

805C-42A-1303
Interpret Entitlement to Pay and Allowances
Status: Approved

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Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: You are assigned as an HR Specialist and have Soldiers in your unit with military pay questions you must research in order to interpret correct pay, entitlements, and allowances. You have access to military pay-related documentation, Leave and Earnings Statements (LES), and DoDFMR 7000.14-R, Volume 7A (Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay). This task should not be trained in MOPP 4.

Standards: Without error, administer unit / S-1 military pay functions; research and process all inquiries and pay-related documents; forward pay inquiries to supporting finance office with all required supporting documentation daily.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You receive a pay inquiry and request for assistance from a Soldier in your unit.

DANGER

None

WARNING

None

CAUTION

None

Remarks: DODFMR 7000.14-R, Vol 7A, is available on the internet:
http://comptroller.defense.gov/FMR/vol7a_chapters.aspx

Notes: None

Performance Steps

1. Identify Unit / S-1 Military Pay Functions.

a. Administer Military Pay functions.

- (1) Collect pay-related documents.
- (2) Prepare transmittal documents and submit to finance office daily.
- (3) Retain suspense copies of all documents sent to the finance office.

b. Process military pay documents.

- (1) Request and Authority for Leave (DA Form 31).
- (2) Pay Inquiries (DA Form 2142).
- (3) Record of Proceedings under Article 15, Uniform Code of Military Justice (DA Form 2627).
- (4) Request for Personnel Action (DA Form 4187).
- (5) Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA) (DA Form 5960).
- (6) Statement of Charges / Cash Collection Voucher (DD Form 362).
- (7) Allotments (DA Form 2558).
- (8) Proficiency Pay, Assignment, Promotion / Reduction orders.
- (9) Reports of Absent Without Leave (AWOL) (AAA-160).

c. Interpret the Leave and Earnings Statement (LES).

- (1) Entitlements.
- (2) Deductions.
- (3) Allotments.
- (4) Leave information.
- (5) Tax withholding information.
- (6) Thrift Savings Program (TSP) information.
- (7) Remarks.

d. Review the Unit Commander's Finance Report (UCFR).

2. Research Finance Actions.

a. Perform search of Department of Defense Financial Management Regulation (DoD FMR) 7000.14-R, Volume 7A.

- (1) Paragraph numbering system.
- (2) Decision Logic Tables (DLTs).
- (3) Key word searches.

(4) Table of contents.

(5) Process of elimination.

b. Perform office computations.

(1) Rule #1 – When subtracting a date from a date, always add "1" day after subtraction to make the time frame inclusive.

(2) Rule #2 – When borrowing (or reducing an answer to its lowest form).

(3) Rule #3 -

(a) If the ending date of a period of service is the last calendar day of the month, change it to "30."

(b) If the ending date is 28 February (non-leap year) change to 30.

(c) If the ending date is 29 February (leap year) change to 30.

3. Determine Entitlement to Pay and Allowances.

a. Review Entitlements.

(1) Basic pay.

(2) Special pay.

(3) Incentive pay.

b. Review Allowances.

(1) Basic Allowance for Subsistence (BAS).

(2) Basic Allowance for Housing (BAH).

(3) Family Separation Allowance (FSA).

(4) Cost of Living Allowance (COLA).

(5) Overseas Housing Allowance (OHA).

(6) Clothing Allowance.

(7) Temporary Lodging Allowance (TLA).

(8) Family Subsistence Supplemental Allowance (FSSA).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified Unit / S-1 Military Pay Functions.			
a. Administered Military Pay functions.			
b. Processed military pay documents.			
c. Interpreted the LES.			
d. Reviewed the UCFR.			
2. Researched Finance Actions.			
a. Searched DoD FMR 7000.14-R, Volume 7A.			
b. Performed office computations.			
3. Determined Entitlement to Pay and Allowances.			
a. Reviewed Entitlements.			
b. Reviewed Allowances.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 37-104-4	MILITARY PAY AND ALLOWANCES POLICY	Yes	No
	DA FORM 2142	PAY INQUIRY	No	No
	DA FORM 2627	RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	No	No
	DA FORM 31	REQUEST AND AUTHORITY FOR LEAVE (EGA)	No	No
	DA FORM 4187	PERSONNEL ACTION	No	No
	DA FORM 5960	AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ), AND/OR VARIABLE HOUSING ALLOWANCE (VHA)	No	No
	DD FORM 362	STATEMENT OF CHARGES/CASH COLLECTION VOUCHER	No	No
	DOD 7000.14-R VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	Yes
	JTR	JOINT TRAVEL REGULATIONS UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES Chapters 1-10 with dices (http://www.defensetravel.dod.mil/site/travelreg.cfm)	No	No
	PAM 600-8	MILITARY HUMAN RESOURCES MANAGEMENT ADMINISTRATIVE http://www.apd.army.mil/pdf/files/p600_8.pdf	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7010-01-480-4355	Z39781	Army Human Resources Workstation	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during

times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL1	Enlisted	MOS: 42A, Skill Level: SL1, Duty Pos: UQH