



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 266TH FINANCE COMMAND**  
UNIT 29001  
APO AE 09007

AEUFC-FAPD

1 4 AUG 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reserve Component (RC) Finance Support (Finance and Accounting Policy Memorandum #03-11)

1. **References.**

- a. DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 7A (Military Pay Policy and Procedures- Active Duty and Reserve Pay), paragraph 410804.
- b. Joint Federal Travel Regulations (JFTR), Chapters 4 and 7.
- c. USARC Pamphlet 37-1 Defense Joint Pay System-Reserves Component (DJMS-RC) Procedures Manual.

2. **Purpose.** To standardize procedures and responsibilities within the 266th Finance Command for processing RC finance documents.

3. **Scope.** The policy outlined applies to all finance offices under the command and control of the 266th Finance Command which provide RC finance support.

4. **Policy.**

- a. The attached RC Finance Support Matrix (encl 1) identifies various finance functions along with the organization authorized to perform those functions. Every effort should be made to ensure RC soldiers receive the same level of service as their active duty counterpart.
- b. When the servicing finance office cannot resolve a pay inquiry/problem, either the appropriate point of contact on the attached RC Reference Guide Phone List (encl 2) or the appropriate State Military Pay Supervisor on the States Comptroller Contact List (encl 9) should be contacted.
- c. Finance offices also act as the liaison for RC soldiers to outside agencies that are authorized to perform specific RC pay-related functions. For example, if a soldier inquires regarding the Government Travel Charge Card, finance personnel should assist them in contacting the appropriate POC on the spreadsheet, or if the soldier requires assistance that only DFAS-Indianapolis can provide, finance personnel should assist in establishing contact with DFAS-Indianapolis and assist with faxing any required documents, if necessary.

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d. Finance offices should distribute the Commander's Guide to RC Pay (encl 3) to all supported units that have RC soldiers. The following information papers should also be distributed: Key RC Pay Problems and Solutions (encl 5), RC Leave and Earning Statements (LES) Printing (encl 6), and Differences Between AC and RC Pay Systems (encl 7). These tools were created to explain the challenges involved in providing RC finance support.

e. It is essential to maintain financial readiness for all soldiers. This objective can only be achieved when proficient finance soldiers are providing effective and knowledgeable customer service. To ensure that finance soldiers are trained and ready for this task, the Finance and Accounting Policy Directorate will coordinate and conduct RC Pay Support training annually for all finance battalion RC pay personnel.

5. Point of contact is Finance Policy Branch, DSN 379-5162/5164 or email [bruce.flaks@266fc.army.mil](mailto:bruce.flaks@266fc.army.mil).



KEVIN G. TROLLER  
COL, FC  
Commanding

9 Encls

1. RC Pay Support Matrix
2. RC Reference Guide Phone List
3. Commander's Guide to RC Pay
4. DFAS-IN Contingency Operations
5. Key RC Pay Problems and Solutions Info Paper
6. RC LES Printing Information Paper
7. Differences Between AC & RC Pay Systems Information Paper
8. Pay, Benefits, and Entitlements Eligibility
9. States Comptroller Contact List

DISTRIBUTION:

COMMANDER,

8TH FINANCE BATTALION, UNIT 23731, APO AE 09036  
39TH FINANCE BATTALION, UNIT 20193, BOX 0026, APO AE 09165  
106TH FINANCE BATTALION, CMR 475, APO AE 09036  
208TH FINANCE BATTALION, UNIT 30041, APO AE 09166  
266TH FINCOM, FWD "A", TUZLA MAIN, APO AE 09789  
266TH FINCOM, FWD "B", CAMP BONDSTEEL, APO AE 09340