

Reminder to all Readiness NCO's

Use your copy of the ARNG Unit Level Finance Procedures Manual, as it will usually answer most of your pay problem questions. It will also explain how to use your Master Military Pay Account (MMPA) History Report.

It is mandatory to print the MMPA and the Commander's Report to keep at your unit. The Commander's Report must be given to your commander for a snapshot of his unit's pay.

In order for you to get your unit MMPA follow the instructions below:

- 1) Double-click on Network Neighborhood icon on your desktop.
- 2) Then NM-35155-trps
- 3) Then Milpay folder
- 4) Then MMPA & Cdr reports folder
- 5) Then month & year folder (ie May03)
- 6) Then your UIC folder (D6 is for N.M.)
- 7) Scroll down to beginning of file
- 8) Then use "find" & type in SSN for whom you are looking for

This document will give all transactions that occurred for the previous month for pay purposes. It will also give LES amounts that soldiers have received.

In the Milpay folder, it will give you all kinds of information pertaining to pay and travel. Look at the folder at least monthly for new information.

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