

Summary Report for Individual Task  
805C-42B-6112  
Interpret Military Pay and Allowances  
Status: Approved

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**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 Fort Jackson / USASSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are assigned to an S-1 section and are responsible for ensuring all members of the unit are receiving correct pay and entitlements in accordance with Department of Defense (DoD) regulations. You have access to the references listed on the enclosed table, an Army Human Resources Work Station with internet capabilities, and standard office supplies. This task should not be trained in MOPP 4.

**Standard:** Interpret DoD military pay regulations and establish entitlements to basic, special, and incentive pays for unit personnel with 100% accuracy. Implement internal control procedures that ensures 100% accountability of military pay allowances and entitlements received by Soldiers.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** You are required to provide finance support to Soldiers in your unit.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Research finance actions.
  - a. Review Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R Volume 7A.
  - b. Identify key words or terms.
  - c. Review the Table of Contents.
  - d. Research applicable chapters.
2. Determine Special Pay entitlements.
  - a. Verify supporting documentation.
  - b. Verify eligibility.
3. Determine Incentive Pay entitlements.
  - a. Verify supporting documentation.
  - b. Verify eligibility.
4. Determine Subsistence allowances.
  - a. Verify supporting documentation.
  - b. Verify eligibility.
    - (1) Basic Allowance for Subsistence (BAS).
    - (2) Family Subsistence Supplemental Allowance (FSSA).
5. Determine other Payable Allowances.
  - a. Basic Allowance for Housing (BAH).
  - b. Family Separation Allowance (FSA).
  - c. Cost of Living Allowance (COLA).
  - d. Other entitlements (e.g. Clothing Allowance).
6. Manage processing of Pay Inquiries.
7. Implement Internal Control Procedures.
  - a. Verify all documentation.
  - b. Maintain documentation on file.

- c. Verify data on Unit Commander's Finance Report (UCFR) or Unit Commander Pay Management Report (UCPMR), and monthly entitlement verification report.
- d. Reconcile data on UCFR or UCPMR, and monthly entitlement verification report.
- e. Safeguard assets.
- f. Detect errors and fraud.
- g. Adhere to the Defense Finance and Accounting Service (DFAS) supplemental internal control policies and practices.

(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 as 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. Researched finance actions.			
2. Determined Special Pay entitlements.			
3. Determined Incentive Pay entitlements.			
4. Determined Subsistence allowances.			
5. Determined other Payable Allowances.			
6. Managed processing of Pay Inquiries.			
7. Implemented Internal Control Procedures.			

**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	Yes	No
	DA FORM 4187	PERSONNEL ACTION	No	No
	DOD 7000.14R VOL 7A	Military Pay Policy and Procedures, Active Duty and Reserve Pay	Yes	Yes

**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 FM 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 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 :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
805C-42B-6107	Conduct Personnel Information Management	805C - Adjutant General (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None