in a travel status on Permanent Change of Station (PCS) orders, including enroute to a Temporary Duty (TDY) point, leave enroute, or proceed time.

c. Members in pay grades E-6 and above (including officers) may elect at any time not to occupy government quarters and become entitled to BAH W/O unless the Secretary concerned, or designee may deny BAH on determining that the member's exercise of this option would adversely affect a training mission, military discipline, or readiness.

d. Officers serving aboard a vessel which, due to repairs, construction, etc., have rendered the officers quarters uninhabitable will be reimbursed for the cost of obtaining private Housing up to the applicable amount of BAH II W/O.

MMPA Posting BAH Without Dependent—35 Entry

```
 35 BAQ*  ENTRY-OPEN-DT 060101 99 01 1  ACTN Z4    START 060101  ENTLMT-MM 0.15
    ENTLMT 0.30  ENTLMT-NM 0.30  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 2  QTR-ADQ 0
    HELD-INDCTR 0
68 VHA OFFSET*  ENTRY-OPEN-DT 060101 99 01 1  CNTRL-CODE 0  ACTN Z4  START
    060101  ENTLMT-MM 639.35  ENTLMT 1278.70  ENTLMT-NM 1278.70  ACCOM 0
    ZIP-CODE 23460  RENT 9,999.00  SHARE-NR 1  RENT-STAT R
```

BAH With Dependents: The purpose of BAH at with dependents rate is to provide an allowance to pay for housing for a member's dependents when government quarters are not available or assigned. Generally, a dependent for BAH purposes are:

a. A non-military spouse.
b. Children under 21 years of age including step and adopted children, or 21-23 attending college.
c. Parents, parents-in-law, stepparents, parents-by-adoptions, or in-loco-parentis.
d. Incapacitated children over 21 years of age.
e. Ward of a court.

Restrictions - A member is not entitled to BAH-With Dependents on behalf of:

a. A minor child who is entitled to basic pay as a member on active duty in any branch of the military service.
b. A spouse on active duty in any branch of the military service.
c. A dependent for which the member has been absolved of the requirement to provide support; for example, desertion without cause.

d. A dependent whose whereabouts are unknown and whose absence or whereabouts remain unexplained.
e. A former spouse to whom the member is paying alimony ordered by a divorce decree.
f. A dependent who occupies government quarters as a permanent residence without payment of a rental charge.

MMPA Posting BAH With Dependent—35 Entry

```
35 BAQ*  ENTRY-OPEN-DT 060101 99 01 1  ACTN Z4  START 060101  ENTLMT-MM 0.15
   ENTLMT 0.30  ENTLMT-NM 0.30  NR-DEPN 0  CLOST-DEPN A  QTR-ASGN 2  QTR-ADQ 0
   HELD-INDCTR 1
68 VHA OFFSET*  ENTRY-OPEN-DT 060101 99 01 1  CNTRL-CODE 0  ACTN Z4  START
   060101  ENTLMT-MM 639.35  ENTLMT 1278.70  ENTLMT-NM 1278.70  ACCOM 1
   ZIP-CODE 23460  RENT 9,999.00  SHARE-NR 1  RENT-STAT R
```

Partial BAH Entitlement (BAH-P): It is payable to service members without dependents assigned to single-type government quarters or is on field or sea duty, who are not entitled to receive another BAH entitlement. Single-type quarters include such living facilities as certain conditions and restrictions of entitlement are as follows:

a. A member, without dependents, assigned to single type adequate government quarters at a permanent duty station and entitled to partial BAH, who is subsequently sick in a hospital (no PCS involved) continues to be entitled to partial BAH while hospitalized.

b. A member, in pay grade E-6 or below without dependents, who is offered an assignment to government of adequate government quarters, or is assigned government quarters but elects not to occupy such quarters and resides in private quarters at his or her own expense, is considered assigned to government quarters and is not entitled to BAH W/O. Therefore, such members are entitled to BAH-P.

c. A service member, married to another service member, who as no other dependents, is entitled to BAH-P when assigned to single type government quarters and not entitled to other BAH. However, such members assigned to family-type government quarters are not entitled to BAH-P.

d. A service member, without dependents, confined in a guardhouse, brig, or correctional barracks, who was assigned single-type government quarters before the confinement and remains assigned to such quarters during confinement, is entitled to BAH-P unless forfeiture of allowances was directed.

e. A service member, without dependents, who is restrained in a status of arrest is assigned single-type quarters and therefore not entitled to other BAH, is entitled to BAH-P unless forfeiture of allowances was directed.

f. A service member, without dependents, being treated at a hospital (PCS involved), and assigned quarters in the hospital is entitled to BAH-P.

g. A service member married to another service member, neither having other dependents, who is assigned to sea duty and occupies government family housing assigned to the spouse when the vessel is in port, is considered a member without dependents assigned to quarters on the vessel and is not entitled to other BAH, but is entitled to BAH-P.

h. A member without dependents, assigned to single-type quarters between permanent duty stations and not entitled to other BAH, is entitled to BAH-P. This includes periods in excess of 30 days when government quarters are temporarily occupied.

Restrictions:

1. BAH-P is not authorized during proceed time, leave enroute, and/or travel time on PCS unless member is assigned to single type quarters and not entitled to other BAH.

2. A member without dependents is not entitled to BAH-P when assigned to family type government quarters.

3. A member without dependents, is not entitled to BAH-P when assigned to government single-type quarters (including government-leased quarters) that substantially exceeds the minimum standards of single type quarters for the member's grade.

MMPA Posting BAH Partial

```
35 BAQ*  ENTRY-OPEN-DT 060101 06 01 2  ACTN 01  START 060101  ENTLMT-MM 4.35
    ENTLMT 8.70  ENTLMT-NM 8.70  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 1  QTR-ADQ 3
    HELD-INDCTR 1
```

Basic Allowance for Housing-DIFF (BAH-DIFF): It is only payable to members residing in single-type government quarters who are entitled to BAH base solely on the payment of child support. If the child is in the physical custody of another service member who is claiming the child for BAH purpose, then the member paying support is not entitled to BAH-DIFF.

Note: Single members residing off-post who are paying child support
will be treated as a member with dependents for BAH entitlement purposes independent of any custody arrangement. The BAH rate payable will be that for the permanent duty station of the member. If the child is in the physical custody of another service member who is claiming the child for BAH purposes, then the member paying child support is not entitled to any BAH on behalf of the child.

Effects Of BAH On The MMPA

General: BAH entries are posted on the MMPA as a 35 entry. If the member qualifies for BAH-I it will include the rate of the VHA, 68 entry. The BAH-II amount is the straight table rate from the Tables 007 & 008. BAH-DIFF rate is on Table 028. BAH Partial rate is on Table 019.

BAH Future and Suspense Entries for 35 And 36

```
FUTURES**********
 63 ENTLMT-FUTR D EFF-DATE 000531   36 ENTLMT-FUTR A EFF-DATE 000130
 SUSPENSE*********
 36 ENTLMT-SUSP 1 EFF-DATE 000101   36 ENTLMT-SUSP 2 EFF-DATE 991202
 36 ENTLMT-SUSP 3 EFF-DATE 991102
```

**Also pertains to BAH (35) paid for dependent child(ren) only. The above suspense entries indicate that the system will generate notices to indicate when BAH will stop due to loss of dependent due to age 21. First notice XG06 is issued 90 days before BAH stop, second notice is issued 60 days before BAH stop and third notice XG03 is issued 30 days before BAH stop.*

The monthly rates for BAH can be found on-line in verb JWMM.

a. BAH-II WITH DEPENDENTS: 008

b. BAH-II WITHOUT DEPENDENTS: 007

c. BAH (PARTIAL): 019

d. BAH-DIFF: 028

Special Conditions:

1. 35 ENTRY:
a. A BAH suspense is established when a child is the only dependent. When the child reaches 21 years of age, the member is no longer entitled to BAH (unless a dependency determination exists). Ninety (90) days prior to the child's 21st birthday, an XG06 management notice is issued to the PSD’s advising that the BAH will be automatically stopped. This is the initial notification. An XG03 management notice, the last notification

before the BAH is automatically stopped, is issued thirty (30) days before the child reaches 21. The BAH is stopped the day prior to the date of birth (DOB) on the MMPA.

b. BAH codes can be changed after a member is assigned government quarters. In order to make the change, the GOVT-QTRS-ASGNMT and GOVT-QTRS-ADQCY codes must be 1 or 0; if not the 3504 transaction will reject.

c. BAH is suspended when a member enters excess leave status (SB), and status SJ, SK (Types 1 and 6), SP, and SL.

d. Conditions and Corrective Actions: When the entitlement is started or reported with an effective date outside IAS, process:

(1) 3501/3503 transaction effective first day of IAS.
(2) 9903(35) transaction for prior periods.
(3) 9903(DH) transaction for prior periods, if applicable.

e. When the entitlement is stopped with an effective date outside IAS, process:

(1) 3502 transaction effective last day of prior month.
(2) DQ01 transaction for prior periods thru stop date. The Descriptive Data codes for BAH are: 0 - without dependents; 1 - with dependents; and 3 - partial BAH.
(3) 9903(DH) or 9903(P9) refunding RFV for prior periods, if applicable.

f. When a 3504 transaction is received that contains an effective date prior to the current open entry date and rejects with error codes ECT (Date start BAH change not within the period when the MMPA entry 35 is open) and MCT (BAH open data and BAH history data are incompatible for change transaction), process:

(1) 3504 transaction with the date of the change equal to the date in the 35 open entry.
(2) 9903(35) plus and minus transactions for prior periods, when member is due additional moneys.
or:
(3) DQ01 transaction for prior periods, if collection action is required.

g. When the type of BAH is being changed, process:

(1) 3505 transaction effective the first day of the current month. 9903(35) plus and minus transactions for prior periods, when the member is due additional monies.

or:

(2) DQ01 transaction for prior periods, if collection action is required.

h. When the start date and/or stop date of the entitlement is erroneous, process a 3505 transaction.

i. When the open entitlement is erroneous, or a period previously reported is erroneous, process a 3506 transaction. If the start date of the open entry that is being canceled is prior to IAS, the closed entry that is created after processing reflects that the entire entry was canceled (even though the adjustment was only from IAS forward). In this case, overlay the start date of the closed entry to the first day of the first month of IAS; then input a 9903(35)transaction for the actual period prior to IAS. These same actions should be accomplished when a closed entry with a start date prior to IAS is cancelled.

2. 36 ENTRY:

a. BAH-DIFF does not stop when a member departs PCS. SH processing will change the GOVT-QTRS-ASGNMT code from 1; the open MMPA 36 entry will be closed as of DDLDS, and a new 36 entry restarted with a GOVT-QTRS-ASGNMT code of 2. When the SG is processed, the GOVT-QTRS-ASGNMT code will be changed back to 1 in the new open 36 entry.

b. BAH-DIFF will stop any time the amount of support becomes less than the amount of the BAH-DIFF. This situation could arise during Mass Rate processing on January 1 of the new year or when a member is promoted. A UB05 management notice will be sent to the servicing Personnel Support Detachment (PSD)indicating that BAH-DIFF has been stopped because the support amount has become less than the BAH-DIFF. If the member can provide proof that the Support amount was actually more than the amount that was reflected on the MMPA, the BAH-DIFF can be restarted. If the member cannot provide proof, the entitlement to BAH-DIFF no longer exists.

c. If there is an open or history 36 entry present on the MMPA, a 46 transaction (COLA) with number of dependents other than 0 or 9 to pay COLA for the same time period, will recycle REL (Number of dependents in COLA transaction is incompatible with 36 entry or NR-DEPN field in 35 entry. Submit 3504, 3505, or 3602). This recycle will appear on The Daily Transaction Record (DTR) every 3 days for a maximum of 4 times before rejecting MCQ (Transaction recycled maximum number of times).

d. If there is an open or history 36 entry present on the MMPA, a 47 transaction (Restricted Area COLA)to pay Restricted Area COLA for the same time period will recycle REL.

e. If there is an open or history 36 entry present on the MMPA, a 65 transaction (FSA) to pay FSA for the same time period will recycle REL.

f. If there is an open or history 36 entry present on the MMPA, but there is no corresponding 35 entry, a 43/55 transaction (OHA) to pay OHA for the same time period will recycle REE (Govt-Qtrs-Asgnmt and/or NR-DEPN-BAH field are incompatible with HOUS-ACCOM-STATS field. Update BAH.). This will recycle the same as REL; every 3 days, 4 times before rejecting MCQ. If member is receiving BAH-DIFF but not BAH in his/her own Right (CLOST-BAH-DEPN code I or R), there is no entitlement To OHA.

g. If there is an open or history 36 entry present on the MMPA, but there is no corresponding 35 entry, a 67/68 transaction (Dual VHA/VHA) to pay VHA for the same time period will recycle REE.

h. BAH-DIFF will be considered allotable income and the amount included in the MMPA P7 (Amount, Total Entitlements, to Allot, Current Month and Next Month) entry.

i. A 36 future entry, Type A, is created when a 3601 transaction processes. The future entry contains the stop date of the BAH-DIFF example: DOB-YOUNGST-CHILD = 920205, 36-A date = 130204).

j. BAH-DIFF suspense is established when a child is the only dependent. When the child reaches 21 years of age, the member is no longer entitled to BAH-DIFF. Ninety (90) days prior to the child’s 21st birthday, an XG04 management notice is issued to the PSD advising that the BAH-DIFF will be automatically stopped. This is the initial notification. An XG05 management notice, the last notification before the BAH-DIFF is automatically stopped, is issued thirty (30) days before the child reaches 21. The BAH-DIFF is stopped the day prior to the date of birth (DOB)on the MMPA.

k. BAH-DIFF will automatically stop under the following conditions:

(1) Child reaches 21.

(2) A 3501 transaction is processed starting BAH with-dependents (CLOST-BAH-DEPN codes A, C, D, G, K, L, S, T, or W).

(3) A 3504 transaction is processed changing Single BAH (CLOST-BAH-DEPN codes I or R) to with-dependent rate BAH (CLOST-BAH-DEPN codes C, D, G, K, L, S, T, or W).

(4) A 3501 transaction is processed starting BAH with any CLOST-BAH-DEPN code and GOVT-QTRS-ADQCY code is 3 or 4.

(5) A 3502 or 3504 transaction is processed changing the GOVT-QTRS-ASGNMT code and GOVT-QTRS-ADQCY code to 1.

(6) A 3504 or 3505 transaction is processed changing or correcting the GOVT-QTRS-ADQCY code to 3 or 4.

(7) BAH-DIFF is suspended when a member enters excess leave status (SB), and status SJ, SK (Types 1 and 6), SP, and SL.

Conditions and Corrective Actions:

a. When the entitlement is started or reported with an effective date outside IAS, process:

(1) 3601/3603 transaction effective first day of IAS.

(2) 9903(36) transaction for prior periods.

b. When the entitlement is stopped with an effective date outside IAS, process:

(1) 3602 transaction effective last day of prior month.

(2) DQ01 transaction for prior periods thru stop date.

c. When the entitlement is to be changed, process:

(1) 3604 transaction effective first day of current month.

(2) 9903(36) plus and minus transaction for prior periods, when member is due additional moneys.

or:

(3) DQ01 transaction for prior periods, when collection action is required.

d. When the start date and/or stop date of the entitlement is erroneous, process a 3605 transaction.

e. When the open entitlement is erroneous, or a period previously reported is erroneous, process a 3606 transaction.

3. Processing Transactions For BAH

Background: BAH is posted to the MMPA as a Format-ID 35 entry which is a Fixed Entry and is opened upon accession. Fixed Entries will always have an open entry on the MMPA even if they are zero filled. FID 35 still appears in DJMS and DMO as a BAQ entry. The BAQ entry FID-35 is used to record all dependency information necessary to establish entitlement to BAH, while the

actual entitlement is paid via the Variable Housing Allowance (VHA) entry (format-ID 68) or the Overseas Housing Allowance (OHA) entry (format-ID 43). The Dual Variable Housing Allowance entry (format-ID 67) is used to effect payment of Family Separation Housing for members whose Permanent Duty Station (PDS) is in Alaska or Hawaii and dependents do not accompany member to return to CONUS, and the member is not assigned government quarters. The Dual Overseas Housing allowance entry (format-ID 45) is used to effect payment of Family Separation Housing outside United States. BAH-DIFF is an entitlement only for members who are residing in single type government quarters and who qualify for BAH based solely upon the payment of child support for a childe in the custody of someone other than a another service member. The payment of BAH-DIFF is established via the BAH-DIFF entry (format-ID 36).

To effect payment of BAH, both with and without dependents, a member’s MMPA must be updated with, quarters, rate, and dependency information using format-ID 35. Additionally, a format-ID 68 transaction must also be processed to establish the location for which a member will be paid BAH if assigned within the United States (Including Alaska and Hawaii). This entitlement is paid based upon the member’s permanent duty station (PDS). This entitlement may be paid based on the location of the member’s dependents under certain conditions as outlined in Table 26-9, DoDFMR Vol.7A, Chapter 26.

DA Form 5960 – Authorization to Start BAH

AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS *(BAQ)*, AND/OR VARIABLE HOUSING ALLOWANCE *(VHA)*
For use of this form, see 37-104-3; the proponent agency is ASA (FM)

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 403; Public Law 96-343; EO 9397.

PRINCIPLE PURPOSE: To start, adjust or terminate military member's entitlement to basic allowance for quarters *(BAQ)* and/or variable housing allowance *(VHA)*.

ROUTINE USE: To adjust member's military pay record, information may be disclosed to Army components, such as USAFAC, major commands, and other Army installations; to other DOD components; other federal agencies such as IRS, Social Security Administration and VA, GAO, members of Congress; State and local government; US and State courts, and various law enforcement agencies. Social Security Number (SSN) is used for positive identification.

DISCLOSURE IS VOLUNTARY: Nondisclosure may result in nonpayment of BAQ and/or VHA. Disclosure of your SSN is voluntary. However, this form will not be processed without your SSN because the Army identifies you for pay purposes by your SSN.

1. NAME *(Last, First, MI)*

2. SOCIAL SECURITY NUMBER | 3. GRADE

4. TYPE OF ACTION

	START		CANCEL		CHANGE		REPORT
	CORRECT		STOP		RECERTIFICATION		

5. DUTY LOCATION *(Include Station, Name, City, State, and Zip Code)*

6. DATE/ACTION *(YYMMDD)*

7. BAQ TYPE

WITH DEPENDENTS		PARTIAL	
WITHOUT DENTENDENTS			

8. MARTIAL/DEPENDENCY STATUS

	a. SINGLE		b. MARRIED *(see blocks (1), (2) & (3))*		c. DIVORCED *(see blocks (1), (2) & (3))*		
	d. LEGALLY SEPARATED *(see blocks (1), (2) & (3))*		e. DEPENDENT CHILD *(see blocks (4), (5) & (6))*				

(1) Spouse/Former Spouse SSN | (2) Spouse/Former Spouse Duty Station | (3) Date of Marriage, Divorce/Separation

(4) Child in Custody of:		Member		Spouse		Former Spouse		Other

(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.

(6) If child support received from another military member, complete (1), (2) & (3).

9. QUARTERS ASSIGNMENT/AVAILABILITY

	a. ADEQUATE *(see block (1))*		b. INADEQUATE *(see blocks (1), (2) & (4))*				
	c. TRANSIENT *(see block (3))*		d. NOT AVAILABLE				

(1) QUARTERS NO. _____ | (2) FAIR RENTAL VALUE $

(3) FROM: TO:

(4) ☐ MEMBER ELECTION *(Member in grade E7 and above)* ☐ COMMANDER DETERMINATION *(attached)*

10. DEPENDENTS/SHARERS *(Continue on back if required)*

NAME OF DEPENDENT/SHARER	COMPLETE CURRENT ADDRESS *(Include ZIP Code)*	RELATIONSHIP	DOB OF CHILDREN

11. CERTIFICATION OF DEPENDENT SUPPORT

I certify that I provide, or am will to provide adequate support for the above named dependents. I am aware that failure to support the above named dependents may result in stopping BAQ and recouping BAQ for any prior periods/nonsupport.

IAW service regulations, I certify that the dependency status of my primary dependents, on whose behalf I am receiving BAQ, has not changed so as to affect my entitlement thereto for the period

12. EXPENSES, IF AUTHORIZED, I AM REQUESTING VHA BASED ON

My permanent duty station: | My dependent's location: | Both my permanent duty station and dependent's location.

a. Monthly Expenses:	Member	Dependent
(1) Mortgage *(PITI)* or Rent		
(2) Insurance		
(3) Other		
TOTALS		

b. Sharer/Lease Information

(1) Rental/Residential Address:

(2) Effective Date: | (3) Expiration Date:

(4) Number of Sharers *(show name(s) and address in block 10.)*

c. Address Information

(1) Landlord's Name and Address:

(2) Landlord's Phone No.

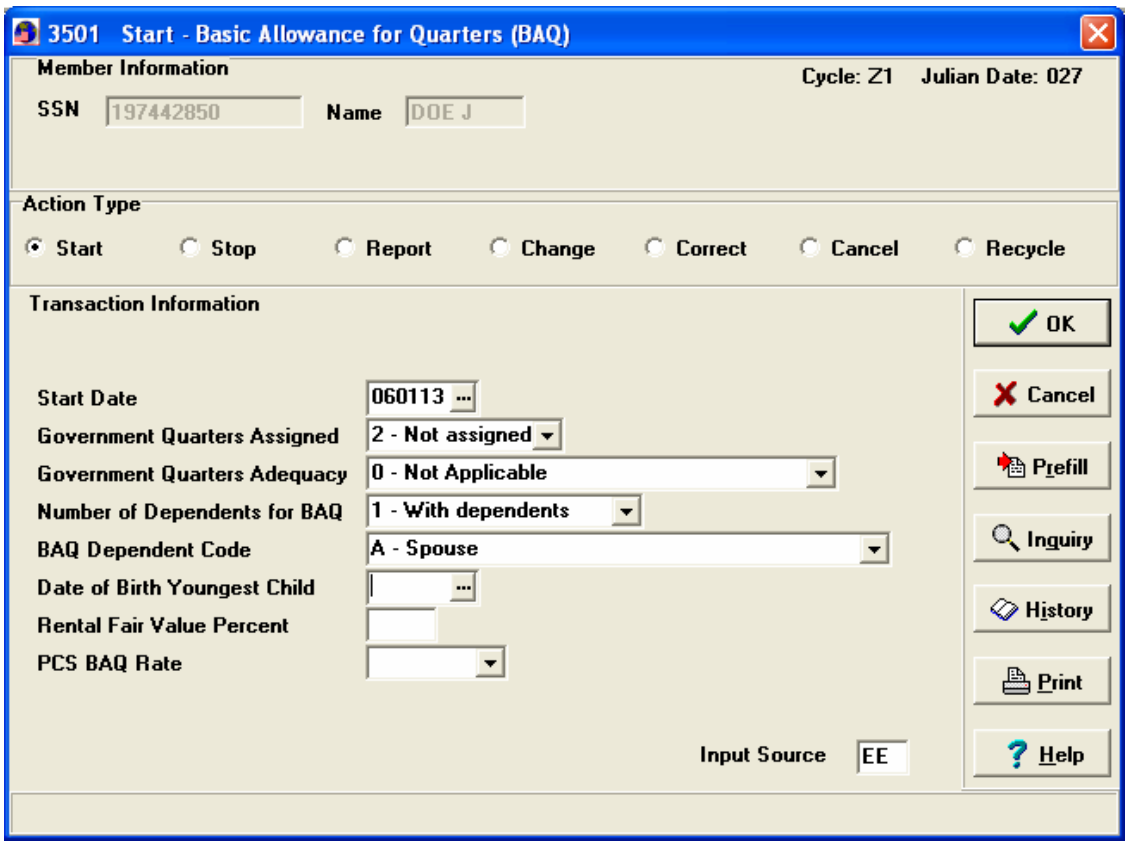
I certify ALL information regarding this authorization is correct. I will immediately notify the FAO/HRO of any changes in the information above, due to divorce, marriage, death, living in government quarters etc, which could affect by BAQ or VHA entitlement.
IMPORTANT: Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of $10,000 or imprisonment for 5 years, or both.

13. MEMBER'S SIGNATURE	14. DATE	15. CERTIFYING OFFICER'S SIGNATURE	16. DATE

DA FORM 5960, SEP 90 REPLACES DA FORM 3298, JUL 80 AND DA FORM 5545, JUL 86 WHICH ARE OBSOLETE USAPPC V2.00

1. When starting a BAH entry, use the format ID and action code 350l. 350l - is used for any BAH being reported as an open entitlement prior to the IAS date.

3501 – Start Basic Allowance for Quarters



Posting an Open Period of BAH (3501)

Before MMPA:

```
35 BAH*  ENTRY-OPEN-DT 970122 96 01 2  ACTN     START 000000  ENTLMT-MM 0.00
   ENTLMT 0.00  ENTLMT-NM 0.00  NR-DEPN 0  CLOST-DEPN A  QTR-ASGN 1  QTR-ADQ 1
   HELD-INDCTR 1
```

After MMPA:

```
35 BAH*  ENTRY-OPEN-DT 060131 06 02 1  ACTN 01  START 060113  ENTLMT-MM 633.27
   ENTLMT 921.12  ENTLMT-NM 575.70  NR-DEPN 1  CLOST-DEPN A  QTR-ASGN 2
   QTR-ADQ 0  HELD-INDCTR 1
```

3501 Screen Instructions

START DATE: Must contain a valid date in YYMMDD format. Date must be equal to or prior to the current date.

GOVERNMENT QUARTERS ASSIGNED: Make a selection from the Drop-down list; choices are:

1 = Assigned
2 = Not assigned

GOVERNMENT QUARTERS ADEQUACY: Make a selection from the Drop-down list.

If GOVERNMENT QUARTERS ASSIGNED equals 2 then this field must be 2, 3 or 4. Drop-down choices are:

0 = Not applicable
2 = Inadequate quarters
3 = BAQ Partial
4 = Member assigned to dorm, barracks or ship and entitled to BAQ dependent

NUMBER OF DEPEDENTS FOR BAQ: Make a selection from the Drop-down list.

If GOVERNMENT QUARTERS ADEQUACY equals 3 then this field must be 0.

If GOVERNMENT QUARTERS ADEQUACY equals 4 then this field must be 1.

Drop-down choices are:
0 = Without Dependents
1 = With Dependents

BAQ DEPENDENT CODE: Make a selection from the Drop-down list.

If G, L or S, then the START DATE must be equal to or prior to 911205.

If NUMBER OF DEPENDENTS FOR BAQ equals 0 then this field must be I, R, or X.

If NUMBER OF DEPENDENTS FOR BAQ equals 1 then this field must be A, C, D, G, K, L, S, T, or W.

If X then the START DATE must be equal to or greater than 910801.

If K then the START DATE must be equal to or greater than 940701.

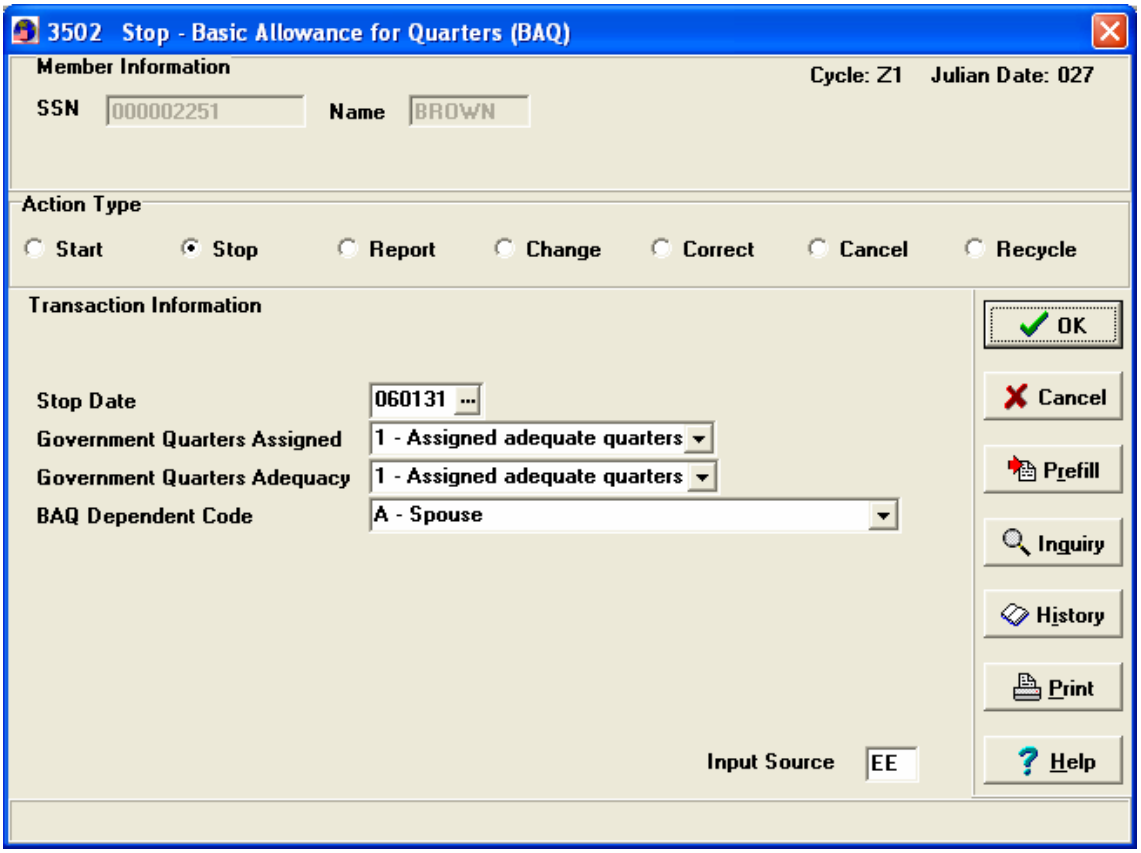
NOTE: Old Codes B, F, Q and V are no longer used for Start transactions.

DATE OF BIRTH OF YOUNGEST CHILD: May be blank or contain the birth date (in YYMMDD format) of the youngest child under 21 when BAQ DEPENDENT CODE is C, G, K, S, W or X.
RENTAL FAIR VALUE PERCENT: Must contain a numeric value. The value represents the monthly percentage (if less than 100%); the decimal is carried out 2 places, for example if the value is 07500 = 75%.
If the GOVERNMENT QUARTERS ADEQUACY equals 2 then this field must be greater than zero.
PCS BAQ RATE: May be blank or T.
If T then the START DATE must be greater than or equal to 990101.
If T then either the GOVERNMENT QUARTERS ASSIGNMENT must equal 2 or the GOVERNMENTS QUARTERS ADEQUACY must equal 4.

2. When stopping an open period of format ID 35 within IAS. Use

ENTRY 35 and action code 02.

3502 – Stop Basic Allowance for Quarters



Stopping BAH/Assigned to Gov't Qtrs (3502)

Before MMPA:

```
 35 BAQ*  ENTRY-OPEN-DT 060101 99 01 1  ACTN Z4  START 060101  ENTLMT-MM 0.15
    ENTLMT 0.30  ENTLMT-NM 0.30  NR-DEPN 0  CLOST-DEPN A  QTR-ASGN 2  QTR-ADQ 0
    HELD-INDCTR 1
 68 VHA OFFSET*  ENTRY-OPEN-DT 060101 99 01 1  CNTRL-CODE 0  ACTN Z4  START
    060101  ENTLMT-MM 639.35  ENTLMT 1278.70  ENTLMT-NM 1278.70  ACCOM 1
    ZIP-CODE 23460  RENT 9,999.00  SHARE-NR 1  RENT-STAT R
```

After MMPA:

```
35 BAQ*  ENTRY-OPEN-DT 060202 05 02 1  ACTN     START 000000  ENTLMT-MM 0.00
   ENTLMT 0.00  ENTLMT-NM 0.00  NR-DEPN 0  CLOST-DEPN A  QTR-ASGN 1  QTR-ADQ 1
   HELD-INDCTR 0
35-BAQ*  ENTRY-OPEN-DT 060101 99 01 1  ENTRY-CLSD-DT 060202 05 02 1
   CNTRL-CODE 2  ACTN 02  START 060101  STOP 060131  ENTLMT-MM 0.00  ENTLMT
   0.00  ENTLMT-NM 0.00  MNTLY-RATE 0.30  NR-DEPN 1  CLOST-DEPN A  QTR-ASGN 2
   QTR-ADQ 0  DISA-STOP-CHG-RSN 1  HELD-INDCTR 1
** END OF INQUIRY.
```

3502 Screen Instructions

STOP DATE: Must contain a valid date in YYMMDD format; date must be equal to or prior to the current date.

GOVERNMENT QUARTERS ASSIGNMENT: Make a selection from the Drop-down list; choices are:

0 = Not assigned quarters
1 = Assigned adequate quarters

GOVERNMENT QUARTERS ADEQUACY: Make a selection from the Drop-down list.

If the GOVERNMENT QUARTERS ASSIGNMENT equals zero then this field must be zero.

If the GOVERNMENT QUARTERS ASSIGNMENT equals 1 then this field must be 1.

Drop-down choices are:

0 = Not assigned quarters
1 = Assigned adequate quarters

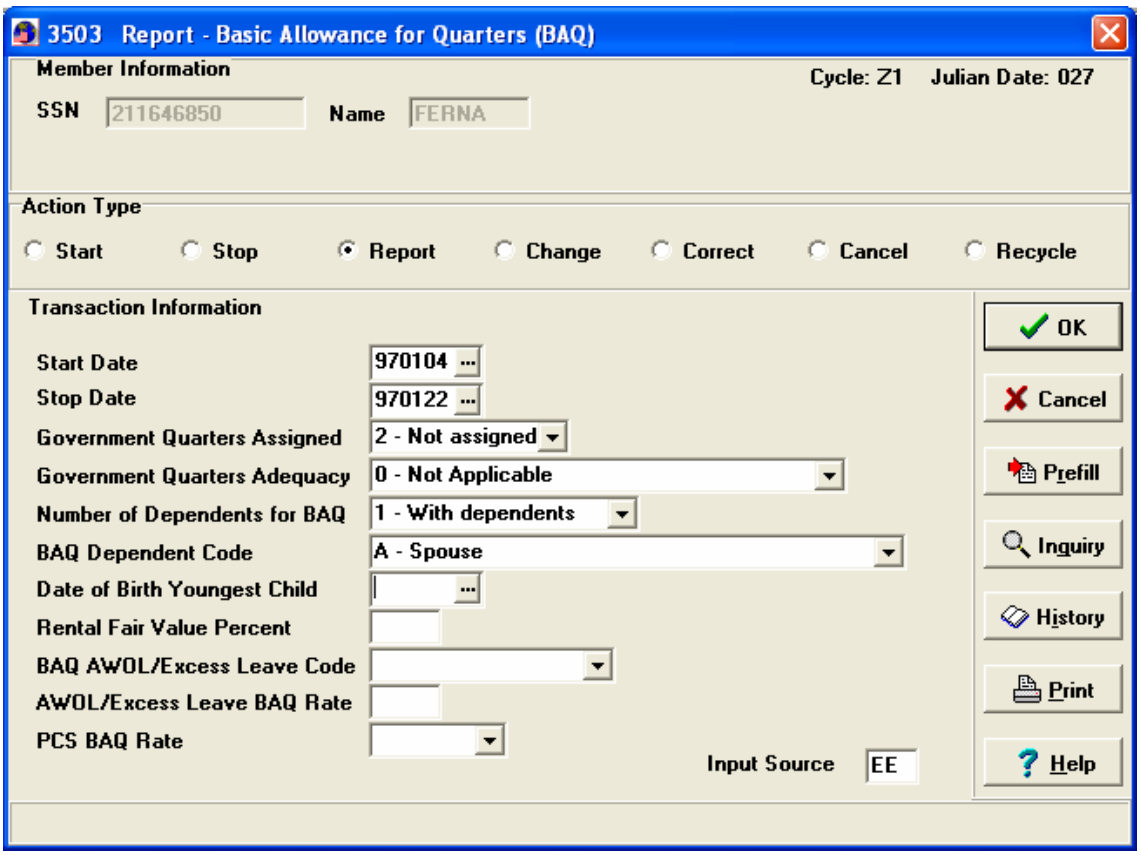
BAQ DEPENDENT CODE: May be blank or make a selection from the Drop-down list; choices are:

A = Spouse
C = Child (under 21) in member’s custody
D = Parent (including "in loco parentis")
G = Grandfathered
I = Member married to member, own right
K = Ward
L = Parent-in-law (secondary dependent)
R = Own right or BAQ partial
S = Student, age 21 or 22 (secondary dependent)

T = Handicapped child (over 21)
W = Member married to member, dependent child
X = Custodial parent receiving child support

3. 3503 - Is used to report a period of BAH that has already been earned and after-the-fact but within IAS.

3503 – Report Basic Allowance for Quarters



Posting an Reported Period of BAH (3503)

Before MMPA:

```
35 BAH*  ENTRY-OPEN-DT 970122 96 01 2  ACTN     START 000000  ENTLMT-MM 0.00
   ENTLMT 0.00  ENTLMT-NM 0.00  NR-DEPN 0  CLOST-DEPN A  QTR-ASGN 1  QTR-ADQ 1
   HELD-INDCTR 1
```

After MMPA:

```
35 BAH*  ENTRY-OPEN-DT 970122 96 01 2  ACTN     START 000000  ENTLMT-MM 0.00
   ENTLMT 0.00  ENTLMT-NM 0.00  NR-DEPN 0  CLOST-DEPN A  QTR-ASGN 1  QTR-ADQ 1
   HELD-INDCTR 1
35-BAH*  ENTRY-OPEN-DT 970131 06 02 1  ENTRY-CLSD-DT 970131 06 02 1
   CNTRL-CODE 2  ACTN 03  START 970104  STOP 970122  ENTLMT-MM 310.65  ENTLMT
   310.65  ENTLMT-NM 0.00  MNTLY-RATE 490.50  NR-DEPN 1  CLOST-DEPN A
   QTR-ASGN 2  QTR-ADQ 0  DISA-STOP-CHG-RSN 1  HELD-INDCTR 1
```

3503 Screen Instructions (1 of 2)

START DATE: Must contain a valid date in YYMMDD format and must be equal to or prior to the current date. The date entered is the entitlement effective date (BAQ start).

STOP DATE: Must contain a valid date in YYMMDD format and must be greater than or equal to the START DATE. The date entered is the last day through which entitlement should be paid.

GOVERNMENT QUARTERS ASSIGNMENT: Make a selection from the Drop-down list. Drop-down list choices are:

1 = Assigned
2 = Not assigned

GOVERNMENT QUARTERS ADEQUACY: Make a selection from the Drop-down list.

If the GOVERNMENT QUARTERS ASSIGNMENT field equals 2 then this field must be zero.

If the GOVERNMENT QUARTERS ASSIGNMENT field equals 1 then this field must be 2, 3, or 4.

Drop-down list choices are:

0 = Not applicable
2 = Inadequate Quarters
3 = Partial BAQ
4 = Member assigned to dorm, barracks, or ship and entitled to BAQ/D

NUMBER OF DEPENDENTS FOR BAQ: Make a selection from the Drop-down list.

If the GOVERNMENT QUARTERS ADEQUACY field equals 3 then this field must be zero.

If the GOVERNMENT QUARTERS ADEQUACY field equals 4 then this field must be 1.

Drop-down list choices are:

0 = Without Dependents
1 = With Dependents

BAQ DEPENDENT CODE: Make a selection from the Drop-down list.

If G, L, or S is selected then the START DATE must be greater than or equal to 911205.

If the NUMBER OF DEPENDENTS FOR BAQ field equals zero then this field must equal I, R or X.

If the NUMBER OF DEPENDENTS FOR BAQ field equals 1 then this field must equal A, B, C, D, F, G, K, L, Q, S, T, V or W.

If B, F, Q, or V is selected then the START and STOP DATES must be prior to 911205.

3503 Screen Instructions (2 of 2)

If K is selected then the START DATE must be greater than or equal to 940701.

Drop-down list choices are:

A = Spouse
C = Child (under 21) in member's custody
D = Parent (including "in loco parentis")
G = Grandfathered
I = Member married to member, own right
K = Ward
L = Parent-in-law (secondary dependent)
R = Own right or Partial BAQ
S = Student, age 21 or 22 (secondary dependent)
T = Handicapped child (over 21)
W = Member married to member, dependent child
X = Custodial parent receiving child support

DATE OF BIRTH OF YOUNGEST CHILD: May be blank or contain the birth date (in YYMMDD format) of the youngest child under 21 when BAQ DEPENDENT CODE is B, C, F, G, K, Q, S, T, V, W or X.

RENTAL FAIR VALUE PERCENT: Must contain a numeric value. The value represents the monthly percentage (if less than 100%); the decimal is carried out 2 places, for example if the value is 07500 = 75%.

If the GOVERNMENT QUARTERS ADEQUACY field equals 2 then this field must be greater than zero.

BAQ AWOL/EXCESS LEAVE CODE: May be blank or make a selection from the Drop-down list. Drop-down list choices are:

1 = Nonpay status
2 = Excess leave

AWOL/EXCESS LEAVE BAQ RATE: May be blank or numeric and greater than zero. Must be blank when the BAQ AWOL/EXCESS LEAVE CODE (Item #14) field is blank. If Item #14 equals 1 or 2 then this field must contain a numeric value.

PCS BAQ RATE: May be blank or T.

If T is selected then the START DATE must be greater than or equal to 990101.

If T is selected then the GOVERNMENT QUARTERS ASSIGNMENT field must equal 2 or the GOVERNMENT QUARTERS ADEQUACY field must equal 4.

Must be T when the BAQ AWOL/EXCESS LEAVE CODE equals 1 or 2.

4. To change the BAH category/status/dependents use a 3504. This transaction will only work within IAS and not on BAH-DIFF (36).

3504 – Change Basic Allowance for Quarters

3504 Change - Basic Allowance for Quarters (BAQ)

Member Information

Cycle: Z1 Julian Date: 027

SSN 584139550 Name REYES

Action Type

Start Stop Report Change Correct Cancel Recycle

Transaction Information

Start Date 951019

Government Quarters Assigned 2 - Not assigned

Government Quarters Adequacy 0 - Government Quarters Assignment is 0 or 2

Number of Dependents for BAQ 0 - Without dependents

BAQ Dependent Code R - Own right or Partial BAQ

Date of Birth Youngest Child

Rental Fair Value Percent

PCS BAQ Rate

Input Source EE

OK Cancel Prefill Inquiry History Print Help

6801 – Start Variable Housing Allowance

6801 Start - Variable Housing Allowance (VHA)

Member Information

Cycle: Z1 Julian Date: 027

SSN 584139550 Name REYES

Action Type

Start Stop Report Change Correct Cancel Recycle

Transaction Information

Start Date 051019

Zip Code 71459

Accompanied Status 0 - Member is receiving Single BAQ

Rent Paid 1.00

Share Number 1 - Not sharing rent

Rent Status R - Renter

Input Source EE

OK Cancel Prefill Inquiry History Print Help

3504 Screen Instructions (1 of 2)

START DATE: Must contain a valid date in YYMMDD format; date must be equal to or prior to the current date.

GOVERNMENT QUARTERS ASSIGNMENT: Make a selection from the Drop-down list; choices are:

0 = Not being changed
1 = Assigned
2 = Not assigned

GOVERNMENT QUARTERS ADEQUACY: Make a selection from the Drop-down list.

If GOVERNMENT QUARTERS ASSIGNMENT equals 2 then this field must be zero.

If GOVERNMENT QUARTERS ASSIGNMENT equals 1 then this field must be 1-4.

If GOVERNMENT QUARTERS ASSIGNMENT equals zero this field must be zero.

Drop-down choices are:

0 = If Government Quarters Assigned
1 = Adequate Quarters
2 = Inadequate Quarters
3 = BAQ Partial
4 = Member assigned to dorm, barracks or ship and entitled to BAQ dependent

NUMBER OF DEPENDENTS FOR BAQ: Make a selection from the Drop-down list.

If GOVERNMENT QUARTERS ADEQUACY equals 3 then this field must be zero.

If GOVERNMENT QUARTERS ADEQUACY equals 4 then this field must be 1.

Drop-down choices are:

0 = Without Dependents
1 = With Dependents

BAQ DEPENDENT CODE: Make a selection from the Drop-down list.

If G, L or S then the START DATE must be equal to or greater than 911205.

If NUMBER OF DEPENDENTS FOR BAQ equals 1 then this field must be A, B, C, D, F, G, K, L, Q, S, T, V or W.

If B, F, Q or V then the START DATE must be prior to 911205.

If GOVERNMENT QUARTERS ASSIGNMENT and GOVERNMENT QUARTERS ADEQUACY equal 1 then this field must be A, B, C, D, F, G, I, K, L, Q, R, S, T, V, W or X.

If X then the START DATE must be equal to or greater than 910801.

If K then the START DATE must be equal to or greater than 940701.

3504 Screen Instructions (2 of 2)

Drop-down choices are:

A = Spouse
C = Child (under 21) in member's custody
D = Parent (including "in loco parentis")
G = Grandfathered
I = Member married to member, own right
K = Ward
L = Parent-in-law (secondary dependent)
R = Own right or BAQ partial
S = Student, age 21 or 22 (secondary dependent)
T = Handicapped child (over 21)
W = Member married to member, dependent child
X = Custodial parent receiving child support

DATE OF BIRTH OF YOUNGEST CHILD: May be blank or contain the birth date (in YYMMDD format) of the youngest child under 21 when BAQ DEPENDENT CODE is B, C, F, G, K, Q, V, W or X.

RENTAL FAIR VALUE PERCENT: Must contain a numeric value. The value represents the monthly percentage (if less than 100%); the decimal is carried out 2 places, for example if the value is 07500 = 75%.

If GOVERNMENT QUARTERS ADEQUACY equals 2 this field must be greater than zero.

PCS BAQ RATE: May be blank or T.

If T the START DATE must be greater than or equal to 990101.

If T either GOVERNMENT QUARTERS ASSIGNMENT must equal 2 or GOVERNMENT QUARTERS ASSIGNMENT must equal 4.

6801 Screen Instructions

START DATE: Must contain a valid date in YYMMDD format, date must be equal to or prior to the current date.

ZIP CODE: Must contain a valid zip code (00601-99950).

ACCOMPANIED STATUS: Make a selection from the Drop-down list; choices are:

0 = Member is receiving Single BAQ
1 = Member is receiving Dependent BAQ

RENT PAID: Enter the actual amount of 999.99 for rent/mortgage.

SHARE NUMBER: Enter 1

RENT STATUS: Enter R.

Before MMPA:

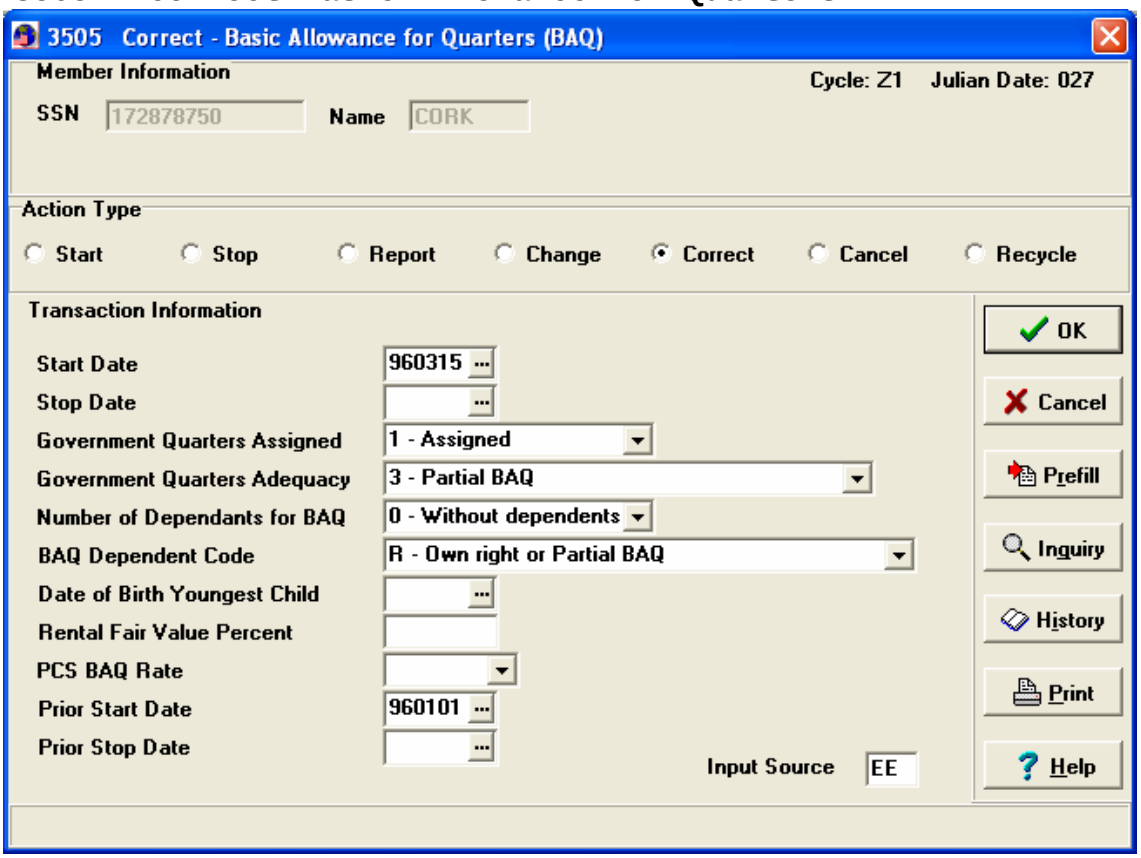
```
35-BAQ*  ENTRY-OPEN-DT 050516 16 05 2  ACTN 01  START 050510  ENTLMT-MM 3.45
   ENTLMT 6.90  ENTLMT-NM 6.90  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 1 QTR-ADQ
   3 HELD-INCTR 1
```

After MMPA:

```
35 BAQ*  ENTRY-OPEN-DT 051026 01 11 1  ACTN 04  START 051019  ENTLMT-MM 0.15
  ENTLMT 0.30  ENTLMT-NM 0.30  NR-DEPN 1  CLOST-DEPN A  QTR-ASGN 2  QTR-ADQ 0
  HELD-INDCTR 1
35-BAQ*  ENTRY-OPEN-DT 050516 16 05 2  ENTRY-CLSD-DT 051026 01 11 1
  CNTRL-CODE 2  ACTN 04  START 050510  STOP 051018  ENTLMT-MM -2.76  ENTLMT
  -2.76  ENTLMT-NM 0.00  MNTLY-RATE 6.90  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 1
  QTR-ADQ 3  DISA-STOP-CHG-RSN 1  HELD-INDCTR 1
68 VHA OFFSET*  ENTRY-OPEN-DT 051026 01 11 1  CNTRL-CODE 0  ACTN 01  START
  051019  ENTLMT-MM 319.35  ENTLMT 638.70  ENTLMT-NM 638.70  ACCOM 1
  ZIP-CODE 71459  RENT 1.00  SHARE-NR 1  RENT-STAT R
```

5. When correcting a BAH, use the format ID 35 and action code 05. When a BAH entry is corrected, the system updates the MMPA.

3505 – Correct Basic Allowance for Quarters



Correcting an Entry of BAH-Partial—3505 Transaction

Before MMPA:

```
35 BAH*  ENTRY-OPEN-DT 970122 96 01 2  ACTN 01  START 960101  ENTLMT-MM 6.60
   ENTLMT 13.20  ENTLMT-NM 13.20  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 1  QTR-ADQ
   3  HELD-INDCTR 1
```

After MMPA:

```
35 BAH*  ENTRY-OPEN-DT 970129 04 02 1  ACTN 05  START 960315  ENTLMT-MM 145.64
    ENTLMT 152.24  ENTLMT-NM 13.20  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 1
    QTR-ADQ 3  HELD-INDCTR 1
 35-BAH*  ENTRY-OPEN-DT 970122 96 01 2  ENTRY-CLSD-DT 970129 04 02 1
    CNTRL-CODE 2  ACTN 05  START 960101  STOP 960229  ENTLMT-MM -145.20  ENTLMT
    -145.20  ENTLMT-NM 0.00  MNTLY-RATE 13.20  NR-DEPN 0  CLOST-DEPN R
    QTR-ASGN 1  QTR-ADQ 3  DISA-STOP-CHG-RSN 1  HELD-INDCTR 1
 DQ INDEBT MIL PAY/ALW*  ENTRY-OPEN-DT 970129 04 02 1  CNTRL-CODE 1  ACTN Q8
    START 970129  TAX-CODE 1  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00
    REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 6.16  BAL-DUE-CM 6.16  CAL-YR 97
    START-OPAYMT 970129  STOP-OPAYMT 970129  RSN-SUSPN 9  CANCL-DCSN 0
    AMT-FRGVN 0.00  FORMAT-ID 35  FICA-WAGES-OPAID 0.00
    FICA-WAGES-OPAID-CUR-BAL 0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00
    FITW-WAGES-OPAID-CUR-BAL 0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPAID
    0.00  MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00
 86-QUASI ADV*  ENTRY-OPEN-DT 970129 04 02 1  ENTRY-CLSD-DT 970129 04 02 1
    CNTRL-CODE 2  ACTN Q3  START 970201  ENTLMT 6.16
```

3505 Screen Instructions (1 of 2)

START DATE: May be blank or contain a valid date in YYMMDD format; date must be prior to or equal to the current date.

STOP DATE: May be blank or contain a valid date in YYMMDD format. Date must be greater than or equal to the START DATE and prior to or equal to the current date.

GOVERNMENT QUARTERS ASSIGNMENT: Make a selection from the Drop-down list. Drop-down list choices are:

1 = Assigned
2 = Not assigned
0 = If not being corrected

GOVERNMENT QUARTERS ADEQUACY: Make a selection from the Drop-down list.

If the GOVERNMENT QUARTERS ASSIGNMENT field equals 2 then this field must be zero.

If the GOVERNMENT QUARTERS ASSIGNMENT field equals 1 then this field must be 2, 3, or 4.

Drop-down list choices are:

0 = Not applicable (if GOVERNMENT QUARTERS ASSIGNMENT = 2)
2 = Inadequate Quarters
3 = Partial BAQ
4 = Member assigned to dorm, barracks, or ship and entitled to BAQ/D

NUMBER OF DEPENDENTS FOR BAQ: Make a selection from the Drop-down list.

If the GOVERNMENT QUARTERS ADEQUACY field equals 3 then this field must be zero.

If the GOVERNMENT QUARTERS ADEQUACY field equals 4 then this field must be 1.

Drop-down list choices are:

0 = Without Dependents
1 = With Dependents

BAQ DEPENDENT CODE: Make a selection from the Drop-down list.

If G, L or S then the START DATE must be greater than or equal to 911205.

If the NUMBER OF DEPENDENTS FOR BAQ field equals zero then this field must be I, R, or X.

If the NUMBER OF DEPENDENTS FOR BAQ field equals 1 then this field must be A, B, C, D, F, G, K, L, Q, S, T, V or W.

If B, F, Q or V then the START and STOP DATES must be prior to 911205 or equal to zero.

If X then the START DATE must be greater than or equal to 910801.

If K then the START Date must be greater than or equal to 940701.

3505 Screen Instructions (2 of 2)

Drop-down list choices are:

A = Spouse
C = Child (under 21) in member's custody
D = Parent (including "in loco parentis")
G = Grandfathered
I = Member married to member, own right
K = Ward
L = Parent-in-law (secondary dependent)
R = Own right or Partial BAQ
S = Student, age 21 or 22 (secondary dependent)
T = Handicapped child (over 21)
W = Member married to member, dependent child
X = Custodial parent receiving child support

DATE OF BIRTH OF YOUNGEST CHILD: May be blank or contain the birth date (in YYMMDD format) of the youngest child under 21 when BAQ DEPENDENT CODE is B, C, F, G, K, Q, S, T, V, W or X.

RENTAL FAIR VALUE PERCENT: Must contain a numeric value. The value represents the monthly percentage (if less than 100%); the decimal is carried out 2 places, for example if the value is 07500 = 75%.

If the GOVERNMENT QUARTERS ADEQUACY field equals 2 then this field must be greater than zero.

PCS BAQ RATE: May be blank or T.

If T then the START DATE must be greater than or equal to 990101.

If T either the GOVERNMENT QUARTERS ASSIGNMENT field must equal 2 or the GOVERNMENT QUARTERS ADEQUACY field must equal 4.

PRIOR START DATE: May be zeroes or contain a valid date in YYMMDD format. The date entered must be prior to or equal to the current date. Should reflect the START DATE in the transaction being corrected.

If the START DATE contains a valid date then this field must contain a valid date.

If the START DATE equals zeroes then this field must equal zeroes.

Must contain a valid date when the PRIOR START DATE equals zeroes.

PRIOR STOP DATE: May be zeroes or contain a valid date in YYMMDD format. The date entered must be prior to or equal to the current date. Should reflect the STOP DATE in transaction being corrected.

If the STOP DATE contains a valid date then this field must contain a valid date.

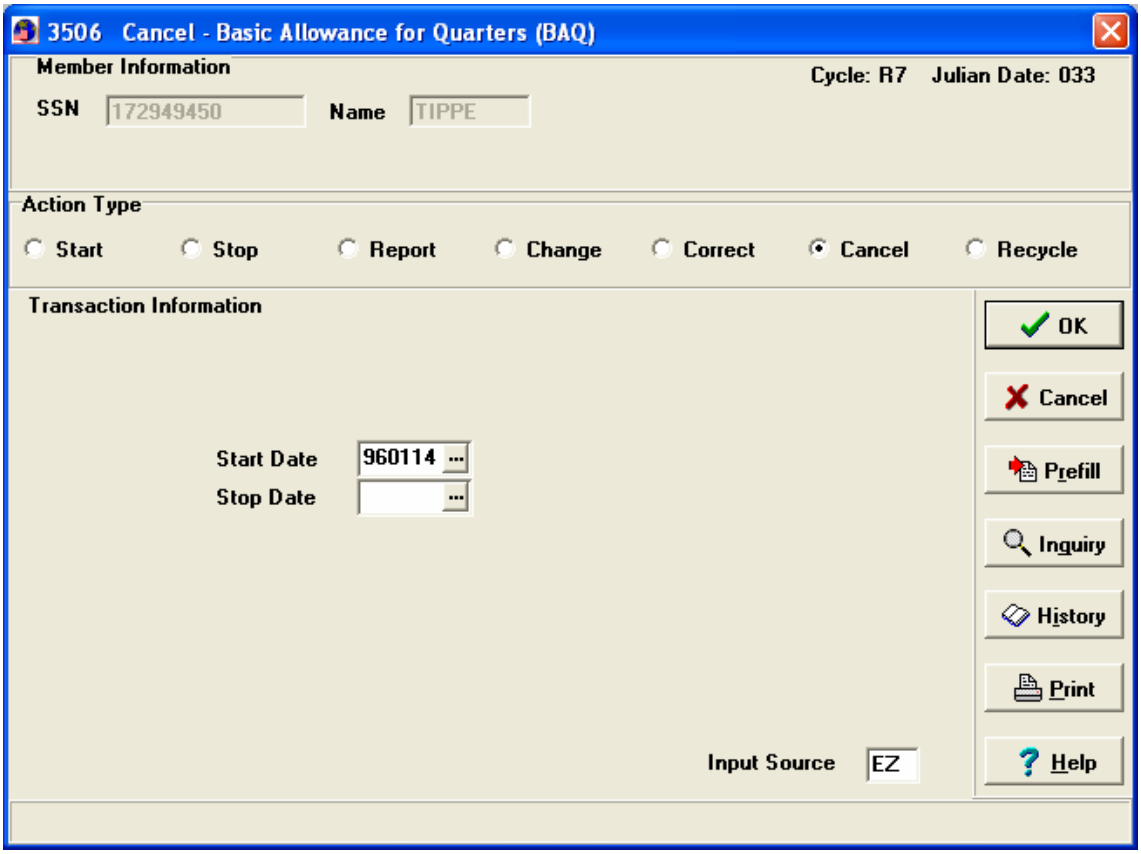
If the STOP DATE equals zeroes then this field must equal zeroes.

Must contain a valid date when the PRIOR START DATE equals

6. When canceling a BAH entry, use the Format ID 35 and action code 06. The system will post a DQ entry to collect moneys

owed within IAS. If a portion of the period extends beyond IAS an error code of MAC will be recorded in the DTR. The technician must review the account and determine the uncollected period. They can either submit a DQ01 or a 9903 to collect the portion of BAH outside of IAS. The 9903 will immediately remove the money from the member's pay, where the DQ can be adjusted to allow 'Due Process' for the member.

3506 – Cancel Basic Allowance for Quarters



MMPA Posting Cancel an Entry of BAH-Partial—3506

MMPA Before:

```
35 BAH*  ENTRY-OPEN-DT 970122 96 01 2  ACTN 01  START 960114  ENTLMT-MM 3.45
   ENTLMT 6.90  ENTLMT-NM 6.90  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 1  QTR-ADQ 3
   HELD-INDCTR 1
```

MMPA After:

```
35 BAH*  ENTRY-OPEN-DT 970129 04 02 1  ACTN     START 000000  ENTLMT-MM 0.00
   ENTLMT 0.00  ENTLMT-NM 0.00  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 0  QTR-ADQ 0
   HELD-INDCTR 0
35-BAH*  ENTRY-OPEN-DT 970122 96 01 2  ENTRY-CLSD-DT 970129 04 02 1
   CNTRL-CODE 2  ACTN 06  START 960114  STOP 960229  ENTLMT-MM -75.90  ENTLMT
   -75.90  ENTLMT-NM 0.00  MNTLY-RATE 6.90  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN
   1  QTR-ADQ 3  DISA-STOP-CHG-RSN 1  HELD-INDCTR 1
DQ INDEBT MIL PAY/ALW*  ENTRY-OPEN-DT 970129 04 02 1  CNTRL-CODE 1  ACTN Q8
   START 970129  TAX-CODE 1  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00
   REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 75.90  BAL-DUE-CM 75.90  CAL-YR
   97  START-OPAYMT 970129  STOP-OPAYMT 970129  RSN-SUSPN 9  CANCL-DCSN 0
   AMT-FRGVN 0.00  FORMAT-ID 35  FICA-WAGES-OPAID 0.00
   FICA-WAGES-OPAID-CUR-BAL 0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00
   FITW-WAGES-OPAID-CUR-BAL 0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPAID
   0.00  MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00
86-QUASI ADV*  ENTRY-OPEN-DT 970129 04 02 1  ENTRY-CLSD-DT 970129 04 02 1
   CNTRL-CODE 2  ACTN Q3  START 970201  ENTLMT 75.90
```

3506 Screen Instructions

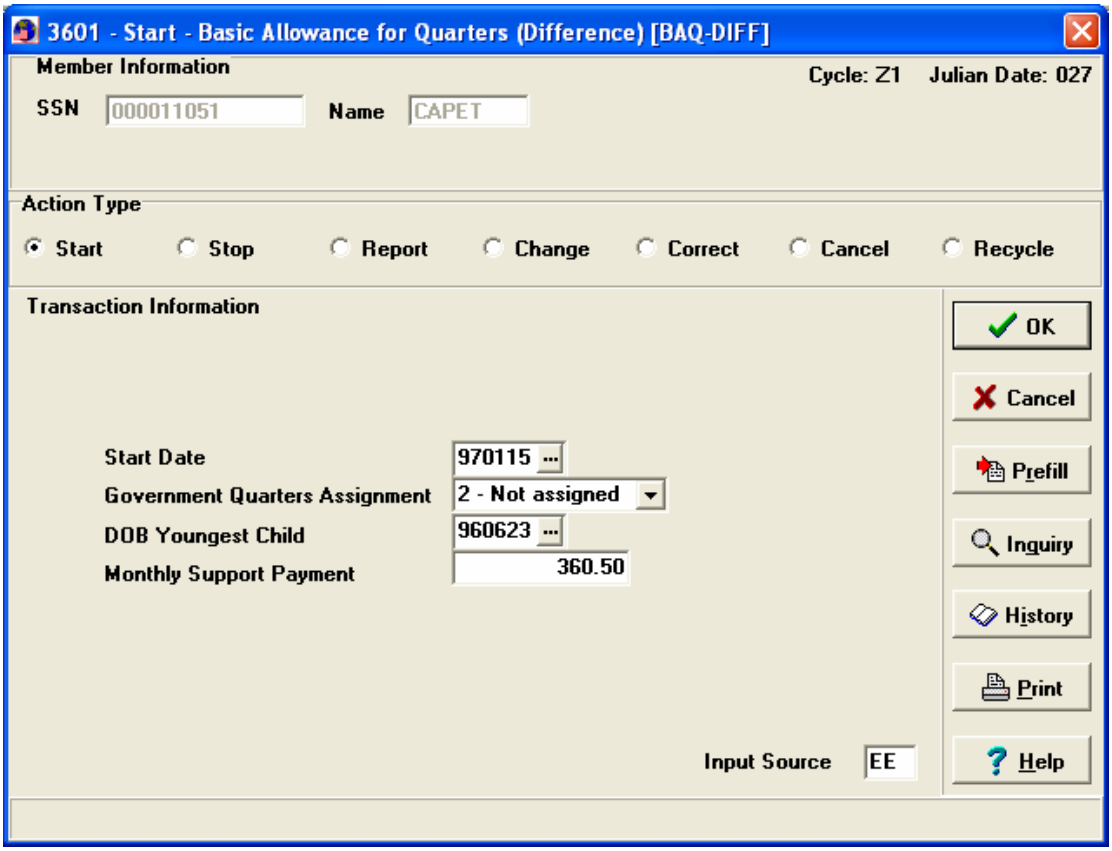
START DATE: May be blank or contain a valid date in YYMMDD format. Date entered must be prior to or equal to the current date.

STOP DATE: May be blank or contain a valid date in YYMMDD format. Date entered must be greater than or equal to the START DATE and must be prior to or equal to the current date.

Note: The START and STOP DATE fields cannot both equal zeroes, one of these fields must contain a valid date.

7. To post BAH-DIFF to an account for a member who is paying sufficient child support to be eligible. Submit a 3601 for open entitlements within IAS.

3601 – Start Basic Allowance for Quarters-Difference



Posting BAH-DIFF to an Account (3601)

Before MMPA:

```
 35 BAH*  ENTRY-OPEN-DT 970122 96 01 2  ACTN Z4  START 970101  ENTLMT-MM 142.50
    ENTLMT 285.00  ENTLMT-NM 285.00  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 2
```

After MMPA:

```
 35 BAH*  ENTRY-OPEN-DT 970122 96 01 2  ACTN Z4  START 970101  ENTLMT-MM 142.50
    ENTLMT 285.00  ENTLMT-NM 285.00  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 2
    QTR-ADQ 0  HELD-INDCTR 0
 36 BAH DIFF*  ENTRY-OPEN-DT 970131 06 02 1  CNTRL-CODE 0  ACTN 01  START
    970115  ENTLMT-MM 127.10  ENTLMT 188.60  ENTLMT-NM 123.00  CLOST-DEPN B
    QTR-ASGN 2  MONTHLY-SUPPORT-PMT 360.50  DOB-YOUNGST-CHILD 910623
```

3601 Screen Instructions

START DATE: Must contain a valid date in YYMMDD format, date must be equal to or prior to the current date and greater than 911204.

GOVERNMENT QUARTERS ASSIGNMENT: Make a selection from the Drop-down list, choices are:

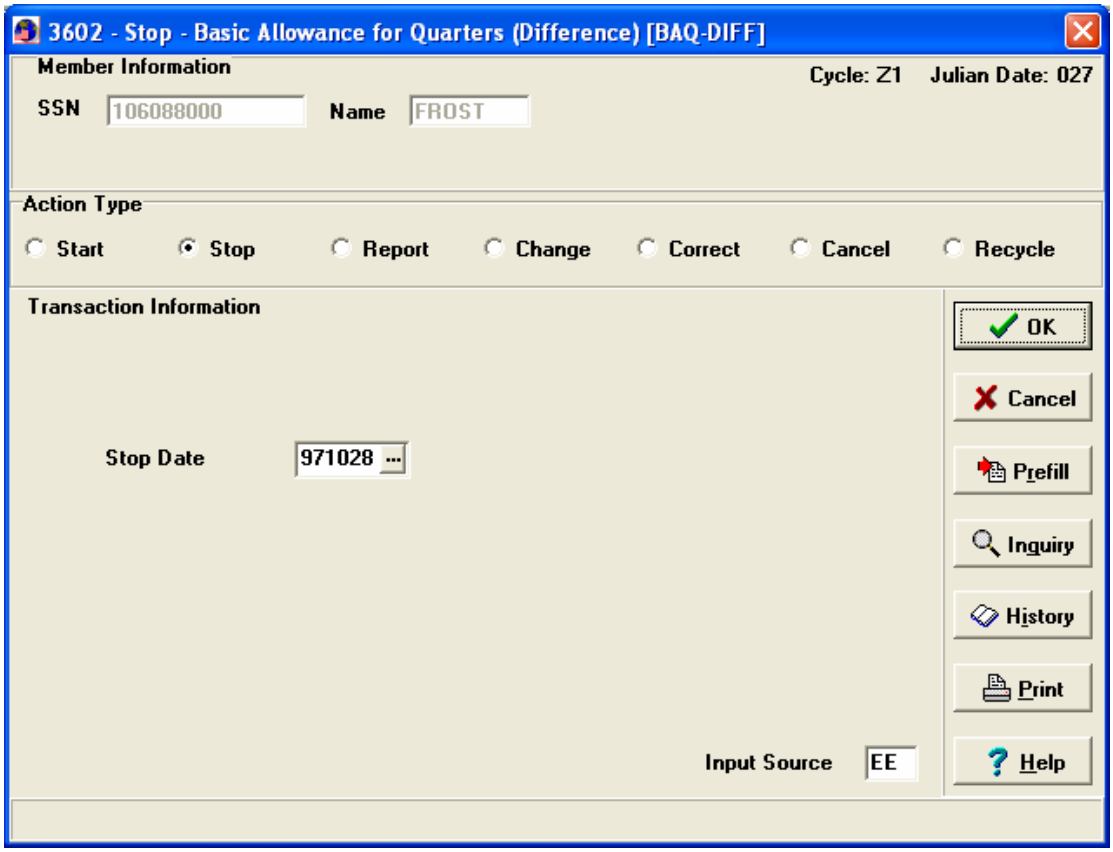
1 = Assigned
2 = Not Assigned

DATE OF BIRTH OF YOUNGEST CHILD: Enter the birth date (in YYMMDD format) of the youngest child under 21 years of age.

MONTHLY SUPPORT PAYMENT: Enter the total monthly amount of child support paid by member.

8. To stop entitlements to BAH-DIFF within IAS submit a 3602. A stop with a current date will post as below. If the stop reflects retroactive dates the system will collect all unearned portions falling within IAS. Any amounts falling outside of IAS must be collected with a 9903/DQ entry.

3602 – Stop Basic Allowance for Quarters-Difference



Stopping an Open Period of BAH-DIFF (3602)

Before MMPA:

```
35 BAH*  ENTRY-OPEN-DT 970122 96 01 2  ACTN Z4  START 000000  ENTLMT-MM 0.00
   ENTLMT 0.00  ENTLMT-NM 0.00  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 2  QTR-ADQ
   0  HELD-INDCTR 0
36 BAH DIFF*  ENTRY-OPEN-DT 970122 96 01 2  CNTRL-CODE 0  ACTN 01  START
   970101  ENTLMT-MM 74.40  ENTLMT 148.80  ENTLMT-NM 148.80  CLOST-DEPN B
   QTR-ASGN 1  MONTHLY-SUPPORT-PMT 148.80  DOB-YOUNGST-CHILD 990131
36-BAH DIFF*  ENTRY-OPEN-DT 960229 96 03 1  ENTRY-CLSD-DT 961222 96 12 2
   CNTRL-CODE 2  ACTN 02  START 960101  STOP 961231  ENTLMT-MM 0.00  ENTLMT
   0.00  ENTLMT-NM 0.00  MNTLY-RATE 142.20  CLOST-DEPN B  QTR-ASGN 1
   MONTHLY-SUPPORT-PMT 142.20  DOB-YOUNGST-CHILD 990131  DISA-STOP-CHG-RSN 1
```

After MMPA:

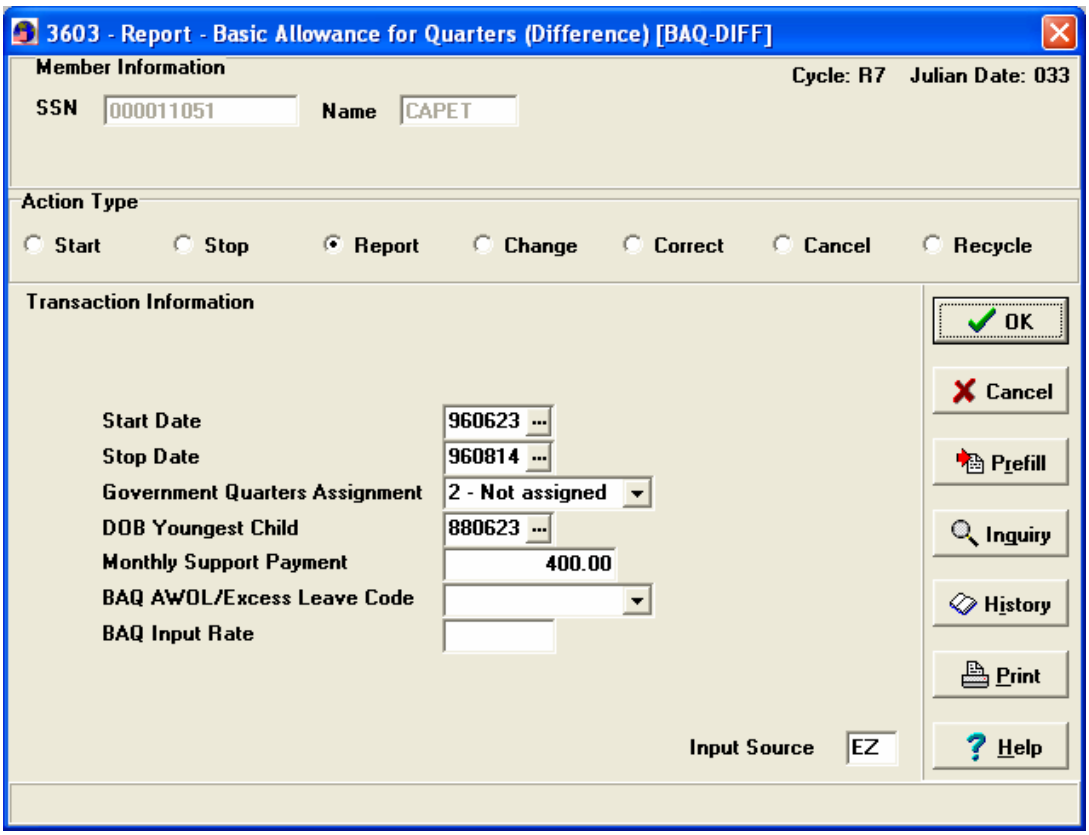
```
36-BAH DIFF*  ENTRY-OPEN-DT 970122 96 01 2  ENTRY-CLSD-DT 970131 06 02 1
   CNTRL-CODE 2  ACTN 02  START 970101  STOP 970128  ENTLMT-MM -9.92  ENTLMT
   -9.92  ENTLMT-NM 0.00  MNTLY-RATE 148.80  CLOST-DEPN B  QTR-ASGN 1
   MONTHLY-SUPPORT-PMT 148.80  DOB-YOUNGST-CHILD 990131  DISA-STOP-CHG-RSN 0
36-BAH DIFF*  ENTRY-OPEN-DT 960229 96 03 1  ENTRY-CLSD-DT 961222 96 12 2
   CNTRL-CODE 2  ACTN 02  START 960101  STOP 961231  ENTLMT-MM 0.00  ENTLMT
   0.00  ENTLMT-NM 0.00  MNTLY-RATE 142.20  CLOST-DEPN B  QTR-ASGN 1
   MONTHLY-SUPPORT-PMT 142.20  DOB-YOUNGST-CHILD 990131  DISA-STOP-CHG-RSN 1
```

3602 Screen Instructions

STOP DATE: Must contain a valid date in YYMMDD format, date must be equal to or prior to the current date.

9. To post a term period of BAH-DIFF submit a 3603 to post a period within IAS. The Member must not be in receipt of BAH-DIFF or BAH-P or the transaction will reject.

3603 – Report Basic Allowance for Quarters-Difference



Posting a Reported Period of BAH-DIFF (3603)

Before MMPA:

```
35 BAH*  ENTRY-OPEN-DT 970203 07 02 1  ACTN     START 000000  ENTLMT-MM 0.00
   ENTLMT 0.00  ENTLMT-NM 0.00  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 1  QTR-ADQ 1
   HELD-INDCTR 0
```

After MMPA:

```
36-BAH DIFF*  ENTRY-OPEN-DT 970209 10 02 2  ENTRY-CLSD-DT 970209 10 02 2
   CNTRL-CODE 2  ACTN 03  START 960623  STOP 960814  ENTLMT-MM 0.00  ENTLMT
   203.84  ENTLMT-NM 0.00  MNTLY-RATE 117.60  CLOST-DEPN B  QTR-ASGN 2
   MONTHLY-SUPPORT-PMT 400.00  DOB-YOUNGST-CHILD 880623  DISA-STOP-CHG-RSN 0
```

3603 Screen Instructions

START DATE: Must contain a valid date in YYMMDD format. Enter the date the in which the entitlement starts. Date entered must be equal to or prior to the current date and greater than 911204.

STOP DATE: Must contain a valid date in YYMMDD format. Enter the last day through which entitlement should be paid. Date must be equal to or prior to the current date and equal to or greater than the START DATE.

GOVERNMENT QUARTERS ASSIGNMENT:
Make a selection from the Drop-down list; choices are:

1 = Assigned
2 = Not Assigned

DATE OF BIRTH OF YOUNGEST CHILD: Enter the birth date (in YYMMDD format) of the youngest child under 21.

MONTHLY SUPPORT PAYMENT: Enter the total monthly amount of child support paid by member.

BAQ AWOL/EXCESS LEAVE CODE: May be blank, 1 or 2. Make a selection from the Drop-down list; choices are:

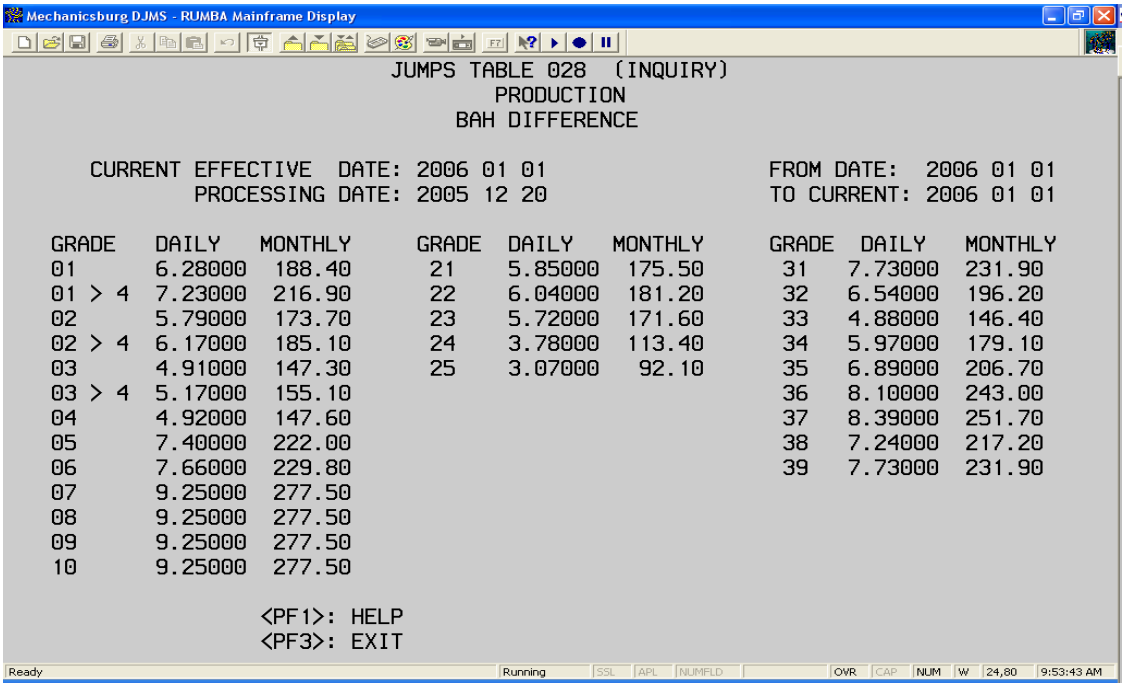
1 = Non Pay Status
2 = Excess Leave Status

BAQ INPUT RATE: May be blank or numeric and greater than zero.

If BAQ AWOL/EXCESS LEAVE CODE is blank, this field must be blank.

If BAQ AWOL/Excess Leave Code equals 1 or 2 based on member's rank, enter the difference between the dependent BAQ rate less the single BAQ rate.

Verb JWMM Table 028 for BAH Difference



Mechanicsburg DJMS - RUMBA Mainframe Display

JUMPS TABLE 028 (INQUIRY)
PRODUCTION
BAH DIFFERENCE

CURRENT EFFECTIVE DATE: 2006 01 01 FROM DATE: 2006 01 01
PROCESSING DATE: 2005 12 20 TO CURRENT: 2006 01 01

GRADE	DAILY	MONTHLY	GRADE	DAILY	MONTHLY	GRADE	DAILY	MONTHLY
01	6.28000	188.40	21	5.85000	175.50	31	7.73000	231.90
01 > 4	7.23000	216.90	22	6.04000	181.20	32	6.54000	196.20
02	5.79000	173.70	23	5.72000	171.60	33	4.88000	146.40
02 > 4	6.17000	185.10	24	3.78000	113.40	34	5.97000	179.10
03	4.91000	147.30	25	3.07000	92.10	35	6.89000	206.70
03 > 4	5.17000	155.10				36	8.10000	243.00
04	4.92000	147.60				37	8.39000	251.70
05	7.40000	222.00				38	7.24000	217.20
06	7.66000	229.80				39	7.73000	231.90
07	9.25000	277.50						
08	9.25000	277.50						
09	9.25000	277.50						
10	9.25000	277.50						

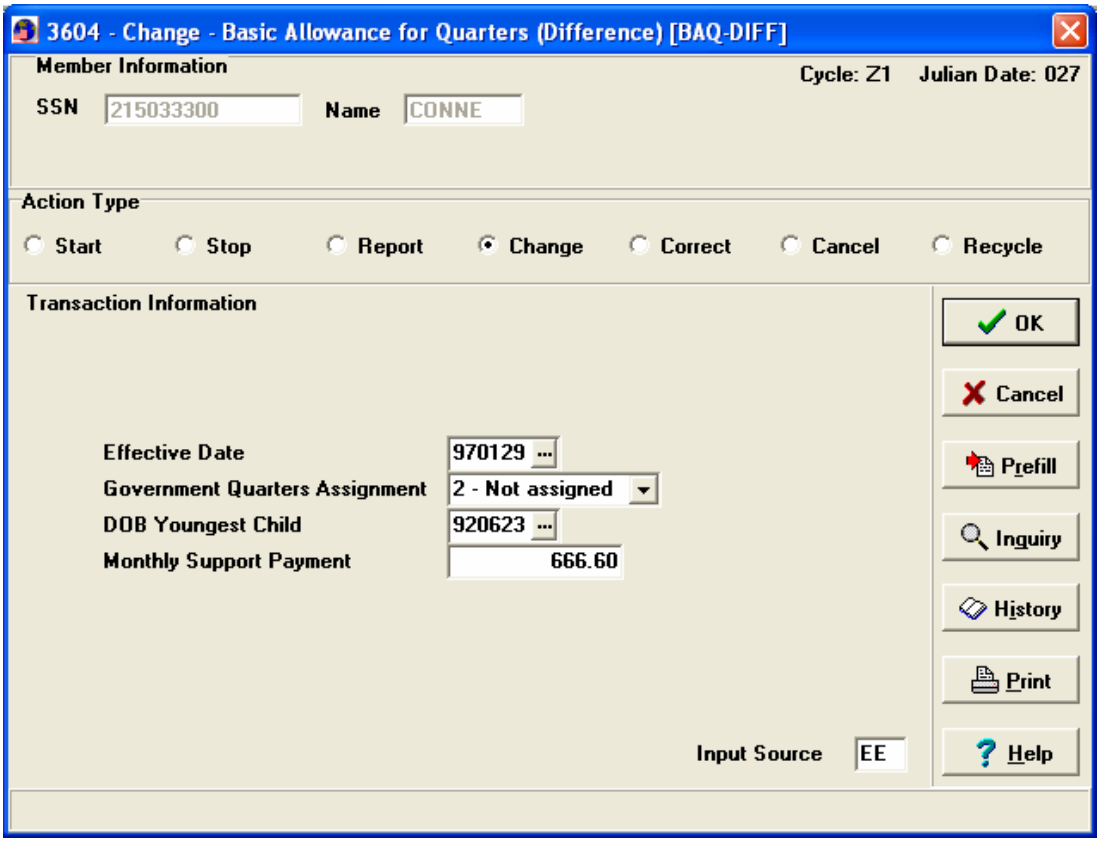
<PF1>: HELP
<PF3>: EXIT

Ready Running SSL APL NUMFLD OVR CAP NUM W 24,80 9:53:43 AM

10. To change the BAH category/status/dependents use a 3604. This transaction will only work within IAS and on BAH-DIFF (36). In

the example below, all data elements were changed: Quarters assigned, DOB of youngest child, and support amounts. For portions of the transaction not being changed, type in the data from the open entry on the MMPA.

3604 – Change Basic Allowance for Quarters-Difference



Posting Account Changes for BAH-DIFF (3604)

Before MMPA:

```
 35 BAH*  ENTRY-OPEN-DT 970122 96 01 2  ACTN D4  START 000000  ENTLMT-MM 0.00
    ENTLMT 0.00  ENTLMT-NM 0.00  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 2  QTR-ADQ 0
    HELD-INDCTR 0
 36 BAH DIFF*  ENTRY-OPEN-DT 970122 96 01 2  CNTRL-CODE 0  ACTN 01  START
    970101  ENTLMT-MM 70.80  ENTLMT 141.60  ENTLMT-NM 141.60  CLOST-DEPN B
    QTR-ASGN 1  MONTHLY-SUPPORT-PMT 141.60  DOB-YOUNGST-CHILD 990131
 36-BAH DIFF*  ENTRY-OPEN-DT 960229 96 03 1  ENTRY-CLSD-DT 961222 96 12 2
    CNTRL-CODE 2  ACTN 02  START 960101  STOP 961231  ENTLMT-MM 0.00  ENTLMT
    0.00  ENTLMT-NM 0.00  MNTLY-RATE 135.30  CLOST-DEPN B  QTR-ASGN 1
    MONTHLY-SUPPORT-PMT 135.30  DOB-YOUNGST-CHILD 990131  DISA-STOP-CHG-RSN 1
```

After MMPA:

```
 36 BAH DIFF*  ENTRY-OPEN-DT 970203 07 02 1  CNTRL-CODE 0  ACTN 04  START
    970129  ENTLMT-MM 80.24  ENTLMT 151.04  ENTLMT-NM 141.60  CLOST-DEPN B
    QTR-ASGN 1  MONTHLY-SUPPORT-PMT 666.60  DOB-YOUNGST-CHILD 920623
 36-BAH DIFF*  ENTRY-OPEN-DT 970122 96 01 2  ENTRY-CLSD-DT 970203 07 02 1
    CNTRL-CODE 2  ACTN 04  START 970101  STOP 970128  ENTLMT-MM -9.44  ENTLMT
    -9.44  ENTLMT-NM 0.00  MNTLY-RATE 141.60  CLOST-DEPN B  QTR-ASGN 1
    MONTHLY-SUPPORT-PMT 141.60  DOB-YOUNGST-CHILD 990131  DISA-STOP-CHG-RSN 0
 36-BAH DIFF*  ENTRY-OPEN-DT 960229 96 03 1  ENTRY-CLSD-DT 961222 96 12 2
    CNTRL-CODE 2  ACTN 02  START 960101  STOP 961231  ENTLMT-MM 0.00  ENTLMT
    0.00  ENTLMT-NM 0.00  MNTLY-RATE 135.30  CLOST-DEPN B  QTR-ASGN 1
    MONTHLY-SUPPORT-PMT 135.30  DOB-YOUNGST-CHILD 990131  DISA-STOP-CHG-RSN 1
 DQ DEDTN-SUSP  2 EFF-DATE 970201   36 ENTLMT-SUSP 1 EFF-DATE 130524
 36 ENTLMT-SUSP 2 EFF-DATE 130424   36 ENTLMT-SUSP 3 EFF-DATE 130325
```

3604 Screen Instructions

START DATE: Must contain a valid date in YYMMDD format, date must be equal to or prior to the current date and greater than 911204.

GOVERNMENT QUARTERS ASSIGNMENT: Make a selection from the Drop-down list; choices are:

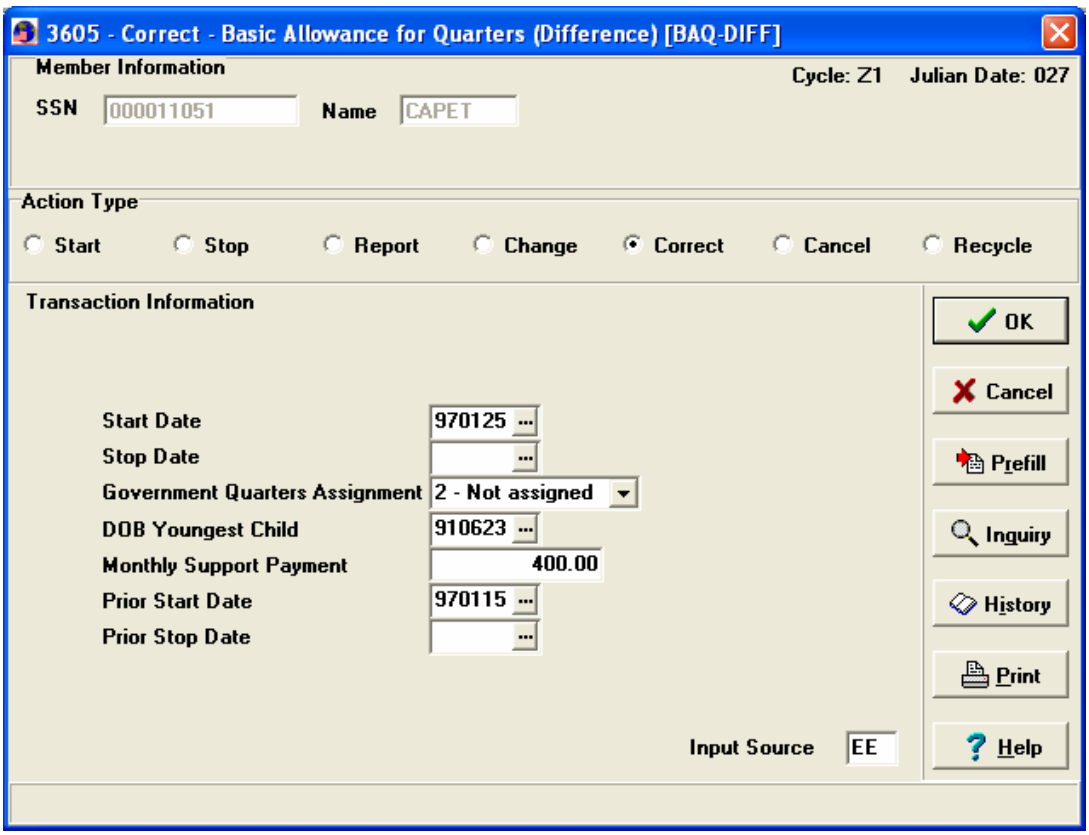
1 = Assigned
2 = Not Assigned

DATE OF BIRTH OF YOUNGEST CHILD: Enter the date of birth (in YYMMDD format) of the youngest child under the age of 21.

MONTHLY SUPPORT PAYMENT: Enter the total monthly amount of child support paid by member.

11. To correct an incorrectly posted period of BAH-DIFF within IAS:
    Post a 3605 transaction. The 3605 will adjust the pay as needed for the corrected period. If the member has received money they are not entitled to the system will collect us a system generated DQ entry. The member will be given due process and allowed to set up a payment schedule to pay back the amount posted on the DQ entry.

3605 – Correct Basic Allowance for Quarters-Difference



BAH-DIFF Date/Money Amount Correction (3605)

Before MMPA:

```
36 BAH DIFF*  ENTRY-OPEN-DT 970131 06 02 1  CNTRL-CODE 0  ACTN 01  START
   970115  ENTLMT-MM 127.10  ENTLMT 188.60  ENTLMT-NM 123.00  CLOST-DEPN B
   QTR-ASGN 2  MONTHLY-SUPPORT-PMT 360.50  DOB-YOUNGST-CHILD 910623
```

After MMPA:

```
36 BAH DIFF*  ENTRY-OPEN-DT 970203 07 02 1  CNTRL-CODE 0  ACTN 05  START
   970125  ENTLMT-MM 86.10  ENTLMT 147.60  ENTLMT-NM 123.00  CLOST-DEPN B
   QTR-ASGN 2  MONTHLY-SUPPORT-PMT 400.00  DOB-YOUNGST-CHILD 910623
36-BAH DIFF*  ENTRY-OPEN-DT 970131 06 02 1  ENTRY-CLSD-DT 970203 07 02 1
   CNTRL-CODE 5  ACTN 05  START 970115  STOP 970114  ENTLMT-MM 0.00  ENTLMT
   0.00  ENTLMT-NM 0.00  MNTLY-RATE 123.00  CLOST-DEPN B  QTR-ASGN 2
   MONTHLY-SUPPORT-PMT 360.50  DOB-YOUNGST-CHILD 910623  DISA-STOP-CHG-RSN 0
DQ INDEBT MIL PAY/ALW*  ENTRY-OPEN-DT 970203 07 02 1  CNTRL-CODE 1  ACTN Q8
   START 970203  TAX-CODE 1  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00
   REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 41.00  BAL-DUE-CM 41.00  CAL-YR
   97  START-OPAYMT 970203  STOP-OPAYMT 970203  RSN-SUSPN 9  CANCL-DCSN 0
   AMT-FRGVN 0.00  FORMAT-ID 36  FICA-WAGES-OPAID 0.00
   FICA-WAGES-OPAID-CUR-BAL 0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00
   FITW-WAGES-OPAID-CUR-BAL 0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPAID
   0.00  MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00
SUSPENSE*********
MG MISC-SUSPNS A EFF-DATE 970331   36 ENTLMT-SUSP 1 EFF-DATE 120524
36 ENTLMT-SUSP 2 EFF-DATE 120424   36 ENTLMT-SUSP 3 EFF-DATE 120325
```

3605 Screen Instructions

START DATE: May be blank or contain a valid date in YYMMDD format. Enter the date the entitlement should start. Date entered must be equal to or prior to the current date and greater than 911204. Must contain a valid date when the STOP DATE is blank.

STOP DATE: May be blank or contain a date in YYMMDD format. Enter the date the entitlement should stop. Date must be equal to or prior to the current date and equal to or greater than the START DATE. Must contain a valid date when the START DATE is blank.

GOVERNMENT QUARTERS ASSIGNMENT: Make a selection from the Drop-down list; choices are:

1 = Assigned
2 = Not Assigned

DATE OF BIRTH OF YOUNGEST CHILD: May be blank or enter the date of birth (in YYMMDD format) of the youngest child under the age of 21.

MONTHLY SUPPORT PAYMENT: Enter the total monthly amount of child support paid by member.

PRIOR START DATE: May be blank or contain a valid date in YYMMDD format. Date entered must be equal to or prior to the current date.

If the START DATE contains a date, this field must contain a date.

If the START DATE is blank then this field must be blank.

Must contain a date if the PRIOR STOP DATE field is blank.

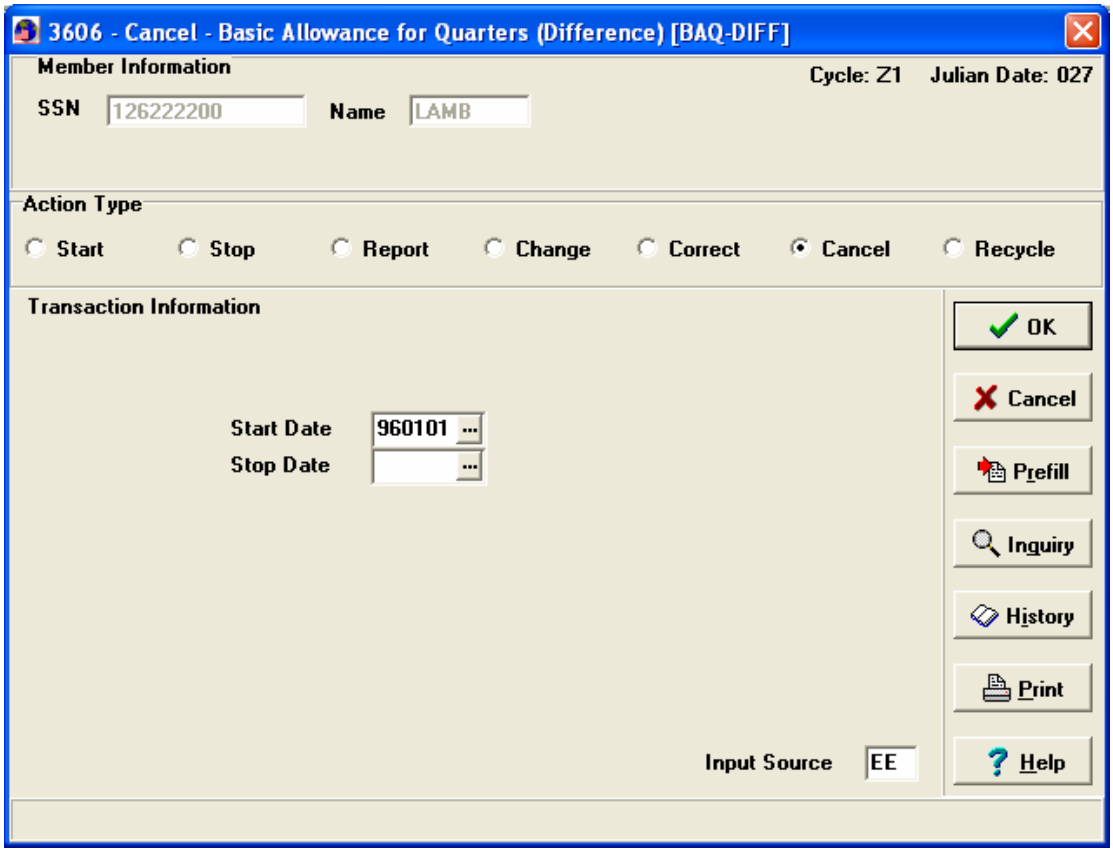
If PRIOR STOP DATE contains a date, this field must contain a date.

PRIOR STOP DATE: May be blank or contain a valid date in YYMMDD format. Date entered must be equal to or prior to the current date.

If the STOP DATE contains a date this field must contain a date.
If the STOP DATE is blank, this field must be blank.

12. When canceling a BAH-DIFF entry, use the format ID 36 and action code 06. The system will post a DQ entry to collect moneys owed within IAS. If a portion of the period extends beyond IAS a error code of MAC will be recorded in the DTR. The technician must review the account and determine the uncollected period. They can either submit a DQ01 or a 9903 to collect the portion of BAH outside of IAS. The 9903 will immediately remove the money from the member’s pay, where the DQ01 can be adjusted to allow ‘Due Process’ for the member.

3606 – Cancel Basic Allowance for Quarters-Difference



Posting of a BAH-Diff Cancel Transaction (3606)

Before MMPA:

```
36 BAH DIFF*  ENTRY-OPEN-DT 970122 96 01 2  CNTRL-CODE 0  ACTN 01  START
  970101  ENTLMT-MM 70.80  ENTLMT 141.60  ENTLMT-NM 141.60  CLOST-DEPN B
  QTR-ASGN 1  MONTHLY-SUPPORT-PMT 141.60  DOB-YOUNGST-CHILD 990131
36-BAH DIFF*  ENTRY-OPEN-DT 960229 96 03 1  ENTRY-CLSD-DT 961222 96 12 2
  CNTRL-CODE 2  ACTN 02  START 960101  STOP 961231  ENTLMT-MM 0.00  ENTLMT
  0.00  ENTLMT-NM 0.00  MNTLY-RATE 135.30  CLOST-DEPN B  QTR-ASGN 1
  MONTHLY-SUPPORT-PMT 135.30  DOB-YOUNGST-CHILD 990131  DISA-STOP-CHG-RSN 1
35 BAH*  ENTRY-OPEN-DT 970122 96 01 2  ACTN Z4  START 000000  ENTLMT-MM 0.00
  ENTLMT 0.00  ENTLMT-NM 0.00  NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 2  QTR-ADQ 0
  HELD-INDCTR 0
```

After MMPA:

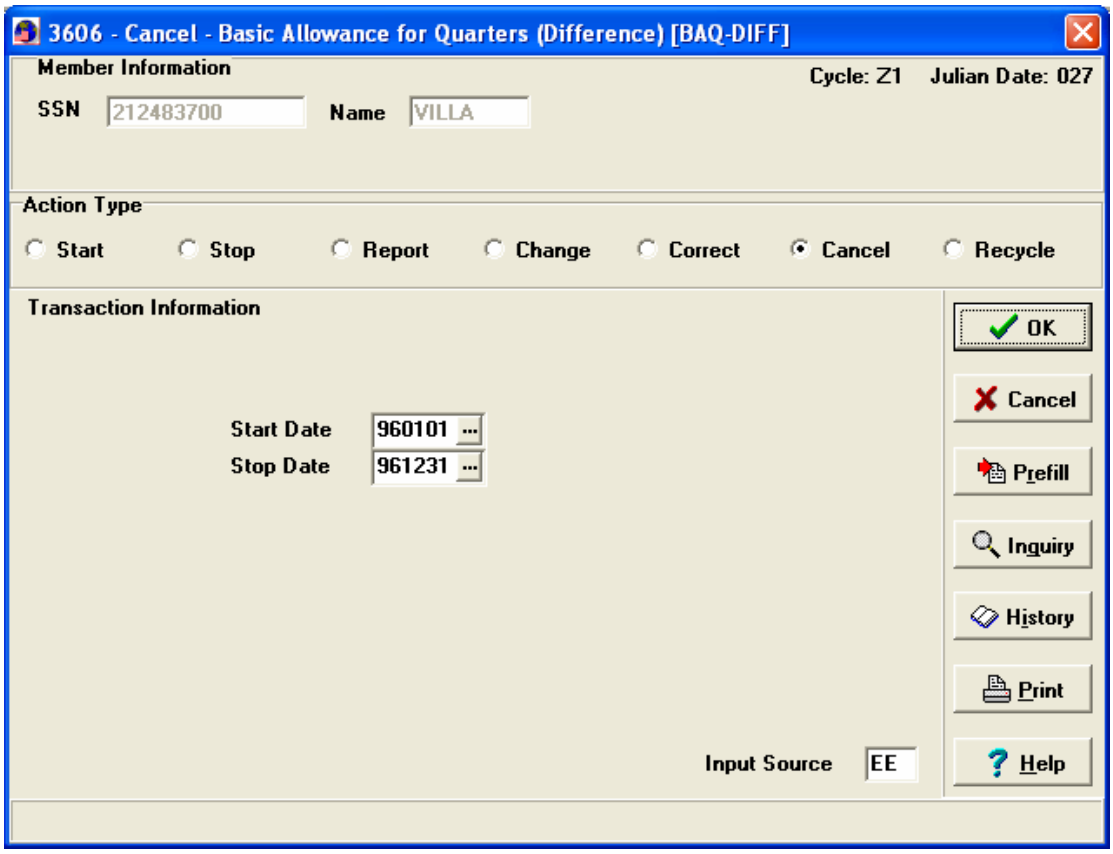
```
36 BAH DIFF*  ENTRY-OPEN-DT 970122 96 01 2  CNTRL-CODE 0  ACTN 01  START
   970101  ENTLMT-MM 83.25  ENTLMT 166.50  ENTLMT-NM 166.50  CLOST-DEPN B
   QTR-ASGN 1  MONTHLY-SUPPORT-PMT 166.50  DOB-YOUNGST-CHILD 990131
36-BAH DIFF*  ENTRY-OPEN-DT 960322 96 03 2  ENTRY-CLSD-DT 970203 07 02 1
   CNTRL-CODE 5  ACTN 02  START 960101  STOP 961231  ENTLMT-MM 0.00  ENTLMT
   0.00  ENTLMT-NM 0.00  MNTLY-RATE 159.30  CLOST-DEPN B  QTR-ASGN 1
   MONTHLY-SUPPORT-PMT 159.30  DOB-YOUNGST-CHILD 990131  DISA-STOP-CHG-RSN 1
36-BAH DIFF*  ENTRY-OPEN-DT 960322 96 03 2  ENTRY-CLSD-DT 970203 07 02 1
   CNTRL-CODE 2  ACTN 06  START 960101  STOP 960229  ENTLMT-MM -1,593.00
   ENTLMT -1,593.00  ENTLMT-NM 0.00  MNTLY-RATE 159.30  CLOST-DEPN B  QTR-ASGN
   1  MONTHLY-SUPPORT-PMT 159.30  DOB-YOUNGST-CHILD 990131  DISA-STOP-CHG-RSN 0
DQ INDEBT MIL PAY/ALW*  ENTRY-OPEN-DT 970203 07 02 1  CNTRL-CODE 1  ACTN Q8
   START 970203  TAX-CODE 1  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00
   REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 1,593.00  BAL-DUE-CM 1,593.00
   CAL-YR 97  START-OPAYMT 970203  STOP-OPAYMT 970203  RSN-SUSPN 9  CANCL-DCSN
   0  AMT-FRGVN 0.00  FORMAT-ID 36  FICA-WAGES-OPAID 0.00
   FICA-WAGES-OPAID-CUR-BAL 0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00
```

3606 Screen Instructions

START DATE: May be blank or contain a valid date in YYMMDD format. Date entered must be equal to or prior to the current date and greater than 911204. If blank, the STOP DATE must contain a valid date.

STOP DATE: May be blank or contain a valid date in YYMMDD format. Date entered must be equal to or prior to the current date and greater than the START DATE. If blank, the START DATE must contain a valid date.

3606 – Cancel Basic Allowance for Quarters-Difference



Posting of a BAH-Diff Cancel Transaction (3606)

Before MMPA:

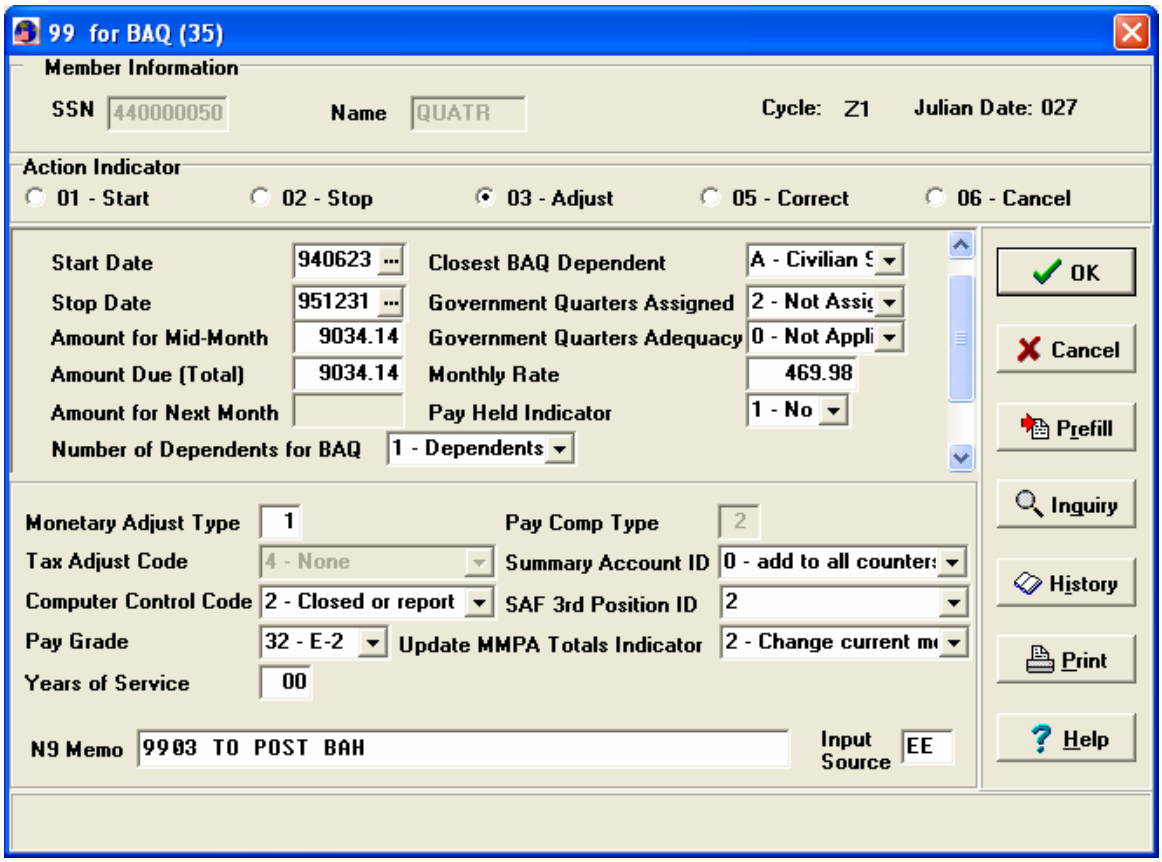
```
36 BAH DIFF*  ENTRY-OPEN-DT 970122 96 01 2  CNTRL-CODE 0  ACTN 01  START
   970101  ENTLMT-MM 0.00  ENTLMT 0.00  ENTLMT-NM 166.50  CLOST-DEPN B
   QTR-ASGN 1  MONTHLY-SUPPORT-PMT 166.50  DOB-YOUNGST-CHILD 990131
36-BAH DIFF*  ENTRY-OPEN-DT 960322 96 03 2  ENTRY-CLSD-DT 961222 96 12 2
   CNTRL-CODE 2  ACTN 02  START 960101  STOP 961231  ENTLMT-MM 0.00  ENTLMT
   0.00  ENTLMT-NM 0.00  MNTLY-RATE 159.30  CLOST-DEPN B  QTR-ASGN 1
   MONTHLY-SUPPORT-PMT 159.30  DOB-YOUNGST-CHILD 990131  DISA-STOP-CHG-RSN 1
```

After MMPA:

```
36 BAH DIFF*  ENTRY-OPEN-DT 970122 96 01 2  CNTRL-CODE 0  ACTN 01  START
   970101  ENTLMT-MM 83.25  ENTLMT 166.50  ENTLMT-NM 166.50  CLOST-DEPN B
   QTR-ASGN 1  MONTHLY-SUPPORT-PMT 166.50  DOB-YOUNGST-CHILD 990131
36-BAH DIFF*  ENTRY-OPEN-DT 960322 96 03 2  ENTRY-CLSD-DT 970203 07 02 1
   CNTRL-CODE 5  ACTN 02  START 960101  STOP 961231  ENTLMT-MM 0.00  ENTLMT
   0.00  ENTLMT-NM 0.00  MNTLY-RATE 159.30  CLOST-DEPN B  QTR-ASGN 1
   MONTHLY-SUPPORT-PMT 159.30  DOB-YOUNGST-CHILD 990131  DISA-STOP-CHG-RSN 1
36-BAH DIFF*  ENTRY-OPEN-DT 960322 96 03 2  ENTRY-CLSD-DT 970203 07 02 1
   CNTRL-CODE 2  ACTN 06  START 960101  STOP 960229  ENTLMT-MM -1,593.00
   ENTLMT -1,593.00  ENTLMT-NM 0.00  MNTLY-RATE 159.30  CLOST-DEPN B  QTR-ASGN
   1  MONTHLY-SUPPORT-PMT 159.30  DOB-YOUNGST-CHILD 990131  DISA-STOP-CHG-RSN
   0
DQ INDEBT MIL PAY/ALW*  ENTRY-OPEN-DT 970203 07 02 1  CNTRL-CODE 1  ACTN Q8
   START 970203  TAX-CODE 1  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00
   REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 1,593.00  BAL-DUE-CM 1,593.00
   CAL-YR 97  START-OPAYMT 970203  STOP-OPAYMT 970203  RSN-SUSPN 9  CANCL-DCSN
   0  AMT-FRGVN 0.00  FORMAT-ID 36  FICA-WAGES-OPAID 0.00
   FICA-WAGES-OPAID-CUR-BAL 0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00
```

E. ACCOUNT CORRECTIONS AND UNIQUES

9903 35 – Post Basic Allowance for Quarters Beyond



Posting of BAH Beyond IAS/9903 for BAH

```
N9-97-98-99 INPUT*  ENTRY-OPEN-DT 970204 08 02 1  ENTRY-CLSD-DT 970204 08 02 1
   CNTRL-CODE 2  FORMAT-ID 99  ACTN 03  MMPA-ENTRY-ID 35  DA-PROCSD 035
   MONTRY-ADJ-TYPE 1  EFF-DATE 940623  STOP 951231  ADSN 3880
   IT-POSN-INPUT-SOURCE J  2D-POSN-INPUT-SOURCE M  XMSN-NR FY  XACTN-NR 00002
   MEMO-ENTRY 9903 TO POST BAH
35 BAH*  ENTRY-OPEN-DT 970122 96 01 2  ACTN Z4  START 970101  ENTLMT-MM 180.75
   ENTLMT 361.50  ENTLMT-NM 361.50  NR-DEPN 1  CLOST-DEPN A  QTR-ASGN 2
   QTR-ADQ 0  HELD-INDCTR 0
35-BAH*  ENTRY-OPEN-DT 970204 08 02 1  ENTRY-CLSD-DT 970204 08 02 1
   CNTRL-CODE 2  ACTN 03  START 940623  STOP 951231  ENTLMT-MM 9,034.14
   ENTLMT 9,034.14  ENTLMT-NM 0.00  MNTLY-RATE 468.98  NR-DEPN 1  CLOST-DEPN A
   QTR-ASGN 2  QTR-ADQ 0  DISA-STOP-CHG-RSN 9  HELD-INDCTR 1
35-BAH*  ENTRY-OPEN-DT 960229 96 03 1  ENTRY-CLSD-DT 970129 04 02 1
   CNTRL-CODE 5  ACTN Z4  START 960101  STOP 961231  ENTLMT-MM 0.00  ENTLMT
   0.00  ENTLMT-NM 0.00  MNTLY-RATE 345.60  NR-DEPN 1  CLOST-DEPN A  QTR-ASGN
   2  QTR-ADQ 0  DISA-STOP-CHG-RSN 1  HELD-INDCTR 0
```

99 for 35 Screen Instructions (1 of 3)

START DATE: Must contain valid date as YYMMDD format, must be less than or equal to the current date.

STOP DATE:
May or may not contain YYMMDD. If entered, YYMMDD must be less than or equal to current date and greater than or equal to Start Date.

The Stop Date is automatically zero-filled when Action Indicator = Start/01 or Correct/05.

The Stop Date may or may not be filled when Action Indicator = Cancel/06.

AMOUNT FOR MID-MONTH: May or may not contain an amount. If current date is on or before Mid-Month cut-off, amount should be entered. Otherwise, leave blank.

AMOUNT DUE (TOTAL): Must contain an amount (the total amount due at end-of-month).

AMOUNT FOR NEXT MONTH: May or may not contain an amount.

The amount will be automatically zero-filled when Action Indicator = Adjust/03. Must contain an amount when Action Indicator = Stop/02.

NUMBER OF DEPENDENTS: Must select the appropriate code:

0 - no dependents
1 - dependents

CLOSEST DEPENDENT: Must select the appropriate code:

A - Civilian Spouse
B - Child Support-Basic Allowance for Housing-Diff
C - Child Under the Age of 21
D - Parent (Including "in loco parentis")
G - Grandfathered
I - Member married to Member, own right
K - Ward of the Court
L - Parent-in-law
R - Own right or Partial BAQ
S - Student (ages 21 and 22)
T - Handicapped Child
W - Member married to member, dependent child
X - Custodial parent receiving child support

If the Number of Dependents = 0, must be I, R or X.

GOVERNMENT QUARTERS ASSIGNMENT: Must select the appropriate code:

0 – Not Applicable
1 - Assigned
2 - Not Assigned

This entry must be 0 or 1 when Action Indicator = Stop/02

99 for 35 Screen Instructions (2 of 3)

MONTHLY RATE: Must contain an amount. Must be the monthly rate that applies to the period of adjustment.

PAY HELD INDICATOR: Must select the appropriate code:

1 - No
2 - Yes

MONETARY ADJUST TYPE: Must select 1 or 2:

1 – to increase member's pay
2 – to decrease member's pay

'1' will be automatically entered when Action Indicator = Start/01.

'2' will be automatically entered when Action Indicator = Stop/02.

TAX ADJUST CODE: '4' will automatically be entered (4 = None, not taxable)

PAY GRADE: Must select the pay grade that applies to the period of adjustment. Must be 01-10, 21-25, 31-39 or 51 – 54.

YEARS OF SERVICE: Must select the years of service completed that apply to the period of adjustment.

COMPUTER CONTROL CODE: Must select the indicator that identifies the status of the MMPA entry:

0 - Open MMPA entry
1 - Open suspense MMPA entry
2 - Closed or report entry on MMPA
3 - Correct overpayment entry
4 - Correct underpayment entry
5 - Correct or cancel report entry having a monetary effect
6 - Correct or cancel report entry having no monetary effect
9 - Open entry suspended due to status, or closed entry

This entry will automatically be filled with 0 when Action Indicator =Start/01 or Correct/05.

The entry will automatically be filled with 2, when Action Indicator = Stop/02.

This entry must be 2, 3 or 4 when Action Indicator = Adjust/03.

This entry must be 0-6 or 9, when Action Indicator = Cancel/06.

PAY COMP TYPE: '2' will be automatically entered. (2 - perform pay

99 for 35 Screen Instructions (3 of 3)

SUMMARY ACCOUNT ID: Must select the appropriate action:

0 - add to all counters except strength
1 - add to all counters
2 - subtract from all counters
3 - subtract from all counters except strength

This entry will automatically be filled with 1, when Action Indicator = Start/01.

This entry will automatically be filled with 2, when Action Indicator = Stop/02.

This entry must be 0 or 3 when Action Indicator = Adust/03.

UPDATE MMPA TOTALS INDICATOR: Must select the appropriate code that indicates whether the transaction affects money amount fields on the MMPA:

1 - no change
2 - change current month totals
3 - change next month totals
4 - change current and next month totals

This entry will automatically be filled with 4 when Action Indicator = Start/01 and Stop/02.

SAF 3RD POSITION ID: Must select the appropriate code:

1 – With Dependents - Full Rate/Officer
2 – With Dependents – Full Rate/Enlisted
4 – Without Dependents – Full Rate/Officer & Enlisted
5 – Without Dependents - Partial/Officer & Enlisted
6 – With Dependents – Full Rate/Officers 04E
7 – Without Dependents – Full Rate/Officers 04E
8 – Without Dependents – Partial/Officers 04E

N9 MEMO ENTRY: Free-form field, 46 positions long. Special characters allowed. First two positions, N9, are system-generated (in the output record) and do not need to be entered.

F. COMMON ERROR CODES

Listed are some of the more common error codes with the correction following in italic print.

EAL GOVT-QTRS-ASGMT/ACTN-INDCTR GOVT-QTRS-ADQCY INCMPTBL. If account is assigned inadequate Housing the codes must indicate the member is in base housing, review reject and MMPA if necessary send a message to field to verify intent.

EDD FORMAT-ID (ENTITLEMENTS) ALREADY STARTED. Compare reject document with MMPA data. Most likely a duplicate transaction was processed. Format-ID all ready started.

EDE FORMAT-ID (ENTITLEMENTS) NOT FOUND ON MMPA. Compare reject document with MMPA data. Most likely a duplicate transaction was processed. Format-ID all ready stopped.

MAC ENTITLEMENT EFFECTIVE DATES ARE OUT OF IAS. Review MMPA and pay entitlement amount outside of IAS with a 9903(35).

ZBB CANCEL TRANSACTION DATA DOES NOT EQUAL MMPA DATA OR TRANS TO BE CANCELED IS OUT OF IAS. Compare reject document with MMPA data. Most likely incorrect dates were used on the field level transaction.

(the remainder of this page is reserved for future use)

Chapter 9 D – CONUS COST OF LIVING ALLOWANCE

A. Background

The Continental United States Cost of Living Allowance (CONUS COLA) is paid to members assigned to high cost area CONUS. CONUS COLA compensates for a portion of excess costs for non-housing expenses incurred in areas that exceed costs in an average U.S. Military location by more than eight percent. An area is considered high cost if the non-housing costs of living for that area are higher than the national threshold percentage set by Congress. The threshold is currently set at 108% which means that service members absorb eight percent average out-of pocket expenses for a given area and then receive an offset amount CONUS COLA based on the COLA index. CONUS COLA is subject to Federal Income Tax Withholding (FITW) AND State Income Tax Withholding (SITW). CONUS COLA is considered allocable income and is included in the current month and next month amounts reflected in the P7 MMPA entry (Amount Total Entitlement to ALLOT). All the current dependency rates, CONUS COLA locations and zip codes, effective dates, indexes and pay out tables can be accessed through the Per Diem Travel and Transportation Advisory Committee homepage. Conditions of entitlement to COLA are contained in the Joint Federal Travel regulation (JFTR), Volume I, Chapter 8.

ELIGIBILTY - CONUS COLA is based on the assignment to a designated high cost area, pay grade, years of service (longevity), and status in regards to basic allowance for quarters (BAQ). CONUS COLA will be paid at either with dependents or without dependents rate. Members residing in the barracks will receive CONUS COLA at the without dependents rate and regardless of Basic Allowance for Subsistence (BAS) entitlement. The system will generate a closed Format ID-51 entry and open a new Format-ID entry at the applicable rate according with each increase in grade or longevity. CONUS COLA is payable to service members with or without dependents, a member in an unaccompanied status outside CONUS, if the primary dependent resides in a designated CONUS high cost area.

A member assigned to duty in CONUS and the primary dependent resides in a high cost area in CONUS by reason of the member’s duty location or other circumstances; it would be inequitable for the member’s eligibility to be determined on the basis of the duty location of the member. For a service member married to a service member each is entitled to a CONUS COLA. Entitlement exists whether joint residence or separate residences are maintained. A spouse who is also a member in active duty is in no way considered as a

dependent for entitlement purposes. When a member married to member couple maintain a joint residence and have dependents CONUS COLA will be paid for one at the with dependent rate and for the other at the without dependent rate.

B. Effects on the MMPA

The posting for CONUS COLA will appear as a 51 entry on the MMPA. It contains the zip code of the area that is being covered by the regulations that will grant the CONUS COLA to the member for this area.

MMPA POSTING –CONUS COLA 51 Entry

```
51 CONUS COLA*  ENTRY-OPEN-DT 990104 99 01 1  CNTRL-CODE 0  ACTN Z4  START
 990101  ENTLMT-MM 52.50  ENTLMT 105.00  ENTLMT-NM 105.00  ACCOM 0  ZIP-CODE 06512
```

Special Conditions - When a member is married to a member each member is entitled to a CONUS COLA in their own right. Each member is entitled regardless if a joint or separate residence is maintained. In no case will a spouse who is also a member on active duty be considered as a dependent for entitlement purposes. When a member married to a member couple, maintain a joint residence and have dependents, CONUS COLA will be paid one member at the with dependents rate and for the other member at the without dependents rate.

A member who is receiving CONUS COLA during Permanent Change of Station (PCS) the entitlement exists the effective day of reporting to a new permanent duty station in a high cost area. The entitlement to CONUS COLA continues to pay for the entire period of PCS, less the number of days authorized travel, in conjunction with the PCS.

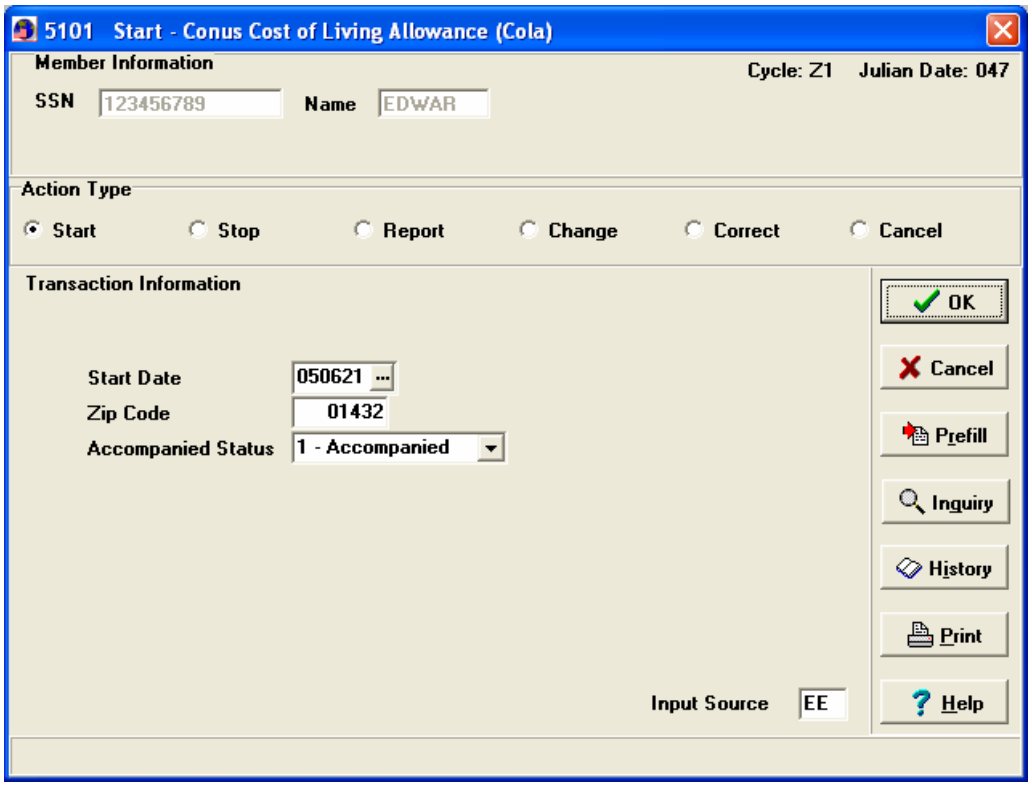
Assignment outside CONUS may be paid overseas COLA at the applicable without dependents rate and a CONUS COLA at the with dependents rate for the high cost area where the primary dependent resides. This is only payable if there are no command sponsored dependents residing with the member. At no time will is COLA and CONUS COLA to be paid concurrently at the with dependents rate.

C. Processing Transactions

CONUS COLA processing takes place for the start, stop, report, change, correct and cancel actions. Remember when viewing the following examples that CONUS COLA is a taxable entitlement which is paid on a monthly basis. Most of the entries require basic MMPA edit information.

1. The start CONUS COLA action utilizes the 5101 – Start CONUS COLA input.

5101 – Start CONUS COLA



START CONUS COLA

```
51 CONUS COLA*  ENTRY-OPEN-DT 050621 18 06 2  CNTRL-CODE 0  ACTN 01  START
   050501  ENTLMT-MM 15.00  ENTLMT 30.00  ENTLMT-NM 30.00  ACCOM 1  ZIP-CODE
   01432
```

5101 – Screen Instruction

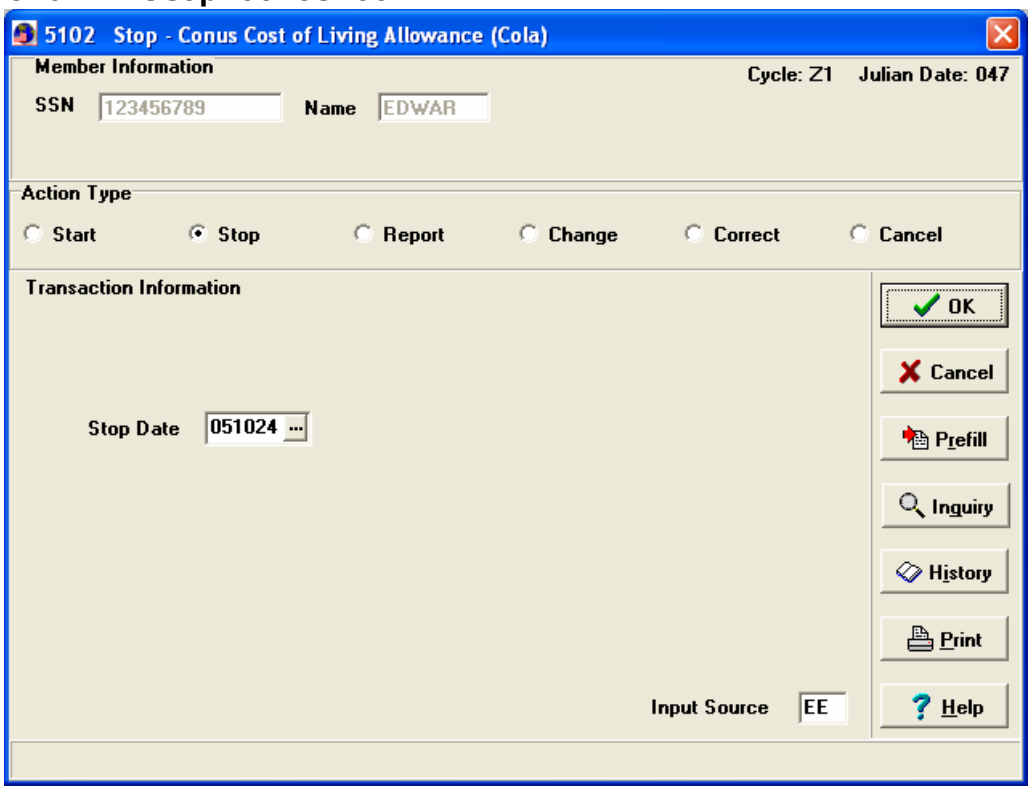
START DATE: YYMMDD entitlement starts; must be < or = current date.

ZIP CODE: Valid ZIP Code.

ACCOMPANIED STATUS: 0 = Unaccompanied 1 = Accompanied

2. The stop action will cause the CONUS COLA to stop on the date indicated. Use the 5102 transaction.

5102 – Stop CONUS COLA



STOP CONUS COLA

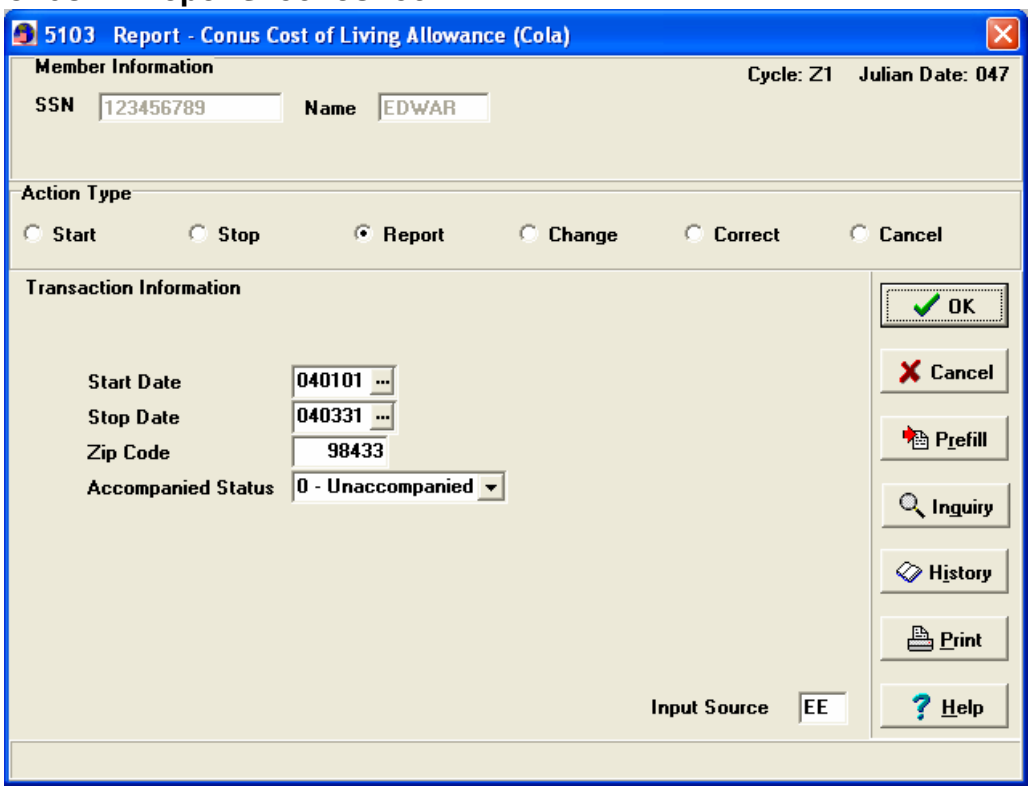
```
51-CONUS COLA*  ENTRY-OPEN-DT 050705 06 07 1  ENTRY-CLSD-DT 051117 16 11 2
   CNTRL-CODE 2  ACTN 02  START 050705  STOP 051024  ENTLMT-MM 9.50  ENTLMT
   -3.80  ENTLMT-NM 0.00  MNTLY-RATE 19.00  ACCOM 0  ZIP-CODE 98433
51-CONUS COLA*  ENTRY-OPEN-DT 050101 99 01 1  ENTRY-CLSD-DT 050705 06 07 1
   CNTRL-CODE 2  ACTN C4  START 050101  STOP 050704  ENTLMT-MM 2.40  ENTLMT
   2.40  ENTLMT-NM 0.00  MNTLY-RATE 18.00  ACCOM 0  ZIP-CODE 98433
```

5102 – Screen Instruction

STOP DATE: YYMMDD; last day of entitlement.

3. The report action is used to report a term period of CONUS COLA. Use the 5103 transaction to report the CONUS COLA.

5103 – Report CONUS COLA



REPORT CONUS COLA

```
51-CONUS COLA*  ENTRY-OPEN-DT 050425 01 05 1  ENTRY-CLSD-DT 050425 01 05 1
   CNTRL-CODE 2  ACTN 03  START 040101  STOP 040331  ENTLMT-MM 51.00  ENTLMT
   51.00  ENTLMT-NM 0.00  MNTLY-RATE 17.00  ACCOM 0  ZIP-CODE 98433
```

5103 – Screen Instruction

START DATE: YYMMDD entitlement starts; must be < or = current date.

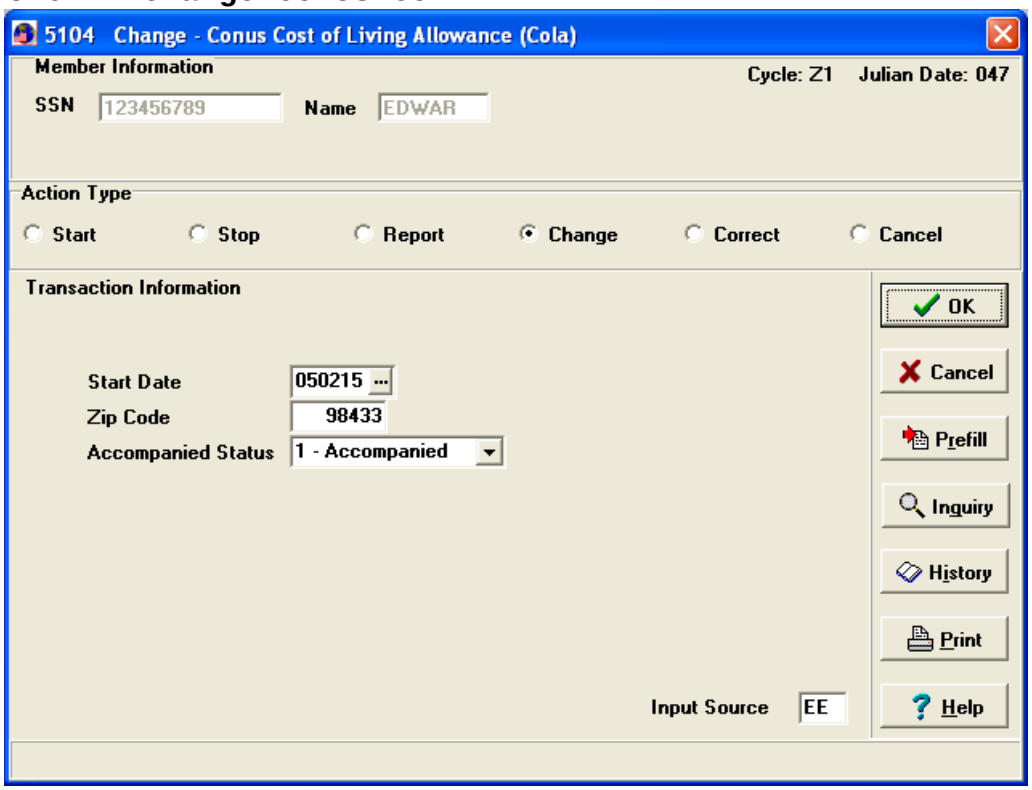
STOP DATE: YYMMDD; last day of entitlement. Must be < or = current date, and > or = START DATE.

ZIP CODE: Valid ZIP Code.

Accompanied Status: 0 = Unaccompanied 1 = Accompanied

4. The change CONUS COLA is used when a change is made to an open entry. Use the 5104 transaction to change CONUS COLA.

5104 – Change CONUS COLA



CHANGE CONUS COLA

```
51 CONUS COLA*  ENTRY-OPEN-DT 050301 06 03 1  CNTRL-CODE 0  ACTN 04  START
   050215  ENTLMT-MM 14.00  ENTLMT 28.00  ENTLMT-NM 28.00  ACCOM 1  ZIP-CODE 98433
51-CONUS COLA*  ENTRY-OPEN-DT 050101 99 01 1  ENTRY-CLSD-DT 050301 06 03 1
   CNTRL-CODE 2  ACTN 04  START 050101  STOP 050214  ENTLMT-MM -11.73  ENTLMT
   -11.73  ENTLMT-NM 0.00  MNTLY-RATE 22.00  ACCOM 0  ZIP-CODE 98433
51-CONUS COLA*  ENTRY-OPEN-DT 041220 18 12 2  ENTRY-CLSD-DT 050101 99 01 1
   CNTRL-CODE 2  ACTN Z4  START 041210  STOP 041231  ENTLMT-MM 0.00  ENTLMT
   0.00  ENTLMT-NM 0.00  MNTLY-RATE 21.00  ACCOM 0  ZIP-CODE 98433
```

5104 – Screen Instruction

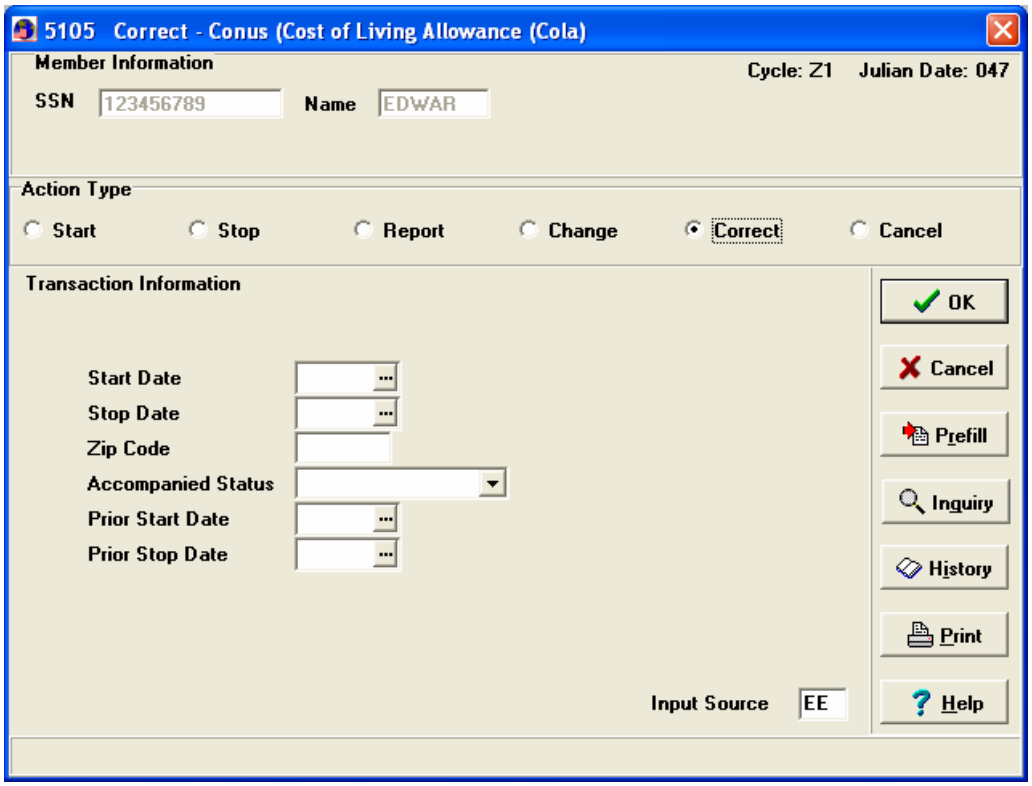
START DATE: YYMMDD entitlement changes; must be < or = current date.

ZIP CODE: Valid ZIP Code.

ACCOMPANIED STATUS: 0 = Unaccompanied 1 = Accompanied

5. The correct action is used to correct a closed entitlement. Use the 5105 to correct the CONUS COLA.

5105 – Correct CONUS COLA



5105 – Screen Instruction

START DATE (Corrected): Correct YYMMDD entitlement started, or blank.

STOP DATE (Corrected): Correct YYMMDD entitlement stopped, or blank.

ZIP CODE: Valid ZIP Code.

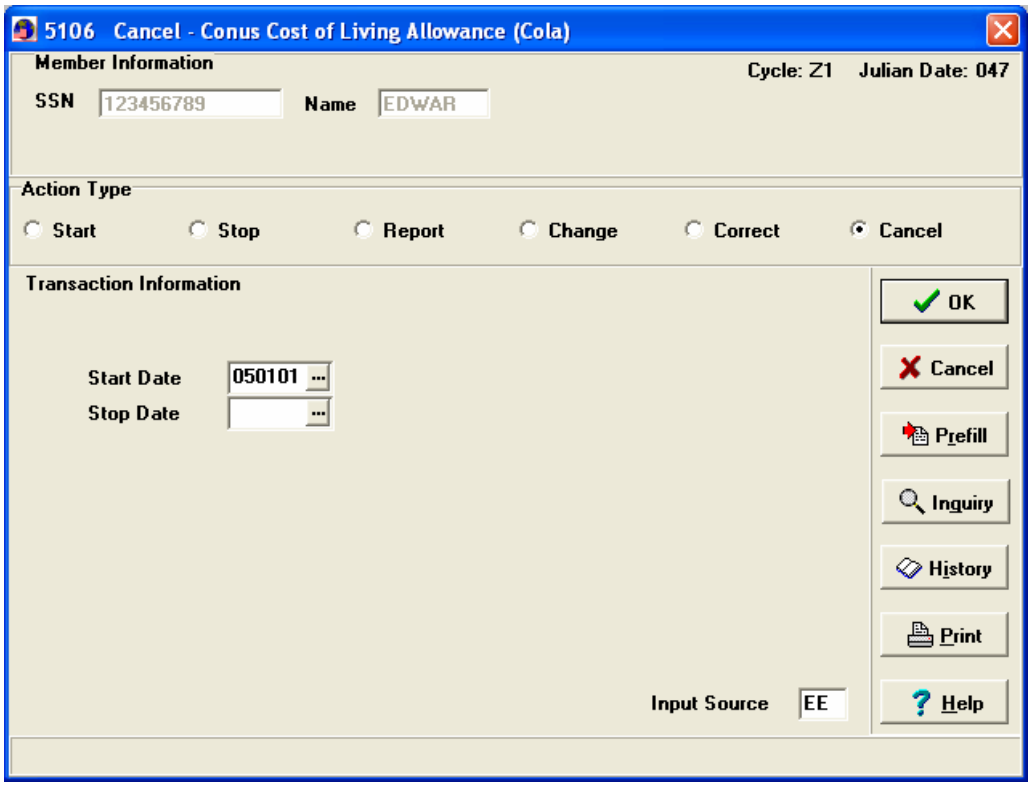
ACCOMPANIED STATUS: 0 = Unaccompanied 1 = Accompanied

PRIOR START DATE: Start Date of transaction being corrected, or blank. It must be filled if Start Date filled, and must be blank if Start Date blank.

PRIOR START DATE: Stop Date of transaction being corrected, or blank. It must be filled if Stop Date filled, and must be blank if Stop Date blank.

6. Cancel CONUS COLA is the 5106 – Cancel CONUS COLA transaction.

5106 – Cancel CONUS COLA



CANCEL CONUS COLA

```
51-CONUS COLA*  ENTRY-OPEN-DT 050207 10 02 1  ENTRY-CLSD-DT 050222 01 03 1
   CNTRL-CODE 6  ACTN 06  START 050213  STOP 050212  ENTLMT-MM 0.00  ENTLMT
   0.00  ENTLMT-NM 0.00  MNTLY-RATE 0.00  ACCOM 1  ZIP-CODE 92310
51-CONUS COLA*  ENTRY-OPEN-DT 050101 99 01 1  ENTRY-CLSD-DT 050222 01 03 1
   CNTRL-CODE 6  ACTN 06  START 050101  STOP 050212  ENTLMT-MM 0.00  ENTLMT
   0.00  ENTLMT-NM 0.00  MNTLY-RATE 0.00  ACCOM 1  ZIP-CODE 92310
```

5106 – Cancel CONUS COLA

START DATE: Start Date of transaction to cancel, or blank.

STOP DATE: Stop Date of transaction to cancel, or blank.

D. Account Corrections

Outside IAS Payments outside IAS timeframe must be processed by DFAS Central Site. Use the 9903 (FID 51) to make these type payments. The rest of the entitlement is posted with an effective date the first day of IAS or the first rate change date is the first date of IAS. This procedure is in effect for the start or report action 5101/5103.

When the entitlement is to be stopped with an effective date outside of IAS or before the first prior rate change, the 5102 is processed with the effective last day of prior month. The DQ01 transaction for prior periods is processed through the stop date. The field ACCOM-STAT for 51 entry can be either 0 for no dependents or 1 for with dependents or 2 for single rate BAQ accompanied by authorized dependents.

(the remainder of this page is reserved for future use)

Chapter 9 E - FAMILY SEPARATION ALLOWANCE (FSA)

A. BACKGROUND

1. Types of FSA: There are two types of FSA, FSA-I and FSA-II. With the implementation of the Basic Allowance for Housing (BAH) Program, FSA-I is virtually eliminated and is now know as Family Separation Housing (FSH). The purpose of FSH is to compensate a member for added expenses for the member's housing caused by forced separation or elected separation under conditions Outlined in DoDFMR vol. 7A, Chapter 26. The rate for FSH is equal to the rate that a member would receive for BAH w/o dependents. FSA-II helps defray the cost of incidental expenses that may occur due to the absence of the member from the family household. The rate is $250.00 per month. Family Separation Allowance (FSA) is an allowance payable to members with dependents during a separation.

2. FSA-II defined: There are three types of FSA II:

a. FSA-S - Payable to a member with dependents who is separated from dependents who is separated from dependents while serving on duty aboard a ship.

b. FSA-T - Payable to a member serving at a Temporary Duty Station after being separated from dependents for more than 30 days.

c. FSA-R - Payable to members who for any reason are restricted from bringing their dependents to the new permanent duty station at government expense.

3. Entitlement to FSA-II is posted to the MMPA using a Format-ID 65 entry. Family Separation Housing is posted to the MMPA using FID 35 in combination with FID(s) 67, 68, 43 and /or 45.

B. EFFECTS ON THE MMPA

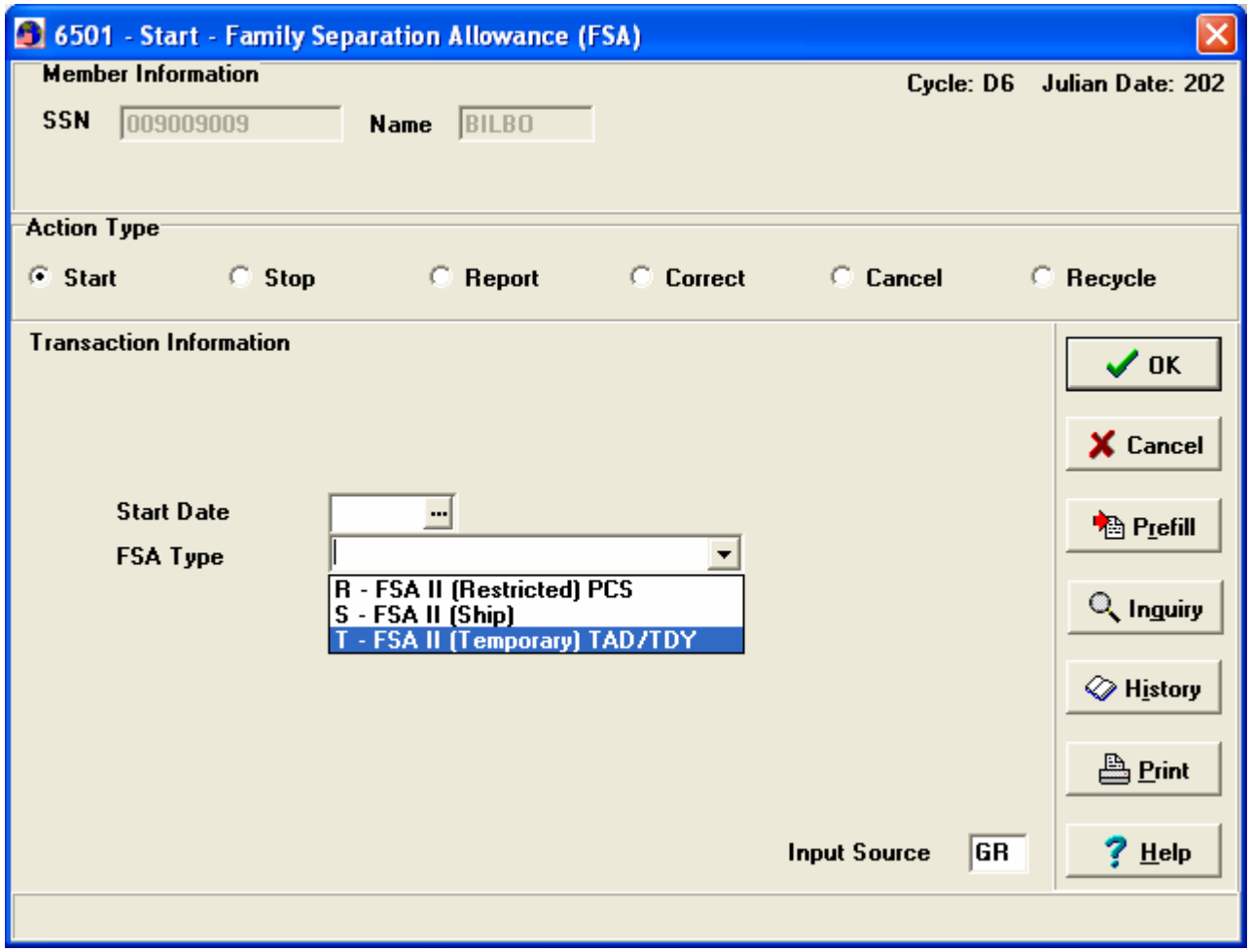
When posting an FSA entry to the MMPA, the BAQ (35) must identify that the member has dependents. Members are entitled to receive FSA-II while assigned to Government quarters that the member's family occupies while the member is serving an unaccompanied tour oversees irrespective of his assignment to single type government quarters at the overseas PDS rate.

MMPA POSTING FSA 65 ENTRY (TYPE T/S/R)

```
65 FSA*  ENTRY-OPEN-DT 060106 02 01 1  CNTRL-CODE 0  ACTN 01  START 051205
   ENTLMT-MM 125.00  ENTLMT 250.00  ENTLMT-NM 100.00  FSA T  2-ENTRY-INDCT 0
65 FSA*  ENTRY-OPEN-DT 051026 01 11 1  CNTRL-CODE 0  ACTN 01  START 050925
   ENTLMT-MM 125.00  ENTLMT 250.00  ENTLMT-NM 100.00  FSA S  2-ENTRY-INDCT 0
65 FSA*  ENTRY-OPEN-DT 051207 08 12 1  CNTRL-CODE 0  ACTN 01  START 050918
   ENTLMT-MM 125.00  ENTLMT 250.00  ENTLMT-NM 100.00  FSA R  2-ENTRY-INDCT 0
```

D. PROCESSING TRANSACTIONS

When processing transactions for FSA the following options are available: start, stop, report, correct, and cancel.



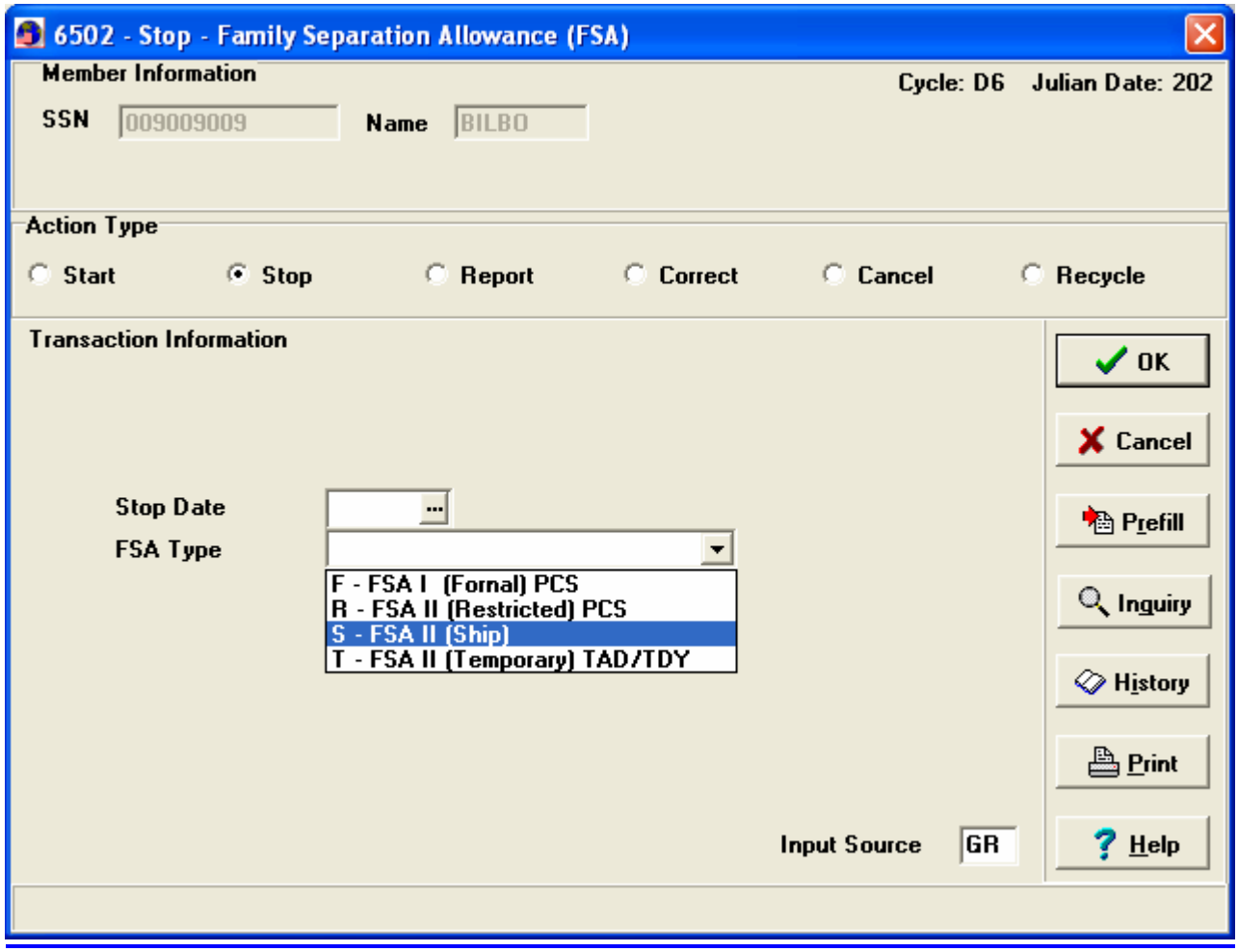
6501 Help Screen

6501 Start - Family Separation Allowance (FSA)

START DATE
The date the member becomes entitled to FSA.
Enter a valid date in YYMMDD format equal to or less than the current date. Select from the calendar or enter in YYMMDD format.

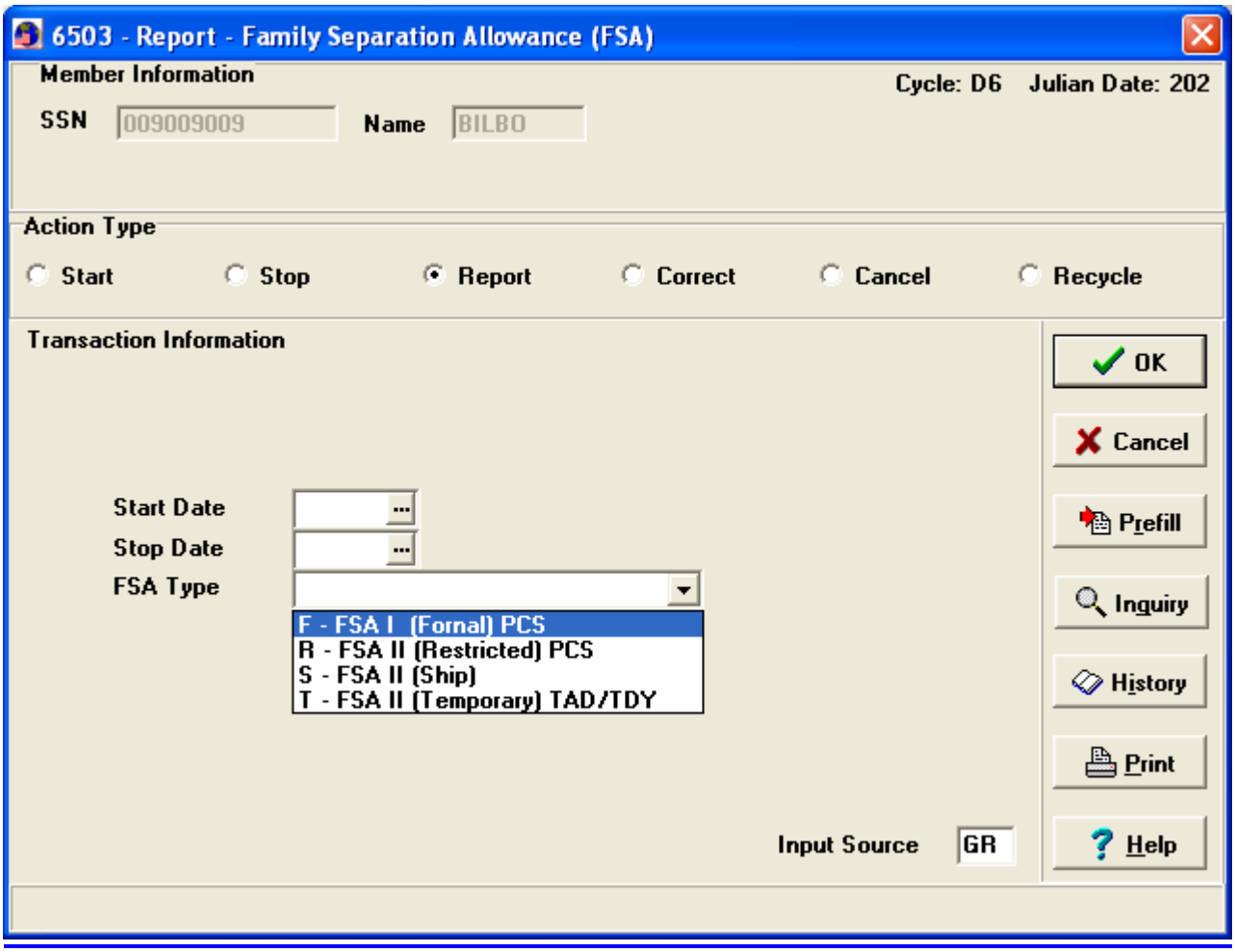
FSA TYPE

R = Restricted (FSA II)
S = Ship (FSA II)
T = Temporary (TAD/TDY) (FSA II)



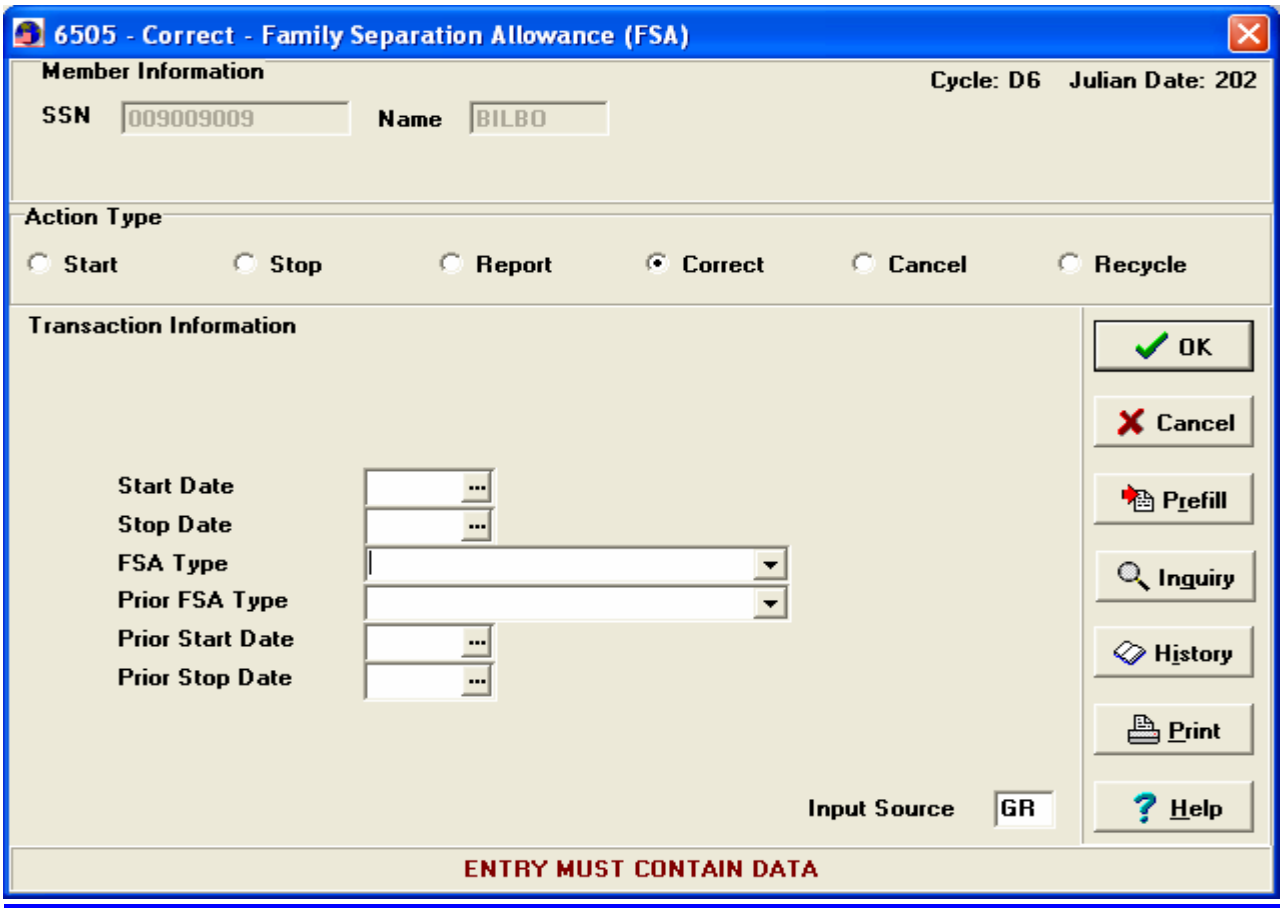
6502 Help Screen

```
6502   Stop - Family Separation Allowance (FSA)

STOP DATE
The last day the member is entitled to FSA

Enter a valid date in YYMMDD format equal to or less than the
current date. Select from the calendar or enter in YYMMDD format


FSA TYPE
F = Formal (FSA I) (no longer used as of 051001)
R = Restricted (FSA II)
S = Ship (FSA II)
T = Temporary (TAD/TDY) (FSA II)
```



6503 Help Screen

```
6503  Report - Family Separation Allowance (FSA)

START DATE
The date the member becomes entitled to FSA.

Enter a valid date in YYMMDD format equal to or less than the
current date. Select from the calendar or enter in YYMMDD format.

STOP DATE
The last day the member is entitled to FSA.

Enter a valid date in YYMMDD format equal to or less than the
current date and equal to or greater than the Start Date.  Select
from the calendar or enter in YYMMDD format.

FSA TYPE

F = Fornal (FSA I) (no longer used as of 051001)
R = Restricted (FSA II)
S = Ship (FSA II)
T = Temporary (TAD/TDY) (FSA II)
```



6505 CORRECT FAMILY SEPARATION ALLOWANCE (FSA)

START DATE
The correct Start Date; or blank if not being corrected.

If a date is entered, it must be a valid date in YYMMDD format equal to or less than the current date. It may be up to 30 days in the future if FSA Type = S (Ship). The Start Date must be less than 051001 if FSA Type = F. Select from the calendar or enter in YYMMDD format.

STOP DATE
The correct Stop Date; or blank if not being corrected.

If a date is entered, it must be a valid date in YYMMDD format equal to or less than the Start Date or the current date. If the Start Date is a future date, then the Stop Date must be blank. The Stop Date must be entered and must be less than 051001 if FSA Type = F. Select from the calendar or enter in YYMMDD format.

FSA TYPE (NEW)
F = Fornal (FSA I) (no longer used as of 051001)
R = Restricted (FSA II)
S = Ship (FSA II)
T = Temporary (TAD/TDY) (FSA II)

PRIOR FSA TYPE
F = Fornal (FSA I) (no longer used as of 051001)
R = Restricted (FSA II)
S = Ship (FSA II)
T = Temporary (TAD/TDY) (FSA II)

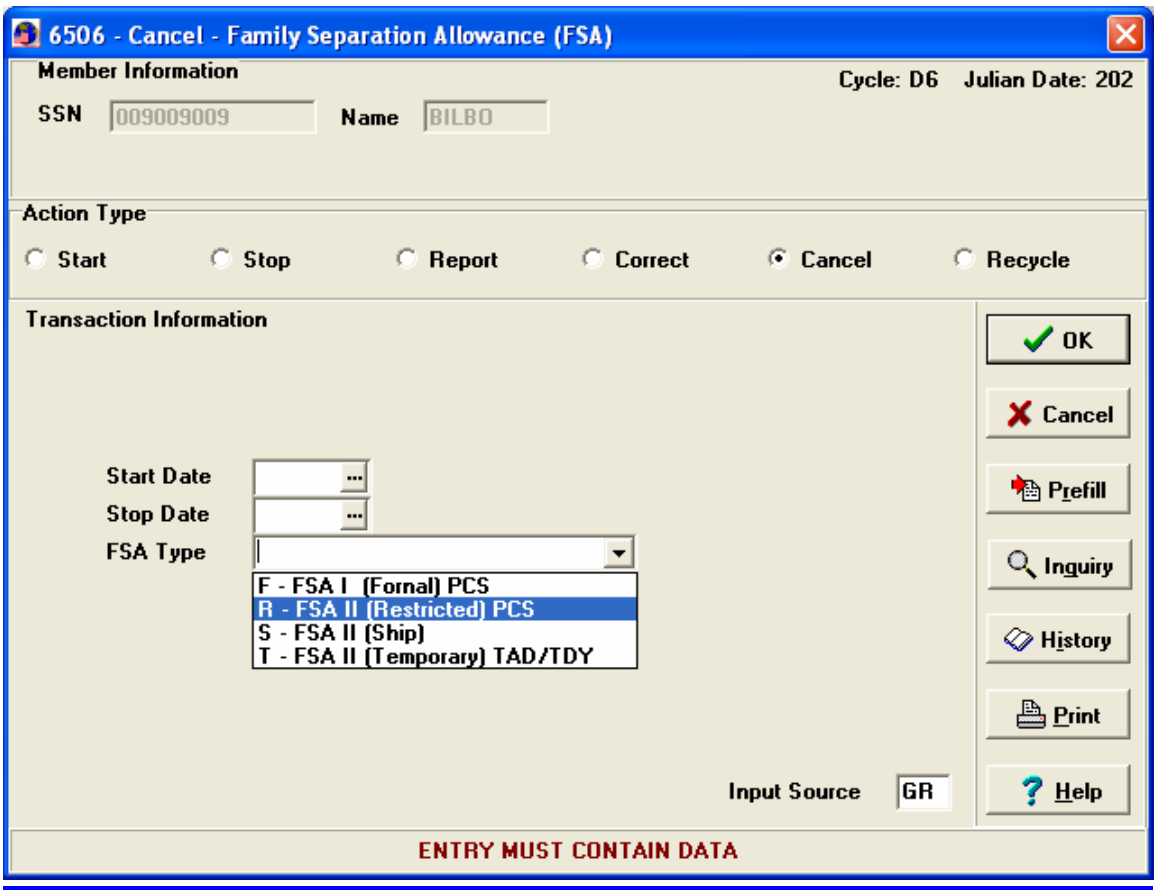
PRIOR START DATE
The previously reported Start Date (if incorrect), or blank.

If a date is entered, it must be equal to or less than the current date. It may be up to 30 days in the future if FSA Type = S (Ship). It must be blank if the Start Date is blank. The Prior Start Date must be less than 051001 if Prior FSA Type = F. Select from the calendar or enter in YYMMDD format.

PRIOR STOP DATE

The previously reported Stop Date (if incorrect), or blank.

If a date is entered, it must be equal to or less than the current date. The Prior Stop Date must be entered and must be less than 051001 if Prior FSA Type = F. Select from the calendar or enter in YYMMDD format.



6506 Help Screen

```
6506  Cancel - Family Separation Allowance (FSA)

START DATE
The Start Date of transaction being cancelled, or blank.

Enter a valid date in YYMMDD format. Select from the calendar or
enter in YYMMDD format.

STOP DATE
The Stop Date of transaction being cancelled, or blank.

Enter a valid date or leave it blank. If a date is entered, it
must be a valid date in YYMMDD format equal to or less than the
current date and equal to or greater than the Start Date.   Select
from the calendar or enter in YYMMDD format.

FSA TYPE
F = Fornal (FSA I) (no longer used as of 051001)
R = Restricted (FSA II)
S = Ship (FSA II)
T = Temporary (TAD/TDY) (FSA II)
```

Chapter 9 F – OVERSEAS COST OF LIVING ALLOWANCE

A. BACKGROUND

An Overseas Cost of Living Allowance (OCONUS COLA) is paid to members assigned to high cost OCONUS areas to help them maintain the equivalent purchasing power of their CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the COLA amount needed to equalize purchasing power between OCONUS-based members and their CONUS-based counterparts. COLA compensates members if the costs of these goods and services are higher in the OCONUS area than they are in CONUS.

B. COLA Surveys

The COLA surveys include the Living Pattern Survey (LPS) and the Retail Price Schedule (RPS). The LPS and the RPS are the two OCONUS surveys conducted which determine OCONUS prices. See JFTR, Appendix M, Part I for more detailed information about the LPS and RPS data surveys. COLA indexes are determined using the data provided via these two surveys.

1. LPS. The LPS is the individual member survey that:
   a. Is required at least once every three years but may be submitted more frequently (see Appendix M);
   b. Determines from where the service members purchase their goods/services, i.e.
      (1) Local market outlets (on the economy); and/or
      (2) Commissary/exchange;
   c. Determines the purchase percentage from each source (local market and/or commissary/exchange); and
   d. Is conducted before the RPS.

2. RPS. The RPS is the market basket survey that:
   a. Is required annually but may be submitted more frequently (see Appendix M),
   b. Reports actual prices paid by service members for a goods/services market basket (approximately 120 items) at the OCONUS location, and
   c. Includes selected items ordinarily purchased by CONUS-based families and items that are also available in most OCONUS areas.

C. Indexes

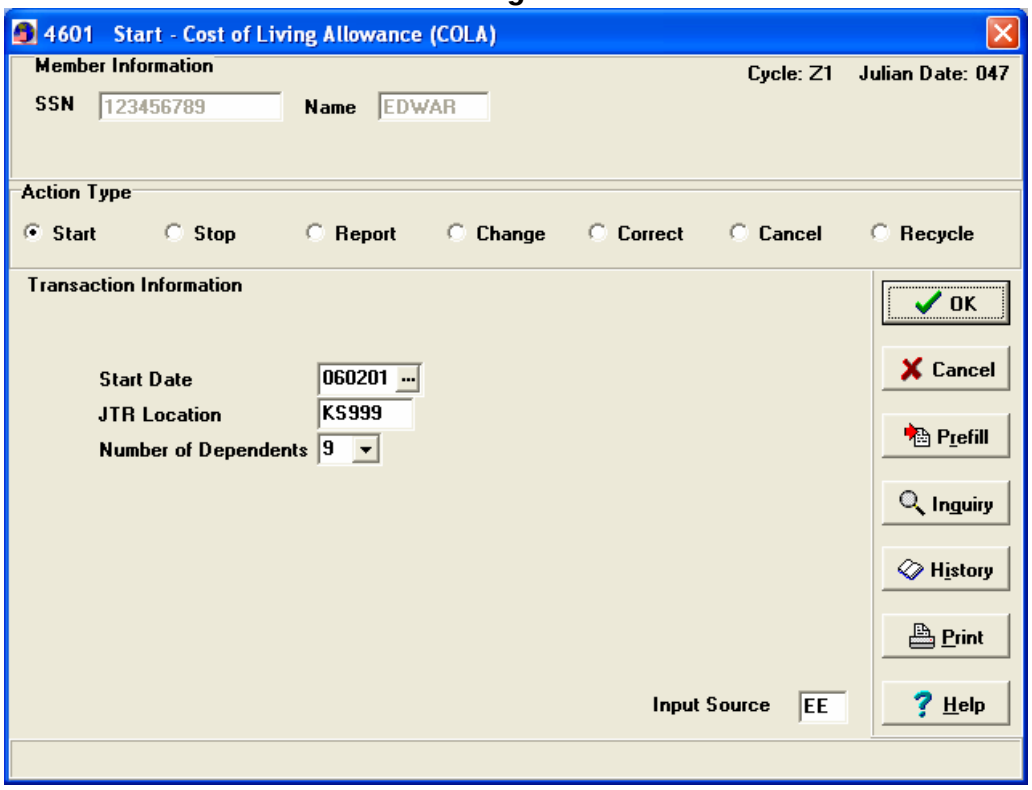
The COLA index represents the purchasing power difference between the OCONUS location and a CONUS location. For example, a COLA index of 110 indicates that the prices in the OCONUS area are overall 10 percent more expensive than in CONUS. An index of 100 indicates that the overall cost of the 120 goods/services is approximately the same at the OCONUS/CONUS locations and no COLA is warranted.

D. Processing Transactions

COLA Transactions Overseas COLA transactions are the start, stop, report, change, correct and cancel actions. These are the basic transactions requiring the start date, JTR location code and number of dependents for the start COLA transaction (4601), stop date only for the stop COLA transaction (4602), and start, stop, JTR location code and number of dependents for the report COLA transaction (4603).

1. Start COLA – The start COLA transaction require the start date, JFTR location code, and the number of dependents.

4601 – Start Cost of Living Allowance



Start Cost of Living Allowance

```
46 COLA*  ENTRY-OPEN-DT 060207 09 02 1  CNTRL-CODE 0  ACTN 01  START 060201
   ENTLMT-MM 84.45  ENTLMT 157.63  ENTLMT-NM 174.52  DAILY-RATE 5.62956
   NR-DEPN-COLA 9  JTR-LCTN KS999
```

4601 – Screen Instructions

START DATE: Must contain a date in YYMMDD format. This is the date the entitlement starts. Date entered must be equal to or less than the current date.

JTR LOCATION: Enter the JFTR location code for the applicable geographical area. The first two positions of this field must contain alpha characters and the remaining three positions must contain a numeric value greater than zero.

NUMBER OF DEPENDENTS: Make a selection from the Drop-down menu. Select the number of dependents for which COLA is authorized (regardless of the number of dependents authorized for other purposes).

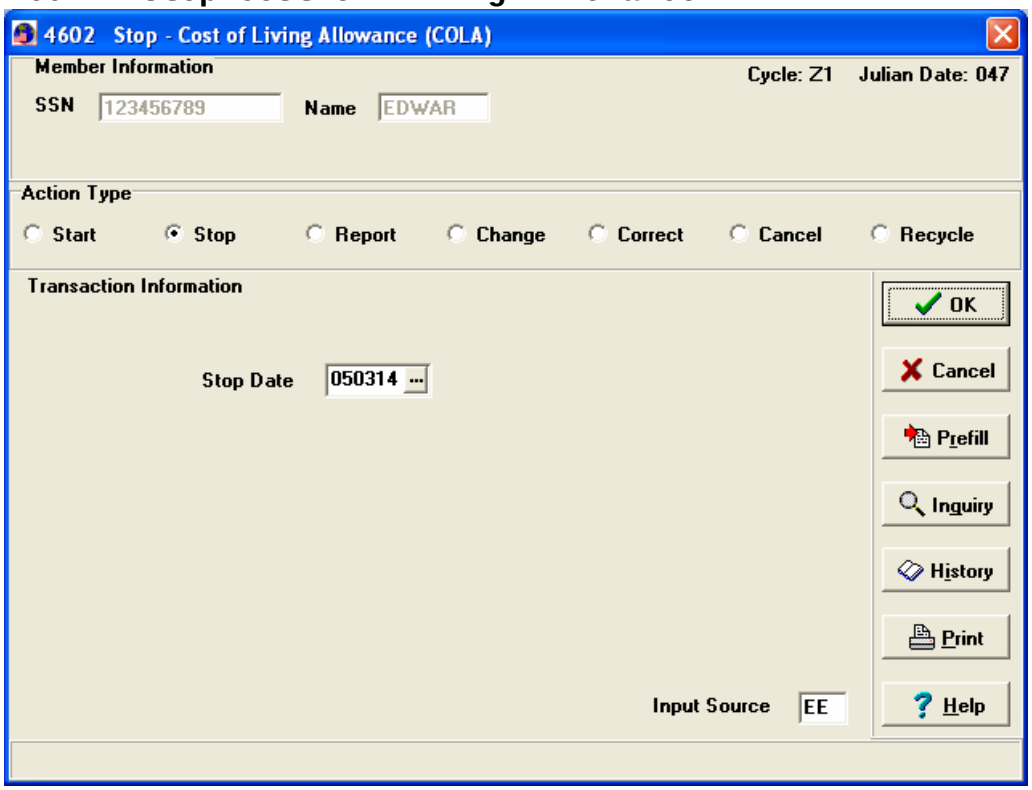
This field may not be blank if member is also receiving COLA for a restricted area.

If member is entitled to bachelor (barracks) COLA, enter 9.

Drop-down choices are: 0, 1 – 5, or 9

2. Stop COLA – The stop COLA transaction only requires the stop date.

4602 – Stop Cost of Living Allowance



Stop Cost of Living Allowance

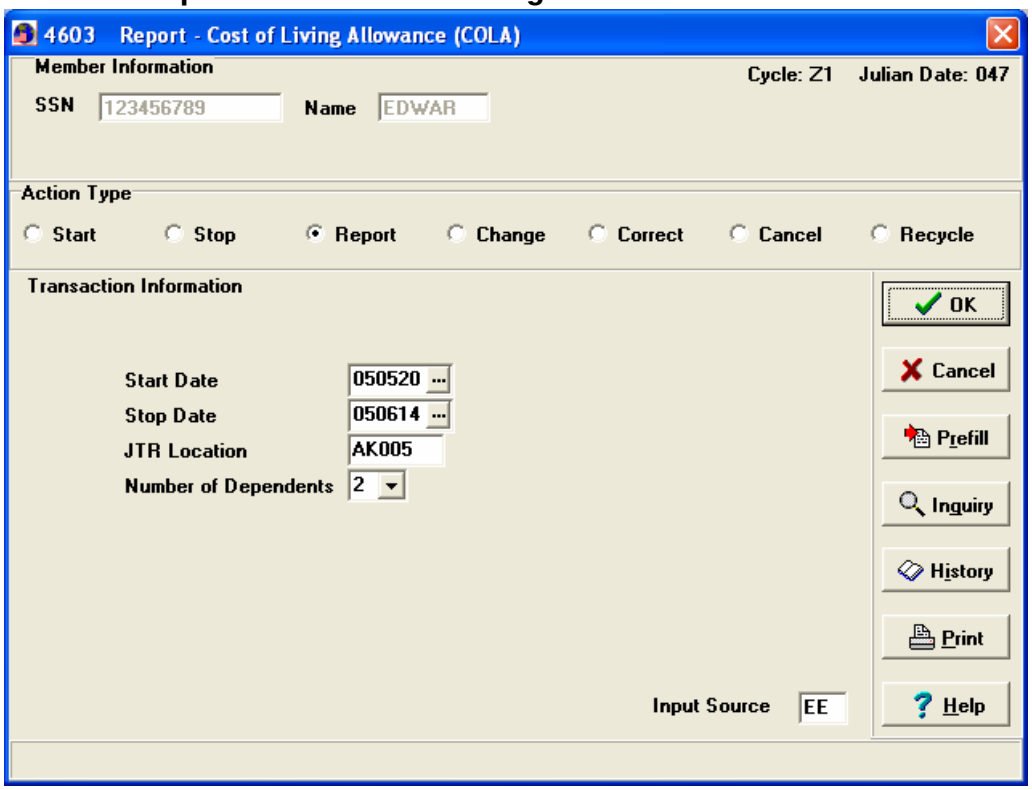
```
46-COLA*  ENTRY-OPEN-DT 050323 22 03 2  ENTRY-CLSD-DT 050406 08 04 1
   CNTRL-CODE 6  ACTN 02  START 050316  STOP 050315  ENTLMT-MM -289.07  ENTLMT
   -289.07  ENTLMT-NM 0.00  DAILY-RATE 18.06667  NR-DEPN-COLA 0  JTR-LCTN
   KS035
46-COLA*  ENTRY-OPEN-DT 050104 06 01 1  ENTRY-CLSD-DT 050406 08 04 1
   CNTRL-CODE 2  ACTN 02  START 050101  STOP 050314  ENTLMT-MM -16.56  ENTLMT
   -16.56  ENTLMT-NM 0.00  DAILY-RATE 16.56111  NR-DEPN-COLA 0  JTR-LCTN KS035
** END OF INQUIRY.
```

4602 – Screen Instruction

STOP DATE: Must contain a valid date in YYMMDD format. Enter the last day of entitlement. Date must be equal to or less than the current date.

3. Report COLA - The report COLA posting may have many dates within the reported time frame. This is due to the regular changes in rates. Some of the JFTR location rates change very frequently. The posted timeframe may be short, however; the system will post multiple changes within that timeframe. If the entry has already paid, then DQ and 86 entries would be generated.

4603 – Report Cost of Living Allowance



Report Cost of Living Allowance

```
46-COLA*  ENTRY-OPEN-DT 050729 05 08 1  ENTRY-CLSD-DT 050729 05 08 1
   CNTRL-CODE 2  ACTN 03  START 050520  STOP 050614  ENTLMT-MM 498.91  ENTLMT
   498.91  ENTLMT-NM 0.00  DAILY-RATE 19.18889  NR-DEPN-COLA 2  JTR-LCTN AK005
```

4603 – Screen Instruction

START DATE: Must contain a valid date in YYMMDD format. Enter the date the entitlement should start. Date must be equal to or less than the current date.

STOP DATE: Must contain a valid date in YYMMDD format. Enter the last day of the entitlement. Date must be equal to or less than the current date and equal to or greater than the Start Date.

JTR LOCATION: Enter the JFTR location code for the applicable geographical area. The first two positions of this field must contain alpha characters and the remaining three positions must contain a numeric value greater than zero.

NUMBER OF DEPENDENTS: Make a selection from the Drop-down menu. Select the number of dependents for which COLA is authorized (regardless of number of dependents authorized for other purposes).

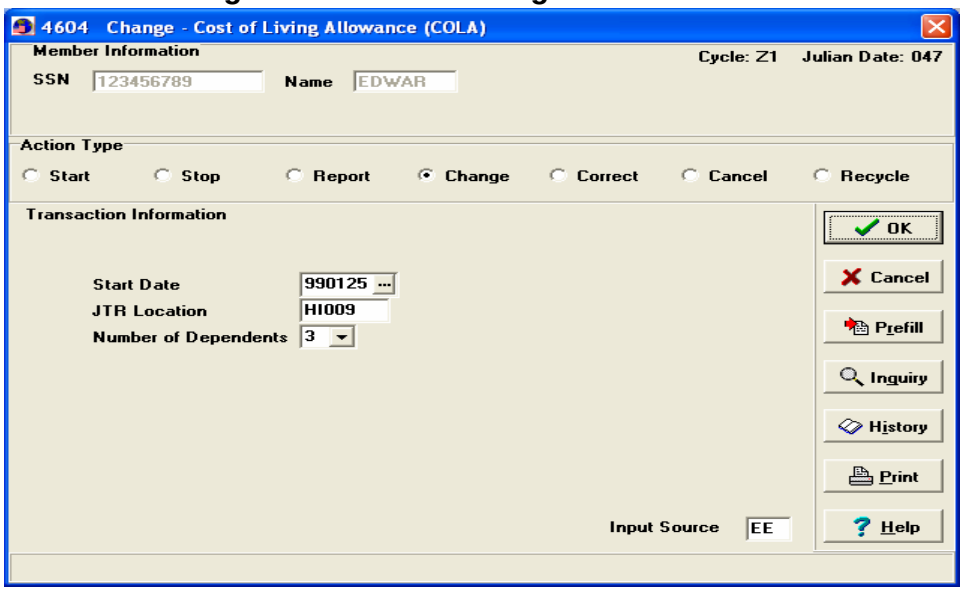
This field may not be blank if member is also receiving COLA for a restricted area.

If member is entitled to bachelor (barracks) COLA, enter 9.

Drop-down choices are: 0, 1 – 5 or 9

4. Change COLA -Change COLA is processed the same way as a new start transaction (4604). When processing a change, if changing the number of dependents on a COLA entry, the BAH must coincide with the COLA change. A change to the 35 entry may have to be input before the change COLA transaction will process.

4604 – Change Cost of Living Allowance



Change Cost of Living Allowance

Before MMPA:

```
46-COLA*  ENTRY-OPEN-DT 990113 13 01 2   CNTRL-CODE 0  ACTN 01  START 990101
    ENTLMT-MM 116.00  ENTLMT  185.60  ENTLMT-NM 1160.00  DAILY-RATE 7.73333
    NR-DEPN-COLA 2  JTR-LCTN HI009
```

After MMPA:

```
46 COLA*  ENTRY-OPEN-DT 990122 19 01 2  CNTRL-CODE 0  ACTN 04  START 990125
    ENTLMT-MM 116.00  ENTLMT 239.73  ENTLMT-NM 239.73  DAILY-RATE 8.93333
    NR-DEPN-COLA 3  JTR-LCTN HI009
46-COLA*  ENTRY-OPEN-DT 990113 13 01 2  ENTRY-CLSD-DT 990122 19 01 2
    CNTRL-CODE 2  ACTN 04  START 990101  STOP 990124  ENTLMT-MM 0.00  ENTLMT
    185.60  ENTLMT-NM 0.00  DAILY-RATE 7.73333  NR-DEPN-COLA 2  JTR-LCTN HI009
```

4604 – Screen Instruction

START DATE: Must contain a valid date in YYMMDD format. Enter the date the entitlement change should start. Date must be equal to or less than current date.

JTR LOCATION: Enter the JFTR location code for the applicable geographical area. The first two positions of this field must contain alpha characters and the remaining three positions must contain a numeric value greater than zero.

NUMBER OF DEPENDENTS: Make a selection from the Drop-down menu. Select the number of dependents for which COLA is authorized (regardless of number of dependents authorized for other purposes.)

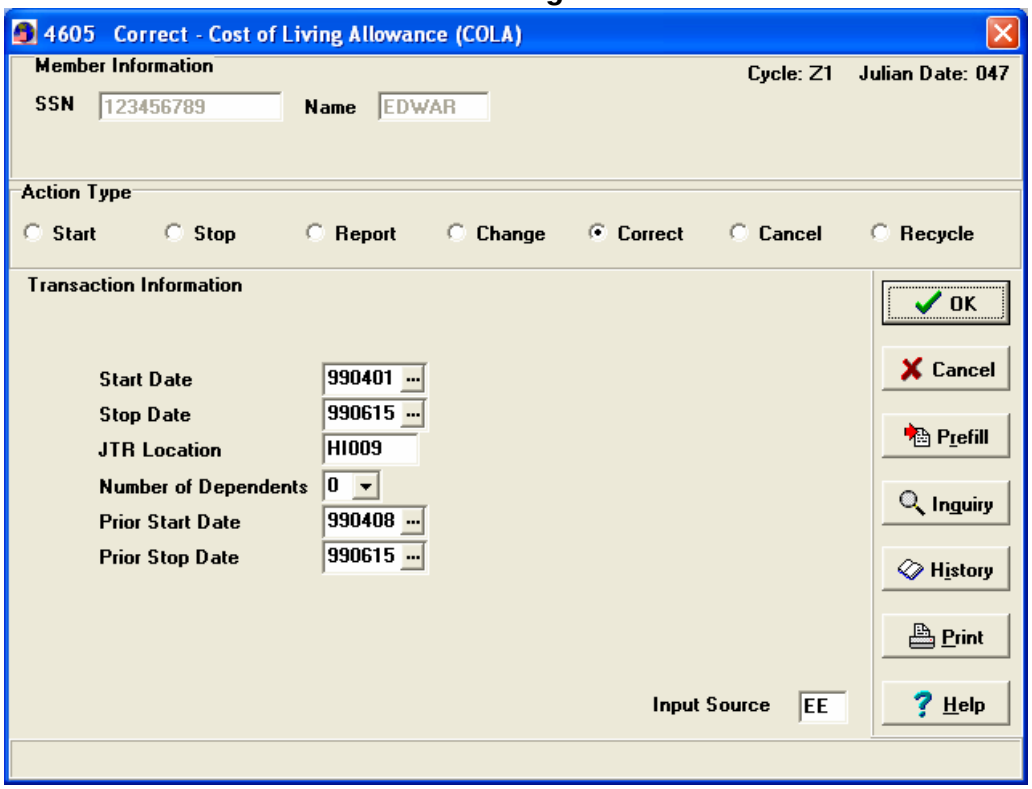
This field may not be blank if member is also receiving COLA for a restricted area.

If member is entitled to bachelor (barracks) COLA, enter 9.

Drop-down choices are: 0, 1 – 5 or 9

5. Correct COLA - The correct COLA (4605) transaction will correct periods of posted COLA that fall within IAS. If the dates adjust the amount already received by the member the transaction processing will generate the DQ/86 entries on the account. The example shows an increase in amount for one week from 990408 to 990401.

4605 – Correct Cost of Living Allowance



Correct Cost of Living Allowance

Before MMPA:

```
46-COLA* ENTRY-OPEN-DT 990427 01 05 1  ENTRY-CLSD-DT 990618 17 06 2  CNTRL-
    CODE 2  ACTN D4  START 990408  STOP 990615  ENTLMT-MM 80.67  ENTLMT 80.66
    ENTLMT-NM 0.00  DAILY-RATE 5.37778  NR-DEPN-COLA 0  JTR-LCTN HI009
```

After MMPA:

```
46-COLA* ENTRY-OPEN-DT 990717 02 07 2  ENTRY-CLSD-DT 990717 02 07 2  CNTRL-
    CODE 2  ACTN 05  START 990401  STOP 990615  ENTLMT-MM 0.00  ENTLMT 408.71
    ENTLMT-NM 0.00  DAILY-RATE 5.37778  NR-DEPN-COLA 0  JTR-LCTN HI009
46-COLA* ENTRY-OPEN-DT 990427 01 05 1  ENTRY-CLSD-DT 990717 02 07 2  CNTRL-
    CODE 5  ACTN 05  START 990408  STOP 990615  ENTLMT-MM 0.00  ENTLMT -371.07
    ENTLMT-NM 0.00  DAILY-RATE 5.37778  NR-DEPN-COLA 0  JTR-LCTN HI009
```

4605 – Screen Instructions

START DATE: May be blank or contain a valid date in YYMMDD format. If the Start Date of an open entry is being corrected, enter the correct date; date entered must be equal to or less than the current date. If other fields are being corrected, enter posted Start Date.

STOP DATE: May be blank or contain a valid date in YYMMDD format. If the Stop Date of the history entry is being corrected, enter the correct Stop Date; date entered must be equal or less than the current date and equal or greater than the Start Date. IF the Start Date is blank then this field must contain a valid date.

JTR LOCATION: Enter the JFTR location code for the applicable geographical area. If not correcting, enter current JTR. The first two positions of this field must contain alpha characters and the remaining three positions must contain a numeric value greater than zero.

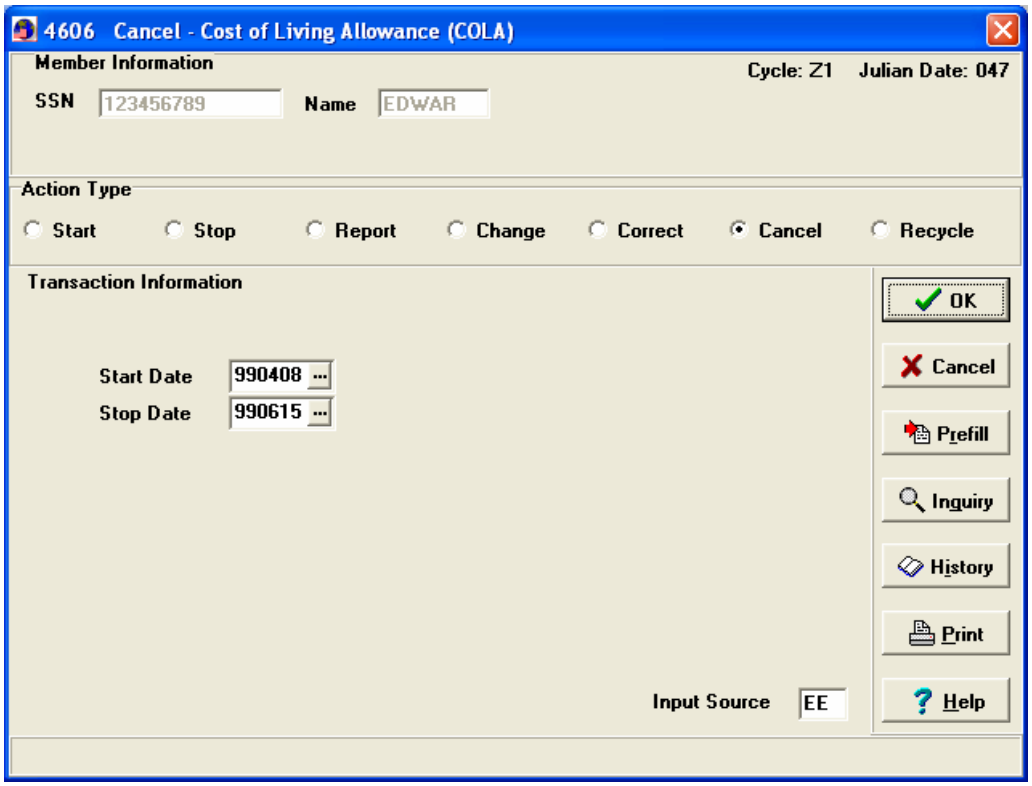
NUMBER OF DEPENDENTS: Make a selection from the Drop-down menu. Select the number of dependents for which COLA is authorized regardless of number of dependents authorized for other purposes.
This field may not be blank if member is also receiving COLA for a restricted area.
If member is entitled to bachelor (barracks) COLA, enter 9.
Drop-down choices are: 0, 1 – 5, or 9

PRIOR START DATE: May be blank or contain a valid date in YYMMDD format. The date entered must be equal to or less than the current date. Enter the Start Date of the transaction being corrected. If the Start Date on this transaction is filled, this field must be filled; enter the posted Start Date. If the Start Date on this transaction is blank, this field must be blank.

PRIOR STOP DATE: May be blank or contain a valid date in YYMMDD format. The date entered must be equal to or less than the current date and equal to or greater than the Prior Start Date. Enter the Stop Date of the transaction being corrected. If the Stop Date on this transaction is filled, this field must be filled; enter posted Stop Date. If the Stop Date on this transaction is blank, this field must be blank.

The 4605 Correct COLA transaction also generated a Cancel Cola for the corrected start and stop dates. This transaction would also used to stop overseas COLA. See the Cancel COLA transaction and corresponding DQ and 86 entries reflected in the MMPA.

4606 – Cancel Cost of Living Allowance



Cancel Cost of Living Allowance

Before MMPA:

```
46-COLA* ENTRY-OPEN-DT 990427 01 05 1  ENTRY-CLSD-DT 990618 17 06 2  CNTRL-
   CODE 2  ACTN D4  START 990408  STOP 990615  ENTLMT-MM 80.67  ENTLMT 80.66
   ENTLMT-NM 0.00  DAILY-RATE 5.37778  NR-DEPN-COLA 0  JTR-LCTN HI009
```

After MMPA:

```
46-COLA* ENTRY-OPEN-DT 990618 17 06 2  ENTRY-CLSD-DT 990717 02 07 2  CNTRL-
   CODE 5  ACTN 06  START 990616  STOP 990615  ENTLMT-MM 80.67  ENTLMT -80.67
   ENTLMT-NM 0.00  DAILY-RATE 5.37778  NR-DEPN-COLA 0  JTR-LCTN HI009
46-COLA* ENTRY-OPEN-DT 990427 01 05 1  ENTRY-CLSD-DT 990717 02 07 2  CNTRL-
   CODE 5  ACTN 06  START 990408  STOP 990615  ENTLMT-MM 0.00  ENTLMT -371.07
   ENTLMT-NM 0.00  DAILY-RATE 5.37778  NR-DEPN-COLA 0  JTR-LCTN HI009
DQ-INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 990717 02 07 2  CNTRL-CODE 1  ACTN Q8
   START 990717  TAX-CODE 1  DEDTN-MM 0.00  DEDTN-CM  0.00  DEDTN-NM 0.00
   REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 451.74  BAL-DUE-CM 451.74
   CAL-YR 99  START-OPAYMT 990717  STOP-OPAYMT 990717  RSN-SUSPN 9  CANCL-DCSN
   0  AMT-FRGVN 0.00  FORMAT-ID 46  FICA-WAGES-OPAID 0.00  FICA-WAGES-OPAID-
   CUR-BAL   0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00  FITW-WAGES-
   PAID-CUR-BAL 0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPAID 0.00
   MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00
86-QUASI ADV* ENTRY-OPEN-DT 990717 02 07 2  ENTRY-CLSD-DT 990717 02 07 2
   CNTRL-CODE 2  ACTN O3  START 990717  ENTLMT 451.74
```

6. Recycle COLA - The 4631 Recycle transaction is used to correct the number of dependents field to correspond with the applicable BAQ field. This input corrects a mismatched recycle before it rejects.

4631 Recycle – Cost Of Living Allowance

START DATE: Must contain a valid date in YYMMDD format, date must be equal to or less than the current date.

JTR LOCATION: Enter the JFTR location code for the applicable geographical area. The first two positions of this field must contain alpha characters and the remaining three positions must contain a numeric value greater than zero.

NUMBER OF DEPENDENTS: Make a selection from the Drop-down menu. Select the number of dependents for which COLA is authorized (regardless of the number of dependents authorized for other purposes).

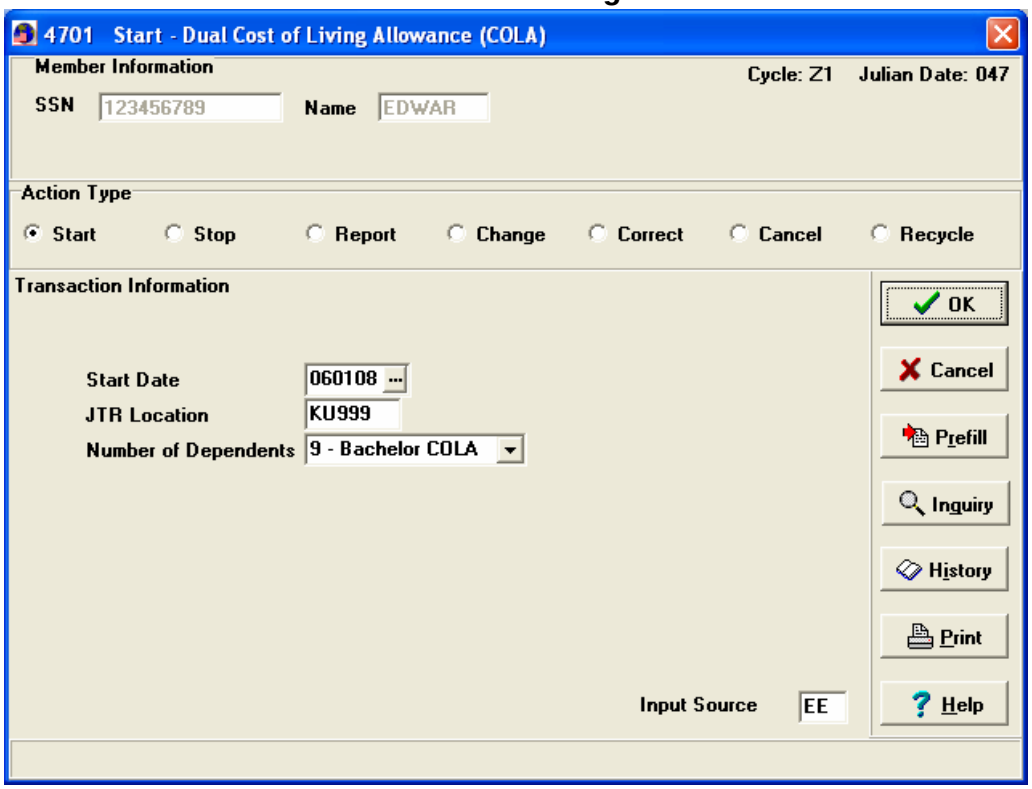
This field may not be blank if member is also receiving COLA for a restricted area.

If member is entitled to bachelor (barracks) COLA, enter 9.

Drop-down choices are: 0, 1 – 5 & 9

7. Dual COLA - There are some prerequisites to establish the Dual COLA entitlement. To start Dual COLA for the member there must be a COLA 46 entry already posted to the account. The 46 entry must have number of dependents field greater than zero. The Dual COLA will also post bachelor COLA with a dependent code designator of 9.

4701 – Start Dual Cost of Living Allowance



Start Dual Cost of Living Allowance

```
47 DUAL COLA*  ENTRY-OPEN-DT 060126 01 02 1  CNTRL-CODE 0  ACTN 01  START
   060108  ENTLMT-MM 481.16  ENTLMT 641.55  ENTLMT-NM 382.46  DAILY-RATE
      12.33750  NR-DEPN-COLA 9  JTR-LCTN KU999
```

4701 – Screen Instruction

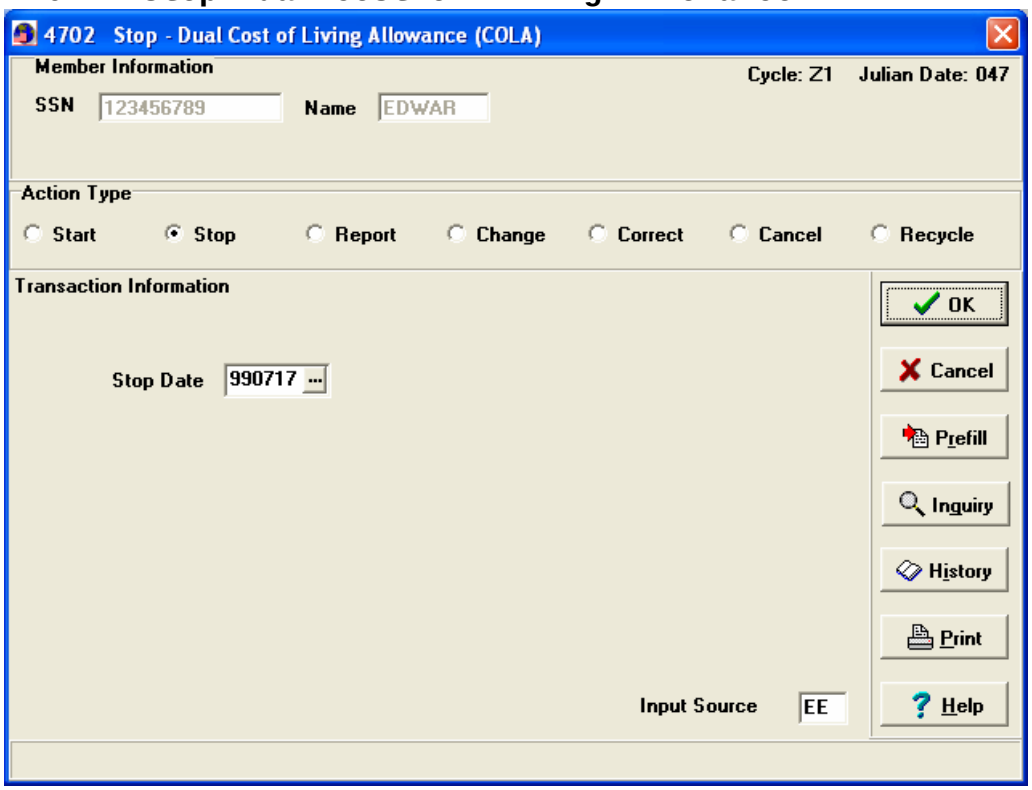
START DATE: YYMMDD entitlement starts.

JTR LOCATION: JFTR location code for applicable geographical area.

NUMBER OF DEPENDENTS: 0 = Member only 9 = Bachelor COLA

8. Stop Dual COLA - To stop a Dual COLA for the member use the 4702 transaction. The stop action stops the Dual COLA but not the COLA the 46 entry. An example of the stop and start entitlement being established for different JTR follows.

4702 – Stop Dual Cost of Living Allowance



Stop Dual Cost of Living Allowance

Before MMPA:

```
46 COLA* ENTRY-OPEN-DT 990702 04 07 1  CNTRL-CODE 0  ACTN Z4  START 990701
   ENTLMT-MM 332.00  ENTLMT 686.13  ENTLMT-NM 686.13   DAILY-RATE 22.13333
   NR-DEPN-COLA 3  JTR-LCTN JA061
47 DUAL COLA* ENTRY-OPEN-DT 990717 02 07 2  CNTRL-CODE 0  ACTN 01  START
   990715  ENTLMT-MM 0.00  ENTLMT 151.81  ENTLMT-NM   276.83  DAILY-RATE
   8.93000  NR-DEPN-COLA 9  JTR-LCTN JA057
```

After MMPA:

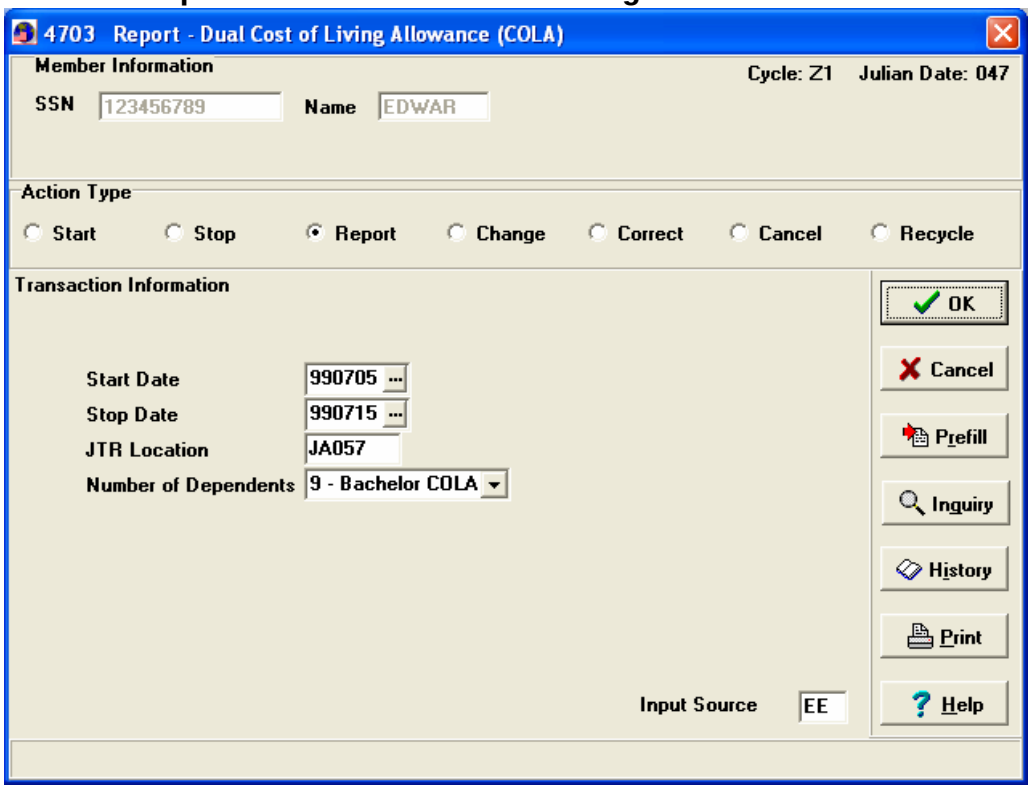
```
46 COLA* ENTRY-OPEN-DT 990702 04 07 1  CNTRL-CODE 0  ACTN Z4  START 990701
   ENTLMT-MM 332.00  ENTLMT 686.13  ENTLMT-NM 686.13   DAILY-RATE 22.13333
   NR-DEPN-COLA 3  JTR-LCTN JA061
47-DUAL COLA* ENTRY-OPEN-DT 990717 02 07 2  ENTRY-CLSD-DT 990717 02 07 2
   CNTRL-CODE 2  ACTN 02  START 990715  STOP 990717  ENTLMT-MM 0.00
   ENTLMT 26.79  ENTLMT-NM 0.00  DAILY-RATE 8.93000  NR-DEPN-COLA 9
   JTR-LCTN JA057
```

4702 – Screen Instruction

STOP DATE: YYMMDD; last day of entitlement.

9. Report Dual COLA - To report a Dual COLA for the member use the 4703 transaction. The report action posts a term period of Dual COLA but not the COLA the 46 entry.

4703 – Report Dual Cost of Living Allowance



Report Dual Cost of Living Allowance

Before MMPA:

```
46 COLA* ENTRY-OPEN-DT 990702 04 07 1  CNTRL-CODE 0  ACTN Z4  START 990701
    ENTLMT-MM 332.00  ENTLMT 686.13  ENTLMT-NM 686.13   DAILY-RATE 22.13333
    NR-DEPN-COLA 3  JTR-LCTN JA061
```

After MMPA:

```
 46 COLA* ENTRY-OPEN-DT 990702 04 07 1  CNTRL-CODE 0  ACTN Z4  START 990701
    ENTLMT-MM 332.00  ENTLMT 686.13  ENTLMT-NM 686.13   DAILY-RATE 22.13333
    NR-DEPN-COLA 3  JTR-LCTN JA061
 47-DUAL COLA* ENTRY-OPEN-DT 990717 02 07 2  ENTRY-CLSD-DT 990717 02 07 2
    CNTRL-CODE 2  ACTN 03  START 990705  STOP 990715   ENTLMT-MM 0.00
    ENTLMT 98.23  ENTLMT-NM 0.00  DAILY-RATE 8.93000  NR-DEPN-COLA 9
    JTR-LCTN JA057
```

4703 – Screen Instruction

START DATE: YYMMDD entitlement starts.

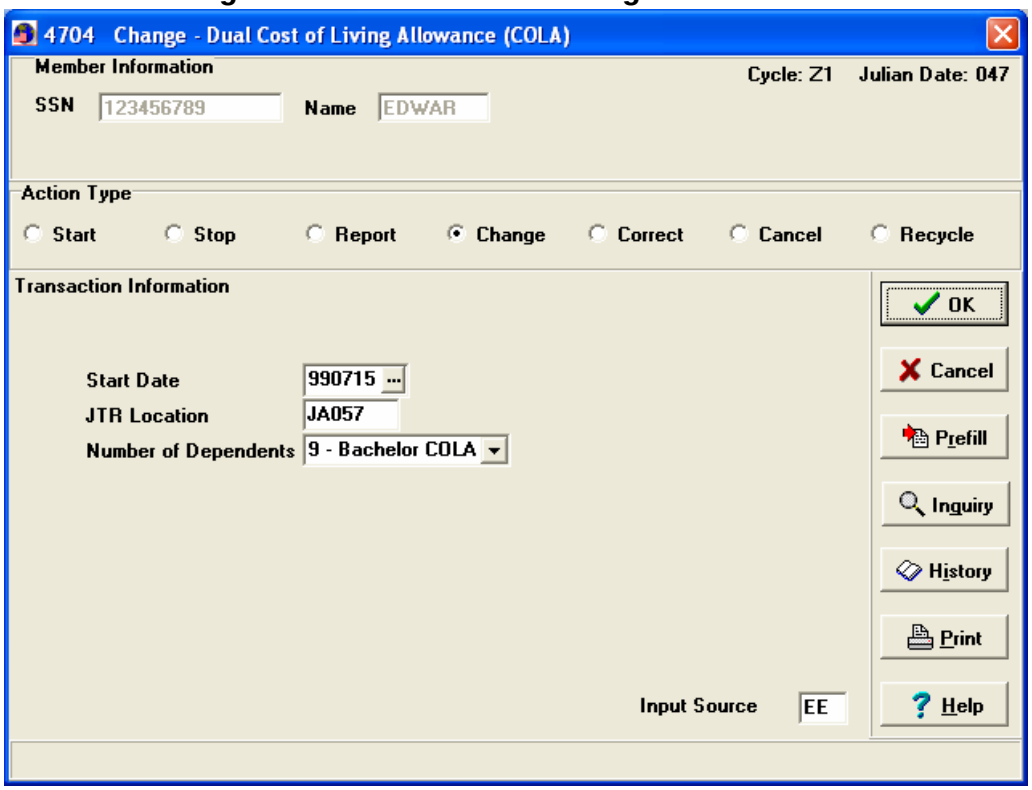
STOP DATE: YYMMDD; last day of entitlement.

JTR LOCATION: JFTR location code for applicable geographical area.

NUMBER OF DEPENDENTS: 0 = Member only 9 = Bachelor COLA

9. Change Dual COLA - To Change a Dual COLA for the member use the 4704 transaction. The change action changes the prior posted Dual COLA (47 entry) but not the COLA 46 entry.

4704 – Change Dual Cost of Living Allowance



Change Dual Cost of Living Allowance

Before MMPA:

```
 46 COLA* ENTRY-OPEN-DT 990702 04 07 1  CNTRL-CODE 0  ACTN Z4  START 990701
    ENTLMT-MM 332.00  ENTLMT 686.13  ENTLMT-NM 686.13   DAILY-RATE 22.13333
    NR-DEPN-COLA 3  JTR-LCTN JA061
 47 DUAL COLA* ENTRY-OPEN-DT 990717 02 07 2  CNTRL-CODE 0  ACTN 01  START
    990710  STOP 990715   ENTLMT-MM 0.00  ENTLMT 0.00  ENTLMT-NM 0.00
    DAILY-RATE .00000  NR-DEPN-COLA 9  JTR-LCTN  JA055
```

After MMPA:

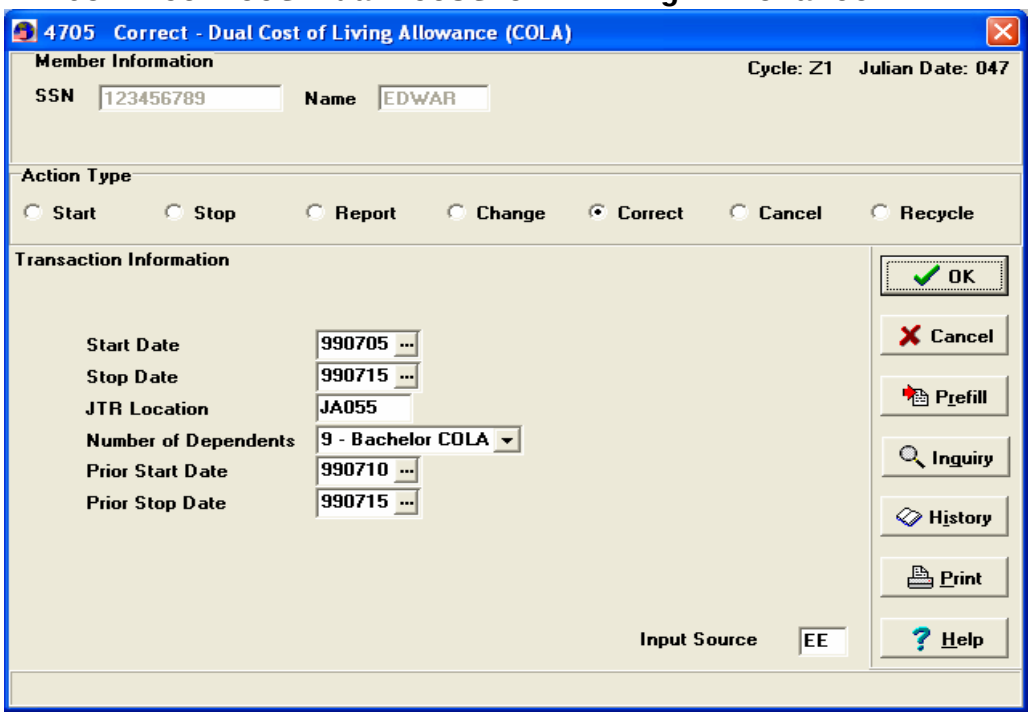
```
46 COLA* ENTRY-OPEN-DT 990702 04 07 1  CNTRL-CODE 0  ACTN Z4  START 990701
    ENTLMT-MM 332.00  ENTLMT 686.13  ENTLMT-NM 686.13  DAILY-RATE 22.13333
    NR-DEPN-COLA 3  JTR-LCTN JA061
 47 DUAL COLA* ENTRY-OPEN-DT 990717 02 07 2  CNTRL-CODE 0  ACTN 04  START
    990715  ENTLMT-MM 0.00  ENTLMT 151.81  ENTLMT-NM    276.83  DAILY-RATE
    8.93000  NR-DEPN-COLA 9  JTR-LCTN JA057
 47-DUAL COLA* ENTRY-OPEN-DT 990717 02 07 2  ENTRY-CLSD-DT 990717 02 07 2
    CNTRL-CODE 5  ACTN 04  START 990715  STOP 990714    ENTLMT-MM 0.00
    ENTLMT 0.00  ENTLMT-NM 0.00  DAILY-RATE .00000  NR-DEPN-COLA 9
    JTR-LCTN JA055
```

4704 – Screen Instruction

START DATE: YYMMDD change effective. **JTR LOCATION:** JFTR location code for applicable geographical area. **NUMBER OF DEPENDENTS:** 0 = Member only 9 = Bachelor COLA

10. Correct Dual COLA - To Correct a Dual COLA for the member use the 4705 transaction. The correction action corrects a prior posted Dual COLA but not the COLA the 46 entry. This is the only transaction that will change dates.

4705 – Correct Dual Cost of Living Allowance



Correct Dual Cost of Living Allowance

Before MMPA:

```
 46 COLA* ENTRY-OPEN-DT 990702 04 07 1  CNTRL-CODE 0  ACTN Z4  START 990701
    ENTLMT-MM 332.00  ENTLMT 686.13  ENTLMT-NM 686.13   DAILY-RATE 22.13333
    NR-DEPN-COLA 3  JTR-LCTN JA061
 47-DUAL COLA* ENTRY-OPEN-DT 990717 02 07 2  ENTRY-CLSD-DT 990717 02 07 2
    CNTRL-CODE 2  ACTN 03  START 990710  STOP 990715   ENTLMT-MM 0.00
    ENTLMT 0.00  ENTLMT-NM 0.00  DAILY-RATE .00000  NR-DEPN-COLA 9  JTR-LCTN
    JA055
```

After MMPA:

```
 46 COLA* ENTRY-OPEN-DT 990702 04 07 1  CNTRL-CODE 0  ACTN Z4  START 990701
    ENTLMT-MM 332.00  ENTLMT 686.13  ENTLMT-NM 686.13   DAILY-RATE 22.13333
    NR-DEPN-COLA 3  JTR-LCTN JA061
 47-DUAL COLA* ENTRY-OPEN-DT 990717 02 07 2  ENTRY-CLSD-DT 990717 02 07 2
    CNTRL-CODE 2  ACTN 05  START 990705  STOP 990715   ENTLMT-MM 0.00
    ENTLMT 0.00  ENTLMT-NM 0.00  DAILY-RATE .00000  NR-DEPN-COLA 9  JTR-LCTN
    JA055
 47-DUAL COLA* ENTRY-OPEN-DT 990717 02 07 2  ENTRY-CLSD-DT 990717 02 07 2
    CNTRL-CODE 2  ACTN 05  START 990710  STOP 990715   ENTLMT-MM 0.00
    ENTLMT 0.00  ENTLMT-NM 0.00  DAILY-RATE .00000  NR-DEPN-COLA 9  JTR-LCTN
    JA055
```

4705 – Screen Instruction

START DATE: Correct YYMMDD entitlement starts. If START DATE of an open entry is being corrected, enter correct START DATE. If other fields are being corrected, enter posted START DATE. Else blank.

STOP DATE: Correct YYMMDD entitlement should stop, or blank. If STOP DATE of a history entry is being corrected, enter correct STOP DATE.

JTR LOCATION: JFTR location code for applicable geographical area. If not correcting, enter posted.

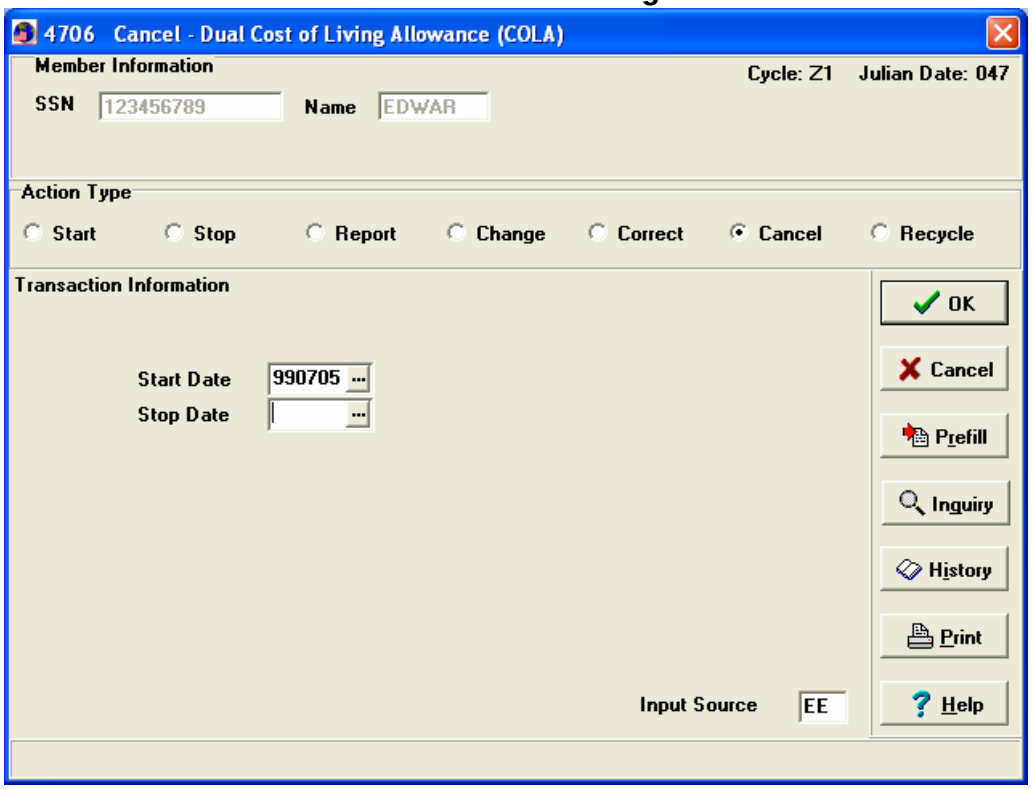
NUMBER OF DEPENDENTS: 0 = Member only 9 = Bachelor COLA

PRIOR START DATE: If START DATE on this transaction is filled, this field must be filled; use posted START DATE of entry being corrected. If START DATE on this transaction is blank, this field must be blank.

PRIOR STOP DATE: If STOP DATE on this transaction is filled, this field must be filled; use posted STOP DATE of entry being corrected. If STOP DATE on this transaction is blank, this field must be blank.

1l. Cancel Dual COLA - To Cancel a Dual COLA for the member use the 4706 transaction. The cancel action recoups the money paid the Dual COLA but not COLA the 46 entry. The system will generate the DQ/86 for recoup provided the system paid any funds.

4706 – Cancel Dual Cost of Living Allowance



Cancel Dual Cost of Living Allowance

Before MMPA:

```
46 COLA* ENTRY-OPEN-DT 990702 04 07 1  CNTRL-CODE 0  ACTN Z4  START 990701
   ENTLMT-MM 332.00  ENTLMT 686.13  ENTLMT-NM 686.13   DAILY-RATE 22.13333
   NR-DEPN-COLA 3  JTR-LCTN JA061
47 DUAL COLA* ENTRY-OPEN-DT 990717 02 07 2  CNTRL-CODE 0  ACTN 01  START
   990705  ENTLMT-MM 0.00  ENTLMT 151.81  ENTLMT-NM  276.83  DAILY-RATE
   8.93000  NR-DEPN-COLA 9  JTR-LCTN JA057
```

After MMPA:

```
46 COLA* ENTRY-OPEN-DT 990702 04 07 1  CNTRL-CODE 0  ACTN Z4  START 990701
   ENTLMT-MM 332.00  ENTLMT 686.13  ENTLMT-NM 686.13   DAILY-RATE 22.13333
   NR-DEPN-COLA 3  JTR-LCTN JA061
47-DUAL COLA* ENTRY-OPEN-DT 990717 02 07 2  ENTRY-CLSD-DT 990717 02 07 2
   CNTRL-CODE 5  ACTN 06  START 990705  STOP 990715   ENTLMT-MM 0.00
   ENTLMT 0.00  ENTLMT-NM 0.00  DAILY-RATE 8.93000  NR-DEPN-COLA 9
   JTR-LCTN JA057
```

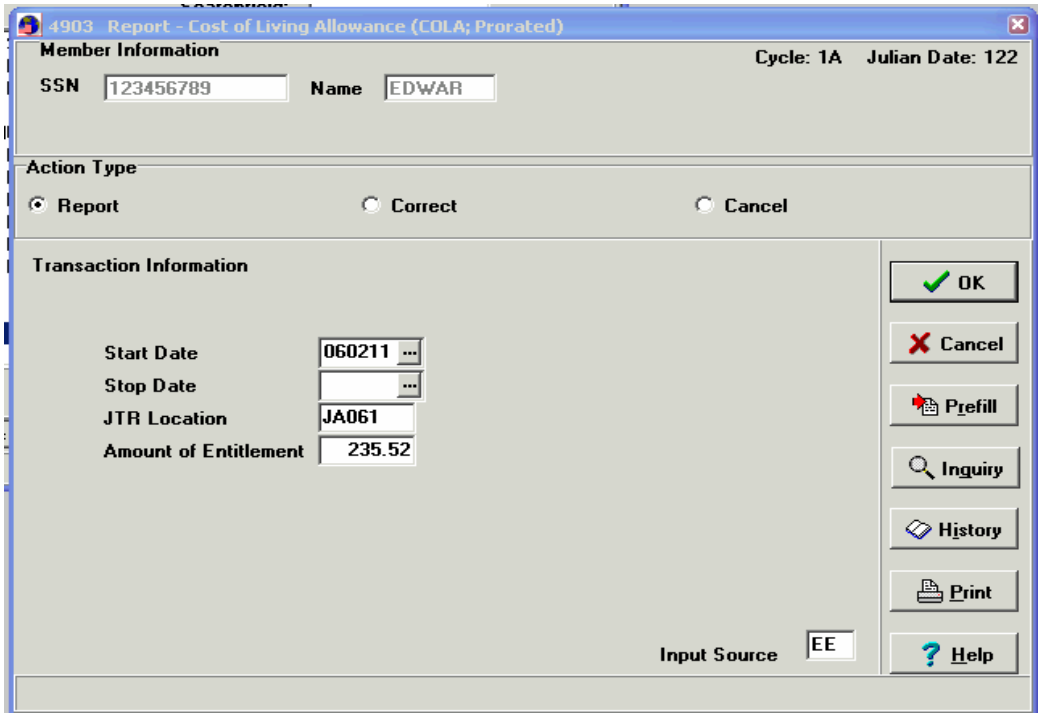
4706 – Screen Instruction

START DATE: YYMMDD of entitlement START DATE being cancelled, or blank. If an open entry is being cancelled, enter START DATE on the MMPA. If an entire history entry is being cancelled, enter START DATE shown on history entry. If a history entry STOP DATE is being cancelled (restarts the entitlement), leave blank.

STOP DATE: YYMMDD of entitlement STOP DATE being cancelled, or blank. If an open entry is being cancelled, leave blank. If an entire history entry is being cancelled, enter STOP DATE shown in the MMPA history entry. If a history entry STOP DATE is being cancelled (restarts the entitlement), enter STOP DATE shown in the history entry.

12. Prorated COLA – To process a Prorated COLA for the member use the 4903 transaction for the Report, 4905 for the Correct transaction and 4906 for the Cancel transaction. The start and stop dates, JTR location and the allowances daily rate (without dependent) are input as needed for the action. Because the input is generalized each month the Report action must be input separately. Access the Rate query at the Per Diem Travel and Transportation Advisory Committee homepage for JTR location code and daily rate amount.

REPORT PRORATED COLA



4903 REPORT – COLA PRORATED

START DATE:
YYMM01 entitlement starts.

STOP DATE:
YYMMDD entitlement should stop (last day of month entitlement started).

JTR LOCATION:
JFTR location code for applicable geographical area.

AMOUNT OF ENTITLEMENT:
Total amount member is due; cannot be blank.

RATE QUERY – FOR REPORT 4903 ENTRY

Rank:	E5
Years of Service:	6
Living in Barracks:	YES
Country/State:	JAPAN
City:	Yokosuka (KA)
Location Code:	JA061
COLA Index:	0.44
Effective Date:	20060201
Daily COLA:	$ 11.776
Daily Unique:	$ 0

E. Account Corrections

When the entitlement has an effective date outside of IAS, a 9903 (46 or 47) is processed. When the entitlement is to be stopped with an effective date outside of IAS or before the first prior rate change, a 4602 or 4702 is processed to stop the entitlement. A DQ01 transaction is processed for prior periods through the stop date.

When an entitlement is reported with an effective date outside IAS or first prior rate change, process a 9903(49) and the last day of the same month for the start date and the last day of the same month for the stop date. Separate 9903(49) transactions must be used if the member is due the allowance for more than one month.

COLA can only be posted current month and eight months prior to current work month. Overseas COLA is differentiated from CONUS COLA as a non-taxable entitlement.

These types of transactions require Central Site Unique inputs processing. The procedures for more complicated cases will be covered in detail in the next course module.

(the remainder of this page is reserved for future use)

Chapter 9 G BAH - OVERSEAS HOUSING (OHA)

A. BACKGROUND

1. Description – Overseas Housing Allowance (OHA) is a monthly entitlement provided to military members assigned in overseas locations to defray the significant costs of housing. All members who are authorized to live in privately leased or owned quarters are entitled to OHA, provided an Individual OHA (Overseas Housing Allowance) Report, DD Form 2367, has been completed and approved. Conditions of entitlement, rates and computation of OHA are contained in the JFTR, VOl.1, Chapter 10. The figure below displays the OHA entry in DJMS.

MMPA POSTING OHA – FID 43

```
43 OHA*  ENTRY-OPEN-DT 060202 06 02 1  CNTRL-CODE 0  ACTN Z4  START 060201
   ENTLMT-MM 707.30  ENTLMT 1,414.59  ENTLMT-NM 1,414.59  ACCOM 1  JTR-LCTN
   KS045  RENT 850,000  CURR-CODE KS  SHARE-NR 1  SHARE-CAT    RENT-STAT R
   UTIL-IND-ELEC 3  UTIL-IND-HEAT 2  UTIL-IND-AIR 2  UTIL-IND-WATER 1
   UTIL-IND-TRASH 1                RENT-LEASE 060103
43-OHA*  ENTRY-OPEN-DT 060119 14 01 2  ENTRY-CLSD-DT 060202 06 02 1
   CNTRL-CODE 2  ACTN Z4  START 060116  STOP 060131  ENTLMT-MM 0.00  ENTLMT
   0.00  ENTLMT-NM 0.00  MNTLY-RATE 1,385.12  ACCOM 1  JTR-LCTN KS045  RENT
   850,000  CURR-CODE KS  SHARE-NR 1  SHARE-CAT    RENT-STAT R  UTIL-IND-ELEC
   3  UTIL-IND-HEAT 2  UTIL-IND-AIR 2  UTIL-IND-WATER 1  UTIL-IND-TRASH 1
              RENT-LEASE 060103
43-OHA*  ENTRY-OPEN-DT 060201 05 02 1  ENTRY-CLSD-DT 060201 05 02 1
   CNTRL-CODE 2  ACTN 03  START 050515  STOP 050602  ENTLMT-MM 0.00  ENTLMT
   763.52  ENTLMT-NM 0.00  MNTLY-RATE 1,347.39  ACCOM 0  JTR-LCTN KS045  RENT
   950,000  CURR-CODE KS  SHARE-NR 1  SHARE-CAT    RENT-STAT R  UTIL-IND-ELEC
   3  UTIL-IND-HEAT 2  UTIL-IND-AIR 2  UTIL-IND-WATER 1  UTIL-IND-TRASH 1
              RENT-LEASE 050515
```

The OHA entitlement is payable to service members, with or without dependents, assigned to Permanent Duty Stations outside CONUS, except Hawaii and Alaska, who have applied for and has been authorized OHA. Military service members are compensated for the majority of housing expenses incurred. OHA payments are based on the total of the rent a member pays overseas, within a maximum rent ceiling established for a specific area, plus the average utility, recurring maintenance allowance for the specific area. The ceilings for members with dependents are based on housing cost data obtained from members in each area concerned.

All members who reside off post, with dependents in the vicinity of the PDS, will be paid OHA at the with-dependent rate based upon the location rate for the PDS. Members who serve an unaccompanied tour will continue to be paid BAH or OHA at the rate for the designated location of their dependents. Members who serve

an unaccompanied tour and are joined by their dependents in the vicinity or their PDS are not entitled to OHA simply because of the location of dependents. The member must apply for and be authorized to reside in non-government controlled housing before entitlement to OHA can be established. If the member is serving an unaccompanied tour and residing in non government controlled housing and is entitled to FSH, and is joined by dependents for a temporary social visit (not to exceed 90 days) at personal expense, entitlement to BAH at the rate for the dependent's designated location and FSH for the members PDS continues for a period of 90 days. After the initial 90 days the member is no longer entitled to BAH for the dependents designated location or FSH for the member's PDS. However, the member would be entitled to OHA at the with dependents rate for the member's PDS. In the event that the member's dependents depart the vicinity of the PDS after exceeding the 90-day visit limitation, BAH for the dependents designated location and FSH for the members PDS may be reinstated with an effective date of the member's dependents departure from the vicinity of the PDS.

Members receive the without dependent rate if they are married to another military member maintaining a joint residence and have no dependents, or if they are single members authorized to reside off base. Members serving an unaccompanied tour are paid BAH or OHA at rate for the designated location of their dependents and are paid Family Separation Housing (FSH) if authorized a Housing allowance for their PDS while serving the unaccompanied tour.

Rental allowance is the maximum amount of rent considered in computing OHA. The rental allowance for service members with dependents reflects the actual rental costs of 80 percent of all service members in a given area. For service members without dependents, the maximum is 90 percent of the allowance for members with dependents.

2. Computation – There are three elements used in the OHA computation.

a. Rent Paid – Actual rent the member pays for housing costs or the equivalent of the rent. The rent is as stated on the lease and is reported in currency paid, including U.S. dollars (if applicable).

b. Maximum Rent Allowable (MRA) – This amount is established by grade and determined by the PDTATAC. This cap ensures the member is not reimbursed more than a reasonable amount of rent. OHA will be based on the lower of the actual rent paid, or the prescribed rental allowance for members with dependents or 90 percent of the ceiling amount for members without dependents.

c. Utility Point Score (UPC) - The utility point score is determined by adding the utility indicator values in par. U10103B3c, JFTR Vol. II. Any combination totaling five or above, or if the member is a homeowner results in 100 percent compensation of the utility allowance for members authorized the with-dependent rate and 75 percent compensation for members at the without dependent rate. When a portion or all of utilities are included in rent amount, the authorized Utility/recurring Maintenance Allowance is decreased and the authorized Rental Allowance is increased by the same percentages, taking into account he members accompanied status based upon utility point score as prescribed in par.U10103B3c, JFTR Vol. II.

3. The OHA Payment – The cost of the reported monthly rent is compared with the appropriate rental allowance in the PDTATAC OHA locality tables. These rates are available at the Per Diem Travel and Transportation Allowance Committee homepage. Monthly OHA, at the with dependents rate, is calculated by adding the lesser of rent paid or the rental allowance, plus the Utilities/Recurring Maintenance Allowance less the thirty cent BAH. Monthly OHA at the without dependent rate is calculated adding actual rent or 90 percent of the Rental allowance plus 75 percent of the Utilities/Recurring Maintenance Allowance less thirty cents BAH. at the JTR currency exchange rate.

4. When OHA Begins - OHA eligibility generally starts on the date the member arrives at the new duty station. OHA will start the day following the members reporting day, if on the reporting day a member is authorized MALT PLUS per diem. If dependents return to CONUS or OCONUS at personal expense, the member continues to receive dependent OHA at accompanied (ACCOM) status.

5. Dual Overseas Housing Allowance – Dual OHA (FID 45) is payable to members serving on an unaccompanied tour and are authorized to reside in non government controlled housing and the member’s dependents are not residing at or near the PDS. This FID will be used to pay the entitlement FSH-OHA which equates to the OHA accompanied status 0 for a member on an unaccompanied tour. It will still be reflected in DJMS as Dual OHA though the updated JFTR will refer to this entitlement as FSH-O. See an example of a MMPA Dual OHA entry below.

FID 45 – DUAL OHA

```
FIXED/OPEN/HISTORY
45-DUAL OHA*  ENTRY-OPEN-DT 060202 06 02 1  ENTRY-CLSD-DT 060202 06 02
   CNTRL-CODE 2  ACTN 03  START 050603  STOP 050930  ENTLMT-MM 0.00  EN
   5,149.61  ENTLMT-NM 0.00  MNTLY-RATE 1,343.76  ACCOM 4  JTR-LCTN KS0
   RENT 950,000  CURR-CODE KS  SHARE-NR 1  SHARE-CAT    RENT-STAT R
   UTIL-IND-ELEC 3  UTIL-IND-HEAT 2  UTIL-IND-AIR 2  UTIL-IND-WATER 1
   UTIL-IND-TRASH 1                RENT-LEASE 000515
** END OF INQUIRY.
```

6. Utilities – The utility/recurring maintenance allowance is based on expenses paid to utility companies by service members. The allowance amount represents the full amount of reported expense by 80 percent of the service members in a given area. This portion of OHA may be eliminated or reduced if the utilities are included in the rent but the eliminated part must be added to the rental ceiling when computing rental allowance.

7. Sharers – Service members are entitled to OHA while residing with one or more military members (including spouse), federal employees or other individuals (excluding dependents) who contribute to the rental or ownership expenses of the residence. The rent portion of the OHA payment is determined by the lease. OHA entitlement is prorated according to the percentage each sharer pays. Each sharer is entitled to full MIHA/Miscellaneous entitlement.

8. Advance OHA – There is no authority for an up-front lump sum OHA or MIHA unless a member is authorized to live in private sector leased/owned housing, has completed the OHA Report (DD Form 2367), and that report has been approved. An advance payment of overseas housing allowance is payable upon request when authorized by the commanding officer normally within thirty days of occupancy but not more than 3 working days before the member is required to make payment under the lease.

An advance payment of OHA will be collected as a PA on the MMPA. Collection action will be at twelve equal monthly installments not less than $50 per month. If a security advance is disbursed in local currency a suspense file is established until housing is terminated and the member brings in the amount received. The DV debt is cleared and any dollar difference between the amount received from the landlord at the current exchange rate and the amount originally disbursed to the member at the previous exchange rate is charged to the applicable project.

An example of a DD Form 2367 OHA Report is illustrated below. The current regulations require a completed Form 2367 to be on file for any type of secretarial determinations or extensions of benefits consideration to be enacted.

DD FORM 2367 OHA REPORT

INDIVIDUAL OVERSEAS HOUSING ALLOWANCE (OHA) REPORT

Before completing, read Privacy Act Statement and Warning on reverse side.

INTERAGENCY REPORT CONTROL NUMBER 0374-DOD-AR

REPORT CONTROL SYMBOL DD-P&R(AR)1697

PART A - IDENTIFICATION AND HOUSING INFORMATION

1. SERVICEMEMBER

a. NAME *(Last, First, Middle Initial)*

b. PAY GRADE

c. SSN

d. DUTY STATION OR HOMEPORT

(1) Station Name

(2) City

(3) Country

(4) Duty Phone

2. ARE YOU ENTITLED TO A COST-OF-LIVING OR OVERSEAS HOUSING ALLOWANCE FOR DEPENDENTS RESIDING ELSEWHERE? *(X one)*

YES *(Specify location)*

NO or NOT APPLICABLE

3. SERVICEMEMBER'S RESIDENCE ADDRESS *(Street, Apt. No., City, Country)*

4. EFFECTIVE DATE OF LEASE/RENTAL/SALE AGREEMENT *(YYYYMMDD)*

5. IN WHAT CURRENCY IS YOUR RENT OR MORTGAGE PAID? *(X one)*
(See Instructions on reverse side if you pay rent three or more months in advance.)

a. LOCAL CURRENCY *(Specify name of currency. Report amount in Item 6.)*

b. U.S. DOLLARS

6. X THE APPROPRIATE BOX TO INDICATE WHETHER YOUR RESIDENCE IS LEASED OR OWNED AND GIVE THE MONTHLY RENTAL AMOUNT OR THE PURCHASE PRICE IN THE CURRENCY YOU SPECIFIED IN QUESTION 5.

a. LEASED/RENTED *(Enter monthly rent below. If sharing, report TOTAL rent, not your share.)*

b. OWNED *(Enter original purchase price. Include only cost of home, EXCLUDE closing costs, taxes, etc.)*

HOMEOWNERS, SKIP QUESTION 7 AND GO DIRECTLY TO QUESTION 8.

7. UTILITIES *(Excluding telephone) (X appropriate block)*

a. I SEPARATELY PAY FOR ALL UTILITIES. NONE ARE INCLUDED IN RENTAL/LEASE AGREEMENT WITH LANDLORD.

b. I DO NOT SEPARATELY PAY FOR ANY UTILITIES *(excluding telephone)*. ALL UTILITIES ARE INCLUDED IN RENTAL/LEASE AGREEMENT AND PAID BY LANDLORD.

c. I SEPARATELY PAY FOR SOME UTILITIES *(excluding telephone)* AND SOME ARE INCLUDED IN RENTAL/LEASE AGREEMENT WITH LANDLORD. *(Complete items (1) - (5) below indicating utilities/services of which your landlord provides the MAJORITY.)*

(1) Electricity

(2) Heating

(3) Air conditioning *(X if window units used and landlord provides electricity.)*

(4) Water or Sewer

(5) Trash Disposal

8. TO DETERMINE IF YOU ARE A "SHARER" FOR HOUSING ALLOWANCE PURPOSES, ENTER AN X IN THE BOX AT LEFT FOR EACH CATEGORY OF INDIVIDUAL OCCUPYING YOUR RESIDENCE. FOR EACH CATEGORY YOU X, ENTER THE NUMBER REQUESTED IN THE BOX AT RIGHT, THEN RECORD THE TOTAL IN THE BOX AT THE BOTTOM. *(NOTE: Do not count dependents unless covered by category c.)*

X	a. MYSELF	1
	b. SPOUSE WHO IS ALSO A SERVICEMEMBER *(Enter "1")*	
	c. SPOUSE OR OTHER DEPENDENT WHO IS A FEDERAL CIVILIAN EMPLOYEE ENTITLED TO LIVING QUARTERS ALLOWANCE *(Enter number)*	
	d. OTHER SERVICEMEMBERS ENTITLED TO A HOUSING ALLOWANCE *(Enter number)*	
	e. EXCLUDING DEPENDENTS, ANY OTHERS NOT COVERED ABOVE WHO PAY A PORTION OF THE RENT, MORTGAGE, AND/OR UTILITIES *(Enter number)*	
	TOTAL *(8a through e) (If result exceeds "1", you are considered a "sharer".)*	1

9. If Block 8.b. or 8.d. is marked, report their full name(s), Social Security Number(s) and Branch of Service in "Remarks" on reverse.

PART B - CERTIFICATIONS

10. SERVICEMEMBER. I certify that:

a. The information I have reported is true and correct.

b. I will immediately inform my commanding officer if any changes occur to the information I have reported.

c. The attached copy of my housing lease/rental/sale agreement (or certification from landlord) is true and correct, if applicable.

d. I have read the overseas housing allowance briefing sheet provided by my commander or authorized representative, if applicable.

e. SIGNATURE

f. DATE SIGNED *(YYYYMMDD)*

11. HOUSING OFFICER or APPROPRIATE OFFICIAL. I have reviewed and verified the member's lease/rental/sale agreement and information from it was properly reported.

a. MIHA/MISCELLANEOUS PAYMENT AUTHORIZED? *(X one)*

(1) Yes (2) No.

If Yes, entitlement is: (a) Initial (b) Subsequent

b. SIGNATURE

c. DATE SIGNED *(YYYYMMDD)*

d. TITLE

12. CERTIFYING OFFICIAL. I have reviewed this action and certify the entitlement. If applicable to this action, member has read the overseas housing allowance briefing sheet and is aware of his/her entitlements and responsibility to report any changes.

a. TYPE HOUSING ALLOWANCE ACTION *(X one)*

(1) Start (3) Stop (5) *Cancel

(2) Change (4) Correct (6) *Report

*For Air Force use only

b. MIHA/MISCELLANEOUS ENTITLEMENT *(X one)*

(1) Initial (2) Subsequent (3) None

c. EFFECTIVE DATE OF ACTION *(YYYYMMDD)*

d. DOES MEMBER HAVE COMMAND-SPONSORED DEPENDENTS IN AREA OF PERMANENT DUTY STATION? (1) Yes (2) No

e. SIGNATURE

f. TITLE

g. DATE SIGNED *(YYYYMMDD)*

DD FORM 2367, MAY 1999 (EG) PREVIOUS EDITION MAY BE USED. WHS/DIOR, May 99

Reset

B.WEB RESOURCES

1. Homepage - All of the rates associated with Overseas Housing Allowance are easily accessed by logging onto the Per Diem Travel and Transportation Allowance Committee homepage found at website: *https://secureapp2.hqda.pentagon.mil/perdiem/.* See the illustration of the PDTATAC Homepage in and also the Rates and Allowances Heading sub menu used to access the Complete OHA Listings.

THE PDTATAC HOMEPAGE

2. Listings - The Complete OHA Listings are found in Appendix K (http://141.116.74.201/appendix-k/) accessible from the PDTATAC Home page. Appendix K lists the OCONUS locations by country in alphabetical order. The date and time of the most current update is printed in the left hand column of the listing. The housing allowances for each country are accessed by clicking on the name of the country in the list. The table is immediately accessed and the OHA Rent Allowance ceilings are displayed by grade and locality code in addition to the country climate code, Utility/Recurring Maintenance Allowance, the MIHA Miscellaneous Allowance amounts and the Rate of Exchange. The OHA rental allowances are given at the with-dependent rate for all grades personnel. The OHA allowances are shown in local currency amounts in the individual rate tables for members with dependents.
To determine rates for members with-out dependents use 90% of the rental allowance for members with dependents and 75% of the

Utility/Recurring maintenance rates for members with dependents. The country listings are given in the local currency converted to U.S. dollars by multiplying the local currency by the rate of exchange. These tables give all the information necessary to compute OHA adjustments. See Illustrations of the complete listings and Appendix K below.

COMPLETE OHA LISTINGS

Tuesday,	January 31, 2006	7:40	AM	343584	Finland.pdf
Tuesday,	January 31, 2006	7:40	AM	451463	France.pdf
Tuesday,	January 31, 2006	7:40	AM	3877892	Germany.pdf
Tuesday,	January 31, 2006	7:40	AM	361654	Gibraltar.pdf
Tuesday,	January 31, 2006	7:40	AM	431179	Greece.pdf
Monday,	January 09, 2006	9:14	AM	120153	Guam.pdf
Monday,	January 09, 2006	9:15	AM	138136	Guatemala.pdf
Tuesday,	January 31, 2006	7:40	AM	228425	Haiti.pdf
Monday,	January 09, 2006	9:18	AM	206833	Honduras.pdf
Monday,	January 09, 2006	9:19	AM	78362	Hong_Kong.pdf
Tuesday,	January 31, 2006	7:40	AM	346814	Hungary.pdf
Tuesday,	January 31, 2006	7:40	AM	304689	Iceland.pdf
Tuesday,	January 31, 2006	7:40	AM	139315	India.pdf
Tuesday,	January 31, 2006	7:47	AM	382422	Indonesia.pdf
Tuesday,	January 31, 2006	7:47	AM	383391	Ireland.pdf
Friday,	January 13, 2006	7:52	AM	297837	Israel.pdf
Tuesday,	January 31, 2006	7:47	AM	1143774	Italy.pdf
Monday,	January 09, 2006	9:36	AM	154645	Jamaica.pdf
Tuesday,	January 31, 2006	7:47	AM	986368	Japan.pdf
Friday,	January 13, 2006	7:52	AM	306265	Jerusalem.pdf
Monday,	January 09, 2006	9:40	AM	105648	Jordan.pdf
Tuesday,	January 31, 2006	7:47	AM	282736	Kenya.pdf
Tuesday,	January 31, 2006	7:47	AM	582566	Korea.pdf
Tuesday,	January 31, 2006	7:47	AM	219949	Latvia.pdf
Tuesday,	January 31, 2006	7:46	AM	286023	Lithuania.pdf

APPENDIX K – OVERSEAS HOUSING ALLOWANCE

CLIMATE CODE: 2
UTILITY/RECURRING MAINTENANCE ALLOWANCE:
480,000 FOR LOCALITY CODES 045, 070, 140, 175
588,257 FOR ALL OTHER LOCALITY CODES
MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS: 393,704
RATE OF EXCHANGE: $0.001064

MEMBERS WITH DEPENDENTS - RENTAL ALLOWANCES
(SOUTH KOREAN WON / MONTHLY)
(MEMBERS WITHOUT DEPENDENTS, MULTIPLY ALLOWANCES BY 90%)

LOCALITY	LOCALITY CODE	E9	E8	E7	E6	E5	E4	E2/E1 E3
KOREA:	KS							
CAMP HUMPHREYS (FORMERLY PYONGTAEK)	035	1500000	1500000	1500000	1500000	1400000	1218000	1218000
CHINHAE	005	1200000	1200000	1200000	1200000	1111111	1001487	1001487
CHUNCHON	007			SAME AS OTHER				
INCHON	010			SAME AS OTHER				
KIMHAE	015			SAME AS PUSAN				
KUNSAN AB	070	555556	555556	555556	555556	555556	483334	483334
KWANJU AB	017			SAME AS OTHER				
OSAN AB (INCL YONGIN)	025	1300000	1200000	1200000	1200000	1140000	1100000	1100000
PUSAN	030	1555556	1555556	1555556	1555556	1555556	1353334	1353334
SEOUL (K-16FLD/C.MERCER/SITE TANGO & 33)/3	140	3143400	3143400	3143400	3143400	3143400	3143400	3143400
SUWON	050			SAME AS OSAN				
TAEGU/WAEGWAN (INCL CAMP CARROLL, CAMP HENRY, AND CAMP WALKER)	045	1055556	1055556	1055556	1055556	1010740	945474	945474
TAEJON	047	886199	886199	886199	886199	886199	886199	886199
WEONJU	065			SAME AS OTHER				
OTHER	999	722000	722000	722000	722000	722000	667000	667000

3. Rate Query – The most current information can be accessed in the online PDTATAC by accessing the homepage and utilizing the Rate Query tab. Once in the Rate Query program the rates by allowance type are displayed by entering the individual service member's rank, with or without dependents status and country and locality codes. All amounts listed in the Rate Query are in U.S. dollars. The rate query provides the information necessary to process field level transactions related to Overseas Housing. The basic monthly allowance amounts are automatically computed when the data is entered into DMO. The software has been designed with the basic formulas which key off of the particular JFTR code for the monthly allowances and currency codes (or country code) for the amount in U.S. dollars.

Overseas Housing Allowance (OHA) Query - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://secureapp2.hqda.pentagon.mil/perdiem/ohaform.html

Home | Rates & Allowances | Travel Regulations | Lodging & Dining Availability & Svcs | Telephone Directory | Frequently Asked Questions | Send a Message to PDTATAC | Other Related Sites

Overseas Housing Allowance Query

The Overseas Housing Allowance compensates members for the majority of housing expenses. Comprised of three components: rental ceiling, utility/recurring maintenance allowance, and move-in housing allowance (MIHA).

RATE QUERY

UPDATE PERIOD

YEAR: 2006 MONTH: September DAY: 1st

LOCATION

NOTE: The location drop-down menu below only contains current locations. Use the LOCALITY CODE LOOK UP for all PAST RATES. Make a note of it and enter into Locality Code field below.

SELECT LOCATION BY NAME: OR ENTER THE LOCALITY CODE:

SOUTH KOREA, TAEGU/WAEGWAN, KS045

MEMBER INFORMATION

RANK: E-1 DEPENDENTS YES

EXECUTE

Overseas Housing Allowances: Query Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://secureapp2.hqda.pentagon.mil/cgi-bin/cola-oha/ohasrch.pl

Overseas Housing Allowances

KOREA

Location: **TAEGU/WAEGWAN (INCL CAMP CARROLL, CAMP HENRY, AND CAMP WALKER)** , Location Code: **KS045**

PAY PERIOD: **09-01-2006**

For an **E-7 with dependents**, the Overseas Housings Allowances are as follows:

Allowances Effective: 20060216	Local Currency	U S DOLLARS
OHA Rental Allowance	1055556.00 SOUTH KOREAN WON	$ 1122.93
Utility/Recurring maintenance/miscellaneous Allowance	630000.00 SOUTH KOREAN WON	$ 670.21
Move-In-Housing Allowance (MIHA)	393704.00 SOUTH KOREAN WON	$ 418.83

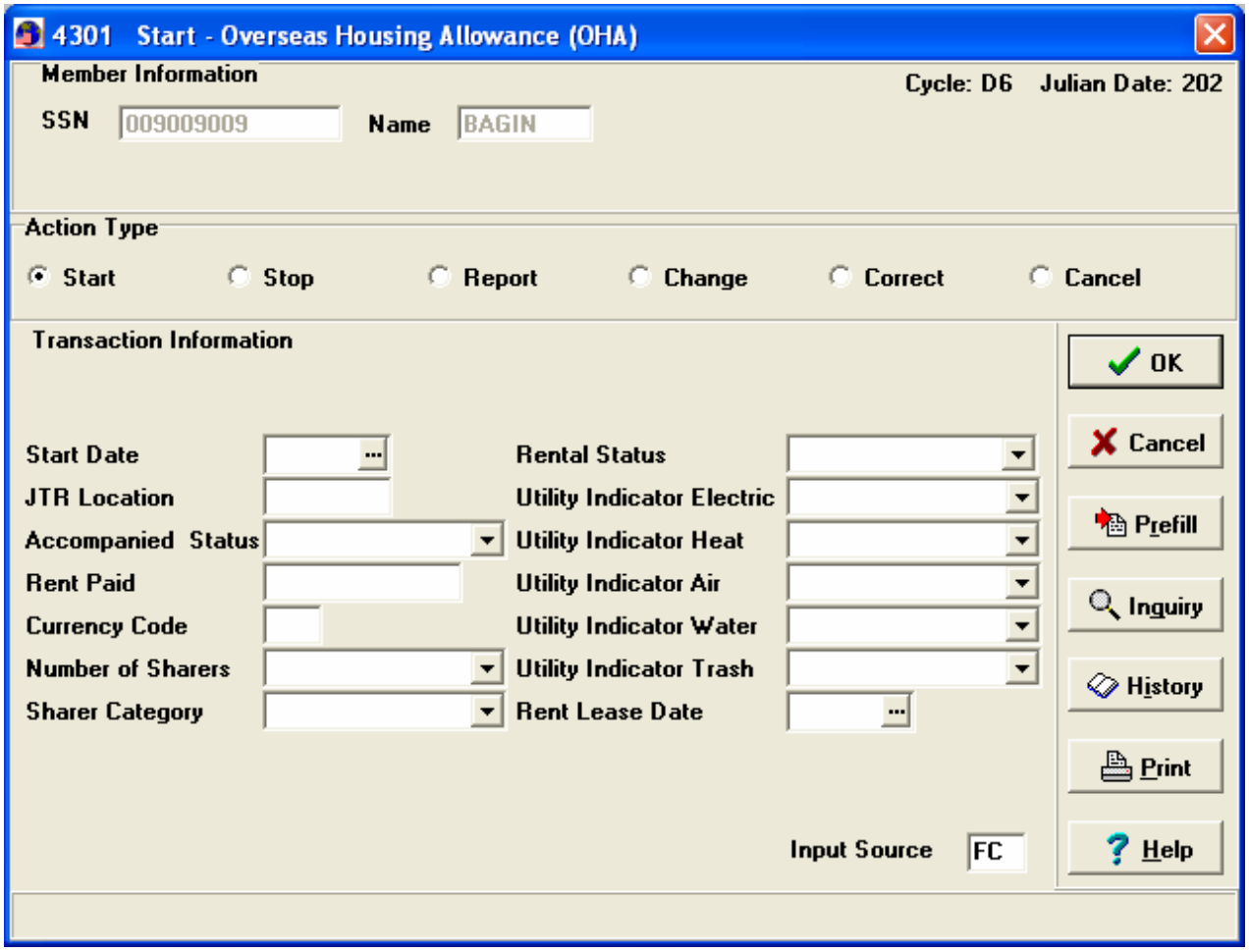
Climate code is: **2.00**

Rate of Exchange (ROE): **940.0000002068** / ROE Effective: **20060801**

If you need more information on the above allowances see the Joint Federal Travel Regulation or see, the Frequently Asked Questions (FAQs).

4. POSTING OHA TO THE MMPA – OHA is posted to the MMPA using a Format-ID (FID) 43 and appears in the MMPA under the same FID. The 4301 transaction is used to capture the information that is required for DJMS to compute the Rental Allowance and Utility/Recurring Maintenance Allowance based on the member's grade. The actual amount of rent paid and the currency type paid from the as determined by the member's lease and DD Form, is used in the Rent Paid and currency field of the DMO transaction. The Location Code obtained from the OHA Query or from the JFTR, Appendix K link.

DMO START OHA 43 TRANSACTION



DMO START OHA HELP SCREEN

Windows Help

File Edit Bookmark Options Help

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4301 START - OVERSEAS HOUSING ALLOWANCE

START DATE:
YYMMDD entitlement starts.

JTR LOCATION:
JFTR location code for applicable geographical area.

ACCOMPANIED STATUS:
0 = Unaccompanied / receiving BAQ/S
1 = Accompanied by authorized dependents / receiving BAQ/D
2 = Accompanied by authorized dependents/ receiving BAQ/S (another person is providing support for dependents)

RENT PAID:
Amount of rent/mortgage paid; round up to nearest dollar, etc., no "cents"; 8 places. Examples: $624.30 = 625; 150 pounds and 6 pence = 151.

CURRENCY CODE:
The currency code in which the rent is being paid.

NUMBER OF SHARERS:
1 = Not sharing rent
2 = Sharing rent with 1 other person
3 = Sharing rent with 2 other persons
4 = Sharing rent with 3 other persons
5 = Sharing rent with 4 other persons
6 = Sharing rent with 5 other persons
7 = Sharing rent with 6 other persons
8 = Sharing rent with 7 other persons

SHARER CATEGORY:
For NUMBER OF SHARERS = 1, leave blank; else enter as appropriate:
M = Military
D = DoD employee
O = Other

RENTAL STATUS:

Windows Help

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RENTAL STATUS:
R = Renting
H = Homeowner
O = Other

UTILITY INDICATOR ELECTRIC:
0 = Electricity is included in rent
3 = Electricity is NOT included in rent
Leave blank if RENTAL STATUS = H or O

UTILITY INDICATOR HEAT:
0 = Heating is included in rent
1 = If hot climate
2 = If moderate climate
3 = If cold climate and heating is not included in rent Leave blank if Leave blank if RENTAL STATUS = H or O

UTILITY INDICATOR AIR:
0 = If air conditioning is included in rent
1 = If cold climate
2 = If moderate climate
3 = If hot climate and air conditioning is not included in rent
Leave blank if RENTAL STATUS = H or O

UTILITY INDICATOR WATER:
0 = If water is included in rent
1 = If water is not included in rent
Leave blank if RENTAL STATUS = H or O

UTILITY INDICATOR TRASH:
0 = If trash disposal is included in rent
1 = If trash disposal is not included in rent
Leave blank if RENTAL STATUS = H or O

RENT LEASE DATE:
If RENTAL STATUS = R, member's rental lease date (YYMMDD); else blank.

C. ACCOUNT CORRECTIONS

1. BAQ Edits

a. All housing starts must be compatible with BAQ. The items checked are the government quarters assignment code and the number of dependents for BAQ. The configuration of the BAQ entry determines if the housing transaction will process, recycle or reject. The first check is against the assignment code. If that code is a 1, meaning assigned quarters, the transaction is recycled waiting for BAQ to be updated. The recycle period is 15 days processing at 3-day intervals. Each time the transaction attempts to process and finds that BAQ has not been updated, the start transaction rejects to the servicing FSO with error codes MCQ, EJD. To pass the first edit, the MMPA BAQ entry must contain a "QTR ASSGN" code of 2 and must be compatible with the NR DEPN-BAQ/HOUS-ACCOM-STAT reflected on the 43/45, housing transaction or, the transaction is immediately rejected with error code EJD.

If the BAQ entry shows no assigned quarters from the effective date forward, the second edit is performed against the number of BAQ dependents. If the housing accompanied status equals zero, the NR-DEPNS-BAQ must be zero; but if the number of BAQ dependents is 1 throughout the period of entitlement, the housing transaction will recycle as mentioned above. If the number of BAQ dependents was changed after the housing transaction effective date, the transaction rejects. If the BAQ closet dependency code equals X, the accompanied OHA entry will process; or if the assignment code is '1' and the adequacy code is '4', the OHA transaction will process.

b. On receipt of a stop or cancel transaction, the entitlement is stopped or canceled at the rate established on the MMPA.

c. As with start transactions, report transaction must be compatible with BAQ entitlement. Quarters assignment code must be 2 (not assigned). If there is a period of both assigned and not assigned after the effective date of housing, the transaction rejects with error code EJD, GOVT-QURTS-ASSIGN AND/OR NR-DEPN-Q-HOUS-ACCOMP-STATUS INCOMPATIBLE. If the quarters assignment code is 2 (not assigned government quarters), the second edit is against the number of dependents. If the housing accompanied status is zero, the number of BAQ dependents must be zero. If it is not, the transaction will recycle pending a change to the BAQ. When the number of BAQ dependents is changed to zero, the transaction will process.

d. The 4304 and 4504 transaction may change as many items as necessary in one transaction. Since there is a direct link between BAQ and housing, the change of accompanied status should be necessary only when going from 2 to 0 or 0 to 2.

e. The correct transaction is used to correct erroneous data that was originally submitted.

2. Outside IAS – When a case falls outside of normal processing timeframes Central Site must correct the account. The incorrectly paid entitlements may have to be collected and the correct entitlement repaid with a Central Site 9903 Unique transaction. If OHA is to be posted to a member's account when the effective date is outside IAS, it has to be manually computed. The steps are as follows; the lower of the actual rental amount (converted to U.S. dollars) or the maximum rental allowance (MRA) is added to the applicable utility allowance To obtain the rental amount to be used in OHA computations, determine the lesser of actual rent paid compared to the Rental allowance provided in Appendix K. Use Appendix K and multiply the rent paid by the exchange rate shown for the currency code. If the member is sharing, divide the rent determined above by the number of sharers.

To determine the maximum rental ceiling if the member is entitled to OHA (FID 43) and accompanied status is equal to 1 and the utility point score is 5 or higher, the member is entitled to the maximum allowable rent by grade. If the member is entitled to OHA (FID 43) and accompanied status is equal to 1 and the utility point score is 0 through 4, add the appropriate percentage of utility allowance amount to the maximum allowable rent. If the member is entitled to OHA (FID 43) and accompanied status is equal to 0 and the utility point score is 5 or higher, the member is entitled to the 90% of the maximum allowable rent by grade. If the member is entitled to OHA (FID 43) and accompanied status is equal to 0 and the utility point score is 0 through 4, add the corresponding percentage of utility allowance to the maximum rent.

In order to determine the utility allowance, if the member is entitled to OHA (FID 43) and the accompanied status is 1, and the utility point score is 5 or higher, use the utility allowance shown by locality and grade in Appendix K. If the member is entitled to OHA (FID 43) and the utility point score is 0 the percentage of entitlement is 0%. If the utility point score is 1 or 2 the percentage of entitlement is 25%. A utility point score of 3 or 4 equals 65% entitlement which must be divided if the member is sharing by the number of sharers. If the member is entitled to OHA (FID 43) and accompanied status is equal to 0, of Dual OHA (FID 45), accompanied status 0, and the utility point score is 5 or higher, the entitlement is 75% of the maximum rental ceiling allowance.

If the member is entitled to OHA (FID 43) and accompanied status is equal to 0 and the utility point score is 0 through4, multiply the utility allowance by 75% and then multiply that amount by the percentages; UPC 0 = 0%, UPC 1 or 2 = 25%, and UPC 3 or 4 = 65%. The BAQ deduction for the accompanied status is equal

to 1 then with dependent rate of BAQ is subtracted from the

computation (less .30 BAQ). If the member is entitled to OHA (FID 43) and accompanied status is equal to 0, the without dependent rate of BAQ is subtracted from the computation (.30 BAQ). After the OHA has been computed, it must be posted to the MMPA with a 9903 (43) (Central Site Unique) transaction input.

C. SPECIAL CONDITIONS

1. OHA Related Transactions - Overseas Housing Allowance is paid with FID 43 and members are also entitled to Move-In Housing Allowance (MIHA, the 42 entry). If BAQ DIFF is present on the account without the corresponding BAQ (FID 35 entry) field, the 43 transaction (or any OHA transaction) will recycle. BAH-II has been eliminated in the calculation of OHA effective 1 October 2005. BAH-II is no longer included as a minimum entitlement. Members residing off-base in an OHA area not under a rental agreement will no longer be entitled to BAH-II.

An open or history 36 entry with no corresponding 35 entry on the MMPA will cause any 43 transaction input to pay OHA for the same time period to recycle with the error code REE (GOVT-QTRS-ASGNMT and/or NR-DEPN-BAQ field are incompatible with HOUS-ACCOM-STATS field). Until the BAQ is updated, the transaction will recycle every 3 days, a maximum number of 4 times before rejecting MCQ. If the member is receiving BAQ-DIFF and does not have BAQ (CLOST-BAQ-DEPN code I or R), he is not entitled to OHA.

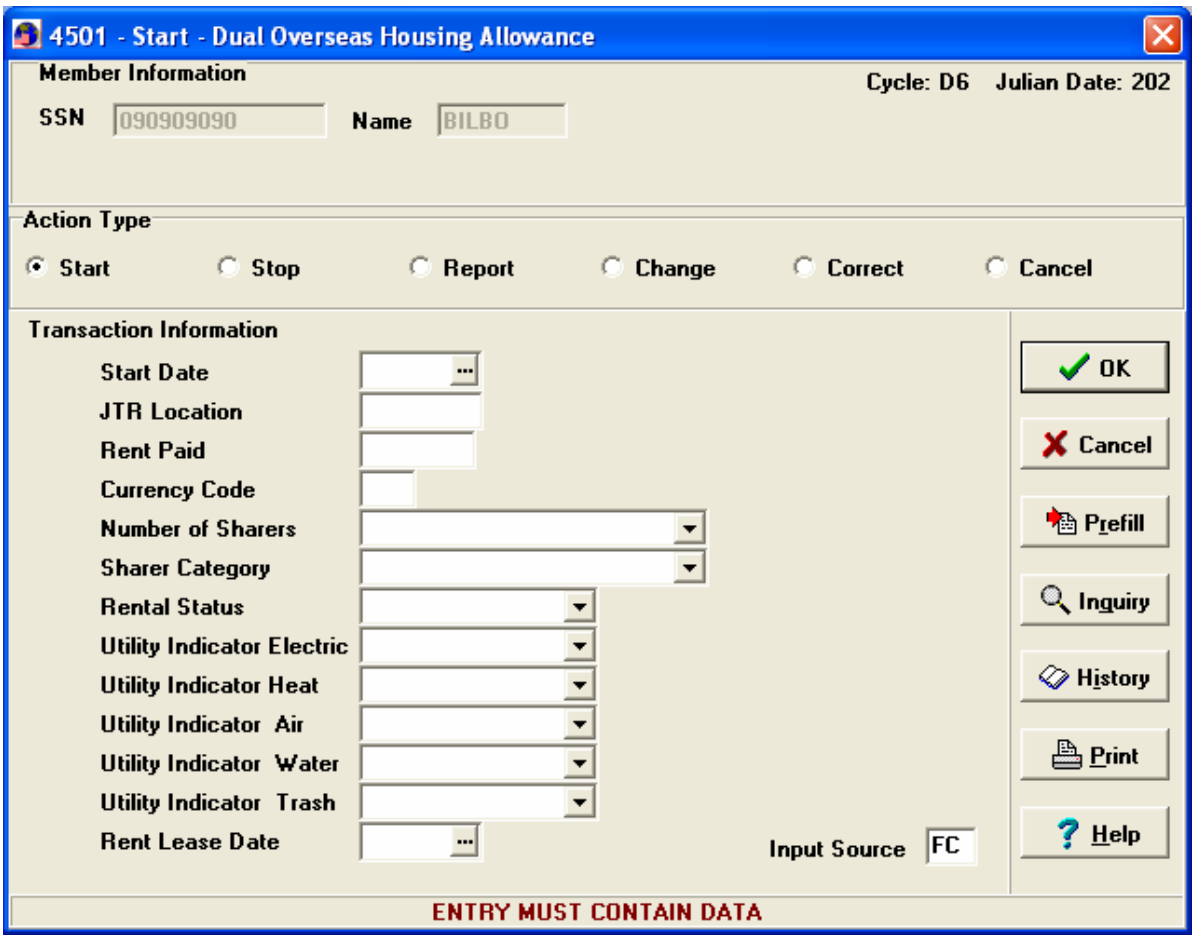
Accompanied-Status code 0 is used for single/unaccompanied members, or members paying child support, who became entitled to OHA. The OHA calculation is 90% of the MRA. The entitlement to OHA is suspended when the member enters SB terminal leave, or leave over 30 days, SJ, SK (Types 1 or 6), SP or SL status.

OHA is payable when there is no entitlement to BAQ without dependents and no open BAQ-DIFF. Any 43 transaction will recycle. Dual OHA is not payable when the GOVT-QTRS-ADQCY code in the MMPA 35 entry is 4. There is no entitlement to Dual OHA when a member is receiving BAQ-DIFF, but no BAQ without-dependents. Any payments outside of IAS must be input to coincide with the system edits. After the OHA computation has been made the corresponding BAQ and BAQ-DIFF fields must be corrected before the 9903 (43 or 45) Central Site unique can be processed.

Members OCONUS who are otherwise entitled to BAH-DIFF and are authorized to reside in private sector leased/owned housing will have their BAH-DIFF entitlement changed to OHA at the with-dependent ceiling rate. These members are no longer entitled to BAH-DIFF or any additional FSH payment. These members will be treated as members with dependents. Their OHA calculation under FID 43 should be computed by using the with dependent ceiling rate. There will be no separate entitlement for child support payments.

The Dual OHA input transaction (FID 45) will be used to pay the new entitlement FSH-O which equates to the OHA at Accompanied status 0 for a member on an unaccompanied tour. This entitlement will equate to OHA at the accompanied status 0 for a member on an unaccompanied tour. It will still be reflected in DJMS as Dual OHA though the updated JFTR will refer to this entitlement as FSH-O.

4501 – Start – Dual Overseas Housing Allowance



4501 Help Screen

Windows Help

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4501 START - DUAL OVERSEAS HOUSING ALLOWANCE

START DATE
Must contain a valid date in YYMMDD format, enter the date the entitlement starts. Date must be equal to or prior to the current date.

JTR LOCATION
Enter the JFTR location code for the applicable geographical area. The first 2 positions must be alpha and the remaining 3 positions must be numeric and greater than zero.

RENT PAID
Enter the amount of rent/mortgage paid. Round up to nearest dollar, no "cents".

Examples:
$624.30 = 625
150 pounds 6 pence = 151.

CURRENCY CODE
Enter an alpha character (A-Z) for the currency code in which the rent is being paid.

NUMBER OF SHARERS
Make a selection from the Drop-down list. Drop-down choices are:

1 = Not sharing rent
2 = Sharing rent with 1 other person
3 = Sharing rent with 2 other persons
4 = Sharing rent with 3 other persons
5 = Sharing rent with 4 other persons
6 = Sharing rent with 5 other persons
7 = Sharing rent with 6 other persons
8 = Sharing rent with 7 other persons

SHARER CATEGORY
Must be blank if the NUMBER OF SHARES equals 1 otherwise make a selection from the Drop-down list. Drop-down choices are:

M = Military
D = DoD employee
O = Other

RENTAL STATUS
Make a selection from the Drop-down list. Drop-down choices are:

R = Renting
H = Homeowner
O = Other

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RENTAL STATUS
Make a selection from the Drop-down list. Drop-down choices are:

R = Renting
H = Homeowner
O = Other

UTILITY INDICATOR ELECTRIC
May be blank or must equal 0 or 3 if the RENT STATUS equals R. Drop-down choices are:

0 = Electricity is included in rent
3 = Electricity is not included in rent

UTILITY INDICATOR HEAT
May be blank or must equal 0, 1, 2 or 3 if the RENT STATUS equals R. Drop-down choices are:

0 = Heating is included in rent
1 = If hot climate
2 = If moderate climate
3 = If cold climate and heating is not included in rent

UTILITY INDICATOR AIR
May be blank or must equal 0, 1, 2 or 3 if the RENT STATUS equals R. Drop-down choices are:

0 = If air conditioning is included in rent
1 = If cold climate
2 = If moderate climate
3 = If hot climate and air conditioning is not included in rent

UTILITY INDICATOR WATER
May be blank or must equal 0 or 1 if the RENT STATUS equals R. Drop-down choices are:

0 = If water is included in rent
1 = If water is not included in rent

UTILITY INDICATOR TRASH
May be blank or must equal 0 or 1 if the RENT STATUS equals R. Drop-down choices are:

0 = If trash disposal is included in rent
1 = If trash disposal is not included in rent

RENT LEASE DATE
May be blank. If Rental Status = R, enter the member's rental lease date. Date must equal to or prior to the current date and must be equal to or prior to the START DATE.

MOVE-IN HOUSING ALLOWANCE (MIHA)

A. BACKGROUND

1. Move-in Housing Allowance - (MIHA) is a type of Overseas Housing Allowance payable to service members assigned to OCONUS Permanent Duty Stations. The MIHA program was implemented to provide supplemental payments to defray the significant amount of start-up housing costs associated with overseas locations. These allowances are usually paid in local currency with the goal of maintaining purchasing power in local currency over time.

All members who are authorized to live off post are entitled to OHA and MIHA supplemental payments upon completion and approval of the OHA Report (DD Form 2367) and the MIHA Allowance Claim Form (DD Form 2556). The MIHA entitlement is for only one dwelling during a tour of duty at a qualifying location unless a Government-funded local move occurs and the member occupies another dwelling covered on OHA.

The three MIHA supplemental payment components are MIHA/ Miscellaneous, MIHA/Rent and MIHA/Security. MIHA/Miscellaneous is a payment (receipts not required) for average expenditures to make a dwelling habitable and recognizes such items as sinks, toilets, light fixtures, kitchen cabinets or appliances not provided in overseas dwellings. All service members entitled to MIHA receive the lump-sum MIHA/ Miscellaneous in their pay. Service members classified as sharers and entitled to MIHA are entitled to full MIHA/Miscellaneous.

MIHA/Rent covers reasonable rent-relate expenses in total (receipts required). These are fixed, one-time, non-refundable charges levied by the landlord, the landlord’s agent or a foreign government which the member must pay prior to occupying a dwelling. Recurring costs, homeowner costs and any expenditure considered unreasonable are not allowed. Examples of one-time expenses are real estate agent’s fees, redecoration fees and one-time lease taxes. The amount of MIHA/Rent is based on an actual dollar-for-dollar payment. This is a separate and immediate payment entitlement.

MIHA/Security covers reasonable security-related expenses for members assigned to designated areas where dwellings must be modified to minimize exposure to terrorist and/or criminal threat (receipts required). Qualifying areas are listed in the JFTR, Appendix N. Examples of allowable items are security doors, bars, locks, lights, and alarm systems. Any expenditure not related to the physical dwelling is not authorized. MIHA/Security is also a separate and immediate payment based upon actual expenses.

Payment of the MIHA/Miscellaneous will be made when a member has completed the DD Form 2367 and provides a copy of the lease or

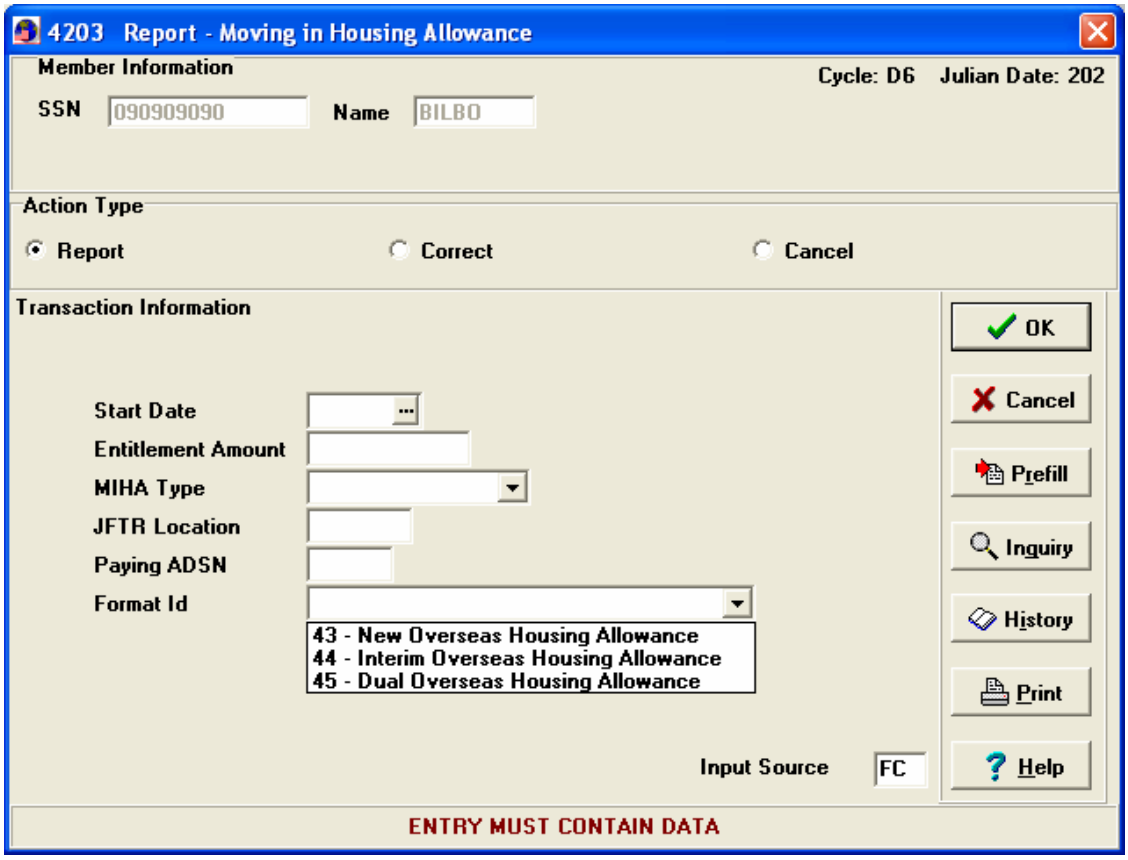
Purchase agreement. For members who qualify for MIHA/Rent or MIHA/Security component payment, a DD Form 2558 must be completed and submitted with supporting documentation. Advance rental payments and refundable deposits are not covered under MIHA.

B. EFFECTS OF MMPA POSTING

1. MIHA (FID 42) utilizes action indicators report correct and cancel. Report includes the start date and the entitlement amount for MIHA type M (Miscellaneous), R Rent), and S (Security), and the JFTR location. The MIHA Format ID (42) must correspond to an open or closed Overseas Housing Allowance entitlement. Note that in the Help for the FID 42 MIHA payment, the reference to Interim Overseas Housing Allowance is no longer relevant.

The OHA entry must be present on the MMPA in order to post MIHA. An example of the DMO Report MIHA for each type of MIHA payment transaction is illustrated below. Notice that which type of MIHA to be paid is input by selecting from the drop down box in the MIHA type entry field.

4203 – REPORT MIHA



4203 – REPORT MIHA HELP SCREEN

Windows Help

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4203 REPORT - MOVING IN HOUSING ALLOWANCE

START DATE:
YYMMDD entitlement is effective.

ENTITLEMENT AMOUNT:
Entitlement amount for MIHA TYPE = R or S; blank for MIHA TYPE = M.

MIHA TYPE:
M = Miscellaneous
R = Rent
S = Security

JFTR LOCATION:
The JFTR location for the geographical area.

PAYING ADSN:
Paying ADSN.

FORMAT ID:
For MIHA TYPE M or R:
43 = New Overseas Housing Allowances
44 = Interim Overseas Housing Allowances
45 = Dual Overseas Housing Allowances

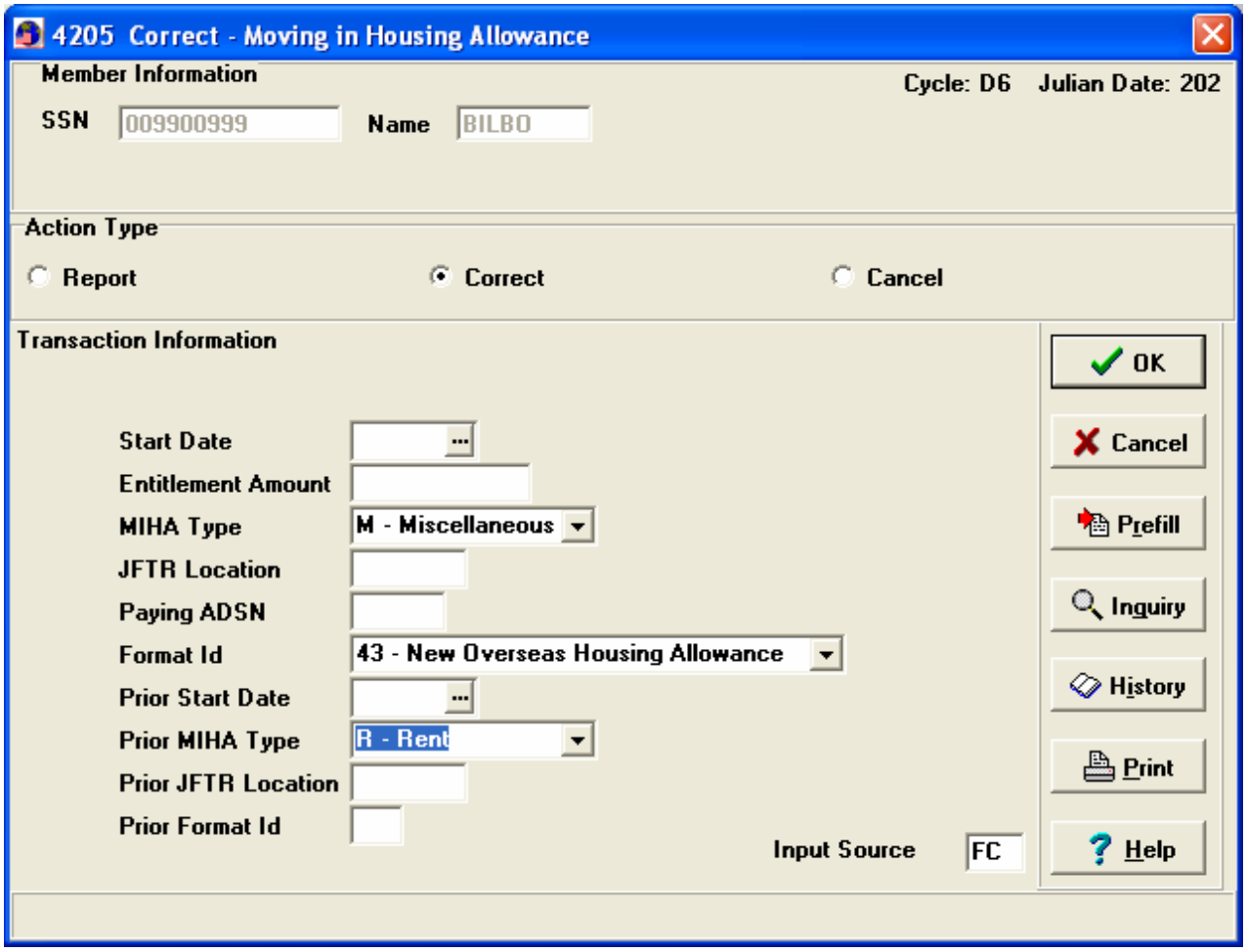
For MIHA TYPE S:
43 = New Overseas Housing Allowance
44 = Interim Overseas Housing Allowance
45 = Dual Overseas Housing Allowance

Notice that the MIHA Miscellaneous allowance is a one-time payment and a fixed 42 entry on the MMPA. Since this allowance amount is included in Appendix k (PDTATAC tables) the DMO 4201 transaction input screen for MIHA Miscellaneous does not require an amount to be entered. This field keys from the PDTATAC tables and the screen edit will automatically fill in the applicable allowance amount according to the country code.

MMPA - FID 42 – MIHA (FIXED ENTRY)

```
FIXED/OPEN/HISTORY
42-MIHA*  ENTRY-OPEN-DT 050518 18 05 2  ENTRY-CLSD-DT 050518 18 05 2
   CNTRL-CODE 2  ACTN 03  START 050515  ENTLMT-MM 0.00  ENTLMT 405.00
   JTR-LCTN KS045  ADSN 6409  MIHA-TYPE M  FORMAT-ID 43
** END OF INQUIRY.
```

4205 CORRECT – MOVING IN HOUSING ALLOWANCE



4205 CORRECT – MIHA HELP SCREEN

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4205 CORRECT - MOVING IN HOUSING ALLOWANCE

START DATE:
Correct YYMMDD entitlement is effective.

ENTITLEMENT AMOUNT:
Correct entitlement amount for MIHA TYPE = R or S: blank for MIHA TYPE = M.

MIHA TYPE:
Correct MIHA type:
M = Miscellaneous
R = Rent
S = Security

JFTR LOCATION:
The correct JFTR location for the geographical area.

PAYING ADSN:
Correct paying ADSN.

FORMAT ID:
Correct OHA FORMAT ID if MIHA is being paid for:
MIHA type M or R -
43 = New Overseas Housing Allowances
44 = Interim Overseas Housing Allowances
45 = Dual Overseas Housing Allowances

MIHA type S -
43 = New Overseas Housing Allowances
44 = Interim Overseas Housing Allowances
45 = Dual Overseas Housing Allowances

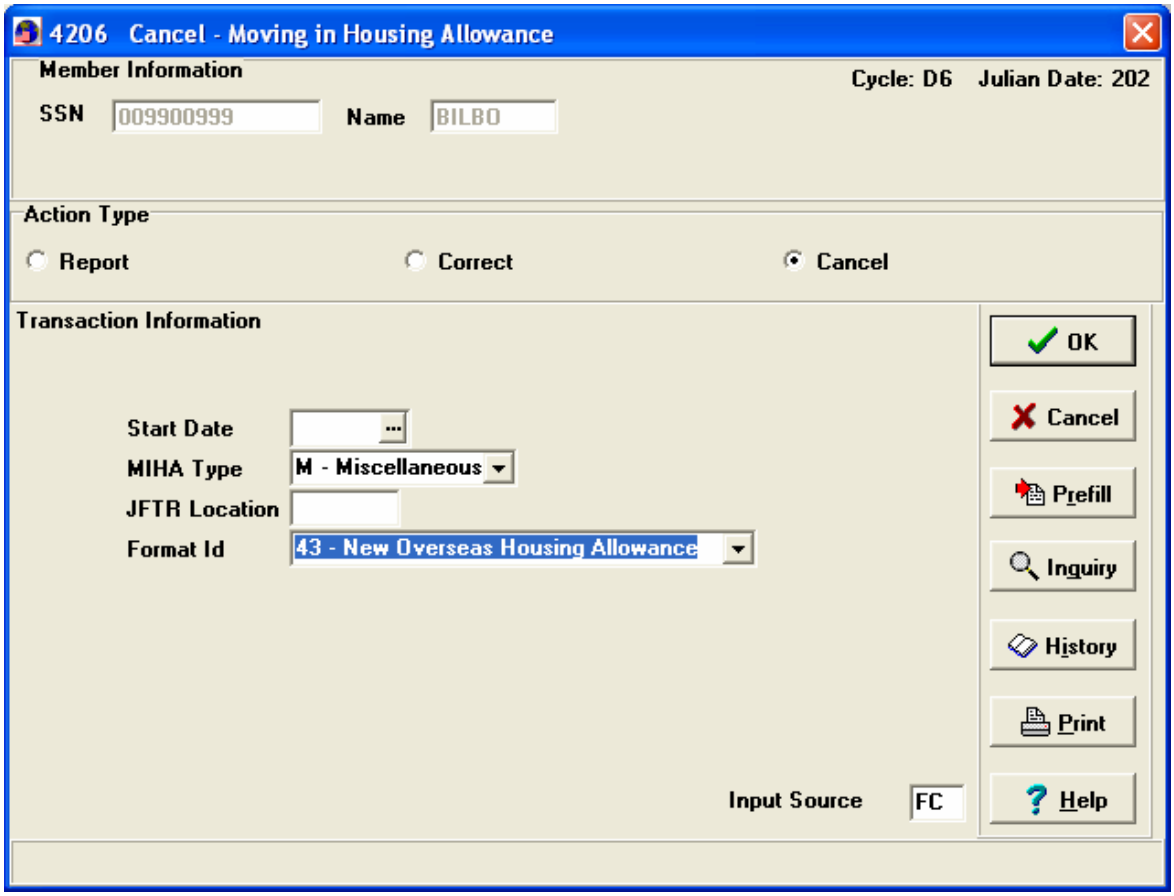
PRIOR START DATE:
START DATE on transaction being corrected.

PRIOR MIHA TYPE:
MIHA TYPE on transaction being corrected.

PRIOR JFTR LOCATION:
JFTR LOCATION on transaction being corrected.

PRIOR FORMAT ID:
FORMAT ID on transaction being corrected.

4206 Cancel – Moving in Housing Allowance



4206 CANCEL MIHA HELP SCREEN

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4206 CANCEL - MOVING IN HOUSING ALLOWANCE

START DATE:
YYMMDD of entitlement to cancel.

MIHA TYPE:
M = Miscellaneous
R = Rent
S = Security

JFTR LOCATION:
JFTR location for the geographical area.

FORMAT ID:
For MIHA TYPE M or R:
43 = New Overseas Housing Allowances
44 = Interim Overseas Housing Allowances
45 = Dual Overseas Housing Allowances

For MIHA TYPE S:
43 = New Overseas Housing Allowances
44 = Interim Overseas Housing Allowances
45 = Dual Overseas Housing Allowances

(the remainder of this page is reserved for future use)

Chapter 9 H - TEMPORARY LODGING ALLOWANCE

A. Background

1. Temporary Lodging Allowance (TLA) is authorized as a partial reimbursement to Service members for the more than normal expenses incurred while occupying temporary lodgings (including Temporary Lodging Facilities as defined in Appendix A of the PDTATAC). The following listed below are authorized reimbursements for TLA:

A. Expenses for meals obtained as a direct result of using temporary lodgings OCONUS that do not have facilities for preparing and consuming meals.

B. TLA is normally paid upon initial reporting at an OCONUS PDS (this includes reporting for TDY at an activity within the new OCONUS PDS).

C. Waiting for Government quarters assignment, or while completing arrangements for other living accommodations when government quarters are not available.

D. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at allocation within the old OCONUS PDS) after Government quarters are vacated in connection with a Permanent Change of Station (PSC) order.

E. After giving up other permanent accommodations.

F. During a member’s hospitalization period while en route to PDS and dependents are required to use OCONUS temporary lodgings.

2. The following are not authorized TLA reimbursement eligibility:

A. A member who retires, separates, stays in the PDS area and then moves at a later date is not eligible.

B. Members serving unaccompanied tours may not receive TLA when an available Government mess isn’t used.

C. Government quarters aren’t occupied because of the presence of non-command sponsored dependents in the PDS vicinity.

D. Member is not normally paid for more than 60 days when assigned to an OCONUS PDS, but a period in addition to the 60 days may be authorized due to certain circumstances beyond the member’s control.

Note: TLA starts on the same date that OHA and COLA eligibility begins. The member is required to begin aggressively seeking quarters as soon as possible after arrival. At the end of the first 15 day period, the designated overseas commander has the member's case reviewed to determine progress made toward obtaining permanent housing. Also a member will not ordinarily receive TLA for more than ten days preceding PCS departure. An advance payment may be made for the number of authorized TLA Days if authorized. Conditions of entitlement to TLA are contained in the Joint Federal Travel Regulation (JFTR), Volume I, Chapter 9, paragraphs U9200 through U9209.

TLA computations are made in increments of 15 or fewer days when TLA ceases to exist before the end of a (15 or fewer day) period. The Daily Meals and Incidental Expenses and Lodging Ceiling percentage is determined by the number of eligible persons occupying the temporary lodging. It is a proportional per diem that is added to the lodging ceiling rate for the TLA payment amount. A member with a dependent is 100%, member or one dependent is 65% and each additional dependent over twelve, add 35%, each additional dependent under twelve, add 25%.

The ceiling percentage is applied to the applicable locality per diem M&IE and lodging rates listed in the Per Diem Travel and Transportation Advisory Committee Rates and Allowances tables. Receipts, invoices or statements from the lodging provider are required to verify lodging expenses and the actual daily lodging costs are compared to the lodging cost ceiling. There are other stipulations and conditions pertinent to TLA administration contained in the perdiem/faqtla.html. is accessed through the PDTATAC homepage. An illustration of the current OCONUS Per Diem rates for Hawaii accessed through the Per Diem Travel and Transportation Advisory Committee (PDTATAC) homepage follows:

MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES
TRAVEL PER DIEM ALLOWANCES

COUNTRY/STATE: **HAWAII**

NOTES

1. Use the **OTHER** rate if neither the **CITY** nor **MILITARY INSTALLATION** is listed.
2. For other allowances that are based on per diem rates **(e.g., TLE, TLA, TQSE, TQSA)**, see the appropriate rules for those allowances regarding what per diem rate to use.
3. The standard **ONBASE INCIDENTAL RATE is $3.50** OCONUS wide.
4. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in Appendix A, is applicable.
5. Per Diem Rate = Max Lodging + Meals (Local, Proportional, or Government) + Incidental Rate (Local or OnBase)

*** All rates are in US Dollars**

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Prop. Meals	Local Incidental	Footnote	Footnote Rate	Maximum Per Diem	Effective Date
ISLE OF HAWAII: HILO	01/01-12/31	112	74	42	19			**205**	05/01/2006
ISLE OF HAWAII: OTHER	01/01-12/31	150	76	43	19			**245**	05/01/2006
ISLE OF KAUAI	01/01-12/31	188	82	46	20			**290**	05/01/2006
ISLE OF MAUI	01/01-12/31	159	76	43	19			**254**	05/01/2006
ISLE OF OAHU	01/01-12/31	149	80	45	20			**249**	05/01/2006
LANAI	01/01-12/31	175	104	57	26			**305**	05/01/2006
LUALUALEI NAVAL MAGAZINE	01/01-12/31	149	80	45	20			**249**	05/01/2006
MOLOKAI	01/01-12/31	153	76	43	19			**248**	05/01/2006
[OTHER]	01/01-12/31	72	49	29	12			**133**	01/01/2000

*Use the OTHER rate if neither the CITY nor MILITARY INSTALLATION is listed.

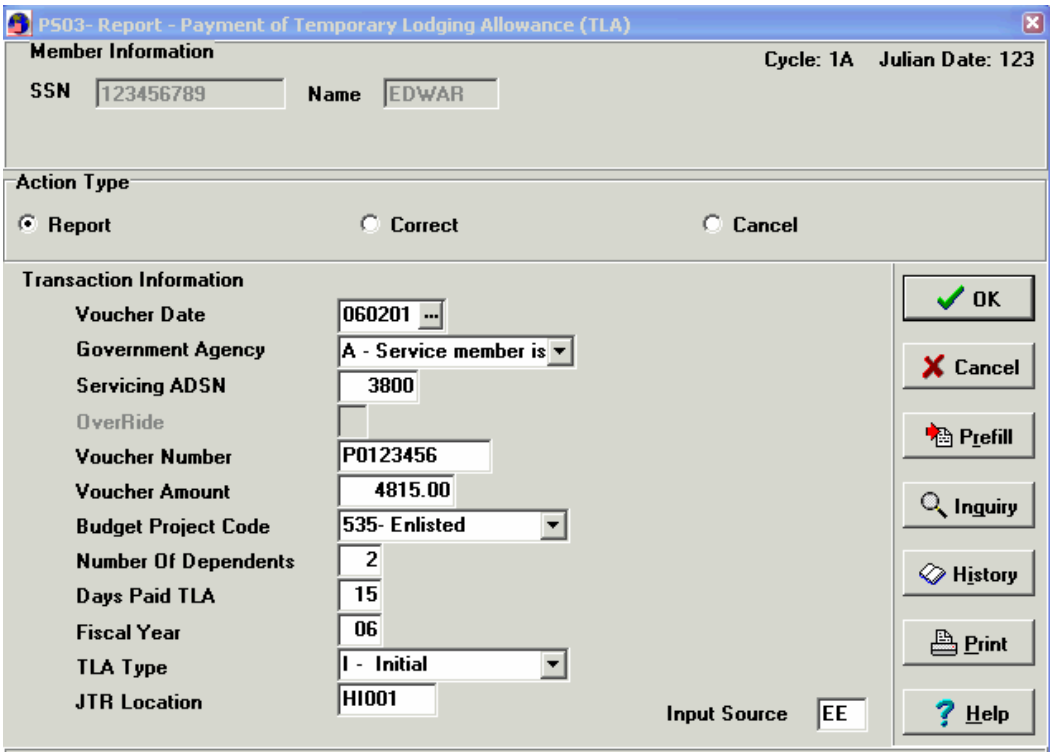
B. Processing

1. TLA is paid as an advance payment and falls within the four TLA types of Departure TLA, Departure Extension TLA, Initial and Initial Extension. The payment is made at the servicing FSO and then collected as an advance payment from the service members pay with a PS03 input. The field usually takes care of these type actions. Central Site could post the payment for collection action if a copy of the voucher were sent in. The following screen is an illustration of a DMO PS03 Report Payment of Temporary Lodging Allowance (TLA) and the MMPA 79 entry line.

MMPA ENTRY 79 – TEMPORARY LODGING ALLOWANCE

79-JUMPS TEMPORARY LODGING ALW * ENTRY-OPEN-DT 001129 03 12 1 ENTRY-CLSD-DT 001129 03 12 1 CNTRL-CODE 2 ACTN 03 START 001116 STOP 001121 ENTLMT 595.64 JTR-LCTN IT055 TLA I NR-DEPN-PD 02

PS03 – Report Payment of TLA



PS03 – Screen Instructions

Voucher Date: YYMMDD; effective date of payment voucher. The YYMMDD must be < or = to the current date.

SERVICING ADSN:
ADSN of an accountable Disbursing Office, otherwise blank. If the Input ADSN is 38XX, then this field must be for Central Site use.

OVERRIDE: Use for Central Site Only. If the Input ADSN is Central Site, this field must contain numeric character (0-9) or space. If the Input Source is other than Central Site, the field will be grayed out and no data can be entered in this field.

Voucher Number: Must be 8 alphanumeric.

Air Force/Army/Navy: The first position must be P; the remaining positions must be numeric > 0, and left zero filled.

Voucher Amount: Amount paid to member.

Budget Project Code: 515 = Officer 535 = Enlisted

Number Of Dependents: Number of persons, including member, for whom member receives TLA.

Days Paid TLA: Number of days member receives payment for TLA.

Fiscal Year: Fiscal Year TLA was earned. If payment bridges FYs, submit a separate transaction for each FY.

TLA Type:
D = Departure
E = Departure extension
I = Initial
X = Initial extension

JTR Location: Enter the 5 position JFTR locality code.

C. COMPUTATION

First the Daily M&IE and Lodging ceiling is determined by multiplying the applicable percentage by the prescribed locality M&IE and lodging rates found in the PDTATAC and comparing the actual daily lodging cost to the cost ceiling. The actual lodging cost is added to the M&IE rate for the daily TLA amount. Receipts, invoices or statements from the lodging are required to verify costs. An advance may be paid for the number of authorized TLA days. The TLA member dependents and applicable percentage table used in the Daily M&IE and Lodging Ceiling computation is illustrated .

Number of Eligible Persons Occupying Temporary Lodging	Applicable Percentage
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent 12 and over, add	35%
For each additional dependent under 12, add	25%

TEMPORARY LODGING EXPENSE ALLOWANCE

The purpose of TLE is to partially offset lodging and meal expenses when a member and his or her dependents occupy temporary lodging in CONUS during a PCS. Temporary lodgings are occupied before leaving an old CONUS PDS, designated place, a CONUS Home of Record, technical school or reporting to a first PDS. It is also payable incident to a move entering active duty, after arriving at the new CONUS PDS, house-hunting after a completed PCS travel to a new PDS, or if a member's PCS order is revoked or cancelled, upon initial arrival at a CONUS PDS, waiting for government quarters assignment, or while completing arrangements for other permanent living accommodations when government quarters are not available.

Temporary lodgings are lodging used as a temporary place of residence. Members are required to use government lodging facilities in the area of the old or new PDS. If there are government quarters, the member must provide a statement that the quarters were not available. Temporary lodgings must be in the vicinity of the old or new PDS and must not be paid on any days when per diem travel pay is authorized. For example, if a member is authorized eight days travel and has ten days elapsed time, he may be paid two days TLE allowance. TLE claims must be supported by lodging receipts. TLE is not payable when moving from a PDS leaving active duty. The time limitation for TLE is ten days in connection with a PCS to a PDS in CONUS, five days in connection with a PCS from CONUS to an OCONUS PDS, and ten days for a member reporting to first PDS from HOR or to initial technical school.

TLE claims pay a maximum of $180.per day. The maximum applies to all days claimed and also applies if the service member and dependents occupy temporary lodgings in the same or different days. When the member and dependents occupy temporary lodgings on separate days, the service member chooses which days to claim. If two service members are married to each other, each is authorized in his or her own right.

Applicable TLE is computed by determining the daily M&IE and ceiling for lodging locality per diem rates prescribed in the Per Diem Travel and Transportation Advisory Committee homepages multiplied by the appropriate dependent percentage amount. (Member or one dependent is 65%, member and one dependent is 100% and each additional dependent 12 and over, add 35%, less than twelve years of age, add 25% as noted above.)

The PDTATAC CONUS Per Diem rate table for Arkansas follows. Note the Service member may be entitled to additional travel allowances under various circumstances. These would be the maximum rates allowable for travel in Arkansas.

MAXIMUM PER DIEM RATES IN THE CONTINENTAL UNITED STATES
TRAVEL PER DIEM ALLOWANCES
FISCAL YEAR: 2006

STATE: **ARKANSAS**

NOTES

1. When the Location or DOD Installation does not appear in the first column, search the second column for the County. If the County is not listed, use the **STANDARD CONUS PER DIEM RATE**.
2. For other allowances that are based on per diem rates **(e.g., TLE, TLA, TQSE, TQSA)**, see the appropriate rules for those allowances regarding what per diem rate to use.
3. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in Appendix A, is applicable.
4. Per Diem Rate = Max Lodging + Meals (Local Meals, Proportional, or Government) + Incidental rate

LOCATION (1)	County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	Prop. Meals	Incidentals	Maximum Per Diem	Effective Date
CAMP JOSEPH T. ROBINSON	PULASKI	01/01-12/31	71	51	30	3	**125**	10/01/2005
FAYETTEVILLE NAVAL RESERVE CTR	WASHINGTON	01/01-12/31	60	36	23	3	**99**	10/01/2005
FORT SMITH FACILITIES	SEBASTIAN	01/01-12/31	60	36	23	3	**99**	10/01/2005
FT. CHAFFEE	SEBASTIAN	01/01-12/31	60	36	23	3	**99**	10/01/2005
HOT SPRINGS	GARLAND	01/01-12/31	76	46	28	3	**125**	10/01/2005
LITTLE ROCK	PULASKI	01/01-12/31	71	51	30	3	**125**	10/01/2005

(the remainder of this page is reserved for future use)

Chapter 10 - INCENTIVE PAY - INTRODUCTION

1. Hazardous Duty Incentive Pays. (HDIP) exists for service members (both enlisted and officers) when their duty is performed under hazardous working conditions.

In general, entitlement to HDIP begins on the date the member reports, is ordered to perform, and meets the established requirements of the hazardous duty. The entitlement to hazardous duty ceases on the date the member is ordered to terminate duty or the date the member is detached from the command and is no longer required to perform such duties.

2. DJMS-AC Table 004 (Incentive Pay-Other) may be viewed with the verb JWMM. The table contains effective dates and the daily/monthly rate of $5.00/$150.00 for enlisted and officer personnel.

3. Types of HDIP receive additional pay each month.

A. Demolition Duty Pay

B. Experimental Stress Duty Pay

C. Flight Deck Duty Pay

D. Parachute Duty Pay

4. Other types of monthly Incentive Pay:

E. Flying Duty Pay

DJMS-AC Table 003 is accessed for Flying Duty Pay and Table 014 for Officer's Flight Pay.

F. Assignment Incentive Pay

Chapter 10 A - DEMOLITION DUTY PAY

1. Demolition Duty. For an officer or enlisted member to be entitled to Demolition (DMI) Duty Pay at the rate of $150 per month (DJMS verb JWMM, Table 004), they are required to be assigned as a primary duty and by competent orders, to perform duty involving demolition of explosives. Demolition Duty continues in effect during a Permanent Change of Station (PCS). Demolition Duty is paid if the member is assigned, as a primary duty assignment, to engage in the following activities:

1. Demolish objects, obstacles, or explosives using explosives; recover and render harmless, by disarming or demolition, explosives that have failed to function or which have become a potential hazard.

A. Participate as students or instructors in instructional training, as well as proficiency training for the maintenance of skill in demolition duties, provided live explosives are used.

B. Experiment with or develop tools, equipment, or procedures for the demolition and rendering harmless of explosives, provided that live explosives are used. The member's Demolition Duty HDIP is suspended if the member enters excess leave status (SB), and status SJ (AWOL), SK confinement, types 1, 3, 4, and 6, SP (Deserter), and SL(Death).

2. Demolition Duty in DJMS is identified as the 10 FID entry. DoDFMR VOL 7A, CH 24 addresses conditions of entitlement.

10 DMI DY* ENTRY-OPEN-DT 050314 15 03 2 CNTRL-CODE 0 ACTN 01 START 050120 ENTLMT-MM 75.00 ENTLMT 150.00 ENTLMT-NM 150.00

3. Processing Conditions And Corrective Actions The field office is responsible for the input of Demolition Duty. If the entitlement is reported or started with dates outside of IAS then central site will input the appropriate transaction to process:

A. 1001/1003 transaction effective first day of IAS.
B. 9903(10) transaction for prior periods.

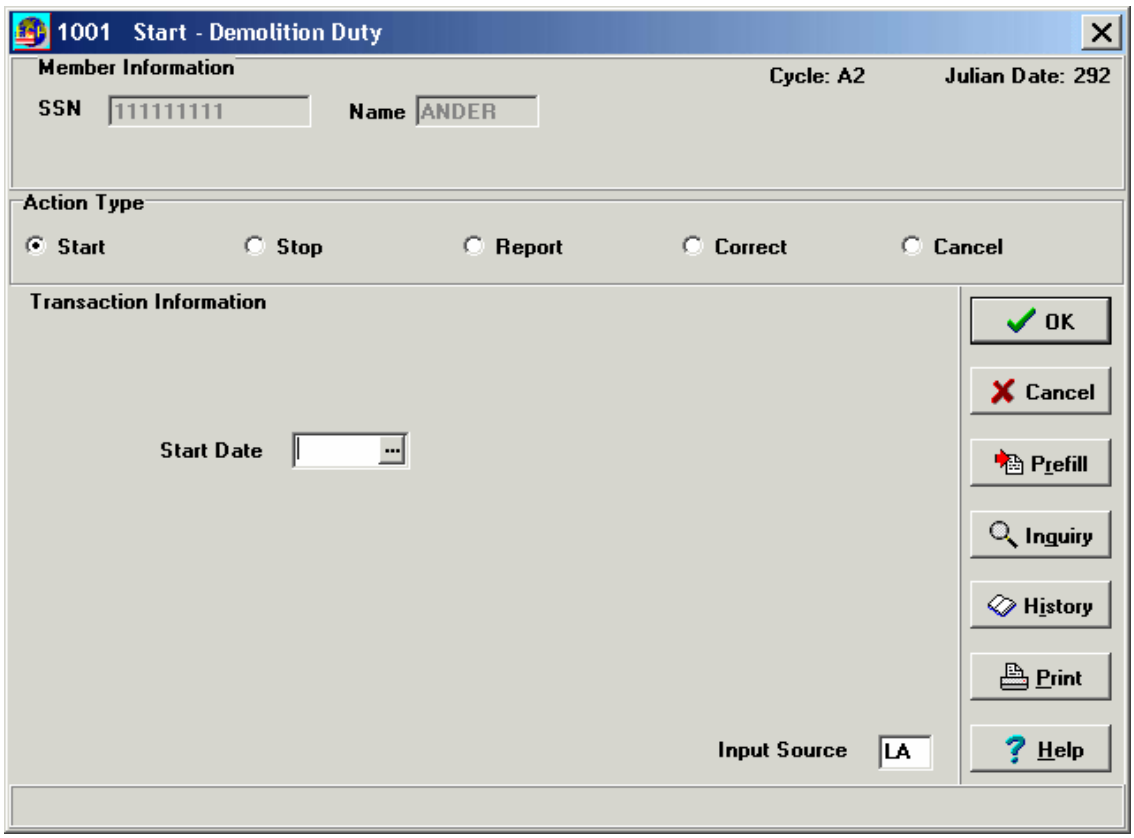
If the entitlement is stopped with an effective date outside IAS, process:

A. 1002 transaction effective last day of prior month.
B. DQ01 transaction for prior periods through the stop date.

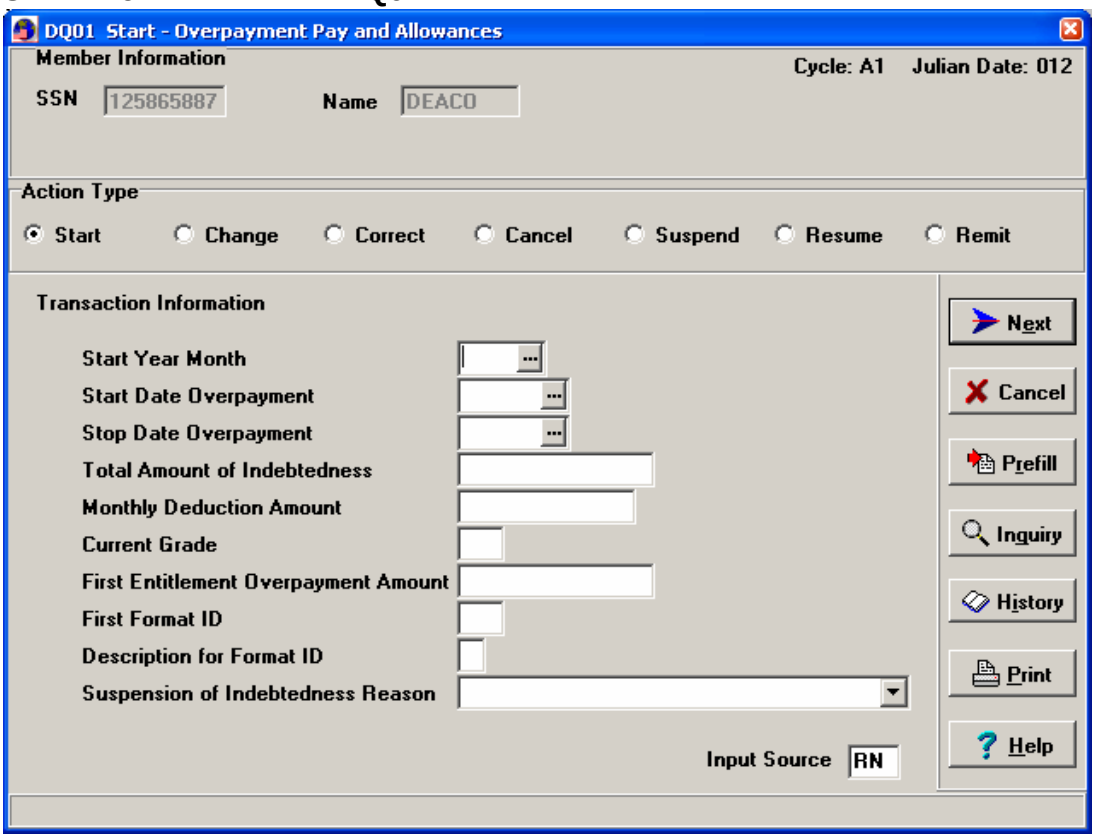
If the start date and/or stop date of the entitlement is erroneous, process a 1005 correction transaction.

If the open entitlement is erroneous, or a period previously reported is erroneous, process a 1006 cancel transaction.

START DEMOLITION DUTY PAY GENERALIZED FORMAT



START OVERPAYMENT DQ01



START YEAR MONTH
Must contain a date in YYMM format. Year and month entered must be current or next processing month. Date represents when the deduction should start.

START DATE OVERPAYMENT
Must contain a date in YYMMDD format. Date must be equal to or prior to the current date. Date represents when the overpayment started. NOTE:

STOP DATE OVERPAYMENT
Must contain a date in YYMMDD format. Date must be equal to or less than current date and equal to or greater than the Start Date Overpayment and must be the same calendar year as the Start Date Overpayment. Date represents when the overpayment ended.

TOTAL AMOUNT OF INDEBTEDNESS
Enter the amount of the entire indebtedness (the sum of Monthly Deduction Amount and the First Entitlement Overpayment Amount). The value entered must be numeric, greater than zero.

MONTHLY DEDUCTION AMOUNT
Must be numeric and greater than zero. If less than $10.00, enter the TOTAL AMOUNT OF INDEBTEDNESS.

(If a DQ18 is to be processed next, ensure the repay rate is greater than one month. A one-month full collection closes upon receipt.

If funds are not available, enter a repay rate to start collecting when funds are available.

If available funds are less than the repay rate, whatever is available will be deducted and the repay rate in this field will start the following month.)

CURRENT GRADE
Must contain the member's pay grade at time of the overpayment.

FIRST ENTITLEMENT OVERPAYMENT AMOUNT
A maximum of four overpayments can be recorded under this transaction. This field must be filled. Must be numeric and greater than zero, cannot be greater than the amount entered in the TOTAL AMOUNT OF THE INDEBTEDNESS field.

FIRST FORMAT ID
Enter the applicable numeric Format ID (FID) for the FIRST ENTITLEMENT OVERPAYMENT AMOUNT. Data entered must be numeric and must be greater than zero.

FIRST DESCRIPTION FOR FORMAT ID
Leave blank.

SUSPENSION OF INDEBTEDNESS REASON
Must be 0, 2, 3 or 5. Make a selection from the Drop-down list. Drop-down choices are:

0 = Commander's request or no suspension
2 = Remission application
3 = Appeal or rebuttal
5 = Member requires more than 30 days notification due to leave, TDY, etc.

NOTE:
Suspension codes 2 or 3 will cause the debt to be suspended without submission of a DQ18. Use zero if the commander requests pay to be withheld; then process a DQ18.

NOE INDICATOR
Enter: 1

4. Common Error Codes. The following error codes are the most common for Demolition Duty:

a. EDA - Member was already paid Demolition Pay for period reported.

b. EDI - Member is not entitled to more than 2 incentive pays at the same time.

c. ZDB - Programmed to reject to Central Site.

(Remainder of this page is reserved for future use)

Chapter 10 B - STRESS DUTY PAY

1. Stress Duty HDIP. There are three different types of hazardous duty that are considered by the Army in Experimental Stress Duty:

a. High or Low Pressure Chamber Duty

b. Human Acceleration or Deceleration Experimental Subject

c. Thermal Stress Duty.

For an officer or an enlisted member to be entitled to Experimental Stress Duty Pay they must be assigned to that duty by competent orders and perform such duties during the month involved. Competent Army Medical authorities must determine if the member is engaged in one or more stress experiments involving risk of experimental hazard. To qualify for High or Low Pressure Chamber Duty Pay a member must perform duty within a high-pressure (hyperbaric) or low-pressure (altitude) chamber (used primarily for diving)at a physiological facility as a human test subject or a research technician.

To Qualify for Human Acceleration or Deceleration Experimental Subject a member must perform duty as a human acceleration or deceleration subject using experimental acceleration or deceleration devices (used primarily for flying).

To qualify for Thermal Stress Duty, a member must perform duty as a human thermal experimental subject in thermal stress experiments (used primarily to determine level of heat and cold that can be withstood).

A member is entitled to one type of Experimental Stress Incentive Pay during any one month. A member's entitlement to Experimental Stress Duty is terminated the date the member is permanently detached or the date the member fails to perform the duty requirements.

There are four different types of hazardous duty that are considered by the Army in Chemical Munitions Duty but under Stress Duty Pay in DJMS.

1. Toxic Fuels (or Propellants) Duty
2. Toxic Pesticides Duty
3. Dangerous Viruses (or Bacteria) Lab Duty
4. Chemical Munitions Duty

The entitlement to pay Chemical Munitions Duty Pay is based upon the performance of such duty that has the potential for accidental exposure to chemical agents. A member must have direct physical handling of toxic chemical munitions because of storage, maintenance, testing, surveillance, assembly, disassembly, demilitarization, or disposal. Chemical or toxic chemical munitions surety because of manufacturing, analyzing, detoxifying, disposing or escorting of munitions.

Chemical Munitions Duty Pay will not be paid for the handling of binary chemical, loading, firing, launching, or storing toxic chemical munitions in the field during hostilities. If a member handles riot control agents, chemical defoliants, herbicides, smoke, incendiaries, and industrial chemicals, there is no entitlement.

2. HDIP Stress Duty. Duty that includes High or Low Pressure Chamber Duty, Human Acceleration or Deceleration Experimental Subject, Thermal Stress Duty, and Chemical Munitions Duty.

Stress Duty is a taxable entitlement. Eligibility requirements and conditions affecting the entitlement are listed in the DoDFMR, Volume 7A, CH 2405.

Stress Duty has one rate; $150.00 per month and is contained in DJMS-AC Table 004 (Incentive Pay - Other).

The FID 16 entry shows codes for seven types of Stress Duty:

a. Type 1 - Human Acceleration or Deceleration Experimental Subject

b. Type 2 - Thermal Stress Duty

c. Type 3 - High or Low Pressure Chamber Duty

d. Type 4 - Toxic Fuels or Propellants Duty

e. Type 5 - Dangerous Viruses or Bacteria Lab Duty

f. Type 6 - Toxic Pesticides Duty

g. Type 7 - Handling of Chemical Munitions

Stress Duty is suspended if a member enters excess leave status (SB), and status SJ (AWOL), SK (Confinement, types 1, 3, 4, and 6, SP (Deserter), and SL (Death). Stress Duty HDIP remains in effect during a Permanent Change of Station (PCS) move. Enlisted members who qualify may receive a maximum of two HDIPs. An officer entitled to ACIP may also be entitled to two

HDIPs (other than HDIP for Flying Duty Pay) if the conditions for the entitlement have been met independently.

16 HDIP* ENTRY-OPEN-DT 010129 01 02 1 CNTRL-CODE 0 ACTN 01 START 001101 ENTLMT-MM 75.00 ENTLMT 150.00 ENTLMT-NM 150.00 INCEN-PAY- TYPE 3

3. Processing Conditions and Corrective Actions. If the entitlement is to be started or reported with an effective date outside IAS, process:

a. 1601/1603 transaction effective first day of IAS.
b. 9903(16) transaction for prior periods.

If the entitlement is stopped with an effective date outside IAS, process:

a. 1602 transaction effective last day of prior month.
b. DQ01 transaction for prior periods through the stop date. The Descriptive Data codes, which match the STRESS-DY-PAY-TYPE in the MMPA 16 entry, are:

(1) code 1-Human acceleration or deceleration experimental subject.

(2) code 2-Thermal stress duty.

(3) code 3-High or low pressure chamber duty.

(4) code 4-Toxic fuels or propellants duty.

(5) code 5-Dangerous viruses or bacteria lab duty.

(6) code 6-Toxic pesticides duty.

(7) code 7-Handling of chemical munitions.

If the start date and/or stop date of the entitlement is erroneous, process a 1605 transaction.

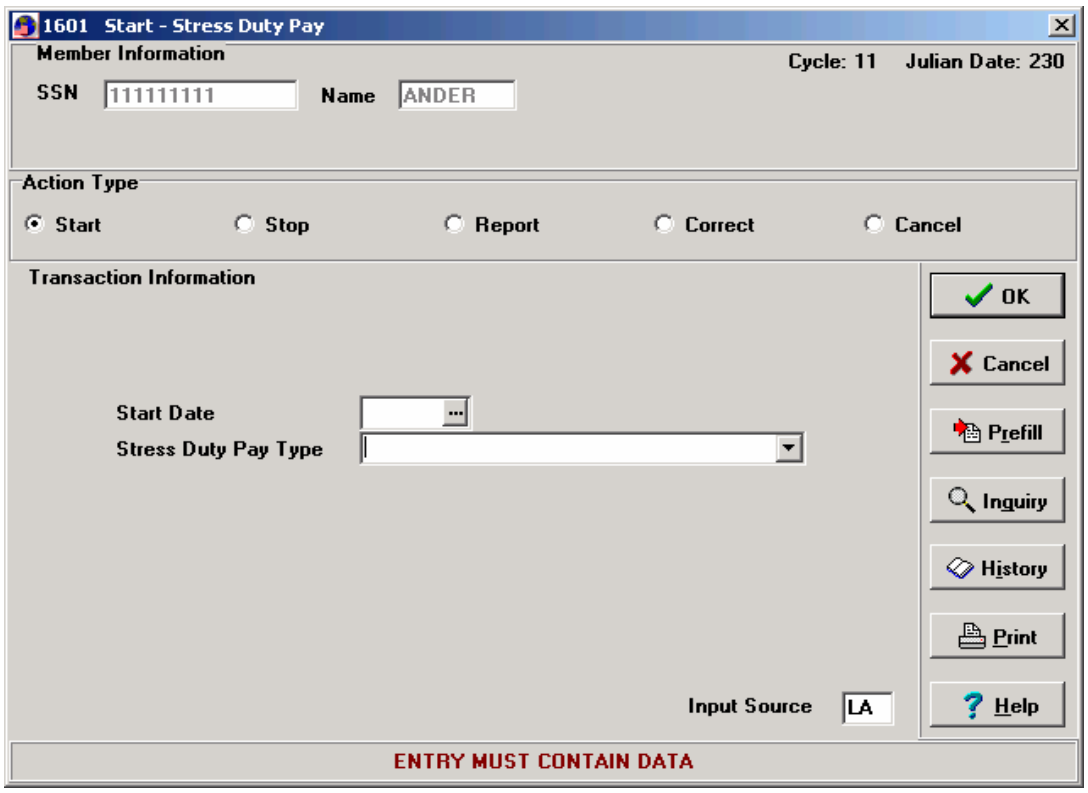
If the open entitlement is erroneous, or a period previously reported is erroneous, process a 1606 transaction.

If the Stress Duty HDIP type is erroneous, process:

a. 1602 transaction effective last day of prior month.

b. 1601 transaction effective first day of current month.

START STRESS DUTY PAY 1601



STRESS DUTY PAY TYPE:

1 - Human acceleration or deceleration
2 - Thermal stress
3 - High or low pressure
4 - Toxic fuel handlers/propellants
5 - Dangerous viruses or bacteria lab duty
6 - Toxic pesticides
7 - Chemical munitions

4. Common Error Codes. The following error codes are common for Stress Duty:

   a. EKE - Hazardous duty type is wrong

   b. EDA - Entitlement was already paid during period reported

   c. ZAT - Entitlement (FORMAT-ID) not found on MMPA

(Reserved for future information)

Chapter 10 C - FLIGHT DECK DUTY PAY

1. Flight Deck Duty Pay. For an officer or an enlisted member to be entitled to Flight Deck Hazardous Duty Pay (FDHDP), they must be a member of a crew of an eligible air capable vessel or an aviation unit operating from such a vessel. They must be ordered by competent authority to duty in a billet, which requires frequent and regular participation in flight operations. They must also participate in four days of flight operations or the equivalent on the flight deck of eligible air capable vessels within a calendar month.

An eligible air capable vessel must have a flight deck, which has been certified to launch or land aircraft under the Chief of Naval Operations Vessel or Helicopter Facility Certification Program.

Flight operations cover the period of time during which launch and recovery of aircraft are in progress on the flight deck of an eligible vessel. This includes launch and landing, turn-up, movement, and shutdown of aircraft.

One day of flight operations is a day during which any combination of aircraft takeoffs and/or landings take place, as specified for each vessel by class in OPNAV Instruction 7220.4. Four days of such flight operations, or the required equivalent, will qualify the member for the calendar month. If the total monthly requirement of aircraft takeoffs and/or landings is accomplished in one day, the four day requirement is considered met.

A member must be ordered to duty in a billet, which requires frequent and regular participation in flight operations as stated in Chief of Naval Operations Instructions 7220.4.

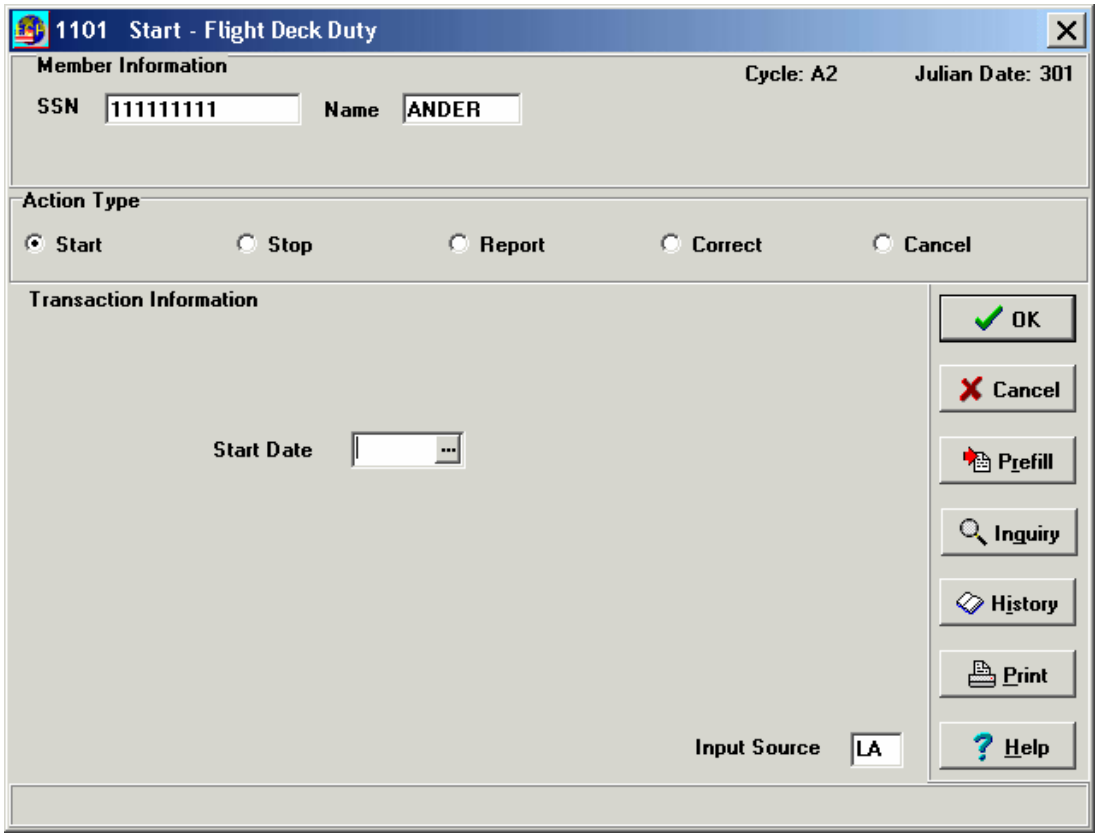
Members must be present during flight operations and at an assigned station on the flight deck of an eligible vessel. Members who are receiving incentive pay for any other type of hazardous duty are **not** entitled to FDHDP for the same period. Eligibility ends on the date the orders to the billet are revoked or if a member is permanently detached, whichever occurs first. The monthly amount payable is prorated for the month in which the orders are delivered or revoked. Orders may also be terminated for other reasons, but not for the sole purpose of providing FDHDP for additional members.

2. FDHDP in DJMS. The FID 11 entry is used to record Flight Deck Duty in DJMS, and is a taxable entitlement. Eligibility

requirements and conditions affecting the entitlement are listed in the DoDFMR, Volume 7A, CH. 24, paragraphs 240301 to 240304. If an open Flight Pay entry (1101) is on the MMPA, then the cancellation transaction (1106) will stop the entry the day prior to the start date.

Flight Deck Duty is suspended if a member enters excess leave status (SB), or any of the following: SJ (AWOL), SK (Confinement, types 1, 3, 4, and 6, SP (Deserter), and SL (Death).

START FLIGHT DECK DUTY PAY 1101



11 FLT DECK DY* ENTRY-OPEN-DT 050109 08 01 2 CNTRL-CODE 0 ACTN 01 START 041209 ENTLMT-MM 75.00 ENTLMT 150.00 ENTLMT-NM 150.00

3. Processing Conditions and Corrective Actions. If the entitlement is to be started or reported with an effective date outside IAS, process:

a. 1101/1103 transaction effective first day of IAS.
b. 9903(11) transaction for prior periods.

If the entitlement is stopped with an effective date outside IAS, process:

a. 1102 transaction effective last day of prior month
b. DQ01 transaction for prior periods through the stop date.

Note: If the start date and/or stop date of the entitlement is erroneous, process the 1105 transaction. If the open entitlement is erroneous, or a period previously reported is erroneous, process the 1106 transaction.

4. Common Error Codes. The most common codes for FDHDIP:

a. EFC - The stop date for the report transaction is prior to IAS

b. ZDB - Programmed to reject to Central Site

c. EDD - A period of Fly Pay entitlement has already started on the MMPA

(the remainder of this page is reserved for future use)

Chapter 10 D - PARACHUTE DUTY PAY

1. Parachute Duty Pay. For an officer or an enlisted member to be entitled to Parachute Duty Pay they must be designated as a parachutist or parachute rigger, or undergoing training for such designations. Parachute Duty Pay is recorded in DJMS by the FID 15 entry. There are two types of Parachute Duty Pay:

a. Parachute Duty Pay - payable to qualified members who are required by competent orders to engage in parachute jumping from an aircraft in aerial flight.

b. High Altitude-Low Opening (HALO) Pay – payable to qualified members for jumping in military free fall operations where parachute deployment by the jumper occurs without the use of a static line, or engaging in parachute jumping at high altitudes without use of a static line from an aircraft in aerial flight. A member is entitled to Parachute Duty when jumps are performed during a period of duty while under competent orders. At least one jump must be performed to qualify for three months of entitlement. (DoDFMR Tables 24-1. 24-3, 24-3, 24-4, and 24-5).

Example: A member was ordered to Parachute Duty effective 1 January 1997 through 31 December 1997. The member performed qualifying jumps in the months of February, May, August and November. The jump in February entitles the member for January, February, and March. The jump in May entitles the member for April, May and June. The jump in August entitles the member for July, August and September. The jump in November entitles the member for October, November and December. The member is not entitled if jumps are performed while on PCS or TDY/TAD orders, while on leave, or performed by a member of the Reserve component while on active duty for training (that does not require jumping as part of the duty).

For an officer or an enlisted member to be entitled to High Altitude Low Opening (HALO) Pay they must have passed a free fall course or have received a designation as a HALO parachutist.

A member is entitled to HALO Pay when jumps are performed during a period of duty while under competent orders and at least one jump must be performed to qualify for three months of entitlement (DoDFMR Tables 24-3, 24-4).

Any member who qualifies for HALO Duty Pay may also qualify for Parachute Duty Pay. Because the member qualifies for both incentive pays, the rate payable is $225.00 per month ($150.00 for Parachute and $75.00 for HALO). If a member qualifies for HALO Duty Pay only, the rate payable is $225.00 per month because the requirement for HALO Pay includes and exceeds the

requirements for regular Parachute Pay.

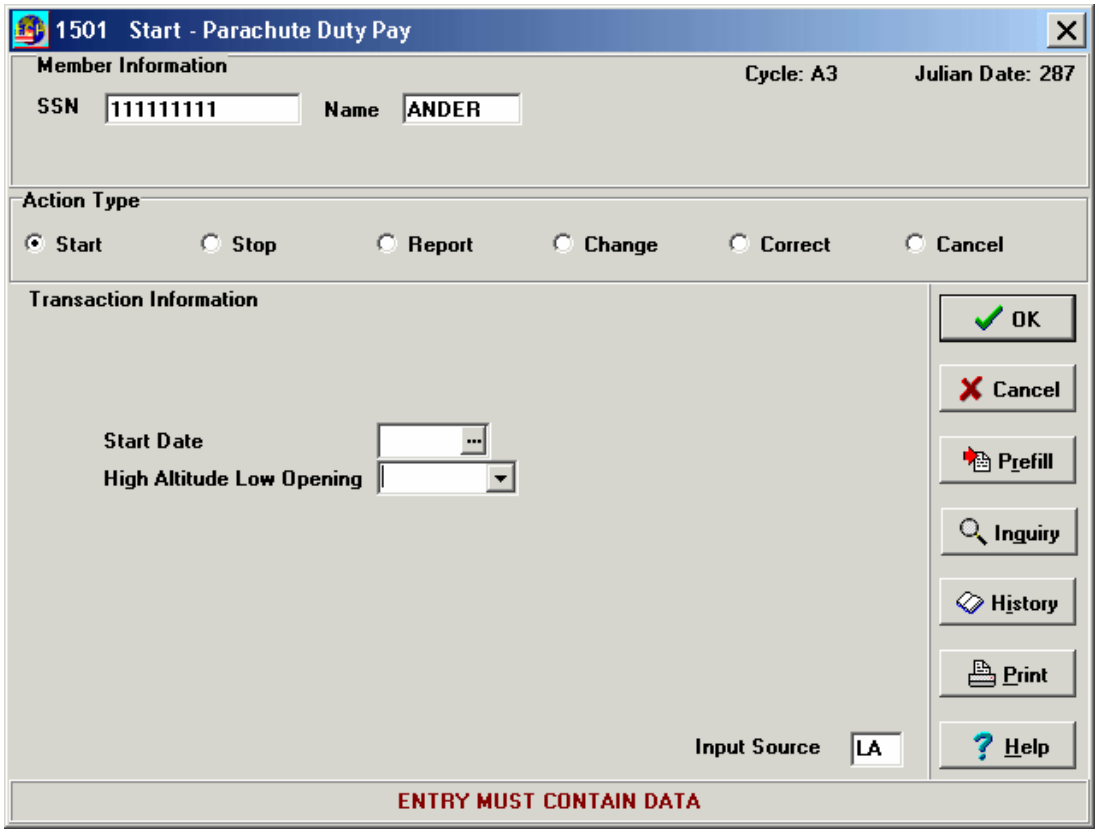
If jumps are performed while on PCS or TDY/TAD orders, while on leave, or performed by a member of the Reserve component while on active duty for training (that does not require jumping as a part of the duty) the member is not entitled. DJMS-AC tables for Parachute Pay and HALO Pay rates are:

a. Table 004 - Incentive Pay – Other
b. Table 043 - HALO Rates—Access this table by using the verb JWMM and selecting the table. The system will require the year be input.

Parachute Duty is suspended when a member enters excess leave status (SB), or any of the following: SJ (AWOL), SK (Confinement, types 1, 3, 4, and 6, SP (Deserter), and SL (Death). Parachute Duty remains in effect during a Permanent Change of Station (PCS).

Enlisted members who qualify may receive a maximum of two HDIPs. An officer entitled to Parachute Duty Pay may also be entitled to two HDIPs (other than HDIP for Flying Duty Pay) if the conditions for the entitlement have been met independently.

START PARACHUTE DUTY PAY



High Altitude Low Opening: 2 = HALO
Other: Blank

```
15 PARACHUTE HDIP*  ENTRY-OPEN-DT 050621 18 06 2  CNTRL-CODE 0  ACTN 01
   START  050616  ENTLMT-MM 75.00  ENTLMT 150.00  ENTLMT-NM 150.00
   HIGH-ALTI-LOW-OPEN 0
```

3. Processing Conditions And Corrective Actions. To start or report the entitlement with an effective date outside IAS, process:

a. 1501/1503 transaction effective first day of IAS.
b. 9903(15) transaction for prior periods.

If the entitlement is to be stopped with an effective date outside IAS, process:

a. 1502 transaction effective last day of prior month.
b. DQ01 transaction for prior periods through the stop date. The Descriptive Data codes are:

(1) Blank = Parachute Duty Pay
(2) 2 = HALO Pay

If Parachute Duty Pay is to be changed to HALO Pay, or vice versa, process a 1504 transaction. If the start date and/or stop date of the entitlement is erroneous, process a 1505 transaction. If the open entitlement is erroneous, or a period previously reported is erroneous, process a 1506 transaction. The cancel action can be used for either an open entitlement that was posted erroneously or a previously reported period that is erroneous.

4. Common Error Codes Found For Parachute Duty. The following error codes are for Parachute Duty:

a. EDI - Member is not entitled to more than 2 incentive pays at the same time.

b. EEX - Entitlement already posted; duplicate input.

c. EDE - Trying to stop, change, correct an entry not posted to the MMPA.

d. ZDY - On a report transaction (1503) the prior start and stop dates do not match what is posted on the MMPA.

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Chapter 10 E - FLYING DUTY PAY

1. Flying Duty Pay. Hazardous Duty Incentive Pay (HDIP) for Flying Duty is payable to officer crew members and enlisted crew members at rates based on pay grade, as established in the DoDFMR, Volume 7A, CH. 22. DJMS verb JWMM, table 029 also lists rates of Flying Duty Pay. All Fly Pay and Aviation Career Incentive Pays are under the 12 FID entry. Aviation Career Incentive Pay (ACIP) is payable to rated officer crew members at rates established in the DoDFMR, Volume 7A, CH. 22, and Table 22-6. Rates can also be accessed using the verb JWMM, Table 014. Enlisted members who qualify may receive a maximum of two HDIPs. An officer entitled to ACIP may also be entitled to two HDIPs (other than HDIP for Flying Duty Pay), if the conditions for the entitlement have been met independently. HDIP and ACIP are stopped upon PCS departure input. ACIP rates are based on years of aviation service or officer service as determined by the Aviation Service Date (ASD) Officer Service Date (OSD) reflected in the Master Military Pay Account (MMPA) TN entry. Rates for general officers are based upon their grade. When general officers exceed 25 years of military service, they are no longer entitled to ACIP but may be entitled to HDIP.

An officer with more than 18 years of military service, or less than 6 years aviation service, receives ACIP based on Phase I rates. Officers with less than 18 years of aviation service and more than 6 years aviation service receive ACIP based on Phase II rates (DoDFMR, Volume 7A).

2. Flight Crew Status Codes: These codes identify the rates applicable for HDIP and ACIP, and determine future dates of increases, decreases, or termination, as necessary.

a. Officers:

(1) Code 1 - identifies rated officers entitled to ACIP rates as shown in the DoDFMR, Volume 7A, CH. 22, Table 22-6. This code provides for systematic increases or decreases based on the member’s ASD/OSD. Continuous ACIP stops systematically at the 25 year point, based on the member's OSD. However, members may be entitled to conditional ACIP at that time. This code also identifies general officers with over 25 years officer service who are entitled to HDIP at the $150.00 rate.

(2) Code 2 - identifies non-rated officer non-crew members entitled to HDIP at the rate prescribed in the DoDFMR, Volume 7A, CH. 22. This type of Flying Duty Pay automatically stops upon separation or Permanent Change of Station (PCS).

(3) Code 3 - identifies non-rated officer crew members. See DoDFMR, Volume 7A, CH. 22, Table 22-1, for rates.

(4) Code 4 - identifies officer AWACS crew members.

b. Enlisted:

(1) Code 1 - identifies enlisted crew members entitled to HDIP. Rates are prescribed in DoDFMR, Volume 7A, CH. 22, Table 22-1.

(2) Code 2 - identifies enlisted non-crew members entitled to HDIP. This type of Flying Duty Pay automatically terminates upon separation or PCS.

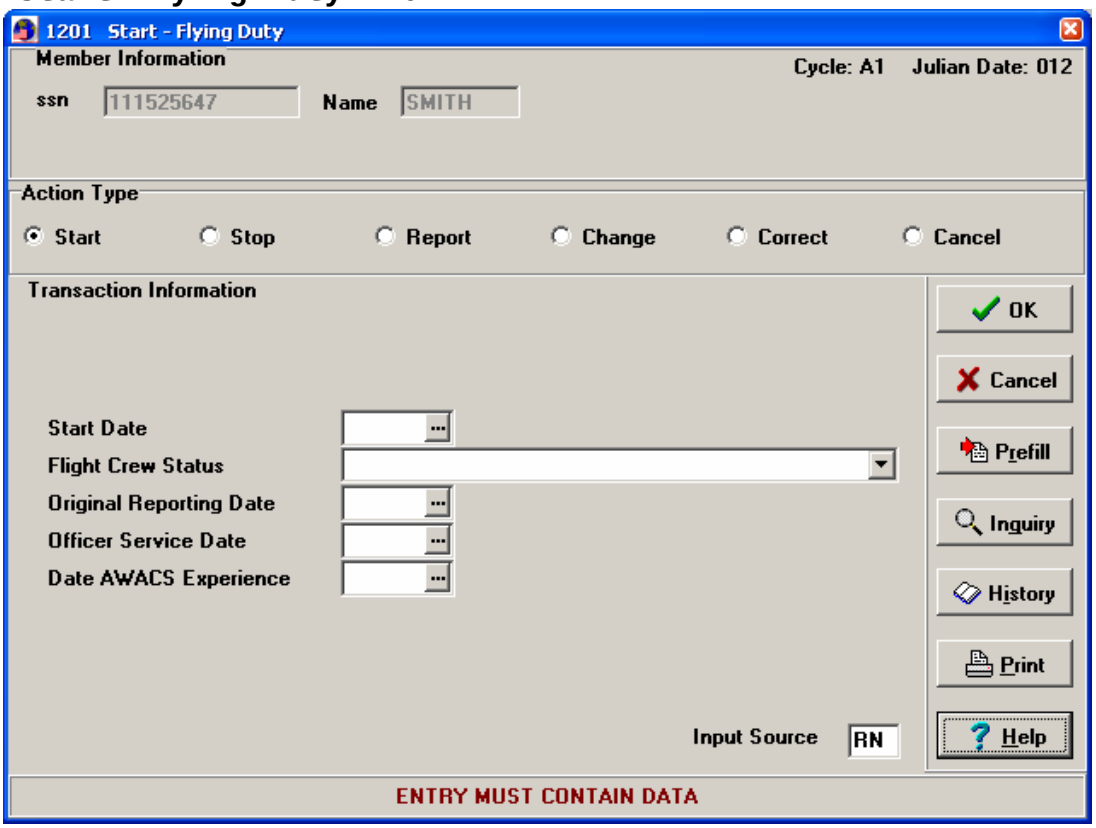
(3) Code 4 - identifies enlisted AWACS crew members receiving ACIP (code 1). Future dates are established at intervals based on the ASD/OSD.

The Future section of the MMPA controls the anniversary date pay increases in ACIP.

The 12-C future code is for ACIP and represents the anniversary of the 2nd, 3rd, 4th, and 6th years (based on the Aviation Service Date), and the 18th, 20th, 22nd, 24th, and 25th years (based on the Officer Service Date).

The 12-W future code is for AWACS and represents the anniversary of the 2nd, 3rd, 4th through 24th (every two years),and 25th years. There are no future entries created for non-rated officer non-crew members and enlisted non-crew members (code 2), or non-rated officer crew members (code 3).

Start Flying Duty 1201



START DATE
Must contain the entitlement start date in YYMMDD format. Date must be equal to or prior to the current date.

FLIGHT CREW STATUS
Must make a selection from the Drop-down list. Drop-down choices are:

1 = Crew member/ACIP for officers; /HDIP for enlisted
2 = Non-crew member/HDIP for officers and enlisted
3 = Non-rated officer crew member/HDIP for officers
4 = AWACS crew member

ORIGINAL REPORTING DATE
May be blank or contain a valid date (Member's Aviation Service Date (ASD); required only for officers). If the Flight Crew Status field equals 1 then this field must be blank. If a date is entered it must be in YYMMDD format and must be equal to or prior to the current date.

NOTE: This field is the Aviation Service Entry Date (ASED) which is the date the member is entitled to ACIP.

OFFICER SERVICE DATE
May be blank (for enlisted, officer non-crew members, non-rated officer crew members, AWACS crew members) or contain a valid date (Member's Officer Service Date (OSD). If the Original Reporting Date field is blank then this field must be blank. If a date is entered it must be in YYMMDD format and must be equal to or prior to the current date.

NOTE: This field is the Aviation Commissioning Date (ACD).

DATE AWACS EXPERIENCE
May be blank or contain a valid date (AWACS Experience Date). If the Flight Crew Status field is equals 4 then this field must contain a date. If a date is entered it must be in YYMMDD format and must be equal to or prior to the current date.

NOTE:
Both the ASD and OSD are required if there is no TN entry on the member's MMPA.

Processed 1201 transaction as it appears on MMPA

12 FLY DY* ENTRY-OPEN-DT 030731 03 08 1 CNTRL-CODE 0 ACTN 01 START 030504 ENTLMT-MM 82.50 ENTLMT 165.00 ENTLMT-NM 165.00 CREW-STATS 1 INCENTV-QUAL 1

3. Processing Conditions And Corrective Actions - If the entitlement is to be started or reported with an effective date outside IAS, process:

a. 1201/1203 transaction effective first day of IAS(See Note 1).

b. 9903(12) transaction for prior periods.

If the entitlement is to be stopped with an effective date outside IAS, process:

a. 1202 transaction effective last day of prior month.
b. DQ01 transaction for prior periods through the stop date. Descriptive Data codes are:

(1) Crew member

(2) Non-crew member

(3) Non-rated officer crew member

(4) AWACS

If the flight crew status changes in the current month, only process: 1204 with the effective date as the date of change.
If the flight crew status changes in the current month, process:

a. 1204 with the effective date the date of change.
b. DQ20 transaction for the offset

If the flight crew status changes for an open entry, process:

a. 1204 effective the first day of the current month.

b. 9903(12) plus and minus transactions for prior periods, to adjust for additional moneys or:

c. DQ01 transaction for prior periods, if collection action is required.

If the flight crew status changes for a closed entry, process:

a. 1206 transaction.

b. 1203 transaction.

If the start date and/or stop date of the entitlement is erroneous, process a 1205 transaction. If the open entitlement is erroneous, or a period previously reported is erroneous, process a 1206 transaction.

Note 1: A 1201/1203 transaction for ACIP or AWACS will create a TN entry on the MMPA if none exists. If the MMPA already contains a TN entry established, the ASD/OSD or AWACS Experience Date in the 1201/1203 transaction is not considered.

4. TN Entries and Dates -

A. For officers and enlisted follow the rules established below:

(1) TN entries are established for all rated officer

crew members. Public Law 104-106, 110, STAT 186, Legislative Section 615, effective February 10, 1996, authorized enlisted crew members serving on Airborne Warning and Control System (AWACS) aircraft to receive HDIP when assigned to AWACS duty. TN entries are also established on these members. The TN entry on the Master Military Pay Account (MMPA) includes the Aviation Service Date (ASD), which is shown as ORIG-RTG-DATE; the Officer Service Date (OSD), which is shown as OSD; and the AWACS Experience Date, which is shown as DATE-AWACS-EXPER.

(2) The ASD is the date the member enters training to obtain an aeronautical rating. It is a fixed date and not affected by breaks in service.

(3) The OSD is comprised of all active and inactive service as a commissioned, warrant, or flight officer.

(4) The AWACS Experience Date is the first day of training in the AWACS career field. If the officer or enlisted member changes career fields and is no longer eligible for AWACS, and at a later date reenters the AWACS career field, the AWACS Experience Date is recomputed by Army Personnel, and a new AWACS date will be input to change the date in the TN entry. The AWACS Experience Date will not be recomputed if the member performs other than AWACS duty for less than 90 days. If the member performs primary duties other than AWACS for more than 90 days, the date will be recomputed.

B. Confirmation of TN Dates. TN dates are established on the MMPA by a 1201 transaction and are unconfirmed at that time (the code in the MMPA TN entry = blank). Army HR Command then processes a TN05 transaction which may or may not change the dates, but does confirm the MMPA entry (the code in the MMPA TN entry = Y). A TN05 transaction may also establish the TN entry on the MMPA before the 1201 transaction is received. If this occurs and the 1201 transaction is received the ASD/OSD/AWACS dates in the input transaction are ignored. The TN entry can only be changed by Army HR Command, for service dates. Under no circumstances should the TN entry be changed

based on a telephone call, -MAIL, or any other correspondence from the Field. The member's local field office must

coordinate with Army HR Command for any requested changes in the ASD/OSD/AWACS dates.

C. Longevity. TN entries are the authority to create longevity adjustments for ACIP and AWACS. The ASD is normally used for longevity purposes when computing ACIP unless the member has over 18 years officer service. In that case the OSD is used. The AWACS Experience Date and member's grade are used for longevity purposes when computing AWACS HDIP.

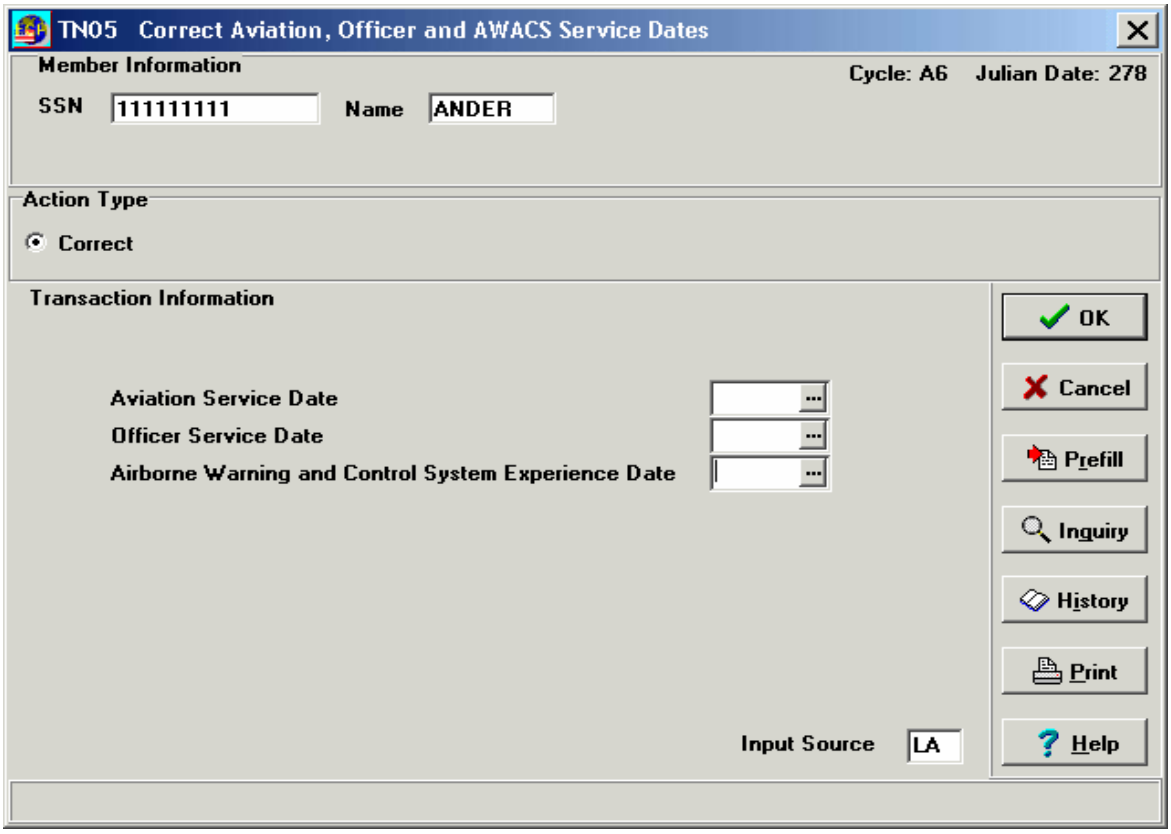
D. Special Conditions:

(1) If a blank TN05 transaction is received (which means the member is no longer entitled to ACIP or AWACS), it closes the TN entry, stops the 12 entitlement at the end of the previous processing month, and issues a UI management notice to the Field. The management notice states "ASD/OSD/AWACS entry closed, fly pay stopped end of previous processing month. 1205 transaction may be required to correct a stop date."

(2) If a TN05 transaction processes and the dates do not agree with the dates already established on the MMPA, the dates in the new TN05 transaction take precedence, and a new TN entry is established on the MMPA. The ACIP/AWACS future date is also changed. If a TN05 transaction is received, compute the ACIP/AWACS based on the new ASD/OSD/AWACS dates, and input any adjustments required.

(3) Under no circumstances will a TN entry ever be overlaid, inserted, or deleted with a FORMAT-ID 98 transaction. The TN05 transaction is used by Army HR Command, and when required, should be accessed by the Central Site technicians only.

CORRECT AVIATION OFFICER AND AWACS SVC DATES



TN ACIP DATES* ENTRY-OPEN-DT 020422 20 04 2 ORIG-RTG-DATE 970328
OSD 000000 DATE-AWACS-EXPER 000000 CODE Y

NOTE: The TN entry automatically generates on the MMPA only for a flight-rated officer (Code 1), or an AWACS officer or enlisted member (Code 4). Other Codes do not have TN entries on the MMPA.
To confirm the AWACS date the TN05 transaction is input by Army HR Command or an active duty technician based upon Army HR Command data. The processed transaction will show the error message MJQ indicating that the account requires review. This is a warning of it being changed by the transaction.

SAMPLE DTR SHOWING PROCESSED TRANSACTION WITH ERROR CODE

```
ADSN 3880 TEST                              JUMPS DAILY TRANSACTION RECORD
UH099C100
                                                SECTION 4 -

                                            PROCESSED TRANSACTIONS

2222222222333333333344444444445555555555566666666
       SSAN    NID  GR FI AI     ERR/SUPP CODES       P-DATE SOURCE TN
SEQ   ID  0123456789012345678901234567890123456789012345678901234567
  P 000000046 BISKA 05 TN 05 MJQ                      980225 3880   MP
00001   0  800301791219
```

5. Common Error Codes The following error codes are the most common for fly pay.

   a. EDD - Entitlement already posted on MMPA

   b. EDE - No entitlement posted to the MMPA

   c. MJQ - ACIP/AWACS dates confirmation processing results in the members pay being adjusted. Requires review.

   d. ZFT - ASD is invalid

(the remainder of this page is reserved for future use)

Chapter 10 F - ASSIGNMENT INCENTIVE PAY (AIP)

General Entitlement. A member of a uniformed service entitled to basic pay may be paid Assignment Incentive Pay (AIP) for performing service in an assignment designated by the Secretary concerned for such purpose as approved by the Office of the Secretary of Defense.

A. Eligibility. To be eligible the member must be serving on active duty. The Secretary concerned may require the member to enter into a written agreement in order to qualify for AIP. The written agreement shall specify the period for which the incentive pay will be paid to the member and the monthly rate of the pay. The Secretary of a military department may only enter into agreements under terms and conditions for which the Secretary of Defense has provided concurrence.

B. Payment. The maximum monthly rate of incentive pay payable to any member under this chapter is $1,500. Incentive pay paid under this section is in addition to any other pays and allowances to which the member is entitled, except as may be noted under each program. The monthly pay shall be prorated for partial months served, except as may be noted under each program.

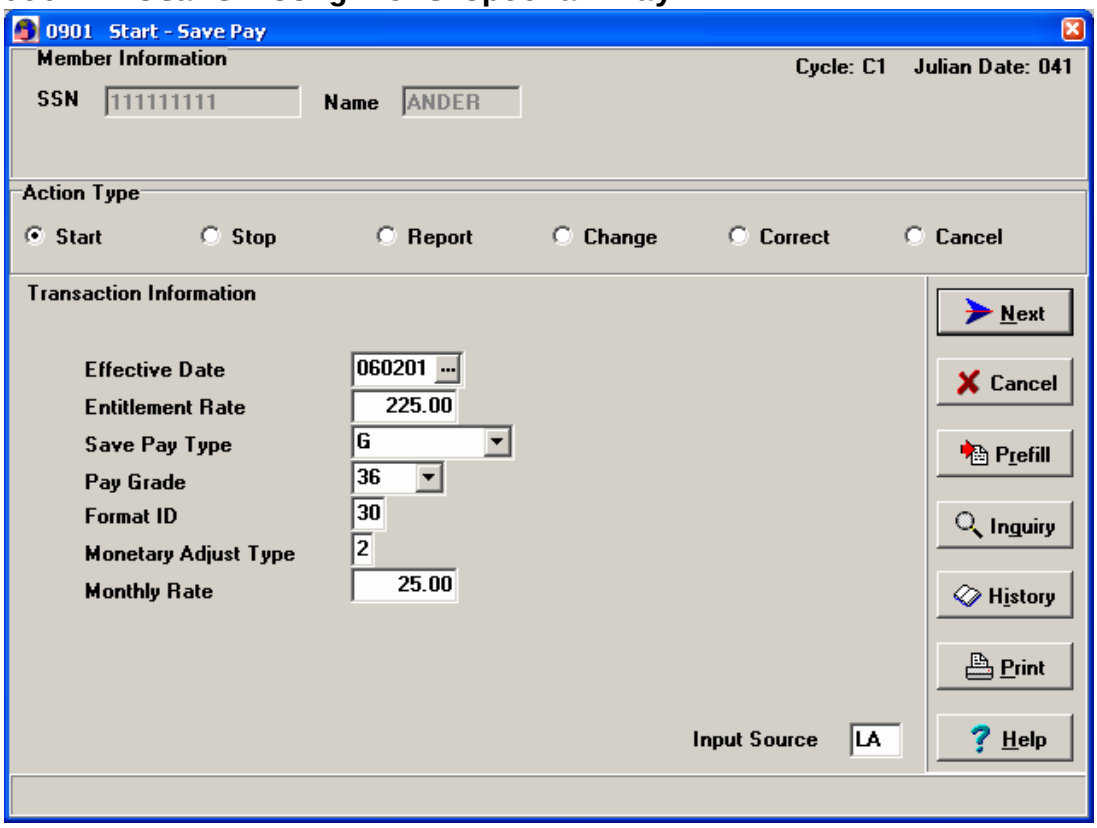
C. Restrictions. The following restrictions apply to entitlement to AIP:

1. No agreement for any AIP program may be entered into after December 31, 2006.
2. A member is not entitled to AIP during a period of terminal leave ending upon discharge or release of the member from active duty.

D. Special Provisions. The service of a member in a designated assignment shall be considered continuous during any period of temporary absence during which the member is performing temporary duty pursuant to orders or on authorized leave other than terminal leave.

Input: Field sites are instructed to input AIP via the FID 9(AI), FID 30, Pay Type: G.

0901 – Start Assignment Special Pay



0901 Saved Pay Entry

```
09 SAVE PAY*  ENTRY-OPEN-DT 050719 16 07 2  CNTRL-CODE 0  ACTN 01  START
   050527  ENTLMT-MM 375.00  ENTLMT 750.00  ENTLMT-NM 750.00  TXBL-ENTLMT
   750.00  TXBL-ENTLMT-NM 750.00  PREV-GR 09  SAVE-PAY-TYPE G  FORMAT-ID 30
   MNTLY-RATE 750.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE
   0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00
   FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID
   MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE
   0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00
   FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID     MNTLY-RATE 0.00  FORMAT-ID
   MNTLY-RATE 0.00
```

0901 – Screen Instructions for AIP

Effective Date: Must be YYMMDD. Must be equal to or less than the current date.
Entitlement Rate: Must be numeric > 0.
Save Pay Type: Display drop-down list: A – G.
Pay Grade: Must contain 01-10, 21-25, or 31-39.
Format ID: Must be two alpha-numeric characters.
Monetary Adjust Type: Must contain data: 1 or 2
Monthly Rate: Must be numeric > 0.
Format ID : Blank.

(end of chapter 11F)

Chapter 11 - SPECIAL PAY - INTRODUCTION

1. Army members who possess a specific skill and/or are assigned to a specific type of duty designated for special recognition through an additional entitlement are entitled to Special Pay for the performance of such duty.

All pays are taxable, monthly entitlements. Types of Special Pays relative to Army members are:

A. Diving Duty Pay

B. Special Duty Assignment Pay (SDAP)

C. Hardship Duty Pay

D. Foreign Language Proficiency Pay

E. Career Sea Pay

F. Hostile Fire/Imminent Danger Pay

G. Overseas Extension Pay

Chapter 11 A - DIVING DUTY PAY

Members entitled to basic pay are entitled to special pay for diving duty for periods during which they are: (1) assigned by orders to diving duty, (2) required to maintain proficiency, (3) actually performing diving duty.

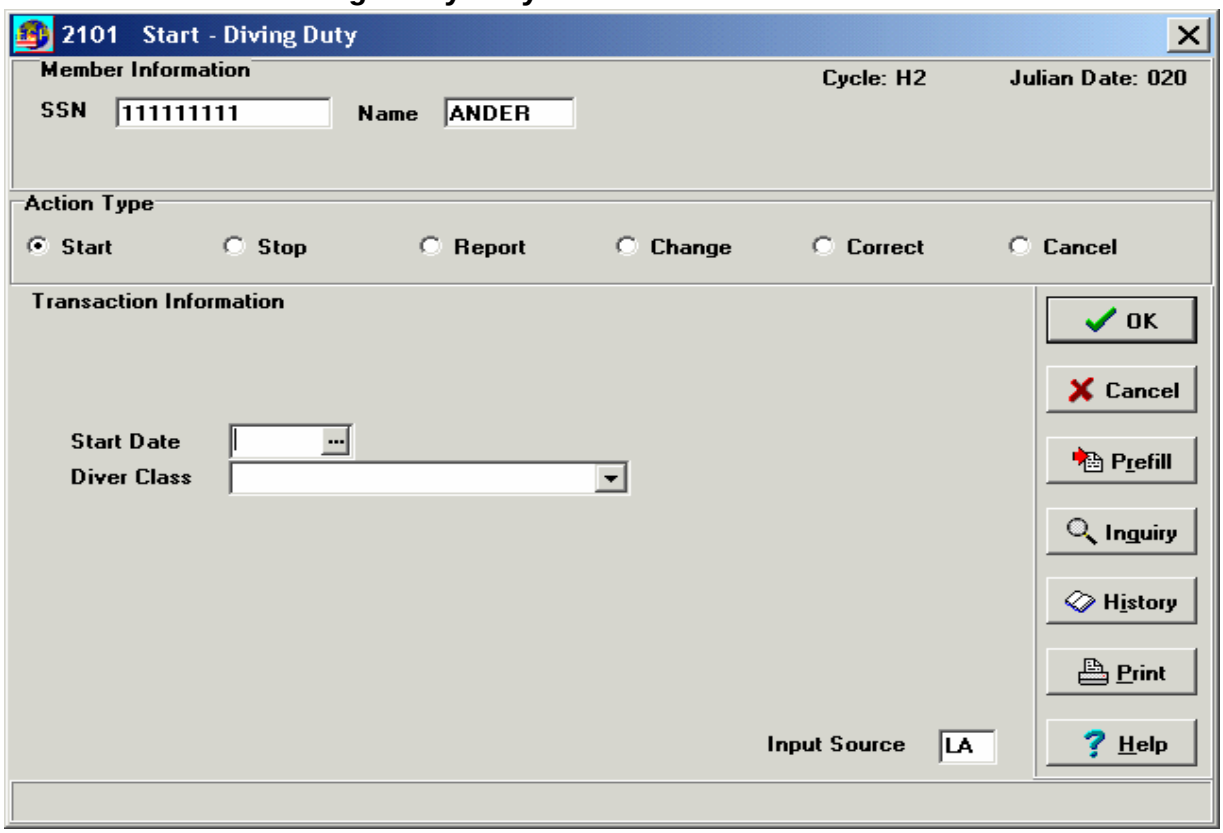
Both officers and enlisted members may be entitled to Diving Duty Pay (FID 21 entry). Service members must be designated divers, be assigned to diving duty under competent orders, and maintain their qualifications for diving pay. Diving Pay rates are contained in the DoDFMR, Vol 7A, CH 11, and in DJMS under the verb JWMM for Table 013. The rates may change so it is advisable to check the rates periodically on the Table.

a. Restrictions

(1) Qualifying members may receive a maximum of two Hazardous Duty Incentive Pays (HDIP). If the member is assigned by orders to Diving Duty, two other HDIP entitlements may be paid. An officer entitled to Aviation Career Incentive Pay (ACIP) may also be entitled to two other HDIPs (one of which may be Diving Duty) if the conditions for the entitlement have been met independently.

(2) Diving Duty Pay is suspended when a member enters a status for excess leave (SB), AWOL (SJ), confinement types 1, 3, 4, and 6, (SK), deserter (SP), and death (SL). Diving Duty Pay continues to accrue for the first 30 days of leave. Collect the entitlement for any days leave taken in excess of 30 days.

2101 - Start Diving Duty Pay



Start Diving Duty Pay – 2101

```
21 DVNG DY*  ENTRY-OPEN-DT 051219 18 12 2  CNTRL-CODE 0   ACTN 01
   START  051201  ENTLMT-MM 107.50  ENTLMT 215.00  ENTLMT-NM  215.00
   DIVER H
```

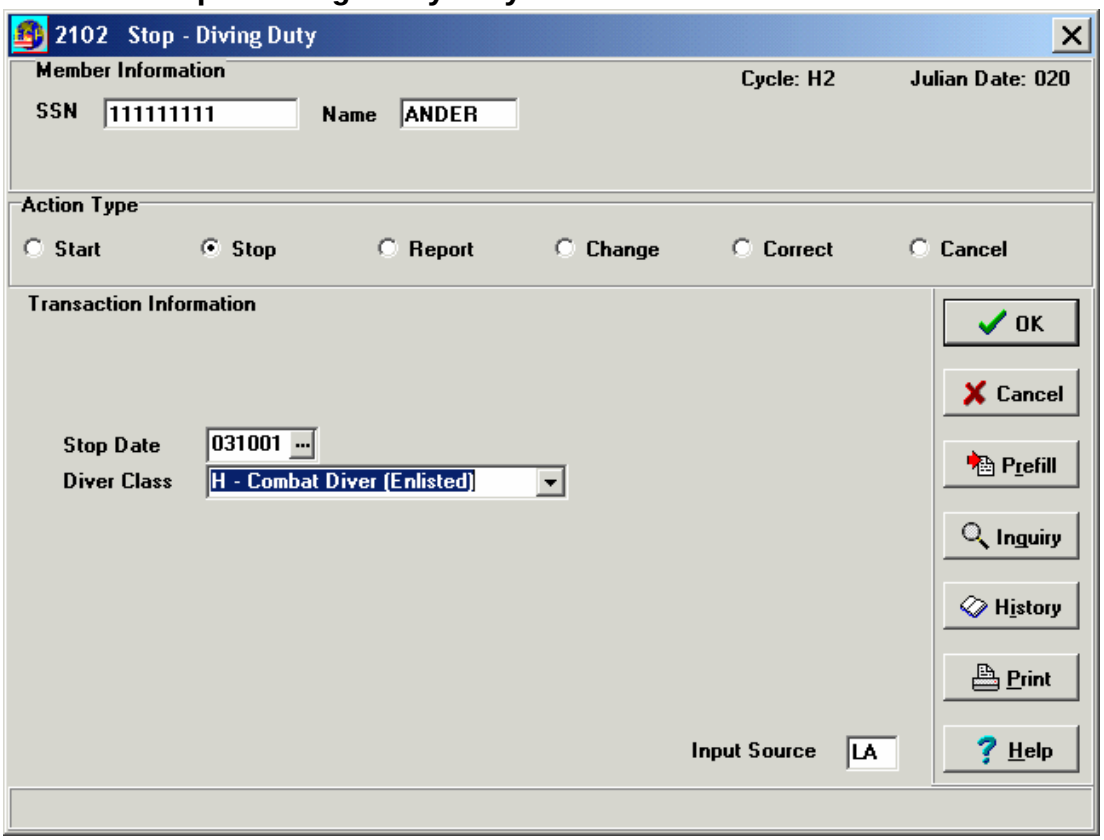
Screen Instructions - 2101

START DATE: YYMMDD entitlement starts.

DIVER CLASS: Select one from the drop down menu:

A - Combat Diver (Officer)
H - Combat Diver (Enlisted)
I - Marine Diving (Officer)
J - Master Diver (Enlisted)
L - Diver First Class (Enlisted)
K - Trainee (Enlisted)
M - Salvage Diver (Enlisted)
N - Diver Second Class (Enlisted)
O - SCUBA Diver (Enlisted)
V - Trainee (Officer)

2102 - Stop Diving Duty Pay



Stop Diving Duty Pay – 2102

```
21-DVNG DY*  ENTRY-OPEN-DT 000427 02 05 1  ENTRY-CLSD-DT 040224 02 03 1
   CNTRL-CODE 2  ACTN 02  START 000320  STOP 031001  ENTLMT-MM -1,067.83
   ENTLMT -1,067.83  ENTLMT-NM 0.00  MNTLY-RATE 215.00  DIVER H
```

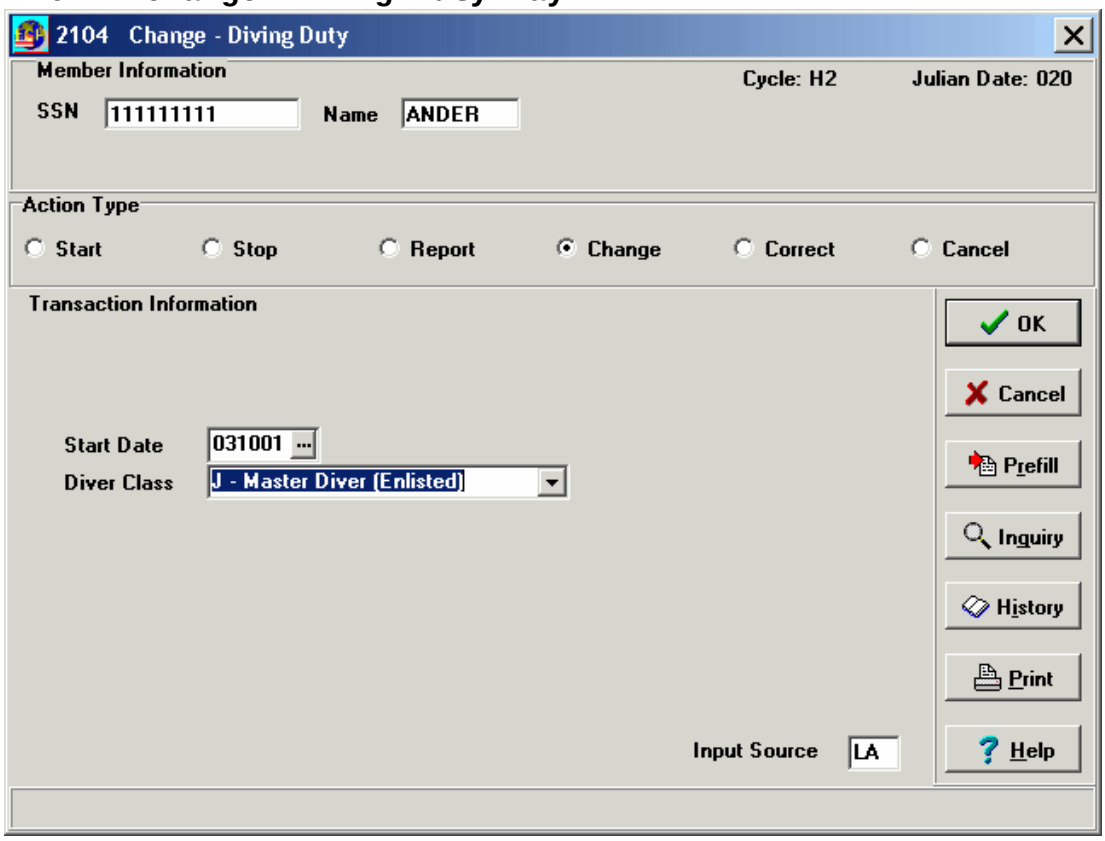
1202 – Screen Instructions

STOP DATE: YYMMDD; last day through which entitlement should be paid.

DIVER CLASS: Select one from the drop down menu:

A - Combat Diver (Officer)
H - Combat Diver (Enlisted)
I - Marine Diving (Officer)
J - Master Diver (Enlisted)
L - Diver First Class (Enlisted)
K - Trainee (Enlisted)
M - Salvage Diver (Enlisted)
N - Diver Second Class (Enlisted)
O - SCUBA Diver (Enlisted)
V - Trainee (Officer)

2104 – Change Diving Duty Pay




```
21 DVNG DY*  ENTRY-OPEN-DT 031014 18 10 2  CNTRL-CODE 0   ACTN 04  START
   031001  ENTLMT-MM 107.50  ENTLMT 215.00  ENTLMT-NM 215.00  DIVER J
```

b. Corrective Actions:

1) When the entitlement is to start or report with an effective date outside IAS, process:

2101/2103 transaction effective first day of IAS.

9903(21) transaction for prior periods.

2) When the entitlement is to stop with an effective date outside IAS, process:

2102 transaction effective last day of prior month.

DQ01 transaction for prior periods thru the stop date.

3) When the type of Diving Duty changes, process:

2104 transaction effective the first day of the current month.

9903(21) plus and minus transactions for prior periods, when member is due additional money.

or:

DQ01 transaction for prior periods when collection action is required.

4) When the start date and/or stop date of the entitlement is erroneous (within IAS), process a 2104 transaction. (Remember, 04 changes open entries, 05 correct closed entries).

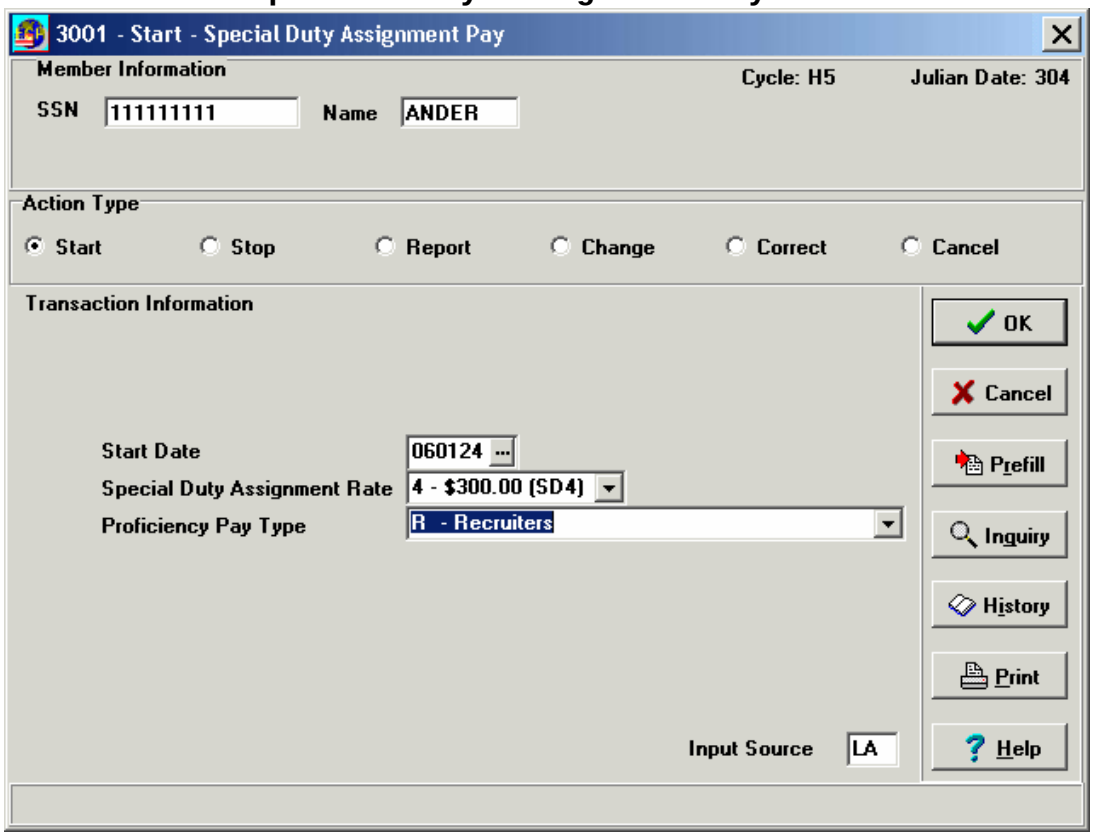
5) When the open entry is in error, or a period previously reported is erroneous, process a 2106 transaction only for those periods already paid, or closed entries within IAS). It is only necessary to input the beginning and, if a term entry, ending period of service. If needed a DQ and Quasi advance will be generated to cover the overpayment.

(the remainder of this page is reserved for future use)

Chapter 11 B - SPECIAL DUTY ASSIGNMENT PAY (SDAP)

Prior to 30 September 1984, an enlisted member proficient in a designated military skill may have qualified for Proficiency Pay (Pro Pay). After 30 September 1984, no new Pro Pay entitlements were authorized, but service members who qualified prior to that date were authorized to continue to receive payment until March 31, 1991. As of 1 April 1991 enlisted members may yet qualify for Special Duty Assignment Pay (FID 30 entry).

3001 - Start Special Duty Assignment Pay



Start Special Duty Assignment Pay – 3001

```
30 SPEC DUTY ASGN PAY*  ENTRY-OPEN-DT 031003 99 10 1  CNTRL-CODE 0
   ACTN Z4  START 031001  ENTLMT-MM 150.00  ENTLMT 300.00  ENTLMT-NM 300.00
   SPEC-DUTY-ASGN-PAY 4  PROFNCY-PAY-TYPE RC
```

3001 – Screen Instructions

Start Date: YYMMDD entitlement starts; must be less than or equal to current date.

Special Duty Assignment Rate:

Full Rate	Reduced Rate
1 - $ 75.00 (SD1)	A - $ 37.50 (SD1)
2 - $150.00 (SD2)	B - $ 75.00 (SD2)
3 - $225.00 (SD3)	C - $112.50 (SD3)
4 - $300.00 (SD4)	D - $150.00 (SD4)
5 - $375.00 (SD5)	E - $187.50 (SD5)
6 - $450.00 (SD6)	F - $ 00.00
	G - $ 00.00
	H - $ 00.00
	I - $ 00.00
	J - $ 00.00
	K - $ 00.00
	L - $ 00.00
	M - $ 00.00
	N - $ 00.00
	O - $ 00.00
	P - $ 00.00

Proficiency Pay Type: Select one from the drop down menu:

CC - Career Counselors
DS - Drill Sergeants
RC - Recruiters
RH - Recruiters Headquarters

a. Conditions:

(1) Taxable entitlement payable to enlisted members serving in pay grades E-3 or higher.

(2) Suspended when a member enters a status for excess leave (SB), AWOL (SJ), confinement types 1, 3, 4, and 6, (SK), deserter (SP), and death (SL).

b. Corrective Actions:

(1) When the entitlement is started or reported with an effective date outside IAS, process:

3001 transaction effective first day of IAS.

9903(30) transaction for prior periods.

(2) When the entitlement is stopped with an effective date outside IAS, process:

3002 transaction effective last day of prior month.

DQ01 transaction for prior periods thru the stop date.

(3) When the Special Duty Assignment Pay code and/or the Proficiency Pay Type code change, process a 3004 transaction.

(4) When the start date and/or stop date of the entitlement is erroneous, process a 3005 transaction.

(5) When the open entitlement is erroneous, or a period previously reported is erroneous, process a 3006 transaction.

(the remainder of this page is reserved for future use)

Work-Arounds

Special Duty Assignment Pay (SDAP)

SDAP for Warrant Officers is currently not paid under DJMS FID 30 because of program edits preventing payments to Officers.

Currently FID 09 (Save Pay) is being used to process SDAP transactions. The 0901 transaction is used to start SDAP on the member's account.

The 0901 transaction for the SDAP is:

CP1	=	A
CP2-5	=	0901
CP6-14	=	SSN
CP15-19	=	Name
CP20-25	=	Effective date (First day of month)
CP26-43	=	Space
CP44-50	=	Amount:
CP51	=	G
CP52-53	=	Grade of Soldier
CP54	=	Space
CP55-56	=	30
CP57	=	1
CP58-64	=	Amount in 44-50
CP65-67	=	Space
CP68-80	=	Common Data: ADSN, input source and transaction number

0901 – Card 2

CP1	=	1
CP2-5	=	0901
CP6-14	=	SSN
CP15-19	=	Name
CP20-67	=	SRT 30 SDAP for SF Warrant Officer
CP68-80	=	Common Data

Chapter 11 C - HARDSHIP DUTY PAY

Hardship duty Pay supersedes Foreign Duty Pay (FDP). HDP is established effective 4 February 1999 and FDP is terminated effective 3 February 1999. HDP is payable to members entitled to basic pay, at a monthly rate not to exceed $300, while the member is performing duty designated by the Secretary of Defense as hardship duty. The Secretary of Defense has established that HDP will be paid to members:

(1) for performing specific missions or,
(2) when assigned to designated locations.
Except as noted under restrictions, HDP is payable in addition to all other pay and allowances.

Mission Assignment Entitlement

Hardship Duty Pay for Mission Assignment (HDP-M) is payable to members, both officer and enlisted, for performing designated hardship missions. Hardship Duty Pay of Mission Assignment is payable at the full monthly rate, without prorating or reduction, for each month, during any part of which, the members performs a specific mission. Active and Reserve Component members who qualify, at any time during a month, shall receive the full amount of HDP-M regardless of the period of time on active duty or the number of days they receive basic pay during the month.

Location Assignment Entitlement

Hardship Duty Pay for location Assignment (HDP-L) is payable to members for either permanent change of station duty or temporary/deployed/attached duty of over 30 days duration in specified locations. Effective January 1, 2001, there are two mutually exclusive types of HDP-L.

a. Hardship Duty Location Pay for Designated Areas (HDP-L(DA)) is payable to both officer and enlisted members when assigned to duty in the location, under the conditions set forth in Table 17-1.

b. Hardship Duty Location Pay for Certain Places (HDP-L(CP)) is payable to enlisted members when assigned to duty in the locations designated, under the conditions set forth in Table 17-2.

INVOLUNTARY EXTENSION of DUTY ENTITLEMENT

Hardship Duty Pay for involuntary extension of duty is payable only to members assigned or attached to specific units deployed to the Iraqi area of operations. The only qualifying units are those specifically identified by the Combatant Commander for this purpose. Hardship Duty Pay for involuntary extension of duty is payable in addition to other HDP types as long as the total does not exceed a monthly rate of $300. There are two independent qualifying effective dates with criteria as follows:

A. Effective January 20, 2004, the Principal Deputy Under Secretary of Defense, Personnel and Readiness (PDUSD (P&R)) authorized HDP for members assigned or attached to specified units identified by the Combatant Commander as having been required to remain in Iraq beyond the normal 12-month rotation return date.

B. Effective April 22, 2004, the PDUSD(P&R) authorized HDP for members assigned to theater units not based in Iraq, who routinely conduct operations in Iraq or support units that conduct operations in Iraq.

RATES PAYABLE

Mission Assignment Rates Hardship Duty Pay-M is payable to all members at the rate of $150 per month regardless of pay grade.

Location Assignment Rates Hardship Duty is payable as follows:

a. Hardship Duty Location Pay for Designated Areas is payable to all members, regardless of pay grade, at the rates.
b. Hardship Duty Location Pay for Certain Areas is payable only to enlisted members at the rates listed below.

GRADE	Monthly Rates
E–9	$22.50
E-8	22.50
E-7	22.50
E-6	20.00
E-5	16.00
E-4	13.00
E-3	9.00
E-2	8.00
E-1	8.00

Involuntary Extension of Duty Rates Hardship Duty Pay for involuntary extension of duty is payable at a monthly rate of $200. It is not to be prorated for partial months but will be payable in the full $200 amount for any month during which the member meets qualifying criteria.

Restrictions on Payment

General Restrictions

a. The maximum total HDP (HDP-L, HDP-M and HDP for involuntary extension of duty) that may be paid to an individual member in any one month is $300.
b. The maximum total HDP-M that may be paid to an individual member in any one month is $150.

c. The maximum total HDP-L that may be paid to an individual member in any one month is $150.
d. The maximum total HDP for involuntary extension of duty that may be paid to an individual member in any one month is $200.

Location Assignment Restrictions Prorate or restrict payment of HDP-L in accordance with the following guidance.

a. Hardship Duty Pay-L entitlement ends:
   1. On the day the member departs the station as a result of permanent change of station reassignment.
   2. On the last day of the effective period as stated.
   3. On the day specified in Tables 17-1 and 17-2 for specific situations

b. Hardship Duty Pay-L(CP) entitlement began to phase out on January 1, 2002. On December 31, 2001, all locations (Certain areas) were closed. Only enlisted members assigned to those locations on that date individually will have rate protection. Within the rules of Table 17-2, those personnel will continue to receive HDP-L(CP) until they depart from the station as a result of permanent change of station reassignment.

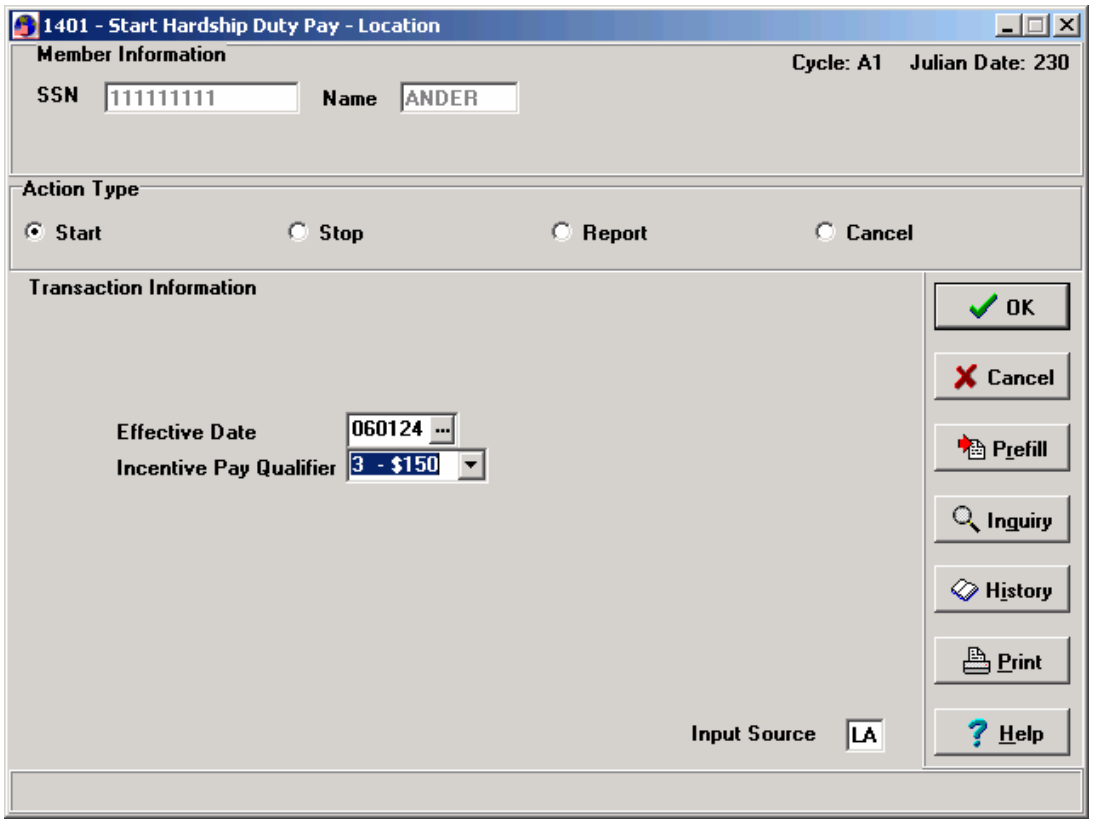
c. Hardship Duty Pay-L(CP) is not payable to members who are residents of a designated hardship while serving on otherwise qualifying duty within that state, possession, or foreign country. A member’s residence shall be the same as the member’s designated legal residence for income tax purposes.

d. Hardship Duty Pay-L(CP)is not payable to midshipmen, aviation cadets, or academy cadets.

e. Hardship Duty Pay-L(CP) is not payable to members receiving career sea pay for the same period of service.

f. Hardship Duty Pay-L(CP) is not payable for any period a member is in a non-pay status.

1401 - Start Hardship Duty Pay



09 SAVE PAY* ENTRY-OPEN-DT 041018 15 10 2 CNTRL-CODE 0 **ACTN 04** START 040820 ENTLMT-MM 225.00 ENTLMT 450.00 ENTLMT-NM 450.00 TXBL-ENTLMT 450.00 TXBL-ENTLMT-NM 450.00 PREV-GR 08 **SAVE-PAY-TYPE G FORMAT-ID 22** MNTLY-RATE 50.00 FORMAT-ID 30 MNTLY-RATE 400.00 FORMAT-ID MNTLY-RATE 0.00 FORMAT-ID MNTLY-RATE 0.00 FORMAT-ID MNTLY-RATE 0.00 FORMAT-ID MNTLY-RATE 0.00 FORMAT-ID MNTLY-RATE 0.00 FORMAT-ID MNTLY-RATE 0.00 FORMAT-ID MNTLY-RATE 0.00 FORMAT-ID MNTLY-RATE 0.00 FORMAT-ID MNTLY-RATE 0.00 FORMAT-ID MNTLY-RATE 0.00 FORMAT-ID MNTLY-RATE 0.00 FORMAT-ID MNTLY-RATE 0.00

1401 – Screen Instructions

EFFECTIVE DATE: Valid date YYMMDD; prior or equal to current date.

INCENTIVE PAY QUALIFIER:

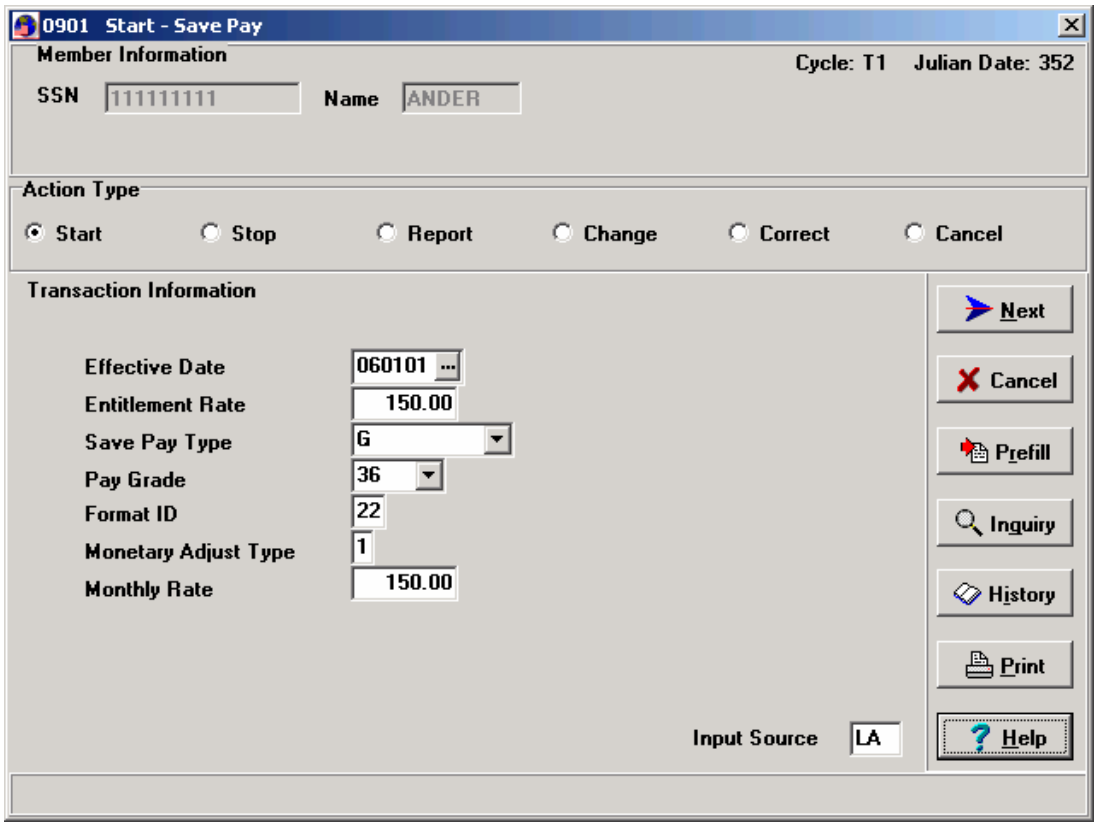
1 = $50.00 monthly entitlement
2 = $100.00 monthly entitlement
3 = $150.00 monthly entitlement

Corrective Actions:

(1)When the entitlement is started or reported with an effective date outside IAS, process:

1401/1403 transaction effective first day of IAS.
9903(22) transaction for prior periods.

0901 - Start Save Pay



(2) When the entitlement is stopped with an effective date outside IAS, process:

1402 transaction effective last day of prior month.

DQ01 transaction for prior periods thru stop date. There is no Descriptive Data code for FDP.

(3) When the start date and/or stop date of the entitlement is erroneous (inside IAS), process a 1404 transaction.

(4) When the open entitlement is erroneous, or a period previously reported is erroneous, process a 1406 transaction.

Posting Transactions:

Hardship Duty Pay requires a valid state of residence in the FK FID. The entry must be other than a 98 - no state of legal residence declared, or 99 - resident of a foreign country.

(remainder of page reserved for future changes)

Work-Arounds

1. Assignment Incentive Pay (AIP) and Hardship Duty Pay for Deployment Tempo (HDP-T)

Assignment Incentive Pay and Hardship Duty Pay for Deployment Tempo are input by central site based upon information from field sites using the 0901 saved pay transaction for FID 22 for HDP-T and 30 for AIP with saved pay type G to eligible service members. The input for the 0904 is:

CP1 = B
CP2-5 = 0904
CP6-14 = SSN
CP15-19 = Name
CP20-25 = Effective date
CP26-43 = Space
CP44-50 = Amount: Determined from field information. Last two positions must be 00.
CP51 = G
CP52-53 = 10
CP54 = Space
CP55-56 = 22 (FID used for HDP-L)
CP57 = 1
CP58-64 = Amount: Same as 44-50
CP65-67 = Space
CP68-80 = Common Data – ADSN, Input Source and transaction number

0904 – Card 2
CP1 = 1
CP2-5 = 0904
CP6-14 = SSN
CP15-19 = Name
CP20-21 = 22 (FID for Hardship Duty Pay for Deployment Tempo)
CP23 = 1
CP24-30 = Amount: Determined from field information. Last two positions must be 00.
CP31-32 = 30 (FID for AIP)
CP33 = 1
CP34-40 = Amount: Determined from field information. Last two positions must be 00
CP41-67 = space
CP68-80 = Common Data – ADSN, Input Source and transaction number

0904 – Card 3
CP1 = 1
CP2-5 = 0904
CP6-14 = SSN
CP15-19 = Name
CP20-67 = N9 Explanation for Entitlement Start
CP68-80 = Common Data from above

Chapter 11 D - FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)

7. Under DJMS the 02 entry, officers and enlisted members, entitled to basic pay, who have been certified by the Secretary concerned to be proficient in a foreign language identified by the Secretary of Defense (SECDEF) for such pay and who meet one of the following conditions of entitlement may be paid Foreign Language Proficiency Pay (FLPP):

a. Qualifications and Conditions.

(1) Is qualified in a military specialty requiring a foreign language; or

(2) Has received training under regulations prescribed by the Secretary concerned; or

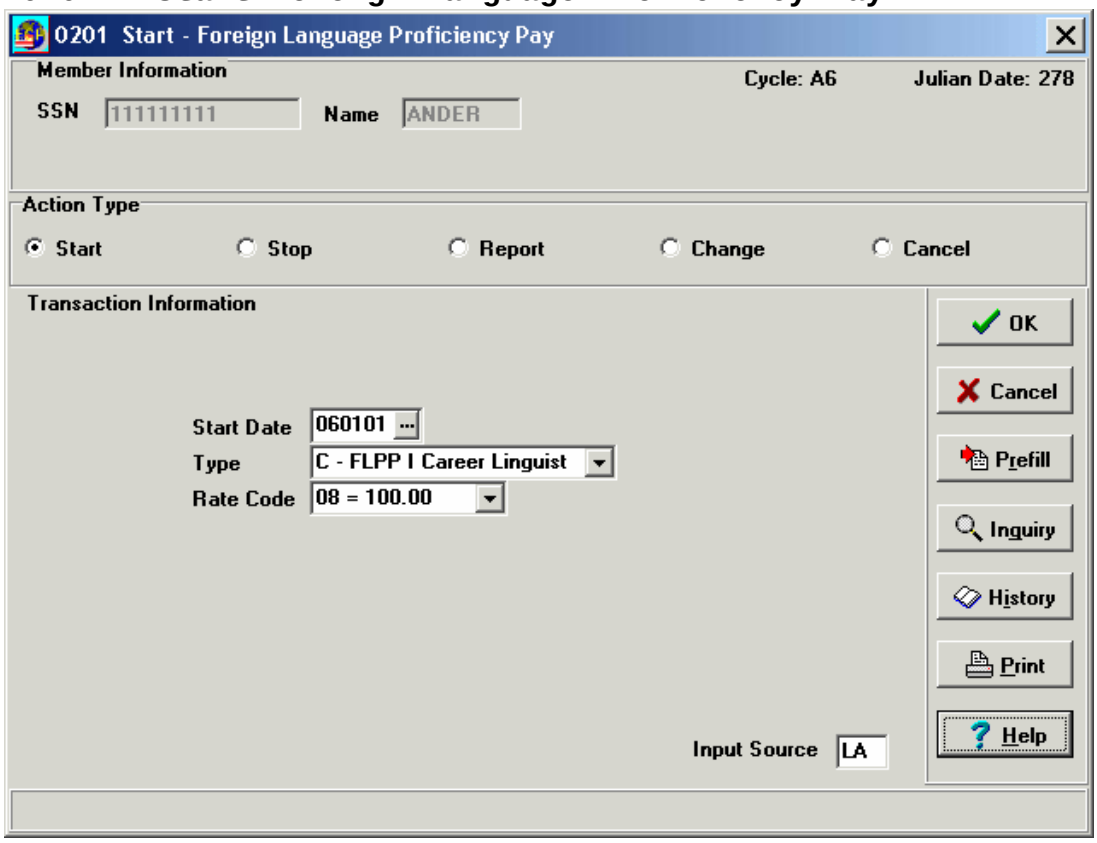
(3) Is assigned to military duties requiring such proficiency; or

(4) Is proficient in foreign language for which the Department of Defense may have a critical need (as determined by the SECDEF).

b. Rates Payable: The monthly rate of FLPP shall be determined by the Secretary concerned as prescribed in DJMS table 038.

c. Processing Transactions for FLPP.
(1) To post an open entry of Foreign Language Proficiency pay (FLPP) within IAS, use the 0201.

0201 - Start Foreign Language Proficiency Pay



(1) FLPP may be awarded for proficiency in more than one language, but the total monthly rate payable (of all combined) cannot exceed $500.

(2) FLPP is computed on a 30 day month (monthly entitlement), accruing from the date of authorization through the effective date of termination orders. Payment is prorated for the month in which entitlement begins or ends (monthly rate divided by 30 times the number of days authorized for the applicable month).

Regulations: The DoDFMR, Vol 7A, par 11901 through 11911 contain general entitlement guidelines.

MMPA Posting—FLPP—02 Entry

```
02 FOREIGN LANGUAGE PAY*  ENTRY-OPEN-DT 990305 08 03 1  CNTRL-CODE 0  ACTN 01
   START 990301  ENTLMT-MM 25.00  ENTLMT 50.00  ENTLMT-NM 50.00
   FOR-LANG-SKILL-LVL 2  FOR-LANG-DIFF-CAT 3  FOR-LANG-CODE TH  MNTLY-RATE
   50.00  FOR-LANG-SKILL-LVL 0  FOR-LANG-DIFF-CAT 0  FOR-LANG-CODE
   MNTLY-RATE 0.00  FOR-LANG-SKILL-LVL 0  FOR-LANG-DIFF-CAT 0  FOR-LANG-CODE
       MNTLY-RATE 0.00  FOR-LANG-SKILL-LVL 0  FOR-LANG-DIFF-CAT 0
   FOR-LANG-CODE     MNTLY-RATE 0.00
```

e. Foreign Language Proficiency Pay (FLPP):

FLPP is suspended when a member enters excess leave (SB), AWOL (SJ), confinement types 1, 3, 4, and 6, (SK), deserter (SP), and death (SL).

f. Corrective Actions:

1) When the entitlement is started or reported with an effective date outside IAS, process:

0201/0203 transaction effective first day of IAS.

9903(02) transaction for prior periods.

2) When the entitlement is stopped with an effective date outside of IAS, process:

0202 transaction effective last day of prior month.

DQ01 transaction for prior periods thru the stop date. The Descriptive Data codes are skill level 1, 2, 3, or 4 in cp 59 and difficulty category 1, 2, 3, or 4 in cp 60. These codes will match the skill level and difficulty category that were reflected in the Format-ID 02 entitlement entry.

3) Entitled to another language, process a 0204 transaction with the new effective date, skill level, difficulty category, and foreign language code.

4) When the skill level and/or difficulty category are being changed, process:

0204 transaction effective the first day of the current month.

9903(02) plus and minus transactions for prior periods, when member is due additional monies.

or:

DQ01 transaction for prior periods, if collection action is required.

5) If language code is changed, process a 0205 transaction with the new effective date, new skill level, new difficulty category, and new language code.

6) When the entitlement is erroneous, or a period previously reported is erroneous, process a 0206 transaction.

7) When an entitlement to FLPP changes (i.e. a new language/award level), a 0204 would be used to post the change to the MMPA. This would require a FLPP type code/level and effective date for the change.

(8) To correct an inaccurate posting of FLPP submit a 0205. The beginning and ending dates must match the MMPA entry. If the posted entry is an open entry simply fill prior date stop with zeros.

(9) 0206 Cancel transaction would be used for errors in posting within IAS. It is only necessary to input the beginning and, if a term entry, ending period of service. If needed, a DQ and Quasi advance will be generated to cover the over payment.

(the remainder of this page is reserved for future use)

Chapter 11 E - CAREER SEA PAY

5. Because Sea Pay and Premium are Navy unique, DJMS has developed the 27 entry for Sea Pay, and the 37 entry for Sea Pay Premium. The sea duty counter will be visible in the T2 entry. To determine the member's total sea duty time you must look at the T2 entry and convert the number of total days into years, months and days. The counter will also be available on the member's LES in the remarks area. Current eligibility requirements for Career Sea Pay (CSP) are:

1) Enlisted members in pay grades E-1 through E-9, no minimum cumulative sea duty required.

2) Warrant officers - no minimum cumulative sea duty required.

3) All commissioned Officers.

Rates Payable: The rates of CSP for enlisted, commissioned officers and warrant officers are contained in DoDFMR, Vol 7A, Chapter 18. Rates are also available in the tables 086-089 using the verb JWMM.

VERB JWMM--SEA PAY TABLE LIST

086	CAREER SEA DUTY PAY ENLISTED
087	CAREER SEA DUTY PAY OFFICER
088	WARRANT OFF CAREER SEA PAY

(1) Enlisted members may not receive both Career Sea Pay and Hardship Duty Pay-Location for the same period of service.

(2) Career Sea Pay is stopped by a PCS departure transaction (SH03), or a PCS arrival transaction (SG03) when no departure transaction is input. The entitlement is also stopped when a change of category (enlisted to officer) transaction (E603) processes. If the member is still entitled to Career Sea Pay, a new start transaction must be input.

(3) Career Sea Pay is suspended when a member enters a status for excess leave (SB), AWOL (SJ), confinement types 1, 3, 4, and 6, (SK), deserter (SP), and death (SL). Career Sea Pay accrual during a period of leave (SB) depends on the leave area. If the member is on leave within the Continental United States CONUS), Leave Areas 1 and 3), the member is not entitled to Career Sea Pay.

(4) Categories of vessels:

-Category A - Vessel is in active status, in commission or in service, whose primary mission is accomplished or underway. Members are entitled to payment of Career Sea Pay continuously.

-Category B - Vessel is in active status, in commission or in service, whose primary mission is in home-port, or in a port 50 miles or less from home-port. Members are not entitled to payment of Career Sea Pay; however the (MMPA) will contain a zero-filled entitlement field. When the member is subsequently assigned a Category A or C vessel, the MMPA is easily updated. As of Feb 1996 Tenders are entitled to continuous sea pay and shall be processed as Cat A. All other Cat B vessels shall continue to receive sea pay only when the underway conditions mentioned above have been met.

-Category C - Also considered a Category B vessel, but vessel is underway, or in a port more than 50 miles from home-port. Members are entitled to Career Sea Pay only when underway.

Sea Duty Effective Date:

(1) The Sea Duty Effective Date in the Format-ID T2 entry is the date a member first reported for sea duty and is adjusted by non-creditable periods of service, such as confinement, suspensions, or otherwise removed from duty.

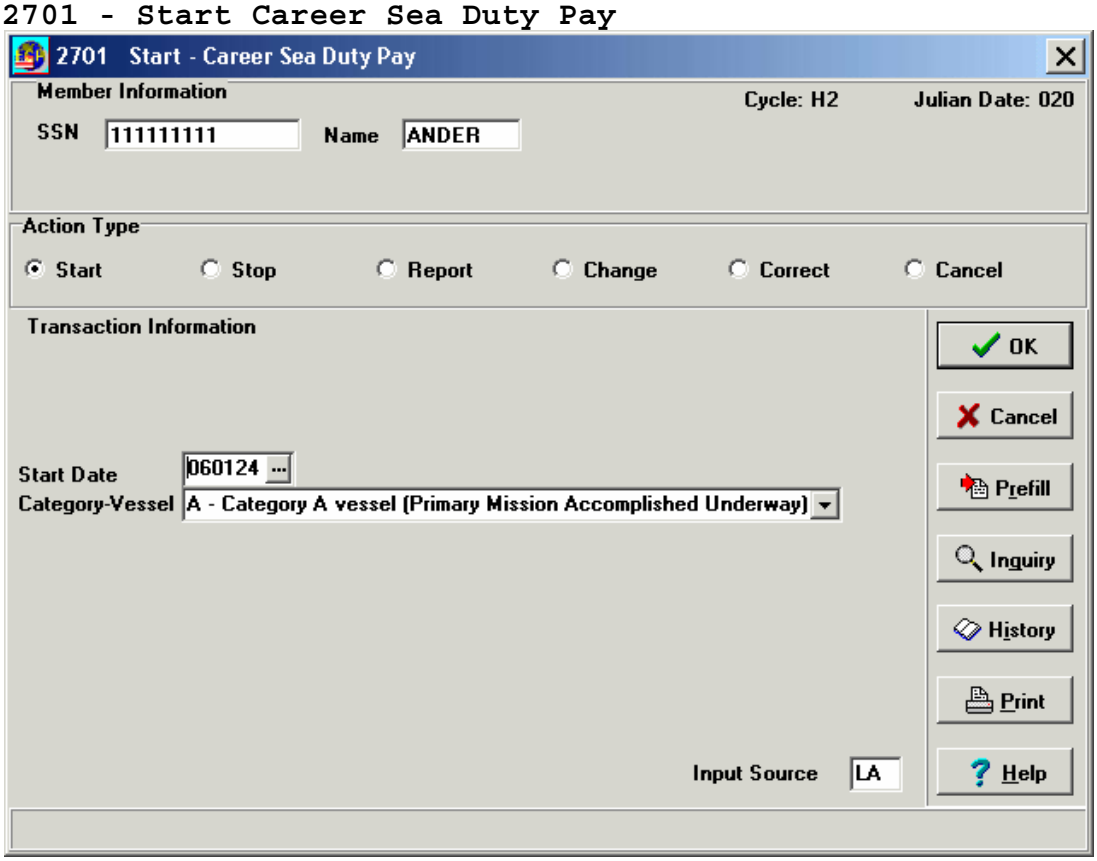
(2) The Sea Duty Effective Date in the MMPA T2 entry can be generated from a Format-ID 2701 (Start) transaction, a Format-ID 2703 (Report) transaction, or a Format-ID T205 (Format to Correct Sea Duty Effective Date) transaction.

Processing Transactions for Career Sea Pay:

To start an open entry of Sea Pay and Sea Pay Counter within IAS submit a 2701 transaction.

Corrective Actions:
As indicated with Special Pays noted above.

2701 - Start Career Sea Duty Pay




```
27 CAREER SEA PAY* ENTRY-OPEN-DT 051017 15 10 2 CNTRL-CODE 0 ACTN 04
   START 051017  ENTLMT-MM 160.00  ENTLMT 320.00  ENTLMT-NM 320.00
   CTGY-VESSEL A
27-CAREER SEA PAY* ENTRY-OPEN-DT 041117 17 11 2
   ENTRY-CLSD-DT 051017 15 10 2 CNTRL-CODE 2  ACTN 04  START 041103
   STOP 051016 ENTLMT-MM 152.50 ENTLMT 162.67 ENTLMT-NM 0.00 MNTLY-
   RATE 305.00  CTGY-VESSEL A
```

2701 – Screen Instructions

Start Date: YYMMDD entitlement starts.

Category Vessel:

A - Category A vessel (Primary Mission Accomplished Underway)
B - Category B vessel (CATBCOUNTER - counter time only)
C - Category C vessel (CATBSEA - CAT B underway)

C. Common Error Codes

EBN **DIVER-CLASS INVALID** Edit level reject verify diver type and resubmit.

EMA **TRANSACTION CONTAINS INVALID COMBINATION OF SKILL LEVEL DIFFICULTY CATEGORY AND LANGUAGE CODE (NOT ALL BLANK OR ALPHA NUMERIC)** Verify language type and current level against current BUPERS note and reject document. If necessary send message to the field and verify.

EKZ **CAREER SEA PAY PREMIUM SUBMITTED, BUT FID 27 NOT ON MMPA.** Cannot be entitled to premium without an open entry of sea pay.

ENO **MEMBER DOES NOT HAVE 3 YEARS SEA DUTY.** (Premium) *Verify member has 3 years consecutive sea time, if necessary correct the T@ entry and resubmit the 3701.*

MDL **TRANSACTION IS OUTSIDE IAS.** Post with a 9903 to pay portion outside of IAS.

PAB **TRANSACTION GRADE DOES NOT MATCH GRADE ON MMPA.** (E-3 and below sea pay) Compare member's current rank, sea pay is only payable to E-4 and above.

PAY **DIVER CLASS NOT COMPATIBLE WITH GRADE.** Compare rejected document with current MMPA. If the field's codes/amounts do not make sense, verify with message their intent for this member.

RAH **TRANS RECYCLED TO THE FIRST OF NEXT MONTH (HF/IDP)** *NAN*

UKB **DUTY-CNTRY NOT AUTHORIZED IDP FOR DATE(S) INPUT** *Compare country code with approved zones in the DOD.*

ZDJ **DATE-START/PRIOR-DATE-START INCMPTBL** Verify rejected document and MMPA the correction is not filled out properly in reference to posted entry on the MMPA.

ZOO **DUPLICATE/OVERLAPPING PERIOD (S) OF ENTITLEMENT.** Verify reject and MMPA data. Determine which is correct. If necessary contact field to get additional information.

Work-Arounds

2.Career Sea Pay

The Career Sea Pay FID 2701 processes for members in grades E1 to E3 and 01 to 06 with less than 1081 days (T2 cum days) and for members

stationed on class A or C type vessels. However, the open CSP entitlement mid month, entitlement and next month is zero. A 9905/27 unique transaction is processed to populate the midmonth, entitlement, and next month. There are five different scenarios that are based on grade and number of days at sea.

Scenario 1	01–06	under 1081 days sea time 100.00 @month
Scenario 2	E1-E3	under 361 day's sea time 50.00 @month
Scenario 3	E2-E3	Greater than 360 days less than 721 Days 60.00 @month
Scenario 4	E2	Greater than 721 days 75.000 @month
Scenario 5	E3	Greater than 721 days 100.00 @month

The CSP 2703 will process for these accounts but the midmonth, entitlement, and monthly rate are zero (0.00) filled. A 9903/27 is required to populate those fields.

EXAMPLE of the 9905/27 format
Card 1

CP1 = A
CP2-5 = 9905
CP6=14 = SSN
CP14-19 = Name
CP20-21 = 27
CP22-27 = Start Date
CP28-33 = 000000
CP34-40 = Entitlement mid month (if processed after mid month equals 0000000) *
CP41-47 = Entitlement month*
CP48-52 = Space
CP53-54 = 05
CP55-55 = 1
CP56-56 = 1
CP57-58 = Pay Grade
CP59-60 = 00
CP61-61 = 0
CP62-62 = 2
CP63-63 = 1
CP64-64 = 4
CP65-65 = 1
CP66-66 = 1
CP67-67 = 0
CP-68-80= Common Data –Input source is ADSN 3883, MR, beginning with transaction 00001

*MMCOMP = MID MONTH COMPUTATION BASED ON NUMBER DAYS FROM START DATE THROUGH THE 15TH OF THE MONTH MULTIPLIED BY THE MONTHLY RATE DIVIDED BY 30 (THIS EQUALS 0000000 IF PROCESSED AFTER MIDMONTH)
*EOMCOMP = END OF MONTH COMPUTATION BASE ON THE NUMBER OF DAYS FROM THE START DATE THROUGH THE END OF MONTH MULTIPLIED BY THE MONTHLY RATE DIVIDED BY 30.

First Trailer Card

CP1 = 1
CP2-5 = 9905
CP6=14 = SSN
CP14-19 = Name
CP20-26 = Entitlement next month
CP27-33 = Monthly amount
CP34-34 = Vessel Type
CP35-36 = Years of sea service
CP37-67 = Space
CP68-80 = Common Data –Input source is ADSN 3883, MR, beginning with transaction 00001

Second Trailer Card

CP1 = 2
CP2-5 = 9905
CP6=14 = SSN
CP14-19 = Name
CP20-21 = N9
CP22-67 = COR 27 CSP LEG CHG EFFECTIVE 011001
CP68-80 = Common Data–Input source is ADSN 3883, MR, beginning with transaction 00001

EXAMPLE OF 9903/27 INPUT

Card 1

CP1 = A
CP2-5 = 9903
CP6=14 = SSN
CP14-19 = Name
CP20-21 = 27
CP22-27 = Start Date
CP28-33 = 000000
CP34-40 = Entitlement mid month (if processed after mid month equals 0000000) *
CP41-47 = Entitlement month*
CP48-52 = Space
CP53-54 = 03
CP55-55 = 1
CP56-56 = 1
CP57-58 = Pay Grade

CP59-60 = 00
CP61-61 = 2
CP62-62 = 2
CP63-63 = 0
CP64-64 = 2
CP65-65 = 1
CP66-66 = 1
CP67-67 = 0
CP-68-80= Common Data –Input source is ADSN 3883, MR, beginning with transaction 00001

*MMCOMP = MID MONTH COMPUTATION BASED ON NUMBER DAYS FROM START DATE THROUGH THE 15TH OF THE MONTH MULTIPLIED BY THE MONTHLY RATE DIVIDED BY 30 (THIS EQUALS 0000000 IF PROCESSED AFTER MIDMONTH)
*EOMCOMP = END OF MONTH COMPUTATION BASE ON THE NUMBER OF DAYS FROM THE START DATE THROUGH THE END OF MONTH MULTIPLIED BY THE MONTHLY RATE DIVIDED BY 30.

First Trailer Card

CP1 = 1
CP2-5 = 9903
CP6=14 = SSN
CP14-19 = Name
CP20-26 = 0000000
CP27-33 = Monthly amount
CP34-34 = Vessel Type
CP35-36 = Years of sea service
CP37-67 = Space
CP68-80 = Common Data–Input source is ADSN 3883, MR, beginning with transaction 00001

Second Trailer Card
CP1 = 2
CP2-5 = 9903
CP6=14 = SSN
CP14-19 = Name
CP20-21 = N9
CP22-67 = PAY 27 CSP LEG CHG EFFECTIVE 011001
CP68-80 = Common Data –Input source is ADSN 3883, MR, beginning with transaction 00001

There are two separate procedures for an open entitlement:

(1) Soldiers who are receiving Career Sea Pay for the first time and central site performing the processing requires a 9901 /27, a T205 (sea duty counter) and a 9701 (future);

(2)A 2701 has processed on the MMPA. The corrective procedure is to process a 9846 (delete) and process a 9901 /27. A closed entitlement requires a 9903/27.

Layout: 9901/27 PROCEDURE 1

Card 1

CP1 = A
CP2-5 = 9901
CP6=14 = SSN
CP14-19 = Name
CP20-21 = 27
CP22-27 = Start Date
CP28-33 = 000000
CP34-40 = Entitlement mid month (if processed after mid month equals 0000000) *
CP41-47 = Entitlement month*
CP48-52 = Space
CP53-54 = 01
CP55-55 = 1
CP56-56 = 1
CP57-58 = Pay Grade
CP59-60 = 00
CP61-61 = 0
CP62-62 = 2
CP63-63 = 1
CP64-64 = 4
CP65-65 = 1
CP66-66 = 1
CP67-67 = 0
CP-68-80= Common Data–Input source is ADSN, transaction number

First Trailer Card

CP1 = 1
CP2-5 = 9901
CP6=14 = SSN
CP14-19 = Name
CP20-26 = next month amount
CP27-33 = Monthly amount
CP34-34 = Vessel Type
CP35-36 = Years of sea service
CP37-67 = Space
CP68-80 = Common Data –Input source is ADSN, transaction number

Second Trailer Card
CP1 = 2
CP2-5 = 9901
CP6=14 = SSN
CP14-19 = Name
CP20-21 = N9
CP22-67 = CSP LEG CHG EFFECTIVE 011001
CP68-80 = Common Data –Input source is ADSN, transaction amount

T205

DAYS CUM 00000

9701 FUTURE
CARD 1
CP1 =A
CP2-3 =97
CP4-5 =01
CP6-14 =SSN
CP15-19 = Name
CP20-21 = 27
CP22-22 = S
CP23-28 = Effective Date of longevity
CP29-35 = Space
CP36-36 = G
CP36-67 = Space
Cp68-80 = Common data, ADSN, transaction number

First Trailer Card

CP1 =1
CP2-3 =97
CP4-5 =01
CP6-14 =SSN
CP15-19 = Name
CP20-21 = N9 authority for action
CP22-67 = Space
CP68-80 = Common data, ADSN, transaction number

Procedure 2. This is the most common procedure:

Layout 9846 DELETE

CARD 1
CP1 = 0
CP2-3 = 98
CP4-5 = 46
CP6-14 = SSN
CP15-19 = Name
CP20-20 = B
CP21-22 = 27
CP23-24 = 01
CP25-26 = 01
CP27-27 = . (period)
CP28-67 = Space
CP68-80 = Common data, ADSN, transaction number

Layout 9901/27

Card 1

CP1 = A
CP2-5 = 9901
CP6=14 = SSN
CP14-19 = Name
CP20-21 = 27
CP22-27 = Start Date
CP28-33 = 000000
CP34-40 = Entitlement mid month (if processed after mid month equals 0000000) *
CP41-47 = Entitlement month*
CP48-52 = Space
CP53-54 = 01
CP55-55 = 1
CP56-56 = 1
CP57-58 = Pay Grade
CP59-60 = 00
CP61-61 = 0
CP62-62 = 2
CP63-63 = 1
CP64-64 = 4
CP65-65 = 1
CP66-66 = 1
CP67-67 = 0
CP-68-80= Common Data–Input source is ADSN, transaction number

First Trailer Card

CP1 = 1
CP2-5 = 9901
CP6=14 = SSN
CP14-19 = Name
CP20-26 = next month amount
CP27-33 = Monthly amount
CP34-34 = Vessel Type
CP35-36 = Years of sea service
CP37-67 = Space
CP68-80 = Common Data –Input source is ADSN, transaction number

Second Trailer Card
CP1 = 2
CP2-5 = 9901
CP6=14 = SSN
CP14-19 = Name
CP20-21 = N9
CP22-67 = SRT 27 CSP LEG CHG EFFECTIVE 011001
CP68-80 = Common Data –Input source is ADSN, transaction amount

9903/27 format

CARD 1

CP1-1 = A
CP2-5 = 9903
CP6-14 = SSN
CP14-19 = Name
CP20-21 = 27
CP22-27 = Start Date
CP28-33 = 000000
CP34-40 = Entitlement mid month (if processed after mid month equals 0000000) *
CP41-47 = Entitlement month*
CP48-52 = Space
CP53-54 = 03
CP55-55 = 1
CP56-56 = 1
CP57-58 = Pay Grade
CP59-60 = 00
CP61-61 = 2
CP62-62 = 2
CP63-63 = 0
CP64-64 = 2
CP65-65 = 1
CP66-66 = 1
CP67-67 = 0
CP-68-80= Common Data –Input source is ADSN 3883, MR, beginning with transaction 00001

First Trailer Card

CP1 = 1
CP2-5 = 9903
CP6=14 = SSN
CP14-19 = Name
CP20-26 = 0000000
CP27-33 = Monthly amount
CP34-34 = Vessel Type
CP35-36 = Years of sea service
CP37-67 = Space
CP68-80 = Common Data–Input source is ADSN 3883, MR, beginning with transaction 00001

Second Trailer Card
CP1 = 2
CP2-5 = 9903
CP6=14 = SSN
CP14-19 = Name
CP20-21 = N9

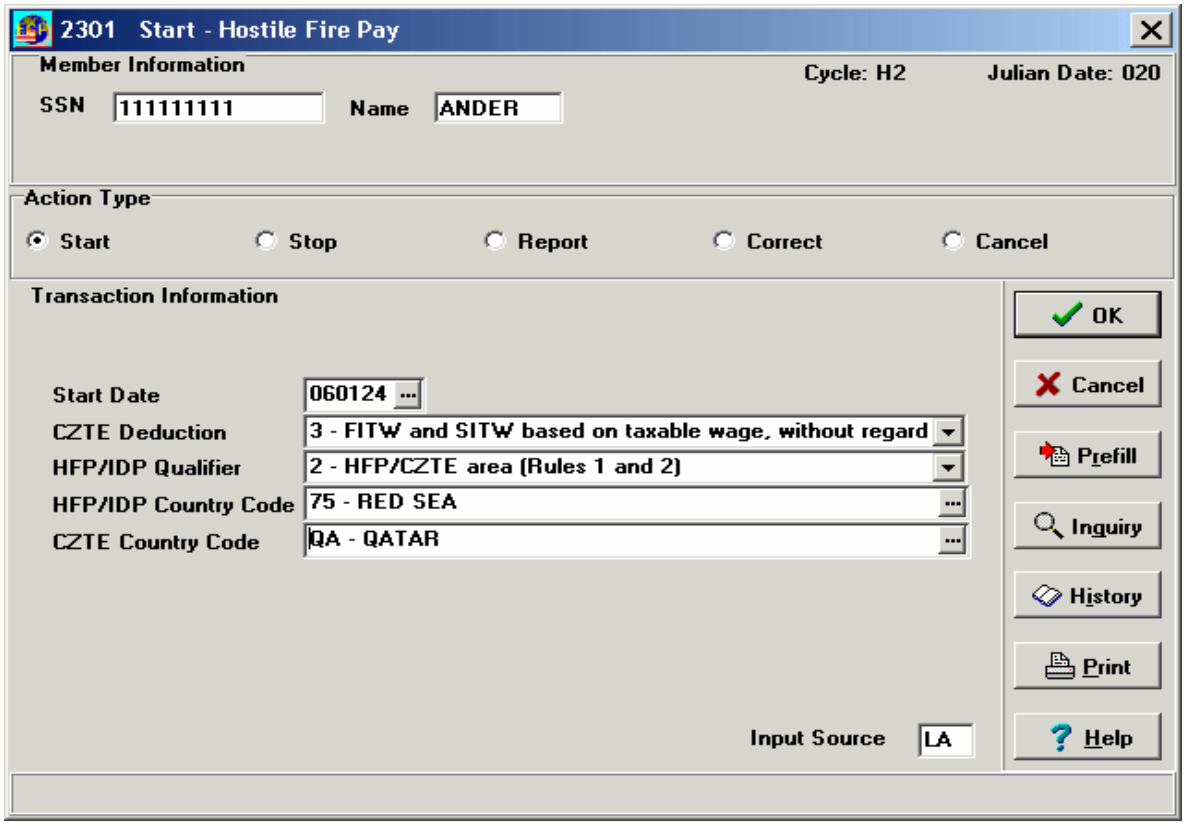
CP22-67 = PAY 27 CSP LEG CHG EFFECTIVE 011001
CP68-80 = Common Data –Input source is ADSN 3883, MR, beginning with transaction 00001

Chapter 11 F - HOSTILE FIRE/IMMINENT DANGER PAY

1. Whether you call it Hostile Fire Pay or Imminent Danger Pay (HFP/IDP), this special pay is authorized when a member is serving in duty in which they are subject to hostile fire or in imminent danger. HFP/IDP is not taxable when a member is assigned to a combat zone. Designated areas for HFP/IDP are available using the verb JWMM and Tables 054 and 154. **NOTE: ONCE TABLE 054 IS ACCESSED THE 2 DIGIT COUNTRY CODED IS NEEDED FOR THE ACTUAL LISTING.** HFP/IDP and CZTE are also listed in DoDFMR, Vol. 7A, CH. 10. The HFP/IDP entitlement is posted as a 23 entry and if the member is also in a combat zone, an FL entry is posted to provide the combat zone tax exclusion. The system will provide for combat zone leave accrual. Under DJMS this is handled by a BS entry which is generated and updated based upon the FID 23 transactions as they post to the MMPA. A member who is entitled to basic pay is entitled to HFP/IDP for any month during which the member either:

a. is on official duty in a designated area
b. is subject to hostile fire or explosion of hostile mines, or:
c. is killed; injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action.

2301 – Start Hostile Fire



```
23 HOSTILE FIRE/IMMINENT DANGER PAY*  ENTRY-OPEN-DT 050621 18 06 2
   CNTRL-CODE    0  ACTN 01  START 050601  ENTLMT-MM 112.50  ENTLMT 225.00
   ENTLMT-NM 225.00  HFP-IDP-QUAL 2  CNTRY-WORLD QA
```

2301 – Screen Instructions

START DATE: Must contain a date in YYMMDD format, enter the date the member enters hostile fire area. Date must be equal to or prior to the current date.

CZ DEDUCTION: Must be 0-4 for officers and 0 or 1 for enlisted members or warrant officers. Make a selection from the Drop-down list; choices are:

0 = No CZTE
1 = No FITW or SITW
2 = FITW and SITW based on taxable wage
3 = FITW and SITW based on taxable wage, without regard to wage exclusion
4 = Prior election

HFP IDP QUALIFIER: Must be 1, 2 or 7. Make a selection from the Drop-down list; choices are:

1 = HFP area (Rules 1 and 2)
2 = HFP/CZTE area (Rules 1 and 2)
7 = IDP/CZTE area, for members in an area designated to be in support of combat zone operations.

COUNTRY CODE: Must be alphanumeric.

COUNTRY CODE (CZTE): May be blank or alphanumeric. Must contain data when the HFP IDP QUALIFIER is 7. Refer to DODFMR, Vol. 7A Figure 10-1 for current zones.

Applicable rates are:

(1) Prior to August 1, 1990 - $110.00 per month.

(2) Effective August 1, 1990 - $150.00 per month.

(3) Effective October 1, 2002 - $225.00 per month.

MMPA Posting—HDP/IDP/CZTE & HFP Leave Bal—BS/BT//Fl/23 Entries

```
BT  TAX EXEMPT LEAVE BALANCE*  ENTRY-OPEN-DT 050801 06 08 1  ACTN B3
      ARV-ZONE   041112  DEPRT-ZONE 050704  ERND-ZONE 22.5  USED-ZONE 9.0
      BAL-ZONE 13.5  ADV-PR-ZONE 0.0  OFF-ENLST E  EFF-DATE-LAST-TRANS
      051223  ENTRY-OPEN-CLOSD  0
BT-TAX EXEMPT LEAVE BALANCE*  ENTRY-OPEN-DT 060103 04 01 1  ENTRY-CLSD-
     DT  060103 04 01 1  ACTN B3  ARV-ZONE 041112  DEPRT-ZONE 050704  ERND-
     ZONE 22.5  USED-ZONE 9.0  BAL-ZONE 13.5  ADV-PR-ZONE 0.0  OFF-ENLST E
     EFF-DATE-LAST-TRANS 051223  ENTRY-OPEN-CLOSD U  AUTH-NR GC06250
     DAYS-COUNT 2.0  START-TAX 000000  START-TAX-DAYS 0.0  START-TAX-USED
     051222
BS HFP CZ LV BAL*  ENTRY-OPEN-DT 050621 18 06 2  BF-ENTRY-CZ 31.5  ERN-CZ
     22.5  CZ-CON 54.0  LEAVE-CODE 1  ARV-HFP 050619  DEPRT-HFP 000000  FY-
     EXPRTN-DATE   0000  EFF-DATE-LAST-TRANS 050619  FORMAT-ID 23
23 HOSTILE FIRE/IMMINENT DANGER PAY*  ENTRY-OPEN-DT 050621 18 06 2
    CNTRL-CODE   0  ACTN 01  START 050601  ENTLMT-MM 112.50  ENTLMT 225.00
    ENTLMT-NM 225.00   HFP-IDP-QUAL 2  CNTRY-WORLD AF
FL TXBL-WAGES CZ XCLUSN*  ENTRY-OPEN-DT 050621 18 06 2  CNTRL-CODE 0
    ACTN 01  START 050601  CZ-DEDTN 1  CNTRY-WORLD AF
```

Special Conditions of HFP/IDP

(1) If HFP/IDP is effective in the same month a member is accessed, the entitlement is prorated. If a member separates, and is receiving HFP/IDP, the entitlement is paid thru the date of separation. If the member is subject to a total forfeiture, or is on excess leave for part of the month, the entitlement is prorated.

(2) HFP/IDP is suspended when a member enters excess leave (SB), AWOL (SJ), confinement types 1, 3, 4, and 6, (SK), deserter (SP), and death (SL). HFP/IDP continues to accrue while a member is on leave (status SB) unless the member is absent from the designated area for an entire calendar month. If the member is absent for more than a calendar month, collection must be made for each calendar month of absence.

(3) If a 2302 or 2303 transaction is received with a stop date in the current month, the transaction will be placed on Section 8 (Recycled Transactions) of the Daily Transaction Record (DTR) and will process on the first calendar day of the following month.

(4) On March 20, 1996, H. R. 2778 was signed into law; this bill changed the taxable wage exclusion for officers and also authorized combat zone tax exclusion (CZTE) for members performing duty in Operation Joint Endeavor (OJE). The monthly taxable wage exclusion for officers was changed from $500.00 a month to an amount equal to the basic pay rate of the highest rate of basic pay for an enlisted member, plus IDP, when authorized, with an effective date of November 1, 1995. As the highest rate of enlisted basic pay rate for the increases each year, the taxable wage exclusion for officers will also increase. DJMS-AC Table 074 will be updated accordingly.

(5) The 23 FID transaction contains the options to select a withholding for officers entitled to the CZTE. The withholding option will be valid for the entire period indicated in the transaction. The following values will be accepted in the CZ-DEDTN field of the input transaction:

1 = No FITW or SITW
2 = FITW and SITW based on taxable wage
3 = FITW and SITW based on taxable wage, without regard to wage exclusion
4 = Prior election

(6) Prior Deduction Election. When this value is used, the system will look for an open FL or history FL entry and use the deduction election contained therein). This will save time for officers who require frequent HFP/IDP or FL (Combat Zone Tax Exclusion) transaction input.

(7) DJMS-AC Table 074 (FITW Wages Combat Zone Exclusion) contains effective dates and the monthly rate of the exclusion for officers.

(8) DJMS-AC Table 012 (Hostile Fire Pay) contains effective dates and the daily/monthly rate of $225.00, for enlisted and officer personnel.

(9) DJMS-AC Table 054 (IDP Countries) contains the country codes and dates of the IDP authorization, as determined by the Secretary of Defense. All IDP transactions with the HFP-IDP-QUAL field equal to 1 (IDP) or 2 (IDP with CZTE) will be validated based on the information in this table. When the IDP authorization for a country is terminated, Table 54 will be updated. Transactions to stop the IDP authorizations may be stopped with Central Site help of field processed. The input source for DFAS will be Pseudo ADSN 3883.

(10) All HFP transactions with the HFP-IDP-QUAL field equal to 3, 4, 5, or 6 will continue to be validated against Table 155 (Country and Non-CONUS States). This edit ensures that only valid country codes are input. Codes 3 through 6 are not used for continuing authorizations since the commander has certified that a hostile incident had occurred in the past.

Conditions and Corrective Actions:

(1) When the entitlement is started or reported with an effective date outside IAS (see note), process:

2301/2303 transaction effective first day of IAS.
9903(23) transaction for prior periods.

FR05 to move taxable wages from one tax year to another outside of the current taxable year. Will adjust FICA, FITW and SITW amounts.

(2) When the entitlement is stopped with an effective date outside IAS, process:

2302 transaction effective last day of prior month.

DQ01 transaction for prior periods thru stop date. Descriptive Data codes are:

1 - Imminent danger pay area.
2 - Imminent danger pay area, including combat zone tax exclusion.
3 - Hostile fire pay area.
4 - Hostile fire pay area, including combat zone tax exclusion.
5 - Killed, wounded, injured, or hospitalized resulting from hostile fire.
6 - Killed, wounded, injured, or hospitalized resulting from hostile fire, including combat zone tax exclusion.
7 - IDP/CZTE area, for members in an area designated in support of combat zone operations

FR05 to move taxable wages from one tax year to another outside of the current taxable year. Will adjust FICA, FITW and SITW amounts.

(3) When the start and/or stop date field within IAS, CZ-DEDTN field, or HFP-IDP-QUAL field is corrected, process a 2305 transaction. Use an FN05 to correct prior year taxes within IAS. If posting CZTE prior to the current tax year you adjust FITW and SITW wages for the prior year by processing the FN05.

(4) When the open entitlement is erroneous, or a period previously reported is erroneous, process a 2306 transaction. Keep in mind that if an open BS entry is present, a BS02 transaction must be input with the data from the 2306 transaction. If the BS entry is closed, no further action is required.

(5) Since HFP/IDP is only authorized when a commander certifies the entitlement, HFP-IDP-QUAL values equal to 3, 4, 5, or 6 will not be valid for 2301 transactions; only 2303, 2305, and 2306 transactions. The 2302 transactions will process against all open HFP/IDP entries with those values.

Processing Transactions for HFP/IDP

(1) To start an open period of HF/IDP pay within IAS input the 2301 transaction. Both Hostile Fire Pay and Combat Zone Tax Exclusion may be started from this transaction. The FL entry

will automatically start when a 1 or 2 is in the CZ-DEDTN code in the start transaction. The BS entry shows the actual date of arrival in the Combat Zone area. HFP/IDP pays for the entire month even if only 1 day is in the CZ area.

(2) To stop an open period of HFP/IDP and/or Combat Zone Tax Exclusion, input a 2302 transaction with an effective date the entitlement ends.

(3) To post a term period of HF/IDP with or with out Combat Zone Tax exclusion (within IAS) use 2303.

(4) 2305. The beginning and ending dates must match the MMPA entry. If the posted entry is open entry simply fill prior date stop with zeros.

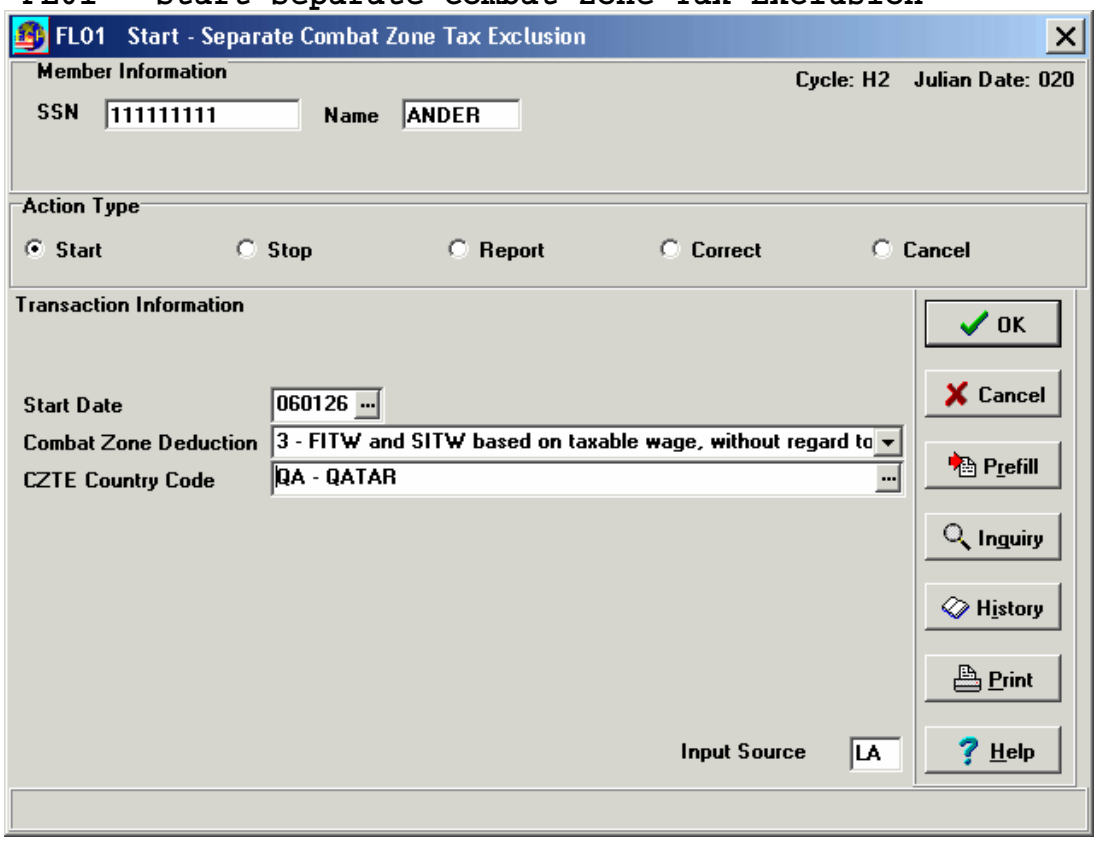
(5) 2306 Cancel transaction would be used for errors in posting within IAS. It is only necessary to input the beginning and, if a term entry, ending period of service. If needed, a DQ and Quasi advance will be system generated to cover the overpayment.

(6) To post an entry of only Combat Zone within IAS submit a FL01.

(7) To correct an entry of CZTE submit an FL05 within IAS. If the entry was posted due to the input of a 23 FID transaction YOU MUST CORRECT WITH THE 2305.

(8) To cancel an entry of CZTE and remove effects within IAS submit a FL06 transaction.

FL01 - Start Separate Combat Zone Tax Exclusion



FL01 – Screen Instructions

START DATE: YYMMDD entitlement starts.

COMBAT ZONE DEDUCTION: For officers, enter applicable code:

1 = No FITW or SITW
2 = FITW and SITW based on taxable wage
3 = FITW and SITW based on taxable wage, without regard to wage exclusion
4 = Prior election

For enlisted members or warrant officers, enter 1 (No FITW or SITW)

COUNTRIES OF THE WORLD: Must be alphanumeric AA – ZZ or 00-99. Refer to DODFMR, Vol. 7A, Figure 10-1 for current zones.

(Remainder of this page is reserved for future use)

Chapter 11 G - OVERSEAS EXTENSION PAY

1. Entitlement to this Special Pay or Bonus is based on the following conditions and at the discretion of the Service Secretary:

- Entitlement to basic pay
- Serving in a duty specialty
- Completion of an overseas tour of duty at a location
- Signing an agreement at the end of the tour of duty to extend for at least one additional year.

Officers are entitled to this special pay, effective February 3, 2004.

Termination of Overseas Extension Pay

- Voluntary termination of duty results in the day of the PCS departure as the last day of entitlement to monthly payments.
- Involuntary departure has no effect on monthly special pay awarded.
- Voluntary or involuntary early termination of overseas duty negates further monthly bonus installments and requires recoupment of unearned installments paid in advance.

Payable Rates

Overseas Extension Pay may be paid by:

- Special pay delivered in monthly installments in an amount designated by each service secretary, not to exceed $80.00 per month.
- A bonus payable in lump sum or monthly installments in an amount designated by each service secretary, not to exceed $2000.00 per year.

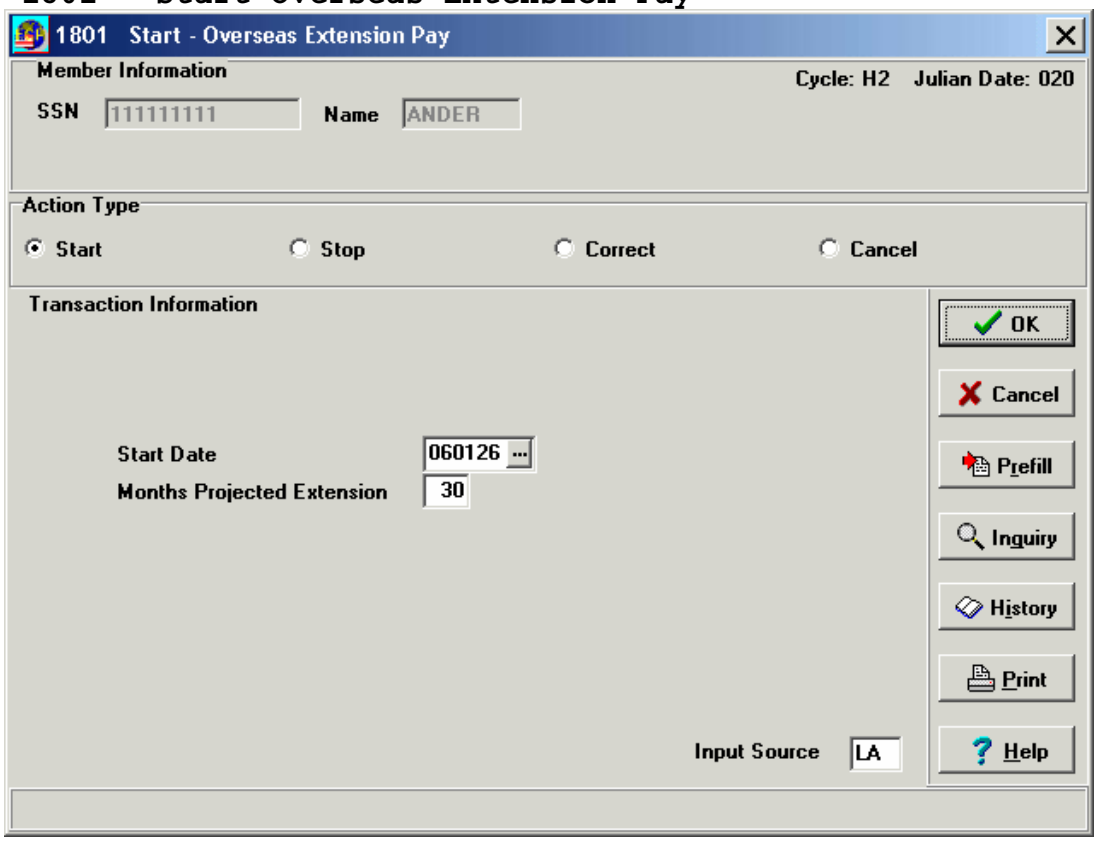
A member can elect to receive a period of special rest and recuperation (SR&R) rather than any cash payments. However, only one method can be selected, cash or SR&R.

Termination and Recoupment of Bonus

Voluntary or involuntary early termination of overseas duty of a member in receipt of a bonus requires termination of further monthly installments and recoupment of the unearned portion of installments or lump sum payments. The Secretary of the Military Department concerned may waive the obligation of a member to reimburse the

United States if the Secretary determines that conditions and circumstances warrant the waiver.
Recoupment of the unearned portion of a bonus will be 1/12 of the bonus amount for each month or portion of a month not served. A member receives credit only for full months served.
A discharge in bankruptcy under Title 11, U.S.C (reference (aj)), that is entered less than 5 years after termination of a bonus extension agreement under this chapter, does not relieve a member from the refund provisions of this section.

1801 - Start Overseas Extension Pay



1801 - MMPA Entry

```
18 O/S EXT PAY*  ENTRY-OPEN-DT 041005 07 10 1  CNTRL-CODE 0  ACTN 01  START
    040223  ENTLMT-MM 40.00  ENTLMT 80.00  ENTLMT-NM 80.00  PROJ-XTNSN 24
```

1801 – Screen Instructions

START DATE: YYMMDD entitlement starts. Must be less than or equal to current date.
MONTHS PROJECTED EXTENSION: Months projected extension; in the range 01 - 35.

(end of chapter 11-G)

Chapter 12 - DEDUCTIONS

I. Voluntary Deductions

Background

In the Defense Joint Military Pay System, Active Component (DJMS-AC) the processing for deductions and indebtedness is executed by entries in the D category. However, additional deductions for taxes can be found in the F category. Deduction credits will show as a negative amount.

Deduction Entries on the MMPA

DB - Servicemen's Group Life Insurance
DB – Servicemen's Family Group Life Insurance
DD – Armed Forces Retirement Home
DE - Montgomery GI Bill
DN – Meal Deductions
D1 – Thrift Savings Plan Contribution

II. Servicemen's Group Life Insurance (SGLI) (DB)

Background

The National Veterans Authorization Act of 1992 changed the SGLI maximum coverage from $100,000 to $200,000 effective December 1, 1992. All members had a 120-day period to sign up for the increased coverage beginning December 1, 1992. After the 120 day enrollment period, members could still request the additional insurance, but would have to take a physical examination to prove good health.

The last rate change occurred September 1, 2005 when the rate increased from $200,000 to $400,000 for maximum coverage and the coverage is in $50,000 increments. Current rates can be found using the Transaction ID JWMM and Table 071.

A deduction for coverage of SGLI (Option T, $400,000 coverage @ $26.00) is established on the Master Military Pay Account (MMPA) for all members upon accession. A member who desires no insurance may apply for SGLI at a later date. A member may also request reduced coverage.

SGLV 8286 – Servicemen's Group Life Insurance Election and Certificate

Please read the instructions before completing this form.

Servicemembers' Group Life Insurance Election and Certificate

Use this form to: (check all that apply)
- ❑ Name or update your beneficiary
- ❑ Reduce the amount of your insurance coverage
- ❑ Decline insurance coverage

Important: This form is for use by Active Duty and Reserve members. This form does not apply to and cannot be used for any other Government Life Insurance.

Last name First name Middle name	Rank, title or grade	Social Security Number

Branch of Service (Do not abbreviate)	Current Duty Location

Amount of Insurance

By law, you are automatically insured for $400,000. ***If you want $400,000 of insurance***, skip to *Beneficiary(ies) and Payment Options*. ***If you want less than $400,000*** of insurance, please check the appropriate block below and write the amount desired and your initials. Coverage is available in increments of $50,000. ***If you do not want any insurance****, check the appropriate block below and write (in your own handwriting), "I do not want insurance at this time."

Declining SGLI coverage also cancels all family coverage under the SGLI program.

- ❑ I want coverage in the amount of $_____ Your initials_____
- ❑ _____

(Write "I do not want Insurance at this time.")

**Note:* Reduced or refused insurance can *only* be restored by completing form SGLV 8285 with proof of good health and compliance with other requirements. Reduced or refused insurance will also affect the amount of VGLI you can convert to upon separation from service.

Beneficiary(ies) and Payment Options

I designate the following beneficiary(ies) to receive payment of my insurance proceeds. I understand that the principal beneficiary(ies) will receive payment upon my death. If all principal beneficiaries predecease me, the insurance will be paid to the contingent beneficiary(ies).

Complete Name (first, middle, last) and Address of each beneficiary	Social Security Number (if known)	Relationship to you	Share to each beneficiary (Use %, $ amounts or fractions)	Payment Option (Lump sum or 36 equal monthly payments)
Principal				
1.				
2.				
3.				
4.				
☐ Additional Principals on page 5 (check if applicable)				
Contingent				
1.				
2.				
3.				
4.				
☐ Additional Contingents on page 5 (check if applicable)				

I HAVE READ AND UNDERSTAND the instructions on pages 2 and 3 of this form. I ALSO UNDERSTAND that:
- ***This form cancels any prior beneficiary or payment instructions.***
- The proceeds will be paid to beneficiaries as stated in #6 on page 3 of this form, unless otherwise stated above.
- If I have legal questions about this form, I may consult with a military attorney at no expense to me.
- I cannot have combined SGLI and VGLI coverages at the same time for more than $400,000.

SIGN HERE IN INK ➢ _____ Date: _____

(Your signature. Do not print.)

Do not write in space below. For official use only.

WITNESSED AND RECEIVED BY:	RANK, TITLE OR GRADE	ORGANIZATION	DATE RECEIVED

SGLV 8286, September 2005

Original Copy - Member's Official Personnel File p. 2
Photocopy 1 - To Member
Photocopy 2 - To Active or Reserve Component of Uniformed Service

SGLV 8286 – Family Coverage Election

Please read the instructions before completing this form.

Family Coverage Election

Servicemember's Information

Last name First name Middle name Suffix (Jr., Sr., etc.)	Date of Birth	Social Security Number

Branch of Service (Do not abbreviate)	Rank, title or grade
Choose Branch	

Amount of Insurance

Family Coverage for Dependent Child(ren). By law, if you are insured under SGLI, each of your dependent children (see page 3 for a definition of dependent children for SGLI purposes) is automatically insured for $10,000.

Family Coverage for Spouse. By law, if you are insured under SGLI, **your spouse is automatically insured for $100,000 or the amount of your SGLI coverage**, whichever is less. ***If you want less than the automatic amount of coverage for your spouse***, please check the appropriate block below and write the amount desired and your initials. Coverage is available in increments of $10,000. ***If you do not want any coverage for your spouse****, check the appropriate block below and write (in your own handwriting), "I do not want coverage for my spouse at this time."

☐ I want coverage in the amount of $_____

☐ _____

(Write "I do not want coverage for my spouse at this time.")

**Note:* Reduced or refused family coverage can *only* be restored by completing form SGLV 8285A with proof of good health and compliance with other requirements. It will also affect the amount of insurance your spouse can convert to when Family Coverage expires.

Spouse's Information

(To be completed by member. It is not necessary to complete this section if you're declining coverage.)

Last name First name Middle name Suffix (Jr., Sr., etc.)	Social Security Number

Date of Birth (dd-mmm-yyyy e.g. 24-AUG-1965)	

Premiums for Spousal Coverage

Spouse's age:	*Monthly rate per $10,000*	*Monthly cost for $100,000 coverage*
Under 35	$.60	$6.00
35-39	$.75	$7.50
40-44	$1.00	$10.00
45-49	$1.90	$19.00
50-54	$2.80	$28.00
55-59	$4.20	$42.00
60 & older	$5.40	$54.00

I HAVE READ AND UNDERSTAND the instructions on pages 2 and 3 of this form and certify that the information I have provided is correct.

SIGNATURE OF SERVICEMEMBER ➢ _____ Date: _____ (dd-mmm-yyyy e.g. 01-NOV-2001)

Do not write in space below. For official use only.

Witnessed and received by: (please print)	Rank, title or grade	Organization	Date Received (dd-mmm-yyyy e.g. 01-NOV-2001)

SGLV 8286A, June 2003

Original Copy - Member's Official Personnel File
Photocopy 1 - To Member
Photocopy 2 - To Payroll Unit

p. 2

B. Special Conditions

The DB04 transaction is used to change member's SGLI coverage option. The DB06 transaction can only be used to cancel a previously submitted DB04 transaction. Therefore when a member elects to have no coverage you must use a DB04 with an option code of 0. The change for SGLI must be for the current processing month or it will recycle with the error code RAJ. The current SGLI rates are listed in Table 071.

Table 071 – Servicemen's Group Life Insurance

```
JUMPS TABLE 071  (INQUIRY)
        PRODUCTION
SERVICEMENS GROUP LIFE INS


CURRENT EFFECTIVE  DATE: 05 09 01
    PROCESSING DATE: 98 06 02

   OPTION   COVERAGE      RATE

   0            0        0.00
   5       50,000        3.25
   A      100,000        6.50
   F      150,000        9.75
   K      200,000       13.00
   Q      250,000       16.25
   R      300,000       19.50
   S      350,000       22.75
   T      400,000       26.00

                          <PF1>: HELP
                          <PF3>: EXIT
```

C. Effects Of MMPA Posting

When a transaction or computer generated action processes and is posted to the MMPA, the information is reflected on the account after the processing update. The figure shows the DB entry on a member's MMPA and the payment options are listed below it.

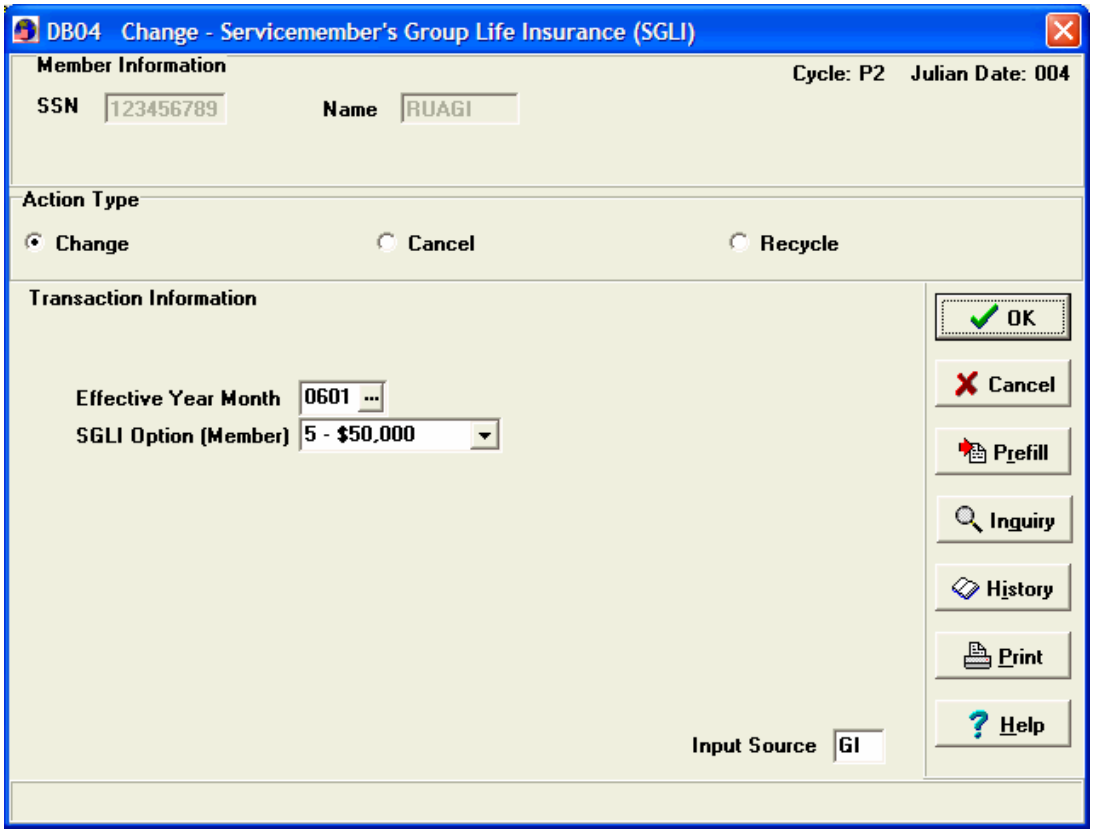
DB –SGLI (Servicemen's Group Life Insurance)

```
DB SGLI*  ENTRY-OPEN-DT 980709 99 07 2  ACTN Z4  START 9807  DEDTN-MM 8.00
   DEDTN-CM 16.00  DEDTN-NM 16.00  OPTNS K
```

D. Processing Transactions

Process SGLI with DB04 to change and DB06 to cancel any erroneous change.

DB04 – Change Servicemen's Group Life Insurance



SGLI Change Processed

```
Before MMPA:
 DB SGLI* ENTRY-OPEN-DT 980709 99 07 2  ACTN Z4  START 9807  DEDTN-MM 8.00  DEDTN-CM
 16.00  DEDTN-NM 16.00  OPTNS K

Chapter 12 After MMPA:
 DB SGLI* ENTRY-OPEN-DT 060104 05 01 1  ACTN 04  START 0601  DEDTN-MM 0.00  DEDTN-CM
 3.25  DEDTN-NM 3.25  OPTNS 5

 DB-SGLI* ENTRY-OPEN-DT 990830 01 09 1  ENTRY-CLSD-DT 060104 01 09 1  CNTRL-CODE 2  ACTN 04
START 9807 STOP 0512 DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-AMT 16.00  OPTNS K
```

DB04 – Screen Instructions

EFFECTIVE YEAR MONTH: Enter the effective date in YYMM format. Date must be equal to or less than the current YYMM + 1 month.

SGLI OPTION (MEMBER): On September 1, 2005, a new maximum coverage of $400,000 was implemented. Coverage amounts were changed to increments of $50,000.

The rate of $6.50 per $10,000 of coverage is unchanged. Coverage for the maximum $400,000 is $26 per month.

Make a selection from the drop-down list. If Effective Month is 0509 or greater, than the Option Code must be one of the below:

0 = No SGLI coverage	
5 = $50,000	Q = $250,000
A = $100,000	R = $300,000
F = $150,000	S = $350,000
K = $200,000	T = $400,000

If Effective Month is earlier than 0509, the Option Code must be one of the below:

0 = No SGLI coverage	D = $130,000
1 = $10,000	E = $140,000
2 = $20,000	F = $150,000
3 = $30,000	G = $160,000
4 = $40,000	H = $170,000
5 = $50,000	I = $180,000
6 = $60,000	J = $190,000
7 = $70,000	K = $200,000
8 = $80,000	L = $210,000
9 = $90,000	M = $220,000
A = $100,000	N = $230,000
B = $110,000	P = $240,000
C = $120,000	Q = $250,000

SGLI OPTION (FAMILY) (Item #9): Disable. Display only if the Input ADSN is 3740 or 3863. When the Input ADSN is not 3740 or 3863 output record = spaces. When the Input ADSN is 3740 or 3863 this field must be 1-9, A, or blank. Display Drop-down list:

SGLI OPTION (FAMILY): NOTE: THIS FIELD IS DISPLAYED FOR USE BY ADSN 3740 (DMDC) AND ADSN 3863 (CENTRAL SITE) ONLY.

Field may be blank or must equal 1-9, A or blank. Drop-down choices are:

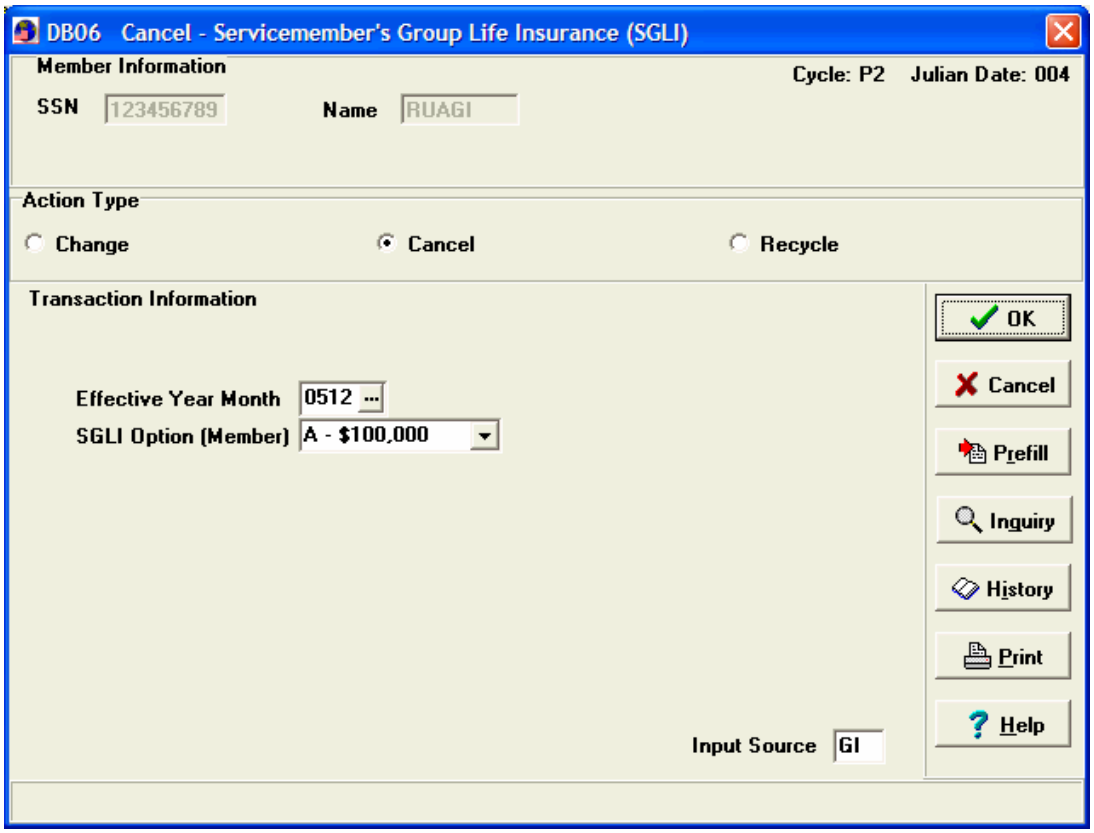
1 = for coverage of $10,000
2 = for coverage of $20,000
3 = for coverage of $30,000
4 = for coverage of $40,000
5 = for coverage of $50,000
6 = for coverage of $60,000
7 = for coverage of $70,000
8 = for coverage of $80,000
9 = for coverage of $90,000
A = for coverage of $100,000
(blank)

AGE OPTION: NOTE: THIS FIELD IS DISPLAYED FOR USE BY ADSN 3740 (DMDC) AND ADSN 3863 (CENTRAL SITE) ONLY.

Field may be blank or must equal A-L. This field must equal A-L when the SGLI Option Family field is filled or blank when the SGLI Option Family field is blank. Drop-down choices are:

A = Under 25, B = 25-29, C = 30-34, D = 35-39, E = 40-44, F = 45-49, G = 50-54, H = 55-59, I = 60-64,
J = 65-69, K = 70-74, L = 75 and older

DB06 – Cancel Servicemen's Group Life Insurance



For DB06 Screen Instructions, look at DB04 Screen Instructions.

SGLI Cancel Processed

Chapter 13 Before MMPA:

```
DB SGLI* ENTRY-OPEN-DT 060104 05 01 1  ACTN 04  START 0512  DEDTN-MM 3.25
DEDTN-CM 3.25  DEDTN-NM 6.50  OPTNS A
```

Chapter 14 After MMPA:

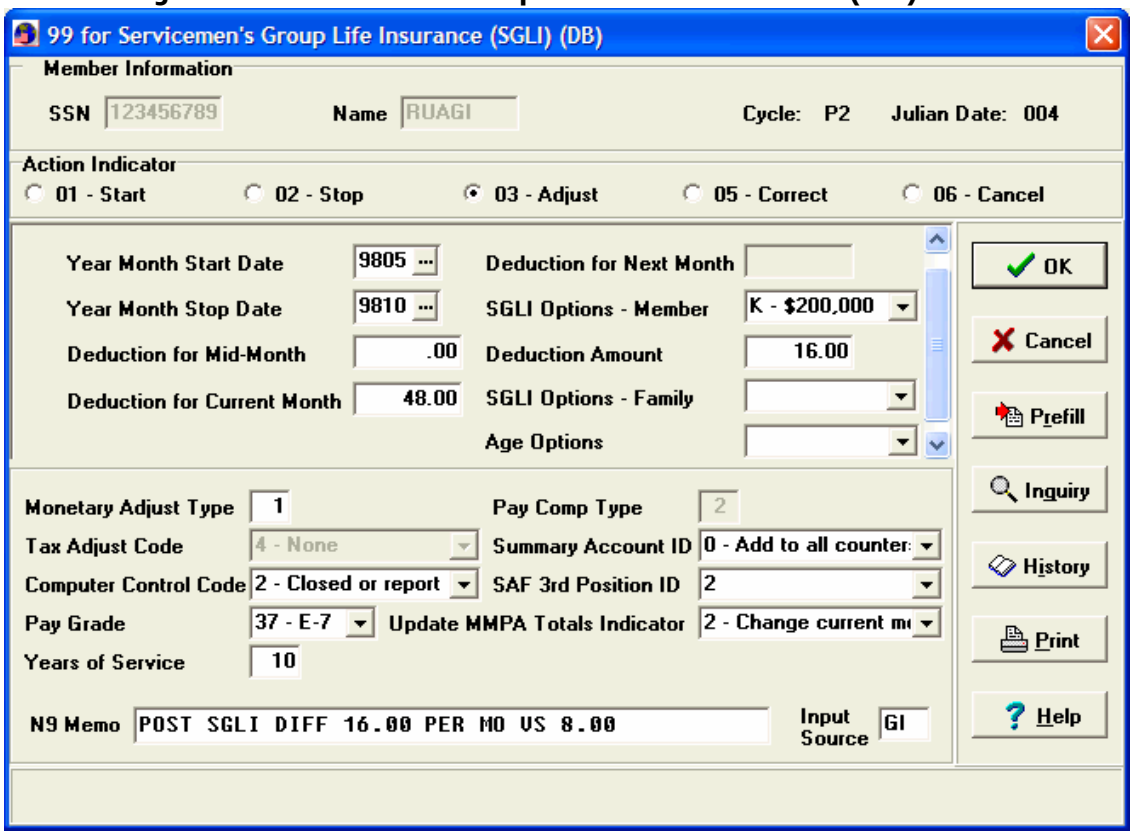
```
DB SGLI* ENTRY-OPEN-DT 051228 06 01 1  ACTN 06  START 9901  DEDTN-MM  9.00
   DEDTN-CM 16.00  DEDTN-NM 16.00  OPTNS K

*NOTE: DB06 IS USED TO CANCEL A PREVIOUS DB04; WILL NOT STOP SGLI COVERAGE.
*NOTE:  IT CANCELS ONLY THE LAST CHANGE MADE TO THE DB ENTRY
```

Corrections

To process a DB04 for dates outside of the current processing month use:

1. DB04 to change from current month forward.
2. 9903(DB) transaction for prior periods.
3.

99 – Adjust Service's Group Life Insurance (DB)



Note: *to credit member who was erroneously deducted SGLI using a 9903 use:*

1. *MONTRY-ADJ-TYPE should be a 2 vice 1 and*

2. *SUMRY-ACCT-ACTN-ID should be a 3 vice 0.*

99 – Adjust Service's Group Life Insurance Screen Instructions (1 of 2)

YEAR MONTH START DATE: Must contain a valid date in YYMM format, equal to or less than the current date.

YEAR MONTH STOP DATE: Stop date must be in YYMM format, equal to or greater than the start date and equal to or less than the current date.

Stop Date is automatically zero-filled when Action Indicator is Start/01 or Correct/05.

DEDUCTION FOR MID-MONTH: May or may not contain an amount. If current date is on or before Mid-Month cut-off, amount should be entered. Otherwise, leave blank.

DEDUCTION FOR CURRENT MONTH: May or may not contain an amount.

DEDUCTION FOR NEXT MONTH: May or may not contain an amount.

This entry will automatically be filled with 0, when Action Indicator = Adjust/03.

SGLI OPTIONS-MEMBER: On September 1, 2005, a new maximum coverage of $400,000 was implemented. Coverage amounts were changed to increments of $50,000.
New coverage codes R, S and T were added. The only valid coverage codes as of 0905 are 0, 5, A, F, K, Q, R, S and T.

Drop-down choices are:

0 = No coverage	A = $100,000	K = $200,000
1 = $10,000	B = $110,000	L = $210,000
2 = $20,000	C = $120,000	M = $220,000
3 = $30,000	D = $130,000	N = $230,000
4 = $40,000	E = $140,000	P = $240,000
5 = $50,000	F = $150,000	Q = $250,000
6 = $60,000	G = $160,000	R = $300,000
7 = $70,000	H = $170,000	S = $350,000
8 = $80,000	I = $180,000	T = $400,000
9 = $90,000	J = $190,000	

DEDUCTION AMOUNT: May or may not contain an amount.

SGLI OPTIONS – FAMILY: May or may not contain data (1-9 or A). If the SGLI Option-Member is not blank/contains data, this field must be blank. If the SGLI Option-Member is blank then this field must contain data.

1 = $10,000	6 = $60,000
2 = $20,000	7 = $70,000
3 = $30,000	8 = $80,000
4 = $40,000	9 = $90,000
5 = $50,000	A = $100,000

AGE OPTIONS: May or may not contain data. Must be A-L if the SGLI Option-Family contains data. Must be blank if the SGLI Option-Family is blank.

A = Under 25, B = 25-29, C = 30-34, D = 35-39, E = 40-44, F = 45-49, G = 50-54,
H = 55-59, I = 60-64, J = 65-69, K = 70-74, L = 75 and older

99 – Adjust Service's Group Life Insurance Screen Instructions (2 of 2)

Indicator = Start/01. '
2' will be automatically entered when Action Indicator = Stop/02.

1 = to increase member's pay
2 = to decrease member's pay

TAX ADJUST CODE: '4' will be automatically entered.

PAY GRADE: Must select the pay grade that applies to the period of adjustment. Must be 01-10, 21-25, 31-39 or 51-54.

YEARS OF SERVICE: Must select the years of service completed that apply to the period of adjustment.

COMPUTER CONTROL CODE: Must select the indicator that identifies the status of the MMPA entry. This entry must be 2, 3 or 4 when Action Indicator = Adjust/03. This entry must be 0-6 or 9 when Action Indicator = Cancel/06.

0 = Open MMPA entry
1 = Open suspense MMPA entry
2 = Closed or report entry on MMPA
3 = Correct overpayment entry
4 = Correct underpayment entry
5 = Correct or cancel report entry having a monetary effect
6 = Correct or cancel report entry having no monetary effect
9 = Open entry suspended due to status, or closed entry

PAY COMP TYPE: '2' will automatically entered (2 - perform pay computation and issue pay authorization).

SUMMARY ACCOUNT ID: Must select the appropriate action. This entry must be 0 or 3 when Action Indicator = Adjust/03.

0 = add to all counters except strength
1 = add to all counters
2 = subtract from all counters
3 = subtract from all counters except strength

UPDATE MMPA TOTALS INDICATOR: Must select the appropriate code that indicates whether the transaction affect money amount fields on the MMPA. This entry will automatically be filled with 4 when Action Indicator = Start/01 or Stop/02.

1 = no change
2 = change current month totals
3 = change next month totals
4 = change current and next month totals

SAF 3rd POSTION ID: Must be 1 or 2. '1' will automatically entered if the SGLI Option -Member is not blank and the SGLI Option-Family is blank. '2' is automatically entered if the SGLI Option-Member is blank and the SGLI Option-Family is not blank.

N9 MEMO ENTRY: Free-form field, 46 positions. Special characters allowed. First two positions, N9, are system-generated (in the output record) and do not need to be entered.

III. Family Service Members Group Life Insurance

Background

Effective November 1, 2001, FSGLI automatically covers spouses and dependent children (insurable dependents) of uniformed service members. In order for the spouse and children to be eligible for family coverage, the service member must be enrolled in the full-time SGLI coverage. Enrollment for members of the Uniformed Services is based on dependent information in the Defense Enrollment Eligibility Reporting System (DEERS). For Marine Corps members, enrollment is based on dependent information on the Marine Corps Total Force System (MCTFS).

Spousal Coverage. A spouse of an eligible member is automatically covered in the amount of $100,000. However, coverage of a spouse cannot exceed the member's SGLI coverage if such coverage is less than $100,000. For example, if the member's SGLI coverage is $80,000.00, then the coverage for the spouse cannot exceed $80,000.

Cost. The premiums are based on the age and the amount of coverage of the spouse. The premium rates for the spouse are as follows:

Age	Monthly Rate (Per $10,000)	Monthly Cost (Per $100,000)
Under 35	$0.90	$9.00
35 - 44	$1.30	$13.00
45 - 49	$2.00	$20.00
50 - 54	$3.20	$32.00
55 - OVER	$5.50	$55.00

Children's Coverage. Each child is covered in the amount of $10,000 at no cost to the member. The member may not decline coverage or elect to insure any child for less than $10,000. In the case of a member married to another member, a child may not be insured by more than one member. The child shall be insured by the coverage of the member whose eligibility for insurance occurred first, except in cases where the senior member does not have legal custody of the child. In such cases, the child will be insured by the coverage of the member who has custody of the child.

Member Married to Member. A member married to another member is eligible for coverage under this program. A member must ensure information in the DEERS/MCTFS is updated to reflect that the spouse is a member of the Uniformed Services so they can be automatically enrolled in FSGLI. Refer to paragraph above for children's coverage.

IV. Armed Forces Retirement Homes Deduction (AFRH-FID DD)

Background

This deduction was known previously as United States Soldier's and Sailor's Home. The current rate is $.50 per month or any portion of a month for enlisted members only. Officers are not assessed this deduction. The deductions are not made for a month in which the member is in a non-pay status for the entire month (SJ, SK, SP, etc). If the bad status begins on the first day of a month, the deduction is suspended at the end of the prior month. Since the deduction is suspended programmatically, no input is required. When an accession transaction (EA/ E2) is processed for a member with a service component (Master Military Pay Account – MMPA) a MMPA entry DD is programmatically established. No input transaction is required. DJMS-AC Table 070 (AFRH) Monthly Deduction Rate) may be viewed through JWMM. The table contains effective dates and rates.

Table 070 – AFRH Monthly Deduction

```
                        JUMPS TABLE 070  (INQUIRY)
                                PRODUCTION
                        AFRH MONTHLY DEDUCTION RATE

     CURRENT EFFECTIVE  DATE: 1977 03 01
             PROCESSING DATE: 1994 07 19

               RATE
                .50

                <PF1>: HELP
                <PF3>: EXIT
```

Effects on MMPA

The DD entry on the MMPA shows the monthly deduction amount as well as the start date of the deduction. This deduction is started with the accession of a member. It is a Fixed Entry.

DD MMPA Entry (AFRH)

```
DD AFRH*  ENTRY-OPEN-DT 970101 96 01 1  ACTN 04  START 9701  DEDTN-CM 0.50
   DEDTN-NM 0.50
```

Processing Transactions

Should the deduction for Armed Forces Retirement Home (AFRH) not start with accession or needs to be restarted after a UA period. A 9901-DD transaction is used.

9901 DD – Start Armed Forces Retirement Home

```
20-21    Constant DD
     22-25    Start Date of DD
     26-29    Stop Date for 9901 should be zero filled
     30-32    Current month deduction (should include all retro months plus current
              month deduction)
     33-34    Next Month Deduction
     35-36    Monthly Deduction Amount
     53-54    Action Indicator (Type of Transaction)
     55Monetary Adjustment Type
     56       Tax Indicator
     57-58    Grade
     59-60    Years of service
     61Computer Processing Code
     62       Pay Comp Type
     63       Summery Action Indicator
     64       Update MMPA control number
     65       SAF-ID
     66-67    Constant 10
```

Corrections

When a member’s service component code (MMPA entry TP has been changed from Reserve (N, S, or V) to Regular, process:

(1) 9804 transaction to overlay the TP to R.
(2) 9901(DD) transaction to start AFRH deduction.
(3) Use 9903(DD) transaction for any retroactive deduction amount that could not be included in the 9901 transaction.

When a member’s service component code has been changed from Regular to Reserve, process:

TP04 transaction to correct the TP to N, S or V
9902(DD) transaction to stop AFRH deduction.
9903(DD) transaction to refund any deductions amount that could not be included in the transaction.

V. Montgomery GI Bill (DE)

Background

The Montgomery GI Bill was established as an educational assistance program available to individuals who first enter active duty on or after July 1 1985. Individuals electing to participate in the program will have their base pay reduced by $100.00 per month for 12 months or they can elect to pay a one time lump sum payment of $1200.00. The decision to decline enrollment is irrevocable after the first 14 days of active duty.

In 2001, Congress added the MGIB “Buy Up” Option which allows Active Duty service members to contribute up to $600 additional into the MGIB program. The initial $1,200 must be paid in full before any additional contributions can be made. This means that service members can contribute up to a total of $1,800 i.e. the initial mandatory $1,200 payment, plus an additional $600 ‘Buy Up” contribution. The “Buy Up” Option requires that the election and payment of the additional $600 must be done before the member is released from active duty.

Coding for the “Buy Up” contribution is noted in the DMO help menu utilizing transaction type “A” – Additional Benefits which can be made in increments ranging from $20 up to $600.

MGIB is shown in the DE entry on DJMS.

(The remainder of this page is blank intentionally)

DD Form 2366 – Montgomery GI Bill Form

MONTGOMERY GI BILL ACT OF 1984 (MGIB)
(Chapter 30, Title 38, U.S. Code)
BASIC ENROLLMENT

PRIVACY ACT STATEMENT

AUTHORITY: Chapter 30, Title 38, U.S. Code, Sections 3011, 3012, 3018A, and 3018B; and EO 9397.

PRINCIPAL PURPOSE(S): To document the understanding of members about their eligibility or lack of eligibility for benefits under the Montgomery GI Bill Act of 1984 (MGIB) and document a member's election to decline enrollment for benefits under the MGIB.

ROUTINE USE(S): To the Department of Veterans' Affairs to ascertain an individual's eligibility to claim benefits under the MGIB.

DISCLOSURE: Voluntary; however, failure to provide the requested information will result in the individual being automatically enrolled in the MGIB program.

1. SERVICE MEMBER DATA

a. NAME *(LAST, First, Middle Initial)*	b. SOCIAL SECURITY NUMBER (SSN)

2. STATEMENT OF UNDERSTANDING FOR INELIGIBLE MEMBERS

I am **NOT** eligible for the MGIB because (a) I am a service academy graduate, or (b) I am an ROTC scholarship graduate who received more than the current minimum amount allowed for enrollment in MGIB, or (c) I am a prior service member who disenrolled during my previous term of active duty.

a. SERVICE MEMBER SIGNATURE	b. RANK/GRADE	c. DATE SIGNED *(YYYYMMDD)*

3. STATEMENT OF UNDERSTANDING FOR ALL ELIGIBLE MEMBERS

(1) I am automatically enrolled unless I exercise the option to **DISENROLL** by signing Item 5 below.

(2) **UNLESS I DISENROLL** from the MGIB, my basic pay will be reduced $100 per month, or the current monthly rate until $1,200 has been deducted; this basic pay reduction **CANNOT** be **REFUNDED, SUSPENDED OR STOPPED**, this is an **IRREVOCABLE DECISION**.

(3) I must complete 36 months of active duty service (24 months if my enlistment is for less than 36 months) before I am entitled to the current rate of monthly benefits. The MGIB provides benefits for a period of 36 months.

(4) I understand I am eligible for an increased monthly benefit by contributing an additional amount, not to exceed $600 while on active duty. Once I separate, I cannot contribute.

(5) I must receive an **HONORABLE** discharge for service establishing entitlement to the MGIB. This **DOES NOT** include "under honorable conditions".

(6) I must complete the requirements of a secondary school diploma or equivalency certification, or successfully complete the equivalent of 12 semester hours in a program of education leading to a standard college degree before applying for benefits with the Department of Veterans' Affairs.

(7) I have 10 years from date of last discharge from active duty to use MGIB benefits.

(8) If I die while on active duty, or within one year after discharge or release from active duty if service related, my designated beneficiary(ies)will receive the unused balance of the money reduced from my basic pay for the MGIB. This death benefit will be paid by the Department of Veterans' Affairs (DVA).

(9) I cannot receive any combination of DVA educational benefits in excess of 48 months.

(10) I must complete at least 24 months of a 3 year active duty service obligation and if my obligation is 2 years I may join and serve honorably in the Selected Reserve for a minimum of 48 months to qualify for the current active duty benefit rate. A (one) period of service **CANNOT** qualify me for both active and reserve MGIB benefits.

a. SERVICE MEMBER SIGNATURE	b. RANK/GRADE	c. DATE SIGNED *(YYYYMMDD)*

4. SERVICE UNIQUE EDUCATION ASSISTANCE OPTIONS

5. STATEMENT OF DISENROLLMENT

I **DO NOT** desire to participate in MGIB. I understand the benefits of the MGIB program and that **I WILL NOT** be able to enroll at a later date.

a. DATE SIGNED *(YYYYMMDD)*	b. RANK/GRADE	c. SERVICE MEMBER SIGNATURE

6. CERTIFYING OFFICIAL

a. TYPED OR PRINTED NAME *(LAST, First, Middle Initial)*	b. RANK/GRADE	c. SIGNATURE	d. DATE SIGNED *(YYYYMMDD)*

DD FORM 2366, JUN 2002 PREVIOUS EDITION IS OBSOLETE. Reset

Effects on the MMPA

The MGIB entry on the MMPA is automatically started with accession. The member has the first 2 weeks of duty to decline the plan else it is automatically deducted at the rate of $100 per month for twelve months. The member during this two-week time frame may also choose another payment option such as a single $1200 payment or any other combination of payments.

The DE entry will also affect the members F (Taxes) category on the MMPA due to being a deduction from the members base pay.

Example:

If a member's base pay is $1800.00 per month and has a MGIB deduction of $100.00 per month then his FC (Social Security Wages) and FH (Medicare Wages) will reflect $1700.00 earned in that month. It will also lower the monthly wages in the FJ (Federal) and the FK (State) FIDS by $100.00.

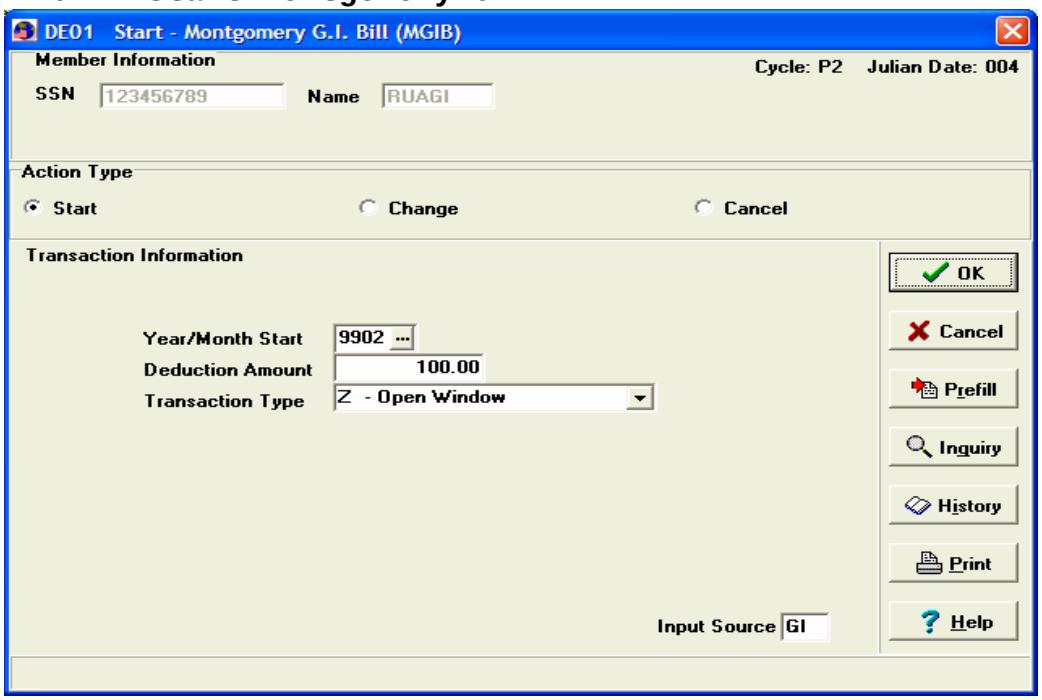
MGIB Entry-DE

```
DE MONTGOMERY GI BILL*  ENTRY-OPEN-DT 990113 13 01 2  CNTRL-CODE 0  ACTN E1
   START 9902  DEDTN-MM 50.00  DEDTN-CM 100.00  DEDTN-NM 100.00  DEDTN-TO-
   DATE  300.00  DEDTN-MAX 1,200.00  TRANS-TYPE W
```

Processing

MGIB is usually done by the field activity or by the MGIB coordinator at DFAS-IN. The processing actions are as follows DE01 (Start), DE04 (Change) and DE06 (Cancel).

DE01 – Start Montgomery G.I.Bill



Montgomery G.I. Bill Started

Chapter 15 **MMPA After Start**

```
DE MONTGOMERY GI BILL*  ENTRY-OPEN-DT 990115 15 01 2  CNTRL-CODE 0  ACTN 01
   START 9902  DEDTN-MM 50.00  DEDTN-CM 100.00  DEDTN-NM 100.00  DEDTN-TO-DATE
   200.00  DEDTN-MAX 1 200.00  TRANS-TYPE Z
```

DE01 – Screen Instructions

YEAR/MONTH START: Must contain a date in YYMM format. Date must equal the current month or the current month + 1.

DEDUCTION AMOUNT: Must contain an amount as specified:

If the Transaction Type is A, then the Deduction Amount entered must be between $20 and $600.

If the Transaction Type is V, then the Deduction Amount must be greater than $0 but cannot exceed $2700.

If the Transaction Type is W, then the Deduction Amount entered must be between $100 and $1200.

If the Transaction Type is Z, then the Deduction Amount must be greater than $0 but cannot exceed $1200.

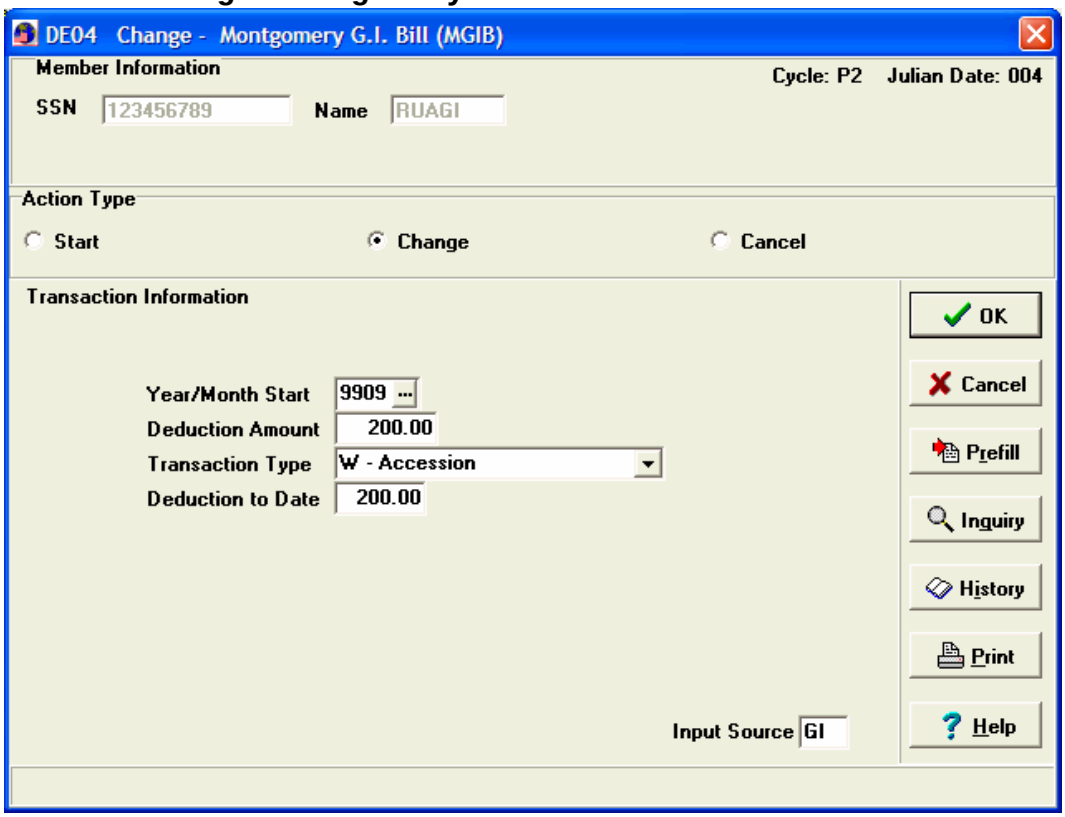
TRANSACTION TYPE: Must make a selection from the following Drop-Down choices:

A = Additional Benefits
V = VEAP Transfer
W = Accession
Z = Open Window

NOTE: For Air Force and Navy the Transaction Type must equal A or V.

For Army and Central Site the Transaction type must equal A, V, W, or Z.

DE04 – Change Montgomery G.I.Bill



Montgomery G.I. Bill Changed

```
Before MMPA:
DE MONTGOMERY GI BILL*  ENTRY-OPEN-DT 990315 13 03 2  CNTRL-CODE 0  ACTN E1
   START 9907  DEDTN-MM 50.00  DEDTN-CM 100.00  DEDTN-NM 100.00  DEDTN-TO-DATE
   200.00 DEDTN-MAX 1,200.00  TRANS-TYPE W

After MMPA:
DE MONTGOMERY GI BILL* ENTRY-OPEN-DT 990907 01 09 1 CNTRL-CODE 0 ACTN 04
   START 9909  DEDTN-MM 100.00  DEDTN-CM 200.00 DEDTN-NM 200.00  DEDTN-TO-DATE  300.00
   DEDTN-MAX 1,200.00  TRANS-TYPE W
DE-MONTGOMERY GI BILL* ENTRY-OPEN-DT 990315 13 03 2 ENTRY-CLSD-DT 990907 01 09 1
    CNTRL-CODE 2  ACTN E1  START 9907  STOP 9908 DEDTN-MM 0.00  DEDTN-CM 0.00
    DEDTN-NM 0.00  DEDTN-AMT 100.00  DEDTN-TO-DATE 100.00  DEDTN-MAX 1,200.00
    TRANS-TYPE W  REFND-AMT
       0.00
```

YEAR/MONTH START: Must contain a date in YYMM format. Date must equal the current month or the current month + 1.

DEDUCTION AMOUNT: Must contain an amount. The value entered must be between $0 and $2700.

TRANSACTION TYPE: Must make a selection from the following Drop-Down choices:

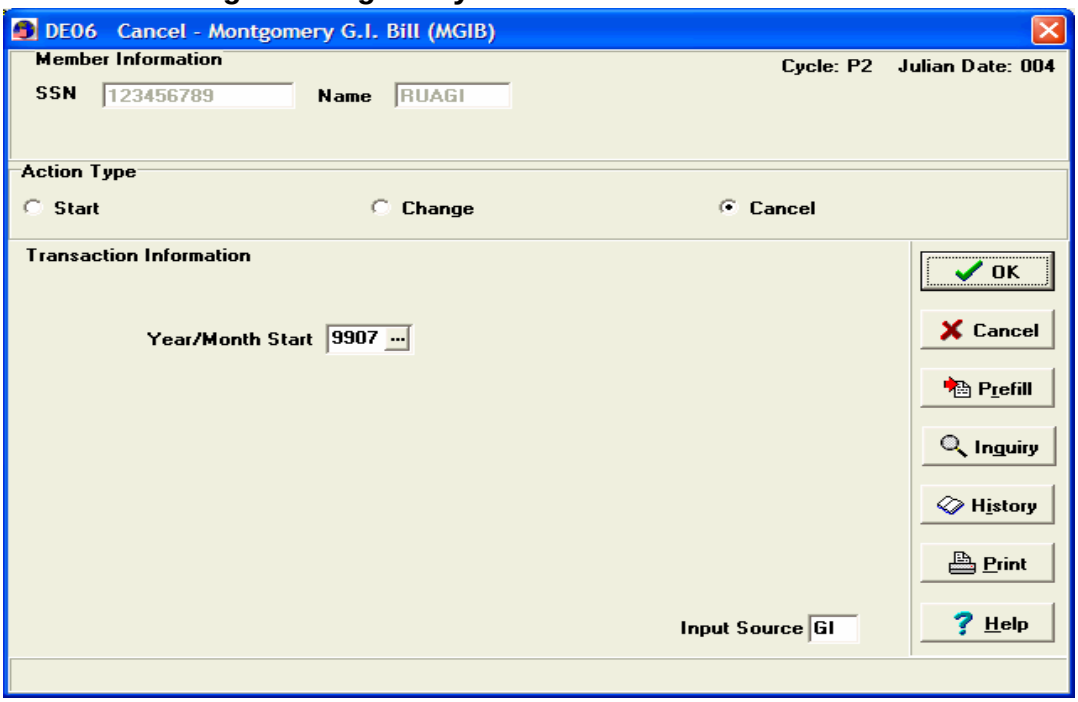
A = Additional Benefits
V = VEAP Transfer
W = Accession
Z = Open Window

NOTE: For Air Force and Navy the Transaction Type must equal A or V.
For Army and Central Site the Transaction type must equal A, V, W, or Z.

DEDUCTION TO DATE: If the Transaction Type is A then the Deduction Amount entered must be greater than $0 but cannot exceed $600.

If the Transaction Type is W, Z, or V this field must be blank.

DE06 – Change Montgomery G.I.Bill



DE06 – Screen Instruction

DE06 - CANCEL MONTGOMERY G.I. BILL (MGIB)

YEAR/MONTH START
Must contain a date in YYMM format. Date entered must be less than or equal to the current month or current month + 1.

(this page is reserved for future use)

Chapter 13 - THRIFT SAVINGS PLAN (TSP)

TSP is a Government-sponsored retirement savings and investment plan. Congress established the plan as part of the Federal Employees' Retirement System Act (5 U.S.C. 8431-8440). Participation in the plan for military members was allowed by the National Defense Authorization Act for Fiscal Year 2000 as amended by the National Defense Authorization Act for Fiscal Year 2001. The plan offers tax deferral advantages similar to those offered by private corporations to their employees under 401(k) plans. The Federal Retirement Thrift Investment Board, which operates the plan solely for the benefit of the participants and their beneficiaries, administers the plan. The record keeper for the plan is the National Finance Center (NFC) in New Orleans, Louisiana.

A. Participation

1. When to Begin TSP Deductions. Any eligible member may elect to participate in this plan starting October 9, 2001.

2. Members Join or Rejoin on or After December 8, 2001. Members who join a uniformed service on or after December 8, 2001, as well as those who rejoin following a break in service on or after December 8, 2001, will be able to elect to participate in TSP on the first day the member becomes eligible (or becomes eligible again for those members who rejoin following a break in service) to receive basic pay.

3. Member Transfers. When members transfer between components or branches of the Uniformed Services, their TSP contributions may be continued. The member will notify their gaining servicing organization of their existing TSP contribution rates in order to continue TSP contributions and or loan payments without interruption.

4. For Active to Reserve Transfers. TSP election can be presented to the member's gaining servicing office to continue TSP contributions and or loan payments without interruption.

5. For Reserve to Active Transfers. The existing TSP election can be presented to the member's gaining organization to continue TSP contributions and or loan payments without interruption.

6. Transferring From One Branch of Service to Another Branch of Service. A member may make a new election when transferred.
No contribution for any given year may exceed the limitation under sections 402(g) and 415 of the Internal Revenue Code.

The maximum amount a member may contribute out of basic pay in any pay period shall be increased in accordance with the following:

Pay Period in Year	Maximum Percentage Allowable
2002	7
2003	8
2004	9
2005	10
2006 and after	100

7. A member making contributions to TSP out of basic pay or compensation may also contribute any part of any special pay, incentive pay, or bonus that the member receives under 37 U.S.C. chapter 5.

8. All TSP contributions must be made through payroll deduction. Lump-sum contributions for special, incentive and bonus payments are permitted only through payroll deductions. The member may elect a whole percentage between 1-100 percent for special, incentive and bonus entitlements. The total TSP contributions (to include basic pay) are not to exceed limitations under sections 402(g) and 415 (c) of the Internal Revenue Code.

9. The choice to stop contributing to TSP is permitted at any time. It is effective at the end of the pay period in which that election is accepted by the member’s servicing activity. If basic pay contributions are terminated, TSP deductions for special, incentive and bonus pays will also be terminated with the same effective date.

B. Matching Contributions.

The Service Secretary may enter into an agreement with a member to make matching contributions to the Thrift Savings Plan for the benefit of the member if the member is in a specialty designated as critical to meet wartime or peacetime requirements. The member shall commit to serve on active duty in that specialty for a period of 6 years.

A. The Service Secretary will make these contributions for each pay period of the 6-year period that the member makes contributions.

B. Contributions are matched dollar for dollar for the first three percent of basic pay contributed per pay period, and 50 cents on the dollar for the next two percent of pay. Therefore, the member will not receive matching contributions for amounts contributed above 5 percent.

C. TSP Loan Program

A. General. Under 5 U.S.C. 8433 (g), all TSP participants are eligible to obtain a TSP loan. Members may borrow only from their own contributions and earnings. The minimum amount a member can borrow is $1,000. A member may have a total of two loans. The total outstanding loans cannot exceed $50,000. When a member has both a civilian TSP account and a military TSP account, the maximum loan amount applies to the combined accounts and not to each account separately.

B. Types of Loans. Loans can be made for the following purposes:

1. Residential.
2. General purpose.

C. Interest Rate. The interest rate shall be the posted rate for the G Fund at the time that the loan application is received at the TSP Servicing Office. The rate is fixed at that level for the life of the loan, and the interest paid on the loan shall go back to the member’s own TSP account and is not tax deductible.

D. Tax Exempt Amount. When a participating member has contributions that are made from tax exempt pay as well as from tax deferred pay, the loan principal will be made and repaid on a pro rata basis from these funds. For additional information, see TSP booklet on TSP Loans (January 2002).

D. Breakage (Lost TSP Earnings) Due to Agency Error

A. Authority. 5 U.S.C. 8432a provides statutory authority for employing agencies to pay to the TSP amounts representing breakage (lost earnings) resulting from agency errors. If a member receives pay from which member contributions should have been deducted, but as a result of agency error, all or any part of those deductions were not made, then even if the member makes up those member contributions, the belated member contributions shall not be subject to lost earnings. The following are conditions that require payment of breakage:

1. Delayed or Erroneous Contributions When Member Received Pay

a. If a member receives pay, but as a result of an agency error all or any part of the agency matching contribution associated with that pay are not timely received by the TSP record keeper, the agency belated contributions shall be subject to breakage.

b. If a member receives pay where contributions were properly deducted but, as a result of an agency error, all or any

part of the associated agency matching contributions were not timely received by the TSP record keeper, then the belated contributions will be subject to breakage.

c. If a member receives pay where contributions were properly deducted but, as a result of an agency error all or any part of those member contributions were not timely received by the TSP record keeper, the belated contributions will be subject to breakage.

2. Agency Delay in Basic Pay, Special Pay, Incentive Pay and Bonus. Where, as the result of an agency error, a member does not timely receive all or any part of pay to which entitled, all such belated member contributions and agency matching contributions shall be subject to breakage.

3. Late Payroll Submissions. All contributions contained in a payroll submission received by the TSP record keeper more than one pay period after the pay date associated with that payroll submission shall be subject to breakage.

4. Loan Allotments. Loan allotments deducted from a member’s pay but not timely received by the TSP record keeper due to agency error shall be subject to breakage.

5. Minimum Dollar Amount. Breakage on loan allotments and late contributions shall be calculated by the TSP system only for those contributions and loan allotments that are $1 or more.

6. Agency Responsibility. The employing agency whose error caused a late or erroneous investment of money in the TSP is responsible for payment of any breakage resulting from that error. The paying office that submitted payment records or loan allotments that are subject to breakage is also responsible for submitting the appropriate breakage records relating to those submissions. The amount of breakage that is calculated shall be charged to the TSP clearing account of the submitting paying office. Where another employing agency caused the late or erroneous submission by the submitting paying office, the paying office that was charged for the amount of breakage calculated should seek reimbursement from the other employing agency.

7. Detailed Information on Breakages. For detailed information concerning the breakage (lost earnings) process, refer to TSP bulletins. The TSP bulletins are available on the Internet at http://www.tsp.gov.

Thrift Savings Plan (TSP) Active Component Processing Procedures

Input for DJMS-AC:

JDC, DMO, MY PAY

D101 – Transaction to start TSP
D102 - Transaction to stop TSP contributions. TSP will collect through month of receipt and close the first day the following processing month.
D103 – U equal recharacterizes, V = Recalculates, and W = future to restart TSP next calendar year.
D104 – Transaction to change tsp contribution percentages, Date of Birth, or address.
D105 – Transaction to correct prior months contributions, due to a retroactive adjustment, or refund erroneous or return payments
D106 – Transaction to cancel current or prior month TSP contribution to NFC.
D118 – Transaction to suspend TSP.
D120 – Transaction to resume TSP
DS01 - Transaction to start Catch-Up 50/50

Note - When processing and reviewing an account for TSP activity, you must be aware of the several avenues for input to the MMPA for TSP by the Field, the Member thru My Pay and Central Site. Each input for transaction can be superseded by the other.

MMPA

The following are examples of a DJMS account with TSP entries.

```
D1 THRIFT SAVINGS PLAN CONTRIBUTION*  ENTRY-OPEN-DT 060101 99 01 1
CNTRL-CODE 0   ACTN Z4  EFF-DATE 060101  DEDTN-MM 1,025.39  DEDTN-CM
2,050.79  DEDTN-NM 2,050.79  DEFERRED-CM 2,050.79  DEFERRED-NM
2,050.79  EXEMPT-CM 0.00  EXEMPT-NM 0.00  MATCHING-CM 0.00
MATCHING-NM 0.00  RSN-SUSPN    TAX-YEAR 06

M0 THRIFT SAVINGS PLAN ELECTION*  ENTRY-OPEN-DT 051227 01 01 1  ACTN
04 EFF-DATE 060101  BASE-PAY-% 10  BASE-PAY-AMT 0.00  SPECIAL-PAY-%
100 SPECIAL-PAY-AMT 0.00  INCENTIVE-PAY-% 100  INCENTIVE-PAY-AMT
0.00  BONUS-% 100 BONUS-AMT 0.00  AUTOMATIC-% 0.0  AGENCY-MATCHING-%
0.0  SPECIALTY- RETENTION-% 0.0
```

```
M1   EFF-DATE 060101 YTD-DEFERRED 2,050.79 YTD-EXEMPT 0.00  YTD-
MATCHING 0.00    M1 THRIFT SAVINGS PLAN INFORMATION*  ENTRY-OPEN-DT
051222 98 12 2  ACTN
JAN-DEFERRED 2,050.79  JAN-EXEMPT 0.00  JAN-MATCHING 0.00  FEB-
DEFERRED 0.00  FEB-EXEMPT 0.00  FEB-MATCHING 0.00  MAR-DEFERRED 0.00
MAR-EXEMPT 0.00  MAR-MATCHING 0.00  APR-DEFERRED 0.00  APR-EXEMPT
0.00  APR-MATCHING 0.00  MAY-DEFERRED 0.00  MAY-EXEMPT 0.00  MAY-
MATCHING 0.00  JUN-DEFERRED 0.00  JUN-EXEMPT 0.00  JUN-MATCHING 0.00
JUL-DEFERRED 0.00  JUL-EXEMPT 0.00  JUL-MATCHING 0.00  AUG-DEFERRED
0.00  AUG-EXEMPT 0.00  AUG-MATCHING
0.00  SEP-DEFERRED 0.00  SEP-EXEMPT 0.00  SEP-MATCHING 0.00  OCT-
DEFERRED 0.00  OCT-EXEMPT 0.00  OCT-MATCHING 0.00  NOV-DEFERRED 0.00
NOV-EXEMPT 0.00  NOV-MATCHING 0.00  DEC-DEFERRED 0.00  DEC-EXEMPT
0.00  DEC-MATCHING 0.00  TAX-YEAR 06

DS INDEBT OTHER*  ENTRY-OPEN-DT 060131 04 02 1  CNTRL-CODE 0  ACTN
01  START 0602  DEDTN-MM 250.00  DEDTN-CM 500.00  DEDTN-NM 500.00
SPEC-INDEBT      5,000.00  BAL- DUE-CM 4,500.00  RSN-SUSPN 0  DA-
PROCSD 031  CAL-YR 06 AMT-FRGVN 0.00  INDEBT-TYPE H  APPROP-IND 3
APPROP-CODE 21 F 3882 7005 SUBSIDIARY-DATA 200 0000 000000 0000
012120  CO E056734 APC 000000  SDN 00000000000000   INPUT-ADSN 4837
```

(the remainder of this page is intentionally blank)

THRIFT SAVINGS ELECTION FORM

THRIFT SAVINGS PLAN
ELECTION FORM

TSP-U-1

Use this form to start, stop, or change the amount of your contributions to the Thrift Savings Plan (TSP).

Before completing this form, please read the *Summary of the Thrift Savings Plan* and the instructions on the back of this form. Type or print all information. **Return the completed form to the office of your service that is responsible for enrolling members in the TSP.** (See instructions.)

Note: To choose your investment funds, see the instructions in the General Information section on the back of this form.

I. INFORMATION ABOUT YOU

1. _____ Name (Last) (First) (Middle)

2. _____ Mailing Address (may be APO or FPO) City State Zip Code

3. _____ – _____ – _____ Social Security Number

4. (_____) _____ Telephone (Area Code and Number)

5. ___/___/___ Date of Birth (mm/dd/yyyy)

6. _____ Office Identification (Service and Organization)

II. START OR CHANGE YOUR CONTRIBUTIONS *(Use whole percentages only.)*

To start or change the amount of your contributions, enter in Item 7 the percentage of your basic pay per pay period that you want to contribute.

7. _____.0% **Basic Pay**

If you contribute from basic pay, you may also elect to contribute from incentive pay and special pay, including bonus pay, by completing Items 8 – 10. If you elect to contribute from any of these types of pay, your election will take effect whenever you become entitled to this pay.

8. _____.0% **Incentive Pay**

9. _____.0% **Special Pay** *(except bonus pay)*

10. _____.0% **Bonus Pay**

III. STOP YOUR CONTRIBUTIONS

To stop all contributions to the TSP, check Item 11 and complete Section IV. If you want to stop only your contributions from incentive pay, special pay (except bonus pay), or bonus pay, check Items 12, 13, or 14, as appropriate, and complete Section IV. Your contributions will stop no later than the first full pay period after your service receives this form.

11. ☐ Stop my contributions from **basic pay**. I understand that checking this box will also cause my contributions from all other types of pay to stop.

12. ☐ Stop my contributions from **incentive pay**.

13. ☐ Stop my contributions from **special pay** *(except bonus pay)*.

14. ☐ Stop my contributions from **bonus pay**.

IV. SIGNATURE

15. _____ Service Member's Signature

16. ___/___/___ Date Signed (mm/dd/yyyy)

V. FOR SERVICE USE ONLY

17. _____ Payroll Office Number

18. ___/___/___ Receipt Date (mm/dd/yyyy)

19. ___/___/___ Effective Date (mm/dd/yyyy)

20. _____ Signature of Service Official

PRIVACY ACT NOTICE. We are authorized to request this information under 5 U.S.C. chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you provide on this form to process your election. This information may be shared with other Federal agencies or the uniformed services for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating a violation of civil, criminal, or military law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your election.

ORIGINAL TO PERSONNEL FOLDER
Provide a copy to the member and to the Payroll/Finance Office.

Form TSP-U-1 (1/2006)
PREVIOUS EDITIONS OBSOLETE

t

Election Form
(1/2006) - 2 pages - LPV 9/2002

To start, stop, or change contributions to the TSP through your service

THRIFT SAVINGS WITHDRAWL FORM

To request a financial hardship withdrawal while still employed.

THRIFT SAVINGS PLAN
FINANCIAL HARDSHIP
IN-SERVICE WITHDRAWAL REQUEST

TSP-U-76

I. INFORMATION ABOUT YOU

1. Name _____ (Last / First / Middle)
2. ___ – ___ – ___ Social Security Number
3. (___) ___ – ___ Daytime Phone (*Area Code and Number*)
4. Address _____ Street address or box number
5. City _____
6. State/Country
7. Zip Code

II. WITHDRAWAL REQUEST

The amount you request must be $1,000 or more and cannot be more than the dollar amount that will relieve the hardship indicated in Item 9.

8. Amount of withdrawal you are requesting $ _____.00
9. Reason(s) you are requesting a financial hardship withdrawal. (See "Determining Financial Hardship" in the instructions, then check all that apply.)
   - ☐ Negative monthly cash flow
   - ☐ Medical expenses
   - ☐ Legal expenses for separation or divorce
   - ☐ Personal casualty loss

III. SPOUSE INFORMATION

10. Are you married (even if separated from your spouse)?
    ☐ Yes (Complete this section.) ☐ No (Skip to Section V.)
11. _____ Spouse's Name (Last / First / Middle)
12. ___ – ___ – ___ Spouse's Social Security Number

IV. FOR MARRIED UNIFORMED SERVICES PARTICIPANTS ONLY

Your spouse must consent to your withdrawal. His or her signature must be notarized.

Spouse's Consent: By signing below, I consent to this financial hardship in-service withdrawal from my spouse's uniformed services Thrift Savings Plan account.

13. _____ Spouse's Signature
14. _____ Date Signed

Notarization of Spouse's Signature:

15. On this _____ day of _____ (Month), _____ (Year), the person who signed Item 13 above, who is known to or was identified by me, personally appeared and acknowledged to me that he or she signed this form. In witness thereof, I have signed below on this date.

[seal]

My commission expires: _____ Notary Public's Signature

Jurisdiction

16. **Participant:** ☐ Check here if you cannot obtain your spouse's signature.

V. REQUEST FOR DIRECT DEPOSIT

17. _____ Name of Financial Institution
18. _____ Routing Number (*Must be 9 digits.*)
19. Type of Account ☐ Checking ☐ Savings
20. _____ Account Number

VI. YOUR CERTIFICATION

I agree to the conditions for a financial hardship withdrawal stated on this form. I certify that I have a financial hardship, as described in the instructions to this form, and that the dollar amount of this request does not exceed the actual amount of my financial hardship. I further certify that the information I have provided in this withdrawal request is true and complete to the best of my knowledge. **Warning:** Any intentional false statement in this application or willful misrepresentation concerning it is a violation of law that is punishable by a fine of as much as $10,000 or imprisonment for as long as 5 years, or both (18 U.S.C. 1001).

21. _____ Participant's Signature
22. _____ Date Signed

Form TSP-U-76 (10/2005)
EDITIONS PRIOR TO 6/03 OBSOLETE

Financial Hardship In-Service Withdrawal Request
(10/2005) - 4 pages - LPV 6/2005

THRIFT SAVINGS CATCH-UP CONTRIBUTION FORM

For participants age 50 or older to start, stop, or change catch-up contributions to the TSP.

THRIFT SAVINGS PLAN **TSP-U-1-C**

CATCH-UP CONTRIBUTION ELECTION

Use this form to start, stop, or change your election to make "catch-up" contributions to your TSP account. You are eligible to make catch-up contributions **if you are age 50 or older** (or if you will become age 50 during the calendar year for which you are making this election), **and** you are already contributing either the maximum TSP contribution percentage or a dollar amount which will result in reaching the IRS elective deferral limit by the end of the year. (See back of form.) Catch-up contributions will be taken from your taxable basic pay each pay period; they are in addition to your regular TSP contributions. You cannot make catch-up contributions from incentive pay, special pay, or bonus pay, or from tax-exempt basic pay.

Before completing this form, read the information on the back. Type or print all information. **Return the completed form to the office of your service that is responsible for enrolling members in the TSP.** Your service will return a copy to you after completing Section IV.

Note: Your catch-up contributions will be invested according to your most recent contribution allocation. (See instructions on the back.)

I. INFORMATION ABOUT YOU

1. _____ Name *(Last)* *(First)* *(Middle)*

2. _____ Mailing Address *(may be APO or FPO)* City State Zip Code

3. _____ – _____ – _____ Social Security Number

4. (_____) _____ – _____ Telephone *(Area Code and Number)*

5. ___/___/___ Date of Birth *(mm/dd/yyyy)*

6. _____ Office Identification *(Service and Organization)*

II. START OR CHANGE YOUR CATCH-UP CONTRIBUTIONS *(You must be in pay status. See back of form.)*

To start or change your catch-up contributions, complete Items 7, 8, and 9. Use a whole dollar amount. (See additional instructions on the back of the form.)

7. ☐ I elect to contribute $_____.00 per pay period. This election will continue until:
   - the end of the calendar year; or
   - I reach the annual limit for catch-up contributions; or
   - I submit a new election to stop or change these contributions.

I certify that I have already elected to make regular TSP contributions up to the maximum amount allowed by the IRS and TSP plan rules. I understand that my catch-up contributions are in addition to my regular TSP contributions.

8. _____ Participant's Signature

9. ___/___/___ Date Signed *(mm/dd/yyyy)*

III. STOP YOUR CATCH-UP CONTRIBUTIONS

To stop your contributions, complete Items 10, 11, and 12.

10. ☐ I want to stop making catch-up contributions to my TSP account. I understand that I must make a new election to resume these contributions.

11. _____ Participant's Signature

12. ___/___/___ Date Signed *(mm/dd/yyyy)*

IV. FOR SERVICE USE ONLY

13. _____ Payroll Office Number

14. ___/___/___ Receipt Date *(mm/dd/yyyy)*

15. ___/___/___ Effective Date *(mm/dd/yyyy)*

16. _____ Signature of Employing Office Official

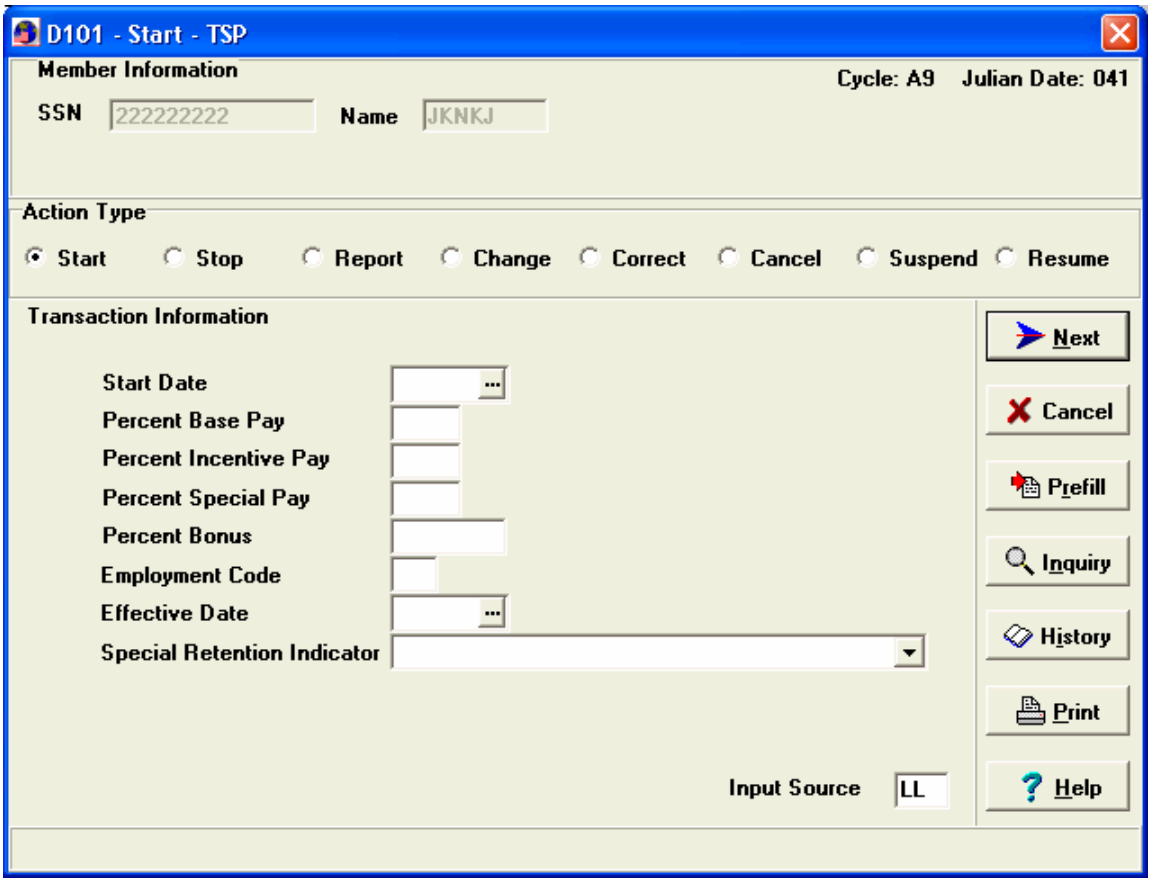
PRIVACY ACT NOTICE. We are authorized to request this information under 5 U.S.C. chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your uniformed services TSP account. We will use the information you provide on this form to process this election. This information may be shared with other Federal agencies or the uniformed services for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating a violation of civil, criminal, or military law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your request.

ORIGINAL TO PERSONNEL FOLDER
Provide a copy to the member and to the Payroll/Finance Office.

Form TSP-U-1-C (7/2005)

Catch-Up Contribution Election
(7/2005) - 2 pages - LPV 7/2004

D101 – Start - TSP



SPECIAL RETENTION INDICATOR

Enter one alpha character, either Y (yes) or an N (no). The indicator is used to determine whether or not the member designated in a Critical Specialty.

NOTE:
The information needed for each field is usually pretty self explanatory, but if you are not sure what information is required, DMO has a help button that takes you to a separate help screen. This screen will go through each input field and help explain what is needed.

HELP SCREEN
D101 - Start TSP

START DATE
Enter a valid date in YYMMDD format.

E. <u>PERCENT BASE PAY</u>
Enter a numeric value that will represent the percent of Basic Pay they elect to contribute to TSP. The value in this field must be a

whole number greater than zero and must be less than or equal to the maximum percentage allowable (see table). Data is right justified and there is no decimal.

Pay Period Beginning In Calendar Year:	Maximum % allowable:
2002	7
2003	8
2004	9
2005	10
2006 up to 100	

NOTE: If the TSP election percentage exceeds the service member’s net amount due, TSP will not be deducted.

If the Start date falls in the month of December the following applies:

If the Start date falls in December 2002, the maximum base pay percent allowable is 8%.

If the Start date falls in December 2003, the maximum base pay percent allowable is 9%.

If the Start date falls in December 2004, the maximum base pay percent allowable is 10%.

If the Start date falls in December 2005, the maximum base pay percent allowable is up to 100%.

PERCENT INCENTIVE PAY

Enter a whole number ranging in value from zero to 100 percent.

PERCENT SPECIAL PAY

Enter a whole number ranging in value from zero to 100 percent.

PERCENT BONUS

Enter a whole number ranging in value from zero to 100 percent.

NOTE: If the TSP election percentage exceeds the service member’s net amount due, TSP will not be deducted.

EMPLOYMENT CODE

Field may be left blank. Only enter the alpha character "N" (Not separated) to correct the following condition: member is not separated but was erroneously reported as separated.

EFFECTIVE DATE

Enter a valid date in YYMMDD format. The date to enter in this field is located on the TSP-U-1 form. More details will be provided as available.

SPECIAL RETENTION INDICATOR

Enter one alpha character, either Y (yes) or an N (no). The indicator is used to determine whether or not the member designated in a Critical Specialty.

TSP MAILING ADDRESS LINE 1

This field must contain free text up to 25 characters; the first position of this field cannot equal space. Data entered will reflect the street address to be used to mail TSP correspondence to the member.

TSP MAILING ADDRESS LINE 2

Field may be blank. If filled, this field must contain free text up to 23 characters; the first position of this field cannot equal be blank.

TSP MAILING ADDRESS LINE 3

Field may be blank. If filled, this field must contain free text up to 25 characters; the first position of this field cannot be blank.

CITY

This field must contain free text up to 20 characters; the first position of this field cannot be blank.

STATE OR COUNTRY CODE

This field must contain up to 3 alphanumeric characters. Data entered is left-justified. Spaces are only allowed at the end.

The following two-letter "State and Possession" abbreviations will be accepted by the National Finance Center:

AK = ALASKA
AL = ALABAMA
AR = ARKANSAS
AS = AMERICAN SAMOA
AZ = ARIZONA
CA = CALIFORNIA
CO = COLORADO
CT = CONNECTICUT
DC = DISTRICT OF COLUMBIA
DE = DELAWARE
FL = FLORIDA
FM = FEDERATED STATES OF MICRONESIA
GA = GEORGIA
GU = GUAM
HI = HAWAII
IA = IOWA
ID = IDAHO
IL = ILLINOIS
IN = INDIANA
KS = KANSAS
KY = KENTUCKY
LA = LOUISANA
MA = MASSACHUSETTS
MD = MARYLAND
ME = MAINE
MH = MARSHALL ISLANDS
MI = MICHIGAN
MN = MINNESOTA
MO = MISSOURI
MP = NORTHERN MARIANA ISLANDS
MS = MISSISSIPPI
MT = MONTANA
NC = NORTH CAROLINA
ND = NORTH DAKOTA
NE = NEBRASKA
NH = NEW HAMPSHIRE
NJ = NEW JERSEY
NM = NEW MEXICO
NY = NEW YORK
NV = NEVADA
OH = OHIO
OK = OKLAHOMA
OR = OREGON
PA = PENNSYLVANIA
PR = PUERTO RICO
PW = PALAU

RI = RHODE ISLAND
SC = SOUTH CAROLINA
SD = SOUTH DAKOTA
TN = TENNESSEE
TX = TEXAS
UT = UTAH
VA = VIRGINIA
VI = VIRGIN ISLANDS
VT = VERMONT
WA = WASHINGTON
WI = WISCONSIN
WV = WEST VIRGINIA
WY = WYOMING

The following one or two-letter "Geographic Directional" abbreviations will be accepted by the National Finance Center:

N = NORTH	NE = NORTHEAST
E = EAST	SE = SOUTHEAST
S = SOUTH	NW = NORTHWEST
W = WEST	SW = SOUTHWEST

The following two letter "Military State" abbreviations will be accepted by the National Finance Center:

AE = Armed Forces Europe, the Middle East and Canada
AP = Armed Forces Pacific
AA = Armed Forces Americas (except Canada)

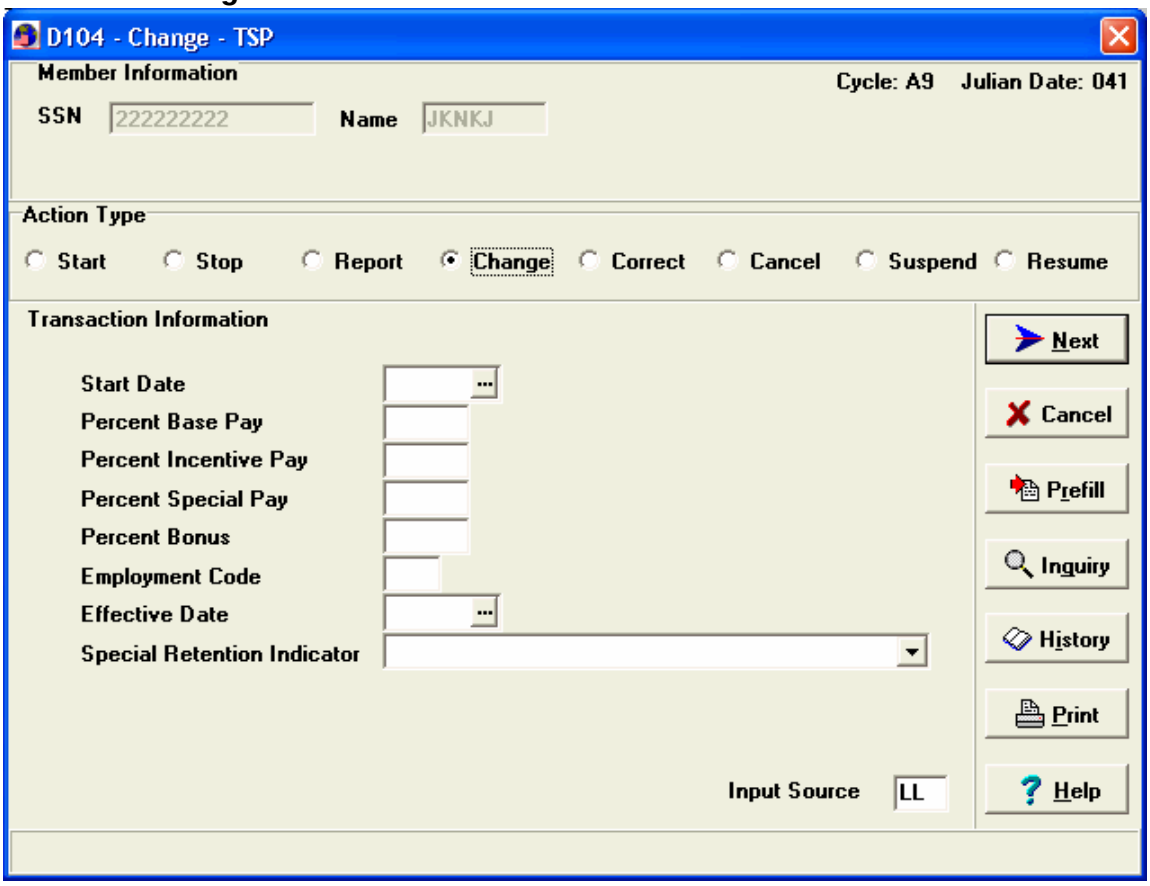
ZIP CODE

This field represents the postal code, zip code, or zip+4 code. This field must contain up to 9 alphanumeric characters: either 5 characters (zip code) or 9 characters (zip+4). If 9 characters are entered, the last four positions cannot be all zeroes.

DATE OF BIRTH

Enter the member’s date of birth in YYMMDD format. The date in this field must meet the age limitations set forth by the Federal Retirement Thrift Investment Board (FRTIB) in that the age of the enrollee must be equal to or must be greater than 15 years of age and must be less than 100 years of age.

D104 – Change - TSP



SPECIAL RETENTION INDICATOR

Enter one alpha character, either Y (yes) or an N (no). The indicator is used to determine whether or not the member designated in a Critical Specialty

Posting a Change to the TSP Percentage (D104)

Before MMPA

```
M0 THRIFT SAVINGS PLAN ELECTION*  ENTRY-OPEN-DT 041124 01 12 1  ACTN
04 EFF-DATE 041201  BASE-PAY-% 10  BASE-PAY-AMT 0.00  SPECIAL-PAY-%
0 SPECIAL-PAY-AMT 0.00  INCENTIVE-PAY-% 100  INCENTIVE-PAY-AMT 0.00
BONUS-% 0  BONUS-AMT 0.00  AUTOMATIC-% 0.0 AGENCY-MATCHING-% 0.0
SPECIALTY-RETENTION-% 0.0
```

After MMPA

```
M0 THRIFT SAVINGS PLAN ELECTION*  ENTRY-OPEN-DT 060126 01 02 1  ACTN
04 EFF-DATE 060201  BASE-PAY-% 92  BASE-PAY-AMT 0.00  SPECIAL-PAY-%
100 SPECIAL-PAY-AMT 0.00  INCENTIVE-PAY-% 100  INCENTIVE-PAY-AMT
0.00  BONUS-% 0  BONUS-AMT 0.00  AUTOMATIC-% 0.0  AGENCY-MATCHING-%
0.0 SPECIALTY-RETENTION-% 0.0
```

HELP SCREEN

D104 - Change TSP

START DATE
Enter a valid date in YYMMDD format. The date entered in this field must be greater than the date reflected in the start date on the D1 start transaction. For example, if the start date on the D1 start transaction was 050101 then the start date on the D1 change transaction must be 050102 or greater.

PERCENT BASE PAY
May be blank or contain a numeric value. The numeric value must be a whole number greater than zero and must be less than or equal to the maximum percentage allowable (see table below).

Pay Period Beginning In Calendar Year:	Maximum % allowable:
2002	7
2003	8
2004	9
2005	10
2006 up to 100	

NOTE: If the start date falls in the month of December the following applies:

If the Start date falls in December 2002, the maximum base pay percent allowable is 8%.

If the Start date falls in December 2003, the maximum base pay percent allowable is 9%.

If the Start date falls in December 2004, the maximum base pay percent allowable is 10%.

If the Start date falls in December 2005, the maximum base pay percent allowable is up to 100%.

PERCENT INCENTIVE PAY

May be blank or contain a whole numeric value ranging from 000 through 100.

PERCENT SPECIAL PAY

May be blank or contain a whole numeric value ranging from 000 through 100.

PERCENT BONUS

May be blank or contain a whole numeric value ranging from 000 through 100.

NOTE: If the TSP election percentage exceeds the service member’s net amount due, TSP will not be deducted.

EMPLOYMENT CODE

Field may be left blank. Only enter the alpha character "N" (Not Separated) to correct the following condition: member is not separated but was erroneously reported as separated.

EFFECTIVE DATE

Enter a valid date in YYMMDD format. The date to enter in this field is located on the TSP-U-1 form.

SPECIAL RETENTION INDICATOR

Enter one alpha character, either Y (yes) or an N (no). The indicator is used to determine whether or not the member designated in a Critical Specialty.

TSP MAILING ADDRESS LINE 1

May be blank. If filled, this field must contain free text up to 25 characters; the first position of this field cannot equal space. Data entered will reflect the street address to be used to mail TSP correspondence to the member.

TSP MAILING ADDRESS LINE 2

If Address Line 1 is blank, this field must be blank. If Address Line1 contains data, this field may contain free text up to 23 characters. The first position of this field cannot be blank.

TSP MAILING ADDRESS LINE 3

If Address Line 1 is blank, this field must be blank. If Address Line1 contains data, this field may contain free text up to 25 characters. The first position of this field cannot be blank.

CITY

If Address Line 1 is blank, this field must be blank. If Address Line1 contains data, this field may contain free text up to 20 characters. The first position of this field cannot be blank.

STATE OR COUNTRY CODE

If Address Line 1 is blank, this field must be blank. If Address Line1 contains data, this field may contain up to 3 alphanumeric characters; left justified; spaces are only allowed at the end.

The following two-letter "State and Possession" abbreviations will be accepted by the National Finance Center:

AK = ALASKA
AL = ALABAMA
AR = ARKANSAS
AS = AMERICAN SAMOA
AZ = ARIZONA
CA = CALIFORNIA
CO = COLORADO
CT = CONNECTICUT
DC = DISTRICT OF COLUMBIA
DE = DELAWARE
FL = FLORIDA
FM = FEDERATED STATES OF MICRONESIA
GA = GEORGIA
GU = GUAM
HI = HAWAII
IA = IOWA
ID = IDAHO
IL = ILLINOIS
IN = INDIANA
KS = KANSAS
KY = KENTUCKY
LA = LOUISANA
MA = MASSACHUSETTS
MD = MARYLAND
ME = MAINE
MH = MARSHALL ISLANDS
MI = MICHIGAN
MN = MINNESOTA
MO = MISSOURI
MP = NORTHERN MARIANA ISLANDS
MS = MISSISSIPPI
MT = MONTANA
NC = NORTH CAROLINA
ND = NORTH DAKOTA

NE = NEBRASKA
NH = NEW HAMPSHIRE
NJ = NEW JERSEY
NM = NEW MEXICO
NY = NEW YORK
NV = NEVADA
OH = OHIO
OK = OKLAHOMA
OR = OREGON
PA = PENNSYLVANIA
PR = PUERTO RICO
PW = PALAU
RI = RHODE ISLAND
SC = SOUTH CAROLINA
SD = SOUTH DAKOTA
TN = TENNESSEE
TX = TEXAS
UT = UTAH
VA = VIRGINIA
VI = VIRGIN ISLANDS
VT = VERMONT
WA = WASHINGTON
WI = WISCONSIN
WV = WEST VIRGINIA
WY = WYOMING

The following one or two-letter "Geographic Directional" abbreviations will be accepted by the National Finance Center:

N = NORTH NE = NORTHEAST
E = EAST SE = SOUTHEAST
S = SOUTH NW = NORTHWEST
W = WEST SW = SOUTHWEST

The following two letter "Military State" abbreviations will be accepted by the National Finance Center:

AE = Armed Forces Europe, the Middle East and Canada
AP = Armed Forces Pacific
AA = Armed Forces Americas (except Canada)

ZIP CODE

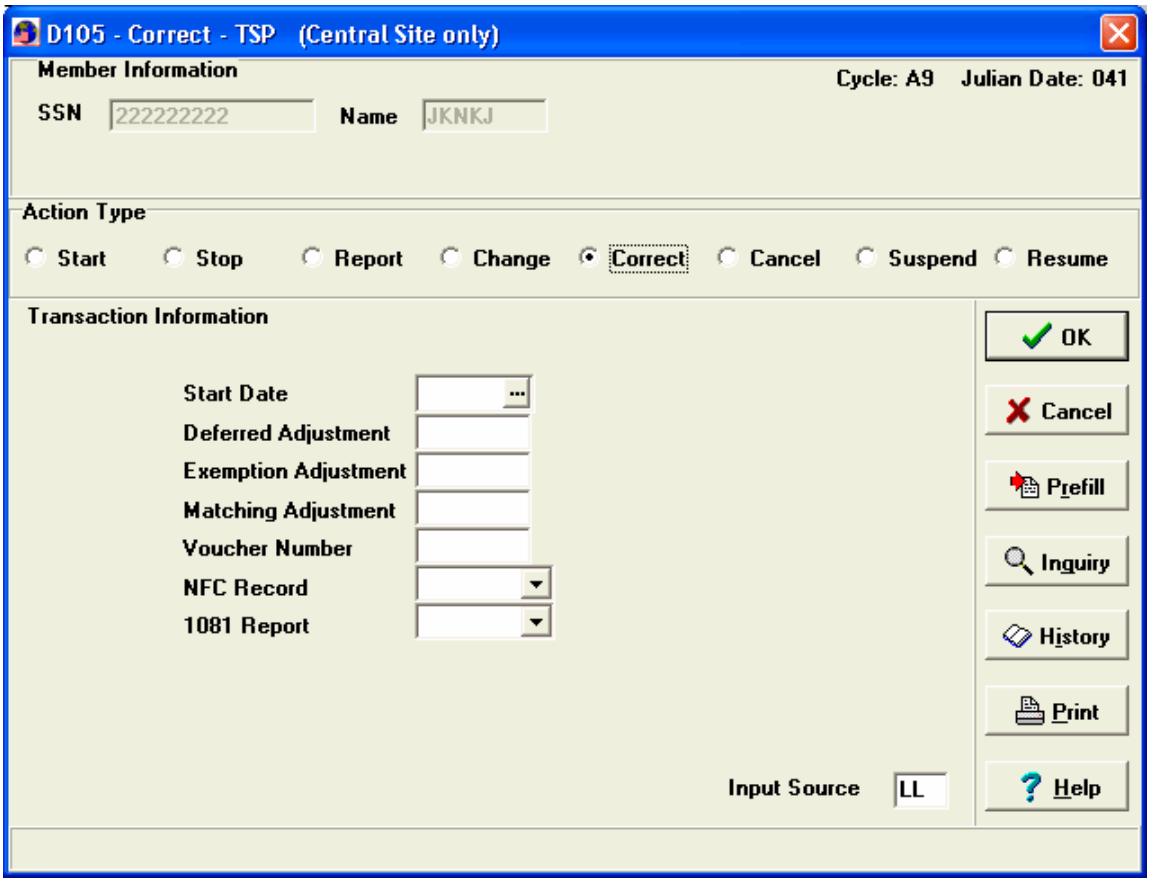
If Address Line 1 is blank, this field must also be blank. If Address Line 1 contains data, this field may be filled and may contain up to 9 alphanumeric characters, either 5 characters (zip code) or 9 characters (zip + 4). If 9 characters are entered, the

last four positions cannot be all zeroes. This field represents the postal code, also known as the zip code or zip + 4 code.

DATE OF BIRTH

May be blank or enter the member's date of birth in YYMMDD format. The date in this field must meet the age limitations set forth by the Federal Retirement Thrift Investment Board (FRTIB) in that the age of the enrollee must be equal to or must be greater than 15 years of age and must be less than 100 years of age.

D105 – Correct - TSP



NFC RECORD

Must be Y or N: Y = Yes N = No

1081 REPORT

Must be Y or N. Display Drop-down list: Y = Yes N = No

Posting a Closed TSP Entry (D105)

Before MMPA:

D1 THRIFT SAVINGS PLAN CONTRIBUTION* ENTRY-OPEN-DT 060101 05 01 1 CNTRL-CODE 0 ACTN 04 EFF-DATE 060101 DEDTN-MM 124.83 DEDTN-CM 249.66 DEDTN-NM 249.66 DEFERRED-CM 249.66 DEFERRED-NM 249.66 EXEMPT-CM 0.00 EXEMPT-NM 0.00 MATCHING-CM 0.00 MATCHING-NM 0.00 RSN-SUSPN TAX-YEAR 06

After MMPA:

D1-THRIFT SAVINGS PLAN CONTRIBUTION* ENTRY-OPEN-DT 060118 13 01 2 NTRY-CLSD-DT 060118 13 01 2 ACTN 05 EFF-DATE 051201 STOP 051201 DEFERRED-ADJ 0.00 EXEMPT-ADJ -242.16 MATCHING-ADJ 0.00 TRANS-ID D1 TAX-YEAR 05

HELP SCREEN

D105 - Correct TSP

YEAR/MONTH/DAY START
Enter a valid date in YYMMDD format.

DEFERRED ADJUSTMENT
Enter the deferred adjustment amount.

EXEMPTION ADJUSTMENT
Enter the exemption adjustment amount.

MATCHING ADJUSTMENT
Enter the matching adjustment amount.

VOUCHER NUMBER
Field may be blank or enter the voucher number. If filled, the first position must be alpha and the remaining positions must be numeric and greater than zero.

NFC RECORD

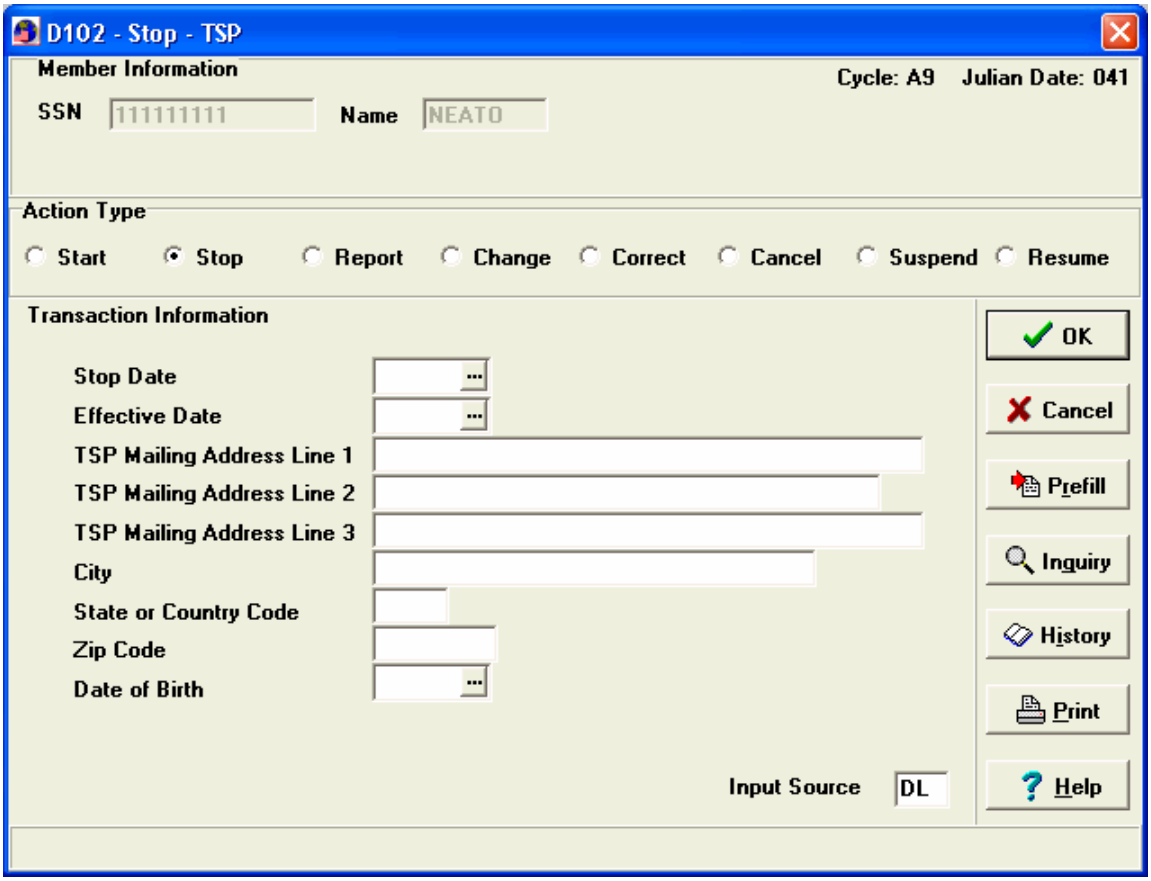
Must be Y or N:

Y = Yes
N = No

1081 REPORT
Must be Y or N. Display Drop-down list:

Y = Yes
N = No

D102 – STOP - TSP



Posting a Closed TSP Entry (D102)

Before MMPA:

D1 THRIFT SAVINGS PLAN CONTRIBUTION* ENTRY-OPEN-DT 060101 05 01 1 CNTRL-CODE 0 ACTN 04 EFF-DATE 060101 DEDTN-MM 124.83 DEDTN-CM 249.66 DEDTN-NM 249.66 DEFERRED-CM 249.66 DEFERRED-NM 249.66 EXEMPT-CM 0.00 EXEMPT-NM 0.00 MATCHING-CM 0.00 MATCHING-NM 0.00 RSN-SUSPN TAX-YEAR 06

After MMPA:

D1-THRIFT SAVINGS PLAN CONTRIBUTION* ENTRY-OPEN-DT 060101 99 01 1 ENTRY-CLSD-DT 060118 13 01 2 CNTRL-CODE 6 ACTN 02 EFF-DATE 060101 STOP 051231 DEDTN-MM 0.00 DEDTN-CM 0.00 DEDTN-NM 0.00 DEDTN-AMT 249.66 DEFERRED-CM 0.00 DEFERRED-NM 0.00 EXEMPT-CM 0.00 EXEMPT-NM 0.00 MATCHING-CM 0.00 MATCHING-NM 0.00 RSN-SUSPN TAX-YEAR 06

NOTE:
The information needed for each field is usually pretty self explanatory, but if you are not sure what information is required, DMO has a help button that takes you to a separate help screen. This screen will go through each input field and help explain what is needed.

HELP SCREEN

D102 - Stop TSP

STOP DATE
Enter a valid date in YYMMDD format. The date entered in this field must be greater than the date reflected in the start date on the D1 start transaction. For example, if the start date on the D1 start transaction was 050101 then the stop date on the D1 stop date must be 050102 or greater. The stop date will be effective for the month following the pay period in which it was received. The transaction will recycle before it is brought into the last update of the processing month where TSP will be stopped for the following month. For example, if the stop transaction is submitted in the February, the February contribution will continue to be deducted; however contributions will no longer be deducted beginning in March. No retro stops will be allowed.

EFFECTIVE DATE
Enter a valid date in YYMMDD format. The date to enter in this field is located on the TSP-U-1 form.

TSP MAILING ADDRESS LINE 1
May be blank. If filled, this field must contain free text up to 25 characters and the first position of this field cannot be blank. Data entered will reflect the street address to be used to mail TSP correspondence to the member.

TSP MAILING ADDRESS LINE 2
If Address Line 1 is blank, this field must also be blank. If Address Line 1 contains data, this field may be filled and may contain free text up to 23 characters. The first position of this field cannot be blank.

TSP MAILING ADDRESS LINE 3
If Address Line 1 is blank, this field must also be blank. If Address Line 1 contains data, this field may be filled and may contain free text up to 25 characters. The first position of this field cannot be blank.

CITY

If Address Line 1 is blank, this field must also be blank. If Address Line 1 contains data, this field may be filled and may contain free text up to 20 characters. The first position of this field cannot be blank.

STATE OR COUNTRY CODE
If Address Line 1 is blank, this field must also be blank. If Address Line 1 contains data, this field may be filled and may contain free text up to 3 alphanumeric characters; data is left justified and spaces are only allowed at the end.

The following two-letter "State and Possession" abbreviations will be accepted by the National Finance Center:

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CO = COLORADO
CT = CONNECTICUT
DC = DISTRICT OF COLUMBIA
DE = DELAWARE
FL = FLORIDA
FM = FEDERATED STATES OF MICRONESIA
GA = GEORGIA
GU = GUAM
HI = HAWAII
IA = IOWA
ID = IDAHO
IL = ILLINOIS
IN = INDIANA
KS = KANSAS
KY = KENTUCKY
LA = LOUISANA
MA = MASSACHUSETTS
MD = MARYLAND
ME = MAINE
MH = MARSHALL ISLANDS
MI = MICHIGAN
MN = MINNESOTA
MO = MISSOURI
MP = NORTHERN MARIANA ISLANDS
MS = MISSISSIPPI
MT = MONTANA

NC = NORTH CAROLINA
ND = NORTH DAKOTA
NE = NEBRASKA
NH = NEW HAMPSHIRE
NJ = NEW JERSEY
NM = NEW MEXICO
NY = NEW YORK
NV = NEVADA
OH = OHIO
OK = OKLAHOMA
OR = OREGON
PA = PENNSYLVANIA
PR = PUERTO RICO
PW = PALAU
RI = RHODE ISLAND
SC = SOUTH CAROLINA
SD = SOUTH DAKOTA
TN = TENNESSEE
TX = TEXAS
UT = UTAH
VA = VIRGINIA
VI = VIRGIN ISLANDS
VT = VERMONT
WA = WASHINGTON
WI = WISCONSIN
WV = WEST VIRGINIA
WY = WYOMING

The following one or two-letter "Geographic Directional" abbreviations will be accepted by the National Finance Center:

N = NORTH	NE = NORTHEAST
E = EAST	SE = SOUTHEAST
S = SOUTH	NW = NORTHWEST
W = WEST	SW = SOUTHWEST

The following two letter "Military State" abbreviations will be accepted by the National Finance Center:

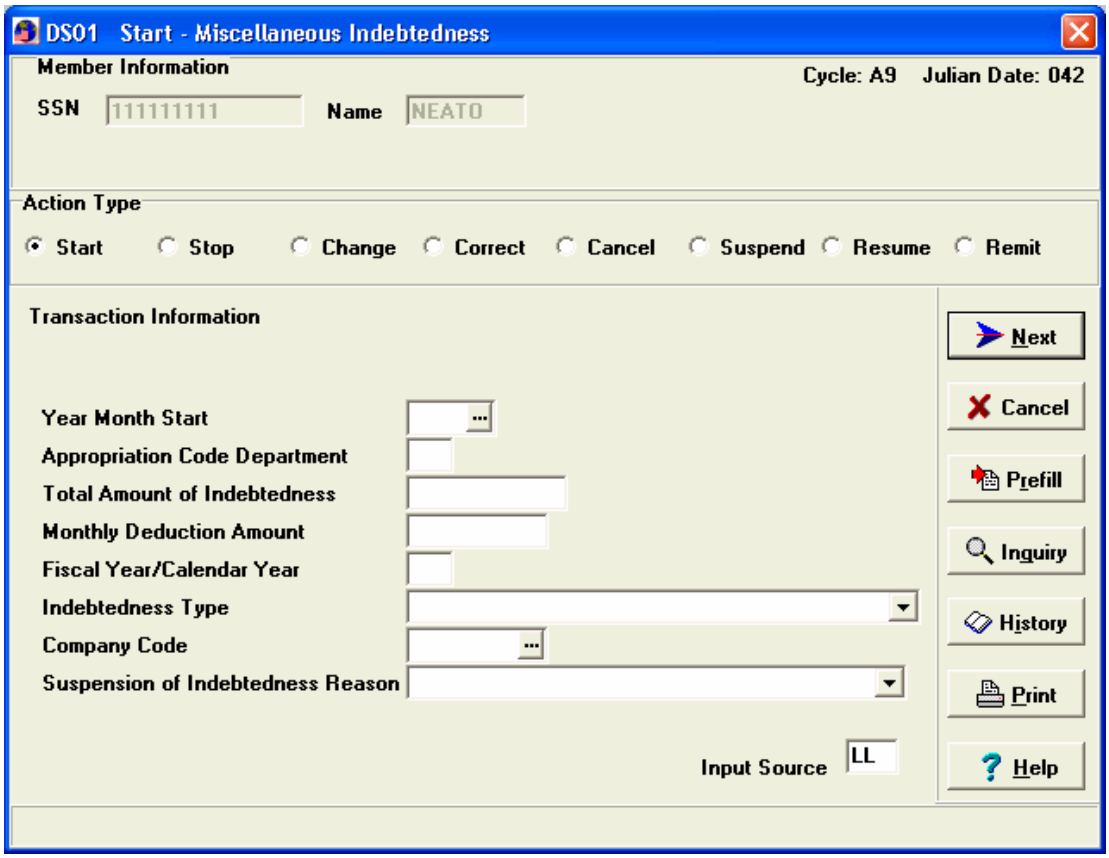
AE = Armed Forces Europe, the Middle East and Canada
AP = Armed Forces Pacific
AA = Armed Forces Americas (except Canada)

ZIP CODE
This field represents the postal code, also known as the zip code or zip + 4 code. If Address Line 1 is blank, this field must also be blank. If Address Line 1 contains data, this field may be filled and may contain up to 9 alphanumeric characters: either 5 characters

(zip code) or 9 characters (zip + 4). If 9 characters are entered, the last four positions cannot be all zeroes.
DATE OF BIRTH

Enter the member's date of birth in YYMMDD format. The date in this field must meet the age limitations set forth by the Federal Retirement Thrift Investment Board (FRTIB) in that the age of the enrollee must be equal to or must be greater than 15 years of age and must be less than 100 years of age.

DS01 Start – Miscellaneous Indebtedness



INDEBTEDNESS TYPE:
Must be 6, A-H, K-N, P, R, S, U-W, Y or Z. See Note.

SUSPENSION OF INDEBTEDNESS REASON:
Must be 0, 1, 2, 3, 5, or 8.
0 - Not suspended, leave blank if stop
1 - Waiver application
2 - Remission application
3 - Appeal/rebuttal
5 - 30 day notification due to leave, TDY, etc.
8 - Awaiting FSO to notify member

Posting Of Open 50/50 Catch-Up (DS01)

Before MMPA

D1 THRIFT SAVINGS PLAN CONTRIBUTION* ENTRY-OPEN-DT 060126 01 02 1 CNTRL-CODE 0 ACTN 01 EFF-DATE 060201 DEDTN-MM 1,117.22 DEDTN-CM 2,234.44 DEDTN-NM 2,234.44 DEFERRED-CM 2,234.44 DEFERRED-NM 2,234.44 EXEMPT-CM 0.00 EXEMPT-NM 0.00 MATCHING-CM 0.00 MATCHING-NM 0.00 RSN-SUSPN TAX-YEAR 06

After MMPA

DS INDEBT OTHER* ENTRY-OPEN-DT 060131 04 02 1 CNTRL-CODE 0 ACTN 01 START 0602 DEDTN-MM 250.00 DEDTN-CM 500.00 DEDTN-NM 500.00 SPEC-INDEBT 5,000.00 BAL-DUE-CM 4,500.00 RSN-SUSPN 0 DA-PROCSD 031 CAL-YR 06 AMT-FRGVN 0.00 INDEBT-TYPE H APPROP-IND 3 APPROP-CODE 21 F 3882 7005
SUBSIDIARY-DATA 200 0000 000000 0000 012120 CO E056734 APC 000000 SDN 00000000000000 INPUT-ADSN 4837

NOTE:
The information needed for each field is usually pretty self explanatory, but if you are not sure what information is required, DMO has a help button that takes you to a separate help screen. This screen will go through each input field and help explain what is needed.

HELP SCREEN

DS01 START - MISCELLANEOUS INDEBTEDNESS

YEAR MONTH START:
YYMM deduction starts. Must be equal to current month or current month plus 1 month.

APPROPRIATION CODE DEPARTMENT:
Must be numeric > 0, or blank. Army - May not = 21. If = 17, 21 (Navy), or 57, specific trailer records (1 - 7) will follow the first screen; e.g., if = 57, trailer records 1 and 2 will follow. If filled and not = 17, 21, or 57, trailers 8 and 9 will follow the first screen.

TOTAL AMOUNT OF INDEBTEDNESS:

Total amount of indebtedness; must match the specific indebtedness on the MMPA.

MONTHLY DEDUCTION AMOUNT:

Monthly deduction amount; must be $10 or more, except if TOTAL AMOUNT OF INDEBTEDNESS is less than $10, then must = TOTAL AMOUNT OF INDEBTEDNESS.

FISCAL YEAR/CALENDAR YEAR:
Fiscal Year or Calendar Year indebtedness occurred; otherwise must match MMPA.

INDEBTEDNESS TYPE:
Must be 6, A-H, K-N, P, R, S, U-W, Y or Z. See Note.

COMPANY CODE:
Seven alphanumeric position Company Code with first position D or E; or space.

SUSPENSION OF INDEBTEDNESS REASON:
Must be 0, 1, 2, 3, 5, or 8.
0 - Not suspended, leave blank if stop
1 - Waiver application
2 - Remission application
3 - Appeal/rebuttal
5 - 30 day notification due to leave, TDY, etc.
8 - Awaiting FSO to notify member

NOTE:
INDEBTEDNESS TYPES

Data
Codes Data Items Explanations

6 Household Goods Excess Cost for Weight or for House Trailer, or Cost Charge TR

Indebtedness to the U. S. for excess weight in shipment of household goods, excess cost of moving a house trailer, or cost of TR issued for return travel from leave. (Army only.)

A Arrears in Money Accounts
Indebtedness to the U. S. incurred by an accountable member for failure to account for funds entrusted to him / her.

B Bankruptcy Acts Debts
Indebtedness adjudicated under Chapter 13 of the Bankruptcy Act (Public Law 95-598) under which a court order has been issued per a voluntary request of a member.

C Clothing Issue Charge
Indebtedness to the U. S. for clothing issues.

D SF 1219 Receivables
Indebtedness to the FSO for double payments (substitute check and original both cashed by member), dishonored checks, and check issue overdrafts.

E Hospital Bill
Indebtedness to the U. S. for unpaid hospital bills for medical services.

F Base Exchange
Indebtedness to the Base Exchange used by AAFEES only.

G Temporary Lodging Allowance (TLA)

Indebtedness (other than military pay and allowances) to the U. S. established by an overpayment of TLA.

H Overpayment FHA, Mortgage Insurance, or Repay FHA Mortgage Defaults
Indebtedness to the U. S. resulting from failure to notify proper authorities of sale of house on which government is paying premiums, and for indebtedness to the Federal Housing Authority (FHA) for default of mortgage payments.

J Base Housing
Indebtedness for base housing appropriated funds. (Use Code M for base housing non-appropriated fund debts.)

K Telephone and Utility Bills
Indebtedness to the U.S. for failure to pay telephone and utility charges.

L Uncollected Check - Commissary
Indebt to a commissary for an uncollected check.

M Non-Appropriated Fund Indebtedness
Indebtedness for non-appropriated fund activities and Exchanges.

N Tax Levy
Indebtedness established by the Internal Revenue Service by a notice of levy.

P Repay Travel Advance or Travel Costs

Indebtedness to the U. S. for advance or excess travel allowances or otherwise unauthorized cost of transportation for a member or dependents.

Q Government Property Lost or Damaged (GPLD) / Report of Survey (ROS)

R Household Goods Excess Cost for Weight or for House Trailer
Indebtedness to the U.S. for excess weight in shipment of household goods or excess costs of moving a house trailer.

S Stipend, All
Indebtedness to the U.S. for compensation received from state, county, municipal, or privately owned hospitals by a medical officer for medical services performed there, including stipend debts for Navy Reserve officers now on active duty.

U Tuition Assistance
Indebtedness to the U.S. for repayment of tuition assistance or defaulted student loan.

V Miscellaneous
Indebtedness for all other types not covered in other Data Codes.

W G. I. Bill
Deductions for G.I. Bill.

Y USNA Debt
NEXCOM.

Z USNA Debt
USNA Store and USNA Disbursing Office.

START - MISCELLANEOUS INDEBTEDNESS
Trailer Record 1

APPROPRIATION CODE:
Blank, or up to 14 alphanumeric characters.

FUNDING CODE:
Blank, or 2 alphanumeric characters.

FISCAL YEAR:
Blank, or 1 alphanumeric.

OPERATING AGENCY CODE:
Operating Agency Code; blank, or 2 alphanumeric characters.

ALLOTMENT SERIAL NUMBER:
Allotment Serial Number; blank, or 2 alphanumeric characters.

BUDGET/ SUB PROJECTION:
BUDGET PROJECTION; Blank, or 4 numeric characters.

OR...

SUB PROJECTION; Blank, or 1 or 2 alphanumeric characters.

MAJOR FORCE PROGRAM:
Blank, or 2 alphanumeric characters.

MISCELLANEOUS APPROPRIATION:
Blank, or 8 alphanumeric characters.

START - MISCELLANEOUS INDEBTEDNESS
Trailer Record 2

ADSN:
Blank, or 6 numeric characters greater than zero; first 4 positions cannot = input ADSN (unless this field = 503725 or 525002 or last two positions > 0).

START - MISCELLANEOUS INDEBTEDNESS
Trailer Record 3

APPROPRIATION CODE:
Position 1 & 2 must be 17 or 57
Position 3 must be numeric
Position 4 - 8 must be numeric
Position 9 - 12 must be alpha, numeric or blank

OPERATING AGENCY:
Blank, or up to 2 alphanumeric characters.

ALLOTMENT SERIAL NUMBER:
Blank, or up to 4 alphanumeric characters.

ARMY MANAGEMENT/PROJECT ACCOUNT CODE:
Blank, or up to 8 alphanumeric characters.

ELEMENT OF RESOURCE:
Blank, or up to 4 alphanumeric characters.

MANAGEMENT/SPECIAL OPERATION DECISION PACKAGE:
Blank, or up to 4 alphanumeric characters.

FUNCTIONAL COST ACCOUNTING:
Blank, or up to 5 alphanumeric characters.

UNIT ID NUMBER:
Blank, or up to 6 alphanumeric characters.

START - MISCELLANEOUS INDEBTEDNESS
Trailer Record 4

FISCAL STATION NUMBER:
Must be numeric > 0, no spaces.

START - MISCELLANEOUS INDEBTEDNESS
Trailer Record 5 - Army

ACCOUNTING PROCESSING CODE:
Blank, or up to 6 alphanumeric characters.

STANDARD DOCUMENT NUMBER:
Blank, or up to 14 alphanumeric characters.

START - MISCELLANEOUS INDEBTEDNESS
Trailer Record 6

APPROPRIATION CODE:
Position 1 & 2 must be 17, 21 or 57
Position 3 must be alpha or numeric
Position 4-8 must be numeric
Position 9-12 must be alpha or numeric
Position 12-15 must be spaces

OBJECT CLASS:
Must be 3 alphanumeric characters.

BCN/FAN:
Must be 5 alphanumeric characters.

RANK/RATE/SUBALLOT:
Must be 1 alphanumeric characters.

AUTHORIZATION ACCOUNTING ACTIVITY:
Must be 6 alphanumeric characters.

TRANSACTION TYPE:
Must be 2 alphanumeric characters.

PROJECT PROPERTY ACCOUNTING ACTIVITY:
Must be 6 alphanumeric characters.

START - MISCELLANEOUS INDEBTEDNESS
Trailer Record 7

COST CODE:
Must be 12 alphanumeric characters.

STANDARD DOCUMENT NUMBER:
If positions 4 - 6 or the appropriation code from Trailer 6 = 1405 or 1804, first position must be N, R, or V, remaining positions must be alpha or numeric or spaces.

START - MISCELLANEOUS INDEBTEDNESS
Trailer Record 8

APPROPRIATION CODE:
Must be 14 alphanumeric characters. Must match item 9 of EC DS01.

SUBSIDIARY DATA 1:
Must be 34 alphanumeric characters.

START - MISCELLANEOUS INDEBTEDNESS
Trailer Record 9

SUBSIDIARY DATA 2:
Blank up to 6 alphanumeric characters.

ADSN:
Must be 6 numeric characters > 0.

(the remainder of this page is reserved for future use)

Chapter 14 - TAX PROCESSING

A. BACKGROUND

1. Taxes for Federal Withholding (FITW), State Withholding (SITW), and Federal Insurance Contributions Act (FICA) are withheld for members with any of the taxable type pays they receive. Most of the actual pay entitlements are taxable. Some of the main taxable entitlements are Regular Base Pay, Special Pays, and Incentive Pays (i.e. Special Duty Assignment Pay, Hostile Fire/Imminent Danger Pay, and Aviation Career Incentive Pay). The allowances are generally non-taxable. Some examples of non-taxable entitlements are Basic Allowance for Housing (BAH) or Basic Allowance for Subsistence (BAS). The taxability issue can be confusing. For example, Hostile Fire/Imminent Danger Pay (HF/IDP) is subject to tax until the member is assigned to a Combat Zone. Then the pay for enlisted members becomes non-taxable for FITW/SITW and partially taxable for officers. However, for FICA, all Basic Pay is taxable, even in a Combat Zone for both officer and enlisted members.

2. DJMS-AC displays the tax information in the F category on the Master Military Pay Account (MMPA). The F entries are used to indicate current tax information and/or change transactions. The MG entry identifies the state of residence for withholding. Tax entries are created with the accession of the member’s account or by maintenance entries performed by the field or Central Site. An example of open and history Tax entries on the MMPA in DJMS-AC is shown below. Note the history tax entries in DJMS-AC just as other history entries are shown with a hyphen (-).

3. Social Security (FC) and Medicare (FH) wages and withholdings are recorded for the current month, next month, and year to date (YTD). The withholdings are a flat percentage of net basic pay (01-see JWMM, on-line table 072) entitlement (net basic pay means basic pay that can be decreased by an MGIB obligation, forfeitures, and collections of overpayments of basic pay).

4. Federal wages and withholdings (FJ) are recorded for the current month, next month, and YTD. The entry contains current withholding factors from the TD Form W-4; number of claimed exemptions, deduction election, and additional withholding. Deduction election N entry indicates exemption from Federal income tax withholding. Deduction election N is valid for the current year. The member must be re-certified by end of month February to apply for the next tax year. If the deduction election is not re-certified by end of month February, withholding will resume at single with zero exemptions, as required by Internal Revenue Service. LES remarks in November, December, and January, notify members of the annual certification requirement and resumption of FITW.

```
DJMS - RUMBA Notebook
File Edit View Connection Transfer Options Tools Notebook Help

 SSAN (OR CMD) ---------  NEW REQ ? ---  PRINT -  NAME ------------
 (`X` TO EXIT, PF##, PB##)   PF8 OR ENTER - PAGE FORWARD   PF7 - PAGE BACK
 -- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 06/09/21 --
                 33 MG  F                                        01 OF 09
09 MJ:   LB:3800 LC:4837 SA:A SX:1 TK:000507 TU:080324 TH:080324
FIXED/OPEN/HISTORY
MG TXNG AUTH CITY/STATE*  ENTRY-OPEN-DT 990920 16 09 2  TAX-AUTH-CITY 0
   TAX-AUTH-STATE 48
FC SOC SEC WHLDG*  ENTRY-OPEN-DT 060523 22 05 2  DEDTN-MM 52.45  DEDTN-CM
   104.90  DEDTN-NM 104.90  DEDTN-YTD 840.34  WAGES-CM 1,692.00  WAGES-NM
   1,692.00  SOC-SEC-WAGES-YTD 13,554.00  TAX-YEAR 06
FH MEDICARE WHLDG*  ENTRY-OPEN-DT 060523 22 05 2  DEDTN-MM 12.26  DEDTN-CM
   24.53  DEDTN-NM 24.53  DEDTN-YTD 196.53  WAGES-CM 1,692.00  WAGES-NM
   1,692.00  MCARE-WAGES-YTD 13,554.00  TAX-YEAR 06
FJ FED WHLDG*  ENTRY-OPEN-DT 060718 15 07 2  DEDTN-MM 95.02  DEDTN-CM 190.05
   DEDTN-NM 190.05  DEDTN-YTD 1,157.05  WAGES-CM 1,692.00  WAGES-NM 1,692.00
   FED-WAGES-YTD 10,688.63  START-W4 0512  DEDTN-ELECTN S  NR-XMPTNS 00
   ADTNL-AMT 0.00  TAX-YEAR 06
FK STATE WHLDG*  ENTRY-OPEN-DT 051222 98 12 2  START 0512  DEDTN-MM 0.00
   DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD 0.00  WAGES-CM 0.00  WAGES-NM 0.00
   STATE-WAGES-YTD 0.00  START-W4 0512  DEDTN-ELECTN S  NR-XMPTNS 00
   ADTNL-AMT 0.00  PRCNTGE 00.0  STATE-ID 48  TAX-YEAR 06
FC-SOC SEC WHLDG*  ENTRY-OPEN-DT 051201 06 12 1  ENTRY-CLSD-DT 060114 95 01 2
   CNTRL-CODE 2  DEDTN-MM 151.87  DEDTN-CM 303.75  DEDTN-NM 76.58  DEDTN-YTD

NEW SRD FTP DJMS PRINTER DJMS
Ready  Running  SSL  APL  NUMFLD  OVR  CAP  NUM  W  1,17
```

A future FJ entry with next March as the effective date will indicate that the member re-certified their exemption. Federal taxes are withheld from the pay entitlements listed in DFAS-DE/FJ DOI 7000.3, section 45-1; refer to the on-line Table 073 for withholding formulas. FID FB is the Federal quotient factor which only appears on the MMPA for retroactive accessions.

The following page shows some but not all the DJMS-AC tax entries. Different types of DJMS-AC tax entries will be covered throughout the remainder of this chapter. Note the FL entry. The member entered a Combat Zone Tax the month of September which also shows in FID 23, however the actual arrival date is in the BT and BS entry.

MMPA TAX INFORMATION DISPLAY

DJMS-AC TAX FIDS

```
FC SOC SEC WHLDG*  ENTRY-OPEN-DT 060103 04 01 1  DEDTN-MM 76.42  DEDTN-CM
  152.84  DEDTN-NM 152.84  DEDTN-YTD 305.27  WAGES-CM 2,465.10  WAGES-NM
  2,465.10  SOC-SEC-WAGES-YTD 4,923.70  TAX-YEAR 06
FH MEDICARE WHLDG*  ENTRY-OPEN-DT 060103 04 01 1  DEDTN-MM 17.87  DEDTN-CM
  35.74  DEDTN-NM 35.74  DEDTN-YTD 71.39  WAGES-CM 2,465.10  WAGES-NM
  2,465.10  MCARE-WAGES-YTD 4,923.70  TAX-YEAR 06
FJ FED WHLDG*  ENTRY-OPEN-DT 060119 14 01 2  DEDTN-MM 158.01  DEDTN-CM 316.02
  DEDTN-NM 316.02  DEDTN-YTD 631.06  WAGES-CM 2,465.10  WAGES-NM 2,465.10
  FED-WAGES-YTD 4,923.70  START-W4 0401  DEDTN-ELECTN S  NR-XMPTNS 00
  ADTNL-AMT 10.00  TAX-YEAR 06
FK STATE WHLDG*  ENTRY-OPEN-DT 051222 98 12 2  START 0001  DEDTN-MM 0.00
  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD 0.00  WAGES-CM 0.00  WAGES-NM
  0.00 STATE-WAGES-YTD 0.00  START-W4 0001  DEDTN-ELECTN S  NR-XMPTNS 01
  ADTNL-AMT 0.00  PRCNTGE 00.0  STATE-ID 48  TAX-YEAR 06
FL TXBL-WAGES CZ XCLUSN*  ENTRY-OPEN-DT 050926 01 10 1  CNTRL-CODE 0  ACTN 01
  START 050901  CZ-DEDTN 1  CNTRY-WORLD KU
23 HOSTILE FIRE/IMMINENT DANGER PAY*  ENTRY-OPEN-DT 050926 01 10 1  CNTRL-CODE
  0  ACTN 01  START 050901  ENTLMT-MM 112.50  ENTLMT 225.00  ENTLMT-NM 225.00
  HFP-IDP-QUAL 2  CNTRY-WORLD KU
BT TAX EXEMPT LEAVE BALANCE*  ENTRY-OPEN-DT 050926 01 10 1  ACTN 01  ARV-ZONE
  050922  DEPRT-ZONE 000000  ERND-ZONE 15.0  USED-ZONE 0.0  BAL-ZONE 15.0
  ADV-PR-ZONE 0.0  OFF-ENLST E  EFF-DATE-LAST-TRANS 050922  ENTRY-OPEN-CLOSD 0
BS HFP CZ LV BAL*  ENTRY-OPEN-DT 050926 01 10 1  BF-ENTRY-CZ 7.5  ERN-CZ 15.0
  CZ-CON 22.5  LEAVE-CODE 1  ARV-HFP 050922  DEPRT-HFP 000000  FY-EXPRTN-DATE
  0000  EFF-DATE-LAST-TRANS 050922  FORMAT-ID 23
FW-TAX/WAGE ACCUMULATOR*  ENTRY-OPEN-DT 060124 98 02 2  ENTRY-CLSD-DT
  060124 98 02 2  PROCS-DATE 060124  YR-MO 200602  WAGES-TAXED 2,465.10
  WAGES-ERND 2,465.10  WAGES-CZTE 0.00  WAGES-CZ-LEAVE 0.00  ACRD-ENTLMT
  2,465.10  ACRD-ENTLMT-NM 2,465.10  ACRD-ENTLMT-RETRO-PR-YR 0.00
  1-TI-ENTLMT-IND N  FED-DEDTN-ELECTN S  FED-NR-XMPTNS 00  FED-ADTNL-AMT
  10.00  FED-DEDTN 316.02  STATE-ID 48  ST-DEDTN-ELECTN S  ST-NR-XMPTNS 01
  ST-ADTNL-AMT 0.00  ST-DEDTN 0.00  PRCNTGE 00.0
FB-FEDERAL QUOTIENT FACTORS*  ENTRY-OPEN-DT 050301 06 03 1  ENTRY-CLSD-DT
  050301 06 03 1  CNTRL-CODE 2  WAGES-CM 1,607.55  DEDTN-CM 10.53  WAGES-NM
  1,284.50  DEDTN-NM 8.42
FC-SOC SEC WHLDG*  ENTRY-OPEN-DT 051221 20 12 2  ENTRY-CLSD-DT 060114 95 01 2
  CNTRL-CODE 2  DEDTN-MM 71.19  DEDTN-CM 142.38  DEDTN-NM 142.38  DEDTN-YTD
  1,708.60  WAGES-CM 2,296.50  WAGES-NM 2,296.50  SOC-SEC-WAGES-YTD 27,558.00
  W2-ISSUED YES  TAX-YEAR 05
FH-MEDICARE WHLDG*  ENTRY-OPEN-DT 051221 20 12 2  ENTRY-CLSD-DT 060114 95 01 2
  CNTRL-CODE 2  DEDTN-MM 16.65  DEDTN-CM 33.30  DEDTN-NM 33.30  DEDTN-YTD
  399.59  WAGES-CM 2,296.50  WAGES-NM 2,296.50  MCARE-WAGES-YTD 27,558.00
  W2-ISSUED YES  TAX-YEAR 05
FJ-FED WHLDG*  ENTRY-OPEN-DT 050628 02 07 1  ENTRY-CLSD-DT 060114 95 01 2
  CNTRL-CODE 2  DEDTN-MM 5.00  DEDTN-CM 10.00  DEDTN-NM 10.00  DEDTN-YTD
  120.00  WAGES-CM 0.00  WAGES-NM 0.00  FED-WAGES-YTD 0.00  WAGES-CZTE-YTD
  31,431.33  YTD-DEFERRED 0.00  YTD-EXEMPT 0.00  START-W4 0401  DEDTN-ELECTN
  S  NR-XMPTNS 00  ADTNL-AMT 10.00  W2-ISSUED YES  TAX-YEAR 05
FK-STATE WHLDG*  ENTRY-OPEN-DT 041221 98 12 2  ENTRY-CLSD-DT 060114 95 01 2
  CNTRL-CODE 2  START 0001  STOP 0512  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM
   0.0   DEDTN-YTD 0.00  WAGES-CM 0.00  WAGES-NM 0.00  STATE-WAGES-YTD 0.00
   START-W4 0001  DEDTN-ELECTN S  NR-XMPTNS 01  ADTNL-AMT 0.00  PRCNTGE 00.0
```

B. EFFECTS OF MMPA POSTING

Some tax entries will be generated or closed due to regular MMPA activity on the account. Others will be generated by the system through transactions. Tax entries can be impacted by payments, CZTE/HFP, or other tax related transactions.
An accession: transaction will establish the major tax FID entries on the MMPA. These major entries are shown in the Figures and basic tax information is recorded for the member with these entries. Again, it is important to note that these are entries not transactions. They are the result of the accession transaction that established the member's MMPA.

MMPA POSTING OF SOCIAL SECURITY TAXES BY ACCESSION

```
FC SOC SEC WHLDG*  ENTRY-OPEN-DT 050715 11 07 2  DEDTN-MM 97.99  DEDTN-CM
   195.99  DEDTN-NM 195.99  DEDTN-YTD 2,336.34  WAGES-CM 3,161.10  WAGES-NM
   3,161.10  SOC-SEC-WAGES-YTD 37,683.00  TAX-YEAR 05
```

MMPA POSTING OF MEDICARE TAXES BY ACCESSION

```
FH MEDICARE WHLDG*  ENTRY-OPEN-DT 050715 11 07 2  DEDTN-MM 22.92  DEDTN-CM
   45.84  DEDTN-NM 45.84  DEDTN-YTD 546.42  WAGES-CM 3,161.10  WAGES-NM
   3,161.10  MCARE-WAGES-YTD 37,683.00  TAX-YEAR 05
```

MMPA POSTING OF FEDERAL WITHHOLDING TAXES (FITW) BY ACCESSION

```
FJ FED WHLDG*  ENTRY-OPEN-DT 051207 09 12 1  DEDTN-MM 137.98  DEDTN-CM 275.97
   DEDTN-NM 253.47  DEDTN-YTD 3,042.24  WAGES-CM 3,311.10  WAGES-NM 3,161.10
   FED-WAGES-YTD 37,937.25  START-W4 9902  DEDTN-ELECTN M  NR-XMPTNS 04
   ADTNL-AMT 0.00  TAX-YEAR 05
```

MMPA POSTING OF STATE WITHHOLDING TAXES (SITW) BY ACCESSION

```
FK STATE WHLDG*  ENTRY-OPEN-DT 051218 98 12 2  START 9801  DEDTN-MM 0.00
   DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD 0.00  WAGES-CM 0.00  WAGES-NM 0.00
   STATE-WAGES-YTD 0.00  START-W4 9801  DEDTN-ELECTN M  NR-XMPTNS 02
   ADTNL-AMT 0.00  PRCNTGE 00.0  STATE-ID 48  TAX-YEAR 05
```

The FW entry for the FITW Wages Earned: reporting is shown in the first example box. This entry shows the current month and 11 prior months of all taxable wages earned annually. If there is a month in the Combat Zone, it will show the amount of FITW that is taxable however, no taxes will be withheld from this amount.

MMPA POSTING FW TAX ACCUMULATOR

```
FW-TAX/WAGE ACCUMULATOR*  ENTRY-OPEN-DT 001122 98 12 2  ENTRY-CLSD-DT 001122 98 12 2
  PROCS-DATE 001207  YR-MO 200012  WAGES-TAXED 3,311.10 WAGES-ERND 3,311.10  WAGES-
  CZTE 0.00  WAGES-CZ-LEAVE 0.00  ACRD-ENTLMT 3,161.10  ACRD-ENTLMT-NM 3,161.10
  ACRD-ENTLMT-RETRO-PR-YR 0.00  1-TI-ENTLMT-IND N  FED-DEDTN-ELECTN M  FED-NR-
  XMPTNS 04  FED-ADTNL-AMT 0.00 FED-DEDTN 275.97  STATE-ID 48  ST-DEDTN-ELECTN M
  ST-NR-XMPTNS 02    ST-ADTNL-AMT 0.00  ST-DEDTN 0.00  PRCNTGE 00.0
```

The FL entry for Combat Zone Tax Exclusion: is shown in the first example box. It is automatically posted when the 2301 input transaction is coded for a combat zone. It can also be input/started/reported etc. with a FL transaction. More information about 2301 is available in the Special Pay Module.

MMPA POSTING OF COMBAT ZONE

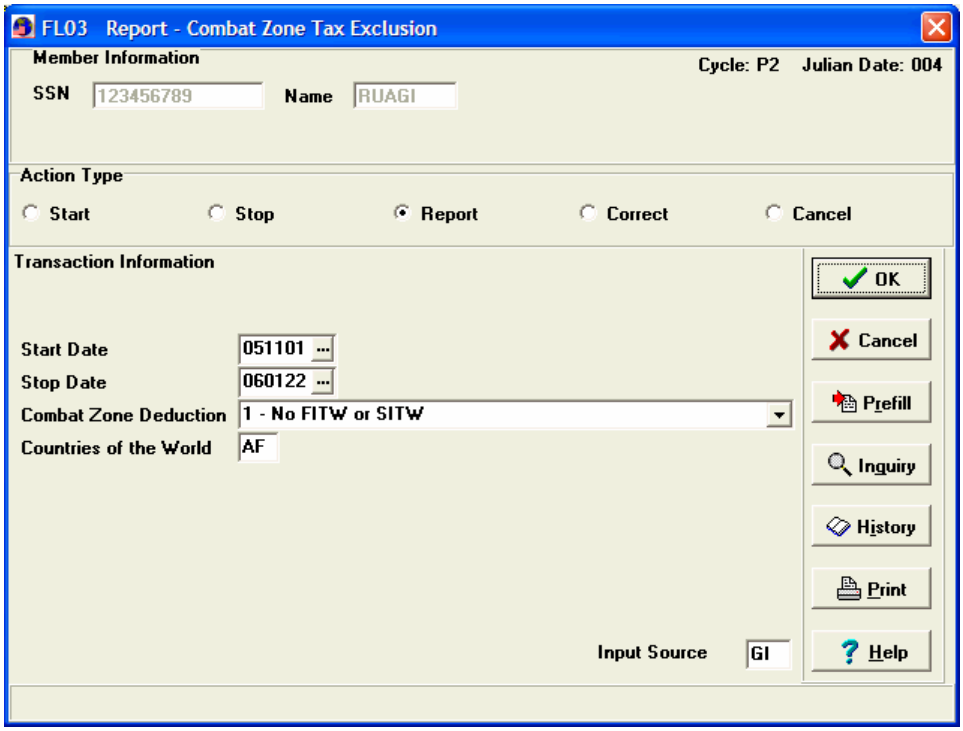
```
FL TXBL-WAGES CZ XCLUSN*  ENTRY-OPEN-DT 990421 21 04 2  CNTRL-CODE 0  ACTN 01
   START 990401  CZ-DEDTN 1  CNTRY-WORLD 77
```

Drop down Options on FL03

Combat Zone Deduction

1 – No FITW or SITW
2 – FITW and SITW based on taxable wages
3 – FITW and SITW based on taxable wage, w/o regard to exclusion
4 – Prior Election

Countries of the World are found on table 154 - CZTE Countries verb application JWMM in DJMS.



The FA entry shows the Social Security wage accumulator: When the Social Security wage ceiling is reached, the FA entry is opened to accumulate wages above the ceiling. It tallies the Social Security wages once they exceed the year-to-date limit. This entry is necessary for retroactive processing of high-grade officers.

MMPA POSTING SOCIAL SECURITY WAGE ACCUMULATOR

```
FA-SOC SEC WAGE ACCUMULATOR*  ENTRY-OPEN-DT 960101 96 01 1  ENTRY-CLSD-DT
   961220 96 12 2  CNTRL-CODE 0  WAGES-CM 0.00  WAGES-NM 0.00
   SOC-SEC-WAGES-YTD 92,174.40  TAX-YEAR 96
```

The FB entry for the Federal Income Tax Withholding Quotient Factor: (Figure 2-9) is a computer-generated entry. It is used when the member receives a large current month wage to average wages for tax table purposes. The entry is rare.

MMPA POSTING FEDERAL QUOTIENT FACTOR

```
FB-FEDERAL QUOTIENT FACTORS*  ENTRY-OPEN-DT 960810 11 08 2  ENTRY-CLSD-DT
   960810 11 08 2  CNTRL-CODE 2  WAGES-CM 1,594.92  DEDTN-CM 163.77  WAGES-NM
   1,380.90  DEDTN-NM 142.41
```

The FE entry for Advance Payment of Earned Income Credit: shows the amount of money the member is eligible to receive per the W-5 form. It contains the Advance Payment of Earned Income Credit Benefits as well as the current month, next month and accumulators of Earned Income Advance Payment to the member.

MMPA POSTING EARNED INCOME ADVANCE PAYMENT

```
FE-ADV PMT OF EARNED INCOME CREDIT*  ENTRY-OPEN-DT 960506 08 05 1
   ENTRY-CLSD-DT 970110 95 01 2  CNTRL-CODE 2  START 960101  STOP 960401
   APEIC-BENEFITS 2  EIAA-MM 0.00  EIAA-CM 0.00  EIAA-NM 0.00  EIAA-YTD 164.02
   ERND-INC-CM 0.00  ERND-INC-NM 0.00  ERND-INC-YTD 4,569.65  W2-ISSUED YES
   TAX-YEAR 96
```

The FT entry for Medicare wage ceiling: When the Medicare wage ceiling is reached, a computer-generated FT entry is opened to accumulate wages above the ceiling. Both of these entries are necessary for high-grade officers' retroactive processing.

C. SPECIAL CONDITIONS

There are few special conditions involved with tax entries or transactions. Mostly, the taxes that need to be adjusted are those where a member is paid (actually receives) money in one calendar year, but it is reported as received in another. Even if the money is earned in another calendar year, the taxes must be reported in the year the payment is received. Under DJMS, some entitlement payments, such as bonuses, can be paid after the MER of December. Thus the payment and tax is recorded as being received in the new calendar year despite having been actually paid in the previous calendar year.

D. PROCESSING/CORRECTION OF TAXES

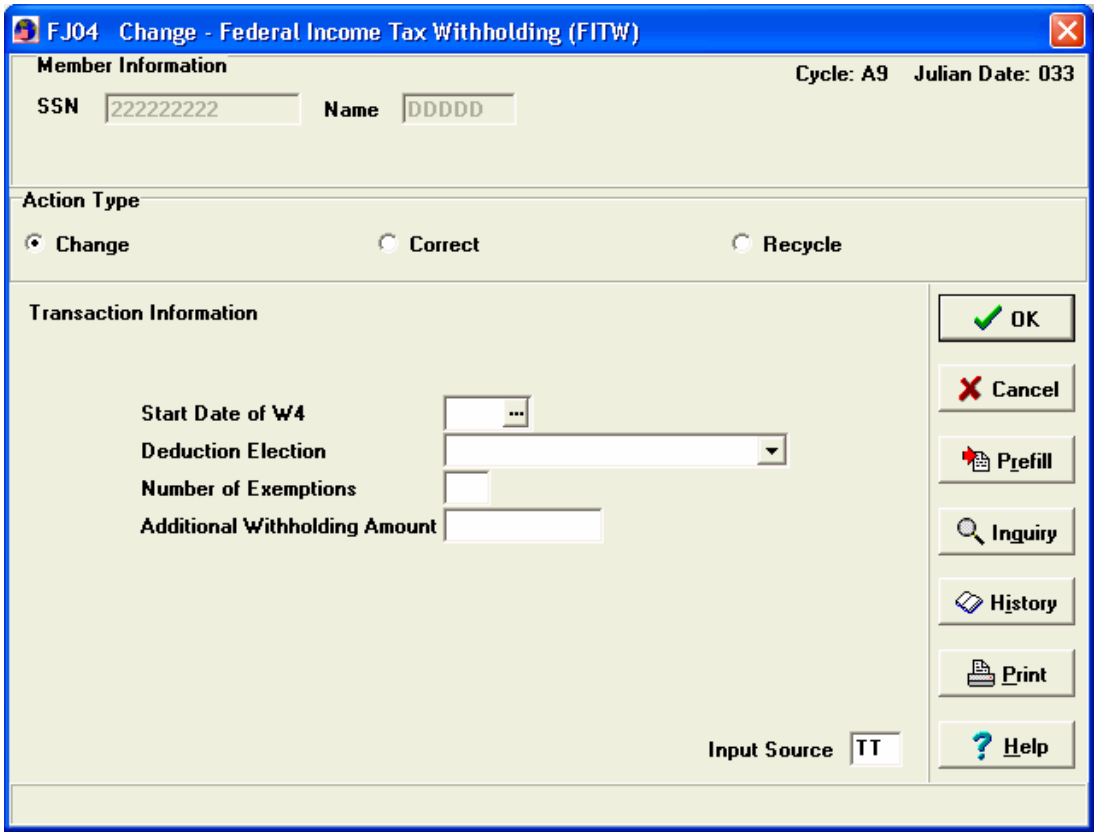
The adjustment entries are the only ones that are processed with transactions. Most tax entries are just that, entries, computer generated and not input via transaction. This section will

cover the basic or more common adjustments. ***NOTE: There are no internal verifications for the tax entries. The system will change the taxes and generate the P9 refund/collection entries as necessary. Be sure the input is correct before doing any tax correction entries.***

Use the FJ04: to change marital status/exemptions for a member who either gets married or divorced or changes exemptions. This is simply changing a Married to Single or vice versa.

Drop down option on FJ04
Deduction Election M – Married S – Single N – No Income Tax Withholding

Sample FJ04 DMO Screen



FJ04--CHANGE MARITAL STATUS/EXEMPTIONS

MMPA POSTING BEFORE CHANGE MARITAL STATUS/EXEMPTIONS

FJ FED WHLDG* ENTRY-OPEN-DT 970301 03 03 1 DEDTN-MM 104.23 DEDTN-CM 208.46 DEDTN-NM 208.46 DEDTN-YTD 625.42 WAGES-CM 1,610.70 WAGES-NM 1,610.70 FED-WAGES-YTD 4,832.10 START-W4 9701 **DEDTN-ELECTN S NR-XMPTNS 00** ADTNL-AMT 0.00 TAX-YEAR 97

MMPA POSTING AFTER CHANGE MARITAL STATUS/EXEMPTIONS

FJ FED WHLDG* ENTRY-OPEN-DT 970310 06 03 2 DEDTN-MM 104.23 DEDTN-CM 61.53 DEDTN-NM 61.53 DEDTN-YTD 478.53 WAGES-CM 1,610.70 WAGES-NM 1,610.70 FED-WAGES-YTD 4,832.10 START-W4 9703 **DEDTN-ELECTN M NR-XMPTNS 03** ADTNL-AMT 0.00 TAX-YEAR 97

FJ-FED WHLDG* ENTRY-OPEN-DT 970301 03 03 1 ENTRY-CLSD-DT 970310 06 03 2 CNTRL-CODE 6 DEDTN-MM 0.00 DEDTN-CM 0.00 DEDTN-NM 0.00 DEDTN-YTD 625.46 WAGES-CM 0.00 WAGES-NM 0.00 FED-WAGES-YTD 4,832.10 START-W4 9701 **DEDTN-ELECTN S NR-XMPTNS 00** ADTNL-AMT 0.00 W2-ISSUED NO TAX-YEAR 97

In the FJ04 transaction: the additional withholding amount field can be used to start or change the amount. This change occurs for members who wish to have additional money withheld for FITW over and above the amount of the standard withholding.

FJ04--CHANGE ADDITIONAL WITHHOLDING

MMPA POSTING BEFORE CHANGE ADDITIONAL WITHHOLDING

FJ FED WHLDG* ENTRY-OPEN-DT 970301 03 03 1 DEDTN-MM 110.95 DEDTN-CM 221.91 DEDTN-NM 221.91 DEDTN-YTD 1,109.73 WAGES-CM 1.700.40 WAGES-NM 1,700.40 FED-WAGES-YTD 8,802.00 START-W4 9704 DEDTN-ELECTN S NR-XMPTNS 00 **ADTNL-AMT 0.00** TAX-YEAR 97

MMPA POSTING AFTER CHANGE ADDITIONAL WITHHOLDING

FJ FED WHLDG* ENTRY-OPEN-DT 970410 12 04 2 DEDTN-MM 110.95 DEDTN-CM 276.91 DEDTN-NM 276.91 DEDTN-YTD 1,164.73 WAGES-CM 1,700.40 WAGES-NM 1,700.40 FED-WAGES-YTD 8,502.00 START-W4 9704 DEDTN-ELECTN S NR-XMPTNS 00 **ADTNL-AMT 55.00** TAX-YEAR 97

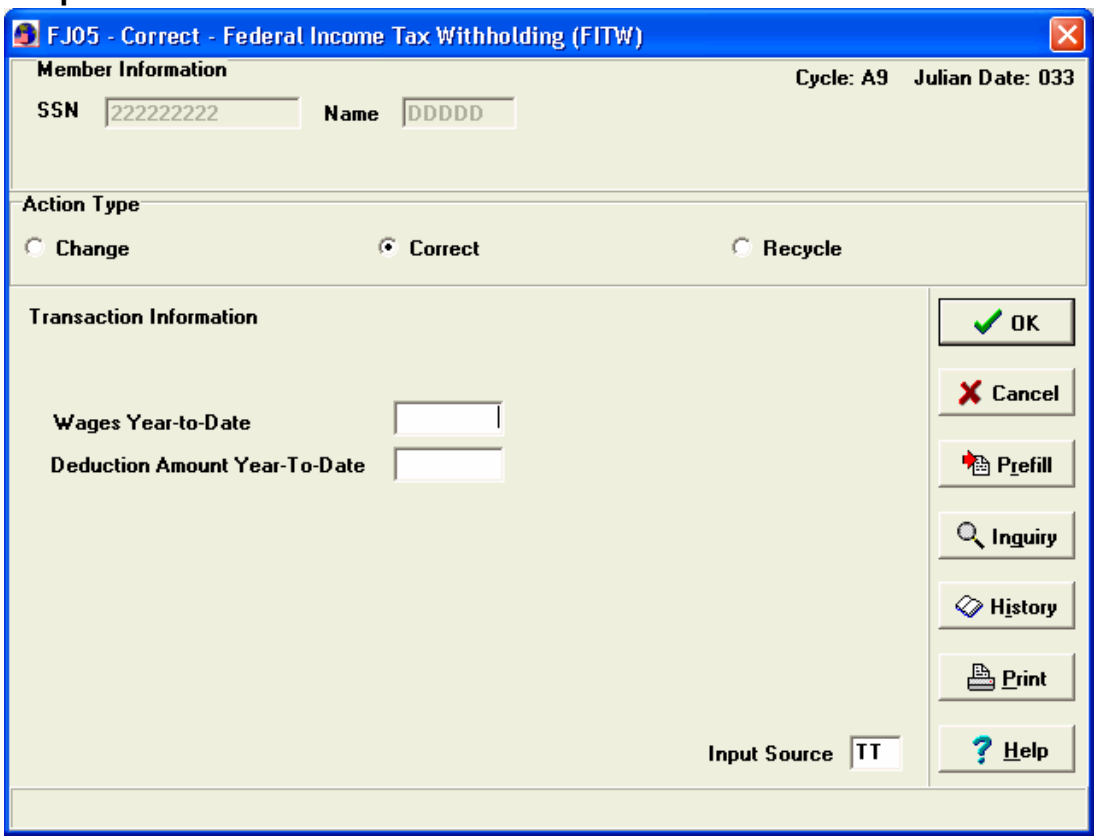
FJ-FED WHLDG* ENTRY-OPEN-DT 970301 03 03 1 ENTRY-CLSD-DT 970410 12 04 2 CNTRL-CODE 6 DEDTN-MM 0.00 DEDTN-CM 0.00 DEDTN-NM 0.00 DEDTN-YTD 1,109.73 WAGES-CM 0.00 WAGES-NM 0.00 FED-WAGES-YTD 8,502.00 START-W4 9701 DEDTN-ELECTN S NR-XMPTNS 00 **ADTNL-AMT 0.00** W2-ISSUED NO TAX-YEAR 97

An FJ05 is used to adjust Federal wages YTD for current year. An FJ05 must be posted if a C2 has processed against a DQ debt with tax code 3 or 4, since the computer cannot reduce wages by more than what has been reported for current month. An FJ05 is also required for lump sum MGIB collections, reports for combat zone exclusions (CZTE) outside of IAS, and recouping of bonuses.

a. This transaction is used to adjust both Federal wages and deductions current YTD.

b. A P9 will programmatically post for the difference when deductions are adjusted.

Sample of FJ05 correction



Reporting Combat Zone Tax Exclusion

1. The transaction 2303, using the CZTE/HFP code, changes the tax entries on the MMPA.

2. When the 2303 posting occurs outside IAS and causes an error in the tax amounts, it needs to be corrected. This correction is done with the FN05 transaction to correct the error in prior year wages. The tax entries on the MMPA will reflect incorrect data for both FITW and SITW. Note: New closed entries are posted for the prior year taxes, and a corrected W-2 has been issued in this FN05 example. If the 2303 had processed within IAS, the 2303 would have automatically updated the wages and issued a W-2C for prior year if reporting is still within IAS. The FJ05 would correct the current year wages and taxes. FK05 would correct current year state wages and taxes.

REPORTING OF A CZTE--2303

MMPA POSTING BEFORE REPORT CZTE AND TAX CHANGES

```
FC-SOC SEC WHLDG*  ENTRY-OPEN-DT 960101 96 01 1  ENTRY-CLSD-DT 961220 96 12 2
   CNTRL-CODE 6  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD
   1,704.94  WAGES-CM 0.00  WAGES-NM 0.00  SOC-SEC-WAGES-YTD 27,498.96
   W2-ISSUED YES  TAX-YEAR 96
FH-MEDICARE WHLDG*  ENTRY-OPEN-DT 960101 96 01 1  ENTRY-CLSD-DT 961220 96 12 2
   CNTRL-CODE 6  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD 398.73
   WAGES-CM 0.00  WAGES-NM 0.00  MCARE-WAGES-YTD 27,498.96  W2-ISSUED YES
   TAX-YEAR 96
FJ-FED WHLDG*  ENTRY-OPEN-DT 960101 96 01 1  ENTRY-CLSD-DT 961220 96 12 2
   CNTRL-CODE 6  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD
   4,008.86  WAGES-CM 0.00  WAGES-NM 0.00  FED-WAGES-YTD 27,498.96  START-W4
   9601  DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00  W2-ISSUED YES  TAX-YEAR
FK-STATE WHLDG*  ENTRY-OPEN-DT 951231 96 01 1  ENTRY-CLSD-DT 961222 96 12 2
   CNTRL-CODE 6  START 9601  STOP 9612  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM
   0.00  DEDTN-YTD 801.76  WAGES-CM 0.00  WAGES-NM 0.00  STATE-WAGES-YTD
   27,498.96  START-W4 9601  DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00
   PRCNTGE 20.0  STATE-ID 04  W2-ISSUED YES  TAX-YEAR 96
```

2303 REPORT CZTE INPUT (see Entitlements/Special Pay for input)

MMPA POSTING AFTER REPORT CZTE AND TAX CHANGE

```
FC-SOC SEC WHLDG*  ENTRY-OPEN-DT 970311 07 03 2  ENTRY-CLSD-DT 970311 07 03 2
   CNTRL-CODE 2  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD
   1,704.94  WAGES-CM 0.00  WAGES-NM 0.00  SOC-SEC-WAGES-YTD 27,498.96
   W2-ISSUED W2C  TAX-YEAR 96
FC-SOC SEC WHLDG*  ENTRY-OPEN-DT 960101 96 01 1  ENTRY-CLSD-DT 961220 96 12 2
   CNTRL-CODE 6  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD
   1,704.94  WAGES-CM 0.00  WAGES-NM 0.00  SOC-SEC-WAGES-YTD 27,498.96
   W2-ISSUED YES  TAX-YEAR 96
FH-MEDICARE WHLDG*  ENTRY-OPEN-DT 970311 07 03 2  ENTRY-CLSD-DT 970311 07 03 2
   CNTRL-CODE 2  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD 398.73
   WAGES-CM 0.00  WAGES-NM 0.00  MCARE-WAGES-YTD 27,498.96  W2-ISSUED W2C
   TAX-YEAR 96
FH-MEDICARE WHLDG*  ENTRY-OPEN-DT 960101 96 01 1  ENTRY-CLSD-DT 961220 96 12 2
   CNTRL-CODE 6  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD 398.73
   WAGES-CM 0.00  WAGES-NM 0.00  MCARE-WAGES-YTD 27,498.96  W2-ISSUED YES
   TAX-YEAR 96
FJ-FED WHLDG*  ENTRY-OPEN-DT 970311 07 03 2  ENTRY-CLSD-DT 970311 07 03 2
   CNTRL-CODE 2  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD
   4,008.86  WAGES-CM 0.00  WAGES-NM 0.00  FED-WAGES-YTD 22,434.36  START-W4
   9601  DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00  W2-ISSUED W2C  TAX-YEAR
   96
FJ-FED WHLDG*  ENTRY-OPEN-DT 960101 96 01 1  ENTRY-CLSD-DT 961220 96 12 2
   CNTRL-CODE 6  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD
   4,008.86  WAGES-CM 0.00  WAGES-NM 0.00  FED-WAGES-YTD 27,498.96  START-W4
   9601  DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00  W2-ISSUED YES  TAX-YEAR
   96
FK-STATE WHLDG*  ENTRY-OPEN-DT 970311 07 03 2  ENTRY-CLSD-DT 970311 07 03 2
   CNTRL-CODE 2  START 9601  STOP 9612  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM
```

REPORTING OF A CZTE--2303(continued from previous page)

MMPA POSTING AFTER REPORT CZTE AND TAX CHANGE

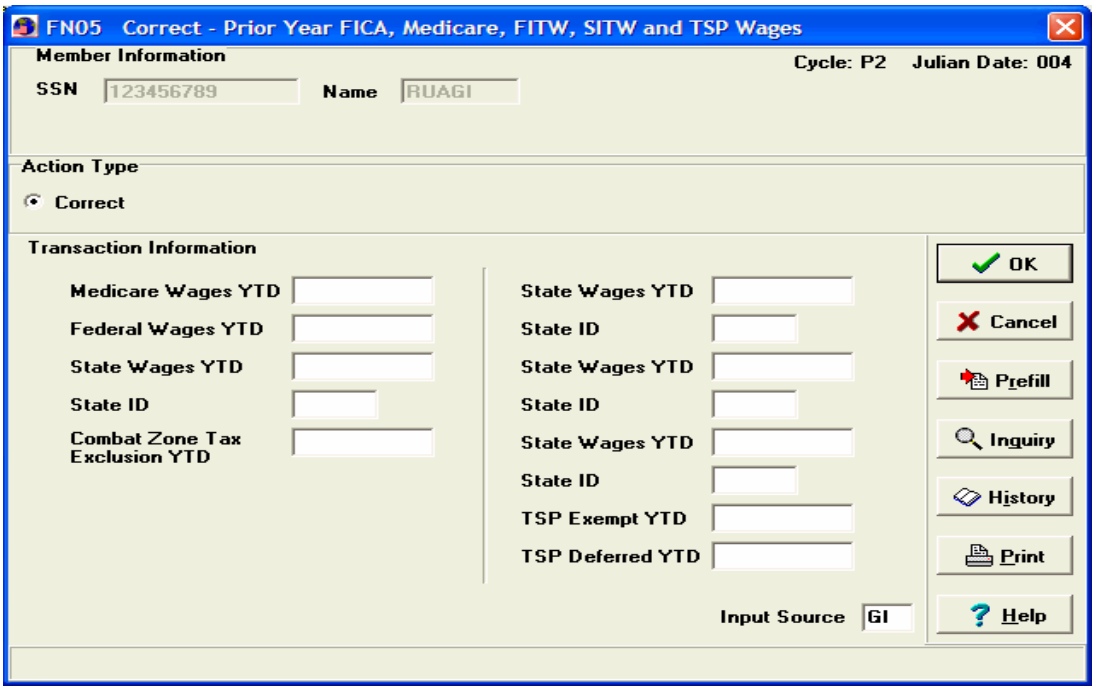
```
FK-STATE WHLDG*  ENTRY-OPEN-DT 951231 96 01 1  ENTRY-CLSD-DT 961222 96 12 2
   CNTRL-CODE 6  START 9601  STOP 9612  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM
   0.00  DEDTN-YTD 801.76  WAGES-CM 0.00  WAGES-NM 0.00  STATE-WAGES-YTD
   27,498.96  START-W4 9601  DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00
   PRCNTGE 20.0  STATE-ID 04  W2-ISSUED YES  TAX-YEAR 96
FL-TXBL-WAGES CZ XCLUSN*  ENTRY-OPEN-DT 980311 07 03 2  ENTRY-CLSD-DT
   980311 07 03 2  CNTRL-CODE 2  ACTN 03  START 970801  STOP 970930  CZ-DEDTN 1
   CNTRY-WORLD TU
23-HOSTILE FIRE/IMMINENT DANGER PAY*  ENTRY-OPEN-DT 980311 07 03 2
   ENTRY-CLSD-DT 980311 07 03 2  CNTRL-CODE 2  ACTN 03  START 970601  STOP
   970930  ENTLMT-MM 0.00  ENTLMT 300.00  ENTLMT-NM 0.00  MNTLY-RATE 150.00
   HFP-IDP-QUAL 2  CNTRY-WORLD TU
```

3. FN05--Changing taxes--If a pay computation is performed manually, and the wages are incorrect, they must be fixed. Use the FN05 transaction to fix wages for any reason other than CZTE. This transaction is necessary when:

a. the base pay entry is corrected
b. when combat zone is reported
c. when previous information was inaccurately reported

Do not use this transaction to transfer withholdings from one year to another; use an FR05 transaction. FN05 simply changes wages for prior year.

FN05 CORRECT PRIOR YEAR TAXES



CHANGE WAGES FOR FICA/MEDICARE/FITW/SITW WAGES

MMPA POSTING BEFORE FN05

FC-SOC SEC WHLDG* ENTRY-OPEN-DT 970311 07 03 2 ENTRY-CLSD-DT 970311 07 03 2 CNTRL-CODE 2 DEDTN-MM 0.00 DEDTN-CM 0.00 DEDTN-NM 0.00 DEDTN-YTD 1,704.94 WAGES-CM 0.00 WAGES-NM 0.00 SOC-SEC-WAGES-YTD 27,498.96 W2-ISSUED YES TAX-YEAR 96

FJ-FED WHLDG* ENTRY-OPEN-DT 960101 96 01 1 ENTRY-CLSD-DT 961220 96 12 2 CNTRL-CODE 2 DEDTN-MM 0.00 DEDTN-CM 0.00 DEDTN-NM 0.00 DEDTN-YTD 4,008.86 WAGES-CM 0.00 WAGES-NM 0.00 FED-WAGES-YTD 27,498.96 START-W4 9601 DEDTN-ELECTN S NR-XMPTNS 00 ADTNL-AMT 0.00 W2-ISSUED YES TAX-YEAR 96

FK-STATE WHLDG* ENTRY-OPEN-DT 951231 96 01 1 ENTRY-CLSD-DT 961222 96 12 2 CNTRL-CODE 2 START 9601 STOP 9612 DEDTN-MM 0.00 DEDTN-CM 0.00 DEDTN-NM 0.00 DEDTN-YTD 801.76 WAGES-CM 0.00 WAGES-NM 0.00 **STATE-WAGES-YTD 27,498.96** START-W4 9601 DEDTN-ELECTN S NR-XMPTNS 00 ADTNL-AMT 0.00 PRCNTGE 20.0 STATE-ID 04 W2-ISSUED YES TAX-YEAR 96

MMPA POSTING AFTER FN05

FH-MEDICARE WHLDG* ENTRY-OPEN-DT 970311 07 03 2 ENTRY-CLSD-DT 970311 07 03 2 CNTRL-CODE 2 DEDTN-MM 0.00 DEDTN-CM 0.00 DEDTN-NM 0.00 DEDTN-YTD 398.73 WAGES-CM 0.00 WAGES-NM 0.00 **MCARE-WAGES-YTD 27,498.96 W2-ISSUED W2C** TAX-YEAR 96

FJ-FED WHLDG* ENTRY-OPEN-DT 970311 07 03 2 ENTRY-CLSD-DT 970311 07 03 2 CNTRL-CODE 2 DEDTN-MM 0.00 DEDTN-CM 0.00 DEDTN-NM 0.00 DEDTN-YTD 4,008.86 WAGES-CM 0.00 WAGES-NM 0.00 **FED-WAGES-YTD 22,434.36** START-W4 9601 DEDTN-ELECTN S NR-XMPTNS 00 ADTNL-AMT 0.00 **W2-ISSUED W2C** TAX-YEAR

FK-STATE WHLDG* ENTRY-OPEN-DT 970311 07 03 2 ENTRY-CLSD-DT 970311 07 03 2 CNTRL-CODE 2 START 9601 STOP 9612 DEDTN-MM 0.00 DEDTN-CM 0.00 DEDTN-NM 0.00 DEDTN-YTD 801.76 WAGES-CM 0.00 WAGES-NM 0.00 **STATE-WAGES-YTD 22,434.36** START-W4 9601 DEDTN-ELECTN S NR-XMPTNS 00 ADTNL-AMT 0.00 PRCNTGE 20.0 STATE-ID 04 **W2-ISSUED W2C** TAX-YEAR 96

Some of the reasons to use the FN05 are:

a. When Medicare wages are corrected, deductions are automatically adjusted. The MMPA will reflect history FC and FH entries. P9 entries will be created for the difference in prior deductions.

b. When FITW and SITW wages are adjusted, taxes are not refunded or collected for prior year. The member must file for a refund or pay the additional taxes.

c. When it has been determined, after researching the deduction amounts on the LES, that deductions were incorrectly reported for prior year, take the following action: process an FN05 that matches the MMPA. Overlay the amount deducted with a 9804, and post another FN05 to correct the TD Form W-2 for prior year.

d. The FN05 transaction also corrects the Non Taxable earned income (NTEI) amount. The NTEI equals the amounts earned for BAH, BAS and wages earned in combat zone tax exclusions (CZTE) areas. Earnings are defined as the amount Government provides in housing or meal cards as well as actual amounts paid. This amount must be adjusted whenever there is a change to prior year CZTE, reenlistment bonuses earned in the combat zone, grade changes, changes to BAH difference or to BAH at the with or without dependent rate. For confinement cases, remember that quarters and meals are being provided. Therefore, the NTEI amount will be equal to BAH and BAS earned for that grade. When member is released to Appellate Review leave, then BAH and BAS amounts should not be reported from the start of the leave.

4. MG04-Change the State ID Code-If the member requests a different state of residency, the MG04 transaction is used for the change.

CHANGE STATE ID FOR TAX PURPOSES--MG04

MMPA BEFORE STATE ID CHANGE

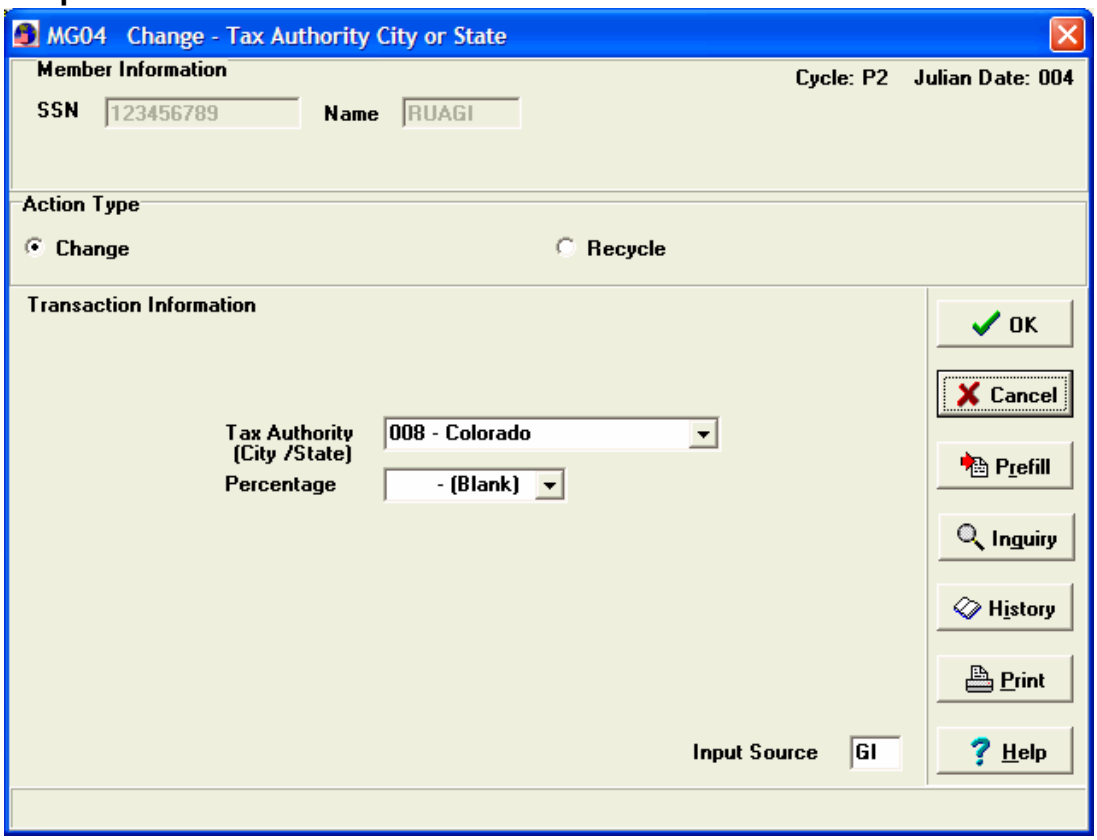
FK STATE WHLDG* ENTRY-OPEN-DT 970301 07 03 2 START 9701 DEDTN-MM 41.39
DEDTN-CM 82.78 DEDTN-NM 82.78 DEDTN-YTD 248.42 WAGES-CM 2,608.20
WAGES-NM 2,608.20 STATE-WAGES-YTD 7,824.60 START-W4 9701 DEDTN-ELECTN S
NR-XMPTNS 00 ADTNL-AMT 0.00 PRCNTGE 20.0 **STATE-ID 04** TAX-YEAR 97

CHANGE STATE ID FOR TAX PURPOSES--MG04

MMPA AFTER MG04 INPUT

*FK STATE WHLDG** ENTRY-OPEN-DT 970311 07 03 2 START 9703 DEDTN-MM 41.39
DEDTN-CM 124.81 DEDTN-NM 124.81 DEDTN-YTD 124.81 WAGES-CM 2,608.20
WAGES-NM 2,608.20 STATE-WAGES-YTD 2,608.20 START-W4 9703 DEDTN-ELECTN S
NR-XMPTNS 00 ADTNL-AMT 0.00 PRCNTGE 00.0 STATE-ID 08 TAX-YEAR 97
*FK-STATE WHLDG** ENTRY-OPEN-DT 970311 07 03 2 ENTRY-CLSD-DT 970311 07 03 2
CNTRL-CODE 2 START 9701 STOP 9702 DEDTN-MM 0.00 DEDTN-CM 0.00 DEDTN-NM
0.00 DEDTN-YTD 165.64 WAGES-CM 0.00 WAGES-NM 0.00 STATE-WAGES-YTD
5,216.40 START-W4 9701 DEDTN-ELECTN S NR-XMPTNS 00 ADTNL-AMT 0.00
PRCNTGE 20.0 **STATE-ID 04** W2-ISSUED NO TAX-YEAR 97

Sample MG04



5. FR05--Move taxes from one calendar year to another is accomplished with FR05. This is an example when the taxes were moved due to reporting LSL after December MER and caused the money to report in 1997 versus 1996.

An FR05 transaction is used to transfer a specific wage and withholding amount from one year to another and is used on prior year accessions, bonuses, lump sum leave sell, etc.

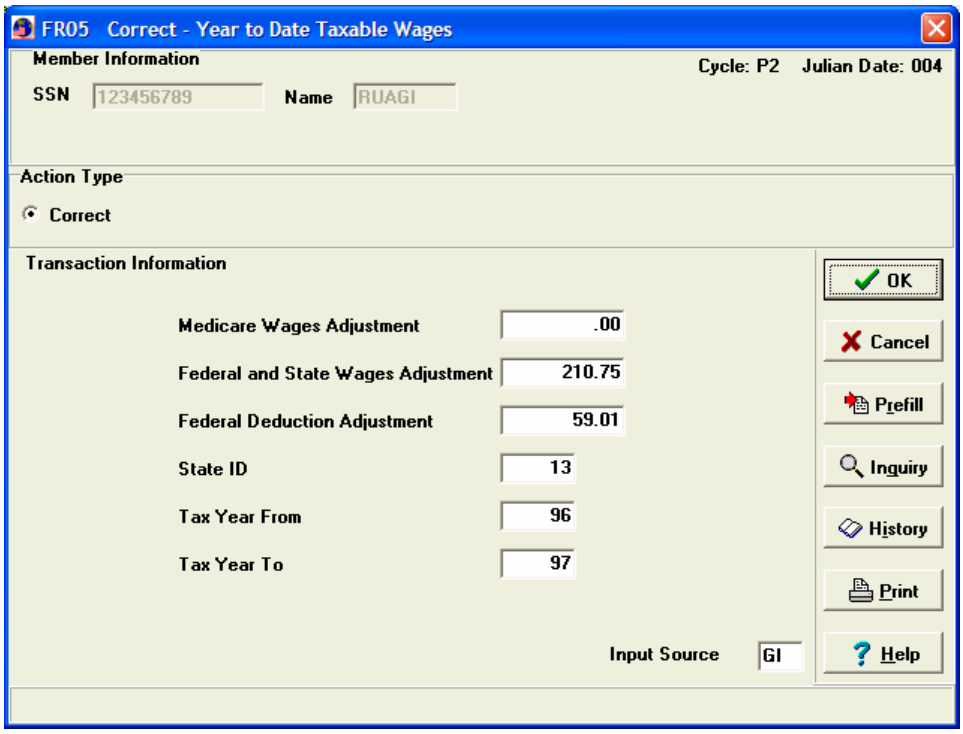
The transaction contains the **amount to be transferred** rather than the replacement value. It is the only central site tax transaction that uses a difference. Also, P9s are computer-generated to display the refund amounts. This transaction will not process unless there is a history entry with the minimum amount to be transferred present on the MMPA. The entries here are numbered for explanation purposes.

FR05--CORRECTION YEAR-TO-DATE WAGES FOR PRIOR YEAR

MMPA BEFORE CORRECTION OF YEAR-TO-DATE TAXABLE WAGES

```
74-LSL*  ENTRY-OPEN-DT 970311 07 03 2  ENTRY-CLSD-DT 970311 07 03 2
   CNTRL-CODE 2  ACTN 03  START 961228  ENTLMT 210.75  LUMP-SUM 3.0  ENTLMT
   210.75  ENTLMT 0.00  NR-DEPN-ACRD-LV-BAQ 0  ENTLMT 0.00
FJ FED WHLDG*  ENTRY-OPEN-DT 970311 07 03 2  DEDTN-MM 146.24  DEDTN-CM 292.47
   DEDTN-NM 292.47  DEDTN-YTD 936.48  WAGES-CM 2,170.80  WAGES-NM 2,170.80
   FED-WAGES-YTD 6,723.15  START-W4 9701  DEDTN-ELECTN S  NR-XMPTNS 00
   ADTNL-AMT 0.00  TAX-YEAR 97
FJ-FED WHLDG*  ENTRY-OPEN-DT 970311 07 03 2  ENTRY-CLSD-DT 970311 07 03 2
   CNTRL-CODE 2  START 9612  1-TI-DEDTN 59.01  1-TI-WAGES 210.75  DEDTN-ELECTN
   S  TAX-YEAR 97
FJ-FED WHLDG*  ENTRY-OPEN-DT 960101 96 01 1  ENTRY-CLSD-DT 961220 96 12 2
   CNTRL-CODE 2  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD
   3,400.20  WAGES-CM 0.00  WAGES-NM 0.00  FED-WAGES-YTD 25,290.00  START-W4
   9601  DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00  W2-ISSUED YES  TAX-YEAR
   96
FK STATE WHLDG*  ENTRY-OPEN-DT 970301 03 03 1  START 9701  DEDTN-MM 51.46
   DEDTN-CM 102.93  DEDTN-NM 102.93  DEDTN-YTD 317.16  WAGES-CM 2,170.80
   WAGES-NM 2,170.80  STATE-WAGES-YTD 6,723.15  START-W4 9701  DEDTN-ELECTN S
   NR-XMPTNS 00  ADTNL-AMT 0.00  PRCNTGE 00.0  STATE-ID 13  TAX-YEAR 97
FK-STATE WHLDG*  ENTRY-OPEN-DT 970311 07 03 2  ENTRY-CLSD-DT 970311 07 03 2
   CNTRL-CODE 2  START 9612  1-TI-DEDTN 12.65  1-TI-WAGES 210.75  DEDTN-ELECTN
   S  STATE-ID 13  TAX-YEAR 97
FK-STATE WHLDG*  ENTRY-OPEN-DT 951231 96 01 1  ENTRY-CLSD-DT 961222 96 12 2
   CNTRL-CODE 2  START 9601  STOP 9612  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM
   0.00  DEDTN-YTD 1,189.20  WAGES-CM 0.00  WAGES-NM 0.00  STATE-WAGES-YTD
   25,290.00  START-W4 9601  DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00
   PRCNTGE 00.0  STATE-ID 13  W2-ISSUED YES  TAX-YEAR 96
```

CORRECT YTD TAXABLE WAGES FR05



CORRECTION YEAR-TO-DATE WAGES FOR PRIOR YEAR

MMPA AFTER CORRECTION TO YTD TAXABLE WAGES

```
FJ FED WHLDG*  ENTRY-OPEN-DT 970314 10 03 2  DEDTN-MM 146.23  DEDTN-CM 292.47
   DEDTN-NM 292.47  DEDTN-YTD 1,169.94  WAGES-CM 2,170.80  WAGES-NM 2,170.80
   FED-WAGES-YTD 6,512.40  START-W4 9701  DEDTN-ELECTN S  NR-XMPTNS 00
   ADTNL-AMT 0.00  TAX-YEAR 97
FJ-FED WHLDG*  ENTRY-OPEN-DT 970314 10 03 2  ENTRY-CLSD-DT 970314 10 03 2
   CNTRL-CODE 6  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD
   3,459.21  WAGES-CM 0.00  WAGES-NM 0.00  FED-WAGES-YTD 25,500.75  START-W4
   9601  DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00  W2-ISSUED W2C  TAX-YEAR 96
FJ-FED WHLDG*  ENTRY-OPEN-DT 970311 07 03 2  ENTRY-CLSD-DT 970314 10 03 2
   CNTRL-CODE 6  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD 936.48
   WAGES-CM 0.00  WAGES-NM 0.00  FED-WAGES-YTD 6,723.15  START-W4 9701
   DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00  W2-ISSUED NO   TAX-YEAR 97
FJ-FED WHLDG*  ENTRY-OPEN-DT 970311 07 03 2  ENTRY-CLSD-DT 970311 07 03 2
   CNTRL-CODE 2  START 9612  1-TI-DEDTN 59.01  1-TI-WAGES 210.75  DEDTN-ELECTN
   S  TAX-YEAR 97
FJ-FED WHLDG*  ENTRY-OPEN-DT 960101 96 01 1  ENTRY-CLSD-DT 961220 96 12 2
   CNTRL-CODE 6  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD
   3,400.20  WAGES-CM 0.00  WAGES-NM 0.00  FED-WAGES-YTD 25,290.00  START-W4
   9601  DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00  W2-ISSUED YES  TAX-YEAR 96
FK STATE WHLDG*  ENTRY-OPEN-DT 970314 10 03 2  START 9701  DEDTN-MM 51.46
   DEDTN-CM 102.93  DEDTN-NM 102.93 DEDTN-YTD 308.73  WAGES-CM 2,170.80
   WAGES-NM 2,170.80  STATE-WAGES-YTD 6,512.40  START-W4 9701  DEDTN-ELECTN S
   NR-XMPTNS 00  ADTNL-AMT 0.00  PRCNTGE 00.0  STATE-ID 13  TAX-YEAR 97
FK-STATE WHLDG*  ENTRY-OPEN-DT 970314 10 03 2  ENTRY-CLSD-DT 970314 10 03 2
   CNTRL-CODE 6  START 9601  STOP 9612  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM
   0.00  DEDTN-YTD 1,189.20  WAGES-CM 0.00  WAGES-NM 0.00  STATE-WAGES-YTD
   25,500.75  START-W4 9601  DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00
   PRCNTGE 00.0  STATE-ID 13  W2-ISSUED W2C  TAX-YEAR 96
FK-STATE WHLDG*  ENTRY-OPEN-DT 970301 03 03 1  ENTRY-CLSD-DT 970314 10 03 2
   CNTRL-CODE 6  START 9701  STOP 0000  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM
   0.00  DEDTN-YTD 317.16  WAGES-CM 0.00  WAGES-NM 0.00  STATE-WAGES-YTD
   6,723.15  START-W4 9701  DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00
   PRCNTGE 00.0  STATE-ID 13  W2-ISSUED NO   TAX-YEAR 97
FK-STATE WHLDG*  ENTRY-OPEN-DT 970311 07 03 2  ENTRY-CLSD-DT 970311 07 03 2
   CNTRL-CODE 2  START 9612  1-TI-DEDTN 8.43  1-TI-WAGES 210.75  DEDTN-ELECTN
   S  STATE-ID 13  TAX-YEAR 97
FK-STATE WHLDG*  ENTRY-OPEN-DT 951231 96 01 1  ENTRY-CLSD-DT 961222 96 12 2
   CNTRL-CODE 6  START 9601  STOP 9612  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM
   0.00  DEDTN-YTD 1,189.20  WAGES-CM 0.00  WAGES-NM 0.00  STATE-WAGES-YTD
   25,290.00  START-W4 9601  DEDTN-ELECTN S  NR-XMPTNS 00  ADTNL-AMT 0.00
   PRCNTGE 00.0  STATE-ID 13  W2-ISSUED YES  TAX-YEAR 96
74-LSL*  ENTRY-OPEN-DT 970311 07 03 2  ENTRY-CLSD-DT 970311 07 03 2
   CNTRL-CODE 2  ACTN 03  START 961228  ENTLMT 210.75  LUMP-SUM 3.0  ENTLMT
   210.75  ENTLMT 0.00  NR-DEPN-ACRD-LV-BAQ 0  ENTLMT 0.00
P9-REFUNDS, OTHER*  ENTRY-OPEN-DT 970314 10 03 2  ENTRY-CLSD-DT 970314 10 03 2
   CNTRL-CODE 2  REFND-AMT -59.01  REFND-TYPE 4  PAY-DEDTN-TYPE 2  INDEBT-TYPE
   1  INCLUSV-MOS 0303  SAF-ID      TAX-AUTH-STATE 00  TAX-YEAR 96
P9-REFUNDS, OTHER*  ENTRY-OPEN-DT 970314 10 03 2  ENTRY-CLSD-DT 970314 10 03 2
   CNTRL-CODE 2  REFND-AMT 59.01  REFND-TYPE 4  PAY-DEDTN-TYPE 2  INDEBT-TYPE
   1  INCLUSV-MOS 0303  SAF-ID      TAX-AUTH-STATE 00  TAX-YEAR 97
```

LINE NUMBER EXPLANATIONS FOR Examples Above

1. 74--shows LSL reported late, paid 971228 for $210.75.

2. FJ--1997 FITW showing current amount of tax and withholding.

3. FJ--closed one-time payment showing $210.75 in wages and $59.01 in FITW deductions.

4. FJ--closed 1996 FITW showing original 1996 wages and deduction with an issued W-2.

5. FK--1997 SITW showing current amount of tax and withholding.

6. FK--closed one-time payment showing $210.75 in wages and $12.65 deduction for state 13 (GA) at 6% one-time payment tax rate.

7. FK--closed 1996 SITW shows original 1996 wages and deductions with an issued W-2.

8. FJ--1997 FITW shows current amount of tax and withholding after LSL payment/taxes has been moved.

9. FJ--closed 1996 FITW shows corrected 1996 wages and deductions with an issued W-2C. The amounts reflect the moved payment and taxes.

10. FJ--closed 1997 FITW shows the current amount after LSL and before the FR05 to move the payment and taxes. Same entry as line 2 but now closed.

11. FJ--closed one-time payment shows $210.75 in wages and $59.01 in FITW deductions. Same entry as line 3, no changes.

12. FJ--closed 1996 FITW shows original 1996 wages and deductions with an issued W-2. Same entry as line 4, no changes.

13. FK--open 1997 SITW showing 1997 wages and deductions without LSL.

14. FK--closed 1996 SITW shows corrected 1996 wages and deductions with an issued W-2C. The amounts reflect the moved payment and taxes.

15. FK--closed 1997 SITW shows original 1997 wages and deductions without an issued W-2.

16. FK--One-time entitlement shows the wages and state tax withheld.

17. FK--closed 1996 SITW shows original 1996 wages and deductions without the corrected tax form being mailed.

18. 74--shows LSL reported late, paid 971228 for $210.75.

19. P9--shows the refund of FITW for 1996 as a reduction (negative) amount because YTD wages were increased. Member would need to file corrected taxes with IRS.

20. P9--shows the refund of FITW for 1997 as a refund (positive) amount because YTD wages were decreased. Member will have tax withholdings adjusted on FJ line.

6. An FM05 is used to adjust Social Security and Medicare wages YTD for current year. An FM05 transaction must be posted to reduce wages when the moneys for the Montgomery GI Bill (MGIB)obligation are paid, or when a C2 has processed against a DQ debt with a tax code of 4 (basic pay). Manual input is required in these cases.

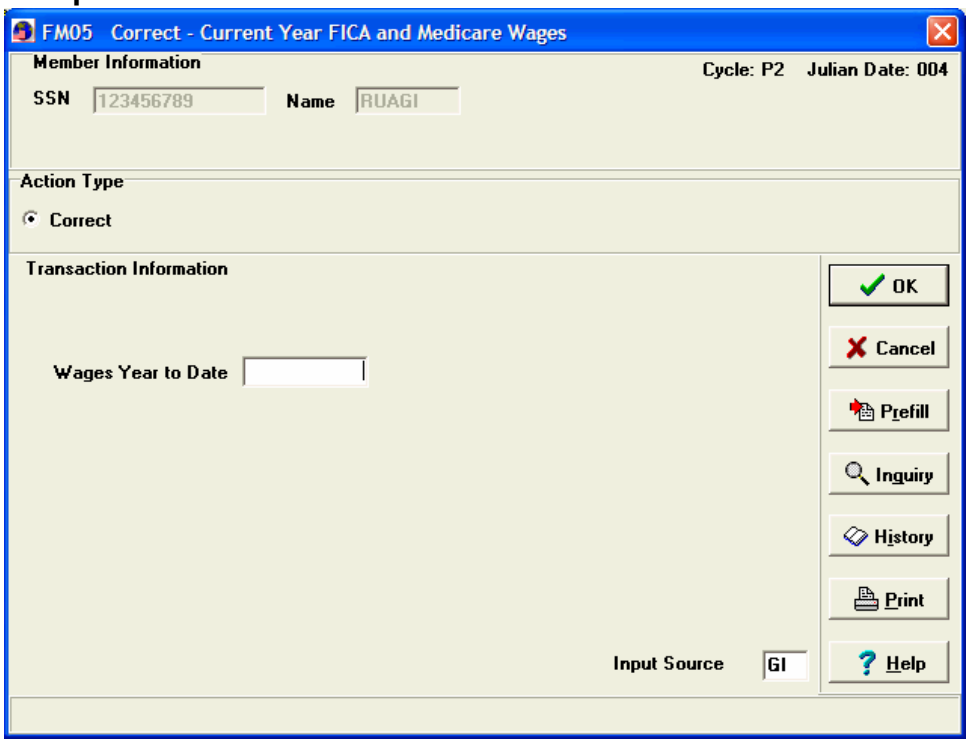
A. A negative P9 to collect taxes is automatically created when wages YTD are increased.

B. A P9 to refund taxes is automatically created when wages YTD are decreased.

E. Social Security (FC) and Medicare Wages (FH) (FICA)

Withholdings are a flat percentage of net basic pay entitlement (net basic pay means basic pay decreased by an MGIB obligation, forfeitures, and collections of overpayments of basic pay). The Current percentage of Social Security is 6.2% and the Current percentage of Medicare is 1.45%.

Sample FM05



CHANGE FICA/MEDICARE WAGES TO CORRECT TAXES

MMPA BEFORE FM05 FICA WAGES INCREASE

```
FC SOC SEC WHLDG*  ENTRY-OPEN-DT 970301 03 03 1  DEDTN-MM 31.31  DEDTN-CM
   62.63  DEDTN-NM 62.63  DEDTN-YTD 313.14  WAGES-CM 1,010.10  WAGES-NM
   1,010.10  SOC-SEC-WAGES-YTD 5,050.50  TAX-YEAR 97
FH MEDICARE WHLDG*  ENTRY-OPEN-DT 970301 03 03 1  DEDTN-MM 7.32  DEDTN-CM
   14.65  DEDTN-NM 14.65  DEDTN-YTD 73.24  WAGES-CM 1,010.10  WAGES-NM
   1,010.10  MCARE-WAGES-YTD 5,050.50  TAX-YEAR 97
```

MMPA POSTING AFTER CHANGE FICA/MEDICARE WAGES

```
FC SOC SEC WHLDG*  ENTRY-OPEN-DT 970331 06 04 1  DEDTN-MM 31.31  DEDTN-CM
   62.63  DEDTN-NM 62.63  DEDTN-YTD 63.07  WAGES-CM 1,010.10  WAGES-NM
   1,010.10  SOC-SEC-WAGES-YTD 1,017.30  TAX-YEAR 97
FC-SOC SEC WHLDG*  ENTRY-OPEN-DT 970331 06 04 1  ENTRY-CLSD-DT 970331 06 04 1
   CNTRL-CODE 6  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD 313.14
   WAGES-CM 1,010.10  WAGES-NM 1,010.10  SOC-SEC-WAGES-YTD 5,050.50  W2-ISSUED
   NO   TAX-YEAR 97
FH MEDICARE WHLDG*  ENTRY-OPEN-DT 970331 06 04 1  DEDTN-MM 7.32  DEDTN-CM
   14.65  DEDTN-NM 14.65  DEDTN-YTD 14.75  WAGES-CM 1,010.10  WAGES-NM
   1,010.10  MCARE-WAGES-YTD 1,017.30  TAX-YEAR 97
FH-MEDICARE WHLDG*  ENTRY-OPEN-DT 970331 06 04 1  ENTRY-CLSD-DT 970331 06 04 1
   CNTRL-CODE 6  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-YTD 73.24
   WAGES-CM 1,010.10  WAGES-NM 1,010.10  MCARE-WAGES-YTD 5,050.50  W2-ISSUED
   NO   TAX-YEAR 97
P9-REFUNDS, OTHER*  ENTRY-OPEN-DT 970331 06 04 1  ENTRY-CLSD-DT 970331 06 04 1
   CNTRL-CODE 2  REFND-AMT 58.49  REFND-TYPE 4  PAY-DEDTN-TYPE A  INDEBT-TYPE
   1  INCLUSV-MOS 0404  SAF-ID      TAX-AUTH-STATE 00  TAX-YEAR 97
P9-REFUNDS, OTHER*  ENTRY-OPEN-DT 970331 06 04 1  ENTRY-CLSD-DT 970331 06 04 1
   CNTRL-CODE 2  REFND-AMT 250.07  REFND-TYPE 4  PAY-DEDTN-TYPE 3  INDEBT-TYPE
   1  INCLUSV-MOS 0404  SAF-ID      TAX-AUTH-STATE 00  TAX-YEAR 97
```

7. An FK05 is used to adjust state wages YTD for current year. An FK05 is necessary whenever Federal wages are corrected. State

wages should equal Federal wages. When there is more than one state for a calendar year, the total combined State wages should be equal to the Federal wages YTD. The FK05 transaction is used to adjust both state wages and deductions current YTD. Two different state entries may be adjusted. An FK05 will create a P9 entry for the difference when deductions are adjusted.

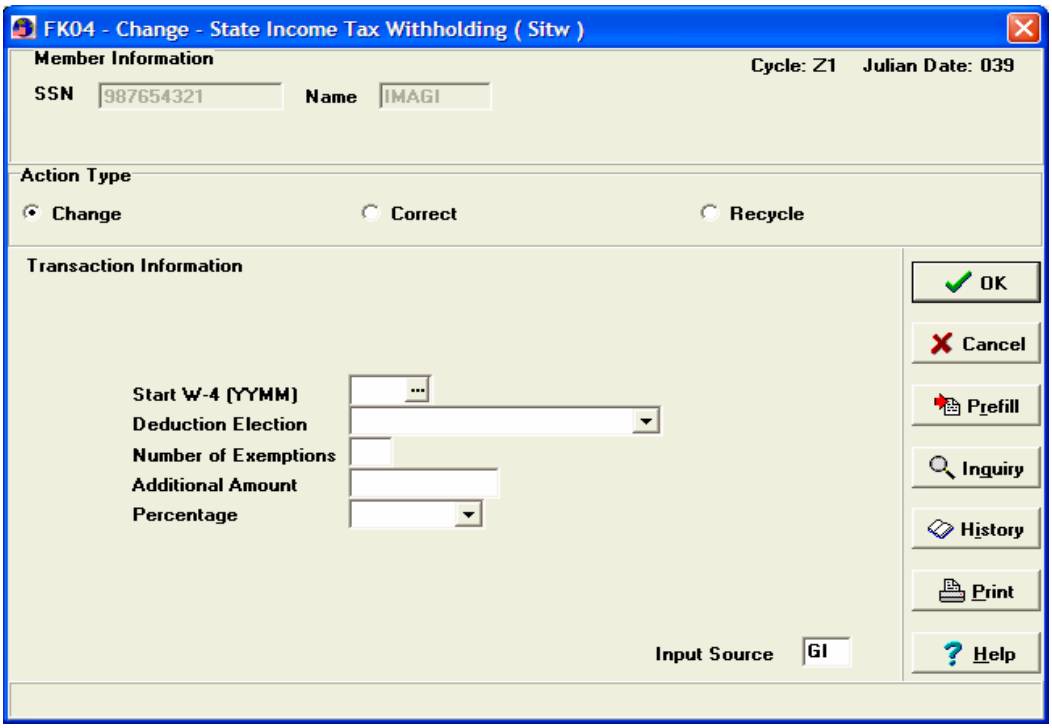
Drop down Options on FK04

Deduction Election
M = Married
S = Single
N = No Income Tax Withholding

Percentage

Blank
100 – 10%
180 – 18%
210 – 21%
230 – 23%
290 – 29%
340 – 34%

SAMPLE FK04



F. UNIQUE PROCESSING FOR TAXES

There are unique transactions that may need to be used to adjust taxes on the MMPA. The most common unique transaction for taxes is the 9903 for P9 refunds. If the refund for taxes is authorized and is not system-generated, then the 9903(P9) would be input. Most times, however, the P9 is automatically established. If it is a refund for other than current year, the member must file with the tax authority for the refund. The 9804 overlay may be used with manual computation for CZTE to correct dates. Again, if an account can be affected by regular input, that should be done in lieu of unique transactions. A 9903(23) can also be used for CZTE outside of IAS.

G. HELPFUL HINTS IN COMPUTING TAXABLE WAGES/DEDUCTIONS

(1). Pay entitlements listed in DODFMR Vol 7a, are taxable unless earned in combat zone or service member is receiving Hostile Fire Pay (HFP)/Imminent Danger Pay (IDP) and the new Combat–related Rehabilitation Pay (CIP) while hospitalized for treatment of an injury or wound incurred as a result of hostile action. Use start and stop dates to determine when entitlements were earned and entry open/closed dates to determine when entitlements were paid.

a. Entitlements are taxed in the year they are received unless they are earned in combat zone. FID FL entries contain start and stop date for period of time member is authorized CZTE. For enlisted members, the computer reduces wages year to date (YTD) by FP entry amount, it does not read entitlements posted in a different month. When wages are being manually computed, use earned amounts not the FP. Officer’s wages are reduced by the maximum reduction amount allowed by law for each month in a combat zone. See table in JWMM on the DJMS system to find out maximum amount for Officers.
NOTE: When wages are manually adjusted, FL entries must be overlaid using a 9804, to reflect the corrected information.

b. When an enlisted member reenlists in combat zone, all the bonus is tax exempt, including anniversary payments. The Officer’s bonus is fully taxable. FID R7 ‘RRB/SRB-TAX-EXCLUSION-ID’ must be a “2” so that anniversary installments are not taxed.

c. Leave earned in the combat zone is tax exempt for enlisted members when used or sold. The amount of tax exempt leave sold is reduced as it is used. If the member accrues 30 days leave in the combat zone and uses 30 days upon return, then member does not have any leave that will be tax free when sold. This process is referred to as LIFO--Last In First Out. Officer wages are not always reduced by leave earned in combat zone.

(2) When computing days accrued in combat zone for lump sum leave sale (LSL), use 2.5 per month, do not reduce number of days based on arrival or departure dates, unless the member is a new enlistee or separated. Multiply the number of days earned by the daily base pay rate and reduce this amount from the wages YTD. The spreadsheet will figure it for you. When the current year wages are being reduced, recompute the amount being withheld, and then reduce Federal and state Withholdings. Do not reduce prior year withholdings and do not use a BS entry for LSL.

(3) When tax exempt leave is used, wages are not decreased unless requested by member. Compute the number of days the same as if leave was sold.

(4). When MMPA entries are unclear, use Leave and Earning Statement (LES) to compute taxable wages. The LES are required when DFAS-IN/FJP has processed unique transactions or there have been a significant number of changes to wages or entitlements.

a. Pull all LESs for the previous calendar year, and pull YTD for the current year adjustments.

b. Add actual amounts paid, and then compute what the member should have been paid for same period.

c. If a discrepancy is found, report it and take the necessary actions to correct the member’s MMPA.

(5). When a member questions the amount of their withholdings, then YTD deductions must be computed using LESs. All cases involving corrections to the withholding amount must be reviewed by an auditor prior to input. When the actual amount of prior year Federal withholdings are inaccurate (FJ “DEDTN YTD” doesn’t equal the sum of monthly deductions from LES), then take the following action to correct the MMPA and the 5 year tax history.

a. Post an FN05 that matches the current MMPA. This way a history entry with the original amount reported is still on the MMPA.

b. Overlay the new history entry to the correct figure. This amount must be overlaid to change it because the FN05 does not have a field for deductions.

c. Post another FN05 matching the correct information. This will update the 5 year tax history and generate a TD Form W2-C.

(6).If state withholdings are inaccurately reported for the prior year, no adjustment can be made to the W2 information.

a. If it is determined that more state taxes were withheld than what was reported, then refund prior year state taxes with a 9902-P9 transaction.

b. If it is determined that less state taxes were withheld than what was reported, then collect the difference with a negative 9902-P9 transaction.

(7). When current year Federal or state withholdings are inaccurately reported, overlay deduction field to correct amount.

NOTE: Most instances that caused discrepancies in the withholding field have been corrected. A trouble report must be completed and directed to DFAS-IN/FJG, if corrections to withholding figures are required.

(8). Block 12 of the W2 contains any pays that was combat zone tax exempt (CZTE) for the social security administration.

ENTITLEMENT TAXABILITY CHART

FORMAT-ID TITLE/TAXABLE ENTITLEMENTS	MONTHLY	ANNUALLY/ONE TIME
01-Base Pay	X	
02-Foreign Language Proficiency Pay	X	
02-Command & Sea Responsibility Pay	X	
08-Nuclear Career Accession Bonus		X
09-Save Pay	X	
10-Demolition Duty Pay	X	
11-Flight Deck Duty	X	
12-Flying Duty	X	
14-Leprosarium Duty	X	
15-Parachute JUMP/HALO Duty Pay	X	
16-Stress/Toxic Fuel/Pesticide Duty	X	
12-Submarine Duty Pay	X	
18-Overseas Extension Pay	X	
19-Board Certification Special Pay	X	
20-Dental Duty Pay	X	
21-Diving Duty Pay	X	
22-Hardship Duty Pay	X	
22-Hostile Fire/Imminent Danger Pay	X	
24-Variable Special Pay	X	
25-Medical/Dental Nurse Bonuses		X
26-Registered Nurse Accession Bonus		X
27-Career Sea Pay	X	
28-Veterinary Duty Pay	X	
29-Optometry Duty Pay	X	
30-Special Duty Assignment Pay	X	
31-Reenlistment Bonus		X
32-Scientific and Engineering Bonus		X
33-Selective Reenlistment Bonus		X
34-Selective Enlistment Bonus		X
37-Career Sea Pay Premium	X	
38-Aviator Continuation Pay		X
41-Personal Money Allowance	X	
51-CONUS Cost of Living Allowance	X	
71-Disability Severance		X
72-Discharge Gratuity		X
74-Lump-Sum Leave		X
76-Readjustment Separation		X
72-Severance Separation (not commonly used)		X
82-Voluntary Separation Incentive		X
84-Special Separation Benefit		X

5 YEAR TAX HISTORY/W-2

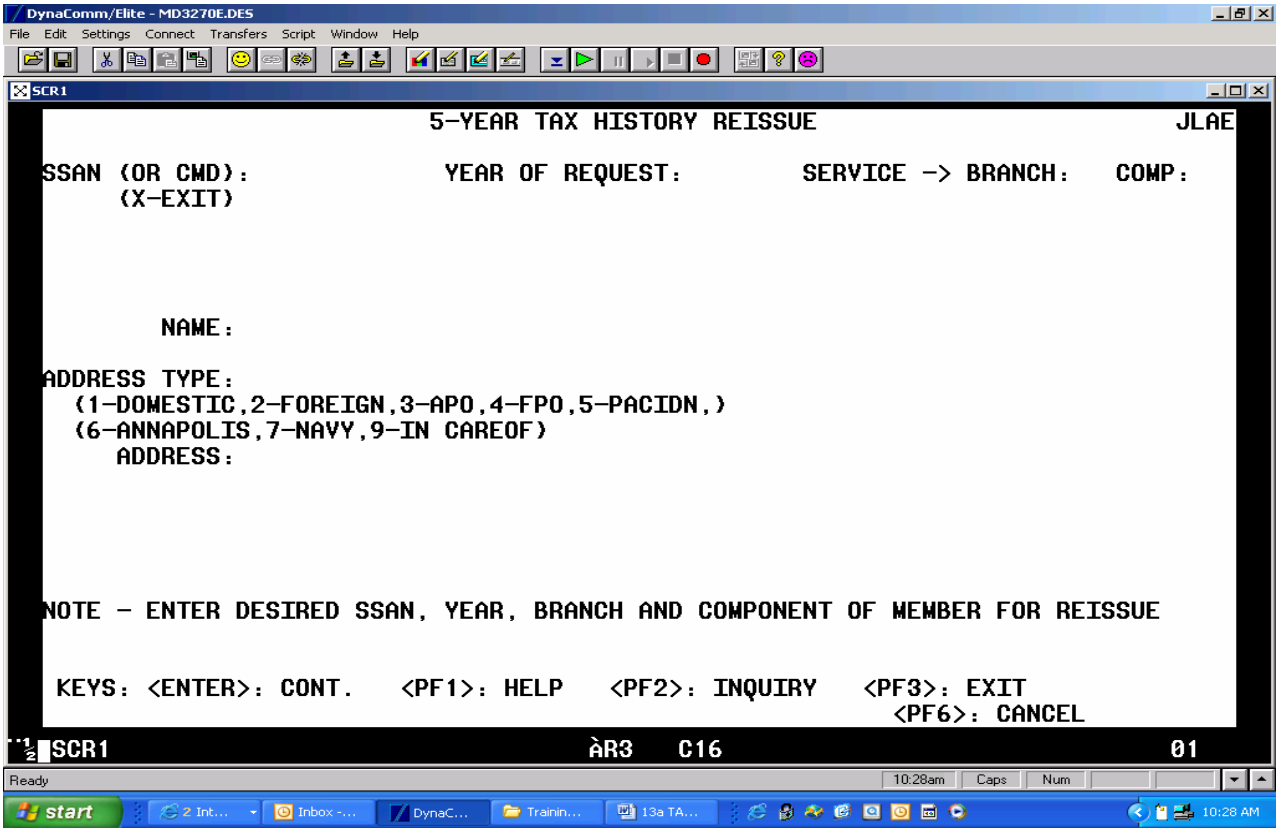
A. BACKGROUND

The 5-Year Tax History System is an on-line system (JLAA/JLBB located in DJMS) providing a method for issue or reissue of W-2 and W-2C forms. The DJMS-AC system has 5 years of tax history available in Immediate Access Storage (IAS). Because the DJMS-AC system is an interactive system, the tax information updates daily with the regular MMPA updates.

System changes may be made directly to the W-2 record. If the account is changed with a FN05 transaction for prior year wages, a tax indicator would produce a W-2C for the prior year. For example, a correction made in January 2006 that would affect the W-2 from 2005 prints a corrected W-2. In DJMS-AC there are two ways to correct a record, either by a mechanical change created through a transaction/update or with an on-line change input by Central Site personnel. The only items that can be changed on-line are the SSN, NAME, or PENSION PLAN for the first year listed. If an SSN change is being made, this is the only change that can be made on that entry. There cannot be a change for NAME and/or PENSION PLAN along with the SSN in the same input. They may be changed after the SSN input updates.

DJMS-AC Central Site reissue requests are printed on a daily basis. The W-2C is held and the update is run about every 9 days to allow time for all input to update.

SAMPLE DJMS-AC W-2 ON-LINE SCREENS



B. THE MMPA TAX ENTRIES

On the MMPA the entries that are associated with the W-2/5 Year Tax History System are the F entries. These entries are explained and examples shown in full detail in the tax processing portion of this manual. There are usually multiple pages on the MMPA containing the F entries. Both System generated and Standard inputs create the F entries. The more common F entries are those involving the Taxable Wages, Federal, FICA, State Tax Withholdings, and Exemptions. Other entrees are shown in this example as well.

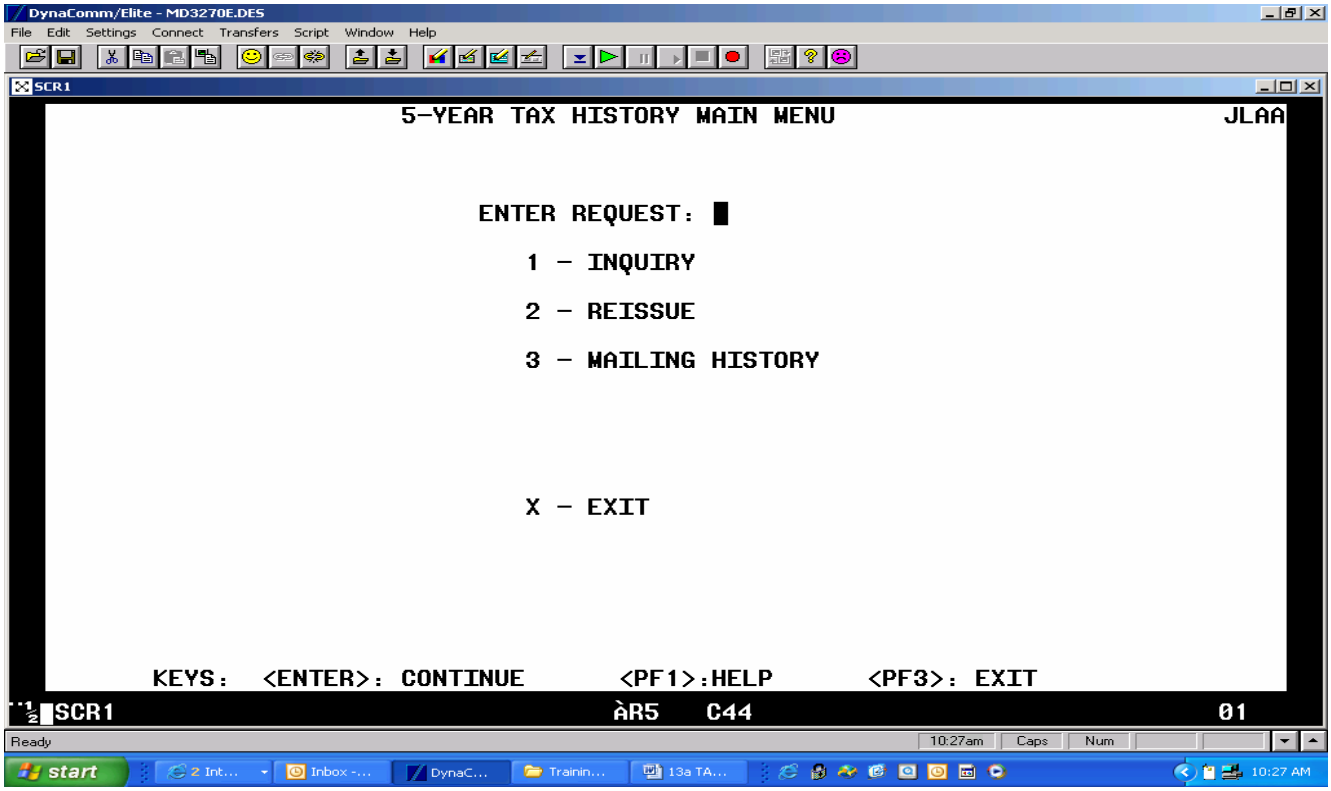
1. When a member dies, the special actions branch prepares a manual W-2. The member's MMPA is changed to reflect that a W-2 has been prepared, so no further W-2 action is taken.

2. When a member separates, the W-2 comes from the normal W-2 processing in January of the next year.

3. The member who separates in 2005 receives the W-2 along with everyone else - in January 2006. This allows for adjustments to be made to the final pay. Other parts of the W-2/5 Year Tax System are used for reissue or mailing history.

NOTE: A reissue request can be processed from the INQUIRY option (Trans ID JLAA only). To change the name, enter "N" in the Temporary field. To change the address, enter an "A". To change both, enter a "B". Remember! When you change the name, you are changing the member's name that will appear on the TD (tax document) Forms W-2 and W-2c. Note: This is a one-time change to the W-2. It does not update the JLES address file or 5YR record. If no name or address change is desired, space through this field. If you want central site to process the reissue, enter a Y in the CENTRAL SITE field or press <PF5>. The reissued TD Form W-2, and any corresponding TD Forms W-2c, will be mailed to either the address contained on the 5YR system or the temporary address entered on the request screen when "A" was entered in the TEMPORARY field.

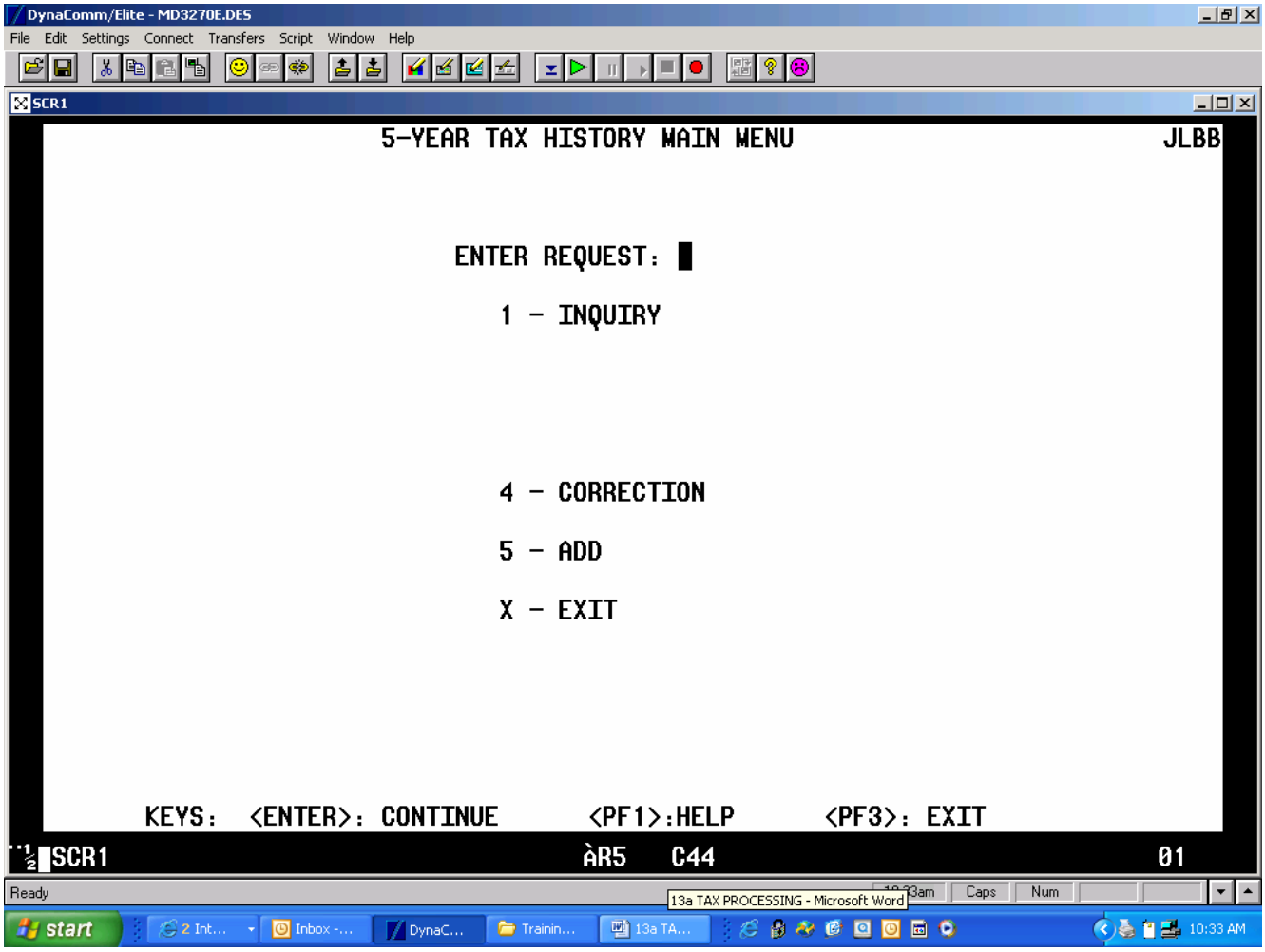
SAMPLE JLAA MAIN SCREEN



C. ACCOUNT CORRECTIONS

At the Central Site, some users will be able to access the 5-Year Tax History system through the verb JLBB. When this screen appears, fill in the SSAN (or command) area along with the appropriate YEAR OF REQUEST (YYYY), SERVICE BRANCH and COMPONENT (A = Active Duty/Separated; C = Cadet or R = Guard/ Reserve). The information will appear the same as it did for the access under the JLAA verb. If the W-2 had a change, then a message would appear after the member's data.

SAMPLE OF JLBB SCREEN



In DJMS-AC an on-line change is made by Central Site personnel. A change can be input for 2nd through 5th year information. The exception is SSN, NAME or PENSION PLAN may only be corrected in the 1st prior year. Also available from the main menu is Option 5 to ADD a record. For example, if a member is accessed late, the W-2 needs to be added to the 5-Year Tax History.

(the remainder of this page is left blank for future information)

Chapter 15 – ALLOTMENTS

A. DJMS-AC ALLOTMENTS

DJMS-AC allotments are part of the regular MMPA. Allotments are A entries on the MMPA. DJMS-AC uses Company Codes for all allotments except individual payments for dependants and mortgages.

DJMS-AC ALLOTMENTS

```
AV NR OF ALLOTMTS*  ENTRY-OPEN-DT 980122 96 01 2  NR 06
AZ ALOTMT FLASH*  ENTRY-OPEN-DT 980122 96 01 2  CODE 0
AB BONDS*  ENTRY-OPEN-DT 000605 06 06 1  ACTN 04  EFF 9806  RCPNT-TYPE 5
   MOS-PURCH 01  DEDTN-CM 50.00  CUM-TO-DATE 50.00  GLD-FL-CNTRY     DISPTN B
   OWNRSHP 4  SERIES T  ADRS USCINCPAC ATTN JOOW BOX 64028CAMP HM SMITH  HI  9
   6861-4028  OWN-SSAN 575751241  OWN BRANDON K COLORADO
AC CHARITY*  ENTRY-OPEN-DT 010104 06 01 1  ACTN 01  EFF 0101  RCPNT-TYPE 3
   PROJ-ST 0112  ALOT-AMT 5.00  CO T000338  CL-C-TOT-AMT 60.00
AI COMM INS*  ENTRY-OPEN-DT 010104 06 01 1  ACTN 01  EFF 0101  RCPNT-TYPE 3
   ALOT-AMT 19.08  ACCT-PLCY-NR 462062201  TYPE-OF-ACCT H  CO N904280
```

The allotments shown are only a sample. In addition, the DJMS-AC system shows two computer generated allotment entries that are fixed entries. The AV entry shows the number of active allotments and is updated every time an allotment is started or stopped. The AZ flash entry is used for members about to separate. The Flash Code entry is on every MMPA even if the member has no active allotments. The flash code (4 or 5) is set when any Separation transaction is posted (E3, E4, or E5). It will cause all allotment transactions to reject.

ENTRY AZ AND ALLOTMENT FLASH CODES

```
AZ ALOTMT FLASH*  ENTRY-OPEN-DT 980122 96 01 2  CODE 0
```

CODE	EXPLANATION
0	Indicates an active allotment account
1	Indicates an administratively started D allot it will prevent a 2nd D allot from processing
4	Member scheduled to separate as a non-retiree on the 1st processing day of the separation month
5	Member is separating as a retiree. Allots are Transferred to the retired account on the 10th calendar day of the retirement month.

Allotments are part of the MMPA, following the same processing procedures as the rest of DJMS-AC. Therefore, retroactive starts are not allowed. All processing is current month or 1 month future except. The AC or AF entry allotments may be input for 1 to 4 months in advance. The allotment types are shown in the Figure with a description following. Note that each entry is in the A category with the type as the second position of the entry FID. The descriptions will indicate some of the restrictions for that type allotment.

ALLOTMENT TYPES IN DJMS-AC

TYPE	PURPOSE
AB	Purchase of U.S. Savings Bonds
AC	Charity Contributions (CFC)
AD	Allotments to Dependents and Relatives
AF	Charitable contribution to Navy/Marine Corps Relief Society (NMCRS)
AH	Repayment of Home Loans
AI	-Premiums on Commercial Life Insurance -Payments of Premiums to Navy Mutual Aid Insurance -Payments of Premiums to the Veterans Administration for the National Service Life Insurance (NSLI)
AS	-Payments to a Banking Institution or Credit Union[3] for credit to a member's account -Contributions to Veterans Education Assistance Program towards an education fund in behalf of the member No new VEAP(E) can be started subsequent to 6/30/85 Will convert as AS allotment with Company Code 9999963
AT	-Voluntary or Involuntary Allotment Payable to IRS[3] for Delinquent Taxes, or repayment of any Indebtedness to the U.S. Government, or repayment of Delinquent Student Loans. -Repayment of Loans to American Red Cross, Navy Marine Corps Relief Society

B. EFFECTS OF MMPA POSTING ON ALLOTMENT DELIVERY

1. If an allotment is open and active for the month, at MER processing the allotment will generate a payment to the allottee. These payments will be delivered via mail or EFT to the designated allottee, be it individual or company/organization. There are also some allotment payments that are sent via FEDLINE directly through the Federal Reserve and the Automated Clearing House (ACH) to an allottee. On the MMPA total allotment payments are shown in the computation P3 and P4 entries. (See the payments section of this handout for examples of these entries.)

2. When an allotment is returned to Central Site, an attempt will be made to correct the address, reissue to a correct allottee or cancel the allotment. The allotments are usually returned for Notice of Change of Address (NOC) or because of an incorrect Routing Transit Number (RTN). Returns come back to Central Site through the FEDLINE and are handled through the Return Check and Bond System. (See the RCB portion of the payments section of this handout.)

3. Multiple payments to the same allottee are not permitted. Only 1 allotment payment may be sent to any individual or company code per member. If a member has more than one allotment for that allottee, the amounts will be combined and sent as a total. For example--if member has 3 insurance policies with ABC Insurance Company; health insurance at $27, life insurance at $56 and auto insurance at $117. The amounts ($27 + $56 + $117 = $200) will be combined and a single $200 payment will be sent for that member. Generally, whenever an allottee is receiving 25 or more allotments of pay, the payments must be either via a blanket check or an EFT payment. In the scenario above, the single payment of three separate policies will be combined with other members' payments, if more than 25 members have allotments to ABC Insurance each month. If fewer than 25 members have allotments to ABC Insurance each month, each allotment will be sent as separate payments.

4. Table 50--Allotments are paid via EFT or check to the Table 50 Company Code assigned each allottee. MSO login and Company Code screens are shown after this explanation. If a company is not listed on Table 50, request a company code on TAO Mail at dfasin/cen-disb/050. The message must include the financial organization or company, address, type of organization (bank, insurance company, mortgage company, etc.), the purpose for which the company code is requested (net pay or allotment) and the ADSN (Accounting and Disbursing Station Number). A Company code normally will not be assigned to a branch bank or multiple addresses for the same company. But, if there are different allotments recipient types there may be more than one company code for that same address.

To access MSO for company codes use the Verb MSO. The screen shown in the Figure will request the DSSN plus 2 zeroes to access Table 50. Central Site will use 380000 or 388000 for access. Follow the prompts on each screen until the main menu appears, then request the company code by whichever means is best for the search.

MAIN LOGIN FOR MSO

```
                        M S O   A P P L I C A T I O N

        ENTER DSSN FOR YOUR STATION/LOCATION:
                                              388000  (DSSN plus 2 zeroes)

                    BRANCH OF SERVICE: A
                                       -
              (A=ARMY  F=AIR FORCE  N=NAVY)

(PF3): CANCEL REQUEST                           (ENTER): CONTINUE
```

MAIN MSO--TABLE 50 MENU

```
        JUMPS  FINANCIAL  NETWORK   SYSTEM                          PG.M: JFIN

             JUMPS  MAIN  MENU
             **********

    OPTION   SYSTEM TITLE
         1   FINANCIAL INSTITUTION TABLE (50)
         2   SUMMARY ACCOUNTS
         3   TLA INQUIRY SYSTEM
         4   JUMPS TABLES UPDATE
         5   JUMPS TABLES INQUIRY
         6   JUMPS ONLINE REPORTING
         7   EXIT
```

MSO LISTING OF TABLE 50 COMPANY CODE

TABLE 50 FOR EFT PAYCHECK OR ALLOTMENT

```
              TABLE 50 INQUIRY VIA COMPANY CODE

              EFFECTIVE DATE:            990426
              COMPANY CODE:              C050200
              COMPANY NAME:              ABC FEDERAL CREDIT UNION
              ADDRESS:                   820 Holly Lane
                                         Anywhere    VA  00000-4907
              DOM/FORGN CODE:            1
              GOLD FLOW CNTY:
              COMPANY CODE TYPE:         1
              PAY CHECK TYPE:            H
              OUTPUT TYPE:               4
              ALLOTMENT RECEPT TYPE:     7
              COMPANY CODE PARENT:       C050200
              TRANSIT ROUTING NUMBER:    25607497-4
              CHECKING ACCOUNT DASHES:   00000000
              SAVINGS ACCOUNT DASHES:    00000000

 PRESS PF3 TO CANCEL REPORTING   OR   PRESS ENTER TO CONTINUE
                              END OF REPORT
```

TABLE 50 FOR INDIVIDUAL ALLOTMENT

```
                      TABLE 50 INQUIRY

              EFFECTIVE DATE:           980302
              COMPANY CODE:             S100908
              COMPANY NAME:             THE PEOPLES BANK - LOANS
              ADDRESS:                  PO BOX 487                (L)
                                        Youtwo     MS   99999-0487
              DOM/FORGN CODE:           1
              GOLD FLOW CNTY:
              COMPANY CODE TYPE:        4
              PAY CHECK TYPE:
              OUTPUT TYPE:              0
              ALLOTMENT RECEPT TYPE:    3
              COMPANY CODE PARENT:      S100908
              TRANSIT ROUTING NUMBER:   -
              CHECKING ACCOUNT DASHES:  00000000
              SAVINGS ACCOUNT DASHES:   00000000

  PRESS PF3 TO CANCEL REPORTING   OR   PRESS ENTER TO CONTINUE
```

FIELD DESCRIPTIONS **TABLE 50 INQUIRY**

EFFECTIVE DATE: YYMMDD the company code became effective

COMPANY CODE: the specific 7 position number used to specify this institution or organization

COMPANY ADDRESS: the mailing address for the institution

DOM/FORGN CODE: identifies the domestic US or foreign nation

1 - Domestic 2 - Foreign
3 - APO 4 - FPO

GOLD FLOW CNTY: Gold flow country--2 position foreign country code identifying country receiving the disbursement for international balance of payments

COMPANY CODE TYPE the codes that identifies the kind of company
1 - receives checks (parent company)
3 - merged company
4 - FEDLINE/EFT funds only data still on paper list or tape

PAY CHECK TYPE: kind of paycheck accepted code
A - composite check to financial organization
D - individual check to financial organization
H - data transferred through EFT
E - exception--company code merged into company code parent

OUTPUT TYPE: code that identifies the output for the company code
0 - not applicable
1 - tape output
3 - USSDP (United States Savings Deposit Program)
4 - EFT

ALLOTMENT RECEPT TYPE: kind of allotment payment accepted code
3 - a blanket check and detail listing
6 - individual checks
7 - allotment payments via EFT
9 - a blanket check and detail on a magnetic tape

COMPANY CODE PARENT: the company code less check digit 6 positions

TRANSIT ROUTING NUMBER: Financial Institution identification Number used by the Federal Reserve for funds transfer/deposit

CHECKING ACCOUNT DASHES: location of hyphens within the Checking account identification number the bank uses for its customers.

ie: the bank requires dashes print in positions 2 and 12 the data would reflect “02120000” for an acct #1-325678956-56 thereby printing a dash automatically in positions 2 and 12.

SAVINGS ACCOUNT DASHES: location of hyphens within the Savings account identification number the bank uses for its Customers

ie: the bank requires dashes print in positions 2 and 12 the data would reflect “02120000” for an acct #1-325678956-56 thereby printing a dash automatically in positions 2 and 12.

Company code C050200 has a paycheck type of H and an allotment recipient type of 7. Both codes indicate it is a bank receiving EFT deposits. The Company code S100908 has an allotment recipient type of 3 indicating it is a bank receiving individual blanket checks with a detail listing.

Since only net pay and allotments may be sent via EFT, Company Code C050200 is used for the EFT payments. Company Code S100908 is used for individual payment allotments sent to Peoples Bank. Note the lack of a RTN for S100908, the identifier used for EFT payments.

Two codes identify the method of the transfer of funds either for paychecks or allotments. The Figure shows the payment types, the alpha code used for paychecks and the numeric code used for allotments.

TABLE 50 PAYCHECK/ALLOTMENT TYPES

PAYCHECK TYPE		ALLOTMENT RECIPIENT TYPE	
CODE	EXPLANATION	CODE	EXPLANATION
A	Composite check to FI	3	Company receives a blanket check and detail listing
D	Individual check to FI	6	Company receives individual checks
H	Data Transfer EFT	7	Company receives allotment via EFT
		9	Company receives a blanket check and detail on magnetic tape

On Table 50 the prefix code in the first position of the Company Code indicates specific groups of organizations. The chart in the Figure shows the type of institutional grouping. Only the types listed on the left side, numbers 1-10, will be valid for Navy input. Any company codes with the prefix shown on the right side, numbers 11-19, are Army prefixes and will not process Navy input. Therefore, only prefixes **A, C, D, M, N, T, R, S, S8 or all numerics** can be used for Navy input.

TABLE 50 ADD INPUT FOR COMPANY CODES

ADD NEW COMPANY CODE TO TABLE 50

(Air Force/Navy)	***(Army)***
01. FOREIGN BANK (TYPE A)	11. APPROPRIATIONS (TYPE E)
02. ALL NUMERICS	12. RED CROSS (TYPE G)
03. CREDIT UNIONS (TYPE C)	13. BANKS, S&L (TYPE H)
04. DEDUCTIONS (TYPE D)	14. CREDIT UNIONS (TYPE J)
05. SAVINGS & LOAN (TYPE M)	15. INSURANCE (TYPE K)
06. INSURANCE (TYPE N)	16. CFC (TYPE P)
07. CFC & AFAF/NMCRS (TYPE T)	17. ARMY REL LOANS (TYPE W)
08. RED CROSS (TYPE R)	18. ARMY REL CHARITY (TYPE L)
09. MISCELLANEOUS (TYPE S)	19. MISC (TYPEX)
10. COLLECTION AGENCY (TYPE S8)	

The chart shown in the Figure is the company guidelines for allotments. The information box below shows the correlation between the allotment classification and the prefix of the company code and the allotment recipient type. This correlation is used for assigning company codes whenever an allotment is started. Denver assigns new company codes following these guidelines. If the correlation is incorrect the input will reject.

TABLE 50 ALLOTMENT COMPANY GUIDELINES FOR COMPANY CODES

ALLOTMENT CLASS	1ST POSITION CO-CODE	ALLOTMENT RECEPIENT TYPE
D to court	S	3, 6, or 9
D (other)	A, C, M, or numeric	3, 6, 7, or 9
	N	3, 6, or 9
C or F	T	3, 6, or 9
T or H	R or S	3, 6, or 9
Net Pay	A, C, M, or numeric	3, 6, 7, or 9

C. SPECIAL CONDITIONS

When separation transactions E-3, E-4, or E-5 update the MMPA file and allotments are in effect the Flash Code 4 or 5 will post to the AZ entry. The Flash Code breakdown is listed in at the beginning of this chapter. Flash code 4 (separations) is set for the first update of the pay period in which the member is separating. Flash code, 5, (retirement) is set on the 10th of the month in which the member is retiring. All allotment transactions will reject once the Flash Code is set. This is the only stop all action that is recognized by the DJMS-AC system. If a member wished to stop all allotments for a reason other than separation, each allotment needs to be stopped with a separate transaction.

Only one AH home mortgage allotment is permitted under DJMS-AC. To accommodate the member paying on a mobile home and the mobile home space as separate payments, DJMS-AC will allow for a Dependent (AD) or Savings (AS) allotment for the rental space loan.

The AI Commercial Insurance allotment is available for health or life insurance only. There are no codes available for home or automobile insurance with commercial companies. Any insurance other than health or life must be established as Dependent (AD) or Saving (AS) allotments.

The number of allotments allowed has not changed per the rules of the DoDFMR. The discretionary allotments (D, H, I, or S) are still limited to 6. The number of non-discretionary (B, C, F, T, or S (VEAP)) is unlimited. But, the system limits total allotments to 15.

D. EFFECTS OF MMPA POSTING & PROCESSING TRANSACTIONS

Each allotment is posted to the member's MMPA when input for the start processes. In order to process allotment transactions the input must be submitted for processing in the correct format.

Authorization to start, stop or change an allotment for active duty or retired personnel will be on a completed DD form 2558, IRS form 2159 payroll deduction agreement or combined federal campaign pledge card. These are the only source documents used for allotment transactions. (See next page for sample of DD form 2558) Signature Block on the forms must contain signature of the individual soldier authorizing the Allotment. Any supporting documentation for the establishment of the allotment will be attached.

The AA04, changes the address that appeared on the MMPA prior to the transaction. This action redirects any allotment payment that may have been sent to the wrong address and been returned to DFAS-IN. The AA04 transaction can **change individual D, H or B allots**. The action changes the address on all allotments with the same address to the new address.

Sample of DD form 2558

AUTHORIZATION TO START, STOP OR CHANGE AN ALLOTMENT

PRIVACY ACT STATEMENT

AUTHORITY: 37 U.S.C. Section 701, E.O. 9397.

PRINCIPAL PURPOSE: To permit starts, changes, or stops to allotments. To maintain a record of allotments and ensure starts, changes, and stops are in keeping with member's desires.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act, these records of information contained therein may specifically be disclosed outside the DoD as a routine use to the Federal Reserve banks to distribute payments made through the direct deposit system to financial organizations or their processing agents authorized by individuals to receive and deposit payments in their accounts. It may also be disclosed to the Treasury Department, Internal Revenue Service, Social Security Administration, Department of Veterans Affairs, Federal, state and local agencies for civil or criminal law enforcement. In addition it can be released for any of the blanket routine uses published at the beginning of the DFAS compilation of system of record notices.

DISCLOSURE: Voluntary; however, failure to provide the requested information as well as the Social Security number may result in the member not being able to start, change, or stop allotments.

TO BE COMPLETED BY ALLOTTER

1. BRANCH OF SERVICE *(X one)* ☐ AIR FORCE ☐ MARINE CORPS ☐ ARMY ☐ NAVY	2. NAME OF ALLOTTER *(Last, First, Middle Initial)* *(Print or type)*	3. SSN	4. PAY GRADE
5. ADDRESS OF ALLOTTER *(Street or Box Number, City, State, ZIP Code)*	6. DAYTIME TELEPHONE NUMBER *(Include Area Code)*	7. EFFECTIVE DATE *(YYYYMM)*	8. MONTHLY AMOUNT OF ALLOTMENT $
9. NAME OF ALLOTTEE *(First, Middle Initial, Last)*	10. ALLOTMENT ACTION *(X one)* ☐ START ☐ STOP ☐ CHANGE		11. TERM IN MONTHS
12. CREDIT LINE *(If applicable)*	13. ALLOTMENT CLASS AUTHORIZED *(X one)*		
14. ALLOTTEE'S MAILING ADDRESS *(Street or Box Number, City, State, ZIP Code)*	☐ C - CHARITY/CFC ☐ D - DISCRETIONARY ALLOTMENTS *(Includes dependent support, payment to financial institution, insurance, repayment of home loan, rent, etc. (Notes 1 and 2))* ☐ F - CHARITY - EMERGENCY/ASSISTANCE FUND CONTRIBUTION ☐ L - REPAYMENT OF LOAN TO SERVICE ORGANIZATION *(Red Cross, Relief Society, etc. - Navy and Marine Corps only)*		
15. IF FOREIGN ADDRESS COMPLETE AS FOLLOWS *(Province, Country)*	☐ N - NSLI OR USGLI INSURANCE PREMIUM ☐ T - PAYMENT OF DEBTS TO U.S., DELINQUENT STATE OR LOCAL INCOME/ EMPLOYMENT TAXES		
16. REMARKS	☐ - OTHER *(Specify)*		
17. COMPANY CODE/FINANCIAL INSTITUTION/ROUTING TRANSIT NUMBER	18. ACCOUNT NUMBER/POLICY NUMBER	☐ CHECKING ☐ SAVINGS	
	19. TOTAL CLASS L AMOUNT $	20. TOTAL CLASS T AMOUNT $	

STATEMENT OF UNDERSTANDING

I understand that this allotment is legal and that by voluntarily completing this form, I am responsible for:
- **Ensuring** that the information is correct;
- **Reviewing** my Leave and Earnings Statement to ensure the allotment stops, starts, or changes as directed including amount and payee;
- **Collecting** overpayments from the receiver (payee) of the allotment, if I do not change or stop the allotment after a loan is repaid;
- **Contacting** the receiver (payee) of the allotment, at my expense, to obtain monthly statements for my personal records.

I also understand that any problems once the allotment is delivered to the receiver (payee) are beyond the control of the Defense Finance and Accounting Service (DFAS) and that DFAS is only responsible for ensuring proper delivery of any voluntary allotment for the period directed. I further understand that pursuant to conditions listed in the DoD 7000.14-R, Volume 7A, changes can be made by DFAS to an allottee's name, address, or account number.

21. SIGNATURE OF ALLOTTER	22. DATE *(YYYYMMDD)*

NOTE 1. Must be different address than allotter. Each dependent allotment must have a different credit line. Only one support allotment per dependent is allowed.
NOTE 2. This is a voluntary allotment and can be to any payee you desire.

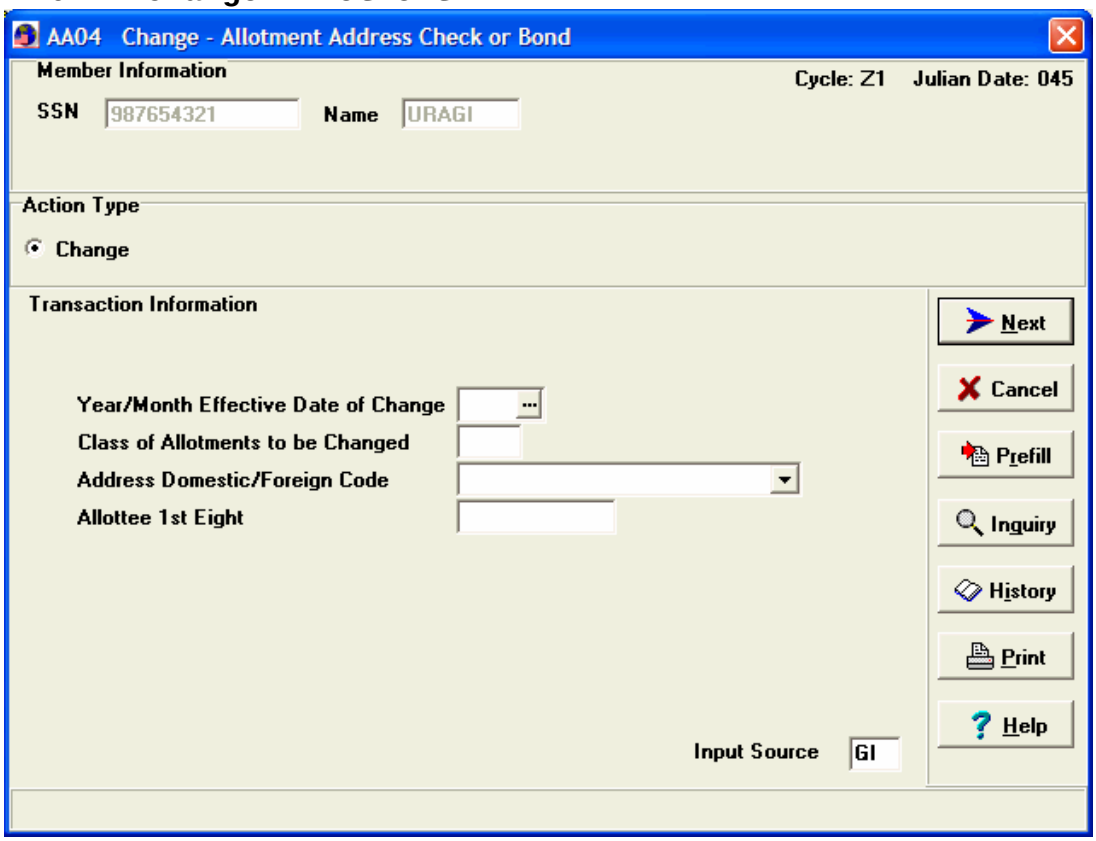
DD FORM 2558, SEP 2002 PREVIOUS EDITION IS OBSOLETE. Reset

AA04 CHANGE - ALLOTMENT ADDRESS CHECK OR BOND
YEAR/MONTH EFFECTIVE DATE OF CHANGE:
Year and month address change is to become effective. Must be current month or current month + 1.
CLASS OF ALLOTMENTS TO BE CHANGED <1>:
B - Bond
D - Dependent
H - Mortgage
ADDRESS DOMESTIC/FOREIGN CODE:
1 - Domestic Address (1st trailer)
2 - Foreign Address (2nd trailer)
3 - APO (3rd trailer)
4 - FPO (3rd trailer)
ALLOTTEE 1ST EIGHT:
Bond - First 8 letters of name of bond recipient
Check - First 8 letters of Allottees name (First, M.I., Last, Suffix, including spaces)
Note <1>:
Up to 3 different allotment classes may be changed at one time. If more than 1 class is changed, do not space between classes; e.g., BDH is the entry to change the address on B, D, and H allotments.

Domestic Address Trailer
MAILING ADDRESS
STREET:
New street address, P.O. Box, etc.
CITY:
New city
STATE:
Two letter state code of new address
ZIP:
First 5 digits of new ZIP Code

Foreign Address Trailer
MAILING ADDRESS STREET:
New foreign street address
FOREIGN MAILING ADDRESS:
Remainder of new foreign address, including foreign postal codes if required
COUNTRY CODE:
Two letter country abbreviation where the allotment will be sent
APO/FPO Address Trailer
MAILING ADDRESS:
New address, including Ship name and hull, and Division (if mailed to a ship)
APO/FPO CODE:
First 5 digits of new ZIP Code

AA04 – Change Allotment



AA04--CHANGE ALLOTMENT ADDRESS DEPENDANT/MORTGAGE & MMPA POSTING

MMPA POSTED ALLOT BEFORE NOC

```
AD DEPN SUPP TL SUPPORT*   ENTRY-OPEN-DT 961201 01 12 1   ACTN 02  EFF 9302
     RCPNT-TYPE 1  ALOT-AMT 346.24  ALOTE-ID 1  GLD-FL-CNTRY     RLTNSHP
     ALLOTE-SUE WADE  ADRS 7742 TAUNTON AVENUE   BROOKLYN OH 44144
```

MMPA POSTED ALLOT AFTER NOC

```
AD DEPN SUPP TL SUPPORT*  ENTRY-OPEN-DT 961201 01 12 1   ACTN 02  EFF 9302
     RCPNT-TYPE 1  ALOT-AMT 346.24  ALOTE-ID 1  GLD-FL-CNTRY     RLTNSHP
     ALLOTE-SUE WADE  ADRS 7742 RODOAN AVENUE   BROOKLYN OH 44144
```

The Bond allotment is established to purchase a U.S. Savings Bond. Not all types of bonds will be shown here. Please refer to the DJMS MMPA Guide for other types. The months designated for purchase allow the deduction amount to accumulate until reaching the purchase price. For example a $50 monthly deduction accumulates $250 in 5 months purchasing a $500 bond in the EE series coded Series T on the MMPA. The I bonds, coded Series I on the MMPA are purchased at the face value amount, a $100.00 bond costs $100.00.

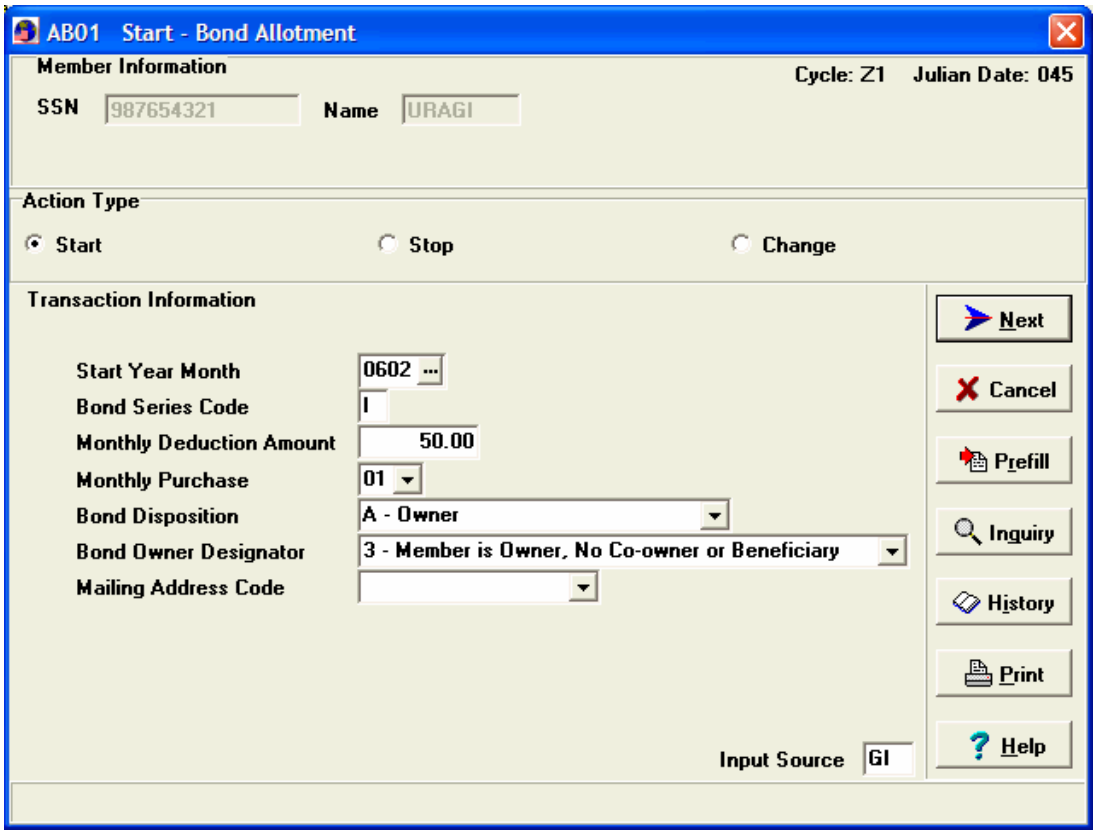
MMPA POSTING OF AB BOND ALLOTMENT

```
AB BONDS*  ENTRY-OPEN-DT 991013 11 10 2  ACTN 01  EFF 9803  RCPNT-TYPE 5
   MOS-PURCH 02  DEDTN-CM 25.00  CUM-TO-DATE 50.00  GLD-FL-CNTRY     DISPTN C
   OWNRSHP 2  SERIES T  ADRS 11324 CHAPELGATE LN  JACKSONVILLE  FL  32223-8759
   BEN SSAN 584680818  CO-OWN-BEN-GENR 5  BEN BEN JAIME TROYANO  3RD-PTY-RCPNT
   DIANE M TROYANO
```

Entry AB Bonds, is available for action codes start, change or stop. A bond cannot be increased (AB07) or decreased (AB08). To change the money amount for a bond, the original bond will be stopped and a new bond allotment started for the new amount.

A bond can be purchased over a series of months by selection of a specified deduction from the bond payments table. Each bond purchase made by the member can be designated with a different owner. The owner can be the member; there can be a co-owner, or a beneficiary. The member may purchase the bond for some other owner, co-owner or beneficiary. A bond can even be mailed to a 3rd party recipient. Bonds can be kept in safekeeping only for those members who are the owner of the bond with no co-owner. Safekeeping is currently done electronically and the bond will not be issued (printed) until the member requests the release from safekeeping.

AB01 Start – Bond Allotment



AB01 Help Screen

AB01 START - BOND ALLOTMENT
START YEAR MONTH
Must contain a valid date in YYMM format; date must be equal to the current month or current month + 1.
BOND SERIES CODE
Make a selection from the Drop-down list. Drop-down choices are:
I = Series I Bond
T = Series EE Bond
I = Series I savings bond - purchase price equals the denomination of the bond.
T = Series EE savings bond - purchase price is 50% of the denomination of the bond.
MONTHLY DEDUCTION AMOUNT must be numeric and greater than zero.
If Bond Series is T and the Monthly Purchase is 01 then this field must equal 50.00, 100.00, 250.00 or 500.00.
If Bond Series is T and the Monthly Purchase is 02 then this field must equal 25.00, 50.00, 125.00 or 250.00.
If Bond Series is T and the Monthly Purchase is 04 then this field must equal 12.50, 25.00, 62.50 or 125.00.
If Bond Series is T and the Monthly Purchase is 05 then this field must equal 10.00, 20.00, 50.00 or 100.00.
If Bond Series is T and the Monthly Purchase is 08 then this field must equal 6.25, 12.50, 31.25 or 62.50.
If Bond Series is T and the Monthly Purchase is 10 then this field must equal 5.00, 10.00, 25.00 or 50.00.
If Bond Series is I and the Monthly Purchase is 01 then this field must equal 50.00, 75.00, 100.00, 200.00, 500.00 or 1000.00.
If Bond Series is I and the Monthly Purchase is 02 then this field must equal 25.00, 50.00, 100.00, 250.00 or 500.00.
If Bond Series is I and the Monthly Purchase is 03 then this field must equal 2500.
If Bond Series is I and the Monthly Purchase is 04 then this field must equal 12.50, 25.00, 50.00, 125.00 or 250.00.
If Bond Series is I and the Monthly Purchase is 05 then this field must equal 10.00, 20.00, 100.00 or 200.00.
If Bond Series is I and the Monthly Purchase is 06 then this field must equal 12.50.
If Bond Series is I and the Monthly Purchase is 08 then this field must equal 6.25, 12.50, 25.00, 62.50 or 125.00.
If Bond Series is I and the Monthly Purchase is 10 then this field must equal 5.00, 7.50, 10.00, 20.00, 50.00 or 100.00.

MONTHLY PURCHASE
Make a selection from the Drop-down list. Cannot = 3 or 6 if BOND SERIES CODE = T.
If the BOND SERIES CODE is 'T' the drop-down choices are:
01 = one month
02 = two months
04 = four months
05 = five months
08 = eight months
10 = ten months
If the BOND SERIES CODE is 'I' the drop-down choices are:
01 = one month
02 = two months
03 = three months
04 = four months
05 = five months
06 = six months
08 = eight months

10 = ten months

AB01 Help Screen (con't)

BOND DISPOSITION
Make a selection from the Drop-down list. Drop-down choices are: A = Owner
B = Co-owner or Beneficiary
C = Third Party
D = Hold at DFAS for safekeeping

BOND OWNER DESIGNATOR
Make a selection from the Drop-down list.
Cannot equal 4-8 when the Monthly Purchase field is 'D'.
Cannot equal 3 or 8 when the Monthly Purchase field is 'B'.
Drop-down choices are:
1 = Member is Owner, Nonmember is Co-owner
2 = Member is Owner, Nonmember is Beneficiary
3 = Member is Owner, No Co-owner or Beneficiary
4 = Nonmember is Owner, Member is Co-owner
5 = Nonmember is Owner, Member is Beneficiary
6 = Nonmember is Owner, Nonmember is Co-owner
7 = Nonmember is Owner, Nonmember is Beneficiary
8 = Nonmember is Owner, No Co-owner or Beneficiary

MAILING ADDRESS CODE
Make a selection from the Drop-down list. Must be blank if the Bond Disposition Code is 'D'. Drop-down choices are:
Blank
1 = Domestic Address
2 = Foreign Address
3 = APO
4 = FPO

BOND OWNERS NAME
May be blank or must contain data if the Bond Disposition is 4, 5, 6, 7 or 8. Enter the First Name, M.I., and Last Name of the Bond Owner. Two consecutive spaces are not allowed except at the end of this field. Only one hyphen can be entered and it must follow and precede an alpha character.
BOND OWNERS SSN
May be blank or must contain data if the Bond Disposition is 4, 5, 6, 7, or 8. Enter the SSN of designated bond owner.
BOND CO-OWNER/BENEFICIARY NAME
May be blank or enter the First Name, M.I., and Last Name of the Bond Co-Owner/Beneficiary. Two consecutive spaces are not allowed except at the end of this field. Only one hyphen can be entered and it must follow and precede an alpha character.
BOND CO-OWNER/BENEFICIARY SSN
May be blank or contain the SSN of designated Co-Owner or Beneficiary.
THIRD PARTY RECIPIENT
If the Bond Disposition Code is 'C', enter the name of the person to whom the bond is to be mailed to if other than owner, co-owner, or beneficiary.

Domestic Mailing Address
STREET
Enter the Street address, P.O. Box, etc.
CITY
Enter the City.
STATE
Enter the two-letter state code.
ZIP

Enter the first 5 digits of the ZIP Code.

AB01 Help Screen (con't)

Foreign Mailing Address
Remaining Address
Street
Enter the Foreign street address.
Enter the remainder of the foreign address, including foreign postal codes if required.
GOLD FLOW COUNTRY
Enter the two-letter country abbreviation where the allotment will be sent.

APO/FPO Mailing Address

APO/FPO ADDRESS STREET/DIVISION/HULL NUMBER
If the Bond Owner Designator is 3 or 4, enter the APO or FPO Address. If mailing to a ship, including the Ship Name and Hull Number, plus Division).

APO/FPO CODE
Enter the first 5 digits of the APO/FPO ZIP Code.

AB01--START BOND TRANSACTION & MMPA POSTING

MMPA POSTING BOND/MEMBER OWNER

```
AB BONDS*  ENTRY-OPEN-DT 001126 01 12 1  ACTN 01  EFF 0012  RCPNT-TYPE 5
   MOS-PURCH 04  DEDTN-CM 12.50  CUM-TO-DATE 12.50  GLD-FL-CNTRY     DISPTN A
   OWNRSHP 3  SERIES T  GENR-OWN 5  ADRS 12972 KILGER CT NW  PICKERINGTON  OH
   43147-9070
```

MMPA POSTING BOND/MEMBER OWNER/CO-OWNER

```
AB BONDS*_ ENTRY-OPEN-DT 001126 01 12 1  ACTN 01  EFF 0012  RCPNT-TYPE 5
   MOS-PURCH 05  DEDTN-CM 10.00  CUM-TO-DATE 10.00  GLD-FL-CNTRY     DISPTN B
   OWNRSHP 2  SERIES T GENR-OWN 5  ADRS 1236 GLENWOOD  BLOOMINGTON  IL  61704-
   2211  BEN SSAN 614868918  CO-OWN-BEN-GENR 5  BEN SALLY OVERRIDE
```

MMPA POSTING BOND/NON-MEMBER OWNER/CO-OWNER/3RD PARTY RECEPIENT

```
AB BONDS*  ENTRY-OPEN-DT 001126 01 12 1  ACTN 01  EFF 0012  RCPNT-TYPE 5
   MOS-PURCH 05  DEDTN-CM 10.00  CUM-TO-DATE 10.00  GLD-FL-CNTRY     DISPTN C
   OWNRSHP 7  SERIES T  GENR-OWN 5  ADRS 415 STANDISH RR1  BLOOMINGTON  IL
   61704-4605    OWN-SSAN 775757755  OWN MARY LO DOLCE  BEN SSAN 614868918
   CO-OWN-BEN-GENR   5  BEN SALLY OVERRIDE  3RD-PTY-RCPNT GEORGE LO DOLCE A
```

For an AB02 stop action to process correctly it must contain the exact duplicate of the MMPA posted information. The stop entry will return to the net pay money accumulated toward a bond purchase from months prior to the stop. The allotment refund is shown in the P8 entry, which is system, generated by the bond stop action.

AB02 STOP BOND & MMPA POSTING

MMPA BOND ENTRY BEFORE THE STOP

```
AB-BONDS*  ENTRY-OPEN-DT 991119 17 11 2  ACTN 01  EFF 9911   RCPNT-TYPE 5
  MOS-PURCH 02  DEDTN-CM 50.00   CUM-TO-DATE 100.00  GLD-FL-CNTRY   DISPTN A
  OWNRSHP 1  SERIES T  GENR-OWN 5  ADRS  5501 WICHITA AVE  CLEVELAND  OH
  44144-3650  CO-OWN SSAN 123123123     CO-OWN-BEN-GENR 5  CO-OWN JACKIE ARIZONA
```

MMPA POSTING OF AB02 STOP BOND

AB-BONDS* ENTRY-OPEN-DT 991119 17 11 2 **ENTRY-CLSD-DT** 991127 02 12 1 ACTN 02 EFF 9611 **STOPPED-PAID-THRU** 9610 RCPNT-TYPE 5 MOS-PURCH 02 DEDTN-CM 50.00 CUM-TO-DATE 100.00 GLD-FL-CNTRY DISPTN A OWNRSHP 1 SERIES T GENR-OWN 5 ADRS 5501 WICHITA AVE CLEVELAND OH 44144-3650 CO-OWN SSAN 123123123 CO-OWN-BEN-GENR 5 CO-OWN JACKIE ARIZONA

The Charity allotment is used for a specified length of time to designate monies for a (CFC) Combined Federal Campaign agency. The DJMS-AC charity allots start in January and ends in December. Restrictions: Charity allot must be at least $1.00, 3-12 months in length. The Company Code must start with a T prefix.

MMPA POSTING OF AC ALLOTMENT

```
AC CHARITY*  ENTRY-OPEN-DT 010104 06 01 1  ACTN 01  EFF 0101  RCPNT-TYPE 3
   PROJ-ST 0112  ALOT-AMT 30.00  CO T000247  CL-C-TOT-AMT 360.00
```

Entry AC for Charity allotments is available for starts and stop actions. The system automatically stops the allotment when the time for deduction ends. If the member wishes the deduction to continue another year it must be started again. Using the verb JWMM and Table 23 with the ADSN or the verb MSO for Company Code with Table 50 can access the CFC areas and Company Codes.

AC01--START CHARITY TRANSACTION & MMPA POSTING

MMPA POSTING CFC CHARITY ALLOTMENT

```
AC CHARITY* ENTRY-OPEN-DT 010122 19 01 2  ACTN 01  EFF 0101  RCPNT-TYPE 3
   PROJ-ST 0112  ALOT-AMT 1.00  CO T000130  CL-C-TOT-AMT 12.00
```

AC02--STOP CHARITY TRANSACTION & MMPA POSTING

MMPA POSTING BEFORE STOP AC02 INPUT

```
AC CHARITY* ENTRY-OPEN-DT 000122 19 01 2  ACTN 01  EFF 0001  RCPNT-TYPE 3
   PROJ-ST 0012  ALOT-AMT 1.00  CO T000130  CL-C-TOT-AMT 12.00
```

MMPA POSTING STOP CFC CHARITY ALLOTMENT

```
AC-CHARITY* ENTRY-OPEN-DT 000122 19 01 2  ENTRY-CLSD-DT 000601 01 06 1  ACTN 02
   EFF 0001  STOPPED-PAID-THRU 0005  RCPNT-TYPE 3  PROJ-ST 0012  ALOT-AMT 1.00
   CO T000130  CL-C-TOT-AMT 12.00
```

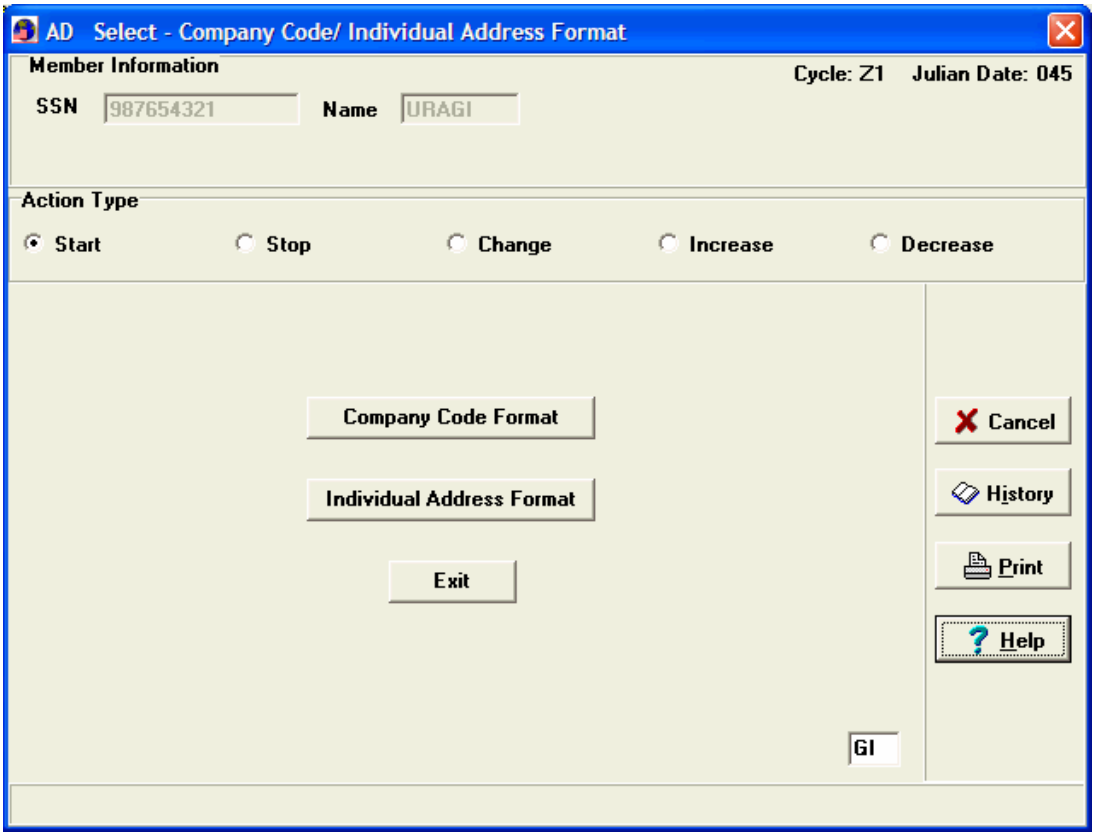
The Dependent allotment provides support to relatives. Relationship of blood, marriage or operation of law (court order) would relate the person listed on the dependent allotment. Only one D allotment is authorized per payee. For example, if a mother is to receive money for two children, she can only receive one check for a combined total. However, each child could receive a check as long as they are over 16 years of age. Allotments cannot be sent to anyone under 16 years old. The member cannot be the sole recipient of the D allotment but money may be sent to a joint account with the member's name.

MMPA POSTING OF AD ALLOTMENT

```
AD DEPN SUPP TL SUPPORT*  ENTRY-OPEN-DT 001030 01 11 1  ACTN 01  EFF 0011
   RCPNT-TYPE 7  ALOT-AMT 200.00  ACCT-PLCY-NR 141650  TYPE-OF-ACCT S  RLTNSHP
      CO C060092  CRED-LINE ANDREW HARRISONLYNN
```

Entry AD for Dependent allotments is available for start, change for company code only, stop, increase and decrease. A dependent allot can be sent to an individual or financial institution. Although the main purpose of the Dependent allotment is to provide money for the dependent(s), it is sometimes used as an additional allots to pay bills. In this case the member would be the allotee and deposit the money to a joint account. The first screen for AD or AH allots of any action indicator is the individual/company code selection screen. (See help screen below)

AD01 – Start Allotment / Company Code




```
                    DMO Help screen for AD01
Contents

The following Help Topics are available:
AD01   START - DEPENDENT SUPPORT ALLOTMENT - WHEN OPTION 'C'
(Company Code Format) IS SELECTED
AD01   START - DEPENDENT SUPPORT ALLOTMENT - WHEN OPTION 'I'
(Individual Address Format) IS SELECTED
AD02   STOP DEPENDENT SUPPORT ALLOTMENT
AD04   CHANGE - DEPENDENT ALLOTMENT - WHEN OPTION 'C' (Company
Code Format) IS SELECTED
AD04   CHANGE - DEPENDENT SUPPORT ALLOTMENT - WHEN OPTION 'I'
(Individual Address Format) IS SELECTED

AD07   INCREASE - DEPENDENT SUPPORT ALLOTMENT - WHEN OPTION 'C'
(Company Code Format) IS SELECTED
AD07   INCREASE - DEPENDENT SUPPORT ALLOTMENT - WHEN OPTION 'I'
(Individual Address Format) IS SELECTED
AD08   DECREASE - DEPENDENT SUPPORT ALLOTMENT - WHEN OPTION 'C'
(Company Code Format) IS SELECTED
AD08   DECREASE - DEPENDENT SUPPORT ALLOTMENT - WHEN OPTION 'I'
(Individual Address Format) IS SELECTED
```

AD01--START DEPENDENT ALLOTMENT & MMPA POSTING

MMPA POSTING INDIVIDUAL AD

```
AD DEPN SUPP TL SUPPORT*  ENTRY-OPEN-DT 990122 18 01 2  ACTN 01  EFF 9901
   RCPNT-TYPE 1  ALOT-AMT 500.00  ALOTE-ID 0  GLD-FL-CNTRY US  RLTNSHP
   ALOTE-NA D C TRUST  ADRS 416 NICHOLSON  WASHINGTON  DC  20003-0000
   IN-CARE-OF DIAMOND
```

DJMS-AC allows for changes to already posted records. If the dependent allotment needs to be changed the AD04 change transaction is input for a change to Company Code but the AA04 is used to change an individual address. The change action will post a closed entry and a new corrected entry to the MMPA. Note that the change transaction changes only the Company Code; money changes are AD07 increase and AD08 decrease actions.

The AD02 transaction is used to stop a dependent allotment. The AD entry after the stop processes will display a date stopped and the last month that the allotment was paid. Note: Either the company code or the first 8 positions of the individual name is input not both.

AD02--STOP DEPENDENT ALLOTMENT & MMPA POSTING

MMPA POSTING BEFORE STOP DEPENDENT ALLOT

```
AD DEPN SUPP TL SUPPORT*  ENTRY-OPEN-DT 990122 96 01 2  ACTN 04  EFF 9901
   RCPNT-TYPE 1  ALOT-AMT 500.00  ALOTE-ID 0  GLD-FL-CNTRY US  RLTNSHP
   ALOTE-NA D C TRUST  ADRS 25386 TYNDALL FALLS WASHINGTON  DC  20003-0000
   IN-CARE-OF DIAMOND
```

MMPA POSTING AFTER STOP DEPENDENT ALLOT

AD DEPN SUPP TL SUPPORT* ENTRY-OPEN-DT 990122 16 01 2 **ENTRY-CLSD-DT** 990126 01 02 1 **ACTN** 02 **EFF** 9902 **STOPPED-PAID-THRU** 9901 RCPNT-TYPE 1 ALOT-AMT 500.00 ALOTE-ID 0 GLD-FL-CNTRY US RLTNSHP ALOTE-NA D C TRUST ADRS 25386 TYNDALL FALLS WASHINGTON DC 20003-0000 IN-CARE-OF DIAMOND

The AD07 transaction is used to increase the amount of a dependent allotment. This is also considered a change to the entry but must be done with the 07, increase, instead of the 04, change, action.

The AD08, decrease, is used to decrease the amount of a dependent allotment. This is also considered a change to the entry but accomplished with the 08, decrease, action versus the 04, change action.

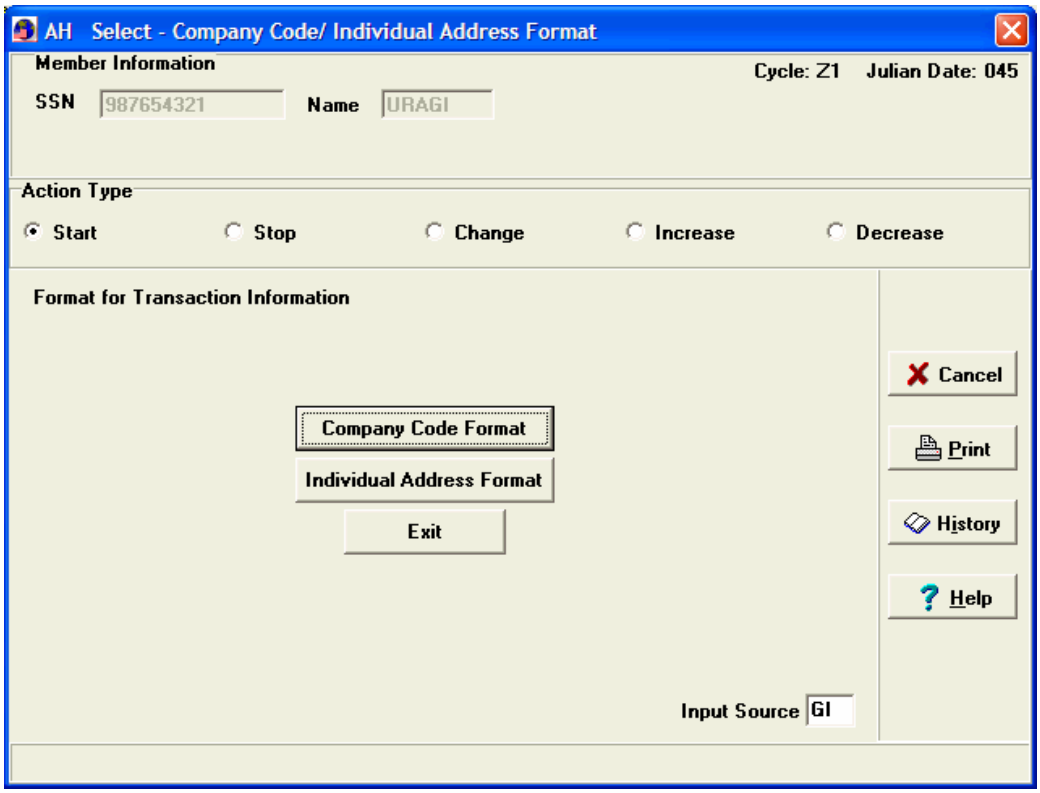
The Home Loan allotment is sent to the financial institution or Mortgage Company that holds the mortgage loan. Only one AH mortgage allotment is permitted. However, a member may establish a second savings or a dependent allotment for additional mortgage loans such as home equity line or mobile home lot payment. This allotment may be paid either to a Company Code or an individual payment.

MMPA POSTING OF AH ALLOTMENT

```
AH HOME LOAN*  ENTRY-OPEN-DT 000228 01 03 1  ACTN 07  EFF 0003  RCPNT-TYPE 3
   ALOT-AMT 840.00  ACCT-PLCY-NR 8697716HARRISONAP  TYPE-OF-ACCT P  CO S955921
```

The entry AH--Home Loan Allotment is used to start a company code AH or individual AH, stop, change, increase/decrease an individual AH, and increase/decrease a company code AH home mortgage payment. Like the dependent allotment the first input screen will be the selection of individual or company code. Realize that it would be input before any of the action screens. That selection screen is the same as shown for dependent allots and will not be repeated due to space constraints. DJMS-AC can accommodate only 1 AH FID. The members who have/need 2 H allotments (trailer and mobile home lot) need to establish a dependent allotment for the lot payment.

AH01 – Start Home Allotment



MMPA POSTING AH INDIVIDUAL IN-CARE-OF HOME ALLOT

```
AH HOME LOAN*  ENTRY-OPEN-DT 000203  05 02 1   ACTN 01  EFF 0002   RCPNT-TYPE 1
  ALLOT-AMT 550.00  ALOTE-ID 1  GLD-FL-CNTRY       ALOTE-NA MATT JARREAU
  ADRS 4600 STATE ROAD  CLEVELAND  OH  44109-5243  CRED-LINE ST MARY FED CR UNION
```

Note: The company coded AH allotment does not need an account type on the input. The entry is automatically set to P type of account when the transaction processes. The stop action is accomplished with an AH02.

AH02--STOP COMPANY CODE HOME LOAN & MMPA POSTING BEFORE/AFTER

MMPA POSTING AFTER STOP HOME LOAN AH02

```
AH-HOME LOAN*  ENTRY-OPEN-DT 000204 08 02 1  ENTRY-CLSD-DT 000227 04 03 1
   ACTN 02  EFF 0002  STOPPED-PAID-THRU 0002  RCPNT-TYPE 6  ALOT-AMT 700.00
   ACCT-PLCY-NR 0203971ARIZONA  TYPE-OF-ACCT P  CO S112936
```

If the member wishes to change the mailing address for an individual AH, or the company code on the company AH, the 04 change action is input for processing. There are very few individual AH allottees and they are small credit unions or individual small businesses. The address change for an individual AH would be accomplished using the AA04 discussed earlier in this section.

Similar to the Dependent allotment, the Home Loan allotment will be established and money amounts can be changed with an increase or decrease action. The AH07, increase, is for an individual Home Loan allotment. The AH08, decrease, is for a company code Home Loan allotment.

The Commercial Insurance allotment is established for either health or life insurance. The insurance is also used to pay premiums for Tri-Care Family Member Dental Plan (FMDP). Company codes are used for insurance allotments payments. The insurance allotment input only recognizes type for health or life insurance policies. Other kinds of insurance policies should be established as AS or AD allotments. A sample insurance allotment is shown in the Figure.

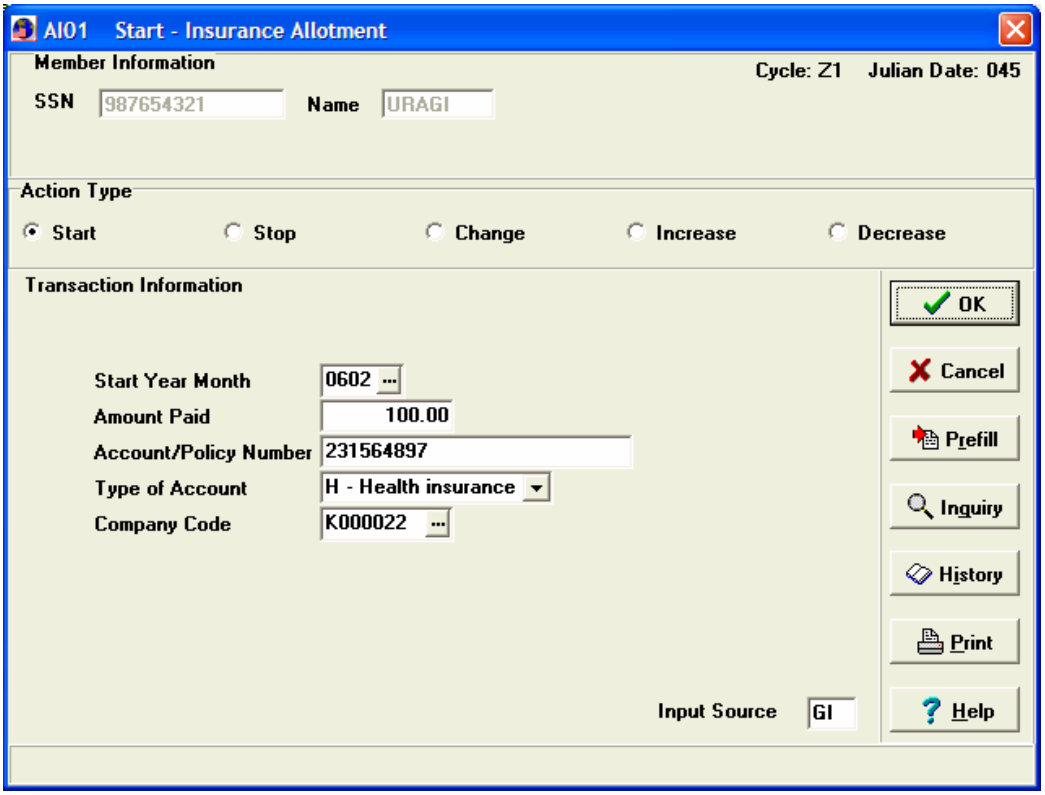
MMPA POSTING OF AI ALLOTMENT

```
AI COMM INS*  ENTRY-OPEN-DT 010104 06 01 1  ACTN 01  EFF 0101  RCPNT-TYPE 3
   ALOT-AMT 19.08  ACCT-PLCY-NR 380649960  TYPE-OF-ACCT H  CO N904280
```

The entry AI--Commercial Insurance allotment is used to start, stop, change, increase/decrease an insurance payment. Presently, the input under DJMS-AC allows for Health or Life insurance policy payments to be recorded. Other types of insurance such as homeowner or automobile policies will need to

have a discretionary allotment established as a D-dependent or S-saving allot.

AI01 – Start Insurance Allotment



AI01 DMO help screen

```
AI01   START - INSURANCE ALLOTMENT
START YEAR MONTH
Enter the start date for when the allotment deduction should
begin.  Must contain a date in YYMM format.  Date must be equal to
the current month or the next month.
AMOUNT PAID
Enter the monthly amount of the allotment.  Must be numeric and
greater than zero.
ACCOUNT/POLICY NUMBER
Enter the policy number to which the payment is to be credited.
First position must be alpha or numeric and the remaining
positions may be alpha, numeric or blank.  Cannot be all zeros.
TYPE OF ACCOUNT
Make a selection from the Drop-down menu.  Drop-down choices are:
H = Health insurance
L = Life insurance
COMPANY CODE
Enter the Payee's Company Code.
Army:
The first position must be K and the remaining positions must be
numeric and greater than zero.  Cannot equal N904280 or N904413.
Air Force and Navy:
The first position must be N and the remaining positions must be
numeric and greater than zero. Cannot equal N904280 or N904413.
```

AI01--START INSURANCE ALLOTMENT & MMPA POSTING

MMPA POSTING COMMERCIAL INSURANCE ALLOTMENT

```
AI COMM INS*  ENTRY-OPEN-DT 000225 02 03 1  ACTN 01  EFF 0003  RCPNT-TYPE 3
   ALOT-AMT 15.45  ACCT-PLCY-NR 22597LARRY  TYPE-OF-ACCT H  CO N030309
```

If the member wishes to stop the insurance allotment the AI02 transaction would be input.

Just as with the other allotments, the change action for insurance allotments will only change a company code only. The original entry will post closed and the new entry will open with an 04 in the Action field and the new company code.

Again as with the other allotments if a member wishes to change the money amount an AI07, increase or AI08, decrease transaction would be input. Insurance allotments use company codes that begin with the prefix N.

Note: with an increase or decrease, the system closes the entry and opens a new entry with the new information. This creates an audit trail that can be used to trace the transactions.

All new Red Cross or NMCRS loans, established after January 20, 1999, would be input as AT allotments.

9. The Savings allotment is established to forward money from the member into either a checking or savings account. The member can maintain only two current savings allotments at any one time. The member's financial institution can provide direct payment services to many different payees. In some cases a member will combine many payments into one AS allotment and have their financial institution distribute funds through an automatic payment plan. If the member has an AS allot for VEAP (Veterans Education Assistance Program) that entry will be identified with the Company Code 9999963. A VEAP allot does not count as one of the two allowable savings allotments. Therefore, an account may show three active AS allots one of which is the VEAP allot.

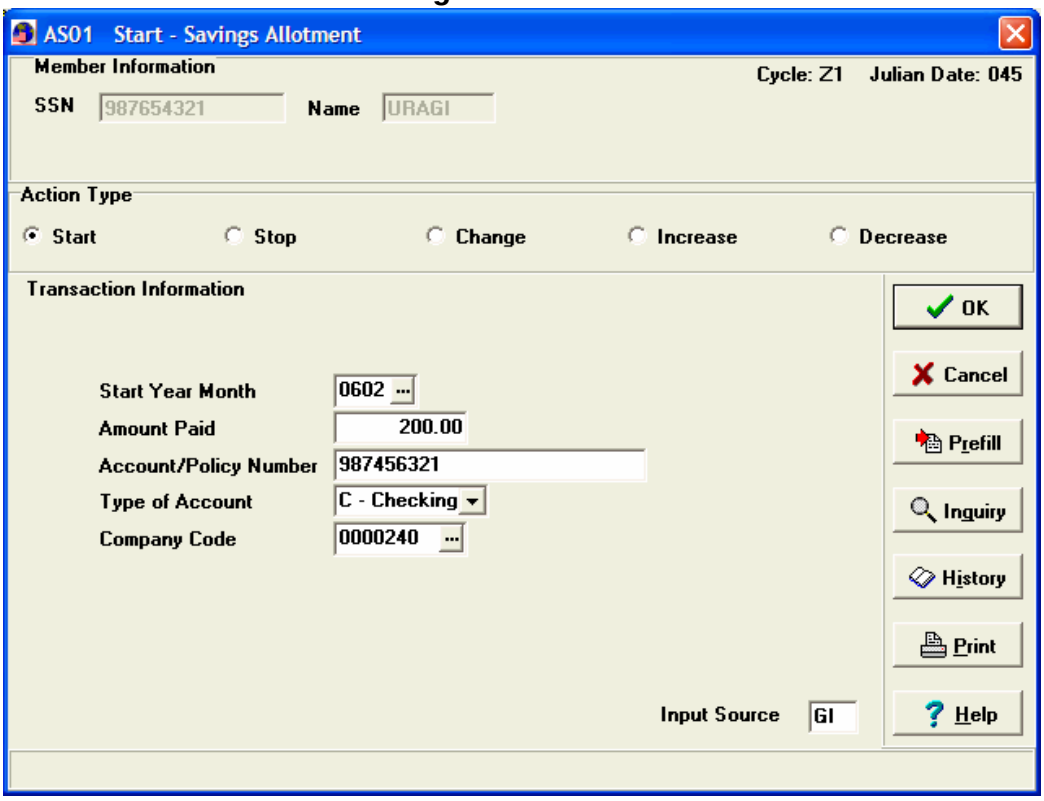
MMPA POSTING OF AS ALLOTMENT

```
AS IND BANK ACCT*  ENTRY-OPEN-DT 990324 01 04 1  ACTN 01  EFF 9904  RCPNT-TYPE
   7  ALOT-AMT 350.00  ACCT-PLCY-NR 884266923  TYPE-OF-ACCT S  CO 6800347
```

10. The entry AS--Savings allotment is used to start, stop, change, increase or decrease a savings allotment. Presently, the input under DJMS-AC allows for checking or savings accounts to receive payments only with the EFT process. There can be only 2 active AS entries on any member's account at one time. The exception is if one of the AS entries is for VEAP with Company Code 9999963 the system ignores this and only sees 1 active AS

entry. The system will under this circumstance allow a second AS entry to be started.

AS01 – Start Savings Allotment



AS01 - DMO help screen

```
AS01   START - SAVINGS ALLOTMENT
START YEAR MONTH:
YYMM allotment deduction begins. YYMM must not exceed current date
or current date plus one month.
AMOUNT PAID:
Monthly amount of allotment.

ACCOUNT/POLICY NUMBER:
Policy number to which payment is to be credited.
TYPE OF ACCOUNT:
C = Checking
S = Savings
Else blank.

COMPANY CODE:
Payee's Company Code.
Army:
Position 1 must be H, J or 9. If H or J remaining positions must
be numeric > 0. If 9 remaining positions must = 999963 or 999955.

Navy and Air Force:
Position 1 must be A, B, C, M or numeric.  Remaining positions
must be numeric > 0.
```

NAVY:
If position 1 is 'S', then the Company Code must equal 9999955.

AS01--START SAVINGS ALLOTMENT & MMPA POSTING

MMPA POSTING SAVINGS ALLOTMENT
AS IND BANK ACCT* ENTRY-OPEN-DT 000110 09 01 2 ACTN 01 EFF 0003 RCPNT-TYPE 7 ALOT-AMT 80.00 ACCT-PLCY-NR 010997LERT TYPE-OF-ACCT S CO 0600644

If the member wishes to stop the savings allotment, the transaction showed needs to be input the AS02.

The change action, AS04 changes the company code for the savings allot. To change money amounts use the increase, 07, or decrease, 08, action input.

Note that for the change, increase and decrease the system closed the entry and opened a new entry with the new information. This creates an audit trail that can be used to trace the transactions.

The T Government Indebtedness allotment is established administratively for government indebtedness, tax or student loan debts, and loan repayments for Red Cross or Navy Marine Corps Relief Society (NMCRS) loans after 980120. The member may not stop this allotment and is required to pay it until fully complete. A sample T Government Indebtedness allotment is shown in the Figure.

MMPA POSTING OF AT ALLOTMENT

AT GOVT INDEBT* ENTRY-OPEN-DT 000203 07 02 1 ACTN 01 EFF 0002 RCPNT-TYPE 3 PROJ-ST 0012 ALOT-AMT 42.96 ACCT-PLCY-NR 954AFASHQ TYPE-OF-ACCT P CO S000016 LAST-DEDTN 42.96 CL-T-TOT-AMT 1,031.

The entry AT--Government Indebtedness is used for collection of money owed the government and new NMCRS/Red Cross Loans. The AT cannot be stopped by a member’s request. Once started the AT runs its full term until collection is complete. The actions start, stop, or change can be input.

AT01--START GOVERNMENT INDEBTEDNESS ALLOTMENT & MMPA POSTING

AT ALLOT AFTER START
AT GOVT INDEBT* ENTRY-OPEN-DT 000130 05 03 1 ACTN 01 EFF 0002 RCPNT-TYPE 6 PROJ-ST 0007 ALOT-AMT 125.00 ACCT-PLCY-NR 000130ITALY TYPE-OF-ACCT P CO S112340 LAST-DEDTN 0.00 CL-T-TOT-AMT 750.00

Note that the input lists the amount and the start date along with the total indebtedness. The computer calculates the Projected stop date of 9707 from the payment information the start input transaction. The change action will change the amount of the

indebtedness repayment. Note it also readjusts the projected stop date field.

E COMMON ERRORS IN ALLOTMENT DELIVERY

The most common error causing a returned allotment is an incorrect allottee. If the name is in the wrong sequence for an EFT payment, the FEDLINE will return the allotment. The name must be in last, first, middle sequence. Using RCB, the return will be reprocessed or collected. The RCB system, based upon the Federal Reserve Bank return codes, processes a correction transaction. The correction may reissue the allotment or return the funds to the member's net pay for the next pay period. Either way, the returned allotment is resolved.

F COMMON ERROR CODES

The more common error codes that occur during allotment processing are shown below, but this is not a complete list.

(the remainder of this page is reserved for future use)

COMMON ERROR CODES

ERROR CODE	DESCRIPTION
AAA	INVALID ALLOTMENT FORMAT ID.
AAB	ALLOTMENT FORMAT ID AND COMPANY CODE NOT COMPATIBLE.
AAE	ALOTE-1ST-EIGHT IS NOT VALID OR DOES NOT MATCH MMPA.
AAI	ALOTMT-RCPNT-TYPE INVALID
AAN	TYPE ACCOUNT-CO CODE PREFIX INCOMPATIBLE
AAP	ALOTE-NAME WRONG
AAT	CO-CODE-ID IN TRANSACTION IS NOT VALID OR DOES NOT MATCH MMPA.
AAX	YR-MO-PROJECTED-STOP/DOS INCOMPATIBLE
AAZ	YR-MO-ALOTMT-EFF/YR-MO-PROCESSED INCOMPATIBLE
ABA	AMT-SPEC-DEDTN-CRNT-MO/MOS-PURCH-ALOTMT-B INCMPTBL
ABC	BOND-OWNRSHP-DSGN/BOND-CO-OWN/BOND-BEN INCMPTBL
ABL	STOP BOND TRANSACTION DOES NOT MATCH MMPA
ABM	ADRS-MAIL-ST WRONG
ABQ	ZIP CODE MUST BE NUMERIC
ABR	MEMBER HAS MAXIMUM NUMBER OF ALOTMTS
ABV	FORMAT-ID/ALOTE-1ST-EIGHT/CO-CODE DON'T MATCH MMPA
ABY	EFFECTIVE DATE IN TRANSACTION NOT COMPATIBLE WITH MMPA EFFECTIVE DATE
ABZ	CO-CODE HAS BEEN MERGED OR DELETED.
ACA	YR-MO-ALOTMT-EFF WRONG
ACB	YR-MO-ALOTMT-STOP WRONG
ACC	CFC-CODE IS INVALID.
ACP	ACCT-PLCY-NR WRONG

(the remainder of this page is reserved for future use)

Chapter 16 - PCS PROCESSING

1. INTRODUCTION: The PCS SUBSYSTEM is managed as a status under DJMS-AC. Statuses under this system provide the field user the ability to submit one transaction, which affects a number of other predetermined MMPA entries.

2. Types of PCS Transactions which directly impacts the statuses are of the MMPA are:

- PCS Departure/Detaching: The **SH03** transaction changes the MMPA status to "**SH**", or PCS status. It is used to report a member who has departed (detached) from their last permanent duty station en route to their new duty station. The entry is posted initially to the fixed status area, or "**S**" category. The processing of an **SH06** (cancel) or **SG03** (PCS arrival/gain) closes it. When this occurs, the entry is moved to the closed portion of the MMPA. There is one other transaction available to the user to amend data originally submitted by the **SH03** transaction: the **SH05** (correct) transaction. This entry is explained further in this booklet.

- PCS Arrival: The **SG03** transaction changes the MMPA status from "**SH**" to "**SA**", or On Station (present for duty). The **SG** transaction is submitted when a member reports to a new duty station. The elements of the **SG** transaction are posted as a closed **SG** entry. Note: There is no "**SG**" status. Although there is a **SA** transaction to change the member's status to "on station", it is used exclusively to change the MMPA status from a non-pay status such as AWOL or confinement, or a suspended status (**T**).

3. Status Transaction Processing

A. TAD/TDY:

(1) Except in the case of graduating recruits reporting to a TDY location for further training before assignment to their first permanent duty station, **SH** and **SG** transactions are used for PCS actions only. They are NEVER used for TAD.

(2) If a member is TAD or TDY for a period more than 30 days the TDY location should submit an **LD01** (TDY ADSN) transaction if the member requires pay service support at the TDY site. The **LD** transaction allows the TAD/TDY location to submit DJMS transactions on behalf of the member. It also allows the member to receive Leave and Earnings Statements, DDS Advisories, and non-DDS payments.

(3) The TAD/TDY location should submit an **LD02** (stop transaction) whenever members depart their location. If they fail to submit the transaction, the member's current duty station may submit the **LD02**. An **SG03** may also close an open LD status that was established by a TDY location. (This does not always occur).

(4) The total number of TDY days are combined and reported in the **SG03** transaction.

B. Processing Sequence: **SH03** and **SG03** transactions can be submitted retroactively, and may even be submitted prior to other closed status's, **with the exception of a closed PCS status.** A PCS status (**SH**) cannot be processed with an effective date prior to another PCS period already posted to the MMPA. **PCS transactions cannot be processed out of sequence**: Do not submit a **SH03** after the related **SG03** has been released. The **SH03** must be released first to avoid out of sequence processing. The **SG03** systematically generates a **SH03** in the absence of the field input, which renders the **SH03** transaction unnecessary. TDY periods are common within a PCS move, and will therefore be totaled together and reported in the **SG03** transaction submitted by the new permanent duty station.

C. The Stop All Process: DJMS does not have a "stop all" process. When an **SH03** is processed, it stops or starts SELECT entitlements.

d. Entitlement Processing:

(1) PCS Departure Termination of Entitlements: **SH03** processing does not programmatically stop the entitlements upon PCS departure. If the following entitlements need to be stopped, submit the appropriate stop transaction as listed:

(a) Parachute Duty Pay. Submit a **1502**.

(b) Special Duty Assignment Pay. Submit a **3002**.

(c) Diving Duty. Submit a **2102**.

(d) Fly Pay Crewmember. Submit a **1202**.

(2) PCS Arrival Termination of Entitlements: **SG03** processing does not programmatically stop the following pay and allowance items:

(a) Fly Pay - Hazardous Duty Incentive Pay. Compute the stop date and submit a **1202.**

(b) Assignment to Adequate Family Quarters. DJMS keeps this information as a current status only. DJMS regards the related FID as a FIXED entry, thus no history periods are retained, and therefore no "entitlement" exists to be stopped. Consequently, submit a **3501** to start BAQ, if so entitled.

(3) PCS Arrival/Reporting Starting of Entitlements/Pay Effecting Items: **SG03** transactions do not provide for the following start actions. Submit individual start transactions for each, when necessary. Note: Except for Career Sea Pay and Combat Zone Tax Exclusion, DJMS does not programmatically stop these entitlements at PCS departure. Conversely, it may not be necessary to restart the entitlement.

(a) Career Sea Pay: Submit a **2701**.

(b) Diving Pay: Submit a **2101**.

(c) Parachute Duty Pay: Submit a **1501**.

(d) Demolition Duty Pay: Submit a **1001**.

(e) High/Low Pressure Chamber Pay: Submit a **1601**, for type 3.

(f) Acceleration/Deceleration Stress Duty Pay: Submit a **1601**, for type 1).

(g) Combat Zone Tax Exclusion: Submit an **FL01**, only if Imminent Danger Pay (IDP) is not payable. Otherwise, submit a **2301** to start IDP and CZTE.

(h) Tax Exclusion for Non-Resident Alien. Submit an **FJ04**.

4. Movement Reason (Nature of Duty/Other Duty) Codes: Under DJMS, the Navy Reason Codes are restricted to the nine codes defined in Table 2. They relate strictly to the accounting of and in some case a monetary effect on the MMPA.

5. Leave: The **SG03** does not calculate the PCS leave period or report any leave. The leave itself must be submitted separately using an **SB03** transaction.

6. Accounting for a PCS Period :

a. When the **SG03** is processed, DJMS initially determines if all the days of the PCS period are accounted for by computing the total number of days of the PCS period. This is accomplished by subtracting the **SG03** transaction departure date from the arrival date. Once this total is obtained, it adds the number of days TDY, travel, and proceed time submitted on the **SG03** to the number of days reported as leave, AWOL, confinement, field duty, and desertion from the MMPA. This amount is compared to the number of PCS days. If they do not agree, then the period is considered “out of balance”. A management notice (**UH03**) is then issued and the suspense entry is updated to next month.

b. To flag an “out-of-balance” condition, the closed **SG** entry posted to the MMPA contains a field labeled INDCTR This field will contain a “1” as long as the PCS period is out of balance. Once it is in balance, it is set to “2”.

c. The processing of an **SG05** will not recalculate the PCS period if there is an out of balance condition caused by a missing or

incorrectly reported status (leave, etc). When the suspense comes due to issue the **UH03** management notice, the PCS period will then be recalculated. If it is in balance, the **SG** indicator is changed to a 2, the suspense is deleted and no **UH03** is issued. If it is not in balance, the management notice is issued and the suspense entry is updated to next month.

7. IMPORTANT POLICY CHANGE: Under DJMS, the date departed last duty station (DDLDS) is not a day of duty. It is a day of PCS. Conversely, the day of arrival is a day of duty, not a day of PCS.

DEPARTURE

The SH03 Transaction (Report)

1. General. The **SH03** transaction is used to report the departure/detaching of a member from a permanent duty station en route to a new permanent duty station.

a. Only the member's servicing station/current duty station can submit the **SH03** transaction. If the servicing station fails to submit this transaction, it is computer generated from the data contained in the **SG03** (PCS Arrival transaction).

b. The **SH03** is not used to report a member detaching TAD or TDY, except for graduating recruits en route to their first TDY location for further training.

2. Data Elements of the Transaction:
Date of Departure Last Duty Station (DDLDS). This is the first day of the PCS period.

a. An **SH03** can be submitted and will process retroactively within IAS (Immediate Access Storage - or the processing window of current processing month and 11 prior months). See Table 1 (**SH03** Effects on the MMPA).

b. These transactions are allowed to be submitted 29 days in advance to eliminate writing regular payroll checks to non-DDS members who have already departed/detached PCS and to appropriately stop and/or start entitlements during the actual payday they are effective.

(1) When received in this time frame, an **N0** entry (projected PCS departure) is produced with all data fields of the **SH03** transaction, and the transaction itself is recycled.

(2) Projected data is updated when another **SH03**, or **SH05** (correction) is received before the original one is processed: It is assumed current data is correct. If the subsequent transaction effective date is:

(a) Equal to or less than the current date, it is immediately processed and the **N0** entry is deleted.

(b) Greater than current date (not to exceed 29 days), the **N0** entry is overwritten with the new transaction data and the new transaction is recycled as an **SH03**.

(3) If an **SH06** (cancellation) is received, the **N0** entry is deleted.

(4) The transaction is processed when:

(a) The projected effective date equals the processing date, or

(b) When the effective date falls on or between cutoff update and payday (mid-month cutoff and the 15th of the month or end-of-month cutoff and the last day of the month). During cutoff updates, all **SH03** transactions falling within these processing periods are immediately processed. This includes those that were recycling, as well as those **SH03** received from the field during these updates.

(c) Recycled transaction data must equal the **N0** entry data to process. Any recycled transaction that does not, is rejected. This ensures the most current transaction is processed.

c. SH03 transactions are also computer generated from the **SG03** transaction, if the losing/detaching station failed to submit an **SH03** at departure.

Movement Reason Code:

This field requires a code to define the type of PCS movement the member is undertaking and, in certain situations, has a monetary effect on the MMPA. See Table 2 for specific information.

Projected Arrival Date and Gaining ADSN:

(1) These two data items are used to notify the projected gaining station when a member's PCS arrival is determined overdue. Using this date and adding 15 days, SG Suspense, type 2 is created. If the suspense entry is not updated by an **SH05** (correct) or deleted by an **SH06** (cancel) or **SG03** (PCS arrival) before its effective date, an **XI03** management notice is issued to the projected gaining station.

(2) If the projected arrival date is invalid or earlier than the actual DDLDS, the projected arrival date is changed to DDLDS plus 30 days and the processed transaction is assigned error code TDB. If the gaining ADSN does not match the ADSN Table (DJMS Table 25), it is changed to **9999** and the processed transaction is assigned error code TCY. The projected arrival date must include time for TDY en route, proceed and travel time, leave en route, and any other anticipated delay.

Important Information to be Aware of:

a. If a member was paid via direct deposit upon PCS departure, later changed to non-DDS, and the PCS was subsequently canceled, the paying ADSN will be restored to **3800** (DDS). In this instance, an LB04 will be required to change the paying ADSN to the local station after the **SH06** is processed.

b. When the member is hospitalized, is on emergency leave or TDY and is reassigned while in that status, the DDLDS will be the date the decision is made to reassign the member.

c. Member's stationed overseas that elect to separate at a CONUS location are considered in a PCS status for entitlement purposes. The losing (detaching) station must submit an **SH03**. The "gaining" station must submit an **SG03**. If the member's MMPA is already in a "**T**" (suspended) status because the separation transaction (**E503**) has already been submitted, the **E5** must be canceled to allow the **SG03** to process. After cancellation, submit the **SG03**, leave, etc., and then contact personnel to resubmit the **E503**.

d. Homeport Changes. This will not be governed by PCS processing. Changes of Homeport must be accomplished by unit address change.

e. Permanent Change of Assignment (PCA) Without Permanent Change of Station (PCS). Do not process a PCS action. Submit an **LG04** (change of activity UIC).

f. PCS Processing Against Other MMPA Status's: See Table 1 for regarding related management notices.

MMPA PRIOR TO INPUT OF PCS DEPARTURE (SH03)

```
SSAN (OR CMD) --------- NEW REQ? ---  PRINT -  NAME ------------
 (`X` TO EXIT, PF##, PB##)   PF8 OR ENTER - PAGE FORWARD   PF7 - PAGE BACK
 -- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 97/04/17 --
 123456789 COHEN 05 ALL                                  01 OF 13
05 MJ:   LB:3800 LC:3517 SA:A SX:1 TK:760531 TU:888888 TH:000000
FIXED/OPEN/HISTORY
AV NR OF ALLOTMTS*  ENTRY-OPEN-DT 970222 96 02 2  NR 00
AZ ALOTMT FLASH*  ENTRY-OPEN-DT 970222 96 02 2  CODE 0
BR LV BAL*  ENTRY-OPEN-DT 970222 96 02 2  CZ-BAL-INDCTR 1  BF-PRIOR-FY 60.0
    ERND-FY 22.5  USED-FY 000  BAL-CM 82.5  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000
    XCS-FY 000  LOST 22.0  SETLMNT 1

LB  PAY ADSN*  ENTRY-OPEN-DATE   970222  96  02  2  START 900815  ADSN  3800
LC  SVCNG ADSN  ENTRY-OPEN-DATE   970222  96  02  2  START  901230  ADSN 5903
LE  DY CY/ NON-CONUS STA*  ENTRY- OPEN-DATE  970321  15  03  2  ACTION  05
     START 970321  CNTRY  UK
LG  LOCATION/COMMAND  IDENTITY*  ENTRY-OPEN-DATE  97022  96  02  2  START  901230
     UIC  00259

SA ON STA*  ENTRY-OPEN-DATE  970319  13  03  2  ACTN  B3  START  970225  STATS A
SX  NR OPEN STAT ENTRS*  ENTRY-OPEN-DATE 970222  96  02  2  CMPTR-ENTRY-NR-1
SA-ON STA*  ENTRY-OPEN-DATE  970222 96  02  2  ENTRY-CLSD-DATE  970319  13  03  2
     ACTN  02  START  960301  STOP  970214
SB-LV*  ENTRY-OPEN-DATE  9870319  13  03  2  ENTRY-CLSD-DATE  970319  13  03  2  ACTN
    03  DEPART  970215  RTRN  970224  AUTH-NR  RN60001  TYPE T   ACTN-TYPE 4  DAYS-
    ACCOUNT   010  AREA 1   ENTRY-OPEN-CLSD  A
35  BAQ*  ENTRY-OPEN-DATE  970222  96  02  2  ACTN Z4  START 970101  ENTLMT-MM
    440.55  ENTLMT 881.10  ENTLMT-NM  881.10  NR-DEPN  1  CLOST-DEPN  A  QTR-ASGN 2
    QTR-ADQ  0  HELD-INDCTR 0
40  BAS*  ENTRY-OPEN-DATE  961222  96  12  2  CNTRL-CODE  0  ACTN  01  START  970101
    ENTLMT-MM  77.08  ENTLMT 154.16  ENTLMT-NM 154.16
44  INTERIM OHA*  ENTRY-OPEN-DATE  970321  15  03  2  CNTRL-CODE  0  ACTN 01  START
    970316  ENTLMT-NM  0.00  ENTLMT  0.00  ENTLMT-NM  0.00  ACCOM 1  JTR-LCTN  UK318
    SHARE-NR  1  SHARE-CAT  RENT-STAT  0  UTIL-IND-ELEC   UTIL-IND-AIR  UTIL-IND-
    WATER    UTIL-IND-TRASH
```

PCS DEPARTURE SCREEN SH03 (REPORT)

```
SH03
SSAN   123456789
NAME  COHEN

PROJ-DDLDS    970301
MOVMT-RSN-CODE   A
PROJ-ARR-DATE   970430
GAIN-ADSN   3880

PF6  TO   CANCEL  TRANS                                  INPUT SOURCE    RN
X  IN NEXT  REQUEST TO  EXIT                             NEXT  REQUEST   SH03
```

SH03 RESULTS ON MMPA

```
SSAN (OR CMD) ---------  NEW REQ ? ---  PRINT -  NAME ------------
 (`X` TO EXIT, PF##, PB##)   PF8 OR ENTER - PAGE FORWARD   PF7 - PAGE BACK
 -- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 97/05/01 --
 123456789 COHEN 05 ALL
05 MJ:   LB:3800 LC:9999 SA:H SX:1 TK:760531 TU:888888 TH:000000
FIXED/OPEN/HISTORY
AV NR OF ALLOTMTS*  ENTRY-OPEN-DT 970222 96 02 2  NR 00
AZ ALOTMT FLASH*  ENTRY-OPEN-DT 970222 96 02 2  CODE 0
BR  LV BAL*  ENTRY-OPEN-DT 970222 96 02 2  CZ-BAL-INDCTR 1  BF-PRIOR-FY 60.0
     ERND-FY 22.5  USED-FY 000  BAL-CM 82.5  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000
    XCS-FY 000  LOST 22.0  SETLMNT 1

LB  PAY ADSN*  ENTRY-OPEN-DATE   970222  96  02  2  START 900815  ADSN  3800
LC  SVCNG ADSN  ENTRY-OPEN-DATE   970417  19  04  2  START  970301  ADSN 9999
LE  DY CY/ NON-CONUS STA*  ENTRY- OPEN-DATE   970417  19  04  2   ACTION  H3
     START 970301  CNTRY  US
LG  LOCATION/COMMAND  IDENTITY*  ENTRY-OPEN-DATE  97022  96  02  2  START  901230
     UIC  00259

SH PCS DEPRT*  ENTRY-OPEN-DATE  970417  19  04  2  ACTN H3  DDLDS  970301  STATS  H
ADSN  3880   RSN-CODE
SX  NR OPEN STAT ENTRS*  ENTRY-OPEN-DATE 970222  96  02  2  CMPTR-ENTRY-NR-1
SA ON STA*  ENTRY-OPEN-DATE  970319  13  03  2   ENTRY-CLSD-DT 970417  19  04  2  ACTN
    H3  START  970225  STOP  970214
SA-ON STA*  ENTRY-OPEN-DATE  970222 96  02  2  ENTRY-CLSD-DATE  970319  13  03  2
    ACTN  02  START  960301  STOP  970214
SB-LV*  ENTRY-OPEN-DATE  9870319  13  03  2  ENTRY-CLSD-DATE  970319  13  03  2  ACTN
    03  DEPART  970215  RTRN  970224  AUTH-NR  RN60001  TYPE T ACTN-TYPE 4  DAYS-
    COUNT  010  AREA 1   ENTRY-OPEN-CLSD  A

35  BAQ*  ENTRY-OPEN-DATE  970222  96  02  2  ACTN Z4  START 970101  ENTLMT-MM
    440.55  ENTLMT 881.10  ENTLMT-NM  881.10  NR-DEPN  1  CLOST-DEPN  A  QTR-ASGN 2
    QTR-ADQ  0  HELD-INDCTR 0
40  BAS*  ENTRY-OPEN-DATE  961222  96  12  2  CNTRL-CODE  0  ACTN  01  START  970101
    ENTLMT-MM  77.08  ENTLMT 154.16  ENTLMT-NM 154.16
66  INTERIM VHA*  ENTRY-OPEN-DATE  970417  19  04  2  CTRL-CODE  0  ACTN  H1  START
    970301  ENTLMT-MM  186.73  ENTLMT  373.36  ENTLMT-NM  373.46  ACCOM 0 ZIP-CODE
    92134
```

TABLE 1

SH03 Effects on the MMPA

MMPA ENTRY	FORMAT-ID	ACTION
ACTION INDICATORS		1. In general, non-pay related entries that are closed or opened by the processing of an SH03 would contain an H3 action indicator. 2. Entitlement entries closed will contain an H2 action indicator, while those opened will have an H1. This process helps identify what caused the effect on the MMPA entry.
BALANCE EOM OF 9999 MEMBERS	HI	Entry is created to hold the balance of suspended monies for members who are not paid with direct deposit.
DUTY COUNTRY OR NON-CONUS STATE	LE	1. If the projected gaining ADSN in the SH03 is a duty-country or non-CONUS state which is different from the member's previous assignment, the fixed entry is closed, moved to the closed area of the MMPA, using a date stop of the day prior to PCS departure. 2. Changes the fixed LE to display the start date of the day of departure and the duty country, non-CONUS state of the projected gaining ADSN.
EFFECT ON CLOSED ENTRIES		1. If the entry is closed before the SH03 is processed, and the entry must be adjusted because of the departure date, the entry is canceled and then re-posted with the correct dates. 2. Entries that fall entirely within the PCS period may be canceled and not re-posted.
EFFECT ON OPEN ENTRIES		1. If the departure date is after the start date of the entry, the entry is closed with the appropriate date. 2. If the departure date is equal to the start date of the entry and PCS stops it the day of departure, the entry is closed. The start date and stop date will be the same. 3. If the departure date is equal to or earlier than the start date of the entry and PCS stops it the day prior to departure, the entry is canceled.
MANAGEMENT NOTICE	XI03	See MMPA Suspense Block.
MANAGEMENT NOTICE	XI50	SH03s with projected PCS departure dates are edited for transaction validity and then preliminary edited against the MMPA. If the current MMPA status at the time of transaction receipt would cause a reject, an XI50 management notice is issued instead of a reject. This notifies the input source that the member's status will cause the SH03 to reject if the status is not changed before the projected departure date. See Note 1.
MANAGEMENT NOTICE	XI06	1. Issued to servicing ADSN when SH03 is accepted with a projected departure date 7 or more days greater than the calendar date. 2. Issued to gaining ADSN when SH03 processed without a projected departure date.

TABLE 1 (con'd.)

MMPA ENTRY	FORMAT-ID	ACTION
MANAGEMENT NOTICE	XW03	If member is transferring PCS from OCS and has not been promoted to grade O-1 or demoted to grade E-4 or below, the SH transaction recycles RAT and an XW management notice is issued to the personnel office (LG). AF only.
MMPA SUSPENSE	SG (TYPE 2)	This suspense entry is created to provide the ability to track delinquent PCS arrivals. The losing/detaching ADSN projects the date the member is to arrive at the gaining ADSN. Adding 15 days to this date, this suspense entry is built. If the projected arrival date is not updated via an SH05, or deleted by an SH06 or SG03 prior to its effective date, then an XI03 management notice is sent to the projected gaining ADSN.
ON-STATION	SA	Closes the fixed SA entry, moves it to the closed area of the MMPA, using a date stop of the day prior to PCS departure.
PAYING ADSN	LB	1. If the member does not have direct deposit of pay, closes the entry and moves it to the closed area of the MMPA. Date stop will be the day prior to PCS departure. 2. Changes the fixed LB to display a start date of the day of departure and an ADSN of 9999 (PCS status). 3. If the transaction gaining ADSN is the same as the current ADSN, this entry is not updated.
PCS DEPART	SH	Changes the fixed status to H. Displays the SH03 data of DDLDS (date of departure last duty station) , ADSN (gaining ADSN), and movement reason code.
PROCESSED MANAGE-MENT NOTICE	ERROR CODE TCS	The previous servicing ADSN is issued a copy of the SH03 with error code TCS when the transaction was systems generated from the processing of an SG03, which was processed within 8 days of the member's departure.
PROCESSED MANAGE-MENT NOTICE	ERROR CODE TCT	The previous servicing ADSN is issued a copy of the SH03 with error code TCT when the transaction was systems generated from the processing of an SG03, which was processed more than 7 days after transaction departure date.
PROJECTED PCS DEPARTURE	NO	Created only when the SH03 is accepted with a projected departure date within the next 29 days. All transaction data is posted to this entry and the transaction is recycled.
RENTAL FAIR VALUE	DH	If deduction offsets without dependent rate BAQ, both the entitlement and deduction are terminated the day prior to PCS departure. If the member is grade E-4 > 4 years, or a higher grade, without dependent rate BAQ is restarted the day of PCS departure.
SERVICING ADSN	LC	1. Closes the fixed entry, moves it to the closed area of the MMPA, using a stop date of the day prior to PCS departure. 2. Changes the fixed LC to display a start date of the day of departure and an ADSN of 9999 (PCS status). 3. If the transaction gaining ADSN is the same as the current ADSN, this entry is not updated.
SPLIT PAY OPTION	HM	As of the last day of the previous processing month.

Table 1 (con'd.)

Note 1: XI50 management notice is issued when MMPA status is:

SB -- Leave
SL -- Deceased
SM -- Missing in Action
SV -- Separated
ST -- Reason 1 (Fraudulent Enlistment)
SH -- PCS
SJ -- AWOL
SP -- Deserted

Note 2: Processed Management Notices for Review are transactions which have processed that require additional review or a condition was found on the MMPA which may require research or update.

Note 3: Types of Confinement:

Type 1: Confinement by Civil Authorities
Type 2: Confinement for Civil Authorities as a Witness
Type 3: Military Confinement Awaiting Investigation or Court-martial
Type 4: Military Confinement, Sentenced
Type 5: Military Confinement for Foreign Civil Offense Pending Charge or Indictment
Type 6: Military Confinement for Foreign Civil Offense - Indicted

TABLE 2

PERMANENT CHANGE OF STATION MOVEMENT REASON CODES

TYPE	MOVEMENT REASON CODE	BRIEF DESCRIPTION	SPECIAL DJMS PROCESSING OR REQUIRED INPUT
Operational	A	PCS under normal circumstances, not involving conditions indicated by movement reason codes B through G	None
Hospital, Patient Status	B	PCS to a hospital for treatment of a disease, injury, wound, or any other incapacitation	None.
APEBP **Separation**	C D	Home Awaiting Physical Evaluation Board Proceedings Separating before completion of overseas	See note 1.
Other Government Agency or International Organization	E	PCS to duty with other Federal Government or International Organizations where reimbursement is required under cross-service or other agreements with such agencies.	See note 2.
Permissive PCS	F	PCS from one duty station to another at personal expense.	Leave type B is charged from day of departure thru the day prior to arrival. Leave authorization number generated is PCSHUMA.
Training School	G	PCS for formal training at either a military installation or civilian installation.	None
Accession	I	Reenlistees with break in service and officers reporting for duty at a TDY location before going to their first duty station.	Do not submit an SG03. Member is fully accessed via E203.
Pipeline Personnel	T	Members reporting for additional training (TDY or PCS) prior to their first permanent duty assignment.	Members are not entitled to PCS rations (type C) during the PCS period.

TABLE 2 (con'd.)

Note 1. PCS Movement Reason Code C (Home Awaiting Physical Evaluation Board Proceedings).

a. Stops all open items of pay, except basic pay, BAS for officers, with dependent rate BAQ, without dependent rate BAQ for grades E4 over 4 years of service and above and medical, dental, or veterinary pay effective the day before the member arrives home (PCS arrival).

b. Starts Rations in Kind-Not Available (RIKNA) for all enlisted grades and without dependent rate BAQ is started, if applicable.

c. Starts Leave type K (APEBP) upon PCS arrival. Leave is chargeable until any accrued balance is depleted, after which it becomes non-chargeable. The member continues to receive pay. The leave begins the day after the member arrives home, or the day after constructive travel ends, whichever is earlier. The leave is terminated by the separation transaction.

Note 2. Movement Reason Code E. Use this code only when travel fund citation cites project 5769.OZ or 5869.OZ. Projects are used only for members going to an organization which has agreed to reimburse the FSO for member's services. When this movement reason code is used, verify fund citation and send a copy of the member's orders to DFAS-DE-FJF (Air Force), DFAS-IN-DMP (Army), or DFAS-CL-FTB (Navy), as applicable.

PCS DEPARTURE
The SH05 Transaction (Correct)

1. General. The **SH05** transaction is used to correct any field originally submitted on the **SH03**. It can be used on either a projected data (**N0** entry) or one which has already processed (**SH** entry).

a. There is no limit to the corrections that can be submitted, but this transaction cannot be used after an **SG03** transaction has processed.

b. It is submitted by the losing/detaching station only.

2. Data Elements of the Transaction: This transaction has the same data elements as the **SH03**. Submit only those fields that are to be corrected. Leave all other fields blank. See Table 3 for effects on MMPA.

MMPA PRIOR TO INPUT OF PCS DEPARTURE CORRECTION (SH05)

```
SSAN (OR CMD) ---------  NEW REQ ? ---  PRINT -  NAME ------------
 (`X` TO EXIT, PF##, PB##)   PF8 OR ENTER - PAGE FORWARD   PF7 - PAGE BACK
 -- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 97/05/15 --
  123456789  ROSA   01   ALL                                  01 OF 13
 05 MJ:   LB:9999 LC:9999   SA:H SX:1 TK:950101 TU:888888 TH:000000
 FIXED/OPEN/HISTORY
 AV NR OF ALLOTMTS*  ENTRY-OPEN-DT 970222 96 02 2  NR 00
 AZ ALOTMT FLASH*  ENTRY-OPEN-DT 970222 96 02 2  CODE 0
 BR LV BAL*  ENTRY-OPEN-DT 970222 96 02 2  CZ-BAL-INDCTR 1  BF-PRIOR-FY 60.0
     ERND-FY 22.5  USED-FY 000  BAL-CM 82.5  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000
     XCS-FY 000  LOST 22.0  SETLMNT 1

LB  PAY ADSN*  ENTRY-OPEN-DATE   970222  96  02  2  START 970505  ADSN  9999
 LC  SVCNG ADSN  ENTRY-OPEN-DATE   970222  96  02  2  START  970506  ADSN  9999
      AGENT-ID  00
 LE  DY CY/ NON-CONUS STA*  ENTRY- OPEN-DATE  970321  15  03  2  ACTION  04
      START 960101  CNTRY  US
 LG  LOCATION/COMMAND  IDENTITY*  ENTRY-OPEN-DATE  97022  96  02  2  START  960101
      UIC  00180

 SH  PCS DEPRT*  ENTRY-OPEN-DATE  970506  14  05  1   ACTN   H3  DDLDS  970506  STATS  H
     ADSN 3800  RSN-CODE  A
 SX  NR OPEN STAT ENTRS*  ENTRY-OPEN-DATE  970222  96  02  2  CMPTR-ENTRY-NR  1
 SA-ON STA*  ENTRY-OPEN-DATE  970222 96  02  2  ENTRY-CLSD-DATE  970506  14  05  1
      ACTN  H3  960301   STOP  970505

 35  BAQ*  ENTRY-OPEN-DATE  970506  14  05  1  ACTN    START  000000  ENTLMT-MM
     0.00  ENTLMT 881.10  ENTLMT-NM  0.00   NR-DEPN  0  CLOST-DEPN  R  QTR-ASGN 0
    QTR-ADQ  0  HELD-INDCTR 0
 40  BAS*  ENTRY-OPEN-DATE  961222  96  12  2  CNTRL-CODE  0  ACTN  01  START  970101
     ENTLMT-MM  77.08  ENTLMT 154.16  ENTLMT-NM 154.16
 SUSPENSE********
 SG MISC-SUSPNS  2   EFF-DATE  970617
```

PCS DEPARTURE SCREEN SH05 (CORRECT)

```
                    CORRECT - PCS DEPARTURE                    JOSX

    SH05
    SSAN      0123456789
    NAME    ROSA

    PROJ-DDLDS            970505
    MOVMT-RSN-CODE       A
    PROJ-ARR-DATE      970626
    GAIN-ADSN            3517


       PF6 TO CANCEL TRANS                                INPUT SOURCE
       X IN NEXT REQUEST TO EXIT                          NEXT REQUEST   SH05
```

SH05 RESULTS ON MMPA

```
SSAN (OR CMD) ---------  NEW REQ ? ---  PRINT -  NAME ------------
 (`X` TO EXIT, PF##, PB##)   PF8 OR ENTER - PAGE FORWARD   PF7 - PAGE BACK
 -- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 97/05/16 --
  123456789  ROSA   01   ALL                                    01 OF 13
05 MJ:   LB:9999 LC:9999   SA:H SX:1 TK:950101 TU:888888 TH:000000
FIXED/OPEN/HISTORY
AV NR OF ALLOTMTS*  ENTRY-OPEN-DT 970222 96 02 2  NR 00
AZ ALOTMT FLASH*  ENTRY-OPEN-DT 970222 96 02 2  CODE 0
BR LV BAL*  ENTRY-OPEN-DT 970222 96 02 2  CZ-BAL-INDCTR 1  BF-PRIOR-FY 60.0
    ERND-FY 22.5  USED-FY 000  BAL-CM 82.5  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000
    XCS-FY 000  LOST 22.0  SETLMNT 1
LB  PAY ADSN*  ENTRY-OPEN-DATE   970222  96  02  2  START 970505  ADSN  9999
LC  SVCNG ADSN  ENTRY-OPEN-DATE   970222  96  02  2  START  970506  ADSN  9999
     AGENT-ID  00
LE  DY CY/ NON-CONUS STA*  ENTRY- OPEN-DATE  970321  15  03  2  ACTION  04
     START 960101  CNTRY  US
LG  LOCATION/COMMAND  IDENTITY*  ENTRY-OPEN-DATE  970222  96  02  2  START  960101
     UIC  00180
SH  PCS DEPRT*  ENTRY-OPEN-DATE  970506  14  05  1   ACTN   H5  DDLDS  970506  STATS  H
     ADSN 3517   RSN-CODE  A
SX  NR OPEN STAT ENTRS*  ENTRY-OPEN-DATE  970222  96  02  2  CMPTR-ENTRY-NR  1
SA-ON STA*  ENTRY-OPEN-DATE  970222 96  02  2  ENTRY-CLSD-DATE  970506  14  05  1
    ACTN  H3  960301   STOP  970505
35  BAQ*  ENTRY-OPEN-DATE  970506  14  05  1  ACTN    START  000000  ENTLMT-MM
    0.00  ENTLMT 881.10  ENTLMT-NM  0.00   NR-DEPN  0  CLOST-DEPN  R  QTR-ASGN 0
    QTR-ADQ  0  HELD-INDCTR 0
40  BAS*  ENTRY-OPEN-DATE  961222  96  12  2  CNTRL-CODE  0  ACTN  01  START  970101
    ENTLMT-MM  77.08  ENTLMT 154.16  ENTLMT-NM 154.16
SUSPENSE********
SG MISC-SUSPNS  2   EFF-DATE  970626
```

TABLE 3

SH05 Effects on the MMPA

MMPA ENTRY	FORMAT-ID	ACTION
PCS DEPARTURE	SH	SH entry is updated.
ENTITLEMENTS AND PAY RELATED ENTRIES	MISC	1. All effected entries will be corrected. 2. If a closed entry must be corrected, it is canceled and re-posted to the MMPA with correct dates. 3. Open entries that must be corrected are canceled and restarted.
PROJECTED ARRIVAL DATE	SG SUSPENSE (TYPE 2)	Suspense date is updated.
PROJECTED GAINING ADSN	SH	SH entry is updated.
PROJECTED PCS DEPARTURE	N0	If an N0 entry is present, it is updated and a new SH03 transaction is output to the recycle file.
ACTION INDICATORS	MISC	Every entry updated that contains an action indicator will have an H5 placed in it. This reflects that the action was a result of an SH05 transaction.
MANAGEMENT NOTICE	XI06	Issued to servicing ADSN when projected SH03 is accepted with a departure date 7 or more days greater than the effective date.

PCS DEPARTURE
The SH06 Transaction (Cancel)

1. General. The **SH06** transaction is used to cancel either a projected PCS departure or an existing PCS status.

a. The **SH06** transaction cannot be used to cancel a **SH** which has been closed by an **SG03** transaction.

b. The **SH06** is submitted by the losing/detaching station only.

2. Data Elements of the **SH06** Transaction: The input screen for the **SH06** is displayed in a generalized format. Enter only the date of departure (DDLDS) in character positions (cp) 20 through 25. This field must match the DDLDS of the existing **N0** or **SH** entry on the MMPA in order to process.

MMPA PRIOR TO INPUT OF PCS DEPARTURE CANCELLATION (SH06)

```
SSAN (OR CMD) ---------  NEW REQ ? ---  PRINT -  NAME ------------
  -- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 97/05/03 --
  123456789   JENNI  34  ALL                                  01 OF 12
05 MJ:   LB:3800 LC:9999   SA:H SX:1 TK:930624 TU: 981230 TH:981230
FIXED/OPEN/HISTORY
AV NR OF ALLOTMTS*  ENTRY-OPEN-DT 970222 96 02 2  NR 00
AZ ALOTMT FLASH*  ENTRY-OPEN-DT 970222 96 02 2  CODE 0
BR LV BAL*  ENTRY-OPEN-DT 970222 96 02 2  CZ-BAL-INDCTR 1  BF-PRIOR-FY 60.0
    ERND-FY 22.5  USED-FY 000  BAL-CM 82.5  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000
    XCS-FY 000  LOST 22.0  SETLMNT 1
LB  PAY ADSN*  ENTRY-OPEN-DATE   970222  96  02  2  START 931230  ADSN  3800
LC  SVCNG ADSN*  ENTRY-OPEN-DATE   970501  09  05  1  START  970401  ADSN  9999
     AGENT-ID  00
LE  DY CY/ NON-CONUS STA*  ENTRY- OPEN-DATE   970501  09  05  1   ACTION  H3
     START 970401  CNTRY  US
LG  LOCATION/COMMAND  IDENTITY*  ENTRY-OPEN-DATE  97022  96  02  2  START  960101
     UIC  55451
 SH  PCS DEPRT*  ENTRY-OPEN-DATE  970501  09  05  1   ACTN   H3  DDLDS  970401  STATS H
     ADSN 5044  RSN-CODE  A
SX  NR OPEN STAT ENTRS*  ENTRY-OPEN-DATE  970222  96  02  2  CMPTR-ENTRY-NR  1
SA- ON STA*  ENTRY-OPEN-DATE  970319  13  03  2  ENTRY-CLSD-DATE  970501  09  05  1
     ACTN  H3  970301   STOP  970214
35  BAQ*  ENTRY-OPEN-DATE  970222  96  02  2  ACTN   Z4  START  970101  ENTLMT-MM
    204.00  ENTLMT  408.00  ENTLMT-NM  408.00   NR-DEPN  1   CLOST-DEPN A   QTR-ASGN 2      QTR-ADQ
0  HELD-INDCTR 0

40  BAS*  ENTRY-OPEN-DATE  970501  09  05  1  CNTRL-CODE  0  ACTN  H1  START  970401
    ENTLMT-MM  331.20   ENTLMT 448.96    ENTLMT-NM -MM  110.40  ENTLMT-NM  220.80
    BAS-TYPE  C   QTR-DAY-START  1
SUSPENSE********
SG MISC-SUSPNS  2   EFF-DATE  970525
```

PCS DEPARTURE CANCELLATION SCREEN (SH06)

```
SH06                                GENERALIZED FORMAT
SSAN    123456789
NAME    JENNI

                    CC2         3         4         5         6
                        01234567890123456789012345678901234567890123456789
                        970401



PF6  TO   CANCEL  TRANS                                   INPUT SOURCE    RN
X  IN NEXT  REQUEST TO  EXIT                              NEXT  REQUEST   SH06
```

RESULTS ON MMPA SH06 (CANCEL)

```
SSAN (OR CMD) ---------  NEW REQ ? ---  PRINT -  NAME ------------
 (`X` TO EXIT, PF##, PB##)   PF8 OR ENTER - PAGE FORWARD   PF7 - PAGE BACK
 -- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 97/05/12 --

  123456789   JENNI  34  ALL                              01 OF 12
05 MJ:   LB:3800  LC: 3888  SA:A SX:1 TK:930624 TU: 981230 TH:981230
FIXED/OPEN/HISTORY
AV  NR OF ALLOTMTS*  ENTRY-OPEN-DT 970222 96 02 2  NR 00
AZ  ALOTMT FLASH*  ENTRY-OPEN-DT 970222 96 02 2  CODE 0
BR  LV BAL*  ENTRY-OPEN-DT 970222 96 02 2  CZ-BAL-INDCTR 1  BF-PRIOR-FY 60.0
     ERND-FY 22.5  USED-FY 000  BAL-CM 82.5  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000
     XCS-FY 000  LOST 22.0  SETLMNT 1
LB  PAY ADSN*  ENTRY-OPEN-DATE   970222  96  02  2  START 931230  ADSN  3800
LC  SVCNG ADSN  ENTRY-OPEN-DATE   970501  09  05  1  START  960205  ADSN  3888
     AGENT-ID  00
LE  DY CY/ NON-CONUS STA*  ENTRY- OPEN-DATE  970321  15  03  2  ACTION  04
     START 970321  CNTRY  UK
LG  LOCATION/COMMAND  IDENTITY*  ENTRY-OPEN-DATE  97022  96  02  2  START  960205
     UIC  55451
SA ON STA*  ENTRY-OPEN-DATE  970501  09  05  1  ACTN  H6  START  970317   STATS  A
SX  NR OPEN STAT ENTRS*  ENTRY-OPEN-DATE  970222  96  02  2  CMPTR-ENTRY-NR  1
SH-PCS DEPRT*  ENTRY-OPEN-DATE  970501  09  05  1  ENTRY-CLSD-DT  970503  11  05  1
    ACTN  H6   DDLDS  970401     ADSN  5044   RSN-CODE  A
SA-ON STA*  ENTRY-OPEN-DATE  970319  13  03  2  ENTRY-CLSD-DATE  970501  09  05  1
     ACTN  H3  970301   STOP  970214

35  BAQ*  ENTRY-OPEN-DATE  970222  96  02  2  ACTN   Z4  START  970101  ENTLMT-MM
     204.00  ENTLMT  408.00  ENTLMT-NM  408.00   NR-DEPN  1   CLOST-DEPN A   QTR-ASGN 2
     QTR-ADQ  0  HELD-INDCTR 0
40 -BAS*  ENTRY-OPEN-DATE  970503  11  05  1  CNTRL-CODE  5  ACTN  H6  START  970401
     ENTLMT-MM  0 00  ENTLMT 0. 00    ENTLMT-NM -MM   0.00   ENTLMT-NM 0.00  DAILY-
     RATE   7.26   BAS-TYPE  C   QTR-DAY-START  1  QTR-DAY-STOP 1

SUSPENSE********NO DATA FOUND.
```

TABLE 4

MMPA ENTRY	FORMAT-ID	ACTION
BALANCE EOM OF 9999 MEMBERS	HI	Entry is closed and monies are released into net pay.
SPLIT PAY OPTION	HM	Will not be reinstated. The FSO/PSD must reestablish this if required.
PAYING ADSN	LB	1. Closes the fixed entry, if the ADSN was changed to 9999. 2. Updates the fixed entry to the original paying ADSN. Note 1
SERVICING ADSN	LC	1. Closes the fixed entry with the ADSN of 9999, moves it to the closed area of the MMPA. 2. Updates the fixed LC to the original ADSN and effective date.
DUTY COUNTRY OR NON-CONUS STATE	LE	1. If the SH03 updates this entry, the data is moved from the fixed entry to the closed entry. 2. Updates the fixed LE to the original duty country and effective date.
ENTITLEMENTS	MISC	1. Entitlements that were stopped: the closed entry will be canceled and restarted using the original start date. 2. Entitlements that stop dates were corrected: The entitlement will be re-posted. 3. Entitlements that were canceled: No action will be taken. The FSO must reinstate the entitlement as appropriate. 4. Entitlements that were started: Will be canceled.
PROJECTED PCS DEPARTURE	NO	Entry will be deleted. The recycled transaction will subsequently reject in a later update.
ON-STATION	SA	The fixed status is restored to On Station with its original effective date, unless subsequent statuses have been processed.
MMPA SUSPENSE	SG (TYPE 2)	Deleted.
PCS DEPART	SH	The fixed SH entry is closed.
MMPA ENTRY	**FORMAT-ID**	**ACTION**
ACTION INDICATORS		Updated entries will contain an H6 action indicator to indicate the action was a result of an SH06 transaction.
MANAGEMENT NOTICE	MB04	Issued to personnel office when a SSN or name change has been processed for the member during the PCS status.

SH06 Effects on the MMPA

Note 1. If a member was paid via direct deposit upon PCS departure, later changed to non-DDS, and the PCS was subsequently canceled, the paying ADSN will be restored to 3800 (DDS). In this situation, an LB04 will be required to change the paying ADSN to the local station after the SH06 is processed.

PCS ARRIVAL
The SG03 Transaction (Report)

1. General. An **SG03** can be submitted and will process retroactively within IAS (Immediate Access Storage - or the processing window of current processing month and 11 prior months). See Table 5 (**SG03** Effects on the MMPA.

a. The **SG03** transaction can be submitted only by the gaining/new permanent duty station. The gaining station's input source is used to establish the servicing station (LC entry).

b. All data elements of the **SH03** are duplicated in the **SG03** transaction.

(1) Any elements in the **SG03** that differ from those submitted in the **SH03** will be corrected to the data contained in the **SG03**.

c. If no **SH03** was submitted, the processing of the SG03 transaction programmatically generates the **SH03** using the data contained within the **SG03**.

2. Leave Processing. Periods of leave are not computed and processed by the processing of the **SG03** transaction. Leave (SB03) can be submitted separately while the MMPA is in a PCS status or after the **SG03** has been processed. In many cases, the original date of departure submitted in the **SH03** transaction was incorrect and will overlap a leave taken. If this occurs, submit the **SG03** to correct the DDLDS, then submit the **SB03** separately. See Table 6 for a list of PCS leave type codes.

3. Entitlements Started by the **SG03** Transaction: The **SG03** transaction may start entitlement for Foreign Duty Pay, Interim VHA (VHA without offset), partial or without dependent rate BAQ and BAS. All entitlement start dates are effective with the date of arrival (gain date). Additionally, the quarter day start indicator submitted in this transaction is used to start BAS. If entitlements are to be started with effective dates earlier than arrival, see Table 8 for processing instructions and restrictions.

4. Data Elements of the **SG03** Transaction:

a. Date Arrived Station: The date member reports for duty.

b. Date Departed Last Duty Station: This is the first day of PCS.

c. Quarter Day Arrival: Applicable code for time of arrival. This field, along with the arrival date, supports enlisted BAS processing, terminates type C (PCS) rations, and is used to start BAS if the subsistence allowance type field is coded.

d. Quarter Day of Departure: Applicable code for time of departure. This field, along with the departure date, supports enlisted BAS processing, terminates any BAS paid at the time of departure, and programmatically starts type C BAS.

e. Movement Reason Code: Applicable Code for type of PCS movement. See Table 2 for specific types and their special processing.

f. Duty Country/ Duty Non-CONUS State: The code that relates to the duty assignment.

g. Foreign Duty Pay: The numeric "7" is placed in this field if the new duty station is a FDP payable location. Before processing the entitlement, however, the DJMS system determines if:

(1) the duty country submitted in the transaction is a valid foreign duty pay location, and

(2) there is an open **MH** (Non-Resident Alien) entry on the MMPA. If an open **MH** entry is present, a comparison is made between the REDNT-CNTRY field in the MH entry and the Duty-Cntry-Duty-Non-Conus state code submitted in the **SG03** transaction. If they are equal, PCS will not start FDP. The **MH** entry indicates the member's country of legal residency (other than U.S.).

h. Arrive/Depart CONUS Code. Indicates whether the next field is an arrival or departure date. Possible field entries:

(1) An "A" (arrived in CONUS from a non-CONUS location), if the member's new duty station is located in the US and the previous permanent duty station was other than the continental US, Alaska or Hawaii.

(2) A "D" (departed from CONUS to a non-CONUS location), if the member's previous duty station was the US and the new duty permanent station is other than the US, Alaska or Hawaii.

(3) Blank if the member is PCS from and to the same duty country/non-CONUS state. This is common with moves restricted to CONUS.

i. Date Departed or Arrived CONUS: Submit the appropriate date when the previous field is submitted with an "A" or "D". Otherwise, leave blank.

*j. Days Travel Time Entitled:

(1) The number of days the member is authorized for travel. Otherwise, zero fill.

(2) When processing the **SG** transaction for a PCS arrival that involves TDY en route or travel to or from an overseas location via APOE or APOD, enter only the direct travel days in this field (see Days TDY).

*k. Days TDY:

(1) The total number of days the member performed TDY while in transit from one duty location to the next. Otherwise, zero fill.

(2) When processing the **SG** transaction for PCS arrivals that involve TDY en route or travel to or from an overseas location via APOE or APOD, the difference between direct travel days and the total travel days will be reflected in this field in order to balance the **SG** entry. The remainder of travel days was reported in the previous field. Payment of per diem for these non-direct travel days is not authorized (see Day's Travel Time Entitled), as this is an administrative procedure only.

l. Proceed Days Granted: The number of days proceed time granted (1 thru 4). Otherwise, zero fill.

m. Interim VHA Zip Code: Appropriate zip code for Interim VHA location. Otherwise, leave blank.

n. Interim VHA Accompanied Status. If a zip code was placed in the previous field, submit the appropriate code. Otherwise, leave blank.

Codes are:

(1) 0 = Unaccompanied (without dependent rate)

(2) 1 = Accompanied (with dependent rate)

o. BAQ Type: When this field is completed with a below listed numeric option of 6, 7, 8, or 9, the resulting MMPA actions are processed:

(1) starts partial rate BAQ or the assignment of single government quarters, using the codes below. If the member is in receipt of without dependent rate BAQ, it will be stopped and replaced with partial rate BAQ. If the member is in receipt of BAQ Diff, Without Dependent rate BAQ will be stopped and the BAQ Diff quarters assignment will be changed instead of partial rate BAQ being started.

(a) 6 = Partial Rate BAQ, own right
(b) 7 = Partial Rate BAQ, member married to member

(2) starts without dependent rate BAQ. The Own Right condition creates BAQ with Dependent, code R. The 'member married to member' condition creates BAQ with Dependent, code I.

(a) 8 = Without Dependent Rate BAQ, own right
(b) 9 = Without Dependent Rate BAQ, member married to member

(3) Code 4 indicates that a member receiving 'with dependent rate BAQ' is in single govt quarters.

p. Subsistence Allowance Type: Submit the appropriate code to start BAS:

(1) B = Separate Rations
(2) H = Rations in Kind Not Available
(3) K = Emergency Rations

MMPA PRIOR TO INPUT OF PCS ARRIVAL TRANSACTION SG03 (REPORT)

```
(`X` TO EXIT, PF##, PB##)   PF8 OR ENTER - PAGE FORWARD   PF7 - PAGE BACK
-- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 97/05/03 --
123456789   PHELP  35    ALL                                        01 OF 12
05 MJ:   LB:3800 LC: 0097   SA:A   SX:1 TK:890329 TU: 90701   TH:980901
FIXED/OPEN/HISTORY
AV NR OF ALLOTMTS*  ENTRY-OPEN-DT 970222 96 02 2  NR 00
AZ ALOTMT FLASH*  ENTRY-OPEN-DT 970222 96 02 2  CODE 0
BR LV BAL*  ENTRY-OPEN-DT 9700320  14  03  2   CZ-BAL-INDCTR 1    BF-PRIOR-FY -9.5
    ERND-FY 22.5  USED-FY 020  BAL-CM -7.0  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000
    XCS-FY 000  LOST 0.0  SETLMNT 1

LB  PAY ADSN*  ENTRY-OPEN-DATE   970222  96  02  2  START 931230  ADSN  3800
LC  SVCNG ADSN  ENTRY-OPEN-DATE  970222  96  02  2   START  960209  ADSN  0097
     AGENT-ID  00
LE  DY CY/ NON-CONUS STA*  ENTRY- OPEN-DATE  970222  96  02  2  ACTION  04
     START 960209  CNTRY  US
LG  LOCATION/COMMAND  IDENTITY*  ENTRY-OPEN-DATE  97022  96  02  2  START  960209
     UIC  03365

SA ON STA*  ENTRY-OPEN-DATE  970320  14  03  2  ACTN  B3  970301  STATS A
SX  NR OPEN STAT ENTRS*  ENTRY-OPEN-DATE  970222  96  02  2  CMPTR-ENTRY-NR  1
SB-LV*  ENTRY-OPEN-DATE  970222  96  02  2  ENTRY-CLSD-DT  970320  14  03  2   ACTN 03
    DEPART  970301  RTRN   970320  AUTH-NR  RN60001  TYPE D  ACCT-TYPE  6   DAYS
    COUNT  020  AREA  1  ENTRY-OPEN-CLOSD   A  ACCT-TYPE-CHG-1  970307

35  BAQ*  ENTRY-OPEN-DATE  970222  96  02  2  ACTN   Z4  START  970101  ENTLMT-MM
    234.60  ENTLMT  469.20  ENTLMT-NM  449.20   NR-DEPN  1   CLOST-DEPN A   QTR-ASGN  2
    QTR-ADQ  0  HELD-INDCTR 0
27  CAREER SEA PAY*  ENTRY-OPEN-DT  960422  96  04  2  CNTRL-CODE  0  ACTN  0  START
     960511  ENTLMT-MM  75.00  ENTLMT  150.00  ENTLMT-NM  150.00  CTGY-VESSEL  A
     SUSPENSE********NO DATA FOUND
```

PCS ARRIVAL INPUT SCREEN SG03 (REPORT)

```
SG03
SSAN   123456789
NAME  PHELP

DATE-ARR-STA            970425      DDLDS                          970225
QTR-DAY-ARR                  1      QTR-DAY-DEP                         1
MOVMNT-RSN-CODE              A      DUTY-CNTRY-DUTY-NON-CONUS          15
FDP-QUALFR             BLANK        ARR-DEP-CODE                        D
DATE-DEP-ARR-CONUS     970424       DAYS-TVL-TIME-ENTLMT               05
DAYS-TDY                  030       PROCD-DAYS-GRNTD                    0
ZIP-CODE                44133       ACCOM-STAT                          1
BAQ-TYPE                     4      SUB-ALW-TYPE                        H
GAINING-ADSN             3517

        PF6 TO CANCEL TRANS                INPUT SOURCE      RN
```

LEAVE TRANSACTION SCREEN SB03 (REPORT)

```
SB03
SSAN    123456789
NAME   PHELP


DATE-START-LV                 970325
DATE-STOP-LV                  970424
MIL-LV-TYPE                   I
LV-DAYS-GRNTD                 030
LV-AREA                       1
LV-AUTH-NR                    RN00564
LV-DAYS-XCS-GRNTD             000


            PF6 TO CANCEL TRANS                INPUT SOURCE   RN
            X IN NEXT REQUEST TO EXIT          NEXT REQUEST  SB03
```

MMPA AFTER PROCESSING SG03 (REPORT)

```
SSAN (OR CMD) ---------  NEW REQ ? ---  PRINT -  NAME ------------
 (`X` TO EXIT, PF##, PB##)   PF8 OR ENTER - PAGE FORWARD   PF7 - PAGE BACK
 -- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 97/05/06 --
 123456789   PHELP  35    ALL                                          01 OF 13
05 MJ:   LB:3800  LC: 3517   SA:A   SX:1 TK:890329 TU: 90701   TH:980901
FIXED/OPEN/HISTORY
AV  NR OF ALLOTMTS*  ENTRY-OPEN-DT 970222 96 02 2  NR 00
AZ  ALOTMT FLASH*  ENTRY-OPEN-DT 970222 96 02 2  CODE 0
BR  LV BAL*  ENTRY-OPEN-DT 9700320  14  03  2   CZ-BAL-INDCTR 1    BF-PRIOR-FY -9.5
     ERND-FY 22.5  USED-FY 020  BAL-CM -7.0  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000
    XCS-FY 000  LOST 0.0  SETLMNT 1

LB  PAY ADSN*  ENTRY-OPEN-DATE   970222  96  02  2  START 931230  ADSN  3800
LC  SVCNG ADSN  ENTRY-OPEN-DATE  970222  96  02  2   START  960209  ADSN  3517
     AGENT-ID  00
LE  DY CY/ NON-CONUS STA*  ENTRY- OPEN-DATE  970222  96  02  2  ACTION  G3
     START  970425  DUTY-NON-CO  15
LG  LOCATION/COMMAND  IDENTITY*  ENTRY-OPEN-DATE  97022  96  02  2  START  960209
     UIC  03365

SA ON STA*  ENTRY-OPEN-DATE  970503  11  05  1  ACTN  G3  970425  STATS A
SX  NR OPEN STAT ENTRS*  ENTRY-OPEN-DATE  970222  96  02  2  CMPTR-ENTRY-NR  1
SA-ON STA*  ENTRY-OPEN-DATE  970320  14  03  2   ENTRY-CLSD-DT  970320  14  03  2
    ACTN   H3  970321  STOP  970224
SB-LV*  ENTRY-OPEN-DATE  970503  11  05 1  ENTRY-CLSD-DT  970503  11  05 1   ACTN 03
    DEPART  970325  RTRN   970424  AUTH-NR  RN 00564  TYPE  I  ACCT-TYPE  2   DAYS-
    COUNT  031  AREA  1  ENTRY-OPEN-CLOSD   A
SB-LV*  ENTRY-OPEN-DATE  970222  96  02  2  ENTRY-CLSD-DT  970320  14  03  2   ACTN 03
    DEPART  970301  RTRN   970320  AUTH-NR  RN60001  TYPE D  ACCT-TYPE  6   DAYS-
    COUNT  020  AREA  1  ENTRY-OPEN-CLOSD   A  ACCT-TYPE-CHG-1  970307
SG-PCS ARVL*  ENTRY-OPEN-DT  970503  11  05  1  ENTRY-CLSD-DT  970503  11  05  1  ACTN
    03  ARRIVE  970425  DEPART-CONUS  970424  ALWBL-TVL-TIME  05  ARV-HFP  000000
    DAYS-TDY  030  ARR-DEPRT-CODE D  PROCD-DAYS-GRNTD 4  RESERVED  000000
    INDCTR   2  QTR-DAY-ARR  1
SH-PCS DEPRT*  ENTRY-OPEN-DT  970503  11  05  1    ENTRY-CLSD-DT  970503  11  05  1
    ACTN  G3  DDLDS  970225  ADSN  3517  RSN-CODE  A

35  BAQ*  ENTRY-OPEN-DATE  970222  96  02  2  ACTN   Z4  START  970101  ENTLMT-MM
   234.60  ENTLMT  469.20  ENTLMT-NM  449.20   NR-DEPN  1   CLOST-DEPN A   QTR-ASGN  2
   QTR-ADQ  0  HELD-INDCTR 0
27  CAREER SEA PAY*  ENTRY-OPEN-DT  960422  96  04  2  CNTRL-CODE  0  ACTN  0  START
    960511  ENTLMT-MM  75.00  ENTLMT  150.00  ENTLMT-NM  150.00  CTGY-VESSEL  A

SUSPENSE********NO DATA FOUND
```

TABLE 5

SG03 Effects on the MMPA

MMPA ENTRY	FORMAT-ID	ACTION
ACTION INDICATORS		1. Entries created from the PCS arrival input will have a G1 action indicator. 2. Entries closed due to the PCS arrival input will have a G2 action indicator. 3. DDLDS corrections: Canceled entries will have a G6 action indicator, while re-reported entries will have an H5 action indicator.
BALANCE EOM OF 9999 MEMBERS	**HI**	Releases all held pay into net pay. This entry is then deleted.
BASIC TRAINEE STATUS		Removes member from basic trainee status, if applicable, and restores payment control to DFAS.
EFFECT ON CLOSED ENTRIES		1. If the entry is closed before the SG03 is processed, and the entry must be adjusted because of the arrival date, the entry is totally canceled and then re-posted with the correct dates. 2. Closed entries can also be canceled, if the arrival date falls equal to or before the start date of the entry.
EFFECT ON OPEN ENTRIES		1. See Table 3 for effects of correction to PCS departure. 2. If the arrival date is after the start date of the entry, the entry is closed with the appropriate date. 3. If the arrival date is equal to or earlier than the start date of the entry and PCS stops it the day prior to arrival, the entry is canceled.
MANAGEMENT NOTICE	**UH03**	1. If the PCS period is out-of-balance (not all time is accounted for), this management notice is sent to the servicing ADSN the 15th day after the effective date of arrival. If processing is retroactive, the management notice can be issued immediately. 2. The management notice is additionally sent at 30-day intervals until the PCS period is cleared. 3. This management notice will also be sent to the servicing ADSN for any prior PCS periods that are still not accounted for.
MANAGEMENT NOTICE	**XA03**	Sent to the personnel office to notify them of the member's PCS arrival.
MANAGEMENT NOTICE	**XW03**	1. Generated to the personnel office when a PCS transaction is received for a member going from officer training school, and the member has not been promoted to 01 or demoted to E4 or below. 2. This notifies the personnel office that a separation reentry (change of status/category) or demotion input is required.

TABLE 5 (con'd)

MMPA ENTRY	FORMAT-ID	ACTION
MANAGEMENT NOTICE	**X903**	The SG03 terminates Without Dependent rate BAQ the day prior to departure for those members in grades E1 thru E3 and E4s less than 4 years of service. The management notice is sent to the new servicing ADSN to remind them to determine if any BAQ is payable during the PCS period.
MANAGEMENT NOTICE	**MB04**	Issued to personnel office when a SSN or name change was processed while the MMPA was in SH status.
MANAGEMENT NOTICE	**XI05**	Issued to original gaining ADSN when SG03 gaining ADSN differs from SH projected gaining ADSN.
ON-STATION	**SA**	Updates the fixed status entry to SA, using an effective date of PCS arrival.
PARTIAL REJECT	**ERROR CODE TCW**	1. Date departed CONUS is in transaction and LE entry indicates member was NOT CONUS. 2. Date arrived CONUS is in transaction and LE entry indicates member was NOT CONUS.
PARTIAL REJECT	**ERROR CODE TDO**	Date arrived CONUS is in transaction and LE entry indicates member was CONUS.
PARTIAL REJECT	**ERROR CODE TDG**	Date arrived or departed CONUS is not in transaction and LE entry indicates member was CONUS.
PARTIAL REJECT	**ERROR CODE TDH**	Date arrived or departed CONUS is not in transaction and LE entry indicates member was not CONUS.
PARTIAL REJECT	**ERROR CODE TCQ**	Date of departure and/or arrival falls within a period of leave other than the first or last day.
PARTIAL REJECT	**ERROR CODE TCR**	MMPA is in a T status with status suspension reason other than 1.
PARTIAL REJECT	**ERROR CODE TEM**	Open/delinquent (PX) pay authorization (PQ, PL, PM or PJ), is present.
PAYING ADSN	**LB**	1. If the member does not have direct deposit of pay, closes the fixed entry, which contains an ADSN of 9999 (PCS). Date stop will be the day prior to PCS arrival. 2. Changes the fixed LB to display a start date of the day of arrival and an ADSN equal to the servicing ADSN.
PCS ARRIVAL	**SG**	Creates a closed entry of the PCS arrival data submitted in the SG03.
PCS DEPART	**SH**	Closes the SH entry in the fixed area, moves it to closed. Corrects any data items per the SG03 input.
PROCESSED MANAGE-MENT NOTICE FOR REVIEW	**ERROR CODE SFT**	The personnel office is issued a copy of the SH03 with error code SFT requesting they submit an SA04 (on station/present for duty) transaction, if appropriate. This occurs when the SH03 is received and MMPA status is SJ (AWOL), SP (Deserted) or SK (Confinement, type 1 thru 5). See Notes 1 and 2.
SERVICING ADSN	**LC**	1. Closes the fixed entry (ADSN of 9999), moves it to the closed area of the MMPA, using a stop date of the day prior to PCS arrival. 2. Changes the fixed entry to equal the transaction input source.
SH03 TRANSACTION		If the losing (detaching) location failed to submit an SH03 on the member's departure, the transaction is computer generated from the data submitted in the SG03.

TABLE 5 (con'd)

MMPA ENTRY	FORMAT-ID	ACTION
SH05 TRANSACTION		If the SG03 transaction data differs from the data posted on the MMPA, an SH05 transaction is computer generated from the data submitted in the SG03.
SUSPENSE ENTRY	**SG TYPE 8**	Used to issue first occurrence of UH03 management notice.
SUSPENSE ENTRY	**SG TYPE D**	Used to issue UH03 management notice every 30 days.
SUSPENSE ENTRY	**SG TYPE F**	Used to issue XA03 management notice.
TDY ADSN	**LD**	1. Closes the open LD entry, if the TDY ADSN failed to process an LD02 (stop) when the member departed their location.

Note 1: Processed Management Notices for Review are transactions which have processed that require additional review or a condition was found on the MMPA which may require research or update.

Note 2: Types of Confinement:

Type 1: Confinement by Civil Authorities
Type 2: Confinement for Civil Authorities as a Witness
Type 3: Military Confinement Awaiting Investigation or Court-martial
Type 4: Military Confinement, Sentenced
Type 5: Military Confinement for Foreign Civil Offense Pending Charge or Indictment
Type 6: Military Confinement for Foreign Civil Offense – Indicte

TABLE 6
PCS RELATED LEAVE TYPES

LEAVE TYPE	LEAVE CODE
Delay En Route - TDY	B (See Note 1)
Delay En Route - PCS Accession Travel	I (See Note 1)
Delay En Route - PCS Training Travel	L
Delay En Route - PCS Operations Travel	M
Delay En Route - PCS Rotation Travel	N
Delay En Route - PCS Travel of Organized Units	O
Home Awaiting Physical Evaluation Board Proceedings	K (See Note 2)

Note 1: The project cited in the appropriation of travel orders can be used for identification of type of (PCS) travel. Type B leave is also programmatically generated for Permissive PCS type F.

Note 2: Generated by PCS Movement reason code C (APEBP).

PCS ARRIVAL
The SG05 Transaction (Correct)

1. General. The **SG05** transaction is used to correct any field, except entitlement starts, submitted on the **SG03**. The number of corrections to an entry or field are unlimited.

2. Data Elements of the **SG05** Transaction:

a. The **SG05** transaction has the same data elements of the **SG03**, except the **SG03** contained fields to start entitlements.

b. Submit only those fields that require correction, except in the case of travel, TDY or proceed time. If any one of these fields is corrected, they must all be submitted.

3. Effects on the MMPA.

a. Effects on the MMPA are the same as those described in Tables 1 and 5.

b. Generally, when correcting entries that were stopped or started due to the arrival date, an action indicator of **G5** will be indicated to reflect the action was taken because of an **SG05**.

c. The processing of an **SG05** will not recalculate the PCS period if there is an out of balance condition caused by a missing or incorrectly reported status (leave, etc). When the suspense comes due to issue the **UH03** management notice, the PCS period will then be recalculated. If it is in balance, the **SG** indicator is changed to a 2, the suspense is deleted and no **UH03** is issued. If it is not in balance, the management notice is issued and the suspense entry is updated to next month.

4. Management Notices:

a. **UH03**: Issued to the servicing ADSN whenever an **SG05** is processed and changes the period from being in balance to being out-of-balance.

b. **XA05**: Issued to the personnel office whenever the arrival data is changed.

5. Entitlement Processing After PCS Arrival: A guide to processing after the **SG03** has been submitted is contained in Table 8. It includes periods prior to departure, during the PCS periods, and after arrival.

MMPA PRIOR TO INPUT OF PCS ARRIVAL CORRECTION (SG05)

```
SAN (OR CMD) ---------  NEW REQ ? ---  PRINT -  NAME ------------
 (`X` TO EXIT, PF##, PB##)   PF8 OR ENTER - PAGE FORWARD   PF7 - PAGE BACK
 -- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 97/05/03 --

 123456789   PHELP  35    ALL                                    01 OF 12
 05 MJ:   LB:3800 LC: 0097   SA: A   SX: 1    TK:890329   TU: 90701   TH:980901
 FIXED/OPEN/HISTORY
 AV  NR OF ALLOTMTS*  ENTRY-OPEN-DT 970222 96 02 2  NR 00
 AZ  ALOTMT FLASH*  ENTRY-OPEN-DT 970222 96 02 2  CODE 0
 BR  LV BAL*  ENTRY-OPEN-DT 9700320  14  03  2   CZ-BAL-INDCTR 1    BF-PRIOR-FY -9.5
     ERND-FY 22.5  USED-FY 020  BAL-CM -7.0  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000
     XCS-FY 000  LOST 0.0  SETLMNT 1

 LB  PAY ADSN*  ENTRY-OPEN-DATE   970222  96  02  2  START 931230  ADSN  3800
 LC  SVCNG ADSN*  ENTRY-OPEN-DATE  970222  96  02  2   START  960209  ADSN  0097
     AGENT-ID  00
 LE  DY CY/ NON-CONUS STA*  ENTRY- OPEN-DATE  970222  96  02  2  ACTION  04
     START 960209  CNTRY  US
 LG  LOCATION/COMMAND  IDENTITY*  ENTRY-OPEN-DATE  97022  96  02  2  START  960209
     UIC  03365

 SA ON STA*  ENTRY-OPEN-DATE  970320  14  03  2  ACTN  B3  970301  STATS A
 SX  NR OPEN STAT ENTRS*  ENTRY-OPEN-DATE  970222  96  02  2  CMPTR-ENTRY-NR  1
 SB-LV*  ENTRY-OPEN-DATE  970222  96  02  2  ENTRY-CLSD-DT  970320  14  03  2   ACTN 03
    DEPART  970301  RTRN   970320  AUTH-NR  RN60001  TYPE D  ACCT-TYPE  6   DAYS-
    COUNT  020  AREA  1  ENTRY-OPEN-CLOSD   A  ACCT-TYPE-CHG-1  970307

 35  BAQ*  ENTRY-OPEN-DATE  970222  96  02  2  ACTN   Z4  START  970101  ENTLMT-MM
     234.60  ENTLMT  469.20  ENTLMT-NM  449.20   NR-DEPN  1   CLOST-DEPN A   QTR-ASGN  2
     QTR-ADQ  0  HELD-INDCTR 0
 27  CAREER SEA PAY*  ENTRY-OPEN-DT  960422  96  04  2  CNTRL-CODE  0  ACTN  0  START
     960511  ENTLMT-MM  75.00  ENTLMT  150.00  ENTLMT-NM  150.00  CTGY-VESSEL  A
     SUSPENSE********NO DATA FOUND
```

PCS ARRIVAL CORRECTION TRANSACTION (SG05)

```
SG05
SSAN   123456789
NAME  PHELP

DATE-ARR-STA            970425          DDLDS                          970225
QTR-DAY-ARR                  1          QTR-DAY-DEP                         1
MOVMNT-RSN-CODE              A          DUTY-CNTRY-DUTY-NON-CONUS          15
HFP-FDP-QUALFR          BLANK           ARR-DEP-CODE                        D
DATE--DEP-ARR-CONUS  970424             DAYS-TVL-TIME-ENTLMT               04
DAYS-TDY                  031           PROCD-DAYS-GRNTD                    0
GAINING-ADSN             3517

        PF6 TO CANCEL TRANS                  INPUT SOURCE      RN
        X IN NEXT REQUEST TO EXIT            NEXT REQUEST    SG05
```

MMPA AFTER SG05 PROCESSING

```
SSAN (OR CMD) ---------  NEW REQ ? ---  PRINT -  NAME ------------
 (`X` TO EXIT, PF##, PB##)   PF8 OR ENTER - PAGE FORWARD   PF7 - PAGE BACK
 -- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 97/05/16 --

 123456789   PHELP  35    ALL                                          01 OF 13
05 MJ:   LB:3800 LC: 0097   SA:A   SX:1 TK:890329 TU: 90701   TH:980901
FIXED/OPEN/HISTORY
AV NR OF ALLOTMTS*  ENTRY-OPEN-DT 970222 96 02 2  NR 00

AZ ALOTMT FLASH*  ENTRY-OPEN-DT 970222 96 02 2  CODE 0

BR  LV BAL*  ENTRY-OPEN-DT 9700320  14  03  2   CZ-BAL-INDCTR 1    BF-PRIOR-FY -9.5
     ERND-FY 22.5  USED-FY 020  BAL-CM -7.0  NOT-ACRD-FY 0.0  LOST-DAYS-CFY 000
     XCS-FY 000  LOST 0.0  SETLMNT 1

LB  PAY ADSN*  ENTRY-OPEN-DATE   970222  96  02  2  START 931230  ADSN  3800
LC  SVCNG ADSN  ENTRY-OPEN-DATE  970222  96  02  2   START  960209  ADSN  3517  AGENT-ID  00
LE  DY CY/ NON-CONUS STA*  ENTRY- OPEN-DATE  970222  96  02  2  ACTION  G3
     START  970425  DUTY-NON-CO  15
LG  LOCATION/COMMAND  IDENTITY*  ENTRY-OPEN-DATE  97022  96  02  2  START  960209
     UIC  03365

SA ON STA*  ENTRY-OPEN-DATE  970503  11  05  1  ACTN  G3  970425  STATS A
SX  NR OPEN STAT ENTRS*  ENTRY-OPEN-DATE  970222  96  02  2  CMPTR-ENTRY-NR  1
SA ON STA*  ENTRY-OPEN-DATE  970320  14  03  2   ENTRY-CLSD-DT  970320  14  03  2
    ACTN   H3  970321  STOP  970224
SB-LV*  ENTRY-OPEN-DATE  970503  11  05 1  ENTRY-CLSD-DT  970503  11  05 1   ACTN 03
   DEPART  970325  RTRN   970424  AUTH-NR  RN 00564  TYPE  I  ACCT-TYPE  2   DAYS-
   COUNT  031  AREA  1  ENTRY-OPEN-CLOSD   A
SB-LV*  ENTRY-OPEN-DATE  970222  96  02  2  ENTRY-CLSD-DT  970320  14  03  2   ACTN 03
   DEPART  970301  RTRN   970320  AUTH-NR  RN60001  TYPE D  ACCT-TYPE  6   DAYS-
   COUNT  020  AREA  1  ENTRY-OPEN-CLOSD   A  ACCT-TYPE-CHG-1  970307
SG PCS ARVL*  ENTRY-OPEN-DT  970503  11  05  1  ENTRY-CLSD-DT  971503  19  05  1  ACTN
    G5  ARRIVE  970425  DEPART-CONUS  970424  ALWBL-TVL-TIME  04  ARV-HFP  000000
    DAYS-TDY  031  ARR-DEPRT-CODE D  PROCD-DAYS-GRNTD  0  RESERVED  000000
    INDCTR   2  QTR-DAY-ARR  1

SH-PCS DEPRT*  ENTRY-OPEN-DT  970503  11  05  1    ENTRY-CLSD-DT  970503  11  05  1
    ACTN  G5  DDLDS  970225  ADSN  3517  RSN-CODE  A

05 MJ:   LB:3800 LC: 0097   SA:A   SX:1 TK:890329 TU: 90701   TH:980901
35  BAQ*  ENTRY-OPEN-DATE  970222  96  02  2  ACTN   Z4  START  970101  ENTLMT-MM
    234.60  ENTLMT  469.20  ENTLMT-NM  449.20   NR-DEPN  1   CLOST-DEPN A
    QTR-ASGN  2  QTR-ADQ  0  HELD-INDCTR 0

27  CAREER SEA PAY*  ENTRY-OPEN-DT  960422  96  04  2  CNTRL-CODE  0  ACTN  0  START
    960511  ENTLMT-MM  75.00  ENTLMT  150.00  ENTLMT-NM  150.00  CTGY-VESSEL  A

SUSPENSE********
SG MISC-SUSPNS E  EFF-DATE  970602      SG MISC-SUSPNS D  EFF-DATE   970614
```

PCS ARRIVAL
The SG06 Transaction (Cancel)

1. General. As discussed in various sections of this chapter, the PCS period is initially calculated to determine if it is in balance or accounted for upon processing of the **SG03** or upon the subsequent processing of any **SG05**. As long as the period remains not accounted for, it is periodically recalculated when the **SG** type 2 suspense comes due and a UH03 management notice is issued to the field.

b. Occasionally, the period is in fact in balance, but the system lacks critical MMPA information to fully process the SG entry. This may occur when an **SH** entry or a leave (FID **SB**) entry is aged off the MMPA. In this situation, central site has the use of the **SG06** transaction to "force" the PCS period in balance. The overall effect is to delete the **SG** suspense and change the **SG** entry indicator from a "1" to a "2".

2. Data Elements of the **SG06** Transaction:

Format Suspense: This is the FID of the suspense entry being deleted. It will always be **SG**.

Future Code: The type from the **SG** suspense being deleted. It will always be a 8 or D.

Projected Arrival Suspense: The effective date of the **SG** suspense being deleted.

Date Arrived History **SG**: The date of arrival in the **SG** entry to be balanced.

TABLE 7
Nature of Duty Index to DJMS PCS Movement Reason Codes

Nature of Duty	DJMS Movement Reason Code and Description
Regular	A - Operational
Instruction	G - Training School. PCS for formal training at either a military or civilian installation T - Pipeline Personnel. Members reporting for additional training (TDY or PCS) prior to their first permanent duty assignment
Prospective Crew Member - Reporting to a ship being commissioned	A - Operational
Treatment	B - Hospital, Patient Status
Separation	A - Operational
Confinement	A - Operational

TABLE 8
Other Duty Type Index to DJMS PCS Reason Codes

Other Duty Type	DJMS Movement Reason Code and Description	Additional Procedure/Processing Instructions
APEBP - Home Awaiting Physical Evaluation Board Proceedings	C - APEBP	None.
ACLDCL - Acceleration/Deceleration	A - Operational	See Note 1. Submit Stress Duty Start (1601, type 1, if necessary.
NPLV - Chief of Naval Personnel Leave	A - Operational	CNPLV is input by Central Site only. Contact DFAS-CL/FMA via message with approved CNP leave period.
DEMODY - Demolition Duty	A - Operational	See Note 1. Submit demolition duty pay start (1001) , if necessary.
DIFCREW - Continuation of Flight Duty Pay - Crew Member	A - Operational	See Note 1. Submit 1201, if necessary.
DIFDEN - Aviation Career Incentive Pay Status, not involving flying	A - Operational	See Note 1. Submit 1201, if necessary.
DIFOPS - Flight Duty Pay - Operational	A - Operational	See Note 1. Submit 1201, if necessary.
DEMODVNG - Demolition and Diving Duty Pay	A - Operational	See Note 1. Submit demolition duty pay start (1001) and/or diving duty pay start (2101), if necessary.
DVNGDY - Diving Duty Pay	A - Operational	See Note 1. Submit diving duty pay start (2101), if necessary.
MEDIC - Reporting for Duty at a State or Local Hospital as a Nurse, Intern or Physician		See Note 2.
NAVACABAND - Naval Academy Band	A - Operational	If entitled to CASI, submit 6203.
Navy Band	A - Operational	Same as NAVACABAND
PARADEMO - Parachute and Demolition Duty Pay	A - Operational	See Note 1. Submit parachute duty pay start (1501) and/or demolition duty pay start (1001), if necessary.
PARADY - Parachute Duty Pay	A - Operational	See Note 1. Submit parachute duty pay (1501), if necessary.
PHYEXAMXX - Members obtaining physical exam en route to permanent duty station (used for reservists)	I - Accession	None.
PRSRCHBR - Pressure Chamber Duty Pay	A - Operational	See Note 1. Submit stress duty pay start (1601, type 3), if necessary.
CHGHOMEPORT - Change in Home Port	None	Submit changes for VHA (FIDs 67 and 68), if necessary.
SCHOLARSHIP -	G - Training School	See Note 2.
SICK - Detaching from the Hospital as a Patient and Returning to a Permanent Duty Station	A - Operational	Submit convalescent leave start or report (SB01/03, type F) .
GRADNLVXX - Graduation Leave	None. The Naval Academy processes an E603 to effect a change	Submit graduation leave(s) (SB03, type J).

	of category (status)	
EXOSLV - Overseas Extension Leave	None	Submit special leave start or report (SB01/03, type H)
TRML - Thermal Stress Duty Pay	A - Operational	See Note 1. Submit 1601, type 2, if necessary.

NOTE 1: DJMS does not stop these entitlements during PCS departure processing (SH03). Therefore, submission of a entitlement start may not be necessary.

Note 2: As meals are furnished, officer BAS must be collected or stopped. Contact DFAS-CL-FMA, via message, for processing action.

(the remainder of this page is reserved for future use)

Chapter 17 – NON-PAY STATUS

A. Background

Description - Article 86 of the Uniform Code of Military Justice (UCMJ) defines "Absence Without Leave" as; Any member of the armed forces who, without authority:

(1) fails to go to his appointed place of duty at the time prescribed;

(2) goes from that place; or

(3) absents himself or remains absent from his unit, organization, or place of duty at which he is required to be at the time prescribed; shall be punished as a court-martial may direct."

B. Elements

(1) *Failure to go to appointed place of duty*.

(a) That a certain authority appointed a certain time and place of duty for the accused.
(b) That the accused knew of that time and place; and
(c) That the accused, without authority, failed to g to the appointed place of duty at the time prescribed.

(2) *Going from appointed place of duty*.

(a) That a certain authority appointed a certain time and place of duty for the accused;
(b) That the accused knew of that time and place; and
(c) That the accused, without authority, went from the appointed place of duty after having reported at such place.

(3) *Absence from unit, organization, or place of duty*.

(a) That the accused absented himself or her-self from his or her unit, organization, or place of duty at which he or she was required to be;
(b) That the absence was without authority from

anyone competent to give him or her leave; and

(c) That the absence was for a certain period of time. Note: If the absence was terminated by apprehension, add the following element.
(d) That the absence was terminated by apprehension.

(4) *Abandoning watch or guard*.

(a) That the accused was a member or a guard, watch, or duty;
(b) That the accused absented himself or her-self from his or her guard, watch or duty section;
(c) That absence of the accused was without authority; and Note: If the absence was with intent to abandon the accused's guard, watch or duty section, add the following element.
(d) That the accused intended to abandon his or her guard, watch, or duty section.

(5) *Absence from unit, organization, or place of duty with intent to avoid maneuvers or field exercises*.

(a) That the accused absented himself or she from his or her unit, organization, or place of duty at which he or she was required to be;
(b) That the absence of the accused was with-out authority;
(c) That the absence was for a certain period of time;
(d) That the accused knew that the absence would occur during a part of a period of maneuvers or field exercises; and
(e) That the accused intended to avoid all or part of a period of maneuvers or field exercises.

C. Explanation

In general - This article is designed to cover every case not elsewhere provided for in which any member of the armed forces is through the member's own fault not at the place where the member is required to be at a prescribed time. It is not necessary that the person be absent

entirely from military jurisdiction and control. The first part of this article—relating to the appointed place of duty—applies whether the place is appointed as a rendezvous for several or for one only.

Actual knowledge - The offenses of failure to go to and going from appointed place of duty require proof that the accused actually knew of the appointed time and place of duty. The offense of absence from unit, organization, or place of duty with intent to avoid maneuvers or field exercises requires proof that the accused actually knew that the absence would occur during a part of a period of maneuvers or field exercises.

Actual knowledge may be proved by circumstantial evidence.

Intent - Specific intent is not an element of unauthorized absence. Specific intent is an element for certain aggravated unauthorized absences.

Aggravated forms of unauthorized absence - There are variations of unauthorized absence under Article 86(3) which are more serious because of aggravating circumstances such as duration of the absence, a special type of duty from which the accused absents himself or herself, and a particular specific intent which accompanies the absence. These circumstances are not essential elements of a violation of Article 86. They simply constitute special matters in aggravation. The following are aggravated unauthorized absences:

(a) Unauthorized absence for more than 3 days duration.
(b) Unauthorized absence for more than 30 days duration.
(c) Unauthorized absence from a guard, watch, or duty (special type duty).
(d) Unauthorized absence from guard, watch, or duty section with the intent to abandon it (special type of duty and specific intent).
(e) Unauthorized absence with the intent to avoid maneuvers or field exercises (special type of duty and specific intent).

Control by civilian authorities - A member of the armed forces turned over to the civilian authorities upon request under Article 14, (*see* R.C.M. 106) is not absent without leave while held by them under that delivery. When a member of the armed forces, being absent with leave, or absent

without leave, is held, tried, and acquitted by civilian authorities, the member's status as absent with leave, or absent without leave, is not thereby changed, regardless how long held. The fact that a member of the armed forces is convicted by the civilian authorities, or adjudicated to be a juvenile offender, or the case is "diverted" out of the regular criminal process for a probationary period does not excuse any unauthorized absence, because the member's inability to return was the result of willful misconduct. If a member is released by the civilian authorities without trial, and was on authorized leave at the time of arrest or detention, the member may be found guilty of unauthorized absence only if it is proved that the member actually committed the offense for which detained, thus establishing that the absence was the result of the member's own misconduct.

Inability to return - The status of absence without leave is not changed by an inability to return through sickness, lack of transportation facilities, or other disabilities. But the fact that all or part of a period of unauthorized absence was in a sense en-forced or involuntary is a factor in extenuation and should be given due weight when considering the initial disposition of the offense. When, however, a person on authorized leave, without fault, is unable to return at the expiration thereof, that person has not committed the offense of absence without leave.

Determining the unit or organization of an accused - A person undergoing transfer between activities is ordinarily considered to be attached to the activity to which ordered to report. A person on temporary additional duty continues as a member of the regularly assigned unit and if the person is absent from the temporary duty assignment, the person becomes absent without leave from both units, and may be charged with being absent without leave from either unit.

Duration - Unauthorized absence under Article 86(3) is an instantaneous offense. It is complete at the instant an accused absents himself or herself without authority. Duration of the absence is a matter in aggravation for the purpose of increasing the maximum punishment authorized for the offense. Even if the duration of the absence is not over 3 days, it is ordinarily alleged in an Article 86(3) specifications. If the duration is not alleged or if

alleged but not proved, an accused can be convicted of and punished for only 1 day of unauthorized absence.

Computation of Duration - In computing the duration of an unauthorized absence, any one continuous period of absence found that totals not more than 24 hours is counted as 1 day; any such period that totals more than 24 hours and not more than 48 hours is counted as 2 days, and so on. The hours of departure and return on different dates are assumed to be the same if not alleged and proved. For example, if an accused is found guilty of unauthorized absence from 0600 hours, 4 April, to 1000 hours, 7 April of the same year (76 hours), the maximum punishment would be based on an absence of 4 days. However, if the accused is found guilty simply of unauthorized absence from 4 April to 7 April, the maximum punishment would be based on an absence of 3 days.

Termination—methods of return to military control

(a) *Surrender to military authority*. Surrender occurs when a person presents himself or herself to any military authority, whether or not a member of the same armed force, notifies that authority of his or her unauthorized absence status, and submits or demonstrates a willingness to submit to military control. Such surrender terminates the unauthorized absence.

(b) *Apprehension by military authority*. Apprehension by military authority of a known absentee terminates an unauthorized absence.

(c) *Delivery to military authority*. Delivery of a known absentee by anyone to military authority terminates the unauthorized absence.

(d) *Apprehension by civilian authorities at the request of the military*. When an absentee is taken into custody by civilian authorities at the request of military authorities, the absence is terminated.

(e) *Apprehension by civilian authority's with-out prior military request*. When an absentee is in the hands of civilian authorities for other reasons and these authorities make the absentee available for return to military control, the absence is terminated when the

military authorities are informed of the absentee's availability.

Findings of more than one absence under one specification - An accused may properly be found guilty of two or more separate unauthorized absences under one specification, provided that each absence is included within the period alleged in the specification and provided that the accused was not misled. If an accused is found guilty of two or more unauthorized absences under a single specification, the maximum authorized punishment shall not exceed that authorized if the accused had been found guilty as charged in the specification.

D. Article 80–Attempts

Punishment - Lesser included offense.

Maximum punishment

(1) *Failing to go to, or going from, the appointed place of duty*. Confinement for 1 month and forfeiture of two-thirds pay per month for 1 month.

(2) *Absence from unit, organization, or other place of duty*.

(a) For not more than 3 days. Confinement for 1 month and forfeiture of two-thirds pay per month for 1 month.
(b) For more than 3 days but not more than 30 days. Confinement for 6 months and forfeiture of two-thirds pay per month for 6months.
(c) For more than 30 days. Dishonorable discharge, forfeiture of all pay and allowances, and confinement for 1 year.
(d) For more than 30 days and terminated by apprehension. Dishonorable discharge, forfeiture of all pay and allowances, and confinement for 18 months.

(3) *From guard or watch*. Confinement for 3 months and forfeiture of two-thirds pay per month for 3 months.

(4) *From guard or watch with intent to abandon*. Bad conduct discharge, forfeiture of all pay and allowances, and confinement for 6 months.

(5) *With intent to avoid maneuvers or field exercises*. Bad-conduct discharge, forfeiture of all pay and allowances, and confinement for 6 months.

E. Effects on the MMPA

The SJ Format ID is used to report (SJ03), change (SJ04), or cancel (SJ06) of an AWOL period.

Effects of AWOL Status on the MMPA follow:

SJ04 – Report Absent Without Leave

AWOL Reported

```
PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 06/02/16 --
123456789 HARRI 33 01 OF 02 02 MJ: LB:3800 LC:4833 SA:J SX:1 TK:041126
TU:080403 TH:080403
FIXED/OPEN/HISTORY
SJ AWOL*  ENTRY-OPEN-DT 051213 14 12 2  ACTN 04  START 051203  STATS J
```

Note: Status entry will reflect a ‘J’.

SJ04 – Screen Instruction

START DATE: YYMMDD AWOL status started; must be less than or equal to current date.

Suspend All Pay and Allowances

```
PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 06/02/16 --
123456789 HARRI 33 E  01 OF 06 02 MJ: LB:3800 LC:4833 SA:J
SX:1TK:041126 TU:080403 TH:080403
FIXED/OPEN/HISTORY
01 BP*  ENTRY-OPEN-DT 060101 99 01 1  ACTN J4  START 060101  ENTLMT-MM
0.00  ENTLMT 0.00  ENTLMT-NM 0.00 35 BAQ*  ENTRY-OPEN-DT 051213 14 12
2  ACTN J1  START 051203  ENTLMT-MM 0.00  ENTLMT 0.00  ENTLMT-NM 0.00
NR-DEPN 0  CLOST-DEPN R  QTR-ASGN 1  QTR-ADQ 3 HELD-INDCTR 1 23 HOSTILE
FIRE/IMMINENT DANGER PAY*  ENTRY-OPEN-DT 051220 19 12 2  CNTRL-CODE 9
ACTN J1  START 051203  ENTLMT-MM 0.00  ENTLMT 0.00  ENTLMT-NM 0.00
HFP-IDP-QUAL 2  CNTRY-WORLD KU 40 BAS*  ENTRY-OPEN-DT 060101 99 01 1
CNTRL-CODE 9  ACTN J4  START 060101 ENTLMT-MM 0.00  ENTLMT 0.00 ENTLMT-
NM 0.00  BAS-TYPE S
```

Note: AWOL status will automatically suspend all pay and allowances.

Lost Days

```
123456789 HARRI 33 B  01 OF 01  02 MJ:   LB:3800 LC:4833 SA:J SX:1
TK:041126 TU:080403 TH:080403
FIXED/OPEN/HISTORY
BR LEAVE BALANCE*  ENTRY-OPEN-DT 050922 98 09 2  ACTN S4  START 051001
BF-PRIOR-FY 10.5  ERND-FY 5.0  USED-FY 000  BAL-CM 15.5  NOT-ACRD-FY
7.5  LOST-DAYS-CFY 088  XCS-FY 000  LOST 0.0  SETLMNT 1  EFF-DATE-LAST-
TRANS  051203
```

Note: AWOL status will automatically suspend accrued leave.

DFAS-IN stops allotments on processing of an **SJ04** transaction as follows:

a. At the end of the previous month, if soldier does not have sufficient pay accrued to cover allotments. If AWOL occurs toward the beginning of the month this will almost always results in allotments being stopped immediately on the processing of the **SJ04** transaction.

b. At the end of the month AWOL starts if sufficient pay is accrued to cover the allotments.

c. Allotments for bonds are stopped as of last bond issue date. DFAS-IN sends the servicing ADSN an **XJ**

management notice advising the FAO the date allotments were stopped.

Allotments Stopped

```
123456789 HARRI 33 A  01 OF 01 02 MJ:   LB:3800 LC:4833 SA:J SX:1
TK:041126 TU:080403 TH:080403
FIXED/OPEN/HISTORY
AV NR OF ALLOTMTS*  ENTRY-OPEN-DT 000000 00 00 0  NR 00 AZ ALOTMT
FLASH*  ENTRY-OPEN-DT 000000 00 00 0  CODE 0 AS-IND BANK ACCT*  ENTRY-
OPEN-DT 050526 01 06 1  ENTRY-CLSD-DT 051213 14 12 2 ACTN 02  EFF 0506
STOPPED-PAID-THRU 0511  RCPNT-TYPE 7  ALOT-AMT 435.78  ACCT-PLCY-NR
4204957  TYPE-OF-ACCT S  CO H015596
AS-IND BANK ACCT*  ENTRY-OPEN-DT 051118 17 11 2  ENTRY-CLSD-DT 051213
14 12 2 ACTN 02  EFF 0511  STOPPED-PAID-THRU 0511  RCPNT-TYPE 7  ALOT-
AMT 150.00  ACCT-PLCY-NR 003920107873  TYPE-OF-ACCT C  CO H124612
```

Lost time will be computed and the Pay Date **(TK)** and TAFMSD **(TT)** will be adjusted automatically by the system (for periods within IAS, manual adjustment may be required for periods prior to IAS) once the period of AWOL is finalized **(SJ03, SA04).**

Lost Time Computed

```
02 MJ:   LB:3800 LC:4833 SA:J SX:1 TK:041126 TU:080403 TH:080403
FIXED/OPEN/HISTORY
TA LOST DAYS CUR ENL IN*  ENTRY-OPEN-DT 000000 00 00 0  INDCTR 2  TC YR
OF SVC CMPLD*  ENTRY-OPEN-DT 041119 19 11 2  EFF-DATE 041108  YRS-SVD-
MIL-PAY 00 TG DOE*  ENTRY-OPEN-DT 041119 19 11 2  DOE 041109  PRIOR-
DOE-INDCTR 1
TK PAY DATE*  ENTRY-OPEN-DT 041209 10 12 2  EFF-DATE 050518  PAY-DATE
041126  PROCS-DATE 050602  VERIFY-INDCTR 2 TM PRIOR SVC BEN WAIVR*
ENTRY-OPEN-DT 041119 19 11 2  WAIVR N TP SVC COMP*  ENTRY-OPEN-DT
041119 19 11 2  START 041109  COMP R  FUNC-CAT-CDE
TT TAFMSD*  ENTRY-OPEN-DT 041119 19 11 2  TAFMSD 041126  PROCS-DATE
050602
```

Deductions for Servicemen's Group Life Insurance (SGLI) **(DB)** stops at the end of the month in which the 31st day of AWOL occurs. When an AWOL periods ends SGLI, it is automatically restarted when the service member returns to a paying status.

SGLI

```
02 MJ:   LB:3800 LC:4833 SA:J SX:1 TK:041126 TU:080403 TH:080403
FIXED/OPEN/HISTORY
DB SGLI*  ENTRY-OPEN-DT 051204 99 12 1  ACTN J1  START 0602  DEDTN-MM
0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  OPTNS T
```

United States Soldier and Airmen's Home (USSAH) deduction **(DD)** is made for month that the AWOL status starts unless AWOL starts on the first day of a month. If AWOL starts on

the first day of a month, the deduction of USSAH is stopped at the end of the prior month.

USSAH

```
02 MJ:   LB:3800 LC:4833 SA:J SX:1 TK:041126 TU:080403 TH:080403
FIXED/OPEN/HISTORY
DD AFRH*  ENTRY-OPEN-DT 060102 03 01 1  ACTN J1  START 0512  DEDTN-CM
0.00  DEDTN-NM 0.00
```

Military/Civilian Confinement (SK)

The Format ID SK is used to report (SK03), change (SK04), or cancel (SK06) a period of confinement on a soldier.

Effects of a confinement status on the MMPA are as follows:

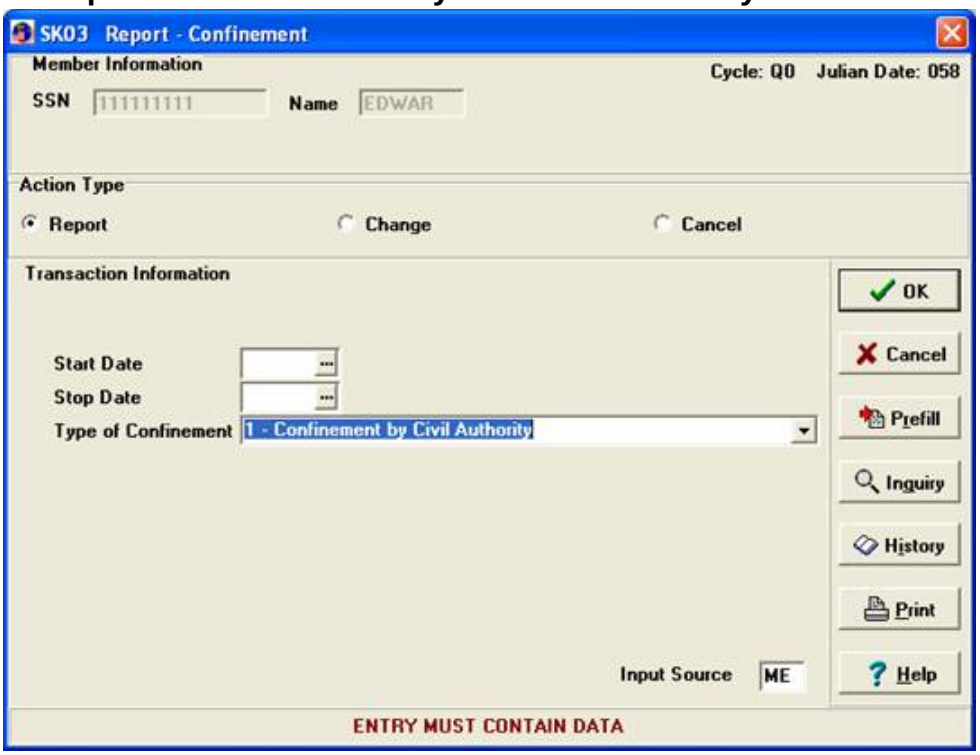
A. Status entry will reflect 'K'.

02 MJ: LB:3899 LC:4830 **SA:K** SX:1 TK:050512 TU:080215 TH:080215
FIXED/OPEN/HISTORY
SK CNFD* ENTRY-OPEN-DT 051129 04 12 1 ACTN 04 START 051115 **STATS K**
TYPE 4 DAYS-CNFD 000

B. If confinement is by civil authorities and the confinement type code is 1, the **SK** transaction will:

1. Suspend pay and allowance.
2. Suspend leave accrual.
3. Adjust service dates for lost time.

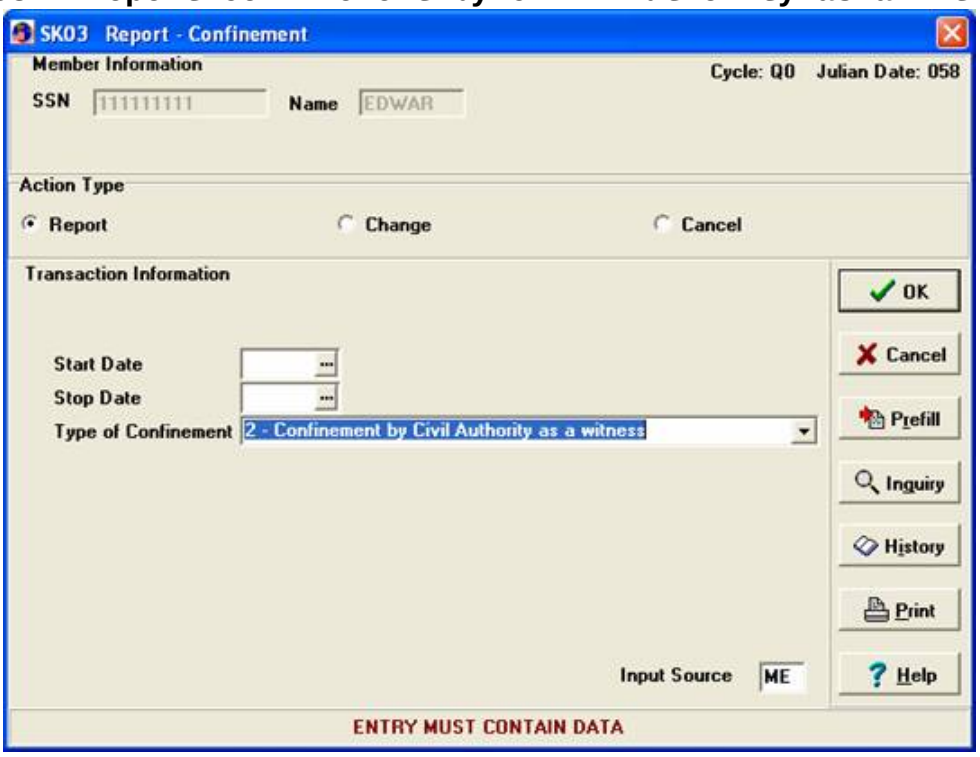
SK03 – Report Confinement by Civil Authority



C. If confinement is by military or civil authorities as a civil witness and confinement type code is 2:

1. No automatic effect on MMPA.

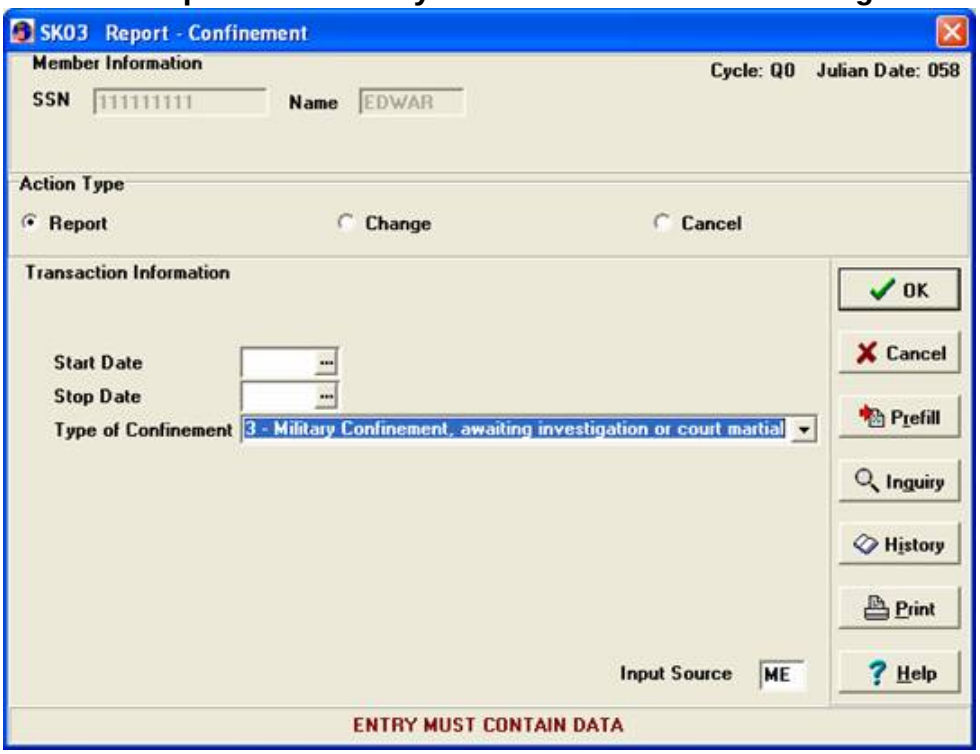
SK03 – Report Confinement by Civil Authority as a Witness



C. If service member is in military confinement awaiting investigation or court martial and confinement type code is 3:

1. Suspend BAS and COLA without dependents for enlisted soldiers.
2. Suspend FDP, SDP, Diving Duty Pay-Jump Pay, and Stress Duty Pay.
3. Suspend leave accrual.
4. Adjust service dates for lost time.
5. Stop accrual of pay and allowance if ETS expires while soldier is confined.
   Message is required from the field for manual intervention.

SK03 – Report Military Confinement - Investigation



02 MJ: LB:3899 LC:4830 SA:K SX:1 TK:050512 TU:080215 TH:080215
FIXED/OPEN/HISTORY

SK-CNFD* ENTRY-OPEN-DT 050810 11 08 2 ENTRY-CLSD-DT 051129 04 12 1 ACTN 04 START 050729 STOP 051114 **TYPE 3** SX NR OPEN STAT ENTRS* ENTRY-OPEN-DT 041019 16 10 2 CMPTR-ENTRY-NR 1 SA-ON STN* ENTRY-OPEN-DT 050216 17 02 2 ENTRY-CLSD-DT 050420 18 04 2 ACTN G3 START 050212 STOP 050415

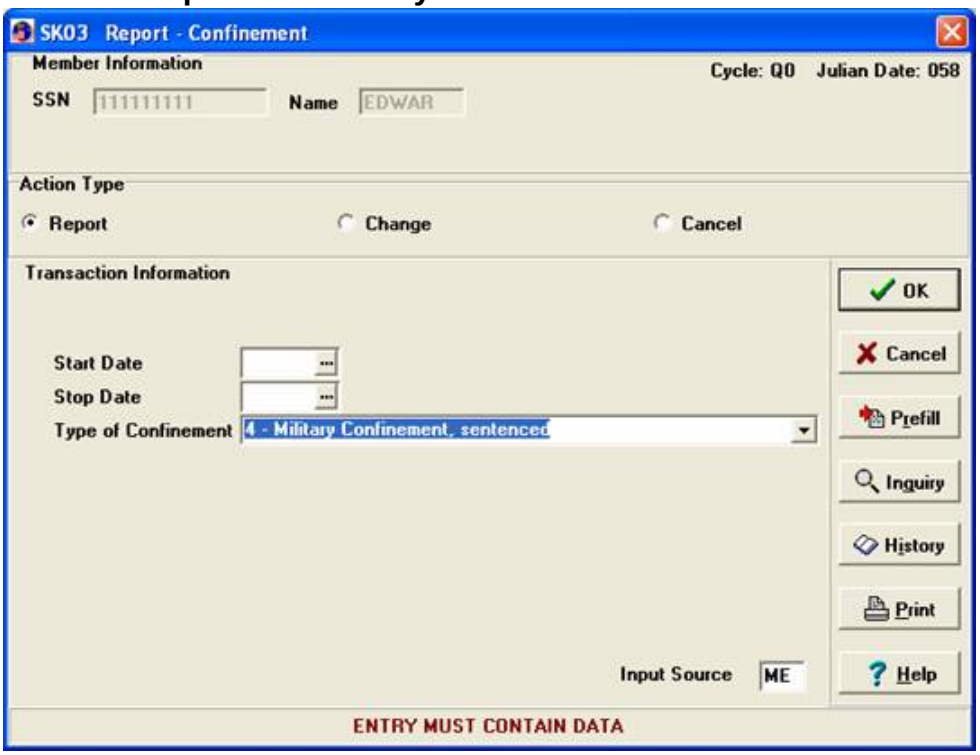
SJ-AWOL* ENTRY-OPEN-DT 050420 18 04 2 ENTRY-CLSD-DT 050809 10 08 2 ACTN 04 START 050416 STOP 050728

C. If military confinement serving a court martial sentence and confinement type code is 4:

1. Suspend BAS and COLA without dependents for Enlisted soldiers.
2. Suspend FDP, SDP, Diving Duty, Para-Jump Pay, Demolition Pay, and Stress Duty Pay.
3. Suspend leave accrual.
4. Adjust service dates for lost time.

5. Should stop accrual of pay and allowances if ETS expires while soldier is in confinement status, however, this is not working and an E-Mail message is required from the field for manual intervention.

SK03 – Report Military Confinement- Sentenced



Status

02 MJ: LB:3899 LC:4830 SA:K SX:1 TK:050512 TU:080215 TH:080215
FIXED/OPEN/HISTORY
SK CNFD* ENTRY-OPEN-DT 051129 04 12 1 ACTN 04 START 051115 **STATS K TYPE 4** DAYS-CNFD 000
SX NR OPEN STAT ENTRS* ENTRY-OPEN-DT 041019 16 10 2 CMPTR-ENTRY-NR 1
SA-ON STN* ENTRY-OPEN-DT 050216 17 02 2 ENTRY-CLSD-DT 050420 18 04 2
ACTN G3 START 050212 STOP 050415
SJ-AWOL* ENTRY-OPEN-DT 050420 18 04 2 ENTRY-CLSD-DT 050809 10 08 2
ACTN 04 START 050416 STOP 050728

SK-CNFD* ENTRY-OPEN-DT 050810 11 08 2 ENTRY-CLSD-DT 051129 04 12 1
ACTN 04 START 050729 STOP 051114 **TYPE 3**

Allotments

02 MJ: LB:3899 LC:4830 **SA:K** SX:1 TK:050512 TU:080215 TH:080215
FIXED/OPEN/HISTORY
AV NR OF ALLOTMTS* ENTRY-OPEN-DT 000000 00 00 0 NR 00
AZ ALOTMT FLASH* ENTRY-OPEN-DT 000000 00 00 0 CODE 0
AS-IND BANK ACCT* ENTRY-OPEN-DT 050212 14 02 2 ENTRY-CLSD-DT 050425
01 05 1 **ACTN 02** EFF 0502 **STOPPED-PAID-THRU 0504** RCPNT-TYPE 7 ALOT-AMT 75.37 ACCT-PLCY-NR 4837448284 TYPE-OF-ACCT S CO H014490

Entitlements

01 BP* ENTRY-OPEN-DT 060101 99 01 1 ACTN Z4 START 060101 ENTLMT-MM 636.75 ENTLMT 1,273.50 ENTLMT-NM 1,273.50 35 BAQ* ENTRY-OPEN-DT 051206 09 12 1 ACTN D4 START 051129 ENTLMT-MM 3.45 ENTLMT 6.90 ENTLMT-NM 6.90 NR-DEPN 0 CLOST-DEPN R QTR-ASGN 1 QTR-ADQ 3 HELD-INDCTR 1 01-BP* ENTRY-OPEN-DT 051206 09 12 1 ENTRY-CLSD-DT 060101 99 01 1 CNTRL-CODE 2 ACTN Z4 START 051129 STOP 051231 ENTLMT-MM 0.00 ENTLMT 0.00 ENTLMT-NM 0.00 MNTLY-RATE 1,235.10 01-BP* ENTRY-OPEN-DT 050101 99 01 1 ENTRY-CLSD-DT 051206 09 12 1 CNTRL-CODE 2 ACTN D4 START 050101 STOP 051128 ENTLMT-MM -92.30 ENTLMT -92.30 ENTLMT-NM 0.00 MNTLY-RATE 1,384.50 01-BP* ENTRY-OPEN-DT 050420 18 04 2 ENTRY-CLSD-DT 050809 10 08 2 CNTRL-CODE 9 **ACTN J2 START 050416** STOP 050728 ENTLMT-MM 0.00 ENTLMT 0.00 ENTLMT-NM 0.00 MNTLY-RATE 1,384.50-0.48 ENTLMT-NM 0.00 MNTLY-RATE 7.20 NR-DEPN 0 CLOST-DEPN R QTR-ASGN 1 QTR-ADQ 3 DISA-STOP-CHG-RSN 1 HELD-INDCTR 1 35-BAQ* ENTRY-OPEN-DT 050420 18 04 2 ENTRY-CLSD-DT 050809 10 08 2 CNTRL-CODE 9 **ACTN J2 START 050416 STOP 050728** ENTLMT-MM 0.00 ENTLMT 0.00 ENTLMT-NM 0.00 MNTLY-RATE 7.20 NR-DEPN 0 CLOST-DEPN R QTR-ASGN 1 QTR-ADQ 3 DISA-STOP-CHG-RSN 7 HELD-INDCTR 1

Leave

02 MJ: LB:3899 LC:4830 **SA:K** SX:1 TK:050512 TU:080215 TH:080215 FIXED/OPEN/HISTORY
BR LEAVE BALANCE* ENTRY-OPEN-DT 050922 98 09 2 **ACTN S4** START 051001 BF-PRIOR-FY -3.5 ERND-FY 0.0 USED-FY 000 BAL-CM -3.5 NOT-ACRD-FY 12.5 **LOST-DAYS-CFY 151** XCS-FY 000 LOST 0.0 SETLMNT 1 EFF-DATE-LAST-TRANS 051115
BR-LEAVE BALANCE* ENTRY-OPEN-DT 041019 16 10 2 ENTRY-CLSD-DT 050922 98 09 2 **ACTN S4** START 041013 STOP 050930 BF-PRIOR-FY 0.0 ERND-FY 15.5 USED-FY 019 BAL-CM -3.5 NOT-ACRD-FY 14.0 **LOST-DAYS-CFY 168** XCS-FY 000 LOST 0.0
SETLMNT 1 EFF-DATE-LAST-TRANS 050729

Service Dates

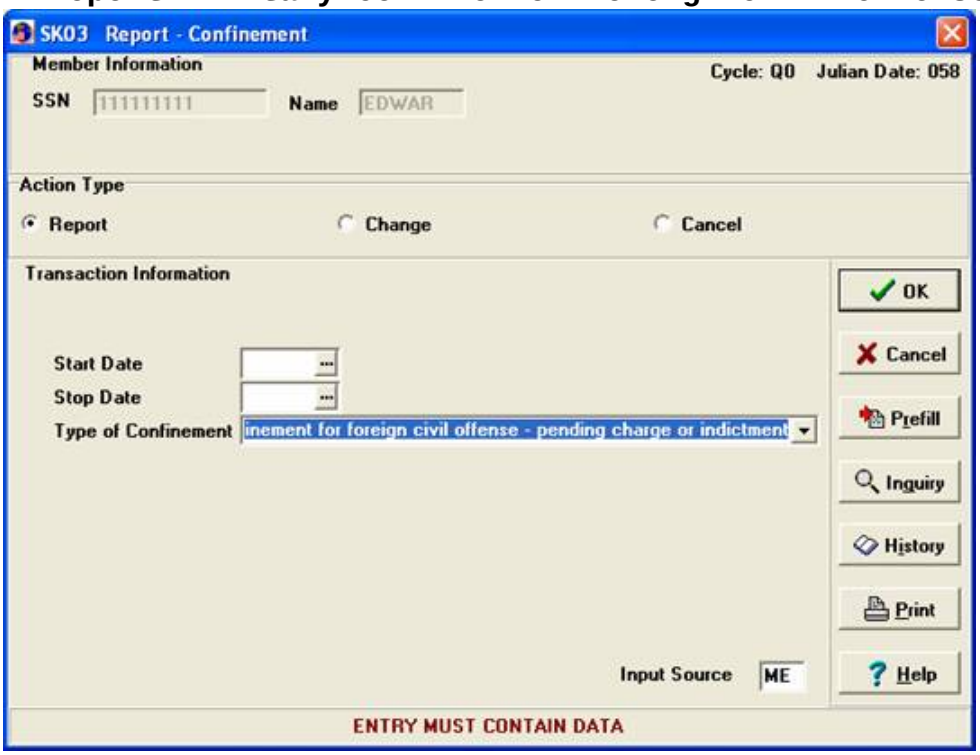
02 MJ: LB:3899 LC:4830 **SA:K** SX:1 TK:050512 TU:080215 TH:080215 FIXED/OPEN/HISTORY
TA LOST DAYS CUR ENL IN* ENTRY-OPEN-DT 000000 00 00 0 INDCTR 2
TC YR OF SVC CMPLD* ENTRY-OPEN-DT 041019 16 10 2 EFF-DATE 041012 YRS-SVD-MIL-PAY 00
TG DOE* ENTRY-OPEN-DT 041019 16 10 2 DOE 041013 PRIOR-DOE-INDCTR 1
TK PAY DATE* ENTRY-OPEN-DT 051129 04 12 1 EFF-DATE 051115 **PAY-DATE 050512** PROCS-DATE 051129 VERIFY-INDCTR 2
TT TAFMSD* ENTRY-OPEN-DT 051129 04 12 1 **TAFMSD 050512** PROCS-DATE 051129
TU DOS* ENTRY-OPEN-DT 041019 16 10 2 DOS 080215 NR OF EXTENSIONS 0
TB LOST DAYS CUR ENL* ENTRY-OPEN-DT 051129 04 12 1 DAYS-LOST 0209
TH ETS* ENTRY-OPEN-DT 041019 16 10 2 ETS 080215

TK-PAY DATE* ENTRY-OPEN-DT 050809 10 08 2 ENTRY-CLSD-DT 051129 04 12 1 EFF-DATE 050729 STOP 051114 PAY-DATE 050126 PROCS-DATE 050809 VERIFY-INDCTR 2
TK-PAY DATE* ENTRY-OPEN-DT 041109 10 11 2 ENTRY-CLSD-DT 050809 10 08 2 EFF-DATE 041013 STOP 050728 PAY-DATE 041013 PROCS-DATE 041019 VERIFY-INDCTR 2 TT-TAFMSD* ENTRY-OPEN-DT 050809 10 08 2 ENTRY-CLSD-DT 051129 04 12 1 PROCS-DATE 050809 STOP 051114 TAFMSD 050126 TT-TAFMSD* ENTRY-OPEN-DT 041019 16 10 2 ENTRY-CLSD-DT 050809 10 08 2 PROCS-DATE 041019 STOP 050728 TAFMSD 041013

D. Military confinement for foreign civil offense pending charge of indictment and confinement type code is 5:

1. Same as military confinement awaiting investigation or court martial (d) above.

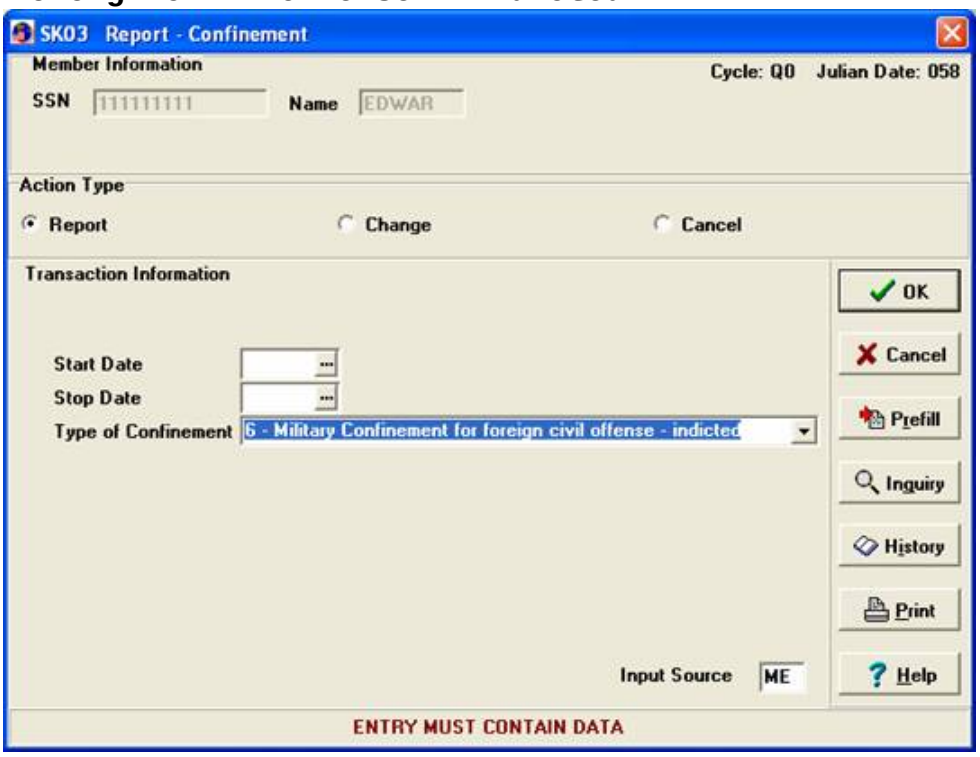
SK03 – Report Military Confine for Foreign Civil Offense



E. If military confinement for foreign civil offense after indictment and confinement type code is 6:

1. Same as Civil confinement (b) above.

SK03–Report Military Confinement Foreign Civil Offense - Indicted



SK03 – Screen Instructions

START DATE: Must contain a valid date in YYMMDD format; date must be prior to or equal to the current date. Enter the effective date a member becomes entitled to a specific pay, allowance, tax credit or exclusion, or the date a status or an event begins or the date a deduction or allotment is started.

STOP DATE: Must contain a valid date in YYMMDD format; date must be prior to or equal to the current date, and must be greater than or equal to START DATE. Enter the last day charged as confinement, not the date of return to duty.

TYPE OF CONFINEMENT: Must be 1-6. Make a selection from the Drop-down list; drop-down choices are:

1 = Confinement by Civil Authorities
2 = Confinement by Military or Civil Authorities as a Civil Witness
3 = Military Confinement, awaiting investigation or court martial
4 = Military Confinement, serving a court-martial sentence
5 = Military Confinement for foreign civil offense – pending charge or indictment
6 = Military Confinement for foreign civil offense – charged or indicted

U.S. Military Desertion

A. Background

Many people confuse the terms "Desertion" and "Absent without Leave (AWOL). It's commonly believed that if one is absent from the military for more than 30 days, they are "deserters." That's only partially true. Article 85 of the Uniform Code of Military Justice (UCMJ) defines "desertion" as being absent from the unit (without authority) with the intent to remain away permanently, or being absent with the intent to avoid hazardous duty or shirk important service.

The word "*intent*" is important here. In order to support a finding of guilty by a court-martial for the offense of desertion, the military would have to prove (beyond a reasonable doubt) that the member *intended* to remain away permanently, or that the member's *intent* was to avoid hazardous duty or important service.

An individual can be absent for one hour and be charged with desertion. On the other hand, a military member can be absent without authority for 50 years, and the crime may only be AWOL, under Article 86.

The distinction between the two offenses is important, because the *maximum* permissible punishment under the Manual for Court-Martial (MCM) is much greater for the offense of desertion, than allowed for the offense of AWOL.

Desertion:

- In time of war -- Death
- With intent to avoid hazardous duty or to shirk important service -- Dishonorable discharge, forfeiture of all pay and allowances, and confinement for 5 years.
- Terminated by apprehension -- Dishonorable discharge, forfeiture of all pay and allowances, and confinement for 3 years.
- Terminated otherwise -- Dishonorable discharge, forfeiture of all pay and allowances, and confinement for 2 years.

AWOL:

- For not more than 3 days -- Confinement for 1 month and forfeiture of two-thirds pay per month for 1 month.
- For more than 3 days but not more than 30 days -- Confinement for 6 months and forfeiture of two-thirds pay per month for 6months.
- For more than 30 days -- Dishonorable discharge, forfeiture of all pay and allowances, and confinement for 1 year.
- For more than 30 days and terminated by apprehension -- Dishonorable discharge, forfeiture of all pay and allowances, and confinement for 18 months.
- From guard or watch duty -- Confinement for 3 months and forfeiture of two-thirds pay per month for 3 months.
- From guard or watch duty with intent to abandon -- Bad-conduct discharge, forfeiture of all pay and allowances, and confinement for 6 months.
- With intent to avoid maneuvers or field exercises -- Bad-conduct discharge, forfeiture of all pay and allowances, and confinement for 6 months.

Where the confusion often arises in the definition of "desertion" is that, under military law, if a member is absent for longer than 30 days, the court is allowed to assume that there was no intent to return. In other words, the burden of proof for "intent to return" shifts from the prosecution to the defense.

Therefore, when one is absent without authority for longer than 30 days, the military services drop the individual from the unit rolls (which then allows the unit to get a replacement) and administratively categorizes them as deserters.

B. Effects on the MMPA

The Format ID SP is the transaction to report **(SP03)**, change **(SP04)**, or cancel **(SP06)** a Desertion period. Effects of Desertion Status on the MMAP are the same as for AWOL **(SJ)** and are as follows:

A. Status entry will reflect a ‘P’.

B. Desertion Status will automatically suspend all pay and allowances.

C. Desertion Status automatically suspends leave accruals until the soldier is returned to a leave earning status.

D. DFAS-IN stops allotment on processing of an **SP04** transactions as follows:

1. At the end of the previous month, if soldier does not have sufficient pay accrued to cover allotments. If AWOL occurs toward the beginning of the month this will almost always result in allotments being stopped immediately of the processing of the **SP04** transaction.

2. At the end of the month Desertion starts if sufficient pay is accrued to cover allotments.

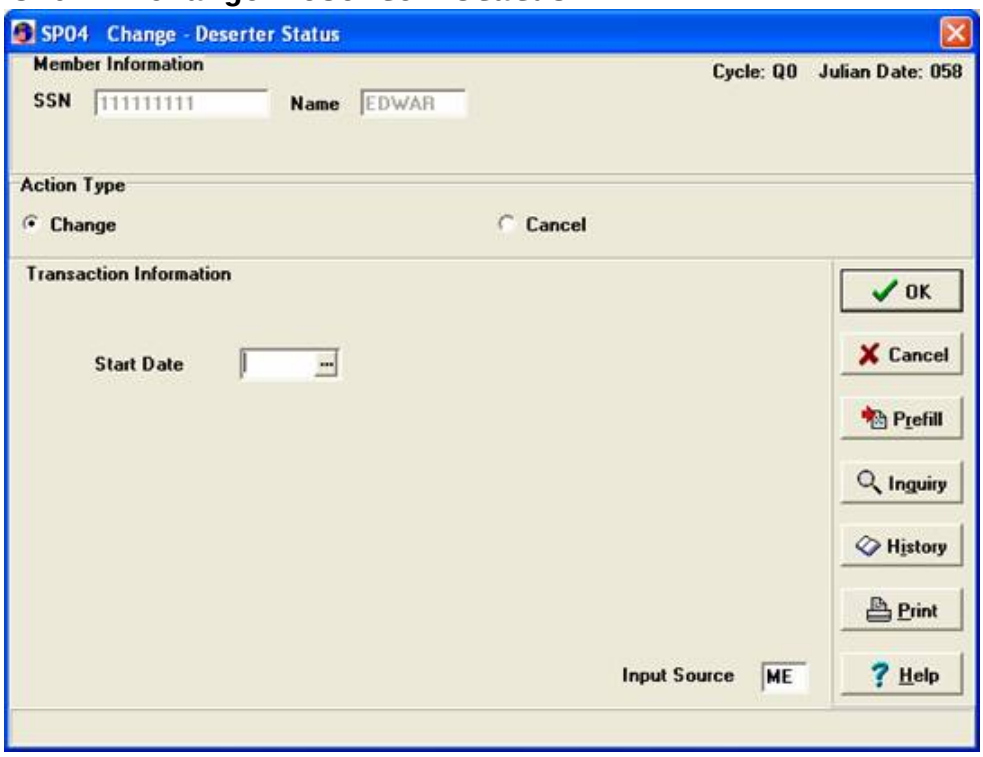
3. Allotments for bonds are stopped as of last bond issue date. DFAS-IN sends the servicing ADSN an **XJ** management notice advising the FAO the date allotments were stopped.

E. Lost time will be computed and the Pay Date **(TK)** and TAFMSD **(TT)** will be adjusted automatically by the system once the period of Desertion is finalized **(SP03, SA04).**

F. Deductions for Servicemen's Group Life Insurance (SGLI) **(DB)** stops at the end of the month in which the 31st day of Desertion occurs. When a Desertion period end, SGLI, if in effect previously, is automatically restarted.

G. United States Soldiers and Airmen's Home (USSAH) deduction **(DD)** is made for the month that the Desertion status starts unless Desertion starts on the first day of a month. If Desertion starts on the first day of a month, the deduction for USSAH is stopped at the end of the prior month.

SP04 – Change Deserter Status



Status

```
02 MJ:   LB:3800 LC:4833 SA:P SX:1 TK:011104 TU:081027 TH:081027
FIXED/OPEN/HISTORY
SP DSRTD*  ENTRY-OPEN-DT 060118 13 01 2  ACTN 04  START 060104
STATS P
SX NR OPEN STAT ENTRS*  ENTRY-OPEN-DT 011016 15 10 2  CMPTR-ENTRY-
NR 1
SA-ON STN*  ENTRY-OPEN-DT 051206 09 12 1  ENTRY-CLSD-DT 051210 12
12 2  ACTN 04  START 051128  STOP 051204
SA-ON STN*  ENTRY-OPEN-DT 050328 01 04 1  ENTRY-CLSD-DT 051130 05
12 1  ACTN G3  START 050320  STOP 051124
SA-ON STN*  ENTRY-OPEN-DT 041229 04 01 1  ENTRY-CLSD-DT 050317 18
03 2  ACTN H3  START 041220  STOP 050316
SG-PCS ARVL*  ENTRY-OPEN-DT 050328 01 04 1  ENTRY-CLSD-DT 050328
01 04 1  ACTN 03  ARRIVE 050320  ARV-CONUS 000000  ALWBL-TVL-TIME
03  ARV-HFP 000000 DAYS-TDY 000  ARR-DEPRT-CODE PROCD-DAYS-GRNTD
0  RESERVED 000000  INDCTR 2  QTR-DAY-ARR 1
SH-PCS DEPRT*  ENTRY-OPEN-DT 050317 18 03 2  ENTRY-CLSD-DT 050328
01 04 1 ACTN G3  DDLDS 050317  ADSN 4834  RSN-CODE A
SJ-AWOL*  ENTRY-OPEN-DT 051210 12 12 2  ENTRY-CLSD-DT 060118 13 01
2  ACTN 04 START 051205  STOP 060103
SJ-AWOL*  ENTRY-OPEN-DT 051130 05 12 1  ENTRY-CLSD-DT 051206 09 12
1  ACTN 04 START 051125  STOP 051127
```

Deductions

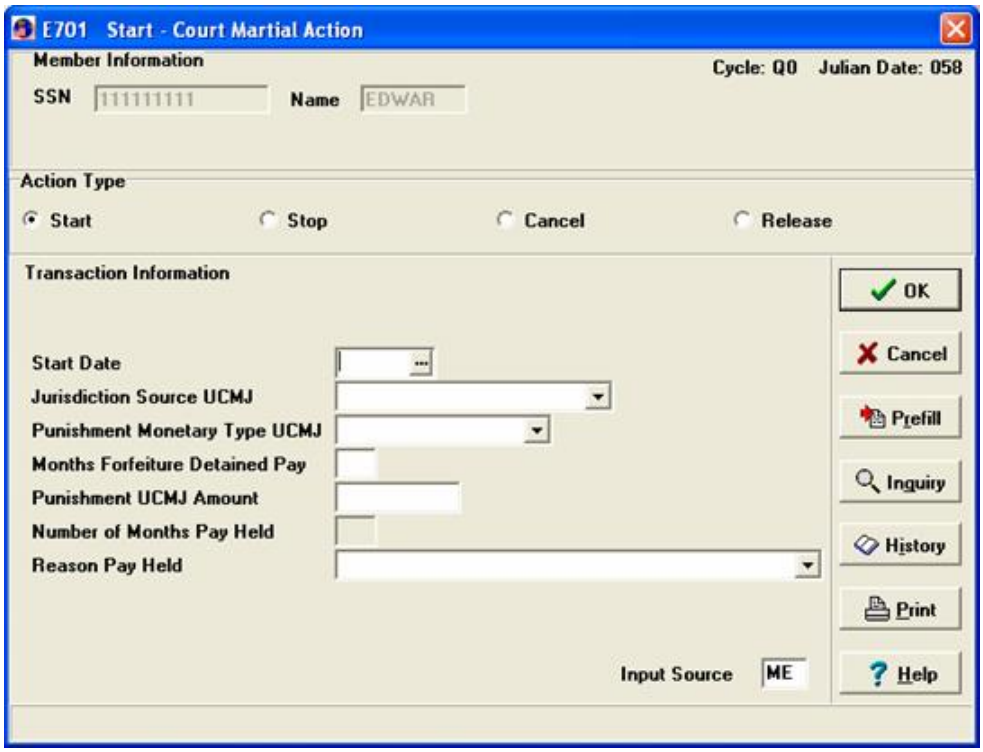
```
02 MJ:   LB:3800 LC:4833 SA:P SX:1 TK:011104 TU:081027
TH:081027 FIXED/OPEN/HISTORY
DB SGLI*  ENTRY-OPEN-DT 051204 99 12 1  ACTN P1  START 0602  DEDTN-MM 0.00
DEDTN-CM 0.00  DEDTN-NM 0.00  OPTNS T
DD AFRH*  ENTRY-OPEN-DT 060201 05 02 1  ACTN P1  START 0601  DEDTN-CM 0.00
DEDTN-NM 0.00
DZ DEDUCTIONS*  ENTRY-OPEN-DT 060201 05 02 1  INDEBTEDNESS CODE 8
DB SGLI*  ENTRY-OPEN-DT 040702 05 07 1  CNTRL-CODE 9  ACTN P1  START 0602
DEDTN-MM  0.00  DEDTN-CM 0.00  DEDTN-NM 0.00 OPTNS A  AGE-OPTN A
```

DF – Monetary Punishment

Monetary Punishment computer generated entry, placed on MMPA as a result of and E7 or E8 transaction for forfeiture, fine, or detained pay.

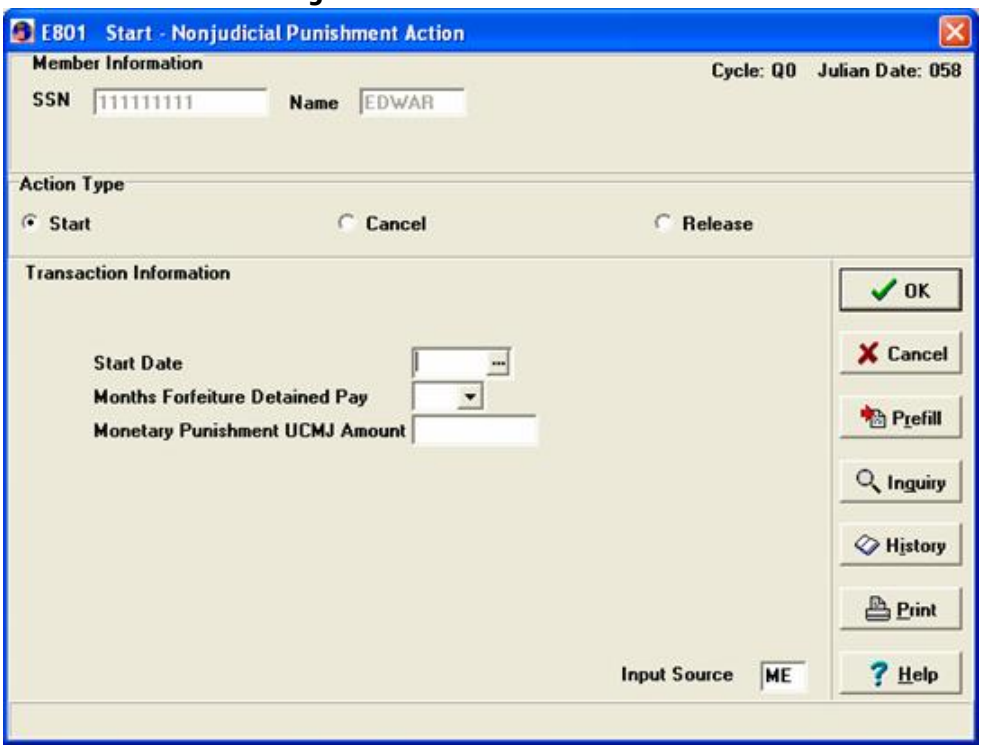
E7 – This FID creates a DF entry on the MMPA to start deduction of fines and forfeitures due to Court Martial action.

E701 – Start Court Martial Action



E8 – This FID creates a DF entry on the MMPA to start deduction of Forfeitures and detained pay due to non-judicial punishment action.

E801 – Start Nonjudicial Punishment Action



UCMJ Source – The level of Court or officer having jurisdiction under the UCMJ to impose punishment.

1. General Court Martial – The highest type of convened court with the power to try any offense punishable by the UCMJ.

2. Special Court Martial – The second highest type of convened court having the power to try any crime or offense other than a capital offense, which is made punishable by the UCMJ.

3. Summary Court Martial – The lowest court convened, with the power to try only enlisted personnel, under the UCMJ.

4. Non-Judicial (only on E8) – Non judicial punishment imposed by a commander upon enlisted personnel.

UCMJ Type – Monetary punishments under the Uniform Code of

Military Justice (UCMJ) which requires the withholding of all or part of a soldier's pay and allowance.

1. Partial Forfeiture – The divesting of part of a soldier's pay.

2. Total Forfeiture – The divesting of all of a soldier's pay and allowances.

3. Detention – The temporary withholding of a specific portion of and enlisted soldier's pay.

4. Fine – A judgment against a soldier which makes him pecuniarily liable to the U.S.

Type-Discharge – The manner in which an individual conducted himself/herself during a period of military service as evidenced on the discharge certificated issued to individuals separated from the Army. Also to reflect any revisions that were subsequently granted an individual through discharge review board action.

1. 0 – No change or not applicable
2. 1 – Honorable
3. 2 – General
4. 3 – Under conditions other than honorable
5. 4 – Undesirable
6. 5 – Bad Conduct
7. 6 – Dishonorable
8. 8 – Undetermined (Deferred by Special Directive)
9. 9 – Unknown

Reason Held – Identifies the reason why the DF is not collecting.

1. E – Fines Pending Appellate Review
2. F – Forfeitures Pending Appellate Review
3. H – Forfeitures Pending Liquidation of Indebtedness

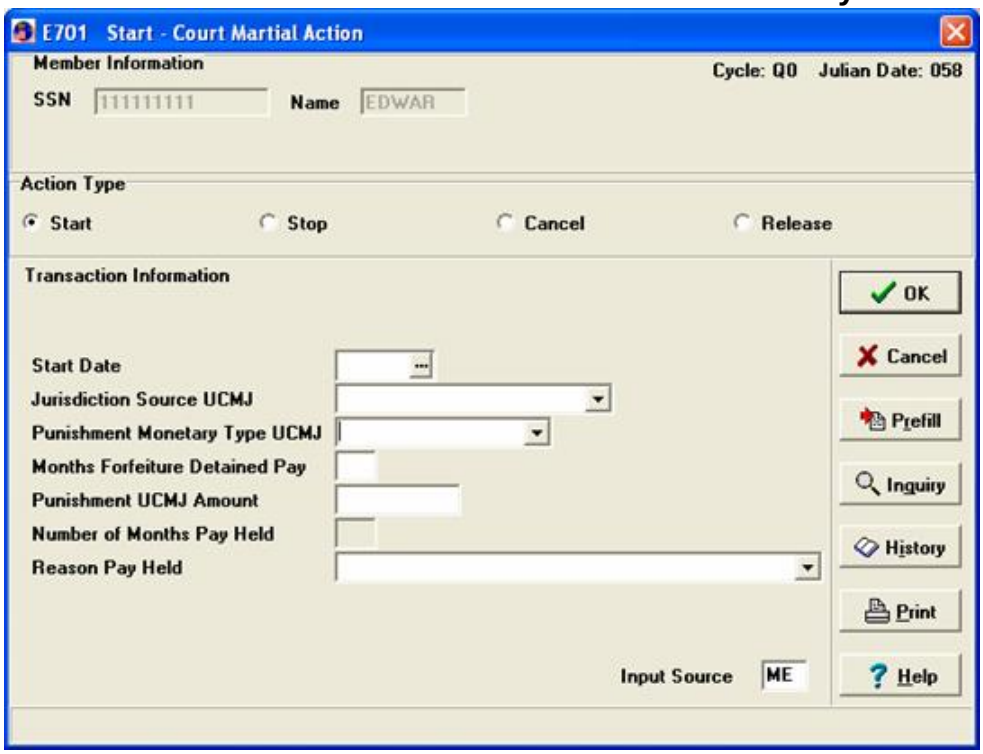
02 MJ: LB:3899 LC:4830 SA:K SX:1 TK:050512 TU:080215 TH:080215 FIXED/OPEN/HISTORY
DF MONTRY PNSHMT* ENTRY-OPEN-DT 051206 09 12 1 CNTRL-CODE 0 ACTN 01 **START 051129** DEDTN-MM 411.00 DEDTN-CM 822.00 AMT-SPEC-DEDTN-NM-MM 411.00 DEDTN-NM 822.00 **UCMJ-TYPE 1 UCMJ-SOURCE 2 SPEC-INDEBT 6,576.00** BAL-DUE-CM 4,055.20 **MOS-FORF-DETND 08 UCMJ-AMT 822.00** TYPE-DISCH 0 RSN-HELD

Held Pay

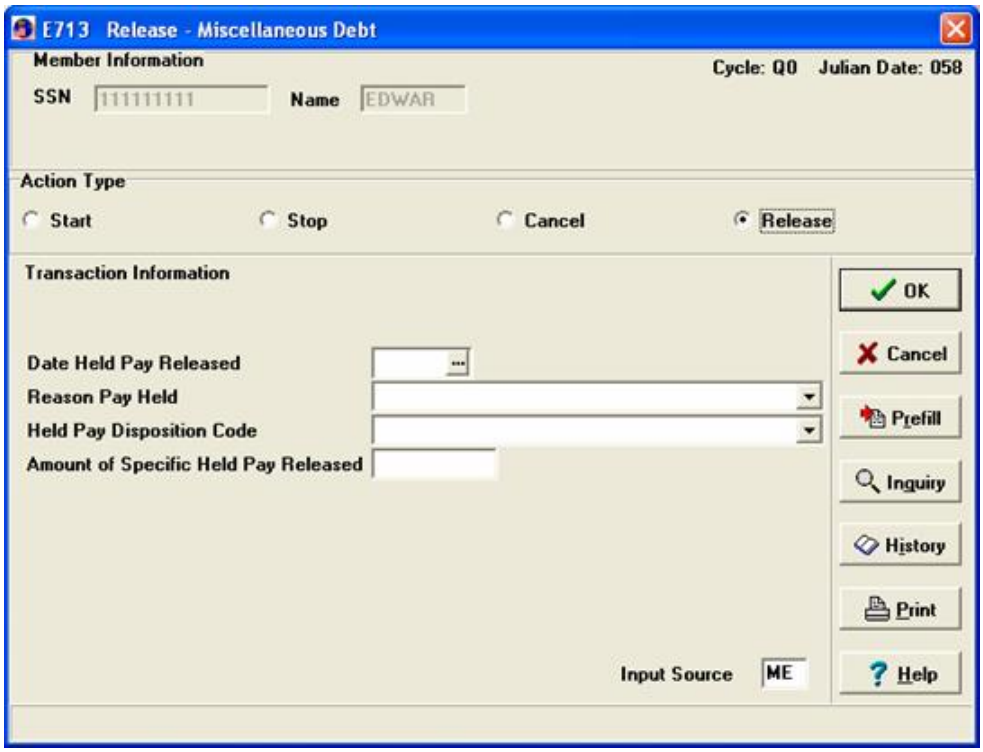
HD – Detained Pay Balance

Computer generated entry created by an E7 or E8 transaction when pay is to be detained. It is automatically released based on the number of months the pay is to be detained.

E701 – Start Court Martial Action – Held Pay



E713 – Release Miscellaneous Debt – Court Martial Action



Release Indicator – Indicates if pay held is to be released.

1. 0 – Not applicable
2. 1 – Do not release held pay
3. 2 – Release held pay.

HE – Fines Pending Appellate Review Balances – Computer generated entry based on the confinement type in the E7 or E8 transaction.

Release Indicator – Indicates if pay held is to be released.

1. 0 – Not applicable.
2. 1 – Do not release held pay.
3. 2 – Release held pay.

HF – Forfeitures Pending Appellate Review Balances – Computer generated entry based on the E7 transaction.

Release Indicator – Indicates if pay held is to be released.

1. 0 – Not applicable
2. 1 – Do not release held pay
3. 2 – Release held pay.

HY – Pay Held Released – (History) Computer generated entry shows the amount of held pay released from HG, HS, HT and HV entries.

Reason Held – Identifies the reason why a portion or all of a soldier's pay was or is being withheld.

A. Soldier's Request – Pay held at the request of the soldier.

B. Commander's Request – Pay held at the request of the commander.

C. Flight Requirements Not Met – Flight Pay held because the soldier failed to meet requirements specified by the Army.

D. Detained Pay – A temporary withholding of pay as the result of a court-martial pending appellate review.

E. Fines Pending Appellate Review – Fines withheld as the result of a court-martial pending completion of appellate review.

F. Forfeitures Pending Appellate Review – Forfeitures held as a result of a court-martial pending completion of appellate review.

G. Garnishment – Pay held as a result of court order.

H. Forfeitures Pending Liquidation of Indebtedness Pay forfeited held pending liquidation of indebtedness.

K. Duty Status Change – Pay held because soldier's

Duty status changed to AWOL, confined, deceased, missing, deserted, void or voidable enlistment, or mental incompetent.

L. BAQ Withheld – Basic allowance for Quarter Withheld pending establishment of dependent support allotment by the soldier.

M. Soldier must be paid in even dollars – Amounts less than a dollar are held to pay a soldier in whole dollars because of requirements levied by some duty locations or countries where the permanent duty station is located.

N. Soldier's MMPA Out-of-Balance – Pay held because the soldier's MMPA is out-of-balance.

DISPSTN – Identifies the disposition of pay held from the soldier.

1. Released to Soldier – Pay held from the soldier is released to the soldier.

2. Released to Allottee – Pay held from the soldier is released to an allottee.

3. Credited to Military Pay Appropriation – Pay Held from the soldier is credited to a Military Pay Appropriation.

4. Credited to Soldier's Home – Pay held from the soldier is credited to the Soldier's home.

5. Applied to an Indebtedness – Pay held from the soldier is applied to his/her indebtedness.

6. Repay Indebtedness and Release to Soldier – Pay Held from the soldier is released to repay the soldier's indebtedness. The remaining balance of pay held is released to the soldier.

7. Repay Indebtedness and Release to Allottee – Pay Held from the soldier is released to repay the soldier's indebtedness. The remaining balance of pay held is released to an allottee.

8. Repay Indebtedness and Credit to Soldier's Home Pay held from the soldier is released to repay

the soldier's indebtedness. The remaining balance of pay held is credited to the Soldier's Home.

9. Release from on "Pay Held Reason" to another "Pay held Reason" Pay held from the soldier is moved from one Pay Held reason to another.

10. Credited to Soldier's Home and Military appropriation – Pay held from soldier is credited to the Soldier's Home Permanent Fund and the Military Pay Appropriation.

```
02 MJ:   LB:3899 LC:4830 SA:K SX:1 TK:050512 TU:080215 TH:080215
FIXED/OPEN/HISTORY
HK-DY STATS CHNG*  ENTRY-OPEN-DT 050502 06 05 1  ENTRY-CLSD-DT 050809
10 08 2 CNTRL-CODE 6  ACTN J2  START 050420  STOP 050809  SPEC-AMT-MM
0.00 SPEC-AMT 0.00  SPEC-AMT-NM 0.00  MNTHLY-AMT 0.00
HK-DY STATS CHNG*  ENTRY-OPEN-DT 050425 01 05 1  ENTRY-CLSD-DT 050502
06 05 1 CNTRL-CODE 6  ACTN J2  START 050420  STOP 050502  SPEC-AMT-MM
0.00 SPEC-AMT 0.00  SPEC-AMT-NM 0.00  MNTHLY-AMT 75.37
HK-DY STATS CHNG*  ENTRY-OPEN-DT 050420 18 04 2  ENTRY-CLSD-DT 050425
01 05 1 CNTRL-CODE 6  ACTN J2  START 050420  STOP 050501  SPEC-AMT-MM
0.00 SPEC-AMT 0.00  SPEC-AMT-NM 0.00  MNTHLY-AMT 0.00
HY-PAY HELD RELD*  ENTRY-OPEN-DT 050502 06 05 1  ENTRY-CLSD-DT 050809
10 08 2 CNTRL-CODE 2  RELD 050809  RELD-SPEC-PAY-HELD 111.53  RSN-HELD
K  DISPSTN 1
```

(the remainder of this page is reserved for future use)

Chapter 18 – DEBTS and COLLECTIONS

A. INDEBTEDNESS

Money deducted from a members pay account to repay a debt owed usually to the U.S Government.

Indebtedness transactions differ from other transaction in that they can be put in suspense using an action code of 18, taken out of suspense using action code 20 or remitted using action code 21.

On each MMPA you will find a fixed DZ entry. The DZ entry identifies if the member has any open DQ, DV or DW entries on their account.

SAMPLE DZ MMPA ENTRIES

DZ DEDUCTIONS* ENTRY-OPEN-DT 980122 96 01 2 INDEBTEDNESS CODE 0

DZ DEDUCTIONS* ENTRY-OPEN-DT 990407 11 04 1 INDEBTEDNESS CODE B

DATA CODES

0	=	No applicable entries present
1	=	DV only
2	=	DV & DQ
3	=	DV & DW
4	=	DV & DW & DQ
B	=	DQ only
C	=	DW only
E	=	DQ & DW

I. GOVERNMENT PROPERTY LOSS DAMAGED OR DESTROYED (GPLD) REPORT OF SURVEY (DG)

A. BACKGROUND

When government property is lost, damaged or destroyed by a member, collection from the member’s pay is obtained voluntary (cash collection) or involuntary (monthly deduction of pay).

If the member voluntarily agrees to reimburse the government with cash collection, a DG01 is processed with at least a 3-month repayment schedule, and then a C203 (cash collection) transaction is processed to offset the DG indebtedness.

If the member does not voluntarily agree to reimburse the government, a DG01 transaction is processed, posting a DG entry to the member’s account for the amount of the liability.

GOVERNMENT PROPERTY LOST DAMAGED

STATEMENT OF CHARGES/CASH COLLECTION VOUCHER	1. DATE 2. DOCUMENT/VOUCHER NUMBER

3. ORGANIZATION	4. STATION

5. DISBURSING OFFICE COLLECTION VOUCHER NUMBER	6. DISBURSING STATION SYMBOL NUMBER	7. ACCOUNTING CLASSIFICATION

STOCK NUMBER a.	ITEM DESCRIPTION b.	QTY c.	UNIT PRICE d.	TOTAL COST e.
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0

8. TYPE OR ACTION *(Select one)*

a. PAYROLL DEDUCTION	b. CASH COLLECTION	c. GRAND TOTAL
		$0.00

9. CERTIFICATION OF RESPONSIBLE INDIVIDUAL

I certify that my signature hereon constitutes

a. An authorization to recover the amount of the indebtedness through payroll deduction, if payroll deduction is checked. If cash collection is checked, I am remitting debt in cash.

b. An affirmation that the articles are not now in my possession.

c. An agreement to turn-in to the appropriate supply officer all articles later recovered, it being understood that the U.S. Government retains title to the articles listed hereon.

d. RANK/ GRADE	e. NAME *(LAST, First, Middle Initial)* f. SOCIAL SECURITY NUMBER	g. CAUSE FOR CHARGE	h. SIGNATURE	i. AMOUNT

10. ORGANIZATION COMMANDER	11. DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER
The statements hereon are complete and correct. All damaged property has been disposed of in accordance with current directives and the charges have been computed in accordance with the provisions of AR 735-5, Appendix B.	The amount entered in grand total has been (FAO) check the appropriate action below. a. Entered on the appropriate pay record or payroll, or DD Form 139 has been prepared and forwarded for collection. b. Remitted through cash collection.

a. DATE	b. SIGNATURE BLOCK/SIGNATURE	c. DATE	d. SIGNATURE BLOCK/SIGNATURE

DD FORM 362, JUL 93 *Previous edition may be used.* Reset

REPORT OF SURVEY (1 of 2)

DEPARTMENT OF THE ARMY
REPORT OF SURVEY
For use of this form, see AR 735-5; the proponent agency is ODCSLOG

1. DATE PREPARED: 10 APRIL 2002
2. SURVEY NUMBER: 3160-02

3. TYPE OF PROPERTY: GSA ORGANIZATIONAL LEASED
4. ADDRESS OF ACCOUNTABLE OFFICER: COLUMBUS RECRUITING BATTALION 200 N. HIGH ST., COLUMBUS, OHIO 43215

5. ATOR (Accountable officer, or primary hand receipt holder): , COLUMBUS RCTG. BN.

6. NATIONAL STOCK NUMBER	7. ITEM DESCRIPTION	8. QTY	9. UNIT PRICE	10. TOTAL COST
2390-01-090-7739	AUTO SEDAN 1999 PLYMOUTH BREEZE TAG #G10-04419	1		6,903.07
	TOWING CHARGE			87.50
	TOTAL			6,990.57

11. DATE AND CIRCUMSTANCES
ON 25 March 2002, was traveling in his GOV #G10-04419 on I-70 near Troy, Ohio. tates, he was traveling at a rate of 60 mph. when he hit a patch of ice. This is when the GOV went out of control slid into a spin and impacted a concrete divider in the median of I-70. Damage was done to the GOV'S frame and rear end.

12. AFFIDAVIT
I do solemnly swear (or affirm) that (to the best of my knowledge and belief) the articles of public property shown above and/or on attached sheets were lost, destroyed, damaged, or worn out in the manner stated, while in the public service.

SIGNATURE AND DATE: Mark Jackson 10 Apr 2002
TYPED NAME, GRADE, AND SSN: Jackson, Mark GS6

13. Subscribed and sworn to (or affirmed) before me at this 15 day of APR 2002
NAME AND GRADE (Type and sign): PATRICK LAYERENZ, CPT, QM

14. DATE
15. NAME, GRADE, AND SIGNATURE OF ACCOUNTABLE OFFICER
16. DOCUMENT NUMBER

17. APPOINTING AUTHORITY
I have received the evidence pertaining to the lost, damaged, or destroyed property, and have determined that the following action is required.
a. ☐ No further investigation is required. There is no positive evidence of negligence. I do not suspect willful misconduct, or deliberate unauthorized use. I hereby forward this document to the approving authority for final action. (Proceed to block 37.)
b. ☒ The circumstances surrounding the lost, damaged or destroyed property warrants further investigation. (Proceed to block 21.)
c. ☐ Conduct an investigation according to AR 15-6. Attach this document, as an exhibit, to the investigation and forward it to the approving authority.

18. DATE: 15 APRIL 2002
19. TYPED NAME, GRADE, AND TITLE OF APPOINTING AUTHORITY: THOMAS L. ARMBRUSTER MAJ., SC. ACTING CDR
20. SIGNATURE

DA FORM 4697, SEP 81 — DA FORM 4696(TEST), 1 JUL 78 and DA FORM 4697(TEST), 1 JUL 78 ARE OBSOLETE. USAPC V3.00

21. APPOINTING AUTHORITY	22. STATION	23. DATE
USARB COLUMBUS COMMANDER	USARB COLUMBUS , COLUMBUS, OHIO 43215	26 APRIL 02

24. NAME, GRADE OF SURVEYING OFFICER
PERKINS, LEE H., CPT, AG

25. YOU ARE APPOINTED SURVEYING OFFICER BY ORDER OF: RUSSELL H. RECTOR, LTC, AR, COMMANDING
(Typed name, grade of Appointing Authority)

26. FINDINGS AND RECOMMENDATION

I have examined all available evidence as shown in exhibits A to F and as indicated below have personally investigated the same and it is my belief that the article(s) listed hereon and/or attached to sheets, total cost $ 6,990.57

was lost as a result of simple negligence on the part ... in accordance to AR 735-5 paragraph 13-28b (2) and the evidence collected does support that S ... was at fault. Although ... was not cited for this accident, the command specifically discussed this type of weather and driving conditions on Safety Stand Down Day. However, the combination of exhibit A and ... S' ... sworn statement and police report), clearly show that SSG Smith was driving too fast for weather conditions at 0400. ... been driving at a slower speed, looking ahead on the road for possible ice spots and paying closer attention to his driving ... this accident could have been avoided ... should have anticipated problems. Because on a slick surfaces, any abrupt maneuver will increase the probability of losing control of the vehicle. Skids can be avoided by anticipating lane changes, turns and curves by slowing down in advance, and by making smooth precise movements of the steering wheel.

Recommendation: S ... be held financially liable in the amount of $2417.40.

RECOMMEND PECUNIARY CHARGE	a. ACTUAL LOSS	b. AMOUNT CHARGED	c. LOSS TO GOVERNMENT
	$6,990.57	$2,417.40	$4,573.17

27. DATE	28a. TYPED NAME, GRADE OF SURVEYING OFFICER	b. SIGNATURE
26 APRIL 02	PERKINS, LEE H. CPT, AG	Lee H. Pl

30. I have examined the findings and recommendations of the Surveying Officer on this report of survey and the exhibits to LS and ☒ desire to make a statement which is attached hereto; ☐ do not desire to make a statement. I am aware of my right to legal advice in preparing the statement and, if a pecuniary charge is finally approved, to make appeal and *(If an enlisted man)* my right to request remission of indebtedness. I am/am not the accountable officer for the lost or damaged property. The property was/was not my personal arms or equipment.

31. DATE	32a. TYPED NAME, GRADE OF INDIVIDUAL BEING CHARGED	b. SIGNATURE
020505	SSG Smith, Kevin L.	

33. RECOMMENDATION BY THE APPOINTING AUTHORITY	34. COMMENTS
☒ CONCUR ☐ NONCONCUR	should be held financially liable,

35. DATE	36a. TYPED NAME, GRADE & TITLE OF APPOINTING AUTH	b. SIGNATURE
22 MAY 02	RUSSELL H. RECTOR, LTC, AR, COMMANDING for	Thom S Rec

37. APPROVING AUTHORITY

a. ☐ REJECTED. Investigation is required. Appoint a survey officer. Date _____ Initials _____

b. ☐ REJECTED. Investigation incomplete. Additional information required. Date _____ Initials _____

☒ APPROVED BY AUTHORITY OF THE SECRETARY OF THE ARMY.

To hold SS ..., financially liable in the amount of $2417.40. ... base pay at the time of loss was $2417.40.

38. PECUNIARY CHARGE

a. ACTUAL LOSS $6990.57

b. AMOUNT CHARGED $2417.40

c. LOSS TO GOVERNMENT $4573.17

39. DATE	40a. TYPED NAME, GRADE & TITLE OF APPROVING AUTH	b. SIGNATURE
7 June 02	JEFFREY G. COLLEY, LTC, MP CHIEF OF STAFF	

REVERSE, DA FORM 4697, SEP 81 USAPPC V1.00

B. EFFECTS ON THE MMPA

The DG entry appears on the MMPA with the total amount of liability and a monthly repayment schedule.

DG MMPA ENTRY

```
DG GPLD-RPT-OF-SUR*  ENTRY-OPEN-DT 990329 04 04 1  CNTRL-CODE 0  ACTN 01
   START 9904  DEDTN-MM 47.84  DEDTN-CM 95.68  DEDTN-NM 95.68  SPEC-INDEBT
   287.04  BAL-DUE-CM 191.36  DA-PROCSD 088  CAL-YR 99  AMT-FRGVN 0.00  ADSN
   0000  RPT-SURVEY-NR
```

See the DJMS MMPA Guide for Field Descriptions.

C. SPECIAL CONDITIONS

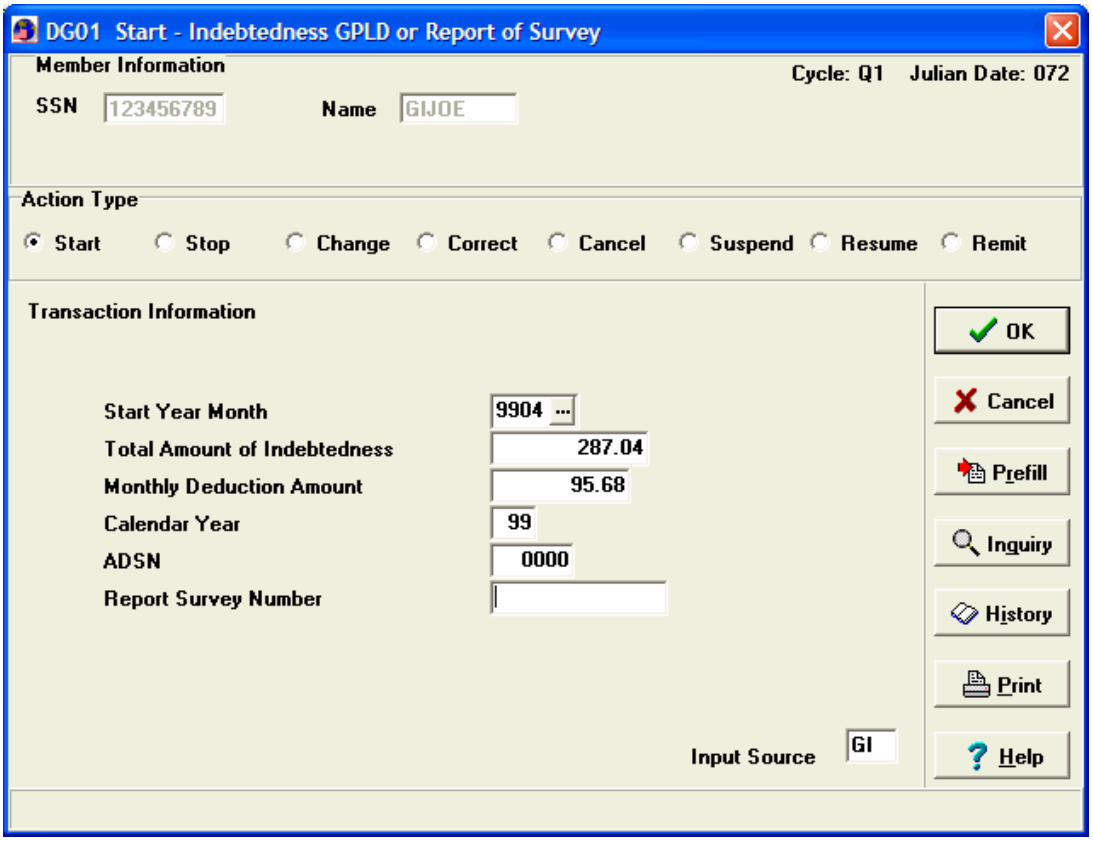
The DG transaction will not be used for GPLD charges involving assigned barracks or family housing because of the different funding appropriations credited in collection. This will be processed as a miscellaneous debt, DS entry. Refer to the DS section regarding the corresponding information for these collections.

D. PROCESSING TRANSACTIONS

The following transactions can be used when processing a DG.

1. DG01 (Start)
2. DG02 (Stop)
3. DG04 (Change)
4. DG05 (Correct)
5. DG06 (Cancel)
6. DG18 (Suspend)
7. DG20 (Resume)
8. DG21 (Remit)

DG01- START INDEBTEDNESS GPLD



MMPA AFTER START

```
DG GPLD-RPT-OF-SUR*  ENTRY-OPEN-DT 990329 04 04 1  CNTRL-CODE 0  ACTN 01
   START 9904  DEDTN-MM 47.84  DEDTN-CM 95.68  DEDTN-NM 95.68  SPEC-INDEBT
   287.04  BAL-DUE-CM 191.36  DA-PROCSD 088  CAL-YR 99  AMT-FRGVN 0.00  ADSN
   0000  RPT-SURVEY-NR
```

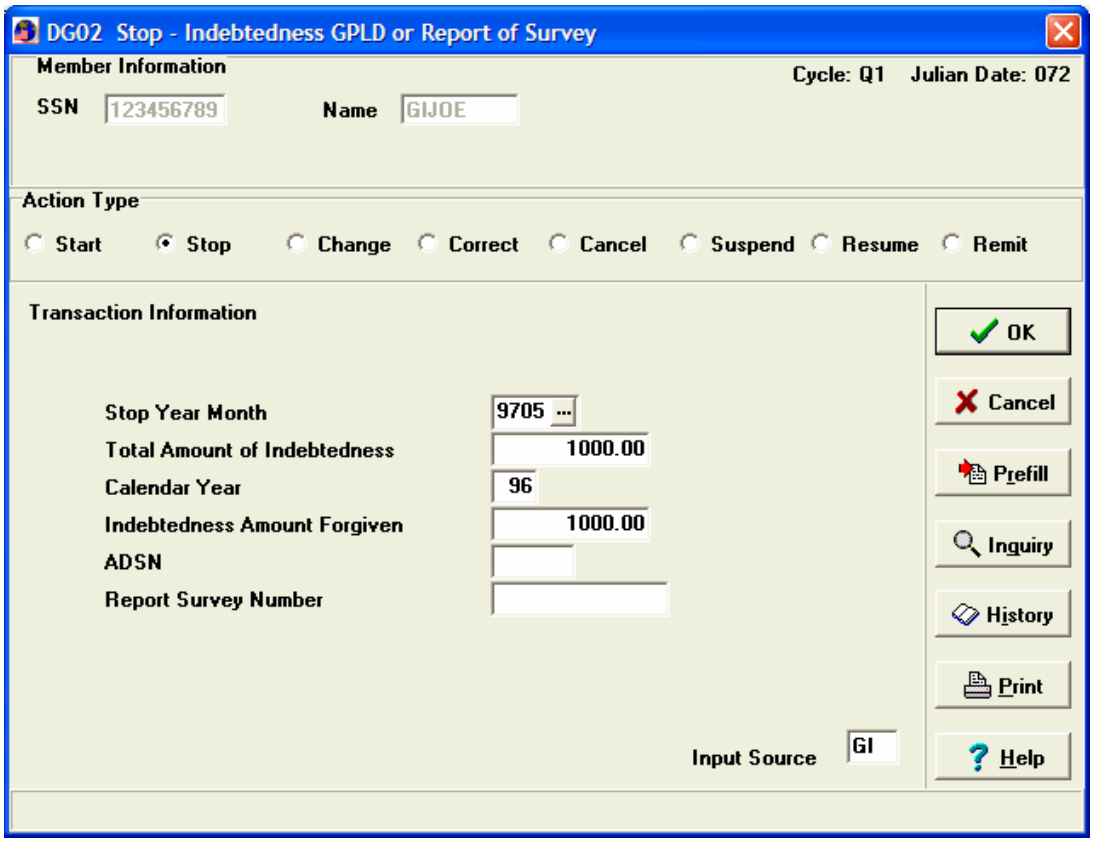
DG01 Help Screen

DG01 START - INDEBTEDNESS GPLD, REPORT
START YEAR MONTH:
Must contain a date in YYMM format. Enter the date the deduction should start. Date must be equal to the current or next processing month.
TOTAL AMOUNT OF INDEBTEDNESS
Enter the total amount of the indebtedness.
MONTHLY DEDUCTION AMOUNT
Enter the monthly deduction amount.
The amount must be at least $10 when TOTAL AMOUNT OF INDEBTEDNESS equals $10 or more.
The amount must equal the TOTAL AMOUNT OF INDEBTEDNESS when TOTAL AMOUNT OF INDEBTEDNESS is under $10.

DG01 Help Screen Continued

If funds are not available, enter a repay rate to start collecting when funds are available.
If available funds are less than the repay rate, whatever is available will be deducted and the repay rate in this field will start the following month.
If a DG18 will be processed next, enter at least a 3-month repayment.
CALENDAR YEAR
Enter the Calendar Year (CY) that the indebtedness occurred. CY must be in YY format.
ADSN
May be blank or enter the ADSN when report of survey was initiated. Leave blank for GPLD (Government Property Lost or Damaged).
REPORT SURVEY NUMBER
May be blank or enter the report of survey control number. Leave blank for GPLD (Government Property Lost or Damaged)- member admits responsibility. Must be blank when the ADSN is blank. When member denies responsibility, an officer is assigned to investigate.

DG02-STOP INDEBTEDNESS GPLD



MMPA BEFORE STOP

```
 DG GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  CNTRL-CODE 0  ACTN 01  START
    9705  DEDTN-MM 50.00  DEDTN-CM 100.00 DEDTN-NM 100.00  DEDTN-AMT 100.00
SPEC-
    INDEBT 1,000.00  BAL-DUE-CM 0.00  DA-PROCSD 132  CAL-YR 96   AMT-FRGVN
    1,000.00  ADSN 0000  RPT-SURVEY-NR
```

MMPA AFTER STOP

```
 DG-GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  ENTRY-CLSD-DT 970512 02 05 2
    CNTRL-CODE 2  ACTN 02  START 9705  STOP 9705    DEDTN-MM 0.00  DEDTN-CM
100.00
```

DG02 Help Screen

DG02 STOP - INDEBTEDNESS GPLD, REPORT

STOP YEAR MONTH
Must contain a valid date in YYMM format. Enter the date the deduction should stop. Date must be equal to the current month or the first prior-processing month.

TOTAL AMOUNT OF INDEBTEDNESS
Enter the total amount of the indebtedness.

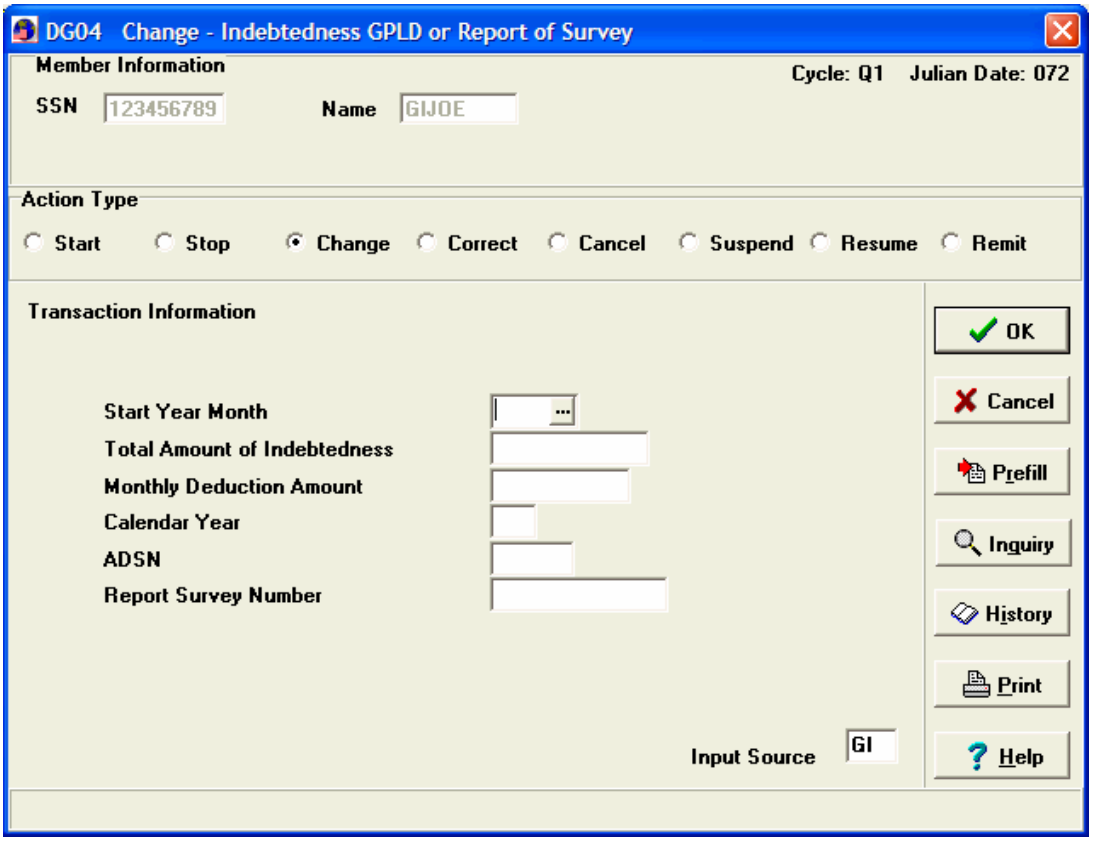
CALENDAR YEAR
May be blank or enter the Calendar Year (CY) that the indebtedness occurred. CY must be in YY format.

INDEBTEDNESS AMOUNT FORGIVEN
Enter an amount, the amount must be less than or equal to the TOTAL AMOUNT OF INDEBTEDNESS.

ADSN
May be blank or enter the ADSN where the report of survey was initiated. Leave blank for GPLD (Government Property Lost or Damaged).

REPORT SURVEY NUMBER
May be blank or enter the report of survey control number. Leave blank for GPLD (Government Property Lost or Damaged) - member admits responsibility. Must be blank when the ADSN is blank. When member denies responsibility, an officer is assigned to investigate.

DG04 - CHANGE INDEBTEDNESS GPLD



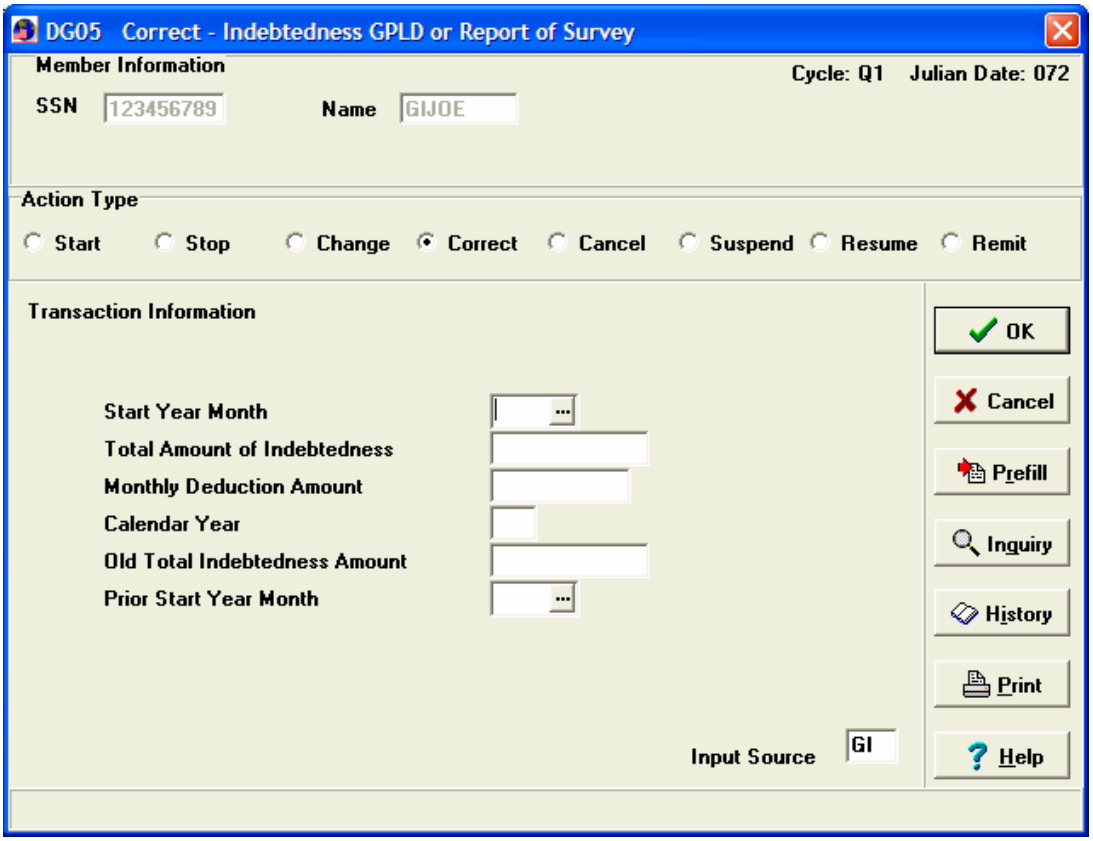
MMPA BEFORE CHANGE

```
DG GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  CNTRL-CODE 0  ACTN 01 START
   9705  DEDTN-MM 0.00  DEDTN-CM 100.00  DEDTN-NM 100.00  SPEC-INDEBT 1,000.00
   BAL-DUE-CM 900.00  DA-PROCSD 132  CAL-YR 96  AMT-FRGVN 0.00  ADSN 0000  RPT-
   SURVEY-NR
```

MMPA AFTER CHANGE

```
DG GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  CNTRL-CODE 0  ACTN 04 START
   9705  DEDTN-MM 0.00  DEDTN-CM 150.00  DEDTN-NM    150.00  SPEC-INDEBT 1,000.00
   BAL-DUE-CM 850.00  DA-PROCSD 132  CAL-Y R 96  AMT-FRGVN 0.00  ADSN 0000  RPT-
   SURVEY-NR
DG-GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  ENTRY-CLSD-DT 970512 02 05 2
   CNTRL-CODE 2  ACTN 04  START 9705  STOP 9705    DEDTN-MM 0.00  DEDTN-CM 0.00
   DEDTN-NM 0.00  DEDTN-AMT 100.00  SPEC-INDEBT 1,000.00  BAL-DUE-CM 1,000.00
   DA-PROCSD 132  CAL-YR    96  AMT-FRGVN 0.00  ADSN 0000  RPT-SURVEY-NR
```

DG05 – To Correct Indebtedness GPLD



DG05 Help Screen

DG05 CORRECT - INDEBTEDNESS GPLD, REPORT
START YEAR MONTH
Must contain a valid date in YYMM format. Enter the date the correction is effective. Date must be equal to the current or next processing month.
TOTAL AMOUNT OF INDEBTEDNESS
May be blank or enter the new (corrected) amount of the total indebtedness. Leave blank if not correcting.
MONTHLY DEDUCTION AMOUNT
May be blank or enter the monthly deduction amount.
The amount must be at least $10 when TOTAL AMOUNT OF INDEBTEDNESS equal to $10 or more.
The amount must be equal to the TOTAL AMOUNT OF INDEBTEDNESS when the TOTAL AMOUNT OF INDEBTEDNESS is under $10.
If funds are not available, enter a repay rate to start collecting when funds are available.
If available funds are less than the repay rate, whatever is available will be deducted and the repay rate in this field will start the following month. Enter at least a 3-month repayment.

DG05 Help Screen continued

CALENDAR YEAR
May be blank or enter the Calendar Year (CY) that the indebtedness occurred. CY must be in YY format.
OLD TOTAL INDEBTEDNESS AMOUNT
Enter the specific indebtedness currently reflected on the MMPA.
PRIOR START YEAR MONTH
Must contain a valid date in YYMM format. Enter the date of the last action on the MMPA. Date can be the original date from the start input or the date entered on a later change, correct, or resume.

Note: Above screen is DMO input, the following page is JOPS input on DJMS with changes/affects this input will make to the MMPA.

DG05 - CORRECT INDEBTEDNESS GPLD

MMPA BEFORE CORRECTION

DG GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2 CNTRL-CODE 0 **ACTN 01**
START 9705 DEDTN-MM 0.00 DEDTN-CM 100.00 DEDTN-NM 100.00 SPEC-INDEBT 1,000.00 BAL-DUE-CM 900.00 DA-PROCSD 132 CAL-YR 96 AMT-FRGVN 0.00 ADSN 0000 RPT-SURVEY-NR

CORRECT INDEBTEDNESS GPLD JOMR

DG05
SSAN ***MEMBER'S SOCIAL SECURITY NUMBER***
NAME ***1ST 5 LETTERS OF MEMBER'S LAST NAME***

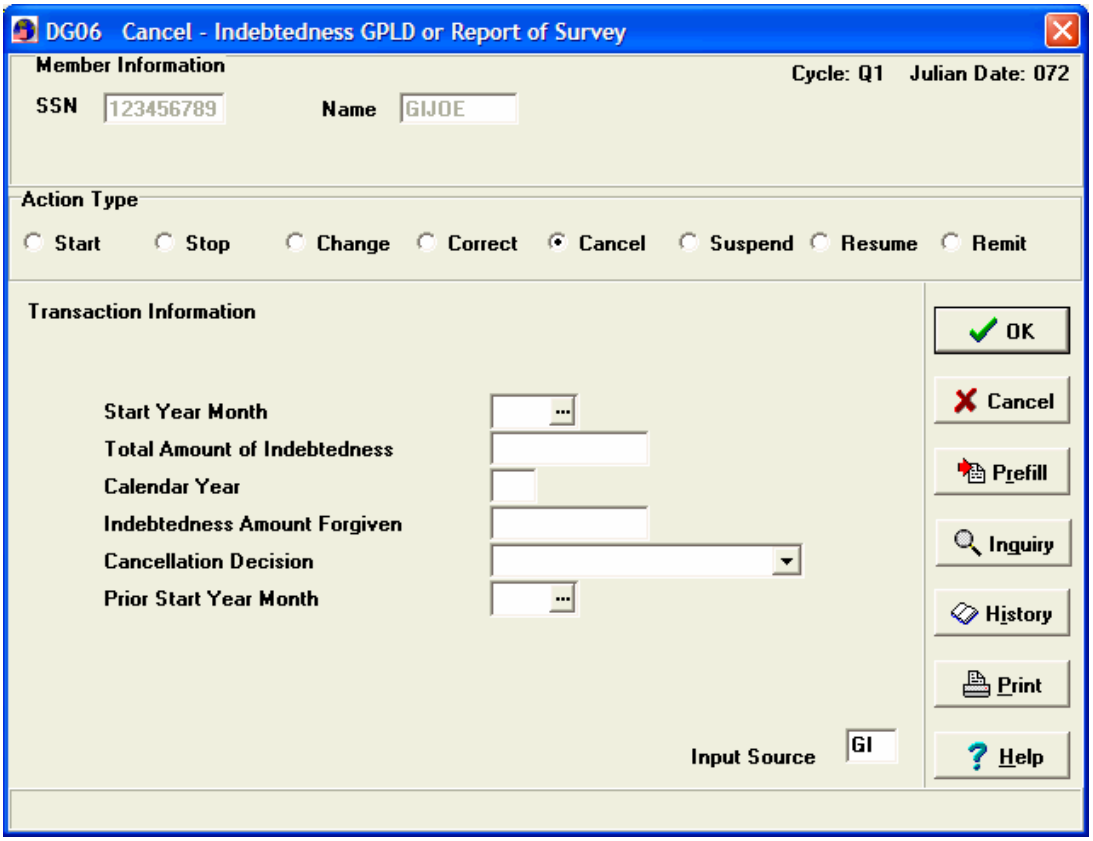
YR-MO-START ***YYMM DEDUCTION SHOULD START***
AMT-SPEC-INDEBT-NEW ***AMOUNT OF TOTAL INDEBTEDNESS***
AMT-SPEC-DEDTN-CR-MO ***MONTHLY DEDUCTION AMOUNT***
CAL-YR ***YY INDEBTNESS OCCURRED***
AMT-SPEC-INDEBT-OLD ***MUST MATCH SPECIFIC INDEBTEDNESS ON MMPA***
PRIOR-YR-MO-START ***YEAR, MONTH START ON THE MMPA***

PF6 TO CANCEL TRANS INPUT SOURCE ***XX***
IN NEXT REQUEST TO EXIT NEXT REQUEST DG05

MMPA AFTER CORRECTION

DG GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2 CNTRL-CODE 0 ACTN 05
START 9705 DEDTN-MM 0.00 DEDTN-CM 50.00 DEDTN-NM 50.00 SPEC-INDEBT 900.00 BAL-DUE-CM 850.00 DA-PROCSD 132 CAL-YR 96 AMT-FRGVN 0.00 ADSN 0000 RPT-SURVEY-NR
DG- GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2 ENTRY-CLSD-DT 970512 02 05 2 CNTRL-CODE 2 ACTN 05 START 9705 STOP 9705 DEDTN-MM 0.00 DEDTN-CM 0.00 DEDTN-NM 0.00 DEDTN-AMT 100.00 SPEC-I NDEBT 1,000.00 BAL-DUE-CM 1,000.00 DA-PROCSD 132 CAL-YR 96 AMT-FRGVN 0.00 ADSN 0000 RPT-SURVEY-NR

DG06 - CANCEL INDEBTEDNESS



DG06 Help Screen

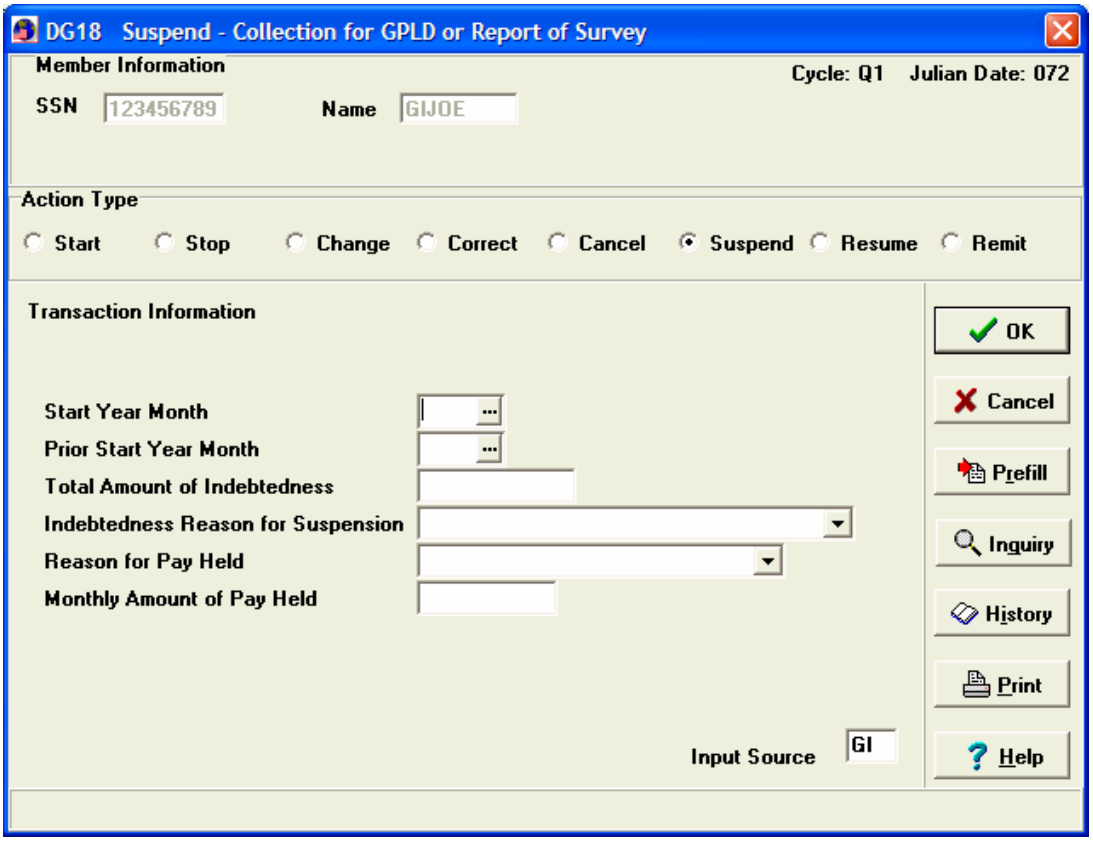
DG06 CANCEL - INDEBTEDNESS GPLD, REPORT
START YEAR MONTH
Must contain a valid date in YYMM format. Enter the date of cancellation. Date must be equal to the current or next processing month.
TOTAL AMOUNT OF INDEBTEDNESS
Enter the total amount of the indebtedness reflected on the MMPA.
CALENDAR YEAR
Enter the Calendar Year (CY) that the indebtedness occurred.
CY must be in YY format.
INDEBTEDNESS AMOUNT FORGIVEN
Enter the amount of the Total Amount of the Indebtedness.
CANCELLATION DECISION
Make a selection from the Drop-down list; choices are:
3 = Canceled
4 = Member not responsible
PRIOR START YEAR MONTH
Must contain a valid date in YYMM format. Enter the start date reflected on the MMPA. Can be the original date from the start input or the date entered on a later change, correct, or resume. Date must be equal to or prior to the date in the Start Year Month field.

DMO DG06 - Both DMO and JOPS screens are demonstrated.

MMPA BEFORE CANCEL

```
DG GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  CNTRL-CODE 0  ACTN 01 START
   9705  DEDTN-MM 0.00  DEDTN-CM 100.00  DEDTN-NM  100.00  SPEC-INDEBT 1,000.00
   BAL-DUE-CM 900.00  DA-PROCSD 132  CAL-YR 96  AMT-FRGVN 0.00  ADSN 0000  RPT-
   SURVEY-NR
                          CANCEL INDEBTEDNESS GPLD
     DG06
     SSAN          MEMBER'S SOCIAL SECURITY NUMBER
     NAME          1ST 5 LETTERS OF MEMBER'S LAST NAME

     YR-MO-START              YYMM OF START ON THE MMPA
     AMT-SPEC-INDEBT          AMOUNT OF TOTAL INDEBTEDNESS
     CAL-YR                   YY INDEBTNESS OCCURRED 96
     INDEBT-AMT-FRGVN         MUST EQUAL SPECIFIC INDEBTEDNESS
     INDEBT-CANCLTN-DCSN      3 = CANCELLED, 4 = MEMBER NOT RESPONSIBLE
     PRIOR-YR-MO-START        YYMM OF START ON THE MMPA CAN BE THE ORIGINAL DATE
                              FROM THE START INPUT OR THE DATE ENTERED ON A LATER
                              CHANGE, CORRECT OR RESUME

              PF6 TO CANCEL TRANS                  INPUT SOURCE   XX
              X IN NEXT REQUEST TO EXIT            NEXT REQUEST   DG06
DG-GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  ENTRY-CLSD-DT 970512 02 05 2
   CNTRL-CODE 5  ACTN 06  START 9705  STOP 9705  DEDTN-MM 0.00  DEDTN-CM 0.00
   DEDTN-NM 0.00  DEDTN-AMT 100.00  SPEC-I NDEBT 1,000.00  BAL-DUE-CM 0.00  DA-
   PROCSD 132  CAL-YR 96  AMT-FRGVN 1,000.00  ADSN 0000  RPT-SURVEY-NR
```

DG18 - SUSPEND COLLECTION



DG18 - SUSPEND COLLECTION

MMPA BEFORE SUSPEND ACTION

```
 DG GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  CNTRL-CODE 0  ACTN 01 START
    9705  DEDTN-MM 0.00  DEDTN-CM 100.00  DEDTN-NM 100.00  SPEC-INDEBT 1,000.00
    BAL-DUE-CM 900.00  DA-PROCSD 132  CAL-YR 96  AMT-FRGVN 0.00  ADSN 0000  RPT-
    SURVEY-NR


                          SUSPEND COLLECTION FOR GPLD

      DG18
      SSAN        MEMBER'S SOCIAL SECURITY NUMBER
      NAME        1ST 5 LETTERS OF MEMBER'S LAST NAME


      YR-MO-START              YYMM DEDUCTION SHOULD START
      PRIOR-YR-MO-START        YYMM START ON MMPA(CAN BE ORIGINAL DATE)
      AMT-SPEC-INDEBT          AMOUNT OF TOTAL INDEBTEDNESS
      INDEBT-RSN-SUSPN         REASON FOR SUSPEND OF INDEBTEDNESS (SEE BELOW)
      PAY-HELD-RSN             REASON PAY WAS HELD (SEE BELOW)
      AMT-SPEC-PAY-HELD-MNTHLY AMOUNT OF PAY WITHHELD

               PF6 TO CANCEL TRANS                     INPUT SOURCE     FB
               X IN NEXT REQUEST TO EXIT               NEXT REQUEST   DG18
```

MMPA AFTER SUSPEND ACTION

```
DG GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  CNTRL-CODE 1  ACTN 18 START
   9705  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM  100.00  SPEC-INDEBT 1,000.00
   BAL-DUE-CM 1,000.00  DA-PROCSD 132  CAL-YR 96  AMT-FRGVN 0.00  ADSN 0000
   RPT-SURVEY-NR
```

JOPS input

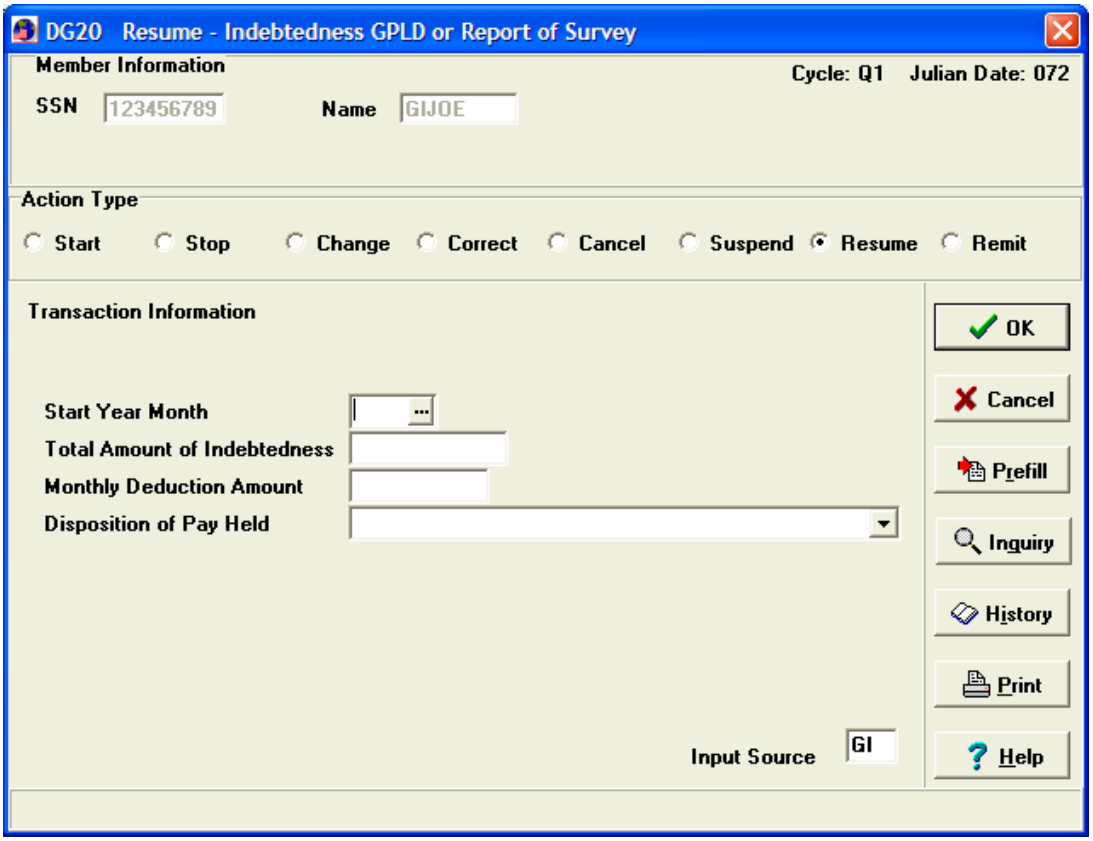
INDEBT-RSN-SUSPN

1 = Waiver, 2 = Remission application
3 = Appeal or Rebuttal

PAY-HELD-RSN

B = Commander's Request (otherwise leave blank)

DG-20 RESUME COLLECTION



DMO Input

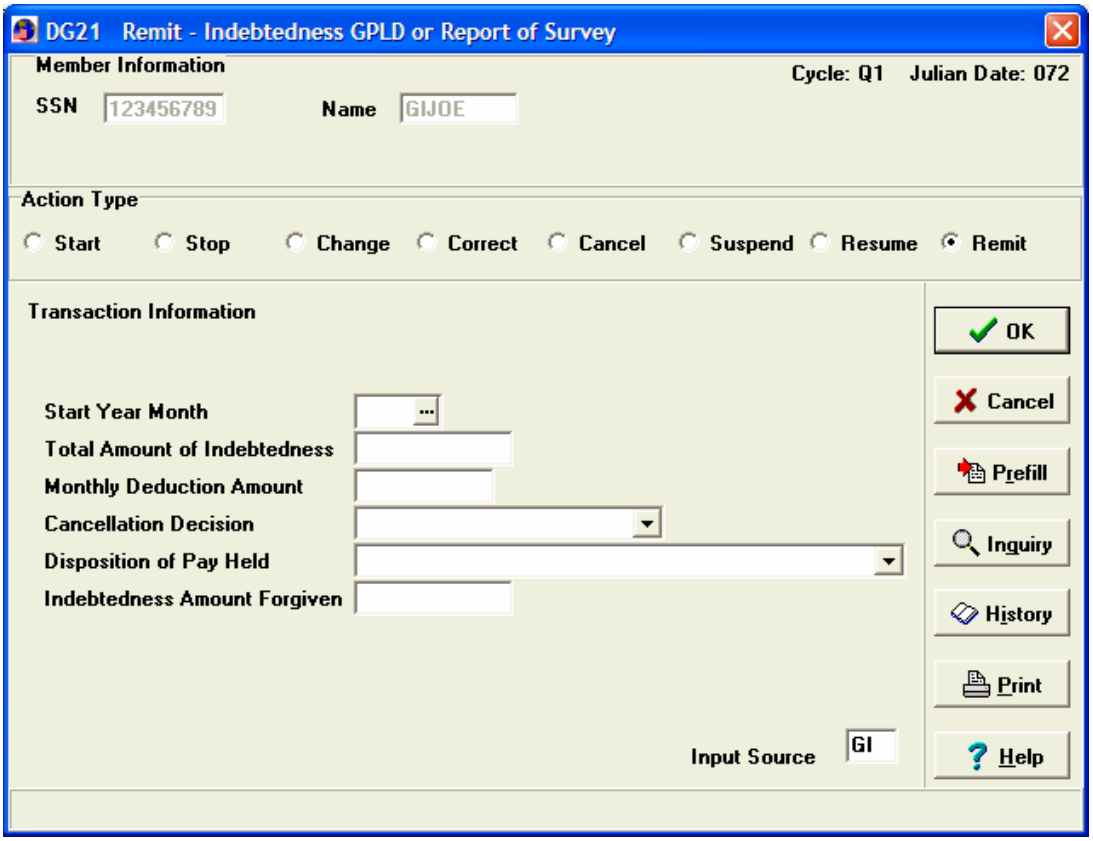
MMPA BEFORE RESUME COLLECTION

```
 DG GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  CNTRL-CODE 1  ACTN 18 START
    9705  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM  100.00  SPEC-INDEBT 1,000.00
    BAL-DUE-CM 1,000.00  DA-PROCSD 132  CAL-YR 96  AMT-FRGVN 0.00  ADSN 0000
RPT-
    SURVEY-NR

                          RESUME COLLECTION FOR GPLD
      DG20
      SSAN        MEMBER'S SOCIAL SECURITY NUMBER
      NAME        1ST 5 LETTERS OF MEMBER'S LAST NAME


      YR-MO-START              YYMM OF START
      AMT-SPEC-INDEBT          AMOUNT OF SPECIFIC INDEBTEDNESS
      AMT-SPEC-DEDTN-CR-MO     AMOUNT OF SPECIFIC INDEBT CURRENT MONTH
      PAY-HELD-DISPN           PAY HELD DISPOSITION CODE (SEE BELOW)

               PF6 TO CANCEL TRANS                  INPUT SOURCE FB
               X IN NEXT REQUEST TO EXIT            NEXT REQUEST   DG20
```

MMPA AFTER RESUME COLLECTION

```
 DG GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  CNTRL-CODE 0  ACTN 20 START
    9705  DEDTN-MM 0.00  DEDTN-CM 100.00  DEDTN-NM   100.00  SPEC-INDEBT 1,000.00
    BAL-DUE-CM 900.00  DA-PROCSD 132  CAL-YR 96  AMT-FRGVN 0.00  ADSN 0000  RPT-
    SURVEY-NR
```

DG21 - REMIT INDEBTEDNESS



MMPA BEFORE REMITANCE

```
DG GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  CNTRL-CODE 1  ACTN 18 START
   9705  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM  100.00  SPEC-INDEBT 1,000.00
   BAL-DUE-CM 1,000.00  DA-PROCSD 132  CAL-YR 96  AMT-FRGVN 0.00  ADSN 0000
   RPT-SURVEY-NR
                          REMIT INDEBTEDNESS FOR GPLD
     DG21

     SSAN        MEMBER'S SOCIAL SECURITY NUMBER
     NAME        1ST 5 LETTERS OF MEMBER'S LAST NAME

   YR-MO-START              YYMM DATE START
   AMT-SPEC-INDEBT          AMOUNT OF SPECIFIC INDEBTEDNESS
   AMT-SPEC-DEDTN-CR-MO     AMOUN OF SPECIFIC INDEBT CURRENT MONTH
   INDEBT-CANCLTN-DCSN      INDEBT CANCEL DESCRIPTON (SEE BELOW)
   PAY-HELD-DISPN           PAY HELD DISPOSITION (SEE BELOW)
   INDEBT-AMT-FRGVN         AMOUNT OF INDEBT FORGIVEN

            PF6 TO CANCEL TRANS                  INPUT SOURCE   XX
            X IN NEXT REQUEST TO EXIT            NEXT REQUEST   DG21
```

MMPA AFTER REMIT

```
DG-GPLD-RPT-OF-SUR* ENTRY-OPEN-DT 970512 02 05 2  ENTRY-CLSD-DT 970512 02 05
   2  CNTRL-CODE 2  ACTN 02  START 9705  STOP 9705   DEDTN-MM 0.00  DEDTN-
   CM 0.00  DEDTN-NM 0.00  DEDTN-AMT 0.00  SPEC-IND EBT 1,000.00  BAL-DUE-CM
   0.00  DA-PROCSD 132  CAL-YR 96  AMT-FRGVN 1,000.00  ADSN 0000  RPT-
   SURVEY-NR
```

II. OVERPAYMENT OF PAY AND ALLOWANCES (DQ)

A. BACKGROUND

The DQ is an overpayment of pay and allowances and it can be manually implemented via a DQ01 or systematically generated by a retroactive entitlement stop.

B. EFFECTS OF MMPA POSTING - DQ

When a late posting transaction causes a debt for less than $100.00, the debt is deducted from the member's next paycheck (a DQ is not generated). When the debt is over $100.00, a system-generated DQ indebtedness is posted to the MMPA as a suspended entry. A DQ future indicates when the system will start liquidating the indebtedness and an 86, Quasi Advance, entry posts to balance the account.

SYSTEM GENERATED DQ

```
46-COLA* ENTRY-OPEN-DT 990113 13 01 2 ENTRY-CLSD-DT 990823 20 08 2
    CNTRL-CODE 2  ACTN 02  START 990101  STOP 990726  ENTLMT-MM 317.33  ENTLMT
    -105.78  ENTLMT-NM 0.00  DAILY-RATE 21.15556  NR-DEPN-COLA 3
    JTR-LCTN BA001
 DQ INDEBT MIL PAY/ALW*  ENTRY-OPEN-DT 990823 20 08 2  CNTRL-CODE 1  ACTN Q8
    START 990823  TAX-CODE 1  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00
    REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 105.78  BAL-DUE-CM 105.78  CAL-YR
    99  START-OPAYMT 990823  STOP-OPAYMT 990823  RSN-SUSPN 9  CANCL-DCSN 0
    AMT-FRGVN 0.00  FORMAT-ID 46  FICA-WAGES-OPAID 0.00
    FICA-WAGES-OPAID-CUR-BAL 0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00
    FITW-WAGES-OPAID-CUR-BAL 0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPAID
    0.0   MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00
 86-QUASI ADV*  ENTRY-OPEN-DT 990823 20 08 2  ENTRY-CLSD-DT 990823 20 08 2
    CNTRL-CODE 2  ACTN Q3  START 990823  ENTLMT 105.78
  SUSPENSE*********
```

See the DJMS MMPA Guide for Field Descriptions.

Note: In the DQ entry the ACTN Q8 indicates the DQ was system generated, the RSN SUSPN 9 indicates the DQ is in suspense and FORMAT-ID 46 indicates DQ was caused by a 46 entry. The 46 entry shows an ACTN of 02 meaning that a 4602 action was processed.

The DQ indebtedness will remain in the suspended status for two months to ensure member has received due process. Due process will not be served if the member's DOS is within the two-month timeframe. DJMS will automatically effect a one-time repayment in such cases. At the beginning of the third month following the posting of the DQ entry, the repayment schedule will commence. The standard repayment schedule is 2 months. However, if the monthly deduction amount exceeds two-thirds of member's disposable pay (see note) the number of months for deduction changes.

In accordance with the DoDFMR Vol. 7A Chapter 50, Paragraph 500104, Part 4, the maximum amount that may be collected from member's pay is 2/3 of the disposable pay per month. Disposable pay is computed by deducting the following from gross pay: FICA, Armed Forces Retirement Home, FITW, Dependent Dental, SGLI and SITW.

The total number of months for deduction will then be determined by dividing the total amount of the indebtedness by the two-thirds disposable pay amount. The member may request an amended repayment schedule through their disbursing office or submitting a waiver of indebtedness application through their disbursing office to DFAS-DE. All waiver applications and determinations are handled through DFAS-DE.

A DQ01 is used to manually input indebtedness on a member's account. It can be used for periods of non-entitlement of pay and allowances inside and outside of IAS. More information on the DQ01 and its effects to the MMPA will be covered in the processing section of this chapter.

C. SPECIAL CONDITIONS

1. Indebtedness for taxable entitlements A DQ will refund taxes when a DQ is posted for a taxable entitlement. The DQ entry will be for the gross amount of that entitlement. The member will receive a monthly tax credit for each month of the DQ liquidation.

DQ - Adjusts taxes for taxable entitlements

MMPA Before Taxable DQ Posts

FJ FED WHLDG* ENTRY-OPEN-DT 990720 01 08 1 DEDTN-MM 126.75 DEDTN-CM 253.50 DEDTN-NM 253.50 DEDTN-YTD 2,468.47 WAGES-CM 2,140.20 WAGES-NM 2,140.20 FED-WAGES-YTD 20,958.23 START-W4 9801 DEDTN-ELECTN S NR-XMPTNS 01 ADTNL-AMT 0.00 TAX-YE 99

MMPA After Taxable DQ Posts

FJ FED WHLDG* ENTRY-OPEN-DT 990923 01 10 1 DEDTN-MM 51.75 DEDTN-CM 103.50 DEDTN-NM 103.50 DEDTN-YTD 2,318.47 WAGES-CM 1,140.20 WAGES-NM 1,140.20 FED-WAGES-YTD 19,958.23 START-W4 9801 DEDTN-ELECTN S NR-XMPTNS 01 ADTNL-AMT 0.00 TAX-YE 99

DQ INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 990923 01 10 1 CNTRL-CODE 0 ACTN 01 START 991001 TAX-CODE 3 DEDTN-MM 500.00 DEDTN 1,000.00 DEDTN-NM 1,000.00 REFND-INDCTR 0 NOE-INDCTR 1 SPEC-INDEBT 5,000.00 BAL-DUE-CM 4,000.00 CAL-YR 98 START-OP 980101 STOP-OPAYMT 980830 RSN-SUSPN 0 CANCL-DCSN 0 AMT-FRGVN 0.00 FORMAT-ID DQ FICA-WAGES-OPAID 0.00 FICA-WAGES-OPAID-CUR-BAL 0.00 FICA-WAGES-CLCTD 0.00 FITW-WAGES-OPAID 5,000.00 FITW-WAGES-OPAID-CUR-BAL 4,000.00 FITW-WAGES-CLCTD 1,000.00 MCARE-WAGES-OPAID 0.00 MCARE-WAGES-OPAID-CUR-BAL 0.00 MCARE-WAGES-CLCTD 0.00

27- CAREER SEA PAY* ENTRY-OPEN-DT 990923 01 10 1 ENTRY-CLSD-DT 990923 01 10 1 CNTRL-CODE 5 ACTN Q2 START 980101 STOP 980830 ENTLMT-MM 0.00 ENTLMT - 5,000.00 ENTLMT-NM 0.00 MNTLY-RATE -619.83 CTGY-VESSEL A

See the DJMS MMPA Guide for Field Descriptions.

**Note - The above example shows how a DQ for a taxable entitlement affects federal taxes. If the member had state taxes the DQ would also affect the FK entry. If the DQ were for Base Pay the Social Security wages (FC FID) and Medicare wages (FH FID) would also be affected.

2. Indebtedness shows a negative balance due. When DQ indebtedness is in its last month of collection it will reflect as a closed entry. However, the DQ entry does not close until the first update in that calendar month. Between MER (month end restructure), which is usually around the 20th of the month, and the first update in the next calendar month the DQ will be open and may reflect a negative balance due. This action reflects an over-collection; however, the system will readjust pay back to the account.

DQ – Negative Balance Due

DQ after MER but before 1st of month

```
DQ INDEBT MIL PAY/ALW  ENTRY-OPEN-DT 990628 01 07 1  CNTRL-CODE 0  ACTN Q1
    START 990901  TAX-CODE 1  DEDTN-MM 93.09  DEDTN-CM 186.18  DEDTN-NM 186.18
    REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 257.44  BAL-DUE-CM -114.92
    CAL-YR 99 START-OPAYMT 990628  STOP-OPAYMT 990628  RSN-SUSPN 0  CANCL-DCSN
    0  AMT-FRGVN 0.00  FORMAT-ID SG  FICA-WAGES-OPAID 0.00
    FICA-WAGES-OPAID-CUR-BAL 0.00 FICA-WAGES-CLCTD 0.00 FITW-WAGES-OPAID 0.00
    FITW-WAGES-OPAID-CUR-BAL 0.00 FITW-WAGES-CLCTD 0.00 MCARE-WAGES-OPAID
    0.0   MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00

PU CURRENT MONTH REGULAR PAY*  ENTRY-OPEN-DT 990912 11 09 2  MID-MONTH 10
    PA-AMT-MM 186.57  COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 10  PA-AMT-EOM
    186.88  COMPTR-PAY-COND 0  ADSN 3800  BAL-AMT 0.00
```

DQ after 1st of month

```
DQ-INDEBT MIL PAY/ALW*  ENTRY-OPEN-DT 990628 01 07 1  ENTRY-CLSD-DT
    990913 01 10 1  CNTRL-CODE 2  ACTN 02  START 990901  STOP 991031  TAX-CODE
    1  DEDTN-MM 35.63  DEDTN-CM 71.26  DEDTN-NM 0.00  DEDTN-AMT 71.26
    REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 257.44  BAL-DUE-CM 0.00  CAL-YR
    99  START-OPAYMT 990628  STOP-OPAYMT 990628  RSN-SUSPN 0  CANCL-DCSN 0
    AMT-FRGVN 0.00  FORMAT-ID SG  FICA-WAGES-OPAID 0.00
    FICA-WAGES-OPAID-CUR-BAL 0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00
    FITW-WAGES-OPAID-CUR-BAL 0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPAID
    0.00  MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00

PU CURRENT MONTH REGULAR PAY*  ENTRY-OPEN-DT 990913 01 10 1  MID-MONTH 10
    PA-AMT-MM 279.97  COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 10  PA-AMT-EOM
    280.26  COMPTR-PAY-COND 0  ADSN 3800  BAL-AMT 0.00
```

D. PROCESSING

The following are the processing transactions for DQ's along with a brief explanation of when they will be used.

1. DQ01 input

   a. A DQ01 transaction is used to post prior periods of non-entitlement for any pay and allowance. Up to four different pays and allowances can be posted on one DQ01.

   b. The start and stop dates of non-entitlement may be either inside, outside or can overlap IAS. However, they must be in the same calendar year.

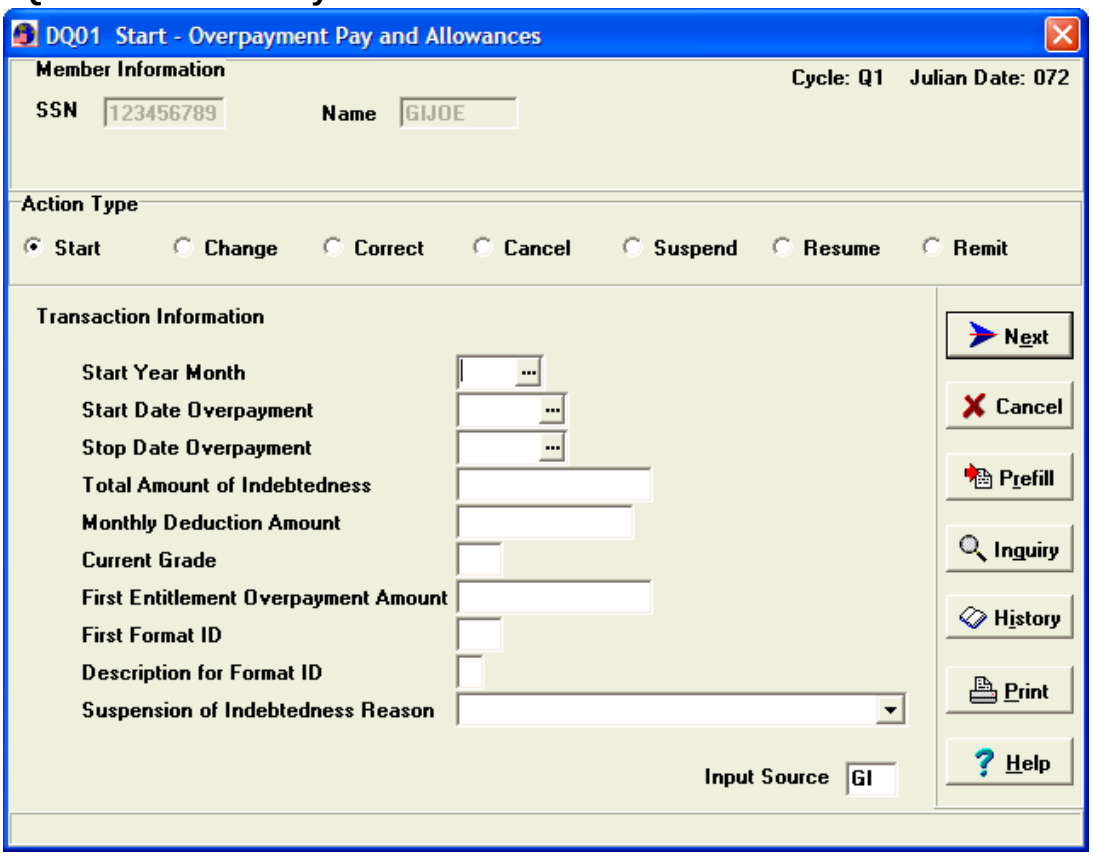
   c. The start date of overpayment on a DQ01 can be current or next month. However, if next month is used the DQ01 will recycle with code RAU (TRANSACTION RECYCLE TO COME IN ON EFFECTIVE DATE) and will post on the first update of the next calendar month.

   d. Insure DQ01 monthly deduction does not exceed 2/3rds of member's disposable pay. DJMS provides an on-line verb JJTT that automatically computes a member's disposable pay.

JJTT SCREEN – ONE-THIRD CALCULATION
Pay Available for Debt Collection

```
                    DJMS                                                    JJTF

                          ONE-THIRD CALCULATION
                                INQUIRY RESULT
SSAN:  123456789   ('X' TO EXIT)        NAME:  MUST
TOTAL PAY ENTITLEMENTS:      1,302.60    TOTAL ENTITLEMENTS NM:  1,310.70

DEDUCTIONS:                    18.50     TOTAL DEDUCTIONS NM:       18.50
SALARY OFFSET COLLECTIONS:      0.00    TOTAL ALLOTMENTS NM:         0.00

AVAIL PAY FOR COLLECTION:   1,284.10    TOTAL NET PAY NM:            1,292.20

TWO-THIRDS CALCULATION:       855.21    ETS:                        000201
ONE-THIRD CALCULATION:        428.89


            'X' IN SSAN (OR PF3) TO EXIT          PF1 FOR HELP
```

DQ01 to start Pay and Allowance Debt



DQ01 INPUT - START (Main Card)

```
        START OVERPAYMENT OF PAY & ALLOWANCES                    JODA

    DQ01
    SSAN   001000010
    NAME   LADEN

    YR-MO-START              9910              DATE-START-OPAYMT   980101
    DATE-STOP-OPAYMT         980830
    AMT-SPEC-INDEBT          000500000
    AMT-SPEC-DEDTN-CRNT-MO   00100000
    CURR-GR                  36
    AMT-SPEC-ENTLMNT         000500000
    FORMAT-ID                27
    DESCRIPTIVE-DATA         A
    INDBT-SUSPN-RSN          0

             PF6 TO CANCEL TRANS                    INPUT SOURCE    XX
             X IN NEXT REQUEST TO EXIT              NEXT REQUEST    DQ01
```

FIELD INPUT VARIABLES

YR-MO-START	YYMM deduction should start; must be current or next processing month.
DATE-START-OPAYMT	YYMMDD overpayment started; must be prior or equal to current date.
DATE-STOP-OPAYMT	YYMMDD overpayment ended; must have the same calendar year as DATE-START-OPAYMT. If the overpayment period bridges two calendar years, a separate DQ transaction must be submitted for each calendar year.
AMT-SPEC-INDEBT	total amount of indebtedness total of amounts entered in all AMT-SPEC-ENTLMNT fields must Equal this amount.
AMT-SPEC-DEDTN-CRNT-MO	monthly deduction amount
CURR-GR	members grade at time of overpayment
AMT-SPEC-ENTL #1	first entitlement overpayment amount; total Amounts entered in all AMT-SPEC-ENTLMNT fields Must equal the AMT-SPEC-INDBT
Format-ID #1	applicable FID code for first AMT-SPEC-ENTLMNT which caused the overpayment

DESCRP-DATA #1 blank or as follows

If Format ID is	then DESCIP-DATA must be	
01,02 or 07	Blank	
08,	1=Nuclear Officer Accession Bonus 2=Nuclear Career Accession Bonus	3=Nuclear Officer Continuation Pay 4=Nuc. Career Annual Incentive Bonus
12	1=Crew member enlisted 2=non crew member 3=Non rated officer crew member 4=AWACS crew member A=$125 B=$156 C=$188	D=$200 E=$206 F=$385 G=495 H=585 I=650 J=250
15	Blank or 2 if HALO pay	
16	1=Accel or decel duty 2=Thermal stress duty 3=High/low pressure duty	4=Toxic Fuel Handler/propellant duty 5=Dangerous viruses/bacteria duty 6=Toxic pesticides pay 7=Chemical munitions duty
17	1=CONSUB	2=OPSUB
18	The number of months extension	
19	A=Physicians/Dentist	B=Non-physicians

If Format ID is	then DESCIP-DATA must be		
21	A=Advance Underwater Const Tech	R=Scuba Diver Enl	
	B=Med Deep Sea Diving Tech	S=SEAL Delivery Vehicle Pilot Enl	
	C=Med Special Ops Tech	T=SEAL Delivery Vehicle Pilot EOD Enl	
	D=EOD Tech	U=Master EOD Diver/Parachutist Enl	
	E=Combatant Swimmer	V=Scuba Diver Off	
	F=Senior EOD Diver	W=Undersea Med Diving Off	
	G=Diving Officer	X=Med Service Corps Div Off	
	H=Senior EOD Diver/Parachutist-Enl	Y=Diver First Class Enl	
	I=EOD Officer	Z=Ship Salvage Ops Officer	
	J=Master Diver Enl	1=EOD Assistants Enl	
	K=Trainee Enl	2=EOD Mobile Unit Diver Enl	
	L=Master EOD Diver Enl	3=Base Combatant Swimmer Enl	
	N=Basic Underwater Constr Tech Enl	4=UDT/SEAL Off	
	O=Diver Second Class Enl	5=Trainee Off	
	Q=UDT/SEAL Off	6=Saturation Diver Enl	
		7=Med Deep Sea Div Tech	
23	1=HFP/IDP area	5=HFP/IDP area:killed,wounded,injured or hospitalized resulting from hostile fire action	
	2=HFP/IDP and CZTE area		
	3=on duty in non-designated wounded, HFP/IDP Subj to hostile action	6=HFP/IDP and CZTE area: killed, injured or hospitalized resulting fm Hostile fire action	
	4=on duty in non-desg HFP/IDP and CZTE area, is subject to hostile action including flights) and ent to HFP/IDP (& CZTE	7=HFP/IDP/CZTE for mbrs in a designated area to be in support of CZ operations	
24	C=Variable Special Pay for Physicians	D=Psychologist Diplomat Pay	
25	2=Continuation Pay Dentist	Q=AS Pay, Dentists	
	5=AS Pay Physicians	R=MSP/MORB Physicians	
	6=Incentive Special Pay, Physicians	X=AS Pay, Dentists ($6000)	
	N=CNRA, Nurses	Y=AS Pay, Dentists ($8000)	
		Z=AS Pay, Dentists ($1000)	
26	A=Registered Nurse Accession Bonus	B=Dental Officer Accession Bonus	
27	A=Cat A Vessel	C=Cat C Vessel	
30	1=$55	B=$55	I=$150
	2=$110	C=$82.50	J=$175
	3=$165	D=$110	K=$28
	4=$220	E=$137.50	L=$25
	5=$275	F=$38	M=$50
	6=$375	G=$75	N=$82
	A=$27.50	H=$100	O=$138
31	1=First term	3=Career 16 years or more	
	2=Career under 16 years	4=Extension	
33	1-6 number of installment		
34	Blank		
35	0=Without dependent	3=Partial BAQ	
	1=With dependent	4=Asgn to barracks $ entitled to BAQ	

36	Blank

If Format ID is	then DESCIP-DATA must be		
38	A=Aviator		N=Navigator
39	D=Prorated Rations		E=Supplemental rations S=Partial supplemental rations
40	A=Leave rations B=Separate rations C=PCS rations H=Rations in kind not available K=Emergency rations		N=Field rations O=Officer BAS P=Partial BAS X=Officer field rations Y=Cadet BAS
42	M=Miscellaneous	R=Rent	S=Security
43 or 44	0=Receiving BAQ-S		1=Accomp. By deps,receiving BAQ-D
45	0=Unaccompanied, receiving BAQ-D		4=Depds not sponsored, receiving BAQ-D
46 or 47	Number of dependents for COLA purposes		
51,55,56 or 57	0=No dependents	1=With dependents	4=Asgnd to barracks & ent to BAQ
59	4=Miscellaneous		
60	1=Medical officer		2=Other than medical officer
61	1=CAXI 2-4=CAXR 5-7=CAXRES A=CAXC B=CAXM	C=CAXD I=CAXL O=CAXMPC Q=CAXP R,T=CAXB	U=CAXTMU V,W=CAXF X=CAXG Y=CAXI
62	A=Promotion to CPO	B=US Navy Band	C=Naval Academy Band
63	1=Basic male 2=Basic female	3= Standard,male 4=Standard Female	5=Special ,Male 6=Special,female
65	F=Foreign	R=Restricted	S=Ship
66 or 68	0=Single BAQ		1=With dependent
67	0=Single BAQ		
74	1=Basic pay 2=BAQ with Dependents		3=BAQ without dependents 4=BAS
81	5=Initial 6=Career 7=TDY for 15-29 days		8=TDY for 30 days or more 9=Annual Replacement

INDBT-SUSPN-RSN

0 = no suspension or commander’s request
1 = Waiver application (restricted to DFAS)
2 = remission application
3 = appeal or rebuttal
5 = member requires more than 30 days notification due to leave, TDY

JOPS Input DQ01

```
START OVERPAYMENT OF PAY & ALLOWANCES                    JOD1
      DQ01
      SSAN  001000010
      NAME  LUCIA

      AMT-SPEC-ENTLMNT          FORMAT-ID          DESCRIPTIVE-DATA
(#2)
(#3)
(#4)

      NOE-INDCTR                                          1
      YRS-SVC-MED-DENTL, OR YRS-SVC-CAREER-SEA-PAY        08
      JTR-LOCTN, ZIP-CODE, OR FOR-LANG-SKILL-LV-DIFF-CAT
      FOR-LANG-CODE, PROFNCY-PAY-TYPE, OR CNTRY-WORLD
      VRB-MULTR                                           0
      BAS-DUTY-LOCTN

               PF6 TO CANCEL TRANS                  INPUT SOURCE   XX
               X IN NEXT REQUEST TO EXIT            NEXT REQUEST   DQ01
```

AMT-SPEC-ENTMNT **#2** 2nd entitlement overpayment amt (if needed)
#3 3rd entitlement overpayment amt (if needed)
#4 4th entitlement overpayment amt (if needed)

Format-ID **#2** applicable FID code for 2nd AMT-SPEC-ENTL
#3 applicable FID code for 3rd AMT-SPEC-ENTL
#4 applicable FID code for 4th AMT-SPEC-ENTL

Descrip-data

NOE-INDCTR Notice of exception indicator; must be 1

YRS-SVC-MED-DENTL **n**umber of years creditable service for medical or dental pay; used with FID 19, 20, 24 or 25

YRS-SVC CAREER-SEA-PAY number of years creditable service for CSP used with FID 27

JTR-LOCTN, applicable JFTR location for COLA OHA or, MIHA Used with FID 42, 43, 44, 45, 46, 47,49,55,56 or 57

ZIP-CODE, applicable zip code used with FID 51, 66, 67 or 68

FOR-LANG-SKILL LV-DIFF-CAT applicable code used with FID 02

FOR-LANG-CODE applicable language code with FID 02

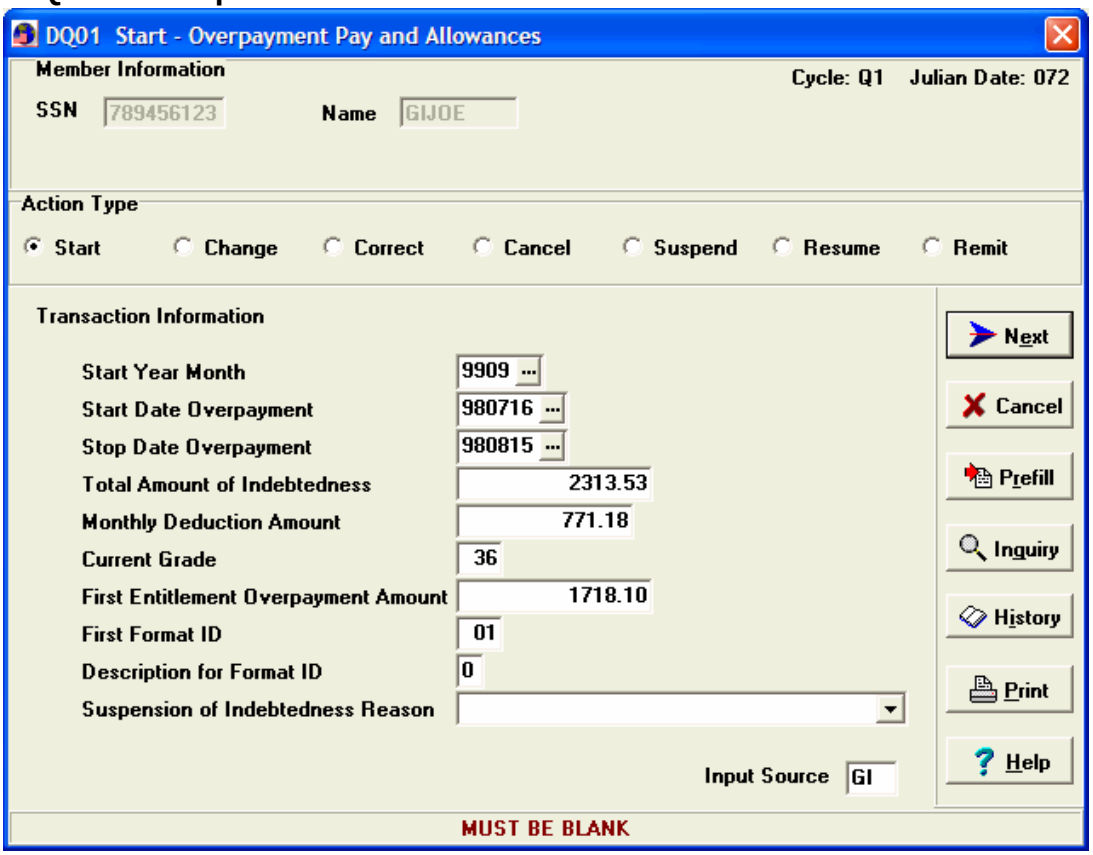
PROFNCY-PAY-TYPE proficiency pay code used with FID 30

CNTRY-WORLD country code used with FID 23

VRB-MULTR SRB multiplier 1-6 when FID =33 other wise must be 0

BAS-DUTY-LOCTN 1=Conus, 2=Outconus used for BAS types A, B, C, H, N and P

DQ01 Multiple Entitlements



DQ01 Start – (trailer)

DQ01 Start - Monthly Deduction for Overpayment (Trailer Record)

Member Information

Cycle: Q1 Julian Date: 072

SSN 789456123 Name GIJOE

Action Type

Start Change Correct Cancel Suspend Resume Remit

Transaction Information

Second Overpayment Amount
Second Format ID
Second Format ID Description
Third Overpayment Amount
Third Format ID
Third Format ID Description
Fourth Overpayment Amount
Fourth Format ID
Fourth Format ID Description
Notice of Exception

Years Service - Medical, Dental, or Career Sea Pay
JTR Location, Zip Code, Foreign Language Skill Level /Diff Cat, or SRB Multiplier
Foreign Language Code, Proficiency Pay Type, or Country Code
VRB Multiplier
BAS Duty Location

Input Source GI

OK Cancel Prefill Inquiry History Print Help

```
DQ01
SSAN   011200112
NAME   shult
YR-MO-START              9909              DATE-START-OPAYMT   980716
DATE-STOP-OPAYMT         980815
AMT-SPEC-INDEBT          000231353
AMT-SPEC-DEDTN-CRNT-MO   00077118
CURR-GR                  36
AMT-SPEC-ENTLMNT         000171810
FORMAT-ID                01
DESCRIPTIVE-DATA
INDBT-SUSPN-RSN          0
PF6 TO CANCEL TRANS                    INPUT SOURCE    XX
```

DQ01 Multiple Entitlements (Trailer Card)

```
      DQ01
      SSAN   011200112
      NAME   SHULT
      AMT-SPEC-ENTLMNT          FORMAT-ID          DESCRIPTIVE-DATA
          000036510                 35                    0
          000023033                 40                    B
      NOE-INDCTR                                             1
      YRS-SVC-MED-DENTL, OR YRS-SVC-CAREER-SEA-PAY
      JTR-LOCTN, ZIP-CODE, OR FOR-LANG-SKILL-LV-DIFF-CAT
      FOR-LANG-CODE, PROFNCY-PAY-TYPE, OR CNTRY-WORLD
      VRB-MULTR                                              0
      BAS-DUTY-LOCTN

    PF6 TO CANCEL TRANS                    INPUT SOURCE    ME
```

```
DQ INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 990826 01 09 1  CNTRL-CODE 0  ACTN 01  START
990901  TAX-CODE 4  DEDTN-MM 385.59  DEDTN-CM  771.18  DEDTN-NM 771.18  REFND-
INDCTR 0  NOE-INDCTR 1  SPEC-INDEBT 2,313.53  BAL-DUE-CM 1,542.35  CAL-YR 98
START-OPAYMT 980716    STOP-OPAYMT 980815  RSN-SUSPN 0  CANCL-DCSN 0  AMT-FRGVN
0.00  FORMAT-ID DQ  FICA-WAGES-OPAID 1,718.10  FICA-WAGES-OPAID-CUR-BAL  946.92
FICA-WAGES-CLCTD 771.18  FITW-WAGES-OPAID 1,718.10  FITW-WAGES-OPAID-CUR-BAL
946.92  FITW-WAGES-CLCTD 771.18  MCARE-WAGES-OPAID 1,718.10  MCARE-WAGES-OPAID-
CUR-BAL 946.92  MCARE-WAGES-CLCTD 771.18
01- BP*  ENTRY-OPEN-DT 990826 01 09 1  ENTRY-CLSD-DT 990826 01 09 1  CNTRL-CODE 5
ACTN Q2  START 980716  STOP 980815  ENTLMT-MM 0.00 ENTLMT -1,718.10  ENTLMT-NM
0.00  MNTLY-RATE -1,718.10
35- BAQ* ENTRY-OPEN-DT 990826 01 09 1  ENTRY-CLSD-DT 990826 01 09 1  CNTRL-CODE 5
ACTN Q2  START 980716  STOP 980815  ENTLMT-MM  0.00  ENTLMT -365.10  ENTLMT-NM
0.00  MNTLY-RATE -365.10  NR-DEPN 0 CLOST-DEPN  QTR-ASGN 0  QTR-ADQ 0 DISA-STOP-
CHG-RSN 0 HELD-INDCTR 0
40- BAS* ENTRY-OPEN-DT 990826 01 09 1  ENTRY-CLSD-DT 990826 01 09 1  CNTRL-CODE 5
ACTN Q2  START 980716  STOP 980815  ENTLMT-MM 0.00 ENTLMT -230.33  ENTLMT-NM-MM
0.00  ENTLMT-NM 0.00  DAILY-RATE 7.43  BAS-TYPE B  QTR-DAY-START 0  QTR-DAY-STOP 0
86- QUASI ADV* ENTRY-OPEN-DT 990826 01 09 1  ENTRY-CLSD-DT 990826 01 09 1  CNTRL-
CODE 2  ACTN Q2  START 990901  ENTLMT 2,313.53
```

2. <u>DQ04 input</u>

   a. DQ04 input is used to change the amount of repayment schedule of an open DQ that is not in suspense. If the DQ is in suspense a DQ20 will be used.

   b. To liquidate a DQ in one month, the AMY-SPEC-DEDTN on the DQ04 must equal the BAL-DUE-CM plus the DEDTN-CM. The BAL-DUE-CM is the balance at end of current month.

DQ04 INPUT SCREEN (RESCHEDULE)

DQ04 Change - Overpayment of Pay and Allowances

Member Information

Cycle: Q1 Julian Date: 072

SSN 789456123 Name GIJOE

Action Type

Start Change Correct Cancel Suspend Resume Remit

Transaction Information

Start Year Month

Start Date Overpayment

Stop Date Ovepayment

Total Amount of Indebtedness

Monthly Deduction Amount

Input Source GI

OK

Cancel

Prefill

Inquiry

History

Print

Help

MMPA BEFORE CHANGE

```
DQ INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 970512 02 05 2  CNTRL-CODE 0  ACTN 20  START
   970512  TAX-CODE 1  DEDTN-MM 0.00  DEDTN-CM    100.00  DEDTN-NM 100.00
   REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 4,103.23  BAL-DUE-CM 4,003.23  CAL-
   YR 97  START-OPAYMT 970331    STOP-OPAYMT 970331  RSN-SUSPN 0  CANCL-DCSN 0
   AMT-FRGVN 0.00  FORMAT-ID 46  FICA-WAGES-OPAID 0.00  FICA-WAGES-OPAID-CUR-BAL
   0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00  FITW-WAGES-OPAID- CUR-BAL
   0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPAID 0.00   MCARE-WAGES-OPAID-CUR-
   BAL 0.00  MCARE-WAGES-CLCTD 0.00


         CHANGE - OVERPAYMENT OF PAY & ALLOWANCES              JODE

     DQ04
     SSAN  123456789    MEMBER'S SOCIAL SECURITY NUMBER
     NAME  CAPRA        1ST 5 LETTERS OF MEMBER'S LAST NAME

     YR-MO-START              9705       YYMM START REPAYMENT
     DATE-START-OPAYMT        970331     YYMMDD START OF INDEBT
     DATE-STOP-OPAYMT         970331     YYMMDD STOP OF INDEBT
     AMT-SPEC-INDEBT          000410223  FULL AMT OF INDEBT
     AMT-SPEC-DEDTN-CRNT-MO   00015000   AMT OF MONTHLY REPAYMENT

             PF6 TO CANCEL TRANS                  INPUT SOURCE    XX
              X IN NEXT REQUEST TO EXIT            NEXT REQUEST   DQ04
```

MMPA AFTER CHANGE

```
DQ INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 970512 02 05 2  CNTRL-CODE 0  ACTN 04
   START 970501  TAX-CODE 1  DEDTN-MM 0.00  DEDTN-CM   150.00  DEDTN-NM 150.00
   REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 4, 103.23  BAL-DUE-CM 3,953.23
   CAL-YR 97  START-OPAYMT 970331   STOP-OPAYMT 970331  RSN-SUSPN 0  CANCL-DCSN
   0  AMT-FRGVN 0.00  FORMAT-ID 46  FICA-WAGES-OPAID 0.00  FICA-WAGES-OPAID-CUR-
   BAL0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00  FITW-WAGES-OPAID- CUR-
   BAL 0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPAID 0.00    MCARE-WAGES-
   OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00
DQ-INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 970512 02 05 2  ENTRY-CLSD-DT 970512 02
   05 2  CNTRL-CODE 2  ACTN 04  START 970512  STOP  970512  TAX-CODE 1  DEDTN-MM
   0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDT N-AMT 100.00  REFND-INDCTR 0  NOE-
   INDCTR 0  SPEC-INDEBT  4,103.23  BAL-DUE-CM 4,103.23  CAL-YR 97  START-OPAYMT
   970331  STOP-O PAYMT 970331  RSN-SUSPN 0  CANCL-DCSN 0  AMT-FRGVN 0.00
   FORMAT-ID 46  FICA-WAGES-OPAID 0.00  FICA-WAGES-OPAID-CUR-BAL 0.00  F ICA-
   WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00    FITW-WAGES-OPAID-CUR-BAL 0.00
   FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPA ID 0.00  MCARE-WAGES-OPAID-CUR-BAL
   0.00  MCARE-WAGES-CLCTD  0.00
```

DQ04 INPUT SCREEN (ONE MONTH LIQUIDATION)

MMPA BEFORE DQ04

```
DQ INDEBT MIL PAY/ALW*  ENTRY-OPEN-DT 990709 07 07 2  CNTRL-CODE 0  ACTN Q1
    START 990901  TAX-CODE 1  DEDTN-MM 528.04  DEDTN-CM 1,056.08  DEDTN-NM
    1,056.08  REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 5,628.60  BAL-DUE-CM
    2,816.26  CAL-YR 99  START-OPAYMT 990708  STOP-OPAYMT 990708  RSN-SUSPN 0
    CANCL-DCSN 0  AMT-FRGVN 0.00  FORMAT-ID SG  FICA-WAGES-OPAID 0.00
    FICA-WAGES-OPAID-CUR-BAL 0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00
    FITW-WAGES-OPAID-CUR-BAL 0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPAID
    0.0   MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00



        CHANGE - OVERPAYMENT OF PAY & ALLOWANCES              JODE

      DQ04
      SSAN  123456789
      NAME  OLSON

      YR-MO-START                 9910          YYMM START REPAYMENT
      DATE-START-OPAYMT           990708        YYMMDD START OF INDEBT
      DATE-STOP-OPAYMT            990708        YYMMDD STOP OF INDEBT
      AMT-SPEC-INDEBT             000562860     FULL AMT OF INDEBT
      AMT-SPEC-DEDTN-CRNT-MO      00387234      AMT OF MONTHLY REPAYMENT



              PF6 TO CANCEL TRANS                   INPUT SOURCE   XX
              X IN NEXT REQUEST TO EXIT             NEXT REQUEST   DQ04
```

MMPA AFTER DQ04

```
DQ- INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 990709 07 07 2  ENTRY-CLSD-DT 991006 01
10 1  CNTRL-CODE 2  ACTN 04  START 990901  STOP  991031  TAX-CODE 1  DEDTN-MM
1,936.17  DEDTN-CM 3,872.34  DEDTN-NM 0.00  DEDTN-AMT 3,872.34  REFND-INDCTR 0
NOE-INDCTR 0 SPEC-INDEBT 5,628.60  BAL-DUE-CM 0.00  CAL-YR 99  START-OPAYMT
990708  STOP-OPAYMT 990708  RSN-SUSPN 0  CANCL-DCSN 0  AMT-FRGVN    0.00
FORMAT-ID SG  FICA-WAGES-OPAID 0.00  FICA-WAGES-OPAID-CUR-BAL 0.00  FICA-WAGES-
CLCTD 0.00  FITW-WAGES-OPAID 0.00    FITW-WAGES-OPAID-CUR-BAL 0.00  FITW-WAGES-
CLCTD 0.00  MCARE-WAGES-OPAID 0.00  MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-
WAGES-CLCTD 0.00
```

DQ05 Correct – Debt for Overpayment

DQ05 Correct - Debt for Overpayment (Screen 1)

Member Information

Cycle: Q1 Julian Date: 072

SSN 789456123 Name GIJOE

Action Type

Start Change Correct Cancel Suspend Resume Remit

Transaction Information

Start Year Month

Start Date Overpayment

Stop Date Overpayment

Total Amount of Indebtedness

Action Indicator

Input Source GI

Next Cancel Prefill Inquiry History Print Help

DQ05 Correct - Overpayment Pay and Allowances (Trailer Record 1)

Member Information

Cycle: Q1 Julian Date: 072

SSN 789456123 Name GIJOE

Action Type

Start Change Correct Cancel Suspend Resume Remit

Transaction Information

Start Date Overpayment

Stop Date Overpayment

Total Amount of Indebtedness

Monthly Deduction Amount

Current Grade

First Entitlement Overpayment Amount

First Format ID

Description of Format Id

Suspension of Indebtedness Reason

Input Source GI

Next Cancel Prefill Inquiry History Print Help

MMPA BEFORE CORRECT

DQ INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 970502 01 05 1 CNTRL-CODE 0 **ACTN 01** START 970502 TAX-CODE 1 **DEDTN-MM 50.00 DEDTN-CM 100.00 DEDTN-NM 100.00** REFND- INDCTR 0 NOE-INDCTR 1 **SPEC-INDEBT 750.00 BAL-DUE-CM 650.00** CAL-YR 97 **START-OPAYMT 970101 STOP-OPAYMT 970330** RSN-SUSPN 0 CANCL-DCSN 0 AMT-FRGVN 0.00 **FORMAT-ID DQ** FICA-WAGES-OPAID 0.00 FICA-WAGES-OPAID-CUR-BAL 0.00 FICA-WAGES-CLCTD 0.00 FITW-WAGES-OPAID 0.00 FITW-WAGES-OPAID- CUR-BAL 0.00 FITW-WAGES-CLCTD 0.00 MCARE-WAGES-OPAID 0.00 MCARE-WAGES-OPAID-CUR-BAL 0.00 MCARE-WAGES-CLCTD 0.00

CORRECT OVERPAYMENT OF PAY & ALLOWANCES JOMN

DQ05
SSAN 123456789
NAME MOORE

YR-MO-START	9705	DATE-START-OPAYMT	970101
DATE-STOP-OPAYMT	970330	AMT-SPEC-INDEBT	000075000
ACTN-INDCTR	01	T-DATE-START-OPAYMT	970101
T-DATE-STOP-OPAYMT	970331	T-AMT-SPEC-INDEBT	000075000
T-AMT-SPEC-DEDTN	00010000	T-CURR-GRADE	01
T-AMT-SPEC-ENTLMNT	000075000	T-FORMAT-ID	65
T-DESCRIPTIVE-DATA	T	T-INDEBT-SUSPN-RSN	0

PF6 TO CANCEL TRANS INPUT SOURCE XX
X IN NEXT REQUEST TO EXIT NEXT REQUEST DQ05

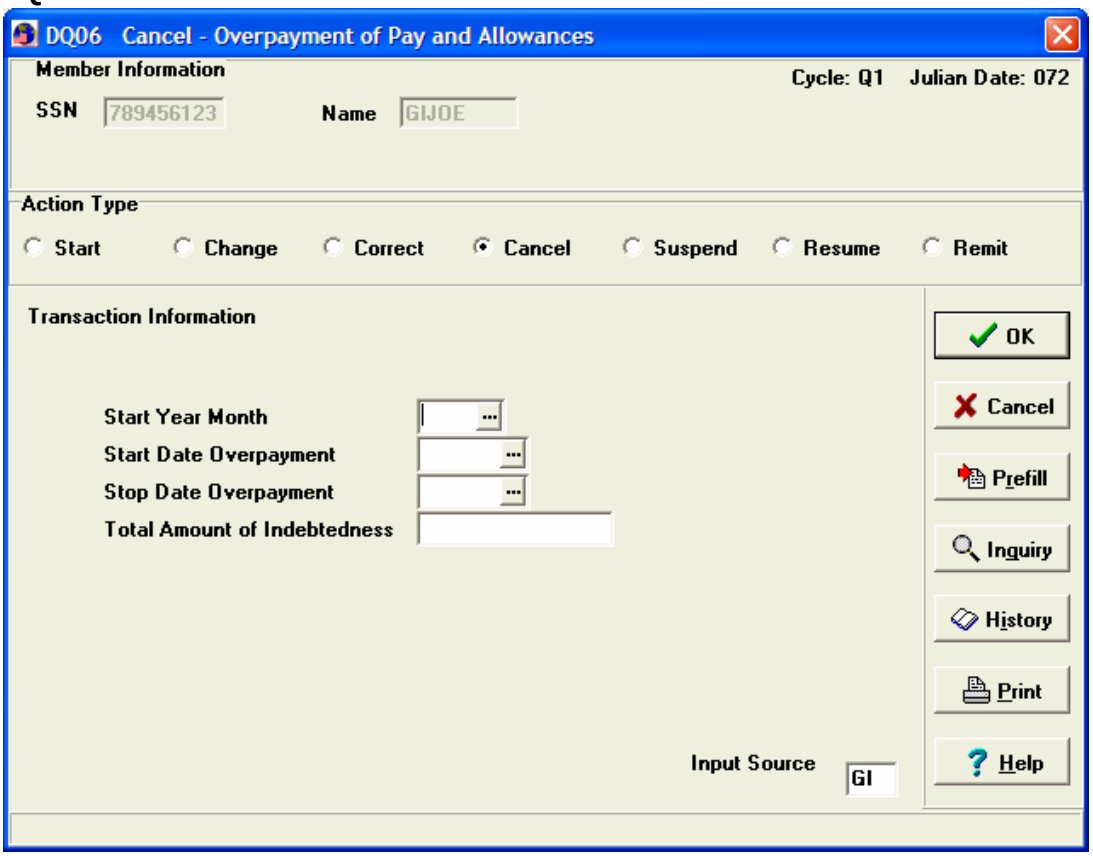
MMPA AFTER CORRECT

DQ INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 970515 19 05 2 CNTRL-CODE 0 ACTN 05 START 970515 TAX-CODE 1 DEDTN-MM 50.00 DEDTN-CM 100.00 DEDTN-NM 100.00 REFND-INDCTR 0 NOE-INDCTR 1 SPEC-INDEBT 750.00 BAL-DUE-CM 550.00 CAL-YR 97 START-OPAYMT 970101 STOP-OPAYMT 970331 RSN-SUSPN 0 CANCL-DCSN 0 AMT-FRGVN 0.00 FORMAT-ID DQ FICA-WAGES-OPAID 0.00 FICA-WAGES-OPAID-CUR-BAL 0.00 FICA-WAGES-CLCTD 0.00 FITW-WAGES-OPAID 0.00 FITW-WAGES-OPAID-CUR-BAL 0.00 FITW-WAGES-CLCTD 0.00 MCARE-WAGES-OPAID 0.00 MCARE-WAGES-OPAID-CUR- BAL 0.00 MCARE-WAGES-CLCTD 0.00

4. DQ06 input

a. DQ06 transaction should only used to cancel an erroneous DQ01 input that was submitted within the same work month.

DQ06 - CANCEL OVERPAYMENT



MMPA BEFORE CANCEL

```
DQ INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 990502 01 05 1  CNTRL-CODE 0  ACTN 01
   START 990502  TAX-CODE 1  DEDTN-MM 50.00  DEDTN-CM   100.00  DEDTN-NM 100.00
   REFND-INDCTR 0  NOE-INDCTR 1  SPEC-INDEBT 750.00  BAL-DUE-CM 650.00  CAL-YR
   97  START-OPAYMT 990101   STOP-OPAYMT 990330  RSN-SUSPN 0  CANCL-DCSN 0
   AMT-FRGVN 0.00  FORMAT-ID DQ  FICA-WAGES-OPAID 0.00  FICA-WAGES-OPAID-CUR-
   BAL   0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00  FITW-WAGES-OPAID-
   CUR-BAL 0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPAID 0.00   MCARE-WAGES-
   OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00

          CANCEL - OVERPAYMENT OF PAY & ALLOWANCES              JOMO

     DQ06
     SSAN  123456789
     NAME  MOORE
     YR-MO-START        9905       YYMM START CANCEL
     DATE-START-OPAYMT  990101     YYMMDD POSTED START
     DATE-STOP-OPAYMT   990330     YYMMDD POSTED STOP
     AMT-SPEC-INDEBT    000075000  AMOUNT INDEBT POSTED

              PF6 TO CANCEL TRANS                       INPUT SOURCE  FB
              X IN NEXT REQUEST TO EXIT             NEXT REQUEST   DQ06
```

MMPA AFTER CANCEL

```
DQ- INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 990515 19 05 2  ENTRY-CLSD-DT 990515 19
   05 2  CNTRL-CODE 6  ACTN 01  START 990515  STOP    990515  TAX-CODE 1
   DEDTN-MM 0.00  DEDTN-CM 100.00  DEDTN-NM 100.00 DEDTN-AMT 100.00  REFND-
   INDCTR 0  NOE-INDCTR 1  SPEC-INDEBT  750.00  BAL-DUE-CM 650.00  CAL-YR 97
   START-OPAYMT 990101  STOP-OPAYM T 990330  RSN-SUSPN 0  CANCL-DCSN 0  AMT-
   FRGVN 0.00  FORMAT-ID DQ  FICA-WAGES-OPAID 0.00  FICA-WAGES-OPAID-CUR-BAL
   0.00  F ICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00    FITW-WAGES-OPAID-CUR-
   BAL 0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPA ID 0.00  MCARE-WAGES-OPAID-
   CUR-BAL 0.00  MCARE-WAGES-CLCTD   0.00
```

5. DQ18 input

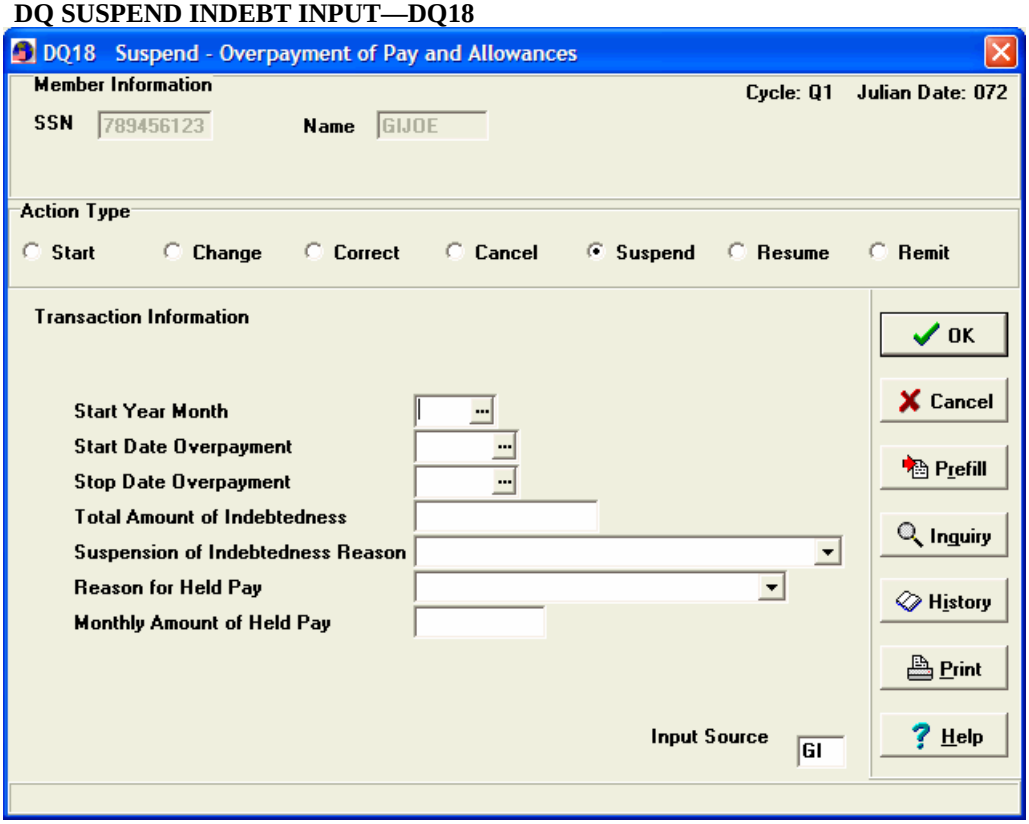
a. The DQ18 transaction is used to suspend indebtedness. It will only suspend the amount remaining on an indebtedness it will not refund money that has already been collected.

b. Indebtedness may be suspended for the following reasons

INDEBTEDNESS REASON SUSPENSION:

1 - WAIVER APPLICATIONS	6 -OFFICER REFUSED TO REPAY INDEBTEDNESS
2 - REMISSION APPLICATION	7 -REPAY ADVANCE
3 - APPEAL OF INDEBTEDNESS	8 -UNKNOWN
4 - NO PAY AVAILABLE	9 -JPPS0-SAT CODE CANNOT BE CHANGED BY AFO
5 -REPAY SCHEDULE REQUESTED	

DQ SUSPEND INDEBT INPUT—DQ18



MMPA BEFORE SUSPEND

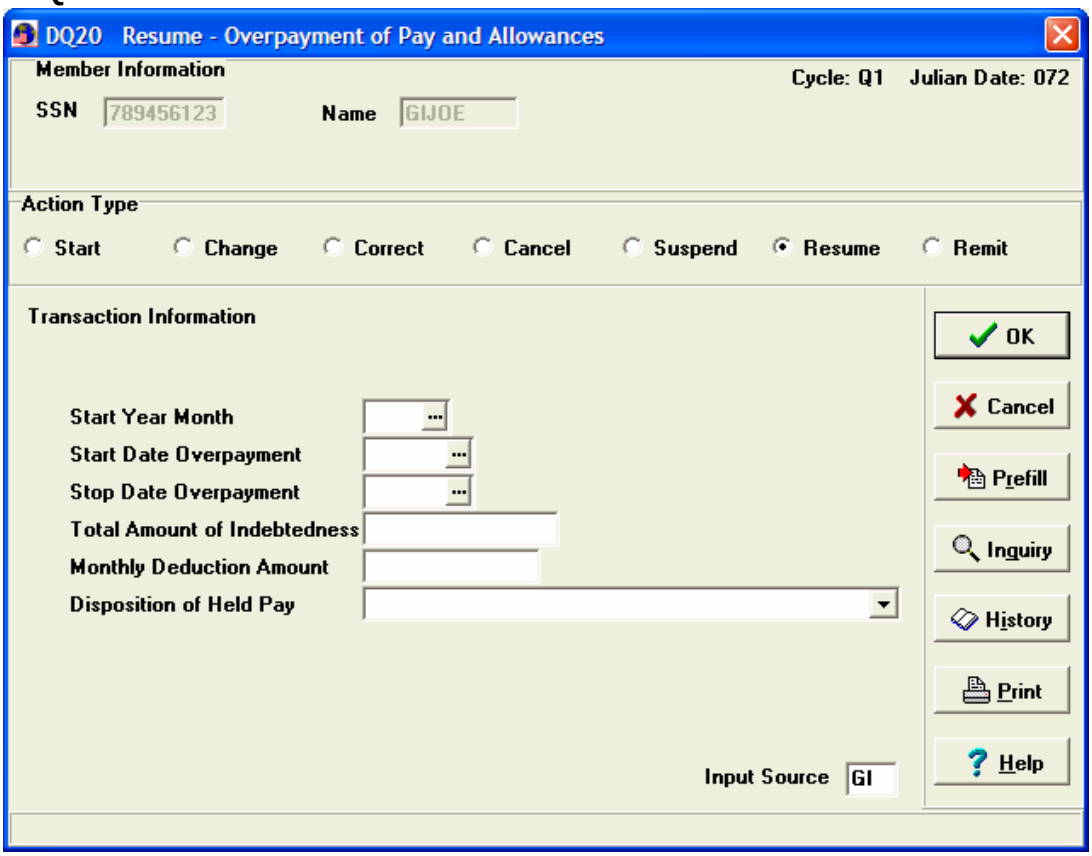
```
DQ INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 970502 01 05 1  CNTRL-CODE 0  ACTN 01
   START 970502  TAX-CODE 1  DEDTN-MM 50.00  DEDTN-CM   100.00  DEDTN-NM 100.00
   REFND-INDCTR 0  NOE-INDCTR 1  SPEC-INDEBT 750.00  BAL-DUE-CM 650.00  CAL-YR
   97  START-OPAYMT 970101   STOP-OPAYMT 970330  RSN-SUSPN 0  CANCL-DCSN 0  AMT-
   FRGVN 0.00  FORMAT-ID DQ  FICA-WAGES-OPAID 0.00  FICA-WAGES-OPAID-CUR-BAL
   0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00  FITW-WAGES-OPAID- CUR-BAL
   0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPAID 0.00   MCARE-WAGES-OPAID-CUR-
   BAL 0.00  MCARE-WAGES-CLCTD 0.00

           SUSPEND - OVERPAYMENT OF PAY & ALLOWANCES              JODF
  DQ18
  SSAN   123456789
  NAME   MOORE
  YR-MO-START        9705    YYMM DEDUCTION SHOULD START
  DATE-START-OPAYMT  970101  YYMMDD OVERPAYMENT STARTED,
  DATE-STOP-OPAYMT   97033   YYMMDD OVERPAYMENT ENDED
  AMT-SPEC-INDEBT    075000  AMOUNT OF TOTAL INDEBTEDNESS
  INDEBT-RSN-SUSPN   2       REASON CODE/SEE DJMS INPUT DEM 7073-1
  PAY-HELD-RSN
  AMT-SPEC-PAY-HELD
        PF6 TO CANCEL TRANS                   INPUT SOURCE
        X IN NEXT REQUEST TO EXIT             NEXT REQUEST   DQ18
```

MMPA AFTER SUSPEND

```
DQ INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 970502 01 05 1  CNTRL-CODE 1  ACTN 18
   START 970501  TAX-CODE 1  DEDTN-MM 50.00  DEDTN-CM  100.00  DEDTN-NM 100.00
   REFND-INDCTR 0  NOE-INDCTR 1  SPEC-INDEBT 750.00  BAL-DUE-CM 750.00  CAL-YR
   97  START-OPAYMT 970101    STOP-OPAYMT 970330  RSN-SUSPN 2  CANCL-DCSN 0
   AMT-FRGVN 0.00  FORMAT-ID DQ  FICA-WAGES-OPAID 0.00  FICA-WAGES-OPAID-CUR-
   BAL    0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00  FITW-WAGES-OPAID-
   MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00 CUR-BAL 0.00  FITW-
```

6. DQ20 input
   a. DQ20 transaction is used to start or restart an indebtedness that is in suspense.
   b. It will be used to set up a liquidation schedule for system generated DQ’s that is in suspense.

DQ20 INPUT- RESUME OVERPAYMENT



MMPA BEFORE RESUME

```
DQ INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 970402 08 04 1 CNTRL-CODE 0 ACTN Q8 START
   970512 TAX-CODE 1  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-AMT 0.00
   REFND-INDCTR 0  NOE-INDCTR 0  SPEC-INDEBT 7.68    BAL-DUE-CM 7.68  CAL-YR 97
   START-OPAYMT 970402  STOP-OPAYMT 970402 RSN-SUSPN 9  CANCL-DCSN 0  AMT-FRGVN
   0.00  FORMAT-ID 67 FICA-WAGES-OPAID 0.00  FICA-WAGES-OPAID-CUR-BAL 0.00  FICA-
   WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00  FITW-WAGES-OPAID-CUR-BAL  0.00  FITW-
   WAGES-CLCTD 0.00  MCARE-WAGES-OPAID 0.00  MCARE-WAGES-OPAID-CUR-BAL 0.00
```

MMPA AFTER RESUME

```
DQ-INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 970402 08 04 1  ENTRY-CLSD-DT 970512 02 05 2
   CNTRL-CODE 2  ACTN 20  START 970512  STOP  970531  TAX-CODE 1  DEDTN-MM 0.00
   DEDTN-CM 7.68  DEDTN-NM 0.00  DEDTN-AMT 7.68  REFND-INDCTR 0  NOE-INDCTR 0
   SPEC-INDEBT 7.68    BAL-DUE-CM 0.00  CAL-YR 97  START-OPAYMT 970402  STOP-
   OPAYMT 970402 RSN-SUSPN 0  CANCL-DCSN 0  AMT-FRGVN 0.00  FORMAT-ID 67
   FICA-WAGES-OPAID 0.00  FICA-WAGES-OPAID-CUR-BAL 0.00  FICA-WAGES-CLCTD 0.00
   FITW-WAGES-OPAID 0.00  FITW-WAGES-OPAID-CUR-BAL  0.00  FITW-WAGES-CLCTD 0.00
   MCARE-WAGES-OPAID 0.00  MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00
```

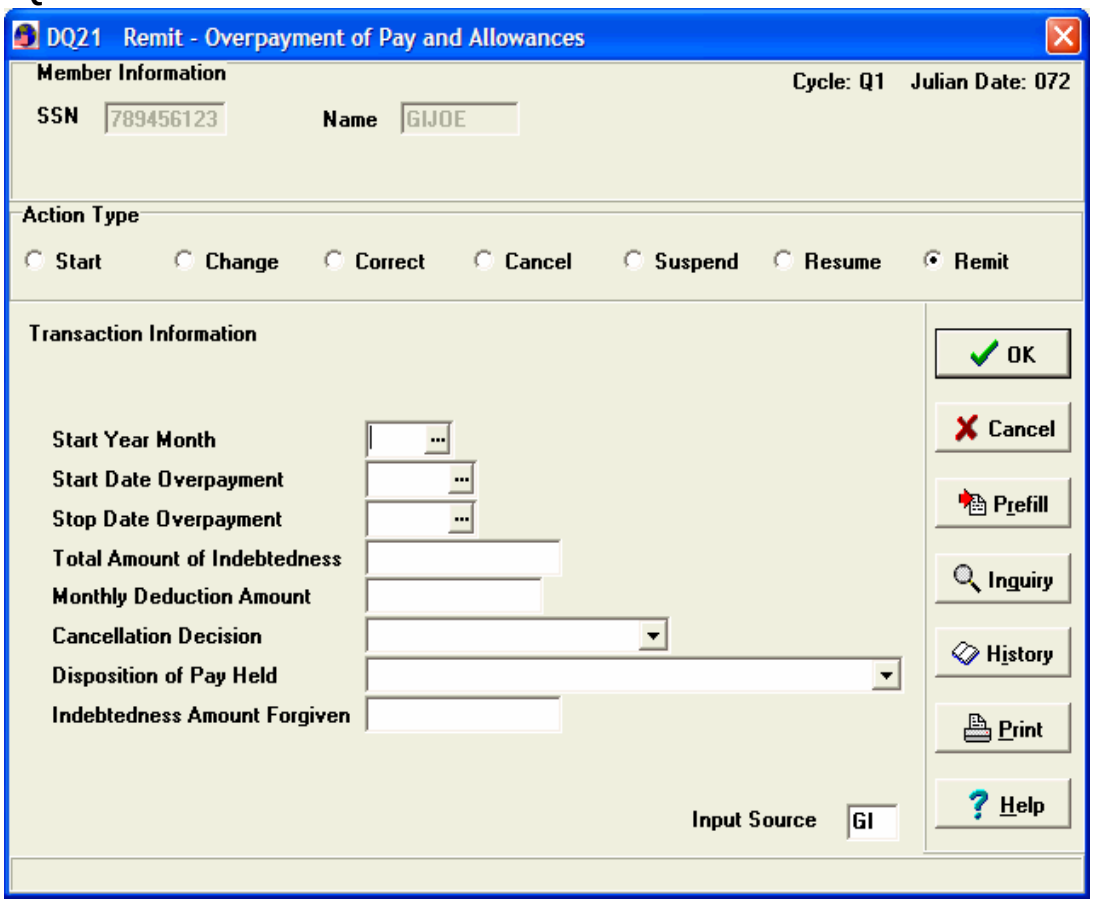
DQ20 INPUT- RESUME OVERPAYMENT

```
PAY-HELD-DISPSTN  Identifies the disposition of pay held    from the member
1 =  Released to the member                      2 =  Released to the Allottee
3 = Credited to Military Appropriation           4 = Credited to Soldier's Home
5 = Applied to Indebtedness                      6 =  Repay Indebtedness
7 = Released to Allottee                         8 = Credited to Military Pay
9 = Credited to Solider's Home
```

7. DQ21 input

a. DQ21 transaction is used to remit (forgive) a debt.

DQ21 INPUT- REMITTANCE



MMPA BEFORE REMIT

```
DQ INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 970502 01 05 1  CNTRL-CODE 1  ACTN 18  START
   970501  TAX-CODE 1  DEDTN-MM 50.00  DEDTN-CM  100.00  DEDTN-NM 100.00  REFND-
   INDCTR 0  NOE-INDCTR 1  SPEC-INDEBT 750.00  BAL-DUE-CM 750.00  CAL-YR 97
   START-OPAYMT 970101    STOP-OPAYMT 970330  RSN-SUSPN 2  CANCL-DCSN 0  AMT-FRGVN
   0.00  FORMAT-ID DQ  FICA-WAGES-OPAID 0.00  FICA-WAGES-OPAID-CUR- BAL    0.00
   FICA-WAGES-CLCTD 0.00  FITW-WAGES-OPAID 0.00  FITW-WAGES-OPAID- MCARE-WAGES-
   OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD 0.00 CUR-BAL 0.00  FITW-WAGES-CLCTD 0.00
   MCARE-WAGES-OPAID 0.00

         REMIT - OVERPAYMENT OF PAY AND ALLOWANCES                JODH

     DQ21
     SSAN   123456789  MEMBER'S SOCIAL SECURITY NUMBER
     NAME   HALEY      1ST 5 LETTERS OF THE MEMBER'S LAST NAME

     YR-MO-START             9705        YYMM REMITANCE
     DATE-START-OPAYMNT      970101      YYMM OF POSTED OVERPAYMENT START
     DATE-STOP-OPAYMNT       970331      YYMM OF POSTED OVERPAYMENT STOP
     AMT-SPEC-INDEBT         0075000     AMOUNT OF INDEBTEDNESS
     AMT-SPEC-DEDTN-CRNT-MO  0010000     AMOUNT OF INDEBTEDNESS CURRENT MONTH
     INDEBT-CANCLTN-DCSN     4           REASON FOR INDEBTEDNESS CANCELLATION
     PAY-HELD-DISPSTN                    HELD PAY DISPOSITION IF APPLICABLE
     INDEBT-AMT-FRGVN        00750000    AMOUNT OF INDEBTEDNESS CANCELED


              PF6 TO CANCEL TRANS                  INPUT SOURCE FB
              X IN NEXT REQUEST TO EXIT            NEXT REQUEST   DQ21
```

MMPA AFTER REMIT

```
DQ-INDEBT MIL PAY/ALW* ENTRY-OPEN-DT 970502 01 05 1 ENTRY-CLSD-DT 970515 19 05 2
   CNTRL-CODE 5  ACTN 21 START 970502 STOP 970531 TAX-CODE 1  DEDTN-MM 00.00
   DEDTN-CM  00.00  DEDTN-NM 00.00  REFND-INDCTR 0  NOE-INDCTR 1  SPEC-INDEBT
   750.00  BAL-DUE-CM 00.00  CAL-YR 97  START-OPAYMT 970101    STOP-OPAYMT 970330
   RSN-SUSPN 3  CANCL-DCSN 0  AMT-FRGVN 750.00  FORMAT-ID DQ  FICA-WAGES-OPAID
   0.00  FICA-WAGES-OPAID-CUR- BAL    0.00  FICA-WAGES-CLCTD 0.00  FITW-WAGES-
   OPAID 0.00  FITW-WAGES-OPAID- MCARE-WAGES-OPAID-CUR-BAL 0.00  MCARE-WAGES-CLCTD
   0.00 CUR-BAL 0.00  FITW-WAGES-CLCTD 0.00  MCARE-WAGES-OPAID 0.00
```

INDEBTEDNESS CANCELATION REASONS INPUT

INDEBT-CANCLTN-DCSN	Final action taken by the service concerned on requested cancellation of debt to the United States 1 = Waiver Approved 2 = Remission Granted 3 = Indebtedness Cancelled 4 = Member Not Responsible 5 = Forfeitures Cancelled, 2/3 Rule 6 = Denied

III. MISCELLANEOUS DEBT (DS)

A. BACKGROUND

Miscellaneous debts are those that occur outside the realm of a member's pay and allowances. For example: unpaid hospital bills, repayment of a chapter 13 bankruptcy or non-payment of a Navy/Army Air Force Exchange credit account (NEXCARD/AAFES). Miscellaneous debts (DS01's) are usually posted by the members paying ADSN, NEXCARD (ADSN 3730) or AAFES (ADSN 3736).

B. SPECIAL CONDITIONS

DS entries collect on a monthly basis. Once a month a check for the amount collected will be issued to the company code in the DS Entry. This process will continue until the full amount of the DS is collected and remitted to the company code. Because the DS collection is issued to the company code monthly for indebtedness payment, DFAS-IN cannot refund any money that was already sent for prior months. To receive a refund, the member must contact the company code receiving the indebtedness payment check. DFAS-IN will not address any indebtedness questions regarding AAFES and NEXCARD because they have there own DS capabilities. The member must contact the company code listed in the indebtedness entry even if it is AAFES or NEXCARD. The AAFES/NEXCARD customer service number is 1-800-826-1317

C. PROCESSING

The processing of miscellaneous indebtedness is similar to the processing of the other indebtedness. The main differences are the use of a company code and an indebt type in the transactions.

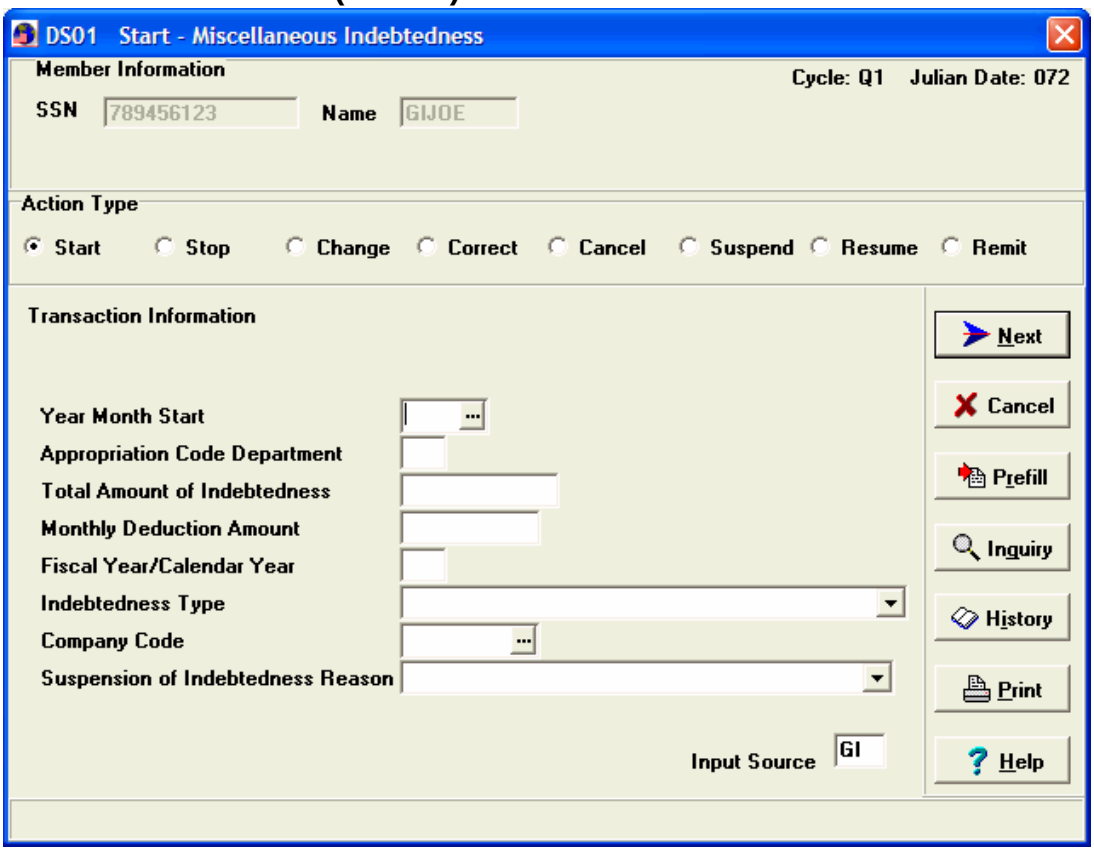
TYPES OF MISCELLANEOUS INDEBTEDNESS

DATA ITEMS	EXPLANATIONS	INDEBT TYPE
Arrears in Money Accounts	Indebtedness to the United States incurred by an accountable member for failure to account for funds entrusted to him or her.	A
Bankruptcy Acts Debts	Indebtedness adjudicated under Chapter 13 of the Bankruptcy Act (Public Law 95-598) under which a court order has been issued per a voluntary request of a member.	B
Clothing Issue Charge	Indebtedness to the United States for issues.	C
SF1219 Receivables	Indebtedness to the Financial Office(field) for double payments(substitute check and original both cashed by member), dishonored checks, and check issue overdrafts.	D
Hospital Bill	Indebtedness to the United States for unpaid hospital bills for medical services.	E
Base Exchange	Indebtedness to the base exchange.	F
Temporary Lodging	Indebtedness (other than military pay and allowances) to the United States established by an overpayment of temporary lodging allowances (TLA).	G
Overpayment, Fed. Housing Authority, Mortgage Insurance or Repay FHA Defaults	Indebtedness to the United States resulting from failure to notify proper authorities of sale of house on which government is paying premiums and for indebtedness to the Federal Housing Authority (FHA) for default of mortgage payments	H
Base Housing	Indebtedness for base housing appropriated funds. (Use code“M” for base housing non-appropriated fund debts.	J

TYPES OF MISCELLANEOUS INDEBTEDNESS (continued from previous page)

DATA ITEMS	EXPLANATIONS	INDEBT TYPE
Telephone and Utility Bills	Indebtedness to the United States for failure to pay telephone and utility charges.	K
Uncollected Check Commissary	Indebtedness of a member of the Air Force to a commissary for an uncollected check.	L
Non-Appropriated Fund Indebtedness	Indebtedness for non-appropriated fund activities and Navy and Marine Corps Exchanges.	M
Tax Levy	Indebtedness established by the Internal Revenue Service by a notice of levy.	N
Repay Travel Advance or Repay Travel Costs	Indebtedness to the United States for advance or excess travel allowances or otherwise unauthorized cost of transportation for a member or dependents.	P
Household Goods Excess Cost for Weight or House Trailer Excess Cost	Indebtedness to the United States for excess weight in shipment of household goods or excess costs of moving a house trailer.	R
Stipend, All	Indebtedness to the United States for compensation received from state, country, municipal, or privately owned hospitals by a medical officer for medical services performed there, including stipend debts for Air Force Reserve officers now on active duty.	S
Tuition Assistance	Indebtedness to the United States for repayment of tuition assistance of defaulted student loan.	U
BAS when Away from Assigned Duty Station	Indebtedness to the United States for Basic Allowance for Subsistence when the member is away from the assigned duty station which would include PDS, TAA, TFA, EUM or group travel. (per MPA 79/98)	9

DS01 TRANSACTION (START)

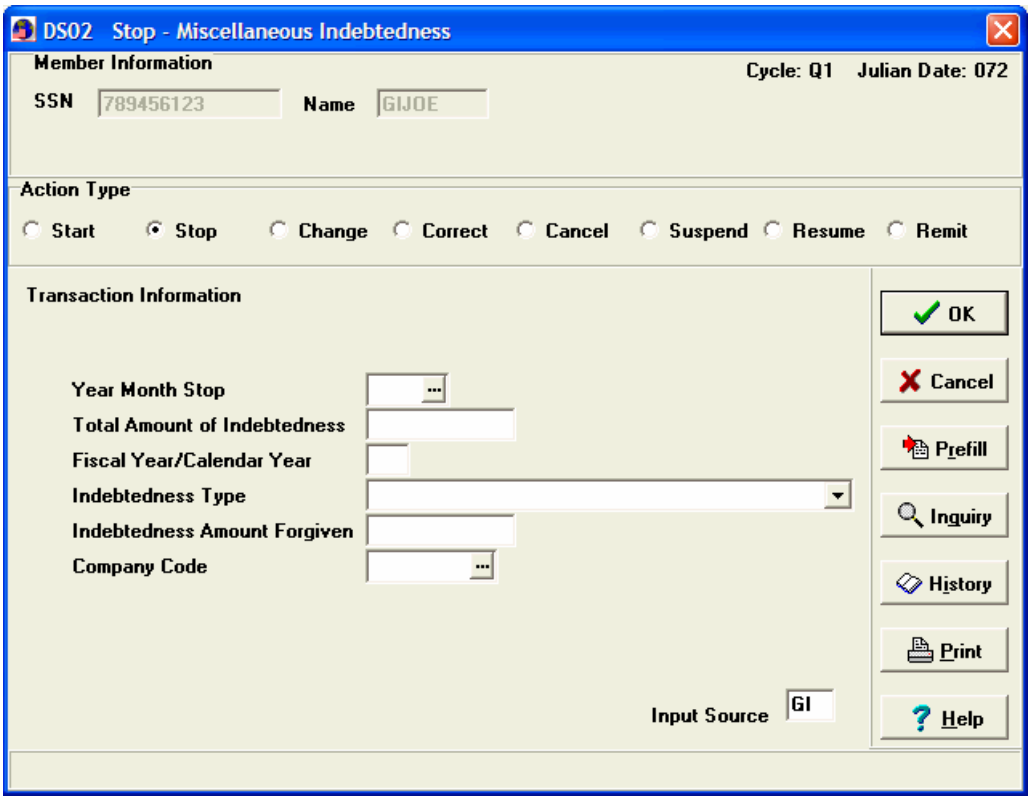



```
START - MISCELLANEOUS INDEBTEDNESS                          JODC
      DS01
      SSAN  123456789
      NAME  thomp

      YR-MO-START              0011
      APPROP-CODE-DEPT
      AMT-SPEC-INDEBT          2400000
      AMT-SPEC-DEDTN-CR-MO     10000
      FY-OR-CAL-YR             00
      INDEBT-TYPE              B
      CO-CODE                  D395729
      INDEBT-RSN-SUSPN         0


               PF6 TO CANCEL TRANS                    INPUT SOURCE   XX
               X IN NEXT REQUEST TO EXIT              NEXT REQUEST   DS01

DS INDEBT OTHER* ENTRY-OPEN-DT 001103 01 11 1  CNTRL-CODE 0  ACTN 01  START
0011 DEDTN-MM 50.00  DEDTN-CM 100.00  DEDTN-NM 100.00  SPEC-INDEBT 24,000.00
BAL-DUE-CM 23,900.00  RSN-SUSPN 0  DA-PROCSD 308  CAL-YR 00  AMT-FRGVN 0.00
INDEBT-TYPE B   APPROP-IND 1  APPROP-CODE SUBSIDIARY-DATA CO D395729 APC
SDN INPUT-ADSN 3884
```

DS01 FIELD DESCRIPTIONS

YR-MO-START	Enter YYMM Month repayment is to start (must be current month or next month if next month transaction will recycle until 1st update of liquidation month.
APPROP-CODE-DEPT	Enter only if DS is refunding money to an appropriation.
AMT-SPEC-INDEBT	Enter total amount of indebtedness
AMT-SPEC-DEDTN-CR-MO	Enter monthly deduction amount.
FY-OR-CAL-YR	Enter Calendar Year (YY)
INDEBT-TYPE	Constant B for bankruptcies (other indebt types can be found at the end of this chapter).
CO-CODE	Company code from MSO
INDEBT-RSN-SUSPN	Enter 0 to post open and liquidating DS Enter 5 or 8 to post DS in a suspended status.

DS02 TRANSACTION



DS02 TRANSACTION

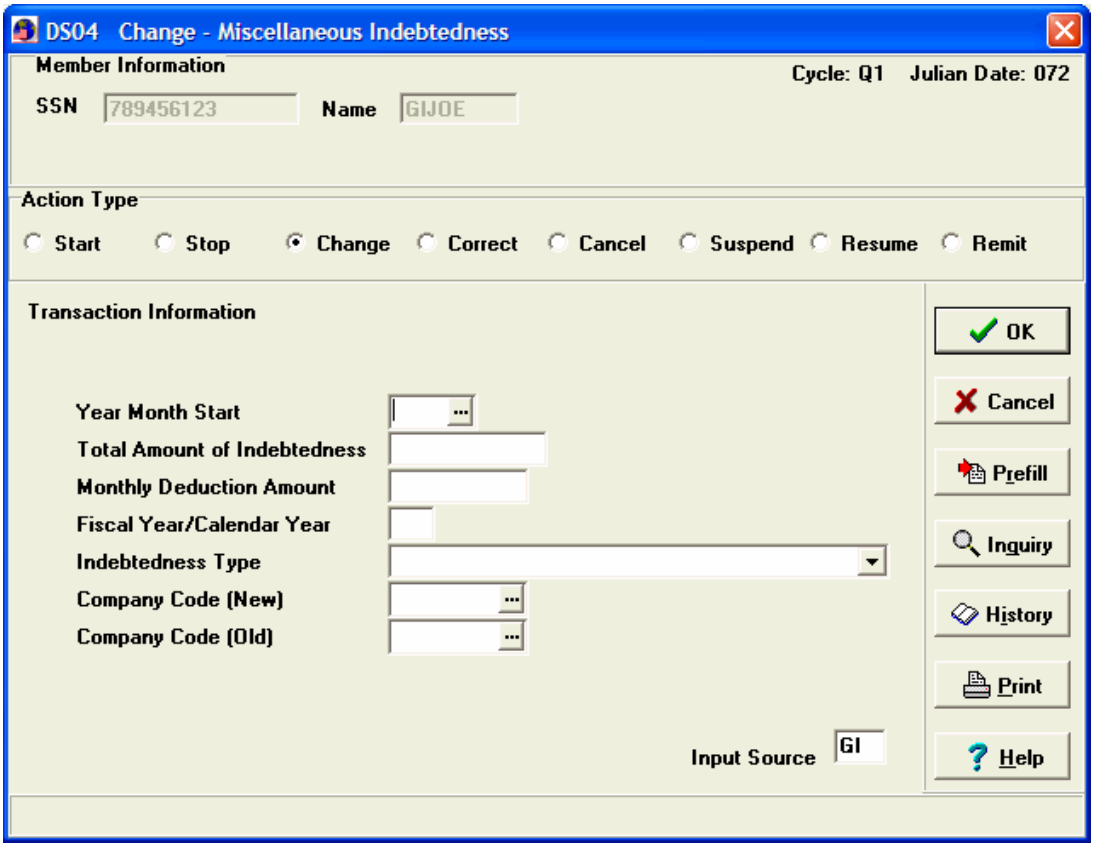
```
MMPA BEFORE
DS INDEBT OTHER*  ENTRY-OPEN-DT 990728 02 08 1  CNTRL-CODE 0  ACTN 01  START
   9908  DEDTN-MM 417.00  DEDTN-CM 834.00  DEDTN-NM 834.00  SPEC-INDEBT
   29,190.00  BAL-DUE-CM 15,846.00  RSN-SUSPN 0  DA-PROCSD 209  CAL-YR 99
   AMT-FRGVN 0.00  INDEBT-TYPE B  APPROP-IND 1  APPROP-CODE
   SUBSIDIARY-DATA                                    CO D395711  APC
   SDN                  INPUT-ADSN 3884

         STOP - MISCELLANEOUS INDEBTEDNESS                    JODO

      DS02
      SSAN  123456789
      NAME  FIERR

      YR-MO-STOP                  0010
      AMT-SPEC-INDEBT             2919000
      FY-OR-CAL-YR                99
      INDEBT-TYPE                 b
      INDEBT-AMT-FRGVN            1668000
      CO-CODE                     d395711


               PF6 TO CANCEL TRANS                   INPUT SOURCE   XX
               X IN NEXT REQUEST TO EXIT             NEXT REQUEST   DS02

DS-INDEBT OTHER* ENTRY-OPEN-DT 990728 02 08 1  ENTRY-CLSD-DT 001103 01 11 1
   CNTRL-CODE 2  ACTN 02  START 9908  STOP 0010 DEDTN-MM 0.00  DEDTN-CM 0.00
   DEDTN-NM 0.00  DEDTN-AMT 834.00  SPEC-INDEBT 29,190.00  BAL-DUE-CM 0.00
   RSN-SUSPN 0  DA-PROCSD 209  CAL-YR 99  AMT-FRGVN 16,680.00  INDEBT-TYPE B
```

DS02 FIELD DESCRIPTIONS

YR-MO-STOP	**YYMM Last month of deduction** (use last month to stop DS immediately)
AMT-SPEC-INDEBT	SPEC-INDEBT on DS being stopped
FY-OR-CAL-YR	Cal-YR from open DS entry
INDEBT-TYPE	Indebt type of open DS entry
INDEBT-AMT-FRGVN	BAL-DUE-CM plus DEDTN-CM of open DS entry

The DS04 transaction is used to change the company code or the monthly deduction amount of an open DS entry.

DS04 TRANSACTION TO CHANGE MONTHLY DEDUCTION




```
MMPA BEFORE
DS INDEBT OTHER*  ENTRY-OPEN-DT 990728 02 08 1  CNTRL-CODE 0  ACTN 01  START
    9908  DEDTN-MM 417.00  DEDTN-CM 834.00  DEDTN-NM 834.00  SPEC-INDEBT
    29,190.00  BAL-DUE-CM 15,846.00  RSN-SUSPN 0  DA-PROCSD 209  CAL-YR 99
    AMT-FRGVN 0.00  INDEBT-TYPE B  APPROP-IND 1  APPROP-CODE
    SUBSIDIARY-DATA                                          CO D395711
    APC         SDN                  INPUT-ADSN 3884
                                        DS04
      SSAN  123456789
      NAME  fierr

      YR-MO-START                 0011
      AMT-SPEC-INDEBT             2919000
      AMT-SPEC-DEDTN-CR-MO        065000
      FY-OR-CAL-YR                99
      INDEBT-TYPE                 b
      CO-CODE (NEW)
      CO-CODE (OLD)               D395711
               PF6 TO CANCEL TRANS                   INPUT SOURCE   XX
               X IN NEXT REQUEST TO EXIT             NEXT REQUEST   DS04
```

```
MMPA AFTER
DS INDEBT OTHER* ENTRY-OPEN-DT 990728 02 08 1  CNTRL-CODE 0  ACTN 04
   START 0011  DEDTN-MM 325.00  DEDTN-CM 650.00  DEDTN-NM 650.00
   SPEC-INDEBT 29,190.00  BAL-DUE-CM 16,030.00  RSN-SUSPN 0  DA-PROCSD 209
   CAL-YR 99  AMT-FRGVN 0.00  INDEBT-TYPE B  APPROP-IND 1  APPROP-CODE
   SUBSIDIARY-DATA CO D395711   APC SDN  INPUT-ADSN 3884

DS-INDEBT OTHER* ENTRY-OPEN-DT 990728 02 08 1  ENTRY-CLSD-DT 001103 01 11 1
   CNTRL-CODE 2  ACTN 04  START 9908  STOP 0010  DEDTN-MM 0.00  DEDTN-CM 0.00
   DEDTN-NM 0.00  DEDTN-AMT 834.00  SPEC-INDEBT 29,190.00  BAL-DUE-CM
   16,680.00  RSN-SUSPN 0  DA-PROCSD 308  CAL-YR 99  AMT-FRGVN 0.00  INDEBT-
   TYPE B  APPROP-IND 1  APPROP-CODE    SUBSIDIARY-DATA  CO D395711   APC  SDN
   INPUT-ADSN 3884
```

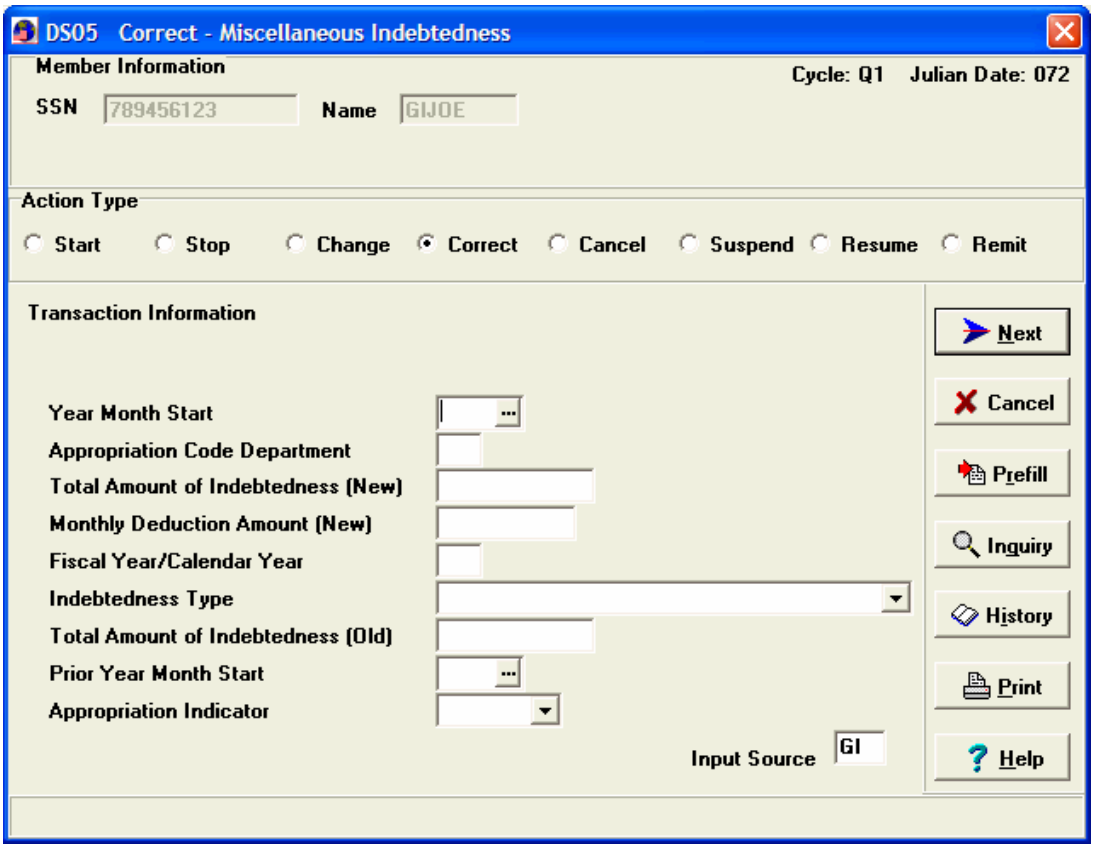
DS04 Field Descriptions

YR-MO-START	YYMM Effective date of change (current or next month)
AMT-SPEC-INDEBT	Enter SPEC-INDEBT amount of open DS entry
AMT-SPEC-DEDTN-CR-MO	New monthly deduction amount if being changed or Zero filled if changing Company Code (a screen edit Prevents this transaction from accepting. Input a money amount in JOPS then zero fill in JQEV
FY-OR-CAL-YR	CAL-YR on open DS entry
INDEBT-TYPE	Indebt type from open DS entry
CO-CODE (NEW)	New Company Code if changing otherwise blank

DS04 TO CHANGE COMPANY CODE

```
MMPA BEFORE
DS INDEBT OTHER*  ENTRY-OPEN-DT 990728 02 08 1  CNTRL-CODE 0  ACTN 01  START
    9908  DEDTN-MM 417.00  DEDTN-CM 834.00  DEDTN-NM 834.00  SPEC-INDEBT
    29,190.00  BAL-DUE-CM 15,846.00  RSN-SUSPN 0  DA-PROCSD 209  CAL-YR 99
    AMT-FRGVN 0.00  INDEBT-TYPE B  APPROP-IND 1  APPROP-CODE
    SUBSIDIARY-DATA                                          CO D395711
    APC         SDN                  INPUT-ADSN 3884

                                     DS04
      SSAN  123456789
      NAME  FIERR

      YR-MO-START                 0011
      AMT-SPEC-INDEBT             2919000
      AMT-SPEC-DEDTN-CR-MO        0000000 (must fill on JOPS change in JQEV)
      FY-OR-CAL-YR                99
      INDEBT-TYPE                 b
      CO-CODE (NEW)               D395729
      CO-CODE (OLD)               D395711
               PF6 TO CANCEL TRANS                   INPUT SOURCE   XX
               X IN NEXT REQUEST TO EXIT             NEXT REQUEST   DS04
MMPA AFTER
DS INDEBT OTHER* ENTRY-OPEN-DT 001103 01 11 1  CNTRL-CODE 0  ACTN 04  START
   0011 DEDTN-MM 417.00  DEDTN-CM 834.00  DEDTN-NM 834.00  SPEC-INDEBT
   29,190.00 BAL-DUE-CM 15,846.00  RSN-SUSPN 0  DA-PROCSD 209  CAL-YR 99  AMT-
   FRGVN 0.00 INDEBT-TYPE B    APPROP-IND 1  APPROP-CODE SUBSIDIARY-DATA
   CO D395729 APC SDN INPUT-ADSN 3884
DS-INDEBT OTHER* ENTRY-OPEN-DT 990728 02 08 1  ENTRY-CLSD-DT 001103 01 11 1
   CNTRL-CODE 2  ACTN 04  START 9908  STOP 0010  DEDTN-MM 0.00  DEDTN-CM 0.00
   DEDTN-NM 0.00  DEDTN-AMT 834.00  SPEC-INDEBT 29,190.00  BAL-DUE-CM
   16,680.00 RSN-SUSPN 0 DA-PROCSD 308  CAL-YR 99  AMT-FRGVN 0.00 INDEBT-TYPE
   B  APPROP-IND 1  APPROP-CODE  SUBSIDIARY-DATA    CO D395711   APC
   SDN    INPUT-ADSN 3884
```

A DS05 transaction is used to correct erroneous data on an open DS entry.



DS05 TRANSACTION

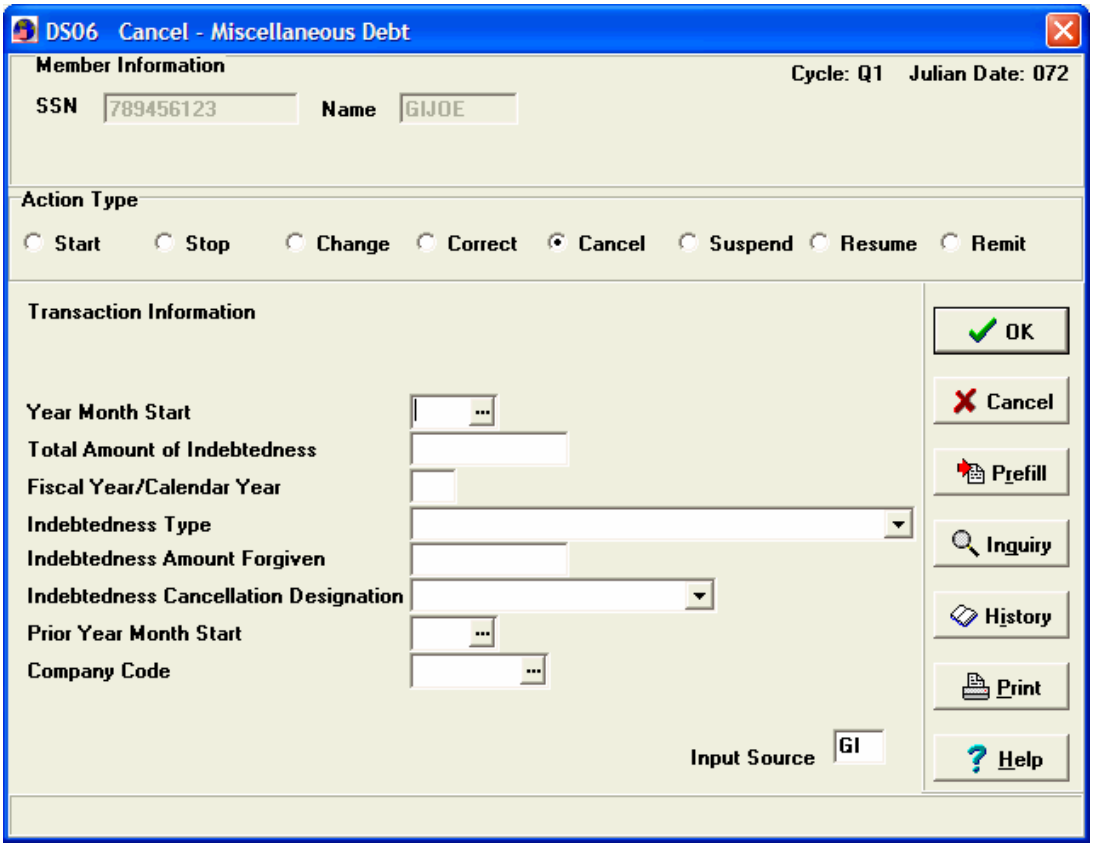
```
MMPA BEFORE
DS INDEBT OTHER*  ENTRY-OPEN-DT 990728 02 08 1  CNTRL-CODE 0  ACTN 01  START
    9908  DEDTN-MM 417.00  DEDTN-CM 834.00  DEDTN-NM 834.00  SPEC-INDEBT
    29,190.00  BAL-DUE-CM 15,846.00  RSN-SUSPN 0  DA-PROCSD 209  CAL-YR 99
    AMT-FRGVN 0.00  INDEBT-TYPE B  APPROP-IND 1  APPROP-CODE
    SUBSIDIARY-DATA  CO D395711    APC    SDN           INPUT-ADSN 3884

DS INDEBT OTHER* ENTRY-OPEN-DT 990728 02 08 1  CNTRL-CODE 0  ACTN 05
   START 0011  DEDTN-MM 325.00  DEDTN-CM 650.00  DEDTN-NM 650.00
   SPEC-INDEBT 19,190.00  BAL-DUE-CM 6,030.00  RSN-SUSPN 0  DA-PROCSD 308
   CAL-YR 99  AMT-FRGVN 0.00  INDEBT-TYPE B   APPROP-IND 1  APPROP-CODE
   SUBSIDIARY-DATA    CO D395711    APC    SDN        INPUT-ADSN 3884

DS-INDEBT OTHER* ENTRY-OPEN-DT 990728 02 08 1  ENTRY-CLSD-DT 001103 01 11 1
   CNTRL-CODE 2  ACTN 05  START 9908 STOP 0010  DEDTN-MM 0.00  DEDTN-CM 0.00
   DEDTN-NM 0.00  DEDTN-AMT 834.00  SPEC-INDEBT 29,190.00  BAL-DUE-CM
   16,680.00  RSN-SUSPN 0  DA-PROCSD 209  CAL-YR 99  AMT-FRGVN 0.00
   INDEBT-TYPE B  APPROP-IND 1  APPROP-CODE  SUBSIDIARY-DATA   CO D395711
   APC          SDN          INPUT-ADSN 3884
```

DS05 FIELD DESCRIPTIONS

YR-MO-START	YYMM correction is effective
APPROP-CODE-DEPT	Blank
AMT-SPEC-INDEBT-NEW	New specific Indebtedness amount if being Corrected otherwise leave blank.
AMT-SPEC-DEDTN-CR-MO-NEW	New deduction amount if correcting otherwise leave blank
FY-OR-CAL-YR	Leave blank if not correcting.
INDEBT-TYPE	Must match MMPA cannot be corrected.
AMT-SPEC-INDEBT-OLD	Must match open DS entry on MMPA
PRIOR-YR-MO-START	Must match YYMM of open DS entry on MMPA
APPROP-IND	Blank if not being corrected or 2 if being Corrected.

A DS06 transaction is used to delete an open DS entry. If the DS is closed or has gone through MER the DS06 will reject.

DS06 Cancel

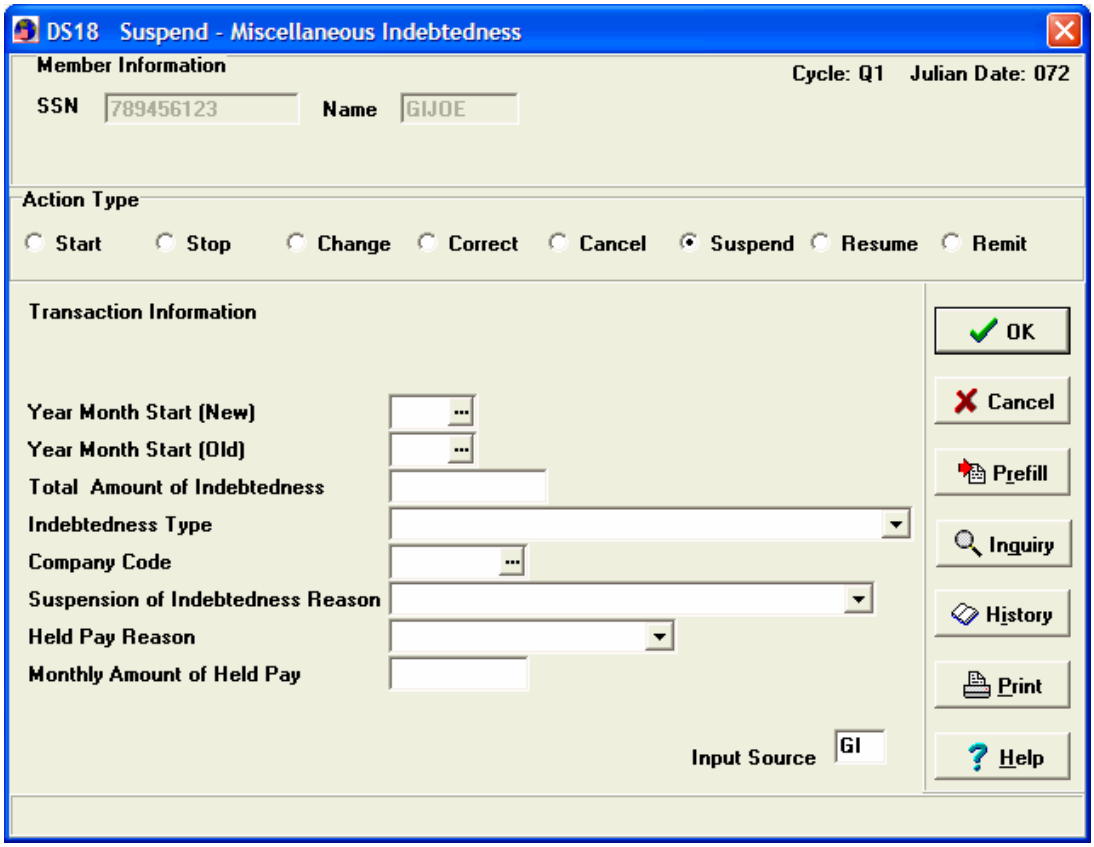


DS06 TRANSACTION

```
CANCEL - MISCELLANEOUS INDEBTEDNESS                    JODQ
      DS06
      SSAN  123456789
      NAME  Fierr
      YR-MO-START
      AMT-SPEC-INDEBT
      FY-OR-CAL-YR
      INDEBT-TYPE
      INDEBT-CANCLTN-DESN
      PRIOR-YR-MO-START
      CO-CODE
PF6 TO CANCEL TRANS                    INPUT SOURCE
X IN NEXT REQUEST TO EXIT              NEXT REQUEST   DS06
```

DS06 FIELD DESCRIPTIONS

YR-MO-START	YYMM of open DS from MMPA
AMT-SPEC-INDEBT	Amount specific indebtedness from open DS
FY-OR-CAL-YR	Cal YR from open DS entry
INDEBT-TYPE	Indebt type of open DS entry
INDEBT-CANCLTN-DESN	3 = cancelled 4 = member not responsible
PRIOR-YR-MO-START	YYMM of open DS from MMPA
CO-CODE	Company code of open DS. Leave blank if DS is for an appropriation.



DS18 TRANSACTION (REGULAR SUSPENSE)

```
DS INDEBT OTHER*  ENTRY-OPEN-DT 990728 02 08 1  CNTRL-CODE 0  ACTN 01  START
    9908  DEDTN-MM 417.00  DEDTN-CM 834.00  DEDTN-NM 834.00  SPEC-INDEBT
    29,190.00  BAL-DUE-CM 15,846.00  RSN-SUSPN 0  DA-PROCSD 209  CAL-YR 99
    AMT-FRGVN 0.00  INDEBT-TYPE B  APPROP-IND 1  APPROP-CODE
    SUBSIDIARY-DATA  CO D395711 APC   SDN    INPUT-ADSN 3884

SUSPEND MISCELLANEOUS INDEBTEDNESS                        JODR
      DS18
      SSAN  123456789
      NAME  FIERR
      YR-MO-START (NEW)          0011
      YR-MO-START (OLD)          9908
      AMT-SPEC-INDEBT            2919000
      INDEBT-TYPE                B
      CO-CODE                    D395711
      INDEBT-RSN-SUSPN           8
      PAY-HELD-RSN
      AMT-SPEC-HELD-MONTHLY      000000
               PF6 TO CANCEL TRANS                  INPUT SOURCE   XX
               X IN NEXT REQUEST TO EXIT            NEXT REQUEST   DS18

DS INDEBT OTHER* ENTRY-OPEN-DT 001106 01 11 1  CNTRL-CODE 1  ACTN 18  START 0011
   DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 834.00 SPEC-INDEBT 29,190.00
   BAL-DUE-CM 16,680.00  RSN-SUSPN 8  DA-PROCSD 209  CAL-YR 99  AMT-FRGVN 0.00
   INDEBT-TYPE B  APPROP-IND 1    APPROP-CODE
   SUBSIDIARY-DATA        CO D395711  APC        SDN      INPUT-ADSN 3884
```

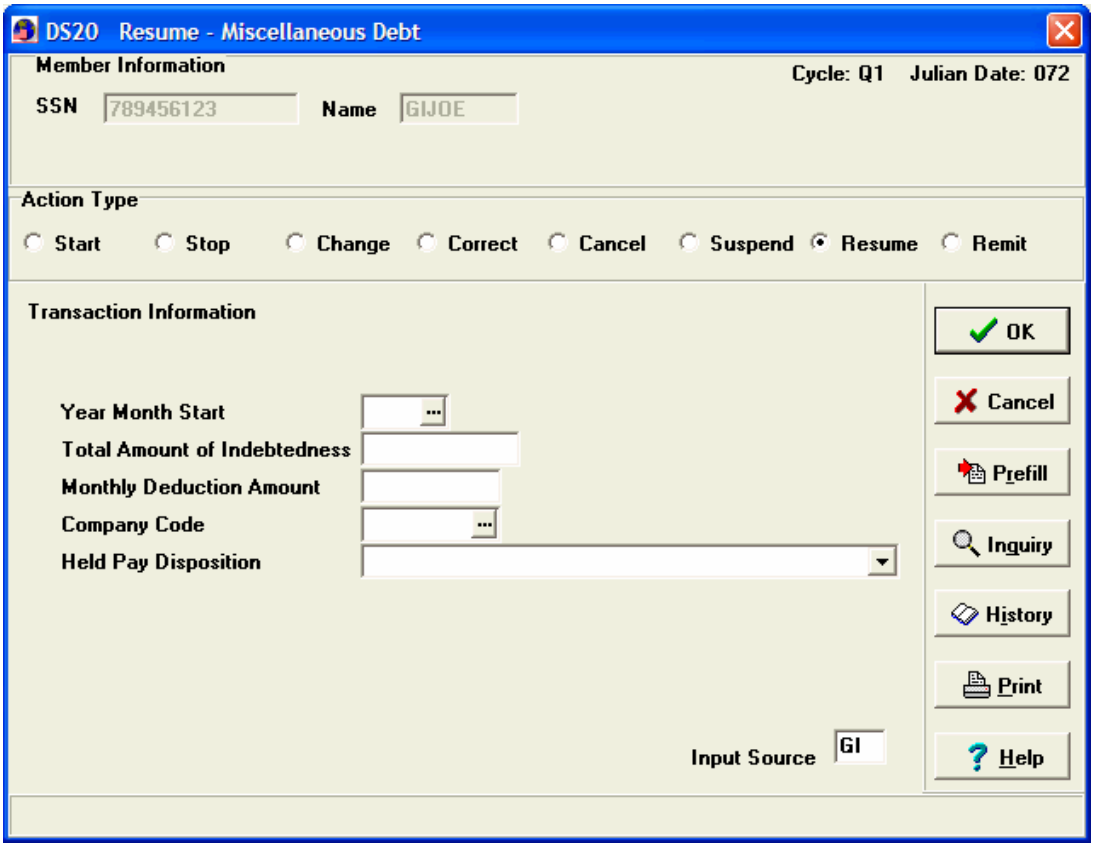
DS18 FIELD DESCRIPTIONS

YR-MO-START (NEW)	YYMM that suspension is effective.
YR-MO-START (OLD)	YYMM of open DS entry.
AMT-SPEC-INDEBT	Amount specific indebtedness from open DS
INDEBT-TYPE	Indebtedness type from open DS
CO-CODE	Company code of open DS. Leave blank if DS is for an appropriation.
INDEBT-RSN-SUSPN	1 = Waiver 2 = Remission application 3 = Rebuttal 5 = members TDY 8 = general
PAY-HELD-RSN	Leave Blank for no held pay or B for Commanders Request
AMT-SPEC-HELD-MONTHLY	Leave blank if pay held reason is blank or enter

DS18 TRANSACION TO ESTABLISH HELD PAY

```
MMPA BEFORE
DS INDEBT OTHER*  ENTRY-OPEN-DT 990728 02 08 1  CNTRL-CODE 0  ACTN 01  START
    9908  DEDTN-MM 417.00  DEDTN-CM 834.00  DEDTN-NM 834.00  SPEC-INDEBT
    29,190.00  BAL-DUE-CM 15,846.00  RSN-SUSPN 0  DA-PROCSD 209  CAL-YR 99
    AMT-FRGVN 0.00  INDEBT-TYPE B  APPROP-IND 1  APPROP-CODE
    SUBSIDIARY-DATA                                          CO D395711
    APC         SDN                  INPUT-ADSN 3884

SUSPEND MISCELLANEOUS INDEBTEDNESS                      JODR

      DS18
      SSAN  123456789
      NAME  FIERR

      YR-MO-START (NEW)           0011
      YR-MO-START (OLD)           9908
      AMT-SPEC-INDEBT             2919000
      INDEBT-TYPE                 B
      CO-CODE                     D395711
      INDEBT-RSN-SUSPN            8
      PAY-HELD-RSN                B
      AMT-SPEC-HELD-MONTHLY       166800



               PF6 TO CANCEL TRANS              *2*  INPUT SOURCE   XX
               X IN NEXT REQUEST TO EXIT             NEXT REQUEST   DS18

DS INDEBT OTHER ENTRY-OPEN-DT 001106 01 11 1 CNTRL-CODE 1 ACTN 18  START 0011
   DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 834.00  SPEC-INDEBT 29,190.00
   BAL-DUE-CM 16,680.00  RSN-SUSPN 8  DA-PROCSD 209  CAL-YR 99  AMT-FRGVN
   0.00  INDEBT-TYPE B        APPROP-IND 1      APPROP-CODE
   SUBSIDIARY-DATA                                          CO D395711
   APC         SDN                      INPUT-ADSN 3884

DS-INDEBT OTHER ENTRY-OPEN-DT 990728 02 08 1  ENTRY-CLSD-DT 001106 01 11 1
   CNTRL-CODE 2  ACTN 02  START 9908  STOP 0010  DEDTN-MM 0.00  DEDTN-CM 0.00
   DEDTN-NM 0.00  DEDTN-AMT 834.00  SPEC-INDEBT 29,190.00  BAL-DUE-CM
   16,680.00  RSN-SUSPN 0  DA-PROCSD 209  CAL-YR 99  AMT-FRGVN 0.00
   INDEBT-TYPE B     APPROP-IND 1               APPROP-CODE
   SUBSIDIARY-DATA                                          CO D395711
   APC         SDN                  INPUT-ADSN 3884

HB PAY HELD COMDR REQST* ENTRY-OPEN-DT 001106 01 11 1  CNTRL-CODE 0  ACTN 01
   START 001106  SPEC-AMT-MM 834.00  SPEC-AMT  1,668.00  SPEC-AMT-NM 1,668.00

HT COMDR REQST BAL* ENTRY-OPEN-DT 001106 01 11 1  CNTRL-CODE 0  CUM-AMT
   1,668.00  RELS-INDCTR 0
```

DS20 RESUME – MISCELLANEOUS DEBT



DS20 TRANSACTION

MMPA BEFORE RESUME

```
DS INDEBT OTHER* ENTRY-OPEN-DT 970502 01 05 1  CNTRL-CODE 1  ACTN 18  START
   9705  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 100.00    SPEC-INDEBT 1,200.00
   BAL-DUE-CM 500.00  RSN-SUSPN 2  DA-PROCSD 001 CAL-YR 96  AMT-FRGVN 0.00
   INDEBT-TYPE W  APPROP-IND 1    APPROP-CODE                SUBSIDIARY-DATA
   CO D395679  APC         SDN                     INPUT-ADSN
```

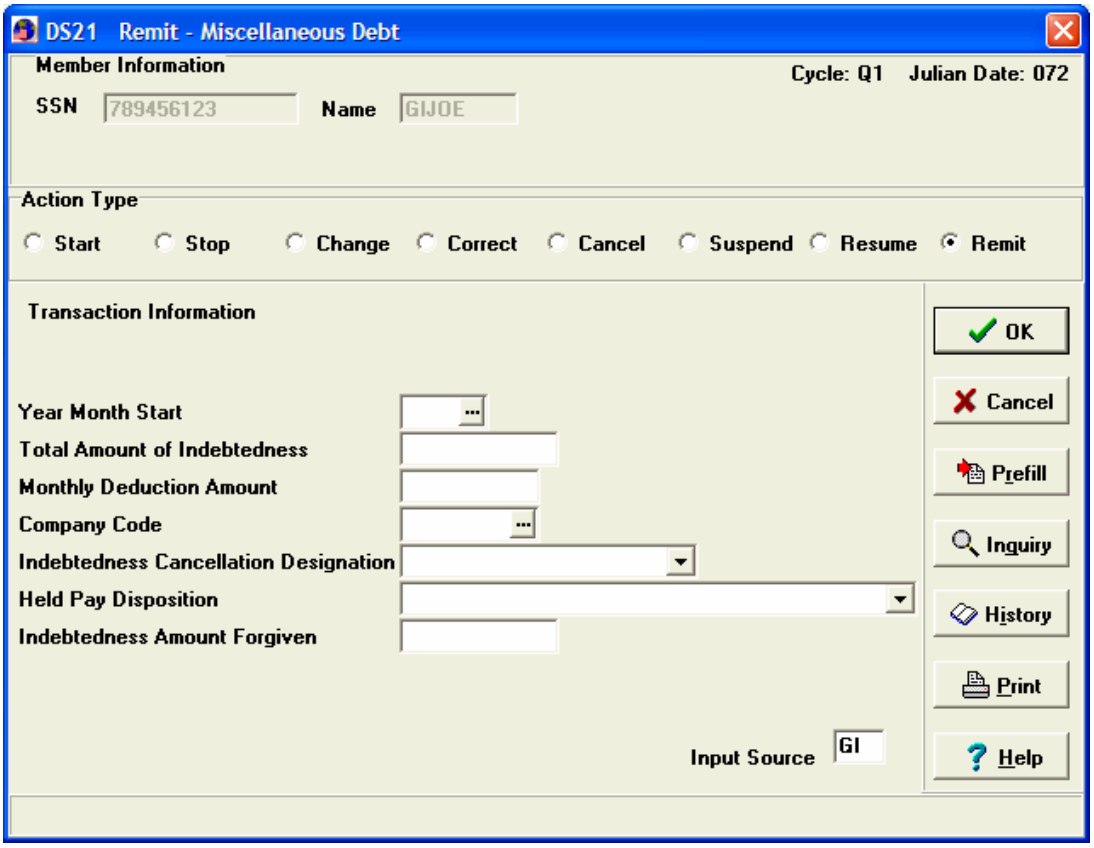
MMPA AFTER RESUME

```
DS INDEBT OTHER* ENTRY-OPEN-DT 970502 01 05 1  CNTRL-CODE 0  ACTN 20  START
   9705  DEDTN-MM 50.00  DEDTN-CM 100.00  DEDTN-NM 100.00  SPEC-INDEBT 1,200.00
   BAL-DUE-CM 400.00  RSN-SUSPN 0  DA-PROC SD 122  CAL-YR 96  AMT-FRGVN 0.00
   INDEBT-TYPE W    APPROP-IND 1  APPROP-CODE                SUBSIDIARY-DATA
   CO D395679  APC    SDN                  INPUT-ADSN
DS-INDEBT OTHER* ENTRY-OPEN-DT 961007 96 10 1  ENTRY-CLSD-DT 970502 01 05 1
   CNTRL-CODE 2  ACTN 02  START 9611  STOP 9704     DEDTN-MM 0.00  DEDTN-CM
   0.00  DEDTN-NM 0.00  DEDTN-AMT 100.00  SPEC-I NDEBT 1,200.00  BAL-DUE-CM
   500.00  RSN-SUSPN    DA-PROCSD 001  CAL-YR 96  AMT-FRGVN 0.00  INDEBT-TYPE
   W  APPROP-IND 1  APPROP-CODE                SUBSIDIARY-DATA  CO D395679
   APC   SDN                  INPUT-ADSN
```

DS20 FIELD DESCRIPTIONS

YR-MO-START	YYMM collection resumes
AMT-SPEC-INDEBT	Total amount of DS
AMT-SPEC-DEDTN-CRNT-MO	Amount of monthly deduction
CO-CODE	Company code from open DS
PAY-HELD-DISPSTN	Blank or 0 if no held pay. (HB) 1 = release to member 5 = apply to indebtedness 6 = repay indebtedness and release balance to mbr

The DS21 transaction is only used when member has held pay (HB/HT) that was established by a DS18.



DS21 TRANSACTION

```
DS INDEBT OTHER* ENTRY-OPEN-DT 001106 01 11 1  CNTRL-CODE 1  ACTN 18  START 0011
   DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 834.00  SPEC-INDEBT 29,190.00
   BAL-DUE-CM 16,680.00  RSN-SUSPN 8  DA-PROCSD 209  CAL-YR 99  AMT-FRGVN 0.00
   INDEBT-TYPE B  APPROP-IND 1   APPROP-CODE
   SUBSIDIARY-DATA                                          CO D395711  APC
   SDN                      INPUT-ADSN 3884

HB PAY HELD COMDR REQST* ENTRY-OPEN-DT 001106 01 11 1  CNTRL-CODE 0  ACTN 01
   START 001106  SPEC-AMT-MM 834.00  SPEC-AMT 1,668.00  SPEC-AMT-NM 1,668.00

HT COMDR REQST BAL* ENTRY-OPEN-DT 001106 01 11 1  CNTRL-CODE 0  CUM-AMT 1,668.00
   RELS-INDCTR 0

REMIT MISCELLANEOUS INDEBTEDNESS                        JODT

      DS21
      SSAN  123456789
      NAME  fierr

      YR-MO-START                 0011
      AMT-SPEC-INDEBT             2919000
      AMT-SPEC-DEDTN-CRNT-MO      083400
      CO-CODE                     d395711
      INDEBT-CANCLTN-DESN         4
      PAY-HELD-DISPSTN            1
      INDEBT-AMT-FRGVN            2919000


               PF6 TO CANCEL TRANS                    INPUT SOURCE
               X IN NEXT REQUEST TO EXIT              NEXT REQUEST   DS21

DS INDEBT OTHER* ENTRY-OPEN-DT 001106 01 11 1  ENTRY-CLSD-DT 001106 01 11 1
   CNTRL-CODE 2  ACTN 02  START 0011  STOP 0011  DEDTN-MM 0.00  DEDTN-CM 0.00
   DEDTN-NM 0.00  DEDTN-AMT 0.00  SPEC-INDEBT 29,190.00  BAL-DUE-CM 0.00
   RSN-SUSPN 8  DA-PROCSD 311 CAL-YR 99  AMT-FRGVN 16,680.00  INDEBT-TYPE B
   APPROP-IND 1  APPROP-CODE
   SUBSIDIARY-DATA                                          CO D395711  APC
   SDN                  INPUT-ADSN 3884

DS-INDEBT OTHER* ENTRY-OPEN-DT 990728 02 08 1  ENTRY-CLSD-DT 001106 01 11 1
   CNTRL-CODE 2  ACTN 02  START 9908  STOP 0010 DEDTN-MM 0.00  DEDTN-CM 0.00
   DEDTN-NM 0.00  DEDTN-AMT 834.00  SPEC-INDEBT 29,190.00  BAL-DUE-CM
   16,680.00  RSN-SUSPN 0 DA-PROCSD 209  CAL-YR 99  AMT-FRGVN 0.00  INDEBT-
   TYPE B  APPROP-IND 1  APPROP-CODE
   SUBSIDIARY-DATA                                          CO D395711  APC
   SDN                  INPUT-ADSN 3884
```

DS21 FIELD DESCRIPTIONS

YR-MO-START	YYMM of posted DS
AMT-SPEC-INDEBT	Amount specific indebt of DS entry
AMT-SPEC-DEDTN-CRNT-MO	Amount deduction current month of DS entry
CO-CODE COMPANY CODE	Company code on posted DS
INDEBT-CANCLTN-DESN	3 = cancelled 4 = member not responsible
PAY-HELD-DISPSTN	Blank or 0 if no held pay. (HB) 1 = release to member 5 = apply to indebtedness 6 = repay indebtedness and release balance to mbr
INDEBT-AMT-FRGVN	Amount of indebtedness forgiven

IV. ADVANCE PAYMENTS (DV)

A. BACKGROUND

When a member is advanced pay it is posted to the MMPA by using a PA03 transaction. The PA03 will post a PA FID for the payment and a DV FID for the repayment schedule. The DV repayment schedule can range from 1 to 24 months. The DV will begin collecting the processing month following the date of the voucher payment. If the date of the voucher is the current processing month, the computer will suspend the DV entry with an action indicator Q8. A DQ future-type L is created to open the DV entry the first update of the next calendar month.

The repayment schedule can be changed at anytime to reflect a longer or shorter schedule. However, the repayment schedule may not be more than 24 months from the start date of the original DV entry unless the advance is an advance payment of overseas housing allowance. To change the repayment schedule a DT04 transaction is used to change the monthly deduction amount.

B. EFFECTS ON THE MMPA

The PA03 transaction will post the computer generated DV. If the DT04 is input to change the repayment plan, the DT04 will close the current DV and open a new DV with the new monetary deduction amount. The PA03 will also generate an 85 entitlement entry. The three entries linked together, PA, DV and 85, incorporate the pay advance action.

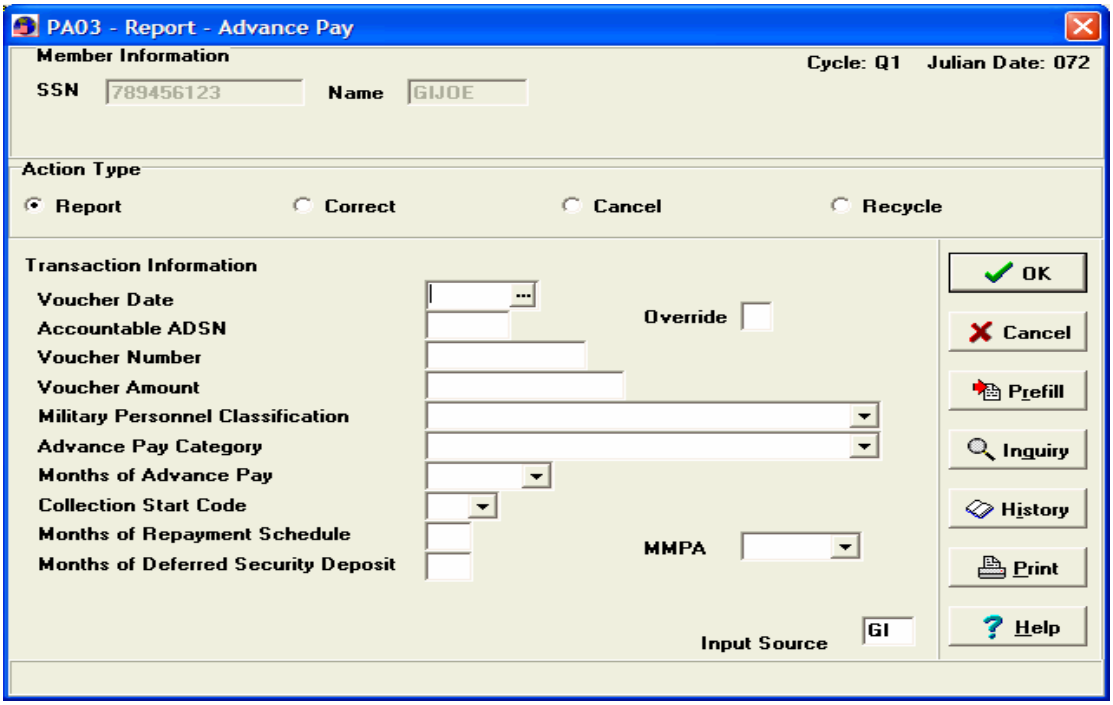
DV/PA/85 MMPA ENTRY

```
DV INDEBT REPAY ADV*  ENTRY-OPEN-DT 980618 17 06 2  CNTRL-CODE 0  ACTN 01
   START 980701  DEDTN-MM 22.00  DEDTN-CM 44.00  DEDTN-NM 44.00  ADV A
   SPEC-INDEBT 1,056.00  BAL-DUE-CM 616.00  2-RPAY-INDCTR 1  RSN-SUSPN 0
   VOU-NR AA000102  CLCTN-AMT 0.00  MAX-REPAY 0006
PA-ADV PAY*  ENTRY-OPEN-DT 980618 17 06 2  ENTRY-CLSD-DT 980618 17 06 2
   CNTRL-CODE 2  DATE-VOU 980619  AMT 1,056.00  VOU-NR AA000102  GOVT-AGENCY A
   ADSN 3800
85-ENTLMT ADV*  ENTRY-OPEN-DT 980618 17 06 2  ENTRY-CLSD-DT 980618 17 06 2
   CNTRL-CODE 2  START 980619  ENTLMT 1,056.00
```

C. PROCESSING TRANSACTIONS

Many of the advance pays are posted and paid through the 24 hour EFT system (JPBB/JPBX). Both DFAS-IN and most field activities have access to this system. The verb JPBX is used by DFAS-IN while JPBB is used by the field activities. When payment is made through JMPX/JMPB system it will automatically generate a PA03 transaction. If the field pays member with a paper check they must submit the PA03 transaction. Field activities and DFAS-IN Code FF can only submit a PA03 transaction.

A report of advance pay will automatically post the pay advance and repayment schedule. If the member requests a change of payment or payment schedule adjustment then a DT04 transaction would be input to close the original DV indebtedness entry and open a new DV indebtedness entry for the revised amount or repayment time-frame.



PA03 - REPORT ADVANCE PAY

```
                                REPORT ADVANCE PAY
 PA03
 SSAN  123456789
 NAME  GIJOE
 DATE-VOU     970401                  GOV-AGENCY     A
 ACCT-ADSN    3800                    OVER-RIDE
 VOU-NR       P1345578                AMT-PD         0050000
 CLEAR-ACCT   530                     ADV-PAY-CTGYS  B
 MOS-NR-ADV                           MMPA
 MOS-NR-REPAY                         PAYROLL-NR

       PF6 TO CANCEL TRANS                   INPUT SOURCE   XX
       X IN NEXT REQUEST TO EXIT             NEXT REQUEST   PA03
```

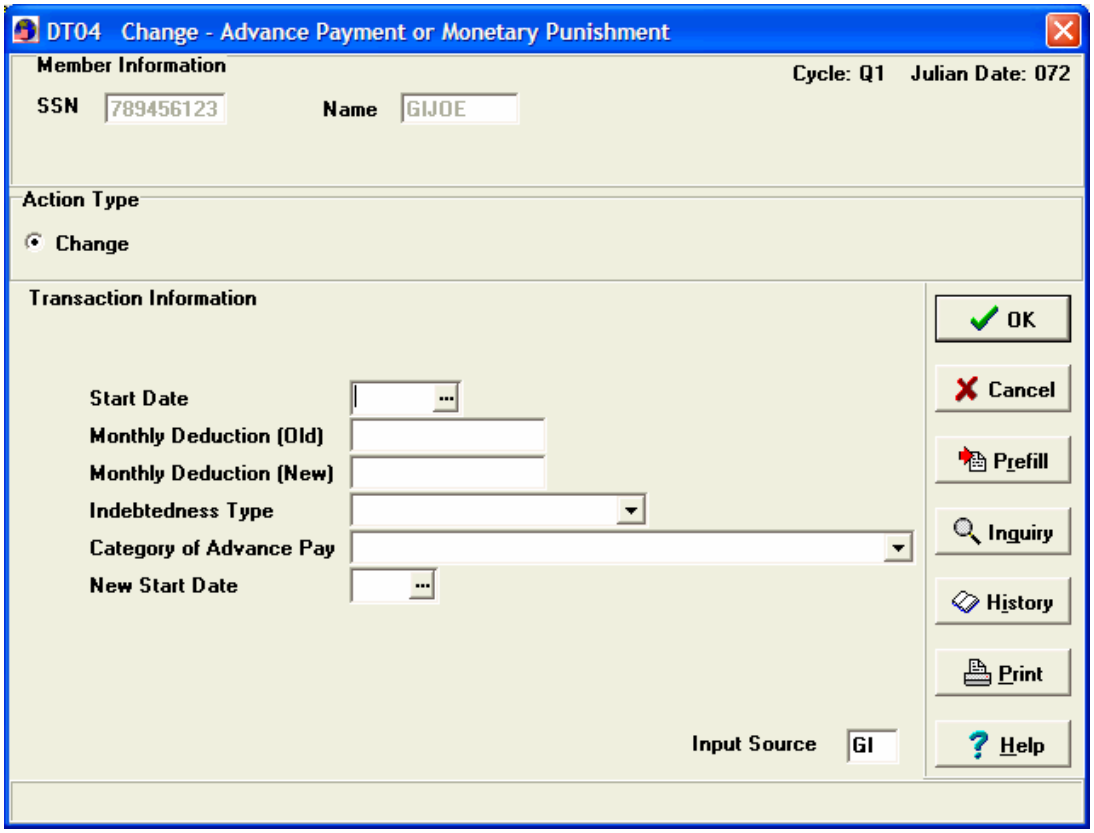
MMPA AFTER REPORT

```
DV INDEBT REPAY ADV* ENTRY-OPEN-DT 970516 02 05 2  CNTRL-CODE 0  ACTN
   01 START 970501  DEDTN-MM 0.00  DEDTN-CM 100.00   DEDTN-NM 100.00
   ADV A  SPEC-INDEBT 500.00  BAL-DUE-CM 400.00  2-RPAY-INDCTR 1  RSN-
   SUSPN 0
PA-ADV PAY* ENTRY-OPEN-DT 970516 02 05 2  ENTRY-CLSD-DT 970516 02 05 2
   CNTRL-CODE 2  DATE-VOU 970401  AMT 500.00  VOU-NR  P1345578  GOVT-
   AGENCY A  ADSN 3800
```

INPUT FOR PA03—REPORT PAY ADVANCE

```
DATE-VOU          YYMMDD OF EFFECTIVE DATE OF PAYMENT VOUCHER
GOV-AGENCY        A
ACCT-ADSN         4 DIGIT CODE FOR FINANCE OFFICE
VOU-NR            PAYMENT VOUCHER NUMBER
AMT-PD            AMOUNT PAID TO MEMBER
CLEAR-ACCT-ID     510 = OFFICER 530 = ENLISTED
ADV-PAY-CTGS      ACCESS THROUGH VERB JWMM
MOS-NR-ADV        NUMBER OF MONTHS ADVANCE WAS PAID. 1,2,OR 3
                  WHEN AD-PAY-CTGYS IS F; LEAVE BLANK FOR OTHER CATEGORIES
NOS-RE-REPAY      NUMBER OF MONTHS REPAY (01-24)
PAYROLL-NR        NOT USED BY US
DATE-VOU-NEW      SAME AS ABOVE OR NEW DATE (FOR PA05)
VOUR-NR-NEW       SAME AS ABOVE OR NEW VOUCHER NUMBER(FOR PA05)
```

DT04 CHANGE



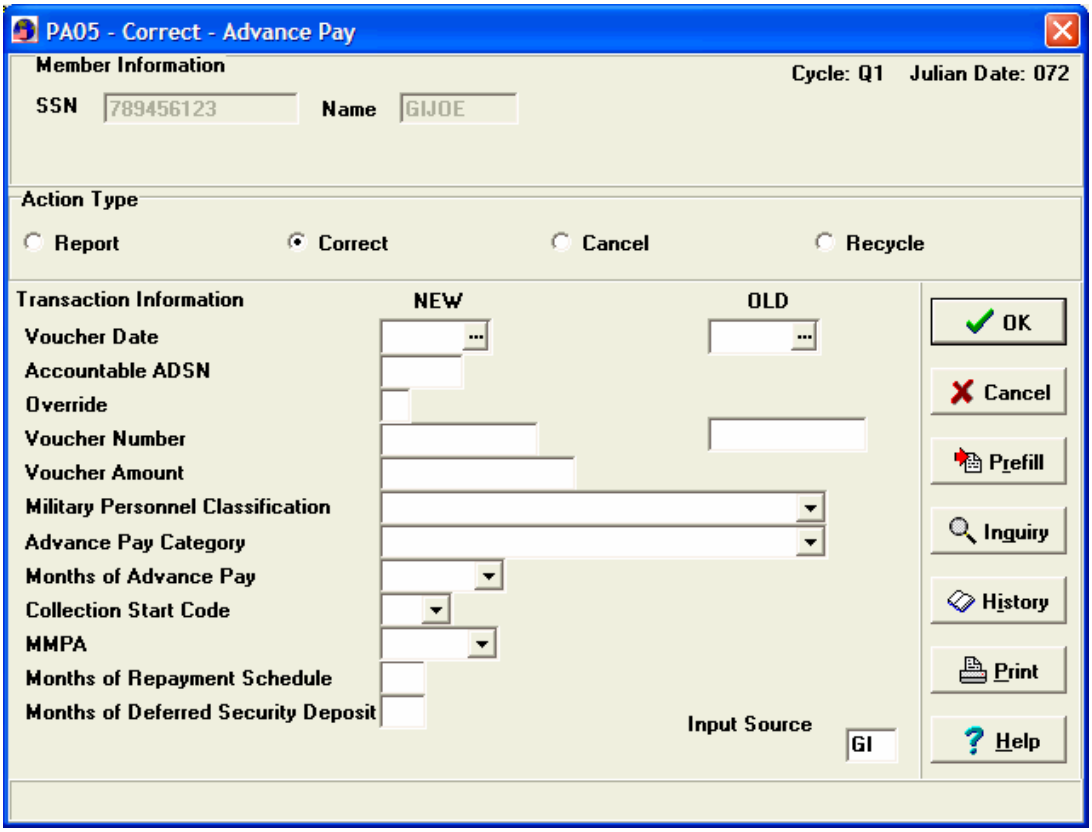
DT04-CHANGE REPAYMENT OF ADVANCE PAY

MMPA BEFORE DT04

```
DV INDEBT REPAY ADV*  ENTRY-OPEN-DT 990916 14 09 2  CNTRL-CODE 0  ACTN 01
    START 991001  DEDTN-MM 62.50  DEDTN-CM 125.00  DEDTN-NM 125.00  ADV A
    SPEC-INDEBT 1,500.00  BAL-DUE-CM 1,250.00  2-RPAY-INDCTR 1  RSN-SUSPN 0
    VOU-NR P0000206  CLCTN-AMT 0.00  MAX-REPAY 0109
PA-ADV PAY* ENTRY-OPEN-DT 990916 14 09 2  ENTRY-CLSD-DT 990916 14 09 2
   CNTRL-CODE 2 DATE-VOU 990915 AMT 1,500.00  VOU-NR P0000206 GOVT-AGENCY A
   ADSN 8707
```

MMPA AFTER CHANGE

```
DV INDEBT REPAY ADV* ENTRY-OPEN-DT 991025 01 11 1  CNTRL-CODE 0  ACTN 05
   START 991101  DEDTN-MM 125.00  DEDTN-CM 250.00  DEDTN-NM 250.00  ADV A
   SPEC-INDEBT 1,500.00  BAL-DUE-CM 1,125.00  2-RPAY-INDCTR 1  RSN-SUSPN 0
   VOU-NR P0000206  CLCTN-AMT 0.00   MAX-REPAY 0109
DV-INDEBT REPAY ADV* ENTRY-OPEN-DT 990916 14 09 2  ENTRY-CLSD-DT 991025 01
   11 1  CNTRL-CODE 2  ACTN 02  START 991001  STOP 991031  DEDTN-MM 0.00
   DEDTN-CM 0.00  DEDTN-NM 0.00  DEDTN-AMT 125.00  ADV A  SPEC-INDEBT 1,500.00
   BAL-DUE-CM 1,375.00 2-RPAY-INDCTR 1  RSN-SUSPN 0  VOU-NR P0000206
   CLCTN-AMT 0.00  MAX-REPAY 0109
PA-ADV PAY* ENTRY-OPEN-DT 990916 14 09 2  ENTRY-CLSD-DT 990916 14 09 2
   CNTRL-CODE 2  DATE-VOU 990915  AMT 1,500.00  VOU-NR P0000206  GOVT-AGENCY A
   ADSN 8707
```

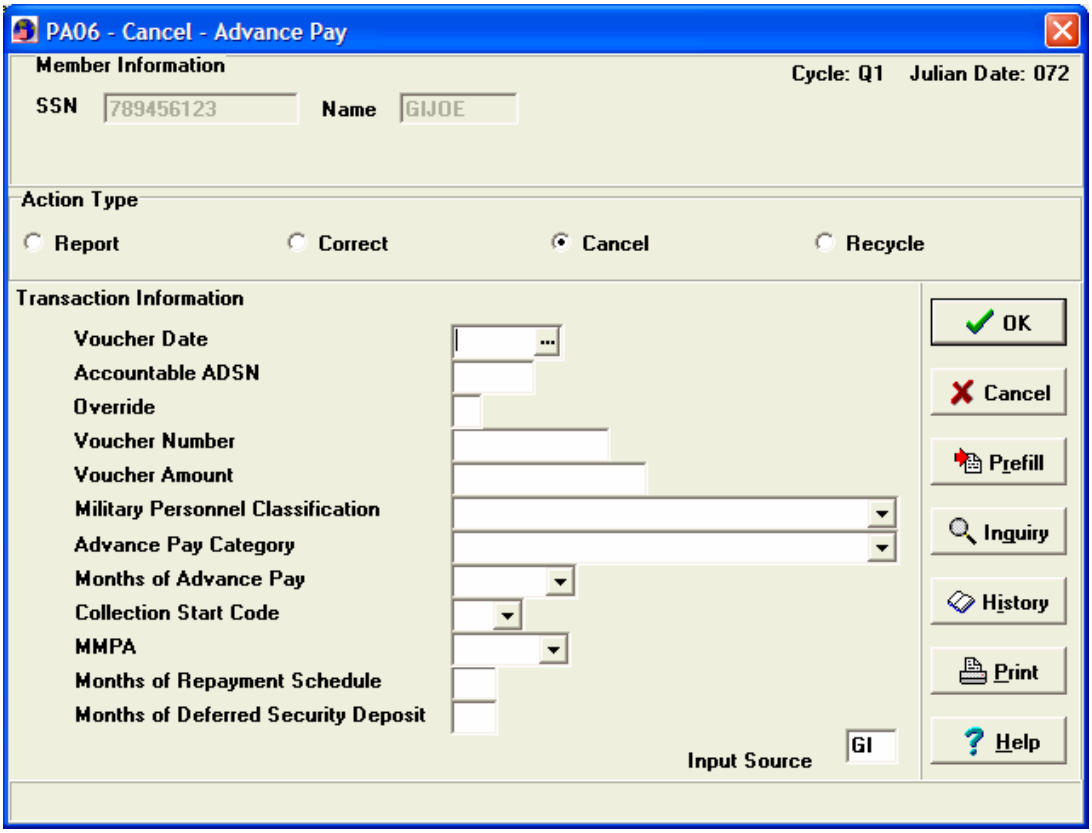


PA05 - CORRECT ADVANCE PAY

```
DV INDEBT REPAY ADV* ENTRY-OPEN-DT 970517 21 05 2  CNTRL-CODE 0  ACTN 01 START
   970601  DEDTN-MM 25.00  DEDTN-CM 50.00   DEDTN-NM 50.00  ADV A  SPEC-INDEBT
   500.00  BAL-DUE-CM 450.00  2-RPAY-INDCTR 1  RSN-SUSPN 0

DV INDEBT REPAY ADV* ENTRY-OPEN-DT 970523 01 06 1  CNTRL-CODE 0  ACTN 05 START
   970601  DEDTN-MM 50.00  DEDTN-CM 100.00   DEDTN-NM 100.00  ADV A  SPEC-INDEBT
   500.00  BAL-DUE-CM 400.00  2-RPAY-INDCTR 1  RSN-SUSPN 0
```

NOTE: PA05 WILL NOT ALLOW YOU TO CORRECT THE MONEY AMOUNT

PA06 - CANCEL ADVANCE PAY



MMPA BEFORE CANCEL

```
DV INDEBT REPAY ADV* ENTRY-OPEN-DT 970516 02 05 2  CNTRL-CODE 0  ACTN 01
   START 970501  DEDTN-MM 0.00  DEDTN-CM 100.00   DEDTN-NM 100.00  ADV A
   SPEC-INDEBT 500.00  BAL-DUE-CM 400.00  2-RPAY -INDCTR 1  RSN-SUSPN 0
```

MMPA AFTER CANCEL

```
DV-INDEBT REPAY ADV* ENTRY-OPEN-DT 970516 02 05 2  ENTRY-CLSD-DT 970516
   02 05 2  CNTRL-CODE 5  ACTN 02  START 970501  STOP 970430  DEDTN-MM
   0.00  DEDTN-CM 500.00  DEDTN-NM 0.00  DEDTN-AMT 500. 00  ADV A  SPEC-
   INDEBT 500.00  BAL-DUE-CM 0.00    2-RPAY-INDCTR 1  RSN-SUSPN 0
```

V. CASUAL AND PARTIAL PAYMENTS (DW)

A. EFFECTS OF MMPA POSTING

The DW entry is a computer-generated entry to collect funds for a partial or casual payment. When a casual or partial payment is posted to the MMPA, the computer automatically collects the funds that are available in the P5 entry (Pay Authorization) to satisfy the casual or partial payment. If the P5 entry does not have sufficient funds to satisfy collection, the computer generates a DW entry for any balance due after the current month P5 entry is reduced to zero. The DW entry is suspended with an action indicator Q8. A DW suspense-type 2 is created to open the DW entry the first update on or after the first day of the next calendar month.

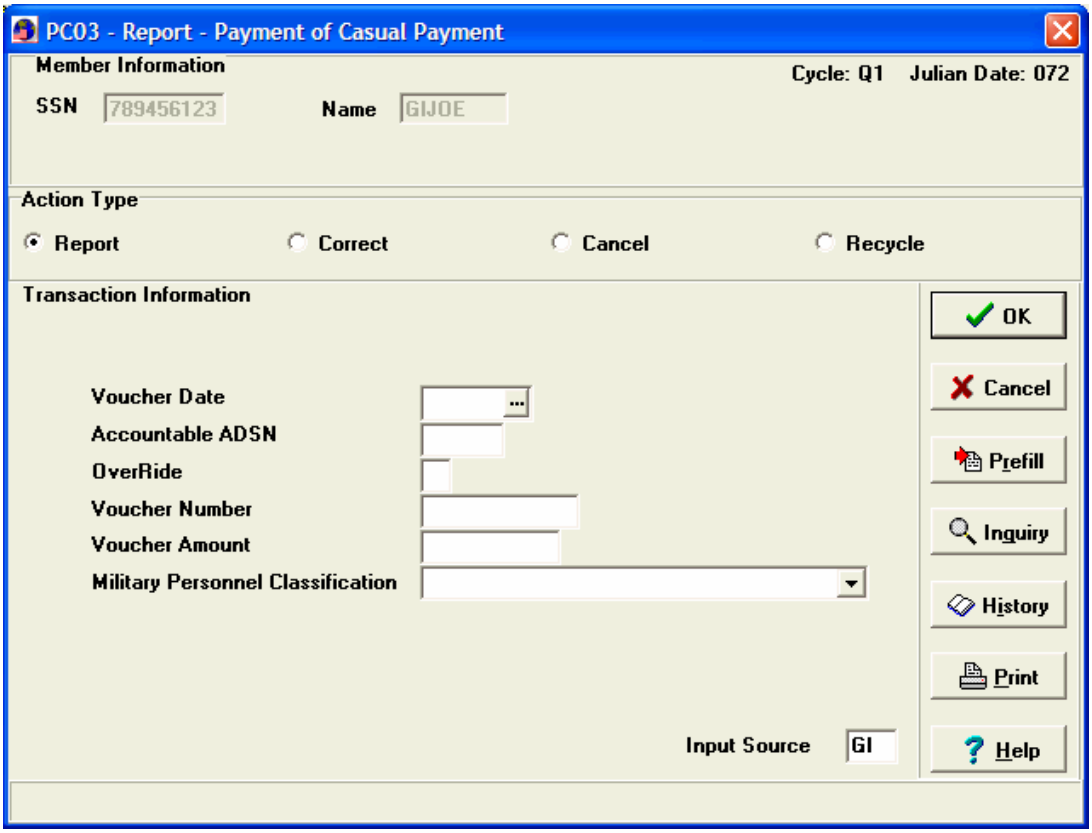
PC MMPA ENTRY/PK MMPA ENTRY

```
PC-CSL PAY*  ENTRY-OPEN-DT 960318 15 03 2  ENTRY-CLSD-DT 960318 15 03 2
   CNTRL-CODE 2  DATE-VOU 960318  AMT 504.00  VOU-NR P0000549  GOVT-AGENCY
   ADSN 6607
PK-PARTL PAY*  ENTRY-OPEN-DT 960314 96 03 2  ENTRY-CLSD-DT 960314 96 03 2
   CNTRL-CODE 2  DATE-VOU 960313  AMT 534.00  VOU-NR JR104   GOVT-AGENCY A
DW-INDEBT PAYMT CSL/PART*  ENTRY-OPEN-DT 960305 06 03 1  ENTRY-CLSD-DT
   960305 06 03 1  CNTRL-CODE 2  ACTN Q3  START 960305  STOP 960305  DEDTN-
   MM  0.00  DEDTN-CM 250.00  DEDTN-NM 0.00  DEDTN-AMT 250.00  SPEC-INDEBT
   250.00    BAL-DUE-CM 0.00  CAL-YR 96  PAYMT-TYPE G
P5 PAY AUTH CUR*  ENTRY-OPEN-DT 961101 06 11 1  PA-SEQ-NR 041  DA-PROCSD 325
```

B. SPECIAL CONDITIONS

PC’s and PK payments are considered regular payments not advance payments, Therefore, member will not receive an EFT paycheck until a DW is totally collected. The DW cannot be rescheduled.

C. PROCESSING TRANSACTIONS



PC03 Help Screen

PC03 Report- Payment of Casual Payment
Voucher Date:
YYMMDD; effective date of the payment voucher.
For Miscellaneous Payroll: The YYMMDD may be <, =, or > to current date.
For General Processing: The YYMMDD must be < or = to the current date.
Accountable ADSN:
ADSN of an accountable Disbursing Officer if different from input Disbursing Officer; otherwise blank. If the Input ADSN is 38XX, then this field must be for Central Site only.

PC03 Help Screen Continued

OVERRIDE
Use for Central Site Only. If the Input ADSN is Central Site, this field must contain numeric character (0-9) or space. If the Input Source is other than Central Site, the field will be grayed out and no data can be entered in this field.
Voucher Number:
Must be 8 alphanumerics.
Air Force/Army/Navy:

For Miscellaneous Payroll:
The first position must be P. The second position may be alpha or numeric. The remaining positions must be numeric and cannot be all zeroes.

For General Processing:
The first position must be P or T. The second position may be alpha or numeric. The remaining positions must be numeric > 0, and left zero filled. For Central site processing, when the first position = K, the input ADSN must = 38XX.
Amount Paid(Miscellaneous)/Voucher Amount (General):
Amount paid to member in dollars and cents, utilizing the decimal point if not full dollars.

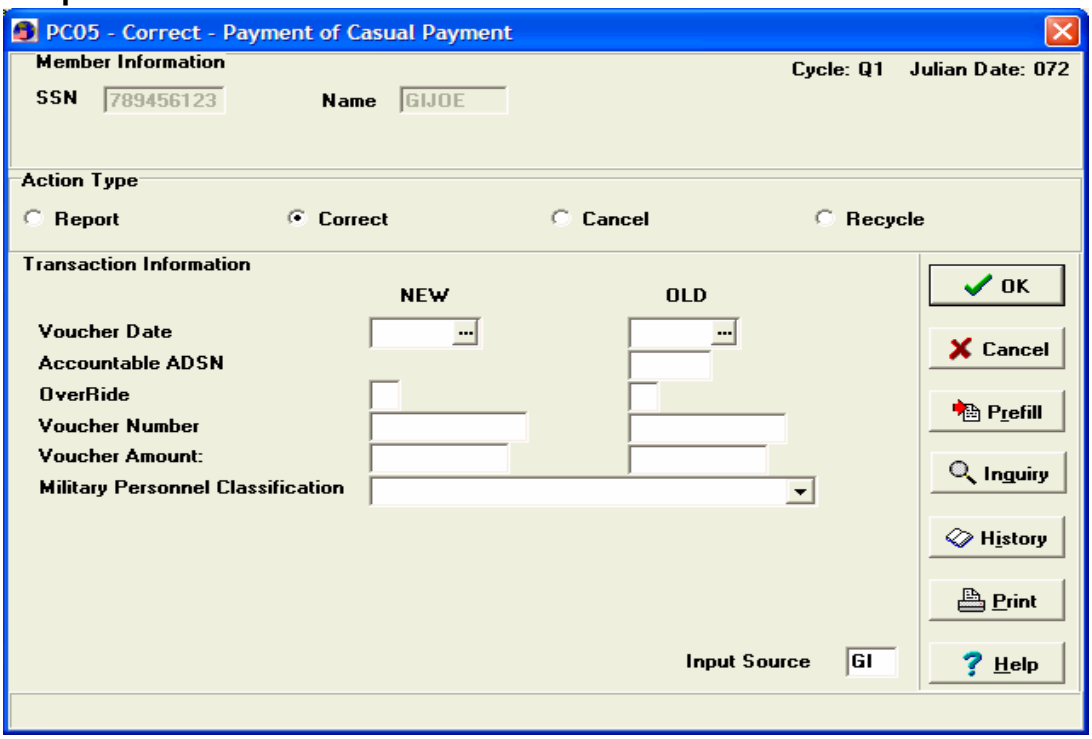
Military Personnel Classification: 510 = Officer, Warrant Officer, Academy, 530 = Enlisted

PC03 INPUT POSTING

MMPA AFTER REPORT

```
DW INDEBT PAYMT CSL/PART* ENTRY-OPEN-DT 970520 02 05 2  CNTRL-CODE 1
   ACTN Q8  START 970601  DEDTN-MM 0.00  DEDTN-CM 0.00  DEDTN-NM 1,940.86
   SPEC-INDEBT 1,940.86  BAL-DUE-CM 1,940.86  CAL-YR97  PAYMT-TYPE C
PC-CSL PAY* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02 05 2
   CNTRL-CODE 2  DATE-VOU 970601  AMT 3,000.00  VOU-NR    P1265457  GOVT-
   AGENCY A  ADSN 3800
DQ DEDTN-SUSPNS  2 EFF-DATE 970601
```

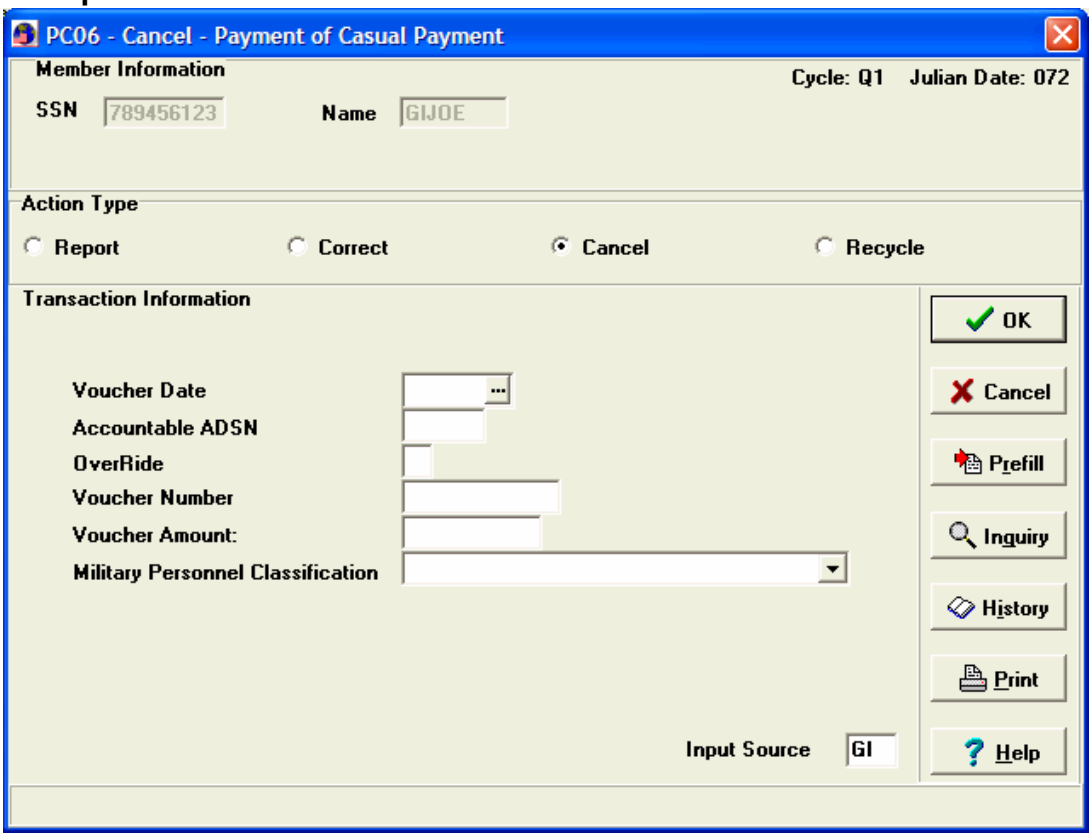
Sample PC05



PC05 - CORRECT CASUAL PAYMENT

```
            CORRECT - PAYMENT OF CASUAL PAYMENT                    JMPP
      PC05
      SSAN  123456789
      NAME  XERT
      DATE-VOU        970601                      GOV-AGENCY A
      ACCT-ADSN       3800                        OVER-RIDE
      VOUCHER-NR      1265457                     AMT-PAID 300000
      CLEAR-ACCT-ID   510                         PAYROLL-NR
      DATE-VOU-NEW   970601                       VOUCHER-NR-NEW
      AMT-PAID-NEW   350000
                   X IN NEXT REQUEST TO EXIT          NEXT REQUEST   PC05
MMPA AFTER CORRECT
 DW INDEBT PAYMT CSL/PART* ENTRY-OPEN-DT 970520 02 05 2  CNTRL-CODE 1  ACN Q8
    START 970601  DEDTN-MM 0.00  DEDTN-CM 0.00   DEDTN-NM 2,440.86  SPEC-INDEBT
    2,440.86  BAL-DUE-CM 2,440.86  CAL-YR 97  PAYMT-TYPE C
 DW-INDEBT PAYMT CSL/PART* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02
    05 2  CNTRL-CODE 2  ACTN 02  START 970501  STOP   970531  DEDTN-MM 0.00
    DEDTN-CM 1,940.86  DEDTN-NM 0.00  DEDTN-AMT 1, 940.86  SPEC-INDEBT 1,940.86
    BAL-DUE-CM 0.00  CAL-YR 97    PAYMT-TYPE C
 PC-CSL PAY* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02 05 2 CNTRL-
    CODE 5  DATE-VOU 970601  AMT -3,000.00  VOU-NR     P1265457  GOVT-AGENCY A
    ADSN 3800
 PC-CSL PAY* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02 05 2 CNTRL-
    CODE 2  DATE-VOU 970601  AMT 3,500.00  VOU-NR  P1265457  GOVT-AGENCY A
    ADSN 3800
 PC-CSL PAY* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02 05 2  CNTRL-
    CODE 2  DATE-VOU 970601  AMT 3,000.00  VOU-NR P1265457  GOVT-AGENCY A
    ADSN 3800
DQ DEDTN-SUSPNS  2 EFF-DATE 970601
```

Sample PC06



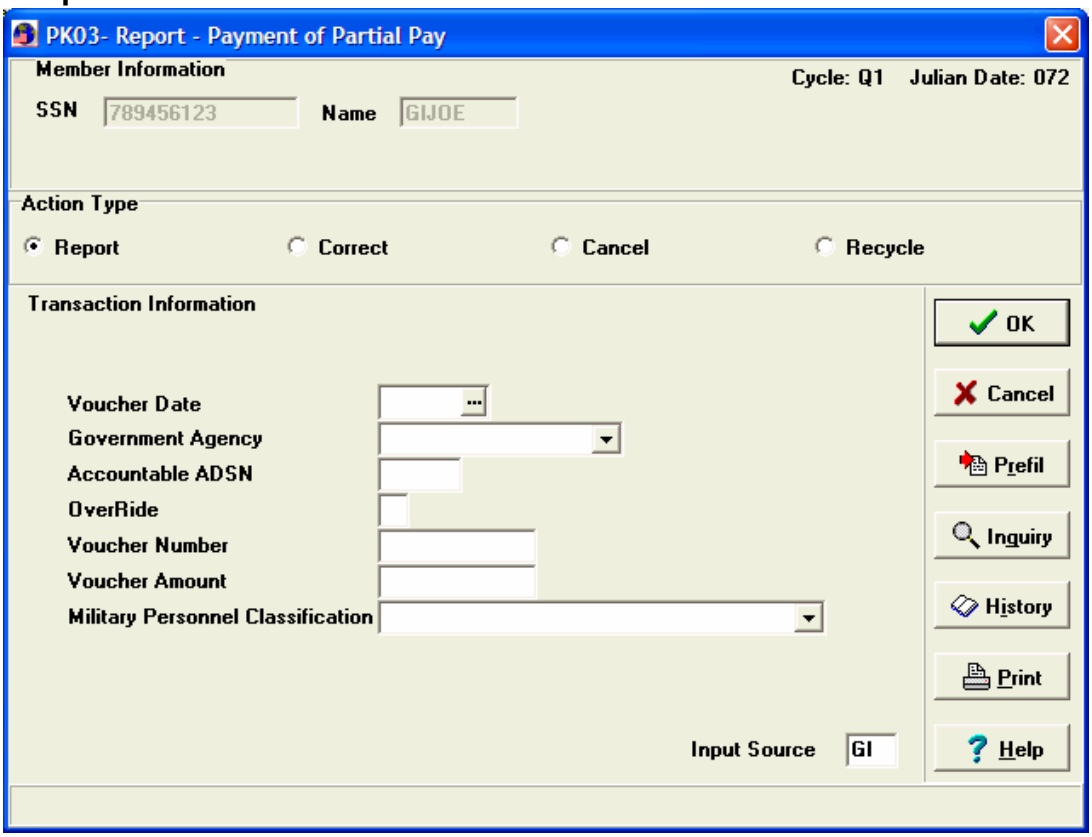
PC06 - CANCEL PAYMENT OF CASUAL PAYMENT

```
            CANCEL - PAYMENT OF CASUAL PAYMENT                    JMPQ
  PC06
  SSAN      123456789   MEMBER'S SOCIAL SECURITY NUMBER
  NAME      XERT        1ST 5 LETTERS OF MEMBER'S LAST NAME
  DATE-VOU        970601      YYMMDD DATE OF VOUCHER
  GOV-AGENCY      A           GOVERNMENT AGENCY ALL BRANCHES USE 'A'
  ACCT-ADSN       3800        ADSN OF PAYING LOCATION
  OVER-RIDE                   OVERRIDE CODE
  VOUCHER-NR      P265457     PAYMENT VOUCHER NUMBER; 1ST POSITION P
  AMT-PAID        300000      AMT PAID THIS VOUCHER
  CLEAR-ACCT-ID   510         ACCT ID  510=Officer; 530=Enlisted
  PAYROLL-NR                  BLANK/PAYROLL NUMBER
          PF6 TO CANCEL TRANS                   INPUT SOURCE   XX
          X IN NEXT REQUEST TO EXIT             NEXT REQUEST   PC06
```

MMPA AFTER CANCEL

```
 DW INDEBT PAYMT CSL/PART* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 9520 02 05 2
    CNTRL-CODE 2  ACTN 02  START 970501  STOP   970531  DEDTN-MM 0.00  DEDTN-CM
    1,940.86  DEDTN-NM 0.00  DEDTN-AMT 1, 940.86  SPEC-INDEBT 1,940.86  BAL-DUE-
    CM 0.00  CAL-YR 97   PAYMT-TYPE C
 PC-CSL PAY* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02 05 2 CNTRL-CODE
    2  DATE-VOU 970601  AMT -3,000.00  VOU-NR  P1265457  GOVT-AGENCY A  ADSN 3800
 PC-CSL PAY* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02 05 2 CNTRL-CODE
    2  DATE-VOU 970601  AMT 3,000.00  VOU-NR  P1265457  GOVT-AGENCY A  ADSN 3800
```

Sample PK03



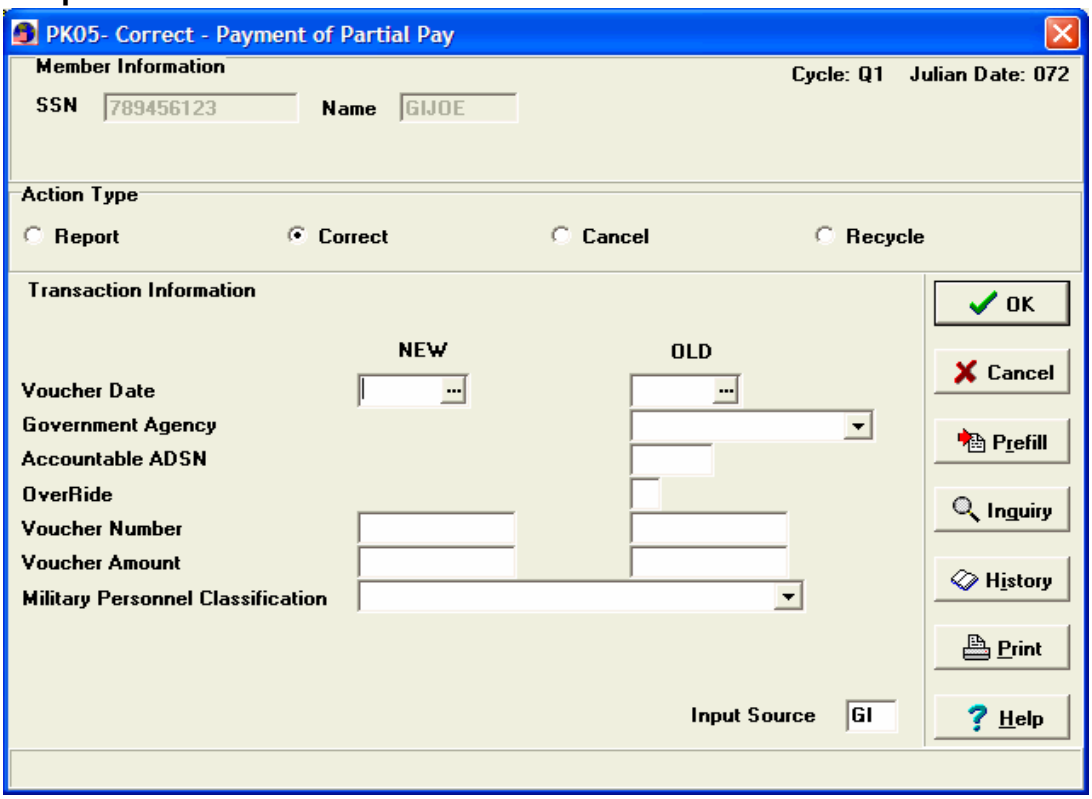
PK03- PAYMENT OF PARTIAL PAY

```
            REPORT - PAYMENT OF PARTIAL PAY                    JMTF
  PK03
  SSAN      123456789   MEMBER'S SOCIAL SECURITY NUMBER
  NAME      XERT        1ST 5 LETTERS OF MEMBER'S LAST NAME

  DATE-VOU        970601      YYMMDD DATE OF VOUCHER
  GOV-AGENCY      A           GOVERNMENT AGENCY ALL BRANCHES USE 'A'
  ACCT-ADSN       3800        ADSN OF PAYING LOCATION
  OVER-RIDE
  VOU-NR          P2648101    PAYMENT VOUCHER NUMBER; 1ST POSITION P
  AMT-PD          0050000     AMT PAID THIS VOUCHER
  CLEAR-ACCT-ID   510         ACCT ID  510=Officer; 530=Enlisted
              PF6 TO CANCEL TRANS                  INPUT SOURCE   XX
              X IN NEXT REQUEST TO EXIT            NEXT REQUEST   PK03
```

MMPA AFTER REPORT

```
 DW INDEBT PAYMT CSL/PART* ENTRY-OPEN-DT 970520 02 05 2  CNTRL-CODE 1  ACTN
    Q8  START 970601  DEDTN-MM 0.00  DEDTN-CM 0.00    DEDTN-NM 3,940.86
    SPEC-INDEBT 3,940.86  BAL-DUE-CM 3,940.86  CAL-YR97  PAYMT-TYPE K
 PK-PARTL PAY* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02 05 2
    CNTRL-CODE 2  DATE-VOU 970601  AMT 5,000.00  VOU-NR P2468101  GOVT-
    AGENCY A  ADSN 3800
DQ DEDTN-SUSPNS  2 EFF-DATE 970601
```

Sample PK05



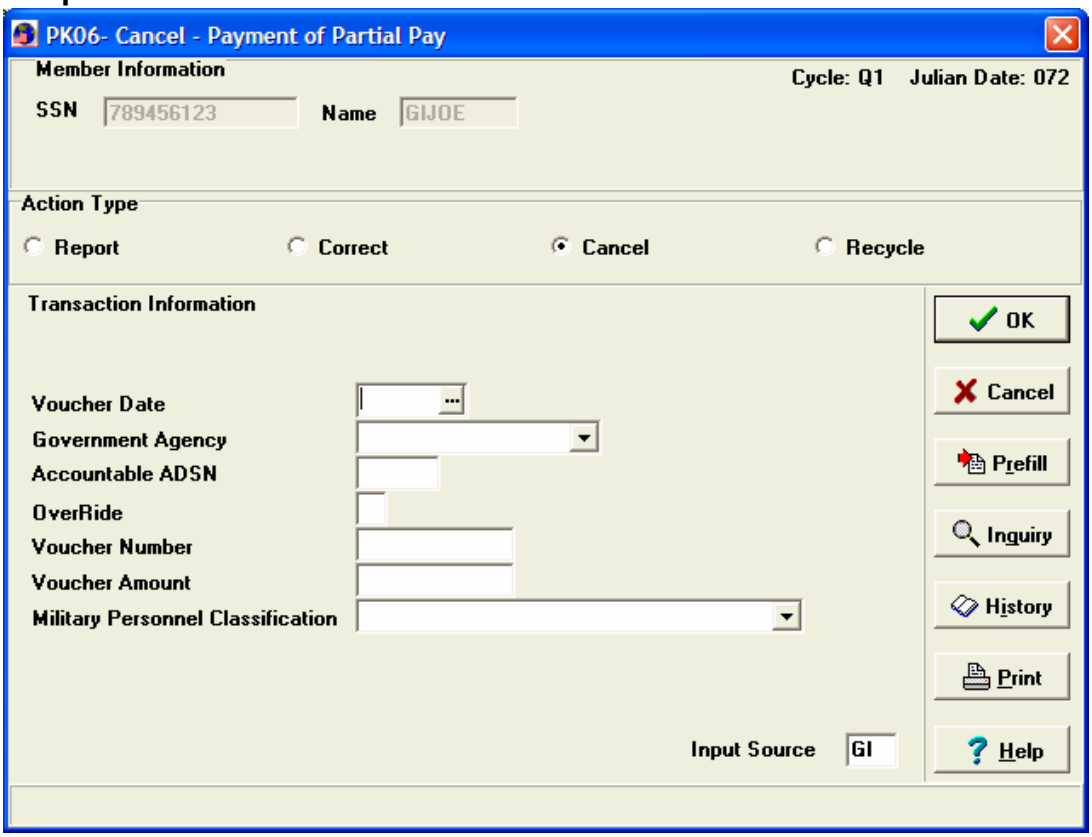
PK05 -CORRECT PARTIAL PAYMENT

```
      PK05
      SSAN   123456789
      NAME   XERT
      DATE-VOU        970601                GOV-AGENCY  A
      ACCT-ADSN       3800                  OVER-RIDE
      VOU-NR          P2468101              AMT-PD      0500000
      CLEAR-ACCT-ID   510
      DATE-VOU-NEW    960101                VOU-NR-NEW
      AMT-PD-NEW      0550000
        PF6 TO CANCEL TRANS             INPUT SOURCE    FB
        X IN NEXT REQUEST TO EXIT        NEXT REQUEST   PK05
```

MMPA AFTER PARTIAL PAYMENT

```
 DW INDEBT PAYMT CSL/PART* ENTRY-OPEN-DT 970520 02 05 2  CNTRL-CODE 1  ACTN
    Q8  START 970601  DEDTN-MM 0.00  DEDTN-CM 0.00     DEDTN-NM 4,440.86
    SPEC-INDEBT 4,440.86  BAL-DUE-CM 4,440.86  CAL-YR97  PAYMT-TYPE K
 DW-INDEBT PAYMT CSL/PART* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT
    970520 02 05 2  CNTRL-CODE 2  ACTN 02  START 970501  STOP     970531
    DEDTN-MM 0.00  DEDTN-CM 3,940.86  DEDTN-NM 0.00  DEDTN-AMT 3, 940.86
    SPEC-INDEBT 3,940.86  BAL-DUE-CM 0.00  CAL-YR 97     PAYMT-TYPE K
 PK-PARTL PAY* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02 05 2
    CNTRL-CODE 5  DATE-VOU 970601  AMT -5,000.00  VOU-NR     P2468101
    GOVT-AGENCY A  ADSN 3800
 PK-PARTL PAY* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02 05 2
    CNTRL-CODE 2  DATE-VOU 970601  AMT 5,500.00  VOU-NR     P2468101  GOVT-
    AGENCY A  ADSN 3800
 PK-PARTL PAY* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02 05 2
    CNTRL-CODE 2  DATE-VOU 970601  AMT 5,000.00  VOU-NR   P2468101  GOVT-
    AGENCY A  ADSN 3800
DQ DEDTN-SUSPNS  2 EFF-DATE 970601
```

Sample PK06



PK06 - CANCEL PARTIAL PAYMENT

MMPA BEFORE CANCEL

```
DW INDEBT PAYMT CSL/PART* ENTRY-OPEN-DT 970520 02 05 2  CNTRL-CODE 1  ACTN
   Q8  START 970601  DEDTN-MM 0.00  DEDTN-CM 0.00 97 DEDTN-NM 3,940.86
   SPEC-INDEBT 3,940.86  BAL-DUE-CM 3,940.86  CAL-YR PAYMT-TYPE K
DQ DEDTN-SUSPNS  2 EFF-DATE 970601
```

MMPA AFTER CANCEL

```
DW-INDEBT PAYMT CSL/PART* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT
   970520 02 05 2  CNTRL-CODE 2  ACTN 02  START 970501  STOP    970531
   DEDTN-MM 0.00  DEDTN-CM 3,940.86  DEDTN-NM 0.00  DEDTN-AMT 3, 940.86
   SPEC-INDEBT 3,940.86  BAL-DUE-CM 0.00  CAL-YR 97     PAYMT-TYPE K
PK-PARTL PAY* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02 05 2
   CNTRL-CODE 5  DATE-VOU 970601  AMT -5,000.00  VOU-NR     P2468101
   GOVT-AGENCY A  ADSN 3800
PK-PARTL PAY* ENTRY-OPEN-DT 970520 02 05 2  ENTRY-CLSD-DT 970520 02 05 2
   CNTRL-CODE 2  DATE-VOU 970601  AMT 5,000.00  VOU-NR     P2468101
   GOVT-AGENCY A  ADSN 3800
```

VI. MONETARY PUNISHMENT (DF)

A. BACKGROUND

There are various sentences associated with courts-martial and non-judicial punishment that affect a member's pay and allowances differently. The DoDFMR, Volume 7A, chapters 48 and 49, describe the effects in detail.

A sentence to partial forfeiture of pay deprives a member of the amount of pay stated in the sentence. The sentence applies for the number of months or days expressly stated. When a sentence includes forfeitures in addition to confinement, not suspended, the forfeitures will apply to pay (allowances, in total forfeitures are adjudged) becoming due on and after the date the sentence is approved by the convening authority, unless the convening authority defers application of the forfeitures pending completion of further appellate review. When a sentence includes forfeiture and suspended confinement, or includes forfeitures without confinement, the forfeiture will apply to pay (and allowances, if total forfeitures are adjudged) becoming due on and after the date the sentence is ordered and executed.

Non-judicial punishment: Under authority of Article 15, UCMJ (10 USC 815), authorized commanders may impose non-judicial punishment for minor offenses without resorting to courts-marital. Non-judicial punishments, which affect pay, are forfeiture of pay, reduction in grade or combinations of these.

B. EFFECTS ON THE MMPA

The DF entry is computer-generated entry from the input of an E701 or E801 transaction. The E701 transaction is used to input court marital sentences and the E801 transaction is used to input non-judicial punishment.

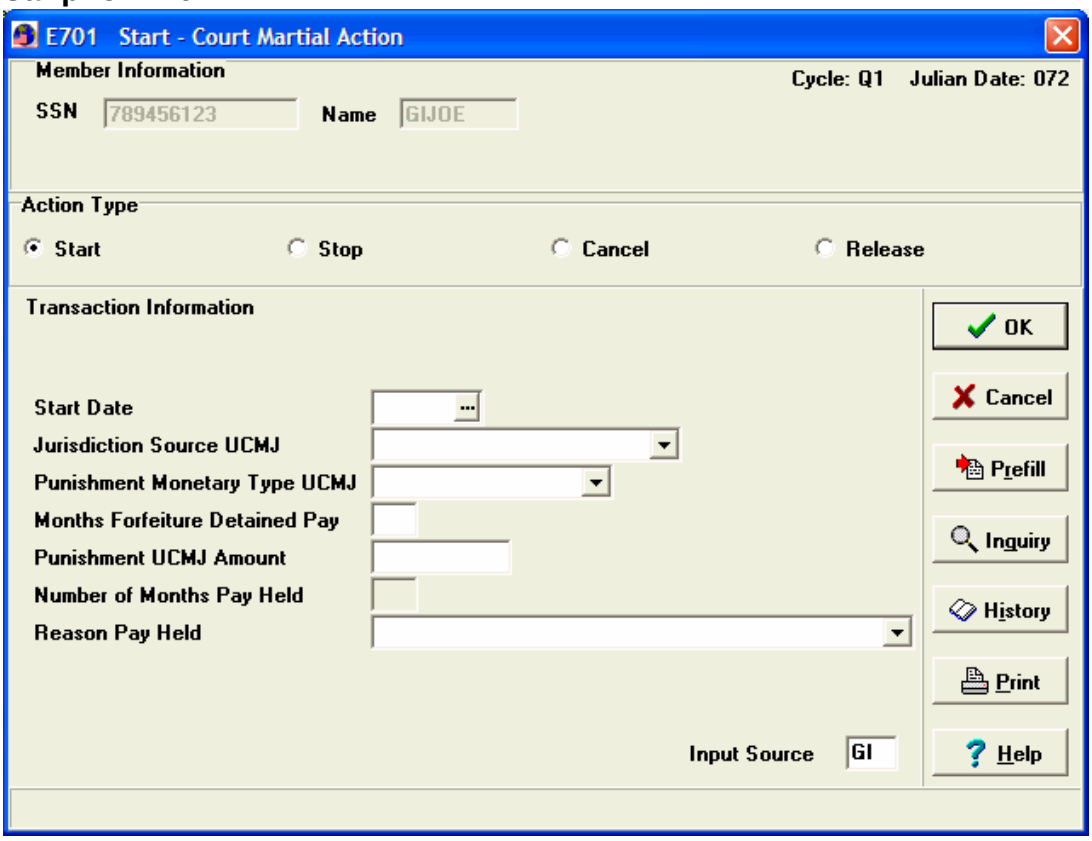
C. PROCESSING TRANSACTIONS

To start, stop or delete a DF (monetary punishment) entry you will use an E701, E702 or E706 for court-martial sentences and an E801, E802 or E806 for Non Judicial punishments. However to change liquidation amount for either you will use a DT04.

E701 Start Court-Martial Sentences

```
          START COURT-MARTIAL SENTENCES                          JOBA
  E701
  SSAN      123456789    MEMBER'S SOCIAL SECURITY NUMBER
  NAME      PHILL        1ST 5 LETTERS OF THE MEMBER'S LAST NAME

  DATE-START                970501   YYMMDD START DATE
  JURSDCTN-SOURCE-UCMJ      1        UCMJ SOURCE OF JURISDICTION
  PNSHMT-MONTR-TYPE-UCMJ    4        TYPE PUNISHMENT
  MOS-FORFTR-DETND-PAY      03       MONTHS FORFEITURE
  PNSHMT-UCMJ-AMT           050000   AMOUNT OF PUNISHMENT
  MOS-PAY-HELD
  PAY-HELD-RSN
       PF6 TO CANCEL TRANS                    INPUT SOURCE   XX
       X IN NEXT REQUEST TO EXIT              NEXT REQUEST   E701
 MMPA AFTER START
DF MONTRY PNSHMT* ENTRY-OPEN-DT 970601 01 06 1  CNTRL-CODE 0  ACTN
   01  S TART 970501  DEDTN-MM 750.00  DEDTN-CM 1,000.00   AMT-
   SPEC-DEDTN-NM-MM 250.00  DEDTN-NM 500.00  UCMJ-TYPE 4  UCMJ-SOURCE 1
   SPEC-INDEBT 1,500.00  BAL-DUE-CM 500.00  MOS-FORF-DETND 03  UCMJ-AMT
   500.00  TYPE-DISCH 0  RSN-HELD
```

Sample E701



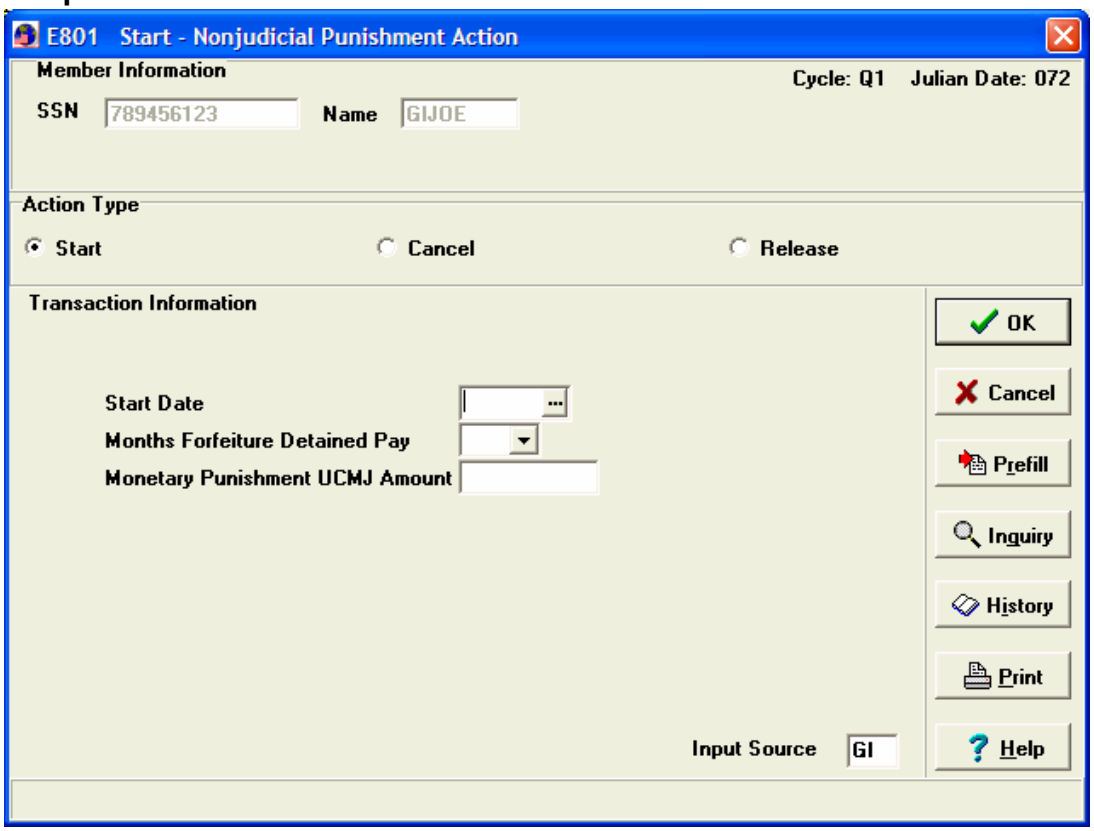
E801 - START MONETARY PUNISHMENT

```
                    START MONETARY PUNISHMENT          JXXX
                                   E801
     SSAN 123456789
     NAME GIJOE

     DATE-START        970501
     MOS-FORFTR-DETND-PAY    01
     PNSHMT-UCMJ-AMT   0100000

              PF6 TO CANCEL TRANS                  INPUT SOURCE FB
              X IN NEXT REQUEST TO EXIT            NEXT REQUEST   E801
```

MMPA AFTER START

```
DF-MONTRY PNSHMT* ENTRY-OPEN-DT 970601 01 06 1  ENTRY-CLSD-DT 970601 01 06 1
   CNTRL-CODE 2  ACTN 02  START 970501  STOP 970530     DEDTN-MM 500.00
   DEDTN-CM 1,000.00  AMT-SPEC-DEDTN-NM-MM 0.00  DEDTN- NM 0.00  DEDTN-AMT
   1,000.00  UCMJ-TYPE 1  UCMJ-SOURCE 4 SPEC-INDEBT 1,000.00  BAL-DUE-CM
   0.00  MOS-FORF-DETND 01  UCMJ-AMT 1, 000.00  TYPE-DISCH 0  RSN-HELD
```

Sample E801



E702 - STOP COURT MARTIAL

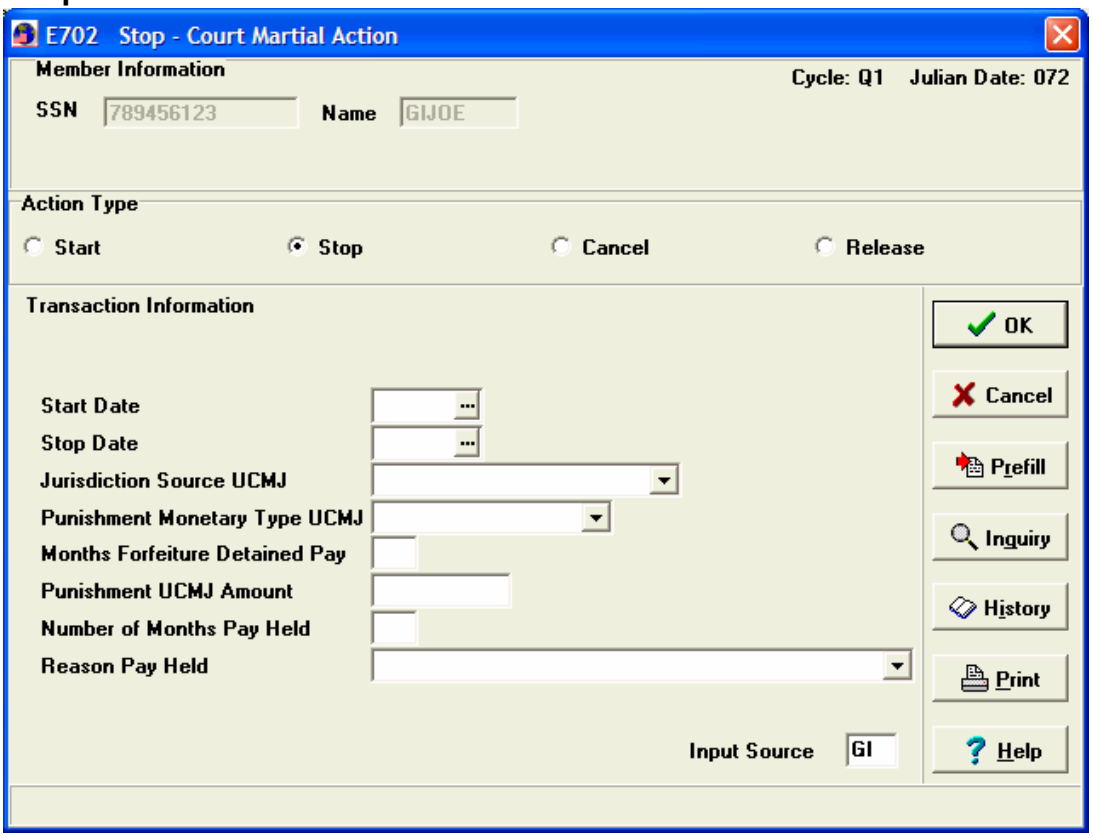
MMPA BEFORE STOP

```
DF MONTRY PNSHMT* ENTRY-OPEN-DT 970601 01 06 1  CNTRL-CODE 0  ACTN
   01  S TART 970501  DEDTN-MM 750.00  DEDTN-CM 1,000.00   AMT-
  SPEC-DEDTN-NM-MM 250.00  DEDTN-NM 500.00  UCMJ-TYPE 4  UCMJ-SOURCE 1
  SPEC-INDEBT 1,500.00  BAL-DUE-CM 500.00  MOS-FORF-DETND 03  UCMJ-AMT
  500.00  TYPE-DISCH 0  RSN-HELD

          STOP COURT-MARTIAL ACTION                          JOBL
  E702
  SSAN      123456789   MEMBER'S SOCIAL SECURITY NUMBER
  NAME      PHILL       1ST 5 LETTERS OF MEMBER'S LAST NAME
  DATE-START                970501  YYMMDD START DATE
  JURSDCTN-SOURCE-UCMJ      1       UCMJ SOURCE OF JURISDICTION
  PNSHMT-MONTR-TYPE-UCMJ    4       TYPE PUNISHMENT
  MOS-FORFTR-DETND-PAY      03      MONTHS FORFEITURE
  PNSHMT-UCMJ-AMT           050000  AMOUNT OF PUNISHMENT
  MOS-PAY-HELD
  PAY-HELD-RSN
        PF6 TO CANCEL TRANS                    INPUT SOURCE FB
        X IN NEXT REQUEST TO EXIT              NEXT REQUEST   E702
```

MMPA AFTER STOP

```
DF-MONTRY PNSHMT* ENTRY-OPEN-DT 970601 01 06 1  ENTRY-CLSD-DT 970601 0106 1
   CNTRL-CODE 2  ACTN 02  START 970501  STOP 970601 DEDTN-MM 750.00  DEDTN-
   CM  1,000.00  AMT-SPEC-DEDTN-NM-MM 0.00  DEDTN- NM 0.00  DEDTN-AMT
   1,000.00   UCMJ-TYPE 4  UCMJ-SOURCE 1   SPEC-INDEBT 1,500.00  BAL-DUE-CM
   500.00   MOS-FORF-DETND 03  UCMJ-AMT 500.00  TYPE-DISCH 0  RSN-HELD
```

Sample E702



E806-CANCEL PUNISHMENT ACTIONS

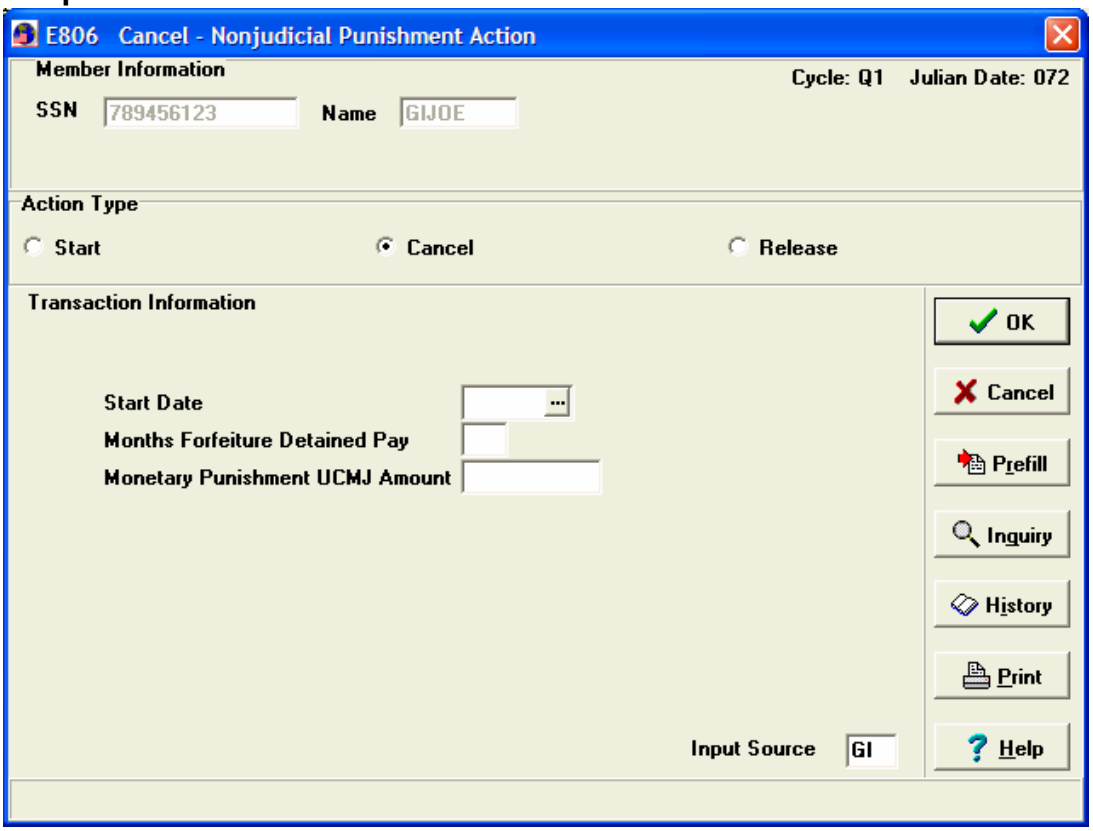
MMPA BEFORE CANCEL

```
DF-MONTRY PNSHMT* ENTRY-OPEN-DT 990617 16 06 2  ENTRY-CLSD-DT 990720 01 08 1
CNTRL-CODE 2  ACTN 02  START 990801  STOP 990831    DEDTN-MM 89.50  DEDTN-CM 79.00
AMT-SPEC-DEDTN-NM-MM 0.00  DEDTN-NM 0.00  DEDTN-AMT 179.00  UCMJ-TYPE 1
UCMJ-SOURCE 4 SPEC-INDEBT 1,074.00  BAL-DUE-CM 0.00  MOS-FORF-DETND 02
UCMJ-AMT 537.00  TYPE-DISCH 0  RSN-HELD

           CANCEL NONJUDICIAL PUNISHMENT ACTIONS                  JOBD
   E806
   SSAN    123456789                MEMBER'S SOCIAL SECURITY NUMBER
   NAME    KILLE                    1ST 5 LETTERS OF MEMBER'S LAST NAME
   DATE-START             990801    YYMMDD START DATE
   MOS-FORFTR-DETND-PAY   02        NUMBER MONTHS FORFEITURE
   PNSHMT-UCMJ-AMT        053700    AMOUNT OF PUNISHMENT
        PF6 TO CANCEL TRANS          INPUT SOURCE    XX
        X IN NEXT REQUEST TO EXIT     NEXT REQUEST   E806
```

MMPA AFTER CANCEL

```
DF- MONTRY PNSHMT* ENTRY-OPEN-DT 990617 16 06 2  ENTRY-CLSD-DT 990907 01 09 1
CNTRL-CODE 5  ACTN 06  START 990801  STOP 990907 DEDTN-MM 0.00  DEDTN-CM 0.00
AMT-SPEC-DEDTN-NM-MM 0.00  DEDTN-NM 0.00  DEDTN-AMT 179.00  UCMJ-TYPE 1
UCMJ-SOURCE 4  SPEC-INDEBT 1,074.00  BAL-DUE-CM 0.00  MOS-FORF-DETND 02
UCMJ-AMT 537.00  TYPE-DISCH 0  RSN-HELD
DF- MONTRY PNSHMT* ENTRY-OPEN-DT 990617 16 06 2  ENTRY-CLSD-DT 990720 01 08 1
CNTRL-CODE 2  ACTN 06  START 990801  STOP 990831 DEDTN-MM 89.50  DEDTN-CM 179.00
AMT-SPEC-DEDTN-NM-MM 0.00  DEDTN-NM 0.00  DEDTN-AMT 179.00  UCMJ-TYPE 1
UCMJ-SOURCE 4  SPEC-INDEBT 1,074.00  BAL-DUE-CM 0.00  MOS-FORF-DETND 02
UCMJ-AMT 537.00  TYPE-DISCH 0  RSN-HELD
P9- REFUNDS, OTHER* ENTRY-OPEN-DT 990907 01 09 1  ENTRY-CLSD-DT 990907 01 09 1
CNTRL-CODE 2  REFND-AMT 1,074.00  REFND-TYPE 3 PAY-DEDTN-TYPE 6  INDEBT-TYPE T
INCLUSV-MOS 0808  SAF-ID
```

Sample E806



DT04 Change Monetary Adjustment

MMPA BEFORE CHANGE

```
DF MONTRY PNSHMT* ENTRY-OPEN-DT 990503 05 05 1  CNTRL-CODE 1  ACTN 01  START
990601  DEDTN-MM 0.00  DEDTN-CM 0.00 AMT-SPEC-DEDTN-NM-MM 0.00  DEDTN-NM 0.00
UCMJ-TYPE 1  UCMJ-SOURCE 4  SPEC-INDEBT 958.00  BAL-DUE-CM 335.27  MOS-FORF-DETND
02 UCMJ-AMT 479.00  TYPE-DISCH 0  RSN-HELD

CHANGE ADVANCE PAYMENT OR MONETARY PUNISHMENT            JODU
      DT04
      SSAN  123456789                          MEMBER'S SOCIAL SECURITY NUMBER
      NAME  fulle                            1ST 5 LETTERS OF MEMBER'S LAST NAME
      DATE-START                     990901  (YYMMDD MUST BE CURRENT MONTH)
      AMT-SPEC-DEDTN-CRNT-MO (OLD)   000000  (AMOUNT DEDUCTION CURRENT MONTH OLD)
      AMT-SPEC-DEDTN-CRNT-MO (NEW)   010000  (AMOUNT DEDUCTION CURRENT MONTH NEW)
      INDEBT-TYPE                     T   T = MONETARY PUNISHMENT (DF), 3 = ADVANCE PAYMENT (DV)
      ADV-PAY-CTGYS             (SEE TABLE 3 FIELD IS NOT USED WITH INDEBT TYPE T)
      NEW-START-DATE
               PF6 TO CANCEL TRANS                    INPUT SOURCE   XX

               X IN NEXT REQUEST TO EXIT              NEXT REQUEST   DT04
```

MMPA AFTER CHANGE

```
DF MONTRY PNSHMT* ENTRY-OPEN-DT 990503 05 05 1  CNTRL-CODE 0  ACTN 04  START
990601  DEDTN-MM 50.00  DEDTN-CM 100.00 AMT-SPEC-DEDTN-NM-MM 50.00  DEDTN-NM
100.00  UCMJ-TYPE 1  UCMJ-SOURCE 4  SPEC-INDEBT 958.00  BAL-DUE-CM 235.27  MOS-
FORF-DETND 02  UCMJ-AMT 479.00  TYPE-DISCH 0  RSN-HELD
```

VII. RENTAL FAIR VALUE (DH)

A. BACKGROUND

Rental Fair Value is posted to a members account when the member's BAH Type II (GOV-QTRS-ADQCY) is inadequate. Therefore, a percentage, up to 75%, of the member's BAH-II is deducted. The DH entry will show the amount deducted and the percentage.

B. EFFECTS ON THE MMPA

The member's BAH-II entry will show a 2 in the GOV-QTRS-ADQCY. The BAH-II posting will generate the DH entry.

35 - BAQ ENTRY / DH - RENTAL FAIR VALUE MMPA ENTRY

```
35 BAQ*  ENTRY-OPEN-DT 990104 99 01 1  ACTN Z4  START 990101  ENTLMT-MM 192.60
   ENTLMT 385.20  ENTLMT-NM 385.20  NR-DEPN 1  CLOST-DEPN A  QTR-ASGN 1
   QTR-ADQ 2  HELD-INDCTR 1
DH RENTL FAIR VAL*  ENTRY-OPEN-DT 990104 99 01 1  CNTRL-CODE 0  ACTN Z4  START
   990101  DEDTN-MM 144.45  DEDTN-CM 288.90  DEDTN-NM 288.90  PRCNTGE 0.7500
```

When a change occurs in the BAH-II to show inadequate quarters the field will process a 3504. This action will change the 35 entry and post a DH entry to the account. More information on this action can be found in the entitlement book BAH chapter or MPA 22/99 (Military Pay Advisory number 22 of 1999)

CHANGE BAH I TO INADEQUATE QUARTERS ASSIGNED - 3504

MMPA BEFORE CHANGE

```
35 BAQ* ENTRY-OPEN-DT 990101 99 01 1  ACTN Z4  START 990101  ENTLMT-MM 0.15
   ENTLMT 0.30  ENTLMT-NM 0.30  NR-DEPN 1  CLOST-DEPN  A  QTR-ASGN 2  QTR-ADQ 0
   HELD-INDCTR 1

        CHANGE - BASIC ALLOWANCE FOR QUARTERS (BAQ)              JOHD
3504
SSAN  123456789   MEMBER'S SOCIAL SECURITY NUMBER
NAME  GIJOE      1ST 5 LETTERS OF MEMBER'S LAST NAME

DATE-START            DATE START CHANGE YYMMDD FORMAT
GOVT-QTRS-ASGNMT      QTRS ASSIGNED (OPTIONS AVAILABLE IN MMPA GUIDE)
GOVT-QTRS-ADQCY       QTRS ADEQUACY (OPTIONS AVAILABLE IN MMPA GUIDE)
NR-DEPS-BAQ           NUMBER OF DEPENDENTS (OPTIONS AVAILABLE IN MMPA GUIDE)
CLOST-BAQ-DEPN        CLOSEST DEPENDENT (OPTIONS AVAILABLE IN MMPA GUIDE)
DOB-YOUNGST-CHILD     DATE OF BIRTH YOUNGEST CHILD OR ZEROES
RENTL-FAIR-VAL-PRCN   PERCENTAGE OF RENT BEING REALIZED FOR BAH I (75% MAX)
BAQ-RATE              CODE FOR BAH   BLANK=BAH I;  T=BAH II

         PF6 TO CANCEL TRANS                  INPUT SOURCE   XX
         X IN NEXT REQUEST TO EXIT            NEXT REQUEST   3504
```

```
MMPA AFTER CHANGE
35 BAQ* ENTRY-OPEN-DT 990331 01 04 1  ACTN 04  START 990331  ENTLMT-MM 277.80
   ENTLMT 555.60  ENTLMT-NM 555.60  NR-DEPN 1   CLOST-DEPN A  QTR-ASGN 1  QTR-
   ADQ 2  HELD-INDCTR 1
35-BAQ* ENTRY-OPEN-DT 990101 99 01 1  ENTRY-CLSD-DT 990331 01 04 1  CNTRL-CODE 2
   ACTN 04  START 990101  STOP 990330  ENTLMT-MM  0.00  ENTLMT 0.00  ENTLMT-NM
   0.00  MNTLY-RATE 0.30  NR-DEPN 1  CLOST-DEPN A  QTR-ASGN 2  QTR-ADQ 0  DISA-
   STOP-CHG-RSN 1   HELD-INDCTR 1
DH RENTL FAIR VAL* ENTRY-OPEN-DT 990331 01 04 1  CNTRL-CODE 0  ACTN 04 START
   990331  DEDTN-MM 208.35  DEDTN-CM 416.70  DEDTN-NM  416.70  PRCNTGE 0.75
```

VIII. COLLECTIONS

A. INTRODUCTION

Collections are returns of funds to DJMS accounts that had been disbursed erroneously or are returned to accounts in the form of deposits to offset deficits. These collections may be a recoupment of a payment or an allotment. Any returned disbursement that was sent via EFT will be automatically processed as a collection to the member’s MMPA.

B. IDENTIFICATION OF COLLECTIONS - Collections are identified in former pay system as collection format identifiers (FIDs) CC, C1, C2, C5, and C9.

1. CC entry is used to record collections to Soldiers accounts.

2. C1 entry is used to process check cancellations.

3. C2 entry is used to process payments a member makes against indebtedness already existing on the MMPA.

4. C5 is used by Central Site to report cash collections or check cancellations of allotments. C5 processing will return the allotment amount to the member’s pay.

5. C9 is used to report the total dollar value of all collections made on a voucher and is used in voucher balancing. Use of this FID is reserved for Central Site.

SAMPLE COLLECTION ENTRIES

```
CC-COLLECTION OF FUNDS*  ENTRY-OPEN-DT 990824 21 08 2  ENTRY-CLSD-DT
   990824 21 08 2  CNTRL-CODE 2  CLCTN-DATE 990820  CLCTN-AMT 12.67
   CLCTN-TYPE A  VOU-NR C20463    GOVT-AGENCY A  ADSN 3800
C1-PAY CK CANCLTN*  ENTRY-OPEN-DT 990618 17 06 2  ENTRY-CLSD-DT 990618 17 06 2
   CNTRL-CODE 2  CLCTN-DATE 990618  CLCTN-AMT 617.22  VOU-NR 02551
   GOVT-AGENCY A  ADSN 3800
C2-CASH CLCTN INDEBT*  ENTRY-OPEN-DT 990618 17 06 2  ENTRY-CLSD-DT
   990618 17 06 2  CNTRL-CODE 2  CLCTN-DATE 990616  CLCTN-AMT 1,333.52
   INDEBT-TYPE    VOU-NR C0502180  GOVT-AGENCY A  ADSN 8366
C5-CASH CLCTN CK CANCL ALOT*  ENTRY-OPEN-DT 990604 07 06 1  ENTRY-CLSD-DT
   990604 07 06 1  CNTRL-CODE 2  CLCTN-DATE 990603  CLCTN-AMT 250.00
   PAY-CLASS D  VOU-NR 04875     GOVT-AGENCY A  ADSN 3800
```

C. Payroll Check Cancellations C1

a. The C103 transaction is used for payroll check cancellations. Field sites are responsible for processing check cancellations for payroll checks submitted under their ADSN. DFAS-CL is responsible for processing check cancellations submitted under ADSN 3800.

b. The C1 FID will credit money back to a member due to a cancelled check and increase the amount in the Pay Authorization Current (P5) entry. The P5 represents pay authorizations for the current month, both mid-month and end-of-month.

c. When processing C103 transactions, ensure the data in the transaction matches the MMPA entry. For example, the voucher date, voucher number, money amount, and payment type on the transaction must be the same as the MMPA entry to which the C1 applies.

d. When the C103 processes it will create a C1 credit entry it does not affect on the MMPA payment entry (i.e., PA, PC, and PK) to which the check cancellation applies.

e. The C1 transaction will process on an MMPA that is in “V” status (separated).

f. Processing of Payroll Check Cancellations - C1

C103 Transaction

```
P5 PAY AUTH CUR*  ENTRY-OPEN-DT 000328 01 04 1  PA-SEQ-NR 195  DA-PROCSD 112
    PA-AMT-MM 1,117.63  PA-AMT-EOM 1,124.68
PK-PARTL PAY*  ENTRY-OPEN-DT 990816 15 08 2  ENTRY-CLSD-DT 990816 15 08 2
    CNTRL-CODE 2  DATE-VOU 990813  AMT 300.00  VOU-NR P0000195  GOVT-AGENCY A
    ADSN 8518

REPORT CANCELLED CHECKS                           JMCA

      C103
      SSAN   123456789
      NAME   MUSTI

      DATE-VOU(COLLECTION)    990816
      GOV-AGENCY              A
      ACCT-ADSN               8518
      COLL-VOU-NR             C3105
      CLCTN-AMT               000030000
      CLEAR-ACCT-ID           510
      FORMAT-ID(PAYMENT)      PK
      DISB-VOU-NR             P0000195
      DATE-VOU(PAYMENT)       990813
      CANX-REASON

               PF6 TO CANCEL TRANS                  INPUT SOURCE   XX
               X IN NEXT REQUEST TO EXIT             NEXT REQUEST   C103

C1-PAY CK CANCLTN*  ENTRY-OPEN-DT 990817 16 08 2  ENTRY-CLSD-DT 990817 16 08 2
    CNTRL-CODE 2   CLCTN-DATE 990816   CLCTN-AMT  300.00  VOU-NR C3105
    GOVT-AGENCY  A  ADSN  8518
P5 PAY AUTH CUR*  ENTRY-OPEN-DT 990817 16 08 2  PA-SEQ-NR 195  DA-PROCSD 112
    PA-AMT-MM 1,117.63  PA-AMT-EOM 1,124.68
PK-PARTL PAY*  ENTRY-OPEN-DT 990816 15 08 2  ENTRY-CLSD-DT 990816 15 08 2
    CNTRL-CODE 2  DATE-VOU 990813  AMT 300.00  VOU-NR P0000195  GOVT-AGENCY A
    ADSN 8518
```

C103 Field Descriptions

DATE-VOU(COLLECTION)	Date of Collection Voucher.
GOV-AGENCY	Always A
ACCT-ADSN	ADSN of check being cancelled
COLL-VOU-NR	Collection Voucher Number
CLCTN-AMT	Amount of Cancelled Check
CLEAR-ACCT-ID	510 = Officer 530 = Enlisted
FORMAT-ID(PAYMENT)	Payment type that is being cancelled
DISB-VOU-NR	Payment Voucher Number
DATE-VOU(PAYMENT)	Date of Payment being Cancelled

When a C103 transaction for a mid-month (PN) or end-of-month) (PH) payment is processed the e COMPR-PAY-COND code in the pay entry will change to a “7”. The money amount on the PN or PH entry will not change and a C1 entry will be created.

C103 for mid month or end of month payroll

```
C1-PAY CK CANCLTN*  ENTRY-OPEN-DT 001003 05 10 1  ENTRY-CLSD-DT 001003 05 10 1
    CNTRL-CODE 2  CLCTN-DATE 001003  CLCTN-AMT 1,104.49  VOU-NR 00949
    GOVT-AGENCY A  ADSN 3800

PH REG EOM PAY*  ENTRY-OPEN-DT 980120 96 01 2  END-OF-MONTH 11  PD-EOM 5.12
    COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 10  PD-EOM 209.50
    COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 09  PD-EOM 1,104.49
    COMPTR-PAY-COND 7  ADSN 3800  END-OF-MONTH 08  PD-EOM 0.00  COMPTR-PAY-COND
    0  ADSN 3800  END-OF-MONTH 07  PD-EOM 0.00  COMPTR-PAY-COND 0  ADSN 3800
    END-OF-MONTH 06  PD-EOM 1,818.47  COMPTR-PAY-COND 0  ADSN 3800
    END-OF-MONTH 05  PD-EOM 1,718.09  COMPTR-PAY-COND 0  ADSN 3800
    END-OF-MONTH 04  PD-EOM 1,721.48  COMPTR-PAY-COND 0  ADSN 3800
    END-OF-MONTH 03  PD-EOM 1,005.55  COMPTR-PAY-COND 0  ADSN 3800
    END-OF-MONTH 02  PD-EOM 883.19  COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH
    01  PD-EOM 5,004.08  COMPTR-PAY-COND 0  ADSN 3800
```

C105 Transaction - is used to correct the voucher number and date.

```
C1-PAY CK CANCLTN*  ENTRY-OPEN-DT 990817 16 08 2  ENTRY-CLSD-DT 990817 16 08 2
    CNTRL-CODE 2   CLCTN-DATE 990816   CLCTN-AMT  300.00  VOU-NR C3105
    GOVT-AGENCY  A  ADSN  8518
PK-PARTL PAY*  ENTRY-OPEN-DT 990816 15 08 2  ENTRY-CLSD-DT 990816 15 08 2
    CNTRL-CODE 2  DATE-VOU 990813  AMT 300.00  VOU-NR P0000195  GOVT-AGENCY A
    ADSN 8518

CORRECT  CANCELLED CHECKS                           JMCE

      C105
      SSAN  123456789
      NAME  FEELE

      COLL-DATE-VOU-NEW    990825              GOV-AGENCY          A
      ACCT-ADSN-NEW        8518                COLL-VOU-NR-NEW     C310572
      CLCTN-AMT-NEW        000030000           CLEAR-ACCT-ID-NEW   530
      FORMAT-ID-NEW        PK                  DISB-VOU-NR-NEW     P0000195
      DISB-DATE-VOU-NEW    990813              CANX-REASON
      COLL-DATE-VOU-OLD    990825              GOV-AGENCY-OLD      A
      ACCT-ADSN-OLD        8518                COLL-VOU-NR-OLD     C3105
      CLCTN-AMT-OLD        000030000           CLEAR-ACCT-ID-OLD   530
      FORMAT-ID-OLD        PK                  DISB-VOU-NR-OLD     P0000195
      DISB-DATE-VOU-OLD    990813              CANX-RSN-OLD

               PF6 TO CANCEL TRANS                   INPUT SOURCE   XX

C1-PAY CK CANCLTN*  ENTRY-OPEN-DT 990817 16 08 2  ENTRY-CLSD-DT 990817 16 08 2
    CNTRL-CODE 2   CLCTN-DATE 990816   CLCTN-AMT  300.00  VOU-NR C310572
    GOVT-AGENCY  A  ADSN  8518
PK-PARTL PAY*  ENTRY-OPEN-DT 990816 15 08 2  ENTRY-CLSD-DT 990816 15 08 2
    CNTRL-CODE 2  DATE-VOU 990813  AMT 300.00  VOU-NR P0000195  GOVT-AGENCY A
    ADSN 8518
```

C105 Field Descriptions

```
COLL-DATE-VOU-NEW    990825              GOV-AGENCY          A

ACCT-ADSN-NEW           Correct ADSN
COLL-VOU-NR-NEW         Correct Collection Voucher Number
CLCTN-AMT-NEW           Correct Collection Amount
CLEAR-ACCT-ID-NEW             Correct clearing account ID 510 or 530
FORMAT-ID-NEW           Correct payment type being cancelled
DISB-VOU-NR-NEW         Correct Payment Voucher being cancelled
DISB-DATE-VOU-NEW       Correct date of Payment being cancelled
CANX-REASON             Blank
COLL-DATE-VOU-OLD       Voucher date of C1 being corrected
GOV-AGENCY-OLD          Always A
ACCT-ADSN-OLD           Accounting DSSN of C1 being corrected
COLL-VOU-NR-OLD         Date of Collection Voucher being corrected
CLCTN-AMT-OLD           Collection amount from C1 being corrected
CLEAR-ACCT-ID-OLD       Accounting ID from C1 being corrected
FORMAT-ID-OLD           Payment type of C1 being corrected
DISB-VOU-NR-OLD         Voucher number used on C1 that is being corrected
DISB-DATE-VOU-OLD       Date of Voucher used on C1 being corrected
CANX-RSN-OLD                  Blank
```

A C106 removes a canceled check credit. To enter a C106, the Collections technician must access the input screen.

C106 Transaction

```
C1-PAY CK CANCLTN*  ENTRY-OPEN-DT 001003 05 10 1  ENTRY-CLSD-DT 001003 05 10 1
    CNTRL-CODE 2  CLCTN-DATE 001003  CLCTN-AMT 1,104.49  VOU-NR 00949
    GOVT-AGENCY A  ADSN 3800
PU CURRENT MONTH REGULAR PAY*  ENTRY-OPEN-DT 001117 01 12 1  MID-MONTH 12
    PA-AMT-MM 692.52  COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 12  PA-AMT-
EOM
   704.25 COMPTR-PAY-COND 0  ADSN 3800  BAL-AMT 0.00
CANCEL CANCELLED CHECKS                          JMCB
      C106
      SSAN   123456789
      NAME   couga
      DATE-VOU(COLLECTION)    001003
      GOV-AGENCY              A
      ACCT-ADSN               3800
      COLL-VOU-NR             00949
      CLCTN-AMT               000110409
      CLEAR-ACCT-ID           530
      FORMAT-ID(PAYMENT)      PK
      DISB-VOU-NR             AA024930
      DATE-VOU(PAYMENT)       000929
      CANX-REASON
               PF6 TO CANCEL TRANS                   INPUT SOURCE
               X IN NEXT REQUEST TO EXIT             NEXT REQUEST   C106

C1-PAY CK CANCLTN*  ENTRY-OPEN-DT 001203 05 12 1  ENTRY-CLSD-DT 001203 05 12 1
    CNTRL-CODE 6  CLCTN-DATE 001003  CLCTN-AMT 1,104.49  VOU-NR 00949
    GOVT-AGENCY A  ADSN 3800
PU CURRENT MONTH REGULAR PAY*  ENTRY-OPEN-DT 001117 01 12 1  MID-MONTH 12
    PA-AMT-MM 0.00  COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 12  PA-AMT-EOM
292.28  COMPTR-PAY-COND 0  ADSN 3800  BAL-AMT 0.00
```

E. Cash Collection to Repay Indebtedness – C2

a. When processing a C203 transaction against indebtedness on a MMPA, the debt must be open. If the debt is closed, the cash collection must be processed by Central Site using a 9903 (C2) unique transaction.

b. If the C2 collection amount is greater than the balance due on the indebtedness, the residual amount will be placed into the member’s next available pay.

c. INDEBT-TYPE is only required on the JOPS input screen of the Format ID DS. The indebtedness type must also match the indebtedness type on the MMPA. For other

debts (i.e., DV, DQ, etc.) the INDEBT-TYPE is not required.

d. C2 transactions will process on an MMPA, which is in a “V” status (Separated).

D. Processing of Cash Deposits – C2

The C203 transaction is used to process cash collections that are applied to a member’s indebtedness entries on the MMPA (DQ, DS, DW, and DV).

C203 Transaction

```
DV INDEBT REPAY ADV*  ENTRY-OPEN-DT 000116 11 01 2  CNTRL-CODE 0  ACTN 01
    START 000201  DEDTN-MM 43.43  DEDTN-CM 86.87  DEDTN-NM 86.87  ADV G
    SPEC-INDEBT 2,085.00  BAL-DUE-CM 1,129.43  2-RPAY-INDCTR 1  RSN-SUSPN 0
    VOU-NR AA000494  CLCTN-AMT 0.00  MAX-REPAY 0201
 PU CURRENT MONTH REGULAR PAY*  ENTRY-OPEN-DT 001025 01 11 1  MID-MONTH 12
    PA-AMT-MM 1,136.14  COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 12
    PA-AMT-EOM 1,136.45  COMPTR-PAY-COND 0  ADSN 3800  BAL-AMT 0.00

      C203
      SSAN  123456789
      NAME  BROWN

      DATE-VOU           001101
      GOV-AGENCY         A
      ACCT-ADSN          8371
      COLL-VOU-NR        cv000001
      CLCTN-AMT          000130317
      CLEAR-ACCT-ID      530
      INDEBT-TYPE
      FORMAT-ID          DV
      ADV-PAY-CTGYS      G
      VOU-NR-PAYMENT     AA000494

               PF6 TO CANCEL TRANS                    INPUT SOURCE
               X IN NEXT REQUEST TO EXIT              NEXT REQUEST   C203

C2-CASH CLCTN INDEBT* ENTRY-OPEN-DT 001205 01 12 1  ENTRY-CLSD-DT 001205 01 12
   1 NTRL-CODE 2  CLCTN-DATE 001101  CLCTN-AMT  1,303.17  INDEBT-TYPE
   VOU-NR CV000001  GOVT-AGENCY A  ADSN 8371
DV-INDEBT REPAY ADV* ENTRY-OPEN-DT 001205 01 12 1  ENTRY-CLSD-DT 001205 01 12 1
   CNTRL-CODE 2  ACTN 03  START 001201  STOP 001231  DEDTN-MM 1,216.30  DEDTN-
   CM 1,216.30  DEDTN-NM 0.00  DEDTN-AMT 1,216.30  ADV G  SPEC-INDEBT 2,085.00
   BAL-DUE-CM 0.00 2-RPAY-INDCTR 1  RSN-SUSPN 0  VOU-NR AA000494  CLCTN-AMT
   1,129.43  MAX-REPAY 0201
DV-INDEBT REPAY ADV* ENTRY-OPEN-DT 001205 01 12 1  ENTRY-CLSD-DT 001205 01 12 1
   CNTRL-CODE 2  ACTN 02  START 000201  STOP 001130  DEDTN-MM 0.00  DEDTN-CM
   DEDTN-NM  0.00  DEDTN-AMT 86.87  ADV G  SPEC-INDEBT 2,085.00 BAL-DUE-CM 0.00
   2-RPAY- iNDCTR 1  RSN-SUSPN 0  VOU-NR AA000494  CLCTN-AMT 1,129.43  MAX-
   REPAY 0201
PU CURRENT MONTH REGULAR PAY* ENTRY-OPEN-DT 001205 01 12 1  MID-MONTH 12 PA-
   AMT-MM 1,266.44  COMPTR-PAY-COND 0  ADSN 3800   END-OF-MONTH 12 PA-AMT-EOM
   1,179.89  COMPTR-PAY-COND 0  ADSN 3800  BAL-AMT 0.00
```

C203 Field Descriptions

DATE-VOU	Date of Cash Deposit
GOV-AGENCY	Always A
ACCT-ADSN	ADSN that received cash deposit
COLL-VOU-NR	Collection Voucher Number
CLCTN-AMT	Collection Amount
CLEAR-ACCT-ID	510 = Officer 530 = Enlisted
INDEBT-TYPE	Only used when cash deposit is for DS (Indebt Type from DS)
FORMAT-ID	Format ID that cash deposit is for
ADV-PAY-CTGYS	Only used if cash deposit id for DV (Advance pay type from DV)
VOU-NR-PAYMENT	Only used if cash deposit is for DV (Voucher number of DV)

The C205 transaction can only be used to correct the voucher number and date. If any other data must be corrected, a cancellation transaction (C206) followed by a report transaction (C203) must be processed.

C205 Transaction

```
C2-CASH CLCTN INDEBT* ENTRY-OPEN-DT 001205 01 12 1  ENTRY-CLSD-DT 001205 01 12 1
   CNTRL-CODE 2  CLCTN-DATE 001101  CLCTN-AMT  1,303.17  INDEBT-TYPE
   VOU-NR CV000001  GOVT-AGENCY A  ADSN 8371

CORRECT - COLLECTIONS APPLIED TO MBR'S INDEBTEDNESS         JMCF

      C205
      SSAN
      NAME

      DATE-VOU-NEW            001103              GOV-AGENCY-NEW  A
      ACCT-ADSN-NEW           8371                COLL-VOU-NR-NEW CV000010
      CLCTN-AMT-NEW        130317              CLEAR-ACCT-ID-NEW  530
      INDEBT-TYPE-NEW                          FORMAT-ID-NEW      DV
      ADV-PAY-CTGYS-NEW    G                   VOU-NR-PAYMENT-NEW AA000494

      DATE-VOU-OLD          001103             GOV-AGENCY-OLD     A
      ACCT-ADSN-OLD         8371               COLL-VOU-NR-OLD    CV000001
      CLCTN-AMT-OLD         130317             CLEAR-ACCT-ID-OLD  530
      INDEBT-TYPE-OLD                          FORMAT-ID-OLD      DV
      ADV-PAY-CTGYS-OLD     G                  VOU-NR-PAYMENT-OLD AA000494

               PF6 TO CANCEL TRANS                   INPUT SOURCE
               X IN NEXT REQUEST TO EXIT             NEXT REQUEST   C205

C2-CASH CLCTN INDEBT* ENTRY-OPEN-DT 001205 01 12 1  ENTRY-CLSD-DT 001205 01 12 1
   CNTRL-CODE 2  CLCTN-DATE 001101  CLCTN-AMT  1,303.17  INDEBT-TYPE
   VOU-NR CV000010  GOVT-AGENCY A  ADSN 8371
C2-CASH CLCTN INDEBT* ENTRY-OPEN-DT 001205 01 12 1  ENTRY-CLSD-DT 001205 01 12 1
   CNTRL-CODE 6  CLCTN-DATE 001101  CLCTN-AMT  1,303.17  INDEBT-TYPE
   VOU-NR CV000001  GOVT-AGENCY A  ADSN 8371
```

There is a C206 transaction; however the transaction will reject MCJ for unique processing by DFAS-IN.

To correct an erroneous submitted cash collection basically we need to re-establish the debt that was erroneously paid off. For example if the C2 was for a DV indebtedness process a PA06 for the advance pay that was erroneously paid off and resubmit a PA03 with the same start date that was originally posted.

G. ALLOTMENT COLLECTIONS – C5

a. The C503 Transaction is used by DFAS-CL to report returned allotment checks.

b. When an allotment check is returned it will usually reflect on RCB0. However if the allotment was sent out as a blanket and the company who received that blanket returns an item from the blanket check they send DFAS-CL there own company check for the amount of the item returned. These items are called unidentified remittances because it is not the original check we sent out being returned these checks may not show on RCB0. One of the Financial System Specialists receives a list of these checks and they get worked as a special project.

c. When EFT allotment checks are returned to DFAS-CL they will post to RCB0 and automatically cancel the check on RCB and will automatically process a C203 to credit members account.

d. Before crediting (C503) a returned allotment you should always cancel the check on RCB0 In all actuality the allotment that was returned should either be corrected or stopped to prevent further returns.

D. Canceling Allotment on RCB

Before crediting a returned allotment it must be cancelled on RCB. Also you will need the voucher number on RCB for your C5 input.

Example of RCB

```
AS IND BANK ACCT*  ENTRY-OPEN-DT 000927 01 10 1  ACTN 07  EFF 0010
   RCPNT-TYPE 7  ALOT-AMT 400.00  ACCT-PLCY-NR 00159759  TYPE-OF-ACCT S
   CO 0101030
```

```
RCB0,004806656U10000241 NM PAIGE DYLAN SCOTT         R4-V62 SYS A SR N E PN
CB E041036003019418 $ 400.00     ISSU 001201 RET 001206 RSN R23  BILLER
REFUSED
 02100103                  CREDITED TO MBR'S ACCOUNT
 00159759                  PAIGE DYLAN SCOTT
 (S) SAVINGS               BANKERS TRUST COMPAN
                           130 LIBERTY STREET
                           NEW YORK NY 10006

 DIS CRE DRN 00 DDT 001206 100000SYS        COV 03265
 AP 1711453.2202 - 12600 - 000022 2I - 0000071141    APDT 001206 101100CRD
 ACT CRE ARN 00 ADT 001206 100000SYS        DOV 41442
 SEARCH REQUESTED
                                                                      PGM
       CREDIT TO ACCT Y CREDT 001206 CRECLK 100000SYS
       TAX REFUND REQ   TAXDT        TAXCLK
```

C503 Transaction

```
CASH COLLECTION - ALLOTMENTS                          JNCI

      C503
      SSAN  123456789
      NAME  BROWN

      DATE-VOU           001207             PAY-ADSN              3800
      VOU-NR             03265              CLCTN-AMT             040000
      CLEAR-ACCT-ID      530                ALOTMNT-STOP-INDCTR   1
      ALOT-1ST-8                            CO-CODE               0101030
      ALOMNT-RCPNT       7                  YR-MO-ALOT-STOP
      ALOTMNT-CLASS-PAY  S                  ALOTMNT-VA-RSN-CODE


                PF6 TO CANCEL TRANS                   INPUT SOURCE
                X IN NEXT REQUEST TO EXIT             NEXT REQUEST   C503

C5-CASH CLCTN CK CANCL ALOT*  ENTRY-OPEN-DT 001207 09 12 1  ENTRY-CLSD-DT
    001207 09 12 1  CNTRL-CODE 2  CLCTN-DATE 001207  CLCTN-AMT 400.00
    PAY-CLASS D  VOU-NR 03265     GOVT-AGENCY A  ADSN 3800
```

C506 Transaction

```
CHECK CANCELLATION - ALLOTMENTS                        JNCJ
      C506
      SSAN
      NAME

      DATE-VOU                                  PAY-ADSN
      VOU-NR                                    CLCTN-AMT
      CLEAR-ACCT-ID                             ALOTMNT-STOP-INDCTR
      ALOT-1ST-8                                CO-CODE
      ALOMNT-RCPNT                              YR-MO-ALOT-STOP
      ALOTMNT-CLASS-PAY                         ALOTMNT-VA-RSN-CODE



               PF6 TO CANCEL TRANS                      INPUT SOURCE
X IN NEXT REQUEST TO EXIT             NEXT REQUEST     C506


NOTE: The C506 is a one-record input with data identical t the transaction
being canceled.  The transaction rejects MCJ for unique processing by DFAS.
```

(remainder of this page reserved for future information)

CHAPTER 19 - ENLISTMENT & REENLISTMENT BONUS

Bonus Pay at enlistment or reenlistment is a well established method for obtaining or retaining service members for critical military specialties. This lesson provides an overview of several service bonuses and their effects on pay.

Chapter 19A - Enlistment Bonus

Chapter 19B - Selective Reenlistment Bonus

Reenlistment Bonus
MOS Conversion Bonus
Bonus Extension And Retraining Bonus (BEAR)

Chapter 19C - Career Status Bonus / REDUX

Chapter 19D - Other Bonuses

National Call to Service Bonus
Critical Skills Retention Bonus

Chapter 19 A - ENLISTMENT BONUS

A. Background

An Enlistment Bonus may be paid to an enlisted member who enlists initially or a prior service member who reenlists into a critical military job specialty. The member is only eligible if he/she has not previously received an enlistment or re-enlistment bonus. The authority governing the entitlement for Enlistment Bonus is contained in the DoDFMR Vol. 7A, Chapter 0901 and AR 601-210.

Enlistment Bonuses are paid to new members upon completion of their required training in certain specialty skills or upon arrival at their first permanent duty station if previous training or experience negates the need for further training.

The amounts payable for an Enlistment Bonus are published in current official publications, but cannot exceed the current statutory limit of $40,000.00. The field will process the dollar value on an electronic transaction, based on member's completion of eligibility criteria. The dollar value of an enlistment bonus other than the required MOS (Military Occupational Specialty) may be influenced by several factors such as number of college credits earned or a high score achieved on the AFQT (Armed Forces Qualifying Test). NOTE: The Army currently limits initial payment of the bonus to a maximum of $10,000.00 since 18 April 2005 with the remainder to be paid in annual installments based on the date soldier completed his military specialty training. Before this date, any contract signed is limited to $7000.00 initial increment.

The transaction is processed when a 3403-REPORT ENLISTMENT BONUS transaction is submitted. When the 3403 transaction posts to a member's MMPA, the system will generate a PL payment entry to the MMPA and create an EFT payment to the member's sure-pay account. An R8 is systemically generated as a history entry to show total entitlement, payments made to date, and amount of installment paid.

If the total bonus amount exceeds $10,000.00, (NOTE: The Army currently has a system limitation of $10,000) any remaining entitlement must be processed by DFAS-IN as a correction with annual installments computed and future payments manually established. A 9804 transaction would be used to correct the history "R8" entry and a 9701 transaction would be processed to set up a future for installments due annually. Annual payments are based on the remaining years of the member's service obligation.

B. Effects Of MMPA Posting

The Selective Enlistment Bonus (SEB) is posted to the MMPA by processing a 3403 transaction. The 3403 Transaction will create the following entries on the MMPA:

34 Initial Installment (will not exceed $10,0000.00)
R8 Identifies all pertinent data concerning SEB

Selective Enlistment Bonus – R8 Entry

```
R8 SEB* ENTRY-OPEN-DT 980122 96 01 2 CNTRL-CODE 0 AMT-ANL-PAYMT
   3,000.00 ENTLMT 3,000.00  PD-TO-DATE 3,000.00 SRB-INSTLMT-NR 1
```

Field Descriptions

AMT-ANL-PAYMT (PAAL) - Amount of annual SEB payment entitlement.
ENTLMT (ENTC) - The total amount of SEB authorized.
PD-TO-DATE (PAAK) - Total amount of SEB paid to date.
SEB-INSTLMNT-NR (INNG) - The number of SEB installments paid.

34 Future code R indicates date of next installment. (Prompts system to pay any additional amount over the $10,000.00 initial payment on the next update) NOTE: All future payments for the Army currently must be processed manually. A file search must be run on a weekly basis to capture payment data for any installments that are due annually. Future code Z identifies contract completion date. (Prompts system to close R8)

PL Payment authorization (prompts system to issue an EFT payment on the next update. The EFT disbursing system will generate a PL03 transaction with the voucher number of payment issued. This will close the PL entry.

FJ One Time Federal tax adjustment shows how bonus affected member's taxable wages and withholdings. These amounts are included in the members YTD tax totals. NOTE: All enlistment bonuses are subject to one time deduction of 25% FITW.

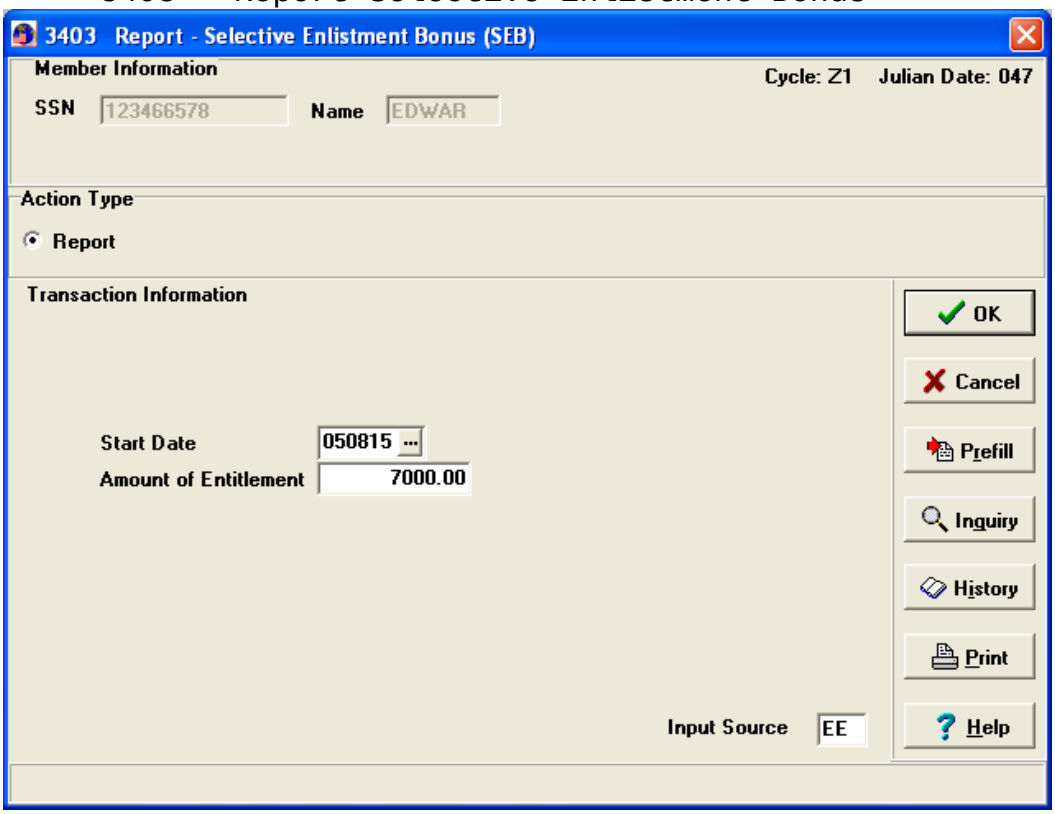
FK One Time State tax adjustment shows how bonus affected member's taxable wages and withholdings these amounts are included in the members YTD tax totals. NOTE: All enlistment bonuses are subject to a one time payment deduction amount for the state as designated on the pay account.

On the update when the initial 3403 transaction is processed, the R8 history entry will be systematically generated to the MMPA and also FJ, FK, and FW entries for tax accrual will be updated. A PL payment processes for the net amount of payment due after deductions. All PL payments are considered EFT (Electronic Funds Transfer) as long as member is in an active pay status.

C. Processing Transactions

The 3403 is used to report the Selective Enlistment Bonus. The effective date used is the date the member completed his specialty training.

3403 – Report Selective Enlistment Bonus



Report Selective Enlistment Bonus – 3403

```
R8 SEB*  ENTRY-OPEN-DT 050815 16 08 2  CNTRL-CODE 0  AMT-ANL-PAYMT 2,333.33
   ENTLMT 14,000.00  PD-TO-DATE 7,000.00  SRB-INSTLMT-NR 1
34-SEB*  ENTRY-OPEN-DT 050815 16 08 2  ENTRY-CLSD-DT 050815 16 08 2
   CNTRL-CODE 2  ACTN 03  START 050711  ENTLMT 7,000.00
FJ-FED WHLDG*  ENTRY-OPEN-DT 050815 16 08 2  ENTRY-CLSD-DT 050815 16 08 2
   CNTRL-CODE 2  START 0507  1-TI-DEDTN 1,750.00  1-TI-WAGES 7,000.00
   DEDTN-ELECTN M  CZTE-IND N  CZTE-AMT 0.00  TAX-YEAR 05
FK-STATE WHLDG*  ENTRY-OPEN-DT 050815 16 08 2  ENTRY-CLSD-DT 050815 16 08 2
   CNTRL-CODE 2  START 0507  1-TI-DEDTN 350.00  1-TI-WAGES 7,000.00
   DEDTN-ELECTN M  CZTE-IND N  CZTE-AMT 0.00  STATE-ID 31  TAX-YEAR 05
PL-SRB*  ENTRY-OPEN-DT 050815 16 08 2  ENTRY-CLSD-DT 050816 17 08 2
   CNTRL-CODE 2  DATE-VOU 050816  1-TI-PAY-AUTH 050711  AMT-1-TI-PAY
4,900.00
 COMPTR-PAY-COND 2  VOU-NR KA650306  GOVT-AGENCY A  ADSN 3800
```

3403 – Screen Instructions

START DATE: YYMMDD; date of enlistment.

AMOUNT OF ENTITLEMENT: Bonus amount in the range 100.00 - 20000.00; no dollar sign or comma; .00 cents.

D. Corrections

Outside IAS: Post SEB with 3403 transaction on first day within IAS.

Incorrect amount: If Member overpaid process DQ01 (34) transaction to recoup money and a 9804 transaction to overlay R8 entry.

If Member is underpaid process a 9903(34) transaction to pay the additional amount and a 9804 to overlay R8 entry to correct amounts.

Payments: The 3403 and the 9903 (34) will generate a PL authorization prompting system to issue an EFT transaction for payment and generate a PL03 transaction to close open pay line.

SEB Erroneously Recouped: SEB’s are sometimes erroneously recouped when an E603 transaction is posted to the members account. This happens when no 34-Z future was present on member’s account or when E603 processed and the R8 entry is not closed. Action should be taken to refund any erroneous transaction.

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Chapter 19 B - SELECTIVE REENLISTMENT BONUS

A. Background

The authority governing the entitlement for Selective Reenlistment Bonus is contained in the DoDFMR Vol. 7A, Chapter 0902 and AR 601-280.

All re-enlistments and extensions are currently processed through Army Retention Division which is under Army Recruiting Command. A contract is generated which is signed by the member and a certifying official attesting to the member's commitment to active service for a specified period of time. If the member meets certain criteria, a selective re-enlistment bonus is paid to the member. The member may also elect to sell leave balance up to 60 days (maximum allowed currently during an active duty military career) or a portion of leave balance earned upon re-enlisting or extending. An E603 (REPORT REENLISTMENT/EXTENSION) transaction will be processed by Army Retention Office (RETAIN).

If the member is entitled to a SRB, the bonus information from the Retention Office is used by the Army Retain System to prepare the E603-REPORT REENLISTMENT/EXTENSION transaction. Entitlement to SRB, any Lump Sum Leave (LSL) for which member requests payment, and the update of TU/TH and re-enlistment or extension data all process to the MMPA from the E603 transaction.

If the E603 transaction processes without the SRB entitlement, or with an incorrect SRB amount, the Servicing Finance Office must contact DFAS-IN to have the bonus entitlement corrected or posted to the member's account.

A member will normally receive 50% of the total SRB amount upon reenlistment or extension and the remaining 50% will be paid in equal annual installments for the term of enlistment. Currently the majority of re-enlistments are being processed as lump sum entitlements with 100% payment of bonus.

Because DJMS is not being programmed for changes, this necessitates that all processing must be accomplished at DFAS-IN manually. Current requirements are for a spreadsheet with member's SSAN, name, rank, date of re-enlistment, date of previous re-enlistment or date of entry, Message Number/MOS and Multiplier and length of current obligation. The data from the spreadsheet will be translated for processing the re-enlistment entitlement.

SRB annual installments are paid annually based on anniversary of re-enlistment date. All payments will be processed as EFT (Electronic Funds Transfer) to the member's bank as shown on MMPA.

B. Eligibility

Member must reenlist or extend for a period of at least 3 years. Member must be serving in pay grade E-4 or higher, and be qualified in a designated (MOS) Military Occupational Specialty. An E3 may be authorized to re-enlist if he/she is eligible for promotion and meets the other requirements for re-enlistment.

The member must also meet the conditions of Zone A, B, or C eligibility. General conditions for the three zones follow:

1. **Zone A** - Member must have completed at least 17 months of continuous active duty but not more than 6 years of active duty on the date of reenlistment or beginning of an extension of enlistment and not have previously received an SRB, Zone A.

2. **Zone B** - Member must have completed at least 6 but not more than 10 years of active duty on the date of reenlistment or beginning of an extension of enlistment, and not previously received an SRB Zone B.

3. **Zone C** - Members must have completed at least 10 but not more than 14 years of active duty on the date of reenlistment or beginning of an extension of enlistment, and not previously received an SRB, in Zone C. Zone C bonus entitlements can only be paid up to 16 years total active military service.

The Broken Service SRB (BSSRB) is payable to members in the pay grade E4 through E6 re-enlisting in a SRB designated specialty. These members must have a break in service of more than 3 months but less than 4 years. They will receive an applicable zone A, B or C bonus and payment will be based on base rate of pay at previous discharge. The requirement is that member will have accomplished a valid re-enlistment contract with applicable Message Number for entitlement to BSSRB with bonus multiplier and MOS (Military Occupational Skills) noted in remarks section of contract or in an official written memo. Member must also present a DD 214 from previous discharge. At least 17 months, prior to discharge, must have been served on active duty service. Members who have previously served in other Service Branches may re-enlist for BSSRB as long as the specialty under which member served converts to an authorized Army MOS for entitlement to the BSSRB. Zone requirements are the same as for Selective Re-Enlistment. All BSSRBs will be processed by Central Site DFAS-IN with a 9903 (33) transaction. Refer to DoD FMR, Volume 7A, Part one, Chapter 9, Section B.

C. Effects of MMPA Posting

The Selective Reenlistment Bonus (SRB) is posted to the MMPA by processing either a 3303 or an E603 transaction. The 3303 and E603 transactions will create the following entries on the MMPA:

33 Initial Installment

R7 Identifies all pertinent data about SRB and creates a history entry.

33 Future code T, B or C (zone level) indicates date next installment is due. (Prompts system to pay next installment in that zone) Future code Z identifies contract completion date. (prompts system to close R7).

PL Processing 3303 or 9903 (33) will prompt the system to issue an EFT payment systemically for bonus entitlement with a PL transaction.

PQ Payment authorization (E603) Normally generates a PQ03 to be processed and paid on JPBB system by Servicing Finance Office. When JPBB is used, payment will be processed as an EFT transaction and the PQ03 will systemically update with a voucher number and date and close the open PQ.

FJ One Time Federal tax adjustment shows how bonus affected member’s taxable wages and withholdings. These amounts are included in the members YTD tax totals. Current FITW deduction for any one time payment is 25%. Bonus is tax exempt if member re-enlists while in a combat zone.

FK One Time State tax adjustment shows how bonus affected member’s taxable wages and withholdings. These amounts are included in the members YTD tax totals. Rate of state tax on one time payments are determined by the state member is claiming for residency purposes. Bonus is exempt from state withholding if member re-enlists in a zone designated for tax exemption.

E603-Report Reenlistment

E603 Report - Reenlistment

Member Information

Cycle: Z1 Julian Date: 047

SSN 123456789 Name EDWAR

Action Type

Report Change Cancel

Transaction Information

Date of Separation
Enlistment Reason Code
Number of Dependents Accrued Leave BAQ
Leave Settlement Code
Voluntary Extension Number
Years Projected Term of Enlistment
Months Projected Extension
Service Component
Extension Obligation Indicator
SRB Bonus Type

Input Source EE

Next Cancel Prefill Inquiry History Print Help

E603 Report - Reenlistment (Continued)

Member Information

Cycle: Z1 Julian Date: 047

SSN 123456789 Name EDWAR

Action Type

Report Change Cancel

Transaction Information

SRB Multiplier
SRB Payment Option
Reentry Grade
DOS Previous Enlistment
Maximum Bonus Indicator
Enlisted Warrant Officer Status
Over 4 Years Active Enlistment
AFAFC Bonus Recouped (Central Site)
Days Accrued Leave Settlement
Days Accrued Saved Leave Settlement

Input Source EE

OK Cancel Prefill Inquiry History Print Help

E603 – Screen Instructions (1 of 3)

DATE OF SEPARATION: Must contain a valid date in YYMMDD format. Date must be equal to or prior to the current date + 120 days. Enter the projected date of separation.

ENLISTMENT REASON CODE (ERC): Make a selection from the Drop-down list; choices are:

900 = DOS within 90 days
902 = Reenlistment more than 3 months prior to ETS
905
909 = Monetary Extension
911 = Non-monetary Extension
AFC = Enlisted to cadet
AFO = Cadet to officer
KGM = OTS commission (enlisted to warrant)
KGL = Direct commission (enlisted to commission)
MGM = Warrant officer accepts direct commission

NUMBER OF DEPENDENTS ACCRUED LEAVE BAQ: Number of dependents for determining BAQ rate to be used in accrued leave computation; must be numeric, 0 - 9.

LEAVE SETTLEMENT CODE: Must be 1, 2, or 7. Make a selection from the Drop-down list; choices are:

1 = Member elects Settlement of Accrued Leave
2 = Member elects to Carry Leave Forward
7 = Member elects Partial Leave Settlement

Note: Leave Settlement Code 1 and 7 cannot be selected unless the Enlistment Reason Code (ERC) equals 900, 901, 905, 909 or 911.

VOLUNTARY EXTENSION NUMBER: Make a selection from the Drop-down list; choices are:

0 = Not an Extension or Enlistment Reason Code is 909 or 911
1 = First Extension
2 = Second Extension
3 = Third Extension
4 = Fourth Extension
5 = Fifth Extension
6 = Sixth Extension
7 = Seventh Extension
8 = Eighth Extension
9 = Ninth Extension

YEARS PROJECTED TERM OF ENLISTMENT: Make a selection from the Drop-down list; choices are:

0 = Extension, or new period of service is indefinite
1 = 1 year Reenlistment
2 = 2 year Reenlistment
3 = 3 year Reenlistment
4 = 4 year Reenlistment
5 = 5 year Reenlistment
6 = 6 year Reenlistment

E603 – Screen Instructions (2 of 3)

SERVICE COMPONENT: Make a selection from the Drop-down list; choices are:

C = Cadet
G = National Guard
R = Regular (Active)
T = Temporary
V = Reserve

EXTENSION OBLIGATION INDICATOR: Make a selection from the Drop-down list; choices are:

1 = All Reenlistments (unless approval for 2)
2 = Up to 23 months forgiven obligated service

SRB BONUS TYPE: Make a selection from the Drop-down list; choices are:

A = SRB authorized, member in Zone A
B = SRB authorized, member in Zone B
C = SRB authorized, member in Zone C
0 = All other members

SRB MULTIPLIER: Represents number of months Basic Pay. Make a selection from the Drop-down list; choices are:

000 = not entitled to SRB
005 = 0.5 months basic pay
010 = 1.0 months basic pay
015 = 1.5 months basic pay
020 = 2.0 months basic pay
025 = 2.5 months basic pay
030 = 3.0 months basic pay
035 = 3.5 months basic pay
040 = 4.0 months basic pay
045 = 4.5 months basic pay
050 = 5.0 months basic pay
055 = 5.5 months basic pay
060 = 6.0 months basic pay
065 = 6.5 months basic pay
070 = 7.0 months basic pay
075 = 7.5 months basic pay
080 = 8.0 months basic pay
085 = 8.5 months basic pay
090 = 9.0 months basic pay
095 = 9.5 months basic pay
100 = 10.0 months basic pay
105 = 10.5 months basic pay
110 = 11.0 months basic pay
115 = 11.5 months basic pay
120 = 12.0 months basic pay
125 = 12.5 months basic pay
130 = 13.0 months basic pay
135 = 13.5 months basic pay
140 = 14.0 months basic pay
145 = 14.5 months basic pay
150 = 15.0 months basic pay
155 = 15.5 months basic pay

E603 – Screen Instructions (3 of 3)

SRB PAYMENT OPTION: Make a selection from the Drop-down list; choices are:

0 = SRB Payment NOT authorized
1 = Annual installments
2 = One Lump-Sum payment
3 = 50% SRB Payment authorized with remaining equal installments

REENTRY GRADE: May be blank (member reenters in same grade), 01-10 (Officer), 21-25 (Warrant Officer), 31-39 (Enlisted) or 51 (Cadet 4th Class)

DOS PREVIOUS ENLISTMENT: May be blank or contain a valid date in YYMMDD format. If date is entered it must be prior to the Date of Separation. Enter the date the member was last separated from enlisted active service in any component, if member is enlisting after commissioned or warrant officer service and has previous active enlisted service.

MAXIMUM BONUS INDICATOR: May be blank or numeric. Make a selection from the Drop-down list; choices are:

Army - 1 = $20,000

ENLISTED WARRANT OFFICER STATUS: Make a selection from the Drop-down list; choices are:

1 = Other
2 = Member enlisting after commissioned or warrant officer service

OVER 4 YEARS ACTIVE ENLISTMENT: May be blank or make a selection from the Drop-down list; choices are:

Y = Yes (Reentry grade is 01 - 03, and member has over 4 years active enlisted or warrant officer service)
N = No (Reentry grade is 01 - 03, and member does NOT have over 4 years active enlisted or warrant officer service)

AFAFC BONUS RECOUPED - CENTRAL SITE INPUT ONLY: May be blank, alpha (A-Z) or numeric (0-9).

DAYS ACCRUED LEAVE SETTLEMENT: May be blank or numeric (0-9). Enter the total number of leave days to be paid.

If LEAVE SETTLEMENT CODE = 1 or 2, leave blank.

If LEAVE SETTLEMENT CODE = 7, first 2 positions must be less than or equal to 60; third position must be 0 or 5; third position must = 0 if first 2 positions = 60.

DAYS ACCRUED SAVED LEAVE SETTLEMENT: May be blank or numeric (0-9). Must be less than or equal to DAYS ACCRUED LEAVE SETTLEMENT. Enter the number of leave days to be paid from saved pay balance.

Leave blank if LEAVE SETTLEMENT CODE = 1 or 2; or if no saved pay leave to be settled.

If LEAVE SETTLEMENT CODE = 7, first 2 positions must be less than or equal to 60; third position must be 0 or 5; third position must = 0 if first 2 positions = 60.

E603 generated R7 Transaction with PQ/FJ/FK Tax entries

```
R7 SRB* ENTRY-OPEN-DT 060217 17 02 2  CNTRL-CODE 0  AMT-ANL-PAYMT 3,301.96
      ENTLMT 19,811.80  PD-TO-DATE 9,905.90  SRB-INSTLMT-NR 1  SRB-MULTR 4.0
   SRB-BONUS-TYPE A  TOTAL-DAYS-SRB-PD 1020  RRB/SRB-TAX-XCLUSN-ID 1 DOE
   060209  FY 06  AMT-INSTLMT-PMT 9,905.90
PQ SEPTN PAY*  ENTRY-OPEN-DT 060217 17 02 2  CNTRL-CODE 0  1-TI-PAY-AUTH
   060209 AMT-1-TI-PAY 7,033.19  ADSN 6583
FJ-FED WHLDG*  ENTRY-OPEN-DT 060217 17 02 2  ENTRY-CLSD-DT 060217 17 02 2
   CNTRL-CODE 2  START 0602  1-TI-DEDTN 2,476.48  1-TI-WAGES 9,905.90 DEDTN-
   ELECTN S  CZTE-IND N CZTE-AMT 0.00  TAX-YEAR 06
FK-STATE WHLDG*  ENTRY-OPEN-DT 060217 17 02 2  ENTRY-CLSD-DT 060217 17 02
   CNTRL-CODE 2  START 0602  1-TI-DEDTN 396.23  1-TI-WAGES 9,905.90
   DEDTN-ELECTN S  CZTE-IND N  CZTE-AMT 0.00  STATE-ID 13  TAX-YEAR 06
33 ENTLMT-FUTR T EFF-DATE 070130  33 ENTLMT-FUTR Z EFF-DATE 100208
```

R7 SRB Field Descriptions

AMT-ANL-PAYMT (PAAL) - Amount of annual SRB payment.

ENTLMT (ENTC) - The total amount of SRB.

PD-TO-DATE (PAAK) - Total amount of SRB that has been paid to date.

SRB-INSTLMT-NR (INNF) - Number of SRB installments paid.

SRB-MULTR (SERB) - The award level of SRB specialty.

SRB-BONUS-TYPE (SERT) - SRB zone type A, B, or C.

TOTAL-DAYS-SRB-PD (DAIJ) - Total number of days SRB was paid for.

RRB/SRB-TAX-XCLUSN-ID (INKG) - SRB tax exclusion indicator:
1 is taxable,
2 is nontaxable

DOE (DACB) - Enlistment date member received SRB for

FY (YEAB) - Fiscal year of SRB installment

AMT-INSTLMT-PMT (PAAO) - The amount of SRB installment paid.

D. Special Conditions

Selective Reenlistment Bonus (SRB) transactions are usually input by RETAIN a part of the E603 process. However, any corrections are normally made by DFAS-IN after E603 has updated on member MMPA. When an E603 is processed it initially posts an N7 memo entry (Separation/Re-Enlistment) and an NT line. The N7 contains all the re-enlistment data and the NT line is generated with the payment information for the SRB entitlement and the amount due for lump sum leave sell. The N7 will not finalize until after 9 system updates. During this time an E604 can be processed to correct any erroneous data and generate a new NT line. An E604 can be processed by the Servicing Finance Office, by Retain, or Central Site (DFAS-IN). After the E603 fully processes, an R7 entry for re-enlistment history a well as a 3303 for payment of bonus and 7403 for sell of leave (if requested) will be generated to the MMPA as entitlements. The PQ will reflect the total entitlements for both entries. If the amount paid on the PQ03 is different from the amount authorized on the PQ authorization, then a PY (out of balance payment) will generate. The difference in the amount authorized and amount paid should be applied to member’s next regular pay. If member is overpaid by more than their current month’s available pay (P5 accrual) a DW will be established. The DW will continue to collect until the overpayment is fully collected.

If the SRB is submitted by DFAS-IN as a 3303 transaction, the system should generate a 33 entitlement entry, a R7 history entry, and a PL authorization with voucher number and date for net EFT payment to member’s account. The system will also generate a future 33 entry for next annual payment and a 33 Z entry to close the R7 after service commitment has been met.

E. Processing Transactions

A 3303 transaction is used by central site to report an SRB. It is used when the Reenlistment (E603 transaction) has already been processed and no input was made for bonus payment or when future entries were not processed for installment payments.

3303 – Report Selective Reenlistment Bonus

3303 Report - Selective Reenlistment Bonus (SRB)

Member Information

Cycle: Z1 Julian Date: 047

SSN 123456789 Name EDWAR

Action Type

Report Release Adjust

Transaction Information

Program Indicator: 1 - Break in service 3 months or less

Number of Months Obligated Service: 00

Monthly Amount of Basic Pay on DOS: 2700.00

SRB Zone: B - Zone B SRB

SRB Multiplier: 015 - 1.5 months basic pay

Percentage for Break in Service: 0 - Break in service 3 months or less

Installment Indicator: 3 - 50% Initial Installment and remaining e

Maximum Bonus Indicator: 1 - $40,000.00 maximum bonus (Army Only)

Input Source: CK

OK Cancel Prefill Inquiry History Print Help

Selective Reenlistment Bonus Reported

```
33-SRB* ENTRY-OPEN-DT 051101 01 11 1  ENTRY-CLSD-DT 051101 01 11 1 CNTRL-CODE 2
   ACTN 03  START 050611  ENTLMT 8,100.00 SRB-BONUS-TYPE B  FY 05
R7 SRB* ENTRY-OPEN-DT 051101 01 11 1  CNTRL-CODE 0  AMT-ANL-PAYMT 2,025.00
   ENTLMT 16,200.00  PD-TO-DATE 8,100.00 SRB-INSTLMT-NR 1  SRB-MULTR 1.5
   SRB-BONUS-TYPE B TOTAL-DAYS-SRB-PD 1440 RRB/SRB-TAX-XCLUSN-ID 1 DOE 050611
   FY 05 AMT-INSTLMT-PMT 8,100.00
FJ-FED WHLDG* ENTRY-OPEN-DT 051101 01 11 1  ENTRY-CLSD-DT 051101 01 11 1
   CNTRL-CODE 2  START 0511  1-TI-DEDTN 2,025.00 1-TI-WAGES 8,100.00
   DEDTN-ELECTN M  TAX-YEAR 05
PL SRB* ENTRY-OPEN-DT 051101 01 11 1  CNTRL-CODE 0  1-TI-PAY-AUTH 050611
   AMT-1-TI-PAY 6,075.00  ADSN 3800

33 ENTLMT-FUTR B EFF-DATE 050922
33 ENTLMT-FUTR Z EFF-DATE 090610
```

3303 – Screen Instructions

PROGRAM INDICATOR: Must be 1 or 2. Make a selection from the Drop-down list; choices are:

1 = Break in service 3 months or less
2 = Break in service greater than 3 months

NUMBER OF MONTHS OBLIGATED SERVICE: Must be numeric. Enter the number of months obligated service.

MONTHLY RATE: Must be numeric. Enter the monthly amount of basic pay on the date of separation.

SRB ZONE: Must be A-C. Make a selection from the Drop-down list; choices are:

A = Zone A (17 months to 6 years of service)
B = Zone B (6 years to 10 years of service)
C = Zone C (10 years to 14 years of service)

SRB Multiplier: Make a selection from the Drop-down list; choices are:

05 =	0.5	month basic pay	50 =	5.0	months basic pay
10 =	1.0	month basic pay	55 =	5.5	months basic pay
15 =	1.5	months basic pay	60 =	6.0	months basic pay
20 =	2.0	months basic pay	65 =	6.5	months basic pay
25 =	2.5	months basic pay	70 =	7.0	months basic pay
30 =	3.0	months basic pay	75 =	7.5	months basic pay
35 =	3.5	months basic pay	80 =	8.0	months basic pay
40 =	4.0	months basic pay	85 =	8.5	months basic pay
45 =	4.5	months basic pay	90 =	9.0	months basic pay
100 =	10.0	months basic pay			
105 =	10.5	months basic pay			
110 =	11.0	months basic pay			
115 =	11.5	months basic pay			
120 =	12.0	months basic pay			
125 =	12.5	months basic pay			
130 =	13.0	months basic pay			
135 =	13.5	months basic pay			
140 =	14.0	months basic pay			
145 =	14.5	months basic pay			
150 =	15.0	months basic pay			
155 =	15.5	months basic pay			

PERCENTAGE INDCATOR: Must be 0-2. If the Program Indicator is 1 this field must be zero. If the Program Indicator is 2 this field must be 1 or 2. Make a selection from the Drop-down list; choices are:

0 = Break 3 months or less
1 = .50 (Break greater than 3 months and less than or equal to 2 years)
2 = .25 (Break greater than 2 years and less than or equal to 4 years)

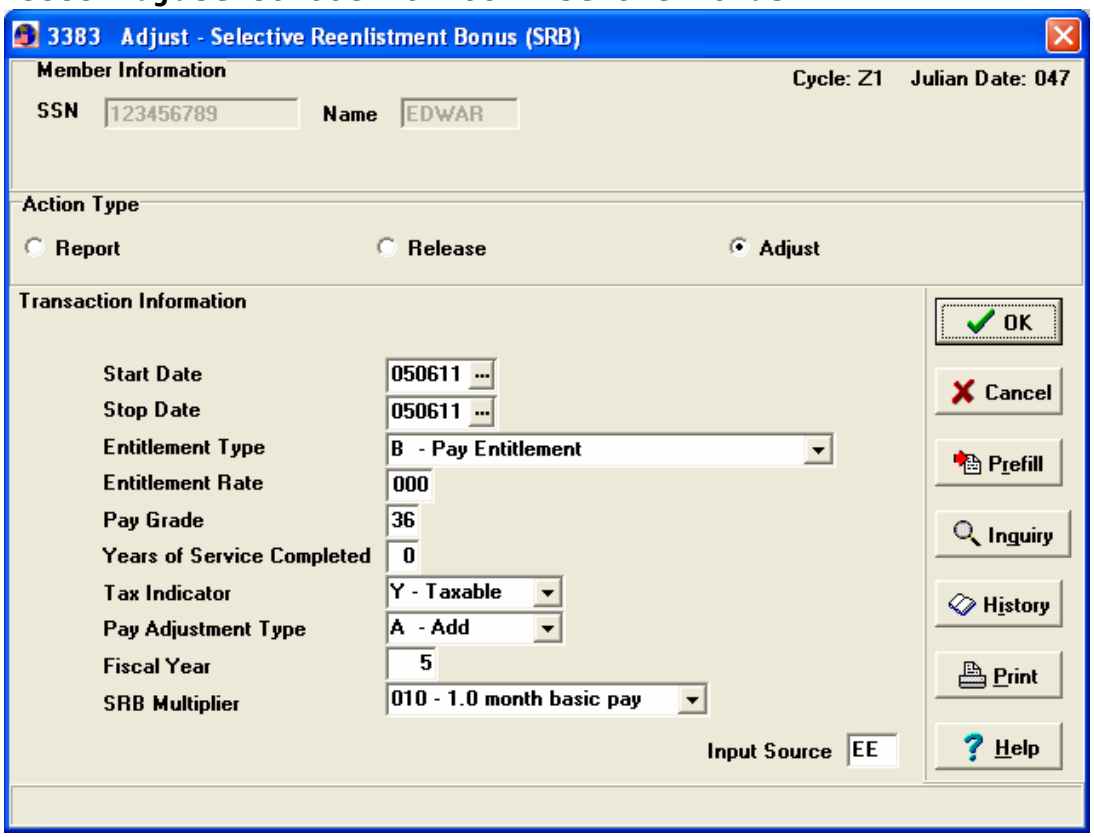
INSTALLMENT INDICATOR: Must be 1-3. Make a selection from the Drop-down list; choices are:

1 = Annual Installment 2 = One Lump Sum Payment 3 = 50% of Initial Installment and remaining equal installment

MAXIMUM BONUS INDICATOR: Make a selection from the Drop-down list; choices are:
Armv 1 = $40,000.00

ADJUSTMENTS: The 3383 transaction is used to adjust an SRB entitlement. It will post a 33-entitlement entry and if taxable a one time FJ/FK entry. **THE 3383 TRANSACTION DOES NOT UPDATE THE R7 ENTRY** the R7 entry must be corrected via a 9804 (overlay) transaction. Any adjustment done by a 3383 transaction will reflect on member's next normal payday (PU entry). If adjustment is a deduction that could cause financial hardship a DQ01 (33) should be used.

3383 Adjust Selective Reenlistment Bonus



Adjust Selective Reenlistment Bonus

Before MMPA:

```
R7 SRB* ENTRY-OPEN-DT 051101 01 11 1  CNTRL-CODE 0  AMT-ANL-PAYMT 1,146.96
   ENTLMT 11,469.60  PD-TO-DATE 5,734.80  SRB-INSTLMT-NR 1  SRB-MULTR 1.0
   SRB-BONUS-TYPE B  TOTAL-DAYS-SRB-PD 2160  RRB/SRB-TAX-XCLUSN-ID 1
   DOE 050611  FY 05  AMT-INSTLMT-PMT 5,734.80
PU CURRENT MONTH REGULAR PAY* ENTRY-OPEN-DT 050722 17 07 2  MID-MONTH 11
   PA-AMT-MM 903.93  COMPTR-PAY-COND 0  ADSN 3800 END-OF-MONTH 11 PA-AMT-EOM
   903.43  COMPTR-PAY-COND 0  ADSN 3800  BAL-AMT 0.00
```

After MMPA:

```
33-SRB* ENTRY-OPEN-DT 051101 01 11 1  ENTRY-CLSD-DT 991101 01 11 1 CNTRL-CODE 4 ACTN
83
   START 050611  ENTLMT 1,000.00  SRB-BONUS-TYPE B  FY 00
R7 SRB* ENTRY-OPEN-DT 051101 01 11 1  CNTRL-CODE 0  AMT-ANL-PAYMT 1,146.96
   ENTLMT 11,469.60  PD-TO-DATE 5,734.80  SRB-INSTLMT-NR 1  SRB-MULTR 1.0
   SRB-BONUS-TYPE B  TOTAL-DAYS-SRB-PD 2160  RRB/SRB-TAX-XCLUSN-ID 1 DOE 050611
   FY 05  AMT-INSTLMT-PMT 5,734.80
FJ-FED WHLDG* ENTRY-OPEN-DT 051101 01 11 1  ENTRY-CLSD-DT 991101 01 11 1
   CNTRL-CODE 2  START 0511  1-TI-DEDTN 280.00 1-TI-WAGES 1,000.00 DEDTN-
   ELECTN M  TAX-YEAR 05
PU CURRENT MONTH REGULAR PAY* ENTRY-OPEN-DT 051101 01 11 1  MID-MONTH 11
   PA-AMT-MM 1,623.93  COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 11 PA-AMT-EOM
COMPTR-
```

3383 – Screen Instructions

START DATE: Must contain a valid date in YYMMDD format. Date must be equal to or prior to the current date.

STOP DATE: Must contain a valid date in YYMMDD format. Date must be equal to or greater than the Start Date.

ENTITLEMENT TYPE: Must be A-H, J-Q or 1-8. Make a selection from the Drop-down list; choices are:

A = Stop Entitlement
B = Pay Entitlement
C = Increase Fly Pay
D = Start CMAB
E = Start CMAB
G = Change Pro-Pay Status to A
H = Change Pro-Pay
I = 1st Payment CMAB
J = Change Pro-Pay Status to C
L = Change Years Service Medical or Dental
M = Add $250 to Permanent Professor's Basic Pay
N = Start HFP, No Tax Exclusion
P = Start HFP, with Tax Exclusion
Q = Stop Fly Pay
R = Start Entitlement
S = Start Held Pay Deductions
T = Stop Class Q and BAQ and Quasi-Advance
U = Stop Fly Pay End of FY

ENTITLEMENT RATE: Must be numeric. Enter the entitlement rate.

PAY GRADE: Must be 01-10 (Officer), 21-25 (Warrant Officer) or 31-39 (Enlisted).

YEARS OF SERVICE COMPLETED: Must be numeric. Enter the number of years of service completed.

TAX INDICATOR: Must be Y or N. Make a selection from the Drop-down list; choices are:

Y = Taxable
N = Non-taxable

PAY ADJUSTMENT TYPE: Must be A or S. Make a selection from the Drop-down list; choices are:

A = Add
S = Subtract

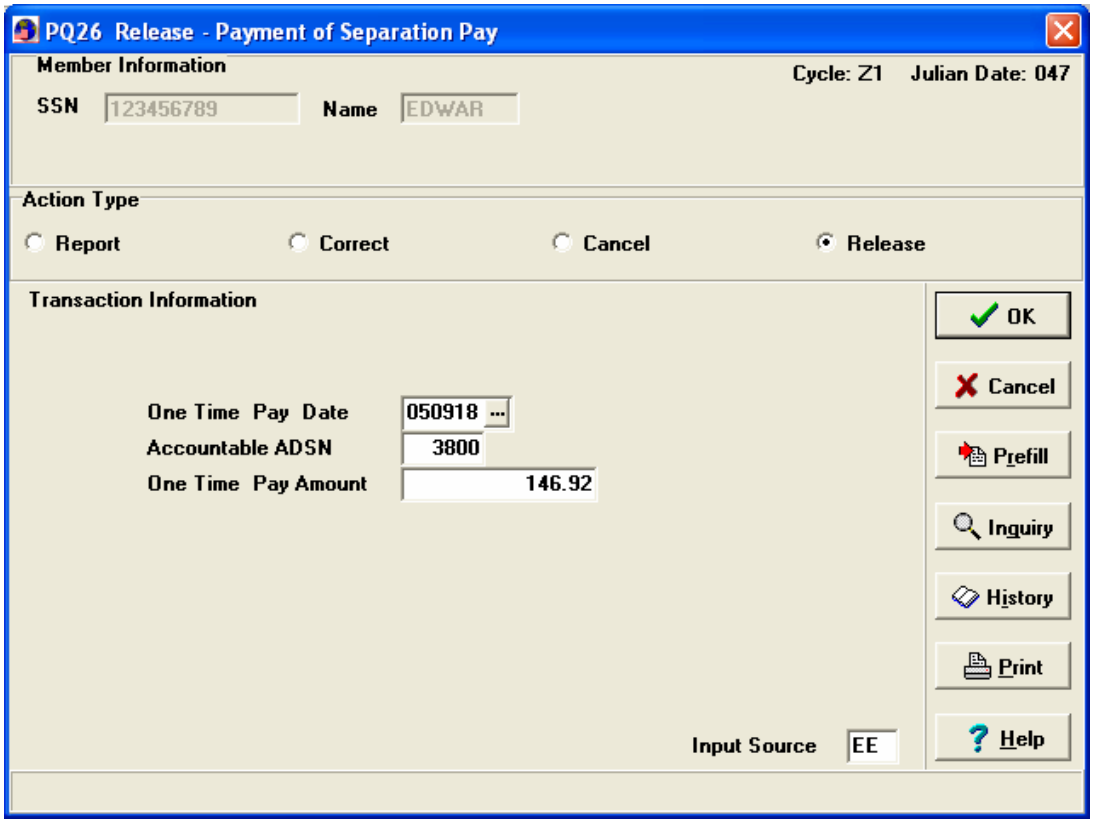
FISCAL YEAR: Must be numeric. Enter the fiscal year.

SRB Multiplier: Make a selection from the Drop-down list; choices are:

05 = 0.5 month basic pay
10 = 1.0 months basic pay
15 = 1.5 months basic pay
20 = 2.0 months basic pay
25 = 2.5 months basic pay
30 = 3.0 months basic pay
35 = 3.5 months basic pay
40 = 4.0 months basic pay
45 = 4.5 months basic pay
50 = 5.0 months basic pay
55 = 5.5 months basic pay
65 = 6.5 months basic pay
60 = 6.0 months basic pay
70 = 7.0 months basic pay
75 = 7.5 months basic pay
80 = 8.0 months basic pay
85 = 8.5 months basic pay
90 = 9.0 months basic pay
95 = 9.5 months basic pay
100 = 10.0 months basic pay
105 = 10.5 months basic pay
110 = 11.0 months basic pay
115 = 11.5 months basic pay
120 = 12.0 months basic pay
125 = 12.5 months basic pay
130 = 13.0 months basic pay
135 = 13.5 months basic pay
140 = 14.0 months basic pay
145 = 14.5 months basic pay
150 = 15.0 months basic pay
155 = 15.5 months basic pay

A PQ26 transaction is used to release an open PQ/PX entry. This transaction will post the payment into the authorization entry for the next pay period.

PQ26 – Release Payment of Separation Pay



Payment Release to Member's Pay

Before MMPA:

```
PX DLNQNT REG/1TI PAY *  ENTRY-OPEN-DT 050928 01 10 1  CNTRL-CODE 0  PA-SEQ-NR
    000  AMT-1-TI-PAY 146.92  REG-PAY-AUTH-DATE 050918  FORMAT-ID PQ
    ENTLMNT-FORMAT     ADSN 9595
PU CURRENT MONTH REGULAR PAY*  ENTRY-OPEN-DT 051015 01 10 2  MID-MONTH 10
    PA-AMT-MM 721.13  COMPTR-PAY-COND 0  ADSN 3800  END-OF-MONTH 10 PA-AMT-EOM
    703.35 COMPTR-PAY-COND 0  ADSN 3800  BAL-AMT 0.00
```

After MMPA:

```
PX-DLNQNT REG/1TI PAY * ENTRY-OPEN-DT 050928 01 10 1  ENTRY-CLSD-DT 051101
    01 11 1  CNTRL-CODE 6  PA-SEQ-NR 000  DATE-VOU 051101  1-TI-PAY-AUTH 050918
    AMT-1-TI-PAY 146.92  COMPTR-PAY-COND 4  FORMAT-ID PQ  ENTLMNT-FORMAT
    VOU-NR 00000000 GOVT-AGENCY A  ADSN 3800
PU CURRENT MONTH REGULAR PAY* ENTRY-OPEN-DT 051101 01 11 1  MID-MONTH 11
    PA-AMT-MM 868.05  COMPTR-PAY-COND 0  ADSN 3800 END-OF-MONTH 11  PA-AMT-EOM
  703.35 COMPTR-PAY-COND 0  ADSN 3800  BAL-AMT 0.00
```

PQ26 – Screen Instructions

One Time Pay Date: YYMMDD; date of one-time pay authorization.
Accountable ADSN: ADSN of paying Disbursing Officer.
One Time Pay Amount: Amount of one-time pay authorization.

F. Corrections

Incorrect Amount - If member is overpaid SRB and the PQ or PL has not been released, process a PQ26 or PL26 transaction to release payment into member's next pay and then process a 3383 transaction to deduct the overpayment from that pay. Process a 9804 transaction to overlay R7 to correct amounts and make any required adjustments for future payments.

If member is overpaid SRB and has already received payment, then a collection for the overpayment must be processed. Collection can be processed with either a 3383 deduction transaction or with a DQ (Indebtedness collection). Normally, a DQ action should be processed and the DQ suspended (Action 18) for due process to the member. The Servicing Finance Office would be notified of the action so that arrangements can be made for action with the member. Process 9804 to overlay R7 to correct amounts.

If member was overpaid on an annual installment make determination as to financial hardship and process a 3383 or a DQ01 33 transaction accordingly.

Erroneous SRB - If member has an erroneously posted SRB follow the same steps used for processing an incorrect amount. However, process a 9846 transaction to delete R7 and 9726 transaction to delete 33 futures.

If member was not paid SRB (open PQ) and was erroneously taxed in prior year (the following set of transactions will take at least two updates and must be processed within the same pay update)

1. Process an FR05 and move bonuses taxable wages and deductions to current year.
2. Process a PQ26 transaction to drop amount of PQ authorization into next payday
3. Audit R7 entries to ensure all entries are correct.

Tax Free SRB - If member was erroneously taxed for an SRB in the current year process a FJ05 transaction to reduce the members' federal wages and deductions by the erroneously posted SRB amounts. If applicable process a FK04 to credit state wages and deductions.

If member was erroneously taxed for an SRB in the 1st prior year process an FN05 to reduce federal wages by the bonus amount. If member was erroneously taxed for 2nd or more prior years correct wages via JLAA. (This should be referred to the Tax Team in Special Processing Branch). The system will generate a W2C for that year. There should be no action to refund taxes deducted for prior years. Money deducted for prior year taxes has already been reported to the IRS and the member must file a tax return with the corrected wages from (W2C) to receive adjustments for tax deductions.

Payments - An SRB posted with an E603 will post a PQ authorization. A PQ authorization must be paid by member's servicing ADSN via JPPX (24 hour EFT) or paper check.

An annual installment of an SRB or one posted by a 3303, 3313 or 9903-33 transaction will post a PL authorization. A PL authorization will prompt system to generate an EFT payment with voucher number and date. An SRB posted by 3383 transaction will report funds to pay into member's next pay.

A PQ or PL will change to a PX after it remains open through one MER. The PX identifies that Payment for the PQ/PL is delinquent. There are no processing transactions for a PX only for the Format-ID that it represents.

If Servicing Finance Office submits a JPBB transaction for a PQ03 transaction without having an open PQ/PX authorization the PQ03 will post as an NQ entry.

The PQ will remain posted as an NQ until it has an open PQ authorization line to process against or until DFAS-IN forces it to post as a PQ. When DFAS-IN forces a PQ to post it will have the same effect as a PK or PC payment posting to members account and will immediately collect the funds from member's current pay. If there are not enough funds to collect the amount due from the transaction, then system will establish a DW entry that will reflect as an advance pay. This entry will collect until the total has collected in full. NQ entries can be deleted by using a PQ06 transaction.

G. MOS Conversion Bonus

The objective of this program is to attract highly qualified soldiers in the rank of SSG and below who are serving in an over strength / balanced MOS to migrate to a shortage. Soldiers who participate in this program are eligible to receive a one time lump sum based upon manning levels, completion of training as appropriate, and award of the new MOS.

The criteria for this program are as follows:

A. Must be in the rank of SSG or below with less than 10 years of total service at time of application/or
B. Must be in rank of SGT or below regardless of years of service.
C. Must agree in writing to recoupment of the unearned portion of any bonus they are currently receiving.
D. Must meet all requirements for requested MOS.
E. Must be currently serving in an over strength MOS.
F. Must agree to serve in the new MOS for 36 continuous months upon award of the new MOS.
G. Must voluntarily select an MOS that meets the requirements.

The payment is for a one time lump sum ranging in amount from $2000 to $4000. This bonus will be paid at DFAS-IN with a 9903 transaction using FID 31.

H. BEAR Program Bonus

Bonus Extension and Retraining Bonus (BEAR) Re-Enlistment program was developed to allow soldiers to retrain into certain required Army Specialties to meet requirements for manning in certain career fields.

The criteria for re-enlistment remain the same as for any re-enlistment. Members must extend current service obligation to meet requirements for retraining in certain MOS (Military Occupational Specialties). Extensions will be forgiven up to 24 months if member re-enlists within 90 days after graduation from training. (NOTE: Member must complete the Associated AIT Program) Member will be paid under program in effect at time of entry into the “BEAR” program or the program in effect at time of re-enlistment. The determination will be made when re-enlistment contract is accomplished. A minimum re-enlistment term of three years is required and rules for zones A, B, or C will apply.

The input for bonus entitlements remains the same. Computation of bonus will only take into consideration the extension for retraining and the accreditation of the months obligated extension (24 maximum).

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Chapter 19 C - CAREER STATUS BONUS/REDUX ELECTION

A. Background

A member who entered the service after July 31, 1986 will be given a choice of retirement plans at their 15th year of service. There are two options:

1. Take the pre-1986 retirement system (High-3 Year Average System) which basically calculates retirement pay at 2.5% per year on active duty—OR

2. Elect the post-1986 retirement system (Military Retirement Reform Act (MRRA) of 1986 commonly referred to as (REDUX)and take a $30,000 Career Status Bonus (CSB) payment. Members will then be eligible for retirement after 20 years of service with a reduction to a 2.0 percentage for retirement.

B. Eligibility

All active duty members are eligible: enlisted, warrant officers and commissioned officers. To be eligible for the CSB/REDUX election, members must meet the following conditions:

1. Is currently serving on active duty.

2. First became a member of a Uniformed Service on or after August 1, 1986, determined by the DIEMS or DIEUS date (Date of Initial Entry to any branch of Military/Uniformed Service.)

3. Has completed 15 years total active military service.

4. Is otherwise eligible, as determined by the Secretary of the Military Service concerned to serve continuously on active duty until the completion of 20 years.

C. Notification

The Secretary of the Military Department concerned shall notify all members with a DIEMS of August 1, 1986, or later, whether or not they are eligible to make a CSB/REDUX election. Notification letters will be sent on or shortly before the date individuals complete 14 years and 6 months of active duty. If a member is not eligible, the notification will explain why, and will inform the member whether, under any exception established in guidance provided by the Secretary of the Military Department concerned, there will be an opportunity to make a CSB/REDUX election in the future, if the impediment to soldier's eligibility is eliminated.

D. Election

To make a CSB/REDUX election, a member must submit a properly executed and validated Career Status Bonus Election Form (DD Form 2839) and any other Service required forms as directed in the eligibility notification. Submission of forms must be no later than the date member attains 15 years of active military service or 6 months after the eligibility notification is received, whichever is the later date.

DD Form 2829 – Career Status Bonus Election Form (1 of 3)

CAREER STATUS BONUS (CSB) ELECTION

(Read Instructions before completing form.)

PRIVACY ACT STATEMENT

AUTHORITY: 37 U.S.C. 322; E.O. 9397; ASD(FMP) Memorandum dated February 2, 2001, Subject: Career Status Bonus Implementing Guidance.

PRINCIPAL PURPOSE: To record a member's eligibility and election to receive or not receive the Career Status Bonus with reduced retired pay (REDUX) and to adjust such retired pay according to the member's election.

ROUTINE USE(S): Information may be provided to the Internal Revenue Service to resolve matters relating to an individual's tax withholding; to the Federal Retirement Thrift Investment Board to establish eligibility for contributions to the Thrift Savings Plan for Uniformed Service personnel, and to the Department of Justice or state and local governments when a question of conflicting interest is raised concerning a member's declarations and election.

DISCLOSURE: Voluntary; however, failure to provide the requested information by the time instructed by the member's branch of Service could result in an irrevocable determination affecting the amount of retired pay the individual may later qualify to receive and disqualification for electing the Career Status Bonus.

SECTION I - PERSONAL IDENTIFICATION *(To be completed by Service Officials)*

1. NAME *(Last, First, Middle Initial)*	2. SSN	3. RANK/PAY GRADE/BRANCH OF SERVICE

4. DIEMS *(YYYYMMDD)*	5. DATE FOR DETERMINATION OF ACTIVE DUTY SERVICE COMPLETED *(YYYYMMDD)*	6. DATE OF NOTIFICATION *(YYYYMMDD)*

SECTION II - DETERMINATION OF ELIGIBILITY *(To be completed by Service Officials)*

7. You may be eligible to elect a Career Status Bonus (CSB). To be eligible, you must:
(1) Be on active duty,
(2) Complete 15 years of active duty service,
(3) Have a DIEMS of August 1, 1986 or later, and
(4) Qualify under Service regulations for retention to 20 years of active duty service.

Service records indicate that you are currently:

☐ Eligible to elect the Career Status Bonus.
☐ Not eligible to elect the Career Status Bonus.

REASON NOT ELIGIBLE:

8. DATE OF DETERMINATION *(YYYYMMDD)*	9. SERVICE AUTHENTICATING REPRESENTATIVE	
	a. PRINTED NAME *(Last, First, Middle Initial)*	b. SIGNATURE

SECTIONS III, IV, or V *(To be completed by Member and Witness as directed by Service)*

NOTE: Complete only one of these sections and then return it as instructed by your Service.
If not eligible, complete Section III only.
If eligible and you want to elect to receive the bonus, complete Section IV only.
If eligible and you do not want to receive the bonus, complete Section V only.

SECTION III - NOT CURRENTLY ELIGIBLE FOR CAREER STATUS BONUS

Complete this section only if **you are not currently eligible to elect the Career Status Bonus** and return the form as instructed by your Service.

10. I understand that I am not eligible for the Career Status Bonus at this time and that my ineligibility does not preclude my continued service to retirement if my Service so permits. I understand that I will not receive a bonus and I remain under the High-3 retirement system. I understand that my Service will notify me if I later become eligible to elect the bonus.

a. SIGNATURE	b. DATE SIGNED *(YYYYMMDD)*

11. WITNESS

a. PRINTED NAME *(Last, First, Middle Initial)*	b. RANK/PAY GRADE	c. POSITION/DUTY TITLE
d. ORGANIZATION	e. ORGANIZATIONAL ADDRESS	
f. SIGNATURE		g. DATE SIGNED *(YYYYMMDD)*

DD FORM 2839, SEP 2002 PREVIOUS EDITION IS OBSOLETE. Reset Page 1 of 3 Pages

DD Form 2829 – Career Status Bonus Election Form (2 of 3)

SECTION IV - ELIGIBLE AND ELECTING TO RECEIVE THE CAREER STATUS BONUS

Complete this section only if you are eligible and **you desire to elect to receive the Career Status Bonus.** Then return the form as instructed by your Service.

12. I elect to receive the Career Status Bonus payment, with payments as indicated in block 12a below. I make this election upon my attainment of 15 years of active duty service and having been determined eligible for the bonus by my Service. I understand that once the election is effective it may not be revoked. My election is effective once received and accepted at the 15th year of service, or if later, the date received and determined acceptable by my Service, but no later than the date that is six months after being notified of my eligibility. I understand that if I receive the CSB in error, I must repay the full, before-tax bonus amount. I agree to remain on continuous active duty, subject to Service regulations, until I attain a minimum of 20 years of such service. If I fail to complete such service, I understand that I will be required to repay a share of the total ($30,000) bonus payment in proportion to the amount of service I failed to complete compared to the additional service I agreed to serve. Any unpaid installments will be credited to my repayment. If I am separated prior to 20 years of service, I consent to withholding from current pay, final pay, or any other money due me to satisfy this indebtedness. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my separation, and understand that this could result in the withholding of 100% of any current pay, final pay, or other money due me. I further understand that if and when I do retire, it will be under the provisions of the 1986 Military Retirement Reform Act (1986 MRRA, known as REDUX), and that my future retired pay, if based on length of service, will be reduced under such provisions in the form of a reduced multiplier before age 62 and annual Cost-of-Living Adjustments (COLAs) that are 1 percentage point less than I would otherwise receive both before and after age 62, but with a one-time catch-up COLA adjustment at age 62. I have received the Fact Sheet of Information for Eligible Career Status Bonus Members, explaining the details and effects of making this election.

a. I ELECT TO RECEIVE THE CAREER STATUS BONUS AS FOLLOWS *(X the desired option)*:

- [ ] (1) A SINGLE LUMP SUM PAYMENT OF $30,000
- [ ] (2) TWO ANNUAL PAYMENTS OF $15,000
- [ ] (3) THREE ANNUAL PAYMENTS OF $10,000
- [ ] (4) FOUR ANNUAL PAYMENTS OF $7,500
- [ ] (5) FIVE ANNUAL PAYMENTS OF $6,000

NOTE: When multiple payments are to be made, the second and later payments are made in January of each succeeding year.

b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

13. WITNESS

a. PRINTED NAME *(Last, First, Middle Initial)*	b. RANK/PAY GRADE	c. POSITION/DUTY TITLE
d. ORGANIZATION	e. ORGANIZATIONAL ADDRESS	
f. SIGNATURE		g. DATE SIGNED *(YYYYMMDD)*

SECTION V - ELIGIBLE AND ELECTING NOT TO RECEIVE THE CAREER STATUS BONUS

Complete this section only if you are eligible to receive the Career Status Bonus but **you desire NOT to elect the bonus.** Then return the form as instructed by your Service.

14. I elect not to receive the Career Status Bonus upon my attainment of 15 years of active duty service. I understand that once the election is effective it may not be revoked. My election is effective once received and accepted at the 15th year of service, or if later, the date received and determined acceptable by my Service, but no later than the date that is six months after being notified of my eligibility. I understand that I will not have any further opportunity to elect to receive this bonus. I understand that I will not receive a bonus payment and that I remain under the High-3 retirement system. I have received the Fact Sheet of Information for Eligible Career Status Bonus Members, explaining the details and effects of making this election not to receive this bonus.

a. SIGNATURE	b. DATE SIGNED *(YYYYMMDD)*

15. WITNESS

a. PRINTED NAME *(Last, First, Middle Initial)*	b. RANK/PAY GRADE	c. POSITION/DUTY TITLE
d. ORGANIZATION	e. ORGANIZATIONAL ADDRESS	
f. SIGNATURE		g. DATE SIGNED *(YYYYMMDD)*

SECTION VI - SERVICE RECORDING OF ELECTION

(To be completed by Service Officials after member makes an election to receive the bonus)

16. CSB ELECTION EFFECTIVE DATE *(YYYYMMDD)*

17. RECORDING OFFICIAL

a. PRINTED NAME *(Last, First, Middle Initial)*	b. RANK/PAY GRADE	c. POSITION/DUTY TITLE
d. ORGANIZATION	e. ORGANIZATIONAL ADDRESS	
f. SIGNATURE		g. DATE SIGNED *(YYYYMMDD)*

DD FORM 2839 (BACK), SEP 2002 Reset Page 2 of 3 Pages

DD Form 2829 – Career Status Bonus Election Form (3 of 3)

INSTRUCTIONS FOR COMPLETING DD FORM 2839, CAREER STATUS BONUS (CSB) ELECTION

GLOSSARY:

CSB Election Effective Date: This is the date the member's election to receive a Career Status Bonus becomes irrevocable. This is the date the election is received and accepted at the 15th year of service, or if later, the date received and determined acceptable by the Service concerned, but no later than the date that is six months after the member is notified of eligibility for the Career Status Bonus.

Date of CSB Notification: This is the date the Service processed the notification to the member. The Service should record this date in Section I, Item 6 of the form as this date may determine the effective date of an election.

Date for Determination of Active Duty Service Completed: This is the date used by the Service to compute the number of years of active duty service of a member. The terminology for this varies by Branch of Service.

Date of Initial Entry to Military Service (or Date of Initial Entry to Uniformed Service): This date is referred to as the **DIEMS** or the **DIEUS**. Other acronyms or terms may be used in other Branches of Service. This is the date someone first became a member of a Uniformed Service and pertains to the earliest date of enlistment, induction, or appointment in a regular or reserve component of a Uniformed Service as a commissioned officer, warrant officer, or enlisted member. Breaks in service shall not affect the date someone first became a member. Cadets and midshipmen of the Academies, cadets of the Reserve Officer Training Corps, and members of the Delayed Entry Program (DEP) are considered to have become members for the purposes of these provisions. All members should be informed of the implications of these provisions on their potential retired pay.

GENERAL

Service Personnel Officials: Complete Sections I, II, and VI as appropriate to member being notified.

Member: Complete only Section III, IV, or V, as appropriate to your situation.

1. Read these instructions carefully before completing the form.

2. This form will record your election to receive a Career Status Bonus. Your election will carry Service obligation requirements and affect your future retired pay.

3. If eligible to elect the Career Status Bonus, your Service must furnish you a copy of the fact sheet: **Information for Members Eligible to Receive a Career Status Bonus** explaining the details and effects of making your election to receive or not to receive the bonus. You should read this fact sheet and consult other sources if desired.

SECTION I: To be completed by Service Officials.

Self-explanatory. Obtain from Service personnel records.

SECTION II: To be completed by Service Officials.

Item 7. This item is to be completed by Service officials and provided to the member on or about the time of completing 14 years and 6 months of active service.

Member: If this item is not completed, obtain a determination from your personnel office.

SECTIONS III, IV and V: To be completed by Member.

Complete only the one section appropriate for your situation. Sign and date the form in the appropriate blocks for the applicable section. Have your signature witnessed as instructed by your Service.

SECTION III: Not Currently Eligible for Career Status Bonus.

Complete Section III only if you have been determined currently **not eligible to elect the bonus.**

SECTION IV: Eligible and Electing to Receive the Career Status Bonus.

Complete Section IV only if you are eligible and **desire to receive the bonus** with associated reductions in future retired pay, and you agree to remain on active duty for a minimum of 20 years.

SECTION V: Eligible and Electing NOT to Receive the Career Status Bonus.

Complete Section V only if you are **eligible but desire NOT to receive the bonus** with associated reductions in retired pay.

SECTION VI: Service Recording of Election.

This section is to be completed by Service officials if the member elects to receive the CSB. If the member was not eligible for the bonus or was eligible but did not elect the bonus, leave this section blank.

DD FORM 2839 (INSTRUCTIONS), SEP 2002 Page 3 of 3 Pages

E. Bonus Payments

Lump Sum Payment - The $30,000 CSB shall be paid to an eligible military service member who made a valid CSB/REDUX election. A member whose CSB/REDUX effective election date and the date of payment fall on or before December 27, 2001, must receive the bonus in a lump sum payment.

Payments by Installment - Under Public Law 107-107, effective December 28, 2001, eligible member may elect to one of the following receive the CSB under one of the following options:

a. One payment of $30,000;
b. Two annual installments of $15,000 each;
c. Three annual installments of $10,000 each;
d. Four annual installments of $7,500 each; or
e. Five annual installments of $6,000 each.

Initial payment of CSB cannot be paid earlier than the date the member attained 15 years of total active service.

Example: A member who will attain 15 years of active duty service on October 10, 2002, should be sent the CSB/REDUX notification no later than April 10, 2002. The member may complete the necessary forms and return them, but the election is not effective until October 10, 2002. The initial payment of the CSB election cannot be processed until 10 October 2002 when member has attained eligibility.

If a payment option is requested, subsequent annual installments shall be paid on or about January 15th of each year following the calendar year of the initial payment. All CSB payments qualify for deposit to the Uniformed Services Thrift Savings Plan (TSP) based on limitations and regulations governing TSP contributions.

F. Taxes

The CSB is considered as taxable income at the time the payment is actually made to the member. The CSB/REDUX is considered tax exempt income if the member is enlisted or warrant officer and is entitled to combat zone tax exclusion on date eligibility is reached, and has signed and dated a DD 2839 on or before actual date that eligibility is reached. If notification was delayed, and member signed for bonus at a later date, then tax exclusion will apply if soldier was in the combat zone on date DD 2839 was signed. A commissioned officer, as is the case with any pay entitlement, is limited to a monthly tax exemption in the amount of monthly rate of base pay for the highest ranking enlisted grade plus the monthly entitlement for hostile fire pay. If receiving entitlement to CSB/REDUX, the balance after this reduction will be taxable for a commissioned officer.

G. Collection

A member who has received a Career Status Bonus is obligated to serve continuously on active duty until completion of 20 years of active military service. A recipient who fails to meet this obligation must repay a comparable portion of the CSB received. The amount of repayment is calculated by multiplying $30,000 by a factor that is determined by dividing the uncompleted period of active duty by the total continuous active duty required as a result of the CSB/REDUX election. In making the calculation, months and days must be expressed as decimal fractions of a year (to the nearest .00000001). Each month is 1/12th of a year and each day is 1/360th of a year, rounded to the eighth decimal place.

H. Processing

The Career Status Bonus for all grades can only be processed as a unique transaction using a 9903. For all commissioned officers and warrant officers the Format ID to be used is the 08 (Nuclear Bonus) with a “1” in the SAF 3rd ID position. The 1 in this position ensures that Thrift Savings Plan will record and deduct the member’s election properly. The bonus type used will be a “4”.

The Career Status will be paid with a 31 (Re-Enlistment Bonus) for an enlisted member.

A “4” will be used in the SAF 3rd position ID to ensure correct processing of Thrift Savings Plan contributions.

Payments - Payment generated from the 9903 entry will result in an MMPA entry of PM03 for enlisted members and a PW03 for officers. These payments are automatically Electronic Funds Transfer (EFT) to the information shown in the LH entry from MMPA.

99 for Career Status Bonus – Enlisted

99 for Reenlistment Bonus (31)

Member Information

SSN 123456789 Name DOE J Cycle: Z1 Julian Date: 045

Action Indicator

03 - Adjust 06 - Cancel

Transaction Information

Start Date 060101 Amount Due (Total) 30000.00

Monetary Adjust Type 1 Pay Comp Type 2

Tax Adjust Code 1 - FITW/SITW Summary Account ID 0 - Add to all counter

Computer Control Code 2 - Closed or report SAF 3rd Position ID 4 - Extensions

Pay Grade 36 - E-6 Update MMPA Totals Indicator 2 - Change current m

Years of Service 16

N9 Memo CAREER STATUS BONUS ENLISTED DD 2839 051229 Input Source NP

OK Cancel Prefill Inquiry History Print Help

9903 entry and PM pay line for Enlisted Career Status Bonus

```
31-RNLMNT BONUS*  ENTRY-OPEN-DT 060204 08 02 1  ENTRY-CLSD-DT 060204 08 02 1
CNTRL-CODE 2  ACTN 03  START 051117  ENTLMT 30,000.00

PM-RNLMNT-PAY*  ENTRY-OPEN-DT 060204 08 02 1  ENTRY-CLSD-DT 060207 09 02 1
CNTRL-CODE 2  DATE-VOU 060207  1-TI-PAY-AUTH 051117  AMT-1-TI-PAY 30,000.00
COMPTR-PAY-COND 2  VOU-NR KA650195  GOVT-AGENCY A  ADSN 3800
```

99 for Career Status Bonus (Enlisted) – Screen Instructions (1 of 2)

NOTE: This transaction supports Career Status Bonus (CSB), Critical Skills Retention Bonus and OTEIP - Lump Sum.

START DATE: Must contain valid date as YYMMDD format, must be less than or equal to the current date.

AMOUNT DUE (TOTAL): Must contain an amount (the total amount due at end-of-month).

MONETARY ADJUST TYPE: Must select 1 or 2:

1-to increase member's pay
2-to decrease member's pay

'1' will automatically entered when Action Indictor = Start/01.
'2' will automatically entered when Action Indicator = Stop/02.

TAX ADJUST CODE: Must select the appropriate code:

1 - FITW/SITW
4 - None

PAY GRADE: Must select the pay grade that applies to he period of adjustment. Must be 31 -39.

YEARS OF SERVICE: Must select the years of service completed that apply to the period of adjustment.

COMPUTER CONTROL CODE: Must select the indicator that identifies the status of the MMPA entry:

0 - Open MMPA entry
1 - Open suspense MMPA entry
2 - Closed or report entry on MMPA
3 - Correct overpayment entry
4 - Correct underpayment entry
5 - Correct or cancel report entry having a monetary effect
6 - Correct or cancel report entry having no monetary effect
9 - Open entry suspended due to status, or closed entry

This entry must be 2, 3 or 4 when Action Indicator = Adjust/03.
This entry must be 0-6 or 9, when Action Indicator = Cancel/06.

PAY COMP TYPE: '2' will be automatically entered. (2 - perform pay computation and issue pay authorization).

SUMMARY ACCOUNT ID: Must select the appropriate action:

0 - add to all counters except strength
1 - add to all counters
2 - subtract from all counters
3 - subtract from all counters except strength

This entry must be 0 or 3 when Action Indicator = Adust/03.

99 for Career Status Bonus (Enlisted) – Screen Instructions (2 of 2)

UPDATE MMPA TOTALS INDICATOR: Must select the appropriate code that indicates whether the transaction affects money amount fields on the MMPA:

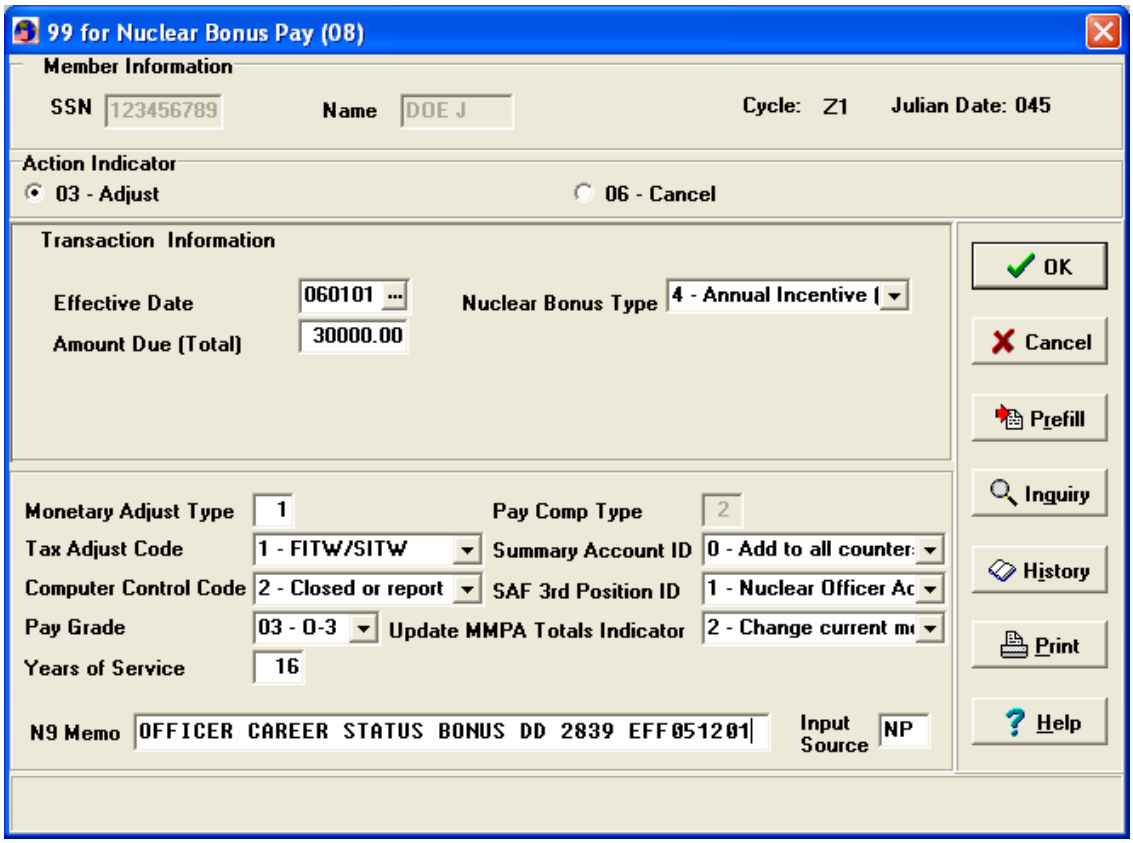
1 - no change
2 - change current month totals
3 - change next month totals
4 - change current and next month totals

SAF 3RD POSITION ID: Must select the appropriate code:

0 - 1st Term/ 4 years
1 - 1st Term/ 6 years
2 - Career under 16 years
3 - Career over 16 years
4 - Extensions Used for Enlisted Career Status Bonus

N9 MEMO ENTRY: Free-form field, 46 positions long. Special characters allowed. First two positions, N9, are system-generated (in the output record) and do not need to be entered.

99 for Career Status Bonus – Officer



9903 entry and PW pay line for Officer Career Status Bonus

```
08-NUCLEAR BONUS*  ENTRY-OPEN-DT 060204 08 02 1  ENTRY-CLSD-DT 060204 08 02 CNTRL-
CODE 2  ACTN 03  START 051114  ENTLMT 30,000.00  NUC-BONUS-TYPE 4

PW-NUCLEAR BONUSES*  ENTRY-OPEN-DT 060204 08 02 1  ENTRY-CLSD-DT 060207 09 02 1
CNTRL-CODE 2  DATE-VOU 060207  1-TI-PAY-AUTH 051114 AMT-1-TI-PAY 30,000.00
COMPTR-PAY-COND 2  ENTLMNT-FORMAT 08  VOU-NR KA650195  GOVT-AGENCY A  ADSN 3800
```

99 for Career Status Bonus (Officer) – Screen Instructions (1 of 2)

EFFECTIVE DATE: Must contain a valid date in YYMMDD format, equal to or less than the current date.

AMOUNT DUE (TOTAL): Must contain an amount (the total amount due at end-of-month).

NUCLEAR BONUS TYPE: Select the appropriate code:

1 - Officer Accession (USNA)
2 - Career Accession
3 - Continuation Pay
4 - Annual Incentive (NSA Bonus) Used for Officer Career Status Bonus.

MONETARY ADJUST TYPE: Must select 1 or 2:

1 – to increase member's pay
2 – to decrease member's pay

'1' will be automatically entered when Action Indicator = Start/01.
'2' will be automatically entered when Action Indicator = Stop/02.

TAX ADJUST CODE: Select the appropriate code:

1 - FITW/SITW
4 – none

COMPUTER CONTROL CODE: Must select the indicator that identifies the status of the MMPA entry:

0 - Open MMPA entry
1 - Open suspense MMPA entry
2 - Closed or report entry on MMPA
3 - Correct overpayment entry
4 - Correct underpayment entry
5 - Correct or cancel report entry having a monetary effect
6 - Correct or cancel report entry having no monetary effect
9 - Open entry suspended due to status, or closed entry

This entry must be 2, 3 or 4, when Action Indicator = 03.
This entry must be 0-6 or 9, when the Action Indicator = Cancel/06.

PAY GRADE: Must select the pay grade that applies to the period of adjustment. Must be 01-10, 21-25 or 31-39.

99 for Career Status Bonus (Officer) – Screen Instructions (2 of 2)

YEARS OF SERVICE: Must select the years of service completed that applies to the period of adjustment.

PAY COMP TYPE: '2' will be automatically entered (2 - perform pay computation and issue pay authorization).

SUMMARY ACCOUNT ID: Must select the appropriate action:

0 - add to all counters except strength
1 - add to all counters
2 - subtract from all counters
3 - subtract from all counters except strength

This entry must be 0 or 3 when Action Indicator = 03.

SAF 3rd POSITION ID: Must select the code which represents the third position of the Summary Account File Identifier (codes are located in DJMS Table 45):

1 = Nuclear Officer Accession Bonus
2 = Nuclear Career Accession Bonus
3 = Nuclear Continuation Pay
4 = Nuclear Annual Incentive Bonus Use for Officer Career Status Bonus

UPDATE MMPA TOTALS INDICATOR: Must select the appropriate code that indicates whether the transaction affects money amount fields on the MMPA:

1 = no change
2 = change current month totals
3 = change next month totals
4 = change current and next month totals.

N9 MEMO ENTRY: Free-form field, 46 positions long. Special characters allowed. First two positions N9 are system-generated (in the output record) and do not need to be entered.

A 9805 entry will be used to record the open history entry for payment of the Career Status Bonus.

9805 – Insert R5 for Career Status Bonus

9805 -- Insert/ Overlay/ Delete

Member Information

SSN 123456789 Name DOE J Cycle: Z1 Julian Date: 045

Transaction Information

MMPA Group B - Variable Open

Action I - Insert

Category R - Reenlistment/Bon

OK

Cancel

Inquiry

History

Print

Help

Entry #	Field Type	Field Length	Field Information
1:	D - Display/Alphanum	2	R5
2:	C - Binary	2	31
3:	P - Packed (positive)	11	00000060101
4:	P - Packed (positive)	1	0
5:	P - Packed (positive)	6	051229
6:	P - Packed (positive)	7	3000000
7:			

Characters to Skip 278 First Reference Character 0C

Category Length Adjustment 18 Second Reference Character D9 = R (Reenlistment

N9 Memo INSERT R5 DATA FOR CAREER STATUS BONUS Input Source NP

Inserted R5 for Career Status Bonus for $30,000.00

```
R5 RRB/LAST ENLSTMT*  ENTRY-OPEN-DT 060203 07 02 1  CNTRL-CODE 0  DATE-
PD 051114  ENTLMT 30,000.00  PD-TO-DATE 30,000.00  RRB-ELCTN 1
RRB-TYPE 0 RRB-NR 7  TOT-DAYS-RRB-PD 1800  LAST-GR-AUTHRZD 00
RRB/SRB-TAX-XCLUSN-ID 2
```

Future Payments - Because there is no future payment entitlement for a FID 31 and the 08 entries and R5 do not really correlate, there is no system fix to pay future installments if that is the member's election. A file search must be done for January 15th to determine the amount due member. Each payment must then be processed with the 9903 entry whether enlisted or officer. The criteria for the file search would be RRB-ELCTN 2, 3, 4, or 5. The data in the R5 entry would be corrected to change the PD-TO-DATE to reflect the total amount previously paid plus the new installment.

Note: If a member has received a Career Status Bonus in the month of January, then no installment payments will be made for that year. The next installment will be due the following year in January.

R5 Entry Data for Career Status Bonus

CNTRL-CODE - Equals zero.

DATE PAID - Effective date of bonus.

ENTLMT - Total amount $30,000.00.

PD-TO-DATE - Equal to amount processed on 9903 (whether full amount or Installment).

RRB-ELCTN - Number 1 = lump sum payment $30,000.00.
Number 2 = 2 installments of $15,000.00.
Number 3 = 3 installments of $10,000.00.
Number 4 = 4 installments of $7,500.00.
Number 5 = 5 installments of $5,000.00.

RRB-TYPE - Equals 0.

RRB-NR - Equals 7 to represent Career Status Bonus (REDUX).

TOTAL-DAYS-RRB-PD – To calculate the number of days paid add 20 years to the date in the TT entry from the MMPA. Then subtract the effective date of the bonus from the resulting date. The resulting number of years, months, and days will be converted to total days remaining to meet service obligation. (You must use a 360 day year and 30 days for the months.)

LAST-GR-AUTHRZD - Entry will be 00.

RRB/SRB-TAX-EXCLUSN-ID – Will equal 1 if, on the effective date of entitlement, the member is not tax exempt. Will equal a 2 if member’s MMPA reflects an FL entry on date Career Status Bonus is effective.

9805 – Insert R5 for Career Status Bonus – Screen Instruction

MMPA Group: Select B for Variable Open from the drop-down list.

Action: Select I for Insert from the drop-down list.

Category: Select R for Reenlistment from the drop-down list.

Entry # 1:

Field Type: Select D for Display from the drop-down list.
Field Length: Enter 2
Field Information: Enter R5

Entry # 2:

Field Type: Select C for Binary from the drop-down list.
Field Length: Enter 2
Field Information: Enter 31

Entry # 3:

Field Type: Select P for Packed Positive from the drop-down list.
Field Length: Enter 11
Field Information: First five digits will be zeros. Seventh thru eleventh will be the YYMMDD.

Entry # 4:

Field Type: Select P for Packed Positive from the drop-down list.
Field Length: Enter 1
Field Information: Enter 0

Entry # 5:

Field Type: Select P for Packed Positive from the drop-down list.
Field Length: Enter 6
Field Information: Enter the date member was entitled to the CSB – YYMMDD

Entry # 6:

Field Type: Select P for Packed Positive from the drop-down list.
Field Length: Enter 7
Field Information: Enter the dollar for the CSB.

Characters to Skip: Enter 278

First Reference Character: Enter OC

Second Reference Character: Select D9 = R (Reenlistment) from the drop-down list.

N9 MEMO: This field must contain an explanation / justification for the 9805 transaction. This is a free-form text field; alpha, numeric and special characters are allowed. Data entered in this field will be displayed on a N9 entry on the MMPA.

(Space reserved for future information)

Chapter 19 D - OTHER BONUS PROGRAMS

A. National Call to Service Bonus

The National Call to Service Program (NCSP) was authorized by National Defense Authorization Act beginning in Fiscal Year 2003. It includes a number of incentive programs for members enlisting under the NCSP.

When a new member enlists under provisions of the NCSP, in addition to the normal DD Form 4 enlistment contract, they must complete a DD Form X453, National Call to Service Election Options form. This form will become an addendum to the DD Form 4, and will be used to substantiate entitlement to the various program options and bonuses.

Under this new program, the member incurs an eight year military service obligation, which will typically consist of:

1. Initial entry training (IET) period, to include basic combat training (BCT) and advanced individual training (AIT) schools.
2. 15 months of active duty following completion of initial entry training.
3. 24 months of Selective Reserve or continued active duty.
4. Remainder of eight year service obligation can be any combination of the following:
    a. Continued active duty service.
    b. Selective Reserve.
    c. Individual Ready Reserve.
    d. Other National Service programs, such as the, Peace Corps, etc, as designated by the Secretary of Defense.

After initial entry training, the member is subject to overseas or stateside assignments in accordance with the needs of the service. Individuals that become subject to STOP\LOSS provisions while serving the initial 15 month active duty commitment will receive proportional credit towards their 24 months of Selective Reserve obligation for time served after their original ETS date.

Members enlisting under the NCSP are not authorized or obligated to participate in the Montgomery GI Bill (MGIB) program, and will NOT have the $100 deduction taken from their pay. However, if they reenlist for a minimum of two years, or extend their active duty service obligation to a full 24 months, they can then elect to participate in the MGIB by completing a DD Form 2366. The $100 deduction will commence effective with the start of the reenlistment

or extension. No collection will be required for the previous service period. Also, if they extend the 24 month Selective Reserve period to a full 6 years, they become eligible for the MGIB-Selective Reserve benefit. NCSP participants are also not authorized to participate in any associated enlistment incentive options such as High Grad, Seasonal, or Airborne bonuses, nor the Army College Fund or Hometown Recruiting Assistance Program.

One of the enlistment incentives under the NCSP is a $5,000 bonus, which will be paid upon completion of the 15 month active duty commitment. It will be paid as follows:

1. If member completes 15 month active duty commitment and does not reenlist or extend, the bonus will be paid prior to separation by inputting a 3403 transaction. If the member enters a “T” status prior to input, then a message must be sent to 383300, and Central Site will have to make the payment as part of closing the member’s account.
2. If member reenlists, the bonus will be paid immediately upon reenlistment, regardless of whether the 15 month active duty commitment was completed or not. Use a 3403 transaction to input the entitlement.
3. If the member extends, the bonus will be paid at the end of the original 15 month active duty commitment, prior to the start of the service extension. Use a 3403 transaction to input the entitlement.

NCSP participants will not be eligible for a Selective Reenlistment Bonus for their initial reenlistment or extension.

If the member fails to complete the entire eight year (96 month) military service obligation, there will be a recoupment of the $5,000 bonus prorated for the amount of time not completed.

EXAMPLE: Member obligated for 96 months, completes IET of 16 weeks and9 months of the 15 month active duty portion, the amount of the bonus due the member would be 13/96 of $5,000, or $677.08. The remaining bonus entitlement would be recouped for failure to complete the obligated service.

B. CRITICAL SKILLS RETENTION BONUS (CSRB)

The CSRB is targeted to retirement eligible career soldiers in specific MOS in the ranks of SFC and 1SG/MSG with between 20-25 years of active federal service. Soldiers in the rank of SFC may request CSRB entitlement up to 25 years active federal service regardless of Retention Control Point (RCP). Approval of CSRB is authority to retain these soldiers beyond the RCP for grade.

The effective date of entitlement is determined by Retention Branch at Human Resources Command. It is based on all known service obligations already in effect for the member. The effective date is specified in paragraph one of the approval memorandums. It is also the effective date of the payment. Rules governing this payment are announced in applicable MILPER Messages.

Application can normally be made at 18 years 6 months of active duty, with the additional service obligation starting on or after the 19th year anniversary of active duty. Entitlement\additional service obligation can extend to the 25th anniversary date of active duty.

Payment amount is based on pay grade\rank, military occupational skill, and service obligation. Grades currently authorized to apply and receive entitlement to a critical skills retention bonus are staff sergeant (E-6) through command sergeant major (E-9). The current maximum entitlement is $150,000. Payment is made lump-sum based on effective date specified in paragraph one of the approval memorandums.

The Bonus is subject to combat zone tax exclusion. If effective date specified in paragraph one of the approval memorandum occurs in a month that member is entitled to combat zone tax exclusion, the payment is tax exempt. If the effective date specified in paragraph one of the approval memorandum occurs in a normal month, the payment is taxed.

In cases of a renegotiated CSRB, the effective date of payment will be the date the renegotiated approval memorandum is published. This is also the date that CZTE will be based on, NOT the date of the original approval.

Officers may or may not receive a portion of the bonus tax exempt. If the officer's current month wages use up the monthly tax exemption for officers (for calendar year 2006,currently $6,724.50 with hostile fire pay\imminent danger pay, $6,499.50 without these entitlements), the bonus will be taxed. If current month wages do

not use up the entire tax exemption, then a portion of the bonus will be tax exempt, up to the established I.R.S. limits.

The documentation needed to authorize and pay the critical skills retention bonus is: 1) two page request memorandum from the member; and 2) one page approval memorandum from Retention Branch, Human Resource Command.

Because of the high dollar amounts involved, DFAS does not accept CSRB documentation from the field or the soldier. The approvals all come over directly from the particular authorization offices within Human Resource Command. The Special Forces CSRB's all come directly from USASOC Headquarters at Ft Bragg.

Recoupment occurs if member fails to complete entire additional service obligation period. Recoupment is made on a pro-rata basis. Under certain specific instances, no recoupment is required (death, combat disability, needs of the service, etc.).

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Chapter 20 - SEPARATIONS

A. BACKGROUND

A separation is a discharge, release from active duty, retirement, death, or in the case of enlisted members, and the date before they begin to serve a voluntary or involuntary extension of enlistment for any period of time.

This course will provide an overview of processing procedures for final separation action and related payment delivery by the field activity separating the member or Central Site, through final balancing of the account. It is important to note that when a member is separated from the service, the time from which the account is suspended, or placed in a “T” status until the account transfers to a “V”, 20 days, status is the last opportunity for the field to make corrections or input adjustments to the separating account.

B. SEPARATION NOTIFICTION

- Under DJMS, an enlisted member is eligible for separation from the service when the period of active obligated service has been served.

- Takes place generally by 2400 hours on the date discharge, or expiration of active obligated service. This date is identified on the DJMS-AC MMPA by way of the FID **TH** (Expiration Term of Service).

- Figure 13-1 illustrates the Fixed ID line of the MMPA, showing the **TU** and **TH** FIDs for an enlisted member with an impending Date of Separation.

MMPA ACCOUNT HEADER LINE

```
04 MJ:   LB:3800 LC:1104 SA:A SX:1 TK:740918 TU:991126 TH:991126
```

See the DJMS MMPA Guide for Field (FID) Descriptions.

Figure 13-1

- FID line is present at the top of every page of the MMPA, for Officer and Enlisted members.

- The FIDs and their related information can also be found in their respective sections of the MMPA. Figure 13-2 further shows the **TU** and **TH** entries in the **T** section of the MMPA.

MMPA POSTING DATE OF SEPARATION/ESTIMATED TERM OF SERVICE

```
TU DOS*  ENTRY-OPEN-DT 980122 96 01 2  DOS 991126  NR OF EXTENSIONS 0

TH ETS*  ENTRY-OPEN-DT 980122 96 01 2  ETS 991126
```

See the DJMS MMPA Guide for Field Descriptions.
Figure 13-2

Officers may be separated from active duty when a specific contractual obligation has been met. Officers with these types of agreements will reflect a separation date on the TU line. However, the majority of officers accepting a commission on active duty will have an indefinite separation date. The TU line will reflect 8888 as a separation date and the TH line will be zero-filled. An officer may submit a letter of resignation or request approval for separation under certain conditions through the Personnel Office. When an officer is being separated the **TU** entry with the date of separation will reflect on the MMPA only after the account status has changed to a **"V"**,

C. SEPARATION PROCESS

- The personnel office reports separation events (**E503**) through the PERSCOM system. The Field Finance Office may also report a separation if PERSCOM input has not been made and a DD 214 are presented for Separation Processing.

- Separation events may be input (**E503**), changed (**E504**) or canceled (**E506**) anytime from DOS - 120 days until DOS + 20 days when the account changes to **V** status.

- Input of a separation program designator (**SPD**) code and character of discharge (CHAR-DISCH) enables the system to automatically compute the separation entitlement.

- The E503 generates the separation pay authorization (**PQ61**) ten days prior to the date of separation. The **PQ61** is a memorandum report to the field office (disbursing) indicating what to pay the member upon separation. The processing of an E503 will also generate an NT line on the MMPA. The NT will reflect the amounts reported on the PQ61 at 10 days prior to DOS.

- In the event of an overpaid status at separation, a **XS03** management notice would be generated in place of the **PQ61**. Although the separation payment amount may be adjusted numerous times on the MMPA, the **PQ61** is issued only once. Also, the separation confirmation transaction (**MN03**) is generated from Personnel when the separation has been finalized.

- When the **E503** is submitted, an **N7** memorandum entry is generated on the MMPA. The N7 reflects all data pertinent to the separation to include the SPD (Separation Program Designator), the character of discharge, home address after discharge, and entitlement variables for severance pay.

- Should the **E503** reject, this will generate an **NN** entry to the MMPA, indicating an error code to identify the reason for rejection.

- The **NN** will remain on the MMPA until resolved, and then will systematically be removed.

- There is no closed **NN** entry. The **N7** entry remains on the MMPA until the account goes into a "**V**" status. The **NT** will remain on the account until the account itself is purged.

- As the account is readied for separation with the appearance of an **NT** entry, several more adjustments affecting pay may occur which would result in the **NT** entry being superseded by an adjusted **NT** entry. If pay affecting data is posted to the MMPA, then the NT RECOMP-PNDG-INDCTR will reflect 1 and will process after the next MMPA update.

- The field is directed to make the final payment to the member based on the most recent **NT** entry. In the event that the field neglects to pay the final payment, the system will generate an open **PQ** entry, as shown in **Figure 13-3**.

- The **PQ** entry will remain until after the subsequent Month End Restructure (MER) update, then the open **PQ** transforms into an open **PX** and remains on the MMPA in this form until paid by the Field Finance Office.

  If the field pays the final payment via a **PQ03** event, this action posts as an open **NQ** that transforms to a closed **PQ** as the account transfers to a "**V**" status 20 days beyond the DOS. Any balance unpaid is disbursed via a **PX** (PQ) at this time.

MMPA POSTING SEPARATION PAYMENT (PQ)

```
PQ SEPTN PAY*  ENTRY-OPEN-DT 990409 12 04 2  CNTRL-CODE 0  1-TI-PAY-AUTH  990228
AMT-1-TI-PAY 190.01  ADSN 3885
```

See the DJMS MMPA Guide for Field Descriptions.

Figure 13-3

D. DEFINITIONS

Date of Separation (DOS): Identified on the MMPA by the FID **TU**, is analogous to the Expiration of Active Obligated Service.

- For enlisted personnel, it can be adjusted throughout the member's term of service by reenlistment or extension (**E603** event) transactions.

- Officers do not normally have a DOS. An **E5** transaction would place a DOS on an officer's MMPA only after the officer's account has been transferred to a "**V**" status. Indefinite status on an officer's account would be indicated by "8888" on the TU line.

Expiration of Term of Service (ETS): Identified on the MMPA by the FID **TH**, is equal to the Expiration of Active Obligated Service.

- It conveys the end of an enlisted member's current term of service. It is equal to the member's **DOS** unless an extension transaction establishes a second **DOS** on the MMPA.

- The ETS changes only when a member's extension is executed, or when the member reenlists.

- Pay will continue past a member's ETS if a later **DOS** is on the MMPA based on a previously input extension transaction.

Management Notice: A Management Notice is an advisory message generated by DJMS-AC to the field or Central Site.

- In the case of separations, an **XS03** (report of overpayment) or **PQ61** (Pay Authorization) report is issued to the PSD separating the member. The finance office should review these reports prior to the member's separation.

Separation Program Designator (SPD): A DoD approved three-character code which denotes circumstances about a member's separation.

- Codes are used in DJMS logic programs to authorize and compute separation entitlements and bonuses, as well as recoupment. Particular attention should be given to these codes as they are used to compute and pay separation pay (disability and non-disability), severance pay, special separation benefit, and voluntary separation incentive (**VSI**).

- The Character of Discharge designator pays accrued leave when the entitlement exists. Authorized **SPD**s are published in AR 635-5-1.

E. <u>EFFECTS ON THE MMPA</u>.

Changes to the MMPA are reflective based on the following separation input or the approaching **ETS** or **DOS**:

- **E503 INPUT (DOS + 120 days):** The **N7** memo entry is generated. The **N7** will remain on the MMPA until the account goes into a "**V**" status, 20 days beyond **DOS**.

- The **NT** entry is generated 10 days before the separation date indicated on the **N7** entry. The separation date may be earlier than the date reflected on the **TH** entry. Input of the **E503** will also place the account in a "**T**" status, showing a "**V1**" as an action indicator in the system-generated entry.

- The effective date of the "**T**" status, time permitting, is normally 10 days before the designated **DOS** in the **N7** entry if the **DOS** is the end of the month. In the event the account is not suspended by 10 days of **DOS**, an **ST04** event should be input to suspend the account.

- **E503 INPUT (DOS or after DOS):** The **N7** memo entry is generated along with the **NT** and "**T**" status entry. The "**T**" status would be effective immediately with the **E503** input.

- If the **E503** is submitted before the **TU** date, indicating a **DOS** earlier than the date the **E503** is submitted, the **N7**, **NT** and "**T**" status entries are reflected on the MMPA immediately with the processing of the **E503**.

- If the account is not suspended, an **ST04** event should be input immediately to suspend the account.

- **MJ Match Flag:** This computer-generated entry is used in the confirmation of separations. When a member's separation has been confirmed via the **MN03** entry, the **MJ** field will be blank.

- If the **MN03** is recycling, this field will contain "**B**". If the **MN03** has not been input, the **MJ** field will reflect a "**2**".

- **SA=Status: T** = Suspended; **V** = Separated.

- **ST=Status:** ACTN: **V1**, Suspended due to impending separation.

- **SV=Separated Status:** replaces **T** status 20 days after separation.

- **SX=Status:** When the account goes into a "**T**" status, the **SX** will reflect "**2**". When the status transfers to "**V**", the **SX** will reflect "**1**".

- **TV=Separation Designation Number:** system-generated when account transfers to "**V**" status, reflects the reason code for separation, or extension/reenlistment term data.

- **LF=Member's Future Mailing Address:** system-generated entry created from the **E503** event to indicate where future correspondence may be directed after the member separates.

- **DQ/DS/DW=Debt processing:** Upon receipt of the **E503** transaction, DJMS recomputes repayment schedules for debts established on the MMPA.

- Done to determine if the current repayment schedule will liquidate the debt by the DOS in the **E503** transaction. All open debts, except those suspended by action indicator **18** will be recomputed.

- An exception to this policy is Advance Pay (**DV**). These debts are prorated during MER of the month in which the **E503** processes. As an example, an **E503** is submitted and processes on 99SEP02, 120 days before DOS. All existing debts are rescheduled and adjusted in the update occurring the evening on 99SEP02. The **DV** entry is adjusted via the MER, beginning on 99SEP20. The account emerges from the MER 99SEP24 with an adjusted **DV** schedule.

F. <u>SUSPENDED ACCOUNTS</u>

The suspension reason code appearing on the ST entry further identifies the cause and conditions of the suspension. For all suspension reason codes, regular pay authorizations will be zeroed (**PH, PN** and **PU** lines) and all allotments will be stopped.

- Suspension of account is not always achieved before cut-off for the pay period in which **DOS** occurs. In such instances, pay authorizations can be outstanding, causing after **DOS** payments even though the MMPA was in a suspended (**T**) status. Interception of the payment by Central Site may be necessary.
- Allotments may be paid for the month of **DOS** depending on whether the member is retiring or whether a "**T**" status was achieved before the **EOM** cutoff for the month of separation.

G. <u>SEPARATION REASON CODES</u>:

Separation Reason Codes that may be found in the NN or N7 entries.

a. 1 - Fraudulent enlistment pending.

b. 2 - Unconfirmed accession. Accession transaction has not been received (**ML03** for officer; **MM03** for enlisted).

c. 3 - Separation confirmation transaction (**MN03**) has been received but no separation transaction (**E503**) has been received.

d. 4 - MMPA expiration of term of service (**ETS**) and **DOS** have passed, but no separation transaction (**E503**) was received from the field.

e. 5 - Separation transaction (**E503**) was received from the field but rejected. **NN** memo entry is on the MMPA.

f. 6 – An administrative **ST04** transaction placed the MMPA in a "**T**" status. Allotment stop is optional, as specified by the **ST04** input.

g. 7 - Separation transaction (**E403/E503**) was received and accepted.

h. **N7** memo entry is on the MMPA. Allotments will be stopped. MMPA will change to "**V**" status 40 days after separation.

i. 8 – Separation transaction has processed, but MMPA will not go to "V" status until 40 days to allow processing of additional pending transactions.

j. 9 - Appellate Review Leave. Pay and allotments stopped.

JOPS INPUT SCREEN TO REPORT FINAL SEPARATION E503

```
              REPORT FINAL SEPARATION                          JOBH

      E503
      SSAN
      NAME

      DOS                                          SPD
      NR-DEPN-ACRD-LV-BAQ                          DAYS-ALWBL-TVL-TIME-RES
      MNTHS-SVC-DSABLTY-PAY                        MNTHS-SVC-SEP-PAY
      AMT-READJMT-MOP-PREV-PD                      GR-DSABLTY-SEVRNC
      CHAR-DISCH                                   DISCH-GRAT-AMT
      INDEBT-INDCTR

      ADRS-MAIL-DOM-FORN-CODE


               PF6 TO CANCEL TRANS                    INPUT SOURCE
               X IN NEXT REQUEST TO EXIT              NEXT REQUEST   E503
```

E503 INPUT FIELD DESCRIPTION

DOS: YYMMDD format must be equal or less than current date plus 120 days.

SPD: Separation Pay Designator. Codes can be found in MMPA Guide Book Appendix or via LOPG and LOOG verbs.

NR-DEPN-ACRD-LV-BAQ: Number of persons dependent on member for determining Basic Allowance for Quarters (BAH) rate to be used in accrued leave computation. Must be 0-9.

DAYS-ALWBL-TVL-TIME-RES: Number of days travel time for reserve member. Zero for all others.

MNTHS-SVC-DSABLTY-PAY: Total number of months of service countable for computing disability severance pay. Must be divisible by 12. Zero-fill if not applicable.

MNTHS-SVC-SEP-PD: Number of months countable for computing separation/readjustment severance pay. Zero-fill if not applicable.

AMT-READJMT-MOP-PREV-PD: Amount of readjustment pay or mustering out pay previously received by member and not refunded. Zeros if member does not qualify for readjustment pay or has not received previous payments. Must be numeric 0-9.

GR-DSABLTY-SEVRNC: Grade for computing disability severance pay. Zero for members not entitled.

CHAR-DISCH: 0 = Only if SPD is one for which character of discharge is not designated.

1 = Honorable.
2 = General
3 = Under conditions other than honorable.
4 = Undesirable.
5 = Bad conduct less than six months service, unsatisfactory performance or misconduct.
6 = Dishonorable
7 = Undetermined.
8 = Used only when appellate review or security investigation is not completed.
9 = Entry level separation.

DISCH-GRAT-AMT: Gratuity amount authorized a member under DODFMR, part four, chapter 4. Zero-fill if discharge gratuity is not authorized. Must be 0-9.

INDEBT-INDCTR: Code of indebtedness type
1 = Excess Leave will be computed.
2 = For manual computation of the record and to set up debt for overpayment.

ADRS-MAIL: Code for type of mailing address
1 - Domestic
2 – Foreign
3 - Army Post Office (APO)
4 - Fleet Post Office (FPO) address.

FUTR-MAIL-ADRS-STREET: self-explanatory.
FUTR-MAIL-ADRS-STATE: self-explanatory.
FUTR-MAIL-ADRS-ZIP: self-explanatory.

MMPA POSTING

```
N7 SEPTN DATA PEND*  ENTRY-OPEN-DT 000323 19 03 2  FORMAT-ID E5  ACTN 03
   ADSN 5301  XMSN-NR 45  XACTN-NR 00001  DATE-RECVD 000323  DOS 000405
   SDN MBK NR-DEPN-ACRD-LV-BAQ 0  DAYS-ALWBL-TVL-TIME 00  MOS-SVC-DIS-PAY
   000 MOS-SVC-SEP-PAY 000  READJ-MOP-PREV-PD 0.00  GR-DSABLTY-SEVRNC 00
   TYPE-DISCH 1       DISCH-GRAT-AMT 0.00  RRB-RCUPD-AMT 0.00  RRB-INDCTR 0
   ADRS 2063 B HIKINA COURT  WAHIAWA  HI 96786  ADRS-CODE 1
```

See the DJMS MMPA Guide for Field Descriptions.

Figure 13-5

H. T Status Rejects

"T" Status Rejects

The following transactions will reject to the input source if the member's record is in a 'T' status:

DQ21	HA02	HB13
DT04	HA04	MG04 (IF NN/N7 ON MMPA)
FE01	HA13	SA04
FE02	HB01	SA06
HA01	HB02	All Allotments
DS01	HB04	

The following transactions will reject to central site for manual intervention if a member is in a 'T' status:

C106	PBO6	SU04
C206	SBO2*	TRO5
DBO4	SJO4	2001
DBO5	SK04	2503
DBO6	SP02	2805
PBO3		2905
PBO5		

* 'P' Type status T4

The following transactions can only be processed by central site if the member's record is in 'T" status:

SJO3	SK03	SP06
SJO6	SK06	1903

All other transactions should process if the member's record is in ‘T’ status.

COMMON SEPARATION REJECT CODES AND ACTIONS REQUIRED FOR CORRECTION PROCESSING (NN ENTRIES)

MAW RESEARCH CLOTHING MAINTENANCE ALLOWANCE (No future established for clothing allowance entitlement. Process 63 entitlement and re-run E503.)

IAZ INPUT EXCESS LEAVE INDEBTEDNESS (Re-run E503 with “1” in indebtedness indicator field.) Note: Finance Offices are currently unable to process this transaction.

MFE MBR BEING SEPARATED HAS SUSPND ENTLMNTS. CLOSE SUSPND ENTLMNTS (Normally terminal leave entry has not closed because of system restraints. Close leave or any open pay entry. Re-run E503.)

VEF OPEN MMPA ENTRY WITH COMPTR-PROCS-CNTRL-CODE 9. (Entitlement open, indebtedness entry open, or open leave entry. Close open entry and re-run E503.)

VEI RENLSTMT-BONUS-ELECTN INVLD (Soldier has not completed service obligation on which he received a bonus. Process collection of bonus and re-run E503 with indebtedness indicator.)

VBH DOS (T) CANNOT BE LATER THAN DOS (M)/ETS (M) (E503 was processed with a separation date after TU on MMPA. Determine if medical hold or extension is applicable. Correct TU/TH and re-run E503.)

VAM DOS (T) OR DDLDS (T) DAY-OF-YR-PROCSD INCMPTBL (E503 was processed and separation date is more than 120 in the future. Delete the NN entry.)

I. V STATUS ACCEPTS

"V" Status	The following Format-IDs will process to an MMPA that is in "V" status.

Format	Description	Action Indicators
C1	Check Cancellation	ALL
C2	Cash Collection for an Indebtedness	ALL
C5	Cash Collection of Check Cancellation of an Allotment	ALL
DG	Indebtedness, GPLD, Report of Survey	01
DQ	Indebtedness, Pay and Allowances	01
DR	Indebtedness, HHG	01
DS	Indebtedness, Miscellaneous	01
PB	Arrears of Pay	ALL
PC	Causal Pay	ALL
PJ	Continuation Payment	ALL
PK	Partial Payment	ALL
PL	DFAS One Time Pay Authorization	ALL
PM	RRB Payment	ALL
PQ	Separation Payment	ALL
P1	MM Pay Suppression	ALL
P2	EOM Pay Suppression	ALL

Figure 13-6

J. SEPARATIONS TIMETABLE

Separations Timetables The following table summarizes the responsibilities of organizations and approximate time frames in which the responsibilities should be carried out.

Procedure	When Accomplished	By Whom
Submit the E503 separation transaction	As soon as possible, but no earlier than 120 days prior to DOS	PERSONNEL prepares; FSO Monitors
Continue processing transactions to MMPA	After the E503 transaction is submitted	PERSONNEL and FSO
Build N7/NN entries and provide management notices to the field projecting bonus recoupment, excess leave and separation debt.		SYSTEM/FSO Monitors
Advise member of projected separation debt	After management notice is received	FSO
Recycle E503 until 10 days before DOS		SYSTEM
Recompute the open debt for payoff prior to DOS; provide management notice to field.	From time of receipt until DOS minus 10	SYSTEM
Submit E504 for any change or E506 for cancellation	At time difference is known but should reach DFAS-IN NLT 20 days after DOS	PERSONNEL prepares; FSO Monitors

Figure 13-7(continued)

SEPARATIONS TIMETABLE (continued)

Procedure	When Accomplished	By Whom
Build NT entry on MMPA stating final amount owed from or to the member	At DOS minus 10 or later if E503 received later	SYSTEM
Place member in “T” status	At DOS minus 10	SYSTEM
Provide one-time management notice or PQ61 pay authorization stating funds due from or to member	At DOS minus 10 or later if the E503 is received later	SYSTEM
Compare separation worksheet to management notice or pay authorization amounts	DOS minus 9	FSO
Ensure all pay affecting transactions are posted to MMPA		FSO
Attempt cash collection of debt; advise member that DFAS will pursue debt if full collection is not made	On DOS, with indebtedness	FSO
Pay final separation payment and submit PQ03 to DFAS to report payment; if different than pay authorization, send message to DFAS-IN explaining difference	On DOS, when payment made to member	FSO
Provide separation confirmation transaction to DFAS-IN	DOS or later	PERSONNEL

Figure 13-7(continued)

SEPARATIONS TIMETABLE (continued)

Procedure	When Accomplished	By Whom
Compute final pay		SYSTEM/FSO monitors
Place member in “V” status	DOS plus 20	SYSTEM
Make final payment or send bill to member		FSO/ DFAS-DE
Turn over debt to debt management system		
Reprocess any accession transactions received while pay account was in “V” status	Following Month End Restructure	FSO

Figure 13-7

(The rest of this page is reserved for future use)

APPENDIX A

Terms and Abbreviations

A

AAFES - Army and Air Force Exchange Service.

ACCS - Automated Case Control System.

ADSN - Accounting Disbursing Station Number, equivalent to Army's DSSN.

AER - Army Emergency Relief.

AMCSS - Army Military Clothing Sales Store.

AMS - Army management structure.

AWOL - Absence Without Leave.

B

BAQ - Basic Allowance for Quarters

BAS - Basic Allowance for Subsistence.

BPD - Bureau of Public Debt, Parkersburg, WV 26106-1328.

BSSRB - Broken Service Selective Reenlistment Bonus

C

CICS - Customer Information Control System. System used to access JSS, MMPA's, E-mail, etc.

CMP - Chief, Military Pay.

CONUS - Continental United States.

CP - Casual Pay.

cp - Character position (same as card column).

D

DAO - Defense Accounting Office

DCSPER - Deputy Chief of Staff Personnel.

DDI - Dependent Dental Insurance.

DDMS - Defense Debt Management System.

DECA - Defense Commissary Agency.

DFAS-CL - Defense Finance and Accounting Service - Cleveland Center

DFAS-CO - Defense Finance and Accounting Service - Columbus Center

DFAS-DE - Defense Finance and Accounting Service - Denver Center

DFAS-IN - Defense Finance and Accounting Service - Indianapolis Center (formally known as USAFAC "United States Army Finance and Accounting Center").

DFR - Dropped From the Rolls.

DITY - Do-It-Yourself.

DJMS - Defense Joint Military Pay System

DMDC - Defense Manpower Data Center.

DDMP - Deputy Director for Military Pay.

DMPO - Defense Military Pay Office

DOIM - Directorate of Information Management.

DoDFMR - Department of Defense Financial Management Regulation

DPP - Deferred Payment Plan.

DSSN - Disbursing Station Symbol Number.

DTP - Directorate for Transaction Payments.

DTR - Daily Transaction Record.

E

EFT - Electronic Funds Transfer.

E-mail - Electronic Communication System.

EOR - Element of Resource.

ERC - Enlistment Reason Code.

F

FSA - Family Separation Allowance.

FADC - Finance and Accounting Data Center.

FAO or F&AO - Finance and Accounting Office(s).

FID - Format ID.

FIDN - Finance Identification Number.

FN05 - Format ID/Action Indicator for a DFAS unique transaction via JDC II to correct erroneous tax data on the MMPA for the current and first prior year. See the User Manual for JDC II for detailed instructions.

FO - Finance Officer.

Format ID - Format Identification.

FSN - Fiscal Station Number.

G

GPLD - Government Property Lost, Damaged, or Destroyed.

H

HHG - Household Goods.

I

IA - Instrumentalities and Agencies.

IAS - Immediate Access Storage.

IAW - In accordance with.

ITOA - Initial/Terminal Occupancy Allowance.

J

JACS - JUMPS-ARMY Automated Coding System.

JDC II - Jumps Data Collection, Version II. Accessible by DFAS only.

JDC III - Jumps Data Collection, Version III.

JSD - JUMPS Substantiating Document.

JTELS - JUMPS Teleprocessing System.

JTLA - JUMPS Temporary Lodging Allowance.

L

LES - Leave and Earning Statement.

LF - Future mailing address. A computer generated entry based on the data in a separation transaction.

M

MACOM - Major Army Command.

MER - Month End Restructure.

Mil Pay - Military Pay Branch/Section within the FAO.

MMPA - Master Military Pay Account.

MPTAO - Military Personnel and Transportation Assistance Office.

MPV - Military Pay Voucher.

MUT - Multiple Use Table.

MUX - Error code identifying soldier with separation debt reaccessed to DJMS-AC and rejects to ADSN 3891.

N

NAF - Non-Appropriated Fund Activity.

NPA - Net Pay Advice.

NPD - No Pay Due.

O

OCONUS - Outside Continental United States.

OSAR - Out of Service Accounts Receivable.

OSD - Office of the Secretary of Defense.

P

PAC - Personnel Administration Center.

PACIDN - Personnel Administration Center Identification Number.

PC - Personal Computer.

PCF - Personnel Confinement Facility.

PCN - Product Control Number.

PERSCOM - United States Total Army Personnel Command.

POV - Privately Owned Vehicles.

PRIOR SVC BEN WAV - Prior Service Benefit Waver. A pay waiver election made by a reserve member called to active duty.

PSC - Personnel Service Center.

Q

QE - Quality Examination.

R

RCF - Regional Confirement Facility.

RECBASS - Reception Battalion Automated Support System.

S

SEB - Selective Enlistment Bonus.

SGLI - Servicemen's Group Life Insurance

T

TAPA - Total Army Personnel Agency.

THF - Transaction History File.

THS5 -Tax History File - A separate data base containing tax history for the last 5 years, accessible only by CICS.

TLA - Temporary Lodging Allowance.

TOE - Term of Enlistment.

TR - Transportation Requests.

U

UCFR - Unit Commander Finance Report

UCMJ - Uniform Code of Military Justices.

UCX - Unemployment Compensation for Ex-Service members

Undeliverable Bonds - Those savings bonds which are returned to DFAS-IN when undeliverable because of an incorrect address, addressee unknown, addressee moved and left no forwarding address, etc.

USSDP - Uniform Service Savings Deposit Program.

USTF - Uniform Services Treatment Facility.

V

VA - Veteran's Administration.

VGLI - Veteran's Group Life Insurance.

VHA - Variable Housing Allowance.

W

W-2 Corrected copy - Replaced W-2 due to incorrect information reported on original copy W-2, produced on TD IRS Form W-2c "Statement of Corrected Income and Tax Amounts".

W-2 Reissued copy - Replaced W-2 due to the original being lost, stolen, destroyed, mutilated or never received.

Z

ZIP - Zoning Improvement Plan

APPENDIX B

FORMAT IDENTIFICATION (FORMAT ID)

1. FORMAT ID is the data item used to identify the type of transaction, management notice, entry or pay authorization in DJMS.

2. This attachment gives a quick insight into how a FORMAT ID is used in DJMS and its effect on the MMPA if used as a transaction. For each FORMAT ID this attachment provides:

a. FORMAT ID.

b. Description. Provides a brief explanation of the purpose of the entry on the MMPA.

c. Key. Provides any code that is of major importance and, if the code has a major impact on how this transaction processes, it describes these variations. A 1 in this column indicates a transaction that will process in V status, with action indicator 01, a 2 indicates transactions that will process in V status with all action indicators, and a 3 indicates only an action indicator of 04 will process in V status. V status ADSM 3891 will be processed by Debt and Claims Management personnel.

d. Use. Provides what this FORMAT ID is used for in DJMS. It will be one or more of the following:

(1) Transaction (Trans)
(2) MMPA entry (Entry)
(3) Management Notice (Notice)
(4) Pay Authorization (Auth)
(5) Base-Level Transaction (Base)

e. Input. Provides the primary input source. Will be one or more of the following:

(1) For FSO:
(a) FSO (servicing FSO only)
(b) FSO-T (servicing and TDY FSO)
(c) FSO-A (any FSO)
(2) Human Resource Command (HRC)
(3) DFAS-IN
(4) Computer (Computer generated)

f. Reference. Provides a manual reference for more information about that particular FORMAT-ID. If no reference is listed, this is the only information on that particular FORMAT-ID found in the manual.

FORMAT ID	DESCRIPTION	KEY	USE	INPUT SOURCE
AA	Allotment or Bond Mailing Address		Trans	FSO-A
AB	Bond Allotment		Trans/ Entry	FSO-A
AC	Charity Allotment		Trans/ Entry	FSO-A
AD	Dependent Support Allotment		Trans/ Entry	FSO-A
AH	Mortgage Payment Allotment		Trans/ Entry	FSO-A
AI	Insurance Allotment		Trans/ Entry	FSO-A
AS	Savings Allotment		Trans/ Entry	FSO-A

AT	Indebtedness Allotment		Trans/ Entry	FSO-A
AV	Number of Allotments		Entry	Computer
AZ	Allotment Flash Code		Entry	Computer
BL	Days Paid Accrued Leave		Entry	Computer/DFAS-IN
BM	Saved Pay Leave Balances		Entry	Computer/DFAS-IN
BS	HFP CZ Leave Balance		Trans/ Entry	FSO-T
BR	Standard Leave Balances		Entry	Computer
C1	Canceled or Undeliverable Checks - Members Pay	2	Trans/ Entry	DFAS-IN
C2	Collection Applied to Member's Indebtedness	2	Trans/ Entry	FSO-A
C3	Collection of TLA Overpayments	2	Trans	FSO-A
C5	Collection or Check Cancellation of Allotments	2	Trans/ Entry	DFAS-IN
C9	Collection Voucher Total		Trans	FSO-A
D1	TSP- Thrift Savings Plan		Trans/ Entry	DFAS-IN
DB	Servicemember's Group Life Insurance Premium		Trans/ Entry	HRC/Computer
DC	Dependent Dental Plan Premium	2	Trans/ Entry	HRC/Computer
DD	US Airmen and Soldier's Home (USSAH)		Entry	Computer
DE	MGIB		Entry	Computer
DF	Monetary Punishment		Entry	Computer
DG	Indebtedness - GPLD or Report Survey	1	Trans/ Entry	FSO-A
DH	Rental Fair Value		Entry	Computer
DL	Gov Laund/cleaning			
DN	Meal Collection		Trans/ Entry	FSO-A/Computer
DQ	Indebtedness for Overpayment of Pay and Allowances	1	Trans/ Entry	FSO-A/Computer
DR	Indebtedness for Excess Weight/Household	1	Trans/ Entry	FSO-A

	Goods/House Trailer			
DS	Miscellaneous Indebtedness	1	Trans/ Entry	FSO-A
DV	Indebtedness - Repay Advance		Entry	Computer
DW	Indebtedness - Casual/Partial		Entry	Computer
DZ	Indebtedness Entry Code		Entry	Computer
E1	BMT/OTS Accession		Trans	
E2	Service Academy Accession		Trans	
E4	Final Separation		Trans	
E5	Final Separation		Trans	
E6	Reenlistment		Trans	
E7	Court-Martial Actions		Trans	FSO-A
E8	Non-Judicial Punishment Actions		Trans	FSO-A
FA	FICA Maximum		Entry	Computer
FB	FITW Quotient Factors		Entry	Computer
FC	FICA Withholding Amount		Entry	Computer
FD	FITW Withholding Amount		Trans/ Entry	FSO-A
FE	Earned Income Credit		Trans/ Entry	FSO-T
FH	Medicare		Entry	Computer
FJ	FITW		Trans/ Entry	FSO-A/DFAS-IN/Computer
FK	SITW Deduction		Trans/ Entry	FSO-A/DFAS-IN/Computer
FL	CZTE Federal Taxable Wages		Trans/ Entry	FSO-A/DFAS-IN/Computer
FM	FITW Additional Withholding Indicator		Entry	Computer
FN	Prior Year FICA, Medicare, FITW, and SITW		Trans	DFAS-IN
FP	FITW Wages Earned		Entry	Computer

FQ	Exemption From Withholding		Trans/ Entry	FSO-A
FS	SITW		Entry	Computer
FT	Medicare Max		Entry	Computer
HA	Pay Held-Member's Request		Trans/ Entry	FSO-A
HB	Pay Held-Commander's Request		Trans/ Entry	FSO-A
HD	Retained Pay Balances		Entry	Computer
HE	Fines Pending Appellate Review		Entry	Computer
HF	Fine bal/appellate review		Entry	Computer
HG	Pay Held - Garnishment		Trans/ Entry	DFAS-IN
HK	Duty Status Change		Entry	Computer
HR	Member Must be Paid in Even Dollars		Entry	Computer
HS	Members Request Balances		Entry	Computer
HT	Commanders Request Balances		Entry	Computer
HV	Duty Status Change Balances		Entry	Computer
HX			Entry	Computer
HY	Pay Held Released		Entry	Computer
HZ	MMPA Out-of-Balance		Entry	Computer
LA	Check Recipient - Individual		Trans/ Entry	DFAS-IN
LB	Paying ADSN		Trans/ Entry	FSO-T/Computer
LC	Servicing ADSN		Trans/ Entry	FSO/Computer
LD	TDY ADSN		Trans/ Entry	FSO-T
LE	Duty Country or Non-CONUS State		Trans/ Entry	Computer/HRC
LF	Future Mailing Address	3	Entry	Computer

LG	MPF Number and Major Command Identity		Trans/ Entry	
LH	Financial Organization to Receive Pay		Trans/ Entry	FSO-T/FSO-A
LK	Pay Option		Trans	Computer
M1	TSP Information			
MA	Member's SSN		Trans/ Entry	
MC	Member's Name		Trans/ Entry	
MD	Member's Grade		Trans/ Entry	
ME	Member's Sex Code		Trans/ Entry	
MG	Taxing Authority - City/ State	3	Trans/ Entry	FSO
MH	Resident Country or Non-CONUS		Trans/ Entry	
MJ	AFPC Match Flag		Entry	Computer
MK	Control Dates		Entry	Computer
ML	Officer Confirmation of Accession		Trans	
MM	Airman Confirmation of Accession		Trans	
MN	Separation Confirmation		Trans	
NA	Privacy Act Flag		Entry/ Trans	DFAS-IN
NB	Leave Transaction Pending		Entry	Computer
NC	Aviator Continuation Pay Memo		Entry	Computer
NE	ECAF Household Goods Control		Entry	Computer
NL	LES Remark		Entry	Computer
NM	After Separation Memorandum		Entry	Computer
NN	Rejected Reenlistment or Separation Transaction		Entry	Computer
NP	Deletion of MMPA		Entry	Computer

NQ	Separation Payment to be Applied		Entry	Computer
NR	Miscellaneous Leave Balance Adjustment		Trans	DFAS-IN
NT	Separation/Reentry Projected Settlement		Entry	Computer
NW	Bad Status Transaction		Entry	Computer
N0	Projected PCS Departure		Entry	Computer
N1	Advance Leave		Entry	Computer
N2	BAS Collection		Entry	Computer
N3	Clothing Allowance Initial Military		Entry	Computer
N4	Death Gratuity		Entry	Computer
N6	Temporary Lodging Allowance		Entry	Computer
N7	Separation Transaction Pending		Entry	Computer
N8	Miscellaneous Indebtedness Pending		Entry	Computer
N9	DFAS-DE Adjustment Explanation		Entry	Computer
PA	Advance Payment		Trans/ Entry	FSO-A
PB	Payment or Authorization of Arrears in Pay	2	Trans/ Entry	FSO
PC	Payment of Casual Pay	2	Trans/ Entry	FSO-A
PD	Payment of Class X Allotments		Trans/ Entry	FSO-A
PE	Payment of Death Gratuity		Trans	FSO-A
PF	Payment of Held Pay		Trans/ Entry	DFAS-IN
PG	Payment or Authorization of Basic Trainee Pay	2	Trans/ Entry	FSO
PH	Regular EOM Pay for Prior Months		Entry	Computer
PI	Missed Meal Refund		Trans/ Entry	FSO-A/Computer

PJ	Payment of One-Time Pay Authorization for ASP/ISP/MSP/CRNA	2	Auth/ Entry/ Trans	FSO-A
PK	Payment of Partial Pay	2	Trans/ Entry	FSO-A
PL	Payment of One-Time Pay Authorization for VRB, SEB or SRB	2	Auth/ Trans/ Entry	FSO-A
PM	Payment of RRB	2	Auth/ Trans	FSO
PN	Regular MM Payment for Prior Months		Entry	Computer
PO	Balance EOM for ADSN 9998 Members		Entry	Computer
PQ	Payment of One-Time Pay Authorization for Separation	2	Auth/ Trans/ Entry	FSO-A
PR	Payment of One-Time Pay Authorization for ACP		Trans/ Entry	FSO
PS	Local Payment of TLA		Trans	FSO-A
PT	CMAI and/or CMA Allowances		Trans	FSO-A
PU	Regular Payment Current Month		Entry	Computer
PV	Payment for Comfort Items		Trans/ Entry	FSO-A
PX	Delinquent Posted Regular or One-Time Payments		Trans	Computer
PY	Payment Out-of-Balance from Authorization		Trans	Computer
PZ	Payment Voucher Total		Trans	FSO-A
P1	Suppress Payment (MM)		Trans/ Entry	DFAS-IN
P2	Suppress Payment (EOM)		Trans/ Entry	DFAS-IN
P3	Pay Computation Factors - Current Month		Entry	Computer
P4	Pay Computation Factors - Next Month		Entry	Computer
P5	Pay Authorization - Current		Auth/ Entry	Computer

P7	Amount Total Entitlements Allotable		Entry	Computer
P8	Refunds - Allotments		Entry	Computer
P9	Refunds - Other than Allotments		Entry	Computer/DFAS-IN
R1	Medical/Dental/Nurse Bonus Recoupment		Entry	Computer
R2	Medical Continuation Pay		Entry	Computer
R3	RRB Entitlement Maximum Indicator		Entry	Computer
R4	Reenlistment Bonus Cumulative Amount Recouped		Entry	Computer
R5	RRB/Last Reenlistment		Entry	Computer
R6	VRB		Entry	Computer
R7	SRB		Entry	Computer
R8	SEB		Entry	Computer
R9	Aviator Continuation Pay		Entry	Computer
RA	Aviator Continuation Pay Recoupment		Entry	Computer
RB	Medical Officer Retention Bonus		Entry	Computer
RC	Incentive Special Pay		Entry	Computer
RD	Incentive Special Pay – CRNA		Entry	Computer
RE	Special Pay - Nurse Accession		Entry	Computer
RY	BP Accumulator - High Amounts		Entry	Computer
RZ	BP Accumulator - Low Amounts		Entry	Computer
SA	On-Station Status	Open status	Trans/ Entry	HRC
SB	Leave Status		Trans/ Entry	FSO-A
SC	LES Address Update		Trans	FSO/DFAS-IN
SG	PCS Arrival		Trans/ Entry	FSO-A

SH	PCS Departure			Trans/ Entry	FSO-A
SJ	AWOL Status			Trans/ Entry	
SK	Confinement Status		Confine ment	Trans/ Entry	
SL	Deceased Status			Trans/ Entry	DFAS-IN
SM	Missing Status			Trans/ Entry	DFAS-IN
SN	Field Duty Status	types		Trans/ Entry	FSO
SP	Desertion Status			Trans/ Entry	
ST	Suspended Status		Status suspensi on reason	Trans/ Entry	Computer/DFAS-IN
SU	Mentally Incompetent Status			Trans/ Entry	DFAS-IN
SV	Separated Status			Entry	Computer
SX	Number of Open Status Entries			Entry	Computer
TA	Lost Days Current Enlistment Indicator	Indicator 1 No lost time 2 Lost time		Entry	Computer
TB	Lost Days Current Enlistment			Entry	Computer
TC	Years of Service Completed			Entry	Computer
TD	Date of Separation – Last Active Duty Officer Status			Trans/ Entry	
TE	Date of Separation - Previous Enlistment			Trans/ Entry	HRC
TF	Dual Status			Trans/ Entry	HRC
TG	DOE		Officer/ enlisted	Entry	Computer
TH	Expiration Term of Service			Entry	Computer

TI	Enlisted PEBD		Trans	HRC	
TJ	EAD/Prior DOE		Entry	Computer	
TK	Pay Date		Entry	Computer	
TL	Over Four Years Active Enlisted Service		Entry	Computer	
TM	Prior Service Benefit Waiver		Trans/ Entry		
TN	ACIP Dates		Trans/ Entry	Computer	
TP	Service Component	G National Guard R Regular T Temporary V Reserve N National Guard Officer or Enlisted S Reserve, Officer or Enlisted	Trans/ Entry		
TR	Special Compensation Positions		Trans/ Entry		
TS	Term of Enlistment		Entry	Computer	
TT	Total Active Federal Military Service Date		Entry	Computer	
TU	DOS		Trans/ Entry	Computer	
TV	SPD Additional		Entry	Computer	
TW	Special Compensation Position Indicator		Entry	Computer	
TX	Prior Service Indicator		Entry	Computer	
TY	Prior EAD and DOS		Entry	Computer	
TZ	Officer Service Dates		Trans	AFPC	
T2	Sea Duty Dates		Trans/ Entry	FSO-A	
01	Basic Pay		Entry	Computer	
02	Foreign Language Proficiency Pay		Trans/ Entry	MPF	
08	Nuclear Bonus				
09	Save Pay- (FSSA) (HDP-L) (AIP)		Trans/ Entry	Hazardous Duty Pay – Location (HDP-L)	Assignment Incentive Pay (AIP)

10	Incentive Pay - Demolition Duty	Trans/ Entry	FSO-A
11	Incentive Pay - Flight Deck Duty	Trans/ Entry	FSO-A
12	Flying Duty Pay	Trans/ Entry	FSO-A
14	Incentive Pay - Leprosarium Duty	Trans/ Entry	FSO-A
15	Incentive Pay - Parachute Jumping Duty	Trans/ Entry	FSO-A
16	Incentive Pay - Stress/Toxic Fuel/Pesticide Duty	Trans/ Entry	FSO-A
17	Incentive Pay - Submarine Duty	Trans/ Entry	FSO-A
18	Overseas Extension Pay	Trans/ Entry	MPF
19	Board Certification Pay	Trans/ Entry	AFPC
20	Variable Special Pay (Dentist)	Trans/ Entry	AFPC
21	Diving Duty Pay	Trans/ Entry	FSO
22	Foreign Duty Pay	Trans/ Entry	FSO-A
23	Hostile Fire/Imminent Danger Pay	Trans/ Entry	FSO-A
24	Variable Special Pay (Physicians)	Trans/ Entry	AFPC
25	ASP, ISP, MSP or CRNA Bonus	Trans/ Entry	AFPC
26	Registered Nurse/Dental Officer Accession Bonus	Trans/ Entry	AFPC
27	Career Sea Pay	Trans/ Entry	FSO-A
28	Veterinary Special Pay	Trans/ Entry	FSO
29	Optometry Special Pay	Trans/ Entry	AFPC
30	Special Duty Assignment Pay	Trans/ Entry	MPF

31	Overseas Tour Extension Incentive Pay (OTEIP)		Trans/ Entry	Computer/DFAS-IN
32	Variable Reenlistment Bonus		Trans/ Entry	Computer/DFAS-IN
33	SRB		Trans/ Entry	AFPC
34	SEB		Trans/ Entry	Computer/MPF
35	BAH	Dependency Code Quarters Assignment Code	Trans/ Entry	FSO-T
36	BAH-DIFF		Trans/ Entry	FSO-A
37	Career Sea Pay Premium		Trans/ Entry	FSO-A
38	ACP Aviator Continuation Pay		Trans/ Entry	MPF
39	Prorated or Supplemental BAS		Trans/ Entry	FSO-T
40	BAS		Trans/ Entry	FSO-T
41	Personal Money Allowance		Entry	Computer
42	MIHA		Trans/ Entry	FSO-A
43	OHA		Trans/ Entry	FSO-A
44	Interim OHA		Trans/ Entry	FSO-A
45	Dual OHA		Trans/ Entry	FSO-A
46	COLA		Trans/ Entry	FSO-A
47	Dual COLA		Trans/ Entry	FSO-A
49	Prorated COLA		Trans/ Entry	FSO-T
51	CONUS COLA		Trans/ Entry	FSO

55	OHA - pre 1990	Trans/ Entry	FSO-A
56	Interim - OHA - pre 1990	Trans/ Entry	FSO-A
57	OHA - Unaccompanied with Dependents - pre 1990	Trans/ Entry	FSO-A
59	Uniform and Equipment Allowance - Initial	Trans/ Entry	FSO-A
60	Uniform and Equipment Allowance - Additional	Trans/ Entry	FSO
61	Uniform and Equipment Allowance - Extra	Entry/ Trans	FSO-A
63	Clothing Maintenance	Entry	Computer
64	Initial Clothing Allowance Monetary Portion	Trans/ Entry	Computer/FSO-A
65	FSA	Entry/ Trans	FSO-A
66	Interim VHA	Trans/ Entry	FSO-A
68	VHA	Trans/ Entry	FSO-A
71	Disability Severance Pay	Entry	Computer
72	Discharge Gratuity	Entry	Computer
74	Lump-Sum Accrued Leave	Entry	Computer
76	Readjustment Pay	Entry	Computer
77	Severance Pay	Entry	Computer
78	Personal Expense Allowance	Entry	Computer
79	TLA	Trans/ Entry	FSO
81	Initial Civilian Clothing Allowance	Trans/ Entry	FSO-A
82	Special Continuing Civilian Clothing Allowance	Trans/ Entry	FSO-A

83	VSI	Entry	Computer
84	SSB	Entry	Computer
85	Entitlement Advance for Advance Payment	Entry	Computer
86	Quasi Advance	Entry	Computer
97	Future/Suspense Entry	Trans	DFAS-IN
98	Memo Entry	Trans	DFAS-IN
99	Unique Transaction	Trans	DFAS-IN
Management Notices		Notice	Computer

SCREEN INQUIRIES

W	FSO-A

(The remainder of this page is reserved for future use)

APPENDIX C

DSSN	SITE
OO81	WHITE HOUSE COMMO
O107	AER - HOFFMAN BLDG
O205	PERSCOM, OFCR PROMOTION
O207	PERSCOM, ENLIST PROM
O208	PERSCOM, RETAIN
O209	HRC, ARMY EDUCATION DIV
O220	PERSCOM, AVIATION
O221	PERSCOM
O230	PERSCOM, OTSG
O304	ABERDEEN PROVING GROUND
O312	ABERDEEN PROVING GROUND, MD, PSB
O312	FT DETRICK PSB
O740	MACOM 074, HSC
O760	MACOM 076, FORSCOM, Ft. McPherson, GA
O770	MACOM 077, USARJ
O780	MACOM 078, 175TH TFC
O820	MACOM 082, USARPAC
O860	MACOM 086, USARSO
O871	ISAR, FT MCPHERSON
O875	LEIMAN, GE
O890	MACOM 089, USAREUR
O904	USPFO AZ BRIGADES
1107	DFAS-IN CF
1110	DFAS-IN-SAE-G
1111	DFAS-IN-FJG
1112	ACTIVE DUTY PAY POLICY
1113	CONGRESSIONAL LIAISON
1114	OCAR

1115	SPO
1116	DEP DIR FOR FIN OPS
1117	ARMY BUDGET OFFICE
1118	U.S. ARMY FINANCE COMMAND
1119	DFAS-IN, INSPECTOR GENERAL
1120	DFAS-IN, CID OFFICE
1121	MIL PAY RESERVE COMP
1122	DFAS-IN, Dept 62
1123	USARCENT
1124	DFAS-IN, ABL EXPENDITURE-TREASURER TEAM
1125	TRADDOC, Fin & Acctg Dir, FT. MONROE
1126	MONGOOSE, SEASIDE
1127	DIHMRS/DMO
1128	HQ SPT ROCK ISLAND
1129	MIL PAY INIT & METRICS
1130	DFAS-IN CORPORATE COMMUNICATIONS OFFICE, DFAS-DCC/IN
1131	DFAS-IN/DMC-DPS
1132	TRANSITION MILITARY PAY SYSTEM, TESTING TEAM
1133	376TH FIN DET
1134	9TH TSC, FT BELVOIR
1135	3RD ARMY, FT MCPHERSON
1136	FINANCE MISSION AREA, S&C, DFAS-IN
1137	DFAS-IN CALL CENTER
1234	ARMY SIP (VPS)
2100	FT HOOD, 13FG HQ
2102	65TH RSC, Ft Buchanan, PR
2106	USARC, Fort McPherson, GA
2107	100TH DIV, Louisville, KY
2112	84TH DIV, Milwaukee, WI
2113	85TH DIV, Arlington Heights, IL
2114	NAAD, APMC, ATLANTA, Fort McPherson, GA

2115	USA RESERVE
2116	88TH RSC, Fort Snelling, MN
2117	5035th GSU, FT. BLISS, TX
2118	469TH FG, New Orleans, LA
2119	368TH FB, Witchita, KS
2120	PERSCOM, DEERS
2121	PERSCOM, CAS & MER AFFAIR
2122	PERSCOM, DATA AUDIT
2123	PERSCOM, TAPC-FS
2124	1079th GSU, Ft Dix, NJ
2125	USAREC, FT KNOX
2126	HHC 175th FINCOM, Korea
2127	ABC-C, FT RILEY, KS
2128	DFAS-IN, ACCOUNTING DIRECTORATE
2129	DFAS-IN, LEGAL OFFICE
2130	DFAS-IN, ADMIN SERVICES
2131	DFAS-IN, INTERNAL CONTROL OFFICE
2132	DFAS-IN, RESOURCE MANAGEMENT OFFICE
2133	PERSCOM, RC SPT OFFICE
2134	Strategic Cmd, Offutt AFB, NE
2135	210th FB, Jackson, MS
2136	50th FIN BN, ANACONDA, IRAQ
2137	159TH FIN DET, MCCOY, WI
2138	150TH FIN DET, MCCOY, WI
2139	2153RD FIN DET
2140	112TH FIN DET, MORRISVILLE, NC
2141	1153RD FIN DET, CAMP QUERVO
2142	130TH FB, MORRISVILLE, NC
2143	747TH BN, NEWTON ME
2144	40TH FB, COMPTON, CA
2145	350TH FB, FLEMINGTON NJ
2146	928TH FD, ANNVILLE, PA

2147	AR-MEDCOM, PINELLAS PARK, FL
2148	MI READINESS COMMAND, FT BELVOIR
2149	1129TH FIN DET NASHVILLE, TN
2150	DFAS-IN NETWORK AUDIT & FIELD COMPLIANCE OFC, INDPLS
2151	DFAS-IN, AMPO, MDST, CUSTOMER SERVICE OFFICE
2152	DFAS-IN AMPO PROGRAMMING
2153	DFAS-IN RCB
2154	DFAS-IN DRM
2155	DFAS-IN, TRAVEL OFFICE
2156	DFAS-IN ADMINISTRATIVE OFFICE
2157	AT&T GOVERNMENT SOLUTIONS, VIENNA, VA
2158	USASOC, FT BRAGG
2159	81ST RSC, Birmingham, AL
2160	87TH DIV, Birmingham, AL
2161	USATSB, FT SNELLING
2162	2125TH GSU, DECATAR, IL
2163	336TH FINANCE BATTALION, NEW ORLEANS, LA
2164	DFAS-KC
2165	NGB LIAISON, FT BENNING
2166	5045th GSU, Ft Sill, OK
2167	4003th GSU, NORMAN, OK
2168	2ND ARMY STATE
2169	3320th GSU
2170	108 DIV, Charlotte, NC
2171	3397TH GSU,
2172	395TH GSU, UTAH
2173	FT STEWART, MOB/DEMOB
2174	2174th GSU, Ft Eustis
2175	4013TH GSU, Shreveport, LA
2176	230th FB, Mississippi

2177	398th FB, Ft Belvoir (453FB and 374FB within 398)
2178	78th Div, Edison, NJ
2179	77th RSC, Ft. Totten, NY
2180	335TH SIG, East Point, GA
2181	98TH DIV, Rochester, NY
2182	READINESS CMD, Ft Jackson
2183	807th Med Cmd, Seagoville
2184	628th FB, Ft Stewart
2185	338th FB, Puerto Rico
2186	133rd Inf, South Bank, Sinai, Egypt
2187	113th Finance Detachment, Ft Bragg
2188	27th fb, Queens NY
2189	147th FB, Roseville, MN
2190	RC Inspector General Cmd, Atlanta, GA
2191	160th Finance Detachment, Phoenix, AZ
2192	828TH FINANCE BATTALION,
2193	JAG, WASHINGTON D.C.
2194	DFAS-IN EUD FSD
2195	TRANSITION MILITARY PAY SYSTEM, SECURITY PMO
2196	TRANSITION MILITARY PAY SYSTEM, ORGAN DEVELOP AND TRNG
2197	TRANSITION MILITARY PAY SYSTEM, ANALYSIS AND DESIGN TM
2198	TRANSITION MILITARY PAY SYSTEM, DATA CLEANSING TM
2199	TRANSITION MILITARY PAY SYSTEM, RPT AND INTERFACE TN
2200	TRANSITION MILITARY PAY SYSTEM, DMO DEPLOYMENT TEAM
2201	223RD FINANCE DETACHMENT, COMPTON, CA
2202	138th FB, Indianapolis, In

2206	94TH RSC, DEVENS, MA
2217	97TH ARCOM
2222	DFAS-DE (HAWKINS)
2223	HQ CADET CMD, FT MONROE
2225	MIAD, FT. MCPHERSON, GA
2227	FIN SCHOOL, FT. JACKSON, SC
2228	Army Audit Agency
2230	80th Div, Richmond, VA
2300	TRANS PAY SYSTEM
2302	75TH DIV, Houston, TX
2309	90TH RSG, San Antonio, TX
2310	244 AVN, Fort Sheridan, IL
2311	377TAACOM, New Orleans, LA
2312	412TH ENGR, Vicksburg, MS
2315	95TH DIV, Oklahoma City, OK
2322	3RD MEDCOM, Decatur, IL
2325	89TH RSC, Wichita, KS
2348	9TH RSC, Ft Shafter, Hi
2349	90TH RSC, North Little Rock, AR
2354	96TH RSC, Salt Lake City, UT
2375	6TH US ARMY
2376	311TH SIG, Ft. MEADE, MD
2377	91ST DIV, Ft Baker, CA
2378	311TH COSCOM, Los Angeles, CA
2379	63RD RSC, LOS ALAMITOS, CA
2380	351 CIVIL AFFAIRS
2381	ARPERSCOM (PSP-A), ST LOUIS
2382	ARPERSCOM (PSP-T), ST LOUIS
2383	104th Div, Vancouver, WA
2384	70TH RSC, Seattle, WA
2385	99TH RSC, Oakdale, PA
2390	416TH ENGR, Darien, IL

2391	19TH TAACOM, Des Moines, IA
2392	143RD TRANS, Orlando, FL
2800	PAY PER TEST, FAIRFAX, VA
2870	FT DIX - MOOB
2871	FT MCPHERSON
2872	FT RILEY
2873	RPD MCCOY
2874	RCPSO SHAFTER
2875	RCPSO EUROPE (7TH ARCOM)
2876	RCPSO, McCOY
2877	FT RICHARDSON, AK
2878/6344	ARPERSCOM, ST LOUIS
2879	PERSCOM TEST
2880	PAY PER TEST
2881	PERSCOM, DISABILITY BR
2882	HQDA MPSC PERSCO
2883	HQDA, ODCSPER
2884	DFAS-KANSAS CITY
2885	DFAS-CLEVELAND
2886	DFAS-HQ
2887	DFAS-JAPAN
2888	DFAS-DENVER
2889	DFAS-COLUMBUS
2891	18FG, FT BRAGG
2892	DMO SPT PACIFIC
2893	DMO SPT ATLANTIC
2894	NAVY AUDIT PACIFIC
2900	NAT GUARD, ARLINGTON ARC-P
2901	ARNG READINESS CENTER, DC
2958	NATIONAL GUARD BUREAU COMPTR
3150	FT DRUM FOOD MGMT
3151	FOOD MGMT, HAWAII

3152	FOOD MGMT, EUROPE
3153	FOOD MGMT, FT LEE
3154	FOOD MGMT, FT EUSTIS
3157	TISA, BOWLING GREEN, VA
3160	FT BRAGG, FOOD MGMT
3220	ARMY & AIR FORCE MUTUAL AID, FT MEYER, VA
3250	MSI, FT KNOX
3252	MAC - PRIVATIZE
3254	MILITARY SERVICES INC (MSI), PRIVATIZED HOUSING
3333	TRANSITION MILITARY PAY SYSTEM, TESTING TEAM
3700	DFAS-COLUMBUS, TRAVEL PAY OPS SVC
3730	AAFES, DALLAS
3736	NEXCOM
3739	UNITED CONCORDIA, HARRISBURG, PA
3740	DMDC, SEASIDE, CA
3800	EFT CENTRAL PAYMENTS
3801	MAFR/VOUCHER BAL/MPAO
3802	AAFES CONVERSION
3803	NON-JUMPS PAYMENTS
3804	DEPENDENCY ENTITLEMENT
3805	AIR FORCE JROTC
3806	ARMY JROTC
3807	5 YEAR TAX HISTORY SYSTEM
3808	TLA NO ACTION NECESSARY REJECTS
3809	ACCS TASK FORCE
3810	DFAS-IN, Trans Ops
3811	ADMO
3812	TAXMRI NON-JSS PAYMENTS
3813	MARINE CORPS JROTC
3814	DEBT & CLAIMS MGT
3815	MILITARY PAY OPERATIONS CENTER

3816	TSP CONTRACTOR
3817	OPERATIONS CENTER, AMPO
3819	AMPO, TSP INPUT TEAM
3820	RC CENTER OF EXCELLENCE
3821	AMPO FIELD INPUT BRANCH
3822	PERSCOM
3823	NATIONAL GUARD BUREAU, DFAS-IN
3825	DMPO, FT POLK (4825)
3826	DMPO, REDSTONE ARSENAL (4826)
3827	DMPO, FT IRWIN (4836)
3828	MPSAI
3829	DMPO, FT LEE (4839)
3830	DFAS-IN, AMPO, SLAPO
3831	DFAS-IN, AMPO, AC PROCESSING OFFICE
3832	DMPO, FT RUCKER (4801)
3833	MP AC BONUS BR 3
3834	DMPO, FT HOOD (4834)
3835	MP AC BR 4 (TD 50-74)
3836	MP AC BR 5 (TD 75-99)
3837	DFAS-IN, AMPO, CASUALTY AND CLAIMS BRANCH
3838	DMPO, ABERDEEN PROVING GROUND (4838)
3839	PAY DISB OFFICE (CRISPS)
3840	DFAS-IN, Special Review Office
3841	RC PROC BR 1
3842	RC PROC BR 2
3843	DFAS-IN, AMPO, RC PRCCESSING OFFICE
3844	RC PROC BR 4
3845	RC PROC BR 5
3846	DJMR-RC 5-YEAR TAX "MECH"
3847	DMPO, FT KNOX (4844)
3848	MYPAY, DFAS-IN
3849	DFAS-IN, TAX TEAM

3850	DMPO, FT EUSTIS (4804)
3851	DMPO, FT BELVOIR (4809)
3852	DMPO, FT SILL (4810)
3853	AC PROCESSING DIVISION
3855	DDCM-WAIVER BRANCH
3856	DMPO, FT MCCOY (4811)
3857	POST SEPS BR 1 (V)
3858	FINANCIAL INSTITUTION BRANCH
3859	DMPO, FT RILEY (4812)
3860	DFAS-IN, FINANCIAL SERVICES (OLD AMPO ACCTG)
3861	DMPO, FT GORDON (4845)
3862	DFAS-IN, AMPO, PAYMENT POSTING TEAM
3863	DFAS-IN, FSGLI
3864	DMPO, FT HUACHUCA (4813)
3865	VERIFICATION & RECON BR
3866	ADMO
3867	PAYMENT POSTING TEAM
3868	QUALITY ASSURANCE OFFICE
3869	FAMILY SGLE
3870	DFAS-IN, AMPO, OPERATIONAL CONTROL OFFICE
3871	DMPO, FT MEADE (4815)
3872	DMPO, FT MCPHERSON (4814)
3873	DMPO, FT CARSON (4820)
3874	DMPO, FT SAM HOUSTON (4822)
3875	DMPO, INDIANAPOLIS (4807)
3876	DMPO, FT BLISS (4824)
3877	DMPO, FT LEONARD WOOD (4828)
3878	DFAS-CL RE CENTER
3879	INQUIRY BRANCH
3880	DFAS-IN, AMPO, SPECIAL ASSISTANCE
3881	WAIVER/RECORDS CORRECTIONS BRANCH
3882	DFAS-IN, AMPO, OPERATIONS CENTER

3883	MASS RATE/FILE SEARCH
3884	DFAS-IN, AMPO, DEPN AND GARNISHMENT BRANCH
3885	DFAS-IN, AMPO, SEPARATIONS AND REENLISTMENT
3886	DMPO, FT SHAFTER (4802)
3887	PORT SEPS (T) BR 2
3889	SEPS BR 1, PAYMENTS AND EMAIL
3890	PAYMENT POSTING TEAM
3891	ADMO
3892	SEPS BR 1 & 2 (V)
3893	DMPO, FT BENNING (4803)
3895	SEPS BR 2 (STATUSES)
3897	CASUALTY AND CLAIMS
3898	DMPO, FT JACKSON (4835)
3899	LOCAL PAYMENTS
4160	DFAS-IN, AMPO, SERVICE AND SUPPORT BRANCH
4455	DFAS-IN, Liaison - Sandy Edwards
4500	FORT HOOD
4720	RECBAS, FT BENNING
4721	RECBAS, JACKSON
4722	RECBAS, FT KNOX
4723	RECBAS, LEONARD WOOD
4724	RECBASS, FT MCCLELLAN
4725	RECBASS, FT SILL
4726	RECBASS, FT BLISS
4800	DFAS-IN, AMPO, FIELD SERVICES OFFICE
4801	FT RUCKER
4802	FT SHAFTER
4803	FT BENNING GA
4804	FT EUSTIS
480401	FT MONROE
480402	FT STORY
4805	FINANCE OFFICER, FT DIX

4806	DMPO, FT MCCLELLAN
4807	DMPO, INDIANAPOLIS
480701	SOUTHCOM
4808	MONTEREY
4809	FT BELVOIR
480901	WALTER REED
480902	FT MEYER/MDW
480903	PENTAGON
4810	FT SILL
4811	FT MCCOY
4812	FT RILEY
4813	FT HUACHUCA
4814	FT MCPHERSON
4815	FT MEADE
4816	FT BUCHANAN
4817	FT RICHARDSON
4818	FT WAINWRIGHT
4819	DMPO-FT GREELY
4820	FT CARSON
4821	FT LEAVENWORTH
4822	FT SAM HOUSTON
4823	FT DRUM
4824	FT BLISS
4825	FT POLK
4826	REDSTONE ARSENAL
4827	WEST POINT
4828	FT LEONARD WOOD
4829	SCHOFIELD BKS
4830	FT LEWIS
4831	FT HOOD, 15TH FB
4832	DMPO FT HOOD, 215TH, CHG'D TO 4833
4833	FT HOOD, 230TH FB/215th FB

483301	344MI GOODFELLOW
4834	FT HOOD, DMPO
4835	FT JACKSON
4836	FT IRWIN
4837	FT STEWART
483702	HUNTER
483703	MCDILL AFB
4838	ABERDEEN
4839	FT LEE
4840	FT CAMPBELL
4841	FT BRAGG - 82ND
4842	FT BRAGG - 107/126
484201	SINAI, EYGPT
4843	HONDURAS
4844	FT KNOX
4845	FT GORDON
4846	DMPO CAMP ZAMA, JAPAN
4847	DMPO, TORRI STATION, OKINAWA
4850	FIELD IMAGING BR PHASE 1
4851	FIELD IMAGING BR PHASE 2
4852	FIELD IMAGING BR PHASE 3
4853	FIELD IMAGING BR PHASE 4
4900	NAT GUARD BUREAU, DFAS-IN
4901	USPFO - ALABAMA
4902	USPFO - ALASKA
4904	USPFO - ARIZONA
4905	USPFO - ARKANSA
4906	USPFO - CALIFORNIA
4908	USPFO - COLORADO
4909	USPFO - CONNECTICUT
4910	USPFO - DELAWARE
4911	USPFO - DC

4912	USPFO - FLORIDA
4913	USPFO - GEORGIA
4914	USPFO - GUAM
4915	USPFO - HAWAII
4916	USPFO - IDAHO
4917	USPFO - ILLINOIS
4918	USPFO - INDIANA
4919	USPFO - IOWA
4920	USPFO - KANSAS
4921	USPFO - KENTUCKY
4922	USPFO - LOUISIANA
4923	USPFO - MAINE
4924	USPFO - MARYLAND
4925	USPFO - MASS
4926	USPFO - MICHIGAN
4927	USPFO - MINNESOTA
4928	USPFO - MISSISSIPPI
4929	USPFO - MISSOURI
4930	USPFO - MONTANA
4931	USPFO - NEBRASKA
4932	USPFO - NEVADA
4933	USPFO - NEW HAMPSHIRE
4934	USPFO - NEW JERSEY
4935	USPFO - NEW MEXICO
4936	USPFO - NEW YORK
4937	USPFO - NORTH CAROLINA
4938	USPFO - NORTH DAKOTA
4939	USPFO - OHIO
4940	USPFO - OKLAHOMA
4941	USPFO - OREGON
4942	USPFO - PENNSYLVANIA
4943	USPFO - PUERTO RICO

4944	USPFO - RHODE ISLAND
4945	USPFO - SOUTH CAROLINA
4946	USPFO - SOUTH DAKOT
4947	USPFO - TENNESSEE
4948	USPFO - TEXAS
4949	USPFO - UTAH
4950	USPFO - VERMONT
4951	USPFO - VIRGINIA
4952	USPFO - VIRGIN ISLAND
4953	USPFO - WASHINGTON
4954	USPFO - WEST VIRGINIA
4955	USPFO - WISCONSIN
4956	USPFO - WYOMING
4961	OPLOC - SEASIDE
4962	DFAS-IN, Dept 97
5005	TACOM, WARREN, MI
5480	CMP HUMPHREY
549900	SHAPE FST
549901	BRUSSELS FST
549902	BRUNNSUM FST
549903	MENWITH HILL
5570	DFAS-IN, DCD
5577	SCHWETGINGEN 266TFC
5588	SAUDI ARABIA
6311	CP CASEY KOREA
631103	CAMP STANLEY, KOREA
631104	WESTER CORRIDOR, KOREA
631105	CAMP MOBIL
632100	WURZBURG (106TH FB)
632101	ANSBACH
632102	ANSBACH IOPC
632111	HOHNENFELS

632103	BAMBERG
632104	BAMBERG IOPC
632105	SCHWEINFURT
632107	KITZINGEN
632109	GRAFENWOEHR
632112	VILSECK
6332/8508	ENCRYPTED - SANDY EDWARDS
633500	VICENZA
633501	NAPLES ITALY
633503	IZMIR TURKEY
633506	MADRID SPAIN
633504	LARISSA GREECE
6344	USARCPAC, ST LOUIS, MO
6350	CAMP ZAMA
635001	TORI STATION, OKINAWA
6355	DFAS-COLUMBUS
6358	OPLOC - HONOLULU
6375	ENCRYPTED - SANDY EDWARDS
6387	HANAU
638701	GIESSEN
638705	BABENHAUSEN
638706	DARMSTADT
638707	FRIEDBERG
6388	OPLOC - NORFOLK
6409	CAMP HENRY
6410	OPLOC - ROCK ISLAND
6411	YONGSAN, KOREA
6460	MANHEIM, SPINELLI (208FB)
646001	STUTGART
646003	MANNHEIM, SULLIVAN BKS
646004	HEIDELBERG, CAMPBELL BKS
646005	HEIDELBERG IN/OUT

646009	BAD AIBLING
6551	DFAS-COLUMBUS/TRAVEL
6567	ENCRYPTED - SANDY EDWARDS
658300	BAUMHOLDER 8TH FB
658301	WIESBADEN
658304	KAISERSLAUTERN
8508	ENCRYPTED - SANDY EDWARDS
8520	ENCRYPTED - SANDY EDWARDS
8547	208TH/266TH FIN CONTINGENCY FORWARD
8548	AFGANISTAN
8550	336TH FINANCE COMMAND, IRAQ
8551	Bosnia
8579	OPLOC - EUROPE
8586	USARPSA, ALEXANDRIA, VIRGINIA
859901	TASZAR, HUNGARY
859902	TUZLA, EAGLE BASE
8600	GUANTANAMO BAY, CUBA
8625	DFAS-IN, DNO, TVL
8721	OPLOC - ORLANDO
8722	OPLOC - SAN ANTONIO
8723	OPLOC - LAWTON
8724	OPLOC - ROME
8725	DFAS-IN, DNO
8726	OPLOC - ST LOUIS
8729	OPLOC - LEXINGTON
874800	ARCENT-KU, CAMP DOHA, KUWAIT
874801	ARCENT-QA, QATAR
8763	MACEDONIA, CAMP ABLE SENTRY
876301	KOSOVO, CAMP BONDSTEEL
876302	KOSOVO, CAMP MONTEITH
8888	TRANSPROC

APPENDIX D

Data Use Identifiers

The following table contains an explanation of some possible data element fields that show on a typical MMPA. Not all data elements are used for each FID. This table is not an all inclusive list but explains some of the more commonly used Data Use Identifiers (DUI).

DATA ELEMENT	EXPLANATION
ACTN	Action Indicator. Alpha-numeric or numeric codes that are used on input transactions and show on the MMPA when the entry is the result of the transaction being input. They are used to tell the system what action is to be taken on a transaction. They can be input by coders or system generated. The indicator will normally start with a zero. Indicators are: 01 – Start. Shows that an entry has started and is currently paying or collecting. Start transactions will process as long as there are no open entry for that FID on the MMPA, or a closed entry that the start date overlaps. Exceptions: allotments, debts, and FSA can have multiple open entries. 02 – Stop. Shows that an entry has been stopped and is no longer paying or collecting, and has been moved to history. Stop transactions can normally process against open entries on the MMPA with start dates equal to or less than the stop date. The stop date is the date through which the entry is effective. NOTE: Monthly rated items stopped on the last day of February will pay for a full 30-day month. 03 – Report. Shows that a specific period for an entry was reported and processed. Event report processing results in a complete MMPA update, and can result in both starting and stopping of a number of entries, depending on the event. Status report processing results in a closed history entry and a number of closed non-entitlement entries. Report actions such as payments and collections result only in data being entered in the system. 04 – Change. Shows that the data for a specific entry has been changed. Processing results in a closed entry with the old data and an open entry with the new data. Monetary amounts are updated as necessary. The start date in a change entry is the new effective date. The old open entry is closed the day prior. For a change transaction to process, there must be an entry on the MMPA with a start date less than the effective date in the transaction. 05 – Correct. Shows that the data in an entry has been corrected. Used to correct erroneous data in an MMPA entry. Processing puts the entry with incorrect data in history with a processing control code of 6 and creates a new entry with the correct data. Correcting an event normally results in correction of all MMPA entries affected by that event. For this transaction to process, there must be an entry on the MMPA with dates that match the PRIOR DATE fields of the transaction. The correction process can become quite complicated when previously processed transactions have resulted in STOP and START entries. In these cases, transactions must be properly sequenced so that the transactions do not cause rejects because they

	conflict with entries on the MMPA. **06 – Cancel. Shows that the period of entitlement in the entry was voided or cancelled. A cancel transaction restores the MMPA to the condition prior to the erroneous transaction. The cancelled transaction should show in history with a process control code of 6. In many instances, the cancel transaction must match the entry on the MMPA in order to process. In other instances, only the dates must match.** **07 – Increase. Only used to increase the amount of an allotment. Increases the amount to be paid an allottee. Processing puts a stop date in the open entry and moves it to history. A new entry is opened with the increased amount.** **08 – Decrease. Only used to decrease the amount of an allotment. Decreases the amount to be paid an allottee. Processing puts a stop date in the open entry and moves it to history. A new entry is opened with the decreased amount.** **09 – Inquiry. Used to request information from a member's MMPA. Does not change the entry.** **10 – Reply. Returns information from an inquiry to the requestor.** **11 – Pay. Used in pay authorizations that are computed and sent to the field. Notifies the field of amount to be paid to the member.** **13 – Release. Used to release pay held in the HA and HG entry, and under certain circumstances the HD entry, to the member, and from the HF entry to the source listed in the E713 transaction. Processing reduces the pay-held-balance and establishes a held pay release entry on the MMPA.** **18 – Suspend. Used when a member requests a waiver or applies for a remission of a debt. Temporarily suspends collection. Processing puts a code in the open indebtedness entry which causes the system not to collect from the member's pay.** **20 – Resume. Used when the request for waiver or remission has been disapproved. Restarts collection action. Processing resumes collection at the rate in the transaction.** **21 – Remit. Used when the request for remission or waiver has been approved. Forgives all or part of a debt balance by waiving, remitting, or declaring the debt uncollectable. Processing closes the open entry and moves it to history, showing the reason for forgiving the debt.** **26 – Delete. Used to notify Central Site that a one-time pay authorization is not being paid. Processing causes the money to be placed in the member's pay authorization. The field must assure that any other transaction relating to the one-time pay authorization is processed in a timely manner to prevent the member from being over or under paid.** **40 – Memo. Used by Central Site. Used to explain actions or events that have impacted the MMPA.**

	46 – Delete. Used by Central Site. Deletes an entry or entries from the variable open or history areas of the MMPA. Cannot be used for fixed entries. **61 – Pay Authorization. Tells the field what the final pay authorization is when a member is being separated.** **63 – EPP Submission Report. Used with FID "PU" only. Reports mid- and end-of-month voucher totals to Central Site for exception payment posting.** **65 – EPP Correction. Used with FID "PU" only. Corrects mid- and end-of-month voucher totals reported to Central Site for exception payment posting.** **83 – Report. Use is restricted to Central Site. Posts past periods of entitlement that are outside IAS. Processing puts a closed entry on the MMPA.** **86 – Cancel. Use is restricted to Central Site. Cancels a report entry put on the MMPA by an "83" action indicator.** **93. Used with FID "PZ" only. Reports regular mid- and end-of-month voucher totals under 100% detail submission of regular payrolls, or to clear an out-of-balance "PU" transaction.** **The above indicators are those which normally appear in an entry that has been affected by specific input for that particular FID entry. However, when a transaction which affects other pay-related items is input, the system may start, stop, report, change, correct or cancel the related entries. The action indicators for these system generated entries can be identified by the first character position which, instead of being a zero, will be an alpha character known as an Event Code. To determine what event had what effect, when reading an Action Indicator, look at the second character of the code to determine the action taken. Then look at the first character to determine what event triggered the action. The Event Codes are:** **B – Leave (Other than excess leave).** **C – Longevity.** **D – Promotion or Demotion.** **E – Accession.** **G - PCS Arrival.** **H – PCS Departure.** **J – AWOL status.** **K – Confined status.** **L – Deceased.** **M – Missing In Action.** **N – Field duty.** **P – Deserter status.** **Q – Quasi system-generated indebtedness.** **T – Suspended status.** **U – Mentally incompetent.** **V – Separation.** **X – Excess leave.** **Z – Mass rate change.**

CLOST-DEPN	**Code identifying member's closest dependent for Basic Allowance for Housing purposes. Applicable codes are:** **A – spouse.** **B – BAH-DIFF. Member receives because of entitlement effective prior to December 5, 1991.** **C – Child (under 21) in custody of member.** **D – Parent, including "in loco parentis" (secondary dependent).** **F – Stepchild on or before December 4, 1991 (no longer used).** **G – Grandfathered. Member continues to receive BAH at the with dependent rate for child support if member was living in single-type government quarters on December 4, 1991. Grandfathered status continues until member acquires another dependent for whom he\she can claim BAH.** **I – Member married to member, no dependents.** **K – Ward of the court, after July 1, 1994 (secondary dependent).** **L – Parent-in-law (secondary dependent).** **Q – Adopted child on or before December 4, 1991 (no longer used).** **R – Own right, commander's permission, or partial BAQ.** **S – Student, age 21 or 22 (secondary dependent).** **T – Incapacitated child over 21 years of age (secondary dependent).** **V – Illegitimate child on or before December 4, 1991 (no longer used).** **W – Member married to member, with a child.** **X – Custodial parent receiving child support, whose divorce decree or written agreement is dated between August 1, 1991 and June 30, 1992. Member receives BAH at the without dependent rate but VHA as a member with dependents. This code is used only until the divorce decree or written agreement is changed with an effective date after June 30, 1992. At that time, the member can receive both BAH and VHA as a member with dependents and the CLOST-DEPN code will be C.**
CNTRL-CODE	**Control Code. A one character code that identifies when an MMPA entry is open, closed, suspended, or has previously been corrected or cancelled. The codes are:** **0 – Open. Identifies a current month open entry. Used to determine the number of days of entitlement in the current pay period.** **1 – Open, Suspended for Indebtedness. Identifies an open indebtedness that has been suspended.** **2 – Closed, or Report. Identifies either an open entry that has been closed or a report entry. An open entry that has been closed is used for computation only if it indicates days of entitlement in the current monthly pay period or non-entitlement days for prior pay periods. A report entry is always used for computation if the ENTRY-CLSD-DT is in the current processing month, regardless of the dates in the entry.**

	3 – Correction of an Overpayment. Identifies the entry used to correct an overpayment (member was paid, but was not entitled) in a prior pay period. This code is created by Central Site unique transactions only. It prevents the entry from being read by the system on retroactive transactions. When month of closure is no longer current, the entry is for audit purposes only. **4 – Correction of an Underpayment. Identifies an entry used to correct an underpayment (member was entitled, but was not paid) in a prior pay period. This code is created by Central Site unique transactions only. It prevents the entry from being read by the system on retroactive transactions. When month of closure is no longer current, the entry is for audit purposes only.** **5 – Corrected or Cancelled Entry. Identifies an entry which was corrected or cancelled in current month processing and resulted in a recoupment of an entitlement that was paid.** **6 – Corrected or Cancelled Entry. Identifies an entry which was corrected or cancelled in a prior month and resulted in a recoupment of an entitlement in that month. This history entry is used only for audit purposes.** **9 – Open Entry is Suspended. Identifies a period of time that the entry is suspended (not paying) due to the member's status. Example: suspended BAS due to a leave period. If the transaction was a report, the system generates a closed entry for each affected entitlement on the MMPA. These entries are treated as a period of non-entitlement and are subtracted from the entitlement to determine the amount the member is due. If the transaction is a start, the system puts an open 9 entry on the MMPA and suspenses the open entitlement entry by building a closed entry with an Update Cycle Number of 42 (indicating the entry will be restored at the end of the non-pay status). If the transaction is a stop, the system closes the open 9 entry and restores the entitlement entry by removing the closed entry with an Update Cycle Number of 42. A 9 entry is also used to pay leave rations to enlisted members for leave periods. In this case, a closed 9 entry is put on the MMPA for each leave period reported. This entry gives the member leave rations and acts as a period of non-entitlement to any open or closed BAS entry.**
CODE (AFMPC MATCH)	**In the MJ entry, indicates whether accession or separation has been confirmed. Also identifies when accession or separation is over 15 days and has passed through month-end-restructure (MER) without confirmation. Applicable codes are:** **Blank – accession or separation has been confirmed.** **1 – accession transaction received from RECBASS but has not been confirmed by Finance.** **2 – separation transaction received but not confirmed.** **3 – E3\E4\E5\E6 transaction has recycled because of system internal logic or balancing problems.** **6 – accession transaction received but not confirmed.** **7 – E103 required, account not confirmed.** **A – accession transaction with 15 days elapsed from EAD or DOE has processed through one MER and has not been confirmed.** **B – separation transaction with 15 days elapsed from DOS has Processed through one MER and has not been confirmed.**

	C – Recycled separation\reentry transaction. E6 transaction Is recycling under extended separation processing rules. D – Reserve basic trainee not accessed by unit. F – accession transaction with 15 days elapsed from original processing date that has passed through one MER and has not been confirmed. I – grade change transaction is unconfirmed for 15 days from the effective date of grade, has processed through one MER, has not been confirmed, and service dates have not been corrected. J – officer's service dates correction transaction is required within 60 days after EAD (corrected officer's service dates are overlaid in the MMPA). K – officer's service dates correction transaction has not been received 60 days after EAD. S – accession transaction not confirmed and 35 days (enlisted) or 130 days (officer) have elapsed from EAD or DOE. Code changed from "A" during MER. T – grade change transaction with 60 days elapsed from the effective date of the grade has processed through at least two MER's and has not been confirmed. U – accession and grade change transactions with 36, 60 or 130 days elapsed from EAD, DOE or DOR have processed through at least two MER's and have not been confirmed. X – officer's service dates correction transaction has not been received 90 days after EAD. Requires priority action immediately. Next MER match flag will be deleted. Y – officer service date and aviation service date must be confirmed. Z – Recycled arrival from Basic Training. Confirmed E103 required.
COMPTR-PAY-COND	System generated code appearing in MMPA payment entries where a pay authorization precedes actual payment. It tells whether actual payment was in the amount authorized, and whether the payment was cancelled. Applicable codes are: 0 – payment equal to authorization. Applies to regular midmonth and end-of-month pay where payment equal to authorization is assumed in absence of specific transaction to the contrary. 1 – payment not equal to authorization. Applies to regular and one-time pay authorizations. Where reported payment of one-time authorization is subsequently cancelled, COMPTR-PAYMT-CONDTN CODE 1 is retained, but COMPTR-PROCS-CONTRL-CODE will be changed to 6. 2 – payment equal to authorization. Applies to one-time pay authorizations. Applies to regular midmonth and end-of-month pay when payments are confirmed by detail reporting of payments. Where reported payment of one-time authorization is subsequently cancelled, COMPTR-PAYMT-CONDTN CODE 2 is retained, but COMPTR-PROCS-CONTRL-CODE will be changed to 6. 3 – unauthorized one-time payment. Unauthorized one-time payment has been considered in computing amount due member. 4 – authorization suppressed. Applies to one-time pay

	authorizations. COMPTR-PROCS-CONTRL-CODE will be 6. 5 – payment suppressed. Applies to regular midmonth and end-of-month pay where the pay authorization was deliberately suppressed and no regular payment was made. 6 – payment outstanding\PQ11 sent to field. 7 – check cancelled or payment made without authorization (one-time payment). Applies to regular midmonth and end-of-month pay where the pay check was cancelled and COMPTR-PAYMT-CONDTN-CODE 0 is on the MMPA. 8 – check cancelled or payment made without authorization over 15 days (one-time pay authorization). Applies to regular midmonth and end-of-month pay where the pay check was cancelled and COMPTR-PAYMT-CONDTN-CODE 2 is on the MMPA. 9 – unauthorized payment on MMPA for 30 days and amount was deducted from pay.
DISPSTN	Used to identify to whom the bond will be mailed. The available codes are: A: Owner B: Co-Owner or Beneficiary C: Third Party D: Kept in safekeeping at DFAS-IN.
ENTLMT	Entitlement. Numeric character field that shows the total amount of entitlement for the current month in an open entry, and the total amount of entitlement for the processing month in the ENTRY-CLSD-DT data element.
ENTLMT-MM	Entitlement Mid-month. Numeric character field that shows the mid-month amount that a member is due on a continuous entitlement. In a report transaction, if the transaction was processed prior to mid-month cut-off, the mid-month amount will match the ENTLMT field. However, if it was processed after the mid-month cut-off, this data element will be zero-filled.
ENTLMT-NM	Entitlement Next Month. Numeric character field that shows the total amount of entitlement due in the following processing month in an open entry. This is normally what the monthly rate of entitlement is in an open entry.
ENTRY-OPEN-DT	An eleven character code that identifies the date that a particular entry was entered on the account, opened to be in effect, or created as a history entry. The eleven characters are broken down as follows: Calendar Date: first six characters in YYMMDD format. The actual calendar date the transaction accepted on an update to create, open or report the entry. Update Cycle: two characters identifying the update number for the particular processing month. Exceptions: 96 (an entry converted from JUMPS-Army), 98 (an entry created by MER), and 99 (an entry created by a Mass Rate Change). Processing Month: two characters identifying the processing month the transaction affected. The numbers 01 through 12 represent the months January through December. Mid-month Flag: one character, used to identify if the transaction affected the mid-month (1) or end-of-month (2) pay.
ENTRY-CLSD-DT	An eleven character code that identifies the date that a particular entry was closed on the account, stopped being in effect, or created as a history entry. The eleven characters are broken down as follows: Calendar Date: first six characters in YYMMDD format. The actual calendar date the transaction accepted on an update to close, stop or report the entry. Update Cycle: two characters identifying the update number for the

	particular processing month. Exceptions: 96 (an entry converted from JUMPS-Army), 98 (an entry created by MER), and 99 (an entry created by a Mass Rate Change). **Processing Month: two characters identifying the processing month the transaction affected. The numbers 01 through 12 represent the months January through December.** **Mid-month Flag: one character, used to identify if the transaction affected the mid-month (1) or end-of-month (2) pay.**
GLD-FL-CNTRY	**Country other than the United States wherein a disbursement which enters the international balance of payments is made. Codes are found in Appendix C.**
INDEBTEDNESS CODE	**One character code used to identify the presence of any combination of open DP, DQ, DV or DW entries on a member's MMPA. Applicable codes are:** **0 – no applicable debts present.** **1 – DV debt only.** **2 – DV and DQ debts present.** **3 – DV and DW debts present.** **5 – DQ, DV and DW debts present.** **B – DQ debt only.** **C – DW debt only.** **E – DQ and DW debts present.**
INDEBT-TYPE	**One character code that helps identify why a particular debt was placed on the member's account. Applicable codes are:** **1 – Erroneous payment, pay and allowances. Caused by an invalid payment of pay and allowances, to include excess leave.** **2 – Erroneous payment, allotment of pay (non-bond). Caused by an invalid payment of an allotment to an allottee.** **3 – Advance of pay and allowances. Caused by an advance of pay and allowances to a member the pay and allowances are accrued.** **4 – Overpaid payment. Caused by an overpayment of a casual or partial payment to a member, to include recoupment of a bonus.** **5 – Erroneous payment, allotment of pay (bond). Caused by an invalid payment of a bond.** **6 – Excess weight in shipment of household goods, excess cost of moving a house trailer, or cost charge TR issued for return from leave.** **A – Arrears in money accounts. Incurred by an accountable member for failure to account for funds entrusted to his\her control.** **B – Bankruptcy Acts debt. Debt adjudicated under Chapter 13 of the Bankruptcy Act (PL 95-598) under which a court order has been issued per a voluntary request of a member.** **C – Clothing Issue charge.** **D – SF 1219 Receivables. Caused by double payment (substitute check issued, both substitute and original check cashed), dishonored checks, or check issue overdrafts.** **E – Hospital bill. Generated for unpaid hospital bills for medical services provided to the member or authorized dependents.**

	F – Post Exchange. Debts collected for indebtedness to the Post Exchange. G - Temporary Lodging Allowance. Caused by overpayment of TLA. H – Overpayment, Federal Housing Authority Mortgage Insurance, or Repay FHA Mortgage defaults. Caused by failing to notify proper authorities of sale of house on which government is paying premiums, or for indebtedness to the FHA for default of mortgage payments. J – Post Housing. Indebtedness for post housing appropriated funds. K – Telephone and Utility bills. Indebtedness for failing to pay telephone\utility charges. L – Uncollected check, commissary . Indebtedness for an uncollected check made out to the Commissary. M – Non-appropriated fund activities. N – Tax levy. Debt established by the Internal Revenue Service by processing a Notice of Levy. P – Repay travel advance or travel costs. Caused by collection of an advance travel payment for unsettled travel voucher, excess payment of travel allowances, or otherwise unauthorized cost of transportation of a member or dependents. Q – Report of Survey or Government Property Lost or Damaged. Indebtedness to the United States for loss, damage or destruction of government property. R – Household goods: excess cost or weight or house trailer excess costs. Caused by excess weight in shipment of household goods or excess costs involved in moving a house trailer. S – Stipend, all. Indebtedness for compensation received from state, county, municipal or privately owned hospitals by a medical officer for medical services performed there, including stipend debts for Army Reserve officers now on active duty. T – Monetary punishment. Caused by collection of Article 15 or court-martial punishments. U – Indebtedness for repayment of tuition assistance or defaulted student loans. V – Miscellaneous. For any indebtedness not covered by any other code. W – G. I. Bill. Deduction for G. I. Bill contributions.
GR	Grade. Identifies the pay grade\military rank of the member. Applicable codes are: 01 – Second Lieutenant. 01E – Second Lieutenant w\over four years enlisted service. 02 – First Lieutenant. 02E – First Lieutenant w\over four years enlisted service. 03 – Captain 03E – Captain w\over four year enlisted service. 04 - Major. 05 – Lieutenant Colonel. 06 – Colonel. 07 – Brigadier General. 08 – Major General.

	09 – Lieutenant General. 10 – General. 21 - Warrant Officer (W1). 22 - Chief Warrant Officer (W2). 23 – Chief Warrant Officer (W3). 24 – Chief Warrant Officer (W4). 25 – Chief Warrant Officer (W5). 31 - Private. 32 – Private E2. 33 – Private First Class. 34 – Specialist Fourth Class\Corporal. 35 – Sergeant. 36 – Staff Sergeant. 37 – Sergeant First Class. 38 – Master Sergeant\First Sergeant. 39 – Sergeant Major\Command Sergeant Major 51 - West Point Freshman. 52 – West Point Sophomore. 53 – West Point Junior. 54 – West Point Senior.
OWNRSHP	Used to designate what type of ownership\beneficiary relationship is to be shown for the bond. Available codes are: 1: Member is owner, non-member is co-owner. 2: Member is owner, non-member is beneficiary. 3: Member is owner, no co-owner or beneficiary. 4: Non-member is owner, member is co-owner. 5: Non-member is owner, member is beneficiary. 6: Non-member is owner, non-member is co-owner. 7: Non-member is owner, non-member is beneficiary. 8: Non-member is owner, no co-owner or beneficiary.
RCPNT-TYPE	Identifies the allotment recipient according to the type of address to be printed on the allotment check or savings bond. Applicable codes are: 1 – Individual, Domestic. Address is for an individual served by the domestic Postal Service. 2 – Individual, Foreign. Address is for an individual served by the international Postal Service. 3 – Blanket Company. Company receives a blanket check to cover multiple number of individual allotments. 4 – Veterans Administration. Insurance allotment payable to the Veterans Administration. 5 – Bond. Allotment for purchase of bond (Central Site only) 6 – Coded Company. Individual check sent to a company with a company code on Table 50. 7 – Electronic Fund Transfer. Allotment sent through the EFT process. 9 – Tape Submission. Company that receives allotment data on a magnetic tape along with a blanket check.
SETLMNT	One character code used to identify the type of settlement elected at reenlistment or separation by the member. The applicable codes are: 1 – Cash settlement. Member cashed in all unused leave. 2 – Carried forward. Member carried all unused leave forward to the new period of service. 3 – Carried forward to another service. Member's unused leave was carried forward to another branch of service. 4 – Excess leave collection. Member had a negative leave

	balance at time of reenlistment or separation, amount due was collected from the member's account. 5 – Unsettled. Member was not paid for unused leave because the character of discharge is undetermined at the time of separation. 6 – Settlement unauthorized. Member separated under conditions which preclude payment of unused leave. 7 – Combination carry-over. Member elected to receive payment for part of the unused leave balance, carry the remaining balance into the next period of service. 8 – Cash settlement unauthorized. Maximum number of days authorized to be cashed in during a career (60) has already been paid. 9 – Settlement suspended – accession. Member accessed as prior service, but no BL entry present on the MMPA. Research member's prior service period for leave settlement.
SPCL COMPN POSN	Special Compensation Position Indicator. Identifies member as being assigned to position for which additional pay is prescribed. Applicable codes are: 01: Chairman\Vice Chairman, Joint Chiefs of Staff 02: Chief of Staff, Air Force or Army; or Chief of Naval Operations 06 – Senior member, United Nations Military Staff Committee. 28: Permanent Professor, USAFA\USMA 35: Chief Master Sergeant of the Air Force; Sergeant Major of the Army; or Master Chief Petty Officer of the Navy. 50 – Preparatory School student.
START	Six character field in the YYMMDD format. Indicates the "as of" date that an entry is paying the rate of entitlement shown in the ENTLMT data element(s) in an open entry or the MNTLY-RATE in a closed entry.
STATS	Duty status. Applicable codes are: A – On station. Member is physically located at and performing duty at the permanent duty station. B – Leave. Member is on leave, either chargeable or non-chargeable. H – Permanent change of station. Member on orders to move from one permanent duty station to another, and has out-processed from the losing station, has not yet signed in to the gaining station. J – Absent without leave. Member is absent from place of duty without permission or authorization and without the intention of deserting. K – Confined. Member imprisoned by civil or military authorities. L – Deceased. M – Missing. Member officially declared to be missing, missing in action, under the Missing Person's Act, interned in a foreign country, captured, beleaguered, besieged by hostile forces, or detained in a foreign country against his\her will. P – Deserted. Member administratively declared a deserter or convicted of desertion by a court-martial. T – Suspended. Member's status suspended because there is

	doubt whether his\her military status is valid or member is in the process of being separated but has not been put in a separated status. U – Mentally incompetent. Member has been officially declared mentally incompetent. V – Separated. Member has been completed separated from the Army.
STOP	A six character field in the YYMMDD format. Indicates the "as of" date that an entry stops paying the rate of entitlement shown in the MNTLY-RATE in a closed entry. A STOP data element normally does not exist in a one-time payment entitlement such as Clothing Maintenance Allowance.

APPENDIX E

Inquiry Tables

You can also request an inquiry table for viewing. An inquiry table is a predetermined set of MMPA entries that can be requested by entering the corresponding three-digit table number in the **REQ** field.

TABLE INQUIRY INDEX: MMPA TABLE INQUIRY						
TABLE	SUBJECT	FORMAT ID or CATEGORY	ENTRIES DISPLAYED			
			ALL	OPEN ONLY	OPEN & Current Month CLOSED	ALL CLOSED
T01	Dental Care	DC: Dependent Dental			X	
T02	New Arrival	Deductions\Debts Category	X			
		Pay\Payment Category	X			
		Status Category	X			
		AB: Bonds		X		
		LH: Bank Designated to Receive Pay\Pay Option		X		
		MG: City\State Taxing Authority		X		
		MH: Resident of Country or Non-CONUS State		X		
		NB: Leave Suspense	X			
		35: BAQ	X			
		40: BAS	X			
		58: VHA	X			
		68: VHA	X			
T03	Central Bank	Collections Category	X			
		Pay\Pay Computation Category	X			
		LF: Future Mailing Address	X			
		LH: Bank Designated to Receive Pay\Pay Option	X			
		MC: Member Name	X			
		NA: Privacy Act Flag	X			
		SH: PCS Departure	X			
T04	Accession Processing	Tax Category		X		
		Reenlistment\Bonus Category	X			
		Status Category	X			
		Tour\Service\Enlistment Category	X			
		LB: Paying ADSN		X		
		LC: Servicing ADSN		X		
		LG: PACIDN Location or Major Command Identifier		X		
		MC: Member Name	X			
		MD: Military Personnel Grade		X		
		ME: Member's Sex		X		

T04 con't	**Accession Processing**	MG: City\State Taxing Authority		X		
		MH: Resident of Country or Non-CONUS State		X		
		MJ: AFMPC Match Flag		X		
		N3: CMA: Initial Military		X		
		01: Basic Pay	X			
		33: SRB	X			
		34: SEB	X			
		35: BAQ	X			
		40: BAS	X			
		51: CONUS COLA	X			
		58: VHA	X			
		59: Initial Uniform & Equipment Allowance	X			
		60: Additional Uniform & Equipment Allowance	X			
		63: CMA	X			
		65: FSA	X			
		68: VHA	X			
T05	**ADSN, BANK, Pay Option, Current Month Pay**	LB: Paying ADSN		X		X
		LC: Servicing ADSN		X		X
		LD: TDY ADSN		X		X
		LH: Bank Designated to Receive Pay\Pay Option			X	
		LK: Payment Option			X	
		PU: Current Month Regular Pay	X			
T06	**Current Month Deductions**	Allotment Category			X	
		Collections Category	X			
		Deductions\Debts Category			X	
		Held Pay Category			X	
		Taxes Category			X	
		Status Category	X			
		MG: City\State Taxing Authority	X			
		P3: Pay Computation Factors: Current Month	X			
T07	**Leave**	Status Category	X			
		BL: Days Paid: Accrued Leave	X			
		BM: Saved Pay Leave Balance	X			
		BR: Standard Leave Balance	X			
T08	**Tax Elections\ Exemptions**	DQ: Overpayment of Military Pay & Allowances	X			
		FC: FICA Wages & Deductions	X			
		FE: Advance Payment: EIC		X		
		FF: FITW Deduction Election		X		
T08	**Tax Elections\ Exemptions**	FG: FITW Exemptions		X		
		FJ: FITW Wages & Deductions	X			
		FS: SITW Wages & Deductions	X			
		MG: City\State Taxing Authority		X		

T09	**Reenlistment Bonus & Continuation Pay**	Reenlistment\Bonus Category	X			
		Tour\Service\Enlistment Category	X			
		NN: Separation\ Reenlistment Reject	X			
		NT: Projected Separation Payment	X			
		N7: Separation Data Pending	X			
		MG: City\State Taxing Authority	X			
		PJ: Medical\Dental\Nurse Bonuses	X			
		PL: SRB or Engineering\ Scientific Bonus	X			
		PM: Reenlistment Bonus	X			
		PQ: Separation Payment	X			
		PX: Delinquent Posting of One-Time Payment	X			
		01: Base Pay		X		
		25: Medical\Dental\Nurse Bonuses	X			
		31: Reenlistment Bonuses	X			
		32: VRB or Engineering\ Scientific Bonus	X			
		33: SRB	X			
		34: SEB	X			
T10	**Final Separation**	Leave Balance Category		X		
		Deductions\Debts Category	X			
		Status Category	X			
		Tour\Service\Enlistment Category	X			
		AV: Number of Allotments	X			
		LH: Bank Designated to Receive Pay\Pay Option	X			
		MG: City\State Taxing Authority	X			
		NB: Leave Suspense	X			
		NE: ECAF Household Goods Control	X			
		NT: Projected Separation Payment	X			
		N7: Separation Data Pending	X			
		N8: Miscellaneous Debt Pending	X			
		PH: Regular EOM for Prior Eleven Months	X			
		PU: Current Month Regular Pay	X			
		P3: Pay Computation Factors: Current Month	X			
		SB: Leave	X			

TABLE INQUIRY INDEX: MMPA TABLE INQUIRY						
TABLE	SUBJECT	FORMAT ID or CATEGORY	ENTRIES DISPLAYED			
			ALL	OPEN ONLY	OPEN & Current Month CLOSED	ALL CLOSED
T12	Garnishment	Held Pay Category	X			
		Memoranda Category	X			
		Payment\Pay Computation Category	X			
		Entitlements Category	X			
T13	Indebtedness	Collections Category	X			
		Deductions\Debts Category	X			
		Suspense Group	X			
		LC: Servicing ADSN	X			
		MC: Member's Name	X			
		NE: ECAF Household Goods Control	X			
		N8: Miscellaneous Indebtedness Pending	X			
		N9: Central Site Unique Transactions (97-98-99)	X			
		P9: Refunds: Other Than Allotments	X			
T14	Inactive Accounts	Status Category	X			
		DF: Monetary Punishment	X			
		MD: Military Personnel Grade	X			
		TB: Lost Days Current Enlistment	X			
		TH: ETS	X			
		TK: Pay Date	X			
		TT: Total Active Federal Military Service Date	X			
		TU: Date of Separation	X			
T15	Voucher Balancing	Collections Category	X			
		Deductions\Debts Category	X			
		Memoranda Category	X			
		BR: Standard Leave Balance	X			
		PA: Advance Pay	X			
		PC: Casual Payment	X			
		PH: Regular EOM For Prior Eleven Months	X			
		PJ: Medical\Dental\Nurse Bonuses	X			
		PK: Partial Payments	X			
		PL: SRB or Engineering\ Scientific Bonus	X			
		PM: Reenlistment Bonus	X			
		PN: Regular Midmonth For Prior Eleven Months	X			
		PQ: Separation Payment	X			
		PU: Current Month Regular Pay	X			

TABLE INQUIRY INDEX: MMPA TABLE INQUIRY						
TABLE	SUBJECT	FORMAT ID or CATEGORY	ENTRIES DISPLAYED			
			ALL	OPEN ONLY	OPEN & Current Month CLOSED	ALL CLOSED
T15 con't	Voucher Balancing	PX: Delinquent Posting of One-Time Payment	X			
		PY: Payment Out-Of-Balance	X			
		R5: RRB\Last Enlistment	X			
		R7: SRB	X			
		TC: Years of Service Completed	X			
		TD: Date of Separation\ Last Active Duty Date Officer Status	X			
		TE: Date of Separation: Previous Enlistment	X			
		TG: EAD (Officer)\DOE (Enlisted)	X			
		TS: Term of Enlistment	X			
		TT: Total Active Federal Military Service Date	X			
		25: Medical\Dental\Nurse Bonuses	X			
		31: Reenlistment Bonus	X			
		32: VRB or Engineering\ Scientific Bonus	X			
		33: SRB	X			
		74: Lump Sum Leave Payment	X			
T16	Returned Separation\ Garnishment Payments	Collections Category	X			
		Deductions\Debts Category	X			
		Memoranda Category	X			
T16	Returned Separation\ Garnishment Payments	MC: Member's Name	X			
		PF: Release of Held Pay	X			
		PQ: Separation Payment	X			
		PX: Delinquent Posting of One-Time Payment	X			
T20	Final Separation Manual Pay Comp Data (MMPA Posture is Month of DOS (Before MER)	Allotment Category			X	
		Leave Balance Category		X		
		Collections Category	X			
		Deductions\Debts Category	X			
		Held Pay Category	X			
		Payment\Pay Computation Category	X			

TABLE INQUIRY INDEX: MMPA TABLE INQUIRY						
TABLE	SUBJECT	FORMAT ID or CATEGORY	ENTRIES DISPLAYED			
			ALL	OPEN ONLY	OPEN & Current Month CLOSED	ALL CLOSED
T20 con't	Final Separation Manual Computation	Reenlistment\Bonus Category	X			
		Status Category		X		
		Entitlements Category			X	
		FC: FICA Wages and Deductions	X			
		FD: FITW Additional Amount		X		
		FE: Advanced Payment: EIC			X	
		FF: FITW Deductions Election		X		
		FG: FITW Exemptions		X		
		FJ: FITW Wages and Deductions		X		
		FS: SITW Wages and Deductions		X		
		LH: Bank Designated to Receive Pay\Pay Option	X			
		MC: Member's Name	X			
		ME: Member's Sex	X			
		MG: City\State Taxing Authority	X			
		NA: Privacy Act Flag	X			
		NB: Leave Suspense	X			
		NE: ECAF Household Goods Control				
		NN: Separation\ Reenlistment Reject	X			
T20	Final Separation Manual Pay Comp Data (MMPA Posture is Month of DOS (Before MER)	NT: Projected Separation Payment	X			
		N1: Advance Leave	X			
		N7: Separation Data Pending	X			
		N8: Miscellaneous Indebtedness Pending	X			
		SB: Leave	X			
		TT: Total Active Federal Military Service	X			
T21	Final Separation Manual Pay Comp Data (MMPA Posture is Month of DOS (After MER)	Allotment Category			X	
		Leave Balance Category	X			
		Collections Category			X	

TABLE INQUIRY INDEX: MMPA TABLE INQUIRY						
TABLE	SUBJECT	FORMAT ID or CATEGORY	ENTRIES DISPLAYED			
			ALL	OPEN ONLY	OPEN & Current Month CLOSED	ALL CLOSED
T21 con't	Final Separation DOS after MER	Deductions\Debts Category			X	
		Held Pay Category	X			
		Payment\Pay Computation Category	X			
		Reenlistment\Bonus Category	X			
		Status Category	X			
		Entitlements Category			X	
		FC: FICA Wages and Deductions		X		
		FD: FITW Additional Amount		X		
		FE: Advanced Payment: EIC		X		
		FF: FITW Deductions Election		X		
		FG: FITW Exemptions		X		
		FJ: FITW Wages and Deductions		X		
		FS: SITW Wages and Deductions		X		
		LH: Bank Designated to Receive Pay\Pay Option	X			
		MC: Member's Name	X			
		ME: Member's Sex	X			
		MG: City\State Taxing Authority	X			
		NA: Privacy Act Flag	X			
		NB: Leave Suspense		X		
		NE: ECAF Household Goods Control	X			
		NN: Separation\ Reenlistment Reject	X			
		NT: Projected Separation Payment	X			
		N1: Advance Leave	X			
		N7: Separation Data Pending	X			
		N8: Miscellaneous Indebtedness Pending	X			
		SB: Leave	X			
		TT: Total Active Federal Military Service	X			

TABLE INQUIRY INDEX: MMPA TABLE INQUIRY						
TABLE	SUBJECT	FORMAT ID or CATEGORY	ENTRIES DISPLAYED			
			ALL	OPEN ONLY	OPEN & Current Month CLOSED	ALL CLOSED
T23	BAS\COLA	Status Category	X			
		LC: Servicing ADSN	X			
		LD: TDY ADSN		X		
		TG: EAD (Officer)\DOE (Enlisted)		X		
		39: bas Prorated or Supplemental	X			
		40: BAS	X			
		46: COLA	X			
		47: Dual COLA	X			
		49: Prorated COLA	X			
		51: CONUS COLA	X			
T24	BAQ\Housing	Status Category	X			
		DH: Rental Fair Value	X			
		LC: Servicing ADSN	X			
		LD: TDY ADSN		X		
		N0: Projected PCS Departure		X		
		TG: EAD (Officer)\DOE (Enlisted)		X		
		35: BAQ	X			
		36: BAQ-Diff	X			
		42: MIHA	X			
		43: OHA without MIHA	X			
		44: Interim OHA w\o MIHA	X			
		45: Dual OHA w\o MIHA	X			
T24	BAQ\Housing	55: OHA with MIHA	X			
		56: Interim OHA with MIHA	X			
		57: Dual OHA with MIHA	X			
		65: FSA	X			
		66: Interim VHA	X			
		67: Dual VHA	X			
		68: VHA	X			
T25	Allotments	Allotment Category	X			
		PU: Current Month Regular Pay		X		
		P3: Pay Computation Factors: Current Month	X			
		P4: Pay Computation Factors: Next Month	X			
		P7: Amount Total Entitlements To Allotments	X			
T26	Clothing Allowance	TB: Lost Days Current Enlistment	X			
		TC: Years Of Service Completed	X			
		TG: EAD (Officer)\DOE (Enlisted)	X			
		TP: Service Component	X			

TABLE INQUIRY INDEX: MMPA TABLE INQUIRY						
TABLE	SUBJECT	FORMAT ID or CATEGORY	ENTRIES DISPLAYED			
			ALL	OPEN ONLY	OPEN & Current Month CLOSED	ALL CLOSED
T26 con't		TT: Total Active Federal Military Service	X			
		59: Initial Uniform and Equipment Allowance	X			
		60: Additional Uniform and Equipment Allowance	X			
		61: Extra CMA	X			
		63: CMA	X			
		81: Initial Civilian Clothing Allowance	X			
		82: Special Continuing Civilian Clothing Allowance	X			
T27	Returned Allotment Payments	Allotment Category	X			
		C5: Check Cancellation - Allotment	X			
		LC: Servicing ADSN				X
		MC: Member's Name	X			
		N9: Central Site Unique Transactions 97-98-99	X			
		SH: PCS Departure	X			
T50	Transient Pay	Status Category		X		
		LC: Servicing ADSN	X			
T50	Transient Pay	LH: Bank Designated to Receive Pay\Pay Option		X		
		LK: Payment Option Code		X		
		PA: Advance Pay	X			
		PC: Casual Payment				X
		PG: Basic Trainee One-Time Payment	X			
		PH: Regular EOM for Prior Eleven Months	X			
		PI: Balance EOM ADSN 9999	X			
		PK: Partial Payment				X
		PN: Regular Midmonth for Prior Eleven Months	X			
		PO: Balance EOM ADSN 9998	X			
		PU: Current Month Regular Pay		X		
		P3: Pay Computation Factors: Current Month	X			
		P4: Pay Computation Factors: Next Month		X		
T90	Personnel Data	Reenlistment\Bonus Category	X			
		Status Category	X			
		Tour\Service\Enlistment Category	X			

TABLE INQUIRY INDEX: MMPA TABLE INQUIRY						
TABLE	SUBJECT	FORMAT ID or CATEGORY	ENTRIES DISPLAYED			
			ALL	OPEN ONLY	OPEN & Current Month CLOSED	ALL CLOSED
T90		BL: Days Paid: Accrued Leave	X			
		BM: Saved Pay Leave Balance	X			
		BR: Standard Leave Balance	X			
		DB: SGLI	X			
		LB: Paying ADSN	X			
		LC: Servicing ADSN	X			
		LD: TDY ADSN	X			
		LE: Duty Country\Non-CONUS State	X			
		LG: PACIDN Location\Major Command Identifier	X			
		MA: SSAN	X			
		MC: Member's Name	X			
		MD: Military Personnel Grade	X			
		ME: Member's Sex	X			
		MH: Resident of Country or Non-CONUS State	X			
		MJ: AFMPC Match Flag	X			
		MK: Control\Conversion Dates	X			
T90	Personnel Data	NN: Separation\ Reenlistment Reject	X			
		NQ: Separation Payment To Be Applied	X			
		NW: Bad Status Transaction	X			
		N0: Projected PCS Departure	X			
		N7: Separation Data Pending	X			
		N9: Central Site Unique Transactions 97-98-99	X			
		PQ: Separation Payment	X			
		12: Flying Duty Pay	X			
		18: Overseas Extension Pay	X			
		19: Board Certification Pay	X			
		20: Dental Pay	X			
		24: Medical Variable Special Pay	X			
		25: Medical\Dental\Nurse Bonuses	X			
		28: Veterinary Pay	X			
		29: Optometry Pay	X			
		30: Special Duty Assignment Pay	X			
		31: Reenlistment Bonus	X			
		32: VRB or Engineering\ Scientific Bonus	X			

TABLE INQUIRY INDEX: MMPA TABLE INQUIRY						
TABLE	SUBJECT	FORMAT ID or CATEGORY	ENTRIES DISPLAYED			
			ALL	OPEN ONLY	OPEN & Current Month CLOSED	ALL CLOSED
T90 con't	Personnel Data	33: SRB	X			
		34: Selective Enlistment Bonus	X			
		35: BAQ	X			
T91	Grade Change Research	LB: Paying ADSN	X			
		LC: Servicing ADSN	X			
		LE: Duty Country\Non-CONUS State	X			
		LG: PACIDN Location\Major Command Identifier	X			
		MA: SSAN	X			
		MC: Member's Name	X			
		MD: Military Personnel Grade	X			
		TG: EAD (Officer)\DOE (Enlisted)	X			
		TH: ETS	X			
		TJ: EAD\Prior DOE	X			
		TK: Pay Date	X			
		TP: Service Component	X			
T91	Grade Change Research	TS: Term of Enlistment	X			
		TT: Total Active Federal Military Service Date	X			
		TU: Date of Separation	X			
T92	Status Reject Research	Status Category	X			
		LB: Paying ADSN	X			
		LC: Servicing ADSN	X			
		LE: Duty Country\Non-CONUS State	X			
		LG: PACIDN Location\Major Command Identifier	X			
		MA: SSAN	X			
		MC: Member's Name	X			
		MD: Military Personnel Grade	X			
		NN: Separation\ Reenlistment Reject	X			
		NQ: Separation Payment To Be Applied	X			
		NT: Projected Separation Payment	X			
		NW: Bad Status Transaction	X			
		N7: Separation Data Pending	X			
		TG: EAD (Officer)\DOE (Enlisted)	X			
		TH: ETS	X			
		TJ: EAD\Prior DOE	X			

TABLE INQUIRY INDEX: MMPA TABLE INQUIRY						
TABLE	SUBJECT	FORMAT ID or CATEGORY	ENTRIES DISPLAYED			
			ALL	OPEN ONLY	OPEN & Current Month CLOSED	ALL CLOSED
T92 Con't	Status Reject Research	TK: Pay Date	X			
		TP: Service Component	X			
		TS: Term of Enlistment	X			
		TT: Total Active Federal Military Service Date	X			
		TU: Date of Separation	X			
T93	Reenlistment\ Separation Research	Leave Balance Category	X			
		Reenlistment\Bonus Category	X			
		LC: Servicing ADSN	X			
		LG: PACIDN Location\Major Command Identifier	X			
		MA: SSAN	X			
		MC: Member's Name	X			
		MD: Military Personnel Grade	X			
T93	Reenlistment\ Separation Research	NN: Separation\ Reenlistment Reject	X			
		NQ: Separation Payment To Be Applied	X			
		NT: Projected Separation Payment	X			
		N7: Separation Data Pending	X			
		TG: EAD (Officer)\DOE (Enlisted)	X			
		TH: ETS	X			
		TJ: EAD\Prior DOE	X			
		TK: Pay Date	X			
		TP: Service Component	X			
		TS: Term of Enlistment	X			
		TT: Total Active Federal Military Service Date	X			
		TU: Date of Separation	X			
		32: VRB or Engineering\ Scientific Bonus	X			
		33: SRB	X			
		34: Selective Enlistment Bonus	X			
T94	Retired Pay Information	LB: Servicing ADSN		X		
		LC: Servicing ADSN		X		
		LG: PACIDN Location\Major Command Identifier		X		
		MA: SSAN	X			
		MC: Member's Name	X			
		ME: Member's Sex	X			
		MJ: AFMPC Match Flag	X			

TABLE INQUIRY INDEX: MMPA TABLE INQUIRY						
TABLE	SUBJECT	FORMAT ID or CATEGORY	ENTRIES DISPLAYED			
			ALL	OPEN ONLY	OPEN & Current Month CLOSED	ALL CLOSED
T94 con't	Retired Pay Information	R2: Medical\Dental Additional Special Pay	X			
		R3: RRB Max Indicator	X			
		R4: RRB Recouped	X			
		R5: RRB Last Reenlistment	X			
		R6: Engineering\Scientific Bonus	X			
		R7: SRB	X			
		R8: Selective Enlistment Bonus	X			
		24: Medical Variable Special Pay		X		
		25: Medical\Dental\Nurse Bonuses	X			
		32: VRB or Engineering\ Scientific Bonus	X			
		33: SRB	X			
		34: Selective Enlistment Bonus	X			

APPENDIX F

Control Code

A one character code that identifies when an MMPA entry is open, closed, suspended, or has previously been corrected or cancelled. The codes are:

0 – Open. Identifies a current month open entry. Used to determine the number of days of entitlement in the current pay period.

1 – Open, Suspended for Indebtedness. Identifies an open indebtedness that has been suspended.

2 – Closed, or Report. Identifies either an open entry that has been closed or a report entry. An open entry that has been closed is used for computation only if it indicates days of entitlement in the current monthly pay period or non-entitlement days for prior pay periods. A report entry is always used for computation if the **ENTRY-CLSD-DT** is in the current processing month, regardless of the dates in the entry.

3 – Correction of an Overpayment. Identifies the entry used to correct an overpayment (member was paid, but was not entitled) in a prior pay period. This code is created by Central Site unique transactions only. It prevents the entry from being read by the system on retroactive transactions. When month of closure is no longer current, the entry is for audit purposes only.

4 – Correction of an Underpayment. Identifies an entry used to correct an underpayment (member was entitled, but was not paid) in a prior pay period. This code is created by Central Site unique transactions only. It prevents the entry from being read by the system on retroactive transactions. When month of closure is no longer current, the entry is for audit purposes only.

5 – Corrected or Cancelled Entry. Identifies an entry which was corrected or cancelled in current month processing and resulted in a recoupment of an entitlement that was paid.

6 – Corrected or Cancelled Entry. Identifies an entry which was corrected or cancelled in a prior month and resulted in a recoupment of an entitlement in that month. This history entry is used only for audit purposes.

9 – Open Entry is Suspended. Identifies a period of time that the entry is suspended (not paying) due to the member's status. **Example**: suspended BAS due to a leave period. If the transaction was a report, the system generates a closed entry for each affected entitlement on the MMPA. These entries are treated as a period of non-entitlement and are subtracted from the entitlement to determine the amount the member is due. If the transaction is a start, the system puts an open **9** entry on the MMPA and suspends the open entitlement entry by building a closed entry with an Update Cycle Number of **42** (indicating the entry will be restored at the end of the non-pay status). If the transaction is a stop, the system closes the open **9** entry and restores the entitlement entry by removing the closed entry with an Update Cycle Number of **42**. A **9** entry is also used to pay leave rations to enlisted members for leave periods. In this case, a closed **9** entry is put on the MMPA for each leave period reported. This entry gives the member leave rations and acts as a period of non-entitlement to any open or closed BAS entry.

	DJMS COMMON VERBS
	Access is granted based on users profile
VERB	**DESCRIPTION**
JJAA	DJMS/MMPA Inquiry
JJAM	SJMS/ Special Inquiries Menu
JJPP	Acquire Printer Session
JJSS	VSI/SSB Separation Calculation
JJTT	1/3rd Calculation
JJAT	View MMPA Beyond 5 Years
JFRC	Recertification System
JLAA	5-Year Tax History System
JLBB	5-Year Tax History Add/Delete
JLCA	5-Year Tax History Reissue/Correct
JLES	Leave & Earnings Statement Menu
JLPM	LES History / Archives
JLRU	LES Remarks System
JLNA	Net Pay Advice Menu
JOPS	JDCII Transaction Input Requests
JOLV	Upload/Download JDC III
JOZA	Error Code Listing
JPAM	What-If Processing
JPBB	Daily EFT Input Request Menu
JPBM	One-time Pay Authorization EFT
JPBX	Daily EFT Input Request Release Menu
JPEC	What-If for COLA
JPEO	What-If for OHA
JPEV	What-If for VHA
JPOC	CAST Search
JPOR	CAST Search Standard Request Maintenance
JPOT	CAST Search Restart Abend Job
JQEA	Quality Exam JDCII Supervisory Actions
JQEV	Quality Examination Menu - Release / Input JDCII
JTLA	Temporary Lodging Allowance Calculation
JTLM	TLA Calculation Reports
JTSC	Central Site TSP
JTSP	Field site access for TSP
JWMM	Main Table Menu / Inquiry
JYBY	DJMS Printer Access/Assignment
MMEN	Automated Messages
MSO	On-Line Inquiry - Table 50 - Company Codes
PRAA	RC Inquiry Main Menu
ROSC	ROSCOE Software Download / RCIS Upload
SAR4	System Reports
WNDO	CICS Window