

A newsletter from the Fort Hood Defense Military Pay Office



Making Cents

FORT HOOD DMPO CLOSING

Fort Hood DMPO will be closed on February 18, 2013 in observance of President's Day. Fort Hood Military Pay Office will resume normal business hours on February 19, 2013.

PAY AFFECTED BY 2013 TAX CHANGES

DFAS military payroll customers are affected by recent changes to the tax law, the 2013 National Defense Authorization Act, and other entitlement changes. Social Security withholding taxes will increase to the normal rate of 6.2 percent

Some of the other changes affecting military personnel include: 1.7% basic pay increase effective in January.

- Basic Allowance for Subsistence (BAS) increases 1.1%.
- Basic Allowance for Housing (BAH) increases on average 4.0%.
- A member's BAH depends on grade, location, and whether the

member has any dependents.

Members can find out their BAH for 2013 by clicking on the BAH link at the Defense Travel Management Office website www.defensetravel.dod.mil/site/bahCalc.cfm.

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) RATES FOR CALENDAR YEAR 2013

All of our service members will see changes to their Leave and Earning Statement that coincide with their Basic Allowance for Subsistence (BAS) pay rates. Effective 1 January 2013, the BAS has changed to the following.

BAS rates effective 1 January 2013:

- Officers: \$242.60
- Enlisted: \$352.27

POWER OF ATTORNEY

There are times when spouses, parents and even tax preparers need to talk with us regarding pay issues for our military cus-

tomers. By law, we must respect the privacy of all our military members and cannot discuss any aspect of their pay unless you have a valid power of attorney. Powers of attorney give someone the ability to act on your behalf. Discuss this with your chosen representative and a member of your legal assistance team.

INSIDE THIS ISSUE:	
FORT HOOD DMPO CLOSING	1
PAY AFFECTED BY 2013 TAX CHANGES	1
BASIC ALLOWANCE FOR SUBSISTENCE (BAS) RATES FOR CALENDAR YEAR 2013	1
POWER OF ATTORNEY	1
SECONDARY DEPENDENT	2
CHANGE OF INTEREST RATE	2
ANNUAL RECERTIFICATION FOR FAMILY SUBSISTENCE SUPPLEMENT ALLOWANCE	2
TAX WITHHOLDING	2-3
ADOPTION REIMBURSEMENT	3
UCFR REMINDER	3
UNITS DESERVING OUR RECOGNITION	3
INFORMATIVE INFORMATION	4



**SECONDARY
DEPENDENTS**

All determinations of secondary dependency and relationships are made by Defense Finance and Accounting Service (DFAS).

The following dependents can be qualified as secondary dependents; 1) Parents, parents-in-law, stepparents, parents-by adoption, or in-loco-parentis, 2) Students 21 and 22 years of age, 3) Incapacitated children over age 21, and 4) Ward of a court.

Dependency must be determined before a housing allowance is authorized. After initial certification and approval, an Annual re-determination of dependency is required. Re-determination is equivalent to certification. In general if a Soldier fails to provide the recertification in a timely manner to renew eligibility for housing, the housing allowance on behalf of the dependents is stopped at the end of the month in which the certification is due.

Applications and supporting documentation for the Army are processed by the Dependency Determination Branch at:

DFAS-Indianapolis/Code
JMTCB8899
East 56th Street, Indianapolis, IN
46249-0865,

Commercial phone: (317) 510-1621
Fax: (317) 510-1084
Email: DependencyDetermination@dfas.mil

**CHANGE IN INTEREST
RATE FOR DEBT
COLLECTIONS**

There has been a rate change that will affect our service members that are currently or will be requesting proration of debts in the future.

The current debt proration interest rate for debt collections that affect a soldier requesting debt proration is 1.375% (.01375). This rate is effective January 1, 2013 through June 30, 2013.



**ANNUAL
RECERTIFICATION OF
FAMILY SUBSISTENCE
SUPPLEMENTAL
ALLOWANCE**

All Soldiers who are currently receiving Family Subsistence Supplemental Allowance (FSSA) must recertify their entitlement annually during the month of February. Everyone drawing the entitlement as of February 1st of each year must recertify, regardless of when their entitlement was originally started. The basis of this annual recertification requirement is the annual January pay raise. A DD Form 2857, FSSA program Application and the Soldier's and Household information sheets must be prepared and submitted to the servicing Defense Military Pay Office. Failure to complete the recertification will result in termination of the allowance effective February 28, 2013. All submissions should be turned into the Military Pay Review Section; POC for this action is Willie Thomas at extension 287-5727.

TAX WITHHOLDING

Portions of your pay are withheld from each paycheck for federal and state income tax purposes based on your specific situation. Are you married? How many dependents do you have? This information is reported to us when you fill out an IRS W4 form and turn it into your finance office or when you use My-Pay to update your information online. We also use information from your service, such as when you are serving in a Combat Zone Tax Exemption area, as well as tax withholding requirements from the IRS and your state of legal residence to withhold enough to meet anticipated tax liability.

While we try to do the best we can, the accuracy of tax withholding still rests with you. Each individual is different and it's your responsibility to review your income and other financial information, as well as what that information means when it comes tax time. You can adjust your tax withholdings based on that information to make sure enough is withheld each year, or to make sure we are not withholding too much and depriving you of money you may need to support your family or meet other financial obligations.

We encourage all of our pay customers to meet with their tax advisor, found at your legal services office or by visiting the [IRS website](#). State tax information may be found on the websites of your [state revenue or tax department](#).

Once you can more accurately estimate your tax liabilities, you can

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adjust withholding by completing a new W4 and submitting it to your finance office. Even easier, go online to **MyPay** and update your federal and state withholding information.



DOD ADOPTION REIMBURSEMENT

Are you planning to or in the process of adopting a child? Federal law authorizes reimbursement for certain expenses associated with adoption to a maximum of \$2000 per child and not to exceed \$5000 per calendar year.

Of course, there are requirements and limitations you must be aware of. For instance, the adoption must be arranged by qualified adoption agencies or a source authorized under state or local law. Private and stepchild adoptions must be finalized in a U.S. court.

In order to qualify for the reimbursement, service members must be serving on continuous active duty for at least 180 days and the adoption must be finalized while on active duty. In addition, the claim must be submitted while on active duty and within 1 year of the date that the adoption was finalized.

Complete policy and procedures can be found in DoD Instruction 1341.9 and Volume 7A, Appendix A for the DoD Financial Management Regulation. Here you can also find what expenses can be reimbursed as well as those that are excluded. Please beware it can take up to 4-6 weeks for determination.

Ensure your submission is complete and send the package to DFAS Cleveland for adjudication.

Applications must be submitted to: Defense Finance and Accounting Service
Cleveland Center - Code JFLAGA
1240 East Ninth Street
Cleveland, OH 44199-2055

For questions concerning a claim, an e-mail can be sent to the DFAS Adoption Reimbursement mailbox at CCL-ADOPTION-REIMBURSEMENT@dfas.mil.



UCFR REMINDER

Commanders remember that the UCFR is due back to finance on the 10th of Every Month. If the 10th falls on the weekend, the report is due back the last business day before the 10th.



UNITS DESERVING OUR RECOGNITION

Congratulations to all the units that submitted their UCFR on time. We received 70.56% of the UCFR's on time, well below our goal of 100%. Commanders, let's put more effort into reviewing and submitting the reports back to finance by the designated date provided by the DMPO Processing Section.

We appreciate the efforts of the units cited below. We continue to request support from all Commanders and PACs to submit documents to the finance office within 72 hours of the effective date.

Congratulations to the following Units for Achieving a Timeliness

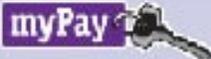
Rate of 97% or Higher for the January 2013 Processing Month:

1ST BCT	97.56%
3rd BCT	98.89%
13th SC (e)	100.00%
85th Civil Affairs	97.11%
41st Fires BDE	99.68%
89th MP BDE	97.72%
11th MP	98.57%
504th Battlefield Surveillance BDE	97.00%
1st Army Division West	97.70%
Operational Test CMD (OTC) - HHC	100.00%
HHC USA Garrison	97.73%
NCOA	100.00%
TACOM, MCT—LAO	100.00%
306th MI BN	98.62%
901st Contingency Contracting BN	100.00%
RTS MAINT	100.00%
407th Army Field Support BDE	100.00%
CRDAMC	98.43%
SWENG	100.00%
AAFES	100.00%



DMPO	
BLDG 18010	
RETIREMENTS	287-9952
PCS TRAVEL	287-7373
IN/OUT PROCESSING	287-7373
SEPARATIONS	285-6885
BLDG 2805	
CUSTOMER SERVICE	553-3048
DEBT MANAGEMENT	618-6750
SPECIAL ACTIONS	287-6135
RESERVE PAY	287-8534
INTERNAL REVIEW	287-1103
WOUNDED WARRIOR	288-2237
DISBURSING	287-6507
DEFENSE TRAVEL SYSTEM (DTS) For HELP or to schedule training classes contact the Help Desk at 254-287-5555	

HOURS OF OPERATIONS BUILDING 2805	
MON-WED&FRI	0730-1600
THURS	1300-1600
HOURS OF OPERATION BUILDING 2802—IN & OUT PROCESSING	
MON-FRI	08:30-1500
PAC RECEIVING HOURS:	
MON-WED & FRI	0900-1100
THURS	1300-1500
SCHEDULED BRIEFINGS: SEPARATIONS ETS/CHAPTERS RM B114 BLDG 18010	
MON&THURS	0930
RETIREMENTS ONE-ON-ONE RM A209B BLDG 18010 BY APPT ONLY	
TUE & THURS	0730-1500
PCS OUT-PROCESSING RM B114 BLDG 18010	
MON & THUR	1330
PCS IN-PROCESSING: BLDG 16011 (III CORPS REPL)	
M, TU, TH & F	0845
WED	0945



Access your myPay account for your latest personal pay information and to keep your pay account up-to-date!

Director: Gary D. Penn
 Deputy Director: Wilma McGahee

The Fort Hood Defense Military Office Newsletter is an authorized publication for the Defense Finance and Accounting Service Customers. Its contents do not necessarily reflect the official views of the U.S. Government, the Department of Defense, or the Defense Finance and Accounting Service and do not imply endorsement thereof.

This newsletter is published by the DMPO staff to inform and educate DFAS customers.

Do you have a suggestion about something you would like to see addressed in the newsletter? If so, please contact Willie Thomas at 287-5727



PLEASE TELL US HOW WE'RE DOING!

Cool off on ICE! Use the following website:

http://ice.disa.mil/index.cfm?fa=site&site_id=73

PAC/S1 CORNER:

Finance needs the following information:

1. The Email address and phone number of your **Unit Commander, First Sergeant, and S-1, OIC/NCOIC.**
2. New access rosters on all personnel authorized to drop-off and receive finance documents at Bldg 2805.
3. Provide updated information whenever changes occur.