



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

AETS-FCZ

26 September 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 7, Payments to VIP and Finance Personnel

1. Purpose. The purpose of this memorandum is to establish policy and procedures for payments to VIP and finance personnel.
2. Scope. This policy applies to all members of the 266th Financial Management Center (FMC); military and civilian and all organizations performing financial management functions under the technical oversight of the 266th FMC.
3. Applicability. This policy applies to all Soldiers who fall under Pay Record Accessibility (PRA) status as outlined below:
 - a. General Officers (GO) and promotable O6s
 - b. Command Sergeants Major assigned to O7 or higher level commands
 - c. Military personnel assigned to a finance unit (regardless of MOS)
 - d. Military spouses of finance personnel assigned to your applicable Accounting and Disbursing Station Number (ADSN)
 - e. Military spouses of Civilian/Local National employees assigned to the finance unit
 - f. Geographically separated finance military spouses assigned to your ADSN when identified to you by the supporting finance office of the finance Soldier or finance employee. NOTE: If you identify an assigned finance Soldier with a geographically separated military spouse, you should contact the applicable finance office so that they can designate sensitive status to the account in question.
4. General. This policy's objective is to formalize and enhance organizational internal controls. As stewards of the pay system, it is imperative that we establish and enforce thorough internal controls on payments to ourselves to deter and prevent unauthorized payments, and to avoid the appearance of impropriety. I expect all financial management leaders to vigorously enforce the standards set within. If you cannot comply with the provisions of this policy you must inform the FMC Director or Deputy Director in writing, requesting waivers as necessary. In the absence of waivers, my expectation is that all are 100% in compliance with the policy guidelines herein.

5. Payments. Types of payments addressed by this policy include:

a. Advance-type Payments (casual, PCS advance pay, and Advance Station Housing Allowance (ASHA)) and debt-related transactions and collections.

b. Separation Payments.

c. LES-type Payments (all other military pay entitlements appearing on the LES).

6. Responsibilities.

a. Senior Financial Management Leaders (Directors, Chiefs, and Finance Officers).

(1) Appoint in writing separate individuals in the Military Pay Review section to code, verify, and upload all pay and debt-related transactions pertaining to VIP and finance Soldiers (See Encl 1); while maintaining separation of duties and minimum internal control procedures. Supplement the guidance contained in this policy letter with local Standard Operating Procedures (SOP), as necessary.

(2) Appoint in writing separate individuals at each finance office to input and release advance-type payments (Para 5.a.) to VIP and finance Soldiers.

b. Chief, Finance Customer Support Teams (FCSTs).

(1) Forward all pay documents pertaining to VIP and finance Soldiers, excluding in-processing packets, to the PCE Military Pay Review Section for processing.

(2) In-process all arriving PRA Soldiers, start/stop their entitlements as you would for any other service-member. Add all newly arrived Soldiers and VIPs to the PRA by means of an SC-04 transaction in DMO.

(3) Make no DJMS input on VIP, finance Soldiers, Soldiers assigned to finance units or on the PRA (see paragraph 3.a. thru 3.f.) unless specifically directed by the PCE Director.

(4) Make advance-type payments (Para 5.a.) to Soldiers when properly approved.

(5) Collect and send all documents received for separations of Soldiers who ETS/retire from your location to the Separations Section.

c. Separations Section (PCE, IFO, or BFO, as applicable). Make final separation payments to Soldiers who ETS/retire in Germany. Request to the Military Pay Special Review Office that Soldiers be temporarily lifted from PRA status prior to separation payments.

d. Chief, Military Pay Review Section (PCE, IFO, or BFO, as applicable).

(1) Receive and process all pay related documents pertaining to finance unit Soldiers using a unique Input Source Code. This also includes all debt related and collection transactions.

(2) Report unusual or suspicious pay documents to your local Director, Chief or Finance Officer or FMC Deputy Director.

(3) Remove the Soldiers who are in "T" status from the PRA listing upon request from the Separations Section so they can make final adjustments to the Soldier's account. Immediately put the Soldier back in PRA status once those transactions are complete.

f. FMC Policy Section.

(1) Maintain records of current rosters of assigned personnel for each reportable section and attestation statements for each reportable section. That is, separate rosters for PCE, IFO, BFO, 106th FMCO, KFOR and FMC staff.

(2) Upon major revisions of this policy memorandum, require new verification from all assigned personnel of attestation to understanding this policy within 30 days of publication. This is not a requirement for minor revisions. The FMC Director or Deputy Director will decide if revisions of this policy memorandum require new attestation statements.

7. Policy.

a. Payments to Financial Management Company (FMCO) finance personnel: all advance and LES-type payments to personnel assigned to the FMCO must be approved by the FMCO Commander. In the absence of the FMCO Commander, the payment must be approved by the Special Troops Battalion Commander or Executive Officer. The FMCO commander may delegate this authority, in writing, to the detachment commander. No further delegations are authorized.

b. Payments to Financial Management Center (FMC) personnel: all advance and LES-type payments to personnel assigned or attached to the FMC must be approved by the Deputy FMC Director, or the FMC Director.

c. Method of approval: The approval for payment must be documented in writing. Examples of how to document such approval are e-mail, memorandum for record (e.g., to document verbal approvals), or memorandum. Such approval must be made known to the respective travel sections, military pay sections, and disbursing sections. The objective is to prevent duplicate payment of the same entitlement or advance.

c. All SFC and above may self-approve their first, and first only, PCS advance pay.

d. Maintain and track appointment orders which will be made in writing and will include a statement that the appointed individual is a Departmental Accountable Official per DODFMR, volume 5, chapter 33, and may be held pecuniary liable for their actions.

8. Procedures.

a. Advance-type payments. Once the appropriate authority has approved the action:

(1) FMC personnel will forward all substantiating documents to the Military Pay Review Section for processing.

(2) FMCO personnel will forward all substantiating documents to the local Finance office or as directed by the PCE, IFO, BFO Director, for processing.

b. Separation Payments. All separation packets for PRA personnel will be made by the Separations Section. Finance Soldiers and other members on the PRA will remain on the PRA perpetually. The Separations Section will request the Military Pay Review Section to lift the PRA status just long enough for final separation adjustments to be made. Those members will then immediately be put back in PRA status.

c. LES-type Payments. Once the appropriate authority has approved the action; hand-carry, mail, or electronically send all substantiating documents to the Military Pay Review Section. When PCE coding personnel are not available the payment will be coded by a designated FMC Soldier on orders ICW paragraph 6a.

9. All Soldiers and civilians assigned or attached to units on the distribution list below will read and sign attesting that they have read and understand this policy. Leaders in each organization will have all military and civilians sign attestation statement (See Encl 1): "By signing below I confirm that I have read, understand, and will comply/enforce the provisions of 266th FMC Policy on Payments to VIP and Finance Personnel dated 26 September 2011." Leaders will make familiarity with this policy memorandum part of in-processing of newly assigned personnel. Quarterly, leaders will update rosters of assigned personnel with the FMC Policy Section and submit attestation statements to the FMC Policy Section. This quarterly requirement is the verification from those leaders (PCE, IFO and BFO Directors, FMCO Commander, KFOR Finance Officer and FMC Policy Chief - for FMC staff) that 100% of assigned personnel have attested to understanding this policy memorandum. Quarterly, each leader will submit a roster of assigned personnel indicating personnel newly assigned during the preceding quarter and verification documents for those newly assigned personnel. The FMC Policy Section is responsible for maintaining verification records for all finance personnel as described above, and in paragraph 6.f. of this policy memorandum. The Policy Section will verify that documents on hand from previous submissions and documents submitted for the current quarter match 100% with rosters of assigned personnel. The intent of this policy is not for each person to reread this policy memorandum each quarter and re-attest to understanding its provisions, but for each

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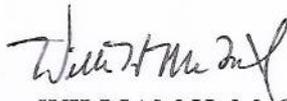
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leader to verify quarterly which subordinates have previously attested to understanding this policy and submit individual attestations of newly assigned personnel.

10. POC for this policy is the FMC Policy Section, DSN 483-6257/8216, commercial 0631-411-6257/8216.

First in Finance Support!

FOR THE COMMANDER:



WILLIAM H. McQUAIL
Deputy Director, FMC

2 Encls

1. Attestation Statement
2. PRA Coding, Verifying, and Uploading

DISTRIBUTION:

ALL FMC SOLDIERS

DIRECTOR, PCE

CHIEF, ITALY FINANCE OFFICE

CHIEF, BENELUX FINANCE OFFICE

CDR, KFOR FINANCE ATTACHMENT

CDR, 106th FMCO

CHIEF, INTERNAL CONTROL



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

Enclosure 1

AETS-FCZ

26 September 2011

MEMORANDUM FOR ALL CONCERNED

SUBJECT: PRA Coding, Verifying, and Uploading

1. In regards to Policy Letter 7, Payments to VIP and Finance Personnel, dated 26 September 2011, the following individuals are appointed as coders, verifiers, and up-loaders of all pay and debt-related transactions pertaining to VIP and finance Soldiers for the **Pay Center of Excellence (PCE)**:

a. Coding:

- (1) Last Name, First Name, MI
- (2) Last Name, First Name, MI

b. Verifying:

- (1) Last Name, First Name, MI
- (2) Last Name, First Name, MI

c. Uploading:

- (1) Last Name, First Name, MI
- (2) Last Name, First Name, MI

2. Point of contact is **Director, PCE at DSN 483-6682.**

JUAN LOMAX
Director, PCE

