

State of California

M E M O R A N D U M

Date: January 13, 1992
Reference Code: 92-05

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Assistants

From: Department of Personnel Administration
Personnel Services Branch

Subject: Reconciliation of Military Leave Pay and State Pay

It has come to my attention that it is not always easy to obtain copies of the military-issued leave and earning statements for those employees who were called to active duty during Desert Storm and received State-issued supplemental pay via SB 1899 and SB 91. The following is a listing of finance centers for each branch of the military. Requests for pay history records should be directed to one of these locations. Further, pay needs to be reconciled on a month-by-month basis. A military-issued leave and earnings statement is needed for each month the employee received supplemental pay via SB 1899 or SB 91. Because many of these employees were ordered to various locations, their statements can be different for each month.

Please note that all requests for pay history must include the employee's name, social security number and the pay periods requested. You should also include a return address. The employee must also sign an affidavit authorizing the release of the pay information, which must accompany your request. Hopefully, this will help speed up the remaining reconciling process.

MARINE CORPS

Marine Corps (816) 926-7654
Defense Finance and Accounting Service FAX (816) 926-7648
Kansas City Center
Attention: Inquiry Department/Darlene
Kansas City, Missouri 64197

ARMY

U.S. Army (317) 542-2819
Defense Finance Accounting Service
DFAS-IN
MPO
Historical Records Branch
Indianapolis, Indiana 46249-0865



PML 92-05
January 13, 1992
Page 2

AIR FORCE

Sergeant Booker
Mather Air Force Base
Non-Commissioned Officer in Charge of Military Pay

(916) 364-4445

NAVY

Defence Finance and Accounting Service
Navy Finance Center Cleveland, Attn: CODE JJ
Cleveland, Ohio 44199

1-800-346-3374
1-800-255-0974

Should you have any questions about this process, you may contact Clarice Baker at (916) 324-0439.

for Clarice Baker
Jerrri Martin, Manager
Personnel Services Branch