DEPARTMENT OF THE ARMY
266th FINANCIAL MANAGEMENT CENTER (FMC)
UNIT 23122
APO AE 09227

AERFC 15 April 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Financial Management Pre-Deployment and Reintegration of USAREUR Soldiers

1. References:

a. The Joint Federal Travel Regulation (JFTR), 13 November 2008.

b. Department of Defense – Financial Management Regulation (DoDFMR), Volume 7A, September 2010.

c. Department of the Army Memo – Issuance of Eagle Cash and Store Value Card (SVC), 20 March 2009.

d. AE Regulation 600-8-109, Reintegration Operations, 29 December 2008.

2. Purpose. The purpose of this memorandum is to establish financial management (FM) policy for the pre-deployment and reintegration of USAREUR units.

3. Scope. This policy applies to the 106th Financial Management Company (FMCo) Financial Management Support Teams (FMST) assigned to United States Army Europe (USAREUR) who supports the USAREAUR Commanding General's reintegration program.

4. Phases. Pre-Deployment/Reintegration is divided into four phases as follows:

a. Phase I. Begins when unit is notified of pending deployment and ends when unit moves forward into AOR.

b. Phase II. Pre-Redeployment: Begins 90 days prior to unit redeployment and ends with unit arrival back in USAREUR (D-90 through D).

c. Phase III. Reintegration. Covers the USAREUR 7 day reintegration cycle, D+1 through D+7.

d. Phase IV. Post-Redeployment. Covers the 30 day period following Phase II (D+8 through D+38).

5. Director's Intent. Our goal is a professional, timely and seamless reintegration of deployed Soldiers back to USAREUR. Responsibility for ensuring a smooth financial transition lies with

us in the FM community. FM leaders must be proactive in working with rear detachments to set the conditions for financial reintegration success.

6. Responsibilities.

a. Phase I, Pre-Deployment.
(1) Commander, 106th FMCo.

(a) Coordinate with local Garrison Commanders, local IMCOM and DPTM for dates and locations of all pre-deployment unit activities.

(b) Ensure FMST's are trained and prepared to provide theater specific deployment entitlement information, execute a pre-deployment payroll validation, answer Pay Inquiries, and receive necessary payroll affecting documents at the briefing.

(c) Provide the FMC Director a planning matrix at the weekly staff call of all scheduled Pre-deployment briefings to include:

1. 30-60-90 day schedule
2. Unit
3. Unit POC
4. Expected number of Soldiers to be briefed.

(d) Ensure FMST personnel are trained on the creating and issuing of Eagle cash cards, and understand the Army's directive for mandatory issuance.

(e) Normally, Eagle Cash cards should be prepared ahead of time from a pre-deployment manifest obtained from the unit or garrison. This greatly reduces the time that Soldiers will spend in line during pre-deployment.

(f) Report at the weekly staff call the previous weeks Pre-deployment briefing status' to include:

1. Number of Soldiers serviced
2. Payroll documents received
3. Eagle Cash Cards issued
4. Any issues requiring assistance of the 266th FMC Director

(2) Director, Pay Center of Excellence (PCE).

(a) Provide guidance as requested to FMCo Commanders on Military Pay and briefing requirements.

(b) Coordinate via the FMC Deputy Director and the Sergeant Major for augmentation support if additional staffing is required.

(3) Director, Information Management Officer (IMO).

(a) Be prepared to provide automation support to FMSTs upon request.

(b) Maintain system accesses and functions for users and connectivity to ensure required functions are operational at briefing locations.

b. Phase II, Pre-redeployment.

(1) Commander, 106th FMCo.

(a) Coordinate directly with local garrison commanders for dates and locations of reintegration activities.

(b) Ensure FMSTare properly trained (e.g., TPAX) and equipped for the reintegration mission.

(c) Coordinate directly with rear detachments for redeployment manifests and all necessary documents to complete the temporary change of station (TCS) travel voucher (i.e. leave forms, TCS orders, TDY within TCS travel vouchers, identification of barracks Soldiers, etc). (Enclosure 1)

(d) Provided updates to the FMC Director or his designee during weekly staff call of reintegration (e.g., how many FM Soldiers supporting, command, location, etc).

(e) Attempt to establish working relationships with Bde/Bn S1s from the redeploying units prior to their arrival. This will facilitate finance actions during Phase II.

(2) Director, Pay Center of Excellence (PCE).

(a) Provide guidance as requested to FMCo Commanders on military pay and TCS travel voucher documentation requirements.

(b) Ensure that the Travel and Military Pay sections are prepared for the increased flow of documents associated with the surge of redeploying personnel, and that any augmentation Soldiers, if used, are trained for the mission.

(c) Coordinate via the FMC Deputy Director and the Sergeant Major for augmentation support if additional staffing is required.

(3) Director, Information Management Officer (IMO).

(a) Be prepared to provide training to FMSTs in TPAX procedures.

(b) Be prepared to provide automation support to FMSTs upon request.

c. Phase III, Reintegration.

(1) Commander, 106th FMCo.

(a) Brief redeploying Soldiers on their finances. (e.g., what they are entitled to; ask Soldiers about any changes that may impact their pay situation.)

(b) Assist Soldiers through completion of the TCS voucher, ensuring each Soldier has all supporting documents. In almost all cases, redeployment vouchers should be accepted from redeploying Soldiers upon completion of this stage of reintegration. The FMCo should, from this point forward, be dealing with problems with unit leadership (battalion PAC, Company First Sergeant, Company Commander, etc.). Process completed TCS vouchers through TPAX for audit and payment release by PCE. Ensure rejected vouchers are corrected and all completed vouchers are entered in TPAX for payment prior to the end of USAREUR 7-day reintegration cycle.

(c) Stop all deployment entitlements IAW redeployment manifest. Make 100% check that all entitlements have stopped prior to end of USAREUR 7-day reintegration cycle.

(d) Identify Soldiers moving into barracks and ensure resumption of their separate rations collections.

(e) Check the DJMS N9 line for all redeploying Soldiers. A note here identifies the Soldiers as a Wounded Warrior (WW). Call 483-6184 upon discovery and transfer all responsibility for military pay processing to the WW team.

(f) Ensure FMC/PCE Travel Section and Internal Control are provided MS excel version copies of all redeployment manifests daily as they are received.

(2) Director, Pay Center of Excellence (PCE).

(a) Perform DJMS uploads/downloads in support of the reintegration mission as requested.

(b) Process TCS settlements received from TPAX in IATS through release for payment in ODS. Immediately notify FMCo on issues precluding payment and provide a by-name list with reasons for all rejected claims via e-mail to the 106th FMCo SGM and IC.

d. Phase IV, Post Redeployment.

(1) Commander, 106th FMCo.

(a) Make a 100% verification of deployment entitlements NLT mid-month of the month following redeployment. Ensure that all deployment entitlements remain stopped and that ration collections for barracks Soldiers are continuing.

(b) Make a 100% TPAX verification on all Soldiers who supported reintegration activities. Goal is to ensure no TCS vouchers remain sitting in TPAX awaiting payment.

(c) Transfer any/all pending military pay cases on reintegrating Soldiers to Finance Customer Support Team (FCST) Chiefs.

(2) Director, Internal Control (IC) Section. Ensure requirements outlined throughout this policy are added to the IC checklist and execute periodic special reviews to ensure policy compliance and 100% verification of pre-deployment screening, Eagle Cash card issuance and, for reintegration, Travel and MilPay processing.

(3) Director, Policy Section. Serve as approval authority for requests for exceptions to the processes in this policy.

7. Standards.

a. FMCo transmits all TCS vouchers via TPAX to PCE within 3 days of receipt.

b. PCE processes and sends TCS vouchers for payment NLT 5 days after receipt from FMCo.

c. FMCo stops all deployment entitlements and resume separate ration collections for barracks Soldiers NLT the end of the USAREUR 7-day reintegration cycle.

d. FMCo and PCE will work together to ensure every possible STOP transaction is processed prior to DJMS mid-month or end of month cutoff.

e. FMCo minimize the time Soldiers are required to wait in a line, needlessly.

8. Point of contact for this policy memorandum is the Operations/Policy Section at DSN 483-8216/483-8236.

Willie H McNeil DEP DIR

FOR LUIS B. CRESPO
COL, FC
Director

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Reintegration Guidance Paper

DISTRIBUTION:
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266th FINANCIAL MANAGEMENT CENTER (FMC)

Subject: Finance Reintegration Guidance Paper

1. **PURPOSE**. To inform redeploying units of the required substantiating documentation to process Soldiers' travel and military pay entitlements.

2. **BACKGROUND**. We have experienced many undue delays in paying Soldiers promptly due to lack of correct documentation to substantiate the payment. Unit commanders can help their Soldiers get paid promptly by ensuring Soldiers have the correct documentation on hand on day 1 of reintegration. Finance units must have certain documents to ensure Temporary Change of Station (TCS) pay is processed and downrange military pay entitlements (HFP, CZTE, HDP-L) are stopped. Please be sure to bring the documents shown below on Day 1 of reintegration.

TCS Travel Voucher

a. Completed DD 1351-2 with Soldier's and reviewer's signatures. The finance unit supporting the reintegration can walk Soldiers through completing the form on Day 1 of reintegration.

b. TCS orders (ORIGINAL). Each Soldier must have an individual order.

c. TCS orders (AMENDMENTS). If the Soldier was deployed across fiscal years, and the ORIGINAL order did not contain a fund cite for the new fiscal year, amended orders are required. Your S-1/G-1 needs to coordinate with IMCOM to obtain these. Rear D's should assist.

d. Leave form. Mandatory for Soldiers who went on R&R, emergency or regular leave. Substantiating document is a DA31or printout of SB line from DJMS reflecting leave was posted. For Non-Chargable R&R which cannot be verified against DJMS, in lieu of a DA 31, the Unit Commander may provide the Soldier(s) with a memorandum verifying the period of absence. As a minimum, the memorandum/roster will include the Soldiers name, rank, and last four of the social security number.

e. Letter of release. **Only for Soldiers who redeploy individually.** This memorandum must be signed by the downrange or rear-detachment commander.

f. TDY Settlement voucher. **Only** for Soldiers who went TDY from the TCS location. Soldiers must annotate those dates on the DD1351-2 and provide a copy of the TDY settlement

Military Pay Deployment Entitlements

a. Redeployment flight manifest. Used as supporting document to stop all downrange entitlements. Hard copy **and** Excel version will ensure prompt termination of all downrange entitlements and thus prevent indebtedness by Soldiers.

b. Barrack Soldiers list. Finance must know which Soldiers are returning to barracks and the effective date in order to resume meal (separate rations) collections. If this list can be merged with the redeployment flight manifest, even better.

3. Points of Contact for this memorandum are 266th FMC Deputy Director, Finance Policy, 483-6257 and 106th FMCo, SGM Byrd, Tommy at DSN: 469-7648.

APPROVED: COL Crespo, Dir, 266th FMC DATE: 1 Nov 2010

Unit________________________

21st Financial Management Center (FMC)

Personnel Total______________

Redeployment Tracker

Date	Redeploying PAX		TCS Vouchers					Deployment Entitlement Stops		Barracks SMs
	Returned Today	Total Returned	Beginning Balance	Vouchers Received	Transmitted to PCE	Rejected from PCE	Ending Balance	Date Complete	Date 100% Confirmed	Sep Rats Coll. Starts