

805A-36B-1003
Determine Entitlements to Allowances
Status: Approved

Security Classification: U - Unclassified

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Finance and Comptroller School, Fort Jackson, SC 29207 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: In an operational environment supporting Large Scale Combat Operations (LSCO), you are working as a Finance and Comptroller (FC) Soldier in the Army Military Pay Office (AMPO) and you have received a Pay Inquiry. You are required to determine a Soldier's entitlement to allowances. You have access to the Department of Defense Financial Management Regulation (DODFMR) 7000.-14-R VOL 7A, Joint Travel Regulation (JTR), AMPO Suite User's Manual, Defense Joint Military Pay System (DJMS) User's Manual, standard office supplies, and equipment. This task should not be trained in MOPP 4.

Standards: Determine entitlement to allowances IAW DODFMR 7000.14-R VOL 7A and JTR without error using a GO / NO GO criteria.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are working as a FC Soldier in the AMPO and you have received a Pay Inquiry. You are required to determine a Soldier's entitlement to allowances. You have access to the DODFMR 7000.-14-R VOL 7A, JTR, AMPO Suite User's Manual, DJMS User's Manual, standard office supplies, and equipment.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

Cue: You are working as a FC Soldier in the Army Military Pay Office and you have received a Pay Inquiry. You are required to determine a Soldier's entitlement to allowances.

1. Determine entitlement to Basic Pay.
 - a. Review administrative data on DA Form 2142.
 - b. Validate the Soldier's status using Soldiers' common access card (CAC).
 - c. Identify Soldier's Nature of Pay Inquiry.
 - d. Determine the Soldier's administrative data status within DJMS:
 - (1) Verify if the Soldier is in a non-pay status if dropped from rolls (DFR) by the President of the United States.
 - (2) Verify if the Soldier is absent without leave (AWOL) and the absence is not excused as unavoidable.
 - (3) Verify if the Soldier is in an excess leave status.
 - (4) Verify if the Soldier is serving a court-martial sentence that includes a forfeiture of all pay and allowances.
 - (5) Verify if the Soldier is a deserter.
 - (6) Verify if the Soldier is in confinement by civil authorities and the absence is not excused as unavoidable.
 - e. Calculate the Soldier's pay entry basic date (PEBD) in accordance with DoDFMR 7000.14-R, Volume 7A, Chapter 1.
 - f. Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Tables 1-7 through 1-10.
 - g. Annotate on DA 2142.
2. Determine entitlement to Basic Allowance for Subsistence (BAS).
 - a. Verify if a Soldier is an officer.
 - (1) Identify that the officer is not AWOL for more than 24 hours.
 - (2) Identify that the officer is not on excess leave.
 - b. Verify if a Soldier is enlisted.
 - (1) Identify if the Soldier is intransit status.
Note: If Soldier is a Meal Card holder, monthly meal collection rates will be collected.
 - (2) Identify if the Soldier is a meal card holder.
 - (3) Identify that a Soldier's Commander has granted authorization to mess separately.
 - (4) Identify if the Soldier is on a leave status.
 - c. Annotate on DA 2142.
3. Determine entitlement to Basic Allowance for Housing (BAH).
 - a. Verify entitlement to BAH-I.
 - (1) Identify if a Soldier is stationed in the United States (to include Alaska and Hawaii).
 - (2) Identify if the Soldier has no dependents.

(a) Verify that a Soldier in the pay grade of E-7 or above has elected not to occupy government quarters (i.e., Bachelor Enlisted Quarters or Bachelor Officer Quarters) at the permanent duty station.

(b) Ensure that a Soldier in the pay grade of E-6 or below does not have government quarters available to reside in at the permanent duty station.

(c) Check that a Soldier is in a travel status incident to a permanent change of station move from a location in the United States.

(3) Identify if the Soldier has dependents IAW DODFMR Volume 7A, Chapter 26.

(a) Check that adequate government quarters are not provided for the Soldier and dependents.

(b) Verify if Soldier is married to a Service-member.

(c) Ensure Soldier has proper approval for secondary dependency from DFAS.

b. Verify entitlement to Partial BAH.

(1) Identify if a Soldier is receiving BAH entitlement.

(2) Identify if the Soldier has no dependents.

(3) Identify if the Soldier is assigned to single-type government quarters (i.e., barracks, Bachelor Enlisted Quarters or Bachelor Officer Quarters) or on field or sea duty.

(4) Verify that the Soldier is not in a PCS status.

(5) Verify that the Soldier is not confined or restrained by local authorities.

(6) Verify Soldier's child is not being claimed by another Service member (including former spouse).

c. Annotate on DA 2142.

4. Determine entitlement to clothing allowances.

a. Verify entitlement to Standard Initial Clothing Allowance.

(1) Identify if a Soldier is enlisted.

(2) Identify if it is the Soldier's first enlistment in the service.

b. Verify entitlement to Cash Clothing Replacement Allowance.

(1) Identify if a Soldier is enlisted.

(2) Identify if the Soldier is not attending an officer training program or academy preparatory school.

(3) Determine Basic Cash Clothing Replacement Allowance.

(a) Check if the Soldier has completed 36 months of active service, without regard to time loss.

(b) Ensure that the Soldier has completed one year of uninterrupted service.

(4) Determine Standard Cash Clothing Replacement Allowance (verify that Soldier has completed 363 months of service, without regard to time loss).

c. Annotate on DA 2142.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier "GO" if all steps are passed. Score the Soldier "NO-GO" if any step is failed. If the Soldier fails any step, show what was done wrong and how to do it correctly.

Evaluation Preparation: Ensure that all materials, parts, manuals, forms and equipment (or appropriate substitutions) required in the condition statement are available to the Soldier.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined entitlement to Basic Pay.			
a. Reviewed administrative data on DA Form 2142.			
b. Validated the Soldier's status using Soldiers' common access card (CAC).			
c. Identified Soldier's nature of pay inquiry.			
d. Verified Soldier's status within DJMS.			
e. Calculated the Soldier's pay entry basic date (PEBD) in accordance with DoDFMR 7000.14-R, Volume 7A, Chapter 1.			
f. Calculated the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Tables 1-7 through 1-10.			
g. Annotated findings on DA 2142			
2. Determined entitlement to Basic Allowance for Subsistence (BAS).			
a. Verified if a Soldier is an officer.			
b. Verified if a Soldier is enlisted.			
c. Annotated on DA 2142.			
3. Determined entitlement to Basic Allowance for Housing (BAH).			
a. Verified entitlement to BAH-I.			
b. Verified entitlement to Partial BAH.			
c. Annotated on DA 2142.			
4. Determined entitlement to clothing allowances			
a. Verified entitlement to Standard Initial Clothing Allowance.			
b. Verified entitlement to Cash Clothing Replacement Allowance.			
c. Annotated on DA 2142.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	DOD 7000.14-R VOL 7A	Financial Management Regulation, Volume 7A: Military Pay Policy - Active Duty and Reserve Pay	Yes	Yes	
	JTR	Joint Travel Regulations (JTR)	Yes	No	
	USERS MANUAL-DMO	Defense Military Pay Office Suite User's Manual	Yes	No	
	USERS MANUAL-DSIS	Defense Military Pay Standard Inquiry System User's Manual	Yes	No	

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

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. Risk Management (RM) is the Army's primary decision-making process for identifying and controlling hazards across all missions, functions, operations and activities. Leaders must excel at evaluating operational and tactical hazards through the synchronizing of RM with the planning, prioritizing and analyzing phase of Mission, Enemy, Terrain and Weather, Troops, Time Available, and Civil Consideration (METT-TC) and will complete a DD Form 2977, Risk Assessment worksheet during the planning of each task and sub-task. TRADOC Regulation 350-29, Prevention of Heat and Cold Casualties, must be included on risk assessments, adhering to figures B2 and C2 and local Fort

Jackson Heat Injury Prevention protocols or Joint Base Little Creek (JBLM) procedures. In response to COVID-19, the Department of Defense and Fort Jackson have elevated the Health Protection Conditions to Charlie plus adding "tactical dispersion" recognizing that a substantial and sustained community transmission risk exists. These measures will be included on risk assessments. Commanders will embed RM into all mission orders and briefings for review by the senior leaders to ensure proper controls are in place.

Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. 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 current CBRN doctrine. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

Knowledges :

Knowledge ID	Knowledge Name
805A-K-0216	Describe the Master Military Pay Account (MMPA)
805A-K-0219	Describe an Action Indicator (ACTN)
805A-K-0494	Interpret Clothing Allowance
805A-K-0442	Process a Basic Allowance for Housing (BAH) Transaction
805A-K-0443	Process a Basic Allowance for Subsistence (BAS) Transaction
805A-K-0498	Interpret Entitlement to Basic Pay
K27360	Know how to Identify Entitlements to Allowances
805A-K-0118	Define Master Military Pay Account (MMPA)

Skills :

Skill ID	Skill Name
805A-S-0131	Utilize the Defense Military Pay Office Standard Inquiry System (DSIS)
S5539	Ability to check entitlement to Basic Allowance for Subsistence (BAS)
805A-S-0044	Interpret Military Pay Tables
805A-S-0045	Interpret a Master Military Pay Account (MMPA)
S5538	Ability to check entitlement to Basic Pay
805A-S-0114	Locate Regulations
805A-S-0145	Ability to Read, Interpret, and Apply Appropriate Regulation(s)
S5541	Ability to check entitlement to clothing allowances
805A-S-0146	Ability to Read, Interpret and Apply Appropriate MILPAY/MILPER Messages
805A-S-0148	Verify Identification (ID) Card
805A-S-0048	Interpret Source Documents
805A-S-0153	Process Form(s)
805A-S-0050	Interpret Official Orders
805A-S-0154	Verify Form(s)
S5540	Ability to check entitlement to Basic Allowance for Housing (BAH)
805A-S-0117	Interpret Forms

ICTL Data : None