

Department of the Army Reporting Instructions
Increased Annual Premium Pay Limitation
Calendar Year (CY) 2009

On April 7, 2009, the Office of the Under Secretary of Defense (Personnel and Readiness) issued DoD guidance on the increased annual premium pay limitation for CY 2009 for eligible employees working in an overseas location in the Area of Responsibility (AOR) of the Commander, US Central Command (CENTCOM) or in an overseas location that was formerly in the CENTCOM AOR but has been moved to the AOR of the Commander, US Africa Command (AFRICOM). The increased annual premium pay limitation is \$227,300 for CY 2009, which covers the pay periods 21 December 2008 through 19 December 2009 (e.g., pay for the pay period 21 December 2008 to 3 January 2009 is paid on 15 January 2009 within CY 2009; payment for pay period 6-19 December 2009 is made on 31 December 2009, which is also in CY 2009, but pay for the pay period 20 December 2009 to 2 January 2010 will be paid on 14 January 2010 and therefore is not covered by the CY 2009 annual premium pay limitation).

Command Designation of Points of Contact (POCs)

This year, as in 2008, the Office of the Administrative Assistant to the Secretary of Army (AASA) and each of the Army Commands, Army Service Component Commands and Direct Reporting Units must submit the names and contact information for a primary POC and an alternate POC to the Civilian Human Resources Agency (CHRA) at both the following email addresses: rhonda.lindsey@us.army.mil and rose.medina@us.army.mil. The primary and alternate command POCs must send an email with their digital signature and encryption certificate to the CHRA email addresses provided above to enable encrypted email messages to be sent and received.

Initial CY 2009 Spreadsheet Submission

As soon as practicable after issuance of these instructions (preferably within 2 weeks of issuance), the designated POCs will submit to CHRA an EXCEL spreadsheet in the same format as the attached template (Prem Pay Ind 2009.xls), listing all employees who have been assigned to, or are projected to be assigned to, Iraq and/or Afghanistan for a period of at least 42 consecutive days. For employees who were serving in the overseas location on January 1, 2009, the 42 consecutive days may include days served in 2008, but for CY 2009 reporting purposes do not include on a spreadsheet a beginning date any earlier than 21 December 2008. The spreadsheet will include the individual's name, SSN, Pay Plan, Series and Grade/Level, Beginning Date (the date the employee began serving in Iraq and/or Afghanistan, but no earlier than 21 December 2008), Termination Date (complete only if the employee has already departed Iraq and/or Afghanistan, otherwise leave blank), command code, unit identification code (UIC), the primary country of deployment, and the date the spreadsheet is being submitted to CHRA. For those employees who have already

departed the area, both the beginning and termination dates should be annotated on the initial spreadsheet. Do not report projected beginning or projected termination dates beyond the pay period in which the report is submitted.

The spreadsheet should be encrypted and submitted to email addresses: rhonda.lindsey@us.army.mil and rose.medina@us.army.mil. Spreadsheets submitted from someone other than the designated primary or alternate command POC will be returned unprocessed.

For each employee listed on the spreadsheet the command POC must also submit to CHRA a memorandum signed by a management official with purview over the employee, no lower than an activity commander or civilian activity head, certifying that the employee has been or is projected to be assigned to Iraq and/or Afghanistan, as the case may be, for 42 or more consecutive calendar days. A copy of each such memorandum, as well as a copy of each spreadsheet submitted, must be kept on file at the command. Only employees who have been so certified should be included on the spreadsheet.

If there are no employees to report, instead of an initial spreadsheet the command POC should submit a one-time memorandum to CHRA addresses: rhonda.lindsey@us.army.mil and rose.medina@us.army.mil, stating the command has no reportable employees as of that date. This step will serve as notification to CHRA that no action is needed for the command at that time. The command POC will not submit any further memoranda or spreadsheets unless or until there are employees to report.

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 increased annual premium pay limitation will be applied.

Subsequent Spreadsheets: For employees who are not included in the initial spreadsheet, additional spreadsheets in the same format should be submitted to the CHRA points of contact: email addresses: rhonda.lindsey@us.army.mil and rose.medina@us.army.mil by the second Wednesday of each pay period. Do not report termination dates on these spreadsheets. Separate termination spreadsheets must be submitted, as discussed below.

The Office of the AASA and each Army Command, Army Service Component Command, and Direct Reporting Unit should submit a single spreadsheet for each

subsequent pay period listing additional employees who have worked or are projected to work in an overseas location of a covered AOR for a period of at least 42 consecutive days (to include days in 2008 if the employee was serving in the overseas location on January 1, 2009), as follows:

1. Data will be reported the first pay period an employee performs work in Iraq or Afghanistan;

2. For other AORs, data will be reported the first pay period a management official with delegated authority to do so determines that the employee is performing work in response to an emergency declared by the President or in direct support of, or directly related to, a military operation, including a contingency operation as defined in 10 U.S. Code §101(a)(13).

For each employee listed on the spreadsheet the command POC must also submit to CHRA a certification from a management official with purview over the employee. For employees assigned to Iraq and/or Afghanistan, this certification may be signed by a management official no lower than an activity commander or civilian activity head and must certify that the employee has been or is projected to be assigned to Iraq and/or Afghanistan, as the case may be, for 42 or more consecutive calendar days. For other covered AORs, the certification must be signed by a management official with delegated authority to determine whether employees meet the eligibility criteria for the increased annual premium pay limitation for CY 2009 and must certify that the employee: (1) performs work while in an overseas location that is in a covered AOR; (2) has been or is projected to be assigned to a covered AOR for at least 42 consecutive calendar days; and (3) performs work in response to an emergency declared by the President or in direct support of, or directly related to, a military operation, including a contingency operation as defined in 10 U.S. Code §101(a)(13). Only employees who have been so certified should be included on the spreadsheet. A copy of each certification, as well as a copy of each spreadsheet submitted, must be kept on file at the command.

Retroactive processing

Spreadsheets reporting names retroactively (i.e., submitted in one pay period with a beginning date in an earlier pay period) will take longer to process because DFAS will need to manually code the action. All actions for employees who became eligible for the CY 2009 increased annual premium pay limitation prior to these Reporting Instructions being implemented will require manual pay processing at the servicing payroll office. Pay that was cutback will be paid after the manual processing is completed. If these employees had intervening actions between the time they became eligible and the time they were reported, those actions may also require manual processing at the servicing personnel office.

Termination spreadsheets: When an employee departs a covered area or otherwise stops performing covered work, a separate termination spreadsheet must be

submitted to CHRA. The designated POCs will submit an EXCEL spreadsheet with the name, SSN, Pay Plan, Series and Grade/Level, Beginning Date (no earlier than 21 December 2008), Termination Date, command code, unit identification code (UIC), the primary country of deployment, and the date the spreadsheet is being submitted in the same format as the attached template (Termination Prem Pay Ind 2009.xls). Coding only the termination date requires separate processing and must be kept separate from the initial entitlement coding. No projected termination dates (beyond the pay period in which the termination spreadsheet is submitted) will be accepted.

Commands are responsible for maintaining documentation regarding the termination.

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 payments 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 the employee's pay is still being cutback, the employee should contact his/her servicing payroll office through his/her Customer Service Representative (CSR) to request the status. It is estimated that it will take two pay periods or longer for retroactive pay to be computed at the payroll office after the DCPDS coding is accomplished. To reduce workload at DFAS, it is not recommended to contact DFAS until two pay periods have passed after the DCPDS coding has been confirmed. The command should keep the affected 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.

Aggregate Pay Limitation

Defense Civilian Intelligence Personnel System (DCIPS) and other non-NSPS employees eligible for the increased annual premium pay limitation will not be subject to an aggregate pay limitation for CY 2009. Eligible employees will receive all payments immediately rather than having such payments deferred until 2010.

For eligible NSPS employees, an aggregate limitation on pay of \$227,300 will apply in CY 2009. Entitlements in excess of this amount will be placed in a deferred account to be paid in the first pay period of CY 2010.