



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, WOODFILL HALL
FORT POLK, LA 71459-3908

AFZX-CG (600A)

NOV 21 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Readiness Training Center and Fort Polk Policy 21 - Soldier Pay Issue Policy

1. References.

- a. Army Regulation (AR) 637-1 Army Compensation and Entitlements Policy, dated 26 July 2021
- b. DA Pamphlet (DA Pam) 600-8 Military Human Resources, dated 20 May 2019
- c. Military Pay Operations Guidance Letter, dated 1 January 2022

2. Purpose. This policy establishes administrative procedures for basic Soldier pay issues that can be handled at the appropriate level of command. This policy applies to all personnel assigned, attached or under the Operational Control (OPCON) to Joint Readiness Training Center (JRTC) and Fort Polk.

3. Command Responsibilities.

- a. Company Commanders will ensure all documents affecting pay are accurate and forwarded to the Army Military Pay Officer (AMPO) promptly.
- b. Company Commanders will review and annotate discrepancies, attach corrected documents, and certify the accuracy of the unit commander's finance report (UCFR) monthly no later than the 10th day of the following month. This is mandatory and cannot be delegated.
- c. Discrepancies not resolved at the company level within 24-hours will be elevated to the Battalion Commander.
- d. Once received, discrepancies not resolved at the battalion level within 24-hours will be elevated to the Brigade Commander.
- e. Discrepancies that cannot be resolved at the brigade level will be elevated to the Commanding General.

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4. Battalion S1 Responsibilities:

a. Process all pay grade changes for advancements to pay grades E 2 through E4 and all reductions no later than the next working day after the commander approves the promotion or reduction.

b. Assist Soldiers in preparing pay related documents.

c. Forward pay related documents to the AMPO on daily transmittal memorandum no later than 1000 hours the workday after the document is received or generated.

d. Respond to Soldier pay inquiries when the required information is available.

e. Ensure commanders are verifying the UCFR and electronic Military Personnel Office (eMILPO) Accountability Report (AAA - 162) monthly, no later than the 10th day of the following month.

f. Conduct a personnel record review for all assigned annually to confirm Soldiers are entitled to the pay and allowances they are receiving as indicated on the Soldier's most recent Leave and Earnings Statement (LES).

g. Process Stop Payment requests for all pay and allowances being received by the Soldier that are not supported with the proper substantiating documents.

5. Commanders and Human Resources professionals will forward all documents pertaining to pay no later than 1000 hours the following workday on which the documents were received to ensure that the service member will receive timely action on pay entitlements.

6. All personnel involved in military pay administration must give the same degree of attention to proper pay actions as they would expect to be given to actions pertaining to their pay.

7. The point of contact for this memorandum is the JRTC and Fort Polk, ACofS, G-1, at (337) 531-1196.



DAVID W. GARDNER
Brigadier General, USA
Commanding

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