

Department of the Army  
2008 Guidance for Higher Annual Premium Pay Limitation

On 9 April 2008, the Deputy Secretary of Defense issued DoD policy continuing the increased annual premium pay limitation into 2008 for eligible NSPS and non-NSPS employees working in the US Central Command Area of Responsibility (CENTCOM AOR). The CY 2008 period of entitlement is 9 December 2007 through 20 December 2008 and the higher limit is \$212,100. These dates are based on when the money is paid (i.e., salary for pay period 9-22 December 2007 is paid on 3 January 2008 within CY 2008; salary for pay period 7-20 December 2008 is paid on 31 December 2008 which is also in CY 2008; but salary for pay period 21 December to 3 January will be paid on 15 January 2009 and is not covered in the CY 2008 entitlement).

This year as in 2007, Army Commands, Army Service Component Commands, and Army Direct Reporting Units will submit to the Civilian Human Resources Agency (CHRA) points of contact (email addresses: [barbara.scott1@us.army.mil](mailto:barbara.scott1@us.army.mil) and [rose.medina@us.army.mil](mailto:rose.medina@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 sending encrypted email messages being received and sent. The established POCs will submit an EXCEL spreadsheet with the name, SSN, Pay Plan, Series and Grade, Beginning Date of CENTCOM Entitlement (no earlier than 9 December 2007), Termination Date of CENTCOM Entitlement (if the employee has already returned from deployment), command code, unit identification code (UIC), the primary CENTCOM country of deployment, and the date the spreadsheet was submitted to CHRA in the format designated in the attached template (CENTCOM Prem Pay Ind 2008.xls). A memorandum signed by the authorized management official – no lower than the commander or the civilian equivalent head of an activity – with the delegated authority to certify employee eligibility is required to authorize the higher premium pay limitation for employees serving in the CENTCOM 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 CENTCOM AOR for the required 42 consecutive days and meet all other criteria in the DoD policy. Only these employees should be included on the spreadsheet. For those employees who became eligible for the 2008 higher premium pay limitation prior to the issuance of 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 Army 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 9 December 2007 and the time that Army implementation guidance is issued). Each employee's name/SSN will be initially reported once. The commencement date for reporting this information will be determined by the issuance of the Army implementation guidance. The spreadsheet should be encrypted and submitted to email addresses: [barbara.scott1@us.army.mil](mailto:barbara.scott1@us.army.mil) and [rose.medina@us.army.mil](mailto:rose.medina@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. No spreadsheets should be submitted before the Army implementation guidance is issued. This guidance is critical in determining who is eligible for the higher premium pay limitation.

If there are no employees to report, a one-time memorandum should be submitted to CHRA addresses: [barbara.scott1@us.army.mil](mailto:barbara.scott1@us.army.mil) and [rose.medina@us.army.mil](mailto:rose.medina@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 2008 higher Annual Premium Pay Limitation up to the time of the Army guidance issuance in their first spreadsheet submission, which should be submitted as soon as possible after the Army guidance and delegation issuance (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 Army issuance during 2008, additional spreadsheets in the same format should be submitted to the CHRA points of contact (email addresses: [barbara.scott1@us.army.mil](mailto:barbara.scott1@us.army.mil) and [rose.medina@us.army.mil](mailto:rose.medina@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, Beginning Date of CENTCOM Entitlement (no earlier than 9 December 2007), Termination Date of CENTCOM Entitlement, command code, unit identification code (UIC), the primary CENTCOM country of deployment, and the date the spreadsheet was submitted in the format designated in the attached template (Termination CENTCOM Prem Pay Ind 2008.xls). Coding only the termination date requires separate processing and therefore 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 Customer Service Representative (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 CPOC 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 raised annual premium pay limitation will be in effect for the entire year.

All employees that became eligible for the 2008 higher premium pay limitation prior to the issuance of the 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 Army implementation guidance is issued, they will also require manual processing at the servicing personnel office.

The first pay period of eligibility for the \$212,100 limitation was PPE

22 December 2007, the first pay period for 2008. The last pay period to be eligible under the policy will be PPE 20 December 2008, which is the last pay period for 2008.

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.

Although the annual premium pay limitation was increased to \$212,100, the annual aggregate limit for 2008 is \$191,300 and cannot be exceeded. Accordingly, entitlements in excess of this amount will be placed in a deferred account to be paid in the first pay period of the 2009 tax year (pay period ending 3 January 2008).