

## SUMMARY OF MAJOR CHANGES

1. This is the first revision to the DoD FMR, [Volume 8](#). Major changes throughout this Volume are denoted by a star (★) symbol. An explanation of those changes follows:

### Figures

- Change Figure 1-11 to 1-13.
- Add Figure 1-11, Sample Letter to Employee.
- Add Figure 1-12, Sample Letter to DMDC Monterey/DFAS Center.
- Change Figure 3-1 to include TSP deduction.
- Update Figure 8-1 and Attachment 1 and 2.
- Change Figure 8-2, editorial change ("starting" to "beginning").

### Tables

- Table 4-1, change to include availability pay in number 1.
- Table 4-2, adds FICA rates for 1996, 1997, 1998 and 1999.
- Table 4-4, deleted.
- Table 4-5, renumbered to Table 4-4 and adds cost changes for optional life insurance.
- Table 4-6, renumbered to Table 4-5 and adds new codes for group life insurance.
- Table 4-7, renumbered to Table 4-6 and clarifies allotments of pay table.
- Table 8-1, addition of TSP.
- Table 9-1, addition of FML.

### References, pages

- Adds references to 5 U.S.C. to include chapters and sections 31, 3392, 5543, 5921, 5922, 5923, 5924, 5925, 5928, 6106, 6327, 7115, 8114, and 8401.
- Adds reference to 31 U.S.C. to include section 1345.
- Adds reference to 31 C.F.R. to include section 208.
- Adds references to Public Laws to include 101-335, 102-138, 102-486, 103-226, 103-329, 103-388, 104-106, 104-134, 104-201, 104-208, 104-316, 105-61 and 105-85.
- Adds reference to Under Secretary of Defense (Comptroller) memorandum covering payroll allotments to political action committees.
- Adds reference to DFAS memorandum covering Use of Source Data Automation Systems.
- Adds references to 5 C.F.R. to include Parts 334, 351.201, 550.408, 551.424, 551.501, 551.531, 582, 582.402, and 950.901.
- Adds reference to Comptroller General Decisions to include Comp Gen. B-202564, July 31, 1981.
- Adds reference to Executive Order 5396, July 17, 1960.
- Changes reference to DoD 1400.25-M, subchapters 630, 711 and 1250.
- Adds reference to 11 U.S.C. to include section 13.
- Adds reference to DoD 1401.1-M.
- Adds reference to 10 U.S.C. to include sections 2164 and 12301.

Adds reference to 4 C.F.R. to include part 92.6.  
Adds reference to 26 C.F.R. 1.61-21.  
Deletes reference to DoD Directive 1426.1.  
Deletes reference to DoD Instruction 1400.6.

### Definitions

Adds "Availability Pay"

### Abbreviations and/or Acronyms

Adds Base Realignment and Closure (BRAC)  
Adds Civilian Personnel Management Service (CPMS)  
Adds College Retirement Equity Fund (CREF)  
Adds Customer Service Representative (CSR)  
Adds Civil Service Retirement and Disability Fund (CSRDF)  
Adds Domestic Dependent Elementary and Secondary Schools (DDESS)  
Adds Defense Office of Hearings and Appeals (DOHA)  
Adds Family Friendly Leave (FFL) Act of 1994  
Adds Family and Medical Leave (FML) Act of 1993  
Adds Financial Management Service (FMS)  
Adds Human Resources Organization (HRO)  
Adds Interim Geographic Adjustment (IGA)  
Adds Injury Compensation/Unemployment Compensation (IC/UC)  
Adds National Archives and Records Administration (NARA)  
Adds Operating Location (OPLOC)  
Adds Teachers Insurance and Annuity Association (TIAA)  
Adds Under Secretary of Defense (Comptroller) (USD(C))  
Adds Union Central Group Life Insurance (UCGLI)  
Adds United States Soldiers and Airmens Home (USSAH)  
Adds Uniformed Services Employment and Reemployment Rights Act (USERRA)  
Adds Voluntary Separation Incentive (VSI) Pay  
Adds Wage Leader (WL)  
Adds Wage Supervisor (WS)  
Adds Washington Headquarters Service (WHS)

Paragraph 010103. Adds that Operating Manuals are replacing several of the FPM supplements.

Subparagraph 010201.A. Changed to provide updated requirements for operation of a payroll system other than DCPS.

Subparagraphs 010202.A.1. and 2. Deleted. The debit and credit entries may be found in [Volume 4](#) of this Regulation.

Subparagraph 010203.A.5. Replaces "authorize pay and entitlements for personnel" with "compute the payroll."

Section 0103. Updated with new EFT guidelines and policy.

Subparagraph 010402.A. Deleted "at the civilian payroll processing site."

Subparagraph 010403.A. Changes the liaison office to the customer service representative (CSR).

Subparagraph 010403.B.4. Addition of DFAS-CL/L information.

Subparagraph 010403.D. Changes the liaison office to the CSR.

Subparagraph 010403.D.2. Deleted.

Subparagraph 010406.A.2.a. Deleted. Original subparagraphs 010406.A.2.b. through j. realigned as subparagraphs 010406.A.2.a. through i.

Subparagraph 010406.B.4.e. Deletion of master control totals information.

Subparagraph 010407.A. Change from civilian personnel office to appropriate human resources organization. Deletes reference to nonintegrated civilian payroll systems. Deletes subparagraphs 010407.A.1. through 26. All data element values will be reconciled.

Subparagraph 010407.B. Replaced.

Paragraph 010503. Addition of procedures for completion within 90 days.

Subparagraph 010504.A. Adds clarification of duties by the losing civilian payroll offices.

Subparagraph 010504.B. Adds clarification of employee substantiating document files.

Subparagraph 010504.C.3.b. Addition. Original subparagraphs 010504.C.3.b. and c. realigned as subparagraphs 010504.C.3.c. and d.

Subparagraph 010504.G.9. Deleted. Original subparagraphs 010504.G.10. and 11. realigned as subparagraphs 010504.G.9. and 10.

Subparagraph 010504.H. Adds clarification of types of adjustments.

Subparagraph 010504.I. Adds guidance on maintenance and disposition of historical files.

Subparagraph 020102.A.6. Editorial change ("promptly" to "electronically").

Subparagraph 020102.B. Clarification of supervisor's responsibilities for time and attendance.

Subparagraph 020102.C.3.d. Deleted. Clarification of subparagraphs 020102.C.3.a. through c.

Paragraph 020103. Deleted.

Subparagraph 020205.C. Deletion of "and week."

Subparagraph 020205.G. Deletion of "and times."

Subparagraphs 020206.A. and B. Clarifies work schedule information.

Subparagraphs 020206.B.1.a. and c. Deleted. Subparagraphs 020206.B.1.b. and d. realigned.

Subparagraphs 020206.C. Adds reference to OPM Handbook on Alternative Work Schedules.

Subparagraphs 020208.A. and B. Clarifies overtime and compensatory time authorization.

Subparagraph 020208.D. Replaced.

Subparagraph 020209.A. Clarifies COP information.

Subparagraphs 020301.A. and B. Deleted.

Paragraphs 020301., 020302., 020303., and 020305. Changes made in accordance with Title 6 of the GAO Policy and Procedures Manual for Guidance of Federal Agencies, March 22, 1996.

Paragraph 020307. Adds information in 5 U.S.C. 6106 for use of recording clocks.

Subparagraph 020402.A. Rewords the paragraph to clarify certification of time and attendance.

Paragraphs 020404., 020405., 020406., 020501., 020502., 020503., and 020504. Changes made in accordance with Title 6 of the GAO Policy and Procedures Manual for Guidance of Federal Agencies, March 22, 1996.

Paragraph 020406. Deleted.

Paragraph 020602. Changes the liaison office to the CSR.

Section 0209. Adds the Source Data Automation System information.

Subparagraph 030101.A. Changes the reference payroll computations are based on.

Subparagraph 030101.G. Changes the liaison office to the CSR.

Subparagraphs 030103.A.2. and 3 and B.2. Clarifies premium pay limitations.

Subparagraph 030201.D. Change in interim geographic adjustment information.

Subparagraph 030201.D.1. through 4. Deletes detailed interim geographic adjustment information.

Subparagraph 030201.G. Changes “works” to “official duty station.”

Paragraph 030301. Removes reference to FPM Supplement 990-2.

Subparagraph 030302.A.1. Removes reference to FPM Supplement 990-2. Adds information on intermittent employees.

Subparagraph 030302.B.2. Clarifies reference of 5 U.S.C. Chapter 55.

Subparagraphs 030302.E.1. and 2. Order was reversed.

Subparagraphs 030302.E.5. Adds new compensatory time information.

Subparagraphs 030302.E.1., 2., 6 and 7. Removes reference to FPM letters. Adds information for compensatory time for FWS employees.

Subparagraph 030302.E.7. Adds reference to 5 C.F.R. 551.501.

Subparagraph 030302.E.9. Deleted.

Subparagraphs 030302.E.10. through 12. Realigned.

Subparagraph 030302.F. Adds reference to section 0507. for additional information.

Subparagraphs 030303.A. and B. Removes reference to FPM Supplements.

Paragraph 030304. Removes reference to FPM Supplements.

Subparagraphs 030304.A. and B. Removes statement concerning part-time employees.

Paragraph 030307. Adds information on AUO payment circumstances.

Subparagraph 030308.A.3. Adds TSP.

Subparagraph 030308.B.1. Adds TSP.

Paragraph 030309. Adds new form of premium pay called "availability pay."

Paragraph 030401. Adds change in DoD 1400.25-M, CPM Subchapter 1250.

Subparagraphs 030402.A. through G. Adds change in DoD 1400.25-M, CPM Subchapter 1250.

Subparagraph 030402.F. Adds information on imminent danger pay.

Paragraph 030403. Editorial change to delete “non.” Clarify entitlement percentages.

Subparagraph 030404.C.2. Clarify entitlement percentages.

Subparagraph 030404.D.3. Adds TSP.

Paragraph 030502. Updated with changes to DoD 1400.25-M, subchapter 575. Changed to include all payment data in a single paragraph and adds FEGLI.

Paragraph 030503. Deleted. Paragraph 030504. and 030505. realigned.

Paragraph 030504. Updated with changes to DoD 1400.25-M, subchapter 575 and adds FEGLI.

Section 0306. Updated with changes to DoD 1400.25-M, subchapter 575.

Paragraph 030603. Changes minimum period of required service.

Subparagraph 030704.C. Adds remark for employees with tours of duty commencing on or after October 28, 1991.

Subparagraph 030704.F. Editorial change to add "Form."

Subparagraph 030705.A. Removes reference to FPM Supplement 990-2.

Paragraph 030706. Provide information on lump sum payment of BRAC restored annual leave and closure of an installation in Panama.

Subparagraphs 030801. and 030802.B. Provide information on lump-sum payment of severance pay.

Paragraphs 030901., 030902., 030904. and 030905. Adds changes in policy for advances of pay for DoD employees for overseas transfers.

Section 0311. Updates procedures for awards in the DoD 1400.25-M, subchapter 451.

Subparagraph 031203.C. Adds TSP.

Subparagraph 031203.D. Adds TSP, FEHB, and FEGLI.

Subparagraph 031303.D.1. Changes reference from FPM Letter 550-78 to 5 C.F.R. 550.805.

Subparagraph 031303.D.4. Deletes reference to FPM Letter 550-78. Changes Form 1099-MISC to Form 1099-INT.

Subparagraph 031303.E.5.a. Updates OPM address.

Subparagraph 031305.A. Adds reference to the “Federal Employees Health Benefits Handbook for Personnel and Payroll Offices.”

Subparagraph 031404.B. Adds reference to DSSR, section 610 m. and n.

Paragraphs 031502. and 031503. Adds information on transportation fringe benefits and Government provided home-to-work transportation.

Section 0401. Changes the liaison office to the Customer Service Representative (CSR).

Subparagraph 040301.E.8.d. Change in remarks on SF 2806/3100 for sick leave.

Subparagraphs 040301.E.11.a. and b. Change in disposition of SF 2806/3100.

Subparagraphs 040301.E.11.g.(1). Updates payment procedures for military service credit deposits.

Subparagraph 040301.H.2.a.(1). Editorial change on posting of accumulative deductions.

Subparagraphs 040303.B. and D. Adds information concerning NAF retirement portability.

Paragraph 040304. Change to remittance of funds.

Subparagraphs 040502.C., 040511.B.2. and 3., 040511.F.2., 040601.A.13., 040601.A.16(b), 040703.A. and C., 040801.E., 040803.A.1.a., 041402.J.2. and 041402.K.5.a. Changes the liaison office to the CSR.

Subparagraphs 040508.A. and C. Changes the method of disbursement of taxes to FEDTAX.

Subparagraph 040601.A.14. Change to collection of delinquent state taxes by DFAS-CL/L.

Paragraph 040602. Updated with current IRS tax information for Guam and the Commonwealth of the Northern Mariana Islands.

Subparagraph 040703.B. Changes the Form 7311 from TFS to FMS.

Subparagraph 040801.B. D. and E. Changes the usage of SF 2809/2810 in FEHB coverage.

Subparagraph 040802.B.8. Deletes Four-Day Rule and adds the FEHB daily proration rule.

Subparagraphs 040802.B.10., and 11. Changes reference from "four-day rule" to "subparagraph 040802.B.8."

Subparagraph 040802.B.12. Adds new guidance for retroactive changes in FEHB enrollment.

Subparagraph 040901.A. Provides information for the Federal Employees Life Insurance Improvement Act.

Subparagraph 040902.B.6. Adds availability pay to basic pay for FEGLI deduction.

Subparagraph 040904.B. Adds information for the Federal Employees Life Insurance Improvement Act.

Subparagraph 040906.H. Adds information for FEGLI withholding from employees whose pay is insufficient to cover the cost of the premiums.

Paragraph 040914. Adds the FEGLI daily proration rule.

Paragraph 040915. Adds the FEGLI revised rule for movement to new age band.

Subparagraphs 041202.A. and B. Adds final guidance for commercial garnishments.

Subparagraph 041402.B. Adds additional forms to be used for authorized allotments

Subparagraph 041402.N. Adds allotment to a political action committee.

Paragraph 041408.A.7. Clarifies the forms to be used for allotment cancellation.

Subparagraph 041409. Adds additional forms to be used for authorized allotments

Paragraph 041501. Clarifies definition of basic pay provided in 5 U.S.C. 8331 and TSP Bulletin 96-33.

Subparagraphs 041505.C. and D. Editorial change ("tape" to "file")

Subparagraphs 041507.A. and B. Editorial change ("tape" to "file")

Paragraph 041602. Changes the types of TSP loans permitted.

Section 0417. Adds new section on TSP lost earnings.

Paragraph 050101. Deletes FPM Supplement 990-2, Book 630. Adds reference to DoD 1400.25-M, Subchapter 630.

Subparagraph 050202.C. Adds remark concerning an employee on OWCP.

Subparagraphs 050203.A., B., and C. Updates the uncommon tours of duty leave accruals and charges to leave to the DoD 1400.25-M, Subchapter 630.

Subparagraph 050204.B. Deletes FPM Supplement 990-2, Book 630. Adds reference to DoD 1400.25-M, Subchapter 630.



Subparagraph 050204.D. Updates with lump sum leave provisions in 5 U.S.C. 3392.

Subparagraph 050303.A. Removes the 3 years break in service rule for recredit of sick leave with exceptions.

Paragraph 050304. Adds an example of advance criteria for uncommon tours of duty.

Paragraph 050307. Adds sick leave for adoption purposes.

Section 0504. Adds the Family and Medical Leave Act provisions.

Section 0505. Adds the Family Friendly Leave Act provisions.

Section 0506. Adds the bone marrow or organ donor leave provisions.

Section 0507. Adds the leave provisions for NAF portability.

Paragraph 050807. Updates lump sum leave provisions of employees entering military service.

Paragraph 050901. Deletes FPM Supplement 990-2, Book 630 reference.

Paragraph 051001. Removes "only GS employees are authorized compensatory time off under compressed schedules."

Paragraph 051201. Replaces "makes" with "made" permanent the voluntary leave transfer and voluntary leave bank programs.

Paragraph 051401. Adds definition of "credit hours."

Paragraph 051402. Changes information provided in paragraph 051401.

Paragraph 051601. Removes FPM chapter 630 reference.

Paragraphs 051602. through 051607. Adds information on DoD 1400.25-M, Subchapter 630.

Paragraph 051608. Adds 5 C.F.R. 551.424 reference.

Paragraph 051609. Adds excused absence for official duty status for a federal firefighter or federal law enforcement officer.

Paragraphs 051710. and 051715. Adds the CSR.

Paragraph 051802. Adds the provisions of 5 U.S.C. 5519 for reducing the civilian pay for military service.

Paragraph 051803. Adds guidance for civilian employees to attend weekend drills as a member of a Reserve Component of the Armed Forces.

Paragraph 051809. Adds the employee guidance concerning usage of accrued annual leave or available compensatory time for military service.

Paragraph 051810. Editorial change ("time" to "leave")

Paragraph 051811. Adds the entitlement for military reserve technicians of an additional 44 workdays of military leave in a calendar year.

Paragraph 052101. Adds "one-time" basic service period for home leave.

Subparagraph 052201.F. Adds reference to official duty status of an employee under 5 U.S.C. 6327.

Subparagraph 052401.A. Removes reference to FPM Supplement 351-1 and adds reference to 5 C.F.R. 351.201.

Subparagraph 052401.C. Removes reference to FPM chapter 340 and adds reference to 5 C.F.R. Part 340.

Paragraph 052501. Removes reference to FPM chapter 343.

Paragraph 052502. Removes reference to FPM chapter 353.

Paragraph 052601. Removes reference to FPM chapter 630.

Paragraph 060101. Change from civilian personnel office to the appropriate human resources organization.

Subparagraph 060102.A. Change from civilian personnel office to the HRO.

Subparagraphs 060102.B.1. and 2. Adds information on the Injury Compensation - Unemployment Compensation application developed by the Civilian Personnel Management Service.

Subparagraph 060103.A. Adds new guidance on the UCFE program.

Subparagraph 060103.A.2.b. Deletion. Realignment of 060103.A.2.c. through e.

Subparagraph 060103.A.2.c. Adds new guidance on the UCFE program.

Subparagraph 060103.B.2. Adds new guidance on the UCFE program.

Paragraph 060104. Change from civilian personnel office to the HRO.

Subparagraph 060106.A.3. Adds new guidance on the UCFE program.

Paragraph 060302. Adds "via the major command or claimant."

Subparagraphs 060303.A. and B. Updates the losing civilian payroll office responsibilities.

Subparagraph 060303.A.9. Changes the liaison office to the CSR.

Subparagraphs 060303.B.4, 7, 10, 11, 12, 15, and 16. Deletion. Realignment of subparagraphs 060303.B.5. through 17. Replaces DD Form 2274 with the SF 1190 in subparagraph 060303.B.4.

Subparagraph 060303.C.4. Updates the requirements for bond balance refunds for mass transfers.

Subparagraph 060303.C.5. Updates the requirements for compensatory hours payment for mass transfers.

Subparagraph 060303.C.6. Deletion and realignment of 060303.C.7.

Section 0604. Changes from GAO to OPM responsibility with appropriate address. Provides updated procedures for claims.

Paragraph 070101. Changes the DoD 1400.25-M, Chapter 592 to Subchapter 1250.

Subparagraph 070103.B. Provide additional information on the Panamanian Cedula number.

Paragraph 070204. Adds information on the DoD Domestic Dependent Elementary and Secondary Schools (DDESS).

Paragraph 070302. Removes reference to FPM Chapter 340 and adds 5 C.F.R. Part 340.

Paragraph 070303. Removes reference to FPM Chapter 340 and adds 5 C.F.R. Part 340.

Paragraph 070304. Removes reference to FPM Chapter 340 and adds 5 C.F.R. Part 340.

Paragraph 070304. Removes reference to FPM Supplement 532-1 and adds OPM Operating Manual, Federal Wage System.

Paragraph 070501. Change from civilian personnel office to the HRO.

Paragraph 070502. Change from civilian personnel office to the HRO.

Subparagraphs 070502.B. and C. Change from GAO to OPM.

Paragraph 070508. Adds the death gratuity payment authorized under P.L. 104-208.

Paragraph 070601. Removes reference to FPM Chapter 304 and adds 5 U.S.C. Chapter 31

Paragraph 070606. Removes reference to FPM Chapter 304.

Paragraph 070704. Change from GAO to OPM in processing of doubtful claims.

Paragraph 070905. Change from civilian personnel office to the HRO.

Paragraphs 071403 and 071404. Updated original paragraph 071403. with specific information for Leave and Overtime. Realigned paragraphs 071404. and 071405. to paragraphs 071405. and 071406.

Paragraph 071406. Deleted references to FPM letters.

Paragraph 071502. Update of the U.S. Court of Military Appeals Judges information.

Subparagraph 071602.E. Change from civilian personnel office to the HRO.

Section 0717. Addition of Service Secretariats.

Subparagraph 080102.A. Clarifies the requesting official for special payments.

Subparagraph 080102.F. Clarifies the gross-to-net payments of special payments.

Subparagraph 080102.G. Change from 080102.F.4.

Subparagraph 080102.G.1. Deletes the Form 8109 and provides additional information.

Subparagraph 080102.I. Change from 080102.H.

Subparagraph 080201.A. Adds Debt Collection Improvement Act of 1996.

Subparagraph 080305.A.1. Adds that requests for hearings shall be processed by the Defense Debt and Claims Management Office.

Paragraph 080306. Changes provision concerning waivers of erroneous payments of pay and allowances.

Subparagraph 080307.A. Adds the collection of overpayments through routine pay adjustments authorized under the Debt Collection Improvement Act of 1996.

Paragraph 080309. Clarifies procedures for collection from final salary and lump sum payments.

Paragraph 080403. Clarifies procedures for debt cases when an employee transfers outside the Department.

Subparagraph 080404.A.5. Clarifies procedures for transfer of debt case once SF 2805 has been sent to OPM.

Subparagraphs 080405.A. and B. Changes address for transfer of debts after employee separation.

Paragraph 080504. Adds reference (b).

Paragraph 080506. Adds collection by the civilian payroll office will be initiated upon receipt of the DD Form 2481.

Paragraph 080513. Adds comment for collection of dishonored personal checks.

Subparagraph 080601.A. Changes Secretary of Defense designee and address for salary offset requests from non-DoD Federal agencies.

Subparagraph 080601.D. Clarifies request to collect a debt by salary offset.

Subparagraph 080601.E. Change from DAO-CL, Arlington to DFAS-CL.

Subparagraph 080601.F. Changes debt collection procedures.

Paragraph 080602. Changes from "appropriate DFAS Center" to "DFAS-CL."

Subparagraph 080602.B. Deletes "30 days in advance of offset."

Subparagraph 080602.F. Changes from "DFAS Center which originally forwarded the salary offset request" to "DFAS-CL."

Subparagraph 080603.A.3. Changes from "DMDC, Monterey, and the DFAS Center which originally forwarded" to "DFAS-CL."

Paragraph 080604. Changes from "DMDC, Monterey, and the DFAS Center which originally forwarded the salary offset request" to "DFAS-CL."

Subparagraph 090101.A.1. Replaced "facsimile equipment, if available" with "RITS."

Subparagraph 090101.B.5. Changes reconciliation from monthly to quarterly.

Paragraph 090102. Adds payroll records required for retroactive computations involving former civilian payroll offices.

Subparagraph 090202.C. Updates report on transfer of employee.

Subparagraph 090203.H. Deletes "as specified in the withholding agreement."

Subparagraph 090203.I. Adds new biweekly report on Combined Federal Campaign.

Subparagraph 090203.J. Adds new biweekly report on Voluntary Separation Incentive (VSI) Agency Contributions.

Subparagraph 090204.C. Adds monthly report on Full-Time Equivalent or Work Year Reporting.

Subparagraph 090205.D. Adds new quarterly report on Health Benefits Reconciliation.

Subparagraph 090205.E. Adds new quarterly report on Transportation Fringe Benefits.

Subparagraph 090205.F. Adds new quarterly report on Civilian Direct Deposit Participation.

Subparagraph 090206.A.2. Updates addresses for the semiannual savings bond report.

Subparagraph 090206.B. Updates reporting requirement.

Subparagraph 090207.D.1. Adds new information on the SF 2809/2810/2811.

Subparagraph 090207.D.2.f. Deletes (1), (5) and (6) and realigns (2), (3) and (4)