

Department of the Army Reporting Instructions
Increased Annual Premium Pay Limitation Calendar Year
(CY) 2011

On April 11, 2011, the Under Secretary of Defense issued DoD guidance continuing an increased annual premium pay limitation into 2011 for eligible employees working in the US Central Command (CENTCOM) and US African Command (AFRICOM) Areas of Responsibility (AOR). The CY 2011 period of entitlement is 19 December 2010 through 17 December 2011 and the increased limit is \$230,700. These dates are based on when the money is paid (i.e., salary for pay period 19 December 2010 to 1 January 2011 is paid on 13 January 2011 within CY 2011; salary for pay period 4-17 December 2011 is paid on 29 December 2011 which is also in CY 2011; but salary for pay period 18 December 2011 to 31 December 2011 will be paid on 12 January 2012 and is not covered in the CY 2011 entitlement).

This year, as in 2010, 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) point of contact: email address: rhonda.lindsey@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 19 December 2010), 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 (Prem Pay Ind 2011.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 2011 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 19 December 2010 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 address: rhonda.lindsey@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 POC: rhonda.lindsey@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 AUTONOA group and the processing team. 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, payment of any cutback monies the employee is owed will be paid in the following pay period.

Timelines: Commands are strongly encouraged to include all employees eligible for the 2011 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 2011, additional spreadsheets in the same format should be submitted to the CHRA point of contact: email address: rhonda.lindsey@us.army.mil by the second Wednesday of each pay period. Names submitted in the same pay period that they are effective should be processed more quickly. Names submitted retroactively (i.e., in one pay year with the effective date in an earlier pay year) will take longer to process because DFAS will need to manually code the action.

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 19 December 2010), 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-Prem Pay Ind 2011.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 POC 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 to request the status of the back payment. For retroactive payments (prior to the current pay year), 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 POC.

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 2011 increased annual premium pay limitation prior to the issuance of the applicable DoD/Army implementation guidance will receive their cutback monies that they are owed once the coding has been completed. If these employees had intervening actions between the time they became eligible and the time the guidance is issued, they will require additional coding by the servicing personnel office.

The first pay period of eligibility for the \$230,700 limitation was PPE January 1, 2011, the first pay period for 2011. The last pay period to be eligible under the policy will be PPE December 17, 2011, which is the last pay period for 2011.

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 2011 to any eligible employee. Eligible employees will receive all payments immediately rather than having such payments deferred until 2012.

There are two different pay limitations that cover different pay categories:

a. The annual maximum earnings limitation (\$230,700 for 2011) includes basic and locality pay PLUS premium pay (which includes overtime, Sunday pay, holiday pay, and night differential). All these categories except Basic and locality pay are premium pay items and not deferrable. Eligible DoD employees who are granted a waiver under the CENTCOM authorities will be covered by a higher annual premium pay cap and will be entitled to premium payments to the extent the employee's combined payable amount of basic pay and premium pay for calendar 2011 does not exceed the annual rate of salary payable to the Vice President under 3 U.S.C. 104 (\$230,700 for 2011).

b. The aggregate limitation of pay includes awards, supervisory differential, physician comparability, recruitment/relocation/retention incentive, post differential and danger pay. Pay of these types will not be limited and will be paid in CY 2011 rather than deferred.

Name	PP-SER-GR	SSN	Beginning Date (Date employee began serving in the covered location, or 19 Dec 2010, whichever is later. Cannot be a projected date beyond the current pay period.)	Termination Date (Date the employee departed the covered area or stopped performing covered work. Cannot be a projected date beyond the current pay period.)	Command Code	UIC	Primary Deployment Site	Date this spreadsheet was submitted to CHRA
Doe, John Q.	GS-0810-12	012345678	19-Dec-2010	02-Mar-2011	XG	W0Y6AA	Iraq	23-May-11

TERMINATIONS ONLY

Name	PP-SER-GR	SSN	Beginning Date of Entitlement (no earlier than 19 Dec 2010 and cannot be Future date)	Termination Date of Entitlement (Cannot be Future Date)	Command Code	UIC	Primary Deployment Site	Date this spreadsheet was submitted to CHRA
<i>Doe, John Q.</i>	<i>GS-0810-12</i>	<i>012345678</i>	<i>19-Dec-2010</i>	<i>02-Mar-2011</i>	<i>XG</i>	<i>W0Y6AA</i>	<i>Iraq</i>	<i>23-May-11</i>