

**805A-36B-2025
Review a Military Pay Voucher
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: During shaping activities of large scale combat operations (LSCO), you are working as a Finance and Comptroller (FC) Soldier in the Military Pay Office. You have received a DD2560 (Advance Pay Certification/ Authorization) and are required to review the military pay voucher. You have access to Pay and Allowances of the Uniformed Services, DODFMR 7000.14-R Vol 7A (Department of Defense Financial Management Regulation, Volume 7A: Military Pay Policy - Active Duty and Reserve Pay), DD Form 2560 (Advance Pay Certification/Authorization), Unit SOP, systems, and equipment. This task should not be trained in MOPP 4.

Standards: Review a military pay voucher IAW DODFMR 7000.14-R Vol 7A 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 Military Pay Office. You have received a DD 2560 and are required to review the military pay voucher.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: All required FC references and forms will be provided by the local FC unit.

Performance Steps

1. Verify the documentation substantiating an advance payment.

a. Ensure a completed Advance Pay Certification/Authorization (DD Form 2560) is submitted with a copy of the Soldier's permanent change of station (PCS) orders attached.

b. Ensure the DD Form 2560 is signed as approved by the appropriate individual.

(1) Ensure the Soldier's unit commander has approved the advance for all Soldiers in pay grades of E-1 to E-4.

(2) Ensure the commander or a designated officer or civilian in the chain of command senior to the requester has approved the request for:

(a) A second or third advance.

(b) An advance exceeding more than 1 month's basic pay less deductions.

(c) More than a 12-month repayment schedule.

(d) Payment later than 60 days after arrival at the new duty station.

(e) Payment earlier than 30 days before departure from the current duty station.

(3) Ensure the Soldier has signed the DD Form 2560 in all other cases.

c. Ensure the purpose of the advance payment is appropriate for substantiating purposes.

(1) To provide the Soldier with the funds to meet extraordinary expenses incident to a PCS move.

(2) To assist with expenses not typical of day-to-day living, that precede or exceed authorized reimbursements.

(3) Not to provide the Soldier funds for expenses covered by advances of other entitlements (travel and transportation allowances; packing and shipping costs; housing allowances, dislocation allowance), if taken.

d. Ensure the payment requested does not exceed specified guidelines.

(1) One month's advance pay at the old duty station.

(2) One month's advance pay en route to the new duty station, if no advance is received at the old duty station.

(3) One month's advance pay at the new duty station, if received at the old duty station or while en route to the new duty station.

(4) Up to three month's advance pay at the new duty station, if no advance is received at any other time.

e. Ensure the period of proration requested does not exceed specified guidelines.

(1) 24 months when justified by the Soldier that repayment within 12 months would create a severe hardship and the justification is approved by the Soldier's commander (see performance step 1b above).

(2) 12 months in all other cases.

f. Ensure justification is provided in all cases of a request for more than one month's advance pay and more than 12 months proration.

(1) Be in writing.

(2) Itemize all the expenses to be incurred.

(3) State any extenuating circumstances considered exceptions to normal circumstances.

(4) State any severe hardships considered exceptions to normal circumstances.

2. Verify the documentation substantiating a casual payment.

a. Ensure a pay inquiry is completed.

b. Ensure the overseas area local payment is valid (does not include Alaska and Hawaii).

(1) Ensure the pay inquiry is signed by the Soldier's commander authorizing the payment.

(2) Ensure an on-base military banking facility is not readily available.

c. Ensure a local payment is not made at any time for an area in the continental United States, Alaska, or Hawaii.

d. Ensure an emergency payment is valid.

(1) Payment is authorized at any location.

(2) Ensure the pay inquiry is signed by the Soldier's commander authorizing the payment.

(3) Ensure the reason for the payment is an emergency.

(a) No pay is received on a regular payday and payment is needed within 24 hours.

(b) A major medical emergency or death in the Soldier's immediate family and payment is needed within 24 hours.

(c) An emergency travel advance when the Soldier does not have a government travel card.

(d) A discharge gratuity and payment is needed within 24 hours (if required in accordance with (IAW) DoDFMR 7000.14-R, Volume 7A, Table 35-11).

(e) A death gratuity payment to a beneficiary and payment is needed within 24 hours.

(f) An evacuation allowance when dependents must be evacuated due to a natural disaster or life threatening situation.

3. Verify accurate computation of an advance payment.

a. Calculate one month's basic pay.

b. Deduct certain amounts from calculated basic pay.

(1) Any forfeiture of pay.

(2) Montgomery G.I. Bill deduction.

(3) Federal and state income tax withholding.

(4) Federal Insurance Contributions Act (FICA) deduction.

(5) Serviceman's Group Life Insurance (SGLI) deduction.

(6) Armed Forces Retirement Home (AFRH) deduction.

(7) Tricare Dental Plan payment.

(8) Monthly repayment of a prior advance payment.

(9) Any debt owed, whether a monthly installment or a one-time collection.

(10) Garnishments of pay.

(11) Statutorily ordered support deductions.

- (12) Court-ordered bankruptcy payments.
 - (13) Any voluntary allotments in effect.
 - c. Multiply the result(s) by the number of months advance pay requested and authorized.
 - d. Ensure that payment is made in the specified amount requested.
4. Verify accurate computation of a casual payment.
- a. Verify the overseas area local payment amount does not exceed these specified conditions.
 - (1) The net amount due for a bonus payment.
 - (2) The net amount due for an annual special pay.
 - (3) The net amount of separation pay.
 - (4) The net amount of accrued pay and allowances earned to date.
 - (5) The health and comfort payment requested, as determined by the commander.
 - b. Verify an emergency payment amount does not exceed these specified conditions.
 - (1) The net amount of accrued pay and allowances earned to date.
 - (2) The computed advance travel payment, as determined in accordance with the Joint Federal Travel Regulation (JFTR).
 - (3) The amount of the discharge gratuity payment.
 - (4) The net amount of a death gratuity payment.
 - (5) The evacuation allowance authorized by the Soldier.
5. Review the completed payment authorization form.
- a. Verify block 1 has an 'X' next to the appropriate type of payment.
 - b. Verify block 2 is the social security number of the Soldier being paid.
 - c. Verify block 3 is the last, first, and middle names of the Soldier being paid.
 - d. Verify block 4 is the Soldier's unit address.
 - e. Review any specific payment instructions in block 5 for accuracy.
 - f. Verify block 6 is correctly marked by the Soldier receiving the payment.
 - (1) Ensure the first statement is checked if the Soldier has received a payment during the current PCS, temporary duty (TDY), or leave period.
 - (2) Ensure the second statement is checked for all other payments.
 - g. Verify block 7 is the correct mailing address of the Soldier if a check payment is to be mailed.
 - h. Verify block 8 is marked if the Soldier is in a PCS status.
 - i. Verify block 9 has the correct accounting classification.
 - j. Verify block 10 is the date the voucher is paid.

k. Verify block 11 is the correct agency code if the payee is not a member of the U.S. Army.

l. Verify block 12 is the day's voucher number as assigned by disbursing.

m. Verify block 13 is the dollar amount of the computed payment.

n. Verify block 14 is correctly marked.

(1) Ensure the block adjacent to "Officer" is marked if the member is an officer.

(2) Ensure the block adjacent to "Enlisted" is marked if the member is enlisted.

o. Verify block 15a is the number of months for the advance pay, if applicable.

p. Verify block 15b is the numbers of months to prorate the repayment of the advance pay, if applicable.

q. Verify the Paid By block includes the organization's name, address, and Disbursing Station Symbol Number (DSSN) and the disbursing business date of the payment.

r. Verify block 16 is the correct payroll number, if required.

s. Verify block 17 is signed and dated by the clerk.

6. Write signature and date on the payment authorization form in block 20.

(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. Verified the documentation substantiating an advance payment.			
a. Ensured a completed DD Form 2560 was submitted with a copy of the Soldier's PCS orders attached.			
b. Ensured the DD Form 2560 was signed as approved by the appropriate individual.			
c. Ensured the purpose of the advance payment was appropriate for substantiating purposes.			
d. Ensured the payment requested does not exceed specified guidelines.			
e. Ensured the period of proration requested did not exceed specified guidelines.			
f. Ensured justification was provided in all cases of a request for more than one month's advance pay and more than 12 months proration.			
2. Verified the documentation substantiating a casual payment.			
a. Ensured a pay inquiry was completed.			
b. Ensured the overseas area local payment was valid (does not include Alaska and Hawaii).			
c. Ensured a local payment was not made at any time for an area in the continental United States, Alaska, or Hawaii.			
d. Ensured an emergency payment was valid.			
3. Verified accurate computation of an advance payment.			
a. Calculated one month's basic pay.			
b. Deducted certain amounts of calculated basic pay.			
c. Multiplied the result(s) by the number of months advance pay requested and authorized.			
d. Ensured that payment was made in the specified amount requested.			
4. Verified accurate computation of a casual payment.			
a. Verified the overseas area local payment amount does not exceed these specified conditions.			
b. Verified an emergency payment amount does not exceed these specified conditions.			
5. Reviewed the completed payment authorization form.			
a. Verified block 1 had an 'X' next to the appropriate type of payment.			
b. Verified block 2 was the social security number of the Soldier being paid.			
c. Verified block 3 was the last, first, and middle names of the Soldier being paid.			
d. Verified block 4 was the Soldier's unit address.			
e. Reviewed any specific payment instructions in block 5 for accuracy.			
f. Verified block 6 was correctly marked by the Soldier receiving the payment.			
g. Verified block 7 was the correct mailing address of the Soldier if a check payment was to be mailed.			
h. Verified block 8 was marked if the Soldier was in a PCS status.			
i. Verified block 9 had the correct accounting classification.			
j. Verified block 10 was the date the voucher was paid.			
k. Verified block 11 was the correct agency code if the payee was not a member of the U.S. Army.			
l. Verified block 12 was the day's voucher number as assigned by disbursing.			
m. Verified block 13 was the dollar amount of the computed payment.			
n. Verified block 14 was correctly marked.			
o. Verified block 15a was the number of months for the advance pay, if applicable.			
p. Verified block 15b was the correct number of months prorated for the repayment of the advance pay, if applicable.			
q. Verified the 'Paid By' block included the organization's name, address, and Disbursing Station Symbol Number (DSSN) and the disbursing business date of payment.			
r. Verified block 16 was the correct payroll number, if required.			
s. Verified block 17 was signed and dated by the finance technician.			
6. Wrote signature and date on the payment authorization form in block 20.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	DD FORM 2560	ADVANCE PAY CERTIFICATION/AUTHORIZATION	Yes	No	
	DOD 7000.14-R VOL 7A	Financial Management Regulation, Volume 7A: Military Pay Policy - Active Duty and Reserve Pay	Yes	Yes	
	LOCAL SOP	LOCAL SOP	Yes	No	
	US CODE, TITLE 37	Pay and Allowances of the Uniformed Services	Yes	No	

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7020-01-182-8535		Calculator, Electronic	1
1.	7020-01-182-8535		Calculator, Electronic	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. 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 ATP 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

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-0439	Identify a DA Form 2142
805A-K-0140	Define Permanent Change of Station (PCS)
805A-K-0560	Identify an Advance Pay Certification/Authorization Request (DD 2560)
805A-K-0419	Identify an Accounting Classification
805A-K-0123	Define EFT
805A-K-0118	Define Master Military Pay Account (MMPA)
805A-K-0116	Define an Advance Payment
805A-K-0117	Identify a DA Form 7003
805A-K-0115	Define a Casual Payment
805A-K-0181	Identify a DD Form 1610
805A-K-0004	Identify a Leave and Earnings Statement (LES)
805A-K-0278	Define New Permanent Duty Station (NPS)
805A-K-0277	Define Old Permanent Duty Station (OPS)
805A-K-0170	Define Temporary Duty (TDY)

Skills :

Skill ID	Skill Name
805A-S-0050	Interpret Official Orders
805A-S-0144	Research Pay Inquiry using DJMS/Rumba/DSIS
805A-S-0145	Ability to Read, Interpret, and Apply Appropriate Regulation(s)
805A-S-0002	Operate a Calculator
805A-S-0046	Submit Forms Through Appropriate Channels
805A-S-0059	Calculate Figures

805A-S-0044	Interpret Military Pay Tables
805A-S-0154	Verify Form(s)
805A-S-0190	Verify Amount
805A-S-0114	Locate Regulations
805A-S-0148	Verify Identification (ID) Card
805A-S-0146	Ability to Read, Interpret and Apply Appropriate MILPAY/MILPER Messages
805A-S-0153	Process Form(s)

ICTL Data : None