



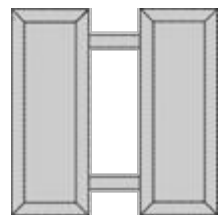
# LOUISIANA NATIONAL GUARD

PROTECT WHAT MATTERS<sup>SM</sup>

UNIT PAY ACTIONS



# Commander Responsibilities -Finance-





## Responsibilities

### Commanders will:

- Ensure that documents and actions affecting their Soldiers' military pay are accurate.
- Review the Unit Commander's Pay Management Report (UCPMR) for their unit's soldiers on a monthly basis.
- Review the monthly Master Military Pay Account (MMPA) of their soldiers to verify changes have processed.
- Annually perform a review with each soldier of their MMPA to ensure accuracy. Changes must be sent to SIDPERS to update the MMPA. Soldier will inform their commander of anything that would affect their entitlement to pay and allowances.
- Use published guidance, regulations, and training material provided on the Military Pay to ensure soldiers are paid accurately and all payments are legal and proper.



## Requirements to USPFO

- **577 Signature Cards and Assumption of Command Memorandums** – When a new commander is appointed, the previous signature card along and assumption of command memo must be terminated. Then a new version of each must be sent with a Transmittal Letter to MILPAY.
- **Commander or Authorized Representative signature required on all pay documents** - Ensure Unit Pay Officer and/or Authorized Representatives are trained, in compliance with policies, and have access to all guidance, regulations, and training material.
- **DA Form 1379** – Signed & submitted 5 working days after last IDT period of the month.
- **Certificates of Performance** - Signed & submitted NLT 10 days after the end of every order to verify performance.



## Example ~DD Form 577~

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.  <b>PRINCIPAL PURPOSE(S):</b> To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment.            SORN T1300 (<a href="http://dodpo.defense.gov/Privacy/SORNs/index/DDComponentArticleView.html?id=7459/Article/9235/1300.aspx">http://dodpo.defense.gov/Privacy/SORNs/index/DDComponentArticleView.html?id=7459/Article/9235/1300.aspx</a>)  <b>ROUTINE USE(S):</b> The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: <a href="http://dodpo.defense.gov/Privacy/SORNs/index/BlanketRoutineUses.aspx">http://dodpo.defense.gov/Privacy/SORNs/index/BlanketRoutineUses.aspx</a>  <b>DISCLOSURE:</b> Voluntary, however, failure to provide the requested information may preclude appointments.</p>		
<b>SECTION I - APPOINTEE</b>		
1. NAME <i>(First, Middle Initial, Last and Rank or Grade)</i>	2. DOD ID NUMBER <small>Social Security Number</small>	3. TITLE
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS <i>(Include ZIP Code, email address, and telephone number with area code and DSM)</i>	
6. POSITION TO WHICH APPOINTED <i>(X appropriate box - one only. Checking more than one invalidates the appointment.)</i>		
<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input checked="" type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE: Perform unit level pay operations to include processing 1379's, IDTs, RMAs, Orders, submit military pay action (DD 114) requests, and perform My Unit Pay Operations for Payroll Number (PRN): _____ UIC: _____		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: DoDFMR, Vol. 5, Chapter 33, My Unit Pay User Manual and On-line help, ARNG Unit Level Finance Procedures Manual, Dated 01 May 2002		
<b>SECTION II - APPOINTING AUTHORITY</b>		
9. NAME <i>(First, Middle Initial, Last)</i>	10. TITLE	11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. SIGNATURE	
<b>SECTION III - APPOINTEE ACKNOWLEDGEMENT</b>		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 13 below.		
14. PRINTED NAME <i>(First, Middle Initial, Last)</i>	15. DATE (YYYYMMDD) <i>(Not earlier than date in item 12 or 13)</i>	16. SIGNATURE
		a. DIGITAL
		b. MANUAL
<b>SECTION IV - APPOINTMENT TERMINATION</b>		
The appointment of the individual named above is hereby revoked.		17. DATE (YYYYMMDD)
		18. APPOINTEE INITIALS
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE

DD FORM 577, JUL 2014

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 3.0



## Example ~Assumption of Command Memo~



DEPARTMENTS OF THE ARMY AND AIR FORCE  
JOINT FORCE HEADQUARTERS-LOUISIANA  
RECRUITING AND RETENTION BATTALION  
JACKSON BARRACKS  
NEW ORLEANS, LOUISIANA 70117-1456

NGLA-JFD-RC

1 October 2015

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command By Authority of Recruiting and Retention  
Commander, COL Kenneth P. Donnelly, 1302 F St., Camp Beauregard, Pineville, LA  
71360

1. The undersigned, Captain Noel S. Bellas, assumes command of Co C Recruiting and Retention Command, UIC W90VC0, W90VC1, W90VC2, W90VC3.
2. Effective date 1 October 2015, 0700 hours.
3. POC for this memorandum is the undersigned at (504) 875-8740.

  
NOEL S. BELLAS  
CPT, EN, LAARNG  
Commanding



## SIDPERS & Military Pay

The Military Pay System relies on the data in SIDPERS to process pay actions. If a soldier has pay issues, please ensure that SIDPERS has the most current information before contacting Military Pay.

### The following SIDPERS information feeds to the Military Pay System:

- Date of Gain
- Social Security number
- Name
- Sex
- Pay grade (Rank)
- Mailing address (address used by the postal service for mail delivery to the soldier)
- Marital status
- Dependent status
- State tax location code
- Federal income tax withholding exemptions
- SGLI enrollment/disenrollment
- Unit personnel accounting symbol (PAS)
- Attachment code (PAS of the unit to which attached and the reason for attachment).
- Incentive pay codes. (Aviation Service Entry Date for rated officers and flight surgeons in aviation service.)





## What can the Military Pay Office action?

### The following items can be submitted directly to the Military Pay Office:

- Miscellaneous pay, collect, and adjustment actions
- Officer uniform allowance payments
- Meals collections & erroneous collections
- SF1199A (Direct Deposit)
- Statement of charges ready for debt establishment
- Any debt Inquiries
- Debt payments (Pay & Allowance, SGLI, FLIPL's, & Statement of Charges)





## Commander's Reports

- DA1379 – Verify Attendance Coding of Soldiers
- Master Military Pay Account (MMPA)
- Unit Commander's Pay Management Report (UCPMR)

“Review and Reconcile reports monthly to ensure timely and accurate payments. It is the right thing to do for YOUR SOLDIERS!”



## Important Pay Related Links

*My Unit Pay – <https://ngrcc2-unitpay.ng.ds.army.mil/>*

*Unit Commander Pay Management (UCPMR) & Master Military Pay Account (MMPA) Reports -  
<\\nglaa7-cbj8-fsb\Comptroller Unit Data>*

*DFAS My Pay - <https://mypay.dfas.mil/#/>*

*DFAS Pay Tables - <https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/>*

*DFAS Basic Housing Allowance Calculator- <https://www.defensetravel.dod.mil/site/bahCalc.cfm>*

*Defense Travel System- <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>*

*Citi Government Travel Charge Card- <https://home.cards.citidirect.com/CommercialCard/login>*



## Assistance and Information

### **Military Pay Technician**

(318) 290-5958/5081/5929

\*Call to speak to a Finance Technician directly.

### **Mailbox**

[ng.la.laarng.mbx.j8-financial-services@army.mil](mailto:ng.la.laarng.mbx.j8-financial-services@army.mil)

\*Send all pay inquiries, requests, and supporting documentation here. Unless instructed differently, never send emails directly to Finance technicians; all correspondence must go through this designated box for control.

### **Supervisory Financial Specialist (Mrs. Dionne P. Branton)**

(318) 290-5739/[dionne.p.branton.civ@army.mil](mailto:dionne.p.branton.civ@army.mil)