



DEPARTMENT OF THE ARMY
HEADQUARTERS, 266TH FINANCE COMMAND
UNIT 29001
APO AE 09007-9001

21 APR 2003

AEUFC-FAPD

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Casual Payments for Service Members – Turkey/Israel (Finance and Accounting Policy Memorandum #03-09)

Reference. DODFMR 7000.14-R, Vol. 7A, Chapter 32.

2. Purpose. To standardize casual pay procedures for all finance elements in Turkey/Israel under the command and control of the 266th Finance Command in support of Operations TBD and Enduring Freedom.

3. Policy.

a. All service members may request casual payments up to \$200 per month. Requests will be submitted to the finance office on a DA Form 2142 signed by a Sergeant First Class (E7) or above. The requestor's commander may cite extraordinary circumstances and authorize casual pays (CP) in excess of \$200 per month.

b. All service members may request an additional casual payment of up to \$350 for participation in rest and recreational leave programs and activities. Service members must present an original signed DA Form 31 in order to take advantage of this privilege. Finance personnel will annotate in block 17 (Remarks) of the DA Form 31 the appropriate DSSN and date of transaction.

c. Finance offices will query the Defense Joint Military Pay System (DJMS), if available, and the CP listing prior to providing a CP to determine if the service member has already received his/her monthly \$200 limit. Additionally, we will check to ensure adequate pay is projected to be available in the service member's pay account.

d. Finance offices will immediately submit the transactions to collect against the next pay date. Collection of payments can be identified on the Daily Register of Transactions (DROT) and/or the individuals Leave and Earnings Statements (LES). For CPs provided to sister service members, forward the collection documents to the processing centers listed below:

- (1) Air Force:
DFAS
ATTN: DFAS-PMJFC/DE
6760 East Irvington Place
Denver, CO 80279-7500

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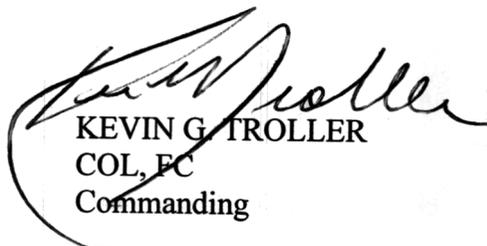
- (2) Navy:
DFAS
ATTN: PMMA/CL
1240 East 9th St.
Cleveland, OH 44199-2055

- (3) Coast Guard:
United States Coast Guard
Military Pay Center
Room 301, Federal Bldg
444 Quincy St. SE
Topeka, KS 66683

- (4) Marines:
DFAS
1500 E. 95th St.
CODE AEAP
Kansas City, MO 64197-0001

e. Individual finance offices will establish policies and procedures to preclude abuse of this privilege and ensure the timely processing and collection of amounts paid.

4. Point of Contact is the 266th FINCOM, FAPD-Military Pay at DSN 379-5234/7575.



KEVIN G. TROLLER
COL, FC
Commanding

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
- 106TH FINANCE BATTALION (FWD), APO AE 09341
- 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