

## Department of the Army Reporting Instructions Increased Annual Premium Pay Limitation Calendar Year (CY) 2010

On March 22, 2010, the Under Secretary of Defense issued DoD guidance continuing an increased annual premium pay limitation into 2010 for eligible employees working in the US Central Command (CENTCOM) and US African Command (AFRICOM) Areas of Responsibility (AOR). The CY 2010 period of entitlement is 20 December 2009 through 18 December 2010 and the increased limit is \$230,700. These dates are based on when the money is paid (i.e., salary for pay period 20 December 2009 to 2 January 2010 is paid on 14 January 2010 within CY 2010; salary for pay period 5-18 December 2010 is paid on 30 December 2010 which is also in CY 2010; but salary for pay period 19 December 2010 to 1 January 2011 will be paid on 13 January 2011 and is not covered in the CY 2010 entitlement).

This year, as in 2009, the Administrative Assistant to the Secretary of Army, Army Commands, Army Service Component Commands, and Direct Reporting Units will submit to the Civilian Human Resources Agency (CHRA) points of contact: email addresses: [rhonda.lindsey@us.army.mil](mailto:rhonda.lindsey@us.army.mil), [Jennifer.humpherys@us.army.mil](mailto:Jennifer.humpherys@us.army.mil), and [sandiann.engh@us.army.mil](mailto:sandiann.engh@us.army.mil), the names and contact information for a primary POC and an alternate POC. In addition, those command POCs must send an email with their certificate to these email addresses to allow for encrypted email messages being received and sent. The established POCs will submit an EXCEL spreadsheet with the name, SSN, Pay Plan, Series and Grade/Level, Beginning Date of Entitlement (no earlier than 20 December 2009), Termination Date of Entitlement (if the employee has already returned from deployment), command code, unit identification code (UIC), the primary country of deployment, and the date the spreadsheet was submitted to CHRA in the format designated in the attached template (CENTCOM Prem Pay Ind 2010.xls). A memorandum signed by the authorized management official – no lower than the commander or the civilian equivalent head of an activity – with the authority to certify employee eligibility is required to authorize the increased annual premium pay limitation for employees serving in the AOR. The memorandum must be on file at the servicing command and include a statement that certifies the employees listed have been or will be in the covered AOR for the required 42 consecutive days and meet all other criteria in the DoD guidance. Only these employees should be included on the spreadsheet. For those employees who became eligible for the 2010 increased annual premium pay limitation prior to the issuance of the DoD/Army implementation guidance and who have already terminated their deployment, both the beginning and the termination date of deployment should be annotated on the initial spreadsheet. No future dates for beginning the entitlement or terminating the entitlement can be accepted.

A single spreadsheet from each Army Command, Army Service Component Command, and Direct Reporting Unit should be submitted for each pay period listing only those employees who qualify no earlier than the current pay period ending (PPE) date. (Note: The initial spreadsheet should include all employees eligible between 20 December 2009 and the time the DoD/Army implementation guidance was issued). Each employee's name/SSN will be initially reported once. The commencement date for reporting this information will coincide with the issuance of applicable DoD/Army implementation guidance. The spreadsheet should be encrypted and submitted to email addresses: [rhonda.lindsey@us.army.mil](mailto:rhonda.lindsey@us.army.mil), [jennifer.humpherys@us.army.mil](mailto:jennifer.humpherys@us.army.mil), and [sandiann.engh@us.army.mil](mailto:sandiann.engh@us.army.mil). Spreadsheets submitted from someone other than the designated primary or alternate command POC will be returned unprocessed. The spreadsheet should be provided as soon as the eligibility is confirmed to ensure proper payment quickly.

If there are no employees to report, a one-time memorandum should be submitted to CHRA addresses: [rhonda.lindsey@us.army.mil](mailto:rhonda.lindsey@us.army.mil), [jennifer.humpherys@us.army.mil](mailto:jennifer.humpherys@us.army.mil), and [sandiann.engh@us.army.mil](mailto:sandiann.engh@us.army.mil) stating the command has no employees eligible as of the date that the procedure is started. This step will serve as notification that no action is needed for the command or unit at this time.

**Initial spreadsheet processing:** Once the initial spreadsheet is received at CHRA from the commands, additional data from the Defense Civilian Personnel Data System (DCPDS) will be added to the submitted spreadsheet and the consolidated spreadsheet will be provided to the Civilian Personnel Management Service (CPMS) to run an automated script to code the entitlement into DCPDS. Once the entitlement code is entered into the personnel automated system, it will flow to the payroll automated system (the Defense Civilian Payroll System (DCPS)). Once DCPS is successfully coded, Defense Finance and Accounting Service (DFAS) employees will perform additional coding before the eligible employees will receive the money owed to them.

**Timelines:** Commands are strongly encouraged to include all employees eligible for the 2010 increased annual premium pay limitation up to the time of the DoD/Army guidance issuance in their first spreadsheet submission, which should be submitted as soon as possible after the guidance is issued, (preferably within two weeks of the issuance) to ensure prompt payment for employees.

**Additional eligibility spreadsheet processing:** For those eligible employees who are not included in the initial spreadsheet or who deploy after the DoD/Army issuance during 2010, additional spreadsheets in the same format should be submitted to the CHRA points of contact: email addresses: [rhonda.lindsey@us.army.mil](mailto:rhonda.lindsey@us.army.mil), [Jennifer.humpherys@us.army.mil](mailto:Jennifer.humpherys@us.army.mil), and [sandiann.engh@us.army.mil](mailto:sandiann.engh@us.army.mil) by the second Wednesday of each pay period. Names submitted retroactively (i.e., in one pay period with the effective date in

an earlier pay period) will take longer to process because DFAS will need to manually code the action. Names submitted in the same pay period that they are effective should be processed more quickly.

**Termination spreadsheet processing:** When an employee no longer meets the eligibility criteria for the increased annual premium pay limitation, a separate spreadsheet must be submitted to document the end of the deployment for the listed individuals. The established POCs will submit an EXCEL spreadsheet with the name, SSN, Pay Plan, Series and Grade/Level, Beginning Date of Entitlement (no earlier than 20 December 2009), Termination Date of Entitlement, command code, unit identification code (UIC), the primary country of deployment, and the date the spreadsheet was submitted in the format designated in the attached template (Termination CENTCOM Prem Pay Ind 2010.xls). Coding only the termination date requires separate processing and must be kept separate from the initial entitlement coding. **No future dates for terminating the entitlement can be accepted.**

**Status Updates:** The CHRA POCs will provide status of the DCPDS coding to the designated command POCs. Once CHRA notifies the command that the DCPDS coding is completed, status updates on the payment due must come from DFAS. If the command confirms that employee's coding has been accomplished by reviewing the completion lists provided by CHRA, but their salary is still being cutback, the employee should contact their servicing payroll office through their CSR to request the status of the back payment. It is estimated that it will take two pay periods or longer for the retroactive pay to be computed at the payroll office after the DCPDS coding is accomplished. To reduce workload at DFAS, it is recommended to not contact them until the two pay periods have passed after DCPDS coding has been confirmed. The command should keep the impacted employees informed of the status of the coding at the servicing personnel office based on reports received from the CHRA POCs.

The employees listed on the spreadsheet will have the entitlement code for the increased annual premium pay limitation coded into both the payroll and personnel automated systems. The increased annual premium pay limitation will be in effect for the entire year.

All employees that became eligible for the 2010 increased annual premium pay limitation prior to the issuance of the applicable DoD/Army implementation guidance will require manual pay processing at the servicing payroll office. Their salary that was cutback will be restored once the manual processing is completed. If these employees had intervening actions between the time they became eligible and the time the guidance is issued, they will also require manual processing at the servicing personnel office.

The first pay period of eligibility for the \$230,700 limitation was PPE January 2, 2010, the first pay period for 2010. The last pay period to be eligible under the policy will be PPE December 18, 2010, which is the last pay period for 2010.

Payments to employees for deferred monies will be made on a current pay period basis against the data in DCPS once the employee has been identified to DFAS.

For NSPS, Non-NSPS and Defense Civilian Intelligence Personnel System (DCIPS) employees, the annual aggregate limit will not apply in calendar year 2010 to any eligible employee. Eligible employees will receive all payments immediately rather than having such payments deferred until 2011.