

DOCUMENT DISTRIBUTION FOR UTL SUBMISSIONS

Please read this email in its entirety. We have NEW PROCEDURES for submitting UTLs. Effective immediately.

Continue to submit all UTL's with the following to the Ft. Belvoir UTL Inbox:

FLPB

Annual Entitlement Review Reports

DA 1506

Special Actions (AWOL, DFR, Confinement)

All Military Pay Debt Management documents

Manual CMS Cases (State Licensure for example)

Pay Inquiries

IOP (PCS In/Out Processing, Accessions and Separations) *Note: In-processing through the Belvoir UTL Inbox is by exception. Primary submission route is Smart Voucher*

Reserve Pay

Advance Pays

Casual Pays

BAH Advance

BAH marked Recertification. (if no life changing event, then we should not need the BAH form unless IMA/TPU/IRR)

Extensions/Reenlistments (ex: lump sum leave)

High Visibility/VIP (General Officers, SMA, and Installation Commanders) documents

Special Projects (Old Guard, DIA Attaché, and NGB)

Death Gratuity

PACIDN changes

DFAS Ft Belvoir JFL Mailbox

dmpo-belvoir-utl<dfas.belvoir.jfl.mbx.dmpo-belvoir-utl@mail.mil>

All other ACTIVE duty military pay UTLs will be sent to the following email:

DFAS Indianapolis IN JFL Mailbox

dmpo-region-1-utl<dfas.indianapolis-in.jfl.mbx.dmpo-region-1-utl@mail.mil>

Please remember to use the exact following format:

4809_ISC_UTL_MM-###

For example the org with ISC EE would use: 4809_EE_UTL_01-001 It's very important to follow this step so we can more effectively manage files and respond to inquiries. We appreciate your support on this.

Continue to use the current version of the local UTL (attached). Previous versions will not be accepted.