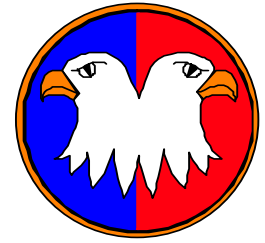


## ARMY RESERVE G-8

USAR Pay Management Div.  
8899 E. 56th St., Rm 135Z-1  
Indianapolis, IN 46249-1601

USARC\_G8\_Pay\_inquiry@  
usar.army.mil

# Reserve Pay Digest



## Inside this Issue

<i>Overlapping Duty Periods</i>	1
<i>Recording IDT for Points Only</i>	1
<i>Congressional Inquiries</i>	2
<i>Reserve Pay Refresher Training</i>	2
<i>New E-mail Address</i>	2
<i>Importance of the TL Number</i>	2
<i>Incapacitation Pay Claims</i>	3
<i>Saved Pay and O4E Pay</i>	3
<i>Changes to Procedures for Debt Remission</i>	4
<i>Change to TCS Policy</i>	4
<i>End of Stop Loss Special Pay</i>	4
<i>myPay Error Messages</i>	5
<i>Unit Commander's Pay Management Report</i>	5
<i>DFAS E-mail Addresses for Travel</i>	6
<i>Expanded LES History</i>	6
<i>Promotions</i>	6
<i>Farewell LTC Barfield-Hughes</i>	6
<i>Farewell COL Crespo</i>	7

Volume 7, Issue 3

May, 2011

## The 25-Meter Target

Each quarter, or thereabouts, we publish the Reserve Pay Digest in an effort to keep you abreast of changes to military pay policy and procedures affecting USAR Troop Program Unit (TPU) Soldiers.

We also point out areas that need additional emphasis. These are issues identified through training, unit reviews, analysis of inquiries and pay data or

trends observed by the USAR Pay Center (UPC).

When needed, we will feature an issue in the BLUF column that is having significant impact on Soldiers. In this Digest it is problems that occur when units report Inactive Duty Training (IDT) or short periods of active duty that overlap with an existing active duty period of 30 or more days.

## BLUF - Overlapping Duty Periods

We continue to see instances of units processing IDT in ADARS or active duty (AD) in RADARS for Soldiers who are currently on an active duty tour of 30 or more days.

When this happens, DJMS-RC rejects the IDT or AD period since the Soldier is already receiving AD pay. The UPC forwards the reject to the appropriate Regional Support Command (RSC) Finance Division with a suspense date

for resolution. The RSC attempts to contact the unit to determine if the IDT or AD input was erroneous. The UPC will terminate payment of the current active duty tour if the unit does not respond to the RSC by the suspense date. This can result in an interruption in pay and a debt for the Soldier. It is important that you respond timely to all queries from the RSCs concerning the status of your Soldiers.

## Recording Inactive Duty for Points Only

The Automated Drill Attendance Reporting System (ADARS) in the Regional Level Application System (RLAS) allows users to record IDT for points only (attendance code "N"). However, ADARS does not forward the information to update the Soldier's retirement

points in RPAS. To credit a Soldier for IDT for points only, you must submit the DA 1380 to HRC. Send DA 1380s for enlisted to HRCSEPOSEPAB@CONUS.ARMY.MIL and officers to HRCOFFICERPAB@CONUS.ARMY.MIL

### **Congressional Inquiries**

The USAR Pay Management Division (PMD) responds to all Congressional Inquiries (CIs) received by the USARC concerning payment of AR TPU Soldiers. The majority of these CIs relate to Basic Allowance for Housing, debts, and not receiving payment for inactive or active duty.

Year in and year out our analysis shows that over 90% of these inquiries would have been eliminated had the unit con-

tacted their pay chain of command (RSC Finance Division or O&F G8) for assistance. In most cases, the Soldier sought assistance from his or her unit but the issue never went any further.

Commands tasked with CIs are responsible to respond by memorandum to the PMD POC by the CI's suspense date. We will appreciate your effort's in meeting these suspense dates.

### **Reserve Pay Refresher Training**

The Secretary of the Army has reserved the authority to approve all conferences, symposiums, training seminars, etc. conducted by Army organizations. Effective 1 June 2011, all Reserve Pay Refresher training is on hold pend-

ing guidance from the Army Reserve (AR) Staff Judge Advocate. The June refresher training in Scottsdale AZ is cancelled. We will publish a new schedule of refresher training events once we know the way ahead.



### **New E-mail Address**

The e-mail address for submitting requests for Leave and Earnings Statements (LES), and requests for waiver, remission or proration of debts changed

to [USARC\\_ARDebtMgt@usar.army.mil](mailto:USARC_ARDebtMgt@usar.army.mil). Please discontinue use of the [CIN-ARLiaison@DFAS.mil](mailto:CIN-ARLiaison@DFAS.mil) email address immediately.

### **Importance of the Transmittal Letter (TL) Number**

The TL number is entered on the USAR Form 26-R by the unit pay administrator. The TL number is a combination of the unit's payroll number (three characters ) and a sequence number (three characters ). Sequence numbers range from "001" through "999". When sequence number 999 is reached, start over with 001.

The TL number is used to track documents submitted to the UPC for processing. Failure to enter the TL number properly can make it difficult to determine the status of documents once they reach the UPC.

Download this Digest from the PMD [Intranet site](https://usarcintra/g8/dcs_g8_ResPayHome.htm), [https://usarcintra/g8/dcs\\_g8\\_ResPayHome.htm](https://usarcintra/g8/dcs_g8_ResPayHome.htm) or the [Army Reserve web site](http://www.usar.army.mil/arweb/soldiers/pay/Pages/default.aspx), <http://www.usar.army.mil/arweb/soldiers/pay/Pages/default.aspx>



## Incapacitation Pay Claims

DA Pam 135-381 outlines the process for completing and submitting INCAP claims. There are two types of Incapacitation Pay:

Tier I - Unfit to perform military duties as a result of injury, illness or disease caused by military service

Tier II - Fit to perform military duty, but unable to perform their civilian jobs and can demonstrate a loss of civilian earned income.

Units initiate claims for Incapacitation Pay through their chain of command. Claims for 1-180 days are submitted to the UPC for payment by the RSC Human Resources Office (HRO). Claims over 180 days are submitted by AR GI.

Units cannot submit claims to the UPC for processing.

All claims must include a completed DA form 7574, (Incapacitation Pay Monthly Claim Form), DA 7574-1, (Military Physician's Statement of Soldier's Incapacitation/Fitness for duty) and the Authorization for Payment Memorandum signed by the RSC HRO or AR GI.

Soldiers cannot participate in any IDT or AD during the Incapacitation Pay period. Check to ensure the Soldier's Master Military Pay Account (MMPA) does not have any IDT and or AD posted during the incapacitation period before submitting the claim. You must collect any duty paid before the Soldier can receive Incapacitation Pay.

## Saved Pay and O4E Pay

Entitlement to Saved Pay occurs when an enlisted Soldier accepts an appointment as a warrant or commissioned officer, or a warrant officer accepts an appointment as a commissioned officer, and the new rate of pay is less than the old rate of pay. Entitlement to Saved Pay continues until the officer attains a rate of pay that equals or exceeds the previous enlisted or warrant officer rate of pay.

Saved Pay is not automatic. Units must initiate a request for Saved pay after each IDT or Active Duty period.

Officers with over 4 years active enlisted or warrant officer service or more than 1460 enlisted or warrant officer retirement points are entitled to a higher rate of pay until reaching the rank of MAJ. Units must update the O4E indicator on the officer's Master Military Pay Account to trigger the higher rate of pay. Submit USAR Form 22-R with document(s) that substantiate the prior enlisted service. The UPC will make adjustments for any previous inactive or active duty periods. Reference: paragraph 3-22, USAR Pamphlet 37-1.

### ***Changes to Procedures for Debt Remission***

Requests for remission of a military pay debt require a memorandum validating, among other things, the facts of the request and recommending approval or disapproval of the request. A recent change requires that the memorandum be from a commander with special courts martial authority, normally a field grade officer. Memorandums signed by company level commanders will be accepted, but the request for remission cannot be submitted to HRC without a

memorandum from a commander with special courts martial authority.

Commanders can now request suspension of a Soldier's debt collection pending disposition of his/her request for remission. Commanders should include this request within their memorandum. See paragraph 6-8, USAR Pam 37-1, for more information on processing requests for remission of military pay debts.

---

### ***Change to TCS Policy***

Effective 1 Jun 11, Soldiers are not authorized the option of receiving Contingency Operation Flat Rate Per Diem (TCS-55%) for voluntary Overseas Contingency Operations (OCO) duty of more than 180 days outside a designated combat zone or hazardous duty area. Soldiers performing this type of duty will receive PCS travel and transportation allowances.

and Retiree Recall Soldiers on voluntary duty in support of OCO for 180 or fewer days outside a designated combat zone or hazardous duty area

See ASA (M&RA) memorandum dated 21 Mar 11, subject, Policy for Reserve Component (RC) Soldiers Serving on Active Duty in Excess of 180 Days for more information.

TDY travel and transportation allowances are authorized for RC Soldiers

---

### ***End of Stop Loss Special Pay***

ALARACT 168/2011 announced the end of Stop Loss Special Pay (SLSP) effective 30 Jun 11. This includes Soldiers receiving SLSP who are past their contractual separation date and subse-

quently assigned or attached to a Warrior Transition Unit. Termination of SLSP does not affect entitlement to Retroactive Stop Loss Special Pay.





[https://  
mypay.dfas.mil/  
mypay.aspx](https://mypay.dfas.mil/mypay.aspx)

## myPay Error Messages

DJMS-RC is now producing SMART-DOCS messages for certain myPay transactions that reject in DJMS-RC. These transactions are:

- Street Address Line Update
- City/State Address Line Update
- Country Information Update
- FITW Withholding Data
- Direct Deposit Change
- TSP Member Personnel Data
- TSP Additional Contributions Election
- TSP Street Address Line Update
- TSP City/State Address Line
- TSP Zip Address Line Update

Rejects for these transactions will produce one of the following SMART-DOCS messages to alert Soldiers of problems with their myPay actions:

- Address Information Invalid
- Tax Information Incorrect
- Invalid RTN or Bank Information
- TSP Base Pay Contribution Election Invalid
- TSP for Special Pay/Incentive Pay/Bonus Contribution Election Invalid
- TSP Address Information Invalid

Soldiers should use myPay to correct problems noted in SMARTDOCS emails.

## Unit Commander's Pay Management Report

Appendix I of USAR Pam 37-1 requires review of the Unit Commander's Pay Management Report (UCPMR) immediately upon the report's availability in RLAS.

Unit Pay Administrators (UPAs) should refer to guidance in Appendix I, USAR Pam 37-1 when reviewing the report. Annotate any discrepancies and corrective actions taken on the report, the unit commander must ensure that the UPA took appropriate actions. USAR Pam 37-1 does not require the Commander's signature on the UCPMR. However, a revision of USAR Pam 37-1 is currently in final edit and adds the requirement for the commander's signature.

Some users may experience problems opening .pdf reports in RLAS. If this occurs, contact the RLAS Help Desk

and request the update for the RM reports module.

We continue to experience problems in receiving pay reports from DFAS for some units. Units who cannot obtain their UCPMR through RLAS should contact their RSC or O&F Command Pay Manager (CPM) for a copy. CPMs can access the UCPMR as well as the UH022-2405 (Master Military Pay Account) reports via Report.Web.

All RSC and O&F CPMs should have access to Report.Web. To request access, complete [DD Form 2875](#) and email it to

[USARC\\_ARDebtMgt@usar.army.mil](mailto:USARC_ARDebtMgt@usar.army.mil).

A Report.Web users guide is available at [https://usarcintra/dcscompt.www/SOTeam/SOTeam-C/New%20Web/Reserve%20Pay/dcs\\_g8\\_Ref.htm](https://usarcintra/dcscompt.www/SOTeam/SOTeam-C/New%20Web/Reserve%20Pay/dcs_g8_Ref.htm). Please note that Report.Web is only for use by RSC and O&F personnel.

### DFAS Email Addresses for Travel

The DFAS-Indianapolis Reserve Travel Support Cell has separated email addresses for normal Reserve travel and OCO travel.

If you are traveling on OCO orders overseas, you should submit your travel voucher to [contingency\\_travel@dfas.mil](mailto:contingency_travel@dfas.mil).

If you are traveling on USAR orders (AT, ADT, ADOS-RC, IDT) you should submit your travel voucher to [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil).

Travel claims for all CONUS OCO travel orders are processed in the Defense Travel System (DTS).



### Expanded LES History

DJMS-RC was updated to allow users to retrieve LESs for the current plus 12 previous months for a Reserve Component Soldier. Previously, DJMS-RC only provided 3 months of LES history.

DFAS plans to provide this same capability in myPay sometime in July 2011.

### Promotions

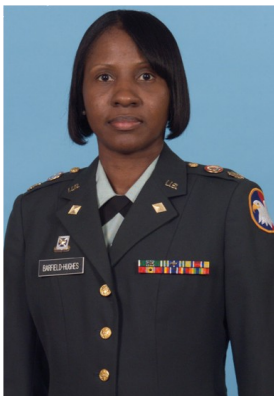


Congratulations to the following Financial Management NCOs on their selection for promotion to SFC.

- SSG(P) Ziomara Cruz
- SSG(P) Jordan Gort

- SSG(P) Sammy Gray
- SSG(P) Gayle Kueber
- SSG(P) Brandon McCullum
- SSG(P) Angela Stevens
- SSG(P) Vaifafo Tagoilelagi
- SSG(P) Latonya Terry-Matthews
- SSG(P) Adrenna Wade

### Farewell LTC Barfield-Hughes

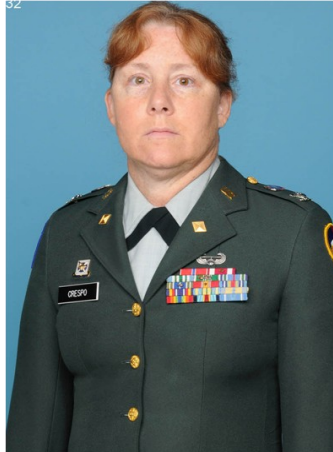


The USAR Pay Management Division bids farewell to LTC Paula Barfield-Hughes. LTC Barfield-Hughes was assigned to the PMD in Jun 2006 as the RC Systems Officer for the AR Liaison Activity in Indianapolis, IN. She later became the chief of the Liaison Activity. During her tenure, she worked closely with DFAS, USAFMCOM and NGB on issues affecting payment of USAR TPU Soldiers.

LTC Barfield-Hughes' new assignment is to the OCAR Directorate for Resource Management.



## ***Farewell Colonel Crespo***



The USAR Pay Management Division bids farewell to COL Kellie Crespo, former Director, G-8, US Army Reserve Command, as she transitions to retired life. COL Crespo served as both the Deputy Director, G-8 and Director, G-8 as well as Chief, USAR Pay Management Division. As a finance officer, COL Crespo was deeply committed to ensuring the best possible pay support for AR TPU Soldiers and effective use of AR funds.

---

## ***Send Your Ideas to Us***

Please send any topics you would like addressed in the Reserve Pay Digest to [USARC\\_G8\\_Pay\\_inquiry@usar.army.mil](mailto:USARC_G8_Pay_inquiry@usar.army.mil).