



# AMPO Fort Riley Monthly Newsletter



## Upcoming Events

05/07/2025 Mid Month Cut Off

05/09/2025 Closed for RDO

05/19/2025 S1 Class Bldg. 206, Room 111

05/21/2025 End of Month Cut Off

05/23/2025 Closed for RDO

05/26/2025 Closed for Memorial Day

06/04/2025 Mid Month Cut Off

06/13/2025 Closed for RDO

06/16/2025 S1 Class Bldg. 206, Room 111

06/19/2025 Closed for Juneteenth

06/20/2025 Closed for RDO

06/23/2025 End of Month Cut Off

May 2025

## Contact Info

### Main Finance

Phone: (785)239-6247

Email: [usarmy.riley.fin-mgt-cmd.mbx.AMPO-customer-service@army.mil](mailto:usarmy.riley.fin-mgt-cmd.mbx.AMPO-customer-service@army.mil)

Email: [usarmy.riley.fin-mgt-cmd.mbx.AMPO-processing@army.mil](mailto:usarmy.riley.fin-mgt-cmd.mbx.AMPO-processing@army.mil)

**Debt Management/Special**

**Actions**

Phone: (785)239-6188/6247/6250

Email: [usarmy.riley.fin-mgt-cmd.mbx.AMPO-Debt-Management@army.mil](mailto:usarmy.riley.fin-mgt-cmd.mbx.AMPO-Debt-Management@army.mil)

**PCS In/Out Processing**

Phone: (785)239-3512/3535/6028/8821

**Separations**

Phone: (785)2392525/2168/2244/2107/2146

Email: [usarmy.riley.fin-mgt-cmd.mbx.AMPO-separations@army.mil](mailto:usarmy.riley.fin-mgt-cmd.mbx.AMPO-separations@army.mil)

**Reserve Pay**

Phone: (785)239-6247

Email: [usarmy.riley.fin-mgt-cmd.mbx.AMPO-Reserve-Pay@army.mil](mailto:usarmy.riley.fin-mgt-cmd.mbx.AMPO-Reserve-Pay@army.mil)

AMPO Fort Riley Mission Statement

## THE MONTHLY S1 CLASS

This class will allow you to send and receive financial documents to the Ft. Riley AMPO on behalf of your fellow Soldiers.

**Open to all S1 staff**

**Time: 1300-1400**

**For Dates and locations see below**

05/19/2025 Building 206, Room 111  
06/16/2025 Building 206, Room 111  
07/21/2025 Building 206, Room 111  
08/18/2025 Building 206, Room 111  
09/15/2025 Building 206, Room 111

## Deployed Theater Accountability System (DTAS)

Good news for personnel managers and those involved in deployments! The Deployed Theater Accountability System (DTAS) has recently undergone a significant update which comprehensively refreshes and standardizes all deployment entitlement information *except* for Family Separation Allowance (FSA). This update, now live, is designed to improve accuracy, reduce errors, and streamline the process of managing entitlements for our deploying service members. DTAS focuses on all deployment entitlements *excluding* FSA.

Specifically, it addresses and updates information related to:

**Hazard Duty Pay:** Ensures accurate calculations based on location and mission specifics.

**Hostile Fire Pay:** Ensures accurate calculations based on location and mission specifics.

**Hardship Duty Pay (Location):** Reflects current hardship locations and associated pay rates.

**Special Pay:** Ensures correct application of special pays based on deployment orders and qualifications such as Linguist Duty.

**Tax Free Status :** Updates the LES to a tax-free status based on location and mission specifics.

Previously, entitlement data was often maintained through multiple, sometimes disparate sources. This could lead to inconsistencies, errors in calculations, and confusion for both service members and administrators. DTAS consolidates this information into a single, authoritative source, ensuring greater accuracy and reliability.

## Hours of Operation

Monday 0730-1500  
Tuesday 0730-1500  
Wednesday Closed  
Thursday 0730-1500  
Friday 0730-1500

## Don't be a Victim of Cyber Crime!

Your financial security is paramount. We want to remind everyone to be vigilant and protect your pay information from fraudulent activity. With increasing sophistication in online scams, it's more important than ever to be cautious and informed.

The *only* official website for managing your military pay and allotments is **MyPay**, located at [mypay.dfas.mil](https://mypay.dfas.mil). Any other website claiming to offer these services is likely a scam designed to steal your personal and financial information.

Protect Yourself – Follow These Simple Steps:

Bookmark [MyPay.dfas.mil](https://mypay.dfas.mil): Save the official MyPay website to your browser's bookmarks to avoid accidentally typing in a fraudulent address.

Verify the URL: Always double-check the web address in your browser's address bar before entering any personal information. Look for "mypay.dfas.mil" and the padlock icon indicating a secure connection.

Be Wary of Emails: Do not click on links in emails claiming to be from DFAS. Instead, type [mypay.dfas.mil](https://mypay.dfas.mil) directly into your browser.

Never Share Sensitive Information: Protect your CAC login, PINs, and social security number.

Report Suspicious Activity: If you receive a suspicious email or encounter a potential scam website, report it to the DFAS Fraud Hotline at Toll Free: 1-800-330-8720; Commercial: 216-204-5806; or DSN 580-5806 and your chain of command.

Remember: If you are unsure about the legitimacy of a website or email, err on the side of caution. It's always better to be safe than sorry.

## May Processing Dates

The cutoff dates for pay checks are:

**7 May 2025 for Mid Month**

**21 May 2025 for End of Month**

## Why Follow-Up Matters

Your role is equally critical in ensuring PAR success. Here's how to proactively manage PARs: Regularly review the PAR workflow within IPPS-A. Be responsive to questions and concerns regarding the PAR. Work closely with the Fort Riley AMPO and S1 to resolve any issues or discrepancies. Pay close attention to the notes left by the AMPO – they provide valuable insight into the status of the PAR and any specific requirements.

The Fort Riley AMPO understands the importance of clear communication. We are dedicated to providing detailed notes on every PAR to ensure both the Soldier and the S1 are fully informed of the process. These notes will explain the current status, any required actions, and the reasoning behind any delays.

Let's work together to maximize the benefits of IPPS-A. Proactive follow-up, combined with the system's transparency and the AMPO's commitment to clear communication, will ensure your personnel actions are processed accurately.



## Smart Voucher

Need help filling out your SmartVoucher,

For a step-by-step guide go to

<https://www.dfas.mil/militarymembers>

Complete your SmartVoucher here:

<https://smartvoucher.dfas.mil/login>

## IPPS-A

All Ft. Riley S1 staff have access to the UDL workflow process. UDL workflow is the proper way to submit documents to the Ft. Riley AMPO and has proven to be effective for the S1, Soldier and AMPO. The Ft. Riley AMPO will respond to your UDL submission within five days from the date we receive it. Please use the appropriate workflow for your organization.

- 4812\_AMPO\_FORT RILEY 1ABCT
- 4812\_AMPO\_FORT RILEY 2ABCT
- 4812\_AMPO\_FORT RILEY 11D CAVN
- 4812\_AMPO\_FORT RILEY 11D SUST BDE
- 4812\_AMPO\_FORT RILEY 11D SUST BDE
- 4812\_AMPO\_FORT RILEY 11D HHBN\_DIVARTY
- 4812\_AMPO\_FORT RILEY TENANT ORGANIZATIONS

The soldier or S1 representative may submit a CRM ticket to the AMPO using Provider Group "ACPKS AMPO Fort Riley, KS".

The Military Pay office in building 210, room 105 will remain open for all Soldiers Separating, In-Processing or Out-Processing Fort Riley, along with the SRP. The main office in building 212 is open to No Pay Due, Allotments, Direct Deposits and Garnishments that didn't post to the bank account, and LES Debts.

## DD214 Go Live on IPPS-A

The processing of DD-214 are transitioning from TRANSPROC to IPPS-A on 17 May 2025. Access to completed DD-214 is through iPERMS.