



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND

FORT MCPHERSON, GA 30330-1062

REPLY TO  
ATTENTION OF

AFRM-B-O

JUN 29 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Finance Mobilization and Demobilization Standing Operating Procedure

1. Reference memorandum, ASAFM&C, 9 Jun 04, subject: Finance Mobilization and Demobilization Standing Operating Procedure (encl).

2. Our Reserve and National Guard soldiers are vital to the global war on terrorism. Financially taking care of them and their families by ensuring they receive their appropriate pay and entitlements is imperative. Therefore, I fully endorse the immediate implementation and use of the Finance Mobilization and Demobilization Standing Operating Procedure (SOP) recently distributed throughout the Army finance community by Mr. Ernest J. Gregory, Acting Assistant Secretary of the Army (Financial Management and Comptroller).

3. Every mobilization and demobilization site must use the SOP. The SOP covers in detail the critical tasks that must be performed to ensure accurate and timely pay during each phase of the mobilization and demobilization process. Because of its size, the SOP has been transmitted to your Directorate of Resource Management under a separate cover.

4. When visiting mobilization and demobilization operations, check paymaster operations for this SOP. With our over watch we will restore the Reserve Component soldiers' faith in our pay systems.

5. For more information, contact DSN 367-5580.

Encl

DAN K. MCNEILL  
General, USA  
Commanding

DISTRIBUTION:

Commander  
First US Army  
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US Army South (USARSO)  
US Army Reserve Command (USARC)

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Director, Army National Guard (w/encl)  
Assistant Chief of Staff for Installation Management (w/encl)



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
FINANCIAL MANAGEMENT AND COMPTROLLER**

WASHINGTON DC 20310-0109

JUN 09 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Finance Mobilization and Demobilization Standing Operating Procedure

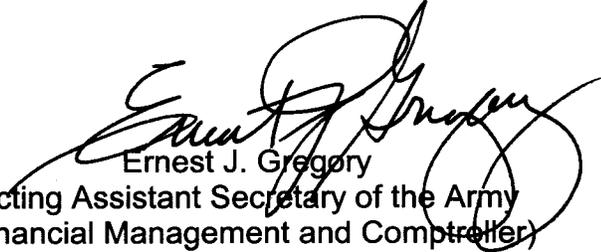
The Finance Mobilization and Demobilization Standing Operating Procedure (SOP) is enclosed for your immediate compliance. Pay responsibility, transaction requirements and processes during the mobilization and demobilization of our Reserve Component Soldiers are outlined in this document. Train your teams on these procedures.

The SOP has been developed to improve pay accuracy and timeliness and ensure the Soldier's financial readiness during mobilization from the initial alert phase through the return to home station. It also defines each finance office's tasks, responsibilities and pay standards during each phase. Your headquarters finance element will continue to conduct compliance reviews to sustain or improve pay effectiveness and accountability or to assist in areas needing improvement. The finance review team will furnish results of the inspection to your command.

As Soldiers are called on to serve the nation, it is imperative they receive accurate and timely pay for their families as well as themselves. Therefore, when you receive a pay inquiry, "you own it and you fix it." Soldiers deserve the best pay service - and nothing less!

The Army National Guard, the United States Army Reserve Center, and Defense Finance Accounting Service have coordinated on this SOP.

My point of contact is CSM Sablan, United States Army Finance Command. He can be reached at DSN 699-1750/2664, commercial (317) 510-1750/2664

  
Ernest J. Gregory  
Acting Assistant Secretary of the Army  
(Financial Management and Comptroller)

Enclosure

**DISTRIBUTION:**

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Commander, 266<sup>th</sup> Finance Command  
Commander, 13<sup>th</sup> Finance Group  
Commander, 18<sup>th</sup> Soldier Support Group  
Commander, 9<sup>th</sup> Finance Battalion  
Commander, 125<sup>th</sup> Finance Battalion  
Commander, 267<sup>th</sup> Finance Battalion  
Commandant, Finance School and Regiment



# FINANCE MOBILIZATION AND DEMOBILIZATION STANDING OPERATING PROCEDURE

## *Soldier Finance Readiness*



*The pride, passion and professionalism of finance Soldiers... "One Team, One Mission"*



6 MAY 2005



From the Assistant Secretary of the Army  
(Financial Management and Comptroller)

Predictability enhances performance. This procedural guidance has been developed for you to use in the performance of your daily finance duties during the mobilization and demobilization of Reserve Component (RC) Soldiers in support of contingency operations.

From October 2003 to present, key finance senior leaders and Soldiers from the United States Army Finance Command (USAFINCOM), 336<sup>th</sup> Finance Command; Finance School (FIS), Defense Finance and Accounting Service (DFAS), Forces Command (FORSCOM), Army National Guard Bureau (NGB) and the United States Army Reserve (USAR) have been conducting Finance Mobilization and Demobilization Executive Panel sessions. The purpose of these study panels was to assess and improve our reserve pay input accuracy, procedures and relevance as we support today's contingencies in a contemporary operating environment.

This Standing Operating Procedure (SOP) is the result of the comprehensive study panels and numerous on-site visits to installations that will help us to perform our daily duties to standard and train our finance Soldiers and teams on "***what right looks like.***" It outlines the critical tasks you must perform toward achieving 100% Soldier and pay accountability during each phase of the mobilization and demobilization process. This includes pay input and account maintenance from the planning phase, to the alert phase, to home station activity phase, to the mobilization station phase, the deployed location phase, to the demobilization location phase, and finally, back to home station activity phase.

To ensure we pay our mobilized Soldiers accurately and timely, there shall be no substitute for the timely and accurate pay transactions for each performance measure listed in each phase. You and our finance team members have the monumental responsibility and role to assure Soldiers' financial readiness and status are kept current. As RC Soldiers are called upon to preserve freedom and stability worldwide on behalf of America, at times on repeated active duty tours, they and their families deserve nothing less.

On behalf of my entire staff, Soldiers and civilians, thank you for your unyielding dedication and sacrifice every day. You, also, are equally important and have a significant role in a noble profession. I have the unequivocal trust and confidence in you serving our Soldiers proudly and with distinction each and every day.

"Support and Serve"

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## Chapter 1 Introduction

1. **PURPOSE.** The purpose of this Standing Operating Procedure (SOP) is to ensure that basic entitlements for pay are established for Reserve Component (RC) Soldiers ordered to active duty (AD) in support of contingency operations. This SOP also provides all AC and RC finance Soldiers a basic understanding of the finance missions involved with mobilizing and demobilizing RC Soldiers. Predictability enhances performance.

2. **SCOPE.** This SOP will provide AC and RC finance leaders and Soldiers guidance on pay processing and associated requirements during the following phases: home station, mobilization station, deployed location, demobilization station, and finally, return to home station. Since not every paying activity or installation operates the same way, flexibility in methods of service may be necessary. Finance personnel must constantly coordinate with the chain of command to ensure the finance office has adequate staffing and resources to accomplish the mission.

3. **APPLICABILITY.** The provisions of this SOP apply to all finance personnel commanded or supported by the ARNG, USAR, FINCOMs, Finance Groups, DFAS and installations.

4. **REFERENCES.** Refer to Annex J.

5. **SUGGESTED IMPROVEMENTS.** The proponent for this SOP is USAFINCOM. This SOP and future changes are available at the ASA (FM&C), Finance School and AKO web sites. Finance team members should first send comments and suggested improvements to DFAS, Army National Guard Financial Services Center (ARNGFSC) or United States Army Reserve Command (USARC), as applicable. These organizations will consolidate comments received from their teams and forward them to USAFINCOM. The email addresses are listed below:

Mail: Commander  
United States Army Finance Command (USAFINCOM)  
ATTN: SOP Proponent, Room 204V-1  
8899 E. 56<sup>th</sup> Street  
Indianapolis, IN 46249

Phone: DSN 699-6910/3016/2223 or commercial 317-510-xxxx.

## Chapter 2

### Pay Responsibilities for Reserve Units and Finance Activities

1. **General.** Predictability enhances performance. A key element to ensuring effective maintenance and accuracy of RC Soldiers' pay accounts is proper Soldier Readiness Processing (SRP) conducted by reserve unit commanders while at home station. When commanders perform SRPs prior to Soldiers being alerted to mobilize, and as mandated by regulatory guidance and unit standing operating procedures, the Soldier's pay and allowances will be current when they are activated onto the finance reserve pay system, DJMS-RC (FCP, DMO). Active Guard and Reserve Soldiers (AGRs, both Title 10 and Title 32) will remain on the active pay system, DJMS-AC (FCP, DMO). Refer to Chapter 11 for AGR processing. SRPs, when conducted properly, also help ensure Soldiers provide financial support for their family members while the Soldiers support contingency operations. Each finance technician, leader or element throughout the mobilization and demobilization phase has the duty and obligation to "Support and Serve" by ensuring timely and accurate pay for all Soldiers.

2. **Soldier Service Standard.** If you see a pay concern, you own it and you fix it. As RC Soldiers process through the designated mobilization and demobilization stations, the finance office servicing the Soldier at any given point will take ownership of the Soldier's pay inquiry and will be responsible for resolving it immediately. That finance office will not refer the Soldier to his or her parent reserve unit or paying activity. Instead, the finance office will obtain the necessary information and documents, if applicable, from the Soldier and will update the pay account. Coordination with the Soldier's unit representative and parent paying office (either the United States Property and Fiscal Office (USPFO) for ARNG or the US Army Reserve Pay Center (UPC) for USAR) is necessary to ensure timely changes or payments to the Soldier. The finance office will notify the Soldier and unit of completed actions(s) within 72 hours. Document your actions.

3. **Finance Standards Matrix.** The Finance Tasks, Responsibilities and Pay Standards Matrix at Annex A specifically outlines, as the minimum, the actions and primary and secondary responsibilities required that each supporting finance office will perform during the phases of mobilization and demobilization.

4. **Pay Service Roles and Responsibilities.** The following are RC unit personnel and finance paying support activities and their primary responsibilities:

a. Unit Administrator (UA). The UA has overall responsibility for receiving, reviewing and obtaining authentication for pay-related documents received from their commanders, leaders and Soldiers located throughout the Continental United States (CONUS) and Outside Continental United States (OCONUS). The UA then forwards the documents for input to either the USPFO for ARNG Soldiers or to the UPC for USAR Soldiers. In the absence of the unit's UA or assigned AGR, the senior NCO or officer is responsible for completing these actions.

b. USPFO. There are 54 USPFOs located in the United States and its territories that support military pay for ARNG Soldiers and units. ARNG units submit pay-supporting documents directly to their designated USPFO. The designated USPFO is responsible for inputting pay transactions, confirming pay cycle updates, making corrections, inputting non-automated pay and allowances and performing the tasks listed at Annex A. The USPFO is also responsible for briefing the units on military pay, travel and allowances and assisting in completing finance-related documents during the SRP or when requested by the commander.

c. UPC. The UPC supports USAR Soldiers and units in CONUS. Also, the 7<sup>th</sup> Army Reserve Command services Europe; the 9<sup>th</sup> Regional Readiness Command services the Pacific; and the Human Resources Command – St Louis services Individual Ready Reserves and Individual Mobilization Augmentees. These activities conduct their own reserve pay processing and function as separate finance elements. There are 11 Regional Readiness Commands (RRCs) and 25 Direct Reporting Commands (DRCs). The reserve units submit pay-supporting documents directly to the UPC. The UPC is responsible for inputting pay transactions, confirming pay cycle updates, making corrections, inputting non-automated pay and allowances and performing the tasks listed at Annex A. The RRC is responsible for briefing the units on military pay, travel and allowances and assisting in completing finance-related documents during the SRP or when requested by the commander.

d. Home Station and Post-demobilization Home Station Activities. These stations are key to the success of Soldiers pay: **Pay readiness and accuracy start and end at home station.** Home station refers to the United States Property and Fiscal Offices (USPFO) or USARC's RRCs and units. The USPFO or USAR unit or office conducts finance one-on-one interviews (in and out processing) at the USPFO, RC unit or a designated location. It is imperative that finance personnel plan and coordinate finance support with their RC units well in advance and maintain close relationship with the units at all times. The USPFO or RRC will coordinate the finance command briefing and require commander involvement (responsibility of the pay office). Annex A contains the station's primary finance and pay responsibilities.

e. Mobilization and Demobilization Station. Finance personnel in these stations conduct one-on-one interviews with each Soldier and verify or correct their pay and allowances when not accomplished by the home station, port of debarkation or deployed location. Primary staffing is provided by DFAS through the local DMPO or FB. However, the overall mission responsibility rests with the permanent finance element providing garrison finance support for the host installation. Annex A contains the station's primary finance and pay responsibilities.

f. Ports of Debarkation (POD) or Deployed Location. Finance personnel in these locations ensure that all Soldiers arriving and departing the location receive or terminate, as applicable, the proper pay, allowances and entitlements. They also take action to correct or update Soldiers' pay accounts, as necessary. Annex A contains the location's primary finance and pay responsibilities.

## **Chapter 3**

### Finance Leaders Critical Tasks and Responsibilities

1. **General.** Predictability enhances performance. The success or failure of an organization, in part, rests with its finance leaders who are supporting mobilization and demobilization functions. There are several critical finance leader tasks that must be accomplished during each phase of the mobilization and demobilization process to ensure that RC Soldiers are paid on time and with the correct pay and entitlements. It is imperative that finance leaders conduct advanced unit planning and coordination to ensure adequate resources such as personnel, training, equipment and time are to standard. These essential elements must occur and perpetuate at home station, mobilization station, deployed location, demobilization station and home station. The finance leader must stay involved with the mobilization station commander, servicing finance battalion commander or DMPO chief and higher headquarters to keep them informed of successes and areas needing assistance. Leaders that are hands-on can gain experience and valuable insight from these actions to effectively “Support and Serve” all Soldiers.

2. **Finance Standards Matrix.** The Finance Tasks, Responsibilities and Pay Standards Matrix at Annex A specifically outlines, as the minimum, the actions and primary and secondary responsibilities required that each supporting finance office will perform during the phases of mobilization and demobilization.

3. **Critical Tasks and Responsibilities.** Finance leaders will assist RC units complete the tasks listed in Phase I and II (unit action). Finance leaders are responsible for completing the tasks listed in Phase III to VII (finance action).

a. Phase I, Planning Phase (Unit Action):

(1) Conduct Soldier Readiness Processing (SRP). ARNG units conduct SRP once a year; USAR units twice a year. Prior to the unit's SRP, finance provides the units the Finance Mobilization and Demobilization Documentation Requirements Checklist (Annex E) and a listing of required documents needed at the SRP site to substantiate or start entitlements. During the actual SRP, finance clerks will conduct one-on-one interviews with each RC Soldier and review finance-related documents.

(2) Brief Soldiers on military pay, travel and allowances. Furnish each Soldier the flyers at Annex B and C.

(3) Coordinate with G-1 to ensure sufficient time for all finance briefings. Brief and encourage Soldiers to enroll in myPay (AKO is mandatory).

(4) Conduct Annual Records Review (conducted during birth month by ARNG and USAR).

(5) Conduct Commander's Soldier Certification (conducted during birth month by ARNG and USAR).

(6) Finance will participate in mobilization exercises, lessons learned updates, working groups and meetings to gain knowledge and experience in the mobilization and demobilization process. These actions will help strengthen and maintain constant relationship with the units finance supports, and not only during contingency operations.

(7) Finance will coordinate a finance compliance review by higher headquarters at least once every two years.

b. Phase II, Alert Phase (Unit Action):

(1) Assist units in updating Soldiers' financial and deployment packet IAW Army policy, unit SOP and this SOP.

(2) Submit derivative unit identification codes to DFAS Systems Liaison and Procedures Office (SLAPO) using Terminal Area Office (TAO) mail.

c. Phase III, Home Station Activities (Finance Action):

(1) Identify current and future finance core competencies and skills training requirements to ensure finance personnel are proficient in these areas.

(2) Identify resource requirements. This includes, but is not limited to personnel, equipment, communications support and life support systems.

(3) Initiate the appropriate requests for c (1) and c (2) above to higher echelons in sufficient time to meet the finance mission.

(4) Ensure adherence to separation of duties.

(5) Participate in mobilization exercises, lessons learned updates, working groups and meetings with RC commands and units to gain knowledge and experience in the mobilization and demobilization process.

(6) Issue each Soldier a Finance Mobilization and Demobilization Documentation Requirements Checklist (Annex E). Place this finance checklist with a copy of the Soldier's MMPA in the Soldier's mobilization packet. Annex E is generated at home station, carried to the mobilization station, the Soldier is given a copy and the mobilization station retains a copy on file pending demobilization. A copy of Annex E will be placed in the Soldier's mobilization packet and will accompany the Soldier to the theater or deployed location.

(7) Brief Soldiers on military pay, travel and allowances. Furnish each Soldier the flyers at Annex B and C. Use Annex D as a guide.

(8) Issue the Unit Administrator (UA) or unit leader DA Forms 481 (Military Leave Record) and instruct them to track information on leave taken with DA Forms 31 for each Soldier. Also, brief commanders or unit leaders on leave policy; leave accountability; leave processing requirement to the local servicing finance office; and the requirement to turn in a Leave Verification Form (signed by the unit commander) upon demobilization.

(9) Brief the family readiness groups on finance pay and entitlements. The USAR units should provide each Soldier with the "Finance Guide for Mobilizing Soldiers" handbook, if the Soldier was not provided the handbook during the unit briefing. The ARNG units should issue each Soldier the "Citizen-Soldier's Guide to Mobilization Finance" handbook.

(10) Start special and incentive pays and start and input non-automated pays.

(11) Input pay transactions within 72 hours after receipt of document(s).

(12) Research and resolve rejects and management notices within 72 hours.

(13) Perform pay inquiry analysis. If necessary, contact the unit for continuous improvement.

(14) Perform Medical Retention Processing (MRP, formerly ADME) IAW Chapter 13.

(15) Conduct internal finance compliance review annually (Annex M).

d. Phase IV, Mobilization Station (Finance Action):

(1) Identify current and future finance core competencies and warrior skills training requirements to ensure Soldiers are proficient in these areas.

(2) Identify resource requirements. This includes, but is not limited to personnel, equipment, communications support and life support systems.

(3) Initiate the appropriate requests for d (1) and d (2) above to higher echelons in sufficient time to meet the finance mission.

(4) Ensure adherence to separation of duties.

(5) Participate in mobilization exercises, lessons learned updates, working groups and meetings with the installation commander, military personnel division/G1, G3, etc.

(6) Contact, in advance, the unit commander of the units scheduled to process through the mobilization station to coordinate and complete all finance-related matters.

(7) Conduct military pay, travel and allowances briefing and interview each Soldier one-on-one using MMPA on the pay system. Use Annex B, C and D as guides.

(8) Issue the Unit Administrator (UA) or unit leader DA Forms 481 (Military Leave Record), if not previously accomplished by the home station, and instruct them to track information on leave taken with DA Forms 31 for each Soldier. Also, brief commanders or unit leaders on leave policy; leave accountability; leave processing requirement to the local servicing finance office; and the requirement to turn in a Leave Verification Form (signed by the unit commander) upon demobilization.

(9) Retain a copy on file of each Soldier's Finance Mobilization and Demobilization Document Requirements Checklist (Annex E) pending the Soldier's return for demobilization.

(10) Input pay transactions within 72 hours after receipt of document(s).

(11) Research and resolve rejects and management notices within 72 hours.

(12) Perform pay inquiry analysis. If necessary, contact the unit for continuous improvement.

(13) Perform Medical Retention Processing (MRP, formerly ADME) and Wounded in Action (WIA) and Disease Non-battle Injury (DNBI) Pay Account Management IAW Chapter 13.

(14) Submit to DFAS-IN, Mobilization and Demobilization Support Team (MDST) the Soldier Data Reconciliation Report and Transactions Analysis Report NLT the 5<sup>th</sup> working day of each month.

(15) Conduct internal finance compliance review annually (Annex M).

e. Phase V, Ports of Debarkation (PODs) or Deployed Location (Finance Action):

(1) Identify current and future finance core competencies and warrior skills training requirements to ensure Soldiers are proficient in these areas.

(2) Identify resource requirements. This includes, but is not limited to personnel, equipment, communications support and life support systems.

(3) Initiate the appropriate requests for e (1) and e (2) above to higher echelons in sufficient time to meet the finance mission. The following guidance apply to RC and AC units:

*The key to an effective transition of finance responsibility is for the finance leaders and Soldiers that are scheduled to arrive in the deployed location to be adequately trained in finance core competencies and warrior skills - prior to departing home station. Another critical phase is the adequacy of the transition training period and battle hand-over between units arriving and those they will replace. Request reserve pay training from the respective directorate of the Army Finance School or UPC/Army Reserve Readiness Training Center. Lastly, the incoming major finance organization responsible for theater finance operations should request, in advance, to DFAS, Army Military Pay Operations, a theater orientation and train-up workshop.*

- (4) Ensure adherence to separation of duties.
- (5) Conduct in-processing finance pay and entitlements briefing upon arrival of Soldiers into the deployed location. Include emphasis on leave policy; leave accountability; leave processing requirement to the local servicing finance office; and the requirement to turn in a Leave Verification Form (signed by the unit commander) upon demobilization. In the theater of operations, a finance Soldier will brief all in-coming Soldiers in person. Use Annex B, C and D as guides.
- (6) Start or stop, as appropriate, deployed or location-specific pay and allowances, to include non-automated pays.
- (7) Remove data on Soldiers who departed the theater from the main data file, reducing the propensity for re-starts and overpayments.
- (8) Process data files (military pay inputs) for deployed or location-unique pay and entitlements to DFAS Systems Liaison and Procedures Office (SLAPO) for upload. Process these inputs on the same day the TRN and JTPR files are received and reviewed.
- (9) Monitor and coordinate with medical units and hospital facilities for evacuated personnel or medical redeployments at least twice a month.
- (10) Conduct 100% audit within 48 hours of Soldiers arriving to ensure combat entitlements have started.
- (11) Participate in mobilization working groups, lessons learned updates and meetings with combatant commanders, military personnel division/G1, G3, etc.
- (12) Coordinate with the G1 and higher commands to account 100% of Soldiers arriving and departing at locations other than the APODs and SPODs so that finance ensures the Soldiers receive the correct pay and entitlements.

(13) Perform pay inquiry analysis. If necessary, contact the unit for continuous improvement.

(14) Brief and complete, upon departure of Soldiers, DD Forms 1351-2 itinerary from home station to the mobilization station to the departure point from the deployed location (Annex G and I (Web site)).

(15) Input pay transactions within 72 hours after receipt of document(s).

(16) Research and resolve rejects and management notices within 24 hours.

(17) Conduct internal finance compliance review annually (Annex M).

f. Phase VI, Demobilization Station (Finance Action):

(1) Identify current and future finance core competencies and warrior skills training requirements to ensure Soldiers are proficient in these areas.

(2) Identify resource requirements. This includes, but is not limited to personnel, equipment, communications support and life support systems.

(3) Initiate the appropriate requests for f (1) and f (2) above to higher echelons in sufficient time to meet the finance mission.

(4) Ensure adherence to separation of duties.

(5) Participate in demobilization exercises, lessons learned updates, working groups and meetings with the installation commander, military personnel division/G1, G3, etc.

(6) Retrieve from the file each Soldier's Finance Mobilization and Demobilization Documentation Requirements Checklist (Annex E) and use it during the finance briefing and one-on-one interview.

(7) Verify the Soldier's pay status against the MMPA and change the tour dates. Canceling a tour requires the supervisor's approval. Stop deployed or location-unique entitlements, if necessary.

(8) Monitor erroneous AGR separations and take immediate action to correct the account, if necessary.

(9) Conduct finance briefing on Soldiers' final pay, transition leave, Special Leave Accrual (SLA), accrued leave payment and travel voucher settlement payment procedures. Use Annex C, D, G and I (travel Web site) as guides.

(10) Obtain from the unit the Leave Verification Form (signed by the unit commander).

(11) Brief Soldiers and ensure completion of DD Forms 1351-2, itinerary from the deployed location to home station.

(12) Pay enlisted clothing allowance for prorated periods after the annual payment has been made by either the Army National Guard Financial Services Center (ARNGFSC) or the United States Army Reserve Pay Center (UPC), as applicable.

(13) Perform Medical Retention Processing (MRP, formerly ADME) and Wounded in Action (WIA) and Disease Non-battle Injury (DNBI) Pay Account Management IAW Chapter 13.

(14) Input pay transactions within 72 hours after receipt of document(s).

(15) Research and resolve rejects and management notices within 72 hours.

(16) Submit to DFAS-IN, Mobilization and Demobilization Support Team (MDST) the Soldier Data Reconciliation Report and Transactions Analysis Report NLT the 5<sup>th</sup> working day of each month.

(17) Conduct 100% post-REFRAD audit within 30 days after Soldiers separate from active duty status.

(18) Conduct internal finance compliance review annually (Annex M).

g. Phase VII, Post-demobilization Home Station Activities (Finance Action):

(1) Identify current and future finance core competencies and skills training requirements to ensure finance personnel are proficient in these areas.

(2) Identify resource requirements. This includes, but is not limited to personnel, equipment, communications support and life support systems.

(3) Initiate the appropriate requests for g (1) and g (2) above to higher echelons in sufficient time to meet the finance mission.

(4) Ensure adherence to separation of duties.

(5) Participate in mobilization exercises, lessons learned updates, working groups and meetings with RC commands and units to gain knowledge and experience in the mobilization and demobilization process.

(6) Conduct pay, travel and allowances briefing.

(7) Review and update the Soldiers' accounts by using the Finance Mobilization and Demobilization Document Requirements Checklist (Annex E) during the one-on-one interview.

(8) Validate the Soldier's pay status against the MMPA and change tour dates, if not accomplished by the demobilization station. Canceling a tour requires the supervisor's approval. Terminate deployed or location-unique entitlements, if necessary.

(9) Complete, certify and forward final travel settlement vouchers for payment to DFAS-IN, Contingency Travel Office (CTO, Annex G).

(10) Perform pay inquiry analysis. If necessary, contact the unit for continuous improvement.

(11) Conduct a 100% pay account audit between 30 and 60 days after demobilization, to include accrued leave and leave payment (the demobilization station will conduct a 100% pay account audit within 30 days after demobilization).

*Failure to perform this critical task within the specified timeframe could result in substantial debts to Soldiers and their families. Too often these unfortunate cases are discovered when Soldiers return to drill status, in some situations, several months after they REFRAD.*

(12) Input pay transactions within 72 hours after receipt of document(s).

(13) Research and resolve rejects and management notices within 72 hours.

(14) Conduct internal finance compliance review annually (Annex M).

**Chapter 4**  
Planning Phase  
Phase I

1. **Mission Intent.** To ensure finance personnel conduct proper planning, coordinating and executing essential tasks to maintain 100% financial readiness. Effective planning is the cornerstone for any operation. Our current contemporary operating environment necessitates that finance activities conduct advance planning and execute tasks to standard to facilitate a smooth mobilization. *Soldier's pay readiness and accuracy start and end at the home station.*

2. **Preparation.** Predictability enhances performance. Finance and unit coordination in advance is key to Soldier pay readiness. Finance personnel will assist RC units in completing the following actions:

a. Automation. For finance activities, coordinate with information management systems personnel to ensure connectivity is achieved for DJMS-RC, DJMS-AC (FCP, DMO) and the Internet (for applicable references). Ensure that adequate laptop or desktop computers are provided for one-on-one interviews with each Soldier.

b. All RC units, with the support from finance, perform the following actions:

(1) Conduct SRP on an annual basis (ARNG) and semi-annually (USAR).

(2) Receive an annual finance briefing on military pay, travel and allowances (Annex D). Complete a Finance Mobilization and Demobilization Documentation Requirements Checklist for each Soldier (Annex E).

(3) Conduct routine review and maintenance of the UH022-2405 MMPA History Report by conducting birth month audits and participating in mobilization exercises.

(4) Maintain an active partnership with finance personnel to ensure current pay and administrative processes. Ensure commanders are reviewing the Unit Commanders Pay Management Report (UH022-2004) each month and the appropriate actions are taken timely to address and resolve pay concerns.

(5) Participate in MOBEX IAW mobilization procedures.

(6) Verify enrollment in myPay (AKO is mandatory).

(7) Complete Commander's Soldier Certification.

(8) Integrate pre-execution training IAW FORMDEPS and as established by the unit commander in home station, mobilization and demobilization activities.

**3. Finance Responsibilities.** All finance offices or units will perform the following:

- a. Conduct RC Pay Training on at least an annual basis.
- b. Ensure finance core competency training and relevance in DJMS-RC and DJMS-AC (FCP, DMO), commercial vendor services, WINIATS, DDS, FMTP, disbursing operations, safeguarding cash, cashier operations, etc. Comply with automation and systems requirements stated in paragraph 2a.
- c. Participate (mobilization and demobilization stations) in mobilization exercises and conduct RC Pay Training on an annual basis.
- d. Monitor (FORSCOM action) and ensure MOBEX are conducted on an annual basis for all mobilization and demobilization stations.
- e. Conduct (ARNG and USAR commands) random annual SRP inspections to ensure compliance by RC units.
- f. Coordinate a compliance review by higher headquarters at least once every two years.
- g. Maintain a file of the applicable documents in case the unit receives an alert order. When the unit receives an alert order, they are preparing to transition to active duty status.

**Chapter 5**  
Alert Phase  
Phase II

1. **Mission Intent.** To ensure all RC Soldiers' pay records are current by conducting 100% pay review. If the pay accounts are not current, obtain the necessary supporting documents from the Soldier immediately and update the pay account.

2. **Preparation.** Finance personnel will assist the Unit Administrator (UA) or Unit Pay Administrator (UPA), henceforth UA, in completing the following actions upon receiving a unit alert notice:

a. Notify the servicing finance office of the alert and provide a copy of orders. If a derivative UIC is used, the USPFO or UPC notifies DFAS Systems and Liaison and Procedures Office (SLAPO) to update Table 39. USPFOs will also post the derivative UIC into JUSTIS. JUSTIS is an ARNG-unique input subsystem.

(1) The UA will review the pay accounts of all Soldiers affected by the alert orders using the Soldiers' MMPA.

(2) The UA will also obtain finance-related documents, as required, for enclosure in the deployment packet.

(3) The UA or finance personnel will furnish the Finance Mobilization and Demobilization Documentation Requirements Checklist (Annex E) to each Soldier.

b. Comply with the unit's SOP on 100% Soldier and pay accountability during movement to home station.

**Chapter 6**  
Home Station Activities  
Phase III

1. **Mission Intent.** To review RC Soldiers' pay accounts by conducting one-on-one interviews and making all required initial inputs to include establishing long tours. The primary mission of the next phase is to validate Soldiers' entitlements to include reviewing inputs made by the home station (i.e., USPFO or UPC). *Soldier's pay readiness and accuracy start and end at the home station.*

2. **Preparation.** Predictability enhances performance. Proper and advance planning by finance team members is critical to a successful finance operation during home station activities. Essential elements include:

a. **Coordination and Staffing.** Coordinate in advance with G1 and G3 to determine the number of RC units and Soldiers expected to mobilize through home station. Staffing should be sufficient to ensure all Soldiers' pay accounts are accurate and updated for mobilization.

b. **Automation.** Coordinate with information management systems personnel to ensure the proper connectivity is achieved for DJMS-RC, DJMS-AC (FCP, DMO) and the Internet (for applicable references). Ensure adequate laptop or desktop computers are provided for one-on-one interviews with each Soldier.

c. **Family Readiness Group (FRG).** Coordinate in advance with the unit's Family Assistance Coordinator or Readiness Coordinator to brief them on military pay, travel and allowances (Annex D). Include and maintain the FRG's points of contact.

d. **Forms.** Ensure an abundance of required forms are available at the finance station.

3. **Separation of Duties.** Finance personnel must ensure compliance with the provisions of AR 11-37, paragraph 1-6. The same pay technician shall not have the ability to code, verify and upload or release transactions. These internal controls also apply to authorizing, approving or certifying and auditing all payments and adjustments to pay and allowances.

**4. Finance-Unit Coordination and Pay Account Update.**

a. Coordinate in advance with the RC unit to ascertain the number of Soldiers scheduled to mobilize. Complete the actions below.

b. Obtain the following official documents (to include promotion or demotion orders) from the mobilizing unit, review the MMPA, establish mobilization pay and start or change Soldiers' accounts as follows:

(1) Active Duty or Mobilization Orders and amendments, if applicable.

**ACTION:** Establish an AD long tour on DJMS-RC by using TIN A24 with pay status "O" (alpha) for each Soldier. The start date is the effective date of mobilization and the stop date must be projected out for the number of days specified in the mobilization order.

(2) Use Standard Form (SF) 1199A (Direct Deposit Sign-Up Form) or Financial Management Service (FMS) Form 2231 (Fast Start – Direct Deposit), if the Soldier desires to change the type of Direct Deposit (DD) or Electronic Funds Transfer (EFT) account or elects to use a different financial institution. All Soldiers will receive their pay by DD or EFT.

**ACTION:** Use TIN A18 to change the EFT information.

(3) Use TD Form IRS W-4 (Employee's Allowance Withholding Certificate), if a change in marital status, number of exemptions, or additional Federal tax withholding is required. For State tax withholding, each State has its own version of tax withholding form.

**ACTION:** Use TIN A17 to change withholding information.

(4) Use DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and Variable Housing Allowance (VHA)) to ensure the correct rate of Basic Allowance for Housing (BAH) is paid to the Soldier.

**ACTION:** Use TIN A32 to start BAH.

(a) A Soldier with dependent(s) will receive BAH-I using the zip code of the Soldier's primary residence for rate determination.

(b) A Soldier must have physical custody of a child in order for that child to be considered a dependent.

(c) A Soldier without dependents must provide a copy of their mortgage, lease or notarized rental agreement (refer to page 61 for an example) as a substantiating document for his or her primary residence to receive BAH-I during the period of mobilization. If the Soldier discontinues occupancy of his or her primary residence, the Soldier will receive BAH at the partial rate.

(d) A Soldier without dependents may receive BAH-DIFF in addition to BAH-I at the without dependent rate or BAH at the partial rate. BAH-DIFF is now a separate pay entitlement and the amount is not the difference between the "with" and "without" rates. The Soldier's dependent support must not be less than the BAH-DIFF

rate. Remember that as the rates change from year to year, the amount of support might require an increase to remain qualified for BAH-DIFF. Table 028 on JWMM contains the rates for BAH-DIFF.

(e) A Soldier married to another service member without any other dependents will be treated as a single Soldier for BAH purposes. Maintenance of a residence would be required to receive BAH-I. If the Soldier has another dependent other than the other service member, the Soldier will need to choose whether to receive BAH-I at the with dependent rate or BAH-I at the without dependent rate. A family residing together cannot have more than one BAH-I with dependents.

(5) Use DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance) to authorize entitlement to FSA-II, subcategory FSA-T, for a Soldier who will be separated (mobilized) from his or her family for more than 30 consecutive days. A Soldier who has joint custody of a family member may be entitled to a prorated amount. The Soldier would be entitled to FSA-T during periods in which the Soldier otherwise would have had custody of the family member. Soldiers who acquire a family member after being mobilized is entitled to FSA-T effective the date of marriage or date the family member was acquired.

**ACTION:** Use TIN A33 to start FSA. Also submit TIN C05 to pay the retroactive period of entitlement from the first day of entitlement through the most recent mid-month or end-of-month paying update.

(6) BAS. Refer to the mobilization orders to determine entitlement to BAS. Enlisted Soldiers receive the BAS standard rate while deployed in support of a contingency operation in a TDY or TCS status. A Soldier already on AD, i.e., AGR, will maintain their current BAS rate. No collection of BAS is required. If the contingency operation is determined to be under field conditions or essential unit mess, enlisted Soldiers and officers receive BAS and the meal cost is deducted from their pay.

**ACTION:** Use TIN A31 to start BAS.

(7) CONUS COLA. Use a DA Form 4187 (Personnel Action) to authorize this allowance.

**ACTION:** Use TIN D02 to start CONUS COLA; TIN CO5 for OCONUS COLA.

(8) Bonus Contract.

**ACTION:** Use TIN B03-1 to establish a reenlistment bonus and a TIN B03-6 to pay the first increment. Pay subsequent increments using TIN B03-6 upon receipt of request for payment from the bonus incentive manager.

(9) Officer Additional Clothing Allowance. For payment, use USARC Form 30-R (Officer Initial/Additional Active Duty Allowance Statement) for USAR or a Memorandum signed by the unit commander for ARNG.

**ACTION:** Use TIN B06-1 to pay, if so entitled. A \$200.00 uniform allowance is payable for active duty of more than 90 days if the officer did not receive an initial uniform allowance of more than \$400.00 during the current tour of AD or within a 2-year period before entering on the current tour of duty.

(10) SGLV Form 8286 (Service Members' Group Life Insurance Election and Certificate), properly completed, is the authority to initiate or change payroll deductions and designate beneficiary(s). The office of SGLI recommends that a RC Soldier complete a SGLV Form 8286 to designate a current beneficiary(s), if necessary.

**ACTION:** Use TIN A27 if a USAR Soldier wants to change his or her SGLI.

**ACTION:** Army National Guard Soldiers will need to validate through SIDPERS interface.

(a) No action is required for a Soldier who has full SGLI coverage prior to mobilization and wants that coverage to continue.

(b) A Soldier with no SGLI coverage is automatically enrolled for the maximum coverage with an effective date of the mobilization. No action is required if the Soldier desires the maximum coverage. However, a Soldier must complete a SGLV Form 8286 if the Soldier does not desire enrollment or wants an amount less than maximum coverage.

(c) A Soldier who is enrolled for less than full coverage prior to mobilization is automatically enrolled for the maximum coverage with an effective date of the mobilization. No action is required if the Soldier desires the maximum coverage. However, a Soldier must complete a SGLV Form 8286 if the Soldier does not desire maximum coverage.

(d) Family SGLI (FSGLI, SGLV-8286A) is an automatic enrollment since 1 Nov 01. The Soldier must take action to elect reduced coverage amount or decline coverage, otherwise, full FSGLI coverage with the corresponding premium collections is in effect. The key action that the Soldier must ensure is to update DEERS and SIDPERS before mobilization, during mobilization, and then again, at demobilization. Otherwise, the Soldier will be liable for retroactive FSGLI premiums based on the latest information in DEERS.

## 5. Perform Finance In-processing.

a. Establish Accountability. Identify a leader or point of contact (POC) for each group that is in-processing (a Commander, First Sergeant, NCOIC, etc.). Brief the leader in charge of the group regarding the impact and importance of 100% in-processing of Soldiers by finance.

b. Conduct Entitlements Briefing. Brief Soldiers on the basic mobilization military pay, travel and allowances (Annex D). Issue each Soldier a Finance Mobilization and Demobilization Documentation Requirements Checklist (Annex E). Place this finance checklist and a copy of the Soldier's MMPA in the Soldier's mobilization packet.

Briefings and finance actions will include the following:

(1) An explanation of DJMS-RC Leave and Earnings Statement (LES).

(2) Ordinary leave, R&R leave and special leave accrual.

(3) Issue the Unit Administrator (UA) or unit leader DA Forms 481 (Military Leave Record) and instruct them to track information on leave taken with DA Forms 31 for each Soldier. Also, brief commanders or unit leaders on leave policy; leave accountability; leave processing requirement to the local servicing finance office; and the requirement to turn in a Leave Verification Form (signed by the unit commander) upon demobilization.

(4) Finance's role and procedures while processing through the finance station.

(5) Requirements for documentation (i.e., orders, statement of non-availability).

(6) AGR-specific information and processing (refer to Chapter 11).

(7) Issue USAR Soldiers the "Finance Guide for Mobilizing Soldiers" handbook.

(8) Issue ARNG Soldiers the "Citizen-Soldier's Guide to Mobilization Finance" handbook.

(9) Furnish each Soldier the flyers in Annex B and C.

(10) Use the Contingency Travel Operations (CTO) Guide. See the travel Web site at Annex I.

### c. Perform One-on-one Pay Account Verification with Each Soldier.

(1) If DJMS connectivity is not available, print a copy where feasible of the Soldier's MMPA before any processing occurs. Active Guard and Reserve (AGR Title

10) Soldiers will remain on DJMS-AC – do not take off active duty status. Annotate “AGR DJMS-AC” on all documents received from AGR Soldiers. Refer to Chapter 11 for AGR processing. Ensure the following items are correct:

- (a) The Soldier's SSN.
- (b) Grade.
- (c) PEBD.
- (d) ETS.
- (e) State and Federal Tax Withholding.
- (f) Number of exemptions.
- (g) BAH status.
- (h) DD/EFT.
- (i) Mailing Address.
- (j) SGLI and FSGLI.

(2) Ensure all necessary forms are available to make appropriate corrections. All changes must go through the Standard Installation Division Personnel System (SIDPERS) to maintain the validity of the Pay-Personnel Match.

(3) Review Bonus Master History to determine status of bonus payments, which is also listed in the Unit Commanders Pay Management Report.

(4) Review the Soldier's Thrift Savings Plan (TSP) master file to ensure Soldiers understand that their current TSP percentage election during IDT will impact them dramatically once on AD. For example, an aviator has 100% of their incentive pay elected for TSP. Once on AD, and there is no change to the TSP election, 100% will be deducted for TSP. This would be a substantial dollar amount.

(5) Ensure that all documents submitted to finance from the unit are correct. If the Soldier wishes to make changes, have him or her complete the proper form and submit the appropriate substantiating documentation. USAR units use USARC Pam 37-1 as a guide.

(6) Resolve any outstanding pay concerns at home station. If the inquiry cannot be corrected on the spot, complete a DA Form 2142 (Pay Inquiry) or equivalent form, research and resolve the inquiry. Comply with the following principle of Soldier service standard:

*When Soldiers report to home station to mobilize, the unit's servicing finance office (either the USPFO or UPC) continues as the primary office responsible for resolving all pay inquiries. Obtain the supporting documentation from the unit or UA and make the proper input to update the Soldier's pay account. If necessary, coordinate with the Soldier's unit leader to resolve other inquiries. Inform the Soldier and unit leader on the action taken or action pending. When completed, notify the Soldier and unit of completed action(s) within 72 hours. Document your actions. This is our Soldier service standard.*

(7) Finance personnel will initial and date each Soldier's mobilization checklist and Annex E upon completion of the interview.

(8) After Soldiers have been interviewed, contact the unit leader on site and determine if all Soldiers have in-processed. If not, take action to obtain 100% Soldier accountability.

(9) Input pay transactions within 72 hours after receipt of document(s).

(10) Each USPFO or UPC will monitor data input and correct rejected transactions within 72 hours of initial input.

**d. Non-automated Pays.**

(1) The Soldier's current servicing USPFO or UPC is responsible for non-automated pays that require a monthly input into DJMS-RC during the entire mobilization.

(2) Each USPFO or UPC is responsible for establishing internal controls to ensure that the monthly input is performed in a timely and efficient manner. Validate all non-automated pays, including pay such as dive pay and OCONUS COLA.

**ACTION:** Use TIN D02/C05 each month prior to the end-of-month cycle (Code 3) to pay Soldiers any of the following non-automated pays:

- (a) Parachute Duty - High Altitude Low Opening (HALO).
- (b) Experimental Stress Duty.
- (c) High or Low Pressure Chamber.
- (d) Human Acceleration or Deceleration Experimental Subject.
- (e) Thermal Stress Experiments.
- (f) Toxic Fuels or Propellants.
- (g) Toxic Pesticides.
- (h) Chemical Munitions.
- (i) Continental United States (CONUS) Cost of Living Allowance (COLA) based on the Soldier's zip code.
- (j) Overseas Housing Allowance (OHA), if applicable.
- (k) Special Duty Assignment Pay (SDAP).
- (l) Foreign Language Proficiency Pay (FLPP). Deployed Soldiers who are within the FLPP testing period will continue to receive this pay until re-tested within 180 days upon return to PDS/HS.

**e. Medical Pays.** DFAS-IN makes payment into DJMS-RC to automatically pay Board Certified Pay (BCP) and Variable Special Pay (VSP) as follows:

- (1) Processes TIN A28 changing the MDVO Type Code to "N."

(2) Each State (ARNG) or UPC/USAR unit is responsible for submitting the following documents below to the AMEDD Special Pay Branch for all Medical Special Pays. The Office of the Surgeon General will review credentials, determine privileging approval and provide DFAS-IN the authorized individual rates for top loading payments into DJMS-RC. The required substantiating documents include:

- (a) Copy of AD orders.
- (b) Inter-facility Credentials Transfer and Privileging Brief (ICTPB).
- (c) If available, documents of previous extended AD periods - DD Forms 214 and ARNG Retirement Points History Statement (NGB 23) or Chronological Statement of Retirement Points (ARPC 249-2-E). The unit consolidates all documentation and forwards them to the following address:

AMEDD Special Pay Branch  
Office of the Surgeon General  
ATTN: DASG-PTP  
200 Stovall Street,  
Alexandria, VA 22332-0417  
Fax Com 703-325-2326 or DSN 221-2326

f. **Leave Processing and Leave Master Record (LMR).** If leave is taken at home station prior to arriving at mobilization station, the USPFO or UPC will input all DA Forms 31 (Request and Authority for Leave) submitted by the mobilized unit on a transmittal letter. The USPFO or UPC will use TIN S01 to input leave taken, changes to leave periods, and leave cancellations. This transaction will update the DJMS-RC LMR. Units will track leave with DA Form 481 and DA Form 31 for each Soldier.

6. **Perform Medical Retention Processing (MRP, formerly ADME).** Refer to Chapter 13 for general guidance.

#### 7. **Pay and Personnel Review.**

a. Identify cross-level transfers of Soldiers and verify PER-PAY data to new unit UIC or DUIC.

b. Validate SIDPERS SGLI and FSGLI information with SGLV 8286 and SGLV 8286A received and confirmed by the Soldier.

#### 8. **Rejects and Management Notices Actions:**

a. Resolve all reject transactions and management notices within 72 hours.

b. The designated pay technician will generate the Reject Listing Report IAW established office policy after the batched cycle has been uploaded. The Reject Listing Report will be reviewed and noted for corrections to be done.

c. The supervisor will review the DMO reports and status of rejects daily.

d. The supervisor will give each pay clerk a copy of their transactions and errors for correction by COB the same day.

e. When necessary, the following is the correction input priority:

- (1) A24 – Long Tour.
- (2) SSN errors.
- (3) Transactions name does not match the MMPA.
- (4) “A” missing in front of the SSN – transaction did not hit the system.
- (5) All other Transaction Input Numbers (TINs).

f. The pay clerks will make all necessary corrections and note the corrections taken on the reject document.

g. The corrected cycle will be returned to the supervisor. The supervisor will review, verify and return the work to the designated pay clerk to upload.

h. Leaders will conduct training as needed to improve pay timeliness and accuracy.

i. The filing personnel will file all work by Julian date IAW AR 25-400-2. The files are kept for 60 days after the Soldier demobilizes and then archived.

**Chapter 7**  
Mobilization Station  
Phase IV

1. **Mission Intent.** To validate RC Soldiers' pay accounts by conducting one-on-one interviews with each Soldier, verifying Soldiers' pay status against their MMPA and initiate or correct actions of mobilization entitlements established by the home station.

2. **Preparation.** Predictability enhances performance. Proper and advance planning by finance team members is critical to a successful finance operation during mobilization station activities. Essential elements include:

a. **Proper Staffing and Planning.** Prior coordination and completion of all finance-related matters should have been made with the commander of units scheduled to arrive at the mobilization station. Coordinate with G1 and G3 to determine the number of RC units and Soldiers expected to process through the mobilization station. Staffing should be sufficient to ensure that a backlog does not occur. The finance DMPO Chief, OIC or NCOIC will receive notification of mobilizing units from the Military Personnel Directorate (MPD) or Emergency Operations Center (EOC). The notification will include the advanced party, main body, mobilizing dates, unit name, Unit Identification Code (UIC), the number of Soldiers expected to mobilize through the mobilization station and the SRP date. The advanced party will be required to provide an alpha roster to the finance representative at the Mobilization Unit In-processing Center (MUIC). Pertinent information will be gathered from the mobilizing unit's representative and recorded on the Finance Mobilization and Demobilization Documentation Requirements Checklist (Annex E).

b. **Automation.** Coordinate with information systems management personnel to ensure the proper connectivity is achieved for DJMS-RC, DJMS-AC (FCP, DMO) and the Internet (for applicable references). If necessary, request access to both pay systems from DFAS-IN for finance personnel who are working at the mobilization site. Ensure that adequate laptop or desktop computers are provided for one-on-one interviews with each Soldier.

c. **Forms.** Ensure an abundance of required forms are available at the finance station.

3. **Separation of Duties.** Finance personnel must ensure compliance with the provisions of AR 11-37, paragraph 1-6. The same pay technician shall not have the ability to code, verify and upload or release transactions. These internal controls also apply to authorizing, approving or certifying and auditing all payments and adjustments to pay and allowances.

#### 4. Soldier Readiness Processing and Briefing Phase.

- a. If DJMS connectivity is not established at the MUIC, the alpha roster will be utilized to print the MMPA and address page at the finance office. Sort these documents alphabetically prior to the SRP.
- b. A detailed finance briefing, with handouts, will be provided to the mobilizing Soldiers at the SRP site prior to meeting individually with a finance representative. The finance briefing will include military pay, travel and allowances (Annex D).
- c. If not previously accomplished by the home station, issue the Unit Administrator (UA) or unit leader DA Forms 481 (Military Leave Record) and instruct them to track information on leave taken with DA Forms 31 for each Soldier. Also, brief commanders or unit leaders on leave policy; leave accountability; leave processing requirement to the local servicing finance office; and the requirement to turn in a Leave Verification Form (signed by the unit commander) upon demobilization.
- d. The MMPA is reviewed using Annex E. Supporting documents for input are collected at either the SRP site or during the finance one-on-one interview. Retain on file a copy of Annex E for each Soldier to use during demobilization.
- e. During the SRP, the Soldier's data must be inputted into the Deployment and Reconstitution Tracking Software (DARTS, formerly MOBLAS) for tracking and reporting purposes.

#### 5. Perform One-on-one Finance Interview.

- a. Establish Accountability. Identify a leader or point of contact (POC) for each group that is in-processing to mobilize (a Commander, First Sergeant, NCOIC, etc.). Brief the leader in charge of the group regarding the impact and importance of 100% in-processing of Soldiers through the finance station.
- b. Conduct one-on-one finance in-processing interview with each Soldier using DJMS and verifying the Soldier's pay status against their MMPA. Input changes timely to the Soldier's pay account discovered by the interview or those not accomplished by the home station (i.e., USPFO or UPC). Comply with the following principle of Soldier service standard:

*If you receive a pay inquiry, you own it. When Soldiers report to the mobilization station, the mobilization station's finance office servicing the Soldiers becomes the primary office responsible for resolving all pay inquiries. Do not refer the Soldier back to home station for finance support. Obtain the supporting documentation from the Soldier and make the proper input to update the Soldier's pay account. If necessary, coordinate with the Soldier's unit leader and the Soldier's parent paying office (either the USPFO or UPC) to resolve other inquiries. Inform the Soldier and unit leader on the action taken or action*

*pending. When completed, notify the Soldier and unit of completed action(s) within 72 hours. Document your actions. This is our Soldier service standard.*

c. Verify AGR Title 32 Soldiers (component changes) and ensure entitlement to BAH is for their PDS (Title 32 and Title 10). Finance must first confirm entitlement with the DoDFMR and PPG. Refer to Chapter 11. Below are the general rules for BAH; refer to the DoDFMR for specific situations.

(1) Use DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) or Variable Housing Allowance (VHA)) to ensure the correct rate of Basic Allowance for Housing (BAH) is paid to the Soldier. Use TIN A32 to start BAH.

(2) A Soldier with dependent(s) will receive BAH-I using the zip code of the Soldier's primary residence for rate determination.

(3) A Soldier must have physical custody of a child in order for that child to be considered a dependent.

(4) A Soldier without dependents must provide a copy of their mortgage, lease or notarized rental agreement (refer to page 61 for an example) as a substantiating document for his or her primary residence to receive BAH-I during the period of mobilization. If the Soldier discontinues occupancy of his or her primary residence, the Soldier will receive BAH at the partial rate.

(5) A Soldier without dependents may receive BAH-DIFF in addition to BAH-I at the without dependent rate or BAH at the partial rate. BAH-DIFF is now a separate pay entitlement and the amount is not the difference between the "with" and "without" rates. The Soldier's dependent support must be not less than the BAH-DIFF rate. Remember that as the rates change from year to year, the amount of support might require an increase to remain qualified for BAH-DIFF. Table 028 on JWMM contains the rates for BAH-DIFF.

(6) A Soldier married to another service member without any other dependents will be treated as a single Soldier for BAH purposes. Maintenance of a residence would be required to receive BAH-I. If the Soldier has another dependent other than the other service member, the Soldier will need to choose whether to receive BAH-I at the with dependent rate or BAH-I at the without dependent rate. A family residing together cannot have more than one BAH-I with dependents.

d. Finance personnel will initial and date each Soldier's mobilization checklist and Annex E upon completion of the interview.

e. After interviewing Soldiers, contact the unit and SRP leader on site to ensure all Soldiers processed through the finance station. If not, take action to achieve 100% Soldier accountability.

f. Annex E, MMPA, processed transaction sheet, address page, competent orders and supporting documents (provided by the Soldier or unit) will be batched for processing. Maintain on file a copy of Annex E pending the Soldier's return for demobilization and place a copy in the Soldier's mobilization packet. Maintain supporting pay document(s) by cycle.

g. The following is the coding input processing priority, if not established at home station, to include retroactive entitlements:

- (1) A24 – Long Tour (Must be confirmed prior to input).
- (2) A18 – Direct Deposit or Sure Pay.
- (3) A32 – BAH and COLA (Basic Allowance for Housing).
- (4) A33 – FSA (Family Separation Allowance).
- (5) A31 – BAS (Basic Allowance for Subsistence).
- (6) Other entitlements/allowances (e.g., severance disability, officer's clothing).

h. Batch pay documents for input and assign a cycle number from the logbook. The team leader or NCO will distribute the work.

i. Input pay transactions within 72 hours after receipt of document(s).

j. The Team Leader or NCO will audit and review throughout the day as the coding personnel complete the processing. The remaining cycles will be collected daily for auditing IAW established office policy.

k. The cycles will be audited and accounted for on the cycle log as closed or open. The closed cycles will be retrieved from the "Upload" shelf and transmitted by the finance NCO or designee. Transmitting will be accomplished daily IAW established office policy.

l. Uploads will be processed according to the schedule published by DFAS-IN.

m. The auditor must correct documents input incorrectly.

**6. Leave Processing and Leave Master Record (LMR).** The servicing finance office or DMPO at the mobilization station will be responsible for reporting leave taken on the LMR. The LMR contains all leave that has accrued, used or lost for a member. The LMR is available for viewing through DJMS. The finance office or DMPO will submit TIN S01 to report any leave taken from documentation received during the mobilization period. The only updates that will re-compute the leave balances for tours automatically are the Code 2 (mid-month) and Code 3 (end of month) updates. When the finance field sites submit TIN S01, it will cause the LMR to recalculate on any coded update, 1, 2, or 3. DJMS-RC will not re-compute the LMR on daily updates.

7. **Perform Medical Retention Processing (MRP, formerly ADME).** Refer to Chapter 13 for general guidance. Also, comply with WIA and DNBI Pay Account Management.

8. **Rejects and Management Notices Actions:**

- a. Resolve all reject transactions and management notices within 72 hours.
- b. The Finance NCO, Audit NCO or designated personnel will generate the Reject Listing Report IAW established office policy the day after the batched cycle has been uploaded. The Reject Listing Report will be reviewed and noted for corrections to be done.
- c. The OIC or NCOIC will review the DMO reports and status of rejects daily.
- d. The Team Leader or NCO will give each military pay clerk a copy of the transactions and errors for correction by COB the same day.
- e. When necessary, the following is the correction input priority:
  - (1) A24 – Long Tour.
  - (2) SSN errors.
  - (3) Transactions name does not match the MMPA.
  - (4) “A” missing in front of the SSN – transaction did not hit the system.
  - (5) All other Transaction Input Numbers (TINs).
- f. The military pay clerks will make all necessary corrections and note the corrections taken on the reject document.
- g. The corrected cycle will be returned to the Audit NCO. The Audit NCO will review, verify and return the work to the designated Finance NCO to upload.
- h. Leaders will conduct training as needed to improve pay timeliness and accuracy.
- i. The filing personnel will file all work by Julian date IAW AR 25-400-2. Files are kept for 60 days after the Soldier demobilizes and then archived.

9. **Perform Soldier Data Reconciliation and Reports.** The mobilization station finance OIC or NCOIC will submit or maintain the following reports each month:

- a. Reconciliation Report. This data file contains the list of Names, SSNs, and A24s (Start Date) of each mobilized Soldier. This procedure will be accomplished with the local Military Personnel Directorate or G1. This data file "bump" reveals the number of Soldiers mobilized and reported in the personnel system against the number of Soldiers mobilized and reported by the finance system (eMILPO and DJMS-RC bump). Forward the file via email to [DFAS-INMDST@dfas.mil](mailto:DFAS-INMDST@dfas.mil) (DFAS-IN Mobilization and Demobilization Support Team (MDST)), NLT the 5th working day of each month.

b. Transactions Analysis Report. This report lists the FIDs processed by the mobilization station that should have been completed by the home station. Forward the report to [DFAS-INMDST@dfas.mil](mailto:DFAS-INMDST@dfas.mil) NLT the 5<sup>th</sup> working day of each month.

c. Situation Report (SITREP). This report shows the number of Soldiers who in-processed to mobilize and other pertinent information directed by the installation and finance officer or NCOIC. Maintain a copy on file for one year.

**Chapter 8**  
Ports of Debarkation or Deployed Location  
Phase V

1. **Mission Intent.** To ensure all RC Soldiers arriving and departing the location receive the proper pay and entitlements. If the home station or the mobilization station did not establish certain pay or allowance, take the appropriate action to update the Soldiers' pay accounts.

2. **Preparation.** Predictability enhances performance. Proper and advance planning by finance team members is critical to a successful finance operation during Ports of Debarkation (PODs) or deployed location. Essential elements include:

a. **Proper Staffing and Planning.** Coordinate with G1 and PODs to determine the number of RC units and Soldiers expected to arrive and depart the deployed location. A deployed location could be either in CONUS or OCONUS. Staffing should be sufficient to ensure that a backlog does not occur. The Finance OIC or NCOIC will receive arrival and departure notification also from the Military Personnel Directorate (MPD), Personnel Command or Emergency Operations Center (EOC).

b. **Finance Representative.** Deploy finance teams to the PODs (Aerial or Sea) to obtain orders or flight manifest, certified by the unit commander, of Soldiers arriving and departing the deployed location.

c. **Automation.** Coordinate with information systems management personnel to ensure the proper connectivity is achieved for DJMS-RC, DJMS-AC (FCP, DMO) and the Internet (for applicable regulations). Ensure adequate laptop or desktop computers are provided for one-on-one interviews with each Soldier.

d. **Forms.** Ensure an abundance of required forms are available at the finance station.

3. **Separation of Duties.** Finance personnel must ensure compliance with the provisions of AR 11-37, paragraph 1-6. The same pay technician shall not have the ability to code, verify and upload or release transactions. These internal controls also apply to authorizing, approving or certifying and auditing all payments and adjustments to pay and allowances.

4. **Finance Office Responsibilities:**

a. Create and maintain database listing for Soldiers in theater based on the following:

- (1) Use access or excel.

- (2) Validate the processes for creating an up-to-date and current database.
- (3) Make routine inputs and uploads.
- (4) Query system.
- (5) Generate reports and outputs.
- (6) The listing and all arrivals are centralized for theater and tightly controlled.
- (7) Input pay transactions within 72 hours after receipt of document(s) in every phase of this chapter.
- (8) Review the DMO reports and status of rejects daily.
- (9) Resolve all rejects and management notices within 24 hours in every phase of this chapter, unless stated otherwise.

**b. Perform In-processing and Briefing.**

(1) Brief pay, CPs and check cashing policies, savings deposit program and thrift savings plan (if during open season). Refer to Annex D. Review general entitlements, local travel policy and the local finance's Web site, if available. Emphasize location-specific entitlements (provide example); leave policy; leave accountability; leave processing requirement to the local servicing finance office; and the unit requirement to turn in a Leave Verification Form (signed by the unit commander) upon demobilization.

(2) Perform customer service for Soldiers, units and organizations.

(3) Resolve pay inquiries. Comply with the following principle of Soldier service standard:

*If you receive a pay inquiry, you own it. When Soldiers report to the deployed location, the deployed station's finance office servicing the Soldiers becomes the primary office responsible for resolving all pay inquiries. Do not refer the Soldier back to the mobilization station or to home station for finance support. Obtain the supporting documentation from the Soldier and make the proper input to update the Soldier's pay account. If necessary, coordinate with the Soldier's unit leader and the Soldier's parent paying office (either the USPFO or UPC) to resolve other inquiries. Inform the Soldier and unit leader on the action taken or action pending. When completed, notify the Soldier and unit of completed action(s) within 72 hours. Document your actions. This is our Soldier service standard.*

(4) Activate government travel charge card, if necessary.

(5) Brief administrative finance operations (finance-unit relationship, pay inquiry procedures, office hours, etc.).

(6) Collect and maintain flight manifest information. Coordinate with the PODs for flight manifests data information and position sufficient finance teams at these locations.

(7) Coordinate with unit S1 and administration for personnel rosters and manifest information, when necessary.

(8) Monitor and coordinate with medical units, medical treatment facilities and hospitals for evacuated personnel or medical redeployments at least twice a month.

(9) Consolidate, review, and input data into database.

(10) Identify re-arrivals into theater (leaves, R&R, TDY, etc.).

**c. Process Arrivals.**

(1) Create and generate arrival input file (flight manifest listing with name, SSN and date of arrival) for arriving Soldiers. This starts the deployed or location-specific pay and entitlements.

(2) Send one disk, which includes AC and RC component Soldiers arriving (and departing), to DFAS Systems Liaison and Procedures Office (SLAPO) for system bump and upload (FCP, DMO) to start theater-unique entitlements. This temporary assistance currently applies only to the finance command or group in the theater of operations until such time mass upload system capability (FCP, DMO) matures in the AOR.

(3) DFAS will review DJMS and add PAS, APC1, entitlements dates and other information. DFAS SLAPO will create an arrival file and bump the two separate files (AC file and RC file).

(4) Conduct a 100% audit within 48 hours of Soldiers arriving to ensure combat entitlements have started.

(5) The finance command or group in theater must ensure that AGR Soldiers are not accessed onto DJMS-RC.

(6) Finance office will review files for AGRs, Soldiers already arrived, etc. Soldiers already arrived will be taken off the list. AGRs will be taken off the RC list and ensured they are on AC listing.

(7) Update central database, as necessary.

- (8) Review MMPA and update the account, as necessary.
- (9) Correct rejects within 24 hours.

**d. Sustain Pay Accounts.**

- (1) Monitor and update database timely to keep it current.
- (2) Coordinate with HS finance office for non theater-specific entitlements.
- (3) Review non-automated pays.

(4) Annual Clothing Replacement Allowance (CRA). The Army National Guard Financial Services Center (ARNGFSC) located in DFAS-IN and the United States Army Reserve Pay Center (UPC) located at Ft McCoy, will automatically pay CRA at the one-year anniversary of uninterrupted active military service, payable at one-half of the applicable fiscal year rate.

(5) Input leave, as applicable.

(6) Input local payments (CPs, APs, travel, etc.), as applicable.

(7) Coordinate with DFAS, SIDPERS, USARC, and NGB for updates to Soldiers' accounts (e.g., promotions).

(8) Emphasize to unit S1 at least on a monthly basis to maintain records through demobilization and ensure accuracy of the Finance Mobilization and Demobilization Documentation Requirements Checklist (Annex E).

(9) Input casualty data, as applicable (Annex F).

(10) Review MMPA and update the account, as necessary.

**e. Perform Customer Service.**

(1) Receive and manage pay inquiries; process savings deposit program.

(2) Continually inform the unit through effective means of communication to maintain an effective leave control program and the requirement to forward the DA Forms 31 to the local servicing finance office for all leave taken by Soldiers.

(3) Review MMPA.

(4) Resolve pay inquiries and adhere to the Soldier Service Standard.

(5) Verify entitlements and documentation.

(6) Input and upload using DMO.

**f. Conduct Out-processing and Briefing.**

(1) Brief and complete travel voucher itinerary from home station, to the mobilization station and arrival and departure from the deployed location.

(2) Stop deployed or location-specific entitlements. Emphasize to the Soldiers that collection action will occur for unauthorized pay and allowances and the Soldier must inform finance immediately if entitlements continue.

(3) Explain ordinary leave, accrued leave and tax-free leave (SLA, Special Leave Accrual).

(4) Emphasize importance of demobilization station and home station activities.

(5) Deactivate government travel charge card, if necessary.

(6) Resolve outstanding inquiries.

**g. Process Departures.**

(1) Monitor flight manifests and other departure points (PODs) and obtain the necessary finance information to affect Soldiers' pay.

(2) Coordinate with medical units and treatment facilities for evacuation information at least twice a month.

(3) Input and update database of Soldier listing.

(4) Create listing for departed Soldiers.

(5) Review and take the appropriate actions for duty statuses, such as emergency leave, R&R, MEDIVAC and TDY.

(6) Send DFAS Systems Liaison and Procedures Office (SLAPO) one file for Soldiers departing (this file also includes Soldiers arriving) for mass input (FCP, DMO) to stop theater-specific entitlements. This temporary assistance currently applies only to the finance command or group in the theater of operations until such time mass upload system capability (FCP, DMO) matures in the AOR.

(7) Remove data on Soldiers who departed the theater from the main data base. Otherwise, the propensity for re-starts (overpayments) may recur.

(8) Verify upload and correct rejects within 24 hours.

**Chapter 9**  
Demobilization Station  
Phase VI

1. **Mission Intent.** To validate RC Soldiers' pay accounts by conducting one-on-one interviews with each Soldier, verifying Soldiers' pay status against their MMPA and changing tour of duty dates. Terminate pay and entitlements, as applicable, the Soldier is no longer authorized to receive. Verify leave taken and ensure periods of leave are reported in DJMS-RC.

2. **Preparation.** Predictability enhances performance. Proper and advance planning by finance team members is critical to a successful finance operation during the demobilization station activities. Essential elements include:

a. **Proper Staffing and Planning.** Coordinate with G1 and G3 to determine the number of RC units and Soldiers expected to process through the demobilization station. Staffing should be sufficient to ensure that a backlog does not occur. The Finance OIC or NCOIC will receive notification of demobilizing units from the Military Personnel Directorate (MPD) or Emergency Operations Center (EOC). The notification will include the advanced party, main body, demobilizing dates, unit name, Unit Identification Code (UIC), the number of Soldiers expected to process through demobilization station and the SRP date. The advanced party will be required to provide an alpha roster to the finance representative at the Mobilization Unit In-processing Center (MUIC). Pertinent information will be gathered from the demobilizing unit's representative and recorded on the Finance Mobilization and Demobilization Documentation Requirements Checklist (Annex E).

b. **Automation.** Coordinate with information management systems personnel to ensure the proper connectivity is achieved for DJMS-RC, DJMS-AC (FCP, DMO) and the Internet (for applicable regulations). If required, request access to both pay systems from DFAS-IN for finance personnel who are working at the demobilization site. Ensure adequate laptop or desktop computers are provided for one-on-one interviews with each Soldier.

c. **Forms.** Ensure an abundance of required forms are available at the finance station.

3. **Separation of Duties.** Finance personnel must ensure compliance with the provisions of AR 11-37, paragraph 1-6. The same pay technician shall not have the ability to code, verify and upload or release transactions. These internal controls also apply to authorizing, approving or certifying and auditing all payments and adjustments to pay and allowances.

#### **4. Reverse Soldier Readiness Processing and Briefing Phase.**

a. If DJMS connectivity is not established at the MUIC, the alpha roster will be utilized to print the MMPA and address page at the finance office. These documents will be sorted alphabetically prior to the reverse SRP.

b. Active Guard and Reserve (AGR Title 10) Soldiers will remain on DJMS-AC - do not take off active duty status. Ensure correct rate for BAH. Refer to Chapter 11.

c. A detailed finance briefing will be provided to the demobilizing Soldiers at the SRP site prior to meeting individually with a finance representative. The finance briefing will include military pay, travel and allowances (Annex D), an explanation of DJMS-RC Leave and Earnings Statement (LES), ordinary leave, transition leave, special leave accrual, final pay and travel voucher settlement procedures. Explain what is supposed to happen at the finance station.

d. Obtain from the Unit Administrator (UA) or unit leader the DA Forms 481 (Military Leave Record) and DA Forms 31 for each Soldier and the Leave Verification Form (signed by the unit commander).

e. Complete DD Forms 1351-2, itinerary from demobilization station to home of residence (Annex G).

f. Provide the Soldiers the following documents and conduct the following actions:

(1) Annex E (a copy should have already been filed when the Soldier first mobilized). This checklist stays in the packet.

(2) DA Form 31 (for transition leave). Periods of leave shown on the DA Form 31 must be reported in DJMS-RC using TIN S01.

g. The MMPA is reviewed using Annex E. Soldiers may make their own notations in the remarks column during the briefing. Supporting documents are collected for input at either the SRP or during the one-on-one interview with the Soldier.

h. Update the TSP percentage, as applicable.

i. The demobilization schedule is posted on the OIC, NCOIC or Chief's calendar and the bulletin board in the finance office for quick reference and planning purposes.

j. The NCOIC will designate a Team Leader or NCO to be responsible for the demobilization SRP for the day. That leader will ensure all processes necessary to demobilize the unit are completed.

## 5. Perform One-on-one Finance Interview:

a. Establish accountability. Identify a leader or point of contact (POC) for each group that is in-processing to demobilize (a Commander, First Sergeant, NCOIC, etc.). Brief the leader in charge of the group regarding the impact and importance of 100% in-processing of Soldiers through the finance station.

b. Conduct one-on-one pay finance in-processing interview with each Soldier using DJMS and verifying the Soldier's pay status against their MMPA. Input changes timely to the Soldier's pay account discovered by the interview or those not accomplished by the home station (USPFO or UPC) or deployed location. Comply with the following principle of Soldier service standard:

*If you receive a pay inquiry, you own it. When Soldiers report to the demobilization station for REFRAD (Release from Active Duty), the demobilization station's finance office servicing the Soldiers becomes the primary office responsible for resolving all pay inquiries. Do not refer the Soldier back to the deployed location or home station for finance support. Soldiers REFRAD for several reasons, such as end of regular active tour of duty and medically separated/retired. In certain cases, payment of disability severance pay is required. Obtain the supporting documentation from the Soldier and make the proper input to update the Soldier's pay account. If necessary, coordinate with the Soldier's unit leader and the Soldier's parent paying office (either the USPFO or UPC) to resolve other inquiries. Inform the Soldier and unit leader on the action taken or action pending. When completed, notify the Soldier and unit of completed action(s) within 72 hours. Document your actions. This is our Soldier service standard.*

c. Finance personnel will initial and date each Soldier's demobilization checklist and Annex E upon completion of the interview.

d. After interviewing Soldiers, contact the unit and SRP leader on site to ensure all Soldiers processed through the finance station. If not, take action to achieve 100% Soldier accountability.

e. Verify the DD Form 214 and REFRAD dates to ensure they match. Give the REFRAD date to MPD based on the leave dates.

**6. Tour Changes, Entitlement Terminations and Audits.** Below is the coding input processing to stop basic pay, entitlements and payment for certain allowances during the demobilization. Examples include, but are not limited to the following:

a. A24 – Long Tour (must be changed - not canceled - to reflect the REFRAD date resulting from transition leave dates or the last date of home station activities (cash out leave and confirmed by the NCOIC or OIC). The supervisor is the only individual authorized to approve cancellation of a tour. Review the DD Form 214.

- b. A31 – BAS (Basic Allowance for Subsistence), stop action.
- c. A32b – BAH (Basic Allowance for Housing) stop action.
- d. A33 – FSA, stop action.
- e. Other entitlements and allowances – terminate theater or deployed location entitlements, if still receiving them (i.e., HFP, CZTE, HDP-L, etc.).
- f. D02-1 – Enlisted clothing allowance, pay action. Pay either for the complete tour or earned portion of a period, depending on payment made by the home station (i.e., ARNGFSC or UPC, as applicable), if any.
- g. D02-1 - Severance Disability Pay, pay action **using DJMS-RC via central site**. Use TIN 900 to separate the Soldier from the pay file and a D19 remark.
- h. Annex E, MMPA, processed transaction sheet, address page, competent orders and supporting documents (provided by the Soldier or unit) will be batched for processing. Place a copy of Annex E in the Soldier's mobilization packet.
  - (1) Batch pay documents for input and assign a cycle number from the logbook. The team leader or NCO will distribute the work.
  - (2) Input pay transactions within 72 hours after receipt of document(s).
  - (3) The Team Leader or NCO will audit and review throughout the day as the coding personnel complete the processing. The remaining cycles will be collected daily for auditing IAW established office policy.
  - (4) The cycles will be audited and accounted for on the cycle log as closed or open. The closed cycles will be retrieved from the "Upload" shelf and transmitted by the finance NCO or designee. Transmitting will be accomplished daily IAW established office policy.
  - (5) Uploads will be processed according to the schedule published by DFAS-IN.
  - (6) The auditor must correct documents input incorrectly.
- i. Conduct 100% post-demobilization audit of pay accounts within 30 days of REFRAD.

## 7. Leave Payment Procedures:

- a. Update the LMR, as necessary. A copy of the signed Separation Leave Record will be temporarily filed until the day following the final pay date of the individual Soldier. Submit TIN S02 after the LMR re-calculates itself after reporting leave taken.

b. The finance NCO will ensure the leave information is delivered to MPD immediately upon completion of the calculations. Review the DD Forms 214. A copy will be provided to the Soldier for signature during the SRP.

c. The DA Forms 31 are collected from the briefing and are placed on blocks for processing. Process TIN S01 to process leave in DJMS-RC. The data inputted into the RC leave program includes initial demobilization date, tour end date and leave dates taken.

d. Process TIN S04 to adjust the leave balance, if necessary. Process TIN S01 to report periods of leave taken during and at the end of the mobilization tour. Process TIN S02 to pay remaining leave days. Use a suspense file.

e. Input all changes to the Soldier's pay account that is annotated on Annex E.

f. AGR Soldiers are authorized to cash in leave upon REFRAD from a mobilized status.

**8. Perform Medical Retention Processing (MRP, formerly ADME).** Refer to Chapter 13 for general guidance. Also, comply with WIA and DNBI Pay Account Management.

**9. Rejects and Management Notices Actions:**

a. Resolve all reject transactions and management notices within 72 hours.

b. The Finance NCO, Audit NCO or designated personnel will generate the Reject Listing Report IAW established office policy the day after the batched cycle has been uploaded. The Reject Listing Report will be reviewed and noted for corrections to be done.

c. The OIC or NCOIC will review the DMO reports and status of rejects daily.

d. The Team Leader or NCO will give each military pay clerk a copy of the transactions and errors for correction by COB the same day.

e. When necessary, the following is the correction input priority:

(1) A24 – Long Tour.

(2) SSN errors.

(3) Transactions name does not match the MMPA.

(4) "A" missing in front of the SSN – transaction did not hit the system

(5) All other Transaction Input Numbers (TINs).

(6) Reminder: Process TIN S02 after the Soldier's final payment. Process TIN S04 at any time during the Soldier's tour since it is an overlay transaction to adjust the "Brought Forward" leave balance only.

(7) Use an S02 to process the payout of leave in DMO. Maintain a suspense file.

f. The military pay clerks will make all necessary corrections and note the corrections taken on the reject document.

g. The corrected cycle will be returned to the Audit NCO. The Audit NCO will review, verify and return the work to the designated Finance NCO to upload.

h. Leaders will conduct training as needed to improve pay timeliness and accuracy.

i. The filing personnel will file all work by Julian date IAW AR 25-400-2. Files are kept for 60 days after the Soldier demobilizes and then archived.

**10. Perform Soldier Data Reconciliation and Reports.** The demobilization station finance OIC or NCOIC will submit or maintain the following reports each month:

a. Reconciliation Report. This data file contains the list of the Names, SSNs, and REFRAD dates of each demobilized Soldier. This procedure will be accomplished with the local Military Personnel Directorate or G1. This data file "bump" reveals the number of Soldiers demobilized and reported in the personnel system against the number of Soldiers demobilized and reported by the finance system (TRANSPOC and DJMS-RC bump). Forward the file via email to [DFAS-INMDST@dfas.mil](mailto:DFAS-INMDST@dfas.mil) (DFAS-IN Mobilization and Demobilization Support Team (MDST)) NLT the 5<sup>th</sup> working day of each month.

b. Transactions Analysis Report. This report lists the FIDs processed by the demobilization station that should have been completed by the Ports of Debarkation (PODs), deployed finance activity or home station. Forward the report to [DFAS-INMDST@dfas.mil](mailto:DFAS-INMDST@dfas.mil) NLT the 5<sup>th</sup> working day of each month.

c. Situation Report (SITREP). This report shows the number of Soldiers who in-processed to demobilize and other pertinent information directed by the installation and the finance officer or NCOIC. Maintain a copy on file for one year.

**Chapter 10**  
Post-demobilization at Home Station  
Phase VII

1. **Mission Intent.** To validate RC Soldiers' pay accounts by conducting one-on-one interviews with each Soldier and reviewing the DD Form 214 against the Soldier's MMPA. The Soldiers' pay and allowances terminate upon demobilizing. This phase is the last - and final check - to ensure 100% accuracy of pay. Soldier's pay readiness and accuracy start and end at home station.

2. **Preparation.** Predictability enhances performance. Proper and advance planning by finance team members is critical to a successful finance operation during post-demobilization home station activities. Essential elements include:

a. Proper Staffing and Planning. Coordinate with G1 and G3 to determine the number of RC units and Soldiers expected to post-demobilize. Staffing should be sufficient to ensure that a backlog does not exist.

b. Automation. Coordinate with information management systems personnel to ensure the proper connectivity is achieved for DJMS-RC, DJMS-AC (FCP, DMO) and the Internet (for applicable regulations). Ensure adequate laptop or desktop computers are provided for one-on-one interviews with each Soldier.

c. Family Readiness Group (FRG). Coordinate in advance with the Family Assistance Coordinator or Readiness Coordinator to brief them on military pay, travel and allowances (Annex D). Include and maintain the FRG's points of contact.

d. Forms. Ensure an abundance of required forms are available at the finance station.

3. **Separation of Duties.** Finance personnel must ensure compliance with the provisions of AR 11-37, paragraph 1-6. The same pay technician shall not have the ability to code, verify and upload or release transactions. These internal controls also apply to authorizing, approving or certifying and auditing all payments and adjustments to pay and allowances.

4. **Finance-Unit Coordination.**

a. Coordinate in advance with the RC unit to ascertain the number of Soldiers scheduled to demobilize.

b. Obtain the demobilization orders for all Soldiers in order to change their tours and update their pay accounts, if not accomplished by the demobilization station.

## 5. Perform Finance In-processing.

a. Establish Accountability. Identify a leader or point of contact (POC) for each group that is in-processing to demobilize (a Commander, First Sergeant, NCOIC, etc.). Brief the leader in charge of the group regarding the impact and importance of 100% in-processing of Soldiers through the finance station.

b. Conduct Entitlements Briefing. Brief Soldiers on the demobilization military pay, travel and allowances (Annex C and D). Briefings will also include an explanation of DJMS-RC Leave and Earnings Statement (LES), ordinary leave, transition leave and special leave accrual, final pay and travel voucher settlement procedures. Explain what is supposed to happen at the finance station.

c. Review and update each Soldier's pay account using Annex E.

d. Obtain from the Unit Administrator (UA) or unit leader the DA Forms 481 (Military Leave Record) and DA Forms 31 for each Soldier and the Leave Verification Form (signed by the unit commander), if not already turned in at the demobilization station.

e. Complete and certify DD Forms 1351-2 and forward to DFAS-IN, Contingency Travel Office, for payment (CTO, Annex G).

### f. Perform One-on-one Pay Account Verification with Each Soldier.

(1) If DJMS connectivity is not available, print a copy at the finance office of the Soldier's MMPA before any processing occurs. Active Guard and Reserve (AGR Title 10) Soldiers will remain on DJMS-AC – do not take off active duty status. Monitor AGR component change and refer to Chapter 11.

(2) Ensure the Soldier's SSN, Grade, PEBD, ETS, State and Federal Tax Withholding, Number of Exemptions, BAH status, DD/EFT, Mailing Address, SGLI, and FSGLI are correct.

(3) Ensure all necessary forms are available to make appropriate corrections. All changes must go through the Standard Installation Division Personnel System (SIDPERS) to maintain the validity of the Pay-Personnel Match.

(4) Review Bonus Master History file to determine status of bonus payments, which is also listed in the Unit Commanders Pay Management Report.

(5) Print a copy of the Soldier's Thrift Savings Plan (TSP) master file before any processing occurs. Update the percentage election, if necessary.

(6) Ensure that all documents submitted to finance from the unit are correct. If the Soldier wishes to make changes, have them complete the proper form and submit the appropriate substantiating documentation. USAR units use USARC PAM 37-1 as a guide.

(7) Resolve any outstanding pay inquiries. If the problem cannot be corrected on the spot, complete a DA Form 2142 (Pay Inquiry) or equivalent form, research and resolve the inquiry. Comply with the following principle of Soldier service standard:

*If you receive a pay inquiry, you own it. When Soldiers return to the home station, the home station's finance office servicing the Soldiers becomes the primary - and final - office responsible for resolving all pay inquiries. Do not refer the Soldier back to the demobilization station or the deployed location for finance support. This is the last station – before Soldiers go on leave or return home - to assure Soldiers' pay and allowances are accurate as a result of the duty tour change. Obtain the supporting documentation from the Soldier and make the proper input to update the Soldier's pay account. If necessary, coordinate with the Soldier's unit leader and either the demobilization station or the deployed location to resolve other inquiries. Inform the Soldier and unit leader on the action taken or action pending. When completed, notify the Soldier and unit of completed action(s) within 72 hours. Document your actions. This is our Soldier service standard.*

(8) Finance personnel will initial and date each Soldier's demobilization checklist and Annex E upon completion of the interview.

(9) After interviewing Soldiers, contact the unit leader to ensure all Soldiers processed through the finance station. If not, take action to achieve 100% Soldier accountability.

## **6. Pay Account Update.**

a. Input pay transactions within 72 hours after the interview. Finance will change – not cancel - long tours of AD on DJMS-RC once orders are received. The supervisor is the only individual authorized to approve cancellation of a tour. Ensure accuracy of the demobilization date.

b. Input any of the following transactions, if necessary or if not terminated by the demobilization station, prior to Soldiers going home or on transition leave:

- (1) Use TIN A18 to change EFT information.
- (2) Use TIN A30 to stop BAH (BAQ portion).
- (3) Use TIN A32 to stop BAH-I.
- (4) Use TIN A31 to stop BAS.
- (5) Use TIN 33 to stop FSA on the day before arriving home.

- (6) Use TIN D02-2 to pay enlisted clothing replacement allowance at the one-year mark or earned prorated periods, if not already paid.
- (7) Use TIN S04, S01 or S02 for leave processing. Certify leave payments.
- (8) Use TIN B06 to pay officers an additional uniform allowance, if so entitled and not previously paid.
- (9) Use TIN D02-1 - Severance Disability Pay, pay action **using DJMS-RC via central cite**. Use TIN 900 to separate the Soldier from the pay file and a D19 remark.

**7. Non-automated Pays.** The Soldier's current servicing USPFO or UPC is responsible for terminating non-automated pays. They should establish internal controls to ensure termination in a timely and efficient manner for the following non-automated pays:

- a. Parachute Duty - High Altitude Low Opening (HALO).
- b. Experimental Stress Duty.
- c. High or Low Pressure Chamber.
- d. Human Acceleration or Deceleration Experimental Subject.
- e. Thermal Stress Experiments.
- f. Toxic Fuels or Propellants.
- g. Toxic Pesticides.
- h. Chemical Munitions.
- i. Continental United States (CONUS) Cost of Living Allowance (COLA) based on the Soldier's zip Code.
- j. Overseas Housing Allowance (OHA), if applicable.
- k. Special Duty Assignment Pay (SDAP).
- l. Foreign Language Proficiency Pay (FLPP).
- m. Board Certified Pay (BCP) and Variable Special Pay (VSP). The servicing USPFO or UPC or reserve unit will take action so DJMS-RC will stop making these payments.

**8. Conduct 100% Pay Account Audit.** The home station finance activity (i.e., USPFO or UPC or RRC unit, as applicable) will conduct a 100% pay account audit between 30 and 60 days after the Soldiers demobilized. The finance team at the demobilization station will conduct a 100% pay account audit within 30 days after the Soldiers REFRAD.

*Failure to perform this critical task within the specified timeframe could result in substantial debts to Soldiers and their families. Too often these unfortunate cases are discovered when Soldiers return to drill status, in some situations, several months after they REFRAD.*

9. **Perform Medical Retention Processing (MRP, formerly ADME).** Refer to Chapter 13 for general guidance.

10. **Pay and Personnel Review.**

a. Identify cross-level transfers of Soldiers and verify PER-PAY data to new unit UIC or DUIC.

b. Validate SIDPERS SGLI and FGLI information with SGLV 8286 and SGLV 8286A received and confirmed by the Soldier.

11. **Rejects and Management Notices Actions:**

a. Resolve all reject transactions and management notices within 72 hours.

b. The designated pay technician will generate the Reject Listing Report IAW established office policy the day after the batched cycle has been uploaded. The Reject Listing Report will be reviewed and noted for corrections to be done.

c. The supervisor will review the DMO reports and status of rejects daily.

d. The supervisor will give each pay clerk a copy of the transactions and errors for correction by COB the same day.

e. When necessary, the following is the correction input priority:

(1) A24 – Long Tour.

(2) SSN errors.

(3) Transactions name does not match the MMPA.

(4) “A” missing in front of the SSN – Transaction did not hit the system.

(5) All other Transaction Input Numbers (TINs).

f. The pay clerks will make all necessary corrections and note the corrections taken on the reject document.

g. The corrected cycle will be returned to the supervisor. The supervisor will review, verify and return the work to the designated pay clerk to upload.

h. Leaders will conduct training as needed to improve pay timeliness and accuracy.

i. The filing personnel will file all work by Julian date IAW AR 25-400-2. The files are kept for 60 days after the Soldier demobilizes and then archived.

## Chapter 11

### Active Guard and Reserve (AGR) Processing

1. **General Information.** Active Guard and Reserve (AGR) Soldiers are Soldiers of the Army National Guard and Army Reserve that are on full time active duty status. They can be on active duty under Title 32 or Title 10. All AGR Soldiers are paid on DJMS-AC and will remain on DJMS-AC during periods of mobilization.

a. Home Station/Mobilization Station Activities. The primary mission is to review all AGR pay accounts and make all required initial inputs. Annotate "AGR DJMS-AC" on all documents received from AGR Soldiers. Process and input the following forms:

(1) Use SF 1199A (Direct Deposit Sign-Up Form) or FMS Form 2231 (Fast Start – Direct Deposit), if the Soldier desires to change the type of Direct Deposit (DD) or Electronic Funds Transfer (EFT) account or elects to use a different financial institution. All Soldiers are required receive their pay through DD or EFT.

**ACTION:** Use LH04 to change the account/EFT information.

(2) Use TD Form IRS W-4 (Employee's Allowance Withholding Certificate) for a change in marital status, number of exemptions, or if additional Federal tax withholding is required. For State tax withholding, each State has its own version of tax withholding form.

**ACTION:** Use FJ04 to change the Federal withholding information.

**ACTION:** Use FK04 to change the State withholding information.

(3) Use DA Form 5960 (Authorization to Start, Stop, or Change BAQ and/or VHA) to ensure the correct rate of BAH is paid to the Soldier. Single Soldiers maintaining their permanent residence must provide a copy of their mortgage, lease or notarized rental agreement (refer to page 61 for an example) as a substantiating document since their BAH entitlement is based on maintenance of their primary residence (see below). Married Soldiers are required to recertify their BAH by providing a copy of their marriage certificate.

**Note: Effective OIF III, AGR Soldiers will retain BAH based on the PDS zip code that they had prior to mobilization date. Current guidance can be found in the Personnel Policy Guidance.**

(4) Use DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance) to authorize entitlement to FSA-II, subcategory FSA-T, for a Soldier who will be separated from his or her family for more than 30 consecutive days.

**ACTION:** Use FID 6501 to start FSA. Do not start the entitlement until the Soldier has been separated from his or her family for 30 consecutive days, and then retro pay back to the 1<sup>st</sup> day the Soldier was separated from his or her family.

(5) BAS. All AGR Soldiers will receive the standard rate of BAS during periods of mobilization. If the contingency operation is determined to be under field conditions or essential unit mess, enlisted Soldiers and officers receive BAS and the meal cost is deducted from their pay.

**ACTION:** Use FID 4001 to start, or 4004 to change BAS.

(6) CONUS COLA or OCONUS COLA. Use DA Form 4187 (Personnel Action) to authorize these allowances, if applicable.

**ACTION:** Use FID 5101 to start, or 5104 to change CONUS COLA.

**ACTION:** Use FID 4601 to start, or 4604 to change OCONUS COLA.

*NOTE: CONUS COLA. CONUS COLA is only authorized for Soldiers whose PDS at the time of mobilization is an authorized CONUS COLA location.*

b. Other Pay and Allowances. Always refer to current policies and regulations prior to affecting an AGR Soldier's pay account.

2. **Special Leave Accrual (SLA).** AR 600-8-10, PPG, MILPER Message and DoDFMR outline specific provisions and requests for SLA approval. The criteria for 120 consecutive days in a HF or IDP area and a 3-year vice a 1-year provision differ on use or lose of SLA. The following general provisions apply to SLA:

a. Soldiers who served in a HF or IDP area for a continuous 120 days or more may be authorized to accumulate and retain up to 120 days leave after serving in an area in which they are entitled to HF or IDP. Leave days in excess of 60 days must be used by the end of the third fiscal year after the fiscal year in which the continuous period of service terminated. Otherwise, the leave days will be lost.

b. Soldiers who serve in a duty assignment in support of a contingency operation during the fiscal year or whose primary duties are in direct support of a contingency operation and are denied leave, may be authorized to carry over leave in excess of 60 days, but not to exceed 90 days. The MACOM approves these requests. The leave days over 60 days will be lost, if not used by the end of the succeeding fiscal year after the qualifying service ended. Examples of SLA requests that prevented use of leave by the commander include lengthy deployments (normally 60 days or more), deployed to enforce national policy and reasons due to deployments through the end of the fiscal year.

c. The current method of leave usage and corresponding reduction of SLA is the last leave in (earned) is the first leave out (used), known as LIFO. However, the current policy is being changed from LIFO to FIFO. Once approved by DoD, DFAS-IN will furnish guidance on managing and accounting for FIFO.

**3. Component Codes (ARNG AGR Only).** Changing the component codes (FID TP) for ARNG AGR Soldiers is required to ensure correct funding of the Soldier's wages. The State Human Resource Offices (HRO) is responsible for transmitting the mobilization and demobilization information into the NGB-ARM or Guard Knowledge Online (GKO) Mobilization Database. Once accomplished, NGB-ARM will send a batch file to DFAS-IN to make the component code change.

a. Access the mobilization database by logging on to GKO. This is located at: <https://gko.ngb.army.mil>. (NOTE: The login and password for GKO will be the same as your AKO account. You must have a valid AKO login and password to access GKO).

b. To access the database, click "ARNG" tab on the top left pane under "Choose a Directorate." Next, highlight "Human Resources" on the left pane of the screen. Click on "Personnel Programs, Manpower and Resources" (still in left pane of screen). Look toward the middle of the screen for FTS Mobilization Status Report, under the "Hot Topics" section.

c. FTS Mobilization Status Report is used to add, update, and for demobilizations of AGR Soldiers as follows:

(1) An "Add" is for AGR Soldiers who are not currently on the "Mobilized Soldiers" list on GKO.

(a) To add a request, click "Add Request." Enter the Soldier's SSN, mobilization begin date, mobilization end date, mission and AGR Status, then click "Browse" to attach the individual Soldier's mobilization orders. Verify that all information is correct, and then click "Add."

(b) This process submits a request to NGB. It will be processed and the Soldier will be placed on the "Mobilized Soldiers" list.

(c) If no orders are attached, the request will be rejected. It must then be resubmitted with the mobilization orders attached.

(2) An "Update" is for an AGR Soldier who is already on the "Mobilized Soldiers" list and whose mobilization period has been extended.

(a) To request an update, click “Update” at the end of the line. Enter the Soldier’s new mobilization end date, and then click “Browse” to attach the individual Soldier’s mobilization extension orders. Verify that all information is correct, and then click “Add.”

(b) This process submits a request to NGB. It will be processed and the Soldier will have their mobilization end date updated.

(c) If no orders are attached, the request will be rejected. It must then be resubmitted with the mobilization extension orders attached.

**4. Demobilization of AGR Soldiers.** A “Demobilization” is for an AGR Soldier who is currently on the “Mobilized Soldiers” list, and has returned home to be placed back on Title 32 AGR status.

a. To request demobilization, click “Update” at the end of the line. If the Soldier’s mobilization end date needs to be adjusted, do it now, then click “Browse” to attach the individual Soldier’s AGR Title 32 orders or the SF 52 (Request for Personnel Action). Click the box beside “Demobilize this Soldier.” Verify that all information is correct, and then click “Add.”

b. This process submits a request to NGB. It will be processed and the Soldier will be removed from the “Mobilized Soldiers” list.

c. If no Title 32 orders or SF 52 is attached, the request will be rejected. It must be resubmitted with the proper documents attached.

**5. DJMS-AC.** Demobilization of AGR Soldiers will remain on DJMS-AC. Annotate “AGR DJMS-AC” on all documents received from AGR Soldiers. Demobilization stations are responsible for stopping all deployed entitlements, i.e., Hostile Fire Pay, Save Pay, Combat Zone Tax Exclusion, etc. The DEMOB sites should also stop the Soldier’s Family Separation Allowance and verify that the Soldier’s BAH is based on the permanent duty station.

a. Hostile Fire Pay (FID 23). To properly stop HFP/IDP make sure that the BS line on the MMPA is not closed. Before the 2302 entry will process, the system is looking for an open BS entry. When the 2302 processes, the BS will then close systematically.

b. Erroneous AGR Separation. When an AGR Soldier demobilizes, a DD Form 214 is generated by the TRANSPROC system. TRANSPROC is pre-programmed to submit separation inputs (E503/E504) directly into DJMS-AC. These transactions can cause AGR Soldiers to be erroneously separated in DJMS-AC. Effective November 2003, TRANSPROC was changed to provide an option for the personnel clerk to annotate that the Soldier is a demobilizing AGR Soldier. The data field for “AGR Demobilization” was added to the bottom right of the TRANSPROC screen. The system accepts either Y or N. If Y is used in this field, the E503 transaction **is not** generated. If the personnel

clerk inputs "N," TRANSPROC **will send an E503 transaction to DJMS**. While conducting the required finance briefing, finance activities must ensure that all AGR Soldiers are aware of this possible problem before they see the personnel office. Daily and close coordination between finance and personnel is paramount to preclude separating ARNG AGR Soldiers.

c. Monitoring and Correcting AGR Accounts. Demobilization stations must monitor all AGR Soldiers that process through their station for 90 days after the Soldiers demobilized. The separation inputs generated by TRANSPROC may reflect in one or all of the three areas listed below. Review these three areas daily and take the appropriate action when an erroneous separation input is discovered on an AGR account:

Soldier's Master Military Pay Account (MMPA),  
Recycling Transaction from DTR report, or  
Automated Case Control System (ACCS)

(1) Master Military Pay Account. The home station or demobilization station conducts the following actions to prevent AGR Soldiers from going into a 'V' status (separated status is 20 days after DOS) on DJMS-AC. Before canceling or deleting any E503/E504 input, the AGR Soldier's status must be verified with the State AGR Manager to see if the Soldier is on a current AGR tour.

(a) Access the Soldier's MMPA using "JJAA" on DJMS.

(b) Enter the Soldier's social security number, and enter NN & N7 (memo Lines) in the Request Codes.

(c) Review the Soldier's MMPA for an NN or N7 line that reflects the E503/E504 input. An ADSN of 8888 represents an input generated by TRANSPROC.

(d) When an erroneous separation input is discovered, input an E506 with the date of separation as shown on the NN or N7 line. This will cancel the separation input and return the Soldier to an 'A' status.

(2) Recycling Transaction from DTR. The Recycling Transaction from DTR report can be accessed using SAR4 on DJMS. Search the report using the Soldier's SSAN for recycling E503/E504 transactions on AGR Soldiers.

(a) Access the DTR report using "SAR4" on DJMS.

(b) On the Primary Selection screen, at the prompt, COMMAND ==>, type MODE JAARECYL, and press enter. The Distribution ID line should read as follows: DISTRIBUTION ID ---> JAARECYL.

(c) Tab to the REPORT ID line and type AA0133DP1, then tab to the SELECT BY line and type R, and press enter.

(d) On the Report Selection List screen, tab to the SEL column for Report ID AA0133DP1, type S and press enter.

(e) On the View Selection for AA0133DP1 screen, tab to the AA0133DP1 NATIVE BROWSE line under the SEL column, type S and press enter.

(f) On the AA0133DP1 Report, at the COMMAND ==> line, search the report by typing "F \*\*\*\*\*" (\*\*\*\*\* equals the Soldier's SSAN, quotes are not needed), and press enter. If a match is found, the cursor will be at the SSAN, press F5 to continue the search for more than one transaction on a specific SSAN. Press F10 and F11 to toggle left and right, press F7 and F8 to page up and page down to find more transactions for the same SSAN.

**NOTE 1:** If a match is found and needs to be deleted, send an email requesting deletion of transaction to [vanblarr@arng-fsc.ngb.army.mil](mailto:vanblarr@arng-fsc.ngb.army.mil). The following information will need to be provided for deletion: First 5 letters of the Last Name, SSAN, FID-AI, TRANS NUM, and SEQ NUM. The TRANS NUM and SEQ NUM are the last two columns and can be obtained by pressing "F11" to toggle right after a match has been found.

**NOTE 2:** Before entering a new SSAN to search at the COMMAND line, exit the report and re-enter to ensure search is from the beginning of the report.

(3) Automated Case Control System. The Automated Case Control System (ACCS) can be accessed using JCCM on DJMS. Search the system by using the Soldier's SSAN to identify erroneous separation cases.

(a) In the Base Inquiry Request screen, type the Soldier's SSAN at the INDIVIDUAL SSN line, and press enter to search for any ACCS case for that SSAN.

(b) If ACCS case(s) is/are found with a FID of E503/E504 and needs to be closed with no action taken, send an email requesting the ACCS to be closed with no action taken to [vanblarr@arng-fsc.ngb.army.mil](mailto:vanblarr@arng-fsc.ngb.army.mil).

## Chapter 12

### Individual Ready Reserve (IRR) Processing

1. **Mission Intent.** To start IRR Soldiers' pay accounts for mobilization and terminate pay and allowances by taking the account off the pay system upon demobilization. Finance personnel will perform the mobilization and demobilization phases by interviewing each Soldier one-on-one.

2. **Mobilization.** HRC-St Louis will perform the accession entries for IRR Soldiers on DJMS-FC (FCP, DMO); the mobilization station will start the pay and allowances and all other finance actions only after conducting one-on-one interviews with each Soldier. The mobilization station will also assist Soldiers in the completing finance-related documents and processing the during the mobilization process.

a. Finance Actions. Generally, the tasks outlined in Chapter 7 (Mobilization) for RC Soldiers reporting to the mobilization station from their reserve units apply to IRR Soldiers. Conduct these actions, as applicable, IAW these procedures. The following initial and unique processing procedures apply to IRR Soldiers:

(1) Determine if the installation will be utilizing Reception Battalion Automated Support System (RECBASS) for mobilization as the single point of entry system to collect and validate key finance information. If so, obtain a copy of the RECBASS Daily Processing Roster from the reception battalion. Utilizing RECBASS will generate all required documentation to establish pay entitlements. If RECBASS is not being utilized or inoperable, the Soldier must complete the documents manually.

(2) Ensure each Soldier completes Annex E.

(3) If the mobilization station has a trusted agent to reset and issue myPay PINs, ask the Soldier if he or she is in receipt of myPay letter, and if not, have the Soldier complete a request for myPay PIN reset. The trusted agent will access the myPay restricted website, reset the Soldier's PIN number and provide the Soldier with a new temporary PIN and instructions to customize the myPay PIN.

b. Start Pay and Allowances. Follow the procedures in Chapter 6 (Home Station Activities) to input the TINs and start the pay account (or, if HRC-St Louis has not accessed a Soldier, then establish the pay account) and other finance-related documents. At a minimum, obtain and process the following documents from RECBASS or manually completed by the Soldier:

(1) Mobilization orders and amendments (if applicable).

(2) DA Form 3685 (JUMPS-JSS Pay Elections Form).

(3) SF 1199A (Direct Deposit Sign-Up Form), Financial Management Service (FMS) Form 2231 (Fast Start Direct Deposit) or voided check.

(4) DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and Variable Housing Allowance (VHA)) and supporting documents. Make a copy of DA Form 5960 and supporting documents for Soldier's entitled to BAH-DIFF. Place in suspense file for monthly non-automated entitlement TINs D02 and D19 processing.

(5) TD IRS Form W-4 (Employee's Allowance Withholding Allowance Certificate).

(6) DD Form 2058 (State of Legal Residence Certificate).

(7) SGLV 8286 (Servicemembers' Group Life Insurance Election and Certificate). **Important: For FSGLI, the member must report their spouse in DEERS, to include service member married to service member.**

(8) DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance (FSA)). Make a copy of DD Form 1561 for Soldier's married to Soldier and entitled to FSA. Place in suspense file for monthly non-automated entitlement TINs D02 and D19 processing.

(9) Other documents may be required, such as DD Form 2058-1 (State Income Tax Exemption Test Certificate), USARC Form 30-R (Officer Initial/Additional Active Duty Allowance Statement) for USAR or a Memorandum signed by the unit commander for ARNG and TSP-U-1 (Thrift Savings Plan Election Form).

(10) CONUS COLA. Determine if the Soldier is entitled to CONUS COLA by accessing <http://www.dtic.mil/perdiem/ccform.html> and entering the Soldier's zip code as annotated on mobilization orders.

(a) If payable, print 2 copies of the query results.

(b) Provide a copy to the Soldier to present to the unit commander for preparation and approval of DA Form 4187.

(c) Retain the second copy for suspense file to ensure receipt of DA Form 4187 (Personnel Action).

(d) Upon receipt of completed DA Form 4187, place in suspense file for monthly non-automated TINs D02 and D19 processing.

(11) Overseas Housing Allowance (OHA). Refer to page 144.

**3. Suspense File Management and Processing.** Create and maintain a separate suspense file for each non-automated entitlement listed above and any other non-automated pays. At the beginning of each month, review each suspense file for non-automated allowances and pays to ensure the entitlement has not already been posted. If not, use the appropriate TIN, component of pay and accompanying remarks. Conduct this procedure manually each month for the duration of the tour.

**4. Demobilization.** Validate IRR Soldiers' pay accounts on DJMS-RC by conducting one-on-one interviews with each Soldier, verifying the Soldier's pay status against their MMPA and terminating pay and entitlements by taking the account off the pay system upon demobilization. Process all leave transactions before inputting a TIN 900 to separate the IRR Soldiers from the pay system. Generally, the tasks outlined in Chapter 9 (Demobilization Station) for RC Soldiers assigned to a reserve unit apply to demobilizing IRR Soldiers. Conduct these actions, as applicable, IAW these procedures.

**RENTAL STATEMENT**

I, \_\_\_\_\_ hereby certify that  
(Print Last, First, MI.)

\_\_\_\_\_ has been paying rent in the  
(Soldier's Last Name, First, MI.) (Soldier's Social Security Number)

amount of \$\_\_\_\_\_ since \_\_\_\_\_ and will continue to pay

rent for the residence at:

\_\_\_\_\_  
(Residence Street Address & apartment #, if applicable) (City) (State) (Zip Code)

for the duration of his or her deployment. I also understand that this income is taxable for me.

\_\_\_\_\_  
(Signature – Lease Holder) (Date MMDDYYYY)

**NOTARIZED:**

\_\_\_\_\_  
(Signature – Soldier) (Date MMDDYYYY)

**NOTARIZED:**

## **Chapter 13**

### Medical Retention Processing (MRP)

**1. Perform Medical Retention Processing (MRP).** MRP (formerly ADME) applies to RC Soldiers mobilized and require health care based on medical conditions identified while in an active duty status in support of the Global War on Terrorism (GWOT) contingency operations. Below are initial key points on MRP:

a. MRP is a personnel management process for mobilized Reserve Soldiers who may be transitioning from Title 10 USC 12302 (partial mobilization orders) to Title 10 USC 12301(d) (voluntary retention on active duty orders) for medical retention processing. This includes participating in the Civilian Based Health Care Initiative (CBHCI) Program.

b. The implementing instructions for MRP are located in the Army G1 web site at <http://www.armyg1.army.mil/militarypersonnel/ppg.asp>, Transition of RC Soldiers from Partial Mobilization to MRP. Contact the Human Resources Command-Alexandria (HRC-A) medical cell at 703-325-1763/9095 (DSN 221) for further assistance.

c. The Army National Guard Financial Services Center (ARNGFSC), DFAS-IN, is responsible for adjusting the tour dates and ensuring continuation of pay and allowances for all RC Soldiers upon receipt of MRP orders. Also refer to Chapter 15. The ARNGFSC is responsible for the following tasks:

(1) Providing pay support to ARNG and USAR Soldiers assigned to every Civilian Based Health Care Organization (CBHCO).

(2) Inputting all MRP orders for ARNG and USAR Soldiers.

(3) Resolving all military pay inquiries and performing routine pay account maintenance on all Soldiers and cadre assigned to CBHCOs. The Contingency Travel Office (CTO) at DFAS-IN still is responsible for travel-related inquiries. However, the CTO and ARNGFSC's human resources command input cell will continue to address and resolve exceptions of travel cases.

(3) Deploying, managing and maintaining the myUnitPay System. This is a web-based application the CBHCO's administrative staff will input all DA Forms 31. The Soldier's home station still is responsible for paying non-automated pays each month.

d. Finance personnel will comply with the procedures outlined in the DFAS' military pay message memorandum on Wounded in Action (WIA) and Disease Non-battle Injury (DNBI) Pay Account Management. Supervisors must train their teams as often as necessary on the requirements of WIA and DNBI and closely manage the program.

**2. Duty Status and Pay Accountability.** A Soldier's duty status may include reassignment actions, personnel accountability, retirement, REFRAD or discharge. All these duty statuses affect the Soldier's pay. Therefore, it is imperative that finance personnel take a proactive approach in coordinating with local units, medical treatment facilities, CBHCOs, veterans' administration hospitals and other organizations to account for each Soldier's pay in their area of responsibility. Soldiers may fall into one of the following four MRP categories below during the mobilization and demobilization process.

a. Within the First 25 days of Mobilization: These are Soldiers who are REFRAD within the first 25 days of mobilization when found medically non-deployable based on a non-duty related, pre-existing medical condition.

b. Pre-deployment: These are Soldiers requiring medical assessment/treatment prior to deployment. The following apply for Soldiers who are injured in the line of duty or become ill during pre-deployment processing:

(1) When a medical assessment determines that the Soldier will not return to duty (RTD) within 60 days, the Soldier will be reassigned to the installation Medical Retention Processing Unit (MRPU) UP 10 USC 12301(d). Soldiers who do not consent to be retained on AD will be REFRAD IAW paragraph 3, below.

(2) Soldiers expected to RTD within 60 days will be reassigned to the MRPU in a temporary change of station (TCS) status and remain on AD UP 10 USC 12302. Soldiers will remain assigned to the MRPU until a medical determination is made concerning RTD, entry into the CBCHI Program, REFRAD, retirement or discharge.

c. Deployment: These are Soldiers who are evacuated from theater or CONUS duty locations and require medical assessment/treatment. The following provisions apply:

(1) When medical evaluations determine that a Soldier evacuated from theater or CONUS assignment will RTD within 60 days, and the Soldier will have at least 120 days left from his or her mobilization orders beyond the expected RTD date, then the Soldier will remain on AD under their partial mobilization orders.

(2) When medical evaluations determine that a Soldier evacuated from theater or CONUS assignment will not RTD within 60 days, or the Soldier could RTD within 60 days but the Soldier will not have at least 120 days left on his or mobilization orders beyond the expected RTD date, then the Soldier will be reassigned to the installation MRPU UP 10 USC 12301(d). Soldiers who do not consent to be retained on AD will be REFRAD IAW paragraph 3, below.

d. Post-deployment: These are Soldiers requiring further medical assessment/treatment prior to demobilization. The following provisions apply:

(1) Soldiers arriving at the demobilization station who must remain on AD beyond the period of their mobilization orders to determine if further medical evaluation is warranted or who are determined by medical authorities to require further medical care, may be retained on AD UP 10 USC 12301(d) with their consent and with approval of the Commander, HRC-A.

(2) Soldiers who do not consent to be retained on AD will REFRAD IAW paragraph 3, below.

**3. Voluntary or Non-voluntary Retention on Active Duty.** Soldiers may be voluntarily retained on AD UP 10 USC 12301(d) for medical assessment/treatment only with their consent. Army National Guard Soldiers also require consent from their governor or appropriate State official. Soldiers who do not voluntarily consent to be retained on AD UP USC 12301(d) at anytime during the medical retention process, will be considered no longer operationally required and will be REFRAD. These Soldiers will be required to sign an active duty declination statement and be provided face-to-face counseling and referral for their continued medical care while not on AD.

#### **4. Reassignment Guidance.**

a. RTD Prior to CBHCI. When a medical determination is made to RTD a Soldier, the garrison commander will notify HRC-A medical cell that the Soldier is medically fit.

(1) HRC-A will direct the installation to REFRAD the Soldier who is retained on AD UP 10 USC 12301(d) and return him or her to their prior reserve status.

(2) Soldiers assigned to the MRPU UP 10 USC 12302 will be available as replacements and will process for deployment.

b. REFRAD Prior to CBHCI and not RTD. Once all medical board processing is completed and a medical determination is made that a Soldier will not RTD, HRC-A will notify the garrison commander to ensure the Soldier is REFRAD, discharged or retired within 30 days of notification.

c. RTD after Entry into CBHCI. The CBHCO commander will report through the chain of command to the Continental United States Army (CONUSA) that a Soldier is medically fit to RTD. The CONUSA commander will notify HRC-A medical cell that the Soldier is medically fit to RTD. HRC-A will direct REFRAD of the Soldier as outlined in paragraph 4a, above.

d. REFRAD or Separation after Entry into CBHCI and not RTD. The CBHCO commander will report through the chain of command to the CONUSA when a Soldier has completed all medical processing and will not RTD. The CONUSA will notify the HRC-A medical cell as noted above. HRC-A will direct the installation to take one of the following actions:

(1) Retain in the RC. The installation coordinates with the RC chain of command to identify the unit of assignment and directs the demobilization station to REFRAD the Soldier back to his or her prior reserve status.

(2) Separate by reason of physical disability or disability retirement. Soldiers may be out-processed by the nearest transition center to where they are located. HRC-A medical cell will coordinate with the Soldier's original mobilization station of the action.

## 5. Reassignment Processing.

a. TCS orders will only be used to move Soldiers from their assigned units to a military treatment facility, mobilization station or CBHCO duty location. This also applies to 10 USC 12302 Soldiers going to and from the MRPU.

b. Assignment of Orders into the MRPU.

(1) Soldiers assigned to the MRPU, but remaining UP 10 USC 12302 will be reassigned using TCS Format 401.

(2) Soldiers Assigned to the MRPU UP 10 USC 12301(d):

(a) The mobilization station will request MRP orders from HRC-A medical cell.

(b) The request packet for orders will include DA Form 4187, DA Form 3349 and a copy of the Soldier's individual mobilization orders with all amendments.

(c) HRC-A will publish 179-day orders (Format 162) UP 10 USC 12301(d) retaining the Soldier on AD. Requests for extensions will be submitted to HRC-A NLT 45 days prior to the end date of the orders. Soldiers will not be extended under this program past 365 days without being entered into the Physical Disability Evaluation System.

(d) HRC-A will furnish copies of the orders to the Soldier; ARNG Financial Services Center, Indianapolis, IN (ARNGFSC); the United States Army Reserve Pay Center (UPC), Ft McCoy, WI; the Joint Force Headquarters State (JFHQ-ST), Regional Readiness Command (RRC) or the United States Army Special Operations Command (USASOC); the losing RC unit; and the Soldier's mobilization station responsible for the separation order and DD Form 214.

c. Attachment of Soldiers Selected for CBHCI.

(1) The mobilization station will publish TCS orders (Format 401) to reassign the Soldier from the mobilization station to the CBHCO with duty near the Soldier's home. Assignment order will specify command and control, UCMJ, in-processing and out-processing requirement with the finance office and medical processing authority.

(2) The mobilization station will provide HRC-A, Personnel Service Support Division (PSSD), copies of the Soldier's TCS orders.

## **6. Separation Processing.**

a. Soldiers who are assigned to an MRPU unit and remain on the installation will out-process through the installation transition center.

b. Soldiers Attached to the CBHCO Unit.

(1) Soldiers retained in the RC. The CBHCO unit will notify the mobilization station and coordinate with the RC command to identify a Soldier's unit or UIC for assignment upon separation. Soldiers will not return to the mobilization station. Mobilization stations will process separation orders and DD Forms 214.

(2) Soldiers not retained in the RC. The CBHCO will notify the mobilization station. Soldiers will report to the nearest transition center for out-processing. The mobilization station will process separation orders and DD Forms 214.

**7. Pay Accountability, BAH and FSA.** Soldiers' pay accounts will remain on DJMS-RC. Soldiers on MRP orders will maintain their BAH based on the HOR zip code on the original mobilization order. Soldiers will also maintain their FSA, unless further attached to a CBHCO placing the Soldier at his HOR or if no longer qualified to receive FSA. Finance personnel will conduct the following actions:

a. Complete a Finance Mobilization and Demobilization Documentation Requirements Checklist (Annex E) for each Soldier interviewed.

b. Establish effective procedures, in writing, to include POCs, for receiving MRP orders from the local MRPU, GSU or G1, and MTFs. Update Soldiers' pay accounts as necessary. Ensure the list of Soldiers on MRP orders matches the list maintained by the MRPU, GSU or G1, MTFs, VA hospitals or CBHCOs.

c. Visit or contact the MRPU, MTF or CBHCO (if practical) IAW DFAS' WIA and DNBI Memorandum to ensure pay accountability of Soldiers arriving and departing. Update Soldiers' pay and entitlements immediately.

d. Coordination for REFRAD is the responsibility of the attached MRPU, MTF and CBHCO. Once placed on MRP orders and further TCSd, a Soldier who redeploys is not required to return to the original redeployment or demobilization station to be REFRAD.

**Chapter 14**  
**Disability Severance Pay**

1. **General Information.** RC Soldiers that have a disability disposition at separation and have 20 qualifying years of service (YOS) for retirement in the Reserves must make an election with the United States Army Physical Disability Agency (USAPDA) at the time PEB election to accept either the disability severance pay or accept the 20-year Reserve retirement in lieu of the severance pay. Specific guidance and criteria are contained in the DoDFMR, 7A, Chapter 35 and AR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records.

2. **Actions by Military Personnel Directorate (MPD)/G1:**

a. Soldier Elects Disability Severance Pay (DSP). The transition center will discharge the Soldier and publish the orders and issue a DD Form 214. The separation orders must specify entitlement to disability severance pay and the total combined years of active service and inactive duty training, subject to paragraph 3b, below. A copy of the orders published by the transition center and the orders published by the Soldier's RC unit (if required) will be forwarded to USAPDA and HRC-A (AHRC-PDZ-RC).

b. Soldier Elects Retirement in Reserves in Lieu of DSP. The transition center will release the Soldier from active duty and transfer the Soldier directly to the retired Reserve and publish the orders and issue a DD Form 214. A copy of the REFRAD orders and DD Form 214 will be forwarded to HRC-A (AHRC-PDZ-RC) and the Soldier's RC unit so that, if necessary, the RC unit can publish orders separating the Soldier.

3. **Compute Basic DSP and Determine Pay Grade:**

a. Maximum Points Per Year. Keep in mind the following three dates and the maximum inactive points per year:

<u>DATES</u>	<u>Maximum Points Allowed</u>
(1) After 31 Oct 00	90
(2) 23 Sep 96 – 31 Oct 00	75
(3) Prior to 23 Sep 96	60

b. Years of Service (YOS) for Non-regular Service Member. The YOS (not to exceed 12) is the total combined years of active federal service, to include annual training (AT) and inactive duty for training (IDT), including membership points (the exception to this is a member of the Regular forces may not have inactive duty performed under Title 10 U.S.C. 270 (reference (c)) included in the calculation. A part of a year that is six months or more is counted as a whole year; disregard if a part of a year is less than six months. A Soldier who has less than six months of active service at the time of separation is not entitled to disability severance pay. Key actions and notes include the following:

(1) Obtain a current Retirement Point Accounting System. The ARNG uses the Army National Guard Current Annual Statement provided by the USPFO or the Adjutant General's Office. The USAR uses an ARPC Form 249-2-E furnish by HRC-St Louis.

(2) There is no limit for AT/ADT/ADSW.

(3) Membership points are included.

(4) Cannot exceed the maximum limit of 365 days for the year.

(5) The maximum YOS allowed is 12 years.

c. Determine the Pay Grade for DSP as follows:

(1) The grade or rank in which the member is serving at separation.

(2) The permanent Reserve grade held at separation.

(3) The highest temporary or permanent grade or rank in which the member served satisfactorily as determined by the Secretary of the Military Service concerned.

(4) If the disability is found during an examination for promotion, the grade or rank to which the member would have been promoted if there were no disability.

d. Compute YOS and Estimated DSP.

(1) Divide the Soldier's total points for retired pay by 360. For example:

$$3771 \div 360 = 10.475.$$

(2) To determine the number of months, multiply the remainder by 12 as follows:

$$.475 \times 12 = 5.7.$$

(3) To determine the number of days, multiply the remainder by 30 as follows:

$$.7 \times 30 = 21.$$

<b>RPAS</b>	<b>10 Years</b>	<b>5 Months</b>	<b>21 Days</b>
Current AD Tour	1 Year	2 Months	11 Days
Sub-total YOS	11 Years	7 Months	32 Days
Convert	11 Years	8 Months	2 Days
<b>Total YOS</b>	<b><u>12 Years (Max)</u></b>		

Therefore:  $2 \times \$ \frac{\text{Basic Pay}}{\text{(YOS- Max is 12)}} = \$ \frac{\text{Est. DSP}}{\text{(Est. DSP)}}$ .

## **Chapter 15**

### Human Resource Command Input Cell (HRCIC)

1. **General Information.** The Army National Guard Financial Services Center (ARNGFSC) has coordinated with the Human Resources Command-Alexandria to establish a Human Resource Command Input Cell (HRCIC), located at the ARNGFSC in Indianapolis, IN.
2. **HRCIC Responsibility.** The HRCIC will be responsible for performing initial input to ensure accession of ARNG and USAR Soldiers placed on Contingency Operation Extended Active Duty (COEAD) orders, and ensure continuity of pay for all ARNG and USAR Soldiers placed on Contingency Operations Temporary Tour of Active Duty (COTTAD) and Medical Retention Processing (MRP).
3. **Coordination.** This action has been coordinated among the ARNGFSC, the United States Army Reserve Pay Center (UPC), and the Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN).
4. **COTTAD, COEAD and MRP Orders Processing.** HRCIC will conduct the following processing procedures:
  - a. COTTAD.
    - (1) For Soldiers currently in a mobilization status and volunteering to stay on active duty beyond 24 months, the HRCIC will process all military pay extension transactions for the period of COTTAD, to include reestablishment of theater-specific entitlements. Additionally, the HRCIC will forward a copy of the COTTAD order to the Soldier's USPFO or UPC, which will retain responsibility for maintaining all non-automated pays (non-theater specific).
    - (2) For Soldiers currently not on active duty and in receipt of COTTAD orders, the HRCIC will forward a copy of the COTTAD order to the USPFO, UPC, or prospective servicing finance office that will be responsible for conducting in-processing and establishing mobilization entitlements.
    - (3) The Soldier's servicing finance office at the COTTAD location will continue to perform routine pay account maintenance and pay inquiry resolution as well as processing Assignment Incentive Pay, if applicable.
  - b. COEAD.
    - (1) Upon receipt of orders, the HRCIC will access the Soldier onto DJMS-AC and perform the accession confirmation transaction.

(2) ARNG Soldiers will have their State MILPO publish a separation order, which will generate the DJMS-RC separation transaction.

(3) USAR Soldiers will have their RRC G-1 publish a separation order, which will generate the DJMS-RC separation transaction.

(4) The HRCIC will monitor and take action to ensure timely separation transactions on DJMS-RC.

(5) Upon arrival at the physical duty station, COEAD Soldiers will in-process at the servicing finance office, which will perform the arrive transaction and have the Soldier complete DA Form 5960 for recertification.

(6) After the servicing finance office at the physical duty location of the Soldier performs in-processing, they will assume responsibility for routine maintenance and pay inquiry resolution.

c. MRP.

(1) Upon receipt of MRP orders, the HRCIC will adjust tour dates and ensure continuation of pay and entitlements.

(2) Once the initial processing is performed, the servicing finance office at the physical duty location of the Soldier will assume responsibility for routine pay account maintenance and pay inquiry resolution.

5. Point of contact for the HRCIC is DSN 699-3604, CML 317-510-3604 or all HRCIC members may be contacted at 1-877-ARNGPAY or [ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL](mailto:ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL)

FINANCE TASKS, RESPONSIBILITIES AND PAY STANDARDS MATRIX  
6 MAY 2005

	A	B	C	D	E	F	G	H	I
			SOP PAGE #/ AUTO ITEM	USPFO	UNIT/HS RESP UPC	MOB - DEMOB	DFAS-IN	DEPLOYED LOCATION	REFERENCES / REMARKS
1	<b>LEGEND: SAA: SAME AS ABOVE; P: PRIMARY RESPONSIBILITY; S: SECONDARY RESPONSIBILITY; UPC: US ARMY RESERVE PAY CENTER</b>								
2	PHASE / PRINCIPLE TASKS	STANDARD OF PAY							
3	<b>I - PLANNING PHASE</b>								
4	SOLDIER READINESS PROCESSING	ARNG: 1XYR; USAR 2XYR	10	P	P				
5	ANNEX E	SAA	10	P	P				
6	BRIEF MIL PAY, TVL & ALLOWANCES	SAA	10	P	P				ANNEX D: PAY AND TRAVEL FLYERS
7	BRIEF, ENROLL IN myPAY	SAA	10	P	P				myPAY WEB SITE
8	ANNUAL RECORDS REVIEW	BIRTHMONTH	10	P	P				
9	COMMANDER'S SOLDIER CERTIFICATION	BIRTHMONTH	11	P	P				
10	<b>II - ALERT PHASE</b>								
11	UPDATE FINANCE READINESS PACKETS	UPON ALERT	11	P	P				
12	LOAD DERIVATIVE UIC	UPON MOB	11/NO	S	S		P		
13	<b>III - HS ACTIVITIES</b>								
14	ID TRAINING & RESOURCE REQUIREMENTS	MONTHLY	11	P	P				
15	ENSURE SEPARATION OF DUTIES	DAILY	11, 21	P	P				
16	BRIEF SOLDIERS & FAMILY READINESS GP	UPON MOB	11, 12 & 25	P	P				ARNG, USAR SOP: ISSUE HANDBOOK
17	ISSUE UNIT DA FORMS 481	UPON MOB	12 & 25	P	P				
18	CONDUCT INTERNAL FIN COMPLIANCE REV	ANNUALLY	12	P	P				AR 11-37; ANNEX M
19	START LONG TOUR; REVIEW MMPA	UPON MOB	21	P	P				
20	RECEIVE, REVIEW MOB PACKET:								
21	MOB ORDERS	SAA	21	P	P				
22	PROMO/DEMO ORDERS	SAA	21	P	P				
23	SF 1199A (DD/EFT)	SAA	22	P	P				
24	TD FORM IRS W-4	SAA	22	P	P				
25	DA FORM 5960	SAA	22	P	P				READ DoDFMR & PPG
26	BAS, CONUS, OCONUS COLA OR OHA	SAA	23, 139 & 144	P	P				
27	START FSA (AFTER 30 CONSECUTIVE DYS)	SAA	23	P	P	S			
28	PAY ENL, RE-ENL, AFFIL, BONUSES	WHEN DUE	23	P	P				PAY UPON RECEIPT REQ FROM BONUS MGR
29	PAY OFFICER UNIFORM ALLOWANCE	SAA	24/NO	P	P	S			
30	CONDUCT PAY AND TVL BRIEFING	UPON MOB	25	P	P				ANNEX D: YOUR PAY AND TRAVEL FLYERS
31	REVIEW TSP MASTER FILE	SAA	26	P	P				NGR 37-104-3; ARNG SOP
32	COMPLY WITH SOLDIER SVC STANDARD	W/I 72 HRS	26	P	P				
33	INPUT TRANSACTIONS	SAA	27	P	P				
34	START & PAY NON-AUTOMATED PAYS	SAA	27/NO	P	P				
35	START SPECIAL INCENT & MEDICAL PAYS	SAA	27/NO	P	P				
36	INPUT LEAVE & UPDATE LMR	SAA	28	P	P				REFER TO CHAPTER 13
37	PERFORM MRP	POLICY	28, 62 & 70	P	P				
38	IDENTIFY CROSS-LEVEL SOLDIERS	UPON MOB	28	P	P				
39	RESOLVE MGT NOTICES AND REJECTS	W/I 72 HRS	28	P	P				
40	DEACTIVATE TRAVEL CARD	UPON MOB	134	P	P				DA POLICY: CMD PROC BY USARC/RRC/DRC

FINANCE TASKS, RESPONSIBILITIES AND PAY STANDARDS MATRIX  
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	A	B	C	D	E	F	G	H	I
1	LEGEND: SAA: SAME AS ABOVE; P: PRIMARY RESPONSIBILITY; S: SECONDARY RESPONSIBILITY; UPC: US ARMY RESERVE PAY CENTER								
2	PHASE / PRINCIPLE TASKS	STANDARD OF PAY	SOP PAGE #/ AUTO ITEM	USPFO	UNIT/HS RESP UPC	MOB - DEMOB	DFAS-IN	DEPLOYED LOCATION	REFERENCES / REMARKS
41	IV - MOB STATION								
42	ID TRAINING & RESOURCE REQUIREMENTS	MONTHLY	12			P			
43	ENSURE SEPARATION OF DUTIES	DAILY	12 & 30			P			
44	CONDUCT INTERNAL FIN COMPLIANCE REV	ANNUALLY	13			P			AR 11-37; ANNEX M
45	CONTACT UNITS IN ADVANCE	UPON NOTICE	13 & 30	S	S	P			COORD. & COMPLETE FIN-RELATED MATTERS
46	ISSUE UNIT DA FORMS 481	UPON SRP	13 & 31			P			
47	CONDUCT PAY AND TVL BRIEFING	UPON SRP	13 & 31			P			INCLUDES CONUS TVL SUBMISSION REQMTS
48	VALIDATE, UPDATE INPUT MADE BY HS	UPON SRP	30			P			
49	COMPLY WITH SOLDIER SVC STANDARD	W/I 72 HRS	31	S	S	P	S		
50	VERIFY AGR TITLE 32 SOLDIERS' BAH	SAA	32 & 52			P			READ DoDFMR & PPG.
51	VERIFY AGR COMP CHG (FID TP)	UPON SRP	32 & 54	P		S	S		
52	PAY DISABILITY SEVERANCE PAY	W/I 72 HRS	33/NO	S	S	P			USE DJMS-RC VIA CENTRAL SITE - NOT SRD-1
53	PAY OFFICER CLOTHING	UPON SRP	33/NO	S	S	P			PAY, IF NOT PAID AT HOME STATION
54	INPUT TRANSACTIONS	W/I 72 HRS	33			P			
55	INPUT LEAVE & UPDATE LMR	SAA	33	S	S	P			
56	PERFORM MRP, WIA & DNBI	POLICY	34 & 62			P			OBTAIN MRP ORDERS (FORMERLY ADME)
57	RESOLVE MGT NOTICES AND REJECTS	W/I 72 HRS	34			P			
58	PERFORM SOLDIER DATA RECON. & RPTs	MONTHLY	34			P			eMILPO & DJMS-RC FILE BUMP & TINs ANALY.
59	ASSUME HIERARCHY/ACTIVATE, IF REQ.	LOCAL SOP	134			P			DA TRAVEL POLICY; INSTALLATION
60	PROCESS CASUAL, ADVANCE PAYS	SAA	137			P			
61	V-PODs OR DEPLOYED LOCATION								
62	ID TRAINING & RESOURCE REQUIREMENTS	MONTHLY	13					P	
63	ENSURE SEPARATION OF DUTIES	DAILY	14 & 36					P	
64	CONDUCT PAY AND TVL BRIEFING	UPON ARR/DEP	14 & 37					P	
65	START, STOP HF/IDP-CZTE, DEPLOY ENTIT	SAA	14 & 33 / NO					P	ONE DISK SENT TO DFAS SLAPO FOR UPLOAD
66	MONITOR OTHER ARR & DEP POINTS	DAILY	14					P	UPDATE SOLDIERS' ENTITLE; COORD W/G-1
67	CONDUCT FIN COMPLIANCE REVIEW	ANNUALLY	15					P	AR 11-37; ANNEX M
68	VERIFY/UPDATE INPUT MADE BY HS/MS	UPON ARR	36					P	
69	INPUT TRANSACTIONS	W/I 72 HRS	37					P	AUDIT W/I 48 HOURS FOR COMBAT ENTITLE.
70	RESOLVE MGT NOTICES AND REJECTS	W/I 24 HRS	37					P	
71	COMPLY WITH SOLDIER SVC STANDARD	W/I 72 HRS	37	S	S	S	S	P	
72	PROCESS AND REVIEW NON-AUTO PAYS	MONTHLY	39 / NO					P	FOR DEPLOYED-SPECIFIC ENTITLEMENTS
73	PAY ENLISTED CLOTHING ALLOWANCE	ANNIVERSARY MO.	39 / NO	P	P	S		S	USARC/ARNGFSC CENTRAL INPUT AT 1 YEAR
74	INPUT LEAVE FORMS	W/I 72 HRS	39	S	S	S		P	
75	PROCESS LOCAL PAYS (Gps, APs, TVL)	LOCAL POLICY	39					P	
76	PROCESS SDP	SAA	39 / NO	S	S			P	
77	COMPL 1351-2 THRU PODs/DEPLOY LOC.	UPON DEP	40					P	
78	MONITOR, PROCESS MEDIVAC, MTFs	2X MONTH	40 & 62					P	
79	ASSUME HIERARCHY OF GTCC, IF REQ.	LOCAL SOP	40 & 134					P	DA TRAVEL POLICY; DEPLOYED LOCATION

FINANCE TASKS, RESPONSIBILITIES AND PAY STANDARDS MATRIX  
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A		B	C	D	E	F	G	H	I
LEGEND: SAA: SAME AS ABOVE; P: PRIMARY RESPONSIBILITY; S: SECONDARY RESPONSIBILITY; UPC: US ARMY RESERVE PAY CENTER		STANDARD OF PAY	SOP PAGE #/ AUTO ITEM	USPFO	UNIT/HS RESP UPC	MOB - DEMOB	DFAS-IN	DEPLOYED LOCATION	REFERENCES / REMARKS
1	PHASE / PRINCIPLE TASKS								
2	<b>VI - DEMOB STATION</b>								
80	ID TRAINING & RESOURCE REQUIREMENTS	MONTHLY	15			P			
81	ENSURE SEPARATION OF DUTIES	DAILY	15 & 41			P			
82	CONDUCT FIN COMPLIANCE REVIEW	ANNUALLY	16			P			AR 11-37; ANNEX M
83	MONITOR ERRONEOUS AGR SEPS	UPON SRP	15, 42 & 52	S	S	P			
84	CONDUCT PAY AND TVL BRIEFING	SAA	15 & 42			P			
85	OBTAIN LEAVE VERIFICATION FORM	SAA	16 & 42			P			
86	BRIEF TRAVEL & COMPLETE 1351-2	SAA	42 & 134			P			FROM DMS TO HOME OF RESIDENCE
87	VERIFY TITLE 32 AGR SOLDIERS' BAH	SAA	42 & 55			P			READ DoDFMR & PPG.
88	COMPLY WITH SOLDIER SVC STANDARD	W/I 72 HRS	43	S	S	P		S	
89	VERIFY AND UPDATE PAY STATUS	SAA	43			P			
90	<b>CHANGE - NOT CANCEL - TOUR DATE</b>	SAA	43			P			CANCELING REQUIRES SUPERVIS. APPROVAL
91	STOP DEPLOYED ENTS. IF APPLICABLE	SAA	43			P			
92	STOP AGR SOLDIERS' FSA	SAA	44 & 55			P			
93	PAY ENLISTED CLOTHING ALLOWANCE	SAA	44 / NO	S	S	P			PAY FULL OR PRORATED AMOUNT, AS APPLIC.
94	PAY DISABILITY SEVERANCE PAY	SAA	44 / NO	S	S	P			USE DJMS-RC VIA CENTRAL SITE - NOT SRD-1
95	INPUT TRANSACTIONS	SAA	44			P			100% OF EACH UNIT THAT DEMOBILIZED
96	CONDUCT POST-REFRAD AUDITS	30 DYS AFTER DOS	44			P			
97	INPUT TRANSITION LEAVE	W/I 72 HRS	44			P			
98	PAY AGR LV SELL (TITLE 10, TITLE 32)	SAA	45			P			OBTAIN MRP ORDERS (FORMERLY ADME)
99	PERFORM MRP, WIA & DNBI	POLICY	45 & 62			P			
100	RESOLVE MGT NOTICES AND REJECTS	W/I 72 HRS	45			P			
101	PERFORM SOLDIER DATA RECON. & RPTs	MONTHLY	46			P			TRANSPROC-DJMS-RC FILE BUMP & TINs ANALY.
102	DEACTIVATE TVL CARD, IF APPLICABLE	LOCAL SOP	134			P			DA TRAVEL POLICY; INSTALLATION
103	<b>VII - POST-DEMOB (HS ACTIVITIES)</b>								
104	ID TRAINING & RESOURCE REQUIREMENTS	MONTHLY	16	P	P				
105	ENSURE SEPARATION OF DUTIES	DAILY	16 & 47	P	P				
106	CONDUCT FIN COMPLIANCE REVIEW	ANNUALLY	17	P	P				AR 11-37; ANNEX M
107	CONDUCT PAY AND TVL BRIEFING	UPON SRP	16 & 48	P	P				
108	REVIEW FINAL 1351-2 SETTLEMENTS	W/I 5 DAYS	17 & 48	P	P				
109	VALIDATE SOLDIERS' STATUS	UPON SRP	47	P	P				UNIT/RRCS SUBMIT DOCs TO UPC OR USPFOs
110	MONITOR AGR COMPONENT CHANGE	UPON SRP	48 & 52	P	P				
111	COMPLY WITH SOLDIER SVC STANDARD	W/I 72 HRS	49	P	P	S		S	
112	PROCESS DISABILITY SEVERANCE PAY	SAA	50 / NO	P	P				
113	CONDUCT 100% PAY AUDIT	30-60 DYS	50	P	P				
114	CERTIFY FINAL LEAVE PAYMENTS	END OF TLV	50	P	P				
115	PERFORM MRP	POLICY	51 & 62	P	P				OBTAIN MRP ORDERS (FORMERLY ADME)
116	IDENTIFY CROSS-LEVEL SOLDIERS	UPON DE-MOB	51	P	P				
117	RESOLVE MGT NOTICES AND REJECTS	W/I 72 HRS	51	P	P				
118	RTN TVL CARD TO ARNG HIERARCHY	LOCAL SOP	134	P	P				DA POLICY; CMD PROC BY USARC/RRC/DRC
119									
120									

# YOUR PAY WHILE YOU'RE AWAY



6 May 05



**Introduction:** Your finance team thanks you for your selfless service. While you are mobilized to support a contingency operation (ONE, OEF, OIF, Joint Endeavor Bosnia, etc.), listed below are the general provisions for pay and allowances and programs you (and family, if applicable) may receive. Also, refer to page 2 for further explanation regarding your pay, Leave and Earnings Statement (LES) and accrued leave. Your unit administrator and the finance team at the United States Property and Fiscal Office (USPFO), United States Army Reserve Pay Center (UPC), or deployed location will ensure you receive these entitlements accurately and timely.

- **Basic Allowance for Housing (BAH).** BAH rates vary by grade, marital status, family member status, child support obligation and home of residence's zip code. Ensure that you have, as applicable, your current marriage certificate, court-ordered support payment agreement, mortgage, lease or rental (monthly dollar amount stated) documentation. This allowance reflects as "BAH" on your LES.
- **Family Separation Allowance-II (FSA).** This allowance is for married Soldiers or single Soldiers who have children in their custody at the time of deployment and have been involuntarily separated, by military orders, from them for more than 30 consecutive days. FSA is payable from the first day of separation. The entitlement begins the day of departure from home station and stops the day before returning to home station. The monthly rate is \$250.00 and prorated for partial months. This allowance reflects as "FAM SEP ALWS" on your LES.
- **Basic Allowance for Subsistence (BAS).** All officers automatically receive BAS, and generally, enlisted Soldiers receive the standard BAS. BAS entitlement begins on the first day of your tour and ends upon completion of active duty. The monthly officer rate is \$183.00 and the enlisted rate is \$267.18. The amount is prorated for partial months. This allowance reflects as "SUBSISTENCE ALWS" on your LES.
- **Hostile Fire/Imminent Danger Pay (HF/IDP).** This special pay is commonly referred to as "combat pay" and is payable upon your arrival and departure from a designated combat zone location. The monthly rate is \$225.00 and paid for the entire month, regardless of the number of days you spend in the area. This pay reflects as "HOSTILE FIRE" on your LES.
- **Hardship Duty Pay - Location (HDP-L).** Depending on your designated deployed location, you may receive \$50.00, \$100.00 or \$150.00 a month. Qualification for this special pay begins 30 days after arrival at that particular area (but is payable from the day of arrival) and stops the day of departure. The amount is prorated for earned days of a month. This pay reflects as "HARDSHIP DUTY PAY" on your LES.
- **Combat Zone Tax Exclusion (CZTE).** This is a monetary benefit for designated zones. All enlisted Soldiers and Warrant Officers' pay are tax-exempt each month from federal and state tax. For commissioned officers, only the first \$6,529.20 is tax-exempt. This maximum monthly dollar amount is derived from the Sergeant Major of the Army's (SMA) basic pay, plus the HF/IDP amount. This exemption starts the day you arrive and depart from the zone and remains effective for the entire month, regardless of the number of days you spend at that location. **Also, see Page 2.**
- **Travel Per Diem.** Generally, government-furnished mess and lodging will be available. Therefore, the daily rate you'll receive for incidental expenses is \$3.50 for overseas locations and \$3.00 for stateside locations. You will submit the final travel settlement voucher upon your return to home station. If you are stationed where government lodging/meals are not available, you will be able to submit monthly travel claims. All travel claims for mobilized Soldiers supporting contingency operations are paid by a central travel office in Indianapolis, IN. Detailed information on submitting claims or inquiries is available at <http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp> or call 1-888-332-7366 or DSN 699-0300.
- **Savings Deposit Program (SDP).** Participating in the SDP is voluntary and you may contribute up to \$10,000.00 maximum of your "unallotted" (net) current pay by cash or personal check, provided you are in a designated combat zone location. Currently, contributions yield 2.5% quarterly interest rate or 10% annual rate. You must withdraw your SDP contributions and interest within 90 days after you demobilize. To withdraw your funds, write to: DFAS-CL, ATTN: Code FMCS, 1240 E. 9th St., Cleveland, OH 44199-2055. Please include in the request your name, SSN, branch of service and component (AC or RC), date departed from the combat zone area and bank routing and account number (or the mailing address to have the refund check sent). Fax your request to DSN 580-6924 or 216-522-6924; email: [larry.robertson@dfas.mil](mailto:larry.robertson@dfas.mil); or the Help Line at 1-800-624-7368, DSN 580-6545.
- **Accrued Leave.** You will earned 2.5 days a month (.5 days for every 6 days). If you're in a CZTE area, these accrued leave days are non-taxable, provided you have not reached the monthly \$6,529.20 ceiling. It is your responsibility to assure leave accuracy while mobilized. The demobilization station will compute your accrued leave payment/transition leave days prior to REFRAD (Release From Active Duty). **Additionally, your commander is required to turn in a Leave Verification Form to finance upon reporting to the demobilization station for out-processing, attesting to the number of days you took leave and leave balance while mobilized.**

# YOUR PAY WHILE YOU'RE AWAY



6 MAY 05

Your Reserve Pay and How it Works



**Background, the Future:** The method in which you receive your pay while mobilized is slightly different from active duty Soldiers. Currently, finance pays active duty Soldiers under the active pay system and reserve Soldiers under the reserve pay system. In the winter 2005, the new finance Forward Compatible Payroll (FCP) system will be the single pay system for active and reserve component Soldiers.

- **Pay Cycles.** To expedite payments, the current reserve pay system has up to 8 pay cycles per processing month. An LES could be produced during any of those 8 cycles in which there was a pay event, such as input of pay, collection, or remark on your account. Soldiers on a long tour duty (over 30 days) are normally paid on cycles at the middle and end of each month. However, a change to your pay will show up on the first of the 8 available pay cycles. Your LESs are available for viewing and printing via myPay (must have a PIN). Finance will furnish you the EOM LESs. Currently, your pay and allowances are not "summarized" on any one LES. Rather, each LES covers only the items included in that particular payment cycle.
- **CZTE Refunds/Split-payments.** At first glance at your LESs, it may appear that you have not received the total tax refunds for CZTE or have been underpaid, but you're not. Your monthly tax exclusions for CZTE are not given to you in full during the same month they are earned; instead, they are refunded to you at the beginning (1st pay cycle) of the following month. Your federal tax refunds will reflect on your LES as "WITHHELD TAX REF" and state tax refunds as "OTHER CREDITS."
- **Monthly Cut-off.** In general, if you arrive in an authorized CZTE area before midmonth cutoff (about the 6th of month), you will receive the HF/IDP special pay the same month, but you'll receive tax refunds the following month. The HF/IDP input generates your CZTE adjustments. However, if you were authorized HF/IDP after the current month cut-off, you will receive HF/IDP tax adjustments for the month of arrival (and the next month) two months after the month you arrive in the designated zone (two months worth of tax refunds). Again, this is due in part to when the initial input of the HFP/IDP is made, and then secondly, adjusting and refunding the federal and state taxes.

In general, all pay and allowances due for the first half of a month are paid at midmonth and those for the second half are paid at end of month (1st of following month). For example, you'll receive your monthly FSA in two pay periods: \$125.00 at MM and \$125.00 at EOM, totaling \$250.00. As an exception, Hostile Fire/Imminent Danger Pay is paid at midmonth for the entire month since it is earned in bulk for a whole month. Certain pays which are not fully automated, like CONUS COLA, are generally paid all at the EOM or the following midmonth based on manual input. To put this into perspective, here's an example (keep in mind that pay cycles vary):

- 1 Sep - Pay and allowances (i. e., BAH, FSA, BAS) for 16-30 Aug, plus HDP-L for the same period (if entitled)
- 3 Sep - Refund for federal tax deduction from previous month(s) and state taxes, if applicable
- 15 Sep - Pay and allowances (i. e., BAH, FSA, BAS) for 1-15 Sep and HDP-L for the same period, plus HF/IDP for the whole month of Sep (both, if entitled).
- 25 Sep - Any of remaining cycles might have a new or changed pay events (new pay, collections, or remarks)

- **Allotments.** Until we field the new FCP this winter, please arrange with your bank to pay recurring bills and other financial obligations.

Okay, so what's the bottom line? Although your pay and allowances are currently not summarized in the EOM LES and some are paid in different pay cycles, you'll receive everything you're entitled, in some cases faster than active Army Soldiers. Once again, your finance team stands proud and ready to ensure you completely understand your pay while you're away. We are totally committed to you and your family's financial readiness!

You may obtain information at anytime by visiting or calling one of the following sites or teams:

- myPay: <https://mypay.dfas.mil>
- ARNG Financial Service Center-IN: [ARNG-MilPay@arng-fsc.ngb.army.mil](mailto:ARNG-MilPay@arng-fsc.ngb.army.mil) or call 1-877-276-4729
- ARNG Family Services: [www.GuardFamily.org](http://www.GuardFamily.org)
- USAR: [USARCPAYINQUIRY@emh2.mccoy.army.mil](mailto:USARCPAYINQUIRY@emh2.mccoy.army.mil) or call (608) 388-6466/5618/5699/5614, DSN 280-xxxx or 1-877-462-7782
- Army Community Service: [www.goacs.org](http://www.goacs.org)
- Family Assistance Hotline: (800) 833-6622
- Pay and Benefits: <http://www.defenselink.mil/ra/mobil/pdf/benefits.pdf>
- Travel: <http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp> or call 1-888-332-7366 or DSN 699-0300



POC for this flyer is the United States Army Finance Command (USAFINCOM) at DSN 699-6910/2223 or 317-510-6910/2223.





Army National Guard

# Travel Per Diem and Entitlements

6 MAY 05



**Introduction:** The National Guard Bureau would like to thank you for your selfless service. As a mobilized ARNG Soldier, we want you to know that we are here to help. This flyer was designed to provide you useful information regarding your travel entitlements as authorized on your orders. Contingency Travel Office (CTO) in Indianapolis, IN pays all travel claims for mobilized Soldiers supporting contingency operations. Detailed information on submitting claims or inquiries is available at

<http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp> or call 1-888-332-7366 or DSN 699-0300. If you cannot get the answers you need regarding your travel pay, you can always telephone 1-877-ARNGPAY (1-877-276-4729) or e-mail [ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL](mailto:ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL).

- **Per Diem.** Per diem is a travel allowance that comprises a set dollar amount for lodging and a set dollar amount for meals. These rates are specific to each location. Generally, you will be furnished government mess and lodging when they are available. If you are provided meals and lodging, the daily incidental rate you'll receive for per diem will be \$3.00 for stateside locations and \$3.50 for overseas locations.
- **Duty While within Local Commuting Distance.** If you are within the local commuting distance (which will be established by the commander) of your mob location or duty location, you are not entitled to any per diem.
- **Statement(s) of Non-availability.** The installation commander at your mobilization or duty location will determine if government-provided lodging and meals are available. If not available, then you will be provided a Statement of Non-Availability for meals and/or lodging. It is possible that you can have one but not the other. This document or number is required for you to be reimbursed for either lodging or meals.
- **Privately Owned Vehicle (POV).** You may use your POV as transportation from your home of residence to the assigned mob station and/or duty location. Per the Personnel Policy Guidance, you will need to keep in mind that the total payment of travel reimbursement will not exceed the government's cost had government procured commercial transportation been used between locations (i.e., cost of airline ticket).
- **In and Around Mileage.** There is no authorization for the payment of in and around mileage while on temporary change of station orders for Noble Eagle/Enduring Freedom/Iraqi Freedom. You may be authorized in and around mileage while on TDY orders (DD Form 1610/Format 400). If you are authorized in and around mileage, you must keep a log showing the required miles driven and submit a copy of this log with your travel voucher to get reimbursed mileage.
- **Rental Vehicles.** Your orders will indicate if you are authorized use of a rental car. When you are authorized the use of a rental vehicle for official business, you will be reimbursed the rental cost, taxes and fuel. You will not be reimbursed for any additional insurance coverage purchased while stateside. NOTE: Contingency operation (ONE, OEF, OIF) funds **cannot** be used for reimbursement of a rental vehicle.
- **Storage of Household Goods (HHG).** If authorized on your orders, you are eligible for reimbursement of HHG for the period of the contingency operation. The Transportation Officer's approval is required before you can be reimbursed for any of the storage fees. Request for reimbursement of HHG should be submitted on the final travel voucher with all appropriate receipts to Contingency Travel.
- **Official Phone Calls.** Contingency operation funds cannot be used for reimbursement of official phone calls. To be reimbursed, official phone calls must be authorized on TDY orders (DD form 1610/Format 400) and be have the approving officer's signature in block 21a of the DD 1351-2.



Army National Guard

# Travel Per Diem and Entitlements

6 MAY 05



(Continued)

- **Excess Baggage.** Your orders may authorize excess baggage traveling to your next duty location as accompanied baggage only. Items authorized to transport are valid individual clothing or equipment. No unit equipment or personal HHG will be authorized as excess baggage. **Postage** is a separate travel entitlement and must be claimed separately. To be reimbursed postage, you must be authorized shipment of HHG in your orders and have a letter from the transportation officer.
- **Laundry.** You are eligible to claim laundry expense in addition to your per diem, but only while stationed at stateside duty locations. Maximum amount reimbursed is \$2.00 per day, which must be claimed as a reimbursable expense. You must be outside commuting distance from your home of residence and on duty for 7 consecutive nights to be eligible for reimbursement.
- **ATM Fees.** Bank fees and ATM fees must be claimed separately. Bank fees are fees charged by the bank to use the ATM machine. ATM fees will be limited to 3% of the amount authorized for a cash advance per month on your government travel card. Personal ATM fees are reimbursed when your orders state that you are not eligible, or the approving official may include a remark on the DD 1351-2 stating you are not eligible for the government travel charge card. Use only when on official travel status.
- **Reviewing Travel Vouchers.** All travel vouchers must be reviewed and signed by a person designated by your unit commander before submission for payment. The reviewer is responsible for looking over your travel claim (DD 1351-2) to ensure all the appropriate blocks are filled out correctly and the travel matches the orders attached with the travel claim. The most common errors on travel claims are missing orders, missing lodging receipts and owner/operator (block 16 on DD 1351-2) not checked. Claimant and supervisor signatures (blocks 20a-d) **must** be completed in order for the claim to be processed.
- **Individual Government Travel Charge Card (GTCC).** The use of the government travel charge card is discouraged; if you already have a GTCC, it will be deactivated from the losing Agency Program Coordinator (APC). The gaining active component commander will determine whether or not mobilized ARNG Soldiers require an individual GTCC. The purpose of the individual GTCC is to pay for reimbursable travel expenses incurred in the performance of official government travel, including lodging, transportation, rental cars, fuel, meals, ATM advances and other incidental expenses, unless otherwise specified.

**Don'ts with the GTCC.** The GTCC is to be used for official government related travel expenses only. All charges placed on your card are monitored to ensure compliance. The following are examples of items that you **CANNOT** purchase using the GTCC: Uniform items, prescriptions, school supplies, distance learning fees, membership dues, purchases at drinking establishments, and **never** use the card to pay for another individual's travel expenses.

For unresolved travel issues, contact:  
1-877-ARNGPAY (1-877-276-4729)  
ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL

For comments or suggestions, contact:  
ARNG Financial Services Center  
ATTN: NGB-ARC-F (Column 118D)  
8899 E. 56<sup>th</sup> St.  
Indianapolis, IN 46249-5100



Army National Guard

# Final DD Form 1351-2 Settlement Voucher Requirements Checklist

## 6 MAY 05



The following checklist was designed to assist ARNG Soldiers serving in contingency operations to prepare and assemble their final DD Form 1351-2 travel settlement voucher. Soldiers should ensure that their voucher is completed correctly, and all required documents are attached in the order listed below. After completion, all Soldiers will have their supervisor review and sign the travel voucher before mailing or faxing the document to Contingency Travel Office (CTO) for payment. Failure to comply with these instructions will result in your travel voucher being returned to you for corrective action, which will delay payment.

- DD Form 1351-2 (Travel Voucher or Sub Voucher)
- DD Form 1351-2c (Continuation sheet, Travel Voucher or Sub Voucher), if required.
- Block 1, **PAYMENT**: must be completed. EFT must be checked.
- If split amount is checked, it is mandatory to have a dollar amount.
- Make sure the address information is correct. This is where the advice of payment will be sent.
- Make sure a valid phone number and email address are provided in the appropriate blocks.
- Be sure your Individual Mobilization orders are attached (Orders bringing you on active duty).
  - NOTE: Be sure you include all amendments if applicable.
- Be sure your Temporary Change of Station (TCS) orders are attached.
  - NOTE: Be sure you include all amendments if applicable.
- Be sure your DD Form 1610s/Format 400 TDY orders are attached.
  - NOTE: Be sure you include all amendments if applicable.
- Statement of Non-availability (SNA) or control number (if requesting reimbursement for commercial meals or lodging), if applicable.
- Receipts (Lodging, airfare, etc., and/or anything claimed that is \$75.00 or more requires a receipt and must be authorized on orders).
- DA Form 31 Request and Authority for Leave.
- DD Form 214 Certificate of Release or Discharge From Active Duty, and/or REFRAAD order.
- Sign and date blocks 20 a & b. The voucher cannot be signed/dated until completion of travel.
- Blocks 20 c & d must be reviewed and signed by the commander or authorized representative. The voucher cannot be signed/dated until completion of travel.

**\*\*KEEP COPIES OF ALL VOUCHERS, ORDERS, FORMS, AND RECEIPTS\*\***

*After all actions have been completed and the Soldier has returned to his residence after demobilization, they can mail or fax their settlement voucher with all substantiating documents to:*

DFAS-IN/Contingency Travel Office  
Dept. 3900  
8899 E. 56th St.  
Indianapolis, IN 46249-3900  
OR  
FAX: Commercial (317) 510-4351

If you develop a travel voucher related problem that continues to be unresolved, contact the ARNG Pay Ombudsman at toll free 1-877-ARNGPAY, or by email at ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL



Army National Guard

# Final DD Form 1351-2 Settlement Voucher Supervisor's Checklist



## 6 MAY 05

**Requirement:** All DD Form 1351-2 packets must be reviewed for accuracy and completeness, IAW the DODFMR Vol 9, after completion of travel. After the voucher is reviewed, sign and date blocks 20c & d prior to mailing or faxing to the Contingency Travel Office (CTO). This should be accomplished immediately upon arrival at home station.

**User:** The reviewer is the Commander or someone designated by the Commander to review the vouchers.

**Purpose:** This checklist pertains to the latest version of the DD Form 1351-2 and should be completed by the reviewer to ensure travel settlement voucher claims are proper, complete, and in compliance with the intent of the order. Reviewer's signature does not constitute approval of items requiring an approving officer's signature.

- The DD Form 1351-2 must be completed in ink, typewriter or computer generated.
- Block 1, **PAYMENT:** has the EFT block been checked ?
- If split disbursement is checked, a dollar amount must be indicated.
  - NOTE: If the government travel card was used , split disbursement is mandatory.
- Make sure the address information is correct. This is where the advice of payment will go.
- The **ITINERARY SECTION:** Does block 15 have all dates, location, means/mode of travel and reason for stop(s)?
- If POC travel is used, make sure block 16 is checked.
- Are the reimbursable expenses claimed authorized? There must be receipts for those that apply.
- Do all expenses \$75.00 and over have a receipt? Lodging requires a receipt regardless of the amount.
- Is a Statement of Non-availability or control number included in the packet when claiming commercial meals/lodging? This document must be signed by the installation commander of the duty location.
- Has the Soldier signed and dated blocks 20 a & b?
- Do blocks 20 c & d have the reviewer's signature and date?
- Does the packet include the Individual Mob orders?
  - NOTE: Be sure you include all amendments if applicable.
- Does the packet include the TCS orders?
  - NOTE: Be sure you include all amendments if applicable.
- Does the packet include any TDY orders format 400/DD Forms 1610?
  - NOTE: Be sure you include all amendments if applicable.
- If the voucher is a final, does the packet contain a DD Form 214/REFRAD?

### Common Errors which result in unpaid claims:

- Missing or incomplete orders.
- Itinerary incomplete, illegible, block 15 missing dates, locations, means/mode of travel, reason for stop(s).
- Block 16 not checked if claiming mileage.
- Illegible documents.
- **Claimant Signature, Date, Supervisor Signature, Date:** Blocks 20 a, b, c, d.



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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# *Contingency Operations*



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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Intent: Provide basic military pay and travel pay information to ARNG and USAR Soldiers in preparation for mobilization and demobilization



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### myPay Account

**Every Soldier should have an account**

**Allows viewing, saving or printing of LESs and W2s and viewing or printing travel Advice of Payments (AOP)**

**May make certain changes to your military pay account**

**Items that a Soldier can change: Federal/State taxes, Direct Deposit, and correspondence address**

**“View-only” access may be granted to family members; family members will NOT be able to change a Soldier’s pay account**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### BASIC PAY

Based on 30-day month

Based on grade and years of service

Will not receive base pay for the 31<sup>st</sup> of the month, unless mobilized on the 31st day of the month



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### SAVED PAY

An enlisted Soldier or warrant officer who accepts an appointment as an officer will be paid the greater of:

The pay and allowances to which the Soldier would be entitled if the member had remained in the previous grade held before appointment as an officer

The pay and allowances to which the member thereafter becomes entitled as an officer



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### SAVED PAY

#### Restrictions:

A Soldier entitled to saved pay is not authorized the pay for one grade and an allowance for another grade

Special duty assignment pay and incentive pay for hazardous duty may be retained as an item of saved pay only for as long as the member continues to perform the duty and would be eligible to receive payment had the member remained in the former status

Enlisted Clothing Allowance is not an item for saved pay



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Basic Allowance for Subsistence (BAS)

**Soldiers will receive the standard rate of BAS while deployed**

**Soldiers will not be charged for meals consumed in a government dining facility**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### Entitlements

#### Basic Allowance for Housing (BAH)

##### MEMBER **WITH** DEPENDENTS

A Soldier called or ordered to AD in support of a contingency operation is entitled to BAH-I based on the Soldier's primary residence zip code

**ARNG Title 32 AGR Soldiers will receive BAH based on their permanent duty station (PDS). USAR AGR Soldiers will continue to receive BAH based on their PDS. The G-1 of the State or RRC also will validate AGR status for Title 32 or Title 10 Soldiers and PDS BAH -- must first confirm entitlement to BAH with the DoDFMR and Personnel Policy Guidance (PPG)**

**Complete a DA Form 5960 and place in the Mob packet**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### Basic Allowance for Housing (BAH)

#### MEMBER **WITHOUT** DEPENDENTS

A Soldier called or ordered to AD in support of a contingency operation is entitled to BAH-I based on the Soldier's primary residence zip code.

**ARNG Title 32 AGR Soldiers will receive BAH based on their permanent duty station (PDS). USAR AGR Soldiers will continue to receive BAH based on their PDS. The G-1 of the State or RRC also will validate AGR status for Title 32 or Title 10 Soldiers and PDS BAH -- must first confirm entitlement to BAH with the DoDFMR and Personnel Policy Guidance (PPG)**

A single Soldier paying rent or mortgage must provide a copy of lease or mortgage

If the Soldier resides with parents and paying rent, a notarized letter signed by the parents and the Soldier must be with the DA Form 5960 with an effective date equal to or before the effective date of mobilization

Complete a DA Form 5960 and place in the Mob packet



# ARNG and USAR

Finance Mobilization and Demobilization Briefing

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## Basic Allowance for Housing (BAH)

### MEMBER **WITHOUT** DEPENDENTS

If the soldier relinquishes his or her primary residence,  
the single Soldier will receive partial BAH

Reimbursement for special storage for household  
goods is authorized



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Basic Allowance for Housing (BAH)

#### **MEMBER WITHOUT OR WITH DEPENDENTS**

**Soldiers are not authorized to receive both BAH and reimbursement for special storage of their household goods. Only one option is authorized.**

**There is no effect on BAH entitlement if a Soldier has authorization to store their POV**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Basic Allowance for Housing (BAH)

#### MEMBER MARRIED TO MEMBER

If the couple have no other dependents, treat the couple as **MEMBERS WITHOUT DEPENDENTS**

If the couple have other dependents, one will receive BAH at the **W/DEP** rate and the other will receive BAH at the **W/O DEP** rate

If the DA Form 5960 does not specify which member will receive BAH **W/DEP**, the senior ranking Soldier will receive BAH **W/DEP**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### **Basic Allowance for Housing (BAH)**

#### **MEMBER MARRIED TO MEMBER**

**Both Soldiers cannot draw BAH W/DEP**

**As a general rule, all dependents are considered as one class of dependents**

**If a member is paying child support and the other member is receiving BAH W/DEP, the member paying child support will not receive BAH-DIFF. The other member will receive BAH W/O only**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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## Basic Allowance for Housing (BAH)

### BAH-DIFF

**A Soldier without dependents may receive BAH-DIFF in addition to another type of BAH**

**Dependent support must be not less than the BAH-DIFF rate**

**Soldiers must provide a copy of their court decree or order to substantiate entitlement proof of support**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Family Separation Allowance

FSA-II, Subcategory FSA-T:

Payable when TDY for more than 30 **consecutive** days and the member's dependents are not residing at or near TDY station

Monthly amount of \$250.00 or \$8.33 per day

Payable after being separated from the dependents for 31 consecutive days and paid retroactive to the first day of separation



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Family Separation Allowance

#### **Member Married to Member**

**FSA-II is payable to a member married to another member if separated by military orders**

**Not more than one monthly allowance may be paid**

**Payment will be made to the member whose orders caused the separation or to the senior member if both are TDY**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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## Family Separation Allowance

### Single Soldier Paying Child Support

If joint physical custody is in the divorce decree, the Soldier may be entitled to FSA for periods the Soldier would have had physical custody.

The Soldier will receive a prorated amount of FSA based on the number of days the Soldier would have had custody



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Entitlements

#### CONUS Cost of Living Allowance (COLA)

A RC Soldier called or ordered to AD in support of a contingency operation is entitled to CONUS COLA at the rate prescribed for the location of the principal place of residence at the time called or ordered to AD

#### OCONUS Cost of Living Allowance (COLA)

Payable to Soldiers whose primary residence is OCONUS

Soldiers mobilized from a CONUS location are not entitled to OCONUS COLA since the Soldier's primary residence remains in CONUS



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### Entitlements

#### Special Duty Assignment Pay

Payable to enlisted Soldiers in a special duty assignment

Current SDAP authorizations:

- CSM position supporting a GO
- Air Traffic Controller (MOS 15Q)
- Special Forces (CMF 18)
- Criminal Investigation Command (CID) Agents (MOS 31D)

Current amounts vary and determined by the authorizing order



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



## Entitlements Foreign Language Proficiency Pay

Two Types of FLPP pay:

- FLPP-I – Career linguists assigned to position requiring a foreign language
  - FLPP-II – Non-career linguists proficient in a language, but not assigned to a language position
- Amounts vary and requires order for payment
- Requires annual testing to retain entitlement. However, a waiver can be granted for those areas that do not have a testing facility available



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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## Entitlements

### Medical Special Pays

**Payment will be authorized by the Office of the Surgeon General and made by DFAS-IN, RC Processing**

**Doctors will receive Variable Special Pay, Board Certified Pay, Additional Special Pay, and Incentive Special Pay**

**Dentists will receive Variable Special Pay, Board Certified Pay, and Additional Special Pay**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Entitlements Family Subsistence Supplemental Allowance (FSSA)

The purpose of this allowance is to get Soldiers off food stamps

The maximum amount authorized is \$500.00

If the Soldier is receiving any other form of aid, the Soldier must report it to the State agency

FSSA income may affect a household's participation in certain programs for which eligibility is based on income (subsidized school lunch, the Women, Infant, and Children (WIC) Program, day-care, EITC)



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Entitlements

## Family Subsistence Supplemental Allowance (FSSA)

Eligibility for FSSA is determined by using a web-based program at <https://www.dmdc.osd.mil/fssa>. User ID/Password will be last name/SSAN

FSSA application approval authority is the Soldier's chain of command

Complete a DA Form 4187 and obtain the approving official's signature



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Officer Uniform Allowance

Most officers ordered to AD in support of a contingency operation are entitled to an additional active duty uniform allowance of \$200.00

Length of duty must be more than 90 days

#### Restrictions:

Not payable if received an initial uniform allowance of more than \$400 during the current tour or within 2 years before entering on this tour

Not payable if received another additional uniform allowance within 2 years before entering on current tour



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### Entitlements

#### Enlisted Cash Clothing Replacement Allowance

Authorized when an enlisted Soldier completes six months of AD, and is not assigned to a command where clothing is replaced by an in-kind issue

Accrues from the first day of the month following the date of completion of six months of AD through the end of the mobilization period

Payable on completion of the 12th month of AD and/or end of mobilization period

Payment is for one-half the annual rate or a prorated amount, calculated at one-twelfth of the annual rate for each whole month or fractional month served



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Entitlements

#### Hardship Duty Pay - Location

**Payable to officers and enlisted Soldiers performing duty in an overseas location designated as a hardship duty area**

**Rates vary from \$50.00, \$100.00 or \$150.00 a month depending on location**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### Entitlements

#### Hostile Fire (HF) / Imminent Danger Pay (IDP)

Paid for the entire monthly amount for duty subject to HF/IDP for any month, during any part of which while on duty in a foreign area and entitled to basic pay

Current monthly rate is \$225.00

A member entitled to HF/IDP who is hospitalized for a wound or injury incurred as a result of hostile action, is entitled to HF/IDP for each month hospitalization continues, up to 3 months



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### Combat Zone Tax Exclusion (CZTE)

All basic pay\*, incentive pay and special pay are excluded from taxation for any month a Soldier or warrant officer is in an area designated as CZTE

\* Commissioned officers are limited to SMA's basic pay + IDP, **currently** \$6,529.20, effective 1 Jan 05

CZTE is based on when entitlement is earned regardless of when paid

Bonus payments are still taxable unless the bonus contract was signed in a month the soldier was eligible for CZTE

RC Processing will manually refund the taxes paid on a bonus payment eligible for CZTE



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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## Bonus Payments

**Soldiers remain entitled to bonus payments while deployed**

**If the reenlistment/extension was signed in the month the Soldier was not eligible for CZTE, all bonus payments are taxable**

**If the reenlistment/extension was signed in the month the Soldier was eligible for CZTE, all bonus payments are non-taxable even if the Soldier is no longer eligible for CZTE**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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## Combat Zone Tax Exclusion (CZTE)

Leave accrued in the combat zone is tax exempt

CZTE is an EOM process. DJMS-RC refunds the taxes on the first paying update of the next month

For further tax information, check:

[www.irs.gov](http://www.irs.gov) or call 1-800-829-1040



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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## Combat Zone Tax Exclusion (CTZE)

### HOSPITALIZATION

**A member hospitalized or re-hospitalized any place as a result of wounds, disease, or injury incurred while serving in a CZTE eligible area, will be entitled to CZTE until such time the status as a hospital patient ceases by reason of discharge**

**In no case will CZTE be extended past 2 years after termination of activities in the CZTE area**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### Leave

Required to process (turn in) leave forms to your servicing local finance office

Unit commanders must turn in a Leave Verification Form for each Soldier upon demobilization

Soldiers earn 2.5 days of leave for every 30 days of duty, prorated for partial months

Leave earned in support of a contingency operation is not counted against the 60-day lifetime limit of selling accrued leave

Emergency Leave - Leave chargeable from point of debarkation and embarkation. Government will pay for travel portion from OCONUS to CONUS and return. All travel within CONUS is the responsibility of the Soldier

R&R leave from designated theater of operations: Government pays to airport closest to Soldier's leave address



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### Leave Transition Leave

**Soldiers may take transition leave or receive payment of accrued leave. Soldiers receive pay and allowances in a transition leave status**

**Transition leave must be within dates of mobilization orders**

**Cash in leave: Receive only basic pay (no allowances) and taxed at 25% lump sum**

**Military Technicians on transition leave due to a contingency operation do not have to wait for the order to end before returning to technician status**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### Savings Deposit Program (SDP)

The SDP allows RC Soldiers to deposit up to his/her “unallotted” (NET) current pay and allowances earned in theater of operations

Only AGRs may have monies deposited using an allotment

RC Soldiers must deposit the monies at the local finance office  
**Keep a copy of the DD Form 1131 as proof of the deposit**

The SDP allows the Soldier to deposit up to \$10,000 per year and earn a 2.5% quarterly rate (10% annual rate) of return



# ARNG and USAR



## Finance Mobilization and Demobilization Briefing

### Savings Deposit Program

An "agent" holding a "Special Power of Attorney" may make SDP deposits, by allotments or cash, on behalf of the eligible Soldier

Deposits are normally made monthly. However, commanders can approve lump sum payments if mission precludes monthly deposits. Lump sum can not exceed **unallotted (net) current pay** and allowances earned in theater or the \$10,000 maximum, whichever is less

To be eligible, a Soldier must be in an area authorized SDP

The local servicing finance office will accept your deposit and forward it to DFAS-IN for processing



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Savings Deposit Program

Interest accrues for up to 90 days after the Soldier's eligibility to make deposit terminates

Withdrawals are made from DFAS-Cleveland. 1-800-624-7368

The request must include the Soldier's name, SSAN, Branch, amount requested, DD Form 1131 and signature

Provide a mailing address or routing number, account number, and type of account

**Information also in Flyer, "Your Pay While You're Away"**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### Thrift Savings Plan

The Soldier's current TSP percentage election will impact them dramatically on AD

A Soldier can elect a percentage not to exceed 10% of basic pay for tax year 2005; no limit in 2006 and thereafter

#### Example:

An aviator has 100% of his or her ACIP elected for TSP during IDT. Once on AD for the deployment, and if the percentage is not changed, the TSP deduction would be 100%. This would be a substantial deduction amount



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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## Leave and Earning Statements

A Soldier can receive up to 8 LESs a month

A Soldier will receive a Midmonth and End-of-Month LES

If in CZTE area, a Soldier will receive an LES for the first pay update after EOM for tax refund

A Soldier can receive an LES for payments and collections not input for MM or EOM



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Military Pay Inquiries

**ARNG:** Email: [ARNG-MILPAY@fsc.ngb.army.mil](mailto:ARNG-MILPAY@fsc.ngb.army.mil)  
Phone: 1-877-ARNGPAY (1-877-276-4729)

**USAR:** Email: [usarcpayinquiry@emh2.mccoy.army.mil](mailto:usarcpayinquiry@emh2.mccoy.army.mil)  
Phone: (603) 388-6466/5618/5699/5614 or 1-877-462-7782

**Kuwait/Iraq:** <http://www.oifinance.us/index.asp> DSN 318-430-1340

**Soldiers should first address pay concerns to their chain of command or unit leader. The finance teams in the theater of operations or deployed location also stand proud and ready to serve all Soldiers at any time**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### Travel Vouchers

**Soldiers only receive the “Meals and Incidental Expense” (M&IE) portion of per diem while mobilized, unless a statement of non-availability (SNA) is received from the duty station**

**Soldiers will receive the M&IE portion of per diem since government quarters and meals are provided, as follows:**

**\$3.00 for CONUS    \$3.50 for OCONUS**

**If installation cannot provide lodging/meals, SNAs are required**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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## Travel Vouchers

Submit the TDY travel voucher only upon completion of the **final** stop of the mission

For TDY within the deployment, a new DD Form 1610 will be issued and the member may settle upon return from TDY. Include copies of this travel with the monthly accrual, if applicable



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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## Travel Vouchers

### PREPARING THE FINAL VOUCHER:

1. **Maintain a log of all dates and places of travel**
2. **Save all LESSs**
3. **Save all other paperwork: advances, partial settlements, receipts, orders, amendments and copies of paid TDY trips**



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



### Travel Vouchers

#### DOCUMENTATION FOR **FINAL** SETTLEMENT:

1. One copy of a completed DD Form 1351-2
2. One copy of all orders and amendments, if applicable
3. One copy of DD Form 214 or REFRAAD orders
4. One copy of all DD Form 1610s, if applicable
5. One copy Unit Movement Orders and amendments, if applicable, and other TDY within TDY orders
6. One copy of receipts \$75.00 or more
7. One copy of all lodging receipts (regardless of amount), if applicable
8. One copy of all advances and accrued per diem payments received
9. One copy of all paid vouchers from any TDY trips while deployed
10. Copies of all leave forms



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing



## Travel Vouchers

DFAS-IN/CONTINGENCY TRAVEL  
DEPT 3900  
8899 EAST 56TH STREET  
INDIANAPOLIS, IN 46249-3900

FAX: (317) 510-4351/ DSN 699-4351  
(317) 510-3966/ DSN 699-3966

Additional travel guidance can be found on the Internet:

Travel Guide: <http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp>

PPG: <http://www.armyg1.army.mil>



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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## Government Travel Charge Card (GTCC)

*GTCCs are For Official Use Only*

GTCCs are **deactivated** upon mobilization. If you require a government travel charge card due to TDY within the deployment, the Agency Program Coordinator (APC) for the deployment will activate the card

Any new travel card requirements will be requested through your chain of command and facilitated by the active duty higher headquarters' APC



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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### Government Travel Charge Card (GTCC)

Requests to activate travel cards in support of travel should be made through your chain of command to the headquarters' APC

When on authorized **official government travel**, charge only authorized reimbursable travel expenses to your travel charge card

Pay GTCC charges using split-disbursement (it is mandatory)

**Information also in Flyer, "Travel Per Diem and Entitlements"**

FINANCE MOBILIZATION AND DEMOBILIZATION DOCUMENTATION REQUIREMENTS CHECKLIST  
6 MAY 2005

1. NAME (Last, First, Middle):	2. SSN:	3. RANK:	4 HOME ADDRESS:	5. HOME PHONE:	Submit to
1a. (Military Spouse, if applicable)	2a.	3a.	4a.	5a.	USFO
<b>6. COMPONENT: (Select one) AC AGR RC ARNG IRR IMA ARNG 10 ARNG 32 OTHER</b>					
7. PARENT UNIT AND UNIT PHONE NUMBER:					
8. UIC:					
9. DUIC:					
10. DATE COMPLETED:					
<b>Entitlements Verified:</b>					
<b>MOBILIZATION: START</b>					
Mobilization Orders	REQUIRED DOCUMENTS	ACTION TAKEN?	INITIALS	REMARKS	VERIFIED AT
Cross-leveling	Mob Orders	Y N NA			HS MS DL DMS/HS
Tour Start Date (YYMMDD):	Mob Orders	Y N NA			
Basic Pay - Review long tour	Mob Orders	Y N NA			
Rank Change	Orders/4187	Y N NA			
PEBD (YYMMDD):					
Direct Deposit	SF 1199	Y N NA			
FITW/SITW	W-4	Y N NA			
State of Legal Residence	DD 2058	Y N NA			
Basic Allowance Housing (BAH)	Lease/Mortgage DA 5960	Y N NA		If a rental agreement, the document must be notarized.	
BAH-DIFF, Garnishment	Court Order	Y N NA		Requires proof of payment.	
Family Separation Allowance (FSA)	DD 1561	Y N NA			
BAS	Mob Orders	Y N NA			
COLA, OCONUS, OHA	DA 4187	Y N NA		Refer to page 144 for OHA	
Bonus (Req rec'd from bonus Incent. Mgr.)	Contract	Y N NA			
Officer Uniform/Clothing Allowance	USARC 30-R (USAR)	Y N NA		For ARNG, a Memo signed by the unit commander	
Enlisted Clothing Replacement Allowance	Mob Orders	Y N NA		Annual paid by ARNGFSC/UJC	
SGLI and FSGLI (Initiate/Update)	SGLV 8286/A	Y N NA			
Allotments (applies to AGRs only)	DD 2558	Y N NA			
myPay Account	<a href="http://www.cfas.mil">www.cfas.mil</a>	Y N NA			
Change Address	USARC 22-R	Y N NA			
Thrift Savings Plan (TSP), confirm % ded.		Y N NA			
Savings Deposit Program (SDP)	DD 1131	Y N NA			
AKO Access		Y N NA			
Pay, Travel and Allowances Briefing		Y N NA			
Government Travel Card Act/Deact		Y N NA			

FINANCE MOBILIZATION AND DEMOBILIZATION DOCUMENTATION REQUIREMENTS CHECKLIST  
6 MAY 2005

1. NAME (Last, First, Middle):	2. SSN:	3. RANK:	4 HOME ADDRESS:	5. HOME PHONE:	Submit to
1a. (Military Spouse, if applicable)	2a.	3a.	4a.	5a.	USFO UPC
6. COMPONENT: (Select one) AC AGR RC ARNG IRR IMA ARNG 10 ARNG 32 OTHER					
7. PARENT UNIT AND UNIT PHONE NUMBER:					
8. UIC:					
9. DUIC:					
10. DATE COMPLETED:					
<b>REMOBILIZATION/HOME STATION - STOP</b>					
REQUIRED DOCUMENTATION	ACTION TAKEN?	REMARKS			
Demob Orders	Y N NA	Canceling a tour requires the supervisor's approval			
Demob Orders	Y N NA				
Demob Orders	Y N NA				
Fit Manifest	Y N NA				
Demob Orders, DA 31, DD 214	Y N NA				
DA 31	Y N NA	Obtain the Leave Certification form the unit commander			
Enlisted clothing due for full or prorated?	Y N NA				
Pay, Travel and Allowances Briefing	Y N NA				
<b>SPECIAL, INCENTIVE PAYS:</b>					
Bonus	Y N NA				
FLPP	Y N NA				
Demolition	Y N NA				
Medical	Y N NA				
SDAP	Y N NA				
JUMP	Y N NA				
Board Certification	Y N NA				
Travel Settlement Briefing, Certification	Y N NA	Unit forwards vouchers to DFAS-IN for payment			
100% post-REFRAD pay audit	Y N NA	DIMS: CONDUCT 30 DAYS AFTER REFRAD; HS: CONDUCT BETWEEN 31 & 60 DAYS AFTER REFRAD			
<b>FINANCE TECHNICIAN'S GRADE, PRINTED NAME &amp; SIGNATURE</b>					
DATE (DDMMYY)					

**Annex F**  
Casualty Information and Finance Actions

1. Processing Deceased Pay Accounts. There are three ways notification of a mobilized Soldier's death can be received:

a. Through the Field Casualty Offices.

b. Through the Department of the Army Casualty Operations Headquarters, Human Resources Command, Alexandria, VA.

c. Through the unit/Major Command (MACOM), to the USPFO or UPC, as applicable.

2. When the USPFO, UPC or the Soldier's unit receives notification of the death before DFAS-IN Special Processing Branch - Casualty Section, they will notify the Casualty Section via fax or E-mail. The USPFO or UPC will coordinate with the pay sites to stop payment of the monthly entitlements. Once the USPFO or UPC receives the notification of the death, they should not make input to the deceased Soldier's account. All inputs will be made by DFAS-IN Casualty Branch. The Casualty Section's information is as follows:

E-mail: [DFAS-INCASUALTY@DFAS.MIL](mailto:DFAS-INCASUALTY@DFAS.MIL)  
Telephone: 317-510-6576/7465/3493/3469/7698/3464  
DSN: 699-xxxx  
Facsimile: 317-510-2711  
DSN: 699-2711

3. When DFAS-IN Special Processing Branch - Casualty Section receives the notification of the death, they will submit a TIN A24 placing the Soldier in Active Duty Code "K" effective the date of death. Placing the Soldier's account in Active Duty Code "K" will stop the tour and suspend any further transactions from processing on or after the date of death. Upon confirmation of the date of death of the Soldier, DFAS-IN Special Processing Branch - Casualty Section will process a T900 to change the Soldier's pay status from "A" to "N" and a D18 Memo, "Service Member Deceased."

4. Death gratuity payment will be settled by the finance officer who is responsible for maintaining the Soldier's financial records, a Casualty Assistance Officer (CAO), or DFAS-IN depending on the location and eligibility of beneficiary. The USPFO, CAO or the Soldier's unit will provide all the required documents and information to expedite payment to the NOK.

5. Unpaid Pay and Allowances:

a. The USPFO and the CAO will assist the beneficiary in completing part A and E of Standard Form 1174 (Claim for Unpaid Compensation of Deceased Member of the Uniformed Services) and prepare a packet to include the following documents:

(1) Memorandum requesting unpaid pay and allowances (list all unpaid active duty, inactive duty, bonuses, leaves and outstanding debts).

(2) SF Form 1174.

(3) DD Form 1300 (Report of Casualty).

(4) Death Certificate (IDT/ADT Soldiers).

(5) DD Form 93 (Record of Emergency Data).

(6) DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment), if death Gratuity was paid.

(7) Copy of unpaid active duty orders and certificates of performance.

(8) Copy of unpaid IDT, to include DA Forms 1379, RMA, AFTP, and RST.

(9) Copy of bonus contract.

(10) Copy of documentation for outstanding debts.

(11) Any uncashed U.S. Treasury checks for previous military payments.

b. USAR units are required to follow procedures listed on USARC Pam 37-1 (Defense Joint Military Pay System – Reserve Component (DJMS-RC) Procedures Manual), paragraph 7-5.

c. The Soldier's servicing finance office will forward unprocessed documents (i.e., leave, outstanding debts, casual pay) to DFAS-IN.

d. Mail the packet and documents to the address below:

DFAS-Indianapolis Center  
ATTN: DFAS-IN-PMTCBC/IN  
Army Military Pay Operations (AMPO)  
Special Processing Branch - Casualty Section  
8899 E. 56<sup>TH</sup> Street  
Indianapolis, IN 46249-0840

e. DFAS-IN Special Processing Branch - Casualty Section will process a D18 Memo, "Unpaid Pay and Allowances paid to beneficiary on \_\_\_\_\_ in the amount of \$\_\_\_\_\_, " once the Soldier's final pay is released.

6. Travel Pay:

a. The USPFO, CAO or the Soldier's unit will assist the beneficiary in completing DD Form 1351-2 for the deceased Soldier's final travel settlement voucher. The travel settlement voucher will be signed by the beneficiary as determined by the DoDFMR, VOL7A, paragraphs 360203 and 360204. The USPFO will compute the final travel voucher and all travel vouchers pending for ARNG Soldiers, but will not make the payment. Travel vouchers for USAR Soldiers will be forwarded to DFAS Travel Pay Services for computation. Final travel payments will be made by DFAS-IN.

b. Mail the travel voucher, to include supporting documents, DD Form 1300 and DD Form 93 to the address below:

DFAS-Indianapolis Center  
Travel Pay Services  
Reserve Travel Pay Division  
8899 E. 56<sup>th</sup> Street  
Indianapolis, IN 46249-0840

c. The DFAS-IN Travel Pay Section will verify the computed travel claim and supporting documents from the USPFO or compute the travel voucher received from the CAO or Soldier's unit. If additional information or documentation is needed, they will contact the sender. When completed, they will prepare a SF 1049 as the payment voucher and forward to disbursing for payment to the beneficiary. A copy of the voucher will be put in a suspense file awaiting copy of the paid voucher. A copy of the paid voucher will be maintained for future reference.

7. The USPFO/Soldier's unit will maintain a suspense file and follow up with DFAS-IN Special Processing Branch - Casualty Section or monitor the Soldier's account in DJMS to ensure military pay and allowances have been paid. They will call the Reserve Travel Pay Division below for the status of the travel payment.

The DFAS Casualty Branch can be reached at 317-510-6576/7465/3493 or DSN: 699-xxxx

The Reserve Travel Pay Division can be reached at 317-510-4258/4352 or DSN-xxxx.

8. The ARNG Financial Services Center and USAR Liaison Activity located in DFAS-IN will serve as the advisor and the liaison between the USPFO, the servicing finance office and DFAS-IN. These organizations will assist in obtaining all documentation needed for a smooth resolution and payment of all pay and allowances to the NOK and/or beneficiaries of Army National Guard and Reserve Soldiers.

9. The attached Casualty Assistance Officer's Finance Checklist will be provided to the CAO as guidance in the settlement of a deceased Soldier's financial affairs.

CASUALTY ASSISTANCE OFFICER  
FINANCE CHECKLIST

SOLDIER'S NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

UNIT: \_\_\_\_\_ DOD: \_\_\_\_\_

ITEM	ACTION		DATE
	COMPLETED	NO ACTION REQUIRED	
1	Notify the servicing Finance Office, USPFO or UPC.		
2	Assist in expediting payment of Death Gratuity Pay – contact the local finance office or DFAS.		
3	Ensure the NOK knows where to seek emergency financial assistance, if necessary (ACS, AER, and ARC).		
4	Ensure the beneficiary files claim of unpaid military pay and allowances as stated below.		
	a. Assist beneficiary in completing SF Form 1174 for unpaid military pay and allowances.		
	b. Turn in SF Form 1174 and other documents to the USPFO for submission to DFAS (ARNG). For USAR Soldiers, submit documents to DFAS.		
	c. Assist the beneficiary in completing DD Form 1351-2 for unpaid travel pay.		
	d. Turn in DD 1351-2, travel orders, receipts and other substantiating documents to USPFO for submission to DFAS (ARNG). For USAR Soldiers, submit documents to DFAS.		
	e. Follow up with USPFO, Soldier's unit or DFAS on the status of the above claims. The DFAS Casualty Branch can be reached at 317-510-6576/7465/3493 or DSN 699-xxxx.  The Reserve Travel Pay Division can be Reached 317-510-4258/4352 or DSN 699- xxxx.		
5	Counsel or have a finance representative explain to the NOK about other allowances and entitlements as follows:		
	a. BAH or Housing Allowance.		
	b. Travel of Dependents.		
	c. Movement of Household Goods.		
	d. United States Savings Bond.		
6	Provide other assistance as needed (explain).		

The Casualty Assistance Officer's (CAO) duties are completed when applications for benefits and unpaid pay and allowances are submitted; however, the CAO has a moral obligation to ensure benefits and payments are received. Ensure the NOK/beneficiary is furnished a copy of DA Pamphlet 608-4, A Guide for the Survivors of Deceased Army Members, and knows where to go or who to contact for assistance should further services is required.

Casualty Assistance Officer Information:

Name: \_\_\_\_\_  
(Last, First, MI.)

Grade/Rank: \_\_\_\_\_

Unit: \_\_\_\_\_

Duty Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

## **Annex G**

### Travel Pay Information

#### 1. Individual Government Travel Charge Card (GTCC).

a. The purpose of the individual GTCC is to pay for reimbursable travel expenses incurred in the performance of official travel. It is not a source of ready cash for unexpected expenses or a requirement for mobilization.

b. Transferring Individual GTCC Accounts to AC. The losing Agency Program Coordinator (APC) will deactivate mobilizing Soldiers' existing individual GTCCs and will not request cards for mobilizing Soldiers who are not current card holders. Do not activate and issue cards "just in case."

(1) The responsible AC APC will transfer existing accounts for mobilized ARNG or Reserve Soldiers into their hierarchy, and facilitate the application and issuance of any new cards the AC commander determines is required. The AC APC is completely responsible for the maintenance of accounts for all mobilized ARNG or Reserve Soldiers similar to any other AC Soldier assigned to their command.

(2) The gaining AC commander will determine whether or not mobilized ARNG or Reserve Soldiers require individual GTCCs.

(3) The losing APC will contact their Travel Card HL3 APC if there are any problems with transfer to or from the AC.

(4) Upon REFRAD (Released From Active Duty) into the Reserve Component, the APC will transfer all pre-existing and new accounts into their hierarchy.

#### 2. Per Diem and Travel Settlement and Accrual Vouchers.

a. Per Diem. Per Diem is based on the availability of lodging, mess, and the daily incidental rate of \$3.50 for Outside Continental United States (OCONUS) or \$3.00 for Continental United States (CONUS).

b. OCONUS. In most cases during OCONUS deployment, Soldiers are only entitled to \$3.50 per day because lodging, mess, and other facilities are provided.

Generally, all OCONUS TDY/TCS travel vouchers are settled when the final leg of travel is completed. For TDY travel within TDY travel, a new DD Form 1610 (Request and Authorization for TDY Travel for DoD Personnel) must be provided, and settlement for that travel may be submitted upon return. Soldiers are required to include settlements for other TDY trips with their final travel settlement and **are** responsible for liabilities associated with the individual Government Travel Charge Card (GTCC). The final travel settlement will contain the following items:

**Annex G (Cont.)**  
Travel Pay Information

(1) One original or clear copy of a completed DD Form 1351-2 (Travel Voucher or Subvoucher), starting with the date of departure from home station covering each stop of travel.

(2) One copy of all TDY/TCS/REFRAD orders, amendments, and leave and pass forms, if applicable.

(3) One copy of DD Form 214.

(4) One copy of all DD Forms 1610, if applicable.

(5) One copy of Unit Movement Orders and amendments, if applicable.

(6) One copy of all receipts of \$75.00 or more (it is advantageous to keep all receipts).

(7) One copy of all lodging receipts (regardless of the amount), if applicable.

(8) One copy of all advances and accrued per diem payments received.

(9) One copy of all paid travel vouchers from any TDY trips while deployed (final itinerary must include all internal or inside the area TDY trips).

The final travel voucher settlements for ARNG and USAR Soldiers is prepared and certified at the home station and submitted directly to the address below:

**DFAS-IN/Contingency Travel, Dept. 3900, 8899 East 56<sup>th</sup> Street,  
Indianapolis, IN 46249-3900.**

c. CONUS. There is no entitlement to per diem for Soldiers ordered to AD within the limits of their permanent duty station (PDS) or the local area.

d. Accrual Travel Vouchers. Soldiers in support of operations at locations where meals/lodging are not available are authorized accrual travel vouchers. An accrual travel voucher is a partial payment of TDY/TCS expenses submitted on a monthly basis. This ensures timely payment of the individual GTCC and prevents maximizing the card's set dollar limit. Soldiers are required to include settlements for accruals with their final travel settlement and are responsible for liabilities associated with the individual GTCC. The accrual travel settlement will contain the following items:

(1) An accrual is requested after 30 days of continuous TDY/TCS duty. Each request should indicate the 30-day period requested, i.e., 1st, 2nd, and 3rd.

**Annex G (Cont.)**  
Travel Pay Information

(2) Submit one original or clear DD Form 1351-2 (mark "ACCRUAL" at the top of the travel voucher), orders, lodging receipts, statement of non-availability and item expenses of \$75.00 or more.

(3) Submit all leave forms.

(4) Include all copies of mobilization, TCS and TDY orders.

(5) Sent the accrual travel vouchers to the address below:

**DFAS-IN/Contingency Travel, Dept. 3900, 8899 East 56<sup>th</sup> Street.  
Indianapolis, IN 46249-3900.**

e. Split-Disbursement. The DD Form 1351-2 provides a "split-disbursement" payment box when using the individual GTCC. Soldiers elect Electronic Funds Transfer (EFT) to send a designated portion of their travel reimbursement directly to their individual GTCC. The balance of the travel settlement is sent to the Soldier's designated financial institution account.

(1) Soldiers authorized the use of an individual GTCC must use "split-disbursement." This is a mandatory requirement.

(2) Soldiers not authorized the use of an individual GTCC must use EFT to receive their travel settlement at a designated financial institution.

f. DFAS-IN Contingency Travel utilizes Army Knowledge Online (AKO) to send a travel Advice of Payment (AOP) notices and to contact Soldiers with travel voucher problems.

## **Annex H**

### Additional Pay Information

1. The following are additional pay, allowances and programs:

a. **Allotments.** The DoDFMR, Volume 7A allows AGR Soldiers to have allotments when serving on a contingency operation. However, DJMS-RC is not programmed to withhold monies for an allotment. DFAS-IN does allow a mobilized RC Soldier to have an allotment for support of dependents that do not have access to the Soldier's bank account. The Soldier requests, through their commander, a deduction in pay. The allotment is actually handled as a garnishment by DFAS-IN.

**NOTE:** RC Soldiers are encouraged to consult with their local financial institution to set up electronic withdrawal to pay routine expenses while mobilized.

b. **Advance Pays.** Soldiers who qualify may receive a one-month advance pay. The advance pay will be collected over the period of mobilization stated on the Soldier's mobilization orders.

c. **Bonus Payment.** Soldiers who are authorized a bonus payment remain entitled to any payments while deployed. The CZTE has no effect on the taxability of a bonus, if the bonus was established in a month the Soldier was not entitled to CZTE.

d. **Casual or Partial Pays.** Casual or partial pays may be authorized to mobilized Soldiers. The casual or partial pay can be obtained from the mobilization station finance office, USPFO or UPC if the unit is performing a home station mobilization. The casual or partial pay will be collected from the Soldier's next pay due.

e. **Clothing Maintenance Allowances.**  
(<http://www.dod.mil/comptroller/fmr/07a/07A29.pdf> )

(1) Additional Uniform Allowance. Most officers ordered to AD in support of a contingency operation are entitled to an Additional Uniform Allowance in the amount of \$200. It is payable when an officer is ordered to AD for more than 90 days and has not been on an active tour of 90 days or more within the last two years. Refer to the DoDFMR, Chapter 30.

(2) Cash Clothing Replacement Allowance. When an enlisted Soldier completes six months of AD, and is NOT assigned to a command where clothing is replaced by an in-kind issue, the Soldier is entitled to an annual basic cash clothing replacement allowance. This allowance accrues from the first day of the month following the date of completion of six months AD through the end of the 36<sup>th</sup> month of AD. On completion of the 12<sup>th</sup> month of uninterrupted AD, payment is made automatically by the Army National Guard Financial Services or the UPC for one-half the annual rate and the full annual rate thereafter. Annual payments are made at the end of the Soldier's

## **Annex H (Cont)**

### Additional Pay Information

anniversary month of AD. A Soldier that serves on AD less than 12 months or less than 12 months after the last annual payment, a prorated amount is paid calculated at One-twelfth of the annual rate for each whole month or fractional month served. The demobilization station is responsible for paying prorated CRA amounts.

(3) **Civilian Clothing Allowances for Officers and Enlisted Personnel.** In addition to any other clothing allowance authorized, Service members (officer or enlisted) directed by competent authority to dress in civilian clothing more than half the time when performing official duty, as a military requirement, may be authorized a civilian clothing allowance. By law, an officer is authorized a civilian clothing allowance only if his or her permanent duty station is outside the United States.

(4) **Temporary Duty Civilian Clothing Allowances.** Generally, the temporary duty civilian clothing allowance is for use when the permanent duty civilian clothing allowance is not applicable. The temporary duty civilian clothing allowance has two maximum rates, one for temporary duty of at least 15 days within any 30-day period and one for temporary duty of at least 30 days within any 36-month period. The total amount of all temporary duty civilian clothing allowances payable in any 36-month period will not exceed the maximum allowed for temporary duty of at least 30 days.

f. **Combat Zone Tax Exclusion (CZTE).** Relieves Soldiers of the requirement to pay federal, and generally, state taxes, depending upon state requirements on income earned during service in an area designated as a combat zone. A Soldier who is on official duty for at least one day in the combat zone qualifies for the CZTE for that month. A Soldier who performs military duties outside the combat zone in direct support of the contingency operation and qualifies for HFP may also be entitled to the CZTE.

(1) Enlisted Soldiers and warrant officers who perform duty in an area designated as CZTE will have all pay excluded from federal, and generally, state taxes. Commissioned officers who perform duty in an area designated as CZTE will have all pay excluded from federal, and generally, state taxes, but limited to the highest pay of an enlisted Soldier, which is currently \$6,529.20, effective 1 Jan 05.

(2) DJMS-RC collects taxes from all taxable income. If a Soldier is entitled to CZTE, DJMS-RC refunds any taxes collected on the first paying update of the following month.

g. **CONUS COLA.** Payable to soldiers who maintain a residence at time of mobilization in a high cost area within the continental United States. The rate payable is taxable and is based on the zip code used for BAH purposes. A rate calculator is available at the Per Diem Committee web site: <http://www.dtic.mil/perdiem/ccform.html>

**Annex H (Cont.)**  
Additional Pay Information

h. **OCONUS COLA.** Payable to Soldiers who reside outside the continental United States. The rate payable is not taxable and is the rate associated with the location of the Soldier's principal place of residence at time of mobilization. Soldiers who are mobilized from the continental United States for duty overseas are not entitled to OCONUS COLA since the Soldier's permanent duty station and residence remains in the continental United States.

i. **Court Ordered Garnishment.** Soldiers may request a civilian wage court ordered garnishment deducted from their military pay. This could prevent the Soldier from going into arrears for child support, alimony, etc., while serving on AD. Soldiers requesting garnishment from their military pay must provide the mobilization site a copy of their court order for child support, alimony, etc. The mobilization site will fax the court order to DFAS Cleveland Office of the General Counsel. The Soldier must notify the mobilization site to stop the garnishment upon completion of AD.

j. **Hardship Duty Pay - Location (HDP-L).** Payable to all Soldiers performing duty in an overseas location. Authorized areas are published in the DoDFMR, Volume 7A.

k. **Hostile Fire Pay or Imminent Danger Pay (HFP or IDP).** Payable to any Soldier who performs duty in an HFP area. Soldiers are only required to serve one day on official duty in the HFP area to be entitled to the full amount. Areas designated as HFP are defined in the DoDFMR, Volume 7A.

l. **Family Separation Allowance (FSA).** Payable only to service members with family members. Two types of FSA are authorized: Type I and Type II. Both types are payable in addition to any other allowance or per diem to which a member may be entitled. A member may qualify for FSA-I and FSA-II for the same period. In that case, concurrent payment of both types is authorized. A member, however, may not receive more than one payment of FSA-II for the same period, even though qualified for FSA-R and FSA-S or FSA-T.

(1) FSA Type I is to pay a member for added housing expenses resulting from enforced separation from dependents and is payable to each member with dependents who is on permanent duty outside the United States or in Alaska.

(2) FSA Type II is designed to compensate members for added expenses incurred because of enforced separation from their families for deploying on temporary duty (FSA-T) away from the permanent duty station for more than 30 consecutive days.

**Annex H (Cont.)**  
Additional Pay Information

FSA is payable when the member is away from their permanent duty station continuously for more than 30 days, and the service member's family members are not residing at or near the TDY station.

**NOTE:** One situation in which entitlement to FSA is not applied uniformly involves Soldiers who commute to their home of residence or record each weekend on a regular basis. The purpose of FSA is to pay for expenses the family incurs when the Soldier is forced to separate from their family for a continuous long-term deployment or assignment. A Soldier who commutes home each weekend on a regular basis has failed to meet this qualification, and thus, is not entitled to FSA. Note that intermittent visits to the home station after the initial continuous 30-day separation does not interrupt the entitlement to FSA. For rare and unusual circumstances, unit commanders may apply for an exception to the appropriate higher channels for Soldiers to receive FSA.

**m. Family Subsistence Supplemental Allowance (FSSA).**

<http://www.fns.usda.gov/fsp/rules/memo/00/shortfssa.htm>

[http://www.armyg1.army.mil/PlansAndResources/fssa/FSSA\\_InstructionGuide.doc](http://www.armyg1.army.mil/PlansAndResources/fssa/FSSA_InstructionGuide.doc)

(1) The purpose of FSSA is to address substandard income levels of military Soldiers "while on active duty." FSSA is not intended to address Soldiers' civilian financial situations outside of AD.

(2) FSSA is a monthly entitlement based on calendar months. Therefore, the household income of Soldiers will be computed on a calendar month basis, even in cases where the AD period includes two partial months.

(3) Soldiers are eligible to participate in the FSSA program while serving on AD. They are eligible for each day of AD. No minimum number of days on AD is required Soldier eligibility.

(4) Soldiers are entitled to 1/30<sup>th</sup> of one month's FSSA for each day of duty performed for periods of AD less than a full month.

(5) Soldiers must apply for FSSA during the period commencing 30 days prior to AD and concluding at midnight on the last day of AD. Soldiers are not eligible for FSSA if application is made more than 30 days after the conclusion of the AD.

(6) The starting date of the entitlement will be the first day of AD, regardless of when the Soldier makes application during the period. The ending date of the entitlement will be the last day of AD.

**Annex H (Cont.)**  
Additional Pay Information

(7) The USDA table reflects the gross monthly income eligibility limits based on household size. The Soldier is counted as part of the household. The table is updated on 1 Oct of each year and remains valid through 30 Sep.

[http://www.fns.usda.gov/fsp/applicant\\_recipients/fs\\_Res\\_Ben\\_Elig.htm](http://www.fns.usda.gov/fsp/applicant_recipients/fs_Res_Ben_Elig.htm)

n. **Killed in Action (KIA).** The IRS provides a rule that allows a decedent's beneficiaries to receive a refund of any taxes paid by the soldier for the current and prior tax year. For additional information, see IRS Publication 559 <http://www.irs.gov/pub/irs-pdf/p559.pdf>.

(1) A Soldier must have died while serving in a combat zone or from wounds, disease, or injury incurred while serving in a combat zone, or from wounds or injury incurred in a terrorist or military action for eligibility for tax forgiveness. Tax forgiveness also applies to Soldiers serving outside the combat zone, if the service was in direct support of military operations in the combat zone and the Soldier qualified for hostile fire or imminent danger pay.

(2) Generally, a person who is filing a return for a decedent and claiming a refund must file Form 1310 (IRS) with the return. Form 1310 is not needed if return is filed by the surviving spouse. A surviving spouse or personal representative must file a DT-IRS Form 1040 or Form 1040X. A personal representative can be an executor, administrator, or anyone who is in charge of the decedent's assets. Complete a DT-IRS Form 1040 if a tax return was not filed for the tax year. A DT-IRS Form W-2 must accompany the DT-IRS Form 1040. Complete a DT-IRS Form 1040X if a tax return was filed. Generally, the period for filing a claim for credit or refund is 3 years from the time of the return or 2 years from the time the tax was paid, whichever is later.

(3) All returns must be identified by writing "Enduring Freedom – KIA", "Kosovo Operation – KIA", "Desert Storm – KIA", or "Former Yugoslavia – KIA" in bold letters on the top of page 1 of the return and on the line for TOTAL TAX. If the soldier was killed in a terrorist action, write "KITA – Oklahoma City", "KITA – 9/11", or "KITA – Anthrax" on the front of the form and on the line for TOTAL TAX.

o. **Leave.** Soldiers earn 2.5 days of leave for every 30 days of duty, prorated for partial months. During contingency operations, any leave sold after leaving AD will not count against the 60-day limit on leave sold and accrued leave earned in the CZTE is non-taxable when used or sold.

p. **Overseas Housing Allowance (OHA).** Refer to pages 144-146.

**Annex H (Cont.)**  
Additional Pay Information

q. **Savings Deposit Program (SDP).** The SDP allows Soldiers to deposit his or her **unallotted (NET) current pay** and allowances with the servicing contingency operation finance office by cash or writing a check to the finance officer. The SDP allows the Soldier to deposit up to \$10,000 per year and earn a 2.5% quarterly rate of return. Interest paid on the amounts deposited into the SDP is taxable. Service members must submit a written request to DFAS-Cleveland Center for withdrawals. The request must include their name, SSN, branch of service, amount requested, and signature. The mailing address must be provided if the payment is to be made by check. If payment is to be sent to the service member's financial institution include the routing number, account number, and type of account, i.e., savings or checking. A toll free telephone number for CONUS-based service members to call DFAS-Cleveland is 1-800-624-7368. Remember to keep all receipts provided by the serving deployed finance office as proof of payment.

(1) An "agent" holding a "Special Power of Attorney" may make SDP deposits, by allotments (AGR Soldiers only) or cash, on behalf of the eligible soldier. The following are the established procedures to assist the Soldier in making SDP deposits:

(2) Obtain a copy of the "Special Power of Attorney" authorizing the establishment, changing, or stopping of allotments.

(3) Obtain a check or money order by the "agent" authorized in the "Special Power of Attorney."

(4) Ensure the amount deposited does not exceed the Soldier's "**unallotted**" **(NET) current pay and allowances** for the period involved.

(5) Complete a DD Form 1131 (Cash Collection Voucher). Annotate the current accounting classification provided by DFAS and include either the voucher or deposit ticket number.

(6) Deposit the payment.

(7) Attach a copy of the check and "Special Power of Attorney" with the completed DD Form 1131 to the following:

DFAS-IN  
Army Military Pay Operations  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46266-2410

**Annex H (Cont.)**  
Additional Pay Information

r. **Special Storage of Household Goods (HHG).** A single Soldier, a Soldier married to another Soldier when both are deployed, and single parents when a childcare plan requires dependent to leave the residence, may store HHG at government expense for the period of the contingency operation. When this option is executed, there is no entitlement to receive both BAH and storage.

s. **Storage of Privately Owned Vehicle (POV).** Storage of 1 POV may be authorized. The Soldier must contact the supporting Installation Transportation Officer (ITO) first to ascertain the requirements to store on the installation or if the installation does not have an authorized contracted vehicle storage facility, to provide authority to personally procure storage within the area.

**Annex H (Cont.)**  
Overseas Housing Allowance (OHA) Computation Instructions

1. OHA is a monthly allowance paid to service members called to active duty mobilization from an OCONUS address. OHA is paid at the same dependent rate as BAH II. That is, if the member does not have dependents, his BAH II should be at the without rate and his OHA should be at the without rate (likewise with the “with dependent rate”). OHA defrays the members housing costs and includes the following two components:
  - a. Rent, and
  - b. Utility/recurring maintenance expenses.
2. The amount of OHA payable is based on the difference between the members:
  - a. BAH II and the member’s reported rental amount, up to the locality OHA rental ceiling, plus
  - b. The appropriate utility amount based on the member’s status.
3. OHA rates are contained within individual country tables that list all authorized OHA areas within each country. Locality/country tables are regularly updated and located on the PDTATAC website at: <http://secureapp2.hqda.pentagon.mil/perdiem/>. Select **Rates and Allowances**, then **Housing Rates**. Choose **OHA Rates**. From the two choices, either choose **OHA Query** for current entitlement rates or **Complete OHA Listings** for prior rates. Select the country and city from the lists. If the city is not listed, use the "Other" rate for the country.
  - a. The **OHA Query** will provide all of the information needed for current computation. The rates given are in the Local Foreign Currency and US Dollars.
  - b. The **Complete OHA Listing** provides current and previous rates. The effective dates, utility and exchange rates are in the heading. The ceilings are listed by city and rank. The rates given are in the Local Foreign Currency only.
4. The steps are easy.
  - a. Using the OHA Computation Worksheet and the following steps:
    - (1) Determine the monthly rent from *Block 5 on DD Form 2367*. If rent is indicated to be in foreign currency, convert to US Dollars. To do this, you multiply the local currency rent amount by the exchange rate.
    - (2) Determine the ceiling. Convert to US dollars.

(3) Determine the utility rate: Convert to US dollars. (Determine the Utility Point Score using the chart below).

(4) Compare the ceiling to the rent, use the lesser amount of the two and add the utility.

(5) Using the total amount from step 4, deduct the BAH II.

(6) If the total is a positive figure, that amount is the monthly OHA the member will receive. If the final total after step 5 is negative, then the member receives no OHA.

(7) For C05 payment divide this monthly amount by 30 and enter the daily amount for calculation.

b. Re-check your computation before submitting for supervisor's certification.

5. Determine the UTILITY POINT SCORE When Rent Includes Some Utilities. Based on the climate code of the duty location and responses to the utility/service inquiries listed under question 7c of DD Form 2367, a **UTILITY POINT SCORE** is computed for a member. This score determines the amount of utility/recurring maintenance allowance entitlement. Using the appropriate climate code column in the table shown below, the member is credited with **UTILITY POINTS** for each utility/service inquiry listed under question 7c that was not checked. Member is given credit for each box not checked, regardless of availability of service.

Climate Code (see App K)

	3 (Hot)	2 (Moderate)	1 (Cold)
Electricity	3	3	3
Heating	1	2	3
Air conditioning	3	2	1
Water	1	1	1
Trash disposal	1	1	1

6. Determining Amount of Allowance When Rent Includes Some Utilities. The total **UTILITY POINT SCORE** is matched to the following table to determine the percentage of utility/recurring maintenance allowance percentage in para. U9106-A, JFTR, to which the member is entitled. Homeowners are credited a Utility Point Score of 100.

<u>IF UTILITY POINT SCORE IS</u>	<u>member is entitled to the following percentage of allowance in par.U9106-A, JFTR</u>
0	0
1-2	25
3-4	65
5-9	100

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ RANK: \_\_\_\_\_

BAH II Rate: W/DEP: \_\_\_\_\_ or W/O DEP: \_\_\_\_\_

Utility Rate: \_\_\_\_\_ Rental Ceiling : \_\_\_\_\_ Climate Code: \_\_\_\_\_

Effective date: \_\_\_\_\_ Exchange Rate: \_\_\_\_\_

Residence Location: \_\_\_\_\_, = Locality Code: \_\_\_\_\_  
City & Country

Rent Amount: \_\_\_\_\_ X \_\_\_\_\_ = US \$: \_\_\_\_\_  
Local Currency Exchange Rate

Rental Ceiling \_\_\_\_\_ X \_\_\_\_\_ = US \$: \_\_\_\_\_ or \_\_\_\_\_  
Local Currency Exchange Rate Without Deps 90%

Utility Rate: \_\_\_\_\_ X \_\_\_\_\_ = US \$: \_\_\_\_\_  
Local Currency Exchange Rate

**UTILITY POINTS:**  
**Climate Code (see App K)**

Annotate applicable points for each utility **not** included in rent for the appropriate climate code.

	3 (Hot)	2 (Moderate)	1 (Cold)
Electricity	3 _____	3 _____	3 _____
Heating	1 _____	2 _____	3 _____
Air conditioning	3 _____	2 _____	1 _____
Water	1 _____	1 _____	1 _____
Trash disposal	1 _____	1 _____	1 _____
<b>Total Utility Points:</b>	_____	_____	_____

If Utility Points Score Is:	Member is entitled to following percentage of allowance in para U9106-A
0	0
1-2	25
3-4	65
5-9	100

Add the Rent Amount or Rental Ceiling: \_\_\_\_\_  
(whichever is less)

Utility Rate: \_\_\_\_\_ X \_\_\_\_\_ % + \_\_\_\_\_

Subtract the BAH II - \_\_\_\_\_

Monthly OHA Entitlement = \_\_\_\_\_

Determine Daily rate (Divide by 30 Days) \_\_\_\_\_

**INPUT THE FOLLOWING TRANSACTIONS:**

C05 51 \_\_\_\_\_  
Ent. Type Start Date End Date JFTR Loc 1 or 0 Daily Rate

D19 OHA \_\_\_\_\_  
JFTR Loc Start Date End Date

Computed By: \_\_\_\_\_ Certified By: \_\_\_\_\_ Date: \_\_\_\_\_

(Attached DD Form 2367, Individual Overseas Housing Allowance (OHA) Report)

## **Annex I**

### Points of Contact and Useful Website

Soldiers with questions regarding their pay should first address them to their unit leaders or administrative offices. The servicing or local military pay offices are the next best sources of information in assisting Soldiers. The following links, phone numbers and email addresses will connect you to the various finance teams to help you answer questions, resolve pay inquiries and serve Soldiers:

Field Services Office (FSO) in Indianapolis, Indiana. This site also provides a list of all military pay offices and phone numbers. Some sites may require Reverse DNS Lookup.

<https://dfas4dod.dfas.mil/centers/dfasin/milpay/fso/>

Army National Guard Finance Support, Ombudsman Team:

Email: [ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL](mailto:ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL)

Toll Free in the U.S.: 1-877-ARNG (1-877-276-4729)

United States Army Reserve:

[usarcpayinquiry@emh2.mccoy.army.mil](mailto:usarcpayinquiry@emh2.mccoy.army.mil)

DSN 280-xxxx or (608) 388-5627/6466/5618/5699/5614

Toll Free in the U.S.: 1-877-462-7782

Travel Pay Services and Travel Contingency Briefing:

<http://www.asafm.army.mil/fo/fod/fincom/cti/cti.asp>

DSN 699-6910/2223

### **Useful Web Sites**

***Army Community and Family Support Center:***

[http://deploymentlink.osd.mil/deploy/family/family\\_support.shtml](http://deploymentlink.osd.mil/deploy/family/family_support.shtml)

***Army Medical Department (AMEDD):***

<http://www.armymedicine.army.mil/armymed/default2.htm>

***Army National Guard (ARNG):***

<http://www.arng.army.mil>

**Annex I (Cont.)**  
Points of Contact and Useful Web Sites

**DEERS:**

<http://www.tricare.osd.mil/deers/default.cfm>

**DFAS:**

<http://www.dod.mil/dfas>

**Employer Support of the Guard and Reserve:**

<http://www.esgr.org/>

**Finance School**

<http://www.finance.army.mil>

**FORMDEPS (FORSCOM Regs 500-3-1 and 500-3-3:**

<https://freddie.forscom.army.mil/mob>

**Medical Retention Processing (MRP):**

<http://www.armyg1.army.mil/militarypersonnel/ppg.asp>

**MAP (Military Assistance Program):**

<http://www.dod.mil/mapsite/>

<http://www.armyg1.army.mil/militarypersonnel/ppg/cbhciwithcomments.pdf>

**Personnel Policy Guidance**

<http://www.armyg1.army.mil/militarypersonnel/policy.asp>

**RCAS Project Manager's Web Site:**

<http://www.rcas.com>

**U.S. Army Reserve (USAR):**

<http://www.army.mil/usar>

**USAPA electronic pubs and forms:**

<http://www.usapa.army.mil>

**Veterans Affairs (VA):**

<http://www.va.gov>

## **Annex J**

### **References**

#### **AR 11-37**

Army Finance and Accounting Quality Assurance Program  
[http://www.army.mil/usapa/epubs/pdf/r11\\_37.pdf](http://www.army.mil/usapa/epubs/pdf/r11_37.pdf)

#### **AR 25-400-2**

The Army Records Information Management System  
[http://www.army.mil/usapa/epubs/pdf/r25\\_400\\_2.pdf](http://www.army.mil/usapa/epubs/pdf/r25_400_2.pdf)

#### **AR 37-104-4**

Military Pay and Allowances Policy and Procedures – Active Component  
[http://www.army.mil/usapa/epubs/pdf/r37\\_104\\_4.pdf](http://www.army.mil/usapa/epubs/pdf/r37_104_4.pdf)

#### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.  
[http://www.army.mil/usapa/epubs/pdf/r135\\_91.pdf](http://www.army.mil/usapa/epubs/pdf/r135_91.pdf)

#### **AR 600-8-10**

Leaves and Passes

#### **AR 600-81**

CONUS Replacement Center and Individual Deployment Site Handbook

#### **AR 600-8-101**

Personnel Processing (In and Out Mobilization Processing)

#### **DFAS Reg 37-1**

Financial Management Regulation

#### **Defense Finance and Accounting Service – Indianapolis (DFAS-IN), Contingency Operations Travel Guide**

#### **Defense Joint Military Pay System-Reserve Components (DJMS-RC) Automated Data Systems Manual (ADSM)**

Book 1 and Book 2

#### **DoD 7000.14R, Department of Defense (DoD) Financial Management Regulation (FMR) Volume 7, Part A**

Military Pay Policy and Procedures – Active Duty and Reserve Pay

#### **FORSCOM Regulation 500-3-1**

FORSCOM Mobilization Plan

**Annex J (Cont.)**  
References

**FORSCOM Regulation 500-3-2**  
Deployment Guide

**FORSCOM Regulation 500-3-3**  
Reserve Components Unit Commander's Handbook

**FORSCOM Regulation 500-3-4**  
Installation Handbook

**Joint Federal Travel Regulation (JFTR), Per Diem Rates**  
Volume 1 (Military)  
<http://www.dtic.mil/perdiem/jftr.html>

**Joint Travel Regulation**  
Volume II (Civilian)

**National Guard Regulation 37-104-3**  
Military Pay and Allowances Policy and Procedures – Reserve Component

**TC 21-7**  
Personal Financial Readiness and Deployability Handbook

**USARC Pam 37-1**  
Defense Joint Military Pay System - Reserve Component (DJMS-RC) Procedures  
Manual

**USARC Reg 37-2**  
Government Travel Charge Card Program

**Annex K**  
Prescribed Forms

**Annex E**

Finance Mobilization and Demobilization Documentation Requirements Checklist

**DA Form 7425**

Readiness and Deployment Checklist

**DD Form 214**

Certificate of Release of Discharge from Active Duty

**DD Form 1131**

Cash Collection Voucher

**DD Form 1300**

Report of Casualty

**DD Form 1351-2**

Travel Voucher or Subvoucher

**DD Form 1351-5**

Statement of Non-availability for Government Quarters or Mess

**DD Form 2367**

Individual Overseas Housing Allowance (OHA) Report

**DD Form 2789-R**

Waiver/Remission of Indebtedness Application

**NGB Form 22**

Report of Separation and Record of Service

**SGLV Form 8286**

Service Members' Group Life Insurance Election and Certificate

**USARC Form 27-R**

Pay Inquiry

**USARC Form 30-R**

Officer Initial/Additional Active Duty Allowance Statement

**Annex L**  
Abbreviations and Glossary

**ADARS**

Automated Drill Attendance Reporting Software

**ADME**

Active Duty Medical Extension

**ADSW**

Active Duty for Special Work

**AGR**

Active Guard Reserve

**ARCOM**

Army Reserve Command

**ARNG**

Army National Guard

**COP**

Component of Pay

**Defense Integrated Military Human Resources System (DIMHRS)** – System being developed to provide all of the Services a single integrated system for managing personnel and paying them. The system will support all Services; both the active and reserve component; and both pay and personnel functions. A Commercial off the Shelf solution has been purchased (Peoplesoft) and a developer/integrator recently selected.

**Defense Joint Military Pay System (DJMS)** – The standard centrally run mainframe payroll system used for the Army, Air Force, and Navy. There are two separate versions: one for active component and one for reserve component. DJMS was originally the Air Force pay system(s), which was modified to add on the Army and then Navy. The system is operated and maintained by the Defense Finance and Accounting Service.

**Defense Military pay Office (DMO)** – System used for input to both the active and reserve component military pay system. DMO produces various reports and information as well as allowing input. DMO is used by mobilization/demobilization stations; Army finance battalions and deployed finance units; and the UPC, which is the central pay input site for the US Army Reserve Command.

**Annex L (Cont)**  
Abbreviations and Glossary

**Defense Military Pay Office (DMPO)** – The installation level finance office responsible for pay support to the soldiers assigned to that installation. The DMPOs are part of the Defense Finance and Accounting Service. However, if collocated with an Army finance battalion, the battalion provides most of the staffing and on-site leadership for the DMPO. During periods of mobilization or if a collocated finance battalion is deployed, the Army provides additional reserve resources to augment the DMPO staff.

**DRC**

Direct Reporting Command

**Forward Compatible Payroll system (FCP)** – A system initiative to bring the payroll module of the DIMHRS into production faster than the current schedule for the total DIMHRS integrated pay-personnel solution. By using the same basic commercial software as DIMHRS, the early implementation of the payroll module is considered “forward compatible” to the total DIMHRS solution.

**GAO**

General Accountability Office

**Hardship Duty Pay – Location (HDP-L)** – Entitlement which replaced Foreign Duty Pay in 1999. This entitlement is payable to Soldiers assigned for over 30 days to an overseas location which is considered hardship duty.

**Joint Uniform Standard Terminal Input System (JUSTIS)** – System used by National Guard US Property and Fiscal Stations to input transactions to the reserve component pay system. JUSTIS provides interfaces with National Guard orders and personnel systems and produces local reports as well as allowing input. The 54 US Property and Fiscal Offices of the states and territories use JUSTIS.

**Leave Accrual** – The capture and tracking of leave data (earned, used, cashed-in, combat zone vs. non-combat zone) within the pay system.

**Mobilization and Demobilization Station** – Installation responsible for the processing of reserve soldiers and units onto active duty. Primary missions include insuring units are properly trained and equipped. These stations provide medical screening, personnel processing, pay processing, legal support, and a variety of other functions to prepare the unit/Soldier for further deployment. The installations are commonly referred to as Power Projection Platforms and are normally aligned with air and/or seaports of embarkation. Most mobilization/demobilization stations are active military installations with a Defense Military Pay Office (DMPO). However, some are located on reserve installations which have no active finance activity during normal periods, in which case an Army reserve garrison support unit is mobilized for this function.

**Annex L (Cont.)**  
Abbreviations and Glossary

**MPO**

Military Pay Office

**myPay** - Internet based system which gives DoD military and civilians access to their leave and earning statements, travel payments, and W-2s on-line. The system allows for input of certain transactions by the individual (i.e., tax withholding) and a limited, view-only access for family members (family members will use a separate personal identification number (PIN) from the primary account holder).

**MSC**

Major Subordinate Command

**MUTA**

Multiple Unit Training Assembly

**NGB**

National Guard Bureau

**OCAR**

Office of the Chief, Army Reserve

**PAS**

Personnel Accounting Symbol

**PG**

Pay Group

**PSC**

Pay Status Code

**REFRAD**

Release from Active Duty

**RC**

Reserve Component

**RCIS**

**Reserve Component Input System**

**Retroactive Entitlement Automation** – The capability to input an authorized entitlement for a completed period of duty and the system automatically computes the amount payable based on the history of prior periods of duty.

**Annex L (Cont.)**  
Abbreviations and Glossary

**RLAS**

Regional Level Application Software

**RRC**

Regional Readiness Command

**SIDPERS**

Standard Installation Personnel System

**Table of Distribution and Allowances (TDA)** – Manpower and equipment authorization document for non-deployable organizations. Commonly used to refer to garrison operations such as mobilization/ demobilization activities.

**Table of Organization and Equipment (TOE)** – Manpower and equipment authorization documents for deployable units such as finance battalions and detachments.

**TTAD**

Temporary Tour of Active Duty

**UCPMR**

Unit commander's Pay Management Report

**UPA**

Unit Pay Administrator

**US Army Reserve Pay Center (UPC)** – Central office for reserve pay input for the US Army Reserve Command. Performs home station support for US Army Reserve units similar to that done for mobilized National Guard units by the US Property and Fiscal Offices. Because of the Pay Center's expertise and use of the same input systems as finance units, it has been providing most of the external training support for deploying finance units and mobilization/demobilization personnel in support of recent contingencies.

**US Property and Fiscal Office (USPFO)** – Office established in each state and territory to manage all funding and supplies provided to the National Guard from the federal government. The USPFO contains its own military pay, travel, vendor pay, accounting, budget, and logistics sections.

**\* MOB/DEMOB Operations \***  
(Functional Area)

G	A	R	N	
				<b>MOB &amp; DEMOB Operations</b>
				<b>1. As a minimum, are the following Regulations, Standing Operating Procedures (SOP), Policy Memorandums and Statements, and other written directives readily available within this functional area for review?</b>
				(a) MOB/DEMOB SOP dated May 6, 2005
				(b) AMPO Guidance Letter dated May 1, 2005
				(c) AMPO Standing Operating Procedure dated December 4, 2003
				(d) DoDFMR, Volume 7A – Military Pay Policy & Procedures (AC & RC Pay)
				(e) DFAS Regulation 37-1 – Finance & Accounting Policy Implementation
				(f) ADSM, Book I – Automated Data Systems Manual
				(g) NGR 37-104-3 – Military Pay & Allowance Policy & Procedures (NG Pay)
				(h) USARC Pam 37-1 – DJMS Pay System - RC Pay Procedures Manual
Related references include:				
<ul style="list-style-type: none"> <li>• Joint Federal Travel Regulation (JFTR), Volume I</li> <li>• AR 600-8-105 – Military Orders</li> <li>• AR 11-37 – Army Finance and Accounting Quality Assurance Program</li> <li>• Personnel Policy Guidance (PPG)</li> <li>• DFAS-INM 7-1 (formerly MPPM)</li> </ul>				
<b>Reference:</b>		AMPO Guidance Letter dated May 1, 2005		
<b>Comments:</b>				

G	R	
		<b>(CRITICAL ELEMENT)</b>
		<b>2. Are controls established to ensure there are CURRENT desk-top SOP (or task lists) available for all duty positions within this functional area?</b>
<b>Reference:</b>		AR 11-37, Chapter 1, paragraph 1-5g(8) DFAS-INM 7-1 (formerly MPPM), Chapter 2, paragraph 3a(2)
<b>Comments:</b>		

G	A	R	N	
				<b>3. Are controls established to ensure that Finance Operations uses the most current version of the Defense MilPay Office (DMO) software?</b>
<b>Reference:</b>		MOB/DEMOB SOP, Chapter 7, paragraph 2b		
<b>Comments:</b>				

G	A	R	N	
				<b>4. Are controls established to ensure Finance Operations use the appropriate input (TIN D19) to post/make an independent remark on the LES:</b>
				(a) to explain a one-time entitlement or collection adjustment?
				(b) to document the actual REFRAD date for audit/review purposes?
<b>Reference:</b>		AMPO Standing Operating Procedures dated December 4, 2003 AMPO Guidance Letter dated May 1, 2005		
<b>Comments:</b>				

G	A	R	N	
				<b>MOB Operations</b>
				<b>5. Are controls established to ensure that the Finance leadership coordinates with all units scheduled for mobilization to help facilitate their processing through the Finance Operations while at the mobilization station?</b>
<b>Reference:</b>				<i>MOB/DEMOB SOP, Chapter 3, paragraph 3(a)</i>
<b>Comments:</b>				

G	A	R	N	
				<b>6. Are controls established to ensure a THOROUGH Soldier Readiness Process (SRP) is conducted for all mobilized units prior to their movement to the Mobilization Station which includes:</b>
				(a) <i>Utilization of Annex E - MOB/DEMOB Checklist (Annex E) during the SRP?</i>
				(b) <i>Deactivation of Government Travel Charge Cards?</i>
				(c) <i>Units Administrators (UA) and USPFO personnel processing ALL A24 transactions to establish Long-Tours?</i>
<b>Reference:</b>				<i>MOB/DEMOB SOP, Chapter 3, paragraphs 3(a)(1) and 3(c)(6)</i> <i>MOB/DEMOB SOP, Chapter 2, paragraph 4</i> <i>MOB/DEMOB SOP, Annex G, paragraph 1b</i> <i>Email Message, Subject: RC Mobilization, dated 12-3-2004</i>
<b>Comments:</b>				<b>Impacts Home Station:</b>

G	A	R	N	
				<b>7. Are controls established to ensure all soldiers arrive at the mobilization station with the completed Annex E checklist obtained during the SRP?</b>
<b>Reference:</b>				<i>MOB/DEMOB SOP, Chapter 5, paragraph 2a(3) &amp; Chapter 6, paragraph 5b</i> <i>AMPO Guidance Letter dated May 1, 2005</i>
<b>Comments:</b>				<b>Impacts Home Station:</b>

G	A	R	N	
				<b>8. Are controls established to ensure the United States Army Finance Command (USAFINCOM) is notified of units that did not use the Annex E checklist during the unit SRP?</b>
<b>Reference:</b>				<i>AMPO Guidance Letter dated May 1, 2005</i>
<b>Comments:</b>				

G	A	R	N	
				<b>9. Are controls established to ensure the Finance mobilization station has adequate facilities and equipment to support their mobilization functions?</b>
<b>Reference:</b>				<i>MOB/DEMOB SOP, Chapter 7, paragraph 2</i> <i>AMPO Guidance Letter dated May 1, 2005</i>
<b>Comments:</b>				

G	A	R	N	
				<b>10. Are controls established to ensure the Finance mobilization station has an abundance of finance related forms available (or electronic access) to support their mobilization functions or the needs of their customers?</b>
<b>Reference:</b>				<i>MOB/DEMOB SOP, Chapter 7, paragraph 2c</i>
<b>Comments:</b>				

G	A	R	N	
				<b>11. Are controls established to ensure the Military Personnel Directorate issues the Common Access Card (CAC) to ALL mobilized personnel which is used to initiate mobilization entitlements upon arrival in theater?</b>
				<b>Reference:</b> <i>AMPO Guidance Letter dated May 1, 2005</i>
				<b>Comments:</b> <i>Impacts MPD:</i>

G	A	R	N	
				<b>12. Are controls established to ensure a reconciliation of mobilized soldiers reported in the Finance system agrees with the mobilized soldiers identified in the Military Personnel system?</b>
				<i>(a) Actual data "bump" performed with assistance of Military Personnel Office / GI</i>
				<i>(b) Conduct e-MILPO and DJMS-RC "bump" to identify potential duplicates</i>
				<b>Reference:</b> <i>MOB/DEMO SOP, Chapter 7, paragraph 9a</i>
				<b>Comments:</b>

G	A	R	N	
				<b>13. Are controls established to ensure a list of mobilizing soldiers (containing the Name, SSAN, and A24 Tour Start Date for each soldier) is submitted to the Mobilization/Demobilization Support Team (MDST), no later than the 5<sup>th</sup> work day of each month?</b>
				<b>Reference:</b> <i>MOB/DEMOB SOP, Chapter 7, paragraph 9a</i>
				<b>Comments:</b>

G	A	R	N	
				<b>14. Are controls established to ensure the Transactions Analysis Report (containing the FIDs NOT processed by the mobilized soldier's home station) is submitted to the Mobilization/Demobilization Support Team (MDST) no later than the 5<sup>th</sup> work day of each month?</b>
				<b>Reference:</b> <i>MOB/DEMOB SOP, Chapter 7, paragraph 9b</i>
				<b>Comments:</b>

G	A	R	N	
				<b>15. Are controls established to ensure the Situation Report (SITREP) showing the number of soldiers that in-processed for mobilization, in addition to command-directed pertinent information, is retained on file for a minimum of 1 year?</b>
				<b>Reference:</b> <i>MOB/DEMOB SOP, Chapter 7, paragraph 9(c)</i>
				<b>Comments:</b>

G	A	R	N	
				<b>16. Are controls established to ensure Finance Operations receives:</b>
				<i>(a) an advance notification of units scheduled for mobilization?</i>
				<i>(b) a roster of unit personnel (including SSAN) in advance of the scheduled MOB?</i>
				<i>(c) unit manifests/rosters with all AGR soldiers clearly identified or annotated?</i>
				<i>(d) Unit Leave Master Record (LMR)?</i>

<b>Reference:</b>	<i>MOB/DEMOB SOP, Chapter 7, paragraphs 2a and 4c MOB/DEMOB SOP, Chapter 11, paragraph 1a</i>
<b>Comments:</b>	

G	A	R	N	
				<b>17. Are controls established to ensure Finance Operations conducts various MOBILIZATION pay entitlement briefings to include:</b>
				(a) <i>Conducting a thorough ONE-ON-ONE interview to verify entitlements?</i>
				(b) <i>Allocated sufficient time to adequately address all appropriate entitlements?</i>
				• <i>Conducting a well-documented GROUP briefing?</i>
				<b>Reference:</b> <i>MOB/DEMOB SOP, Chapter 7, paragraphs 1, 4b, and 5b MOB/DEMOB SOP, Chapter 3, paragraph 3d(6)</i>
				<b>Comments:</b>

G	A	R	N	
				<b>18. Are controls established to ensure active-duty tours for mobilizing Army Reserve and Army National Guard soldiers are initiated NLT 30 days following their tour start date? (A24 input requirements)</b>
				<b>Reference:</b> <i>AMPO Guidance Letter dated May 1, 2005</i>
				<b>Comments:</b>

G	A	R	N	
				<b>19. Are controls established to ensure ALL mobilized soldiers receive a copy of their Leave and Earnings Statement (LES)?</b>
				<b>Reference:</b> <i>Military Pay E-Message 04-16 dated September 7, 2004</i>
				<b>Comments:</b>

G	A	R	N	
				<b>20. Are controls established to ensure Finance has:</b>
				(a) <i>appointed a representative to serve as the Finance POC for the myPay system?</i>
				(b) <i>written procedures which allow soldiers to request an initial pin number, or to reset an existing pin number, in order to access the myPay system?</i>
				<b>Reference:</b> <i>AMPO Guidance Letter dated May 1, 2005 MOB/DEMOB SOP, Chapter 3, paragraph 3a(3) &amp; Chapter 4, paragraph 2b(6)</i>
				<b>Comments:</b>

G	A	R	N	
				<b>21. Are controls established to ensure the following USPFO/UPC Transaction Input Number (TIN) types are verified for accuracy, updates, or corrections? (NOTE: Review Annex E against accuracy of MMPA input)</b>
				(a) <i>A24 – Establish Long Tour</i>
				(b) <i>A18 – Establish/Change Sure Pay Account</i>
				(c) <i>A30 – Start BAH (BAQ portion and is only used with an A32C TIN)</i>
				(d) <i>A32 – Start BAH (VHA portion)</i>
				(e) <i>A33 – Start Family Separation Allowance (FSA)</i>
				(f) <i>C05 – Retroactive payments of entitlements</i>
				(g) <i>A07/A08 – Mailing address for Leave &amp; Earnings Statement</i>

		(h) A15 – BAH Status
		(i) A31 – BAS entitlements
		(j) A32 – BAH I
		(k) A32C – OCONUS COLA (Documents sent to USPFO/UPC for processing).
		(l) S01 – Report Member taking leave prior to reporting to MOB station
<b>Reference:</b>		MOB/DEMOB SOP, Chapter 7, paragraphs 1, 4d, 5, and 6
<b>Comments:</b>		

G	A	R	N	
				<b>22. Are controls established to ensure that there is an appropriate level of separation of duties in all financial transactions such that no one individual can control all phases (i.e. authorize, approve, certify, and review) of the transaction?</b>
<b>Reference:</b>				AR 11-37, Chapter 1, paragraph 6c(2) MOB/DEMOB SOP, Chapter 7, paragraph 3
<b>Comments:</b>				

G	A	R	N	
				<b>23. Are controls established to ensure that Finance Operations process all miscellaneous pay documents NLT 72 hours after receipt?</b>
<b>Reference:</b>				MOB/DEMOB SOP, Chapter 7, paragraph 5i
<b>Comments:</b>				

G	A	R	N	
				<b>24. Are controls established to ensure that Finance Operations:</b>
				(a) uses the mobility concept to eliminate backlogs or other bottlenecks?
				(b) has the ability to correct deficiencies when shortfalls are identified?
				(c) schedules and conducts required and refresher training as situations dictate?
<b>Reference:</b>				MOB/DEMOB SOP, Chapter 3, paragraphs 1 and 3c(1) MOB/DEMOB SOP, Chapter 7, paragraph 8h
<b>Comments:</b>				

G	A	R	N	
				<b>25. Are controls established to ensure a minimum of 10% of transactions are verified/audited prior to upload?</b>
<b>Reference:</b>				AMPO Guidance Letter dated May 1, 2005
<b>Comments:</b>				

G	R			
				<b>(CRITICAL ELEMENT)</b>
				<b>26. Are controls established to ensure 100% of ALL A24 transactions are verified/audited?</b>
<b>Reference:</b>				AMPO Guidance Letter dated May 1, 2005
<b>Comments:</b>				

G	A	R	N	
				<b>27. Are controls established to ensure that the DMO Accuracy Statistics</b>

				<b>Report is maintained and reviewed to determine the ratio percentage of accepted versus rejected transactions?</b>
				<b>Reference:</b> AMPO Guidance Letter dated May 1, 2005
				<b>Comments:</b>

G	A	R	N	<b>DEMOB Operations</b>
				<b>28. Are controls established to ensure Finance Operations receives:</b>
				(a) an advance notification of units scheduled for demobilization?
				(b) a roster of unit personnel (to include SSAN) scheduled for demobilization?
				(c) unit manifests/rosters with all AGR soldiers clearly identified or annotated?
				<b>Reference:</b> MOB/DEMOB SOP, Chapter 9, paragraphs 2a and 4 MOB/DEMBO SOP, Chapter 11, paragraph 1a
				<b>Comments:</b>

G	A	R	N	
				<b>29. Are controls established to ensure the demobilizing unit provides Finance Operations all leave control records in sufficient time to verify correct leave balances in preparation for the issuance of the DD Form 214 at REFRAD?</b>
				<b>Reference:</b> MOB/DEMOB SOP, Chapter 9, paragraphs 4c, 4d, and 5e
				<b>Comments:</b>

G	A	R	N	
				<b>30. Are controls established to ensure all soldiers scheduled for demobilization use the Annex E checklist throughout the DEMOB process?</b>
				<b>Reference:</b> MOB/DEMOB SOP, Chapter 9, paragraphs 4f(1) and 5c
				<b>Comments:</b>

G	A	R	N	
				<b>31. Are controls established to ensure Finance Operations retains and files the completed DEMOB Annex E checklist for a minimum of 18 months following REFRAD?</b>
				<b>Reference:</b> AMPO Guidance Letter dated May 1, 2005
				<b>Comments:</b>

G	A	R	N	
				<b>32. Are controls established to ensure Finance Operations conducts various DEMOBILIZATION pay entitlement briefings to include:</b>
				(a) Conducting a thorough and mandatory ONE-ON-ONE interview to verify pay entitlements with the soldier?
				(b) Allocated sufficient time to adequately address all appropriate entitlements?
				• Conducting a well-documented GROUP briefing (with MOB/DEMOB briefing charts)?
				<b>Reference:</b> MOB/DEMOB SOP, Chapter 9, paragraphs 4c and 5b
				<b>Comments:</b>

G	A	R	N	
				<b>33. Are controls established to ensure a reconciliation of demobilizing soldiers</b>

				<b>reported in the Finance system agrees with the demobilizing soldiers identified in the Military Personnel system?</b>
				(a) Actual data “bump” performed with assistance of Military Personnel Office / GI
				(b) Conduct TRANSPOC and DJMS-RC “bump” to identify potential duplicates
				<b>Reference:</b> MOB/DEMO SOP, Chapter 9, paragraph 10a
				<b>Comments:</b>

G	A	R	N	
				<b>34. Are controls established to ensure a list of mobilizing soldiers (containing the Name, SSAN, and REFRAD Date for each soldier) is submitted to the Mobilization/Demobilization Support Team (MDST), no later than the 5<sup>th</sup> work day of each month?</b>
				<b>Reference:</b> MOB/DEMOB SOP, Chapter 9, paragraph 10a
				<b>Comments:</b>

G	A	R	N	
				<b>35. Are controls established to ensure the Transactions Analysis Report (containing the FIDs NOT processed by the POD, deployed Finance Unit or the soldier’s home station) is submitted to the Mobilization/Demobilization Support Team (MDST) no later than the 5<sup>th</sup> work day of each month?</b>
				<b>Reference:</b> MOB/DEMOB SOP, Chapter 9, paragraph 10b
				<b>Comments:</b>

G	A	R	N	
				<b>36. Are controls established to ensure the Situation Report (SITREP) showing the number of soldiers that in-processed for demobilization is retained on file for a minimum of 1 year?</b>
				<b>Reference:</b> MOB/DEMOB SOP, Chapter 9, paragraph 10c

G	A	R	N	
				<b>37. Are controls established to ensure Finance Operations:</b>
				(a) maintains a Transition Leave suspense file?
				(b) makes payments for .5 (1/2 day) leave balances at REFRAD?
				<b>Reference:</b> MOB/DEMOB SOP, Chapter 9, paragraph 7d
				<b>Comments:</b>

G	A	R	N	
				<b>38. Are controls established to ensure the following DEMOBILIZATION inputs TINS are updated/corrected within 72 hours of receipt? (NOTE: Review Annex E against accuracy of MMPA input)</b>
				(a) A24 – Stop or Extend Long Tour
				(b) S01 / S02 / C04 – Report Leave and Carry Leave forward - if applicable Note: S02 cannot be input until 72 hours after the tour is paid out
				(c) A18 – Change Sure Pay Account Information
				(d) A30 – Stop BAH-II for single soldiers
				(e) A32b/A32c – Stop BAH-I (as applicable)
				(f) A33 – Stop Family Separation Allowance (FSA)

G = Green (Go)

A = Amber (Caution)

R = Red (No Go)

N = Neutral (NA)

		(g) C03 – <i>Establish collections as applicable</i>
		(h) A07/A08 – <i>Restore mailing address for Leave &amp; Earnings Statement</i>
		(i) A31 – <i>Stop BAS entitlements (as applicable)</i>
		(j) D02 – <i>Pay clothing entitlements (residual portion of entitlement if applicable)</i>
		(k) A17 – <i>Modify Tax Adjustments (CZ Exempt Status)</i>
		(l) A34 – <i>Stop Hazardous Duty Pay (HDP)</i>
		(m) A35 – <i>Stop Hostile Fire Pay (HFP)</i>
<b>Reference:</b>		<i>MOB/DEMOB SOP, Chapter 9, paragraphs 1, 6, and 7</i>
<b>Comments:</b>		

G	R	<b>(CRITICAL ELEMENT)</b>
		<b>39. Are controls established to ensure Finance Operations performs a 100% review of all MMPA accounts 30 days following the REFRAD date?</b>
<b>Reference:</b>		<i>MOB/DEMOB SOP, Chapter 9, paragraph 6i</i>
<b>Comments:</b>		

G	A	R	N	
				<b>40. THIS AREA NOT USED</b>
<b>Reference:</b>				
<b>Comments:</b>				