

**APPENDIX B**  
**UNIT COMMANDER'S PAY MANAGEMENT REPORT (UH022-2004)**

**1. REPORT HEADING.** The heading identifies the Program Control Number (PCN), UH022-2004), ISN (USPFO providing service), Unit Identification Code (UIC), MONTH and YEAR (report was prepared), DATE (the report run date) and the UNIT ADDRESS.

**2. SECTION 1. STATUS DATA.**

a. This section identifies administrative data for each soldier in your unit. The **NAME**, Social Security Number (**SSN**), Grade (**GR**), Pay Group (**PG**), Active Duty Code (**AD CD**), Pay Status (**PS**), Non-Prior Service (**NPS**), DATE of Assignment (**DOG**), Pay Entry Basic Date (**PEBD**), BAH Status (**BAH STAT/DATE**), Marital Status (**MS**), Withholding Exemptions (**WE**), Additional Withholding (**AW**), State Tax Code (**ST**), Incentive Pays (**INC PAY**), Waiver Status (**WS**), Servicemen's Group Life Insurance (**SGLI**), SURE-PAY participants and non Participants (**SUREPAY STAT/DATE**), Partial Gain Indicator (**PART GAIN IND**), Loss Indicator (**LL**)

b. The information in this section is in alphabetical order regardless of grade.

c. **GR** indicates pay grades. Two-position numerics represent the grade. 01s through 03s with over 4 years enlisted/warrant officer service have a "Y" added to their respective grade.

01-10 - Officers (e.g., 01 = 01)  
21-25 - Warrant officers (e.g., 21 = W1)  
31-39 - Enlisted personnel (e.g., 31 = E1)

d. The **PG** categories indicate the Pay Group (**A** = Performing 48 drills per FY and **B** = Performing 24 drills per FY).

e. The **AD-CD** column lists the status code of the soldier performing some type of active duty being paid by DJMS-AC.

**K** - AGR  
**S** - Mobilized  
**Y** - IADT performance

f. The **PS** column will show the pay status the soldier is in.

- A** - Soldier is on regular duty and may be paid while in this status.
- N** - Death. Use of this code is restricted to DFAS-IN.
- O** - Mobilized
- Q** - Inactive National Guard (ING). This code limits pay to one UTA per fiscal year. This code causes SGLI and SSLI collections to be stopped.
- W** - Attending Basic Training
- Z** - Active Duty tours over 29 days.

g. The **NPS** column will show if the soldier is listed as a NPS soldier in DJMS-RC. An entry of **6** in this column identifies soldiers that are classified as NPS.

h. The **DOG** column lists the date the soldier was assigned to the unit.

i. The **PEBD** category lists the Pay Entry Basic Date of the soldier.

j. The **BAQ STAT/DATE** column lists the status and the date the status was started.

- 0** - Member without dependents
- 1** - Member with dependents
- 2** - Member with dependents residing in family-type government quarters

k. The **MS** category will show either S (single) or M (married).

l. The **WE** category will indicate the number of withholding exemptions (80 - indicates soldier is tax exempt).

m. The **AW** column lists the amount of additional withholding the soldier has requested.

n. The **INC PAY** category will show one incentive type that a soldier is receiving (FLYC - Flight Pay-Crewmember, FLYN - Flight Pay-Noncrewmember, JUMP - Jump Pay, and DEM - Demolition Pay).

o. The **WS** category will either indicate the soldier is receiving prior service disability benefits from the Veteran's Administration (VA) or Army Retired Pay (RP).

p. The **SGLI** category will be designed by a number from 0-Q. Each number indicates the amount of insurance by \$10,000 increments; i.e., a Q indicates \$250,000 and a 0 indicates no coverage.

r. The **SURE-PAY** category identifies participation and non-participation in SURE-PAY. The letter "P" indicates those soldiers who are currently participating in SURE-PAY. The letter "N" indicates those soldiers who are **required** to participate, but are not participating. "N" also indicates soldiers who were in the ARNG **PRIOR** to 1 October 1987 and are not participating in SURE-PAY. The column is blank for Non-prior Service soldiers who have not attended IADT/IET ("6" in NPS on MMPA). The letter "W" indicates those soldiers who have an approved waiver for not participating in SUREPAY.

s. The **PART GAIN IND** column reports any soldier that has not been fully gained into DJMS-RC. To be fully gained the MMPA must have 3 Gs. An **X** will appear in this column when the soldier is not fully gained to DJMS-RC.

t. The **LL IND** column reports any soldier that has been separated. An **LL** will appear in this column if the soldier has been separated.

3. The **UNIT PAY FILE TOTALS** show the number of Officers (OFF), Warrant Officers (WO), Enlisted Soldiers (ENL), and the total number of soldiers on the Master Military Pay Account File (MMPA). The total number of SURE-PAY participants and non-participants is displayed for all soldiers. The SURE-PAY participation percentage is calculated by dividing the number of soldiers who are participating in SURE-PAY by the total number of soldiers.

#### 4. SECTION 2. DRILL PERFORMANCE DATA.

a. This section identifies **DRILL PERFORMANCE DATA** for the Current Month and the Fiscal Year. The **NAME, DRILLS PAID CURRENT MONTH (BY TYPE), 11, 21, 31, 41, 42, 51, 61, 71, 81, 82, and 91; and the DRILLS PAID THIS FISCAL YEAR**

(BY TYPE), 11, 21, 31, 41, 42, 51, 61, 71, 81, 82, and 91 are shown.

b. This section lists in alphabetical order all soldiers regardless of grade.

c. The codes are **11** - Unit Training Assembly (UTA)/Multiple Unit Training Assembly (MUTA), **21** - Equivalent training (ET), **31** - Additional Flight Training Period (AFTP), **41** - UTA in addition to regular schedule, **42** - ATP-jump proficiency, **51** - Junior Leader/Civil Disturbance Training, **61** - Additional Artillery Gunnery Periods (AAGP), **71** - Readiness Management Period (RMP)-Training Spt, **81** - Leader Development and Preparation Periods (LDPP), **82** - Additional Simulation Training Periods (ASTP), and **91** - Readiness Management Period (RMP)-Mgmt Support.

d. The number of drill performance under each drill code relates to the soldier and not the unit. If the soldier transfers from another unit and performs ATPs before transferring, the **DRILLS PAID CURRENT MONTH** will be carried forward to the new unit. Likewise the **DRILLS PAID THIS FISCAL YEAR** will indicate what the soldier has performed and not necessarily what the unit has used.

e. The **UNIT TOTALS** at the end of this section total up the number in each drill type for the current month.

f. The **DRILLS PAID THIS FISCAL YEAR (BY TYPE)** is the second section and identifies the totals for the fiscal year. The fields are the same as above. The number of drill performances under each drill code relates to the soldier and not the unit.

### 5. SECTION 3. BONUS PAYMENT DATA.

a. This section identifies bonus payment data by type for each soldier in your unit. The **NAME, SSAN, TYPE BONUS, PS IND, ASFC/NEC/MOS, STATUS CD/DATE, PYM IDC, DATE OF ENL REENL OR AFFIL, TOTAL AMT PAID, PAST DUE PAYMENTS, DATE DUE,** and **PAYMENTS DUE NEXT MONTH** are shown.

b. The data in this section is in alphabetical order regardless of grade. Only soldiers who are currently in an active bonus status are listed in this section.

c. The Bonus Types included in this section are: **1** - Enlistment Bonus, **2** - Enlistment Bonus, **3** - Enlistment Bonus, **4** - Second 3-Year Reenlistment Bonus, **5** - Reenlistment Bonus for 3 years, **6** - Reenlistment bonus for 6 years, **7** - Affiliation bonus with 18 months or less MSO, **8** - Affiliation bonus with between 18 and 73 months MSO.

d. The **PS IND** column is the Prior Service Indicator used to identify service bonus types 5 and 6.

e. The **AFSC/NEC/MOS** column identifies the Military Occupational Specialty for the soldier's bonus.

f. The **STATUS CD/DATE** category shows the STATUS (**A** - Active, **I** - Inactive, **R** - Terminated with recoupment, **T** - Terminated without recoupment, **S** - Suspended without recoupment, and **Z** - Final Payment Indicator) and the effective date of the status. The effective date is only shown for Status Codes R, S, T and Z.

g. The **PYM IDC** column indicates if a final payment has been made. An **X** will appear in this column when a final payment has been made.

h. The **DATE OF ENL REENL OR AFFIL** category indicates the effective date of the soldier's bonus contract.

i. The **TOTAL AMT PAID** category indicates the amount the soldier has already received.

j. The **PAST DUE PAYMENTS** category indicates the amount owed the soldier which is past due.

k. The **DATE DUE** category is the date the soldier was entitled to the payment.

l. The **PAYMENTS DUE NEXT MONTH** category indicates the amount due next month.

m. The **DATE DUE NEXT MONTH** is the date the soldier is entitled to the payment next month.

#### **6. SECTION 4. REENLISTMENT DATA.**

a. This section indicates the soldiers who are due to separate within the 2 months following the current month

reported. The **NAME**, and the **DATE DUE TO SEP** (Date Due to Separate) are shown.

b. This section is listed in alphabetical order regardless of grade. Only soldiers due to separate in the current month or the next 2 months will appear.

c. The **DATE DUE TO SEP** is the date the soldier is due to separate.

d. There are no totals computed in this section.

#### 7. SECTION 5. COLLECTION DATA.

a. This section identifies any collection actions that have appeared on JSS-RC this month. The **NAME**, **BEGINNING BAL** (Beginning Balance), **AMT PAID/REDU** (Amount Paid), **AMT ADD** (Amount Added), **AMT DEBT REMAINING** (Amount of Debt Remaining) are shown.

b. The entries in this section are in alphabetical order regardless of grade. Only soldiers who currently are in a **DUE US** status are listed here.

c. When the **AMT DEBT REMAINING** is less than the **BEGINNING BAL** and no amount appears in the **AMT PAID/REDU** category, it indicates a soldier was retroactively separated to a previous date that erased part of or all of the debt.

d. This section has no total amount.

#### 8. SECTION 6. COMMAND ACTIONS.

a. The **COMMAND ACTIONS** section contains the following categories - **VALIDATE PRIOR-SERVICE LEAVE DAYS PAID**, **VALIDATE UTA PERFORMANCE**, and **VALIDATE PERFORMANCE STATUS**. The reported data identify possible pay problems and corrective actions to resolve them.

b. **VALIDATE PRIOR-SERVICE LEAVE DAYS PAID.**

(1) **CONDITION:** A soldier does not have had a TIN A06 (ACCESSION) processed against their account to report the total number of leave days paid.

(2) **ACTION:** Review the soldier's past DD Form 214s to determine if the soldier was paid any leave from prior active duty time. Report any leave sold to SIDPERS.

c. **VALIDATE UTA PERFORMED.**

(1) **CONDITION:** The NAME, SSN, GR (grade), CAT (pay group), and TOTAL RPTD (total IDT assemblies reported) are provided for each soldier assigned who has performed more than 48 drills during a fiscal year.

(2) **ACTION:** The number of IDT assemblies performed by the soldier must be verified against the DA Form 1379 and differences reconciled. The MPS will provide assistance if the unit is unable to reconcile the difference.

d. **VALIDATE PERFORMANCE STATUS.**

(1) **CONDITION:** The NAME, SSN, GRD, and the total number of IDT assemblies on the soldier's MMPA record span (current plus 11 previous months) will appear under this heading for soldiers who have not performed IDT, AT, ADT, or ADSW for more than 90 days. The following criteria applies:

(a) The account must have been on the MMPA for at least 3 months.

(b) The soldier cannot be in a "NOFED" status or a "RETROACTIVE SEP."

(c) The total number of IDT assemblies performed is examined, not the payment for them, e.g., a soldier waiving IDT pay in favor of retired pay would not be included on the report.

(2) **ACTION:** The status of each soldier listed must be verified to identify those soldiers who are unsatisfactory participants. This verification should be accomplished in accordance with governing regulations.

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