



# DMPO Fort Riley Newsletter

## March 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 Days:

**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: 07 Mar

**End—Month** Cut-off: 24 Mar

**S-1 Certification Course:** Thursday, 17 Mar 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 yours:

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. See your **LES Remarks** for additional information for both AC & RC.

### **Fort Riley Housing @ Corvias**

Effective 15Feb2016, **single & unaccompanied** military personnel who receive BAH are eligible to live on-post in privatized military housing. See Housing Office for additional information. The DMPO Finance Office **cannot** change any military housing allotments.

## 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. Last month we had **49 Soldiers** get married who **still had** meal deductions from their pay. We had **3 Soldiers** divorce with **no** change to meal deductions. 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)***

## **Downrange Pay Entitlements**

**Soldiers returning from deployment must process through the SRP site in order for down-range entitlements to stop. Failure to visit the SRP will result in an overpayment of entitlements requiring collection from pay.**

## **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 February:

**Employees of the Month:** Floyd—IOP  
**Employee with the Lowest Error Rate:** Donna—Customer Care  
**Coders With The Most Transactions:** Rebecca (2,532), Janett (895) & Jennifer (810)

The DMPO would like to welcome CPT Schell and his family to the D/230th FMSU Avengers. We would also like to wish CPT Spurgeon and her family safe travels to their next Army PDS.