



DMPO Fort Riley Newsletter

January 2016



**Special Notice: Friday, January 8th,
DMPO office hours will be from 0730—
0900 and 1300-1500.**

Happy New Year!

As we embark on another wonder year in the great state of Kansas, and your service to our great nation, we are proud to deliver the DMPO's collaborative involvement in founding our mission to servicing our nation's heroes here on Fort Riley.

DMPO Fort Riley's Mission

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.

Mid—Month Cut-off: 07 Jan

End—Month Cut-off: 18 Jan

S-1 Certification Course: Thursday, 21 Jan 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.

Per **AR 600-8-10** the *original Request & Authority for Leave* (DA Form 31) must be submitted to Finance within 3 business days after ordinary leave is completed.

AR 11-6, Army Foreign Language Program establishes the reporting requirements for continued receipt of Foreign Language Proficiency Pay. **1-23.f**, Subordinate commanders are directed to 'maintain individual linguist records that document assignments, training, and proficiency profiles.' **1-24.e**, Unit-level command language program managers are directed to 'oversee the FLPB program, coordinating with the servicing personnel office to ensure that qualified personnel are awarded appropriate FLPB, and ensuring that FLPB is withdrawn when a Soldier ceases to be qualified.'

The coordination begins with Unit Commanders reviewing, verifying each soldier's entitlement, and timely resubmitting the **Foreign Language Proficiency Pay Report (FLPPR)**, via e-mail, to the DMPO Finance Office to avoid soldier overpayments from occurring which will result in a debt/overpayment collection. Unit Commanders **must** validate, via their signature, NLT the established suspense date.

December Report: 38 units with a total of 62 Soldiers receiving FLPP. **Only 24% of these soldiers had their FLPP validated by their unit commander. That means 47 soldier's will have their FLPP stopped. Failure to review and validate the FLPPR results in non-receipt of entitlement for the soldier and DMPO Finance stopping/starting the entitlement, all of which can be avoided by validating, signing and returning the FLPPR NLT the suspense date.** POC: Mr. Rich Canzano @ 785-239-6250, DMPO Finance, Bldg, 212, or you can contact the DMPO Director @ 785-239-6198

[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*.

Transitioning Soldiers, PCS—Separating—Retiring, must attend the *Out-Processing Brief* held daily in building 210 @ 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 in building 210, follow the posted signs. Call 785-239-2525 or DSN 856-2525 if you have any questions.

[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 10th 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 solidier financial readiness for December:

Employee of the Month: Amy—Separations
Employee with the Lowest Error Rate: Judy—Special Actions/Debt Mgmt Team
Coders With The Most Transactions: Jessica—Processing: 1,270 transactions

1st Runner-up: Rebecca—Processing: 1,250 transactions

Followed by: Janett—IOP: 989 transactions

Jennifer—IOP: 976 transactions

Darla—IOP: 929 transactions

Thank you lady's for your commitment, dedication and wonderful service to our Fort Riley soldiers and their families.

DMPO Fort Riley's Mission

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.