

2015

November

SPECIAL POINT OF INTEREST

FOR UCFR INFORMATION SEE BOTTOM OF THE PAGE

Monday, 30 November = FLPB Availability for this Month

Thursday, 10 December = FLPB Return Suspense

Thursday, 19 November, 0900-1200 = S-1 Certification Course



Inside This Issue of DMPO Newsletter

|                     |       |
|---------------------|-------|
| Points of Interest  | 1     |
| PAC Procedures      |       |
| UCFR                |       |
| FLPB Report         | 2     |
| Special Actions/DM  |       |
| GTCC                |       |
| IN/OUT Processing   | 3     |
| Travel              |       |
| Separations         | 4     |
| Review Section      |       |
| Wounded Warrior     | 5     |
| ICE                 |       |
| Social Media        |       |
| Internal Control    | 6     |
| Did You Know        |       |
| Director's Corner   |       |
| DTS                 | 7     |
| More on UCFR        |       |
| DFAS Info2Go        | 8     |
| Reserve Pay         | 9     |
| Special Recognition |       |
| SRP                 | 10    |
| Processing          |       |
| Mil Pay Ops         |       |
| Phishing Scams      | 11-13 |
| FYI/Articles        | 14    |
| Phone Directory     | 15    |

Offered at Bldg 210, Room 7 \*\*\* Location is subject to change due to availability.

Thursday, 5 November = Mid-Month Cut-off

Monday, 23 November = End of Month Cut-off

Operating Hours: Monday thru Friday

BLDG 210 0730-1500 hours

BLDG 212 0730-1200 hours and 1300-1500 hours

EXCEPTION: Wednesdays open at 0830 hours

Wed, 11 Nov = Finance CLOSED for Federal Holiday

Fri, 13 Nov = Finance CLOSED for Garrison RDO

Mon, 23 Nov, 1200 to 1500 = Finance CLOSED for End of Month Processing

Thur, 26 Nov = Finance CLOSED for Federal Holiday

Fri, 27 Nov = Finance CLOSED for Garrison RDO



PAC PROCEDURES

Pay document turn-in hours: 0730-1030 in Bldg 212.

There will be no turn-in after 1030.

All documents must be listed on a Unit Transmittal Letter (UTL) as the cover sheet with service member's last name and last four must be listed.

The S-1 must remain with the processing technician until all documents have been reviewed. All pay inquires will be given to Customer Service. Change of status, debt issues, Art. 15's and bonuses go to Special Actions/Debt Management. Reminder, pick-up Distribution when submitting documents.

Thu, 19 November, 0900-1200, Bldg 210, Room 7 = S-1 Certification Course (could change). All S-1 personnel are required to attend before they are allowed to pick-up or turn-in Pay Documents. The S-1 must show proof of attendance when requested by DMPO Staff. Also, we highly recommend all OICs and NCOICs to attend.

Per AR 600-8-10 the original DA Form 31 must be submitted to Finance within 3 business days after ordinary leave is completed.

After documents have been accepted by Finance, no copies will be made by S-1 personnel.

UNIT COMMANDER'S FINANCE REPORT

\*\*\*\*\*UCFR Reports are MANDATORY for all units.\*\*\*\*\*

Download Date: An e-mail will be sent to persons who have self registered that the 11/2015 UCFR is ready. Return/Suspense Date: 10 December 2015 (This will be accomplished electronically)

Please see Page 7 for more information on the Web-Based UCFR and Self Registration.

## FOREIGN LANGUAGE PROFICIENCY BONUS REPORT

### FLPB Reports pick-up and returns are **MANDATORY** for all units.

Pick-up Date: Monday, 30 November 2015, will be available in the Unit Distro in Processing Section.

Drop-off Due date: NLT COB Thursday, 10 December 2015, between **0730-1430** hours.

Place: Bldg 212, Finance Office - Debt Management/Special Actions Section

POC: 785-239-6250, Mr. Rich Canzano

\*Unit Commanders, **ensure** you have orders on file for each person receiving FLPB and that language orders match the language in the report.

All reports must be signed and have a commander's printed signature block.

Commanders are required to validate/certify the report by the established suspense date. FLPB will be stopped current month if the *suspense date is not met and orders and DA 330 are not on file with this office*. This report will show Soldiers currently receiving FLPB entitlement. Each report must have the following statement when returned back to the DMPO/Finance Office: **"I CERTIFY THAT I HAVE REVIEWED THE FOREIGN LANGUAGE PROFICIENCY BONUS REPORT. THE INFORMATION IS CORRECT OR HAS BEEN CORRECTED ON THIS REPORT"**.

### ATTENTION!

NEW Language list for FLPB effective 1 June 2015.

<https://www.hrc.army.mil/tagd/foreign%20language%20proficiency%20bonus%20flpb>

## DEBT MANAGEMENT/SPECIAL ACTIONS

**Debts: Interest, Penalties, and Administrative Costs per DODFMR Volume 7A, Chapter 50: Current interest rate has changed as of 1 July 2015 to 2.375% (.02375). This rate will cover from 1 Jul 2015 to 31 Dec 2015. The previous rate, for the period Jan 1, 2015 through Jun 30, 2015 was 2.125% (.02125).**

**With respect to collections other than routine adjustments, the Secretary of the Military Department concerned (or designee) shall charge a minimum annual rate of interest on an outstanding debt to the United States that is equal to the average investment rate for the Treasury tax and loan accounts for the 12-month period ending on September 30 of each year, rounded to the nearest whole percentage point.**

### *ENLISTMENT BONUS*

*S-1 must submit all Bonus Packets to Finance.*

### RE-ENLISTMENT BONUS

See your Career Counselor,

Re-enlistment Bonuses are put into the system by the Retention Office.



## Mandatory Use of GTCC for PCS Expense

Department of the Army issued a memorandum dated 25 July 2014 directing that all personnel with an individually billed account (IBA) to GTCC for all relocation expenses on a PCS effective immediately. Upon notification of PCS, individuals who possess an IBA will contact their local unit travel charge card APC to register into the PCS program. The only exclusions to this mandatory use of GTCC are Accession and Separations PCS moves. The purpose of this change is to eliminate the need to apply for an advance of travel entitlements. For official memorandum copy, please visit:

<http://asafm.army.mil/Documents/OfficeDocuments/FinancialOps/Guidances/tc/memos/mgtcc-pcse.pdf>

## IN/OUT-PROCESSING

### In-Processing Brief:

**Time:** 0930 Mon, Tue, Thur, Fri. (It is recommended that you arrive 15 minutes prior to the briefings)

**Place:** Check with 1st Replacements Cadre for the current schedule.  
No Briefing on Federal and Training Holidays

Must have all Orders, Amendments, any DD 1610's, and DA 31(s).

### Out Processing Brief:

**Time:** 1300 Daily

**Place:** Bldg 210, Back Classroom

Place subject to change, check with IOP counter.

**Required by ALL Soldiers who are Departing Fort Riley prior to Final Out-Processing date on Clearance Document**

**Must have a signed/approved DA 31, Orders and Amendments.**

**TSP address can be changed in my Pay when you PCS.**



*On the road again...*

**No Briefings on Federal and Training Holidays.**

## TRAVEL PAY

Must obtain an "itemized receipt" to include hotel name, address, phone number, price per night, and days stayed if booking online for PCS reimbursement. "Lost receipt" statements will not substitute for an online booking hotel receipt.

### Separating or PCSing??

Smart Voucher makes it easy to complete your Travel Voucher. Go to <https://smartvoucher.dfas.mil>

## Travel Voucher Direct

### Overview

Travel Voucher Direct is for customers to upload their travel claims on a secure website. Vouchers and supporting documents are sent directly into the Travel Pay process.

### Goal

Provide a secure means for online submission of travel voucher and supporting documents. Prior to this, one common method customers used was email, often unencrypted emails containing PII.

### Eligible Customers

Active Duty Army, Civilian DoD employees not using DTS, Army Reserve/National Guard Contingency Travel, DLA, DCMA, DCAA, Military on Permanent Change of Station (PCS), Navy Travel Pay Customers Secretary Defense Travel Office, Wounded in Action/Casualty Travel Customers

### Instructions

1. First, the user is prompted to "agree to DoD Consent" display. The user must click 'Agree' to use the form.
2. The first page is the Frequently Asked Questions (FAQ) page. The FAQs give instructions for using the form for each customer type. To submit a voucher, the user clicks on 'Submit a Ticket' in the upper left corner of the page.
3. The second page is a list of subcategories. The user chooses the subcategory that best describes the type of travel they performed.
4. The third page is the form where the travel claim gets uploaded. The user enters their name and their email address. The 'additional email' field is an option, but as the webpage states it will only get the receipt notification message. After that, TPS sends notifications to only the main email address. If additional email addresses are entered, an automated response explains that the user will receive notifications only to the main email address entered.

The 'Question' field must have text entered for the form to process. User can enter a question or "none." To upload travel claim the user must click the 'Attach Files' button, then browse for the file on their computer that contains their voucher. Users can upload up to 3 files, no larger than 5MB each. To send the claim, users must click the 'Submit' button.

## SEPARATING FROM THE MILITARY

A Soldier is required to attend an Exit Brief to ETS or to Retire.

**Exit Brief:** 0900, Tuesdays in building 210, back classroom.

**Retiring Soldiers:** TBA, from 0730 - 1130 hours at BLDG 210, back classrooms .

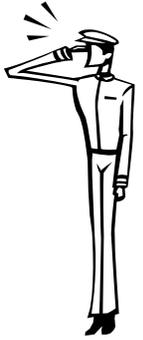
**Every soldier leaving the military will also *clear* Finance or  
No-Final-Pay-Due .**

**Review and change your TSP address on myPay 30 days prior to Separation.**

Call 239-2525 with any clarifications or questions.

Regular pay is suspended (during the month of separation) to ensure that no overpayment exists. After the member's Date of Separation (DOS), the servicing Finance office will have a payment sent to the member's bank account using the EFT process. From DOS through the next 20 days, the member's pay account will be monitored and additional pay action will be made for the final pay computation as required. Post-separation pay audits are conducted regularly and may identify residual payments that are due to the member. If this occurs, a payment is sent to the member's bank account using the EFT process. The Member's W-2 will be sent to the address that is listed in the Military Pay System. **If the Member does not clear the installation properly, they may not receive their W-2 due to no address on file.**

*More on Out of Service  
Debt -  
Page 8*



**\*\*\* Article 15 or Court Martial Reduction and Forfeiture of Pay \*\*\***

**Documents must be turned into Finance in a *timely manner* to prevent NO-PAY DUE TO THE SOLDIER by getting the Forfeiture deducted from the Soldier's pay.**

**\*\*\* This is specially important for Separating Soldiers \*\*\***

### REVIEW SECTION

Any questions concerning these reports can be directed to Ms. Miller or Ms. Glenn at 239-6251, Bldg 212, Rm 209.

**The Annual Entitlement Report will be ran every month. Each month will have a different entitlement to focus on, for example, for the month of May the report was for HDP-L and for the month June it is SDAP. Commanders will need to review the report and sign the report, a signature block will have to accompany the signature. The report must be returned to the DMPO's Review Section as soon as possible. Any changes or corrections must be annotated on the report and accompanied with supporting documentation for the actions requested.**

This is an Annual Review required by AR 11-37 for each Soldier's entitlements and should not be confused with the UCFR or FLPB Report. Each Unit must complete a 100% verification of these entitlements, signed by the Unit Commander.

**The following units have not returned their Annual Entitlement Reports:**

**MEDDAC, 1st INF Band, 1st AVN REGT, USA MSE, 1/7th FA, 1/5th FA (D Co.), 3/66th AR (B Co. & J Co.), HHC 1st BDE, 1/63rd AR, 1-18th IN (HHC), HHC 2nd BDE, 2nd BSTB (C Co. & HHC Co.), 4/4th CAV, 1-16th INF, 5/4th CAV, HQ 230th FI, 101st FSB, and 774th ORD**

**ATTENTION S-1 STAFF:** Review/Audit your Meal Card Log to ensure that those who are in the barracks have Meal Deductions on their LES and those who are married (not in the barracks) do not have meal deductions. This can be accomplished via the UCFR or simply by verifying that for every entry into the meal card log they have a corresponding 4187. We are still finding many accounts that are married but the meal deduction has not stopped.

## WOUNDED WARRIORS



If your unit has a soldier who returns to the unit from downrange after being MEDEVAC'd out of the zone, then sent to Walter Reed, Ft. Sam Houston, Ft Hood, or any other medical facility, and **is not assigned to the WTB**, they are no longer entitled to their downrange entitlements. This includes soldiers who came home on R&R and did not return due to illness.

**All MEDEVAC'd Soldiers that are not assigned to the WTB should file their Travel Voucher at the DMPO WIA Office in Building 212.**

*The Unit cannot submit Wounded Warrior vouchers.*

**If your unit has a soldier who is released from theater, and for whatever reason cannot go to the SRP site, the unit must provide the release information as soon as possible to finance to avoid overpayments of entitlements.**

Contact 239-6138 ASAP to stop their on-going entitlements.

## ICE (Interactive Customer Satisfaction) We Are Listening

ICE surveys are not always a favorite and can often be cause for concern. It can be hard to hear criticism when we do our best to service our customers. While no one likes receiving negative feedback, ICE surveys are in fact an indispensable tool for the Defense Finance and Accounting Service (DFAS) to not only "hear", but to "listen" to what our customers are saying about us, and to "improve".

DFAS is able to learn a lot from ICE surveys. They give the Defense Military Pay Offices (DMPOs) the opportunity to hear our customer's feedback (critical or positive) about our products, services and customer service. The DMPOs will use this feedback to identify emerging trends, areas in need of improvement, and areas of excellence and capitalize on those areas to ultimately provide better customer service. ICE surveys are not just beneficial to the DMPOs, they also benefit our customers in a variety of ways.

After your next visit to the Defense Military Pay Office, take a few minutes to let us know how we are doing by following the link: [https://ice.disa.mil/index.cfm?fa=card&site\\_id=614&service\\_provider\\_id=115982](https://ice.disa.mil/index.cfm?fa=card&site_id=614&service_provider_id=115982)

**"The people who work for DFAS  
aren't just there for a pay  
check..."**

- Garrett Anderson

## Social Media

Check us out on Facebook:

<https://www.facebook.com/DefenseFinanceandAccountingService>

## INTERNAL CONTROL

Current and past copies of the DMPO Newsletter can be found on Ft. Riley's website at <http://www.riley.army.mil/Units/Partners/DefenseMilitaryPayOffice.aspx>

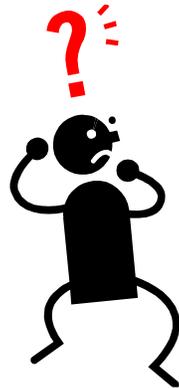
Hard copies can also be found at Finance Customer Service bldg 212 and Finance In/Out Processing area in Bldg 210. Please feel free to pick up a copy when you visit.

**BEWARE—Email Scam:** The DoD is aware of an online scam that improperly uses official DoD and Other US Government seals, to include those of U.S. Cyber Command and the Defense Cyber Crime Center, to scam innocent persons.

DoD is in no way affiliated with any online messages designed to appear as official correspondence requesting payment of a 'fine' to unlock a personal device. **DO NOT OPEN - DELETE IMMEDIATELY** any suspicious looking email. For any Ft Riley systems affected by this scam please notify the NEC. An official Situational Awareness Report (SAR) has been published on this Email Scam. SAR 2012-359 - "Email Scam Impersonating US Government Agencies

### DID YOU KNOW

Regular pay is suspended during the month of separation to ensure that no overpayment exists. On the member's Date of Separation (DOS), the servicing finance office will have a payment sent to the member's bank account using the EFT process. From DOS through the next 20 days, the member's pay account will be monitored and additional pay action will be made for the final pay computation as required. Post separation pay audits are conducted regularly and may identify residual payments that are due to the member.



### DIRECTOR'S CORNER

I would like to welcome the new DMPO Director, Jerry Roush. Jerry started his new position on the 2nd of November. Mr. Roush comes to us from the Navy and Coast Guard. Jerry has an "Open Door" policy, so if you are in the building, please stop by and introduce yourself.

Jerry L. Roush  
Director, DMPO 239-6198

Regina K. Geiger  
Deputy Director, DMPO 239-6244



## LETS TALK DTS....



**Defense Travel System**  
A New Era of Government Travel

Fort Riley DMPO has had an increase of DTS inquiries. Although we are always happy to help our customers, DTS is one area we have no control over nor do we have access. Unfortunately, the Fort Riley DMPO has no DTS representative or LDTA. We have been informed by our customers that they are being referred to the local DMPO by the customer service line at DFAS Rome and we are currently working on correcting this issue as customers should not be referred to our office for DTS inquiries.

What we can do is refer you to the appropriate S-3 shop, Unit DTS Operator, or the G8 Office at Fort Riley. If you do not know who's your Unit DTS Operator, you may contact the Customer Service desk at (785) 239- 6189 or 6188 and the technician may be able to refer you to the correct person. The DTS personnel at the local G8 office are Mr. Starling at (785) 239-2858 and Mr. Vancleave at (785) 239-2163.



## WEB-BASED UNIT COMMANDER'S FINANCE REPORT (UCFR)

Please visit S1Net in order to access new and up to date information on the new online version of the Unit Commander's Finance Report. The UCFR application is a web-based certification and correction submission application. It is designed to allow the Unit Commanders to easily and quickly assess the status and correctness of a Soldier's pay and allowances and to digitally certify this assessment. The UCFR application also allows for the attachment of supporting documentation and submission of certified UCFRs and documentation to the Defense Military Pay Office (DMPO). S1Net can be accessed through <https://www.milsuite.mil>, you must register for access to this site and in order to acquire access to milSuite.

For Self Registration to the UCFR Site please visit: <https://www.milsuite.mil/book/docs/DOC-165835>

For UCFR Training Tools please visit: <https://www.milsuite.mil/book/docs/DOC-165340>

## 'DFAS Info2Go' app available in the Apple App Store and the Android Market

The Defense Finance and Accounting Service (DFAS) 'Info2go' app gives quick referral to financial and pay information to iOS and Android users. It allows users to quickly find answers to frequently asked questions, check a travel pay claim status, calculate Basic Housing Allowance and more via their mobile device's web browser. The **Info2go** app is the only DFAS authorized app available to iOS and Android users. **Info2go** is the only DFAS approved app currently available.



“We know there are a number of third-party apps being advertised offering to connect to DFAS on our customer's behalf to access their myPay accounts. These apps are not sponsored by the Department of Defense (DOD) or DFAS. They present a serious risk of compromising account information and could lead to a theft of funds,” he said. “Using these third-party apps places you at greater risk for compromise of your *myPay* account information.”

Using **Info2Go**, users are able to quickly get copies of important forms, find information about the Thrift Savings plan and send DFAS a question in a secure environment. Army users can locate nearby Defense Military Pay Offices for assistance with pay-related issues.

The DFAS app was developed by DFAS and the U.S. Army's Technology Integration Team/Sustainment Center of Excellence (SCoE) Mobile Team as a customer service tool for all DFAS military customers.



The Defense Finance and Accounting Service Info2Go App is your mobile resource to:

- Access myPay features
- Search for a DMPO near you
- View Military Pay Tables
- Learn how to pay a debt
- Submit a pay inquiry
- Access pay calculators
- View W-2 information
- Learn more about DFAS

Download it now!



You can now view, save, and print 2 years of previous LESs on myPay.

Visit myPay at <https://mypay.dfas.mil/mypay.aspx>



### RESERVE PAY

The Reserve Traveler, an online newsletter for Reservists, is on [www.dfas.mil](http://www.dfas.mil). Read advice use of the Defense Travel System (DTS) and/or getting manually prepared travel claims paid accurately and on time. Find out the latest on travel policy, guidance and instruction. Filling out the DD 1351-2 can be confusing; this newsletter is intended to provide relevant information to make the process easier.

Please see the attached link to the latest version of the Reserve traveler Newsletter. Please aid us in disseminating this message as you deem appropriate to aid Reserve travelers in preparing and receiving accurately and timely travel reimbursements.

<http://www.dfas.mil/dfas/militarymembers/travelpay/armyresngtdy/newsletter.html>

13 Months of Reserve/Guard LESs Now Available on <https://mypay.dfas.mil/mypay.aspx>  
TSP problems that impacts some Reserve Members: <https://mypay.dfas.mil/mypay.aspx>

### SPECIAL RECOGNITION

The Finance Office recognized the following for September 2015:

**Employee of the Month:**

Janett Melendez of In/Out Processing Section

**Employee With The Lowest Error Rate:**

Sandra Williams of Reserve Pay Section

**Coders With The Most Transactions:**

- TOP DOG: Rebecca Christy
- 1st Runner Up: Jessica Bobbett
- 2nd Runner Up: Janett Melendez
- 3rd Runner Up: Darla Cobb



**DMPO Employees Dress Up for Halloween!**  
From left to right: Monique Wiedemann, Rebecca Christy, and Judy Hinshaw

*Thank you all for all you do for the soldiers we service.*

## SOLDIER READINESS PROCESSING (SRP)



Soldiers, **bring a pen and a hard surface** to write on when visiting the SRP Site. When completing Deployment SRP, **bring your Eagle Cash Card** issued by the Fort Riley Finance Office to possibly speed up the process.

**All Soldiers that return from Deployment, whether with the Unit, or individually, must process through the SRP to ensure all Downrange Entitlements stop. Example: Soldier comes home on R&R, becomes ill and does not return Downrange, he/she must process through the SRP immediately.**

**Call 785-240-2186**, for Eagle Cash Card (ECC) such as update or new card issue due to new bank information, expired, lost, reset PIN, etc. to assure staff is available at BLDG 229-Polk Hall, Main Post, Finance Section of SRP. **ECC is only available at SRP.**

### Redeploying without your unit?

When soldiers return from deployment prior to entire unit returning, please contact Finance so that we may stop downrange entitlements to avoid debt issues at a later date

**The Eagle Cash Card Kiosk is no longer available at the SRP sites.**

**The Kiosk is available downrange only.**

## PROCESSING

**1/63rd AR, 1st AVN REGT, USA MSE, 1/7th FA, 41st ENG, 1st BSTB, and 526th QUARTERMASTER**



- **Units that have not picked-up Distribution in two or more weeks:**

- **S-1 Personnel, bring your S-1 Certification card** to show the Military Pay technicians.

- **Submit a Commander's Memo with names** allowed to pick up and/or to submit: Pay documents, Distro, and/or UCFRs.

- **Provide new Assumption of Commands for New Commanders**  
DA Form 31's: Signature blocks are required in blocks 13 thru 16; Signature Authority Memo must be submitted if someone other than the CMDR signs documents.



## MILITARY PAY OPERATIONS

**OFFICE POLICY CHANGES** - \*THE DMPO HAS REVOKED THE POLICY WHERE E-5 AND BELOW REQUIRE ESCORT OF E-6 AND ABOVE AT CUSTOMER SERVICE \*

## Phishing Threat for Personally Identifiable Information (PII)

Beware!...A letter is making the rounds purporting to be from DFAS asking military member's fiancées to register in "DFAS system" entitling them to benefits in the event of the member's death. All for only a \$350 fee. Bottom line, save your money. It's not true, it's not a DFAS letter, it's a scam. Please let your fellow Soldiers, Sailors, Airmen, Marines and Families know the score. The letter is a typical scam phishers use to try and obtain your personal information and, in this case, money.

If you examine it, you will see that it is obviously not legitimate, but if someone isn't paying attention...

...one of the biggest tells in this scam is that it is for a fiancée. A fiancée is not a military dependent and does not qualify for any entitlements. Examples of a dependent would be the member's lawful spouse or the member's unmarried child/stepchild/ adopted child under the age of 21.

**A fee is being requested. DFAS will not charge fees for any service provided to the soldier.**

No signature is being required from the service member. As well as the form is asking the fiancée to complete the required information.

Although DFAS makes casualty payments, the information received by DFAS comes from Casualty Assistance Center and personnel systems. DFAS does not maintain databases in these instances.

**The e-mail address is from @aol.com  
DFAS e-mails end with @dfas.mil**

**No form number - All official forms will have a form number**

**DEPARTMENT OF DEFENSE  
DEFENSE FINANCE  
AND  
ACCOUNTING SERVICE**

**DFAS**  
Your Financial Partner @ Work

### FIANCEE REQUEST FORM

The Fiancée is to complete the data below correctly and in capital letter in respective of the military officer:

**SECTION A (FIANCEE):**

NAME:  
SEX:  
ADDRESS:  
ZIP CODE:  
PHONE NUMBER:  
CITY:  
STATE:

**NOTE: The registration fee (\$350.00)**

**SECTION B (MILITARY OFFICER):**

NAME:  
SEX:  
RANK:  
BRANCH:  
STATE OF DEPLOYMENT:  
DATE:

Once you provide us with the above information you are no longer anonymous to us, you will be registered in our data base as the fiancée and you will be entitled to his entire asset upon death or natural circumstance.

(We) protect your privacy. We do not insist you to provide extra personal information than necessary.

All information collected will not be used for any illegal activity  
The information is what we are going to use to register you with our service.  
**Remember, the aforementioned fee is refundable**

NB:  
**ONLY REGISTERED FIANCEE WILL QUALIFIED TO REQUEST FOR LEAVE ON BEHALF OF HER FIANCE.**

Regards,  
DFAS.  
Feel free to our service ([dfasmilitary@aol.com](mailto:dfasmilitary@aol.com))  
Information and data collection server  
Copyright by DFAS. All Rights Reserved

**DFAS**  
Your Financial Partner @ Work



DEPARTMENT OF DEFENSE  
DEFENSE FINANCE  
AND  
ACCOUNTING SERVICE



### FIANCEE REQUEST FORM

The Fiancée is to complete the data below correctly and in capital letter in respective of the military officer:

**SECTION A (FIANCEE):**

NAME:  
SEX:  
ADDRESS:  
ZIP CODE:  
PHONE NUMBER:  
CITY:  
STATE:

**NOTE: The registration fee (\$350.00)**

**SECTION B (MILITARY OFFICER):**

NAME:  
SEX:  
RANK:  
BRANCH:  
STATE OF DEPLOYMENT:  
DATE:

Once you provide us with the above information you are no longer anonymous to us, you will be registered in our data base as the fiancée and you will be entitled to his entire asset upon death or natural circumstance.

(We) protect your privacy. We do not insist you to provide extra personal information than necessary.

All information collected will not be used for any illegal activity  
The information is what we are going to use to register you with our service.  
**Remember, the aforementioned fee is refundable**

NB:  
**ONLY REGISTERED FIANCEE WILL QUALIFIED TO REQUEST FOR LEAVE ON BEHALF OF HER FIANCE.**

Regards,  
DFAS.  
Feel free to our service ([dfasmilitary@aol.com](mailto:dfasmilitary@aol.com))  
Information and data collection server  
Copyright by DFAS. All Rights Reserved



## Beware of fake SmartDocs E-mails

**Possible scam! Please be aware. The number was called and its just a recording. The Web site is also not informative. If you receive a postcard such as this, throw it out, do no send any money. If you have any questions about your pay, to include Travel Pay, contact your local Defense Military Pay office.**



**TRAVEL VOUCHER OR SUBVOUCHER**

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use openwriter, ink or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

**1. PAYMENT**  
 Electronic Fund Transfer (EFT)  Payment by Check  
 Self Disbursement. Add to Govt Tvl Charge Card \$

**2. TYPE OF PAYMENTS**  
 TOV  Member/Employee/Dependent(s)  PCS  DLA  
 Other

**3. FOR EMPLOYER USE ONLY**  
 a. D.O. VOUCHER NUMBER  
 b. SLIP NUMBER(S)

**4. NAME (Last, First, Middle Initial)**  
 a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE

**5. GRADE** **6. SSH**  
 E7/SFC

**7. ADDRESS** a. NUMBER b. CITY c. STATE d. ZIP CODE  
 3-101 GA 31320

**8. DATE OF TRAVEL** **9. TRAVEL ORDER NUMBER** **10. MILITARY GOVERNMENT PAYMENTS ADVANCES**  
 3-101

**11. ORGANIZATION AND STATION**  
 HHC, 150TH FA, FT STEWART, GA 31313

**12. DEPENDENTS (if AND COMPLETE AS APPLICABLE)**  
 UNACCOMPANIED

**13. DEPENDENT'S ADDRESS OR RECEIPT OF ORDERS (include Zip Code)**

**14. HAVE HOUSEHOLD GOODS BEEN SHIPPED (if yes)**  
 YES  NO (By Date)

**15. ITINERARY**

| a. DATE   | b. PLACE (Home, Office, Base, Activity, City, State, City and Country, etc.) | c. MEANS OF TRANSPORTATION | d. LODGING COST | e. MEALS | f. OTHER | g. TOTAL |
|-----------|--|----------------------------|-----------------|----------|----------|----------|
| 2001      |  |                            |                 |          |          | \$240.00 |
| 18 MAR 00 | FT STEWART, GA   |                            |                 |          |          | 45.50    |
| 18 MAR 00 | FT BENNING, GA   |                            |                 |          |          | 100.00   |
| 29 MAR 00 | FT STEWART, GA   |                            |                 |          |          | 50.50    |

**16. REIMBURSEMENT**  
 a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED e. PAID  
 18 MAR 00 TRIP (TO) \$240.00 PD  
 18 MAR 00 Tips to Airport \$18.50 \$18.50  
 18 MAR 00 Tip to car \$3.00 \$3.00  
 29 MAR 00 Taxi \$19.00 \$19.00  
 29 MAR 00 Tip to car \$3.00 \$3.00

**17. DURATION OF TRAVEL**  
 12 HOURS OR LESS  
 MORE THAN 12 HOURS  
 MORE THAN 24 HOURS

**18. SUMMARY OF PAYMENT**  
 (1) Per Diem \$491.00  
 (2) Actual Expense Allowance  
 (3) Mileage \$240.00  
 (4) Dependent Travel  
 (5) CLA  
 (6) Reimbursable Expenses \$43.50  
 (7) Total \$774.50  
 (8) Less Advance \$361.00  
 (9) Amount Owed  
 (10) Amount Due \$413.50

**19. GOVERNMENT DEDUCTIBLE MEALS**  
 a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS

**20. CLAIMANT SIGNATURE** **21. APPROVING OFFICER SIGNATURE**  
 I S I 31 MAR 2001

**22. ACCOUNTING CLASSIFICATION**  
 2122020 18-305 P200000 21T2 S63139 \$774.50

**23. COLLECTION DATA**  
 2122020 18-305 P200000 4110 S63139 \$361.00

**24. COMPUTED BY** **25. TRAVEL ORDER POSTED BY** **26. RECEIVED (Payee Signature and Date or Check No.)** **27. AMOUNT PAID**  
 DDD DD FORM 1351-2, MAR 2000 \$413.50

**FOR INSTRUCTIONAL PURPOSES ONLY**

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED. Exemption to EF 92 approved by DSAPM.

**JUST COME BACK FROM DEPLOYMENT?**

**DO YOU HAVE AN OUTSTANDING DEPLOYMENT CLAIM?**

**DO YOU WANT YOUR MONEY ON TIME?**

**SICK OF SEEING RETURNS ON YOUR TRAVEL VOUCHER?**

**LET TVAC TAKE CARE OF THE BURDEN.**

**E-Mail: [tvac@1351-2.com](mailto:tvac@1351-2.com)**

**FEE \$50 per voucher**

**VISIT US ONLINE AT:**

**[WWW.1351-2.COM](http://WWW.1351-2.COM)**

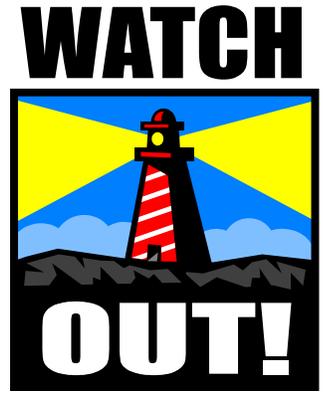
**TVAC**

**315-570-7306**

TVAC is not affiliated with The Department of Army (D&A) or The Defense Finance and Accounting Service (DFA)



## Warning: DTS Phishing Scam



To all DTS Travelers:

ENSURE ALL TRAVELERS LOG IN TO DTS AT  
[WWW.DEFENSETRAVEL.OSD.MIL](http://WWW.DEFENSETRAVEL.OSD.MIL) ONLY.

Please be aware of the Phishing SCAM being sent out in a email to travelers who use DTS. If you receive an email that says you are to log in to [WWW.DSEFENSETRAVEL.OSD.COM](http://WWW.DSEFENSETRAVEL.OSD.COM), please DO NOT log into the site. The site is set up to take your CAC card but once you enter the .COM website, the site captures your CAC credentials and PIN number. The message will look like this:

*"From: Defense Travel System [mailto:DefenseTravelSystem@defensetravel.osd.mil]*

*Sent: Thursday, March 14, 2013 2:00 PM*

*To: YOUR NAME HERE*

*Subject: URGENT! DTS Action Required*

*You have made new or changed travel reservations, but not signed your DTS Authorization named SSWASHINGTONP130126\_B02.*

*Please log into DTS at [www.defensetravel.osd.com](http://www.defensetravel.osd.com) to sign your authorization immediately or your new or changed travel reservations will be cancelled.*

*Any reservations that were previously selected, stamped SIGNED and remain in this document will not be auto-cancelled.*

*Please do not reply to this email."*

IF you have already received the message and logged into the website, IMMEDIATELY change your PIN number."

**If you have any concerns or issues, please contact your LDTA.**

AGAIN, PLEASE ENSURE ALL TRAVELERS LOG IN TO DTS ONLY AT  
[WWW.DEFENSETRAVEL.OSD.MIL](http://WWW.DEFENSETRAVEL.OSD.MIL) <<http://www.defensetravel.osd.mil/>>.

**NOTICE THE ".MIL" ADDRESS**



**A Meal Card and Dependency status changes:**

Many soldiers who have married (and may have turned their meal cards in) are still having meal deductions from their pay account.

Many soldiers updated their dependency status to Barracks rate BAH due to divorce (and may have been issued a meal card) but did not have changes to their meal deductions.

Whenever a BAH change occurs, Soldiers, S-1's and Commanders

should verify their own or a soldier's BAS/Meal Deductions.

If a soldier is issued a meal card, then he/she should have a meal deduction.

If a soldier returns the card to their S-1, then he/she should NOT have a meal deduction.

All changes for meal deductions are effective the date the Soldier is issued or returns their meal card.

Please verify your/his/her LES every month to ensure correct pay.

For any changes to a soldier's pay regarding Meal Deductions, a DA Form 4187 (signed by a Commander) must be submitted to the Finance Office at 212 Custer Avenue (785-239-6189).

A letter of lateness may be required.



**Questions about LESs???**

**Walk-in Hours:  
Monday thru Friday  
0730 – 1500**



**Changing/Updating Your Dependency Status**

Did you know that the Finance system is NOT online with the DEERS/ID Cards system?

Once a service member changes their dependency status (such as married, legally separated, divorced, has a baby, or gets informed, "you are a proud father," ward of court, child turned 21 years of age, or any other means of gaining/losing a dependent) please stop by the Finance Office and DEERS;

they're in the same building— 212, to ensure no overpayment in any of the allowances.

When paying child support via garnishment or allotment you may be entitled to BAQ Diff if you are a Soldier living in the barracks or BAH with dependent if you are a soldier not assigned to government quarters.

Did you know that Personnel (HRC) and Finance systems are

not connected either?

In any case where a service member has any changes in his/her life, stop by the Finance Office to prevent under/over payment in any allowances.

**Very important before/during your ETS and PCS.**

We are here to serve and assist you with your pay.

**Preventing Out of Service DEBTS**

Per Regulation AR 600-8-10 and DA PAM 600-8:

All original DA31s for Ordinary Leave will be submitted by the S-1 within 3 working days (or 10 working days if TDY is included) of when a service member signs back into the unit.  
All original DA31s for Terminal

Leave must be submitted within 2 working days of the start date [or prior to].

All DA31s must be submitted and processed PRIOR to separation from the Army; otherwise, any leave form(s) that is/are processed after your ETS date will incur an out of service debt.

Please check with the Separations Finance during your final exit interview.

S-1s in particular, ensure all leave forms are processed before the soldier is final'd out with the unit.

**Debt after ETS/Retirement**



DMPO Director  
785-239-6198  
FAX 785-239-8465

Defense Military Pay Office  
212 Custer Avenue  
Ft. Riley, KS 66442

Deputy Director  
785-239-6244  
FAX 785-239-6164



Newsletter Comments/  
Suggestions to:

Quality Review  
Maira.j.coupe.civ@mail.mil  
785-239-6194

**Building 210:**

Chief of In/Out Processing/ 239-6244  
In/Out Processing Finance 239-8821/6028  
Travel Pay 239-3834

Chief of Separation/SRP 239-3589  
Separations 239-2525/3720



SRP (Bldg 229-Polk Hall) 240-2186

**Building 212:**

Chief of Military Pay 239-6104  
Document Processing 240-1506/1509  
Customer Service 239-6189/6188  
Debt Mgmt/Special Actions 239-6250/6247  
Wounded Warrior 239-6138  
Review - Rm 209 239-6251  
Reserve Pay 240-1508

Fort Riley INFORMATION: 239-3911

Housing Services Office: 239-6937  
CNA (Certificate of Non-Availability)