



Defense Military Pay Office (DMPO)

Fort Riley

Newsletter—April 2016



DMPO Fort Riley Mission Statement

To deliver and administer superior financial services in an efficient, effective and timely manner for Ft. Riley Soldiers and their families while setting the standards in customer service as leaders throughout all of DFAS.

Hours of Operations

Mon—Fri: 0730 -1200
1300 -1500

Closed – Mandatory Training

Bldg 210: Separations -
Tue: 1230 - 1600

In/Out Processing -
Wed: 1230 - 1600

Bldg 212: Main Finance -
Thru: 1230 - 1600

CLOSED:

Holiday's & Garrison RDO's

S-1 Certification Course

Held every THRID Thursday of the month in building 210 from 0900—1200

In-Out Processing

Reporting Soldiers **must** Contact 1st Replacement Company before attending the *In-Brief*. You **must** bring 2 copies of your orders & leave form (DA 31).

Departing Soldiers **must** attend *Out-Brief*. You **must** bring 2 copies of your orders, amendment(s) & approved leave form.

Downrange Pay Entitlements

Soldiers returning from deployment—with their Unit or Individually—**must** process through the **SRP** site in order for downrange pay entitlements to stop. Failure to visit the SRP **will result** in an **overpayment** of downrange pay entitlements and **collection from pay**. In March, **14 Soldiers** failed to process through the SRP to stop downrange entitlements.

510 Pay Inquires for March

BAH—43% Meal Deductions—8% Rank Adjustments—8%

Unit Commander's and S-1 personnel, **anytime** a soldier's dependency status changes so too does their entitlement to BAH and BAS—Deductible meal rate. **32 Soldiers** got married who **still had** meal deductions from their pay. We had **6 Soldiers** divorce with **no** change to meal deductions.

Timeliness is critical to pay accounts. Turn-in Pay documents between 0730—1030. Please submit documents to DMPO Finance in a timely manner to ensure ALL Soldier Pay Accounts are updated on-time.

Retiring Soon?

Take time to LOGIN to MYPAY before your effective retirement date. Once retired, you will no longer have CAC access to view/print your LES, W2, etc.

Unit Commander's Finance Report (UCFR)

Self Registration visit: <https://www.milsuite.mil/book/docs/DOC-165835>
UCFR Training visit: <https://www.milsuite.mil/book/docs/DOC-165340>

Unit Commander's are **required** to review & annotate updates, changes, corrections, additions, or deletions of personnel & finance information. Units **must** return the UCFR to **DMPO NLT 10th day of each month**.

Interactive Customer Satisfaction (ICE)

The ICE survey is your way of providing valuable feedback to the DMPO Director. You are highly encouraged to self-identify, and by expressing your concerns with DMPO products, services or customer-care allows the DMPO and departmental personnel to improve upon our products and services. Visit: http://ice.disa.mil/index.cfm?fa=site&site_id=17

DMPO Web Address

DMPO Ft. Riley website can be located via: <http://www.riley.army.mil/Units/Partners/Defense-Military-Pay-Office/>