



Headquarters  
Department of the Army  
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**\*Department of the Army  
Pamphlet 600–34**

## Personnel-General

### Procedures: Remission or Cancellation of Indebtedness

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By Order of the Secretary of the Army:

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*General, United States Army  
Chief of Staff*

Official:

  
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**History.** This regulation is certified current on 29 October 2024. Aside from the administrative changes listed in the summary of change, no other changes were made to certify the currency of this regulation.

**Applicability.** This pamphlet applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to the Army National Guard/Army National Guard of the United States members on inactive duty training or in an active status who are liable, as a result of a financial liability investigation of property loss, for property issued by the United States to the Army National Guard/Army National Guard of the United States that is lost, damaged, or destroyed as of 30 September 1980. The debt must be under the control of the Department of the Army and have occurred while the member served on active duty, except the Army National Guard/Army National Guard of the United States, as noted above.

**Proponent and exception authority.** The proponent of this pamphlet is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief with the proponent agency or its direct report unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) via email to the regulation proponent's general email address, at [usarmy.knox.hrc.mbx.tagd-remissions@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-remissions@army.mil).

**Distribution.** This pamphlet is available in electronic media only and is intended for command levels of the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This pamphlet supersedes DA Pam 600–34, dated 20 April 2021.

# ***SUMMARY of CHANGE***

DA PAM 600–34

Procedures: Remission or Cancellation of Indebtedness

This regulation is certified current as of 29 October 2024. Aside from the following administrative changes, no other changes were made to certify currency of this regulation:

- Updates Department of the Army signature authority and history statement (title page).
- Updates reference to AR 37–104–4 with correct reference AR 637–1 (paras 1–1, 3–1, and appendix A).
- Updates associated publications (para 1–3).
- Removes redundant text (para 2–2*u*).
- Updates “defense military pay office (DMPO)” to “Army military pay office (AMPO)” (para 2–2*v* and throughout).
- Replaces reference to DD Form 362 (Statement of Charges/Cash Collection Voucher), which has been canceled, with DA Form 7923 (Statement of Charges/Cash Collection Voucher) (para 2–4*a*(3)(*d*)).
- Updates the title of DA Form 3340 (Request for Continued Service or Reclassification in the Regular Army) (para 2–4*b*(4)(*d*)).
- Updates title of DA Form 5960 (Basic Allowance for Housing (BAH) Authorization and Dependency Declaration) (para 2–4*b*(4)(*f*)).
- Updates email address to [usarmy.knox.hrc.mbx.tagd-remissions@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-remissions@army.mil) (para 3–3*e*).
- Updates contact phone numbers (paras 3–5 and 3–6*e*).
- Updates office code AHRC–EPO–A to AHRC–PDM–IPB (throughout).

This administrative revision, dated 1 February 2024—

- Updates suggested improvements email address to [usarmy.knox.hrc.mbx.tagd-remissions@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-remissions@army.mil) (title page).

This new pamphlet, dated 20 April 2021—

- Outlines guidance for requesting releases or cancellations of debts to the U.S. Army (throughout).

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## **Chapter 1**

### **Introduction**

#### **1–1. Purpose**

This pamphlet provides instructions for submitting and processing packets for remission or cancellation of indebtedness to the U.S. Army. Requests for remission or cancellation of indebtedness must be based on injustice, hardship, or both. This includes debts caused by erroneous payments to, or on behalf of, a Soldier if a waiver has been requested and denied in accordance with AR 637–1 and DoD 7000.14–R, Volume 16, Chapter 4.

#### **1–2. References, forms, and explanation of abbreviations**

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/>.

#### **1–3. Associated publications**

Policy associated with this pamphlet is found in AR 600–4.

#### **1–4. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

## **Chapter 2**

### **The Soldier's Role in Preparing Application Packets**

#### **2–1. How to apply**

- a. Soldiers, with the help of their immediate commanders (see para 3–1), complete DA Form 3508 (Application for Remission or Cancellation of Indebtedness).
- b. Soldiers who are no longer in the Service and who have been honorably discharged should refer to paragraph 3–5 for submission instructions.

#### **2–2. Examples of indebtedness to the U.S. Army**

Any debt to the U.S. Army may be considered for remission or cancellation unless precluded by AR 600–4. Examples of debts (DA Form 3508) that may be considered for remission or cancellation are as follows:

- a. Basic allowance for housing.
- b. Basic allowance for subsistence.
- c. Combat-related injury rehabilitation pay.
- d. Combat zone tax exclusion.
- e. Cost of living allowance.
- f. Enlistment bonus.
- g. Excess leave.
- h. Family separation allowance (for primary).
- i. Flight pay.
- j. Foreign duty pay.
- k. Foreign language proficiency bonus.
- l. Hazardous duty incentive pay.
- m. Household goods.
- n. Imminent danger pay or hostile fire pay.
- o. Overseas housing allowance.
- p. Miscalculation of pay entry basic date.

- q. Per diem.
- r. Special duty assignment pay.
- s. Financial liability investigation of property loss.
- t. Selective reenlistment bonus.
- u. Temporary duty (after submission to Army military pay office (AMPO)/Finance Office).
- v. Temporary lodging allowance (after submission to AMPO/Finance Office).
- w. Student loan repayment (for a debt incurred as a result of Soldier not meeting active duty time commitment, or as a result of waiver denial).
- x. Tuition assistance (for a debt incurred as a result of waiver denial).

### **2-3. Basis for application**

- a. *Injustice.* If claiming injustice only, fill out DA Form 3508, sections I, VII, and VIII.
- b. *Hardship.* If hardship only is claimed under DA Form 3508, item 15, fill out all items on the form. In section VII, include any unusual factors or obligations that could help prove that repayment would cause hardship.
  - (1) When claiming hardship, failure to fill out all sections will result in DA Form 3508 being returned for completion.
  - (2) When claiming hardship, refusal to fill out all sections will result in DA Form 3508 being returned without action.
- c. *Injustice and hardship.* If claiming both hardship and injustice, fill out all sections of the DA Form 3508. Enter "NA" for items that do not apply.

### **2-4. Enclosures to applications**

Include the following forms as enclosures:

- a. *Required enclosures.* Attach the following to DA Form 3508:
  - (1) DA Form 2823 (Sworn Statement).
  - (2) Documentation of monthly expenses must be included in order to process the request when claiming hardship. Monthly receipts will cover the period within 60 days of the accepted remission package. Outdated or incomplete receipts will cause the package to be returned for proper documentation.
  - (3) Documents that disclose cause, reason, category, amount, and inclusive period of indebtedness, such as—
    - (a) DD Form 139 (Pay Adjustment Authorization), which is submitted by the finance office.
    - (b) Forms sent to the Soldier by Defense Finance and Accounting Service (DFAS) (for example, adjustment authorization and/or information for replies to rebuttals).
    - (c) DD Form 200 (Financial Liability Investigation of Property Loss).
    - (d) DA Form 7923 (Statement of Charges/Cash Collection Voucher).
    - (e) Transportation Operations Letter, Subject: Household Goods Pay Adjustment.
  - (4) Statements from persons knowing the circumstances of the debt, if needed.
  - (5) If needed, statements from reliable individuals having information on the debt indicating that application packet approval would be in the best interests of the U.S. Government and/or that collection would create hardship. Reasons must be fully explained.
  - (6) Any other evidence to support the case, if needed.
- b. *Additional enclosures.* Attach the following, as applicable, to the DA Form 3508:
  - (1) Copies of DFAS Form 702 (Defense Finance and Accounting Service Military Leave and Earning Statement) for the entire period of the indebtedness to the U.S. Army.
  - (2) If the debt to the U.S. Army is caused by excess weight of household goods, send only those forms that apply—
    - (a) DD Form 1797 (Personal Property Counseling Checklist).
    - (b) DD Form 1299 (Application for Shipment and/or Storage of Personal Property).
    - (c) DD Form 619 (Statement of Accessorial Services Performed).
    - (d) DD Form 1750 (Packing List).
    - (e) Standard Form 1103 (U.S. Government Bill of Lading International and Domestic Overseas Shipments).
    - (f) DD Form 1671 (Reweigh of Personal Property).
    - (g) DD Form 1907 (Signature and Tally Record).

(h) DD Form 1162–1 (Schedule of Services and Rates for Household Goods) and DD Form 1162–3 (Basic Ordering Agreement for Storage of Household Goods and Related Services–Signature Page).

(i) Other forms that apply.

(3) If the debt is caused by transportation of household goods under the Personally Procured Transportation and Nontemporary Storage Program, send only those forms that apply—

(a) DD Form 1299.

(b) DD Form 1155 (Order for Supplies or Services).

(c) DD Form 1351–2 (Travel Voucher or Subvoucher).

(d) Other forms that apply.

(4) If the debt is caused by an erroneous payment or an overpayment, send only those forms that apply—

(a) DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States).

(b) DA Form 1506 (Statement of Service).

(c) DFAS Form 702 for the month(s) of erroneous payment or over payment.

(d) DA Form 3340 (Request for Continued Service or Reclassification in the Regular Army).

(e) DD Form 214 (Certificate of Uniformed Service).

(f) DD Form 1343 (Notification of Change in Servicemember's Official Records).

(g) DD Form 149 (Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552).

(h) DA Form 5960 (Basic Allowance for Housing (BAH) Authorization and Dependency Declaration).

(i) DD Form 137–3 (Dependency Statement–Parent).

(j) DD Form 884 (Application for Transportation of Dependents).

(k) DD Form 1475 (Basic Allowance for Subsistence Certification).

(l) DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance).

(m) Other forms that apply.

## **2–5. Sworn statement**

The applicant must submit a detailed sworn statement on DA Form 2823. If the form is not available, submit a written statement that has been countersigned by a commissioned officer having notary powers (Title 10, United States Code (10 USC) 936 and Uniform Code of Military Justice, Article 136 (UCMJ, Art. 136)) or by a notary public. The statement must include the following:

a. Circumstances, including cause and reason for the debt to the U.S. Army.

b. Period involved.

c. Date of discovery.

d. Information about official notification of the debt to the U.S. Army, including how, when, and who informed the Soldier.

e. Suspicion or knowledge of error.

f. Whom the Soldier informed of the error, or suspicion of error.

g. Efforts made by the individual noted in paragraph 2–5f to have the error corrected.

h. Efforts made by the individual noted in paragraph 2–5f to have the error corrected after notice of collection began.

i. Evidence to support efforts to correct the cause of debt.

j. Reason for delay (if any) in correcting error.

k. A full explanation concerning the use of the erroneous funds. Explain if they were safeguarded or spent.

l. If injustice is claimed, an explanation for the claim.

m. If hardship is claimed, an explanation of the problems that repayment would cause.

n. A complete list of the attached enclosures (see para 2–4).

o. A complete list of missing documents and the approximate date they will be sent (when required documents are not readily available).

## Chapter 3

### Administrative Procedures for Processing Application Packets

#### 3-1. Immediate commander's role

The immediate commander helps the Soldier apply under the regulation that is most advantageous to the Soldier (this pamphlet or AR 637-1 (see erroneous payments of pay and allowances)). Before asking for personal information, the commander informs the Soldier of the data required by the Privacy Act of 1974. (See top of DA Form 3508.) The commander also—

- a. Help the Soldier prepare the DA Form 3508 and enclosures.
- b. Ensures that the facts are complete and accurate. When necessary, the commander—
  - (1) Asks the AMPO director, Finance and Accounting Office (FAO) officer, or U.S. Property and Fiscal Office (USPFO) officer; battalion (BN) S1, U.S. Army Reserve (USAR) Pay Management Division (PMD), brigade combat team (BCT), or brigade (BDE) S1, to explain the events that surround the debt to the U.S. Army.
  - (2) Confirms statements made by the Soldier.
  - (3) Obtains statements or documentation from officials or agencies to support allegations made by the Soldier.
- c. Evaluates the application packet and all the evidence, ensuring that—
  - (1) The sworn statement is detailed and contains all data required in paragraph 2-5.
  - (2) All sections of DA Form 3508 have been completed if hardship has been claimed.
  - (3) "NA" is entered on DA Form 3508, where appropriate.
  - (4) Financial data is substantiated.
  - (5) Item 50 of DA Form 3508 is completed. The commander also signs and dates item 50 of DA Form 3508.
  - (6) The required documents are attached (see para 2-4). The commander—
    - (a) Requests that the BN S1, BCT or BDE S1, USAR PMD, and the AMPO director or FAO officer provide documents from the Soldier's DFAS Form 702 and documents from the master military pay account that may relate to the case.
    - (b) Requests that the Army National Guard (ARNG) State headquarters, USAR pay centers or the USPFO attach documents to the case that are not available at the unit but are available at the State headquarters or the USPFO.
    - (c) Requests that the transportation officer provide related documents from the files if the case pertains to travel or transportation allowances.
  - d. Recommends approval—in whole or in part—or disapproval, in a formal memorandum. Reasons will be provided for the recommendation and other information as follows:
    - (1) State how remission or cancellation would or would not serve the best interests of the U.S. Government.
    - (2) State the effect on the Soldier's ability to discharge credit obligations and to provide for Family members, if any.
    - (3) Point out items that cannot be confirmed.
    - (4) Describe if the Soldier—
      - (a) Is at fault for being in debt to the U.S. Army.
      - (b) Could have prevented the debt to the U.S. Army.
      - (c) Could have been aware of the Army's policy in this area in view of past or present military occupational specialty, rank, years of service, or prior experience.
    - (d) Acted properly in trying to correct the error.
    - (e) Acted in good faith.
    - (f) Is pending an adverse personnel security action due to finances.
  - (5) State briefly if the Soldier's retention in the Army or USAR is desirable. If not, give reasons.
  - (6) State the help that he or she gave the Soldier in alleviating his or her debts to the U.S. Army.
  - (7) Briefly describe the Soldier's efficiency and conduct. Include any major items of record, good or bad.
- e. Sends the formal memorandum, with enclosures, to the following:
  - (1) The commander exercising special court-martial jurisdiction if the Soldier is active duty Army, or USAR in an active status.

(2) The next higher ARNG field grade commander if the Soldier is ARNG on inactive duty training, or in an active status.

f. Advises the AMPO director, FAO officer, USPFO officer, or USAR PMD about events that occurred after submitting the application packet that could affect the case. Information furnished includes:

- (1) Reassignment.
- (2) Promotion or reduction in grade.
- (3) Reenlistment, extension of term of service, or approval of retention beyond expiration term of service (ETS).
- (4) Administrative or punitive action that may result in separation before the scheduled date.
- (5) Any other major factor that may affect the final decision.

### **3-2. Roles of commanders having special court-martial jurisdiction, or next higher Army National Guard field grade commander**

These commanders—

- a. Review the DA Form 3508 and enclosures to ensure that the case is complete and documented (see para 3-1).
- b. Return the case to the immediate commander if it is incomplete and not documented with a brief description of the data required.
- c. Evaluate the DA Form 3508, and enclosures, and all the evidence.
- d. Recommend in a memorandum that the request to remit or cancel the debt to the U.S. Army be approved, in whole or in part, or that it be disapproved. Reasons for the recommendation are included.
- e. Send the original application to the servicing AMPO, FAO, or USPFO. For all USAR (non-Active Guard Reserve) personnel, submit the complete remission packet to U.S. Army Reserve, Pay Management Division, Room 135Z-1, 8899 E 56th Street, Indianapolis, IN 46249-1601.

### **3-3. Roles of the Army military pay office director, finance and accounting office officer, U.S. property and fiscal office officer, or U.S. Army Reserve Pay Management Division**

The AMPO director, FAO officer, USPFO officer, or USAR PMD—

- a. Provides technical assistance to the commander upon request.
- b. Attaches any additional documents that may affect the case (see para 3-1c(6)).
- c. Ensures that the required documents are included in the application packet (see para 2-4).
- (1) Attaches pay-related data that the immediate commander did not have. This data is returned by endorsement to the immediate commander if it could affect the case.
- (2) Ensures that the document stating amount, cause, reason, and inclusive period of indebtedness explains the cause of the debt. This document must clearly state the reason for nonentitlement to pay or allowance.
- (3) Stops collection as of the date the immediate commander signed the DA Form 3508 and enclosures.
- (4) Ensures that the amount withheld after the commander signs the application will be refunded to the Soldier if the debt is remitted or canceled.
- (5) Advises the Soldier and the immediate commander that the pay status is pending final decision by Human Resources Command (HRC).
- (6) Fills out DA Form 3508, items 51 and 52.
- d. In the endorsement, provides the following:
  - (1) The date the Soldier was notified of the debt to the U.S. Army.
  - (2) The date the debt to the U.S. Army was entered for collection.
  - (3) The accounting and disbursing station number and the Defense Switched Network (DSN) number of the active duty Soldier's servicing AMPO and/or FAO.
  - (4) The Defense Joint Military Pay System-Reserve Component or USAR pay center's input station number and the DSN number of the ARNG Soldier's USPFO, if applicable.
  - (5) The comments on any allegations concerning finance and accounting procedures.
  - (6) A recommendation of approval, in whole or in part, or disapproval. Reasons and information to support the recommendation are provided.
  - (7) Report of investigation under AR 15-6, if applicable.
- e. Sends original application to Commander, U.S. Army Human Resources Command (AHRC-PDM-IPB), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303. Electronic



submission to The Adjutant General Division remissions functional email account is available at [usarmy.knox.hrc.mbx.tagd-remissions@army.mil](mailto:usarmy.knox.hrc.mbx.tagd-remissions@army.mil) is acceptable, however, all submissions must be encrypted in order to be processed.

### **3-4. Roles of the finance and accounting office officer, the battalion adjutant, or the adjutant for the brigade combat team and/or brigade**

Upon discovering a debt that may be remitted based solely on injustice for a group of 10 or more Soldiers in their area of responsibility, the FAO officer, BN adjutant (S1), or BCT and/or BDE S1—

- a. Confirms the debt.
- b. Ensures debt collection is stopped until a final decision is made.
- c. Notifies the commander exercising control over all Soldiers whose pay accounts are affected.
- d. Provides roster with Soldier's name, Social Security number, and amounts owed with memorandum requesting blanket remission for commander's signature.
- e. Forwards the request through servicing AMPO and/or FAO and/or USAR PMD who will verify the debt and endorse with a recommendation to approve, in whole or in part, or disapprove.
- f. The case is then forwarded to the Commander, U.S. Army Human Resources Command (AHRC-PDM-IPB), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5303 for adjudication.

### **3-5. Soldiers separated from active duty, to include Army National Guard and U.S. Army Reserve**

Soldiers who were honorably discharged can apply for remission or cancellation of their debt. Debt must have incurred on or after 7 October 2001 to be considered, and must have been incurred while on active duty or in an active status. For submission instructions and assistance, contact Commander, U.S. Army Human Resources Command (AHRC-PDM-IPB), Remissions/Cancellation of Indebtedness, 1600 Spearhead Division Avenue, Department 334, Fort Knox, KY 40122-5303, or by phone at (571) 644-3755 or DSN 983-3755. Once a decision is reached by HRC, it is the individual's responsibility to submit a claim to the DFAS Debt and Claims office, to fully settle the debt.

### **3-6. Wounded warriors**

Upon discovery of debt that may be remitted or canceled for Soldiers who have been injured or wounded in action, to include disease and non-battle injury, the FAO officer—

- a. Confirms the debt.
- b. Ensures debt collection is stopped until a final decision is made.
- c. Notifies commander exercising control over the Soldiers whose pay accounts are affected.
- d. Submits Soldier's names, Social Security numbers, and amounts owed with memorandum requesting blanket remission for their commander's signature.
- e. Forward request through the servicing AMPO and/or FAO to Commander, U.S. Army Human Resources Command (AHRC-PDM-IPB) (Remissions/Cancellation of Indebtedness), 1600 Spearhead Division Avenue, Department 334, Fort Knox, KY 40122-5303; or by phone at (571) 644-3755 or DSN 983-3755 for additional assistance.

### **3-7. Collection and proration, pending final action on application packet**

a. Monies for a debt to the U.S. Army must be repaid by the end of the expected period of active duty (see 5 USC 5514) or term of service. If repayment can be made, the following actions are taken by the AMPO Director, FAO officer, USPFO, or USAR PMD—

- (1) Stop collection as of the date the immediate commander signs the DA Form 3508.
- (2) After the commander signs the application remitting or canceling the debt, refund the amount withheld to the Soldier.

b. Determine if 5 USC 5514 is a factor and if the Soldier intends to extend the term of service or reenlist (DA Form 3508). If so, he or she may request partial or total collection during the new enlistment if full collection of the debt to the U.S. Army before separation would—

- (1) Require total, or nearly total, withholding of final pay.
  - (2) Cause hardship.
- c. Determine whether or not it is possible to pay the debt to the U.S. Army in full before the end of the expected period of active duty or term of service. If not, the commander should direct the AMPO director, FAO officer, USPFO, or USAR PMD to prorate the debt by withholding the sum from the Soldier's pay. Amounts withheld after the commander signs the DA Form 3508 will be refunded to the Soldier if the debt

is remitted or canceled. The amount remitted or canceled is determined by the Secretary of the Army, or his or her designee.

d. The following is an example of debt proration: The Soldier states that he or she does not intend to reenlist or extend the term of service, or that he or she is undecided (DA Form 3508). The debt owed is \$1,000.08 and the ETS is in 12 months. Monthly expenses subtracted from monthly income leave a balance of \$150.00 (DA Form 3508, item 45c). Monthly expenses seem reasonable. The Soldier has no other available funds (DA Form 3508, item 40). A collection of the minimum amount over the maximum period of time (\$1,000.08 divided by 12 months) equals \$83.34. This amount withheld each month should not cause hardship to the Soldier or Family members. However, it will ensure payment of the debt to the U.S. Army by the end of the expected period of active duty or term of service. If the debt to the U.S. Army is remitted or canceled, any amount paid will be refunded to the Soldier.

### **3–8. Notification and disposition of final action**

The Commanding General, HRC will inform the servicing AMPO, FAO, USPFO officer, or USAR PMD, in writing, of the final decision on the application packet. The AMPO director and/or FAO officer or USPFO officer—

a. Adjusts the Soldier's pay account when he or she receives notice of final action from HRC.

(1) If all items are approved, the AMPO director, FAO officer, USPFO officer, or USAR pay centers will credit the Soldier's pay account with total amount approved for remission. This may include repayment to the Soldier for all or partial amount already collected.

(2) If the application is disapproved or is approved for partial remission, the AMPO director, FAO officer, USPFO officer, or USAR PMD will begin or reinstate collection. Reinstated collection will include the amounts withheld. If a refund is due because of partial remission or cancellation, the amount will be returned.

(3) Collection of amounts withheld normally will not be further suspended even if Soldier further appeals to the Army Board for Correction of Military Records.

b. Sends a copy of the decision to the Soldier, through the chain of command, with appropriate information included as follows:

(1) The status of the collection.

(2) The amount of pay withheld (if any) to be refunded to the Soldier.

(3) When the refund (if any) may be expected.

c. Decisions for out-of-service requests are forwarded directly to the individual by HRC. The individual is responsible for submitting a claim to DFAS Debt and Claims for resolution of the debt and any refund they may be due.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

Unless otherwise stated, Department of the Army publications are available on the Army Publishing Directorate website at <https://www.armypubs.army.mil/>.

##### **AR 15–6**

Procedures for Administrative Investigations and Boards of Officers (Cited in para 3–3d(7).)

##### **AR 600–4**

Remission or Cancellation of Indebtedness (Cited in para 1–3.)

##### **AR 637–1**

Army Compensation and Entitlements Policy (Cited in para 1–1.)

##### **DoD 7000.14–R**

Department of Defense Financial Management Regulation (Cited in para 1–1.) (Available at <https://www.esd.whs.mil/>.)

##### **UCMJ, Art. 136**

Authority to administer oaths (Cited in para 2–5.) (Available at <https://uscode.house.gov/>.)

#### **Section II**

##### **Prescribed Forms**

This section contains no entries.

## **Glossary of Terms**

### **Active duty**

Full-time duty in the active military service of the United States. This includes members of the Reserve Component serving on active duty or full-time training duty, but does not include full-time National Guard duty.

### **Active status**

Status of all Reserves except those on an inactive status list or in the Retired Reserve. Reservists in an active status may train for points and/or pay and may be considered for promotion.

### **Cancellation**

A decision to stop something from being effective or valid.

### **Erroneous payments**

A payment of pay and/or allowances to which the Soldier is not entitled.

### **Family member**

As used in this pamphlet, a person who qualifies for dependency benefits under certain conditions (for example, spouse or unmarried child).

### **Hardship**

Repayment that greatly affects the welfare of a Soldier, his or her Family members, or both, or causes them to suffer unduly.

### **Injustice**

Wrongs or misrepresentation on the part of the Government that are caused by persons acting in their official capacity. For example, basic allowance for housing authorized and paid by a finance office, even though the Soldier is not entitled; or erroneous payment to a Soldier who receives the payment in good faith, and without fault, prior knowledge, or reason to suspect an error.

### **Overpayment**

Payment that is in excess of that to which the Soldier is entitled.

### **Remission**

Discharge from that which is due; pardon or release from debt.

### **Separated**

For the purposes of this pamphlet, active duty Soldiers that have been honorably released from active duty, dis- charged, or retired.

### **Soldier**

For the purposes of this pamphlet, an enlisted, warrant officer, and commissioned officer on active duty, or in an active status of a Reserve Component of the Army.

### **Waiver**

Release of liability.

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