

**CRM LESSON PLAN REPORT**  
**MANAGE YOUR PERSONAL FINANCES**  
**805A-BT805068 / 8.1 ©**

**Approved**  
**10 Jun 2021**

**Effective Date: 10 Jun 2021**

**SCOPE:**

Empower students with the necessary information to make smart financial decisions. Provide information to maintain financial responsibility, understand current financial situation, set personal priorities and finance goals.

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**Distribution Restriction:** Distribution authorized to U.S. Government agencies only

**Destruction Notice:** Destroy by any method that will prevent disclosure of contents or reconstruction of the document

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the FCS foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**SECTION I. ADMINISTRATIVE DATA**

**All Course Masters/POIs Including This Lesson**

**Courses**

<u>Course Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
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None

**POIs**

<u>POI Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
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551-88H10 (R)	3.0 ©	Cargo Specialist	1	Commandant Approved
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**Task(s) Taught(\*) or Supported**

<u>Task Number</u>	<u>Task Title</u>	<u>Status</u>
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**Reinforced Task(s)**

<u>Task Number</u>	<u>Task Title</u>	<u>Status</u>
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**Knowledge**

<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
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None

**Skill**

<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
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S4787	Ability to analyze leave and earning statement / myPay	Yes	Yes
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**Administrative/Academic Hours**

The administrative/academic (50 min) hours required to teach this lesson are as follows:

<u>Academic</u>	<u>Resident Hours / Methods</u>		
Yes	2 hrs	30 mins	Discussion (Small or Large Group)

Total Hours(50 min):	2 hrs	30 mins	
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**Instructor Action Hours**

The instructor action (60 min) hours required to teach this lesson are as follows:

Hours/Actions

0 hrs	10 mins	Classroom Breakdown
0 hrs	10 mins	Classroom Setup

Total Hours (60 min):	0 hrs	20 mins
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**Test Lesson(s)**

<u>Hours</u>	<u>Lesson Number Version</u>	<u>Lesson Title</u>
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None

**Prerequisite Lesson(s)**

<u>Hours</u>	<u>Lesson Number Version</u>	<u>Lesson Title</u>
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None

**Training Material Classification**

Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

**Foreign Disclosure Restrictions**

FD1. This training product has been reviewed by the training developers in coordination with the FCS foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**References**

<u>Number</u>	<u>Title</u>	<u>Date</u>
ATP 5-19	RISK MANAGEMENT, with change 1 dated 8 Sep 2014	14 Apr 2014
TRADOC PAM 600-4	The Soldiers Blue Book	01 Aug 2019

**Student Study Assignment**

TRADOC PAM 600-4, *The Soldier's Blue Book*, pages 114 thru 117.

**Instructor Requirements**

Be familiar with this Training Support Package (TSP).

**Support Personnel Requirements**

Be familiar with this Training Support Package (TSP).

**Instructor's Note:**

**Learning Activity 1** Need For Personal Financial Management, **Learning Activity 2** Warning Signs, and **Learning Activity 3** Leave and Earning Statement, may be taught any time in BCT when Manage Your Personal Finances is being taught.

**Learning Activity 4** Blended Retirement System should be taught at the end of BCT after the Soldier has met all the qualifications to graduate.

**Additional Support Personnel Requirements**

<u>Name</u>	<u>Student Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
Additional Instructors and/or Drill Sergeants Remarks:	0:0	1	2.4

**Equipment Required for Instruction**

<u>ID - Name</u>	<u>Student Ratio</u>	<u>Instructor Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
5820-01-440-2552 - MONITOR,TELEVISION Remarks:	1:50	0:0	Yes	0	
5836013927680/96454N - LCD DATA PROJECTOR Remarks:	1:50	0:0	Yes	0	No
6545-01-532-3674 - Medical Equipment Set, Combat Lifesaver, Version 2005, UA 245A Remarks:	1:50	0:0	No	0	No
6665-01-103-8547 - Wet Globe Temperature Kit, Dial Thermometer Type, Mechanical Remarks:	1:200	0:0	Yes	0	No
6730-00-577-4813 - Screen, Projection Remarks:	1:50	0:0	Yes	0	No
702102982124/70209N - Computer, Personal System Remarks:	0:0	0:0	Yes	1	No

(Note: Asterisk before ID indicates a TADSS.)

**Materials Required**

*Instructor Materials:*

- a. This Training Support Package (TSP)
- b. Slides
- c. Instructions in Appendix C

*Student Materials:*

- a. Handout: Copy of leave and earning statement (LES)

**NOTE: Soldiers should bring a copy of their own LES if available.**

**Classroom, Training Area, and Range Requirements**

<u>ID - Name</u>	<u>Quantity</u>	<u>Student Ratio</u>	<u>Setup Mins</u>	<u>Cleanup Mins</u>
17120-T-1920-60 Classroom, Traditional, 1920 Square Feet, 60 Students Remarks:		0:0	10	10

**Ammunition Requirements**

<u>DODIC - Name</u>	<u>Exp</u>	<u>Student Ratio</u>	<u>Instruct Ratio</u>	<u>Spt Qty</u>
None				

**Instructional Guidance/Conduct of Lesson**

**NOTE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Before presenting this lesson, instructors must thoroughly prepare by studying this lesson plan and identified reference material.

**Instructor's Note:**

**Learning Activity 1** Need For Personal Financial Management, **Learning Activity 2** Warning Signs, and **Learning Activity 3** Leave and Earning Statement, may be taught any time in BCT when Manage Your Personal Finances is being taught.

**Learning Activity 4** Blended Retirement System should be taught at the end of BCT after the Soldier has met all the qualifications to graduate.

**Proponent Lesson Plan Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
carl.e.king	Not available	Approver	10 Jun 2021

## SECTION II. INTRODUCTION

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Method of Instruction: Discussion (Small or Large Group)  
Mode of Delivery: Resident Instruction  
Instr Type (I:S Ratio): Military - ICH (1:50)  
Time of Instruction: 10 mins

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### Motivator

Whatever your reason for joining the Army there is one unavoidable fact: it is your **Duty as a Soldier to fulfill your financial obligations and to provide for the needs of your family if you have one. The purpose of this training is to provide information that will help you prepare for your financial readiness.**

### Terminal Learning Objective

**NOTE.** Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Manage Your Personal Finances
Conditions:	Students in a classroom environment, given a Leave and Earning Statement, handout, and access to a computer workstation.
Standards:	<ol style="list-style-type: none"><li>1. Identify the need for Personal Financial Management without error.</li><li>2. Recognize the Warning Signs of Service members financially at risk without error.</li><li>3. Identify the meaning of all elements of the Leave and Earnings Statement (LES) without error.</li><li>4. Describe the principles of a myPay account without error.</li></ol>
Learning Domain - Level:	None assigned
No JPME Learning Areas Supported:	None

### Safety Requirements

Safety is of utmost importance in any training environment. During the training process, commanders will use the five step composite risk management process to determine the safest and most complete method to train. Every precaution will be taken during the conduct of training.

Conduct a safety brief prior to training as needed and IAW unit and installation policies.

Safety is everyone's responsibility to recognize, mitigate and report hazardous conditions.

**Instructor Note:** The instructor will brief the students on the unit/facility SOP for classroom contingencies, i.e. what doors will be used to exit the classroom, rally points, severe weather, etc.

### Risk Assessment Level

**Low - Tape or cover cords on the floor; electrocution; mishandled equipment**

Assessment: Low

Controls: Tape or cover cords on the floor; educate on operation of equipment; develop emergency evacuation

procedures

Leader Actions: Tape or cover all cords; use of surge protectors; ensure all equipment is turned off before unplugging; posted emergency EVAC plan

### **Medium - Fire**

Assessment: High

Controls: Emergency evacuation plan; access to emergency services; operable sprinkler system; operable smoke alarm

Leader Actions: Identify fire exits; conduct fire drills; verify inspection of fire alarms; fire exit unobstructed

## **Environmental Considerations**

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**NOTE:** Instructor should conduct a risk assessment to include environmental considerations IAW the current environmental considerations publication, and ensure students are briefed on hazards and control measures.

a. Based on its commitment to environmental protection, the Army will conduct its operations in ways that minimize environmental impacts. The Army will—

(1) Comply with all environmental laws and regulations. This includes federal, state, local, and Host Nation laws, some of which are outlined in TC 3-34.489, *The Soldier and the Environment*, 26 Oct 2001, Appendix B.

(2) *Prevent pollution at the source by reducing, reusing, and recycling material that causes pollution.*

(3) *Conserve and preserve natural and cultural resources so that they will be available for present and future generations.*

*b. Units and installations will prepare an environmental risk assessment using the before, during, and after checklist found in TC 3-24.489, Appendix A. The checklist should supplement local and state environmental regulations applicable to your area.*

## **Instructional Lead-in**

The last thing you want to be thinking about while patrolling the mountains of Afghanistan is if you are being paid properly or if your Family is financially stable back at home. This instruction will enable you to understand your Leave and Earnings Statement (LES) and how to make changes to your pay account using the MyPay website.

## SECTION III. PRESENTATION

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TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Identify the Need for Personal Financial Management

Method of Instruction: Discussion (Small or Large Group)

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:50)\*

Time of Instruction: 30 mins

Media Type: Conference/Demonstration

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (\*) is derived from the parent learning object

### **SHOW SLIDE 1:**

### **COVER SLIDE–Manage Your Personal Finances**

### **SHOW SLIDE 2: Terminal Learning Objective**

#### **NOTE: Read the TLO Verbatim**

Action: Manage Your Personal Finances

Condition: Students in a classroom environment, given a Leave and Earning Statement, handout, and access to a computer workstation

Standards:

1. Identify the need for Personal Financial Management without error.
2. Recognize the Warning Signs of Service members financially at risk without error.
3. Identify the meaning of all elements of the Leave and Earnings Statement (LES) without error.
4. Describe the principles of a myPay account without error.

### **SHOW SLIDE 3: Need For Personal Financial Management**

Method of Instruction: Classroom/Discussion

Instructor to Student Ratio: 1:50

Time of Instruction: 30 mins.

Media: Large Group Instruction

Required Student Materials:

Student Handout

Pencil

**NOTE:** Have students use student handout slides and student LES handout as

necessary, to include connectivity issues.

**INTRODUCTION:** If you, as a Soldier, are financially fit, you are better able to fulfill the duties of your mission. There are many personal benefits to good money management as well, including reduced stress, more lifestyle choices, building wealth, and peace of mind.

**MOTIVATOR:** Whatever your reason for joining the Army, there is one unavoidable fact: it is your duty as a Soldier to fulfill your financial obligations and to provide for your family. The purpose of this training is to provide information that will help you prepare for, and achieve, financial readiness and success.

#### **SHOW SLIDE 4: Objectives**

Today, we will recognize the importance of personal financial management and what resources are available.

In order to do that, we will need to:

1. Understand positive impacts of financial responsibility.
2. Understand how the military lifestyle and financial shocks can impact financial situation.
3. Know the difference between a “need” and a “want.”
4. Understand how financial mismanagement will have adverse impacts on career and personal life.
5. Understand how financial issues affect security clearances.
6. Understand the basic principles of financial stability and resources that can help.

#### **SHOW SLIDE 5: What’s In Your Future?**

Purpose: This activity functions as an icebreaker to allow participants to introduce themselves to the group while introducing the topic of establishing financial goals.

Materials: Paper and pens

Time: 5-10 minutes

Preparation: This activity requires minimal advance preparation.

Process:

1. Explain to learners that this exercise will give them a chance to begin thinking about their financial futures.
2. Ask learners to imagine what their lives will be like in 20 years. Questions you can ask include:
  - What will you be doing?
  - Will you be working? Retired?
3. Instruct learners to draw, using the provided paper and pen, what they see themselves doing 20 years from now.
4. Allow two to three minutes for class to complete drawings.

5. Invite volunteers to share their drawings.

Debrief the activity by pointing out that they have a much better chance of achieving their financial goals if they begin planning early in their careers. Understanding the need for personal financial management is the first step toward financial success.

**SHOW SLIDE 6: Financial Readiness Milestones**

**Ask volunteers** to share what they hope to gain from their time in the Army. Answers may include:

- Education benefits
- Job training
- Travel
- Serve the country

Explain that military service provides them with an opportunity to develop and work toward long-term goals. The Army is also concerned with their success once they leave the service.

Tell participants that the military has identified financial “milestones” throughout Soldiers’ careers that will help them align their military career with their goals after they leave the Army. These milestones begin with their initial entry into the Army and continue through promotions, permanent change of station (PCS) moves, significant life events, deployments, and their eventual transition to civilian employment.

Encourage learners to take full advantage of the financial training offered at each of these touchpoints.

Explain that their attendance in Basic is part of the road to financial readiness. The Army wants to ensure that every Soldier can succeed financially.

**SHOW SLIDE 7: Need For Personal Financial Management-Video**

**Ask participants:**

- What did your parents teach you about personal finance?
- Do you think you are financially responsible?
- How does personal finances affect your future in the military?

Let’s take a look at a video to see why it is so important to start managing your personal finances.

Play “Need For Personal Financial Management” video via hyperlink or video file.

<https://ssilrc.army.mil/?p=28764>

**SHOW SLIDE 8: Check on Learning**

What are the six steps to improve personal financial management?

1. Set financial goals
2. Create and follow a spending plan
3. Save for emergencies
4. Adequately insure (protect) your family
5. Save/invest 10-15% of pretax income

6. Have an estate plan

**SHOW SLIDE 9 : Military Lifestyle and Personal Finances**

Remind participants that there are many opportunities to create or review a spending plan due to the unique budget challenges of the military.

**Ask:** What are some ways that life in the military can affect your personal finances and how?

**Answers may include:**

- Deployment
- Fewer expenses
- Additional pay
- Tax-free zone
- Permanent Change of Station
- Change in Basic Allowance for Housing
- Travel costs
- Cost of setting up new household
- Spouse employment challenges
- Marriage, Birth of Child, Etc.
- Security Clearances
- Benefits (health, dental, education)
- Childcare costs
- High costs of living
- Short lead times for training, deployments, and PCS moves
- Data Breaches
- Reserve Component Needs

**SHOW SLIDE10 : Understand “Needs” vs. “Wants”**

**Ask participants:**

- What is the difference between a “Want” and a “Need”?

**Possible answers:**

**Want:** Something that people desire to have, that they may, or may not, be able to obtain. Something that helps you to live comfortably. Fun things. Examples: latest gaming system, entertainment, fancy car, big house, expensive clothes, latest smartphone, etc.

**Need:** Something needed to live and work. They’re the recurring expenses. Examples: housing, transportation, insurance, gas and electricity, food.

Some things you need—a roof over your head, electricity in your home, gas in your car to get to work—and some things you want, like the latest smartphone, tickets to concerts, etc.

You can fit both into your budget and still set money aside for your retirement, emergencies, and savings if you manage your spending with care. Remember, wants and needs won’t be the same for everyone. What works for the person sitting next to you may not work for you and your personal goals.

You will get more training on this during AIT but now is the time to start thinking about what you value in life and figure out how you will balance your needs with your wants.

## **SHOW SLIDE 11 : Financial Mismanagement and Your Military Career**

### **Ask participants:**

- How can financial mismanagement affect your career?

### **Possible answers:**

- Stress at work
- Inability to focus on your job
- Time and energy lost
- Negative evaluations
- Loss of promotions
- Could cost you security clearances from poor credit history.

As Soldiers, your job will rely on maintaining a security clearance. It will help you to acquire increased responsibility, advance in rank, earn higher pay, and stay in uniform. If you exhibit poor financial habits, your ability to keep your security clearance will be impacted.

According to the National Security Adjudicative Guidelines, "Failure to live within one's means, satisfy debts, and meet financial obligations may indicate poor-self control, lack of judgment, or unwillingness to abide by rules and regulations, all of which can raise questions about an individual's reliability, trustworthiness and ability to protect classified or sensitive information."

Don't take chances. Make your finances a priority and take charge of your professional future.

## **SHOW SLIDE 12 : Financial Mismanagement and Your Personal Life**

### **Ask participants:**

- How can financial mismanagement affect your personal life?

### **Possible answers:**

- Instability and conflict within your family
- Anxiety and stress
- Suicidal ideation
- Susceptible to scams/identity theft
- Domestic violence

Many of the same stressors of financial mismanagement carry over from your military career to your personal life and vice versa. They are often intertwined. When there are problems in your personal life, you may see your military career impacted. We will

learn more about warning signs in another section.  
The good news is that there are resources to help.

**SHOW SLIDE 13 : Sources of Assistance**

There are several resources available to help you improve your personal financial management and overcome financial challenges.

**Visit [Financialfrontline.org](http://Financialfrontline.org)-the Army's financial education webpage.**

A professional counselor/educator at your installation provides FREE, confidential financial counseling, education, information and referrals. They assist with a number of issues including setting financial goals, creating a spending plan, and dealing with debt or credit concerns.

Military Relief Societies, such as Army Emergency Relief, are nonprofit organizations that provide interest-free loans and educational assistance to members of the service, eligible family members and survivors in need.

Military OneSource makes it easy to connect with experts, access powerful financial tools and get proven, practical financial information and resources including military pay charts and calculators-all at no cost to you. Visit [www.militaryonesource.mil](http://www.militaryonesource.mil).

Legal Services can give you more information about Consumer Protections such as the Servicemembers Civil Relief Act or the Military Lending Act. You will learn more about these during AIT.

You also have access to other resources such as:

Chain of Command

PAC or Finance Office

Army Community Service (ACS)

National Guard Military and State Family Support Center

Soldier Support Center or Military Family Support Center

[www.dod.mil/dfas](http://www.dod.mil/dfas)

**SHOW SLIDE 14 : Don't Forget Your Spouse!**

Your spouse is also new to the military life. Don't forget to pass along the free resources such as MilSpouse Money Mission on [milspousemoneymission.org](http://milspousemoneymission.org). Your spouse will find resources at each of your milestones as well as videos, a blog, and additional resources. Start the conversation on shared financial goals so that you are both on the same page.

**SHOW SLIDE 15 : Any Questions?**

Conduct a brief summary of the learning activity and clear up any misconceptions.

**Conduct a check on learning using slides 15 through 17.**

Conduct this Check on Learning with the participants

**SHOW SLIDE 16 :** Check on Learning True/False: Your security clearance can be impacted by financial mismanagement? Answer: True

**SHOW SLIDE 17 :** Check on Learning

**Q.** What are some ways that financial mismanagement can affect your personal life?

**Answer:** • Instability and conflict within your family • Anxiety and stress • Suicidal ideation • Susceptible to scams/identity theft • Domestic violence

**SHOW SLIDE 18 : Thank You!**

Check on Learning:

Question:

True/False: Your security clearance can be impacted by financial mismanagement?

Answer:

True

Reference: Student Handout Slide 26

Question:

What are some ways that financial mismanagement can affect your personal life?

Answer:

- Instability and conflict within your family
- Anxiety and stress
- Suicidal ideation
- Susceptible to scams/identity theft
- Domestic violence

Reference: Student Handout Slide 10

Review Summary:

Summary

During this lesson, we recognized the importance of personal financial management and what resources are available.

We discussed that if you are financially fit, you are better able to fulfill the duties of your mission.

Ask participants: Does anyone have any questions?

Method of Instruction: Discussion (Small or Large Group)

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:50)\*

Time of Instruction: 25 mins

Media Type: Unassigned

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (\*) is derived from the parent learning object

### **SLIDE 19: TRANSITION SLIDE - Warning Signs**

Method of Instruction: Classroom/Discussion

Instructor to Student Ratio: 1:25

Time of Instruction: 30 mins.

Media: Large Group Instruction

Required Student Materials:

Student Handout (Page 1 – Course Overview)

Calculator

Pencil

**INTRODUCTION:** Soldiers tend to have increased financial management issues for a number of reasons including age, lifestyle and access to credit. Soldiers tend to move away from home and their support system at a younger age than the general population.

**MOTIVATOR:** Deployments, frequent moves, the high cost of living at many military locations, and difficulties, maintaining spouse employment can increase financial challenges for Soldiers and their families. Easy access to credit at a young age-without an understanding of how to manage it-can also factor into financial problems. Unfortunately, the potential consequences can affect you both personally and professionally.

### **SHOW SLIDE 20: Objectives**

Today, we will identify the warning signs of Soldiers at risk for financial problems.

In order to do that, we will need to:

1. Recognize indicators of Service members who are financially at-risk.
2. Know how to approach at-risk members with concerns.
3. Understand duty to warn and confidentiality concerns.
4. Know resources for at-risk members

### **SHOW SLIDE 21: Indicators of Soldiers Financially at Risk**

#### **LEARNING ACTIVITY**

Purpose: Identify warning signs of Service members who are financially at risk.

Materials: Paper and pens

Time: 5-10 minutes

Preparation: This activity requires minimal advance preparation.

Process:

- 1.Explain to learners that this exercise will give them an opportunity to recognize indicators of Soldiers who are financially at risk.
- 2.Ask learners to talk in pairs to come up with 2-3 warning signs, and potential consequences, for Soldiers who are financially at risk.
- 3.Allow two to three minutes for class to discuss.
- 4.Invite volunteers to share their indicators and potential consequences.

Suggested answers would be:

- (1) Suicidal ideation or attempts
- (2) Marital discord
- (3) Domestic violence
- (4) Borrowing from friends and family
- (5) Revolving door with AER, payday loans, etc.
- (6) Multiple credit card use
- (7) Opening new credit card accounts to improve debt percentage
- (8) Living paycheck to paycheck
- (9) Debt collections
- (10) Bankruptcy/Foreclosure
- (11) Involuntary Allotments
- (12) Command getting letters/phone calls from creditors (not allowed to do under Fair Debt Collection Practices Act)
- (13) Security Clearance Letter of Intent (LOI) / Statement of Response (SOR)
- (14) Lack of savings
- (15) Unexplained affluence
- (16) Failing to pay taxes
- (17) Needing to take on a second job
- (18) Financial stress is leading to poor physical health
- (19) Alcohol and/or drug abuse from financial stress
- (20) Gambling

Debrief the activity by pointing out that financial problems impact both Soldier's personal and professional lives.

**SHOW SLIDE 22: Warning Signs-Video (Learning Activity 1)**

Let's take a look at a video to explore other warning signs for those financially at risk.

**Play "Warning Signs" video via hyperlink or video file.**

<https://ssilrc.army.mil/?p=28814>

**SHOW SLIDE 23: Check on Learning**

**Q.** If you have more than \_\_\_% of a debt-to-income ratio, you should seek help?.

**Answer:** 20%

**SHOW SLIDE 24: Warning Signs of Financial Risk With Credit**

Let's recap what we learned in the video.

There may be a risk for financial problems if you are experiencing any of these issues.

- Unable to pay bills
- Can't afford car payment
- Bounced checks
- No savings/emergency fund
- Calls from debt collectors
- Rotating bills
- Using credit to pay regular living expenses
- Seeking additional debt from predatory lending sources

**SHOW SLIDE 25: Personal Family Issues With Financial Risk**

Financial risk also carries over to your personal and family life. Soldiers may experience any of these issues:

- Bad credit score
- Repossession
- Foreclosure
- Bankruptcy
- Marital concerns
- Avoidance and conflict
- Spouse unemployment
- No childcare due to high costs
- Divorce/Separation
- Domestic violence
- Suicidal ideation and attempt

Now, let's look at the consequences of financial risk in the Army.

**SHOW SLIDE 26: Impact of Financial Risk in Army**

The impact of financial risk in the Army can be long-lasting.

- Negative evaluations
- Loss of promotion
- Loss of overseas transfer
- Loss of security clearance
- Reduction in rank
- Nonjudicial Punishment/Article 15
- Administrative discharge

You are just starting your career in the Army, and we want to see you succeed. It is your responsibility to take care of your financial duties.

**SHOW SLIDE 27: Approaching At-Risk Soldiers**

Ask Participants: What are some ways that you could approach at-risk Soldiers with your concerns?

Answers may include:

- Analyze and think about the problem

- Set time to have a discussion one-on-one
- Be ready to listen
- Be empathetic
- Be supportive
- Don't scold them
- Work together to solve the problem
- Know resources to help

Talking about money often stirs up shame, guilt, and a big fear of judgment. It seems like it would be easier to keep it under the rug. Maybe you've been there yourself.

Money matters are too important to ignore especially when it comes to the consequences in the Army and personal lives.

Sometimes, you may need to get leadership or other professional resources involved. Let's look at those limitations.

### **SHOW SLIDE 28: Duty to Warn and Confidentiality**

The Personal Financial Managers and Counselors on an installation provide confidential services. This means that privacy protections are in place to ensure your personal information will be protected. They are required to inform Soldiers and Family members as to the limits of confidentiality they, as non-medical, non-clinical counselors, have in accordance with Department of Defense Instruction 6490.06, "Counseling Services for DOD Military, Guard and Reserve, Certain Affiliated Personnel, and Their Family Members."

Ask Participants: What is the definition of "duty to warn"?

Answer: "Duty to Warn" is the responsibility to inform proper authorities if a Soldier or Family member poses a threat to themselves or another identifiable individual.

Other exceptions to privacy include suspected family maltreatment (domestic violence, child or elder abuse or neglect), harm to self or others, and illegal activity.

When there is a "duty to warn" situation, the command team will need to be involved.

### **SHOW SLIDE 29: Consumer Protection For Soldiers**

Soldiers have numerous protections in place to assist with finances such as:

- **Servicemembers Civil Relief Act (SCRA)** – Active-duty Soldiers, Reservists, and members of the National Guard (when on active service) are protected under the law. SCRA (for all) begins on the first day of active duty. Examples of protections are termination of cell phone contracts, automobile leases, and rental leases as well as installment contract protection, 6% interest rate cap on debts obtained before active duty, spouse residency protections for tax purposes, and more.
- **Military Lending Act (MLA)** – Active duty Soldiers (including Guard and Reserves and covered dependents) cannot be charged an interest rate higher than 36% on most consumer loans, along with some other protections.
- **Fair Credit Reporting Act** – This law promotes accuracy, fairness, and privacy in consumer reporting. You are allowed to ask for a free copy of your credit report every 12 months from each credit bureau.
- **Fair Debt Collections Practices Act** – Protects consumers from abusive debt-

collection practices.

- **Truth-in-Lending Act** – Requires lenders to disclose certain credit terms before borrowing.
- **Uniformed Services Employment and Reemployment Rights Act (USERRA)** – Protects the job rights of individuals who voluntarily or involuntarily leave civilian employment positions to undertake military service. It also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.
- **Military Tenant Bill of Rights** – Ensures privatized housing tenants receiving quality housing and fair treatment from the Military Housing Privatization Initiative project owners that operate and maintain privatized housing.
- **Consumer Credit Guide for Members of the Armed Forces**

### **SHOW SLIDE 30: Resources For At-Risk Soldiers**

Ask Participants: What are some resources available to obtain expert financial counseling and advice?

Answers:

- Army Community Service (ACS); National Guard Military and State Family Support Center, Soldier Support Center; Military Family Support Center
- Personal Financial Managers and Personal Financial Counselors
- Legal Assistance Office on Installation
- Army Emergency Relief (AER)
- Military OneSource
- FinancialFrontline.org
- Credit Reporting Agencies (annualcreditreport.com)
- The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- Supplemental Nutrition Assistance Program (SNAP)
- Childcare Aware
- Soldier and Family Readiness Group (SFRG)
- State specific resources for geographically dispersed
- MilSpouse Money Mission: <https://www.milspousemoneymission.org>
- Office of Financial Readiness website: <https://finred.usalearning.gov>
- MilitaryINSTALLATIONS: <https://installations.militaryonesource.mil>
- Financial Industry Regulatory Authority (FINRA)
- Consumer Financial Protection Bureau (CFPB)
- Thrift Savings Plan, [www.tsp.gov](http://www.tsp.gov), 877-968-3778, option #3
- Department of the Treasury's Consumer Protection Resources
- Securities Exchange Commission (SEC)

### **SHOW SLIDE 31: REMEMBER...**

It is your responsibility to ensure that you are paying your debts. If you are struggling, reach out and ask for help. Further, if you see someone else exhibiting any of the warning signs that we talked about today, reach out to them. Help is out there.

**SHOW SLIDE 32: SOURCES OF ASSISTANCE**

We already went over many of these sources of assistance.

Summary

During this lesson, we:

1. Recognized indicators of Service members who are financially at-risk.
2. Identified how to approach at-risk members with concerns.
3. Understood duty to warn and confidentiality concerns.
4. Identified resources for at-risk members

You will have more financial literacy training at AIT and other various milestones in your military career. Remember that you are not alone, and help is always a click, call, or walk away.

**SHOW SLIDE 33:** Any Questions? Splash Page for transition to Q & A

**SHOW SLIDE 34: Check on Learning**

**NOTE:** Conduct this Check on Learning with the students

**SHOW SLIDE 35: Check on Learning**

**Q.** True/False: “Duty to Warn” is the responsibility to inform proper authorities if a Soldier or Family member poses a threat to themselves or another identifiable individual.

**Answer:** True.

**SHOW SLIDE 36: Check on Learning**

**Q:** What are three consumer protections available to Soldiers?

**Answers:**

SCRA

Military Lending Act

Fair Credit Reporting Act

Fair Debt Collections Practices Act

Truth-in-Lending Act

USERRA

Military Tenant Bill of Rights

Consumer Credit Guide for Members of the Armed Forces

**SHOW SLIDE 37: Thank you!**

This concludes the training on “Warning Signs”.

Check on Learning:

Question:

True/False: “Duty to Warn” is the responsibility to inform

proper authorities if a Soldier or Family member poses a threat to themselves or another identifiable individual.

Answer:

True.

Reference: Student Handout Slide 20 -28

Question:

What are three consumer protections available to Soldiers?

Answers:

- SCRA
- Military Lending Act
- Fair Credit Reporting Act
- Fair Debt Collections Practices Act
- Truth-in-Lending Act
- USERRA
- Military Tenant Bill of Rights
- Consumer Credit Guide for Members of the Armed Forces

Reference: Student Handout Slide 29

Review Summary:

During this lesson, we:

1. Recognized indicators of Service members who are financially at-risk.
  2. Identified how to approach at-risk members with concerns.
  3. Understood duty to warn and confidentiality concerns.
  4. Identified resources for at-risk members
- You will have more financial literacy training at AIT and other various milestones in your military career. Remember that you are not alone, and help is always a click, call, or walk away.

TLO - LSA 3.

Learning Step / Activity TLO - LSA 3. Understanding the Leave & Earnings Statement (LES) and mypay

Method of Instruction: Discussion (Small or Large Group)

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:50)\*

Time of Instruction: 25 mins

Media Type: Unassigned

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (\*) is derived from the parent learning object

**SHOW SLIDE 38: Leave and Earning Statement (LES) and myPay**

### Learning Activity 3: Understanding the Leave & Earnings Statement (LES)

Length of Instruction: (30 MINUTES)

Method of Instruction: Classroom/Discussion

Instructor to Student Ratio: 1:25

Time of Instruction: 30 Min

Media: Large Group Instruction

Required Student Materials:

Student Handout

Calculator

Pencil

Corresponding Activity:

- Sample LES Statement, Student Handout page 2

INTRODUCTION: During this learning activity, we will discuss the importance of monitoring your pay and entitlements as reflected on your Leave and Earnings Statement, or LES. We will examine the components of the LES and talk about how to identify any errors in your net pay.

#### **SHOW SLIDE 39: Login in to myPay**

During in-processing, all of you signed up for a bank account in order to receive your pay from the Army. Once your pay account is established and you start receiving pay, you can sign up for a myPay account.

Sign on to the myPay website at <https://myPay.dfas.mil> You will have two options:

(1) If you have already established an account, enter your Login ID and password (you have the option of typing in your password OR, if you prefer more security, you can click on the On-Screen Keyboard link and then select the “Go” button.

(2) If you have not established an account, enter your Social Security Number (SSN), select the “Go” button, and follow the instructions to establish your account.

You will then be directed to a System Message screen. Review the information provided, select the “I agree to the terms of the User Agreement” statement, and then click on the “OK” button.

You are now at the “Main Menu” screen where you will have access to your myPay account.

NOTE: You may also use your Department of Defense Common Access Card (DoD CAC) or Health and Human Services Employees ID badge (HHS PIV) ID badge to sign into myPay. Simply select the SmartCard Login box to proceed.

View and print your PSMC. This statement is intended to outline the total value of your military pay, allowances, and benefits. By making your compensation more “visible,”

this statement is useful when applying for credit cards or loans (including home loans), from businesses or lending institutions.

- Savings Deposit Program (SDP) Statement/Withdrawal Request.

Here you are able to view and print a copy of your SDP statement.

Members of the Armed Forces serving in specified combat zones, or are supporting a contingency operation, are authorized to make deposits or request to withdraw money from their SDP account.

- Pay Changes.

Start, change, or stop allotments

Start or change Savings Bonds (you cannot stop bonds through myPay)

The Combined Federal Campaign (CFC) option allows military personnel to establish a CFC allotment within the CFC open season

Turn on or off hard copy delivery of your LES

- Direct Deposit. You can change your direct deposit information in myPay under the Direct Deposit option.

Net Pay EFT: You can view or change your Direct Deposit for your paycheck

Travel EFT: You can setup or change your travel pay to be directly deposited to a bank

Miscellaneous EFT: You can view or setup/change your Direct Deposit for miscellaneous reimbursements

- Taxes.

Change your Federal or State marital status and exemptions

View and print your W-2

If you are in the Student Loan Repayment Program (SLRP), you can view and print your SLRP W-2

Turn on or off hard copy delivery of your W-2

View and print a SDP tax statement (1099-INT)

Turn on or off hard copy delivery of your IRS Form 1095 (you'll need this form to report Affordable Care Act health insurance information starting with your 2015 federal income tax return)

- Traditional Thrift Savings Plan (TSP) and Roth TSP.

You can start enrollment of TSP at any time, unless you make a financial hardship withdrawal. You may not make contributions for six months following the withdrawal. You can start or change percentages at any time, and cancel (stop) contributions at any time. We will discuss the TSP in more detail later.

- TSP Catch-Up – Traditional and Roth.

If you are age 50 or over or will become 50 this calendar year, you may be eligible to make additional contributions to TSP, called "catch-up contributions". For the initial start of your catch-up contributions, if you have a current regular traditional or Roth election, you may use myPay to submit your elections.

- View Court Orders.

Allows Soldiers to view documents issued by U.S. civil courts or military service related to any garnishment on their pay.

(10) Travel Voucher Advice of Payment (AOP).

You may be called on to perform Temporary Duty (TDY) travel. You will file a travel voucher when you complete your TDY. When DFAS pays your travel, you will receive an Advice of Payment statement. If DFAS-Cleveland, DFAS-Indianapolis, or DFAS-Columbus pays your travel vouchers, you can view and print your Travel Advice of Payment (AOP) on-line.

(11) Email Address.

You can add, change or delete a personal email address. To change a pre-registered/work email (AKO - us.army.mil), contact your local site's email administrator or go to <https://www.us.army.mil>. myPay receives and updates these email addresses weekly.

(12) Security Questions for Password Resets.

You have the option to change the security questions for resetting your password.

(13) Personal Settings Page.

Click on the "Click here for details" area to receive information on how you can update your personal settings.

#### **SHOW SLIDE 40: myPay Main Menu**

Located on the myPay main menu are several tools that allow you to manage your finances online, without having to fill out any paperwork at the S-1 or finance office.

- Leave and Earnings Statement (LES).

View and print your last 12 LES statements as an active duty member. If you are a reservist, you will be provided access to your last three LES statements.

- Personal Statement of Military Compensation (PSMC).

#### **SHOW SLIDE 41: LES**

Under Statements, you can click on Leave and Earnings Statement (LES). You can review each of the categories: Summary, General, Entitlements, Deductions, Allotments, Leave, Taxes, TSP, and Remarks.

You will receive an abbreviated LES mid-month. The detailed LES will be available at the end of the month.

You can view your LES for up to 12 months. You can also print off your LES.

#### **SHOW SLIDE 42: SAMPLE LES**

**INSTRUCTOR NOTE:** Guide students to page X of their student handout, where they will find this same LES form to review during the lesson. Ask them to follow along as you present and explain the different sections of the LES.

This statement is called the Leave and Earning Statement, or LES for short. The LES is your detailed pay statement, which is issued at the end of each month. It shows your entitlements, deductions, and allotments, and also provides a summary of all pay transactions.

It also shows your end-of-month pay and where your pay is being deposited. It is your duty to review the LES and ensure the information is correct. If you find an error, report it to your chain of command immediately. By honestly reporting any pay discrepancies, you uphold the Army values of honor and integrity.

NOTE: For more information about how to read your LES, go to:

<http://www.dfas.mil/militarymembers.html>

- Click on Army under the “UNDERSTANDING YOUR LES” topic near the bottom of the page.

### **SHOW SLIDE 43: PERSONAL INFORMATION**

The top portion of the LES contains information about the member to whom it was issued, the office that issued it, and the pay period covered by the statement.

- (1) The first block contains your name in Last, First, Middle Initial format.
- (2) The next block is your Social Security Number (SSN). Make sure it is correct!
- (3) Your pay grade is next - a good thing to check the next payday after you get promoted.

### **SHOW SLIDE 44: PAYDATE**

(4) Pay Date. The next box is a very important one. It is your Pay Date. Note that this is NOT the day on which you are paid, but rather the date you entered active duty for pay purposes. Like your Social Security Number, it should NEVER change, unless it is inaccurate and you yourself take steps to correct it.

(5) The next box reflects a two-digit number showing the number of whole years of creditable service you have completed. Check to see that this number changes every time you complete a full year of service. It is very important to make sure this number is correct, because some of your entitlements increase with years of service.

(6) The ETS box shows the expiration date of your current term of service. It is a six-digit figure with the first two digits indicating the year, the second two the month, and the last two the day.

(7) Your branch of service is shown next.

(8) The ADSN/DSSN is the code that identifies the finance office that maintains your pay records.

### **SHOW SLIDE 45: PAY PERIOD**

(9) The last block on the top line shows the pay period covered by the LES. Note that it is NOT the same as your Pay Date.

\*\*Remember: Pay Date is the day you entered into service, not the day you got paid.

**SHOW SLIDE 46: ENTITLEMENTS, DEDUCTIONS, ALLOTMENTS, & SUMMARY**

The following row on the LES will probably be the first place you look.

This is where your net pay will be displayed, along with the items used to calculate it. T

These items include:

- Entitlements
- Deductions
- Allotments

**SHOW SLIDE 47: Entitlements**

Entitlements: This block names the entitlements and allowances being paid out to you for the pay period, such as Basic Pay, BAS, BAH, CONUS COLA, etc. This also includes any retroactive monies.

There is space allotted for fifteen entitlements, any additional shall be listed in the "REMARKS" block.

**SHOW SLIDE 48: Deductions**

Deductions: Includes items such as taxes, SGLI, Mid-month pay, and dependent dental plan, as well as any retroactive deductions. There is space allocated for fifteen deductions to be listed. Any additional are to be printed in the "REMARKS" block.

**SHOW SLIDE 49: Court Orders**

View Court Orders.

Allows Soldiers to view documents issued by U.S. civil courts or military service related to any garnishment on their pay.

**SHOW SLIDE 50: Allotments**

Allotments: Includes discretionary and non-discretionary allotments for savings and/or checking accounts, insurance, bonds, etc. There is space allotted for fifteen allotments. Any additional are to be printed in the "REMARKS" block.

If you have more than one allotment of the same type, for instance two savings allotments, the only differentiation may be the dollar amount.

**SHOW SLIDE 51: Types of Allotments**

Discretionary allotments-can set up as many as 6 allotments.

- Savings accounts;
- Support to dependents or other relatives, spouse or former spouse;
- Relatives not legally designated a dependent;
- Insurance premiums;
- Mortgage or rent payments for real property;
- The Air Force Enlisted Village (Air Force members only);
- A financial institution, mutual fund company, or investment firm;

- U.S. Savings Bonds (via Treasury Direct account);
- Debts owed for funds administered by the U.S. Government;
- Charitable contributions to the Combined Federal Campaign;
- Military privatized housing payments.

Examples of prohibited allotments include:

- Vehicles (e.g., automobiles, motorcycles, boats);
- Appliances or household goods (e.g., washer, dryer, furniture);
- Electronics (e.g., laptop, iPad, cell phone, television)

#### Non-Discretionary Allotments

Made to a specifically designated agency or purpose. There is no limit to the number of non-discretionary allotments a member may have at any given time but there are only 15 lines. Non-discretionary allotments are limited to the following:

U.S. Savings Bonds

Relief loan repayments to the Army Emergency Relief

Charitable contributions to the Combined Federal Campaign or Army Emergency Relief

Privatized Housing Payments: Service members assigned to privatized housing units may be required to make their rent payments via allotment

Delinquent Travel Charge Card Debt -When a member fails to pay debts due on their charge card, the heads of agencies have authority, upon written request of a federal contractor, to collect the debt.

#### **SHOW SLIDE 52: Add Allotments**

On the myPay menu, go to "Allotments" and add savings or dependent allotments.

#### **SHOW SLIDE 53: View Allotments**

In this section, you will be able to view all of the allotments that you have set up.

#### **SHOW SLIDE 54: Summary**

The next section provides a math summary that leads to the "bottom line" or your End Of Month (EOM) pay. EOM is the actual amount of the payment to be paid to the member of the End-Of-Month payday.

Summary Line 1 – Amt. FWD: The Amount Forwarded, shows the amount of all unpaid pay and allowances (if any), due to you from the prior LES. The totals found in the Entitlements, Deductions, and Allotments blocks will appear in this summary. Make sure they are correct!

Summary Line 2 – TOT ENT: This is the total of all entitlements and/or allowances listed, and should match the amount found at the bottom of the "Entitlements" section of your LES.

Summary Line 3 – TOT DED: This is the total of all deductions listed, and should match the amount found at the bottom of the "Deductions" section of your LES.

Summary Line 4 – TOT ALLT: This is the total of all allotments listed, and should match the amount found at the bottom of the "Allotments" section of your LES.

Summary Line 5 – NET AMT: The Net Amount will be the amount of your entitlements minus your deductions and any allotments.

Summary Line 6 – CR FWD: Carried Forward, is the dollar value of all unpaid pay and allowances due to reflect on the next LES as the +AMT FWD.

Summary Line 7 – EOM PAY: The End Of Month Pay shows the actual amount of the payment to be paid to the member on End-Of-Month payday. This is the amount that should be deposited in your account!

**SHOW SLIDE 55: Date Initially Entered Military Service (DIEMS)**

DIEMS: This box contains the date you initially entered the military service. Please note that this date may be different from your Pay Date if you came in on the delayed entry program.

**NOTE:** This date is SOLELY to indicate which retirement plan a member is under.

**SHOW SLIDE 56: Blended Retirement System (BRS)**

NOTE: Click in image of BRS to be taken to following BRS webpage:

<https://militarypay.defense.gov/BlendedRetirement/>

**SHOW SLIDE 57: “Before and After”**

The specifics of BRS will be briefed in a different lesson, however, it is important to know that the BRS combines elements of the legacy retirement system with benefits similar to those offered in many private-sector 401(k) plans. The legacy retirement system is the retirement plan before BRS. Here is a quick glance at some of the differences between the two.

In the retirement system prior to BRS, less than 20% of service members received retirement benefits, vs 85% now. This expansion of government retirement benefits ensures a greater number of service members receive government-provided retirement benefits.

There's a lower multiplier (times years served) of 2.0 vs 2.5% in the BRS. The BRS in contrast to the legacy retirement system, has DoD contributions (automatic and matching TSP) that will be seen and understood better in a later slide.

This new blended retirement system will ensure eligible service members are ready when the time comes to retire!

**SHOW SLIDE 58: Leave**

**Now we will cover the Leave portion of your LES.**

**Regarding your Leave benefits:**

You earn 2.5 days per month = 30 days per year

You may accrue (bank) up to 60 days of leave as of 1 October each year (certain special cases can accrue more)

**SHOW SLIDE 59: Leave Info**

BF BAL: This is the brought forward leave balance.

ERND: This block shows the cumulative amount of leave earned in the current fiscal year of current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. This number increases by 2.5 days each month.

USED: The cumulative amount of leave used in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year.

CR BAL: The current leave balance as of the end of the period covered by the LES

ETS BAL: The projected leave balance to the member's Expiration Term of Service (ETS).

LV LOST: The number of days of leave that have been lost

LV PAID: The number of days of leave paid to date

USE/LOSE: The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage. NOTE: If you have a significant number of days in this block, it's time to talk to your supervisor about when you may be able to take some leave without adversely affecting operational readiness.

#### **SHOW SLIDE 60: Federal Taxes**

Just to the right of your leave information, you will find information about your Federal Income Tax Withholding, or FITW.

WAGE PERIOD: The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW). NOTE: Remember that some of your entitlements are NOT taxable.

WAGE YTD: The money earned year-to-date that is subject to FITW.

M/S: The marital status used to compute the FITW. NOTE: Make sure this status is accurate. An incorrect status could result in too much money being withheld from each paycheck, or worse, not enough, leaving you with a large tax bill at the end of the year.

EX: The number of exemptions used to compute the FITW. Always check to make sure this number is accurate.

ADD'L TAX: The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.

TAX YTD: The cumulative total of FITW withheld throughout the calendar year to date. NOTE: The number indicated in this block on your December LES could prove useful in regards to getting an idea of what your possible tax refund, or tax liability, may be, prior to receiving your W-2 forms.

#### **SHOW SLIDE 61: Federal Withholding**

Change your Federal marital status and exemptions

#### **SHOW SLIDE 62: SOCIAL SECURITY & MEDICARE**

The section of the LES immediately below your leave information deals with Social Security and Medicare taxes. These fall under the Federal Insurance Contributions

Act, otherwise known as FICA.

WAGE PERIOD: The amount of money earned this LES period that is subject to FICA.

NOTE: This will probably not be the same figure as the WAGE PERIOD figure for Federal Income Taxes depending on your entitlements.

SOC WAGE YTD: The wages earned year-to-date that are subject to FICA.

SOC TAX YTD: Cumulative total of FICA withheld throughout the calendar year.

NOTE: The amount of Social Security you will draw when you become retirement eligible will be based on the wages you made throughout your working life. Therefore, it's a good idea to keep all your end-of-December LES's in a secure spot to document your Social Security wages -- at least until you start to receive letters of eligibility from the Social Security Administration.

MED WAGE YTD: The wages earned year-to-date that are subject to Medicare.

MED TAX YTD: Cumulative total of Medicare taxes paid year-to-date.

### **SHOW SLIDE 63: State Tax**

The area to the right of the FICA information contains information about state income taxes. It contains much of the same information as the section relative to Federal taxes with one key addition, the "ST" block.

ST: Contains the two-letter postal identifier of the state where you claim domicile.

NOTE: As mentioned earlier, several states do not have a state income tax and there are legal and ethical ways to establish your domicile in one of them.

NOTE: As mentioned earlier in our presentation, The Service Members Civil Relief Act (SCRA) prohibits states from collecting state income tax on military pay of members who are stationed in that state, but domiciled elsewhere. However, the state may collect these taxes on monies you or your spouse earns from civilian employment. The Military Spouse Residency Relief Act means that military spouses can choose to file state tax returns in their service member's home state whether they have ever lived there or not. And those earning income while stationed overseas cannot use the protections of the MSRRA to avoid paying state taxes.

### **SHOW SLIDE 64: State Withholding**

Taxes.

Change your State marital status and exemptions

### **SHOW SLIDE 65: Additional Info**

The last line of your LES titled Pay Data contains information that is used to determine the rate and type of your dependent entitlements, as well as information about your charitable deductions.

BAQ: The Basic Allowance for Quarters, (also referred to as BAH-Basic Allowance for Housing) and BAQ dependents blocks are used to determine the amount of money you will be paid for housing. It is your responsibility to ensure this number is correct.

VHA ZIP: Shows the ZIP code used to determine your housing allowance (BAH). Because your housing allowance is designed to defray actual expenses, the amount you receive varies based on your location. For example, you would not receive as much of an allowance being stationed in El Paso, as you would being stationed in or around Washington, D.C.

Rent Amt: Reflects the amount of rent paid for housing, if applicable.

Share: Number of people with which the service member shares housing costs.

JFTR: Stands for Joint Federal Travel Regulation. Many of the allowances you may receive during your career will be based on comparative cost figures contained in this manual. On the LES, the JFTR code is used to determine your eligibility for, and amount of, any Cost of Living Allowance (COLA) you may be able to draw due to assignment, or the location of your dependents, in a high-cost area.

BAS Type: Reflects the type of Basic Allowance for Subsistence you are receiving.

- o STAND - Separate Rations
- o (blank) - Rations-in-kind not available
- o OFFIC - Officer Rations

Charity YTD: The cumulative amount of any charitable contributions you made during the calendar year.

TPC: This Block is not used for the Active Component. Army Reserves and National Guard use this field to identify Training Program Codes.

- o A - Normal pay status code for a regular service member on regular duty.
- o C - Funeral Honors Duty.
- o M - Annual training tours over 30 days.
- o N - Death.
- o O - Training for HPSP, ROTC, and Special ADT over 30 days.
- o T - ADT over 29 days. (School)
- o U - Undergraduate pilot training, in-grade pilot, navigator, and advance flying training officers.
- o X - Stipend Tour of HPIP participants or subsistence for ROTC participants.
- o Z - Administrative and support training (exclusive of recruiting). , if there is an entry in this block it is reason to check the accuracy of your LES with your local finance office.

**SHOW SLIDE 66: THRIFT SAVINGS PLAN (TSP) INFO** The TSP blocks on your LES show the percentages and amounts that have been withheld from your various pays. They also give your year to date balances.

We will discuss the Thrift Savings Plan in more detail in another lesson. Contributions.

You will receive the Service Automatic (1%) Contribution, and Service Matching Contribution proportionate to your basic pay contributions, on the first pay period after opting in.

Matching contributions.

Under the BRS, you may receive up to 4 percent in Service Matching Contributions, on top of the Service Automatic (1%) Contribution based on the below chart. The

Matching Contributions will begin after 2 years. Automatic and matching contributions continue through the end of the pay period during which you reach 26 years of service. In the example LES shown here, the Agency/Service contributions will be shown in the column “CM AGCY CONTR” of the LES. The AGCY-AUTO is a service automatic contribution of 1% that goes into TSP account and starts after 60 days. The “AGC-MATCH” column shows (in this case) a 4% Service Matching Contribution, because of “your” 5% contribution shown on “Base Pay Rate” column.

Further information about BRS will be discussed in a different lesson but can also be found here:

<https://militarypay.defense.gov/BlendedRetirement/>

Or by reading the “A Guide to the Uniformed Services BRS” also found on the link above.

### **SHOW SLIDE 67: THRIFT SAVINGS PLAN (TSP)**

Thrift Savings Plan (TSP)

The Thrift Savings Plan is just one part of your retirement system. We will go over this, in detail, in another section. If you would like to change your contribution election amounts, tax treatment, date of birth, and/or address, this is where you will do it.

### **SHOW SLIDE 68: TSP CONTRIBUTION ELECTION**

You will be automatically enrolled in the TSP after 60 days into the Traditional TSP (pre-tax) at a certain rate. All Automatic (1%) contributions from the Army will go into the Traditional TSP. If you would like to change your TSP contribution amount, or choose Traditional (before-taxes), Roth (after-taxes), or a combination, you would do that here. You must have at least 1% going into Basic pay if you would like to have any future special, incentive, or bonus pays to go into the TSP. If you zero out your TSP contributions, you will be automatically re-enrolled each calendar year. For more information, talk to a Personal Financial Manager or Counselor on your installation or call the ThriftLine at 877-968-3778.

### **SHOW SLIDE 69: TSP DOB AND ADDRESS**

TSP Date of Birth and Address

The TSP receives your contact information from DFAS. If your date of birth and address are wrong in myPay, they will be wrong for TSP. What does that mean? You will not receive your TSP account number and pin to get started in managing your account nor any TSP updates. You will learn more about the TSP in a later section, but it is imperative that you update your contact information in myPay in the TSP section every time you have a status update.

### **SHOW SLIDE 70: REMARKS**

The “Remarks” section at the bottom of your LES is used to provide you with general notices from varying levels of command, as well as the literal explanation of starts, stops, and changes to pay items in the entries within the “ENTITLEMENTS”, “DEDUCTIONS”, and “ALLOTMENTS” fields.

YTD ENTITLE: The cumulative total of all entitlements for the calendar year.

YTD DEDUCT: The cumulative total of all deductions for the calendar year.

**SHOW SLIDE 71: TAX STATEMENT (W-2)**

View and print your W-2

**SHOW SLIDE 72: REMEMBER...**

It is your responsibility to ensure that your pay is correct. Check your LES every month and if you see something that you don't understand, speak up. The Army isn't going to just hand over money that isn't yours. Likewise, if you know that you should be receiving certain pay and entitlements, get it corrected.

**SHOW SLIDE 73: SOURCES OF ASSISTANCE**

The Leave and Earnings Statement is certainly a "busy" document, but the information is presented in a logical format that will allow you to determine the accuracy of your pay and entitlements each month.

Remember that it is your personal responsibility to do so. If you ever believe that information shown on your LES is not accurate, visit your local finance office as soon as possible to discuss your concerns.

Summary

During this lesson, we stressed the importance of monitoring your Leave and Earning Statement to detect any errors in your pay and allowances.

We discussed all of the information provided in the various sections of the LES, and we identified where you should go for help if you believe your pay and allowances are not accurate. I hope you will use this information to keep your pay and allowances accurate throughout your military career.

We also discussed myPay to include how to sign up and what options you have.

**SHOW SLIDE 74: Any Questions?**

Questions?

Splash Page for transition to Q & A

**SHOW SLIDE 75 : Check on Learning**

NOTE: Conduct this Check on Learning with the students, as well and summarize the LES learning activity.

**SHOW SLIDE 76: Check on Learning**

How often will you receive a detailed LES?

- a. Every six months
- b. Once a year
- c. Every two weeks
- d. Once a month

**d.Once a month**

**SHOW SLIDE 77: Check on Learning**

In what column on your LES would you find your End of Month Pay?

- a.Deductions
- b.Allotments
- c.Entitlements
- d.Summary

**d.Summary**

**SHOW SLIDE 78: Check on Learning**

Which of the following is true concerning the "Pay Date" shown on your LES?

- a. It is the day on which you are paid
- b.It is the date you entered the Army for pay purposes
- c.It is the last day of your current enlistment
- d.It will always be the first day of thecurrent month

**b.It is the date you entered the Army for pay purposes**

**SHOW SLIDE 79: Check on Learning**

How often should you check your LES for errors?

- a. Never
- b.Every month
- c.Once a year
- d.Every 3 months

**b.Every month**

**SHOW SLIDE 80: Thank you!**

This concludes the training on "Leave and Earning Statement (LES) and myPay".

Check on Learning:

Question:

How often will you receive a detailed LES?

- a. Every six months
- b. Once a year
- c. Every two weeks
- d. Once a month

Answer: d. Once a month; you will receive an abbreviated LES mid-month.

Reference: Student Handout Slide 78

Question:

In what column on your LES would you find your End of Month Pay?

- a. Deductions
- b. Allotments
- c. Entitlements
- d. Summary

Answer: d. Summary

Reference: Student LES Handout

Question. Which of the following is true concerning the "Pay Date" shown on your LES?

- a. It is the day on which you are paid
- b. It is the date you entered the Army for pay purposes
- c. It is the last day of your current enlistment

It will always be the first day of the current month

Answer: b. It is the date you entered the Army for pay purposes

Reference: Student LES Handout; Student Handout Slide 78 - 81

Question. How often should you check your LES for errors?

- a. Never
- b. Every month
- c. Once a year
- d. Every 3 months

Answer:

- b. Every month

Reference: Student Handout Slide 79

Review Summary:

During this lesson, we stressed the importance of monitoring your Leave and Earning Statement to detect any errors in your pay and allowances.

We discussed all of the information provided in the various sections of the LES, and we identified where you should go for help if you believe your pay and allowances are not accurate. I hope you will use this information to keep your pay and allowances accurate throughout your military career.

We also discussed myPay to include how to sign up and what options you have.

Method of Instruction: Discussion (Small or Large Group)

Mode of Delivery: Resident Instruction

Instr Type (I:S Ratio): Military - ICH (1:50)\*

Time of Instruction: 30 mins

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (\*) is derived from the parent learning object

## **SHOW SLIDE 80: INTRODUCTION TO THE BLENDED RETIREMENT SYSTEM (BRS)**

Good (Morning / Afternoon / Evening) Trainees. Welcome \_\_\_\_\_ Reception Battalion; your first step towards becoming a Soldier and hopefully for some, establishing a career. If you can remember back to when you sat down with your recruiter you were told of the benefits and options available to you during your time in service. You should have also been told the Blended Retirement System (BRS) provides as much as 5% automatic and matching contributions to your Thrift Savings Plan, (TSP). Currently no funds are being deducted from your pay, however in 60 days from your Pay Entry Base Date (PEBD), (may have to explain PEBD) you will see a 5% (those after 10/1/20) automatic deduction from your base pay or inactive duty pay go into your TSP fund.

This is just one of the briefings you will receive, it is informal and no decisions should be made to contribute or not contribute until you have completed all the training sessions required.

\*Note: for those with a break in service, you will have 30 days to opt into the Blended Retirement System. Mandatory Opt-In training on JKO and formal acceptance must be done through myPay. Please see below.

**<https://militarypay.defense.gov/Portals/3/Documents/Blended%20Retirement/Combined%20BRS%20Policy%20Document.pdf?ver=2018-09-19-094018-610>**

(2) A member who, but for a break in service, would otherwise be eligible to elect to enroll in BRS under any of the provisions of paragraphs 6.b.(2) through 6.b.(6) who returns to service with a Uniformed Service on or after December 2, 2018, following a break in service that commenced prior to December 1, 2018, may make an election to enroll in the BRS: a. For members returning to the AC or affiliating in a paid status with the RC after separating from the AC, within 30 days of reentry; or, b. For members returning to a paid status in the RC following a break in service in the RC, no later than December 31, 2018, or 30 days from the date of reentry, whichever is later. (3) The terminal date of the election period may be extended, by approval of the Secretary concerned, in certain situations as outlined in section 9.d.

## **SHOW SLIDE 81: DISCLAIMER**

Disclaimer: Tell learners the information provided in this course does not constitute a formal endorsement of any company, its products, or services by the Army.

Specifically, the appearance or use of external hyperlinks does not constitute endorsement by the Army of the linked websites, or the information, products, or services contained therein. The Army does not exercise any editorial control over the information you may find at these locations. This information provides informational

resource material to assist military personnel and their families, to assist in identifying or exploring resources and options.

## **SHOW SLIDE 82: YOUR RETIREMENT SYSTEM**

To begin, I'll **play a video** that establishes the Blended Retirement System, also known as BRS, as 'your' retirement system—it's for all new entrants into the Uniformed Services on or after January 1, 2018. This video sets the stage for today's training, and highlights four aspects of the BRS, all of which I will discuss in varying detail following this video presentation. **VIDEO PRESENTATION – Your Retirement System**

## **SHOW SLIDE 83: BRS BASICS**

### Explanation of a **defined benefit (pension)**

For those of you that serve for at least 20 years in the Uniformed Services (or 20 qualifying years in the National Guard or Reserve) you are eligible for a defined benefit.

A defined benefit is also known as monthly retired pay or a pension. This is a benefit where your Service provides monthly retired pay to you based on at least 20 years of service and your salary history.

For active duty, the formula for a defined benefit under the BRS is 2% times your Years of Service (YOS), times the average of your highest 36 (high-36) months of basic pay.

Remember, if you serve 20 or more years, retired pay is calculated based on your highest 36 months of basic pay, which is generally your last three years of service. (For the National Guard and Reserve): This is the last three years prior to actually receiving your retired pay.

You receive an additional 2% for each additional year over 20 years of service. 7. (For the National Guard and Reserve): The formula for converting retirement points and determining equivalent active years of service is: Total retirement points ÷ 360 = Qualifying years of service. Then the formula is the same for calculating your defined benefit.

### Explanation of a **defined contribution**

Your retirement plan includes a defined contribution benefit, known as the Thrift Savings Plan or TSP.

With this benefit, after 60 days of service, your Service will begin contributing an amount equal to 1% of your basic pay into a retirement account in your name each month. This does not come out of your pay. It's called a Service Automatic (1%) Contribution.

On the pay period following your two year service anniversary, if you elect to contribute a portion of your basic pay, your Service will begin matching contributions in addition to the Service Automatic (1%) Contribution.

To take full advantage of the Service Matching Contribution you'll need to contribute to the TSP from your basic pay.

As with any investment there is risk and it's important to note, the TSP is not guaranteed income. It is based on how much you and your Service contribute, and how well your investment choices perform over time.

There are two additional provisions under the BRS, Continuation Pay and the Lump

Sum option at retirement. It will be some time before you are impacted by either of these provisions, but you need to be familiar with these benefits.

#### Explanation of **Continuation Pay**

Under BRS, you may be eligible to receive a one-time, mid-career bonus payment in exchange for an agreement to perform additional obligated service.

As decided by your branch of Service, it is payable when completed not less than 8 and not more than 12 years of service.

Each Service publishes guidance related to continuation pay rates. Rates for continuation pay depend on a number of factors, including specific needs of the Service (e.g. retention rates, hard to recruit career fields).

This one-time bonus is in addition to any career field-specific incentives or retention bonuses you may receive during your career

#### Explanation of **Lump Sum**

Service members who retire from the military with at least 20 years (or 20 qualifying years in the National Guard and Reserve) will have the opportunity to get a portion of their defined benefit as a lump sum upon retirement. That is, you can receive money up front as an advance on your own retired pay

The amount of the lump sum is discounted, which means the lump sum may not be as much as it would have been had you opted to receive monthly retired pay.

You will learn more about the lump sum option closer to your retirement years.

As a member of the Uniformed Services, you will have a number of opportunities throughout your career to receive financial literacy training and education. You also have access to other resources such as Personal Financial Managers and Counselors.

#### **SHOW SLIDE 84: THRIFT SAVINGS PLAN (TSP)**

There is no guarantee with this type of plan. Soldiers have options on how they want to allocate their money into different funds as well as options on how to receive their funds at retirement.

For you, this is the Thrift Savings Plan, or TSP. The TSP is a retirement savings and investment plan. It can provide a source of income in addition to your military pension and Social Security, helping to build financial stability and independence at retirement. After 60 days of service, the Army will contribute 1% of your basic pay into a retirement account in your name each month. This does not come out of your pay. It's called a Service Automatic (1%) Contribution.

Your TSP contributions, and the Automatic (1%) will go into an age-appropriate Lifecycle fund. We will cover that later.

On the pay period following your two year service anniversary, the Army will begin matching contributions, up to 4% in addition to the Service Automatic (1%) Contribution. The maximum government contribution is a total of 5%.

To take full advantage of the Service Matching Contribution you'll need to contribute to the TSP from your basic pay.

You can also contribute to the TSP from any bonus, special, or incentive pay.

**You should note, if you zero out your TSP contributions, you will be automatically enrolled at 5% of your basic pay each calendar year.**

As with any investment there is risk and it's important to note, the TSP is not

guaranteed income. It is based on how much you and your Service contribute, and how well your investment choices perform over time.

You go to TSP.gov to move your money across fund choices. You go to the Army's online payroll center, myPay if you want to make contribution percentage changes (for example, change your 5% contribution rate to a 8% contribution rate) or to change from a Traditional (pre-tax) TSP account or a Roth (after-tax) TSP account.

Periodically, you should login to TSP.gov to see how your investments are doing and watch your savings grow. Remember, your TSP account is your responsibility to manage and you should check on its status regularly.

A specific note for the **National Guard/Reserve**: The TSP and similar civilian retirement plans (such as a 401(k)) share the same annual contribution limit (refer to IRS for annual contribution limits), under IRS regulations. This means, National Guard and Reserve members who have more than one 401(k)-type retirement savings account, cannot contribute more than the IRS limit across all of their accounts in any given calendar year.

## **SHOW SLIDE 85: THRIFT SAVINGS PLAN (TSP)**

### **VIDEO 2**

#### **KEY POINTS**

The TSP savings can add to your monthly retired pay benefit even if you do not serve at least 20 years in the Uniformed Services.

You may begin contributing to the TSP now by filling out and turning in TSP Form U1: TSP Election, at this event (for bootcamp). After bootcamp, changes in contribution level can be accomplished on the MyPay website.

After 60 days of service your TSP account is created and you are automatically enrolled in the TSP with a default contribution of 5% of your basic pay. You will also begin receiving Automatic Service Contributions of 1% of your basic pay (or drill pay for the National Guard and Reserve).

After completing two years of service you are eligible for Service Matching Contributions to your TSP.

- After two years you are entirely vested in your TSP account. Vesting is the right to keep the money and the interest earned on that money the Army contributed to your retirement account. Under the BRS, vesting is based on the length of time you are in the Army. Once 'vested' that amount of money in your retirement account is yours to keep and the Army cannot take it back. For the automatic 1%, it is 2 years.
- Getting into the saving habit early gives your money time to grow and is key to a secure financial retirement.
- Your TSP account is a portable retirement benefit and can be taken with you if you separate/leave service.

The money from your pay will automatically go into a TSP Lifecycle retirement fund, also known as the L Fund, which is appropriate for your projected age of retirement, unless you choose other TSP Fund options.

Once your TSP account has been set up for you by your Service (generally 60 days), you'll be able to access it online at TSP.gov.

No matter how much you contribute of your basic pay, you can only receive the maximum contribution from your Service of an amount equal to 5% of your basic pay. If you stop making regular basic pay contributions, your Service Matching Contributions will also stop. You will still receive the Automatic (1%) Service contributions.

**SHOW SLIDE 86: ASK YOURSELF**

Part of being mission ready is being financially sound—it's your Service's expectation that service members are financially ready--now and into retirement.

You don't need to wait until a mandatory training class like this to take control of your retirement journey. You are in control of your financial future.

**SHOW SLIDE 87: NAVIGATE YOUR WAY TO A SECURE FINANCIAL FUTURE**

Taking control of your retirement and your financial future is your responsibility. No one else is going to do it for you, but the Army is here to help with financial readiness education and financial counselors who will work with you. It's important for you to know that the earlier you get started with your retirement savings, the more savings you'll have for later in life.

Saving money early in your career has a tremendous impact on your financial future.

**Video - Navigate Your Way to a Secure Financial Future**

**SHOW SLIDE 88: YOUR TSP RESPONSIBILITIES**

**Your responsibilities with TSP.** Once enrolled in TSP you have additional responsibilities:

1. Make contribution elections-as you get promoted, receive time-in-grade increases, and any yearly raises, re-evaluate your finances to see if you can increase your contribution elections. Remember, if you zero out your TSP contributions, you will be automatically re-enrolled at the default rate each calendar year.
2. All Automatic and Matching contributions go into the Traditional (pre-tax) tax treatment. You can choose whether you want your contributions to go to traditional (pre-tax), Roth (after-tax) or a combination of both. You would make that decision through myPay.
3. Make investment and allocation decisions.
4. Keep accurate up-to-date personal information through myPay and tsp.gov. If you need to change your address, you MUST do it through myPay.
5. Designate a beneficiary by filling out a TSP-3. You can see your beneficiaries in your account.
6. Actively manage your account-Periodically, you should login to TSP.gov to see how your investments are doing and watch your savings grow. Remember, your TSP account is your responsibility to manage and you should check on its status regularly.

**TSP Website.** For more in-depth information on the TSP program go to [www.tsp.gov](http://www.tsp.gov). Or call the ThriftLine at 877-968-3778.

**SHOW SLIDE 89: YOUR TSP INVESTMENT OPTIONS**

LIFESYCLE FUNDS

**YOUTUBE LINK**

**For more information on your investment options, visit [tsp.gov](http://tsp.gov).**

**Use slides 90 through 92 to conduct a check on learning**

**SHOW SLIDE 90: Check on Learning**

The Blended Retirement System is for all new enrollees into the Army on or after

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**Answer: January 1, 2018**

**SHOW SLIDE 91: Check on Learning**

What are some of your responsibilities once enrolled in TSP?

**Answers May Include:**

1. Make contribution elections-as you get promoted, receive time-in-grade increases, and any yearly raises, re-evaluate your finances to see if you can increase your contribution elections.
2. You can choose whether you want your contributions to go to traditional (pre-tax), Roth (after-tax) or a combination of both.
3. Make investment and allocation decisions.
4. Keep accurate up-to-date personal information through myPay and tsp.gov.
5. Designate a beneficiary.
6. Actively manage your account.

**SHOW SLIDE 92: Check on Learning**

Question: True or False?

The TSP savings can add to your monthly retired pay benefit even if you do not serve at least 20 years in the Uniformed Services.

**Answer: True**

**SHOW SLIDE 93: Repeat TLO**

Action: Manage Your Personal Finances

Condition: Students in a classroom environment, given a Leave and Earning Statement, handout, and access to a computer workstation.

Standards:

Identify the need for Personal Financial Management.

Recognize the Warning Signs of Service members financially at risk.

Identify the meaning of all elements of the Leave and Earnings Statement (LES).

Describe the principles of a myPay account.

**SHOW SLIDE 94: Thank you!**

This concludes the training on "Manage Your Personal Finances".

**SHOW SLIDE 90: Check on Learning**

Question:

The Blended Retirement System is for all new entrants into the uniformed services on or after \_\_\_\_\_.

Answer:

January 1, 2018

Reference: Student Handout Slides 56, 90;

**SHOW SLIDE 91: Check on Learning**

Question:

What are some of your responsibilities once enrolled in TSP?

Answers:

May include:

**Your responsibilities with TSP.** Once enrolled in TSP you have additional responsibilities:

1. **Make contribution elections-as you get promoted, receive time-in-grade increases, and any yearly raises, re-evaluate your finances to see if you can increase your contribution elections.** Remember, if you zero out your TSP contributions, you will be automatically re-enrolled at the default rate each calendar year.
2. All Automatic and Matching contributions go into the Traditional (pre-tax) tax treatment. **You can choose whether you want your contributions to go to traditional (pre-tax), Roth (after-tax) or a combination of both.** You would make that decision through myPay.
3. **Make investment and allocation decisions.**
4. **Keep accurate up-to-date personal information through myPay and tsp.gov.** If you need to change your address, you MUST do it through myPay.
5. **Designate a beneficiary** by filling out a TSP-3. You can see your beneficiaries in your account.
6. **Actively manage your account**-Periodically, you should login to TSP.gov to see how your investments are doing and watch your savings grow. Remember, your TSP account is your responsibility to manage and you should check on its status regularly.

Reference: Student Handout Slide 88, 91

SHOW SLIDE 92: Check on Learning

Question: True or False?

The TSP savings can add to your monthly retired pay benefit even if you do not serve at least 20 years in the Uniformed Services.

Answer: True

Reference: Student Handout Slide 92

Review Summary:

During this lesson, we discussed the following elements of the BRS:

BRS Basics

TSP

Your Responsibilities

Investment Options

**SHOW SLIDE 93:** Terminal Learning Objective  
Restate Terminal Learning Objective, Verbatim.

**SHOW SLIDE 94:** Thank You!

## SECTION IV. SUMMARY

Method of Instruction:	Discussion (Small or Large Group)
Mode of Delivery:	Resident Instruction
Instr Type(I:S Ratio):	Military - NON-ICH (1:50) (Drill Sergeant)
Time of Instruction:	10 mins

### Check on Learning

Determine if the Soldiers have learned the material presented by soliciting Soldier questions and explanations. Ask the Soldiers questions and correct misunderstandings.

### Review/ Summary

a. Determine if students have learned the material presented by--

(1) Soliciting student questions and explanations

(2) Asking questions and getting answers from the students

(3) Providing immediate feedback in context to the material presented and correcting student misunderstandings

#### **SHOW Slide 5: Summary**

**b. Summary: During this lesson, I went over the Leave and Earnings Statement and described all of its fields. I also talked about myPay. Keeping your finances in order is your duty as well as your responsibility.**

**c. Closing Statement: Locally produced -OR- You have just seen a small sample of the information concerning the Soldier in the Army. It may seem hard to understand it all, but the system does work for you. As your time in the service increases, you will become more familiar with all the benefits for you and your dependents.**

## SECTION V. STUDENT EVALUATION

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**Testing  
Requirements**

None

**Feedback  
Requirements**

- a. At the end of the block of instruction, conduct an AAR that allows the Soldiers to identify strengths and weaknesses. If the Soldiers fail to point something out, the Instructor should do so.
  
- b. Communicate to the Soldiers if they did or did not meet the established Outcomes for this lesson.

**Appendix A - Viewgraph Masters**

**Manage Your Personal Finances**  
**805A-BT805068 / Version 8.1 ©**

<b>Sequence</b>	<b>Media Name</b>	<b>Media Type</b>
None		

## Appendix B - Assessment Statement and Assessment Plan

**Assessment Statement: None.**

**Assessment Plan: None.**

**Appendix C - Practical Exercises and Solutions**

**PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 805A-BT805068 Version 8.1 ©**

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**Appendix D - Student Handouts**

**Manage Your Personal Finances**  
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<b>Sequence</b>	<b>Media Name</b>	<b>Media Type</b>
None		