

National Guard Regulation 37-104-3

Financial Administration

Military Pay and Allowances Policy and Procedures- Army National Guard

National Guard Bureau
Arlington, VA 22204
25 September 2015

UNCLASSIFIED

SUMMARY of CHANGE

NGR 37-104-3

Military Pay and Allowances Policy and Procedures-Army National Guard

This revision dated 25 September 2015--

- o Changes paragraph 1-4 to read, "the United States Property and Fiscal Officer responsible for pay/personnel mismatch discrepancies resolved prior to end of the next month."
- o Changes paragraph 1-4 to read, "the Military Personnel Management Officer responsible for pay/personnel mismatch discrepancies resolved prior to end of the next month."
- o Deletes paragraph 1-5 text that described payment of a soldier.
- o Changes paragraph 1-8 to direct use of locally devised forms only when suitable standard form is not available.
- o Adds paragraph 2-5 text that reads, "Posthumous promotion orders do not entitle an enlisted soldier to an increase in basic pay."
- o Deletes paragraph 2-6 references to Department of Army Form 3053.
- o Deletes paragraph 2-6c text that read, "any officer or enlisted soldier in receipt of retired benefits identified above will also be required to complete a new DA Form 3053 on 1 October of each year for the fiscal year just beginning; when needed to supplement or change the waiver; or when needed to recover benefits previously waived."
- o Deletes paragraph 2-6e related to commander's annual review of retired pay waiver.
- o Deletes paragraph 2-7 related to Department of the Treasury Form W-2.
- o Changes paragraph 2-7 to read, "Master Military Pay Account reports will be retained in the unit file for six years, three months."
- o Deletes paragraph 2-8 related to Leave and Earnings Statements.
- o Adds paragraph 2-8 Pay and Entitlements Verification.
- o Changes paragraph 2-10 to read, "The Human Resources Office will maintain the certified Unit Commander's Finance Report with the original signature for six years, three months. A copy will be forwarded to the United States Property Fiscal Officer, Attention: Military Pay Supervisor, no later than the 10th calendar day of the next month."
- o Changes paragraph 2-11 to read, "A signed and dated copy of each month's Unit Commander's Pay Management Report will be retained for six years, three months."
- o Adds paragraph 2-12 Defense Joint Military Pay System Input System Review.

- o Adds paragraph 2-13 Defense Joint Military Pay System Post Update Review.
- o Deletes paragraph 2-14 text that read, "Army National Guard soldiers should use the direct payment capabilities of the financial institution that receives their pay. Such action will enhance their personal finance readiness in the event of mobilization."
- o Changes paragraph 2-15 to read, "a signed and dated copy of each month's Mismatch Listing will be retained at the United States Property and Fiscal Office for six years, three months."
- o Changes paragraph 2-18 to read, "The Military Personnel Management Office determines the incapacitation pay entitlement using the Department of Defense Financial Management Regulation, Army Regulation 135-381, Department of Army Pamphlet 135-381, and the documentation received from the soldier."
- o Deletes paragraph 2-22 related to Direct Deposit/Electronic Funds Transfer.
- o Changes paragraph 2-26b(1) text to read, "will be submitted in accordance with National Guard Regulation 680-1, with a copy furnished to the Military Pay Supervisor."
- o Deletes paragraph 2-29c related to routing of Selected Reserve Incentive Program, Student Loan Repayment Program, and Health Professionals Loan Repayment Program.
- o Adds paragraph 2-30 text to read, "Soldiers performing active service more than 30 days at one location will be provided military pay services by the servicing finance office for that location."
- o Deletes paragraph 2-30b related to paid military pay vouchers.
- o Deletes paragraph 2-32 related to Under- and Overpayments.
- o Adds paragraph 2-33 text to read, "Inactive Duty Training and active service less than 30 days will be processed through MyUnitPay by the soldier's unit of assignment."
- o Deletes paragraph 2-35b related to commander's ensuring pay due received.
- o Deletes paragraphs 3-1b-f. related to Basic Pay and Compensation. Refer to Department of Defense Financial Management Regulation Volume 7A for guidance.
- o Deletes paragraph 3-4 text that read, "an enlisted soldier or warrant officer, who accepts a permanent or temporary appointment as a commissioned or warrant officer, may retain those pay and allowances to which previously entitled if they are greater than those authorized for the new grade."
- o Changes paragraph 4-4a to read, "Statement of attendance. For active duty tours longer than 29 days, the unit will transmit a certificate of attendance and the Active Duty order to the Military Pay Supervisor once it has determined the Soldier is present for duty, by the 30th of each month performed and upon completion of the active duty period."

- o Changes paragraph 4-4b(1) to read, "The unit will process a certificate of performance in MyUnitPay for active duty less than 30 days."
- o Changes paragraph 4-6 to read, "Non-Active Guard Reserve soldiers mobilized and Active Guard Reserve soldiers who are Permanently Changing Station may receive an advance payment of military pay. Advance payments will be by electronic fund transfer."
- o Changes paragraph 5-2 Conditions of Entitlement to read, "Army National Guard Soldiers serving on active service are entitled to separation pay if they meet the provisions of Department of Defense Financial Management Regulation Volume 7A. Included are Army National Guard Soldiers serving on Full-time National Guard Duty for Operational Support or Counterdrug Operations."
- o Changes paragraph 6-3b to read, "The Military Pay Supervisor will assist the mobilizing/demobilizing unit to perform the finance portion of soldier readiness processing, using the mobilized soldier's current Military Master Pay Account as the check sheet. Changes will be annotated on the Military Master Pay Account with supporting documentation obtained from the soldier. The soldier will sign the Military Master Pay Account on completion of the review. The documentation will be given to the Military Personnel Management Office representative for expeditious processing of changes through Standard Installation and Division Personnel Reporting System to the military pay system."
- o Changes paragraph 6-3c to read, "Mobilized soldiers' Military Master Pay Account will be taken to the unit's mobilization station for use during in processing. Supporting documentation will be retained by the Military Pay Management Office and/or Military Pay Supervisor as applicable and not taken to the mobilization station."
- o Deletes paragraph 7-3b(1) and (2).
- o Adds paragraph 8-2a-c.
- o Adds paragraph 8-5c.
- o Changes paragraph 9-2b to reference Army Regulation 600-8-19 Chapter 7.
- o Adds paragraph 9-2f to reference DoD 7000.14-R, Vol 7A, Chapter 1 paragraph 010101.D.14.
- o Adds Appendix B Key Supporting Documents.

Effective Date 25 October 2015

Financial Administration

Military Pay and Allowances Policy and Procedures—Army National Guard

By Order of the Secretary of Army:

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Lieutenant General, USA
Director, Army National Guard

Official:



Charles P. Baldwin
Deputy Chief of Staff

History. This publication has been extensively revised and must be reviewed completely.

Summary. This regulation updates the policies and procedures for payment of Army National Guard (ARNG) soldiers, including payment for active, inactive, and full-time National Guard duty performance.

Applicability. This regulation applies to ARNG finance offices that process pay actions for ARNG soldiers. The term “State,” unless otherwise indicated, includes the District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, and Guam. During mobilization or national emergency, this regulation remains in effect with changes as necessary for non-mobilized Army National Guard soldiers.

Proponent and exception authority. The proponent of this regulation is the Chief, Comptroller Division (ARNG-RMC-F). The proponent has the authority to approve exceptions to this regulation that are consistent with governing law and regulations.

Army management control process. This regulation does not contain managers’ internal control provisions subject to requirements in Army Regulation 11-2.

Supplementation. Supplementation of this regulation is prohibited without prior written approval from the Chief, National Guard Bureau, ATTN: ARNG-RMC-F, Column 118D, 8899 East 56th Street, Indianapolis, IN 46249-5100.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, National Guard Bureau, ATTN: ARNG-RMC-F, Column 118D, 8899 East 56th Street, Indianapolis, IN 46249-5100.

Distribution. Distribution is intended for all ARNG command levels.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation provides National Guard Bureau policies and procedures for the payment and collection of Federal active and inactive duty military pay entitlements and allowances for ARNG soldiers. It is to be used with applicable Department of Defense (DoD) Financial Management Regulations, Army Regulations, Department of the Army (DA) Pamphlets, National Guard Regulations, National Guard Bureau Pamphlets, and the pay systems' user manuals.

1–2. References

Required and related publications, as well as prescribed and referenced forms, are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. Director, ARNG, will:

(1) Establish, coordinate, and implement guidance in accordance with DoD, Defense Finance and Accounting Service-Indianapolis (DFAS-IN), and DA military pay policies and procedures to ensure ARNG soldiers are paid correctly and on time.

(2) Develop and maintain management controls and procedures to prevent fraud, waste, and abuse of military manpower and funds used to pay ARNG soldiers.

(3) Evaluate management reports and pay service provided to ARNG soldiers to identify areas that require command attention.

(4) Assist Defense Finance and Accounting Service (DFAS), Office of the Chief, U.S. Army Reserve (OCAR), and the National Guard Bureau to develop, coordinate, implement, maintain, and enhance hardware and software systems used to pay ARNG soldiers.

b. Chief, ARNG Financial Services Center (ARNG-RMC-F) will:

(1) Represent the Director, ARNG, and Comptroller, as the ARNG liaison to the DoD, DFAS-IN, National Guard Bureau, OCAR, and United States Property and Fiscal Officers (USPFO) for all matters involving military pay to ARNG soldiers.

(2) Develop and sustain the ARNG personnel and pay interface capability identified as the Joint Uniform Military Pay System Standard Terminal Input Subsystem (JUSTIS) and to support all JUSTIS soldiers on the Active Component pay system and all ARNG soldiers on the Reserve Component pay system.

(3) Maintain and enhance the ARNG Automated Funds Control Order System.

(4) Draft and implement approved ARNG military pay policies, procedures, and guidance.

(5) Represent the ARNG in the development and implementation of DFAS-IN and DA military pay policies, procedures, and systems used to pay ARNG soldiers.

(6) Provide military pay functional and technical assistance to USPFOs.

(7) Provide military pay inquiry assistance.

(8) Perform the NGB Operational Review Program as it pertains to military pay.

(9) Train, advise, and assist USPFO military pay personnel.

(10) Provide functional and technical assistance to NGB automated data processing personnel in the development, testing, and fielding of systems involving military pay of ARNG soldiers.

(11) Provide mobilization advice and assistance to DFAS, NGB, and the USPFOs.

c. USPFOs will:

(1) Serve as the point of contact for all matters involving the military pay of their State.

(2) Process military pay transactions to ensure accurate and timely pay.

(3) Resolve pay and/or pay-related administrative discrepancies.

(4) Ensure that discrepancies reflected on the monthly pay/personnel mismatch report are resolved prior to the next Reserve Component end of month (EOM) update.

(5) Respond to military pay inquiries.

(6) Advise, assist, and train ARNG commanders and unit personnel responsible for actions affecting their Soldiers' military pay.

(7) Implement internal controls to manage military pay processing and deter fraud, waste, and abuse.

(8) Perform the finance portion of Soldier Readiness Processing (SRP) of mobilizing and demobilizing ARNG soldiers assigned to units in their State.

(9) Process debt waiver and claims requests to the appropriate DFAS office for action.

(10) Maintain substantiating documents as required by appropriate regulation.

d. Human Resource Officers will:

(1) Review and certify the Unit Commander's Finance Report (UCFR) for assigned AGR Soldiers on a monthly basis and report any discrepancies to the USPFO immediately.

(2) Process personnel changes on receipt that affect AGR soldiers' military pay and allowances.

(3) Assist the USPFO to resolve AGR pay-related inquiries.

(4) Assist AGR Soldiers to prepare pay-related documents.

(5) Ensure that undeliverable Leave and Earning Statements (LES) are returned to the USPFO within three working days after payday with the reason for non-delivery annotated on each LES. Undeliverable LESs are due to AGR soldiers who are no longer assigned or are in an unauthorized or unexcused absence status.

(6) Ensure that each AGR soldier under State control completes the finance portion of the Army separation checklist (DFAS-IN Form 27-190-R) prior to REFRAD.

(7) Maintain substantiating documents as required by appropriate regulation.

e. Military Personnel Management Officers (MPMO/G1) will:

(1) Complete the above duties, as applicable.

(2) Process personnel changes that affect military pay and allowances.

(3) Assist the USPFO to ensure that discrepancies reflected on the monthly pay/personnel mismatch report are resolved prior to the next Reserve Component EOM update.

(4) Assist the USPFO to resolve pay-related inquiries.

(5) Ensure that the State incentive program manager properly and promptly processes all actions affecting the incentive and student loan repayment programs.

(6) Take proper and prompt actions involving incapacitation pay, to include reservation of funds.

(7) Ensure that ARNG soldiers on AGR assigned to the State, completing full-time National Guard duty in excess of 90 days, complete the finance portion of the Army separation checklist (DFAS-IN Form 27-190-R) prior to REFRAD.

f. Commanders will:

(1) Ensure that documents and actions affecting their Soldiers' military pay are accurate and forwarded promptly to their supporting USPFO and/or MPMO/G1, as appropriate.

(2) Review the Unit Commander's Pay Management Report (UCPMR) for their unit's non-AGR soldiers on a monthly basis and report any discrepancies to their USPFO immediately.

(3) Review the monthly Master Military Pay Account (MMPA) of their unit's soldiers to ensure that previously submitted changes have been posted.

(4) Annually perform a joint review of each soldier's MMPA with the soldier to ensure accuracy. Submit changes to the MPMO/G1 to update the MMPA.

g. Soldiers will review their LES and promptly notify their unit commander of changes in their personal circumstances, to include changes in their mailing address, that affect their entitlement to pay and allowances.

1-5. Freedom of Information Act and Privacy Act

a. The solicitation and release of personal information is governed by The Freedom of Information Reform Act and The Privacy Act. These acts apply to the ARNG.

b. AR 25-55 provides the conditions for the release of information under the Freedom of Information Act.

c. AR 340-21 provides the conditions for the release of information under the Privacy Act.

1-6. Managers' internal controls

a. AR 11-2 provides the conditions for establishing and using managers' internal controls.

b. The USPFO will design and implement internal controls to prevent fraud, waste, and abuse of Federal funds used to pay ARNG soldiers. Pecuniary liability for erroneous payments is established, in part, based on such controls.

1-7. Documentation

a. A written record of a transaction will consist of:

(1) A signed document or series of documents supporting each transaction that requires payment of funds from the Department of the Treasury by an officer, agent, or employee of the U.S. Government, authorized to make such payments (31 U.S.C. 1501). These documents contain a complete record of the transaction.

(2) Appropriate certification or substantiating documents supporting each item of pay and allowances due to a soldier and each charge against a soldier. A person who, in the regular line of duty, has personal knowledge of the fact(s), certifies or otherwise verifies each statement of fact contained in such documents.

b. The USPFO or DFAS may require additional evidence prior to processing pay and/or collection action. An officer, agent, or employee of the U.S. Government authorized to make payments is not required to authorize pay on merely formal evidence if, in his or her opinion, the facts do not justify the payment. Such an individual will identify the additional evidence or reasonable explanation to justify the payment since this individual authorizes payments at his or her own risk.

c. *Types of documents.* There are three types of documents used to effect payment and collection actions.

(1) Substantiating documents are either written or electronic records of a transaction that provide for an entitlement or collection action. An example is a promotion order.

(2) Supporting documents are requests for an entitlement or collection action. An example is DD Form 827 (Application for Arrears in Pay).

(3) Source documents are official documents for entitlement or collection action, such as an official pay table.

d. Document retention is prescribed in AR 25-400-2 or Table 1-1, Automated Data Systems Manual (ADSM) Book III JUSTIS End Users Manual. AR 25-400-2 requires retention of substantiating documents for payments of inactive duty training (IDT) and active service for six years, three months. If the State Records Holding Area is unable to store the documents, the USPFO will forward them to its supporting Federal Records Center.

1–8. Forms

Various forms are required to maintain the accuracy and timeliness of pay processing. These forms may be pre-printed numbered forms, reproducible numbered forms, and electronic numbered forms. Where specified in DoD, DFAS, DA, and National Guard Bureau regulations, pamphlets, and user manuals, the appropriate numbered form will be used to process pay actions. Overprinting of specific data on the numbered forms, as well as the development and use of locally devised versions, should only be used when a suitable standard form is not available.

1–9. Deviations from policy

The Director, ARNG, is the approval authority for requests for deviations from the prescribed ARNG policies in this regulation. Forward requests, with justification for deviation, through command channels to the Chief, ARNG Financial Services Center, ATTN: ARNG-RMC-F, Column 118D, 8899 East 56th Street, Indianapolis, Indiana 46249-5100.

Chapter 2

Army National Guard Pay Policy

2–1. Scope

This chapter addresses specific military pay policies applicable to the ARNG.

2–2. Pay pending permanent Federal recognition

a. An ARNG officer granted temporary Federal recognition is entitled to pay in the appropriate grade for all duty performed for six months after the effective date of the temporary recognition unless the recognition is sooner withdrawn by the Chief, National Guard Bureau.

b. An ARNG officer cannot be paid a uniform allowance until receipt of permanent Federal recognition.

c. An officer appointed in the ARNG from the Retired Reserve or the Retired List of the Army or other Service is not entitled to pay until receipt of permanent Federal recognition.

d. An officer appointed to the ARNG from another State is entitled to pay based on the permanent Federal recognition granted to the officer in the losing State.

e. An ARNG officer promoted to a higher grade will not be paid in that grade until receipt of permanent Federal recognition.

2-3. Federal oath required

A military pay account will not be established nor a military pay voucher prepared for an ARNG soldier unless the soldier has subscribed previously to the oath prescribed by 32 U.S.C. 312 (officers) or 32 U.S.C. 304 (enlisted soldiers). In the case of an officer extended temporary Federal recognition, a military pay account will not be established nor military pay vouchers prepared unless she or he will have subscribed previously to the oath for temporary Federal recognition of ARNG personnel as prescribed by NGR 600-100 and NGR 600-101.

2-4. Involuntary extension of enlistment

An ARNG enlisted soldier whose term of service is involuntarily extended is entitled to full pay and allowances for any duty performed while on extended enlistment.

2-5. Enlisted promotions and reductions

ARNG enlisted soldiers will be paid based on their current grade and years of service pending receipt of promotion or reduction orders. Posthumous promotion orders do not entitle an enlisted soldier to an increase in basic pay.

2-6. Declaration of benefits received and waivers

a. Entitlement. ARNG soldiers are not entitled to Federal military pay and allowances for the same period in which they are in receipt of a pension, retainer pay, disability compensation, or retired pay from the U.S. Government by virtue of prior military or other uniformed service. However, applicants for appointment and enlistment, who are otherwise eligible under appointment and enlistment regulations, may elect to receive such benefits and waive their ARNG pay and allowances; or receive their ARNG pay and allowances and waive that portion of such benefits for the days or drill periods for which they receive Federal pay and allowances.

b. Identification. VA Form 21-8951-2(NR) (Notice of Waiver of VA Compensation of Pension to Receive Military Pay and Allowances) will be completed by each officer or enlisted soldier claiming prior Federal military service upon entry, or reentry following a break in service, into the ARNG of the same or a different State, or from another Service or component.

c. Waiver of benefits. Once a declaration of receipt of VA benefits has been filed on VA Form 21-8951-2(NR), the annual performance of all IDT and active duty will be reported to the Department of Veterans' Affairs (VA). The VA will make necessary adjustments to the soldier's VA compensation based on the data received.

d. Effective period of waiver. The VA waivers filed on VA Form 21-8951-2(NR) remain in effect until superseded by a new form.

e. Disposition.

(1) A soldier receiving a VA disability compensation or pension, or uniformed Services retired pay or retainer pay, will prepare a VA Form 21-8951-2(NR). The waiver will be verified by the commander or organization personnel officer of the soldier's unit.

(2) The original VA Form 21-8951-2(NR) prepared at the time of entry into the State ARNG, or a subsequent replacement form, will be forwarded through the State MPMO/G1 to the office having jurisdiction over Soldier's claim.

(3) Soldiers executing negative declarations will have the original VA Form 21-8951-2(NR) filed in the Soldier's file relating to pay. No copies are required for other offices.

2-7. Master Military Pay Account

a. The Reserve Component military pay system MMPA (2405 Report) is provided monthly by DFAS-IN to each unit for its assigned soldiers.

(1) Unit commanders will ensure that this MMPA is checked against the unit's file of performance certificates and finance-related Standard Installation and Division Personnel Reporting System (SIDPERS) update transmissions to the MPMO/G1. Discrepancies will be reported to the USPFO and/or MPMO/G1, as appropriate.

(2) The soldier will review and verify MMPA data annually with the unit clerk.

(3) MMPA reports will be retained in the unit file for six years, three months.

(4) The latest MMPA report will be included for documentation once the unit is alerted in preparation for SRP.

b. Active component pay system MMPA reports are not forwarded to the HRO.

2-8. Pay and entitlement verification

Annually, commanders and records managers must ensure every soldier conducts both a personnel and finance records review in iPersonnel Electronic Records Management System in accordance with Military Personnel Message 14-046.

2-9. Active Component/Reserve Component pay system bump

a. To reduce the potential for fraud, waste, and abuse of Federal funds, DFAS-IN performs a monthly comparison (bump) of the active and Reserve Component pay systems to identify soldiers in an active pay status on both pay systems.

b. To reduce the potential for ARNG soldiers to be on both pay systems, USPFOs will:

(1) On receipt of orders to access an ARNG soldier entering the AGR program to the Active Component pay system, separate the soldier from the Reserve Component pay system effective the day prior to accessing that soldier to the Active Component pay system. The only AGR soldiers who should be retained on both pay systems are those eligible to receive bonus payments. The orders showing the soldier entering AGR status is sufficient to separate the soldier from the Reserve Component pay system.

(2) On learning that an ARNG soldier has entered active service, check the Active Component pay system to see if the soldier has been accessed to it. If the ARNG soldier is on the Active Component pay system, use that system's MMPA as the supporting documentation to separate the soldier from the Reserve Component pay system, effective the day prior to that soldier being accessed to the Active Component pay system.

(3) On receipt of Release from Active Duty (REFRAD) orders to access an ARNG soldier to the Reserve Component pay system who is currently on the Active Component pay system, use the orders to support separating the soldier from the Active Component pay system, effective on the day prior to accessing that soldier to the Reserve Component pay system.

2-10. Unit Commander's Finance Report

a. The following policy, which affects ARNG AGR Soldiers, is designed to prevent overpayments, reduce the potential for out-of-service debts, and identify fraudulent payments.

b. Each ARNG HRO will review the monthly UCFR per the following procedure:

(1) The HRO will review and certify the accountability and status of all Title 32 AGR Soldiers assigned to that State, then enter the following statement on the UCFR: *"I certify that I have reviewed the accountability and duty status of each AGR Soldier listed on this UCFR. To the best of my knowledge, the information contained on the UCFR is correct or has been corrected as a result of this report."*

(2) The HRO will maintain the certified UCFR with the original signature for six years, three months. A copy will be forwarded to the USPFO, ATTN: Military Pay Supervisor (MPS), no later than the 10th calendar day of the next month.

(3) The HRO will immediately notify the MPS of any difference between the AGR soldier's actual duty status and that shown on the UCFR.

c. The following instructions provide guidance to the HRO on the proper processing of the UCFR. Timely notification by the HRO to the MPS of inconsistencies between the UCFR and the HRO AGR personnel records is essential to ensure that each AGR soldier receives accurate and timely pay.

(1) The UCFR provides the HRO a one line rollup of each assigned AGR soldier's monthly pay account status, making it easier to review the soldier's pay entitlements. The HRO should use all available documents to verify the data on the UCFR. These documents include AGR rosters, SIDPERS rosters, DA Form 4187, and absent without leave (AWOL) files.

(2) Verify that all assigned AGR soldiers are included on the UCFR.

(a) If a soldier is not an assigned AGR Soldier, but appears on the UCFR, draw a line through the name of the UCFR. Annotate, to the left of the grade on the UCFR, the reason the soldier should be deleted. For example: for permanent change of station (PCS), enter "PCS and date of PCS"; for REFRAD, enter "REFRAD and date of REFRAD"; for retired, enter "RET and date of RET"; and for never assigned as AGR soldier, enter "NA." Attach a copy of the orders to the certified copy of the UCFR and forward to the MPS on a transmittal letter (TL).

(b) If a soldier is assigned as an AGR soldier, but does not appear on the UCFR, type or write in that soldier's information after the last name on the UCFR. Include the soldier's name, Social Security number, date the soldier was assigned, and attach a copy of the AGR assignment orders before forwarding it to the MPS on a TL.

(c) Since accurate personnel accountability is a principal factor in reducing fraud, waste, and abuse, and assists in ensuring readiness, the proper maintenance of personnel records is only as good as the emphasis placed on maintaining these records. The best tool available for the HRO to prevent inaccurate accountability is an evaluation of the Defense Civilian Personnel Data System and the SIDPERS database.

d. Duty Status.

(1) Review and verify the "STATUS" column on the UCFR.

(2) A good duty status (present for duty, leave, TDY, or hospitalized) is represented on the UCFR by a blank space, except for field duty status which is represented by "FILD."

(3) A bad duty status (non-paying status) shows in this column as AWOL (“AWOL”); sick, not in the line of duty (“SNLD”); military and civilian confinement (“CONF”); and suspended pay status (“SUSP”).

(a) Suspended pay status freezes funds issued to a soldier’s pay account. It normally indicates a pay account postured for separation or retirement. If this status appears on the UCFR and the soldier is separated, retired, or no longer in an AGR status, take no action—the USPFO is processing the account. It will drop from the UCFR once the process is complete. If this status appears and the soldier is still assigned as an AGR Soldier, immediately contact the MPS for the account to be corrected. The soldier will not be paid until the correction is made. This status is also used for other reasons. If the HRO begins to process a soldier for an early separation or suspects that the soldier is approaching separation or retirement and owes a debt, the HRO should notify the USPFO, in writing, that a pay account should be placed in a suspended pay status and include the reason for the request.

(b) Double-check all “FIELD” entries. This status prevents paying rations to enlisted soldiers. Ensure that the USPFO receives a DA Form 4187 (Return from Field to Duty) to remove this status after the soldier returns from the field.

(c) AWOL and confined AGR Soldiers should be represented by the correct codes on the UCFR, otherwise an overpayment of pay and allowances has occurred or will occur.

(d) Circle the incorrect duty status on the UCFR and attach a copy of the document verifying the correct duty status to the certified copy of the UCFR.

e. The UCFR contains additional information that should be verified for accuracy not less than monthly by the HRO AGR Manager. This information is grade (“GR”), name (“NAME”), Social Security Number (“SSAN”), net pay (“NET PAY”), allotments (“ALMTS”), Basic Allowance for Quarters (“BAQ”), Basic Allowance for Subsistence (“BAS”), pay option (“PAY OPT”), leave balance (“LV BAL”), courts martial (“C/M ARTICLE 15”), debts (“BAL DUE US”), incentive pay (“INCEN PAY”), Expiration of Term of Service (“ETS”), Status (“STATUS”), Overseas Housing Allowance (“OHA”), and Cost of Living Allowance (“COLA”).

2–11. Unit Commander’s Pay Management Report

- a. This report is produced monthly by DFAS-IN following the final Reserve Component paying update.
- b. A signed and dated copy of each month’s UCPMR will be retained for six years, three months.
- c. The ARNG Unit Level Finance Procedures Manual describes the procedures for reconciling the items contained in this report.

2–12. Defense Joint Military Pay System input system review

a. *Defense Joint Military Pay System Reserve Component (DJMS-RC)*. A designated representative will review 10 percent of all transactions entered into JUSTIS prior to upload to the DJMS-RC. This review is evidenced by annotations, signature, and date on the JSS370p report. This documentation is retained at the USPFO for six years, three months.

b. *Defense Joint Military Pay System Active Component (DJMS-AC)*. A designated representative will review 10 percent of all transactions entered into Defense Military Office software prior to upload to DJMS-AC. This review is evidenced by annotations, signature, and date on the Daily Transaction List. This documentation is retained by the USPFO for six years, three months.

2–13. Defense Joint Military Pay System post update review

To ensure all transactions are processed completely and accurately, a designated representative will review the Defense Joint Military Pay System reports for rejected transactions, recycled transactions, and management notices. If errors are identified, corrective action is taken and annotated on the reports. This review is evidenced by annotations, signature, and date on the report. This documentation is retained at the USPFO for six years, three months.

2–14. Allotments of pay

- a. Allotments of pay and allowances for ARNG soldiers paid by the Reserve Component pay system are prohibited by 37 U.S.C. and DODFMR Volume 7A.
- b. Reserve component pay system deductions for ARNG State-sponsored life insurance (SSLI) are not allotments. These are deductions authorized by 37 U.S.C. 707.

2–15. Reserve Component personnel/pay match report

a. It is imperative that the Reserve Component pay system MMPA and the SIDPERS personnel file in each State reflect the same data. SIDPERS is the driving force for accessions, separations, and administrative changes to

the pay system. The two systems must be compared monthly to prevent incorrect payments and to deter fraud. The comparison of the personnel and pay files is a major component of the internal control program.

b. The Personnel/Pay Match Report is produced monthly after the Reserve Component pay system EOM update. This report is composed of two parts:

(1) The MPS requests that the Data Processing Installation (DPI) unit run Part I of the Personnel/Pay Match Report after the last transmission of SIDPERS data (identified on the SIDPERS Transaction register, the 0440 Report) to DFAS-IN for the EOM update. Part I is the SIDPERS portion of the Personnel/Pay Match Report.

(2) The MPS requests that DPI run Part II after the arrival of the EOM RCOES D04 file containing the MMPA data produced by the Reserve Component pay system. Normally, DPI will run Part II without a request from MPS. Part II will produce the Mismatch Listing. The mismatched information is printed with an asterisk beside or underneath it. The items matched are: pay grade, name, Unit Identification Code, medical pay, Basic Allowance for Housing status, Servicemembers' Group Life Insurance (SGLI), automated incentive pay, and wage exemption status. If a record is resident in one system, but not the other, the record will appear on the Personnel/Pay Match Report with an indication of the source of data.

c. Both the MPS and SIDPERS personnel must actively participate in resolving the differences in this report. The MPS should review the MMPA and SIDPERS data base, then adjust the MMPA as required, and jointly with SIDPERS, to resolve any remaining mismatches.

d. A signed and dated copy of each month's Mismatch Listing will be retained at the USPFO for six years, three months.

2-16. Records retention

The ARNG Unit Level Finance Procedures Manual and ADSM Book III contain the records and reports retention requirements.

2-17. Student Loan Repayment Program

a. The USPFO will assist the MPMO/G1, as necessary, to ensure the accuracy and timeliness of Student Loan Repayment Program and Health Professionals Loan Repayment Program entitlements.

b. Requests for payment will be forwarded to DFAS-IN by TL from the MPMO/G1 for payment processing.

2-18. Incapacitation pay

a. The MPMO/G1 determines the incapacitation pay entitlement using the DODFMR, AR 135-381, DA Pam 135-381, and the documentation received from the soldier.

b. Requests for payment will be forwarded to the USPFO by TL from the MPMO/G1 for payment processing.

c. Quarterly, the MPS will reconcile incapacitation pay accounts with the MPMO/G1.

2-19. Disability severance pay

Payments for ARNG soldiers entitled to disability severance pay will be processed in accordance with DODFMR Volume 7A and AR 635-40. The soldier's unit will send documents that support this claim to the MPMO/G1. The MPMO/G1 will forward documentation to the USPFO by TL for processing.

2-20. Payments to, or collections from, the accounts of transferred Army National Guard soldiers

The ARNG Unit Level Procedures Manual and ADSM Book III address the requirements for processing payments to or collections from the accounts of ARNG soldiers who have been discharged and transferred to an Active Component of a Service.

2-21. Clothing and uniform allowances

ARNG officer and enlisted personnel may be entitled to various clothing and uniform allowances if they qualify under the provisions of DODFMR Volume 7A.

2-22. State-sponsored life insurance

a. Participation in SSLI is limited to the insurance sponsored by the State of current ARNG membership and has no effect on participation in SGLI.

b. ARNG soldiers participating in SSLI will complete a DD Form 2558 (Authorization to Start, Stop, or Change An Allotment for Active Duty or Retired Personnel).

c. *Reserve Component pay system.*

(1) The soldier's unit will submit a copy of DD Form 2558 by TL to the MPS to begin the deduction for SSLI. During the month prior to the date the soldier desires to terminate or change participation in SSLI, the unit will submit a copy of the new DD Form 2558 by TL to the MPS.

(2) The Reserve Component pay system automatically terminates the deduction for any ARNG soldier who has a change of input station or who has insufficient or no pay for four consecutive months from which the full amount of the deduction can be made.

(3) Administrative guidelines:

(a) DFAS-IN will only accept input for collection and payment to the sponsor of the State's SSLI program from those States that have executed the required Memorandum of Agreement between the sponsor and the Secretary of Defense.

(b) The Reserve Component pay system only accepts transactions to start, change, or stop deductions. To cease or change participation in SSLI, other than by separation from the ARNG of that State or automatic termination resulting from no pay or insufficient pay, the soldier will have to submit a new DD Form 2558. Premiums will not be deducted in the month in which a stop is effective. A start or change is effective in the month the transaction is accepted by the Reserve Component pay system.

(c) If the soldier's MMPA has been erroneously dropped from the Reserve Component pay system, the MPS can input a transaction to collect up to three months premiums in arrears.

(d) Only one deduction at one rate for SSLI is permitted at a time.

(e) Premium adjustments for over- or underpayments are the responsibility of the individual soldier and the State SSLI sponsor.

(f) States may authorize the SSLI sponsor to receive the DD Forms 2558 and transmit them to the MPS. The sponsor will use the MPS directed TL process when transmitting the DD Forms 2558 to the MPS.

d. Active Component pay system. ARNG AGR soldiers paid by the Active Component pay system may establish an allotment to participate in SSLI. The soldier's unit through the HRO or State SSLI sponsor can submit DD Form 2558 (if so authorized by the State) to the USPFO for processing.

2-23. Split pay option

ARNG Soldiers in an Annual Training (AT) status for three weeks or longer may receive two payments. The USPFO will divide the tour of duty, allowing payment of the soldier during the AT period and the remainder of the pay at the end of the period.

2-24. Meal collections

a. IDT. All officers, AGR enlisted soldiers, or other enlisted soldiers receiving Basic Allowance for Subsistence will pay for meals consumed during training.

b. AT. Payroll deduction in accordance with AR30-22 and the Army Field Feeding System is prescribed for field training for meal cost collection for all government meals available to members of the ARNG performing AT and consuming unit prepared meals.

(1) Enlisted soldiers will have a meal deduction from pay based on the order.

(2) ARNG AGR enlisted soldiers and officers authorized Basic Allowance for Subsistence will be furnished meals without cost. The MPS, on receipt of a DA Form 4187 from the HRO, will input a collection for meals at the discounted meal rate for AGR soldiers. The MPS, on receipt of DA Form 4187 from the unit commander, will input a collection for meals at the discounted meal rate for M-day officers.

c. Government meals paid through payroll collection, but not available due to mission requirements or related circumstances, are reimbursable to the soldier. The soldier's unit will submit DD Form 1475 (Basic Allowance for Subsistence Certification) to the MPS for reimbursement.

2-25. Attachments

a. ARNG soldiers may be authorized to train with other units. In accordance with NGR 600-200, The Adjutants General may attach soldiers to other units within their jurisdiction and may delegate this authority to commanders. Attachment orders for these soldiers will specify whether attachment is for administration, pay, training, or military justice, or a combination of these. Soldiers attached for pay will show the unit of attachment as their unit of assignment in the military pay system. All personnel actions and finance-unique items affecting pay will be processed in accordance with State MPMO/G1 policies.

b. ARNG soldiers attached for less than 30 days to a unit in the State of their assigned unit will remain assigned to and receive pay through their assigned unit. The unit of attachment will provide performance certification, not later than four workdays after the scheduled training or duty date, to the soldier's assigned unit showing the date(s)

duty was performed or failed to be performed to include reason for absence, as applicable. If no training or duty was scheduled, the unit of attachment will provide the assigned unit, no later than the 15th of the month, with a certificate stating that no IDT or duty was scheduled for that month. The attached soldier's assigned unit will report the soldier's duty performance on that month's DA Form 1379.

c. Out-of-State attachments may be executed when agreed to by The Adjutants Generals concerned and may include attachment for pay. The attached soldier's MMPA will remain with the soldier's assigned unit. The attached soldier's unit will forward certificates of training and duty performance to the soldier's assigned unit for payment. All personnel actions that affect the attached soldier's pay, to include finance unique items, will be forwarded to the soldier's assigned unit for processing.

2-26. Documentation of changes to attendance status

a. Once an ARNG soldier's attendance status has been determined and reported on a properly authenticated DA Form 1379, any change to that status must be carefully documented.

b. Status changes not affecting pay, such as from an unexcused absence or unsatisfactory performance ("U") to excused ("A"):

(1) Will be submitted in accordance with NGR 680-1, with a copy furnished to the MPS.

(2) May affect incentive entitlements.

c. Status changes that affect pay, such as changing an excused ("A") to present ("P") or present ("P") to unexcused absence or unsatisfactory performance ("U"):

(1) Will be submitted, with justification, in accordance with NGR 680-1 to the MPS, with a copy to the MPMO/G1.

(2) May require approval by the State MPMO/G1.

2-27. Internal Revenue Service Levies

Units and ARNG State/USPFO offices receiving Internal Revenue Service levies against an ARNG soldier's pay will process the levies in accordance with DFAS-IN directives.

2-28. Garnishment of pay and allowances for enforcement of child support and alimony obligations

a. Garnishment actions received from any court, law enforcement agency, or legal office will be annotated with the date of receipt and returned directly to the sender within two working days of receipt. Annotate on the garnishment action that it must be sent by the issuing agency directly to DFAS-Cleveland (DFAS-CL).

b. ARNG units and activities of the ARNG will not forward garnishment actions directly to DFAS-CL.

2-29. Army National Guard personnel/pay interface procedure

a. The ARNG maintains an automated personnel and pay interface. This interface links ARNG SIDPERS data within each State to the Reserve Component military pay system. All personnel accessions, changes that affect pay, and separations are electronically converted to Reserve Component military pay system transactions in the USPFO Data Processing Activity and passed to the Reserve Component military pay system to update the Soldier's MMPA. The following SIDPERS data items interface with data items in the Reserve Component military pay system:

(1) Social Security number.

(2) Name.

(3) State tax location code.

(4) Sex.

(5) Federal income tax withholding (FITW) exemptions.

(6) Pay grade.

(7) Pay entry basic date.

(8) Unit personnel accounting symbol (PAS).

(9) Expiration of term of service.

(10) SGLI option.

(11) First and second incentive pay codes.

(12) Additional FITW.

(13) ARNG State/U.S. Army Reserve (USAR) pay group/mobilization augmentee status code.

(14) Marital status.

(15) Attachment code (PAS of the unit to which attached and the reason for attachment).

(16) Military retirement or VA disability benefit/waiver status.

(17) Total Federal Officer Service Date for rated officers and flight surgeons in aviation service.

- (18) Aviation Service Entry Date for rated officers and flight surgeons in aviation service.
- (19) Mailing address (the actual address used by the postal service for mail delivery to the soldier).
- (20) Dependent status (own right, married to another service member, secondary dependents; if for children only, date of birth of youngest child).

b. *Finance-unique functions.* Report the following finance-unique items direct to the MPS:

- (1) Miscellaneous pay, collect, and adjustment actions.
- (2) Performance data if not made by other military pay input systems.
- (3) Change in date of gain (once a date has been entered on the MMPA).
- (4) SSLI withholding data.
- (5) Officer uniform allowance payments.
- (6) Meals collections.
- (7) SF1199A and DA Form 3685.

2-30. Joint operations

Due to the expansion of joint operations, ARNG soldiers may receive pay support from another finance office, DFAS-IN, or an Army finance office. Soldiers performing active service more than 30 days at one location will be provided military pay services by the servicing finance office for that location.

2-31. Change of organizational data or status

When a change in unit data or status occurs, the MPS will notify DFAS-IN of the change within three working days after the formal change is received.

2-32. Transfers

a. Within State and interstate. A Non-AGR soldier's personnel data changes that affect pay are electronically passed from SIDPERS to the Reserve Component military pay system by the ARNG personnel/pay interface. AGR soldier personnel data changes that affect pay are provided to the MPS by the HRO for processing into the Active Component military pay system.

b. The gaining unit, on receipt of the first MMPA for a transferred soldier, will compare it against the SIDPERS file.

2-33. Certification of pay documents

a. All documents received by the MPS that access a soldier to either the Active Component or Reserve Component military pay system; change entitlement data on the MMPA; report, correct, or adjust a soldier's performance data; or separate a soldier from the pay system must be certified by the commander or other appropriate official (e.g., adjutant, MPMO/G1, HRO, or incentive manager). The unit commander may designate an alternate certifying officer to perform these duties in the commander's absence. The alternate must be a member of the unit's full-time staff under his/her command and appointed by appointment letter or DD Form 577 (Signature Card).

b. TLs, inquiries, or documents not directly affecting a soldier's entitlement or performance data, and items noted in this regulation or the supporting user's manuals, do not require certification.

c. A new DD Form 577 bearing the signature of the certifying official and the authenticating official must be forwarded for filing in the MPS each time the certifying official changes.

d. Identify a temporary certifying official (for example, acting commander) by forwarding a copy of the document announcing the appointment or assumption of command to the MPS in lieu of a new DD Form 577.

e. During the absence of the commander or acting commander, when there is no actual temporary assumption of command, the senior soldier present, regardless of grade, will authenticate the DA Form 1379 and related performance data for pay. Include the following remark in Section 3 (remarks) of the DA Form 1379 authentication page: "*The undersigned was the senior command member actually present during the period (inclusive dates).*" This remark serves as the temporary authority to certify the performance data for that period of duty.

f. Certificates of performance for IDT, full-time National Guard duty, or AD will be signed by the senior soldier present. Individual soldiers performing duty are authorized to certify their own performance when they are the only soldier present for duty. Signature cards are not required for these documents.

g. IDT and active service less than 30 days will be processed through MyUnitPay by the soldier's unit of assignment.

2-34. Undeliverable payments and checks

Undeliverable payments and checks will be returned to and held by DFAS-IN pending receipt of correct EFT data and mailing address per DODFMR Volume 5, Chapter 8.

2-35. Lost, stolen, mutilated, or destroyed checks

a. ARNG soldiers will report non-receipt of a pay check (lost, stolen, mutilated, or destroyed) on a DD Form 2660. The unit will forward the form by TL to the MPS with mutilated checks attached if applicable. A copy will be maintained in the unit's suspense file.

(1) The MPS will forward DD Form 2660 to DFAS-IN, ATTN: Treasury Operations CDS-I, 8899 East 56th Street, Indianapolis, Indiana 46249-8672, for follow-up with the Department of the Treasury regarding the status of the original check.

(a) Following Department of the Treasury instructions, DFAS-IN will issue a replacement check. Delays can be expected.

(b) If a lost check is found after DD Form 2660 is processed, it cannot be given to the soldier. It must be sent to the MPS by TL with the statement that a DD Form 2660 has been submitted. MPS will take action to cancel DD Form 2660. The check cannot be negotiated until directed to do so by DFAS-IN.

(2) Soldiers reporting lost or stolen checks must be counseled against claiming a check that has been lost or stolen and then cashing both the original check and the reissued check. A soldier negotiating both checks is subject to legal action by the Departments of Justice and the Treasury, and may subject the soldier to action under the Uniform Code of Military Justice or comparable State code.

b. Based on the statutory requirement for 100 percent of all Federal payments disbursed via EFT by 01 January 1999, replacement check problems should be minimal.

2-36. Non-receipt of Electronic Funds Transfer Payment

a. The USPFO MPS will take the following action when notified that a soldier's EFT payment has not been received by the designated financial institution.

(1) Confirm payment by checking soldier's LES.

(2) Query the reporting system for the Active Component/Reserve Component pay system for a Federal Reserve tracer number.

(3) Call the EFT coordinator at the financial institution and provide the Federal Reserve tracer number. If the EFT coordinator is unable to locate the payment, it must notify the Federal Reserve of the discrepancy.

b. Once the Soldier has notified the unit of non-receipt of payment at the financial institution, resolution of the missing payment should be accomplished within 48 hours.

2-37. Check control

a. On receipt of a returned government check for unearned military pay, a personal check for unearned military pay, or a non-deliverable check, the USPFO Check Control Officer will forward the check by TL along with a copy of the orders (or pay generating document, for example, DA Form 1379) to DFAS-IN after notifying the MPS of the action taken. DFAS-IN will reverse the duty payment. All tax adjustments will be made by DFAS-IN.

b. Do not give checks to MPS. The MPS is not authorized to take action to reverse the duty payment.

Chapter 3

Basic Pay and Compensation

3-1. Authority

ARNG Soldiers are paid in accordance with U.S. Code and per DODFMR Volume 7A.

3-2. Creditable service

The Adjutants General of all States verify creditable service in accordance with DODFMR Volume 7A for pay purposes for their ARNG soldiers.

3-3. Establishing and maintaining a pay account

a. Non-AGR pay accounts will be established and maintained on the Reserve Component military pay system through the ARNG's automated personnel and pay interface system by the MPS supporting the ARNG Soldier's assigned unit. During lengthy periods of active service, the MMPA may be updated by a DFAS military pay office

or an Army finance office through the DFAS system that passes pay actions to the Reserve Component military pay system.

b. Title 32 AGR soldiers, upon entering AGR status, will be accessed by their supporting USPFO to the Active Component military pay system per AR 37-104-4, based on documentation provided by the soldier, the MPMO/G1, and the HRO.

(1) The HRO or MPMO/G1 who is responsible for AGR personnel actions will ensure that supporting documentation affecting AGR pay is processed on a timely basis to the USPFO which will maintain the MMPA and leave accountability.

(2) The finance portion of the Active Component Separation Checklist will be completed by the USPFO during the out-processing of ARNG soldiers separating from AGR status.

c. Title 10 AGR soldiers, upon entering AGR status, will be accessed by their supporting finance office to the Active Component military pay system. The same office will maintain the soldier's MMPA, to include leave accountability.

3-4. Saved pay

DODFMR Volume 7A explains saved pay entitlements and restrictions. The unit, for non-AGR Soldiers, and the HRO or MPMO/G1, as applicable, for AGR soldiers, will submit DD Form 114 to the USPFO MPS for processing saved pay.

Chapter 4 Active Service Payments

4-1. Scope

This chapter, together with the applicable DFAS, Army, and National Guard Bureau regulations, pamphlets, and pay systems' user's manuals, provides guidance for active duty payments for ARNG soldiers.

4-2. Method of payment

a. ARNG AGR Soldiers will have payments and deductions processed through the Active Component pay system.

b. ARNG non-AGR Soldiers will have all active duty payments and deductions processed through the Reserve Component pay system.

4-3. Active Guard Reserve pay processing

a. ARNG Soldiers, upon entering AGR status, will be accessed by their supporting MPS to the Active Component pay system per AR 37-104-4. This action is based on documentation provided by the Soldier, the MPMO/G1, and/or the HRO.

b. The HRO or MPMO/G1 responsible for AGR personnel actions will ensure that supporting documentation affecting AGR pay is processed on a timely basis to the MPS.

c. The MPS will receive and provide to the HRO or MPMO/G1, as applicable, the AGR pay management reports and individual AGR soldier LES for review and action.

d. The HRO or MPMO/G1 will forward approved leave actions to the MPS for processing.

e. AGR soldiers are not entitled to, and will not receive, IDT pay or any other form of active service pay to which non-AGR soldiers are entitled.

f. The MPS will complete the finance portion of the Active Component Separation Checklist during the out-processing of ARNG soldiers separating from AGR status.

(1) A copy of the separation pay worksheet and/or "what-if" LES will be provided to the separating AGR soldier.

(2) The separating AGR soldier will receive an explanation of the separation pay computations during the finance out-processing.

4-4. Non-Active Guard Reserve pay processing

a. Statement of attendance. For active duty tours longer than 29 days, the unit will transmit a certificate of attendance and the AD order to the MPS once it has determined the soldier is present for duty, by the 30th of each month performed and upon completion of the active duty period.

b. Certificate of performance.

- (1) The unit will process a certificate of performance in MyUnitPay for active duty less than 30 days.
- (2) If the soldier is coded in SIDPERS as entitled to an incentive or a special pay, a certification statement will electronically print on the certificate of performance. The certifying official will annotate on the certificate if the soldier is entitled to the incentive or special pay during the period of active duty.
- (3) The certificate of performance allows the certifying official to annotate the order number, any amendment order number, new dates of duty, verification of BAH, payment of mileage, and use of government meals and/or quarters.
 - c. Approved leave actions will be forwarded by the unit, office, or activity to which the soldier is assigned for the performance of active duty to the MPS for processing.
 - d. Lump sum leave can be paid by the MPS at the conclusion of the active duty period. Forward a copy of the orders and DA Form 31 to the USPF, MPS.
 - e. The finance portion of the Active Component Separation Checklist will be coordinated with the MPS by the soldier's unit in order to complete the finance out-processing of ARNG soldiers separating from active service when the period was for 90 or more days.
 - f. Allotments are not available under the Reserve Component pay system.

4-5. Military technicians

- a. ARNG military technicians will provide a copy of their active service orders to their technician duty timekeeper when the active duty period covers technician duty days.
- b. The technician will provide a copy of the certificate of performance for the duty performed signed by his or her military supervisor, through his/her timekeeper, to the technician pay Customer Service Representative on completion of the active service.

4-6. Advance and casual payments

- a. Non-AGR soldiers mobilized and AGR soldiers who PCS may receive an advance payment of military pay. Advance payments will be received by EFT.
- b. Non-AGR soldiers ordered to active service and AGR soldiers can receive casual payments to meet emergency or other mission critical needs.
 - (1) A casual pay must be requested by the unit commander, approved through the soldier's chain of command.
 - (2) Casual payments will be received by EFT.
 - (3) Casual payments are collected in full from the pay due and not from subsequent entitlements.
 - (4) If the casual payment results in the establishment of a debt, it is not allowed.
- c. AGR soldiers receive casual payments for missed payments, IAW AR 37-104-4.

Chapter 5

Active Duty Separation Pay

5-1. Scope

This chapter provides guidance for processing separation pay for ARNG soldiers who have been approved for separation pay while serving on full-time National Guard duty.

5-2. Conditions of entitlement

ARNG soldiers serving on active service are entitled to separation pay if they meet the provisions of DODFMR Volume 7A. Included are ARNG soldiers serving on full-time National Guard duty for Operational Support or Counterdrug Operations (FTNGDCD).

5-3. Procedures

- a. The following procedures will be used to process separation pay:
 - (1) The State's MPMO/G1 will process all separation actions.
 - (2) The State's MPMO/G1 will approve the separation pay entitlement per DODFMR Volume 7A and provide the following documentation to the USPF, MPS:
 - (a) DD Form 214 (work copy) with the appropriate separation program designator (SPD) code and the remark in Block 18: "*Entitled to (insert half or full) separation pay in the amount of \$ (MPS will compute and enter).*"
 - (b) *Active duty separation order.* The final active duty order will be amended to add the following statement: "*Service member has served (insert the number) years on continuous active duty and is entitled to*

(insert half or full) separation pay, effective (insert date of separation).” Include the appropriate accounting classification for the separation pay on the amendment. The USPFO Budget Officer will provide the separation pay Army Management Structure Code (AMSCO) and Type Duty Code (TDC).

(c) Copy of the soldier’s DA Form 31 (Request and Authority for Leave) if the soldier is requesting transition leave.

(d) *DA Form 1506 (Statement of Service—For Computation of Length of Service for Pay Purposes)*. Indicate only the periods of active duty and full-time National Guard duty to include breaks in active duty, which entitles the soldier to separation pay. NGB Form 23A (ARNG Current Annual Statement) may be substituted.

(3) The MPS will complete the separation pay worksheet (Figure 5-1) and enter the amount in Block 18 of DD Form 214 (work copy) before returning the work copy to the MPMO/G1. The MPMO/G1 will complete the final DD Form 214 and provide a copy to the MPS.

(4) The MPS will forward the separation pay worksheet and all pertinent documentation to the State Program Manager who funded the soldier’s final period of active service. Although several program managers may have funded different periods of the soldier’s active service, the program manager who funded the final active duty period will receive this packet.

(5) The National Guard Bureau’s Counter Drug section will review all FTNGDCD separation pay requests prior to payment. All documentation will be forwarded for the review.

(6) The State Program Manager, on receipt of the packet, will certify the availability of funds, sign the separation pay worksheet, and return the packet to the MPS.

(7) The MPS will confirm that all pay and allowances, to include payment for any accrued leave due, are paid prior to input of the separation pay transactions.

(8) The MPS will approve the entitlement for payment by initialing the separation pay worksheet.

(9) The MPS will process the separation pay.

b. Funding for separation pay is the responsibility of the State ARNG that authorized or requested the soldier to perform the period of active duty that entitled the soldier to separation pay. The State will fund the applicable AMSCO from funds previously provided. States will not be reimbursed nor are they authorized to request funds specifically for separation pay.

c. Separation pay actions for FTNGDCD soldiers will require coordination with the Budget Division (ARNG-RMC) prior to reprogramming counterdrug funds into the counterdrug AMSCO for separation pay. ARNG-RMC will issue a Funding Authorization Document (FAD) to the State authorizing the reprogramming action.

d. ARNG soldiers requesting separation pay should be informed that separation pay is taxable and that any subsequent entitlements, such as retired pay, will be reduced by the amount of separation pay previously received. The separating soldier will complete DA Form 4928-R in accordance with AR 37-104-4.

NAME: _____

PAY GRADE (at time of separation from Active Duty or FTNGD): _____

TOTAL CONTINUOUS ACTIVE SERVICE THIS PERIO _____ yrs _____ mos

1. MONTHLY BASIC PAY AT TIME OF REFRAD _____

2. Multiply LINE 1 x 12 _____

3. Multiply LINE 2 x .10 (10%) _____

4. Multiply LINE 3 by number of years and fractions of a year of active service (e.g.: 1yr 1mo is 1 1/12 or 1.0833) _____

5. HALF SEPARATION PAY DUE (Total from LINE 4 x .50 [50%]) _____

6. FULL SEPARATION PAY DUE (from Line 4) _____

COMPUTED BY: _____ (Mil Pay Clerk initials)

VERIFIED BY: _____ (Mil Pay Clerk initials)

ACCT Class: 21 _____ 2060 10- _____ P2 _____, _____ 00 1199 _____ \$ _____

"I certify the availability of Federal funds to pay this Soldier's separation pay."

_____ (Program Manager's Signature)

APPROVED FOR PAYMENT: _____ (Mil Pay Supervisor initials)

Figure 5-1. Sample Separation Pay Worksheet

Chapter 6 Mobilization and Demobilization

6-1. Scope

This chapter provides standard procedures for the financial preparedness and finance processing of ARNG soldiers ordered/recalled to and released from active duty during a mobilization or a call to Federal service.

6-2. Policy

- a.* AGR soldiers continue to be paid on the Active Component pay system while mobilized.
- b.* Non-AGR soldiers will continue to be paid on the Reserve Component pay system while mobilized, except for a full or total mobilization during which they may be accessed to the Active Component pay system.

6-3. Procedures

- a.* Specific guidance will be issued by DFAS-IN, Army, and/or NGB regarding pay processing procedures. The pay status code and Account Processing Code to charge the pay and entitlements of mobilized soldiers will be provided.
- b.* The MPS will assist the mobilizing/demobilizing unit to perform the finance portion of SRP, using the mobilized soldier's current MMPA as the check sheet. Changes will be annotated on the MMPA with supporting documentation obtained from the soldier. The soldier will sign the MMPA on completion of the review. The documentation will be given to the MPMO/G1 representative for expeditious processing of changes through SIDPERS to the military pay system.
- c.* Mobilized soldiers' MMPAs will be taken to the unit's mobilization station for use during in-processing. Supporting documentation will be retained by the MPMO/G1 and/or MPS as applicable and not taken to the mobilization station.
- d.* The MPS will establish the initial entitlements and monthly input all non-automated pays. The MPS may assist the Army's theater finance office to process these entitlements, following coordination with the finance office point of contact.
- e.* The MPS will process all SRIP entitlements and those entitlements requiring manual input for their mobilized soldiers.
- f.* The MPS will periodically conduct a random sampling review of its mobilized soldiers' MMPAs to ensure accuracy of pay entitlements.
- g.* ARNG-RMC-F and the MPSs will assist DFAS-IN and Army finance offices to resolve pay inquiries.
- h.* The MPS will ensure that mobilized soldiers receive a financial briefing at the time of mobilization and demobilization. Family members should be present for the briefings to obtain information pertaining to pay and allowances and services available through the family assistance program.

Chapter 7 Claims, Collections, Debt Waivers, and Stoppages

7-1. Scope

This chapter addresses claims for pay; collections for overpayment and lost, damaged, or destroyed property; suspensions of collection of pay; debt waivers; and stoppages of pay. It is used in conjunction with DODFMR Volume 7A, AR 37-104-4, and other applicable Army and National Guard Bureau regulations, pamphlets, and user's manuals.

7-2. Claims

- a.* Claims for prior service military pay by retired or separated ARNG soldiers, who no longer have an account on the Reserve Component military pay system, will be submitted to DFAS-IN for processing. Claims that are less than one year from the separation date should be sent to DFAS-IN for processing if the processing cannot be accomplished by the USPF. If the soldier does not have an MMPA on the Reserve Component pay system, the claim must be forwarded to DFAS-IN Waivers and Claims Branch.
 - (1)* The claim will be in writing with supporting documentation/justification. The claim must include:
 - (a)* The soldier's full name, Social Security number, and current home address.
 - (b)* Separation documentation (DD Form 214 and/or NGB Form 22).
 - (c)* Documentation showing duty status for which pay is claimed.
 - (d)* Rank and unit of assignment during the period of the claim.

(e) A clear explanation of the claim, the specific pay claimed, period of the claim, and reason for the claim.

(f) The soldier's signature.

(2) Contact the USPFO for the current address.

b. Claims for either in- or out-of-service military pay, resulting from the correction of records by the Army Board for Correction of Military Records, will be based on the DD Form 149 received from the Board.

c. Claims for in-service military pay as a result of underpayment are to be forwarded, by TL, to the MPS on DA Form 2142 or State-approved form with supporting documentation.

7-3. Collections

a. Collections from ARNG civilian and military personnel for overpayment of pay (civilian, military, and travel) entitlements and for property lost, damaged, or destroyed will be collected from pay due per the provisions of the DODFMR Volumes 5 and 7A.

b. Figure 7-1 is a sample notification of indebtedness. Figure 7-2 is a sample endorsement to the notification of indebtedness. See below.

c. A DD Form 362 signed by the soldier after separation from the ARNG is not acceptable. The unit must prepare a report of survey to establish an indebtedness for an ARNG soldier following separation.

d. The unit will suspend its copy of pending collection actions and review subsequent MMPAs to verify collection completion.

(JTFHQ-(state) OR UNIT LETTERHEAD)

SUSPENSE DATE: _____

DATE: _____

MEMORANDUM FOR (Soldier's grade, name, SSN, and address)

SUBJECT: Notice of Indebtedness

1. You have been found to be indebted to the U.S. Government as shown in Enclosure 1. I am taking action to collect this debt in accordance with the Department of Defense Financial Management Regulation (DODFMR) Volume 7A, Military Pay Policy and Procedures. If you do not believe this debt to be proper and you believe you have full and sufficient justification for canceling this debt, please complete and return the enclosed endorsement to this memorandum in the envelope provided. If the endorsement is not received by the suspense date shown above, collection action will continue.

2. Under the provisions of AR 37-104-4, you have the right to request either remission of the debt or waive its repayment. Your application for remission or waiver must be submitted within 3 years following the date of this notice. My point of contact will provide assistance if you desire since the Army regulation contains complete details on how to request the waiver.

3. Any significant unexplained increase in pay should have been cause for inquiry on your part. No one is entitled to unearned pay, and only in very unusual circumstances will a remission or waiver request be approved. The debt may not be waived merely because it resulted from an administrative error. The facts you provide if you choose to request remission or waiver must clearly explain that collection would not serve the best interests of the United States.

4. My point of contact is _____. Telephone number is _____.

3 Encl

(Signature)

1. DA Form 2142

(Signature block of HRO or unit commander)

2. Endorsement

3. Envelope

Figure 7-1. Sample Notification of Indebtedness

(Office symbol and date of original memorandum) 1st End

SUBJECT: Notice of Indebtedness

FOR: (HRO or unit commander)

1. I (do/do not) acknowledge the validity of this debt.
2. I (agree/do not agree) to collection action against my pay account.
3. If I agree to this collection action, (request the collection be prorated over _____ months/request up to two-thirds of my pay be withheld).
4. If I do not acknowledge this debt, a written protest is enclosed. Documentation is attached to support this protest.
5. If you proceed with the collection action, whether or not I acknowledged the debt, I (will/will not) request a remission or waiver of reimbursement. I (do/do not) request the assistance of your point of contact in the preparation of the remission or waiver request.
6. If I acknowledged the debt and choose to pay it in lieu of collection, enclosed is a money order, payable to the U. S. Treasury, in the amount of the debt.

(Soldier's signature)
(Soldier's typed name, grade, SSN)

Figure 7-2. Sample Endorsement to Notification of Indebtedness

7-4. Debt waivers

a. ARNG soldiers who believe their debt is incorrect may request either remission of indebtedness or waiver of payment, which can only be granted by DFAS. USPFOs do not have this authority.

b. ARNG soldiers may also request suspension of collection action pending the remission decision. Under AR 600-4, USPFOs have the authority to suspend collection for Government Property Lost or Damaged.

c. The provisions of DODFMR Volume 7A, AR 37-104-4, and AR 600-4 contain the specific actions to be taken by the soldier to request remission, waiver of payment, and collection suspension. The USPFO will perform the same duties as DFAS.

7-5. Stoppages

If an ARNG soldier's transition to inactive, retired, or separated status is imminent, the liquidation of the indebtedness will be accelerated by the USPFO by stopping payments and allotments to the extent necessary to liquidate the indebtedness to the maximum extent possible.

7-6. Collections—Non-appropriated funds

On notification that an ARNG soldier is indebted to a non-appropriated fund (NAF) activity (for example, billeting office), the commander will take the following action:

a. Counsel the soldier, using DA Form 4856 (General Counseling Form), regarding restitution.

b. If the soldier refuses or fails to make voluntary restitution, take the following action:

(1) *Officers and senior enlisted soldiers (pay grades E7 through E9)*. Endorse the debt action through command channels to The Adjutant General for action. Include in the endorsement that the officer or senior enlisted soldier has been counseled regarding the debt, has refused or failed to make voluntary restitution, and involuntary collection action has been initiated.

(2) *Enlisted soldiers (pay grades E1 through E6)*. Initiate involuntary collection action.

(3) When involuntary collection action is taken, the commander will forward the collection request from NAF on a separate TL to the MPS with the following statement on the collection document: *"Forward to DFAS-IN for involuntary collection—NAF. Soldier has been counseled and refuses (or has failed) to make voluntary restitution."* The commander will sign the statement. Suspend a copy of the collection request and review subsequent MMPAs to ensure that collection action is completed.

7-7. Courts martial fines, forfeitures, and detentions of military pay

a. Courts martial sentences adjudged and non-judicial punishments imposed on ARNG soldiers according to Federal or State law may be collected through the Active Component or Reserve Component military pay system as appropriate.

b. The soldier's commander will forward a DA Form 2142 or State-approved form and a copy of the record of trial/proceedings to the MPS to effect collection. For AGR soldiers, provide a copy to the HRO.

c. All collections made against Federal military pay or allowances will be distributed by DFAS-IN in accordance with DoD directives.

d. No monies collected may be returned to any State, regardless of the State code or reference used in determining the sentence.

See Appendix C for Sample Notification of Indebtedness

See Appendix D for Sample Endorsement to Notification of Indebtedness.

Chapter 8

Deceased Soldier's Pay Actions

8-1. Scope

This chapter provides guidance for death gratuity payments, SGLI, unpaid pay and allowances due on behalf of deceased ARNG soldiers, reimbursement for funeral and burial expenses, and allowance for quarters to surviving dependents.

8-2. Notification

a. There are three ways a notification of a soldier's death can be received:

- (1) Through the Field Casualty Offices.
- (2) Through the DA Casualty and Mortuary Affairs Branch, Human Resources Command, Fort Knox, Kentucky.
- (3) Through the unit or Major Command.

b. On receipt of notification of the death of an ARNG soldier from the appropriate official channels, the USPFO will notify the Casualty Branch, DFAS-IN Army Military Pay Operations, through the military pay system's e-mail, or telephonically. Provide the soldier's name, Social Security number, duty status, and date of death. Additional information will be requested by the Casualty Branch point of contact, as required.

8-3. Death gratuity payments

a. The servicing DFAS finance office pays death gratuity payments for soldiers who die while in a duty status. Payments are based on documentation provided by the National Guard Casualty Assistance Officers to the servicing Casualty Area Command.

b. The USPFO will provide the appropriate accounting classification to the Casualty Assistance Officer for transmission to the servicing Casualty Area Command.

8-4. Service members' Group Life Insurance

Notification to the SGLI office is made by the MPMO/G1 representative as directed in AR 600-8-1.

8-5. Unpaid pay and allowances

a. The USPFO will provide the following information to the Casualty Branch, DFAS-IN Army Military Pay Operations, for unpaid pay and allowances of a deceased ARNG soldier to be processed and paid to the authorized beneficiary:

(1) Memorandum from the USPFO requesting unpaid pay and allowances (list all unpaid active duty, inactive duty, bonuses, and travel; Include outstanding debts).

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

(3) Copy of unpaid IDT, to include DA Forms 1379, Readiness Management Assembly, Additional Flight Training Periods, and Regularly Scheduled Training.

(4) Copy of bonus contract.

(5) Copy of documentation for outstanding debts.

(6) Copy of either the death certificate or DD Form 1300 (Report of Death).

(7) SF 1174 (Designation of Beneficiary).

(8) Copy of DD Form 93 (Record of Emergency Data).

(9) Copy of DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment), if death gratuity was paid.

(10) Any uncashed Department of the Treasury checks for previous military payments.

(11) USPFO point of contact, to include telephone number and e-mail address.

b. Mail complete packet to DFAS-IN, ATTN: DFAS-IN-PMTCBC/IN, Army Military Pay Operations, Special Processing Branch—Casualty Section, 8899 East 56th Street, Indianapolis, Indiana 46249-0885.

c. The USPFO will assist the beneficiary in completing the final DD 1351-2. Request travel payment history form DFAS-IN Contingency Travel Office and compute travel entitlements. Do not make payment. Mail computed travel voucher and a copy of DD Form 93 to DFAS-Indianapolis Center, Travel Pay Services, Reserve Travel Pay Division, 8899 East 56th Street, Indianapolis, Indiana. 46249-0885

8-6. Funeral and burial expenses

a. Reimbursement for funeral and burial expenses may be paid to the next of kin of ARNG soldiers who die while in a duty status.

b. Payment processing of this reimbursement claim is the responsibility of the USPFO Logistics Division. When completed and approved by the National Guard Bureau, the USPFO Logistics Division will forward the claim to the USPFO Voucher Examination Section for payment.

8-7. Allowance for quarters to surviving dependents

a. Per DODFMR Volume 7a, surviving dependents, if authorized, will receive a payment of BAH and any other applicable housing allowances.

b. This allowance will be processed and paid by the Casualty Branch, DFAS-IN Directorate for Military Pay, based on the initial notification by the USPFO and subsequent supporting documentation requested by the Casualty Branch.

Chapter 9

Simultaneous Membership Program

9–1. Scope

This chapter, along with the applicable DFAS, Army, and National Guard Bureau regulations, provides guidance for Simultaneous Membership Program (SMP) pay.

9–2. Conditions of Entitlement

a. ARNG soldiers enlisted as potential SMP participants receive pay (for duty performed) through the Reserve Component pay system in the enlisted grade and years of service attained until enrollment in senior Reserve Officers' Training Corps (ROTC).

b. ARNG enlisted soldiers enrolled in senior ROTC and voluntarily participating in SMP receive pay (for duty performed) through the Reserve Component pay system in the grade and years of service attained but no less than the grade of E5. This may require special promotion action in accordance with AR 600-8-19, Chapter 7.

c. SMP participants do not participate in SRIP. Terminate SRIP without recoupment on enrollment in SMP.

d. ARNG enlisted soldiers who separate from the ARNG but remain enrolled in Senior ROTC will not be separated from the Reserve Component pay system.

e. ARNG enlisted soldiers discharged for appointment through ROTC and immediately appointed in the ARNG without concurrent call to active duty will not be separated from the Reserve Component pay system. The affected soldier will provide a copy of NGB Form 337 to the MPS to justify retention on the Reserve Component pay system. Those ARNG SMP enlisted soldiers appointed through ROTC, who elect to receive their commission in the USAR, will be processed for pay by the USAR.

f. P.L. 104-201, Section 507, amended the provisions of the law to provide service credit for SMP participation retroactive to 01 August 1979. The revised Public Law does not provide for an increase in basic pay, retired pay, or retainer pay before 23 September 1996. If the credit results in a higher rate of basic pay, the effective date of the increase is 23 September 1996 (see also DODFMR Volume 7A, Chapter 1, paragraph 010101.D.14).

Appendix A References

Section I Required Publications

AR 11-2

Managers' Internal Control Program

AR 37-104-4

Military Pay and Allowances Policy and Procedures-Active Component. (Cited in 3-3*b*, 4-3*a*, 4-3*c*, 5-3*d*, 7-1, 7-4*c*)

DODFMR Vol 7A

Military Pay, Policy, and Procedures for Active Duty and Reserve Pay. (Cited in 1-5*a*, 2-13*a*, 2-18, 2-20, 3-1*a*, 3-2, 3-4, 5-2, 7-1, 7-3*a*, 7-4*c*)

NGB ADSM Book III

DJMS-RC/JUSTIS, ARNG Pay Input Subsystem for DJMS-RC. (Cited in 1-8*d*, 2-14*d*, 2-15, 2-19)

ARNG Unit Level Procedures Manual

(Cited in 2-19)

Section II Related Publications

DODFMR Vol 7B

Military Pay, Policy, and Procedures for Retired Pay

DFAS-IN ADSM Book I

DJMS Reserve Component

DFAS-IN Military Pay Procedures Manual (MPPM)

AR 15-185

Army Board for Correction of Military Records

AR 25-30

The Army Publishing Program

AR 25-55

The Department of the Army Freedom of Information Act Program

AR 25-400-2

The Modern Army Record Keeping System (MARKS)

AR 135-7

Incentive Programs

AR 340-21

The Army Privacy Program

AR 600-4

Remission or Cancellation of Indebtedness for Enlisted Members

AR 600-8-1

Army Casualty Program

AR 600-8-10

Leaves and Passes

AR 600-8-19

Enlisted Promotions and Reductions

AR 600-8-101

Personnel Processing (In- and Out- and Mobilization Processing)

AR 600-105

Aviation Service of Rated Army Officers

AR 600-106

Flying Status for Nonrated Army Aviation Personnel

AR 635-40

Physical Evaluation for Retention, Retirement, or Separation

AR 700-84

Issue and Sale of Personal Clothing

AR 735-5

Policies and Procedures for Property Accountability

AR 735-11

Accounting for Lost, Damaged, and Destroyed Property

DA Pam 135-381

Incapacitation of Reserve Component Soldiers Processing Procedures

NGB FORM 23A

Army National Guard Current Annual Statement

NGR 600-200

Enlisted Personnel Management

NGR 680-1

Personnel Attendance and Accounting

NGR 680-2

Automated Retirement Points Accounting Management

Section III

Prescribed Forms

DA Form 31

Request and Authority for Leave. (Prescribed in para 4-4)

DA Form 1379

U.S Army Reserve Components Unit Record of Reserve Training. (Prescribed in para 2-25)

DA Form 2142

Pay Inquiry. (Prescribed in para 7-2)

DA Form 4187

Personnel Action. (Prescribed in para 2-10)

DA Form 4928-R

Refund of Readjustment/Separation/Severance Pay. (Prescribed in para 5-3)

DA Form 5960

Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAH). (Prescribed in Appendix B)

DD Form 149

Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552. (Prescribed in para 7-2)

DD Form 214

Certificate of Discharge or Release from Active Duty. (Prescribed in para 5-3)

DD Form 362

Statement of Charges for Government Property Lost, Damaged, or Destroyed. (Prescribed in para 7-3)

DD Form 397

Claim Certification and Voucher for Death Payment. (Prescribed in para 8-5)

DD Form 577

Signature Card. (Prescribed in para 2-33)

DD Form 827

Application for Arrears in Pay. (Prescribed in para 1-7)

DD Form 1351-2

Travel Voucher. (Prescribed in Appendix B)

DD Form 1475

Basic Allowance for Subsistence Certification. (Prescribed in para 2-24)

DD Form 2558

Authorization to Start, Stop, or Change an Allotment for Active Duty or Retired Pay. (Prescribed in para 2-22)

DD Form 2660

Statement of Claimant Requesting Recertified Check. (Prescribed in para 2-35)

Section IV

Referenced Forms

DA Form 1506

Statement of Service - For Computation of Length of Service for Pay Purposes

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2173

Statement of Medical Examination and Duty Status

DA Form 4856

General Counseling Form

DD Form 93

Record of Emergency Data

NGB Form 23A

ARNG Current Annual Statement

SF 1174

Designation of Beneficiary

VA Form 21-8951-2

Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances

Appendix B
Key Supporting Documents

Table B-1 Key Supporting Documents		
Entitlement	Acronym	Key Supporting Document
Acceleration and Deceleration Duty Pay	HDIP	Certification Letter/Memorandum, DA Form 4730, Orders-Duty
Accession Bonus for Dental Officers in Critically Short Wartime Specialties		Contract (4+ years), USAREC Form 1166
Accession Bonus for Medical Officers in Critically Short Wartime Specialties		Contract (4+ years), USAREC Form 1166
Accession Bonus for New Officers in Critical Skills		Contract, Written Agreement
Accession Bonus for Officer Candidates		Contract
Accrued Leave Payment		DA Form 4187
Annual Clothing Allowance: Enlisted Members	CMA	Orders-Mobilization/Demob
Assignment Incentive Pay (e.g., Korea, Iraq, Afghanistan)	AIP	Orders-Mobilization/Demob, Written Agreement
Aviation Career Incentive Pay-Conditional	ACIP	DA Form 759, Orders-Aeronautical, Orders-Duty
Aviation Career Incentive Pay-Continuous	ACIP	Orders-Aeronautical
Aviation Continuation Pay	ACP	Contract
Basic Pay	BP	DA Form 1379, Orders-Duty, Orders-Promotion, NGB Form 22, NGB Form 78, NGB Form 337
Basic Allowance for Housing	BAH	DA Form 5960, DD Form 137-3, DD Form 137-4, DD Form 137-5, DD Form 137-6, DD Form 137-7, Lease, Orders-Promotion, Proof of Dependency
Basic Allowance for Housing - Differential	BAH	Court Ordered Child Support, DA Form 5960, Orders-Promotion
Basic Allowance for Housing - Partial	BAH	Orders-Promotion
Basic Allowance for Housing - Reserve Component	BAH	DD Form 137-3, DD Form 137-4, DD Form 137-5, DD Form 137-6, DD Form 137-7, Lease, Orders-Promotion, Proof of Dependency
Basic Allowance for Subsistence	BAS	DA Form 4187, DD Form 1475, Orders-Duty
Career Sea Pay/Career Sea Pay-Premium	CSP	DA Form 3068-1, Orders-Duty
Entitlement	Acronym	Key Supporting Document
Certified Registered Nurse Anesthetists (CRNA) Incentive Special Pay	ISP	Contract (1+ year)
Civilian Clothing Allowance (RC-One Time/Annual)	CMA	Certification Letter/Memorandum, Orders-Duty
Clothing Allowance Initial Advance	CMA	Orders-Duty
Clothing Monetary Allowance (RC-Officer Additional)	CMA	Orders-Duty
Combat SGLI Reimbursement	SGLI	DD Form 1351-2, Orders-TCS
Cost of Living Allowance, CONUS	COLA	DA Form 4187, DD Form 1351-2, Orders-PCS, Orders-Promotion, Proof of Dependency
Cost of Living Allowance, OCONUS	COLA	DA Form 4187, DD Form 1351-2, Orders-PCS, Orders-Promotion, Proof of Dependency
Critical Skills Retention Bonus	CSRB	Contract (1+ year)
Death Gratuity Payment	DG	DD Form 1300, DD Form 397, DD Form 93
Demolition Duty Pay	HDIP	Certification Letter/Memorandum, DA Form 4730, Orders-Duty
Dental Officer Accession Bonus		Contract (4+ years)
Dental Officer Additional Special Pay	ASP	Contract (1+ year)
Dental Officer Board Certification Pay	BCP	Board Certification Letter, Medical License

Dental Officer Multiyear Retention Bonus	DOMRB	Contract
Dental Officer Oral and Maxillofacial Surgeon Incentive Special Pay	ISP	Contract (1+ year)
Dental Officer Variable Special Pay	VSP	Orders-Duty
Dependent Travel and Transportation Allowances		DD Form 1351-2, Orders-PCS
Deployment Extension Incentive Pay	DEIP	DA Form 1695, Written Agreement
Deployment Extension Stabilization Pay	DESP	Contract, Written Agreement
Diplomat Pay for Psychologists	VSP	Certification Letter/Memorandum, Medical License
Disability Severance Pay		DA Form 199, DD Form 214, Orders-Separation
Dislocation Allowance	DLA	DD Form 1351-2, Orders-PCS
Diving Duty Pay	DD	DA Form 4730, Orders-Duty
Early Career Incentive Special Pay	ECISP	Contract (4+ years), Orders-Duty
Engineering and Scientific Career Continuation Pay	ESCCP	Contract (1+ year)
Enlisted Affiliation Bonus	EAB	DA Form 5261-3-R, DD Form 4/1
Enlistment Bonus	EB	DD Form 4/1, Orders
Family Separation Allowance	FSA	DD Form 1351-2, DD Form 1561, Orders-PCS, Orders-TCS, Orders-Travel, Proof of Dependency
Family Separation Housing	FSH	DA Form 5960, DD Form 137-3, DD Form 137-4, DD Form 137-5, DD Form 137-6, DD Form 137-7, Lease, Orders-PCS, Orders-TCS, Orders-Travel
Family Subsistence Supplemental Allowance	FSSA	DD Form 2857
Flight Deck Duty Pay	HDIP	Certification Letter/Memorandum, DA Form 4730, Orders-Duty
Flying Duty, Crew Members	HDIP	Certification Letter/Memorandum, Orders-Duty
Flying Duty, Non Crew Members	HDIP	Certification Letter/Memorandum, Orders-Duty
Foreign Language Proficiency Bonus	FLPB	DA Form 330, DLPT Scores, Orders-Pay
Hardship Duty Pay - Location	HDP-L	DD Form 1351-2, Orders-TCS, Orders-Travel
Hardship Duty Pay - Mission	HDP-M	DA Form 4187, DA Form 4730, Orders-Duty
Hazardous Duty Incentive Pay	HDIP	Certification Letter/Memorandum, DA Form 4730, Orders-Duty
Health Professional Loan Repayment Program	HPLRP	Board Certification Letter, Written Agreement, OTSG 1093
Entitlement	Acronym	Key Supporting Document
Health Professional Scholarship Program	HPSP	Written Agreement
High-deployment Allowance		Orders-Duty
Hostile Fire Pay	HFP	Certification Letter/Memorandum
Household Goods Transportation and Storage	HHG	DD Form 1351-2, Orders-PCS
Imminent Danger Pay	IDP	DD Form 1351-2, Orders-TCS, Orders-Travel
Incapacitation Pay	INCAP	DA Form 2173, DA Form 7574, DA Form 7574-2
Incentive Bonus - Retired/reserve members volunteering for high-demand, low-density assignments		Orders
Judge Advocate Continuation Pay	JACP	Contract
Medical Officer Additional Special Pay	ASP	Contract (1+ year)
Medical Officer Incentive Special Pay	ISP	Contract (1+ year)
Medical Officer Variable Special Pay	VSP	Orders-Duty
Medical Officers Board Certification Pay	BCP	Board Certification Letter, Medical License
Member Travel and Transportation Allowances		DD Form 1351-2, Orders-PCS
Members Assigned to International Military Headquarters		Orders-Duty
Military Occupational Specialty Conversion Bonus		Contract (3+ years)

Mobile Home Transportation		DD Form 1351-2, Orders-PCS
Move-in Housing Allowance	MIHA	DD Form 2556, DD Form 2367
Multi-year Special Pay for Medical Officers	MSP	Contract (2+ years)
Non-physician Health Care Providers Board Certification Pay	BCP	Board Certification Letter, Medical License
Officer Affiliation Bonus	OAFB	DA Form 5261-3-R
Officers in Critical Acquisition Positions Extending Period of Active Duty		Contract (1+ year)
Optometrists Regular Special Pay	ASP	Orders-Duty
Optometrists Retention Special Pay		Written Agreement
Overseas Tour Extension Incentive Pay	OTEIP	DA Form 5396, Written Agreement
Overseas Housing Allowance	OHA	DD Form 2367, Lease, Orders-PCS
Parachute Duty Pay	HDIP	Certification Letter/Memorandum, DA Form 4730, Orders-Duty
Partial Dislocation Allowance	PDLA	Certification Letter/Memorandum
Pay and Allowance Continuation	PAC	Orders-MEDEVAC
Personal Money Allowance	PMA	Orders-Duty, Orders-PCS, Orders-Promotion
Pharmacy Officer Accession Bonus		Contract (4+ years)
Pharmacy Officer Retention Special Pay	ASP	Contract
POV Transportation		DD Form 1351-2, Orders-PCS
Pressure Chamber Duty Pay	HDIP	Certification Letter/Memorandum, DA Form 4730, Orders-Duty
Registered Nurse Accession Bonus		Contract, Orders-Duty
Reserve Income Replacement Program	RIRP	DD Form 2919, Form W-2
Saved Pay		Orders-Promotion
Separation Pay/Readjustment Pay		Orders-Separation
Severance Pay		Orders-Separation
Special Duty Assignment Pay (Enlisted Only)	SDAP	DA Form 4187, Orders-Duty
Student Loan Repayment Program	SLRP	Contract, DD Form 2475
Temporary Lodging Allowance	TLA	DD Form 1351-2, Orders-PCS, Receipt, Statement of Non-availability (SNA)
Entitlement	Acronym	Key Supporting Document
Temporary Lodging Expense	TLE	DD Form 1351-2, DFAS Form 9098, Orders-PCS, Receipt
Thermal Stress Duty Pay	HDIP	Certification Letter/Memorandum, DA Form 4730, Orders-Duty
Toxic Fuel/Propellants and Chemical Munitions Exposure Duty Pay	HDIP	Certification Letter/Memorandum, DA Form 4730, Orders-Duty
Toxic Pesticides/Dangerous Organisms Personal Exposure Pay	HDIP	Certification Letter/Memorandum, DA Form 4730, Orders-Duty
Travel Entitlements Due - Death of Soldier	DG	DD Form 1300, DD Form 1351-2, DD Form 93, Orders-PCS
Uniform Allowance, Initial Allowance (RC-Officer Only)	CMA	Orders-Duty
Unusual Responsibility Pay		Orders-Duty
Veterinary Corps Officer Board Certified Pay	BCP	Board Certification Letter, Medical License
Veterinary Corps Officer Special Pay	VSP	Contract, Orders-Duty

Glossary

Section I Abbreviations

ADSM

Automated Data Systems Manual

ARNG

Army National Guard

ARNG-RMC-F

ARNG Financial Services Center

AT

Annual Training

AWOL

absent without leave

DA

Department of the Army

DFAS

Defense Finance and Accounting Service

DFAS-IN

Defense Finance and Accounting Service-Indianapolis

DJMS-AC

Defense Joint Military Pay System Active Component

DJMS-RC

Defense Joint Military Pay System Reserve Component

DOD

Department of Defense

DPI

Data Processing Installation

EOM

end of month

FITW

Federal income tax withholding

IDT

inactive duty training

JUSTIS

Joint Uniform Military Pay System Standard Terminal Input Subsystem

LES

Leave and Earning Statement

MMPA

Master Military Pay Account

MPMO/G1
Military Personnel Management Officer

MPS
Military Pay Supervisor

NAF
non-appropriated fund

OCAR
Office of the Chief, Army Reserve

PAS
personnel accounting symbol

PCS
permanent change of station

REFRAD
Release from Active Duty

SGLI
Servicemembers' Group Life Insurance

SIDPERS
Standard Installation and Division Personnel Reporting System

SRP
Soldier Readiness Processing

SSLI
State-sponsored life insurance

TL
transmittal letter

UCFR
Unit Commander's Finance Report

UCPMR
Unit Commander's Pay Management Report

USAR
United States Army Reserve

USPFO
United States Property and Fiscal Officer

VA
Department of Veterans' Affairs