

UNITED STATES ARMY
FINANCIAL MANAGEMENT SCHOOL



U.S. ARMY SOLDIER SUPPORT INSTITUTE

DMO CODING
Training Guide Extract

for

Active & Reserve Component
(AC & RC)

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Accessing DMO

The following steps will show you how to access and navigate through the DMO System. The program will already be installed on your computer and you will have a Desktop Icon to access the system.

STEP 1: Double left click on the DMO Icon on your desk top.

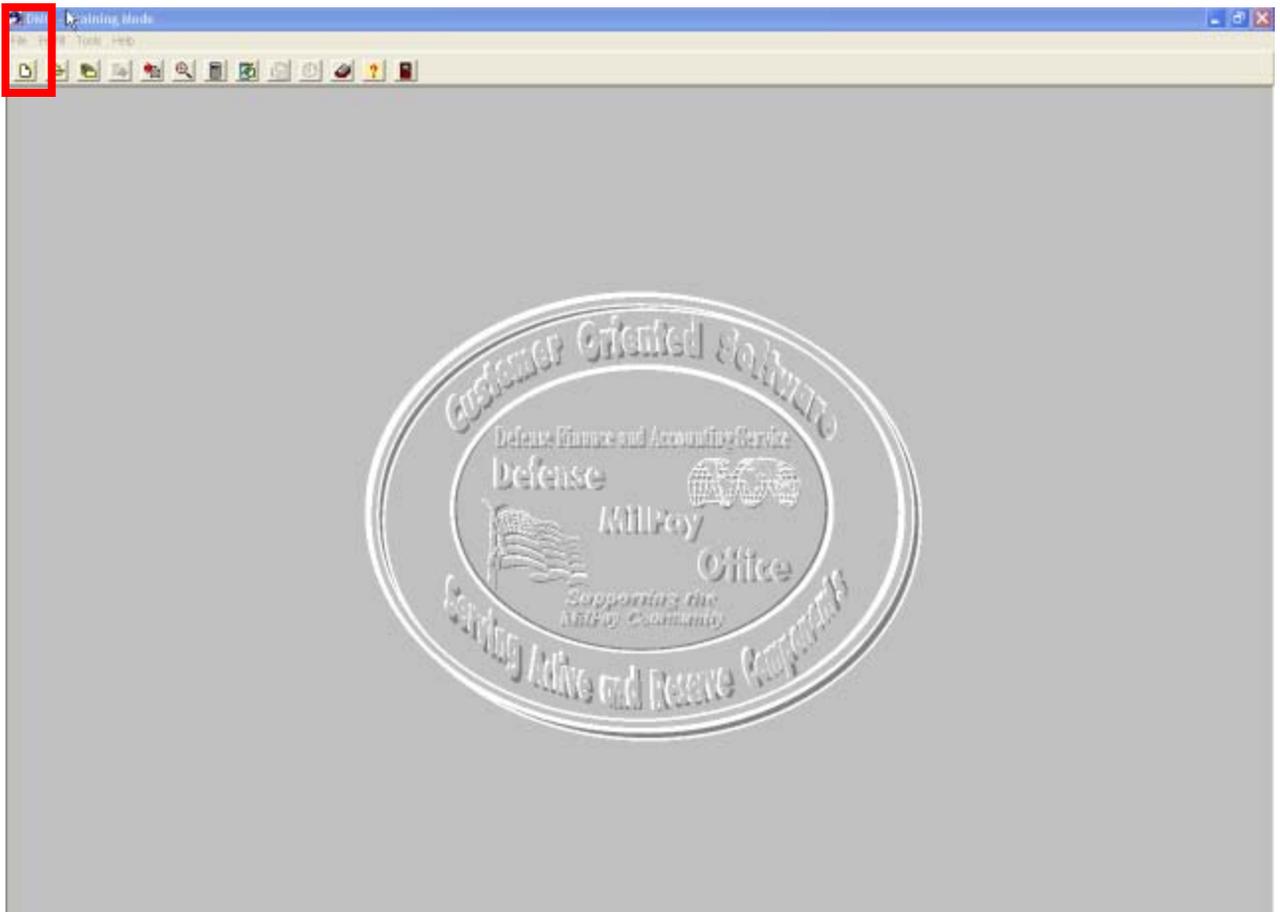


STEP 2: Enter the Local Username and Local Password provided to you by your instructor. Then click on the OK button at the bottom.

A screenshot of the 'DMO Login' dialog box. The dialog has a blue title bar with the text 'DMO Login' and a close button. It is divided into two main sections: 'Local Information' and 'Corporate Information'. The 'Local Information' section is highlighted with a red border and contains two text input fields: 'Local Username:' and 'Local Password:'. Below these fields is a button labeled 'Change Local Password'. The 'Corporate Information' section contains two text input fields: 'Corporate Username:' and 'Corporate Password:'. Below these fields is a button labeled 'Change Corporate Password'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a black border.

Accessing DMO (continued)

STEP 3: You will be at the main menu for DMO. Click on the FILE button in the top left corner.



Opening A New Cycle



STEP 4: A list of options will be displayed. Click on the "NEW CYCLE" prompt.

Opening A New Cycle (continued)

STEP 5: A box will appear that has several pre-filled areas. Ensure that the following information is in the correct box.

Service: Army

Component: Active

NOTE: (Reserve if you are coding reserve pay ONLY.)

Servicing Station: What the system shows.

Transaction Type: General (ALWAYS).

Cycle: The cycle number will be provided to you by your instructor.

The screenshot shows a 'New Cycle' dialog box with the following fields and buttons:

- Multiple Cycles
- Year/Julian Date: 2006 | 180
- Service: Army (dropdown)
- Component: Active (dropdown)
- Servicing Station: 4902 (dropdown)
- Transaction Type: General (dropdown)
- Cycle: (empty text box)
- Buttons: OK (with green checkmark), Cancel (with red X), Help (with blue question mark)

Annotations:

- A red box highlights the Service, Component, Servicing Station, Transaction Type, and Cycle fields, with a green arrow labeled 'STEP 5' pointing to it from the left.
- Another red box highlights the OK, Cancel, and Help buttons, with a green arrow labeled 'STEP 6' pointing to it from the left.

STEP 6: Click the OK button.

Processing Transactions

STEP 7: You will be at the coding screen menu. In the upper left corner will be the Servicing Station, Cycle number, Julian date, and the service and component.

4902-B1-180 (A-AC)

Social Security Number: Name: FID/AI/TIN:

Input Source: Searchfield:

0201	START	FOREIGN LANGUAGE PROFICIENCY PAY
0202	STOP	FOREIGN LANGUAGE PROFICIENCY PAY
0203	REPORT	FOREIGN LANGUAGE PROFICIENCY PAY
0204	CHANGE	FOREIGN LANGUAGE PROFICIENCY PAY
0205	CORRECT	FOREIGN LANGUAGE PROFICIENCY PAY
0206	CANCEL	FOREIGN LANGUAGE PROFICIENCY PAY
0701	START	COMMAND RESPONSIBILITY PAY
0702	STOP	COMMAND RESPONSIBILITY PAY
0703	REPORT	COMMAND RESPONSIBILITY PAY
0705	CORRECT	COMMAND RESPONSIBILITY PAY
0706	CANCEL	COMMAND RESPONSIBILITY PAY
1001	START	DEMOLITION DUTY
1002	STOP	DEMOLITION DUTY
1003	REPORT	DEMOLITION DUTY
1005	CORRECT	DEMOLITION DUTY

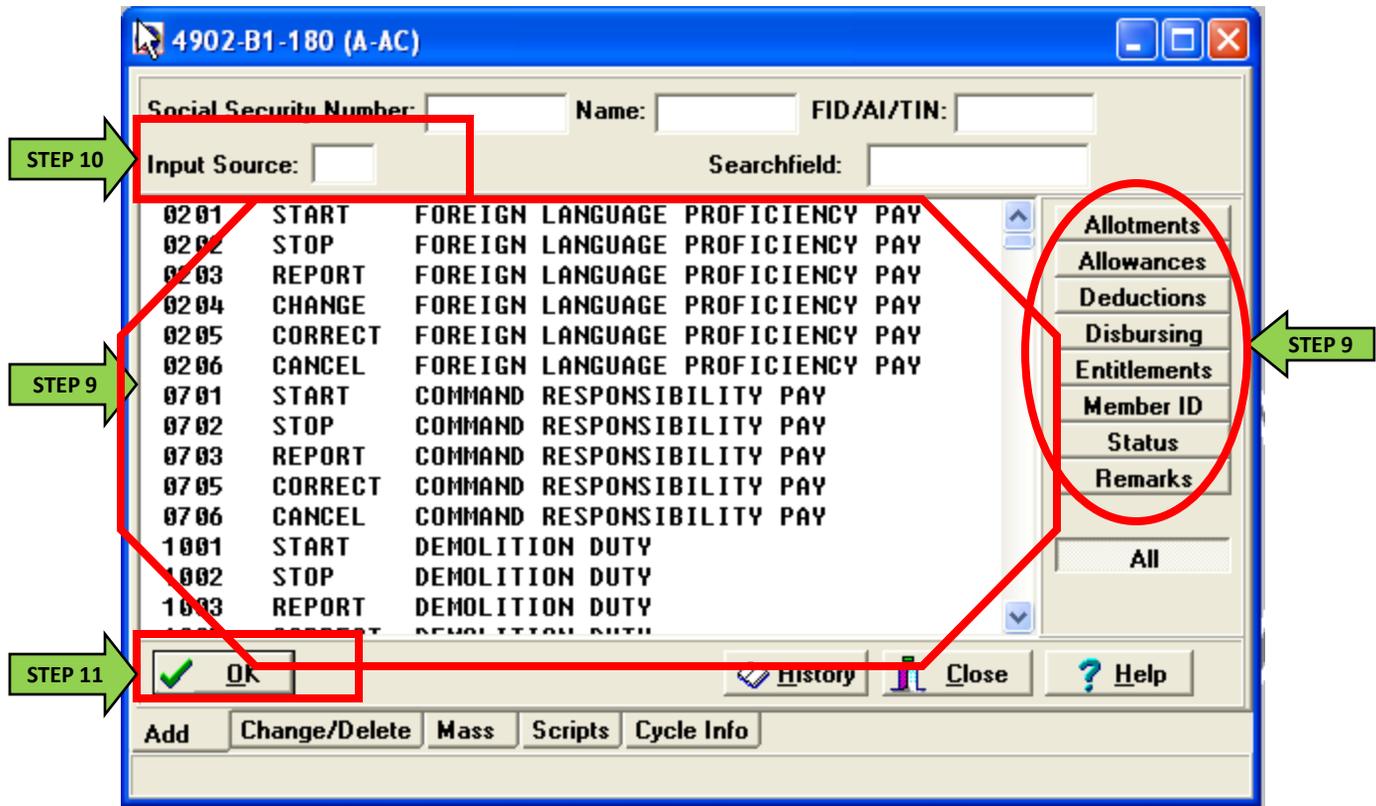
OK History Close Help

Add Change/Delete Mass Scripts Cycle Info

STEP 8: To input a transaction on a Soldier, type in the SSN of the Soldier. If the soldier is in the database then the name will automatically come up. If the name does not automatically come up double check the SSN for accuracy. (you can use DSIS to verify the SSN) If the SSN is correct then you can manually input the first five letters of the last name.

STEP 9: The FID/AI/TIN: is the code for the action you want to input on the Soldier. See handout#1 Part 1 for all codes or you may use the scroll down menu in the body of the screen to find the correct transaction to be input. To narrow your search choose from the type of entries at the right side of the screen. (See figure on page 11.)

Processing Transactions (continued)



STEP 10: The Input Source code will, for training purposes, be FI unless otherwise stated by your instructor.

STEP 11: Once your data fields are entered click on OK.

Transaction Input Screen

STEP 12 →

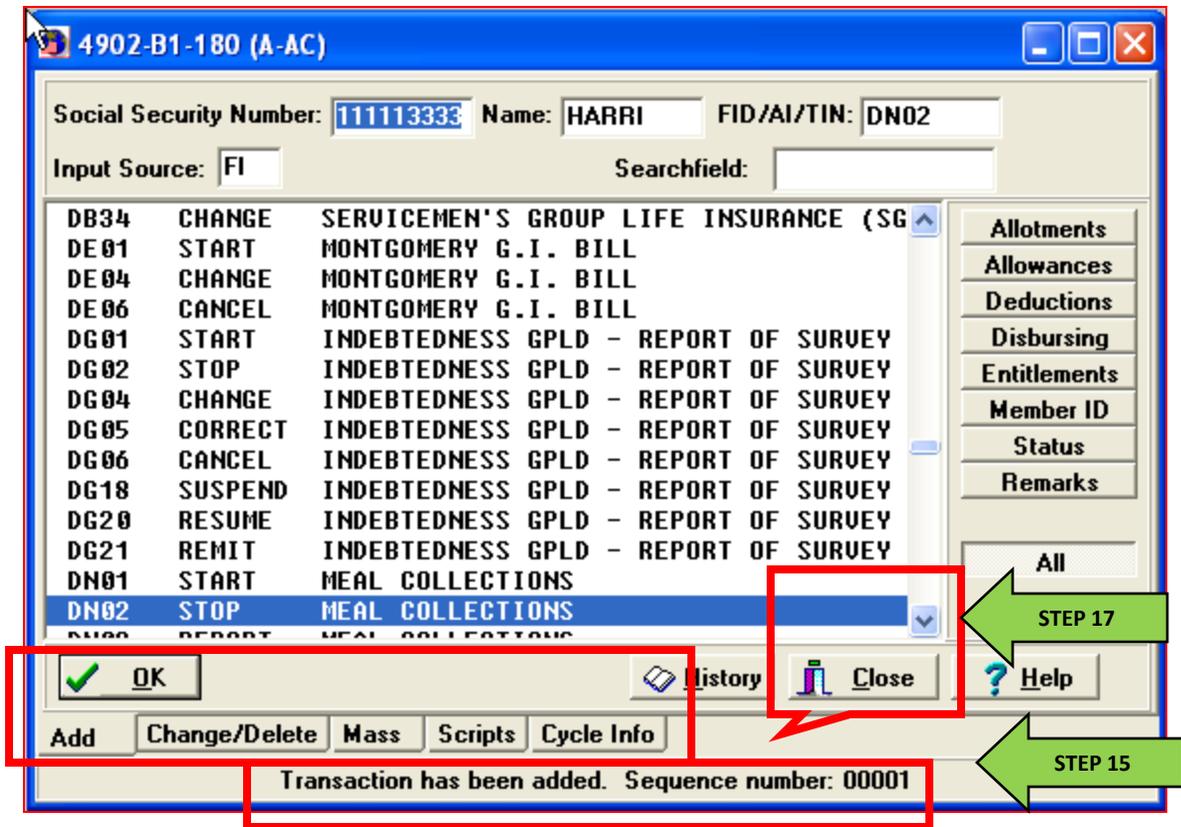
STEP 13 →

STEP 12: You will now be at the input screen for the transaction you selected. The Soldiers SSN and name will be at the top as well as the type of transaction.

STEP 13: Input all the requested data in the blank spaces of the screen. Once complete click on OK.

STEP 14: You will be brought back to the main menu where you can enter another transaction on this same Soldier or you can input a new SSN and repeat the steps 8 – 13 above.

Transaction Confirmation Screen



STEP 15: After every transaction you input you will be given a Sequence Number, write this number, the cycle number and the Servicing Station at the bottom of the documents.

EXAMPLE: 4902 - B1 - 0001

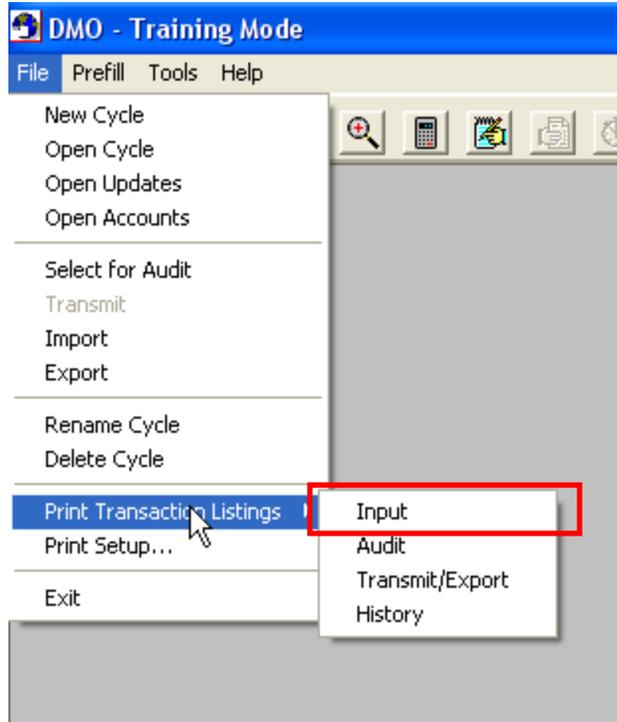
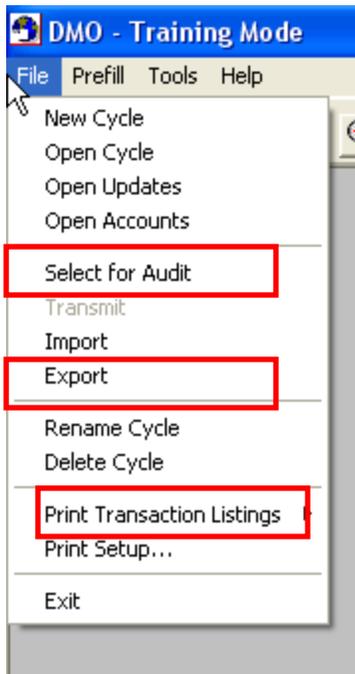
STEP 16: There are other actions you can do from the input main menu. By using the buttons at the bottom of the screen you can ADD, Change/Delete, etc.

For classroom purposes we will only use the ADD and Change/Delete Buttons.

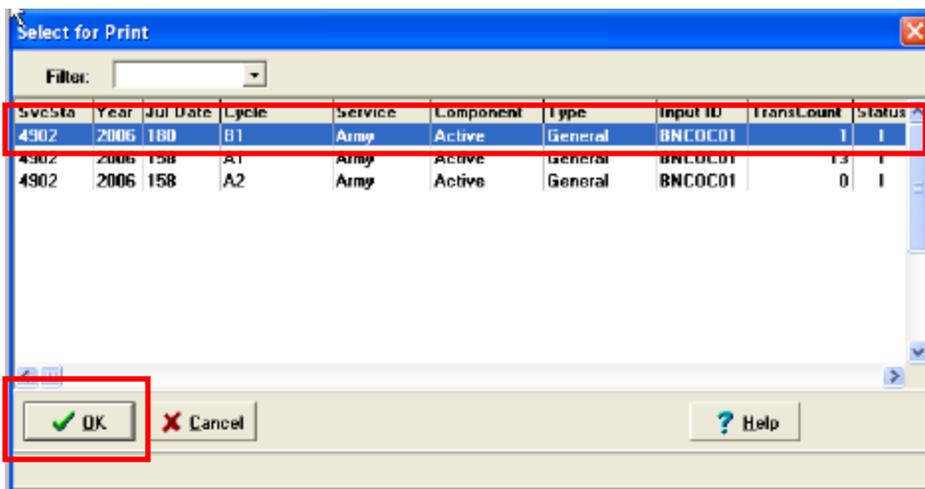
STEP 17: Once you have coded all the transactions needed for all the Soldiers then close this window by clicking on the CLOSE button at the bottom of the screen.

Closing, Auditing, Exporting a Cycle & Printing the Transaction Listing

STEP 18: In order to close out your open cycle you will need to complete several different tasks. First from the main DMO menu click on FILE. We will be using the Print Trans Listing, Select for Audit and Export functions.

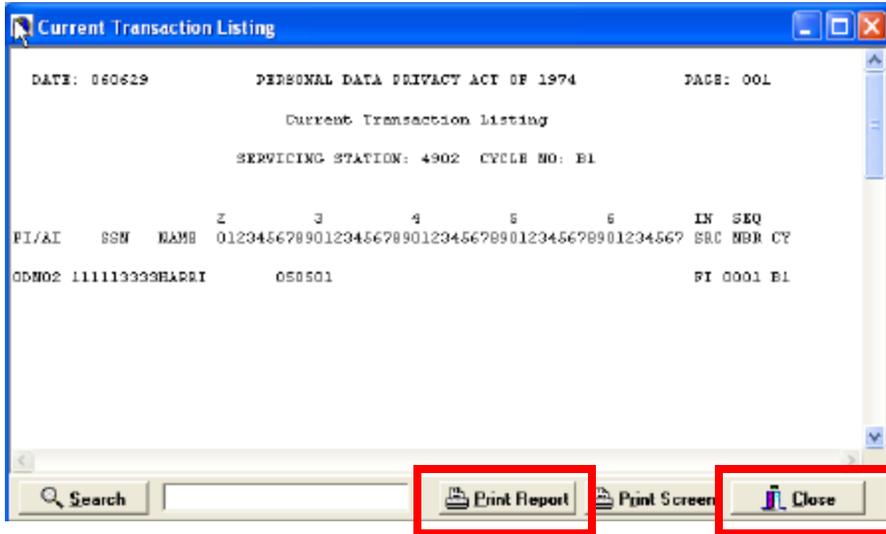


STEP 19: The first function is to Print Transaction Listing. Click on this field. You will be given another menu. You will be printing from the INPUT folder. Click on INPUT.



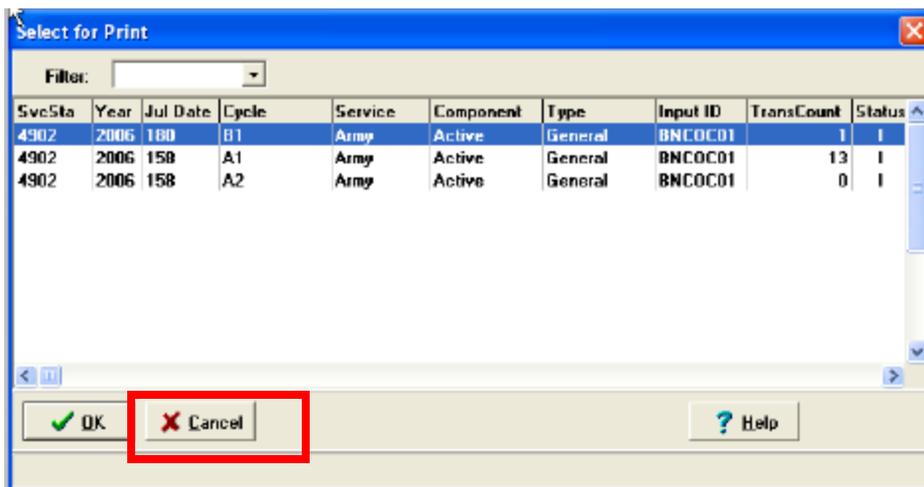
STEP 20: From this screen highlight your cycle number and click on OK.

Printing Transaction Listing Report



STEP 21: This screen will show you the transactions you input and what the printout will look like. Click on PRINT REPORT.

STEP 22: Your report will print. Click on CLOSE.

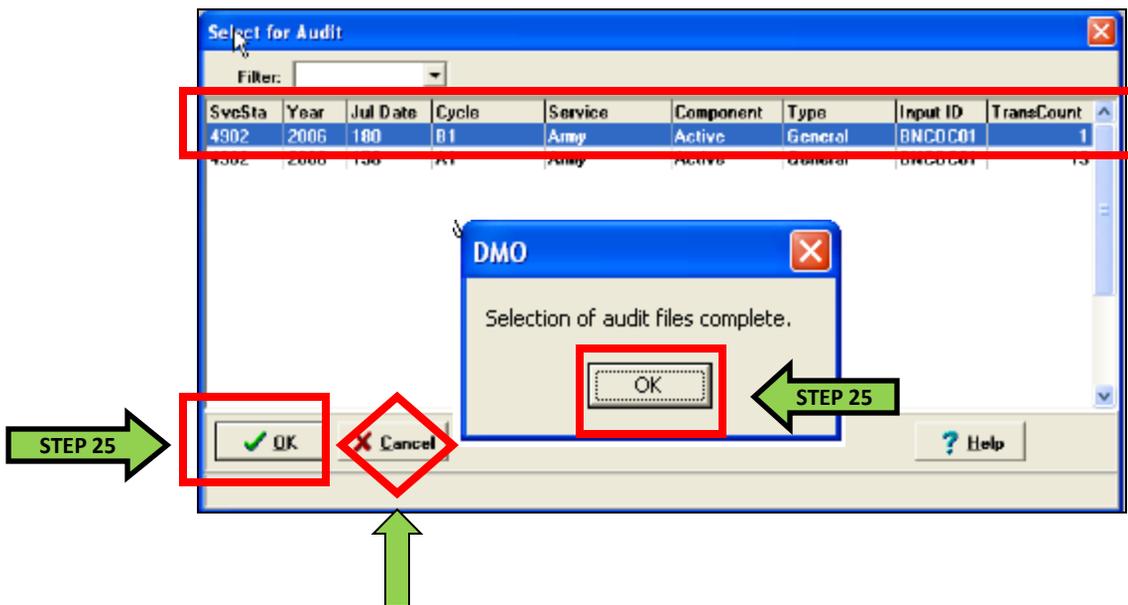


STEP 23: You will be brought back to the previous menu. Click on CANCEL. This will bring you back to the Main DMO Menu again.

Selecting a Cycle for Audit

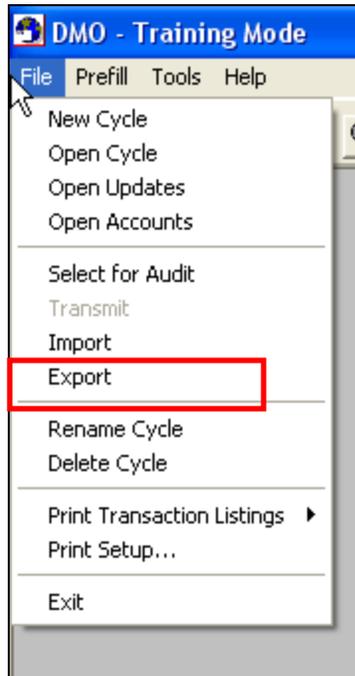


STEP 24: Go up to FILE and click on **SELECT FOR AUDIT**.

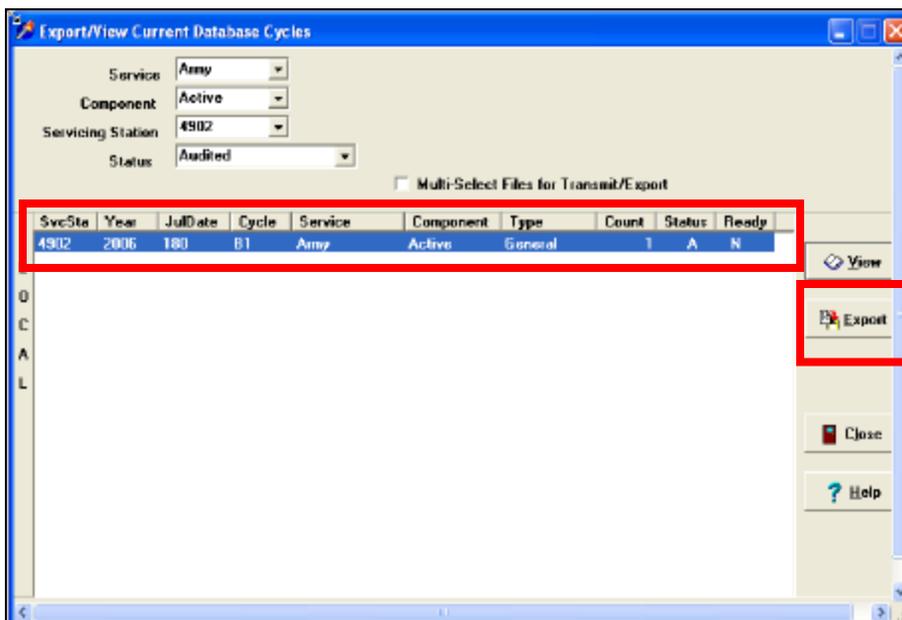


STEP 25: From this screen highlight your cycle number and click on OK. You will have a small screen pop up in the middle of the open screen informing youcomplete. Click OK. Your cycle will be transferred to the audit file and you will no longer be able to view it. Click on CANCEL. This will bring you back to the Main DMO Menu again.

Exporting a Cycle for Upload

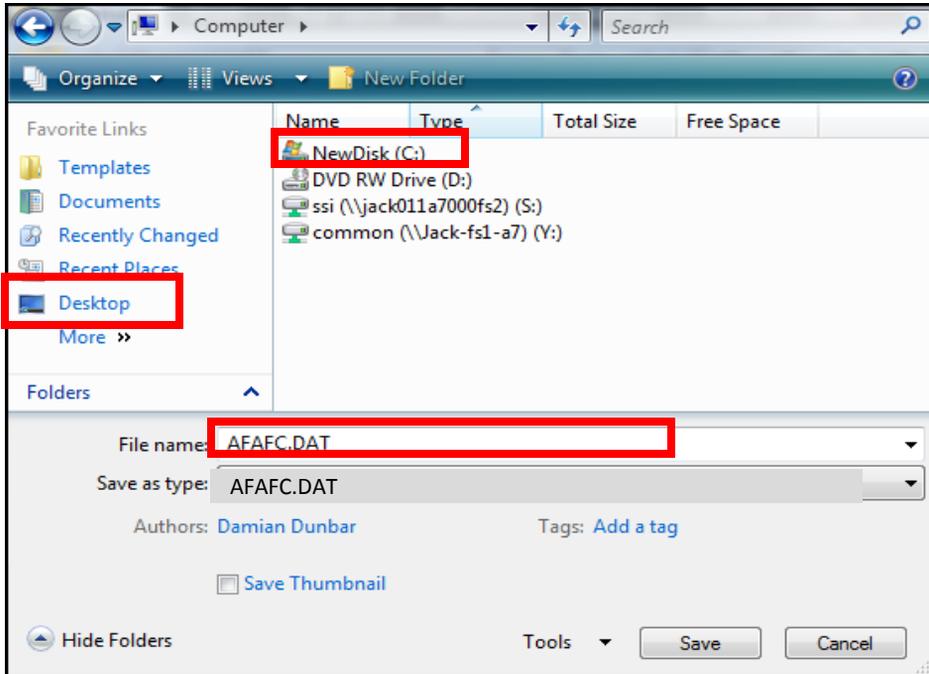


STEP 26: Go up to FILE and click on EXPORT.

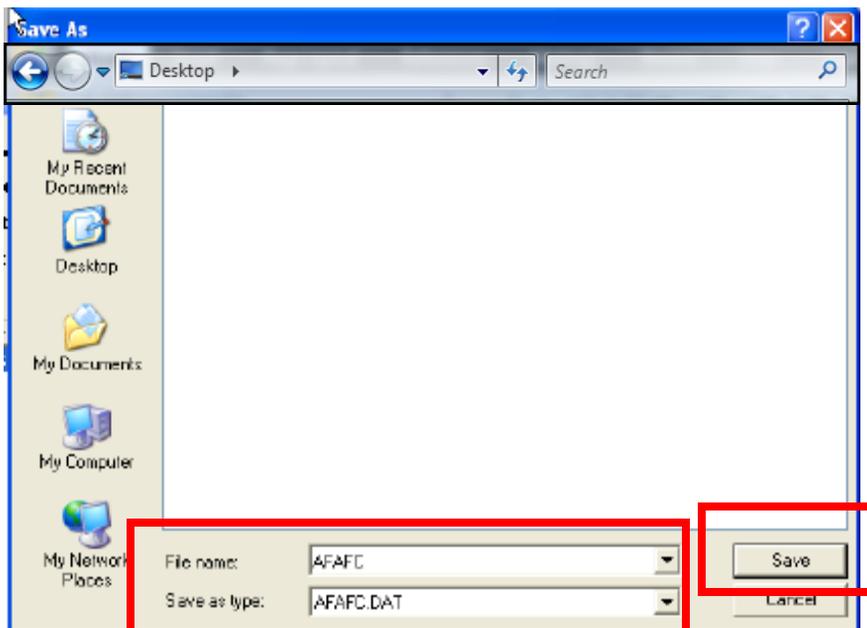


STEP 27: Highlight your cycle number and click on EXPORT.

Exporting a Cycle for Upload (continued)

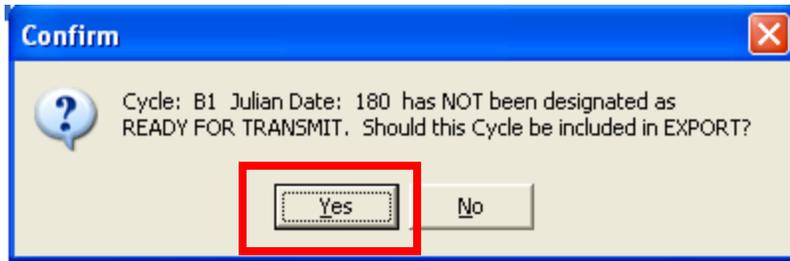


STEP 28: You will need to select how you will save your information. Click on the drop down menu at the top the screen. From this menu select the **DESKTOP (C:)**, or a designated location by the Instructor. You will be returned to the previous menu and your Save in will show on the desktop.

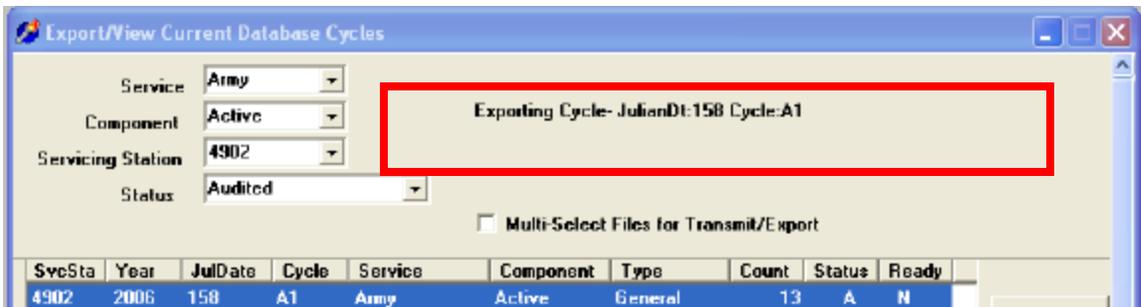


STEP 30: Your Filename will be AFAFC and your Save as Type will be AFAFC.DAT. Click on the SAVE button.

Uploading the Cycle



STEP 31: You be asked to confirm whether this cycle should be exported. Click on YES.

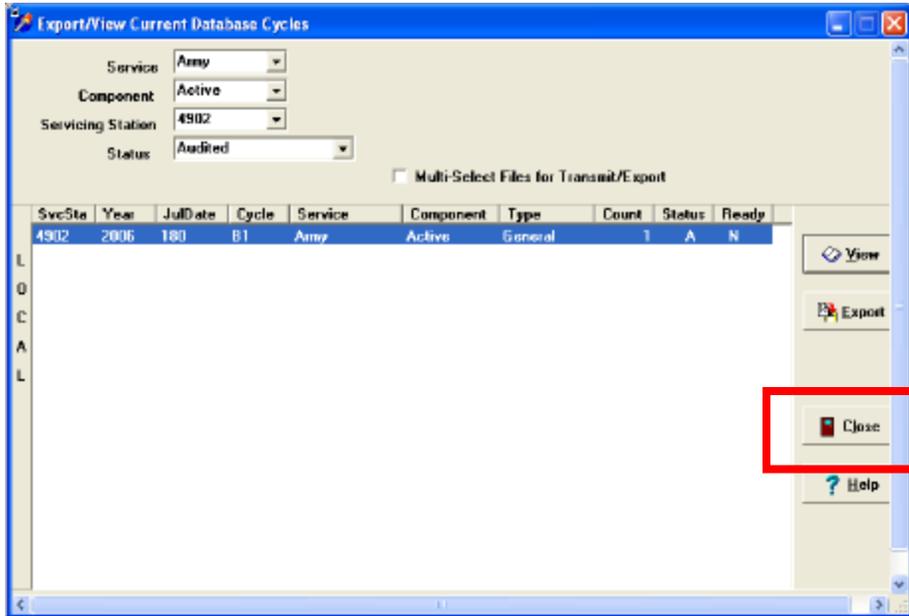


STEP 32: The file that is being exported will show in the upper right hand side of the screen. You will also see the elapsed time for export.

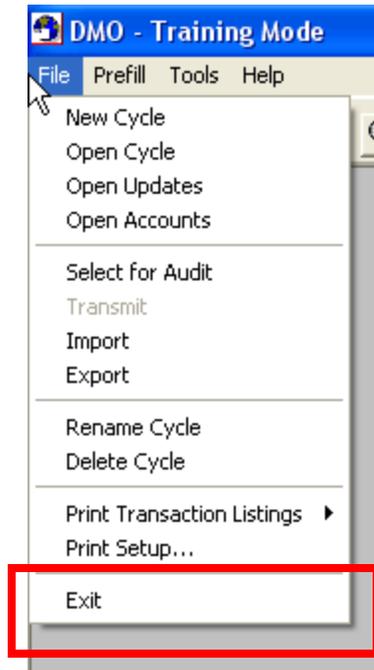


STEP 33: You will be given a message when your file export is complete. Click OK.

Exiting DMO



STEP 34: Click on CLOSE.



STEP 35: You can now exit out of DMO completely. Go to FILE and then click on EXIT.

WARNING

DO NOT exit this program by clicking the X in the red box at the top right. You may corrupt the database.

3001 - Start - Special Duty Assignment Pay

Member Information Cycle: Z1 Julian Date: 089

SSN Name

SEE PAGE 1 OF THE DTA.

Action Type

Start Stop Change Correct Cancel

Transaction Information

Start Date Effective date on orders.

Special Duty Assignment Rate Orders - "Action"

Proficiency Pay Type

CC- Career Counselors
 DS- Drill Sergeant
 RC- Recruiter
 RH- Recruiter Headquarters
 SP- SDAP (Other)

Input Source

3001 Start Special Duty Assignment Pay

1401 - Start Hardship Duty Pay Cycle: Z1 Julian Date: 089

Member Information
 SSN Name

SEE PAGES 4 & 5 OF THE DTA.

Action Type
 Start Stop Report Change Correct Cancel

Transaction Information

Start Date ← Date of arrival at location.

Location Code

Input Source

1401 Start Hardship Duty Pay

OCONUS ASSIGNMENT

Location Code Query Site

<http://www.defensetravel.dod.mil/site/locCodeCalc.cfm>

From the site, go to the search block and type “location code query”

Location Code Query

A Location Code is required to compute the COLA and OHA. Please select a country from the list below to find the Location Code of a city. Make a note of it and enter in LC field below.

CHOOSE THE UPDATE PERIOD

YEAR:	MONTH:	DAY:
2011 ▾	January ▾	1st ▾

SELECT A COUNTRY

SELECT LOCATION BY NAME:

KOREA (SOUTH) ▾

LOC CODE	LOCATION
KS035	CAMP HUMPHREYS (FORMERLY PYONGTAEK)
KS005	CHINHAE
KS007	CHUNCHON
KS045	DAEGU/WAEGWAN(CAMP CARROLL/HENRY/WALKER)
KS177	DONGDUCHEON (INCL CAMP CASEY)
KS010	INCHON
KS015	KIMHAE
KS070	KUNSAN AB
KS017	KWANJU AB
KS178	MUNSAN
KS025	OSAN AB (INCL YONGIN)
KS999	OTHER
KS030	PUSAN
KS140	SEOUL(K-16FLD/CMERCER/SITE TANGO/33)
KS050	SUWON
KS047	TAEJON
KS176	UIJUNGBU
KS175	USFK PERSONNEL ENTITLED SEOUL
KS065	WEONJU

1401 - Start Hardship Duty Pay

Member Information Cycle: Z1 Julian Date: 089

SSN Name

SEE PAGE 6 OF THE DTA.

Action Type

Start
 Stop
 Report
 Change
 Correct
 Cancel

Transaction Information

Start Date ← Date of arrival at location.

Location Code → Use the applicable code for the deployed location from the per diem site.

Input Source

OK

Cancel

Prefill

Inquiry

History

Print

Help

1401 Start Hardship Duty Pay

OCONUS DEPLOYMENT ASSIGNMENT

Location Code Query Site

<http://www.defensetravel.dod.mil/site/locCodeCalc.cfm>

From the site, go to the search block and type “location code query”

Location Code Query

Location Code is required to compute the COLA and OHA. Please select a country from the list below to find the Location Code of a city. Make a note of it and enter in LC field below.

CHOOSE THE UPDATE PERIOD

YEAR:	MONTH:	DAY:
2011 ▾	January ▾	1st ▾

SELECT A COUNTRY

SELECT LOCATION BY NAME:

AFGHANISTAN ▾

Country/State: **AFGHANISTAN**

PAY PERIOD: 01-01-2011

Make a note of the LOCATION CODE. Return to OHA or COLA Allowance Query

LOC CODE	LOCATION
AF999	AFGHANISTAN

1201 Start - Flying Duty X

Member Information Cycle: Z1 Julian Date: 089

SSN Name SEE PAGE 8 OF THE DTA.

Action Type

Start
 Stop
 Report
 Change
 Correct
 Cancel

Transaction Information

Start Date Effective date on orders.

Flight Crew Status

Original Rating Date (ASD)

Officer Service Date

Date AWACS Experience

ALWAYS BLANK

Input Source

1201 Start Flying Duty

Crew Member

1201 Start - Flying Duty

Member Information Cycle: Z1 Julian Date: 089

SSN Name

SEE PAGE 8 OF THE DTA.

Action Type

Start
 Stop
 Report
 Change
 Correct
 Cancel

Transaction Information

Start Date ← Effective date on orders.

Flight Crew Status

Original Rating Date (ASD)

Officer Service Date

Date AWACS Experience

ALWAYS BLANK

Input Source

1201 Start Flying Duty

Non-Crew Member

1202 Stop - Flying Duty X

Member Information Cycle: Z1 Julian Date: 089

SSN Name

SEE PAGE 9 OF THE DTA.

Action Type

Start
 Stop
 Report
 Change
 Correct
 Cancel

Transaction Information

Stop Date ← Effective date on orders.

Incentive Pay Qualifier ← ALWAYS a "2"

Flight Crew Status

1 – Crewmember
 2 – Non-Crewmember

Input Source

1202 Stop Flying Duty

Non-Crew Member

1501 Start - Parachute Jump-Pay

Member Information Cycle: Z1 Julian Date: 089

SSN Name

SEE PAGE 11 OF THE DTA.

Action Type

Start Stop Report Change Correct Cancel

Transaction Information

Start Date ...

High Altitude Low Opening

Effective date on orders.

**BLANK or
2 If Halo**

Input Source

OK
Cancel
Prefill
Inquiry
History
Print
Help

1501 Start - Parachute Jump-Pay

1502 Stop - Parachute Jump-Pay

Member Information Cycle: Z1 Julian Date: 089

SSN 111111111 Name ABCDE

SEE PAGE 12 OF THE DTA.

Action Type

Start Stop Report Change Correct Cancel

Transaction Information

Stop Date 110501 ...

High Altitude Low Opening

Effective date on orders.

BLANK or 2 If Halo

Input Source ZZ

OK Cancel Prefill Inquiry History Print Help

1502 Stop - Parachute Jump-Pay

1001 Start - Demolition Duty

Member Information Cycle: Z1 Julian Date: 089

SSN Name

SEE PAGE 13 OF THE DTA.

Action Type

Start Stop Report Correct Cancel

Transaction Information

Start Date Effective date on orders. 

Input Source

1001 Start - Demolition Duty

DN02 - Stop - Meal Collections

Member Information Cycle: Z1 Julian Date: 089

SSN Name

SEE PAGE 15 OF THE DTA.

Action Type

Start Stop Report Correct Cancel

Transaction Information

Stop Date

**Date Comes From
DA Form 4187
(P&A Summary Sheet)**

Input Source

DN02 Stop - Meal Collections (Pays Full BAS Entitlement)

DN01 - Start - Meal Collections

Member Information Cycle: Z1 Julian Date: 089

SSN Name

SEE PAGE 16 OF THE DTA.

Action Type

Start Stop Report Correct Cancel

Transaction Information

Start Date

Meal Deduction Type

**FROM DA Form 4187
(P&A) Summary Sheet.**

ALWAYS 1

Input Source

OK
Cancel
Prefill
Inquiry
History
Print
Help

DN01 Start - Meal Collections (Stops BAS Entitlement)

PI03 - Report - Missed Meal Refund

Member Information Cycle: Z1 Julian Date: 089

SSN Name

SEE PAGE 17 OF THE DTA.

Action Type

Report Correct Cancel

Transaction Information

Start Date	<input type="text" value="110201"/>	←	FIRST & LAST day of the <u>CALENDAR</u> month. Reference the "FOR MONTH" block on DD1475.
Stop Date	<input type="text" value="110228"/>		
Missed Breakfasts	<input type="text" value="03"/>	→	DD 1475 (Totals) Column.
Missed Dinners	<input type="text" value="05"/>		
Missed Suppers	<input type="text" value="03"/>		

Input Source

PI03 Report - Missed Meal Refund (Refunds Missed Meals)

3504 Change - Basic Allowance for Quarters (BAQ) X

Member Information Cycle: Z1 Julian Date: 089

SSN Name

See pages 18 & 19 of DTA

Action Type

Start
 Stop
 Report
 Change
 Correct
 Cancel
 Recycle

Transaction Information

Start Date ...
 Government Quarters Assigned
 Government Quarters Adequacy
 Number of Dependents for BAQ
 BAQ Dependent Code
 Date of Birth Youngest Child ...
 Rental Fair Value Percent
 PCS BAQ Rate

Input Source

Block 6 of DA5960 = Marriage Cert. Date (P&A) Summary Sheet.

Pages 49 – 50 in DSIS Extract

Must be input when Dep. Code is "C"

3504 Change - Basic Allowance for Quarters (BAQ)

6801 Start - Basic Allowance Housing (BAH) Cycle: Z1 Julian Date: 089

Member Information
 SSN Name

See pages 19 & 20 of DTA

Action Type
 Start Stop Report Change Correct Cancel Recycle

Transaction Information

Start Date	<input type="text" value="111215 ..."/>	Block 6 of 5960 (Same as on 3504)
Zip Code	<input type="text" value="28307"/>	Block 5 of DA5960
Accompanied Status	<input type="text" value="1 - Member is receiving Dependent BAQ"/>	
Rent Paid	<input type="text" value="500.00"/>	Block 12a(1) 5960
Rent Status	<input type="text" value="R - Renter"/>	
Percentage	<input type="text" value="00"/>	Enter the percentage (01-99) when the RENT STATUS is equal to S. Zeroes will be generated when the RENT STATUS equals H or R.

[Drop Down Menu](#)
 Pages 49 – 50 in DSIS Extract

6801 Start - Basic Allowance for Quarters (BAQ)
(6804 - Change is coded the same way)

3502 Stop - Basic Allowance for Quarters (BAQ) X

Member Information Cycle: Z1 Julian Date: 089

SSN Name

See page 21 Of DTA

Action Type

Start
 Stop
 Report
 Change
 Correct
 Cancel
 Recycle

Transaction Information

Stop Date ...

Government Quarters Assigned

Government Quarters Adequacy

BAQ Dependent Code

Day prior to assignment

For assignment to quarters these are **ALWAYS** the same.

FROM DSIS 35 Entry.

Input Source

3502 - Stop Basic Allowance for Quarters (BAQ)

(Assigns Soldier to Housing or Government Qtrs)

3501 Start - Basic Allowance for Quarters (BAQ) X

Member Information Cycle: Z1 Julian Date: 089

SSN Name

See page 22 Of DTA

Action Type

Start
 Stop
 Report
 Change
 Correct
 Cancel
 Recycle

Transaction Information

Start Date OK
X Cancel

Government Quarters Assigned

Government Quarters Adequacy

Number of Dependents for BAQ

BAQ Dependent Code

Date of Birth Youngest Child

Rental Fair Value Percent

PCS BAQ Rate

Drop Down Menu
 Pages 49 – 50 in
 DSIS Extract

Effective date from Termination
 Orders or Block 6 of DA5960
 (P&A) Summary Sheet.

Must be input
 when Dep.
 Code is "C"

Input Source

6801 Start - Basic Allowance Housing (BAH) X

Member Information Cycle: Z1 Julian Date: 089

SSN Name See pages 22 Of DTA

Action Type

Start Stop Report Change Correct Cancel Recycle

Transaction Information

Start Date	<input type="text" value="11029"/> ...	Block 6 of 5960 (Same as on 3504)
Zip Code	<input type="text" value="31314"/>	Block 5 of DA5960
Accompanied Status	<input type="text" value="1 - Member is receiving Dependent BAQ"/>	
Rent Paid	<input type="text" value="1.00"/>	Block 12a(1) 5960
Rent Status	<input type="text" value="R - Renter"/>	
Percentage	<input type="text" value="00"/>	Enter the percentage (01-99) when the RENT STATUS is equal to S. Zeroes will be generated when the RENT STATUS equals H or R.

Drop Down Menu
Pages 49 – 50 in
DSIS Extract

OK

Cancel

Prefill

Inquiry

History

Print

Help

6801 Start - Basic Allowance for Quarters (BAQ)
(6804 - Change is coded the same way)

6501 - Start - Family Separation Allowance (FSA) Cycle: Z1 Julian Date: 089

Member Information

SSN Name

See page 23 Of DTA

Action Type

Start
 Stop
 Report
 Correct
 Cancel
 Recycle

Transaction Information

Start Date

FSA Type

Date of depart if no leave taken. If leave taken, date reported to unaccompanied location, DD1351-2.

Part II of DD1561 "Type II" section (R, S, or T).

Input Source

6501 Start - Family Separation Allowance

Processing RC Transactions in DMO

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Processing RC Transactions in DMO

Change Pay Grade

Member Information Cycle: XXX100 Julian Date: 079

SSN Name PayGrade

PAS ST-PGMA BAH Status/Type DOS

Transaction Information

New Grade

Action Indicator

Validated Effective Date

Effective Date of Grade

OK Cancel Prefill Inquiry History Print Help

113= PAY GRADE CHANGE

NOTE: This TIN can be used to change either the Pay Grade or Pay Date (Pay Entry Base Date/PEBD). If changing a member's Pay Date/PEBD, complete TIN 113 and TIN 106.

NEW PAY GRADE: Enter the member's new pay grade. This field must be filled if the EFFECTIVE DATE OF GRADE contains data. Make a selection from the drop-down list; drop-down choices are:

ACTION INDICATOR

NOTE: If the Action Indicator is 04, the Validated Effective Date must contain a valid date. Also, if this TIN is being used for a Pay Date validation, the member's current pay grade must be entered.

Army :Leave this field blank.

VALIDATED EFFECTIVE DATE: Enter a valid date in YYMMDD format or leave this field blank.

Army: Leave this field blank.

EFFECTIVE DATE OF PAY GRADE: Enter a valid effective date of pay grade if the New Pay Grade field contains data and when the Validated Effective Date and Action Indicator fields are blank. Leave this field blank when the Validated Effective Date field contains data.

Processing RC Transactions in DMO

Name Change ✖

Member Information Cycle: XXX100 Julian Date: 079

SSN Name

PAS ST-PGMA BAH Status/Type DOS ...

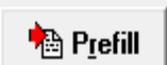
Transaction Information

New Full Name

Last Name, First Name Middle Initial (Inc. JR, SR, I...')

 OK

 Cancel

 Prefill

 Inquiry

 History

 Print

 Help

104 = NAME CHANGE

NEW FULL NAME: Enter the member's new Last Name, First Name and Middle Initial. Name can also include any suffixes, such as Jr, Sr, I, II, III, etc. Commas, apostrophes, dashes or periods should not be included in the name.

Processing RC Transactions in DMO

DW03: REPORT COLLECTION OF PARTIAL OR CASUAL PAYMENTS

Member Information Cycle: XXX100 Julian Date: 079

SSN Name

PAS ST-PGMA BAH Status/Type DOS

Action Type

Report Adjust Cancel

Transaction Information

Date Casual/Partial Payment Started	<input type="text"/>
Casual/Partial Payment Amount	<input type="text"/>
Payment Type	<input type="text"/>
Accounting Processing Code	<input type="text"/>
Deduction Rate Code	<input type="text"/>
Specified Deduction Amount	<input type="text"/>
Voucher Number	<input type="text"/>
DSSN/ADSN	<input type="text"/>
Authorization Number	<input type="text"/>
Component of Pay	<input type="text"/>
Order Number	<input type="text"/>

DW03 = REPORT COLLECTION OF PARTIAL OR CASUAL PAYMENTS

DATE OF CASUAL / PARTIAL PAYMENT: Enter the effective date in YYMMDD format. The date cannot be greater than current date. NOTE: February 29th and 30th are valid dates.

CASUAL / PARTIAL PAYMENT AMOUNT: Enter the amount of the debt up to \$99999.99.

PAYMENT TYPE : Select the Payment Type from the drop down list:

5 = Partial payment

7 = Casual payment

ACCOUNTING PROCESSING CODE (APC): Enter the Accounting Processing Code from Table 40 for the pay status.

DEDUCTION RATE CODE: You may leave this field blank to collect 2/3 of net pay, or select a deduction rate from the drop down list. If you select a rate from the list, an Adjust transaction will automatically be generated to apply the rate and deduction amount (if entered) you specified. Note these two fields will be blank on the Report transaction.

1 = Daily Deduction Repay

3 = All Net Pay Collected

SPECIFIED DEDUCTION AMOUNT : Leave this field blank if you left the Deduction Rate Code field blank

VOUCHER NUMBER: Enter the voucher number of the payment.

DSSN / ADSN: Enter the DSSN / ADSN of the Finance Office that made the payment.

AUTHORIZATION NUMBER: Enter a three digit control number (001-999). All numbers must be used in sequence.

COMPONENT OF PAY: Enter the Component of Pay for Partial Pay, which is A6.

ORDER NUMBER: Army: For Reserve Officer Training Corps (ROTC), enter 000000. For Health Professions Incentive Program (HPIP) for SGLI, leave this field blank. For Health Professions Incentive Program (HPIP) for Advance pay, enter the last digit of the fiscal year in which the training started and the last five digits of the Standard Document Number (SDN).

Processing RC Transactions in DMO

A27 - CHANGE SERVICEMEMBER'S GROUP LIFE INSURANCE (SGLI) AND FAMILY SERVICEMEMBER'S GROUP LIFE INSURANCE (FSGLI)

Member Information Cycle: XXX100 Julian Date: 079

SSN: Name:

PAS: ST-PGMA: BAH Status/Type: DOS:

Action Type

Member SGLI

Transaction Information

SGLI Effective Month: ...

SGLI Option Code:

A27 =CHANGE SERVICEMEMBER'S GROUP LIFE INSURANCE (SGLI) & FAMILY SERVICEMEMBER'S GROUP LIFE INSURANCE (FSGLI)

SGLI EFFECTIVE MONTH: Enter the SGLI effective date in YYMM format. Must be current month or current month plus one month in the future. Cannot be less than the current processing date.

SGLI OPTION CODE: Make a selection from the drop down list.

0 = No SGLI coverage
 5 = \$50,000 Q = \$250,000
 A = \$100,000 R = \$300,000
 F = \$150,000 S = \$350,000
 K = \$200,000 T = \$400,000

When the Family SGLI Option is selected, the following fields will appear in addition to the 2 fields listed above:

SPOUSE'S SGLI AGE BRACKET: Make a selection from the drop down list.

SPOUSE'S SGLI OPTION: Make a selection from the drop down list.

SPOUSE'S SGLI OPTION EFFECTIVE DATE: Enter valid date in YYMM format. If a date is entered, it must not be greater than the current YYMM + 1 month.

Processing RC Transactions in DMO

A17 **CHANGE INCOME TAX WITHHOLDING**

Member Information

SSN Name

PAS ST-PGMA BAH Status/Type DOS

Cycle: XXX100 Julian Date: 079

Transaction Information

	Federal (FITW)	State (SITW)	
Change Tax Information? (Y/N)	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;"> OK</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;"> Cancel</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;"> Prefill</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;"> Inquiry</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;"> History</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;"> Print</div> <div style="border: 1px solid black; padding: 2px;"> Help</div>
Marital Status	<input type="text"/>	<input type="text"/>	
Number of Exemptions	<input type="text"/>	<input type="text"/>	
Additional Withholding (per Drill)	<input type="text"/>	<input type="text"/>	
State of Legal Residence for Taxing Purposes	<input type="text"/>		
SITW Exempt Reason	<input type="text"/>		
PR CONUS Flag	<input type="text"/>		
Is Member Mobilized? (Y/N)	<input type="text"/>		

A17=CHANGE INCOME TAX WITHHOLDING

CHANGE TAX INFORMATION Y / N?

Enter a Y (yes) or N (no) under the Federal (FITW) column and the State (SITW) column to allow changes to FITW, SITW or both. If changing FITW information only, enter 'Y' under the FITW column and 'N' under SITW column. If changing SITW information only, under 'Y' under the SITW column and 'N' under the FITW column. If changing both FITW and SITW information, enter 'Y' under both the FITW and SITW columns.

MARITAL STATUS: Enter an M (Married) or S (Single) when Change Tax Information is 'Y'. This field will be unavailable when Change Tax Information is 'N'.

NUMBER OF EXEMPTIONS: NOTE: For SITW, Enter 80 if member claims exempt status. For FITW, Enter 80 if member claims exempt status.

FITW Number of Exemptions: If the Change Tax Information contains an 'N', then this field will be unavailable. If the Change Tax Information contains a 'Y', then enter a number between 00 and 80.

SITW Number of Exemptions: If the Change Tax Information contains an 'N', then this field will be unavailable. If the Change Tax Information contains a 'Y', then enter a number between 00 and 80.

ADDITIONAL WITHHOLDING (PER DRILL) NOTE: FITW and/or SITW exemptions must be 00 to add additional withholdings. This is a dollar per drill amount. EXAMPLE: 01 = \$1/drill.

FITW Additional Withholding: If the Change Tax Information contains an 'N', then this field will be unavailable. If the Change Tax Information contains a 'Y', then enter a number between 00 and 84.

Processing RC Transactions in DMO

020 - CHANGE NUMBER OF UDTs AUTHORIZED

Member Information Cycle: XXX100 Julian Date: 079

SSN Name

PAS ST-PGMA BAH Status/Type DOS

Transaction Information

Number of Drills Authorized

Fiscal Year

Duty Type

OK
Cancel
Prefill
Inquiry
History
Print
Help

020=CHANGE NUMBER OF UDTs AUTHORIZED

This transaction is used to adjust the number of regular and additional drills authorized for a member.

NUMBER OF DRILLS AUTHORIZED

Enter the number of drills authorized from 00 - 99.

FISCAL YEAR

Enter the fiscal year for the drills being adjusted.

DUTY TYPE

This field is not required for Air Force members. For Army and Navy members select the duty type from the drop down list that is displayed according to service:

Army:

- 11 = Unit Training Assembly
- 31 = Additional Flight Training Period
- 41 = Additional Unit Training Assembly
- 42 = Unit Training Assembly Jump Proficiency
- 51 = Junior Leader Civil Disturbance
- 61 = Additional Assembly for Nuclear Training
- 71 = Readiness Management Assembly Preparation Training
- 81 = Additional Training Assembly Other
- 82 = Mobile Conduct of Fire Training
- 91 = Readiness Management Assembly

Processing RC Transactions in DMO

B11=REPORT UNIT/MULTIPLE TRAINING ASSEMBLY ATTENDANCE Cycle: XXX100 Julian Date: 079

Member Information

SSN Name PayGrade

PAS ST-PGMA BAH Status/Type DOS

Transaction Information

Year Month

	Day	AM	PM
1st Period Attended	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd Period Attended	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
3rd Period Attended	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
4th Period Attended	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
5th Period Attended	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Funeral Honors Duty Adjustment Type

Non-Pay Indicator

Proficiency Training Code/Type of Drill

Incentive Pay Type

Accounting Processing Code

OK Cancel Prefill Inquiry History Print Help

B11=REPORT UNIT/MULTIPLE TRAINING ASSEMBLY ATTENDANCE

YEAR: Enter the calendar year the drill is performed. If the Type of Duty = 8 (Funeral Honors Duty), the year entered must be between 00 - 50.

MONTH: Select the month of the drill being reported from the Drop-down menu:. If the Funeral Honors Duty Adjustment Type field = Y, and the Year field = 00, select a Month that is equal to or greater than 10.

1st through 5th PERIOD ATTENDED (DRILL PERIODS): For each applicable drill period, first enter the day of the month that the drill period occurred, and then, indicate whether the period was an AM or PM drill period. The input screen allows for 5 drilling periods to be reported. List the drilling periods in chronological order as appropriate.

DAY: Enter the calendar day of the month for the drill period being reported. The day can not exceed the maximum number of days in the month identified.

AM/PM: Identify the time of the drill next to each identified drill period. In accordance with the pay system, the drilling period must be reported in segments (AM and PM).

FUNERAL HONORS DUTY ADJUSTMENT TYPE:

N- Funeral Honors Duty Allowance (FHDA) adjustment (\$50) Y - Funeral Honors Duty (FHDA) Base Pay Adjustment.

NON-PAY INDICATOR: Select a "Y" if attendance being reported is for non-pay (points only) and leave the Accounting Processing Code field blank. Leave this field blank if attendance should be paid.

PROFICIENCY TRAINING CODE / TYPE OF DRILL: Select 8 for Funeral Honors Duty Allowance, Leave this field blank for Regular Drills, limit 48 (drill type 11)

ACCOUNTING PROCESSING CODE Army: The Accounting Processing Code (APC) consists of six positions . Will be in Student Note.

Processing RC Transactions in DMO

DG - REPORT GPLD OR REPORT OF SURVEY DEBT
✖

Member Information Cycle: XXX100 Julian Date: 079

SSN Name

PAS ST-PGMA BAH Status/Type DOS

Action Type

Report
 Adjust
 Cancel

Transaction Information

Date of Indebtedness

Amount of Indebtedness

Indebtedness Type

Accounting Processing Code

Report of Survey ADSN

Report of Survey Number

Deduction Rate Code

Specified Daily Deduction Amount

Component of Pay

OK

Cancel

Prefill

Inquiry

History

Print

Help

DG03 = REPORT GPLD OR REPORT OF SURVEY DEBT

DATE OF INDEBTEDNESS: Enter the date on statement of charge or Report of Survey in YYMMDD format.

AMOUNT OF INDEBTEDNESS: Enter the total amount of the debt up to \$99999.99.

INDEBTEDNESS TYPE: 8 = Government Property Lost or Damaged (GPLD) / 9= Report of Survey (ROS)

ACCOUNTING PROCESSING CODE (APC): GPLD, this field will be pre-filled with 323225. / Report of Survey, enter the appropriate APC.

REPORT OF SURVEY ADSN: If the Indebtedness Type equals 8, this field will be pre-filled with blanks and dimmed out. If the Indebtedness Type equals 9, this field will be pre-filled with zeros and dimmed out.

REPORT OF SURVEY NUMBER: If the Indebtedness Type equals 8, this field will be pre-filled with blanks and dimmed out. If the Indebtedness Type equals 9, this field will be pre-filled with zeros and dimmed out.

DEDUCTION RATE CODE: You may leave this field blank to collect 2/3 of net pay, or select a deduction rate from the drop down list. If you select a rate from the list, an Adjust transaction will automatically be generated to apply the rate and deduction amount (if entered) you specified. Note these two fields will be blank on the Report transaction.

1 = Daily deduction repay 3 = All net pay collected Blank = this selection will default in collecting 2/3 of net pay

SPECIFIED DAILY DEDUCTION AMOUNT: Leave this field blank if you left the Deduction Rate Code field blank or if you selected All Net Pay Collected. If the Deduction Rate Code is Daily Deduction Repay, enter the amount to be withheld daily.

COMPONENT OF PAY: GPLD, this field will be pre-filled with G4. / Report of Survey, this field will be pre-filled with GA.

Processing RC Transactions in DMO

C01 - SHORT TOUR (LESS THAN 30 DAYS) Cycle: XXX100 Julian Date: 079

Member Information

SSN Name PayGrade

PAS ST-PGMA BAH Status/Type DOS

Transaction Information

Order Number

Tour Start Date (YYMMDD) ...

Tour Stop Date (YYMMDD) ...

Number of Travel Days

Incentive Pay Type

Tour Type

Basic Allowance for SubsistenceType

Quarter of the Day to Start Basic Allowance for Subsistence

Date to Start Basic Allowance for Subsistence ...

Quarter of the Day to Stop Basic Allowance for Subsistence

Date to Stop Basic Allowance for Subsistence ...

Mileage Cancel Tour

Check Disposition Code Is Tour Completion Certified?

Accounting Processing Code

Will C02 Be Input

C01 = SHORT TOUR (LESS THAN 30 DAYS)

NOTE: THERE ARE TWO TRANSACTIONS IN DJMS THAT WILL PAY FOR A RESERVIST'S AT/ADT PERIOD, A24 AND C01:

The C01 is used for AT/ADT periods less than 30 days. The C01 can only be input after the AT/ADT tour has been completed, therefore, payment is made after the tour is completed. A reservist on AT/ADT tour for less than 30 days is paid on a day-for-day basis.

The A24 is used for AT/ADT periods of 30 days or greater. An A24 transaction can be input prior to the AT/ADT start date. A reservist on AT/ADT tour for 30 days or greater is paid on a 30-day month basis. If the reservist is on training on the 31st day of the month and the training is reported with an A24 transaction, the reservist will not receive payment for the 31st day that they are entitled to. For example, if the reservist is on AT/ADT for 14 days and one of those 14 days happens to cross the 31st of a month, the reservist will only get paid for 13 days. Using the C01 transaction ensures that the reservist will be paid for each day.

ORDER NUMBER: Enter the order number; if less than six alphanumeric positions are entered this field will automatically be zero-filled to the left. If you are submitting this transaction to cancel the tour, enter 000000.

If the response to the Will C02 Be Input field is Yes, the order number in this field will be copied to the Tour Order Number field on the C02 transaction.

TOUR START DATE: Enter a date in YYMMDD format or select a date using the calendar via the ellipsis button . The start date should be the first day of entitlement to basic pay. If the Tour Type is Funeral Honors Duty Allowance, this date cannot be prior to 01/01/00.

Processing RC Transactions in DMO

C01 = SHORT TOUR (LESS THAN 30 DAYS) – (continued)

TOUR STOP DATE: Enter a date in YYMMDD format or select a date using the calendar via the ellipsis button. The date must be equal to or no greater than 29 days after the Tour Start Date. The stop date should be the last day of entitlement to basic pay. If the response to the Will C02 Be Input field is Yes, the date in this field will be copied to the Basic Allowance for Housing II Start and Stop Date fields on the C02 transaction.

NUMBER OF TRAVEL DAYS: You may leave this field blank or enter the number of travel days allowed for the tour from 0 - 9.

INCENTIVE PAY TYPE:::

A = Aviation Career Incentive Pay or Enlisted Crew Member Hazardous Duty Incentive Pay

B = Non Crew Member Hazardous Duty Incentive Pay

C = Parachute Hazardous Duty Incentive Pay

D = Demolition Hazardous Duty Incentive Pay

N = None

TOUR TYPE:

1 = Annual Training

7 = Administration and Support (exclusive of recruiting) and all other tours

8 = Funeral Honors Duty Allowance

BASIC ALLOWANCE FOR SUBSISTENCE TYPE:

B = Separate Rations

H = Ration in Kind Not Available

K = Ration Under Emergency Conditions

N = No BAS (Termination) or Officer Personnel

P = Partial Basic Allowance for Subsistence

R = Rations in Kind not available (effective 01/01/02)

S = Standard Rate of BAS-Enlisted (effective 01/01/02)

T = BAS II (effective 01/01/02)

QUARTER OF THE DAY TO START BASIC ALLOWANCE FOR SUBSISTENCE: Select the quarter of the day to start BAS from the drop down list. If the BAS Type is Separate Rations, Ration in Kind Not Available, Ration Under Emergency Conditions or Partial Basic Allowance for Subsistence, select one of the quarter time periods. For the other BAS Types, this field will be auto-filled with 0 = BAS Type = N, R, S or T.

1 = 0001 - 0700

3 = 1201 - 1800

2 = 0701 - 1200

4 = 1801 - 2400

DATE TO START BASIC ALLOWANCE FOR SUBSISTENCE: Enter a date in YYMMDD format or select a date using the calendar via the ellipsis button. If the BAS Type is No BAS (Termination) or Officer Personnel this field will be disabled.

If the BAS Type is Separate Rations, Ration in Kind Not Available, Ration Under Emergency Conditions or Partial Basic Allowance for Subsistence, the date must be less than 01/01/02. If the BAS Type is Rations in Kind not available (effective 01/01/02), Standard Rate of BAS-Enlisted (effective 01/01/02) or BAS II (effective 01/01/02), the date must be equal to or greater than 01/01/02.

QUARTER DAY OF THE DAY TO STOP BASIC ALLOWANCE FOR SUBSISTENCE: Select the quarter of the day to stop BAS from the drop down list. If the BAS Type is Separate Rations, Ration in Kind Not Available, Ration Under Emergency Conditions or Partial Basic Allowance for Subsistence, select one of the quarter time periods. For the other BAS Types, this field will be auto-filled with 0 = BAS Type = N, R, S or T.

1 = 0001 - 0700

3 = 1201 - 1800

2 = 0701 - 1200

4 = 1801 - 2400

Processing RC Transactions in DMO

C01 = SHORT TOUR (LESS THAN 30 DAYS) – (continued)

DATE TO STOP BASIC ALLOWANCE FOR SUBSISTENCE: Enter a date in YYMMDD format or select a date using the calendar via the ellipsis button . If the BAS Type is No BAS (Termination) or Officer Personnel this field will be disabled.

MILEAGE: For **Army** members you may leave this field blank or enter the round trip mileage up to 999. If you enter less than three-digits, this field will be zero-filled to the left.

CHECK DISPOSITION CODE:

0 = Bulk Mail or pickup by designated paying agent (Air Force Only. Tour Type must be 1 or 5).

1 = Direct Deposit or check to address after tour completion.

2 = Seminars (Air Force Only. Tour Type must be 1, 3, or 5).

3 = Direct Deposit or check to address on last day of tour.

ACCOUNTING PROCESSING CODE: Enter the APC

Tour Type = Annual Training:

V71500 = CAT A Officer pay and allowance

V71530 = CAT B IMA Officer pay and allowances

V71600 = CAT A Enlisted pay and allowance

V71630 = CAT B IMA Enlisted pay and allowances

Y71792 = Financial Assistance Program (FAP)

V71690 = ADT Airlift Enlisted pay and allowances

V71610 = Sea Air Mariners (SAM 2) Enlisted pay and allowances

V71650 = Sea Air Mariners (SAM 3) Enlisted pay and allowances

Tour Type = Sea Air Mariners (SAM):

V71610 = Sea Air Mariners (SAM 2) Enlisted pay and allowances

V71650 = Sea Air Mariners (SAM 3) Enlisted pay and allowances

Tour Type = Funeral Honors Duty Allowance:

V71708 = Funeral Honors Duty - Officer

V71808 = Funeral Honors Duty - Enlisted

Tour Type = Active Duty Training (ADT) (Spec/Schl Trng and ADSW):

For this Tour Type only, you may select the APC from the drop down list or manually enter an APC if it doesn't appear on this list.

M71730 = ROTC Scholarship Program

M71760 = ROTC Applicants

V71148 = MPN Funded - Military Personnel, Enlisted

V71620 = Volunteer Training Unit (VTU) CAT H, Enlisted pay and allowances

V71570 = ADT Special Officer pay and allowances

V71590 = ADT Airlift Officer pay and allowances

V71670 = ADT Special Enlisted pay and allowances

V71872 = Individual Ready Reserve (IRR) Officer Muster allowance

V71E48 = RPN Funded - Reserve Pay, Enlisted

M71740 = ROTC Non-Scholarship Program

V71128 = MPN Funded - Military Personnel, Officer

V71520 = Volunteer Training Unit (VTU) CAT H, Officer pay and allowances

V71560 = Active Duty Training (ADT) Schools Officer pay and allowances

V71580 = ADT Officer (REIMB) pay and allowances

V71660 = Active Duty Training (ADT) Schools Enlisted pay and allowances

V71680 = ADT Enlisted (REIMB) pay and allowances

V71873 = IRR Enlisted Muster allowance

V71T28 = RPN Funded - Reserve Pay, Officer

WILL C02 BE INPUT: Select Yes or No from the drop down list. If you respond Yes, the C02 transaction will be presented after you finalize this transaction.

CANCEL TOUR: Select Yes or No from the drop down list. If payments have been made, submit a C03 transaction to collect the canceled tour.

IS TOUR COMPLETION CERTIFIED? This field pertains to **Army** members and the response determines whether a tour certification suspense record is created for the tour being reported. Select Yes or No from the drop down list. A No response will generate a suspense record providing your DMO System Administrator turned this option on in the DMO System Administration module.

Processing RC Transactions in DMO

C04 PAY ACTIVE DUTY INCENTIVE PAY / BAHII / BAS				Close	
Member Information			Cycle: XXX100	Julian Date: 079	
SSN	<input type="text"/>	Name	<input type="text"/>	PayGrade	<input type="text"/>
PAS	<input type="text"/>	ST-PGMA	<input type="text"/>	BAH Status/Type	<input type="text"/>
Transaction Information			<input type="button" value="OK"/>		
1st Entitlement Type	<input type="text"/>				
1st Entitlement Start Date (YYMMDD)	<input type="text"/>				
1st Entitlement Stop Date (YYMMDD)	<input type="text"/>				
2nd Entitlement Type	<input type="text"/>				
2nd Entitlement Start Date (YYMMDD)	<input type="text"/>				
2nd Entitlement Stop Date (YYMMDD)	<input type="text"/>				
Basic Allowance for Subsistence Type	<input type="text"/>				
Quarter of the Day to Start BAS	<input type="text"/>				
Quarter of the Day to Stop BAS	<input type="text"/>				
Incentive Pay Type	<input type="text"/>				
Basic Allowance for Housing II Status	<input type="text"/>				
			<input type="button" value="Cancel"/>		
			<input type="button" value="Prefill"/>		
			<input type="button" value="Inquiry"/>		
			<input type="button" value="History"/>		
			<input type="button" value="Print"/>		
			<input type="button" value="Help"/>		

C04= PAY ACTIVE DUTY INCENTIVE PAY / BAHII / BAS

1st ENTITLEMENT TYPE

Select the appropriate Entitlement Type from the drop down list:

12 = Incentive pay

35 = Basic Allowance for Housing II

40 = Basic Allowance for Subsistence

NOTE: If the 2nd Entitlement Type is 35 or 40, this field must contain data.

1ST ENTITLEMENT START DATE

Enter the date the 1st entitlement started in YYMMDD format.

NOTE: If the 2nd Entitlement Start Date field contains a valid date, this field must contain a valid date.

1ST ENTITLEMENT STOP DATE

Enter the date the 1st entitlement stopped in YYMMDD format.

NOTE: If the 2nd Entitlement Stop Date contains a valid date, this field must contain a valid date.

2ND ENTITLEMENT TYPE

Select the appropriate 2nd Entitlement Type from the drop down list or leave this field blank:

35 = Basic Allowance for Housing II

40 = Basic Allowance for Subsistence

NOTE: If filled, the 2nd Entitlement Type must be greater than the 1st Entitlement Type.

Processing RC Transactions in DMO

C04= PAY ACTIVE DUTY INCENTIVE PAY / BAHII / BAS (Continued)

TOUR STOP DATE

Enter a date in YYMMDD format or select a date using the calendar via the ellipsis button . The date must be equal to or no greater than 29 days after the Tour Start Date. The stop date should be the last day of entitlement to basic pay.

If the response to the Will C02 Be Input field is Yes, the date in this field will be copied to the Basic Allowance for Housing II Start and Stop Date fields on the C02 transaction.

NUMBER OF TRAVEL DAYS: You may leave this field blank or enter the number of travel days allowed for the tour from 0 -9.

INCENTIVE PAY TYPE: Select the incentive pay type from the drop down list:

A = Aviation Career Incentive Pay or Enlisted Crew Member Hazardous Duty Incentive Pay

B = Non Crew Member Hazardous Duty Incentive Pay

C = Parachute Hazardous Duty Incentive Pay

D = Demolition Hazardous Duty Incentive Pay

N = None

TOUR TYPE: Select the tour type from the drop down list displayed according to branch of service:

Army:

1 = Annual Training

7 = Administration and Support (exclusive of recruiting) and all other tours

8 = Funeral Honors Duty Allowance

BASIC ALLOWANCE FOR SUBSISTENCE TYPE: Select the BAS type from the drop down list:

B = Separate Rations

H = Ration in Kind Not Available

K = Ration Under Emergency Conditions

N = No BAS (Termination) or Officer Personnel

P = Partial Basic Allowance for Subsistence

R = Rations in Kind not available (effective 01/01/02)

S = Standard Rate of BAS-Enlisted (effective 01/01/02)

T = BAS II (effective 01/01/02)

QUARTER OF THE DAY TO START BASIC ALLOWANCE FOR SUBSISTENCE: Select the quarter of the day to start BAS from the drop down list. If the BAS Type is Separate Rations, Ration in Kind Not Available, Ration Under Emergency Conditions or Partial Basic Allowance for Subsistence, select one of the quarter time periods. For the other BAS Types, this field will be auto-filled with 0 = BAS Type = N, R, S or T.

1 = 0001 – 0700

3 = 1201 - 1800

2 = 0701 – 1200

4 = 1801 – 2400

DATE TO START BASIC ALLOWANCE FOR SUBSISTENCE: Enter a date in YYMMDD format or select a date using the calendar via the ellipsis button. If the BAS Type is No BAS (Termination) or Officer Personnel this field will be disabled. If the BAS Type is Separate Rations, Ration in Kind Not Available, Ration Under Emergency Conditions or Partial Basic Allowance for Subsistence, the date must be less than 01/01/02. If the BAS Type is Rations in Kind not available (effective 01/01/02), Standard Rate of BAS-Enlisted (effective 01/01/02) or BAS II (effective 01/01/02), the date must be equal to or greater than 01/01/02.

QUARTER DAY OF THE DAY TO STOP BASIC ALLOWANCE FOR SUBSISTENCE: Select the quarter of the day to stop BAS from the drop down list. If the BAS Type is Separate Rations, Ration in Kind Not Available, Ration Under Emergency Conditions or Partial Basic Allowance for Subsistence, select one of the quarter time periods. For the other BAS Types, this field will be auto-filled with 0 = BAS Type = N, R, S or T.

1 = 0001 – 0700

3 = 1201 - 1800

2 = 0701 – 1200

4 = 1801 – 2400

Processing RC Transactions in DMO

C04= PAY ACTIVE DUTY INCENTIVE PAY / BAHII / BAS (Continued)

DATE TO STOP BASIC ALLOWANCE FOR SUBSISTENCE: Enter a date in YYMMDD format or select a date using the calendar via the ellipsis button . If the BAS Type is No BAS (Termination) or Officer Personnel this field will be disabled.

MILEAGE: Leave this field blank for **Air Force** or **Navy** members. For **Army** members you may leave this field blank or enter the round trip mileage up to 999. If you enter less than three-positions, this field will be zero-filled to the left.

CHECK DISPOSITION CODE: Select the check disposition code from the drop down list. The options of Bulk Mail and Seminars are applicable to the **Air Force** only.

0 = Bulk Mail or pickup by designated paying agent (Air Force Only. Tour Type must be 1 or 5).

1 = Direct Deposit or check to address after tour completion.

2 = Seminars (Air Force Only. Tour Type must be 1, 3, or 5).

3 = Direct Deposit or check to address on last day of tour.

ACCOUNTING PROCESSING CODE: For **Air Force** and **Army** members enter the APC.

Tour Type = Annual Training:

V71500 = CAT A Officer pay and allowance

V71600 = CAT A Enlisted pay and allowance

Y71792 = Financial Assistance Program (FAP)

V71610 = Sea Air Mariners (SAM 2) Enlisted pay and allowances

V71530 = CAT B IMA Officer pay and allowances

V71630 = CAT B IMA Enlisted pay and allowances

V71690 = ADT Airlift Enlisted pay and allowances

V71650 = Sea Air Mariners (SAM 3) Enlisted pay and allowances

Tour Type = Funeral Honors Duty Allowance:

V71708 = Funeral Honors Duty – Officer

V71808 = Funeral Honors Duty - Enlisted

Tour Type = Active Duty Training (ADT) (Spec/Schl Trng and ADSW): For this Tour Type only, you may select the APC from the drop down list or manually enter an APC if it doesn't appear on this list.

M71730 = ROTC Scholarship Program

M71760 = ROTC Applicants

V71128 = MPN Funded - Military Personnel, Officer

V71520 = Volunteer Training Unit (VTU) CAT H,
Officer pay and allowances.

V71560 = Active Duty Training (ADT) Schools
Officer pay and allowances

V71580 = ADT Officer (REIMB) pay and allowances

V71660 = Active Duty Training (ADT) Schools Enlisted pay and allowances

V71670 = ADT Special Enlisted pay and allowances

V71872 = Individual Ready Reserve (IRR) Officer Muster allowance

V71E48 = RPN Funded - Reserve Pay, Enlisted

M71740 = ROTC Non-Scholarship Program

V71148 = MPN Funded - Military Personnel, Enlisted

V71620 = Volunteer Training Unit (VTU) CAT H,
Enlisted pay and allowances

V71570 = ADT Special Officer pay and allowances

V71590 = ADT Airlift Officer pay and allowances

V71680 = ADT Enlisted (REIMB) pay and allowances

V71873 = IRR Enlisted Muster allowance

V71T28 = RPN Funded - Reserve Pay, Officer

WILL C02 BE INPUT: Select Yes or No from the drop down list. If you respond Yes, the C02 transaction will be presented after you finalize this transaction.

CANCEL TOUR: Select Yes or No from the drop down list. If payments have been made, submit a C03 transaction to collect the canceled tour.

IS TOUR COMPLETION CERTIFIED?: This field pertains to **Army** members and the response determines whether a tour certification suspense record is created for the tour being reported. Select Yes or No from the drop down list. A No response will generate a suspense record providing your DMO System Administrator turned this option on in the DMO System Administration module.

Processing RC Transactions in DMO

C04= PAY ACTIVE DUTY INCENTIVE PAY / BAHII / BAS (Continued)

2ND ENTITLEMENT START DATE: If the 2nd Entitlement Type is 35 or 40, enter the date the 2nd entitlement started in YYYYMMDD format; otherwise, leave this field blank.

2ND ENTITLEMENT STOP DATE: Enter the date the 2nd entitlement stopped in YYYYMMDD format. Leave this field blank if the 2nd Entitlement Type is blank.

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) TYPE

NOTE: If 1st or 2nd entitlement does not equal 40, leave this field blank.

Army & Navy: Enter the appropriate BAS Type from the drop down list:

B = Authorized to mess separately

H = Rations in kind not available

K = Emergency Rations

P = Partial BAS

R = Rations-in-kind not available, effective 01/01/02

S = Standard rate of BAS, effective 01/01/02

T = BAS II, effective 01/01/02

NOTE: If the 1st or 2nd Entitlement Type is not 40, leave this field blank. This value applies to enlisted personnel only.

QUARTER OF THE DAY TO START BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Air Force & Army: Select the quarter of the day to start BAS from the drop down list if Entitlement ID 1 or ID 2 = 40.

Otherwise, leave this field blank.

0 = BAS Type equals R, S, or T

1 = 0001 - 0700 hours

2 = 0701 - 1200 hours

3 = 1201 - 1800 hours

4 = 1801 - 2400 hours

QUARTER OF THE DAY TO STOP BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

Air Force & Army: Select the quarter of the day to stop BAS if Entitlement ID 1 or ID 2 = 40. Otherwise, leave this field blank.

0 = BAS Type equals R, S, or T

1 = 0001 - 0700 hours

2 = 0701 - 1200 hours

3 = 1201 - 1800 hours

4 = 1801 - 2400 hours

INCENTIVE PAY TYPE :Army: Select the appropriate Incentive Pay Type from the drop down list if Entitlement ID 1 equals 12. Otherwise leave this field blank:

A = ACIP or Enlisted crew member Hazardous Duty Incentive Pay (HDIP)

B = Non crew member Hazardous Duty Incentive Pay (HDIP)

C = Parachute Hazardous Duty Incentive Pay (HDIP)

D = Demolition Hazardous Duty Incentive Pay (HDIP)

E = Dual Incentive Pay

BASIC ALLOWANCE FOR HOUSING II (BAH II) STATUS: Select the appropriate BAH II Status from the drop down list if the 1st or 2nd Entitlement Type is 35:

0 = BAH II without dependents

1 = BAH II with dependents

3 = Partial rate BAH II

Leave this field blank if the 1st or 2nd Entitlement Type is not 35.

Processing RC Transactions in DMO

C05 - PAY ACTIVE DUTY INCENTIVE PAY / BAHII / BAS X

Member Information Cycle: XXX100 Julian Date: 079

SSN Name PayGrade

PAS ST-PGMA BAH Status/Type DOS

Transaction Information

1st Entitlement Type	<input type="text"/>		<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Prefill"/> <input type="button" value="Inquiry"/> <input type="button" value="History"/> <input type="button" value="Print"/> <input type="button" value="Help"/>
1st Entitlement Start Date (YYMMDD)	<input type="text"/>	<input type="text"/>	
1st Entitlement Stop Date (YYMMDD)	<input type="text"/>	<input type="text"/>	
2nd Entitlement Type	<input type="text"/>		
2nd Entitlement Start Date (YYMMDD)	<input type="text"/>	<input type="text"/>	
2nd Entitlement Stop Date (YYMMDD)	<input type="text"/>	<input type="text"/>	
Joint Travel Regulation Location Code	<input type="text"/>	Grade <input type="text"/>	
Number of Dependents	<input type="text"/>	Rent Expense <input type="text"/>	
Daily Rate	<input type="text"/>	Years of Service <input type="text"/>	
Contingency SDAP Level Code	<input type="text"/>		
Country Code	<input type="text"/>	<input type="text"/>	
Dive Duty/SDAP Indicator	<input type="text"/>		
Career Sea Pay Category Code/HDP Level	<input type="text"/>		
Over 4 Years Enlisted Service	<input type="text"/>		

C05 PAY FDP / HFP / COLA / OHA / DDP / SDAP / BAH / FSAII

General Processing Information: Two entitlements may be paid on a single C05, if only one of the entitlements requires a specific location code or daily rate.

EXAMPLE: Entitlement Types 22 and 58 can be paid on the same C05. Entitlement Types 50 and 58 cannot.

The C05 is a retroactive transaction; (i.e., the C05 will process only after the tour has been paid by DJMS-RC and posted to the calendar.)

Click on one of the field names below for quick access to the information you need, or scroll down to find the field you are interested in. To return to this list, click on the Back button at the top of the screen.

Processing RC Transactions in DMO

C05 PAY FDP / HFP / COLA / OHA / DDP / SDAP / BAH / FSAII (Continued)

1st ENTITLEMENT TYPE

Select the 1st Entitlement Type from the drop down list:

- 20 = Medical Dental Veterinarian Optometry (MDVO)
- 21 = Diving Duty Pay (DDP)
- 22 = Hardship Duty Pay (HDP)
- 23 = Hostile Fire Pay (HFP)
- 27 = Career Sea Pay (CSP)
- 50 = Cost of Living Allowance (COLA)
- 51 = Overseas Housing Allowance (OHA)
- 58 = Basic Allowance for Housing (BAH)
- 65 = Family Separation Allowance II (FSA, Type II)

NOTE If the 2nd Entitlement Type field contains data, this field must contain data.

If the 2nd Entitlement Type is blank and the CBPO (first two characters of the PAS code) is S8, the 1st Entitlement Type must be 65. This field cannot be left blank.

1st ENTITLEMENT START DATE

Enter the date the 1st entitlement started in YYMMDD format.

NOTE: If the 2nd Entitlement Start Date field contains a valid date, this field must contain a valid date.

As of June 1, 2006, use the TIN D02-1 with the Component of Pay UF or UG to pay the Annual or Monthly FLPP Bonus.

1st ENTITLEMENT

Army:

Enter the date the 1st entitlement stopped in YYMMDD format.

NOTE: If the 2nd Entitlement Stop Date contains a valid date, this field must contain a valid date.

2nd ENTITLEMENT TYPE

If necessary, enter the 2nd Entitlement Type from the drop down list:

- 21 = Diving Duty Pay (DDP)
- 22 = Hardship Duty Pay (HDP)
- 23 = Hostile Fire Pay (HFP)
- 27 = Career Sea Pay (CSP)
- 50 = Cost of Living Allowance (COLA)
- 51 = Overseas Housing Allowance (OHA)
- 58 = Basic Allowance for Housing (BAH)
- 65 = Family Separation Allowance II (FSA, Type II)

NOTE: The Second Entitlement Type must be greater than the 1st Entitlement Type. Leave this field blank if only one entitlement is being input on this transaction.

2ND ENTITLEMENT START DATE

Enter the date the 2nd entitlement started in YYMMDD format; otherwise, leave this field blank.

2ND ENTITLEMENT STOP DATE

Air Force and Army: Enter the date the 2nd entitlement stopped in YYMMDD format or leave this field blank.

Processing RC Transactions in DMO

C05 PAY FDP / HFP / COLA / OHA / DDP / SDAP / BAH / FSAII (Continued)

JOINT FEDERAL TRAVEL REGULATIONS (JFTR) LOCATION CODE

If the 1st or 2nd Entitlement Type is 50 or 51, enter the zip code of JFTR Location code (Table 65). If the 1st or 2nd Entitlement Type is 58, enter the permanent duty station zip code (Table 61). If the 1st or 2nd Entitlement Type is 22 and the Hardship Duty Pay Level is L, enter the HDP Location code from table 118. Otherwise, leave this field blank.

NUMBER OF DEPENDENTS

If the 1st or 2nd Entitlement Type is 51 (Overseas Housing Allowance (OHA)), enter 0 (without dependents) or 1 (with dependents).

If the 1st or 2nd Entitlement Type is 50 (Cost of Living Allowance (COLA)), enter 0-5.

If the 1st or 2nd Entitlement Type is 58 (Basic Allowance for Housing (BAH)), enter 0-9.

If the 1st or 2nd Entitlement Type is not 50, 51, or 58, leave this field blank.

DAILY RATE

If the 1st or 2nd Entitlement Type is 50 (Cost of Living Allowance (COLA)), 51 (Overseas Housing Allowance (OHA)) or 58 (Basic Allowance for Housing (BAH)), enter zeroes for automatic calculation of COLA, OHA or BAH, otherwise leave this field blank.

CONTINGENCY SDAP LEVEL CODE Select the Contingency SDAP Level Code from the drop down list:

Contingency BAH

When the 1st or 2nd Entitlement Type equals 30, this field must contain an alphanumeric character.

When the 1st or 2nd Entitlement Type does not equal 30 enter Y if Contingency Operation, otherwise leave this field blank.

Army and Navy: Enter a "Y" if Basic Allowance for Housing (BAH) is for an approved contingency in accordance with the JFTR otherwise, leave this field blank.

COUNTRY CODE: This is a separate table in DJMS from their standard country code table. Please refer to the DODFMR, Volume 7A, Chapter 10, Figure 10-1 to determine which of the following countries are designated Hostile Fire/IDP areas. Enter one of the following two character alpha/numeric county codes for a country that is a designated Hostile Fire/IDP area:

DIVING DUTY/ SDAP INDICATOR

Select the Diving Duty, or SDAP indicator from the drop-down list that is displayed according to user type:

If the 1st or 2nd Entitlement Type is 21, select one of the following Diving Duty Indicators:

Army:

Enter the appropriate code for Diving Duty Pay (DDP):

OI = Marine Diving Officer

OA = Combat Diver (Officer)

OJ = Master Diver (Enlisted)

OL = Diver 1st Class (Enlisted)

OM = Salvage Diver (Enlisted)

ON = Diver 2nd Class (Enlisted)

OH = Combat Diver (Enlisted)

OV = Officer Trainee

Special Duty Assignment Pay (SDAP): If the 1st or 2nd Entitlement Type is 30, select one of the SDAP Indicators from the drop down list.

NOTES: If the Diving Duty Pay field contain an entry, the SDAP field must be blank.

Processing RC Transactions in DMO

C05 PAY FDP / HFP / COLA / OHA / DDP / SDAP / BAH / FSAII (Continued)

CAREER SEA PAY CATEGORY/HARDSHIP DUTY PAY LEVEL Selection the CSP Category or Hardship Duty Pay Level from the drop down list:

If the 1st or 2nd Entitlement Type is 27 (Career Sea Pay), enter one of the following vessel categories:

A = Mission is accomplished underway.

B = Mission is accomplished in port or in a port 50 miles or less from homeport.

C = Mission is accomplished underway or in a port more than 50 miles from home port.

Blank = None of the above

If the 1st or 2nd Entitlement Type is 22 (Hardship Duty Pay), enter one of the following:

L = Hardship Duty Pay - Location

M = Hardship Duty Pay - Mission

NOTE: If the 1st or 2nd Entitlement Type is not 27 OR 22, leave this field blank.

OVER 4 YEARS ENLISTED SERVICE

Select the Over 4 Years Enlisted Service from the drop down list:

Y = Officer (01-03) has over 4 years enlisted

N = Above is not true

NOTE: The fields listed below are used by FELS to automatically calculate Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA), or Basic Allowance for Housing (BAH) when the daily rate field is zero-filled and the start and stop dates are within Immediate Access Storage (IAS).

GRADE: If the 1st or 2nd Entitlement Type is 50 (Cost of Living Allowance), 51 (Overseas Housing Allowance) or 58 (Basic Allowance for Housing) and the Daily Rate field is zero-filled, enter the members' pay grade; otherwise leave this field blank. Member's Pay Grade must be equal to 01-10, 21-25 or 31-39.

RENT EXPENSE: If the 1st or 2nd Entitlement Type is 51 (Overseas Housing Allowance) or 58 (Basic Allowance for Housing) and the Daily Rate field is zero-filled, enter the rent expense, otherwise leave this field blank. DMO will accept 2 numeric characters before requiring a decimal point to precede the cents/fractional cents (up to four digits to the right of the decimal point). If no decimal point is entered, the amount entered will be assumed to be whole dollars. If a decimal point is entered and less than four digits are entered to the right of the decimal point, the cents/fractional cents will be zero-filled to the right of the last digit entered.

YEARS OF SERVICE

If the 1st or 2nd Entitlement Type is 50 (Cost of Living Allowance) or 51 (Overseas Housing Allowance) and the Daily Rate field is zero-filled, enter the number of years of creditable service for basic pay; otherwise leave this field blank.

Processing RC Transactions in DMO

A24 ACTIVE DUTY TOUR OVER 29 DAYS Cycle: XXX100 Julian Date: 079

Member Information

SSN Name PayGrade

PAS ST-PGMA BAH Status/Type DOS

Action Type

Report Change Cancel

Transaction Information

Pay Status Code

Pay Status Start Date

Pay Status Stop Date

Order Number

Accounting Processing Code

Number of Travel Days

Is Tour Completion Certified? (Y/N)

C05 PAY FDP / HFP / COLA / OHA / DDP / SDAP / BAH / FSAII

NOTES: (1) PROCESSING AN A24 CHANGE OR AN A24 CANCEL TRANSACTION MAY ESTABLISH A DEBT ON THE MEMBER'S PAY ACCOUNT.

For **Change** transactions, if the pay start date is being changed to a date that is more recent than the member's current pay start date, all payments made between the current pay start date and the pay start date on this transaction will be collected. Likewise, if the pay stop date is being changed to a date that is prior to the member's current pay stop date, all payments made between the pay stop date on this transaction and the current pay stop date will be collected.

For **Cancel** transactions, all money that has already been paid to the member between the start and stop dates entered on this transaction will be collected via the posting of a debt on the member's account.

(2) THERE ARE TWO TRANSACTIONS IN DJMS THAT WILL PAY FOR A RESERVIST'S AT/ADT PERIOD, A24 AND C01.

THERE ARE TWO TRANSACTIONS IN DJMS THAT WILL PAY FOR A RESERVIST'S AT/ADT PERIOD, A24 AND C01.

The **A24** is used for AT/ADT periods of 30 days or greater. An A24 transaction can be input prior to the AT/ADT start date. A reservist on AT/ADT tour for 30 days or greater is paid on a 30-day month basis.

The **C01** is used for AT/ADT periods less than 30 days. The C01 can only be input after the AT/ADT tour has been completed. Therefore, payment is made after the tour has been completed. A reservist on AT/ADT tour for less than 30 days is paid on a day-for-day basis.

Processing RC Transactions in DMO

C05 PAY FDP / HFP / COLA / OHA / DDP / SDAP / BAH / FSAII (Continued)

ACTION TYPE : The Action Type is defaulted to **Report**, you can change this to **Change** or **Cancel**.

PAY STATUS CODE: Select a Pay Status Code from the drop down list that is displayed according to branch of service:

Army:

A = Normal **NOTE**: When attempting to change a Pay Status to "A", the **Cancel** Action Type should be used, **not** the **Change** Action Type.

C = Funeral Honors Duty

K = ANG member paid by DJMS-AC

N = Death

O = Mob and TTAD and HPSP tours

Q = Inactive Duty - ANG

W = Member performed IADT or AIT, paid by DJMS-RC

X = ROTC – Subsistence; HPSP stipend

Z = Admin and support training; incl all AD except AGR GT 29 days

PAY STATUS START DATE: You may leave this field blank or enter a date in YYMMDD format or select a date using the calendar via the ellipsis button . For Army and Air Force members, if the Pay Status is Funeral Honors Duty this date cannot be earlier than January 1, 2000.

PAY STATUS STOP DATE: You may leave this field blank or enter a date in YYMMDD format or select a date using the calendar via the ellipsis button . The date must be equal to or greater than the Pay Status Start Date.

ORDER NUMBER: When the Pay Status is P, M, O, T, U, W, Q, or Z, enter the order number from the orders authorizing an active duty tour; if less than six alphanumeric positions are entered, this field will automatically be zero-filled to the left. When the Pay Status is other than P, M, O, T, U, W, Q, or Z, an order number may be entered or this field can be left blank.

ACCOUNTING PROCESSING CODE (APC): Whether an APC has to be entered is dependent on the branch of service and Pay Status as described below. If a specific APC is not identified below, note that this is a six alphanumeric position field.

Army:: You must enter an APC except for the following Pay Statuses where this field must be blank:

A = Normal

K = ANG member paid by DJMS-AC

N = Death

Q = Inactive Duty - ANG

For the following Pay Statuses, select an APC from the drop down list:

C = Funeral Honors Duty

R6SRR3 = Officer

R6SWR3 = Officer

R6SXR3 = Officer

R6YBR3 = Officer

R6YCR3 = Officer

R6ZRR3 = Officer

R6Z7R3 = Officer

R6SRR4 = Enlisted

R6SWR4 = Enlisted

R6SXR4 = Enlisted

R6YBR4 = Enlisted

R6YCR4 = Enlisted

R6ZRR4 = Enlisted

R6Z7R4 = Enlisted

Processing RC Transactions in DMO

C05 PAY FDP / HFP / COLA / OHA / DDP / SDAP / BAH / FSAII (Continued)

W = Member performed IADT or AIT, paid by DJMS-RC

18GE13 = ARNG

32RE13 = USAR

X = ROTC – Subsistence; HPSP stipend

06HP05 = HPSP and FAP

06HP07 = STRAP - USAR (IRR/IMA)

06HP09 = NCP

06RTC5 = Subsistence Scholarship

06RTC7 = Subsistence Non-Scholarship

06RTCA = Basic Pay Scholarship

06RTCC = Basic Pay Non-Scholarship

18G191 = STRAP - ARNG

32R977 = College First Enlistment

For the following Pay Statuses, enter an APC (no drop down list):

O = Mob and TTAD and HPSP tours

Z = Admin and support training; including all AD except AGR Greater Than 29 days

U = Undergraduate Pilot Training, In-Grade Pilot, Navigator and Advance Flying Training Officers or Sea Air Mariners (SAM) Training GT 30 days

V71610 = Sea Air Mariners (SAM 2) Enlisted pay and allowances

V71650 = Sea Air Mariners (SAM 3) Enlisted pay and allowances

Z = Administrative and Support Training (exclusive of recruiting)

V71128 = MPN Funded - Officer, Military Personnel

V71148 = MPN Funded - Enlisted, Military Personnel

V71E48 = RPN Funded - Enlisted, Reserve Pay

V71T28 = RPN Funded - Officer, Reserve Pay

For the following Pay Statuses, enter an APC (no drop down list):

X = ROTC - Subsistence. HPSP Stipend

NUMBER OF TRAVEL DAYS: Enter the number of travel days between 0 – 9.

IS TOUR COMPLETION CERTIFIED?: This field pertains to **Army** members and the response determines whether a tour certification suspense record is created for the tour being reported. Select Yes or No from the drop down list. A No response will generate a suspense record providing your DMO System Administrator turned this option on in the DMO System Administration module.

TOUR INDICATOR: This field is displayed for **Navy** members only. You may leave this field blank or select the tour indicator from the drop down list below, however if you will be leaving the Advance Indicator field blank, leave this field blank also.

L = Long Tour

S = Short Tour

ADVANCE INDICATOR: This field is displayed for **Navy** members only. All others BLANK.

Processing RC Transactions in DMO

A32B - BASIC ALLOWANCE FOR HOUSING (BAH)

Member Information Cycle: XXX100 Julian Date: 079

SSN Name PayGrade

PAS ST-PGMA BAH Status/Type DOS

Transaction Information

BAH Start Date ...

BAH Stop Date ...

Zip Code

Daily Rate

Number of Dependents

A32B =BASIC ALLOWANCE FOR HOUSING (BAH)

BAH START DATE :Enter the entitlement start date in YYMMDD format or select a date using the calendar via the ellipsis button . If the original A32 was erroneous and the member was not entitled to BAH, leave blank.

BAH STOP DATE: Enter the entitlement stop date in YYMMDD format or select a date using the calendar via the ellipsis button . If the original A32 was erroneous and the member was not entitled to BAH, leave blank.

ZIP CODE :Enter the zip code for which the entitlement is authorized. **Note:** If the start date is blank, then enter zeros for the zip code.

DAILY RATE :Enter the daily rate of BAH or zero-fill for automatic calculation of BAH. Rates must be entered in DDD.CCCC format and be equal to 000.0000-999.9999. DMO will accept 3 numeric characters before requiring a decimal point to precede the cents (and fractions of cents). EXAMPLES: for a \$20.0000 amount, enter 20 or 20.0000; for a \$79.60 amount, enter 79.6000 or 79.6; for a \$70.255 amount, enter 70.255 or 70.2550; for a \$10.4321 amount, enter 10.4321. If the start date is blank, zero fill this field.

NUMBER OF DEPENDENTS: Select the appropriate code from the drop down list:

0 = without dependents

1 = with dependents

Processing RC Transactions in DMO

A34 HARDSHIP DUTY PAY

Member Information Cycle: XXX100 Julian Date: 079

SSN Name

PAS ST-PGMA BAH Status/Type DOS

Action Type

Report Cancel

Transaction Information

HDP Start Date

HDP Stop Date

HDP Level

HDP Country Code

Location Code

A34 HARDSHIP DUTY PAY

START DATE: Enter a date in YYYYMMDD format or select a date using the calendar via the ellipsis button . The date must be equal to or less than the current date plus 30 days.

STOP DATE :Enter a date in YYYYMMDD format or select a date using the calendar via the ellipsis button . The date must be equal to or greater than the Start Date.

HDP LEVEL: Select the Hardship Duty type from the drop down list:

L = HDP Location

M = HDP Mission

HDP COUNTRY CODE: Enter the two-position Country Code or select a code from the window displayed via the ellipsis button . The Country Codes along with the Country Names are listed in this window. You can scroll down the list to find the Country you are looking for, or you can use the Description or Search Field boxes. The Description field is used to find a Country. Search Field is used to find a Code. After you have highlighted the Code/Country you were looking for, click OK and it will be auto-filled on the transaction input screen. Click Cancel to close this window without action.

LOCATION CODE: If the HDP Level is Mission, leave this field blank. If the HDP Level is Location, enter the 5-position Location Code.

Processing RC Transactions in DMO

A35 HOSTILE FIRE PAY/IMMINENT DANGER PAY

Member Information Cycle: XXX100 Julian Date: 079

SSN Name

PAS ST-PGMA BAH Status/Type DOS

Action Type

Report Cancel

Transaction Information

Start Date ...

Stop Date ...

Country Code

OK

Cancel

Prefill

Inquiry

History

Print

Help

A35 = HOSTILE FIRE PAY/IMMINENT DANGER PAY

NOTE: Submit TIN A35 with TIN A24 (Active Duty > 29 Days) when the member is entitled to Hostile Fire Pay/Imminent Danger Pay. If TIN A35 is not submitted at the same time as TIN 24 and a portion or all of the active duty tour has been paid, TIN A35, when submitted, will not make the payment retroactive to the tour start date. Submit TIN C05 to pay retroactive entitlements to Hostile Fire Pay/Imminent Danger Pay.

REPORT BUTTON: **Both** the Start Date field and the Stop Date field must be completed. Dates must conform to the edits below.

CANCEL BUTTON: The Start Date and Stop Date fields will be both zero-filled and the fields will be dimmed. The entry in these fields will not be allowed or required. The Country Code field will also be dimmed with no entry allowed or required.

START DATE: Enter the start in YYYYMMDD format or select a date using the calendar via the ellipsis button .

STOP DATE: Enter the stop date in YYYYMMDD format or select a date using the calendar via the ellipsis button .

COUNTRY CODE: This is a separate table in DJMS from their standard country code table. Please refer to the DODFMR, Volume 7A, Chapter 10, Figure 10-1 to determine which of the following countries are designated Hostile Fire/IDP areas. Enter one of the following two character alpha/numeric for a country that is a designated Hostile Fire/IDP area.

Processing RC Transactions in DMO

A90 REPORT COMBAT ZONE TAX EXCLUSION (CZTE)

Member Information Cycle: XXX100 Julian Date: 079

SSN Name

PAS ST-PGMA BAH Status/Type DOS

Transaction Information

CZTE Country Code

CZTE Start Date

CZTE Stop Date

OK

Cancel

Prefill

Inquiry

History

Print

Help

A90 REPORT COMBAT ZONE TAX EXCLUSION (CZTE)

NOTE: A separate TIN A90 is submitted for each month the member is entitled to CZTE. The CZTE Start Date can be any posted date within the current calendar tax year. The CZTE Stop Date must be: A date within the current processing month not to exceed the end of the month; or A previously posted tour end date on the MMPA.

CZTE COUNTRY CODE

Enter the appropriate country code. A list of designated Combat Zone Exclusion areas can be found in the DoD Financial Management regulations (DODFMR), Volume 7A, Chapter 44, Paragraph 440103A. When referring to the DODFMR, insure you read all Executive Orders to check for recent additions to the list.

CZTE START DATE

Enter the Combat Zone Performance start date in YYMMDD format or select a date using the calendar via the ellipsis button . The year can be prior to current calendar year.

CZTE STOP DATE

Enter the Combat Zone Performance stop date in YYMMDD format or select a date using the calendar via the ellipsis button . The Stop Date must be equal or greater than the Start Date.