



# DMPO Fort Riley Newsletter February 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.

**NEW DMPO OFFICE HOURS: MONDAY — FRIDAY 0730 : 1200 & 1300 : 1500**

### Closed for Staff Development/Training:

**Bldg 210:** SEPARATIONS — Tuesday 1230 : 1600

IN/OUT PROCESSING — Wednesday 1230 : 1600

**Bldg 212:** FINANCE — Thursday 1230 : 1600

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Mid—Month Cut-off: 04 Feb & 07 Mar

End—Month Cut-off: 22 Feb & 24 Mar

S-1 Certification Course: Thursday, 18 Feb from 0900-1200, Bldg 210, basement classroom

**PAC Procedures:** Turn-In Pay documents between **0730 & 1030**, Bldg 212

All documents must be listed on the Unit Transmittal Letter (UTL). The coversheet must annotate the soldier's last name and last four of their SSN. S-1 personnel must remain with the MILPAY Technician until documents have been reviewed.

**DITY W-2:** Steps to request your DITY W-2 if you did not receive one:

1. Call 1-888-332-7411 or
2. Send an e-mail, with the following info, to [dfas.rome.jft.mbx.w2inquiry@mail.mil](mailto:dfas.rome.jft.mbx.w2inquiry@mail.mil)

Subject: PPM W-2, Extended TDY W2 or 1099-INT request or inquiry 2015

Body of e-mail provide: Name, SSN, Travel type (PCS), W-2 2015, your e-mail or postal address, Rank (for security verification), and authorization statement to reissue your DITY W2 by e-mail or postal address.

**W-2 2015:** W-2 can be printed directly from MyPay, visit <https://mypay.dfas.mil/mypay.aspx>. Literally takes 30 seconds or less.

## BAH, BAS—Deductible Meals

Unit Commander's and S-1 personnel, remember that anytime a soldier's dependency status changes so too does their entitlements to BAH and BAS—Deductible meal rates, depending upon their situation. When a soldier marries or divorces (with no dependent children) and leaves/returns to the barracks, their entitlements change. Let's avoid future overpayments and debt collections by timely submitting supporting documentation to effect proper entitlement pay rates, etc.

## In & Out Processing (IOP) is located in building 210

For information on the dates, time and location of the *In-Processing Brief*, contact 1st Replacement Company. Soldiers must report to 1st Replacement before attending the *In-Processing Brief*.

**Soldiers** departing Ft. Riley (does not include separating/retiring soldiers) **must** attend the *Out-Processing Brief* held daily @ 1300. Bring your orders, amendments (if applicable), and an approved Request and Authority for Leave (DA Form 31).

**Separating** soldiers **must** clear Finance or you will not receive your final paycheck. An *Exit-Brief* is **mandatory** and held every Tuesday @ 0900.

## Travel Voucher Submission (three options)

### 1. Travel Voucher Direct — Online Customer Service

Submit your travel voucher and supporting documents on this secure website: <https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=5080>

### 2. Smart Voucher

<https://smartvoucher.dfas.mil/voucher/> Website questions, comments or concerns call 888-332-7411

**Special NOTE:** Hotel receipts **must** be itemized, to include the hotel name, address, phone number, daily rate and duration of your stay. A "lost receipt" statements **will not** substitute for an online booking hotel receipt.

### 3. DMPO Travel Team (building 210)

## Unit Commander's Finance Report (UCFR)

The **UCFR** is an **extremely valuable** management tool provided & made available to Unit Commanders. Unit Commander's are required to review & annotate updates, changes, corrections, additions, or deletions of personnel & finance information. Return to Finance by suspense date. Each unit S-1/PSNCO is responsible for verifying status of soldiers assigned against Unit Personnel Accountability Report (AAA-162) or current alpha roster. Commander's will need to provide supporting documentation and certify the report if there are updates, changes, etc. Delegation is not an option for certification of the report. Units must return the UCFR to **DMPO NLT 10<sup>th</sup> day of each month**. This allows Finance to mitigate soldier overpayments/underpayments of entitlements/bonuses.

Active Guard Reserve (AGR) – Is the Human Resources Officer (HRO) reviewing & certifying the monthly report for all Title 32 AGR soldiers? Refer to NGR 37-104-3 for additional guidance.

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

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

***“The Unit Commander's review & immediate notice to Finance of discrepancies in the UCFR are essential for combat readiness; reduction of fraud, waste and abuse; and ensuring that soldiers receive accurate pay.” (MILPER Msg 09-179)***

## **Interactive Customer Satisfaction (ICE)**

The ICE survey is your way of providing valuable feedback to the DMPO Director. The Director would like to know:

1. Are we doing what is right in accordance with policy and procedure?
2. Have we gained your trust with addressing your financial concerns?
3. How can the DMPO Ft. Riley staff provide better products and services?

DMPO personnel are here to serve your financial concerns and we appreciate corrective criticism. Positive feedback is always welcome, but if you are not satisfied, the DMPO—Director wants to know. 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. After your next visit to the DMPO, take a few minutes to let us know how we are doing: <https://ice.disa.mil/>

## **DMPO Staff Recognition**

The Director and Supervisor's would like to recognize the following team member's for their outstanding commitment to serving and meeting our mission for December:

**Employees of the Month: ALL DMPO PERSONNEL**  
**Employee with the Lowest Error Rate: Judy**  
**Coders With The Most Transactions: Janett (1,166), Rebecca (1,118)**

**Congratulations** to Jessica, Monique and Rebecca on your promotion's.

A special THANK YOU from the entire DMPO staff to Charlie & Delta 230th FMSD for their continued support within the DMPO.



SFC Ridgeway, CPT Spurgeon, Mr. Dave Powell (Director MILPAY Ops DFAS-IN),  
Jerry Roush (DMPO Director), CPT Vandenhull & SSG Crocker