

INFORMATION PAPER

SUBJECT: Finance In-processing Procedures at Home Station, Mobilization Station, and the Deployed Servicing Finance Office for the 29th Infantry Division's Deployment to SFOR 10

1. **Purpose.** To ensure a smooth transition from Title XXXII to Title X for deploying Reserve Component soldiers

2. **Facts.**

a. Each Soldier should maintain a copy of his/her individual deployment packet ensuring it contains all of the documents that pertain to finance. Soldiers are encouraged to deploy with the packet to allow any servicing finance unit to make necessary input to correct any problems that may arise during the deployment. The individual deployment packet should contain the following:

- Mobilization Orders with all amendments
- TD Form IRS W4
- Marriage Certificate
- Copies of Birth Certificate(s)/Adoption decree(s)
- Copies of Divorce Decree and Court-Ordered Support Agreements
- Copies of Mortgage/Rental/Lease Agreements
- Pay Election (DD Form 1185)
- Direct Deposit Sign-Up Form (SF 1199A)
- Specific Authorizations (e.g. FLPP)
- Promotion orders to present grade
- Enlisted/Officer Record Brief
- Military ID Card

b. The Home Station unit is responsible for ensuring that soldier Master Military Pay Accounts (MMPAs) are complete and accurate. This means that before a soldier departs Home Station, his/her MMPA must be reviewed and all necessary corrections or changes must be submitted to the Reserve Components Pay Support Office (RCPSO)/United States Property and Fiscal Office (USPFO) for input. Home Stations are responsible for making the following input to the soldier pay accounts:

- Start Basic Allowance for Housing (BAH) -- should not be BAH II if deploying for more than 140 days
- Start Cost of Living Allowance (COLA), if applicable
- Start Family Separation Allowance (FSA), if applicable
- Start applicable Special Pays (e.g. career counselors pay, foreign language proficiency pay, etc.)
- If necessary, make corrections/changes to Sure Pay account
- Establish Long Tour Payment Process – this ensures Mid Month (MM) and End of Month (EOM) Leave and Earning Statements (LESs) are created and the Accounting Processing Code (APC) is coded
- Update Federal/State Tax withholding (TD Form IRS W4)
- Verify pay grade

c. The Mobilization Station must conduct a 100% review of all deploying soldier pay accounts to ensure all Home Station inputs are correct. In the event the Home Station did not complete all the finance input transactions, the Mobilization Station will process the finance transactions, including making any necessary changes required to update a soldier's pay account due to a change in status since the soldier departed Home Station (if required documentation is available). The Mobilization Station will also establish a RC Leave Record for each soldier using the personal computer-based RC Leave Program. The Mobilization Station is responsible for taking the following action on soldier pay accounts:

- Start/verify Basic Pay
- Start Basic Allowance for Subsistence (BAS) for enlisted (not paid during the time spent at the Mobilization Site if meals are provided free of charge)
- Start BAS for officers (requires collection when meals are provided free)
- Change LES address, if requested by the soldier
- Change/Update Sure Pay Account, if requested by the soldier

d. The Deployed Servicing Finance Office is responsible for reviewing all previous inputs processed at the Home Station and the Mobilization Station. The Deployed Servicing Finance Office is also responsible for taking the following action on soldier pay accounts:

- Start Foreign Duty Pay/Certain Places Pay for enlisted soldiers
- Starting Hardship Duty Pay-Location (HDP-L) (i.e. Taszar, Hungary).
- Start Hostile Fire Pay (HFP)/Imminent Danger Pay (IDP), if applicable
- Combat Zone Tax Exclusion (CZTE) (generated from the HFP authorization)
- Verify BAS (start if not initiated at Mob Site)
- If requested, enroll soldiers in the Savings Deposit Program (SDP) – cash only for RC soldiers
- Monthly reoccurring payments/input: BAQ-Diff; Incentive Pay (FLPP); Mileage (Per Diem)
- Verify/Change PAC ID Number (PACIDN)

APPROVED: Mr. Stephen Bridges, Finance and Accounting Policy Directorate Date: 18 May 2001