

APPENDIX A TO PART 527—REFERENCES

\*Army publications referenced in this document are available from the National Technical Information Service, U.S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161, Telephone: (703) 487-4684.

*Section I*

Required Publications

- AR 30-19  
Army Commissary Store Operating Policies. (Cited in §527.1(b))
- AR 37-103  
Finance and Accounting for Installations: Disbursing Operations. (Cited in §527.1(b))
- AR 37-104-3  
Military Pay and Allowances Procedures: Joint Uniform Military Pay System (JUMPS-Army). (Cited in §527.29(c))
- AR 37-104-10  
Military Pay and Allowances Procedures for Inactive Duty Training: Joint Uniform Military Pay System—Reserve Components (JUMPS-(RC)-Army). (Cited in §527.29(c))
- AR 37-109  
General Accounting and Reporting for Finance and Accounting Offices. (Cited in §527.29(C))
- AR 60-20/AFAR 147-14  
Army and Air Force Exchange Service (AAFES) Operating Policies. (Cited in §527.1(b))
- AR 190-29  
Minor Offenses and Uniform Violation Notices Referred to U.S. District Courts. (Cited in §527.19(h))
- AR 215-1  
Administration of Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities. (Cited in §527.1(b))
- AR 215-2  
The Management and Operation of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in §527.1(b)) Preparation, Coordination, and Approval of Department of the Army Publications. (Cited in §527.7(b))
- AR 600-20  
Army Command Policy and Procedures. (Cited in §527.11(c))
- AR 600-31  
Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings. (Cited in §527.30(i))
- AR 600-37  
Unfavorable Information. (Cited in §527.30(i)) Identification Cards, Tags, and Badges. (Cited in §527.33(a))

*Section II*

Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

Department of Defense Military Pay and Allowances Entitlements Manual (DODPM). Exchange Service Manual 55-21.

*Section III*

Referenced Forms

- DA Form 3686  
JUMPS-Army Leave and Earnings Statement
- DD Form 2A (Act)  
Active Duty Military ID Card
- DD Form 2A (Res)  
Armed Forces of the United States ID Card (Reserve).
- DD Form 2A (Ret)  
United States Uniformed Services ID Card (Retired)
- DD Form 139  
Pay Adjustment Authorization

GLOSSARY

*Section I*

Abbreviations

- AAFES—Army and Air Force Exchange Service
- ACS—Army Community Service
- AF—appropriated fund
- ASA(FM)—Assistant Secretary of the Army (Financial Management)
- CG—commanding general
- DA—Department of the Army
- DCSPER—Deputy Chief of Staff, Personnel
- DOD—Department of Defense
- DODPM—Department of Defense Military Pay and Allowances Manual
- DODRPM—Department of Defense Retired Pay Manual
- DPCA—Deputy for Personnel and Community Activities
- HQDA—Headquarters, Department of the Army
- ICCO—installation check control office(r)
- ID—identification
- MACOM—major Army command
- NAF—nonappropriated fund
- OASA(FM)—Office of the Assistant Secretary of the Army (Financial Management)
- PAC—Personnel Administration Center
- PFR/SMM—personal financial readiness/soldier money management
- POI—program of instruction
- RCS—requirement control symbol
- SSN—social security number
- TDY—temporary duty
- TRADOC—U.S. Army Training and Doctrine Command

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UCMJ—Uniform Code of Military Justice  
USACFSC—U.S. Army Community and Family Support Center

Section II

Terms

*Agency relationship.* Relationship that exists when an individual authorizes a person (or persons) to act on the individual's behalf

*Check-cashing facility.* Appropriated fund or non appropriated fund activity that accepts or cashes checks for merchandise, services, cash, or payment of debts to the Government

*Dishonored check.* Check returned unpaid by the financial institution on which it was drawn due to insufficient funds, closed account, no account, or other like cause

*Central file of offenders.* A file maintained by the installation check control officer listing all persons that have written a dishonored check. This file is not published for use by any of the check-cashing facilities

*Dishonored check list.* Manual list or listing stored in an electronic check verification system of persons whose check-cashing privileges are suspended

*Electronic check verification system.* Automated system that identifies persons whose check-cashing privileges have been denied; for example, the AAFES' TRW system, or the commissary's National Cash Register electronic point of sales system

*Grace period.* Time allowed (10 calendar days from date of notification letter) in which

redemption of a dishonored check must be made

*Offense.* An offense occurs when a check writer does not redeem a dishonored check within the grace period. The dishonored check was not the result of a bank or other excusable error

*Habitual dishonored check writer.* A soldier who writes dishonored checks on a regular basis but redeems the check within the grace period, thus never being placed on the dishonored check list

*Overstamped ID card.* DD Form 2A (Act) (Active Duty Military ID Card), DD Form 2A (Res) (Armed Forces of the United States ID Card (Reserve)), DD Form 2A (Ret) (United States Uniformed Services ID Card (Retired)), or other form of identification for Active, Reserve Components, retired or civilian personnel stamped on the face to show check-cashing privileges are revoked

*Proof of bank or other excusable error.* Written admission of error by a financial institution or other responsible party clearing check writer of fault

*Related offense.* Any group of dishonored checks which resulted from a common error (for example, a subtraction error in the checkbook). The check writer must prove to the ICCO that these dishonored checks are related. If none of the checks are redeemed, they will be called one offense

*Two-party check.* A written order dated and signed by the maker directing the bank to pay a certain sum of money to the order of a second party.