Defense Finance and Accounting Service

Indianapolis Center

Military Pay Procedures Manual

DFAS-INM 7-1

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Defense Finance and Accounting Service
Indianapolis Center
ATTN: DFAS-IN\FJA
8899 East 56th Street
Indianapolis, IN 46249

1. **Purpose.** This manual provides information and procedures for the processing of entitlements, deductions, and collections to ensure prompt and accurate pay service to active duty members. It also prescribes the function and use of output from the Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN).

2. **Applicability.** The procedures in this manual apply to all Army field finance offices. It is issued for the information, guidance and compliance of all employees in the prompt and accurate administration of military pay and allowances.

3. **Relationship.** This manual is to be used in conjunction with the Department of Defense Financial Management Regulation (DoDFMR) Volume 7, Part A (Vol 7A) DODFMR 7000.14-R.

4. **Format.** This manual is arranged into one volume with XX parts. Each part contains various chapters applicable to the area of military pay referred to by the part. A Table of Contents, listings of tables, figures and forms are included. Appendixes and an index appear at the end of the last part. The pages are numbered by part-chapter, with page numbers within each chapter. Tables and figures are numbered according to the chapter in which they are shown. For the purpose of this manual (he) is a non-gender pronoun and represents both male and female employees performing the work.

5. **Revisions.** This manual replaces the Military Pay Procedures Manual dated January 1995 and is effective October 1, 1999. Revisions will be published by means of chapter updates. They will be identified by a change to the date in the page header and a star (*****) placed immediately before the new or revised material. All changes requiring rapid dissemination will be announced by MP.AIG messages. Such changes will be immediately incorporated into the manual. Effective date of changes to this manual will be as stated in the MP.AIG message announcing the change.

6. **Requests for assistance.** Send requests for technical assistance to the functional assigned that particular area of military pay. Appendix X lists the current functional, assigned area of expertise and current phone number and electronic mail address.

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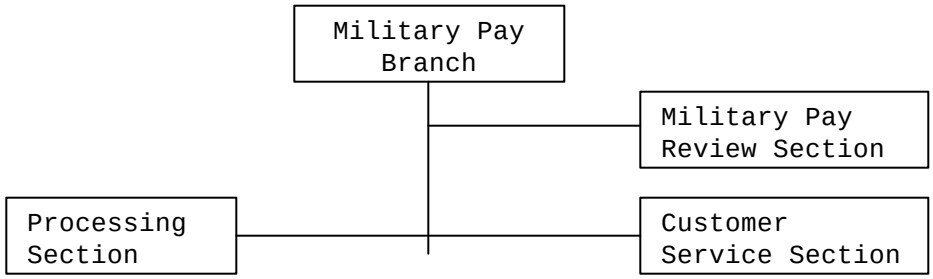
STRUCTURE AND FUNCTIONS OF THE MILITARY PAY BRANCH

2-1. STRUCTURE. The structure of the Military Pay Branch (**MPB**) is shown below. This structure includes the Military Pay Review Section, Processing Section and Customer Service Section. The Defense Military Pay Office (**DMPO**) or Battalion (**BN**) may also organize remote Forward Support Teams (**FSTs**) in order to provide the required services to the community being serviced.



2-2. MISSION. The mission of the military pay branch is to **PROVIDE CONTINUOUS MILITARY PAY SERVICE TO OUR CUSTOMERS IN AN EFFECTIVE AND EFFICIENT MANNER**. Prevention of backlogs and late pay transactions is the key to providing timely pay to the customers we service. This is accomplished through pro-active management which depends on constant review of the daily work flow (**management by walk through**), coordination with both internal and external sources, and the proper use of DJMS reports. Operation of the Military Pay Branch is under the direct supervision of the Chief of Military Pay (**CMP**) or designated representative. The CMP may structure the branch to best accomplish the processes outlined below and to ensure internal controls and separation of duties are maintained at all times.

2-3. WORK ASSIGNMENTS. The work assignments outlined below are recommendations only. With the exception of continuous pay process improvement function performed by the Military Pay Review Section (**MPRS**), the CMP may assign tasks to other sections provided internal controls are maintained.

a. **CHIEF OF MILITARY PAY** (CMP) or Designated Representative. Duties include:

1) Manage the daily operation of the Military Pay Branch. This will include assigning work to the appropriate section that best meets the operational need of the DMPO/BN while maintaining internal control.

2) Develop and enforce Standard Operating Procedures (**SOPs**) where procedures need local clarification.

3) Develop, update and maintain the Input Source Code Table. Input source code DI will be reserved for disbursing, TV will be reserved for travel, SR will be reserved for SRD, and RB will be reserved for Reception Battalion Automated Support System (**RECBASS**) input.

4) Develop, update, and maintain the Personnel Administration Center Identification Number (**PACIDN**) table.

5) Plan and implement a cross-training **program (mobility concept**).

6) Coordinate and manage DJMS-RC support when needed.

7) Implement the Contingencies and Alternate Modes of Operation Plan (**COOP**) upon notification.

8) Coordinate the movement of whole units between JUMPS Data Collection III (**JDC III**) sites and Uniform Microcomputer Disbursing System (**UMIDS**). **NOTE**: Coordination with DFAS-IN via email address **JSS.AC** in advance of actual move is required.

9) Ensure management notices are processed and appropriate action taken.

10) Ensure recycles/rejects are worked appropriately.

11) Oversee the functions of the Military Pay Review Section to include continuous process improvement reviews.

12) Ensure controls are established to have undeliverable Leave and Earning Statements (LESs) and Net Pay Advices (NPAs) returned to the DMPO/BN for research.

13) Ensure controls are established and enforced to limit access to LESs/NPAs and UCFRs between the time they are printed within the DMPO/BN and distributed to the units.

14) Coordinate with the TASO to ensure individuals do not have both certification and upload capability, computer access is assigned on an as needed basis, and ensure access to DJMS is deleted upon departure.

b. **MILITARY PAY REVIEW SECTION**. The Military Pay Review Section is responsible for conducting continuous pay process improvement reviews. The CMP may assign other tasks which enhance pay support and internal controls. Other tasks which may be assigned are:

1) Voucher Balancing/Merged Accountability and Fund Reporting (**MAFR**) Reconciliation Report (**MP-19-173**). **NOTE**: Does not apply to DMPO’s.

a) Reconcile the disbursing **DROT** with all **DOVs**, **DTLs**, collections and check cancellations daily, ensuring all transactions have processed and the detail input matches the total input. If any transactions have rejected or recycled, ensure corrective action is taken.

b) Upon receipt of the MP-19-173 (MAFR) report, verify each DOV or collection number is in balance.

2) Special Reviews and/or Audits as determined by the CMP.

3) Accession Confirmation.

a) A soldier's MMPA will be reviewed within seven to ten days after accession to ensure all transactions have processed.

b) Internal controls must be established to ensure accession confirmations are processed only on valid pay accounts.

c) Audit all prior service accessions to ensure that service dates are correct prior to confirming the accession.

4) Pay Inquiry Analysis.

a) Receive **DA Form 2142s** from Customer Service Section monthly.

b) Review of pay inquiries and actions taken may reveal trends and help identify problem areas within the DMPO/BN or at the unit activity.

c) Upon completion of the analysis, DA Form 2142s may then be destroyed.

d) Retain the pay inquiry analysis for six months and then destroy.

5) Recycle/Reject Analysis. The analysis should be distributed to the appropriate sections for review/action as determined by the CMP.

6) Battalion S-1 assistance visits and training.

7) Daily DFAS-IN Update Reports Analysis.

8) Unit Commanders Finance Report Analysis.

9) Offline Reports.

a) ETS List provides a hard copy listing of soldiers due to separate in the current month plus the next two months. Ensure input has been made for those individuals who have reenlisted, extended, separated, or retired.

b) PRA Audit List provides a list of input data for special accounts.

c) Entitlement Verification List provides the DMPO/BN the capability to request listings on any FID.

10) The following items of pay must be verified on an annual basis; hazardous duty, special duty assignment, diving, sea, foreign

language proficiency, basic allowance for subsistence (enlisted), cost of living allowance, overseas housing allowance and family separation allowance.

a) The DMPO/BN must set up a schedule of entitlement verification annually and maintain for one year.

b) The verified listings will be maintained for one year or until replaced by new ones and then destroyed.

c. **PROCESSING SECTION**. The work assignments within this section are recommendations only. The CMP may assign tasks to other sections as long as internal controls are maintained.

1) **RECEIPT OF PAY DOCUMENTS**: Documents may be received from supported units and activities on a Unit Transmittal Memorandum (**UTM**) by mail or distribution.

2) **REVIEW OF DOCUMENTS**:

a) Verify all documents listed on the UTM are present, and that each one has an input source code in the top corner.

b) Screen all documents to identify whether processing action is required and documents are completely correct.

c) Complete a DA Form XXXX-R (Source Document Reject Control Slip) for documents that must be returned to the submitting organization and annotate the UTM (if required) with the reason for not processing the document. Return document if it:

(1) Is not signed.

(2) Is not complete or is filled out incorrectly.

(3) Is not annotated with the input source code.

(4) Has a future effective date.

d) Sign the UTM and return the signed copy to the originating source.

e) Annotate the appropriate company code on the document if required for pr pending receipt of the company code from DFAS-IN.

f) Forward the documents to the appropriate section within the MPB for furt

3) **PROCESSING PAY DOCUMENTS**:

a) Documents are processed on a first-in-first-out basis, with the following priority exceptions:

(1) Disbursing Office vouchers (DOVs), Cash Collection vouchers (CCVs) and check cancellations. Does not apply to

DMPOs.

(2) In and Out Processing transactions.

(3) Accessions.

(4) Transitions.

(5) Rejected and recycled transactions.

b) Any military pay specialist may code input into JDC III/UMIDS. The only restriction is that a person assigned duties as a verifier may not verify the transactions they have coded.

c) If the document cannot be processed, prepare a DA Form XXXX-R and return it with the document to the originating organization.

4) **PROCESSING DAILY REPORTS**:

a)Reports are downloaded from Central Site. Normally reports are available on a daily basis after each update.

b)The Daily Register of Transactions (**DROT**) is generated locally using the Document Transmittal List (**DTL**) downloaded to disk. The DROT is distributed to the input source if applicable (exceptions being AER, NAF, banks, etc.).

c)The Leave Transactions Report provides a list of all leave transactions in sequence number by input source/unit. It is distributed to input sources as notification of processing results.

5) **SUBSTANTIATING DOCUMENTS PROCESSING AND CONTROL**:

a)Once transactions are coded, verified and uploaded to Central Site, retain the JUMPS Substantiating Documents (**JSDs**) with the transaction listing until the reports are received.

b)Once the update reports are downloaded, remove the JSDs for all rejected transactions for processing the rejects. If the document pertains to more than one transaction, and one or more but not all rejected, make a photocopy of the document for working the reject(s) and line out the document number(s) for the rejected transactions on the original DTL.

c)DOVs and collections are processed with the disbursing DROT for voucher balancing. **NOTE**: Does not apply to DMPOs.

d)The remaining documents are verified with the DTL daily to ensure a JSD is present for all processed (doc required) or recycled transactions. Pull all TLA documents and annotate the complete substantiating document number assigned on the DTL after the TLA is uploaded.

e)Annotate the update number on each document in front of the ADSN. This completes the document number.

f)Once the documents are verified and annotated, file in the JSD file. This file contains the original JSDs processed during a processing month. The documents for each cycle will be in transaction number sequence and wrapped within or attached to the DTL. The JSDs for each update will be filed together in a folder or banded together with the update number plainly visible. Access to the JSD file is restricted to authorized personnel as determined by the CMP.

g)If a recycled transaction rejects on a later update, the JSD must be removed from the JSD file, the document number lined through on the document and the transaction lined through on the DTL. The document will then be used to work the reject.

h)JSDs must be mailed to National Archives and Records Administration (**NARA**) on a fiscal year basis by quarter (**15 box minimum**) or once annually. Due to the 15 box minimum, many sites will retire their records at the end of the fiscal year. The address is:

National Archives and Records Administration
Great Lakes Region
3150 Springboro Road
Dayton, Ohio 45439-1883

(1) Prior to requesting the accession number from NARA, each Records Transmittal and Receipt (**SF-135**) will be reviewed and approved by Central Site Records Management. This can be accomplished either through the mail or facsimile transmission. The fax number is **(317) 510-1120** or **DSN 699-1120**. The mailing address is:

Defense Finance and Accounting Service Indianapolis
ATTN: DFAS-IN/ECHDA (Records Manager)
8899 East 56th Street
Indianapolis, IN 46249-0201

(2) To request an accession number from NARA (after review by Central Site Records Management), mail the original signed SF 135 and one copy to the NARA address above.

(3) Each DMPO and United States Property and Fiscal Office (**USPFO**) must provide a copy of all completed SF-135s showing the accession number assigned by NARA to the Central Site records manager.

i) On receipt of a request for a JSD or a group of documents:

(1) If the document is on hand, reproduce a copy of the document and forward to the requestor.

(2) **RETRIEVAL:** If the document has already been forwarded to NARA, it may be retrieved from NARA by providing adequate information that should be identified on the SF-135. Use of the Reference Request-Federal Records Centers (**Optional Form 11**) is required for all non-electronic requests. A separate OF-11 is required for each item requested. The site must include the accession number, box number and NARA location. Pertinent information such as voucher number, name, social security, DSSN/ADSN, etc., must be included in remarks. It is preferred that documents be requested via the NARA Centers Information Processing System (**CIPS**). The CIPS request is the most cost effective and quickest. For CIPS implementation, the site will need (1) an IBM compatible personal computer, (2) a modem meeting V.32 IEEE standards (1200-9600 BPS) and (3) communications software capable of emulating an IBM 3270 terminal, i.e. ProComm Plus. CIPS requires the requester to provide the accession number, box number, and other relative information. Once input and transmitted, the request is received within 24 hours. Research, retrieval and mailing are reduced to 7-10 days. Contact NARA at (937) 225-2852 for additional CIPS information. Offices not using CIPS to request documents must have a current authorization on file with NARA indicating names and titles of individuals who may request documents.

6) **OTHER DISTRIBUTION**:

a) Other distribution received within the finance office will be sorted and forwarded to the member's unit. These include:

(1) Net Pay Advice (**NPA**).

(2) Leave and Earning Statement (**LES**).

(3) Unit Commanders Finance Report (**UCFR**).

(4) Treasury Department Form W-2.

(5) Miscellaneous output from DFAS.

b) Care must be taken to ensure the security of privacy act information is maintained in accordance with the Privacy Act 1974 (**5 USC 552a**), the Army Privacy Program (**AR 340-21**) and the Automation Systems Security (**AR 380-380**).

c) A review of the UCFR will be accomplished monthly using the unit's **C27 Report** (Personnel Strength Zero Balance Report). Discrepancies discovered will be resolved immediately.

d) Ensure a certified copy of the UCFR is received monthly

from each supported unit activity and undeliverable LESs/NPAs, annotated with the soldiers status are attached.

e) Undeliverable LESs/NPAs returned from the unit will be researched to ensure the correct status is posted to the member's MMPA. LESs/NPAs returned from the unit for members who have transferred locally will be forwarded to the new unit; for members who have separated, forward to the separation mailing address contained in the E503 or LF04 transaction; for soldiers who have PCS'd, verify the DEP PCS has been input, then destroy (LES may be reproduced by the gaining ADSN using CICS transaction ID **JLES**).

d. **CHIEF, PROCESSING SECTION**

1) Assign all cycle numbers (other than TLA) and issue pre-labeled diskettes (**date, cycle number**) to coders and maintain the Cycle Number Control Log (**DA Form XXAA-R**). All cycle numbers will consist of two characters. The first character must be an alpha character (A - Z with the exception of X), and the second character must be numeric (0-9).

2) Monitor Cycle Number Control Log to ensure that all cycles are returned in a timely manner.

3) Ensure separation of duties between coders and verifiers are maintained.

4) Ensure electronic mail (email) files are maintained for one year, and appropriate action is taken.

5) Monitor and ensure all documents received via Unit Transmittal Memorandum (UTM) are processed within three working days.

6) Ensure all processes assigned by the CMP are performed.

7) Monitor and ensure all management notices are returned promptly by the established suspense date.

8) Ensure all rejects/recycles have been processed.

e. **VERIFIERS**:

1) Verify the validity of pay change documents received from coders. The percentage/method of verification is determined by the CMP based upon local needs and conditions but not less than 10 percent. There should be a 100% verification on documents for all finance and high visibility accounts.

2) Ensure coders have annotated the substantiating document number on each document.

3) Verify the validity of coded transactions and correct errors or delete invalid transactions. Editing can be accomplished by either verifying the listings received with the documents or copying the data file to the verifier's personal computer (PC) and editing using JDC III/UMIDS. Deletions can be accomplished on the PC or after the upload. Ensure corrections and deletions are indicated on the listing and substantiating documents.

4) An exception to the edit option outlined above is the transactions received from RECBASS. These transactions must be edited using the transaction listing. After verification of the listing is completed, transactions are uploaded in the same manner as transactions coded using JDC III. Corrections and deletions must be performed using the on-line edit function using transaction ID "**JQEV**" in CICS. Annotate the transaction listing with any corrections or deletions made.

5) Upload cycles to Central Site.

6) Download reports after the daily update.

f. **CODERS**:

1) Verify the validity of pay change documents to include researching the MMPA as needed.

2) Code all valid pay change transactions using JDC III/UMIDS.

3) Write the substantiating document number on each document. The substantiating document number consists of the following information:

a) The Accounting Disbursing Station Number (ADSN).

b) Cycle number assigned by the Chief, Processing Section.

c) Transaction number indicated on the JDC III screen.

4) Perform day-end procedures on a daily basis as follows:

a) Move the coded data to two floppy diskettes (original/backup).

b) Print a listing of transactions coded.

c) Forward the listing, substantiating documents, and original diskette to the verifier.

d) Retain the backup diskette until the data has been uploaded to Central Site and the MMPA has been updated.

g. CUSTOMER SERVICES SECTION. The work assignments within this section are recommendations only. The CMP may assign tasks to other sections as long as internal controls are maintained.

1) **DEBT MANAGEMENT**:

a) Upon receipt of DD Form 139, the debt clerk will examine the soldiers MMPA to determine whether the adjustment action was previously taken.

(1) If so, post completion data to the pay adjustment log; annotate the original form to show reference to the previous adjustment action; obtain the signature of the DMPO/BN or their representative; and return the original to originating activity. Destroy the remaining copies of the DD Form 139.

(2) If adjustment action has not been previously taken, post the data to the pay adjustment log and complete all required actions.

b) When the pay adjustment pertains to:

(1) A collection for a dishonored check from an appropriated or non-appropriated agency and a copy of notification letter to the member is attached, process as a DS debt using the appropriate debt type and company code.

(2) For any other collection adjustment, the member must be notified in writing of the indebtedness.

c) Post data to the pay adjustment log after notification.

d) After receipt of the member's reply, or expiration of the suspense period, withdraw the applicable document from the suspense file. Attach the member's reply (when applicable) to the document. Place a check mark after the suspense date on the pay adjustment log to show receipt of the reply.

(1) If the soldier is protesting the correctness of the indebtedness:

(a) Examine the pertinent facts through CICS inquiry. The supervisor should decide whether the member’s contentions justify reconsideration of the indebtedness.

(b) If the justification exists, send one copy of the response, and the pay adjustment document, by transmittal letter, to the originating office for review. Include in the TL a statement about action taken to suspend or proceed with the collection action, pending receipt of the results of the review. Include any pertinent facts known that will add to, clarify, or support the member's contentions.

(c) Notify the member of action taken regarding the indebtedness (e.g. collection action is suspended pending results of the review). In the case of an enlisted member, send the notice through his/her commander.

(d) Post data to the pay adjustment log.

(e) Re-file the suspense copy in the suspense file for 30 days.

(f) When the reply to the protest of the indebtedness is received, follow normal procedures to process the documents through the processing cycle to adjust the member's MMPA.

2) If the member's contention does not justify reconsideration of the indebtedness, return the letter (through his/her commander in the case of an enlisted member). Advise the member of his/her right to request a remission or cancellation of the indebtedness.

3) If the member is not protesting the indebtedness, or his/her contention does not justify reconsideration, input for collection to complete the collection action. Use the original DD Form 139 and the member's response (when applicable) as the substantiating document. Post data to the pay adjustment log. On completion of the collection action, forward an annotated copy of the DD Form 139 to the originating office.

4) If the member has been discharged from active duty, annotate the member's status (ETS, Retired or Deceased) and forward the pay adjustment document to **Director, DFAS-IN, ATTN: DFAS-IN-YC, Mail Stop 103B, Indianapolis, In 46249-1440**. Post the proper log and advise the originating office of action taken.

e) The DMPO/BN or designated representative will review debt documentation to determine if late payment interest charges and/or administrative fees should be waived.

f) Review the member's MMPA to ensure the debt deduction does not exceed the statutory 2/3 and code the appropriate transaction to start the debt deduction.

g) Maintain a management case file on all debt rebuttals, requests for remission and cancellation, or requests for waiver of erroneous payments until:

(1) The debt is collected in full.

(2) Remission or cancellation is disapproved.

(3) Waiver is approved.

(4) The member departs on a PCS or transitions from the service. Members departing on a PCS will be given their management case file to handcarry to their new duty station.

h) Maintain **DA Form 4046-R**, Notice of Levy (**NOL**) log. DA Form 4046-R will be reproduced locally on 8 1/2-by 11-inch paper. Annotate receipt of a NOL from the Internal Revenue Services (IRS) and process the NOL as prescribed in section 4.3.26. The entry in the NOL log will remain open until the levy has been satisfied. DA Form 4046-R is retained for three months after the last entry is closed.

i) Maintain **DA Form 4044-R**, Pay Adjustment Log. DA Form 4044-R will be reproduced locally on 8 1/2-by 11-inch paper. DA Form 4044-R is retained for three months after the last entry is closed.

j) Process management notices received from the processing section.

k) Download and work the following reports from **SAR4**:

(1) **AA0847QS**- Suspended Debt Report.

(2) **AA0847QQ**- Questionable Indebtedness Report.

h. **CUSTOMER SERVICES**:

1) Process inquiries (counter, telephone, and mail) received from individual members, battalion S-1's, and other outside agencies.

2) An approved DA Form 2142 (Pay Inquiry) will be required for all Staff Sergeants and below. Commissioned or warrant officers and Sergeant First Class and above are not required to obtain command approval to submit DA Forms 2142.

3) Inquiries will be documented on **DA Form 2142** (Pay Inquiry) based upon interview with the soldier.

4) Annotate DA Form 2142 "**IN TRANSIT**" for members who are requesting assistance or payment while enroute.

5) Obtain the necessary information by telephone, LES audit, microfiche, or CICS applications to answer the member's inquiry.

6) Assist the member in completing any required documentation (for example, **DA Form 5960** (Authorization to Start, Stop, or Change Basic Allowance for Housing (BAH), DA Form (JUMPS/JSS Pay Election), **DD Form 2558** (Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel), and so forth).

7) Prepare a **DA Form 2660** (Statement of Claimant Requesting Stoppage of Payment on Check) for members claiming non-receipt, loss or destruction of a check issued by DFAS-IN.

8) Process requests for Temporary Lodging Expense (**TLE**), and Temporary Lodging Allowance (**TLA**) to include the preparation of a payment voucher, if required.

9) Interview the member and prepare payment voucher for an advance of pay due to a PCS.

10) Determine corrective action to resolve the pay inquiry, send email message (if required) and monitor for response.

11) Prepare payment voucher if required.

12) Complete the pay inquiry form, section III using plain english (no finance terminology). If payment is prepared, annotate this fact in section III.

13) The DMPO/BN copy of all DA Forms 2142 will be forwarded to the Military Pay Review Office for inquiry analysis on a monthly basis.

14) Process payments for soldiers away from their duty station and for members of another service.

15) Make input to soldiers account using JDC III if required to resolve the pay inquiry.

16) Maintain the UCFR file. This file contains a copy of the UCFR that is forwarded to all supported units. The copy is used to assist in answering/resolving pay inquiries and is destroyed upon receipt of a new report. Ensure UCFR's are certified monthly by unit commanders and forwarded for retention.

17) Process management notices received from the processing section.

i. **SPECIAL ACTIONS**:

1) Prepare initial reenlistment and extension input and prepare payment vouchers for all resulting entitlements (if required).

2) Process documentation for medical/dental specialty pays, and process for payment upon receipt/review of one time pay authorization.

3) Maintain a special category folder for each soldier in a particular duty or pay status.

(a) Absent Without Leave (**AWOL**) folders will be maintained on individuals until returned to duty or Dropped From Rolls (**DFR**). **AAA160 Report** generated by personnel monthly will

be utilized with the UCFR to help manage over payments due to AWOL soldiers. Review the MMPA to ensure all AWOL transactions have been processed.

(1) Upon receipt of DA Form 4187, Absent without Leave (AWOL), ensure that an **SJ04** transaction has been input, input if action has not processed (coordinate with local MILPO as to why input has not been made).

(2) Upon receipt of DA Form 4187 returning the soldier to duty, verify that all updating input has been made, to include adjusting service dates as required. Use DA Form 4187 as the substantiating document. Process any other documents as required. Destroy folder after verifying an **SA04** transaction has processed.

(3) Upon receipt of DA Form 4187, Dropped From Rolls (**DFR**), ensure an **SP04** transaction has been input. After verifying all transactions have processed against the soldier's account, maintain the folder until the soldier returns to duty.

(4) Process a payment of BAH to an absentee soldier's dependents (see DODFMR,Volume 7, Part A, paragraph 30251) if requested.

(b) Civilian confinement folders will be maintained on members until they are returned to duty or discharged.

(1) Upon receipt of DA Form 4187 changing soldiers status, verify an **SK04** transaction has been input.

(2) Upon return to duty, verify an **SA04** transaction has been input, and adjust service dates as required. Destroy folder after verifying that an **SA04** transaction has processed.

(c) Military confinement folders will be maintained on members in military confinement until they are returned to duty or discharged.

4) Process death gratuity payments when designated and when necessary, notify DFAS-IN to suspend the deceased member's current monthly pay and allotment checks (see AR 37-104-4).

5) Input pay transactions using DJMS-RC for reserve component soldiers on annual training (**AT**), active duty for training (**ADT**) and active duty special work (**ADSW**) tours of eight days or more.

6) Code transactions requiring input using **JDC III/UMIDS**.

7) Process management notices received from the processing section.

j. **IN & OUT/TRANSITION PROCESSING**:

1) Recertify the **DA Form 5960** (Authorization to Start, Stop or Change Basic Allowance for Housing (**BAH**)) for all in-processing soldiers who are entitled to BAH at the with dependent rate and for those members out-processing who have terminated their assignment to family type government quarters.

2) Prepare **DA Form 2356** (Payroll Suspense Documents Envelope (**PSDE**)) and obtain the related pay documents (copies of PCS orders, advance pays, advance travel etc.) for input on all out-processing members.

3) Start separate rations for those members entitled to the allowance during in-processing in accordance with **AR 37-104-4**.

4) Interview the member, review the MMPA and initiate required documentation for any adjustments due to corrections, suspended debts, or omissions from the member's account (applicable for in/out and transition processing).

5) Inform the member of what entitlements will start and stop during in and out processing.

6) Review the member's current pay option and allotments and assist the member in completing documents to make any necessary changes during in and out processing.

7) Ensure that a **PRA** indicator of zero (**0**) is placed on all sensitive accounts (see **SC04** transaction) during in-processing.

8) Upon receipt of **DA Form 268** (Report for Suspension of Favorable Personnel Actions (Flag)) identifying the member as pending early discharge (**PED**), process for separation and establish a transition work file.

9) Maintain the PCS Suspense File. This is a dated file containing PCS orders and/or class rosters which are held in suspense until three working days before the scheduled date of departure at which time they are removed for processing.

10) Take all necessary actions on transitioning members. Process the transition input and all other related transactions as soon as possible to ensure the account is current and correct for the final payment.

11) Maintain the transition list file. This file contains a copy of the alphabetical listings, by month, of members scheduled to transition within the next 60 days and documentation received or prepared in advance of the member’s transition.

12) A transition work file will be maintained on all transitioned members for one year after the date of separation (DOS). This file contains the following:

(a) A copy of the member's separation orders.

(b) A copy of the member's DD Form 214 (Certificate of Release from Active Duty).

(c) A copy of the final payment voucher.

(d) The separation worksheet.

(e) The "What-If" statement if produced.

(f) DA Form 31 for transition leaves and leave input during transition processing.

(g) A copy of documents adjusting pay entitlements coded during transition processing.

13) Process accession transactions for new members not on DJMS-AC. For new soldiers attending Basic Training, this will normally be accomplished through RECBASS. Controls must be established to ensure that all necessary transactions are processed, and only valid accounts are accessed and confirmed.

14) Code required transactions to update soldier's account.

k. **CHIEF, CUSTOMER SERVICES SECTION**

1) Ensure all functions assigned by the CMP are performed.

2) Ensure all payments made by the section are valid and proper.

l. **FORWARD SUPPORT TEAMS**:

1) Organization:

(a) Forward Support Teams (**FSTs**) are designed to provide on-site financial support to organizational elements located at varying distances from the servicing finance office.

(b) The composition of the team may vary from a one-person operation (inquiries clerk) to one that provides full pay support. An FST with full pay support capability is staffed with a deputy (officer or NCO) and provides inquiry, in-processing, out-processing, travel, and cashier services.

(c) If the FST contains a section performing the same function as the finance office, then the FST will adhere to the requirements within this section.

(d) At the discretion of the DMPO/BN, the FST may or may not perform the JDC III/UMIDS input function.

(e) Refer RC members requesting support to their supporting DMPO/BN with RCIS input capability.

2) FST requirements with JDC III/UMIDS input capability:

(a) The TASO of the FST is accountable to the primary TASO of the parent DMPO/BN.

(b) All cycle numbers, other than TLA cycle numbers, are assigned by the Chief, Processing Section of the parent DMPO/BN.

(c) Upon completion of coding for each business day, batch documents by cycle number and forward to the parent DMPO/BN. A transaction listing of documents coded and a diskette containing the input made must accompany the batch/cycle.

(d) Documents must be submitted in a timely manner to the parent DMPO/BN.

(e) Process members who are in or out processing.

(f) Process pay inquiries.

(g) Process travel vouchers per AR 37-106 Finance and Accounting for Installations: Travel and Transportation Allowances, and the Joint Federal Travel Regulation (JFTR).

3) FST requirements without JDC III input capability:

(a) Submit documents to and from the parent DMPO/BN by consecutively numbered TLs.

(b) Documents must be submitted in a timely manner to the parent DMPO/BN.

(c) Process soldiers who are in or out processing.

(d) Process pay inquiries.

(e) Process travel vouchers per AR 37-106 and the JFTR.

Defense Joint Military Pay System (DJMS)

3-1. OVERVIEW

a. The Defense Joint Military Pay System (DJMS) is a military payroll system developed by the Defense Finance And Accounting Service-Denver Center (DFAS-DE) for use by the Defense Finance And Accounting Service (DFAS) Centers located at Cleveland, Ohio (DFAS-CL); Denver, Colorado (DFAS-DE); and Indianapolis, Indiana (DFAS-IN). These Centers serve the Navy, Air Force, and Army, respectively.

b. DJMS replaces the JUMPS-Active Army and Reserve Component systems, the West Point Cadet Pay System, the JUMPS-Automated Coding System, JUMPS Teleprocessing System and the JUMPS Electronic Transfer System for Active, Reserve and National Guard Components throughout the Army. It also replaces the Health Professions Pay System and the Reserve Officer Training Corps Pay System.

3-2. PERFORMANCE: The communications network design plan calls for a five second response time for 95% of all transactions, with a maximum response time of ten seconds. The selected vendors are required to provide DJMS-AC equipment with an availability of 95%. The contractor is required to repair all inoperable equipment within 24 hours of notification by the Government.

3-3. CONTROLS: Controls are maintained to ensure the integrity of the system and are briefly described below. Controls for ensuring system integrity include:

a. System Access: strict password security must be adhered to and actively monitored during operation. Access attempts and failures must be documented and investigated.

b. Database Access: database area must be monitored to ensure security of data.

c. Physical Security: controlled access to the DJMS computer facility must be maintained.

d. Only software provided by DFAS is authorized for use. No locally developed changes are permitted.

3-4. SYSTEM ENVIRONMENT: The Central Site mainframe complex and peripherals will be housed in a purpose built computer room, with strict power, heating and air-conditioning requirements. All remote site equipment is designed to operate in an office environment.

3-5. HARDWARE REQUIRED: The Central Site equipment will consist of an IBM compatible mainframe complex and peripherals. The remote site equipment will consist of IBM AT compatible Personal Computers (PC), with printers. A number of 400 and 800 lines per minute printers will be provided at most Finance Offices to provide local high speed print capability. The PC's and printers will be connected to Central Site by a communications network using modems,

cluster controllers, modem sharing units, digital bridges, packet switches and packet assembler/disassemblers as follows:

a. CONUS, less Alaska - Will use a dedicated, commercial, leased-line, packet switching network.

b. Alaska, Korea, Japan, Okinawa, Guam, Panama, Italy, Belgium, Netherlands and England – These sites will be directly connected to the DDN.

c. Germany - Will use dedicated, commercial, leased-line circuits connected to communications control units located at Landstuhl and Vahingen, which are connected to the DDN.

d. Hawaii - Will use dedicated, commercial, leased-line circuits connected to a communications control unit located at Fort Shafter, which is connected to the DDN.

e. Puerto Rico and The Virgin Islands - Will be connected by dedicated, commercial, leased-line circuits to a packet assembler/disassembler located in Fort Buchanan, which is connected to the DDN.

3-6. SOFTWARE REQUIRED: At the Central Site, the DJMS-AC mainframe software is loaded onto the IBM compatible mainframe, connected to remote sites by the IBM software products VTAM and CICS. Data input at the remote sites will be through stand alone PC's, using the Air Force supplied and Army modified DJMS-AC PC software. Data Upload and Inquiry at the remote sites uses the DCA IRMA3 card and software, except the DDN sites, which use SIMPC software.

3-7. CONTINGENCIES AND ALTERNATE MODES OF OPERATION (COOP): the Contingencies And Alternate Modes of Operations plan outline on the following pages designates responsibilities and procedures for Continuity of Operations to provide continuous service or alternate methods necessary to ensure accurate and timely payment.

CONTINGENCIES AND ALTERNATE MODES OF OPERATION (COOP)

SCOPE

These procedures apply to the Finance Officer, Chief of Military Pay/System Manager, and the Terminal Area Security Officer.

POLICIES

a. Each JDC III/CICS site will establish and maintain a current operational COOP.

b. The Finance Officer will review the COOP annually, and immediately on deactivation of the host site, or if the host site becomes inoperable.

c. A Memorandum of Agreement will be executed between two JDC III/CICS sites providing for use of computer resources during periods of emergency.

d. Make every effort to maintain JDC III/CICS at the present operating site when the system can be returned to service within a week following catastrophic failure.

e. Request guidance before implementing the COOP from the Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN), ATTN: DFAS-IN/FJA, 8899 E. 56TH ST., Indianapolis, Indiana 46249 or the Customer Assistance Branch (CAB), by calling, AUTOVON 699-3560, FTS 335-3560, or commercial 317-542-3560.

RESPONSIBILITIES

a. The Finance Officer is responsible for establishing and maintaining a COOP for JDC III/CICS operations, evaluating emergency conditions, notifying DFAS-IN/FOO of situations and requesting guidance and implementing the COOP.

b. The Chief, Military Pay/System Manager, is responsible for assessing damage, evaluating operational alternatives, and reporting the findings to the Finance Officer; evaluating and coordinating software applications and hardware requirements for the initial period of

breakdown through testing/debugging of the system as it comes back on line; and monitoring, updating, or modifying the COOP.

c. The Information System Security Office ensures compliance with JDC III/CICS security requirements, accreditation documents, and other SOPs applicable to security. He/she also assist the system manager in assessing damage and evaluating alternatives while determining what effects the decision will have on site security.

GENERAL

a. A recovery management team consisting of key personnel, headed by the Finance Officer, may be established to direct implementation of the COOP and, when applicable, ensure all necessary materials and personnel are transported to the alternate site.

b. When an emergency condition cannot be resolved, request advice from the Director, Defense Finance and Accounting Service, ATTN: DFAS-IN-F, 8899 E. 56TH ST., Indianapolis, Indiana 46249 or the Customer Assistance Branch (CAB), by calling, AUTOVON 699-3560, FTS 335-3560, or commercial 317-542-3560. Every effort should be made to maintain JDC III in the present operational site rather than using an alternate site.

c. Sites having similar missions should be considered first when selecting a COOP site. Factors to consider in selecting a COOP site are:

(1) Ability of the potential site to accept the emergency workload.

(2) Willingness of the potential site manager to enter into a formal agreement to provide the necessary level of support.

a. Each COOP agreement/plan must include separate phases of action in response to an emergency.

(1) Emergency response. Response to the following types of emergencies must consider protecting lives, limiting damage to JDC III/CICS equipment, and minimizing the impact on operations.

(a) When CICS malfunctions or damage occurs that causes hardware systems to be partially or wholly inoperable during an extended period of time (e.g., a week or more), depending on the severity of the contingency, support from an alternate site may be necessary; however, request advice from DFAS-IN/FOO before implementing the COOP.

(b) When damage or destruction of JDC III/CICS files, programs, or procedural documentation impacts on the entire site and prevents operation, use routine procedures using duplicate (backup) sets of these materials to recover.

(c) When access is denied to DJMS due to damage, resulting from vandalism, acts of nature, fire, water or similar factors,

deployment to an alternate site and use of backup materials stored off-site is usually required.

(d) During Low Intensity Conflict (LIC) or general war, insurrection, or similar conditions require the supported organization(s) and/or JDC III/CICS site to assume a wartime mission, the Finance officer must know the organizations operation plan (OPLAN). The Finance officer will coordinate and develop plans for any required JDC III/CICS support during such conditions.

(e) When DJMS is going to be unavailable for 15-30 days, a procedure for issuing casual pays must be addressed. Include as a part of the casual payment plan the effort required to update the soldier's account when DJMS is available again.

(f) Notification to the soldier of an emergency.

(g) Continuation of services by outside sources.

(h) Procedure for increasing the Cash Holding Authority.

(i) When war, insurrection, or similar conditions result in destruction of JDC III/CICS equipment, indefinite deployment of mission essential systems to an alternate site of operations and redefinition of support to meet the wartime conditions may be required.

(1) Backup operations. Plans must describe actions necessary to ensure essential tasks can continue between the time the operations are disrupted and the time the activity is restored to normal operations.

(2) Recovery. Plans must ensure a smooth, rapid restoration of the JDC III/CICS software, data and documentation following their physical damage or destruction. NOTE: While worthwhile, it is not necessary to include recovery plans in the COOP.

a. The COOP will be evaluated annually. The annual evaluation will consist of:

(1) Review and, if applicable, update of the COOP and procedures.

(2) Detailed evaluation of the actual practices on retention and storage of backup files, programs, and documentation to determine if they are current, complete, readily usable, and properly stored.

(3) Coordination with supported activities to revalidate previously established emergency workload and priorities.

(4) Coordination with the alternate site(s) of operation to ensure a continued ability to provide previously agreed backup support.

(5) Execution of selected portions of the COOP under test conditions, and if possible, actual movement to the alternate site for test use of backup materials.

a. Preparation of the COOP appendix B (Key personnel and Points of Contacts at COOP site), and (Supplies required at COOP site) are not addressed in detail since the titles are self explanatory and the information required to prepare the documents is available at the individual JDC III/CICS site.

PREPARING A COOP

a. A COOP for JDC III/CICS, as a minimum, should consist of the following information:

(1) Section I General.

(a) Paragraph 1-1, Purpose. A summarized statement of the purpose of the plan (e.g., "This plan provides guidance for on-site and contingency operations at the COOP site during emergencies, disasters, mobilization or war, and maintaining a state of readiness to provide JDC III/CICS support under all conditions identified in the activity risk analysis").

(b) Paragraph 1-2, Mission. This is derived from the mission statement in authorization documents (Table of organization and Equipment (TOE) and Table of Distribution and Allowance (TDA)) and the more specific mission and function statement. The mission statement in the COOP should emphasize the scope of the organization support role.

(c) Paragraph 1-3, Responsibilities. This paragraph should state position titles and duties/responsibilities in connection with the COOP. Abbreviated examples are:

1 The Finance officer retains basic responsibility for evaluating emergency situations, contacting DFAS-IN for advice, and directing that portions of this plan become operational.

2 The CMP/System Manager will maintain and update the COOP annually or as required.

(d) Paragraph 1-4, Contingencies or risk analysis. The contingencies listed in the risk assessment will be discussed with general statements of planned actions under each contingency. Actions will include those necessary on a recurring basis to maintain readiness. This paragraph also will contain a statement to identify the current risk analysis (i.e., reference or office symbol of the originating office, date, and title of authorizing official).

(e) Paragraph 1-5, Priorities. This paragraph will contain a presentation of the work priority scheme used by JDC III/CICS.

A minimum of four levels of priority will be defined from highest to lowest (1 through 4) in terms of mission essentiality of the work. Individual jobs and systems will be listed in order of priority. Priorities are defined under local requirements. Possible examples of priority could be:

1 Priority 1. Jobs that are essential and must be processed daily.

2 Priority 2. Jobs that can be delayed up to 2 days.

3 Priority 3. Jobs that can be delayed up to 14 days.

4 Priority 4. Jobs that may be delayed indefinitely or for which alternate processing procedures exist.

(f) Paragraph 1-6, Succession of personnel. Enter, by position title, alternates who are designated to assume responsibilities due to incapacity or nonavailability of personnel assigned primary responsibilities set forth in paragraph 1-3.

(1) Section II protection of records and documentation.

(a) Paragraph 2-1, List of records and documentation. Provide a comprehensive list by type of records and documentation essential to continuity of operations under all contingencies (e.g., DTR, copy of COOP).

(b) Paragraph 2-2, Procedures for safeguarding essential materials. This paragraph will contain instructions and backup procedures to be used on a regular basis by your JDC III/CICS site to protect essential files, programs, and procedures.

(1) Section III Emergency Response. Paragraph 3-1, Detail procedure. This paragraph will contain detailed procedures for each contingency identified in the risk assessment. If the decision is to accept the risk without preparing a response, it must be stated in this paragraph.

(2) Section IV Backup operations.

(a) Paragraph 4-1, Designation of COOP site. Enter information to identify alternate site(s) of operation to include organizational designation and exact location. Appendix A will contain a copy of the Memorandum of Agreement with the COOP site. NOTE: The agreement should be jointly reviewed and renewed annually.

(b) Paragraph 4-2, JDC III/CICS configurations. Enter a narrative and graphic description of the minimum JDC III/CICS equipment required to support emergency workload. Any special

or unique hardware or software features required will also be identified. Unique hardware or software features or shortcomings of JDC III/CICS at the alternate site will be evaluated and plans given for methods to compensate for these during operation at the alternate site.

(c) Paragraph 4-3, Facilities, security, supplies, communication, and transportation. This paragraph will contain a narrative statement of minimum support requirements for your JDC III/CICS operations if it were deployed to an alternate site. The equirements should be negotiated in advance and, if possible, included in the Memorandum of Agreement with the host of the alternate site. They should include, but are not limited to:

1 Office-type space (square feet) and office equipment (desk, chairs, typewriters, personal computers (PCs) needed for a work area. Storage for supplies and personal equipment, personnel billeting, and messing requirements should also be identified.

2 Security measures required at the COOP site will be included. Special instructions in this paragraph are necessary only if the security requirements at the alternate site differ from those at your site.

3 Magnetic media (e.g., diskettes) and supplies (e.g., printer paper, printer ribbons, toner cartridges) required for operations at an alternate site. A detailed list of daily requirements under emergency conditions will be contained in Appendix C. Include information on the means of reimbursement or replenishment if any of the host sites supplies are used.

(d) Paragraph 4-4, Personnel requirements. Develop a list by title, grade, and number of personnel required to support each contingency identified in paragraph 1-4 of this plan. For contingencies requiring deployment of your personnel to the alternate site, include security clearances and any other special requirements. If the host site has agreed to provide personnel support (e.g., operators) include this information.

(e) Paragraph 4-5, Planning coordination. This paragraph should outline step-by-step coordinating procedures with all affected users, other support activities, and the alternate site (if deployment is envisioned) for implementation of the plan in connection with any of the contingencies listed in paragraph 1-4.

(f) Paragraph 4-6, Emergency movement procedures. Provide a detailed plan for support of transportation requirements if deployed to an alternate site. The plan will include movement of personnel, files, and any special supplies on an initial basis, plus procedures for continued movement of data and

output products between the parent organization and the alternate site throughout the period of deployment.

(g) Paragraph 4-7, Communication interface. Include procedures for the use of available communication facilities at the alternate site to support contingency operations for the file transfer of transactions and download of DFAS-IN reports.

(1) Section V Recovery. Paragraph 5-1, Recovery plans. This paragraph contains data necessary to recover from a contingency situation. The data will include JDC III/CICS configuration requirement documents, plans for supporting, and essential initial loadlists to aid recovery after partial or total loss of JDC III/CICS.

(2) Section VI Contingency operations as host site. This section of the COOP should be prepared by every JDC III/CICS site which has a host mission. It should include the plans developed to absorb the extra workload and provide support as a host site. Full consideration must be given to the fact that severe adjustments to the host site's present level of support to its own users may be required to accept even the highest priority workload from the hosted JDC III/CICS activity. Prior to entering into alternate site support agreements with other JDC III/CICS sites, the anticipated impact on present users' ability to perform their missions must be assessed. Specific items to be included in this section are noted in the following paragraphs:

(a) Paragraph 6-1, Planning coordination. This paragraph should tie
in with paragraph 4-5 of the hosted JDC III/CICS site's COOP, and will outline step-by-step procedures on the part of the host in support of the other JDC III/CICS activity. It will include provisions for modification of users with low priority workloads and local organizational elements that would be tasked to assist the host in supporting the other JDC III/CICS activity. Individual jobs and requirements should be listed in detail and grouped by priority in separate appendixes.

(b) Paragraph 6-2, JDC III/CICS configuration. Include a narrative description of the JDC III/CICS configuration of the hosted JDC III/CICS activity, giving specific information on special hardware/software features or other compatibility problems.

(c) Paragraph 6-3, Facilities, security, communication, and transportation. Provide a narrative statement of the requirements of the JDC III/CICS activity to be hosted at the COOP site and the procedures to be used by the host to satisfy them. For example:

1 Office and working space to be provided.

2 Storage space for materials accompanying activity to be hosted.

3 Supplies to be made available to the activity to be hosted and arrangements/procedures for their replenishment/reimbursement.

4 Special security requirements of the hosted activity or means to permit access if the host operates at a higher level of security than the hosted activity.

(d) Paragraph 6-4, Personnel requirements. Include a list, by title, grade and number of any personnel (e.g., operators) designated to support the activity being hosted under each type of contingency. In addition, a separate plan appendix should include a list of the personnel who will be hosted by grade, number, and duty title. This paragraph should also identify any special training requirements for host site personnel to support the hosted site personnel to support the hosted operation and any security clearance required.

(e) Paragraph 6-5, Billeting and messing requirements. Provide a brief statement of facilities available or procedures to be followed for billeting and messing hosted personnel, if appropriate.

(f) Paragraph 6-6, Level of Support plan. This paragraph will contain the plan developed by the host to provide a reasonable minimum level of support to the hosted JDC III/CICS activity for shifts, partitions, machines, and other requirements. Through coordination with the JDC III/CICS activity to be hosted, determine the minimum resources required to support its alternate site operation. As a general rule, only the highest priority work should be run for the hosted JDC III/CICS activity. The host site should consult closely with its own users who may be affected before committing its resources to support the hosted activity.

a. The COOP will be maintained in a safeguarded file. A copy will be furnished to all sites with which a formal Memorandum of Agreement has been executed.

PREPARING A MEMORANDUM OF AGREEMENT

a. Select potential COOP site(s) using the criteria shown in paragraph (X).

b. Upon agreement to enter into a formal agreement to provide necessary support, prepare a Memorandum of Agreement. Ensure signatures of both Finance Officers are entered.

c. Distribute the Memorandum of Agreement as follows:

(1) File the original in a safeguarded file.

(2) Furnish a copy to the alternate site.

(3) Attach a copy as Appendix A of the COOP.

REFERENCES

a. AR 37-101-3, Field Organization and Operating Policy Using the Joint Uniform Military Pay System-Active Component/Joint Service Software (DJMS-AC).

b. Technical Bulletin (TB) 18-108, Army Automation Continuity of Operations Plan (COOP).

ASSISTANCE AND PROBLEM REPORTING.

a. A Customer Assistance Center will be set up at the Central Site. This will operate around the clock, and will be available to provide customer assistance.

b. All hardware and communications problems will be reported direct to this center for action.

INSTALLATION (DSSN)

FORT BLANK, MARYLAND 12345

CONTINUITY OF OPERATIONS PLAN (COOP)
DATE: _____

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COOP Appendixes

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B. Key Personnel and points of contact at COOP site.
C. Magnetic media and supplies required at COOP site (items that will not be transported from home site, but are required for operations at the COOP site).

AUTOMATED CASE CONTROL SYSTEM

4-1. General. The Automated Case Control System (**ACCS**) is used to systemically control military pay cases being researched or corrected at Central Site. An inventory of all cases currently opened or those closed within the last 45 days is maintained. Cases are established based upon input made by the field finance offices via DJMS. They can also be established by file searches and management notices. They can also be created manually based upon the receipt of an email from the field. The ACCS system also provides management with a tool to validate standards, evaluate training needs, obtain accurate statistical data for workload control and to monitor corrective actions taken by Central Site.

a. **Field generated**: Cases established by field level input are created because of rejects, or because certain inputs require further review by Central Site. These type cases are not actual “rejects”, but require review or intervention by Central Site. Typically, transactions reject because the effective date is outside Immediate Access Storage (IAS), or the condition of the MMPA does not allow processing. These rejected transactions appear in **Section 3** of the Daily Transaction Record (**DTR**) with error code ‘**ZBD**’ along with the error code(s) which caused the transaction to reject.

b. **File search\management notice:** ACCS cases created by these actions are based on criteria programmed into DJMS and the condition of accounts on the system. They may be created for review and further research, or because the condition requires corrective action.

c. **Email:** when a field site is unsure of how or unable to correct a member’s pay account via normal processing procedures, an email sent to Central Site may be used to establish an ACCS case on the system.

d. **Documents\faxes**: normally, receipt of a document or fax does not cause a case to be manually opened. If needed to finalize actions on an open ACCS case, documents will be requested from the field site that generated the ACCS case.

4-2. Viewing Case Inventory. ACCS is an online system that provides the field finance offices with the ability to review the status of their ACCS cases. To review a current inventory of cases open on DJMS, the profile **JCCM** is used. The **JCCM** screen will reflect any open case on a member by social security number (**SSN**), date generated, or servicing ADSN that generated the case. It also reflects the actual image of the input transaction plus any cases closed for the member during the last 45 days. Although the field is not authorized access to closed cases, they can see that a case was closed for that particular member.

a. In order to view ACCS cases, perform the following:

1. Logon to DJMS using normal sign-on procedures.
2. On the CL\SUPERSESSION Main Menu, select **CICPHS DJMS ARMY**.
3. When sign-on is complete, enter the profile “**JCCM**”.
3. The next screen is the Base Inquiry Request (MP-ACCS) Menu. This menu has three (3) options (**Figure 4-1**):
   (1) INDIVIDUAL SSN.
   (2) INDIVIDUAL SSN and RECEIVED DATE (Julian date format).
   (3) SVC-DSSN (FSO).

```
BASE INQUIRY REQUEST (MP-ACCS)



 INDIVIDUAL SSN:                RECEIVED DATE:


 SVC-DSSN (FSO):









 PRESS:  PF2 TO EXIT
         ENTER-KEY TO BEGIN PROCESSING
```

Figure 4-1. JCCM Main Menu screen.

b. When only an SSN (Option 1) is keyed in, the Base Inquiry Open-Case Inventory screen is displayed. This screen lists all open cases for the particular member, regardless of what ADSN the soldier is assigned to (**Figure 4-2**).

```
                    BASE INQUIRY OPEN-CASE INVENTORY (MP-ACCS)
 IND  SSN      NAME  DSSN DATE C A FID  ERR SQ FSO CBPO CLSE  LITERAL DATA

 Z  123456789 BAKER 3835 9287 M 0 4603 MAC 00 6321 SJ        10-12
 Z  123456789 BAKER 3835 9287 M 0 4604 MAC 00 6321 SJ        10-12
 Z  123456789 BAKER 3835 9287 M 0 4605 MAC 00 6321 SJ        10-12









 PRESS: PF2 TO EXIT                                    TOTAL-RECS =     3
        PF3 TO RETURN TO MENU SCREEN
        PF7 TO SCROLL-BACKWARD
        PF8 TO SCROLL-FORWARD
        'S' (IN 1ST POSITION) ENTER-KEY TO VIEW INDIVIDUAL RECORD SCREEN
```

Figure 4-2. Example of INDIVIDUAL SSN inquiry.

c. c. On the Base Inquiry Open-Case Inventory screen, five options are available:

(1) Exit using the PF2 key.

(2) Return to the Base Inquiry Request (MP-ACCS) Menu screen by pressing the PF3 key.

(3) If more than one screen of cases are open for the member, you can scroll backward and forward using the PF7 and PF8 keys.

(4) To view the transaction image, tab down to the case in question, type an “S” in front of the line, and press enter. The following screen will appear (**Figure 4-3**):

```
                    BASE INQUIRY MEMBER DATA (MP-ACCS)
 IND  SSN     NAME  DSSN DATE C A FID  ERR SQ FSO CBPO CLSE  LITERAL DATA
 Z  123456789 BAKER 3835 9287 M 0 4604 MAC 00 6321 SJ        10-12
 MEMO RECORDS:

 ASSIGNED VK 991020
 REJECTED TRANSACTIONS:
---+----1----+----2----+----3----+----4----+----5----+----6----+----7----+---
 04604123456789BAKER980910      GE2271                            6321SJ60@00




 CLOSED CASES:
          *** NO CLOSED CASE FOUND FOR THIS MEMBER ***




 PRESS:  PF2 TO EXIT                        PF5 TO RETURN TO INVENTORY SCREEN
         PF3 TO RETURN TO MENU SCREEN
```

Figure 4-3. Example of transaction image request screen.

d. When INDIVIDUAL SSN and RECEIVED DATE (**Option 2**) are keyed in, the Base Inquiry Open-Case Inventory (MP-ACCS) screen will appear displaying only the particular case for that date and no other open cases (**Figure 4-4**).

e. **NOTE:** If an incorrect SSAN and\or wrong date are keyed in, or if no case is presently open with that SSN\Date combination, the following message will appear at the bottom of the screen

***** MEMBER SSN/DATE (123456789/9080 NOT FOUND ON OPEN FILE*****

```
                    BASE INQUIRY OPEN-CASE INVENTORY (MP-ACCS)
 IND  SSN      NAME  DSSN DATE C A FID  ERR SQ FSO CBPO CLSE  LITERAL DATA

 Z  456789123 BAKER 3831 9292 T 0 DC03 MAC 01 4815           MAIL 991014   @*









 PRESS: PF2 TO EXIT                                          TOTAL-RECS =     1
        PF3 TO RETURN TO MENU SCREEN
        PF7 TO SCROLL-BACKWARD
        PF8 TO SCROLL-FORWARD
        'S' (IN 1ST POSITION) ENTER-KEY TO VIEW INDIVIDUAL RECORD SCREEN
```

Figure 4-4. Example of INDIVIDUAL SSN and RECEIVED DATE inquiry.

f. When SVC-DSSN (FSO) (**Option 3**) is keyed in, the Base Inquiry Open Case Inventory (MP-ACCS) is displayed as follows (**Figure 4-5**). This screen will list all the ACCS cases input by the designated DSSN currently being worked by Central Site.

```
                    BASE INQUIRY OPEN-CASE INVENTORY (MP-ACCS)
 IND  SSN      NAME  DSSN DATE C A FID  ERR SQ FSO CBPO CLSE  LITERAL DATA

 Z  432198255 TROUT 3831 9288 M 0 E203 XCK 00 4807 HJ         10-13
 Z  428411056 CALLO 3831 9293 T 0 SG   YYY 00 4807           EM991018/BAQ
 Z  552851265 CHAN  3831 9285 M 0 4004 MAC 00 4807 AN         10-10
 Z  480869996 WEBER 3831 9285 M 0 4004 MAC 00 4807 AN         10-10
 Z  378860406 HINZM 3833 9292 I 0 7403 ZBD 01 4807 SC         DOCUMENTS      *
 Z  262939104 WHITN 3836 9288 T 0 MD05 MBN 00 4807            FAX991013      *
 B  271765704 HOWAR 3836 9292 M 0 4005 MAC 00 4807 IA         10-15
 B  271765704 HOWAR 3836 9292 M 0 4005 MAC 01 4807 IA         10-15
 B  365768618 WILLI 3836 9287 M 0 SB06 ZHE 00 4807 AA         10-12
 Z  517726876 ALDEN 3885 9292 M 0 E503 VBH 00 4807 US         10-15



 PRESS: PF2 TO EXIT                                          TOTAL-RECS =    10
        PF3 TO RETURN TO MENU SCREEN
        PF7 TO SCROLL-BACKWARD
        PF8 TO SCROLL-FORWARD
        'S' (IN 1ST POSITION) ENTER-KEY TO VIEW INDIVIDUAL RECORD SCREEN
```

Figure 4-5. Example of SVC-DSSN (FSO) inquiry.

4.3. BASE INQUIRY OPEN-CASE INVENTORY (MP-ACCS). The Base Inquiry Open-Case Inventory (MP-ACCS) screen contains information that allows the field to review and determine the status of an ACCS case. In the following table, and explanation of the columns used on the Base Inquiry Open-Case Inventory (MP-ACCS) screen is provided.

COLUMN	DESCRIPTION
IND	Indicates status of case. The codes are: **Z**: New case added to ACCS by your DSSN. **B**: Case was transferred in to this ADSN from another ADSN. **O**: Case is closed.
SSN	Member's social security number.
NAME	First five characters of the member's last name.
DSSN	ADSN at Central Site responsible for processing the case.
DATE	Julian date the case was opened in ACCS.
C	Category. The action that caused the case to be opened. Codes are: **B**: Miscellaneous. **D**: DD 139. **I**: Inquiry. **L**: Letter. **M**: Management Notice. **P**: Payment. **T**: Twix or email.
A	Age. How long the case has been on the ACCS system. Based on aging categories. Codes are: **0**: Zero to 15 days on the system. **1**: 16-30 days on the system. **2**: 31-45 days on the system. **3**: 46-60 days on the system. **4**: 61-90 days on the system. **5**: 91-120 days on the system. **6**: 121-150 days on the system. **7**: 151-180 days on the system. **8**: Over 180 days on the system.
FID	Format ID and Action Indicator from the transaction input.
ERR	Error code explaining why the case rejected or was sent to Central Site for intervention.
SQ	Sequence code established by the system for the member's SSN\Name combination. Usually shown as "00". If more than one case was loaded at the same time for the same SSN\Name combination, SQ will increment one for each additional case.
FSO	ADSN that generated the case, or in the case of manually loaded cases, the ADSN member is assigned to.
CBPO	Consolidate Base Personnel Office. Two-character code identifying the servicing personnel office. Not used by Army Finance.
CLSE	Date case was closed off the open inventory.
LITERAL DATA	Usually shows the processing update the case was input on. Other remarks will identify action generating the case, such as File Search, email, IG, Congressional, etc. When manually loading a case, may also contain a brief note pertinent to the case or member involved.

COLUMN	DESCRIPTION
TOTAL-RECS	Shows the total cases on the inventory for the DSSN or Individual SSN inquired about. If greater than 8, also indicates that there are more than one screen of cases to look at.

Table 4-1. Explanation of Base Inquiry Open-Case Inventory (MP-ACCS) screen.

5-1. General. TAO Mail is a subsystem of DJMS that provides electronic mail capabilities to both the field offices and Central Sites. It provides a means of quick communication for requesting guidance and assistance, inquiring on the status of actions, and publishing policy and procedural changes to a mass audience through the use of bulletin boards. documents, and storing the documents until they are delivered. TAO Mail serves as an electronic post office, with features for creating, posting, and receiving electronic messages, and facilities for storing them both before and after receiving and reading them.

5-2. Sign On Procedures. In order to use the electronic mail capabilities of DJMS, you must first sign on to the system, using the procedures identified in Part 1, Chapter 3 of this manual. Once you have signed on, you need to select **TAOMAIL** from the **DJMS CL/SUPERSESSION Main Menu**. The next screen you will see will be the TAO sign on screen (**Figure 5-1**).

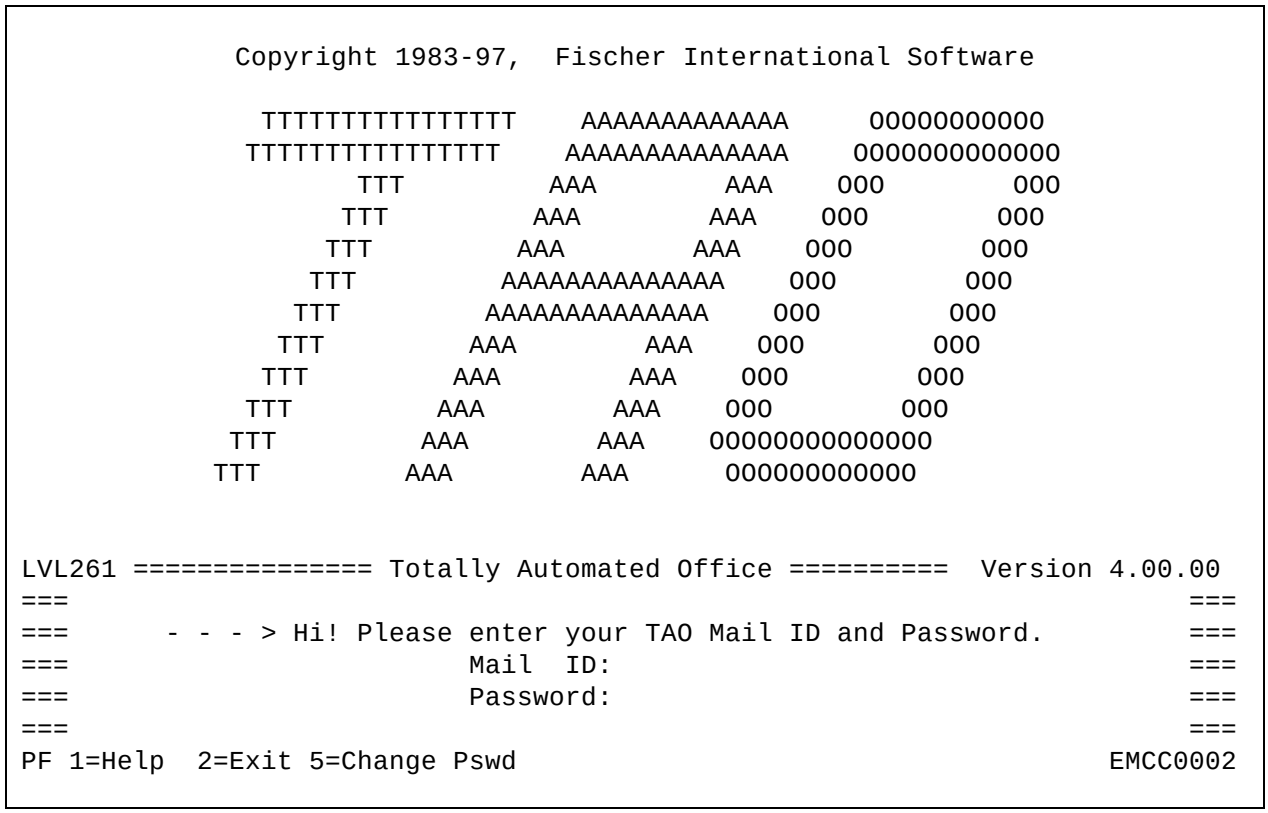


Figure 5-1. TAO Mail Sign On Screen.

a. To use the E-mail system, you must have a Mail ID and password. The Mail ID is an identifier for all of your email operations. The password protects the confidentiality of your mail information. Type your Mail ID. Then tab to the Password field and type your password. Press **<ENTER>**. After you sign on to TAO Mail, you may change your password as you see fit. Both your Mail ID and your password must be typed with no leading blanks. The password will not show up on your screen as you type it. This way, no one can see it and use it to gain access to your information. If you make a mistake three times in entering your password, your sign-on will be "frozen." As a security precaution against Mail ID and password "guessing," TAO Mail "freezes"

a profile if a user enters an incorrect password three times during sign-on. To thaw the Mail ID, type the correct password and press **<ENTER>**. Wait 30 seconds. Again type the correct password and press **<ENTER>**. You must enter the information correctly twice in a row to prove you have authorization to use the email subsystem. If you have forgotten your password, contact the Customer Assistance Office, DFAS-IN.

b. **Password Update/Change** – TAO Mail allows you to change/update your password in order to protect the confidentiality of the information stored in the TAO Mail database for your particular Mail ID. Changing a password is accomplished from the sign-on screen and updating a password is accomplished through the personal configuration on the Main Menu screen.

(**1**) **Change Password** - To change your password when you sign-on to TAO Mail, enter your Mail ID and current Password. Press the **PF5** Change Pswd key. Enter your new password. The system will tell you to re-enter your new password. Re-enter your new password, and press **<Enter>** to return to the main menu. Your new password has been set.

(**2**) **Update Password** - This is accomplished from the TAO Mail Menu screen by selecting **P Personal Configuration**. See instructions in paragraph 5-14(j).

5-3. TAO Mail Menu. The main TAO mail feature options available are displayed on this menu. To select an option, type its letter designator following the **- ->** prompt and press **<ENTER>**.

```
====== TAO Mail Menu                                              =========
===                                                                     ===
===    Q  Quickmail                                                     ===
===    I  Inbasket                                                      ===
===    O  Outbasket                                                     ===
===    B  Bulletin Boards                                               ===
===    D  Directory of TAO Mail IDs                                     ===
===    E  Draft Letters                                                 ===
===    F  File Folders                                                  ===
===    J  Private Mailing Lists                                         ===
===    P  Personal Configuration                                        ===
===    U  Upload PC File                                                ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                Type option letter - - >                             ===
===                                                                     ===
PF  1=Help  2=Exit  3=Return                                     EMCC0001
```

Figure 5-2. TAO Mail Menu.

Following is a description of each TAO Mail Menu option. Not all of these options may be available to you. Availability is dependent on how your Mail ID has been set up:

OPTION	TITLE	FUNCTION
Q	Quickmail	Compose and mail a letter without using a text editor or word processor.
I	Inbasket	Displays a list of letters that have been received by Mail ID. You can see who sent a message, when it was sent, and what the subject is. You can answer, delete, edit, file, forward, print, query, read or download the message(s), or receive output or use a form under this option.
O	Outbasket	Displays a list of messages you have sent out from your Mail ID. You can see whom you sent the message to, when it was sent, and if it has been opened and\or read by the recipient. You can also delete, edit, file, mask, print, query, read or download the message(s), or receive output or use a form under this option.
B	Bulletin Boards	Displays a list of bulletin boards you can access under TAO Mail. Two of the most helpful will be the **MILPAYMSGS** (AC and RC) and **MP.AIG** (AC and RC) bulletin boards. You can list and read messages, do queries and searches, and track new messages. Once you list the messages on a particular bulletin board, you can then perform the same functions as in the Inbasket.
D	Directory of TAO Mail IDs	Displays a listing of all Mail ID's on the TAO Mail system. For each Mail ID listed, the directory shows the Alias, Mail ID, Title, and Department.
E	Draft Letters	Displays a list of form or unfinished letters that you saved as drafts.
F	File Folders	Displays a list of file folders created for your Mail ID. Folders can be used to distribute and store messages before or after reading. They can also be used to store form letters and guidance that is needed on a regular basis. Under this option, you can create, delete, and update folders, list the contents, and search within the folders. After listing the contents of a particular folder, you have the same capabilities as in the Inbasket.
J	Private Mailing Lists	Displays a list of mailing lists you have created. Under this option, you can create a new mailing list, delete a mailing list, examine the mail ID's included in each mailing list, or update the characteristics of the list.
P	Personal Configuration	Displays a list of items that determine how TAO Mail looks and functions for the Mail ID, and provides descriptive data about the Mail ID. Configuration choices are: TAO Features, Password, Auto-reply message, Interest area, Telephone numbers, Addresses, Title, Update Print Parameters, and Database Utilization (Quotas).

U	Upload PC File	Enables you to move a file created in another program into the TAO Mail database for delivery to a Mail ID Inbasket.

Table 5-1. TAO Mail Menu Options.

5-4. Menu Jump Commands. You can move from one Tao Mail screen to another by making menu selections and by pressing F5 keys. However, if you know exactly what feature you want to access, and you do not want to step from menu to menu to get there, you can utilize Menu Jump Commands to go directly to where you want to go. By typing Menu Jump Commands in the screen ID field (the field that contains the screen number in the lower right-hand corner of the screen), you may "jump" from one screen directly to another. Following is a chart of the available Menu Jump Commands. Note the dot (.) preceding certain commands.

COMMAND	FUNCTION
.B	Go directly to the Bulletin Board screen.
CC	While in Compose-Style in Quickmail, inserts a Carbon Copy line in the envelope.
.D	Go directly to the Directory of TAO Mail Ids
.F	Go directly to the File Folder list.
FIND Or **LSEA**	Search for one or more particular letters in the inbasket (providing they have been read) and folders. The search can be for one specific letter, keyed on its letter ID. It can be keyed on a character string contained in the Subject line(s) of one or more letters. TAO Mail will prompt you to specify the letter ID or string.
.I	Go directly to the Inbasket.
.J	Go to the Private Mailing List screen.
.L	Go to the Public Mailing List screen.
LETT	Display a list of all letters that belong to you (and which you have read) from your inbasket and folders.
LOGO	Returns you to the sign-on screen.
MENU Or **MAIN**	Returns you to the TAO Mail Menu screen.
NEWS	Display all new messages on bulletin boards for which you have requested the tracking option.
.O	Go directly to the Outbasket.
.P	Go directly to the Personal Configuration screen.
PPARM	Display a list of print parameter entries. From the list, allow review and modification of print parameters and options.
.Q	Go directly to the Quickmail screen. You can start a new message, or if you have suspended Quickmail documents, you can use "**<>**" to move through the ring of suspended documents.
.U	Go directly to the Upload PC File display screen.
Some Menu Jump Commands can only be used when you are involved in a specific activity, such as reading. These Menu Jump Commands are:	
<>	When working with Quickmail, the "messy desk" feature lets you move through a ring of letters being composed concurrently and suspended during the TAO Mail session. You can type "**<>**" as many times as necessary to move through the ring.
RI	When reading a letter, this command allows you to view lines that

	run off the right side of the screen because they are too long to fit within the width of the display. Each time you enter this command, the text window is shifted right **52** character spaces, until you reach the end of the line.

COMMAND	FUNCTION
LE	When reading a letter, this command allows you to move the text window to the left **52** character spaces until you reach the beginning of the line.
TOP	When reading a letter, this command moves you to the top of the document. The first line will be displayed at the top of the screen.
BOT	When reading a letter, this command moves you to the bottom of the document. The last line will be displayed at the top of your screen.
A	When reading a letter, this command allows you to answer it.
D	When reading a letter, this command allows you to delete it.
E	When reading a letter, this command allows you to edit the letter.
F	When reading a letter, this command allows you to file it.
K	When reading a letter, this command allows you to forward it.

Table 5-2. Menu Jump Commands.

5-5. Standard Quickmail. TAO Mail features two versions of Quickmail: Standard Quickmail and Compose-Style Quickmail. You may have access to both versions; however, the version you see when you initially invoke Quickmail will depend on your configurations.

a. **Standard Quickmail** is intended for preparing and sending brief letters (of one screen or less) to other TAO Mail users. You may use the Standard Quickmail without knowing anything about word processing.

(1) ENVELOPE: The envelope of a letter is so-called because it bears the Mail ID "address" of the recipient and the Mail ID "return address" of the sender. The envelope may contain other information as well. The envelope must always be placed at the top of the letter, and it must end with a blank line. The blank line separates the envelope from the text. It contains the Mail IDs of the recipient (**TO**: mail ID(s)) and the sender (**FROM**: mail ID). **THE TO: AND FROM: INFORMATION MUST ALWAYS BE PROVIDED.** TAO Mail automatically provides the **FROM**: Mail ID (the person preparing the letter) when the letter is mailed. In addition, it is always good practice to include a **SUBJECT**: line. Providing a subject can provide for easy distribution of letters based on subject, or highlight priority handling requests. Suggested formats are: name and full SSAN of a member; ATTN: name of person\area you need to contact; PRIORITY REQUEST; or main subject of concern\inquiry. Some offices distribute workload by SSAN, so including this item in the subject may speed the response to a message. The **SUBJECT**: information should be limited to **32** characters when using Standard Quickmail, and **60** characters in Compose-Style Quickmail. Although TAO Mail lets you enter up to 60 characters, information beyond 32 characters may be truncated during certain operations. Following is an example of a Standard Quickmail letter, showing the envelope

information. Remember, the FROM: information is automatically added when you send the letter. Also, note the blank line separating the envelope data and the start of the letter:

```
To: ENTIT
Subject: Tax guidance

Request explanation of excess federal tax deductions YTD for SGM John Q.
Public, 123-45-6789. MMPA shows correct marital status and exemptions, but
deductions appear to be excessive. Please advise.

POC: SFC Baker, 699-4257.

                                                          / lines 1-21 of 21 /
PF 1=Help 2=Exit 3=Ret 4=Mail 5=Led 6=ID 7=Bkw 8=Fwd 9=Opt 12=Spell EMCC0100
```

Figure 5-3. Sample Standard Quickmail.

(2) KEYWORDS: Keywords of an envelope are words that have special meaning to TAO Mail. They signal to TAO Mail that specific kinds of information follow. Each keyword must appear at the beginning of a new line. Here is a summary of the keywords that may be used in an envelope. They do not have to appear in any special order (although it is customary to place the TO: and FROM: keywords first) in an envelope.

TO: One or more Mail IDs can follow, separated by commas, to tell TAO Mail the destination(s) of the letter. You may use an asterisk (*****) to indicate a copy is to be sent to yourself.

FROM: Your own Mail ID (as the sender of a message) appears following the FROM: keyword. Sometimes, as with Quickmail, TAO Mail adds the FROM: line to an envelope automatically when the letter is sent. TAO Mail knows you are preparing the letter and fills in your Mail ID as the sender.

SUBJECT: Choose some appropriate words to describe the letter's contents. This text will appear in the Subject column of the Inbasket, Outbasket, and list of letters in a File Folder. The SUBJECT: is also used to locate a letter when you use the FIND or LSEA (Letter Search) Menu Jump Command and the Subsearch 0ption from Bulletin Boards to locate specific information.

CC: A "Carbon Copy." This means that the Mail IDs which follow are receiving this letter "For Information Only."

b. Preparing a letter: As mentioned above, you begin preparing your Quickmail letter by completing the letter envelope, including the TO: and SUBJECT: information. You may type the Mail ID of each recipient following the TO: keyword, or you may use the **PF6** key to call up the TAO Mail ID Directory (directories include Mail IDs, Bulletin Boards, and Public and Private Mailing Lists). Select the Mail IDs to which you want to send your letter by typing **"S"** in the Action Input Field to the left of the entry. You may scroll forward or backward through the list by using the **PF8** or **PF7** keys. To look at the individual Mail IDs that make up Public and Private Mailing Lists, type **"W"** (for Within) to the left of the Mailing List name of interest. Following is an example of the Quickmail screen when using this option.

```
To:
Subject:




                    Select TAO IDs from:

       A  TAO Directory
       B  Bulletin Boards
       C  Private Mailing Lists

                    Type option letter - - >

PF 1=Help  2=exit  3=Return                                    EMCC0043
```

Figure 5-4. Selecting Mail ID's for Envelope.

When you have finished electing the recipients of your letter, press **<ENTER>** followed by the **PF3** Return key to return to the Quickmail screen. When you return to this Quickmail screen, the names of the recipients you have chosen ill have been filled in following the TO: keyword. Add your SUBJECT: line, as noted above, and press **<ENTER>** twice. This adds the blank line needed between the envelope and main body of text. Type the text of the letter on the remainder of the screen. If you decide you would like to use the editing features available with Compose-Style Quickmail (and if this is an option for you), press the **PF5** Edit key. Any part of the letter that you have already written will be carried over into the Compose-Style Quickmail session.

c. Sending copies to your Mail ID. There are three ways to specify to TAO Mail that a copy of the letter should be sent to your Mail ID:

- With an asterisk (*****) instead of your Mail ID: This way, the letter appears in your Inbasket without an asterisk flag, as if you had already read the letter. In addition, this letter is automatically placed in a file called "Not Filed," which indicates that you have yet to place the letter in one of your own files.

- With your actual Mail ID or alias. This letter appears in your Inbasket with the asterisk flag, indicating that it is new and you have not read it, just like a letter from any other sender.

- With an asterisk, immediately followed by the name of a File folder (e.g., TO: *ACCOUNTS). The letter will be placed directly into the named File Folder. If the named File Folder does not exist, TAO Mail creates it. Do not use blanks in a File Folder name if you plan to send letters to yourself with automatic filing.

d. Inserting text. If there is room at the end of the line, you may insert text within the line by using the **<INSERT>** key on your keyboard. By default, the lines in the Quickmail letter area are composed of spaces, which are actually characters that take up room on the line. As you enter text on a line, you change the space characters to letters, numbers, punctuation, and so on (of course, the spaces between words are kept as spaces). This means that any "blank" area at the end of the line is composed of spaces, and the line is actually filled up. You cannot insert text in the middle of the line until you have made room by changing the spaces at the end of the line to nulls. (nulls are special place holders that indicate "no information"). You may change spaces to nulls by pressing the **PF9** Mailing Options key and setting the “Use Nulls During Compose” option to ON, or, you may use the "nulls" edit control command.

e. Quitting. If you want to quit without mailing the letter, or if you want to suspend this letter and return to it later, press the **PF3** Return key. TAO Mail will prompt you to make a choice by pressing the appropriate PF key. These keys and their function are:

> **PF1: Help.** This key brings up the TAO Mail help topic for the particular function you are using at the moment.
>
> **PF3: Resume-edit**. When you have accidentally chosen to mail your letter, this key returns you to the letter, where you can continue typing your text. If you haven’t started your letter, this key returns you to the TAO Mail main menu.
>
> **PF4: OK-Quit**. This key ends your editing session. You will lose whatever text you have written.
>
> **PF5: Suspend**: This key allows you to set a letter aside and go on to other TAO Mail activities, without leaving this session. The main menu will appear and you can go on to another activity. You can suspend as many letters as you like. When you are ready to resume writing the partially composed letter, again access Quickmail (either from an TAO Mail menu or via the **.Q** Menu Jump Command). Then use the **<>** Menu Jump Command to display the

letter you are working on. If you have more than one letter suspended, repeat the **<>** Menu Jump Command to step through the "ring" of partially composed messages to find the one you wish to work on.

PF6: Save as draft letter: Using this key places the letter in a "Draft Letters" folder. You may prefer to file the letter as a draft. That way, you can leave the TAO Mail session now and return later to complete and mail the letter. To file the letter as a draft, press the File-as-Draft PF key. The letter will automatically be stored in the File Folder called Draft Letters, where it will be available to you whenever you wish to return to it. You can then end the TAO Mail session and clear the Quickmail screen.

f. Abandoning partially composed Quickmail. If you attempt to exit the TAO Mail session directly from Quickmail, or if you suspend a letter and then attempt to exit the TAO Mail session without completing and mailing it, or file it as a draft, a message will pop up (**Figures 5-5**) asking if you really want to abandon this session. Select one of the PF keys to continue. If you want to continue editing, press the **PF3** Resume edit key. If you want to exit and abandon the letter, press the **PF4** OK-quit key. If you meant to suspend the letter, press the **PF5** Suspend key. If you want to save the letter as a draft, press the **PF6** Save-as-draft-letter key.

```
To: Entitlements Team
Subject: Explanation of new BAH Procedures

Have received limited guidance concerning the new BAH procedures. Could
someone on your staff provide better\more detailed guidance?

POC: SFC Baker, 699-4257



+ - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - +
|                                                                           |
|   Wait! Are you sure this Quickmail session should be abandoned?          |
|                                                                           |
PF 1=Help 3=Resume edit 4=OK-quit 5=Suspend 6=Save-as-draft-letter  EMCC0045
```

Figure 5-5a. Abandoning a Quickmail session (PF3 key).

```
     You have a partially composed Quick-mail letter.
     Press ENTER to resume the Quick-mail session, or
     Use the PFK below to abandon this session.

               + - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
               | Topic:
               | To: entit
               | Subject: PFC Baker 7890
               |
               | Subject soldier has a collection of base pay that appears to
```

```
                | be incorrect. Please verify name\SSAN and amount. Reverse if
PF 1=Help 4=Abandon                                                  EMCC0044
```

Figure 5-5b. Abandoning a Quickmail session (PF2 key).

g. Mail Options. TAO Mail allows you to set various options that can enhance your use and functionality of Quickmail sessions. If you want to review or revise your mailing options before you mail the letter, use the Options (**PF9**) key. The Options are either "**On**" or "**Off**". Options that are turned "**On**" are indicated by a "**1**" preceding the option. Options that are turned "**Off**" are preceded by a "**0**". The following figure shows the Mailing Options screen. To change an option from what it is currently set at, tab down to the particular option you want to turn off or on, and type either a "**0**" or a "**1**". Press **<ENTER>** to save your change, then **PF3** to return to your Quickmail session.

```
Mailing Options:   Review and Update
0=Off  1=On

=== (Current Setting) - - - - Options for Mailing - - - - - - - - - - - -  ===
===   0 Confidential Mail                                                  ===
===   1 File duplicate(s) to "letters sent" folder                         ===
===   1 File single duplicate to "letters sent" folder                     ===
===   1 End Quickmail after mailing                                        ===
===   0 Notify recipients                                                  ===
===   0 Do not retain outbasket copy                                       ===
===   1 Retain outbasket copy until recipient reads                        ===
===   0 Retain outbasket copy indefinitely                                 ===
===   1 Generate TO/FROM/SUBJECT header                                    ===
===   0 Use nulls during compose                                           ===
===   1 Horizontal address format                                          ===
===   1 Show extended mailing response messages                            ===
===   0 Request delivery acknowledgement                                   ===
===   0 Notify when submitted to network                                   ===
===                                                                        ===
===                                                                        ===

PF 1=Help 2=Exit 3=Return 7=Back 8=Forward                           EMCC0003
```

Figure 5-6. Mailing Options screen.

The following chart describes the various options available from the Mailing Options menu.

Mailing Option	Explanation
Confidential mail	Confidential messages are messages that can be read only by the person(s) to whom they are addressed.(**THIS OPTION WILL ALWAYS BE CODE 0**).
File duplicate(s) to "letters sent" folder	If you are sending the letter to multiple recipients, an individual copy addressed to each recipient will be placed in the "Letters Sent" file folder.
File single duplicate to "letters sent" folder	One copy of this letter will be filed in the "Letters Sent" file folder, regardless of the

	number of recipients.
End Quickmail after mailing	Once a document is sent, you will be returned to the screen from which you selected the Quickmail option.

Mailing Option	Explanation
Notify recipients	Allows you to specify notification of new mail to all of the letter's recipients. Whether recipients are actually notified depends on their personal TAO Mail configuration.
Do not retain outbasket copy	Set this option ON if you do not want a copy of the letter held in your Outbasket. You will not be able to withdraw the letter. If selected, this option supersedes the next two.
Retain outbasket copy until recipient reads	Set ON if you want a copy of the letter to be held in your Outbasket until it has been read by the recipient(s). If selected, this option supersedes the following option.
Retain outbasket copy indefinitely	Set ON if you want a copy of the letter to be held in your Outbasket until you delete it.
Generate TO/FROM/SUBJECT header	Prefix this letter with a header that shows the envelope information.
Use nulls during compose	In Compose-Style Quickmail, message area lines are padded with spaces by default. To change these spaces to nulls, thereby allowing you to insert text within the line, set this option ON.
Horizontal address format	When selecting Mail IDs from a directory you may specify that TAO Mail should list the chosen Mail IDs either horizontally or vertically following the TO: keyword. The default is vertical format: **TO: BRUCE.COLLINS,** **DRAFTING,** **VALERIE.DONNELLY** Set this option ON if you prefer a horizontal format: **TO: BRUCE.COLLINS, DRAFTING, VALERIE.DONNELLY**
Show extended mailing response messages	Set this option ON to view the complete trail of notifications generated by TAO Mail as the message is directed to its destination(s). The notifications may be halted by pressing the Return **PF3** key. This setting does not affect display of auto-reply messages from letter recipients.
Request delivery acknowledgement	
Notify when submitted to network	

Table 5-3. Mailing Options.

h. Mailing. To mail your letter, use the **PF4** Mail key. If the selected Mail ID(s) have an auto-reply message, these will pop up after you

press the **PF4** key. Press **<ENTER>** to cycle through them. You will receive a screen that indicates your letter was set to the number of destinations you entered. It will also indicate the date and time the letter was postmarked. Press **<ENTER>** to complete the mailing of your letter. The following figures show the two types of screens just mentioned.

```
To: entit
Subject: Office closed

The Systems and Procedures Office will be closed for the annual DFAS-IN
picnic on July 5, 1999.

POC: SFC Baker, 699-4257.


+ - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - +
| DFASIN/SPO/ENTIT : Rec'd your mail! Five workdays to respond!           |
|                                                                         |
|                                                                         |
+ - - - - - - - - - - - (Press ENTER to continue - - - - - - - - - - - - +
```

Figure 5-6. Auto-reply message when mailing.

```
To: entit
Subject: Office closed

The Systems and Procedures Office will be closed for the annual DFAS-IN
picnic on July 5, 1999.

POC: SFC Baker, 699-4257.


+ - - - - - - - - - -  - - - - - - - - - - - - - - - - - - - - - - - - - - - +
| Your letter was sent to 1 destination(s).                               |
| Postmarked:  Tuesday, 24 August 1999  10:20 MT                          |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
+ - - - - - - - - - - ( Press ENTER to continue ) - - - - - - - - - - - -+
```

Figure 5-7. Postmark screen.

5-6. Compose-Style Quickmail. This enhanced style of Quickmail offers a selection of additional editing features to help you prepare your letter quickly and efficiently. Some of the editing features are available by using special keys right from your keyboard. Other more powerful features, called "line editing functions", are accessed by pressing the **PF5** Ledit key. The Edit screen (**Figure 5-8**) displays the header and text of the letter you have chosen to edit, along with a "prefix area" and an Edit control command box. You can leave the letter "as is" in order to produce "quotes" which will be set off by inclusion markers, according to the choice you made when

you selected the **PF5** Ledit action. Inclusion markers appear as the following:

> The fraction devoted to planning is larger than normal ……

Each time another user edit the letter you are preparing, with the inclusion marker option “on”, an additional inclusion marker will be prefixed to the quoted material. In other words, if you send your letter with quoted material to another user, who in turn edits the letter, the quoted material will have two inclusion markers prefixed to each line, as in the following example:

>> The fraction devoted to planning is larger than normal ……

When you press the **PF5** Ledit key, you enter the line editing mode. A series of line editing functions become available. These include edit control commands and line editing commands. When you enter the line editing mode, you cannot type in the area to the right of the boundary established on your screen by the vertical bars next to the letter text. To resume typing text, you must exit line editing mode by pressing the **PF3** key.

```
     |To: entit
     |Subject: Overlay R7 line
     |
     |This message is a request for assistance on the account John Q.
     |Public, 123-45-6789. We are experiencing problems in getting his
     |reenlistment to process properly. Please overlay the R7 entry for
     |in accordance with the documents we faxed your office this morning.
     |We will then complete the processing of his reenlistment. Thanks in
     |advance.
     |
     |POC: SFC Baker, 699-4257.
     |
-------------------------------------------------------------------------
|       Place operation codes next to lines above and press ENTER.      |
|       Use HELP to see a list of operation codes.                      |
|                                                                       |
|       Edit control command - - >                                      |
|                                                                       |
PF 1=Help 2=Exit 3=Return 7=Back 8=Forward                    EMCC0058
```

Figure 5.8 Line editing mode screen.

a. Edit Control Commands. The Edit Control Commands allow you to carry out certain functions that affect the entire text, such as changing which lines are displayed, or converting spaces to nulls and vice versa. The following chart shows the Edit Control Commands and their actions. Type the edit control command you want to use following the **Edit control command -->** prompt displayed in the window at the bottom of the screen and press **<ENTER>**.

COMMAND	Description\function
bot	Displays the last screen of information in this letter. This command may be used in place of scrolling through the letter with

	the **PF8** Forward key when you want to advance to the bottom of your letter.
nonulls	Change nulls at the end of text lines to spaces.
nulls	Change spaces at the end of text lines to nulls.
to	Add a **TO**: keyword line to the envelope.
top	Display the first screen of information in this letter. This command may be used in place of scrolling through the letter with the **PF7** Back key when you want to return to the top of your letter.
topic	Adds a **TOPIC**: keyword line to a letter being sent.

Table 5-4. Edit Control Commands.

b. Line Editing Commands. The line editing features include utilities for copying, moving, deleting, and justifying text. All line editing commands are one- or two-character codes which are typed in the “prefix area" -- the blank space to the left of the line or lines of text to which they are to be applied. Type the line editing command you want to use next to the line you want to edit, and press **<ENTER>** to execute the line editing command. If you have second thoughts and decide not to execute a line editing command press the **PF2 Clear** key to remove the code from the prefix area. Line editing commands are listed below. Press the **PF1** Help key from the menu if you need more detailed information on how to use the commands.

COMMAND	Description\function
/	You may shift the text display up or down by using the slash (**/**) command code. Type a slash in the prefix area next to the line you want to become the top line of the text display. Press **<ENTER>**.
“	Duplicating lines is something like copying lines, except that the duplicated line is automatically placed immediately following the original line. You cannot specify any other position for the line that is repeated. Use the double quotes (**"**) command code to duplicate text. You may duplicate any number of lines.
c	The "**c**" code is used to copy text. You may copy lines of text that appear in one place of the letter to another place in the letter. This saves having to retype information that is repeated. Mark the line you want to copy with a "**c**". To copy a block, mark the first and last lines of the block with "**cc**". To designate where you want to place the copied text, use the **“f”** or **“p”** code. Mark the position where you want the block copied to by an "**f**" or "**p**". Press **<ENTER>** to move the text. To copy text to a position above where the original text appears, you must press **<ENTER>** after marking the text or block of text to be copied. Then mark the position where you want to place the copied text with "**f**" or "**p**". Finally, press **<ENTER>** again.
d	The "**d**" code deletes the line alongside which it is typed. Or use "**dd**" to mark the first and last lines of a block of text you want to delete. The "**dd**" block delete cannot be used in the envelope section of a message. To delete individual lines, indicate the lines you wish to delete by typing "**d**" next to the line you wish to delete. Press **<ENTER>**. You may specify the number of lines you want to delete by adding a digit (**1** to **9**) following the code. **EXAMPLE**: **d3** deletes 3 lines, starting with the line beside which the command is entered.

f	The "**f**" code places copied text in the area following the line you designate with the "**f**" code. It is used in conjunction with the "**c**" command. Mark the position where you want the block copied to by an "**f**". Press **<ENTER>** to move the text.
i	The "**i**" command inserts a blank line below the line alongside which you type it. You may specify a number (**1** to **9**) following the "**i**". The default is 1 line. Type the insert code next to the line AFTER which you want the inserted lines to appear. Press **<ENTER>**. **EXAMPLE**: **i6** inserts 6 lines following the line beside which the command is entered.

COMMAND	Description\function
jj	As a matter of preference, you may want to justify your text lines. Justification is the process whereby spaces are added, and words are moved, to adjust line lengths, thereby achieving a pleasing appearance. With left and right justification, both the left and right margins of your text are even. Mark the start and end lines of the text you want to justify with "**jj**". Press **<ENTER>**.
m	The "**m**" code is used to move text. You may move lines of text that appear in one place in the letter to another place in the letter. This saves having to delete and retype information. Mark the line you want to move with an "**m**". To move a block, mark the first and last lines of the block with "mm". To designate where you want to place the moved text, use the "**f**" or "**p**" code. Mark the position where you want the block moved by an "**f**" or "**p**". Press **<ENTER>** to move it. To move text to a position above where the original text appears, you must press **<ENTER>** after marking the text or block of text to be moved. Then mark the position where you want to place the moved text with "**f**" or "**p**". Finally, press **<ENTER>** again.
p	The "**p**" code places copied text in the area preceding the line you designate with the "**p**" code. It is used in conjunction with the "**c**" command. Mark the position where you want the block copied to by a "**p**". Press **<ENTER>** to move the text.
rr	With ragged-right justification, the left margin is even, but all lines are not the same length, so the right margin is slightly uneven, or "ragged." Words are moved to make lines approximately the same length, but lines are not padded with spaces to make the right margin flush. Ragged-right justification is accomplished with the "**rr**" command code. Mark the start and end lines of the text you want to justify with "**rr**". Press **<ENTER>**.

Table 5-5. Line Editing Commands.

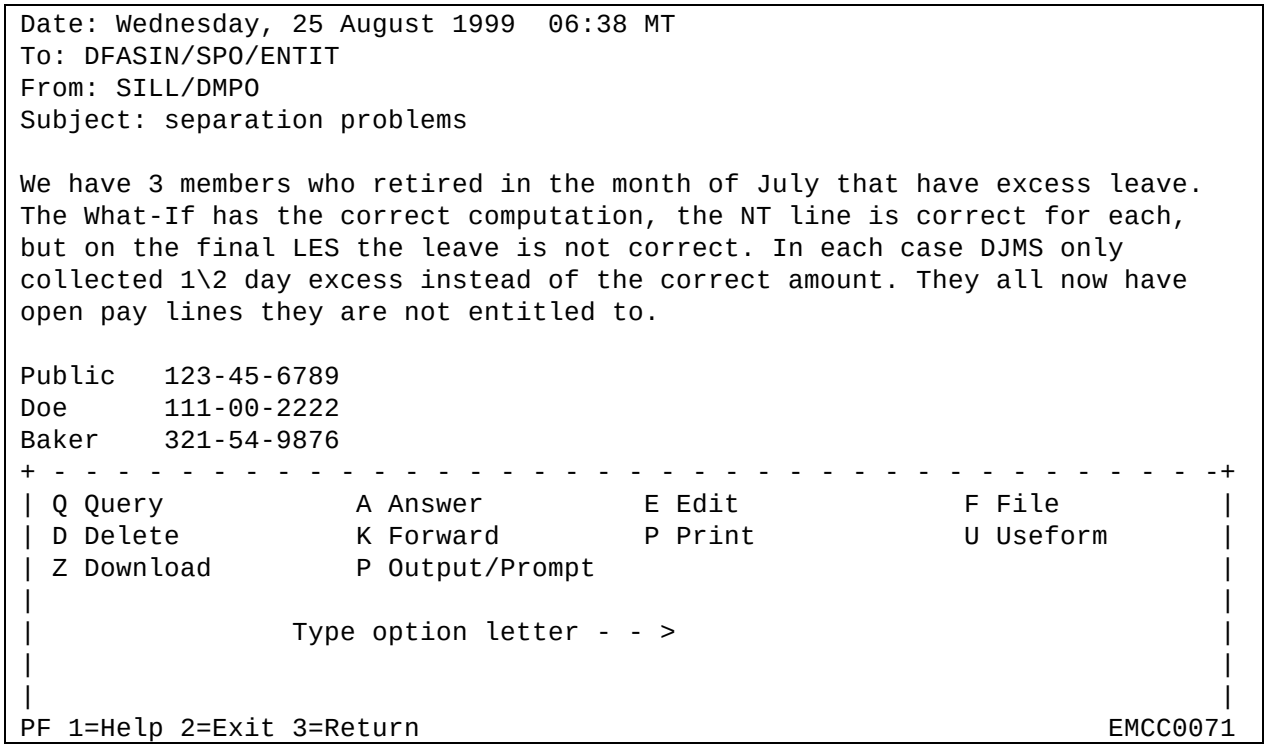
5-7. The Inbasket. The TAO Mail Inbasket is like a physical inbasket in that it holds incoming letters. The Inbasket shows all the mail you have received, but have not filed or deleted. It shows all the letters sent to you by other TAO Mail users, the TAO Mail system, or by you, to yourself. It lists the sender, the date you received it, and the subject. "Flags" following the date of the letter indicate the letter's status. They have the following meanings: blank: you have opened and read the letter previously; *****: new letters that you have not seen before; **+** : letters that you have seen listed before, but have not opened and read; and **>** : indicates letter was forwarded to you by another user. If the list is longer than one screen, you

may scroll backward or forward by using the **PF7** or **PF8** keys. Incoming mail is sorted by date, newest to oldest. New and unread letters will always be listed first, regardless of their dates. Once a letter has been read, it is listed along with other mail you have read, by date. From the Inbasket you may read mail, query it, file it, delete it, reply to it, edit it, and forward it. You will, in the future, be able to download a copy of a letter to a PC. The actions you can use in the Inbasket screen are shown in the Action Legend area. To select an action, type its letter designator in the Action Input field to the left of the letter to which you want the action to apply and press **<ENTER>**. Following is a chart that provides a brief explanation of the actions that you can perform:

CODE	Function
A	**Answer** a letter. When you take this action, TAO Mail pops up a Quick-mail screen with the TO: and SUBJECT: already entered for you. An additional envelope line, IN REPLY TO:, tells the recipient that your letter is a response to their earlier letter.
D	**Delete** removes the letter from your Inbasket list. It is placed in a file folder called "Trash" just in case you decide later that you need it. A "janitor" program automatically deletes letters from Trash after they have been there for five days. You can also manually delete the letter from the Trash folder; however, it is then erased and is no longer available to you.
E	**Edit** allows you to prepare a new letter which will include, or will be based on, the text of the selected message. When you choose this action, TAO Mail prompts you to indicate whether you want inclusion markers to prefix each line of the selected letter. Enter **1** for YES, or **0** for NO.
F	**File** allows you to place a copy of the letter you receive or are reading in a File Folder. When using this code, a screen pops up which will allow you to select one of your existing File Folders, or create a new one. Once filed, the letter no longer appears in your Inbasket.
K	**Forward** a copy of this letter with a note attached. When you take this action, TAO Mail presents a Quickmail screen with the SUBJECT: line of the envelope filled in. The TO: line is blank so that you may enter the Mail ID(s) of those to whom the letter is being forwarded. A letter may only be forwarded a maximum of six times.
O	**Output**. Used to display printers that are available for use in printing out letters. Also shows a list of print parameters.
P	**Print** the letter(s).
Q	**Query** allows you to check the letter ID, FROM:, TO:, SUBJECT:, date and time sent, size, and other information for a particular letter.
R	**Read**. Use this action code to open a letter and read it’s content. You cannot type on the Read screen. You can scroll backward or forward, if the text is longer than one screen, by using the **PF7** or **PF8** keys. When you have reached the end of a letter, you will see an “end of letter” line on the screen.
U	**Use** a form. Displays a form, ready for you to fill in information
Z	**Download** (for E-mail PC product users only). Use Z to download a letter from your Inbasket to a PC file outside of the TAO Mail data-base.

Table 5-6. Inbasket Action Codes.

a. Action Options. While reading a letter, you can perform various actions on it. To perform an action, press the **PF5** Action key. You can perform the following tasks: Answer, delete, download, edit, file, forward, print or query about the letter, change print parameters, or use a form. When the PF5 key is pressed, the read screen will change to a screen shown in **Figure 5-9**. To perform an action, type the letter of the action you want to perform and press **<ENTER>**.



5-9. Read Actions screen.

b. Answering a Letter. When answering, the top part of the screen shows the letter that you are answering. If the letter is too long to fit in the window, you can scroll backward or forward using the **PF10** or **PF11** keys. You cannot type in this portion of the screen. The lower portion of the screen is actually a standard Quickmail screen (**Figure 5-10a**). The envelope is filled in with the destination of the reply (the Mail ID of the originator of the letter to which you are replying). If you wish to add other destinations, you may type them on the TO: keyword line. Or, you may use the ID-Help PF key to call up the Mail ID Directory (directories include Mail IDs, Bulletin Boards, Public and Private Mailing Lists). When you return to this Quickmail screen, the names of the recipients you have chosen will have been filled in following the TO: keyword. The subject of the letter will be the same as the subject of the letter that you are answering, and it will already be filled in for you. Skip a line under the envelope and begin writing your answer. If you need more room, use the **PF7** or **PF8**

keys to scroll forward and backward. When you have completed your response, mail in accordance with the procedures in paragraph 5-5(h).

c. Forward a Letter. You can forward a letter to other destinations. A letter can only be forwarded a maximum of six times. If you need to forward a letter that has already been forwarded the maximum number of times, select the edit option and mail the letter without changing the contents. When forwarding, the top part of the screen shows the letter that you are forwarding. If the letter is too long to fit in the window, you can scroll backward or forward using the **PF10** or **PF11** keys. You cannot type in this portion of the screen. The lower portion of the screen is actually a standard Quickmail screen (**Figure 5-10b**). You must fill in the destination(s) following the TO: keyword. You can type them on the TO: keyword line. Or, you may use the ID-Help PF key to call up a Mail ID Directory (directories include Mail IDs, Bulletin Boards, Public and Private Mailing Lists). When you return to this Quickmail screen, the names of the recipients you have chosen will have been filled in following the TO: keyword. The subject of the letter will be the same as the subject of the letter that you are forwarding, and it will already be filled in for you. Skip a line under the envelope and begin writing your letter. If you need more room, use the **PF7** or **PF8** keys to scroll forward and backward. When you have completed your letter, mail in accordance with the procedures in paragraph 5-5(h).

```
Date: Wednesday, 25 August 1999  06:38 MT
To: DFASIN/SPO/ENTIT
From: SILL/DMPO
Subject: separation problems

We have 3 members who retired in the month of July that have excess leave.
The What-If has the correct computation, the NT line is correct for each,
+- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - +

To: SILL/DMPO
Subject: Separation problems
In-Reply-To: The letter of Wednesday, 25 August 1999 06:38 MT




                                                        / lines 1-12 of 12 /
PF 1=Help 2=Exit 3=Return 4=Mail 5=Led 6=ID 7=Bkw 8=Fwd 9=Opt 12=Spell  EMCC0100
```

5-10a. Answering a letter.

```
Date: Wednesday, 25 August 1999  06:38 MT
To: DFASIN/SPO/ENTIT
From: SILL/DMPO
Subject: separation problems

We have 3 members who retired in the month of July that have excess leave.
The What-If has the correct computation, the NT line is correct for each,
+- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - +
```

```
To:
Subject: Separation problems




                                                        / lines 1-12 of 12 /
PF 1=Help 2=Exit 3=Return 4=Mail 5=Led 6=ID 7=Bkw 8=Fwd 9=Opt 12=Spell  EMCC0100
```

5-10b. Forwarding a letter.

d. Query a Document. The Query screen provides information about the letter that you are reading. Following is a chart of the query information provided.

ENTRY	EXPLANATION
Letter ID	A unique hexadecimal number that identifies **THIS MAILING** of this letter in the TAO Mail database. (The identical letter, mailed a second time, has a different Letter ID). The Letter ID is the same for all recipients of this mailing. The letter ID may be used to locate this letter via the **FIND** (or **LSEA**) Menu Jump Command, or via a subsearch of a Bulletin Board.
Sender	The Mail ID of the letter originator.
Recipient	The Mail ID of the letter recipient. Only the user who owns this copy is shown as the recipient, even if a Mailing List was used to send the letter or if the sender specifically named more than one recipient.
Subject	The SUBJECT: line information assigned by the originator. If you change the Subject (via the **PF4** Update key), both the new Subject and the Original Subject are displayed.
Type	The feature from which the letter is being accessed: e.g., Inbasket, File Folder, or Bulletin Board.
Folder/Topic	File Folder, the folder name.
First Sent	The time and date the letter was sent by the TAO Mail system. When the message is routed through a network, the First Sent time/date may differ from the Local Postmark time/date.
Local Postmark	The time and date the **PF4** Mail key was pressed to mail and postmark the letter by the originator.
Envelope Seen	The time and date the recipient first saw the letter listed in the Inbasket.
Letter First Read	The time and date the recipient first applied the Read option to this letter.
Approx. Last Read	The time and date (approximate) when the recipient most recently read this letter.
Segments	A measure of the size of this letter. A letter usually has at least two segments -- one for the envelope information and one or more for the text.
Database Blocks	Number of 1K blocks used to store this letter in the TAO Mail database.
Lines	Length of the letter in lines.
Auto-Reply Text	The text of the recipient’s Auto-reply message which was displayed to the originator.
Status	Amplifying details about this letter. There may be more

	than one line of status entries.

Table 5-7. Query screen details.

Along with the flags shown on the Inbasket screen, you can use the Query option to check the status of letters. Once you have finished reviewing the information, press the **PF3** Return key to return to the screen from which you accessed the Query Document display. Or, press the **PF4** Update key (available after the letter has been read) to update the Subject: of the letter. On the following page is a sample Query screen:

```
             Letter ID: 30F058
                Sender: SILL/DMPO
             Recipient: DFASIN/SPO/ENTIT
               Subject: Separation problems
                  Type: Folder
          Folder/Topic: not filed
            First Sent: Wednesday, 25 August 1999 06:38 MT
        Local Postmark: Wednesday, 25 August 1999 06:38 MT
         Envelope Seen: Wednesday, 25 August 1999 06:48 MT
     Letter First Read: Wednesday, 25 August 1999 07:15 MT
     Approx. Last Read: Wednesday, 25 August 1999 07:15 MT
              Segments: 2
       Database Blocks: 2
                 Lines: 19
       Auto-Reply Text: Rec'd your mail! Five workdays to respond!
                Status: Seen by Recipient/Server
                Status: Read by Recipient/Server
                Status: Delete from Outbasket upon Acceptance

PF 1=Help 2=Exit 3=Return 4=Update 7=Back 8=Forward                EMCC0074
```

Figure 5-11. Query screen.

5-8. Outbasket. The Outbasket holds mail you have sent to other Mail IDs. The Outbasket shows the Mail IDs' the letter was sent to, the date the letter was sent and the subject. Letters are listed newest to oldest. The Outbasket List may contain letters that the recipient has already read; letters that the recipient has seen in the Inbasket, but has not yet actually read; and letters that the recipient has not seen listed in the Inbasket. "Flags" following the date of the letter indicate the letter's status. They have the following meanings: blank: the recipients have opened and read the letter. It also means that at the time of mailing, you requested that the letter remain listed in your Outbasket even after the recipient has read it; *****: letters that recipients have not seen listed in their Inbasket; and **+**: letters that recipients have seen listed in the Inbasket, but have not read. In the Outbasket, you can answer, edit, file,

and forward letters. You can also export letters out of the TAO Mail database.

a. Outbasket Retention Limit. This preference selection allows you to assign a limit on the number of days a letter may remain in the Outbasket. When the specified limit is reached, the letter is automatically deleted from the Outbasket. If the "Retain Outbasket Copy Until Recipient Reads" Mailing Option was used to send the letter, and the letter still has not been read by the recipient, the mailing is not cancelled (the letter remains in the recipient's Inbasket). The default time limit is 0, which means the letter will remain in your Outbasket until you delete it, or until the recipient reads it.

b. Actions. The possible actions you may take from the Outbasket List are shown in the Action Legend area. To select an action, type its letter designator in the Action Input field to the left of the letter to which you want the action to apply and press **<ENTER>**. Possible actions are the same as the Inbasket with the following exception:

M: Mask. Removes a letter from your Outbasket List, but does not cancel the mailing.

5-9. Bulletin Boards. Bulletin boards provide a means of disseminating and storing guidance to the field from Central Site. Rather than send individual letters to each Mail ID, the Bulletin Board maintains the letter. A message notification can be sent to all Mail ID's, informing them that a new letter has been posted to a particular Bulletin Board. To view the Bulletin Boards your Mail ID has access to, type "**b**" at the **Type option letter - - >** prompt on the TAO Mail Menu screen (Figure 5-2). This takes you to the TAO Bulletin Boards screen (Figure 5-12). This screen lists all the Bulletin Boards you have access to. Based on your Mail ID configuration. The list is in alphabetical order. You can scroll backward or forward on the list using the **PF7** or **PF8** keys.

```
TAO Bulletin Boards
Q-Query L-Letters M-Track N-News S-Subsrch Srch/Ord:

=== - -  Bboard - - - - - - Department - - - - - - - Title - - - - - - - ===
===   cdsi – fyi            ochampus         new info – cpo team        ===
===   DFAS/DE/FORMS/CPAY    DFASDE/N         DCPS DENVER AUTO FORMS     ===
===   DFASIN/AC-MILPAYMSGS  DFASIN           AC MILPAY MESSAGES         ===
===   DFASIN/AC-MP.AIG      DFASIN           DFAS-IN DJMS MESSAGES      ===
===   DFASIN/MP.FORMS       DFASIN           DJMS AC FORMS              ===
===   DFASIN/RC-MILPAYMSGS  DFASIN           RC MILPAY MESSAGES         ===
===   DFASIN/RC-MP.AIG      DFASIN           RESERVE COMPONENT AIG MSGS ===
===   SKELETONBB.DFASIN     DFASIN                                      ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
PF 1=Help 2=Exit 3=Return 7=Back 8=Forward                    EMCC0003
```

Figure 5-12. TAO Bulletin Board screen.

a. To view a particular Bulletin Board, simply place an "L" beside the one you wish to view and press "ENTER". This list is a summary of

envelopes addressed to the Bulletin Board (see figure 4.3.3.8). Scrolling may also be accomplished within this screen. The list is shown with the latest letter first.

b. The possible actions that you may take from the Bulletin Boards List screen are shown at the top of the screen. To select an action, type its letter designator in the field to the left of the Bulletin Board to which you want the action to apply. Press ENTER. The possible actions are as follows:

- Q: Query: When you Query a Bulletin Board, you call up a display of information that includes the name of the sponsor, the Classes of users who may read and contribute to the Bulletin Board, and whether any Department or Invitation-Only restrictions apply.

- L: List: Lists letters to the Bulletin Board. This action calls up a list of letters sent to the Bulletin Board. From this list you may perform the following actions:

  (a) R - Read letters
  (b) Q - Query the status of letters

  (c) F - File letters

  (d) A or K - Answer/Forward letters

  (e) U - Use a form

  (f) P – Print

  (g) E - Edit a copy of a letter

  (h) Z - Download letters (PC users only)

- M: Track: Track New Mail to the Bulletin Board: This option initiates tracking of new messages as they are added to a Bulletin Board. When you are tracking Bulletin Boards, you may obtain a list of new messages to all Bulletin Boards being tracked by typing NEWS in the Menu Jump field in the lower right-hand corner of the screen. Or, to obtain a list of new messages to a particular Bulletin Board, select the NEWS option from the Bulletin Board list.

- N: News: The News option presents a list of new messages to a Bulletin Board which you are tracking. See M above.

- S: Subsearch: The Subsearch option from the Bulletin Board list screens lets you search for a specific letter by its letter ID, or for one or more documents having a specific string in their SUBJECT: lines, among the documents sent to a particular Bulletin Board. When you select this option for a particular Bulletin Board, E-mail prompts you to specify the letter ID or

string. At the prompt, specify the letter ID or string for which you want E-mail to search. Press ENTER.

c. As with either the FIND or LSEA search, a string can be a number, a word, a part of a word, or a phrase—any combination of letters, numbers and symbols that appears in the SUBJECT: of the letter(s) you want. Upper- and lowercase do not matter.

5-10. Mail ID Directory.

a. TAO Mail IDs are actually addresses for the people and Bulletin Boards on the TAO Mail system. Each of them has a unique Mail ID. For all TAO Mail operations, the Mail ID plays a very powerful role. For example, to send a message, you must know the Mail ID of the person to whom you're sending it. And in order to sign on to TAO Mail, you must enter your Mail ID.

b. TAO Mail maintains a list of all the Mail IDs on your system, along with other related information. The information associated with a Mail ID is called the Mail ID profile. There is a list of Mail ID profiles in the TAO Mail database, along with the department and title belonging to each. Initially, the list is displayed in alphabetical order by Mail ID. You may sort the list in other ways. Scroll through the list by using the PF keys shown at the bottom of your screen. Query a Mail ID if you want to see the telephone numbers, addresses, and personal interests associated with it. To query a Mail ID, type Q in the Action Input field to the left of the Mail ID and press ENTER. The Mail ID Directory screen displays the information related to that Mail ID (telephone numbers, common name, addresses, and personal interests) (**Figure 5-13**). Your Membership Class must match the Membership Class of the Mail ID you are querying. If your directory display is department-restricted, the user's department appears in the left-hand column, followed by the Mail ID and title.

TAO Mail ID Directory
Q-Query Srch/Ord:

	Alias	Mail ID	Title	Department	
===	AAC0CG2	DFASDE/AAC-CG2	API - Chargebacks to AF	DFASDE/A	===
===	AAEADMIN	DFAS-FSADE/AA.ADMIN	Actg OPS E-mail Management	DFASDE/A	===
===	ACCTG	DFASIN/SPO/ACCTG	DMP, SPO, ACCTG TM	DFASIN/LOC	===
===	ACHAC00	DFAS-FSADE/AA-FTP	FTP EMAIL/TAO INTERFACE	DFASDE/A	===
===	ACPROC	DFASIN/ACPROC/HQS	DMP, DJMS-AC DIV, HQS	DFASIN/LOC	===
===	AD	DFASDE/AD	Director of Accounting Op	DFASDE/A	===
===	ADAA	DFASDE/ADAA	AF Accountability Br	DFASDE/A	===
===	ADAB	DFASDE/ADAB	AF Accountability Br	DFASDE/A	===
===	ADAC	DFASDE/ADAC	Treasury Accountability Br	DFASDE/A	===
===	ADAC0CG	DFASDE/ADAC-CG	API - DCRM (Denver)	DFASDE/A	===
===	ADAC0CG2	DFASDE/ADAC-CG2	API - Chargebacks to AF	DFASDE/A	===
===	ADAC0CG3	DFASDE/ADAC-CG3	API - Internat Bal of Pay	DFASDE/A	===
===	ADAN	DFASDE/ADAN	Navy & State Dept Acct Br	DFASDE/A	===
===	ADAR	DFASDE/ADAR	Army Accountability Branch	DFASDE/A	===
===	ADA0CG	DFASDE/ADA-CG	API - Voucherless Travel	DFASDE/A	===
===	ADC	DFASDE/ADC	Command Acctg & Rptg	DFASDE/A	===

```
PF 1=Help 2=Exit 3=Return 7=Back 8=Forward                    EMCC0003
```

Figure 5-13. TAO Mail ID Directory.

c. Personal Information for Mail ID. When a user's Mail ID is queried (Option Q) from the Mail ID Directory listing, certain information supplied by the user is displayed (**Figure 5-14**). For each Mail ID, the display of personal information includes the following:

(1) Title - The E-mail Mail ID Directory has space for the title of each user listed. The title might be something like "Director" or "Legal Secretary." The title can help in identifying other users when the directory is accessed.

(2) Addresses - There are two Address sections: Primary and Secondary. Users might use these areas, for example, to provide their business addresses or their room numbers for physical mail deliveries.

(3) Telephone Numbers - This area might include office phone numbers, or phone numbers where the individual may be reached after hours or during emergencies.

(4) User Interests - Personal Interests might include, for example, a list of areas of expertise for that user, or subjects about which the user may want to be informed.

```
Personal information for  DFASIN/SPO/ENTIT        Alias: ENTIT

  Name:

  Telephone Numbers:  DSN 699-7593 Richard Puskarich-Team Leader
                      COMM (317) 510-7593
                      FAX - DSN 699-7051/COMM (317) 510-7051
  Primary Address:  Defense Finance and Accounting Service
                    Indianapolis Center  Attn:  DFASIN/FJA
                    8899 East 56th Street
                    Indianapolis, IN 46249
  Secondary Address:  DFAS-IN/FJA
                      PO BOX 26324
                      Indianapolis IN 46226-6324

  Personal Interest:
     AC AND RC BONUS, SPECIAL PAYS, SEPARATIONS/REENLISTMENTS
     BASIC PAY AND ALLOWANCES, DEBTS, MEDICAL PAYS

     **ALL ACTIVE AND RESERVE ENTITTLEMENTS **

PF 1=Help 2=Exit 3=Return                                     EMCC0024
```

Figure 5-14. Personal Information Query results.

5-11. File Folders.

a. File Folders are a convenient way to organize and manage your information. A File Folder is a collection of letters that is assigned a name, or label. The name of the File Folder is like the title you put on the tab of a physical file folder.

b. You may place letters into File Folders from the Inbasket, from the Outbasket, from other File Folders, or automatically when you send or receive information. Copies of the same letter may be placed in as many File Folders as you like.

c. TAO Mail automatically creates File Folders for special purposes. These include:

- Not Filed: a File Folder that holds letters that you have read, but have neither deleted from your Inbasket nor filed.

- Trash: a File Folder containing letters that you have selected from your Inbasket or from your File Folders. These deleted letters are held in the Trash File Folder until you delete them from the Trash folder. A “janitor” program automatically deletes documents from the Trash File Folder after they have been there for five days.

- Draft Letters: Letters that you started but did not complete and mail. You designated that you wanted TAO Mail to place such letters in the Draft Letters File Folder at the time you exited from Quickmail.

- Letters Sent: If (during selection of your Mailing Options) you specify that you want a copy (or copies) of letters you send to be automatically filed, these letters are placed in the Letters Sent File Folder.

d. **Filing a Letter**: You can file letters from various parts of the TAO Mail system. The process is basically the same for each. Following is a description of the process from within the Quickmail Read screen:

(1) At the top of the letter screen, the Mail ID of the originator of the letter being filed, along with the recipient’s Mail ID, the subject, and the beginning of the letter are shown for your reference. Press the **PF5** Action key to bring up the list of actions you can perform on the letter. Select “f” to file a copy of the letter. In the middle of the screen, the filing box will appear. A list of folders arranged alphabetically by name is shown below the filing box. (**Figure 5-15**)

(2) The Folder field shows the name you assigned to the folder when you created it. The Size field shows how many letters have already been filed in each folder. The Comment field shows the comment you entered at the time you created or updated the

folder. The Date field indicates when the folder was last updated.

(3) Select the folder into which you want to place a copy of the letter by typing an S to the left of the folder(s), or by typing the name of the folder in the filing box after the NAME: prompt. Press ENTER. The letter that you are filing is removed from the Quickmail Read screen and placed in the File Folder(s) you selected.

(4) When you are on a screen showing a list of letters available for filing, you simply need to place an “f” in front of the letter(s) you want to file and press ENTER. The filing box will appear, and you can file the letter(s) by using the procedure in (3) above.

```
File Folder “not filed” belonging to DFASIN/SPO/ENTIT
 R-Read  Q-Query  D-Delete  F-File  P-Print
 O-Output/Prompt  A-Answer  E-Edit  K-Forward  U-Useform  Z-Download

===   From/To --------------- Date ---- Subject -----------------------  ===
=== f LEWIS/DMPO            08/31/99  T bonuses                          ===
=== f LEWIS/DMPO            08/31/99  T bonuses                          ===
=== f LEWIS/DMPO            08/24/99  T bonuses                          ===
 +-------------------------------------------------------------------------+
 | Filing: LEWIS/DMPO --> DFASIN/SPO/ENTIT:  bonuses                       |
 | Specify folder/topic name, OR select from list below:                   |
 |       Name:                                                             |
 S-Select folder  U-Update  L-List               Search:
===   Folder ------------ Size ----- Comment ------------------- Date -  ===
===   not filed            41                                  09/21/99  ===
===   letters sent         214                                 09/20/99  ===
===   Lance Baker          45    AAFES\Reenlistments           09/25/99  ===
 PF 1=Help 2=Exit 3=Return 7=Back 8=Forward 4=New                  EMCC0053
```

Figure 5-15. Filing a letter in TAO Mail.

e. Creating a New File Folder

(1) Access your File Folders list screen from the TAO Mail Menu by typing “f” at the Type option letter --> prompt. On the next screen, listing your file folders, press the PF4 Create function key to set up a new File Folder. The Create new file folder box opens at the bottom of the screen (**Figure 5-16**). TAO Mail prompts you for the following information:

- **Folder Name**: Enter the name of the File Folder you wish to create. The name can be up to 20 characters in length. Blanks and symbols are permitted (for example, ACCOUNTING-367 or MONTHLY REPORTS). NOTE: Do not use blanks in a File Folder name if you plan on sending documents to yourself with automatic filing.

- **Comment Associated With Folder**: Enter up to 32 characters to describe the File Folder. Blanks and symbols are permitted (for

example, ACC'TS REC: 1/88 - 6/89). This description appears in the Comment field on your File Folder List.

(2) Press ENTER to create the new folder. You should see the new file folder listed, along with the comment you placed on the folder and the date it was created. If you decide not to create the new folder, simply press the PF3 Return function key. You are returned to the list of current file folders. The new folder will not be listed.

```
File Folders for DFASIN/SPO/ENTIT
 D-Delete  L-List  U-Update                        Search:

===   Folder ------------ Size ----- Comment ------------------- Date -  ===
===   not filed            42                                   09/21/99  ===
===   letters sent         214                                  09/20/99  ===
===   trash                0                                    09/21/99  ===
===   keep                 1                                    04/19/99  ===
===   Lance Baker          4     REUP\BONUS\MPPM\AAFES          09/21/99  ===
===   LanceSends           0     Email I have sent out.         09/21/99  ===
===                                                                       ===
 +-------------------------------------------------------------------------+
 |                                                                         |
 | Specify a file folder/topic to be created:                              |
 |                                                                         |
 |                     Folder/topic name:                                  |
 |                                                                         |
 | Comment associated with folder/topic:                                   |
 |                                                                         |
 PF 1=Help 2=Exit 3=Return                                        EMCC0048
```

Figure 5-16. Creating a new File Folder screen.

5-12. View Private Mailing Lists.

a. You may often find it necessary to send a letter or document to the same group of users on a routine basis. Instead of typing out several Mail IDs following the TO: keyword, or calling up the Mail ID Directory to mark a list of names, you may set up a Private Mailing List.

b. With a mailing list, several Mail IDs are grouped under one Mail ID for convenience. Then, when the mailing list Mail ID is entered on the TO: keyword line of an envelope, TAO Mail "expands" it and automatically sends a copy of the letter or document to each Mail ID that was grouped under the private mailing list Mail ID. For example, suppose STAFF is the Mail ID belonging to a private mailing list that includes the following Mail IDs: MATT.BAKER, KAREN.DESMON, RICH.GOODE, and DARLA.SIMS. Sending a message addressed to STAFF is just like sending the letter to all four individuals on the list.

c. The Private Mailing List is a mailing list that is available only to the user who creates it.

d. When you select Option J from the TAO Mail Menu, the Private Mailing List screen will appear. If you have no Private Mailing Lists already established, you will be prompted to create a new list. See Creating a Private Mailing List, below.

e. The list is displayed in alphabetical order. You may locate a particular Private Mailing List by entering the name of the Mailing List (or any part of it that is unique) in the Search On field. After you have typed the string, press ENTER. If the list of Private Mailing Lists is too long to fit on one screen, use the PF keys to scroll forward and backward.

5-13. Creating A Private Mailing List (Figure 5-17).

a. To set up a Private Mailing List, press the Create PF key. On the screen that appears, provide the following information:

- List Name: Enter up to 20 characters. Blanks are not permitted. The name must begin with an ampersand (&), for example: &CARPOOL
- Department: Enter a department name for the new mailing list. Up to 20 characters, including blanks, are allowed.
- Comments: Enter a descriptive comment that will appear on the list of Private Mailing Lists. Up to 27 characters, including blanks, are permitted.

Press ENTER to create the new mailing list, or press the Return PF key if you decide not to add the new list.

```
Create a new Emc2  Private  Mail List.


      List Name:

     Department:

        Comment:

PF 1=Help 2=Exit 3=Return                                    EMCC0060
```

Figure 5-17. Create a new Private Mailing List screen.

b. The possible actions you may take from the Private Mailing Lists screen are shown in the Action Legend area. To select an action, type its letter designator in the Action Input field to the left of the Mailing List to which you want the action to apply. Press ENTER. The possible actions are as follows.

U: Update a Private Mailing List: You may change the Comment associated with your Private Mailing List.

D: Delete the Private Mailing List: You may delete this Private

Mailing List.

M: List Members of the Private Mailing List: This action allows you to see what Mail IDs are included in the Private Mailing List.

5-14. Personal Configurations.

a. Users may be permitted to change certain TAO Mail “behaviors”. These user-changeable features include changing the password; selecting Standard or Compose-Style Quickmail. Features that the user can regulate are listed in response to selection of Option P from the TAO Mail Menu. The Configuration Selections screen will appear (**Figure 5-8**). Other configuration options can be selected from the Mailing Options Menu accessible from Quickmail.

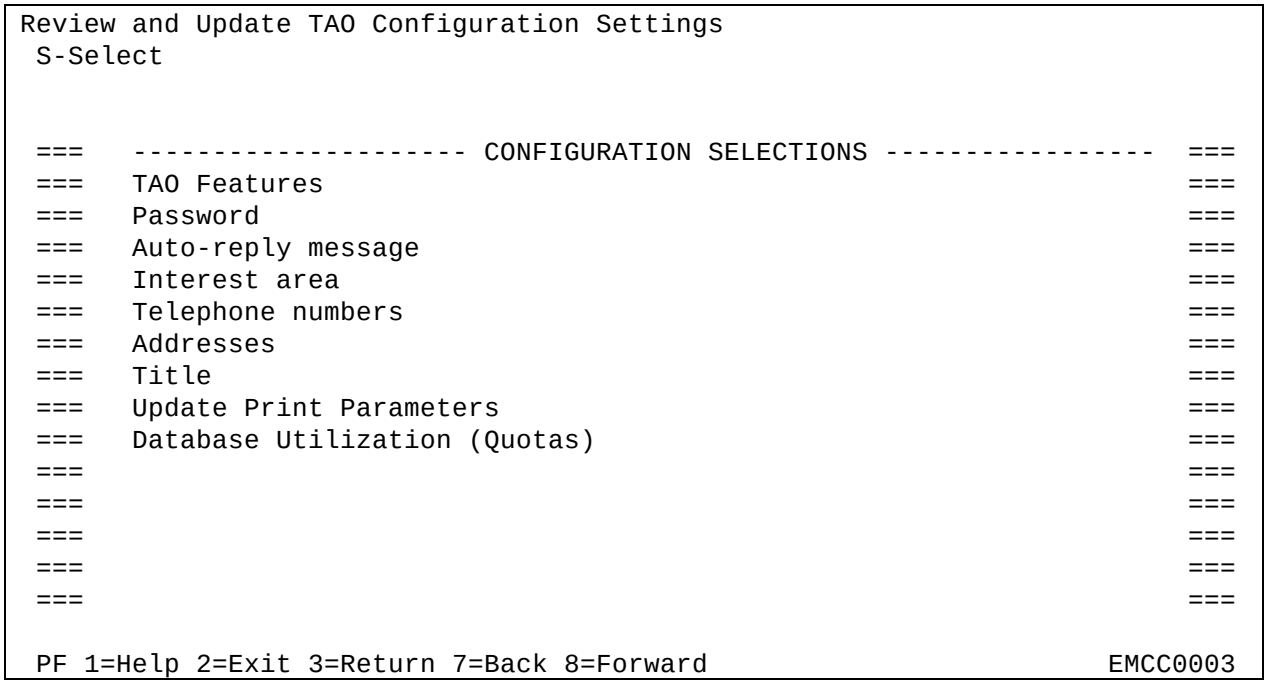


Figure 5-18. Configuration Selections screen.

b. You may “customize” certain TAO Mail features to fit your own preferences. Because TAO Mail is so flexible, the way the system behaves when you work with it (and even the way your screens look) may be different from other users. The Personal Configuration option is your “control panel” for customizing TAO Mail sessions. TAO Mail also provides “default” settings for any and all features you choose not to change.

c. TAO Features (**Figure 5-19**). This configuration screen lists the TAO Mail features that you have authority to control or make available to yourself. To change an entry, type 0 (for OFF) or 1 (for ON) next to your selection and Press ENTER. The following are possible features under your control:

- Generate TO/FROM Headers in Letters: Set this option ON if you want TO and FROM information to be included at the top of any

document you send. Even if this option is set ON, the recipient may suppress header information when the document is displayed.

- File Duplicate of Letters Sent: Set this option ON if you want E-mail to automatically file a duplicate of any letter you send in the “Sent” folder. You can selectively determine which letters you want automatically file at the time you mail the letters by varying the Mailing Options.

- Inclusion Marker Option on Edit: Set this option ON if you want the option of using the inclusion marker (>) as a prefix to all lines of letters drawn from the Inbasket or File Folders for editing. The inclusion marker serves to set off text drawn from an earlier message when it is included in another letter.

- Compose-Style Quickmail: Set this option ON if you want to use Compose-Style Quickmail. Compose-Style Quickmail offers basic editing capabilities (e.g., word-wrap, INSERT, SPLIT and JOIN). If Compose-Style Quickmail is available to you, it takes precedence over any external editor (SPF or XEDIT) to which you may also have access.

- Bypass Quickmail, Go Directly to Edit: This option works in combination with the editor selected above (CMS XEDIT, Compose-Style Quickmail, or SPF Editor). Set this option ON if, upon selecting the Quickmail option, you wish to be taken directly to the edit screen for the editor you have selected. Otherwise, upon choosing Quickmail you are taken to the Quickmail screen and must press the Edit PF key to access the editor.

- Private Mailing Lists: Set this option ON to display the Private Mailing Lists option on your Mail Menu.

- Public Mailing Lists: Set this option ON to display the Public Mailing Lists option on your Mail Menu.

- Edit File Name Prompt Off: Leave this setting OFF if you want to be prompted to verify the name of a file or dataset to be used during the external edit session. The default is the file or dataset named in the Update Import/Export/Edit Controls settings. New text entered during the editing session over-writes any information that may already be held in the default file or dataset. Set this option to ON if E-mail is NOT to prompt you to verify the file or dataset name for the new information. By default, the new information will be placed into the file or dataset named in the Import/Export/Edit Controls settings when you call up the XEDIT or SPF Editor. New text entered during the editing session over-writes any information that may already be held in the default file or dataset.

- Permit Simultaneous Logon: When this option is set to ON, you can begin simultaneous TAO Mail sessions by signing on with the

same Mail ID and password at multiple terminals. Successive logons do not use previous logons.

- Always Notify of Incoming Mail/Never Notify of Incoming Mail: These two options work together.

- Auto-News at Logon: Set this option ON if you wish to have new messages to Bulletin Boards that you are “tracking” displayed automatically when you sign on to E-mail.

- Compress 3270 Data Stream: Set this option ON if you wish to compress your data stream for more efficient data transfer.

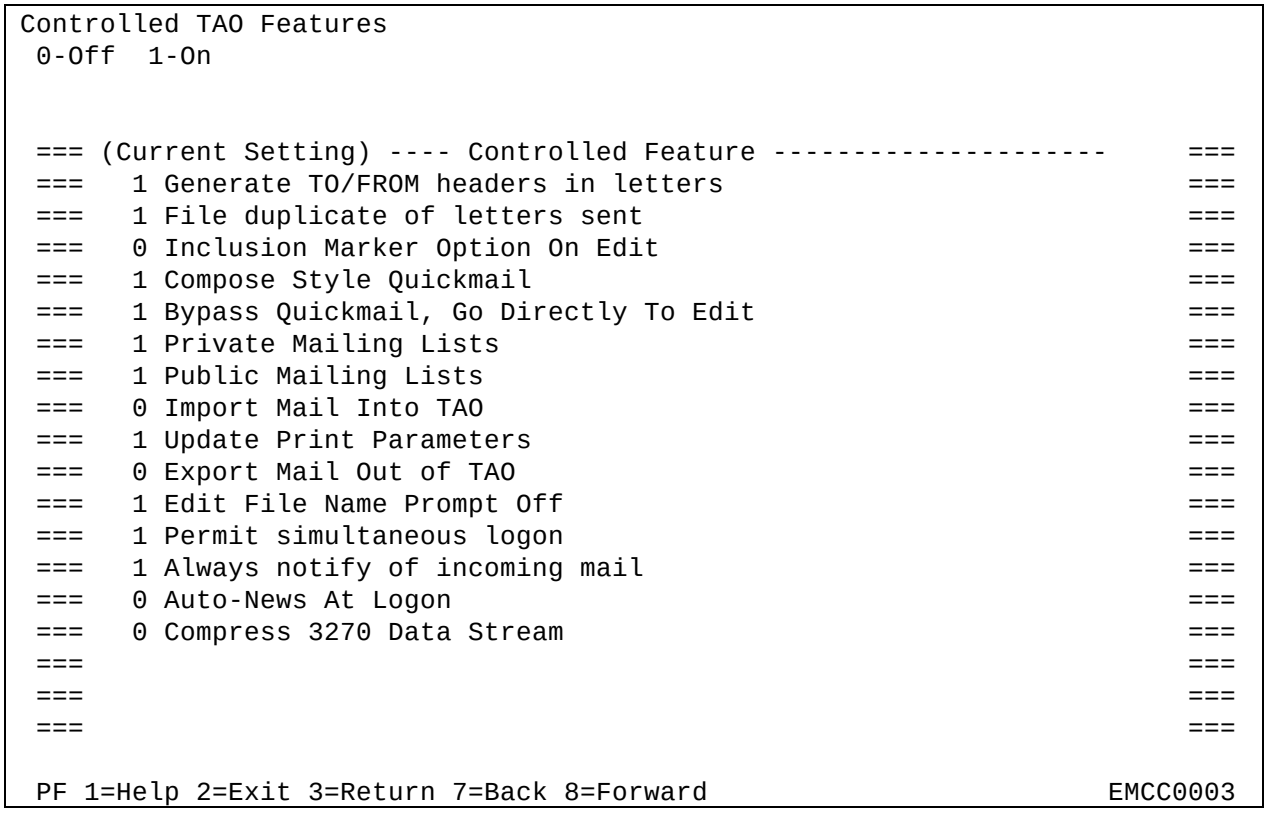


Figure 5-19. TAO Features Configuration screen.

d. Update Password (**Figure 5-20**). This configuration screen allows you to change your sign on password for TAO Mail sessions. Remember, you can also do this from the sign-on screen. From the Configuration Selections screen, Mail Menu, select the Password option

(1) Enter your new password following the PLEASE ENTER THE NEW PASSWORD: prompt. Select a password that is easy for you to remember, but hard to guess. Examples of easily guessed passwords include your name, birth date, or your license plate number.

(2) When you have typed the new password, tab to the next field (JUST TO MAKE SURE, TYPE IT AGAIN, PLEASE): and retype the same

password. This way, you can check yourself to make sure you entered the password you think you entered.

(3) When you have validated your new password, press ENTER. To leave the password unchanged, press the PF3 Return key.

(4) NOTE: The display also shows when and by whom the password was last changed. The password will not be displayed as you type it so that there is no chance someone will see it. The password may be up to 16 characters long. Symbols and blanks are permitted. For alphabetic characters, TAO Mail does not differentiate between upper and lowercase. You may use capitals and lowercase letters interchangeably.

```
Emc2 Mail ID Password Update          You are updating: DFASIN/SPO/ENTIT


Password was last changed:  Monday, 9 November 1998 06:07 MT

 Password last changed by:  DFASIN/BWRITER



Please enter the new password:

Just to make sure, type it again, please:

Press enter to update your password.




PF 1=Help 2=Exit 3=Return                                        EMCC0011
```

Figure 5-20. Emc2 Mail ID Password Update screen.

e. Auto/Modify-Reply Feature (**Figure 5-21**). Selecting this configuration setting allows you to establish or modify an auto-reply message. The Auto-Reply feature is a good way to provide a “personalized” confirmation to the sender that you have received the letter. When a letter is sent to your Mail ID, the Auto-Reply Message will be returned to the sender, along with a time and date “stamp” to acknowledge receipt in your In-Basket. TAO Mail lets you specify any short Auto-Reply message, such as “Thanks for the letter”. The reply can consist of up to 44 characters. Enter your Auto-Reply message or make any modifications to an existing message and press ENTER to record the Auto-Reply message. Press the PF3 Return key if you do not wish to create a new message or make the changes typed to the existing one. To erase an auto-reply message, use the space bar and space through the message, or press and hold the DELETE key while the cursor is at the first character of your message.

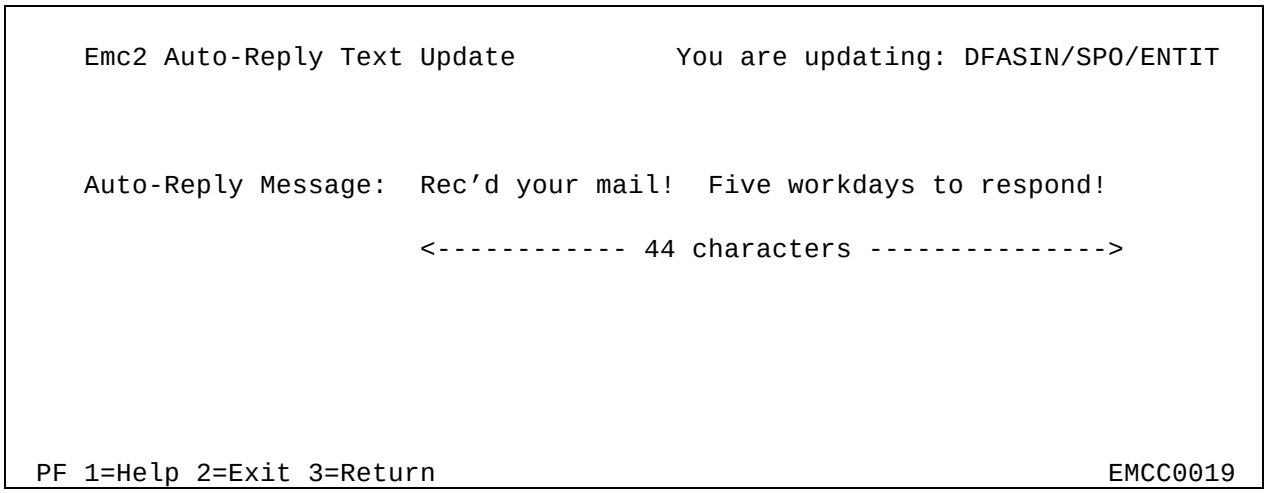


Figure 5-21. Emc2 Auto-Reply Text Update screen.

f. Interest Area (**Figure 5-22**).

(1) The Interest Area can be used to display the type of functions, workload, or inquiries a particular Mail ID is responsible for. Mail IDs may be queried from the Mail ID Directory in order to examine Personal Interest information related to the Mail ID. This selection allows changes to the Personal Interest information.

(2) Enter up to four lines, each no longer than 64 characters, to describe your Mail ID's personal interests. (Your supervisor or organization may designate the type of data or information that should be displayed here. Check with them before making changes to this entry.)

(3) Press ENTER to record the Interest Area information. Press the PF3 Return key if you decide not to create a message for your Interest Area, or decide not to make any changes to the existing message.

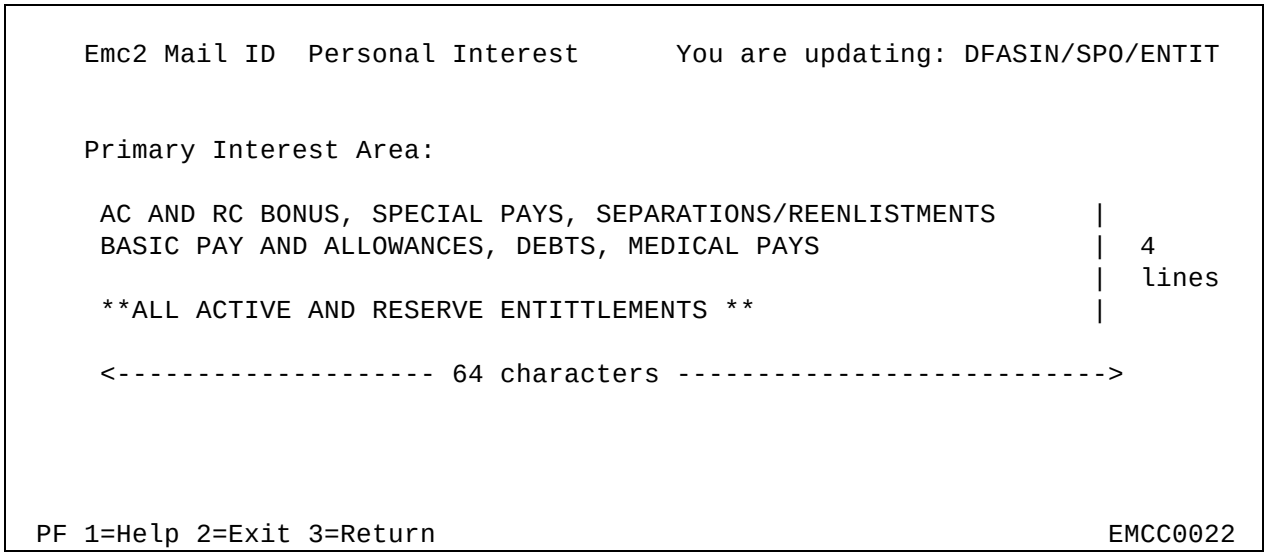


Figure 5-22. Emc2 Mail ID Personal Interest screen.

g. Telephone Numbers (**Figure 5-23**).

(1) The Telephone Numbers feature allows you to provide your customers and people querying your Mail ID with current contact numbers. Mail IDs may be queried from the Mail ID Directory in order to examine telephone number information related to the Mail ID. This selection allows changes to telephone number information.

(2) Enter up to three lines of telephone numbers, each no longer than 44 characters. (Your supervisor or organization may designate that other kinds of information should be displayed here.)

(3) Press ENTER to put your entries into effect, or press the Return PF key to refrain from making any changes.

```
 Emc2 Mail ID  Telephone Numbers      You are updating: DFASIN/SPO/ENTIT


 Telephone Numbers:  DSN 699-7593 Richard Puskarich-Team Leader |
                                                                | 3
                     COMM (317) 510-7593                        | lines
                                                                |
                     FAX - DSN 699-7051/COMM (317) 510-7051     |

                     <--------------- 44 characters ------------>









 PF 1=Help 2=Exit 3=Return                                EMCC0021
```

Figure 5-23. Emc2 Mail ID Telephone Numbers screen.

h. Addresses (**Figure 5-24**).

(1) This feature allows you to provide a current mailing address to your customers and anyone querying your Mail ID. Mail IDs may be queried from the Mail ID Directory in order to examine address information related to the Mail ID. This selection allows changes to address information.

(2) For either or both the Primary and Secondary Address, enter up to four lines of address information, each no longer than 44 characters. (Your organization may designate that other kinds of information should be displayed here.)

(3) Press ENTER to put your entries into effect, or press the PF3 Return key to refrain from making any changes.

```
Emc2 Mail ID  Address Information    You are updating: DFASIN/SPO/ENTIT


Primary Address:  Defense Finance and Accounting Service        |
                  Indianapolis Center  Attn:  DFASIN/FJA        | 4
                  8899 East 56th Street                         | lines
                  Indianapolis, IN 46249                        |

Secondary
        Address:  DFAS-IN/FJA                                   |
                  PO BOX 26324                                  | 4
                  Indianapolis IN 46226-6324                    | lines
                                                                |

                  <-------------- 44 characters ------------->




PF 1=Help 2=Exit 3=Return                                  EMCC0020
```

Figure 5-24. Emc2 Mail ID Address Information screen.

i. Title (**Figure 5-25**).

(1) This feature allows you to display the office or supervisor title for your Mail ID. Mail IDs may be queried from the Mail ID Directory in order to examine title information related to the Mail ID. This selection allows changes to title information.

(2) Enter your new title, up to 26 characters.

(3) Press ENTER to record your entry, or press the Return PF key to refrain from making any changes.

```
Emc2 Mail ID Title Update Form      You are updating: DFASIN/SPO/ENTIT




Modify current title:  DDMP, SPO, ENTITLEMENT TM
```

```
 PF 1=Help 2=Exit 3=Return                                        EMCC0010
```

Figure 5-25. Emc2 Mail ID Title Update Form screen.

j. Update Print Parameters. This selection allows specification of the print parameters that determine how your request for printing will be handled, and which device will actually perform the printing. The first screen requires that you select the Print Parameter Format (Figure 5-26).

```
Review and Update TAO Configuration Settings
 S-Select

 ===   --------------------- CONFIGURATION SELECTIONS -----------------  ===
 ===   TAO Features                                                      ===
 ===   Password                                                          ===
 ===   Auto-reply message                                                ===
 ===   Interest area                                                     ===
 +-------------------------------------------------------------------------+
 |      Please select a print parameter format                             |
 |                                                                         |
 |             S SPOOL - System spool output                               |
 |             V VTAM  - 3270 or VTAM connected PC printers                |
 |             C CICS  - 3270 or CICS connected PC printers                |
 |                                                                         |
 |      Select SPOOL for output to JES destinations in MVS.                |
 |      Select SPOOL for output to virtual printers or RSCS in CMS.        |
 |      Select VTAM for 3270 type printers using a VTAM print server.      |
 |      Select CICS for destinations using a CICS print server.            |
 |                                                                         |
 |      Type option letter -->                                             |
 PF 1=Help 2=Exit 3=Return                                        EMCC0113
```

Figure 5-26. Print Parameter Format selection screen.

The second screen allows you to select the actual print parameters for the format you selected (Figure 5-27). Press ENTER to enable the information you entered, or the PF3 Return key to leave without making changes.

```
Create/Revise a VTAM print parameter for  DFASIN/SPO/ENTIT

    Server Name                              Comment

    Destination                               LUType  01

    Line Length  80                      Top Margin  1

    Page Length  66                   Bottom Margin  66
```

```
                                    Left Margin  1

                                   Right Margin  80

                                        Density  00

Note: “Density” and “Margin” parameters apply only to LUType 01.
Press “Enter” to implement your change.
PF 1=Help 2=Exit 3=Return 9=Options                                EMCC0112
```

Figure 5-27. Create/Revise a VTAM print parameter screen.

k. Database Utilization (Quotas) (**Figure 5-28**).

(1) TAO Mail has a large, but nonetheless limited, space for storing letters. The messages in In-baskets, Outbaskets, and File Folders take up space in the TAO Mail database. Each Mail ID has a limited portion of the database reserved for their use. The amount of reserved space is called a “quota”. Quotas are measured in two ways: the number of kilobytes of storage space allotted to the user (an aggregate total for In-basket, Outbasket, and File Folder information storage); and the aggregate number of separate letters the user may store. The quota will be set and enforced by the Customer Assistance Office, DFAS-IN. When the Mail ID user approaches their maximum quota, messages similar to the following appear on the screen:

- WARNING: YOU LETTER QUOTA IS NOW 85% OF MAXIMUM.
-
- WARNING: YOUR BLOCK QUOTA IS NOW 90% OF MAXIMUM.

(2) The messages become more frequent as the amount over the quota increases. This forces users to “clean up” In-baskets, Outbaskets, File Folders, etc. to make room for new business.

(3) If the user exceeds his or her quota by 200%, the user cannot access Quickmail.

(4) If the quota is not enforced, E-mail gives the user more space, if it is available, even though the quota is exceeded.

(5) To free up space in the data base, users should delete any letters in their Inbasket or File Folders that they no longer need. To increase the quotas, contact the Customer Assistance Office, DFAS-IN.

```
Database storage and letter utilization.

Your aggregate storage utilization is currently
1.168         Megabytes.  Your recommended maximum allowable
utilization is  0.097         Megabytes of database storage.
```

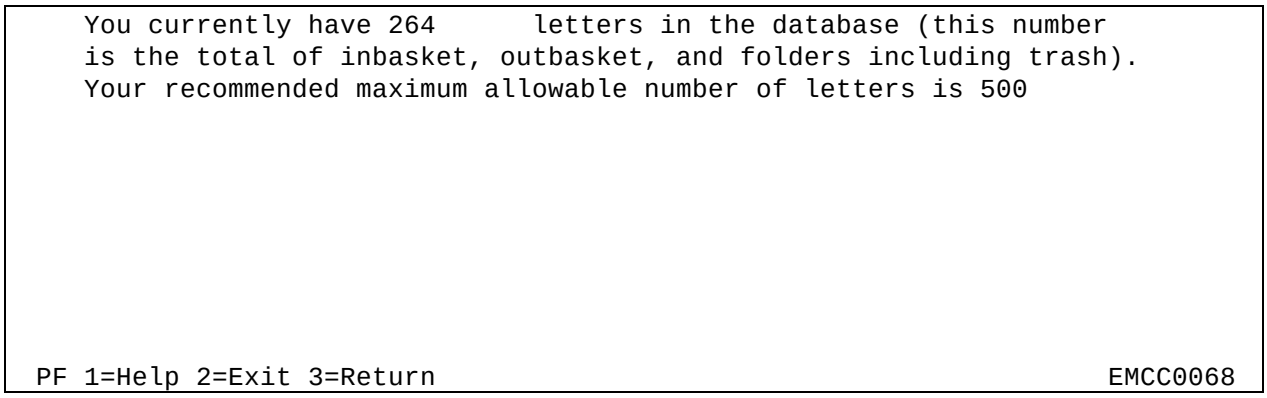


Figure 5-28. Database storage and letter utilization screen.

5-15. Import/Export/Edit File Specifications.

a. When you select the import or export options, you may be prompted to name the file into which the exported document should be placed; or file you wish to import into the E-mail data base. This screen shows the most recently imported file, and at your option, allow you to make changes. If you wish to make a change, overtype existing information, and press ENTER. If you do not specify a file ID, the default (assigned via your Import/Export/Edit Controls) is assumed.

b. Remember, imported documents must have a correct envelope (TO: and FROM: Mail IDs, and a blank line between the envelope and text). During export operations, TAO Mail protects against accidentally overwriting existing files with new information.

c. Envelope Information for Imported Files: When you import an already-composed file into TAO Mail, it must have an envelope – just like any other letter in the E-mail system. At the very least, fill in the TO: line with the recipient’s Mail ID. The other envelope information is optional.

d. When you are done, press the Mail PF key to import the file.

5-16. ELECTRONIC FORMS. TAO Mail lets you design “fill-in-the-blank” forms that can be displayed on your screen, completed, mailed, and filed. Electronic forms are useful when you want a quick way to collect and send standard information. An electronic form is actually a letter, and it is prepared the same way that you would normally prepare a letter with your editor or with Quickmail. You mail the form to yourself or to a Bulletin Board, depending on whether only you, or others, will be using the form. The form is held in your Inbasket or in a File Folder if it is for your personal use. If it is for wider use, the form is posted to a bulletin board accessible to the group who will be using it. Once created, forms may be reused as often as necessary. To use the form, you call it up with a special option from your Inbasket list, from your File Folder list, or from a Bulletin Board list. Electronic forms are not limited in size or complexity; however, there are a few general rules you must follow when designing a form. Following is an example of an electronic form to illustrate how a form is designed (**Figure 5-29**):

```
To: ENTIT
Subject: Telephone Answering Form

)BODY DEFAULT(%+{*)
TO: {                              +
FROM: &name
SUBJECT: %While You Were Out+

You received a phone call from: {                          +
The return phone number is: {                +

Message left:
 {                                                         +
 {                                                         +
                                                    / lines 1-21 of 21 /
PF 1=Help2=Exit3=Return4=Mail5=Led6=ID7=Bkw8=Fwd9=Opt12=Spell       EMCC0100
```

Figure 5-29. Designing a Quickmail form.

a. At the top of the letter is the envelope. The TO: Mail ID can be a user's Mail ID or the Mail ID of a TAO Mail Bulletin Board. If you address the letter to yourself, the form will be private. It will be placed in your Inbasket and only you will be able to use it. If you mail the letter to a Bulletin Board, any user who can read letters to that Bulletin Board can also use that form. The SUBJECT: of the letter should be the title of the form. The title appears on the Inbasket list so that you can identify the form. The fourth line of the letter is left blank to mark the end of the envelope.

b.)BODY DEFAULT(%+{°)

(1) Line five of the letter is a code line. It is used to mark the start of the form. It also defines four characters that you use to produce special format effects on your form.

(2) The four characters within the parentheses will signal TAO Mail to treat the information you enter after them in particular ways when the form is displayed. Note that it is the character's position – first, second, third, or fourth – that determines its function, not the character per se. You may designate any characters you wish, so long as you do not need to use them as part of the actual text to be displayed on the blank form. Character functions are as follows:

- First Character: a "%" in the above example, means that the form text that follows will be brighter than normal display intensity, and that the text will be "protected," that is, you will not be able to overwrite it, erase it, or otherwise change it.

- Second Character: a "+" means that any form text or blank spaces that follow will be protected.

- Third Character: a “{“ in this example, is used to give special treatment to information that is filled in on the form. Any information entered in the field that begins with this character will appear brighter than the normal display intensity. Define the length of the data entry field by using the space bar.

- Fourth Character: a “°” in the above example, means that the field which follows will accept input only at the time the form is first filled in. Thereafter, the field will be protected and highlighted.

(3) The special treatment initiated by these characters on your form remains in-effect until canceled by another of the special characters. For example, once you enter the %, all text on the form will be highlighted and protected until you enter the +. Any text following the + will be protected, but will not be highlighted. Similarly, any information you enter in a field beginning with { will be highlighted. The highlighting will remain in-effect until the + appears. Following the +, you may not fill in any information since the + defines the start of a protected field. Immediately following the)BODY DEFAULT line, another envelope must appear. This envelope is used to mail the form once it has been displayed and completed. Be sure to leave a space between the envelope keywords (i.e., TO:, FROM:, SUBJECT:, etc.) and any information you supply as part of the envelope. For example:

SUBJECT: %INVOICE+ * * space

e. Automatic Mail ID, Date, and Time

(1) TAO Mail will automatically enter your Mail ID, the current date, and the current time in any field you may designate.

- Mail ID: If you wish to have TAO Mail automatically supply the user’s Mail ID in a field on your form, enter &name in the field. E-mail will translate &name into the Mail ID of the user who displays the blank form. Leave 28 spaces for the name to be entered.

- Date: If you wish to have TAO Mail automatically supply the current date in a field on your form, enter &date in the field. TAO Mail will automatically translate &date into the current date. Leave 18 spaces for the date to be entered.

- Time: If you wish to have TAO Mail automatically supply the current time in a field on the blank form when it is displayed, enter &time in the field. TAO Mail will automatically translate &time into the current time when the blank form is displayed. Leave 8 spaces for the time to be entered.

(2) When you have finished creating the form, mail it. The form will be placed in your Inbasket (if it is a private form), or on a Bulletin Board (if it is a public form). Forms may be displayed by

placing a “u” (for “use form”) next to the listing for the form in the Inbasket list or Bulletin Board list. Press ENTER. The form will be displayed immediately. Once the form is completed and mailed, the listing screen from which it was selected reappears. On the following page, you see what a sample Telephone Answering Form looks like with all the standard information displayed, based on the codes used when creating the form (Figure 5-30):

```
TO:
 FROM: DFAS/SPO/ENTIT/DENMTA
 SUBJECT:  While You Were Out

 You received a phone call from:
 The return phone number is:

 Message left:


 DATE:  Sep 21 99 Tue
 TIME:  16:55 MT


 PF 1=Help 2=Exit 3=Return 4=Mail 7=Back 8=Forward
```

Figure 5-30. Electronic Form created in Quickmail.

f. Using Forms

(1) TAO Mail electronic Forms are useful for collecting and sending standard information. Forms may be mailed and filed, like any other E-mail documents.

(2) To start, you may need to complete the envelope portion of the Form. Sometimes the TO: and FROM: information will be automatically filled in. If it’s not, you should fill in the destination(s) of the form on the TO: keyword line, and your Mail ID on the FROM: keyword line. Use the forward and backward tab keys to move from field to field as you complete the form. In some cases, the information that has been entered in a field may be “protected.” You cannot erase or change protected information once it has been entered and you have tabbed past the field.

(3) If the form is longer than one screen, use the Forward and Backward PF keys to scroll from screen to screen.

(4) When you are ready to mail the form, press the Mail PF key. The screen from which you selected the Form will reappear.

5-17. How To Use the TAO Mail HELP Facility.

a. The TAO Mail HELP facility is designed to get you as much help as you need, as quickly as possible – without making you sift through information you already know. The PF1 Help key will call up the HELP information related to whatever activity you are performing at the time.

b. Very often, the screen that appears in response to your request for help will answer your question directly. In other situations, however, TAO Mail will ask for a more specific definition of your information needs. To do this, the HELP facility presents a menu.

c. Select the letter corresponding to the information you are interested in and type it in the lower right-hand corner of the screen. (The cursor will position itself there when you call up the HELP screen.) Then press ENTER, and the information you requested will be displayed. It is possible that your menu selection will bring up yet another menu. In this case, you must further define the information you need by making another selection.

d. Use the PF Scroll keys to page back through the HELP screens, or use the Cancel PF key to return immediately to the place in TAO Mail where you first asked for help.

e. In addition to the PF1 Help key, other PF keys are standard on TAO Mail screens:

- **PF2 Exit**: Takes you out of TAO Mail. Before doing so, TAO Mail warns you of any pending activities that would be affected by your exiting from the program (for example, Quickmail messages that have not been completed and which would be lost).Upon exiting, you will be located at the point from which you accessed E-mail.

- **PF3 Return:** Takes you back to the screen just previous to the one from which the command is issued. By using the PF3 Return key, you can “page back” to your starting point in a sequence of screens.

- **PF7 Back**: Scroll backward in a scrollable list-type screen.

- **PF8 Forward**: Scroll forward in a scrollable list-type screen.

5-18. TAO Mail Printing. When you are working with TAO Mail, you may at times need to make printed copies of your letters. The printing feature is designed to make it easy to obtain hard copies of your letters, at the same time allowing you to make full use of all printing capabilities and options available to you.

a. Follow the procedures for setting print parameters noted in 5-14(j) above to change your print parameters.

b. If setting up the initial print parameter format, the screen below will appear. If making a change, press F4 for Create, the same screen will appear (**Figure 5-31**).

```
Display print parameter entries for: "DFASIN/SPO/ENTIT"
 S-Select  P-Preferred  O-Options  R-Revise
 D-Delete
 ===  -- Type --- Destination -- Server Name -------- Comment ---------- ===
 ===     SPOOL P  AFAFC          SPOOL.SERVER         HI SPEED PRNTR     ===
 +-------------------------------------------------------------------------+
```

```
|      Please select a print parameter format                          |
|                                                                      |
|             S SPOOL – System spool output                            |
|             V VTAM  - 3270 or VTAM connected PC printers             |
|             C CICS  - 3270 or CICS connected PC printers             |
|                                                                      |
|      Select SPOOL for output to JES destinations in MVS.             |
|      Select SPOOL for output to virtual printers or RSCS in CMS.     |
|      Select VTAM for 3270 type printers using a VTAM print server.   |
|      Select CICS for destinations using a CICS print server.         |
|                                                                      |
|      Type option letter -->                                          |
 PF 1=Help 2=Exit 3=Return                                    EMCC0113
```

Figure 5-31. Selecting Print Parameter Format screen.

c. Select S for SPOOL - System spool output and ENTER.

d. Complete the following screen with the necessary data as shown. Your office TASO should know the AFO Writer address. The one shown is for illustration only. (**Figure 5-32**)

- Server Name = SPOOL.SERVER
- Destination = **EPSH3** for TN3270 users or **AFAFC** for all other users.
- WTR/User = AFO Writer of the printer **EXAMPLE ONLY** (AFO10109)
- Class - Change from **A** to **V**
- Comment = Individual Name - (person this printer is assigned) - Example: FIN SVC PRNTR

e. Press enter to implement.

```
Create/Revise a SPOOL print parameter for  DFASIN/SPO/ENTIT

    Server Name  SPOOL.SERVER              Comment  HI SPEED PRNTR

    Destination  AFAFC                   Form Name

    Line Length  132                          FCB

    Page Length  57                           UCS

         Copies  1                         Chars-1

          Class  V                        Chars-2

       WTR/User  AFO11111                  Chars-3

                                           Chars-4
Press "Enter" to implement your change.
```

Figure 5-32. Create/Revise a SPOOL print parameter screen.

f. NOTE: Each site can set up 1 to 5 printer sessions within Email. Press F3 to Return, press F4 to Create, select S - Spool and complete the steps in (5) above. When complete press F3 to Return.

g. After all printers have been identified, one can be selected as the preferred printer. To designate a printer as preferred, tab to the appropriate printer, select P and press ENTER. A “P” will appear after the TYPE format column to indicate which printer has preferred status. (**Figure 5-33**) When using the P option, all messages will be sent to that printer address.

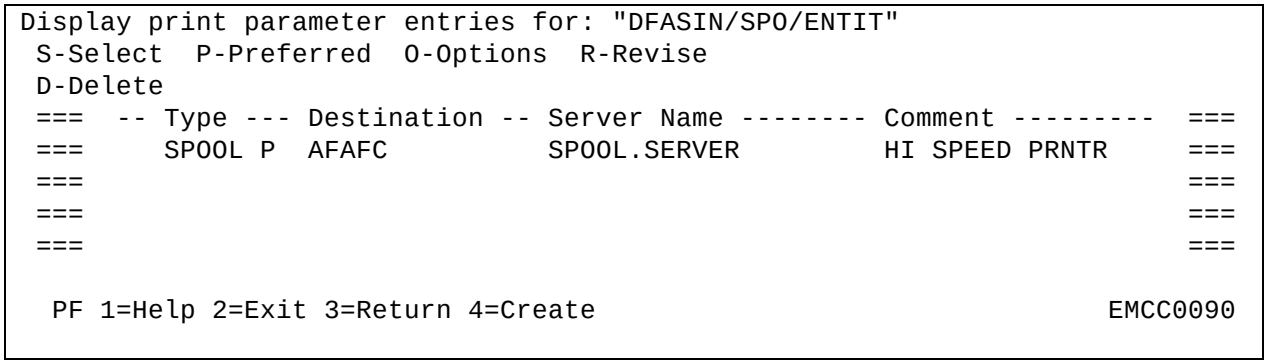


Figure 5-33. Indication of printer selected as the “Preferred” printer.

h. To select a message for print, tab down, insert P for Print and ENTER. The message will print on the preferred printer. If a message is to be printed on a different printer, tab down insert O for Option and ENTER. Tab and insert an S to select the printer. Enter F3 to return to the message screen. The message will automatically print to the selected printer.

5-1. General. TAO Mail is a subsystem of DJMS that provides electronic mail capabilities to both the field offices and Central Sites. It provides a means of quick communication for requesting guidance and assistance, inquiring on the status of actions, and publishing policy and procedural changes to a mass audience through the use of bulletin boards. documents, and storing the documents until they are delivered. TAO Mail serves as an electronic post office, with features for creating, posting, and receiving electronic messages, and facilities for storing them both before and after receiving and reading them.

5-2. Sign On Procedures. In order to use the electronic mail capabilities of DJMS, you must first sign on to the system, using the procedures identified in Part 1, Chapter 3 of this manual. Once you have signed on, you need to select **TAOMAIL** from the **DJMS CL/SUPERSESSION Main Menu**. The next screen you will see will be the TAO sign on screen (**Figure 5-1**).

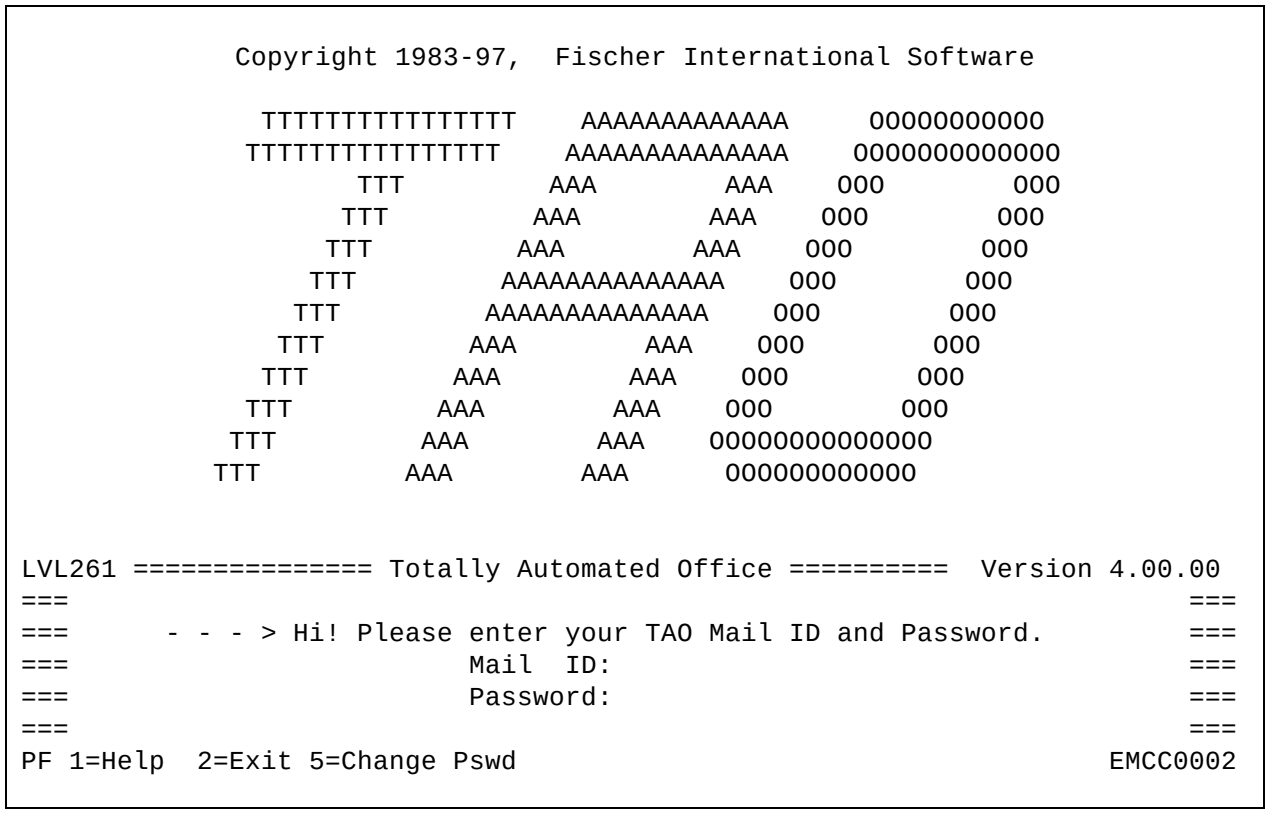


Figure 5-1. TAO Mail Sign On Screen.

a. To use the E-mail system, you must have a Mail ID and password. The Mail ID is an identifier for all of your email operations. The password protects the confidentiality of your mail information. Type your Mail ID. Then tab to the Password field and type your password. Press **<ENTER>**. After you sign on to TAO Mail, you may change your password as you see fit. Both your Mail ID and your password must be typed with no leading blanks. The password will not show up on your screen as you type it. This way, no one can see it and use it to gain access to your information. If you make a mistake three times in entering your password, your sign-on will be "frozen." As a security precaution against Mail ID and password "guessing," TAO Mail "freezes"

a profile if a user enters an incorrect password three times during sign-on. To thaw the Mail ID, type the correct password and press **<ENTER>**. Wait 30 seconds. Again type the correct password and press **<ENTER>**. You must enter the information correctly twice in a row to prove you have authorization to use the email subsystem. If you have forgotten your password, contact the Customer Assistance Office, DFAS-IN.

b. **Password Update/Change** – TAO Mail allows you to change/update your password in order to protect the confidentiality of the information stored in the TAO Mail database for your particular Mail ID. Changing a password is accomplished from the sign-on screen and updating a password is accomplished through the personal configuration on the Main Menu screen.

(**1**) **Change Password** - To change your password when you sign-on to TAO Mail, enter your Mail ID and current Password. Press the **PF5** Change Pswd key. Enter your new password. The system will tell you to re-enter your new password. Re-enter your new password, and press **<Enter>** to return to the main menu. Your new password has been set.

(**2**) **Update Password** - This is accomplished from the TAO Mail Menu screen by selecting **P Personal Configuration**. See instructions in paragraph 5-14(j).

5-3. TAO Mail Menu. The main TAO mail feature options available are displayed on this menu. To select an option, type its letter designator following the **- ->** prompt and press **<ENTER>**.

```
====== TAO Mail Menu                                              =========
===                                                                     ===
===    Q  Quickmail                                                     ===
===    I  Inbasket                                                      ===
===    O  Outbasket                                                     ===
===    B  Bulletin Boards                                               ===
===    D  Directory of TAO Mail IDs                                     ===
===    E  Draft Letters                                                 ===
===    F  File Folders                                                  ===
===    J  Private Mailing Lists                                         ===
===    P  Personal Configuration                                        ===
===    U  Upload PC File                                                ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                Type option letter - - >                             ===
===                                                                     ===
PF  1=Help  2=Exit  3=Return                                     EMCC0001
```

Figure 5-2. TAO Mail Menu.

Following is a description of each TAO Mail Menu option. Not all of these options may be available to you. Availability is dependent on how your Mail ID has been set up:

OPTION	TITLE	FUNCTION
Q	Quickmail	Compose and mail a letter without using a text editor or word processor.
I	Inbasket	Displays a list of letters that have been received by Mail ID. You can see who sent a message, when it was sent, and what the subject is. You can answer, delete, edit, file, forward, print, query, read or download the message(s), or receive output or use a form under this option.
O	Outbasket	Displays a list of messages you have sent out from your Mail ID. You can see whom you sent the message to, when it was sent, and if it has been opened and\or read by the recipient. You can also delete, edit, file, mask, print, query, read or download the message(s), or receive output or use a form under this option.
B	Bulletin Boards	Displays a list of bulletin boards you can access under TAO Mail. Two of the most helpful will be the **MILPAYMSGS** (AC and RC) and **MP.AIG** (AC and RC) bulletin boards. You can list and read messages, do queries and searches, and track new messages. Once you list the messages on a particular bulletin board, you can then perform the same functions as in the Inbasket.
D	Directory of TAO Mail IDs	Displays a listing of all Mail ID's on the TAO Mail system. For each Mail ID listed, the directory shows the Alias, Mail ID, Title, and Department.
E	Draft Letters	Displays a list of form or unfinished letters that you saved as drafts.
F	File Folders	Displays a list of file folders created for your Mail ID. Folders can be used to distribute and store messages before or after reading. They can also be used to store form letters and guidance that is needed on a regular basis. Under this option, you can create, delete, and update folders, list the contents, and search within the folders. After listing the contents of a particular folder, you have the same capabilities as in the Inbasket.
J	Private Mailing Lists	Displays a list of mailing lists you have created. Under this option, you can create a new mailing list, delete a mailing list, examine the mail ID's included in each mailing list, or update the characteristics of the list.
P	Personal Configuration	Displays a list of items that determine how TAO Mail looks and functions for the Mail ID, and provides descriptive data about the Mail ID. Configuration choices are: TAO Features, Password, Auto-reply message, Interest area, Telephone numbers, Addresses, Title, Update Print Parameters, and Database Utilization (Quotas).

U	Upload PC File	Enables you to move a file created in another program into the TAO Mail database for delivery to a Mail ID Inbasket.

Table 5-1. TAO Mail Menu Options.

5-4. Menu Jump Commands. You can move from one Tao Mail screen to another by making menu selections and by pressing F5 keys. However, if you know exactly what feature you want to access, and you do not want to step from menu to menu to get there, you can utilize Menu Jump Commands to go directly to where you want to go. By typing Menu Jump Commands in the screen ID field (the field that contains the screen number in the lower right-hand corner of the screen), you may "jump" from one screen directly to another. Following is a chart of the available Menu Jump Commands. Note the dot (.) preceding certain commands.

COMMAND	FUNCTION
.B	Go directly to the Bulletin Board screen.
CC	While in Compose-Style in Quickmail, inserts a Carbon Copy line in the envelope.
.D	Go directly to the Directory of TAO Mail Ids
.F	Go directly to the File Folder list.
FIND Or **LSEA**	Search for one or more particular letters in the inbasket (providing they have been read) and folders. The search can be for one specific letter, keyed on its letter ID. It can be keyed on a character string contained in the Subject line(s) of one or more letters. TAO Mail will prompt you to specify the letter ID or string.
.I	Go directly to the Inbasket.
.J	Go to the Private Mailing List screen.
.L	Go to the Public Mailing List screen.
LETT	Display a list of all letters that belong to you (and which you have read) from your inbasket and folders.
LOGO	Returns you to the sign-on screen.
MENU Or **MAIN**	Returns you to the TAO Mail Menu screen.
NEWS	Display all new messages on bulletin boards for which you have requested the tracking option.
.O	Go directly to the Outbasket.
.P	Go directly to the Personal Configuration screen.
PPARM	Display a list of print parameter entries. From the list, allow review and modification of print parameters and options.
.Q	Go directly to the Quickmail screen. You can start a new message, or if you have suspended Quickmail documents, you can use "**<>**" to move through the ring of suspended documents.
.U	Go directly to the Upload PC File display screen.
Some Menu Jump Commands can only be used when you are involved in a specific activity, such as reading. These Menu Jump Commands are:	
<>	When working with Quickmail, the "messy desk" feature lets you move through a ring of letters being composed concurrently and suspended during the TAO Mail session. You can type "**<>**" as many times as necessary to move through the ring.
RI	When reading a letter, this command allows you to view lines that

	run off the right side of the screen because they are too long to fit within the width of the display. Each time you enter this command, the text window is shifted right **52** character spaces, until you reach the end of the line.

COMMAND	FUNCTION
LE	When reading a letter, this command allows you to move the text window to the left **52** character spaces until you reach the beginning of the line.
TOP	When reading a letter, this command moves you to the top of the document. The first line will be displayed at the top of the screen.
BOT	When reading a letter, this command moves you to the bottom of the document. The last line will be displayed at the top of your screen.
A	When reading a letter, this command allows you to answer it.
D	When reading a letter, this command allows you to delete it.
E	When reading a letter, this command allows you to edit the letter.
F	When reading a letter, this command allows you to file it.
K	When reading a letter, this command allows you to forward it.

Table 5-2. Menu Jump Commands.

5-5. Standard Quickmail. TAO Mail features two versions of Quickmail: Standard Quickmail and Compose-Style Quickmail. You may have access to both versions; however, the version you see when you initially invoke Quickmail will depend on your configurations.

a. **Standard Quickmail** is intended for preparing and sending brief letters (of one screen or less) to other TAO Mail users. You may use the Standard Quickmail without knowing anything about word processing.

(1) ENVELOPE: The envelope of a letter is so-called because it bears the Mail ID "address" of the recipient and the Mail ID "return address" of the sender. The envelope may contain other information as well. The envelope must always be placed at the top of the letter, and it must end with a blank line. The blank line separates the envelope from the text. It contains the Mail IDs of the recipient (**TO**: mail ID(s)) and the sender (**FROM**: mail ID). **THE TO: AND FROM: INFORMATION MUST ALWAYS BE PROVIDED.** TAO Mail automatically provides the **FROM**: Mail ID (the person preparing the letter) when the letter is mailed. In addition, it is always good practice to include a **SUBJECT**: line. Providing a subject can provide for easy distribution of letters based on subject, or highlight priority handling requests. Suggested formats are: name and full SSAN of a member; ATTN: name of person\area you need to contact; PRIORITY REQUEST; or main subject of concern\inquiry. Some offices distribute workload by SSAN, so including this item in the subject may speed the response to a message. The **SUBJECT**: information should be limited to **32** characters when using Standard Quickmail, and **60** characters in Compose-Style Quickmail. Although TAO Mail lets you enter up to 60 characters, information beyond 32 characters may be truncated during certain operations. Following is an example of a Standard Quickmail letter, showing the envelope

information. Remember, the FROM: information is automatically added when you send the letter. Also, note the blank line separating the envelope data and the start of the letter:

```
To: ENTIT
Subject: Tax guidance

Request explanation of excess federal tax deductions YTD for SGM John Q.
Public, 123-45-6789. MMPA shows correct marital status and exemptions, but
deductions appear to be excessive. Please advise.

POC: SFC Baker, 699-4257.

                                                          / lines 1-21 of 21 /
PF 1=Help 2=Exit 3=Ret 4=Mail 5=Led 6=ID 7=Bkw 8=Fwd 9=Opt 12=Spell EMCC0100
```

Figure 5-3. Sample Standard Quickmail.

(2) KEYWORDS: Keywords of an envelope are words that have special meaning to TAO Mail. They signal to TAO Mail that specific kinds of information follow. Each keyword must appear at the beginning of a new line. Here is a summary of the keywords that may be used in an envelope. They do not have to appear in any special order (although it is customary to place the TO: and FROM: keywords first) in an envelope.

TO: One or more Mail IDs can follow, separated by commas, to tell TAO Mail the destination(s) of the letter. You may use an asterisk (*****) to indicate a copy is to be sent to yourself.

FROM: Your own Mail ID (as the sender of a message) appears following the FROM: keyword. Sometimes, as with Quickmail, TAO Mail adds the FROM: line to an envelope automatically when the letter is sent. TAO Mail knows you are preparing the letter and fills in your Mail ID as the sender.

SUBJECT: Choose some appropriate words to describe the letter's contents. This text will appear in the Subject column of the Inbasket, Outbasket, and list of letters in a File Folder. The SUBJECT: is also used to locate a letter when you use the FIND or LSEA (Letter Search) Menu Jump Command and the Subsearch 0ption from Bulletin Boards to locate specific information.

CC: A "Carbon Copy." This means that the Mail IDs which follow are receiving this letter "For Information Only."

b. Preparing a letter: As mentioned above, you begin preparing your Quickmail letter by completing the letter envelope, including the TO: and SUBJECT: information. You may type the Mail ID of each recipient following the TO: keyword, or you may use the **PF6** key to call up the TAO Mail ID Directory (directories include Mail IDs, Bulletin Boards, and Public and Private Mailing Lists). Select the Mail IDs to which you want to send your letter by typing **"S"** in the Action Input Field to the left of the entry. You may scroll forward or backward through the list by using the **PF8** or **PF7** keys. To look at the individual Mail IDs that make up Public and Private Mailing Lists, type **"W"** (for Within) to the left of the Mailing List name of interest. Following is an example of the Quickmail screen when using this option.

```
To:
Subject:




                    Select TAO IDs from:

       A  TAO Directory
       B  Bulletin Boards
       C  Private Mailing Lists

                    Type option letter - - >

PF 1=Help  2=exit  3=Return                                    EMCC0043
```

Figure 5-4. Selecting Mail ID's for Envelope.

When you have finished electing the recipients of your letter, press **<ENTER>** followed by the **PF3** Return key to return to the Quickmail screen. When you return to this Quickmail screen, the names of the recipients you have chosen ill have been filled in following the TO: keyword. Add your SUBJECT: line, as noted above, and press **<ENTER>** twice. This adds the blank line needed between the envelope and main body of text. Type the text of the letter on the remainder of the screen. If you decide you would like to use the editing features available with Compose-Style Quickmail (and if this is an option for you), press the **PF5** Edit key. Any part of the letter that you have already written will be carried over into the Compose-Style Quickmail session.

c. Sending copies to your Mail ID. There are three ways to specify to TAO Mail that a copy of the letter should be sent to your Mail ID:

- With an asterisk (*****) instead of your Mail ID: This way, the letter appears in your Inbasket without an asterisk flag, as if you had already read the letter. In addition, this letter is automatically placed in a file called "Not Filed," which indicates that you have yet to place the letter in one of your own files.

- With your actual Mail ID or alias. This letter appears in your Inbasket with the asterisk flag, indicating that it is new and you have not read it, just like a letter from any other sender.

- With an asterisk, immediately followed by the name of a File folder (e.g., TO: *ACCOUNTS). The letter will be placed directly into the named File Folder. If the named File Folder does not exist, TAO Mail creates it. Do not use blanks in a File Folder name if you plan to send letters to yourself with automatic filing.

d. Inserting text. If there is room at the end of the line, you may insert text within the line by using the **<INSERT>** key on your keyboard. By default, the lines in the Quickmail letter area are composed of spaces, which are actually characters that take up room on the line. As you enter text on a line, you change the space characters to letters, numbers, punctuation, and so on (of course, the spaces between words are kept as spaces). This means that any "blank" area at the end of the line is composed of spaces, and the line is actually filled up. You cannot insert text in the middle of the line until you have made room by changing the spaces at the end of the line to nulls. (nulls are special place holders that indicate "no information"). You may change spaces to nulls by pressing the **PF9** Mailing Options key and setting the “Use Nulls During Compose” option to ON, or, you may use the "nulls" edit control command.

e. Quitting. If you want to quit without mailing the letter, or if you want to suspend this letter and return to it later, press the **PF3** Return key. TAO Mail will prompt you to make a choice by pressing the appropriate PF key. These keys and their function are:

> **PF1: Help.** This key brings up the TAO Mail help topic for the particular function you are using at the moment.
>
> **PF3: Resume-edit**. When you have accidentally chosen to mail your letter, this key returns you to the letter, where you can continue typing your text. If you haven’t started your letter, this key returns you to the TAO Mail main menu.
>
> **PF4: OK-Quit**. This key ends your editing session. You will lose whatever text you have written.
>
> **PF5: Suspend**: This key allows you to set a letter aside and go on to other TAO Mail activities, without leaving this session. The main menu will appear and you can go on to another activity. You can suspend as many letters as you like. When you are ready to resume writing the partially composed letter, again access Quickmail (either from an TAO Mail menu or via the **.Q** Menu Jump Command). Then use the **<>** Menu Jump Command to display the

letter you are working on. If you have more than one letter suspended, repeat the **<>** Menu Jump Command to step through the "ring" of partially composed messages to find the one you wish to work on.

PF6: Save as draft letter: Using this key places the letter in a "Draft Letters" folder. You may prefer to file the letter as a draft. That way, you can leave the TAO Mail session now and return later to complete and mail the letter. To file the letter as a draft, press the File-as-Draft PF key. The letter will automatically be stored in the File Folder called Draft Letters, where it will be available to you whenever you wish to return to it. You can then end the TAO Mail session and clear the Quickmail screen.

f. Abandoning partially composed Quickmail. If you attempt to exit the TAO Mail session directly from Quickmail, or if you suspend a letter and then attempt to exit the TAO Mail session without completing and mailing it, or file it as a draft, a message will pop up (**Figures 5-5**) asking if you really want to abandon this session. Select one of the PF keys to continue. If you want to continue editing, press the **PF3** Resume edit key. If you want to exit and abandon the letter, press the **PF4** OK-quit key. If you meant to suspend the letter, press the **PF5** Suspend key. If you want to save the letter as a draft, press the **PF6** Save-as-draft-letter key.

```
To: Entitlements Team
Subject: Explanation of new BAH Procedures

Have received limited guidance concerning the new BAH procedures. Could
someone on your staff provide better\more detailed guidance?

POC: SFC Baker, 699-4257



+ - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - +
|                                                                           |
|   Wait! Are you sure this Quickmail session should be abandoned?          |
|                                                                           |
PF 1=Help 3=Resume edit 4=OK-quit 5=Suspend 6=Save-as-draft-letter  EMCC0045
```

Figure 5-5a. Abandoning a Quickmail session (PF3 key).

```
     You have a partially composed Quick-mail letter.
     Press ENTER to resume the Quick-mail session, or
     Use the PFK below to abandon this session.

               + - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
               | Topic:
               | To: entit
               | Subject: PFC Baker 7890
               |
               | Subject soldier has a collection of base pay that appears to
```

```
                | be incorrect. Please verify name\SSAN and amount. Reverse if
PF 1=Help 4=Abandon                                                  EMCC0044
```

Figure 5-5b. Abandoning a Quickmail session (PF2 key).

g. Mail Options. TAO Mail allows you to set various options that can enhance your use and functionality of Quickmail sessions. If you want to review or revise your mailing options before you mail the letter, use the Options (**PF9**) key. The Options are either "**On**" or "**Off**". Options that are turned "**On**" are indicated by a "**1**" preceding the option. Options that are turned "**Off**" are preceded by a "**0**". The following figure shows the Mailing Options screen. To change an option from what it is currently set at, tab down to the particular option you want to turn off or on, and type either a "**0**" or a "**1**". Press **<ENTER>** to save your change, then **PF3** to return to your Quickmail session.

```
Mailing Options:   Review and Update
0=Off  1=On

=== (Current Setting) - - - - Options for Mailing - - - - - - - - - - - -  ===
===   0 Confidential Mail                                                  ===
===   1 File duplicate(s) to "letters sent" folder                         ===
===   1 File single duplicate to "letters sent" folder                     ===
===   1 End Quickmail after mailing                                        ===
===   0 Notify recipients                                                  ===
===   0 Do not retain outbasket copy                                       ===
===   1 Retain outbasket copy until recipient reads                        ===
===   0 Retain outbasket copy indefinitely                                 ===
===   1 Generate TO/FROM/SUBJECT header                                    ===
===   0 Use nulls during compose                                           ===
===   1 Horizontal address format                                          ===
===   1 Show extended mailing response messages                            ===
===   0 Request delivery acknowledgement                                   ===
===   0 Notify when submitted to network                                   ===
===                                                                        ===
===                                                                        ===

PF 1=Help 2=Exit 3=Return 7=Back 8=Forward                           EMCC0003
```

Figure 5-6. Mailing Options screen.

The following chart describes the various options available from the Mailing Options menu.

Mailing Option	Explanation
Confidential mail	Confidential messages are messages that can be read only by the person(s) to whom they are addressed.(**THIS OPTION WILL ALWAYS BE CODE 0**).
File duplicate(s) to "letters sent" folder	If you are sending the letter to multiple recipients, an individual copy addressed to each recipient will be placed in the "Letters Sent" file folder.
File single duplicate to "letters sent" folder	One copy of this letter will be filed in the "Letters Sent" file folder, regardless of the

	number of recipients.
End Quickmail after mailing	Once a document is sent, you will be returned to the screen from which you selected the Quickmail option.

Mailing Option	Explanation
Notify recipients	Allows you to specify notification of new mail to all of the letter's recipients. Whether recipients are actually notified depends on their personal TAO Mail configuration.
Do not retain outbasket copy	Set this option ON if you do not want a copy of the letter held in your Outbasket. You will not be able to withdraw the letter. If selected, this option supersedes the next two.
Retain outbasket copy until recipient reads	Set ON if you want a copy of the letter to be held in your Outbasket until it has been read by the recipient(s). If selected, this option supersedes the following option.
Retain outbasket copy indefinitely	Set ON if you want a copy of the letter to be held in your Outbasket until you delete it.
Generate TO/FROM/SUBJECT header	Prefix this letter with a header that shows the envelope information.
Use nulls during compose	In Compose-Style Quickmail, message area lines are padded with spaces by default. To change these spaces to nulls, thereby allowing you to insert text within the line, set this option ON.
Horizontal address format	When selecting Mail IDs from a directory you may specify that TAO Mail should list the chosen Mail IDs either horizontally or vertically following the TO: keyword. The default is vertical format: **TO: BRUCE.COLLINS,** **DRAFTING,** **VALERIE.DONNELLY** Set this option ON if you prefer a horizontal format: **TO: BRUCE.COLLINS, DRAFTING, VALERIE.DONNELLY**
Show extended mailing response messages	Set this option ON to view the complete trail of notifications generated by TAO Mail as the message is directed to its destination(s). The notifications may be halted by pressing the Return **PF3** key. This setting does not affect display of auto-reply messages from letter recipients.
Request delivery acknowledgement	
Notify when submitted to network	

Table 5-3. Mailing Options.

h. Mailing. To mail your letter, use the **PF4** Mail key. If the selected Mail ID(s) have an auto-reply message, these will pop up after you

press the **PF4** key. Press **<ENTER>** to cycle through them. You will receive a screen that indicates your letter was set to the number of destinations you entered. It will also indicate the date and time the letter was postmarked. Press **<ENTER>** to complete the mailing of your letter. The following figures show the two types of screens just mentioned.

```
To: entit
Subject: Office closed

The Systems and Procedures Office will be closed for the annual DFAS-IN
picnic on July 5, 1999.

POC: SFC Baker, 699-4257.


+ - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - +
| DFASIN/SPO/ENTIT : Rec'd your mail! Five workdays to respond!           |
|                                                                         |
|                                                                         |
+ - - - - - - - - - - - (Press ENTER to continue - - - - - - - - - - - - +
```

Figure 5-6. Auto-reply message when mailing.

```
To: entit
Subject: Office closed

The Systems and Procedures Office will be closed for the annual DFAS-IN
picnic on July 5, 1999.

POC: SFC Baker, 699-4257.


+ - - - - - - - - - -  - - - - - - - - - - - - - - - - - - - - - - - - - - - +
| Your letter was sent to 1 destination(s).                               |
| Postmarked:  Tuesday, 24 August 1999  10:20 MT                          |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
+ - - - - - - - - - - ( Press ENTER to continue ) - - - - - - - - - - - -+
```

Figure 5-7. Postmark screen.

5-6. Compose-Style Quickmail. This enhanced style of Quickmail offers a selection of additional editing features to help you prepare your letter quickly and efficiently. Some of the editing features are available by using special keys right from your keyboard. Other more powerful features, called "line editing functions", are accessed by pressing the **PF5** Ledit key. The Edit screen (**Figure 5-8**) displays the header and text of the letter you have chosen to edit, along with a "prefix area" and an Edit control command box. You can leave the letter "as is" in order to produce "quotes" which will be set off by inclusion markers, according to the choice you made when

you selected the **PF5** Ledit action. Inclusion markers appear as the following:

> The fraction devoted to planning is larger than normal ……

Each time another user edit the letter you are preparing, with the inclusion marker option “on”, an additional inclusion marker will be prefixed to the quoted material. In other words, if you send your letter with quoted material to another user, who in turn edits the letter, the quoted material will have two inclusion markers prefixed to each line, as in the following example:

>> The fraction devoted to planning is larger than normal ……

When you press the **PF5** Ledit key, you enter the line editing mode. A series of line editing functions become available. These include edit control commands and line editing commands. When you enter the line editing mode, you cannot type in the area to the right of the boundary established on your screen by the vertical bars next to the letter text. To resume typing text, you must exit line editing mode by pressing the **PF3** key.

```
     |To: entit
     |Subject: Overlay R7 line
     |
     |This message is a request for assistance on the account John Q.
     |Public, 123-45-6789. We are experiencing problems in getting his
     |reenlistment to process properly. Please overlay the R7 entry for
     |in accordance with the documents we faxed your office this morning.
     |We will then complete the processing of his reenlistment. Thanks in
     |advance.
     |
     |POC: SFC Baker, 699-4257.
     |
-------------------------------------------------------------------------
|       Place operation codes next to lines above and press ENTER.      |
|       Use HELP to see a list of operation codes.                      |
|                                                                       |
|       Edit control command - - >                                      |
|                                                                       |
PF 1=Help 2=Exit 3=Return 7=Back 8=Forward                    EMCC0058
```

Figure 5.8 Line editing mode screen.

a. Edit Control Commands. The Edit Control Commands allow you to carry out certain functions that affect the entire text, such as changing which lines are displayed, or converting spaces to nulls and vice versa. The following chart shows the Edit Control Commands and their actions. Type the edit control command you want to use following the **Edit control command -->** prompt displayed in the window at the bottom of the screen and press **<ENTER>**.

COMMAND	Description\function
bot	Displays the last screen of information in this letter. This command may be used in place of scrolling through the letter with

	the **PF8** Forward key when you want to advance to the bottom of your letter.
nonulls	Change nulls at the end of text lines to spaces.
nulls	Change spaces at the end of text lines to nulls.
to	Add a **TO**: keyword line to the envelope.
top	Display the first screen of information in this letter. This command may be used in place of scrolling through the letter with the **PF7** Back key when you want to return to the top of your letter.
topic	Adds a **TOPIC**: keyword line to a letter being sent.

Table 5-4. Edit Control Commands.

b. Line Editing Commands. The line editing features include utilities for copying, moving, deleting, and justifying text. All line editing commands are one- or two-character codes which are typed in the “prefix area" -- the blank space to the left of the line or lines of text to which they are to be applied. Type the line editing command you want to use next to the line you want to edit, and press **<ENTER>** to execute the line editing command. If you have second thoughts and decide not to execute a line editing command press the **PF2 Clear** key to remove the code from the prefix area. Line editing commands are listed below. Press the **PF1** Help key from the menu if you need more detailed information on how to use the commands.

COMMAND	Description\function
/	You may shift the text display up or down by using the slash (**/**) command code. Type a slash in the prefix area next to the line you want to become the top line of the text display. Press **<ENTER>**.
“	Duplicating lines is something like copying lines, except that the duplicated line is automatically placed immediately following the original line. You cannot specify any other position for the line that is repeated. Use the double quotes (**"**) command code to duplicate text. You may duplicate any number of lines.
c	The "**c**" code is used to copy text. You may copy lines of text that appear in one place of the letter to another place in the letter. This saves having to retype information that is repeated. Mark the line you want to copy with a "**c**". To copy a block, mark the first and last lines of the block with "**cc**". To designate where you want to place the copied text, use the **“f”** or **“p”** code. Mark the position where you want the block copied to by an "**f**" or "**p**". Press **<ENTER>** to move the text. To copy text to a position above where the original text appears, you must press **<ENTER>** after marking the text or block of text to be copied. Then mark the position where you want to place the copied text with "**f**" or "**p**". Finally, press **<ENTER>** again.
d	The "**d**" code deletes the line alongside which it is typed. Or use "**dd**" to mark the first and last lines of a block of text you want to delete. The "**dd**" block delete cannot be used in the envelope section of a message. To delete individual lines, indicate the lines you wish to delete by typing "**d**" next to the line you wish to delete. Press **<ENTER>**. You may specify the number of lines you want to delete by adding a digit (**1** to **9**) following the code. **EXAMPLE**: **d3** deletes 3 lines, starting with the line beside which the command is entered.

f	The "**f**" code places copied text in the area following the line you designate with the "**f**" code. It is used in conjunction with the "**c**" command. Mark the position where you want the block copied to by an "**f**". Press **<ENTER>** to move the text.
i	The "**i**" command inserts a blank line below the line alongside which you type it. You may specify a number (**1** to **9**) following the "**i**". The default is 1 line. Type the insert code next to the line AFTER which you want the inserted lines to appear. Press **<ENTER>**. **EXAMPLE**: **i6** inserts 6 lines following the line beside which the command is entered.

COMMAND	Description\function
jj	As a matter of preference, you may want to justify your text lines. Justification is the process whereby spaces are added, and words are moved, to adjust line lengths, thereby achieving a pleasing appearance. With left and right justification, both the left and right margins of your text are even. Mark the start and end lines of the text you want to justify with "**jj**". Press **<ENTER>**.
m	The "**m**" code is used to move text. You may move lines of text that appear in one place in the letter to another place in the letter. This saves having to delete and retype information. Mark the line you want to move with an "**m**". To move a block, mark the first and last lines of the block with "mm". To designate where you want to place the moved text, use the "**f**" or "**p**" code. Mark the position where you want the block moved by an "**f**" or "**p**". Press **<ENTER>** to move it. To move text to a position above where the original text appears, you must press **<ENTER>** after marking the text or block of text to be moved. Then mark the position where you want to place the moved text with "**f**" or "**p**". Finally, press **<ENTER>** again.
p	The "**p**" code places copied text in the area preceding the line you designate with the "**p**" code. It is used in conjunction with the "**c**" command. Mark the position where you want the block copied to by a "**p**". Press **<ENTER>** to move the text.
rr	With ragged-right justification, the left margin is even, but all lines are not the same length, so the right margin is slightly uneven, or "ragged." Words are moved to make lines approximately the same length, but lines are not padded with spaces to make the right margin flush. Ragged-right justification is accomplished with the "**rr**" command code. Mark the start and end lines of the text you want to justify with "**rr**". Press **<ENTER>**.

Table 5-5. Line Editing Commands.

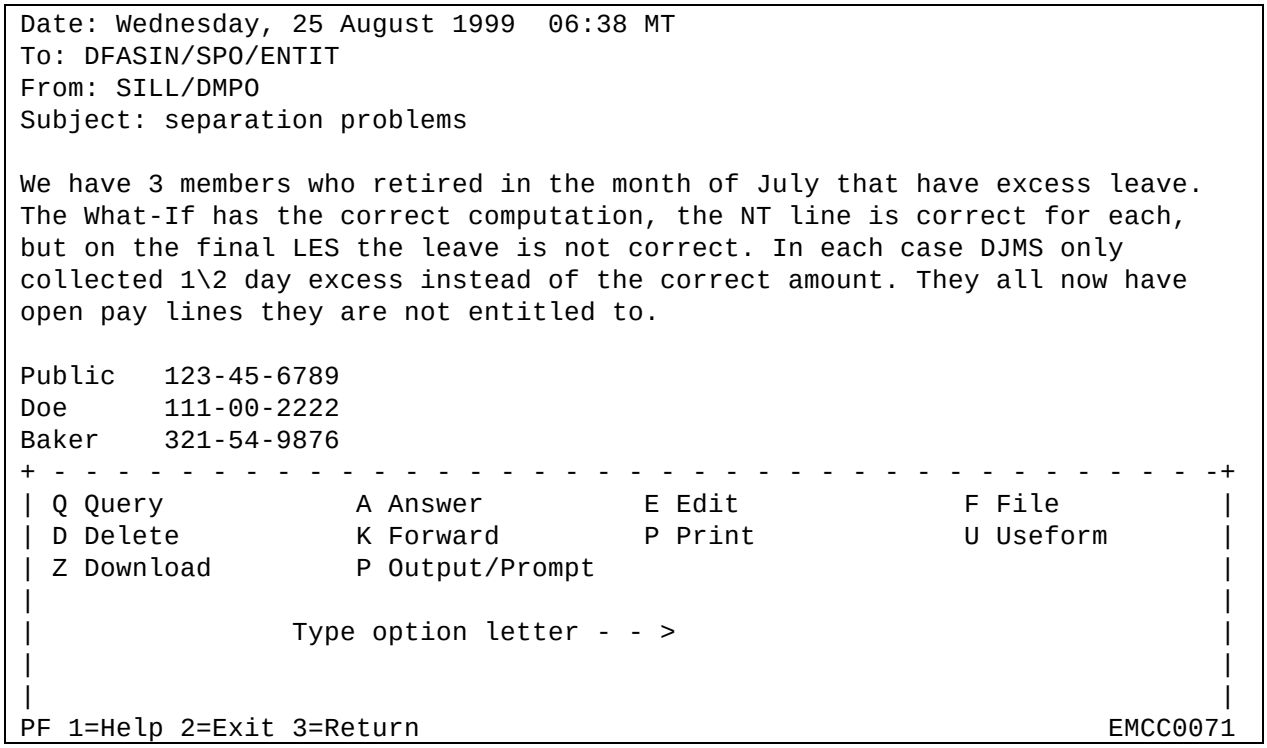
5-7. The Inbasket. The TAO Mail Inbasket is like a physical inbasket in that it holds incoming letters. The Inbasket shows all the mail you have received, but have not filed or deleted. It shows all the letters sent to you by other TAO Mail users, the TAO Mail system, or by you, to yourself. It lists the sender, the date you received it, and the subject. "Flags" following the date of the letter indicate the letter's status. They have the following meanings: blank: you have opened and read the letter previously; *****: new letters that you have not seen before; **+** : letters that you have seen listed before, but have not opened and read; and **>** : indicates letter was forwarded to you by another user. If the list is longer than one screen, you

may scroll backward or forward by using the **PF7** or **PF8** keys. Incoming mail is sorted by date, newest to oldest. New and unread letters will always be listed first, regardless of their dates. Once a letter has been read, it is listed along with other mail you have read, by date. From the Inbasket you may read mail, query it, file it, delete it, reply to it, edit it, and forward it. You will, in the future, be able to download a copy of a letter to a PC. The actions you can use in the Inbasket screen are shown in the Action Legend area. To select an action, type its letter designator in the Action Input field to the left of the letter to which you want the action to apply and press **<ENTER>**. Following is a chart that provides a brief explanation of the actions that you can perform:

CODE	Function
A	**Answer** a letter. When you take this action, TAO Mail pops up a Quick-mail screen with the TO: and SUBJECT: already entered for you. An additional envelope line, IN REPLY TO:, tells the recipient that your letter is a response to their earlier letter.
D	**Delete** removes the letter from your Inbasket list. It is placed in a file folder called "Trash" just in case you decide later that you need it. A "janitor" program automatically deletes letters from Trash after they have been there for five days. You can also manually delete the letter from the Trash folder; however, it is then erased and is no longer available to you.
E	**Edit** allows you to prepare a new letter which will include, or will be based on, the text of the selected message. When you choose this action, TAO Mail prompts you to indicate whether you want inclusion markers to prefix each line of the selected letter. Enter **1** for YES, or **0** for NO.
F	**File** allows you to place a copy of the letter you receive or are reading in a File Folder. When using this code, a screen pops up which will allow you to select one of your existing File Folders, or create a new one. Once filed, the letter no longer appears in your Inbasket.
K	**Forward** a copy of this letter with a note attached. When you take this action, TAO Mail presents a Quickmail screen with the SUBJECT: line of the envelope filled in. The TO: line is blank so that you may enter the Mail ID(s) of those to whom the letter is being forwarded. A letter may only be forwarded a maximum of six times.
O	**Output**. Used to display printers that are available for use in printing out letters. Also shows a list of print parameters.
P	**Print** the letter(s).
Q	**Query** allows you to check the letter ID, FROM:, TO:, SUBJECT:, date and time sent, size, and other information for a particular letter.
R	**Read**. Use this action code to open a letter and read it’s content. You cannot type on the Read screen. You can scroll backward or forward, if the text is longer than one screen, by using the **PF7** or **PF8** keys. When you have reached the end of a letter, you will see an “end of letter” line on the screen.
U	**Use** a form. Displays a form, ready for you to fill in information
Z	**Download** (for E-mail PC product users only). Use Z to download a letter from your Inbasket to a PC file outside of the TAO Mail data-base.

Table 5-6. Inbasket Action Codes.

a. Action Options. While reading a letter, you can perform various actions on it. To perform an action, press the **PF5** Action key. You can perform the following tasks: Answer, delete, download, edit, file, forward, print or query about the letter, change print parameters, or use a form. When the PF5 key is pressed, the read screen will change to a screen shown in **Figure 5-9**. To perform an action, type the letter of the action you want to perform and press **<ENTER>**.



5-9. Read Actions screen.

b. Answering a Letter. When answering, the top part of the screen shows the letter that you are answering. If the letter is too long to fit in the window, you can scroll backward or forward using the **PF10** or **PF11** keys. You cannot type in this portion of the screen. The lower portion of the screen is actually a standard Quickmail screen (**Figure 5-10a**). The envelope is filled in with the destination of the reply (the Mail ID of the originator of the letter to which you are replying). If you wish to add other destinations, you may type them on the TO: keyword line. Or, you may use the ID-Help PF key to call up the Mail ID Directory (directories include Mail IDs, Bulletin Boards, Public and Private Mailing Lists). When you return to this Quickmail screen, the names of the recipients you have chosen will have been filled in following the TO: keyword. The subject of the letter will be the same as the subject of the letter that you are answering, and it will already be filled in for you. Skip a line under the envelope and begin writing your answer. If you need more room, use the **PF7** or **PF8**

keys to scroll forward and backward. When you have completed your response, mail in accordance with the procedures in paragraph 5-5(h).

c. Forward a Letter. You can forward a letter to other destinations. A letter can only be forwarded a maximum of six times. If you need to forward a letter that has already been forwarded the maximum number of times, select the edit option and mail the letter without changing the contents. When forwarding, the top part of the screen shows the letter that you are forwarding. If the letter is too long to fit in the window, you can scroll backward or forward using the **PF10** or **PF11** keys. You cannot type in this portion of the screen. The lower portion of the screen is actually a standard Quickmail screen (**Figure 5-10b**). You must fill in the destination(s) following the TO: keyword. You can type them on the TO: keyword line. Or, you may use the ID-Help PF key to call up a Mail ID Directory (directories include Mail IDs, Bulletin Boards, Public and Private Mailing Lists). When you return to this Quickmail screen, the names of the recipients you have chosen will have been filled in following the TO: keyword. The subject of the letter will be the same as the subject of the letter that you are forwarding, and it will already be filled in for you. Skip a line under the envelope and begin writing your letter. If you need more room, use the **PF7** or **PF8** keys to scroll forward and backward. When you have completed your letter, mail in accordance with the procedures in paragraph 5-5(h).

```
Date: Wednesday, 25 August 1999  06:38 MT
To: DFASIN/SPO/ENTIT
From: SILL/DMPO
Subject: separation problems

We have 3 members who retired in the month of July that have excess leave.
The What-If has the correct computation, the NT line is correct for each,
+- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - +

To: SILL/DMPO
Subject: Separation problems
In-Reply-To: The letter of Wednesday, 25 August 1999 06:38 MT




                                                        / lines 1-12 of 12 /
PF 1=Help 2=Exit 3=Return 4=Mail 5=Led 6=ID 7=Bkw 8=Fwd 9=Opt 12=Spell  EMCC0100
```

5-10a. Answering a letter.

```
Date: Wednesday, 25 August 1999  06:38 MT
To: DFASIN/SPO/ENTIT
From: SILL/DMPO
Subject: separation problems

We have 3 members who retired in the month of July that have excess leave.
The What-If has the correct computation, the NT line is correct for each,
+- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - +
```

```
To:
Subject: Separation problems




                                                        / lines 1-12 of 12 /
PF 1=Help 2=Exit 3=Return 4=Mail 5=Led 6=ID 7=Bkw 8=Fwd 9=Opt 12=Spell  EMCC0100
```

5-10b. Forwarding a letter.

d. Query a Document. The Query screen provides information about the letter that you are reading. Following is a chart of the query information provided.

ENTRY	EXPLANATION
Letter ID	A unique hexadecimal number that identifies **THIS MAILING** of this letter in the TAO Mail database. (The identical letter, mailed a second time, has a different Letter ID). The Letter ID is the same for all recipients of this mailing. The letter ID may be used to locate this letter via the **FIND** (or **LSEA**) Menu Jump Command, or via a subsearch of a Bulletin Board.
Sender	The Mail ID of the letter originator.
Recipient	The Mail ID of the letter recipient. Only the user who owns this copy is shown as the recipient, even if a Mailing List was used to send the letter or if the sender specifically named more than one recipient.
Subject	The SUBJECT: line information assigned by the originator. If you change the Subject (via the **PF4** Update key), both the new Subject and the Original Subject are displayed.
Type	The feature from which the letter is being accessed: e.g., Inbasket, File Folder, or Bulletin Board.
Folder/Topic	File Folder, the folder name.
First Sent	The time and date the letter was sent by the TAO Mail system. When the message is routed through a network, the First Sent time/date may differ from the Local Postmark time/date.
Local Postmark	The time and date the **PF4** Mail key was pressed to mail and postmark the letter by the originator.
Envelope Seen	The time and date the recipient first saw the letter listed in the Inbasket.
Letter First Read	The time and date the recipient first applied the Read option to this letter.
Approx. Last Read	The time and date (approximate) when the recipient most recently read this letter.
Segments	A measure of the size of this letter. A letter usually has at least two segments -- one for the envelope information and one or more for the text.
Database Blocks	Number of 1K blocks used to store this letter in the TAO Mail database.
Lines	Length of the letter in lines.
Auto-Reply Text	The text of the recipient’s Auto-reply message which was displayed to the originator.
Status	Amplifying details about this letter. There may be more

	than one line of status entries.

Table 5-7. Query screen details.

Along with the flags shown on the Inbasket screen, you can use the Query option to check the status of letters. Once you have finished reviewing the information, press the **PF3** Return key to return to the screen from which you accessed the Query Document display. Or, press the **PF4** Update key (available after the letter has been read) to update the Subject: of the letter. On the following page is a sample Query screen:

```
             Letter ID: 30F058
                Sender: SILL/DMPO
             Recipient: DFASIN/SPO/ENTIT
               Subject: Separation problems
                  Type: Folder
          Folder/Topic: not filed
            First Sent: Wednesday, 25 August 1999 06:38 MT
        Local Postmark: Wednesday, 25 August 1999 06:38 MT
         Envelope Seen: Wednesday, 25 August 1999 06:48 MT
     Letter First Read: Wednesday, 25 August 1999 07:15 MT
     Approx. Last Read: Wednesday, 25 August 1999 07:15 MT
              Segments: 2
       Database Blocks: 2
                 Lines: 19
       Auto-Reply Text: Rec'd your mail! Five workdays to respond!
                Status: Seen by Recipient/Server
                Status: Read by Recipient/Server
                Status: Delete from Outbasket upon Acceptance

PF 1=Help 2=Exit 3=Return 4=Update 7=Back 8=Forward                EMCC0074
```

Figure 5-11. Query screen.

5-8. Outbasket. The Outbasket holds mail you have sent to other Mail IDs. The Outbasket shows the Mail IDs' the letter was sent to, the date the letter was sent and the subject. Letters are listed newest to oldest. The Outbasket List may contain letters that the recipient has already read; letters that the recipient has seen in the Inbasket, but has not yet actually read; and letters that the recipient has not seen listed in the Inbasket. "Flags" following the date of the letter indicate the letter's status. They have the following meanings: blank: the recipients have opened and read the letter. It also means that at the time of mailing, you requested that the letter remain listed in your Outbasket even after the recipient has read it; *****: letters that recipients have not seen listed in their Inbasket; and **+**: letters that recipients have seen listed in the Inbasket, but have not read. In the Outbasket, you can answer, edit, file,

and forward letters. You can also export letters out of the TAO Mail database.

a. Outbasket Retention Limit. This preference selection allows you to assign a limit on the number of days a letter may remain in the Outbasket. When the specified limit is reached, the letter is automatically deleted from the Outbasket. If the "Retain Outbasket Copy Until Recipient Reads" Mailing Option was used to send the letter, and the letter still has not been read by the recipient, the mailing is not cancelled (the letter remains in the recipient's Inbasket). The default time limit is 0, which means the letter will remain in your Outbasket until you delete it, or until the recipient reads it.

b. Actions. The possible actions you may take from the Outbasket List are shown in the Action Legend area. To select an action, type its letter designator in the Action Input field to the left of the letter to which you want the action to apply and press **<ENTER>**. Possible actions are the same as the Inbasket with the following exception:

M: Mask. Removes a letter from your Outbasket List, but does not cancel the mailing.

5-9. Bulletin Boards. Bulletin boards provide a means of disseminating and storing guidance to the field from Central Site. Rather than send individual letters to each Mail ID, the Bulletin Board maintains the letter. A message notification can be sent to all Mail ID's, informing them that a new letter has been posted to a particular Bulletin Board. To view the Bulletin Boards your Mail ID has access to, type "**b**" at the **Type option letter - - >** prompt on the TAO Mail Menu screen (Figure 5-2). This takes you to the TAO Bulletin Boards screen (Figure 5-12). This screen lists all the Bulletin Boards you have access to. Based on your Mail ID configuration. The list is in alphabetical order. You can scroll backward or forward on the list using the **PF7** or **PF8** keys.

```
TAO Bulletin Boards
Q-Query L-Letters M-Track N-News S-Subsrch Srch/Ord:

=== - -  Bboard - - - - - - Department - - - - - - - Title - - - - - - - ===
===   cdsi – fyi            ochampus         new info – cpo team        ===
===   DFAS/DE/FORMS/CPAY    DFASDE/N         DCPS DENVER AUTO FORMS     ===
===   DFASIN/AC-MILPAYMSGS  DFASIN           AC MILPAY MESSAGES         ===
===   DFASIN/AC-MP.AIG      DFASIN           DFAS-IN DJMS MESSAGES      ===
===   DFASIN/MP.FORMS       DFASIN           DJMS AC FORMS              ===
===   DFASIN/RC-MILPAYMSGS  DFASIN           RC MILPAY MESSAGES         ===
===   DFASIN/RC-MP.AIG      DFASIN           RESERVE COMPONENT AIG MSGS ===
===   SKELETONBB.DFASIN     DFASIN                                      ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
PF 1=Help 2=Exit 3=Return 7=Back 8=Forward                    EMCC0003
```

Figure 5-12. TAO Bulletin Board screen.

a. To view a particular Bulletin Board, simply place an "L" beside the one you wish to view and press "ENTER". This list is a summary of

envelopes addressed to the Bulletin Board (see figure 4.3.3.8). Scrolling may also be accomplished within this screen. The list is shown with the latest letter first.

b. The possible actions that you may take from the Bulletin Boards List screen are shown at the top of the screen. To select an action, type its letter designator in the field to the left of the Bulletin Board to which you want the action to apply. Press ENTER. The possible actions are as follows:

- Q: Query: When you Query a Bulletin Board, you call up a display of information that includes the name of the sponsor, the Classes of users who may read and contribute to the Bulletin Board, and whether any Department or Invitation-Only restrictions apply.

- L: List: Lists letters to the Bulletin Board. This action calls up a list of letters sent to the Bulletin Board. From this list you may perform the following actions:

  (a) R - Read letters
  (b) Q - Query the status of letters

  (c) F - File letters

  (d) A or K - Answer/Forward letters

  (e) U - Use a form

  (f) P – Print

  (g) E - Edit a copy of a letter

  (h) Z - Download letters (PC users only)

- M: Track: Track New Mail to the Bulletin Board: This option initiates tracking of new messages as they are added to a Bulletin Board. When you are tracking Bulletin Boards, you may obtain a list of new messages to all Bulletin Boards being tracked by typing NEWS in the Menu Jump field in the lower right-hand corner of the screen. Or, to obtain a list of new messages to a particular Bulletin Board, select the NEWS option from the Bulletin Board list.

- N: News: The News option presents a list of new messages to a Bulletin Board which you are tracking. See M above.

- S: Subsearch: The Subsearch option from the Bulletin Board list screens lets you search for a specific letter by its letter ID, or for one or more documents having a specific string in their SUBJECT: lines, among the documents sent to a particular Bulletin Board. When you select this option for a particular Bulletin Board, E-mail prompts you to specify the letter ID or

string. At the prompt, specify the letter ID or string for which you want E-mail to search. Press ENTER.

c. As with either the FIND or LSEA search, a string can be a number, a word, a part of a word, or a phrase—any combination of letters, numbers and symbols that appears in the SUBJECT: of the letter(s) you want. Upper- and lowercase do not matter.

5-10. Mail ID Directory.

a. TAO Mail IDs are actually addresses for the people and Bulletin Boards on the TAO Mail system. Each of them has a unique Mail ID. For all TAO Mail operations, the Mail ID plays a very powerful role. For example, to send a message, you must know the Mail ID of the person to whom you're sending it. And in order to sign on to TAO Mail, you must enter your Mail ID.

b. TAO Mail maintains a list of all the Mail IDs on your system, along with other related information. The information associated with a Mail ID is called the Mail ID profile. There is a list of Mail ID profiles in the TAO Mail database, along with the department and title belonging to each. Initially, the list is displayed in alphabetical order by Mail ID. You may sort the list in other ways. Scroll through the list by using the PF keys shown at the bottom of your screen. Query a Mail ID if you want to see the telephone numbers, addresses, and personal interests associated with it. To query a Mail ID, type Q in the Action Input field to the left of the Mail ID and press ENTER. The Mail ID Directory screen displays the information related to that Mail ID (telephone numbers, common name, addresses, and personal interests) (**Figure 5-13**). Your Membership Class must match the Membership Class of the Mail ID you are querying. If your directory display is department-restricted, the user's department appears in the left-hand column, followed by the Mail ID and title.

TAO Mail ID Directory
Q-Query Srch/Ord:

	Alias	Mail ID	Title	Department	
===	AAC0CG2	DFASDE/AAC-CG2	API - Chargebacks to AF	DFASDE/A	===
===	AAEADMIN	DFAS-FSADE/AA.ADMIN	Actg OPS E-mail Management	DFASDE/A	===
===	ACCTG	DFASIN/SPO/ACCTG	DMP, SPO, ACCTG TM	DFASIN/LOC	===
===	ACHAC00	DFAS-FSADE/AA-FTP	FTP EMAIL/TAO INTERFACE	DFASDE/A	===
===	ACPROC	DFASIN/ACPROC/HQS	DMP, DJMS-AC DIV, HQS	DFASIN/LOC	===
===	AD	DFASDE/AD	Director of Accounting Op	DFASDE/A	===
===	ADAA	DFASDE/ADAA	AF Accountability Br	DFASDE/A	===
===	ADAB	DFASDE/ADAB	AF Accountability Br	DFASDE/A	===
===	ADAC	DFASDE/ADAC	Treasury Accountability Br	DFASDE/A	===
===	ADAC0CG	DFASDE/ADAC-CG	API - DCRM (Denver)	DFASDE/A	===
===	ADAC0CG2	DFASDE/ADAC-CG2	API - Chargebacks to AF	DFASDE/A	===
===	ADAC0CG3	DFASDE/ADAC-CG3	API - Internat Bal of Pay	DFASDE/A	===
===	ADAN	DFASDE/ADAN	Navy & State Dept Acct Br	DFASDE/A	===
===	ADAR	DFASDE/ADAR	Army Accountability Branch	DFASDE/A	===
===	ADA0CG	DFASDE/ADA-CG	API - Voucherless Travel	DFASDE/A	===
===	ADC	DFASDE/ADC	Command Acctg & Rptg	DFASDE/A	===

```
PF 1=Help 2=Exit 3=Return 7=Back 8=Forward                    EMCC0003
```

Figure 5-13. TAO Mail ID Directory.

c. Personal Information for Mail ID. When a user's Mail ID is queried (Option Q) from the Mail ID Directory listing, certain information supplied by the user is displayed (**Figure 5-14**). For each Mail ID, the display of personal information includes the following:

(1) Title - The E-mail Mail ID Directory has space for the title of each user listed. The title might be something like "Director" or "Legal Secretary." The title can help in identifying other users when the directory is accessed.

(2) Addresses - There are two Address sections: Primary and Secondary. Users might use these areas, for example, to provide their business addresses or their room numbers for physical mail deliveries.

(3) Telephone Numbers - This area might include office phone numbers, or phone numbers where the individual may be reached after hours or during emergencies.

(4) User Interests - Personal Interests might include, for example, a list of areas of expertise for that user, or subjects about which the user may want to be informed.

```
Personal information for  DFASIN/SPO/ENTIT        Alias: ENTIT

  Name:

  Telephone Numbers:  DSN 699-7593 Richard Puskarich-Team Leader
                      COMM (317) 510-7593
                      FAX - DSN 699-7051/COMM (317) 510-7051
  Primary Address:  Defense Finance and Accounting Service
                    Indianapolis Center  Attn:  DFASIN/FJA
                    8899 East 56th Street
                    Indianapolis, IN 46249
  Secondary Address:  DFAS-IN/FJA
                      PO BOX 26324
                      Indianapolis IN 46226-6324

  Personal Interest:
     AC AND RC BONUS, SPECIAL PAYS, SEPARATIONS/REENLISTMENTS
     BASIC PAY AND ALLOWANCES, DEBTS, MEDICAL PAYS

     **ALL ACTIVE AND RESERVE ENTITTLEMENTS **

PF 1=Help 2=Exit 3=Return                                     EMCC0024
```

Figure 5-14. Personal Information Query results.

5-11. File Folders.

a. File Folders are a convenient way to organize and manage your information. A File Folder is a collection of letters that is assigned a name, or label. The name of the File Folder is like the title you put on the tab of a physical file folder.

b. You may place letters into File Folders from the Inbasket, from the Outbasket, from other File Folders, or automatically when you send or receive information. Copies of the same letter may be placed in as many File Folders as you like.

c. TAO Mail automatically creates File Folders for special purposes. These include:

- Not Filed: a File Folder that holds letters that you have read, but have neither deleted from your Inbasket nor filed.

- Trash: a File Folder containing letters that you have selected from your Inbasket or from your File Folders. These deleted letters are held in the Trash File Folder until you delete them from the Trash folder. A “janitor” program automatically deletes documents from the Trash File Folder after they have been there for five days.

- Draft Letters: Letters that you started but did not complete and mail. You designated that you wanted TAO Mail to place such letters in the Draft Letters File Folder at the time you exited from Quickmail.

- Letters Sent: If (during selection of your Mailing Options) you specify that you want a copy (or copies) of letters you send to be automatically filed, these letters are placed in the Letters Sent File Folder.

d. **Filing a Letter**: You can file letters from various parts of the TAO Mail system. The process is basically the same for each. Following is a description of the process from within the Quickmail Read screen:

(1) At the top of the letter screen, the Mail ID of the originator of the letter being filed, along with the recipient’s Mail ID, the subject, and the beginning of the letter are shown for your reference. Press the **PF5** Action key to bring up the list of actions you can perform on the letter. Select “f” to file a copy of the letter. In the middle of the screen, the filing box will appear. A list of folders arranged alphabetically by name is shown below the filing box. (**Figure 5-15**)

(2) The Folder field shows the name you assigned to the folder when you created it. The Size field shows how many letters have already been filed in each folder. The Comment field shows the comment you entered at the time you created or updated the

folder. The Date field indicates when the folder was last updated.

(3) Select the folder into which you want to place a copy of the letter by typing an S to the left of the folder(s), or by typing the name of the folder in the filing box after the NAME: prompt. Press ENTER. The letter that you are filing is removed from the Quickmail Read screen and placed in the File Folder(s) you selected.

(4) When you are on a screen showing a list of letters available for filing, you simply need to place an “f” in front of the letter(s) you want to file and press ENTER. The filing box will appear, and you can file the letter(s) by using the procedure in (3) above.

```
File Folder “not filed” belonging to DFASIN/SPO/ENTIT
 R-Read  Q-Query  D-Delete  F-File  P-Print
 O-Output/Prompt  A-Answer  E-Edit  K-Forward  U-Useform  Z-Download

===   From/To --------------- Date ---- Subject -----------------------  ===
=== f LEWIS/DMPO            08/31/99  T bonuses                          ===
=== f LEWIS/DMPO            08/31/99  T bonuses                          ===
=== f LEWIS/DMPO            08/24/99  T bonuses                          ===
 +-------------------------------------------------------------------------+
 | Filing: LEWIS/DMPO --> DFASIN/SPO/ENTIT:  bonuses                       |
 | Specify folder/topic name, OR select from list below:                   |
 |       Name:                                                             |
 S-Select folder  U-Update  L-List               Search:
===   Folder ------------ Size ----- Comment ------------------- Date -  ===
===   not filed            41                                  09/21/99  ===
===   letters sent         214                                 09/20/99  ===
===   Lance Baker          45    AAFES\Reenlistments           09/25/99  ===
 PF 1=Help 2=Exit 3=Return 7=Back 8=Forward 4=New                  EMCC0053
```

Figure 5-15. Filing a letter in TAO Mail.

e. Creating a New File Folder

(1) Access your File Folders list screen from the TAO Mail Menu by typing “f” at the Type option letter --> prompt. On the next screen, listing your file folders, press the PF4 Create function key to set up a new File Folder. The Create new file folder box opens at the bottom of the screen (**Figure 5-16**). TAO Mail prompts you for the following information:

- **Folder Name**: Enter the name of the File Folder you wish to create. The name can be up to 20 characters in length. Blanks and symbols are permitted (for example, ACCOUNTING-367 or MONTHLY REPORTS). NOTE: Do not use blanks in a File Folder name if you plan on sending documents to yourself with automatic filing.

- **Comment Associated With Folder**: Enter up to 32 characters to describe the File Folder. Blanks and symbols are permitted (for

example, ACC'TS REC: 1/88 - 6/89). This description appears in the Comment field on your File Folder List.

(2) Press ENTER to create the new folder. You should see the new file folder listed, along with the comment you placed on the folder and the date it was created. If you decide not to create the new folder, simply press the PF3 Return function key. You are returned to the list of current file folders. The new folder will not be listed.

```
File Folders for DFASIN/SPO/ENTIT
 D-Delete  L-List  U-Update                        Search:

===   Folder ------------ Size ----- Comment ------------------- Date -  ===
===   not filed            42                                   09/21/99  ===
===   letters sent         214                                  09/20/99  ===
===   trash                0                                    09/21/99  ===
===   keep                 1                                    04/19/99  ===
===   Lance Baker          4     REUP\BONUS\MPPM\AAFES          09/21/99  ===
===   LanceSends           0     Email I have sent out.         09/21/99  ===
===                                                                       ===
 +-------------------------------------------------------------------------+
 |                                                                         |
 | Specify a file folder/topic to be created:                              |
 |                                                                         |
 |                     Folder/topic name:                                  |
 |                                                                         |
 | Comment associated with folder/topic:                                   |
 |                                                                         |
 PF 1=Help 2=Exit 3=Return                                        EMCC0048
```

Figure 5-16. Creating a new File Folder screen.

5-12. View Private Mailing Lists.

a. You may often find it necessary to send a letter or document to the same group of users on a routine basis. Instead of typing out several Mail IDs following the TO: keyword, or calling up the Mail ID Directory to mark a list of names, you may set up a Private Mailing List.

b. With a mailing list, several Mail IDs are grouped under one Mail ID for convenience. Then, when the mailing list Mail ID is entered on the TO: keyword line of an envelope, TAO Mail "expands" it and automatically sends a copy of the letter or document to each Mail ID that was grouped under the private mailing list Mail ID. For example, suppose STAFF is the Mail ID belonging to a private mailing list that includes the following Mail IDs: MATT.BAKER, KAREN.DESMON, RICH.GOODE, and DARLA.SIMS. Sending a message addressed to STAFF is just like sending the letter to all four individuals on the list.

c. The Private Mailing List is a mailing list that is available only to the user who creates it.

d. When you select Option J from the TAO Mail Menu, the Private Mailing List screen will appear. If you have no Private Mailing Lists already established, you will be prompted to create a new list. See Creating a Private Mailing List, below.

e. The list is displayed in alphabetical order. You may locate a particular Private Mailing List by entering the name of the Mailing List (or any part of it that is unique) in the Search On field. After you have typed the string, press ENTER. If the list of Private Mailing Lists is too long to fit on one screen, use the PF keys to scroll forward and backward.

5-13. Creating A Private Mailing List (Figure 5-17).

a. To set up a Private Mailing List, press the Create PF key. On the screen that appears, provide the following information:

- List Name: Enter up to 20 characters. Blanks are not permitted. The name must begin with an ampersand (&), for example: &CARPOOL
- Department: Enter a department name for the new mailing list. Up to 20 characters, including blanks, are allowed.
- Comments: Enter a descriptive comment that will appear on the list of Private Mailing Lists. Up to 27 characters, including blanks, are permitted.

Press ENTER to create the new mailing list, or press the Return PF key if you decide not to add the new list.

```
Create a new Emc2  Private  Mail List.


      List Name:

     Department:

        Comment:

PF 1=Help 2=Exit 3=Return                                    EMCC0060
```

Figure 5-17. Create a new Private Mailing List screen.

b. The possible actions you may take from the Private Mailing Lists screen are shown in the Action Legend area. To select an action, type its letter designator in the Action Input field to the left of the Mailing List to which you want the action to apply. Press ENTER. The possible actions are as follows.

U: Update a Private Mailing List: You may change the Comment associated with your Private Mailing List.

D: Delete the Private Mailing List: You may delete this Private

Mailing List.

M: List Members of the Private Mailing List: This action allows you to see what Mail IDs are included in the Private Mailing List.

5-14. Personal Configurations.

a. Users may be permitted to change certain TAO Mail “behaviors”. These user-changeable features include changing the password; selecting Standard or Compose-Style Quickmail. Features that the user can regulate are listed in response to selection of Option P from the TAO Mail Menu. The Configuration Selections screen will appear (**Figure 5-8**). Other configuration options can be selected from the Mailing Options Menu accessible from Quickmail.

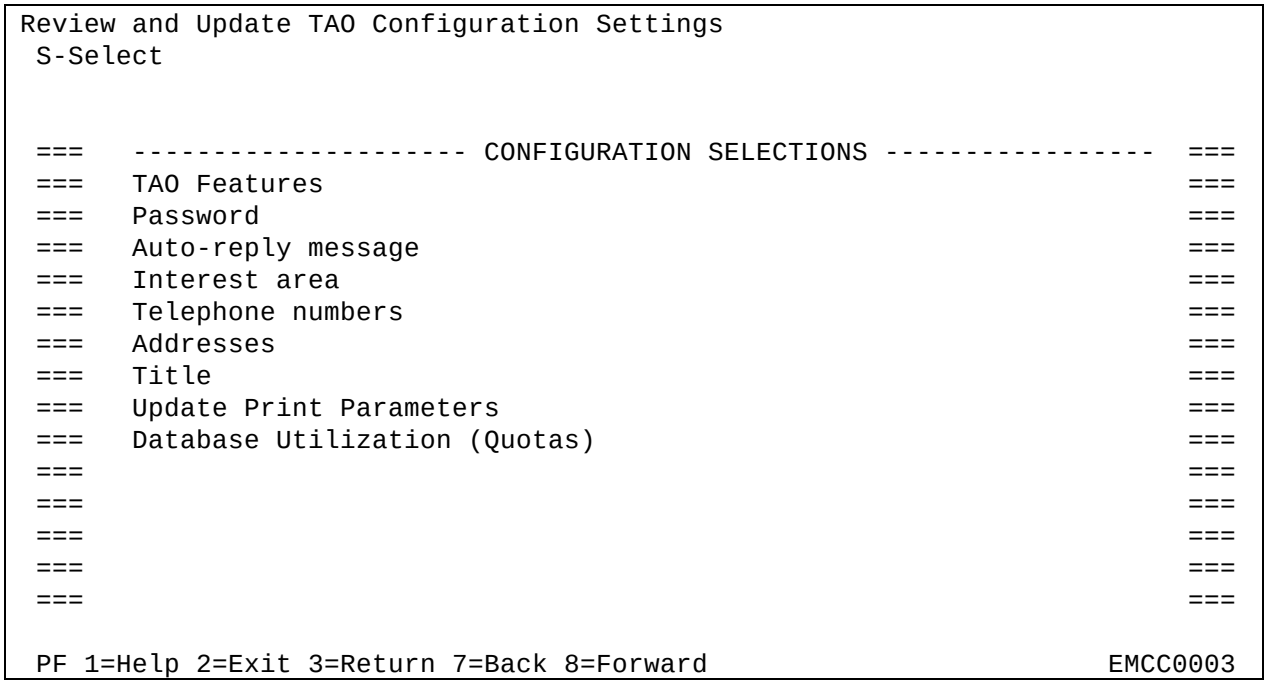


Figure 5-18. Configuration Selections screen.

b. You may “customize” certain TAO Mail features to fit your own preferences. Because TAO Mail is so flexible, the way the system behaves when you work with it (and even the way your screens look) may be different from other users. The Personal Configuration option is your “control panel” for customizing TAO Mail sessions. TAO Mail also provides “default” settings for any and all features you choose not to change.

c. TAO Features (**Figure 5-19**). This configuration screen lists the TAO Mail features that you have authority to control or make available to yourself. To change an entry, type 0 (for OFF) or 1 (for ON) next to your selection and Press ENTER. The following are possible features under your control:

- Generate TO/FROM Headers in Letters: Set this option ON if you want TO and FROM information to be included at the top of any

document you send. Even if this option is set ON, the recipient may suppress header information when the document is displayed.

- File Duplicate of Letters Sent: Set this option ON if you want E-mail to automatically file a duplicate of any letter you send in the “Sent” folder. You can selectively determine which letters you want automatically file at the time you mail the letters by varying the Mailing Options.

- Inclusion Marker Option on Edit: Set this option ON if you want the option of using the inclusion marker (>) as a prefix to all lines of letters drawn from the Inbasket or File Folders for editing. The inclusion marker serves to set off text drawn from an earlier message when it is included in another letter.

- Compose-Style Quickmail: Set this option ON if you want to use Compose-Style Quickmail. Compose-Style Quickmail offers basic editing capabilities (e.g., word-wrap, INSERT, SPLIT and JOIN). If Compose-Style Quickmail is available to you, it takes precedence over any external editor (SPF or XEDIT) to which you may also have access.

- Bypass Quickmail, Go Directly to Edit: This option works in combination with the editor selected above (CMS XEDIT, Compose-Style Quickmail, or SPF Editor). Set this option ON if, upon selecting the Quickmail option, you wish to be taken directly to the edit screen for the editor you have selected. Otherwise, upon choosing Quickmail you are taken to the Quickmail screen and must press the Edit PF key to access the editor.

- Private Mailing Lists: Set this option ON to display the Private Mailing Lists option on your Mail Menu.

- Public Mailing Lists: Set this option ON to display the Public Mailing Lists option on your Mail Menu.

- Edit File Name Prompt Off: Leave this setting OFF if you want to be prompted to verify the name of a file or dataset to be used during the external edit session. The default is the file or dataset named in the Update Import/Export/Edit Controls settings. New text entered during the editing session over-writes any information that may already be held in the default file or dataset. Set this option to ON if E-mail is NOT to prompt you to verify the file or dataset name for the new information. By default, the new information will be placed into the file or dataset named in the Import/Export/Edit Controls settings when you call up the XEDIT or SPF Editor. New text entered during the editing session over-writes any information that may already be held in the default file or dataset.

- Permit Simultaneous Logon: When this option is set to ON, you can begin simultaneous TAO Mail sessions by signing on with the

same Mail ID and password at multiple terminals. Successive logons do not use previous logons.

- Always Notify of Incoming Mail/Never Notify of Incoming Mail: These two options work together.

- Auto-News at Logon: Set this option ON if you wish to have new messages to Bulletin Boards that you are “tracking” displayed automatically when you sign on to E-mail.

- Compress 3270 Data Stream: Set this option ON if you wish to compress your data stream for more efficient data transfer.

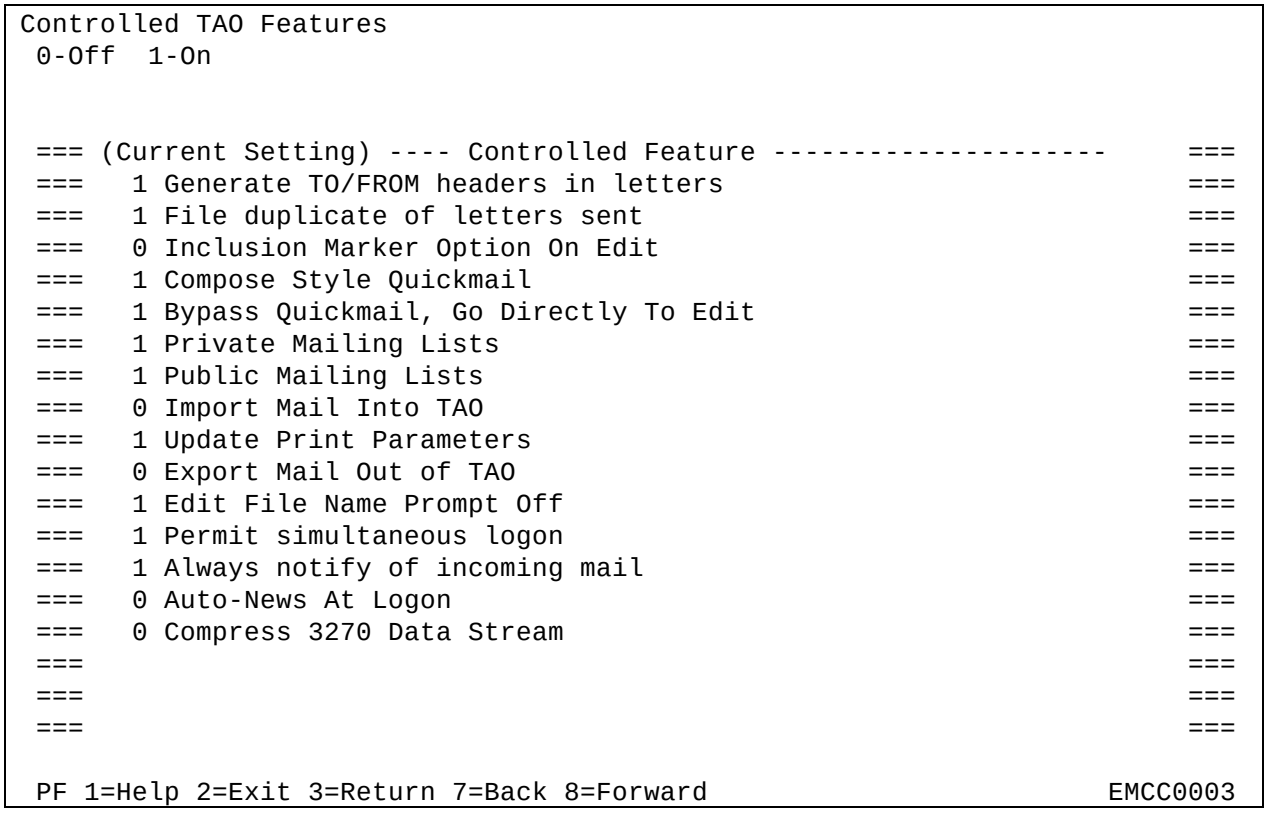


Figure 5-19. TAO Features Configuration screen.

d. Update Password (**Figure 5-20**). This configuration screen allows you to change your sign on password for TAO Mail sessions. Remember, you can also do this from the sign-on screen. From the Configuration Selections screen, Mail Menu, select the Password option

(1) Enter your new password following the PLEASE ENTER THE NEW PASSWORD: prompt. Select a password that is easy for you to remember, but hard to guess. Examples of easily guessed passwords include your name, birth date, or your license plate number.

(2) When you have typed the new password, tab to the next field (JUST TO MAKE SURE, TYPE IT AGAIN, PLEASE): and retype the same

password. This way, you can check yourself to make sure you entered the password you think you entered.

(3) When you have validated your new password, press ENTER. To leave the password unchanged, press the PF3 Return key.

(4) NOTE: The display also shows when and by whom the password was last changed. The password will not be displayed as you type it so that there is no chance someone will see it. The password may be up to 16 characters long. Symbols and blanks are permitted. For alphabetic characters, TAO Mail does not differentiate between upper and lowercase. You may use capitals and lowercase letters interchangeably.

```
Emc2 Mail ID Password Update          You are updating: DFASIN/SPO/ENTIT


Password was last changed:  Monday, 9 November 1998 06:07 MT

 Password last changed by:  DFASIN/BWRITER



Please enter the new password:

Just to make sure, type it again, please:

Press enter to update your password.




PF 1=Help 2=Exit 3=Return                                        EMCC0011
```

Figure 5-20. Emc2 Mail ID Password Update screen.

e. Auto/Modify-Reply Feature (**Figure 5-21**). Selecting this configuration setting allows you to establish or modify an auto-reply message. The Auto-Reply feature is a good way to provide a “personalized” confirmation to the sender that you have received the letter. When a letter is sent to your Mail ID, the Auto-Reply Message will be returned to the sender, along with a time and date “stamp” to acknowledge receipt in your In-Basket. TAO Mail lets you specify any short Auto-Reply message, such as “Thanks for the letter”. The reply can consist of up to 44 characters. Enter your Auto-Reply message or make any modifications to an existing message and press ENTER to record the Auto-Reply message. Press the PF3 Return key if you do not wish to create a new message or make the changes typed to the existing one. To erase an auto-reply message, use the space bar and space through the message, or press and hold the DELETE key while the cursor is at the first character of your message.

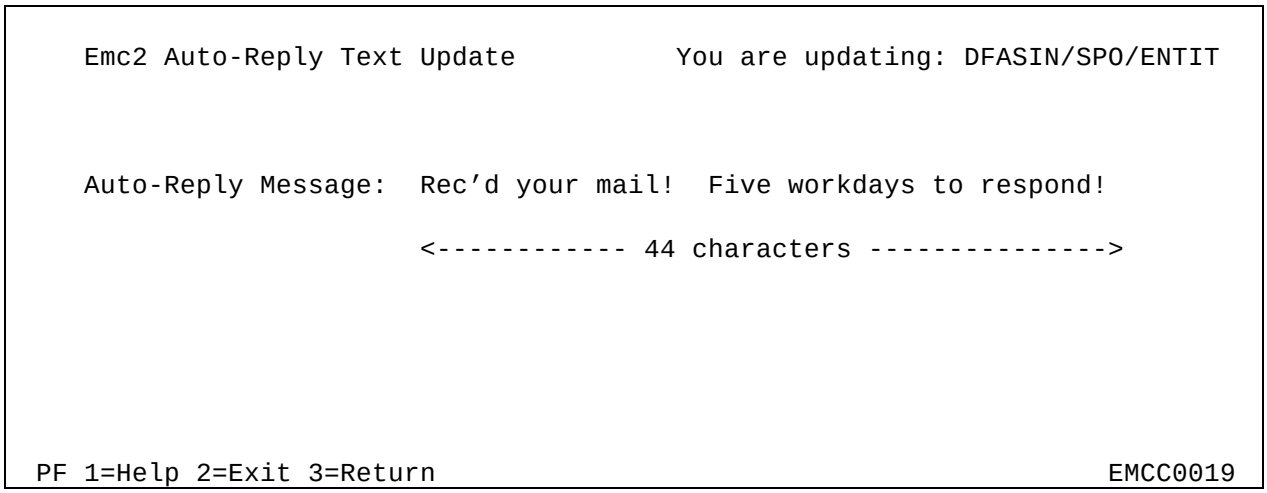


Figure 5-21. Emc2 Auto-Reply Text Update screen.

f. Interest Area (**Figure 5-22**).

(1) The Interest Area can be used to display the type of functions, workload, or inquiries a particular Mail ID is responsible for. Mail IDs may be queried from the Mail ID Directory in order to examine Personal Interest information related to the Mail ID. This selection allows changes to the Personal Interest information.

(2) Enter up to four lines, each no longer than 64 characters, to describe your Mail ID's personal interests. (Your supervisor or organization may designate the type of data or information that should be displayed here. Check with them before making changes to this entry.)

(3) Press ENTER to record the Interest Area information. Press the PF3 Return key if you decide not to create a message for your Interest Area, or decide not to make any changes to the existing message.

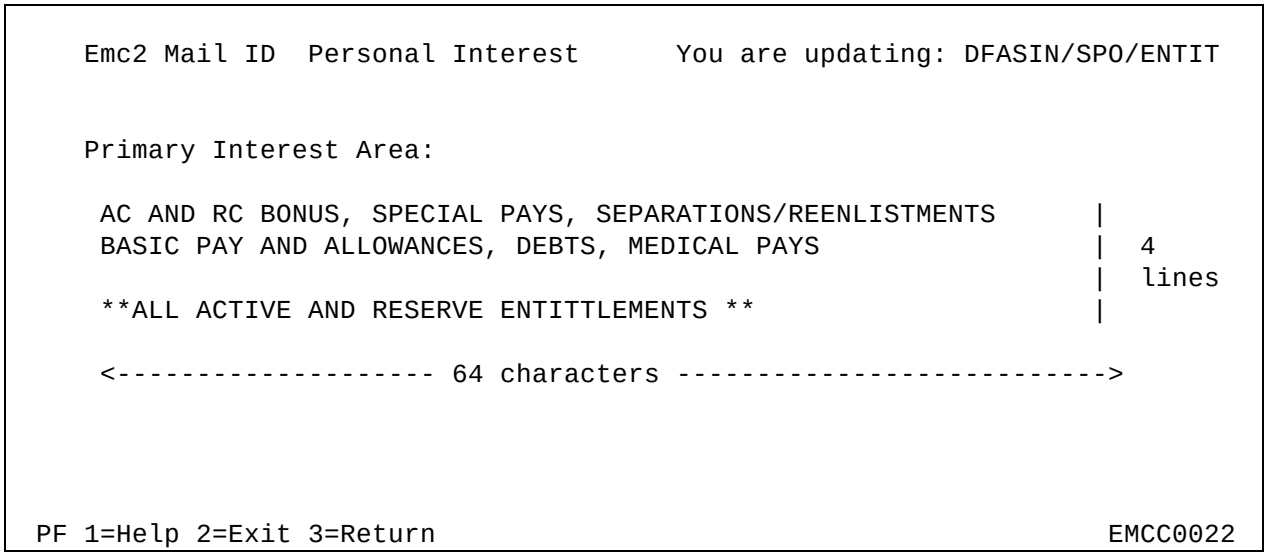


Figure 5-22. Emc2 Mail ID Personal Interest screen.

g. Telephone Numbers (**Figure 5-23**).

(1) The Telephone Numbers feature allows you to provide your customers and people querying your Mail ID with current contact numbers. Mail IDs may be queried from the Mail ID Directory in order to examine telephone number information related to the Mail ID. This selection allows changes to telephone number information.

(2) Enter up to three lines of telephone numbers, each no longer than 44 characters. (Your supervisor or organization may designate that other kinds of information should be displayed here.)

(3) Press ENTER to put your entries into effect, or press the Return PF key to refrain from making any changes.

```
 Emc2 Mail ID  Telephone Numbers      You are updating: DFASIN/SPO/ENTIT


 Telephone Numbers:  DSN 699-7593 Richard Puskarich-Team Leader |
                                                                | 3
                     COMM (317) 510-7593                        | lines
                                                                |
                     FAX - DSN 699-7051/COMM (317) 510-7051     |

                     <--------------- 44 characters ------------>









 PF 1=Help 2=Exit 3=Return                                EMCC0021
```

Figure 5-23. Emc2 Mail ID Telephone Numbers screen.

h. Addresses (**Figure 5-24**).

(1) This feature allows you to provide a current mailing address to your customers and anyone querying your Mail ID. Mail IDs may be queried from the Mail ID Directory in order to examine address information related to the Mail ID. This selection allows changes to address information.

(2) For either or both the Primary and Secondary Address, enter up to four lines of address information, each no longer than 44 characters. (Your organization may designate that other kinds of information should be displayed here.)

(3) Press ENTER to put your entries into effect, or press the PF3 Return key to refrain from making any changes.

```
Emc2 Mail ID  Address Information    You are updating: DFASIN/SPO/ENTIT


Primary Address:  Defense Finance and Accounting Service        |
                  Indianapolis Center  Attn:  DFASIN/FJA        | 4
                  8899 East 56th Street                         | lines
                  Indianapolis, IN 46249                        |

Secondary
        Address:  DFAS-IN/FJA                                   |
                  PO BOX 26324                                  | 4
                  Indianapolis IN 46226-6324                    | lines
                                                                |

                  <-------------- 44 characters ------------->




PF 1=Help 2=Exit 3=Return                                  EMCC0020
```

Figure 5-24. Emc2 Mail ID Address Information screen.

i. Title (**Figure 5-25**).

(1) This feature allows you to display the office or supervisor title for your Mail ID. Mail IDs may be queried from the Mail ID Directory in order to examine title information related to the Mail ID. This selection allows changes to title information.

(2) Enter your new title, up to 26 characters.

(3) Press ENTER to record your entry, or press the Return PF key to refrain from making any changes.

```
Emc2 Mail ID Title Update Form      You are updating: DFASIN/SPO/ENTIT




Modify current title:  DDMP, SPO, ENTITLEMENT TM
```

```
 PF 1=Help 2=Exit 3=Return                                        EMCC0010
```

Figure 5-25. Emc2 Mail ID Title Update Form screen.

j. Update Print Parameters. This selection allows specification of the print parameters that determine how your request for printing will be handled, and which device will actually perform the printing. The first screen requires that you select the Print Parameter Format (Figure 5-26).

```
Review and Update TAO Configuration Settings
 S-Select

 ===   --------------------- CONFIGURATION SELECTIONS -----------------  ===
 ===   TAO Features                                                      ===
 ===   Password                                                          ===
 ===   Auto-reply message                                                ===
 ===   Interest area                                                     ===
 +-------------------------------------------------------------------------+
 |      Please select a print parameter format                             |
 |                                                                         |
 |             S SPOOL - System spool output                               |
 |             V VTAM  - 3270 or VTAM connected PC printers                |
 |             C CICS  - 3270 or CICS connected PC printers                |
 |                                                                         |
 |      Select SPOOL for output to JES destinations in MVS.                |
 |      Select SPOOL for output to virtual printers or RSCS in CMS.        |
 |      Select VTAM for 3270 type printers using a VTAM print server.      |
 |      Select CICS for destinations using a CICS print server.            |
 |                                                                         |
 |      Type option letter -->                                             |
 PF 1=Help 2=Exit 3=Return                                        EMCC0113
```

Figure 5-26. Print Parameter Format selection screen.

The second screen allows you to select the actual print parameters for the format you selected (Figure 5-27). Press ENTER to enable the information you entered, or the PF3 Return key to leave without making changes.

```
Create/Revise a VTAM print parameter for  DFASIN/SPO/ENTIT

    Server Name                              Comment

    Destination                               LUType  01

    Line Length  80                      Top Margin  1

    Page Length  66                   Bottom Margin  66
```

```
                                    Left Margin  1

                                   Right Margin  80

                                        Density  00

Note: “Density” and “Margin” parameters apply only to LUType 01.
Press “Enter” to implement your change.
PF 1=Help 2=Exit 3=Return 9=Options                                EMCC0112
```

Figure 5-27. Create/Revise a VTAM print parameter screen.

k. Database Utilization (Quotas) (**Figure 5-28**).

(1) TAO Mail has a large, but nonetheless limited, space for storing letters. The messages in In-baskets, Outbaskets, and File Folders take up space in the TAO Mail database. Each Mail ID has a limited portion of the database reserved for their use. The amount of reserved space is called a “quota”. Quotas are measured in two ways: the number of kilobytes of storage space allotted to the user (an aggregate total for In-basket, Outbasket, and File Folder information storage); and the aggregate number of separate letters the user may store. The quota will be set and enforced by the Customer Assistance Office, DFAS-IN. When the Mail ID user approaches their maximum quota, messages similar to the following appear on the screen:

- WARNING: YOU LETTER QUOTA IS NOW 85% OF MAXIMUM.
-
- WARNING: YOUR BLOCK QUOTA IS NOW 90% OF MAXIMUM.

(2) The messages become more frequent as the amount over the quota increases. This forces users to “clean up” In-baskets, Outbaskets, File Folders, etc. to make room for new business.

(3) If the user exceeds his or her quota by 200%, the user cannot access Quickmail.

(4) If the quota is not enforced, E-mail gives the user more space, if it is available, even though the quota is exceeded.

(5) To free up space in the data base, users should delete any letters in their Inbasket or File Folders that they no longer need. To increase the quotas, contact the Customer Assistance Office, DFAS-IN.

```
Database storage and letter utilization.

Your aggregate storage utilization is currently
1.168         Megabytes.  Your recommended maximum allowable
utilization is  0.097         Megabytes of database storage.
```

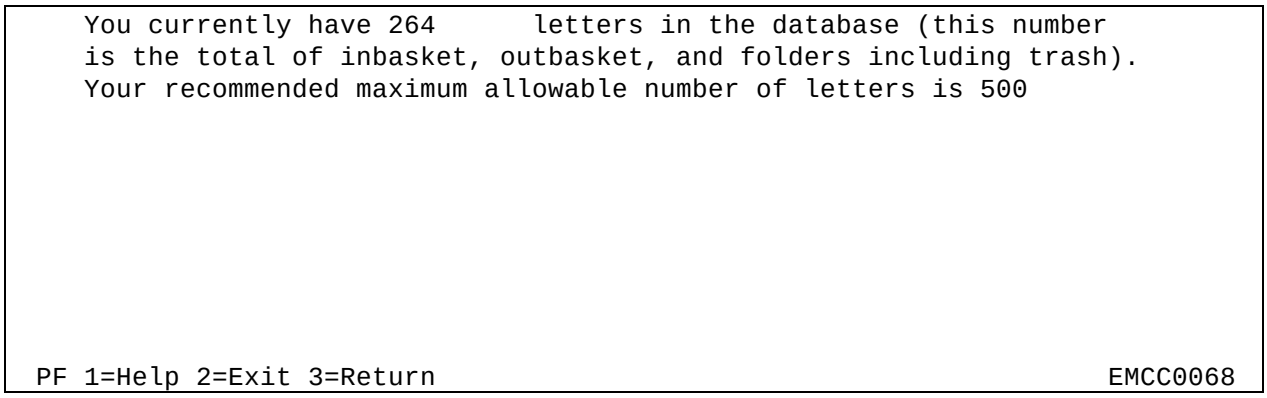


Figure 5-28. Database storage and letter utilization screen.

5-15. Import/Export/Edit File Specifications.

a. When you select the import or export options, you may be prompted to name the file into which the exported document should be placed; or file you wish to import into the E-mail data base. This screen shows the most recently imported file, and at your option, allow you to make changes. If you wish to make a change, overtype existing information, and press ENTER. If you do not specify a file ID, the default (assigned via your Import/Export/Edit Controls) is assumed.

b. Remember, imported documents must have a correct envelope (TO: and FROM: Mail IDs, and a blank line between the envelope and text). During export operations, TAO Mail protects against accidentally overwriting existing files with new information.

c. Envelope Information for Imported Files: When you import an already-composed file into TAO Mail, it must have an envelope – just like any other letter in the E-mail system. At the very least, fill in the TO: line with the recipient’s Mail ID. The other envelope information is optional.

d. When you are done, press the Mail PF key to import the file.

5-16. ELECTRONIC FORMS. TAO Mail lets you design “fill-in-the-blank” forms that can be displayed on your screen, completed, mailed, and filed. Electronic forms are useful when you want a quick way to collect and send standard information. An electronic form is actually a letter, and it is prepared the same way that you would normally prepare a letter with your editor or with Quickmail. You mail the form to yourself or to a Bulletin Board, depending on whether only you, or others, will be using the form. The form is held in your Inbasket or in a File Folder if it is for your personal use. If it is for wider use, the form is posted to a bulletin board accessible to the group who will be using it. Once created, forms may be reused as often as necessary. To use the form, you call it up with a special option from your Inbasket list, from your File Folder list, or from a Bulletin Board list. Electronic forms are not limited in size or complexity; however, there are a few general rules you must follow when designing a form. Following is an example of an electronic form to illustrate how a form is designed (**Figure 5-29**):

```
To: ENTIT
Subject: Telephone Answering Form

)BODY DEFAULT(%+{*)
TO: {                              +
FROM: &name
SUBJECT: %While You Were Out+

You received a phone call from: {                          +
The return phone number is: {                +

Message left:
 {                                                         +
 {                                                         +
                                                    / lines 1-21 of 21 /
PF 1=Help2=Exit3=Return4=Mail5=Led6=ID7=Bkw8=Fwd9=Opt12=Spell       EMCC0100
```

Figure 5-29. Designing a Quickmail form.

a. At the top of the letter is the envelope. The TO: Mail ID can be a user's Mail ID or the Mail ID of a TAO Mail Bulletin Board. If you address the letter to yourself, the form will be private. It will be placed in your Inbasket and only you will be able to use it. If you mail the letter to a Bulletin Board, any user who can read letters to that Bulletin Board can also use that form. The SUBJECT: of the letter should be the title of the form. The title appears on the Inbasket list so that you can identify the form. The fourth line of the letter is left blank to mark the end of the envelope.

b.)BODY DEFAULT(%+{°)

(1) Line five of the letter is a code line. It is used to mark the start of the form. It also defines four characters that you use to produce special format effects on your form.

(2) The four characters within the parentheses will signal TAO Mail to treat the information you enter after them in particular ways when the form is displayed. Note that it is the character's position – first, second, third, or fourth – that determines its function, not the character per se. You may designate any characters you wish, so long as you do not need to use them as part of the actual text to be displayed on the blank form. Character functions are as follows:

- First Character: a "%" in the above example, means that the form text that follows will be brighter than normal display intensity, and that the text will be "protected," that is, you will not be able to overwrite it, erase it, or otherwise change it.

- Second Character: a "+" means that any form text or blank spaces that follow will be protected.

- Third Character: a “{“ in this example, is used to give special treatment to information that is filled in on the form. Any information entered in the field that begins with this character will appear brighter than the normal display intensity. Define the length of the data entry field by using the space bar.

- Fourth Character: a “°” in the above example, means that the field which follows will accept input only at the time the form is first filled in. Thereafter, the field will be protected and highlighted.

(3) The special treatment initiated by these characters on your form remains in-effect until canceled by another of the special characters. For example, once you enter the %, all text on the form will be highlighted and protected until you enter the +. Any text following the + will be protected, but will not be highlighted. Similarly, any information you enter in a field beginning with { will be highlighted. The highlighting will remain in-effect until the + appears. Following the +, you may not fill in any information since the + defines the start of a protected field. Immediately following the)BODY DEFAULT line, another envelope must appear. This envelope is used to mail the form once it has been displayed and completed. Be sure to leave a space between the envelope keywords (i.e., TO:, FROM:, SUBJECT:, etc.) and any information you supply as part of the envelope. For example:

SUBJECT: %INVOICE+ * * space

e. Automatic Mail ID, Date, and Time

(1) TAO Mail will automatically enter your Mail ID, the current date, and the current time in any field you may designate.

- Mail ID: If you wish to have TAO Mail automatically supply the user’s Mail ID in a field on your form, enter &name in the field. E-mail will translate &name into the Mail ID of the user who displays the blank form. Leave 28 spaces for the name to be entered.

- Date: If you wish to have TAO Mail automatically supply the current date in a field on your form, enter &date in the field. TAO Mail will automatically translate &date into the current date. Leave 18 spaces for the date to be entered.

- Time: If you wish to have TAO Mail automatically supply the current time in a field on the blank form when it is displayed, enter &time in the field. TAO Mail will automatically translate &time into the current time when the blank form is displayed. Leave 8 spaces for the time to be entered.

(2) When you have finished creating the form, mail it. The form will be placed in your Inbasket (if it is a private form), or on a Bulletin Board (if it is a public form). Forms may be displayed by

placing a “u” (for “use form”) next to the listing for the form in the Inbasket list or Bulletin Board list. Press ENTER. The form will be displayed immediately. Once the form is completed and mailed, the listing screen from which it was selected reappears. On the following page, you see what a sample Telephone Answering Form looks like with all the standard information displayed, based on the codes used when creating the form (Figure 5-30):

```
TO:
 FROM: DFAS/SPO/ENTIT/DENMTA
 SUBJECT:  While You Were Out

 You received a phone call from:
 The return phone number is:

 Message left:


 DATE:  Sep 21 99 Tue
 TIME:  16:55 MT


 PF 1=Help 2=Exit 3=Return 4=Mail 7=Back 8=Forward
```

Figure 5-30. Electronic Form created in Quickmail.

f. Using Forms

(1) TAO Mail electronic Forms are useful for collecting and sending standard information. Forms may be mailed and filed, like any other E-mail documents.

(2) To start, you may need to complete the envelope portion of the Form. Sometimes the TO: and FROM: information will be automatically filled in. If it’s not, you should fill in the destination(s) of the form on the TO: keyword line, and your Mail ID on the FROM: keyword line. Use the forward and backward tab keys to move from field to field as you complete the form. In some cases, the information that has been entered in a field may be “protected.” You cannot erase or change protected information once it has been entered and you have tabbed past the field.

(3) If the form is longer than one screen, use the Forward and Backward PF keys to scroll from screen to screen.

(4) When you are ready to mail the form, press the Mail PF key. The screen from which you selected the Form will reappear.

5-17. How To Use the TAO Mail HELP Facility.

a. The TAO Mail HELP facility is designed to get you as much help as you need, as quickly as possible – without making you sift through information you already know. The PF1 Help key will call up the HELP information related to whatever activity you are performing at the time.

b. Very often, the screen that appears in response to your request for help will answer your question directly. In other situations, however, TAO Mail will ask for a more specific definition of your information needs. To do this, the HELP facility presents a menu.

c. Select the letter corresponding to the information you are interested in and type it in the lower right-hand corner of the screen. (The cursor will position itself there when you call up the HELP screen.) Then press ENTER, and the information you requested will be displayed. It is possible that your menu selection will bring up yet another menu. In this case, you must further define the information you need by making another selection.

d. Use the PF Scroll keys to page back through the HELP screens, or use the Cancel PF key to return immediately to the place in TAO Mail where you first asked for help.

e. In addition to the PF1 Help key, other PF keys are standard on TAO Mail screens:

- **PF2 Exit**: Takes you out of TAO Mail. Before doing so, TAO Mail warns you of any pending activities that would be affected by your exiting from the program (for example, Quickmail messages that have not been completed and which would be lost).Upon exiting, you will be located at the point from which you accessed E-mail.

- **PF3 Return:** Takes you back to the screen just previous to the one from which the command is issued. By using the PF3 Return key, you can “page back” to your starting point in a sequence of screens.

- **PF7 Back**: Scroll backward in a scrollable list-type screen.

- **PF8 Forward**: Scroll forward in a scrollable list-type screen.

5-18. TAO Mail Printing. When you are working with TAO Mail, you may at times need to make printed copies of your letters. The printing feature is designed to make it easy to obtain hard copies of your letters, at the same time allowing you to make full use of all printing capabilities and options available to you.

a. Follow the procedures for setting print parameters noted in 5-14(j) above to change your print parameters.

b. If setting up the initial print parameter format, the screen below will appear. If making a change, press F4 for Create, the same screen will appear (**Figure 5-31**).

```
Display print parameter entries for: "DFASIN/SPO/ENTIT"
 S-Select  P-Preferred  O-Options  R-Revise
 D-Delete
 ===  -- Type --- Destination -- Server Name -------- Comment ---------- ===
 ===     SPOOL P  AFAFC          SPOOL.SERVER         HI SPEED PRNTR     ===
 +-------------------------------------------------------------------------+
```

```
|      Please select a print parameter format                          |
|                                                                      |
|             S SPOOL – System spool output                            |
|             V VTAM  - 3270 or VTAM connected PC printers             |
|             C CICS  - 3270 or CICS connected PC printers             |
|                                                                      |
|      Select SPOOL for output to JES destinations in MVS.             |
|      Select SPOOL for output to virtual printers or RSCS in CMS.     |
|      Select VTAM for 3270 type printers using a VTAM print server.   |
|      Select CICS for destinations using a CICS print server.         |
|                                                                      |
|      Type option letter -->                                          |
 PF 1=Help 2=Exit 3=Return                                    EMCC0113
```

Figure 5-31. Selecting Print Parameter Format screen.

c. Select S for SPOOL - System spool output and ENTER.

d. Complete the following screen with the necessary data as shown. Your office TASO should know the AFO Writer address. The one shown is for illustration only. (**Figure 5-32**)

- Server Name = SPOOL.SERVER
- Destination = **EPSH3** for TN3270 users or **AFAFC** for all other users.
- WTR/User = AFO Writer of the printer **EXAMPLE ONLY** (AFO10109)
- Class - Change from **A** to **V**
- Comment = Individual Name - (person this printer is assigned) - Example: FIN SVC PRNTR

e. Press enter to implement.

```
Create/Revise a SPOOL print parameter for  DFASIN/SPO/ENTIT

    Server Name  SPOOL.SERVER              Comment  HI SPEED PRNTR

    Destination  AFAFC                   Form Name

    Line Length  132                          FCB

    Page Length  57                           UCS

         Copies  1                         Chars-1

          Class  V                        Chars-2

       WTR/User  AFO11111                  Chars-3

                                           Chars-4
Press "Enter" to implement your change.
```

Figure 5-32. Create/Revise a SPOOL print parameter screen.

f. NOTE: Each site can set up 1 to 5 printer sessions within Email. Press F3 to Return, press F4 to Create, select S - Spool and complete the steps in (5) above. When complete press F3 to Return.

g. After all printers have been identified, one can be selected as the preferred printer. To designate a printer as preferred, tab to the appropriate printer, select P and press ENTER. A “P” will appear after the TYPE format column to indicate which printer has preferred status. (**Figure 5-33**) When using the P option, all messages will be sent to that printer address.

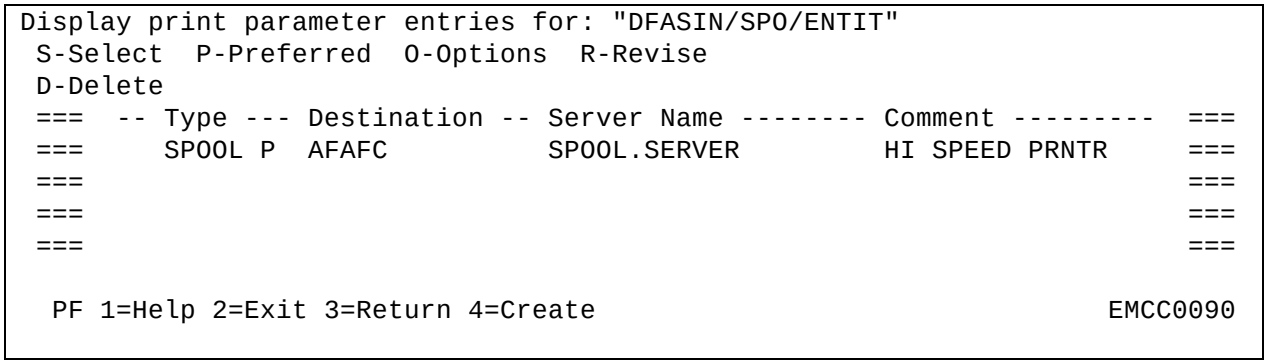


Figure 5-33. Indication of printer selected as the “Preferred” printer.

h. To select a message for print, tab down, insert P for Print and ENTER. The message will print on the preferred printer. If a message is to be printed on a different printer, tab down insert O for Option and ENTER. Tab and insert an S to select the printer. Enter F3 to return to the message screen. The message will automatically print to the selected printer.

Terminal Area Security Officer Procedures

6-1. SIGN ON PROCEDURES

a. Initial Sign on.

(1) The Terminal Area Security Officer (**TASO**) will instruct new user(s) upon initial sign-on and provide the Initial Password.

(2) From the Main Menu key **JSS** and press **ENTER**.

(3) Enter USER-ID, **TAB** to password field and enter Initial Password and press Enter. The screen will state "**Password Has Expired**" and prompt you to press **ENTER**. At the next screen enter a new password, **TAB** and enter it again to verify it then press **ENTER**. A screen will appear for personal information. Enter your First Name, Middle Initial and Last Name, **TAB**, enter your site location, **TAB**, enter your commercial telephone number to include prefix, and then press **ENTER**.

(a) **USER-ID** - 7 characters which identify the user. A USER-ID is unique to one individual. The USER-ID is assigned by the TASO from the ID's assigned to the site by the DFAS-Indianapolis (**DFAS-IN**) Information System Security Officer (**ISSO**).

(b) **INITIAL PASSWORD** - The initial password will be given to each user as required for access to the system. The initial password is used only the first time a user signs on the system or after being reset to the initial password by the TASO.

(c) **NEW PASSWORD** – 6-8 characters that are linked to a USER-ID. The password is known only to the individual user. All users must change their password at least every 90 days.

(4) The TASO will show new users how to Sign-on. When the user is ready to enter the Initial Password, the TASO will give it to the user. The user will never need the initial password again, unless lockout occurs.

(5) When sign-on is complete press **F2** to clear the screen. At this point, You are ready to a transaction ID and begin using the DJMS system.

6-2. ACCESS CONTROL. DJMS is a restricted system, and access is based on the need to know and the minimum access needed to perform assigned functions. Local TASO(s) are automatically linked to the profiles **MPAGENTS**, **RMSARJ** and **PRFTPPC1** when established by the DFAS-IN ISSO. The local finance office supervisors and TASO are responsible for determining the access level for each user assigned to their office. Once this determination is made, the TASO will link the users to the authorized profiles. Listed in the following chart are the profile names and the authorized transaction IDS they allow access to:

PROFILE	DESCRIPTION	TRANSACTION ID'S
MPAGENTS **	Upload\Download capability for JDC III Upload TLA transactions Receive TLA Output Results	JOLV JTLT JTLM
MPACCS	Field Menu for ACCS	JCCM
MPJUMPSR	DJMS MMPA Inquiry LES History File Table Inquiry One Third Calculation VSI\SSB Separation Calculation On-Line Error Codes On-Line Table Inquiry Recertification System Acquire Printer Session JUMPS-RC Inquiry CICS Windows	JJAA JLES MSO JJTT JJSS JOZA JWMM JFRC JJPP PRAA WNDO
MPPORTS **	Port Separations	JPSM
MPPQE	Quality Examination Menu	JQEV
MPPUPDR	Update Results Receive Different DSSN's Update Results Unit Commander's Finance Report Module Off-Line Reporting Results Receive Different DSSN's Off-Line Reporting Results Upload Off-Line Reporting	JUPD JVSN HCFR JBTO JBTA JBTR
MPTLA **	Upload TLA Transactions Receive TLA Output Results	JTLT JTLM
MPROSCOE **	Roscoe- Software Download, RCIS Download	ROSC
PRTAXINQ	5-Year Tax History	JLAA
SARJ **	SYSOUT Archives and Retrieval Reports Management System	SAR RM01
MPEFTINP **	Input CP\AP	JPBM
MPEFTREL **	Release CP\AP	JPBH
MPWHATIF	What If System for Separations	JPAM
CKISSUE **	Check Issue Base Level	ACK
CKCANCEL **	Check Cancellation Base Level	ACC
MPREMOTE **	Remote printing of LES\NPA via FTP	JLTQ
** **Profile is restricted. Contact DFAS-IN for set-up and restrictions.**		

Table 6-1. DJMS Profiles and Transaction ID table.

6-3. TASO Security. The security access software protects computer resources by limiting access to users who have been pre-defined. Each DJMS site will have a primary and alternate TASO who can administer computer security for all users at their location. The commander/director is required to appoint TASOs for the

site. A unique user-ID with administrative authorities will be assigned to the TASOs by the DFAS-IN ISSO. The two TASOs will be responsible for maintaining the user-IDs assigned to their site.

6-4. APPOINTING DJMS TASO'S. Each DJMS site will have a primary and alternate TASO assigned at all times. The request for appointment is made to the DFAS-IN ISSO via letter signed by the commander/director and accompanied by a completed **DISA Form 41**, parts **I - III** for each appointee. See paragraph 6-10a for instructions on completing DISA Form 41, parts I - III. The appointment memorandum and the DISA Form 41, parts I – III can be faxed to the DFAS-IN ISSO at DSN **699-2969** or Commercial **(317) 510-2969**. **NOTE**: If DISA Form 41 is not completed correctly, request will be returned without action. The DFAS-IN ISSO will notify the TASOs when their user-IDs have been created and assist with their initial sign-on.

6-5. TASO RESPONSIBILITIES

a. Manage and control all user-IDs assigned to their site.

b. Ensure DISA Form 41, parts 1-4, is completed and on file for all DJMS users at their site.

c. Ensure that each user's access is limited to only that required to perform assigned duties.

d. Brief all users on the protection of their passwords. Passwords are not to be shared and if sharing is detected the user's access will be deleted.

e. Ensure separation of duties.

f. Ensure all users understand they are not to leave their terminal unattended when signed on to DJMS.

g. Ensure all users are aware that their passwords must be changed at least once every **90** days.

h. Inform all users that their user-ID will be deleted if they do not sign on within a **90** day period.

i. Ensure all PCs with DJMS connectivity are located in the finance office or in a controlled area.

j. Be observant of any unauthorized personnel around the terminal area.

6-6. REQUESTING DJMS ACCESS FOR INDIVIDUAL USERS

a. To request a DJMS user-ID, a DISA Form 41, parts I-IV, must be completed for the individual and faxed to the DFAS-IN ISSO. The fax number is DSN **699-2969** or Commercial **(317) 510-2969**. See paragraph 6-10a for instruction on completing DISA Form 41. **NOTE**: If DISA Form 41 is not completed correctly, it will be returned without action.

b. The TASO will be notified when the individual's DJMS user-ID has been created. TASO will then add required profiles, and assist the user with initial sign-on using the default password.

6-7. DELETING AN INDIVIDUAL'S USER-ID. The TASO will notify the DFAS-IN ISSO when a user no longer needs access to DJMS. To request deletion of user, send a message to DJMS EMAIL ID 'ISSO' or fax a DISA Form 41, part V to DSN **699-2969** or Commercial **(317) 510-2969**. See paragraph 6-10b for instructions on completing DISA Form 41.

6-8. SECURITY COMMANDS. TASOs can use line commands to add/delete profiles, suspend/unsuspend user-IDs and run a listing of all user-IDs assigned to their site. The following table lists the line commands available.

LINE COMMAND	DESCRIPTION
TSS LIS(*******) DATA(ALL)	******* is the individual user-ID. Lists the user ID with all appropriate information concerning that user-ID.
TSS LIS(ACIDS)DEPT(****) DATA(NAMES)	**** is your DJMS Site ID. This command will list all user-Ids currently assigned to the DJMS Site input in the command.
TSS LIS(ACIDS) DEPT(****) DATA(ALL)	**** is your DJMS Site ID. This command will list all user-Ids currently assigned to the DJMS Site input in the command, along with all appropriate information.
TSS ADD(*******) PROF( )	******* is the individual user-ID. Used to add profiles assigned to a particular user-ID. In the space after "**PROF**", enter **1-5** profile names, separated by commas.
TSS REM(*******) PROF( )	******* is the individual user-ID. Used to remove profiles assigned to a particular user-ID. In the space after "**PROF**", enter **1-5** profile names, separated by commas.
TSS ADDTO(*******) SUSPEND	******* is the individual user-ID. Used to suspend a user-ID's access to DJMS. **NOTE**: A user-ID can also be suspended or unsuspended by using the Security Panel. To access, key in **ZTSS** at a blank screen and press **ENTER**. Select "**C**" to suspend or "**S**" to remove suspension and press **ENTER**. Key in **YES** and press **ENTER**.
TSS REM(*******) SUSPEND	******* is the individual user-ID. Used to remove the suspension placed on a user-ID's access to DJMS.

Table 6-2. TASO Line Commands.

6-9. RESET A USER'S PASSWORD. To reset a user's password the TASO must access the Security Panel by keying in **ZTSS** at a blank screen and then pressing **ENTER**. Then key in the user-ID to be modified and TAB. Select option "**R**" and press **ENTER**. Key in **YES** and press **ENTER**. This will reset the user-ID to a default password. The system is programmed to use a different password each month. The TASO will be furnished a list of these passwords by the ISSO. The user must sign-on within **10** minutes using the default password or the user-ID will be suspended.

6-10. DISA FORM 41. There are five parts to the DISA Form 41. Parts I-IV are on one page and part V is on a page by itself. Parts I-IV are used when requesting initial access for an individual. Part V is used to request profiles be added or deleted and to request deletion of a user-ID. Following are instructions on completing the form.

a. Completion of **parts I-IV**.

- **TYPE OF ACCESS** - put an "**X**" in "**INITIAL**".
- **DATE** - enter current date.
- **PART I** - To be completed by the individual needing DJMS access. Make sure **DJMS Site ID** is in block **3**.
- **PART II** - To be completed by the individual who controls security clearances at your site. **NOTE**: If you are a **DMPO** or an **OPLOC**, leave this part blank. Your Security Manager is at DFAS-IN and the DFAS-IN ISSO will see that part II is completed.
- **PART III** - Blocks 18-22 are to be completed by the individual's supervisor.
- **All other blocks are left blank**.
- If form is not completed correctly it will be returned without action.

b. Completion of **part V**.

(1) To request profiles be added or deleted.

- **Section A - Block 1** - Place an X in the box before MODIFY.
  Block 3 - Individual's user-ID.
  Block 4 - Individual's name. Include middle initial.
  Block 5 - Individual's SSN.
  Block 6 - Place an X in appropriate block.
  Block 7 - DJMS site ID.
  Block 8 - Individual's telephone and FAX number.
- **NOTE**: If a DISA Form 41, part I-IV, has not been completed, no action will be taken on the request.
- **Section B - Block 13** - Indicate A for add or D for delete.
  Block 14 - Indicate profile name.

- **REMARKS/JUSTIFICATION** block - If you are requesting additional profiles be added to the user-ID, explain why they are needed.

- TASO and supervisor must sign and date form in blocks provided at the bottom of the form.

- **All other blocks are to be left blank**.

- If form is not completed correctly, it will be returned without action.

(2) To request a user-ID be deleted.

- **Section A - Block 1** - Place an X in the box before DELETE.
  Block 3 - User-ID.
  Block 4 - User's name.
  Block 7 - DJMS site ID

- TASO and supervisor must sign and date in blocks provided at the bottom of the form.

- If form is not completed correctly it will be returned without action.

6-11. INITIATING A SESSION. You use DynaComm Elite software to access DJMS. Once you select your DynaComm Elite option (desktop icon or program group) and DynaComm loads, you should see the warning screen screen shown in Figure 6-1.

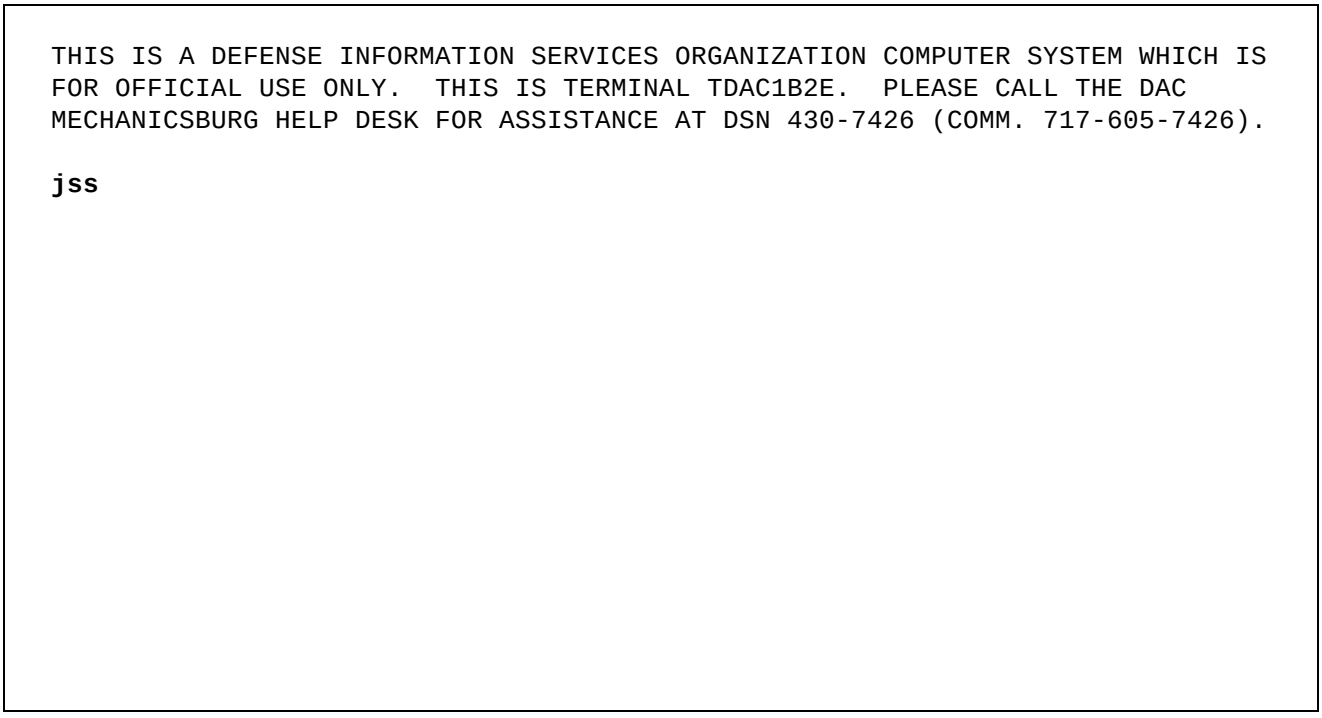


Figure 6-1. DynaComm DJMS Sign-on Screen.

a. Type "**JSS**" and press ENTER. Once your session is connected, a second warning screen will appear, as shown in **Figure 6-2** will appear. Press **ENTER** to continue.

```
                DDDDDDD     IIIII     SSSSS      AAAA
               DD    DDD     II      SS    S    AA  A
              DD     DDD    II        SSS      AAAAAA
             DD     DDD    II     SS    SS    AA    A
            DDDDDDDDD    IIIII     SSSSS     AA     A

                    DISA SYSTEM MECHANICSBURG, PA


   Use of this or any other DEPARTMENT OF DEFENSE interest computer
System (DODICS) constitutes your consent to monitoring, for the purpose
of system management and security, by authorized DoD personnel. This
DODICS and all related equipment are to be used for communication,
Transmission, processing, manipulation and storage of official U.S.
Government or other authorized information only.  UNAUTHORIZED USE OF
THIS COMPUTER MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES.



Press ENTER key to continue.
```

Figure 6-2. DISA Security Warning screen.

b. The next screen is the Entry Validation screen (Figure 6-3). Here you must enter your USER-ID, TAB to the Password field and enter your password and press **ENTER**.

```
KLGLGON1 -------------        Entry Validation         ----------------------
 Date: 11/15/99                                              System: SYP1
 Time: 11:16:48                                              Device: TDAC1B2E

            Identification:
               Userid....... _________
               Password.....             Change Password ?  N (Y or N)

            Additional Information:
                  Group..... _________
                  Acct...... ____________________________________________
                  Proc...... _________

 Bulletins:      You have reached the systems at DMC Mechanicsburg.
                              For assistance please call:
              DMC Mechanicsburg Help Desk --> DSN 430-7426, Comm 717-605-7426
```

```
ENTER USERID
Enter  F1=Help  F3=Exit
```

Figure 6-3. Entry Validation screen.

NOTE: When accessing the system for the very first time you will enter your DJMS USER-ID and initial password (these will be provided you by your TASO). You then press **ENTER** to transmit this data. Any sign-on attempts after the initial one would simply require you to enter your USER-ID, password, and then press **ENTER**.

c. A screen will be displayed with the message "**SIGN-ON IS COMPLETE**". Press **F2** to clear the screen and enter the appropriate Transaction ID for the function you wish to use (see **Table 6-1** for Transaction ID's).

6-12. STOPPING AND SUSPENDING WORK. To Sign-Off of DJMS follow the directions for the application you are using. A message will appear acknowledging that you have ended that session. Type "**CSSF LOGOFF**", and press **ENTER**. You will then be returned to the **CL\SUPERSESSION Main Menu** screen (**Figure 6-4**).

```
____  Actions  Options  Commands  Features  Help
 ------------------------------------------------------------------------------
 KLSVSEL1                 CL/SUPERSESSION Main Menu                 More:
  Help Desk:  (717)605-7426 DSN 430   Overseas Users:  DSN 312-430-7426
 Select sessions with a "/" or an action code.

    Session ID  Description                        Type     Status
    ----------  ---------------------------------  -------- ------------
 _  CICPH3      DJMS ARMY                          Multi
 _  CICPJ3      DJMS Air Force                     Multi
 _  CICP01      SAR and RMS for SYP4, EMC2 Mail    Multi
 _  MSOPROD     MSO Focus VTAM for CICPH3          Multi
 _  TAOMAIL     TAO/EMC2 EMail System              Multi
 _  TSOSY1      TSO on SYP1                        Multi
 _  TSOSY4      TSO on SYP4                        Multi









 Command ===> ____________________________________________________    SYP1/TDAC1B2E
 Enter  F1=Help  F3=Exit  F5=Refresh  F9=Retrieve  F10=Action
```

Figure 6-4. CL/SUPERSESSION Main Menu screen.

Press the **F3** key. A dialogue box will open up in the lower left part of the screen (**Figure 6-5**). Press **ENTER** to exit DJMS.

NOTE: Any time you leave your work station, you must completely exit the DJMS system. Failure to do so may result in your access being

suspended of revoked.

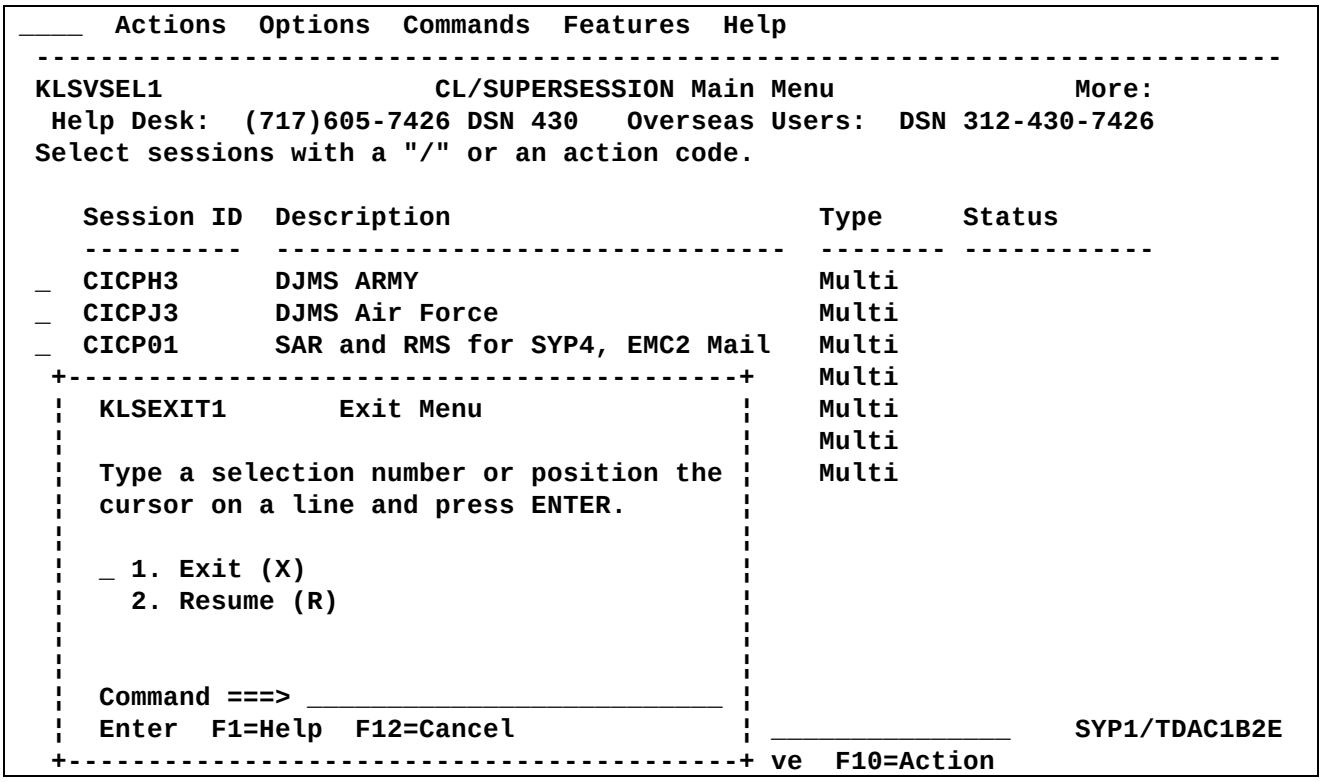


Figure 6-5. CL/SUPERSESSION Main Menu Exit Menu screen.

6-13. DJMS PRINTER AND ADSN CONTROL. DJMS system print destinations and assignment of ADSN are controlled by the DJMS Printer and ADSN Control application. Each DJMS User-ID must be in this application with the User-ID tied to the appropriate ADSN (if used) and printer identification. If not, the user will not be able to perform any functions within DJMS requiring an ADSN or printer. When the print option within any DJMS application is used (except **SAR** and **TAO Mail,** which are commercial software), the output will be generated to the printer associated with that User-ID.

a. Updates by the user.

(1) The user can only update the printer identification assigned to his User-ID. In order to do this, sign on to DJMS and key in the Transaction ID **JYBY**. This will bring up the DJMS PRINTER AND ADSN CONTROL BY USERID screen (**Figure 6-6**). This screen allows two selections: View and Update.

```
JYBM

              DJMS PRINTER AND ADSN CONTROL BY USERID


     OPTION:                 USERID:  EMDLMB0


                1  VIEW
                2  UPDATE



                X  EXIT




          <PF1>: HELP     <PF2>: EXIT CICS     <PF3>: EXIT
```

Figure 6-6. DJMS Printer And ADSN Control By USERID screen.

(2) **VIEW**. To see what printer is currently assigned to this user, key in a "**1**" by the option field and press **ENTER**. The user's DJMS User-ID, assigned ADSN and printer will be displayed on the next screen (**Figure 6-7**). No changes may be made in view. This screen is for informational purposes only.

```
       DJMS PRINTER AND ADSN CONTROL BY USERID VIEW                  JYBB



       USERID:  EMDLMB0

       ADSN:    1111

       PRINTER: PDE3
```

```
<PF1>: HELP     <PF2>: EXIT CICS     <PF3>: RETURN TO MENU
```

Figure 6-7. DJMS Printer And ADSN Control By USERID View screen.

(3) **UPDATE**. In order to change the printer, select option 2 at the main menu and enter. An almost identical screen to the view option will appear (**Figure 6-8**). However, the cursor will be blinking on the printer field. Key in the new printer identification and press **ENTER**. The printer identification is the first position and the last three positions of the printer VTAM address (i.e., **P1234567** would be loaded as **P567**). The view option may then be used to verify that the update has been accepted.

```
DJMS PRINTER AND ADSN CONTROL BY USERID CHANGE/UPDATE          JYBC

USERID:  EMDLMB0

ADSN:    1111

PRINTER: PDE3

<PF1>: HELP   <PF2>: EXIT CICS  <PF3>: RETURN TO MENU  <PF6>: CANCEL
```

Figure 6-8. DJMS Printer And ADSN Control By USERID Change/Update screen.

b. Updates by the TASO.

(1) SIGN ON. The TASO will maintain the DJMS Printer and ADSN Control Application for all DJMS users assigned to the ADSN. The TASO will add new DJMS User-IDs upon notification from the DJMS ISSO. The TASO

will also delete a user once the need for DJMS access is no longer required and appropriate documentation has been sent to the DJMS ISSO. The TASO can modify the DJMS User-ID and printer information as needed for all DJMS User-IDs assigned to the ADSN. To do any of the above, the TASO signs on to DJMS and keys in the Transaction ID **JYBM** and presses **ENTER**. A different **DJMS Printer And ADSN Control By USERID** screen (**Figure 6-8**) will appear, as the TASO has more functions available. Options available are: View, Update, Add, Delete, Print ADSN:, and Exit.

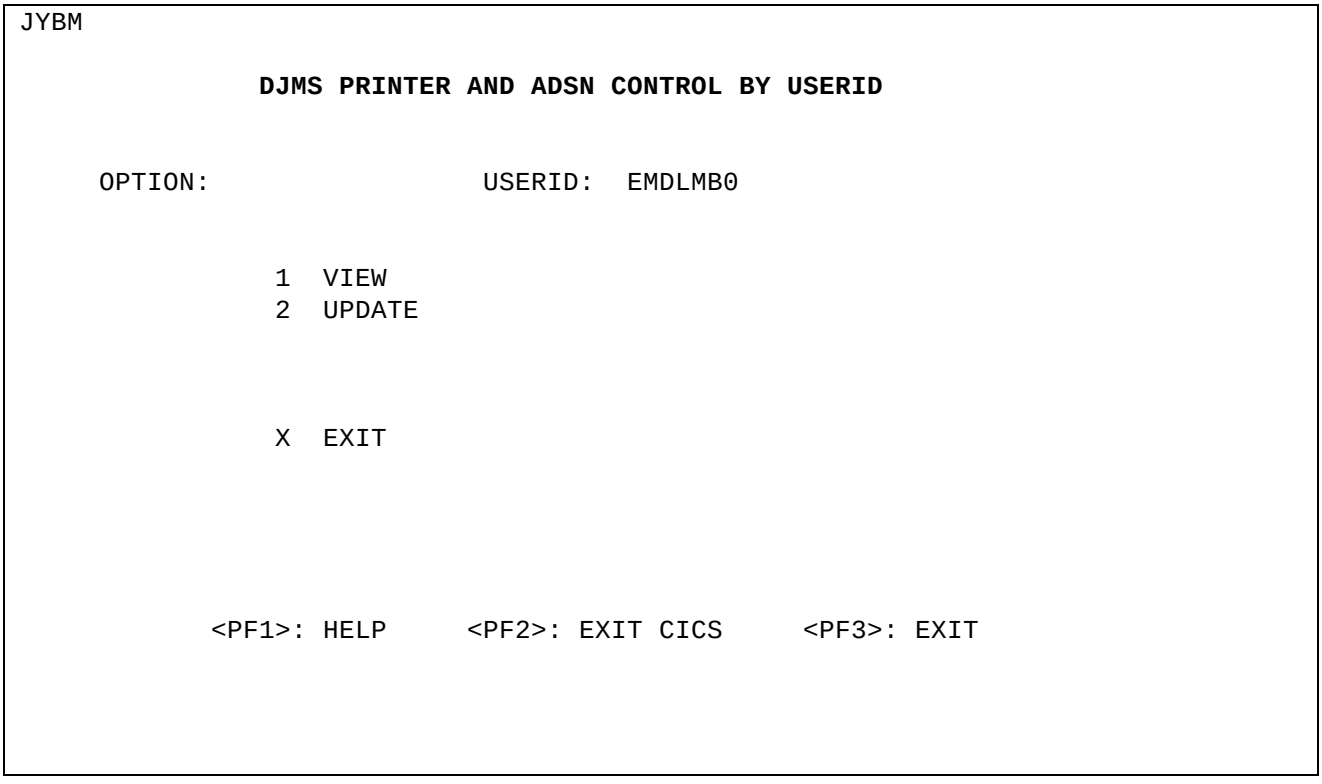


Figure 6-8. DJMS Printer And ADSN Control By USERID TASO screen.

(2) **VIEW**. The view option is the same as for the regular user except that when the TASO selects option **1**, he must key in a DJMS User-ID. The TASO may view any DJMS User-ID assigned to their ADSN. To view another DJMS User-ID, key that DJMS User-ID over the one currently

shown. No information can be changed while using this option.

(3) **UPDATE**. To change printer information, select option **2** from the main menu and key in a DJMS User-ID and press **ENTER**. Key in new printer information (the ADSN cannot be changed) and press **ENTER**. The changes will be saved.

(4) **ADD**. To add a new user, select option **3** at the main menu and key in a DJMS User-ID and press **ENTER**. The **DJMS Printer and ADSN Control by User-ID Add** screen will appear displaying the keyed User-ID and default ADSN. On this screen, key in the printer identification (the ADSN may not be changed) and press Enter. The statement "**TERMUSER RECORD WAS ADDED**" will be displayed. At this point another User-ID may be added or you can press **PF3** to return to the main menu.

(5) **DELETE**. To delete a user, select option **4** from the main menu and key in the DJMS User-ID and press **ENTER**. A screen will be displayed to confirm the delete request. To confirm, key in a "**Y**" and press ENTER. If the user should not be deleted, key in an "**N**" and press **ENTER**. If **Y** was entered, the statement "**USER-ID HAS BEEN DELETED AS REQUESTED**" will be displayed.

(6) **PRINT**. To print a listing of all DJMS User-IDs assigned to their own ADSN, select option **5** from the main menu and press enter. A statement "**BATCH JOB HAS BEEN SUBMITTED**" will be displayed, and within minutes a listing will be printed in DJMS User-ID sequence. The list will contain the DJMS User-ID, printer identification, ADSN and the date that DJMS User-ID was added or last updated.

7-1. CUSTOMER INFORMATION CONTROL SYSTEM (CICS): The Customer Information Control System (**CICS**) is the on-line software used to access various applications within DJMS (see CICS Trans-ID's). The field site must also access CICS to file transfer DJMS transactions, which were input onto the hard drive or floppy disc under JDC III, to DFAS-IN and receive update results. After the system update, the processing results are stored for printing at the field site. The field sites have the ability to file transfer transactions and receive updates results 24 hours a day.

7.2 CICS SIGN ON PROCEDURES.

a. DYNACOMM/Elite Sign On Procedures:

(1) To access Army DJMS CICS using DYNACOMM/Elite, use your mouse to select the DYNACOMM/Elite application icon from your Windows Main Menu. Once the DYNACOMM/Elite screen appears, use your mouse to click on the word **CONNECT** at the top of the screen. Another screen will appear, use your mouse and click on **CONNECT ALL**. A warning screen will then appear, press the **ENTER** key to continue or the **PF3** to EXIT.

(2) The Entry Validation screen will appear (**Figure 7-1**). Enter your Userid and password. Press the ENTER key.

```
KLGLGON1 ------------          Entry Validation       ------------------------
Date: 02/02/00                                            System:  SYP1
Time: 07:15:08                                            Device:  TDAC2033

          Identification
             Userid.......
             Password.....              Change Password?   (Y or N)

          Additional Information:
                Group.....
                Acct......
                Proc......



Bulletins:
                       Copyright 1987-1993
                     an unpublished work by
             Candle Corporation.  All rights reserved.
                  Use permissible by license only.


ENTER USERID
Enter  F1=Help  F3=Exit
```

Figure 7-1. CICS Entry Validation screen.

NOTE: When accessing the system for the first time, enter your Userid and initial password (both will be provided by your TASO). Answer **"Y"**

(yes) to Change Password. Press the ENTER key to transmit to a second screen. This screen will prompt you to Enter and Verify new password. Press the ENTER key to transmit to a third screen. Password Changed will appear on this screen. If the password is entered incorrectly a fourth screen will display password is incorrect and press ENTER to continue. A new sign-on screen will appear. If password is input incorrectly 4 times consecutively, the Userid will be suspended and requires the TASO to remove the suspension. Since this is your initial sign-on, an **Update Personal Information** screen will appear. Enter your first name, middle initial and last name; location (DMPO, Ft.???? or DFAS-IN/???), and commercial phone number (include prefix). Press the ENTER key. Any sign-on attempts after the initial sign-on will require only the Userid and password.

(3) The **CL/SUPERSESSION Main Menu** will appear. Press the **TAB** key to move the cursor to the session you want to access. Only the Session ID's assigned to your userid will appear. Place an "**S**" to the left of the desired session and press **ENTER**. The next screen displays the message "**SIGN-ON IS COMPLETE**." At this screen enter appropriate **Trans-ID** (see Section on Transaction ID's). **NOTE**: **ROSCOE** and **TAOMAIL(EMC2)** are no longer Transaction ID's, but must be accessed through the CL/Supersession Main Menu.

```
      Actions  Options  Commands  Features   Help
-------------------------------------------------------------------------------
KLSVSEL1                 CL/SUPERSESSION  Main Menu                 More:

Select sessions with a "/" or an action code.

   Session ID  Description                          Type       Status
   ----------  -------------------------------   ---------  ------------
_  CICPH3      ARMY DJMS CICS,  SYP1  (OS390)     Multi
_  ROSCOE      ROSCOE on SYP1                     Multi
_  TAOMAIL     TAO/EMC2 Email System              Multi      Unavailable
_  TSOP1       TSO on SYP1  (OS390)               Multi




Command ===> _____________________________________________   SYP1/TDAC2033
Enter  F1=Help   F3=Exit  F5=Refresh  F9=Retrieve  F10=Action
```

Figure 7-2. CL/SUPERSESSION Main Menu screen.

b. DFT/SNA Sign On Procedures:

(1) To access Army DJMS CICS you must have access to the JUMPS/DJMS mainframe at the central site.

(2) If a Menu type software is available, press the appropriate key to connect to DJMS. If a Main Menu is not available and the **DOS** prompt (**C:>**) appears, key in **CD\DFT** or **CD\SNACOM**, depending on the type of software loaded on your terminal, and press **ENTER**. At the **C:\DFT>** prompt key in **DFTS -R** or, if at the **C:\SNACOM>** prompt, key in **SNA -R** and press **ENTER**. This will bring up the DFT banner - "**WAIT FOR HOST SESSION TO BE ESTABLISHED.**" When connectivity has been established with DJMS, the main menu will appear or the **C:\DFT>** or **C:\SNACOM>** prompt will appear, depending on the method used to activate your communications connection.

(3) Press both shift keys simultaneously. The same warning screen will appear as above with Dynacomm/Elite. Press the **ENTER** key to continue.

(4) When accessing the system for the first time, enter your Userid and initial password (both will be provided by your TASO). Answer **"Y"** (yes) to Change Password. Press the **ENTER** key to transmit to a second screen. This screen will prompt you to Enter and Verify new password. Press the **ENTER** key to transmit to a third screen. Password changed will appear. If the password is entered incorrectly a fourth screen will display "**Password is incorrect**." Press **ENTER** to continue. A new sign-on screen will appear. If password is input incorrectly four times consecutively, the Userid will be suspended and requires the TASO to remove the suspension. Since this is your initial sign-on, an **Update Personal Information** screen will appear. Enter your first name, middle initial and last name; location (DMPO, Ft.???? or DFAS-IN/???), and phone number (include prefix). Press the ENTER key. Any sign-on attempts after the initial one will require only the Userid and password.

(5) The Entry Validation screen will appear. Enter your Userid and password. Press the ENTER key.

(6) You should be at the CL/SUPERSESSION Main Menu. Place an "S" to the left of the session you wish to access. The next screen displays the message "SIGN-ON IS COMPLETE." At this screen enter appropriate Trans-ID (see Section on Transaction ID's).

7-3. **CICS TRANSACTION ID'S.** To access different applications within CICS, you enter the appropriate Trans-ID once your sign on is complete. Please refer to the chart below to determine the Trans-ID needed:

TRANS-ID	Function
ACK	Check Issue Base Level
ACC	Check Cancel Base Level
HCFR	Unit Commander's Finance Report Module
JBTA	Off-Line Reporting System
JBTO	Off-Line Reporting System
JBTR	Release Off-Line Reporting System Request
JCCM	Automated Case Control System (ACCS)
JFRC	BAQ Recertification Request
JJAA	JUMPS MMPA Inquiry Menu
JJPP	Printer Status

JJSS	VSI/SSB Separation Payment Calculation
JJTT	One-Third Calculation module
JLAA	5 Year Tax Main Menu
JLES	LES Address-File Inquiry System
JLTR	NPA/LES Print Request Function
JOLV	Release JDC III transactions
JOPS	JDC II (**Central Site only**)
JOZA	JUMPS Error Codes
JPAM	What-If System for Separations
JPBM	EFT One-Time Pay Authorization menu
JPBH	EFT Casual, Partial, Advance FSO/DFAS Confirmation
JPSM	Port Separations
JQEV	Quality Examination menu
JTLM	TLA Output Results
JTLT	Release TLA transactions for update
JUPD	AFAFC Update Results
JVSN	Change Output Destination ADSN

Table 7-1. CICS Transaction ID's.

TRANS-ID	Function
JWMM	Table Inquiry
MSO	Table Inquiry
PRAA	JUMPS RC Inquiries
RMO1	Report Management System
SAR	Sysout for Archival and Retrieval
WNDO	CICS for Windows

Table 7-1. CICS Transaction ID's.

7-4. CICS SIGN OFF PROCEDURES.

a. To sign off the system, key in **CSSF LOGOFF**. The CL/SUPERSESSION Main Menu will appear. At this point, press the F3 key to exit. This will bring up an Exit Menu. At this menu, press the ENTER key to exit.

```
Actions  Options  Commands  Features   Help
-------------------------------------------------------------------------------
KLSVSEL1                CL/SUPERSESSION  Main Menu                More:

Select sessions with a "/" or an action code.

   Session ID  Description                        Type       Status
   ----------  ---------------------------------  ---------  ------------
_  CICPH3      ARMY DJMS CICS,  SYP1  (OS390)     Multi
_  ROSCOE      ROSCOE on SYP1                     Multi
_  TAOMAIL     TAO/EMC2 Email System              Multi      Unavailable
_  TSOP1       TSO on SYP1  (OS390)               Multi
  +-----------------------------------------+
  |  KLSEXIT1       Exit Menu                |
  |                                          |
  |  Type a selection number or position the  |
  |  cursor on a line and press ENTER.       |
  |                                          |
```

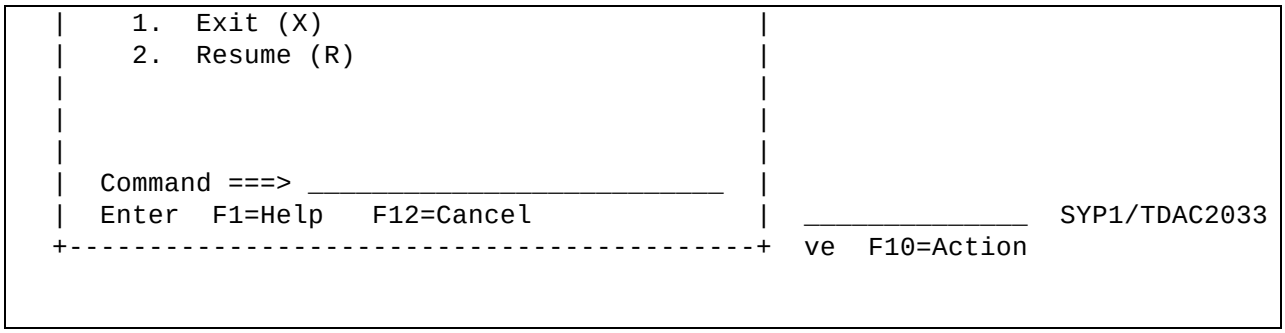


Figure 7-3. CICS Sign-off screen.

b. If the system times out during an inactive period, the following screen will appear. Follow the instructions -Enter password to unlock.

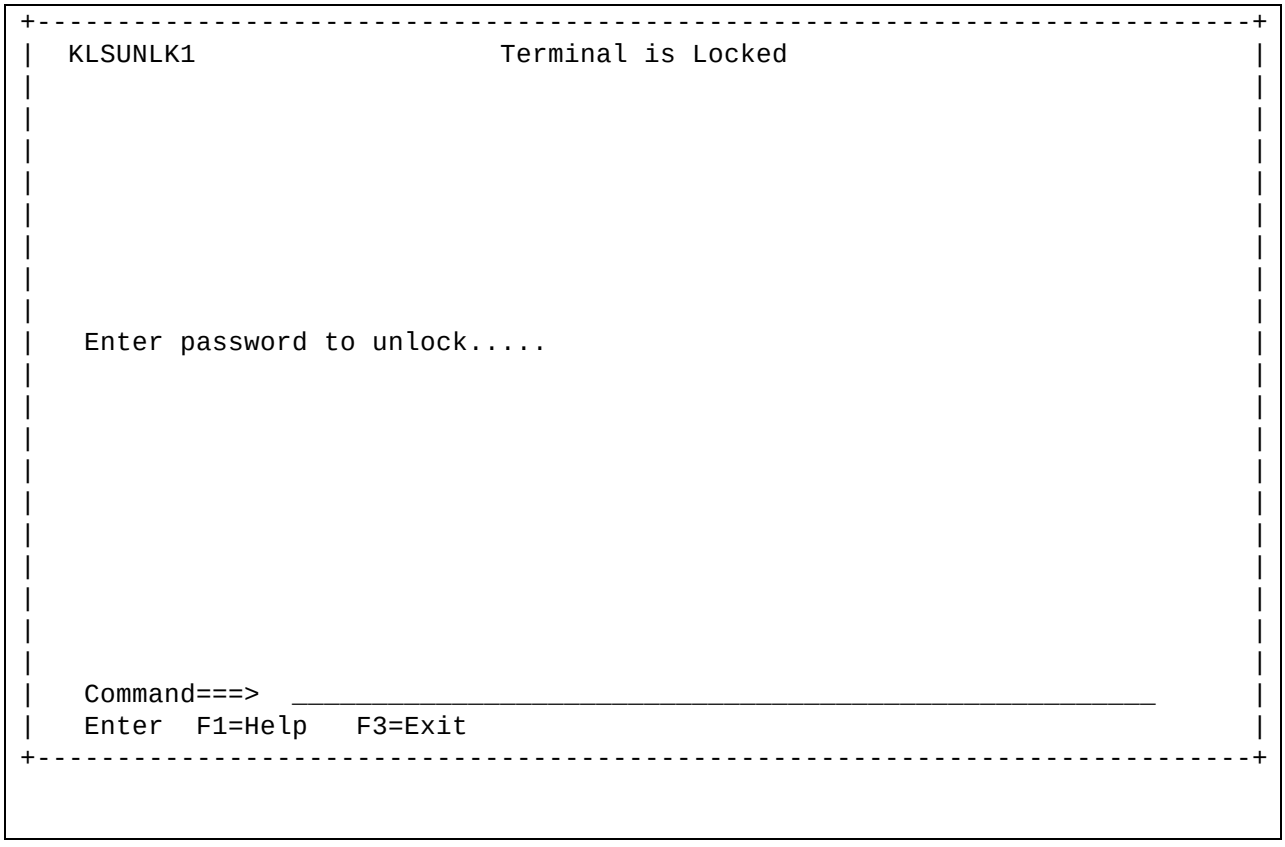


Figure 7-4. Unlock CICS terminal screen.

11-1. COMPANY CODES. A Company Code is a seven character alpha/numeric identifier that identifies a financial institution designated to receive a soldier's pay check or is designated to receive allotment checks or debt payments.

a. For Army's usage only, company codes with an alpha prefix of "**E**" were established to easily identify miscellaneous accounting classifications. When transactions are input to DJMS, an E-Prefix company code is keyed in, instead of keying in an entire accounting classification. If you have an accounting classification where a company code can not be found on Table 50, send an email message to **386200** and request it be added to the table.

b. On November 19, 1992, approximately 1,600 company codes with an alpha prefix of "**X**", sequentially numbered from X00433 to X02111, were established for use by the Army Reserve Components only. Most of these company codes designate legal offices or federal tax offices for the purpose of paying child support and tax levies, and are not to be used by the Active Component. If you look up an "**X**" company code and the effective date is November 19, 1992, and it falls within the above range, **DO NOT USE IT!** You must send an email to **050** and request it be added to Table 50 for Active Components use. Table 50 originated with Air Force addresses only. Therefore, Army must add their addresses when needed.

c. All valid company codes are listed in Table 50, Company Code Directory. Table 50 is available for viewing via the on-line inquiry system described below and by microfiche produced and distributed twice a month to all finance offices. If a company code is not listed in Table 50 for organizations to whom checks are sent, send an Email to **050** and request one be added. A form letter is available on **MP.FORMS** for your use to request company codes.

d. **NOTE**: If a company code’s paycheck type is "**E**" this means the company code has been merged and will be deleted from Table 50.

11-2. Table 50 is a computer file used for sending paychecks, allotments and other miscellaneous payments to various financial institutions. It uses a series of seven-digit codes called Company Codes to identify banks, savings and loans, and credit unions where paychecks and allotments can be sent. It also uses these codes for insurance companies, mortgage companies and other miscellaneous organizations such as CFC offices, Army Emergency Relief, the American Red Cross, financial organization transit routing numbers, and organizations to whom individual checks will be issued for allotments or debts.

11-3. Alpha prefixes: The table on the following page (**Table 10-1**) lists the Army alpha prefixes for Army company codes. The remainder of the company codes listed in Table 50 are for Air Force usage only.

CODE	EXPLANATION
D	Miscellaneous indebtedness companies
E	Accounting appropriations
G	Red Cross
H	Savings and Loans, Banks
J	Credit Unions
K	Insurance Companies
L	Army Emergency Relief (Charity)
T	Combined Federal Campaign
W	Army Emergency Relief (Loan repayment)
X	Mortgages, Courts, Government agencies, Miscellaneous agencies
Y	Individual allotments
Z	Individual allotments

Table 11-1. Alpha prefixes for Army company codes.

a. **Company Codes for Paychecks**. Banks, savings banks, savings and loan associations and state or federal chartered credit unions are the only financial organizations authorized to receive a soldier's paycheck. Army SURE PAY will use alpha prefixed company codes **C**, and **M**, and all codes which are totally numeric. **NOTE**: While the Air Force uses "**C**" company codes for allotments and pay checks to credit unions, the Army must use "**J**" company codes for allotments until EFT agreements are completed. Edits in allotment transactions will preclude Army finance offices from using "**C**" company codes for anything other than paychecks.

b. **Company Codes for Allotments**. To ensure that allotments are not inadvertently sent to the wrong type of company code, i.e., mortgage allotments to insurance companies, and vice versa, various edits in allotment transaction processing have been established. The table below and on the next page (**Table 10-2**) outlines these relationships. These alpha prefixed company codes are the only company codes to be utilized by Army for allotments. Company codes "**Y**" and "**Z**" were used for DJMS conversion of individual allotments. These company codes were used for existing allotments on an interim basis until they can be converted to blanket allotments. No new "**Y**" and "**Z**" company codes may be added to Table 50. The field can not inquire "**Y**" and "**Z**" company codes via **MSO**. However, they are available for viewing via Table 50 microfiche.

Allowable Allotments	Method of Payment	Alpha Prefix on Company Code
T - AER/Red Cross loan repayment allotments, Delinquent taxes, debts to other agencies of the government	Composite check	G = Red Cross
D – Payments to dependents except class X H – Repayment of home loans S – Payment to financial institution	Composite check	H = Savings and Loan, Banks
D – Payments to dependents except class X S – Payment to financial institution	Composite check	J = Credit Union
I – Commercial life insurance	Composite check	K = Insurance company
F – Charitable contribution to AER	Composite check	L = AER (Charity)

Allowable Allotments	Method of Payment	Alpha Prefix on Company Code
C - CFC charity drive donations	Composite check	T = CFC
D – Payments to dependents except class X H – Repayment of home loans T - AER/Red Cross loan repayment allotments, Delinquent taxes, debts to other agencies of the government	Composite check	X = Mortgages, Courts, Government agencies, Miscellaneous
T - AER/Red Cross loan repayment allotments, Delinquent taxes, debts to other agencies of the government	Composite check	W = AER (Loans)

Table 11-2. Allotments and Company Code Prefixes.

c. **Miscellaneous Indebtedness Company Codes**. Only two types of company codes are authorized for miscellaneous indebtedness.

(1) For indebtedness where a check must be issued, only a "**D**" prefixed company code is authorized. The "**D**" prefix company code identifies organizations such as the Department of Housing and Urban Development for whom collections by appropriation would be improper. If the DD139 for an indebtedness to be collected indicates a check should be issued, the "**D**" prefixed company code identifying the recipient of the check will be cited. If a company does not have an assigned **D** prefixed company code on Table 50, send an Email to **050** and request one be added.

(2) Where an appropriation is involved, only an "**E**" prefixed company code must be used. For example, when a DD139 is submitted to the FO for collection of a debt and the DD139 contains an accounting classification, the "**E**" prefixed company code corresponding to the cited appropriation is keyed in the transaction instead of the accounting classification. A crosswalk table incorporated in DJMS between company codes and accounting classifications insures funds are properly allocated when valid company codes are utilized. If an accounting classification does not have an assigned "**E**" prefixed company code on Table 50, send a message to **386200** and request one be added. For specific station funds, i.e. other than S99999, a match of only the department, fiscal year, basic symbol, limitation [if applicable], and fiscal station are required. Ignore the other elements of the accounting classification. For open allotments (S99999), all elements of the accounting classification must match exactly.

11-4. TABLE 50 ACCESS. Table 50 is available for viewing via microfiche or the Customer Inquiry Control System (**CICS**) on-line inquiry system as described below.

a. To access Table 50, logon to JSS as normal. At the **CL/SUPPERSION Main Menu**, tab down to **MSOPROD** and key in "**S**" and press **ENTER**. This will take you to a **FOCUS** logon screen. Enter your user ID and password and press **ENTER**. (**Figure 10-1**)

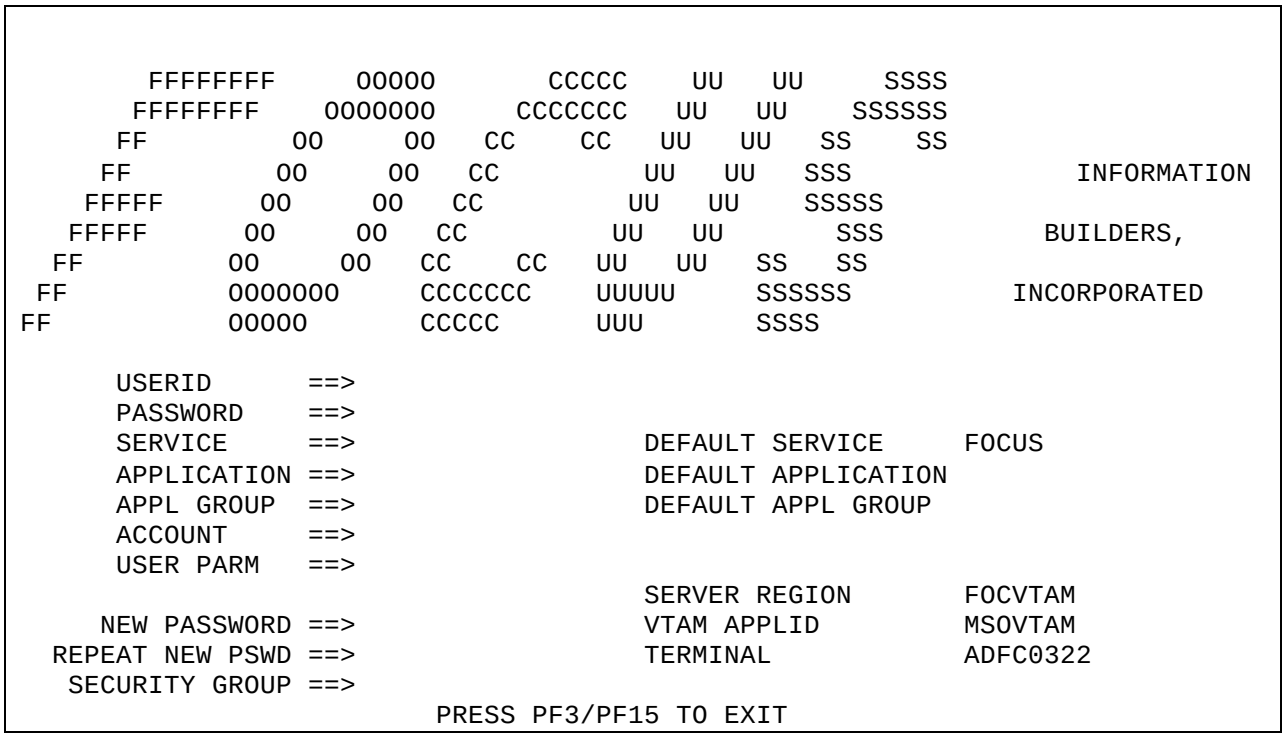


Figure 11-1. FOCUS log-on screen.

b. At the next screen (**Figure 10-2**) key in the DSSN for your station/location, followed by two zeroes, and press **ENTER**. This will take you to the **MSO Main Menu**. (**Figure 10-3**)

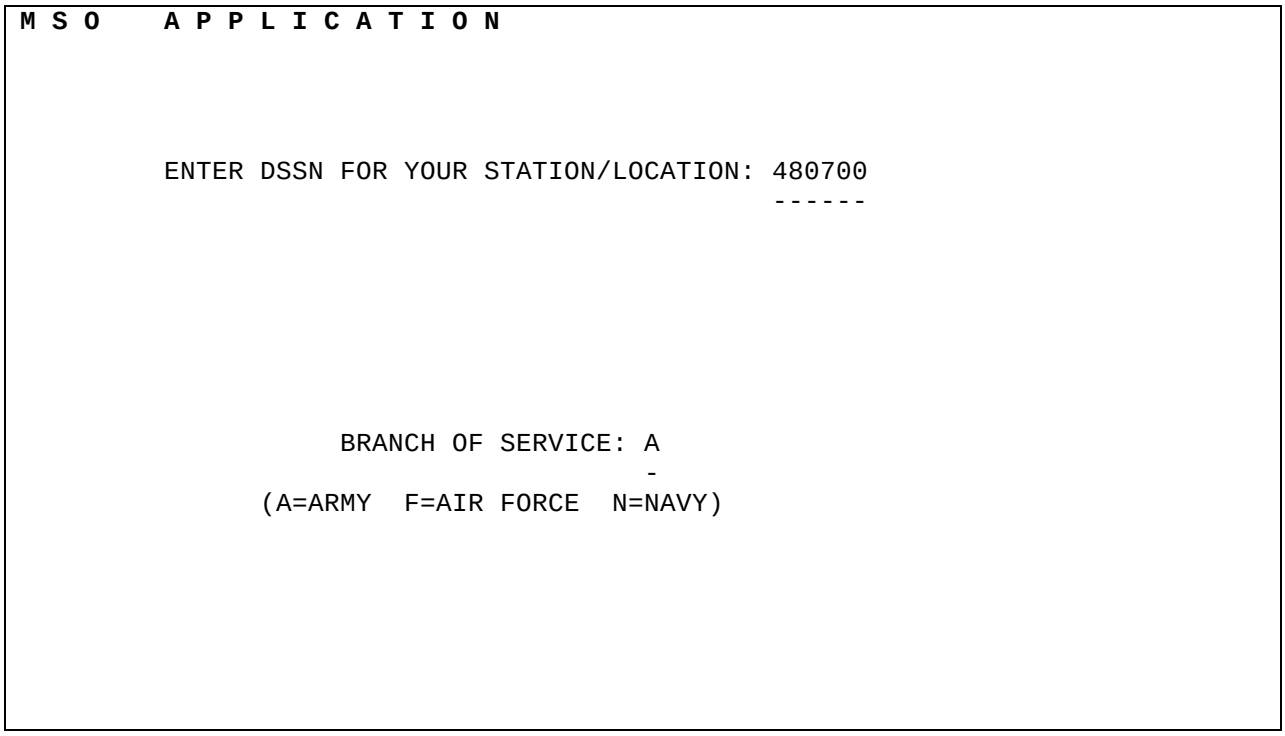


Figure 11-2. MSO Application screen.

c. On the MSO Main Menu, select Option **1**, Military Pay Inquiry System. (**Figure 10-3**)

```
                                                                PGM:
MSOMENU
                          M S O  M A I N  M E N U


                          1   MILITARY PAY INQUIRY SYSTEM
                          2   DJMS MANAGEMENT REPORTING
                          3   EXIT


                   ***  MOVE CURSOR TO SELECTION AND TRANSMIT  ***


          KEYS: (ENTER): SELECT   (PF01): DETAIL INFORMATION   (PF03): EXIT
```

Figure 11-3. MSO Main Menu.

d. The next menu to appear is the **JUMPS Financial Network System JUMPS Main Menu**. On the JUMPS Main Menu, select Option **1**, Financial Institution Table (50). (**Figure 10-4**)

```
     JUMPS  FINANCIAL  NETWORK   SYSTEM                          PGM: 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
```

Figure 11-4. JUMPS Financial Network System.

e. The next menu to appear is the **DFAS-I Main Inquiry Menu**. Continuing this example, select Option **1**, Company Code. (**Figure 10-5**)

```
TABLE 50                                          PGM: T50MENUB

                    DFAS-I MAIN INQUIRY MENU

                  1.  COMPANY CODE
                  2.  TRANSIT ROUTING NUMBER
                  3.  COMPANY NAME
                  4.  ADDRESS (CITY/ST OR COUNTRY)
                  5.  ADDRESS (ZIP, APO/FPO)

                  6.  DPT FY BSYM LMT OA RD ASN
                  7.  AMS EOR
                  8.  FSN
             ENTER SELECTION:

                  PRESS PF2 TO RETURN TO JUMPS MAIN MENU
```

Figure 11-5. DFAS-I Main Inquiry Menu.

f. On the next screen, enter the company code of the query. For this example, Company code **J001791** will be used. (**Figure 10-6**).

```
TABLE 50                                          PGM: T50SEL1


             ENTER COMPANY CODE DESIRED (6 OR 7 DIGITS):   J001791


                         OTHERWISE


             PRESS PF2 TO RETURN TO JUMPS MAIN MENU
             PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-6. Table 50 Enter Company Code screen.

g. The next screen, **Table 50 Inquiry Via Company Code**, will provide the requested information, as follows: (**Figure 10-7**)

```
PAGE     1

                 TABLE 50 INQUIRY VIA COMPANY CODE

               EFFECTIVE DATE:            931018
               COMPANY CODE:              J001791
               COMPANY NAME:              FINANCE CENTER FED CR UNION
               ADDRESS:                   PO BOX 26501
                                          INDIANAPOLIS   IN   46226-0501
               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:       J00179
               TRANSIT ROUTING NUMBER:    27407387-6
               CHECKING ACCOUNT DASHES:   00000000
               SAVINGS ACCOUNT DASHES:    00000000



   PRESS PF3 TO CANCEL REPORTING   OR   PRESS ENTER TO CONTINUE
                                END OF REPORT
```

Figure 11-7. Table 50 Inquiry Via Company Code screen.

h. If option 2 is selected on the DFAS-I Main Inquiry Menu, the following screen, **TABLE 50 INQUIRY VIA TRANSIT ROUTING NUMBER,** will appear. Enter the Transit Routing Number of the financial institution. For this example, TRN **27407387** has been selected. Press ENTER to complete your inquiry. (**Figure 10-8**)

```
   TABLE 50                                        PGM: T50SEL2

              TABLE 50 INQUIRY VIA TRANSIT ROUTING NUMBER


              ENTER TRANSIT ROUTING NUMBER (8-DIGITS): 27407387

                    OTHERWISE

              PRESS PF2 TO RETURN TO JUMPS MAIN MENU
              PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-8. Table 50 Inquiry Via Transit Routing Number screen.

i. The following information screen regarding the transit routing number you are inquiring about will appear. (**Figure 10-9**)

```
PAGE     1

           TABLE 50 INQUIRY VIA TRANSIT ROUTING NUMBER

                EFFECTIVE DATE:           990127
                COMPANY CODE:             C115193
                COMPANY NAME:             FINANCE CENTER FED CR UN
                ADDRESS:                  7101 E 56TH ST
                                          INDIANAPOLIS   IN   46226-1302
                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:      C11519
                TRANSIT ROUTING NUMBER:   27407387-6
                CHECKING ACCOUNT DASHES:  00000000
                SAVINGS ACCOUNT DASHES:   00000000


   PRESS PF3 TO CANCEL REPORTING   OR   PRESS ENTER TO CONTINUE
                                                              MORE
```

Figure 11-9. Table 50 Inquiry Via Transit Routing Number results screen.

j. If Option **3** is selected from the DFAS-I Main Inquiry Menu, the following screen, **TABLE 50 INQUIRY VIA COMPANY NAME**, will appear. Enter the company name of the query. Because company names can be written differently (i.e. First vs 1st), it may be advisable to query via city/state instead of company name. The following example is for Finance Center Federal Credit Union. (**Figure 10-10**)

```
  TABLE 50                                        PGM: T50SEL3

              TABLE 50 INQUIRY VIA COMPANY NAME


         ENTER PARTIAL OR FULL COMPANY NAME:  Finance Center Fed

                    OTHERWISE

              PRESS PF2 TO RETURN TO JUMPS MAIN MENU
              PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-10. Table 50 Inquiry Via Company Name screen.

k. Press ENTER. The following screen will appear. There are multiple records found, based on the search criteria you entered. You have a choice to answer the question or leave it blank. If you leave it blank, continue to press ENTER. (**Figure 10-11**)

```
TABLE 50                                          PGM: T50SEL3


                      TABLE 50 INQUIRY


             YOU RETRIEVED         2 RECORDS

             ENTER                   OR         ENTER
             STATE (2 DIGIT)                  COUNTRY
                   OTHERWISE

             PRESS ENTER TO SEE ALL RECORDS RETREIVED SO FAR
             PRESS PF2 TO RETURN TO JUMPS MAIN MENU
             PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-11. Table 50 Inquiry: Multiple Records Found screen.

l. Pressing ENTER will cause the system to scroll through the records found based on your criteria. Continue to scroll through the records until the company name you wish to see appears. Following is the correct screen, based on this example. (**Figure 10-12**)

```
PAGE     1
                      TABLE 50 INQUIRY

                EFFECTIVE DATE:           990127
                COMPANY CODE:             C115193
                COMPANY NAME:             FINANCE CENTER FED CR UN
                ADDRESS:                  7101 E 56TH ST
                                          INDIANAPOLIS   IN   46226-1302
                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:      C11519
                TRANSIT ROUTING NUMBER:   27407387-6
                CHECKING ACCOUNT DASHES:  00000000
                SAVINGS ACCOUNT DASHES:   00000000


   PRESS PF3 TO CANCEL REPORTING   OR   PRESS ENTER TO CONTINUE
                                                              MORE
```

Figure 11-12. Table 50 Inquiry Via Company Name results screen.

m. If Option **4** is selected from the DFAS-I Main Inquiry Menu, the following screen, **Table 50 Inquiry Via State or Country**, will appear. Enter the state or country code you are inquiring about. In this example, state code IN has been selected. (**Figure 10-13**)

```
TABLE 50                                          PGM: T50SEL4


            TABLE 50 INQUIRY VIA STATE OR COUNTRY


            ENTER                    OR         ENTER
            STATE (2 DIGIT)  IN               COUNTRY
                  OTHERWISE

            PRESS PF2 TO RETURN TO JUMPS MAIN MENU
            PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-13. Table 50 Inquiry Via State Or Country screen.

n. The following screen will appear, showing that multiple records have been found, based on your search criteria. Enter the city pertaining to your query. Indianapolis has been used for this example. (**Figure 10-14**)

```
TABLE 50                                          PGM: T50SEL4


                      TABLE 50 INQUIRY


            YOU RETRIEVED      1327 RECORDS

            ENTER CITY:   INDIANAPOLIS

                  OTHERWISE

            PRESS ENTER TO SEE ALL RECORDS RETREIVED SO FAR
            PRESS PF2 TO RETURN TO JUMPS MAIN MENU
            PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-14. Table 50 Inquiry: Multiple Records Found screen.

o. The next screen to appear still shows multiple records found. If you wish to further qualify the retrieval, enter the company name you are inquiring about. In this example, Finance Center has been used. If you do not qualify the retrieval, press **ENTER** and scroll through the records found until the company name you are looking for appears, as in (l) above. (**Figure 10-15**)

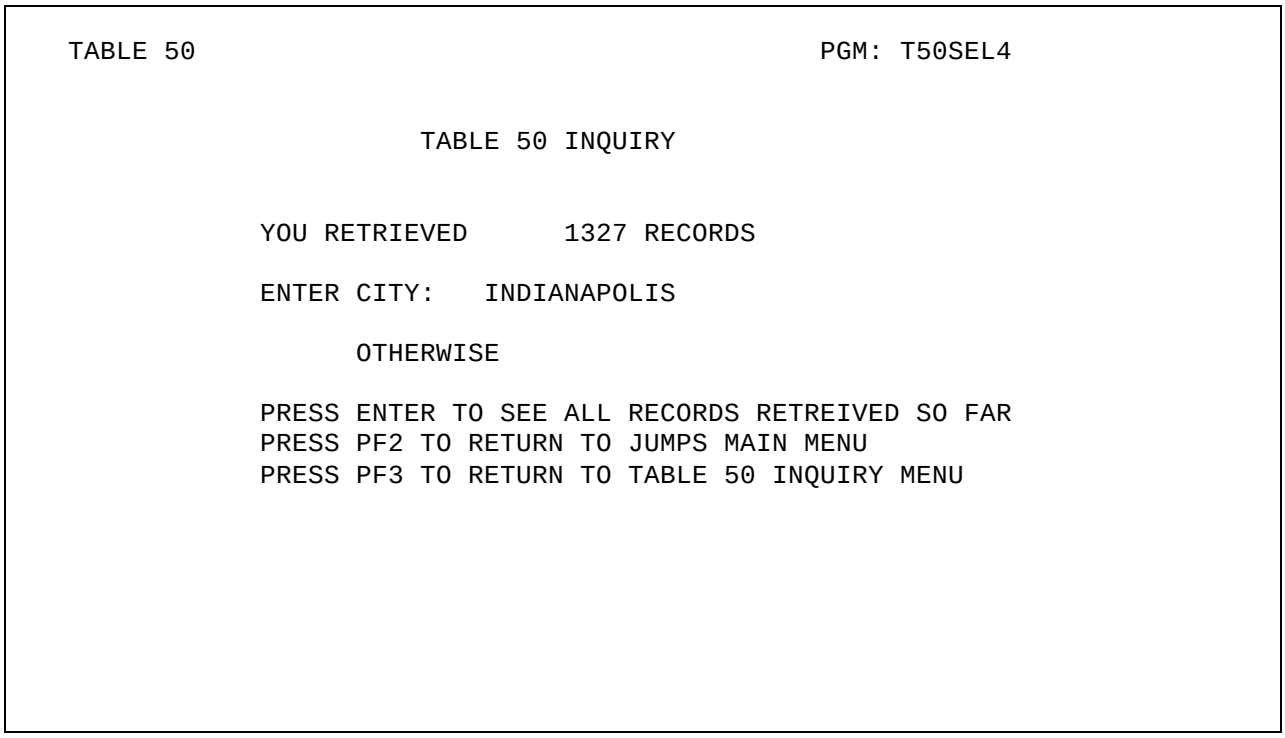


Figure 11-15. Further qualifying your search by state or country.

p. If option **5** is selected from the DFAS-I Main Inquiry Menu, the following screen, **Table 50 Inquiry Via Zip\APO\FPO Code**, will appear. Enter the ZIP/APO/FPO code of the query. Zip code **46226** is used in this example. (**Figure 10-16**)

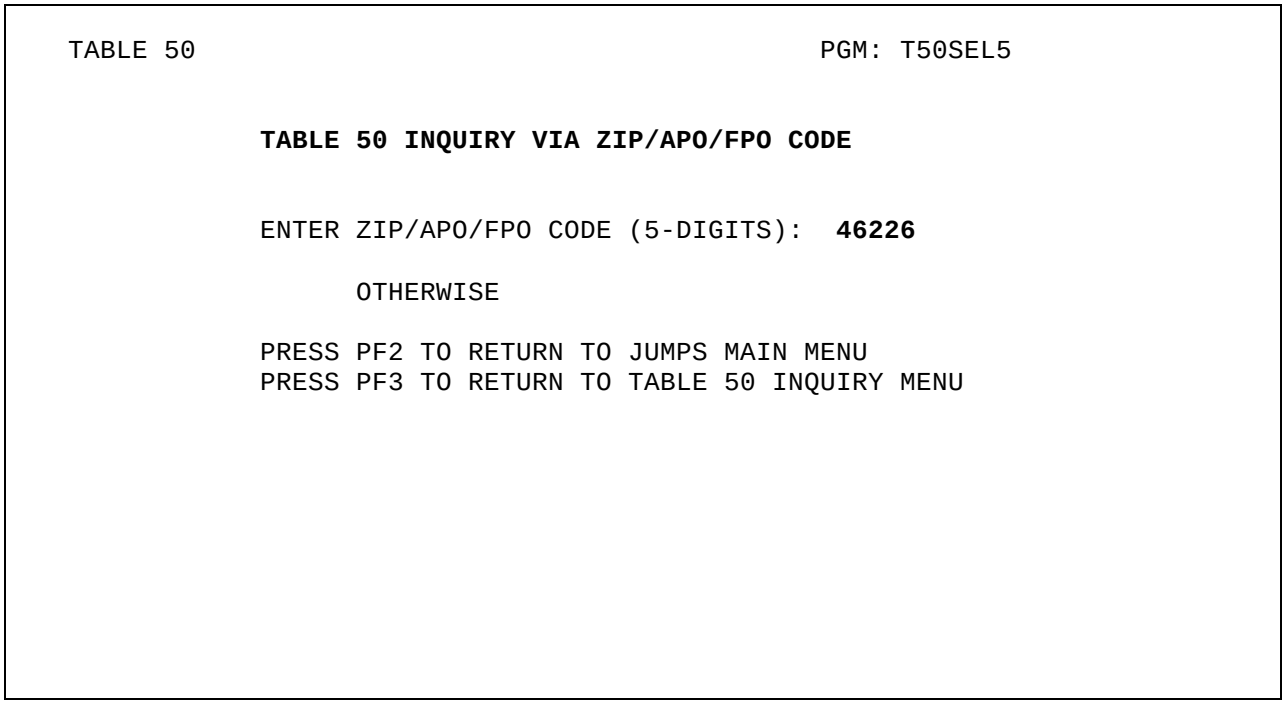


Figure 11-16. Table 50 Inquiry Via Zip\APO\FPO Code screen.

q. The following screen then appears. Enter the company name if you wish to further qualify the retrieval. If you do not qualify the retrieval, continue to press **ENTER** until the company name you wish to see appears as in (l) above. (**Figure 10-17**)

```
TABLE 50                                          PGM: T50SEL5

                      TABLE 50 INQUIRY

            YOU RETRIEVED         7 RECORDS

    ENTER COMPANY NAME TO FURTHER QUALIFY:

                  OTHERWISE

            PRESS ENTER TO SEE ALL RECORDS RETREIVED SO FAR
            PRESS PF2 TO RETURN TO JUMPS MAIN MENU
            PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-17. Table 50 Inquiry: Multiple Records Found screen.

r. If option **6** is selected from the DFAS-I Main Inquiry Menu, the following screen, **Table 50 Inquiry Via Army Appropriation (DPT FY BSYM LMT OA RD ASN)**, will appear. In this example, **21 X** has been selected. (**Figure 10-18**)

```
TABLE 50                                          PGM: T50SEL6

            TABLE 50 INQUIRY VIA  ARMY APPROPRIATION
                   (DPT FY BSYM LMT OA RD ASN )

                     EXAMPLES:     21 X
                                   X 4992
                                   21 X 4992 06PH

          ENTER APPROPRIATION DESIRED:  21 X


            PRESS PF2 TO RETURN TO JUMPS MAIN MENU
            PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-18. Table 50 Inquiry Via Army Appropriation (DPT FY BSYM LMT OA RD ASN) screen.

s. The following screen then appears. Enter the FSN if you wish to further qualify the retrieval. For queries, precede the FSN with a zero. If you do not qualify the retrieval, continue to press **ENTER** until the appropriation you wish to see appears as in (l) above. (**Figure 10-19**)

```
          YOU RETRIEVED        12    RECORDS


      IF YOU WISH TO FURTHER QUALIFY THIS RETRIEVAL
               ENTER FSN:


            PRESS ENTER TO SEE ALL RECORDS RETRIEVED
            PRESS PF2 TO RETURN TO JUMPS MAIN MENU
            PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-19. Table 50 Inquiry: Multiple Records Found screen.

t. Following is an example of an appropriation screen found using this Table 50 query. An explanation of the various data elements shown is given in the table on the next page (**Table 10-3**). Any questions regarding the breakdown of an appropriation should be directed to the Military Pay Accounting Office of the Deputy Directorate for Military Pay. (**Figure 10-20**)

```
PAGE     1

           TABLE 50 INQUIRY VIA ARMY APPROPRIATION

         COMPANY CODE:    E007695      EFFECTIVE DATE:    900620

                          DPT:     21
                          FY:      X
                          BSYM:    6208
                          LMT:     0000
                          OA:      32
                          RD:      7
                          ASN:     0000

                          AMS:     000000
                          EOR:     0000

                          FSN:     012120


   PRESS PF3 TO CANCEL REPORTINMG    OR    PRESS ENTER TO CONTINUE
                                                                MORE
```

Figure 11-20. Table 50 Inquiry Via Army Appropriation (DPT FY BSYM LMT OA RD ASN) results screen.

DATA ELEMENT	DESCRIPTION	APPROPRIATION
DPT	Department	21
FY	Fiscal Year	X NOTE: Can be X, M, R, F or numeric year.
BSYM	Basic Symbol	6280
LMT	Limitation	0000 If zeroes, no limitations exist for the appropriation. If there is a limitation, it is usually preceded by an “a”.
OA	Operating Agency	32
RD	Reimbursement Designator	7 If blank, none exists for the appropriation.
ASN	Allotment Serial Number	0000
AMS	Army Management Structure	000000
EOR	Element of Resource	0000
FSN	Fiscal Station Number	012120

Table 11-3. Appropriation Data Element explanation.

u. If option **7** is selected from the DFAS-I Main Inquiry Menu, the following screen, **Table 50 Inquiry Via Army Appropriation (AMS, EOR)**, will appear. Continuing our example, AMS/EOR **093000 4100** has been used. (**Figure 10-21**)

```
TABLE 50                                          PGM: T50SEL7


            TABLE 50 INQUIRY VIA  ARMY APPROPRIATION
                        (AMS  EOR)

                     EXAMPLES:     4110
                                   093000 4110
            ENTER PARTIAL OR FULL AMS/EOR DESIRED:  093000 4110


            PRESS PF2 TO RETURN TO JUMPS MAIN MENU
            PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-21. Table 50 Inquiry Via Army Appropriation (AMS, EOR) screen.

v. Press **ENTER** and the next screen appears. If you wish to further qualify the retrieval, enter the FSN preceded by a zero. For this example FSN **014021** has been used. If you do not qualify the retrieval, continue to press **ENTER** until the appropriation you are inquiring about appears as in (l) above. (**Figure 10-22**)

```
     YOU RETRIEVED       462    RECORDS


  IF YOU WISH TO FURTHER QUALIFY THIS RETRIEVAL
          ENTER FSN:   014021




          PRESS ENTER TO SEE ALL RECORDS RETRIEVED
          PRESS PF2 TO RETURN TO JUMPS MAIN MENU
          PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-22. Table 50 Inquiry: Multiple Records Found screen

w. If this doesn't qualify your search to one record, the next screen that will appear is as follows. If you want to qualify your query, enter the Basic Symbol. If the retrieval was not qualified, press **ENTER** and scroll through until the appropriation you wish to see appears as in (l) above. (**Figure 10-23**)

```
     YOU RETRIEVED         3    RECORDS


  IF YOU WISH TO FURTHER QUALIFY THIS RETRIEVAL
          ENTER BSYM :




          PRESS ENTER TO SEE ALL RECORDS RETRIEVED
          PRESS PF2 TO RETURN TO JUMPS MAIN MENU
          PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-23. Table 50 Inquiry: Multiple Records Found screen.

x. If option **8** is selected from the DFAS-I Main Inquiry Menu, the following screen, **Table 50 Inquiry Via Army Appropriation (FSN)**, will appear. In this example FSN **014021** has been used. All Army FSNs must be preceded by a zero. (**Figure 10-24**)

```
TABLE 50                                          PGM: T50SEL8

            TABLE 50 INQUIRY VIA  ARMY APPROPRIATION (FSN)


          ENTER PARTIAL OR FULL FSN DESIRED:  014021


            PRESS PF2 TO RETURN TO JUMPS MAIN MENU
            PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-24. Table 50 Inquiry Via Army Appropriation (FSN) screen.

y. Press **ENTER** and the next screen appears. If you want to qualify your query, enter the Basic Symbol. For this example, **2020** is used. If you do not qualify the retrieval, press **ENTER** and scroll through the records until the appropriation you wish to see appears as in (l) above. (**Figure 10-25**)

```
         YOU RETRIEVED         8    RECORDS


     IF YOU WISH TO FURTHER QUALIFY THIS RETRIEVAL
              ENTER BSYM:  2020


            PRESS ENTER TO SEE ALL RECORDS RETRIEVED
            PRESS PF2 TO RETURN TO JUMPS MAIN MENU
            PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-25. Table 50 Inquiry: Multiple Records Found screen.

z. If this doesn’t qualify your search to one record, the next screen that will appear is as follows. If you want to qualify your query, enter the Limitation. If the retrieval was not qualified, press **ENTER** and scroll through the records until the appropriation you wish to see appears as in (l) above.(**Figure 10-26**)

```
          YOU RETRIEVED         2    RECORDS


     IF YOU WISH TO FURTHER QUALIFY THIS RETRIEVAL
              ENTER LMT :

            PRESS ENTER TO SEE ALL RECORDS RETRIEVED
            PRESS PF2 TO RETURN TO JUMPS MAIN MENU
            PRESS PF3 TO RETURN TO TABLE 50 INQUIRY MENU
```

Figure 11-26. Table 50 Inquiry: Multiple Records Found screen.

aa. To exit the system, press **PF3** from any of the screens to return to the DFAS-I Main Inquiry Menu screen. From this screen, press **PF2** to return to JUMPS Main Menu screen. Once at the Main Menu, tab down to Option **7** and press **ENTER**. This returns you to the MSO Main Menu. You have now ended your inquiry. At the MSO Main Menu, tab down to Option **3** and press **ENTER**. This returns you to the CL/SUPERSESSION Main Menu, where you can continue with other features of the system or sign off per normal CICS instructions.

11-5. CORRECTION OF AN INCORRECT COMPANY CODE.

a. Input of an incorrect company code for an accounting classification will not cause the transaction to reject. Instead an erroneous accounting classification will be charged.

b. Failure to use the appropriate company code for banks, credit unions, insurance companies and other miscellaneous companies results in delayed posting to the soldier's accounts and may cause the soldier to pay additional interest/late charges/penalties unnecessarily. Under these circumstances, the FO will usually have to provide the soldier with a casual pay and request a refund from the erroneously paid organization.

11-6. REQUESTING A COMPANY CODE. The field office will request a company code when a financial institution or the appropriation for a debt collection is not shown on Table 50. The request for a new company code will be made using a prepared form you can find on TAO Mail.

a. Access TAO Mail using the normal procedures noted in Part 1, Chapter5. Once at the TAO Mail Menu, select the Bulletin Boards.

b. From the TAO Bulletin Board Menu, tab down until you can select the DFAS-IN/MP.FORMS. Type the letter "**l**" to list the forms available, and press **<ENTER>** (**Figure 10-27**).

```
TAO Bulletin Boards
 Q-Query  L-Letters  M-Track  N-News  S-Subsrch  Srch/Ord:

=== ----- Bboard -------- Department ---------------- Title --------------===
===   cdsi-fyi            ochampus            new info - cpo team       ===
===   DFAS/DE/FORMS/CPAY  DFASDE/N            DCPS DENVER AUTO FORMS    ===
===   DFASIN/AC-MILPAYMSGS DFASIN             AC MILPAY MESSAGES        ===
===   DFASIN/AC-MP.AIG    DFASIN              DFAS-IN DJMS MESSAGES     ===
=== l DFASIN/MP.FORMS     DFASIN              DJMS AC FORMS             ===
===   DFASIN/RC-MILPAYMSGS DFASIN             RC MILPAY MESSAGES        ===
===   DFASIN/RC-MP.AIG    DFASIN              RESERVE COMPONENT AIG MSGS===
===   SKELETONBB.DFASIN   DFASIN                                        ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===
===                                                                     ===

PF 1=Help 2=Exit 3=Return 7=Back 8=Forward                      EMCC0003
```

Figure 11-27. TAO Bulletin Boards Menu: selecting Mil Pay forms.

c. At the list of **Letters on file for DFASIN/MP.FORMS**, tab down to the **COMPANY CODE REQUEST** form. Type the letter "**u**" next to that form's line to use the form (**Figure 10-28**).

```
Letters on file for DFASIN/MP.FORMS
 R-Read  Q-Query  D-Delete  F-File  A-Answer     Srch/Ord:
 E-Edit  K-Forward  P-Print  O-Output/Prompt  U-Useform  Z-Download

===   Date --- From ----------------- Subject ----------------------------===
===   03/21/00 DFASIN/BWRITER         TEMPLATE ACCS CASE FORM              ===
===   10/06/99 DFASIN/BWRITER         REUP Bonus Greater Than 30K          ===
===   10/06/99 DFASIN/BWRITER         Enl Bonus Greater Than 12K           ===
===   10/06/99 DFASIN/BWRITER         TWO-YEAR Enlistment Bonus Auth       ===
===   10/06/99 DFASIN/BWRITER         17th MONTH Reenlistment Auth         ===
===   10/06/99 DFASIN/BWRITER         Reenlistment Auth for Accrued Le     ===
===   06/02/98 DFASIN/BWRITER         TABLE 39 UPDATE                      ===
===   06/02/98 DFASIN/BWRITER         TABLE 39 PACIDN TRANSFER             ===
=== u 05/05/98 DFASIN/BWRITER         COMPANY CODE REQUEST                 ===
===                                                                        ===
===                                                                        ===
===                                                                        ===
===                                                                        ===
===                                                                        ===
===                                                                        ===
===                                                                        ===

PF 1=Help 2=Exit 3=Return 7=Back 8=Forward                        EMCC0003
```

Figure 11-28. Letters on file for DFASIN/MP.FORMS screen.

d. Fill in the required information on the form (**Figure 10-29**). After verifying that what is on the screen is correct, press **PF4** to mail the form. Press <ENTER> to complete mailing the form.

```
TO: dfasin/cen-disb/050
 FROM:  DFASIN/SPO/ENTIT@DENMTA
 SUBJECT:   TABLE 50 UPDATE

       DATE:

 PURPOSE:(PAY/ALLOT/DEBT
 NAME & ADDRESS OF INSTITUTION:



 TYPE OF INSTITUTION:
 TRANSIT ROUTING NUMBER:
 INSTITUTION POC:
 INSTITUTION TELEPHONE #:
 POC:
 DSN:



 PF 1=Help 2=Exit 3=Return 4=Mail 7=Back 8=Forward
```

Figure 11-29. TABLE 50 UPDATE electronic form screen.

1-1. General. Basic pay is established, stopped or changed on a member's MMPA based on event-oriented transactions covered in other chapters. Processed transactions will appear on the MMPA as FID **01**. The initial rate of basic pay is established based on the current pay grade and the total years of creditable service completed at the time the member is accessed on to DJMS. Entitlement normally accrues to the member from the date of entry onto active duty. A member is entitled to basic pay as long as he is on active duty, in a pay status, and is not prohibited by law from receiving such pay. More specific information can be found in the DoDFMR, Volume 7A, Chapter 2.

1-2. Rates payable. Basic pay is based on a monthly rate paid for a 30-day month, regardless of the actual calendar days in a particular month. When service commences on an intermediate day in a month, the member is entitled to basic pay for the actual number of days served through the 30th day of that month. For February, basic pay accrues for a 30-day month minus the actual days expired before entry onto active duty. If service starts on the 31st day of the month, no entitlement accrues for that day. An increased rate of basic pay is authorized for officers in the pay grades O-1 through O-3 if they have over four years of active duty service as an enlisted member.

The rate of basic pay is adjusted or stopped by other events such as:

a. Promotion or demotion.
b. Completion of additional years of creditable service (Longevity).
c. Entrance into a non-pay status (AWOL, confinement, desertion, excess leave, etc.)
d. Basic pay rate changes authorized by Congress.
e. Separation.
f. Correction of service dates from Military Personnel Office.
g. Assignment to designated positions.
h. Sentence of a military court-martial.
i. Punishment under Article 15 non-judicial punishment.
j. As a result of a Line-of-Duty investigation.

1-3. Additional Compensation for Designated Positions. Individuals serving in the following positions may be authorized special rates of basic pay in accordance with the DODFMR, Volume 7A, Chapter 2, Tables 2-5 and 2-8. They may also be authorized Personal Money Allowance in addition to the special basic pay rate.

a. Chairperson or Vice Chairperson (effective October 1, 1986) of the Joint Chiefs of Staff.
b. Chief of Staff of the Army.
c. Chief of Naval Operations.
d. Commandant of the Marine Corps.
e. Chief of Staff of the Air Force.
f. Sergeant Major of the Army.
g. Master Chief Petty Officer of the Navy.
h. Chief Master Sergeant of the Air Force.
i. Sergeant Major of the Marine Corps.
j. Permanent Professor at one of the service academies.

1-4. Look-up Table. You can access rates of basic pay using the profile **JWMM** in DJMS. DJMS maintains over 100 tables for entitlements, deductions, location, and memorandum information. Table **001** contains the basic pay rates. You can either view or print out the information shown in the table. Following is an example of one such table:

```
                      JUMPS TABLE 001  (INQUIRY)
                             PRODUCTION
                             BASIC PAY

     CURRENT  EFFECTIVE  DATE: 1999 01 01   FROM DATE: 1999 01 01
              PROCESSING DATE: 1998 10 20   TO   DATE: 1999 08 31
PAY GRADE:  39

 NO OF         DAILY  MONTHLY         NO OF         DAILY     MONTHLY
 YEARS          RATE     RATE         YEARS          RATE        RATE

 UNDER 4 MOS  95.91  2877.30         OVER 14 YRS  100.28    3008.40
 UNDER 2 YRS  95.91  2877.30         OVER 16 YRS  102.60    3078.00
 OVER  2 YRS  95.91  2877.30         OVER 18 YRS  104.90    3147.00
 OVER  3 YRS  95.91  2877.30         OVER 20 YRS  106.92    3207.60
 OVER  4 YRS  95.91  2877.30         OVER 22 YRS  112.53    3375.90
 OVER  6 YRS  95.91  2877.30         OVER 24 YRS  116.91    3507.30
 OVER  8 YRS  95.91  2877.30         OVER 26 YRS  123.49    3704.70
 OVER 10 YRS  95.91  2877.30         OVER 28 YRS  123.49    3704.70
 OVER 12 YRS  98.07  2942.10


     <PF1>: HELP                          <PF10>: PREV GRADE
     <PF3>: EXIT                          <PF11>: NEXT GRADE
```

Figure 1-1. JWMM Basic Pay Table Inquiry.

SPECIAL PAY-DIVING DUTY

3-6-1. Description. Provisions for entitlement to special pay for diving duty are contained in the DoDFMR, Volume 7A, Chapter 11 and **AR 611-75**. The prior restriction of entitlement to diving duty and one Hazardous Duty Incentive Pay (**HDIP**) when assigned by orders to both diving duty and hazardous duty for the same period has been changed effective October 1, 1999 to allow diving duty pay and up to two HDIP's (from among those listed in Chapter 22, and Chapter 24 of the DoDFMR). Army divers must:

a. Be assigned with a primary military occupational specialty (**MOS**) of **00B** to a table of organization and equipment (**TOE**) or table of distribution and allowance (**TDA**) duty position in a specialty/branch (**SC/BC**) that has been designated diving duty by Deputy Chief of Staff for Personnel (**DCSPER**) and approved by Department of Army (**DA**).

b. Be a rated diver IAW AR 611-75 and be assigned by orders to a TOE or TDA duty position in MOS, skill identifier (**SI**), or additional skill identifier (**ASI**) that has been designated diving duty by the DCSPER.

c. Perform a minimum of **two** in-water dives each quarter to qualify for pay.

d. Meet or exceed the guidelines for dives as specified in **Table 2-1** of the AR. (Soldiers assigned or returning to diving duty are exempt from this requirement while attending professional development schooling)

3-6-2. Source of Input. Orders are published in accordance with **AR 600-8-105** that announce, award, and assign a diver to diving duty. **DA Form 4730-R** (Certificate for Performance of Hazardous Duty) is used to serve as notification of dives performed when initial orders are authorized. Orders will contain the diving duty code from either DJMS or SIDPERS and will specify the diver classification (**Table 3-6-1**). Format ID **21** and the appropriate action indicator will be used to start (**2101**), stop (**2102**), report (**2103**), change (**2104**), correct (**2105**), and cancel (**2106**) the entitlement. The correct format will be used depending on the required action to be taken.

OFFICER DIVING CODES			ENLISTED DIVING CODES		
TYPE	**DIVER CLASS**	**MONTHLY RATE**	**TYPE**	**DIVER CLASS**	**MONTHLY $$**
A	Combat Diver	$215.00	**H**	Combat Diver	$215.00
I	Marine Diver	$240.00	**J**	Master Diver	$340.00
V	Trainee	$150.00	**K**	Trainee	$150.00
			L	Diver First Class	$215.00
			M	Salvage Diver	$175.00
			N	Diver Second Class	$150.00
			O	SCUBA Diver	$150.00

Table 3-6-1. Diving Duty Codes.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection              2101-START DIVING DUTY                 ADSN: 4807
v5.3  c01                                                     Cycle: A1
                                                           Tran. Nr:  9
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE          [      ]
       DIVER-CLASS       [ ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-6-1. Start Diving Duty Pay transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
EFF-DATE	Effective date member started performing diving duty or training, in **YYMMDD** format.
DIVER-CLASS	Code identifying the type of duty performed (**Table 3-6-1**)

Table 3-6-2. 2101 Start Transaction explanation.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection              2102-STOP DIVING DUTY                  ADSN: 4807
v5.3  c01                                                     Cycle: A1
                                                           Tran. Nr:  9
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE          [      ]
       DIVER-CLASS       [ ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
```

```
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-6-2. Stop Diving Duty Pay transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
EFF-DATE	Effective date member terminated diving duty or training, in **YYMMDD** format.
DIVER-CLASS	Code identifying the type of duty performed (**Table 3-6-1**)

Table 3-6-3. 2102 Stop Transaction explanation.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection              2103-REPORT DIVING DUTY                ADSN: 4807
v5.3  c01                                                     Cycle: A1
                                                             Tran. Nr:  9
       SSAN  [         ]
       NAME  [     ]

       DATE-START      [      ]
       DATE-STOP       [      ]
       DIVER-CLASS     [ ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-6-3. Report Diving Duty transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-START	Effective date member began performing diving duty or started training, in **YYMMDD** format.
DATE-STOP	Effective date member stopped performing diving duty or stopped training, in **YYMMDD** format.
DIVER-CLASS	Code identifying the type of duty performed (**Table 3-6-1**)

Table 3-6-4. 2103 Report transaction explanation.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection              2104-CHANGE DIVING DUTY                ADSN: 4807
v5.3  c01                                                     Cycle: A1
                                                             Tran. Nr:  9
```

```
       SSAN  [         ]
       NAME  [     ]

       DATE-START        [      ]
       DIVER-CLASS       [ ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-6-4. Change Diving Duty transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
DATE-START	Effective date member’s entitlement changed, in **YYMMDD** format.
DIVER-CLASS	Code identifying the type of duty performed (**Table 3-6-1**)

Table 3-6-5. 2104 Change transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection              2105-CORRECT DIVING DUTY                   ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  9
       SSAN  [         ]
       NAME  [     ]

       DATE-START         [      ]
       DATE-STOP          [      ]
       DIVER-CLASS        [ ]
       PRIOR-DATE-START   [      ]
       PRIOR-DATE-STOP    [      ]



       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-6-5. Correct Diving Duty transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
DATE-START	Correct effective date member started performing diving duty or training, in **YYMMDD** format. Or zero-fill.
DATE-STOP	Correct effective date member stopped performing diving duty or stopped training, in **YYMMDD** format. Or zero-fill.
DIVER-CLASS	Correct code identifying the type of duty performed

	(**Table 3-6-1**)
PRIOR-DATE-START	Effective date member started performing diving duty or training, as input in the original transaction being corrected, in **YYMMDD** format. Or zero-fill.
PRIOR-DATE-STOP	Effective date member stopped performing diving duty or stopped training, as input in the original transaction being corrected, in **YYMMDD** format. Or zero-fill.

Table 3-6-6. 2105 Correct transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection               2106-CANCEL DIVING DUTY                 ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                               Tran. Nr:  9
       SSAN  [         ]
       NAME  [     ]

       DATE-START      [      ]
       DATE-STOP       [      ]
       DIVER-CLASS     [ ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-6-6. Cancel Diving Duty transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
DATE-START	Effective date member started performing diving duty or training, as input in the original transaction being cancelled, in **YYMMDD** format. Or zero-fill.
DATE-STOP	Effective date member stopped performing diving duty or stopped training, as input in the original transaction being cancelled, in **YYMMDD** format. Or zero-fill.
DIVER-CLASS	Code identifying the type of duty performed (**Table 3-6-1**), as input in the original transaction being cancelled.

Table 3-6-7. 2106 Cancel transaction explanation.

SEA DUTY AND CAREER SEA DUTY PAY PREMIUM

Sea Duty Pay

3-9-1. Description: Sea duty pay and/or career sea pay premium are payable to E-4s and above who are entitled to such pay as shown in the DODFMR, Volume 7A, chapter 18. Sea duty pay and career sea pay premium are stopped by processing a PCS departure transaction (SH03), or upon receipt of an E603 transaction for a change of category (enlisted to officer). If member is still entitled to sea duty pay or career sea pay premium, a new start transaction must be input.

3-9-2. Sources of Input. The field sites prepare input for all sea duty pay transactions based on substantiating documentation provided by the member's commander or temporary duty (TDY) travel voucher. Prepare FID **27** to adjust the soldiers account for:

a. Start Sea Duty – **2701** Opens entitlement on the MMPA.

b. Stop Sea Duty – **2702** Closes the open entitlement and the Career Sea Pay premium entry if applicable.

c. Report Sea Duty – **2703** Credits member with one-time entitlement for a specific period of time.

d. Change Sea Duty – **2704** Changes the vessel category in an open 27 transaction. Closes the open entitlement and creates a new open entry reflecting the new data.

e. Correct Sea Duty – **2705** Corrects a previous transaction submitted with an error. (Central Site only)

f. Cancel Sea Duty – **2706** Cancels sea duty previously input.

3-9-3. Vessel Categories. There are three categories of vessels:

a. **Category A**. Vessel is in active status, in commission or in service, whose primary mission is accomplished underway. Members are entitled to payment of career sea pay.

b. **Category B**. Vessel is in active status, in commission or in service, whose primary mission is accomplished at home-port, or at a port 50 miles or less from home-port. Members are not entitled to payment of career sea pay.

c. **Category C**. Also considered a category B vessel, but vessel is underway, or at a port more than 50 miles from home-port. Members are entitled to payment of career sea pay.

3-9-4. Sea Duty Counter (FID T2). The T2 entry on the MMPA is a counter that accumulates the members' creditable sea duty time. The sea duty time is used to create a future date for longevity rate increases for career sea duty pay. When inputting for the initial period of sea duty for a member who has no previous sea duty time, the 27 transaction (2701/2703) will automatically create an open T2 entry on the member's MMPA. The system will then automatically add creditable sea duty time from all FID 27 entries. The T2 entry will always remain open and will show total days of sea duty.

Adjustments to data shown in the T2 entry can be made, but T205 transactions are restricted to Central Site.

3-9-5. Adjustments for Periods Outside IAS. When adjustments to a member's sea duty or career sea duty pay are required for periods outside IAS, the field site will provide full details to Central Site via message. Central Site will adjust the sea duty pay utilizing unique transactions. A T205 will be processed to correct the T2 entry. The T2 adjustment will be followed by a 2705 transaction that has dates matching the earliest sea pay entry on the MMPA. This will initiate the recalculation of pay within IAS affected by the adjustments and create a new longevity future date for sea duty pay. For any payment or collection due for periods outside, IAS, Central Site will use unique transactions for the adjustment.

3-9-6. Correcting T2 for Erroneous Sea Time. The field will provide the correct data to Central Site via message. Central Site will process a T205 to correct the T2 entry. If necessary, the T2 adjustment will be followed by a 2705 transaction that has dates matching the earliest sea pay entry on the MMPA. This will initiate the recalculation of pay within IAS affected by the adjustment and create a new longevity future date for sea duty pay.

3-9-7. Correcting Previous Sea Duty Pay Entries that are within IAS and are on the MMPA. The field will input appropriate 27 transactions. These transactions will adjust the T2 and initiate the recalculation of pay within IAS affected by the adjustment and create a new longevity future date for sea duty pay.

3-9-8. Members in the grades 31 thru 33. Grades below 34 do not receive sea pay, however, they do receive credit for sea duty time. FID 27 transactions will be input, showing the appropriate vessel category for these members, and the system will automatically credit sea duty time. When the member is promoted to grade 34, the appropriate rate of sea duty pay will automatically start.

3-9-9. Commissioned Officer with under three years of sea duty time. Commissioned officers with less than three years of sea duty time do not receive sea duty pay. However, they do receive credit for sea duty time. FID 27 transactions will be input, showing the appropriate vessel category for these officers, and the system will automatically credit sea duty time. When the three years of sea duty time is reached, the appropriate rate of sea duty pay will automatically start.

3-9-10. Members aboard a Category B Vessel. Members serving aboard Category B vessels do not receive sea duty pay. However, they do receive credit for sea duty time. FID 27 transactions will be input for these members, and the system will automatically credit sea duty time. For periods of time when the vessel is underway or in a status which authorizes sea duty pay, the field should input a 2704 transaction to change the vessel category for the period involved. This will automatically switch the member to and from non-paying status to paying status.

3-9-11. Restriction. Hardship duty pay based on location (HDP-L) cannot be paid for the same period as career sea duty pay.

3-9-12. Substantiating Documents. Once a member has been assigned duty on board a vessel, an order will be issued by the local Military Personnel Office (MILPO).

3-9-13. Procedures. If a document showing the performance of sea duty is received, determine if member was previously paid for that period of sea duty. If the member claims previous unpaid periods of sea duty on a vessel, determine the previous periods. Use all means available (MMPA histories, military pay records, personnel records, orders, etc.) to determine the actual inclusive dates served. An order (332 Format Order) should be obtained from the United States Army Sea Service Office in Fort Eustis, Virginia verifying the correct total sea duty time. Convert to total days of sea duty based on a 30 day month and use the result to verify the T2 data on the MMPA.

Career Sea Duty Pay Premium.

3-9-14. Input Format. Prepare Format ID 37 for enlisted members.

a. Start Career Sea Duty Pay – **3701** Establishes the $100.00 per month entitlement for an indefinite period.

b. Stop Career Sea Duty Pay – **3702** Terminates entitlement when a member becomes ineligible for sea duty pay. When a Career Sea Duty Pay stop is input, the Career Sea Duty Pay Premium entry will be systematically stopped the same date.

c. Report Career Sea Duty Pay – **3703** Credits member with one-time entitlement and is used only with inclusive dates.

d. Correct Career Sea Duty Pay – **3705** Corrects a previous action submitted with an error.

e. Cancel Career Sea Duty Pay – **3706** Completely voids a previous submission.

3-9-15. Sea Duty and Career Sea Duty Pay Premium Tables. See DODFMR, Volume 7A, Chapter 18, tables 18-1 through 18-4 for the appropriate rates.

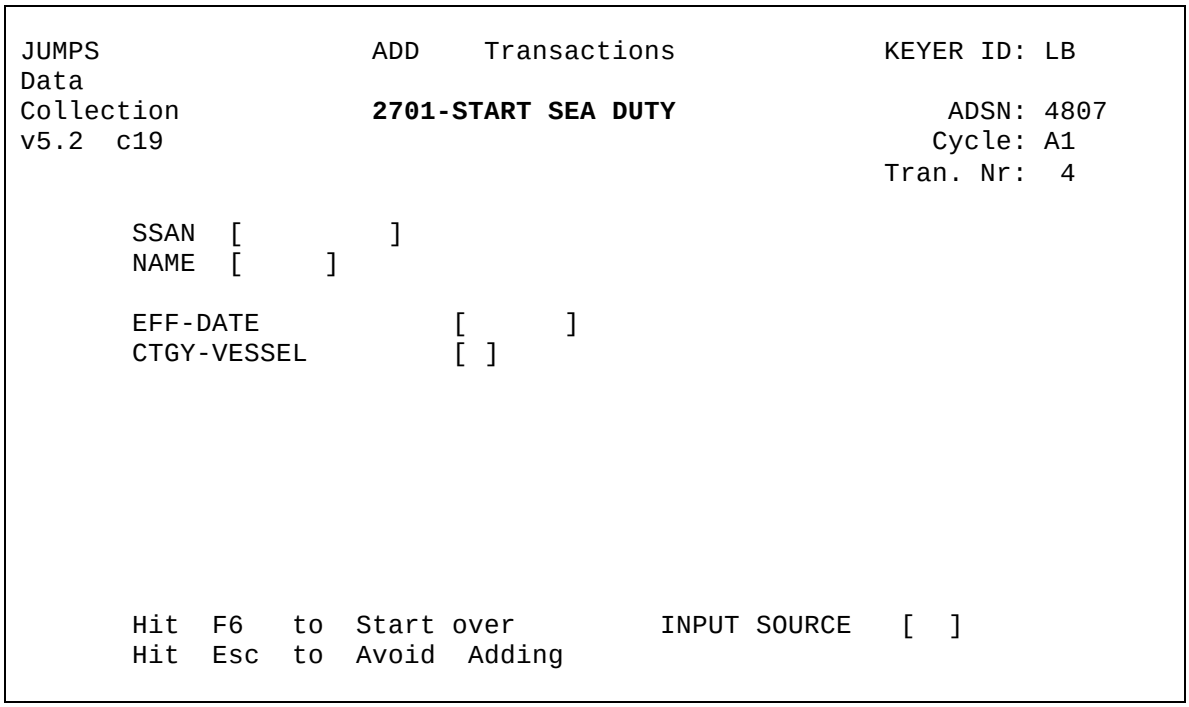


Figure 3-9-1. 2701 Start Transaction for sea duty pay.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of the member's last name.
EFF-DATE	Date entitlement should start in **YYMMDD** format. Must be equal to or less than current date.
CTGY-VESSEL	Type of vessel the member is serving on. Categories are: **A**: Vessel is in active status, in commission or in service, whose primary mission is accomplished underway. Members are entitled to payment of career sea pay. **B**: Vessel is in active status, in commission or in service, whose primary mission is accomplished at home-port, or at a port 50 miles or less from home-port. Members are not entitled to payment of career sea pay. **C**: Also considered a category B vessel, but vessel is underway, or at a port more than 50 miles from home-port. Members are entitled to payment of career sea pay.

Table 3-9-1. Explanation of 2701 data elements.

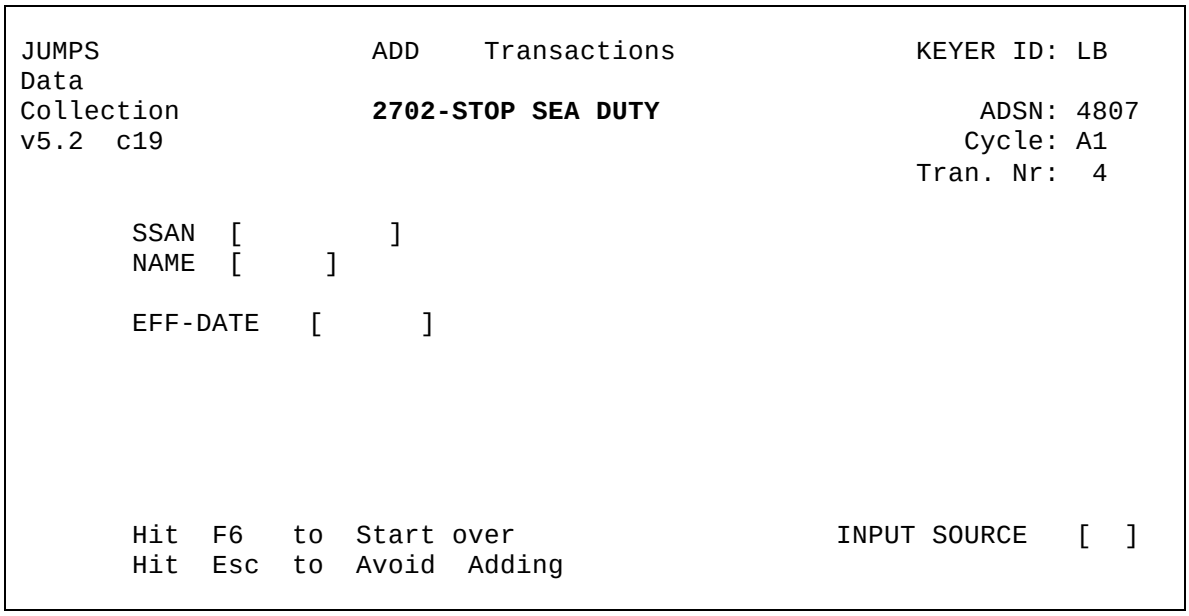


Figure 3-9-2. 2702 Stop transaction for sea duty pay.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of the member's last name.
EFF-DATE	Date entitlement should stop in **YYMMDD** format. Must be equal to or less than current date. Must be equal to or greater than start date.

Table 3-9-2. Explanation of 2702 data elements.

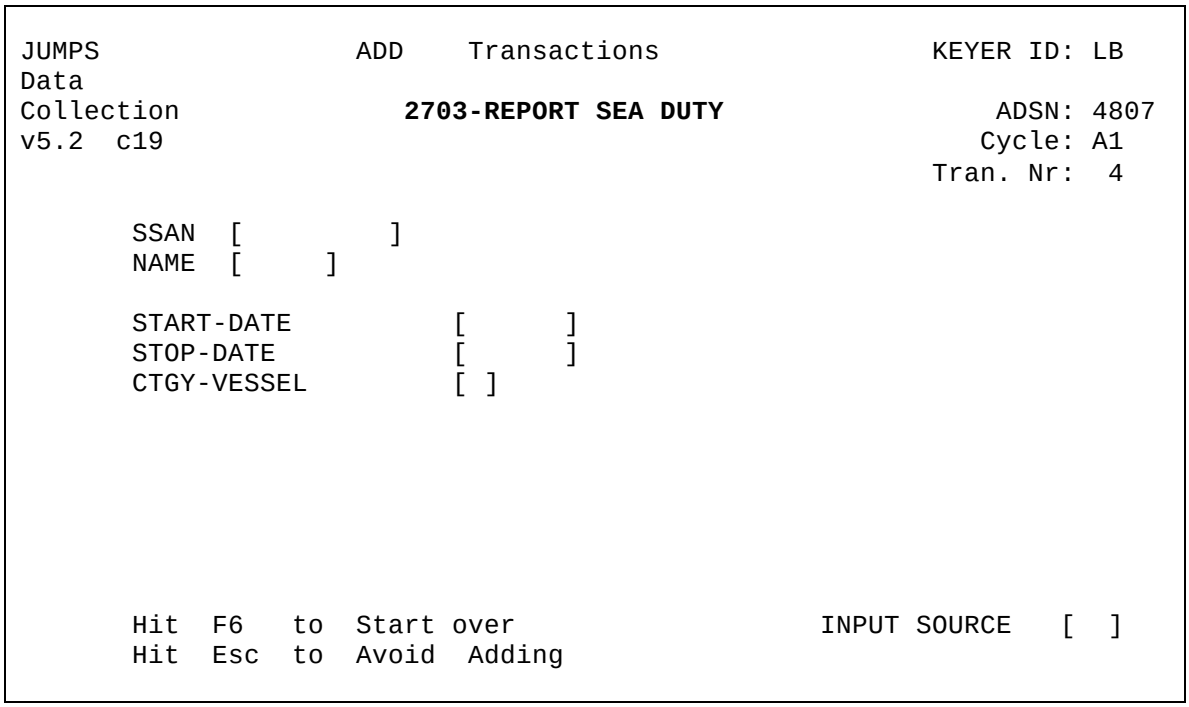


Figure 3-9-3. 2703 Report transaction for sea duty pay.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of the member's last name.
START-DATE	Date entitlement should start in **YYMMDD** format. Must be equal to or less than current date.
STOP-DATE	Date entitlement should stop in **YYMMDD** format. Must be equal to or less than current date. Must be equal to or greater than start date.
CTGY-VESSEL	Type of vessel the member is serving on. Categories are: **A**: Vessel is in active status, in commission or in service, whose primary mission is accomplished underway. Members are entitled to payment of career sea pay. **B**: Vessel is in active status, in commission or in service, whose primary mission is accomplished at home-port, or at a port 50 miles or less from home-port. Members are not entitled to payment of career sea pay. **C**: Also considered a category B vessel, but vessel is underway, or at a port more than 50 miles from home-port. Members are entitled to payment of career sea pay.

Table 3-9-3. Explanation of 2703 data elements.

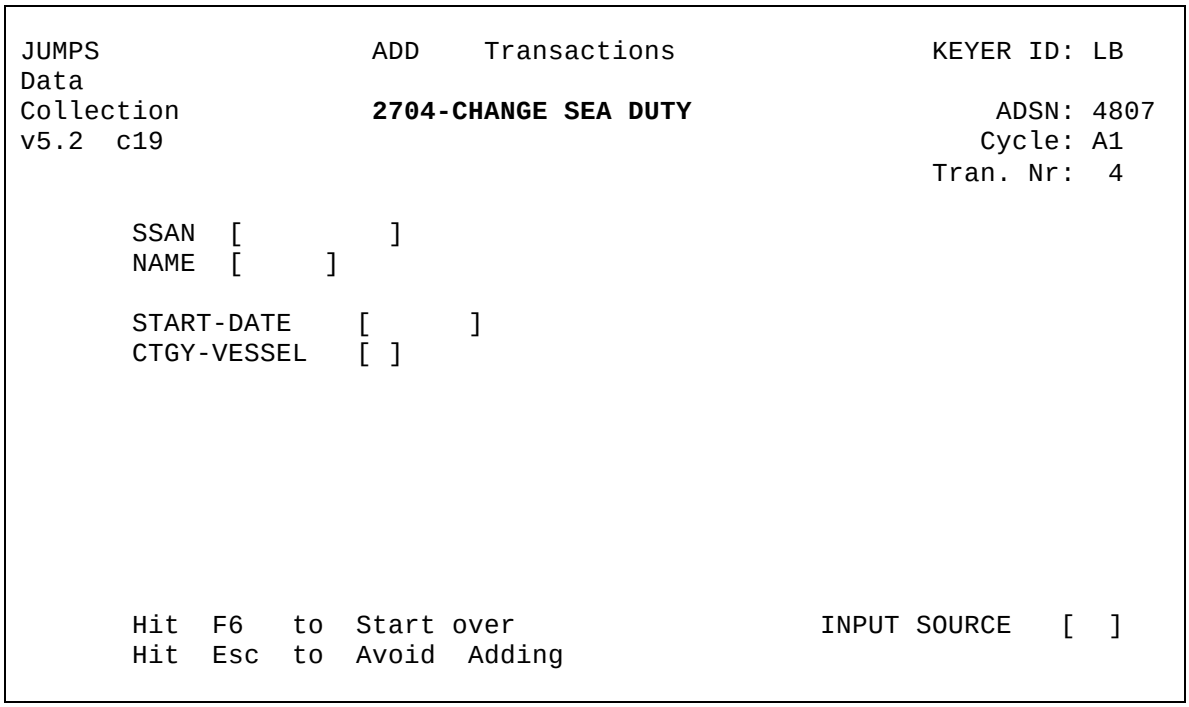


Figure 3-9-4. 2704 Change transaction for sea duty pay.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of the member's last name.
START-DATE	Date entitlement was changed, in **YYMMDD** format. Must be equal to or less than current date.
CTGY-VESSEL	Type of vessel the member is serving on. Categories are: **A**: Vessel is in active status, in commission or in service, whose primary mission is accomplished underway. Members are entitled to payment of career sea pay. **B**: Vessel is in active status, in commission or in service, whose primary mission is accomplished at home-port, or at a port 50 miles or less from home-port. Members are not entitled to payment of career sea pay. **C**: Also considered a category B vessel, but vessel is underway, or at a port more than 50 miles from home-port. Members are entitled to payment of career sea pay.

Table 3-9-4. Explanation of 2704 data elements.

```
JUMPS                  ADD    Transactions                KEYER ID: LB
Data
Collection           2705-CORRECT SEA DUTY                   ADSN: 4807
v5.2  c19                                                   Cycle: A1
                                                          Tran. Nr:  4

       SSAN  [         ]
       NAME  [     ]

       DATE-START          [      ]
       DATE-STOP           [      ]
       CTGY-VESSEL         [ ]
       PRIOR-DATE-START    [      ]
       PRIOR-DATE-STOP     [      ]



       Hit  F6   to  Start over                  INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 3-9-5. 2705 Correct transaction for sea duty pay.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of the member's last name.
DATE-START	Correct date entitlement should start in **YYMMDD** format. Must be equal to or less than current date.
DATE-STOP	Correct date entitlement should stop in **YYMMDD** format. Must be equal to or less than current date. Must be equal to or greater than start date.
CTGY-VESSEL	Type of vessel the member is serving on. Categories are: **A**: Vessel is in active status, in commission or in service, whose primary mission is accomplished underway. Members are entitled to payment of career sea pay. **B**: Vessel is in active status, in commission or in service, whose primary mission is accomplished at home-port, or at a port 50 miles or less from home-port. Members are not entitled to payment of career sea pay. **C**: Also considered a category B vessel, but vessel is underway, or at a port more than 50 miles from home-port. Members are entitled to payment of career sea pay.
PRIOR-DATE-START	Enter the start date from the transaction being corrected, in **YYMMDD** format. Must match the START date used in the original transaction.
PRIOR-DATE-STOP	Enter the stop date from the transaction being corrected, in **YYMMDD** format. Must match the STOP date used in the original transaction.

Table 3-9-5. Explanation of 2705 data elements.

```
JUMPS                ADD    Transactions                KEYER ID: LB
Data
Collection           2706-CANCEL SEA DUTY                   ADSN: 4807
v5.2  c19                                                  Cycle: A1
                                                        Tran. Nr:  4

       SSAN  [         ]
       NAME  [     ]

       START-DATE   [      ]
       STOP-DATE    [      ]




       Hit  F6   to  Start over                  INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 3-9-6. 2706 Cancel transaction for sea duty pay.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security number.
NAME	First five characters of the member’s last name.
START-DATE	Enter the start date from the transaction being cancelled, in **YYMMDD** format. Must match the date used in the original START transaction. If canceling a **STOP** transaction, tab through and the entry will be zero-filled.
STOP-DATE	Enter the stop date from the transaction being cancelled, in **YYMMDD** format. Must match the date used in the original STOP transaction. If canceling a **START** transaction, tab through and the entry will be zero-filled.

Table 3-9-6. Explanation of 2706 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection          3701-START CAREER SEA PAY PREMIUM            ADSN: 4807
v5.3  c00                                                      Cycle: A1
                                                             Tran. Nr:  1
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE   [      ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-9-7. 3701 START Transaction for career sea duty pay premium.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of the member's last name.
EFF-DATE	Date member became entitled to Career Sea Duty Pay Premium, in **YYMMDD** format. Must be equal to or less than current date.

Table 3-9-7. Explanation of 3701 data elements.

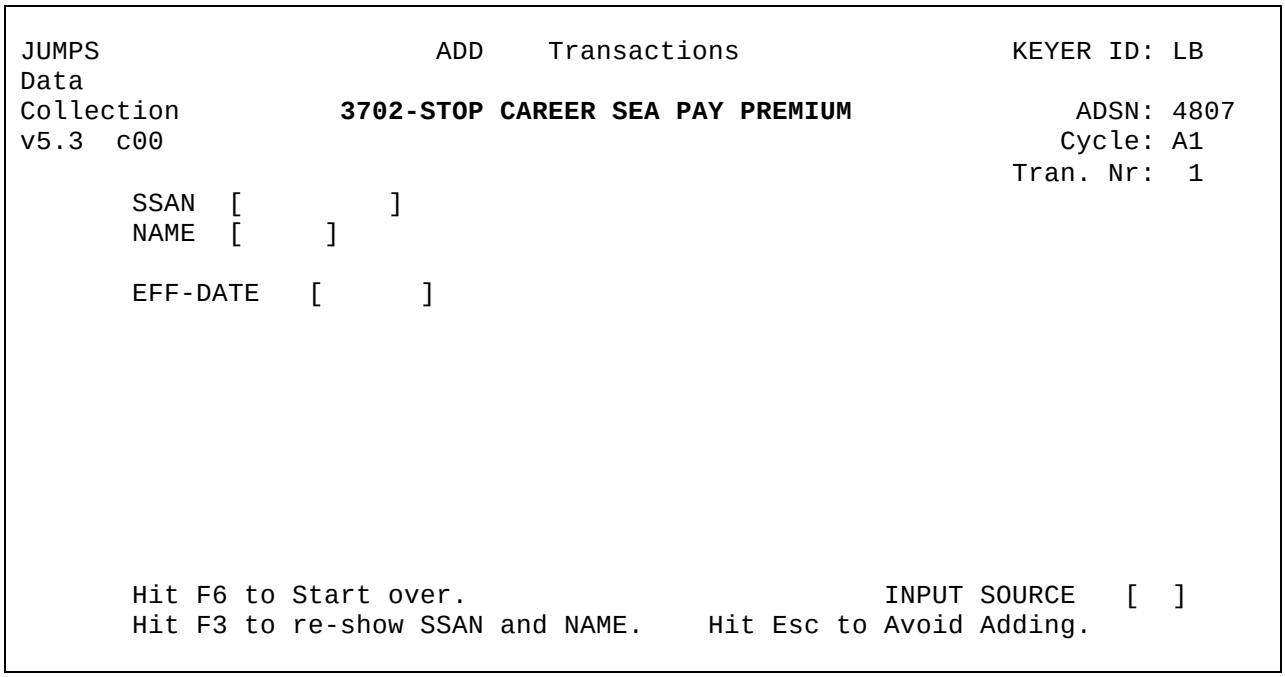


Figure 3-9-8. 3702 STOP transaction for Career Sea Duty Pay Premium.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of the member's last name.
EFF-DATE	Date member no longer entitled to Career Sea Duty Pay Premium, in **YYMMDD** format. Must be equal to or less than current date. Must be equal to or greater than start date.

Table 3-9-8. Explanation of 3702 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection          3703-REPORT CAREER SEA PAY PREMIUM            ADSN: 4807
v5.3  c00                                                        Cycle: A1
                                                                 Tran. Nr:  1
       SSAN  [         ]
       NAME  [     ]

       DATE-START   [      ]
       DATE-STOP    [      ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-9-9. 3703 REPORT transaction for Career Sea Duty Pay Premium.

DATA ELEMENTS	DESCRIPTION
SSAN	Member’s social security number.
NAME	First five characters of the member’s last name.
DATE-START	Date member’s entitlement to Career Sea Duty Pay Premium started, in **YYMMDD** format. Must be equal to or less than current date.
DATE-STOP	Date member’s entitlement to Career Sea Duty Pay Premium stopped, in **YYMMDD** format. Must be equal to or less than current date. Must be equal to or greater than start date.

Table 3-9-9. Explanation of the 3703 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection          3705-CORRECT CAREER SEA PAY PREMIUM           ADSN: 4807
v5.3  c00                                                        Cycle: A1
                                                                 Tran. Nr:  1
       SSAN  [         ]
       NAME  [     ]

       DATE-START         [      ]
       DATE-STOP          [      ]
       PRIOR-DATE-START   [      ]
       PRIOR-DATE-STOP    [      ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-9-10. 3705 CORRECT transaction for Career Sea Duty Pay Premium.

DATA ELEMENTS	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of the member's last name.
DATE-START	Correct date member's entitlement to Career Sea Duty Pay Premium started, in **YYMMDD** format. Must be equal to or less than current date.
DATE-STOP	Correct date member's entitlement to Career Sea Duty Pay Premium stopped, in **YYMMDD** format. Must be equal to or less than current date. Must be equal to or greater than start date.
PRIOR-DATE-START	Enter the start date from the transaction being corrected, in **YYMMDD** format. Must match the date used in the original START transaction.
PRIOR-DATE-STOP	Enter the stop date from the transaction being corrected, in **YYMMDD** format. Must match the date used in the original STOP transaction.

Table 3-9-10. Explanation of 3705 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection          3706-CANCEL CAREER SEA PAY PREMIUM            ADSN: 4807
v5.3  c00                                                        Cycle: A1
                                                                 Tran. Nr:  1
       SSAN  [         ]
       NAME  [     ]

       DATE-START   [      ]
       DATE-STOP    [      ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-9-11. 3706 CANCEL transaction for Career Sea Duty Pay Premium.

DATA ELEMENTS	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of the member's last name.
DATE-START	Enter the start date from the transaction being cancelled, in **YYMMDD** format. Must match the date used in the original START transaction. If canceling a **STOP** transaction, tab through and the entry will be zero-filled.
DATE-STOP	Enter the stop date from the transaction being cancelled, in **YYMMDD** format. Must match the date used in the original STOP transaction. If canceling a **START** transaction, tab through and the entry will be zero-filled.

Table 3-9-11. Explanation of 3706 data elements.

DEPARTMENT OF THE ARMY
5TH Transportation Company (LSV-SPT)
Ford Island, Hawaii 96860-5000

ORDERS 217-0001 18 October 1999

BAKER, LANCE M., 012-34-5678, E7, 605th TRANS DET (LSV-2) (WFKHAA)
FORD ISLAND, HI. 96860-5000

Sea Duty will be performed or terminated as shown.

Action: Career Sea Pay Entitlement
Type Duty: Sea Duty
Authority: Chapter 8, Part 1 of AR 37-104-3; Chapter 18, Part 1, DODPM
Additional Pay Code: SDP
Special Qualifications: NONE
Identification Awarded: NONE
Effective Date: 13 SEP 99
Date Additional Pay Terminated: NONE

Additional Instructions: (1) Soldier is currently assigned to LSV-2 and is in a career sea pay status with 8 years sea service. (2) This order is automatically terminated upon reassignment to another unit with a different UIC.
(3) TABLE 1-18-3. (4) Cumulative days as of 30 Aug 1999 = 3086
Format: 332

FOR THE COMMANDER:

/S/
DARRELL Q. PUBLIC
CPT, TC
Commanding

DISTRIBUTION:
SFC Lance M. Baker (1)
CDR, 605th TRANS DET (1); APVG-PA-MPD-S (1); FAO (1); U.S.Total Army Personnel Command, 705 Reed St, Ft Eustis, VA 23604-5407 (1)

Figure 3-9-12. Sample Sea Duty Pay authorization order.

DEPARTMENT OF THE ARMY
5TH Transportation Company (LSV-SPT)
Ford Island, Hawaii 96860-5000

ORDERS 169-002 18 October 1999

BAKER, LANCE M., 012-34-5678, E7, 605th TRANS DET (LSV-2) (WFKHAA)
FORD ISLAND, HI. 96860-5000

Sea Duty will be performed or terminated as shown.

Action: Career Sea Pay Termination
Type Duty: Sea Duty
Authority: Chapter 7, AR 37-104-3; Chapter 18, Part 1, DODPM

Additional Pay Code: SDP

Special Qualifications: NONE
Identification Awarded: NONE

Date Additional Pay Terminated: 10 OCT 99

Additional Instructions: NONE
Format: 332

FOR THE COMMANDER:

/S/
DARRELL Q. PUBLIC
CPT, TC
Commanding

DISTRIBUTION:
SFC Lance M. Baker (1)
5th Trans Co (LSV-SPT), ATTN: Operations (1); Schofield Barracks Finance and Accounting Office (1); U.S. Total Army Personnel Command, Career Sea Pay Office, 705 Reed St, Ft Eustis, VA 23604-5407 (1)

Figure 3-9-13. Sample Sea Duty Pay termination order.

DEPARTMENT OF THE ARMY
5TH Transportation Company (LSV-SPT)
Ford Island, Hawaii 96860-5000

ORDERS 131-0003 1 October 1999

BAKER, LANCE M., 012-34-5678, E7, 163rd TRANS DET, LSV-5 (WCQ9AA) Ford Island, HI. 96860-5000

Sea Duty will be performed or terminated as shown.

Action: Career Sea Pay Entitlement and Premium Sea Pay Entitlement

Type Duty: Sea Duty
Authority: Chapter 8, Part 1 of AR 37-104-3; Chapter 18, Part 1, DODPM
Additional Pay Code: SDP
Special Qualifications Identification Awarded: NONE
Effective Date: 1 Oct 99
Date Additional Pay Terminated: NONE
Additional Instructions: (1) Soldier is currently assigned to LSV-5 and is in a career sea pay status with 5 years sea service effective.
(2) Soldier has completed 36 consecutive months sea duty and is authorized premium sea pay.
(3) This order is automatically terminated upon reassignment to another unit with a different UIC.
(4) TABLE 1-18-3. (5) Cumulative days as of 30 Sep 1999 = 2018
Format: 332

FOR THE COMMANDER:

/S/
DARRELL Q. PUBLIC
CPT, TC
Commanding

DISTRIBUTION:
SFC Lance M. Baker (1)
Cdr, 163rd Trans Det (LSV)
Dir, Ofc of the Chief of Trans, ATZF-OCT-S, Ft Eustis, VA 23604-5407
APVG-PA-MPD-S
Fort Shafter FAO

Figure 3-9-15. Sample Career Sea Duty Pay Premium authorization order.

Basic Allowance for Subsistence (BAS)

2-1. General: The DODFMR, Volume 7A, Chapter 25, Interim Change 29-98, dated July 24, 1998 provides the regulatory guidance for authorization of BAS. The types of BAS are as follows:

CODE	TYPE
A	Leave Rations System generated based on SB transactions.
B	Separate Rations. Authorized to mess separately.
C	TDY\PCS\Proceed Time
D	Prorated Rations.
E	Regular Supplemental.
H	Rations-in-Kind not available.
K	Rations under emergency conditions.
N	Field Rations.
O	Officer BAS.
P	Partial BAS.
S	Partial Supplemental BAS.
X	Officer field rations.
Y	Cadet BAS.

Table 2-1. Types of Rations.

2-2. Effective January 1, 1998:

a. BAS is authorized or collected for a full day. Quarter hours are no longer used in authorizing or collecting BAS.

b. When a member departs his or her permanent duty station in a regular Temporary Duty (TDY) status the soldiers BAS rate will not be less than the rate he or she drew the day prior to the TDY status. The soldier will draw at least the separate rations rate of BAS while in a regular TDY status.

c. Enlisted soldiers entitlement.

(1) Provisions for enlisted soldiers are outlined in the DODFMR, Volume 7A, Chapter 25, Interim Change 29-98, dated July 24, 1998. The following factors are provided as guidelines for determinations.

(2) Automatic Entitlement – Enlisted soldiers who hold the rank of Sergeant First Class (E-7) and above are authorized full BAS.

(3) Enlisted soldiers residing with family members are authorized to mess separately and receive full BAS. For enlisted soldiers accompanied by their family members at the time of processing, the servicing DMPO, F&AO, FO, or OPLOC will prepare DA Form 4187 to initiate BAS. For enlisted soldiers whose families later join them, or who later acquire family members while in the unit, Unit Commanders will notify the servicing DMPO, F&AO, FO, or OPLOC by using a DA Form 4187.

(4) Enlisted soldiers without family members and enlisted soldiers with family members, but residing apart (For example, unaccompanied soldiers) – The approval authority for enlisted soldiers without family members and enlisted soldiers with family members, but residing apart, to mess separately and receive BAS is the

installation Commander. The installation Commander may authorize or delegate this authority to the first Field Grade Officer in the soldiers chain of command. The approving authority will notify the servicing DMPO, F&AO, FO or OPLOC of each soldier who is entitled to BAS by using a DA Form 4187. The following factors are provided as guidelines to authorize individual enlisted soldiers without family members, and enlisted soldiers with family members but residing apart to mess separately.

(A) Members authorized the single rate of Basic Allowance for Housing (BAH) are authorized to mess separately and receive BAS.

(B) Religious Affiliation – A soldier with a conflict between the available foods provided by the Army and the diet required by the soldier's religious practice may request an exception to policy to mess separately and to take personnel supplemental rations when in a field combat environment (See AR 600-20 Army command policy and procedures; and DA Pam 600-75, Accommodating religious practices).

d. Supplemental subsistence allowance, this applies to enlisted soldiers granted permission to mess separately at a permanent duty station and:

(1) Whose assigned duties in a non-travel status require them to be absent from their permanent duty station; and
(2) Their working hours or duties require them to buy a meal or meals from other than a government messing facility.
(3) When the Commander has determined that a government mess is not available for certain meals. The dining facility is closed for reasons beyond the control of the installation Commander, such as major equipment failure, DD Form 1475 will be prepared monthly and forwarded to the F&AO, DMPO, FO, or OPLOC for processing.

e. Prorated subsistence allowance, this applies to enlisted soldiers being subsisted in kind at their permanent duty stations, when their working hours or duties prevent them from eating certain meals in a government mess facility. On occasions when the unit Commander has determined a government mess facility is not available for certain meals. A DD form 1475, will be prepared monthly and forwarded to the serving F&AO, DMPO, FO or OPLOC for processing.

f. Duty Under Emergency Conditions, BAS Type (K), authorization for BAS for soldiers assigned to duty under emergency conditions where no government messing facilities are available may be granted only with approval of the Secretary of The Army or the Secretary's designee. This approval authority may be delegated.

(1) This authorization may be made for periods not to exceed 180 days. In approving original and subsequent authorizations, practicability and cost of establishing government messing or contract facilities must be considered.

(2) Requests for authorization approval should be submitted through channels to:

Office of The Deputy Chief of Staff for Personnel (DCSPER)
ATTN: DAPE-PRR-C
300 Pentagon,
Washington, D.C. 20310-0300.

2-3. Review of BAS: The approving authority will review all BAS authorizations at least annually or when an individual's conditions authorizing BAS change. Soldiers residing with family members and soldiers who hold the rank of Sergeant First Class (E-7) and above are excluded from the annual review. When the review shows existing conditions fail to meet the requirements entitlement to BAS will be canceled.

2-4. Substantiating Documents.

a. DA Form 4187 (Personnel Action) for initial entitlement or termination of entitlement.

b. DD Form 1351-2 (Travel Voucher or Subvoucher) will be used to determine if BAS adjustments are required because official travel was performed.

c. DD Form 1475 (Basic Allowance for Subsistence – Certification). A record of meals missed because of periodic official absence (non-TDY) from the soldier's permanent assignment. Supports payment of supplemental or prorated BAS.

2-5. DMPO, F&AO, FO, or OPLOC Actions: prepares and submits input for all BAS transactions based upon substantiating documents received from the soldiers unit and travel section.

a. Required Transactions: BAS for officers is started by accession or enlisted to officer processing. To start BAS for an enlisted soldier use Format ID 4001, a 4002 to stop BAS, a 4003 to report BAS periods, a 4044 to change BAS, a 4005 to correct BAS input, and a 4006 to cancel BAS. For supplemental BAS use Format ID 3903 to report prorated or supplemental rations, a 3905 to correct prorated or supplemental rations, and a 3906 to cancel prorated or supplemental rations.

b. Regular BAS can be started by including the BAS type in the PCS arrival transaction (SG03). All requirements for a regular BAS start transaction must be met.

2-6. Supporting Requirements for PCS Travel Voucher: A notation to start BAS can be made on the soldiers travel voucher if the soldier is authorized to mess separately per the DODFMR, Volume 7A, chapter 25, paragraph 250201E.

2-7. BAS Affecting Events Requiring Field Level Input:

a. Officers:

(1) When an officer enters the category listed in subparagraphs (a), send E-Mail message to AC PROC DIV, DFAS-IN, to stop BAS, stating the appropriate reason. When the member is no longer assigned to the applicable category, send an E-Mail message requesting that the soldier's BAS be started. Reference DODFMR, Volume 7A, Chapter 25, Table 25-1, rule 8.

(2) Officer has no dependent and is training for, attending or participating in Pan-American games, Olympic games, or other specifically authorized international amateur sports competition and is subsisted during that period by the sponsoring agency.

(3) Collect for meals when the officer is hospitalized.

(4) When an officer is in a TFA collect for all available meals using a DQ01 transaction.

(5) If an officer is confined as a result of a court-martial and not sentenced to a total forfeiture of pay and allowances, and the officer did not pay for meals, collection for meals will be made at the BAS rate.

b. Enlisted Members:

(1) Start BAS when member is:

(a) Authorized to mess separately by the installation Commander or his or her designee.

(b) On duty where messing facilities are determined by the installation Commander or designee to be not available.

(c) Assigned to duty under emergency conditions with extraordinary subsistence expense. If emergency rations rate is approved by DCSPER.

(2) Change BAS when member is:

(a) Change type of BAS when soldier is drawing partial BAS and is authorized any full type of BAS.

(b) Report full BAS prorated or supplemental BAS. When reporting ensure that correct start and stop dates are reported.

2-8. BAS Affecting Events Not Requiring Field Level Input:

Event and status transactions that automatically start, stop, and suspend BAS are described below. Do not submit BAS input transactions for these event and status changes.

(a) Officer:

1) Start BAS process accession or separation with immediate reentry message when commissioned from enlisted status.

2) Stop BAS process separation message.

3) Suspend and Restart BAS Suspend by processing excess leave, AWOL, or desertion transactions. Restart by processing transaction returning officer to pay status.

(b) Enlisted Member:

1) Start BAS. Process PCS arrival message for Enlisted member arriving home awaiting physical evaluation board proceedings.

2) Suspend and Restart BAS. Suspend by processing:

a. AWOL or deserted message, and sometimes confinement transaction.

b. Restart with message returning member to a status for which BAS is payable.

c. Leave transactions: this credits leave rations during leave. On return from leave, BAS is automatically restarted and leave rations stopped by processing leave return message.

2-9. Authority to Mess Separately Cannot be Approved Retroactively:

Limitation- While there are different rates of BAS, an individual is authorized only one type of BAS at any one time. Authorization to mess separately cannot cover retroactive periods. However, BAS can be paid from the time of oral authorization by the approving authority (Installation Commander) if the oral approval of the soldier's request is promptly confirmed in writing by using DA Form 4187 (DA Pamphlet 600-A, Chapter 8) I.E. within 5 working days under normal circumstances.

2-10. Decision Logic Table. The table on the following page is provided as an aide in determining what type of BAS to collect based on the member's entitlements and the circumstances involved.

	Enlisted Member Status	And	BAS Entitle-ment Is	Member Pays For Meals At Rate Of:	Rate Of Per	Deduct From Per	Deduct From Entitle-

					Diem Is:	Diem Is:	ments:
1	Regular TDY, Travel Status, CONUS or OCONUS	Member is not involved in sea duty, field duty, or JTF exercises, and essential unit mess is available or directed.	**1**. SR or RNA is retained if drawing prior to TDY. **2**. Start SR if not drawing prior to TDY.	**$7.50** per day, which includes the cost of food and surcharge, if a mess facility is used.		NONE	NONE
2	Regular TDY, Travel Status, CONUS or OCONUS	Government meals are provided at no cost.	**1**. SR or RNA is retained if drawing prior to TDY. **2**. Start SR if not drawing prior to TDY			NONE	**$7.50** per day.
3	Regular TDY, Travel Status, CONUS or OCONUS	Orders specify essential unit mess (EUM)	**1**. SR or RNA is retained if drawing prior to TDY. **2**. Start SR if not drawing prior to TDY			NONE	**$6.15** per day.

Table 2-2. BAS Collection Decision Logic Table.

	Enlisted Member	And	BAS Entitle-	Member Pays For Meals	Rate Of	Deduct From	Deduct From

	Status		ment Is	At Rate Of:	Per Diem Is:	Per Diem Is:	Entitle-ments:
4	Involved in a Joint Task Force	JTF Commander determines that messing is essential to accomplish training and readiness, and enlisted members receive meals without charge, officers pay a discounted rate.	**1**. SR or RNA is retained if drawing prior to TDY. **2**. Start SR if not drawing prior to TDY			NONE	**$6.15** per day.
5	Involved in a Joint Task Force	JTF Commander declares regular TDY (JTF members only). Members consuming meals at a JTF temporary dining facility must pay the discounted meal rate plus an incidental expense (**$2.00** CONUS or **$3.50** OCONUS)	**1**. SR or RNA is retained if drawing prior to TDY. **2**. Start SR if not drawing prior to TDY			NONE	Note **1**

Table 2-2. BAS Collection Decision Logic Table.

	Enlisted Member	And	BAS Entitle-	Member Pays For Meals	Rate Of	Deduct ion	Deduct From

	Status		ment Is	At Rate Of:	Per Diem Is:	From Per Diem Is:	Entitle-ments:
6	Sea Duty or Temporary Afloat Assignment or Field duty or Temporary Field Assignment Or Group Travel or Essential Unit Mess (EUM)		**1**. SR or RNA is retained if drawing prior to TDY. **2**. Start SR if not drawing prior to TDY			NONE	**$1.54** for the first and last day, **$6.15** per day for period in between.

Table 2-2. BAS Collection Decision Logic Table.

NOTES:

1. Some JTF operations are under per diem TDY orders which have the subsistence portion withheld\reduced on the travel settlement as payment for meals. This can look very much like an Essential Unit Mess (EUM) where the member gets only incidental expenses paid (**$3.50**) overseas. The difference is in the orders. If the orders specify EUM and the member drew full BAS, then they will have to pay for meals at **$6.15** per day. If the orders indicate regular per diem with government mess required, and subsistence to be withheld\reduced from the travel settlement, then no collection is made.

COST OF LIVING ALLOWANCE (COLA)

Overseas Cost of Living Allowance (COLA)

5-1. General. Cost of Living Allowance (**COLA**) is designed to assist members in defraying excess costs incurred incident to assignment on permanent duty to a station outside CONUS. Conditions of entitlement to COLA are contained in the Joint Federal Travel Regulation (**JFTR**), Volume **1**, Chapter **9**, Part **B**. For information on how COLA rates are determined and computed, see the JFTR, Appendix **J**. The JFTR and information on COLA, to include rates and frequently asked questions, are also available at the following website :

http//www.dtic.mil/perdiem/rateinfo.

a. COLA is not tied to Basic Allowance for Housing (**BAH**). Members assigned to government housing, single or family type quarters are entitled to COLA.

b. COLA rates for specific OCONUS locations are found in the **JWMM** module of DJMS. To find a COLA rate when the JFTR location is known, sign-on to DJMS using normal procedures. Enter **JWMM** as your module of choice. This will take you to the **DJMS TABLES MAIN MENU** screen (**Figure 5-1**).

```
                    DJMS TABLES MAIN MENU

      OPTION  1                  1   VIEW TABLE
                                 2   PRINT TABLE




      TABLE NUMBER  365      (LEAVE BLANK FOR A LIST OF TABLES)
                    ---


      _  PRODUCTION

      _  PROJECTED



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

Figure 5-1. DJMS Tables Main Menu screen.

c. Enter "**1**" in the **OPTIONS** field to view a table. If you know the JTR location, enter "**365**" after the Table Number field. Press <**ENTER**>, and

you will be taken to the **DJMS TABLE 365 (INQUIRY) PRODUCTION COLA INDEX** screen (**Figure 5-2**).

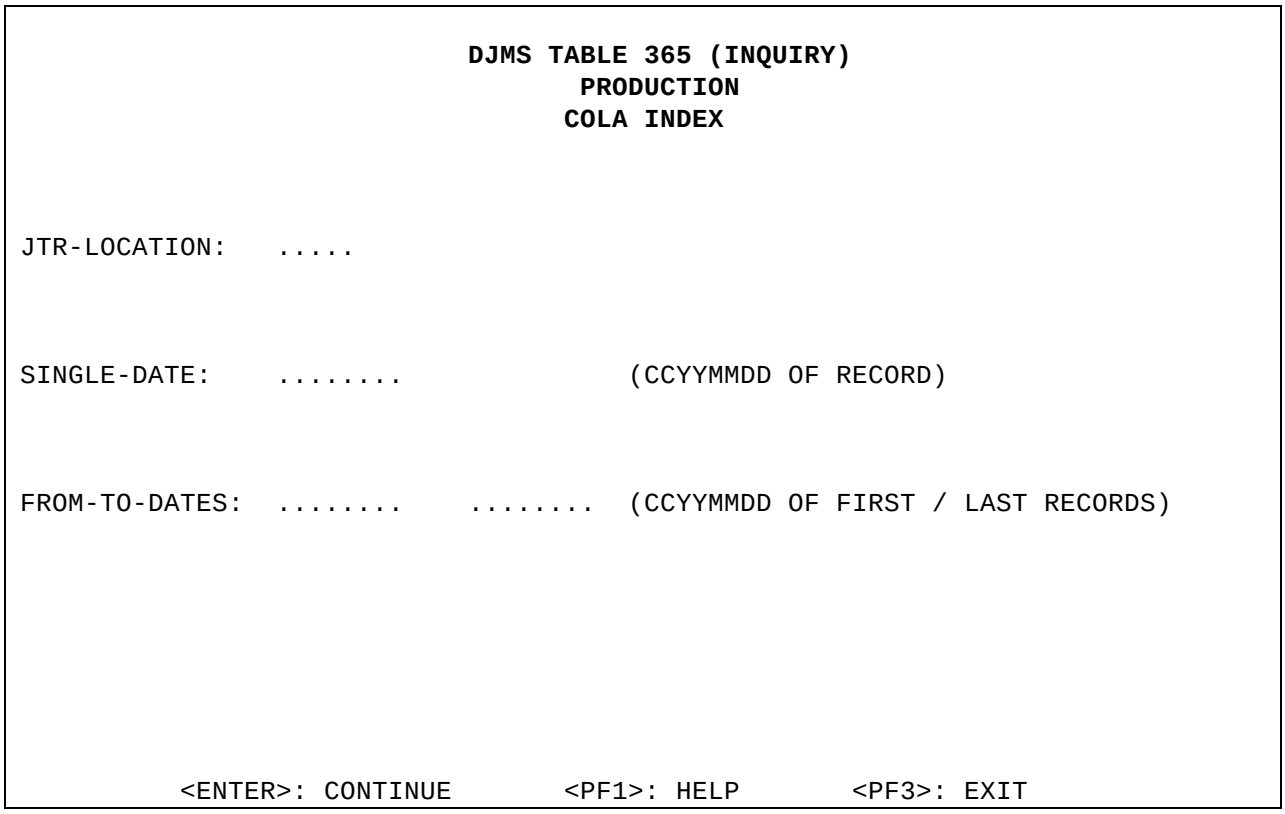
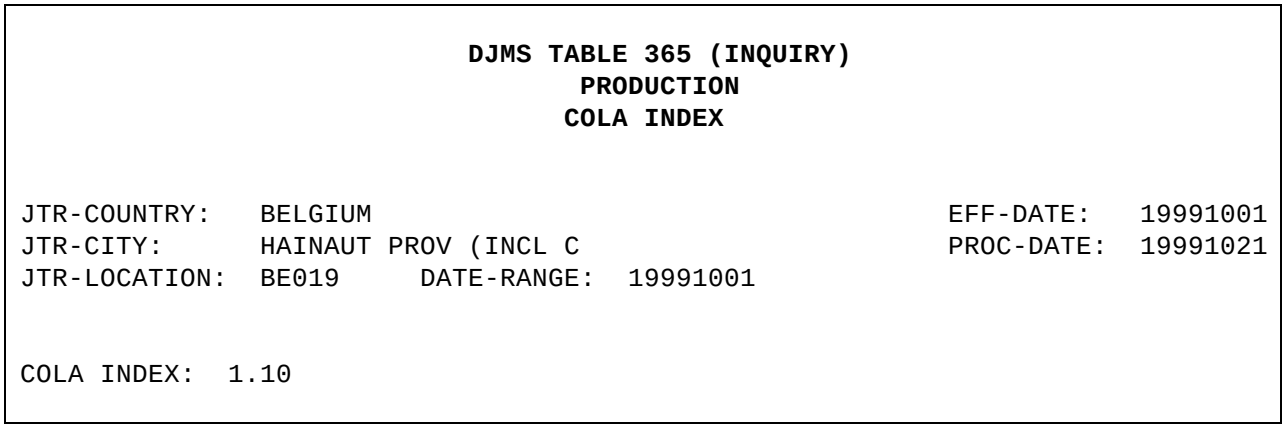


Figure 5-2. DJMS Table 365 (Inquiry) Production COLA Index screen.

d. Enter the JTR Location. You can request the rate for a particular date, a particular period or for specific periods. For a single date, you must enter a date that a COLA rate change took effect, in **YYYYMMDD** format. You will get a screen similar to **Figure 5-3**.



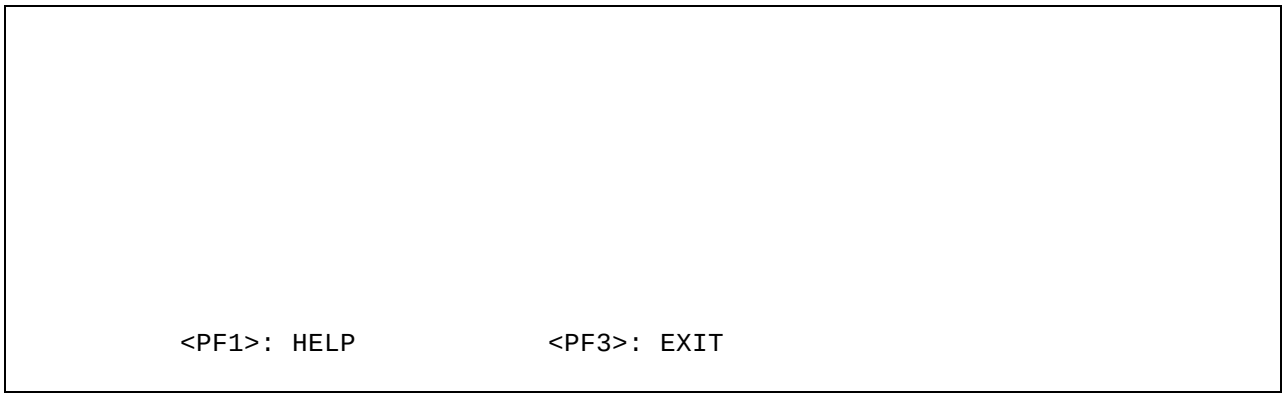


Figure 5-3. Result of a single date COLA rate inquiry.

e. If you use a date in between a rate change date range, you will get an error message similar to the following:

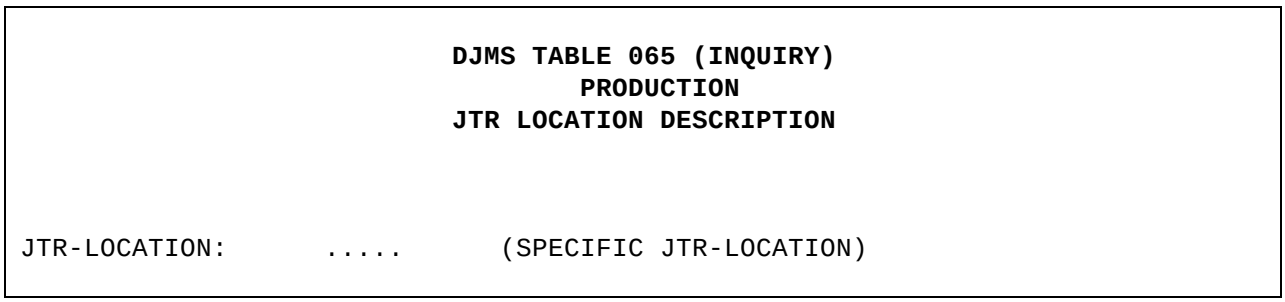
   ***** JTR/DATE(S) (BE019/19991005/): NOT FOUND ON TABLE-365 *****

   Recheck your date to make sure it's one that matches a date that the rate changed for the location in question.

f. For a specific period or periods, use the beginning of the calendar year as the **FROM** date (i.e. **19990101**) and the last date of the periods in question as the **TO** date. This will take you to the screen shown in **Figure 5-3**. However, you can now cycle back and forth through up to six rate change periods (if available) for that location. To do this, once you reach the screen, press **PF7** to go back up to six periods inside the dates you inquired about. Use the **PF8** key to go forward through the six periods. Watch the "**EFF-DATE**" and "**PROC-DATE**" for the period the rate shown was in effect. If you need more than the six periods shown, change your search criteria.

g. You can also scan through other JTR locations from this screen. Simply press the **PF8** key to cycle forward. Once you have reached the location in question, you can still cycle through up to six rate changes for that location by using the **PF7** key.

h. To find a location rate if you do not have the specific JTR location code, or to determine what city or country a particular location code refers to, select Table **065** at the **DJMS Tables Main Menu**. This will bring up the **DJMS TABLE 065 (INQUIRY) PRODUCTION JFTR LOCATION DESCRIPTION** screen (**Figure 5-4**).



```
JTR-COUNTRY-CODE:  ..         (ALL JTR-LOCATIONS WITHIN COUNTRY)









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

Figure 5-4. DJMS Table 065 (Inquiry) Production JFTR Location Description screen.

i. To determine what city or country a code pertains to, enter the location code in the **JTR-LOCATION** field. The screen in **Figure 5-5** will appear.

```
                          DJMS TABLE 065 (INQUIRY)
                                PRODUCTION
                          JTR LOCATION DESCRIPTION


JTR-COUNTRY:   BELGIUM                                  PROC-DATE:  19991021

JTR-LOCATION:  BE019


JTR LOCATION DESCRIPTION:

  JTR-CITY-NAME  HAINAUT PROV (INCL CHIEVRES AND SHAPE)

  CLIMATE-CODE   2









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

Figure 5-5. Results of a JTR-LOCATION Inquiry request.

j. To find all location codes for a particular country, enter the two-character country code. The screen shown in **Figure 5-5** will appear. You can scroll forward through all the locations by using the **PF8** key. To scroll back, use the **PF7** key.

5-2. Effective Date. COLA entitlement begins the date the member arrives at an OCONUS permanent duty station (**PDS**) or the date the member's dependents arrive if the dependents arrive prior to the member. The member must certify the number of dependents claimed for COLA on PCS arrival. The entitlement to COLA is started with a **4601** transaction.

a. Members without dependents who reside in government quarters at a PDS OCONUS are entitled to COLA based on the following criteria:

1) if Government dining facilities are unavailable, as determined by the commander, and the member is authorized single rate BAS, then the member is authorized single rate COLA, which is **100** percent of without dependent rate.

2) if member's BAS is stopped, change **NR-DEPN-COLA** from **0** to **9** so the member receives the **47** percent (**Bachelor**) rate COLA.

3) members without dependents who reside in dormitories and are issued meal cards, (government mess is available) are entitled to the **47** percent (**Bachelor**) rate COLA. These members are coded with **NR-DEPN-COLA** of **9**.

b. A member does not have to receive **BAH** on behalf of a dependent in order to receive COLA on behalf of that dependent. The definition of dependent for COLA purposes is contained in the JFTR, paragraph **U9000**. A member can be paid BAH on behalf of a spouse, for example, but have parents or parents-in-law who are command sponsored, this entitles the member to claim the parents for COLA purposes.

c. When the member departs the OCONUS duty station, **C**OLA is stopped one day before the **DATE-DEPART-LAST-DUTY-STATION** in the PCS departure transaction (**SH03**). The new duty station must restart COLA entitlement when a member with dependents is reassigned (PCS) from a PDS outside CONUS to another station either overseas or CONUS and the dependents remain at the old duty station where COLA is authorized.

d. Continuance of COLA at the old station may be authorized (up to **60** days) when delayed departure of dependents is necessary for reasons beyond the member or dependents' control. Delayed departure of dependents may be authorized for reasons such as illness or hospitalization of a dependent, completion of school term, lack of adequate housing or obtaining housing at new PDS. See JFTR, **U5240 B**, **C**, and **D**. When departure of dependents is delayed for one of the reasons listed, a stop transaction must be processed upon departure of the dependents from the overseas station.

e. When a member separating overseas with terminal leave in CONUS and it is questionable that member will return to point of separation, stop COLA. If member does return to point of separation, submit a report transaction to adjust the member's pay.

5-3. BAH Compatibility Edits.

a. If the member's open BAH entry (**35**) is without dependent rate, with-dependent rate COLA will not process unless the closest dependency code is equal to '**I**'. The start or report transaction will recycle until the BAH entry is changed or corrected, or the input is modified to agree with the MMPA.

b. If COLA was started as single or bachelor rate COLA (i.e., number of dependents equal to '**0**' or '**9**'), a change or correct transaction will not update the MMPA to with-dependent COLA, unless the closest dependency code is '**I**'. The change or correct transaction will recycle until the BAH entry is changed or corrected, or the input is changed to agree with the MMPA.

c. If the closest dependency code in the BAH entry is "**G**" or "**R**", only single or bachelor rate COLA can be paid. The start or report transaction will recycle until the BAH entry is changed or corrected, or the input is changed to agree with the MMPA.

d. Once single or bachelor COLA is started it cannot be changed to with-dependent COLA, if the closest dependency code in the BAH entry is "**G**" or "**R**". The start or report transaction will recycle until the BAH entry is changed or corrected, or the input is changed to agree with the MMPA.

e. Dual COLA (FORMAT-ID **47**) cannot be paid if one of the following conditions exist:

   1) There is an open or closed **36** entry on the MMPA.

   2) The closest dependency code in the **35** entry is "**G**", "**I**", or "**R**". The start or report transaction will recycle until the BAH entry is changed or corrected, or the input is changed to agree with the MMPA.

CONUS Cost of Living Allowance (CCOLA)

5-4. General. CONUS COLA is designed to partially offset the additional expenses incurred by members serving in high cost areas in CONUS. Conditions of entitlement to CONUS COLA are contained in the JFTR, Volume **1**, Chapter **8**. Locations authorized entitlement to CONUS COLA are determined by the Per Diem Travel and Transportation Committee (**PDTATAC**). CONUS COLA Index and rates are found on the DJMS Tables Module JWMM. CONUS COLA is authorized for specific ZIP Codes. DJMS Tables **161** and **160** contain CONUS COLA ZIP Codes and rates. See the instructions in **5-1** above to aid in accessing these DJMS Tables. To start entitlement to CONUS COLA, process a **5101** transaction.

5-5. Definitions.

a. High Cost Area: Designated by the Secretary of Defense (listed in table **160**).

b. Member With Dependents: A member who is entitled to BAH at the with dependent rate or would be entitled if government quarters were not occupied.

c. Member Without Dependents: A member entitled to single rate BAH or would be entitled if government quarters were not occupied. This includes members receiving partial rate BAH.

d. Primary Dependent: The member's spouse or, for an unmarried member, a dependent as defined per the JFTR Appendix **A**.

5-6. Eligibility. Payment of CONUS COLA is based on assignment to a designated high cost area, pay grade, years of service (longevity), and status in regards to BAH. The entitlement is paid at either the with or without dependent rate. Members residing in the barracks are entitled to CONUS COLA at the without dependent rate irrespective of any entitlement to basic allowance for subsistence (BAS). The following members are eligible to receive CONUS COLA:

a. A member with or without dependents assigned to a high cost area in CONUS.

b. A member in an unaccompanied status outside CONUS, if the primary dependent resides in a designated CONUS high cost area.

c. A member assigned to duty in CONUS and;

1) The primary dependent of the member must reside in a high cost area in CONUS by reason of the member's duty location or other circumstances; and

2) It would be inequitable for the member's eligibility for the allowance to be determined on the basis of the duty location of the member (see JFTR, **U8055-B**).

5-7. Member Married to Member. Each member is entitled to CONUS COLA in his or her own right. Entitlement exists whether a joint residence or separate residences are 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 member couple maintains a joint residence and they have dependents, CONUS COLA will be paid for one at the with dependent rate and for the other at the without dependent rate.

5-8. Effect of Member's Status.

a. PCS: Entitlement is effective the day the member reports to the new PDS in a high cost area. Entitlement continues for the entire period of PCS, less the authorized travel days. The arrival transaction (**SG**) will stop CONUS COLA.
b. Non-pay status: Not payable for periods of a non-pay status (i.e., excess leave, AWOL).

c. Separation: Payable through the day of separation including days of terminal leave.

d. Hospitalized. See JFTR, **U8006**.

5-9. Dual Payment of Overseas COLA and CONUS COLA. A member assigned outside CONUS may be paid overseas COLA at the applicable without dependent rate and

CONUS COLA at the with dependent rate for the high cost area where the primary dependent resides. CONUS COLA is only payable if there are no command sponsored dependents residing with the member. At no time will overseas COLA and CONUS COLA be paid concurrently at the with dependent rate. Dual payment of CONUS COLA is rarely authorized in CONUS as dependents are authorized to accompany the member PCSing to a CONUS PDS.

5-10. Members Paying Child Support. Members receiving with dependent rate BAH solely for the purpose of child support, are entitled to CONUS COLA at the without dependent rate.

5-11. New Accessions. Newly inducted enlisted or reenlisted members, officers, or officer candidates are entitled to CONUS COLA as follows:

a. **Member without dependents** –are entitled at the duty location to which assigned. The rate will change on the day the member arrives at each new duty location until arrival at the designated initial PDS.

b. **Members with dependents** - for the location of the primary dependent until the day before the day member arrives at the initial PDS. The entitlement will be reduced by the number of travel days authorized.

5-12. Re-certification. For both COLA and CONUS COLA, re-certification is required when inprocessing at a new PDS.

5-13. FRACTIONAL (Pro-Rated) COLA. Fractional COLA is authorized to a member without dependents at a duty location where a government mess is available but whose duties require the member’s absence from the PDS for one or more meals. Fractional COLA is not automatically computed by DJMS. The amount due the member for the meals missed must be manually computed based on the rates found in JFTR, paragraph U9156 and the amount due for a period up to one calendar month must be input using a **4903** transaction.

5-14. Transactions. On the following pages are examples and explanations of the input screens available for the establishment, maintenance and termination of COLA and CONUS COLA.

JUMPS	ADD Transactions	KEYER ID: LB
Data Collection	**4601-START COST OF LIVING ALLOWANCE**	ADSN: 4807

```
v5.3  c01                                                    Cycle: A1
                                                           Tran. Nr:  40
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE       [      ]
       JTR-LOCATION   [     ]
       NR-DEPN-COLA   [ ]


       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 5-6. Start Cost of Living Allowance screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
EFF-DATE	Effective date to start entitlement to COLA, in **YYMMDD** format.
JTR-LOCATION	The JTR location code for the member's duty station, as defined by the applicable DJMS table. First two characters must be alpha. Positions 3-5 must be numeric greater than zero.
NR-DEPN-CLOA	The number of dependents for which COLA is authorized. This is regardless of the number of dependents authorized for other purposes. Member is not counted as a dependent for COLA purposes. Applicable numbers are **0-5**. If number of dependents exceeds five, use **5**. Use **9** if member is entitled to bachelor COLA.

Table 5-1. Start Cost of Living Allowance screen explanation.

```
JUMPS                      ADD    Transactions              KEYER ID: LB
Data
Collection         4602-STOP COST OF LIVING ALLOWANCE           ADSN: 4807
v5.3  c01                                                    Cycle: A1
                                                           Tran. Nr:  42
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE   [      ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 5-7. Stop Cost-Of-Living Allowance screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.

EFF-DATE	Last date through which the member is entitled to COLA, in **YYMMDD** format.

Table 5-2. Stop Cost-of-Living Allowance screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection        4603-REPORT COST OF LIVING ALLOWANCE           ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                              Tran. Nr:  42
       SSAN  [         ]
       NAME  [     ]

       DATE-START     [      ]
       DATE-STOP      [      ]
       JTR-LOCATION   [     ]
       NR-DEPN-COLA   [ ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 5-8. Report Cost-of-Living Allowance screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
DATE-START	Date entitlement to COLA started, in **YYMMDD** format.
DATE-STOP	Date entitlement to COLA stopped, in **YYMMDD** format.
JTR-LOCATION	The JTR location code for the member’s duty station, as defined by the applicable DJMS table. First two characters must be alpha. Positions 3-5 must be numeric greater than zero.
NR-DEPN-COLA	The number of dependents for which COLA is authorized. This is regardless of the number of dependents authorized for other purposes. Member is not counted as a dependent for COLA purposes. Applicable numbers are **0-5**. If number of dependents exceeds five, use **5**. Use **9** if member is entitled to bachelor COLA.

Table 5-3. Report Cost-of-Living Allowance screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection        4604-CHANGE COST OF LIVING ALLOWANCE           ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                              Tran. Nr:  43
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE       [      ]
```

```
       JTR-LOCATION   [     ]
       NR-DEPN-COLA   [ ]




       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 5-9. Change Cost-of-Living Allowance screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
EFF-DATE	Effective date of change in location or number of dependents, in **YYMMDD** format. Must be less than or equal to current date.
JTR-LOCATION	The new JTR location code for the member's duty station, as defined by the applicable DJMS table. First two characters must be alpha. Positions 3-5 must be numeric greater than zero.
NR-DEPN-COLA	The new number of dependents for which COLA is authorized. This is regardless of the number of dependents authorized for other purposes. Member is not counted as a dependent for COLA purposes. Applicable numbers are **0-5**. If number of dependents exceeds five, use **5**. Use **9** if member is entitled to bachelor COLA.

Table 5-4. Change Cost-of-Living Allowance screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection        4605-CORRECT COST OF LIVING ALLOWANCE          ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                              Tran. Nr:  44
       SSAN  [         ]
       NAME  [     ]

       DATE-START         [      ]
       DATE-STOP          [      ]
       JTR-LOCATION       [     ]
       NR-DEPN-COLA       [ ]
       PRIOR-DATE-START   [      ]
       PRIOR-DATE-STOP    [      ]
```

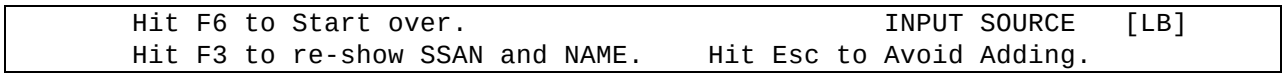


Figure 5-10. Correct Cost-of-Living Allowance screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-START	If the **START** date of an open entry is being corrected, enter the correct effective date. If other fields are being corrected for a history entry, enter the **START** date from the MMPA. Enter using **YYMMDD** format. Otherwise zero-fill.
DATE-STOP	If **STOP** date of a history entry is being corrected, enter the correct **STOP** date, in **YYMMDD** format. Otherwise zero-fill.
JTR-LOCATION	The new JTR location code for the member's duty station, as defined by the applicable DJMS table. First two characters must be alpha. Positions 3-5 must be numeric greater than zero. If just dates are being corrected, enter the JTR location as shown in the MMPA entry being corrected.
NR-DEPN-COLA	The new number of dependents for which COLA is authorized. This is regardless of the number of dependents authorized for other purposes. Member is not counted as a dependent for COLA purposes. Applicable numbers are **0-5**. If number of dependents exceeds five, use **5**. Use **9** if member is entitled to bachelor COLA. If just dates are being corrected, enter the number of dependents as shown in the MMPA entry being corrected.
PRIOR-DATE-START	If **DATE-START** contains a corrected date, enter the **START** date as shown on the MMPA entry being corrected, in **YYMMDD** format. If **DATE-START** is zero-filled, zero-fill this entry.
PRIOR-DATE-STOP	If **DATE-STOP** contains a corrected date, enter the **STOP** date as shown on the MMPA entry being corrected, in **YYMMDD** format. If **DATE-STOP** is zero-filled, zero-fill this entry.

Table 5-5. Correct Cost-of-Living Allowance screen explanation.

```
JUMPS                    ADD    Transactions              KEYER ID: LB
Data
Collection       4606-CANCEL COST OF LIVING ALLOWANCE          ADSN: 4807
v5.3  c01                                                    Cycle: A1
                                                          Tran. Nr:  44
       SSAN  [         ]
       NAME  [     ]

       DATE-START   [      ]
       DATE-STOP    [      ]









       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 5-11. Cancel Cost-of-Living Allowance screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-START	If an open entry is being cancelled, enter the **DATE-START** shown in the open MMPA entry. If a history entry is being cancelled, enter the **DATE-START** shown in the history entry. If a history **DATE-STOP** is being cancelled so that the entitlement restarts, zero-fill.
DATE-STOP	If an open entry is being cancelled, zero-fill. If a history entry is being cancelled, enter the **DATE-STOPPED** shown in the history entry. If the intent is to restart the entitlement, enter the **DATE-STOPPED** as shown in the history entry.

Table 5-6. Cancel Cost-of-Living Allowance screen explanation.

```
JUMPS                    ADD    Transactions              KEYER ID: LB
Data
Collection     4701-START DUAL COST OF LIVING ALLOWANCE         ADSN: 4807
v5.3  c01                                                    Cycle: A1
                                                          Tran. Nr:  44
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE       [      ]
       JTR-LOCATION   [     ]
       NR-DEPN-COLA   [ ]
```

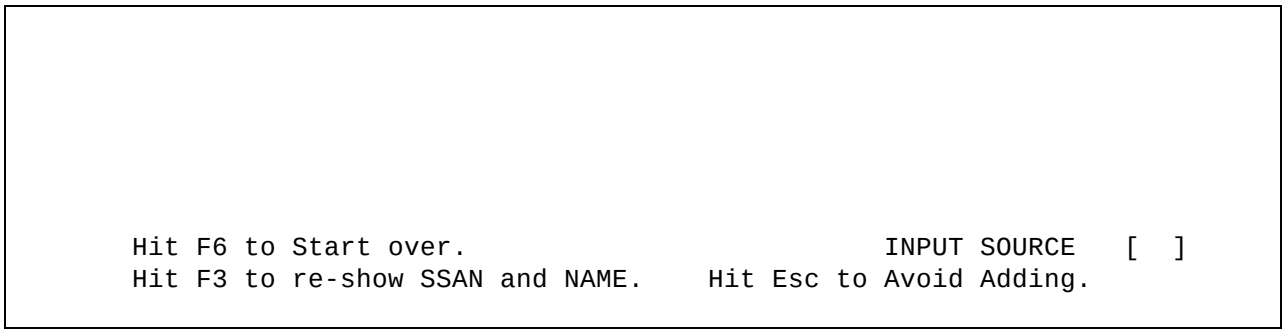


Figure 5-12. Start Dual Cost-of-Living Allowance screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
EFF-DATE	Effective date to start entitlement to Dual COLA, in **YYMMDD** format.
JTR-LOCATION	The JTR location code for the member's duty station, as defined by the applicable DJMS table. First two characters must be alpha. Positions 3-5 must be numeric greater than zero.
NR-DEPN-COLA	The number of dependents for which Dual COLA is authorized. This is regardless of the number of dependents authorized for other purposes. Member is not counted as a dependent for Dual COLA purposes. Applicable numbers are **0-5**. If number of dependents exceeds five, use **5**. Use **9** if member is entitled to bachelor Dual COLA.

Table 5-7. Start Dual Cost-of-Living Allowance screen explanation.

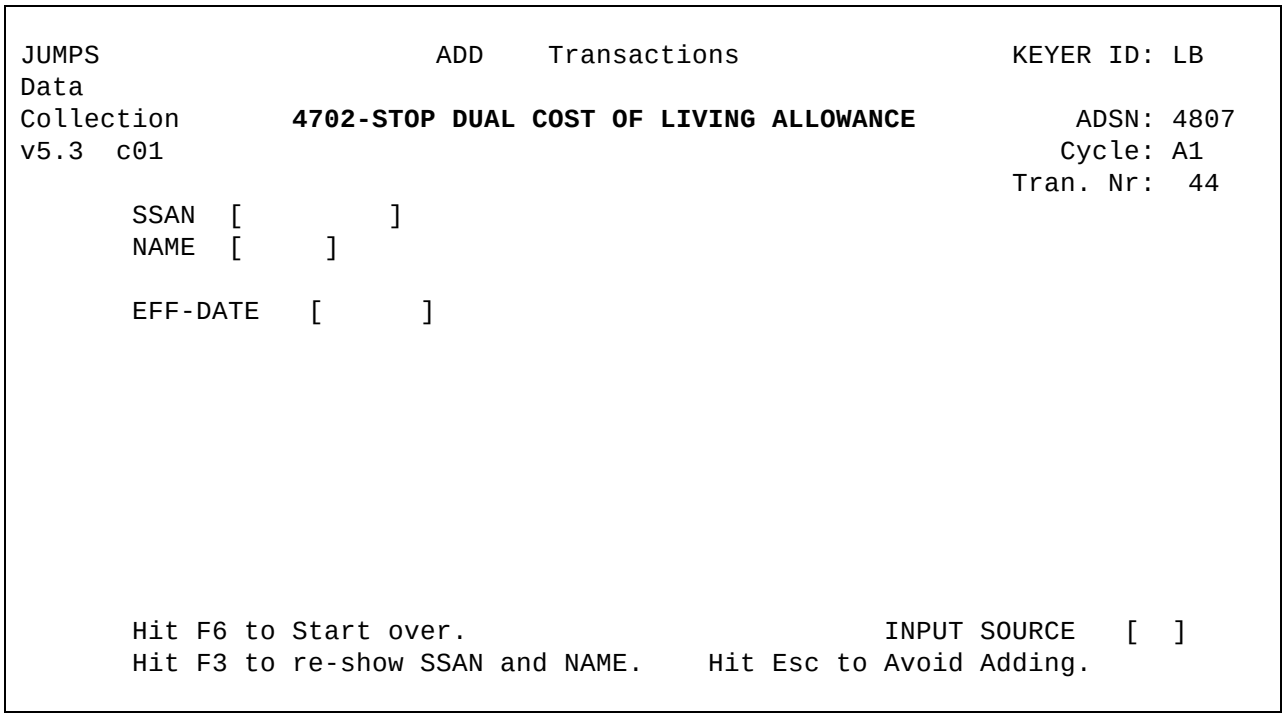


Figure 5-13. Stop Dual Cost-of-living Allowance screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
EFF-DATE	Last date through which the member is entitled to Dual COLA, in **YYMMDD** format.

Table 5-8. Stop Dual Cost-of-Living Allowance screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection      4703-REPORT DUAL COST OF LIVING ALLOWANCE         ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  44
       SSAN  [         ]
       NAME  [     ]

       DATE-START     [      ]
       DATE-STOP      [      ]
       JTR-LOCATION   [     ]
       NR-DEPN-COLA   [ ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 5-14. Report Dual Cost-of-Living Allowance screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-START	Date entitlement to Dual COLA started, in **YYMMDD** format.
DATE-STOP	Date entitlement to Dual COLA stopped, in **YYMMDD** format.
JTR-LOCATION	The JTR location code for the member's duty station, as defined by the applicable DJMS table. First two characters must be alpha. Positions 3-5 must be numeric greater than zero.
NR-DEPN-COLA	The number of dependents for which Dual COLA is authorized. This is regardless of the number of dependents authorized for other purposes. Member is not counted as a dependent for Dual COLA purposes. Applicable numbers are **0-5**. If number of dependents exceeds five, use **5**. Use **9** if member is entitled to bachelor Dual COLA.

Table 5-9. Report Dual Cost-of-Living Allowance screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection      4704-CHANGE DUAL COST OF LIVING ALLOWANCE        ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                               Tran. Nr:  44
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE       [      ]
       JTR-LOCATION   [     ]
       NR-DEPN-COLA   [ ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 5-15. Change Dual Cost-of-Living Allowance screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
EFF-DATE	Effective date of change in location or number of dependents, in **YYMMDD** format. Must be less than or equal to current date.
JTR-LOCATION	The new JTR location code for the member’s duty station, as defined by the applicable DJMS table. First two characters must be alpha. Positions 3-5 must be numeric greater than zero.
NR-DEPN-COLA	The new number of dependents for which Dual COLA is authorized. This is regardless of the number of dependents authorized for other purposes. Member is not counted as a dependent for Dual COLA purposes. Applicable numbers are **0-5**. If number of dependents exceeds five, use **5**. Use **9** if member is entitled to bachelor Dual COLA.

Table 5-10. Change Dual Cost-of-Living Allowance screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection      4705-CORRECT DUAL COST OF LIVING ALLOWANCE        ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                               Tran. Nr:  44
       SSAN  [         ]
       NAME  [     ]

       DATE-START         [      ]
```

```
       DATE-STOP          [      ]
       JTR-LOCATION       [     ]
       NR-DEPN-COLA       [ ]
       PRIOR-DATE-START   [      ]
       PRIOR-DATE-STOP    [      ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 5-16. Correct Dual Cost-of-Living Allowance screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-START	If the **START** date of an open entry is being corrected, enter the correct effective date. If other fields are being corrected for a history entry, enter the **START** date from the MMPA. Enter using **YYMMDD** format. Otherwise zero-fill.
DATE-STOP	If **STOP** date of a history entry is being corrected, enter the correct **STOP** date, in **YYMMDD** format. Otherwise zero-fill.
JTR-LOCATION	The new JTR location code for the member's duty station, as defined by the applicable DJMS table. First two characters must be alpha. Positions 3-5 must be numeric greater than zero. If just dates are being corrected, enter the JTR location as shown in the MMPA entry being corrected.
NR-DEPN-COLA	The new number of dependents for which Dual COLA is authorized. This is regardless of the number of dependents authorized for other purposes. Member is not counted as a dependent for Dual COLA purposes. Applicable numbers are **0-5**. If number of dependents exceeds five, use **5**. Use **9** if member is entitled to bachelor Dual COLA. If just dates are being corrected, enter the number of dependents as shown in the MMPA entry being corrected.
PRIOR-DATE-START	If **DATE-START** contains a corrected date, enter the **START** date as shown on the MMPA entry being corrected, in **YYMMDD** format. If **DATE-START** is zero-filled, zero-fill this entry.
PRIOR-DATE-STOP	If **DATE-STOP** contains a corrected date, enter the **STOP** date as shown on the MMPA entry being corrected, in **YYMMDD** format. If **DATE-STOP** is zero-filled, zero-fill this entry.

Table 5-11. Correct Dual Cost-of-Living Allowance screen explanation.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
```

```
Collection      4706-CANCEL DUAL COST OF LIVING ALLOWANCE          ADSN: 4807
v5.3  c01                                                          Cycle: A1
                                                                 Tran. Nr:  44
       SSAN  [         ]
       NAME  [     ]

       DATE-START   [      ]
       DATE-STOP    [      ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 5-17. Cancel Dual Cost-of-Living Allowance screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-START	If an open entry is being cancelled, enter the **DATE-START** shown in the open MMPA entry. If a history entry is being cancelled, enter the **DATE-START** shown in the history entry. If a history **DATE-STOP** is being cancelled so that the entitlement restarts, zero-fill.
DATE-STOP	If an open entry is being cancelled, zero-fill. If a history entry is being cancelled, enter the **DATE-STOPPED** shown in the history entry. If the intent is to restart the entitlement, enter the **DATE-STOPPED** as shown in the history entry.

Table 5-12. Cancel Dual Cost-of-Living Allowance screen explanation.

```
JUMPS                    ADD    Transactions              KEYER ID: LB
Data
Collection          4903-REPORT COLA PRORATED                ADSN: 4807
v5.3  c01                                                    Cycle: A1
                                                           Tran. Nr:  44
       SSAN  [         ]
       NAME  [     ]

       START-DATE        [      ]
       STOP-DATE         [      ]
       JFTR-LOCTN        [     ]
       AMT-SPEC-ENTLM    [     ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

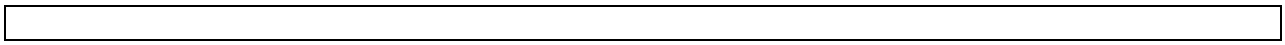


Figure 5-18. Report COLA Prorated screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
START-DATE	Effective date entitlement started, in **YYMMDD** format. This is **ALWAYS** the first day of a month.
STOP-DATE	Effective date entitlement stops, in **YYMMDD** format. This is **ALWAYS** the last day of a month.
JFTR-LOCATION	The JFTR location code for the member's duty station, as defined by the applicable DJMS table. First two characters must be alpha. Positions 3-5 must be numeric greater than zero.
AMT-SPEC-ENTLM	Amount due member for the period involved. Must be numeric greater than zero. Zero-fill to the left if necessary.

Table 5-13. Report COLA Prorated screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection            4905-CORRECT COLA PRORATED                 ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                               Tran. Nr:  45
       SSAN  [         ]
       NAME  [     ]

       DATE-START         [      ]
       DATE-STOP          [      ]
       JFTR-LOCTN         [     ]
       AMT-SPEC-ENLMNT    [     ]
       PRIOR-DATE-START   [      ]
       PRIOR-DATE-STOP    [      ]


       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 5-19. Correct COLA Prorated screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-START	Correct effective date entitlement started, in **YYMMDD** format. This is **ALWAYS** the first day of a month.
DATE-STOP	Correct effective date entitlement stops, in **YYMMDD** format. This is **ALWAYS** the last day of a month.
JFTR-LOCATION	The correct JFTR location code for the member's duty station, as defined by the applicable DJMS table. First two characters must be alpha. Positions 3-5 must be numeric greater than zero.
AMT-SPEC-ENLMNT	Correct amount due member for the period involved. Must be

	numeric greater than zero. Zero-fill to the left if necessary.
PRIOR-DATE-START	If **DATE-START** contains a corrected date, enter the **START** date as shown on the MMPA entry being corrected, in **YYMMDD** format. If **DATE-START** is zero-filled, zero-fill this entry.
PRIOR-DATE-STOP	If **DATE-STOP** contains a corrected date, enter the **STOP** date as shown on the MMPA entry being corrected, in **YYMMDD** format. If **DATE-STOP** is zero-filled, zero-fill this entry.

Table 5-14. Correct COLA Prorated screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection             4906-CANCEL COLA PRORATED                 ADSN: 4807
v5.3  c01                                                      Cycle: A1
                                                               Tran. Nr:  45
       SSAN  [         ]
       NAME  [     ]

       START-DATE        [      ]
       STOP-DATE         [      ]









       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 5-20. Cancel COLA Prorated screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
START-DATE	If an open entry is being cancelled, enter the **DATE-START** shown in the open MMPA entry. If a history entry is being cancelled, enter the **DATE-START** shown in the history entry. If a history **DATE-STOP** is being cancelled so that the entitlement restarts, zero-fill.
STOP-DATE	If an open entry is being cancelled, zero-fill. If a history entry is being cancelled, enter the **DATE-STOPPED** shown in the history entry. If the intent is to restart the entitlement, enter the **DATE-STOPPED** as shown in the history entry.

Table 5-15. Cancel COLA Prorated screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection             5101-START CONUS COLA                     ADSN: 4807
v5.3  c01                                                      Cycle: A1
```

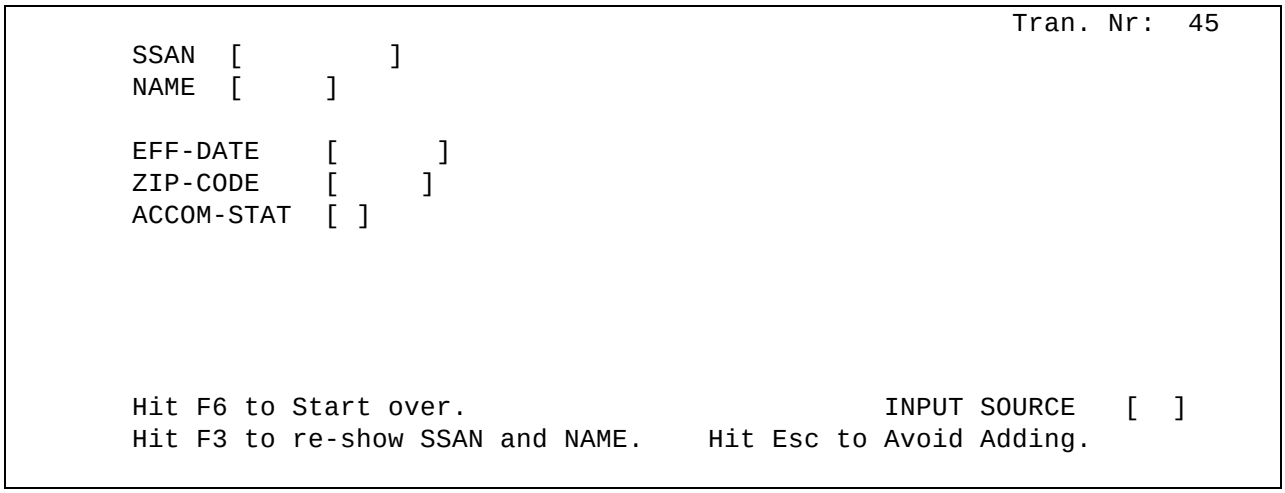


Figure 5-21. Start CONUS COLA screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's alst name.
EFF-DATE	Effective date that entitlement is to start, in **YYMMDD** format. Must be less than or equal to current date.
ZIP-CODE	Postal zip code for authorized area.
ACCOM-STAT	Code that identifies whether member is accompanied by authorized dependents or not. Applicable codes are: **0**: No dependents. **1**: With dependents.

Table 5-16. Start CONUS COLA screen explanation.

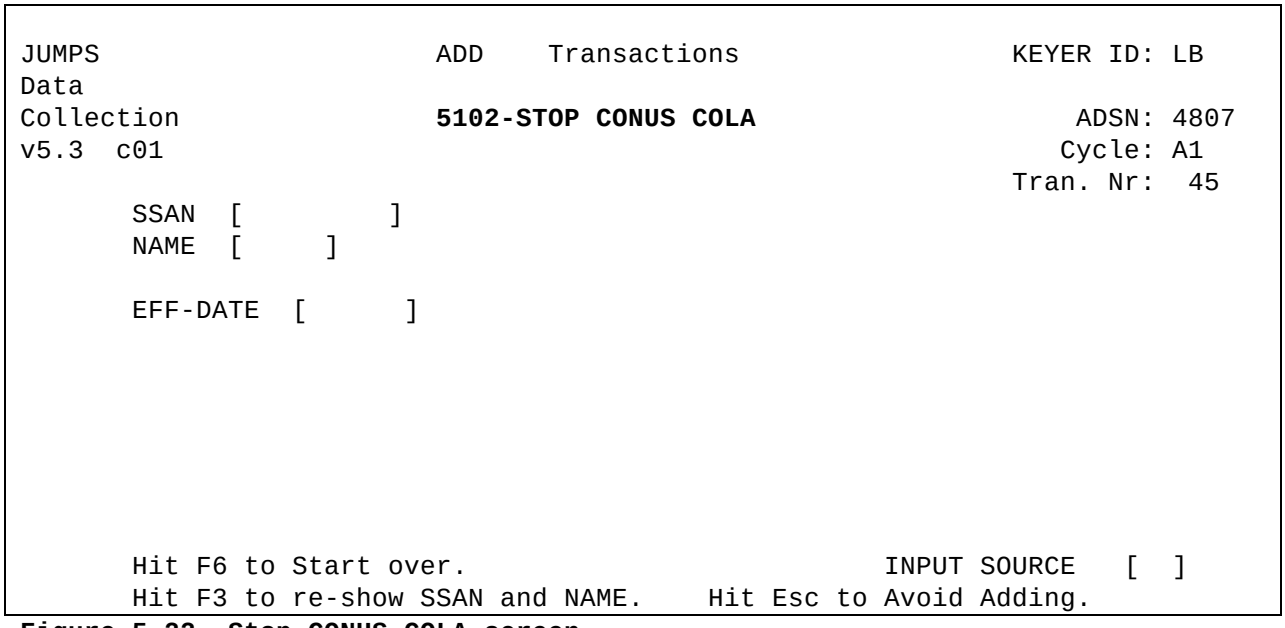


Figure 5-22. Stop CONUS COLA screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's alst name.

EFF-DATE	Effective date that entitlement is to stop, in **YYMMDD** format. Must be less than or equal to current date.

Table 5-17. Stop CONUS COLA screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection               5103-REPORT CONUS COLA                  ADSN: 4807
v5.3  c01                                                      Cycle: A1
                                                             Tran. Nr:  46
       SSAN  [         ]
       NAME  [     ]

       DATE-START  [      ]
       DATE-STOP   [      ]
       ZIP-CODE    [     ]
       ACCOM-STAT  [ ]




       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 5-23. Report CONUS COLA screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-START	Effective date that member started entitlement to **CONUS COLA**, in **YYMMDD** format. Must be less than or equal to current date.
DATE-STOP	Date that entitlement should be paid through, in **YYMMDD** format. Must be less than or equal to current date.
ZIP-CODE	Postal zip code for authorized area.
ACCOM-STAT	Code that identifies whether member is accompanied by authorized dependents or not. Applicable codes are: **0**: No dependents. **1**: With dependents.

Table 5-18. Report CONUS COLA screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection               5104-CHANGE CONUS COLA                  ADSN: 4807
v5.3  c01                                                      Cycle: A1
                                                             Tran. Nr:  47
       SSAN  [         ]
       NAME  [     ]

       DATE-START  [      ]
       ZIP-CODE    [     ]
       ACCOM-STAT  [ ]
```

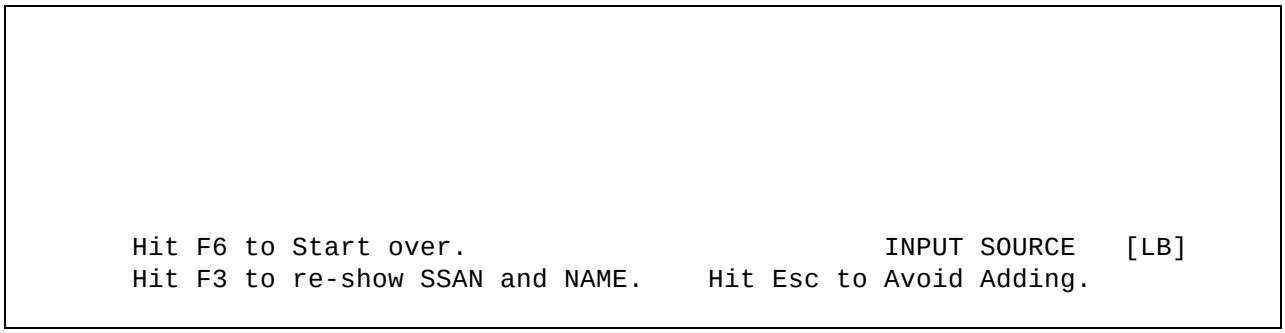


Figure 5-24. Change CONUS COLA screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-START	Effective date of change to member's entitlement, in **YYMMDD** format. Must be less than or equal to current date.
ZIP-CODE	Postal zip code for member's new authorized area.
ACCOM-STAT	Code that identifies whether member is accompanied by authorized dependents or not. Applicable codes are: **0**: No dependents. **1**: With dependents.

Table 5-19. Change CONUS COLA screen explanation.

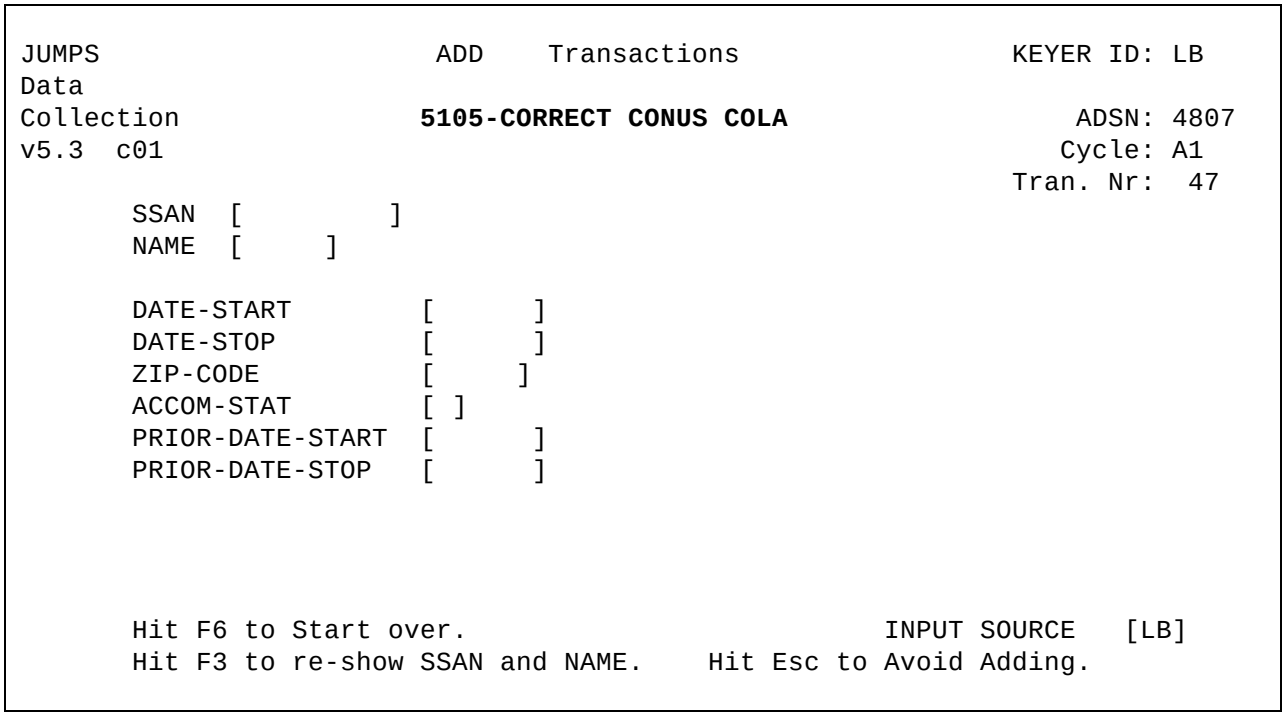


Figure 5-25. Correct CONUS COLA screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-START	If the **START** date of an open or history entry is being corrected, enter the correct **START** date, in **YYMMDD** format. If just previous **STOP** date is being corrected, zero fill. If zip code or accompanied status is being corrected, enter the **START** date shown in the open or history entry being corrected.
DATE-STOP	If the **STOP** date of a history entry is being corrected, enter the correct STOP date, in **YYMMDD** format. Otherwise zero-fill.
ZIP-CODE	If correcting the zip code for an open or history entry, enter the correct zip code. For other corrections, enter the zip code as shown on the MMPA.
ACCOM-STAT	If correcting the accompanied status for an open or history entry, enter the correct code (**0** or **1**). For other corrections, enter the accompanied status shown on the MMPA.
PRIOR-DATE-START	If **DATE-START** above has a date entered, enter the **START** date as shown in the open or history entry being corrected, in **YYMMDD** format. Otherwise zero-fill.
PRIOR-DATE-STOP	If **DATE-STOP** above has a date entered, enter the **STOP** date as shown in the open or history entry being corrected, in **YYMMDD** format. Otherwise zero-fill.

Table 5-20. Correct CONUS COLA screen explanation.

```
JUMPS                    ADD    Transactions              KEYER ID: LB
Data
Collection             5106-CANCEL CONUS COLA                ADSN: 4807
v5.3  c01                                                   Cycle: A1
                                                          Tran. Nr:  48
       SSAN  [         ]
       NAME  [     ]

       DATE-START  [      ]
       DATE-STOP   [      ]
```

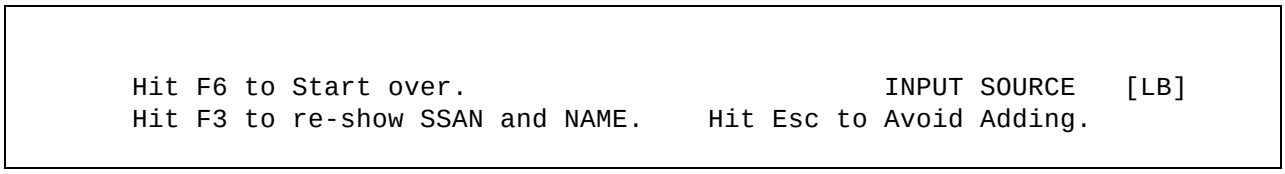


Figure 5-26. Cancel CONUS COLA screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-START	If an open entry is being cancelled, enter the **DATE-START** as shown on the MMPA. If an entire history entry is being cancelled, use **DATE-START** as shown on the MMPA. If a history **DATE-STOPPED** is being cancelled to reestablish the entitlement, zero-fill.
DATE-STOP	If an open entry is being cancelled, zero-fill. If an entire history entry is being cancelled, enter the **DATE-STOPPED** from the MMPA. If the cancel is being entered to reestablish the entitlement, zero-fill.

Table 5-21. Cancel CONUS COLA screen explanation.

PERSONAL MONEY ALLOWANCE

10-1. Description: Individuals serving in the grades of lieutenant general or general, or holding specified position of authority, are entitled to receive a monthly personal money allowance in additional to any other pay or allowance authorized. Rates are conditions of entitlement are shown in the DoDFMR, Volume 7A chapter 31. Actions to start, stop, and change personal money allowances result from event processed such as promotion, demotion or separation. This allowance is subject to federal and state income tax withholding.

10-2. Source of Input. The **TR** entry is used to identify and regulated the personal money allowances for special compensation position. Input of **TR** transactions to start, stop, change, correct, or cancel this entitlement are restricted to Central Site. Inquires concerning special compensation positions and changes in special compensation positions should be directed to Central Site at email address **MPO.3882**.

10-3. Coding formats. Following are figures and tables that explain the TR transactions.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection      TR01-START SPECIAL COMPENSATION POSITION          ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                               Tran. Nr:  48
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE           [      ]
       SPCL-CMPTN-POSNS   [  ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 10-1. Start Special Compensation Position screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
EFF-DATE	Effective date that member assumed the position that entitles him to this allowance, in **YYMMDD** format. Must be less than or equal to current date.
SPCL-CMPTN-POSNS	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.

Table 10-1. Start Special Compensation Position screen explanation.

```
JUMPS                    ADD    Transactions              KEYER ID: LB
Data
Collection      TR02-STOP SPECIAL COMPENSATION POSITION        ADSN: 4807
v5.3  c01                                                    Cycle: A1
                                                          Tran. Nr:  49
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE           [      ]
       SPCL-CMPTN-POSNS   [  ]









       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 10-2. Stop Special Compensation Position screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
EFF-DATE	Effective date through which member is entitled to this allowance, in **YYMMDD** format. Must be less than or equal to current date.
SPCL-CMPTN-POSNS	Special Compensation Position Indicator as shown in the open **TR** entry on the MMPA.

Table 10-2. Stop Special Compensation Position screen explanation.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection     TR04-CHANGE SPECIAL COMPENSATION POSITION        ADSN: 4807
v5.3  c01                                                     Cycle: A1
                                                           Tran. Nr:  49
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE           [      ]
       SPCL-CMPTN-POSNS   [  ]









       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 10-3. Change Special Compensation Position screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
EFF-DATE	Effective date of change in member's entitlement to this allowance, in **YYMMDD** format. Must be less than or equal to current date.
SPCL-CMPTN-POSNS	Special Compensation Position Indicator as shown in the open **TR** entry on the MMPA. This transaction is restricted to positions **01** and **02**.

Table 10-3. Change Special Compensation Position screen explanation.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection     TR05-CORRECT SPECIAL COMPENSATION POSITION        ADSN: 4807
v5.3  c01                                                     Cycle: A1
                                                           Tran. Nr:  50
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE           [      ]
       PRIOR-EFF-DATE     [      ]
       SPCL-CMPTN-POSNS   [  ]









       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 10-4. Correct Special Compensation Position screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
EFF-DATE	Effective date of change in member's entitlement to this allowance, in **YYMMDD** format. Must be less than or equal to current date.
PRIOR-EFF-DATE	Enter the effective as shown on the TR entry on the MMPA for the transaction being corrected, in **YYMMDD** format. Must be lesser than or equal to current date.
SPCL-CMPTN-POSNS	Special Compensation Position Indicator as shown in the **TR** entry on the MMPA being corrected. This transaction is restricted to positions **01** and **02**.

Table 10-4. Correct Special Compensation Position screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection     TR06-CANCEL SPECIAL COMPENSATION POSITION          ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  51
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE           [      ]
       SPCL-CMPTN-POSNS   [  ]









       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 10-5. Cancel Special Compensation Position screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
EFF-DTAE	Effective date of member's entitlement, as shown in the TR entry being cancelled, in **YYMMDD** format. Must be less than or equal to current date.
SPCL-CMPTN-POSNS	Special Compensation Position Indicator as shown in the **TR** entry on the MMPA being cancelled.

Table 10-5. Cancel Special Compensation Position screen explanation.

12-1. Maternity Clothing. AR 700-84, Issue and Sale of Personal Clothing, dated February 28, 1994, paragraph 4-9, Maternity Uniform states the Maternity Uniform Ensemble are supplemental items to be issued in-kind on DA Form 3078 through Military Clothing Sales Stores (AMCSS) for issue. Effective September 1997, payment of a cash allowance to purchase the maternity ensemble is no longer authorized.

12-2. Enlisted Members' Civilian Clothing Allowance:

a. **Entitlement.** DoDFMR, Volume 7a, Chapter 29, and DoDI 1338.18, "Armed Forces Clothing Monetary Allowance Procedures," dated January 7, 1998, prescribes the details of entitlement to the Civilian Clothing Allowances. These allowances have a monetary value which is included in the member's mid-month or end-of-month pay.

b. **Substantiating documents**. Service members directed by competent authority to dress in civilian clothing more than half the time when performing official duty, as a military requirement, may be authorized a civilian clothing allowance. By law an officer is authorized a civilian clothing allowance only if the officer's permanent duty station is outside the United States.. The member(s) may be authorized the entitlement while performing short, non-consecutive TDYs, when the number of days total at least 15 within a 30-day period, or over 30 within a 36-month period. Based on one of the items above, after ensuring the member has not received TDY civilian clothing allowance in the previous 36 months, use one of the following documents to substantiate entitlement:

(1) Assignment/reassignment orders,
(2) TDY orders, or
(3) MACOM Memo

12-3. Finance Office procedures. Process an **8103** transaction with the appropriate civilian clothing allowance type. Finance Offices must have the appropriate documentation (see paragraph 33-5b) before processing the transaction. Use the following table (see paragraph 33-b) for civilian clothing allowance transactions with an effective date prior to 1 April 1998:

CODE	TYPE	PERIOD
1	Initial civilian clothing allowance	Summer **and** Winter
2	Initial civilian clothing allowance	Summer **or** Winter
3	TDY civilian clothing allowance	31 days or more
4	TDY civilian clothing allowance	16 – 30 days

Table 12-1a. Civilian clothing allowance codes.

Use the following table for civilian clothing allowance transactions with an effective date after 31 March 1998:

CODE	TYPE	PERIOD
5	Initial	
6	Career	
7	TDY	15 through 29 days
8	TDY	30 days or more

9	Annual replacement	

Table 12-1b. Civilian clothing allowance codes.

a. Civilian Clothing Allowance. For Civilian Clothing Allowance entitlement with an effective date after 31 March 1998. The DODI 1338.18 provides for a new Civilian Clothing Allowance entitlement payable to members whose assignments require them to wear civilian clothing at least 50% of the time. The type code used depends on whether the member is assigned to a tour of predetermined length or one with an open-ended tour length.

b. Initial, or type 5, pays a member serving on a tour with a predetermined tour length. For type 5 transactions, the tour length field must not be blank. Type 5 transactions, should not be processed if an initial civilian clothing allowance was paid within 36 months for a tour length of over 24 months or within 24 months for a tour length of 12 to 24 months. Depending on the actual tour length, processing the type 5 transaction will create various 81 futures. Type 5 transactions, that create an 81 future, will pay a replacement allowance on the one-year anniversary of the entitlement effective date.

(a) 12 to 17 months - No future or automatic follow-on payment;
(b) 18 to 29 months - Creates future type A;
(c) 30 to 36 months - Creates future type B; at the end of the first 12 months, type B changes to type C. Type C pays a Replacement Allowance on the second anniversary of the initial Civilian Clothing Allowance date.

b. Career. Clothing allowance type 6 is used only for members in career fields that require civilian clothing to be worn continuously (i.e., OSI investigators). Career, or type 6, transactions are processed with a blank in the tour length field.

c. The first civilian clothing allowance payment may include the initial and two civilian clothing replacement allowances paid at once. The final approval for all lump sum payments of civilian clothing Allowance is the Assistant Secretary of Defense (FMP).

d. A career, type 6, transaction made as a lump sum payment creates an 81 future, type D. The type D future suspends Civilian Clothing Replacement Allowance for 3 years, after which it establishes a type E.

e. When a career, type 6, transaction is processed for an individual payment (not lump sum), it creates an 81 future type E. The type E future pays and resets itself at the end of each 36-month period from the date of the entitlement anniversary.

f. Temporary duty, 15-29 days, type 7, indicates the member is required to wear civilian clothing for 15-29 accumulative or consecutive days for a total of 15-29 days within a 30-day period. A member who has received a temporary duty civilian clothing allowance within the preceding 12 months of commencing an assignment authorizing a permanent duty civilian clothing allowance will

have the permanent duty civilian clothing allowance offset by the applicable prevailing temporary duty civilian clothing allowance.

g. Temporary duty, over 30 days, type 8, indicates the member is required to wear civilian clothing for 30 accumulative or consecutive days for a total of 30 days within 36 months.

h. Replacement permanent duty (annual replacement). Clothing Allowance type 9 is used to pay the annual Replacement Allowance. Use this to pay the Replacement Allowance to members whose assignments were extended 6 months or more or who were not automatically paid a Civilian Clothing Replacement Allowance after receiving the initial Civilian Clothing Allowance."

j. Civilian Clothing Allowance (FID 81)

1 (1) Stop (02) – only deletes '81' futures.

(2) Report (03) – pays or establishes a civilian clothing allowance entitlement.

(3) Correct (05) – corrects previous input.

2 (4) Cancel (06) – deletes the initial payment, previous installments and any future type on the entry.

CHARACTER POSITION	DESCRIPTION
1-5	08103/06
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: YYMMDD ENTITLEMENT IS EFFECTIVE
32	CLOTHING ALLOWANCE CODE: 1--BOTH SUMMER AND WINTER 2--SUMMER OR WINTER 3--TDY FOR 31 DAYS OR MORE 4--TDY FOR 16-30 DAYS (INCLUSIVE) AFTER 31 MARCH 1998 5—INITIAL 6—CAREER 7--TDY FOR 15-29 DAYS (CONSECUTIVE OR ACCUMULATIVE) 8-- TDY - 30 DAYS OR MORE 9--ANNUAL REPLACEMENT
33-38	AMOUNT-SPECIFIC-ENTITLEMENT
1-5	08105
6-14	SOCIAL SECURITY NUMBER
15-19	FIRST 5 LETTERS OF MEMBER'S LAST NAME
20-25	EFFECTIVE DATE: CORRECT YYMMDD ENTITLEMENT IS EFFECTIVE
26-31	PRIOR-EFFECTIVE-DATE: YYMMDD IN TRANSACTION BEING CORRECTED

32	CLOTHING ALLOWANCE CODE: 1--BOTH SUMMER AND WINTER 2--SUMMER OR WINTER 3--TDY FOR 31 DAYS OR MORE 4--TDY FOR 16-30 DAYS (INCLUSIVE) AFTER 31 MARCH 1998 5--INITIAL 6--CAREER 7--TDY FOR 15-29 DAYS (CONSECUTIVE OR ACCUMULATIVE) 8-- TDY - 30 DAYS OR MORE 9--ANNUAL REPLACEMENT
33-38	AMOUNT-SPECIFIC-ENTITLEMENT

Figure 12-1. Formats to Report/Cancel or Correct Civilian Monetary Clothing Allowance - Initial or TDY.

Temporary Lodging Allowance (TLA)

13-1. Description. Temporary Lodging Allowance (**TLA**) is authorized to partially reimburse a member for the more-than-normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of use of temporary lodgings outside the CONUS which do not have facilities for preparing and consuming meals. Conditions of entitlement to TLA are contained in the JFTR, Volume I, chapter 9, part c. Detailed procedures are contained in the TLA User Guide that follows:

13-2. General Overview. JUMPS Temporary Lodging Allowance (**JTLA**) is a DJMS-AC subsystem used to batch process TLA entitlements. It is accessible by all DMPOs, stateside and overseas. JTLA is a menu-driven system providing prompted formats containing record edits. Users are prompted to answer a series of screen questions obtaining data from TLA documents. Communications are not necessary when keying data entry. After passing edits, data is formatted into a JTLA input transaction and stored in the **JTLA.DAT** file on disk. Transactions in the JTLA.DAT file can be accessed for viewing, printing, changing or deleting prior to file transfer to DFAS. After verifying the transactions, the Batch Input Transmittal (**BIT**) is printed using the print option. The BIT is used to later reconcile JTLA input with JTLA output returned on the Processed and Rejected Transmittal (**PART**). Transactions are moved to a floppy disk and the file transferred to Central Site. Central Site processes JTLA input from DMPOs interfacing with the MMPA. **Table 56** (JTLA locality rate table) and **Table 65** (Overseas Housing Allowance and Cost of Living Allowance table) are used to edit and calculate JTLA input transactions. Results are provided to the originating ADSN (on the PART) with an error message if rejected, or an entitlement amount if processed. Reconcile the PART with the BIT to ensure all transactions are accounted for, except those containing the Delete Code **XXXXX** in the name field. Members can receive immediate payment for the amount processed or wait until the money is included in their regular pay. For partial payments, see paragraph E. Rejected JTLA input must be re-keyed. Processed input is recorded into the JTLA entitlement history (available for inquiry through Multiple Share Option (**MSO**)). Additionally, processed input is formatted into a DJMS-AC transaction (**FID 79**), passed to the DJMS-AC Update, and posted to the MMPA. All processed transactions listed on the PART must be reconciled with DJMS-AC output products to verify whether transactions rejected, processed or recycled.

13-3. Assistance. If unique situations or difficulties arise, contact DFAS-IN/FJA DSN **699-4976** for assistance or ECCS mail "**DFASIN/SPO/ENTIT**".

13-4. Backup. Each ADSN has the capability to transmit input data or receive output results for another ADSN. When communications between DFAS and DMPO are not available for an extended period of time, follow the COOP procedures.

13-5. Components. The JTLA system consists of the following applications:

a. **JTLA-DC**. The JTLA Data Collection (JTLA-DC) program utilizes an IBM compatible PC. It is used to key JTLA input transactions. Prior to file transferring data to DFAS via Customer Information Control System (**CICS**), users can delete, change, view, or print their input.

b. **JTLA-CP**. The JTLA Centralized Processing system is located at DFAS. It processes JTLA input from DMPOs worldwide. Data is interfaced with the MMPA, table 56 and 65 to edit, analyze and calculate TLA entitlements. Results are returned to the originating ADSN. Rejects must be re-input. Processed JTLA input transactions are formatted into a 80 card column, FORMAT-ID (FID) **79** entitlement transaction; passed to the DJMS-AC Update; and posted to the MMPA.
c. **JTLA-CI**. The JTLA Centralized Inquiry system is located at DFAS. On-line computers are used to access the inquiry system. JTLA-CI provides inquiry against the JTLA entitlement history. The history maintains a complete and accurate audit trail, providing in-depth detail of each TLA transaction. **Note**: This history is more detailed than the data contained in the FID **79** entry on the MMPA.

13-6. Payment of Temporary Lodging Allowance. TLA is a DJMS entitlement (**FID 79**) for which members may elect to receive payment in their regular military pay or as a partial payment after the entitlement has been processed. For members electing immediate payment who participate in the direct deposit program, the DMPO will process a CICS transaction ID '**JPBB**' to Central Site to disburse the amount of TLA to the member's bank account. After the money has been transmitted to the bank, a payment transaction (**PK03**) will be systematically created to post against the member's MMPA.

13-7. Purpose. This chapter will provide you the user with the flow of processing JTLA transactions from receipt of supporting documentation, through the entire sequence of input, output, reports, transfer of files and ultimately entitlement posted to the soldiers account.

13-8. Documentation. Verify attachment of all supporting documents, completeness of forms, and member's eligibility. Attach the original source document and supporting documentation to the original document transmittal list (**DTL**). Following is a listing of required documents:

a. **Housing referral officer's statement** that quarters were not available and approval of TLA.

b. **Lodging receipt** - a copy or member's certification must be present to reimburse lodging cost.

c. **Travel Order(s)** - required for incoming or departure claims and extensions. **Note**: Member married to member must claim dependents on the claim of member receiving with dependent BAH regardless of whose orders dependents are listed on. Dependents not listed on orders will not be reimbursed TLA.
d. **Extension authorization** - required when reimbursing soldier for more than **60** days incoming or **10** days departing.

e. **Transportation mode** - If member's day of arrival at new PDS is the first day of this TLA claim, the mode of transportation must be identified (POV, GOV, etc.) on travel voucher.

f. **DD Form 114** - Military Pay Order, containing an explanation is sufficient when correcting or canceling an entitlement period.

13-9. JTLA Processing.

a. **General.** The JTLA Data Collection (JTLA-DC) application is uniquely designed to process TLA claims. JTLA-DC can be used with a stand-alone PC. You do not need connectivity with DFAS to key in TLA data.

b. **Install.** The install procedure is only required when initially installing the programs to the hard drive on the computer or using a new version of the JTLA program. Any change to the program software will include installation instructions.

c. **Load.** The load procedures must be accomplished each time you sign onto the system. Make the TLA directory the active directory. Key “JTLA3”to execute the JTLA programs.

d. **Logon.** The LOGON procedure must be accomplished each time you access the system. The following screen (**Figure 13-1**) will appear:

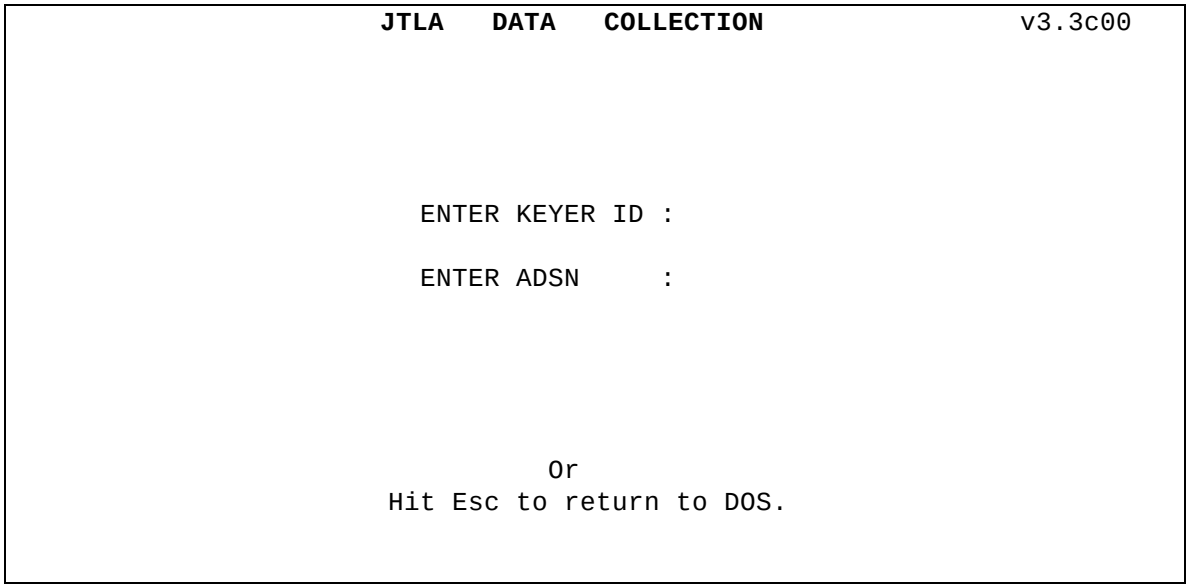


Figure 13-1. JTLA Sign-on screen.

e. **KEYER ID** - is a two digit ID assigned by the Terminal Area Security Officer (TSAO) or the user’s initials. ID is visible on the input screens.

f. **ADSN**: The six digit ADSN is reported at the beginning of each batch of transactions in the JTLA.DAT file. The main DMPO will zero fill the last two digits ADSN (i.e. 480700). Agents will input their assigned two digits after the ADSN. The six digit ADSN is reported in the JLTA input transaction and later reported in the DJMS-AC transaction to identify the originator. Therefore, do not combine transactions from different ADSN’s. If you are keying transactions for another ADSN or another ADSN is using your equipment, ensure transactions are keyed with their ADSN, not yours. The **JTLA DATA COLLECTION MENU** appears after completing the LOGON. **Note**: If you are not prompted to enter your ADSN, you are not beginning a new batch.

13-10. JTLA Data Collection Menu. The data you entered on the log on screen (Keyer ID and ADSN) will be carried forward to the JTLA data collection menu. The following screen will appear:

```
                    JTLA   DATA   COLLECTION   MENU       v3.3C00

   KEYER IB:  LB             ADSN: 480700              TRAN NBR:    1

                X            eXit       to DOS

                A            ADD        input data

                C            CHANGE     input data

                D            DELETE     input data

                V            VIEW       input data

                P            PRINT      input data

                N            NEW cycle (new day)

                M            MOVE DFAS data to floppy

                   Select LETTER listed above
```

Figure 13-2. JTLA Data Collection Menu screen.

a. **Add Menu.** The ADD option allows you to begin processing TLA claims. This option adds input transactions to the transaction file (JTLA.DAT). From the JTLA Main Menu, press the letter A. You will receive the JTLA Add Menu. The following screen will appear:

```
                                ADD MENU                      v3.3c00

  KEYER ID: LB             ADSN: 480700                TRAN NBR:   1
```

```
1          Create   7903

2          Correct  7903

3          Cancel   7903

X          eXit       to MAIN menu



     Select OPTION listed above
```

Figure 13-3. Add Menu screen.

b. From the JTLA Add Menu select the type of action you are trying to perform or enter X to return to the Main Menu. There are three types of JTLA actions

(1) An action which will create a new 7903 entitlement on the MMPA.

(2) An action which will correct a 7903 currently on the MMPA.

(3) An action which will cancel a 7903 currently on the MMPA.

c. Begin Transaction. After selecting one of the above actions (1, 2, or 3) from the ADD MENU, follow the instructions for that action.

d. Create. Use the create (7903) option to report a new TLA entitlement, for a specific period, to DJMS-AC. Entitlement dates must not overlap existing entitlement dates. From the JTLA Add Menu, press the number 1 and the constant data screen will appear, followed by a daily data screen for each day of the entitlement period. Enter data as specified by the prompts at the top of the screen display.

e. Correct. Use the correct (7903) to correct an existing 7903 entitlement for the same entitlement period. Do not use this option if the start date and stop date are different. You must cancel the existing entitlement period and create a new entitlement period. From the Add Menu, press the number 2 and the constant data screen will appear, followed by a daily data screen for each day of the entitlement period. Enter data as specified by the prompts at the top of the screen. **Note**: Two transactions are created by the correct option. A 7906, to cancel the current entitlement reported to DJMS-AC and a 7903 to report the correct entitlement.

f. Cancel. Use the cancel (7903) to cancel an existing 7903 entitlement. From the JTLA Add Menu, press the number 3. A screen will appear prompting SSAN, NAME, DATE-START, and DATESTOP. Enter data as specified.

g. Abort Transaction. You may abort an action at anytime prior to the screen message "**TRANSACTION WAS ADDED**" by pressing the escape key

(**ESC**). All data keyed will be erased and nothing is added to the transaction file (JTLA.DAT).

h. Complete Transaction. After completing all the screens to a transaction and passing all edits, the input is formatted into a JTLA input transaction. The transaction is added to the JTLA.DAT file when the screen message "**TRANSACTION WAS ADDED**" is displayed at the bottom of the screen.

i. Next Transaction. After the transaction is added or aborted, you are returned to the first screen. You may begin keying the next transaction if you are processing the same type of JTLA input transaction. When you want to process a different type of transaction, you must press the ESC key to return to the ADD Menu.

j. Batch Transactions. Continue adding input until you decide to end a batch of transactions. Determine the size of your batch according to your needs. You may want to batch once in the morning and afternoon; every 20 (etc.). You are now ready to perform a JTLA quality examination.

13-11. Constant Data Screen. The constant data screen (**Figure 13-4**) collects data which must remain the same for every day of the entitlement period (DATE-START through DATE-STOP) or apply to day of arrival only. Enter data and press the return key to continue to next question. All prompted fields on the screen are edited. When a field contains an error, you must correct the initial error before proceeding with the next field. After all fields have been edited. The cursor will return to fields containing field errors. When screen is complete and edits are passed, the Daily Data screen will appear.

```
                    Enter  SSAN  -  9  numeric

 KEYER ID:                  ADSN:                    TRAN NBR:

  SSAN  [         ]
  NAME  [     ]

           TLA-TYPE                        [ ]
           DATE-START                      [      ]
           DATE-STOP                       [      ]
           EXCHANGE-RATE  $1 =             [        ]
           JFTR-CODE                       [     ]
           DAY-OF-ARRIVAL  (Y/N)           [ ]
           MALT-PLUS  (Y/N)                [ ]
           DATE-STOP  = FINAL-DAY  (Y/N)   [ ]


                Hit  ESC  to  avoid  adding
```

Figure 13-4. Constant Data screen.

Following is a description of how to answer each question. Obtain answers from the TLA documentation.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
TLA-TYPE	Code identifying the type of TLA member is being reimbursed for. Applicable codes are: **D**: Departure. TLA period cannot exceed 10 days. Dates must be consecutive. **E**: Departure Extension. When authorized because of a delay in departure, and claim exceeds initial 10 day limitation. Extension periods are not required to be consecutive. **I**: Incoming. TLA period may not exceed 60 days. Must be Entered in 15 day increments. Dates must be consecutive. **K**: Kitchen renovation. Used when member's residence's Kitchen is under renovation, and occupants are not Required to obtain temporary lodgings. **R**: Full renovation. Used when residence renovation or other Special circumstances require occupants to occupy Temporary lodgings. **X**: Incoming extension. When authorized for extenuating Circumstances, and member exceeds the initial 60 day Entitlement. Not required to be consecutive days.
DATE-START	First date member is entitled to TLA. Must be within IAS.
DATE-STOP	Last date member is entitled to TLA. Remember the 15 day increment limitation. Must be within IAS.
EXCHANGE-RATE	Exchange or conversion rate between local currency and U. S. dollars. Used to verify lodging cost input in U. S. currency against lodging cost stated on receipt in foreign currency. NOT used in TLA computation.
JFTR-CODE	Enter the JFTR location code applicable to the permanent duty station where the TLA expenses were incurred.
DAY-OF-ARRIVAL	Is the date the member started entitlement to TLA the same as the date the member arrived at the new duty station? If so, enter a "**Y**". Otherwise enter an "**N**". **NOTE**: If answering yes, this date must match the date in the open **SG** on the MMPA.
DATA ELEMENT	**DESCRIPTION**
MALT-PLUS	Using information from the member's travel voucher, determine if the member arrived by privately owned vehicle (**POV**) and received MALT in addition to per diem on the voucher. If so, and you answered "**Y**" to the preceding DATE-OF-ARRIVAL, enter a "**Y**". Otherwise enter an "**N**".
DATE-STOP	Enter a "Y" if the final date of this claim is the member's actual last day of entitlement. Enter an "N" if the member will continue into another period of TLA.

Table 13-1. Constant Data screen explanation.

13-12. Daily Data Screen. A daily screen will appear for each day of the entitlement period, except the day of arrival when MALT plus has been paid on day of arrival. Enter the daily data and press the return key to continue to

next question. All prompted fields on the screen are edited. When a field contains an error, you must correct the initial error before proceeding with the next field. After all fields have been keyed, the screen is reedited. The cursor will return to fields containing errors. When screen is complete and edits are passed, the next Daily Data screen will appear. Answers are carried from one day to the next. Use the tab, return, or arrow keys to move to fields that need changing. After keying the changes and all data on the screen is correct, press enter. Note: If the Daily Data screen has no change, press the page down key to bypass answering the prompted fields.

```
            Enter  COUNTRY/STATE CODE – per JTLA User Guide.

         123456789  DOE J    TLA-I  ENTER DAILY DATA FOR: 000701

      1. AUTHORIZED LOCATION  [  ]                  CITY  [           ]
      2. TLA FOR MEMBER                                   [ ]
      3. # DEPS UNDER AGE 12                              [  ]
      4. # DEPS OVER AGE 12  (includes spouse)            [  ]
      5. STAYED WITH FR/REL                               [ ]
      6. DLY LODG COST                                    [       ]
      7. XTRA ROOM CHRG                                   [ ]
      8. COOK FAC AVAIL                                   [ ]
      9. MBR AWAY TDY/LV                                  [ ]
     10. # DEPS LOCAL AREA UNDER AGE 12                   [  ]
     11. # DEPS LOCAL AREA OVER AGE 12 (includes spouse)  [  ]
     12. MBR DEP/RET TDY                                  [ ]



                        Hit ESC  to avoid adding
```

Figure 13-5. Daily Data screen.

Following is a description of how to answer each question. Obtain answers from the TLA documentation.

DATA ELEMENT	DESCRIPTION
AUTHORIZED LOCATION	Enter the two digit country code
CITY	Enter the first eight characters of the city for the authorized location. Refer to the **JFTR**, **Appendix B** for proper spellings. **NOTES**: If the city does not have a rate, or is not listed, use “**OTHER**”. Miskeyed or misspelled **COUNTRY CODE** or **CITY** will cause claim to reject in the JTLA subsystem.

Table 13-2. Daily Data screen explanation.

DATA ELEMENT	DESCRIPTION
TLA FOR MEMBER	Enter a “Y” if the member is entitled to TLA, even if the member is TDY or on leave. Enter an “N” if member is not occupying temporary lodging or has no entitlement to TLA.
# DEPS UNDER AGE 12	Enter the number of **command sponsored** dependents that are **12** years old or younger

	that were in the area for any part of the day of entitlement. Enter an "**N**" if the child was out of the local area for the entire day. **NOTE**: Verify that the dependent(s) is listed on the member's travel orders.
# DEPS OVER AGE 12	Enter the number of **command sponsored** dependents over the age of **12**, to include the spouse, that were in the area for any part of the day of entitlement. Enter an "**N**" if the dependent(s) was out of the local area for the entire day. **NOTE**: Verify that the dependent(s) is listed on the member's travel orders.
STAYED WITH FR/REL	Enter a "**Y**" if **EVERYONE** stayed with friends or a relative for the day of entitlement. Otherwise enter an "**N**". **NOTE**: Lodging costs will NOT be allowed, nor will BAH be deducted.
DLY LODG COST	Enter the total amount of daily lodging costs, including rental fees, extra room charges and taxes, in U. S. dollars. The last two characters are the cents. **NOTES**: Daily lodging cost must be zero if everyone stayed with friends or a relative. If cost was paid in local currency, convert the amount to U. S. dollars BEFORE entering.
XTRA ROOM CHRG	Enter a "**Y**" if an extra room charge was incurred for lodging. Ensure that the extra cost was included in the "DLY LODG COST" above. Enter an "**N**" if the extra room charge was for government quarters, or was not incurred.
COOK FAC AVAIL	Enter a "**Y**" if cooking facilities were available. Enter an "**N**" if not.
MBR AWAY TDY/LV	Enter a "**T**" if member was away TDY and not due TLA, an "**L**" if member was on leave and not due TLA, or enter an "**N**" if not applicable.
# DEPS LOCAL AREA UNDER AGE 12	If member was TDY or on leave, enter the number of **command sponsored** dependents **12** years old or younger that did not accompany the member and are therefore entitled to TLA. **NOTE**: Verify that the dependent(s) is listed on the member's travel orders.
# DEPS LOCAL AREA OVER AGE 12	If member was TDY or on leave, enter the number of **command sponsored** dependents over the age of **12**, to include the spouse, that did not accompany the member and are therefore entitled to TLA. **NOTE**: Verify that the dependent(s) is listed on the member's travel orders.

Table 13-2. Daily Data screen explanation (continued).

DATA ELEMENT	DESCRIPTION

MBR DEP/RET TDY	Enter a "**D**" if the member departed TDY on this date; enter an "**R**" if member returned; or enter an "**N**" if not applicable.

Table 13-2. Daily Data screen explanation (end).

13-13. Cancel Screen. Enter data and press the return key to continue to the next question. All prompted fields on the screen are edited. When a field contains an error, you must correct the initial error before proceeding with the next field. After all fields have been keyed the screen is re-edited. The cursor will return to fields containing field errors. **NOTE**: Ensure the **DATE-START** and **DATE-STOP** are the same as the start and stop dates of the **7903** transaction in the MMPA entry you are trying to cancel.

```
                          Enter  SSAN – 9 numeric

     KEYER ID:                  ADSN:                  TRAN NBR:

      SSAN  [         ]
      NAME  [     ]


                          DATE-START    [      ]
                          DATE-STOP     [      ]









                        Hit  ESC  to avoid adding
```

Figure 13-6. Cancel screen.

13-14. JTLA Quality Examination. This section discusses the sequence of events to follow when performing quality examination.

a. Quality Examine Batch. Verify your JTLA input transactions **prior** to file transferring. Print or view the **JTLA.DAT** file (using the print or view options). Ensure the file does not contain previously processed input transactions and that the input is correct. Transactions can be changed or deleted before transferring to Central Site (JTLA Centralized Processing System).

b. Batch Input Transmittal (BIT). Once you have verified the correctness of input on the **JTLA.DAT** file, print the file. This print is referred to as a Batch Input Transmittal (**BIT**). Use the BIT to later reconcile the batch of JTLA input with JTLA output results. Output results are provided on a listing titled **JTLA Processed and Rejected Transmittal** (**PART**).

c. **Move Batch.** If using the hard drive system, use the **MOVE** option to move your **JTLA.DAT** file (containing JTLA input transactions) to a floppy disk. Remove the disk, label it with the title JTLA.DAT and the date. If you are performing more than one batch a day, also include a number (Example: Disk 1 of 2) and/or time. JTLA input transactions are now ready for file transfer.

d. **File Transfer.** JTLA input transactions are now ready for file transfer.

e. **Maintain JTLA.DAT File.** After file transferring, maintain the floppy disk with the JTLA.DAT file until the **79** entitlement transactions process on MMPA and appears on the output products.

f. **Output Results.** Output results will be provided periodically.

g. **New Batch (Cycle).** Before starting a new day, you need to delete the old JTLA.DAT file. If you do not, the transactions from the prior day will be resubmitted and reject at central site.

h. **Change Input.** The change option allows you to change input transactions in the JTLA.DAT file prior to sending transactions to DFAS. You may change the DATE-START and/or DATE-STOP, only if you do not change number of days in the entitlement period. Otherwise, you must cancel the transactions and create a new transaction.

13-15. Begin Change. Determine the number of the transaction to be changed (view or print). Then, from the Main Menu press the letter C. The CHANGE input data screen appears next. Key the number of the transaction to be corrected and press enter. The input screen(s) will reappear (with data previously keyed), tab to the field(s) needing correction.

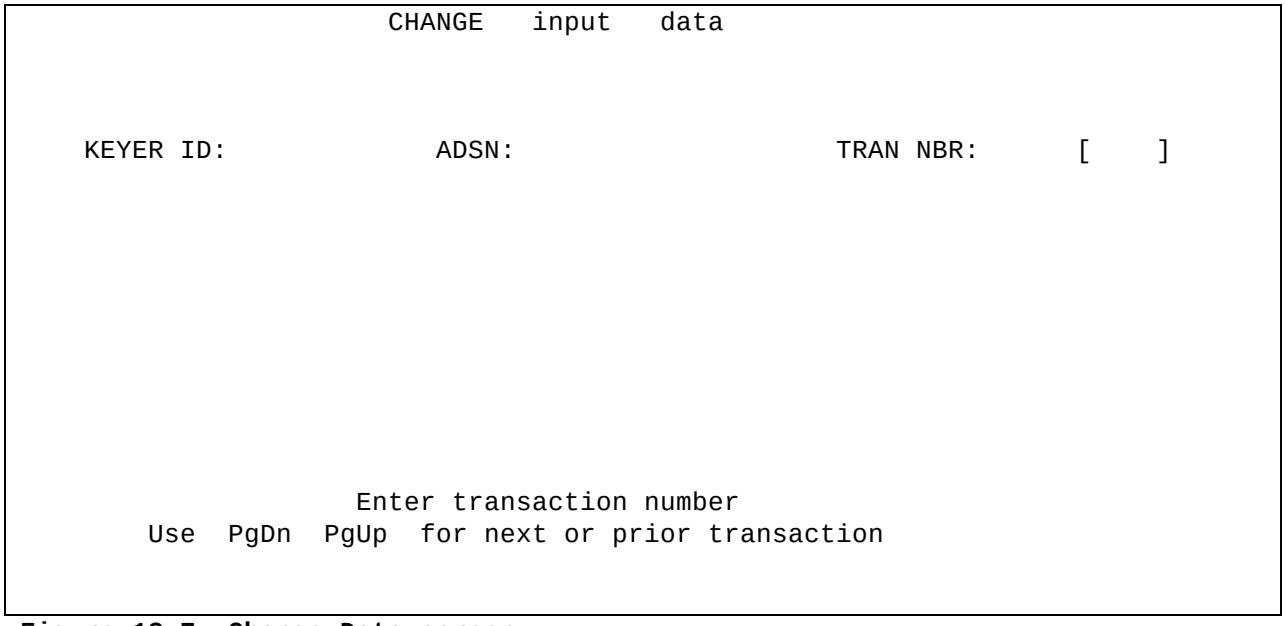


Figure 13-7. Change Data screen.

13-16. Abort Change. You may abort the change action at anytime prior to the screen message "TRANSACTION WAS MODIFIED" by pressing the ESC key. No changes will be made to the transaction in the (JTLA.DAT) file.

13-17. Complete Change. After changing all the screens within a transaction and passing all edits, a new transaction is formatted. The old transaction in the JTLA.DAT file is replaced with the new transaction when the screen message "**TRANSACTION WAS MODIFIED**" is displayed at the bottom of the screen. **Note**: Two transactions are created by the correct option. A **7906** to cancel the current entitlement reported to DJMS-AC and a **7903** to report the correct entitlement. Both transactions may need to be changed.

13-18. Next Change. After the transaction is modified or aborted, you are returned to the CHANGE input data screen. You may continue changing transactions. Enter the next number and press the return key; or press the **PAGE DOWN** or **PAGE UP** key to move to the next transaction. Press the **ESC** key to return to the Main Menu.

13-19. Delete Input. Allows you to place a delete code in a transaction in the JTLA DAT file before it is sent to DFAS. JTLA transactions with **XXXXX** in the NAME field will not be processed by the JTLA-CP system. Determine the number of the transaction to be deleted (view or print). From the Main Menu, press the letter "**D**".

a. Begin Delete. After the DELETE input data screen appears, enter the transaction number and press return. The constant data screen will appear next. At the bottom of the screen, "**DELETE this transaction (Y/N)**" will be displayed.

b. Abort Delete. Abort the delete action by entering "**N**" in response to the screen prompt "**DELETE this transaction (Y/N)**" The transaction in the JTLA.DAT file is not deleted.

c. Complete Delete. Finish the delete, by entering "**Y**" in response to the screen prompt "**DELETE this transaction (Y/N)**". The transaction is not removed from the JTLA.DAT file. Instead, a delete code is placed in the NAME field (positions **25-29** of the header card, is filled with **XXXXX**). The delete action is complete when "**Transaction was deleted**" is displayed. **Note**: Two transactions are created by the correct option. A **7906**, to cancel the current entitlement reported to DJMS-AC and a **7903** to report the correct entitlement. Both transactions may need to be deleted.

d. Undelete. If you want to restore a transaction, use the change option to re-key soldier's name in place of the X's.

e. Next Delete. After the transaction is deleted, you are returned to the DELETE input data screen. Continue to delete by entering the next transaction number and pressing the return key; or by pressing the **PAGE DOWN** or **PAGE UP** key to move to the next transaction. Press the **ESC** key to return to the Main Menu.

DELETE input data

```
KEYER ID:            ADSN:                    TRAN NBR:      [    ]

                    Enter transaction number
       Use  PgDn  PgUp  for next or prior transaction

                    Hit  ESC  or  X  to  EXIT
```

Figure 13-8. Delete Data screen.

13-20. View Input. Use this option to view the JTLA input transactions in the JTLA.DAT file before they are sent to DFAS. You may view a single transaction, a group, or the entire file. When viewing the file, use the **PAGE DOWN** and **PAGE UP** keys, at any time, to scroll through the entire transaction file. Press the letter "**V**" from the Main Menu. You will receive the following screen prompt:

```
                    JTLA   DATA   COLLECTION   MENU
                           VIEW    SELECTION

                  ____________________________________

                  START at the 1st?   enter Y or N . . .
                  ____________________________________

                    Hit  ESC  to return to menu.
```

Figure 13-9. View Selection screen.

Enter "**Y**" to start viewing the transaction ASC file (JTLA.DAT) at the beginning. Use the **PAGE DOWN** and **PAGE UP** keys to scroll through the transaction file. Enter "**N**" if you want to view a specific transaction or a specific group. The following prompt will appear:

```
                    JTLA   DATA   COLLECTION   MENU
                           VIEW    SELECTION
```

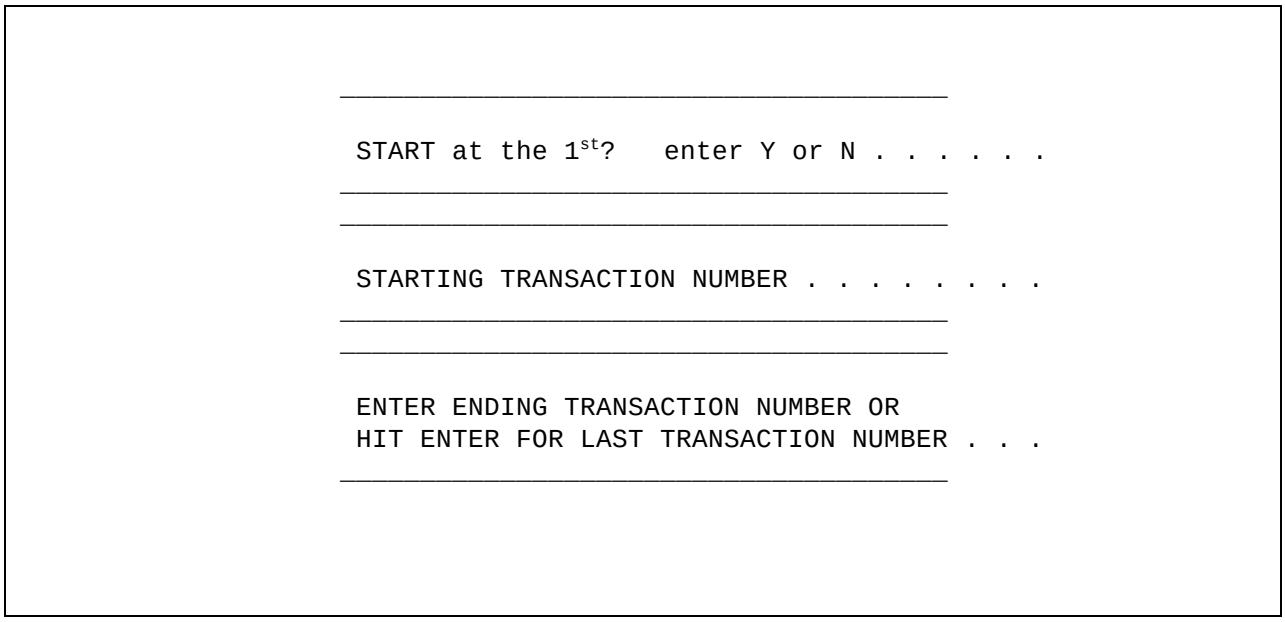


Figure 13-10. View Selection by transaction number screen.

To view a specific group of transactions, enter the starting transaction number and the ending transaction number and press **<ENTER>**. To view an unknown group, enter either the starting transaction number or the ending transaction number and press **<ENTER>**. If the last transaction number is unknown, enter the starting transaction number and press **<ENTER>**. Your request will appear. To view other transactions, use the **PAGE DOWN** and **PAGE UP** keys to scroll through the entire transaction file.

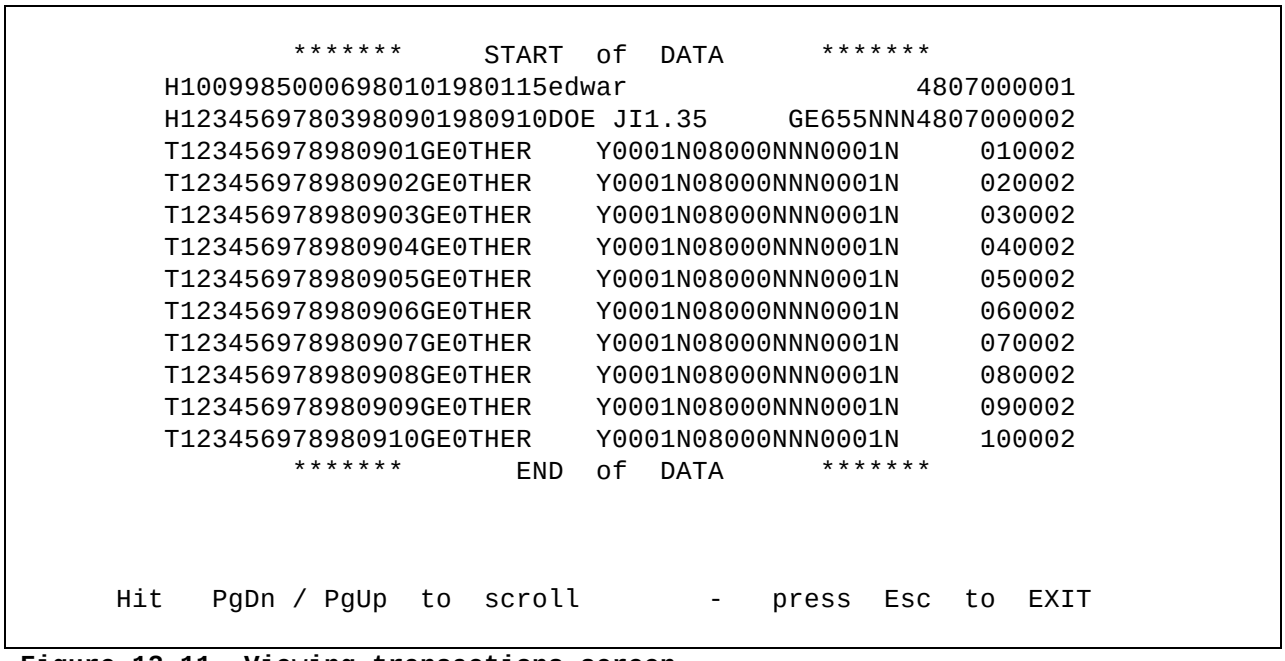


Figure 13-11. Viewing transactions screen.

13-21. Print Input. Use this option to print the JTLA input transactions in the JTLA.DAT file before they are sent to DFAS. You may print a single

transaction, a group, or the entire file. **Note**: Your print will be titled **JTLA BATCH INPUT TRANSMITTAL (BIT)**. **ENSURE YOUR PRINTER IS TURNED ON!** Enter a "P" from the Main Menu. The following screen will appear:

```
          J T L A   D A T A   C O L L E C T I O N   M E N U
                    P R I N T     S E L E C T I O N


                  _____________________________________________

                    START at the 1st?      enter Y or N . . .
                  _____________________________________________




                      Hit  Esc  to return to menu.
```

Figure 13-12. Print Selection screen.

Enter a "**Y**" to start printing the transaction file from the first transaction on. Press the Esc key to return to the menu. Enter an "**N**" if you want to print a specific transaction or a specific group. You will be asked to enter the following information: the starting transaction number; press **<ENTER>**; the ending number; and press **<ENTER>** to print a specific group, or the starting transaction number; press **<ENTER>**; and press **<ENTER>** again to print through the last transaction. Your request will print. Following is an example of a print request print-out:

```
PCN:  UH099Cnnn        PERSONAL DATA PRIVACY ACT OF 1974            PAGE: 1

DATE:  09-16-2000   JTLA BATCH INPUT TRANSMITTAL (BIT)          ADSN: 480700

     0   0    1    1    2    2    3    3    4    4    5    5            KEY

            123456789123456789012345678901234567890123456789012345678901234567890123456

ID

            H100998500006000101000115EDWAR               4807000001

ME

      H123456978039909019909O7DOE JI1.35    GE655NNN48070000002           ME

     T1234569789909O1GEOTHER  Y0001NO800ONNNO001N            010002

ME
```

```
     T123456978990902GEOTHER  Y0001NO800ONNNO001N           020002

ME

     T123456978990903GEOTHER  Y0001NO800ONNNO001N           030002

ME

     T123456978990904GEOTHER  Y0001NO800ONNNO001N           040002

ME

     T123456978990905GEOTHER  Y0001NO800ONNNO001N           050002

ME

     T123456978990906GEOTHER  Y0001NO800ONNNO001N           060002

ME

     T123456978990907GEOTHER  Y0001NO800ONNNO001N           070002

       *******                END  of  DATA          *******
```

Figure 13-13. Example of a BIT print-out.

13-22. Move Input. This option is used to move the JTLA.DAT file (containing input) from the hard drive to a floppy disk for later file transfer. From the Main Menu, press M. The following screen will appear:

```
              J T L A   D A T A   C O L L E C T I O N
                    M O V E  S E L E C T I O N

              This selection copies the keyed data from
                  The hard disk drive to a diskette
             Do you want the output on Drive A: or B: ?
                           Enter A or B
                                 or
                      Hit ESCAPE to return to menu.
```

Figure 13-14. Move Selection screen.

Select the drive you have loaded the blank, formatted disk in, and type the appropriate drive letter (Enter **A** or **B**). Once your selection has been made, the following screen will appear:

```
              J T L A   D A T A   C O L L E C T I O N
                    M O V E  S E L E C T I O N




                        O N E  M O M E N T  P L E A S E
```

Figure 13-15. Copying data to floppy screen.

The move is complete and all data has been transferred when you are returned to the Main Menu. Remove the disk from the floppy drive and label it with the title "**JTLA.DAT**", the date, and the batch number if more than one batch a day is transmitted. After file transferring data to DFAS, retain the disk until transactions have processed through DJMS-AC and appear on the DJMS-AC output products. You are now ready to file transfer the JTLA input transactions.
13-23. New Cycle. Use this option to empty the contents (delete input transactions) in the JTLA.DAT file, so you may begin a new batch. **MAKE SURE YOU ARE NOT ERASING TRANSACTIONS THAT HAVE NOT PROCESSED IN DJMS-AC**. After verifying that you have transferred the last batch (cycle) to a floppy disk for transmission to Central Site (or for back-up purposes), enter an "**N**" from the main menu screen. The following warning message will appear:

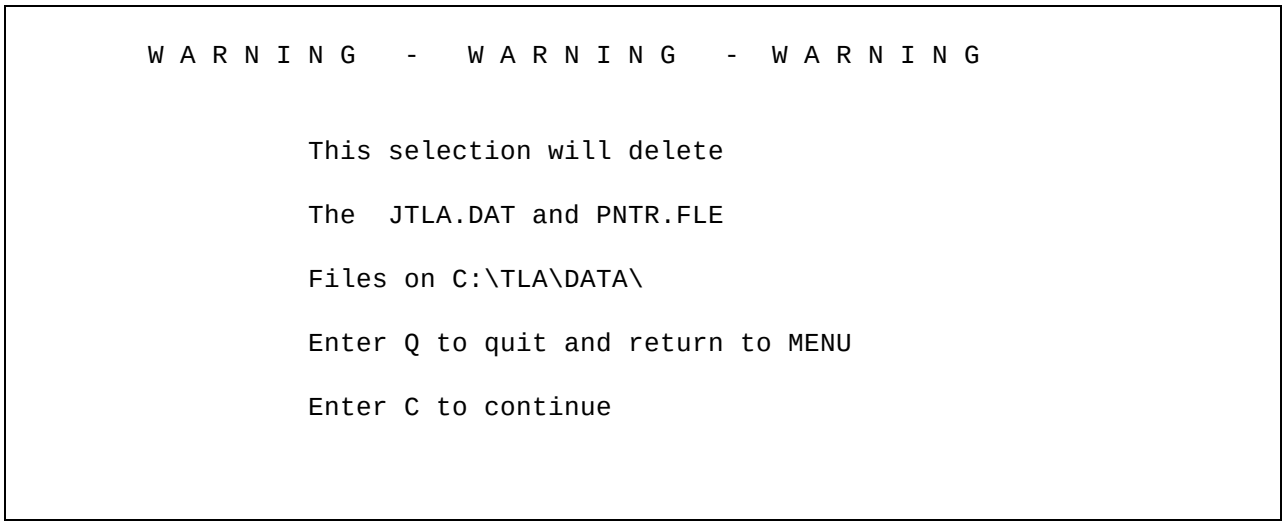


Figure 13-16. New Cycle warning screen.

Enter "**Q**" to return to the Main Menu if you have not moved the JTLA.DAT file to a floppy; or enter C if you are ready to begin a new cycle (batch). When NEW CYCLE is complete the following message appears and you are ready to begin a new cycle (batch): **The JTLA.DAT and PNTR.FLE files on C:\TLA\DATA\ have been deleted. Press any key to return to MENU.**

Note: Maintain the floppy disk(s) until after the file transfer of the 79 entitlement transactions process through DJMS-AC and appear on the output products (in case of problems).

13-24. File Transfer. After JTLA input transactions are keyed you are ready to send the JTLA input transactions to the JTLA Centralized Processing (**JTLA-CP**) System. You must the send procedure on a computer which has the ability to

connect to Central Site through the CICS communications module. Ensure your TASO administrator has loaded the profile MPAGENTS to your USER-ID.

After signing on to DJMS, use the following instructions to transfer the "JTLA.DAT" file:

a. From the DynaComm/Elite menu line, select "**Transfers**". In the drop-down menu, select "**Send file to Host …**". The following screen will appear:

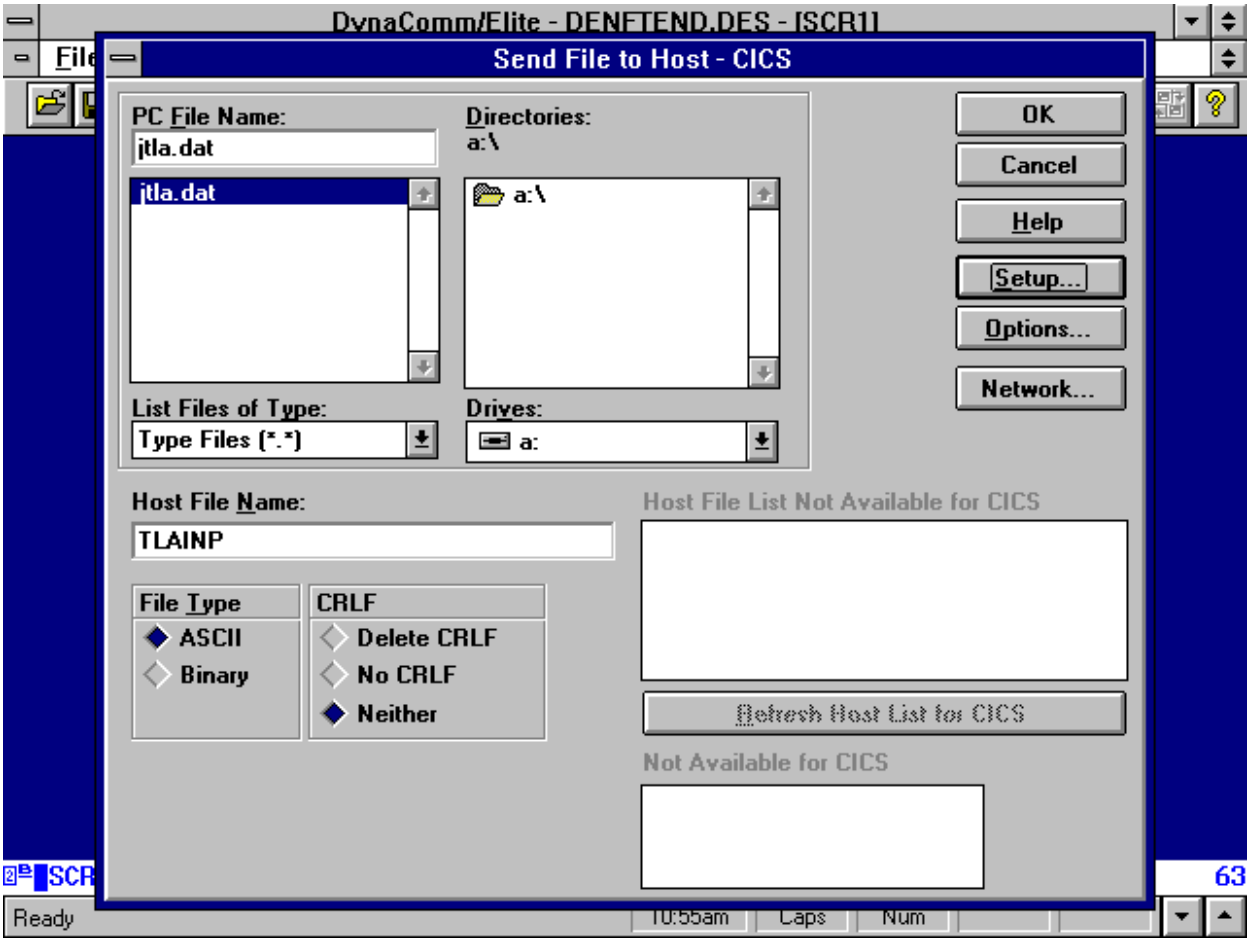


Figure 13-17. File Transfer To Host screen.

b. Click on the "**Setup**" button. The following screen will appear:

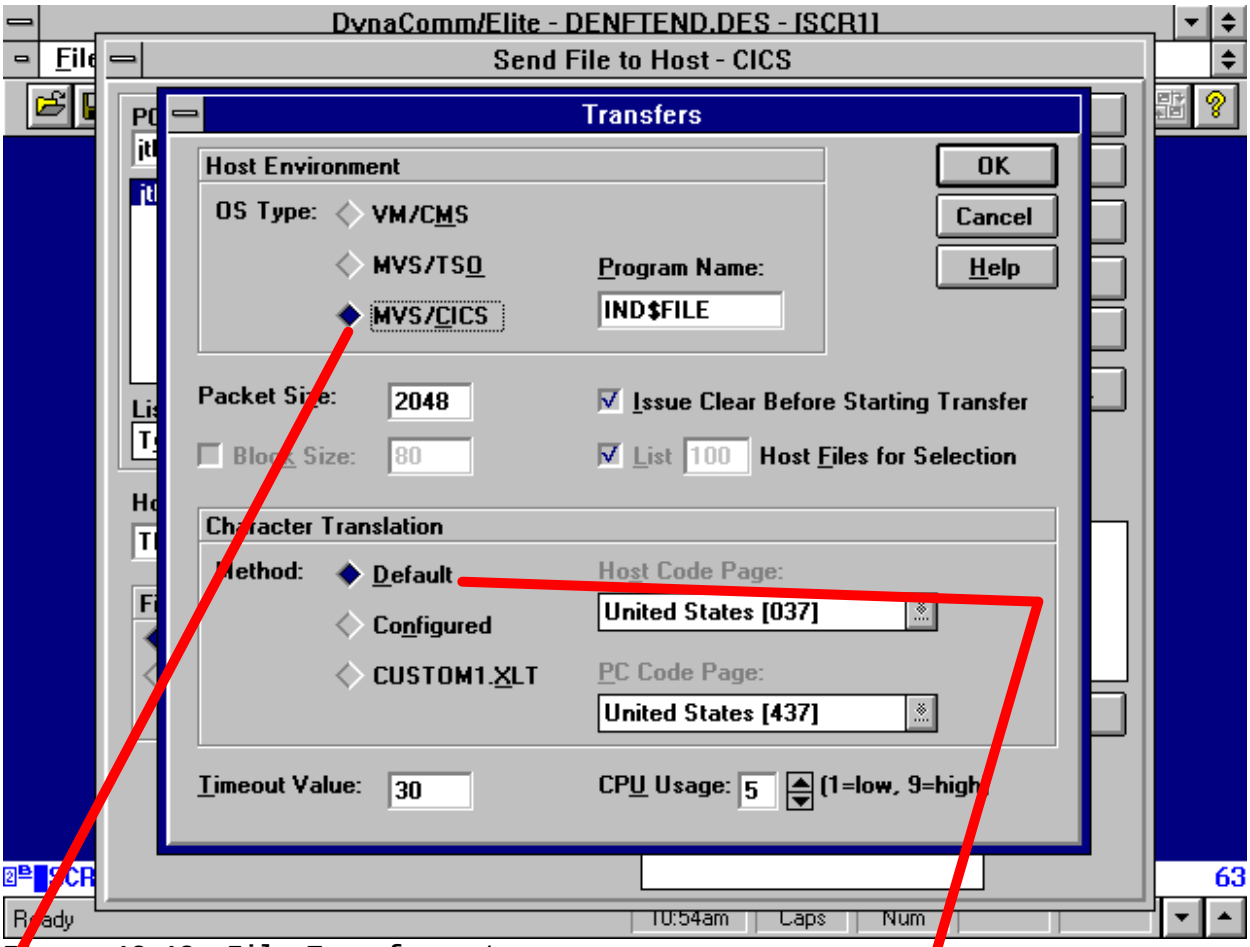


Figure 13-18. File Transfer set-up screen.

c. Ensure that in the "**Host Environment**" box the OS Type equals "**MVS/CICS**".

d. Ensure that in the "**Character Translation**" box the Method selected is "**Default**".

e. Do not change any of the other values. Click on "**OK**". You are returned to the "**Send File To Host-CICS**" dialogue box.

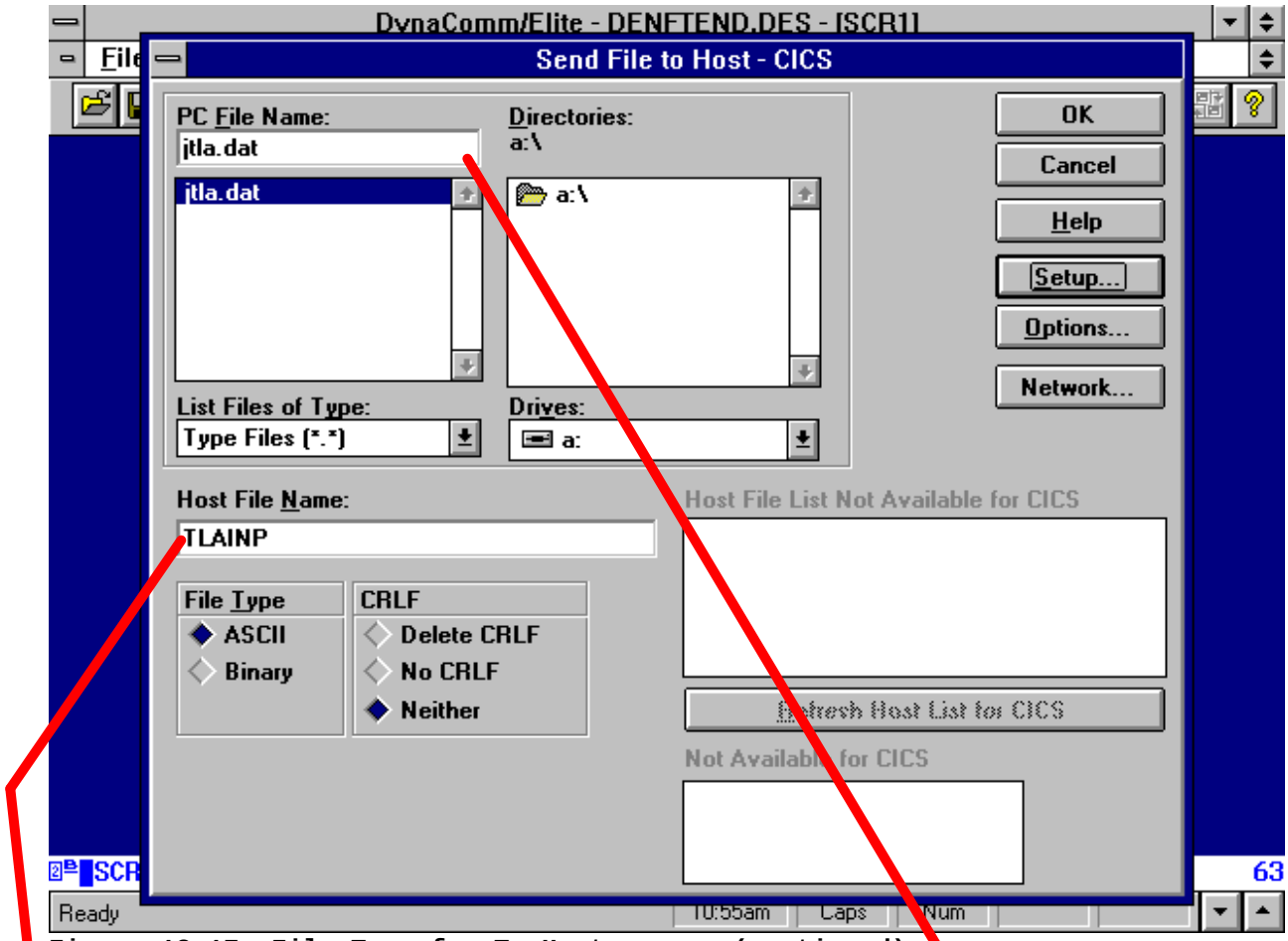


Figure 13-17. File Transfer To Host screen (continued).

f. Under "**Drives:**", click on the appropriate drive (**A** or **B**) containing the JTLA.DAT data file.

g. In the list box under "**PC File Name:**", click on the "JTLA.DAT" file. The file name will then be in the box directly under "PC File Name:".

h. In the box under "**Host File Name**:", type "**TLAINP**".

i. Click on "**OK**" and the following screen will appear:

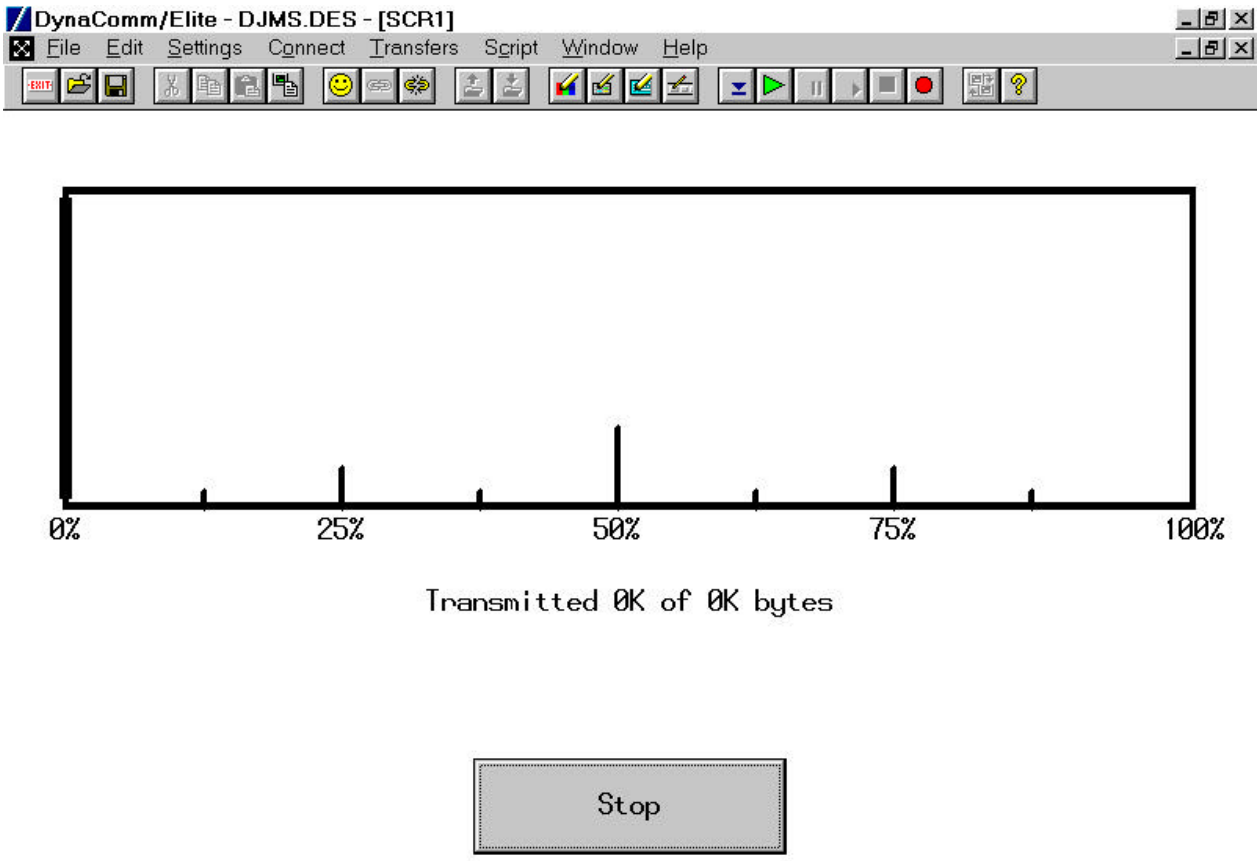


Figure 13-19. File transferring screen.

Once the upload is completed, you will get the following message on the screen: "**TRANS03 File transfer complete**". Clear the screen by pressing the "**PAUSE**" key. Type in the CICS verb "**JTLT**". The following screen will appear:

```
    T E M P O R A R Y  L O D G I N G  T R A N S F E R  R E P O R T

     DATE - 00/02/21       TIME - 09:57:05
  0016  RECORDS PASSED TO THE TLA INPUT FILE
  SSAN         ERROR                          ACTION   SSAN       NAME

  TLA RECORDS WERE SUBMITTED AS ENTERED
  NO SSAN-NAME ERRORS WERE DETECTED









  CONTROL RETURNED TO CICS - PRESS CLEAR TO ENTER
```

Figure 13-20. Temporary Lodging Transfer Report screen.

If you have any SSAN or Name errors, make the necessary correction. File transfer is completed.

13-25. Output Results: General. The JTLA Centralized Processing system, located at DFAS processes JTLA input transactions from DMPOs worldwide. Updates are scheduled to run hourly. All input received by **11:00 AM MT** will be processed in the DJMS-AC update for that day. Input data is interfaced with the JTLA locality rate table (**T56**), JTR code table (**T65**), MMPA and JTLA entitlement history (to edit, analyze and calculate TLA entitlements). JTLA system results are returned to the originating ADSN on the Processed and Rejected Transmittal (**PART**).

After receiving your results, reconcile the JTLA output (**PART**) against the JTLA input (**BIT**). Account for all transactions on the BIT except those with a delete code XXXXX in the name field. All other transactions must be listed as processed or rejected on the PART. Rejected transactions appear first with an error code and must be re-input. Processed transactions follow with the amount entitled and are later reconciled with the DJMS-AC Document Transmittal Listing (DTL). Partial payments are issued to soldiers requesting immediate payment for the amount entitled.

Processed transactions are recorded to the JTLA entitlement history available for inquiry. (See Section 8 for detailed of history processed transactions.) An eighty card column DJMS-AC 79 entitlement transaction is created for each processed transaction, passed to the DJMS-AC Update. Transactions listed as processed on the PART must be accounted for on the DTL.

a. Receive Output. After signing on to DJMS-AC, enter the profile "**JTLM**" to receive the Temporary Lodging Calculation Report. The following screen will appear:

```
                TEMPORARY LODGING CALCULATION REPORTS          JTLM

                              ADSN  383000

                ENTER REQUEST:

                       1 – PRINT TLA CALCULATION REPORTS

                       2 – DELETE TLA REPORTS ALREADY PRINTED

                       X – EXIT
```

Figure 13-21. Temporary Lodging Calculation Reports screen.

b. Enter "**1**" and your output results will be sent to the same printer where you receive your DJMS-AC inquiry prints. View output to ensure the results have printed prior to deleting or they will be lost.

c. Enter "**2**" to delete TLA results already printed. If results are deleted prior to printing, use the JTLA inquiry system to view processed transactions.

```
            TLA PROCESSED AND REJECTED TRANSACTIONS

 TYP  SSN            RECORD SPECIFIC DATA                  REASON
 ---  ---            --------------------                  ------
 T    215809538    990924  HI  OAHU      Y      0022DUPLICATE DAYS
 H    215809538    03  MCFAR  991022   991031   0023HDR FOR PREV ERR REC
 T    278703784    991215  HI  OAHU      Y      0023DUPLICATE DAYS
 H    278703784    03  ELLIO  991108   991119   0023HDR FOR PREV ERR REC
      036483765    03  PENHA  991125   991131   0005PROCSD AMT:  0150887
      064569300    03  RINEH  991224   991229   0015PROCSD AMT:  0232728
      094700928    03  PLOSS  991130   991207   0030PROCSD AMT:  0154943
```

Figure 13-22. TLA Processed And Rejected Transactions printout.

d. Reconcile Output. JTLA output results are returned on the TLA PROCESSED AND REJECTED TRANSACTIONS (PART). Reconcile output listed on the PART against input listed on the JTLA Batch Input Transmittal (BIT). Ensure each transaction submitted, except those with the delete code XXXX in the name field, was either processed or rejected.

e. Processed JTLA Input Transactions. Processed transactions appear on the PART with the SSN, name, start and stop date, and amount entitled. Each soldier may receive immediate payment or receive the entitlement in his next regular pay. **Note**: Be extremely cautious and inform the soldier of possible problems occurring during mid-month and end-of-month cutoffs.

f. Rejected JTLA Input Transactions. Rejected transactions appear on the PART with the SSN, name, start and stop date and a reject reason. Rejects must be corrected and re-input. Input transactions may reject for: errors in the header card (example: Invalid JFTR code); error in a trailer card (example: City not found); or duplicate dates. Inquire the JTLA system and MMPA when necessary to help resolve error conditions.

13-26. JTLA Reject Messages. The following table shows the most common errors you will see for TLA entries, explains what they mean, and describes the appropriate actions to be taken for each.

ERROR	DESCRIPTION	ACTION
NO MMPA FOR THIS SSAN	The SSAN does not match listed in the MMPA database.	Verify SSAN, reinput transaction.
NO NAME MATCH W/MMPA	Name does not match that shown in the open **MC** entry on the MMPA.	Verify name, SSAN, reinput transaction.

DUPLICATE DAYS	Dates of entitlement have already been paid through the JTLA system.	Verify dates of entitlement for claimed period. Enter the correct dates.
COUNTRY NOT FOUND	Country code or State code is incorrect.	Verify code, reinput transaction with correct data.
CITY NOT FOUND	First eight characters of the city location do not match on DJMS.	Verify the city name, reinput transaction with correct data.
RATE NOT FOUND	No rate exists in the system for this city on this date.	Contact DFAS-IN\FJA for assistance.
INVALID JFTR CODES	JFTR code entered does not appear on DJMS-AC Table 65.	Verify location code, reinput transaction with correct data.
ERROR	**DESCRIPTION**	**ACTION**
DATES NOT CONSECUTIVE	Only applies to TLA Type I (incoming). Must report consecutive dates. Do not skip dates even if member is due zero.	Verify dates. Reinput transaction with consecutive dates.
PERIOD EXCEEDS 10 DAYS	Period of entitlement entered exceeds the 10 day authorization limitation.	Verify dates of entitlement. Reinput transaction with correct dates.
HDR FOR PREV ERR REC	There is an error in the trailer card immediately preceding this header card.	Contact DFAS-IN\TJA
HDR REC NOT FOUND	The header card is missing.	Contact DFAS-IN\TJA.
TLR REC NOT FOUND	The trailer card is missing.	Contact DFAS-IN\TJA.
TLR DT NOT IN PERIOD	The date in the trailer card is not within the dates of entitlement in the header card.	Contact DFAS-IN\TJA.
HDR TLR NOT MATCH	The header and trailer cards do not match.	Contact DFAS-IN\TJA.
CONSTANT VSAM ERROR	System error.	Contact DFAS-IN\TJA.
NO TLA REC FOR MMPA	System error.	Contact DFAS-IN\TJA.
DAILY VSAM ERROR	System error.	Contact DFAS-IN\TJA.
NO DAILY RECS FOUND	System error.	Contact DFAS-IN\TJA.
CONTROL FILE ERROR	System error.	Contact DFAS-IN\TJA.
UNABLE TO DEL CONST	System error.	Contact DFAS-IN\TJA.
DB REWRITE FAILED	System error.	Contact DFAS-IN\TJA.
UNABLE TO DEL DAILY	System error.	Contact DFAS-IN\TJA.
DELETE REC NOT FOUND	System error.	Contact DFAS-IN\TJA.
UNABLE TO GET RATES	System error.	Contact DFAS-IN\TJA.
STOP DATE NOT MATCH	System error.	Contact DFAS-IN\TJA.
MMPA GARBLED/NOT BAL	Member’s MMPA is garbled or out-of-balance.	Contact DFAS-IN\TJA.
ENTIRE DAYS B4 HIST	Period of entitlement entered is entirely outside IAS.	Contact DFAS-IN\TJA.

MMPA ACCESS UNAVAIL	Access to the member's MMPA is not available.	Contact DFAS-IN\TJA.
PART OF DAYS B4 HIST	Part of the period of entitlement is outside IAS.	Contact DFAS-IN\TJA.

Table 13-3. JTLS Reject Messages.

13-27. Output Products. After JTLA input transactions are processed by the JTLA Centralized Processing system, **79** entitlement transactions are passed to the DJMS-AC Update. DJMS-AC output products will include update results of the **79** entitlements.

a. Receive DJMS-AC Update Products. All 79 entitlements will process through the normal DJMS-AC update. Utilize current procedures to receive the updated output products.

b. Document Transmittal Listing (DTL). The DTL identifies the field site's transactions requiring submission of source documents to DFAS. JTLA transactions are listed on a separate DTL, cycle number 7T, and ADSN. Following is an example of the JTLA portion of a DTL:

```
Page:     1

Document Transmittal List (UH099CA03) – 4807

Update: 03-03

Dated:  00/02/29

ID   SSAN     Name  FID   Variable Data                 Errors  Cycle Seq
=== ========= ====  ====  ============================  ======  ====  =====

p   111111111 loric 7903 990902990906KS9990022425D01           7T   008503

DOCUMENT REQUIRED

P   222222222 GREEN 7903 991008991010KS9990030202D03           7T   008504

DOCUMENT REQUIRED

P   333333333 SOFAL 7903 991122991129KS0400010524D01           7T   008506

DOCUMENT REQUIRED

P  444444444 HARME 7903 991010991012GE0190029043D01         7T    008507

DOCUMENT REQUIRED

      Total Documents Required:      4

            Total Transactions:      4
```

Figure 13-23. Example of a Daily Transmittal List printout.

c. Take the following actions upon receipt of the DTL:

1. **ANNOTATE**: The processed transaction number in the upper right corner of each source document. **NOTE**: Claims greater than 15 days will have more than one transaction.

2. **ATTACH**: The original source document and supporting documentation to the original DTL containing the processed transaction.

3. **MAINTAIN**: A duplicate copy of the DTL. Duplicate source documents including supporting documentation must be attached to the DTL for each processed transaction.

13-28. Daily Register Of Transactions (DROT). JTLA transactions may be extracted from the daily register of transactions (**DROT**) by input source. JTLA input source is equivalent to the last two digits of the ADSN.

13-29. MMPA Entries. For each action processed by JTLA there is an entry in the JTLA entitlement history and a corresponding entry on the MMPA. The JTLA system creates and submits **79** transactions within IAS. Central Site processes **79** transactions outside of IAS or in when conditions within the JTLA system and MMPA won't allow.

13-29. Rejects. 79 transactions created by the JTLA system will not be rejected to the field. Instead, transactions that reject during update processing will appear as partially processed on the field site's update results. Central Site will then perform special processing for the rejects, entitlements for periods outside IAS, entitlements for members in separation status, or programming problems.

13-30. Transmission Cycle Numbers. The transmission number is assigned by the JTLA system and is always **7T**. Field site and agent transaction results will be received on the same output products. Each is easy to distinguish because the last two digits of each ADSN are used as the INPUT SOURCE for the transactions.

13-31. Transaction Numbers. Transaction numbers are assigned by the JTLA system. Since all field site input transactions are collected into one file, and then batch processed by the JTLA system, transactions submitted by a particular field site will not necessarily be numbered consecutively.

13-32. Input Source. The last two digits of your ADSN are used as the INPUT SOURCE for your transactions. **NOTE**: The INPUT SOURCE for a 79 transaction submitted by an DMPO is **00**.

13-33. PS Transactions. **PS** transactions are not to be processed after implementation of JTLA unless correcting a previously reported **PS**. However, **PS** transactions will continue to be processed by Central Site reporting TLA payments paid by other services (Air Force, Navy, or Marines).

13-34. Posting 7903 Transactions. When the JTLA system processes an "**ADD-CREATE a 7903**" transaction submitted by the field or Central Site, the system posts the entitlement to the member's MMPA as a closed 79 entry as follows:

```
 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 00/03/16 –
 123456978 LORIC 35 79                                          01 OF 01
09 MJ:     LB:3800 LC:4813 SA:A SX:1 TK:931104 TU:000907 TH:000907
FIXED/OPEN/HISTORY
79-JUMPS  TEMPORARY  LODGING  ALW*  ENTRY-OPEN-DT 991027 01 11 1
   ENTRY-CLSD-DT 991027 01 11 1  CNTRL-CODE 2  ACTN 03  START 990929  STOP
   991008   ENTLMT 224.25  JTR-LCTN KS999  TLA D  NR-DEPN-PD 01
** END OF INQUIRY
```

Figure 13-24. MMPA screen showing 7903 entry.

13-35. Correction of a 7903 entry. When the JTLA system processes an **"ADD-CORRECT a 7903**" input, it creates two entries on the MMPA, a **7906** and a **7903**. The entries are created by (1) changing the **CNTRL-CODE** from a “**2**” to a “**6**” in the original **7903**; (2) posting a **7906** entry with a CNTRL-CODE of “**5**”; and (3) posting a new **7903**. The MMPA will reflect the entries as follows:

```
 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 00/03/16 –
 222334555 REID  37 79                                          01 OF 01
09 MJ:     LB:3800 LC:4813 SA:A SX:1 TK:931104 TU:000907 TH:000907
FIXED/OPEN/HISTORY
79-JUMPS  TEMPORARY  LODGING  ALW*  ENTRY-OPEN-DT 991120 01 12 1
   ENTRY-CLSD-DT 991120 01 12 1  CNTRL-CODE 2  ACTN 03  START 990912  STOP
   990922   ENTLMT 475.78  JTR-LCTN HI009  TLA D  NR-DEPN-PD 02
79-JUMPS  TEMPORARY  LODGING  ALW*  ENTRY-OPEN-DT 990929 01 10 1
   ENTRY-CLSD-DT 991120 18 11 2  CNTRL-CODE 5  ACTN 06  START 990912  STOP
   990922   ENTLMT 552.87  JTR-LCTN HI009  TLA D  NR-DEPN-PD 03
79-JUMPS  TEMPORARY  LODGING  ALW*  ENTRY-OPEN-DT 990922 01 10 1
   ENTRY-CLSD-DT 991120 18 11 2  CNTRL-CODE 6  ACTN 03  START 990912  STOP
   990922   ENTLMT 552.87  JTR-LCTN HI009  TLA D  NR-DEPN-PD 03
** END OF INQUIRY
```

Figure 13-25. MMPA showing the result of a JTLA correction action.

13-36. Canceling a JTLA Transaction. When the JTLA system processes an "**ADD-CANCEL a 7903**” input by the field or Central Site, the system posts a **7906** and changes the **7903 CNTRL-CODE** from “**2**” to “**6**”. The entries will appear on the MMPA as follows:

```
 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 00/03/16 –
 333226677 BAKER  37 79                                          01 OF 01
09 MJ:     LB:3800 LC:4807 SA:A SX:1 TK:911026 TU:000907 TH:000907
FIXED/OPEN/HISTORY
79-JUMPS  TEMPORARY  LODGING  ALW*  ENTRY-OPEN-DT 990805 08 08 1
   ENTRY-CLSD-DT 990915 13 09 2  CNTRL-CODE 5  ACTN 06  START 990720  STOP
   990726   ENTLMT -552.87  JTR-LCTN OH009  TLA D  NR-DEPN-PD 02
79-JUMPS  TEMPORARY  LODGING  ALW*  ENTRY-OPEN-DT 990805 08 08 1
   ENTRY-CLSD-DT 990915 13 09 2  CNTRL-CODE 6  ACTN 03  START 990720  STOP
   990726   ENTLMT  552.87  JTR-LCTN OH009  TLA D  NR-DEPN-PD 02
** END OF INQUIRY
```

Figure 13-26. MMPA showing the result of a JTLA cancellation transaction.

13-37. Entitlement Periods Prior To IAS. Do not process transactions for entitlement dates prior to IAS through the JTLA system. **THEY WILL REJECT**. Manually compute the claim and issue soldier a partial (**PK**) payment. Forward an ECCS message to DFAS-IN requesting special processing. Describe the action required, provide SSN, name, TLA type, entitlement start date, entitlement stop date, amount entitled, JTR location code, number of people claimed (including the member) and your ADSN.

13-38. JTLA Inquiry. The JTLA Centralized Inquiry system is located at Central Site. DMPO on-line computers are used to access the inquiry system. JTLA-CI provides inquiry against the JTLA entitlement history. The history maintains a complete and accurate audit trail, providing in-depth detail of each TLA transaction. **Note**: This history is more detailed than the data contained in the FID 79 entry on the MMPA.

13-39. Active/Inactive History File. The JTLA history has two files. A file containing transactions which are valid (active) and a file containing transactions which have been canceled (voided, made inactive). Each file has two parts: constant data and daily data.

a. **Constant Data**. The constant data is data which applies, overall, to each entitlement period reported. This data includes all data that was keyed into the constant data screen, including data reported in the 7903 transaction. When you view constant data, basically you are viewing a list of each entitlement period reported.

   1. **Active.** There is a corresponding 7903 entry the MMPA for each active entitlement period listed under CONSTANT DATA - ACTIVE.

   2. **Inactive.** There is a corresponding 7906 and a canceled 7903 entry on the MMPA for each inactive entitlement period listed under CONSTANT DATA - INACTIVE.

b. **Daily Detail.** To view what happened on each day of the entitlement period, inquire DAILY DETAIL for each day. The daily detail is data that applies to one date. This data includes all data that was keyed (reported) into the daily data screen for a specific date.

1. **Active.** For every entitlement period listed under CONSTANT DATA - ACTIVE, there is a daily detail record for each day.

2. **Inactive.** For every canceled (inactive) entitlement period, there is a daily detail record for each day.

13-40. Inquire History Access. To access JTLA-CI you must be on a microcomputer which has communications with DFAS. After signing in to DJMS, type in "**MSO**" as the profile. The following menu will appear:

```
                                                    PGM:  MSOMENU
                        M S O  M A I N  M E N U


                        1   MILITARY PAY INQUIRY SYSTEM
                        2   DJMS MANAGEMENT REPORTING
                        3   EXIT


                ***  MOVE CURSOR TO SELECTION AND TRANSMIT  ***


          KEYS: (ENTER): SELECT   (PF01): DETAIL INFORMATION   (PF03): EXIT
```

Figure 13-27. MSO Main Menu screen.

a. The JTLA-CI function is found under the Military Pay Inquiry System. Press the <ENTER> to access menu 1. The following menu will appear:

```
     JUMPS  FINANCIAL  NETWORK   SYSTEM                          PGM: 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
```

Figure 13-28. MSO: JUMPS Main Menu screen.

b. At the JUMPS Main Menu, tab down to "**3. TLA INQUIRY SYSTEM**". Press <ENTER> to select this choice. The following menu will appear:

```
AFAFC/MP                                          PGM:  TLAMENU


                    INQUIRY TLA ENTITLEMENTS
                          MAIN MENU


                 1.  CONSTANT DATA BY SSN       - ACTIVE HISTORY
                 2.  DAILY DETAIL BY SSN,DATES  - ACTIVE HISTORY

                 3.  CONSTANT DATA BY SSN       - INACTIVE HISTORY
                 4.  DAILY DETAIL BY SSN,DATES  - INACTIVE HISTORY

                 5.  EXIT


                ENTER SELECTION :
```

Figure 13-29. Inquiry TLA Entitlements Main Menu screen.

c. Your next choice depends on what you need to view. An explanation of each option and a screen example follows:

1. **Constant Data By SSN- Active History.** Select option 1 to view an entire list of active entitlement periods reported for a particular member. The following screen will appear:

```
AFAFC/MP                                                    PGM:  TLASEL1

            INQUIRY TLA ENTITLEMENTS - CONSTANT DATA BY SSN

                              ENTER MBR SSN:

          THEN PRESS ENTER TO CONTINUE ELSE PRESS PF2 TO RETURN TO MENU
```

Figure 13-30. Constant Data History By SSN screen.

2. After entering the social security number, the following screen will appear. **Note**: There is a corresponding **7903** entry on the MMPA for each active entitlement period listed under CONSTANT DATA - ACTIVE.

```
 PAGE     1

             TLA ENTITLEMENTS -- ACTIVE HISTORY -- CONSTANT FILE

  REQUEST CONSTANT DATA FOR :  112233445
    NAME TLA START – STOP     AMT   ADSN  PROCSD  JTR  EXCHG-RT ARR/MALT

    BAKER D 990915 990925   650.00 480700 991026 HI009          N N N

          PRESS ENTER TO CONTINUE -- ELSE PF3 TO CANCEL REPORTING
                              END OF REPORT
```

Figure 13-31. Example of request for Constant Data-Active History.

3. Daily Detail By SSN, Dates – Active History. Select option 2 to view data which applies to one specific date. You can view one day or a group of days. The following screen will appear:

```
DFAS                                                PRM: T1 ASF1 7

            INQUIRY TLA ENTITLEMENTS – ACTIVE DAILY DETAIL BY SSN/DATES

                  ENTER MBR SSN:
                  ENTER STARTING DATE FOR INQUIRY:

                  ENTER STOPPING DATE FOR INQUIRY:

        THEN PRESS ENTER TO CONTINUE ELSE PRESS PF2 TO RETURN TO MENU
```

Figure 13-32. Inquiry TLA Entitlements – Active Daily Detail By SSN/Dates screen.

4. After entering the social security number and dates, the following screen will appear. **Note**: For every entitlement period listed under CONSTANT DATA - ACTIVE, there is a daily detail record for each day. The daily detail is data which was applies to one date. This data includes all data that was keyed (reported) into the daily data screen for a specific date.

```
PAGE      1

     TLA ENTITLEMENTS -- ACTIVE HISTORY -- DAILY DETAIL
REQUEST ACTIVE DATA FOR : 222334444   PERIOD: 991030 – 991101

 991030   CO: HI   CITY: OAHU      MBR: Y    FR/REL : N  #DEPS: 01 / 02
    LODG:    10417 XTRA: N COOK: N LV/TDY: N DEP/RET: N  CL/BAQ-DEP: A
    LOCAL DEPS: 00 / 00 MIE/RT: 061  BAS    :     7.43   FSA :      .00
    BAQ  :    17.88     MLA/RT: 110  FID43/55:     .00   FID46:    9.60
    VHA66:      .00     ZIP-66: 000  FID44   :     .00   FID47:     .00
    VHA67:      .00     ZIP-67: 000  FID45   :     .00   MEALS: NA
    VHA68:      .00     ZIP-68: 000  DEPS-BAQ: 1       TLA-AMT:  160.76
 991031   CO: HI   CITY: OAHU      MBR: Y    FR/REL : N  #DEPS: 01 / 02
    LODG:    10417 XTRA: N COOK: N LV/TDY: N DEP/RET: N  CL/BAQ-DEP:
    LOCAL DEPS: 00 / 00 MIE/RT: 061  BAS    :     7.43   FSA :      .00
    BAQ  :    17.88     MLA/RT: 110  FID43/55:     .00   FID46:    9.60
    VHA66:      .00     ZIP-66: 000  FID44   :     .00   FID47:     .00
    VHA67:      .00     ZIP-67: 000  FID45   :     .00   MEALS: NA
    VHA68:      .00     ZIP-68: 000  DEPS-BAQ: 0       TLA-AMT:  160.76



            PRESS ENTER = TO CONTINUE; PRESS PF3 = TO CANCEL
```

Figure 13-33. TLA Entitlements - Active History - Daily Detail screen.

5. Constant Data By SSN – Inactive History. Select option 3 to view a list of canceled entitlement periods. The following screen will appear:

```
AFAFC/MP                                    PGM:  TLASEL3

          INQUIRY TLA ENTITLEMENTS – INACTIVE HISTORY BY SSN

                              ENTER MBR SSN:

        THEN PRESS ENTER TO CONTINUE ELSE PRESS PF2 TO RETURN TO MENU
```

Figure 13-34. **Inquiry TLA Entitlements – Inactive History By SSN screen.**

6. After entering the social security number, the following screen will appear. **Note**: There is a corresponding **7906** and a cancelled **7903** entry on the MMPA for each inactive entitlement period listed under CONSTANT DATA - INACTIVE.

```
PAGE    1

       TLA ENTITLEMENTS -- INACTIVE HISTORY -- CANCELLATION FILE

REQUEST INACTIVE DATA FOR:   555443211
  NAME TLA START – STOP     AMT   ADSN  PROCSD  JTR  EXCHG-RT ARRVL

  BAKER D 990930 991009   685.84 482900 991115 HI009          N N N









       PRESS ENTER TO CONTINUE -- ELSE PF3 TO CANCEL REPORTING
                            END OF REPORT
```

Figure 13-35. TLA Entitlements – Inactive History – Cancellation File screen.

7. Daily Detail By SSN, DATES – Inactive History. Select option 4 to view cancellation data that applies to one specific date. You can view one day or a group of days. The following screen will appear:

```
    DFAS                                          PGM: TLASEL4

              INQUIRY TLA ENTITLEMENTS – INACTIVE DETAIL -- CANCELLATIONS

                    ENTER MBR SSN:
                    ENTER STARTING DATE FOR INQUIRY:

                    ENTER STOPPING DATE FOR INQUIRY:

          THEN PRESS ENTER TO CONTINUE ELSE PRESS PF2 TO RETURN TO MENU
```

Figure 13-36. Inquiry TLA Entitlements – Inactive Detail – Cancellations screen.

8. After entering the social security number and the dates, the following screen will appear. **Note**: For every cancelled (inactive) entitlement period, there is a daily detail record for each day. The daily detail shows data that applies to one date. This includes all data that was keyed (reported) into the daily data screen for a specific date.

```
PAGE     1

     TLA ENTITLEMENTS -- INACTIVE HISTORY -- DAILY DETAIL
REQUEST INACTIVE DATA FOR:  321549876   PERIOD: 991130 – 991202

 991130   CO: HI   CITY: OAHU      MBR: Y    FR/REL : N  #DEPS: 01 / 02
    LODG:    10417 XTRA: N COOK: N LV/TDY: N DEP/RET: N  CL/BAQ-DEP: A
    LOCAL DEPS: 00 / 00 MIE/RT: 061  BAS    :     7.43   FSA :      .00
    BAQ  :      .00     MLA/RT:      FID43/55:     .00   FID46:    9.60
    VHA66:      .00     ZIP-66: 000  FID44   :     .00   FID47:     .00
    VHA67:      .00     ZIP-67: 000  FID45   :     .00   MEALS: NA
    VHA68:      .00     ZIP-68: 000  DEPS-BAQ: 0       TLA-AMT:  178.46
 991201   CO: HI   CITY: OAHU      MBR: Y    FR/REL : N  #DEPS: 01 / 02
    LODG:    10417 XTRA: N COOK: N LV/TDY: N DEP/RET: N  CL/BAQ-DEP:
    LOCAL DEPS: 00 / 00 MIE/RT: 061  BAS    :     7.43   FSA :      .00
    BAQ  :      .00     MLA/RT:      FID43/55:     .00   FID46:    9.60
    VHA66:      .00     ZIP-66: 000  FID44   :     .00   FID47:     .00
    VHA67:      .00     ZIP-67: 000  FID45   :     .00   MEALS: NA
    VHA68:      .00     ZIP-68: 000  DEPS-BAQ: 0       TLA-AMT:  178.64



            PRESS ENTER = TO CONTINUE; PRESS PF3 = TO CANCEL
```

Figure 13-37. TLA Entitlements -- Inactive History -- Daily Detail screen.

13-41. Recomputations. The JTLA system is a very unique application. An automatic recomputation is performed **15** and **45** days after transactions process through the JTLA system. Recomputations require no action from the field and are performed only on transactions that have not been cancelled. The recomputation uses input data previously entered by the field. Additionally, new data is collected from the MMPA and locality rate table. If BAH, BAS, or FSH have been updated (changed) in the last 15 or 45 days, the recomputation uses the updated data, reviewing late posting of entitlements that may affect the TLA computation. If the amount recomputed is the equal to the amount initially computed, no action is taken. If the amount recomputed is different, this generally means additional MMPA entries exist. These entries were not present at the time of the original computation. A **7906** is created to cancel the incorrect **7903** entitlement. A new **7903** entitlement is generated to report the correct (recomputed) amount. The new **7906** and **7903** transactions generated as a result of the recomputation will have ADSN **380800** as the originating ADSN. Transactions created by ADSN 3808 will appear on the DTL as Transactions By Others. A **7906** transaction is always followed by a **7903** for the same member.

Broken Service Reenlistment Bonus (BSSRB)

4-1. GENERAL. The Army's Broken Service Selective Reenlistment Bonus Program (**BSSRB**) is designed for former service members who were separated from active military service for more than ninety (**90**) days but less than forty-eight (**48**) months and who hold a critical skill Military Occupational Specialty (MOS) as designated by Headquarters, Department of the Army (**HQDA**). These former members will be authorized BSSRBs upon reentry into the military in the MOS they held upon separation. The United States Army Personnel Command (**PERSCOM**) announces the BSSRB MOS's via MilPer message, and Headquarters, United States Army Recruiting Command (**USAREC**) announces them via the REQUEST message system.

4-2. OBJECTIVE. The objective of the BSSRB is to increase the level of mid-career members in specific critical skills. The bonus is offered to prior active duty service members of any uniformed military service branch who were qualified in the bonus skill immediately before their discharge or release from active duty and who agree to reenter the Regular Army in that skill. To increase the level of mid-career members in specific skills, the BSSRB has been expanded to include prior service applicants from the other branches of the Armed Forces. Members separated from active duty from other branches of the Armed Forces whose skills convert to Army MOS's will be eligible for the BSSRB if otherwise qualified. MOS conversions will be coordinated with Eligibility Inquiries Section (**EIS**), PERSCOM.

4-3. CRITERIA FOR ELIGIBILITY. Members with prior active duty uniformed military service who reenter on active duty in the Regular Army in a BSSRB-designated skill may be eligible for payment of the bonus provided they meet all of the following eligibility requirements on their date of reentry:

a. Member must qualify for enlistment under the prior service program per **Chapter 3, AR 601-210**.

b. Member must reenter in an applicable specialty listed in the current Selective Reenlistment Bonus (**SRB**) MilPer message before that specialty's termination date or reduction date of BSSRB.

c. Member must have more than ninety (**90**) days and less than forty-eight (**48**) months break-in-service from the Regular Army or other service branch immediately prior to the date of reenlistment.

d. Member must reenlist for at least three (**3**) years.

e. Member must have been awarded a designated BSSRB specialty and must have been performing duty in that specialty at time of discharge or release from active duty.

4-4. BSSRB ZONE CRITERIA:

a. Zone A.

1) Member must have completed at least 17 months but not more than 72 months of continuous active duty military service on date of reentry.

2) Member cannot have previously received a zone A Selective Reenlistment Bonus (SRB).

3) Held the rank of Specialist (**E-4**) or higher at time of last discharge or release from active duty.

4) Must have a total cumulative active duty service of at least six (**6**) years when added to new term of reenlistment.

b. Zone B.

1) Member must have completed at least six (**6**) years but not more than ten (**10**) years of active service.

2) Member cannot have previously received a zone B SRB.

3) Held rank of sergeant (**E-5**) or higher at time of last discharge or release from active duty.

4) Total cumulative active duty service of at least ten (**10**) years when added to new term of reenlistment.

c. Zone C.

1) Member must have completed at least ten (**10**) years but not more than fourteen (**14**) years of active duty service.

2) Member cannot have previously received a zone C SRB.

3) Held rank of staff sergeant (**E-6**) or higher at time of last discharge or release from active duty.

4) Total cumulative active duty service of at least fourteen (**14**) years when added to new term of reenlistment.

4-5. SPECIAL CONSIDERATIONS

a. Member reenlisting with exactly six (**6**) years of active duty on date of reenlistment is entitled to a zone A bonus if otherwise eligible and has not previously received a zone A bonus. If member has received a zone A bonus, or if no zone A bonus is designated, member is entitled to a zone B bonus, if all other eligibility requirements are met.

b. A member reenlisting with exactly ten (**10**) years of active duty on the date of reenlistment is entitled to a zone B bonus if otherwise eligible and has not previously received a zone B bonus. If member has received a zone B bonus, or if no zone B bonus is designated, member is entitled to a zone C bonus if otherwise eligible.

c. Members with exactly fourteen (**14**) years of active duty on the date of reenlistment are entitled to a zone C bonus if otherwise eligible.

d. Members who elected to exercise their entitlement to readjustment pay or severance pay upon their previous active duty separation are not eligible for the BSSRB program.

e. A BSSRB is only authorized for reenlistment for the purpose of resuming active duty service in the designated MOS.

f. Members who are paid a BSSRB must continue to serve in the specialty that qualified them for the bonus unless this restriction is waived in the best interest of the Army; such a waiver can be granted only by the Commanding General of PERSCOM.

g. The BSSRB multiplier used will be the one in effect on the date of reenlistment.

h. Total BSSRB may not exceed **$20,000**.

i. All unfulfilled active duty service obligation from a prior enlistment or extension of enlistment will be deducted from newly obligated service for bonus computation purposes.

j. Initial payment will equal to fifty percent (**50%**) of the total bonus due, followed by equal annual installments on the payment anniversary date throughout the remaining term of reenlistment.

k. Members will not be paid a bonus for service beyond sixteen (**16**) years active Federal service.

l. Members will be paid the BSSRB no earlier than sixty (**60**) days after reentry or thirty (**30**) days after arriving at the first permanent duty station, whichever is later. Active duty already served in the qualifying service commitment will be included in the initial BSSRB payment. The award will not be reduced because of any requirement to delay payment.

m. A member who enlists through the delayed entry program is entitled to the BSSRB in effect on the date of delayed status reservation date. A member who enlists directly on active duty is entitled to the BSSRB in effect on the date of entry on active duty. Members in the BSSRB Program will reenter active duty in the grade they held at the time of discharge or separation.

4-6. Field Finance Office Actions. The finance office must review the document received for payment (listed in XX-X below) for completeness. It must check the documentation and member’s status against the BSSRB guidelines listed above to ensure that the member is indeed entitled to a BSSRB, and not a Special Enlistment Bonus under other guidelines, or that the member is even entitled to any type of bonus. Once it has been determined that the member meets the requirements noted in this chapter, the finance office has two options:

a. Option 1: Fax a copy of the forms authorizing the BSSRB to Central Site for payment. The proponent for paying this entitlement is the Separations\Bonus Branch, Special Assistance Division. The fax number to be used is commercial **(317) 510-7915** or DSN **699-7915**. Upon receipt and review, an ACCS case will be uploaded to the JCCM profile on DJMS, and the case will be worked on a first-in\first-out basis.

b. Option 2: Enter an **EC03** transaction (**Figure 4-1**) that will provide a heads-up to Central Site that a BSSRB bonus is being requested. The

finance office can then fax the required documents immediately, or wait for a technician at Central Site to contact your office if documentation is needed to process the case. The EC03 is programmed to either reject directly to Central Site for review\processing, or to recycle indefinitely until Central Site reviews.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection           EC03-REPORT BROKEN SERVICE/SRB           ADSN: 4807
v5.8  c00                                                     Cycle: A1

                                                        Tran. Nr:  4
       SSAN  [         ]
       NAME  [     ]


       DOS-PREV           [      ]
       SRB-BONUS-TYPE     [ ]
       SRB-MULTR          [   ]
       INDCTR-PERCENTAGE  [ ]
       SRB-LUMP-SUM-AUTH  [ ]
       MAXIMUM-BONUS-INDCT[ ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to display previous SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 4-1: Report Broken Service Selective Reenlistment Bonus (SRB) screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
DOS-PREV	Date of separation from the member’s previous period of active duty service, in **YYMMDD** format, less than or equal to the current date.
SRB-BONUS-TYPE	Indicates the SRB Zone the member is entitled to. Applicable codes are: Zone A: **A** (17 months to 6 years total active duty) Zone B: **B** (6+ years to 10 years total active duty) Zone C: **C** (10+ years to 14 years total active duty)
SRB-MULTR	The **BSSRB** multiplier applicable to the member’s military occupational specialty (**MOS**). This is a three character field that must be zero-filled from the left for multipliers **9.5** or less. **EXAMPLE**: a multiplier of **4.5** would be entered as **045**.
INDCTR-PERCENTAGE	Indicator percentage. The percent of the gross bonus amount that will be paid in the initial installment. Applicable codes are: **1** = 50 percent. **2** = 25 percent. **NOTE**: All Army BSSRB initial installments will be paid at the **50** percent rate.

DATA ELEMENT	DESCRIPTION
SRB-LUMP-SUM-AUTH	Indicates whether member is entitled to installments or if the bonus is to be paid as a lump-sum. Applicable codes are: **A** = Annual installments. **L** = Lump-sum payment authorized. **NOTE: ALL ARMY PAYMENTS WILL BE BY INSTALLMENTS.**
MAXIMUM-BONUS-INDCT	System key that tells DJMS to search the bonus table for the maximum amount allowed by the table, to ensure that the bonus amount paid does not exceed the table limit. For all **EC03** transactions, you must input a "**1**" in this field.

Table 4-1: Report Broken Service SRB explanation.

4-7. BONUS COMPUTATION AND PAYMENT

a. Total amount of the bonus will be computed as follows: Monthly basic pay at time of separation divided by twelve, times number of months of additional obligated service, times the BSSRB multiplier, equals gross amount of BSSRB due the member, up to the BSSRB maximum of $20,000.

b. Payment will be issued through the **EFT** subsystem using a **3303** transaction (**Figure 4-2**):

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection               3303-REPORT SRB BONUS                 ADSN: 4807
v5.8  c00                                                      Cycle: A1

                                                        Tran. Nr:  4
       SSAN  [         ]
       NAME  [     ]


       INDCTR-PROG-LEG             [ ]
       MOS-NR-OBL-SERV             [  ]
       MONTHLY-RATE-SPEC-ENTLMNT   [      ]
       SRB-BONUS-TYPE              [ ]
       SRB-MULTR                   [   ]
       INDCTR-PERCENT              [ ]
       SRB-LUMP-SUM-AUTH-IND       [ ]
       MAXIMUM-BONUS-INDCTR        [ ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to display previous SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 4-2. Report Selective Reenlistment Bonus (SRB) screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
INDCTR-PROG-LEG	Indicator Prognosis Leg. Used as a system key to inform DJMS how much of a break in service the member has upon reenlistment. Applicable codes are: **1** = member had a break in service of **3** months or less prior to reenlisting. **2** = member had a break in service of more than **3** months prior to reenlisting. **NOTE**: For normal processing, a "**1**" would normally be entered when paying an **SRB**, and a "**2**" would be entered when paying a **BSSRB**.
MOS-NR-OBL-SERV	Number of months of obligated service remaining on the member's prior service enlistment prior to reenlisting. You should round **up** any odd number of days to the next full month.
MONTHLY-RATE-SPEC-ENTLMNT	Member's monthly rate of base pay rate as of the date of separation. **NOTE**: Because of processing problems, you must enter an amount that equals double the monthly base pay in order to properly pay the BSSRB.
SRB-BONUS-TYPE	Indicates the SRB Zone the member is entitled to. Applicable codes are: Zone A: **A** (17 months to 6 years total active duty) Zone B: **B** (6+ years to 10 years total active duty) Zone C: **C** (10+ years to 14 years total active Duty)
SRB-MULTR	SRB multiplier applicable to the member's military occupational specialty (**MOS**). This is a three character field that must be zero-filled from the left for multipliers **9.5** or less. **EXAMPLE**: a multiplier of **4.5** would be entered as **045**.
INDCTR-PERCENT	Indicator percentage. This is an indicator of how much remaining service obligation the member has on the current enlistment. Applicable codes are: **0** = **3** months or less of remaining obligated service. **1** = more than **3** months up to **2** years of remaining obligated service. The percent used by the system would be **50 percent**. **2** = more than **2** years up to **4** years of remaining obligated service. The percent used by the system would be **25 percent**. **NOTE**: If you enter a "**1**" in the **INDCTR-PROG-LEG** above, you **MUST** enter a "**0**" in this field. If you enter a "**2**" in the **INDCTR-PROG-LEG**, you must enter a "**1**" or a "**2**" in this field.

DATA ELEMENT	DESCRIPTION
SRB-LUMP-SUM-AUTH-IND	Indicates whether member is entitled to installments or if the bonus is to be paid as a lump-sum. Applicable codes are: **1** = Bonus will be paid with equal annual installments, no 50 percent initial payment.. **2** = Bonus to be paid as a lump-sum payment. **3** = Bonus paid 50 percent initially, with equal annual installments. **NOTE: ALL ARMY PAYMENTS WILL BE BY INSTALLMENTS**, with no more than 50 percent paid in the initial payment.
MAXIMUM-BONUS-INDCTR	System key that tells DJMS to search the bonus table for the maximum amount allowed by the table, to ensure that the bonus amount paid does not exceed the table limit. For all **3303** transactions, you must input a "**1**" in this field.

Table 4-2. Report an SRB explanation.

4-8. PAYMENT AUTHORIZATION DOCUMENTS: the following documentation is required before the finance office can authorize a BSSRB payment to the member:

a. DD Form 1966 (Record of Military Processing – Armed Forces of the United States). This document will have the following information annotated in the REMARKS Section on page **1966/4** (**1966/6** for the July 1999 version of this form):

1) BSSRB level authorized.

2) Authority: AR 601-210/DA message number.

3) Pay grade authorized.

b. USAREC Form 1150 (Statement of Understanding –Army Policy, USAREC Addendum to DD Form 1966 Series). This form will have the member's rank\pay grade upon reentry noted in **Block 1**, and bonus information, to include type of incentive (BSSRB), Headquarters, Department of the Army message number, MOS and date of message annotated in **Block 11**.

c. DD Form 4 (Enlistment/Reenlistment Document, Armed Forces of the United States).

d. Enlistment orders: the information under (**a**) above will also be entered on the enlistment orders under special instructions.

e. DA Form 4789 (Statement of Entitlement to Selective Reenlistment Bonus). This form will be modified by adding the word "Broken Service" immediately before all entries that read "selective reenlistment bonus." In addition, the information noted in (**a**) above will be annotated on the form.

f. DD Form 214. This form will be utilized to verify the prior active duty service and MOS for a former member of the Army.

g. Leave and Earning Statement (LES). The LES for the last two full months prior to separation for a member of the Air Force, Marine

Corps, or Navy must be provided for verification of monthly base pay upon separation for former members of these branches of service.

ADVANCE PAYMENTS

1-1. General. Advance payments provide a member with funds to meet extraordinary expenses incident to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses that exceed or precede reimbursements incurred in a duty location change, and are expenses not typical of day-to-day military living. An advance of pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other pays and entitlements, if such advances are used (to include travel allowances and per diem, overseas station housing allowance, BAH, and dislocation allowance). The member's commander has oversight responsibility to ensure that the advance of pay is only used to help with the financial burden of a PCS. Specific entitlement provisions are found in the DoDFMR, Volume 7A, chapter 32. PCS advance pay for central payees is paid through electronic funds transfer (**EFT**) by Central Site. Members are only authorized one month's advance pay upon departure or intransit and with justification and approval of the next senior person in the chain of command, two months advance pay upon arrival for a total not to exceed three months.

1-2. Substantiating Documents:

a. **DD Form 2560, Advance Pay Certification/Authorization** (Figure 35-2). Each member requesting or extending the repayment of an advance pay to meet extraordinary expenses related to a PCS move is required to complete DD Form 2560. The purpose of this form is also to inform the member of the purposes and restrictions of such advances, and to establish the repayment schedule. Distribution of the DD Form 2560 is as follows:

   1) **Original** - attach to payment voucher or DTL (see paragraph 35-4 below);

   2) **Second copy** - member;

   3) **Third copy** - approving official (when applicable);

   4) **Fourth copy** - finance retained copy.

b. **PCS orders** or **PCS assignment notification**. Used in conjunction with the DD Form 2560 to justify member's request to commander.

1-3. Responsibilities:

a. **Commander**: It is the responsibility of the member's commander to review the DD Form 2560 in accordance with guidelines contained in DoDFMR, Volume 7 A, chapter 32.

b. **Finance Office**: It is the responsibility of the finance office to point out any questionable expenses or repayment period, to the commander, for possible adjustments. Items which should be considered questionable include certificates of deposit, vacations, stocks, bonds, etc. Ensure payments to members who are enroute are restricted to properly identified members who can prove, beyond doubt, their military pay status. Use caution in identifying members. Lack of proper identification can result in illegal payments, causing exceptions against the disbursing officer’s account. Verify member's status with either the losing or gaining station or Central Site. For

all advance payments, ensure member's remaining service allows normal repayment of the advance.

1-4. Finance Office Action:

a. The finance office uses the DD Form 2560 to authorize payment and all payments are made by EFT. For a member who participates in direct deposit, the finance office will use CICS transaction ID '**JPBB**' to send the payment to the member's bank account. This will cause the **PA03** to be created systematically and posted to the members MMPA. For a member who does not participate in direct deposit, the finance office will make the payment locally prior to reporting the payment as a **PA03**. The advance pay category for this payment is **A**.

b. The DD Form 2560 is attached to the **DTL** for submission to Central Site as support for the **DT04** transaction when an extension of repayment period is requested.

c. The finance office may (but is not required to) offset the amount of any subsequent advance by the unpaid amount of a prior advance; multiple **DV**'s are allowed.

d. Processing the payment:

1) Field users can access the application for daily EFT through DJMS by typing **JPBB** or **JPBX**. **JPBB** is to be used by persons who are inputting the advance pay request. **JPBX** is for those who will be reviewing and confirming the payment. Central Site will set up field office user profiles so that the same person will not be able to both input and confirm the advance pay request.

2) Using **JPBB** or **JPBX**, field office personnel can add new advance pay requests, view the advance pay data they input, and delete the requests if necessary. The person confirming payment has an additional screen available through **JPBX** for confirming the advance pay requests.

3) The preliminary screen (**JPBC**) is the EFT payment menu and includes a reject list view option. Users are advised to check for rejects daily to ensure that payments made the preceding business day have processed. This can be done by **SSAN** alone or by **SSAN** within **ADSN**. Rejects remain on the reject screen for two weeks before being removed.

4) The reject screen displays the SSAN, first five letters of the last name, type of payment, advance pay category, dollar amounts, date entered, ADSN, and reason for the advance pay rejecting. Reject messages include:

a) **NO BACK PRESENT FOR EFT PAY**. Member has a closed LH line or bad date on the LH line of the MMPA. For this reason it is recommended that the person inputting the advance pay request first verify through JJAA that the soldier has an open LH line with an RTN greater than 0 on the MMPA.

b) **MEMBER STATUS DOES NOT ALLOW PAY**. Member must be in an **SA**, **SB**, **SH** or **SN** status for payment to process. **ST** and **SV** statuses will cause the payment request to reject.

c) **SSN/NAME INVALID**. SSAN and name mismatch in cross-check file.

d) **PAYMENT REQUEST REJECTED BY MANUAL INTERVENTION**. Central Site has intervened.

e) **PAYMENT REQUEST NOT CONFIRMED**. Payment was confirmed after the morning cutoff and not during the same **24**-hour business day in which it was input, or it was not confirmed at all. Holidays and weekends are not considered business days; therefore, a payment could be input shortly after cutoff on a Friday and successfully confirmed just before cutoff on the following Tuesday in the case of an intervening weekend and Monday holiday. The requirement for input and confirmation during the same **24**-hours business day would have been met. Once a payment has rejected, the field office will need to re-input it through **JPBB** and confirm through **JPBX** for the payment to be released.

5) Other messages and prompts that may appear on the bottom of screens include:

a) **Error Reading Table 104.** Normally occurs each business day around cutoff time as a temporary condition. If it persists longer than a half hour, alert Central Site at DSN 699-7608, commercial (317) 510-7608.

b) File Closed Try Again Later.

c) **Record Not Found on File.** Payment was never input; was already input, confirmed, and released; or was deleted.

d) **No Records Found for This SSAN Payment Type.** May have entered a payment type other than what was originally input on the Add Screen when attempting to view.

e) **SSAN Does Not Match Cross-Check File.** If user has checked and this account is on the MMPA under JJAA, this may be a temporary condition and the user should try again later.

f) **Amount Must be Numeric and > than zero**. Person that input the advance pay may have used a dollar sign or decimal point for the money amount. The field zero fills to the left.

g) **DJMS Entry Was Added.**

h) **Record Confirmed.** Will also generate a remark on the LES or NPA, depending upon whether payment went out before or after mid-month.

i) **Record Already Confirmed.** Person confirming the advance has attempted to confirm an advance pay request already confirmed during the same 24-hour business day.

j) **Are You Sure You Want to Delete? Y/N.**

k) **Record Confirmed Unable to Delete.** Input person can not delete payment if already confirmed, but the person who confirmed can, provided it is still before cutoff.

l) **Record Has Been Deleted As Requested.**

e. To verify payment went out EFT, field offices should review the Confirmed Daily EFT Report on SAR (Distribution ID JAAREG, Report ID AA0341D). This report shows Member Name (first five letters), SSAN, Payment Type, Payment Amount, Date Confirmed, Confirmer User ID, Voucher Date, and Voucher Number. In the case of an Advance Payment that has already posted to the MMPA, it should be possible to identify the corresponding AA0341D SAR report by referring to the voucher date on the PA line on the MMPA. The fact that a payment has not yet posted to the MMPA does not necessarily mean it did not go out by EFT. The EFT process is independent of the DJMS-AC Update Schedule. The payment may already appear on the AA0341D report, but will post to the MMPA only after it goes through the first DJMS-AC Update run after the end-of-business-day cutoff for input and confirmation.

f. The **Confirmed Daily EFT Payment Data Report** is available on **SAR**, under **JAAREG**, Report ID **AA0341D**. One copy of this report should be printed out daily when EFT payments have been confirmed/ authorized by the field office for any one business day. Enter the following note on your **DTL**: "**For daily EFT data, see attached listing.**" The **Daily EFT Payment Data Report** is maintained at field level for **one** year after reconciliation provided there are no outstanding discrepancies for which corrective action has been prescribed by Central Site.

g. When a member receives an advance of pay from a friendly foreign nation and payment is chargeable to a military pay appropriation (**P510** or **530**), a copy of the paid voucher must be sent to Central Site, **ATTN: DFAS-IN\TJC** for preparation of input transactions.

1-5. Special Provisions. PCS advance payments are to be repaid at a rate of not less than one-twelfth of the amounts advanced each month for the next 12 months, unless a reduced amount is justified and approved in writing due to financial hardship. (See DoDFMR, Volume 7A, chapter 32, table 32-2). Members may make cash payments to repay an advance partially or in full at any time.

ADVANCE PAY CERTIFICATION / AUTHORIZATION

Privacy Act Statement

AUTHORITY: 37 U.S.C. 1006 et seq; E.O. 9397 November 1943 (SSN).

PRINCIPAL PURPOSES: To document a member's request for, and subsequent authorization of, an advance of pay to meet extraordinary expenses incident to a PCS move. It is also used to inform the member of the purposes and restrictions of such advances, and to establish repayment schedules.

ROUTINE USES: Information collected on this form becomes part of the Joint Uniform Military Pay System (*JUMPS*), and Reserve component pay systems and is subject to all of the routine disclosures which are more fully described in Service regulations. Routine recipients of JUMPS disclosures include, but are not limited to, Red Cross, State and local government for tax and welfare purposes.

DISCLOSURE: Voluntary; however, failure to provide the SSN will result in denial of payment since it is used to identify you for pay purposes.

PART I. REQUEST

1. NAME (*Last, First, Middle Initial*)	2. SOCIAL SECURITY NO.	3. GRADE
Doe, John D.	000-00-0000	SSgt

4. I REQUEST:	5. I REQUEST A REPAYMENT SCHEDULE OF:	6. I REQUEST PAYMENT OF THE ADVANCE PAY:
a. ONE MONTH ADVANCE PAY (*See Policy Guidance on reverse.*)	a. 12 MONTHS OR LESS (*Specify number of months*)	X a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING TO MY NEXT PDS
X b. MORE THAN 1 MONTH BUT LESS THAN 3 MONTHS BASIC PAY LESS DEDUCTIONS (*Parts II and V must be completed.*) (*Specify amount*) $	X b. 13 - 24 MONTHS (*Parts III and V must be completed regardless of pay grade. NOTE: Repayment schedule cannot exceed member's date of separation.*) (*Specify number of months*)	b. 31-90 DAYS BEFORE MY PCS (*Parts II and V must be completed.*)
		c. 61-180 DAYS AFTER ARRIVAL AT MY PDS (*Parts II and V must be completed.*)

PART II. CERTIFICATION OF EXPENSES (*Actual or Anticipated*) (*Continue in Item 23 on reverse if necessary.*)

7. EXPENSE	8. AMOUNT
a. Draperies	$ 500
b. Refrigerator	$ 700
c. Down Payment/Closing Costs	$1,200
d.	$
e.	$
f.	$
9. TOTAL	$2,400

10. EXPLANATION OF THE CIRCUMSTANCES WHERE GREATER-THAN-NORMAL EXPENSES MIGHT BE INCURRED OR CIRCUMSTANCES REQUIRING AN EARLY OR LATE PAYMENT OF ADVANCE PAY (*Up to 90 days before and 180 days after*).

Housing at my new location is at a premium and I am purchasing a townhouse.

PART III. JUSTIFICATION FOR MORE THAN 12 MONTHS PAYBACK
(*Justification must demonstrate that severe hardship would result if the advance is paid back in 12 months*)

11. NO. OF DEPENDENTS
2

12. LIST SPECIFICS OF YOUR FINANCIAL SITUATION, INCLUDING OUTSTANDING DEBTS AND MONTHLY PAYMENT AMOUNTS THAT INDICATE A SEVERE HARDSHIP IN REPAYING THE ADVANCE IN THE NORMAL 12-MONTH TIME PERIOD (*Continue in Item 23 on reverse if necessary.*)

My house payment and utilities are expected to approximate $675 monthly and my wife will be unemployed until she can find a job. To repay this advance at $200 per month would put a severe strain on our budget at this time. I request a 24 month repay at $100 per month.

PART IV. MEMBER CERTIFICATION

Penalty: The penalty for willfully making a false claim/statement is ***a maximum of $10,000 or maximum imprisonment of five years, or both (U.S. Code, Title 18, Section 287)***.

If I am separated prior to my ETS, 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 have read and understood the policy on advance pay incident to a PCS contained on the reverse of this form. I hereby certify that the intended use of these funds meets the stated purpose. I have attached one copy of my PCS orders or assignment notification.

13. SIGNATURE	14. DATE (*YYMMDD*)
John D. Doe	940215

PART V. APPROVAL OF MEMBER'S COMMANDER

15. I HEREBY APPROVE THIS REQUEST FOR ADVANCE PAY OF:	16. WITH LIQUIDATION OVER:	17. AND PAYMENT OF THE ADVANCE:
a. ONE MONTH BASIC PAY LESS DEDUCTIONS	a. 12 MONTHS OR LESS (*Specify number of months*)	X a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING AT PDS
b. AN AMOUNT SPECIFIED NOT TO EXCEED 3 MONTHS BASIC PAY LESS DEDUCTIONS (*Specify amount*) $ 2,400	XX b. 13 - 24 MONTHS (*Specify number of months*) 24	b. NOT PRIOR TO _____ (*date*) WHICH IS 31-90 DAYS BEFORE PCS
		c. 61-180 DAYS AFTER REPORTING TO NEW PDS

18. APPROVING OFFICIAL NAME (*Last, First, Middle Initial*)	19. SIGNATURE OF OFFICIAL	
Buck, Bill B.	Bill B. Buck	
20. TITLE	**21. GRADE**	**22. DATE (*YYMMDD*)**
Squadron Commander	Capt	940216

DD Form 2560, MAR 90 922/079

Figure 1-1. DD Form 2560, Advance Pay Certification/Authorization form.

```
JUMPS                      ADD    Transactions          KEYER ID: LB
Data
Collection              PA03-REPORT ADVANCE PAY            ADSN: 4807
v5.3  c01                                                 Cycle: A1
                                                        Tran. Nr:  31
       SSAN  [         ]
       NAME  [     ]

       DATE-VOU        [      ]      ADV-PAY-CTGYS      [ ]
       GOV-AGENCY      [ ]           MOS-NR-ADV         [ ]
       ACCT-ADSN       [    ]        CLCTN-START-CODE   [ ]
       VOU-NR-PAYMENT  [        ]    MOS-NR-REPAY-SCH   [  ]
       AMT-PD          [         ]   MOS-NR-DEFER-SDEP  [  ]
       CLEAR-ACCT-ID   [   ]         PAYROLL-NR         [    ]




       Hit F6 to Start over.                        INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME. Hit Esc to Avoid Adding.
```

Figure 1-2. Report Advance Pay screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security number.
NAME	First five characters of member’s last name.
DATE-VOU	Effective date of payment voucher, in **YYMMDD** format.
GOV-AGENCY	Identifies agency making payment. Applicable codes are: **A**: Air Force **B**: Army **C**: Navy **D**: Marine Corps **G**: Coast Guard **M**: State Department
ACCT-ADSN	Accountable ADSN. Used if accountable disbursing station is different from member’s assigned input ADSN. Otherwise leave blank.
VOU-NR-PAYMENT	Payment voucher number assigned by local Disbursing. First character position must be a “**P**”, second position can be alpha or numeric, positions 3-8 must be numeric greater than zero.
AMT-PD	Dollar amount of advance pay. Last two characters are the cents.
CLEAR-ACCT-ID	Clearing account ID. Applicable codes are: **510**: Officers **530**: Enlisted
ADV-PAY-CTGYS	Advance Pay category code. Applicable codes are: **A**: PCS advance, authorized in conjunction with a permanent change of duty station. **B**: OHA advance. **C**: BAS advance. Authorized upon reassignment, or when stationed within CONUS. **D**: Entry (Basic trainee). Authorized on induction or enlistment to report to training or induction center. **F**: Distant station. Authorized when assigned to distant station where pay and allowances cannot be paid regularly.

DATA ELEMENT	DESCRIPTION
ADV-PAY-CTGYS (cont'd)	**G**: VHA\BAH advance. Advance for housing allowances in CONUS, Alaska or Hawaii. **H**: Extended active duty. Authorized when called to extended active duty tour. **J**: Break-in-service. Authorized for a permanent change in duty station on reenlistment after a break in service. **K**: Emergency evacuation. Authorized for emergency evacuation of dependents as ordered by competent authority. **L**: Cadets advance pay. **M**: Advance Clothing and Equipment Allowance **(Navy Midshipmen** only). **N**: Entrance deposit loan (**Navy Midshipmen** only). **P**: Deployed vessel (**Active Navy** only). **S**: Overseas security deposit. This advance can be deferred for total length of time member occupies housing at that location.
MOS-NR-ADV	Number of months pay advanced (**1**, **2**, or **3**). Only used for Advance Pay Category "**F**". Type in the number for months advanced. Otherwise leave blank.
CLCTN-START-CODE	Collection Start Code. If Advance Pay Category is "**F**", enter **1-4**. If Category is "**B**" or "**G**", enter a space. All other Categories, enter a **1**.
MOS-NR-REPAY-SCH	Number of months repay scheduled. If Category is "**B**", must be **1-60**. If Category "**F**", must be a space. All other Categories must be **1-24**.
MOS-NR-DEFER-SDEP	Number of months deferred. If Category is "**S**", input **1-96**. All other Categories leave blank.
PAYROLL-NR	Payroll number. Character position **1** must be a space if Government Agency is "**A**" or space. Otherwise must be an **A**, **M**, **N**, **P**, or **S**. Positions **2-4** must be spaces if character position **1** is a space. Otherwise, must be numeric greater than zero.

Table 1-1. Report Advance Pay screen explanation.

```
JUMPS                      ADD    Transactions          KEYER ID: LB
Data
Collection              PA05-CORRECT ADVANCE PAY           ADSN: 4807
v5.3  c01                                                 Cycle: A1
                                                        Tran. Nr: 32
       SSAN  [         ]
       NAME  [     ]

       DATE-VOU-OLD        [      ]     ADV-PAY-CTGYS       [ ]
       GOV-AGENCY          [ ]          MOS-NR-ADV          [ ]
       ACCT-ADSN           [    ]       CLCTN-START-CODE    [ ]
       VOU-NR-PAYMENT-OLD  [        ]   MOS-NR-REPAY-SCH    [  ]
       AMT-PD              [         ]  MOS-NR-DEFER-SDEP   [  ]
       CLEAR-ACCT-ID       [   ]        PAYROLL-NR          [    ]

       DATE-VOU-NEW        [      ]     VOU-NR-PAYMENT-NEW  [        ]


       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME. Hit Esc to Avoid Adding.
```

Figure 1-3. Correct Advance Pay screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security number.
NAME	First five characters of member’s last name.
DATE-VOU-OLD	Effective date of payment voucher, as entered in the original **PA03** transaction.
GOV-AGENCY	Agency making payment, as entered in the original **PA03**.
ACCT-ADSN	Accountable ADSN, as entered in the original **PA03**.
VOU-NR-PAYMENT-OLD	Payment voucher number input in original **PA03.**
AMT-PD	Dollar amount of advance pay, as entered in the original **PA03**.
CLEAR-ACCT-ID	Clearing account ID, as entered in the original **PA03**.
ADV-PAY-CTGYS	Advance Pay category code, as entered in the original **PA03**.
MOS-NR-ADV	Number of months pay advanced, as entered in the original **PA03**.
CLCTN-START-CODE	Collection Start Code, as entered in the original **PA03**.
MOS-NR-REPAY-SCH	Number of months repay scheduled, as entered in the original **PA03**.
MOS-NR-DEFER-SDEP	Number of months deferred, as entered in the original **PA03**.
PAYROLL-NR	Payroll number, as entered in the original **PA03**.
DATE-VOU-NEW	Correct effective date of payment voucher, in **YYMMDD** format.
VOU-NR-PAYMENT-NEW	Correct payment voucher number assigned by local Disbursing. First character position must be a “**P**”, second position can be alpha or numeric, positions 3-8 must be numeric greater than zero.

Table 1-2. Correct Advance Pay screen explanation.

```
JUMPS                      ADD    Transactions          KEYER ID: LB
Data
Collection              PA06-CANCEL ADVANCE PAY            ADSN: 4807
v5.3  c01                                                 Cycle: A1
                                                        Tran. Nr:  34
       SSAN  [         ]
       NAME  [     ]

       DATE-VOU        [      ]        ADV-PAY-CTGYS      [ ]
       GOV-AGENCY      [ ]             MOS-NR-ADV         [ ]
       ACCT-ADSN       [    ]          CLCTN-START-CODE   [ ]
       VOU-NR-PAYMENT  [        ]      MOS-NR-REPAY-SCH   [  ]
       AMT-PD          [         ]     MOS-NR-DEFER-SDEP  [  ]
       CLEAR-ACCT-ID   [   ]           PAYROLL-NR         [    ]




       Hit F6 to Start over.                        INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME. Hit Esc to Avoid Adding.
```

Figure 1-4. Cancel Advance Pay screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security number.
NAME	First five characters of member’s last name.
DATE-VOU	Effective date of payment voucher, as entered in the **PA03** transaction to be cancelled.
GOV-AGENCY	Agency making payment, as entered in the **PA03** transaction to be cancelled.
ACCT-ADSN	Accountable ADSN, as entered in the **PA03** transaction to be cancelled.
VOU-NR-PAYMENT	Payment voucher number, as entered in the **PA03** transaction to be cancelled.
AMT-PD	Dollar amount of advance pay, as entered in the **PA03** transaction to be cancelled.
CLEAR-ACCT-ID	Clearing account ID, as entered in the **PA03** transaction to be cancelled.
ADV-PAY-CATGYS	Advance Pay category code, as entered in the **PA03** transaction to be cancelled.
MOS-NR-ADV	Number of months pay advanced, as entered in the **PA03** transaction to be cancelled.
CLCTN-START-CODE	Collection Start Code, as entered in the **PA03** transaction to be cancelled.
MOS-NR-REPAY-SCHED	Number of months repay scheduled, as entered in the **PA03** transaction to be cancelled.
MOS-NR-DEFER-SDEP	Number of months deferred, as entered in the **PA03** transaction to be cancelled.
PAYROLL-NR	Payroll number, as entered in the **PA03** transaction to be cancelled.

Table 1-3. Cancel Advance Pay screen explanation.

REIMBURSEMENT OF ADOPTION EXPENSES

9-1. General. An active duty member whose adoption of a child under 18 years of age was finalized on or after December 5, 1991 and who incurred expenses for the adoption of said child may be reimbursed up to $2,000.00 per child for qualifying adoption expenses in a calendar year. An adoption qualifying for reimbursement may be by a married couple or a single person and includes an intercountry adoption or an adoption of a child with special needs. Claims cannot be submitted and will not be paid until the adoption decree is final.

9-2. Limitations. Reimbursements are subject to the following limitations:

a. Maximum reimbursement to one member, or married dual military couple, in any one calendar year is $5,000.00. The date the claim form is served on DFAS-CL by certified mail determines the creditable calendar year for adoption reimbursement purposes.

b. Only one member of a dual military couple may be reimbursed for the expenses incurred for the adoption of the same child.

c. For reimbursement to be authorized, the child must be under 18 years of age at the time the adoption is final.

d. Only members serving on continuous active duty for at least 180 days may apply for reimbursement. This includes National Guard and Reserve Component members. Applicants will remain entitled to any proceeds of the claim, however, if the adoption is final before member leaves active duty, the final claim has been signed and certified by the member’s commanding officer, and submitted to DFAS-CL prior to discharge.

e. Adoptions qualify for reimbursement of expenses only if they are arranged by a qualified adoption agency, as defined in 10 USC 1052(g). Under 1052(g)(3), a qualified adoption agency is defined as: (a) a state or local government agency that has responsibility under state or local law for child placement through adoption; (b) a nonprofit, voluntary adoption agency that is authorized by state or local law to place children for adoption; or (c) any other source authorized by a state to provide adoption placement, if the adoption is supervised by a court under state or local law. In addition, “arranged by” means that the appropriate agency played an active role in the planning and\or preparation stages that effectively led to the actual physical change of custody of a child to its adoptive parents.

f. Members who leave active duty prior to the final decree of adoption are not entitled to the reimbursement of adoption expenses.

g. Member must submit claims for reimbursement no later than one year following the date on which the adoption was finalized or within one year of the date of DODI 1341.9, DOD Adoption Reimbursement Policy, whichever is later. Claims not submitted within the specified period may result in loss of benefits.

h. A separate reimbursement claim must be completed for each child whose adoption has been finalized. This applies to all applications for reimbursement.

9-3. Description. Reimbursement of adoption expense program eligibility criteria, policy and procedures are contained in AR 608-12, Reimbursement of Adoption Expenses, and in the Department of Defense Financial Management Regulation (DODFMR), Volume 7C, Special Military Pay\Personnel Programs and Operating Procedures, Chapter 4. The Army Regulation can be found at http://www.usapa.army.mil/gils/epubs6.html in HTML, BOO or Acrobat formats. The DODFMR Volume 7C can be found at http://www.dtic.mil/comptroller/fmr/07c/index.html in Acrobat format only. As a service to the members, the field site could either furnish these references to them and\or print off the instructions and forms as described herein. The Defense Finance and Accounting Service-Cleveland Center (DFAS-CL) is responsible for processing all claims pertaining to this program. Field offices have no settlement processing actions for this claim. Members entitled to participate in the program must file a claim via certified mail with DFAS-CL. The mailing address is: Defense Finance and Accounting Service, Cleveland Center (Code FMC), 1240 East Ninth Street, Cleveland, Ohio 44199-2059.

9-4. Claim procedure. Following is a basic description of the claim process:

a. Member obtains a final decree of adoption for a child under 18 years of age.

b. Member obtains and completes a DD Form 2675, Reimbursement Request for Adoption Expenses, and has the commanding officer complete Section VI of the DD Form 2675. A separate DD Form 2675 is required for each qualifying adoption.

c. Member gathers and attaches substantiating documentation:

(1) Final court papers.

(2) Receipts for reasonable and necessary expenses involved. Such receipts can be a receipt marked “PAID”, cancelled checks, and associated receipts. Reconstruction of expense records is permissible when the original records are unavailable. Reasonable and necessary expenses include the following:

(a) Public and private agency fees, including adoptive fees charged by an agency in a foreign country.

(b) Placement fees, including fees charged adoptive parents for counseling.

(c) Legal fees, including court costs, for services that are unavailable to a member of the military services under 10 U.S.C. 1044 or 1044a.

(d) Under certain circumstances, some medical expenses for the pre-adoptive child and biological mother.

(e) Temporary foster care charges when payment of such charges is required to be made before the adoptive child'' placement.

(3) A letter from the agency stipulating the dates of the home study and the placement of the child. A description of any other services performed by the agency as part of the adoption process may be included. In the absence of the home study and the placement of the child, the letter should describe the agency's involvement in the adoption process with associated dates for review on a case-by-case basis.

(4) If claim forms are signed by the spouse under a power of attorney when the member is unable to be present due to military duty, a copy of the power of attorney must be attached to the claim.

(5) With respect to documents originating from a State or other authorized adoption agency, the custodian of the document must certify copies of those documents as true copies of the original. In all other cases, where the original document is filed with the court, a copy of the adoption order certified by the clerk of court must be submitted. The member should retain the original substantiating documents, as documents submitted with the claim will not be returned.

d. DFAS-CL will determine if the member is eligible for reimbursement. If eligibility cannot be determined from the documents provided, or if claimed expenses are not properly supported by attached receipts, DFAS-CL will retain the claim and request the necessary information or documentation from the member. The additional documents or information must be submitted within 90 days for the claim to be reconsidered.

e. If the claim is denied, a letter stating denial will be sent to the member. The claim will not be returned to the member.

9-5. Payment. DFAS-CL will reimburse the member by electronic funds transfer (EFT). A member without access to an EFT must submit a request for EFT waiver in order to receive a check payment. DFAS-CL will withhold Federal income taxes at 28 percent of the reimbursed amount and State income taxes at 4 percent of the reimbursed amount, if applicable.

Upon payment, a letter detailing the reimbursed expenses will be sent to the member.

9.6. TD Form W-2. The member will be issued a separate TD Form W-2 for the adoption reimbursement payment at the end of the tax year involved, no later than January 31st of the year following the year of payment.

9-7. General information not included in chapter 4. The Office of General Counsel has made some decisions that will affect service members filing for reimbursement. Claims for adoption expense reimbursement arranged and consummated in a foreign country, and adoptions processed for stepparents do not meet the established rules of entitlement. Recently, several requests for adoption expense reimbursement have been reviewed that have been submitted by members who were at the time of the adoption or are currently serving at a foreign duty station such as Panama or Korea. In each of the cases reviewed, the member submitted documentation that evidences that the adoption was arranged by a government agency or nonprofit agency of the foreign country and approved for final adoption by the courts of the child's country of origin. After reviewing the statute, it has been determined that within the definition of "qualified adoption agency" the terms "State or local government agency" and "nonprofit, voluntary adoption agency authorized by state or local law" refers to agencies operating in a state or locality within the United States, not a foreign country. Although 1052 was amended in 1996, the terms used to define qualifying adoption expenses have not changed since the inception of the adoption reimbursement program.

For purposes of the DoDFMR, the term "State" is defined to include territories (unless otherwise stated): State - Any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a state. Does not include the governments of the political subdivisions of a State. DoDFMR, Vol. 1, Definitions. Thus, for the purpose of the adoption expense reimbursement program, a territory should be considered to be part of the United States.

ALLOTMENTS OF PAY

1-1. General. The allotment system is designed to help members adjust their personal and family finances to military service. It is a convenience and a privilege not to be exploited and abused. General provisions and descriptions governing allotments of pay may be found in the DoDFMR, Volume 7A, Chapters 41 through 43. There are two basic types of allotments, discretionary and non-discretionary. The minimum monthly amount for an allotment is **$1.00** except when there are specific guidelines elsewhere in this chapter. Allotments should not be started to individual addresses, unless the member has obtained an individual waiver from his commander or the allotment is to an overseas country not serviced by the Overseas Military Banking Program. All allotments should be started using the company code format with a company code obtained **from Table 050** under **MSO**.

1-2. Active Duty Allotments:

a. Allottable Pay. See DoDFMR, Volume 7A, chapters 41 and 43, for pay and allowances which may be allotted.

b. Allotments Administratively Established. See the DoDFMR for information on administratively establishing allotments for dependents and payment of rent of premises occupied for dwelling purposes by dependents of members. Such allotments administratively authorized may be stopped at member's request.

(1) Dependents' Allotment. If FO, commander, or commander of a GSU and/or appointed representative finds qualified dependents of member experiencing financial difficulties warranting an allotment, complete **DD Form 2558**, Authorization to Start, Stop, or Change an Allotment for Active Duty or Retired Personnel, with attached documentation to support administrative establishment of allotment. Signature block of form designated for member must contain signature of individual authorizing allotment.

(a) Servicing FO verifies data, to extent possible, with current MMPA data, and processes AC01 action to DJMS.

(b) If there is a question concerning validity of marriage, FO submits application in letter form to DFAS-IN/FJEG with supporting documents.

(2) Dependents' Rent. If FO or member's commander finds that member's dependents are experiencing financial difficulties and/or other crisis situation causing possible eviction for nonpayment of rent, complete DD Form 2558. The signature block must contain the signature of the commander or appointed representative. **NOTE: The allotment administratively established for rent is not to be used as the solution to member's financial irresponsibility.**

(a) Make the allotment authorization payable to the Financial

Institution furnished by the owner or agent of the premises. The owner or the agent must furnish the complete name and address of the Financial Institution and the account number where the allotment is to be sent.

(b) Attach documentation to the DD Form 2558 to support administrative establishment of allotment.

c. Effective Date. Allotments are started for indefinite periods except for class **C**, **F** and **T**, which are made for definite periods. Starts (**01**) and increases (**07**) are effective first day of the current processing month if pay due is sufficient to pay allotment. The servicing FO must establish controls to ensure:

(1) Project officers responsible for charitable allotment authorizations forward them to the input source in a timely manner.

(2) Changes (**04**) and decreases (**08**) are effective first day of current processing month. Stops (**02**) may be effective either at the end of the prior processing month or at the end of the current processing month. If an allotment is to be canceled, the stop date must be the month before the start date of the allotment and must be input during the same processing month as the start.

(a) Class C, F, and T allotments are made for specific periods and are stopped automatically by DJMS at end of term if prior stop action has not been taken.

(b) Allotment transactions input with an effective date more than 1 month in advance will reject. The exceptions are Class **C** and **F** allotments which may be input up to four months in advance.

(c) Class C allotments may require **Table 023** inquiry for verification of OPM CFC control numbers. To inquiry Table 023 go to **CICSJ3**. Enter JWMM and follow screen instructions to view table 023 for your ADSN. DFAS-IN/FJFBB must be contacted for additions or deletions to Table 023. The "**AC01**" FID for the Combined Federal Campaign calls for the CFC Code. The 4 character position OPM CFC Control No., that appears on the top of the CFC Pledge form, is the number entered for the CFC Code. Do not enter the individual Agency Number in this field.

d. Method of Payment. Allotments to personal savings or checking accounts are delivered via EFT. Other allotments are sent in a blanket check (if an allottee receives multiple allotments). DFAS is currently working on system changes that will send all allotments, to include composite or blanket allotments, via EFT.

e. Restriction on Multiple Allotments to Same Allottee. To minimize the cost to the Government in the administration of the allotment system,

only one allotment may be sent to an allottee. If the member wishes to send multiple amounts to the same allottee, only one allotment for the total may be recorded. Advise members to make arrangements with the allottee for proper allocation within the organization.

f. Member's responsibilities. When allottee is a bank or other authorized financial organization, member makes arrangements with that firm to accept the deposit to member's account or to account of member's dependents before starting allotment. Member must obtain account number or policy number. Seven-character company codes are assigned to every financial institution, insurance company, government agency, credit union, etc., by DFAS-IN. If company is not listed on **Table 50**, see chapter 60 for instructions.

g. Allotments to Philippine Addresses. All allotment checks destined for delivery to Philippine financial organizations or individual addresses are bulk mailed by DFAS-DE to DFAS-CL (Cleveland). DFAS-CL delivers all checks to and registers each with the Philippine postal authorities. Members should be encouraged to have all allotments destined for the Philippines sent to a financial organization.

h. Separated Members and Veterans Educational Assistance Program (VEAP) Allotments. For members who have a Class S VEAP allotment and are separating from the ARMY, the allotment will continue through the month of separation, if there is enough pay to cover the allotment.

i. P7 Entry on MMPA. The P7 entry on the MMPA contains the gross amount of pay available to allot current month (CM) and next month (NM). To compute net amount available to allot CM, subtract the TOT-DEDN and TOT-ALOT in the P3 entry from the P7 entry. To compute net amount available to allot NM, subtract the DEDTN-NM and ALOT-NM in the P4 entry from the P7 entry. The net amount should be computed each time a member wants to start a new allotment or increase an existing allotment. If there is insufficient pay available to allot, the allotment start or change will reject ABU, "ALOTMTS EXCEED AUTHORIZED ALLOTTABLE INCOME."

1-3. Source of Input. Servicing FO verifies data on documents presented and processes appropriate allotment transaction shown in figures 57-4 through 57-12.

1-4. Substantiating Documents:

a. Source Documents. Use SF 1199A; DD Form 2558; IRS Form 2159, Payroll Deduction Agreement, for Liquidation of Federal Tax Through Payroll Deduction; Combined Federal Campaign pledge card. These are the only source documents used for allotment transactions. DD Form 2558 (to include addendum) and SF 1199A serve as military pay orders (MPO). DD Forms 2558 may be issued only to ARMY personnel, FOs, Army Emergency Relief, Navy Relief, Navy Relief Society, Air Force Aid Society, and American Red Cross (See DoD Directive 7330.1).

b. Preparation and Distribution:

(1) Preparation. Member completes DD Form 2558 and signs after verifying data. Members wanting to increase, decrease, or stop an allotment amount mark the appropriate block in Section I. There is no prohibition to placing FO remarks by the Change Block to note the action indicators of the DJMS input transactions. The increase (07) and decrease (08) action indicators are valid for input transactions of applicable allotments.

(2) Allotment stops requested by the allottee do not require a DD Form 2558 signed by the member or allottee. The allottee's request for a stop (letter, message, etc.,) or the return of funds to DFAS-IN serves as supporting documentation for the allotment stop.

(3) Distribution:

(a) DD Form 2558:

1. Original (to include addendum) - File with document transmittal listing (DTL).
2. Copy 2 - Give to member.
3. Copy 3 - File with FO copy of DTL.

(b) Combined Federal Campaign pledge card , File with DTL.

(c) TD 2159 (figure 57-3) as indicated on form.

(d) SF Form 1199A as indicated on form copies.

1-5. Allotment Flash Codes. When separation transactions E-3, E-4, or E-5 update member's MMPA file, and allotments are in effect, the transactions produce flash codes **4** or **5** in the **AZ** entry on the MMPA. Flash code **4** (separations) is set 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. Once the flash code is set, all allotment transactions will reject. Allotments in effect will transfer over to the member's retired account.

1-6. Undeliverable Allotments. Allotments returned to DFAS-IN by the allottee, the United States Postal Service or financial institution are:

a. Re-mailed to a correct address provided by the allottee or member as shown on the MMPA (see chapter 7, paragraph 7-13 for an explanation of a clean-up of allotment addresses done on a quarterly basis); or

b. Reissued to the correct allottee based on data provided by the allottee or member; or

c. Canceled. DFAS-IN cancels the allotment payment, stops the allotment, and advises the servicing FO of the action taken. The FO will notify the member within 1 working day and advise the member that the allotment:

(1) Was returned as undeliverable by the post office or unpostable by the financial institution.

(2) Was refunded into the allotter's pay.

(3) Was stopped by DFAS-IN to preclude the return of subsequent allotments.

(4) Should be restarted with a correct allottee address prior to end of month cut-off (if so desired by the member).

1-7. Payment to Allottees. All allottees receiving more than 25 allotments of pay must receive payment either via EFT or by blanket check. No individual checks will be sent. All new company codes established will be established as blanket recipients if they are unable to receive EFT (not a financial institution). Advise members that if the potential allottee refuses to accept blanket checks or EFT, the allotment will be stopped and other arrangements for payment are required. DFAS is currently working on system changes that will send all allotments, to include composite or blanket allotments, via EFT.

1-8. Use of Company Codes. If no existing company code can be found for an allottee and the allottee is other than an individual, request a company code from DFAS-IN/FJ, by using the Company Code Request Form found on DJMS E-Mail. (See Attached Screens E1 thru E5)

1-9. Discretionary Allotments:

a. Number. Each member is allowed up to 6 discretionary allotments for any purpose desired by the member (unless the use of the allotment violates laws in that state). In addition to the 6 discretionary allotments, eligible individuals may have 1 allotment to VEAP. Those members with more than 6 discretionary allotments on the implementation date of this policy (April 1992) were grandfathered and allowed to continue the allotments already in existence. However, any change to any one of the existing allotments is construed as a stop and no new allotment may be started until the total number of discretionary allotments reaches six or below.

b. Characteristics. Discretionary allotments make up those allotments formerly characterized as dependent support, savings, insurance, and home mortgage. While systematic edits prevent processing more than 2 savings allotments or 1 home mortgage allotment(s), members wishing to have additional allotments to financial institutions or to pay mortgages may do so using the FID AD. If allotment is for insurance purposes, process as a class I allotment and if for rent or mortgage payments, process as a Class H unless the member already has one class H in effect. In that case, process the second or subsequent allotments for that purpose as D allotments. All allotments destined for personal checking or savings accounts at financial institutions should be processed as D allotments using SF 1199a.

1-10. Non-discretionary Allotments:

a. Number. There is no limit on the number of non-discretionary allotments a member may have. The system currently limits the total number of all allotments (discretionary plus non-discretionary) to 15.

b. Characteristics. Non-discretionary allotments are those for the purchase of bonds, charitable contributions to Army Emergency Relief, Combined Federal Campaign, loan repayment for government debts or those insured by the government, or contributions to the Veterans Educational Assistance Program (**VEAP**). These are identified as class **B**, **C**, **F**, **T** or **S** (only to company code **9999963**) allotments.

1-11. Retired Pay Allotments. Retirees are limited to allotments as outlined in the DoDFMR Vol 7B. Review existing allotments during pre-retirement counseling and advise member that any existing allotments which do not qualify for transfer to retired pay must be stopped.

a. Qualifying allotments are:

(1) Payment of insurance premiums (class **N**, National Service Life Insurance or United States Government Life Insurance; commercial insurance companies) subject to same limitations as active duty allotments.

(2) Voluntary liquidation of a debt to the United States.

(3) Voluntary allotments to spouse, former spouse(s), and/or child or children for their support, if they have a permanent residence other than that of the retiree.

(4) Charitable contributions (either carried over from active duty or initiated from retired pay) to the Army Emergency Relief, Navy Relief Society, Air Force Aid Society (Company Code **T598092**); Air Force Enlisted Members' Widows Home (Company Code **T560696**); and Air Force Village (Company Code T595130). Other class C allotments may not be carried to Retired Pay.

(5) Repayment of loans to the American Red Cross, Army Emergency Relief, Navy Relief Society, and Air Force Aid Society.

(6) Purchase US Savings Bonds.

b. In addition to allotments authorized above, any other allotments (except Class **C** and **S** for **VEAP**) in effect during last month of active service may be continued into retirement to assist personnel in transition from active to retired status.

c. All allotments identified as D, H, I, S, and T allotments are paid for the final month of a member's active duty service. These allotments are automatically paid from retired pay if there is enough retired pay to cover the amount of allotment deduction. After separation, any change to the allotments must be submitted through the Retired Pay System.

(1) Any allotments to be carried to retired pay system must be started, stopped, or changed before mid-month cutoff in the month of retirement.

(2) In the event changes to allotments are requested after this time, have the member complete DD Forms 2558 (to include addendum) and 2559, as appropriate; suspense action until a RAPS record has been created (usually about the 10th of the first month of retirement); and input the transaction into retired pay system at that time. This does not apply to class **S** or **H** allotments.

d. If the member attempts to effect a start or change to a Class **S** or start a Class **H** allotment and the transaction rejects before mid-month cutoff, use DD Form 2558 (figure 57-1) and SF 1199A, Direct Deposit Sign-Up Form (figure 57-2), along with a copy of the DJMS DROT showing the reject, to support the RAPS transaction and forward to DFAS-CL for special handling. If a member attempts to change a class H allotment after mid-month cutoff in the month of retirement, suspense the action until after creation of a retired pay record and input locally. In extenuating circumstances where a member was not able to come into the FO before mid month cutoff, mail the completed SF 1199A or DD Form 2558 (to include addendum) along with a letter of explanation to DFAS-CL (Code ROA), 1240 E 9th Street, Cleveland OH 44197-9800 and request special handling.

(1) A retiring member must complete DD Form 2558 for any new allotments desired from retired pay. Send to DFAS-CL (Code ROA), 1240 E 9th Street, Cleveland OH 44197-9800.

(2) After retirement, nonstandard forms or personal letters may be used to support an allotment request, change, or cancellation provided all needed information is furnished and the request has been signed by the retiree.

1-12. Allotment Classes. The following chart shows the current classes of allotments payable through DJMS.

CLASS	TYPE OF ALLOTMENT
B	United States Savings Bonds.
C	Charity donations. Usually a CFC allotment for the Army.
D	Dependent support or other Discretionary allotment.
F	Used for Army Emergency Relief allotments.
H	Home mortgage payments.
I	Commercial insurance premium payments.
N	USGLI and NSLI premium payments.
S	Savings allotments, VEAP, and USSDP allotments.
T	Repayment of government indebtedness.

Table 1-1. Allotment Classes.

JUMPS ADD Transactions KEYER ID: LB
Data

```
Collection          AA04-CHANGE BOND, DEPENDENT SUPPORT,          ADSN: 4807
v5.3  c01           OR HOME MORTGAGE - ALLOTMENT ADDRESS          Cycle: A1
                                                                  Tran. Nr:  9
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF       [    ]
       ALOTMNT-CLASS-PAY       [   ]
       ADRS-MAIL-DOM-FORN-CD   [ ]
       ALOTE-1ST-EIGHT         [        ]









       Hit  F6   to  Start over                      INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 1-1a. Change Allotment Address transaction: screen 1.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection            AA04-CHANGE ALLOTMENT ADDRESS             ADSN: 4807
v5.3  c01                        DOMESTIC                       Cycle: A1
                                                                Tran. Nr:  9
       SSAN  [         ]
       NAME  [     ]

       ADRS-MAIL-ST        [                           ]
       ADRS-MAIL-DOM-CITY  [                     ]
       ADRS-MAIL-STATE     [  ]
       ADRS-MAIL-ZIP       [     ]









       Hit  F6   to  Start over                      INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 1-1b. Change Allotment Address transaction: screen 2, Domestic address.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection          AA04-CHANGE ALLOTMENT ADDRESS             ADSN: 4807
v5.3  c01                        FOREIGN                     Cycle: A1
                                                            Tran. Nr:  9
       SSAN  [         ]
       NAME  [     ]

       ADRS-MAIL-ST        [                              ]
       ADRS-MAIL-FORGN     [                              ]
       GLD-FL-CNTRY        [  ]









       Hit  F6   to  Start over                    INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 1-1c. Change Allotment Address transaction: screen 2, Foreign address.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection          AA04-CHANGE ALLOTMENT ADDRESS             ADSN: 4807
v5.3  c01                        APO-FPO                     Cycle: A1
                                                            Tran. Nr:  10
       SSAN  [         ]
       NAME  [     ]

       ADRS-MAIL-ST        [                            ]
       APO-FPO-CODE        [     ]
```

```
       Hit  F6   to  Start over                          INPUT SOURCE   [LB]
       Hit  Esc  to  Avoid  Adding
```

Figure 1-1d. Change Allotment Address transaction: screen 2, APO\FPO address.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
ALOTMNT-CLASS-PAY	Effective date of the change in address, in **YYMM** format.
YR-MO-ALOTMNT-EFF	Allotment class type for allotment being changed. First character must be filled in. Can use up to three type codes. If not all spaces are needed, space or tab through. Cannot use a space between codes. Applicable codes are: **B**: Bonds, **D**: Dependent Support, or **H**: Home Mortgage.
ADRS-MAIL-DOM-FORN-CD	Code identifying the type of address the allotment will be mailed to. Applicable codes are: **1**: Domestic (U.S.) address. **2**: Foreign address. **3**: APO military overseas address. **4**: FPO military overseas address.
ALOTE-1ST-EIGHT	For Support and Mortgage allotments, the first eight characters of the allottee's first name, middle initial, and last name. For Bond allotments, the first eight characters of the name of the person currently receiving the bond(s).
ADRS-MAIL-ST	Address number, Street name, and type of street (drive, street, avenue, etc.)
ADRS-MAIL-DOM-CITY	Domestic city that allotment is to be mailed to.
ADRS-MAIL-STATE	State that allotment is to be mailed to, using the appropriate two-character Postal abbreviation.
ADRS-MAIL-ZIP	Five digit Postal zip code for the city and state that the allotment is to be mailed to.
ADRS-MAIL-FORGN	Foreign street address allotment is to be mailed to.
GLD-FL-CNTRY	Gold Flow Country code identifying the foreign country the allotment is to be mailed to.
APO-FPO-CODE	Army Post Office (APO) or Fleet Post Office five digit code identifying the postal area the allotment is being mailed to.

Table 1-2. AA04 Transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
```

```
Collection            AC01-START CHARITY ALLOTMENT              ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                              Tran. Nr:  11

       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMT-EFF      [    ]
       ALOTMT-AMT-PAY        [      ]
       CFC-CODE              [    ]
       TOTAL-AMT-ALOTMT      [      ]



       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-2a. Start Charity Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Date allotment collection should start, in **YYMM** format.
ALOTMT-AMT-PAY	Amount to be collected each month. Precede the dollar amount with leading zeroes. Last two characters are the cent characters. Should equal "**TOTAL-AMT-ALOTMT**" divided by **12** months.
CFC-CODE	The 4 character position OPM CFC Control Number that appears on the top of the CFC Pledge form, is the number entered for the CFC Code. Do not enter the individual Agency Number(s) in this field.
TOTAL-AMT-ALOTMT	Total amount of the pledged donation. Should **equal "ALOTMT-AMT-PAY"** times **12** months.

Table 1-3. AC01 transaction explanation.

```
JUMPS                      ADD    Transactions              KEYER ID: LB
Data
Collection            AC02-STOP CHARITY ALLOTMENT               ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                              Tran. Nr:  12

       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-STOP    [    ]
       CO-CODE               [       ]
```

```
Hit F6 to Start over.                          INPUT SOURCE   [LB]
Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-2b. Stop Charity Allotment transaction.

DATA ELEMENTS	DESCRIPTIONS
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-STOP	Date allotment collection should stop, in YYMM format. Must be equal to current or previous month.
CO-CODE	Company Code shown on the open AC entry on the MMPA. The first character must be a "**P**", "**Y**", or "**Z**". The remaining characters are numeric. Cannot be zero-filled. Unacceptable numeric codes are **560696**, **595130** or **598092**.

Table 1-4. AC02 transaction explanation.

```
JUMPS                      ADD    Transactions              KEYER ID: LB
Data
Collection          INDIVIDUAL / COMPANY SELECT SCREEN          ADSN: 4807
                                                              Cycle: A1
                                                           Tran. Nr:  13


                    X     eXit      this screen

                    C     Company code format

                    I     Individual address format


                   Select  LETTER  listed  above
```

Figure 1-3a. AD01 Start Dependent Allotment to Coded Company transaction. Screen 1, Select Company Code or Individual Address format.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection    AD01-START DEPENDENT ALLOTMENT TO CODED COMPANY     ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  13
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       FAMILY-RLTNSHP      [ ]
       ACCT-PLCY-NR        [                 ]
       TYPE-OF-ACCT        [ ]
       CO-CODE-NEW         [       ]
       CRED-LINE           [                   ]



       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-3b. AD01 Start Dependent Allotment to Coded Company transaction. Screen for Company Code format.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
YR-MO-ALOTMNT-EFF	Date allotment is effective, in **YYMM** format.
ALOTMNT-AMT-PAY	Amount of the monthly deduction for the allotment.
FAMILY-RLTNSHP	If allotment is being sent to a guardian, then enter an “**R**”. Otherwise tab through.
ACCT-PLCY-NR	Account or policy number the allotment is being sent to.
TYPE-OF-ACCT	Identifies the type of account the allotment is being sent to. Applicable codes are: **C**: Checking. **P**: Payment. **S**: Savings.
CO-CODE-NEW	DJMS Company Code, from **Table 050**, identifying the financial organization or company the allotment is being sent to. The first character must be alpha, the remaining six numeric. Applicable first characters are “**H**” or “**J**” for checking or savings in “**TYPE-OF-ACCT**”, or “**X**” for payment.
CRED-LINE	Enter the member’s last name, first name, and middle initial if allotment is to be credited to member’s account. Enter the last name, first name, and middle initial of person identified on the allotment form if allotment is to

	be credited to someone other than the member. If “**FAMILY-RLTNSHP**” is “**R**”, this field cannot be left blank.

Table 1-5. AD01 Company Code Format transaction explanation.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection    AD01-START DEPENDENT ALLOTMENT TO INDIVIDUAL ADDR   ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  14
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF       [    ]
       ALOTMNT-AMT-PAY         [      ]
       ALOTEE-NAME-ID          [ ]
       FAMILY-RLTNSHP          [ ]
       ADRS-MAIL-DOM-FORN-CD   [ ]
       ALOTMNT-RCPNT-TYPE      [ ]
       ALOTEE-NAME             [                          ]
       CRED-LINE               [                    ]


       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-3c. AD01 Start Dependent Allotment to Coded Company transaction. Screen 1 for Individual Address format.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection      AD01-START DEPENDENT SUPPORT TO INDIVIDUAL ADDR   ADSN: 4807
v5.3  c01                    DOMESTIC ADDRESS                    Cycle: A1
                                                                 Tran. Nr:  14
       SSAN  [         ]
       NAME  [     ]



       ADRS-MAIL-STREET     [                          ]
       ADRS-MAIL-DOM-CITY   [                    ]
       ADRS-MAIL-STATE      [  ]
       ADRS-MAIL-ZIP        [     ]
```

```
       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-3d. AD01 Start Dependent Allotment to Coded Company transaction. Screen 2 for Individual Address format.

```
JUMPS                     ADD    Transactions                KEYER ID: LB
Data
Collection      AD01-START DEPENDENT SUPPORT TO INDIVIDUAL ADDR   ADSN: 4807
v5.3  c01                    FOREIGN ADDRESS                      Cycle: A1
                                                                 Tran. Nr:  14
       SSAN  [         ]
       NAME  [     ]



       ADRS-MAIL-STREET    [                              ]
       ADRS-MAIL-FORN      [                              ]
       GOLD-FLOW-COUNTRY   [  ]




       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-3e. AD01 Start Dependent Allotment to Coded Company transaction. Screen 2 for Foreign Address format.

```
JUMPS                     ADD    Transactions                KEYER ID: LB
Data
Collection      AD01-START DEPENDENT SUPPORT TO INDIVIDUAL ADDR   ADSN: 4807
v5.3  c01                    APO FPO ADDRESS                      Cycle: A1
                                                                 Tran. Nr:  14
       SSAN  [         ]
       NAME  [     ]
```

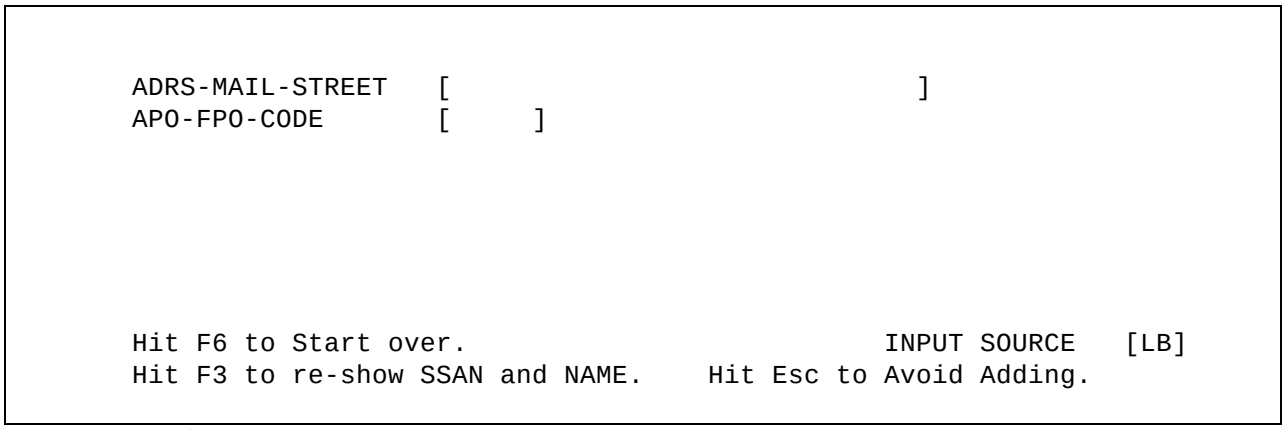


Figure 1-3f. AD01 Start Dependent Allotment to Coded Company transaction. Screen 2 for APO\FPO Address format.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Date allotment collection should start, in **YYMM** format. Must be current or next month.
ALOTMNT-AMT-PAY	Amount to be collected each month. Precede the dollar amount with leading zeroes. Last two characters are the cent characters.
ALOTEE-NAME-ID	Used to indicate that a credit line or an in-care-of line is needed. Applicable codes are: **0**: Neither a credit line or in-care-of line is used. **1**: indicates that a credit line is used. **2**: indicates that an in-care-of line is used.
FAMILY-RLTNSHP	If a guardian is indicated on the allotment form, type in an "**R**". Otherwise tab through.
ADRS-MAIL-DOM-FORN-CD	Code identifying the type of address the allotment will be mailed to. Applicable codes are: **1**: Domestic (U.S.) address. **2**: Foreign address. **3**: APO military overseas address. **4**: FPO military overseas address.
ALOTMNT-RCPNT-TYPE	Allotment Recipient Type Code. Applicable codes are: **1**: individual with a domestic address. **2**: individual with a foreign, APO or FPO address.
ALOTEE-NAME	Allottee's first name, middle initial, and last name, suffix if applicable.
CRED-LINE	If allotment is to be sent to the credit of another person, or in-care-of another person, then enter that individual's first name, middle initial and last name.
ADRS-MAIL-STREET	Address number, street name, and type of street (drive, street, avenue, etc.)
ADRS-MAIL-DOM-CITY	Domestic city that allotment bond is to be mailed to.
DATA ELEMENT	**DESCRIPTION**
ADRS-MAIL-STATE	State that allotment is to be mailed to, using the

	appropriate two-character Postal abbreviation.
ADRS-MAIL-ZIP	Five digit Postal zip code for the city and state that the allotment is to be mailed to.
ADRS-MAIL-STREET	Foreign address number, street name, and type of street (drive, street, avenue, etc.)
ADRS-MAIL-FORN	Name of the foreign city, province or country to which the allotment is being mailed.
GOLD-FLOW-COUNTRY	Gold Flow Country code identifying the foreign country the allotment is to be mailed to.
ADRS-MAIL-STREET	Overseas address number, street name, and type of street (drive, street, avenue, etc.), or unit designation for APO\FPO address.
APO-FPO-CODE	Army Post Office (APO) or Fleet Post Office five digit code identifying the postal area the allotment is being mailed to.

Table 1-6. AD01 Individual Address format transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection        AD02-STOP DEPENDENT SUPPORT ALLOTMENT          ADSN: 4807
v5.3  c01                                                      Cycle: A1
                                                               Tran. Nr:  14
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-STOP   [    ]
       ALOTMNT-RCPNT-TYPE   [ ]
       ALOTEE-1ST-EIGHT     [        ]
       CO-CODE              [       ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-4. AD02 Stop Dependent Support Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
YR-MO-ALOTMNT-STOP	Effective date that allotment is to stop, in **YYMM** format. Limited to current or previous month.
ALOTMNT-RCPNT-TYPE	Identifies the type of address on the allotment. Applicable codes are: **1**: individual domestic address. **2**: individual overseas address. **6**: address to a company code.
ALOTEE-1ST-EIGHT	If “**ALOTMNT-RCPNT-TYPE**” is “**1**” or “**2**”, enter the first eight characters of the individual recipient’s name as

	shown on the MMPA. Otherwise tab through.
CO-CODE	If "**ALOTMNT-RCPNT-TYPE**" is a "**6**", enter the company code as shown on the MMPA. Otherwise tab through.

Table 1-7. AD02 Stop Dependent Allotment transaction explanation.

```
JUMPS                      ADD    Transactions              KEYER ID: LB
Data
Collection          INDIVIDUAL / COMPANY SELECT SCREEN          ADSN: 4807
                                                              Cycle: A1
                                                            Tran. Nr:  15




                      X     eXit      this screen

                      C     Company code format

                      I     Individual address format


                     Select  LETTER  listed  above
```

Figure 1-5a. Change Dependent Support Allotment transaction.
Screen 1: Individual/Company Select Screen.

Press "**x**" to exit, "**C**" to continue with an allotment going to a company code, or "**I**" for an allotment going to an individual domestic, foreign, APO or FPO address.

```
JUMPS                      ADD    Transactions              KEYER ID: LB
Data
Collection    AD04-CHANGE DEPENDENT ALLOTMENT TO CODED COMPANY   ADSN: 4807
v5.3  c01                                                      Cycle: A1
                                                            Tran. Nr:  15
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       FAMILY-RLTNSHP      [ ]
       ACCT-PLCY-NR        [                ]
       TYPE-OF-ACCT        [ ]
       CO-CODE-NEW         [       ]
       CO-CODE-OLD         [       ]
       CRED-LINE           [                  ]
```

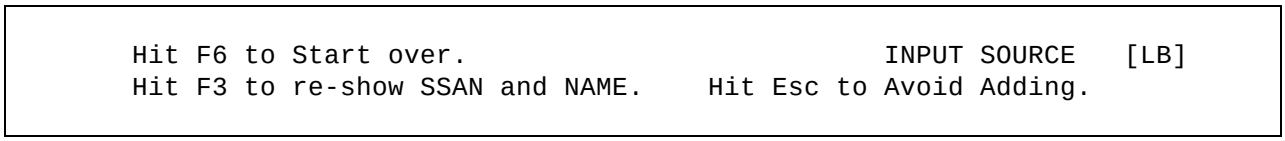
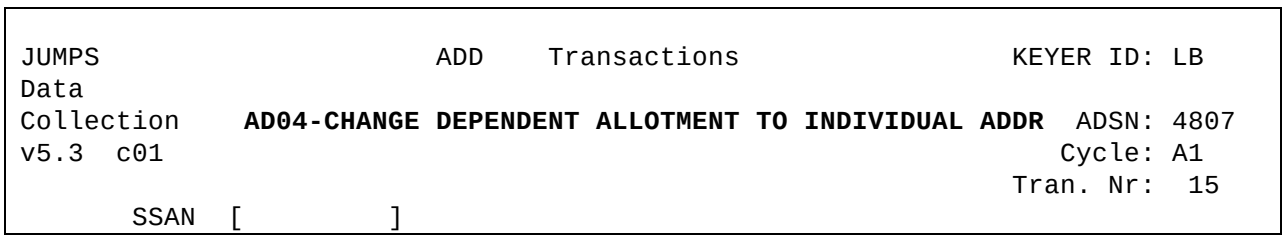


Figure 1-5b. Change Dependent Support Allotment transaction. Screen 2: Change delivery to a new company code screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of change in allotment, in **YYMM** format. Must be equal to current or next month.
ALOTMNT-AMT-PAY	Must enter the amount of monthly allotment currently shown on the MMPA in the open **AD** entry.
FAMILY-RLTNSHP	Must enter the family relationship currently shown on the MMPA in the open **AD** entry. If a guardian is indicated in the **AD** entry, type in an "**R**". Otherwise tab through.
ACCT-PLCY-NR	Account or policy number as shown on the MMPA in the open **AD** entry.
TYPE-OF-ACCT	Enter the type of account currently shown in the open **AD** entry on the MMPA. Applicable codes are: **C**: Checking. **P**: Payment. **S**: Savings.
CO-CODE-NEW	New DJMS Company Code, from **Table 050**, identifying the financial organization or company the allotment is being sent to. The first character must be alpha, the remaining six numeric. Applicable first characters are "**H**" or "**J**" for checking or savings, or "**X**" for payment.
CO-CODE-OLD	DJMS Company Code as shown on the MMPA in the open **AD** entry. First character must be an "**H**", "**J**", "**X**", "**Y**" or "**Z**".
CRED-LINE	Enter the last name, first name, and middle initial if this data is shown on the open AD entry on the MMPA. If "**FAMILY-RLTNSHP**" is "**R**", this field cannot be left blank.

Table 1-8. AD04 Change Dependent Allotment to Coded Company transaction explanation.



```
       NAME  [     ]

       YR-MO-ALOTMNT-EFF       [    ]
       ALOTMNT-AMT-PAY         [      ]
       ALOTEE-NAME-ID          [ ]
       FAMIL-RLTNSHP           [ ]
       ADRS-MAIL-DOM-FORN-CD   [ ]
       ALOTMNT-RCPNT-TYPE      [ ]
       ALOTEE-1ST-EIGHT        [        ]
       ALOTEE-NAME             [                          ]
       CREDIT-LINE             [                   ]

       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-5c. Change Dependent Support Allotment transaction. Screen 2: Change Dependent Allotment To Individual Address.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection      AD04-CHANGE DEPENDENT ALLOTMENT INDIVIDUAL ADDR   ADSN: 4807
v5.3  c01                  DOMESTIC ADDRESS                      Cycle: A1
                                                                 Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]



       ADRS-MAIL-STREET     [                          ]
       ADRS-MAIL-DOM-CITY   [                    ]
       ADRS-MAIL-STATE      [  ]
       ADRS-MAIL-ZIP        [     ]




       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-5d. Change Dependent Support Allotment transaction. Screen 3: Change Dependent Allotment To Individual Address for a Domestic address.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
YR-MO-ALOTMNT-EFF	Effective date of change in allotment, in **YYMM** format. Must be equal to current or next month.
ALOTMNT-AMT-PAY	Must enter the amount of monthly allotment currently shown on the MMPA in the open **AD** entry.
ALOTEE-NAME-ID	Enter the allottee name ID shown in the open **AD** entry on the MMPA. Applicable codes are:

	0: Neither a credit line or in-care-of line is used. **1**: indicates that a credit line is used. **2**: indicates that an in-care-of line is used.
FAMIL-RLTNSHP	Must enter the family relationship currently shown on the MMPA in the open **AD** entry. If a guardian is indicated in the **AD** entry, type in an "**R**". Otherwise tab through.
ADRS-MAIL-DOM-FORN-CD	Enter the code identifying the type of address the allotment is being mailed to, as shown on the open **AD** entry on the MMPA. Applicable codes are: **1**: Domestic (U.S.) address. **2**: Foreign address. **3**: APO military overseas address. **4**: FPO military overseas address.
ALOTMNT-RCPNT-TYPE	Enter the allotment recipient code as shown in the open **AD** entry on the MMPA. Applicable codes are: **1**: individual domestic address. **2**: individual overseas address. **6**: address to a company code.
ALOTEE-1ST-EIGHT	For Support and Mortgage allotments, the first eight characters of the allottee's first name, middle initial, and last name.
ALOTEE-NAME	Allottee's first name, middle initial, and last name, suffix if applicable.
DATA ELEMENT	**DESCRIPTION**
CREDIT-LINE	If allotment is to be sent to the credit of another person, or in-care-of another person, then enter that individual's first name, middle initial and last name.
ADRS-MAIL-STREET	Address number, Street name, and type of street (drive, street, avenue, etc.)
ADRS-MAIL-DOM-CITY	Domestic city that allotment is to be mailed to.
ADRS-MAIL-STATE	State that allotment is to be mailed to, using the appropriate two-character Postal abbreviation.
ADRS-MAIL-ZIP	Five digit Postal zip code for the city and state that the allotment is to be mailed to.

Table 1-9. AD04 Change Dependent Allotment to Individual Domestic Address transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection    AD04-CHANGE DEPENDENT ALLOTMENT TO INDIVIDUAL ADDR  ADSN: 4807
v5.3  c01                    FOREIGN ADDRESS                      Cycle: A1
                                                                  Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]



       ADRS-MAIL-STREET    [                              ]
```

```
       ADRS-MAIL-FORN      [                                ]
       GOLD-FLOW-COUNTRY   [  ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-5e. Change Dependent Support Allotment transaction. Screen 3: Change Dependent Allotment To Individual Address for a Foreign address.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
ADRS-MAIL-STREET	Foreign address number, street name, and type of street (drive, street, avenue, etc.)
ADRS-MAIL-FORN	Name of the foreign city, province or country to which the allotment is being mailed.
GOLD-FLOW-COUNTRY	Gold Flow Country code identifying the foreign country the allotment is to be mailed to.

Table 1-10. AD04 Change Dependent Allotment to Individual Foreign Address transaction explanation.

```
JUMPS                     ADD    Transactions                KEYER ID: LB
Data
Collection    AD04-CHANGE DEPENDENT ALLOTMENT TO INDIVIDUAL ADDR  ADSN: 4807
v5.3  c01                   APO FPO ADDRESS                       Cycle: A1
                                                                  Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]



       ADRS-MAIL-STREET   [                              ]
       APO-FPO-CODE       [     ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-5f. Change Dependent Support Allotment transaction.

Screen 3: Change Dependent Allotment To Individual Address for a APO\FPO address.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
ADRS-MAIL-STREET	Overseas address number, street name, and type of street (drive, street, avenue, etc.), or unit designation for APO\FPO address.
APO-FPO-CODE	Army Post Office (**APO**) or Fleet Post Office (**FPO**) five digit code identifying the postal area the allotment is being mailed to.

Table 1-11. AD04 Change Dependent Allotment to Individual APO\FPO Address transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection    AF01-START AIR FORCE AID ALLOTMENT, AER, OR NMCRS   ADSN: 4807
v5.3  c01                                                          Cycle: A1
                                                                 Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF     [    ]
       ALOTMNT-AMT-PAY       [      ]
       TOTAL-AMT-ALLOTMENT   [      ]
       CO-CODE               [       ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-6. Start Air Force Aid, AER, or NMCRS Charity allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date allotment is going to start, in **YYMM** format. For the Army, this should be June of the applicable calendar year.
ALOTMNT-AMT-PAY	Amount of monthly deduction the member wants to donate to AER.
TOTAL-AMT-ALLOTMENT	Total amount of donation member is giving to AER. Usually the amount in **"ALOTMNT-AMT-PAY"** times **12**, but can be set up for a minimum of three months.
CO-CODE	Applicable company code for the installation's AER donations. Usually given out in the annual drive instructions, put out in a Military Pay Message.

Table 1-12. AF01 Start Air Force Aid, AER, or NMCRS Charity allotment transaction explanation.

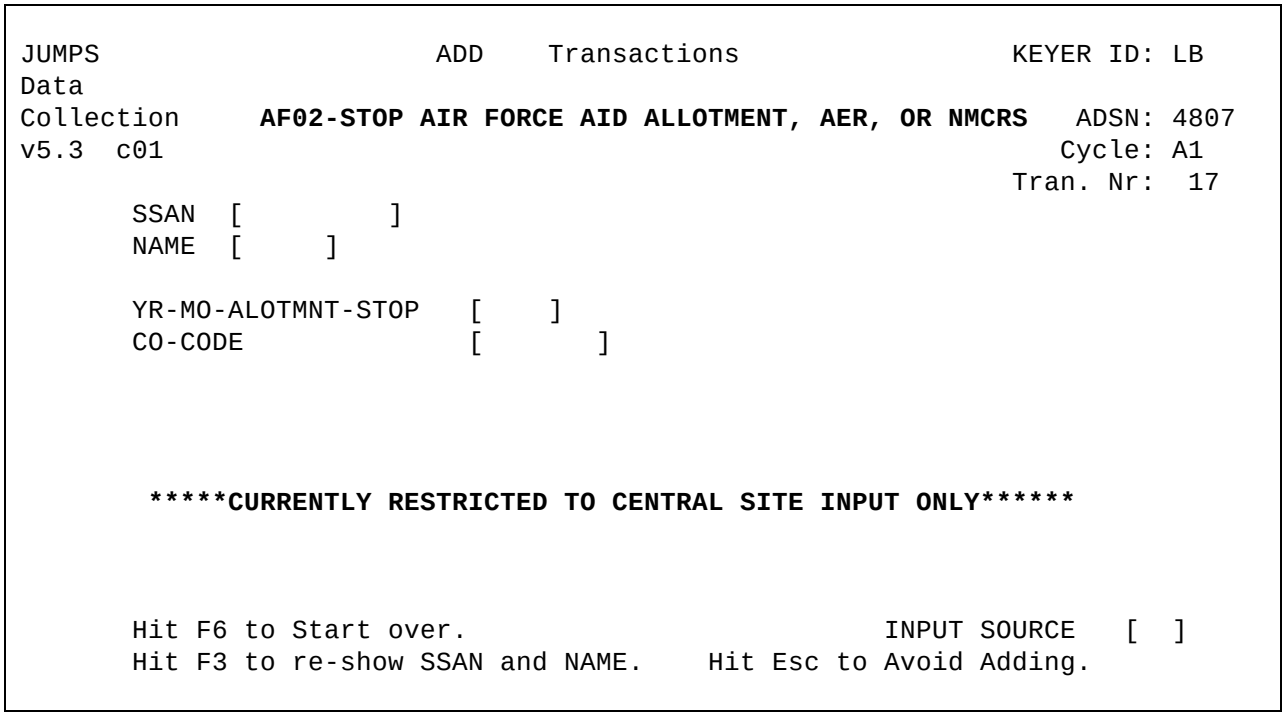
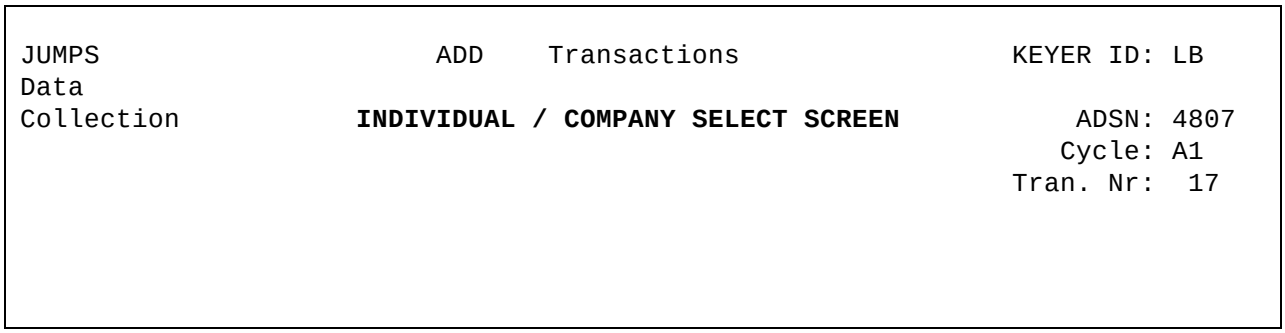


Figure 1-7. Stop Air Force Aid, AER, or NMCRS Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-STOP	Effective date allotment will stop, in **YYMM** format. Must be current or previous month.
CO-CODE	Company code, as shown in the open **AF** allotment on the MMPA, for the allotment being stopped.

Table 1-13. AF02 Stop Air Force Aid, AER, or NMCRS Allotment transaction explanation.



```
                        X     eXit      this screen

                        C     Company code format

                        I     Individual address format


                      Select  LETTER  listed  above
```

Figure 1-8a. Start Home Loan Allotment transaction.
Screen 1: Individual/Company Select Screen.

Press "**x**" to exit, "**C**" to continue with an allotment going to a company code, or "**I**" for an allotment going to an individual domestic, foreign, APO or FPO address.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection        AH01-START HOME LOAN TO CODED COMPANY          ADSN: 4807
v5.3  c01                                                      Cycle: A1
                                                               Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       ACCT-PLCY-NR        [                ]
       CO-CODE             [       ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-8b. Start Home Loan allotment transaction.
Screen 2: Coded Company address.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.

YR-MO-ALOTMNT-EFF	Effective date allotment is going to start, in **YYMM** format.
ALOTMNT-AMT-PAY	Amount to be collected each month. Precede the dollar amount with leading zeroes. Last two characters are the cent characters.
ACCT-PLCY-NR	Member's account or policy number that the allotment should be credited to, as shown on the allotment form.
CO-CODE	Company code for the financial organization the allotment is being mailed to, as shown on table **50** on DJMS. First character must be an alpha "**H**", "**J**", or "**X**".

Table 1-14. AH01 Start Home Loan allotment transaction.
Screen 2: Coded Company transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection    AH01-START HOME LOAN TO INDIVIDUAL ADDRESS          ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF       [    ]
       ALOTMNT-AMT-PAY         [      ]
       ALOTEE-NAME-ID          [ ]
       ADRS-MAIL-DOM-FORN-CD   [ ]
       ALOTMNT-RCPNT-TYPE      [ ]
       ALOTEE-NAME             [                          ]
       CRED-LINE               [                  ]



       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-8c. Start Home Loan to an Individual Address transaction.
Screen 2: Individual domestic or foreign address.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Date allotment collection should start, in **YYMM** format. Must be current or next month.
ALOTMNT-AMT-PAY	Amount to be collected each month. Precede the dollar amount with leading zeroes. Last two characters are the cent characters.
ALOTEE-NAME-ID	Used to indicate that a credit line or an in-care-of line is needed. Applicable codes are: **0**: Neither a credit line or in-care-of line is used. **1**: indicates that a credit line is used. **2**: indicates that an in-care-of line is used.
ADRS-MAIL-DOM-FORN-CD	Code identifying the type of address the allotment or bond will be mailed to. Applicable codes are: **1**: Domestic (U.S.) address. **2**: Foreign address. **3**: APO military overseas address. **4**: FPO military overseas address.
ALOTMNT-RCPNT-TYPE	Allotment Recipient Type Code. Applicable codes are: **1**: individual with a domestic address. **2**: individual with a foreign, APO or FPO address.
ALOTEE-NAME	Allottee's first name, middle initial, and last name, suffix if applicable.
CRED-LINE	If allotment is to be sent to the credit of another person, or in-care-of another person, then enter that individual's first name, middle initial and last name.

Table 1-15. AH01 Start Home allotment transaction.
Screen 2: Individual domestic, foreign, or APO\FPO address explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection      AH01-START HOME LOAN TO INDIVIDUAL ADDRESS        ADSN: 4807
v5.3  c01                    DOMESTIC ADDRESS                    Cycle: A1
                                                                 Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]



       ADRS-MAIL-STREET     [                              ]
       ADRS-MAIL-DOM-CITY   [                     ]
       ADRS-MAIL-STATE      [  ]
       ADRS-MAIL-ZIP        [     ]
```

```
       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-8d. Start Home Loan to an Individual Address transaction. Screen 3: Individual domestic address.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
ADRS-MAIL-STREET	Address number, street name, and type of street (drive, street, avenue, etc.)
ADRS-MAIL-DOM-CITY	Domestic city that allotment is to be mailed to.
ADRS-MAIL-STATE	State that allotment is to be mailed to, using the appropriate two-character Postal abbreviation.
ADRS-MAIL-ZIP	Five digit Postal zip code for the city and state that the allotment is to be mailed to.

Table 1-15. AH01 Start Home allotment transaction. Screen 3: Individual domestic address explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection    AD04-CHANGE DEPENDENT ALLOTMENT TO INDIVIDUAL ADDR  ADSN: 4807
v5.3  c01                    FOREIGN ADDRESS                      Cycle: A1
                                                                 Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]



       ADRS-MAIL-STREET    [                              ]
       ADRS-MAIL-FORN      [                              ]
       GOLD-FLOW-COUNTRY   [  ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-8e. Start Home Loan to an Individual Address transaction. Screen 3: Individual foreign address.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
ADRS-MAIL-STREET	Foreign address number, street name, and type of street (drive, street, avenue, etc.)
ADRS-MAIL-FORN	Name of the foreign city, province or country to which the allotment is being mailed.
GOLD-FLOW-COUNTRY	Gold Flow Country code identifying the foreign country the allotment is to be mailed to.

Table 1-16. AH01 Start Home allotment transaction.
Screen 3: Individual foreign address explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection    AD04-CHANGE DEPENDENT ALLOTMENT TO INDIVIDUAL ADDR  ADSN: 4807
v5.3  c01                    APO FPO ADDRESS                      Cycle: A1
                                                                  Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]



       ADRS-MAIL-STREET   [                              ]
       APO-FPO-CODE       [     ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-8f. Start Home Loan to an Individual Address transaction.
Screen 3: Individual APO\FPO address.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
ADRS-MAIL-STREET	Overseas address number, street name, and type of street (drive, street, avenue, etc.), or unit designation for APO\FPO address.
APO-FPO-CODE	Army Post Office (**APO**) or Fleet Post Office (**FPO**) five digit code identifying the postal area the allotment is being mailed to.

Table 1-17. AH01 Start Home allotment transaction.
Screen 3: Individual APO\FPO address explanation.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection          AH02-STOP HOME LOAN ALLOTMENT             ADSN: 4807
v5.3  c01                                                    Cycle: A1
                                                             Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-STOP   [    ]
       ALOTMNT-RCPNT-TYPE   [ ]
       ALOTEE-1ST-EIGHT     [        ]
       CO-CODE              [       ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-9. Stop Home Loan Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-STOP	Effective date that allotment is to stop, in **YYMM** format. Limited to current or previous month.
ALOTMNT-RCPNT-TYPE	Identifies the type of address on the allotment. Applicable codes are: **1**: individual domestic address. **2**: individual overseas address. **6**: address to a company code.
ALOTEE-1ST-EIGHT	If "**ALOTMNT-RCPNT-TYPE**" is "**1**" or "**2**", enter the first eight characters of the individual recipient's name as shown on the MMPA. Otherwise tab through.
CO-CODE	If "**ALOTMNT-RCPNT-TYPE**" is a "**6**", enter the company code as shown on the MMPA. Otherwise tab through.

Table 1-18. AH02 Stop Home allotment transaction explanation.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection          INDIVIDUAL / COMPANY SELECT SCREEN        ADSN: 4807
                                                             Cycle: A1
                                                             Tran. Nr:  17
```

```
                        X     eXit      this screen

                        C     Company code format

                        I     Individual address format


                      Select  LETTER  listed  above
```

Figure 1-10a. Change Home Loan Allotment: screen 1.

Press "**x**" to exit, "**C**" to continue with an allotment going to a company code, or "**I**" for an allotment going to an individual domestic, foreign, APO or FPO address.

```
JUMPS                       ADD    Transactions                KEYER ID: LB
Data
Collection        AH04-CHANGE HOME LOAN TO CODED COMPANY          ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       ACCT-PLCY-NR        [                ]
       CO-CODE-NEW         [       ]
       CO-CODE-OLD         [       ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-10b. Change Home Loan Allotment transaction.
Screen 2: Change delivery to a new company code.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of change in allotment, in **YYMM** format. Must be equal to current or next month.
ALOTMNT-AMT-PAY	Must enter the amount of monthly allotment currently shown on the MMPA in the open **AH** entry.
ACCT-PLCY-NR	Account or policy number as shown on the MMPA in the open **AH** entry.
CO-CODE-NEW	New DJMS Company Code, from **Table 050**, identifying the financial organization or company the allotment is being sent to. The first character must be alpha, the remaining six numeric. Applicable first characters are "**H**" or "**J**" for checking or savings, or "**X**" for payment.
CO-CODE-OLD	DJMS Company Code as shown on the MMPA in the open **AH** entry. First character must be an "**H**", "**J**", "**X**", "**Y**" or "**Z**".

Table 1-19. AH04 Change Home Allotment Company Code transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection    AH04-CHANGE HOME LOAN TO INDIVIDUAL ADDRESS        ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                                Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF       [    ]
       ALOTMNT-AMT-PAY         [      ]
       ALOTEE-NAME-ID          [ ]
       ADRS-MAIL-DOM-FORN-CD   [ ]
       ALOTMNT-RCPNT-TYPE      [ ]
       ALOTEE-1ST-EIGHT        [        ]
       ALOTEE-NAME             [                          ]
       CRED-LINE               [                   ]
```

```
       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-10c. Change Home Loan Allotment transaction.
Screen 2: Change Individual Address transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of change in allotment, in **YYMM** format. Must be equal to current or next month.
ALOTMNT-AMT-PAY	Must enter the amount of monthly allotment currently shown on the MMPA in the open **AH** entry.
ALOTEE-NAME-ID	Enter the allottee name ID code as shown in the open **AH** entry on the MMPA. Used to indicate that a credit line or an in-care-of line is needed. Applicable codes are: **0**: Neither a credit line or in-care-of line is used. **1**: indicates that a credit line is used. **2**: indicates that an in-care-of line is used.
ADRS-MAIL-DOM-FORN-CD	Code identifying the type of address the allotment will be mailed to. Applicable codes are: **1**: Domestic (U.S.) address. **2**: Foreign address. **3**: APO military overseas address. **4**: FPO military overseas address.
ALOTMNT-RCPNT-TYPE	Allotment Recipient Type Code. Applicable codes are: **1**: individual with a domestic address. **2**: individual with a foreign, APO or FPO address.
ALOTEE-1ST-EIGHT	For Support and Mortgage allotments, the first eight characters of the allottee's first name, middle initial, and last name.
ALOTEE-NAME	Allottee's first name, middle initial, and last name, suffix if applicable.
CRED-LINE	If allotment is to be sent to the credit of another person, or in-care-of another person, then enter that individual's first name, middle initial and last name.

Table 1-20. AH04 Change Home Allotment Company Code transaction.
Screen 2: Change Individual Address explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection      AH04-CHANGE HOME LOAN INDIVIDUAL ADDRRESS        ADSN: 4807
v5.3  c01                    DOMESTIC ADDRESS                   Cycle: A1
                                                              Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]


       ADRS-MAIL-STREET     [                              ]
       ADRS-MAIL-DOM-CITY   [                    ]
       ADRS-MAIL-STATE      [  ]
```

```
       ADRS-MAIL-ZIP        [     ]



       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-10d. Change Home Loan Allotment transaction.
Screen 3: Change Individual Domestic Address transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
ADRS-MAIL-STREET	New address number, street name, and type of street (drive, street, avenue, etc.)
ADRS-MAIL-DOM-CITY	New domestic city that allotment is to be mailed to.
ADRS-MAIL-STATE	New state that allotment is to be mailed to, using the appropriate two-character Postal abbreviation.
ADRS-MAIL-ZIP	New five digit Postal zip code for the city and state that the allotment is to be mailed to.

Table 1-21. AH04 Change Home Allotment Company Code transaction.
Screen 3: Change Individual Domestic Address explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection    AH04-CHANGE HOME LOAN TO INDIVIDUAL ADDRESS        ADSN: 4807
v5.3  c01                    FOREIGN ADDRESS                    Cycle: A1
                                                               Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]


       ADRS-MAIL-STREET    [                              ]
       ADRS-MAIL-FORN      [                              ]
       GOLD-FLOW-COUNTRY   [  ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-10e. Change Home Loan Allotment transaction.
Screen 3: Change Individual Foreign Address transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
ADRS-MAIL-STREET	New foreign address number, street name, and type of street (drive, street, avenue, etc.)
ADRS-MAIL-FORN	Name of the new foreign city, province or country to which

	the allotment is being mailed.
GOLD-FLOW-COUNTRY	New Gold Flow Country code identifying the foreign country the allotment is to be mailed to.

Table 1-22. AH04 Change Home Allotment Company Code transaction. Screen 3: Change Individual Foreign Address explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection    AH04-CHANGE HOME LOAN TO INDIVIDUAL ADDRESS        ADSN: 4807
v5.3  c01                   APO FPO ADDRESS                     Cycle: A1
                                                                Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]



       ADRS-MAIL-STREET   [                              ]
       APO-FPO-CODE       [     ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-10f. Change Home Loan Allotment transaction. Screen 3: Change Individual APO\FPO Address transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
ADRS-MAIL-STREET	New overseas address number, street name, and type of street (drive, street, avenue, etc.), or unit designation for APO\FPO address.
APO-FPO-CODE	New Army Post Office (**APO**) or Fleet Post Office (**FPO**) five digit code identifying the postal area the allotment is being mailed to.

Table 1-23. AH04 Change Home Allotment Company Code transaction. Screen 3: Change Individual APO\FPO Address explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection           AI01-START INSURANCE ALLOTMENT              ADSN: 4807
v5.3  c01                                                      Cycle: A1
                                                               Tran. Nr:  17
       SSAN  [         ]
       NAME  [     ]


       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       ACCT-PLCY-NR        [                ]
       TYPE-OF-ACCOUNT     [ ]
       CO-CODE             [       ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-11. Start Insurance Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Date allotment collection should start, in **YYMM** format. Must be current or next month.
ALOTMNT-AMT-PAY	Amount to be collected each month. Precede the dollar amount with leading zeroes. Last two characters are the cent characters.
ACCT-PLCY-NR	Member's account or policy number that the allotment should be credited to, as shown on the allotment form.
TYPE-OF-ACCOUNT	Identifies the type of insurance policy the premium is for. Applicable codes are: **H**: Health insurance. **L**: Life insurance.
CO-CODE	Company code for the financial organization the allotment is being mailed to, as shown on table **50** on DJMS. First character must be an alpha "**K**", "**Y**" or "**Z**".

Table 1-24. AI04 Start Insurance transaction explanation.

```
JUMPS                    ADD    Transactions              KEYER ID: LB
Data
Collection          AI02-STOP INSURANCE ALLOTMENT            ADSN: 4807
v5.3  c01                                                   Cycle: A1
                                                          Tran. Nr:  18
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-STOP   [    ]
       CO-CODE              [       ]









       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-12. Stop Insurance Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
YR-MO-ALOTMNT-STOP	Effective date that allotment is to stop, in **YYMM** format. Limited to current or previous month.
CO-CODE	Enter the company code as shown in the open **AI** entry on the MMPA.

Table 1-25. AI02 Stop Insurance Allotment transaction explanation.

```
JUMPS                    ADD    Transactions              KEYER ID: LB
Data
Collection          AI04-CHANGE INSURANCE ALLOTMENT          ADSN: 4807
v5.3  c01                                                   Cycle: A1
                                                          Tran. Nr:  18
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF    [    ]
       ALOTMNT-AMT-PAY      [      ]
```

```
       ACCT-PLCY-NR        [                  ]
       TYPE-OF-ACCT        [ ]
       CO-CODE-NEW         [       ]
       CO-CODE-OLD         [       ]




       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-13. Change Insurance Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
YR-MO-ALOTMNT-EFF	Date allotment change should start, in **YYMM** format. Must be current or next month.
ALOTMNT-AMT-PAY	Amount being collected each month, as shown in the open **AI** entry on the MMPA. Precede the dollar amount with leading zeroes. Last two characters are the cent characters.
ACCT-PLCY-NR	Member’s account or policy number as shown in the open **AI** entry on the MMPA.
TYPE-OF-ACCT	The type of insurance policy the premium is for as shown in the open **AI** entry on the MMPA. Applicable codes are: **H**: Health insurance. **L**: Life insurance.
CO-CODE-NEW	New DJMS Company Code, from **Table 050**, identifying the financial organization or company the allotment is being sent to. The first character must be alpha “**K**”, the remaining six numeric.
CO-CODE-OLD	DJMS Company Code as shown on the MMPA in the open **AI** entry. First character must be an “**K**”, “**Y**” or “**Z**”.

Table 1-26. AI04 Change Insurance Allotment transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection            AS01-START SAVINGS ALLOTMENT                ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                                Tran. Nr:  18
       SSAN  [         ]
       NAME  [     ]
```

```
       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       ACCT-PLCY-NR        [                ]
       TYPE-OF-ACCOUNT     [ ]
       CO-CODE             [       ]




       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-14. Start Savings Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Date allotment collection should start, in **YYMM** format. Must be current or next month.
ALOTMNT-AMT-PAY	Amount to be collected each month. Precede the dollar amount with leading zeroes. Last two characters are the cent characters.
ACCT-PLCY-NR	Member's account or policy number that the allotment should be credited to, as shown on the allotment form.
TYPE-OF-ACCT	Identifies the type of insurance policy the premium is for. Applicable codes are: **C**: Checking account. **S**: Savings account. **Blank**: for company code **9999963**.
CO-CODE	Company code for the financial organization the allotment is being mailed to, as shown on table **50** on DJMS. First character must be an alpha "**H**" or "**J**", or numerical "**9**". If the first character is a "**9**", characters **2-7** must be **999955** or **999963**.

Table 1-27. AS01 Start Savings Allotment transaction explanation.

```
JUMPS                    ADD    Transactions              KEYER ID: LB
Data
Collection            AS02-STOP SAVINGS ALLOTMENT             ADSN: 4807
v5.3  c01                                                   Cycle: A1
                                                          Tran. Nr:  18
       SSAN  [         ]
       NAME  [     ]
```

```
       YR-MO-ALOTMNT-STOP   [    ]
       CO-CODE              [       ]









       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-15. Stop Savings Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-STOP	Effective date that allotment is to stop, in **YYMM** format. Limited to current or previous month.
CO-CODE	Enter the company code as shown in the open **AS** entry on the MMPA.

Table 1-28. AS02 Stop Savings Allotment transaction explanation.

```
JUMPS                     ADD    Transactions                KEYER ID: LB
Data
Collection            AS04-CHANGE SAVINGS ALLOTMENT             ADSN: 4807
v5.3  c01                                                      Cycle: A1
                                                              Tran. Nr:  18
       SSAN  [         ]
       NAME  [     ]


       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       ACCT-PLCY-NR        [                ]
       TYPE-OF-ACCT        [ ]
       CO-CODE-NEW         [       ]
       CO-CODE-OLD         [       ]









       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-16. Change Savings Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Date allotment change should start, in **YYMM** format. Must be current or next month.
ALOTMNT-AMT-PAY	Amount being collected each month, as shown in the open **AS** entry on the MMPA. Precede the dollar amount with leading zeroes. Last two characters are the cent characters.
ACCT-PLCY-NR	Member's account or policy number as shown in the open **AS** entry on the MMPA.
TYPE-OF-ACCT	The type of account the allotment is being credited to as shown in the open **AS** entry on the MMPA. Applicable codes are: **C**: checking account. **S**: savings account.
CO-CODE-NEW	New Company code for the financial organization the allotment is being mailed to, as shown on table **50** on DJMS. First character must be an alpha "**H**" or "**J**", or numerical "**9**". If the first character is a "**9**", characters **2-7** must be **999955** or **999963**.
CO-CODE-OLD	DJMS Company Code as shown on the MMPA in the open **AS** entry. First character must be an "**H**", "**J**", "**Y**", "**Z**" or "**9**". If the first character is a "**9**", characters **2-7** must be **999955** or **999963**.

Table 1-29. AS04 Change Savings Allotment transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection        AT01-START US GOVERNMENT INDEBTEDNESS          ADSN: 4807
v5.3  c01                                                      Cycle: A1
                                                              Tran. Nr:  18
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF     [    ]
       ALOTMNT-AMT-PAY       [      ]
       ACCT-PLCY-NR          [                ]
       TOTAL-AMT-ALLOTMENT   [      ]
       CO-CODE               [       ]




       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

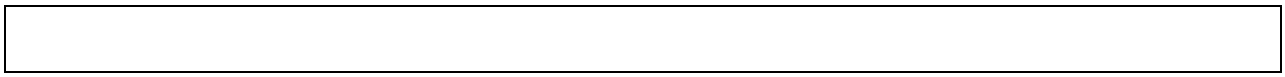


Figure 1-17. Start U.S. Government Indebtedness transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Date allotment collection should start, in **YYMM** format. Must be current or next month.
ALOTMNT-AMT-PAY	Amount to be collected each month. Precede the dollar amount with leading zeroes. Last two characters are the cent characters.
ACCT-PLCY-NR	Member's account or policy number that the allotment should be credited to, as shown on the allotment form.
TOTAL-AMT-ALLOTMENT	Total amount of the debt to the government agency as shown on the allotment form or attached letter. Precede the dollar amount with leading zeroes. Last two characters are the cent characters.
CO-CODE	Company code for the government agency or organization the allotment is being mailed to, as shown on table **50** on DJMS. First character must be an alpha "**G**", "**W**" or "**X**".

Table 1-30. AT01 Start U.S. Government Indebtedness transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection          AT02-STOP INDEBTEDNESS ALLOTMENT             ADSN: 4807
v5.3  c01                                                      Cycle: A1
                                                             Tran. Nr:  18
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-STOP   [    ]
       CO-CODE              [       ]
```

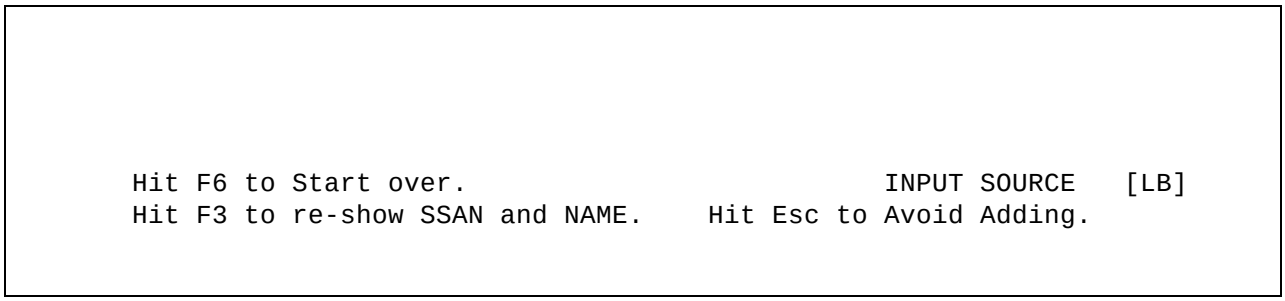


Figure 1-18. Stop Indebtedness Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-STOP	Effective date that allotment is to stop, in **YYMM** format. Limited to current or previous month.
CO-CODE	Enter the company code as shown in the open **AT** entry on the MMPA.

Table 1-31. AT02 Stop Indebtedness Allotment transaction explanation.

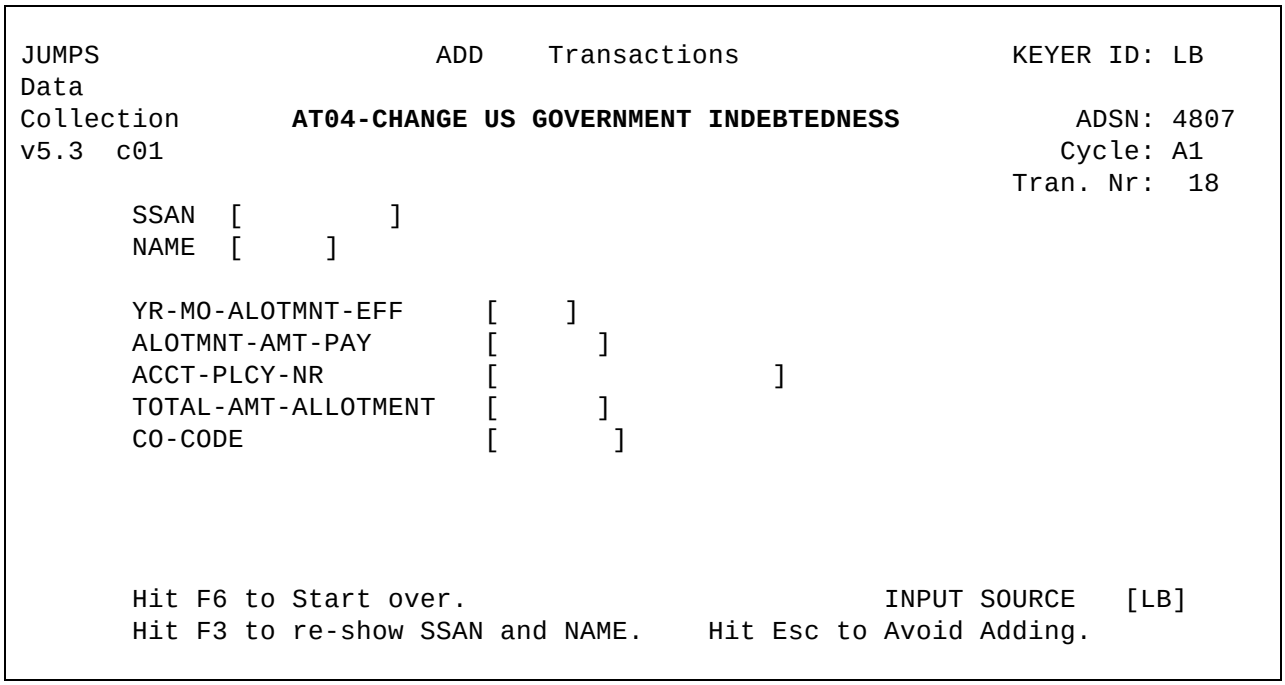


Figure 1-19. Change U.S. Government Indebtedness transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction. Precede with leading zeroes. Last two characters are cents.

ACCT-PLCY-NR	Account or policy number as shown in the open **AT** entry on the MMPA.
TOTAL-AMT-ALLOTMENT	Total amount of the debt, as shown in the open **AT** entry on the MMPA.
CO-CODE	Company code of the organization or agency the allotment is being mailed to as shown in the open **AT** entry on the MMPA.

Table 1-32. AT04 Change U.S. Government Indebtedness transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection          INDIVIDUAL / COMPANY SELECT SCREEN           ADSN: 4807
                                                                Cycle: A1
                                                              Tran. Nr:  18


                    X     eXit      this screen

                    C     Company code format

                    I     Individual address format


                   Select  LETTER  listed  above
```

Figure 1-20a. Change money amount of a dependent allotment transaction. Screen 1: Individual/Company Select Screen.

Press "**x**" to exit, "**C**" to continue with an allotment going to a company code, or "**I**" for an allotment going to an individual domestic, foreign, APO or FPO address.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection    AD07-INCREASE DEPENDENT ALLOTMENT TO CODED COMPANY  ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  18
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       FAMILY-RLTNSHP      [ ]
       CO-CODE-OLD         [       ]



       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-20b. Increase Dependent Allotment to Coded Company: screen 2.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction. Precede with leading zeroes. Last two characters are cents.
FAMILY-RLTNSHP	Must enter the family relationship currently shown on the MMPA in the open **AD** entry. If a guardian is indicated in the **AD** entry, type in an "**R**". Otherwise tab through.
CO-CODE-OLD	Company code, as shown in the open **AD** allotment on the MMPA, for the allotment being changed. First character must be an "**H**", "**J**", "**X**", "**Y**" or "**Z**".

Table 1-33. AD07 Increase Dependent Allotment to Coded Company transaction explanation.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection    AD07-INCREASE DEP ALLOTMENT TO INDIVIDUAL ADDRESS   ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  19
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF       [    ]
       ALOTMNT-AMT-PAY         [      ]
       ALOTEE-NAME-ID          [ ]
       FAMILY-RLTNSHP          [ ]
       ADRS-MAIL-DOM-FORN-CD   [ ]
       ALOTMNT-RCPNT-TYPE      [ ]
       ALOTEE-1ST-EIGHT        [        ]
```

```
      Hit F6 to Start over.                          INPUT SOURCE   [LB]
      Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-20c. Increase Dependent Allotment to Individual Address: screen 2.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction. Precede with leading zeroes. Last two characters are cents.
ALOTEE-NAME-ID	Enter the allottee name ID shown in the open **AD** entry on the MMPA. Applicable codes are: **0**: Neither a credit line or in-care-of line is used. **1**: indicates that a credit line is used. **2**: indicates that an in-care-of line is used.
FAMILY-RLTNSHP	Must enter the family relationship currently shown on the MMPA in the open **AD** entry. If a guardian is indicated in the **AD** entry, type in an "**R**". Otherwise tab through.
ADRS-MAIL-DOM-FORN-CD	Enter the code identifying the type of address the allotment is being mailed to, as shown on the open **AD** entry on the MMPA. Applicable codes are: **1**: Domestic (U.S.) address. **2**: Foreign address. **3**: APO military overseas address. **4**: FPO military overseas address.
ALOTMNT-RCPNT-TYPE	Enter the allotment recipient code as shown in the open **AD** entry on the MMPA. Applicable codes are: **1**: individual domestic address. **2**: individual overseas address. **6**: address to a company code.
ALOTEE-1ST-EIGHT	The first eight characters of the allottee's first name, middle initial, and last name, as shown in the open **AD** entry on the MMPA.

Table 1-34. AD07 Increase Dependent Allotment to Individual Address Transaction explanation.

```
JUMPS                    ADD    Transactions              KEYER ID: LB
Data
Collection          INDIVIDUAL / COMPANY SELECT SCREEN        ADSN: 4807
                                                           Cycle: A1
                                                        Tran. Nr:  21


                      X     eXit      this screen

                      C     Company code format
```

```
                    I     Individual address format


                  Select  LETTER  listed  above
```

Figure 1-21a. Decrease Dependent Allotment transaction. Screen 1: Individual/Company Select Screen.

Press “**x**” to exit, “**C**” to continue with an allotment going to a company code, or “**I**” for an allotment going to an individual domestic, foreign, APO or FPO address.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection    AD08-DECREASE DEPENDENT ALLOTMENT TO CODED COMPANY  ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  21
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       FAMILY-RLTNSHP      [ ]
       CO-CODE-OLD         [       ]




       Hit F6 to Start over.                          INPUT SOURCE   [BA]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-21b. Decrease Dependent Allotment to Coded Company: screen 2.

DATA ELENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction. Precede with leading zeroes. Last two characters are cents.
FAMILY-RLTNSHP	Must enter the family relationship currently shown on the MMPA in the open **AD** entry. If a guardian is indicated in the **AD** entry, type in an “**R**”. Otherwise tab through.
CO-CODE-OLD	Company code, as shown in the open **AD** allotment on the MMPA, for the allotment being changed. First character must be an “**H**”, “**J**”, “**X**”, “**Y**” or “**Z**”.

Table 1-35. AD08 Decrease Dependent Allotment to Coded Company transaction Explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
```

```
Collection    AD08-DECREASE DEP ALLOTMENT TO INDIVIDUAL ADDRESS   ADSN: 4807
v5.3  c01                                                          Cycle: A1
                                                                 Tran. Nr:  21
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF       [    ]
       ALOTMNT-AMT-PAY         [      ]
       ALOTEE-NAME-ID          [ ]
       FAMILY-RLTNSHP          [ ]
       ADRS-MAIL-DOM-FORN-CD   [ ]
       ALOTMNT-RCPNT-TYPE      [ ]
       ALOTEE-1ST-EIGHT        [        ]


       Hit F6 to Start over.                          INPUT SOURCE   [BA]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-21c. Decrease Dependent Allotment to Individual Address: screen 2.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction. Precede with leading zeroes. Last two characters are cents.
ALOTEE-NAME-ID	Enter the allottee name ID shown in the open **AD** entry on the MMPA. Applicable codes are: **0**: Neither a credit line or in-care-of line is used. **1**: indicates that a credit line is used. **2**: indicates that an in-care-of line is used.
FAMILY-RLTNSHP	Must enter the family relationship currently shown on the MMPA in the open **AD** entry. If a guardian is indicated in the **AD** entry, type in an “**R**”. Otherwise tab through.
ADRS-MAIL-DOM-FORN-CD	Enter the code identifying the type of address the allotment is being mailed to, as shown on the open **AD** entry on the MMPA. Applicable codes are: **1**: Domestic (U.S.) address. **2**: Foreign address. **3**: APO military overseas address. **4**: FPO military overseas address.
ALOTMNT-RCPNT-TYPE	Enter the allotment recipient code as shown in the open **AD** entry on the MMPA. Applicable codes are: **1**: individual domestic address. **2**: individual overseas address.
ALOTEE-1ST-EIGHT	The first eight characters of the allottee’s first name, middle initial, and last name, as shown in the open **AD** entry on the MMPA.

Table 1-36. AD08 Decrease Dependent Allotment to Individual Address transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection          INDIVIDUAL / COMPANY SELECT SCREEN           ADSN: 4807
                                                                Cycle: A1
                                                               Tran. Nr:  21


                      X     eXit      this screen

                      C     Company code format

                      I     Individual address format


                     Select  LETTER  listed  above
```

Figure 1-22a. Increase Home Loan Allotment transaction. Screen 1: Individual/Company Select Screen.

Press "**x**" to exit, "**C**" to continue with an allotment going to a company code, or "**I**" for an allotment going to an individual domestic, foreign, APO or FPO address.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection       AH07-INCREASE HOME LOAN TO CODED COMPANY        ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                               Tran. Nr:  21
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       CO-CODE-OLD         [       ]









       Hit F6 to Start over.                          INPUT SOURCE   [BA]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-22b. Increase Home Loan Allotment to Coded Company: screen 2.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.

YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction. Precede with leading zeroes. Last two characters are cents.
CO-CODE-OLD	Company code, as shown in the open **AH** allotment on the MMPA, for the allotment being changed. First character must be an "**H**", "**J**", "**X**", "**Y**" or "**Z**".

Table 1-37. AH07 Increase Home Loan Allotment to Coded Company transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection    AH07-INCREASE HOME LOAN TO INDIVIDUAL ADDRESS      ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  21
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF       [    ]
       ALOTMNT-AMT-PAY         [      ]
       ALOTEE-NAME-ID          [ ]
       ADRS-MAIL-DOM-FORN-CD   [ ]
       ALOTMNT-RCPNT-TYPE      [ ]
       ALOTEE-1ST-EIGHT        [        ]




       Hit F6 to Start over.                          INPUT SOURCE   [BA]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-22c. Increase Home Loan Allotment to Individual Address: screen 2.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction. Precede with leading zeroes. Last two characters are cents.
ALOTEE-NAME-ID	Enter the allottee name ID shown in the open **AH** entry on the MMPA. Applicable codes are: **0**: Neither a credit line or in-care-of line is used. **1**: indicates that a credit line is used. **2**: indicates that an in-care-of line is used.
ADRS-MAIL-DOM-FORN-CD	Enter the code identifying the type of address the allotment is being mailed to, as shown on the open **AH** entry on the MMPA. Applicable codes are: **1**: Domestic (U.S.) address. **2**: Foreign address. **3**: APO military overseas address. **4**: FPO military overseas address.

ALOTMNT-RCPNT-TYPE	Enter the allotment recipient code as shown in the open **AH** entry on the MMPA. Applicable codes are: **1**: individual domestic address. **2**: individual overseas address.
ALOTEE-1ST-EIGHT	The first eight characters of the allottee's first name, middle initial, and last name, as shown in the open **AH** entry on the MMPA.

Table 1-38. AH07 Increase Home Loan Allotment to Individual Address transaction explanation.

```
JUMPS                      ADD    Transactions              KEYER ID: LB
Data
Collection          INDIVIDUAL / COMPANY SELECT SCREEN          ADSN: 4807
                                                              Cycle: A1
                                                            Tran. Nr:  22




                      X     eXit      this screen

                      C     Company code format

                      I     Individual address format


                     Select  LETTER  listed  above
```

Figure 1-23a. Decrease Home Loan Allotment transaction. Screen 1: Individual/Company Select Screen.

Press "**x**" to exit, "**C**" to continue with an allotment going to a company code, or "**I**" for an allotment going to an individual domestic, foreign, APO or FPO address.

```
JUMPS                      ADD    Transactions              KEYER ID: LB
Data
Collection      AH08-DECREASE HOME LOAN TO CODED COMPANY       ADSN: 4807
v5.3  c01                                                     Cycle: A1
                                                            Tran. Nr:  22
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       CO-CODE-OLD         [       ]
```

```
Hit F6 to Start over.                          INPUT SOURCE   [LB]
Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-23b. Decrease Home Loan Allotment to Coded Company: screen 2.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction. Precede with leading zeroes. Last two characters are cents.
CO-CODE-OLD	Company code, as shown in the open **AH** allotment on the MMPA, for the allotment being changed. First character must be an "**H**", "**J**", "**X**", "**Y**" or "**Z**".

Table 1-39. AH08 Decrease Home Loan Allotment to Coded Company transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection    AH08-DECREASE HOME LOAN TO INDIVIDUAL ADDRESS       ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  22
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF       [    ]
       ALOTMNT-AMT-PAY         [      ]
       ALOTEE-NAME-ID          [ ]
       ADRS-MAIL-DOM-FORN-CD   [ ]
       ALOTMNT-RCPNT-TYPE      [ ]
       ALOTEE-1ST-EIGHT        [        ]



       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-23c. Decrease Home Loan Allotment to Individual Address: screen 2.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction.

	Precede with leading zeroes. Last two characters are cents.
ALOTEE-NAME-ID	Enter the allottee name ID shown in the open **AH** entry on the MMPA. Applicable codes are: **0**: Neither a credit line or in-care-of line is used. **1**: indicates that a credit line is used. **2**: indicates that an in-care-of line is used.
ADRS-MAIL-DOM-FORN-CD	Enter the code identifying the type of address the allotment is being mailed to, as shown on the open **AH** entry on the MMPA. Applicable codes are: **1**: Domestic (U.S.) address. **2**: Foreign address. **3**: APO military overseas address. **4**: FPO military overseas address.
ALOTMNT-RCPNT-TYPE	Enter the allotment recipient code as shown in the open **AH** entry on the MMPA. Applicable codes are: **1**: individual domestic address. **2**: individual overseas address.
ALOTEE-1ST-EIGHT	The first eight characters of the allottee's first name, middle initial, and last name, as shown in the open **AH** entry on the MMPA.

Table 1-40. AH08 Decrease Home Loan Allotment to Individual Address transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection          AI07-INCREASE INSURANCE ALLOTMENT            ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                               Tran. Nr:  22
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       CO-CODE-OLD         [       ]









       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-24. Increase Insurance Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction. Precede with leading zeroes. Last two characters are cents.
CO-CODE-OLD	Company code, as shown in the open **AH** allotment on the MMPA, for the allotment being changed. First character must be an "**K**", "**Y**" or "**Z**".

Table 1-41. AI07 Increase Insurance Allotment transaction explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection          AI08-DECREASE INSURANCE ALLOTMENT            ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                               Tran. Nr:  22
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       CO-CODE-OLD         [       ]









       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-25. Decrease Insurance Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction. Precede with leading zeroes. Last two characters are cents.
CO-CODE-OLD	Company code, as shown in the open **AH** allotment on the MMPA, for the allotment being changed. First character must be an "**K**", "**Y**" or "**Z**".

Table 1-42. AI08 Decrease Insurance Allotment transaction explanation.

```
JUMPS                    ADD    Transactions              KEYER ID: LB
Data
Collection          AS07-INCREASE SAVINGS ALLOTMENT          ADSN: 4807
v5.3  c01                                                   Cycle: A1
                                                          Tran. Nr:  22
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
       CO-CODE-OLD         [       ]









       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 1-26. Increase Savings Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction. Precede with leading zeroes. Last two characters are cents.
CO-CODE-OLD	DJMS Company Code as shown on the MMPA in the open **AS** entry. First character must be an "**H**", "**J**", "**Y**", "**Z**" or "**9**". If the first character is a "**9**", characters **2-7** must be **999955** or **999963**.

Table 1-43. AS07 Increase Savings Allotment transaction explanation.

```
JUMPS                    ADD    Transactions              KEYER ID: LB
Data
Collection          AS08-DECREASE SAVINGS ALLOTMENT          ADSN: 4807
v5.3  c01                                                   Cycle: A1
                                                          Tran. Nr:  22
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-EFF   [    ]
       ALOTMNT-AMT-PAY     [      ]
```

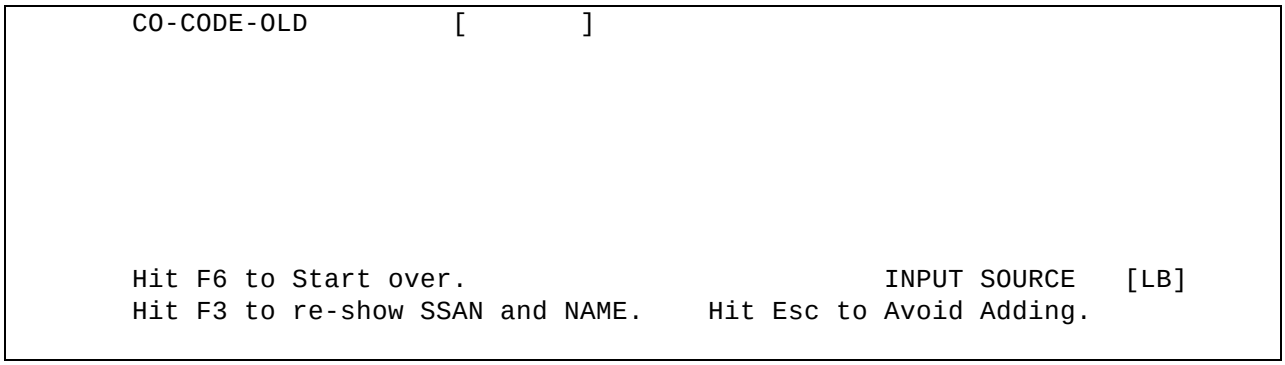


Figure 1-27. Decrease Savings Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
YR-MO-ALOTMNT-EFF	Effective date of the change in allotment, in **YYMM** format.
ALOTMNT-AMT-PAY	New amount of the monthly allotment deduction. Precede with leading zeroes. Last two characters are cents.
CO-CODE-OLD	DJMS Company Code as shown on the MMPA in the open **AS** entry. First character must be an "**H**", "**J**", "**Y**", "**Z**" or "**9**". If the first character is a "**9**", characters **2-7** must be **999955** or **999963**.

Table 1-44. AS08 Decrease Savings Allotment transaction explanation.

PURCHASE OF US SAVINGS BONDS

3-1. Description. Army members on extended active duty may purchase US Savings Bonds through payroll deduction using the allotment system. Bonds may be mailed to any address in the United States and authorized foreign addresses or held in safekeeping.

3-2. Source of Input. The field finance office starts, stops, or changes Class B allotments at the member's request using **DD Form 2559**, Savings Bond Allotment Authorization\Active Duty Or Retired Pay (**Figure 3-2**) or **SBD 2104**, Authorization for Purchase and Request for Change, United States Series EE Savings Bonds (**Figure 3-3**). Bond address changes may also be made using either form. Bond allotments appear on the MMPA as FID **AB**. Bond Start transactions are **AB01**; stops are **AB02**; bond address changes are processed using an **AA04** transaction.

3-3. Characteristics of Bond Allotments:

a. **Effective Date**. Class B allotments are started for indefinite periods. Starts (**AB01**) are effective on the first day of current processing month. If the transaction is received after mid-month cutoff and pay due at end of month is not enough to purchase the bond, the transaction is rejected. Changes are effective the first day of the processing month in which received. Stops are effective the month contained in the input transaction. This date may be either the current processing month or the month prior. Amounts collected for the purchase of an unissued bond will be refunded to the member.

b. **Names, SSN and Addresses on Bonds**. Member may name another person, but not a judiciary, private or public organization, as owner, co-owner, and/or beneficiary. It is not necessary that the member be designated as owner, co-owner or beneficiary. When owner is other than the member, that person's social security number (**SSAN**) must be provided on the allotment form and is used in place of the member’s SSAN in the appropriate input field of the **AB** transaction. When the co-owner or beneficiary is other than the member, that person's SSAN should be provided and used in the appropriate input field of the AB transaction. If not provided, this field should be zero-filled. Members should be encouraged to have bonds mailed to a permanent address, one not expected to change upon reassignment.

c. **Bonds in safekeeping**. If member is the owner, he may elect to have bonds held in electronic safekeeping storage at DFAS. No address is required on the start or amount change transaction for members electing the safekeeping option. Do not use an **AA04** transaction for bonds held in safekeeping at DFAS since an **AA04** changes only mailing address, not bond disposition code. The member may request a survey of their bonds held in safekeeping and also obtain any or all bonds upon written request. Request for the release and issue of bonds held in safekeeping at DFAS/IN must be mailed to Defense Finance and Accounting Service, Indianapolis Center, ATTN: DFAS-IN/FDBE, 8899 East 56th Street, Indianapolis, IN 42649. **NOTES**: Bonds are not held in safekeeping for members who are retired or separated.

d. **Change of Address**. If the mailing address for bond recipient changes, the member must complete a new **DD Form 2558** or **SBD 2104**. The field finance office will process an **AA04** transaction to change the address of the Class B allotment(s) for that individual. If the member has more than one bond mailed to an individual and only wishes to change the address for one of those bonds, two transactions are required. The old bond allotment must be stopped with an **AB02** transaction, then start a new bond allotment to the new address with an **AB01** transaction. Be sure the **AB02** transaction has processed and reflects on the MMPA before inputting the **AB01** transaction.

e. **Returned Bonds**. Bonds returned to DFAS-IN as undeliverable are sent to the member's servicing field finance office for delivery to the member after a new address has been obtained to prevent the return of future bonds. The field office must:

(1) Deliver bond to the member and obtain an address change. The field office should encourage the member to have future bonds sent to a permanent mailing address not expected to change upon reassignment.

(2) Advise member that bonds owned by the member may be held in safekeeping at DFAS. Process necessary transactions to change bond disposition code if member so chooses.

(3) If the member is no longer serviced by your ADSN, forward the bond(s) to the member's new servicing finance office. Annotate the listing to that effect, specifying the mailing address used to forward the bonds, and return it to Defense Finance and Accounting Service, Indianapolis Center, ATTN: DFAS-IN/FDBE, 8899 East 56th Street, Indianapolis, IN 46249.

f. **Inquiries**: Members reporting bonds as lost, stolen, destroyed or not received must complete a **PD Form 3062**, Claim for Relief on Account of Loss, Theft or Destruction of United States Savings Bond After Valid Issue but Prior to Receipt by Owner, Co-owner, or Beneficiary, furnished with complete instructions by DFAS-IN/FDBE directly to the member. The field office must send an email message to request the **PD Form 3062 (Figure 3-1**). Advise member the **PD Form 3062** cannot be forwarded until at least 30 days after the issue date of the bond(s) to allow sufficient time for processing and delivery. NOTE: Issue date of a bond is the month in which at least 50% of the purchase price is deducted. EXAMPLE: A $200.00 bond purchased over five months starting in January 1999 will have an issue date of March 1999 since by the end of March $60.00 (or over 50%) of the purchase price will have been deducted.

To: DFAS-IN\FDBE
Subject: REQUEST FOR PD FORM 3062

1. MEMBER'S NAME;
2. MEMBER'S SSAN:
3. BOND DENOMINATION:

```
 4. BOND OWNER, CO-OWNER, AND\OR BENEFICIARY:
 5. ADDRESS TO WHICH BOND WAS ORIGINALLY MAILED (IF KNOWN):
 6. ISSUE DATE(S) OF MISSING BOND(S):
 7. BOND DISPOSITION CODE (IF KNOWN):









                                                          / lines 1-21 of 21
/
PF  1=Help  2=Exit  3=Return  4=Mail  5=Led  6=ID  7=Bkw  8=Fwd  9=Opt  12=Spell
EMCC0100
```

Figure 3-1. Example request for PD Form 3062.

3-4. Bonds for Retiring Members. Bond allotments in effect during the last month of active duty are automatically continued after retirement unless specifically stopped by the member. As part of the separation or retiring out-processing, a review of the MMPA should be made to determine if member had\has bonds in safekeeping. In addition, during the outprocessing interview, the member should be queried as to whether they ever had bonds in safekeeping. Inform the member that they must arrange for final disposition of all bonds in safekeeping prior to separating\retiring. Provide the Central Site address for forwarding the request for final mailing.

SAVINGS BOND ALLOTMENT AUTHORIZATION / ACTIVE DUTY OR RETIRED PAY

(Complete a separate form for each bond action.)

Privacy Act Statement

AUTHORITY: 37 U.S.C. 101 et seq; E.O. 9397, November 1943 (SSN).

PRINCIPAL PURPOSES: To permit starts, changes, or stops to bond allotments. To maintain a record of bond allotments and ensure starts, changes, and stops are in keeping with member's desires.

ROUTINE USES: Information may be disclosed to Congress; allottees; Secret Service; General Accounting Office; Federal, State, and local courts; U.S. Treasury; and to the Department of Justice in some cases for criminal prosecution, civil litigation, or investigative purposes.

DISCLOSURE: Voluntary; however, failure to provide the requested information as well as the SSN may result in the member not being able to start, change, or stop bond allotments. The furnishing of SSNs is required by the regulations governing savings bonds, Department of Treasury Circular, Public Debt Series No. 3-80 *(31 CFR 353)*. The numbers are used to maintain ownership records of the bonds. Other information requested by this form is also required under the above regulations to establish the rights, authority and/or entitlement of the signers. Failure to furnish any of the required information may prevent completion of the transaction.

PART A. TO BE COMPLETED BY ALLOTTER

1. ALLOTTER'S NAME *(Last, First, Middle Initial)*	2. SOCIAL SECURITY NO.	3. GRADE *(AD only)*
Doe, Jane T.	000-00-0000	06

4. ALLOTMENT ACTION *(X one)*						5. EFFECTIVE DATE *(YYMM)*	6. AMOUNT TO BE ALLOTTED EACH MONTH	7. NUMBER OF MONTHS
X	a. Start		b. Stop		c. Change	9410	$ 62.50	8

8. BOND DENOMINATION *(X one)*			
	a. $100		b. $200
	c. $500	X	d. $1000

9. MAIL BOND TO *(X one)*			
	A Owner	X	B Co-Owner / Beneficiary
	C Third Party		D Hold in Safekeeping *(Only for Active Duty Bond Owners)*

10. OWNERSHIP CODES *(X one)*		Owner	Co-Owner	Beneficiary
X	1	Allotter	Nonallotter	None
	2	Allotter	None	Nonallotter
	3	Allotter	None	None
	4	Nonallotter	Allotter	None
	5	Nonallotter	None	Allotter
	6	Nonallotter	Nonallotter	None
	7	Nonallotter	None	Nonallotter
	8	Nonallotter	None	None

PART B. BOND INSCRIPTION INFORMATION

11. BOND OWNER

a. Name *(First, Middle Initial, Last)*	b. Social Security No.
Jane T. Doe	000-00-0000

12. *(X one if applicable)* X CO-OWNER BENEFICIARY

a. Name *(First, Middle Initial, Last)*	b. Social Security No.
John D. Doe	000-00-0000

13. THIRD PARTY *(If bond is mailed to a third party)*

a. Name *(First, Middle Initial, Last)*	b. Mailing Address *(Street, Unit, etc.)*
	17495 S. Creek Street

c. City	d. State	e. ZIP Code	f. Foreign City, Province, Country	g. Country Code
Denver	CO	80279		

14. I hereby authorize the foregoing allotment from my pay with the understanding that U.S. Savings Bonds will be issued as requested. This authorization is to remain in effect until cancelled by me in writing.

a. Signature of Allotter	b. Date *(YYMMDD)*
Jane T. Doe	941004

DD Form 2559, MAR 90 4-6.079

Figure 3-2. DD Form 2559 Savings Bond Allotment Authorization/Active Duty or Retired Pay.

SBD-2104

AUTHORIZATION FOR PURCHASE AND REQUEST FOR CHANGE
UNITED STATES SERIES EE SAVINGS BONDS

PRINT IN INK OR TYPE

1. BRANCH OF SERVICE	2. SOCIAL SECURITY NUMBER	3. PAY GRADE (Military Only)
4. NAME	5. DEPT/AGENCY/DUTY STATION	6. DUTY PHONE NO.

☐ A New Allotment ☐ B Increase Allotment ☐ C Change Denomination ☐ D Change Inscription ☐ E Other Action/ Safekeeping

(If you checked A, B, or C above complete the following)	AMOUNT TO BE ALLOTTED EACH PAY PERIOD *(See allotment option, see your commander or payroll office)*	BOND DENOMINATION *(Cost Price)*			
	$	☐ $100 ($50)	☐ $200 ($100)	☐ $500 ($250)	☐ $1,000 ($500)

Deduction Plan

Face Value $100 - Cost $50		Face Value $200 - Cost $100		Face Value $500 - Cost $250		Face Value $1,000 - Cost $500	
Deduction	Plan	Deduction	Plan	Deduction	Plan	Deduction	Plan
$5.00	10	$10.00	10	$25.00	10	$50.00	10
$6.25	8	$12.50	8	$31.25	8	$62.50	8
$10.00	5	$20.00	5	$50.00	5	$100.00	5
$12.50	4	$25.00	4	$62.50	4	$125.00	4
$25.00	2	$50.00	2	$125.00	2	$250.00	2
$50.00	1	$100.00	1	$250.00	1	$500.00	1

BOND INSCRIPTION *(If you checked A or D on reverse, complete the following)*

7. Effective Date	8. Bond Owner's Name	9. Social Security Number
10. Address	a. Number and Street	
	b. City or Town	c. State / d. Zip Code

11. Check One ☐ Co-Owner ☐ Beneficiary	12. Name *(First Name) (Middle Initial) (Last Name)*	13. Social Security Number *(Optional)*
14. Mail Bond To: *(If other than block 8)*	a. Name *(First Name) (Middle Initial) (Last Name)*	
	b. Number and Street / c. City or Town / d. State / e. Zip Code	

15. Other Action/Safekeeping

U.S. Savings Bonds offer:

- Market-based interest with a guaranteed minimum rate.
- Interest Exempt from state and local income tax.
- May provide tax savings when used for college.
- Proper registration required for best tax advantages.

Note: The furnishing of a Social Security number for the owner or first named co-owner of a Bond is required by the regulations governing Savings Bonds, i.e., Department Circular PD Series 3-80,31CFR 353). The numbers are used to maintain ownership of records of the Bonds. Other information requested by this form is also required under the above regulations to establish the right, authority and/or entitlement of the signers. Failure to furnish any of the requested information may prevent completion of the transaction. Married women should use their given names, e.g. "Mary L. Smith". If co-owner or beneficiary is designated, the inclusion of that individual's Social Security number is desirable but not required. The use of courtesy titles is optional.

I hereby authorize the foregoing allotment from my pay with the understanding that U.S. Savings Bonds will be issued as requested. This authorization is to remain in effect until revoked by me in writing or termination of my employment.

Date *Signature*

Figure 3-3. SBD Form 2104 Authorization For Purchase And Request For Change United States Series EE Savings Bonds.

Instructions for Completion of SBD-2104.

BLOCK	TITLE	INFORMATION
1	Branch Of Service	U.S. Army
2	Social Security Number	Member's full SSAN.
3	Pay Grade	Current rank.
4	Name	Service Member's Last, First, Middle Initial
5	DEPT\Agency\Duty Station	Member's unit, duty station
6	Duty Phone No	Phone number where member can be reached in case of questions. Not required.
A	New Allotment	Checked when starting a new allotment.
B	Increase Allotment	Checked when changing purchase price monthly deduction.
C	Change Denomination	Checked when changing face value of bond.
D	Change Inscription	Checked when changing the information previously submitted for blocks 7-15.
E	Other Action\Safekeeping	Checked when member wants bonds held in safekeeping.
--	Amount To Be Allotted Each Pay	Based on authorized monthly deduction amounts allowed by DJMS (1, 2, 4, 5, 8 or 10 equal monthly deductions). Use the provided chart as a reference.
--	Bond Denomination	Options are: $100.00, $200.00, $500.00, $1,000.00
--	Deduction Plan	Indicate whether member wants 1, 2, 4, 5, 8 or 10 equal monthly deductions before purchase of bond. Must agree with "Amount To Be Allotted Each Pay" block above. Use the provided chart as a reference.
7	Effective Date	Month member wants allotment to start.
8	Bond Owner's Name	Member's name, or full name of person if other than member.
9	Social Security Number	Member's full SSAN, or full SSAN of owner if other than member. **MUST** be provided.
10	Address	Complete mailing address of owner, to include number and street, city, state and zip code. Not required if member elects safekeeping.
11	Check One: Co-Owner, Beneficiary	Check if designating one of these categories for the member or a second party.
12	Name	Full name of the designated co-owner or beneficiary.
13	Social Security Number	Full SSAN of co-owner or beneficiary. Not required.
14	Mail Bond To	Completed if member wants bond mailed to an address other than the one provided in block 10. Must provide complete mailing address, to include number and street, city, state, and

		zip code.
15	Other Action\Safekeeping	Checked if member wants bond held in electronic safekeeping at DFAS-Indianapolis.
--	Date	Date member completes the form.
--	Signature	Must be signed by the member.

Table 3-1. Instructions for completing the SBD-2104.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection              AB01-START BOND ALLOTMENT                 ADSN: 4807
v5.3  c00                                                       Cycle: A1
                                                               Tran. Nr:  1
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMT-EFF          [    ]
       AMT-SPEC-DEDTN-CRNT-MO    [     ]
       MOS-PURCH-ALOTMT-B        [  ]
       BOND-DISPSTN              [ ]
       BOND-OWNRSHP-DSGN         [ ]
       ADRS-MAIL-DOM-FORGN-CODE  [ ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-4a. AB01 START Bond Allotment transaction, screen 1.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection              AB01-START BOND ALLOTMENT                 ADSN: 4807
v5.3  c00                                                       Cycle: A1
                                                               Tran. Nr:  1
       SSAN  [         ]
       NAME  [     ]

              FIRST TRAILER INPUT
```

```
      BOND-OWNER-NAME          [                          ]
      BOND-OWNER-SSAN          [         ]

             SECOND TRAILER INPUT

      BOND-CO-OWNER/BEN-NAME   [                          ]
      BOND-CO-OWNER/BEN-SSAN   [         ]

      Hit F6 to Start over.                        INPUT SOURCE   [  ]
      Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-4b. AB01 START Bond Allotment transaction, screen 2.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection             AB01-START BOND ALLOTMENT                   ADSN: 4807
v5.3  c00                   DOMESTIC ADDRESS                     Cycle: A1
                                                                 Tran. Nr:  1
      SSAN  [         ]
      NAME  [     ]



      ADRS-MAIL-STREET     [                          ]
      ADRS-MAIL-DOM-CITY   [                    ]
      ADRS-MAIL-STATE      [  ]
      ADRS-MAIL-ZIP        [     ]




      Hit F6 to Start over.                        INPUT SOURCE   [  ]
      Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-4c. AB01 START Bond Allotment transaction, screen 3.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security number.
NAME	First five characters of member’s last name.
YR-MO-ALOTMT-EFF	Date deduction is to start in **YYMM** format.

AMT-SPEC-DEDTN-CRNT-MO	Amount of monthly deduction for purchase of the bond. Based on face value and number of months member elected to pay for purchase price. Zero-fill to the left if needed. See **Table 3-5** for reference.
MOS-PURCH-ALOTMT-B	Number of months member elected for purchasing the bond. Available codes are: **01**: Purchase price paid in one monthly deduction. **02**: Purchase price divided and paid in two equal monthly deductions. **04**: Purchase price divided and paid in four equal monthly deductions. **05**: Purchase price divided and paid in five equal monthly deductions. **08**: Purchase price divided and paid in eight equal monthly deductions. **10**: Purchase price divided and paid in ten equal monthly deductions.
BOND-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.

DATA ELEMENT	DESCRIPTION
BOND-OWNRSHP-DSGN	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.
ADRS-MAIL-DOM-FORGN-CODE	Used to indicate if mailing address (if used) is a domestic or foreign address. Available codes are: **1**: Domestic address. **2**: Foreign address. **3**: APO address. **4**: FPO address. **Blank**: Bonds in safekeeping.
BOND-OWNER-NAME	If member is owner, tab through. Otherwise enter name of owner in First, MI, Last format without the commas.
BOND-OWNER-SSAN	If member is owner, zero-fill. Otherwise, enter social security number of owner. **MUST BE PROVIDED AND INPUT.**
BOND-CO-OWNER\BEN-NAME	If designated, input name of co-owner or beneficiary in First, MI, Last format without the commas. This includes member, if designated as either co-owner or beneficiary.

BOND-CO-OWNER\BEN-SSAN	If designated, and if provided, input the social security number of the co-owner or beneficiary. This includes the member's, if designated as co-owner or beneficiary.
If member elects bonds in safekeeping, following data elements DO NOT appear.	
ADRS-MAIL-STREET	Street number and name of mailing address. If member elected safekeeping, this data element will not appear.
ADRS-MAIL-DOM-CITY	City of mailing address. If member elected safekeeping, this data element will not appear.
ADRS-MAIL-STATE	Two character abbreviation for state in mailing address. If member elected safekeeping, this data element will not appear.
ADRS-MAIL-ZIP	Five character zip code for mailing address. If member elected safekeeping, this data element will not appear.
Following is for foreign addresses only.	
ADRS-MAIL-STREET	Street number and name of foreign mailing address.
ADRS-MAIL-FORN	Country and postal code for foreign mailing address.
GOLD-FLOW-COUNTRY	Two character Gold Flow Country designator for the country in the foreign mailing address.
Following is for APO\FPO addresses only.	
ADRS-MAIL-STREET	Street address for the APO\FPO mailing address.
APO-FPO-CODE	Input the APO\FPO numerical code provided in the mailing address.

Table 3-2. Explanation of AB01 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection              AB02 - STOP BOND ALLOTMENT               ADSN: 4807
v5.3  c00                                                       Cycle: A1
                                                               Tran. Nr:  4
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMNT-STOP          [    ]
       AMT-SPEC-DEDTN-CRNT-MO      [     ]
       MOS-PURCH-ALOTMNT           [  ]
       BOND-DISPSTN                [ ]
       BOND-OWNERSHIP-DSGN         [ ]
       BOND-OWN-1ST-EIGHT          [        ]
       BOND-CO-OWN-1ST-EIGHT OR
       BOND-BEN-1ST-EIGHT          [        ]


       Hit F6 to Start over.                          INPUT SOURCE   [LB]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

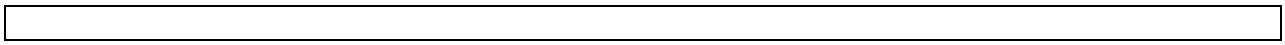


Figure 3-5. AB02 STOP Bond Allotment transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
YR-MO-ALOTMT-STOP	Date member wants allotment deduction to stop in **YYMM** format.
AMT-SPEC-DEDTN-CRNT-MO	Monthly amount for deduction currently shown on the MMPA.
MOS-PURCH-ALOTMNT	Taken from the **MOS-PURCH** data element shown on the MMPA.
BOND-DISPSTN	Taken from the disposition code shown on the MMPA.
BOND-OWNERSHIP-DSGN	Taken from the ownership designation code shown on the MMPA.
BOND-OWN-1ST-EIGHT	First eight characters of bond owner's name as shown on the MMPA for owner designators **4-8**. If designator is **1-3**, tab through.
BOND-CO-OWN-1ST-EIGHT OR BOND-BEN-1ST-EIGHT	First eight characters of bond co-owner's or beneficiary's name is ownership designator is anything other than **3** or **8**. If designator is **3** or **8**, tab through.

Table 3-3. Explanation of AB02 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection             AB04-CHANGE BOND ALLOTMENT                 ADSN: 4807
v5.3  c00                                                        Cycle: A1
                                                                 Tran. Nr:  5
       SSAN  [         ]
       NAME  [     ]

       YR-MO-ALOTMT-EFF          [    ]
       AMT-DEDTN-CRNT-MO (OLD)   [     ]       AMT-DEDTN-CRNT-MO (NEW)  [
]
       MOS-PURCH-ALOT (OLD)      [  ]          MOS-PURCH-ALOT (NEW)     [  ]
       BOND-DISPSTN (OLD)        [ ]           BOND-DISPSTN (NEW)       [ ]
       BOND-OWNRSP-DSGN (OLD)    [ ]           BOND-OWNRSP-DSGN (NEW)   [ ]
       ADRS-DOM-FRN (OLD)        [ ]           ADRS-DOM-FORN (NEW)      [ ]
```

```
       BOND-OWN-1ST-8          [        ]
       BOND-CO-OWN-1ST-8 or
       BOND-BEN-1ST-8          [        ]

       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-6a. AB04 Change Bond Allotment transaction, screen 1.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection              AB04-START BOND ALLOTMENT                 ADSN: 4807
v5.3  c00                                                       Cycle: A1
                                                                Tran. Nr:  5
       SSAN  [         ]
       NAME  [     ]

              FIRST TRAILER INPUT

       BOND-OWNER-NAME         [                           ]
       BOND-OWNER-SSAN         [         ]

              SECOND TRAILER INPUT

       BOND-CO-OWNER/BEN-NAME  [                           ]
       BOND-CO-OWNER/BEN-SSAN  [         ]

       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 3-6b. AB04 Change Bond Allotment transaction, screen 2.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection              AB04-START BOND ALLOTMENT                 ADSN: 4807
v5.3  c00                    DOMESTIC ADDRESS                   Cycle: A1
                                                                Tran. Nr:  6
       SSAN  [         ]
       NAME  [     ]
```

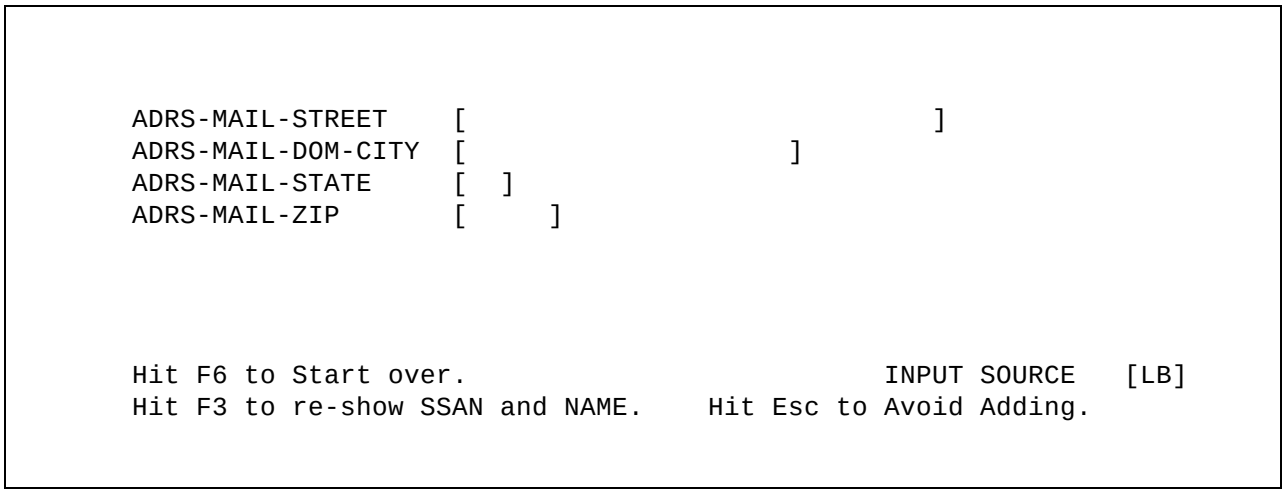


Figure 3-6c. AB04 Change Bond Allotment transaction, screen 3.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
YR-MO-ALOTMT-EFF	Date the change to the allotment deduction is to start in **YYMM** format.
MOS-PURCH-ALOTMT- (OLD)	Taken from the open AB allotment entry on the member's MMPA that is being changed.
BOND-DISPSTN (OLD)	Taken from the open AB allotment entry on the member's MMPA that is being changed.
BOND-OWNRSP-DSGN (OLD)	Taken from the open AB allotment entry on the member's MMPA that is being changed.
ADRS-DOM-FRN (OLD)	Taken from the open AB allotment entry on the member's MMPA that is being changed. If entry was for safekeeping, tab through.
BOND-OWN-1st-8	If ownership designation on open allotment is 1-3, tab through. If ownership designation is 4-8, enter the first eight characters of the bond owner shown in the open AB entry.
BOND-CO-OWN-1st-8 or BOND-BEN-1st-8	If ownership designation in open AB entry is 3 or 8, tab through. If anything else, must enter the first eight characters of the co-owner or beneficiary shown in the open AB entry.
AMT-DEDTN-CRNT-MO (NEW)	Amount of monthly deduction for purchase of the bond. Based on face value and number of months member elected to pay for purchase price. Zero-fill to the left if needed. See **Table 3-5** for reference.

DATA ELEMENT	DESCRIPTION
MOS-PURCH-A LOT (NEW)	Number of months member elected for purchasing the bond. Available codes are: **01**: Purchase price paid in one monthly deduction. **02**: Purchase price divided and paid in two equal monthly deductions. **04**: Purchase price divided and paid in four equal monthly deductions. **05**: Purchase price divided and paid in five equal monthly deductions. **08**: Purchase price divided and paid in eight equal monthly deductions. **10**: Purchase price divided and paid in ten equal monthly deductions.
BOND-DISPSTN (NEW)	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.
BOND-OWNRSP-DSGN (NEW)	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.
ADRS-DOM-FORN (NEW)	Used to indicate if mailing address (if used) is a domestic or foreign address. Available codes are: **1**: Domestic address. **2**: Foreign address. **3**: APO address. **4**: FPO address. **Blank**: Bonds in safekeeping.
BOND-OWNER-NAME	If member is owner, tab through. Otherwise enter name of owner in First, MI, Last format without the commas.
BOND-OWNER-SSAN	If member is owner, zero-fill. Otherwise, enter social security number of owner. **MUST BE PROVIDED AND INPUT.**
BOND-CO-OWNER\BEN-NAME	If designated, input name of co-owner or beneficiary in First, MI, Last format without the commas. This includes member, if designated as either co-owner or beneficiary.
BOND-CO-OWNER\BEN-SSAN	If designated, and if provided, input the social security number of the co-owner or beneficiary. This includes the member's, if designated as co-

	owner or beneficiary.
If member elects bonds in safekeeping, following data elements DO NOT appear.	
ADRS-MAIL-STREET	Street number and name of mailing address. If member elected safekeeping, this data element will not appear.
ADRS-MAIL-DOM-CITY	City of mailing address. If member elected safekeeping, this data element will not appear.
DATA ELEMENT	**DESCRIPTION**
ADRS-MAIL-STATE	Two-character abbreviation for state in mailing address. If member elected safekeeping, this data element will not appear.
ADRS-MAIL-ZIP	Five-character zip code for mailing address. If member elected safekeeping, this data element will not appear.
Following is for foreign addresses only.	
ADRS-MAIL-STREET	Street number and name of foreign mailing address.
ADRS-MAIL-FORN	Country and postal code for foreign mailing address.
GOLD-FLOW-COUNTRY	Two character Gold Flow Country designator for the country in the foreign mailing address.
Following is for APO\FPO addresses only.	
ADRS-MAIL-STREET	Street address for the APO\FPO mailing address.
APO-FPO-CODE	Input the APO\FPO numerical code provided in the mailing address.

Table 3-4. Explanation of AB04 data elements.

Face Value: $100 Cost: $ 50		**Face Value: $200 Cost: $100**		**Face Value: $500 Cost: $250**		**Face Value: $1000 Cost: $ 500**	
Monthly Deduction	**Number of Months**	**Monthly Deduction**	**Number of Months**	**Monthly Deduction**	**Number of Months**	**Monthly Deduction**	**Number of Months**
$50.00	**1**	**$100.00**	**1**	**$250.00**	**1**	**$500.00**	**1**
$25.00	**2**	**$50.00**	**2**	**$125.00**	**2**	**$250.00**	**2**
$12.50	**4**	**$25.00**	**4**	**$62.50**	**4**	**$125.00**	**4**
$10.00	**5**	**$20.00**	**5**	**$50.00**	**5**	**$100.00**	**5**
$6.25	**8**	**$12.50**	**8**	**$31.25**	**8**	**$62.50**	**8**
$5.00	**10**	**$10.00**	**10**	**$25.00**	**10**	**$50.00**	**10**

Table 3-5. Bond face value\monthly cost\number of months for deduction.

STATE INCOME TAX

2-1. General. Military Pay subject to federal tax may also be subject to state tax. This chapter contains tax information for states and territories, including whether military pay is subject to state taxation. For more information, you should also consult the DoDFMR, Volume 7A, Part 7, Chapter 44.

a. Montgomery GI Bill (MGIB) contributions reduce state taxable wages, likewise, refunds will increase state taxable wages.

b. State taxable wages are reduced when debts for overpayments of taxable wages are collected. Likewise, when a debt is created during separation processing, any amount in the "**SPEC-INDEBT**" data element of the open **DQ** is added to both federal and state taxable wages and reported on TD Form W-2.

c. State taxable wages will accumulate and be reported to the appropriate state taxing authority and entered on TD Form W-2 for all soldiers claiming states having income taxes regardless of residency requirements (example: California, New York, etc.). However, this does not apply to states having no income taxes (**Table 2-2**).

2-2. Tax Withholding. State income taxes are withheld from the pay of soldiers whose states of legal residency have formalized agreements with the United States Department of Treasury for state income tax withholding. The amount of SITW will be in accordance with the most recent agreement between the Department of Treasury and the individual state. Forms specifically prescribed by the agreement (declaration of allowances, exemptions, exclusions, etc.) must be used to ensure appropriate deduction or exemption.

2-3. Change in residency. The Department of Defense has no authority to withhold delinquent state taxes from a soldier's pay. Changes in state of legal residency are reported monthly to each individual state on printout **PCN UH099C548**: "Change of Legal Residence By Members of the Army". Once a soldier changes his state of legal residence, state income tax is not withheld for the prior state.

2-4. Central Site Actions. Central Site will correct or adjust a member’s current year state taxable wages and/or deductions. Prior year state taxable wages may only be corrected if a Central Site system problem or administrative error resulted in erroneous reporting of wages on the TD Form W-2 and/or MMPA. In this situation, the field finance office must contact Central Site and request issuance of a TD Form W-2c. A member’s failure to report a change in state taxing authorities is not an administrative error.

2-5. Field level responsibilities. Input the **FK04** (Change SITW) transaction based on a member's declaration on the appropriate state form or, where allowed, a TD Form W-4. The **FK04** transaction is used to update/adjust changes in martial status, number of exemptions, additional SITW, and/or Arizona percentage factors (if applicable).

a. The effective date for a change via the **FK04** transaction is the current or next month and is input in **YYMM** format. All processed changes are effective the first calendar day of the processing month

in which processed. If next month is used, the transaction will recycle until the first update of the next processing month.

b. The "ADTNL-AMT" field in the **FK04** transaction is used to request additional SITW. This amount is added to the current monthly SITW. To stop the additional amount being collected, input zeroes in this field.

c. The use of deduction election "**N**" (no withholding -exempt) is used for SITW exemption due to residency requirement and/or exemption due to no tax liability.

d. Due to state residency requirements, members claiming SITW deduction election "**N**" who PCS into their state of residency (based on location of Servicing ADSN - **LG** entry) will systematically be changed to state deduction election "**S**" (Single) and number of exemptions to "**0**" (zero). Input is then required to update/adjust state deduction election and exemptions based upon location of Servicing ADSN, actual duty location, member's tax status and appropriate documentation.

e. Soldiers claiming a residency required state who claim state deduction election "**M**" or "**S**" will not systematically be changed to deduction election "**N**" during a PCS move.

f. Soldiers claiming Connecticut as their resident state and claiming state deduction election "**N**" must recertify annually prior to February end-of-month cut off. If no recertification has occurred, then SITW for Connecticut will resume at a single with zero exemptions rate (**S-0**) effective March 1st. Upon receipt of appropriate documentation, the field must submit an **FK04** transaction to correct the member's state tax deduction and exemptions.

g. When a soldier enters a pay suspended status (**ST**), commonly referred to as a "**T**" status, for any reason, next month SITW deductions are suspended to avoid over deduction for the soldier pending separation. If the soldier is in a "**T**" status for more than one month, and returns to active status, the management notice **U8** is generated one month after return to active status. Notify soldier state taxes are under withheld and advise additional taxes be withheld to avoid under withholding penalties by the state.

2-6. Special Provisions. Soldiers may request other changes affecting SITW computation:

a. Declare or Change State of Legal Residency. New soldiers must declare their state of legal residence within 6 months of accession on **DD Form 2058**, State of Legal Residence Certificate. Changes of legal residence are also based on the soldier's execution of **DD Form 2058**. Process an **MG04** (Change Taxing Authority City or State) transaction for declaration or change of legal residence. Changes of legal residence are effective the first calendar day of the processing month in which the **MG04** transaction was processed. When the **MH** (Resident Country) entry is not present on the MMPA, and the TAX-AUTH-STATE field in the **MG04** transaction equals 99 (foreign national), the **MG04** transaction will recycle for 10 updates. If an **MH01** transaction has not processed in the next 10 updates, then the

recycling **MG04** transaction will reject. State taxing authority data codes and addresses are listed in Table 2-1.

b. Exemption from Withholding. The number of exemptions on the TD Form W-4 may result in no deductions being withheld for state wages.

c. Filing Requirements. All members declaring residency of a taxable state are responsible for filing a state income tax return annually, regardless of their duty station. If member PCS'd during the year and had deductions withheld for two different states, two separate TD Forms W-2 for state taxes will be issued, and the member must file a return with both states. Members with questions regarding filing requirements should be advised to see their unit tax advisor or Legal Assistance Officer.

2-7. Unique State and Territory Residency Requirements. The following states and territories have unique requirements which affect soldiers who are legal residents. Active duty soldiers with legal residency in these states declare rates, allowances or exclusions for SITW, as noted:

a. Arizona:

(1) Arizona Form A-4, Employee's Withholding Allowance Certificate, is used when a soldier changes withholding percentage. The FO/DAO inputs an FK04 transaction with a percentage allowed by Arizona in the "PERCNTG" field (see Appendix E).

(2) In September 1993, mandatory withholding of Arizona state taxes began on wages paid to active duty soldiers in the military. Arizona now allows soldiers who are not serving in the state to elect not to have taxes withheld from their pay; however, these soldiers will remain liable for state taxes on their taxable income. Submit the FK04 transaction with a "N" in the "DEDTN-ELECTN" field and zeros in the "ADTNL-AMT" field.

(3) Soldiers may make the election by completing two copies of Arizona Form A-4M, Military Election Not To Withhold. One copy is used as the source document for processing and the second copy is forwarded to the Arizona Department of Revenue, Individual Audit Section, PO Box 29080, Phoenix AZ 85038-9080. NOTE: Soldiers remain liable for state taxes on taxable income.

(4) Native-American Arizona soldiers (e.g. Navajo Indians) who live in Arizona and perform duty on their own reservation are eligible to claim exemption from SITW by filing Arizona Department Of Revenue Form WECI (Withholding Exemption Certificate).

(5) Native-American Arizona soldiers who live in Arizona but do not perform duty on their own reservation are not exempt from SITW.

(6) Forms for Arizona may be obtained from the Arizona Department of Revenue, Forms Distribution Unit, 1600 West Monroe Street, Phoenix AZ 85007.

b. Connecticut, Missouri, New Jersey, New York and Oregon:

(1) Soldiers may be exempt from withholding if they meet the following three conditions:

(a) Do not maintain a permanent place of abode in the applicable state.

(b) Have a permanent place of abode outside the applicable state.

(c) Have physically spent less than 31 days during the year in the applicable state.

(2) Soldiers who meet all three of the above conditions may request exemption from SITW by filing the appropriate exemption form.

(a) Connecticut - **CT-W4** (Employee's Withholding or Exemption Certificate).

(b) Missouri - **DOR Form 374**, Statement of Nonresidency, or MO Form W4, Employee's Withholding Allowance Certificate. Missouri allows the use of **DD Form 2058-1**, State Income Tax Exemption Test Certificate, in lieu of the DOR Form 374.

(c) New Jersey, New York, and Oregon - **DD Form 2058-1**.

(d) As a reminder, a remark will appear on the LES of soldiers claiming exemption from SITW from Missouri, New Jersey, New York, and Oregon from December through February advising them to review their exemption status. If exemption status is correct, then no further action is required. If incorrect, then soldier should submit appropriate documentation to update their exemption status.

(3) Connecticut residents, who do not reside in Connecticut, claiming SITW deduction election "**N**", must recertify annually by filing **CT-W4** form by February end of month cutoff. If no recertification has occurred, then SITW for Connecticut will resume at the single with no exemption rate (**S-0**) effective March 1st. To recertify, submit the FK04 transaction with a "N" in the "DEDTN-ELECTN" field and zeros in the "ADTNL-AMT" field.

(a) Soldiers failing to recertify may lose their exemption status until recertified. As a reminder, soldiers claiming exemption from SITW with Connecticut as their resident state will see a remark entered on their LES from December through February alerting them to recertify.

(b) A soldier whose exemption is stopped and who subsequently recertifies that exemption, is subject to SITW for the interim period.

c. California, Idaho, Pennsylvania, and Vermont:

(1) Substantiating documents. **DD Form 2058-1** or **TD Form W-4**.

(2) Soldiers claiming legal residency and performing duty outside their respective state are exempt from SITW.

(3) Withholding begins when the soldier is assigned duty within his state of legal residence, based upon the location of the Servicing ADSN. If the soldier does not want SITW withheld because the actual location of the permanent duty station is located outside the state, process an **FK04** transaction.

(4) As a reminder, a remark will appear on the LES of soldiers claiming exemption from SITW from California, Idaho, Pennsylvania, and Vermont December through February advising them to review their exemption status. If exemption status is correct, then no further action is required. If incorrect, then soldier should submit appropriate documentation to update their exemption status.

d. Ohio:

(1) Effective November 1, 1995, active duty soldiers may claim exemption from withholding for the State of Ohio if they meet the following three conditions:

(a) Do not maintain a permanent place of abode in Ohio.

(b) Maintain a permanent place of abode outside Ohio for the entire taxable year.

(c) Did not spend more than 120 contact periods (days) in Ohio, which need not be consecutive. **NOTE**: Ohio defines "contact period" as an overnight trip away from the abode outside Ohio, if the soldier spends at least a portion of 2 consecutive days in Ohio while away overnight.

(2) Substantiating documents. Ohio Department of Taxation Form **IT-4** (Employee's Withholding Exemption Certificate). Soldiers may also use **DD Form 2058-1** (State Income Tax Exemption Test Certificate) in the absence of Ohio Department of Taxation Form **IT-4**.

(3) As a reminder, a remark will appear on the LES of soldiers claiming exemption from SITW from Ohio from December through February advising them to review their exemption status. If exemption status is correct, then no further action is required. If incorrect, then soldier should submit appropriate documentation to update their exemption status.

e. Puerto Rico: The Taxpayer Relief Act of 1997, Public Law 105-34, amended Section 5517 of Title 5 of the United States Code to expand the definition of a State to include a Commonwealth for purposes of entering into an agreement for the withholding of state income taxes. As a result, the Treasury of the United States has signed an agreement with the Commonwealth Of

Puerto Rico to begin withholding income taxes from the wages of soldiers effective January 1, 1998. This agreement has been implemented in DJMS-AC effective July 1, 1998 with no retroactive adjustments.

(1) Substantiating documents. **DD Form 2058-1** or **TD Form W-4**.

(2) Federal Withholding. Effective July 1, 1998, soldiers assigned within the United States (including Alaska and Hawaii) will have only FITW deducted. SITW will not be deducted if assigned in the United States. FITW will be deducted when the Arrive PCS transaction is processed containing country code “US, 02, or 15”. FITW is computed from the 1st of the processing month in which the Arrive PCS transaction processes.

(3) Puerto Rico Withholding. Effective July 1, 1998, soldiers assigned outside the United States (to include being station outside of Alaska and Hawaii) will have only SITW deducted. NOTE: This includes soldiers assigned in Puerto Rico. FITW will not be deducted if assigned outside the United States. SITW will be deducted when the Arrive PCS transaction is processed containing a country code not equal to “US, 02, or 15”. SITW is computed from the 1st of the processing month in which the Arrive PCS transaction processes.

(4) Advise soldiers claiming residency in Puerto Rico of the following:

(a) Must file both a federal and Puerto Rico income tax return at the end of the year.

(b) It is the soldier's responsibility to satisfy any tax liability they owe the Commonwealth of Puerto Rico directly with Puerto Rico.

(c) Can not claim Advance Payment of Earned Income Credit.

(d) Contact the unit tax advisor and/or local Legal Assistance office for tax return filing information and assistance.

2-8. Tax Table. The following table (**Table 2-1**) reflects the various taxability of military pay in the various states and territories. Use it as a reference when discussing taxes with your customers. Can also be a handy reference for coding technicians.

STATE	ABBREV	DJMS CODE	INCOME TAX	Mil Pay Taxed?	Withhold Taxes	One-Time Payment Rate (See Note 4)
Alabama	AL	01	Yes	Yes	Yes	3%
Alaska	AK	02	No	No	No	None
Arizona	AZ	04	Yes	Yes	Yes	See Arizona percentage chart
Arkansas	AR	05	Yes	Yes	Yes	7%
California	CA	06	Yes	Yes (**Note 1**)	Yes	6%
Colorado	CO	08	Yes	Yes	Yes	5%
Connecticut	CT	09	Yes	Yes (**Note 2**)	Yes	4.5%
Delaware	DE	10	Yes	Yes	Yes	6.9%
District of Columbia	DC	11	Yes	Yes	Yes	4%
Florida	FL	12	No	No	No	None
Georgia	GA	13	Yes	Yes	Yes	4%
Hawaii	HI	15	Yes	Yes	Yes	4%
Idaho	ID	16	Yes	Yes (**Note 1**)	Yes	8.2%
Illinois	IL	17	Yes	No	No	None
Indiana	IN	18	Yes	Yes	Yes	3.4%
Iowa	IA	19	Yes	Yes	Yes	6%
Kansas	KS	20	Yes	Yes	Yes	5%
Kentucky	KY	21	Yes	Yes	Yes	4%
Louisiana	LA	22	Yes	Yes	Yes	3%
Maine	ME	23	Yes	Yes	Yes	5%
Maryland	MD	24	Yes	Yes	Yes	5%
Massachusetts	MA	25	Yes	Yes	Yes	5.9%
Michigan	MI	26	Yes	No	No	None
Minnesota	MN	27	Yes	Yes	Yes	7%
Mississippi	MS	28	Yes	Yes	Yes	4%
Missouri	MO	29	Yes	Yes (**Note 2**)	Yes	3%
Montana	MT	30	Yes	Yes (**Note 6**)	No	None
Nebraska	NE	31	Yes	Yes	Yes	5%
Nevada	NV	32	No	No	No	None
New Hampshire	NH	33	No	No	No	None
New Jersey	NJ	34	Yes	Yes (**Note 2**)	Yes	2%
New Mexico	NM	35	Yes	Yes	Yes	8.2%
New York	NY	36	Yes	Yes (**Note 2**)	Yes	7.4%
North Carolina	NC	37	Yes	Yes	Yes	6%
North Dakota	ND	38	Yes	Yes	Yes	3.9%
Ohio	OH	39	Yes	Yes (**Note 3**)	Yes	3.5%
Oklahoma	OK	40	Yes	Yes	Yes	5%
Oregon	OR	41	Yes	Yes (**Note 2**)	Yes	9%
Pennsylvania	PA	42	Yes	Yes (**Note 1**)	Yes	2.8%
Puerto Rico	PR	43	Yes	Yes (**Note 5**)	Yes	20%

STATE	ABBREV	DJMS CODE	INCOME TAX	Mil Pay Taxed?	Withhold Taxes	One-Time Payment Rate (See Note 4)
Rhode Island	RI	44	Yes	Yes	Yes	7.6%
South Carolina	SC	45	Yes	Yes	Yes	7%
South Dakota	SD	46	No	No	No	None
Tennessee	TN	47	No	No	No	None
Texas	TX	48	No	No	No	None
Utah	UT	49	Yes	Yes	Yes	6.7%
Vermont	VT	50	Yes	Yes (**Note 1**)	Yes	7%
Virginia	VA	51	Yes	Yes	Yes	4%
Washington	WA	53	No	No	No	None
West Virginia	WV	54	Yes	Yes (**Note 6**)	Yes	None
Wisconsin	WI	55	Yes	Yes	Yes	5%
Wyoming	WY	56	No	No	No	None
Foreign and\or Territory	--	97				Cadets Only
Undesignated	--	98				Member has not designated yet.
Foreign and\or Territory	--	99				Non-cadet. Member is legal resident of a foreign country.

Table 2-1. State tax chart.

NOTES:

1. The military pay of members claiming California, Idaho, Pennsylvania and Vermont, who are not residing in their state of legal residence, is not taxed. There are no deductions for state income tax withholding.

2. The military pay of members from Connecticut, Missouri, New Jersey, New York and Oregon who meet the conditions of the “Three Prong Test” is not taxed. Soldiers claiming Connecticut need to complete a **CT-W4** annually to prevent withholding of state income tax.

3. Effective November 1, 1995, active duty members may claim exemption from withholding for the state of Ohio by filing an **OH Form IT4** or **DD Form 2058-1** if they meet conditions outlined in paragraph 2-7(d).

4. If member is not residing in the state of legal residency and no deduction is currently being made for state income tax from the normal monthly pay, no state income tax is deducted from one-time payments. This applies only to members outlined in Notes 1-3.

5. The Commonwealth of Puerto Rico is technically **NOT** a state; however, a state tax code has been assigned. The Taxpayer Relief Act of 1997, Public Law 105-34, amended Section 5517 of Title 5 of U.S.C. to expand the definition of a state to include a Commonwealth for purposes of entering into an agreement for the withholding of state income taxes. As a result, the Treasury of the United States has signed an agreement with the Commonwealth of Puerto Rico to begin withholding income taxes from the wages of service members effective January 1, 1998. This agreement has been implemented in DJMS-AC

effective July 1, 1998, with no retroactive adjustments. Members claiming residency with Puerto Rico must file both a federal and a Puerto Rico income tax return. It is the member's responsibility to satisfy any tax liability directly with the Commonwealth of Puerto Rico.

6. Montana and West Virginia tax applies only to Guard and Reserve members' pay.

2-9. States without state income tax withholding. The following table **(Table 2-2**) indicates those states that either do not have a state tax on income and wages, or have excluded military pay from state taxation.

STATE	STATE INCOME TAX STATUS
Alaska	No state income tax.
Florida	No state income tax.
Illinois	Excludes military pay.
Michigan	Excludes military pay.
Nevada	No state income tax.
New Hampshire	No state income tax.
South Dakota	No state income tax.
Tennessee	No state income tax.
Texas	No state income tax.
Washington	No state income tax.
Wyoming	No state income tax.

Table 2-2. States without income tax.

2-10. State tax computations. On the following pages, current methods of computing state taxes based on military pay are provided for your use.

ALABAMA
State Code: 01
Implementation Date: Jul 1, 1977
Amendment Date: Mar 1, 1992
One-time entitlements are taxed at 3%

Step 1. Take the current month federal taxable wages.

Step 2. Deduct:

a. For single $166.67 or 20 percent of the current month federal taxable wages, whichever is less.
For married $333.33 or 20 percent of current federal taxable wages, whichever is less.

b. Current month FITW deduction.

c. Exemptions (Monthly)

Married or single with 0 exemptions = $ 0
Single with 1 exemption = $125
Married with 1 exemption = $250
Dependents other than spouse (ea) = $ 25

Note: Single with more than 1 exemption = $125 + $25 for each exemption over 1.
Married with more than 1 exemption = $250 + $25 for each exemption over 1.
Result is the adjusted wages.

Step 3. Compute the monthly SITW deduction using the following table based on result from step 2.

ALABAMA TAX TABLE							
If the amount of the wages is:							
SINGLE				**MARRIED**			
OVER	NOT OVER	Tax	Of Excess Over	OVER	NOT OVER	Tax	Of Excess Over
$0.00	$41.67	0%	$0.00	$0.00	$83.33	0%	$0.00
$41.67	$208.33	2%	$41.67	$83.33	$416.66	2%	$83.33
$208.33	$250.00	4%	$208.33	$416.66	$500.00	4%	$416.66
$250.00	And over	5%	$250.00	$500.00	And over	5%	$500.00

Table 2-3. Alabama tax rates.

ARIZONA
STATE CODE: 04
Implementation Date: Feb 1, 1991
Amendment Date: Aug 1, 1993

One time entitlements are taxed at the percentage selected by the soldier for SITW.

Withholding from military members is mandatory effective in September 1993. Prior to September 1993, withholding is voluntary.

a. Employees with gross annual income of $15,000 or more must have Arizona tax withheld at either 20%, 22%, 28%, or 32% of federal withholding.

b. Employees with gross annual incomes of less than $15,000 must have Arizona tax withheld at either 10%, 20%, 22%, 28%, or 32% of federal withholding.

ARKANSAS
State code: 05
Implementation Date: Jul 1, 1981
One-time entitlements are taxed at 7%

Step 1. Take the current month federal taxable wages x 12 = annual taxable wages.

Step 2. Deduct:

a. Military exclusion of $6,000

b. Exemptions

Married or single with 0 exemptions = $0
Single with 1 or more exemptions = $1,000 or 10% of annual taxable wages, whichever is less
Married with 1 exemption = $500 or 10% of annual taxable wages, whichever is less.
Married with 2 or more exemptions = $1,000 or 10% of annual taxable wages, whichever is less.

Step 3. Compute the gross annual SITW deduction from the following table based on result from step 2.

ARKANSAS STATE TAX TABLE			
If the amount of wages is:		The amount of state tax is:	
OVER	But not over		Of excess over:
$ 0.00	$ 3,000.00	$ 0.00 + 1%	$ 0.00
$ 3,000.00	$ 6,000.00	$ 30.00 + 2.5%	$ 3,000.00
$ 6,000.00	$ 9,000.00	$ 105.00 + 3.5%	$ 6,000.00
$ 9,000.00	$15,000.00	$ 210.00 + 4.5%	$ 9,000.00
$15,000.00	$25,000.00	$ 480.00 + 6%	$15,000.00
$25,000.00		$1,080.00 + 7%	$25,000.00

Table 2-4. Arkansas state tax table.

Step 4. Reduce the result from step 3 by the tax credit(s) shown in the following table (Table 2-5). This will result in the net annual SITW deduction.

ARKANSAS STATE TAX CREDITS		
Marital Status	Exemptions	Amount of credit
Single	0	$ 0.00
Single	1	$17.50
Single	2+	$17.50 plus $6.00 for each additional exemption over one.
Married	0	$ 0.00
Married	1	$17.50
Married	2	$35.00
Married	2+	$35.00 plus $6.00 for each additional exemption over two.

Table 2-5. Arkansas tax credits.

Step 5. Divide result from step 4 by 12. The result is the monthly SITW deduction.

CALIFORNIA
STATE CODE: 06
Implementation Date: 1 Feb 1978
Amendment Date: 1 Feb 1998
One time entitlements are taxed at 6 percent.

Step 1. Take the current month federal taxable wages.

Step 2. If monthly federal taxable wage is less than $668 for single members, or less than $668 for married members claiming less than 2 exemptions, or less than $1,340 for married members claiming 2 or more exemptions, no tax will be withheld. If these limits are exceeded, go to Step 3.

Step 3. Deduct the standard deduction:

Single	- $215
Married claiming less than 2 exemptions	- $215
Married claiming 2 or more exemptions	- $431

Step 4. Compute the monthly SITW deduction from the appropriate table based on the result from step 3.

CALIFORNIA STATE TAX TABLE: SINGLE			
If the amount of wages is:		The amount of state tax is:	
OVER	But not over		Of excess over:
$ 0.00	$ 418.00	$ 0.00 + 1%	$ 0.00
$ 418.00	$ 991.00	$ 4.18 + 2%	$ 418.00
$ 991.00	$ 1,563.00	$ 15.64 + 4%	$ 991.00
$ 1,563.00	$ 2,170.00	$ 38.52 + 6%	$ 1,563.00
$ 2,170.00	$ 2,743.00	$ 74.94 + 8%	$ 2,170.00
$ 2,743.00		$ 120.78 + 9.3%	$ 2,743.00

Table 2-6a. California state tax table: single.

CALIFORNIA STATE TAX TABLE: MARRIED			
If the amount of wages is:		The amount of state tax is:	
OVER	But not over		Of excess over:
$ 0.00	$ 836.00	$ 0.00 + 1%	$ 0.00
$ 836.00	$ 1,982.00	$ 8.36 + 2%	$ 836.00
$ 1,982.00	$ 3,126.00	$ 31.28 + 4%	$ 1,982.00
$ 3,126.00	$ 4,340.00	$ 77.04 + 6%	$ 3,126.00
$ 4,340.00	$ 5,486.00	$ 149.88 + 8%	$ 4,340.00
$ 5,486.00		$ 241.56 + 9.3%	$ 5,486.00

Table 2-6b. California state tax table: married.

Step 5. Deduct from the result of step 4 the following additional credit for exemptions. The result is the monthly SITW deduction.

CALIFORNIA ADDITIONAL EXEMPTIONS	
Exemptions Claimed	Additional Credit Amount
0	$ 0.00
1	$ 5.67
2	$11.33
3	$17.00
4	$22.67
5	$28.33
6	$34.00
7	$39.67
8	$45.33
9	$51.00
10	$56.67

Table 2-7. Additional California exemption credits.

NOTE: If exemptions are greater than 10, add $5.67 times number of exemptions over 10 to the exemption amount for 10 exemptions.

COLORADO
STATE CODE: 08
Implementation Date: Aug 1, 1977
Amendment Date: May 1, 1993
One time entitlements are taxed at 5 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct number of exemptions claimed times $195.83

Step 3. Compute the monthly SITW deduction from the following table based on result from step 2.

COLORADO STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$112.00	$0.00 + 0%	$ 0.00
$112.00	And over	$0.00 + 5%	$112.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$321.00	$0.00 + 0%	$ 0.00
$321.00	And over	$0.00 + 5%	$321.00

Table 2-8. Colorado State Tax table.

CONNECTICUT
State Code: 09
Implementation Date: January 01, 1992
Amendment Date: October 01, 1998
One-time entitlements are taxed at 4.5 percent

Step 1. Multiply the current month federal taxable wages by 12 to obtain the annual taxable wages.

Step 2. Determine member's filing status: Single or Married.

Step 3. Take the annual federal wages (result of Step 1) minus exemption allowed in **Table 2-9**.

Step 4. Compute initial withholding:

Single: Take annual taxable wages (result of Step 3) and multiply by 0.03 if amount is less than or equal to $10,000. If the amount (result of Step 3) is greater than $10,000, multiply 0.045 by the excess over $10,000 and add $300. This equals the initial withholdings.

Married: Take annual taxable wages (result of Step 3) and multiply by 0.03 if amount is less than or equal to $20,000. If the amount (result to Step 3) is greater than $20,000, multiply 0.045 by the excess over $20,000 and add $600. This equals the initial withholdings.

Step 5. Using the annual salary and filing status (Step 1 and Step 2), determine the credit percentage allowed using **Table 2-10**.

Step 6. Multiply initial withholding per month (Step 4) by (1 minus credit percentage from Step 5).

Step 7. Divide Step 6 by 12. This will equal your monthly withholding.

CONNECTICUT EXEMPTION TABLE					
SINGLE			MARRIED		
Annual Salary		Exemption	Annual Salary		Exemption
More Than:	Less Than Or Equal To:		More Than:	Less Than Or Equal To:	
$ 0	$24,000	$12,000	$ 0	$48,000	$24,000
$24,000	$25,000	$11,000	$48,000	$49,000	$23,000
$25,000	$26,000	$10,000	$49,000	$50,000	$22,000
$26,000	$27,000	$ 9,000	$50,000	$51,000	$21,000
$27,000	$28,000	$ 8,000	$51,000	$52,000	$20,000
$28,000	$29,000	$ 7,000	$52,000	$53,000	$19,000
$29,000	$30,000	$ 6,000	$53,000	$54,000	$18,000
$30,000	$31,000	$ 5,000	$54,000	$55,000	$17,000
$31,000	$32,000	$ 4,000	$55,000	$56,000	$16,000
$32,000	$33,000	$ 3,000	$56,000	$57,000	$15,000
$33,000	$34,000	$ 2,000	$57,000	$58,000	$14,000
$34,000	$35,000	$ 1,000	$58,000	$59,000	$13,000
$35,000	And above	$ 0	$59,000	$60,000	$12,000
			$60,000	$61,000	$11,000
			$61,000	$62,000	$10,000
			$62,000	$63,000	$ 9,000
			$63,000	$64,000	$ 8,000
			$64,000	$65,000	$ 7,000
			$65,000	$66,000	$ 6,000
			$66,000	$67,000	$ 5,000
			$67,000	$68,000	$ 4,000
			$68,000	$69,000	$ 3,000
			$69,000	$70,000	$ 2,000
			$70,000	$71,000	$ 1,000
			$71,000	And above	$ 0

Table 2-9. Connecticut Exemption table.

CONNECTICUT CREDIT PERCENTAGE TABLE					
SINGLE			MARRIED		
Annual Salary		Credit %	Annual Salary		Credit %
More Than:	Less Than Or Equal To:		More Than:	Less Than Or Equal To:	
$12,000	$15,000	75%	$24,000	$30,000	75%
$15,000	$15,500	70%	$30,000	$30,500	70%
$15,500	$16,000	65%	$30,500	$31,000	65%
$16,00	$16,500	60%	$31,000	$31,500	60%
$16,500	$17,000	55%	$31,500	$32,000	55%
$17,000	$17,500	50%	$32,000	$32,500	50%
$17,500	$18,000	45%	$32,500	$33,000	45%
$18,000	$18,500	40%	$33,000	$33,500	40%
$18,500	$20,000	35%	$33,500	$40,000	35%
$20,000	$20,500	30%	$40,000	$40,500	30%
$20,500	$21,000	25%	$40,500	$41,000	25%
$21,000	$21,500	20%	$41,000	$41,500	20%
$21,500	$25,000	15%	$41,500	$50,000	15%
$25,000	$25,500	14%	$50,000	$50,500	14%
$25,500	$26,000	13%	$50,500	$51,000	13%
$26,000	$26,500	12%	$51,000	$51,500	12%
$26,500	$27,000	11%	$51,500	$52,000	11%
$27,000	$48,000	10%	$52,000	$96,000	10%
$48,000	$48,500	9%	$96,000	$96,500	9%
$48,500	$49,000	8%	$96,500	$97,000	8%
$49,000	$49,500	7%	$97,000	$97,500	7%
$49,500	$50,000	6%	$97,500	$98,000	6%
$50,000	$50,500	5%	$98,000	$98,500	5%
$50,500	$51,000	4%	$98,500	$99,000	4%
$51,000	$51,500	3%	$99,000	$99,500	3%
$51,500	$52,000	2%	$99,500	$100,000	2%
$52,000	$52,500	1%	$100,000	$100,500	1%
$52,500	And over	0%	$100,500	And above	0%

Table 2-10. Connecticut Credit Percentage table.

DELAWARE
State code: 10
Implementation date: January 01, 1993
Amendment Date: January 01, 1997
One-time entitlements are taxed at 6.90%

Step 1. Take the current month federal taxable wages and multiply by 12.

Step 2. Deduct applicable amount for standard deduction:

Single: $1,300

Married: $1,600

The result is net annual wages.

Step 3. Compute the monthly SITW deduction from **Table 2-11** below based on results from Step 2.

DELAWARE TAX DEDUCTION TABLE			
If the amount of wages is:		**Then amount to withhold is:**	
Over	But Not Over	Tax Rate	Of Excess Over
$ 0	$ 2,000	$ 0.00 + 0.00%	$ 0
$ 2,000	$ 5,000	$ 0.00 + 3.10%	$ 2,000
$ 5,000	$10,000	$ 93.00 + 4.85%	$ 5,000
$10,000	$20,000	$ 335.50 + 5.80%	$10,000
$20,000	$25,000	$ 915.50 + 6.15%	$20,000
$25,000	$30,000	$1,223.00 + 6.45%	$25,000
$30,000	And over	$1,545.50 + 6.90%	$30,000

Table 2-11. Delaware tax deduction table.

Step 4. Multiple the number of personal exemptions by $100.00.

Step 5. Subtract the total amount for personal exemptions (Step 4) from the computed tax (Step 3).

Step 6. Divide results from Step 5 by 12. The result is the monthly SITW deduction.

DISTRICT OF COLUMBIA
State Code: 11
Implementation Date: Aug 1, 1977
Amendment Date: Jun 1, 1991
One-time entitlements are taxed at 4 percent

Step 1. Take current month federal taxable wages.

Step 2. Deduct the number of exemptions times $114.17. The result is monthly wages.

Step 3. Compute the monthly SITW deduction from Table 2-12 based on the result from Step 2.

DISTRICT OF COLUMBIA TAX TABLE			
If amount of wages is:		The amount of tax to withhold is:	
Over	But not over	Tax rate	Of excess over
$ 0.00	$ 166.66	$ 0.00 + 0%	$ 0.00
$ 166.66	$ 833.33	$ 0.00 + 6%	$ 166.66
$ 833.33	$1,666.67	$ 40.00 + 8%	$ 833.33
$1,666.67	And over	$106.67 + 9.5%	$1,666.67

Table 2-12. District of Columbia tax table.

GEORGIA
STATE CODE: 13
Implementation Date: July 1, 1977
Amendment Date: July 1, 1998
One time entitlements are taxed at 4 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct:

a. Standard deduction:

Married = $250.00

Single = $191.50

b. Exemptions:

Number of exemptions x $225.00

Step 3. Compute the monthly SITW deduction from Table 2-13 based on result from Step 2.

GEORGIA STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 62.50	$ 0.00 + 1%	$ 0.00
$ 62.50	$187.00	$ 0.62 + 2%	$ 62.50
$187.00	$312.00	$ 3.12 + 3%	$187.00
$312.00	$437.00	$ 6.87 + 4%	$312.00
$437.00	$583.00	$11.87 + 5%	$437.00
$583.00	And over	$19.17 + 6%	$583.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 83.00	$ 0.00 + 1%	$ 0.00
$ 83.00	$250.00	$ 0.83 + 2%	$ 83.00
$250.00	$417.00	$ 4.17 + 3%	$250.00
$417.00	$583.00	$ 9.17 + 4%	$417.00
$583.00	$833.00	$15.83 + 5%	$583.00
$833.00	And over	$28.33 + 6%	$833.00

Table 2-13. Georgia State Tax Table.

HAWAII
State Code: 15
Implementation Date: July 1, 1977
Amendment Date: August 01, 1996
One-time entitlements are taxed at 4 percent

Step 1. Take the current month Federal taxable wages.

Step 2. Deduct the number of exemptions claimed times $86.65.

Step 3. Compute the monthly SITW deduction from the table based on the result from Step 2.

HAWAII STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$125.00	$ 0.00 + 2%	$ 0.00
$125.00	$208.00	$ 2.50 + 4%	$125.00
$208.00	$292.00	$ 5.82 + 6%	$208.00
$292.00	$458.00	$10.86 + 7.25%	$292.00
$458.00	And over	$22.90 + 8%	$458.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$250.00	$ 0.00 + 2%	$ 0.00
$250.00	$417.00	$ 5.00 + 4%	$250.00
$417.00	$583.00	$11.68 + 6%	$417.00
$583.00	$917.00	$21.64 + 7.25%	$583.00
$917.00	And over	$45.86 + 8%	$917.00

Table 2-14. Hawaii State Tax Table.

IDAHO
STATE CODE: 16
Implementation Date: July, 1 1977
Amendment Date: February 01, 1995
One-time entitlements are taxed at 8.2 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct number of exemptions claimed times $208.33.

Step 3. Compute the monthly SITW from the appropriate table based on result from Step 2.

IDAHO STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 125.00	$ 0.00 + 0%	$ 0.00
$ 125.00	$ 208.00	$ 0.00 + 2%	$ 125.00
$ 208.00	$ 292.00	$ 1.66 + 4%	$ 208.00
$ 292.00	$ 375.00	$ 4.98 + 4.5%	$ 292.00
$ 375.00	$ 458.00	$ 8.76 + 5.5%	$ 375.00
$ 458.00	$ 542.00	$ 13.33 + 6.5%	$ 458.00
$ 542.00	$ 750.00	$ 18.73 + 7.5%	$ 542.00
$ 750.00	$1,792.00	$ 34.41 + 7.8%	$ 750.00
$1,792.00	And over	$115.61 + 8.2%	$1,792.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 333.00	$ 0.00 + 0%	$ 0.00
$ 250.00	$ 500.00	$ 0.00 + 2%	$ 333.00
$ 417.00	$ 667.00	$ 3.34 + 4%	$ 500.00
$ 583.00	$ 833.00	$ 9.96 + 4.5%	$ 667.00
$ 917.00	$1,000.00	$ 17.50 + 5.5%	$ 833.00
$1,000.00	$1,167.00	$ 26.69 + 6.5%	$1,000.00
$1,167.00	$1,583.00	$ 37.48 + 7.5%	$1,167.00
$1,583.00	$3,667.00	$ 68.76 + 7.8%	$1,583.00
$3,667.00	And over	$231.23 + 8.2%	$3,667.00

Table 2-15. Idaho State Tax Table.

INDIANA
State Code: 18
Implementation Date: Aug 1, 1977
Amendment Date: May 1, 1988
One-time entitlements taxed at 3.4 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct

a. Military exclusion of $166.67

b. Number of exemptions claimed times $83.34

Step 3. Compute the monthly SITW deduction by taking the result of Step 2 times 3.4%.

IOWA
State Code: 19
Implementation Date: 1 Jul 1977
Amendment Date: 1 Feb 1998
One-time entitlements are taxed at 6 percent.

Step 1. Take the current month federal taxable wages times 12.

Step 2. Deductions:

a. Deduct the current month FITW deduction times 12. The result is taxable wages.

b. Deduct $1,500 if claiming 0 or 1 exemption; or $3,600 if claiming 2 or more exemptions.

Step 3. Compute the yearly SITW deduction from the following table based on the result from step 2.

IOWA STATE TAX TABLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 1,100.00	$ 0.00 + 0.36%	$ 0.00
$ 1,100.00	$ 2,150.00	$ 3.96 + 0.72%	$ 1,100.00
$ 2,150.00	$ 4,300.00	$ 11.52 + 2.43%	$ 2,150.00
$ 4,300.00	$ 9,750.00	$ 63.77 + 4.86%	$ 4,300.00
$ 9,750.00	$16,250.00	$ 328.64 + 6.53%	$ 9,750.00
$16,250.00	$22,000.00	$ 753.09 + 6.98%	$16,250.00
$22,000.00	$33,000.00	$1,154.44 + 7.52%	$22,000.00
$33,000.00	$49,000.00	$1,981.64 + 8.42%	$33,000.00
$49,000.00	And over	$3,328.84 + 8.98%	$49,000.00

Table 2-16. Iowa State Tax Table.

Step 4. Divide the result by 12. This is the monthly SITW deduction.

KANSAS
State Code: 20
Implementation Date: 1 Jul 1977
Amendment Date: October 01, 1998
One-time entitlements are taxed at 5 percent.

Step 1. Take the current month federal taxable wages.

Step 2. Deduct the number of exemptions claimed times $208.33.

Step 3. Compute the monthly SITW deduction from the following table based on the results from Step 2.

KANSAS STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 250.00	$ 0.00 + 0%	$ 0.00
$ 250.00	$1,500.00	$ 0.00 + 3.5%	$ 250.00
$1,500.00	$2,750.00	$ 43.75 + 5.75%	$1,500.00
$2,750.00	And over	$115.63 + 5.15%	$2,750.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 417.00	$ 0.00 + 0%	$ 0.00
$ 417.00	$2,917.00	$ 0.00 + 3.5%	$ 417.00
$2,917.00	$5,417.00	$ 87.50 + 6.25%	$2,917.00
$5,417.00	And over	$243.75 + 6.45%	$5,417.00

Table 2-17. Kansas State Tax table.

KENTUCKY
State Code: 21
Implementation Date: Jul 1, 1977
Amendment Date: March 1, 1992
One-time entitlements are taxed at 4 percent

Step 1. Take the current month federal taxable wages times 12.

Step 2. Deduct: Standard deduction of $650.

Step 3. Using the result from Step 2, compute the gross annual tax based on the table below:

KENTUCKY STATE TAX TABLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$3,000.00	$ 0.00 + 2%	$ 0.00
$3,000.00	$4,000.00	$ 60.00 + 3%	$3,000.00
$4,000.00	$5,000.00	$ 90.00 + 4%	$4,000.00
$5,000.00	$8,000.00	$130.00 + 5%	$5,000.00
$8,000.00	And over	$280.00 + 6%	$8,000.00

Table 2-18. Kentucky State Tax Table.

Step 4. From the result of step 3 deduct a tax credit of $20.00 times the number of exemptions claimed.

Step 5. Divide results from Step 4 by 12.

LOUISIANA
State Code: 22
Implementation Date: Sep 1, 1977
Amendment Date: Dec 08, 1984
One-time entitlements are taxed at 3.0 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct:

Single $375.00 plus $83.00 for each exemption.

Married $750.00 plus $83.00 for each exemption over 1.

Step 3. Compute the monthly SITW deduction from the following table based on the result from Step 2.

LOUISIANA STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$416.67	$ 0.00 + 2%	$ 0.00
$416.67		$ 8.33 + 3%	$ 416.67
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$1,250.00	$ 0.00 + 2%	$ 0.00
$1,250.00		$ 25.00 + 3%	$1,250.00

Table 2-19. Louisiana State Tax Table.

MAINE
State Code: 23
Implementation Date: 1 Nov 1977
Amendment Date: 1 Feb 1998
One-time entitlements are taxed at 5 percent.

Step 1. Take the current month federal taxable wages times 12.

Step 2. Deduct number of exemptions claimed times $2,150.

Step 3. Compute the annual SITW deduction from the appropriate table, based on result from Step 2.

MAINE STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 2,000.00	$ 0.00 + 0%	$ 0.00
$ 2,000.00	$ 6,150.00	$ 0.00 + 2%	$ 2,000.00
$ 6,150.00	$10,250.00	$ 83.00 + 4.5%	$ 6,150.00
$10,250.00	$18,500.00	$268.00 + 7%	$10,250.00
$18,500.00	And over	$846.00 + 8.5%	$18,500.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 4,750.00	$ 0.00 + 0%	$ 0.00
$ 4,750.00	$13,000.00	$ 0.00 + 2%	$ 4,750.00
$13,000.00	$21,250.00	$ 165.00 + 4.5%	$13,000.00
$21,250.00	$37,750.00	$ 536.00 + 7%	$21,250.00
$37,750.00	And over	$1,691.00 + 8.5%	$37,750.00

Table 2-20. Maine State Tax Table.

Step 4. Divide the tax amount computed in Step 3 by 12. This is the monthly SITW deduction.

MARYLAND
State Code: 24
Implementation Date: 1 Aug 1977
Amendment Date: October 01, 1998
One-time entitlements are taxed at 4.95 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct:

a. 15 percent of current month Federal taxable wages:

Minimum $125.00;
Maximum $167.00.

b. Exemptions claimed times $117.00.

Step 3. Compute the monthly SITW deduction from the following table based on the result from Step 2.

MARYLAND STATE TAX TABLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 83.00	$0.00 + 2%	$ 0.00
$ 83.00	$167.00	$1.66 + 3%	$ 83.00
$167.00	$250.00	$4.18 + 4%	$167.00
$250.00	And over	$7.50 + 4.95%	$250.00

Table 2-21. Maryland State Tax Table.

MASSACHUSETTS
State Code: 25
Implementation Date: Aug 1, 1977
Amendment Date: January 1, 1996
One-time entitlements are taxed at 5.9 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct:

a. Current month FICA deduction. (Maximum $166.67)

b. One exemption = $183

c. Two or more exemptions = $83 per exemption plus $100

Step 3. Multiply result from step 2 x .0595 to obtain the monthly SITW deduction.

NOTE: Do not withhold from employees who claim one or more exemptions if their monthly wages are less than $667.00.

NOTE: Do not withhold from employees who validly claim exemption from withholding on U.S. Form W-4.

MINNESOTA
State Code: 27
Implementation Date: 1 Nov 1977
Amendment Date: 1 Feb 1998
One-time entitlements are taxed at 7 percent.

Step 1. Take the current month Federal taxable wages and multiply by 12.

Step 2. Deduct the number of exemptions claimed times $2,700.

Step 3. Compute the annual SITW deduction from the following table based on the results from Step 2.

MINNESOTA STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 1,550.00	$ 0.00 + 0%	$ 0.00
$ 1,550.00	$18,510.00	$ 0.00 + 6%	$ 1,550.00
$18,510.00	$57,280.00	$1,018.00 + 8%	$18,510.00
$57,280.00	And over	$4,119.00 + 8.5%	$57,280.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 4,400.00	$ 0.00 + 0%	$ 0.00
$ 4,400.00	$ 29,200.00	$ 0.00 + 6%	$ 4,400.00
$ 29,200.00	$102,940.00	$1,488.00 + 8%	$ 29,200.00
$102,940.00	And over	$7,387.00 + 8.5%	$102,940.00

Table 2-22. Minnesota State Tax Table.

Step 4. Divide the result of step 3 by 12. Round to the nearest dollar. This is the monthly SITW deduction.

MISSISSIPPI
State Code: 28
Implementation Date: 1 Jun 1978
Amendment Date: 1 Feb 1998
One-time entitlements are taxed at 4 percent.

Step 1. Take the current month federal taxable wages x 12 = annual taxable wages.

Step 2. Deduct:

a. $2,300 if single or $4,200 if married.

b. Exemptions:

Single with 0 or 1 exemption	=	$6,000
Single with more than 1 exemption	=	$6,000 plus $1,500 for each exemption over 1
Married with 0, 1, or 2 exemptions	=	$10,000
Married with more than 2 exemptions	=	$10,000 plus $1,500 for each exemption over 2

Step 3. Compute the annual SITW deduction from the following table based on the result from Step 2.

MISSISSIPPI STATE TAX TABLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 5,000.00	$ 0.00 + 3%	$ 0.00
$ 5,000.00	$10,000.00	$150.00 + 4%	$ 5,000.00
$10,000.00	And over	$350.00 + 5%	$10,000.00

Table 2-23. Mississippi State Tax Table.

Step 4. Divide result from step 3 by 12. The result is the monthly SITW deduction.

MISSOURI
STATE CODE: 29
Implementation Date: 1 Jan 1993
Amendment Date: 1 Feb 1998
One time entitlements are taxed at 3 percent.

Step 1. Take the current month federal taxable wages.

Step 2. Deduct:

a. Standard deduction

Single - $354.17 Married - $295.83

b. Exemptions

Single - $100 for first, $33.33 for each additional exemption.

Married - $100 for first, $100 for second, $33.33 for each additional exemption.

c. Federal income tax withholding (FITW)

Single - lesser of FITW for pay period or $416.67

Married - lesser of FITW for pay period or $833.33

Step 3. Compute the monthly SITW deduction from the following table based on the results from Step 2 and round up and down to the next whole dollar.

MISSOURI STATE TAX TABLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 84.00	$ 0.00 + 1.5%	$ 0.00
$ 84.00	$168.00	$ 1.26 + 2.0%	$ 84.00
$168.00	$252.00	$ 2.94 + 2.5%	$168.00
$252.00	$336.00	$ 5.04 + 3.0%	$252.00
$336.00	$420.00	$ 7.56 + 3.5%	$336.00
$420.00	$504.00	$10.50 + 4.0%	$420.00
$504.00	$588.00	$13.86 + 4.5%	$504.00
$588.00	$672.00	$17.64 + 5.0%	$588.00
$672.00	$756.00	$21.84 + 5.5%	$672.00
$756.00	And over	$26.46 + 6.0%	$756.00

Table 2-24. Missouri State Tax Table.

MONTANA
(Guard and Reserve)
State Code: 30
Implementation Date: April 30, 1986
Amendment Date: October 28, 1994
One time entitlements are taxed at 6 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct number of exemptions claimed times $141.67.

Step 3. Compute the monthly SITW deductions from the following table based on the result from Step 2.

MISSISSIPPI STATE TAX TABLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 686.00	$ 0.00 + 2.6%	$ 0.00
$ 686.00	$1,521.00	$ 17.86 + 4.4%	$ 686.00
$1,521.00	$3,333.00	$ 54.57 + 6.1%	$1,521.00
$3,333.00	And over	$165.13 + 6.5%	$3,333.00

Table 2-25. Montana State Tax Table.

NOTE: This table is used exclusively for Guard and Reserve members. State income tax law excludes active duty military pay.

NEBRASKA
State Code: 31
Implementation Date: 1 Jul 1977
Amendment Date: 1 Feb 1998
One-time entitlements are taxed at 5 percent.

Step 1. Take the current month federal taxable wages.

Step 2. Deduct number of exemptions claimed times $124.17.

Step 3. Compute the monthly SITW deduction from the following appropriate table based on the result from Step 2.

NEBRASKA STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 183.00	$ 0.00 + 0%	$ 0.00
$ 183.00	$ 367.00	$ 0.00 + 2.49%	$ 183.00
$ 367.00	$1,292.00	$ 4.58 + 3.47%	$ 367.00
$1,292.00	$1,896.00	$ 36.68 + 5.32%	$1,292.00
$1,896.00	$2,342.00	$ 68.81 + 6.57%	$1,896.00
$2,342.00	$4,508.00	$ 98.11 + 6.98%	$2,342.00
$4,508.00	$6,258.00	$249.30 + 7.22%	$4,508.00
$6,258.00	And over	$375.65 + 7.366	$6,258.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 438.00	$ 0.00 + 0%	$ 0.00
$ 438.00	$ 688.00	$ 0.00 + 2.49%	$ 438.00
$ 688.00	$1,867.00	$ 6.23 + 3.47%	$ 688.00
$1,867.00	$2,950.00	$ 47.14 + 5.32%	$1,867.00
$2,950.00	$3,579.00	$104.76 + 6.57%	$2,950.00
$3,759.00	$4,854.00	$146.09 + 6.98%	$3,579.00
$4,854.00	$6,271.00	$235.09 + 7.22%	$4,854.00
$6,271.00	And over	$337.40 + 7.36%	$6,271.00

Table 2-26. Nebraska State Tax Table.

NEW JERSEY
STATE CODE: 34
Implementation Date: July 01, 1977
Amendment Date: January 01, 1996
One time entitlements are taxed at 2 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct number of exemptions claimed times $83.30.

Step 3. Compute the monthly SITW deduction from the following table based on the result from Step 2.

NEW JERSEY STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$1,666.00	$ 0.00 + 1.5%	$ 0.00
$1,666.00	$2,916.00	$ 24.99 + 2.0%	$1,666.00
$2,916.00	$3,333.00	$ 49.99 + 3.9%	$2,916.00
$3,333.00	$6,250.00	$ 66.25 + 6.1%	$3,333.00
$6,250.00	And over	$244.19 + 7.0%	$6,250.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 1,666.00	$ 0.00 + 1.5%	$ 0.00
$ 1,666.00	$ 4,166.00	$ 24.99 + 2.0%	$ 1,666.00
$ 4,166.00	$ 5,833.00	$ 74.99 + 2.7%	$ 4,166.00
$ 5,833.00	$ 6,666.00	$120.00 + 3.9%	$ 5,833.00
$ 6,666.00	$12,500.00	$152.49 + 6.1%	$ 6,666.00
$12,500.00	And over	$508.36 + 7.0%	$12,500.00

Table 2-27. New Jersey State Tax Table.

NEW MEXICO
STATE CODE: 35
Implementation Date: July 1, 1977
Amendment Date: July 1, 1998
One time entitlements are taxed at 8.2 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct number of exemptions claimed times $220.83.

Step 3. Compute the monthly SITW deduction from the following table based on result from Step 2.

NEW MEXICO STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 125.00	$ 0.00 + 0%	$ 0.00
$ 125.00	$ 583.00	$ 0.00 + 1.7%	$ 125.00
$ 583.00	$1,042.00	$ 7.79 + 3.2%	$ 583.00
$1,042.00	$1,458.00	$ 22.46 + 4.7%	$1,042.00
$1,458.00	$2,292.00	$ 42.04 + 6.0%	$1,458.00
$2,292.00	$3,625.00	$ 92.04 + 7.1%	$2,292.00
$3,625.00	$5,542.00	$186.71 + 7.9%	$3,625.00
$5,542.00	And over	$338.13 + 8.2%	$5,542.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 354.00	$ 0.00 + 0%	$ 0.00
$ 354.00	$1,021.00	$ 0.00 + 1.7%	$ 354.00
$1,021.00	$1,688.00	$ 11.33 + 3.2%	$1,021.00
$1,688.00	$2,354.00	$ 32.67 + 4.7%	$1,688.00
$2,354.00	$3,688.00	$ 64.00 + 6.0%	$2,354.00
$3,688.00	$5,688.00	$144.00 + 7.1%	$3,688.00
$5,688.00	$8,688.00	$286.00 + 7.9%	$5,688.00
$8,688.00	And over	$523.00 + 8.2 %	$8,688.00

Table 2-28. New Mexico State Tax Table.

NEW YORK
State Code: 36
Implementation Date: July 01, 1977
Amendment Date: January 01, 1997
One-time entitlements are taxed at 7.4 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct:

a. Number of exemptions claimed x $83.30.

b. Deduction allowance:

Single $581.25 Married $622.90

Step 3. Compute the monthly SITW deduction from the following table based on the result from Step 2.

NEW YORK STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 667.00	$ 0.00 + 4%	$ 0.00
$ 667.00	$ 917.00	$ 26.67 + 4.5%	$ 667.00
$ 917.00	$ 1,083.00	$ 37.92 + 5.25%	$ 917.00
$ 1,083.00	$ 1,667.00	$ 46.67 + 5.90%	$ 1,083.00
$ 1,667.00	$ 7,500.00	$ 81.08 + 6.85%	$ 1,667.00
$ 7,500.00	$ 8,333.00	$480.67 + 7.64%	$ 7,500.00
$ 8,333.00	$12,500.00	$544.33 + 8.14%	$ 8,333.00
$12,500.00	And over	$883.67 + 7.35%	$12,500.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 667.00	$ 0.00 + 4%	$ 0.00
$ 667.00	$ 917.00	$ 26.67 + 4.5%	$ 667.00
$ 917.00	$ 1,083.00	$ 37.92 + 5.25%	$ 917.00
$ 1,083.00	$ 1,667.00	$ 46.67 + 5.90%	$ 1,083.00
$ 1,667.00	$ 7,500.00	$ 81.08 + 6.85%	$ 1,667.00
$ 7,500.00	$ 8,333.00	$480.67 + 7.64%	$ 7,500.00
$ 8,333.00	$12,500.00	$544.33 + 8.14%	$ 8,333.00
$12,500.00	And over	$883.67 + 7.35%	$12,500.00

Table 2-29. New York State Tax Table.

NORTH CAROLINA
State Code: 37
Implementation Date: Jul 1, 1977
Amendment Date: December 01, 1995
One-time entitlements are taxed at 6 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct:

Single : When monthly wages are less than $5,000.00, take the number of exemptions times $208.33, or if monthly wages are greater than or equal to $5,000.00, take the number of exemptions times $166.67.

Married: When monthly wages are less than $4,166.67, take the number of exemptions times $208.33, or if monthly wages are greater than or equal to $4,166.67, take the number of exemptions times $166.67.

Step 3. Compute the monthly SITW deduction based on the following tables.

NORTH CAROLINA STATE TAX TABLE		
SINGLE		
If the amount of wages is:		Then the amount to withhold is:
OVER	BUT NOT OVER	TAX RATE
$ 0.00	$ 250.00	$ 0.00 + 0%
$ 250.00	$1,312.00	6% less $15.00
$1,312.00	$5,250.00	7% less $28.13
$5,250.00	And over	7.75% less $67.51
MARRIED		
If the amount of wages is:		Then the amount to withhold is:
OVER	BUT NOT OVER	TAX RATE
$ 0.00	$ 208.33	$ 0.00 + 0%
$ 208.33	$1,093.75	6% less $12.50
$1,093.75	$4,375.00	7% less $23.43
$4,375.00	And over	7.75% less $56.24

Table 2-30. North Carolina State Tax Table.

NORTH DAKOTA
State Code: 38
Implementation Date: January 01, 1988
Amendment Date: September 01,, 1995
One-time entitlements are taxed at 14 percent of the soldier's federal withholding

State income tax withholding is calculated by taking the monthly FITW times 14%.

OHIO
State Code: 39
Implementation Date: Sep 1, 1978
Amendment Date: Jun 1, 1987
One-time entitlements are taxed at 3.5 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct the number of exemptions claimed x $54.17.

Step 3. Compute the monthly SITW deduction from the following table based on the result from Step 2.

OHIO STATE TAX TABLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 416.66	$ 0.00 + 0.808%	$ 0.00
$ 416.66	$ 833.32	$ 3.37 + 1.615%	$ 416.66
$ 833.32	$1,249.98	$ 10.10 + 3.23%	$ 833.32
$1,249.98	$1,666.64	$ 23.55 + 4.038%	$1,249.98
$1,666.64	$3,333.28	$ 40.38 + 4.845%	$1,666.64
$3,333.28	$6,666.56	$121.13 + 5.653%	$3,333.28
$6,666.56	$8,333.20	$309.56 + 6.46%	$6,666.56
$8,333.20	And over	$417.22 + 8.075%	$8,333.20

Table 2-31. Ohio State Tax Table.

OKLAHOMA
State Code: 40
Implementation Date: September 1, 1977
Amendment Date: April 01, 1995
One-time entitlements are taxed at 5 percent

Determine whether soldier is single, married, or head of household, and the number of exemptions individual is claiming. Make appropriate calculations based on the following instructions.

SINGLE (ANNUAL)

1. Take the current month federal taxable wages times 12.

2. If gross annual wages are **less than or equal to $21,120**, calculate tax table income with the following steps:

   a. Gross Wages - [Exemptions X $1,000].

   b. Subtract from the number calculated in Step 2(a) the larger of $1000 or 15% of gross wages, not to exceed $2,000.

   c. Determine the larger of $0.00 **OR**
   [Gross Wages - (Exemptions X $2,500) - $3,900].

   d. Calculate 15% of the number obtained in Step 2(c).

   e. Subtract the number calculated in Step 2(d) from the number calculated in Step 2(b). This number is the tax table income.

   f. Calculate the annual withholding amount from the single tax rate table in **Table 2-32**.

   g. After determining annual withholding amount, divide this result by 12 to determine current month SITW deduction.

3. If gross wages **exceed $21,120** for a single person, calculate tax table income on the first $21,120 as follows:

   a. $21,120 - (Exemptions X $1,000).

   b. Subtract from the number calculated in Step 3(a) the larger of $1,000 OR 15% of gross wages, not to exceed $2,000.

   c. Determine the larger of $0.00 **OR** [$21,120 - (Exemptions X $2,500) - $3,900].

   d. Calculate 15% of the number obtained Step 3(c).

   e. Subtract the number calculated in Step 3(d) from the number calculated in Step 3(b). This number is the tax table income.

   f. Calculate annual withholding by performing the following step:

      (1) Calculate annual withholding from the single tax rate table in Table 2-32 using the tax table income computed in Step 3(e).

(2) Calculate withholding on remainder of wages as follows:

7% x (Gross Wages - $21,120).

(3) Total withholding = amount from 3(f)(1) + amount from 3(f)(2).

g. After determining annual withholding amount, divide this result by 12 to determine current month SITW deduction.

MARRIED OR HEAD OF HOUSE HOLD (ANNUAL)

4. Take the current month federal taxable wage times 12.

5. If gross annual wages are **less than or equal to $21,120**, calculate tax table income by the following procedure:

a. Gross Wages - (Exemptions X $1,000).

b. Subtract from the number calculated in 5(a) the larger of $1,000 OR 15% x Gross Wages, not to exceed $2,000.

c. Determine the larger of $0.00 **OR**
[Gross Wages - (Exemptions x $2,500) - $6,550].

d. Calculate 15% of the number obtained in 5(c).

e. Subtract the number calculated in 5(d) from the number calculated in 5(b). This number is the tax table income.

f. Calculate the annual withholding amount from the married tax table in Table 2-32.

g. After determining annual withholding amount, divide this result by 12 to determine the current month SITW deduction.

6. If gross wages **exceed $21,120** for a married or head of household member, calculate tax table income on the first $21,120.

a. Gross Wages - (Exemptions X $1,000).

b. Subtract from the number calculated in 6(a) the larger of $1,000 OR 15% X GROSS WAGES, not to exceed $2,000.

c. Determine the larger of $0.00 **OR** [$21,120 - (Exemptions x $2,500) - $6,550].

d. Calculate 15% of the number obtained in 6(c).

e. Subtract the number calculated in 6(d) from the number calculated in 6(b). This number is tax table income.

f. Calculate total withholding by performing the following procedure:

(1) Calculate annual withholding from the married tax rate table in Table 2-32 using the tax table income computed in 6(e).

(2) Total Annual Withholding **=** 7% x (Gross Wages - $21,120).

(3) Total annual withholding = amount from (6a) + amount from (6b).

g. After determining annual withholding amount, divide this result by 12 to determine current month SITW deduction.

OKLAHOMA STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 1,000.00	$ 0.00 + 0.5%	$ 0.00
$ 1,000.00	$ 2,500.00	$ 5.00 + 1%	$ 1,000.00
$ 2,500.00	$ 3,750.00	$ 20.00 + 2%	$ 2,500.00
$ 3,750.00	$ 4,900.00	$ 45.00 + 3%	$ 3,750.00
$ 4,900.00	$ 6,100.00	$ 79.50 + 4%	$ 4,900.00
$ 6,100.00	$ 7,500.00	$127.50 + 5%	$ 6,100.00
$ 7,500.00	$ 9,000.00	$197.50 + 6%	$ 7,500.00
$ 9,000.00	$10,500.00	$287.50 + 7%	$ 9,000.00
$10,500.00	$12,500.00	$392.50 + 8%	$10,500.00
$12,500.00	$16,000.00	$552.50 + 9%	$12,500.00
$16,000.00	And over	$867.50 + 10%	$16,000.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 2,000.00	$ 0.00 + 0.5%	$ 0.00
$ 2,000.00	$ 5,000.00	$ 10.00 + 1%	$ 2,000.00
$ 5,000.00	$ 7,500.00	$ 40.00 + 2%	$ 5,000.00
$ 7,500.00	$ 8,900.00	$ 90.00 + 3%	$ 7,500.00
$ 8,900.00	$10,400.00	$132.00 + 4%	$ 8,900.00
$10,400.00	$12,000.00	$192.00 + 5%	$10,400.00
$12,000.00	$13,250.00	$272.00 + 6%	$12,000.00
$13,250.00	$15,000.00	$347.00 + 7%	$13,250.00
$15,000.00	$18,000.00	$469.50 + 8%	$15,000.00
$18,000.00	And over	$709.50 + 9%	$18,000.00

Table 2-32. Oklahoma State Tax Table.

OREGON
State Code: 41
Implementation Date: November 1, 1977
Amendment Date: August 1, 1996
One-time entitlements are taxed at 9 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct current month FITW (not to exceed $250).

Step 3. Apply dollar amount from Step 2 to the following table.

OREGON STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 91.00	$ 0.00 + 0%	$ 0.00
$ 91.00	$567.00	$ 0.00 + 7%	$ 91.00
$567.00	And over	$33.00 + 9%	$567.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 238.00	$ 0.00 + 0%	$ 0.00
$ 238.00	$1,083.00	$ 0.00 + 7%	$ 238.00
$1,083.00	And over	$59.00 + 9%	$1,083.00

Table 2-33. Oregon State Tax Table.

Step 4. Take number of exemptions times $7.50. Deduct this amount from the result of Step 3. This is the monthly SITW deduction.

PENNSYLVANIA
State Code: 42
Implementation Date: Jul 1, 1977
Amendment Date: Aug 1, 1992
One-time entitlements are taxed at 2.8 percent

Multiply the current month federal taxable wages by 2.8 percent. The result is the monthly SITW deduction.

PUERTO RICO
State Code: 43
Implementation Date: 1 Jul 1998
Amendment Date: 1 Jan 1998
One time entitlements are taxed at 20 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct personal exemption as follows:

a. Single - $108.50

b. Married - $250.00

Step 3. Deduct dependent exemptions as follows:

a. Single: $108.50 times number of dependent exemptions.

b. Married: **Excluding the 1st dependent exemption**, multiple number of dependents times $108.50.

Step 4. Compute the monthly SITW deduction from the following table based on result from Step 3.

PUERTO RICO STATE TAX TABLE		
If the amount of wages is:		Then the amount to withhold is:
OVER	BUT NOT OVER	TAX RATE
$ 0.00	$ 166.50	8% of wages
$ 166.50	$1,416.50	12% of wages less $ 6.70
$1,416.50	$2,500.00	18% of wages less $ 91.70
$2,500.00	$4,167.00	31% of wages less $416.70
$4,167.00	And over	33% of wages less $500.00

Table 2-34. Puerto Rico State Tax Table.

RHODE ISLAND
STATE CODE: 44
Implementation Date: 1 Aug 1977
Amendment Date: 1 Feb 1998
One time entitlements are taxed at 7.6 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct number of exemptions claimed times $225.00.

Step 3. Compute the monthly SITW deduction from the following table based on result from Step 2.

RHODE ISLAND STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 221.00	$ 0.00 + 0%	$ 0.00
$ 221.00	$ 2,242.00	$ 0.00 + 4.1%	$ 221.00
$ 2,242.00	$ 4,788.00	$ 81.84 + 7.6%	$ 2,242.00
$ 4,788.00	$10,804.00	$ 274.31 + 8.4%	$ 4,788.00
$10,804.00	$23,333.00	$ 777.90 + 9.7%	$10,804.00
$23,333.00	And over	$1,995.74 + 10.7%	$23,333.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 538.00	$ 0.00 + 0%	$ 0.00
$ 538.00	$ 3,896.00	$ 0.00 + 4.1%	$ 538.00
$ 3,896.00	$ 8,038.00	$ 136.01 + 7.6%	$ 3,896.00
$ 8,038.00	$13,363.00	$ 449.12 + 8.4%	$ 8,038.00
$13,363.00	$23,571.00	$ 894.83 + 9.7%	$13,363.00
$23,571.00	And over	$1,887.08 + 10.7%	$23,571.00

Table 2-35. Rhode Island State Tax Table.

SOUTH CAROLINA
State Code: 45
Implementation Date: 1 Jul 1977
Amendment Date: 1 Feb 1998
One-time entitlements are taxed at 7 percent.

Step 1. Take the current month Federal taxable wages, and multiply by 12.

Step 2. Deduct:

a. Number of exemptions claimed times $2,300.00.

b. Additional exemption credit:

Single or married with 0 exemptions = $0

Single or married with 1 or more exemptions = $2,600.00, or 10 percent of federal taxable wages, whichever is less.

Step 3. Compute the annual SITW deduction from the following table based on result from Step 2.

SOUTH CAROLINA STATE TAX TABLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 2,000.00	$ 0.00 + 2%	$ 0.00
$ 2,000.00	$ 4,000.00	$ 40.00 + 3%	$ 2,000.00
$ 4,000.00	$ 6,000.00	$100.00 + 4%	$ 4,000.00
$ 6,000.00	$ 8,000.00	$180.00 + 5%	$ 6,000.00
$ 8,000.00	$10,000.00	$280.00 + 6%	$ 8,000.00
$10,000.00	And over	$400.00 + 7%	$10,000.00

Table 2-36. South Carolina State Tax Table.

Step 4. Divide result from Step 3 by 12. This is the monthly SITW deduction.

UTAH
STATE CODE: 49
Implementation Date: July 1, 1977
Amendment Date: 1 Feb 1998
One time entitlements are taxed at 6.7 percent

Step 1. Take the current month federal taxable wages.

Step 2. Deduct number of exemptions claimed times $135.00.

Step 3. Compute the monthly SITW deduction from the following table based on result from Step 2.

UTAH STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$174.00	$ 0.00 + 0%	$ 0.00
$174.00	$237.00	$ 0.00 + 2.3%	$174.00
$237.00	$299.00	$ 1.00 + 3.1%	$237.00
$299.00	$362.00	$ 3.00 + 3.9%	$299.00
$362.00	$424.00	$ 6.00 + 4.8%	$362.00
$424.00	$487.00	$ 9.00 + 5.6%	$424.00
$487.00	And over	$12.00 + 6.5%	$487.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$174.00	$ 0.00 + 0%	$ 0.00
$174.00	$299.00	$ 0.00 + 2.3%	$174.00
$299.00	$424.00	$ 3.00 + 3.1%	$299.00
$424.00	$549.00	$ 7.00 + 3.9%	$424.00
$549.00	$674.00	$12.00 + 4.8%	$549.00
$674.00	$799.00	$18.00 + 5.6%	$674.00
$799.00	And over	$25.00 + 6.5%	$799.00

Table 2-37. Utah State Tax Table.

VERMONT
State Code: 50
Implementation Date: 1 Jan 1990
Amendment Date: July 1, 1998
One time entitlements are taxed at 7 percent

Step 1. Take the current month Federal taxable wages.

Step 2. Deduct number of exemptions claimed times $225.00.

Step 3. Compute the monthly SITW deduction from the following table based on results from Step 2. (**NOTE**: Vermont is a **"must reside"** state. Withholding is based on federal taxable wages earned in the State of Vermont.)

VERMONT STATE TAX TABLE			
SINGLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 221.00	$ 0.00 + 0%	$ 0.00
$ 221.00	$ 2,242.00	$ 0.00 + 3.75%	$ 221.00
$ 2,242.00	$ 4,788.00	$ 75.79 + 7%	$ 2,242.00
$ 4,788.00	$10,804.00	$ 254.01 + 7.75%	$ 4,788.00
$10,804.00	$23,333.00	$ 720.25 + 9%	$10,804.00
$23,333.00	And over	$1,847.86 + 9.9%	$23,333.00
MARRIED			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 538.00	$ 0.00 + 0%	$ 0.00
$ 538.00	$ 3,896.00	$ 0.00 + 3.75%	$ 538.00
$ 3,896.00	$ 8,038.00	$ 125.93 + 7%	$ 3,896.00
$ 8,038.00	$13,363.00	$ 415.87 + 7.75%	$ 8,038.00
$13,363.00	$23,571.00	$ 828.55 + 9%	$13,363.00
$23,571.00	And over	$1,747.27 + 9.9%	$23,571.00

Table 2-38. Vermont State Tax Table.

VIRGINIA
State Code: 51
Implementation Date: Jul 1, 1977
Amendment Date: Mar 17, 1990
One-time entitlements are taxed at 4 percent.

Step 1. Take the current month federal taxable wages times 12.

Step 2. Deduct:

a. Standard deduction of $2,500.

b. Number of exemptions times $800.

Step 3. Compute the annual SITW deduction from the following table based on the result from Step 2.

VIRGINIA STATE TAX TABLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 3,000.00	$ 0.00 + 2%	$ 0.00
$ 3,000.00	$ 5,000.00	$ 60.00 + 3%	$ 3,000.00
$ 5,000.00	$17,000.00	$120.00 + 5%	$ 5,000.00
$17,000.00	And over	$720.00 + 5.75%	$17,000.00

Table 2-39. Virginia State Tax Table.

Step 4. Divide result from Step 3 by 12 to obtain the monthly SITW deduction.

WEST VIRGINIA
(Guard and Reserve)
State Code: 54
Implementation Date: Sep 1, 1991

1. Take the current month federal taxable wages.

2. Deduct $166.67 times the number of exemptions.

3. Compute the monthly SITW deduction from the following table.

WEST VIRGINIA STATE TAX TABLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 833.00	$ 0.00 + 3%	$ 0.00
$ 833.00	$2,083.00	$ 24.99 + 4%	$ 833.00
$2,083.00	$3,333.00	$ 74.99 + 4.5	$2,083.00
$3,333.00	$5,000.00	$131.24 + 6%	$3,333.00
$5,000.00	And over	$231.26 + 6.5%	$5,000.00

Table 2-40. West Virginia State Tax Table.

NOTE: This table is used exclusively for Guard and Reserve members and does not apply to Active Duty.

WISCONSIN
State Code: 55
Implementation Date: Aug 1, 1977
Amendment Date: May 1, 1988
One-time entitlements are taxed at 5 percent

Step 1. Take the current month federal taxable wages times 12.

Step 2. Deduct:

SINGLE: If Step 1 is less than $7,500: deduct $3,900.
If Step 1 is $7,500 but less than $40,000: deduct $3,900 minus 12% of excess over $7,500.
If Step 1 equals $40,000 or more: deduct $0.00

MARRIED: If step 1 is less than $10,000: deduct $5,100.
If step 1 is $10,000 but less than $35,500: deduct $5,100 minus 20% of excess over $10,000.
If step 1 equals $35,500 or more: deduct $0.00

Step 3. Compute the annual SITW deduction using table.

WISCONSIN STATE TAX TABLE			
If the amount of wages is:		Then the amount to withhold is:	
OVER	BUT NOT OVER	TAX RATE	OF EXCESS OVER:
$ 0.00	$ 7,500.00	$ 0.00 + 4.9%	$ 0.00
$ 7,500.00	$15,000.00	$367.50 + 6.55%	$ 7,500.00
$15,000.00	And over	$858.75 + 6.93%	$15,000.00

Table 2-41. Wisconsin State Tax Table.

Step 4. Deduct from number of exemptions claimed times $20 from the result of Step 3.

Step 5. Divide the result from step 4 by 12 to obtain the monthly SITW withholding amount.

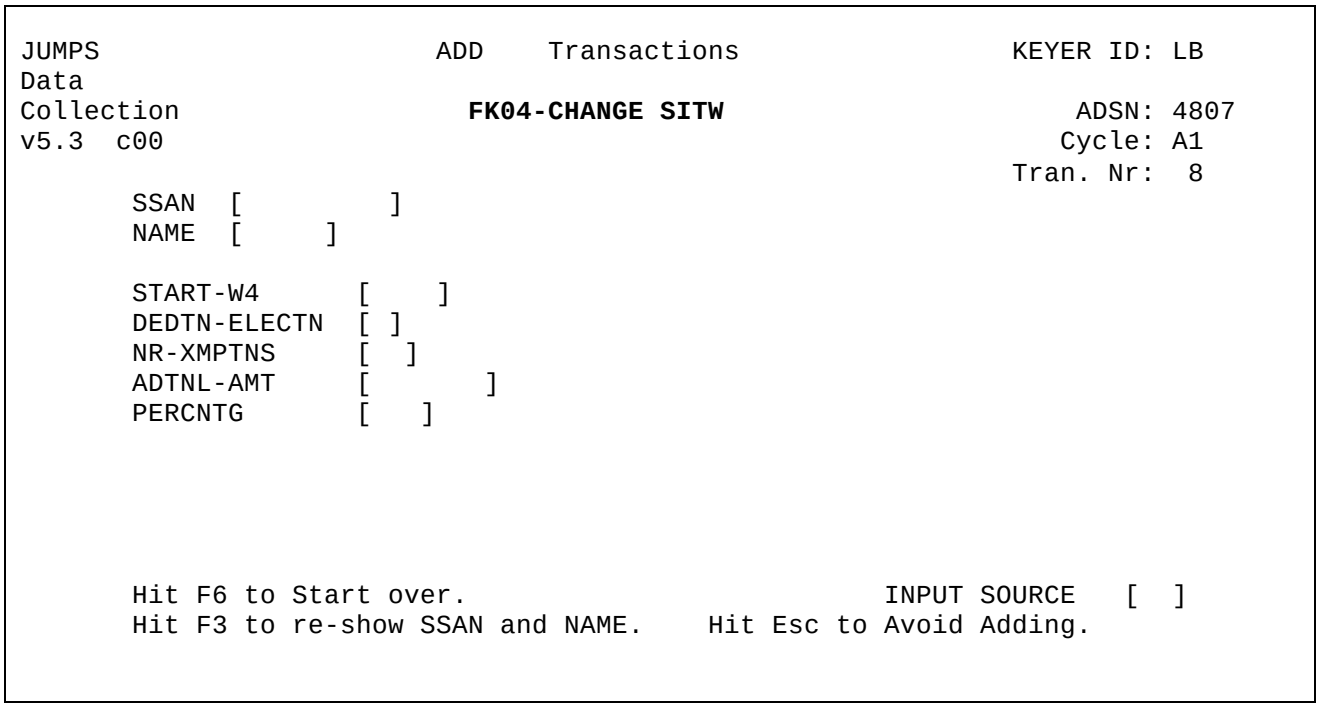


Figure 2-1. FK04 Change State Tax Withholding transaction.

DATA ELEMENTS	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
START-W4	Date to start the state withholding, in **YYMM** format. Must be equal to current or next processing month.
DEDTN-ELECTN	Marital Status election. Applicable codes are: **M**: Married. **S**: Single. **N**: Used for states that require member to be residing in the state before state taxes are withheld. Currently, this is **Vermont (50)** only. **Blank**: member is resident of a foreign country, or when not applicable.
NR-XMPTNS	Number of dependent exemptions member is claiming. Zero-fill to the left if necessary.
ADTNL-AMT	If member desires an additional amount withheld as state tax, and has indicated the amount on the state tax form, input the additional withholding amount. Zero-fill to the left if necessary. Otherwise, tab through.
PERCNTG	Used for members claiming Arizona for state tax purposes. Indicates the percentage of federal income tax withholding. If federal wages are less than $15,000.00, applicable percentages are: 100, 200, 220, 280, or 320. If federal wages are more than $15,000.00, applicable percentages are: 200, 220, 280, or 320. If not applicable, tab through.

Table 2-42. Explanation of FK04 data elements.

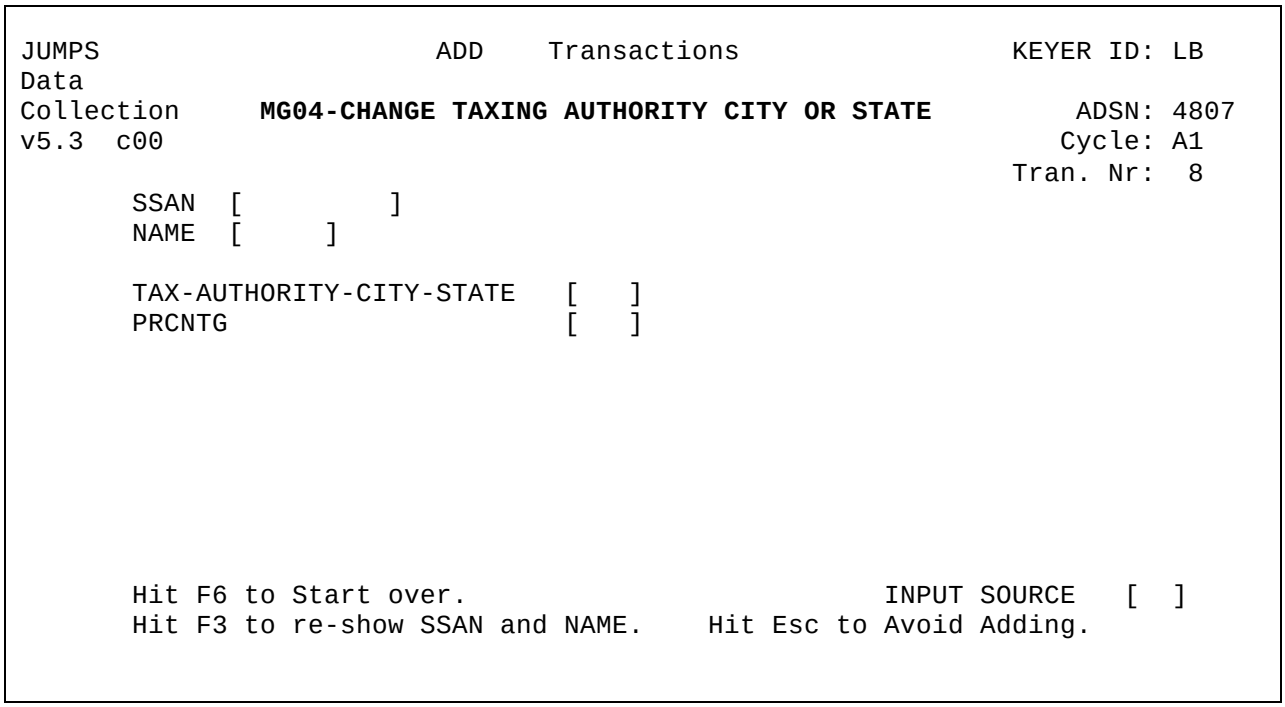


Figure 2-2. MG04 Change State Tax Authority transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
TAX-AUTHORITY-CITY-STATE	Code that identifies the state that the member is claiming for state of legal residence. Applicable codes are listed in **Table 2-1** in this chapter. If member is claiming **Vermont (50)**, and he is not residing in the state, you must change the SITW deduction election to **N** with an **FK04** transaction to prevent deduction of SITW.
PRCNTG	Used for members claiming **Arizona (04)** for state tax purposes. Indicates the percentage of federal income tax withholding. If federal wages are less than $15,000.00, applicable percentages are: **100**, **200, 220, 280,** or **320**. If federal wages are more than $15,000.00, applicable percentages are: **200**, **220, 280,** or **320**. If not applicable, tab through.

Table 2-43. Explanation of MG04 data elements.

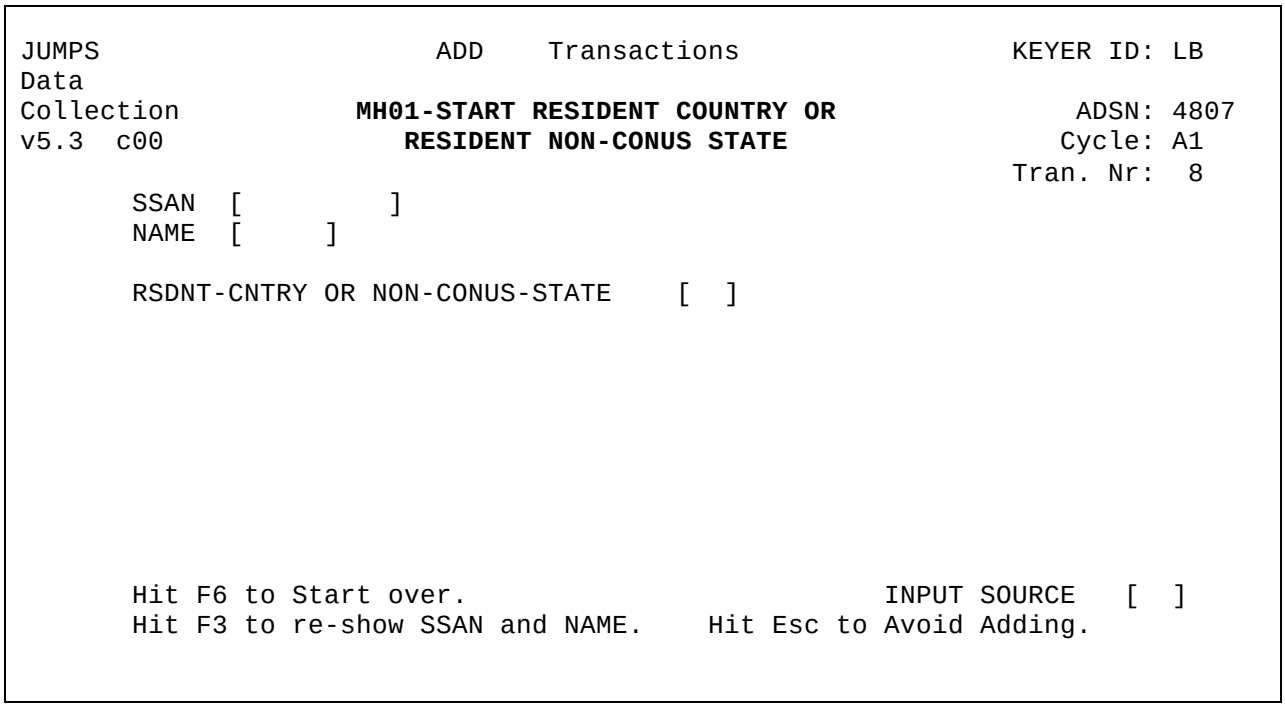


Figure 2-3. MH01 Start Resident Country or Non-CONUS State transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
RSDNT-CNTRY OR NON-CONUS-STATE	Enter the applicable country code (See Appendix C) if resident of a foreign country, or the following codes for Non-CONUS states: **Alaska**: 02 **Hawaii**: 15

Table 2-44. Explanation of MH01 data elements.

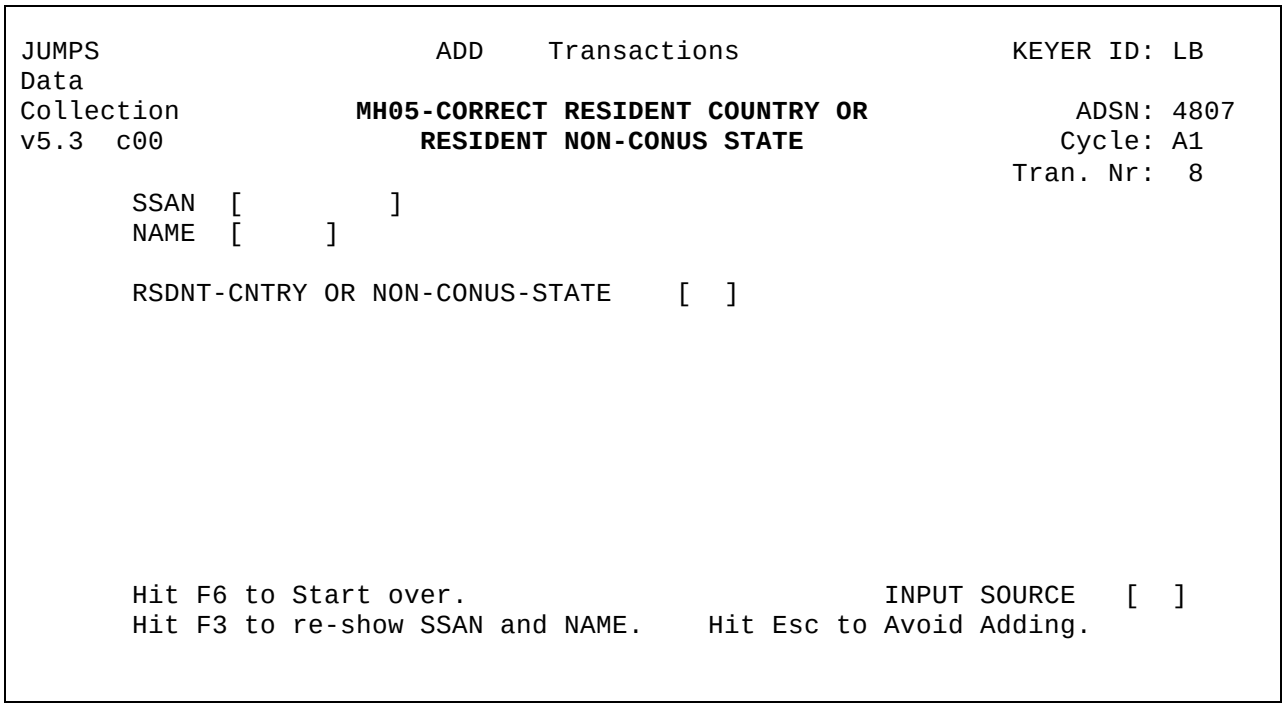


Figure 2-4. MH05 Correct Resident Country or Non-CONUS State transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
RSDNT-CNTRY OR NON-CONUS-STATE	Enter the new applicable country code (See Appendix C) if resident of a foreign country, or the following codes for Non-CONUS states: **Alaska**: 02 **Hawaii**: 15

Table 2-45. Explanation of MH05 data elements.

ARMED FORCES RETIREMENT HOME (AFRH) DEDUCTION

4-1. Description: Deductions for Armed Forces Retirement Home (AFRH) apply to enlisted members and warrant officers serving in the Regular Army. See the DoDFMR, Volume 7A, for amount of deduction and requirements.

4-2. Deduction:

a. Establishment. AFRH is driven by event processing only. The deduction is established by accession processing for regular Army members (service component of R). The deduction starts automatically effective the month of the date of entry on active duty. No other input transaction is required.

b. Amount Changes. Secretaries of the Army and Air Force may change the deduction amount if recommended by the Board of Commissioners of the home. The current monthly deduction amount is $.50. The servicing DFAS center will make any changes and notify the Finance Offices when a mass-rate change is directed.

c. Discontinuance. Deductions are suspended when the service member is in a non-pay status in excess of thirty days or when in excess leave status. The deduction is stopped only upon separation from active duty. No other input transaction is required.

FAMILY MEMBER DENTAL PLAN

4-3-1. DESCRIPTIVE BACKGROUND INFORMATION.

a. This section of the MPPM defines procedures concerning the Active Duty TRICARE Family Member Dental Plan (TFMDP). (Prior to May 1995, the plan was referred to as Dependent Dental Plan (DDP)). Servicing Finance Offices (FO) are to adhere to the following information to process TFMDP transactions. Procedures covering eligibility and deduction criteria are contained in the DoDFMR, Volume 7A, Chapter 54.

b. DDP was established in 1986 by an act of Congress. All family members (located in the 50 states, the District of Columbia, the US Virgin Islands, Guam and Puerto Rico) who were eligible for Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) benefits were included. All eligible dependents must be correctly entered in the Defense Enrollment Eligibility Reporting System (DEERS). The program has two basic plans;

(1) Single Plan is for members with a spouse or one authorized (DEERS eligible) dependent.

(2) Family Plan is for members with more than one authorized (DEERS eligible) dependent.

c. Once TFMDP is elected by the member, the monthly rate of deduction is based upon the plan authorized (DEERS eligibility).

d. The TRICARE Management Activity (TMA), formerly OCHAMPUS, developed the program and is the office of primary responsibility for the contractor.

e. The Department of the Army, US Total Army Personnel Agency (Provisional) (PERSCOM) is responsible for the TFMDP for the Army. Post Installation and Community Commanders are the responsible offices for Army personnel. It is the responsibility of the Battalion S1 - Personnel Section (BNS1) to;

(1) provide members information regarding the plan.

(2) assist members in completing the correct form for enrollment.

(3) ensure DEERS accounts are compatible with the plan selected and provide the DEERS Support Office (DSO) with documentation to update the DEERS Dental Enrollment File, when applicable.

(4) sends FO the correct documentation to process premium deductions through the Defense Joint Military Pay System (DJMS).

f. The Defense Finance and Accounting Service (DFAS) is responsible for the collection of premiums, via master military pay account (MMPA) deductions (DC transaction). DFAS is also responsible for the

maintenance of premium information for all enrollees through transactions input by finance and recorded in DJMS.

g. The Defense Manpower Data Center (DMDC) maintains the database for DEERS. The information contained in the DEERS DENTAL ENROLLMENT FILE is **ALWAYS** the determining factor as to the eligibility and deduction rates for TFMDP. Family members MUST be properly recorded in the DEERS Dental ENROLLMENT File **PRIOR** to the member enrolling in TFMDP. The sponsor and family members must also maintain valid ID Cards before treatment can be rendered. It is the responsibility of the sponsor to ensure DEERS information is correct and up-to-date.

(1) Each month, DMDC receives a tape from DFAS that contains MMPA premium data for each soldier participating in TFMDP.

(2) If the premium data sent to DMDC is not compatible with the information contained on the DEERS Dental Enrollment File, DMDC prepares and transmits a monthly age change tape back to DFAS. This reconciliation tape will generate a DJMS input transaction to change or cancel MMPA DC enrollment codes and premium deduction codes to agree with the DEERS Dental Enrollment File.

h. Because of the DMDC/DFAS reconciliation tape transfer process (described above), it is IMPERATIVE that ALL members ensure their DEERS and Dental ENROLLMENT File is kept up to date, dependents ID Cards are current, and all changes are promptly reported by the member's Personnel Servicing Center via RAPIDS. Because of all the specific rules of TFMDP, all enrollments, changes, and disenrollments MUST be completed with the assistance of the member's battalion S-1. This is to ensure DEERS is updated BEFORE forwarding documents to finance and confirms the member meets the program rules before enrolling in, making changes to or disenrolling from TFMDP.

4-3-2. PROCEDURES.

a. All TFMDP premium deductions MUST be processed through the DJMS Active Component (AC) via a **DC** transaction. This is essential to the DMDC/DFAS monthly reconciliation tape process. Finance should only input **DC** start and stop transaction from verified, substantiating documents received from the sponsor's battalion S-1.

b. **The MINIMUM period of enrollment for TFMDP is 24 months**. The member must have 24 months remaining in the Army, on active duty status, to be eligible for the plan. During this period a member may NOT voluntarily disenroll except under the conditions discussed in section 5404 of the DoDFMR.

c. **DEPENDENTS CANNOT BE SELECTIVELY ENROLLED**! If any DEERS eligible dependent member age four and above (spouse and dependent children) residing in the family's household is enrolled, all eligible dependents in the family household must be enrolled. However, provisions are provided for dependents that are remotely located from the member or when a member has legal authorization to selectively enroll dependents.

d. Currently, there are two different enrollment forms used for TFMDP.

(1) A **DD Form 2494** (TRICARE Active Duty Family Member Dental Plan Enrollment Election) is completed for a member wishing to enroll all DEERS eligible dependents in TFMDP. The FO, using the DD Form 2494 received from the member's battalion S-1, inputs data to DJMS.

(2) A **DD Form 2494-1** (Supplemental TRICARE Active Duty Family Member Dental Plan Enrollment Election) is completed for a member wishing to enroll DEERS eligible remotely located dependent(s) in TFMDP. This form is used when dependent(s) **DO NOT reside with the sponsor** or when a member has legal authorization to selectively enroll one or more eligible dependent(s). The member will list only those dependents wishing TFMDP enrollment on the DD Form 2494-1. The FO, using the DD Form 2494-1, received from the member's battalion S-1, inputs data to DJMS. The BNS1 must also provide DMDC with a copy of the DD Form 2494-1 to update the DEERS Dental ENROLLMENT File.

e. The following DJMS Format-ID and Action Indicators are used for TFMDP;

(1) A **DC01** is input to START a continuing deduction period. The effective date for coverage is the month following the start date shown on the MMPA. Enrollment codes used for a TFMDP start transaction are:

1 = One DEERS eligible dependent who is at least four years of age

2 = More that one DEERS eligible dependent

3 = One DEERS eligible dependent who is under the age of four

5 = One DEERS eligible dependent, any age, who is remotely located from other family members NOT enrolled in TFMDP

6 = More than one DEERS eligible dependent, any age, who are remotely located from other family members NOT enrolled in TFMDP

R = Overseas returnee, less than 24 months active service remaining, with one DEERS eligible dependent

S = Overseas returnee, less than 24 months active service remaining, with more than one DEERS eligible dependents

T = Overseas returnee, less than 24 months active service remaining, with one DEERS eligible dependent, any age, who is remotely located from other family members who are NOT enrolled in TFMDP

U = Overseas returnee, less than 24 months active service remaining, with more than one DEERS eligible dependent, any age, who are remotely located from other family members who are NOT enrolled in TFMDP

NOTE: When a DEERS eligible dependent, under age four, becomes four years of age, no action is required by the member. DEERS will automatically send a premium code change, through the monthly age change tape, to cover that dependent.

(2) A **DC02** is input to STOP a TFMDP deduction. Coverage stops at the end of the month of the stop date. A withdrawal reason code must be input to stop the monthly premium deduction. **NOTE:** Withdrawal reason codes **H** and **X** are invalid codes and should **NEVER** be used. For the following values, the sponsor must have completed the 24 month contract period **BEFORE** completing and submitting documentation to request a stop transaction.

A = Sponsor dissatisfied with benefits package

B = Sponsor dissatisfied with claims processing

C = Sponsor dissatisfied with the quality of treatment received

D = Sponsor dissatisfied with premium amount paid (this cancellation code was used for program enhancements in April 1994)

E = Sponsor satisfied, but disenrolling for personal reasons

For the following values, the sponsor DOES NOT have to complete the 24 month contract period before disenrolling**. NOTE**: If a record has a withdrawal reason of **J**, the value will be changed to **2**.

F = Sponsor's duty station changed to OCONUS (area where TFMDP is not available)

G = Sponsor's duty station changes CONUS to CONUS to station which provides dental care for dependents

J = Sponsor no longer has DEERS eligible dependents for TFMDP

The following values are **SYSTEM GENERATED** disenrollment codes. **NOTE**: If a record has a withdrawal reason of **N**, the value will be changed to **1**.

I = Sponsor deceased

N = Sponsor in Non-Pay Status

O = Sponsor separated or retired

P = Withdrawal generated via DEERS tape change (system

generated). Input ADSN will show as **3883**. This indicates the soldier's MMPA and DEERS are NOT compatible. When a soldier's servicing finance office detects this withdrawal code, the soldier should be advised to verify the accuracy of their DEERS account and take appropriate action to ensure necessary corrections are processed.

(3) A **DC04** is input to CHANGE an existing open **DC** deduction reason code. **FUTURE ITEM - NOT FOR USE AT THIS TIME.**

(4) A **DC05** is input to CORRECT a dental account. **DC05** is used by DFAS-IN, AC Processing to correct;

(a) the effective date, enrollment date, or the deduction reason code of a variable open DC entry.

(b) the effective date and/or stop date, enrollment/withdrawal date, or the premium deduction reason of a closed DC entry.

(5) A **DC06** is input to CANCEL a dental account.

4-3-3. TFMDP UNIQUE INFORMATION.

a. When a separating member does not separate as scheduled, due to circumstances such as being placed on medical hold, etc., the extension transactions processed to extend the memkber on active duty DOES NOT restart TFMDP. Therefore, to ensure continuous coverage it is essential to input a DC01 to restart TFMDP with a start date effective the month after the DC stop date shown in DJMS.

b. TFMDP deductions are based on the input from two different sources;

(1) normal input by finance. This includes the input of documents received from the battalion S-1 and corrective input to adjust DJMS accounts input by FO and DFAS-IN AC Processing Division.

(2) input generated by the DMDC/DFAS monthly reconciliation tape. This input will show as input by Accounting and Disbursing Symbol Number (ADSN) **3883**, over-rides current DJMS MMPA data, and will generate a withdrawal reason code '**P**'. Whenever DJMS Transaction History shows a **DC** entry with ADSN **3883** it indicates the member's MMPA data and their DEERS Dental Enrollment data are NOT compatible.

c. When a member's TFMDP is stopped or changed by an ADSN 3883 transaction it is imperative they contact their Personnel Service Center (DEERS Coordinator) and the DEERS Support Office, Seaside California. The sponsor's DEERS Dental Enrollment File must be correct BEFORE finance can take appropriate action to correct the MMPA.

d. When the field cannot process a transaction (i.e., retroactive adjustments), they must send an email message to their DFAS-IN, AC Processing Team for input/corrective action.

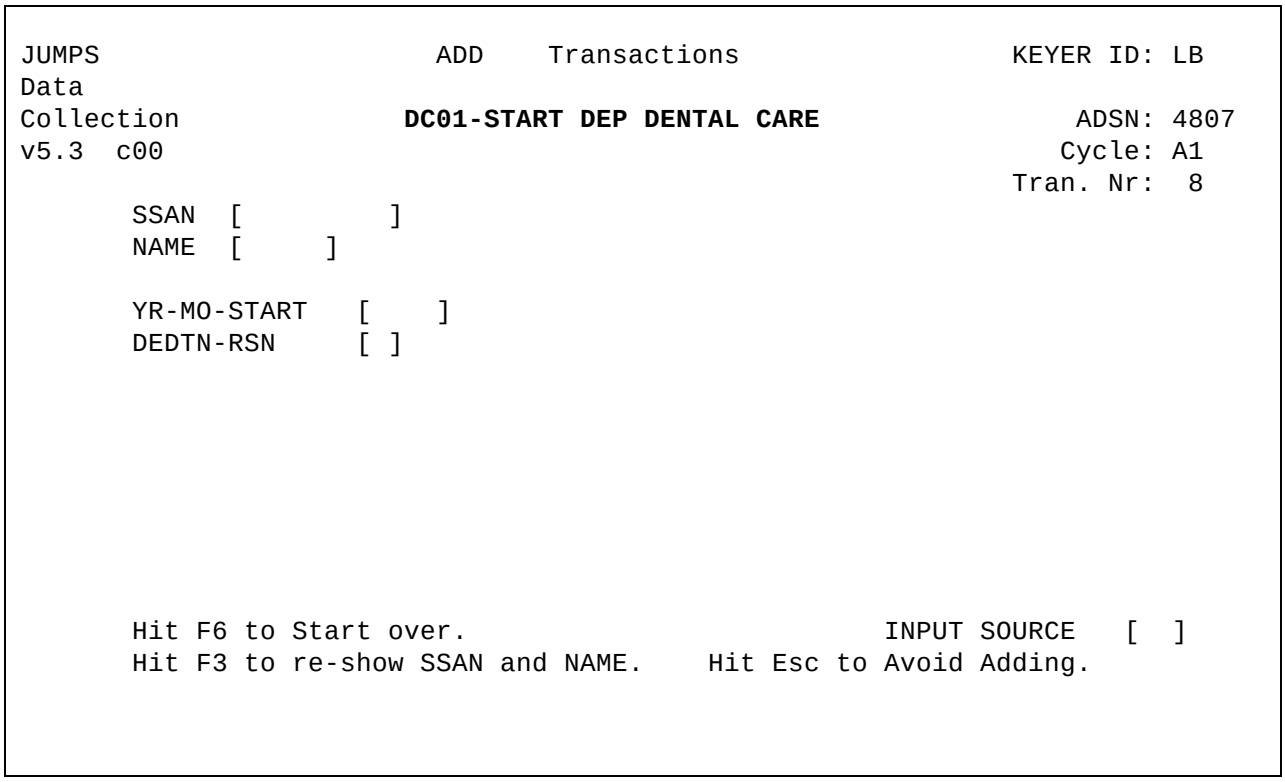


Figure 4-3-1. DC01 Start Dependent Dental Care transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
YR-MO-START	Effective date to start the dental deduction, in **YYMM** format. Must be equal to or less than current date and greater than **8707**.
DEDTN-RSN	Reason code explaining why member is enrolled in TFMDP and\or the type of dependent recognized by DEERS for the TFMDP. Applicable codes are: **1**: one DEERS-eligible dependent who is at least 4 years of age. **2**: more than one DEERS-eligible dependent. **3**: one DEERS-eligible dependent who is under y years of age. **5**: one DEERS-eligible dependent, any age, who is remotely located from other family members not enrolled in TFMDP. **6**: more than one DEERS-eligible dependent, any age, who are remotely located from other family members not enrolled in TFMDP. **R**: overseas returnee, with less than 24 months active service

	Remaining, with one DEERS-eligible dependent. **S**: overseas returnee, with less than 24 months active service Remaining, with more than one DEERS-eligible dependent. **T**: overseas returnee, with less than 24 months active service Remaining, with one DEERS-eligible dependent, any age, who is remotely located from other family members who are not enrolled in TFMDP. **U**: overseas returnee, with less than 24 months active service Remaining, with more than one DEERS-eligible dependent, any age, who are remotely located from other family members who are not enrolled in TFMDP.

Table 4-3-1. Explanation of DC01 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection              DC02-STOP DEP DENTAL CARE                 ADSN: 4807
v5.3  c00                                                        Cycle: A1
                                                                 Tran. Nr:  8
       SSAN  [         ]
       NAME  [     ]

       YR-MO-STOP   [    ]
       WTHDRL-RSN   [ ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 4-3-2. DC02 Stop Depenfdent Dental Care transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security number.
NAME	First five characters of member’s last name.
YR-MO-STOP	Effective date to stop the dental deduction, in **YYMM** format. Must be equal to or less than current date.
WTHDRL-RSN	Withdrawal reason code, explaining why member is withdrawing from the TFMDP. Applicable codes are: ******* Members who must complete the 24 month contract period ******* **A**: sponsor dissatisfied with benefits package. **B**: sponsor dissatisfied with claims processing. **C**: sponsor dissatisfied with the quality of treatment

	Received. **D**: sponsor dissatisfied with premium amount paid **E**: sponsor satisfied, but disenrolling for personal reasons. ***Members do not have to complete 24 month contract period*** **F**: sponsor's duty station changed to OCONUS (area where TFMDP is not available) **G**: sponsor's duty station changed from CONUS to CONUS station Where dependent dental care is provided. **J**: sponsor no longer has DEERS-eligible dependents for TFMDP.

Table 4-3-2. Explanation of DC02 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection            DC04-CHANGE DEP DENTAL CARE                 ADSN: 4807
v5.3  c00                                                        Cycle: A1
                                                                 Tran. Nr:  8
       SSAN  [         ]
       NAME  [     ]

       YR-MO-START   [    ]
       DEDTN-RSN     [ ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 4-3-3. DC04 Change Dependent Dental Care transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
YR-MO-START	Effective date to start the dental deduction, in **YYMM** format. Must be equal to or less than current date and greater than **8707**.

DEDTN-RSN	New reason code explaining why member is changing the enrollment in TFMDP and\or the type of dependent recognized by DEERS for the TFMDP. Applicable codes are: **1**: one DEERS-eligible dependent who is at least 4 years of age. **2**: more than one DEERS-eligible dependent. **3**: one DEERS-eligible dependent who is under y years of age. **5**: one DEERS-eligible dependent, any age, who is remotely located from other family members not enrolled in TFMDP. **6**: more than one DEERS-eligible dependent, any age, who are remotely located from other family members not enrolled in TFMDP. **R**: overseas returnee, with less than 24 months active service Remaining, with one DEERS-eligible dependent. **S**: overseas returnee, with less than 24 months active service Remaining, with more than one DEERS-eligible dependent. **T**: overseas returnee, with less than 24 months active service Remaining, with one DEERS-eligible dependent, any age, who is remotely located from other family members who are not enrolled in TFMDP. **U**: overseas returnee, with less than 24 months active service Remaining, with more than one DEERS-eligible dependent, any age, who are remotely located from other family members who are not enrolled in TFMDP.

Table 4-3-3. Explanation of DC04 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection            DC05-CORRECT DENTAL DEDUCTION              ADSN: 4807
v5.3  c00                                                       Cycle: A1
                                                               Tran. Nr:  8
       SSAN  [         ]
       NAME  [     ]

       YR-MO-START         [    ]
       YR-MO-STOP          [    ]
       DEDTN-RSN           [ ]
       PRIOR-YR-MO-START   [    ]
       PRIOR-YR-MO-STOP    [    ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 4-3-4. DC05 Correct Dental Deduction transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
YR-MO-START	Correct effective date to start the dental deduction, in **YYMM** format. If not correcting the start date, use the start date recorded in the DC entry on the MMPA.
YR-MO-STOP	Correct effective date to stop the dental deduction, in **YYMM** format. If not correcting the stop date, or if stop date is not applicable, tab through or zero-fill.
DEDTN-RSN	Reason code explaining why member is enrolled in TFMDP and\or the type of dependent recognized by DEERS for the TFMDP. Applicable codes are: **1**: one DEERS-eligible dependent who is at least 4 years of age. **2**: more than one DEERS-eligible dependent. **3**: one DEERS-eligible dependent who is under y years of age. **5**: one DEERS-eligible dependent, any age, who is remotely located from other family members not enrolled in TFMDP. **6**: more than one DEERS-eligible dependent, any age, who are remotely located from other family members not enrolled in TFMDP. **R**: overseas returnee, with less than 24 months active service remaining, with one DEERS-eligible dependent. **S**: overseas returnee, with less than 24 months active service remaining, with more than one DEERS-eligible dependent. **T**: overseas returnee, with less than 24 months active service remaining, with one DEERS-eligible dependent, any age, who is remotely located from other family members who are not enrolled in TFMDP. **U**: overseas returnee, with less than 24 months active service remaining, with more than one DEERS-eligible dependent, any age, who are remotely located from other family members who are not enrolled in TFMDP.
PRIOR-YR-MO-START	Effective date of start transaction being corrected, in **YYMM** format.
PRIOR-YR-MO-STOP	Effective date of stop transaction being corrected, in **YYMM** format. If not applicable, tab through or zero-fill.

Table 4-3-4. Explanation of DC05 data elements.

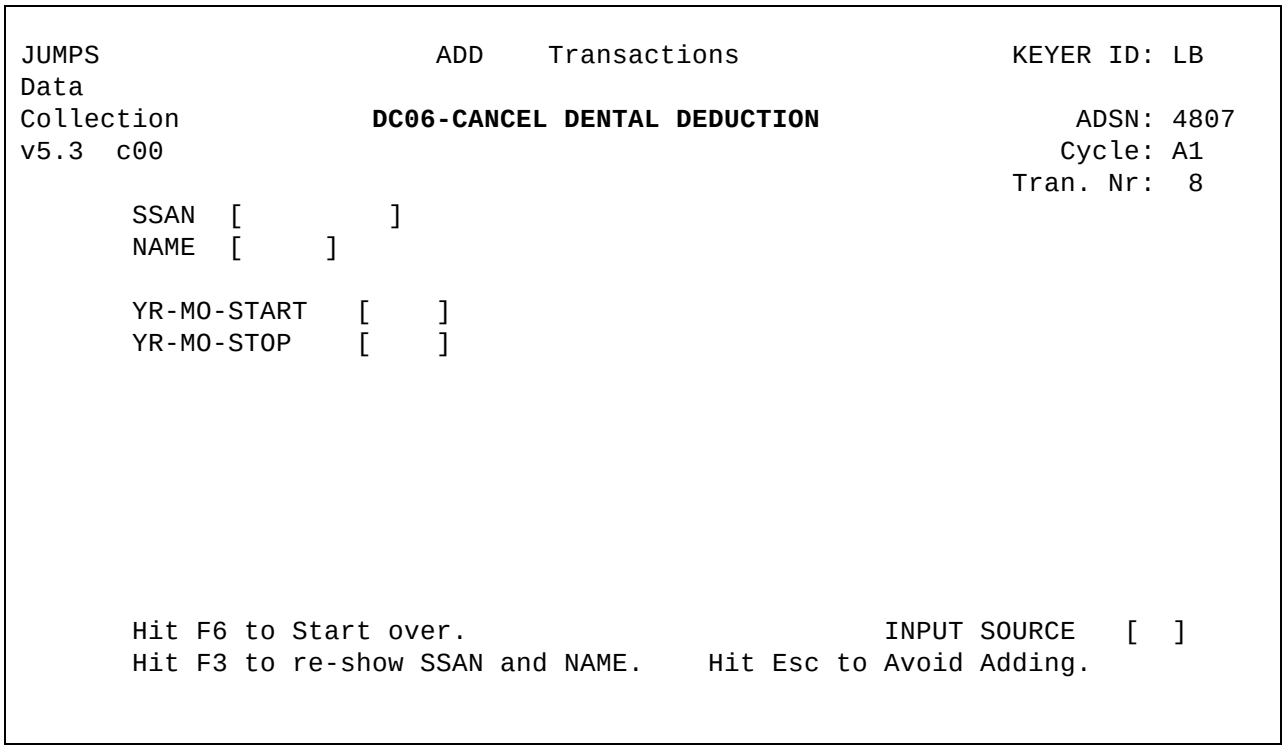


Figure 4-3-5. DC06 Cancel Dental Deduction transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
YR-MO-START	Start date exactly as shown in the **START** transaction being cancelled. If canceling a **STOP** transaction, use the effective date shown in the current open **DC** entry on the MMPA.
YR-MO-STOP	Stop date exactly as shown in the STOP transaction being cancelled. If not applicable, tab through or zero-fill.

Table 4-3-5. Explanation of DC06 data elements.

5-Year Tax History System

8-1. GENERAL INFORMATION.

a. The 5-YEAR TAX HISTORY System (**5YR**) is an on-line system providing an efficient means to reissue Treasury Department (**TD**) Forms **W-2** and **W-2c**, both at local field finance offices and at Central Site, and the original issuance of TD Forms W-2c. Accessible through CICS, the 5YR system has a variety of options available for inquiry, reproduction, and update of wage and tax statements.

b. The data file will contain wages and deductions for Federal, Social Security, Medicare and state (if applicable), for current calendar year minus 1, plus the 4 immediately preceding calendar years. Currently, locality tax data is not available, but may be added in the future. Inquiries and reissues can be accomplished for the current calendar year minus 1, plus the 4 immediately preceding calendar years only. The 6th and 7th (if applicable) previous calendar years will be available for batch inquiry only (**PCN UH099C203**). Records within the file will be for active duty (which includes separated members, cadets, and Navy midshipmen) and reserve (which includes guard/reserve, ROTC, and HPIP) members.

c. The system is updated daily in conjunction with the DJMS-AC update. If there is no DJMS-AC update, there will not be a 5YR update. For active duty (which includes cadets and first year separated) accounts, a member's file can be updated two ways. One is by mechanical change records created through the DJMS-AC update, such as **FN05** transactions to update wages, **FR05** transactions to correct YTD taxable wages (moving from one year to another), **LF04** and **SC04** transactions to update the address, or **LC04** and **LG04** transactions to update the ADSN and PACIDN/ORG/UIC, respectively. The other is by on-line changes which can only be made in certain instances and only by authorized personnel at Central Site, and can only be done for 2nd through 5th prior year accounts with the exception of SSAN, NAME, and PENSION PLAN changes for 1st prior year active duty accounts. For guard and/or reserve accounts, all changes must be made through the on-line option at Central Site.

d. Central Site reissue requests will be printed on a daily basis. Issuance of an original TD Form W-2c from a change made to a member's account will be as requested by the responsible office at Central Site. During the peak tax season, each service may establish its own priority for printing. Refer to your point of contact at Central Site for a print schedule.

e. Instructions to access subsequent screens by using Program Function (**PF**) keys are provided at the bottom of each screen. See Table **8-2** complete descriptions of <**PF**> key functions. Edit and informational messages are also provided at the bottom of the screens to alert the user of an error or of any particular condition that may exist with the requested record. Table **8-3** lists the various Information and Edit messages. On-line HELP is available through the use of HELP screens when use of the screen is not obvious for all functions. Extensive use

of HELP screens allows the user to get immediate answers to questions without leaving the work station to retrieve a manual.

f. This guide assumes users are familiar with sign-on procedures to the mainframe computer and have access to CICS programs. Additionally, some familiarity with computer systems and personal computers is assumed as <**PF**> keys differ from one terminal to another. Users should be familiar with function keys on their individual machines.

8-2. ACCESS TO THE SYSTEM

a. Access to the 5YR system is controlled within the user's security profile. Each user is assigned an access level based on where the user is located (local field finance office or Central Site), and the access that user's position requires.

b. The following are procedures for signing on to the system for local finance office access:

1) Sign on to CICS.

2) At the next screen, type the appropriate transaction identification code (**Tran ID**) you are authorized to use and press **<ENTER>**. The following are the Tran ID codes and the options associated with each. An explanation of these Tran ID codes and options relating to each are described in detail further in this document.

a) **JLAA** - Option 1, 2, and 3. This access is for all users worldwide, including central site military pay operations. Reissues requests using this access defaults to local reissue.

b) **JLCA** - Option 1, 2, 3 and 4. This access was designed for use by those Navy field sites which do not have local reissue capability. Reissue requests using this access default to central site. Currently Navy field sites are not using this option.

c) **JLAZ** - All users will have access to this code. This Tran ID is used for data recovery purposes only.

3) All Tran IDs have the **X - EXIT** option.

4) HELP screens are available for each option and field within each option. To access the HELP screen, place the cursor at the beginning of a field and press **ALT/1** (or the <**PF1**> key or **SHIFT <PF1>**, depending on your system). HELP screens provide information about the option or all authorized entries for the particular field in question. To return to the 5YR screen from any HELP screen, press the **CLR** key (or <**F2>** or **Pause/Break** key, depending on your system).

8-3. PROCEDURES FOR USE

a. All field finance offices and most Central Site users can access the 5YR via Tran ID **JLAA**. When entered, the following menu is displayed:

```
5-YEAR TAX HISTORY MAIN MENU                          JLAA


                          ENTER REQUEST:

                             1 - INQUIRY

                             2 - REISSUE

                             3 - MAILING HISTORY


                             X - EXIT


      KEYS:  <ENTER>: CONTINUE      <PF1>:HELP      <PF3>: EXIT
```

Figure 8-1. JLAA 5-Year Tax History Main Menu screen.

b. Upon entering this screen, the cursor is sitting in the ENTER REQUEST field. Key in the desired option and press **<ENTER>**. If the message **5-YEAR TAX HISTORY UNAVAILABLE - UPDATE IN PROGRESS** appears at the bottom of the screen, the system is unavailable. When you see this message, sign off and try again later.

c. Navy local finance offices which do not have access to the Offline Control Reporting System will access the 5YR via Tran ID **JLCA**. When entered, the following menu is displayed:

```
5-YEAR TAX HISTORY MAIN MENU                          JLCA

                          ENTER REQUEST:

                             1 - INQUIRY

                             2 - REISSUE

                             3 - MAILING HISTORY

                             4 – CORRECTION


                             X – EXIT


      KEYS:  <ENTER>: CONTINUE      <PF1>:HELP      <PF3>: EXIT
```

Figure 8-2. JLCA 5-Year Tax History Main Menu screen.

d. **JLCA** gives the same options as **JLAA**, except that Correction is added. Corrections are discussed in the Central Site Users Manual. This transaction ID was originally opened for those Navy sites, including Annapolis, which did not have local reissue capability, therefore the default was Central Site Reissue. This transaction ID will probably be disabled in the future.

8-4. Available options within 5YR:

a. **Option 1 - INQUIRY**: This option allows inquiry to a member's record of Federal wages and taxes. State taxable wages and deductions are provided on subsequent screen(s) within this option, if applicable. The following screen is displayed when entering this option from either the **JLAA** or **JLCA** Main Menu:

```
5-YEAR TAX HISTORY INQUIRY (FEDERAL)                    JLAB

SSAN (OR CMD):            YEAR OF REQUEST:       SERVICE -> BRANCH:   COMP:
(X-EXIT, S-STATE, N-NEXT, P-PREV, R-REISSUE)
PRINT:     NAME:
                (FOR PRINT)

           NAME:
        ADDRESS:




       FEDERAL WAGES:                  SOCIAL SECURITY WAGES:
      FEDERAL DEDUCT:                 SOCIAL SECURITY DEDUCT:
      MEDICARE WAGES:
     MEDICARE DEDUCT:
 ADVANCED EIC PAYMENT:                        NON TAXABLE EIC:
        PENSION PLAN:                          SERVICING ADSN:



 KEYS: <ENTER>: CONT.  <PF1>: HELP  <PF2>: REISSUE  <PF3>: EXIT  <PF5>:STATE
        <PF6>: CANCEL <PF7>: PREV  <PF8>: NEXT     <PF9>: PRINT
```

Figure 8-3. JLAA/JLCA 5-Year Tax History Inquiry screen.

1) Upon entering this screen, the cursor appears in the **SSAN (OR CMD)** field. To make an inquiry, enter the **SSAN**, **YEAR OF REQUEST**, **SERVICE BRANCH**, **COMPONENT**, and press **<ENTER>**. Appropriate **SERVICE BRANCH** codes are found in **Table 8-1**. The screen above will now display the most current applicable Federal tax information. **NOTE**: If the inquiry is being made for a 6th and 7th prior year account (when those years are available), refer to paragraph **8-1(b)**. No information will appear on the screen for the 6th and 7th prior year accounts.

2) When an account contains more than one tax record (processed tax

changes) on file, the following messages will appear near the bottom of the screen:

***** THIS RECORD WAS CHANGED ON XX/XX/XX BY (USERID) *****
***** THIS MEMBER HAS CORRECTIONS - THERE ARE ADDITIONAL RECORDS *****

3) These changes can be viewed by typing **N** for Next or **P** for Previous in the **SSAN (OR CMD)** field, or by using the **<PF7>** (Previous) or **<PF8>** (Next) keys. Changes will be viewed in descending order by processing date. If the TD Form W-2c has not been issued for the change appearing on the screen, the following message will be displayed:

*****CENTRAL SITE ISSUE PENDING*****

4) After viewing Federal tax information, the user may select State information by entering an **S** in the **SSAN(OR CMD)** field or pressing the **<PF5>** key. See Table **8-2** for complete list of **PF** key descriptions. The following screen will be displayed:

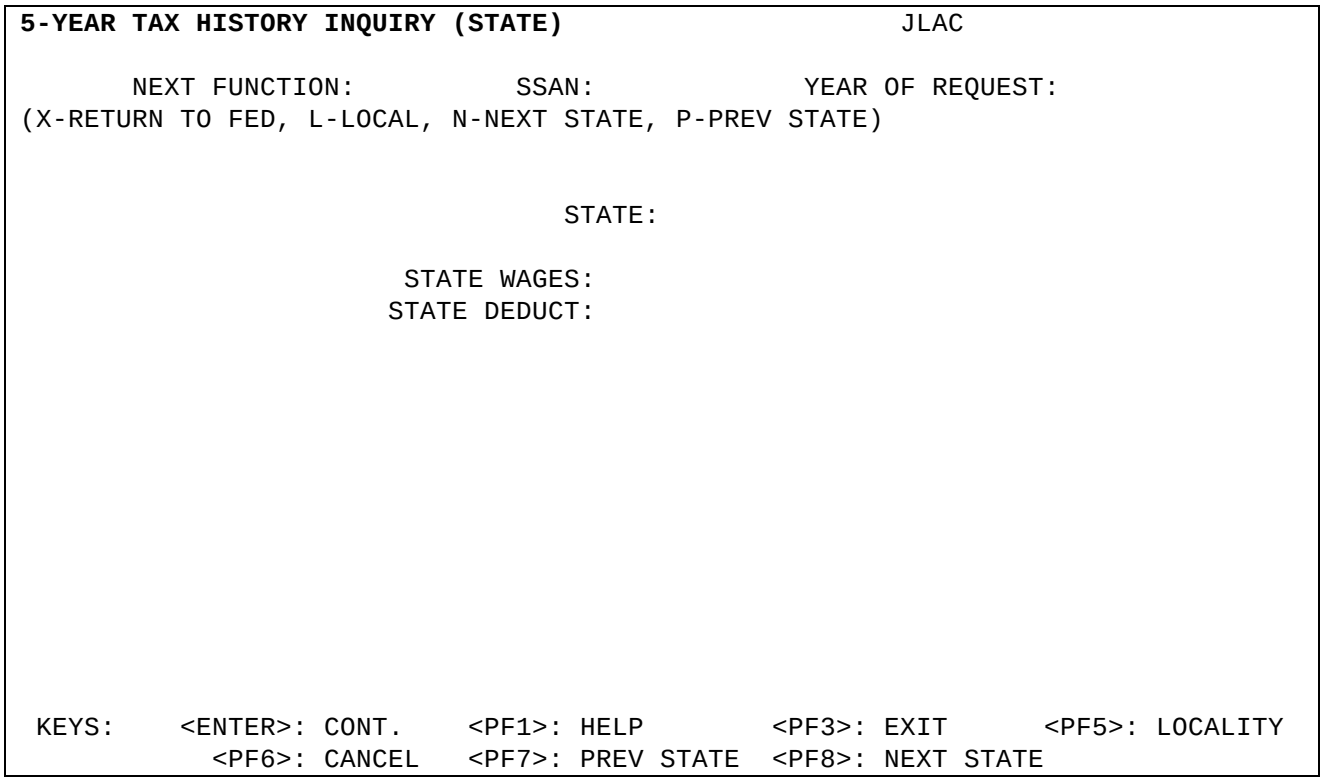


Figure 8-4. JLAA/JLCA 5-Year Tax History Inquiry screen: state tax information.

5) Members having more than one state tax record will have the following message displayed:

*****THERE ARE MULTIPLE STATE ENTRIES FOR THIS MEMBER*****

6) The additional state records may be viewed by typing **N** for Next or **P**

for Previous in the **NEXT FUNCTION** field, or by using the **<PF7>** (Previous) or **<PF8>** (Next) keys.

7) The **5 Year Tax History Inquiry Report** (**NOTE**: not applicable to Trans ID **JLCA**), product control number (**PCN**) **UH099C203**, can be requested. When first entering the **INQUIRY** option, enter data as indicated in paragraph **8-3(e(2))** above but do not press **<ENTER>**. Enter a **P** or **Y** in the **PRINT** field and press **<ENTER>**, or just press **<PF9>** without entering the **P** or **Y**. The report will be printed on the on-line printer assigned to the user's terminal or PC. **NOTE**: You must ensure that your printer has been set to compressed printing, 17 characters per inch when using a dot matrix printer and 8 1/2" x 11" paper. You can set a laser printer for landscape printing instead of compressing the print in most cases. However, some laser printers may require compressing of the print as well.

8) When requesting an inquiry for a 6th and 7th prior year account (when available), enter data as indicated in paragraph **8-3(e(2))** above **but do not** press **<ENTER>**. Enter a "**P**" or "**Y**" in the **PRINT** field, some identifying remark in the **NAME** field (i.e**., your ADSN**), and press **<ENTER>**. This will initiate a request for a 5YR Inquiry report**, PCN UH099C203** (203 report), that will be processed with the next daily update. The wage/deduction information for the "extra" two years will not appear on screen, nor can any other action be taken against these accounts, i.e., reissues, corrections, etc. The following message will appear on your screen:

INQUIRY INFO FOR SSAN XXXXXXXXX YR XXXX UNAVILABLE FOR SCREEN ACCESS
*****PRINT REQUEST WILL BE PROCESSED WITH NEXT BATCH UPDATE*****

9) If there is no data available for the year requested, a 203 report will be printed with the next batch update indicating that there is no data available for that Social Security number and year.

10) The above referenced report will be printed at Central Site only if being requested for either a 6th or 7th prior year. Therefore, it is imperative that some type of identifying information be provided in the **NAME** field in order to route the requested report to the correct user. If the request is being made by the field finance office, the information entered in the **NAME** field should be as specific as possible so distribution from central site can be accomplished accurately. Some examples are ADSN/DSSN, base/fort name, etc.

11) A reissue request can be processed from the **INQUIRY** option (Trans ID **JLAA** only). After you enter required data and receive Federal tax information, enter an **R** in the **SSAN (OR CMD)** field (or press **<PF2>**) and press **<ENTER>**. You will be transferred to Option 2 - REISSUE. See paragraph **8-3(f)** for additional information.

12) To continue additional inquiries, repeat the procedures above, or you may exit to the **MAIN MENU** by entering an **X** in the **SSAN (OR CMD)** field or by pressing the **<PF3>** key.

b. **Option 2 - REISSUE**: This option allows printing of a duplicate TD Form W-2 and any applicable TD Form(s) W-2c for a member. Only tax years

currently residing within the 5YR system can be requested using this option. When you request a reissue, you will receive the original TD Form W-2 and all TD Forms W-2c records on file for the year requested. The following applicable screen is displayed upon entering this option from either the **JLAA** or **JLCA** Main Menu:

```
5-YEAR TAX HISTORY REISSUE                          JLAE

SSAN (OR CMD):            YEAR OF REQUEST:        SERVICE -> BRANCH:   COMP:
     (X-EXIT)

        NAME:

ADDRESS TYPE:
  (1-DOMESTIC,2-FOREIGN,3-APO,4-FPO,5-PACIDN,)
  (6-ANNAPOLIS,9-IN CARE OF)                              (7-NAVY)
     ADDRESS:                                     UIC:        DIST CD:
                                                  CLK CD:

NOTE – ENTER DESIRED SSAN, YEAR, BRANCH AND COMPONENT OF MEMBER FOR REISSUE


 KEYS: <ENTER>: CONT.   <PF1>: HELP   <PF2>: INQUIRY   <PF3>: EXIT
         <PF5>: CENTRAL SITE REISSUE (DEFAULT IS LOCAL)  <PF6>: CANCEL
```

Figure 8-5. JLAA 5-Year Tax History Reissue screen.

1) Enter the **SSAN**, **YEAR OF REQUEST**, **SERVICE BRANCH** and **COMPONENT** to initiate the reissue request. See Table **8-1** for a list of acceptable **SERVICE BRANCH** and **COMPONENT** codes. The following screen is displayed once required information has been entered:

```
5-YEAR TAX HISTORY REISSUE                          JLAE

SSAN (OR CMD):            YEAR OF REQUEST:        SERVICE -> BRANCH:   COMP:
     (X-EXIT)
TEMPORARY:     CENTRAL SITE:

        NAME:

ADDRESS TYPE:
  (1-DOMESTIC,2-FOREIGN,3-APO,4-FPO,5-PACIDN,)
  (6-ANNAPOLIS,9-IN CARE OF)                              (7-NAVY)
     ADDRESS:                                     UIC:        DIST CD:
                                                  CLK CD:

NOTE - IF TEMPORARY NAME OR ADDRESS ENTER  N  FOR NAME OR  A  FOR ADDRESS
OR  B  FOR BOTH OR SPACE FILL TO SEND AS DISPLAYED
DEFAULT IS LOCAL REISSUE - ENTER Y ABOVE OR PRESS PF FOR CENTRAL SITE REISSUE
 KEYS: <ENTER>: CONT.   <PF1>: HELP   <PF2>: INQUIRY   <PF3>: EXIT
         <PF5>: CENTRAL SITE REISSUE (DEFAULT IS LOCAL)  <PF6>: CANCEL
```

Figure 8-6. JLAA 5-Year Tax History Reissue screen #2.

2) If entering 5YR via Trans ID **JLAA**, you may also access this screen directly from the Inquiry screen by entering **R** in the **SSAN** field or

using **<PF2>**. If you accessed from the inquiry screen, this information will already be present. To get back to the Inquiry screen, press **<PF2>**.

3) You can change name and/or address of the person receiving the W-2. 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 Forms W-2 and W-2c. 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.

4) Reissues, by default, are produced for local printing (**NOTE**: Not applicable to **JLCA**. Only Central Site printing is available to **JLCA**). 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. Ensure that the complete street address, including zip code, is entered when using the Central Site option, otherwise the post office will not deliver.

5) If you indicated a temporary name and/or address change, the cursor moves to the **NAME** or **ADDRESS TYPE** field. You are prompted with one or both of the following messages at the bottom of the screen according to your request:

OVERTYPE NAME WITH TEMPORARY NAME FOR THIS W2 ISSUE ONLY
OVERTYPE ADDRESS WITH TEMPORARY ADDRESS FOR THIS W2 ISSUE ONLY

6) After making the desired temporary changes, press **<ENTER>**. The screen will show one of the following messages:

a) If requesting central site reissues:

"NOTE - ENTER DESIRED SSAN, YEAR, BRANCH AND COMPONENT OF MEMBER FOR REISSUE. CENTRAL SITE REISSUE FOR SSAN xxxxxxxxx WAS PROCESSED."

b) If requesting local reissue prints:

"BE SURE YOU HAVE SWITCHED TO YOUR HARD DRIVE FOR DOWNLOAD OF DATA. DOWNLOAD WILL OCCUR DURING EXIT FROM MAIN MENU. PRESS ENTER."

7) If requesting Central Site reissues, continue requests for additional Central Site reissues or exit to **MAIN MENU**. Do not mix requests for Central Site reissues with requests for local reissues.

8) If requesting local reissue prints, you must redirect transmission to your computer's hard drive before you end the reissue session. Procedures to redirect to your hard drive depends on what type communication software your are using (**DFT/SNACOM**, **DynaCom/Elite TN 3270**, **DynaCom/Elite GATEWAY**, etc.).

9) The process to redirect to your hard drive for users with **DFT/SNACOM** is as follows:

a) Press the **Ctrl/P** keys. The **IRMA remote** redirect screen is displayed. The **READY** field should be highlighted. If not, check your printer.

b) Press the **F1** key. The **HOLD PRINT** field below **READY** is highlighted

c) Press the **ALT/T** keys. Here you are redirecting the **MILPAY OFFLINE** file to your hard drive. Answer the questions and perform the following as indicated for (**A**) - Army, (**F**) - Air Force:

(1) Output file name - C:\MILPAY\PRNTER02.DAT <ENTER>

(2) Append to existing file? N (A & F) <ENTER>

(3) Print while waiting to file? N (A & F)

(4) Checkpoint the output file between

1.	Local copies?	Y (A)	N (F)	<ENTER>
2.	Brackets?	Y (A)	N (F)	<ENTER>
3.	Binds?	Y (A)	N (F)	<ENTER>

(5)Press the **F1** key to disengage the **HOLD PRINT**.

(6)Press the **Ctrl/O** keys to return to the 5YR screen.

10) For users with **IRMACOM**, the following process will redirect to your hard drive:

a) Press the **SHIFT key** and **F1** simultaneously.

b) Press **F7**.

c) Press **F1**.

d) Press **F10**.

e) Press **F10**.

11) For users with **DynaComm/Elite TN3270**:

a) Hold down your **ALT** key and press the **TAB** key until the **NSLP:IDLE** box appears. If the **NS/LPD** box does not appear continue to press the **TAB** key until the **PROGRAM MANAGER** box appears and then release the **ALT** Key. At the **Program Manager** screen, using your mouse click on the appropriate icon for **NS/LPD**.

b) Once **NS/LPD** has been selected, the **NS/LPD** screen will appear. By using your mouse click on "**File**" or press the letter **F**.

c) A pop up screen will appear. With the mouse, click on **QUEUE SETUP** or press the letter **Q**.

d) Once **Queue Setup** is selected the **Queue Setup** screen will appear.

e) Using your mouse, click on **Edit** or press the letter **E**. Once **Edit** is selected the **Print Queue Configuration** screen will appear.

f) To redirect your output to your hard drive, use your mouse and click on "**Disk**".

g) Using your mouse, click in the box located under the **Destination Directory** field. In this box enter the drive and directory (i.e **C:\MILPAY**) you want the file downloaded to. If you are downloading to a floppy diskette, enter the appropriate drive only (i.e **A:** or **B:**).

h) Using your mouse, click in the box located under the **Base File Name** field. In this box enter **PRNTER02**.

i) After entering your file name, use your mouse and click on "**Create New Files for Each Job**" and "**Increment File Extension**". With these areas checked, **DynaCommm/Elite** will create an extension of **000** and increment it every time a new file is downloaded to the specified **Base File Name** (i.e. **PRNTER02.001**). Offline Reporting will pick up the first **PRNTER02** file located in your MILPAY directory.

j) Using your mouse, click on **OK** to return to the **Queue Setup** screen.

k) Using your mouse, click on **OK** to return to the **NS/LDP** screen.

l) At this point hold down your **ALT** key and press the **TAB** key until the **DynaCommm/Elite** icon appears. When the **ALT** key is released you will be return to the 5YR screen in DJMS.

12) For users with **DynaComm/Elite GATEWAY**, the following process will redirect to your hard drive:

a) Using your mouse, click on the "**NEXT WINDOW**" icon. This will take you to the **Printer Set Up** screen displaying fields for the **LINK STATUS**, **SESSION STATUS**, **PRINTING STATUS**, and **CHARACTERS**.

b) Click on "**SETUP**" at the bottom of your screen. This will take you to the **Printer Session** screen.

c) Click on "**FILE**" in the **Print Designation** box and enter the drive, directory, and file name (ie. **C:\MILPAY\PRNTER02).** Dynacomm/Elite Gateway will create an extension of **000** and increment it every time a new file is downloaded to the specified file name (i.e. **PRNTER02.001**). Offline Reporting will pick up the first **PRNTER02** file located in your **MILPAY** directory.

d) Click on "**CREATE NEW FILE**" in the **Print To File Option** box.

e) Click on "**OK**". This will return you to the **Printer Set Up** screen.

f) Click on the "**NEXT WINDOW**" icon. This will return you back to the 5YR screen in DJMS.

13) Upon returning to the screen received with the message advising you to redirect to your hard drive, press **<ENTER>**. The screen will display with the following message at the bottom:

NOTE - ENTER DESIRED SSAN, YEAR, BRANCH AND COMPONENT OF MEMBER FOR REISSUE REMOTE SITE REISSUE FOR SSAN xxxxxxxxx WAS PROCESSED

14) Either continue with local reissue requests or exit to the **MAIN MENU**. You will receive a message asking if you did the redirect.

c. **Option 3 - MAIL HISTORY**: This option provides processing information on reissued TD Forms W-2 and W-2c, and the original issuance of TD Forms W-2c from an update. This option is only accessible from the **MAIN MENU**. The following screen is displayed upon entering this option:

```
5-YEAR TAX MAILING HISTORY                          JLAF

 SSAN (OR CMD) :            YEAR OF REQUEST:       SERVICE BRANCH:    COMP:




           NAME:
        ADDRESS:






       KEYS: <ENTER>: CONT.        <PF1>: HELP           <PF3>: EXIT
             <PF6>: CANCEL         <PF7>: PREV RECORD    <PF8>: NEXT RECORD
```

Figure 8-7. 5-Year Tax History Mail History screen.

1) After entering the required information (**SSAN**, **YEAR OF REQUEST**, **SERVICE BRANCH** and **COMPONENT**), the above screen will be displayed with the name and address where the most recent statement was

mailed, the date requested for local reissues (date processed for central site) or date corrected, and the **USERID** of the person making the correction or local reissue request. The **USERID** does not appear for central site reissues.

2) If more than one statement was mailed or corrected, you can view the others by pressing the appropriate keys - **<PF7>** Previous or **<PF8>** Next.

3) You can continue entering requests or exit to the **MAIN MENU**. Entering an "**X**" in the **SSAN (OR CMD)** field does not work within this function. Press **<PF3>** to exit.

d. **OPTION X - EXIT**: This option allows exiting from the 5YR. Enter "**X**" in the **ENTER REQUEST** field.

1) The following message will be displayed on your screen when exiting all options except when you have been requesting local reissues:

***** 5 YEAR TAX HISTORY SESSION ENDED *****

2) If you are ending a session for local reissue requests, proper exiting procedures will automatically execute the downloading of data to your hard drive. The following screen will be displayed upon exiting **Option 2 - REISSUE** with this message:

```
5-YEAR TAX HISTORY MAIN MENU                                    JLAA

                          ENTER REQUEST: X

                           1 – INQUIRY

                           2 – REISSUE

                           3 – MAILING HISTORY


                           X – EXIT


          * ARE YOU SWITCHED TO YOUR HARD DRIVE FOR DOWNLOAD? *
           ENTER YES WHEN YOU HAVE SWITCHED TO YOUR HARD DRIVE


    KEYS:  <ENTER>: CONTINUE      <PF1>: HELP       <PF3>: EXIT
```

Figure 8-8. 5-Year Tax History Exit screen from local reissues.

3) You can not exit the system until you answer **YES** to the question presented above. **CAUTION**: Do not answer **YES** unless you have redirected the download to your hard drive. A **HELP** screen is

available with instructions for switching to your hard drive. Place the cursor in the field to answer the question and press **ALT/1**, or **<PF1>**, or **Shift <PF1>**. To return to the 5YR screen from any help screen, press the **CLR, F2** or **PAUSE/BREAK** key, depending upon your system. If you erroneously answer **YES** and haven't redirected, all will not be lost. See paragraph **8-6**, "**RECOVERY OF LOST DATA**" below for instructions.

4) Answer **YES** to the question presented after redirecting to your hard drive and press **<ENTER>**. You are now exited from the 5YR system. The following messages will be displayed:

***** REISSUE DATA HAS BEEN SENT VIA VPS *****
***** 5 YEAR TAX HISTORY SESSION ENDED *****

8-5. Determining if data has been downloaded and received.

a. IRMA REMOTE - Press the **Ctrl/P** key to return to the **IRMA REMOTE** screen. During receipt of data, the **IN SESSION** field will be highlighted with brackets. Once the transmission is complete, the brackets will disappear and a number indicating the byte count of your file will appear. For **IRMACOM** users, the message "**03 Unbound**" will appear at the bottom of your screen.

b. Dynacomm/Elite TN3270 - to verify when the data starts to download or if your job has completed:

1) Hold down the **ALT** key and press the **TAB** key until the **NS/LPD** box appears.

2) When the **NS/LPD** box appears release the **TAB** key. The **NS/LPD** screen will appear. When the data starts to download a message will appear. This message informs the user what directory and file the report was downloaded and if the download was successful. The following is displayed:

"Preparing to receive data from XYZOUT queue
Receiving data for Job xxx
Job xxx from user received
Writing to a new file in the C:\MILPAY directory
Successfully printed job to file PRNTER02.001"

3) To return to the 5YR screen after reviewing the download status, hold down your **ALT** key and press the **TAB** key until the **DynaCommm/Elite** icon appears. When the **ALT** key is released you will be return to the 5YR screen in DJMS.

c. Dynacomm/Elite GATEWAY - to verify if your data has been downloaded:

1) Using your mouse, click on the "**NEXT WINDOW**" icon. This will take you to the Printer Set Up screen displaying fields for the **LINK STATUS**, **SESSION STATUS**, **PRINTING STATUS**, and **CHARACTERS**.

2) When the data has been received, the word "**Receiving**" will flash for a moment in the **PRINTING STATUS** field. This lets you know that your data has been received. **NOTE**: Depending on the size of your file, the "**CHARACTER**" field may contain data (ie.. 1K, 2K, etc.).

3) Click on the "**NEXT WINDOW**" icon. This will return you to the 5YR screen in DJMS.

4) You must now close the **MILPAY OFFLINE** file and terminate connectivity with the main frame computer and/or redirect your data back to your printer.

d. **DFT/SNACOM** - to verify if your data has been downloaded:

1) Press the **F1** key.

2) Press the **ALT/T** key.

3) Press the **F1** key; the **READY** field is highlighted.

4) Press the **Ctrl/O** key to return to the **CICS** screen. Signoff **CICS** and terminate your communication line with the main frame computer.

e. **IRMACOM -** the following process will close the **MILPAY OFFLINE** file:

1) Press the **SHIFT** and **F1** keys simultaneously.

2) Press **F7**.

3) Press **F2**.

4) Press **F10**.

5) Press **F10**.

f. For users with **DynaComm/Elite TN3270**, follow the procedures in paragraph **8-4(11)** above to change the system back to your printer. When the **Print Queue Configuration** screen appears, using your mouse:

1) Click on the dot to the left of "**PRINTER**".

2) Select **OK**, to return to the **Queue Setup** screen.

3) Select **OK**, to return to the **NS/LPD Idle** screen.

4) Reduce the **NS/LPD Idle** screen to icon size without closing this application.

g. For users with **DynaComm/Elite GATEWAY**, the following process will redirect data back to your printer:

1) Using your mouse, click on the "**NEXT WINDOW**" icon. This will take you to the Printer Set Up screen displaying fields for the **LINK STATUS**, **SESSION STATUS**, **PRINTING STATUS**, and **CHARACTERS**.

2) Click on "**SETUP**" at the bottom of your screen. This will take you to the **Printer Session** screen.

3) Click on "**PRINTER**" in the **Print Designation** box.

4) Click on "**OK**". This will return you to the **Printer Set Up** screen.

5) Click on the "**NEXT WINDOW**" icon. This will return you back to the 5YR screen in DJMS.

6) Output designation has now been redirected to your printer. Local printing of the TD Forms W-2 and W-2c is via the Offline Control Reporting System. Detailed instructions for this are contained in the Offline Users Guide.

8-6. RECOVERY OF LOST DATA: a one-time opportunity exists to recover a lost data file for local reissue requests through use of Transaction ID **JLAZ** in event of a power failure or non-redirecting to your hard drive. Below are procedures that should be followed for each applicable occurrence:

a. **Power Failure**: used when a power failure occurs prior to exiting a local reissue session within the 5YR system.

1) Sign on to **CICS** once power has been restored.

2) Enter **JLAZ** and press **<ENTER>**. When this profile is entered, you will receive the **JLAA** Main Menu screen with the question **"ARE YOU SWITCHED TO YOUR HARD DRIVE FOR DOWNLOAD?"** This will retrieve your file of local reissue requests, but only if no other Transaction ID has been entered prior.

3) Follow applicable procedures for local reissue requests indicated in the paragraphs above. Do not attempt to enter any of the options. Data will be permanently lost if entry to any option occurs prior to properly redirecting to your hard drive and exiting the session. Reinput of data would then be required.

b. **Non-redirecting to Your Hard Drive**: to be used if you answer **YES** to the question at the **MAIN MENU** when exiting and realize you did not redirect.

1) You will receive the message: **"Reissue Data Has Been Sent via VPS". NOTE**: You will receive the message **"Data Lost, VPS Download Failed"** when a problem between **VPS** software and your terminal exists. Contact the Network Control office at Central Site if this occurs. Reinput of your requests may be required.

2) You can either sign off from **CICS** completely and then sign back on, or you can enter the Transaction ID from the screen received after exiting the 5YR system completely. Before you enter any other

transaction ID (**JLAA**, **JJAA**, etc), enter **JLAZ**. When this is entered, you will receive the **JLAA MAIN MENU** screen with the question **"ARE YOU SWITCHED TO YOUR HARD DRIVE FOR DOWNLOAD?"** This will retrieve your file of local reissue requests and will let you switch to your hard drive to complete the download without having to reinput them. Again, do not attempt to access any of the options as this will lose your data. If you enter any other Trans ID, your file **will** be lost and will have to be reinput. **NOTE**: The use of **JLAZ** will only work once per occurrence.

8-7. Helpful Hints.

a. READ YOUR SCREEN! Your screen contains a wealth of information. The top of the screen will always show what function you are in. The **<PF>** keys for each function will always appear at the bottom of the screen. Figure 1-2 describes each **<PF>** key function. Information messages will appear to alert you to the status of your request or if a problem exists. If you should enter incorrect information, you will see an edit message on the screen explaining what is wrong. Table **8-3** lists information/edit messages you may see.

b. UTILIZE THE HELP SCREENS. If you are unsure of what to enter into a field, place the cursor at the beginning of the field and press **<PF1>**. A pop-up **HELP** screen will appear showing all authorized entries.

c. UTILIZE THE <PF> KEYS. When moving between options, check the **<PF>** keys at the bottom of the screen to see if one is available to take you directly to the new option without going through the main menu or entering a command on the top line.

d. KEEP SESSIONS CONSISTENT. It is not a good idea to combine **PCN UH099C203** Inquiry Report requests with local reissue requests. Local reissue requests will be available for processing as soon as the request session is completed (sessions are completed when the 5YR system is exited). You must redirect to your hard drive to receive the download file. If you combine the two, you will receive your **PCN UH099C203** report information within your downloaded local reissue file, **PRNTER02.DAT**. Numerous errors will be seen when trying to print using the Offline Control Reporting system.

e. DON'T FORGET TO REDIRECT. If requesting a local reissue, you must redirect your output to the **MILPAY** directory on your PC's hard drive. If you do not redirect, you risk losing all input data unless you properly use the **JLAZ** command. Conversely, don't forget to redirect back to the printer once local reissue transmission is finished. Output will continue to go to your hard drive until you redirect back to the printer or sign off the system completely. For example, if you decide you need a hard copy inquiry print during a local reissue session, you must complete the session, receive the transmission, and redirect back to your printer before you can request the hard copy print.

AUTHORIZED SERVICE BRANCH\COMPONENT CODES		
BRANCH	**COMPONENT**	**TP COMPONENT**

A	Army	**A**	Active\Cadet\Separated	**C**	Cadets
F	Air Force	**R**	National Guard\Reserve	**N**	Active Guard Forces
M	Marine Corps			**R**	Regular Forces
N	Navy			**S**	Active Reserve Forces

Table 8-1. Chart of authorized service branch and component codes.

PROGRAM FUNCTION (PF) KEYS	
KEY	**DESCRIPTION\FUNCTION**
PF1	The use of this key will get the user to the 'Easy Help' screen. These screens will provide useful information on how to use the 5YR system (what codes to use, what will be provided on the screen, etc.)
PF2	This key acts like a toggle switch between certain options and performs a different function depending on which option the user is in. Some examples are as follows: (1) when using Option 1 (Inquiry), this key will take the user automatically to the Option 2 (Reissue) screen; (2) when in Option 2 (Reissue), this key will take the user to the Option 1 screen; and (3) when in Option 4 (Correction) or 5 (Add), this key will take the user to the VERIFICATION screen and from the VERIFICATION screen back to the CORRECTION or ADD screen, whichever is applicable.
PF3	A quick way to exit the current function the user is in and return to the previous function, or to exit the 5YR system completely. Exiting the current function refers to returning to the screen the user was at prior to the current screen, i.e., if user is at the STATE inquiry screen, the PF3 will return them to the FEDERAL inquiry screen.
PF5	This key has functions as follows: (1) user can easily go from FEDERAL screen to STATE screen, from STATE screen to LOCALITY screen, or from LOCALITY screen to STATE screen when using OPTION 1 (INQUIRY), OPTION 4 (CORRECTION), or OPTION 5 (ADD) functions, or (2) process a "CENTRAL SITE REISSUE" when using the OPTION 2 (REISSUE) function.
PF6	Used to cancel the current request.
PF7	This key will scroll the screen back to the previous screen (if user has scrolled forward to the next screen within the requested member's record).
PF8	This key will scroll the screen forward to the next screen of information within the requested member's record.
PF9	This key will process a print request instead of having to enter a "Y or P" on the PRINT line at the top of the screen. User will receive PCN UH099C203 for the requested member for the requested tax year.

Table 8-2. Program Function (PF) Key Description\Function chart.

INFORMATION SCREEN MESSAGES	
1	***THIS RECORD WAS CHANGED ON <YYYY/MM/DD> BY <USER-ID>***
2	***THIS MEMBER HAS CORRECTIONS - THERE ARE ADDITIONAL RECORDS***
3	***RECORD FOR THIS MEMBER DOES NOT EXIST***
4	***5-YEAR TAX HISTORY UNAVAILABLE - UPDATE IN PROGRESS*** (This indicates a batch job is running and the master files are not available. If time goes more than one hour, call Network Control.)

5	***LOCALITY MASTER FILE IS NOT OPEN - WAIT A FEW MINUTES*** (This indicates a batch job is running and the master files are not available. If time goes more than one hour, call Network Control.)
6	***THERE ARE NO STATE ENTRIES PRESENT FOR THIS MEMBER***
7	***INQUIRY REPORT HAS BEEN SENT TO PRINTER ASSOCIATED WITH YOUR TERMINAL***
8	***THERE HAS BEEN AN ERROR SERVICING YOUR PRINT REQUEST*** (Will only be received if print module does not send an error message and print was not received by printer.)
9	***NO OTHER STATE ENTRIES PRESENT***
10	***THIS IS THE FIRST STATE ENTRY***
11	***THERE ARE NO LOCALITY ENTRIES FOR THIS STATE***

INFORMATION SCREEN MESSAGES	
12	***NOTE - ENTER DESIRED SSAN, YEAR, BRANCH AND COMPONENT OF MEMBER FOR REISSUE ***
13	***NOTE - IF TEMPORARY NAME OR ADDRESS ENTER N FOR NAME OR A FOR ADDRESS OR B FOR BOTH OR SPACE FILL TO SEND AS DISPLAYED***
14	***DEFAULT IS LOCAL REISSUE - ENTER Y ABOVE OR PRESS PF5 FOR CENTRAL SITE REISSUE***
15	***PENSION PLAN AND NAME, OR SSAN MAY BE CORRECTED***
16	***IF THE SSAN IS BEING CHANGED, THIS IS THE ONLY UPDATE ALLOWED***
17	***NEW SSAN IS THE ONLY VALID INPUT - VERIFY OR CANCEL***
18	***USE THE DJMS UPDATE TO CORRECT 1ST PRIOR YEAR WAGE INFORMATION***
19	***INPUT HAS BEEN ACCEPTED - VERIFY OR CANCEL TO CONTINUE***
20	***CHOOSE VERIFY TO UPDATE RECORD OR CANCEL TO EXIT WITHOUT UPDATING RECORD***
21	***RECORD VERIFICATION HAS BEEN CANCELED***
22	***VERIFIED RECORD FOR MEMBER xxxxxxxxx HAS BEEN UPDATED***
23	***THE NEW SSAN FOR THIS MEMBER IS xxxxxxxxx***
24	***CENTRAL SITE ISSUE PENDING***
25	*ARE YOU SWITCHED TO YOUR HARD DRIVE FOR DOWNLOAD?* ENTER YES WHEN YOU HAVE SWITCHED TO YOUR HARD DRIVE
26	***PRINT REQUEST WILL BE PROCESSED WITH NEXT DAILY UPDATE***
EDIT SCREEN MESSAGES	
1	***CANNOT SCROLL FURTHER IN THIS DIRECTION***
2	***MMPA REQUIRES CORRECTION PRIOR TO THIS CHANGE***
3	***SSAN IS NOT NUMERIC, OR COMMAND IS NOT IN THE FIRST POSITION***
4	SSN EXISTS FOR TAX YEARS: XXXX XXXX XXXX XXXX DO YOU WANT TO CONTINUE? (Y/N)
5	***YEAR OF REQUEST IS NOT NUMERIC - REENTER***
6	***ERROR - YEAR SELECTED NOT AVAILABLE ON HISTORY FILE***
7	***BRANCH OF SERVICE IS INCORRECT - REENTER***
8	***ERROR - BRANCH MUST BE A OR F OR M OR N***
9	***SERVICE COMPONENT IS INCORRECT - REENTER***
10	***ERROR - COMPONENT MUST BE A OR R***
11	***PRINT REQUEST IS INVALID - REENTER Y OR P***
12	***LOCALITY RECORD FOR THIS MEMBER DOES NOT EXIST***
13	***MUST ENTER MEMBER INFORMATION BEFORE EXECUTING STATE INQUIRY***
14	***REQUEST IS INVALID - REENTER***
15	***NAME CANNOT BE SPACES - REENTER***

16	***CURRENT GRADE IS NOT VALID***
17	***TP COMP CODE MUST = C, N, R, OR S***
18	***SOCIAL SECURITY WAGES GREATER THAN MAX ALLOWED***
19	***SOCIAL SECURITY DEDUCT GREATER THAN MAX ALLOWED***
20	***SOCIAL SECURITY WAGES AND MEDICARE WAGES MUST MATCH***
21	***MEDICARE WAGES GREATER THAN MAX ALLOWED***
22	***MEDICARE DEDUCT GREATER THAN MAX ALLOWED***
23	***ACTIVE DUTY FICA FOR RESERVES ONLY***
24	***ACTIVE DUTY DEDUCT FOR RESERVES ONLY***
25	***ACTIVE DUTY FICA MUST BE NUMERIC***
26	***ACTIVE DUTY DEDUCT MUST BE NUMERIC***
27	***EARNED INCOME CREDIT MUST BE NUMERIC***
28	***NON TAXABLE EIC MUST BE NUMERIC***
29	**YOU MUST VERIFY OR CANCEL THIS REQUEST TO EXIT THIS SCREEN**
30	***ADDRESS TYPE MUST BE A 1, 2, 3, 4, 5 OR 9***
31	***FIRST LINE SHOULD ALWAYS BEGIN WITH "C/O" FOR IN-CARE-OF***
32	***CITY, STATE CODE, AND ZIP SHOULD BE ENTERED ON SECOND LINE***
33	***NO CITY, STATE CODE, AND ZIP SHOULD BE ENTERED ON SECOND LINE***
	EDIT SCREEN MESSAGES
34	***STREET ADDRESS IS REQUIRED***
35	***CITY IS A REQUIRED FIELD, MUST ENTER TWO SPACES BETWEEN CITY AND STATE CODE***
36	***STATE CODE IS REQUIRED, MUST ENTER 2 SPACES BETWEEN CITY AND STATE***
37	***NO NUMERIC ALLOWED FOR STATE***
38	***STATE CODE WAS NOT FOUND ON TABLE 53***
39	***ZIP CODE MUST BE 5 NUMERIC DIGITS OR ZIP+4***
40	***NO ALPHAS ALLOWED FOR ZIP***
41	***MUST HAVE A DASH AFTER THE FIRST 5 CHARACTERS OF THE ZIP CODE***
42	***ADDRESS SHOULD ONLY BE INPUT ON TWO LINES - THE FIRST AND SECOND LINES***
43	***APO/FPO ADDRESS DOES NOT MATCH TABLE 44***
44	***STATE CODE NOT FOUND ON TABLE 44***
45	***CITY MUST = "APO", MUST HAVE 2 SPACES BETWEEN CITY, STATE AND ZIP***
46	***CITY SHOULD BE ENTERED WITH TWO SPACES BETWEEN "APO" AND STATE CODE***
47	***CITY MUST = "FPO", MUST HAVE 2 SPACES BETWEEN CITY, STATE AND ZIP***
48	***CITY SHOULD BE ENTERED WITH TWO SPACES BETWEEN "FPO" AND STATE CODE***
49	***DSSN IS A REQUIRED FIELD, MUST HAVE ONE SPACE AFTER PACIDN***
50	***DSSN NOT FOUND ON TABLE 25, MUST HAVE ONE SPACE AFTER PACIDN***
51	***C/O IS A REQUIRED FIELD***
52	***TABLE NOT FOUND, TRY AGAIN LATER***
53	***TABLE CLOSED, TRY AGAIN LATER***
54	***CITY NEEDS TO BE ABBREVIATED TO 14 CHARACTERS***
55	***STATE MUST BE 2 ALPHA CHAR WITH 2 SPACES BETWEEN CITY, STATE AND ZIP***
56	***SECOND AND THIRD LINES OF THE ADDRESS IS REQUIRED FOR IN-CARE-OF***
57	***NO NUMERIC ALLOWED FOR CITY***
58	***FIRST LINE SHOULD ALWAYS BEGIN WITH "C/O" FOR IN-CARE-OF***
59	***CITY MUST NOT EXCEED 14 ALPHA CHAR WITH TWO SPACES BETWEEN CITY,

	STATE AND ZIP***

Table 8-3. Information and Edit screen messages.

ABSENT WITHOUT LEAVE (AWOL)

7-1. Definition. AWOL is defined as being absent from a place of duty without permission or authorization and without the intention of deserting. The absence must exceed **24** consecutive hours. An unauthorized absence of **24** consecutive hours or less does not affect pay and allowances. This applies even though the absence involves parts of two days.

7-2. Normal field actions. When a member enters an AWOL status, the unit should forward a DA Form 4187 to the field personnel office to report the duty status change from Present for duty to AWOL. The personnel office will make a SIDPERS transaction to change the member's status to AWOL. This information is then transmitted to finance as part of the Single Source Data process. Usually, no action is required on the part of the field finance office. However, if the SIDPERS transaction rejects, or personnel experiences difficulty in updating the member's status, the field finance office can input an **SJ04** transaction to change the account status from on-station (**A**) to absent without leave (**J**). Upon the member's return to duty, another DA Form 4187 is prepared by the unit and forwarded to the field personnel office to report the duty status change from AWOL to Present for duty. The personnel office will make a SIDPERS transaction to change the member's status to Present for duty. This information is then transmitted to finance as part of the Single Source Data process. Again, no action is usually required on the part of the field finance office. However, if the SIDPERS transaction rejects, or personnel experiences difficulty in updating the member's status, the field finance office can input an **SA04** transaction to change the account status from absent without leave (**J**) to on-station (**A**). In cases where the member went AWOL and has returned to a duty status already, and problems are experienced with SIDPERS processing, the field finance office can input an **SJ03** transaction to report the entire absence. These actions should systemically adjust the member's Pay Date (**TK**) and Total Active Federal Military Service Date (**TT**) entries. (Pay Date and TAFMSD are adjusted on a 30 day month. The exception is February: Use the actual number of days.) However, it will not adjust the member's Expiration Term of Service Date (**TH**) or Date of Separation(**TU**) entries. These must be manually adjusted using a **TI05** transaction (enlisted) or a **TZ05** transaction (officers). The ETS and DOS are adjusted for the actual number of days of bad time to include the 31st day of a month. If the lost days exceed one year, adjustment to these dates require Central Site intervention. (Note: It is recommended that the **SA04** and any required **TI05** or **TZ05** be input before inputting any required **SK04** transaction. This will help reduce the number of possible future transactions. You may need to do a **DQ** transaction to collect any entitlements paid during the one day the account is in an **A** status.)

7-3. Payroll check pulls. If notification of a member's change to AWOL status is received and transactions are input prior to mid-month/end-of-month cut-off, no check will be issued, and Central Site notification is not required. However, if notification that soldier is AWOL is not received prior to mid-month or end-of-month cut-off, or if the transaction(s) are not input prior to mid-month or end-of-month cut-off, an email message must be sent to **MPO.3858** to request a check pull. The message should provide the soldier's name, SSAN, start date of AWOL, dollar amount of check, bank name, routing number, account number, account type, and company code, or the complete mailing address for

individual check, and a point of contact with DSN and commercial phone numbers.

7-4. Erroneous report of AWOL. If the change to AWOL status is erroneous, the unit should forward a DA Form 4187 to the field finance office indicating the erroneous change in status. The field finance office should review the member's MMPA to determine if the status change from on-station (**A**) to absent without leave (**J**) has processed and is reflected on the account. If the MMPA reflects the member is currently AWOL, input an **SJ06** transaction to cancel the open AWOL entry. (**NOTE**: You can only cancel the AWOL if member's status prior to the AWOL entry is not a leave status.) If the MMPA indicates that the AWOL status is closed, input a **TI05** (enlisted) or **TZ05** (officers) transaction to correct the service dates, then send an email message to **MPO.3895** to notify Central Site of the correction so they can delete the SJ entry and correct the member's pay and allowances.

7-5. AWOL excused as unavoidable. If a period of AWOL which has already been reported is later excused as unavoidable, the correction must be made by Central Site. Send an email message to address **MPO.3895** to notify DFAS-IN of the required changes and fax all pertinent documents to the Special Assistance Branch, DFAS-IN, ATTN: DFAS-IN-FJECS at commercial (317)510-2992. MMPA corrections will not be made until documents are received by Central Site.

7-6. Effects of AWOL entries on the MMPA:

a. Change to an AWOL status automatically suspends all pay and allowances.

b. Allotments stop as of the end of the previous month, if member does not have sufficient pay accrued to cover the open allotments. If sufficient pay is accrued at the end of the month the AWOL status starts, allotments will stop as of the end of the month in which the AWOL is effective.

c. Bond allotments will stop as of the last bond issue date. If member has a multi-month bond, any deductions made after the last bond issued will be refunded to the member's account.

d. Leave accrual is suspended until the soldier returns to a leave earning status.

e. As stated above, the system will automatically adjust the pay date and the TAFMSD date.

f. Deduction for Servicemember's Group Life Insurance (**SGLI**) stops at the end of the month in which the 31st day of AWOL occurs. When member returns to a pay status, SGLI, if previously in effect, is automatically restarted.

g. Deductions for Armed Forces Retirement Home (**AFRH**) is deducted for the month AWOL status starts. However, is the first day of AWOL status is the first day of a month, AFRH is stopped as of the end of the previous month.

h. Soldiers in an AWOL status continue to receive Leave and Earnings Statements. Internal controls must be in place to ensure that the account is placed in a deserter status if AWOL continues for more than 30 consecutive days and the soldier is Dropped From the Rolls by the unit. To identify those accounts that are placed in a deserter status, process a **LG04** using a unique PACIDN for deserters (**BBOYXXXX**). (The **XXXX** represents the ADSN of the installation reporting the status.) There is no need to maintain LES's for members in a deserter status.

7-7. EXAMPLE: A soldier is AWOL for the period 930122-930218 (28 days). Input has not been made to report the AWOL. Service dates prior to AWOL are as follows:

TG (DOE)	901006
TH (ETS)	941005
TK (PAY DATE)	901006
TT (TAFMSD)	901006
TU (DOS)	941005

SIDPERS transactions have processed, or the **SJ04\SA04** or **SJ03** transaction(s) have been input. The proper coding of the **TI05** transaction is as follows:

ETS-DATE	941102
DOS-DATE	941102
PAY-DATE	901103
DOE-DATE	901006
TAFMSD	901103
DATE-START	930122
EFF-DATE-CORR	930122
DAYS TO MAKE GOOD	0028
PAY-DATE-CHG-RSN-CODE	C

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection        SJ03-REPORT ABSENT WITHOUT LEAVE (AWOL)         ADSN: 4807
v5.3  c00                                                        Cycle: A1
                                                                 Tran. Nr:  6
       SSAN  [         ]
       NAME  [     ]

       DATE-START   [      ]
       DATE-STOP    [      ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to display previous SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 7-1. SJ03 Report of Absence Without Leave transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
DATE-START	Date absence without leave status commenced, in **YYMMDD** format.
DATE-STOP	Date absence without leave status ended, in **YYMMDD** format. **NOTE**: This is the last date charged as AWOL, **NOT** the date of return to duty.

Table 7-1. Explanation of SJ03 data elements.

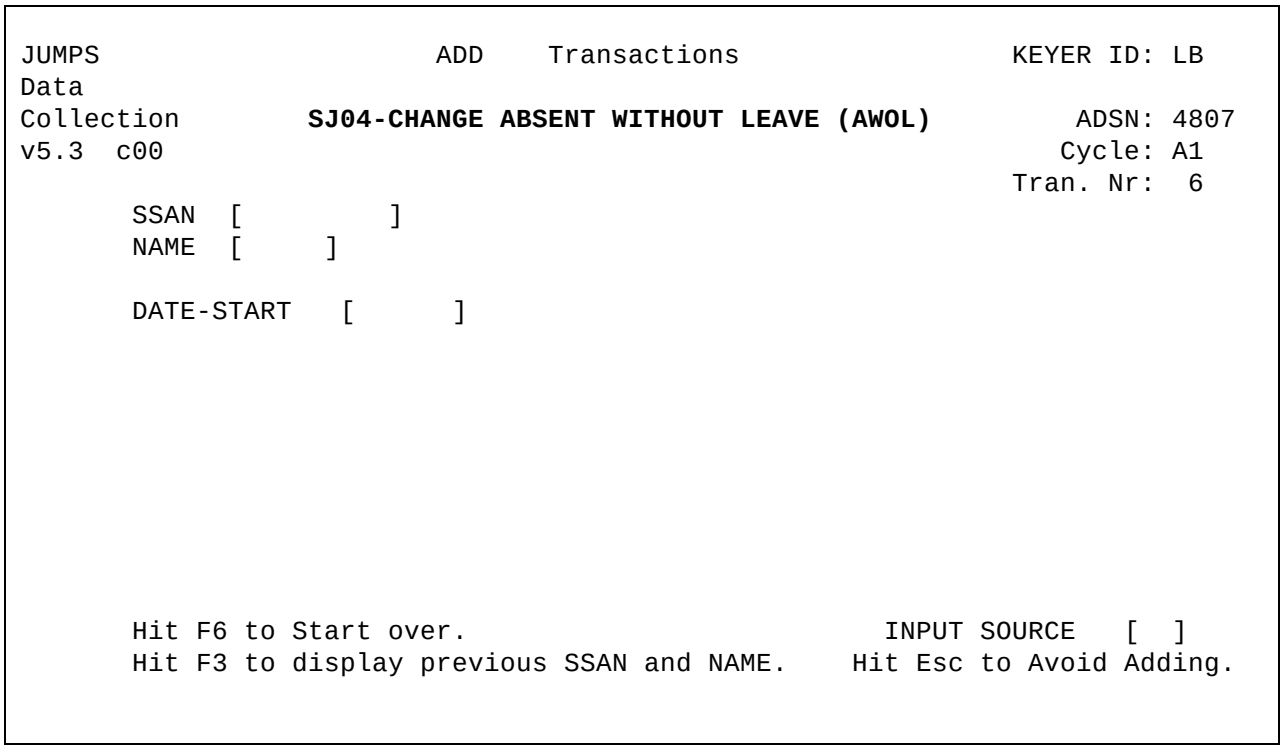


Figure 7-2. SJ04 Change Status to Absent Without Leave transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security number.
NAME	First five characters of member’s last name.
DATE-START	Date status changed to absent without leave, in **YYMMDD** format.

Table 7-2. Explanation of SJ04 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection        SJ06-CANCEL ABSENT WITHOUT LEAVE (AWOL)        ADSN: 4807
v5.3  c00                                                       Cycle: A1
                                                                Tran. Nr:  6
       SSAN  [         ]
       NAME  [     ]

       DATE-START   [      ]
       DATE-STOP    [      ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to display previous SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 7-3. SJ06 Cancel Absent Without Leave transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
DATE-START	Date absence without leave status commenced, in **YYMMDD** format. Must match date as recorded in the original **SJ04** transaction, as shown in the open **SJ** entry on the MMPA.
DATE-STOP	Not applicable, so zero-fill. The **SJ06** transaction can only be used to cancel an **open SJ** entry. To cancel a **closed** AWOL entry, you must input a **TI05** (enlisted) or **TZ05** (officers) to correct service dates and send a message to Central Site for correction of member's pay and MMPA.

Table 7-3. Explanation of SJ06 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection           SA04-CHANGE ON STATION STATUS               ADSN: 4807
v5.3  c00                                                      Cycle: A1
                                                               Tran. Nr:  6
       SSAN  [         ]
       NAME  [     ]

       DATE-START          [      ]
       QTR-DAY-STOP-HOSP   [ ]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to display previous SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 7-4. SA04 Change On Station Status transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security number.
NAME	First five characters of member’s last name.
DATE-START	Date member returned to a Present for duty status, in **YYMMDD** format.
QTR-DAY-STOP-HOSP	Not applicable, so zero-fill.

Table 7-4. Explanation of SA04 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection          LG04-CHANGE CBPO NR / MAJCOM ID             ADSN: 4807
v5.3  c00                                                      Cycle: A1
                                                               Tran. Nr:  6
       SSAN  [         ]
       NAME  [     ]

       PACIDN   [BBOY4807]









       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 7-5. LG04 Change CBPO Number \ Major Command ID transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
PACIDN	Use the following format for changing this entry for a member in a deserter status: **BBOYXXXX** (where **XXXX** is ADSN of station reporting the deserter status.)

Table 7-5. Explanation of LG04 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection            TI05-CORRECT AIRMAN PAYDATE\              ADSN: 4807
v5.3  c00                   EAD DATE\TAFMSD                    Cycle: A1
                                                               Tran. Nr:  6
       SSAN  [         ]
       NAME  [     ]

       ETS-DATE                 [      ]
       DOS                      [      ]
       PAY-DATE                 [      ]
       DOE-DATE                 [      ]
       TAFMSD                   [      ]
       DATE-START               [      ]
       EFF-DATE-CORR            [      ]
       DAYS-TO-MAKE-GOOD        [    ]
       PAY-DATE-CHG-RESN-CODE   [ ]

       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 7-6. TI05 Correct Airman Paydate, EAD Date, TAFMSD transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
ETS-DATE	Member's new ETS date, adjusted for the total number of days in the AWOL\deserter status, in **YYMMDD** format. If using the **TI05** to cancel an AWOL entry, use the ETS date shown in the **TH** history entry generated by the AWOL status.
DOS	Member's new date of separation, adjusted for the total number of days in the AWOL\deserter status, in **YYMMDD** format. If using the **TI05** to cancel an AWOL entry, use the DOS date shown in the **TU** history entry generated by the AWOL status.
PAY-DATE	Pay Date as shown on the member's current MMPA **AFTER** the AWOL\desertion status has been input, in **YYMMDD** format. If using the **TI05** to cancel an AWOL period, use the PAY-DATE shown in the history **TK** entry generated by the AWOL transaction.
DOE-DATE	Date of enlistment as shown on the member's current MMPA, in **YYMMDD** format.
TAFMSD	Total Active Federal Military Service Date as shown on the member's current MMPA **AFTER** the AWOL\desertion status has been input, in **YYMMDD** format. If using the **TI05** to cancel an AWOL period, use the TAFMSD-DATE shown in the history **TT** entry generated by the AWOL transaction.
DATE-START	Date member entered the AWOL status, as indicated in the **SJ** entry on the member's current MMPA, in **YYMMDD** format.
EFF-DATE-CORR	Date member entered the AWOL status, as indicated in the **SJ** entry on the member's current MMPA, in **YYMMDD** format. Should be the same date input in the **DATE-START** data element.
DAYS-TO-MAKE-GOOD	Total number of days member was in the AWOL\deserter status. Zero-fill to the left if necessary. If using the **TI05** for a cancelled AWOL entry, tab through.
PAY-DATE-CHG-RESN-CODE	Reason code explaining why the adjustment is being made. In the case of AWOL\deserter status, the applicable codes are: **C**: AWOL or **F**: Deserter.

Table 7-6. Explanation of TI05 data elements.

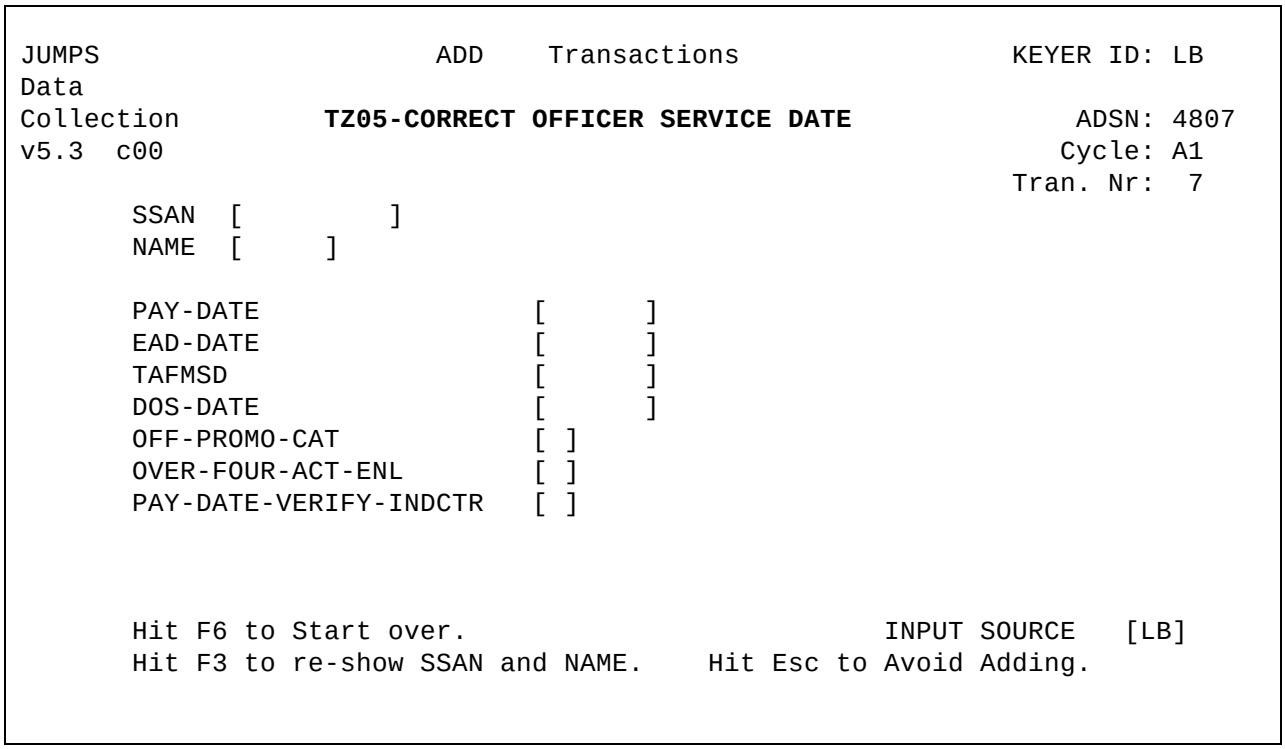


Figure 7-7. TZ05 Correct Officer Service Date transaction.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
PAY-DATE	Member's new pay date, adjusted for the total number of days in the AWOL\deserter status, in **YYMMDD** format.
EAD-DATE	Member's new entered active duty date, adjusted for the total number of days in the AWOL\deserter status, in **YYMMDD** format.
TAFMSD	Member's new TAFMSD date, adjusted for the total number of days in the AWOL\deserter status, in **YYMMDD** format.
DOS-DATE	If regular active duty officer, tab through. If Reserve officer, adjust the date of separation by the total number of days in the AWOL\deserter status.
OFF-PROMO-CAT	Codes to be used are: **D**: Dental Officer. **M**: Medical Officer. **Blank**: all other officers.
OVER-FOUR-ACT-ENL	If officer has an open **TL** entry, indicating over four years in an enlisted status, enter a "**Y**". If no open **TL** entry, tab through.
PAY-DATE-VERIFY-INDCTR	Used if officer completed USUHS. Applicable codes are: 5: Grade O-1, officer graduated from USUHS. 4: Grades O-2 through O-10, officer graduated from USUHS. Blank: Not applicable.

Table 7-7. Explanation of TZ05 data elements.

CONFINEMENT

9-1. Description. The effects of specific types of confinement on a member's pay and allowances are described in the DoDFMR, Volume 7A, chapter 3, Table 3-2.

9-2. Substantiating Document. The Personnel Action Center (**PAC**) or unit furnishes the field finance office a copy of the DA Form 4187 reflecting confinement.

9-3. Responsibilities:

a. The orderly room (unit commander or first sergeant) advises PAC and the field finance office of any member placed in confinement, civilian or military, by submitting a DA Form 4187, Duty Status Change.

b. Upon receipt of the DA Form 4187, the PAC inputs a transaction (**SK04**) to report member's confinement, civilian or military. If confinement absence is charged to leave, the unit submits normal leave transaction.

c. Upon receipt of the DA Form 4187, the field finance office takes steps to immediately suspend all payments to member reported confined, if confinement is type that suspends member's entitlement to pay and allowances. This is to prevent a paycheck from being issued. Actions include suppressing the member's pay for local payees. This is accomplished by using a **P103** transaction for mid-month pay checks or a **P203** transaction for end-of-month. The field finance office reviews the member's MMPA daily to ensure the confinement status is posted. They should **NOT** process an **ST04** transaction.

9-4. Disposition of Management Case File (MCF) for Confined Members.

a. Civil Confinement. Maintain MCF at the field finance office while the member is in pre-trial confinement. If member is confined after conviction, ensure all pay documents are processed and maintain the MCF for 60 days, then destroy.

b. Military Confinement. Maintain per chapter 2.

9-5. Effect of Confinement Status on MMPA. When member's pay is suspended, allotments are stopped. Status determinant code **K** shows member is imprisoned by civil or military authorities.

9-6. Special Provisions:

a. Lost Time. When confinement status is terminated by the Confinement Facility DJMS-AC adjusts pay date and TAFMSD. If DOS/ETS is to be changed, the TI/TZ05 transaction must be input.

b. Health and Comfort Items. Members in confinement may be authorized health and comfort payments if the member is in a non-pay status. Comfort payments for prisoners are paid out of local O & M funds and not reported to DJMS. When health and comfort items are furnished to a person in a pay status, they are paid from the soldier's personal funds or charged against his or her pay account. Handle billings as shown below:

1) The United States Disciplinary Barracks (USDB) at Fort Leavenworth,

Kansas, will prepare a DD Form 504, Request and Receipt for Health and Comfort Supplies, for inmates in a pay status who do not have sufficient funds in their personal deposit account. The DD Form 504 will be sent to the Defense Military Pay Office (DMPO), who will establish a DS indebtedness on the member's MMPA.

2) A copy of the DD Form 504 (with the receipt signature block signed) which was sent to the DMPO will be returned to:

U.S. Disciplinary Barracks
ATTN: ATZL-DBR
Fort Leavenworth, Kansas 66027-7100.

Terminating Confinement Status. The finance office uses action indicator 04 and a status determinant applicable to member's new current status (on-station code –A). For pay purposes, effective date is day of return to duty.

Confinement – Civilian: Data Required on Substantiating Document			
RULE	**A** **If a member is**	**B** **And DA Form 4187 shows**	**C** **Then submit input transaction to Central Site using confinement type (cp 32 of input)**
1	Apprehended or detained by civil authorities other than as a material witness	Date and place of apprehension; Place detained or confined; Charges against the member (if Available)	Note **1**
2	Detained as a material witness	Date and place detained or Confined; reason for detention	Note **2**
3	Convicted and confined by Civil authorities	Charge for which convicted; date convicted; term of sentence; and place of confinement	**1** (if not previously reported)
4	Acquitted or released for Any reason which entitles the member to pay and allowances	Date returned to military duty; reason released; date of trial; and date of acquittal	Note **3**
5	Released without trial	Circumstances involved in the Member's release	If excused, same As Rule **4**; if not Excused, Note **1**
6	Released to join member's Station pending final Determination (Note **2**)	Date returned to duty status or Other status, as applicable	Note **1**
7	Released to military Control without any Confinement after member Is tried and convicted	Date returned to military Control; charge for which Convicted; date convicted; and Circumstances surrounding the Member's return to military control	Note **1**
8	Discharged while confined By civil authorities	See Part 8, Chapter 13 for Input procedures	

Table 9-1. Civilian Confinement data required on DA Form 4187.

NOTES:

1. Use status determinant applicable to member's new status (On-Station Code A; military confinement Code K) with pertinent type code.
2. When final determination is received, separate input is received if conviction falls under Rule 3 above.
3. Field Finance Office inputs an SA04 effective date of confinement, which generates an SK06.

Confinement-Military: Data Required on Substantiating Document			
RULE	**A** **If the member is:**	**B** **And DA Form 4187 shows:**	**C** **Then submit input Transaction to Central Site using confinement type:**
1	Confined awaiting court-martial trial or sentencing	Beginning date of the Confinement and ending date (if applicable)	**3**
2	Confined as a result of court-martial sentence	Beginning date of Confinement	**4** (see note)
3	Held in military confinement	Beginning date of the Confinement; date and place apprehended; place detained or confined; charges against the member (if applicable)	**5**
4	Held in military confinement for a foreign civil offense- member is indicted	Date of indictment; place detained or confined; indictment charges	**6**

Table 9-2. Confinement Military: Data required on substantiating document.

NOTE: For the **SK04**, Code **4** transaction, review housing allowance(s) and submit separate transaction(s) to stop housing allowance(s).

Confinement Status Action Indicators: Use and Effect			
RULE	**A** **If status determinant is Confinement (Code K) and action indicator is:**	**B** **And input transaction has:**	**C** **Then the effect on the member's MMPA status is to:**
1	**03**: Report	Both **START** and **STOP** Dates	Record an inclusive perioc (short duration) of confinement (**See note**).
2	**04**: Change	A **START** date, with the **STOP** date that is zero-filled	Change member's current Status to confinement On a continuing basis; It also closes the Member's prior status.
3	**06**: Cancel	A **START** date which equals a prior erroneous date and a **STOP** date that is zero-filled	Cancel a confinement Status reported in error On a continuing basis (**See note**).
4	**06**: Cancel	**START** and **STOP** dates which equal a prior transaction's dates	Cancel an inclusive perioc Of confinement in an MMPA History entry (**See note**).

Table 9-3. Confinement Status Action Indicators: Use and Effect.

NOTE: MMPA is restored to the status existing immediately before the adjustment. If a new status exists, a separate transaction effective the date after the confinement status ends must be input.

Effect on MMPA of Confinement Input Transactions: By Type			
RULE	**A** **If member's status is:**	**B** **And confinement type is:**	**C** **Then the effect on member's MMPA is to:**
1	Confinement by civil authorities	**1**	Suspend pay and allowances; suspend accrual of leave; adjust service dates for lost time (**Note 1**).
2	Confinement by military Or civilian authorities As a civil witness	**2**	Note status on MMPA and continue accrual of leave and all pay and allowances. If furnished rations by military authorities, submit input to stop **BAS** (and **COLA**, if applicable) without dependents for enlisted members.
3	Military confinement awaiting investigation or court-martial	**3**	Suspend **BAS** and **COLA** without dependent for enlisted members; suspend **FDP**, **SDP**, Dive Pay, **JUMP** Pay, Demolition Duty Pay, Stress Pay; suspend accrual of Leave (**Note 4**); adjust service Dates for lost time (**Notes 1 and 4**); stop accrual of pay and allowances if **ETS** occurs while in confinement.
4	Military confinement serving a court-martial sentence	**4**	Suspends **BAS** and **COLA** without dependents for enlisted members; suspends **FDP**, **SDP**, Dive Pay; suspends accrual of leave; adjusts service dates for lost time (**Note 1**); stops accrual of pay and allowances if **ETS** occurs while in confinement.
5	Military confinement for foreign civil offense pending charge of indictment	**5**	Same as Rule **3**
6	Military confinement for foreign civil offense indicted	**6**	Same as Rule **1**

Table 9-4. Effect on MMPA of confinement input transactions: by type.

NOTES:1a. These service dates are adjusted for enlisted members who do not hold a Reserve commission:
1) Pay date.
2) Effective date, years of service completed.
3) Effective date for FUTURES payment of reenlistment bonus.

1b. Total active federal military service date is adjusted for enlisted members only.

2. Submit separate BAS and COLA without dependent transactions if these entitlements are due member.

4. If processing date is after restructure, stop allotment current month.

5. BAS is not payable for the period of confinement because the member was subsisted at government expense.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection          PV03-REPORT PAYMENT OF COMFORT ITEM           ADSN: 4807
v5.3  c01                                                       Cycle: A1
                                                              Tran. Nr:  34

                  SSAN  [         ]
                  NAME  [     ]

                  DATE-VOU         [      ]
                  ACCT-ADSN        [    ]
                  VOU-NR           [        ]
                  AMT-PD           [      ]
                  CLEAR-ACCT-ID    [   ]




Hit F6 to Start over.                                    INPUT SOURCE   [  ]
Hit F3 to re-show SSAN and NAME. Hit Esc to Avoid Adding.
```

Figure 9-1. Report Payment of Comfort Items input screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-VOU	Effective date of payment voucher, in **YYMMDD** format.
ACCT-ADSN	The ADSN that disbursed the funds to the member. **5570** is used for SRD payments and **3800** is used for payments made by the DJMS-AC EFT subsystem.
VOU-NR	Number assigned to the voucher on which the payment was made. First position must be a "**P**" or "**H**". Second position can be Alpha or numeric. Positions **3-8** must be numeric greater than zero. Zero fill to the left if necessary.
AMT-PD	Amount paid on the voucher. Must be numeric, greater than zero. Zero fill to the left if necessary.
CLEAR-ACCT-ID	Clearing account identity. Applicable codes are: **510**: Officer **530**: Enlisted

Table 9-5. Report payment of comfort item screen explanation.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection         PV05-CORRECT PAYMENT OF COMFORT ITEM          ADSN: 4807
v5.3  c01                                                      Cycle: A1
                                                             Tran. Nr:  35

                 SSAN  [         ]
                 NAME  [     ]

                 DATE-VOU         [      ]      AMT-PD        [      ]
                 ACCT-ADSN        [    ]       CLEAR-ACCT-ID [   ]
                 VOU-NR           [        ]

                 DATE-VOU-NEW     [      ]      AMT-PD-NEW    [      ]
                 VOU-NR-NEW       [        ]




Hit F6 to Start over.                                  INPUT SOURCE   [LB]
Hit F3 to re-show SSAN and NAME. Hit Esc to Avoid Adding.
```

Figure 9-2. Correct Payment of Comfort Item screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-VOU	Effective date of payment voucher, in **YYMMDD** format, as input on the original **PV03** transaction.
ACCT-ADSN	The ADSN that disbursed the funds to the member. **5570** is used for SRD payments and **3800** is used for payments made by the DJMS-AC EFT subsystem.
VOU-NR	Number assigned to the voucher on which the payment was made, as input in the original **PV03** transaction.
DATE-VOU-NEW	Correct effective date of payment voucher, in **YYMMDD** format.
VOU-NR-NEW	Correct number assigned to the voucher on which the payment was made. First position must be a "**P**" or "**H**". Second position can be alpha or numeric. Positions **3-8** must be numeric greater than zero. Zero fill to the left if necessary.
AMT-PD	Amount paid on the voucher, as input in the original PV03 Transaction.
CLEAR-ACCT-ID	Clearing account identity. Applicable codes are: **510**: Officer **530**: Enlisted
AMT-PD-NEW	Correct amount paid on the voucher. Must be numeric, greater tha zero. Zero fill to the left if necessary.

Table 9-6. Correct payment of comfort item screen explanation.

```
JUMPS                    ADD    Transactions              KEYER ID: LB
Data
Collection        PV06-CANCEL PAYMENT OF COMFORT ITEM          ADSN: 4807
v5.3  c01                                                    Cycle: A1
                                                          Tran. Nr:  36

                 SSAN  [         ]
                 NAME  [     ]

                 DATE-VOU         [      ]
                 ACCT-ADSN        [    ]
                 VOU-NR           [        ]
                 AMT-PD           [      ]
                 CLEAR-ACCT-ID    [   ]




Hit F6 to Start over.                                  INPUT SOURCE   [LB]
Hit F3 to re-show SSAN and NAME. Hit Esc to Avoid Adding.
```

Figure 9-3. Cancel Payment of Comfort Items screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-VOU	Effective date of payment voucher, in **YYMMDD** format.
ACCT-ADSN	The ADSN that disbursed the funds to the member, as entered in the **PV03** transaction being cancelled.
VOU-NR	Number assigned to the voucher on which the payment was made, as entered in the **PV03** transaction being cancelled.
AMT-PD	Amount paid on the voucher, as entered in the PV03 transaction being cancelled.
CLEAR-ACCT-ID	Clearing account identity. Applicable codes are: **510**: Officer **530**: Enlisted

Table 9-7. Cancel payment of comfort items screen explanation.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection                 SK03-REPORT CONFINEMENT                ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  37

                  SSAN  [         ]
                  NAME  [     ]

                  DATE-START     [      ]
                  DATE-STOP      [      ]
                  CONFMNT-TYPE   [ ]









Hit F6 to Start over.                                    INPUT SOURCE   [  ]
Hit F3 to display previous SSAN and NAME.    Hit Esc to Avoid Adding.
```

Figure 9-4. Report Confinement screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
DATE-START	Date member’s confinement status started, in **YYMMDD** format. Must be equal to or less than current date.
DATE-STOP	Date member’s confinement status ended, in **YYMMDD** format. Must Be equal to or greater than the **START** date and less than or equal to the current date.
CONFMNT-TYPE	Identifies the type of civilian or military confinement the member is serving. Applicable codes are: **1**: confinement by civilian authorities. **2**: confinement by civilian authorities as a witness. **3**: military confinement awaiting investigation or court-martial. **4**: military confinement, member sentenced. **5**: military confinement for foreign civil offense – pending **6**: military confinement for foreign civil offense – indicted.

Table 9-8. Report confinement screen explanation.

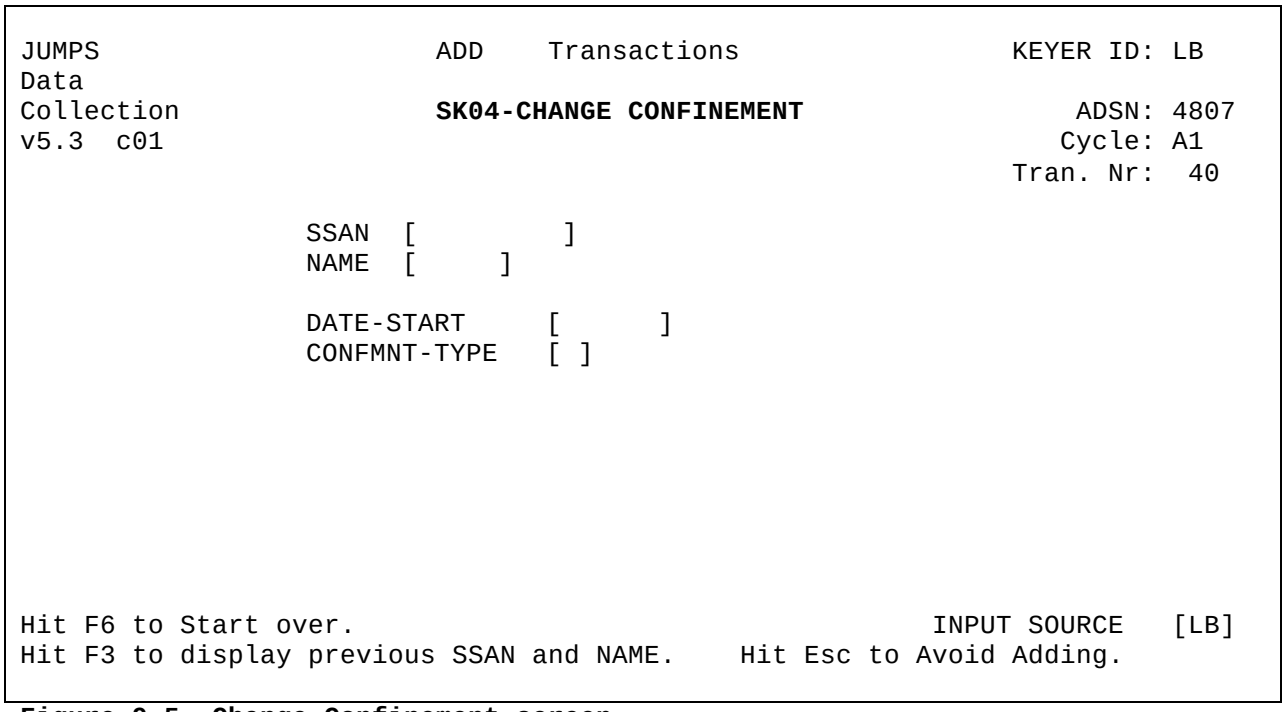


Figure 9-5. Change Confinement screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of member's last name.
DATE-START	Effective date of new confinement status, in YYMMDD format.
CONFMNT-TYPE	Identifies the new type of civilian or military confinement the member is serving. Applicable codes are: **1**: confinement by civilian authorities. **2**: confinement by civilian authorities as a witness. **3**: military confinement awaiting investigation or court-martial. **4**: military confinement, member sentenced. **5**: military confinement for foreign civil offense – pending **6**: military confinement for foreign civil offense – indicted.

Table 9-9. Change Confinement screen explanation.

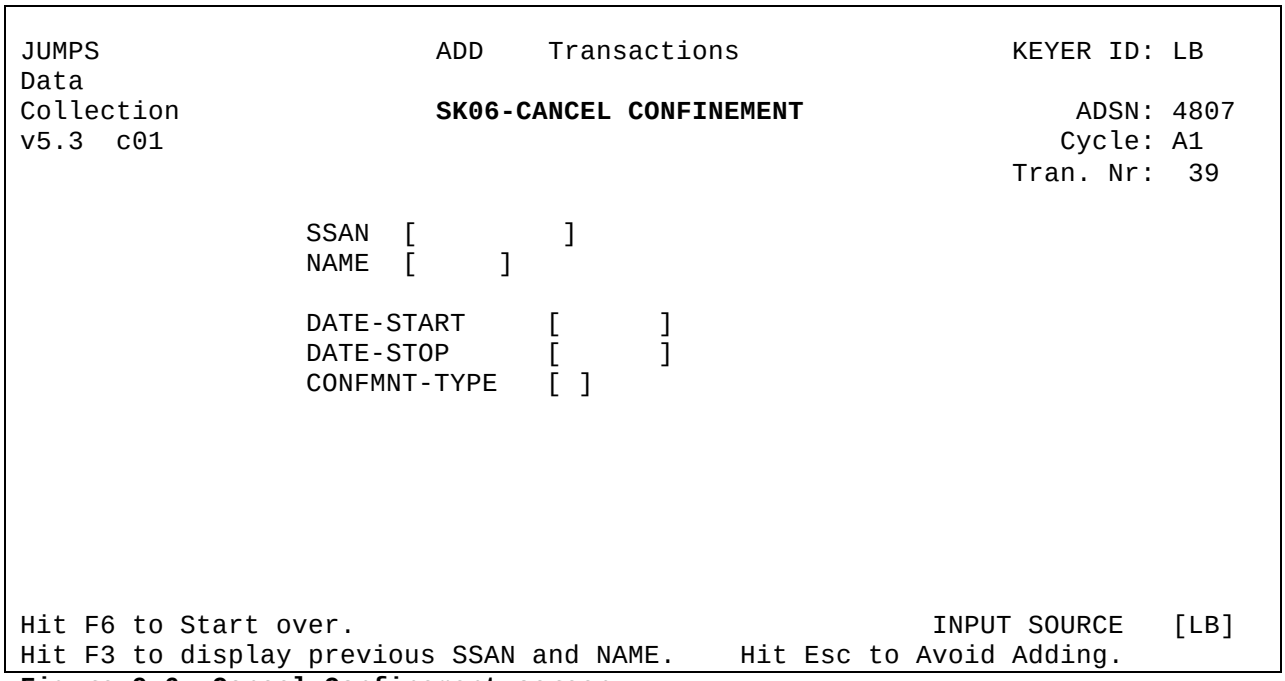


Figure 9-6. Cancel Confinement screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security account number.
NAME	First five characters of member’s last name.
DATE-START	Effective date member entered confinement, in **YYMMDD** format, as entered in the **SK03** transaction being cancelled.
DATE-STOP	Effective date member’s confinement status ended, in **YYMMDD** format, as entered in the **SK03** transaction being cancelled.
CONFMNT-TYPE	Type of confinement, as entered in the **SK03** transaction being Cancelled.

Table 9-10. Cancel confinement screen explanation.

CASUALTIES

15-1. General. The DoDFMR, Volume 7A, chapter 36, provides the policy concerning death gratuity and arrears of pay (**AOP**) paid on behalf of deceased members. It states, in part, that death gratuity will be paid, regardless of whether death occurred in the line of duty or was the result of the member's misconduct, to eligible beneficiaries of the following:

a. Member who dies while on active duty or while traveling to or from such duty.

b. Member, or former member, who dies during the **120** day period beginning on the day following date of discharge or release, under honorable conditions, from active duty (including retirement for either disability or length of service). In, this case, the Administrator of Veteran's Affairs must determine that death resulted from disease or injury incurred or aggravated while the member was on active duty or while in authorized travel status to or from such duty.

c. Any person who dies while traveling to or from or while at a place for final acceptance, or for entry upon active duty (other than for training) in the Military Service, who has been ordered or directed to go to that place, and who:

1) Has been provisionally accepted for that duty; or

2) Has been selected, under the Military Selective Service Act, for duty in that Military Service.

d. Member whose death is determined by administrative finding under the **Missing Persons Act**.

e. Reserve member who dies while traveling directly to or from active duty.

f. Any member of a Reserve officers' training corps who dies while performing annual training duty under orders for a period of more than **13** days or while performing authorized travel to or from that annual training duty; or any applicant for membership in a Reserve Officers' Training Corps (**ROTC**) who dies while attending field training or while performing authorized travel to or from the place where the training is conducted.

15-2. Substantiating Documents:

a. **DD Form 93**, Record of Emergency Data: contains information on eligible beneficiary or eligible non-designated beneficiary.

b. **DD Form 173/2**, Joint Message Form.

c. **SF 1174**, Claim for Unpaid Compensation of Deceased Member of the Uniformed Service.

d. **DD Form 2058**, State of Legal Residence Certificate: if beneficiary is located in the servicing finance office area.

e. **DD Form 397**, Claim Certification and Voucher for Death Gratuity Payment.

15-3. Preparation of DD Form 397. Use DD Form 397, in quadruplicate, to file claim and pay death gratuity using a **PE03** transaction (**Figure 15-1**).

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection             PE03-REPORT DEATH GRATUITY                 ADSN: 4807
v5.3  c01                                                        Cycle: A1
                                                                 Tran. Nr:  34
       SSAN  [         ]
       NAME  [     ]

       DATE-VOU        [      ]
       GOVT-AGENCY     [ ]
       VOU-NR          [        ]
       AMT-PD          [      ]
       BUDG-SUB-PROJ   [  ]
       FY              [  ]




       Hit F6 to Start over.                          INPUT SOURCE   [  ]
       Hit F3 to re-show SSAN and NAME. Hit Esc to Avoid Adding.
```

Figure 15-1. Report Death Gratuity input screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security account number.
NAME	First five characters of the member's last name.
DATE-VOU	Effective date death gratuity payment was paid, in **YYMMDD** format.
GOVT-AGENCY	Identifies agency making payment. Applicable codes are: **A**: Air Force **D**: Marine Corps **B**: Army **G**: Coast Guard **C**: Navy **M**: State Department
VOU-NR	Disbursing officer assigned voucher number for voucher payment was made on. First character must be a "**P**". Second through eighth characters must be numeric, greater than **0000000**.
AMT-PD	Dollar amount of death gratuity payment. Must be equal to or greater than **$800.00**, and equal to or less than **$6,000.00**.
BUDG-SUB-PROJ	Identifies the budget sub-project the funds are paid out of. Applicable codes are: **01**: officers; **02**: enlisted.
FY	Fiscal year payment was paid in. If current fiscal year, you can tab through and it will be filled in for you.

TABLE 15-1. Report Death Gratuity screen explanation.

If payments are to be divided between two or more eligible beneficiaries, prepare a separate form for each. Before forwarding DD Form 397 to the Casualty Assistance Officer (**CAO**), the finance office completes the form using the following instructions:

a. **Item 2** - voucher number.

b. **Item 3** - applicable appropriation available on date of death.

c. **Item 4** - block stamp.

d. **Item 5** - name and address of beneficiary.

e. **Item 6** - last name, first name, and middle initial of deceased Service member.

f. **Item 7** - decedent's social security number.

g. **Item 8** - decedent's grade on date of death.

h. **Item 9** - place of decedent's death from death report.

i. **Item 10** - date of death from death report.

j. **Item 11** - total years of service completed on date of death, from pay date.

k. **Item 12** - amount and type of additional pay, other than basic pay.

l. **Item 13** - total monthly pay (excluding allowances) as of date of death.

m. **Item 14** - total amount due payee.

n. **Item 15** - Place an "X" in the appropriate block.

o. **Item 16** - List children of deceased member, as applicable.

p. **Item 17** and **17A** - See paragraph 54-5k(4).

q. **Item 18** - Certify voucher as correct for payment, and make payment by check. Place check number, amount and date at bottom line of DD Form 397.

r. **Distribution of DD Form 397**.

1) **Original** - submit with FSO's original vouchers.

2) **Duplicate** - copy for DFAS-IN, with legible signatures.

3) **Triplicate** - copy for payee.

4) **Quadruplicate** - file with retained vouchers in military pay.

15-4. Death Gratuity. Death gratuity is paid promptly by the member's servicing financing office, a designated finance office (hereinafter referred to as the "**assisting**" finance office), or Central Site, as prescribed in DoDFMR, Volume 7A, chapter 36, table 364, and this section. When the beneficiary resides in the vicinity of the servicing finance office, the servicing finance office will make the death gratuity payment. If the beneficiary does not reside in the vicinity of the servicing finance office, assistance should be requested from the finance office nearest the residence of the beneficiary. This request is normally included in the Personnel notification of death message. The finance office disbursing the death gratuity payment must process the **PE03** transaction to the deceased member's MMPA immediately after the death gratuity is paid. If the MMPA is not in **SL**/**SV** status, the **PE** payment recycles awaiting status change. Central Site will disburse the death gratuity in the following situations:

a. Beneficiaries are minor children. Central Site will request necessary documents from the servicing field finance or personnel office. See DoDFMR, Volume 7A, chapter 36, paragraph 360104 and table 36-1.

b. The member died as a result of a homicide involving the eligible beneficiary.

c. "In Loco Parentis" documents required.

d. Member was absent without leave (AWOL), in a deserter status, or in custody of civil authorities.

e. Doubt exists regarding proper person eligible to receive death gratuity.

f. Beneficiary designated is a common-law spouse.

15-5. Responsibilities:

a. **Local Personnel office**:

1) Sends death message on **DD Form 173/2** to the servicing finance office and Central Site as informational addressee. This message contains information from **DD Form 93** as to whether there is a designated beneficiary or an eligible non-designated beneficiary (see DoDFMR, Volume 7A, chapter 36).

2) Furnishes servicing finance office a copy of the death message and a copy of **DD Form 93**.

3) Immediately sends Central Site any input which pertains to member's account for which Personnel is the originating input source for processing.

b. **Central Site**. Upon receipt of the initial death message:

1) Suspends deceased member's pay account by processing an **SL03** (deceased) transaction and the **E503** (separation) transaction.

2) Notifies **DFAS-IN/TJFB** to stop allotments and intercept midmonth\ end-of-month pay, if possible.

3) Sends message to the finance office making beneficiary payment, requesting specific documents and assistance in disbursing Arrears of Pay (**AOP**), and death gratuity if applicable.

4) Upon receipt of documentation, computes amount of pay due, makes adjustments, and makes all payments for **AOP**, including amounts due for travel and per diem.

5) Furnishes applicable forms as follows, and a computation of final pay settlements, as appropriate, to the beneficiary or estate.

a) **TD Form W-2, Wage and Tax Statement**, will be provided reflecting wage and deduction information paid to the deceased member prior to date of death.

b) **TD Form 1099-MISC, Miscellaneous Income**, will be provided for the payment of arrears of pay.

c) **TD Form 1099-R, Distributions from pensions, annuities, retirement of profit-sharing plans, IRAs, insurance contracts, etc.,** will be provided for death gratuity payments.

6) Upon notification from the local finance office and **CAO** that extreme hardship exists, and where there is sufficient money available, makes interim payments of **AOP** to proper beneficiary to alleviate hardship. Where appropriate, authorizes local finance office to make direct interim payment.

c. **Local Finance Office**: Upon receipt of initial death message **and DD Form 93**:

1) Determines the beneficiary for **AOP** and location of beneficiary and sends a copy of the **DD Form 93** to Central Site.

2) Prepares **SF 1174** and **DD Form 2058** if beneficiary is located in the servicing finance office area, and **DD Form 397**, Claim Certification and Voucher for Death Gratuity Payment.

3) Advises the **CAO** to return all applicable forms to the finance office when beneficiary and witnesses have signed.

4) Screens management case files and the deceased member's latest LES immediately. Notifies Central Site immediately of any unprocessed items that affect the amount of unpaid pay and allowances.

5) Contacts the **Summary Courts Officer** to determine if there are any debts that must be settled from **AOP**. Only government-related bills such as, but not limited to, hospital bills, telephone bills, open mess unpaid accounts, or advance travel pay may be included. Notify Central Site immediately of any such debts.

6) Notifies **CAO** if member participated in the Veterans Educational Assistance Program (**VEAP**) or Montgomery GI Bill (**MGIB**), along with start and stop dates.

7) Determines if member has any unpaid travel claims. If so, a travel voucher must be completed and signed by the Summary Courts Officer. Computes the travel vouchers and forwards to Central Site for payment or collection.

8) Notifies Central Site when a completed **SF 1174** has been obtained.

9) Forwards the following documents to Central Site within five duty days:

   a) **Original SF 1174** (forwarded by the finance office making payment)

   b) **Signed original DD Form 2058** (forwarded by finance office making payment)

   c) **Paid copy of DD Form 397** with legible signatures

   d) **DD Form 93**

   e) **DD Form 1588**, Record of Travel Payments or an automated Travel History Print

   f) Copy of travel voucher and orders, if any, and any other pay-affecting document

   g) Sends email to Central Site including information shown in **Figure 15-2**, Casualty Information Checklist.

CASUALTY INFORMATION CHECKLIST

FROM:

SUBJECT: Active Duty Casualty – (SSN), (Name), (Date of Death)

TO: DFAS-IN

1. Summary Courts Officer, (NAME), was contacted on (DATE).

2. Outstanding Charges or Debts:

a. Open Mess: **Yes_____** **Amount $_____** **No_____**

b. **Post Exchange:** **Yes_____** **Amount $_____** **No _____**

c. Billeting: **Yes_____** **Amount $_____** **No _____**

d. **GPLD:** **Yes_____** **Amount $_____** **No _____**

e. Hospital: **Yes_____** **Amount $_____** **No _____**

f. Other: **Yes_____** **Amount $_____** **No _____**

3. DD Form 139 sent on (DATE) for (SPECIFY DEBT TYPE & AMOUNT)

4. Contacted Orderly Room on: (DATE)

5. Has all Leaves been posted? Yes____ No_____

6. If NO, show date(s) of unposted leave(s):

DEPART: _____ RETURN:_____

DEPART: _____ RETURN:_____

DEPART: _____ RETURN:_____

7. Have all TRAVEL settlement been paid? Yes____ No_____

8. Travel voucher forwarded on (DATE) _____.

9. Have all pay entitlements been posted? Yes____ No_____

10. If NO, list entitlements and amount of each.

ENTITLEMENT: _____ AMOUNT: $_____

ENTITLEMENT: _____ AMOUNT: $_____

ENTITLEMENT: _____ AMOUNT: $_____

11. Point of contact for any further questions:

NAME:_____ DSN:_____

Figure 15-2. Casualty Information Checklist.

d. **Finance office nearest residence of Beneficiary** (when separate finance office serviced member). Upon receipt of notification of a designated beneficiary:

1) Prepares **DD Form 397** and check payable to beneficiary.

2) Prepares **SF 1174** for designated beneficiary to claim unpaid pay and allowances.

3) Prepares **DD Form 2058** for completion and signature by the designated beneficiary of unpaid pay and allowances.

4) Furnishes the **DD Form 397**, **SF 1174**, and **DD Form 2058** to the **CAO** and advises that **DD Form 397** must be signed before the gratuity check is released. If the beneficiary for death gratuity and **AOP** is the same person, the **SF 1174** and **DD Form 2058** should be signed at the same time, if possible.

5) Advises the **CAO** to return all three forms to the finance office when the beneficiary and witnesses have signed.

6) Processes **PE03** to report death gratuity payment.

7) Notifies Central Site when the completed **SF 1174** has been obtained.

8) Forwards to Central Site, within five duty days:

a) Original SF 1174

b) Copy of paid **DD Form 397** with legible signatures

c) Signed **original DD Form 2058**

d) Distributes the signed **DD Form 397** as prescribed in **para 15-3(r).**

15-6. If the payment of death gratuity is made to other than the proper payee, and the rightful beneficiary later applies, take these actions:

a. **Payment on Basis of Military Records**. If payment was made to an individual, based on statements on military records made by member as to his or her marital and dependency status, and there is nothing to indicate that such status is incorrect, do not regard payment as erroneous. In such cases, forward to Central Site the claim of any person entitled to payment if member's record contained official notice of such person. Do not pay death gratuity to any other claimant until advised by Central Site.

b. **Administrative Error**. If through administrative error (not caused by member's statement on locally available military records), payment has been made to a person clearly not entitled, and it is equally clear that another claimant is entitled to payment, do not delay or withhold payment to rightful beneficiary. The following rules apply:

1) If conclusive determination of rightful beneficiary can be made under provisions of this paragraph, immediately pay beneficiary locally. Mail complete information about erroneous payment to Central Site for collection action.

2) If conclusive determination concerning rightful beneficiary cannot be made, forward entire case to Central Site for determination and payment to rightful beneficiary, and collection action against erroneously paid beneficiary.

15-7. Allowance for Quarters to Surviving Dependents:

a. **Conditions of Payment**. Dependents of members on active duty, eligible for government family quarters, may be paid an allowance for quarters when members die in the line of duty and one of the following conditions exists:

1) Dependents do not occupy government quarters on the date of death;

2) Dependents are occupying government quarters on a rental basis on the date of death;

3) Dependents vacate government quarters within **180** days of date of death.

b. Allowance includes BAH or OHA, as applicable, at the rate to which the member would have been entitled prior to death.

c. **Payment Order**. Payments are to be made to the surviving dependents in the following order:

1) current spouse;

2) if no current spouse, divide equally among the dependents listed on **DFAS Form 704**, Re-certification Statement - BAH, FSH, COLA, OHA.

d) **Termination of allowance**. Allowance terminates **180** days after the date of death. If, within **180** days, dependents vacate a housing facility under the jurisdiction of the Uniformed Service which they occupied on a non-rental basis, the allowance begins on the day the housing was vacated and continues for **180** days less the number of days the housing facility was occupied following the date of death.

e) **Payment Procedure**. Payments are made by Central Site. The finance office makes emergency payment of amounts accrued to date from date of death, upon corroboration of need by the **CAO**, only after receiving Central Site authorization.

f) **Documentation**. Upon notification of an active duty member's death, the finance office coordinates with the **CAO** to contact the surviving dependent and explain this allowance and the payment procedure. If the surviving spouse or guardian of minor dependents signs the **SF 1174**, and this spouse or minor child is the beneficiary for **AOP**, the signature on the **SF 1174** is sufficient to claim the **180** days of BAH and applicable housing allowances.

1) **CAO** advises the claimant that he or she is responsible for reporting any address changes to **DFAS-IN, 9988 East 56th Street, Indianapolis, IN 46249-5000**, to ensure timely receipt of payment. Guardianship papers are still required under the same conditions as required for death gratuity or **AOP**. Central Site sends a letter explaining the pay and allowances and a claim statement for signature to dependents who will not receive **AOP**.

2) The finance office submits documents to Central Site relating to the deceased member (for example, **DD Form 397** and **SF 1174**). Additional information may be requested to determine payment amount.

15-8. Central Site Actions:

a. Report of Settlement to Department of Veterans Affairs (**DVA**). Upon DVA request, Central Site advises DVA of final settlement of pay accounts of deceased members.

b. Adjustments. If check not negotiated check or any factors affecting pay and allowances are discovered after AOP payment has been made or after the appropriate documents have been submitted to Central Site, inform Central Site of facts by phone, facsimile (FAX), or email. Send documents to Central Site immediately with letter of explanation. Central Site will make any required adjustments.

d. **Collection Actions**. Central Site will take action to recover erroneous payment. When these procedures have been followed and there is no lack of good faith or due care, the finance office who made the erroneous payment may apply for debt relief.

Temporary Field Assignment (TFA)
(Formally called Field Duty)

16-1. Description: The DODFMR, Volume 7A, Chapter 25, Interim Change 29-98, dated July 24, 1998, defines TFA as: Any maneuvers, war games, field exercises or similar operations of 180 days or less where a member is required to use messing provided by or on behalf of the Government. Member's travel reimbursement is the same as for field duty.

16-2. Substantiating Documents:

a. DA Form 4187 (Personnel Action) for reporting TFA periods for collection action, with the following information:

(1) Member's Name, SSAN, Rank, Unit assigned.

(2) Date Start (for start, cancel, or correct)

(3) Date Stop (for start, cancel or correct)

(4) Location of TDY (if not classified)

(5) TDY order number.

(6) Paid Travel Voucher number (for cancel, or correct)

(7) Certifying Officials Signature..

b. TDY orders

c. Paid Travel Voucher

16-3. Field site actions. The field site will process TFA transactions for all reported periods of temporary field assignments based upon substantiating documents received from the travel section, the member, or the member's unit.

a. Effective June 10, 1999 all TFA collections are to be processed as follows:

- Process a **DQ01,** (Start Overpayment of Pay and or Allowances) using the Format ID **40 (BAS)** and either type (**N**) for enlisted members or type (**X**) for officers which will collect the money into the BAS accounting classification.

- Process a **DQ05** when you need to correct a previous transaction input against a member's account that contained erroneous data.

- Process a **DQ06** to cancel an erroneous input for a TFA period, to reverse erroneous TFA entries and refund the erroneous collections.

- Process a **DQ18** (Suspend Overpayment of pay or allowances) when it is decided to suspend a collection for a TFA period pending determination of the period or members involved.

- Process a **DQ20** (Resume Overpayment of pay or allowances) once a determination has been made and collection action needs to be resumed.

- Process a **DQ21** (Forgive Overpayment of pay and allowances) when a determination has been made that an erroneous input was previously made. This transaction only forgives the amount remaining to be collected, or a lesser amount as determined by the field site.

b. **Departure**. The field site will receive notification of a group or individual travel for members assigned to a TFA. If the TFA is for a period of 30 days or less, a DQ01 will be processed against each member's account for the period involved. If the TFA is for a period in excess of 30 days, a DQ01 transaction will be processed against each member's account to collect for the first month the member will be in a TFA status to preclude large collections upon the member's return.

c. **Return**. Upon return, a substantiating document will be received from the member or the member's unit indicating the date the member(s) returned from TFA status. Or the travel section will forward a copy of the paid travel voucher and a copy of the orders to the Military Pay section. Upon receipt of the substantiating documents or vouchers and orders, the field site will make any appropriate adjustments using the transactions noted in paragraph (a) above.

16-4. The National Defense Authorization Act (NDAA) for fiscal year 1998 entitles all members receiving a full BAS rate (Officer Rations, Separate Rations, Rations Not Available, or Emergency Rations) to retain the full rations rate when performing TFA. Also, all enlisted members not drawing a full BAS rate, except basic combat trainees **(BCT),** are authorized Partial Basic Allowance for Subsistence **(PBAS).** Enlisted members drawing PBAS retain the allowance while in a TFA status. No collection is made for meals provided these members while in a TFA.

16-5. Effective July 1, 1998, the system no longer accepts SN transactions with a start date of July 1, 1998 or later. All SN inputs with a start date after June 30, 1998 will reject with the error code **SHU – start date is after July 1, 1998.** DS01 transactions were to be used to collect TFA during the period July 1, 1998 through June 9, 1999.

16-6. Rates of collection. There are two rates used for collecting meals from BAS: the standard rate and the discount rate. The standard rate is used for temporary duty (TDY) periods. It is $7.50 per day, and is not prorated for the first or last day of regular TDY when a member is drawing full per diem and a full BAS rate. The discount rate is always used for collecting for meals while in a TFA status. The current discount rate is $6.15 per day effective October 1, 1998, which is applicable for both enlisted and officers. The first and last day of any TFA is collected at 25 percent of the discount rate (6.15 x .25 = $1.54), without regard to actual time of departure or return, or actual number of meals provided. EXAMPLE: If member was in a TFA status for the period August 1, 1999 through August 3, 1999, the DQ01 collection would be for $9.23. First day = $1.54, second day = $6.15, and the last day = $1.54, for a total = $9.23.

16-7. Rules regarding collections.

a. The DODFMR, Volume 7A, Chapter 25, interim change 29-98, dated July 24, 1998, Table 25-1, rule number 2, regarding officer BAS states " Officers will be charged for all meals and rations available, whether eaten or not, when under orders for field duty or temporary field assignments, essential unit messing, group travel, sea duty, or temporary afloat assignment while underway, or when use of meals provided by or on behalf of the U. S. Government is directed by the commander or commanding officer". Therefore, officers are charged for all meals, at the full rate of $6.15 per day, for each day in a TFA status, except for the first and last day, when the 25 percent charge is collected.

b. Table 25-3, of the above cited DODFMR, for enlisted members states " Enlisted members receiving full BAS (SEPRATS, RNA, or EMRATS) will be charged for all meals and rations available, whether eaten or not, when under orders for temporary field assignment". Therefore, enlisted members are charged for all meals, at the full rate of $6.15 per day, for each day in a TFA status, except for the first and last day, when the 25 percent charge is collected.

```
JUMPS                      ADD    Transactions                 KEYER ID: LB
Data
Collection     DQ01-ADD MONTHLY DEDUCTION FOR OVERPAYMENT         ADSN: 4807
v5.2  c19                                                        Cycle: A1
                                                                 Tran. Nr:  4
       SSAN  [         ]
       NAME  [     ]

       YR-MO-START              [    ]      CURR-GR              [  ]
       DATE-START-OPAYMNT       [      ]    AMT-SPEC-ENTL # 1    [         ]
       DATE-STOP-OPAYMNT        [      ]    FORMAT-ID # 1        [  ]
       AMT-SPEC-INDBT           [         ] DESCRIP-DATA # 1     [ ]
       AMT-SPEC-DEDTN-CRNT-MO   [        ]  INDBT-SUSPN-RSN      [ ]



       Hit  F6   to  Start over                      INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 16-1a. DQ01 Start transaction screen #1.

```
JUMPS                      ADD    Transactions                 KEYER ID: LB
Data
Collection           DQ01-START DEBT FOR OVERPAYMENT             ADSN: 4807
v5.2  c19                      SCREEN 2 OF 2                     Cycle: A1
                                                                 Tran. Nr:  4
       SSAN  [299420550]
       NAME  [BAKER]

    AMT-SPEC-ENTL # 2  [         ] NOE-INDCTR                      [ ]
    FORMAT-ID # 2      [  ]        YRS-SVC-MED-DENTL or
    DESCRIP-DATA # 2   [ ]         YRS-SVC-CAREER-SEA-PAY         [  ]
    AMT-SPEC-ENTL # 3  [         ] JTR-LOCATION, ZIP-CODE or
    FORMAT-ID # 3      [  ]        FOR-LANG-SKILL-LV-DIFF-CAT     [     ]
    DESCRIP-DATA # 3   [ ]         FOR-LANG-CODE,
    AMT-SPEC-ENTL # 4  [         ] PROF-PAY-TYPE, or CNTRY-WORLD  [  ]
    FORMAT-ID # 4      [  ]        VRB-MULTR                      [ ]
    DESCRIP-DATA # 4   [ ]         BAS-DUTY-LOCTN                 [ ]

       Hit  F6   to  Start over                      INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 16-1b. DQ01 Start transaction screen # 2.

DQ01 Screen # 1	
DATA ELEMENT	**DESCRIPTION**
SSAN	Member's social security number.
NAME	First five characters of member's last name.
YR-MO-START	Processing year and month in which the collection should start. Must be current or next processing month. In **YYMM** format.
DATE-START-OPAYMNT	Date member began the TFA status. Must be in **YYMMDD** format.
DATE-STOP-OPATMNT	Date member returned from TFA status. Must be in **YYMMDD** format.
AMT-SPEC-INDBT	Total amount to be collected. Compute the amount to be collected, based on: $1.54 for first and last day, and $6.15 per day for remaining period. Zero-fill from the left to enter the amount.
AMT-SPEC-DEDTN-CRNT-MO	Monthly deduction amount. Must enter at least $10.00 if amount is to be prorated, or total amount, as computed above. A full collection closes upon receipt. If the start transaction is preceding a DQ18 transaction, make sure that the collection rate is greater than one month. If funds are not available, enter a collection rate to start collecting when funds are available. The system will temporarily suspend the input with an action indicator of **Q8**. If available funds are less than the collection rate, the system will collect whatever is available and start collecting the following month at the collection rate specified in this entry.
CURR-GR	Pay grade shown on the MMPA for the specific period of TFA status. **NOTE**: This is not necessarily the pay grade shown on the member's current MMPA.
AMT-SPEC-ENTL # 1	First entitlement overpayment amount. This should match the amount computed and input for the AMT-SPEC-INDBT entry above.
FORMAT ID # 1	For collections for the TFA status, the format ID is ALWAYS **40**.
DESCRIP-DATA # 1	This entry is determined by the member's rank. For enlisted members, enter a (**N**). For officers, enter a (**X**).
INDBT-SUSPN-RSN	Normally, this entry is a zero (**0**) to indicate Commander's Request or no suspension. If there is a question concerning the TFA period or the member's status, or if a request for a waiver or remission has been received, the following codes would apply: **1**: Waiver application (restricted to Central Site) **2**: Remission application. **3**: Appeal or rebuttal. **5**: Repay schedule requested. Reason codes **1**,**2**, or **3** will cause the debt collection to be suspended without submission of a DQ18. If code 0 is used, but there is still a reason to suspend the collection, then a DQ18 transaction is also required.

Table 16-1a. Explanation of DQ01 data elements on screen # 1.

DQ01 Screen # 2	
DATA ELEMENT	**DESCRIPTION**
AMT-SPEC-ENTL # 2	Not needed for a TFA collection. Tab through.
FORMAT ID # 2	Not needed for a TFA collection. Tab through.
DESCRIP-DATA # 2	Not needed for a TFA collection. Tab through.
AMT-SPEC-ENTL # 3	Not needed for a TFA collection. Tab through.
FORMAT ID # 3	Not needed for a TFA collection. Tab through.
DESCRIP-DATA # 3	Not needed for a TFA collection. Tab through.
AMT-SPEC-ENTL # 4	Not needed for a TFA collection. Tab through.
FORMAT ID # 4	Not needed for a TFA collection. Tab through.
DESCRIP-DATA # 4	Not needed for a TFA collection. Tab through.
NOE-INDCTR	Input a “1” in this field.
YRS-SVC-MED-DENTL or FOR-LANG-SKILL-LV-DIFF-CAT	Not needed for a TFA collection. Tab through.
FOR-LANG-CODE, PROF-PAY-TYPE, or CNTRY-WORLD	Not needed for a TFA collection. Tab through.
VRB-MULTR	Must be zero-filled to process the DQ01 for TFA collection.
BAS-DUTY-LOCTN	When used for a TFA collection, enter the following codes: 1: CONUS BAS, enlisted members. 2: OCONUS BAS, enlisted only. All officers: tab through.

Table 16-1b. Explanation of DQ01 data elements on screen # 2.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection    DQ05-CORRECT OVERPAYMENT PAY AND ALLOWANCES        ADSN: 4807
v5.2  c19                      SCREEN 1                        Cycle: A1
                                                             Tran. Nr:  4
       SSAN  [         ]
       NAME  [     ]

       YR-MO-START         [    ]
       DATE-START-OPAYMNT  [      ]
       DATE-STOP-OPAYMNT   [      ]
       AMT-SPEC-INDBT      [         ]
       ACTN-INDCTR         [  ]




       Hit  F6   to  Start over                    INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 16-2a. DQ05 Correct transaction screen #1.

```
JUMPS                    ADD    Transactions                KEYER ID: LB
Data
Collection    DQ05-CORRECT OVERPAYMENT PAY AND ALLOWANCES        ADSN: 4807
v5.2  c19                      SCREEN 2                        Cycle: A1
                                                             Tran. Nr:  4
       SSAN  [         ]
       NAME  [     ]

       DATE-START-OPAYMNT      [      ]     CURR-GR           [  ]
       DATE-STOP-OPAYMNT       [      ]     AMT-SPEC-ENTL # 1 [         ]
       AMT-SPEC-INDBT          [         ]  FORMAT-ID # 1     [  ]
       AMT-SPEC-DEDTN-CRNT-MO  [        ]   DESCRIP-DATA # 1  [ ]
                                            INDBT-SUSPN-RSN   [ ]




       Hit  F6   to  Start over                    INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 16-2b. DQ05 Correct transaction screen #1.

DQ05 SCREEN # 1	
DATA ELEMENTS	**DESCRIPTION**
SSAN	Member's social security number.
NAME	First five characters of member's last name.
YR-MO-START	Processing year and month in which the collection should start. Must be current or next processing month. In **YYMM** format.
DATE-START-OPAYMNT	Date as input on the original transaction being corrected that the member began the TFA status. In **YYMMDD** format.
DATE-STOP-OPAYMNT	Date as input on the original transaction being corrected that the member returned from TFA status. In **YYMMDD** format.
AMT-SPEC-INDBT	Amount collected in the original transaction being corrected.
ACTN-INDCTR	Enter the code based on the action you are correcting. **NOTE**: Must match the action indicator shown on the MMPA entry. **01**: Correct a start transaction. **05**: Correcting a previous correction transaction.

Table 16-2a. Explanation of DQ05 data elements on screen # 1.

DQ05 SCREEN # 2	
DATA ELEMENTS	**DESCRIPTION**
DATE-START-OPAYMNT	Correct date member began the TFA status. Must be in **YYMMDD** format.
DATE-STOP-OPAYMNT	Correct date member returned from TFA status. Must be in **YYMMDD** format.
AMT-SPEC-INDBT	Total amount to be collected. Compute the correct amount to be collected, based on: $1.54 for first and last day, and $6.15 per day for remaining period. Zero-fill from the left to enter the amount.
AMT-SPEC-DEDTN-CRNT-MO	Monthly deduction amount. Must enter at least $10.00 if prorating, or total amount, as computed above. A full collection closes upon receipt. If the start transaction is preceding a DQ18 transaction, make sure that the collection rate is greater than one month. If funds are not available, enter a collection rate to start collecting when funds are available. The system will temporarily suspend the input with an action indicator of **Q8**. If available funds are less than the collection rate, the system will collect whatever is available and start collecting the following month at the collection rate specified in this entry.
CURR-GR	Pay grade shown on the MMPA for the specific period of TFA status. **NOTE**: This is not necessarily the pay grade shown on the member's current MMPA.
AMT-SPEC-ENTL # 1	First entitlement overpayment amount. This should match the amount computed and input for the AMT-SPEC-INDBT entry above.
FORMAT ID # 1	For collections for the TFA status, the format ID is ALWAYS **40**.
DESCRIP-DATA # 1	This entry is determined by the member's rank. **N**: enlisted members. **X**: officers

DQ05 SCREEN # 2	
DATA ELEMENTS	**DESCRIPTION**
INDBT-SUSPN-RSN	Normally, this entry is a zero (**0**) to indicate Commander's Request or no suspension. If there is a question concerning the TFA period or the member's status, or if a request for a waiver or remission has been received, the following codes would apply: **1**: Waiver application (restricted to Central Site) **2**: Remission application. **3**: Appeal or rebuttal. **5**: repay schedule requested. Reason codes **1**,**2**, or **3** will cause the debt collection to be suspended without submission of a DQ18. If code 0 is used, but there is still a reason to suspend the collection, then a DQ18 transaction is also required.

Table 16-2b. Explanation of DQ05 data elements on screen # 2.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection          DQ06-CANCEL DEBT FOR OVERPAYMENT             ADSN: 4807
v5.2  c19                                                       Cycle: A1
                                                              Tran. Nr:  4
       SSAN  [         ]
       NAME  [     ]

       YR-MO-START          [    ]
       DATE-START-OPAYMNT   [      ]
       DATE-STOP-OPAYMNT    [      ]
       AMT-SPEC-INDBT       [         ]









       Hit  F6   to  Start over                      INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 16-3. DQ06 Cancel transaction screen.

DATA ELEMENTS	DESCRIPTION
SSAN	Member’s social security number.
NAME	First five characters of the member’s last name.
YR-MO-START	Processing year and month as input on the original transaction being cancelled. In **YYMM** format.
DATE-START-OPAYMNT	Date as input in the original transaction being cancelled that the member began the TFA status. Must be in **YYMMDD** format.
DATE-STOP-OPAYMNT	Date as input in the original transaction being cancelled that the member returned from TFA status. Must be in **YYMMDD** format.
AMT-SPEC-INDBT	Amount to be collected as input in the original transaction being cancelled.

Table 16-3. Explanation of DQ06 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection       DQ18-SUSPEND COLLECTION FOR OVERPAYMENT          ADSN: 4807
v5.2  c19                                                        Cycle: A1
                                                                 Tran. Nr:  5
       SSAN  [         ]
       NAME  [     ]

       YR-MO-START          [    ]
       DATE-START-OPAYMNT   [      ]
       DATE-STOP-OPAYMNT    [      ]
       AMT-SPEC-INDBT       [         ]
       INDBT-RSN-SUSPN      [ ]
       PAY-HELD-RSN         [ ]
       AMT-SPEC-PAY-HELD    [      ]



       Hit  F6   to  Start over                    INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 16-4. DQ18 Suspend transaction screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
YR-MO-START	Processing year and month in which the suspension of the collection should start. Must be current or next processing month. In **YYMM** format.
DATE-START-OPAYMNT	Date member began the TFA status. Must be in **YYMMDD** format.
DATE-STOP-OPAYMNT	Date member returned from TFA status. Must be in **YYMMDD** format.
AMT-SPEC-INDBT	Total amount to be collected. Compute the amount to be collected based on: $1.54 for first and last day, and $6.15 per day for remaining period. Zero-fill from the left to enter the amount.
INDBT-RSN-SUSPN	The following codes apply: **1**: Waiver application (restricted to Central Site) **2**: Remission application. **3**: Appeal or rebuttal. **5**: Repay schedule requested.
PAY-HELD-RSN	Tab through, leave blank.
AMT-SPEC-PAY-HELD	Tab through, entry will be zero-filled.

Table 16-4. Explanation of DQ18 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection       DQ20-RESUME COLLECTION FOR OVERPAYMENT          ADSN: 4807
v5.2  c19                                                       Cycle: A1
                                                              Tran. Nr:  6
       SSAN  [         ]
       NAME  [     ]

       YR-MO-START              [    ]
       DATE-START-OPAYMNT       [      ]
       DATE-STOP-OPAYMNT        [      ]
       AMT-SPEC-INDBT           [         ]
       AMT-SPEC-DEDTN-CRNT-MO   [        ]
       PAY-HELD-DISPSTN         [ ]


       Hit  F6   to  Start over                      INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 16-5. DQ20 Resume transaction screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member’s social security number.
NAME	First five characters of member’s last name.
YR-MO-START	Processing year and month in which the resumption of the suspended collection should start. Must be current or next processing month. In **YYMM** format.
DATE-START-OPAYMNT	Date member began the TFA status. Must be in **YYMMDD** format.
DATE-STOP-OPAYMNT	Date member returned from TFA status. Must be in **YYMMDD** format.
AMT-SPEC-INDBT	Total amount to be collected. Compute the amount to be collected, based on: $1.54 for first and last day, and $6.15 per day for remaining period. Zero-fill from the left to enter the amount.
AMT-SPEC-DEDTN-CRNT-MO	Monthly deduction amount. Must enter at least $10.00 if prorating, or total amount, as computed above. A full collection closes upon receipt. If the start transaction is preceding a DQ18 transaction, make sure that the collection rate is greater than one month. If funds are not available, enter a collection rate to start collecting when funds are available. The system will temporarily suspend the input with an action indicator of **Q8**. If available funds are less than the collection rate, the system will collect whatever is available and start collecting the following month at the collection rate specified.
PAY-HELD-DISPSTN	Enter the applicable code: **0**: Used only when pay is not held for indebtedness. **1**: Release held pay to member. **5**: Apply amount held to the indebtedness. **6**: Repay indebtedness, release held pay to member.

Table 16-5. Explanation of DQ20 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection       DQ21-REMIT ALL/PORTION FOR OVERPAYMENT          ADSN: 4807
v5.2  c19                                                       Cycle: A1
                                                                Tran. Nr:  6
       SSAN  [         ]
       NAME  [     ]

       YR-MO-START              [    ]
       DATE-START-OPAYMNT       [      ]
       DATE-STOP-OPAYMNT        [      ]
       AMT-SPEC-INDBT           [         ]
       AMT-SPEC-DEDTN-CRNT-MO   [        ]
       INDBT-CANCLTN-DCSN       [ ]
       PAY-HELD-DISPSTN         [ ]
       INDBT-AMT-FRGVN          [         ]


       Hit  F6   to  Start over                    INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 16-6. DQ21 Remit transaction screen.

DATA ELEMENT	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
YR-MO-START	Processing year and month in which the resumption of the suspended collection should start. Must be current or next processing month. In **YYMM** format.
DATE-START-OPAYMNT	Date member began the TFA status. Must be in **YYMMDD** format.
DATE-STOP-OPAYMNT	Date member returned from TFA status. Must be in **YYMMDD** format.
AMT-SPEC-INDBT	Total amount to be collected. Compute the amount to be collected, based on: $1.54 for first and last day, and $6.15 per day for remaining period. Zero-fill from the left to enter the amount.
AMT-SPEC-DEDTN-CRNT-MO	Monthly deduction amount. Must enter at least $10.00 if prorating, or total amount, as computed above. A full collection closes upon receipt. If the start transaction is preceding a DQ18 transaction, make sure that the collection rate is greater than one month. If funds are not available, enter a collection rate to start collecting when funds are available. The system will temporarily suspend the input with an action indicator of **Q8**. If available funds are less than the collection rate, the system will collect whatever is available and start collecting the following month at the collection rate specified in this entry.

DATA ELEMENT	DESCRIPTION
INDBT-CANCLTN-DCSN	Enter one of the following codes, even though only a portion of the collection was approved or granted: **1**: Waiver approved. **2**: Remission approved. **3**: Indebtedness cancelled. **4**: Member not responsible.
PAY-HELD-DISPSTN	Enter the applicable code: **0**: Used only when pay is not held for indebtedness. **1**: Release held pay to member. **5**: Apply amount held to the indebtedness. **6**: Repay indebtedness, release held pay to member.
INDBT-AMT-FRGVN	Amount of the collection which was forgiven. Reduces the balance due, but not the AMT-SPEC-INDBT. Must be included, must be in an amount greater than zero, and less than or equal to the balance due.

Table 16-6. Explanation of DQ21 data elements.

SAVED PAY

4-1. General. Saved Pay is an entitlement paid to soldiers to insure that a reduction in pay is avoided due to the acceptance of a permanent or temporary appointment as a Commissioned or Warrant Officer or due to a Congressional Act or policy change. See DoDFMR, Volume 7A, Part 1, Chapter 2, Section C.

4-2. Rate. The rate of Saved Pay is the greater of the gross entitlements pay and/or allowances the member was entitled to at the old pay grade/pay rate or the amount entitled to under the new pay grade/pay rate.

4.3 Persons Entitled. The following categories of members are normally entitled to saved pay if there is a difference between the gross amount of pay and allowances before the change in status compared to the gross amount of pay and allowances after the change in status.

a. Physicians Assistants. These members were previously senior noncommissioned officers who received a commission as a second lieutenant to become a physicians assistant. Saved Pay is provided by legislation to ensure that the members gross pay as a commissioned officer is not less than what it was as an enlisted member.

b. Physicians. These members were authorized Saved Pay by the Uniform Services Health Professions Act of 1980. This Act reallocated the medical special pay for physicians and provided that no physician would receive less than the total medical special pays and basic pay than the physician was being paid before the Act. The Act was implemented 1 Jul 1980.

c. Former Warrant Officers. These members are former warrant officers, without a break in service, enter the Army as a commissioned officer. Saved Pay makes sure that the commissioned officer pay is not less than the previous warrant officer pay.

d. OTS/OCS Graduates. These officers are similar to the physicians assistants with the exception that they are not commissioned to be physicians assistants. They are senior NCOs who apply and are accepted to officer training school (OTS)/officer candidate school (OCS). Upon receiving their commission their gross pay cannot be less than what it was while holding their enlisted grade.

e. Direct Commission. These officers are the same as OTS/OCS graduates except they receive a direct commission without attending OTS/OCS.

f. Dental Officers. These officers were authorized Saved Pay by DOD Directive 1340.8 dated 21 Feb 1986. The directive stipulates that a dental officer who is entitled to special pay under 37 U.S.C. 302b (reference (b)) shall be entitled to this pay effective 1 October 1985 in an annual amount not less than the total annual amount of dental continuation pay and special pay to which that officer was entitled on 30 September 1985.

4.4 Field Actions. Use of the Format ID **09** to pay saved pay is restricted to Central Site. Whenever a member changes from enlisted to warrant or commissioned officer, warrant to commissioned officer, or from commissioned to warrant or enlisted status, the field site will send a message to DJMS-

Processing Division, ADSN 3831, at Central Site for determination as to whether member is entitled to saved pay. Central Site will review the member’s account, determine the impact of the status change for saved pay, and make any necessary adjustments.

CROSS DISBURSING.

6-1. DESCRIPTION. This section prescribes procedures to be used by Finance and Accounting Offices in the processing of casual and partial payments made by the Army to members of other services (Cross Disbursing Transactions).

6-2. GENERAL PROCEDURES.

a. Maintain a separate PR log (of PR numbers assigned) for each military service for which cross-disbursing casual payments are made. Assign PR numbers to each voucher as follows:

- **Air Force** - AF - 001 through AF - 999
- **Navy** - N - 001 through N - 999
- **Marine Corps** - MC - 001 through MC - 999
- **Coast Guard** - CG - 001 through CG - 999.

b. The **PC03** input transaction used for cross disbursing requires the use of an eight-position voucher number. A **"P"** prefix and a leading zero will be added to the current six-position voucher number in order to accommodate the eight-position field.

6-3. PROCEDURES FOR PAYMENTS TO NAVY MEMBERS.

a. Report casual or emergency payments made to members of the Navy on a daily basis to DFAS-IN using JDC III input transaction **PC03** accompanied by a **PZ03** voucher control transaction.

b. The procedure requirements for **PC03** and **PZ03** input transactions are as follows:

(1) Enter appropriate government agency code (C for Navy) in cp 26 of the PC03 and the PZ03 transactions.

(2) Enter the payroll number in cp 57-60 of the PC03 transaction and cp 55-58 of the PZ03 transaction.

c. Use a different voucher number for officers than that used for enlisted members. Do not commingle payments to officers and enlisted members on the same voucher number.

d. Cross disbursing transactions for the Navy will be received at Central Site and then NETVIEWed to DFAS-CL. These transactions will receive only limited edits at Central Site.

e. Rejected transactions that fail DFAS-CL edits will be returned to DFAS-IN as **UX03** management notices via NETVIEW. The **UX03** management notices received at DFAS-IN from DFAS-CL will automatically be returned to the paying FAO. The **UX03** management notice will appear as a reject in Section 3 of your Daily Transaction Record (**DTR**).

f. Resubmission of previously rejected PC03 transactions via JDC III should essentially contain the same data as the original PC03 transaction, specifically the voucher number, voucher date, payroll number, transmission, etc., unless you are correcting one of these items.
g. Use extra care when preparing **PC03** and **PZ03** transactions for payment to Navy members because no correction transaction (**PC05** or **PZ05**) is provided by DFAS-Cleveland. If you have reported a **PC03** or **PZ03** that contains invalid amounts or voucher numbers, send a message to DFAS-CL to report the correct amount/number.

6-4. PROCEDURES FOR PAYMENTS TO ACTIVE DUTY AIR FORCE MEMBERS.

a. Casual payments will be made on DD Form 115 if more than one member is paid, and vouchered on DD Form 117.

b. Daily, after payment to Air Force members, DD Form 117 will be completed to account for payments.

c. A copy of the DD Form 117 with a copy of the DD Form 115 attached will be sent daily to the Air Force central site by TL appropriately marked "Casual Payments", DFAS-DE, Denver, CO 80279-5000.

d. A copy of the TL with attached DD Forms 115 and DD Form 117 will be kept by the disbursing division in a suspense file pending receipt of acknowledgement from the Air Force central site.

e. If only one member is paid a casual payment, complete DD Form 117 only.

6-5. PROCEDURES FOR PAYMENTS TO MARINE CORPS MEMBERS: All individual payments to Marine Corps members will be made on DD Form 117. Multiple payments will be made on DD Form 115 and vouchered on DD Form 117. Both the DD Form 115 and DD Form 117 will be assigned a PR number preceded by the alpha designator "MC". An attested copy of the payment voucher(s) will be sent by TL with subject "Cross Disbursing Casual Payments" on a daily basis to DFAS-KC (CPJ3), Kansas City, MO 64197-0001.

6-6. PROCEDURES FOR PAYMENTS TO COAST GUARD MEMBERS: All one-time casual payments to Coast Guard members will be made on DD Form 115 and vouchered on DD Form 117. DD Form 115 and DD Form 117 will be assigned a PR number, which identifies the member's component. Also, a DD Form 139 will be prepared. Daily, or as occurs, the original of DD Form 115, DD Form 117 and DD Form 139 will be sent by TL with subject "Cross Disbursing Casual Payments" to DFAS-WC, US Coast Guard Headquarters, 2100 SW Second St., Washington DC, 20590, and a copy to the Pay and Personnel Center at the same address. Retain a copy in the disbursing officer's file.

6-7. SPECIAL PROVISIONS. Addresses for Central Sites of Parent Services:

ARMY: Defense Finance and Accounting Service
Indianapolis Center (DFAS-IN)
ATTN: Deputy Directorate of Military Pay (DFAS-IN/FJA)

8899 East 56th Street
Indianapolis, IN 46249-2301

AIR FORCE: Defense Finance and Accounting Service
Denver Center (DFAS-DE)
6760 E. Irvington Place
Denver, CO 80279-5000

NAVY: Defense Finance and Accounting Service
Cleveland Center (DFAS-CL)
1240 East Ninth Street
Code FT
Cleveland, OH 44199-2055

MARINE CORPS: Defense Finance and Accounting Service
Kansas City Center (DFAS-KC)
1500 East Bannister Road
Code AEAP
Kansas City, MO 64197-0001

COAST GUARD: United States Coast Guard
Military Pay Center
Room 301 Federal Building
444 Quincy Street SE
Topeka, KS 66683

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection        PC03-REPORT PAYMENT OF CASUAL PAYMENT          ADSN: 4807
v5.2  c19                                                      Cycle: A1
                                                              Tran. Nr:  4
       SSAN  [         ]
       NAME  [     ]

       DATE-VOU        [      ]
       GOV-AGENCY      [ ]
       ACCT-ADSN       [    ]
       VOU-NR          [        ]
       AMT-PD          [      ]
       CLEAR-ACCT-ID   [   ]
       PAYROLL-NR      [    ]


       Hit  F6   to  Start over                    INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 6-1. PC03 transaction.

DATA ELEMENT	ACTION INDICATOR	DESCRIPTION
SSAN	03,05,06	Member's social security account number, without dashes.
NAME	03,05,06	First five characters of member's last name.
DATE-VOU	03,05,06	Date voucher was paid, in **YYMMDD** format.
GOV-AGENCY	03,05,06	Agency making the actual payment. Codes are: **A**: Army **B**: Air Force **C**: Navy **D**: Marine Corps NOTE: If not A, B, C, D, G or M, leave blank.

		G: Coast Guard **M**: State Department.
ACCT-ADSN	03,05,06	Location of the Disbursing Office that made the actual payment.
VOU-NR	03,05,06	Voucher number assigned to the payment voucher. The first character must be a "P". The remaining characters are numeric. Must be zero filled from the left. **EXAMPLE**: P000003.
AMT-PD	03,05,06	Dollar amount paid to the member.
CLEAR-ACT-ID	03,05,06	Clearing account identification. Codes are: **510**: Officer **530**: Enlisted
PAYROLL-NR	03,05,06	**Required for payments made to members of other services only.** For payments to Army members leave blank. First position must be equal to **A**, **M**, **N**, **P**, or **S**. If first position is a space positions 2-4 must also equal spaces, otherwise must be numeric greater than zero.
DATE-VOU-NEW	05	Enter the corrected voucher date.
VOU-NR-NEW	05	Enter the corrected voucher number.
AMT-PD-NEW	05	Enter the corrected dollar amount paid.

Table 6-1. Data elements for PC03 transaction.

```
JUMPS                        ADD    Transactions              KEYER ID: LB
Data
Collection          PZ03-REPORT PAYMENT VOUCHER TOTAL             ADSN: 4807
v5.2  c19                                                        Cycle: A1
                                                                 Tran. Nr:  4

       DATE-VOU         [      ]
       GOV-AGENCY       [ ]
       ACCT-ADSN        [    ]
       VOU-NR           [        ]
       VOU-TOT-AMT      [           ]
       PAYROLL-NR       [    ]
       CLEAR-ACCT-ID    [   ]


       Hit  F6   to  Start over                      INPUT SOURCE   [  ]
       Hit  Esc  to  Avoid  Adding
```

Figure 6-2. PZ03 transaction.

DATA ELEMENT	ACTION INDICATOR	DESCRIPTION
DATE-VOU	03,05,06	Date voucher was paid in YYMMDD format.
GOV-AGENCY	03,05,06	Agency making the actual payment. Codes are: **A**: Army NOTE: If not A, B, C, D, G, M, or R **B**: Air Force leave blank. **C**: Navy **D**: Marine Corps **G**: Coast Guard

		M: State Department. R: Accounts Receivable
ACCT-ADSN	03,05,06	Location of the Disbursing Office that made the actual payment.
VOU-NR	03,05,06	Voucher number; first position is alpha, the remaining positions are numeric.
VOU-TOT-AMT	03,05,06	Total dollar amount of all payments made under this voucher number.
PAYROLL-NR	03,05,06	First position must be equal to A, M, N, P, or S. If first position is a space, positions 2-4 must also equal spaces, otherwise must be numeric greater than zero.
CLEAR-ACT-ID	03,05,06	Clearing account identification. Codes are: **510**: Officer **530**: Enlisted
DATE-VOU-NEW	05	Enter the corrected voucher payment date.
VOU-NR-NEW	05	Enter the corrected voucher number.
AMT-PD-NEW	05	Enter the corrected dollar amount of total payments.

Table 6-2. Data elements for PZ03.

7-1. PROMOTIONS, REDUCTIONS AND CORRECTIONS OF GRADE: These procedures apply to all components of the Army including the Active Guard Reserve (**AGR**) personnel and reservists whose accounts are established on DJMS-AC but are not established on the Standard Installation Division Personnel System (**SIDPERS**).

7-2. SUBSTANTIATING DOCUMENTS:

a. Promotion orders will be required for promotion to pay grades E5 and above. All advancements except for automatic advancements to pay grades E2 will be announced on DA Form 4187 (Personnel Action).

b. Article 15, reduction, or court-martial orders will be required for reductions of all grades.

7-3. SOURCE OF INPUT: Army grade changes will be input by one of three different sources.

a. Promotions, grade corrections and correction of effective date pertaining to Active Component soldiers in grades E-1 through E-6, W-1 and W-2, O-1 and O-2, will be input by the field PSC/PAC.

b. Promotions, grade corrections and correction of effective date pertaining to Active Component soldiers in grades E-7 through E-9, W-3 and W-4, and O-3 through O-10, will be input by the TAPA. Automatic advancement to E-2 will also be input by TAPA.

c. Reductions for all Active Component soldiers will be input by field PSC.

d. All grade changes (promotions, reductions, and corrections) pertaining to Army Reserve and National Guard soldiers will be input by servicing Finance Offices.

7-4. FORMAT-IDS: Upon receipt of the substantiating document announcing the promotion, reduction, or correction of grade, determine the correct FORMAT-IDs, and ACTION INDICATORS from the table below.

FORMAT ID	ACTION INDICATOR	ITEM
MD	04	Promotion
MD	04	Demotion
MD	05	Grade Correction
MD	05	Effective Date Correction
MD	06	Cancel invalid grade change

Table 7-1. Promotion, Reduction, Grade Change chart.

The transaction FORMAT-IDs and ACTION INDICATORS are further defined in the screen examples that follow. Explanations for the coding entries are also included. **NOTE**: On the **MD05** transaction, only one item can be changed at a time. You cannot put in a changed grade and effective date on the same transaction on the same update.

```
JUMPS                        ADD    Transactions                  KEYER ID: LM
Data
Collection                    MD04-CHANGE GRADE                       ADSN: 4807
v5.2  c19                                                           Cycle: A1
                                                                   Tran. Nr:  1
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE-CURR-GRADE   [      ]
       GR-CHG-REASON         [  ]
       PROMOTE-DEMOTE-CODE   [ ]
       CURR-GRADE            [  ]









       Hit  F6   to  Start over                        INPUT SOURCE   [LB]
       Hit  Esc  to  Avoid  Adding
```

ENTRY	DETAIL
SSAN	Member’s social security number, no dashes.
NAME	First five letters of member’s last name.
EFF-DATE-CURR-GRADE	Effective date of the promotion or reduction. Input in **YYMMDD** format. Must be equal to or less than the current date.
GR-CHG-REASON	Used for accelerated promotions for the following categories. Otherwise, leave this entry blank. **1E**: Six (6) year enlistee. **1G**: OCS and AECP candidates. **1H**: Bandsman. **1O**: Medical corpsman. **5H**: Correction of DFAS-IN files to agree with Personnel record per files bump. **5J**: Section of Army Board of Corrections adjustment.
PROMOTE-DEMOTE-CODE	Determined by type of action indicated by the substantiating document: **D**: Demote or **P**: Promote.
CURR-GRADE	New grade reflected in the substantiating document.

Figure 7-1. MD04 Change Grade Transaction.

```
JUMPS                      ADD    Transactions                KEYER ID: LM
Data
Collection                  MD05-CORRECT GRADE                    ADSN: 4807
v5.2  c19                                                        Cycle: A1
                                                                 Tran. Nr:  2
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE-CURR-GRADE   [      ]
       GR-CHG-REASON         [  ]
       CURR-GRADE            [  ]









       Hit  F6   to  Start over                        INPUT SOURCE   [LB]
       Hit  Esc  to  Avoid  Adding
```

ENTRY	DETAIL
SSAN	Member’s social security number, no dashes.
NAME	First five letters of member’s last name.
EFF-DATE-CURR-GRADE	Effective date of the promotion or reduction. Input in **YYMMDD** format. Must be equal to or less than the current date.
GR-CHG-REASON	Used for accelerated promotions for the following categories. Otherwise, leave this entry blank. 1E: Six (6) year enlistee. 1G: OCS and AECP candidates. 1H: Bandsman. 1O: Medical corpsman. 5H: Correction of DFAS-IN files to agree with Personnel record per files bump. 5J: Section of Army Board of Corrections adjustment.
CURR-GRADE	Correct grade reflected in the substantiating document.

Figure 7-2. MD05 Correct Grade Transaction.

```
JUMPS                      ADD    Transactions                KEYER ID: LM
Data
Collection                  MD06-CANCEL GRADE                     ADSN: 4807
v5.2  c19                                                        Cycle: A1
                                                                 Tran. Nr:  3
       SSAN  [         ]
       NAME  [     ]

       EFF-DATE-CURR-GRADE   [      ]
       CURR-GRADE            [  ]









       Hit  F6   to  Start over                        INPUT SOURCE   [LB]
       Hit  Esc  to  Avoid  Adding
```

ENTRY	DETAIL
SSAN	Member’s social security number, no dashes.
NAME	First five letters of member’s last name.
EFF-DATE-CURR-GRADE	Effective date of the promotion or reduction. This must match the date in the **MD04** or **MD05** entry you are trying to cancel.
CURR-GRADE	Grade shown in the **MD04** or **MD05** entry you are trying to cancel.

Figure 7-3. MD06 Cancel Transaction.

OFFICER RANKS			WARRANT OFFICERS			ENLISTED RANKS		
TITLE	RANK	DJMS	TITLE	RANK	DJMS	TITLE	RANK	DJMS
Second Lieutenant	2LT	01	Warrant Officer	W01	21	Private	PVT	31
First Lieutenant	1LT	02	Chief Warrant Officer 2	CW2	22	Private	PV2	32
Captain	CPT	03	Chief Warrant Officer 3	CW3	23	Private First Class	PFC	33
Major	MAJ	04	Chief Warrant Officer 4	CW4	24	Specialist Fourth Class or Corporal	SPC or CPL	34
Lieutenant Colonel	LTC	05	Master Chief Warrant Officer	CW5	25	Sergeant	SGT	35
Colonel	COL	06				Staff Sergeant	SSG	36
Brigadier General	BG	07				Sergeant First Class	SFC	37
Major General	MG	08				First Sergeant or Master Sergeant	1SGT or MSG	38
Lieutenant General	LTG	09				Sergeant Major or Command Sergeant Major	SGM or CSM	39
General	GEN	10						

Table 7-2. Rank Structure.

7-5. MANAGEMENT NOTICE: When a **MD05** transaction is submitted and processed by the PSC/PAC, an **XL03** management notice will be issued to the servicing Finance Office. The purpose of this management notice is to alert the Finance Office of the transaction so that the MMPA of the affected soldier may be reviewed for possible adjustments to entitlements.

7-6. DAILY TRANSACTION REGISTER (DTR): The **DTR** is a microfiche product of transactions processed during a given update. All promotions, demotions, and corrections will appear on the **DTR** for the servicing Finance Office. These entries will appear in Section 3 (Rejected Transactions) or Section 4 (Processed Transaction) if the Finance Office was the input source. If the input source was other than the Finance Office, the entry will appear in Section 6 (Processed Transaction Originated by Others). These **DTR** entries should be monitored very closely as there will be rejects that the PSC will not be able to correct. (i.e., a promotion that will affect other entitlements).

7-7. De Facto Promotions (Officer/Enlisted). When a member is promoted erroneously, a revocation order may state that the member served in a de facto status during the period of the erroneous promotion. De Facto orders (for personnel reasons) validate any official acts performed by the member in the erroneous grade. The FSO will make a determination using the guidelines below, as to whether the member is entitled to pay and allowances at the higher grade for this period of time before submitting a correction request to DFAS-DE. A member may retain pay and allowances received as the result of an erroneous promotion:

a. If the member performed the duties of that position in good faith, and under the color of authority.

b. If the promotion was not statutorily prohibited (for example, a 2Lt may not be promoted to the next higher grade until the officer has completed 18 months of service, because of the Defense Officer Personnel Management Act (DOPMA)). If the determination cannot be made locally as to entitlement to pay and allowances, forward all appeals to DFAS-IN. If the appeal is denied, advise the member of his or her right to remission or waiver.

7-8. System Edit Problems. DJMS has certain system edits which may interfere with the normal processing of **MD04** and **MD05** transactions. The two most common rejects occurs when: 1) a promotion is input in conjunction with or immediately after a soldier reenlists; and 2) when an MD transaction is input with an effective date outside IAS.

a. Grade change with reenlistment: The reject code will be **PBF**: Grade change prior to **EAD\DOE TG**. Check entitlements. The system will not allow you to promote a soldier prior to the **EAD\DOE** date shown in the **TG** MMPA entry. In order to process the **MD** reject, you must change the **TG** entry to one day prior to the effective date of promotion, as shown in the substantiating document. An officer's **TG** entry (**EAD**) can be changed using a **TZ05** transaction. Enlisted members' **TG** entry (**DOE**) can be changed using a **TI05**. Once the MMPA reflects the changed date, you can process the MD transaction. When the MMPA reflects the correct grade, you must process another **TZ05\TI05** in order to change the **EAD\DOE** back to the correct date.

b. Outside IAS: When this occurs, the field should input the **MD** transaction using the correct effective date. Since it is outside IAS, the transaction will automatically reject to Central Site. Central Site will review the account and make adjustments for the entitlements outside IAS. If they need additional information, they will email the field site that made the original input.

Subject: New Military Pay Procedures Manual (MPPM) Message # 1

1. This message is to inform the finance community of the status of the new MPPM. The last update to the MPPM was completed in January 1995. A hard copy of that manual is at best difficult if not impossible to obtain. An electronic version is still available, in an incomplete version, on DFAS-IN's server. However, it was converted from an ENABLE word processing document. It still contains a lot of the ENABLE hard coding, and requires a lot of editing to be useful.
2. In order to provide our customers with some type of reference while we are rewriting the MPPM, we have uploaded the DFAS-DEM 7073-1 manual, the Air Force's current up-to-date reference. It can be found at our ftp server under the MPPM directory.
3. We have completed the rewrite of the RC procedural manual. It can be found on our ftp server under the ADSM directory.
4. The current publishing date for the new active duty MPPM is July 2000. It has tentatively been renamed DFAS-INM 7-1. 24 chapters are completed, along with several appendixes. This message is to inform the finance community that we have uploaded the revised portions on to our ftp server. We have decided to upload the chapters prior to publication to see if our planned format is meeting our customers needs. Also to see if any problems exist in downloading, printing and using the material in the current format.
5. The following chapters are now available:
    a. New cover sheet.
    b. Introduction
    c. Table of contents
    d. Automated Case Control System (ACCS)
    e. Adoption Reimbursement
    f. Armed Forces Retirement Home (AFRH)
    g. Allotments
    h. Absence Without Leave (AWOL)
    i. Basic Allowance for Subsistence (BAS)
    j. Basic Pay
    k. Bonds
    l. Customer Information Control System (CICS)
    m. Civilian Clothing Allowance
    n. Company Codes
    o. Cross Disbursing
    p. Diving Duty Pay
    q. DJMS-COOP
    r. Email
    s. Promotions, Reductions, Changes in Grade
    t. Saved Pay
    u. Savings Deposit Program
    v. Sea Duty
    w. State Income Tax
    x. TASO

y. Temporary Field Assignment
z. Tri-CARE Dental
aa. Unemployment Compensation.
bb. Acronyms (appendix) (work in progress)
cc. ADSN Chart (appendix)
dd. Definitions (appendix) (work in progress)
ee. Julian Date Chart (appendix)

6. A review of the table of contents will provide a list of the materials still to be updated and included in the final manual.
7. The following format guidelines are being used at this time:
   a. Word 97 document, using Courier New 10 pt font.
   b. Header indicating the reference title, chapter title and date of publication or change.
   c. Parts and chapters set up to resemble the DODFMR.
   d. Placing coding screens, charts and figures in the chapter they pertain to rather than in an appendix.
8. As the chapters being placed on the server are pre-publication, we request that you have your offices\sites review them to see if they meet your needs as a procedural manual. We would like to see comments, concerns and suggestions from all levels of users, from the new soldier just out of AIT to the Finance Officer and Sergeant Major. To reduce traffic and messages, we request that each office\site compile a list of comments and send them forward as a group, perhaps weekly. All comments are welcome, positive or negative. Also, we would like unedited comments from the technician, as they are the ones who should be using and benefiting from the manual on the job.
9. The new manual is for the field level, as a second reference is planned for Central Site use. So Central Site reviewers should take the approach of "does this help with the types of questions and cases the field is sending us", not "does this meet my needs at Central Site".
10. Point of contact for how to access and download the new manual is Randy Seehase, (317) 510-7531 DSN 699-7531, or Glenda Peyton, (317) 510 4310 DSN 699-4310.
11. Point of contact for the rewrite of the MPPM is Lance M. Baker, (317) 510-4257 DSN 699-4257, email (for ALL comments) is lance.baker@dfas.mil. You can also use the Outlook address Baker, Lance, if you have access to Outlook.

SAVINGS DEPOSIT PROGRAM (SDP)

10-1. Description. The Act of 14 August 1966 (reference (cy)), authorized members of the Uniformed Services who were on a permanent duty assignment outside the United States, or its possessions, to deposit their unallotted current pay and allowances for savings purposes. Amounts up to $10,000.00 could be deposited with interest accrual at the rate of 10 percent per year. Members must meet eligibility criteria contained in the DoDFMR, Volume 7A, Chapter 51. Members entitled to participate in the program may deposit amounts of $5.00 or more, in multiples of $5.00, with any disbursing officer, finance officer or any other designated officer of the Uniformed Service.

10-2. Substantiating Documents. Prepare a DD Form 1131, Cash Collection Voucher for any member making a cash or check deposit. If a member desires to make deposits via allotment, complete a DD Form 2558, Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel. Reserve Component members, if otherwise eligible, can make cash or check deposits, but they are not authorized to set up deposits by allotment.

10-3. Responsibilities. The Military Pay Accounting Office at Central Site processes SDP deposits into DJMS. The deposit information is transmitted by the DFAS-Indianapolis Center via DFAS-Denver Center to the DFAS-Cleveland Center. The Cleveland Center maintains SDP records for members of all the uniformed services, calculates accrued interest, and makes refund and interest payments to the members.

10-4. Field Office Actions. Process deposits as follows:

a. Cash\check deposits from Army Members.

(1) Prepare a DD Form 1131, citing the accounting classification **21X6010.0000 19 S12120** and assign a CP voucher number. Indicate "SDP" in the description column and the date of deposit in the "Date Received Subject to Collection" block and in the "Date Received" column of the DD Form 1131. If member pays by check, the check will be made payable to the Finance Office.

(2) Mail a legible copy of the DD 1131 to DFAS-IN/FJC.

(3) Input a **DS01** transaction using company code **D386751** and indebtedness type V. For the **DS** transaction, the amount of specific indebtedness must equal the amount deposited and be equal to the amount input in the **C203** transaction in the next step. The **C2** amount and the amount of monthly deduction must be less than the collection amount. EXAMPLE: Deposit amount is $100.00, the **C2** amount must be $100.00, the **DS** must reflect amount of specific debt of $100 and a monthly deduction of $50.00 (or any amount less than $100). This allows the **C2** to close the **DS** entry. Failure to follow these procedures will result in the **DS** closing immediately against available net pay and the **C2** will reject due to no open **DS** entry.

(4) Input a **C203** and **C903** transaction with the actual date of deposit in voucher date field. For example: Agent office collects SDP funds on

March 23, 1999. The DD Form 1131 is vouchered by the parent office on April 3, 1999. The **C203** and **C903** transactions must show 990323.

b. Deposit by allotment. To process allotment deposits for Army members, have the member complete a DD Form 2558. In block 10 of the DD Form 2558, check "Other" and specify "SDP" in the Remarks block. Input as a type "S" using company code 9999955.
c. Cash\check deposits made by members of other services.

(1) Prepare a DD Form 1131, ensuring it includes: Member's name, SSN, Date of Deposit, Amount of Deposit. Cite the appropriate accounting classifications:

AIR FORCE 57*3500 510 or 530, 875825

NAVY 17X6025 10001 3C 000XXXXXXXXX
(XXXXXXXXX equals member's SSN)

MARINE CORPS 17X6026 005 3C 000(SSN)

COAST GUARD 69X6014

(2) Send a copy of the DD Form 1131 to the appropriate Service Centers at the appropriate following address:

AIR FORCE: Defense Finance and Accounting Service
Denver Center
ATTN: DFAS-DE/FJFB
6760 E. Irvington Place
Denver CO 80279-7000

ARMY: Defense Finance and Accounting Service
Indianapolis Center
ATTN: DFAS-IN/FJC
Indianapolis, IN 46149-1410

NAVY: Defense Finance and Accounting Service
Cleveland Center
1240 East Ninth Street
Cleveland, OH 44199-2055

MARINE CORPS: Defense Finance and Accounting Service
Kansas City Center
ATTN: DAF/DM
1500 E. 95th Street
Kansas City, MO 64197-0001

10-5. Withdrawal of deposits:

a. Normal payment. Payment of entire balance in the member's account will be made upon request by the member, upon discharge, 90 days after the permanent duty assignment in the area of operations terminates, or 90 days after discharge.

b. Death. Members with amounts on deposit will have the amount paid along with the settlement of the member's unpaid pay and allowances.

c. Accounts which have reached $10,000. In situations where the member's principal and interest on deposit reaches $10,000, any amounts representing interest accruing in the account subsequent to that time which causes the $10,000.00 total to be exceeded, may be withdrawn quarterly at the member's request.

d. **Discharge while eligible to make deposits**. Members eligible to make deposits that are discharged and immediately reenlist, extend their enlistment, or who are discharged to accept a commission may not withdraw their deposits.

e. **Emergencies**. Withdrawals may be made in an emergency only when the health or welfare of a member or his dependent(s) would be jeopardized if the withdrawal were not granted. Emergency withdrawals may be authorized by the member's commanding officer.

f. **Members in a missing status**. Withdrawals may be made when directed by the Secretary concerned (or designee) when deemed in the best interest of the member, the member's dependent(s), or the U.S. Government.

10.6. Final Settlement of SDP Accounts. Final settlement of amounts deposited into SDP is made by DFAS-Cleveland. Cleveland maintains SDP records for members of all the services and disburses all payments. All requests for payment must be submitted in writing to Cleveland at the address noted below. To expedite payment, the request can be faxed or sent by message. Withdrawals must be made in accordance with paragraph 10-5 above. Requests for withdrawal should include start and stop dates of tour of duty, full name and SSAN, and proper return mailing address. If payment by EFT to a bank is requested, furnish the account number, type of account, routing transit number, and name and address of the bank. All requests for payment should be submitted in writing to the following address

Defense Finance and Accounting Service
Cleveland Center: Code FMASB
1240 East 9th Street
Cleveland, Ohio 44199-2055

Fax number: (216) 522-6924
DSN 580-6924

Stateside toll free number for inquiries:

(800) 624-7368

For other phone inquiries:

(216) 522-6545
DSN 580-6545

10-7. Procedures for requesting withdrawals. Before preparing the withdrawal request, check the member's MMPA to ensure the DS and C2 for the SDP deposit

are on the member's record. If not, take steps to get the deposit on the member's record before processing the request. If necessary, contact the finance office who collected the money and request the SDP deposit be processed. Unless the SDP deposit is recorded on the member's pay record, the member cannot withdraw.

a. Normal closing of deposit account. DFAS-Cleveland will repay all savings deposits plus interest upon member's request following termination the permanent duty assignment in the area of operation. The member must provide the disbursing officer with a written request for repayment. The request will contain the following: member's name, SSAN, method of payment desired, and date payment is desired. The disbursing officer will retain a copy of the request and send a fax or letter to the Cleveland Center. The fax or letter will include:

(1) Subject Line: indicate closing account for name(s), SSN(s) and identification of program participated in: PG or OJE.

(2) Date IDP terminated or completion date of duties in the area of operation.

(3) Method of payment desired.

(4) Date of payment, if 90 days following termination of IDP/HFP or OJE.

(5) **NOTE:** All accounts must be identified by program participated in. Use Persian Gulf (PG), Operation Joint Endeavor (OJE), or other operation. If Operation Joint Endeavor is not identified as such, they will be processed as a Persian Gulf account.

b. Emergency withdrawals. Member must submit a written application for emergency withdrawal to his or her commander specifying the reason for the emergency withdrawal and the amount of money needed as well as information on where the payment should be sent. The commander must be assured of the validity of the reason for the emergency withdrawal request. Based on those findings, the request is approved or disapproved. If disapproved, commander returns the request to the member. If approved, it is forwarded to finance office who submits the request to DFAS-CL. The emergency request must include:

(1) The member's name, SSAN, branch of service, identify the program participated in, amount requested (either a specific amount or the balance in the account).

(2) Provide payment delivery information, complete return address. If requesting an EFT payment, include name and address of the financial institution, account number, type of account (checking or savings) and the routing transit number (RTN Number) from Table 50 (if EFT).

(3) Also indicate that this is an emergency request and that the member's commander has approved the request.

(4) In extreme emergencies where the member needs the money immediately, contact DFAS-Cleveland to determine if the money is available. If so, the field office can request to pay the member locally, citing accounting classification 57X6010 S380100. Send payment information via fax, letter, or message to the Cleveland Center. The fax, letter, or message must contain the following:

- Subject Line: indicate emergency withdrawal of savings deposit for name(s), SSN(s) and identification of program participating in.
- Dollar amount(s) paid.
- Date payment(s) made.

c. **Member in a Missing Status.** Payment may be made when directed by the Secretary concerned (or designee) when in the best interest of the member, his dependent(s), or the U.S. Government. Member must be identified as PG or OJE participant.)

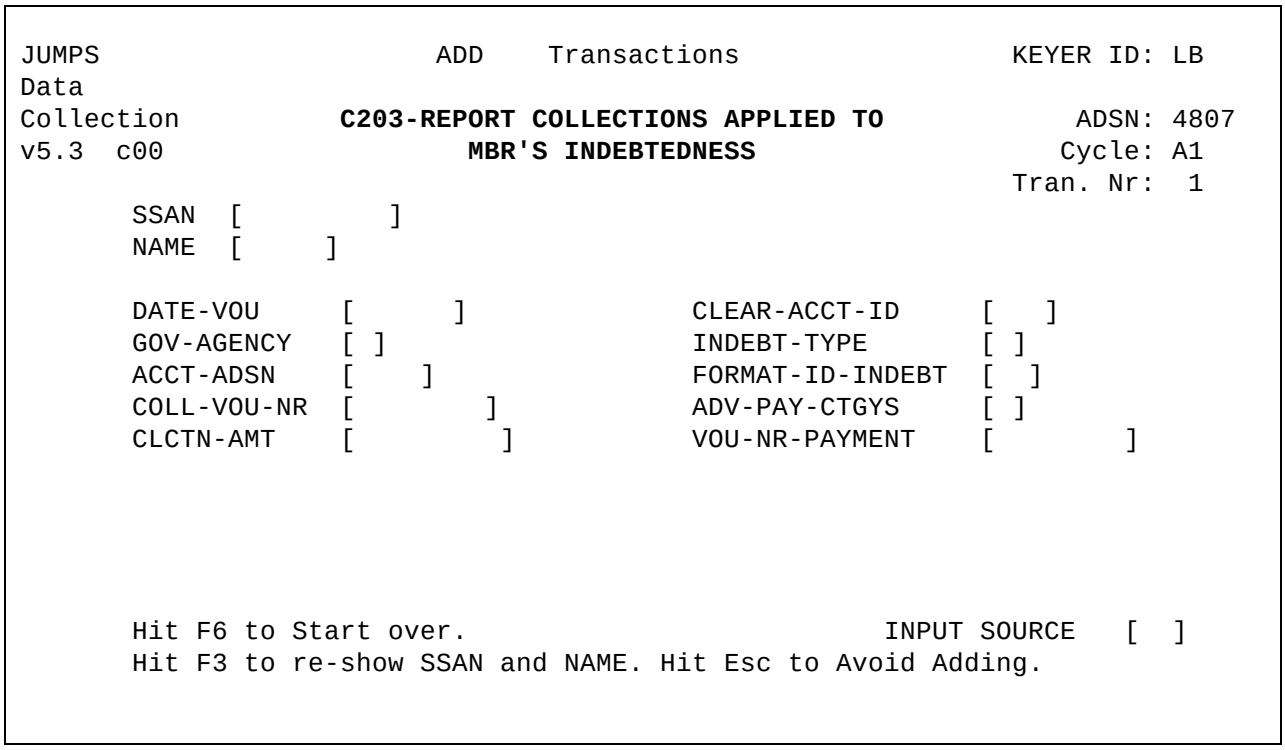


Figure 10-1. C203 Report Collections Applied To Member's Indebtedness screen.

DATA ELEMENTS	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
DATE-VOU	Date member made his deposit. May not necessarily be the same as the date of the voucher. In **YYMMDD** format.
GOV-AGENCY	Branch of service member serves in: **A**: Army **B**: Air Force **C**: Navy **D**: Marines **G**: Coast Guard
ACCT-ADSN	ADSN of the field office that accepted the cash collection.
COLL-VOU-NR	Collection voucher number with alpha prefix in the first two character positions. Right positions are numeric. Zero-fill to the left if needed.
CLCTN-AMT	Actual amount of deposit made by the member. Must match the **AMT-SPEC-INDEBT** input in the **DS01** transaction.
CLEAR-ACCT-ID	Based on rank. **510**: Officers. **530**: Enlisted.
INDEBT-TYPE	Input a "**V**" for Indebtedness, All Others.
FORMAT-ID-INDEBT	Use format ID "**DS**".
ADV-PAY-CTGYS	Not needed. Tab through.
VOU-NR-PAYMENT	Not needed. Tab through.

Table 10-1. Explanation of C203 data elements.

```
JUMPS                      ADD    Transactions              KEYER ID: LB
Data
Collection          C903-REPORT COLLECTION VOUCHER TOTAL        ADSN: 4807
v5.3  c00                                                     Cycle: A1
                                                              Tran. Nr:  1


       DATE-VOU          [      ]
       ACCT-ADSN         [    ]
       VOU-NR            [        ]
       VOU-TOT-AMT       [           ]
       CLEAR-ACCT-ID     [   ]
```

```
      Hit F6 to Start over.                          INPUT SOURCE   [  ]
      Hit F3 to re-show SSAN and NAME. Hit Esc to Avoid Adding.
```

Figure 10-2. C903 Report Collection Voucher Total screen.

DATA ELEMENT	DESCRIPTION
DATE-VOU	Date member made his deposit. May not necessarily be the same as the date of the voucher. In **YYMMDD** format.
ACCT-ADSN	ADSN of the field office that accepted the cash collection.
VOU-NR	Collection voucher number with alpha prefix of "**CP**" in the first two character positions. Right positions are numeric. Zero-fill to the left if needed.
VOU-TOT-AMT	Total amount of deposit made by the member.
CLEAR-ACCT-ID	Based on rank. **510**: Officers. **530**: Enlisted.

Table 10-2. Explanation of C903 data elements.

```
JUMPS                      ADD    Transactions                KEYER ID: LB
Data
Collection        DS01-START MISCELLANEOUS INDEBTEDNESS          ADSN: 4807
v5.3  c00                                                       Cycle: A1
                                                              Tran. Nr:  1
       SSAN  [         ]
       NAME  [     ]

       YR-MO-START           [    ]
       APPROP-CODE-DEPT      [  ]
```

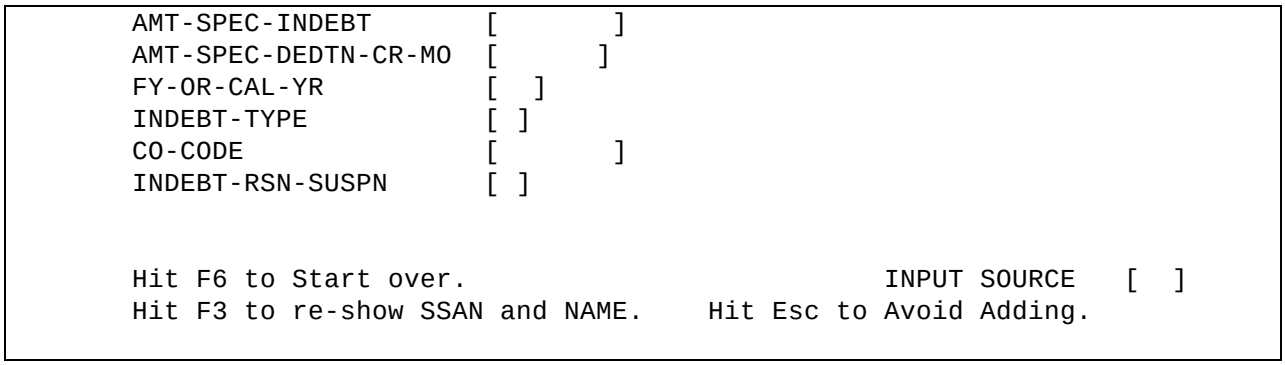


Figure 10-3. DS01 Start Miscellaneous Indebtedness screen.

DATA ELEMENTS	DESCRIPTION
SSAN	Member's social security number.
NAME	First five characters of member's last name.
YR-MO-START	Current processing month, in **YYMM** format.
APPROP-CODE-DEPT	
AMT-SPEC-INDEBT	Total amount of the member's deposit. Must match the **CLCTN-AMT** in the **C203** entry.
AMT-SPEC-DEDTN-CR-MO	Must be an amount **LESS** than the total deposit received from the member.
FY-OR-CAL-YR	Enter the two-digit code representing the current calendar year.
INDEBT-TYPE	Input a "**V**" for Indebtedness, All Others.
CO-CODE	Enter the company code "**D386751**".
INDEBT-RSN-SUSPN	Not needed. Tab through.

Table 10-3. Explanation of DS01 data elements.

11-1. UNEMPLOYMENT COMPENSATION PROGRAM (UCX). The Unemployment Compensation for Ex-Service members (UCX) Program has been established for the purpose of verifying eligibility for those ex-service members applying for unemployment compensation and reconciling the quarterly listing sent in by the individual State Employment Security Administrations (SEAS).

11-2. Eligibility Rules:

a. Rules for eligibility for active component service members include separating with a type discharge of honorable or general and completing first term of enlistment. There is a list of narrative reasons that will qualify an ex-service member even though the first term was not completed (e.g., reduction in force, all types of disability, to attend school and parenthood).

b. The rule for reserve component service members to quality for UCX is completing 90 continuous days of active service.

c. All states will deduct retirement pension from the UCX benefit amount and approximately half of the states will deduct separation payments such as SSB, VSI, and disability severance unless it is paid by the VA.

d. Functions associated with this program include determining ex-soldiers' eligibility for UCX benefits; reconciling state billings to ensure accuracy; paying UCX bill for eligible ex-soldiers; maintaining UCX data base which reflects information concerning eligible and ineligible soldiers; and closely working with state UCX agencies, the Military Service, Department of Labor, Department of Defense, and Louisiana Claims Control Center to answer questions, resolve problems, conduct telephone hearings, develop system interfaces, and keep up-to-date on UCX laws and procedures.

e. **ADSN's Involvement**:

(1) It is highly important for the UCX Program to maintain POCs in finance and transition areas to help the DFAS-IN UCX staff (e.g. obtain copies of DD Form 214, correct pay records, and determine terms of enlistment).

(2) It is also of extreme importance for the finance office personnel to load the exact SPD code on the DJMS MMPA as it appears on the worksheet coming from the transition point.

(3) The address for the UCX Program is:

Defense Finance and Accounting Service
Indianapolis Center
ATTN: DFAS-IN-UCX
P.O. BOX 269399
Indianapolis, IN 46226-9399

(4) Point of contact is Mr. Allan Quiocho, DSN 699-7437 or commercial (317) 510-7437.

ABBREVIATIONS AND ACRONYMS

Following is a listing of common abbreviations and acronyms used throughout the finance community. Additional acronyms can be found at the following Internet addresses:

http://www.dfas.mil/library/acronyms.htm

http://www.dtic.mil/doctrine/jel/doddict

http://www.gordon.army.mil/roa/aftbl/acronyms.htm

http://www.paed.army.mil/acrc/html/acronyms.html

http://www.sarda.army.mil/sard-asb/ACRONYM2.htm

http://www.AcronymFinder.com

ACRONYM	MEANING
NUMBERS	
1SG	First Sergeant
2ID	2nd Infantry Division
A	
A&FO	Accounting and Finance Office
A&R	Analysis and Reconciliation
AAA	Acquisition Approval Authority
AAA	Army Audit Agency
AAA	Authorizing Accounting Activity
AAFES	Army Air Force Exchange System
AANT	Additional assemblies for nuclear training
AAS	Automated Accounting System
AAUTA	Additional airborne unit training assembly
AB	Affiliation bonus
ABCMR	Army Board for Correction of Military Records
ABEND	Abnormal End
AC	Active Component
ACCS	Automated Case Control System
ACD	Automated Call Distribution
ACDUTRA	Active Duty for Training
ACF	Army College Fund
ACH	Automated Clearing House
ACHIS	Automated Clearing House Input System
ACIP	Aviation Career Incentive Pay
ACIP	Aviator Continuation Incentive Pay
ACP	Aviation Continuation Pay

ACRONYM	MEANING
ACP	Aviator Continuation Pay
ACPERS	Army Civilian Personnel System
ACRN	Accounting Classification Reference Number
ACRS	Appropriation Control and Reporting System
ACSP	Advanced Civil Schooling Program
ACTN	Action Indicator
AD	Active Duty
ADA	Air Defense Artillery
ADA	Anti-Deficiency Act
ADAPS	Active Duty Automated Pay System
ADARS	Automated Drill Attendance Reporting System
ADO	Associated Disbursing Office
ADP	Automated Data Processing
ADPE	Automated Data Processing Equipment
ADPSSO	Automated Data Processing System Security Officer
ADR	Alternate Dispute Resolution
ADS	Automated Data System
ADS	Automated Disbursing System
ADSD	Active Duty Service Date
ADSN	Accounting And Disbursing Station Number
ADSO	Active Duty Service Obligation
ADSW	Active Duty for Special Work
ADT	Active Duty for Training
AEA	Assignment Eligibility and Availability
AECS	Automated Error Control System
AER	Army Emergency Relief
AERP	Adoption Expense Reimbursement Program
AFAA	Air Force Audit Agency
AFAP	Army Family Action Plan
AFAS	Air Force Aid Society
AFB	Air Force Base
AFHPSP	Armed Forces Health Professional Scholarship Program
AFIP	Armed Forces Institute of Pathology
AFMIS	Automated Financial Management Information System
AFMPC	Air Force Military Pay Center
AFN	Armed Forces Network
AFPC	Air Force Personnel Center
AFR	Air Force Regulation
AFR	Air Force Reserve
AFRH	Armed Forces Retirement Home
AFRHTF	Armed Forces Retirement Home Trust Fund
AFRTS	Armed Forces Radio and Television Network
AFS	Active Federal Service
AFSC	Air Force Specialty Code
AFSF	Air Force Stock Fund
AFTP	Additional flight training period
AG	Adjutant General
AGR	Active Guard\Reserve
AI	Action Indicator
AID	Agency for International Development (State Department)

ACRONYM	MEANING
AIG	Address Indicator Group
AIT	Advanced Individual Training
AJCFB	Anthony J. Celebrezze Federal Building
AK	Alaska
AL	Alabama
ALMC	Army Logistics Management College
AMAS	Aviation Fuels Management Accounting System
AMC	Army Materiel Command
AMCSS	Army Military Clothing Sales Store
AMEDD	Army Medical Detachment
AMS	Army Management Structure
AMT	Army Meal Ticket
ANCOC	Advanced Non-Commissioned Officer Course
ANG	Air National Guard
ANG	Army National Guard
AO	Accounts Office
AO	Action Officer
AO	Area of Operations
AO	Authorizing Official (IMPAC Cards)
AOB	Annual Operating Budget
AOP	Arrears of Pay
AOR	Area Of Responsibility
AORS	ARPERCEN Orders and Resource System
AP	Advance Pay
APC	Activity Process Code
APC	Account Processing Code
APC	Agency Program Coordinator
APC	Armored Personnel Carrier
APCAPS	Automated Payroll, Cost and Personnel System
APDS	Advanced Personnel Data System
APF	Appropriated Funds
APFT	Army Physical Fitness Test
APO	Army Post Office
APO	Accountable Property Officer
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
APR	Agency Procurement Request
APS	Annuitant Pay Subsystem
APSM	Automated Pay System Manual
APVM	Accounting Prevalidation Module
AR	Active Reserve
AR	Allotment Reconciliation
AR	Arkansas
AR	Army Regulation
AR	Armored
ARC	Abbreviated Requirements Change
ARC	American Red Cross
ARCOM	Army Commendation medal
ARCOM	Army Reserve Command
ARCS	Automated Reconciliation for CCSS and SOMARDS

ACRONYM	MEANING
ARCS	Automated Reject Control System
ARFPC	Army Reserve Forces Policy Committee
ARMS	Automated Resources Management System
ARNG	Army National Guard
ARPAS	Army Reserve Pay and Allowance System
ARPERCEN	Army Reserve Personnel Center
ARSTAF	Army Staff (DA Headquarters)
AS	American Samoa
ASA	Assistant Secretary of the Army
ASA (FM)	Assistant Secretary of the Army (Financial Management)
ASAP	As Soon As Possible
ASCCB	Accounting System Configuration Control Board
ASD	Assistant Secretary of Defense
ASD	Aviation Service Date
ASED	Aviation service entry date
ASI	Additional Skill Indicator
ASN (FM&C)	Assistant secretary of the Navy (Financial Management and Comptroller
ASP	Additional Special Pay
ASVAB	Armed Services Vocational Aptitude Battery
AT	Annual Training
ATA	Additional training assembly
ATAAPS	Automated Time, Attendance and Production System
ATLAS	Accounting Transaction Ledger Archival System
ATM	Automated Teller Machine
ATOS	Automated Travel Order System
ATRAS	Automated Travel Record Accounting System
AUTODIN	Automatic Digital Network
AUTOVON	Automatic Voice Network
AVIP	Anthrax Vaccine Immunization Program
AVRS	Automated Voice Response System
AWACS	Airborne Warning And Control System
AWCF	Army Working Capital Fund
AWOL	Absent Without Leave
AZ	Arizona

B

BACC	Budget and Accounting Classification Code
BADSD	Basic Active Duty Service Date
BAH	Basic Allowance for Housing
BAH-DIFF	Basic Allowance for Housing-Differential
BAQ	Basic Allowance for Quarters
BAQ-DIFF	Basic Allowance for Quarters-Differential
BARS	Base-level Accounts Receivable System
BAS	Basic Allowance For Subsistence
BASD	Basic Active Service Date
BBS	Bulletin Board System
BC	Battery Commander

ACRONYM	MEANING
BCMR	Board for Correction of Marine Records
BCNR	Board for Correction of Navy Records
BCP	Board Certification Pay
BCRC	Base Closure and Realignment Commission
BCT	Basic Combat Training
BDE	Brigade
BDO	Business Development Office
BDU	Battle Dress Uniform
BEAR	Bonus Extension and Retraining
BES	Budget Estimate Submission
BESD	Basic Enlistment Service Date
BEX	Budget Execution System
BI	Background Investigation
BITS	Base Information Transfer System
BLAS	Base Level Accounting System
BMDO	Ballistic Missile Defense Office
BMO	Business Management Office
BMT	Basic Military Trainee
BN	Battalion
BNCOC	Basic Non-Commissioned Officer Course
BOQ	Bachelor Officer Quarters
BOSS	Base Operations Support System
BOSS	Base Operations Supply System
BP	Basic Pay
BPA	Blanket Purchase Agreement
BPD	Bureau of Public Debt
BPED	Basic Pay Entry Date
BPR	Business Process Re-Engineering
BRAC	Base Realignment And Closure
BSSRB	Broken Service Selective Reenlistment Bonus
BT	Basic training
BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel

C

CA	California
CA	Commercial Activities
CAAR	Computer Access Authorization Request
CAC	Cost Account Code
CAEP	Chaplain Advanced Education Program
CAGE	Contractor And Government Equity
CAO	Casualty Assistance Officer
CAPS	Commercial Accounts Payable System
CAPS	Computerized Accounts Payable System
CAR	Casualty Assistance Representative
CAR	Chief, Army Reserve
CAR	Customer Account Representative
CARE	Customer Automation and Reporting Environment

ACRONYM	MEANING
CAS	Combat Ammunition System
CAS	Contract Administrative Services
CAS	Customer Assistance Section
CASCOM	Combined Arms Support Command
CASE	Computer Aided Software Engineering
CAST	Computer Assisted Search Technique
CBL	Commercial Bill of Lading
CBPO	Consolidated Base Personnel Office
CBT	Computer Based Training
cc	Card column
CCB	Configuration Control Board
CCBP	Central Check & Bond Printing
CCC	Crisis Control Center
CCC	Crisis Coordination Center
CCD	Corporate Customer Database
CCF	Central Clearance Facility
CCSS	Commodity Command Supply System
CCV	Cash Collection Voucher
CDO	Central Disbursing Office
CDP	Chief, Determination and Processing
CDR	Cash Disbursement Register
CDR	Commander
CDR	Critical Design Review
CDS	Centralized Disbursing System
CEFIP	Career Enlisted Flyer Incentive Pay
CEFMS	Corps of Engineers Financial Management System
CEFT	Corporate Electronic Fund Transfer
CEM	Communication – Electronics and Meteorological
CFASS	Central Finance and Accounting Support System
CFC	Combined Federal Campaign
CFO	Chief Financial Officer
CFOA	Chief Financial Officer Act
CFR	Code of Federal Regulations
CFSC	Community Family Support Center
CFY	Current Fiscal Year
CG	Commanding General
CGSC	Command and General Staff College
CHAMPUS	Civilian Health And Medical Program of the Uniformed Services
CICS	Customer Information Control System
CID	United States Army Criminal Investigation Division
CIL-HI	Central Identification Laboratory-Hawaii
CIM	Corporate information Management
CINC	Commander-in-Chief
CINCLANTFLT	Commander-in-Chief, US Atlantic Fleet
CINCPACFLT	Commander-in-Chief, US Pacific Fleet
CINCUSNAVEUR	Commander-in-Chief, US Naval Forces Europe
CINFARS	Command Integrated Financial Accounting and Reporting System

ACRONYM	MEANING
CIO	Chief Information Officer
CIP	Career Intern Program
CIP	Central Investment Program
CISIL	Centralized Integrated System for International Logistics
CLIN	Contract Line Item Number
CM	Saipan (taxing authority)
CMA	Clothing Maintenance Allowance
CMAB	Clothing Maintenance Allowance-Basic
CMAB	Corporate Management Advisory Board
CMAI	Clothing Maintenance Allowance-Initial
CMAS	Clothing Maintenance Allowance-Standard
CMF	Career Management Field
CMF	Centrally Managed Funds
CMF	Civilian Manpower & Funding
CMIS	Configuration Management Information System
CMM	Capability Maturity Model
CMP	Chief, Military Pay
CNO	Chief Naval Operations
CNO	Consolidated Network Operations
CNTRL	Control Code
CO	Colorado
CO	Columbus
CO	Commanding Officer
CO	Company
COB	Close of Business
COE	Certificate of Entitlement
COE	Corps of Engineers
COHORT	Cohesion, Operation Readiness, and Training
COL	Colonel
COLA	Cost Of Living Allowance
COMPGEN	Comptroller General
COMSEC	Communication Security
CONTRA	Consolidated Travel System
CONTRAMIS	Consolidated Travel Management Information System
CONUS	Continental United States
COO	Centralized Pay Operations Office
COOP	Continuation Of Operation Plan
COT	Consecutive Overseas Tour
COTS	Commercial Off-The-Shelf
CP	Casual Pay
cp	Character position
CPAIS	Civilian Pay Accounting Information System
CPL	Corporal
CPO	Chief Petty Officer
CPO	Civilian Personnel Office
CPT	Captain
CPU	Central Processing Unit
CQ	Charge of Quarters

ACRONYM	MEANING
CRA	Clothing Replacement Allowance
CRA	Continuing Resolution Authority
CRC	Central Reservations Center
CRISPS	Consolidated Returned Item Stop Payment System
CRN	Commitment Reference Number
CRNA	Certified Registered Nurse Anesthetist
CRS	Cash Reconciliation System
CRS	Contract Reconciliation System
CRT	Cathode Ray Tube
CSA	Chief of Staff, Army
CSC	Customer Service Center
CSM	Command Sergeant Major
CSP	Career Sea Pay
CSPP	Career Sea Pay Premium
CSR	Customer Service Representative
CSRDF	Civil Service Retirement and Disability Fund
CSRS	Civil Service Retirement System
CSSO	Computer System Security Officer
CST	Central Standard Time
CT	Connecticut
CTC	Combat Training Center
CTHR	Central Travel History Records
CWO	Chief Warrant Officer
CY	Calendar Year
CZ	Combat Zone
CZTE	Combat Zone Tax Exclusion

D

D&P	Determination and Processing
DA	Data Administration
DA	Department of the Army
DAA	Defense Accounting Activities
DAA	Designated Approving Authority
DAA	Disbursing Approving Authority
DAFS	Defense Agency Financial Services
DAIG	Department of the Army Inspector General
DAMES	Defense Automated Message Exchange System
DAO	Defense Accounting Office
DAPS	Defense Automated Printing Service
DARIC	Defense Automated Resources Information Center
DARPA	Defense Advanced Research Project Agency
DARS	Database Accounting Reconciliation System
DARS	Department of the Army Accounting and Reporting System
DAV	Disabled American Veteran
DBH	Direct Billable Hours
DBMS	Data Base Management System
DBMS	Defense Business Management System
DBOF	Defense Business Operating Fund
DC	District of Columbia

ACRONYM	MEANING
DCAS	Defense Cash Accountability System
DCD	DFAS Corporate Database
DCII	DFAS Corporate Information Infrastructure
DCIS	Defense Criminal Investigative Service
DCMC	Defense Contract Management Command
DCMS	Defense Cash Management System
DCN	Document Control Number
DCPS	Defense Civilian Pay System
DCRM	Defense Check Reconciliation Module
DCSPER	Deputy Chief of Staff for Personnel
DCSS	Declination of Continued Service Statement
DD	Department of Defense Form
DD	Direct Deposit
DD\EFT	Direct Deposit\Electronic Funds Transfer
DDAO	Deputy Director for Accounting Operations
DDCD	Deputy Director for Centralized Disbursing
DDFO	Deputy Director for Financial Operations
DDLDS	Date Departed Last Duty Station
DDMP	Deputy Director for Military Pay
DDMS	Defense Debt Management System
DDN	Defense Data Network
DDO	Deputy Disbursing Officer
DDP	Dependent Dental Plan
DDS	Direct Deposit System
DDTP	Deputy Directorate for Transportation Payments
DE	Delaware
DE	Denver
DeCA	Defense Commissary Agency
DEERS	Defense Enrollment and Eligibility Reporting System
DELMAR	Data Element Management Accounting Report
DEP	Delayed Entry Program
DEP	Dependent
DEP	Deputy
DEROS	Date Eligible for Return From Overseas
DEROS	Date of Estimated Return from Overseas
DFAS	Defense Finance And Accounting Service
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-HQ	Defense Finance And Accounting Service-Headquarters
DFAS-IN	Defense Finance And Accounting Service-Indianapolis Center
DFAS-KC	Defense Finance And Accounting Service-Kansas City Center
DFAS-OPLOC-CH	DFAS Operating Location-Charleston
DFAS-OPLOC-DY	DFAS Operating Location-Dayton
DFAS-OPLOC-EU	DFAS Operating Location-Europe
DFAS-OPLOC-LI	DFAS Operating Location-Limestone
DFAS-OPLOC-LW	DFAS Operating Location-Lawton

ACRONYM	MEANING
DFAS-OPLOC-NO	DFAS Operating Location-Norfolk
DFAS-OPLOC-OK	DFAS Operating Location-Oakland
DFAS-OPLOC-OM	DFAS Operating Location-Omaha
DFAS-OPLOC-OR	DFAS Operating Location-Orlando
DFAS-OPLOC-PC	DFAS Operating Location-Honolulu
DFAS-OPLOC-PE	DFAS Operating Location-Pensacola
DFAS-OPLOC-RI	DFAS Operating Location-Rock Island
DFAS-OPLOC-RO	DFAS Operating Location-Rome
DFAS-OPLOC-SA	DFAS Operating Location-San Antonio
DFAS-OPLOC-SB	DFAS Operating Location-San Bernadino
DFAS-OPLOC-SD	DFAS Operating Location-San Diego
DFAS-OPLOC-SL	DFAS Operating Location-St. Louis
DFAS-OPLOC-SS	DFAS Operating Location-Seaside
DFBS	Defense Finance Battlefield System
DFR	Dropped From the Roles
DFRRS	Departmental Financial Reporting Reconciliation System
DI	Drill Instructor
DIAMONDS	DJMS Integrated Automated Monitoring Operations Network Distribution System
DIAO	Defense Intermediate Accounting Office
DIC	Dependency and Indemnity Compensation
DIFMS	Defense Industrial Financial Management System
DIFS	Defense Integrated Financial Systems
DIMES	DoD Integrated Management Engineering System
DIMHRS	Defense Integrated Military Human Resources System
DIREP	Difficulty Reporting System
DIS	Defense Investigation Service
DISA	Defense Information Systems Agency
DIT	Deposit In Transit
DITSO	Defense Information Technical Services Organization
DITY	Do-It-Yourself
DIV	Division
DJAS	Defense Joint Accounting System
DJMS	Defense Joint Military Pay System
DLA	Defense Logistics Agency
DLA	Dislocation Allowance
DLT	Decision Logic Table
DMC-SL	DMC-St. Louis
DMCS	Debt Management Collection System
DMDC	Defense Manpower Data Center
DMO	Defense MilPay Office
DMP	Directorate for Military Pay
DMPO	Defense Military Pay Office
DNO	Directorate for Network Operations
DO	Disbursing Officer
DO	Duty Officer
DOB	Date of Birth
DOCWOPERS	Document Control and Work Performance System
DoD	Department of Defense
DoDAAC	Department of Defense Activity Addressing Code

ACRONYM	MEANING
DoDFMR	Department of Defense Financial Management Regulation
DoDIG	Department of Defense Inspector General
DoDPM	Department of Defense Pay Manual
DOE	Date Of Enlistment
DOE	Date Of Entry
DOHA	Defense Office of Hearings and Appeals
DOIM	Director of Information Management
DOJ	Department of Justice
DOLARS	Department On-Line Accounting and Reporting System
DON	Department of the Navy
DOPMA	Defense Officer Personnel Management Act
DOPS	Disbursing Office Payment System
DOPS	Disbursing Office Processing System
DOR	Date of Rank
DOS	Date Of Separation
DOS	Days of Service
DOS	Disk Operating System
DOT	Department of Treasury
DOV	Disbursing Office Voucher
DPAS	Defense Property Accountability System
DPDO	Defense Property Disposal Office
DPP	Deferred Payment Plan
DPPO	DIMHRS Pay Program Management Office
DRAP	Directorate for Retired\Annuitant Pay
DRAS	Defense Retiree Annuitant Pay System
DRF	Drill reporting form
DROR	Daily Register of Rejects
DROT	Daily Register of Transactions
DSDS	Defense Standard Disbursing System
DSF	Defense Stock Funds
DSN	Defense Switching Network
DSP	Disability Severance Pay
DSS	Defense Security Service
DSSN	Disbursing Station Symbol Number
DTG	Date Time Group
DTL	Document Transmittal Letter
DTRS	Defense Transportation Payment System
DTS	Defense Travel System
DTUOL	Daily Tax Update Output Listing
DTP	Directorate for Transportation Payments
DTPS	Defense Travel Pay System
DTR	Daily Transaction Record
DUI	Data User Identifier
DUI	Driving Under the Influence
DVA	Department of Veterans Affairs
DWCF	Defense Working Capital Fund

E

EA	Economic Analysis

ACRONYM	MEANING
EA	Educational assistance
EA	Expenditure Authority
EAD	Earnings Authorization Document
EAD	Entered Active Duty
EAD	Extended Active Duty
EAGLS	Electronic Account Government Ledger System
EAP	Employee Assistance Program
EARS	Evaluation and Analysis Report System
EB	Enlistment bonus
EBIS	Employee Benefits Information System
ECD	Entry-Closed-Data
ECCO	Error Correction and Control On-Line
ECP	Early Commisioning Program
EDA	Electronic Data Access
EDA	Electronic Document Access
EDM	Electronic Document Management
EDMS	Electronic Document Management System
EDP	Expeditious Discharge Program
EDRE	Emergency Deployment Readiness Exercise
EE	Emergency Essential
EEO	Equal Employment Opportunity
EFMP	Exceptional Family Member Program
EFT	Electronic Funds Transfer
EFTS	Electronic Funds Transfer System
EIC	Earned Income Credit
EIMS	Executive Information Management System
ELAN	Enterprise Local Area Network
ELP	Experiential Leadership Program
ELS	Entry Level Status
E/MSS	Employee/Member Self Service
EM	Enlisted Member
EMF	Enlisted Master File
EML	Environmental Morale Leave
EMRATS	Emergency Rations
ENTNAC	Entrance National Agency Check
EOD	Entry-Open-Data
EOD	Explosive Ordnance Disposal
EOM	End Of Month
EOR	Element of Resource
EOS	Expiration of Active Obligated Service
EOY	End of Year
EPTS	Existed Prior To Entry Service
ERC	Enlistment Reason Code
EREC	Enlisted Records and Evaluation Center
ESCCP	Engineering And Scientific Career Continuation Pay
ESD	Experimental Stress Duty
EST	Eastern Standard Time
ET	Equivalent training
ETADS	Enhance Transportation Automated Data System
ETS	Estimated Time of separation

ACRONYM	MEANING
ETS	Expiration Term Of Service
EUD	Elimination of Unmatched Disbursements

F

FAA	Federal Acquisition Authority
FAA	Federal Aviation Administration
FAA	Functional Area Assessment
FAA	Fund Administering Activity
FAB	Financial Analysis Branch
FAC	Family Assistance Center
FACTS	Federal Agencies Centralized Trial –Balance System
FAD	Fund Authorization Document
FAN	Functional Accounting Number
FAO	Finance and Accounting Office
FAX	Facsimile
FBI	Federal Bureau of Investigation
FCP	Family Care Plan
FCR	Flash Cash Report
FD	Flight Deck
FD	Functional Description
FD	Fund Distribution
FDHDB	Flight Deck Hazardous Duty Billet
FDHDP	Flight Deck Hazardous Duty Pay
FDP	Foreign Duty Pay
FDS	FedWire Deposit System
FEARS	Field Error Analysis Reporting System
FEHB	Federal Employee Health Benefits
FELS	Front-End Loader System
FEML	Funded Environmental Morale Leave
FERS	Federal Employee Retirement System
FERS	Field Error Reporting System
FIABS	Financial Inventory Accounting and Billing System
FICA	Federal Insurance Contribution Act
FICA	Federal Insurance Corporation of America
FICS	File Inventory Control System
FID	Format Identification
FIND	Finance Identification Number
FIMS	Federal Information Management System
FINES	Financial Information Network Evaluation System
FIRS	Financial Inventory Reporting System
FITW	Federal Income Tax Withholding
FL	Florida
FLPP	Foreign Language Proficiency Pay
FLRB	Federal Labor Relations Board
FM	Family Member
FM	Field Manual
FM	Financial Manager
FM&C	Financial Management and Comptroller

ACRONYM	MEANING
FMB	Foreign Military Banking
FMDP	Family Member Dental Program
FMFCS	Foreign Military Financing Credit System
FMFIA	Federal Managers Financial Integrity Act
FMIP	Financial Management Improvement Program
FMLA	Family and Medical Leave Act
FMO	Flight Management Office
FMS	Foreign Military Sales
FO	Finance Officer
FO	Financial Organization
FOIA	Freedom Of Information Act
FOO	Field Operations Office
FORSCOM	Forces Command
FOUO	For Official Use Only
FPO	Fleet Post Office
FRB	Federal Reserve Bank
FRB	Federal Reserve Board
FRC	Federal Records Center
FRR	Functional Requirements Review
FRS	Federal Reporting System
FRS	Financial Reporting System
FRS	Flash Report System
FSA	Family Separation Allowance
FSA	Financial Systems Activity
FSA-I	Family Separation Allowance-Type I
FSA-II	Family Separation Allowance-Type II
FSA-R	Family Separation Allowance-Restricted
FSA-S	Family Separation Allowance-Ship
FSA-T	Family Separation Allowance-TAD\TDY
FSC	Family Service Center
FSN	Fiscal Station Number
FSO	Financial Services Office
FSO	Financial Systems Organization
FSPA	Former Spouses Protection Act
FSPC	Forecast Separation Pay Computation
FTP	File Transfer Protocol
FTX	Field Training Exercise
FY	Fiscal Year
FYDP	Future Year Defense Plan
FYI	For Your Information
FYTD	Fiscal Year To Date

G

G1	Personnel
G2	Intelligence, Counterintelligence
G3	Operations and Training
G4	Logistics
G5	Civil Affairs

ACRONYM	MEANING
GA	Georgia
GAFS	General Accounting and Finance System
GAO	General Accounting Office
GBL	Government Bill of Lading
GBT	Garnishment, Bankruptcy and Tax Levy System
GCM	General Court-Martial
GED	General Education Development
GF	General Fund
GFGL	General Funds General Ledger
GFGLS	General Funds General Ledger System
GL	General Ledger
GLA	General Ledger Account
GLAC	General Ledger Account Code
GLDC	Government Laundry and Dry Cleaning
GLSA	General Ledger Subsidiary Account
GO	General Officer
GPLD	Government Property Lost or Damaged\Destroyed
GPO	Government Printing Office
GPRA	Government Performance Review Act
GS	General Schedule
GS	General Service
GSA	General Services Administration
GSU	Garrison Support Unit
GSU	Geographically Separated Unit
GTCC	Government Travel Charge Card
GTPS	Government Transportation Payment System
GTR	Government Travel Request
GU	Guam
GURGLE	General Utility Report Generator Local Entry

H

HALO	High Altitude Low Opening
HASC	House Armed Services Committee
HDIP	Hazardous Duty Incentive Pay
HDP	Hardship Duty Pay
HDP-L	Hardship Duty Pay-Location
HDP-M	Hardship Duty Pay-Mission
HE	Housing Expense
HFP	Hostile Fire Pay
HFP\IDP	Hostile Fire Pay\Imminent Danger Pay
HHC	Headquarters and Headquarters Company
HHG	Household Goods
HI	Hawaii
HIV	Human Immunodeficiency Virus
HMO	Housing Management Office
HOR	Home of Record
HPLR	Health Professionals Loan Repayment
HPPED	Health Professions Pay Entry Date
HPSP	Health Professions Scholarship Program

ACRONYM	MEANING
HQ	Headquarters
HQARS	Headquarters Accounting Reporting System
HQDA	Headquarters, Department of the Army
HRAP	Hometown Recruiter Aide Program
HRD	Human Resources Directorate
HRO	Housing Referral Office
HRO	Human Resources Office
HSC	Health Services Command
HSDG	High School Diploma Graduate
HTA	High Threat Area
HTML	Hyper Text Markup Language
HTTP	Hyper Text Transfer Protocol
HUD	Housing and Urban Development

I

I&A	Instrumentalities and Agencies
IA	Involuntary Allotment
IA	Iowa
IADT	Initial Active Duty for Training
IADT	Inactive Duty for Training
IAG	Infrastructure Advisory Group
IAPS	Integrated Accounts Payable System
IAS	Immediate Access Storage
IATS	Integrated Automated Travel System
IAW	In accordance with
IBOP	International Balance of Payments
IBP	International Balance of Payments
IBS	Interfund Billing System
ICP	Interim Change Package
ICR	Internal Control Review
ID	Idaho
ID	Identification
IDAFMS	Integrated Disbursing and Accounting Financial Management System
IDARMS	Integrated Disbursing and Accounting Resource Management System
IDP	Imminent Danger Pay
IDP	Individual Development Plan
IDT	Inactive Duty Training
IE	Initial Entry
IET	Initial Entry Training
IF	Industrial Fund
IFAS	Industrial Fund Accounting System
IFBS	Interim Finance Battlefield System
IFMIS	Integrated Financial Management Information System
IG	Inspector General
IHA	interim Housing Allowance
IL	Illinois

ACRONYM	MEANING
ILA	Individual Learning Account
IMA	Individual Mobilization Augmentees
IMA	Information Mission Area
IMPAC	International Merchants Purchase Authorization Card
IN	Indiana
IN	Indianapolis
INCAP	Incapacitated, permanent
INCAT	Incapacitated, temporary
ING	Inactive National Guard
INS	Immigration and Naturalization Service
INSCOM	Intelligence and Security Command
IPCOT	In-Place Consecutive Overseas Tour
IPR	In-Process Review
IPR	Implementation Planning and Review
IR	Internal Review
IRE	Interservice Reenlistment Eligibility Code
IRR	Individual Ready Reserve
IRS	Internal Revenue Service
IS	Information Services
IS	Information System
ISB	Installation Supply Buffer
ISC	Interservice Separation Code
ISI	Input Station Identifier
ISO	In support of
ISO	Information Security Officer
ISP	Incentive Special Pay
ISR	Individual Standby Reserve
ISSO	Information System Security Officer
IT	Information Technology
ITA	Initial Travel Advance
ITO	Information Travel Order
ITO	Invitational Travel Order
ITOA	Initial\Terminal Occupancy Allowance
ITT	Individual Tactical Training
IVRS	Interactive Voice Response System
IVRS	Inter-Voice Recall System

J

JAAEP	Judge Advocate General Advanced Education Program
JACS	JUMPS-Army Automated Coding System
JAG	Judge Adjutant General
JCL	Job Control Language
JCS	Joint Chiefs of Staff
JDC II	JUMPS Data Collection Version II
JDC III	JUMPS Data Collection Version III
JET	Junior Enlisted Travel
JFTR	Joint Federal Travel Regulations
JITC	Joint Interoperability Test Command

ACRONYM	MEANING
JLES	JSS Leave and Earning Statement
JOIN	Joint Optical Information Network
JON	Job Order Number
JPPSO	Joint Personal Property Shipping Office
JRTC	Joint Readiness Training Center (Ft. Polk)
JSD	JUMPS Substantiating Document
JSS	Joint Service Software
JTELS	Joint Uniform Military Pay System Teleprocessing System
JTF	Joint Task Force
JTF-FA	Joint Task Force-Full Accounting
JTR	Joint Travel Regulation
JUMPS	Joint Uniform Military Pay System
JUSTIS	Joint Uniform Standard Terminal Input System
JV	Journal Voucher
	K
KPA	Key Process Area
KS	Kansas
KSA	Knowledge, Skills, Ability
KY	Kentucky
	L
LA	Los Angeles
LA	Louisiana
LAN	Local Area Network
LAPARS	Late Pay Reporting System
LAR	Leave Availability Report
LCM	Life Cycle Management
LDA	Local Depository Account
LDO	Limited Duty Officer
LDRPS	Living Disaster Recovery Planning System
LES	Leave And Earnings Statement
LN	Local National
LOA	Line of Accounting
LOD	Line of Duty
LP	Limited Payability
LRP	Loan Repayment Program
LSID	Learning Systems Integration Division
LSL	Lump Sum Leave
LSP	Lodging Success Program
LTC	Lieutenant Colonel
LTG	Lieutenant General
	M
MA	Massachusetts
MAAG	Military Assistance Advisory Group
MAC	Major Activity Code

ACRONYM	MEANING
MAC	Military Airlift Command
MACOM	Major Army Command
MADD	Master Accounting Data Dictionary
MADD	Mothers Against Drunk Drivers
MAFR	Merged Accountability and Fund Reporting
MAJCOMS	Major Air Commands
MAPAS	Military Assist Program Accounting System
MAPPER	Maintaining, Preparing, Producing Executive Reports
MAPS	Military Academy Preparatory School
MARKS	Modern Army Recordkeeping System
MASS	Management Analysis Statistical System
MC	Marine Corps
MCCAPS	Marine Corps Commercial Accounts Payable System
MCDMCS	Marine Corps Debt Management Collection System
MCTFS	Marine Corps Total Force System
MD	Maryland
MDC	Movement Designator Code
MDEP	Management Decision Package
MDW	Military District of Washington (DC)
ME	Maine
MEDDAC	Medical Department Activity
MEDPROS	Medical Protection System
MEPCOM	Military Enlisted Processing Command
MEPRS	Military Enlistment Processing Reporting System
MEPS	Military Enlistment Processing Station
MER	Master Employee Record
MER	Month End Restructure
MFR	Memorandum For the Record
MG	Major General
MGIB	Montgomery G.I. Bill
MGR	Manager
MHA	Military Housing Area
MI	Mentally Incompetent
MI	Michigan
MI	Military Intelligence
MIA	Missing In Action
MIDMO	Mid Month
MIHA	Move-In Housing Allowance
MILPERCEN	United States Army Military Personnel Center
MILPO	Military Personnel Office
MILSBILLS	Military Standard Billing System
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MIS	Management Information System
MLF	Master locator file
MM	Midmonth
MMPA	Master Military Pay Account
MN	Minnesota

ACRONYM	MEANING
MO	Missouri
MOA	Memorandum of Agreement
MOB	Mobilization
MOCAS	Mechanization of Contract Administrative Services
MOI	Memorandum of Instruction
MORB	Medical Officer Retention Bonus
MORD	Miscellaneous Obligation Reimbursement Document
MOS	Military Occupational Skill
MOU	Memorandum of Understanding
MP	Military Pay
MP	Military Police
MPA	Manpower Authorization
MPA	Military Pay Advisory
MPAO	Military Pay Accounting Office
MPDB	Master PIN Database
MPF	Military Personnel Flight
MPO	Military Pay Order
MPRJ	Military Personnel Records Jacket
MPTAO	Military Personnel and Transportation Assistance Office
MPV	Military Payment Voucher
MRB	Multi-year Retention Bonus
MRC	Major Regional Contingency
MRD	Mandatory Retirement Date
MRI	Machine readable input
MRVS	Medical Research Volunteer Subject
MS	Mississippi
MS	Mobilization Station
MSC	Major Subordinate Command
MSCA	Military Support of Civil Authorities
MSG	Master Sergeant
MSG	Message
MSO	Military Service Obligation
MSP	Multi-Year Special Pay
MT	Montana
MTD	Month-to-Date
MTF	Medical Treatment Facility
MTF	Military Treatment Facility
MTMC	Military Traffic Management Command
MTOE	Modification Table of Organization and Equipment
MUMA	Multi-Unit Master Agreement
MUSARC	Major United States Army Reserve Command
MUT	Multiple Use Table
MUTA	Multiple Unit Training Assembly
MWR	Morale, Welfare, and Recreation

N

NA	Not Applicable
NAC	National Agency Check

ACRONYM	MEANING
NAF	Non-Appropriated Funds
NAFE	National Association of Female Executives
NAFI	Non-Appropriated Fund Instrumentalities
NAFISS	Non-Appropriated Fund Information Standard System
NAMPS	Navy Midshipmen Pay System
NARA	National Archives and Records Administration
NAS	Naval Air Station
NAS	Naval Audit System
NASA	National Aeronautics and Space Administration
NATO	North Atlantic Treaty Organization
NBC	Nuclear, Biological Chemical
NC	North Carolina
NCO	Non-Commissioned Officer
NCOER	Non-Commissioned Officer Evaluation Report
NCOIC	Non-Commissioned Officer In Charge
NCR	National Capitol Region
ND	North Dakota
NDCC	National Defense Cadet Corps
NE	Nebraska
NEO	Noncombatant Evacuation Operation
NG	National Guard
NGB	National Guard Bureau
NGLI	National Guard Life Insurance
NH	New Hampshire
NIF	Naval Industrial Fund
NIFMAS	Naval Industrial Fund Master Accounting System
NIPRNET	Non-secure Internet Protocol Router Network
NJ	New Jersey
NJP	Non-Judicial Punishment
NLT	No Later Than
NM	New Mexico
NOAA	National Oceanic and Atmospheric Administration
NOC	Naval Ordnance Center
NOC	Notice Of Change
NOD	Notice of Death
NOL	Notice of Levy
NPA	Net Pay Advice
NPD	No Pay Due
NPE	New Pay Event
NPRC	National Personnel Records Center
NPS	Non Prior Service
NRA	National Rifle Association
NRA	Non-Resident Alien
NRDP	Naval Reserve drill Pay
NRPS	Navy Retired Pay System
NRS	Navy Relief Society
NSA	National Security Agency
NSA	Navy Stock Account
NSA	Non-Standard Area
NSF	Navy Stock Fund

ACRONYM	MEANING
NSLI	National Service Life Insurance
NTC	National Training Center (Ft. Irwin)
NULO	Negative Unliquidated Obligation
NUTS	Next update transaction suspense
NV	Nevada
NY	New York
NYC	New York City

O

OA	Office Automation
OA	Operating Agency
OAC	Officer Advanced Course
OASA (FM)	Office of the Assistant Secretary of the Army (Financial Management)
OASD (C)	Office, Assistant Secretary of Defense (Comptroller)
OB	Operating Budget
OBC	Officer Basic Course
OBE	Overcome By Events
OCAR	Office of the Chief, Army Reserve
OCONUS	Outside Continental United States
OCR	Office of Collateral Responsibility
OCR	Optical Character Reader
OCS	Officer Candidate School
ODCSPER	Office, Deputy Chief of Staff for Personnel
ODS	Operational Data Store
OEIP	Overseas Extension Incentive Pay
OER	Officer Evaluation Report
OF	Optional Form
OH	Ohio
OHA	Overseas Housing Allowance
OHB	On Hand Balance
OIC	Officer-In-Charge
OJT	On-the-Job Training
OK	Oklahoma
OLRV	On-Line Report Viewing
OMB	Office of Management and Budget
OMDA	Office of Medical and Decedent Affairs
OMF	Officer Master File
ONI	Office of Naval Intelligence
OMPF	Official Military Personnel File
OPAC	On-line Payment and Collection System
OPED	Other Pay Entry Date
OPF	Official Personnel Folder
OPLOC	Operating Location
OPM	Office of Personnel Management
OPMF	Official Personnel Military Folder
OPR	Office of Primary Responsibility
OPR	Outstanding Payment Report

ACRONYM	MEANING
OPSEC	Operation Security
OR	Oregon
ORN	Obligation Reference Number
OS	Operating System
OSAR	Out-of-Service Accounts Receivable
OSD	Office of the Secretary of Defense
OSD	Officer Service Date
OSUT	One Station Unit Training
OTAR	Outstanding Travel Advance Report
OTD	Official Table of Distances
OTIG	Office of the Inspector General
OTS	Officer Training School
OTSG	Office of the Surgeon General

P

PA	Pennsylvania
PA	Privacy Act
PA	Proponent Agency
PAA	Property Accounting Activity
PAA	Pay Adjustment Authorization
PAA&RS	Procurement Appropriation Accounting & Reporting System
PABX	Private Automatic Branch Exchange
PAC	Personnel Administration Center
PACIDN	Personnel Administration Center Identification Number
PACS	Public And Community Service
PAM	Pamphlet
PAO	Public Affairs Office
PAP	Personnel Assistance Point
PAS	Personnel Accounting Symbol
PAS	Privacy Act Statement
PAS	Property Accounting System
PASS	Pay\Personnel Administration Support System
PAT	Process Action Team
PBAC	Program and Budget Advisory Committee
PBAS	Program, Budget and Accounting System
PC	Personal Computer
PCF	Personnel Confinement Facility
PCMS	Purchase Card Management System
PCN	Product Control Number
PCS	Permanent Change of Station
PD	Position Description
PD	Problem Disbursement
PDAT	Post-Deployment Assistance Team
PDI	Position Description Identification
PDI	Professional Development Institute
PDQ	Pretty Darn Quick
PDRL	Permanent Disability Retired List
PDRMS	Per Diem Rates Maintenance System

ACRONYM	MEANING
PDS	Partitioned Data Set
PDS	Permanent Duty Station
PDTATAC	Per Diem Travel and Transportation Allowance Committee
PE	Planning Estimates
PEBD	Pay Entry Basic Date
PED	Promotion Eligibility Date
PERSCOM	Personnel Command
PERSINS	Personnel Information System
PFC	Private First Class
PFR	Personal Financial Record
PHS	Public Health Service
PIC	Personal Information Center
PIN	Personal Identification Number
PIP	Performance Improvement Plan
PKI	Public Key Infrastructure
PKMP	Please Keep Me Posted
PL	Public Law
PLT	Platoon
PME	Professional Military Education
PMI	Performance Management Indicator
PMI	Performance Measurement Indicator
PMIS	Performance Measures Indicator System
PMO	Program Management Office
PMO	Project Management Office
PMOS	Primary Military Occupational Specialty
PMP	Performance Management Plan
PMP	Performance Measurement Profile
PMR	Periodic Management Review
PMS	Professor of Military Science
PO	Petty Officer
PO	Project Officer
POA	Power of Attorney
POC	Point Of Contact
POE	Point of Embarkation
POI	Program of Instruction
POM	Preparation for Overseas Movement
POM	Program Objective Memorandum
POMEX	Preparation for Overseas Movement Exercise
PON	Payroll Office Number
PON	Purchase Order Number
POV	Privately Owned Vehicle
POW	Prisoner of War
PP&E	Property, Plant and Equipment
PPA	Prompt Payment Act
PPBS	Planning, Programming, and Budgeting System
PPG	Planning and Policy Group
PPN	Personnel Procurement Number
PPN	Procurement Program Number
PPP	Priority Placement Program

ACRONYM	MEANING
PPV	Pre-Payroll Validation
PPV	Pre-Production Validation
PPV	Pre-Production Verification
PR	Puerto Rico
PRA	Pay Record Accessibility
PRA	Promotion Review Authority
PS	Prior Service
PSC	Personnel Services Center
PSC	Postal Service Center
PSDE	Payroll Suspense Document Envelope
PSI	Personnel Security Investigation
PSMC	Personal Statement of Military Compensation
PSRC	Presidential Selective Reserve Call-up
PTDY	Permissive Temporary Duty
PTR	Problem Trouble Report
PTR	Production Trouble Report
PVT	Private

Q

QA	Quality Assurance
QDR	Quadrennial Defense Review
QE	Quality Edit
QE	Quality Examiner
QM	Quartermaster
QMP	Qualitative Management Program
QTR	Quarter
QTRS	Quarters

R

R&D	Research and Development
R&R	Rest and Recreation
RA	Regular Army
RA	Risk Assessment
RAID	Rapid Assessment and Initial Detection
RAPIDS	Real-time Automated Personnel Identification System
RATS	Reengineered Automated Travel System
RB	Reenlistment bonus
RC	Reserve Component
RCAPSS	Reserve Component Automated Pay System
RCBS	Returned Check & Bond System
RCCPDS	Reserve Components Category Paid Drill Strength
RCF	Regional Confinement Facility
RCI	Residential Communities Initiative
RCIS	Reserve Component Input System
RCP	Retention Control Point
RCPS	Retiree and Casualty Pay Subsystem
RCPSO	Reserve Component Pay Support Office

ACRONYM	MEANING
RECBASS	Reception Battalion Automated Support System
RECCO	Reserve Error Correction and Control Online
RECON	Reconciliation
RECON	Reconnaissance
REFRAD	Released From Active Duty
REG	Regulation
REGT	Regiment
RFD	Reserve Forces Duty
RFI	Request For Information
RFO	Request for Orders
RFP	Request For Proposal
RI	Rhode Island
RIF	Reduction-In-Force
RIK	Rations-in-Kind
RIKNA	Rations–In-Kind Not Available
RIMS	Real-time Integrated Management System
RM	Resource Manager
RMA	Readiness management assembly
RMC	Regular Military Compensation
RMD	Resource Management Directorate
RMI	Republic of the Marshall Islands
RMS	Report Management System
RNA	Rations-in-Kind Not Available
RNA	Rations Not Available
ROARS	Responsible Office Automated Resource System
ROI	Report of Investigation
ROTC	Reserve Officer Training Corps
RPAS	Reserve Pay Advisory Service
RPPS	Retired Pay\Personnel System
RQ	Panama (taxing authority)
RRB	Regular Reenlistment Bonus
RRMIIP	Ready Reserve Mobilization Income Insurance Program
RSA	Regional Service Activity
RSA	Regional Support Activity
RSFPP	Retired Servicemember’s Family Protection Plan
RSSP	Reserve Special Separation Pay
RST	Rescheduled training
RSVP	Respondez s’il vous plait (Respond whether you can attend or not)
RTB	Reserve Transition Bonus
RTN	Routing Transit Number
RTU	Reinforcement Training Unit

S

SA	Secretary of the Army
SAAR	System Authorization Access Request
SABRS	Standard Accounting, Budget and Reporting System
SAC	Special Account Classification

ACRONYM	MEANING
SAC	Strategic Air Command
SAD	Stop After Date
SADT	Special Active Duty for Training
SAF	Secretary of the Air Force
SAF	Summary Account File
SAIC	Science Application International Corporation
SALTS	Streamlined Alternative Logistics Transmission System
SAR	Statement of Available Resources
SAR	System Archival and Retrieval
SAT	Scholastic Aptitude Test
SAT	Software Acceptance Test
SATO	Scheduled Airline Traffic Office
SBA	Small Business Administration
SBI	Special Background Investigation
SBP	Survivor's Benefit Program
SC	South Carolina
SCP	Software Change Package
SCP	System Change Package
SCR	System Change Request
SD	South Dakota
SDAP	Special Duty Assignment Pay
SDN	Separation Designation Number
SDN	Substantiating document number
SDNCO	Staff Duty Noncommissioned Officer
SDP	Savings Deposit Program
SEB	Selective Enlistment Bonus
SECDEF	Secretary of Defense
SEP	Special Emphasis Program
SEPRATS	Separate Rations
SERB	Selective Early Release\Retirement Board
SES	Senior Executive Service
SF	Stock Form
SFC	Sergeant First Class
SGL	Standard General Ledger
SGLI	Servicemember's Group Life Insurance
SGM	Sergeant Major
SGT	Sergeant
SID	System Inventory Database
SIDPERS	Standard Installation\Division Personnel System
SIFS	Standard Industrial Financial System
SIR	Serious Incident Report
SIT	System Integration Testing
SITREP	Situation Report
SITW	State Income Tax Withholding
SJA	Staff Judge Advocate
SLA	Special Leave Accrual
SLS	Standard Level of Support
SLRP	Student Loan Repayment Program
SMA	Sergeant Major of the Army

ACRONYM	MEANING
SMA	Subject Matter Areas
SMART	System for the Management of Rejected Transactions
SME	Subject Matter Expert
SMP	Simultaneous Membership Program
SNIPS	Standard Negotiable Instrument Processing System
SOA	Statement of Account
SOA	Statement of Accountability
SOF	Status Of Funds
SOFA	Status of Forces Agreement
SOMARDS	Standard Operation and Maintenance, Army Research and Development System
SOMPO	Summary of Military Pay Obligations
SOP	Standard Operating Procedure
SOT	Support to Operational Training
SPC	Statistical Process Controls
SPD	Separation Program Designator
SPI	Software Process Improvement
SPO	Split Pay Option
SPO	Systems and Procedures Office
SPS	Standard Procurement System
SQD	Squad
SQT	Skill Qualification Test
SQT	Software Qualification Test
SQT	Software Quality Test
SR	Separate Rations
SRB	Selective Reenlistment Bonus
SRD-1	Standard Finance System Redesign-Subsystem 1
SRIP	Selective Reserve Incentive Program
SRM	Special Report for Managers
SRO	Service Relief Organization
SSA	Social Security Administration
SSAN	Social Security Account Number
SSB	Special Separation Benefit
SSB	Special Separation Bonus
SSF	Single Stock Fund
SSG	Staff Sergeant
SSI	Senior Service Instructor
SSI	Special Separation Incentive
SSI	Specialty Skill Identifier
SSN	Social Security Number
STANFINS	Standard Finance System
STAR	Specialized Training for Army Readiness
STARC	State Area Command
STARCIPS	Standard Army Civilian Payroll System
STARFIARS	Standard Army Financial Inventory Accounting and Reporting System
STARS	Standard Accounting and Reporting System
STFOC-ODS	Super TFO Cell – Operational Data Store
SWF	Separation Work File

ACRONYM	MEANING
	T
T&A	Time and Attendance
TAADS	The Army Authorization Document System
TACCS	Tactical Army Combat Service Support (CSS) Computer System
TAD	Temporary Additional Duty
TAFMSD	Total Active Federal Military Service Date
TAMMIS	Theater Army Medical Management Information System
TAMP	Transition Assistance Management Program
TAP	The Army Plan
TAP	Transition Assistance Program
TAPA	Total Army Personnel Agency
TAPC	Total Army Personnel Center
TASO	Terminal Area Security Officer
TBD	To Be Determined
TBO	Transaction By Others
TCP\IP	Transmission Control Protocol\Internet Protocol
TCS	Temporary Change of Station
TD	Terminal Digit
TD	Transportation Discrepancy
TD	Treasury Department
TDA	Table of Distribution and Allowances
TDP	Trainee Discharge Program
TDR	Test Discrepancy Report
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TERA	Temporary Early Retirement Authority
TFAS	Trust Fund Accounting Systems
TFO	Transaction For Others
TFOS	Total Federal Officer Service
THF	Transaction History File
TIC	Test Item Conditions
TIG	Time In Grade
TIN	Taxpayer Identification Number
TIN	Transaction Indicator Number
TL	Transmittal Letter
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TN	Tennessee
TOE	Table of Organization and Equipment
TOE	Term Of Enlistment
TOPS	Travel Order Processing System
TPA	Trading Partnership Agreement
TPC	Training pay category
TPU	Troop Program Unit
TQM	Total Quality Management
TR	Transportation Request
TR	Trouble Report

ACRONYM	MEANING
TRADOC	Training and Doctrine Command
TRANSPROC	Transitioning Processing System II
TRICARE-FMDP	TriCare Family Member Dental Plan
TSO	Terminal Security Officer
TSP	Thrift Savings Plan
TSR	Telecommunications Service Request
TSR	Terminate-Stay Resident
TTAD	Temporary Tour of Active Duty
TTPE	Total Taxable Pay Earned
TUS	Treasury of the United States
TX	Texas

U

U.S.	United States
U.S.C.	United States Code
UA	Unauthorized Absence
UA	Unit Administrator
UAT	User Acceptance Test
UCC	Unavailable Check Cancellation
UCFR	Unit Commander’s Finance Report
UCMJ	Uniform Code of Military Justice
UCS	Universal Check System
UCX	Unemployment Compensation for Ex-servicemembers
UDL	Universal Download
UIC	Unit Identification Code
ULO	Unliquidated Obligation
ULR	Unit Leave Report
UMD	Unmatched Disbursements
UMIDS	Uniform Microcomputer Disbursing System
UNODIR	Unless Otherwise Directed
UOTHC	Under Other Than Honorable Conditions
UPS	United Parcel Service
UPS	Uninterrupted Power Supply
UR	Unfinanced Requirement
URL	Uniform Resource Locator
USA	United States Army
USACC	United States Army Communications Command
USACDEC	United States Army Combat Development Experimentation Command
USACE	United States Army Corps of Engineers
USAEUR	United States Army Europe
USAF	United States Air Force
USAFA	United States Air Force Academy
USAFAC	United States Army Finance and Accounting Center
USAFINCOM	United States Army Finance Command
USAMRIID	United States Army Medical Research Institute of Infectious Diseases
USAMU	United States Army Marksmanship Unit
USAR	United States Army Reserve

ACRONYM	MEANING
USAREC	United States Army Recruiting Command
USARENREC	United States Army Enlisted Records and Evaluation Center
USATRANSCOM	United States Army Transportation Command
USC	United States Code
USCG	United States Coast Guard
USD (C)	Under Secretary of Defense (Comptroller)
USMA	United States Military Academy
USMAPS	United States Military Academy Preparatory School
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USN	United States Navy
USNH	United States Naval Home
USNR	United States Navy Reserve
USO	United Service Organization
USPFO	United States Property and Fiscal Office
USPHS	United States Public Health Services
USPS	United States Postal Service
USSAH	United States Soldier’s and Airman’s Home
USSDP	Uniformed Services Savings Deposit Program
UT	Utah
USTF	Uniformed Services Treatment Facility
USUHS	Uniformed Services University of Health Sciences
UTA	Unit Training Assembly
UTL	Unit Transmittal Letter
UVL	Unit Vacancy List

V

VA	Veterans Administration
VA	Virginia
VEAP	Veteran’s Educational Assistance Program
VERA	Voluntary Early Retirement Authority
VFW	Veterans of Foreign Wars
VGLI	Veteran’s Group Life Insurance
VHA	Variable Housing Allowance
VI	Virgin Islands
VIP	Very Important Person
vol	Volume
VOLAR	Volunteer Army
VRS	Voice Response System
VSI	Voluntary Separation Incentive
VSP	Variable Special Pay
VT	Vermont
VTC	Video Teleconference

W

W2	Wage and Tax Statement

ACRONYM	MEANING
WA	Washington
WAN	Wide Area Network
WAR	Weekly Activity Report
WAWF	Wide Area Work Flow
WCF	Working Capital Fund
WG	Wage Grade
WI	Wisconsin
WIN	Women In Networking
WIP	Work In Progress
WO	Warrant Officer
WOAC	Warrant Officer Advanced Course
WOC	Warrant Officer Candidate
WOSC	Warrant Officer Senior Course
WP	Working Papers
WTUOL	Weekly Tax Update Output Listing
WV	West Virginia
www	World Wide Web
WY	Wyoming
	X
XO	Executive Officer
	Y
Y2K	Year 2000
YOS	Years of Service
YTD	Year-To-Date

ADSN	LOCATION	OLD ADSN	SPT ADSN	SUPPORT SITE
OO81	White House Command, Washington, D.C.			
O155	US Military Academy, West Point, NY			
4801	Ft Rucker, Alabama	6367		
4802	Ft Shafter, Hawaii	4961		
4803	Ft Benning, Georgia	5074		
4804	Ft Eustis, Virginia	4962		
4805	Ft Dix, New Jersey	5009		
4806	Ft McClellan, Alabama	6392		
4807	DMPO Indianapolis, Indiana	4964		
4808	Presidio Of Monterey, California	4965		
4809	Ft Belvoir, Maryland	6351		
	Walter Reed AMC, Washington, DC	6352		
	Military District Of Washington (MDW)	5077		
4810	Ft Sill, Oklahoma	4963		
4811	Ft McCoy, Wisconsin	5409		
4812	Ft Riley, Kansas	5008		
4813	Ft Huachuca, Arizona	6424		
4814	Ft McPherson, Georgia	5073		
4815	Ft Meade, Maryland	5062		
4816	Ft Buchanan, Puerto Rico	5073		
4817	Ft Richardson, Alaska	6406		
4818	Ft Wainwright, Alaska	6371		
4819	Ft Greely, Alaska	6371		
4820	Ft Carson, Colorado	5002		
4821	Ft. Leavenworth, Kansas	6340		
4822	Ft. Sam Houston, Texas	5086		
4823	Ft. Drum, New York	5552		
4824	Ft. Bliss, Texas	5059		
4825	Ft. Polk, Louisiana	5486		
4826	MICOM	6420		
4827	US Military Academy, West Point, NY	6405		
4828	Ft. Leonardwood, Missouri	5003		
4829	Schofield Barracks, Hawaii	5550		
4830	Ft Lewis, Washington	5082		
4831	15th Finance, Ft. Hood, Texas	6450		
4832	215th Finance, Ft. Hood, Texas	5493		
4833	230th Finance, Ft. Hood, Texas	6363		
4834	13th Finance Group, Ft. Hood, Texas	6341		
4835	Ft. Jackson, South Carolina	5056		
4836	Ft Irwin, California	6433		
4837	Ft Stewart, Georgia	6348		
4838	Aberdeen Proving Grounds, Maryland	6376		
4839	Ft Lee, Virginia	6380		
4840	Ft Campbell, Kentucky	6383		
4841	82nd Airborne, Ft Bragg, North Carolina	6416		
4842	107th Finance Battalion, Ft Bragg, North Carolina	6591		
4843	18th Airborne Corps, Ft Bragg, North Carolina	5072		

ADSN	LOCATION	OLD ADSN	SPT ADSN	SUPPORT SITE
4844	Ft Knox, Kentucky	6339		
4845	Ft Gordon, Georgia	6360		
4901	USPFO For Montgomery,Alabama		4801	Ft Rucker, Alabama
4902	USPFO For Ft Richardson, Alaska		4817	Ft Richardson, Alaska
4904	USPFO For Phoenix, Arizona		4813	Ft Huachuca, Arizona
4905	USPFO For North Little Rock, Arkansas		4810	Ft Sill, Oklahoma
4906	USPFO For San Luis Obispo, California		4807	Indianapolis, Indiana
4908	USPFO For Englewood, Colorado		4820	Ft Carson, Colorado
4909	USPFO For Hartford, Conneticutt		4807	Indianapolis, Indiana
4910	USPFO For New Castle, Delaware		4815	Ft Meade, Maryland
4912	USPFO For St Augustine, Florida		4837	Ft Stewart, Georgia
4913	USPFO For Atlanta, Georgia		4806	Ft McClellan, Alabama
4914	USPFO For Tamuning, Guam		4807	Indianapolis, Indiana
4916	USPFO For Boise, Idaho		4830	Ft Lewis, Washington
4917	USPFO For Springfield, Illinois		4807	Indianapolis, Indiana
4918	USPFO For Indianapolis, Indiana		4807	Indianapolis, Indiana
4919	USPFO For Johnston, Iowa		4811	Ft McCoy, Wisconsin
4920	USPFO For Topeka, Kansas		4812	Ft Riley, Kansas
4921	USPFO For Frankfort, Kentucky		4844	Ft Knox, Kentucky
4922	USPFO For New Orleans, Louisiana		4825	Ft Polk, Louisiana
4923	USPFO For Augusta, Maine		4807	Indianapolis, Indiana
4924	USPFO For Havre De Grace, Maryland		4815	Ft Meade, Maryland
4925	USPFO For Natick, Massachusettes		4807	Indianapolis, Indiana
4926	USPFO For Lansing, Michigan		4807	Indianapolis, Indiana
4927	USPFO For St Paul, Minnesota		4811	Ft McCoy, Wisconsin
4928	USPFO For Jackson, Mississippi		4801	Ft Rucker, Alabama
4929	USPFO For Jefferson City, Missouri		4828	Ft Leonard Wood, Missouri
4930	USPFO For Helena, Montana		4830	Ft Lewis, Washington
4931	USPFO For Lincoln, Nebraska		4812	Ft Riley, Kansas
4932	USPFO For Carson City, Nevada		4807	Indianapolis, Indiana
4933	USPFO For Concord, New Hampshire		4807	Indianapolis, Indiana
4934	USPFO For Lawrenceville, New Jersey		4807	Indianapolis, Indiana
4935	USPFO For Santa Fe, New Mexico		4824	Ft Bliss, Texas
4936	USPFO For Latham, New York		4807	Indianapolis, Indiana
4937	USPFO For Raleigh, North Carolina		4841	Ft Bragg, North Carolina
4938	USPFO For Bismark, North Dakota		4820	Ft Carson, Colorado
4939	USPFO For Columbus, Ohio		4807	Indianapolis, Indiana
4940	USPFO For Oklahoma City, Oklahoma		4810	Ft Sill, Oklahoma
4941	USPFO For Salem, Oregon		4830	Ft Lewis, Washington
4942	USPFO For Annville, Pennsylvania		4807	Indianapolis, Indiana
4943	USPFO For Puerto Rico		4816	Ft Buchanan, Puerto Rico
4944	USPFO For Providence, Rhode Island		4807	Indianapolis, Indiana
4945	USPFO For Columbia, South Carolina		4835	Ft Jackson, South Carolina
4946	USPFO For Rapid City, South Dakota		4820	Ft Carson, Colorado
4947	USPFO For Nashville, Tennessee		4840	Ft Campbell, Kentucky
4948	USPFO For Austin, Texas		4822	Ft Sam Houston, Texas
4949	USPFO For Draper, Utah		4807	Indianapolis, Indiana

ADSN	LOCATION	OLD ADSN	SPT ADSN	SUPPORT SITE
4950	USPFO For Colchester, Vermo nt		4807	Indianapolis, Indiana
4951	USPFO For Richmond, Virginia		4839	Ft Lee, Virginia
4952	USPFO For St Croix, Virgin Islands		4806	Ft McClellan, Alabama
4953	USPFO For Tacoma, Washington		4830	Ft Lewis, Washington
4954	USPFO For Buckhannon, West Virginia		4815	Ft Meade, Maryland
4955	USPFO For Madison, Wisconsin		4811	Ft McCoy, Wisconsin
4956	USPFO For Cheyenne, Wyoming		4820	Ft Carson, Colorado
5061	Ft Ritchie, Maryland			
5083	Ft Monmouth, New Jersey			
5480	Camp Humphries, Korea			
5499	SHAPE Headquarters, Belgium			
5548	Finance Office, Laurel, Maryland			
5588	Riyahd, Saudi Arabia			
6311	Tongduchon, Korea			
6321	Wurzburg, Germany			
6332	Hanover, Maryland			
6335	Vicenza, Italy			
6340	Ft Leavenworth, Kansas			
6342	Ft Clayton, Panama			
6350	Camp Zama, Japan			
6372	33rd Finance Support Unit, Ft Drum, New York			
6375	USARCT, Newington, Virginia			
6387	Hanau, Germany			
6409	Taegu, Korea			
6411	Seoul, KOrea			
6420	Redstone Arsenal, Alabama			
6460	208th Finance Battalion, Schwetzingen, Germany			
6552	Fitzsimmons AMC, Colorado			
6567	Class B Finance Office, Ft Bragg, North Carolina			
6583	8th Finance Battalion, Germany			
8508	USAMPAO, Baltimore, Maryland			
8520	SOFT-FSU, Ft Bragg, North Carolina			
8586	USARPSA, Alexandria, Virginia			
8599	8th Finance Battalion Forward, Bosnia			
8748	Dhahran, Saudi Arabia			
9999	Intransit Accounts			

COUNTRIES OF THE WORLD

ALPHABETICAL BY COUNTRY

COUNTRIES	DATA CODES
Afghanistan	AF
Albania (blocked country)	AL
Algeria	AG
American Samoa United States territory	AQ
Andorra	AN
Angola	AO
Anguilla British dependent territory	AV
Antarctica The United States does not recognize sovereignty, but territorial limits may be noted by listing claimed sectors; Argentina, Australia, Chile, France, New Zealand, Norway, and the United Kingdom	AY
Antigua and Barbuda	AC
Argentina	AR
Armenia Formerly Armyanskaya SSR of the Soviet Union.	AM
Aruba Part of the Netherlands realm	AA
Ashmore and Cartier Islands Australian Territory	AT
Australia Includes Macquarie Island	AS
Austria	AU
Azerbaijan Formerly Azerbaydzhanskaya SSR of the Soviet Union	AJ
Bahamas Excludes Turks and Caicos Island, separate UK colonies	BF
Bahrain	BA
Baker Island United States Territory	FQ
Bangladesh	BG
Barbados	BB
Bassas Da India French possession	BS
Belarus	BO
Belgium	BE
Belize	BH
Benin	BN
Bermuda UK colony	BD
Bhutan	BT
Bolivia	BL
Bosnia and Herzegovina Formerly Bosna i Hercegovina of Yugoslavia	BK
Botswana	BC
Bouvet Island	BV

Norwegian territory	
Brazil	BR
Includes Atol das Rocas, Arquipelago de Fernando de Noronha, Ilha da Trindade, Ilhas Martin Vaz, and Penedos de Sao Pedroe Sao Paulo	
British Indian Ocean Territory	IO
British dependency; Chagos Archipelago	

COUNTRIES OF THE WORLD

COUNTRIES	DATA CODES
British Virgin Islands	VI
Includes Anegada, Jost Van Dyke, Tortola, and Virgin Gorda	
Brunei	BX
Became independent January 1, 1984	
Bulgaria	BU
Burkina	UV
Formerly Upper Volta	
Burma	BM
Burundi	BY
Cambodia	CB
Block country. Formerly known as Khmer Republic and Kampuchea	
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	CJ
UK dependency; includes Grand Cayman, Cayman Brac, and Little Cayman	
Central African Republic	CT
Chad	CD
Chile	CI
Includes Isla de Pascua (Easter Island), Islas Juan Fernandez, Isla San Felix, and Isla Sala y Gomez	
China	CH
Also see Taiwan (TW)	
Christmas Island	KT
Australian dependency in the Indian Ocean	
Clipperton Island	IP
French Possession	
Cocos (Keeling) Islands	CK
Australian dependency	
Colombia	CO
Includes Archipielago de San Andreas y Providencia, Isla de Malpelo, Roncador Cay, Serrana Bank and Derranilla Bank	
Comoros	CN
Congo	CF
Cook Islands	CW
New Zealand associated state; includes the atolls of Pukapuka (Danger), Manahiki, Penrhyn, and Rakahanga. The treaty was ratified by the U.S.	

Senate in June 1983.	
Coral Sea Island	CR
Australian external territory	
Costa Rica	CS
Includes Isla Del Coco	
Cote D'Ivoire	IV
Formerly called The Ivory Coast	
Croatia	HR
Formerly Hrvatska of Yugoslavia	
Cuba (blocked country)	CU
Cyprus	CY
Czech Republic	EZ
Formerly part of Czechoslavakia	

COUNTRIES OF THE WORLD

COUNTRIES	**DATA CODES**
Denmark	DA
Pertains only to metropolitan Denmark, excludes Greenland and Faroe Islands which are overseas administrative divisions	
Djibouti	DJ
Dominica	DO
Became independent on November 3, 1978	
Dominican Republic	DR
Ecuador	EC
Includes Galapagos Islands (Archipelago de Colon)	
Egypt	EG
El Salvador	ES
Equatorial Guinea	EK
Comprises Rio Muni and the islands of Bioko (Fernando Po), Annobon, Corisco, and Islas de Elovey	
Eritrea	ER
Announced independence from Ethiopia on April 27, 1993.	
Estonia	EN
Formerly Estanskaya SSR of the Soviet Union	
Ethiopia	ET
Europa Island	EU
French possession	
Falkland Islands (Islas Malvinas)	FK
UK colony, claimed by Argentina; includes West Falkland and East Faulkland	
Faeroe Islands	FO
Part of the Danish realm	
Federated States of Micronesia	FM
A compact of Free Association was signed by the U. S. and the Federated States of Micronesia which entered into full force and effect November 3, 1986. Comprised of the former Kosrae, Yap, Ponape, and Truk districts of the Trust Territory of the Pacific Islands	
Fiji	FJ

Includes Viti Levu, Vanua Levu, and Rotuma islands	
Finland	FI
France	FR
Pertains only to metropolitan France, excluding French Guiana, French Polynesia, French Southern and Antartic lands, Guadeloupe, Martinique, New Caledonia, Reunion, Saint Pierre and Miquelon, and Wallis and Futuna, all of which are overseas administrative divisions of France	
French Guiana	FG
Overseas department of France	
French Polynesia	FP
Overseas territory of France; includes the Society Islands, Iles Tuamotu Archipelago, Iles Marquises Islands, the Iles Australes, excludes Clipperton Island	

COUNTRIES OF THE WORLD

COUNTRIES	**DATA CODES**
French Southern and Antartic Lands	FS
Overseas territory of France; includes Ile Amsterdam, Ile Saint-Paul, Iles Kerguelen, and Iles Crozet. Terre Adelie (French-claimed sector of Antartic) is not included in this entity (see ANTARTICA). The United States does not recognize sovereignty in Antarctica, therfore Terre Adelie is excluded from this entity.	
Gabon	GB
Gambia, The	GA
Gaza Strip	GZ
Part of former Palestine mandate; includes city of Gaza and environs bounded by the Mediterranean, Egypt, and Israel	
Georgia	GG
Formerly Gruzinskaya SSR of the Soviet Union	
Germany, Federal Republic of	GM
DJMS processing currently requires the code GE, not GM. GE comprises the Federal Republic of Germany, the former German Democratic Republic, and Berlin	
Ghana	GH
Gibraltar	GI
UK colony	
Glorioso Islands	GO
French possession	
Greece	GR
Greenland	GL
Overseas administrative division of Demark	

Grenada Includes the southern Grenadines	GJ
Guadeloupe Overseas department of France, includes Grande Terre, Basse-Terre, Iles des la Petite Terre, La Desirade, Ile Saint-Barthelemy, Marie-Galante, and northern Saint-Martin	GP
Guam United States territory	GQ
Guatemala	GT
Guernsey British crown dependency	GK
Guinea	GV
Guinea-Bissau, Republic of	PU
Guyana	GY
Haiti	HA
Heard Island and McDonald Islands Australian external territory	HM
Honduras	HO
Hong Kong UK colony	HK
Howland Island United States territory	HQ
Hungary	HU
Iceland	IC

COUNTRIES OF THE WORLD

COUNTRIES	**DATA CODES**
India Includes the Amindivi, Cannanore, Andaman, and Nicabor Islands, Minicoy Island, Daman, Diu, Goa, and Sikkim	IN
Indonesia Includes Irian Jaya (West New Guinea) and the former Portuguese province of Portuguese Timor with its exclave of Oe-Cusse	ID
Iran	IR
Iraq (blocked country)	IZ
Ireland Excludes Northern Ireland	EI
Israel Includes area within the armistice lines of 1949 and 1950, and the Israel-Jordon and the Israel-Syria demilitarized zones	IS
Italy	IT
Jamaica	JM
Jan Mayen Insular administrative division of Norway	JN
Japan Includes the Ryukyu, Bonin, and Volcano Islands	JA

and the islands of Minami-tori-shima, Nishino-Shima, and Okino-tori-shimi	
Jarvis Island	DQ
United States terrritory	
Jersey	JE
UK dependency	
Johnston Atoll	JQ
United States territory	
Jordan	JO
Juan de Nova Island	JU
French possession	
Kazakhstan	KZ
Formerly Kazakhskaya SSR of the Soviet Union	
Kenya	KE
Kingman Reef	KQ
United States territory	
Kiribati	KR
The Governments of the U.S. and Kiribati signed a "Treaty of Friendship" on September 20, 1979. Under provisions of the treaty, the U.S. relinquishes its claims to the following islands: Birnie, Canton, Enderbury, Gardner, Hull, McKean, Phoenix, and Sydney in the Phoenix Islands; and Caroline, Christmas, Flint, Malden, Starbuck, and Vostok in the Line Islands. The treaty was ratified by the U.S. Senate in June 1983.	
Korea, Democratic People's Republic Of	KN
(Blocked Country) Also known as "North Korea". The Regime is not recognized by the U.S.	
Korea, Republic of	KS
Kuwait	KU
Kyrgyzstan	KG
Formerly Kirgizskaya SSR of the Soviet Union	
Laos	LA
Latvia	LG
Formerly Latviyskaya SSR of the Soviet Union	

COUNTRIES OF THE WORLD

COUNTRIES	**DATA CODES**
Lebanon	LE
Lesotho	LT
Liberia	LI
Libya	LY
Liechtenstein	LS
Lithuania	LH
Formerly Litovskaya SSR of the Soviet Union	
Luxembourg	LU
Macau	MC
Portuguese administered territory	
Macedonia	MK
Formerly Makedonija of Yugoslavia	
Madagascar	MA
Malawi	MI
Malaysia	MY

Maldives	MV
Mali	ML
Malta	MT
Mann, Isle of British dependency	IM
Marshall Islands	RM
Martinique French overseas province	MB
Mauritania	MR
Mauritius Includes Rodriques and Diego Garcia Islands; Agalega Islands; and Cargados Carajos Shoals	MP
Mayotte Territory of France	MF
Mexico	MX
Midway Islands United States territory	MQ
Moldova Formerly SSR Moldova of the Soviet Union	MD
Monaco	MN
Mongolia	MG
Montenegro (Blocked country) Formerly Crna Gora of Yugoslavia	MW
Montserrat UK colony	MH
Morocco	MO
Mozambique	MZ
Namibia International territory (formerly South West Africa)	WA
Nauru	NR
Navassa Island United States terrritory	BQ
Nepal	NP
Netherlands Excludes Netherlands Antilles. Pertains only to the Netherlands in Europe	NL
Netherlands Antilles Part of the Netherlands realm; includes Bonaire, Curacao, Saba, Sint Eustatius, and Southern St Martin	NT

COUNTRIES OF THE WORLD

COUNTRIES	**DATA CODES**
New Caledonia French overseas territory; includes Ile des Pins, Iles Loyaute, Ile Huon, Iles Belep, Iles Chesterfield, and Ile Walpole	NC
New Zealand Includes Stewart, Chatham, and Kermadec islands	NZ
Nicaragua Includes Islas del Maiz (Corn Islands)	NU

Niger	NG
Nigeria	NI
Niue New Zealand territory	NE
Norfolk Island Australian external territory	NF
Northern Marianna Islands Commonwealth associated with the U.S.	CQ
Norway Excludes Svalbard and Jan Mayen	NO
Oman Includes Khuriyra Muriyra	MU
Pakistan Includes Pakistani-administered Jammu and Kashmir	PK
Palmyra Atoll United States territory	LQ
Panama Includes area formerly known as Canal Zone	PM
Papua and New Guinea Includes Bismarck Archiepelago (Admiralty Islands, New Britain, New Ireland, etc.), Louisiade Archipelage, D'Entrecasteaus Islands, northern Colomon Islands (Bougainville, Buka Island, etc.), Trobriand Islands and Woodlark Island	PP
Paracel Islands Disputed islands in the South China Sea	PF
Paraguay	PA
Peru	PE
Phillipines	RP
Pitcairn Islands UK colony: includes Henderson Island and Ducie and Oeno atolls	PC
Poland Includes Danzig and areas of 1937 Germany east of the Oder-Neisse Line	PL
Portugal Includes the Azores and Madeira Islands	PO
Puerto Rico Commonwealth associated with the United States	RQ
Qatar	QA
Reunion Overseas department of France. Excludes Bassas da India, Europa Island, Glorioso Islands, (Iles Glorieuses), Juan de Nova Island, and Tromelin Island	RE
Romania	RO
Russia Formerly Rossiyskaya SFSR (Soviet Union)	RS
Rwanda	RW

COUNTRIES OF THE WORLD

COUNTRIES	**DATA CODES**
Saint Kitts and Nevis	SC

Became independent on September 19, 1983. Formerly Saint Christopher and Nevis	
St Helena	SH
UK colony; includes Gough, Inaccessible, and Nightingale Islands	
St Lucia	ST
St Pierre and Miquelon	SB
Overseas department of France	
St Vincent and the Grenadines	VC
Includes the northern Grenadines	
San Marino	SM
Sao Tome and Principe	TP
Saudi Arabia	SA
Senegal	SG
Serbia	SR
Formerly Srbija of Yugoslavia	
Seychelles	SE
Includes Aldabra Islands, Alphonse, Bijoutier, and St. Francois Islands, Amirante Isles, Cosmoledo Group, Farquhar Group, Ile Desroches and St Pierre Islet	
Sierra Leone	SL
Singapore	SN
Slovakia	LO
Formerly part of Czechoslavkia	
Slovenia	SI
Formerly Slovenija of Yugoslavia	
Solomon Islands	BP
Includes southern Solomon Islands (primarily Guadalcanal, Malaita, San Cristobal, Santa Isabel, and Choiseul and Santa Cruz Islands. Northern Solomon Island Constitutes part of the Papua New Guinea	
Somalia	SO
South Africa	SF
Includes Walvis Bay, and Marion and Prince Edward Islands	
South Georgia and the South Sandwich Islands	SX
British dependency claimed by Argentina. Includes South Georgia and South Sandwich Islands, and Shag Rocks.	
Spain	SP
Includes the Balearic and Canary Islands	
Spratly Island	PG
Disputed islands in the South China Sea	
Sri Lanka	CE
Sudan	SU
Suriname	NS
Svalbard	SV
Insular admin division of Norway. Includes Spitsbergen and Bjornoya	
Swaziland	WZ
Sweden	SW
Switzerland	SZ
Syria	SY

Taiwan	TW
Includes Island of Taiwan and Pescadores	

COUNTRIES OF THE WORLD

COUNTRIES	**DATA CODES**
Tajikistan	TI
Formerly Tadzhikskaya SSR of the Soviet Union	
Tanzania, United Republic of	TZ
Thailand	TH
Togo	TO
Tokelau	TL
New Zealand island territory. On December 2, 1980, the U.S. Government signed a "Delimitation of Maritime Boundary" treaty with New Zealand for Tokelau. Under provisions of the treaty the U.S. relinquishes its claims to the following atolls: Atafu, Fakaofu, and Nukunonu. The treaty was ratified by the U.S. Senate in June 1983	
Tonga	TN
Trinidad and Tobago	TD
Tromelin Island	TE
French possession	
Trust Territory of the Pacific Islands	PS
The Republic of Palau, U.S. administered. Includes the islands of Kayangel, Babelthaup, Peleliu, Koror, Angaur, Sonsorol, Pulo Anna, Merir, Tobi, Helen. Formerly the Trust Territory of the Pacific Islands (NQ).	
Tunisia	TS
Turkey	TU
Turkmenistan	TX
Formerly Turkmenskaya SSR of the Soviet Union	
Turks and Caicos Islands	TK
UK colony	
Tuvalu	TV
Includes the islands of Nanumanga, Nanumea, Nui, Niutao, Vaitupu, Funafuti, Nukufetau, Nukulailai, and Nurakita. The Governments of the U.S. and Tuvalu signed a "Treaty of Friendship" on February 7, 1979. Under provisions of the treaty, the U.S. relinquishes its claims to the following islands: Funafuti, Nukufetau, Nukulailai, and Nurakita. The treaty was ratified by the U.S. Senate in June 1983	
Uganda	UG
Ukraine	UP
Formerly Ukrainskaya SSR of the Soviet Union	
United Arab Emirates	TC
United Kingdom	UK
United States	US
Includes only the States and the District of Columbia; each outlying area is separately identified.	
Uruguay	UY

Uzbekistan	UZ
Formerly Uzbekskaya SSR of the Soviet Union	
Vanuatu	NH
Formerly New Hebrides. Became independent on July 30, 1980	
Vatican City	VT
Venezuela	VE
Vietnam (blocked country)	VM

COUNTRIES OF THE WORLD

COUNTRIES	**DATA CODES**
Virgin Islands	VQ
United States territory	
Wake Island	WQ
United States territory	
Wallis and Futuna	WF
Fench overseas territory; includes Iles de Horne, Ile Uvea, and Ile Alofi	
West Bank	WE
All of the area west of the Jordon River under Jordanian administration before the 1967 Arab-Israeli War.	
Western Sahara (formerly Spanish Sahara)	WI
Now under de facto control of Morocco	
Western Samoa	WS
Yemen	YE
Replaced Yemen (Sanaa) (YE) and Yemen (Aden) (YS)	
Zaire	CG
Zambia	ZA
Zimbabwe	ZI
Became independent April 18, 1980. Former British colony of Southern Rhodesia	

NOTE: All named entries with the letter "Q" as the second character of their codes are outlying areas of the United States.

ALPHABETICAL BY COUNTRY CODE

CODE	**COUNTRY\TERRITORY**
AA	ARUBA
AC	ANTIGUA AND BARBUDA
AF	AFGHANISTAN
AG	ALGERIA
AJ	AZERBAIJAN
AL	ALBANIA
AM	ARMENIA
AN	ANDORRA
AO	ANGOLA
AQ	AMERICAN SAMOA
AR	ARGENTINA

AS	AUSTRALIA
AT	ASHMORE AND CARTIER ISLANDS
AU	AUSTRIA
AV	ANGUILLA
AY	ANTARCTICA
BA	BAHRAIN
BB	BARBADOS
BC	BOTSWANA
BD	BERMUDA
BE	BELGIUM
BF	BAHAMAS
BG	BANGLADESH
BH	BELIZE
BK	BOSNIA AND HERZEGOVINA
BL	BOLIVA
BM	BURMA

ALPHABETICAL BY COUNTRY CODE

CODE	COUNTRY\TERRITORY
BN	BENIN
BO	BELARUS
BP	SOLOMON ISLANDS
BQ	NAVASSA ISLAND
BR	BRAZIL
BS	BASSAS DA INDIA
BT	BHUTAN
BU	BULGARIA
BV	BOUVET ISLAND
BX	BRUNEI
BY	BURUNDI
CA	CANADA
CB	CAMBODIA
CD	CHAD
CE	SRI LANKA
CF	CONGO
CG	ZAIRE
CH	CHINA
CI	CHILE
CJ	CAYMAN ISLANDS
CK	COCOS (KEELING) ISLANDS
CM	CAMEROON
CN	COMOROS
CO	COLOMBIA
CQ	NORTHERN MARIANNA ISLANDS
CR	CORAL SEA ISLANDS
CS	COSTA RICA
CU	CUBA
CV	CAPE VERDE
CW	COOK ISLANDS
CY	CYPRUS
DA	DENMARK
DJ	DJIBOUTI
DO	DOMINICA

DQ	JARVIS ISLAND
DR	DOMINICAN REPUBLIC
EC	ECUADOR
EG	EGYPT
EI	IRELAND
EK	EQUATORIAL GUINEA
EN	ESTONIA
ER	ERITREA
ES	EL SALVADOR
ET	ETHIOPIA
EU	EUROPA ISLAND
EZ	CZECH REPUBLIC
FG	FRENCH GUIANA
FI	FINLAND
FJ	FIJI
FK	FALKLAND ISLANDS (ISLAS MALVINAS)
FM	FEDERATED STATES OF MICRONESIA
FO	FAEROE ISLANDS
FP	FRENCH POLYNESIA
FQ	BAKER ISLAND
FR	FRANCE
FS	FRENCH SOUTHERN AND ANTARCTIC LANDS
GA	GAMBIA, THE

ALPHABETICAL BY COUNTRY CODE

CODE	COUNTRY\TERRITORY
GB	GABON
GG	GEORGIA
GH	GHANA
GI	GIBRALTAR
GJ	GRENADA
GK	GUERNSEY
GL	GREENLAND
GM	GERMANY, FEDERAL REPUBLIC OF
GO	GLORIOSO ISLANDS
GP	GUADELOUPE
GQ	GUAM
GR	GREECE
GT	GUATEMALA
GV	GUINEA
GY	GUYANA
GZ	GAZA STRIP
HA	HAITI
HK	HONG KONG
HM	HEARD AND MCDONALD ISLANDS
HO	HONDURAS
HQ	HOWLAND ISLAND
HR	CROATIA
HU	HUNGARY
IC	ICELAND
ID	INDONESIA
IM	ISLE OF MANN
IN	INDIA

IO	BRITISH INDIAN OCEAN TERRITORY
IP	CLIPPERTON ISLAND
IR	IRAN
IS	ISREAL
IT	ITALY
IV	COTE D'IVOIRE
IZ	IRAQ
JA	JAPAN
JE	JERSEY
JM	JAMAICA
JN	JAN MAYEN
JO	JORDAN
JQ	JOHNSTON ATOLL
JU	JUAN DE NOVA ISLAND
KE	KENYA
KG	KYRGYZSTAN
KN	DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA
KQ	KINGMAN REEF
KR	KIRIBATI
KS	REPUBLIC OF KOREA
KT	CHRISTMAS ISLAND
KU	KUWAIT
KZ	KAZAKHSTAN
LA	LAOS
LE	LEBANON
LG	LATVIA
LH	LITHUANIA
LI	LIBERIA
LO	SLOVAKIA
LQ	PALMYRA ATOLL

ALPHABETICAL BY COUNTRY CODE

CODE	COUNTRY\TERRITORY
LS	LIECHTENSTEIN
LT	LESOTHO
LU	LUXEMBOURG
LY	LIBYA
MA	MADAGASCAR
MB	MARTINIQUE
MC	MACAU
MD	MOLDOVA
MF	MAYOTTE
MG	MONGOLIA
MH	MONTSERRAT
MI	MALAWI
MK	MACEDONIA
ML	MALI
MN	MONACO
MO	MOROCCO
MP	MAURITIUS
MQ	MIDWAY ISLANDS
MR	MAURITANIA
MT	MALTA

MU	OMAN
MV	MALDIVES
MW	MONTENEGRO
MX	MEXICO
MY	MALAYSIA
MZ	MOZAMBIQUE
NC	NEW CALEDONIA
NE	NIUE
NF	NORFOLK ISLAND
NG	NIGER
NH	VANUATU
NI	NIGERIA
NL	NETHERLANDS
NO	NORWAY
NP	NEPAL
NR	NAURU
NS	SURINAME
NT	NETHERLANDS ANTILLES
NU	NICARAGUA
NZ	NEW ZEALAND
PA	PARAGUAY
PC	PITCAIRN ISLANDS
PE	PERU
PF	PARACEL ISLANDS
PG	SPRATLY ISLAND
PK	PAKISTAN
PL	POLAND
PM	PANAMA
PO	PORTUGAL
PP	PAPUA AND NEW GUINEA
PS	TRUST TERRITORY OF THE PACIFIC ISLANDS
PU	REPUBLIC OF GUINEA-BISSAU
QA	QATAR
RE	REUNION
RM	MARSHALL ISLANDS
RO	ROMANIA
RP	PHILIPPINES

ALPHABETICAL BY COUNTRY CODE

CODE	COUNTRY\TERRITORY
RQ	PUERTO RICO
RS	RUSSIA
RW	RWANDA
SA	SAUDI ARABIA
SB	SAINT PIERRE AND MIQUELON
SC	SAINT KITTS AND NEVIS
SE	SEYCHELLES
SF	SOUTH AFRICA
SG	SENEGAL
SH	ST. HELENA
SI	SLOVENIA
SL	SIERRA LEONE
SM	SAN MARINO

SN	SINGAPORE
SO	SOMALIA
SP	SPAIN
SR	SERBIA
ST	SAINT LUCIA
SU	SUDAN
SV	SVALBARD
SW	SWEDEN
SX	SOUTH GEORGIA AND SOUTH SANDWICH ISLES
SY	SYRIA
SZ	SWITZERLAND
TC	UNITED ARAB EMIRATES
TD	TRINIDAD AND TOBAGO
TE	TROMELIN ISLAND
TH	THAILAND
TI	TAJIKSTAN
TK	TURKS AND CAICOS ISLANDS
TL	TOKELAU
TN	TONGA
TO	TOGO
TP	SAO TOME AND PRINCIPE
TS	TUNISIA
TU	TURKEY
TV	TUVALU
TW	TAIWAN
TX	TURKMENISTAN
TZ	UNITED REPUBLIC OF TANZANIA
UG	UGANDA
UK	UNITED KINGDOM
UP	UKRAINE
US	UNITED STATES
UV	BURKINA
UY	URUGUAY
UZ	UZBEKISTAN
VC	SAINT VINCENT AND THE GRENADINES
VE	VENEZUELA
VI	BRITISH VIRGIN ISLANDS
VM	VIETNAM
VQ	VIRGIN ISLANDS
VT	VATICAN CITY
WA	NAMIBIA
WE	WEST BANK
WF	WALLIS AND FUTUNA
WI	WESTERN SAHARA

ALPHABETICAL BY COUNTRY CODE

CODE	COUNTRY\TERRITORY
WQ	WAKE ISLAND
WS	WESTERN SAMOA
WZ	SWAZILAND
YE	YEMEN
ZA	ZAMBIA
ZI	ZIMBABWE

JULIAN DATE CALENDAR: PERPETUAL DATE

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	060	091	121	152	182	213	244	274	305	335	**1**
2	002	033	061	092	122	153	183	214	245	275	306	336	**2**
3	003	034	062	093	123	154	184	215	246	276	307	337	**3**
4	004	035	063	094	124	155	185	216	247	277	308	338	**4**
5	005	036	064	095	125	156	186	217	248	278	309	339	**5**
6	006	037	065	096	126	157	187	218	249	279	310	340	**6**
7	007	038	066	097	127	158	188	219	250	280	311	341	**7**
8	008	039	067	098	128	159	189	220	251	281	312	342	**8**
9	009	040	068	099	129	160	190	221	252	282	313	343	**9**
10	010	041	069	100	130	161	191	222	253	283	314	344	**10**
11	011	042	070	101	131	162	192	223	254	284	315	345	**11**
12	012	043	071	102	132	163	193	224	255	285	316	346	**12**
13	013	044	072	103	133	164	194	225	256	286	317	347	**13**
14	014	045	073	104	134	165	195	226	257	287	318	348	**14**
15	015	046	074	105	135	166	196	227	258	288	319	349	**15**
16	016	047	075	106	136	167	197	228	259	289	320	350	**16**
17	017	048	076	107	137	168	198	229	260	290	321	351	**17**
18	018	049	077	108	138	169	199	230	261	291	322	352	**18**
19	019	050	078	109	139	170	200	231	262	292	323	353	**19**
20	020	051	079	110	140	171	201	232	263	293	324	354	**20**
21	021	052	080	111	141	172	202	233	264	294	325	355	**21**
22	022	053	081	112	142	173	203	234	265	295	326	356	**22**
23	023	054	082	113	143	174	204	235	266	296	327	357	**23**
24	024	055	083	114	144	175	205	236	267	297	328	358	**24**
25	025	056	084	115	145	176	206	237	268	298	329	359	**25**
26	026	057	085	116	146	177	207	238	269	299	330	360	**26**
27	027	058	086	117	147	178	208	239	270	300	331	361	**27**
28	028	059	087	118	148	179	209	240	271	301	332	362	**28**
29	029		088	119	149	180	210	241	272	302	333	363	**29**
30	030		089	120	150	181	211	242	273	303	334	364	**30**
31	031		090		151		212	243		304		365	**31**

JULIAN DATE CALENDAR: LEAP YEARS

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	061	092	122	153	183	214	245	275	306	336	**1**
2	002	033	062	093	123	154	184	215	246	276	307	337	**2**
3	003	034	063	094	124	155	185	216	247	277	308	338	**3**
4	004	035	064	095	125	156	186	217	248	278	309	339	**4**
5	005	036	065	096	126	157	187	218	249	279	310	340	**5**
6	006	037	066	097	127	158	188	219	250	280	311	341	**6**
7	007	038	067	098	128	159	189	220	251	281	312	342	**7**
8	008	039	068	099	129	160	190	221	252	282	313	343	**8**
9	009	040	069	100	130	161	191	222	253	283	314	344	**9**
10	010	041	070	101	131	162	192	223	254	284	315	345	**10**
11	011	042	071	102	132	163	193	224	255	285	316	346	**11**
12	012	043	072	103	133	164	194	225	256	286	317	347	**12**
13	013	044	073	104	134	165	195	226	257	287	318	348	**13**
14	014	045	074	105	135	166	196	227	258	288	319	349	**14**
15	015	046	075	106	136	167	197	228	259	289	320	350	**15**
16	016	047	076	107	137	168	198	229	260	290	321	351	**16**
17	017	048	077	108	138	169	199	230	261	291	322	352	**17**
18	018	049	078	109	139	170	200	231	262	292	323	353	**18**
19	019	050	079	110	140	171	201	232	263	293	324	354	**19**
20	020	051	080	111	141	172	202	233	264	294	325	355	**20**
21	021	052	081	112	142	173	203	234	265	295	326	356	**21**
22	022	053	082	113	143	174	204	235	266	296	327	357	**22**
23	023	054	083	114	144	175	205	236	267	297	328	358	**23**
24	024	055	084	115	145	176	206	237	268	298	329	359	**24**
25	025	056	085	116	146	177	207	238	269	299	330	360	**25**
26	026	057	086	117	147	178	208	239	270	300	331	361	**26**
27	027	058	087	118	148	179	209	240	271	301	332	362	**27**
28	028	059	088	119	149	180	210	241	272	302	333	363	**28**
29	029	060	089	120	150	181	211	242	273	303	334	364	**29**
30	030		090	121	151	182	212	243	274	304	335	365	**30**
31	031		091		152		213	244		305		366	**31**

Following are definitions of terms commonly used throughout the finance community. Additional terms and definitions can be found at the following Internet addresses:

http://www.dtic.mil/doctrine/jel/doddict

http://home.att.net/~mike.bandor/megaterm/megaterm.htm

http://books.army.mil/cgi-bin/bookmgr/BOOKS/R310_25/CCONTENTS

Absence over leave: Absence beyond the period for which leave was authorized.

Absence without leave (AWOL): Absence without proper authority from the properly appointed place of duty at which one is required to be at the time prescribed and without the intention of deserting.

Academic school year: Attendance at a school that commences with the date required to report for courses of instruction for the member's chosen degree or naval or military science classes, whichever occurs first, and terminates upon completion of either of the above, whichever occurs later.

Accident: An unplanned event that results in injury, occupational illness, or death and\or damage to government property, exclusive of injury and\or damage caused by an enemy or hostile force.

Accountable mail: Short term used to represent registered, numbered, insured and\or certified mail.

Accounting: The art of receiving, controlling, validating, recording, classifying, and summarizing transactions in terms of money, then analyzing and interpreting the transactions and reporting results.

Accounting classification: A series of alpha and numeric characters appearing on all obligating and disbursing documents to classify transactions as to funds used, agencies and institutions involved, project accounts, elements of expense, and geographical areas.

Accounting classification code: Fiscal code number indicating in sequence the appropriation symbol, the allotment number, the project account number, the object class code, and the fiscal station number of the station authorized to obligate the particular fund. The combination of data elements depends on the nature of the transaction and the level of control.

Accounting equation: Assets = Liabilities + Owner's Equity (A=L+E)

Accounting Processing Code (APC): A locally developed four-character code that abbreviates the accounting classification and related codes. The APC is used as a shortcut to enter numerous elements for each transaction into STANFINS.

Accounting system: A total structure of methods used to record, classify and report information on the financial position and operations of a Government unit.

Accounts payable: Amounts owed to others for goods and services received and assets acquired.

Accounts receivable: Amounts due from others for goods furnished and services performed.

Accrual accounting: Method of accounting in which revenues and matching expenditures are recognized in the period earned, regardless of when payment is received or made.

Accrued expenditures: Actual or constructive receipt of goods or services received or assets acquired. Expenditures accrue regardless of when cash payments are made or invoices rendered. An accounts payable is established to recognize the Government's liability.

Accrued revenues: Revenue earned for goods, services or other assets furnished to others. Accrued revenue is recorded and accounted for in the period earned, whether or not billed or collected. Also called a reimbursable earning or reimbursement earned.

Acquisition authority: Authorization made available to a division of the Army Stock Fund for obligational purposes for the procurement of material and services when such authority is exempt from prescribed Bureau of Budget apportionment process.

Active duty: Full-time service in the active service of a uniformed service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a military service school by law or by the Secretary concerned.

Active duty for training (ADT): Full-time duty in the active military service of the United States for training purposes.

Active duty list: A single list for the Army, Navy, Air Force or Marine Corps which contains the names of all officers of that armed force who are serving on active duty, other than officers described in 10 U.S.C. 641 (reference(c)).

Active service: Service performed while on active duty.

Additional charges: In military law, new and separate charges preferred against an accused after others have been preferred. They may relate to offenses not known at the time or committed after the original charges were preferred. Charges of this character do not require a separate

trial and, subject to preliminary procedure necessary for all charges, may be tried with the original ones.

Administrative acceptee: A registrant who has been accepted for military service following an administrative determination that he possesses the required capacity to achieve the minimum score on the prescribed mental test, notwithstanding his failure to achieve such a score.

Administrative instructions: All instructions or orders used to control administrative operations, to include matters connected with, or affected by, operations in the field. Temporary and permanent orders, court-martial orders, bulletins, circulars, or memorandums are included.

Admit: Administrative action taken by a hospital to receive an individual for treatment as a patient.

Advanced individual training (AIT): 1. Training given to enlisted members subsequent to completion of basic training, so as to render them qualified for the award of a military occupational specialty. **2**. Training conducted at training centers, Army service schools, and, when so directed, by United States Strategic Army force units, which qualifies a member to perform in an entry or higher military occupational specialty.

Advance payment: Payment of pay and\or allowances before it is earned. Provides member with funds for expenses such as transportation, temporary storage of household goods, packing and shipping costs, and the expenses incurred in securing new living quarters.

Advanced leave: Leave authorized\used in advance of its actual accrual on the basis of a reasonable expectation that it will be earned during the remaining time in service.

Advisory message: A message to the servicing input station informing the office of an action that has been taken or one that is due to occur. The action taken should be verified, the action about to occur should be reviewed for correctness.

Affiliated unit: A Reserve Component unit that is sponsored by an Active Army unit to improve readiness to a degree whereby the affiliated unit, after mobilization, may deploy with the sponsoring unit.

Alien: Any person not a citizen or a national of the United States of America.

Allocation: An authorization by the Department of the Army making funds available in prescribed amounts to an operating agency or major command for suballocation or allotment.

All-others tour: Tour length that is authorized at a specific location for members who are not accompanied by command-sponsored dependents.

Allotment: 1. A definite portion of the pay and allowances of a military member which is voluntarily or involuntarily authorized to be

paid to a qualified person or institution. **2**. Action taken by a general operating agency making funds allocated or suballocated to it available to another office, generally one subordinate to it, for obligation by the latter.

Allotment advice: Document evidencing the action taken by an operating agency making funds available to another office for obligation.

Allotment number: A series of symbol numbers assigned to an allotment, consisting of the identity of the operating agency and the serial number of the allotment, for use in the budgetary accounting and control.

Allotment serial number: Serial number assigned by an operating agency to an allotment advice to identify the transactions involving the particular funds.

Allottee: The person or institution to whom an allotment is made payable.

Allotter: The member from whose pay the allotment is made.

Allowance: **1**. A monetary amount furnished to a member in addition to the prescribed rates of basic pay to provide for expenses for which the member's pay is considered inadequate, such as travel allowance, quarters allowance, subsistence allowance and clothing allowance. **4**. An administrative action of a general operating agency making allocated or suballocated funds available to a subordinate installation or activity for obligation through the use of an expenditure target.

Anti-Deficiency Act (31 U.S.C. 1517): A federal law that prohibits any officer or employee of the Government from obligating or spending more money than has been appropriated, except as authorized by law.

Apportionment: An authorization by the Director of the Bureau of the Budget to a government agency making a designated portion of an appropriation (or contract authorization) available for obligation. A means of subdividing funds at a more detailed level than appropriation.

Appropriation: An amount of money specifically authorized by Congress for a designated purpose against which obligations may be incurred and from which payments from the Treasury may be made. This includes authorizations to create obligations in advance of appropriations or other fund authority. Appropriations can be multiple year, current, expired, lapsed, definite, indefinite, permanent, civil, etc.

Appropriation limitation: An amount fixed by Congress within an appropriation that cannot be exceeded for obligation or expenditure for certain objects or purposes.

Appropriation receipt: Collections which, pursuant to law, are deposited into the Treasury as receipts and appropriated for specific purposes.

Appropriation refund: Collection representing overpayments or erroneous payments of a previously recorded expenditure that can be identified with a specific preceding disbursement voucher.

Appropriation symbol: The identifying account symbols assigned to indicate the appropriation, the period of availability (i.e., the fiscal year), and the department or establishment primarily responsible for administration.

Army Industrial Fund: A consolidated working capital fund consisting of unexpended balances of cash on deposit in the Treasury or its equivalent; accounts receivable; stores of supplies, material, and work-in0progress; finished goods; and all other current and deferred assets pertaining to, or acquired in the operations of all Army installations or activities financed by the Fund. The foregoing current assets are subject to all current and accrued liabilities incurred in connection with, or pertaining to such operations. The Fund is applied to industrial and commercial type activities of the Army that produce and furnish goods or render services to other activities on a reimbursable basis.

Army Management Structure (AMS): A uniform classification of the non-tactical activities of the Department of the Army for programming (except control programs), program performance data maintenance, budgeting program cost data maintenance, manpower utilization data maintenance, reviewing accomplishment in relation to the scheduling and utilization of resources, and for such other management purposes as may be prescribed.

Army Medical Department: The term used to encompass those Army special branches which are under the supervision and management of The Surgeon General, specifically the Medical Corps, Dental Corps, Veterinary Corps, Medical Service Corps, Army Medical Specialist Corps and Army Nurse Corps.

Army Post Office (APO): A military post office, numerically designated as a branch of a United States Post Office, activated, manned, and operated by the Department of the Army to provide postal service to authorized organizations and personnel.

Army Stock Fund: Fund used by the Army for consolidated management, financing, control and accounting for the procurement and inventories of those items of materials, supplies and equipment, the costs of which are chargeable, when issued, to a number of consuming activities.

Assessment: An objective determination of the degree to which test results satisfy specified test objectives.

Asset: Anything of value, owned or controlled by an individual or organization. The value is normally expressed in monetary terms.

Audit trail: The manner in which an element of data can be traced backward to the source of the transaction that created it and forward to its current position.

Automatic reimbursement authority: Authority to engage in automatic reimbursement programs to temporarily finance support to individuals or

non-mission activities. No dollar amount is received; funds are generated based on receipt of an order.

Aviation service career (not on extended active duty): An officer not on extended active duty who holds an aeronautical rating and is qualified for aviation service under regulations prescribed by the Secretary concerned, shall be considered to be performing aviation service on a career basis, as prescribed by 37 U.S.C. 301a (reference (aa)), so long as the officer is performing operational flying duty, or is assigned to a rated position in a Reserve Component or is considered by that component as an asset to the rated inventory and within the preceding 24 months was either on extended active duty as a rated officer or assigned to a rated position in a Reserve Component.

Aviation service entry date: For commissioned officers, it is the initial day, month, and year the officer was placed on flying status as a student officer at the flight training facility. For warrant officers, it is the date of appointment as a warrant upon the completion of flight training. If the individual was a warrant officer upon entry into flight school, the aviation service entry date is computed in the same manner as for a commissioned officer. Once the aviation service entry date has been established, time credited toward aviation service shall run without interruption.

Bad conduct discharge: A formal, punitive separation of an enlisted member from the military service under conditions other than honorable. Issued only pursuant to the approved sentence of general courts-martial in certain circumstances.

Balance sheet: A financial statement showing the balance of assets, liabilities and owner’s equity on one specific day.

Basic allowance for quarters (BAQ): A monetary amount prescribed and limited by law which a member receives to pay for quarters when quarters in kind are not furnished by the Government.

Basic allowance for subsistence: A cash allowance, by law payable to officers at all times, to help reimburse them for the expense of subsisting themselves. For enlisted members, a cash allowance payable when rations in kind are not available; when permitted to ration separately; or when assigned to duty under emergency conditions where no messing facilities of the United States are available.

Basic combat training (BCT): Training in basic military subjects and fundamentals of basic infantry combat, given to newly inducted and enlisted Active and Reserve component members without prior military service.

Basic pay: Pay (other than allowances) received by members according to their rank and years of service. Additional amounts may be paid as basic pay based on certain designated positions.

Battalion: Unit comprised of a headquarters and two or more companies or batteries.

Beneficiary: Designated recipient of certain benefits due as a result of an established relationship to or designation by a member.

Blue bark: Term used to designate a report concerning the movement and treatment to be given family members of deceased military members and civilian employees of the Department of Defense when travel to or from the United States and between overseas areas is sponsored by a military department.

Budgeting: Determining the amount of money that is available for, required for, or assigned to a particular purpose during a particular accounting cycle.

Captive status: A missing status resulting from a member's involvement in a hostile action, as determined by the Secretary of Defense.

Captivity-related offense: An offense, committed while in a captive status and related to the status, which is listed in 5 U.S.C. 8312(a) or (b)(reference(c1)), or which is listed in chapter 47 of the UCMJ (reference (i)) that is punishable by dishonorable discharge, dismissal, or confinement for a minimum of one year.

Captured: Definitely known to have been taken into custody of a hostile force as a result of, and for reasons arising out of, any armed conflict in which the Armed Forces of the United States are engaged.

Cash: Includes actual cash on hand, negotiable instruments, cash in the hands of agents and cashiers, deposits in the possession of designated limited depositories, and losses of funds.

Cash maintenance allowance: Refers to the several types of clothing maintenance allowances paid by cash; for example, standard, basic, special, etc.

Casual payment: Payment made to a member temporarily separated from his own organization and military pay record.

Certificate of achievement: Written testimonial denoting an act, achievement, or faithful service when a decoration is not warranted.

Certifying officer: An individual authorized to certify the availability of funds on any documents or vouchers submitted for payment. He is responsible for the accuracy or legality of facts, correctness of computations, and the legality of the payment.

Check register: 1. A record maintained by a disbursing officer reflecting all transactions affecting his official checking account with the Treasurer of the United States. **2**. The form used to record all check disbursements in a double-entry system of bookkeeping.

Citation: Written narrative statement of an act, deed, or meritorious performance of duty or service for which an award is made.

Civil appropriation: One administered by the Department of the Army which is available for carrying out certain civilian functions as distinguished from military functions performed by the Department of

the Army; as an example, the appropriation “Cemeterial Expenses, Department of the Army”.

Civilian personnel management: The development and maintenance of a skilled and civilian work force. It includes recruitment and placement; job evaluation and pay administration; incentives; communications; employee relations and morale; performance appraisal; training; and career development.

Class B agent officer: Commissioned or warrant officer to whom public funds are entrusted by an accountable disbursing officer for the purpose of making payments and collections as agent for the accountable officer. A Class B agent officer is not restricted to specified payments or collections, but is given general authority to act for, and in the name of, the accountable officer.

Class B allotment: Monthly deduction from pay authorized by a member for the purchase of one or more United States savings Bonds each month.

Class D allotment: Monthly deduction from pay authorized by a member for the payment of premiums for United States Government Life Insurance issued in World War I; also applicable to civilian personnel stationed overseas.

Class E allotment: Monthly deduction from pay authorized by a member to be paid to institutions, such as banks and insurance companies, or to individuals; also applicable to civilian personnel stationed overseas.

Class F allotment: See Class Q allotment.

Classification: Process by which data concerning an individual’s ability, education, intelligence, aptitudes, assignment, and limitations are ascertained and recorded so that one may be placed where one will be of most value to the government or military service.

Class N allotment: Monthly deduction from pay authorized by a member for the payment of premiums for National Life Insurance; also applicable to civilian personnel stationed overseas.

Class Q allotment: Monthly deduction from an enlisted member’s pay for a souse’s family member; allotment required by law in order for an enlisted member in pay grades E-1, E-2, E-3, or E-4 (with 4 years of service or less) to qualify for monthly payments of basic allowance for quarters.

Class X allotment: one-time local payment authorized under emergency conditions that prevent the member from providing for the support of his family members by the usual means.

Clearing account: An account used for collections which are either held in suspense temporarily and later paid into another fund of the Government, or held in the Government as a banker or agent for others and paid out at the direction of the depositor.

Collections: Collections include military pay and allowance check cancellations as well as cash collections from military members to apply to debts recorded on the MMPA and collections of overpayments of TLA.

Command-sponsored dependent: Dependent(s) of a member residing with the member at a location outside CONUS. The accompanied-by-dependents tour must be authorized by AR 614-30 and the member must be authorized to serve the tour. The dependent(s) must meet the following conditions: **a)** Entitled to travel to the member's duty station at Government expense incident to PCS orders; **b)** Authorized by appropriate authority to be at the duty station; and **c)** Residency in the vicinity of the member's duty station must entitle the member to station allowances at the "with dependents" rate.

Commissioned officer: Unless otherwise qualified, means a member of the Uniformed Services holding a grade and office under a commission issued by the President, in the grade of second lieutenant, ensign, or above, either permanent or temporary, in any of the Uniformed Services.

Commitment: An administrative reservation of funds based on a firm procurement directive, order or request. A commitment authorizes the creation of an obligation without further approval by the officer responsible for certifying fund availability.

Committee: A body of persons, either civilian, military or both, appointed by appropriate authority as a permanent (standing) or temporary (ad hoc) advisory body to the appointing authority. It makes recommendations to the appointing authority on such matters as are placed before it. Membership is in addition to the primary duty assigned the individuals concerned, except that an individual may be assigned the primary duty of secretary or recorder, or as a member of an ad hoc committee during a specified period of time.

Commuted rations: The monetary allowance given in lieu of subsistence to enlisted members on leave or otherwise authorized to mess separately.

Company: Basic administrative and tactical unit, on a command level below a battalion and above a platoon.

Company grade: Classification of those officers normally serving in a company. Applied to lieutenants and captains.

Competent orders: Orders issued by the Secretary concerned or such officer or officers as the Secretary may designate, to members of their respective services or to members of other services when such latter members are performing duty with a service other than their own.

Computer run: A series of interrelated programs that must be run in a predetermined sequence to process data in a desired manner.

Concurrent jurisdiction: Applied in those instances wherein, in granting to the United States, authority which would otherwise amount to exclusive jurisdiction over an area, the state concerned reserves to itself the right to exercise, concurrently with the United States, all of the same authority.

Conference call: Connecting several telephones at once so that a conference may be held or orders may be given to several persons at the same time.

Confinement facility: A facility for the confinement of military prisoners. It applies to transient, installation and area confinement facilities, and hospitalized prisoner wards.

Consolidated dining facility: Those dining facilities organized to subsist the personnel of two or more units or organizations.

Constructive receipt billing method: The invoicing and collection for reimbursable issues of materials, supplies, and equipment on the basis of evidence of delivery of the goods to a carrier for transportation to the consignee.

Consumable supplies: A special classification for use in program expense accounting activities which encompass non-expendable supplies valued at less than $200.00 per item and all expendable supplies.

Continental United States (CONUS): Unless otherwise qualified, the 48 contiguous states and the District of Columbia.

Contingency operations: any military operation that: **1**. Is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or **2**. Results in the call to order, or retention on, active duty of members of the Uniformed Services under section 672(a), 673, 673(b), 673(c), 688, 3500 or 8500 of Title 10, U.S.C. (reference (c)); under chapter 15 of Title 10 U.S.C. (reference (c)); or under any other provision of law during a war or national emergency declared by the President or Congress.

Continuing appropriation: An appropriation which is available for obligation and disbursement until a designated purpose is accomplished without restriction as to time.

Continuing Resolution Authority (CRA): An interim appropriation until permanent appropriations are enacted. It authorizes continuation of normal operations at a rate not to exceed the latest Congressional action or the previous year’s rate.

Contract: An enforceable agreement or order to buy supplies or furnish services.

Contracting officer: Any person authorized by virtue of his position or by appointment in accordance with procedures prescribed in the Defense Acquisition Regulation to enter into and administer contracts and make determinations and findings with respect thereto, or with any part of such authority. The term also includes the authorized representative of the contracting officer acting within the limits of his authority.

Convalescent leave: A period of authorized absence granted to members under medical care for sickness or wounds and not yet fit for duty. It is a part of the treatment prescribed for recuperation and convalescence and is not chargeable as leave.

Correctional custody: Nonjudicial punishment providing for deprivations of liberty in order to establish a proper setting in which additional duties, corrective treatment, and referral services will be applied to

correct an offender's tendency toward delinquent behavior without the stigma of confinement.

Cost accounts: Accounts used to classify and accumulate expenses in accordance with a prescribed chart of accounts for the purpose of controlling operations and analyzing operating results.

Cost analysis: An analytical process employed to estimate the cost of material development and procurement programs, management information\operating system development and operation, forces and facilities. This cost is a measurement of economic resource requirements; i.e., manpower, equipment, real property, facilities, and supplies. Cost analysis generally involves the following three steps: **a)** The development of relationships between prior and current system resource requirements, design or performance characteristics and force deployment; **b)** The application of these relationships to new systems specifications as a means of projecting their resource requirements; and **c)** The examination of the sensitivity of resources to varying assumptions regarding future system performance, operational concept, and force composition. Cost analysis is not designed to provide the precise measurements required for budgetary purposes.

Cost benefit: The process of measuring the expense of obtaining goods, services, or information with the benefits to be received by having and using the goods, services or information.

Cost category: One of three types of costs into which the total cost of a program element is divided: (**1**) research and development; (**2**) investment; and (**3**) operations. In accounting and procurement usage, cost categories are the classes of material or service purchased, i.e., labor, material, travel, etc., or those costs that make up the price of the item or service purchased.

Cost center: The smallest unit to which direct employees are assigned and for which costs are collected. This may be a division, department, or subdivision. It may also be a single machine and its operating force, or a group of machines.

Critical specialty: A medical specialty that is manned at, or is projected within two fiscal years to be manned at, less than 95% of budget authorized allowance with fully qualified physicians.

Cross disbursing: The act of disbursing and collecting funds by one department for the account of another department within the Department of Defense.

Currency-blocked country: A country specified by the Treasury Department to which dollar instruments may not be transmitted.

Data Element Management\Accounting Reporting System (DELMARS): An automated system that inputs selected accounting and disbursing data into the Comptroller of the Army database. It is then used to generate the DELMARS report.

Death gratuity: A sum paid to beneficiaries of military members who die while in the service or within 120 days after separation.

Debt: An amount of money owed to the Government from any person, organization, or entity except another federal agency.

Debt liquidation schedule: A schedule of payments to liquidate a member's debt to the Government when the indebtedness is to be liquidated by monthly installments.

Deductions: A deduction is any subtraction or exclusion from gross pay due a member. Included are those required by laws, regulations or legal decisions, such as Federal and State income tax, child support, social security and Medicare and AFRH; those for benefits specifically authorized by law, such as SGLI. Deductions from pay must be properly authorized, adequately documented, and paid when due in the amount authorized. Debts may be collected voluntarily or involuntarily and must be collected in accordance with "Due Process" provisions of applicable laws.

Defense Working Capital Funds (DWCF): Formerly Defense Business Operating Fund (**DBOF**). A working capital fund used to finance procurement of certain supplies that are then held in inventory until sold to consumers.

Dependency and indemnity compensation: Compensation payable by the Veterans Administration to survivors of military personnel who die in line of duty while on active duty, active duty for training, inactive duty training, including travel to and from duty for training and inactive duty training. It may also be payable after discharge if death is directly attributable to a service-connected disability occurring during such duty.

Dependent: With respect to a member of the Uniformed Services, this term means: **a)** Spouse; **b)** Unmarried children under the age of 21, including an adopted child or a stepchild, but not after the divorce of the member from the stepchild's natural parent; **c)** An unmarried illegitimate child under the age of 21 provided the parentage on the part of the member is established by court-order, by a signed statement of parentage submitted by the member, or, in the case of a female member, the birth certificate showing the member as the natural mother of the child; **d)** An unmarried child under the age of 21 who has been placed in the member's home by a local, state, or foreign government placement agency or a government-approved adoption agency as a part of a normal adoption process, provided the member produces a document from said agency establishing the fact of relationship and the effective date of the relationship; **e)** An unmarried child who is at least 21 years of age but under 23 years of age who is enrolled in a full-time course of study at an educational institution approved by the Secretary concerned when the member demonstrates in a statement listing the child's income and expenses that the child is in fact dependent on the member for over one half of the child's support; **f)** An unmarried child 21 years of age or older, who is incapable of self-support because of a mental or physical incapacity and who is in fact dependent upon the member for more than one half of the incapacitated child's support; **g)** A parent, including a stepparent, parent by adoption, or any person who has stood in loco parentis at any time for a continuous period of at least five years before the member's 21st birthday, or a parent, a stepparent or adopted parent of the member's spouse, any of whose dependency on the member has been determined in accordance with the

rules and regulations established by the Secretary concerned; or **h)** Effective July 1, 1994, a ward, who is an unmarried person who meets each of the following criteria: (**1**) A court of competent jurisdiction in the United States, Puerto Rico, or a possession of the United States has placed the person in the custody of the member either permanently or for a period which lasts at least 12 months from the date of the order; (**2**) The person must be either: (**a**) Under 21 years of age; (**b**) At least 21 years of age, but under 23 years of age who meets the criteria for a student set forth above; or (**c**) Incapable of self-support because of a mental or physical incapacity that occurred while the person was considered a dependent ward of the member; (**3**) The person must be dependent upon the member for over one-half of the person's support; (**4**) The person must reside with the member unless separated either by the necessity of military service; to receive institutional care as a result of disability or incapacitation; or under such other circumstances as the Secretary concerned may by regulation prescribe; (**5**) The person may not be a dependent of any member under any other part of this definition; and (**6**) The person is considered to be in the same class of dependents as a member's other children for the purpose of determining entitlement.

Dependent-restricted tour: Any location outside CONUS with an established overseas tour that does not permit command-sponsored dependents. Also referred to as an unaccompanied hardship overseas tour or remote tour.

Desertion: Absence without leave with intent to remain away permanently.

Designated applicant (ROTC): A student at an institution where a unit of the Senior ROTC is established who did not participate in the SROTC program during the first two academic years, but desires to participate in the advance portion of the program during the two remaining academic years (or three remaining years in an approved five year program) and possesses all other qualifications.

Detention of pay: The withholding of a portion of a member's pay, as punishment, for a stated period, after which the money is returned to the member.

Direct funds: Funds received from the Department of the Army for the purpose of financing authorized requirements. These funds are identified on funding documents.

Direct obligation authority: Funds received by an installation by means of an allotment that are available for obligation immediately at the time of receipt.

Disbursement: Payment which satisfies a claim against the Government, payment of an accounts payable, or liquidation of an obligation.

Disbursing officer: An officer responsible and accountable for the disbursement and collection of public funds, especially military pay and allowances.

Disciplinary barracks: Military correctional treatment facility for confinement, retraining and restoration of prisoners to honorable duty status or return to civilian life.

DSSN: A unique set of four digits assigned to a station with authority to disburse funds of the Treasury of the United States. Also referred to as an ADSN.

Dual status: Enlisted members of the Naval or Marine Corps Reserve on duty as temporary officers under 10 U.S.C. 5596 (reference (c)).

Duty station: The place at which a member is assigned for regular duty; also, the place at which the member performs an assigned duty.

Duty status: Standing of a member who is considered to be performing his full military duty and entitled to receive full pay.

Earned reimbursement: The amount recognized when a performing organization renders actual or constructive performance on a reimbursable order. In reimbursement accounting transactions, earned reimbursements are the actual dollar value of goods or services provided to customers.

Edit: The examination of data by comparing it against prescribed rules to determine the validity or acceptability. Those data not accepted are either modified or rejected.

Elements of expense: A classification of the different types of resources consumed in or applied to an activity in the execution of a program.

Element of Resource (EOR): A four-character code identifying the types of goods, services and other items used or consumed. The EOR classifies the resources according to their nature rather than purpose.

Emergency leave: Leave granted upon request of a member when it is established that an unexpected personal or family emergency exists and priority travel between specified areas outside of the continental United States and continental United States or between two areas outside CONUS is required.

Enforced separation: Involuntary separation of the member from dependents as a result of official orders.

Engineered performance standard: The time it should take an individual or group to perform a unit of work according to a specified method, as determined by a detailed study of the job.

Enlisted member: A person enlisted, enrolled, or conscripted into the military service.

Enlisted evaluation system: A system designated to provide an objective measurement of the individual’s military and technical competence to perform the duties of their military occupational specialty.

Enlisted specialist: An enlisted member appointed to pay grade E-4 or higher, to perform specific administrative or technical duties in which

the leadership element is subordinate to the administrative or technical requirements of the position.

Enlistee: A person who has voluntarily enlisted for military service.

Enlistment: 1. A voluntary entrance into military service under enlisted status, as distinguished from induction through Selective Service. **2**. A period of time, contractual or prescribed by law, which an enlisted member serves between enrollment and discharge.

Enlistment option: The opportunity afforded a prospective enlistee to exercise personal choice in the selection of the duty and\or geographical area which they will be trained in or assigned to upon their enlistment.

Enlistment record: A permanent record form completed when an individual enlists, on which is recorded personal data concerning the individual, their certification as to the facts recorded, their current enlistment contract, and their oath of enlistment.

Entitlement: The legal right to receive items of pay and\or allowances earned within a specific period.

Entitlements: Legally established payments of benefits to any person or unit of Government meeting eligibility requirements established by law.

Environmental morale leave (EML): Leave granted together with an EML program established at overseas installations. EML programs are established where adverse environmental conditions exist which offset the full benefit of annual leave programs.

Erroneous payment: A payment of pay and\or allowances to a member to which he is not entitled.

Excess leave: Leave granted in excess of that accrued or advanced. Member is not entitled to pay and allowances during the period of such leave.

Executive order: Order issued by the President by virtue of the authority invested in him by the Constitution or by an act of Congress. It has the force of law.

Exigencies of the service: Urgent demands of the military service.

Expiration of term of service (ETS): The end of a required or contracted period of service. Date member is released from active duty.

Expired appropriation: One that is no longer available for obligation, but is available for disbursement.

Extension: Contracted agreement that extends a member’s current enlistment for a stated period beyond the normal expiration of that enlistment.

Federal Insurance Contribution Act (FICA): The Federal statute that requires the withholding of tax from salaries of employees covered by

the Social Security Act (reference (ca)) and the payment of employer's tax by Federal agencies.

Field: In automatic data processing, a character or group of characters making up one descriptive unit.

Field duty: Serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, and: **a)** The member is subsisted in a Government mess or with an organization drawing field rations, and is quartered in accommodations normally associated with field exercises, and **b)** Students participating in survival training and forage for subsistence and improvise their own shelter. Members furnished quarters and subsistence obtained by contract may also be considered as performing field duty when so declared by competent official.

Field ration: Food issued only in the actual articles, not in money, and authorized for troops in the field. This type ration includes type A ration, type B ration, and the packaged operational rations.

File: A complete, uniform group of records regardless of the storage medium.

Finance and accounting officer (FAO): The staff officer assigned to perform the duties set forth in prescribed regulations and charged with maintaining the system accounts and financial procedures through which the officer's commander's responsibilities are stated and discharged in monetary terms. The FAO may also be a disbursing officer if public funds are disbursed in connection with assigned duties.

Finance officer: The accountable disbursing officer for a tactical organization or other organization not operating under the integrated accounting system.

Financial inventory accounting: The act of establishing and maintaining monetary accounting for material, supplies, and equipment held as stock on records of property accountability in the Army supply system.

Financial management plan: A plan for achieving more effective and efficient overall financial management of the Army. Includes improvement of operational performance through assignment of responsibility for the evaluation and control of costs.

Financial organization: Any bank, savings bank, savings and loan association, or similar institution, or federal- or state-charted credit union.

Fiscal code: An alpha\numeric system of rules and regulations for recording accounting data.

Fiscal Station: Any installation to which an FSN is assigned for use in connection with administration functions relating to appropriation and fund accounting and the furnishing of supplies or services to Department of the Army components.

Fiscal Station Number: A five-digit number preceded by "S". It identifies the accounting entity that maintains funds to be charged or credited.

Fiscal Year - Any yearly accounting period without regard to its relationship to a calendar year. The fiscal year for the Federal Government begins on October 1 and ends on September 30 of consecutive calendar years. The fiscal year is designated by the calendar year in which it ends.

Flag officer: Comparable to Air Force, Army, and Marine Corps general officer.

Fleet Reserve or Fleet Marine Corps Reserve: A component of the Regular service to which members may be transferred and released from active duty after obtaining 20 or more years of active federal service.

Flight ration: The meal or meals prescribed solely for inflight feeding purposes.

Flight requirement: The number of hours or minutes of flying time required to qualify for entitlement to incentive pay for a specific period of time.

Flow process chart: A chart for recording, in a compact manner and proper sequence, the operations found in an operation or process.

Flyaway cost: Total recurring and nonrecurring procurement expenditures required to produce the primary and secondary mission equipment excluding production base support and modifications. Within the individual weapon system line item in the budget, the costs that are related to the production of usable end items of military hardware. It includes the cost of the basic unit to be fabricated, propulsion equipment, electronics, armament, and other installed Government-furnished equipment. Tooling costs, as distinct from production base support, are also included. Also known as rollaway (vehicles), sailaway (ships) or mission equipment cost.

Flying status: The status of a member who is required by orders to participate in frequent and regular aerial flights.

Foreign national: A national (citizen) of a foreign country who is not also a citizen or national of the United States.

Former captive: A member who was held in a captive status.

Full-time National Guard duty: Training or other duty, other than inactive duty, performed by a member of the Army or Air National Guard of the United States in the member’s status as a member of the National Guard of a state or territory, the Commonwealth of Puerto Rico, or the District of Columbia under sections 316, 502, 503, 504, or 505 of title 32, U.S.C. (reference (bq)), for which the member is entitled to (or has waived entitlement to) pay from the United States.

Full-time training duty: Full-time training or duty, with or without pay, authorized for members of the Army National Guard under 32 U.S.C. and 502-505. This duty is performed in State status and includes annual

training, attendance at Army service schools, Army area schools, air defense region schools, participation in small arms competitions, attendance at military conferences, short tours for special projects, ferrying of aircraft and participation in command post exercise maneuvers.

Fully qualified: A physician that has completed a residency training program or is board certified or board eligible in a medical specialty and, if involved with independent patient care, is credentialed to practice medicine in that specialty by a credentialing authority.

Fund Allowances: Allowances issued to installations and activities for execution by specific and general operating agencies.

Fund code: A two-digit code provided for the specific use of the requisitioner or Military Standard Requisitioning and Issue Procedures reimbursable requisitions to indicate to the distribution system that funds are available to pay the related charges and to identify the applicable funds. When used in conjunction with certain other codes, the first position of the fund code also will designate the office to be billed. For certain centrally funded transactions, the distribution system may utilize the fund code internally to designate the billing activity and the appropriation\fund that is to be reimbursed. Within the Army the fund code is structured to identify the appropriation\fund and related fiscal\program year; or if stock funded, the applicable stock fund division or material category. It may also be used to designate the office to be billed when used in conjunction with signal code C or L. For International Logistics program requisitions, the fund code identifies the Army billing activity and appropriation\fund which is to be reimbursed from International Logistics customer funds. When International Logistics requisitions are passed between commands or to other military services or agencies, and require interim financing, normal fund code usage applies.

Funded Reimbursement Authority: Authority received for specified non-mission activities. Dollar amounts, received quarterly, are not available for obligation until a specific order is received.

Funded Reimbursements: Funding authorities received that are not immediately available for obligation. The funds are held in reserve until an order is received. Funds are earned through operation of certain specified revenue-producing activities at the installation.

Funding: Receipt of authority to obligate.

Funding Authorization Document (FAD): An approved financial plan received from the Department of the Army.

Gannt chart: A diagram used to graphically depict activity against time.

General allotment: Allotment which limits the amount that may be obligated under available appropriations without limiting a portion of the total to any specific appropriation or project account; allotment under which obligations may be charged against more than one appropriation.

General court-martial: Highest type of military court-martial, consisting of not fewer than five members, not including the military judge, having power to try any offense punishable by the Uniform Code of Military Justice.

General discharge: Form of discharge, under honorable conditions, service satisfactory, given to a member not qualifying for an honorable discharge.

General education development (GED) test: Comprehensive test to measure an individual's acquired knowledge relative to that acquired at high school and college levels.

General fund: Fund into which are deposited all receipts of the United States Government, except those from specific sources required by law to be deposited into other designated funds and from which appropriations are made by Congress to carry on the general and ordinary operations of the Government.

General Fund Accounts: Consist of (**l**) receipt accounts to account for collections not dedicated to specific purposes, and (**2**) expenditure accounts to record financial transactions under Congressional appropriations or other authority to spend general revenues.

General Journal: A book used to record any type of business transaction.

General Ledger: A record containing all the accounts of a business necessary to reflect in summary or in detail the financial operations and condition of an entity.

General operating agency: An organizational unit consisting of major commands, headquarters, or agencies funded by allocation from the Comptroller of the Army or by suballocation from a special operating agency with authority to distribute funds by means of allotment as distinguished from suballocation.

Government bill of lading (GBL): A limited liability contract document covering transportation of property from one place to another. It is a receipt to identify the consignee, a proof of shipment to the consignee, and a basis for collection and audit of transportation charges.

Government mess: Any of the following, provided it is made available to, or utilized by, the member concerned, even though officers are assessed a charge therefore: **a)** Any general or service organizational mess, including messing facilities of a state-owned National Guard camp; **b)** Any Air Force or Army officers' or student officers' mess; **c)** A coast Guard, Marine Corps, or Navy officers' closed mess, or an officers' wardroom mess or warrant officers' and chief petty officers' mess afloat; and\or **d)** Box lunches, in-flight meals, or rations furnished by the Government.

Government quarters or housing facilities: Includes the following: **a)** Any sleeping accommodations or family-type housing owned or leased by the United States Government; **b)** Lodgings or other quarters obtained by United States Government contract; **c)** Dormitories or similar facilities

operated by cost-plus-a-fixed-fee contractors; **d)** Any sleeping or housing facilities furnished by a foreign government on behalf of the United States Government; **e)** Transient facilities such as guest houses, hostess houses, and hotel-type accommodations. (Accommodations built and operated by non-appropriated fund activities are considered to be rental quarters for the purpose of BAQ eligibility). Payment of service charges for laundering of linens, janitorial services, etc., has no effect on whether the facilities are considered Government quarters or housing facilities; and\or **f)** Quarters in a state-owned National Guard camp.

Graduation leave: A period of non-chargeable absence granted to graduates of a United States Military Academy who are appointed as commissioned officers in the Armed Forces. This leave must be taken prior to reporting to the first permanent duty station.

Held pay: The amount of net pay and allowances due the member as a result of the monthly computation of pay that is unpaid and carried forward in his account. May be elected by the member, or result from the member’s status, or as a result of a garnishment action.

Honorable discharge: Form of discharge given to a member whose service has been honest and faithful, and who has been given conduct ratings of at least Good; has been given efficiency ratings of at least Fair; has not been convicted by a general court-martial; and has not been convicted more than once by a special court-martial.

Human resources development (HRD): The portion of personnel management which involves the process of planning, organizing, directing, coordinating and controlling activities designed primarily for their effect on individual morale and organizational esprit, development of individual potential, and development of an organizational climate that enhances the attitudes, motivation, commitment, and sense of well being of employees and their families. It includes activities related to leadership, discipline, job and career satisfaction, human relations, alcohol and drug abuse prevention, spiritual guidance and counseling, physical and mental well-being, community services, and maintenance of law and order.

Imprest Fund: Fixed or petty cash funds for cash payments that are specifically authorized.

Inactive duty training: a) Duty prescribed for members of a Reserve component by the Secretary concerned; **b)** Special additional duties authorized for members of a Reserve component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned; **c)** This term also includes duties in a and b above when performed by members of the National Guard. Such duties include: **1**) Unit training assemblies; **2**) Training or other duty the member is required to perform, with or without member’s consent. This includes, but is not limited to, appropriate duty or equivalent training and additional flying training periods; **d)** this term does not include work or study for a correspondence course of a Uniformed Service; and **e)** For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.

Income Statement: A financial statement listing all revenues and expenses of a business. It allows for the comparison of financial performance between like periods of time.

Indefinite appropriation: One, the amount of which is not stated as a specific sum of money but is determinable in the future, as to amount, from given factors.

Indirect cost: One which, because of its incurrence for common or joint objectives, is not readily subject to treatment as a direct cost.

Inductee: One who is inducted.

Induction: The act of taking a person into any of the Armed Services of the United States without voluntary action on his part, conscription.

Initial residency training: That period of time in residency training before formal completion of an officer's first residency that qualifies the officer to take the specialty board, which qualifies the officer for board certification equivalency.

In Loco Parentis: A person who stood in place of the natural parent(s) to the member.

Interfund Bill: Both a billing and an instantaneous collection or disbursement transaction.

Internal Control: A plan of organization intended to coordinate methods and measures within an organization to safeguard assets, check the accuracy and reliability of accounting and related data, promote operating efficiency, and encourage adherence to prescribed managerial policies.

Internal review: A function that provides assurance of the effectiveness of internal controls associated with the procedural aspects of all areas of operations, including administration.

Issue in kind: An issue in goods rather than in money.

Joint Review: A **review** of unliquidated obligations conducted by the finance and accounting officer and the applicable program or activity director's representative.

Leave en route: Ordinary leave granted to members when traveling to a new station in connection with temporary duty or a permanent change of station.

Leave year: Year reckoned from October 1 to September 30 of consecutive years, inclusive, used in calculating leaves of absence for military personnel.

Legal process: Any writ, order or summons, or other similar process in the nature of garnishment, that: **a)** Is issued by: (**1**) A court of competent jurisdiction in any state, territory, or possession of the United States; (**2**) A court of competent jurisdiction in any foreign country with which the United States has entered into an agreement

which requires the United States to honor such process; or (**3**) An authorized official pursuant to an order of such a court of competent jurisdiction or pursuant to state or local law, and **b)** Is directed to, and the purpose of which is to compel, a government entity, which holds money which is otherwise payable to an individual, to make a payment from such money to another party in order to satisfy a legal obligation of such individual to provide child support or make alimony payments.

Letter of instruction (LOI): Form of order by which superior commanders give information as to broad aims, policies, and strategic plans for operations in large areas over a considerable period of time. It is issued to large units of a command and has the same authority as an operation order. An LOI is intended for the guidance and control of the operations of a large command.

Liability: Amounts owed for items received, services rendered, expenses incurred, and amounts received, but as yet unearned. A liability represents a debt or other legal obligation that must be liquidated by payment, renewed, or refunded at some future date.

Line of duty: 1. Authorized duty in service. **2.** Classification of all sickness, injury, or death suffered by members, unless caused by individual fault or neglect, and unless the disease, injury, or condition existed prior to service and was not aggravated by service.

Local national: A non-United States citizen who is normally a resident in the country in which employed, though not necessarily a citizen of that country, and who is employed and paid under the conditions of employment and wage scales prescribed for the country of which a resident.

Local payment: Any payment made by a field-level disbursing officer. A payment made to a member while in an in-transit status, separation-related payments, enlistment and reenlistment bonus payments, initial payments to enlistees and inductees, and any other form of payment not made by Central Site.

Local Procurement: Purchase of materiel from commercial vendors under formal procurement actions authorized to be financed by DWCF obligational authority.

Long tour area: An overseas area in which the prescribed tour length is equal to or greater than 36 months (with family members) or 24 months (all others).

Lost time: That period of time not included in determining cumulative years of service for all military purposes.

Management system: An integrated group of procedures, methods, policies, practices, and personnel used by a commander or other supervisor in planning, organizing, directing, coordinating and controlling an organization.

Manning level: A personnel ceiling imposed against normally authorized troop strengths by reason of reduced availability of personnel due to limited procurement, funds, or other factors.

Master Military Pay Account (MMPA): The member's pay account maintained on DJMS at Central Site. Contains the identifying data and pay and leave account of the member for the current and eleven prior months, plus up to four previous calendar years, or, if the member has been in less than a year, for the period the member has been on active duty.

Meal surcharge: An amount of money collected from certain members subsisted in an appropriated fund dining facility. Such money is collected to cover the operating expenses over and above the basic reimbursement rate for food costs and is credited to appropriated fund dining facility funds.

Meal ticket: A Government voucher authorizing a public eating place to furnish meals within a certain price limit to the member or members named, and to charge the cost to the Government.

Medical officer: An officer of the Medical Corps of the Army or the Navy or an officer of the Air Force designated as a medical officer who is on active duty under a call or order to active duty for a period of not less than one year.

Medical or osteopathic internship: The first year of graduate medical education, immediately following medical or osteopathic school whether a formal internship or the first year of a residency. For the purpose of variable special pay, this includes the period during which the active duty medical corps officer is waiting to begin internship training as well as the period in which such an officer is awaiting separation because of failure to complete that training.

Medical or osteopathic residency: A formal program of medical or osteopathic specialty of subspecialty training.

Medical or osteopathic specialty: Any specialty for which there is an identifying specialty skill identifier number, a Naval officer billet classification number, or an Air Force specialty code.

Member: 1. A person appointed or enlisted in, or conscripted into, a Uniformed Service. **2**. (ROTC) A student who is enrolled in the senior ROTC of an armed force, under 10 U.S.C., chapter 103, (reference (c)).

Military Interdepartmental Purchase Request: An order issued to procure services, supplies, or equipment between commanders within the U.S. Army and with other services.

Militia: Includes all able-bodied males at least 17 years of age, but under 45 years of age (or under 64 years of age and a former member of the Regular Air Force, Regular Army, Regular Marine Corps or Regular Navy), who are U. S. citizens or who have declared the intention to become U. S. citizens; and female citizens who are commissioned officers of the National Guard.

Miscellaneous receipt: Collection which is required by law to be deposited into the General Fund of the Treasury and which is not available for expenditure until appropriated by Congress.

Missing: A nonbattle casualty whose whereabouts and status are unknown, provided the absence appears to be involuntary and the individual is not known to be in a status of unauthorized absence.

Missing in action (MIA): A battle casualty whose whereabouts and status are unknown, provided the absence appears to be involuntary and the individual is not known to be in a status of unauthorized absence.

Missing status: Includes missing, missing in action, interned in a foreign country, captured, beleaguered, besieged by a hostile force, or detained in a foreign country against a member's will.

Mitigation of sentence: To reduce a punishment imposed by court-martial or other military tribunal in quantity or quality, the general nature of the punishment remaining the same.

Money accounts: The statement of accountability and supporting documents rendered by finance and accounting officers at prescribed accounting periods.

Money list: Form used by finance and accounting officers to show names of recipients and amounts of pay and allowances paid to members.

Monthly flight pay: Incentive pay authorized to officer aviators while serving in operational flying positions who do not otherwise qualify for continuous flight pay.

Morale support activities: Term used to denote a functional grouping of morale support services that normally include arts, crafts, recreation centers, automotive repair, music, theater, youth activities, information, tour and travel, sports, outdoor recreation, and libraries.

Multiple year appropriation: One limiting disbursements to payment of obligations incurred during a designated period of time longer than one fiscal year.

National Service Life Insurance (NSLI): Government life insurance available upon application to all members in active military service between October 8, 1940 and April 25, 1951. Also, prior to April 25, 1951, this insurance was available to a member after separation from service if they had service between October 8, 1940 and September 2, 1945. After April 25, 1951, new insurance available only to the following groups of individuals meeting specific requirements: **a)** Persons released from active service under other than dishonorable conditions with a service-connected disability; **b)** Individuals separating prior to January 1, 1957 who were ordered to active duty for 31 days or more (insurance available only within 120 days following separation); **c)** Individuals who surrendered permanent plans of National Service Life Insurance for cash while on active duty between April 25, 1951 and January 1, 1957; and **d)** Individuals who had term National Service Life Insurance and the term period expired prior to January 1, 1957 while such person was on active duty or within 120 days after separation.

Negotiated contract: A purchase or sales agreement made by a government agency without normally employing techniques required by formal advertising.

Net Income: The difference between total revenue and total expenses when total revenue is greater.

Net Loss: The difference between total revenue and total expenses when total expenses are greater.

Net obligations: Total obligations adjusted for increases or decreases resulting from renegotiation, termination, and\or cancellation of contracts; and from correction of errors, from discounts, and other causes.

Non-appropriated Funds: Cash and other assets received by non-appropriated fund activities from sources other than Congressional appropriations, primarily from the sale of goods and services to DoD military and civilian personnel.

Noncommissioned officer (NCO): An enlisted member appointed in pay grade E-4 or higher, excluding specialists, normally to fill positions wherein the qualities of leadership are required.

Non-duty status: Status of a member who, for any reason, such as arrest, leave, sick, confinement, or absence without leave, is not available for duty with the organization to which they belong, other than an absence pursuant to a pass.

Non-judicial punishment: Light punishment and other corrective measures imposed by a commanding officer upon any member who does not demand trial by court-martial.

Non-pay status: Status of a member who is not entitled to receive pay while in a non-duty status; that is, when not available for duty with one'' own organization due to one'' own fault or neglect. Absence without leave and time lost from duty because of illness, due to the member’s fault, are cases in which the member is placed in a non-pay status.

Non-procurement funds: Funds available for operating and administrative supplies and administrative supplies and expenses not involving the acquisition of material. Normal maintenance charges, such as repairs, are included; but spare parts and replacements are excluded.

Non-productive time: In statistical work measurement, that time not expended in the accomplishment of workload; such as annual or sick leave.

Non-recurring cost: A one-time cost that will occur on a periodic basis for the same organization. Non-recurring costs include costs of the following: **1**. Preliminary design effort; **2**. Design engineering; **3**. Tests, test spares, and mock-ups; **4**. All partially completed reporting elements manufactured for tests (e.g., static, fatigue, dummy missile, inert missile); **5**. Costs of all tooling, manufacturing, and procurement efforts specifically incurred in performing development or tests; **6**. The initial set of tools and all duplicate tools produced to permit the

attainment of a specific rate of production; **7**. Training of instructor personnel; and\or **8**. Initial preparation of technical data and manuals.

Notice of Levy (NOL): Forms issued by district directors of the IRS on members of the Armed Forces, civilian employees, and carriers receiving remuneration from the Government. They are issued on those persons who have not paid their income tax, or neglect or refuse to pay after notice of demand. District directors are authorized to collect such taxes by levy upon accrued salary, wages, or other payments.

No year appropriation: An appropriation account that is available for incurring obligations until exhausted or the purpose for which it was designated is accomplished, without a fixed restriction as to a period of time.

Obligation: 1. A legal reservation of funds that creates a liability. **2.** The dollar amount specifically reserved against an appropriation or fund for expenditure in payment of an order placed, contract awarded, or service received.

Obligation Authority: 1. The authorization to a division of the stock fund to obligate the procurement of material and services. This type of authority finances all items of consumable type material on hand or on order. **2.** Any kind of Congressional or administrative authority to incur obligations, whether or not it also carries the authority to make expenditures in payment thereof.

Obligation Ceiling: The maximum amount an activity can obligate under a Funding Authority Document (FAD). An exception is that automatic reimbursement amounts can be exceeded, if earned.

Obligation Control: Provides a method to hold to a financial plan. This is done by restricting the obligations incurred under an approved budget.

Obligational Authority: The sum of fiscal year budget authority, balances brought forward from prior years, and amounts authorized to be credited to a specific fund or account.

Obligation of funds: Amount of an order placed, a contract awarded, a service received or any other transaction which legally reserves an appropriation or fund for expenditure.

Obligations Incurred: Total amount of obligations established against an appropriation or fund during a given period of time.

On-the-job training (OJT): A training process whereby students or trainees acquire knowledge and skills through actual performance of duties under competent supervision in accordance with an approved training plan.

Open Allotment: An allotment made by an operating agency at Department of the Army level, approved by the Assistant Secretary of the Army for Financial Management, when it has been specifically determined that specific allotments of funds would be impractical to administer.

Open-end contract: Agreement for the supply of goods or services which contains no or varying limits of time and quantity, and which usually involves recurring orders and charges in varying degree.

Operating Agency: An organizational unit of the Department of the Army to which funds are allocated or suballocated.

Operating budget: The component of the operating program that details the financial plans in terms of costs (funded and unfunded) and obligations in support of the operating program for the budget year. At each level, the operating budget provides a financial plan to support the activities and functions for which the commander is responsible. Operating budgets are used for administrative and management purposes and will not be used as a means for authorizing the obligation of funds.

Operating Location: Regional Finance and Accounting office at the installation level.

Orders Received: Any firm, authorized agreement or accepted order to furnish equipment and supplies to others or to perform work or services to be financed on a reimbursable basis. Orders received may also be recorded on the basis of estimates when justified.

Ordinary leave: 1. Authorized absence from assigned duty. 2. Leave credit accrued on the basis of half a day for every six days of duty, for a total of two and a half days for each month of active service, except for periods in a non-pay status.

Overseas command: Any theater, base or other separate command located outside the continental United States.

Reimbursement: An amount received from the public or other Government account which represents payment for goods or services furnished and is creditable to the appropriation originally charged for those goods and services.

Over-obligation: A condition existing when the total obligations incurred exceed the total obligational authority.

Owner's Equity: A legal claim of a business owner against the assets of a business.

Pass: An authorized absence granted for short periods to provide respite from the working environment or for other specific reasons.

Pay entry basic date (PEBD): The date from which a member’s creditable service is computed for basic pay purposes. It is the initial date of continuous service or the date adjusted to exclude lost time or breaks in service.

Permissive temporary duty (PTDY): A non-chargeable absence granted to attend or participate in activities of a semi-official nature that benefit the service concerned.

Posting: Transcribing information from a voucher or other document to the appropriate ledger account.

Proceed time: A period of absence authorized as a delay in the execution of PCS orders. Such leave is granted to enable members to handle tasks associated with transferring to or from an all-others overseas tour.

Purchase Order: A document that a contracting officer issues to a vendor for supplies, equipment, or services.

Rations in kind: Actual food items issued for consumption; items may be either cooked or uncooked.

Reassignment: The transfer of a member between duty stations.

Reception: All activities connected with classifying and caring for personnel until they are assigned to organizations. Reception includes completion of records, immunizations, supplying of clothing and equipment, classification of skills, and assignment to units.

Reception station: An activity specifically designed to provide receiving, orientation, classification, testing, clothing, assignment, and movement of personnel enlisted, inducted, or ordered to active duty (including active duty for training). Reception stations are located in the continental United States and Hawaii.

Recovery: Formerly deobligation. A downward adjustment of a previously recorded obligation due to cancellation of a contract, price revisions, or corrections of estimates.

Reduction in force (RIF): An involuntary reduction of civilian personnel.

Reenlistment: A second or subsequent voluntary enrollment in the military.

Reenlistment bonus: Bonus paid to enlisted members who reenlist within 90 days or three months from date of honorable discharge for service to be performed.

Refund: Refunds of advances or recoveries of erroneous disbursements from appropriations or fund accounts that are directly related to, and reductions of, previously recorded payments from accounts.

Reimbursable Issue: All issues and transfers of material will be made and accounted for as a reimbursable issue-sale.

Reimbursable Order: An agreement to provide goods or services to certain activities, tenant activities or individuals when money initially comes from mission funds and is reimbursed to the installation through a billing procedure.

Reimbursement: An amount received from the public or other Government account which represents payment for goods or services furnished and is creditable to the appropriation originally charged for those goods and services.

Reject Transactions: Generally refers to Transactions by Others (TBO) refused by the installation charged with the transaction. The installation that originated the transaction is responsible for clearing a rejected transaction.

Release: A formal distribution of funds and funding authority, from Department of Defense to the military departments that subdivides funds and authority at more detailed levels.

Report of survey: Official report used to record the circumstances concerning the loss, unserviceability, or destruction of Government property, and serves as, or supports, a voucher for droppage of items from the property records on which they are listed. It also serves to determine all question of responsibility (pecuniary and otherwise) for the absence or condition of the articles.

Rescind: Denotes cancellation in whole or in part as of announced date and not otherwise retroactive. Replacement of cancelled portions may or may not be made.

Resource management: The process of efficient acquisition, allocation, and use of resources (manpower, money, materials, and services) in order to effectively accomplish assigned missions. The process is cyclic and includes planning, programming, distribution, usage, accounting, reprogramming and redistribution.

Retired Reserve: Consists of those individuals whose names are placed on the Reserve Retired list by proper authority in accordance with law or regulations. Members of the Retired Reserve may, if qualified, be ordered to active duty involuntarily in time of war or national emergency declared by Congress, or when otherwise authorized by law, and then only when it is determined by the Secretary concerned that adequate numbers of qualified individuals in the required categories arwe not readily available in the Ready Reserve or in an active status in the Standby Reserve.

Retirement: Release from active military service because of age, length of service, disability or other cause, in accordance with regulations and applicable laws, with or without entitlement to receive retired pay. This includes both temporary and permanent disability retirement.

Revenues: The increase in assets (or decrease in liabilities) that result from operations.

Separation: An all-inclusive term which is applied to personnel actions resulting from release from active duty, discharge, retirement, dismissal, resignation, dropped from rolls, or death.

Separation program number: Number used in statistical accounting to represent the specific authority and reason for separation.

Service Contract: A contract that directly engages the time and effort of a contractor (vendor) whose primary purpose is to perform an identifiable task rather than furnish supplies. Services include, for example, maintenance, repair, housekeeping, engineering, and consulting efforts.

Service obligation: An obligation to perform military service for a period of time, incurred by law or by some voluntary undertaking such as by receipt of training, accepting promotion, making a change of station, or express agreement.

Sick-in-quarters: An absence wherein the member is excused from duty for treatment, or medically directed self-treatment. The treatment takes place in quarters, barracks, or other non-hospital facilities. It is non-chargeable.

Soldier's and Sailor's Civil Relief Act: Federal statute enacted to give civil and legal protection to members of the Armed Forces by suspending the enforcement of certain civil liabilities.

Sorting: Determining if an account receives a debit or credit entry.

Source Document: All contracts, vouchers, forms, and records of a documentary nature that are necessary to support the original transactions of receipt, issue, adjustment, transfer, and other similar transactions.

Special active duty for training: Full-time duty, on a voluntary basis, in the active federal military service of the United States under title 10 U.S.C. 672(d) in connection with projects relating to the Reserve Components of the Armed Forces, including support of operations of training camps, training ships, and unit conversions to new weapons systems when the Secretary concerned determines that the appropriate personnel in the Active Army are not available for the duties to be performed. Such duties are essential to the organization and training programs of the Reserve Components, and such services are beyond that which the Active Army normally provides for the support of the Reserve Component.

Special court-martial: Court-martial consisting of at least three members, having jurisdiction to try any person subject to military law for any crime or offense not capital made punishable by the Uniform Code of Military Justice. A special court-martial may impose sentences not in excess of six months confinement at hard labor and forfeitures of two-thirds pay per month for a like period, except that a bad conduct discharge may be imposed in addition to the authorized punishments when approved by the officer exercising general court-martial jurisdiction over the accused, and subject to appellate review by the Judge Advocate General and appellate agencies in his office.

Special disbursing officer: A civilian employee, noncommissioned officer, or other person appointed by the Secretary concerned, who maintains money accountability and renders disbursing accounts in his own name.

Special leave accrual: Leave accrual which is authorized in excess of 60 days at the end of a fiscal year for members assigned to hostile fire or imminent danger areas or certain deployable ships, mobile units or other duty.

Special rest and recuperation: Non-chargeable leave granted to enlisted members in certain specialties if they voluntarily extend their overseas tour.

Specific allotment: An authorization by the head of an operating agency, in a specific amount, to incur obligations pursuant to an appropriate or other statutory provision.

Staffing level: A personnel ceiling imposed against normally authorized employee strengths by reason of reduced availability of personnel due to limited procurement, funds, or other factors.

Standard Army Accounting Classification: A code made up of a series of data elements that identifies an accounting transaction.

Standard Army Financial Inventory Accounting and Reporting System (STARFIARS) Modified: Maintains the actual accounting records and provides the financial listings and reports for internal and external stock fund management.

Standard Army Retail Supply System: System which interfaces with STARFIARS-M and is designed to do all the stock control supply management and reporting functions.

Standard Document Number: Code consisting of 6-14 digits that is required on all obligation, disbursement, and collection documents. It is developed at the local level.

Standard Finance System: An automated Army-wide standard accounting system designed to provide financial and management accounting support at Army installations.

Standard General Ledger (SGL): The SGL provides DoD with an integrated budgetary accounting, proprietary accounting, and reporting structure. SGL accounting is to be used for all appropriations and funds assigned and controlled by the DoD. There are seven major categories in the SGL: assets (l***), liabilities (2***), equity (3***), budgetary resources (4***), revenues (5***), expenses (6***), and miscellaneous gains and losses (7***).

Statement of accountability: Periodic consolidated financial statement of disbursing officer’s accountability for public funds.

Statement of charges: Form listing the items of property that have been issued to a member which he has lost, damaged, or destroyed, and for which he must repay the government.

Substantiating document: Written evidence to prove an adjustment, collection or entitlement entry on the MMPA.

Summary court-martial: Court-martial composed of one officer. It may impose punishment of confinement up to a month, hard labor without confinement up to 45 days, restriction up to two months, and forfeitures of up to two-thirds of one month’s pay.

Suspense Accounts - See deposit funds.

Systems analysis: An orderly study of a management system or an operating system using the techniques of management analysis, operations research, industrial engineering, or other methods to

evaluate the effectiveness with which missions are accomplished and to recommend improvements.

T Account: The basic layout of every account. It is shaped like a T with the account name on the horizontal line. Debits are entered in the left column, and credits are entered in the right column.

Table of distribution and allowances (TDA): A table which prescribes the organizational structure, personnel, and equipment authorizations, and requirements of a military unit to perform a specific mission for which there is no appropriate table of organization and equipment (TOE).

Table of organization and equipment (TOE): A table that prescribes the normal mission, organizational structure, personnel, and equipment requirements for a military unit, and is the basis for an authorizations document.

Temporary disability retired list (TDRL): List of members released from active service because of permanent disability – the degree of which has not been established – who are required to undergo periodic medical examinations at intervals of 18 months or less, but who are entitled to receive retired pay for a period of five years if not sooner removed from the list.

Temporary duty: Duty at one or more locations, other than the permanent duty station, under orders that direct the performance of official duties.

Transaction: An exchange of one type of goods or service for another type of goods or service.

Transactions By Others (TBO): Disbursements or collections processed by another installation. The fiscal station number of the funded installation is cited.

Transaction History File (THF): A historical record of all transactions processed against all pay accounts serviced by a specific input station until purged.

Transactions For Others (TFO): Disbursements or collections of funds processed for another installation. The specific allotment accounting classification of the funded installation is cited.

Transient billeting facility: A facility operated primarily for the temporary billeting of military, civilian, and retired members and their families en route or from a permanent duty station, on temporary duty, on leave, or for rest and recreation.

Transient dining facility: A dining facility designated by the installation commander to subsist members authorized to subsist without reimbursement who are awaiting orders, transportation, etc., at an installation to which they are not assigned or attached and having a destination elsewhere; or because of duty requirements, consume meals in a dining facility located at an installation other than the installation to which the members are assigned or attached.

Transmittal Letter (TL): A document used to submit all source documents to the DFAS accounting office. The signed copy of the TL **is** returned to the activity as proof that the source documents were received on a certain date.

Transportation in kind: Transportation provided by the Government without cost to the traveler, including transportation by Government aircraft, ship, or vehicle, and the furnishing of transportation requests or similar means for procurement of transportation and accommodations via commercial carriers.

Transportation request (TR): Official order on a transportation company to furnish passenger transportation to members performing official travel at the expense of the Government.

Travel allowance: Reimbursement for expenses incurred while traveling under orders issued by competent authority.

Unallotted Pay and Allowances: The amount of money a member is entitled to receive on the payday immediately before the date of deposit, less authorized deductions and allotments for dependents, insurance, etc. Pay and allowances include special continuation pay, reenlistment bonus, travel allowance on discharge, and pay and allowances for unused accrued leave. Advance pay and travel allowances on PCS and temporary duty may not be deposited.

Undelivered Orders: Value of goods and services ordered and obligated, but not yet received.

Undesirable discharge: Form of discharge given an enlisted member under conditions other than honorable, and may be issued for unfitness, misconduct, homosexuality, or for security reasons.

Unfinanced demand: A request for funded supplies or equipment placed by a consumer with an accountable officer which has been determined as being a valid requirement but cannot be financed from within the cost ceilings available to the consumer.

Unliquidated Obligations: Unpaid bills for which the U.S. Government has recognized and recorded a liability.

United States Army: The Army or Armies referred to in the Constitution of the United States, less that part established by law as the United States Air Force. The United States Army includes the Regular Army, the National Guard and the Army Reserve; all persons appointed, enlisted, or inducted in the Army without specification of component; and all persons serving in the Army under call or conscription under any provision of law, including members of the National Guard of the states, territories, and the District of Columbia, when in the service of the United States pursuant to calls as provided by law.

United States Army Reserve: A federal force, consisting of individual reinforcements and combat, combat support, support, and training type units organized and maintained to provide military training in peacetime and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a national emergency.

United States Government Life Insurance (USGLI): Government life insurance available upon application to persons during active military service from October 6, 1917 to October 8, 1940. Between October 8, 1940 and April 25, 1951, it was available to persons who served on active duty between October 6, 1917 and July 2, 1921. After April 25, 1951, it is available only to the following groups of individuals meeting specific requirements: **a)** Individuals who surrendered permanent plans of USGLI for cash while on active duty between April 25, 1951 and January 1, 1957; **b)** Individuals who had term USGLI and the term period expired prior to January 1, 1957 while such person was on active duty or within 120 days after separation.

Unit identification code (UIC): A code to identify uniquely each unit of the Active Army, Army National Guard, and United States Army Reserve.

Unliquidated obligation: That portion of an obligation for which expenditures are yet to be made.

Unobligated Balance: That portion of budgetary authorization that has not yet been obligated, as related to appropriations, apportionments, allocations, and allotments.

Update: A process whereby input transactions are edited and processed by document number, to post the additions, changes, corrections, or deletions to a member’s MMPA.

Vietnam Conflict: The period beginning 28 February 1961 and ending on 7 May 1975.

Warrant officer: An officer appointed, by warrant, by the Secretary concerned. A highly skilled technician who is provided to fill those positions above an enlisted level which are too specialized in scope to permit the effective development and continued utilization of a broadly trained, branch-qualified commissioned officer.

Waybill: 1. A document prepared by a transportation line at the point of origin of shipment showing the point of origin, destination, route, consignor, consignee, description of shipment and amount charged for the transportation service, and forwarded with the shipment, or directed by mail, to the agent at the transfer point or waybill destination. **2.** The number 3 and 4 copies of the Government bill of lading.

Workload: The amount of work in terms of predetermined work units which organizations or individuals perform, or are responsible for performing.

Work unit: An item of work selected to express quantitatively the work accomplished in the work area.

Year gate review: A review of a rated aviation officer’s flight qualifications at the time the officer completes 12 and 18 years of active officer service to ensure continued entitlement to ACIP.

	ALLOTMENT CATEGORY
AA	Address Change
AB	Bond Purchase
AC	Charity, Combined Federal Campaign (**CFC**)
AD	Dependent Supplemental Support
AF	Air Force Assistance Fund, Army Emergency Relief, Navy\Marine Corps Relief Society
AH	Home Loan
AI	Commercial Insurance premium
AL	Relief and Aid Repayment (AF only)
AN	Government Insurance premium
AS	Individual Bank Account Savings
AT	Federal debt, delinquent taxes, educational loan repayment
AU	Remittance For RSFPP
AV	Number of Allotments
AX	Future Stop: All Allotments
AZ	Allotment Flash Code
	LEAVE BALANCE CATEGORY
BL	Days Paid: Accrued Leave
BM	Saved Pay Leave Balance
BR	Standard Leave Balance
BS	HFP Combat Zone Leave Balance
	COLLECTIONS CATEGORY
C1	Check Cancellation – Member's Pay
C2	Cash Collection – Debt
C3	Cash Collection – TLA
C5	Check Cancellation – Allotment
C9	Collection Voucher Total
CC	Cadet Collections
	DEDUCTIONS\DEBTS CATEGORY
DB	Servicemen's Group Life Insurance
DC	Dependent Dental – TRICARE
DD	Armed Forces Retirement Home
DE	Montgomery GI Bill
DF	Monetary Punishment
DG	Government Property Lost or Damaged Report of Survey
DH	Rental Fair Value
DJ	Standard Personal Services Deduction For Service Academy Cadets
DK	Cadet Debt
DL	Government Laundry and Dry-cleaning
DQ	Overpayment of Military Pay and Allowances
DR	Excess Cost of Personal Property Shipment
DS	Indebtedness – All Others
DT	Indebtedness Repayment Schedule
DV	Repay Advance Pay
DW	Indebtedness Payment: Casual\Partial Pay
DZ	Indebtedness Entry Code
	EVENTS CATEGORY

	TAXES CATEGORY
FA	FICA Excess Wages
FB	FITW Quotient Factor
FC	FICA Wages and Deductions
FD	FITW Additional Amount
FE	Advance Payment: Earned Income Credit
FF	FITW Deduction Election
FG	FITW Exemptions
FH	Medicare Wages and Deductions
FJ	FITW Wages and Deductions
FK	SITW Wages and Deductions (Army) SITW Deductions (Air Force)
FL	Taxable Wages: Combat Zone Tax Exclusion
FM	FITW Additional Withholding Indicator
FN	Corrected W2
FP	FITW Wages Earned
FQ	FITW\SITW Exemption From Withholding
FS	SITW Wages and Deductions (Air Force)
FT	Medicare Excess Wages
FW	Monthly Tax\Wage Accumulator
	HELD PAY CATEGORY
HA	Member Request
HB	Commander Request
HC	ATM Balance Payment
HD	Retained Pay Balances
HE	Fines Pending Appellate Review
HF	Forfeitures Pending Appellate Review
HG	Garnishments
HH	Forfeitures Pending Liquidation of Indebtedness Balances
HI	PCS Status
HK	Duty Status Change
HM	Split Pay Option
HO	Basic Trainee
HR	Member Must Be Paid In Even Dollars
HS	Member Request Balance (HA)
HT	Commander Request Balance (HB)
HV	Duty Status Change Balance (HK)
HX	Member Must Be Paid In Even Dollars Balance (HR)
HY	Pay Held Release
HZ	MMPA Out–of-Balance
	LOCATION CATEGORY
LA	Check Recipient: Individual
LB	Paying ADSN
LC	Servicing ADSN
LD	TDY ADSN
LE	Duty Country\Non-CONUS State
LF	Future Mailing Address: Separated Member
LG	PACIDN Location\Major Command

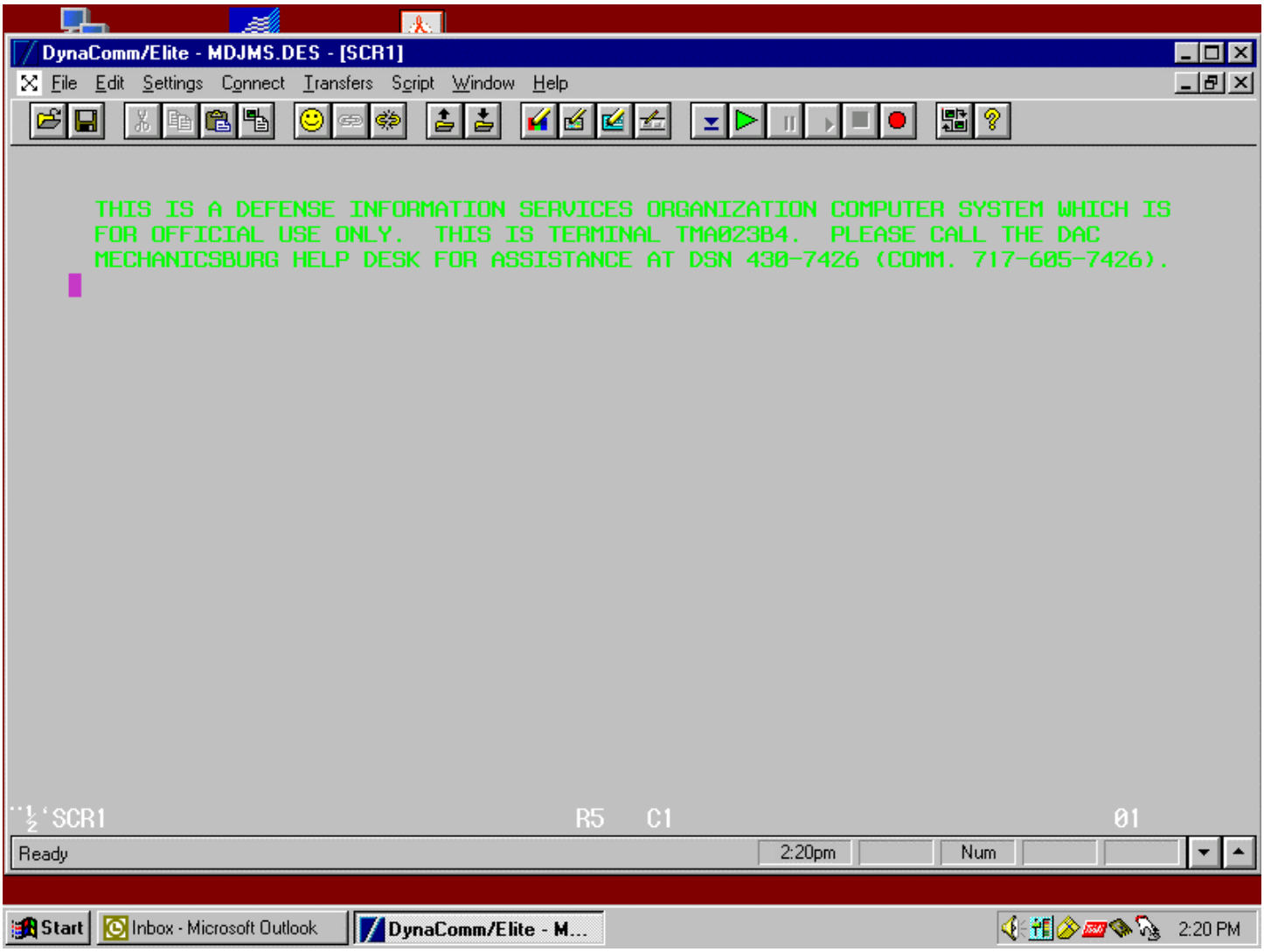
			Identifier
EA	Air Force Military Personnel Center Accession	**LH**	Bank Designated to Receive Pay\Pay Option
EC	Broken Service Selective Reenlistment Bonus	**LK**	Payment Option Code
E0	Rate Change		**MEMBER IDENTIFICATION CATEGORY**
E1	Accession: Basic Trainee	**MA**	Social Security Account Number
E2	Accession: Non-Basic Trainee	**MB**	SSAN\Name Change Notice
E3	Separation At Port: Final	**MC**	Member's Name
E4	Separation At Port: Projected	**MD**	Military Personnel Grade
E5	Separation: Final	**ME**	Member's Sex
E6	Separation With Immediate Reentry On Active Duty	**MG**	City\State Taxing Authority
E7	Court-Martial Sentence	**MH**	Resident of Country or Non-CONUS State
E8	Non-Judicial Punishment	**MJ**	AFMPC Match Flag
E9	After Separation Memo	**MK**	Control\Conversion Dates
		ML	Officer Accession Confirmation
	MEMBER IDENTIFICATION CATEGORY		**PAYMENT\PAY COMPUTATION CATEGORY**
MM	Enlisted Accession Confirmation	**P4**	Pay Computation Factors: Next Month
MN	Separation Confirmation	**P5**	Current Month Pay Authorization
M2	BAH Nontaxable Earned Income Value	**P7**	Amount Total Entitlements To Allotments
M3	BAS Nontaxable Earned Income Value	**P8**	Refund – Allotment Stops
	MEMORANDA CATEGORY	**P9**	Refund – Other Than Allotments
NA	Privacy Act Flag		**REENLISTMENT\BONUS\CONTINUATION PAY CAT**
NB	Leave Suspense	**RA**	Aviation Continuation Pay Recoupment Data
NC	Aviation Continuation Pay	**RB**	Medical Multi-year Special Pay
ND	ASP\ISP\MSP\CRNA	**RC**	Incentive Special Pay
NE	ECAF Household Goods Control (AF only)	**RD**	CRNA Special Pay
NF	Nuclear Bonus (Navy only)	**RE**	Registered Nurse Accession Bonus
NL	LES Remarks	**RY**	Basic Pay Accumulator: High Amount (Retirement computation)
NM	After Separation Cross-Reference	**RZ**	Basic Pay Accumulator: Low Amount (Retirement computation)
NN	Separation\Reenlistment Reject	**R1**	Medical\Dental\Nurse Bonus Recoupment
NP	Deleted MMPA	**R2**	Medical\Dental Additional Special Pay
NQ	Separation Payment To Be Applied	**R3**	Regular Reenlistment Bonus Max Indicator
NR	Correct Standard Leave Balance (BR)	**R4**	Regular Reenlistment Bonus Recouped
NT	Projected Separation Payment	**R5**	RRB\Last Reenlistment; Career Service Bonus Historical Data
NW	Bad Status Transaction	**R6**	VRB or Engineering\Scientific Bonus
N0	Projected PCS Departure	**R7**	Selective Reenlistment Bonus
N1	Advance Leave	**R8**	Selective Enlistment Bonus
N2	Basic Allowance for Subsistence Collection	**R9**	Aviation Continuation Pay
N3	Clothing Allowance: Initial Military		**STATUS CATEGORY**
N4	Death Gratuity	**SA**	On Station\In Pay Status
N5	Separation Travel	**SB**	Leave
N6	Temporary Lodging Allowance	**SC**	LES Mailing Address
N7	Separation Data Pending	**SG**	PCS Arrival
N8	Miscellaneous Indebtedness Pending	**SH**	PCS Departure
N9	Central Site Unique Transaction (97\98\99)	**SJ**	AWOL
	PAYMENT\PAY COMPUTATION CATEGORY	**SK**	Confinement: Civilian\Military
PA	Advance Pay	**SL**	Deceased
PB	Arrears In Pay (Deceased Member)	**SM**	Missing

PC	Casual Payment	**SN**	Field Duty
PD	Class X Allotment (Emergency Payment)	**SP**	Deserted
PE	Death Gratuity	**ST**	Suspended (Dual status)
PF	Release Of Held Pay	**SU**	Mentally Incompetent
PG	Basic Trainee One-Time Payment	**SV**	Separated
PH	Regular EOM For Prior Eleven Months	**SX**	Number of Open Statuses
PI	Balance EOM ADSN 9999 (PCS Status)		**TOUR\SERVICE\ENLISTMENT CATEGORY**
PJ	Medical\Dental\Nurse Bonuses (ASP\ISP\MSP\CRNA)	**TA**	Lost Days Current Enlistment Indicator
PK	Partial Payment	**TB**	Lost Days Current Enlistment
PL	Selective Reenlistment Bonus or Engineering\Scientific Bonus	**TC**	Years of Service Completed (Longevity)
PM		**TD**	Date of Separation\Last Active Duty Date Officer Status
PM	Reenlistment Bonus	**TE**	Date of Separation: Previous Enlistment
PN	Regular Midmonth For Prior Eleven Months	**TF**	Dual Status (Enlisted Member holding a Reserve Commission)
PO	Balance EOM ADSN 9998 (Basic Trainees)	**TG**	EAD (Officer)\DOE (Enlisted)
PQ	Separation Payment	**TH**	ETS
PR	Aviation Continuation Pay	**TI**	Enlisted Service Dates (Corrections)
PS	Temporary Lodging Allowance	**TJ**	EAD\Prior DOE
PT	Clothing Maintenance Allowance–Initial	**TK**	Pay Date
PU	Current Month Regular Pay	**TL**	Over 4 Years Active Duty Enlisted
PV	Comfort Items Issued	**TM**	Prior Service Benefit Waiver
PW	Nuclear Bonus Pay Authorization	**TN**	Aviation Continuation Incentive Pay Dates Officer Service Dates or AWACS Experience Dates
PX	Delinquent Posting Of One-Time Payment	**TO**	Reserve Days Allowable Travel Time
PY	Payment Out-of-balance	**TP**	Service Component
PZ	Payment Voucher Total	**TQ**	Branch of Service
P1	Midmonth Pay Authorization Suppressed	**TR**	Special Compensation Position
P2	EOM Pay Authorization Suppressed	**TS**	Term of Enlistment
P3	Pay Computation Factors: Current Month	**TT**	Total Active Federal Military Service Date
	TOUR\SERVICE\ENLISTMENT CATEGORY		**ENTITLEMENTS CATEGORY**
TU	Date of Separation	**63**	Clothing Maintenance Allowance
TV	Separation Designation Number or Transaction Indicator Number	**65**	Family Separation Allowance
TW	Special Compensation Position Indicator	**66**	Interim Variable Housing Allowance
TX	Prior Service Indicator	**67**	Dual Variable Housing Allowance
TY	Prior EAD and DOS	**68**	Variable Housing Allowance
TZ	Officer Service Dates	**71**	Disability Severance Pay
T2	Sea Duty Effective Date	**72**	Discharge Gratuity
	ENTITLEMENTS CATEGORY	**73**	Lump-Sum Bonus
01	Basic Pay	**74**	Lump-Sum Leave Payment
02	Foreign Language Proficiency Pay	**76**	Readjustment Pay
07	Command At Sea Responsibility Pay	**77**	Severance Pay
08	Nuclear Bonus; JAG Continuation Bonus; Officer Career Service Bonus	**78**	Personal Expense Allowance
09	Save Pay	**79**	Temporary Lodging Allowance
10	Demolition Pay	**80**	Cadet Travel Allowance
11	Flight Deck Duty Pay	**81**	Initial Civilian Clothing Allowance
12	Flying Duty Pay	**82**	Special Continuing Civilian Clothing Allowance
14	Hardship Duty Pay: Location	**83**	Voluntary Separation Incentive
15	Parachute Jump Pay	**84**	Special Separation Benefit
16	Stress\Toxic Fuels\Pesticide Duty Pay	**85**	Entitlement Advance

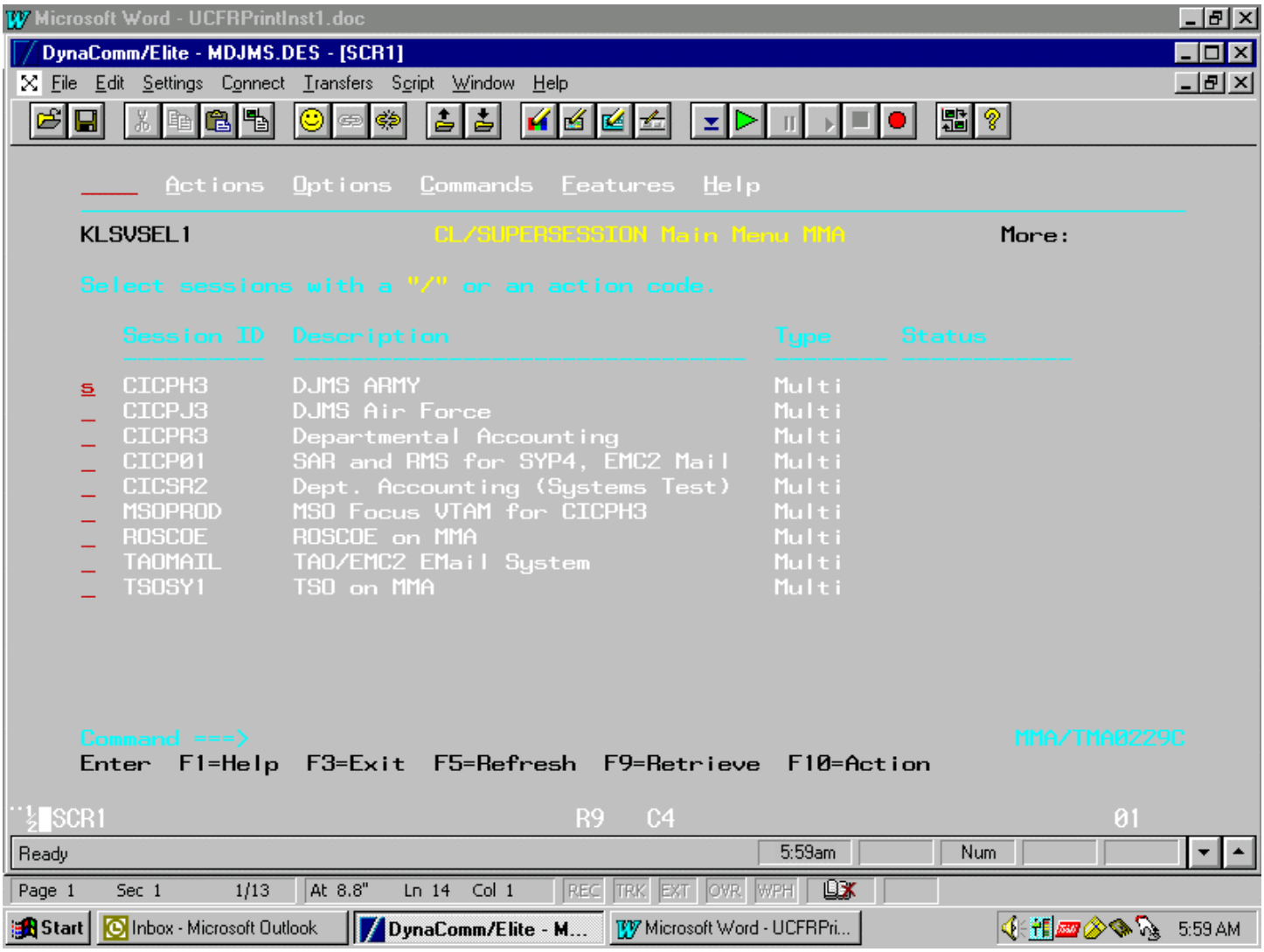
17	Submarine Duty Pay	**86**	Quasi Advance (Debt)
18	Overseas Extension Pay	**97**	MMPA Future\Suspense Adjustment
19	Board Certification Pay	**98**	Central Site Computer Malfunction
20	Dental Pay	**99**	Central Site Monetary Adjustment
21	Diving Duty Pay		
22	Foreign Duty Pay; Hardship Duty Pay: Mission		
23	Hostile Fire\Imminent Danger Pay		
24	Medical Variable Special Pay		
25	Medical\Dental\Nurse Bonuses		
26	Registered Nurse Accession Bonus		
27	Sea Duty Pay		
28	Veterinary Pay		
29	Optometry Pay		
30	Special Duty Assignment Pay		
31	Regular Reenlistment Bonus; Enlisted Career Service Bonus		
32	Variable Reenlistment Bonus; Engineering\Scientific Career Continuation Pay		
33	Selective Reenlistment Bonus		
34	Selective Enlistment Bonus		
35	Basic Allowance for Quarters		
36	Basic Allowance for Quarters: Diff		
37	Career Sea Duty Pay Premium		
38	Aviation Continuation Pay; Aviator Retention Bonus		
39	Basic Allowance for Subsistence: Prorated or Supplemental		
40	Basic Allowance for Subsistence		
41	Personal Money Allowance (O9\O10)		
42	Move-In Housing Allowance		
43	Overseas Housing Allowance W\O MIHA		
44	Interim Housing Allowance (OHA W\O MIHA)		
45	Dual OHA W\O MIHA (FSA-I)		
46	Cost-of-Living Allowance		
47	Dual Cost-of-Living Allowance		
49	Cost-of-Living Allowance: Prorated		
51	CONUS Cost-of-Living Allowance		
55	Overseas Housing Allowance W\MIHA		
56	FSSA		
56	Interim Overseas Housing Allowance W\MIHA		
57	Dual OHA W\MIHA (FSA-I)		
59	Initial Uniform and Equipment Allowance		
60	Additional Uniform and Equipment Allowance		
61	Extra Clothing Maintenance Allowance		

UNIT COMMANDER'S FINANCE REPORT PRINT PROCEDURES

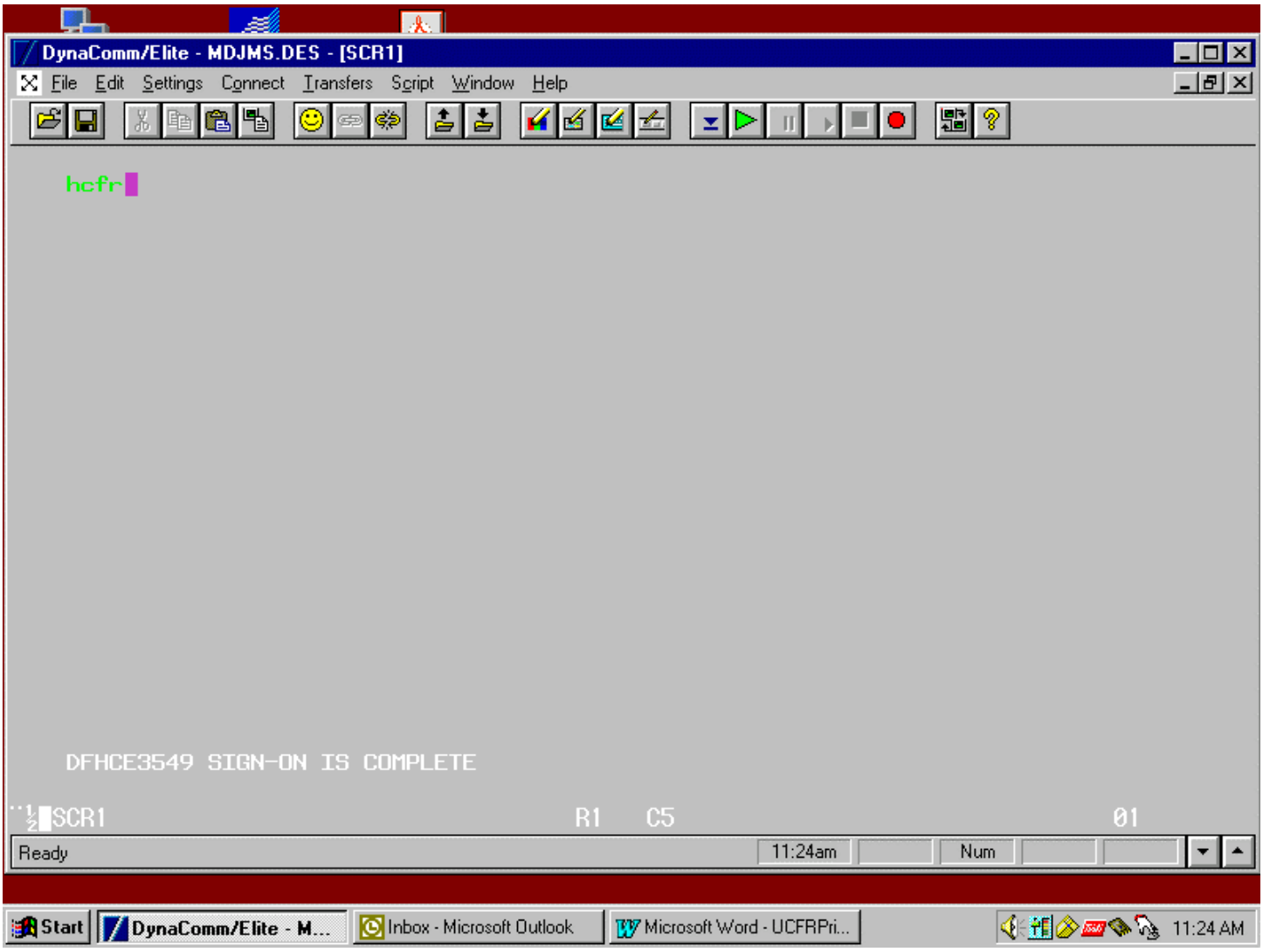
1. Access DJMS in accordance with procedures for your operating system:



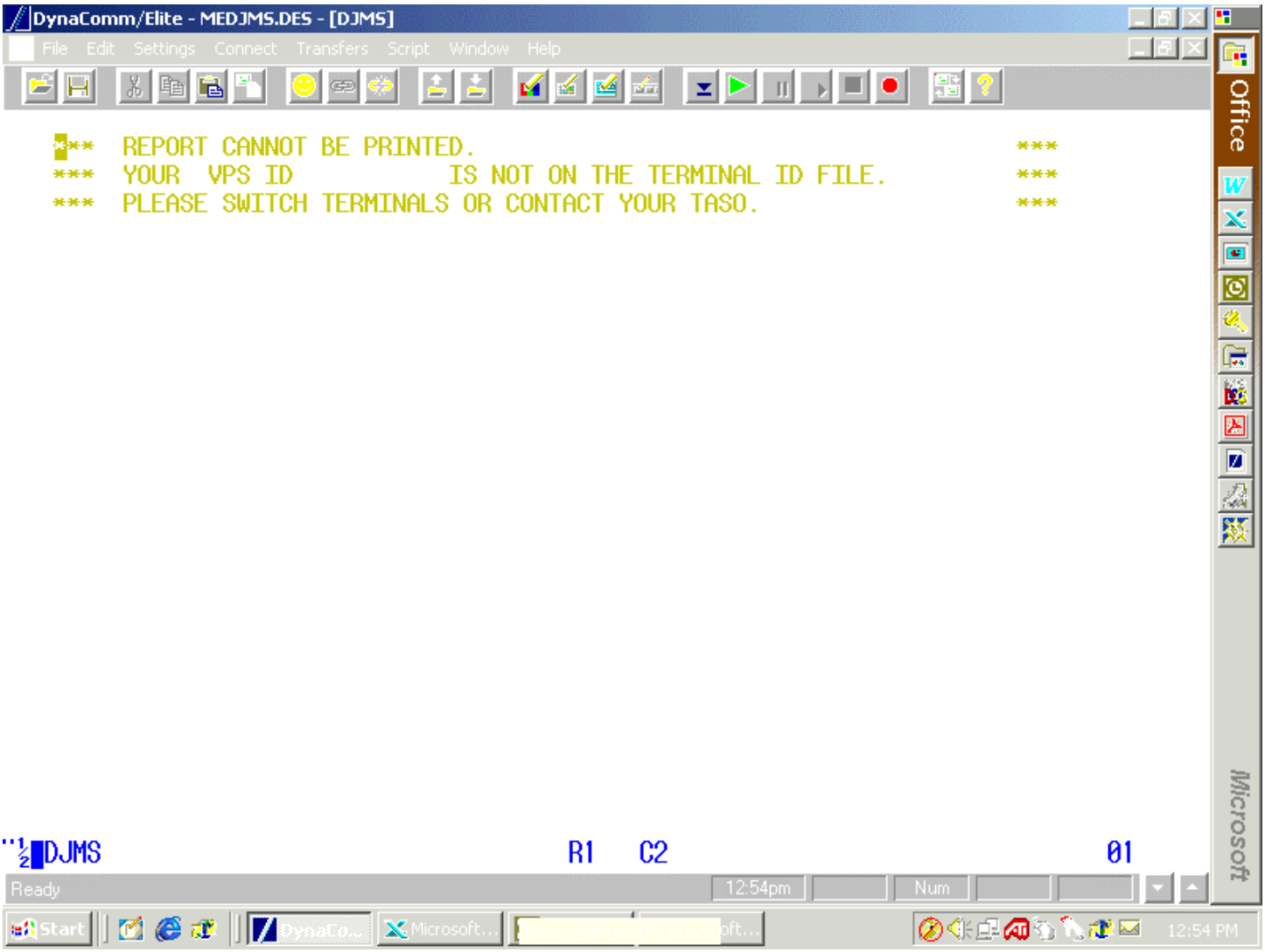
2. Access the Customer Information Control (CICS) application:


Microsoft Word - UCFRPrintInst1.doc
DynaComm/Elite - MDJMS.DES - [SCR1]
File Edit Settings Connect Transfers Script Window Help
Actions Options Commands Features Help
KLSVSEL1 CL/SUPERSESSION Main Menu MMA More:
Select sessions with a "/" or an action code.
Session ID Description Type Status
s CICPH3 DJMS ARMY Multi
_ CICPJ3 DJMS Air Force Multi
_ CICPR3 Departmental Accounting Multi
_ CICP01 SAR and RMS for SYP4, EMC2 Mail Multi
_ CICSR2 Dept. Accounting (Systems Test) Multi
_ MSOPROD MSO Focus VTAM for CICPH3 Multi
_ ROSCOE ROSCOE on MMA Multi
_ TAOMAIL TAO/EMC2 EMail System Multi
_ TSOSY1 TSO on MMA Multi
Command ===>
MMA/TMA0229C
Enter F1=Help F3=Exit F5=Refresh F9=Retrieve F10=Action
SCR1 R9 C4 01
Ready 5:59am Num
Page 1 Sec 1 1/13 At 8.8" Ln 14 Col 1 REC TRK EXT OVR WPH
Start Inbox - Microsoft Outlook DynaComm/Elite - M... Microsoft Word - UCFRPri... 5:59 AM

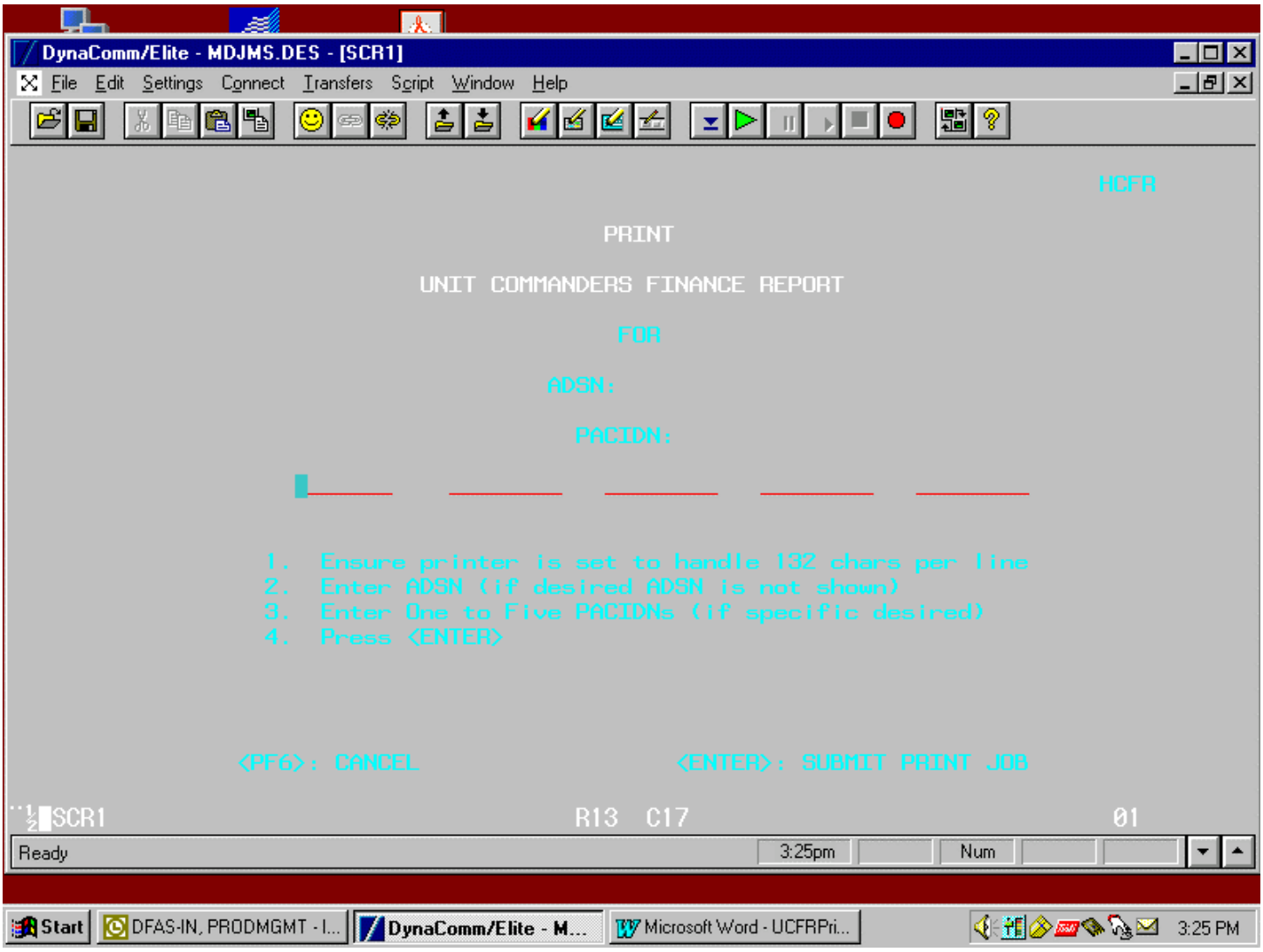
3. Access CICS TRANSACTION “HCFR”: ”. When the screen identifies your sign-on is complete, type “HCFR” and press enters key.



4. Once HCFR is keyed in and the Enter key is pressed the following error will appear if the user id does not have a printer associate to it. If this error does appear the user must see his/her TASO to have their user id added to the "DJMS Printer and ADSN Control by Userid" table (JYBM). If the user id has been established in this table the Unit Commanders Finance Report Screen will appear.



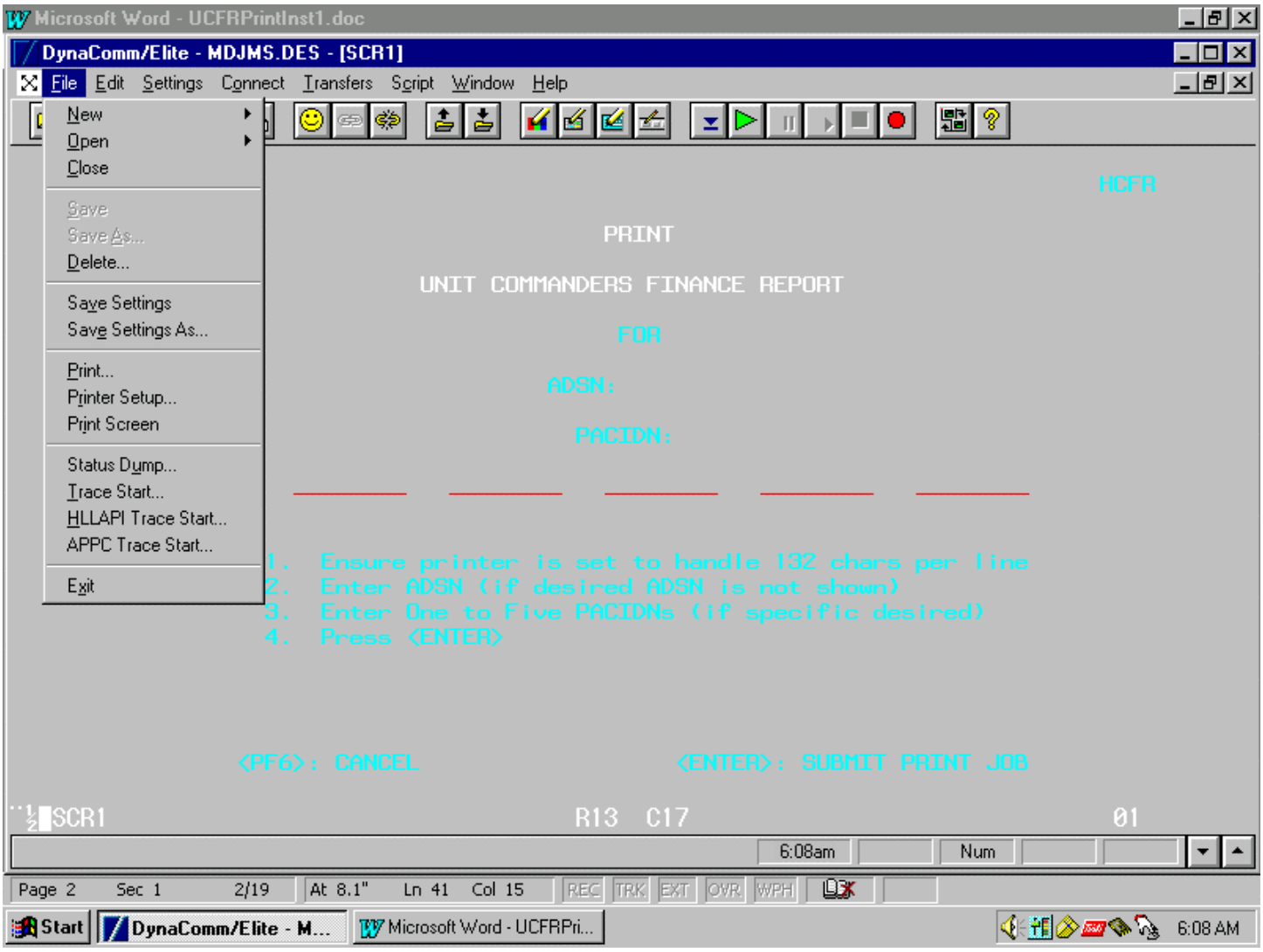
5. Unit Commanders Finance Report Screen will be displayed:



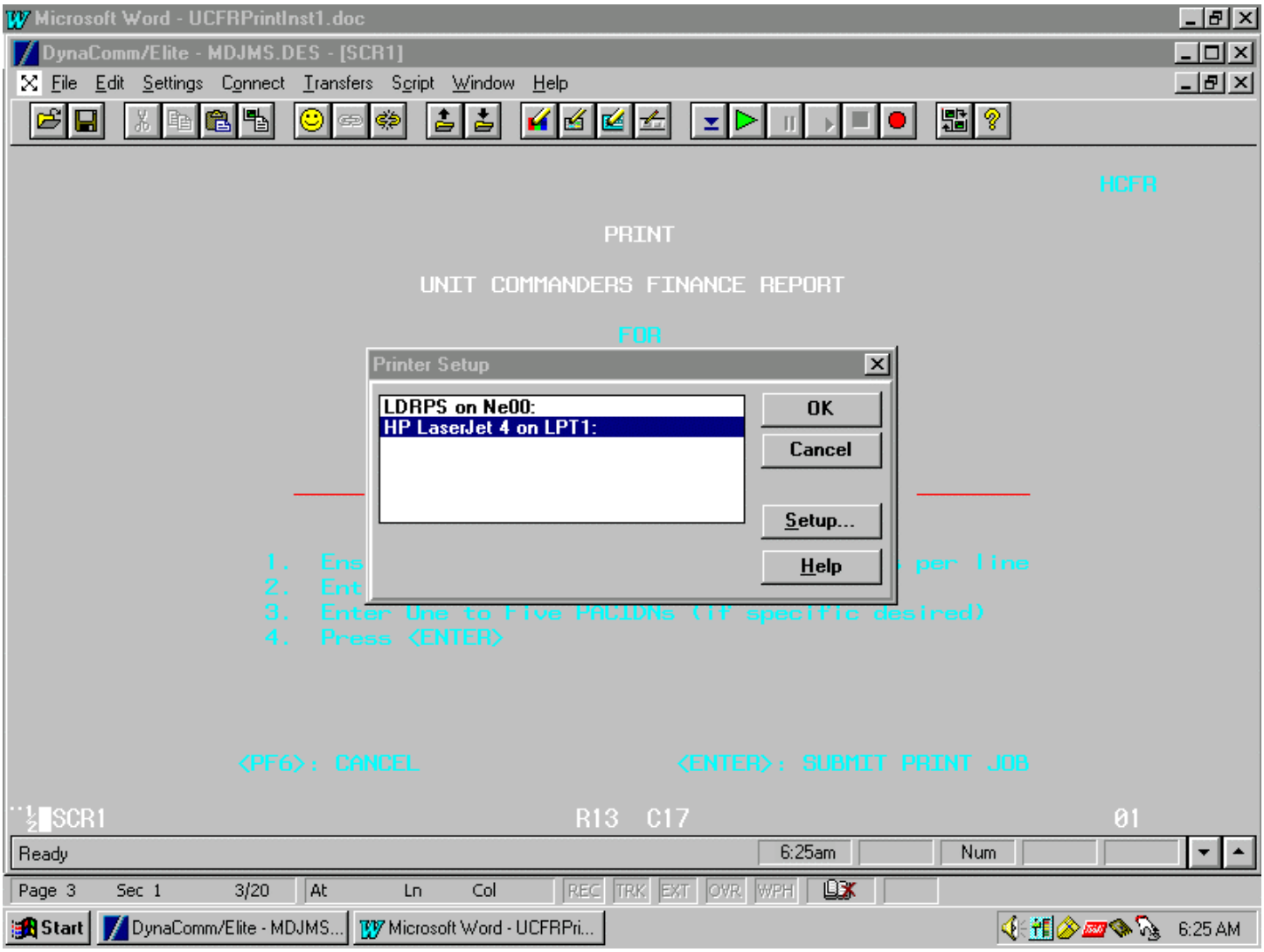
NOTE: Check your printer setup before you follow the screen's instructions.

5. Printer Setup. Your printer setup should display landscape as the orientation, 6 or 8 as the font size, and print or file as the printer's destination.

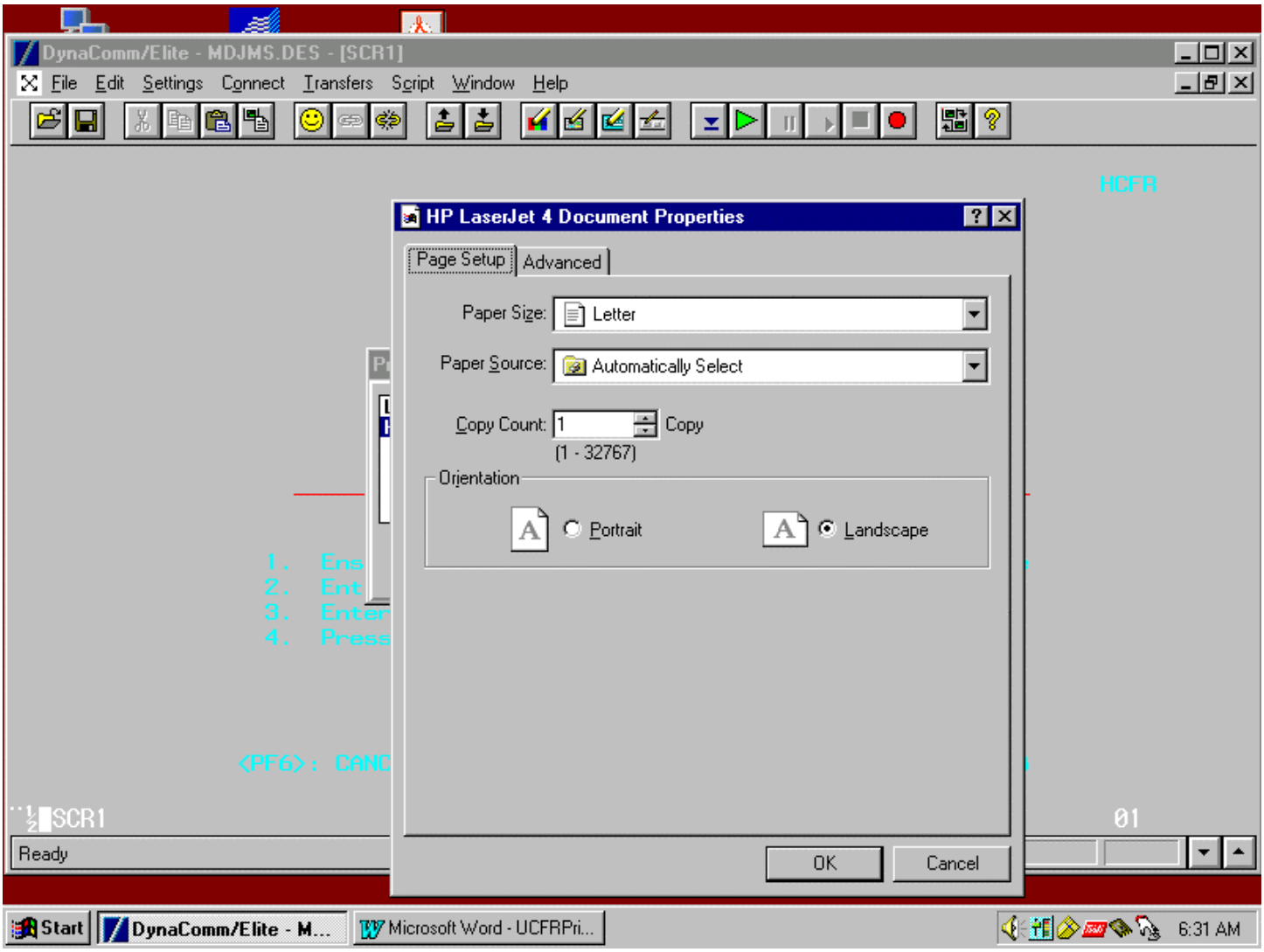
A. To view and/or change prints orientation, at the top of the Dynacomm/Elite screeen, select "File", and then and then from the pop down menu select "printer setup".



(1). From the Printer Setup screen select “setup”.

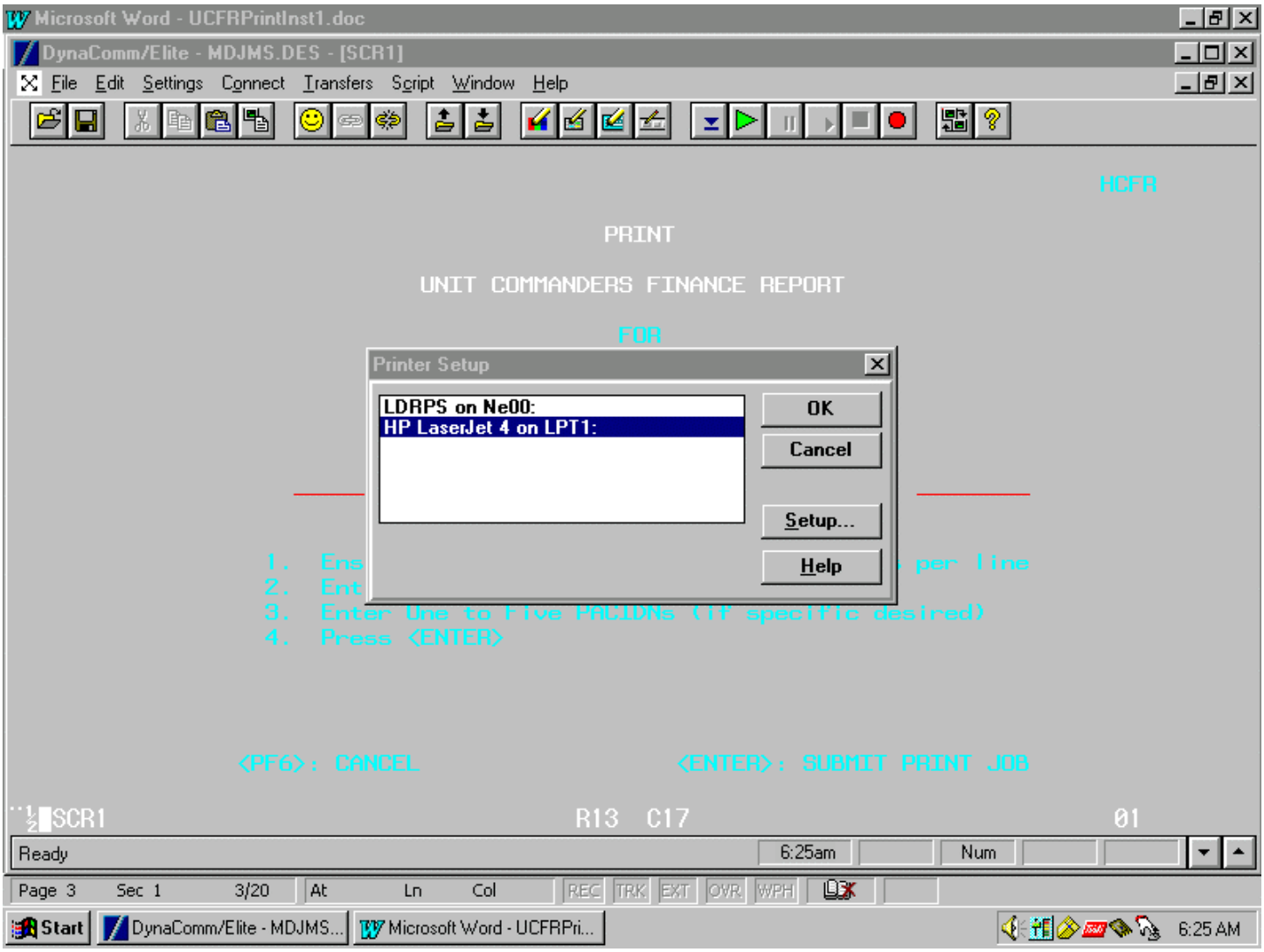


(2). On the Documents Proprieties screen, select the “page setup”tab, then select “landscape” as the orientation. Once the orientation has been changed, click on “OK” at the bottom of the screen.

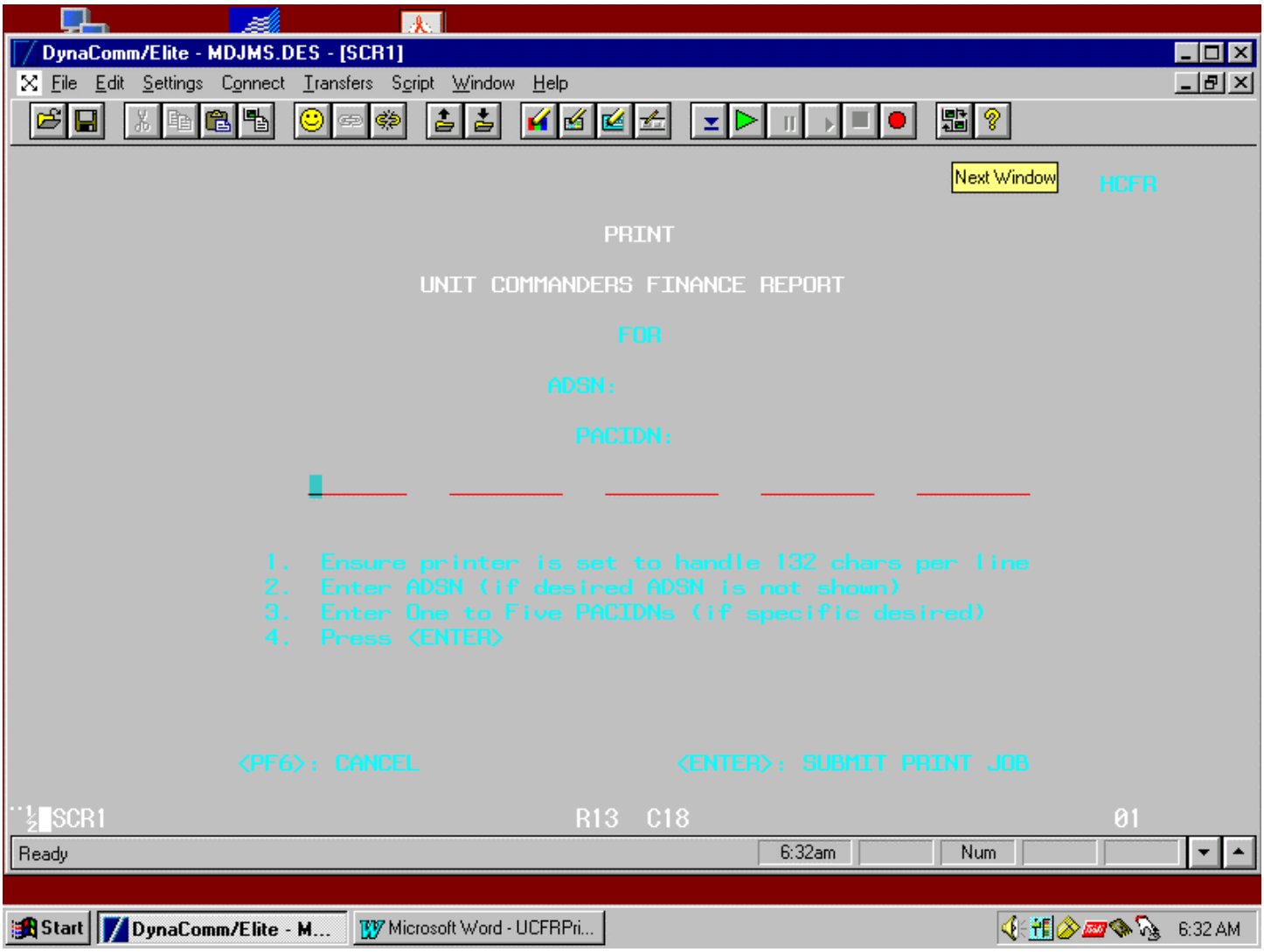


NOTE: If you normally print DJMS documents (report, MMPA, etc.) as portrait, you will need to change the orientation back to portrait after UCFR is printed.

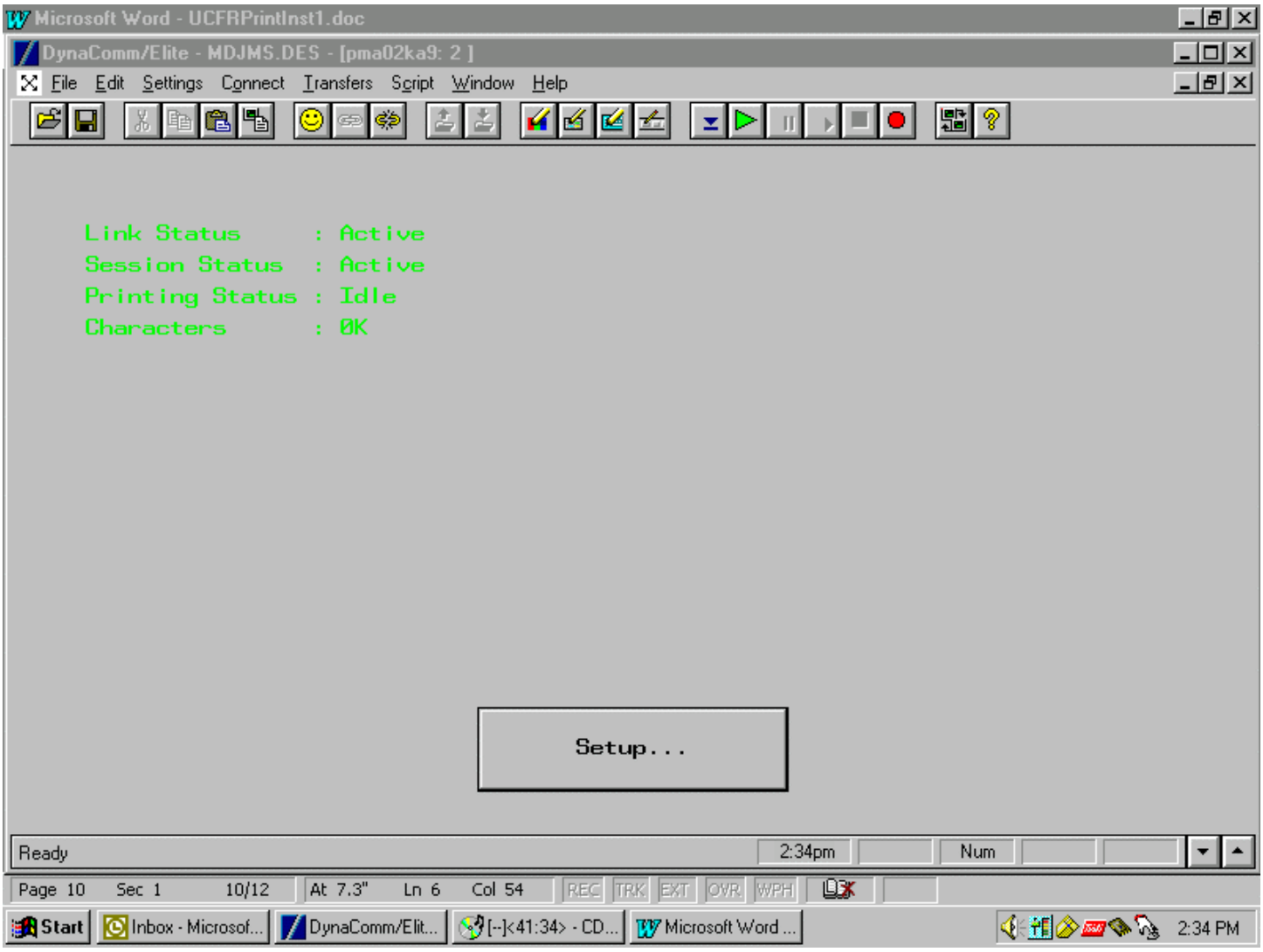
3. Select “OK” on the Printer Setup screen.



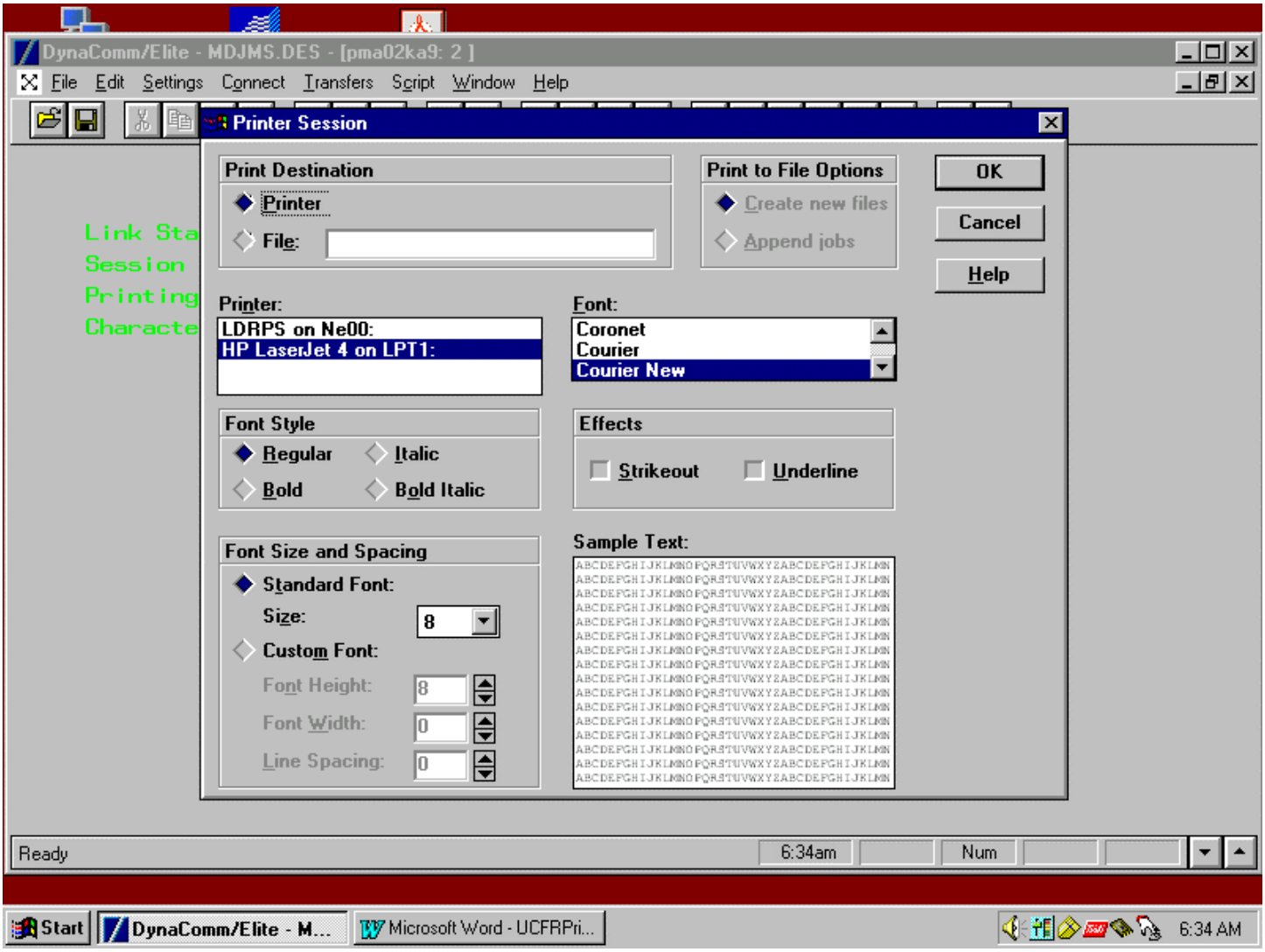
B. The print font of the UCFR should be a reduced/condensed print of 6 or 8. To check your font size, click on the terminal ICON located at the top right corner of the Dynacomm/Elite screen and to the left of the big yellow ? mark. If you place your mouse cursor on this icon it will display NEXT WINDOW.



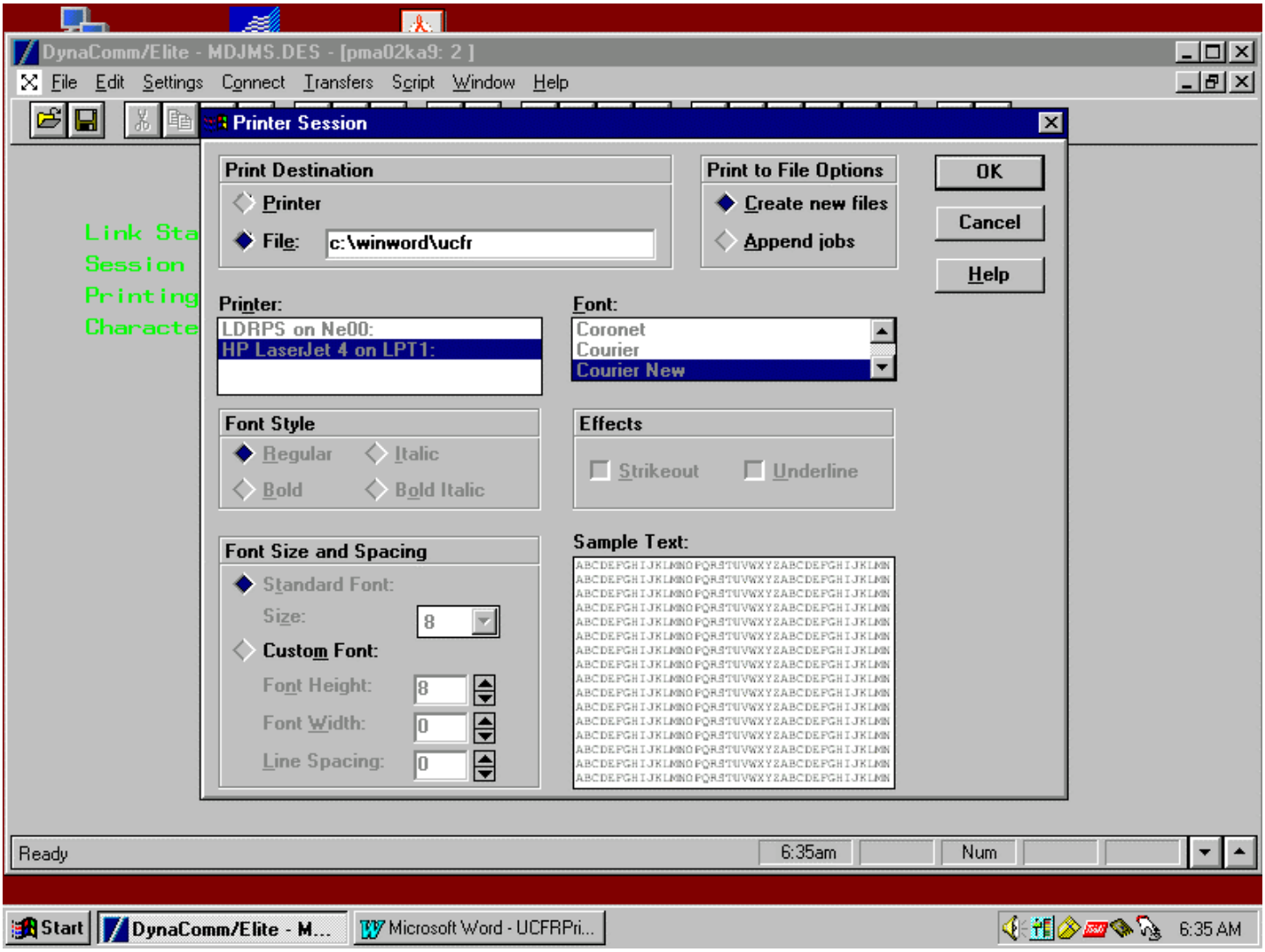
(1). The following screen will be displayed. At the bottom of this screen select “Setup”.



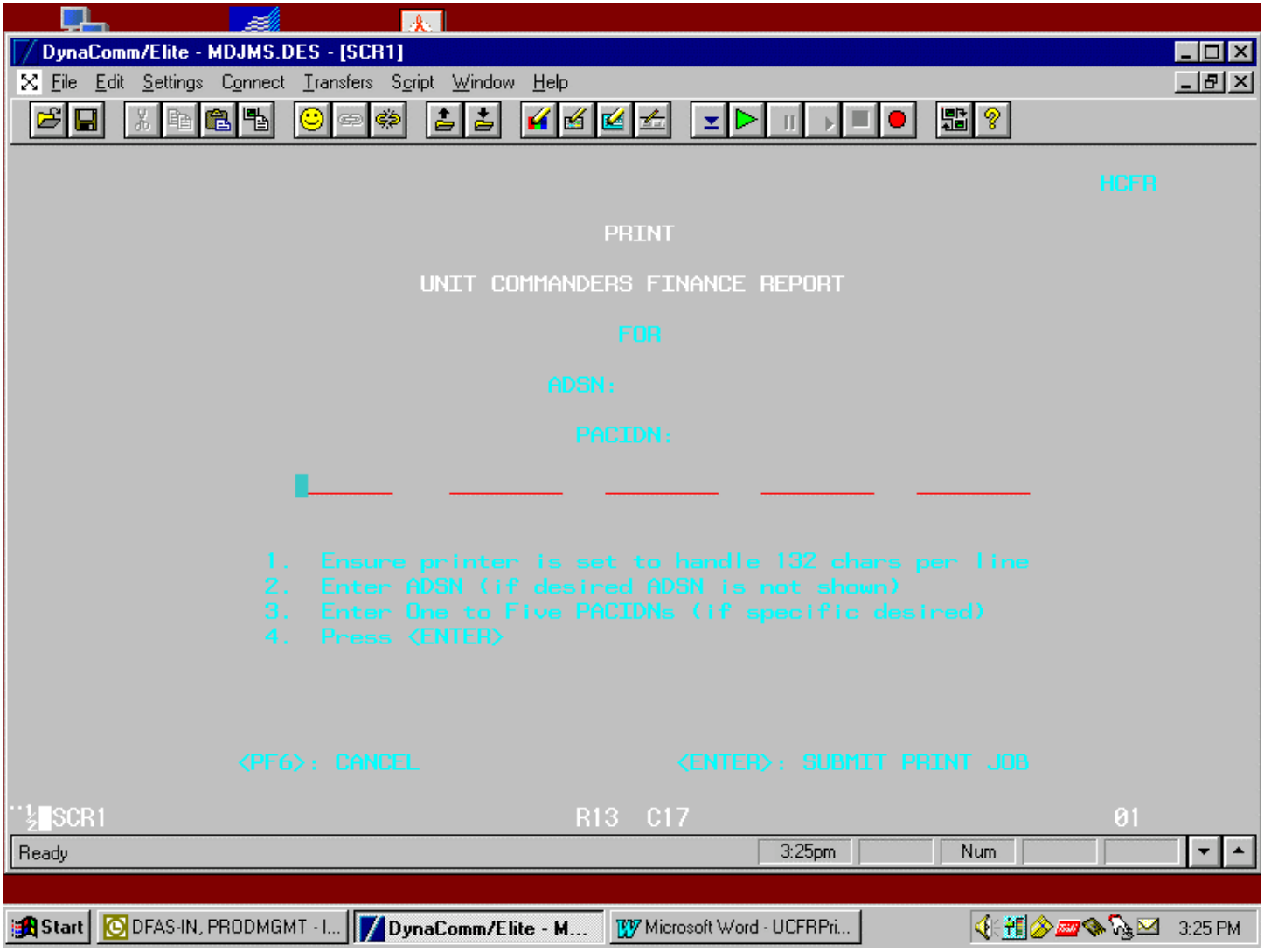
(2). Once the SETUP has been selected, the Printer Session screen will be displayed. At the bottom of this screen, in the Font Size and Format box, and to the right of Standard Font, Size ensure 8 is displayed. To change the font size click on the down arrow to the right of the number. A pop down screen will appear where a different font size can be selected. If the print extends off the paper on a sample print, change the font to 6 in the same manner as shown above. At the top of the Printer Selection screen in the Box Print Destination, ensure Printer is check if you want to print the UCFR to paper. On this screen you can also change the font. In the middle of the screen in the Font box the default font will be highlighted, to change the font click on the up or down arrows to the right of the highlighted font. Multiple types of font will be displayed, once the required font is selected, click on OK in the upper right corner of the Printer Session screen.



(3). To download the UCFR file to your hard drive, from the Printer Session and under the Print Destination box at the upper left corner of the screen, select “File”. In the box to the right of File key in the appropriate drive, directory and file name (i.e., c:\winword.July2001UCFR) to receive the data. Once the drive, directory and file name has been entered, at the right corner of the screen in the Print to File Options select Create new files. With this selected the system will automatically assign an extension to your file name identified in the Print Destination area. This extension will start with 001 and increment for each file downloaded with the same name. Once everything has been selected, at the upper right hand corner select “OK”.



(4). Once the print destination has been set click on the terminal icon located at the top right corner of the Dynacomm/Elite screen and to the left of the big yellow ? mark. If you place your mouse cursor on this icon it will display NEXT WINDOW. Once this ICON is selected you will return back to your terminal session and the UCFC screen will appear.



(5). In the middle of the screen and to the right of ADSN will be the appropriate ADSN which is assigned to your User Id. If the ADSN is blank the user should see his/her TASO to have heir user id loaded to the DJMS Printer and ADSN Control by Userid table (JYBM). The user has the capability to change the ADSN shown on this screen. At the ADSN field type in the appropriate ADSN. If the user request to print all PACIDNs for the specified ADSN, once the appropriate ADSN has been

enter, press the Enter key. If only a few PACIDNs are needed, tab to the first line under PACIDN, you can enter up to five PACIDNs, if more than 5 is needed a second request will be needed. Once up to five PACIDNs have been keyed in press the Enter key. The system will automatically generate a print file to the appropriate printer and based on your setting as shown above it will be generated directly to the printer or to the hard drive. After the UCFR print file is received and printed ensure your printer session is changed back to the original setup. See paragraphs B – B (4).

Questions may be directed to Mr. Randy Seehase at DSN 699-7531, commercial (317) 510-7531, or Mr. Robert Nichols at DSN 699-699-7575, commercial (317) 510- 7575.