

805C-42A-3012
Prepare Office Computations
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.

Condition: As an HR NCO you are required to determine service dates and calculate adjustments using office computations. You have access to supporting service documents, DA Form 1506 (Statement of Service for Computation of Length of Service for Pay Purposes), DoDFMR (Department of Defense Financial Management Regulation) 7000.14-R, AR 37-104-4 (Military Pay and Allowance Policy and Procedures-Active Component), AR 600-8-104 (Army Military Human Resource Records Management), standard office supplies, and a calculator. This task should not be trained in MOPP 4.

Standard: With a minimum of 70% accuracy, determine the types of services dates, process DA Form 1506, calculate service dates, adjust service time and adjust dates for lost time.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: A Soldier in your unit requests assistance verifying or adjusting his service dates.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Determine the types of service dates.

- a. Verify the types of service dates that must be computed.
- b. Adjust service dates under special circumstances.

Note: For example, breaks in service, breaks in active duty, change in status (enlisted to officer and vice-versa), and for time lost.

2. Process the DA Form 1506 (Statement of Service - for Computation of Length of Service for Pay Purposes).

- a. Submit a DA Form 1506 when sufficient documentation is not readily available to substantiate the total creditable service time a Soldier has accrued for pay purposes.
- b. Coordinate with the Defense Finance and Accounting Service (DFAS) for adjusting the PEBD and the BASD.
- c. Verify Soldier's periods of service by appropriate documentation provided and presented by the Soldier for each period.

3. Calculate service dates.

- a. Add "1" day when subtracting a date from a date. DO NOT add "1" day when subtracting a period of service from a date. Subtract "1" day when adding a period of service to obtain a Soldier's ETS.
- b. Ensure all periods of service are computed using 30 days in a month and 12 months in a year.
Note: When subtracting, all months have 30 days and all years have 12 month with the exception of LOST TIME.

4. Adjust service time.

a. Adjust Pay Entry Basic Date (PEBD).

- (1) Determine all periods of creditable service.
- (2) Compute all periods of service using the three basic computation rules.
- (3) Add all periods of service.
- (4) Subtract the total from the beginning date of the Soldier's last continuous period of service.
- (5) Adjust for any lost time on a day-by-day basis.

b. Adjust Basic Active Service Date (BASD).

- (1) Determine all periods of active service.
- (2) Compute all periods of service using the three basic computation rules.
- (3) Add all periods of service.
- (4) Subtract the total from the beginning date of the Soldier's last continuous period of service.
- (5) Adjust for any lost time on a day-by-day basis.

c. Adjust Basic Enlisted Service Date (BESD).

- (1) Determine all periods of enlisted service.
- (2) Compute each period of enlisted service using the three basic computation rules.
- (3) Add all periods of enlisted service.
- (4) Subtract the total from the beginning date of the last continuous period of enlisted service (current period).
- (5) Adjust for any lost time on a day-by-day basis.

d. Adjust Expiration of Term of Service (ETS).

- (1) Determine the date of enlistment, reenlistment, extension, and the term of service.
- (2) Add the term of service to the date of enlistment, reenlistment or extension by subtracting one day to compensate for the inclusive day.
- (3) Adjust the ETS date for any lost time on a day-by-day basis.

e. Adjust Date of Rank (DOR).

- (1) Adjust the DOR due to a reduction for either inefficiency, misconduct, break in service, or lost time.
- (2) Adjust the DOR after a break in service to give credit for active service prior to the break.
- (3) Adjust the DOR due to lost time to a later date for all lost time.

5. Adjust service dates for lost time.

a. Determine which calculation is beneficial to the Soldier when calculating lost time.

- (1) Compute lost time using the 30 Days per Month calculation.
- (2) Compute lost time using the day-by-day method.

b. Add lost time for enlisted Soldiers who are Absent Without Leave (AWOL), confined for more than one day, or who are unable to perform their duties because of their misconduct, to the initial enlistment period for which the Soldier was enlisted or inducted.

(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. Determined types of service dates.			
a. Verified the types of service dates that had to be computed.			
b. Adjusted service dates under special circumstances.			
2. Processed the DA Form 1506.			
a. Submitted a DA Form 1506 when sufficient documentation was not readily available to substantiate the total creditable service time a Soldier has accrued for pay purposes.			
b. Coordinated with DFAS for adjusting the PEBD and the BASD.			
c. Verified Soldier's periods of service by appropriate documentation provided and presented by the Soldier for each period.			
3. Calculated service dates.			
a. Added "1" day when subtracting a date from a date. DID NOT add "1" day when subtracting a period of service from a date. Subtracted "1" day when adding a period of service to obtain a Soldier's ETS.			
b. Ensured all periods of service were computed using 30 days in a month and 12 months in a year			
4. Adjusted service time.			
a. Adjusted PEBD.			
b. Adjusted BASD.			
c. Adjusted BESD.			
d. Adjusted ETS.			
e. Adjusted DOR.			
5. Adjusted service dates for lost time.			
a. Determined which calculation was beneficial to the Soldier when calculating lost time.			
b. Added lost time for enlisted Soldiers who were AWOL, confined for more than one day, or who were unable to perform their duties because of their misconduct, to the initial enlistment period for which the Soldier was enlisted or inducted.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 37-104-4	MILITARY PAY AND ALLOWANCES POLICY	Yes	No
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdf/files/r600_8_104.pdf	Yes	No
	DA FORM 1506	STATEMENT OF SERVICE - FOR COMPUTATION OF LENGTH OF SERVICE FOR PAY PURPOSES	Yes	Yes
	DOD 7000.14-R	Department of Defense Financial Management Regulations (DODFMR) (Volumes 1-15)	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-240-4345		Printer, Automatic Data Processing	1
	4931-00-108-1741		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.

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