

USAR Pamphlet 37-1

Financial Administration

**Defense Joint
Military Pay System –
Reserve Component
(DJMS-RC)
Procedures Manual**

**Department of the Army
United States Army Reserve Command
4710 Knox Street
Fort Bragg, North Carolina 28310-5010
7 May 2018**

SUMMARY OF CHANGE

USAR Pamphlet 37-1
Defense Joint Military Pay System — Reserve Component (DJMS-RC) Procedures Manual

This major revision of USAR Pam 37-1 dated 7 May 2018—

- Contains updated Enterprise E-mails for all correspondence
- Changes O&F to GFC
- Changes SRPC to RPAC
- Adds information on Electronic Based Distributed Learning Courses
- Eliminates requirement to notify the UPC of Soldiers claiming more the 10 federal tax exemptions
- Adds certification requirements for HDIP orders
- Adds requirement to submit all orders to start, recertify or terminate SDAP to the UPC
- Clarifies SDAP entitlement for Soldiers mobilized or on TDY in excess of 90 days and not performing special duties
- Contains updated information for Deceased Soldiers' accounts
- Contains updated information for LES history request
- Adds "Housing Master" data to appendix G
- Adds Thrift Savings Plan, Roth Plan, and Contribution Totals to appendix H
- Adds Tricare Select Reserve Dental Plan data to appendix I
- Adds BAH DEP codes to appendix I
- Contains updated ARIMS record numbers for items in appendix K
- Deletes Student Loan Repayment Program (SLRP) Procedures. This information is available at the Reserve Pay Supplemental Guidance at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>
- Deletes Health Professional Loan Repayment Program (HPLRP) Procedures. This information is available at the Reserve Pay Supplemental Guidance at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>
- Adds new Appendix L with requirements to validate the Personnel/Pay Mismatch Report monthly
- Adds requirement for a second-party review of ADARS/RADARS transactions prior to assigning a transmittal letter
- Updates Family Separation Allowance procedures for custodial parents
- Deletes references to Direct Deposit waivers
- Specifies that lump sum payments may be collected in full against outstanding debts for military pay

- Specifies that TSP contributions may be reduced to allow collection of debts
- Updates BAH guidance to incorporate creating DA Form 5960 in the RLAS RM module
- Clarifies the difference between calculation of additional federal tax withholding and state tax withholding
- Changes ARIMS file numbers and disposition
-
- Adds new procedures for reconciling personnel / pay mismatches

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Financial Administration
**Defense Joint Military Pay System -
Reserve Component (DJMS-RC)
Procedures Manual**

For the Commander:

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History. This publication is a major revision.

Summary. This pamphlet provides operational procedures and guidelines for initiating military pay actions and maintaining military pay accounts for USAR Troop Program Unit (TPU) Soldiers.

Applicability. This pamphlet applies to Headquarters, US Army Reserve Command (HQ USARC), its Major Subordinate Commands (MSCs), USAR installations, and to the Army Reserve Troop Program Units (TPUs) throughout the Army Reserve. During mobilization, the proponent may modify chapters and procedures contained in this pamphlet.

Proponent and exception authority. The proponent of this pamphlet is the USARC G-8. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the proponent. Refer to AR 25-30 for specific guidance. This pamphlet may not be supplemented.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the USARC G-8 (AFRC-COO), US Army Reserve Command, 4710 Knox Street, Fort Bragg, NC 28310-5010.

Distribution. This publication is available in electronic media on the USARC SharePoint Publications website at <https://arg1web/pubs/pubs/Pages/default.aspx> it is intended for command levels A, B, and C. Local reproduction is authorized.

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Glossary

Chapter 1 General

Section I Introduction

1-1. Purpose

This pamphlet provides guidance to unit pay administrators (UPAs) and unit commanders on the automation and documentation used to pay Soldiers and administer their pay accounts. The pay accounts reside in the Defense Joint Military Pay System - RC (DJMS-RC). The Defense Finance and Accounting Service in Indianapolis (DFAS-IN) maintains DJMS-RC.

1-2. References

a. Required and related publications and prescribed and referenced forms are in appendix A.

b. A listing of the United States Army Reserve (USAR) Forms prescribed in this pamphlet is in appendix A, section III. They are available for download (and may be reproduced) from the United States Army Reserve Command (USARC) SharePoint Publications website at <https://arg1web/pubs/pubs/Pages/default.aspx>.

(1) Instructions for use and completion are on the back of each form. Entries on forms can be electronic, typed or printed legibly in ink.

(2) All information requested by the forms in this pamphlet is exempt from the requirements of Army Regulation (AR) 335-15. A requirement control symbol (RCS) is not required. See each form for the specific exemption.

(3) Enter the name and/or social security number (SSN) as shown on the current UH022-2405 Master Military Pay Account History Report (MMPA) for the Soldier; even if it is incorrect (see para 2-9 and app G for information on the MMPA). Use the correct SSN only after it is reflected on the MMPA.

1-3. Explanation of abbreviations and terms

Explanations of abbreviations and special terms used in this pamphlet are in the glossary.

1-4. Policies

The majority of policy related to USAR pay is contained in the Department of Defense (DoD) 7000.14-R, Financial Management Regulation (DODFMR), Volume 7A http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_07a.pdf and the Joint Travel Regulation (JTR) <http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>.

Section II Background

1-5. “Drilling Reservists”

The Reserve Component (RC) is one component of the United States Army. The other component is the Active Component (AC), sometimes called the “Regular Army”. The USAR and the Army National Guard make up the RC. Within the USAR there are several categories of Soldiers. The primary focus of this pamphlet is on USAR Soldiers assigned to Troop Program Units (TPUs). These Soldiers meet on scheduled dates with their units to train and accomplish basic administrative functions. These TPUs are very similar to units in the active Army, except that their Soldiers are not on duty full-time unless called to active duty for mobilization or support of a contingency operation.

1-6. Reserve training types

TPU training consists of two types: inactive duty training (IDT) and active duty (AD) training. There are also different types of inactive and active duty training. The focus of this paragraph is on training performed as a unit.

a. The USAR refers to unit IDT as a battle assembly (BA). The BAs must be a minimum of 4 hours long. Soldiers may perform a maximum of two BAs on the same day; this is known as a BA 2 (2 meaning two BAs). Most units perform a BA 4 each month that consists of a BA 2 on Saturday and a BA 2 on Sunday. Some units may schedule BAs throughout the month (e.g., a BA every Tuesday night) in a way that meets the needs of the unit commander or the Army Reserve IAW AR 140-1, Mission, Organization and Training. Soldiers receive 1 day of basic pay (BP) for each BA they perform.

b. Active duty performed as a unit is known as unit annual training (AT). Units normally perform 2 weeks of AT each year.

1-7. Defense Joint Military Pay System-Reserve Component (DJMS-RC)

a. Defense Finance and Accounting Service (DFAS) disburses all payments for IDT and active duty. The DJMS-RC is the database application DFAS uses to administer USAR pay. It consists of pay records, known as master military pay accounts (MMPAs), for each Soldier in DJMS-RC.

b. Figure 1-1 illustrates how data flows through the USAR pay network to initiate pay and update MMPAs. Pay data flows from various sources into the USAR Pay Centers (UPCs) and DFAS for conversion to computer transactions that update the MMPAs and DJMS-RC.

c. DJMS-RC updates occur daily, but only eight of these updates create payments. Updates that create pay are known as "coded" updates. One of these coded updates generates mid-month payments for Soldiers who are mobilized or on active duty for 30 or more days. Another coded update is the final update for the month and generates end of month (EOM) payments and pay reports used by USARC G-8, the UPCs, Readiness Divisions (RDs), Geographical Functional Commands (GFCs) and units. The final update normally occurs between the 20th and 23rd of the month.

d. DJMS-RC can store up to 12 months of pay information for each MMPA (current month and the 11 previous months). The term for this storage period is "Immediate Access Storage (IAS)" or current record span.

e. USARC G-8 posts DJMS-RC update schedules at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/Pages/default.aspx>. The DJMS-RC production schedule establishes DJMS-RC processing and payment dates. You can determine when an action or payment should occur by comparing the date a transaction was processed in DJMS-RC against the production schedule. To determine when a payment will occur select the current month production schedule. DJMS-RC production months generally run from the 23rd of one month to the 22nd of the following month. Therefore, a transaction processed on 25 May would fall under the Jun production schedule. The production schedule contains the following information for use in determining the date an action will affect a Soldiers' MMPA:

(1) Run Date. The date DJMS-RC was updated with new pay input.

(2) Type of update

(a) Daily – Daily updates process pay actions but do not create payment files

(b) CODE 1 – CODE 1 updates produce payment files for IDT, AT/ Active Duty for Training (ADT)/ Active Duty Operational Support, Reserve Component (ADOS-RC) of less than 30 days and bonuses.

(c) CODE 2 Mid-Month (MM) – CODE 2 updates produce mid-month payment files for Soldiers paid twice-monthly for long tours and the same payment types as a code 1.

(d) CODE 3 (EOM) – CODE 3 updates produce end-of-month payment files for Soldiers paid twice-monthly for long tours and the same payment types as a code 1. CODE 3 also produces pay reports (Unit Commanders Pay Management Report (UCPMR), etc.)

(3) Electronic Funds Transfer/Check (EFT/CHK) DATE – The date an Electronic Funds Transfer (EFT) should be received by the financial institution or the date DFAS will mail a pay check.

(4) HIGH DATE PAID – The latest duty date included in payments generated by a CODE 1, 2 or 3 update. If the HIGH DATE PAID is 25 May, payments for duty periods ending 25 May or earlier will be paid on this update.

(5) Effective Release (EFT REL) DATE – The date Department of Treasury will send a direct deposit to the financial institution.

1-8. Command pay managers (CPMs)

The four RDs have full-time personnel known as command pay managers (CPMs) within their Resource Management Office (RMO) to provide reserve pay support to UPAs and Soldiers. RDs provide support to all units in their geographic area of responsibility (GAOR) regardless of the unit's chain of command. See figure 1-2 for a depiction of the RD GAORs. CPMs provide reserve pay inquiry, training, unit pay operations reviews, and Soldier Readiness Processing support. Units must use their pay chain of command, starting with the appropriate CPM (command pay manager), to resolve pay issues. CPM contact information is at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/Contacts/Forms/AllItems.aspx>. See para 4-4 for information on the pay chain of command.

1-9. USAR Pay Centers (UPCs)

The UPCs provide pay support to all TPU Soldiers. The UPC at Fort McCoy, WI supports TPUs in the Continental United States (CONUS), Puerto Rico and Europe. The UPC at Fort McCoy also processes all Student Loan Repayment Program (SLRP), Health Professionals Loan Repayment Program (HPLRP), and Incapacitation payment claims, as well as operating the Ombudsman Pay team. The UPC at Fort McCoy has teams that support specific GFC commands. The 9th UPC at Fort Shafter, HI supports TPUs in Hawaii, the Pacific, and Southeast Asia. Each UPC provides a full range of military pay services, except travel voucher processing and those functions centralized at the UPC at Fort McCoy. The UPCs are not staffed for answering pay inquiries; contact your CPM concerning these inquiries.

1-10. Single source data (SSD)

SSD is the term used to refer to data sent from the Total Army Personnel Data Base-Reserves (TAPDB-R) to DJMS-RC. Units use the personnel module of the Regional Level Application Software (RLAS) to send updates to TAPDB-R. Chapter 2 discusses the specific data that TAPDB-R provides to DJMS-RC.

1-11. Document review and certification requirements

a. Some documents related to payment of USAR Soldiers require the signature of an individual authorized to certify or review the document. Signatures for certification must be wet or secured digital. Other forms of signature, including signature stamps, are not valid for documents that create entitlement to pay. The unit commander designates who has certification or review authorization. UPAs may not certify their entitlement to pay. Documents requiring review are:

(1) USAR Form 26, Pay Document Transmittal Letter (TL). The UPA and other designated individuals may sign as the reviewer. Prepare an additional duty appointment, in accordance with (IAW) AR 25-50, Preparing and Managing Correspondence for those individual(s) authorized to sign the USAR Form 26.

(2) Automated Drill Attendance Reporting System ADARS and Reserve Active Duty Automated Reporting System RADARS actions require review by a second party to ensure the pay information input by the UPA is accurate. The second party, either the unit commander, or an alternate reviewing official, conducts the review by comparing the supporting documents (IDT Attendance Roster, DA Form 1380 Record of Individual Performance of Reserve Duty Training, or active duty orders) to the data input by the UPA prior to assigning the TL number. Prepare an additional duty appointment, IAW AR 25-50, to designate an alternate reviewing official for reviewing ADARS and RADARS actions.

b. Documents requiring certification are:

(1) Unit AT Annexes. Only the commander or an alternate certifying officer may sign the Certificate of Accuracy/Attendance on unit AT annexes. Prepare an additional duty appointment, IAW AR 25-50, to designate the alternate certifying officer. Do not designate the UPA or anyone else with access to the Reserve Duty Automated Reporting System (RADARS) as an alternate certifying officer.

(2) Unit Record of IDT Attendance Roster from the ADARS module of RLAS. Only the commander, first sergeant (1SG), or senior Non-Commissioned Officers (NCOs) designated on an additional duty appointment can certify the IDT Attendance Roster. Do not designate the UPA or anyone who has access to ADARS as an alternate certifying officer for the IDT Attendance Roster.

(3) DA Form 1380. Any officer with knowledge of duty performance may sign block 11 of the DA Form 1380. Any NCO or civilian with knowledge of duty performance may sign block 11 of the DA Form 1380 if they are authorized signature authority IAW AR 25-50. Soldiers may not certify their own duty performance. The DA Form 1380 must contain the Soldier's SSN.

(4) DA Form 5960, Authorization to Start, Stop or Change Basic Allowance for Quarters (BAH) and/or Variable Housing Allowance (VHA). This form is used to substantiate entitlement to basic allowance for housing (BAH) and must be created in the Resource Management module of the RLAS. Do not use any other means for creating the DA Form 5960. ALL Soldiers must have a DA Form 5960 in RLAS and a certified copy in the Interactive Personnel Electronic Records Management System iPERMS. Only the commander or the first commissioned officer in the Soldier's chain of command may certify or recertify the DA Form 5960. UPAs are prohibited from certifying or recertifying DA 5960s. Prepare an additional duty appointment to designate officers authorized to certify or recertify DA 5960s. Units and Reserve Personnel Action Centers (RPACs) will include a certified DA Form 5960 when submitting active duty orders to the USAR Pay Center (UPC) for duty of 30 or more days at a location not listed in table C-2 or orders for 1-29 days published by Human Resources Command (HRC).

(5) Unit Commander's Pay Management Report. Only the commander or an alternate certifying officer can sign the UCPMR attesting to its accuracy. The commander or alternate certifying officer must sign no later than the G-8 suspense date for the current report. The UPA or alternate UPA may not sign the UCPMR. Prepare an additional duty appointment to designate an alternate certifying officer for signing the UCPMR.

(6) Personnel/Pay Mismatch Report. Only the commander or an alternate certifying officer can sign the Personnel/Pay mismatch report attesting to its accuracy. The commander or alternate certifying officer must sign NLT the G-8 suspense date for the current report. The UPA or alternate UPA may not sign the Personnel/Pay mismatch report. Prepare an additional duty appointment to designate an alternate certifying officer for signing the Personnel/Pay mismatch report.

c. A copy of each additional duty appointment must be maintained IAW AR 25-400-2, Army Records Information Management System (ARIMS) IAW appendix K.

AR Pay Process

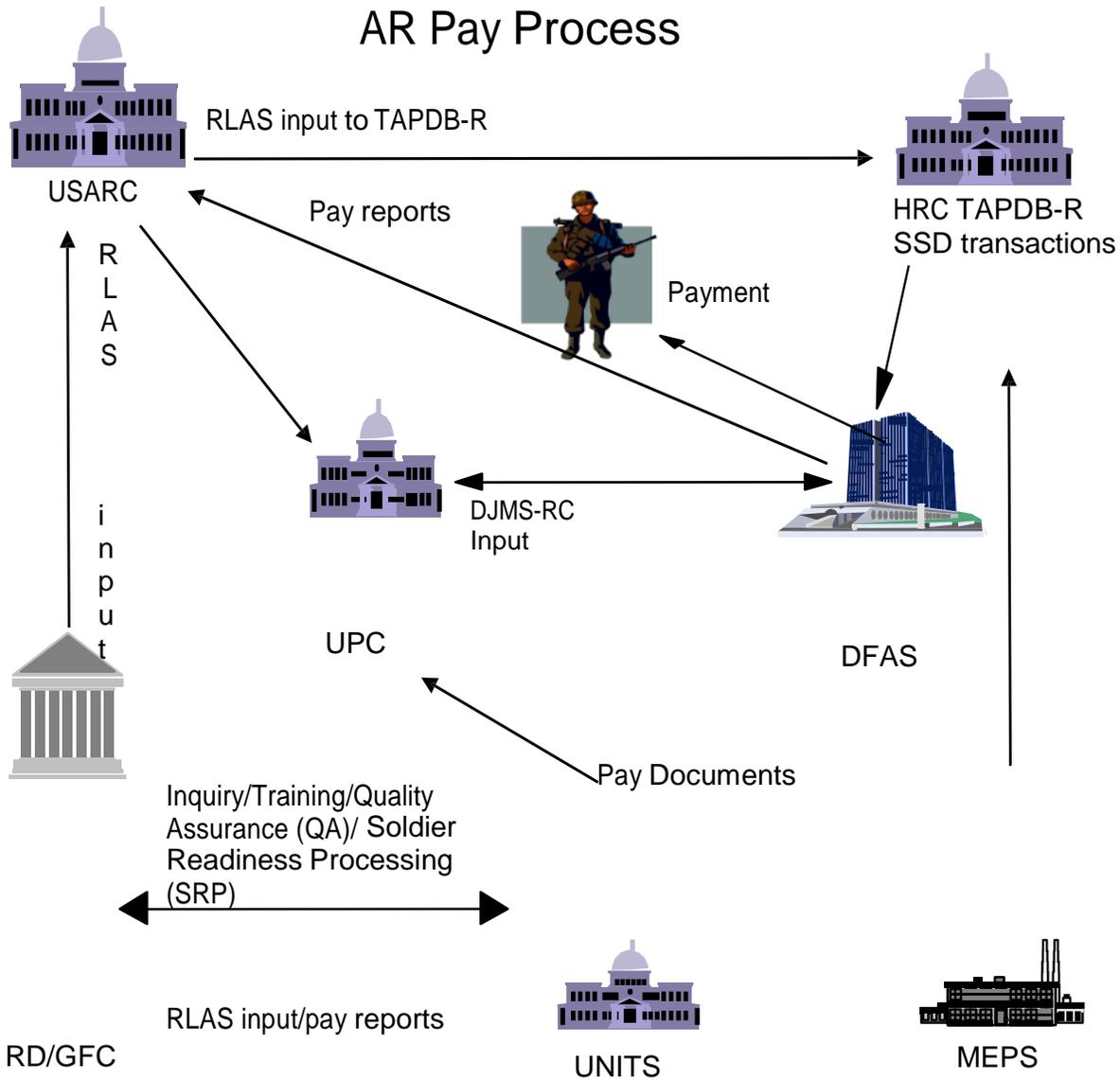


Figure 1-1. Data flows through the Reserve Pay Network

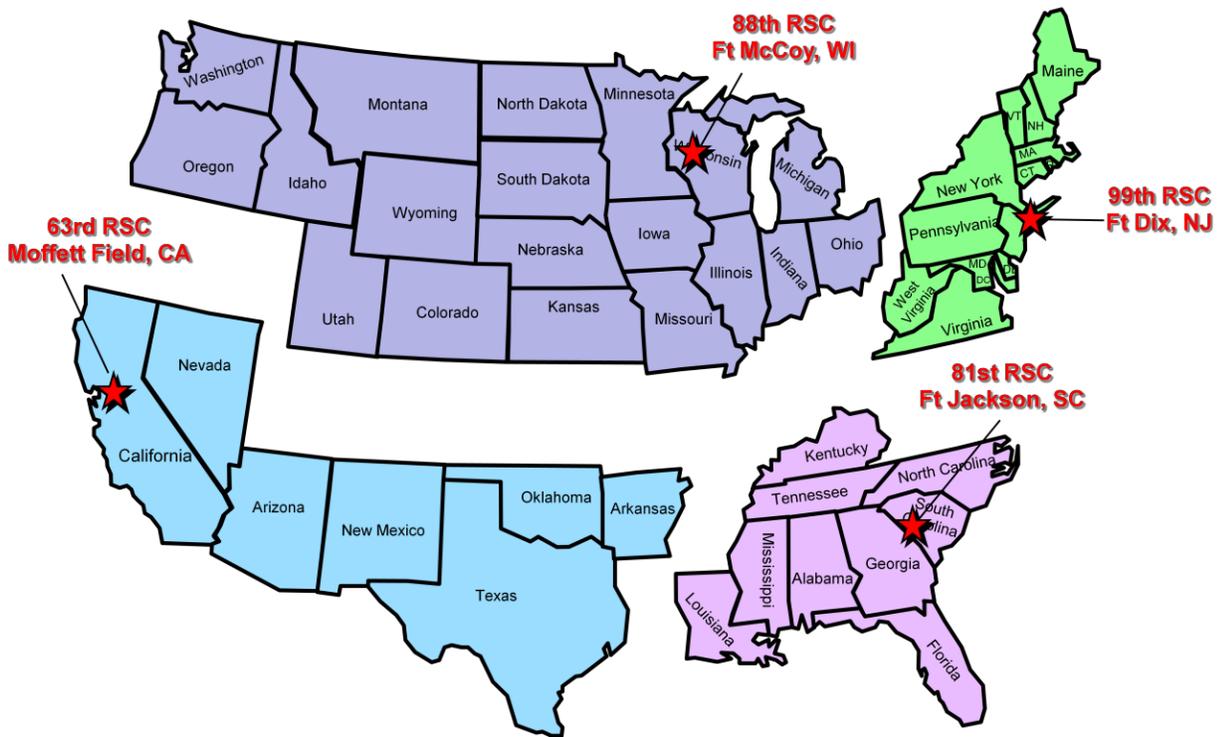


Figure 1-2. RD geographic areas of responsibility

Chapter 2 Account Maintenance

Section I Basic

2-1. General

A Soldier must have an MMPA established in DJMS-RC before he/she can receive pay. Personnel data from TAPDB-R flows to DJMS-RC and establishes the MMPA. The UPA must review the MMPA for each newly assigned Soldier and submit appropriate documentation to complete or correct the pay account. Submit corrections through the personnel module in RLAS or to the UPC, depending on the data requiring correction.

2-2. The UH022-2405 Master Military Pay Account History Report (MMPA)

a. The MMPA is a report of the Soldier's DJMS-RC pay account. DFAS generates the reports by unit identification code (UIC) monthly and USARC G-8 posts them to RLAS around the beginning of the next month. Units can access current and previous reports if they have RLAS Resource Management (RM) Reports permissions for the UIC. Units should contact their RD CPM if they do not have reports for their UIC in RLAS. Appendix G explains each data field on the MMPA.

b. Units should review all elements of the MMPA for all newly assigned Soldiers and submit corrective actions through SSD or to the UPC as applicable.

c. Verification of a complete accession for a newly assigned Soldier can be quickly accomplished by reviewing the GAIN field in Section 1 of the MMPA. When there are three "Gs" posted in this field, the accession is complete and the Soldier's MMPA can issue pay. If there are not three "Gs" the MMPA cannot issue pay.

[NOTE: See data item description in figure G-1, Section 1, GAIN, for an explanation of the pay data represented by each "G."]

2-3. USAR Form 26 Pay Document Transmittal Letter (TL)

Unless otherwise specified, submit all pay claims and documents supporting changes to Soldiers' pay accounts to the UPC within 72 hours of receipt. Use USAR Form 26 as the cover document for submission. Instructions on completing the USAR Form 26 are on the reverse side of the form. Refer to appendix C, paragraph C-2, for UPC Pay Team mailing and e-mail addresses. When scanning TLs to the UPC include the TL number in the subject line of the e-mail.

Section II Accessions

2-4. Single Source Data (SSD)

SSD is the acronym for the automated process that provides TAPDB-R data on accessions, transfers, separations, enlisted advancements and enlisted promotions, ETS date changes, name changes, and social security number (SSN) corrections to DJMS-RC. A change to SSD data elements in TAPDB-R resulting from RLAS input or other sources should result in a change to the same data in DJMS-RC within 15 business days. Do not send these actions to the UPC; see paragraph 2-5 for exceptions to SSD processing rules.

2-5. SSD exceptions

Submit actions normally processed in DJMS-RC by the SSD process to the UPC in the following instances:

a. When an SSD action processes in TAPDB-R, but not in DJMS-RC. SSD actions normally update DJMS-RC within 15 days of a new Soldier appearing in RLAS or the unit making input to RLAS. Submit corrections to the UPC along with one of the documents listed in paragraph 2-6.

b. When an SSD action does not process in TAPDB-R and an emergency requires processing through the UPC rather than waiting for TAPDB-R to send the SSD action to DJMS-RC. These exceptions require approval from the UPC or USARC G-8. The unit must submit the request through their pay chain of command.

2-6. Acceptable documents for SSD exceptions

The following are acceptable documents, along with required pay documentation, to support submitting an SSD exception to the UPC to update a Soldier's pay account. These documents demonstrate an action processed in TAPDB-R and posted to RLAS but did not process in DJMS-RC.

a. DJMS-RC USAR Personnel/Pay Mismatch Report (UH022-2026) or SELRES Pay/Per Data Discrepancy Issues – Subset Report. The reports list discrepancies between DJMS-RC and TAPDB-R/RLAS data. Use of the UH022-2026 report was discontinued by USARC in Dec 16. Use the SELRES Pay/Per Data Discrepancy Issues – Subset Report from the Command Strength Management Module (CSMM) to identify discrepancies between DJMS-RC and TAPDB-R/RLAS data. Use this report to support SSD exceptions sent to the UPC for accessions, transfers, separations, enlisted advancements/promotions and name changes that the report shows as processed in TAPDB-R/RLAS but not in DJMS-RC.

b. Personnel Qualification Record (PQR). Use RLAS to print the PQR. Select TAPDB-R as the data source for the PQR. Use this report to support SSD exceptions for accessions, name changes, SSN changes, promotions, etc., when the

PQR shows the new data and DJMS-RC does not. The losing unit cannot use the PQR to document transfer to a new unit or separation since they do not have visibility of the Soldier in RLAS.

c. Unit Manning Report (UMR). Use RLAS to print the UMR. Select TAPDB-R as the data source for the UMR. Use this report to support SSD exceptions for accessions, transfers, and separations when the UMR shows the new data and DJMS-RC does not.

[**NOTE:** Units should contact their CPM if unable to locate a document substantiating enlistment, transfer, or separation of a Soldier.]

2-7. SSD accession process

Soldiers enlisting through the Military Entrance Processing Stations (MEPS), assigned to the unit from an Army Transfer Point, or accessed from the Individual Ready Reserve (IRR), have their MMPA established by the SSD feed from TAPDB-R. Units should only submit accessions when the SSD process fails and exception processing (para 2-5) is required. The unit is responsible for submitting to the UPC any additional documentation necessary to complete or correct the MMPA

[**NOTE:** Soldiers assigned to the IRR and participating in IDT assemblies for points only are not be accessed to DJMS-RC.]

2-8. Documents for manual accessions

a. A manual accession is required when a unit does not receive an MMPA for a new Soldier within a reasonable time frame. The SSD actions normally update DJMS-RC within 15 days of processing in TAPDB-R. The unit should receive an MMPA at the end of the month for new Soldiers assigned prior to the 8th of the month. If the MMPA is not received, contact your CPM to determine if a manual accession is required. Paragraph 2-10 of this chapter discusses the MMPA. The report is a printout of the Soldiers' MMPA and is accessible from the RM Reports module of RLAS.

b. The remainder of this section addresses the documents required for each MMPA data element when submission of an accession is necessary because an SSD failed to establish the pay account. Procedure D-1 describes the required substantiating documents. Follow normal maintenance procedures outlined in this chapter after the MMPA is established to change the data elements in paragraph 2-9.

2-9. Required accession data elements

Certain MMPA data elements must be complete and accurate for the Soldier to receive pay. These data elements are:

a. *Name and Social Security Number (SSN).*

(1) It is critical that these items are correct. See section IX of this chapter for procedures on correcting errors in name and SSN after the MMPA is established.

(2) Source documents: DD Form 4 Enlistment/Reenlistment Document Armed Forces of the United States, DD Form 1966 Record of Military Processing – Armed Forces of the United States, Human Resources Command (HRC) assignment orders or DD Form 214, Certificate of Release or Discharge from Active Duty or copy of SSN card for verification.

[**NOTE:** See figure G-1, MMPA, Section 1 - NAME, SSN.]

b. *Pay grade.*

(1) DJMS-RC uses 0 (zero) to indicate officers, 2 to indicate warrant officers and 3 to indicate enlisted Soldiers.

(a) Officer grades are 01 through 010; warrant officer grades are 21 through 25; and enlisted grades are 31 through 39. For example, a MAJ's pay grade is 04, a CW2 is 22, and an SSG is 36.

(b) Source documents: DD Form 4 and DD Form 1966, HRC assignment orders, DD Form 214 or DA Form 71, Oath of Office – Military Personnel.

(2) 2LTs through CPTs with over 4 years of active enlisted and/or warrant service (or combination), or more than 1460 enlisted retirement points are entitled to a higher rate of pay.

(a) This higher rate of pay is not established by SSD. See paragraph 2-18 for information on establishing credit for prior enlisted or warrant service.

(b) Source documents for establishing previous enlisted or warrant active service are DD Form 214, National Guard Bureau (NGB) Form 22, Leave and Earnings Statements (LEs) for payment of AT/ADT/Active Duty for Operational Support (ADOS), or DA Form 5016, Chronological Statement of Retirement Points.

[**NOTE:** See figure G-1, MMPA, Section 1 – PAY GRADE, 04E.]

c. *Pay entry basic date (PEBD)* - Referred to as Pay Date in DJMS-RC.

(1) A Soldier's pay rate is determined both by pay grade and by years of service. A sergeant with 8 years of service will earn more than a sergeant with 6 years of service. When the PEBD is unknown, it will default to the date of assignment. See section VIII of this chapter for information on changing PEBDs.

(2) Source document: DD Form 4, DD Form 1966 (item 20C) for enlistees, HRC assignment orders, DD Form 214 or DA Form 71.

[**NOTE:** See figure G-1, MMPA, Section 1 – PAY DATE.]

d. *Sex code.*

(1) The sex code determines the rate of clothing replacement allowance payable when a Soldier is on active duty for more than 6 months.

(2) Source document: DD Form 1966 or assignment orders from HRC.

[NOTE: See figure G-1, MMPA, Section 1 – SEX.]

e. Address data.

(1) The Soldier's mailing address is normally established using the Soldier's address on the accession documents. DJMS-RC will not issue a payment for an MMPA account without a mailing address. All duty performance data (drills, active duty payments) for accounts without a mailing address will recycle up to eight paying updates (approximately 4 weeks). If the mailing address is still missing at the end of that period, the performance data will reject and the UPC will notify the unit of the rejected data.

(2) Source document: DD Form 1966 or HRC assignment orders.

[NOTE: See figure G-1, Section 1, MMPA, – ADRS-2, ADRS-3, ADRS-4, ADRS-5, ADRS-EFF-DT.]

f. Pay status codes.

(1) The pay status codes indicate a Soldier's eligibility to receive pay for attending drills. For prior service Soldiers, and Soldiers assigned from the IRR, another RC unit, or from the AC, the pay status code will be "A." For non-prior service (NPS) enlistees, code "A" is established along with an NPS indicator. The NPS indicator is "6" for NPS Soldiers and blank for all others.

(2) Source document: DD Form 1966, page 1 (block 19) for enlistees.

[NOTE: See figure G-1, Section 2, MMPA, – PAY STATUS.]

g. Federal tax withholding exemptions.

(1) The number of exemptions claimed by a Soldier on Internal Revenue Service (IRS) Form W-4 Employees Withholding Allowance Certificate determines the rate at which federal taxes are withheld from pay. If a W-4 is not submitted for a newly assessed Soldier, the rate of tax withholding defaults to the highest rate, single with zero exemptions. Do not use the rate of tax withholding for determining whether the Soldier has dependents.

(2) Soldiers may elect to have additional federal income tax withheld. The amount of additional withholding must be indicated on the IRS Form W-4. Additional withholding may be requested in increments of \$1.00 (minimum) up to \$84.00 (maximum) for each day of base pay (e.g., Soldier requests \$2.00 additional federal income tax withholding and performs a BA 2 resulting in \$4.00 additional withholding for the two periods of base pay; therefore, \$28.00 would be withheld for a 14-day AT period).

(3) Source document: IRS Form W-4.

[NOTE: See figure G-4, Section 4, MMPA – FITW-MAR-STATUS and FITW-EXEMPT-OPT.]

h. State tax withholding exemptions.

(1) The number of exemptions claimed by a Soldier on a State Form W-4 (or IRS Form W-4 annotated "STATE TAX" on top when a State W-4 is not available) determines the rate at which state taxes are withheld from pay. The state exemptions do not have to be the same as the federal exemptions. If a State W-4 is not submitted, the state exemptions will be the same as the federal exemptions.

(2) Soldiers may elect to have additional state income tax withheld. The amount of additional withholding must be indicated on the State W-4 Form. Unlike additional federal tax withholding, additional state tax withholding is applied to payments of basic pay, special pays, and incentive pays. Additional withholding may be requested in increments of \$1.00 (minimum) up to \$84.00 (maximum) for each day of basic, special or incentive pay (e.g., Soldier requests \$10.00 additional state income tax withholding and performs a 14-day AT period during which he received SDAP for the whole period. \$140.00 would be withheld for the 14 days of basic pay and \$140 for the 14 days of SDAP).

(3) Source document: State Form W-4 or IRS Form W-4 annotated "STATE TAX."

[NOTE: See figure G-3, Section 3, MMPA – SITW-MAR-STATUS, SITW-EXEMPTIONS/OPTIONAL.]

i. State of legal residence.

(1) State of legal residence is normally established using the Soldier's mailing address on the accession documents. Submit a DD Form 2058, State of Legal Residence Certificate with the accession if the Soldier wants to elect a different state. (2) Source document: DD Form 2058.

[NOTE: See figure G-4, Section 4, MMPA – FITW-W2-STATE.]

j. Date of assignment.

(1) The effective date of assignment, (known in DJMS-RC as the date of gain (DOG)), is on the assignment order. For enlistments, the effective date of assignment is the date of enlistment on the DD Form 4.

(2) Source document: DD Form 4 or assignment orders.

[NOTE: See figure G-1, Section 1, MMPA – DOG.]

k. Personnel Accounting Symbol (PAS).

(1) This eight-digit code is comprised of the two-digit Site ID (see app C) and the six-digit unit identification code (UIC) from which the leading "W" is dropped and a 0 (zero) is added to the end (e.g., the PAS for UIC: WXYAAA, serviced by Site ID V1, is V1XYAAA0).

(2) Source document: DD Form 1966, page 1 (block 19) or assignment orders.

[NOTE: See figure G-1, Section 1, MMPA, – PAS.]

l. Expiration term of service (ETS) date (Enlisted Soldiers only).

(1) Soldiers without prior service who enlist in the Army Reserve incur a statutory military service obligation of eight years. Soldiers commonly enlist for 6 years in a unit and 2 years in a control group of the IRR ("6x2" enlistment). The term of their TPU commitment is shown on DA Form 3540, Certificate and Acknowledgement of US Army Reserve Service Requirements

and Methods of Fulfillment. The ETS date established on DJMS-RC is the end of the 8-year enlistment; therefore, a Soldier on a 6x2 enlistment may require separation from DJMS-RC at the end of their sixth year.

(2) Source document: DD Form 4 (with DA Form 3540 for NPS), DD Form 214, or assignment orders.

[NOTE: See figure G-1, Section 1, MMPA – ETS.]

m. Benefit and waiver status.

(1) A Soldier is not entitled to IDT or active duty pay for the same dates that they are receiving military retirement or VA benefits. Ask all newly assigned Soldiers whether they are receiving military retirement or VA benefits.

(2) See paragraph 2-14 for processing instructions for Soldiers receiving VA benefits or military retirement pay.

(3) Source document: VA Form 21-8951-2, Notice of Waiver of VA Comp or Pension to Receive Military Pay and Allowances.

[NOTE: See figure G-6, Section 6, MMPA, – WAIVER.]

n. Servicemembers' Group Life Insurance (SGLI) election.

(1) By law, all Soldiers are automatically enrolled for \$400,000 of SGLI coverage. All new Soldiers must complete a SGLV Form 8286. For Soldiers who elect less than full coverage, the form must be submitted to the UPC to correct the MMPA. Refer to paragraph 2-15 for instructions on changing an SGLI election.

(2) Source document: SGLV Form 8286.

[NOTE: See figure G-3, Section 3, MMPA, – SGLI-CURRENT.]

o. Incentive pays.

(1) Submit a copy of the incentive pay order if the Soldier is eligible to receive flight pay, jump pay, or demolition pay.

(2) Source document: Incentive pay orders

[NOTE: See figure G-2, Section 2, MMPA, – IP-TYPE/DATES.]

p. Leave Information. DJMS-RC tracks leave accrued, used, sold, and excess leave. Leave days paid during prior periods of military service must be reported to DJMS-RC to update the Soldier's MMPA.

(1) Since 10 February 1976, Soldiers are limited to a maximum payment of 60 days accrued leave during their career. Leave accrued during contingency operations (e.g., Desert Storm, Enduring Freedom, Iraqi Freedom, etc.) is exempt from the 60-day limitation on accrued leave payments. Effective 1 October 2001, the 60-day leave payment limitation does not apply to leave accrued by an RC Soldier while serving on active duty tours of 31 to 365 days in duration.

(2) The Leave Final Indicator (FI-IND) field identifies verification of prior leave days sold. If the FI-IND contains an "X," there has been verification of prior leave days sold. If the FI-IND is blank, the number of prior leave days requires verification before DJMS-RC will permit payment of accrued leave. Soldiers with a blank FI-IND field are also found in section 6 of the UH022-2405, Unit Commander's Pay Management Report (UCPMR).

(3) No action is required for Soldiers with an "X" in the FI_IND field unless the Soldier is entitled to payment of accrued leave. In these cases, include a USAR Form 24, Individual Claim for Active Duty Pay, Allowances, and Adjustments with blocks 14 and 16 completed with the payment request. In block 16, state the number of days leave paid previously. Attach a copy of any supporting documents showing the previous leave payment (DD Form 214, DD Form 215 Correction to DD Form 214, Certificate of Release or Discharge from Active Duty, military pay vouchers, LESs, or prior MMPAs). When the FI-IND field is updated to "X," the LV-PAID field of the MMPA will reflect the number of days leave previously paid. See paragraph 6-2b for procedures for requesting payment of accrued leave.

[NOTE: See figure G-6, Section 6, MMPA - FI-IND, LV-PAID.]

Section III myPay

2-10. myPay

a. myPay allows Soldiers to make changes to their MMPA on-line and view or print various pay documents. myPay is accessible from the DFAS website at <https://mypay.dfas.mil/mypay.aspx>. All newly accessed Soldiers are mailed a Personal Identification Number (PIN) and an information letter for accessing myPay. The PIN must be changed the first time the Soldier accesses myPay. Changes made in myPay generally update a Soldier's MMPA within 24 hours.

b. Soldiers can use myPay to change their mailing address, direct deposit, federal and state tax information, print LESs and IRS Form W-2s Wage and Tax Statement, enroll in Thrift Savings Plan (TSP), and view travel payments. Additional capability is planned for future updates to myPay. Soldiers must use caution when entering information in myPay. Accuracy is especially critical for direct deposit changes. The UPC notifies the unit of any rejected myPay transactions.

c. A warning remark will print on the Soldier's leave and earnings statement (LES) and in section 8 of the MMPA when a change is made to the Soldier's PIN through myPay. Transactions in Section 8 of the MMPA that begin with a "\$" were generated by myPay input.

d. Soldiers who do not receive a PIN within 2 months of assignment should request one from the myPay website.

e. Soldiers who use myPay will not receive a hardcopy LES or W-2 form. Soldiers must use myPay and select the option to receive a hardcopy of their LES if they wish to receive LESs by mail. Selecting this option also results receipt of the W-2 by mail. Hardcopy LESs and W-2s are discouraged as they create avoidable costs for the Army and put Soldier's personally identifiable information (PII) at risk.

f. Restricted Access Personal Identification Number (RAPIN). The RAPIN allows Soldiers to provide a spouse or trusted individual with a view only myPay PIN. This option is especially beneficial for deployed Soldiers.

- (1) Soldiers can set the RAPIN by accessing myPay and selecting the "Personal Settings" page.
- (2) Select "Restricted Access PIN."
- (3) Enter a RAPIN and provide it to the spouse/trusted individual.

(4) Spouses/trusted individuals use the RAPIN by signing in to myPay with the member's SSN and their RAPIN. The spouse/trusted individual can view and print LESs and W-2s, but they cannot make pay changes.

g. Soldiers can record a personal e-mail address in myPay to receive notification of pay changes and other items of interest. Soldiers can establish their personal e-mail address by selecting "E-mail address" from the myPay main menu.

Section IV Mailing Address/Pay Options

2-11. General

LESs and W-2 forms for those Soldiers who elect to receive hard copies of these documents are sent to the mailing address on the MMPA. Hardcopy LESs and W-2s are discouraged as they create avoidable costs for the Army and put Soldier's personally identifiable information (PII) at risk. Soldiers should use myPay to change their mailing address. When myPay is not available, the unit can change the mailing address by submitting a USAR Form 22, Adjustment Certification Worksheet with block 4 completed.

[NOTE: See figure G-1, Section 1, MMPA ADRS-2, ADRS-3, ADARS-4, ADARS-5, ADRS-EFF-DT]

2-12. Direct deposit

a. Direct deposit (also known as Sure Pay or electronic funds transfer (EFT)) transfers Soldier's military payments to their financial institution electronically. The Department of the Treasury requires the use of direct deposit for payments to Department of Defense uniformed Servicemembers and civilian employees.

b. Soldiers should use myPay to initiate or change their direct deposit information. When myPay is not available, submit an Standard Form (SF) 1199A, Direct Deposit Sign-Up Form, (Authorization for Deposit of Federal Recurring Payments) completed by the Soldier's financial institution to the UPC. Alternately, Soldiers can bypass the financial institution by attaching a copy of a voided check to the SF 1199A. Deposit slips are not acceptable, as they do not contain all the information needed to initiate direct deposit. Soldiers electing direct deposit to a savings account must submit an SF 1199A completed by the financial institution. Other types of direct deposit forms can be used in addition to the SF 1199A; include a "voided" check for verification of the routing and checking account numbers.

[NOTE: See figure G-3, Section 3, MMPA – DIRECT DEPOSIT-STAT-CODE, DIRECT-DEP-EFF-DATE, ACCT-POLICY-NBR, RTN]

2-13. Held pay

a. DFAS places a Soldier's pay account in a held pay status (HPS) when a bank returns an EFT due to an incorrect or closed account, or when a check is returned as undeliverable. HPS causes suspension of all future payments. DJMS-RC will release HPS funds to the Soldier when the MMPA is updated with new direct deposit or address information.

b. DFAS places an HPS remark on the Soldier's LES and the Soldier appears in the held pay portion of Section 6 of the Unit Commander's Pay Management Report. Units should contact Soldiers who are in HPS and assist them in updating their pay option to release their HPS funds. Soldiers in HPS due to erroneous EFT information can correct the information in myPay or provide an SF1199A to the unit for forwarding to the UPC

(1) When updating an address in myPay ensure that both street address lines are exactly the same. The address lines hold 25 characters each; therefore, the street address must be abbreviated as much as possible to fit.

(2) Do not fill in the city and state; complete the zip code box and the city and state will automatically populate.

c. Soldiers with funds in HPS beyond 90 days will have their funds transferred to the Treasury on the 91st day. When this occurs, the Soldier's LES will contain a remark showing the date of the transfer. Units must coordinate with the Pay Management Division (DFAS-IN), to recover HPS funds from the Treasury. E-mail a copy of the LES (or MMPA) containing the remark that the Soldier had held pay funds sent to the Treasury to usarmy.usarc.usarc-hq.mbx.ardebtmngt@mail.mil. Include a DD Form 2660, Statement of Claimant Requesting Replacement Check, with the required blocks completed:

(1) Blocks 1- 4 - self explanatory

(2) Block 5 - must contain account number, routing number, and account type i.e. checking/savings, must match EFT information on the Soldiers pay account

(3) Block 6 – if a check was mailed, the address to where the check was mailed

(4) Block 7 – Soldiers current mailing address, must match the mailing address on the Soldiers pay account

(5) Block 8 – check appropriate box

(6) Block 9 – date the funds were sent to the US Treasury (see 2-13e if Soldier does not have an LES with the remarks indicating return of HPS funds to the Treasury)

(7) Blocks 10-11 – check appropriate box

(8) Blocks 12-13 – Soldier must hand sign and date the form. Digital signature is not authorized

(9) Block 17 - Must indicate "US Treasury Release of Funds"

d. Direct Deposit is mandatory; Soldiers may not elect check to address. The Soldier will not receive an LES or other document when the held pay funds are released from the Department of Treasury.

e. Soldiers who have been separated from the USAR for more than 12 months must complete a DD Form 827, Application for Arrears in Pay to request return of held pay funds from the Treasury. Attach the LES containing the remark that the Soldier had held pay funds sent to the Treasury and mail the DD Form 827 to DFAS-IN, ATTN: COR/CLAIMS, 8899 E 56th St, Indianapolis, IN 46249. The customer service number is (317) 212-6167.

f. Occasionally, remarks indicating return of HPS funds to the Treasury do not print on the Soldier's LES. When this happens, include the LES showing the first time the Soldier had funds placed in HPS when requesting return of the funds from the Treasury. This will help identify when the funds should have transferred to the Treasury.

g. It is possible to have multiple transfers of HPS funds to the Treasury since each transfer starts a new 90 day period. [Example: a Soldier enters HPS status in Jun 2013 and has HPS funds returned to the Treasury in Sep 2013. If the Soldier does not update his /her EFT information, any new funds placed in HPS in Sep 2013 will be returned in Dec 2013. When requesting to recover funds from the Treasury in these cases, include a copy of the LES or MMPA for each transfer to the Treasury.]

h. Soldiers will normally receive a direct deposit of their recovered HPS funds within 10 days of submitting the request to the Pay Management Division (DFAS-IN). Payments via check will take several days longer. The deposit or check will not appear on the Soldier's LES or MMPA since it comes from the Treasury.

[NOTE: See figure G-3, Section 3, MMPA – DIR-DEP-WAV-DT.]

Section V

Waivers/Dual Compensation

2-14. Document preparation and distribution

a. Soldiers receiving disability compensation from the Veterans Administration (VA) must complete a VA 21-8951-2 at the beginning of each FY and elect to receive disability compensation or their military pay for duty performed during the upcoming FY. The UPA must submit the VA 21-8951-2 to the UPC to record the Soldier's election on his/her MMPA. The Soldier must submit the form to the VA. Discuss the financial impacts of waiving military pay when a Soldier makes this election to ensure the Soldier understands their election. See paragraph 2-14 d for more information.

b. At the end of each fiscal year (FY), Soldiers in receipt of VA disability compensation who received military pay during the FY will receive a VA 21-8951 from the VA. The VA 21-8951 is the same form as the VA 21-8951-2 except that it will include the number of days of duty the Soldier performed during the FY. The Soldier must make an election on the form to waive disability compensation or their military pay for the duty days performed and return the form to the VA. Failure to return the form may result in reduction of disability compensation for the new FY.

c. Soldiers electing to waive their disability compensation will have their disability compensation reduced for the next year by the number of duty days performed during the previous FY. This option is almost always the best financially for the Soldier as disability compensation is normally less than military pay. See paragraph 2-14 d for an explanation of the financial impact of waiving military pay rather than disability compensation.

d. Soldiers electing to receive disability compensation in lieu of military pay should not receive any military pay and allowances for duty they perform during the FY. This includes, but is not limited to; BAs, AT, ADT, ADOS-RC, and mobilization pay. Soldiers who fail to complete a VA 21-8951-2 at the beginning of the FY and later waive military pay on the VA 21-8951 received from the VA at the end of the FY will have their military pay collected. The VA will notify the UPC to collect any military pay received while the Soldier elected to receive disability compensation in lieu of military pay. Soldiers who elect to waive military pay should be counseled that in almost all situations, the Soldier will receive more money by waiving their disability compensation than waiving their military pay. The following example shows the financial impacts for a SSG over 14 years of service with a 40% disability rating who chooses to waive her military pay. Her disability compensation is \$699.36 a month or \$23.31 per day. Her Basic Pay is \$122.48 daily. The difference between her daily Basic Pay and DC rate is \$99.17. By waiving her military pay she loses \$122.48 for each drill period. If she waived her DC, she would only lose \$23.31 of her VA compensation for the next year for each drill period performed. Over 48 drills she would lose \$5,879.04 by waiving her military pay (48 drills x \$122.48) but only \$1,118.88 (48 x \$23.31) if she waived her DC. She would lose even more for each day of active duty by waiving military pay because of the additional entitlements for BAH and BAS. Ensure that Soldiers understand the financial impact of waiving military pay.

[NOTE: See figure G-6, Section 6, MMPA – WAIVER.]

Section VI

Servicemembers', Combat, and Family Group Life Insurance (SGLI, CSGLI, and FSGLI)

2-15. SGLI, CSGLI, and FSGLI

a. *SGLI required forms and collection process.*

(1) SGLI deductions occur from the Soldier's first payment each month. Soldiers without income for the month will incur

an SGLI debt.

(2) A new SGLV Form 8286 is required to decrease the level of SGLI coverage.

(3) A new SGLV Form 8286 is required to reinstate or increase current SGLI coverage. If Soldier answers “YES” to any of questions 4a – 4g, the completed form should be sent to the Office of Servicemembers’ Group Life Insurance, PO Box 41618 Philadelphia, PA 19176-9913, for approval prior to submitting it to the UPC

(4) If SGLI premiums are deducted erroneously after a Soldier cancelled or elected a lower level of coverage, complete USAR Form 22, check block 19 and provide a brief explanation of the problem in block 20. Attach a copy of the SGLV Form 8286 and forward on a USAR Form 26 to the UPC.

(5) Timely submission of SGLI coverage elections is imperative. Coverage elections that are more than 3 months old (from the date signed to the date submitted to the UPC) require RD or GFC approval for reimbursement of premiums.

(6) SGLI coverage continues while a Soldier is awaiting separation orders and not performing duty. Soldiers may stop SGLI to avoid incurring a debt by completing a SGLV Form 8286 and having the unit submit it to the UPC. The SGLV Form 8286 must include the statement, “I do not want insurance at this time.” Advise Soldiers that SGLI coverage will stop on the date the Soldier makes the election.

[NOTE: See figure G-3, Section 3, MMPA – SGLI-CURRENT.]

b. Combat Servicemembers’ Group Life Insurance Allowance.

(1) The Combat SGLI (CSGLI) allowance is paid to Soldiers who were in the Theater of Operations for Operation Enduring Freedom at any time during a month.

(2) The monthly allowance payable is equal to the Soldier’s monthly SGLI premium, not to exceed \$400,000, plus the monthly premium of \$1.00 for Traumatic Injury Protection under the SGLI (T-SGLI) program. [Example: Soldier pays \$28.00 for \$400,000 of SGLI, and \$1.00 for T-SGLI. The Soldier is entitled to \$29.00 for his/her CSGLI allowance.]

(3) The first \$3.25 of CSGLI allowance is tax free. The remainder of the CSGLI allowance is taxable. However, since the CSGLI allowance is part of the earnings received while in a qualified hazardous duty area or designated combat zone tax exclusion (CZTE) zone, it is excluded from taxable income. An exception to this exclusion is officers whose monthly taxable income exceeds the maximum monthly enlisted rate (plus imminent danger pay/hostile fire pay (IDP)/HFP) for that month.

(4) The CSGLI allowance is paid during the month following the deduction of the SGLI premium CSGLI reimbursement terminates the month after the Soldier departs the Theater of Operations.

c. Family Servicemembers’ Group Life Insurance (FSGLI).

(1) FSGLI is life insurance for dependents of active duty and TPU Soldiers.

(2) A Soldier’s spouse is covered automatically for \$100,000, or the amount of the Soldier’s SGLI coverage, whichever is less. FSGLI premiums for spousal coverage are dependent on the spouse’s age.

(3) Collection of FSGLI premiums begins automatically upon enrollment of dependents in Defense Eligibility Enrollment Reporting System (DEERS) and is retroactive to when the Soldier last entered the military or the date the Soldier acquired a dependent, whichever is later. Late enrollment of dependents in DEERS will cause collection of several months of FSGLI premiums. FSGLI premiums carry forward as a debt for months that a Soldier does not receive pay.

(4) Soldiers not desiring FSGLI coverage must decline FSGLI on an SGLV Form 8286A and provide the form to DEERS for processing in the Defense Manpower Data Center (DMDC) portal in DEERS. Soldiers cannot decline coverage until after enrolling their dependents in DEERS and cannot backdate their declination.

(5) Soldiers with less than maximum FSGLI coverage will have their coverage increased to \$100,000 upon mobilization. Soldiers wishing to retain the lower level of coverage must complete an SGLV Form 8286A electing lower coverage and provide it to DEERS for processing in the DMDC portal in DEERS.

(6) FSGLI declinations must be processed through the Defense Manpower Data Center (DMDC) portal in DEERS to stop FSGLI premium deductions. The UPC cannot start, change, or stop FSGLI deductions. Each RD G1 should have a representative that has access to DMDC to change or terminate FSGLI enrollment.

(7) Soldiers who had FSGLI deductions after declining coverage can apply for premium refunds by sending the following documents via e-mail to usarmy.usarc.usarc-hq.mbx.ardebtmngt@mail.mil or faxing them to (317) 212-2140:

(a) SGLV Form 8286A. The form must be signed, witnessed and dated. Back dating of signatures is not authorized.

(b) Screen print from the DMDC FSGLI Portal showing input to terminate the Soldier’s FSGLI.

(c) A memorandum from the unit stating when the FSGLI termination was input, why the termination was processed late, and the origin of the SGLV Form 8286A (e.g. obtained from Soldier, unit file or iPERMS).

Section VII

Promotions, Reductions, and Pay Grade Corrections

2-16 Promotions

a. The UPC receives enlisted advancement and promotion data from RLAS and passes it to DJMS-RC weekly. These actions should appear in DJMS-RC within 15 days of processing in RLAS. Units should not submit enlisted advancement or promotion documents to the UPC unless the promotion does not appear on the Soldier’s MMPA. Follow SSD exception procedures (paras 2-4 and 2-5) when submitting promotions to the UPC.

- b. The UPC does not receive officer promotion data from RLAS. Units must submit officer promotion orders to the UPC.
 - c. DJMS-RC will automatically adjust base pay, BAH-RC, and some special and incentive pays for periods within IAS (see para 1-8d). Submit adjustments to the UPC for duty outside IAS and any adjustments that do not occur automatically with the promotion.
- [NOTE: See figure G-1, Section 1, MMPA – GRADE, EDG.]

2-17. Reductions and Erroneous Promotions

a. Reductions

- (1) With the exception of Reserve Officers' Training Corps (ROTC) Cadets, and Article 15 reductions, format 306 orders are required for reductions to E5 – E8. Submit a copy of the reduction order to the UPC for processing.
- (2) Erroneous advancements to E2-E4 require a DA 4187 returning the Soldier to the former grade and effective date of grade. Submit a copy of the DA 4187 to the UPC for processing.
- (3) Reductions for disenrollment from ROTC require a DA Form 4187, Personnel Action. Submit a copy of the DA Form 4187 to the UPC for processing.
- (4) For reductions imposed under Article 15, submit a copy of the DA Form 2627, Record of Proceedings under Article 15, UCMJ to the UPC for processing.

b. Erroneous Promotions

- (1) Reductions to E5-E8 and all warrant and officer grades resulting from an erroneous promotion order require revocation of the promotion order. Submit a copy of the revocation order to the UPC for processing.
 - (2) Use USAR Form 22 to correct the pay grade of Soldier's advanced or promoted erroneously without a DA Form 4187 or promotion order (e.g. input or system error). Check block 13 of the USAR 22 and include an explanation in block 20 that the Soldier was advanced or promoted erroneously due to an input or other error. Also explain that the promotion was not documented on a promotion order or DA Form 4187.
 - c. A reduction in pay grade will adjust the Soldier's pay account automatically for any duty periods inside IAS. The UPC will make adjustments for periods outside of IAS.
- [NOTE: See figure G-1, Section 1, MMPA – GRADE, EDG.]

2-18. Pay grade corrections

- a. If the Soldier's MMPA was established with an incorrect pay grade, submit a USAR Form 22 and appropriate document(s) supporting the Soldier's correct pay grade to the UPC. Ensure that RLAS is also corrected.
 - b. Officers with over 4 years active duty as an enlisted or warrant officer, or more than 1460 enlisted or warrant officer retirement points, are entitled to a higher rate of pay until reaching the rank of major. The O4E data item in Section 1 of the MMPA will show "Y" if the officer is receiving pay at the O4E rate. If it does not show "Y", submit a USAR Form 22 with document(s) verifying more than 4 years active duty as an enlisted/warrant officer or more than 1460 enlisted/warrant officer retirement points. The UPC will make adjustments for any inactive or active duty periods.
- [NOTE: See figure G-1, Section 1, MMPA – GRADE, EDG, 04E.]

Section VIII

Pay Entry Basic Date (PEBD)

2-19. Changes in PEBD

- a. A Soldier's rate of pay is determined by his/her pay grade and years of creditable service. For instance, a sergeant with 8 years of service will earn more than a sergeant with 6 years of service. A Soldier's years of creditable service is computed from the PEBD. The PEBD is referred to as the "Pay Date" on the MMPA. Creditable service is determined IAW chapter 1 of the DODFMR, Volume 7A. For non-prior service Soldiers—
 - (1) Time spent in the Delayed Entry Program (DEP) (currently known as the Future Soldiers Program) prior to 1 January 1985 is creditable service. From 1 January 1985 to 28 November 1989, DEP time prior to active duty or service in a Reserve Component is not creditable.
 - (2) After 28 November 1989, DEP for the Army Reserve and National Guard is creditable if the Soldier performs at least one IDT period prior to basic combat training (BCT). Soldiers who do not perform IDT prior to BCT should have a PEBD of the first day of BCT.
 - (3) All non-prior service Soldiers incur a service obligation when they enlist. Any Soldiers entering the Army after May 1984 incurs an 8-year service obligation. Soldiers who complete their active duty or TPU obligation and transfer to the IRR continue to accrue creditable service until discharged. This credit accrues even if the Soldier does not earn enough retirement points for a good year.
- b. UPAs must verify the PEBD of all non-prior service Soldiers upon completion of BCT. If the Soldier's PEBD is the date of enlistment and the Soldier did not perform IDT prior to BCT, submit a USAR Form 22 and a copy of DD Form 220, Active Duty Report or DD Form 214 to the UPC to adjust the PEBD to the first day of BCT.
- c. Prior service Soldiers may be assigned with an incorrect PEBD that does not reflect some or all of their prior creditable service. In these cases, request a change to the PEBD by submitting a USAR Form 22, a completed PEBD calculator worksheet and documents to support the Soldier's prior creditable service to the UPC. The PEBD calculator worksheet is

available at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>. Appropriate documents include DD Form 4, DD Form 214, DD Form 215, NGB Form 22 Report of Separation and Record of Service and 22A Correction to NGB Form 22, DA Form 4836 Oath of Extension of Enlistment or Reenlistment, assignment, transfer or separation orders, and other documents that record periods of service. While the DA Form 5016 is not a valid document for creditable service, it should be included as a cross-check to ensure accounting of all periods of prior service. Soldiers may print their DA 5016 from the HRC web site at <https://www.hrcapps.army.mil/portal/>.

d. Computation of the PEBD. The UPC verifies the PEBD using the documents provided by the unit. Creditable service cannot be granted for periods that are not documented. Specific rules for computing the PEBD are in chapter 1 of the DODFMR, Volume 7A. In general, these are the rules for computing pay dates for Soldiers with periods of prior service.

(1) If a period of service ended on the last day of the month and that day is not the 30th, change the ending date in your computation to 30 (because the Army pays on a 30-day month).

(2) If service ends on 28 February of a leap year, leave it 28 February.

(3) If, after computing the pay date, the PEBD falls on 29 February of a leap year, use that date. In non-leap years, increase the PEBD to 1 March.

e. The following are examples of how to compute a Soldier's pay date:

(1) A prior service enlistee in your unit spent 6 years on active duty in the Army, and 2 years in the IRR. He received a discharge after completing his 8-year military obligation and had no other military duty until joining your unit. [**NOTE:** The term "enlistment date" also refers to officers' appointment dates and constructive service credit for medical and dental officers (see DODFMR, Volume 7A, chap 1).]

Regular Army	98-07-11 to 03-07-10
IRR	03-07-11 to 06-07-10

(a) Since there is not a break in service, simply subtract the beginning date of service from the ending date to determine total prior service.

Period:	YY MM
DD End Date:	06 07 10
(-) Start Date:	98 07 11
Subtotal:	07 11
29* (+) 1 inclusive day:	01
(=) Net Service:	07 11 30
Total Prior Service:	8 years

(b) If this Soldier enlisted in your unit on 8 February 2007, you would have to compute an adjusted pay date to account for the break in service. To compute the adjusted date, subtract his/her total prior service from the current enlistment date.*

Final Calculation:	YY MM DD
Last date entered service:	07 02 08
*(-) Total Creditable Service:	08 00 00
(=) PEBD:	99 02 08

[**NOTE:** Convert 1 year to 12 months and add to the month's column, and convert 1 month to 30 days and add to the day's column, to subtract months and days.]

(2) In this example the Soldier has more than one period of creditable service. You must add each period to determine total creditable service. The Soldier served on active duty for 4 years, then spent 4 years in a control group before discharge at the end of an 8-year military service obligation (MSO). One year later, the Soldier enlisted in the Army National Guard (ARNG) for 3 years and is now enlisting into your unit on 24 May 2006. The PEBD computation would be:

Period 1:	YY	MM	DD	
End Date:	00	09	03	(includes 6 years AD and 2 years IRR)
(-) Start Date:	92	09	04	
Subtotal:	07	11	29	
(+) 1 inclusive day:			01	
(=) Net Service:	07	11	30	

Period 2:	YY	MM	DD
End Date:	04	04	17
(-) Start Date:	01	04	18
Subtotal:	02	11	29
(+) 1 inclusive day:			01
(=) Net Service:	02	11	30

Add Periods:	YY	MM	DD
Period 1:	07	11	30
Period 2:	02	11	30
Total New Prior Service:	09	22	60

Total Prior Service:	11 years
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Final Calculation:	YY	MM	DD
Last date entered service:	06	05	24
(-) Total Creditable service:	11	00	00
(=) PEBD:	95	05	24

Section IX Administrative Changes

2-20. Administrative procedures

Use the following procedures to correct/update a Soldier's MMPA. Refer to appendix D, procedure D-2, for required forms and supporting documents.

a. Social security number (SSN) change. Contact your CPM prior to taking any actions for Soldiers who have received payment under an incorrect SSN. The CPM coordinates with the UPC to transfer the Soldiers wage and tax information to the correct SSN.

(1) If the SSN is incorrect in personnel and pay, correct the Soldier's SSN in the personnel module of RLAS to generate an SSD transaction to update the MMPA. Do not attempt to create a new record with the correct SSN.

(2) If the SSN is correct in the personnel module of RLAS, but incorrect on the MMPA, submit USAR Form 22 to the UPC with one of the documents in procedure D-2, rule 2, indicating the correct SSN and one of the SSD exception documents listed in paragraph 2-6.

[NOTE: See figure G-1, Section 1, MMPA – SSN.]

b. Name.

(1) If the name is incorrect in personnel and pay, correct the Soldier's name in the personnel module of RLAS to generate an SSD transaction to update the MMPA.

(2) If the name is correct in the personnel module of RLAS but incorrect on the MMPA, submit USAR Form 22 to the UPC with one of the documents in procedure D-2, rule 4 indicating the correct name and one of the SSD exception documents listed in paragraph 2-6.

[NOTE: See figure G-1, Section 1, MMPA – NAME.]

c. Sex code change. Submit USAR Form 22 indicating the correct sex code to the UPC.

[NOTE: See figure G-1, Section 1, MMPA – SEX.]

d. Date of Gain (DOG) change. Check block 7 of USAR Form 22, enter new date of gain in block 20, and submit to the UPC with one of the documents in procedure D-2, rule 6 indicating the correct DOG.

[NOTE: See figure G-1, Section 1, MMPA – DOG.]

e. Officer Service Date (OSD)/Aviation Service Date (ASD) change. Check block 19 of USAR Form 22, place the OSD/ASD dates in block 20 and submit to the UPC with one of the documents in procedure D-2, rule 7.

[NOTE: See figure G-2, Section 2, MMPA – OSD-ASD.]

f. Program element code (PEC), personnel accounting symbol (PAS), or state pay group mobilization augmentee (ST PGMA) Code changes.

(1) PEC. Submit a USAR Form 22 with the correct PEC to the UPC.

(2) PAS. PAS codes (UIC portion) are updated through SSD. If the UIC is correct in RLAS but the UIC portion of the PAS is incorrect on the MMPA, submit a USAR Form 22 with the correct PAS in block 8 to the UPC. The UIC portion of the PAS is formulated by dropping the “W” and adding a zero to the end of the UIC. Include reassignment orders and one of the SSD exception documents listed in paragraph 2-6.

(3) ST PGMA. Submit a USAR Form 22 with the correct Pay Group to the UPC. The Pay Group is always coded as “AN” for USAR Soldiers.

[NOTE: See figure G-1, Section 1, MMPA – PEC, PAS, ST PGMA.]

g. **Effective date of grade.** Check block 19 of USAR Form 22 and submit to the UPC with one of the documents in paragraph D-2, rule 11, indicating the correct effective date of grade.

[NOTE: There is a difference between date of rank and effective date of grade. The effective date is used to determine rate of pay and should be reflected in this field. See figure G-1, Section 1, MMPA, – EDG.]

h. **Leave indicator.** This field should have an “X” displayed. No action is necessary if the “X” is missing unless the Soldier is entitled to payment of accrued leave. In these cases, refer to paragraph 2-9 p (3).

[NOTE: See figure G-6, Section 6, MMPA, – FI-IND.]

i. **Leave cumulative days paid.** This field lists the cumulative days of accrued leave that the Soldier has been paid during their career.

(1) If the number of leave days displayed is incorrect, submit USAR Form 24 to the UPC to correct the leave days. Check block 14 of the USAR Form 24 and enter the number of cumulative days accrued leave that the Soldier has been paid. Attach supporting documents showing prior leave paid.

(2) If the number of leave days should reflect zero (0), submit USAR Form 24 to the UPC to correct the leave days. Check block 14 and enter 0 for the number of cumulative days accrued leave that the Soldier has been paid.

[NOTE: See figure G-6, Section 6, MMPA, – LV-PAID.]

2-21. Non-prior service indicator

a. The non-prior service (NPS) indicator on the MMPA will read “6” for NPS Soldiers.

b. The Defense Military Pay Office (DMPO) at the BCT site should remove the NPS indicator when the Soldier completes BCT. If the NPS indicator still shows “6” on the next MMPA, submit a USAR Form 22 and copy of the DD Form 220 or DD Form 214, as applicable, to the UPC. The NPS indicator tells DJMS-RC to pay the Soldier as an E1 with less than 4 months of active duty, regardless of the actual number of months served. Therefore, it is important to remove the NPS indicator when the Soldier completes BCT. You must also update the Training Pay Category (TPC) code in RLAS. Failure to update the TPC will cause IDT types other than BA or rescheduled training (RST) to reject in DJMS-RC.

c. The NPS indicator also limits the number of drills payable to a Soldier. Drill limits are established by SSD. Soldiers enlisting under the split option program are authorized to perform 12, 24, or 36 type 11 drills (BAs) prior to entry on BCT. NPS Soldiers cannot perform any other type of drill or active duty, with the exception of ADOS-RC, prior to completion of BCT. Removing the NPS indicator increases the limit for BAs (type 11) to 48. The limits for BAs are automatically set at 48 per FY for prior service Soldiers. Equivalent training (ET) and RST are included in this limit.

[NOTE: See figure G, Section 1, MMPA – NPS.]

2-22. Pay status and active duty codes

The DJMS-RC uses pay status and active duty codes to determine what types of duty a Soldier may be paid. See table 2-1 for a list of pay status and active duty codes.

a. **Pay status codes.** There are seven pay status codes:

(1) Pay status code “A.” All TPU Soldiers are accessed in pay status code “A.” This code allows payment for all types of training.

(2) Pay status code “N.” Deceased Soldiers. Pay status code “K” is used temporarily for deceased Soldiers until completion of final audit and payments by DFAS.

(3) Pay status code “Z.” Soldiers on ADT and ADOS-RC tours of over 29 days. This code is established automatically when the UPC or an active duty site listed in appendix C initiates pay for an active duty tour of 29 days or more for a Soldier. This code restricts payment of IDT during the tour.

(4) Pay status code “W.” Soldier is performing Initial Entry Training (IET) and receiving pay through DJMS-RC.

(5) Pay status code “X.” TPU Soldiers in the Simultaneous Membership (SMP) Cadet Program.

(6) Pay status code “O.” Soldier is mobilized or performing ADOS (formerly known as temporary tour active duty (TTAD)) and receiving pay through DJMS-RC.

(7) Pay status code “R.” Soldier has an ROTC “Student” MMPA.

b. **Active duty codes.** There are three active duty codes signifying that the Soldier has a pay account on DJMS-Active Component (DJMS-AC) and the AC is paying the Soldier. These codes are:

(1) Active duty code “K.” Soldier is on Active Guard Reserve (AGR) tour. This code allows the Soldier’s MMPA to remain on DJMS-RC for future bonus payments if the Soldier is still eligible. This code prohibits payment for IDT, AT, ADT, and ADOS-RC during the AGR tour. The pay status code will remain “A”. The Loss Indicator code will change to “LL” and the SGLI collections will stop on DJMS-RC, but collect from the AGR pay account. See paragraph 6-1 for processing procedures for Soldiers entering on AGR tour. Pay status code K is used temporarily for deceased Soldiers until completion of final audit and

payments by DFAS.

(2) Active duty code “S.” Used only when mobilized and paid by the Active Army (full mobilization). This code is not used for contingency operations, individual unit, or Soldier activations.

(3) Active duty code “Y.” Soldiers attending IET and paid by DJMS-AC. This code is obsolete as all USAR Soldiers receive pay through DJMS-RC during IET. The “Y” active duty code remains on the MMPA and the UCPMR for history purposes, preventing duplicate payments for Soldiers previously paid for IET on DJMS-AC.

[NOTE: See figure G-2, Section 2, MMPA – PAY STATUS, Section 3 – AD-CODE-DATES.]

Table 2-1
Pay status and active duty codes

SOLDIER'S STATUS	PAY STATUS CODES							ACTIVE DUTY CODES		
	A	N	O	W	X	Z	R	K	S	Y**
Accessions										
Prior Service	X									
Non Prior Service	X									
Performing Initial Active Duty for Training (IADT)				X						X
SMP					X					
ROTC							X			
AT/ADT/ADOS-RC/ADOS										
1-29 DAYS	X									
More than 29 Days						X				
Deceased		X								
AGR	X							X		
Mobilized			X						X*	
ADOS			X							

* Will take effect upon **full** mobilization.

**Obsolete.

(See appendix G for pay status and active duty codes.)

Section X Organization Changes

2-23. Changes to organizational data

a. The UPC receives force structure changes to unit organizational data (including activation of new units and derivative UICs for mobilization, inactivation, and re-designation) and updates DJMS-RC with the new data. Units with organizational changes must monitor their pay reports to ensure that the change takes effect within 30 days of the effective date on the permanent order. If changes have not been made, contact your CPM. Newly activated units must contact the RD in their region for a payroll number and Site ID. The RD must coordinate with the appropriate pay team at the UPC to determine the payroll number.

b. Changes to unit address and telephone numbers are not automated and require submission of a USAR Form 26 to the UPC. Check “Organizational Change” under Handling Information and enter the new address or telephone number in the Remarks section.

Section XI Reassignment and Transfers

2-24. Required documentation

Reassignments or transfers (other than attachments over 180 days) of Soldier pay accounts between Army Reserve units or from the National Guard are processed through SSD. Follow exception processing procedures in paragraph 2-5 when a transfer processes in TAPDB-R/RLAS, but not in DJMS-RC, or does not process in either system. For attachments over 180 days, submit a copy of the attachment order to the UPC.

2-25. Verifying and updating account information

Upon receipt of the first MMPA for a new Soldier, verify that all data is correct and whether there are incentive or special pays

on the MMPA requiring termination. If necessary, submit documentation required to update MMPA information (e.g., direct deposit, mailing address, state of legal residence, termination of incentive pay, etc.), or have the Soldier use myPay to update the information. Appendix G contains information on each data item on the MMPA.

Section XII Separations

2-26. Separation process

Separations processed in TAPDB-R/RLAS create SSD transactions that separate the MMPA. Follow exception procedures in paragraph 2-5 when a separation processes in TAPDB-R/RLAS, but not in DJMS-RC. Ensure that the Soldier's MMPA is up-to-date before submitting the separation request. It is important that the mailing address is accurate so that the IRS Form W-2 and any other correspondence will reach the Soldier. Submit USAR Form 22 to the UPC to change the address. Refer to paragraph 2-15 for procedures on updating SGLI.

[NOTE: See figure G-1, Section 1, MMPA, – ADRS-2, ADRS-3, ADRS-4, ADRS-5, ADRS-EFF-DT.]

2-27. Bonus terminations

The UPC terminates bonuses and recoups unearned portions of bonus payments automatically when a Soldier is separated through SSD. The UPA must submit a USAR Form 23, Selective Reserve Incentive Program (SRIP) Adjustment Certification Worksheet) to prevent recoupment for Soldiers who are not subject to recoupment, authorized suspension of their bonus, or are entering on AGR tour and retain eligibility for future anniversary payments. See the Reserve Pay Supplemental Guidance at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx> for information on bonus procedures.

2-28. MMPA disposition after separation

The LOSS data item in Section 1 of the MMPA will reflect "LL" when a separation processes for a Soldier. Separated MMPAs remain on DJMS-RC until purged by DFAS-IN. Separated MMPAs are normally purged on the first daily update to DJMS-RC in January for accounts separated for more than 1 year. Purge occurs for all MMPAs that were "LL" for the previous 368 days, except for dual status ROTC MMPAs, held pay status MMPAs, and AGR MMPAs. Transactions for drills, active duty, bonuses and account maintenance will process for MMPAs in "LL" status if the MMPA is still on DJMS-RC and the effective date of the transaction is prior to the date of separation (DOS).

[NOTE: See figure G-1, Section 1, MMPA, – LOSS, DOS.]

Section XIII Drill Limits/Authorizations

2-29. Drill limits

Table 2-2 provides the FY limits for each drill type. Note that type 21 (ET) drills count towards the FY limit for type 11 drills. Soldiers may not perform ET or RST in the current FY for drills missed in the previous FY. The ET or RST counts against the year it is paid; therefore, the Soldier will reach 48 drills prior to the unit's scheduled 48th drill. See AR 140-1 for information on IDT.

[NOTE: See figure G-7, Section 7, MMPA.]

TYPE	DEFINITION	LIMIT	MMPA Code
11	BA(s)/RST	48	2
21	ET	04	K (count towards
31	Additional Flight Training Period (AFTP)	48	3
41	Additional Training Assembly (ATA) (including EBDL (42))	12	A
44	Funeral Honors Detail (FHD)	No limit	8
51	AABA	06	C
61	Medical/Dental Drills)	12	D
91	Readiness Management Assembly (RMA)	24	H

2-30. Non-prior service (NPS) drill limitations

NPS Soldiers have drill limits that differ from prior service Soldiers. NPS Soldiers may only perform type 11 and 21 drills prior to BCT. FY drill limits for NPS Soldiers are:

- a. Type 11 – BA. Soldiers are authorized 12, 24 or 36 prior to IET, depending on their age, education, and the period between enlistment and reporting to IET.
- b. Type 21 – ET. Soldiers are authorized four per FY (these drills count towards the type 11 limit).
- c. Refer to AR 140-1 and AR 601-210, Active and Reserve Components Enlistment Program for more information.

2-31. Reinstatement of NPS drill limitations

The unit must reinstate the NPS drill limitations when a Soldier fails to complete BCT. Submit a USAR Form 22- R to the UPC. Check block 19 of the USAR Form 22 and include the drill types and limits authorized prior to BCT in block 20.

2-32. Drill restrictions.

- a. Soldiers are not authorized to exceed the 48-drill limitation when transferring between Army Reserve TPUs or from the ARNG to the USAR.
- b. Soldiers may not perform RST for BAs scheduled after date of discharge; transfer to the IRR, retired Reserve or another Component.

Section XIV

Taxes

2-33. Federal tax withholding

a. Soldiers should use their myPay account (see para 2-10) to change their marital status or number of exemptions for federal tax withholding. Soldiers experiencing problems with myPay can submit an IRS Form W-4 to the UPC to update their federal tax information. New Soldiers should review their federal tax withholding information on their first LES and make changes if necessary.

b. Soldiers wishing to elect a higher rate or additional federal tax withholding should use myPay to change their amount of additional tax, marital status, or number of exemptions. Soldiers without access to myPay should complete an IRS Form W-4 to change their additional tax, marital status or number of exemptions. Additional withholding is available in increments of \$1.00 (minimum) up to \$84.00 (maximum) for each day of basic pay. Soldiers entering on a long tour of active duty or mobilization should be advised to review their additional tax withholding.

(1) Example 1: A Soldier requests \$2.00 additional federal income tax withholding and performs a BA 2; \$4 is withheld for the two BAs.

(2) Example 2: Same Soldier performs a 14-day AT period; \$28 would be withheld for the active duty period (\$2.00 for each day of active duty).

(3) Example 3: Soldier with \$15 additional federal tax withholding is mobilized; \$450 will be withheld for each month.

c. DFAS-IN will notify the UPC if the IRS determines a Soldier's federal tax withholding status is incorrect. The UPC changes the Soldier's exemptions to the maximum number authorized by the IRS and notifies the unit of the change. The withholding rate will continue until the Soldier submits a new W-4 that does not exceed the number of exemptions allowed by the IRS. Soldiers wishing to contest the IRS decision must contact the IRS.

[NOTE: See figure G-4, Section 4, MMPA – FITW-EXEMPT-OPT.]

2-34. The IRS Form W-2 (Wage and Tax Statement)

The IRS Form W-2 is issued each January for the prior tax year. The W-2 includes wages paid from January through December. The W-2s are available for viewing and printing on myPay. By using myPay, Soldiers give consent to receive their W-2 through myPay and no longer receive them through the mail. Soldiers who do not use myPay and Soldiers who separated during the previous tax year will receive their W-2 by mail.

a. Reissued IRS Form W-2. If a Soldier does not receive the original W-2, or if the original was lost or damaged, the Soldier can use their myPay account or call DFAS at 1-888-PAYARMY to request reissue.

b. Corrected IRS Form W-2. Soldiers requiring a corrected W-2 due to an error in money amounts can submit the request via letter, fax or telephone. The request must include the Soldier's name, SSN, mailing address, and telephone number.

Mail: DFAS Indianapolis Center, ATTN: DFAS-IN/RC/NG, 8899 East 56th St., Indianapolis, IN 46249.

Fax: Commercial 317-510-4346 or DSN 699-4346.

Telephone: 1-888-332-7411.

c. Multiple W-2s. Soldiers who received payments from DJMS-AC and DJMS-RC during a year will receive two W-2s. A separate W-2 is also issued to Soldiers who were reimbursed for a do-it-yourself move by the Active Army.

d. SLRP/HPLRP W-2. Soldiers who received SLRP/HPLRP payments during the previous year will receive a separate W-2. SLRP/HPLRP W-2s are available on myPay. SLRP/HPLRP payments are taxable and taxes are withheld from payments. Information on SLRP/HPLRP can be found in the Reserve Pay Supplemental Guidance at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>

2-35. State tax withholding

- a. Soldiers should use their myPay account (see para 2-10) to change their marital status or number of exemptions for state tax withholding. For Soldiers who experience problems with their myPay account, submit a state form W-4 or IRS Form W-4 annotated "STATE TAX" on top, to the UPC. State exemptions do not have to be the same as federal exemptions.
- b. Soldiers may elect to have additional state tax withheld. Soldiers experiencing problems or without access to myPay should complete an IRS Form W-4 indicating the amount of additional withholding they desire. Additional withholding is available in increments of \$1.00 (minimum) up to \$84.00 (maximum) for each day of basic, special, or incentive pay. Calculation of additional state tax withholding is different than for additional federal tax withholding in that it includes special and incentive pays. See paragraph 2-33 for examples of additional tax withholding.
[NOTE: See figure G-4, Section 4, MMPA – FITW-W2-STATE.]

Section XV Extension, Reenlistment, and ETS Date Corrections

2-36. Extension, reenlistment, and ETS date corrections

Changes to ETS dates processed in RLAS will update DJMS-RC automatically. Do not send extension, enlistment or reenlistment (REENL) documents to the UPC unless the ETS date change processed in TAPDB-R/RLAS but not in DJMS-RC. Submit USAR Form 22 to the UPC with DD Form 4 or DA Form 4836 and one of the SSD exception documents listed in paragraph 2-6.

[NOTE: See figure G-1, Section 1, MMPA – ETS.]

Chapter 3 Inactive and Active Duty Pay Procedures

Section I Inactive Duty Training (IDT)

3-1. Inactive Duty Training (IDT) payment procedures- Automated Drill Attendance Reporting System (ADARS)

- a. Use ADARS to report IDT performance inside IAS (current and 11 previous months). Attendance outside of IAS will reject in DJMS-RC. See appendix D, procedure D-18, for processing procedures for attendance outside IAS.
- b. Refer to the Reserve Pay Supplemental Guidance at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx> for instructions on using ADARS to report IDT attendance inside IAS.

3-2. IDT administrative procedures

- a. Reporting unit attendance requires the use of an IDT Attendance Roster. The ADARS IDT Attendance Roster is the only roster authorized for reporting unit BA attendance. ADARS generates the IDT Attendance Roster from information drawn from the RLAS Personnel module. Print the IDT Attendance Roster a few days prior to your BA weekend and enter absence codes for any known absences (Soldiers on AT, ADT, IADT, RST, etc.). Make all annotations on the IDT Attendance Roster in ink. See figure 3-1 for a sample of an annotated ADARS IDT Attendance Roster.
- b. The unit commander is responsible for establishing sign-in procedures. Depending on the size of the unit, you can centrally locate the ADARS IDT Attendance Roster or distribute it to sections. The Soldier must sign for each BA period (even for one BA). Soldiers must sign-in prior to the beginning of a BA or opening formation of a BA. You may add new Soldiers manually to the ADARS IDT Attendance Roster, but you must ensure the Soldiers appear in the Personnel module before you can process their pay in ADARS. Soldiers performing duty on BA weekend away from the unit's duty site must complete a DA Form 1380 to receive pay for IDT performance.
- c. The senior NCO (normally the 1SG), is responsible for securing the ADARS IDT Attendance Roster prior to the opening formation and for determining when sign-in should end. After opening formation, the senior NCO determines the attendance status (excused or unexcused absence) of all Soldiers absent from the BA. The Senior NCO posts the signature line for the first period of the drill with an attendance status of either an "A" for excused absence, "U" for unexcused absence, or "W" for excused absence - Equivalent Training authorized. All other signature lines should be complete, with either the Soldier's signature or an absence code posted prior to drill. All excused absences and RSTs require an approved excused absence form or request for RST. This form is developed by the unit or GFC command.
- d. The senior NCO is responsible for the safekeeping of the ADARS IDT Attendance Roster until after the last closing formation of the BA weekend. During the BA weekend, the ADARS IDT Attendance Roster must be kept in a limited access area when not in use.
- e. Soldiers who arrive after the conclusion of opening formation must have written permission (recommended by the supervisor and approved by the unit commander or senior NCO) to sign-in. A sample permission to sign-in slip format is at figure 3-2. If the Soldier has already been coded as absent, line out the attendance code on the Sign-In Roster and have the Soldier sign the attendance roster. Soldiers must make up time missed after that day's closing formation in order to receive credit for the BA. The Soldier's supervisor must verify that the Soldier made up the time missed. Maintain the permission to sign-in slips with the ADARS IDT Attendance Roster.

f. Soldiers must sign-out after the closing formation for the BA. Soldiers not present for closing formation must complete a DA Form 1380 to receive credit for the afternoon BA.

g. The unit commander must designate individuals authorized to monitor sign-in and sign-out, and control the ADARS IDT Attendance Roster, on an additional duty appointment memorandum. A sample appointment memorandum is at figure 3-3. These individuals provide the ADARS IDT Attendance Roster to the senior NCO prior to opening formation and after closing formation and ensure the roster is not left unattended at any time. The appointment memorandums are an item for review during inspections and Staff Assistance Visits (SAVs). Maintain the memorandums in ARIMS IAW appendix K.

h. The unit commander or alternate certifying official signs the ADARS IDT Attendance Roster after the last closing formation of the unit's BA (e.g., closing formation on Sunday if BA is Saturday-Sunday). Alternate certifying officials are appointed by memorandum. (A sample appointment memorandum is at figure 3-4). To prevent conflict of interests, the same individual cannot certify an ADARS IDT Attendance Roster and input the drill attendance into ADARS. The unit commander cannot designate personnel who have access to ADARS as alternate certifying officials.

i. The unit commander or alternate certifying official signs each page of the ADARS IDT Attendance Roster only after it is complete with an attendance status posted for each Soldier. Units performing Battle Assemblies in multiple locations may generate their attendance roster by sections and appoint an alternate certifying officer at each location to certify the section attendance roster. Alternately, sections may mail, scan or fax their section attendance rosters to the unit for signature. The copy of the section attendance roster maintained by the unit must contain the original signature of the certifying officer. The unit commander's or alternate certifying official's signature on the ADARS IDT Attendance Roster indicates his or her personal verification of the attendance and authorizes pay. Therefore, the unit commander and alternate certifying official must have a clear understanding of unit attendance and pay procedures.

j. Do not post attendance to ADARS until ALL periods of the ADARS IDT Attendance Roster have signatures or annotations of duty status and the signature of the commander or alternate certifying official on each page. A review of the attendance codes entered in RLAS is required prior to creating a TL. Print the ADARS Preview TL Report. The commander or alternate reviewing officer must compare the report to the IDT attendance roster and DA 1380s to ensure the attendance codes are accurate. The commander or alternate reviewing officer must enter "Reviewed", their signature block, signature and date on the last page of the report. Retain the report with the IDT attendance roster and DA Form 1380s.

k. You must create a TL in ADARS for unit attendance within 24 hours of the completion of the unit BA. You must create a TL for individual drill attendance within 72 hours of receipt of a DA Form 1380.

3-3. Manual IDT reporting

a. You cannot process IDT in ADARS for drill periods outside IAS, (older than 12 months) or for Soldiers who have separated and are no longer accessible in RLAS.

b. Submit IDT payments for these situations on USAR Form 22. Check block 19 and enter drill types, number of drills and incentive codes (if applicable) in block 20. Attach supporting documents (DA Form 1380 or ADARS IDT Attendance Roster). Include one of the reasons below in the remarks section of the USAR Form 26.

(1) IDT date older than 12 months.

(2) Soldier separated and no longer accessible in the ADARS module.

c. To pay or collect a drill performed within the last 12 months by a Soldier who has transferred to another unit and is not visible in your RLAS, submit the documents in para 3-3b above to the RD for processing. Submit the following actions to the RD via the RD inquiry mailbox for processing in ADARS. RD inquiry mailbox addresses are available on the USAR Pay Management Division SharePoint, under the Command Pay Managers link, at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/Contacts/Forms/AllItems.aspx>.

3-4. Funeral Honors Duty (FHD) payments

Use ADARS to process payment of Funeral Honors Duty Allowance (FHDA). See the Reserve Pay Supplemental Guidance and appendix D, procedure D-25, for processing procedures.

3-5. Medical/Dental Readiness Periods

Use ADARS to process payment of Medical/Dental Readiness Periods (MDRP). See the Reserve Pay Supplemental Guidance and appendix D, procedure D-26, for processing procedures.

3-6. Electronic Based Distributed Learning Courses

Use ADARS to process payment of Electronic Based Distributed Learning Courses (EBDL). See Reserve Pay Supplemental Guidance and appendix D, procedure D-26, for processing procedures.

3-7. Collection of erroneous BA payments

a. Use ADARS to collect erroneous ADARS payments for BAs inside IAS. See appendix D, procedure D-18, for processing procedures. See para 3-3c above for procedures for Soldiers who transferred to another unit.

b. Use USAR Forms 22 and 28 (Notice of Indebtedness) to collect erroneous BA payments outside of IAS. Complete blocks 5 and 20 of the USAR Form 22. Include BA types, number of BAs, incentive pay codes (if applicable), and BA dates

to collect. See para 5-1c for debt processing requirements.

3-8. Disposition of attendance documents

The ADARS IDT Attendance Roster, permission to sign-in slips, DA Forms 1380, and ADARS transaction reports make up the IDT performance package. IDT performance packages are an item for review during inspections and SAVs. File the IDT performance package IAW appendix K. Keep the IDT performance package (by month) in the active file for a period of 1 year. Store the IDT performance package in the inactive file for the remaining 5 years and 3 months. Destroy the IDT performance package after 6 years and 3 months.

Section II Individual Active Duty

3-9. Certification requirements

a. All periods of individual active duty (AT, ADT, and ADOS-RC) require certification after duty completion by someone with knowledge of the Soldier's duty performance. Periods of IADT, CO-ADOS and mobilization do not require certification. Whenever possible, the person certifying should be someone at the training site. The unit commander or a designated representative may certify duty performance when no one is available to certify at the training site. To avoid conflicts of interest, do not appoint personnel with access to RADARS as designated representatives for certifying active duty performance. Soldiers may not certify their own performance.

b. Certification Procedures:

(1) RLAS orders of 1-7 days. The Soldier and certifying official sign the performance statement on the bottom of the order at the completion of duty. You cannot initiate payment for 1 - 7 day orders until the Soldier completes the duty and provides duty certification. Create the payment in RADARS.

(2) Orders of 1-7 days produced outside of RLAS (HRC orders). Submit order and USAR Form 25, Individual Active Duty Certificate of Performance signed by the Soldier and certifying official to the UPC to certify performance and initiate payment.

(3) RLAS orders of 8-29 days. The Soldier and certifying official sign the performance statement on the bottom of the order at the completion of duty. Certification is required within 30 days of the duty end date. Failure to certify duty will result in collection of military pay and allowance paid previously for the duty period. Enter the certification in RADARS.

(4) Orders of 8-29 days produced outside RLAS (HRC orders). Certification is required within 30 days of the duty end date. Failure to certify duty will result in collection of military pay and allowance paid previously for the duty period. Submit USAR Form 25 signed by the Soldier and certifying official to the UPC.

(5) Orders of 30 or more days. Soldiers performing ADT, ADOS or ADOS-RC at a location listed in appendix C, table C-2, must certify duty performance by providing a USAR Form 25 or certified copy of the RLAS order to the installation finance office NLT 10 days after each month and during out-processing. For duty at a location that is not listed in appendix C, table C-2, submit a USAR Form 25 or certified copy of the RLAS order to the UPC NLT 10 days after each month and at duty completion. Failure to certify duty monthly will result in suspension of future payments until certification is received by the UPC. Continued failure to provide certification will result in collection of military pay and allowance paid previously for the duty period.

3-10. Payment processing requirements

a. *AT/ADT/ADOS-RC orders of 1 - 29 days issued in RLAS.* Use RADARS to process duty periods inside IAS. Refer to Reserve Pay Supplemental Guidance for processing procedures. All RADARS actions require a review of the data entered in RLAS prior to creating a TL. See the Reserve Pay Supplemental Guidance for procedures on printing a preview report. The commander or alternate reviewing officer must compare the report to the orders and available records to ensure the active duty entitlements are accurate. The commander or alternate reviewing officer must enter "Reviewed", their signature block, signature and date on the last page of the report. Retain the report with the RADARS TL.

(1) Process orders of 1 - 7 days within 24 hours of receipt of certified orders.

(2) Process orders of 8-29 days on the first day of active duty to ensure payment on the last day of duty. Input orders to RADARS received after the first day of duty within 24 hours of receipt. Do not input orders received on or after the last day of duty without duty certification.

[NOTE: Contact the UPC immediately to stop payment when an order is revoked, a Soldier fails to report for duty, or returns early.]

(3) Orders of 1-29 days must be input for pay in RADARS within 45 days of duty completion. If not, RADARS will prohibit all other processing until the order is either revoked or input for pay.

(4) RADARS will produce a Required Action List (RAL) for all orders of 8-29 days not certified within 30 days of the last day of active duty. The RAL blocks all other RADARS actions until the RAL is cleared. See the Reserve Pay Supplemental Guidance for more information.

(5) Submit orders of 1-29 days that are outside IAS to the UPC for processing. See appendix D, procedure D-20, for processing procedures.

b. *AT/ADT/ADOS-RC of 1-29 days for orders issued outside of RLAS, (HRC orders to include HRC MRP orders).*

(1) Orders of 1-7 days. Submit required documents to the UPC. See appendix D, procedure D-20, for processing procedures.

(2) Orders of 8-29 days. Submit required documents to the UPC on the first day of active duty to ensure payment on or near the last day of duty. Submit required documents to the UPC as soon as possible when received after the first day of duty. When orders are received on or after the last day of duty, the order must include the duty certification when submitting for payment to the UPC. See appendix D, procedure D-20, for processing procedures.

[**NOTE:** Contact the UPC immediately to stop payment when an order is revoked, a Soldier fails to report for duty, or returns early.]

(3) Submit required documents for duty of 1-29 days that is outside IAS to the UPC for processing. See appendix D, procedure D-20, for processing procedures.

c. Tours of 30 or more days.

(1) Ensure that the Soldier's final leave indicator and the leave days paid are correct on the 2405 History Report (Section 5 – LV-FI-IND). See paragraph 2-9p(3) above.

(2) Soldiers performing duty at a location listed in appendix C, table C-2 receive pay support from the installation finance office. Do not submit orders for these Soldiers to the UPC. Instruct the Soldier to report to the installation finance office upon arrival at the duty station to initiate his/her pay.

[**NOTE:** Contact the UPC immediately to stop payment when an order is revoked, a Soldier fails to report for duty, or returns early.]

(3) Soldiers performing duty at a location not listed in appendix C, table C-2 receive pay support from the UPC. Submit orders to the UPC.

[**NOTE:** Contact the UPC immediately to stop payment when an order is revoked, a Soldier fails to report for duty, or returns early.]

(4) Provide the Soldier with adequate copies of orders, USAR Form 25 (if the duty performance statement is not on the orders), and other documents to support entitlements not currently authorized on the MMPA. Instruct the Soldier to provide these documents to the installation finance office.

d. Task force operations. The Task Force Planning Cell submits pay and duty certifications to the UPC or local finance office for Soldiers on orders of 30 days or more. Process RLAS task force orders of 1-29 days in RADARS.

Section III

Unit Annual Training (AT)

3-11. Payroll preparation

Publish unit AT orders in accordance with GFC Command guidance. When unit AT is performed on group travel orders, use the RLAS RADARS Unit AT module to process the payments. When individual orders are used for unit AT, process the payments in the RLAS RADARS 1-29 days module. See the Reserve Pay Supplemental Guidance for processing procedures.

Section IV

Active Duty Pay Adjustments

3-12. Collection of overpayments

a. Use RADARS to collect duty periods paid but not performed that were paid by RADARS and are inside IAS.

b. RADARS will create a collection action automatically when duty is certified for a lesser number of days than was paid on an 8-29 day order processed through RADARS.

c. Use USAR Form 24 to initiate collection of days not performed or erroneous entitlements.

(1) active duty period is outside IAS.

(2) active duty was performed on a non-RLAS (HRC) order.

(3) active duty was paid outside of RADARS by the UPC or a finance office.

(4) erroneous entitlements were paid, such as Soldier received parachute pay but was not qualified for the pay.

d. Complete block 13 and explain the reason for the collection in block 16 of the USAR Form 24. See appendix D, procedure D-28, for processing procedures.

3-13. Underpayments

Submit a USAR Form 24 to the UPC when a Soldier is underpaid AD entitlements. Include a copy of the orders and other substantiating documents as necessary. Complete block 13 and provide an explanation of the underpayment in block 16 of the USAR Form 24. See appendix D, procedure D-28, for processing procedures.

Section V

Initial Active Duty for Training (IADT)

3-14. Payment of IADT

- a. The finance office at the training site is responsible for pay support of Soldiers attending BCT and Advanced Individual Training (AIT). Units do not have to initiate pay for Soldiers performing IADT.
- b. Units should ensure that Soldiers are accessed to DJMS-RC and enrolled in direct deposit prior to reporting to IADT (see para 2-12).
- c. Units should not submit address or pay option changes (EFT/Check to Address) to the UPC while the Soldier is at IADT, Soldiers should submit these types of changes through their training unit to the finance office at the training site. Units may send all other pay actions to the UPC while the Soldier is at IADT.
- d. If the Soldier returns from BCT or AIT prior to training completion, verify that the Soldier was not paid beyond released from active duty (REFRAD).

Section VI Allowances

3-15. Mileage allowance

a. *Duty inside commuting distance, outside corporate limits.*

(1) Use RADARS to process mileage payments when the RLAS order states “duty is inside commuting distance (outside corporate limits).” Mileage is not payable when the orders state duty is inside corporate limits. See Reserve Pay Supplemental Guidance for procedures on processing mileage in RADARS.

(2) Use a USAR Form 24 to process mileage for orders published outside of RLAS, or duty performed outside IAS. See appendix D, procedure D-33, for instructions on preparing the USAR Form 24 for mileage payments.

b. *Duty outside commuting distance.* When an active duty order states “duty is outside of commuting distance,” process travel entitlements through the Defense Travel System (DTS) or prepare a DD Form 1351-2, Travel Voucher or Subvoucher and submit it to Travel Operations-Indianapolis depending on your GFC command’s guidance. Refer to Appendix F for manual travel payment procedures.

c. *Unit AT.*

(1) Transportation allowances are authorized for Soldiers to travel to the rendezvous point or the unit.

(2) Use RADARS to process mileage for Soldiers on Annex A, B, C, or D of the unit AT order when the annex states “duty is inside commuting distance (outside corporate limits).” Mileage is not payable when the orders state duty is inside corporate limits. See the Reserve Pay Supplemental Guidance for procedures on processing mileage for unit AT in RADARS.

(3) Prepare a DD 1351-2 or DTS authorization for Soldiers residing inside commuting distance (outside corporate limits) and traveling by non-POC transportation (taxi, bus, tolls, parking, rental car, etc.)

(4) Use DTS to process mileage for Soldiers on Annex A, B, C, or D of the Unit AT order when the annex states duty is outside commuting distance and Soldier is traveling to the rendezvous point.

(5) Use DTS to process travel to the AT site for Soldiers on Annex E.

d. *Reimbursement for Travel.* See Appendix F for travel reimbursement guidance.

3-16. Basic Allowance for Subsistence (BAS)

a. *Officer BAS.* The DJMS-RC pays BAS automatically to officers on any type of active duty. See para 3-16c for BAS collection procedures when meals are provided without cost.

b. *Enlisted BAS.* The DJMS-RC pays BAS automatically to enlisted Soldiers on any type of active duty except Initial Entry Training. See para 3-16c for BAS collection procedures when meals are provided without cost.

c. *Missed Meals.* Soldiers may be entitled to BAS for meals missed or unavailable due to impracticability, duty requirements, or temporary dining facility closures. See appendix D, procedure D-22, for instructions on paying BAS for missed meals.

d. *BAS meal collections.* The discount meal rate (DMR) is collected from all Soldiers on AT orders or on individual orders that are inside commuting distance when the order indicates that government meals are available at no cost. Collection is at 25% of the DMR for the first and last days of duty and 100% of the DMR for all other days. Collect all payment of meals, regardless of actual meal consumption. For AT and 1-29 day RLAS orders for duty inside commuting distance, the collection is processed in RADARS. See paragraph 3-16e below when meals are provided without charge to Soldiers performing ADT or ADOS-RC outside commuting distance. See the Reserve Pay Supplemental Guidance for information on selecting request for order (RFO) additional instructions for meals. For active duty orders of 1-29 days on a non-RLAS order, submit a DA Form 4187 to the UPC indicating the dates and number of meals to collect itemized by breakfast (B), lunch (L), and dinner (D). See appendix D, procedure D-22, for instructions on collecting BAS for active duty orders paid outside of RADARS or duty outside of IAS.

e. *Prohibition against collecting BAS and Per Diem for the same period.* Soldiers performing ADT or ADOS-RC outside commuting distance normally must pay for meals consumed in a dining facility. When meals are provided without charge, Soldiers should receive full BAS and have their per diem reduced for the available meals. See chapter 8 of the Reserve Pay Supplemental Guidance for guidance on appropriate meal instructions for Soldiers provided meals without charge while performing ADT or ADOS-RC outside commuting distance.

3-17. Overseas Housing Allowance (OHA)

OHA assists Soldiers assigned outside the United States with offsetting high housing costs. See chapter 10 of the Joint Travel Regulation (JTR) for more information on OHA.

a. Soldiers called (or ordered) to active duty from a residence outside the continental US (OCONUS) are entitled to OHA when they meet one of the following conditions:

(1) ADT of 31 - 139 days; OHA is payable at rate for Soldier's residence.

(2) ADT of 140 days or more in an OCONUS location and movement of household goods is authorized; OHA is payable at rate for the duty location.

(3) ADT of 140 days or more in an OCONUS location and movement of household goods is not authorized because-

(a) the duty is not performed for more than 139 days at one location or

(b) the Soldier commutes to the duty location daily from his/her primary residence or

(c) there is a Secretarial waiver (Soldiers with dependents only) approving payment of OHA based on the Soldier's primary residence or

(d) the duty is less than 12 months; OHA is payable at the rate for Soldier's residence. Soldiers without dependents may request a Secretarial waiver to receive OHA based on the duty location if government quarters are not available.

(4) ADOS-RC of 31 - 180 days in an OCONUS location; OHA is payable at rate for Soldier's residence.

(5) ADOS-RC of more than 180 days in an OCONUS location and movement of household goods is authorized; OHA is payable at rate for the duty location.

(6) ADOS-RC of more than 180 days in an OCONUS location and movement of household goods is not authorized because-

(a) the duty is not performed for 181 or more days at one location or

(b) the Soldier commutes to the duty location daily from his/her primary residence or

(c) there is a Secretarial waiver authorizing temporary duty (TDY) beyond 180 days or

(d) the duty is less than 12 months; OHA is payable at rate for Soldier's residence. Soldiers without dependents may request a Secretarial waiver to receive OHA based on the duty location if government quarters are not available.

(7) Contingency operations (any duration); OHA is payable at rate for Soldier's residence unless in a PCS status

(8) Soldiers attending initial entry training receive BAH based on the training site location rather than OHA.

b. A Soldier ordered to OCONUS from a CONUS location is entitled to OHA or BAH as follows:

(1) ADT of 140 or ADOS-RC of 181 or more days and movement of household goods is authorized; OHA is payable at rate for the duty location.

(2) ADT of 140 or ADOS-RC of 181 days or more and movement of household goods is not authorized because-

(a) the duty is not performed for more than 139 days at one location or

(b) there is a Secretarial waiver (Soldiers with dependents only) approving payment of BAH based on the Soldier's primary residence or

(c) there is a Secretarial waiver authorizing TDY beyond 180 days or

(d) the duty is less than 12 months; BAH is payable at the rate for the Soldier's residence. Soldiers without dependents may request a Secretarial waiver to receive OHA based on the duty location in lieu of BAH if government quarters are not available.

c. See appendix D, procedure D-30, for instructions on processing OHA claims. Submit the claim to the office responsible for paying the active duty order (UPC or finance office).

3-18. OCONUS Cost-Of-Living Allowance (COLA)

OCONUS COLA assists Soldiers assigned outside the US with higher cost of living. See Chapters 7 and 9 of the JTR for more information on OCONUS COLA.

a. Soldiers called (or ordered) to AT/ADT/ADOS-RC from a residence OCONUS are entitled to OCONUS COLA when they meet one of the following conditions:

(1) Active duty for 30 days or less and per diem is not payable; COLA based on Soldier's residence.

(2) ADT of 31 - 139 days; COLA is payable at rate for Soldier's residence

(3) ADT of 140 days or more in an OCONUS location; COLA payable at the duty location rate.

(4) ADOS-RC of 31 - 180 days; COLA is payable at rate for Soldier's residence.

(5) ADOS-RC of 181 days or more in an OCONUS location; COLA payable at the duty location rate.

(6) ADOS-RC of 181 days or more in an OCONUS location and movement of household goods is not authorized because -

(a) the duty is not performed for 181 or more days at one location or

(b) the Soldier commutes to the duty location daily from his/her primary residence or

(c) there is a Secretarial waiver authorizing TDY beyond 180 days or

(d) the period of the order is less than 12 months; COLA is payable at rate for Soldier's residence.

(7) Contingency operations (any duration); COLA is payable at rate for Soldier's residence, unless in a PCS status.

b. Soldiers ordered to active duty from a CONUS location to an OCONUS location are entitled to OCONUS COLA when they meet one of the following conditions:

- (1) ADT of 140 days or more; COLA payable at the rate for the duty location.
- (2) ADOS-RC of 181 days or more; COLA payable at the rate for the duty location.
- c. See appendix D, procedure D-23, for instructions on processing COLA claims. Submit the claim to the office responsible for paying the active duty order (UPC or finance office).

3-19. CONUS COLA

CONUS COLA assists Soldier assigned to high cost areas within CONUS or when dependents are authorized to reside in high cost areas in CONUS. See chapter 8 of the JTR for more information on CONUS COLA.

a. *Soldiers* called (or ordered) to active duty are entitled to CONUS COLA when they meet one of the following conditions:

- (1) Performing active duty for 140 days or more at a CONUS COLA duty location; CONUS COLA is payable at the duty location rate.
 - (2.) Performing active duty for 140 days or more in a non-PCS status; CONUS COLA is payable at rate for Soldier's primary residence if a rate is established for that area.
 - (3.) Contingency operations (any duration); CONUS COLA is payable at rate for Soldier's primary residence if a rate is established for that area. If duty is PCS, the rate terminates the day prior to reporting to the duty location. CONUS COLA for the duty location, if authorized, starts upon arrival at the duty location.
 - (4) Performing active duty of less than 140 days in a CONUS COLA location when the duty is extended and the period of the extension (from the date of the amendment) is 140 or more days; CONUS COLA is payable at the duty location rate.
 - (5) Ordered to active duty for 140 days or more from a CONUS COLA location: CONUS COLA is payable at the residence rate. The rate terminates upon reporting PCS to a duty location authorized CONUS COLA.
 - (6) Ordered to active duty for 140 or more days at a CONUS COLA location and movement of household goods is not authorized because –
 - (a) the duty is not performed for 140 days at one location or
 - (b) the Soldier commutes to the duty location daily from his/her primary residence or
 - (c) there is a Secretarial waiver authorizing TDY beyond 180 days, CONUS COLA is payable at the residence rate if a rates is established for that area.
- b. See appendix D, procedure D-23, for instructions on processing CONUS COLA claims. Submit the claim to the office responsible for paying the active duty order (UPC or finance office).

3-20. Family Separation Allowance (FSA)

FSA assists Soldiers with added expense resulting from a forced separation from their dependents. FSA is payable to Soldiers who perform duty inside or outside the US that meet the conditions of entitlement. Soldiers whose only dependent is a child and have a shared physical custody agreement must have physical custody on an equal basis (at least 14 days a month) with the other parent to qualify for FSA. There are two subcategories of FSA Type-II applicable to Soldiers:

- a. **Family Separation Allowance--Restricted (FSA-R).** Applies to restricted permanent change of station (PCS) moves (normally 20 weeks or more) where transportation of dependents is not authorized at Government expense and dependents do not live in the vicinity of the permanent duty station (PDS).
- b. **Family Separation Allowance—Temporary (FSA-T).** Applies to Soldiers who are TDY from their PDS continuously for more than 30 days and their dependents are not residing at or near the TDY station
- c. See appendix D, procedure D-24, for instructions on processing FSA. Submit the claim to the office responsible for paying the active duty order (UPC or finance office). See the DODFMR, Volume 7A, chapters 27 and 57 for more information on FSA.

Section VII

Basic Allowance for Housing (BAH)

3-21. Basic Allowance for Housing (BAH)

A Soldier's entitlement to BAH is determined by the Soldier's grade, dependents, location, and substantiated by DA Form 5960. Use the RLAS RM module of RLAS to create the DA Form 5960. Creating the DA Form 5960 in RLAS also updates the BAH information on the Soldier's MMPA. It is essential the Soldier's dependent information is current and matches in the RLAS DA Form 5960 and Personnel modules. When processing active duty payments, the UPC will not pay BAH to Soldiers whose DA Form 5960 does not agree with the BAH information on their Master Military Pay Account (MMPA). The UPC will notify the unit to process a new DA Form 5960 in RLAS. The UPC will start BAH for the active duty period automatically once the unit creates the DA Form 5960 in RLAS. See chapter 9 of the Reserve Pay Supplemental Guidance for DA Form 5960 processing procedures.

a. **BAH categories.**

- (1) BAH with or without dependents. A variable rate determined by the Soldier's pay grade and dependency status. BAH is paid at the rate for the Soldier's residence or duty location when the active duty is considered a PCS.
- (2) BAH Reserve Component (BAH RC) with or without dependents. A standard rate determined by the Soldier's pay grade and dependency status.

(3) BAH Partial. A standard rate paid to Soldiers without dependents residing in single type government quarters in a PCS status or in the accession pipeline.

(4) BAH-Differential (BAH-DIFF). A standard rate paid to Soldiers who's only dependent is a child for which they are paying child support. BAH-DIFF is payable only when the Soldier is residing in single type government quarters in a PCS status or in the accession pipeline.

b. Type of BAH payable.

(1) AT/ADT/ADOS-RC of 1-30 days; BAH RC.

(2) ADT of 31 - 139 days; BAH at rate for Soldier's residence.

(3) ADT of 140 days or more at one location. BAH at rate for duty location. BAH Partial or BAH-DIFF may be payable if Soldier does not have dependents and is assigned single type government quarters.

(4) ADT of 140 days and movement of household goods is not authorized because:

(a) the duty is not performed for 140 or more days at one location or

(b) the Soldier commutes to the duty location daily from his/her primary residence or

(c) there is a Secretarial waiver authorizing BAH based on the dependent's location (applicable only to Soldiers with dependents while attending a Professional Military Education school). BAH is based on the Soldier's primary residence. There is specific guidance on when shipment of household goods is not authorized in chapters 2, 7, and 10 of the JTR. Commands cannot prohibit shipment of household goods simply to pay BAH at the rate for the Soldier's residence.

(5) ADOS-RC of 31 - 180 days; BAH at rate for Soldier's residence.

(6) ADOS-RC of 181 days or more and movement of household goods is authorized, (PCS); BAH at rate for duty location. BAH Partial or BAH-DIFF may be payable if Soldier is assigned single type government quarters.

(7) ADOS-RC of 181 or more days when not authorized movement of household goods because –

(a) the duty is not performed for 181 or more days at one location or

(b) the Soldier commutes to the duty location daily from his/her primary residence or

(c) there is a Secretarial waiver authorizing TDY beyond 180 days. BAH is based on the Soldier's primary residence.

There is specific guidance on when shipment of household goods is not authorized in chapters 2, 7, and 10 of the JTR.

Commands cannot prohibit shipment of household goods simply to pay BAH at the rate for the Soldier's residence.

(8) Contingency operations (any length); BAH is payable at rate for Soldier's primary residence, unless the Soldier is in a PCS status, then BAH is payable at the duty location rate.

c. Dependency determination. The unit commander or appointed officer determines entitlement to BAH with dependents through a review of dependency documents such as marriage and birth certificates, court orders, divorce decrees, or child support orders. Dependency must be certified and approved before authorizing entitlement to BAH. Certification and approval is recorded on a DA Form 5960 or DD Form 137-3, -4, -5, -6 or -7 (as appropriate) and DFAS approval memorandum for secondary dependents. The appropriate form is determined by the relationship of the dependent to the Soldier. See table 3-1 for dependent types, supporting documentation, approval authority, and appropriate forms.

d. Establishing BAH on the MMPA.

(1) For dependents certified by DA Form 5960, review the BAH-RC-STAT field in Section 2 of the 2405 History Report. Create a DA Form 5960 in RLAS if the BAH status is incorrect. Place a copy of the certified DA Form 5960 and dependent documents in the Soldier's Army Military Human Resource Record (AMHRR) by uploading in iPERMS.

(2) For dependents certified by DFAS, direct Soldiers to the DFAS Secondary Dependency claims web site at www.dfas.mil. Soldiers can submit initial and recertification claims for secondary dependents through this web site. DFAS will determine whether the Soldier is eligible for BAH on behalf of the dependent and return an approval memo to the Soldier. Create a DA Form 5960 in RLAS once you have the approval memo. Place a copy of certified DA 5960, DFAS approval memo, and dependent documents in the Soldier's AMHRR.

e. Change in BAH status. If a Soldier has a change in dependency status (e.g., marries, divorces, child born, child reaches legal age, etc.), process a DA Form 5960 in RLAS. Upload the DA Form 5960 and proof of dependents to iPERMS. For dependents certified by DFAS, direct Soldiers to the DFAS Secondary Dependency claims web site at www.dfas.mil. DFAS will determine whether the Soldier is eligible for BAH on behalf of the dependent and return an approval memo to the Soldier. Create a DA Form 5960 in RLAS once you have the approval memo. Place a copy of the certified DFA 5960, DFAS approval memo, and dependent documents in the Soldier's.

f. Recertification of dependency. Soldiers must certify their dependency status annually (within 364 days of the last recertification). Recertification is accomplished in RLAS by selecting "Recertify 5960" on the Soldier's RM RADARS 5960 Summary page. Soldiers with secondary dependents approved by DFAS must provide a new approval memo before you can recertify their DA 5960. RLAS will not allow you to process pay in any of the RADARS modules if the DA Form 5960 certification date in RLAS is 365 days old or greater.

g. BAH RC with dependents. Once the DA Form 5960 is created in RLAS, Soldiers automatically receive BAH RC with dependents for AT/ADT/ADOS-RC of 1-30 days unless the DA Form 5960 certification date is older than 365 days or older or the dependent information does not match between RLAS Personnel and the DA Form 5960 module. Soldiers that have dependents residing in family-type Government quarters are not authorized any BAH.

h. BAH RC without dependents. Soldiers without dependents are entitled to BAH RC at the without dependent rate for AT/ADT/ADOS-RC of 1-30 days. Availability of Government quarters does not affect BAH RC entitlement for Soldiers

without dependents. Soldiers are not required to prove housing costs. Soldiers without dependents must have a DA Form 5960 in RLAS to receive BAH-RC.

i. BAH partial. BAH partial is payable to Soldiers without dependents performing IADT/accesion pipeline training who are not maintaining a residence or when in a PCS status (see para 3-21b) and assigned single-type Government quarters or housing under the jurisdiction of a uniformed service.

j. Soldiers paying child support. BAH-RC with dependents is payable to a Soldier whose only dependent is a child and the Soldier pays support for the child to the custodial parent/guardian. Soldiers must provide the birth certificate or proof that they are paying child support. If no birth certificate is available, other acceptable documentation include a certified DNA test, a court order specifying child support payments or a notarized statement from the custodian acknowledging that the custodian will accept support payments from the Soldier. The statement must include the support amount. Additionally a cancelled check, money order, EFT or other financial document demonstrating payment of support is required. The amount of the child support must be equal to or greater than the BAH-DIFF rate to qualify the Soldier for BAH-RC with dependents. Create a DA 5960 in RLAS and upload it and proof of dependents to iPERMS.

(1) BAH-DIFF is payable to a Soldier who's only dependent is a child and the Soldier pays support for the child to the custodial parent/guardian when the Soldier:

(a) is in a PCS status (see para 3-21b) and assigned single-type Government quarters or housing under the jurisdiction of a uniformed service. BAH with dependents is payable when the Soldier is not assigned Government quarters.

(b) is performing IADT/accesion pipeline training and not maintaining a residence.

(c) has a child not claimed as a dependent for BAH purposes by a military parent or residing in adequate Government family quarters.

(d) The amount of the child support must be equal to or greater than the BAH-DIFF rate to authorize payment of BAH-DIFF to the Soldier.

k. Soldier married to Soldier without dependents. Create a DA Form 5960 in RLAS. The MMPA BAH-RC-STAT field should reflect "0" (zero) and the DT/DOB field should show "I" for Soldier married to Soldier.

(1) When both Soldiers are on duty at the same time, each receives BAH at the without dependent rate. The type of BAH is determined by duty type and length (see para 3-21b).

(2) When both Soldiers are not on duty at the same time, the Soldier on duty receives BAH at the "with dependent" rate. The type of BAH is determined by duty type and length (see para 3-21b).

(3) If one of the married Soldiers leaves military service, create a new DA Form 5690 to update the remaining Soldier's BAH status to reflect BAH-RC-STAT "1" (one) and DT/DOB "A" for Soldier with civilian spouse.

l. Soldier married to Soldier with dependents.

(1) When Soldiers have children of their marriage, they must elect which one will receive BAH with dependents when both Soldiers are on active duty at the same time. Process a DA Form 5960 in RLAS for the Soldier who will receive BAH without dependents prior to paying the order in RADARS. The MMPA BAH-RC-STAT field should reflect "1" (one) and the DT/DOB field should show "W" for each Soldier when they are not on active duty at the same time. The MMPA BAH-RC STAT field should reflect "0" (zero) and the DT/DOB field should show "I" for the Soldier receiving BAH without dependents when the Soldiers are on duty at the same time.

(2) The procedures above apply when both Soldiers are a custodial parent of a child not of their marriage. Each Soldier is entitled to BAH with dependents when both are on active duty at the same time but in different locations. Only one Soldier may receive BAH with dependents when both Soldiers are on active duty at the same time in the same location.

(3) If one of the married Soldiers leaves military service, prepare a new DA Form 5690 in RLAS for BAH with dependents.

m. Determining location rate for BAH.

(1) Soldiers on ADT/ADOS-RC of 31 or more days who meet the criteria in table 3-1 are entitled to BAH based on their residence if not assigned adequate Government family quarters.

(2) Soldiers ordered to duty in support of a contingency operation are entitled to BAH based on their residence when not authorized transportation of household goods (HHG) for PCS.

(3) Soldiers on ADT of 140 or more days are entitled to BAH based on their duty location if not assigned adequate Government family quarters.

(4) Soldiers on ADT of 140 or more days but not authorized movement of household goods because the duty is not performed for 140 or more days at one location or there is a Secretarial waiver (Soldiers with dependents and attending Professional Military Education only) for the school, BAH is based on the Soldier's primary residence. There is specific guidance on when shipment of household goods is not authorized in chapters 2, 7, and 10 of the JTR. Commands cannot prohibit shipment of household goods simply to pay BAH at the rate for the Soldier's residence.

(5) Soldiers on ADOS-RC of 181 or more days are entitled to BAH based on their duty location if not assigned adequate Government family quarters.

(6) Soldiers on ADOS-RC of 181 or more days are authorized BAH based on the Soldier's primary residence when not authorized movement of household goods because –

(a) the duty is not performed for 181 or more days at one location or

(b) the Soldier commutes to the duty location daily from his/her primary residence or

(c) there is a Secretarial waiver authorizing TDY beyond 180 days; there is specific guidance on when shipment of

household goods is not authorized in chapters 2, 7, and 10 of the JTR. Commands cannot prohibit shipment of household goods simply to pay BAH at the rate for the Soldier's residence.

n. Non-support of dependent. Soldiers receiving BAH with dependents forfeit their BAH entitlement if they fail to provide support to their dependents. Recoup BAH payments for periods of nonsupport or inadequate support. See the JTR, chapter 10 for further information.

Section VIII

Hazardous Duty Incentive and Special Pay Entitlements

3-22. Hazardous Duty Incentive Pay (HDIP)

a. Flight pay (Officer or Enlisted crew and non-crew member).

(1) Reference DODFMR, Volume 7A, chapters 22, 57, and 58.

(2) Payable to officers and enlisted Soldiers performing IDT or AD who are assigned by hazardous duty incentive pay orders (Format 332) to flying duty and have met the minimum flight requirements and all other conditions of entitlements per the DODFMR reference. Payment of flight pay at the crew member rate is based on pay grade. The non-crewmember rate is a flat dollar amount. The monthly rate is prorated for IDT and active duty periods of less than 30 days.

(3) Substantiating documentation: Format 332 hazardous duty incentive pay order published by the RD. Orders issued by a military installation authorizing flight pay for a period of training are invalid for pay purposes.

(a) Submit a copy of the order to the UPC to establish the incentive pay code (code A or B) on the MMPA

(b). All HDIP orders require certification of continued eligibility for the incentive pay annually. See paragraph 3-22f for certification requirements. DJMS-RC will not pay HDIP for duty performed after the end date in the IP-TYPE/DATES field of Section 2 of the MMPA. See appendix G for an explanation of the IP-TYPE/DATES field. See appendix D, procedure D-27, for further information on starting and stopping flight pay.

(c). Submit orders terminating flight pay to the UPC to remove the incentive code from the MMPA.

(d) Active duty orders must contain an additional instruction authorizing flight pay.

(4) Payment procedures.

(a) IDT. Verify that the Soldier has met the minimum flight requirements. If the incentive pay code (A or B) is established on the MMPA and the incentive pay (IP) DATES field is not expired, the Soldier can receive flight pay; process the payment in ADARS. If the incentive code is not on the MMPA, submit a USAR Form 22 with blocks 6 and 20 completed and include a copy of the incentive pay order. Make subsequent payments through ADARS. Soldiers performing Medical/Dental Readiness Periods (MDRPs), Funeral Honors Duty (FHD) and Electronic Based Distance Learning Additional Drill Assemblies (EBDL) are not authorized flight pay. Do not select the flight pay code in ADARS when inputting attendance for MDRP, FHD or EBDL periods.

(b) Active duty. Verify that the Soldier has met all requirements to receive this incentive pay. If the incentive pay code is established on the MMPA and the active duty has an additional instruction authorizing flight pay, process the payment in RADARS. For orders not issued by RLAS, or if the incentive code is not on the MMPA, submit a USAR Form 24 with blocks 11 and 16 completed, a copy of the active duty order, and a copy of the incentive pay order to the UPC. Make subsequent payments through RADARS.

(5) If Soldier loses flight pay eligibility, submit order terminating HDIP to the UPC.

b. Flight pay – Aviation Career Incentive Pay (ACIP).

(1) Reference DODFMR, Volume 7A, chapters 22, 57 and 58, and AR 600-105, Aviation Service of Rated Army Officers.

(2) ACIP is payable to officers who hold an aeronautical rating order, are assigned to a rated position in the Army Reserve, and are performing operational flying duty (unless gated). Payment for ACIP is based on years of aviation service as an officer. The ACIP monthly rate is prorated for IDT periods and active duty period of less than 30 days.

(3) Continuous ACIP is earned by completing a minimum number of operational flying years before reaching a specific gate year of aviation service while assigned to a rated position. Continuous ACIP is payable to officers who hold an aeronautical rating order and meet one of the various gates outlined in the DODFMR. If an officer meets a gate, they are issued a gate memorandum by HRC. This gate memorandum provides the date the officer met the specific gate, the duration the officer will qualify under this gate (termination date), their verified aviation service date (ASD), and their verified total federal officer service. Officers in the Army Reserve must hold one of these gate memos to qualify for continuous ACIP, in addition to meeting other medical requirements. Continuous ACIP qualified officers do not have to meet flight requirements or be assigned to an aeronautical unit. They must be assigned to a position that requires an Officer Evaluation Report. Flight surgeons and other medical officers are not entitled to continuous ACIP.

(4) Conditional ACIP is payable to those officers who are not entitled to continuous ACIP (do not hold a gate or failed their gate audit or no longer assigned to a rated position). Conditional ACIP is payable to officers who hold an aeronautical rating order, meet medical requirements, and are performing 2 hours of operational flying duty. Officers with more than 25 years of aviation service are only authorized Conditional ACIP. Officers entitled to conditional ACIP are required to meet minimum monthly flight requirements as outlined in the DODFMR. Conditional ACIP is payable to flight surgeons and other medical officers.

(5) Substantiating documentation for:

(a) Continuous ACIP: An aviation rating order (format 331) authorizing entitlement to ACIP. Submit the ACIP order to the UPC. The UPC establishes the automated incentive pay code for ACIP (code A) on the MMPA, along with start and stop dates, total federal officer service date (OSD), and ASD in the IP-TYPE/DATES and OSD-ASD fields in Section 2 of the MMPA. The ASD portion of the OSD-ASD field is the date used for calculating years of aviation service.

(b) Conditional ACIP. An aviation rating order (format 331) authorizing entitlement to ACIP based on failing a gate, not being assigned to a rated position, or exceeding 25 years of continuous ACIP. Conditional ACIP is not established on the MMPA since entitlement depends on performing flight duty.

(6) IDT payment procedures.

(a) Continuous ACIP. Verify that the officer has met all requirements for ACIP. If the incentive pay code is established on the MMPA and the officer is entitled to ACIP, process the payment in ADARS. If the incentive code is not on the MMPA, submit a USAR Form 22 with blocks 6 and 20 completed and include a copy of the incentive pay order. Make subsequent payments through ADARS. Soldiers performing MDRP, FHD or EBDL are not authorized ACIP. Do not select the ACIP code in ADARS when inputting attendance for MDRP, FHD or EBDL periods.

(b) Conditional ACIP. Verify that the officer has met all requirements for ACIP. Submit a USAR Form 22 with blocks 6 and 20 completed and include a copy of the incentive pay order.

(7) Active duty payment procedures.

(a) Continuous ACIP. Verify that the Soldier has met all requirements to receive ACIP. If the incentive pay code is established on the MMPA and the active duty has an additional instruction authorizing flight pay, process the payment in RADARS. For orders not issued by RLAS, or if the incentive code is not on the MMPA, submit a USAR Form 24 with blocks 11 and 16 completed, a copy of the active duty order, and a copy of the incentive pay order to the UPC. Make subsequent payments through RADARS.

(b) Conditional ACIP. Verify that the Soldier has met all requirements to receive ACIP. Submit a USAR Form 24 with blocks 11 and 16 completed, a copy of the active duty order with additional instruction authorizing flight pay, and a copy of the incentive pay order to the UPC.

(8) If the officer loses ACIP eligibility (e.g., or does not have a current flight physical), submit USAR Form 22 with an effective date in block 11 to terminate ACIP and forward a request to HRC to terminate the ACIP order.

c. Parachute duty pay.

(1) Reference DODFMR, Volume 7A, chapters 24, 57, and 58.

(2) IDT and Active duty. Payable to Soldiers who are assigned by hazardous duty orders as designated parachutist or parachute riggers, or are undergoing training for either duty, and have met jump requirements and all other conditions as outlined in the DODFMR referenced above. Only one type of parachute duty payment (regular or High Altitude Low Opening (HALO)) is authorized for a qualifying period. When a member qualifies for both types of parachute duty, the higher rate of pay is authorized. The monthly rate is prorated for IDT periods and active duty periods of less than 30 days.

(3) Substantiating documentation: Format 332 hazardous duty incentive pay order published by the RD; orders issued by a military installation authorizing parachute pay for a period of training are invalid for pay purposes.

(a) Submit a copy of the order to the UPC to establish the incentive pay code (code C) on the MMPA. See appendix G for an explanation of the IP-TYPE/DATES field found in Section 2 of the MMPA. See appendix D, procedure D-27, for further information on starting and stopping parachute duty pay.

(b). All HDIP orders require certification of continued eligibility for the incentive pay annually. See paragraph 3-22f for certification requirements. DJMS-RC will not pay HDIP for duty performed after the end date in the IP-TYPE/DATES field of Section 2 of the MMPA. See appendix G for an explanation of the IP-TYPE/DATES field.

(c). Submit orders terminating parachute pay to the UPC to remove the incentive code from the MMPA.

(d) Active duty orders must contain an additional instruction authorizing parachute duty pay.

(4) Payment procedures.

(a) IDT. Verify that the Soldier has met all requirements; e.g., met the minimum jump requirements. If the incentive pay code is established on the MMPA and the IP DATES field is not expired, Soldier can I parachute pay; process the payment in ADARS. If the incentive code is not on the MMPA, submit a USAR Form 22 with blocks 6 and 20 completed and include a copy of the incentive pay order. Make subsequent payments through ADARS. Soldiers performing MDRP, FHD or EBDL are not authorized parachute duty pay. Do not select the parachute duty pay code in ADARS when inputting attendance for MDRP, FHD or EBDL periods.

(b) Active duty. Verify that the Soldier has met all requirements to receive this incentive pay. If the incentive pay code is established on the MMPA and the IP DATES field is not expired and the active duty order has an additional instruction authorizing parachute duty pay, process the payment in RADARS. For orders not issued by RLAS, or if the incentive code is not on the MMPA, submit a USAR Form 24 with blocks 11 and 16 completed, a copy of the active duty order, and a copy of the incentive pay order to the UPC. Make subsequent payments through RADARS.

(5) If the Soldier loses eligibility to parachute duty pay, submit order terminating HDIP to the UPC.

d. Demolition Pay.

(1) Reference DODFMR, Volume 7A, chapters 24, 57, and 58.

(2) IDT and active duty: Payable to Soldiers who are assigned by hazardous duty orders to perform duty involving the demolition of explosives or undergoing training for that duty and who meet all other conditions of entitlements per the DODFMR reference. The payment rate for demolition duty is the same for all ranks. The monthly rate is prorated for IDT

periods and active duty period of less than 30 days.

(3) Substantiating documentation: Format 332 hazardous duty incentive order to authorize and terminate demolition duty pay published by the RD. You must use DA Form 4187 to authorize Demolition Pay for Combat Engineers, due to RLAS limitations. Orders issued by a military installation authorizing demolition duty pay for a period of training are invalid for pay purposes.

(a) Submit a copy of the order or DA 4187 to the UPC to establish the incentive pay code on the MMPA. See appendix G for an explanation of the IP-TYPE/DATES field found in Section 2 of the MMPA. See appendix D, paragraph D-27, for further information on starting and stopping demolition pay.

(b). Demolition pay authorized on Format 332 orders requires certification of continued eligibility for the incentive pay annually. See paragraph 3-21f for certification requirements. DJMS-RC will not pay HDIP for duty performed after the end date in the IP-TYPE/DATES field of Section 2 of the MMPA. See appendix G for an explanation of the IP-TYPE/DATES field.

(c). Demolition pay authorized on a DA Form 4187 requires certification of performance of demolition duties. For mobilized Soldiers, prepare DA Form 4187 monthly certifying performance of demolition duties and forward to the UPC. (Example: Soldiers imploding C4 during mobilization or training on demolition duties).

(d). Submit orders terminating demolition pay to the UPC to remove the incentive code from the MMPA.

(e) Active duty orders must contain an additional instruction authorizing demolition pay.

(4) Payment procedures.

(a) IDT. Verify that the Soldier has met all requirements to receive this incentive pay. If the incentive pay code is established on the MMPA and the IP DATES field is not expired, Soldier can receive demolition pay; process the payment in ADARS (see Reserve Pay Supplemental Guidance). If the incentive code is not on the MMPA, submit a USAR Form 22 with blocks 6 and 20 completed and include a copy of the incentive pay order. Make subsequent payments through ADARS. Soldiers performing MDRP, FHD or EBDL are not authorized demolition pay. Do not select the demolition pay code in ADARS when inputting attendance for MDRP, FHD or EBDL periods.

(b) Active duty. Verify that the Soldier has met all requirements to receive this incentive pay. If the incentive pay code is established on the MMPA and the active duty has an additional instruction authorizing demolition pay, process the payment in RADARS. For orders not issued by RLAS, or if the incentive code is not on the MMPA, submit a USAR Form 24 with blocks 11 and 16 completed, a copy of the active duty order, and a copy of the incentive pay order or DA 4187 to the UPC.

(5) If the Soldier loses eligibility to demolition pay, submit order terminating HDIP to the UPC.

e. Designated unit stabilization pay (DUSP). The USAR discontinued payment of DUSP on 1 October 2010.

f. HDIP and Special Duty Assignment Pay (SDAP) Recertification.

(a) Soldiers must recertify entitlement to HDIP or SDAP annually in order to continue receiving the entitlement. To recertify an HDIP or SDAP order, type the statement below at the bottom of the order. The statement must be signed and dated by the commander. If you have several Soldiers due for certification, submit a memorandum signed by the commander that includes names, SSNs and the statement below attesting to the validity of HDIP/SDAP. Submit the recertified order or memorandum to the UPC and upload to iPERMS. The end date of the recertification period determines the next 12-month period of eligibility. Recertification for periods in excess of 12 months is not authorized.

I certify this individual is still in this duty position and maintained eligibility for the stated amount of HDIP/SDAP for the period:	
_____	to _____
(day after last recertification)	(current date)
Signed _____	DATED _____

(b) Terminate HDIP and SDAP orders for Soldiers who no longer meet performance requirements or transfer to another unit or position not requiring performance of HDIP or SDAP. Submit termination orders to the UPC and upload to iPERMS.

3-23. Special pay

Qualified Soldiers may be authorized special pay for periods of AT/ADT/ADOS-RC and IDT.

a. Medical pay.

(1) Reference DODFMR, Volume 7A, chapter 5.

(2) IDT. No entitlement.

(3) Active duty.

(a) Active duty less than 1 year. Authorized a flat monthly rate regardless of rank or years of medical service. The monthly rate is prorated on a daily basis for any type of active duty.

(b) Active duty for contingency operations or active duty for 1 year or more may be entitled to variable special pay (VSP), board certified pay (BCP), additional special pay (ASP), and incentive special pay, as applicable. These payments are

managed by the Office of the Surgeon General.

(4) Substantiating documentation: An order is not issued for medical pay. Active duty orders must contain an additional instruction authorizing medical pay. Submit a USAR Form 22 to the UPC and a copy of an active duty order with medical pay authorized to establish the automated special pay code on the MMPA. The Medical, Dental, Veterinary, and Optometry (MDVO) field in Section 2 of the MMPA will display with an "E." See appendix G for an explanation of the IP-TYPE/DATES field found in Section 2 of the MMPA. See appendix D, procedure D-32, for further information on starting and stopping medical pay.

(5) Payment procedures.

(a) For active duty less than 1 year, ensure active duty order contains the additional instruction authorizing medical pay. This causes payment of medical pay automatically for active duty processed in RADARS. For orders not issued by RLAS, or if the incentive code is not on the MMPA, submit a USAR Form 24 with blocks 11 and 16 completed, a copy of the active duty order and a copy of the incentive pay order to the UPC. Make subsequent payments through RADARS.

(b) For active duty of 1 year or more, coordinate with the Army Medical Department's (AMEDD) Special Pay Branch, Office of the Surgeon General.

(6) If the officer loses eligibility to receive medical special pay, submit a USAR Form 22 to the UPC to remove the automated special pay code from the MMPA.

b. Dental pay.

(1) Reference DODFMR, Volume 7A, chapter 6.

(2) IDT. No entitlement.

(3) Active duty.

(a) Active duty less than 1 year: Authorized a flat monthly rate, regardless of rank or years of dental service. The monthly rate is prorated on a daily basis for any type of active duty.

(b) Active duty for contingency operations or active duty for 1 year or more may be entitled to VSP, BCP and ASP, as applicable. These payments are managed by the Office of the Surgeon General (OTSG).

(4) Substantiating documentation: An order is not issued for dental pay. AD orders must contain an additional instruction stating that the officer is entitled to dental special pay. Submit a USAR Form 22 to the UPC and a copy of the active duty order with dental pay authorized to establish the automated special pay code on the MMPA. The MDVO field in Section 2 of the MMPA will display with an "H." See appendix G for an explanation of the IP-TYPE/DATES field found in Section 2 of the MMPA. See appendix D, procedure D-32, for further information on starting and stopping medical pay.

(5) Payment procedures.

(a) For active duty less than 1 year, ensure active duty order contains the additional instruction authorizing dental pay; this causes payment of dental pay automatically for active duty processed in RADARS. For orders not issued by RLAS, or if the incentive code is not on the MMPA, submit a USAR Form 24 with blocks 11 and 16 completed, a copy of the active duty order, and a copy of the incentive pay order to the UPC. Make subsequent payments through RADARS.

(b) For active duty of 1 year or more, coordinate with the AMEDD Special Pay Branch, Office of the Surgeon General.

(6) If the officer loses eligibility to receive dental special pay, submit a USAR Form 22 to the UPC to remove the automated special pay code from the MMPA.

c. Veterinary and Optometry Pay.

(1) Reference DODFMR, Volume 7A, chapter 7.

(2) IDT: No entitlement.

(3) Active duty.

(a) Active duty less than 30 days. No entitlement.

(b) Active duty for contingency operations or active duty for 30 days or more may be entitled to a flat monthly rate regardless of rank or years of veterinary or optometry service. The monthly rate is prorated on a daily basis for partial months. Veterinary officers may also be entitled to Diplomat Board Certified Pay.

(4) Substantiating documentation: A veterinarian and optometrist pay order is not issued. AD orders must contain an additional instruction stating that the officer is entitled to veterinary or optometry special pay.

(5) Payment procedures.

(a) IDT. No entitlement.

(b) Active duty over 30 days. Ensure active duty order contains the designated additional instruction authorizing veterinary or optometry pay. Payment is input by the servicing finance office if duty is performed at one of the locations listed in appendix C, table C-2, otherwise submit USAR Form 24 with blocks 11 and 16 completed and a copy of the active duty order to the UPC for processing.

d. Special Duty Assignment Pay (SDAP).

(1) Reference DODFMR, Volume 7A, chapters 8 and 57; and AR 614-200, Enlisted Assignments and Utilization.

(2) Soldiers who qualify for SDAP are entitled to payment for IDT and active duty periods. The monthly rate is based on the Soldier's SDAP level and is prorated on a daily basis for partial months.

(3) Substantiating documentation: The RD issues a Format 330 order authorizing SDAP. Orders issued with a termination date beyond 1 year must be recertified annually. Orders issued by a military installation authorizing SDAP for a

period of training are invalid for pay purposes. Orders for Warrior Transition Unit (WTU) cadre may be issued by an installation. Submit a copy of the order to the UPC.

(a) All SDAP orders require certification of continued eligibility for the incentive pay annually. See paragraph 3-22f for certification requirements.

(b) Orders terminating SDAP must be submitted separately to the UPC upon receipt.

(c) Soldiers mobilized or on TDY in excess of 90 days and not performing their special duty lose SDAP entitlement on the 91st day. Submit USARC Form 22 with block 11 completed to the UPC to stop SDAP payments.

(4) Payment procedures.

(a) IDT. Process SDAP for IDT periods in ADARS (see Reserve Pay Supplemental Guidance). Ensure that the SDAP order was submitted to the UPC. Ensure also that the order was published within 12 months of the duty performance or contains a current recertification before processing payment. The UPC will delete SDAP transactions that are not supported by a valid order. Soldiers performing Medical/Dental Readiness Periods (MDRPs), Funeral Honors Duty (FHD) and Electronic Based Distance Learning Additional Drill Assemblies (EBDL) are not authorized SDAP. Do not select one of the SDAP codes in ADARS when inputting attendance for MDRP, FHD or EBDL periods.

(b) Active duty. Process SDAP for RLAS orders of 1-29 days in RADARS. For orders produced outside of RLAS, submit USAR Form 24 with blocks 11 and 16 completed, and a copy of the active duty order to the UPC. The active duty order must contain an additional instruction authorizing SDAP. Ensure that the SDAP order was submitted to the UPC. Ensure also that the order was published within 12 months of the duty performance or contains a current recertification before processing payment. The UPC will delete SDAP transactions that are not supported by a valid order.

e. Hostile fire pay (HFP) and Imminent danger pay (IDP).

(1) Reference DODFMR, Volume 7A, chapters 10 and 57. HFP and IDP are payable for active and inactive duty. Soldiers may not receive HFP and IDP for the same day.

(2) IDP is payable to a Soldier for any month while on official duty in a designated IDP area. IDP is prorated for the number of days performed in the IDP area. HFP is paid to Soldiers subjected to hostile acts such as enemy fire or explosions. Entitlement to HFP must be certified by the appropriate commander. HFP is a flat monthly rate and is not prorated for the month when qualifying duty was performed.

(3) Substantiating documentation: For IDP, the active duty order, or the TDY order with a duty site that is a designated IDP area. For HFP, a DA Form 4187 identifying the dates the Soldier was in a designated IDP area certified by the appropriate commander.

(4) Payment procedures.

(a) IDT. Submit USAR Form 22 with blocks 19 and 20 completed and a copy of the TDY order to the IDP area. Submit DA Form 4187 to support entitlement to HFP.

(b) Active duty. Submit USAR Form 24 with blocks 11 and 16 completed and a copy of the active duty order. Submit DA Form 4187 to support entitlement to HFP.

f. Hardship duty pay – location (HDP-L).

(1) Reference DODFMR, Volume 7A, chapters 17 and 57.

(2) Active duty. HDP-L is payable to officers and enlisted Soldiers assigned by PCS orders or performing temporary duty over 30 days in an authorized hardship duty location. The monthly rate is prorated by the number of days performed in the hardship duty location.

(3) Substantiating documentation: The active duty order or the TDY order for HDP-L and a DA Form 4187 identifying the dates the Soldier was in an HDP-L area, certified by the appropriate commander.

(4) Payment procedures.

(a) IDT. No entitlement.

(b) Active duty. Submit USAR Form 24 with blocks 11 and 16 completed, a copy of the active duty order, and DA Form 4187 to support entitlement to HDP-L.

g. Hardship Duty Pay – Tempo (HDP-T)/Assignment Incentive Pay (AIP).

(1) Reference DODFMR, Volume 7A, chapters 15, 17, and 57; and the Operations Personnel Policy Guidance (PPG).

(2) IDT. No entitlement.

(3) Active duty.

(a) Effective 15 June 2007, Soldiers in a unit deployed to Iraq or Afghanistan who are required to *involuntarily* remain in Iraq beyond the unit's normal 12-month rotation return date, are entitled to HDP-T and AIP. The 12 months can either be consecutive or 12 months within a 15-month period (365 of 450 days).

(b) AIP is payable in the amount of \$800 per month. This monthly rate is not prorated for partial months.

(c) HDP-T is payable in the amount of \$200 per month. This monthly rate is not prorated for partial months.

(d) If HDP-T and HDP-L are payable for the same period, the combined monthly amount may not exceed \$300.

h. Career sea pay (CSP).

(1) Reference DODFMR, Volume 7A, chapters 18 and 57; and AR 600-88, Sea Duty chapter 5.

(2) IDT. No entitlement. However, IDT performed on board a qualifying vessel is creditable towards years of sea duty.

(3) Active duty. Soldiers performing active duty are entitled to CSP under certain conditions. Criteria are outlined in the above references. CSP is based on the number of sea service years or days and the Soldier's grade.

(4) Substantiating documentation: The RD issues a Format 332 order authorizing the CSP entitlement for each period of active duty.

(5) Payment procedures.

(a) IDT. No entitlement.

(b) Active duty. Submit USAR Form 24 with blocks 11 and 16 complete a copy of the active duty order, and CSP order.

i. Dive pay.

(1) Reference DODFMR, Volume 7A, chapters 11, 57, and 58; and AR 611-75, Management of Army Divers.

(2) IDT and active duty. Payable to officers and enlisted Soldiers who are assigned by orders to diving duty, are rated divers, are in authorized diving duty positions, meet required dives and hours, and meet other conditions of entitlement per DODFMR and AR 611-75 references. Payment is determined by category of diver and by rank.

(3) Substantiating documentation: The RD issues a Format 332 order authorizing hazardous duty for diving duty. An additional remark on the active duty order authorizing payment of dive pay is required. Orders issued by a military installation authorizing dive pay for a period of training are invalid for pay purposes.

(4) Payment procedures.

(a) IDT. Submit USAR Form 22 with blocks 6 and 20 completed and a copy of dive order.

(b) Active duty. Submit USAR Form 24 with blocks 11 and 16 completed, copy of active duty order, and a copy of the dive order.

Section IX

Miscellaneous Allowances

3-24. Saved pay

a. Reference DODFMR, Volume 7A, paragraph 010203.

b. Entitlement to saved pay occurs when an enlisted Soldier accepts an appointment as warrant officer or commissioned officer, or a warrant officer accepts an appointment to a commissioned officer, and the new rate of pay is less than the old rate of pay. Entitlement to saved pay continues until the officer attains a rate of pay that equals or exceeds the previous enlisted or warrant officer rate of pay.

c. Payment procedures.

(1) IDT. Submit USAR Form 22. Complete block 10 and list all BA dates, periods of BAs (AM/PM) and types of BAs in block 20. Additionally, provide information on any special or incentive pay due. Submit the USAR Form 22 after each unit or individual BA. See Appendix D, procedure D-31, Rule 1, for processing procedures.

(2) Active duty. Submit USAR Form 24 to the UPC. Complete block 12 and list all active duty dates in the block 16. Additionally, provide information on any special or incentive pay due. Submit the USAR Form 24 after each performance of active duty. See Appendix D, procedure D-31, Rule 2, for processing procedures.

3-25. Officers' uniform allowances

Officers are entitled to a uniform allowance when they meet the requirements below. Reference DODFMR, Volume 7A, chapters 29, 30, and 57.

a. Initial uniform allowance. Officers are entitled to an initial uniform allowance when they meet one of the conditions in subparagraphs (1) through (6) below. Except as noted in paragraph 3-25a (6), the allowance is only payable once to an officer.

(1) Upon first reporting for active duty (other than for training) for a period of more than 90 days. An officer having entered on active duty, after 12 October 1964 in a Regular Component upon graduation from the Reserve Officer Training Corps (ROTC), is considered to have entered on active duty of more than 90 days.

(2) Upon completing at least 14 days of active duty or active duty for training (ADT) as an officer of the RC.

(3) Upon reporting for a period of active duty (other than training) in excess of 90 days. Officer is eligible for payment on the first day of active duty.

(4) Upon completing 14 periods of IDT as a member of the Ready Reserve.

(5) Upon reporting for the first period of active duty required of a Soldier of the Armed Forces Health Professions Scholarship Program.

(6) Upon transfer to another RC that requires a different uniform. Officers may receive more than one initial uniform allowance in these cases.

b. Additional active duty uniform allowance. Payable for each entry or reentry on active duty of more than 90 days. The period served may be under orders specifying active duty for more than 90 days, or under two or more orders requiring a continuous period of more than 90 days' active duty. The following restrictions apply:

(1) Officer has not received an initial uniform allowance in excess of \$400 during the current tour of active duty or within a 2-year period before entering on this tour of active duty.

(2) During the 2-year period prior to reporting to the current tour of duty, the officer did not serve on active duty for a period of more than 90 days as a Reserve officer, regardless of whether or not they received a uniform allowance.

c. Civilian clothing allowance (CCA). An officer is authorized a CCA when his or her permanent duty station is outside the

United States and when directed by competent authority to dress in civilian clothing more than half the time while performing official duty. Officers must be on active duty for 6 months or more to qualify.

d. Payment procedure for initial and additional active duty uniform allowances. Submit USAR Form 30, Officer Initial/Additional Active Duty Allowance Statement to request payment of officer uniform allowances. Ensure that the USAR Form 30 reflects the following:

- (1) Name, rank, and SSN.
- (2) Prerequisites for specific uniform allowance (initial or additional) have been met.
- (3) Signature and date of officer requesting payment.

e. Payment procedures for CCA. Submit requests for CCA through the unit commanders to the USARC G4. Approval authority for civilian clothing allowance may not be delegated below the major Army command (MACOM) level. Submit CCA request to USARC G4, ATTN: AFRC-LGM, 4700 Knox Street, Fort Bragg, NC 28310.

3-26. Clothing monetary allowance – enlisted Soldiers

Reserve enlisted Soldiers are normally furnished uniforms free of charge; however, there are times when an enlisted Soldier is entitled to a clothing allowance. The following is general information on enlisted clothing allowances. Detailed guidance is in the DODFMR volume 7A, chapters 29 and 57.

a. Civilian Clothing Allowance is authorized when directed by competent authority to dress in civilian clothing more than half the time while performing official duty. Enlisted Soldiers must be on active duty for 6 months or more to qualify.

b. Cash clothing replacement allowance (CCRA). Entitlement to the CCRA starts to accrue after completing 6 months of active duty and is payable on the Soldier's anniversary month of completing 1 year or release from active duty.

(1) Basic CCRA, a preliminary replacement allowance for uniform items. Basic CCRA rate is payable to Soldiers for the first 3 years of continuous active duty.

(2) Standard CCRA, provides for replacement of uniform items after completion of 3 years of active service subsequent to receipt of a Standard Initial Clothing Allowance or a reduced or partial Standard Initial Clothing Allowance. It is also used as the preliminary replacement allowance during the first 3 years of active service subsequent to receipt of a Special Initial Clothing Allowance or a reduced or partial Special Initial Clothing Allowance. Standard CCRA rate is payable after 3 years of continuous active duty.

c. Payment procedure for CCRA. The UPC pays CCRA to mobilized Soldiers automatically. For other periods of duty, prepare USAR Form 22. Check block 19 and specify the type of clothing allowance in block 20. Submit the USAR Form 22 to the UPC or finance office responsible for paying the Soldier.

d. Payment procedure for CCA. Submit requests for CCA through the unit commanders to the applicable losing or gaining MACOM POC. Approval authority for civilian clothing allowance may not be delegated below the MACOM level. Submit CCA request to USARC G4, ATTN: AFRC-LGM, 4700 Knox Street, Fort Bragg, NC 28310.

Section X Miscellaneous

3-27. Duplicate input

a. The DJMS-RC will reject duplicate transactions such as promotions of equal grade and effective dates. These types of duplicate transactions usually do not affect a Soldier's pay.

b. When duplicate BA periods are input and processed on different dates, the later input will reject. If these duplicate transactions go in on the same update, DJMS-RC will reject both transactions because it cannot determine which is correct.

c. When BAs and AD periods overlap, DJMS-RC will reject the later transaction.

d. The UPC may notify the unit if action is necessary on a rejected transaction. Units must take the appropriate action to correct the rejected transaction and advise the UPC of their actions.

3-28. Payment verification procedures

a. All payments made during a processing month will reflect on the Soldier's MMPA (see app G) which is distributed to the unit.

b. The DJMS-RC will produce an LES as verification of payment. It will also produce an LES when an administrative change is made to a Soldier's MMPA, such as a direct deposit change. Soldiers should be advised of this because they may associate receipt of an LES with a payment. Soldiers can view their LES in myPay. See appendix H for instructions on understanding an LES.

3-29. Active duty without pay and allowances

Do not submit the order to the UPC; retain in unit files.

3-30. Per Diem claims

Soldiers performing active duty outside commuting distance are normally entitled to per diem. See appendix F for instructions on processing travel claims and related information.

3-31. Thrift Savings Plan (TSP)

The TSP is a tax deferred investment plan similar to civilian (401K) plans. Soldiers can contribute a percentage of their basic pay into a TSP account. Soldiers contributing a percentage of their basic pay can contribute 1-100% of special, incentive and bonus payments. TSP also offers a ROTH IRA option.

a. Soldiers can elect to contribute or stop their TSP contributions at any time. USARC policy requires Soldiers to use myPay (<https://mypay.dfas.mil/mypay.aspx>) for the TSP actions below. The UPC will not process Forms TSP-U-1 or TSP-U-1-C for these actions.

- (1) Start traditional or ROTH TSP contributions
- (2) Change traditional or ROTH TSP contributions.
- (3) Stop traditional or ROTH TSP contributions. The effective date must be a current or future date.
- (4) Start traditional or ROTH TSP catch-up contributions.

b. myPay does not offer an option to change or stop catch up contributions.

c. Soldiers who are 50 years of age or older as of 31 December of any calendar year (CY) may make TSP Catch Up contributions. These amounts are in addition to the IRS deferred limitations and vary year to year. TSP catch-up contributions are sent to TSP as deferred contributions and the Soldier's year-to-date taxable wages are reduced by the amount of the contribution. Catch-up contributions are not included in the TSP deductions or deferred deductions portion of the LES.

(1) Soldiers must use myPay to start traditional or ROTH TSP catch-up contributions.

(2) Soldiers must complete Form TSP-U-1-C available at www.TSP.gov to stop traditional or ROTH TSP catch-up contributions. The effective date must be a current or future date.

(3) Soldiers must complete Form TSP-U-1-C available at www.TSP.gov and the Supplemental Information for TSP-U-1-C worksheet available at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx> to change catch up contributions.

(4) Submit TSP-U-1-C and Supplemental Information for TSP-U-1-C worksheet to the UPC.

(5) Soldiers should visit www.TSP.gov and view their statements to validate catch-up contributions.

d. USAR Soldiers can withdraw funds from TSP under the following conditions:

(1) Request a loan and repay through collections from their military pay account.

(2) Request a hardship withdrawal. The Soldier must substantiate the hardship and may only receive the amount contributed by the Soldier.

e. Separated Soldiers.

(1) Soldiers separated or transferred for a valid reason (including, but not limited to, AC enlistment, AGR, IRR transfer, discharge, etc.) will receive a notice detailing options for their TSP balance.

(2) Soldiers who are separated erroneously or transfer for a valid reason without a break in service must restart their TSP in myPay.

(3) If a Soldier is separated or transferred out of the TPU for a valid reason (including, but not limited to, AC enlistment, AGR, IRR transfer, discharge, etc.) for at least 1 full day, which is a real break in service, the Soldier must restart TSP in myPay or submit a new TSP form to the UPC.

(4) Soldiers who transfer to the IRR while performing active duty must contact the HRC UPC to reestablish TSP elections.

Dependency interpretations (Note 1)						
Relationship	Documentation	Approval	Adequate Support	BAH With Dependents	BAH Without Dependents	BAH DIFF
a. Spouse (non-member).	Marriage certificate/lawful.	Unit Cdr - DA Form 5960.	Yes (Note 2)	X		
b. Spouse (member), see paragraph 3-21k.	Marriage certificate/lawful.	Unit Cdr - DA Form 5960.	No (Note 3)		X	
c. Spouse (non-member), legally separated	Court or legal separation document.	Unit Cdr - DA Form 5960.	Yes (Note 4)	X		
			No (Note 5)		X	
			Soldier is a custodial parent?			
d. Child, unmarried, under 21 years and natural child.	Birth certificate or certified DNA test and divorce decree.	Unit Cdr - DA Form 5960.		X		
					X	
e. Stepchild, unmarried, under 21 years.	Marriage certificate depicting Soldier married to child's parent and document depicting spouse is the parent of child.	Unit Cdr - DA Form 5960.		X		
					X	
f. Adoptive and pre-adoptive child, unmarried, under 21 years (placed in home by a local, state, or foreign government-approved adoption agency).	Adopting Agency document or divorce decree awarding custody.	Unit Cdr - DA Form 5960.		X		
					X	
g. Illegitimate, unmarried child, under 21 years in Soldier's custody.	Birth certificate with Soldier as the parent. Male Soldiers must provide custody document.	Unit Cdr - DA Form 5960.		X		
h. Illegitimate, unmarried child, under 21 years, child not in Soldier's custody.	Birth certificate or court order with Soldier as the natural parent and proof of support.	Unit Cdr - DA Form 5960.	Yes (note 6)	X		
			No (note 6)		X	
i. Unmarried child, 21 or 22 years, full-time student (see items "d-h" above).	Applicable document from items "d-h" above; statement of income and expenses demonstrating providing over 1/2 support and proof of enrollment in full-time course of study.	DFAS-IN – DD Form 137-6 Use DFAS Secondary Dependency Claims web site	Note 7			
j. Unmarried child, over age 21, dependent on Soldier due to mental or physical limitations.	Applicable document from items "d-h" above, medical statement of incapacitating condition, and statement of income and expenses demonstrating provision of over 1/2 support.	DFAS-IN – DD Form 137-5 Use DFAS Secondary Dependency Claims web site	Note 7			
k. Parent, stepparent, Soldier's or spouse's parent by adoption, or any person not related biologically to the Soldier who acted as a parent (in loco parentis) for a continuous period of at least 5 years before Soldier's 21st birthday.	Statement of income and expenses demonstrating provision of over 1/2 support.	DFAS-IN – DD Form 137-3 Use DFAS Secondary Dependency Claims web site	Note 7			

Table 3-1. See appendix I, paragraph I-3, for BAH STAT codes

Determination of BAH type

Dependency interpretations (Note 1)			Adequate Support	BAH With Dependents	BAH Without Dependents	BAH DIFF
Relationship	Documentation	Approval				
1. A "ward" [An unmarried person who is: (1) placed, by a court order, in the custody of the Soldier either permanently or for a period which lasts 12 months from the order; (2) under 21 years, or at least 21 and under 23, who meets conditions of item i, above; or (3) incapable of self-support due to mental or physical incapacity that occurred while a dependent ward of the Soldier.]	Court document and statement of income and expenses showing over 1/2 support for students and incapacity cases.	DFAS-IN – DD Form 137-7 Use DFAS Secondary Dependency Claims web site (See para 3-21)	Note 7			

NOTE 1: The purpose of this table is to provide assistance in determining dependency and the correct BAH type for TPU Soldiers. This table is not all encompassing. Refer to chapter 10 of the Joint Federal Travel Regulation (JTR) for additional information and or unusual circumstances.

NOTE 2: Proof of support of a lawful spouse or unmarried, minor, legitimate child of the Soldier is generally not required. However, when evidence of nonsupport or inadequate support is received, or the Soldier's BAH claim is based on child support, the Soldier must provide proof of adequate support to maintain BAH at the "with dependents" rate.

NOTE 3: When a Soldier is married to another Soldier and they do not have any other dependents, BAH is established at the "without dependents" rate. When both Soldiers are not on active duty at the same time, the Soldier on duty is entitled to BAH at the "with dependents" rate. In this case, claim BAH with dependents IAW paragraph 3-21k. When both Soldiers are on active duty at the same time but in different locations and each have physical custody of other dependents or are paying adequate child support, each would receive BAH at the "with dependents" rate.

NOTE 4: The Soldier is entitled to BAH at the "with dependents" rate on behalf of a legally separated spouse if the Soldier contributes to the support of his/her spouse in an amount that is not less than the applicable BAH-DIFF rate.

NOTE 5: Soldier is entitled to BAH at the "without dependents" rate if support is not provided or the amount of support is less than the applicable BAH-DIFF rate.

NOTE 6: A Soldier whose only dependent is a child is considered a custodial parent if he/she is awarded primary physical custody of a dependent child who is under the age of 21 or incapacitated. In cases of shared physical custody for a member divorced from another member, the member with physical custody at the time of call to active duty is considered the custodial parent. Both members cannot be custodial parents during the same period. In cases where the Soldier is not the custodial parent, but pays child support in an amount equal to or greater than the applicable BAH DIFF rate, BAH is established at the "with dependents" rate. In cases where the Soldier is not the custodial parent, and does not pay child support in an amount equal to or greater than the applicable BAH DIFF rate, BAH is established at the "without dependents" rate.

NOTE 7: DFAS will determine the type of BAH authorized. BAH status cannot be established until DFAS-IN makes a dependency determination.

Table 3-2
Reimbursement for Travel

Type of Duty	Funding Approp.	Commute Distance	Within Corp limits?	Mode of Transportation	Who Pays?	Form	Entitlement
AT/ADT/ADOS-RC							
	2070	Inside	Yes	POV	NA	NA	No entitlement
	2070	Inside	No	POV	UPC if HRC order	RLAS/USAR 24	1 round-trip (RT) mileage
	2070	Inside	Yes	Commercial	NA	NA	No entitlement
	2070	Inside	No	Commercial	DTS or TVL OP-IND	DTS Auth or DD 1351-2	1 RT Comm Trans IAW JTR limitations
	2070	Outside	No	POV	DTS or TVL OP-IND	DTS Auth or DD 1351-2	1 RT mileage & per diem IAW JTR
	2070	Outside	No	Commercial	DTS or TVL OP-IND	DTS Auth or DD 1351-2	1 RT Comm Trans & per diem IAW JTR
Group Orders (AT) <i>Travel to unit or rendezvous point to proceed by group travel/Government transportation to training site must be authorized on annex (excluding Annex E).</i>							
	2070	Inside	Yes	POV	NA	NA	No entitlement
	2070	Inside	No	POV	UPC if HRC order	RLAS/USAR 24	1 RT mileage
	2070	Inside	Yes	Commercial	NA	NA	No Entitlement
	2070	Inside	No	Commercial	DTS or TVL OP-IND	DTS Auth or DD 1351-2	1 RT Comm Trans IAW JTR limitations
	2070	Outside	No	POV	DTS	DTS Authorization	1 RT mileage & per diem IAW JTR
	2070	Outside	No	Commercial	DTS	DTS Authorization	1 RT Comm Trans & per diem IAW JTR
Group Orders (AT) Annex E							
	2070	Inside	Yes	POV	NA	NA	No entitlement
	2070	Inside	No	POV	UPC if HRC order	RLAS/USAR 24	1 RT mileage
	2070	Inside	Yes	Commercial	NA	NA	No Entitlement
	2070	Inside	No	Commercial	DTS or TVL OP-IND	DTS Auth or DD 1351-2	1 RT Comm Trans IAW JTR limitations
	2070	Outside	No	POV	DTS	DTS Authorization	1 RT mileage & per diem IAW JTR
	2070	Outside	No	Commercial	DTS	DTS Authorization	1 RT Comm Trans & per diem IAW JTR
IDT - Travel to unit of assignment	Some units and military occupational specialty (MOSs) qualify for the IDT Travel Program. Contact your GFC G1 for information.						
IDT - Travel to other than unit of assignment or medical appointments	2080	Inside	Yes	POV	NA	NA	No entitlement
	2080	Inside	No	POV	DTS	DTS Auth	1 RT mileage IAW JTR limitations
	2080	Inside	Yes	Commercial	NA	NA	No Entitlement
	2080	Inside	No	Commercial	DTS	DTS Auth	1 RT Comm Trans IAW JTR limitations
	2080	Outside	No	POV	DTS	DTS Auth	1 RT mileage & per diem IAW JTR
	2080	Outside	No	Commercial	DTS	DTS Auth	1 RT Comm Trans & per diem IAW JTR

Table 3-2
Reimbursement for Travel—Continued

Type of Duty	Funding Approp.	Commute Distance	Within Corp limits?	Mode of Transportation	Who Pays?	Form	Entitlement
Travel in and around TDY station [<i>Authorized in travel order or approved on the travel settlement voucher by order issuing authority.</i>]	2070/ 2080	NA		NA	DTS	DTS Auth	The 1 RT transportation entitlement from residence to duty station and return is paid by method identified above.
Travel in and around permanent duty station	2070/ 2080	NA		NA	DTS	DTS Auth	The 1 RT transportation entitlement from residence to duty station and return is paid by method identified above.

GENERAL RULES FOR REIMBURSEMENT FOR TRAVEL EXPENSES

General Rules:

1. Orders state duty is within commuting distance (outside corporate limits) - RADARS or the UPC (for non-RLAS orders) pays mileage for one round-trip from residence to duty station or rendezvous point for AT/ADT/ADOS-RC duty funded by the 2070 funding appropriation.
2. Orders state duty is within commuting distance (outside corporate limits) - TVL OP-IND reimburses commercial transportation expense for one round-trip from residence to duty station or rendezvous point for AT/ADT/ADOS-RC duty funded by the 2070 funding appropriation.
3. DTS pays reimbursement of commercial transportation or mileage for one round-trip from residence to duty station (other than unit of assignment location) for IDT or medical appointments funded by the 2080 appropriation.
4. DTS pays reimbursement of commercial transportation or mileage when local travel is authorized for IDT/AT/ADT/ADOS-RC or recruiting duty.
5. Travel from residence to duty station is not reimbursable when both are in the same corporate limits.

(TVL OP-IND is Travel Operations-Indianapolis; formerly known as Directorate for Network Operations (DNO).)

Table 3-3
Basic allowance for subsistence (BAS) entitlements – enlisted

Meal Availability	Duty Type	AT Annex	Inside Commuting Distance	Outside Commuting Distance	Per diem Status	Due BAS?	Collect DMR? (Notes 1 & 3)	Suppl BAS payable?
Government meals provided at no cost to Soldier	Unit AT	A-D	Y		N	Y	Y	Y(note 2)
	Unit AT	A-D		Y	N	Y	Y	Y(note 2)
	Unit AT	E	Y		N	Y	Y	Y(note 2)
	Unit AT	E		Y	Y	Y (note 3)	Y (note 1)	Y(note 4)
	Individual AT		Y		N	Y	Y	Y(note 2)
	Individual AT			Y	N	Y	Y	Y(note 4)
	AT/ADOS-RC (Schools)		Y		N	Y	Y	Y(note 2)
	AT/ADOS-RC (Schools)			Y	Y	Y(note 3)	Y(notes 1, 5)	Y(note 4)
Available and directed at additional cost to Soldier(full day)	AT/ADT/ADOS-RC		Y		N	Y		
	AT/ADT/ADOS-RC			Y	Y	Y		
Not available or directed (full day)	Unit AT	A-E	Y		N	Y		
	Unit AT	A-E		Y	Y	Y		
	AT/ADT/ADOS-RC		Y		N	Y		
	AT/ADT/ADOS-RC			Y	Y	Y		

Notes:

1. Collect 25% of DMR on the first and last day of duty
2. Supplemental BAS payable only for missed meals.
3. BAS Standard Rate (SR) - DMR for the period between first and last day of duty.
4. Supplemental BAS payable only for meals missed between the first and last day of duty. Per Diem covers missed meals for days of travel.
5. Government meals should not be provided free of charge to Soldiers on individual orders outside commuting distance since they are in a per diem status. When meals are provided without charge, see chapter 8, figure 8-18 of the Reserve Pay Supplemental Guidance for instructions on preparing RFOs in this situation.

IDT ATTENDANCE ROSTER
(FOR OFFICIAL USE ONLY)

Date Prepared: 2013/07/10
Time Prepared: 02:35

MONTH/YEAR: Jul/2013

UNIT NAME: 0969 QM DET
(PETRO LIAISON)

PAS: U4WSQ8AA

Event Dt	DC	I	SIGNATURE-PERIOD 1	DC	I	SIGNATURE-PERIOD 2
1 st Plt 000-00-0001 JONES HARRY M SPC						
2013/07/13	11	N	T-IADT	11	N	T-IADT
2013/07/14	11	N	T-IADT	11	N	T-IADT
1 st Plt 000-00-0002 RATHSKILLER ANDRE SFC						
2013/07/13	11	N	Z-PENDING LOSS	11	N	Z-PENDING LOSS
2013/07/14	11	N	Z-PENDING LOSS	11	N	Z-PENDING LOSS
1 st Plt 000-00-0003 OSBORNE ROGER B SFC						
2013/07/13	11	N	S-RST 15 JUL 2013	11	N	_____
2013/07/14	11	N	_____	11	N	_____
1 st Plt 000-00-0004 WAGNER ROBERT LEE SGT						
2013/07/13	11	N	_____	11	N	_____
2013/07/14	11	N	_____	11	N	S-RST 22 JUL 2013

I CERTIFY THAT THE ABOVE INDIVIDUAL SOLDIERS PERFORMED
TRAINING AS INDICATED IN ACCORDANCE WITH THE LAW AND
REGULATIONS AND ARE ENTITLED TO PAY.

I.M. BOSS, CPT, IN, COMMANDING

Figure 3-1. Sample annotated ADARS IDT Attendance Roster

DEPARTMENT OF THE ARMY

(Unit Name)
(Street Address) (City,
State, Zip Code)

MEMORANDUM FOR COMMANDER, UNIT NAME

Date:

SUBJECT: Approval/Disapproval for Late Arriving Soldier to Sign-In

1. The following Soldier arrived at _____ hours, _____ (date) and was late for the opening formation:

Name: _____ Rank: _____ Section: _____

2. I recommend that the Soldier:

_____ be allowed to sign-in and receive pay. I will ensure the Soldier makes up the late period after closing formation.

_____ not be allowed to sign-in and receive an **UNSAT (U)** or **EXCUSED (A)** absence for the BA concerned (include excused absence request if recommending approval of an **A** for the BA).

Supervisor's signature block

3. The request to sign-in is approved. Supervisor will ensure Soldier makes up the late period after closing formation.

Commander's or Senior NCO's signature block

4. The request to:

_____ grant an excused absence is approved.

_____ charge the Soldier with an unexcused absence is approved.

COMMANDER'S SIGNATURE BLOCK

Figure 3-2. Sample permission to sign-in slip format

Unit/Office Symbol
MEMORANDUM FOR (INDIVIDUAL CONCERNED), (OFFICE)

Date

SUBJECT: Additional Duty Appointment

1. Effective (date), you are assigned the following additional duty (enter one or both):
Receive ADARS IDT Attendance Roster and oversee sign-in and sign-out during Battle Assembly for Soldiers assigned to your section AND/OR
Compare ADARS and RADARS data to available records prior to assignment of the Transmittal Letter (TL) to ensure accuracy of the data input. Sign and date a copy of the preview transaction report attesting to the accuracy of the data
2. Authority: USAR Pam 37-1 and the Reserve Pay Supplemental Guidance
3. Purpose: To carry out duties prescribed in USAR Pam 37-1, chapter 3 and the Reserve Pay Supplemental Guidance.
4. Period: Until officially relieved or released from appointment.
5. Special instructions: Become thoroughly familiar with USAR Pam 37-1, chapter 3. Safeguard attendance rosters at all times.

FOR THE COMMANDER:

COMMANDER'S SIGNATURE BLOCK

CF:

- 1 - Unit file
- 1 - Individual

Figure 3-3. Sample appointment memorandum - monitor sign-in/out – review ADARS/RADARS transactions

Unit/Office Symbol

Date

MEMORANDUM FOR (INDIVIDUAL CONCERNED), (OFFICE)

SUBJECT: Additional Duty Appointment

1. Effective (date), you are assigned the following additional duty: Alternate Certifying Officer to certify unit drill attendance.
2. Authority: USAR Pam 37-1.
3. Purpose: To certify unit drill attendance
4. Period: Until officially relieved or released from appointment.
5. Special instructions: Become thoroughly familiar with USAR Pam 37-1, paragraph 3-2. Safeguard the IDT Attendance Roster at all times. Do not sign the ADARS IDT Attendance Roster until conclusion of the Battle Assembly and posting of an attendance code or signature for each Soldier on the roster.

COMMANDER'S SIGNATURE BLOCK

CF:

- 1 - Unit file
- 1 - Individual

Figure 3-4. Sample appointment memorandum - alternate certifying officer

Chapter 4

Reserve Pay Support and the Pay Inquiry Process

4-1. Reserve pay support - General

a. Responsibility for providing assistance with Reserve pay issues lies within the RDs Directorate of Resource Management. RD personnel providing pay support are known as CPMs. RD CPMs provide reserve pay technical and training support to units and RPACs within their geographic area of responsibility (GAOR). Units and RPACs will contact the RD in their region for assistance with Reserve pay actions except as noted in paragraph b below.

b. Some GFC Commands require their units to contact the Command G8 rather than the RD for Reserve pay assistance. A list of those commands is at the link in paragraph e below.

c. RD GAORs (by state):

(1) 63rd RD: AR, AZ, CA, NM, NV, OK, TX.

(2) 81st RD: AL, FL, GA, KY, LA, MS, NC, SC, TN, PR.

(3) 88th RD: CO, IA, IL, ID, IN, KS, MI, MN, MO, MT, ND, NE, OH, OR, SD, UT, WA, WI, WY.

(4) 99th RD: CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VA, VT, WV.

d. RD CPMs have visibility in RLAS of all Soldiers within the USARC. RD CPMs can pay Soldiers assigned to other RDs via RLAS, but may need to coordinate with the other RDs to resolve active duty orders issues.

e. A list of GFC and RD CPMs, to include contact information, is at

<https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/Contacts/Forms/AllItems.aspx>.

4-2. RD and GFC CPMs Responsibilities

Responsibilities of the RD and GFC CPMs include:

a. Providing assistance in the use of RLAS and other systems for paying inactive and active duty periods, incentives, and retrieving reports.

b. Assisting with resolution of USAR pay problems, Presidential, Congressional, IG, and other pay inquiries.

c. Acting as a liaison between units and the USAR Pay Center.

d. Conducting Reserve Pay Operations Reviews (RPOR) of unit and RPAC (RDs only) reserve pay operations. RDs will coordinate RPORs through the unit's GFC command or RD G1. RPORs are a critical tool in ensuring accurate and timely payment of Soldiers and Army audit readiness. Units and RPACS must respond to all RPOR-related requests. RPOR results are provided to the unit commander and GFC G8 and are recorded in the Automated Inspection Program database.

e. RDs only - conducting refresher training for UPAs on Reserve Pay procedures on behalf of USARC G-8. Generally, each RD hosts at least one refresher workshop in, or outside, of its GAOR each FY.

4-3. Resolving pay inquiries - General

A pay inquiry is a question about a Soldier's pay requiring research to answer. All pay inquiries require a response within 48 hours of receipt of the inquiry, even if the answer is that further research is necessary.

a. All individuals involved in resolving inquiries will ensure they abide by Privacy Act requirements. Do not release Soldier pay information to anyone other than the Soldier without written authorization from the Soldier or a valid power of attorney.

b. Units, RPACs, CPMs, and UPCs will not release pay information via telephone to a Soldier without first validating that the caller is the Soldier. Validation can be accomplished by asking a series of questions related to the Soldiers MMPA (date of grade, PEBD, bank, tax withholding information, etc.).

4-4. Responsibility for resolving pay inquiries

a. Pay inquiries that cannot be resolved at the unit or RPAC must be forwarded through the Soldier's pay chain of command starting with his/her unit.

b. Each GFC command establishes a pay chain of command and distributes it to their subordinate units. At a minimum, the pay chain of command gives a point of contact and telephone numbers at the unit or RPAC, GFC command or RD and USARC G-8. Units must ensure that the pay chain of command is posted on the unit bulletin board to inform Soldiers of the proper steps to take to resolve a pay problem. A sample format for a pay chain of command flyer is shown at figure 4-1. Do not include the UPC in your pay chain of command.

c. The majority of pay inquiries can be resolved by the unit or RPAC by reviewing the current MMPA, the ADARS and RADARS files, and USAR Forms 26 submitted to the UPC. Many pay issues are related to erroneous data in the Soldier's personnel record and require correction of personnel data before correction of the MMPA.

d. Soldiers may be able to answer their own questions by reviewing their LES in myPay. The myPay system allows Soldiers to make changes to their pay account and view or print copies of LESs and W-2 forms on-line. The myPay website is at <https://mypay.dfas.mil/mypay.aspx>. Refer to paragraph 2-10 for additional information on myPay.

e. In most cases, the UPA, ISG, or commander should have the knowledge and ability to resolve pay problems and questions. If the pay issue/concern cannot be resolved at the unit or RPAC, forward the inquiry per paragraph 4-5, below.

4-5. Processing pay inquiries

- a. Prepare a USAR Form 27, Pay Inquiry for all pay inquiries received. Using a USAR Form 27 will assist you in tracking and monitoring the pay inquiries you receive. A Soldier may initiate a pay inquiry verbally or in writing.
- b. If the Soldier is present at the unit to initiate the inquiry, he/she must complete section I of USAR Form 27 and attach supporting documentation, if applicable. If the Soldier initiates the inquiry by telephone, mail or e-mail, the unit or RPAC completes sections I and II of USAR Form 27.
- c. The unit or RPAC must research the pay inquiry and attach copies of any substantiating documents that may resolve or support the Soldier’s pay inquiry to the USAR Form 27.
- d. If the unit or RPAC can resolve the pay inquiry, annotate the action taken in section II (e.g., “paid 20 Aug 13” or “no action required, pay is correct”), return the inquiry to the Soldier and advise him/her of your findings.
- e. If the unit or RPAC cannot answer the pay inquiry, contact either the GFC command or RD CPM, depending on your pay chain of command. Annotate the information obtained from the GFC command or RD in block 9 of the USAR Form 27, return the inquiry to the Soldier and advise him/her of your findings.
- f. The GFC command or RD will contact USARC G-8 when they cannot provide an answer.
- g. If a response is not received from the GFC command or RD within 48 hours, contact USARC G-8. See <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/Contacts/Forms/AllItems.aspx> for USARC G-8 contact information.
- h. Units should not forward pay inquiries to the UPC; almost all inquiries can be resolved in the unit’s pay chain of command. Units may be advised by their GFC, RD to forward documents to resolve an inquiry to the UPC. In these cases, prepare a USAR Form 26. Enter the TL number in block 10 of the USAR Form 27. Forward the documents and USAR Form 26 to the UPC. Return a copy of the USAR Form 27 to the Soldier and advise him/her that documents were submitted to correct the problem.

4-6. Presidential, Congressional, Inspector General pay inquiries

Presidential, Congressional, and Inspector General pay inquiries differ from routine inquiries. These types of pay inquiries are really complaints and must be given the highest priority for resolution by their suspense date. USAR G-8 responds to pay-related Congressional inquiries received by the USARC and provides direction to GFC command congressional POCs on their resolution.

Pay Problem? Use your

UNIT PAY CHAIN OF COMMAND

1. **UNIT FIRST LINE LEADER:** _____

2. **UNIT PAY ADMINISTRATOR:** _____
TELEPHONE: _____ **EMAIL:** _____

3. **UNIT COMMANDER:** _____
TELEPHONE: _____ **EMAIL:** _____

4. **OFTS PAY MANAGERS:** _____
TELEPHONE: _____ **EMAIL:** _____

5. **(Name) _____ RSC FINANCE DIVISION TELEPHONE:** _____
EMAIL: _____

6. **USARC G8 PAY MANAGEMENT DIVISION**
EMAIL: usarmy.usarc.usarc-hq.mbx.usarcg8@mail.mil

POST ON UNIT BULLETIN BOARD

Figure 4-1. Sample pay chain-of-command flyer for unit bulletin board

Chapter 5 Collections

5-1. Collections of military pay and allowances

a. Debts incurred for military pay, allowances or bonuses result from erroneous payments, late submission of entitlement changes and changes to a Soldier's status. Soldiers must be notified by the unit or UPC when they have incurred a debt of these types. The Soldier does not have to be notified of a collection if less than 60 days have elapsed since an erroneous payment or if the amount of the collection is \$50 or less.

b. If more than 60 days have elapsed since an erroneous payment, take the following actions:

(1) Notify the Soldier with a USAR Form 28, Notice of Indebtedness. Explain the reason for the collection and the collection amount. Advise the Soldier of his/her right to request accelerated or prorated collection (see para 5-8).

Additionally, advise the Soldier of his/her right to request a waiver or remission (see para 5-7).

(2) Assign a 30-day suspense date to the USAR Form 28.

(3) Upon receipt of the Soldier's response or expiration of the suspense date, prepare the documents indicated in paragraphs 5-1b(1) or (2) above and forward the USAR Form 28 with any documents supporting the Soldier's request concerning the collection to the UPC. The commander must complete section III of the USAR Form 28 if the Soldier requests proration. See paragraph 5-8.

c. The unit must initiate collection action when a Soldier receives pay for IDT or active duty that they did not perform.

(1) Use ADARS to collect IDT periods paid through ADARS. Refer to the Reserve Pay Supplemental Guidance for collection procedures. If the IDT period was not paid through ADARS, prepare a USAR Form 22, complete block 5 and list the IDT periods to collect and reasons for collection in block 20. Attach any substantiating documents and submit to the UPC on a USAR Form 26.

(2) Use RADARS to collect active duty periods paid through RADARS. Refer to the Reserve Pay Supplemental Guidance for collection procedures. If the active duty was not paid through RADARS, prepare a USAR Form 24, complete block 13 and list the dates to collect and reason for collection in block 16. Attach any substantiating documents and submit to the UPC on a USAR Form 26.

d. Collection of active duty pay will establish separate debts for base pay and allowances. Each debt is accounted for independently on the Soldier's MMPA until it is collected in full.

e. The debt amount for IDT or active duty pay collections will equal the gross amount of pay received on the original payment.

f. DJMS-RC suspends debts over \$100 for collection of entitlements or incentives for 90 days. The UPC can remove the suspension if needed to adjust the Soldier's account.

g. When a debt is established in the same year that the payment occurred, the taxes are adjusted with each debt payment as follows:

(1) Federal, state and FICA wages year to date (YTD) are reduced by the amount of the debt payment.

(2) FICA tax is refunded with each base pay debt payment at the rate of 7.65% (5.65% for 2011 and 2012) of the payment. This refund will occur on the next LES.

(3) Federal and state taxes are not refunded automatically. Units must request refund on a USAR Form 22. Refunds can only occur when the debt is paid in full during the same year as the overpayment. Taxes cannot be refunded for previous years. See paragraph 5-1h for prior year debts.

h. When a debt results from collection of a taxable payment made during a previous calendar year, there is not an adjustment to the current year federal, state and FICA wages with each debt payment. Instead, the following occurs:

(1) At the end of the year, the Soldier will receive a tax certificate showing a credit for federal and state wages. The Soldier can use this document to file an amended tax return for the prior year and receive a refund of the taxes.

(2) FICA tax withheld previously is refunded with each base pay debt payment at the rate of 7.65% (5.65% for 2011 and 2012) of the payment. This refund will be paid on the next LES. The Soldier will receive a tax certificate at the end of the year showing collections made towards taxable debts. This certificate can be filed with the Soldier's tax return for the current year to reduce federal taxable wages.

i. See figure 5-1 for an example of a debt.

5-2. Fines/forfeitures (Articles 15/Courts Martial)

a. Soldiers may request proration of fines except for fines resulting from an Article 15 or court martial.

b. When an Article 15 or court martial imposes fines on a Soldier, submit the substantiating documents with a USAR Form 26 to the UPC.

c. If changes occur (e.g., erroneous collection, punishment set aside, etc.), submit the substantiating documents with a USAR Form 26 to the UPC for adjustment.

5-3. DD Form 362 and DD Form 200

Submit signed DD Form 362, Statement of Charges/DD Form 1131, Cash Collection Voucher and approved DD Form 200, Financial Liability Investigation of Property Loss with a USAR Form 26 to the UPC. Include a USAR Form 28 if the Soldier requests proration (see para 5-8).

5-4. Debts to non-appropriated Fund (NAF) activities and other agencies

a. NAF Activity Debt Collections.

(1) The DFAS-IN, Army Air Force Exchange Service (AAFES), or the UPC may establish involuntary collections against a Soldier to pay NAF debts. The indebtedness may have occurred from dishonored checks or delinquent accounts. AAFES makes input to DJMS-RC to establish, change, or cancel debts. AAFES debts cause a remark on the Soldier's LES containing an inquiry telephone number.

(2) The NAF activity is responsible for notifying the Soldier of the indebtedness. They may forward a letter through the Soldier's unit commander requesting assistance in collecting debts. The unit commander should assist the NAF activity in obtaining a cash settlement from the Soldier. The Soldier should forward the cash settlement to the NAF activity.

(3) If cash settlement is not possible, inform the NAF activity to complete a DD Form 139, Pay Adjustment Authorization and forward it to DFAS-IN, ATTN: General Processing Branch, Section III, Indianapolis, IN 46249-0001.

b. Debts to other US Government agencies.

(1) Other Government agencies may request collections from a Soldier's military income. The DFAS-IN initiates and maintains these debts. They should notify the Soldier prior to making any collections. The Soldier must correspond directly with the Government agency requesting the collection.

(2) Family SGLI premiums are generated from the Soldiers dependent data in DEERS. Soldier(s) must coordinate with their GFC command DEERS representative to resolve Family SGLI collections.

5-5. Notice of Levy on Wages, Salary, and Other Income (IRS Form 668-W)

Units that receive an IRS Form 668-W, notice of levy for a Soldier should prepare a letter and return the levy to the IRS. Indicate on the letter that the notice of levy should be mailed to DFAS-IN, ATTN: PMTCB-G, 8899 East 56th Street, Indianapolis, IN 46249-0875.

5-6. Court orders

A court order may be a garnishment or a judgment from civilian creditors. If a civilian court order is received at the Soldier's unit, prepare a letter and return the court order to the court. Indicate on the letter that the court order should be mailed to Defense Finance and Accounting Service – Cleveland (DFAS-CL) Center, ATTN: Garnishment DFAS-CL/L, P.O. Box 998002, Cleveland, OH 44199-8002. The DFAS-CL makes the necessary input to the Soldier's account. No action is required by the unit.

5-7. Request for remission and waiver of debts

a. This paragraph defines the difference between a waiver and remission of indebtedness. It also provides guidance for application, submission, and processing of waiver, remission or cancellation of indebtedness to the US Army for TPU Soldiers.

b. **Reference.** AR 37-104-4, Military Pay and Allowances Policy, chapter 32; AR 600-4, Remission or Cancellation of Indebtedness.

c. Waiver of indebtedness.

(1) Waiver is the dismissal of the entire gross amount of an erroneous payment or allowance. If the waiver is approved in full, any amounts collected from the Soldier prior to approval of the waiver are refunded.

(2) Waiver may be granted only when collection would be unjust and against the best interests of the United States. The erroneous payment must have resulted from administrative error and there must not be any indication of fraud, misrepresentation, fault, or lack of good faith on the part of the Soldier. Waiver is applicable to all ranks and duty statuses.

(3) Waiver action is a matter of special consideration, not necessarily justified by an erroneous payment, since a Soldier should know when a payment is in error. Each Soldier has a duty to notify the pay chain of command of erroneous payments and retain the overpayment for refund to the Government.

(4) Waiver determination will depend upon the facts, supporting documents, and circumstances existing in each case. The waiver application must be received by the USAR Pay Management Division, (USAR PMD) within 5 years of the discovery of the erroneous payment.

(5) Debts not considered for waiver:

(a) Lump sum leave payments required to be refunded upon re-employment in Federal Service, regular or supplemental payments in excess of known earned entitlements caused by delays in pay actions, advance leave outstanding at separation.

(b) Payments in excess of earned entitlements caused by delays in pay actions, such as orders terminating special or incentive pays, demotion orders, DA Form 4187 showing periods of unauthorized absence, or orders for assignment to Government quarters, or reject of pay actions.

(c) Amounts owed the US Government due to developments after a legal and proper payment, such as enlistment bonus, reenlistment bonus, medical and specialty pays.

d. Remission or cancellation of indebtedness.

(1) Remission or cancellation may be granted on the basis of hardship, injustice, or both. Remission based on hardship applies only to debts in excess of \$150.

(2) Factors in determining hardship or injustice:

- (a) The Army's policy in the area of indebtedness (e.g., excess leave or receiving BAH while living in Government quarters).
- (b) Soldier's awareness of policy and procedures; past or present military occupational specialty (MOS), rank, years of service, and prior experience; Soldier's contribution to the indebtedness by not correcting the situation; Soldier did not know and could not have known of the error; Soldier inquired of a proper authority and was told that the payment was correct.
- (c) Soldier's monthly income and expenses; additional income or assets; repayment will cause hardship because of excessive monthly expenses due to living in a high cost area, living apart from family members because of military orders, number and age of family members, medical and dental bills, or other unusual expenses.
- (d) Expenses caused by living standards that are too high or by mishandling of funds are not a basis for a hardship case.
- (3) If approved, the current balance or the uncollected portion of the indebtedness is cancelled. Indebtedness collected after the date the Soldier's commander signed the application may be remitted.
- (4) Debts to the US Army that may be remitted or cancelled are cases arising from—
- (a) Payments made in error or in excess of an allowance on behalf of the Soldier.
- (b) Debts acknowledged as valid and have not been repaid or collected before the Soldier's commander signed the application.
- (c) Debts for which waiver has been denied.
- (d) Debts established in a report of survey.
- (e) Debts incurred while on active duty (other than ADT) prior to separation or return from active duty. Debts incurred while on IDT or ADT will not be considered for remission.
- (5) Debts are not considered for remission or cancellation when -
- (a) Debts are due to loss of public funds obtained or converted to own use through fraud, larceny, embezzlement, or other unlawful means.
- (b) A Soldier's pay is not reduced promptly in connection with forfeiture of pay imposed by a court martial or under Article 15 of the Uniform Code of Military Justice (UCMJ); or debts are due to fines imposed by court martial sentence; or when a Soldier will receive less than an honorable discharge at time of separation.
- (c) More than 1 year has elapsed since a Soldier's discharge (unless the Soldier has reenlisted).
- (d) A Soldier is retired (whether the debt occurred before or after retirement).
- (e) A Soldier is held liable for damage or loss of property to another branch of service.
- e. RC Soldiers on active duty are eligible for remission/cancellation of debt incurred on or after 7 October 2001 while in one of the following categories:
- (1) On active duty or on active status for deployment.
- (2) Within 1 year of release from active status in a RC.
- f. **Submission of request for waiver.**
- (1) The Soldier, with the commander's assistance, must complete DD Form 2789, Waiver/Remission of Indebtedness Application to request waiver of indebtedness. The current edition of the form must be used. Obsolete forms will not be accepted and will be returned to the Soldier's unit. The form is available at <http://www.dtic.mil/whs/directives/forms/eforms/dd2789.pdf>. The Soldier must complete blocks 1 through 18, and sign and date the application in blocks 19a through 19c. Enter "NA" in any block left blank. The commander completes blocks 20 through 21. The commander must sign and date the application in blocks 22a through 22b.
- (2) Documentation to support the Soldier's application is listed in AR 37-104-4 (e.g., bonus addendums, debt computation, orders, statements from others, e-mails, pay inquiries, notification of indebtedness, etc.).
- (3) Failure of the Soldier and/or the unit to provide any of the required documentation listed below is cause for the application to be returned to the unit for corrective action, causing further delay in the processing of the application:
- (a) A signed statement from the Soldier pertaining to his/her knowledge of erroneous payment, when discovered, and steps taken to correct the error. If the Soldier was unaware of the overpayment, this must be included in the Soldier's statement, with the reason. If the Soldier failed to save the funds erroneously received, the statement also needs to fully explain the use of the erroneous funds. Were they safeguarded or spent?
- (b) A signed statement from the Soldier's commander confirming the statement made by the Soldier and validating that the facts are complete and accurate.
- (c) All active duty orders, consisting of the original order with amendments or revocation, that apply for the period the Soldier was on active duty.
- (d) Other orders or authorization documents used to establish the pay and/or allowances.
- (e) Copies of LESs that reflect the erroneous payment and collection of the indebtedness.
- (4) The completed DD Form 2789 with required documents can be mailed or e-mailed to the USAR PMD.
- (a) Mailing address: USAR Pay Management Division, ATTN: Debt Management, Room 135Z-1, 8899 E. 56th ST., Indianapolis, IN 46249-1601.
- (b) E-mail address: usarmy.usarc.usarc-hq.mbx.ardebtmngt@mail.mil
- (c) Include a DA Form 200, transmittal record annotated with the UPA's name, phone number and e-mail address, and the unit's address.
- g. **Submission for remission or cancellation of indebtedness.**

(1) The Soldier, with the commander's assistance, must complete DA Form 3508, Application for Remission or Cancellation of Indebtedness to request remission or cancellation of indebtedness. The most current edition of the form must be used. Obsolete forms will not be accepted and will be returned to the Soldier's unit. The form is available at <http://www.apd.army.mil/>. The Soldier must complete sections I through VIII. If the Soldier is requesting remission based on financial hardship, the Soldier and the Soldier's spouse, (if the soldier is married), must sign and date in block 49 of section VIII. The commander must complete section VIII, blocks 50a and 50b, and sign and date the application in block 50.

(2) Supporting documentation to support the Soldier's application are listed in AR 600-4 (e.g., statements from others, e-mails, pay inquiries, notification of indebtedness, etc.).

(3) Failure of the Soldier and/or the unit to provide any of the required documentation listed below is cause for the application to be returned to the unit for corrective action, causing further delay in the processing of the application:

(a) Detailed Soldier's DA Form 2823, Sworn Statement signed by the Soldier and countersigned by an officer having notary powers or by a notary public. The statement must include:

- Cause and reason for the debt; period involved; date of discovery; information about official notification of the debt, how, when, who informed the Soldier of the debt.
- Whom the Soldier informed of the error or suspicion of error; efforts made to have the error corrected; evidence to support efforts to correct the cause of debt; reason for delay in correcting the error; a full explanation concerning the use of the erroneous funds. Were they safeguarded or spent?
- If injustice is claimed, an explanation for the claim; if hardship is claimed, an explanation of the problems that repayment would cause.

(b) A signed statement from an officer in the Soldier's chain of command, who has special courts martial authority, (See UCMJ Section 823 Article 23), confirming the statement made by the Soldier and validating that the facts are complete and accurate. The commander's statement also needs to include:

- Recommendation for approval (in whole or in part) or disapproval, with reason if disapproval is recommended. State how remission or cancellation would or would not serve the best interests of the US Government.
- State if the Soldier is at fault; could have prevented the debt; could have been aware of the Army's policy in this area in view of past or present MOS, rank, years of service, or prior experience; did the Soldier act properly in trying to correct the error and act in good faith.

(c) All active duty orders, consisting of the original order with amendments or revocation, that apply for the period the Soldier was on active duty.

(d) Other orders or authorization documents used to establish the pay and/or allowances.

(e) Copies of LESs that reflect the erroneous payment and collection of the indebtedness.

(4) The completed DA Form 3508 with required documents can be mailed or digitally scanned to the USAR Pay Management Division.

(a) Mailing address: USAR Pay Management Division, ATTN: Debt Management, Room 135Z-1, 8899 E. 56th St., Indianapolis, IN 46249-1601.

(b) E-mail address: usarmy.usarc.usarc-hq.mbx.ardebtmngt@mail.mil.

(c) Include a DA Form 200 annotated with the UPA's name, phone number and e-mail address, and the unit's address.

h. Suspension or proration of the debt collection pending approval or disapproval.

(1) The USAR PMD completes the finance portion of the applications for waiver, remission, or cancellation of indebtedness and forwards to the appropriate approving authority as follows:

(a) *Waivers*: DFAS-IN.

(b) *Remissions or cancellation of indebtedness*: HRC.

(2) USAR PMD normally suspends or prorates further collection of the indebtedness pending approval of the Soldier's application. The suspension or proration is initiated upon receipt of a complete application from the Soldier or the unit.

(3) The commander may request that the debt collection be continued during the review process if it is in the best interest of the US Government.

(4) If the Soldier's request for remission or cancellation of indebtedness is approved, the approving authority remits the portion of the indebtedness that was collected after the date the commander signed the DA Form 3508.

(5) Upon approval of an application, the approving authority makes the adjustment to cancel, remit the indebtedness, or process the refund to the Soldier, as applicable. If the application is disapproved, the approving authority removes the suspension or proration of the collection of indebtedness and resumes collection at the rate of two-thirds of the Soldier's disposable pay each month.

(6) Applications that may be considered for waiver, remission, or cancellation should not be sent to the Army Board for Correction of Military Records (ABCMR). However, a Soldier may apply to the ABCMR under AR 15-185 for any debt not eligible or approved by waiver, remission or cancellation.

i. Interest, Penalties, Administrative Costs.

(1) Title 31, United States Code (USC), Section 3717, Interest and Penalty on Claims and the "Federal Claims Collection Standards" regulation authorize assessment of interest, penalty, and administrative costs on delinquent debts.

(2) The intent of interest is to stimulate prompt payment of debts and recover the cost to the Department of Treasury. Penalty charges are assessed on any debt principal delinquent for more than 90 days. Administrative costs are assessed when incurred in the processing and handling of delinquent debts.

(3) Debt collections, even those suspended or prorated, will accrue interest during the repayment process.

5-8. Proration requests

a. Debt collections are deducted from a Soldier's disposable pay. Disposable pay is the gross amount of the payment reduced by allowances, federal, state, and FICA taxes, as well as SGLI (including FSGLI and Traumatic SGLI (TSGLI)) deductions. The standard collection rate is two-thirds of disposable pay. Collection at a higher rate is authorized for debts that cannot be recovered at the lesser collection rate prior to a Soldier's expected separation date or within 3 years, whichever is earlier.

b. Soldiers with debts for military pay may request a prorated collection rate when the standard rate would cause undue financial hardship. The prorated collection rate is a whole dollar amount that is applied to each day of base pay. For example, if a Soldier requests a proration amount of \$5.00 per day, \$20.00 will be withheld for a BA 4 or \$70.00 for 14 days of active duty.

c. When reviewing proration requests, commanders must consider how many days of duty the Soldier will perform in the future to ensure the rate of collection will satisfy the debt within the timeframes below. Soldiers who have a change in status (reenlisted, mobilized, etc.) may request a new collection rate. Soldiers, who due to extreme financial hardship cannot repay a debt within the timeframes below, should apply for remission of the debt. Proration requests must allow for full repayment of the debt within 3 years of the first collection or the timeframes below, whichever is earlier.

(1) Completion of the Soldier's military service obligation (MSO) for all personnel.

(2) Completion of an enlisted Soldier's ETS date.

(3) An officer or warrant officer's mandatory removal date (MRD).

(4) A Soldier's 60th birthday (all personnel).

(5) The Soldier's expected date of separation. For TPU enlisted Soldiers this date is their ETS and for officers, their MRD.

d. Send proration requests to usarmy.usarc.usarc-hq.mbx.ardebtmngt@mail.mil. Include a USAR Form 28 and a copy of the Soldier's PQR. The Chief, USAR Pay Management Division, is the final approving authority for proration requests.

e. Soldiers with other types of debts, including travel, AAFES and Government Travel Card debts, must coordinate with the debt originator for proration requests. The Soldier's LES will contain an inquiry phone number that the Soldier can call to inquire about the debt. Penalties, interest and admin fees cannot be prorated.

5-9. Debt payment by personal check

a. While Soldiers may pay debts with a personal check, it is not advisable due to the difficulty in ensuring the payment is recorded properly through DFAS Disbursing. Encourage the Soldier to allow the debt to collect from his/her pay. Soldiers should be discouraged from mailing personal checks to the unit because of the risk in securing the check. Soldiers who insist on paying their debt by personal check should send the check to the address in paragraph 5-9b.

b. If the unit receives a personal check from a Soldier for repayment of a debt, prepare a DA Form 200 and send it with the check to the USAR Pay Management Division, Room, 135Z-1, 8899 E. 56th St., Indianapolis, IN 46249-1601. Include the Soldier's name, SSN, the check number, the purpose of the check (be specific as to the purpose of the payment, include dates and reason for debt) in the remarks section of DA Form 200. Include documentation of the debt (e.g., a copy of the MMPA or LES showing the debt). Place the check in a sealed envelope and staple the envelope to the DA Form 200. Do not fold or staple through the check.

c. Personal checks for payments disbursed by DFAS-IN should be made payable to US Treasury. If payment was made by other than DFAS-IN, contact the paying agency for repayment instructions.

5-10. Debts for Soldiers who have transferred or separated

a. For debts discovered after a Soldier transfers to another unit, or within 1 year of separation, submit a USAR Form 22 for non-active duty or a USAR Form 24 for active duty debts to the UPC for processing. DD Form 362 for Government Property Lost, Damaged or Destroyed should also be sent to the UPC.

b. For other types of debts discovered or debts received more than 1 year after a Soldier separates, contact the PMD at usarmy.usarc.usarc-hq.mbx.ardebtmngt@mail.mil for guidance.

c. MMPAs for separated Soldiers remain on DJMS-RC for a minimum of 1 year to allow for corrections. Debts for separated Soldiers transfer to DFAS-IN for collection 90 days after the date of separation. For example, if a Soldier is separated on 1 June 2013, any pending debts will transfer to DFAS-IN on 1 September 2013. If an account is separated in June 2013 with an effective date prior to March 2013 all debts will transfer to DFAS-IN immediately.

5-11 Lump sum payments for accrued leave and bonuses

Soldiers entitled to a lump sum payment who have an outstanding debt for military pay, allowances, incentives or government property will have their collection rate accelerated to 100% to reduce their indebtedness to the Government. The collection rate will be reset to two-thirds or the approved proration amount after collection of the lump sum payment occurs.

5-12 Adjustment to TSP contributions to assist in debt collection

a. DoDFMR Volume 7A, Chapter 52 allows adjusting the percentage of pay going to a Soldier's TSP account in order to satisfy debts to the Government.

b. TSP rates will be adjusted if the amount of pay after normal deductions and TSP contributions will not allow for repayment of the debt within the timeframes prescribed in paragraph 5-8. Soldiers can resume their prior TSP contribution amount once all debts are collected in full.

Example:

Original Payment		Deductions		Net Pay
Entitlement				
Basic Pay	\$100.00	FITW	\$10.35	\$ 78.50
		FICA	7.65	
		SITW	3.50	

Collection for duty not performed.
Debt posted as \$100. Debt will collect at 100% of gross pay.

Next pay received:

Entitlement		Deductions		Net Pay
Basic Pay	\$100.00	FITW	\$10.35	\$26.17
		FICA	7.65	
		SITW	3.50	
		Debt	52.33	

Next LES shows:

FICA TAX Refund \$4.00
[Debt payment (52.33) x 7.65%]

Figure 5-1. Example of a debt

Chapter 6 Miscellaneous Actions

6-1. Transfers to AGR

- a. Soldiers on AGR tours are paid by DJMS-AC.
- b. Soldiers entering on an AGR tour are transferred to the USAR Control Group (AGR). They are brought on their AGR tour by an order published by HRC. The order transferring the Soldier to the AGR tour will process through TAPDB-R and create a separation transaction in DJMS-RC.
- c. When a Soldier with a bonus enters an AGR tour, their bonus is terminated without recoupment (if they served a minimum of one day of their current contract). If their bonus was erroneously terminated with recoupment, the Soldier's unit must submit a USAR Form 23 requesting the correction to terminate without recoupment. The unit must also attach a copy of the order transferring the Soldier to the Control Group and the AGR order.

6-2. Accrued Leave

Accrued leave is earned for continuous active duty periods, including back-to-back orders (continuous duty), totaling 30 days or more. Soldiers that do not use all the leave accrued during a tour of active duty ending on 30 September 2011 or later may request payment or carryover of all or a portion of the unused leave to a future period of active service of 30 days or more. This is true regardless of whether there is a break between active duty periods. Soldiers may carry over up to 60 days of annual accrued leave.

- a. Soldiers are limited to a maximum payment of 60 days accrued leave during their career. The 60-day leave payment limitation does not apply to leave accrued after 30 September 2001 while serving on active duty periods (AGR, AT, ADT, ADOS or ADOS-RC) tours totaling 31 to 365 days in duration or to contingency operations of any duration.
- b. Accrued leave payments should be processed within 60 days of the end date of the active duty period by the UPC or Defense Accounting Office (DAO)/DMPO that provided pay support to the Soldier. If the DAO/DMPO does not pay the accrued leave, submit request for payment to the UPC. Submit all applicable active duty orders, a USAR Form 24, DD Form 214 and DA Forms 31. If the DD Form 214 is not available, the UPA should so state on the USAR Form 24.

c. Before the UPC or DAO/DMPO can process an accrued leave payment, the Soldier's MMPA must have an "X" in the FI-IND field (Section 5, MMPA). See paragraph 2-9p (3) for procedures to update the FI-IND field.

d. Procedures for requesting carryover of leave at time of REFRAD.

(1) Orders paid by UPC - no action is required at REFRAD for Soldiers desiring to carryover all leave accrued to a future duty period of 30 or more days. All unused and unpaid accrued leave will be available for carryover the next time the Soldier begins an active duty tour of 30 or more days. Soldiers requesting payment of a portion of their accrued leave at REFRAD and carryover of the remainder should submit a request for payment within 90 days of REFRAD, to the UPC. See paragraph 6-2b for document requirements. Annotate the number of days leave requested for payment in block 15 of USAR Form 24. Enter a statement in block 16 requesting carryover of the remaining accrued leave and the number of days to carryover.

(2) Orders paid by a DMPO or Army Finance office – requests for carryover of leave are processed IAW local procedures.

e. Procedures for requesting carryover of leave accrued previously upon beginning a new active duty period of 30 or more days.

(1) Orders paid by UPC - Submit active duty orders and a DA Form 4187 or USAR Form 24 to the UPC to request carryover leave. Section IV of the DA 4187 or section 16 of the USAR 24 must contain a statement requesting carryover of accrued leave and the number of days to carryover. The UPC will require verification of the number of days requested when the number is less than the total accrued leave days recorded in DJMS-RC.

(2) Orders paid by a DMPO or Army Finance office – requests for carryover of leave are processed IAW local procedures.

f. Soldiers with carryover leave remaining upon entering one of the statuses below may receive payment for the leave. Carryover leave will be forfeited if the Soldier is discharged under other than honorable conditions. Submit a copy of the appropriate order and USAR Form 24 to initiate payment. Indicate in block 15 of USAR Form 24 that request is for payment of remaining accrued leave. DFAS will initiate payment of remaining leave for deceased Soldiers.

(1) Discharge.

(2) Transfer to the IRR.

(3) Retirement.

(4) Death.

6-3. Disability Severance Pay (DSP)

A Soldier separated for a physical disability, which was the result of performance of duty, may be entitled to disability severance pay IAW the DODFMR Volume 7A, Chapter 35. The separation order must specify an entitlement to disability severance pay.

a. The UPC processes DSP for orders published by the US Army Physical Disability Agency. DSP claims must include a memorandum from the Physical Disability Branch in Arlington, VA. E-mail the DSP order and memorandum to the UPC Incapacitation Pay team at the address shown in appendix C, table C-1 or the address in appendix C, paragraph C-2

b. The UPC will process the DSP and separate the Soldier's MMPA.

c. DSP orders issued by military installations are processed by the installation DAO/DMPO. The DAO/DMPO will separate the Soldier's MMPA.

d. The UPA must ensure that a loss transaction is processed in RLAS.

6-4. Incapacitation (INCAP) pay/Active Duty Medical Extension (ADME)

a. References.

(1) AR 135-381, Incapacitation of Reserve Component Soldiers provides Army policy on RC Soldiers who become incapacitated.

(2) DA Pam 135-381, Incapacitation of Reserve Component Soldiers Processing Procedures provides procedures regarding incapacitation pay and allowances for RC Soldiers.

b. Submit all INCAP claims to the RD for approval after the Line of Duty (LOD) is approved. The RD/USARC/DA G-1 (depending on approval level) submits the approved claim to the UPC.

c. Submit Active Duty Medical Extension (ADME) pay requests to the UPC on a DA Form 200. The DA Form 200 is usually prepared by the RD INCAP POC.

d. E-mail INCAP and ADME documentation to the UPC Incapacitation Pay team at the address shown in appendix C, table C-1 or the address in appendix C, paragraph C-2 a.

6-5. Deceased Soldiers' accounts

Report all TPU Soldier deaths IAW AR 190-45, Law Enforcement Reporting through your Major Subordinate Command (MSC) G-3 channels using Serious Incident Report (SIR) format. See the Army Reserve Casualty Operations website at <https://arg1web/personnelpolicy/Pages/CasualtyOperations.aspx> for more information on reporting casualties. The UPC receives SIRs and inputs the deceased transaction in DJMS-RC.

a. If the Soldier expired while serving in a duty status, contact the HQDA, Casualty Office at 1-800-626-3317. Provide the

Soldier's name, SSN, rank, date and place of death, duty status at the time of death, and the unit of assignment with telephone number.

b. Prepare a memorandum to forward to DFAS-IN Casualty Branch with the following information:

- (1) Date expired.
- (2) AT/ADT/ADOS-RC/Mobilization dates for which payment is due (attach all unpaid orders to the memorandum).
- (3) Dates and number of BA's for which IDT payment is due (attach all unpaid DA Form 1380s or IDT Attendance Roster periods to the memorandum).

(4) Annotate whether death gratuity eligibility has or has not been determined, and whether payment was made. If death gratuity was paid, include recipient's name, SSN, address, and amount paid.

c. Include the following documents:

- (1) Documents for any other unpaid claims, such as unpaid travel entitlements, promotion orders, bonuses, etc.
- (2) DD Form 1300, Report of Casualty or the death certificate.
- (3) SF 1174, Claim for Unpaid Compensation of Deceased Member of the Uniformed Services.
- (4) Copy of SGLV Form 8286 (copy only, used only for SGLI questions).
- (5) Bonus contract if Soldier's death resulted in an unearned portion of a bonus.
- (6) DD Form 93, Record of Emergency Data. If not available, add the following information to the memorandum:
 - (a) Statement that the Soldier's Official Military Personnel File does not contain a valid DD Form 93.
 - (b) Name and address of surviving spouse, if any.
 - (c) If there is no surviving spouse, names and addresses of surviving children, if any.
 - (d) If no surviving spouse or children, the names and addresses of the surviving parents, if any.
 - (e) If no surviving spouse, children or parents, the names and addresses of the surviving brothers and sisters, if any.
- (f) Send the DA Form 200 and memorandum with supporting documents to DOD, DFAS-IN, Directorate for Military

Pay, Services & Support Division, 8899 E. 56th Street, Indianapolis, IN 46249-0865, or fax documents to (317) 275-0353 or DSN 699-0353. The unit can call (317) 212-1598 to ensure their fax was received by DFAS-IN. Submission of this packet should not be delayed more than 10 days pending completion and/or receipt of all applicable documents.

[NOTE: Soldier's MMPA will remain active until 6 months after separation date (date of death).]

(g) Return any DJMS-RC checks paid after the Soldier's death to the address provided in paragraph 6-5c(6)(f) above.

6-6. Out-of-Service claims

a. An Out-of-Service claim is a claim the UPC cannot process in DJMS-RC

b. Examples of Out-of-Service claims include payments due to separated Soldiers whose MMPA has been purged from DJMS-RC or pay due for a prior period of service in the active component.

c. Claims for unpaid Reserve pay for separated Soldiers can be processed by the UPC if the MMPA is still in DJMS-RC. Units can verify whether the MMPA is still in DJMS-RC by contacting their RD or GFC CPM. If the MMPA is still in DJMS-RC, initiate payment via USAR Form 22 or USAR Form 24, as applicable. Include supporting documents and forward to the UPC with a USAR Form 26.

d. For Soldiers who's MMPA was purged from DJMS-RC, prepare a DD Form 827 and forward it to DFAS. Include documents to support the claim. Mail the DD Form 827 to DFAS-IN, Claims Branch, 8899 E 56th St. Dept. 3300 (ATTN: COR/CLAIMS), Indianapolis, IN 46249-3300.

e. Soldiers or units can inquire about the status of a DD Form 827 by calling (317) 212-6167, DSN 699-6167, or sending an e-mail to DFAS.Indianapolis-IN.JFE.MBX.COR-Claims@mail.mil.

6-7. Non-receipt/returned payments (EFT/Checks)

a. Non-receipt of payment by a financial institution.

(1) Soldiers who do not receive a direct deposit must confirm that their financial institution information is correct in myPay and have the bank call DFAS-IN to report the non-receipt (317) 212-0585; DSN: 699-0585. The bank must provide the Soldier's name, SSN, account number, name and address of the financial organization and date of payment as reflected on the Soldier's LES.

(2) An alternate reporting method is to have the Soldier prepare and sign a memorandum including all information listed in paragraph 6-7a (1) above, as well as a unit POC and number. Attach all pertinent bank statements to demonstrate that the deposit was not received. Fax the memorandum to the DFAS-IN disbursing office at (317) 212-5903 or DSN 699-5903.

b. Take the following actions for Soldier's who have a Government check (hard copy) that is lost, stolen, mutilated, destroyed, returned to sender, or not received:

- (1) Assist the Soldier in preparing a DD Form 2660 accurately:
 - (a) Blocks 1- 4 - self explanatory
 - (b) Block 5 - must contain account number, routing number, and account type i.e. checking/savings
 - (c) Block 6 – if a check was mailed, the address to where the check was mailed
 - (d) Block 7 – Soldiers' current mailing address, must match the mailing address on the Soldiers' pay account
 - (e) Block 8 – check appropriate box.
 - (f) Block 9 – Look on the Soldiers' LES Period Covered Box. (In that box it has CHK DT - that is the date that goes in Box 9. If there are multiple dates for checks not received, you must have a separate DD Form 2660 for each LES).
 - (g) Blocks 10-11 – check appropriate box.

- (h) Blocks 12-13 – Soldier must hand sign and date the form. Digital signature is not authorized.
- (i) Block 17 - Must indicate “Request Replacement Check”.
- (2) E-mail the completed DD Form 2660 along with the LES associated with check payment to

usarmy.usarc.usarc-hq.mbx.ardebtmngt@mail.mil.

(3) Advise the Soldier to expect payment of the check amount no earlier than 60 days after DFAS-IN receives the DD Form 2660. The Treasury Department must provide a response on the status of the check before a new check can be issued.

(4) Advise the Soldier that if the original check is received after filing the DD Form 2660, it must be returned to the UPA. The UPA must prepare a DA Form 200 and mail the original check to the USAR Pay Management Division, ATTN: Debt Management, Room 135Z-1, 8899 E. 56th ST., Indianapolis, IN 46249-0000. The Pay Management Division will coordinate with DFAS-IN to remove the payment history from the Soldier’s MMPA and adjust the Soldier’s tax information.

6-8. Claims resulting from the correction of military records

a. Soldiers requesting correction of military records must submit a DD Form 149, Application for the Correction of Military Record Under the provisions of Title 10, US Code, Section 1552 to the Army Review Boards Agency (ARBA) at the address listed on the back of the DD Form 149. See AR 15-185, Army Board for Correction of Military Records for guidance or go to <http://arba.army.pentagon.mil/>.

b. Allow 60 days after ARBA issues a decision on the DD Form 149 for payment of the claim. Any pay adjustments for periods prior to the ARBA docket date will be made by DFAS and occur outside of DJMS-RC. If payment is not received within 60 days, forward copies of the ARBA recommendation to the UPC. The UPC will coordinate with the DFAS- IN to make the payment. Pay adjustments for periods after the docket date must be processed by the UPC. Submit the ARBA board results and supporting documentation for the pay adjustment (promotion order, bonus contact, etc.) to the UPC. See Appendix D, paragraph D-53, for processing procedures.

6-9. Requesting an LES copy

a. Soldiers must use myPay to access LESs for the current and 11 previous months.

b. Current and separated Soldiers can request copies of their LESs as follows:

(1) Go to <http://www.dfas.mil> and select “Military Members”.

(2) Scroll to “Understanding Your LES” and click on “Request LES for Substantiating Document”.

(3) To request LES prior to 1992 (1 January 1970 through 31 December 1991).

(a) Under “ARMY: Separated Active Duty Member, Current/Separated Reserve or National Guard Member Army & Air Force Active Duty LES” select the “askDFAS” hyperlink.

(b) Complete applicable fields and submit ticket.

(4) To request LES after 1992 (1 January 1992 through 31 December 2014).

(a) Follow steps 1-3(a) above.

(b) Select “Change Category/Sub-Category selection”.

(c) Under “Categories” select (LES Request).

(d) Option for “Subcategories” will appear, select “For LES request after 1992.”

(e) Complete applicable fields and submit ticket.

Chapter 7 Mobilization

Section I Conceptual Overview

7-1. General

a. This chapter provides guidance for Reserve pay administration of TPUs and Soldiers ordered to active federal military service.

b. Reserve pay procedures for mobilization are contained in the Finance Mobilization and Demobilization Standard Operating Procedures (SOP) at

<https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>. This chapter provides additional reserve pay mobilization information.

c. This chapter specifies finance tasks to accomplish during each phase of mobilization.

7-2. Tasks and responsibilities

a. **Phase I (Planning).** Financial readiness begins at the unit. In this phase, units ensure that all pay accounts reflect the Soldier's current status and that all pay entitlements are paid in an accurate and timely manner.

(1) Units—

(a) Complete Soldier Readiness Processing (SRP) I finance tasks to include Phase I tasks listed in the Finance Mobilization and Demobilization SOP at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG->

[8/pay/References/Forms/Refs.aspx](#),

(b) Take appropriate actions to resolve pay issues.

(c) Ensure that finance documents required by Annex E of the Finance Mobilization and Demobilization SOP are loaded in to the iPERMS mobilization/deployment folders.

(2) RD/GFC commands conduct Reserve Pay Operations Reviews of each unit within the Army Force Generation (ARFORGEN) ready pool.

b. Phase II (Alert). Units—

(1) Provide pay support to all Soldiers mobilized in a derivative UIC, including cross-leveled Soldiers and Soldiers assigned from the IRR for mobilization.

(2) Provide copies of the Finance Guide for USAR Soldiers available on the USARC SharePoint site at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>.

c. Phase III (Home Station Processing).

(1) Units -

(a) Use the RADARS Automated Mobilization Transactions module of RLAS to start mobilization pay entitlements. Units and RPACs must assign the RADARS Mobilization TL number NLT the Home Station (HS) report date. Most units report to the Mobilization Station (MS) within 3 days of reporting to HS. Units/RPACs must assign the mobilization TL on the HS report date to allow time for the transactions to post in DJMS-RC and be visible to the MS finance office. The MS will input all the transactions again if the RLAS transactions are not visible in DJMS-RC when Soldiers begin finance processing at the Soldier Readiness Center (SRC). This delays processing through the SRC, creates unnecessary workload for the MS finance office and may delay the Soldier's first payment. The commander must verify the presence of each mobilizing Soldier at home station prior to the UPA assigning a TL in RADARS. The mobilization station will start or stop pay for Soldiers added or deleted from the mobilization roster after assignment of the RADARS Mobilization TL number. Refer to the Reserve Pay Supplemental Guidance at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx> for instructions on using the RADARS Automated Mobilization Transactions module.

(b) For individual mobilization orders published in DAMPS the unit/RPAC must e-mail the documents below to the servicing pay team at the UPC NLT COB of the HS report date:

(1) USAR Form 26. Check "Mobilization Data" in the "Handling Information" section of the USAR 26. Pay team e-mail addresses are in appendix C, table C-1.

(2) DAMPS individual mobilization orders.

(3) DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance (FSA) for Soldiers entitled to Family Separation Allowance.

(4) RLAS DA Form 5960 for Soldiers requiring a change to the current BAH information on their MMPA. The DA Form 5960 must be created in RLAS.

(5) DA Form 4187 for Soldiers entitled to CONUS COLA.

(6) Any other documents necessary to correct errors on a Soldier's MMPA.

(7) Amendments to curtail the orders of any mobilizing Soldier currently on active duty in another status.

(8) Soldiers mobilized on DAMPS orders will have a Pay Status (PS) code of "Z" on their MMPA and the UCPMR.

(c) Review the RADARS Past Due Orders and RADARS Duty Certification Suspense Reports and process any outstanding active duty orders or duty certifications.

(d) Advise the RD/GFC command of finance tasks that may not be completed as of the reporting date to the MS.

(e) Prepare and submit DTS or DD Form 1351-2 Travel Vouchers for Soldiers on AT/ADT/ADOS-RC during the Alert phase.

(1) RD/GFC commands ensure unit starts mobilization pay in RADARS before departing home station.

(2) RD/GFC SRP Level 2 Team –

(f) Conduct SRP 2 finance tasks, include the Phase III tasks listed in the Finance Mobilization and Demobilization SOP at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>, for all mobilizing Soldiers including cross-leveled and Soldiers assigned from the IRR for mobilization to Finance tasks include –

(g) Conduct an entitlements briefing with all Soldiers using the SRP 2 briefing charts available on the USARC G8 SharePoint site at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>.

(h) Conduct a face-to-face review of the Soldier's MMPA (MMPA) using the checklist at figure 7-1 and Annex E of the Finance Mobilization and Demobilization SOP at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx> to identify key data elements for review. Prepare actions to correct errors on the MMPA. Annotate corrections made to the Soldier's MMPA on Annex E. Make 3 copies of any documents used to support changes to the Soldier's MMPA. Provide one copy to the Soldier, attach one to Annex E and send the final copy to the UPC for processing.

(i) Provide a projected pay calculation to each Soldier.

(j) Provide completed Annex E for all Soldiers to the unit for further distribution to the mobilization station.

(k) Forward documents for MMPA corrections to the UPC.

(l) Ensure uploading of finance documents required in the iPERMS mobilization/deployment folder.

(m) Ensure each Soldier and family support group receives copies of the Finance Guide for USAR Soldiers.

(n) SRP2 briefing charts, Annex E, and a pay calculation worksheet are available at

<https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>.

d. **Phase IV (Mobilization Station (MS)).** The MS—

- (1) Completes tasks in chapter 3 of the Finance Mobilization and Demobilization SOP.
- (2) Conducts face-to-face MMPA review with each Soldier and inputs changes to DJMS-RC as needed.
- (3) Adjusts tour end dates as required; completes all unfinished tasks from Phase I, II, and III; and verifies/corrects the pay transactions input through RADARS as needed.

e. **Phase V (Deployed Location).** The supporting Finance office completes tasks in chapter 3 of the Finance Mobilization and Demobilization SOP.

Section II

Mobilization Pay and Benefits

7-3. Mobilization pay and benefits information

Information on mobilization entitlements, allowances and special authorizations is contained in the DA G1 Personnel Policy Guidance (PPG) for Overseas Contingency Operations. The PPG changes frequently, units should ensure they view the latest version.

Section III

Unit Commanders Pay Management Report (UH022-2004) for Mobilized Units

7-4. Unit commander's responsibility

a. Mobilized units must continue to review the UCPMR to ensure correct payment of Soldiers. Deployed units can access the UCPMR via RLAS or coordinate with the GFC command or RD to receive the report monthly. See appendix I for UCPMR review procedures.

b. Commanders and UPAs are required to review and validate the information contained in the monthly report. The report is tailored to Reserve duty, but at a minimum, units should validate the Pay Status code and performance data to ensure the proper Soldiers are receiving mobilization pay. Refer to appendix I for a detailed explanation of the various sections and data fields contained in this report.

c. Perform a thorough review of the first UCPMR received after demobilization. To prevent erroneous payments, ensure that the pay status code was changed to "A" for all Soldiers who were REFRAD. Contact the UPC Ombudsman team at usarmy.usarc.usarc-hq.mbx.usarc-pay-inquiry@mail.mil or (877) 462-7782 to stop pay for Soldiers paid past REFRAD.

Section IV

Demobilization

7-5. Demobilization tasks

a. **Mobilization Station (MS)**—

- (1) Corrects any known pay problems noted on the Soldier's pay account.
- (2) Ensures tour-ending dates are correct.
- (3) Ensures hardship duty pay and hostile fire/imminent danger pay is terminated effective the date the Soldier departed the Theater of Operations.
- (4) Stops Family Separation Allowance effective the date the Soldier departed the MS.
- (5) Processes all accrued leave actions.

b. **RD/GFC command**—

- (1) Ensures REFRAD units conduct home station activities prior to transition leave or REFRAD.
- (2) Assists with resolution of pay discrepancies.
- (3) Ensures travel vouchers are completed and processed in a timely manner.

c. **Unit**—

- (1) Identifies Soldier(s) with pay problems and resolves them.
- (2) Ensures travel vouchers are completed and processed.
- (3) Coordinates with the RD or GFC command to ensure accrued leave payments have been finalized or transition leave has been posted.
- (4) Reports any complications with REFRAD date to the RD or GFC command.
- (5) Reviews the UCPMR to ensure all mobilization tours are stopped.

Section V

Mobilization Stations (Power Projection Platforms)

7-6. Mobilization Stations

The information in table 7-1 pertains to Power Projection Platforms (Mobilization Stations) that could be used to process Soldiers for deployment.

**Table 7-1
Power Projection Platforms (Mobilization Stations)**

Camp Atterbury Finance Office Edinburgh, IN 46124 COM: (812) 526-1499, Ext 61668	Fort Eustis Defense Military Pay Office ATTN: Reserve Pay Section Fort Eustis, VA 23604-5350 COM: (757) 878-5202/4022
Camp Shelby Finance Office Camp Shelby, MS 39407-5000 COM: (601) 558-2643	Fort Hood Defense Accounting Office ATTN: Reserve Pay Section Fort Hood, TX 76544-5224 COM: (254) 285-5909
Fort Belvoir Defense Military Pay Office ATTN: Reserve Pay Section Fort Belvoir, VA 22060-5538 COM: (703) 805-3940	Fort Jackson Defense Military Pay Office ATTN: Reserve Pay Section Fort Jackson, SC 29207-5550 COM: (803) 751-4576/6376
Fort Benning Defense Military Pay Office ATTN: Reserve Pay Section Fort Benning, GA 31905-5333 COM: (706) 545-3919	Fort Knox Defense Military Pay Office ATTN: Reserve Pay Section Fort Knox, KY 40121-5000 COM: (502) 624-6842
Fort Bliss Defense Military Pay Office ATTN: Reserve Pay Section Fort Bliss, TX 79916-6380 COM: (915) 741-8003	Fort Leonard Wood Defense Military Pay Office ATTN: Reserve Pay Section Fort Leonard Wood, MO, 65473-8935 COM: (573) 596-0010
Fort Bragg Defense Accounting Office (DAO) ATTN: Reserve Pay Section Fort Bragg, NC 28307-5000 COM: (910) 396-2216	Fort Polk Defense Military Pay Office ATTN: Reserve Pay Section Fort Polk, LA 71459-5000 COM: (337) 531-7347
Fort Campbell Defense Accounting Office (DAO) ATTN: Reserve Pay Section Fort Campbell, KY 42223-6007 COM: (270) 412-8997	Fort Riley Defense Military Pay Office ATTN: Reserve Pay Section Fort Riley, KS 66442-0000 COM: (785) 856-6244/6188
Fort Carson Defense Military Pay Office ATTN: Reserve Pay Section Fort Carson, CO 80913-5024 COM: (719) 526-6230/9812	Fort Sam Houston Defense Military Pay Office ATTN: Reserve Pay Section Fort Sam Houston, TX 78234 COM: (210) 221-2789
Fort Dix Directorate of Resource Management ATTN: Reserve Pay Section Fort Dix, NJ 08640-5000 COM: (609) 562-3408	Fort Stewart 24th Finance Battalion ATTN: Reserve Pay Section Fort Stewart, GA 31314-5121 COM: (912) 767-1371
Fort Drum Defense Accounting Office ATTN: Reserve Pay Section Fort Drum, NY 12189-4050 COM: (315) 772-4447	Joint Base Lewis-McCord Defense Accounting Office ATTN: Reserve Pay Section Joint Base Lewis-McCord, WA 98433-5000 COM: (253) 967-9527

Annex E review items: PEBD, Direct Deposit, Federal and state tax withholding, state of legal residence, dependency status, SGLI/FSGLI, myPay access, TSP percentage			
Validate the following items in addition to the items on Annex E of the Finance Mobilization and Demobilization SOP			
	ITEM	ACTION REQUIRED YES NO	
a.	NAME: Have Soldiers verify the spelling of their full name as stated on their MMPA. If name is incorrect see USAR Pam 37-1, Appendix D, table D-2, rules 3 and 4, for corrective action.		
b.	SSN: Have Soldiers verify their SSN as stated on their MMPA. If SSN is incorrect, see USAR Pam 37-1, Appendix D, table D-2, rules 1 and 2, for corrective action.		
m.	BONUS: Review Soldiers' MMPA for Bonus types other than "for -NONE." If Soldier has an overdue bonus payment; have Soldier complete a Pay Inquiry (USAR Form 27) and present it to the UPA for resolution. (See Reserve Pay Supplemental Guidance, chapter 7, at https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx .)		
n.	INCENTIVE PAY: Have Soldiers verify their Incentive Pay(s) as stated on their MMPA. If the Soldier is entitled to receive Incentive Pay but such entitlement is not recorded on the MMPA, submit order for Incentive Pay to the UPC. If there is insufficient information to do so, have the Soldier complete a Pay Inquiry (USAR Form 27) and present it to the UPA for follow-up. (See para 3-21 for incentive pay		

Figure 7-1. Sample mobilization MMPA review checklist

Appendix A References

Section I Required Publications

AR 15-185

Army Board for Correction of Military Records. (Cited in 6-8.)

AR 25-50

Preparing and Managing Correspondence (Cited in 1-12)

AR 25-400-2

The Army Records Information Management System (ARIMS). (Cited in 1-12)

AR 37-104-4

Military Pay and Allowances Policy. (Cited in 5-7.)

AR 621-202

Incentive Programs. (Cited in appx M.)

AR 135-381

Incapacitation of Reserve Component Soldiers. (Cited in 6-4.)

AR 140-1

Mission, Organization and Training. (Cited in 1-7.)

AR 190-45

Law Enforcement Reporting. (Cited in 6-5.)

AR 600-4

Remission or Cancellation of Indebtedness. (Cited in 5-7.)

AR 601-210

Active and Reserve Components Enlistment Program. (Cited in 2-30.)

AR 611-75

Management of Army Divers. (Cited in 3-23.)

AR 614-200

Enlisted Assignments and Utilization. (Cited in 3-23.)

AR 621-202

Army Educational Incentives and Entitlements. (Cited in appx L.)

AR 638-8

Army Casualty Program. (Cited in appx D, D-14.)

DA Pam 135-381

Incapacitation of Reserve Component Soldiers Processing Procedures. (Cited in 6-4.)

DFAS-IN Regulation 37-1

Finance and Accounting Policy Implementation. (Cited in appx F.)
(Available <http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200>)

DODFMR

Department of Defense Financial Management Regulation (DODFMR), Volume 1-15 – Issued under authority of DOD Inst 7000.14. (Cited in 1-5.) (Available <http://comptroller.defense.gov/>)

Finance Mobilization and Demobilization Standard Operating Procedures (SOP)

(Cited in paras 7-1.) (Available at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>.)

Finance Guide for USAR Soldiers. (Cited in 7-2)

(Available at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>)

JTR

Joint Travel Regulation. (Cited in 1-15.) (Available at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.)

Reserve Pay Supplemental Guidance (formerly known as the “RADARS and ADARS Guide”). (Cited in 3-1.)

(Available at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>)

Section II

Related Publications

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

AR 135-205

Enlisted Personnel Management

AR 140-185

Training and Retirement Point Credits and Unit Level Strength

AR 335-15

Management Information Control System

AR 600-88

Sea Duty

AR 600-105

Aviation Service of Rated Army Officers

DA Pam 611-21

Military Occupational Classification and Structure

Joint Publication (JP) 1-02

Department of Defense Dictionary of Military and Associated Terms

Title 31, United States Code (USC), Section 3717

Interest and Penalty on Claims. (Cited in 5-7.) (Available at <https://www.law.cornell.edu/uscode/text/31/3717>)

UCMJ

Uniform Code of Military Justice (Cited in 5-7.) (Available at <http://www.ucmj.us/>)

USAR Reg 37-2

Government Travel Charge Card Program

Section III

Prescribed Forms

The following forms are available on the USARC SharePoint Publications website at <https://arg1web/pubs/pubs/Pages/default.aspx>

USAR Form 22

Adjustment Certification Worksheet. (Prescribed in 2-11.)

USAR Form 23

Selective Reserve Incentive Program (SRIP) Adjustment Certification Worksheet. (Prescribed in 2-27.)

USAR Form 24

Individual Claim for Active Duty Pay, Allowances, and Adjustments. (Prescribed in 2-9.)

USAR Form 25

Individual Active Duty Certificate of Performance. (Prescribed in 3-9.)

USAR Form 26

Pay Document Transmittal Letter (TL). (Prescribed in 1-12.)

USAR Form 27

Pay Inquiry. (Prescribed in 4-5.)

USAR Form 28

Notice of Indebtedness. (Prescribed in 5-1.)

USAR Form 30

Officer Initial/Additional Active Duty Allowance Statement. (Prescribed in 3-25.)

Section IV Referenced

Forms

Unless otherwise indicated, links to the following forms are available on the AKO and Army Publishing Directorate (APD) websites, <http://www.us.army.mil> and <http://www.apd.army.mil>, respectively.

DA Form 31

Request and Authority for Leave

DA Form 71

Oath of Office – Military Personnel

DA Form 200

Transmittal Record

DA Form 201

Military Personnel Records Jacket, US Army

DA Form 1380

Record of Individual Performance of Reserve Duty Training

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 2627

Record of Proceedings under Article 15, UCMJ

DA Form 2823

Sworn Statement

DA Form 3508

Application for Remission or Cancellation of Indebtedness

DA Form 3540

Certificate and Acknowledgement of US Army Reserve Service Requirements and Methods of Fulfillment

DA Form 4187

Personnel Action

DA Form 4824

Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for All Personnel Applying for

Participation in the Reserve Officer Training Corps (ROTC)/Simultaneous Membership Program (SMP)

DA Form 4836

Oath of Extension of Enlistment or Reenlistment

DA Form 5261-4

Student Loan Repayment Program Addendum

DA Form 5536

Agreement Health Professionals Loan Repayment (HPLRP)

DA Form 5960

Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)

DA Form 5016

Chronological Statement of Retirement Points – available from the HRC web site at <https://www.hrcapps.army.mil/portal/>.

DD Form 4

Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 93

Record of Emergency Data

DD Form 137-3

Dependency Statement – Parent

DD Form 137-5

Dependency Statement – Incapacitated Child Over Age 21

DD Form 137-6

Dependency Statement – Full-Time Student 21-22 Years of Age

DD Form 137-7

Dependency Statement – Ward of a Court

DD Form 139

Pay Adjustment Authorization

DD Form 149

Application for the Correction of Military Record Under the Provisions of Title 10, US Code, Section 1552

DD Form 200

Financial Liability Investigation of Property Loss

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 215

Correction to DD Form 214, Certificate of Release or Discharge from Active Duty

DD Form 220

Active Duty Report

DD Form 362

Statement of Charges/Cash Collection Voucher

DD Form 827

Application for Arrears in Pay

DD Form 1131
Cash Collection Voucher

DD Form 1300
Report of Casualty

DD Form 1351-2
Travel Voucher or Subvoucher

DD Form 1351-2C
Travel Voucher or Subvoucher (Continuation Sheet)

DD Form 1351-3
Statement of Actual Expenses

DD Form 1351-5
Government Quarters and/or Mess

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

DD Form 1966
Record of Military Processing – Armed Forces of the United States

DD Form 2058
State of Legal Residence Certificate

DD Form 2367
Individual Overseas Housing Allowance (OHA) Report

DD Form 2475
DOD Educational Loan Repayment Program (LRP) Annual Application

DD Form 2660
Statement of Claimant Requesting Recertified Check

DD Form 2789
Waiver/Remission of Indebtedness Application

DFAS Form 27-41
Notice Concerning Claim Dependency for Credit of Basic Allowance for Housing. (Form sent from DFAS.)

DFAS Form 9213
TDY Travel Advance Request Form (Available at <http://www.dfas.mil/civilianemployees/travelpay/forms.html>)

SF 1164
Claim for Reimbursement for Expenditures on Official Business

SF 1174
Claim for Unpaid Compensation of Deceased Member of the Uniformed Services

SF 1199A
Direct Deposit Sign-Up Form

NGB Form 22
Report of Separation and Record of Service. (Available at <http://www.ngbpdn.ngb.army.mil/forms.htm>)

NGB Form 22A
Correction to NGB Form 22. (Available at <http://www.ngbpdn.ngb.army.mil/forms.htm>.)

IRS Form W-2
Wage and Tax Statement. (Available at <http://www.irs.gov>.)

IRS Form W-2C

Corrected Wage and Tax Statement. (Available at <http://www.irs.gov>.)

IRS Form W-4

Employees Withholding Allowance Certificate. (Available at <http://www.irs.gov>.)

IRS Form 668-W(c) (DO)

Notice of Levy on Wages, Salary, and Other Income

SGLV 8286

Servicemembers' Group Life Insurance Election and Certificate. (Available at <http://www.benefits.va.gov/INSURANCE/resources-forms.asp>)

SGLV 8286A

Family Coverage Election and Certificate. (Available at <http://www.benefits.va.gov/INSURANCE/resources-forms.asp>.)

VA Form 21-8951-2

Notice of Waiver of VA Comp or Pension to Receive Military Pay and Allowances. (Available at <http://www.va.gov/vaforms/>.)

Form TSP-U-1

Thrift Savings Plan Election Form. (Available at <http://www.tsp.gov>.)

Form TSP-U-1-C

Thrift Savings Plan Catch-Up Contribution Election. (Available at <http://www.tsp.gov>.)

**Appendix B
Military Pay Websites****B-1. USARC G-8, Pay Management Division (PMD) website**

Units can access the PMD website on the USAR SharePoint website

(<https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/Pages/default.aspx>) to obtain information on the following areas:

- a. ADARS, RADARS, and Mob daily pay transaction files.
- b. Enlistment, Re-enlistment, and Referral bonus transactions.
- c. Current DJMS-RC Production Schedule.
- d. Current Pay Policy and Procedures.
- e. Finance Guide for Mobilizing Soldiers.
- f. Army Reserve Pay Quarterly Digest.
- g. Pay-related website links.
- h. USARC G-8 Pay Management Division Staff.
- i. Command Pay Manager contact information.
- j. Unit and Pay Team information.

Appendix C**Major Subordinate Command (MSC), Army National Guard (ARNG), and Army Site Identification (Site ID) Codes and Addresses**

This appendix contains listings of Site IDs, e-mail, and mailing addresses for MSCs, Army National Guard United States Property and Fiscal Offices (USPFOs), and those Army activities with Reserve pay input capability.

C-1. MSC Site ID Listing

A listing of MSC Site IDs and supporting pay team information is at

<https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/Contacts/Forms/AllItems.aspx>. Click on USARC Master Unit Pay POC Export. Payroll number ranges can be found at

<https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/Contacts/Forms/AllItems.aspx>. Click on Master_Support_Table.

C-2. UPC pay team addresses

a. Mailing address:

**Department of the Army
 HQ United States Army Reserve Command
 USAR Pay Center
 ATTN: AFRC-COO-R (Site ID and Team #)
 1913 South B Street
 Fort McCoy, WI 54656-5122**

b. Table C-1 contains UPC pay team e-mail addresses.

Table C-1 UPC Pay Team e-mail addresses	
See https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx to determine the Site ID and UPC Pay team assigned your command.	
Team 1: Site IDs; R3, R7, V3,Y1, and	usarmy.usarc.usarc-hq.mbx.RCPSOTM1Scan@mail.mil
Team 2: Site IDs; R8, U2, U4 and U5	usarmy.usarc.usarc-hq.mbx.RCPSOTM2Scan@mail.mil
Team 3: Site IDs; R4and V2	usarmy.usarc.usarc-hq.mbx.RCPSOTM3Scan@mail.mil
Team 4: Site IDs; T1, T3, T4, and V4	usarmy.usarc.usarc-hq.mbx.RCPSOTM4Scan@mail.mil
SLRP/HPLRP Team:	usarmy.usarc.usarc-hq.mbx.RCPSOTMSLRPscan@mail.mil
Incapacitation Pay Team:	usarmy.usarc.usarc-hq.mbx.RCPSOTMINCAP@mail.mil
Bonus Team: Site ID; R1	usarmy.usarc.usarc-hq.mbx.RCPSOTMBONUSSCAN@mail.mil
Ombudsman Team: Site ID; U3	usarmy.usarc.usarc-hq.mbx.usarc-pay-inquiry@mail.mil

C-3. ARNG USPFO and Army DMPO Information

Table C-2 contains information on Army activities with Reserve pay input capability. Table C-3 contains ARNG USPFO Site IDs.

C-4. MSC Command Pay Manager Roster

A listing of MSC Reserve pay contacts is available at

<https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/Contacts/Forms/AllItems.aspx>. Click on Command Pay Managers.

Table C-2 Army activities with Reserve pay input capability			
Site ID	Activity	Address	City/State/Country/Zip Code
H1	Forward Support Team (Guantánamo Bay Cuba)	JFT-160 HQ/J8 USA	APO AE 09360
H2	Defense Military Pay Office Ft Carson	ATTN: DFAS-JFLH/UHKR 4900 Evans Ave, Bldg. 1220	Ft Carson CO 80913
H3	Defense Military Pay Office Fort Leonard Wood	ATTN DFAS-JFLH/UHMM 140 Replacement Ave Ste. 1123	Ft Leonard Wood MO 65473-8935
H4	Defense Military Pay Office Ft Dix	ATTN: JoeAnn Everett 5418 S Scott Plaza	Ft Dix, NJ 08640-5194
H5	Defense Military Pay Office Indianapolis	ATTN: DFAS-JFLH/UHKI 8899 E. 56th St.	Indianapolis, IN 46249-3500
H6	Defense Military Pay Office Ft Jackson Satellite Office 3rd Army Shaw AFB	ATTN: DFAS-JFLH/UHMD 5450 Strom Thurmond Blvd	Ft Jackson, SC 29207-5550
H7	Task Force 106th Finance Battalion (BN)	Camp Bondsteel Kosovo	APO AE 09340
H8	Defense Military Pay Office Ft Bliss	ATTN: DFAS-JFLH/UHMK BLDG 21000 Minue Rd	Ft Bliss, TX 79916-6812
H9	Camp Shelby Finance Office	Bldg. 1441, 16th Street,	Camp Shelby, MS 39407-5500
I1	Defense Military Pay Office Ft Meade	ATTN: DFAS-JFLH/UHMQ 2234 Huber Road	Ft Meade, MD 20755-5122

I2	Defense Military Pay Office Ft Riley	ATTN: DFAS-JFLH/UHKQ 212 Custer Ave	Ft Riley, KS 66442
I3	Defense Military Pay Office Ft Bragg	ATTN: DFAS-JFLH/UHKH 2175 Reilly Rd Stop A	Ft Bragg, NC 28307-5000
I4	Defense Military Pay Office Ft Benning	ATTN: DFAS-JFLH/UHMB Bldg. 89, Vibbert Ave	Ft Benning, GA 31905-5333
I5	Camp Atterbury Finance Office	P O Box 5000	Edinburgh, IN 46124-5000
I6	Defense Military Pay Office Joint Base Lewis-McChord	Bldg. 4174, Kaufman Ave Box 339500 MS 43	Joint Base Lewis-McChord, WA 98433-9500
I8	Defense Military Pay Office Joint Base San Antonio	ATTN: DFAS-JFLH/UHKM Bldg. 2263, Rm 105, Stop 85, 1706	Ft Sam Houston, TX 78234
I9	215th Finance BN	Bldg. 2805	Ft Hood, TX 76544-5056
J2	Defense Military Pay Office Ft Polk	ATTN: DFAS-JFLH/UHKN Bldg. 2524, 1767 23rd St	Ft Polk, LA 71459-5510
J3	Defense Military Pay Office Ft Hood	ATTN: DFAS-JFLH/UHKK Bldg. 2805, 761st Tank BN Ave & 62d St	Ft Hood, TX 76544-0052
J4	Defense Military Pay Office RECBAS	Bldg. 89, Vibbert Avenue	Ft Benning, GA 31905
J5	Defense Military Pay Office Schofield Barracks	ATTN: DFAS-JFLH/UHMF Bldg. 689, 219 Glennan Ave	Schofield Barracks, HI 96857
J6	Defense Military Pay Office Ft Drum	ATTN: DFAS-JFLH/UHKT 10720 Mount Belvedere Blvd	Ft Drum, NY 13602-5104
J7	Defense Military Pay Office Presidio of Monterey	ATTN DFAS-JFLH/UHKB 412 Rifle Range Bldg. 616	Presidio of Monterey, CA 93944-5000

Table C-2
Army activities with Reserve pay input capability - Continued

Site ID	Activity	Address	City/State/Country/Zip Code
J9	Task Force 106th Finance BN	Camp Bondsteel Kosovo	APO AE 09340-0001
K1	HQ, USMTM Unit 61300 (Dhahran, Saudi Arabia)	PO BOX 10	APO AE 09803-
K3	Defense Military Pay Office Ft Sam Houston	Team 3 - 2484 Stanley Road. Building #2263	Ft Sam Houston, TX 78234
K4	Defense Military Pay Office Ft Sam Houston	Team 4 - 2484 Stanley Road. Building #2263	Ft Sam Houston, TX 78234
K5	Defense Military Pay Office Ft Sam Houston	Team 5 - 2484 Stanley Road. Building #2263	Ft Sam Houston, TX 78234
K8	D Detachment (Vicenza, Italy) 106th FM Co	Unit 31401 Box 50	APO AE 09630
K9	ARCENT Finance	Camp Arifjan, Kuwait	State of Kuwait 90801
L1	Defense Military Pay Office Ft Knox	ATTN: DFAS-JFLH/UHMH Bldg. 1384, White Hall	Ft Knox, KY 40121-5000
L2	Defense Military Pay Office Ft Leavenworth	ATTN: DFAS-JFLH/UHMN West end of Bldg. 87 823 McClellan Ave	Ft Leavenworth, KS 66027-1361
L4	Defense Military Pay Office Ft Sill	ATTN: DFAS-JFLH/UHMJ 2806 NW Mow-Way Rd, Ste. 190	Ft Sill OK 73503-0328
L5	24th Financial Management Company	ATTN: DFAS-JFLH/UHKJ 1042 William H. Wilson Ave Bldg. 622, Rm 135	Ft Stewart, GA 31314-2462
L6	Camp Zama	ATTN: DFAS-JFLH/UHJZ Unit 5220	APO AP 96343
L7	Defense Military Pay Office - Ft Belvoir	ATTN:DFAS-JFLH/UHMS 9800 Lowen Road (Building 702)	Ft Belvoir, VA 22060-5538
	Pentagon Satellite Office	Rm 1B849	Washington, DC 20310-5700
M1	Defense Military Pay Office -	ATTN: DFAS-JFLH/UHMC	Ft Gordon, GA 30905-5730
M2	Defense Military Pay Office - Ft Rucker Satellite Office, Eglin AFB	ATTN: DFAS-JFLH/UHME Bldg. 5700, SSC, RM 120	Ft Rucker AL 36362-5000
M4	Defense Military Pay Office	ATTN: DFAS-JFLH/UHKF	Aberdeen Proving Ground, MD
M5	Defense Military Pay Office – Ft Lee	ATTN: DFAS-JFLH/UHMR 1401 B Ave Room 122	Ft Lee, VA 23801-1724
M6	Defense Military Pay Office – Ft Campbell	ATTN: DFAS-JFLH/UHKD 2195E Kentucky Ave	Ft Campbell, KY 42223
M7	Defense Military Pay Office – Ft Buchanan	ATTN: DFAS-JFLH/UHKV 399 Chrisman Rd Ste. 100	Ft Buchanan, PR 00934-4513
M9	Defense Military Pay Office -	ATTN: DFAS-JFLH/UHMG	Ft Eustis, VA 23604-5307
N3	Task Force 147 Finance Operation Join Forge	Eagle Base Tuzla	APO AE 09789

Table C-2
Army activities with Reserve pay input capability - Continued

Site ID	Activity	Address	City/State/Country/ ZIP Code
N4	Defense Military Pay Office – West Point	ATTN: DFAS-JFLH/UHMI USMA, 626 Swift Road	West Point, NY 10996
N5	Defense Military Pay Office - Joint Base Elmendorf-Richardson	ATTN: DFAS-JFLH/UHKA 600 Richardson Dr. #6200	Ft Richardson, AK 99505-6200
N7	Eighth US Army Korea A Detachment, 176th Financial Management Unit	ATTN: EAFC-FO Yongsan Korea	APO AP 96205-0073
N8	Defense Military Pay Office Redstone Arsenal	ATTN: DFAS-JFLH/UHMY 3493 Honest John Rd, RM 120	Redstone Arsenal, AL 35898-5093
N9	Defense Military Pay Office Ft Huachuca	ATTN: DFAS-JFLH/UHMP Bldg. 41420, 40 Rhea Avenue	Ft Huachuca, AZ 85613-6000
P1	Defense Military Pay Office Ft Irwin	ATTN: DFAS-JFLH/UHUM Bldg. 110, 1st St PO Box 105055	Ft Irwin, CA 92310-5055
P5	Defense Finance Battlefield Systems	Site 2	APO AE 09146
RA	Operation location (OPLOC) ROME, ATTN: DFAS-RO	124 Chappie James Blvd	Griffis AFB, NY 13441-4511
RT	Commander, MPRCD, DFAS-IN	8899 E 56th St	Indianapolis, IN 46249-0801
V6	OPLOC Lawton	ATTN: DFAS-LW Mow-Way Rd Bldg. 4700	Ft Sill, OK 73505-8500
VT	Systems Liaison and Procedures Office Single Source	8899 East 56th St	Indianapolis, IN 46249-0801
X1	UPC-Hawaii	ATTN: APIX-RM-P(X1) 1557 Pass St	Honolulu HI 96819-2135
X2	UPC-Hawaii	ATTN: APIX-RM-P(X2) 1557 Pass St	Honolulu ,HI 96819-2135
X3	OPLOC Honolulu ATTN: DFAS-Honolulu	Ft Shafter Bldg. 77 PO Box 1392 Ford Island	Pearl Harbor, HI 96860-7552

Table C-3
Army National Guard Site IDs

Site ID	USPFO State/Territory	Address	City/State/Country/ Zip Code	Telephone Number
A1	USPFO Alabama	PO Box 3715	Montgomery, AL 36109-0715	(334) 271-7449 DSN 363-7449
A2	USPFO Alaska	PO Box B Camp Denali	Ft Richardson, AK 99505-0800	(907) 428-6127 DSN (317)384-6127
A3	USPFO Arizona	5645 E McDowell Rd.	Phoenix, AZ 85008-3423	(602) 629-4643 DSN 853-4643
A4	USPFO Arkansas	Camp Robinson	N. Little Rock, AR 72199-9600	(501) 212-4324 DSN 962-4324
A5	USPFO California	10620 Mather Boulevard	Mather, CA 95655	(916) 369-4386 DSN 630-6340
A6	USPFO Colorado	660 S Aspen St MS #66 BAFB	Aurora, CO 80011-9551	(720) 847-8363 DSN 847-8363
A7	USPFO Connecticut	360 Broad Street	Hartford, CT 06105-3779	(860) 524-4885 DSN 636-7885
A8	USPFO Delaware	Grier Bldg. 1161 River Road	New Castle, DE 19720-5199	(302) 326-7350 DSN 440-7350
A9	USPFO District of Columbia	NDW Anacostia Annex 189 Poremba Court SW	Washington, DC 20373-5814	(202) 685-9447
B1	USPFO Florida	189 Marine St	St. Augustine, FL 32085-1008	(904) 823-0540 DSN 822-0540
B2	USPFO Georgia	1004 Halsey Ave, Bldg. 447	Atlanta, GA 30316-0882	(678) 569-6250 DSN 338-6250
B3	Guam Fort Juan Muna	430 Army Dr., Bldg. 300, Rm 113	Barrigada, GU APO AP 96913-4421	(671) 735-4614
B4	USPFO Hawaii	91-1179 Enterprise Ave	Kapolei, HI 96707-2145	(808) 844-6348
B5	USPFO Idaho	3489 W Harvard St.	Boise, ID 83705-6512	(208) 272-4565 DSN 212-4565
B6	USPFO Illinois	1301 N. MacArthur Blvd	Springfield, IL 62702-2399	(217) 761-3555 DSN 555-3555
B7	USPFO Indiana	2002 S Holt Rd	Indianapolis, IN 46241-4839	(317) 247-3490 DSN 369-2300Ext73490
B8	USPFO Iowa	7105 NW 70th Ave	Johnston, IA 50131-1902	(505) 252-4344 DSN 431-4344
B9	USPFO Kansas	2737 S Kansas Ave	Topeka, KS 66611-1170	(785) 274-1240 DSN 720-8240
C1	USPFO Kentucky	BNGC Bldg. 120, 120 Minuteman Pkwy	Frankfort, KY 40601-6192	(502) 607-1374 DSN 667-1374
C2	USPFO Louisiana	420 F St, Camp Beauregard	Pineville, LA 71360	(318) 290-5963 DSN 485-5963
C3	USPFO Maine	Camp Keyes, Bldg. 39	Augusta, ME 04333-0032	(207) 430-5599 DSN 626-5599
C4	USPFO Maryland	ATTN: MDNG-PRO-ARC-F 301 Old Bay Lane, State Mil	Havre deGrace, MD 21078-4094	(410) 278-8455 DSN 496-8282
C5	USPFO Massachusetts	50 Maple St	Milford, MA 01757-3604	(508) 233-7335 DSN 256-7335
C6	USPFO Michigan	3111 W St Joseph Street	Lansing, MI 48913-5102	(517) 481-7835 DSN 623-9822
C7	USPFO Minnesota	Camp Ripley 15000 HWY 115	Little Falls, MN 56345-4173	(302) 616-2762 DSN 871-2762
C8	USPFO Mississippi	144 Military Dr.	Jackson, MS 39208-8880	(601) 313-1514 DSN 293-1514

Table C-3
Army National Guard Site IDs—Continue

Site ID	USPFO State/Territory	Address	City/State/Country/Zip Code	Telephone Number
C9	USPFO Missouri	7101 Military Circle	Jefferson City, MO 65101-1200	(573) 638-9725 DSN 555-9725
D1	USPFO Montana	1956 Mt Majo St	Ft Harrison, MT 59636-4789	(406) 324-3442 DSN 324-3442
D2	USPFO Nebraska	2433 NW 24th St	Lincoln, NE 68524-1801	(402) 309-8271 DSN 279-8271
D3	USPFO Nevada	2452 Fairview Dr.	Carson City, NV 89701-6807	(775) 887-7831 DSN 530-7831
D4	USPFO New Hampshire	1 Minuteman Way	Concord, NH 03301-5652	(603) 227-1489 DSN 684-9489
D5	USPFO New Jersey	3601 Technology Dr.	Ft Dix, NJ 08640-7600	(609) 562-0246 DSN 944-0246
D6	USPFO New Mexico	47 Bantaan Blvd	Santa Fe, NM 87508-4695	(505) 474-1113 DSN 867-8113
D7	USPFO New York	330 Old Niskayuna Road	Latham, NY 12210-2224	(518) 786-4753 DSN 489-4753
D8	USPFO North Carolina	4201 Reedy Creek Road	Raleigh, NC 27607-6412	(919) 664-6628 DSN 582-9000
D9	USPFO North Dakota	PO Box 5511	Bismarck, ND 58506-5511	(701) 333-2207 DSN 373-2207
E1	USPFO Ohio	2811 W Dublin Granville Road	Columbus, OH 43235-2788	(614) 336-7225 DSN 346-7225
E2	USPFO Oklahoma	3501 Military Circle	Oklahoma City, OK 73111-4398	(405) 228-5097 DSN 628-5097
E3	USPFO Oregon	1776 Militia Way SE PO Box 14350	Salem, OR 97309-5047	(503) 584-3762 DSN 355-3762
E4	USPFO Pennsylvania	Dept. of Military & Vet Affairs	Annville, PA 17003-5003	(717) 861-8480 DSN 491-8480
E5	USPFO Puerto Rico	PO Box 34069	Ft Buchanan, PR 00934-4069	(787) 277-7622 DSN 740-7622
E6	USPFO Rhode Island	330 Camp St	Providence, RI 02906-1954	(401) 275-4210 DSN 247-4210
E7	USPFO South Carolina	9 National Guard Rd	Columbia, SC 29201-4763	(803) 806-1428 DSN 583-1428
E8	USPFO South Dakota	2823 West Main Street	Rapid City, SD 57702-8186	(605) 737-6645 DSN 747-6645
E9	USPFO Tennessee	3041 Sidco Dr.	Nashville, TN 37204-1502	(615) 313-2636 DSN 683-2636
F1	USPFO Texas	PO Box 5218	Austin, TX 78763-5218	(512) 782-6832 DSN 954-6832
F2	USPFO Utah	PO Box 2000	Draper, UT 84020-2000	(801) 432-4625 DSN 766-4625
F3	USPFO Vermont	789 National Guard Rd	Colchester, VT 05446-3004	(802) 338-3195 DSN 636-3195
F4	USPFO Virginia	Attn: VAPFO-RM/PRN Ft Pickett, Bldg. 316	Blackstone, VA 23824-3036	(434) 298-6299/6174 DSN 441-6174
F5	USPFO Virgin Islands	RR2 Box 9200	Kingshill St Croix, VI 00850-9200	(340) 712-7827 DSN 727-7827
F6	USPFO Washington	Camp Murray, Bldg. 32	Tacoma, WA 98430-5170	(253) 512-8296 DSN 323-8296
F7	USPFO West Virginia	50 Armory Rd	Buckhannon, WV 26201-2396	(304) 473-5010 DSN 623-5261
F8	USPFO Wisconsin	1 Williams St	Camp Douglas, WI 54618-5002	(608) 427-7236 DSN 724-7236
F9	USPFO Wyoming	5500 Bishop Blvd	Cheyenne, WY 82009-3320	(307) 772-5456 DSN 388-5456

Appendix D Document Logic Chart

This appendix contains the document logic charts for DJMS-RC procedures for unit pay administrators. This appendix was not designed as a stand-alone document; it is to be used in conjunction with the procedures outlined in the various chapters and sections of this publication. The section titles of this appendix correspond with those chapters within this pamphlet that contain the subject matter addressed in each section. [NOTE: All DJMS-RC procedures contained in this manual are not addressed in this appendix. Procedures that do not require substantiating documents have been omitted.]

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- D-3. Drill Limits
- D-4. Held Pay
- D-5. Leave Information
- D-6. Non-prior Service Indicator
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- D-9. PEBD (Pay Date) Adjustment
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Section II
Chapter 2 (Account Maintenance)

D-1. PROCEDURE: Accessions			
RULE	If Soldier is	Then Submit to UPC	Remarks (Para Reference)
1	Enlisted through the Military Entrance Processing Station.	Nothing.	SSD will process. [para 2-7]
2	Assigned from an Individual Ready Reserve (IRR).	Nothing.	SSD will process. [para 2-7]
3	Assigned or enlisted into the unit, is on RLAS but does not appear in DJMS-RC (no MMPA) in a reasonable period of time. SSD actions normally update DJMS-RC within 15 days of processing in TAPDB-R/RLAS.	<p><u>REQUIRED</u></p> <p>Transfer from Active Army – DD Form 214 showing assignment to unit and SSD exception document from para 2-6</p> <p>Non-prior service Soldier or enlisted from another Component/Service - DD Form 4 DD Form 1966 and Reserve Annex</p> <p>Assignment from IRR - Assignment order</p> <p><i>or</i></p> <p>Appointment order specifying unit of assignment</p> <p><u>SUBMIT IF AVAILABLE</u></p> <p>SF 1199A (or myPay) IRS Form W-4 (or myPay) DD Form 2058</p> <p>DD Form 137-3, -5, -6, or -7 (as appropriate) For verification of prior service - DD Form 214 DD Form 215 NGB Form 22 NGB Form 22A Discharge order DA Form 1506 Incentive pay orders VA Form 21-8951-2 SGLV 8286</p> <p><u>For ROTC/SMP Enrollment:</u> DA Form 4824 DA Form 4187 for advancement to E5</p>	[paras 2-5, 2-6]

D-2. PROCEDURE: Account Maintenance

RULE	If Action is	Then Submit to UPC	Remarks (Para Reference)
1	To correct the SSN (SSN wrong on RLAS and DJMS-RC).	Nothing.	Correction must be processed through SSD. [para 2-20a]
2	To correct the SSN (SSN wrong on DJMS-RC only).	USAR Form 22, SSD exception document from para 2-6.	[para 2-20a]
3	To correct the Name (Name wrong on RLAS and DJMS-RC).	Nothing.	Correction must be processed through SSD. [para 2-20b]
4	To correct the Name (Name wrong on DJMS-RC only).	USAR Form 22, SSD exception document from para 2-6	[para 2-6, 2-20b]
5	Sex code correction.	USAR Form 22.	[para 2-20c]
6	Date of Gain (DOG) change.	USAR Form 22. Attach one of the following indicating correct date: DD Form 4. DD Form 1966. DD Form 214/215. Copy of assignment orders with any amendments.	[para 2-20d]
7	Officer Service Date/Aviation Service Date (OSD/ASD) change.	USAR Form 22 Attach one of the following which shows the correct date: Aeronautical rating order -OR- HRC gate memo.	[para 2-20e]
8	Change the PEC.	USAR Form 22.	Indicate the correct PEC in block 20, USAR=PAPD00.
9	Change the PAS code.	USAR Form 22.	PAS changes process through SSD. [para 2-20f(2)]
10	Change the ST PGMA.	USAR Form 22.	Always "AN" for USAR Soldiers. [para 2-20f(3)]
11	Change the Effective Date of Grade (EDG).	USAR Form 22. Attach one of the following: -Promotion Order. - DD Form 214 if promoted while at IADT/AIT. - DA Form 4187.	[para 2-20g]

D-3. PROCEDURE: Drill Limits

RULE	If Soldier is	Then Submit to UPC	Remarks (Para Reference)
1	Released from active duty without completing IADT.	USAR Form 22.	Annotate the Soldier's original NPS drill types and limits in block 20. [para 2-31]

D-4. PROCEDURE: Held Pay

RULE	If action is	Then Submit to UPC	Remarks (Para Reference)
1	Release funds in held pay for 90 days or less.	Use myPay or submit SF 1199A	[para 2-13b]
2	Recover funds transferred to the US Treasury.	LES showing transfer of funds DD Form 2660 with direct deposit or address information	Submit to PMD [para 2-13c]
3	Recover funds transferred to the US Treasury for Soldiers separated more than 12 months.	DD Form 827 LES showing transfer of funds	Send to DFAS-IN [para 2-13d]

D-5. PROCEDURE: Leave Information

RULE	If action is	Then Submit to UPC	Remarks [Para Reference]
1	Report previously paid accrued leave	USAR Form 24.	Attach supporting documents showing prior accrued leave paid, or make a statement that Soldier has not previously been paid any accrued leave. [para 2-20i]
2	Report leave periods.	DA Form 31.	Also see D-47.

D-6. PROCEDURE: Non-prior Service Indicator

RULE	If action is	Then Submit to UPC	Remarks [Para Reference]
1	Removing the NPS Indicator from a Soldier's MMPA.	USAR Form 22. Attach copy of DD 214 or DD Form 220 as applicable.	[para 2-21]. Remember to update the Training Pay Category in RLAS Personnel.

D-7. PROCEDURE: Organizational Changes

RULE	If a unit has	Then Submit to UPC	Remarks [Para Reference]
1	Address or other organizational data change.	USAR Form 26	Changes due to activation, inactivation or re-designation should occur automatically. Contact your CPM if change does not occur within 30 days of the effective date on the permanent order. [para 2-23]

D-8. PROCEDURE: Pay Option/Mailing Address

RULE	If action is	Then Submit to UPC	Remarks (Para Reference)
1	Establish or change direct deposit	Use myPay or submit SF 1199A.	[para 2-12]
2	Change mailing address on MMPA used for mailing the LES and W2.	myPay or USAR Form 22.	[paras 2-11]

D-9. PROCEDURE: PEBD (Pay Date) Adjustment

RULE	If Soldier	Then Submit to UPC	Remarks (Para Reference)
1	Has incorrect years of service on MMPA (PEBD).	USAR Form 22. DD Form 4. DD Form 214. DD Form 215. Discharge Order Other documents supporting prior service PEBD calculator worksheet	[para 2-19c]
2	Did not perform duty prior to IADT.	USAR Form 22 and DD Form 214/220.	PEBD must be adjusted to the date the Soldier reported for IADT if no duty performance prior to IADT. [para 2-19a]

D-10. PROCEDURE: Promotions/Reductions/Pay Grade Corrections

RULE	If Soldier	Then Submit to UPC	Remarks (Para Reference)
1	Administratively advanced to E2, E3, E4 or Cadet E5 or promoted to E5 through E9.	Nothing.	Advancement and promotion is automatic based on TAPDB-R data. Submission by unit is required if the advancement/promotion does not appear on the 2405 History Report within a reasonable period of time. Enlisted promotions normally update DJMS-RC within 15 days of processing in TAPDB-R/RLAS. [para 2-16a]
2	An officer selected for promotion	Promotion Order	[para 2-16b]
3	Disenrollment ROTC (Reduction)	DA Form 4187	[para 2-17a(3)]
4	Reduced in grade by other than an Article 15 action.	Reduction Order or DA Form 4187	DA 4187 required for E1-E4, reduction order required for all other grades unless for ROTC or Article 15. [para 2-17a(1)]
5	Reduced under Article 15, UCMJ.	DA Form 2627	[para 2-17a(4)]
6	Assessed on DJMS-RC in the incorrect grade.	USAR Form 22 DD Form 4, DD Form 214	[para 2-18]
7	Advanced or promoted erroneously with (DA 4187 or order)	DA Form 4187 or revocation order	[para 2-17b(2)]
8	Advanced or promoted erroneously without a document (input error)	USAR Form 22	[para 2-17b(2)]
9	An officer with over 4 years active enlisted or warrant officer service or more than 1460 enlisted or warrant officer retirement points and "E" indicator is not on the MMPA	USAR Form 22. DA Form 5016 DD Form 214 NGB Form 22 DD Form 220	Attach supporting documents showing the previous active enlisted or warrant services or retirement points. [para 2-18b]

D-11. PROCEDURE: Reassignments and Transfers

RULE	If Soldier is	Then Submit to UPC	Remarks (Para Reference)
1	Reassigned or transferred between USAR units or to/ from an ARNG unit.	Nothing.	SSD will process. If SSD fails to process the transfer within 15 days, see paragraph 2-5 for exception processing procedures. [para 2-24]
2	Attached to another TPU for more than 180 days.	Attachment orders	SSD does not process attachments
3	Enlisted into another service.	Nothing.	SSD will process. If SSD fails to process the separation within 15 days, see paragraph 2-5 for exception processing procedures. [para 2-26] See paragraph 2-27 for information on terminating a bonus.

D-12. PROCEDURE: Reenlistments/ETS Date Corrections

RULE	If Soldier has	Then Submit to UPC	Remarks (Para Reference)
1	Reenlisted or extended.	Nothing.	ETS date changes are automatic after processing in TAPDB-R/RLAS. Submission by unit is required if the ETS change does not appear on the 2405 History Report within 30 days of the date of reenlistment or extension. [para 2-36] See Procedure V-1, Reserve Pay Supplemental Guidance, if Soldier is entitled to a bonus.
2	An incorrect ETS date on the MMPA.	USAR Form 22, DD Form 4 or DA Form 4836 and an RLAS PQR showing the correct ETS date. Include SSD exception document from paragraph 2-5.	[para 2-36 b]

D-13. PROCEDURE: Separations

RULE	If Soldier has	Then Submit to UPC	Remarks (Para Reference)
1	To be separated from DJMS-RC.	Nothing	SSD will process the separation. If SSD fails to process the separation, see paragraph 2-5 for exception processing procedures. See paragraph 2-27 for information on terminating a bonus. [para 2-26]

D-14. PROCEDURE: Servicemembers' Group Life Insurance (SGLI) and Family SGLI

RULE	If action is	Then Submit to UPC	Remarks (Para Reference)
1	Changing the SGLI option.	SGLV Form 8286	See AR 638-8 for guidance on forms completion and entitlements. [para 2-15]
2	Requesting refund of erroneous SGLI collection.	USAR Form 22 and documents demonstrating erroneous collection.	Explain reason for refund request. [para 2-15a(5)]

3	Changing Family SGLI.	Nothing.	Submit SGLV 8286A to DEERS representative with access to DMDC [para 2-15c]
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D-15. PROCEDURE: Tax Withholding (Federal and State)

RULE	If action is	Then Submit to UPC	Remarks (Para Reference)
1	To change marital status for federal tax withholding.	Use myPay or IRS Form W-4	[para 2-10, 2-33a]
2	To change marital status for State tax withholding.	Use myPay or State W-4 form or IRS Form W-4.	If using IRS Form W-4, annotate "State Tax" on the top of the form. [paras 2-10, 2-35]
3	To change the number of exemptions for federal tax withholding.	Use myPay or IRS Form W-4.	[paras 2-10, 2-33a]
4	To change the number of exemptions for State tax withholding.	myPay or State W-4 form or IRS Form W-4.	If using IRS Form W-4, annotate "State Tax" on the top of the form. [paras 2-10, 2-35]
5	To claim tax exempt status.	IRS Form W-4.	[para 2-33b]
6	To claim additional federal tax withholding amounts.	myPay or IRS Form W-4	[paras 2-10, 2-33b]
7	To claim additional State tax withholding amounts.	myPay or State W-4 form or IRS Form W-4.	If using IRS Form W-4, annotate "State Tax" on the top of the form. [para 2-35b]
8	To change State of legal residence.	DD Form 2058.	[para 2-9i]

D-16. PROCEDURE: W-2 Form

RULE	If action is	Then Submit to UPC	Remarks (Para Reference)
1	Request a reissued Reserve or active duty IRS Form W-2.	Nothing.	Soldier can print a W-2 from myPay or call 1-888-PAY-ARMY. [para 2-34a]
2	Request a corrected DJMS-RC IRS Form W-2.	Memorandum requesting corrected W-2 with documents demonstrating the correct wage amounts.	[para 2-34b]
3	Request a reissued Student Loan IRS Form W-2	Nothing.	Soldier can print W2 From myPay or phone 1-888-PAY-ARMY. [para 2-34d]

D-17. PROCEDURE: Waivers/Dual Compensation

RULE	If Soldier is	Then Submit to UPC	Remarks (Para Reference)
1	Not receiving VA compensation	Nothing.	[para 2-14]
2	Receiving VA compensation.	VA Form 21-8951-2.	Soldier must also provide form to the VA at end of each FY. [para 2-14b]

Section III

Chapter 3 (Performance and Pay Procedures)

D-18. PROCEDURE: Inactive Duty Training (IDT) - Payments and Collections

RULE	If action is	Then Submit to UPC	Remarks [Para Reference]
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1	To pay an IDT period within IAS.	Nothing.	Process IDT through ADARS. See Reserve Pay Supplemental Guidance. [para 3-1]
2	To pay an IDT period within IAS that cannot be processed in ADARS due to transfer or unit reorganization.	Nothing.	Contact the CPM at the RD. The RD should be able to process the period in ADARS.
3	To pay an IDT period that cannot be processed in ADARS (outside IAS, separated, or not accessible in ADARS).	USAR Form 22. Copy of unit or school Sign-In Roster or DA Form 1380.	[para 3-3b]
4	To collect an IDT period paid through ADARS (inside IAS).	Nothing.	Process collection through ADARS. See Reserve Pay Supplemental Guidance. . See paragraph 5-1c for debt notification requirements. [para 3-7]
5	To collect an IDT not paid through ADARS or outside of IAS.	USAR Form 22. Complete blocks 5 and 20.	See paragraph 5-1c for debt notification requirements. [para 3-7]

D-19. PROCEDURE: Active Duty Certification Requirements

RULE	If Soldier is	Then Submit to UPC	Remarks [Para Reference]
1	Performing AT/ADT/ADOS-RC on RLAS orders of 1-7 days.	Nothing.	Certify duty performance in RADARS. [para 3-9b(1)]
2	Performing AT/ADT/ADOS-RC on orders of 1-7 days produced outside of RLAS (HRC).	Order and USAR Form 25-R.	Attach a copy of the active duty order and a completed USAR Form 25-R. This action also initiates payment for the AD period. [para 3-9b(2)]
3	Performing AT/ADT/ADOS-RC on RLAS orders of 8-29 days.	Nothing.	Certify duty performance in RADARS within 30 days of duty completion. [para 3-9b(3)]
4	Performing AT/ADT/ADOS-RC on orders of 8-29 days published outside RLAS (HRC).	USAR Form 25-R.	Submit within 30 days of duty performance. [para 3-9b(4)]
5	Performing individual ADT/ADOS-RC of 30 days or more at an Army installation listed in appendix C.	Nothing.	Soldiers must in-process with the local DMPO and provide USAR Form 25-R or certified copy of the RLAS order to the DMPO NLT 10 days after the last day of each duty month. A final certification of performance must be submitted during out-processing or on the last duty day. [para 3-9 b(5)]
6	Performing individual ADT/ADOS-RC of 30 days or more at a location not listed in appendix C.	USAR Form 25-R or certified copy of the RLAS order.	Submit USAR Form 25-R or certified copy of RLAS order NLT 10 days after the last day of each duty month. A final certification of performance must be submitted on the last duty day. [para 3-9 b(5)]

D-20. PROCEDURE: Active Duty Pay Processing Requirements

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	Payment of AT/ADT/ADOS-RC for RLAS orders of 1-29 days	Nothing. See Rule 7	Process in RADARS. See Reserve Pay Supplemental Guidance. See procedure D-19, above, for duty certification requirements. [paras 3-10a(1)-(2)]
2	Payment for AT/ADT/ADOS-RC orders of 1-7 days produced outside of RLAS (HRC).	Orders, USAR Form 25-R and DA Form 5960 from RLAS.	This action also certifies duty performance. Also include other applicable documents to pay entitlements not on the MMPA such as Incentive/Special pay orders. [para 3-10b(1)]
3	Payment for AT/ADT/ADOS-RC for orders of 8-29 days published outside RLAS (HRC).	Orders and DA Form 5960 from RLAS. See Rule 7	Attach applicable documents to pay entitlements not on the MMPA. Submit to arrive on first duty day. If the duty is completed prior to requesting pay, complete the duty performance statement or include USAR Form 25-R. [para 3-10b(2)]
4	Performing individual ADT/ADOS-RC of 30 days or more at an Army installation listed in appendix C.	Nothing.	Soldier must in-process with the local DMPO and provide DA Form 5960 from RLAS to initiate pay. See procedure D-19 for duty certification requirements. [para 3-10 c(2)]
5	Performing individual ADT/ADOS-RC of 30 days or more at a location not listed in appendix C.	Orders and DA Form 5960 from RLAS. See Rule 7	See procedure D-19 for duty certification requirements. [para 3-10c(3)]
6	To pay an AD period that cannot be processed in RADARS (outside IAS, separated and not accessible in RADARS).	Copy of AD order with duty certification or USAR Form 25-R and DA Form 5960 from RLAS if available.	[para 3-10a(5)]
7	An order is revoked, a Soldier fails to report for duty, or returns early.	Nothing.	Contact UPC immediately to stop payment.

D-21. PROCEDURE: Basic Allowance for Housing (BAH)

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	Start/stop/change BAH.	Nothing	Process DA Form 5960 in RLAS RM DA Form 5960 module [Reserve Pay Supplemental Guidance, chapter 9]
2	Recertify dependency status for BAH.	Nothing	Process recertification in the RLAS RM DA Form 5960 module [Reserve Pay Supplemental Guidance, chapter 9]

3	Pay BAH with dependents.	Nothing.	BAH is paid automatically once established on the MMPA and RLAS RM DA Form 5960 module [para 3-21g]
4	Pay BAH without dependents.	Nothing.	BAH is paid automatically once established on the MMPA and RLAS RM DA Form 5960 module [para 3-21h]
5	Pay BAH-DIFF.	Nothing.	BAH is paid automatically once established on the MMPA and RLAS RM DA Form 5960 module para 3-21j]
6	Pay BAH to Soldier who is married to another Soldier	Nothing.	BAH is paid automatically once established on the MMPA and RLAS RM DA Form 5960 module [para 3-21k] Process new DA Form 5960 for Soldier not entitled to BAH with dependents when both are on active duty at the same time.

D-22. PROCEDURE: Basic Allowance for Subsistence (BAS)

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	To pay an officer or enlisted Soldier BAS.	Nothing.	BAS is paid automatically except for enlisted IADT. [para3-16a, b]
2	To collect BAS from an officer or enlisted Soldier provided meals at no cost on a 1-29 day RLAS order	Nothing	RADARS will collect the discount meal rate if order indicates meals available at no cost. [para 3-16d]
3	To collect BAS from an officer or enlisted Soldier provided meals at no cost on a non-RLAS order	DA Form 4187.	Include the dates, number and type of meals to be collected. [para 3-16d]
4	To pay an enlisted Soldier supplemental BAS for individual missed, or not available, meals.	USAR Form 24.	Attach DA Form 4187 or DD Form 1475 and a copy of the active duty order. [para 3-16c]

D-23. PROCEDURE: Cost-of-living Allowance (COLA)

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	Entitled to OCONUS COLA for Duty of 31 days or more, contingency operation orders (any duration), or AT/ADT/ADOS-RC of less than 31 days and per diem is not payable (inside commuting distance or AT with quarters and meals provided).	DA Form 4187. Orders.	Attach a DA Form 4187 showing grade, years of service, number of dependents and duty location/residence address. [para 3-18]
2	Entitled to CONUS COLA (active duty for 140 days or more only) or Contingency Operations (any number of days).	DA Form 4187. Orders	UPC or DMPO determines eligibility based on the residence listed on the Soldiers orders. For mob tours process through RADARS MOB. [para 3-19]

D-24. PROCEDURE: Family Separation Allowance (FSA)

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	Entitled to FSA.	DD Form 1561. Orders. *USAR Form 22	Duty must be outside Commuting distance. [para 3-20] *USAR Form 22 required only for custodial parents, (BAH STAT code 1 C). Soldier must have physical custody of at least 14 days monthly.

D-25. PROCEDURE: Funeral Honors Duty

RULE	If Soldier is	Then submit to UPC	Remarks [Para Reference]
1	Entitled to payment for performance of Funeral Honors Duty.	Nothing.	Submit pay through ADARS. Soldier is paid one period of base pay and earns one retirement point for the day. [para 3-4]
2	To pay Funeral Honors Duty that cannot be processed in ADARS (outside IAS).	USAR Form 22. DA Form 1380.	[para 3-3]

D-26. PROCEDURE: Medical/Dental Readiness Periods and Electronic Based Distance Learning Courses

RULE	If Soldier is	Then submit to UPC	Remarks [Para Reference]
1	Entitled to payment for performance of Medical/Dental Readiness Periods (MDRPs) or Electronic Based Distance Learning Courses (EBDL).	Nothing.	Submit pay through ADARS. See Reserve Pay Supplemental Guidance [para 3-5,6]
2	To pay MDRPS and EBDLs that cannot be processed in ADARS (outside IAS).	USAR Form 22. Attach a copy of DA Form 1380.	[para 3-3]

D-27. PROCEDURE: Incentive Pays

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	To establish entitlement to Flight Pay Crew or Non-Crew, ACIP (Continuous), Parachute Duty Pay, or Demolition Pay on the MMPA.	A copy of the Hazardous Duty Incentive Pay (HDIP) order.	The UPC will establish the entitlement on the MMPA. Conditional ACIP is not established on the MMPA. [paras 3-22a through 3-22d]
2	To pay one of the incentive pays in rule 1 for IDT periods. For Conditional ACIP, submit HDIP order and USAR 22 for IDT period	Nothing.	Process in ADARS. See Reserve Pay Supplemental Guidance. [paras 3-22a-d, 3-23d] If incentive pay code is not on the MMPA, submit HDIP order and USAR 22 with dates of duty. Soldiers eligible for HALO, see Rule 3
3	To pay other incentive pays not listed in rule 1 for IDT periods.	USAR Form 24	Check block 6 and indicate dates, periods, and types of IDT in block 20. Attach a copy of the incentive pay order.

4	To pay one of the incentive pays in rule 1 for individual RLAS AT/ADT/ADOS-RC of 1-29 days. (Duty 30+ days is paid by the UPC or DMPO.)	Nothing (For Conditional ACIP, submit HDIP order and USAR 24).	Process in RLAS. See Reserve Pay Supplemental Guidance. [paras 3-22d and 3-23d] Soldiers eligible for HALO, see Rule 5
5	To pay other incentive pays not listed in rule 1 for individual AT/ADT/ADOS/ADOS-RC/Mobilization/non-RLAS order	USAR Form 22 & HDIP order.	Check block 11. Active duty order must authorize the specific incentive pay
6	To pay one of the incentive pays in rule 1 for unit AT.	Nothing (For Conditional ACIP, submit HDIP order and USAR 24).	Process in RLAS. See Reserve Pay Supplemental Guidance. [paras 3-22d and 3-23d]
7	To terminate entitlement to one of the incentive pays in rule 1.	Copy of termination order or USAR Form 22.	Processed in RLAS. See Reserve Pay Supplemental Guidance. [paras 3-22a through 3-22d and 3-23d] Complete block 11 if using USAR Form 22. [paras 3-22d]
8	To recertify entitlement to one of the incentive pays in Rule 1	Certified copy of SDAP or HDIP order	Recertification is required every 12 months. [para 3-22f]

D-28 PROCEDURE: Individual Active Duty Overpayments and Underpayments

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	Collect all or a portion of an individual AT/ADT/ADOS-RC period due to non-performance.	Nothing.	If paid in RLAS, process collection action through RLAS. For payments not processed in RLAS, complete USAR Form 24, complete block 13 and provide reason for collection in block 16. Attach supporting documents. See procedure D-37 for debt notification procedures.
2	Pay a Soldier for entitlements due but not received on original AT/ADT/ADOS-RC payment.	USAR Form 24, Active Duty Order.	Complete block 13 and explain what was not paid in block 16. Attach supporting documents. [para 3-13]
3	Collect an erroneous entitlement paid to a Soldier for AT/ADT/ADOS-RC	USAR Form 24, Active Duty Order.	Complete block 13 and explain what was overpaid in block 16. Attach supporting documents. [para 3-12]

D-29. PROCEDURE: Initial Active Duty for Training (IADT)

RULE	If Soldier is	Then submit to UPC	Remarks [Para Reference]
1	Departing for IADT.	Any documents necessary to update the Soldier's MMPA.	Ensure that the Soldier is enrolled in direct deposit. [para 3-14b]

2	Returning from IADT.	Nothing.	The NPS indicator should be removed from the MMPA when the Soldier completes IADT. If the NPS indicator still shows “6” on the next MMPA, submit a copy of the DD Form 220 or 214 to the UPC. [para 3-14d]. Update the TPC in RLAS Personnel.
3	Returning from IADT and entitled to an enlistment bonus payment.		See procedure V-2, Reserve Pay Supplemental Guidance
4	Returning from IADT and did not perform duty prior to IADT.	USAR Form 22 and DD Form 214/220.	Enter the date of the first day of IADT in block 14 to adjust PEBD to the first day of IADT. [para 2-19b]

D-30. PROCEDURE: Overseas Housing Allowance (OHA)

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	Entitled to OHA on an order paid by the UPC.	Orders DD Form 2367.	See para 3-17 for entitlement rules.

D-31. PROCEDURE: Saved Pay

RULE	If Soldier is	Then submit to UPC	Remarks [Para Reference]
1	Entitled to saved pay for IDT periods.	USAR Form 22.	Check block 10 and enter prior and current pay grades. List drill dates, periods and types in block 20. [para 3-24c.(1)]
2	Entitled to saved pay for AT/ADT/ADOS.	USAR Form 22 or USAR 24.	Check block 12 and enter previous and current pay grades. [para 3-24c.(2)]

D-32. PROCEDURE: Special Pay

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	To establish entitlement to Medical Pay or Dental Pay.	USAR Form 22 and copy of active duty order.	Entitlement is established on MMPA the first time an AD payment is submitted for the officer. Medical or Dental Pay must be authorized on the AD order. [para 3-23a-b]
2	To establish entitlement to, Veterinarian, Optometry, Dive, or Career Sea Pay (CSP)	USAR Form 24, AD order, and special pay order for CSP and Dive Pay (credentialing required for Veterinarian or Optometry Pay)	Other special pays cannot be established on the MMPA, but must be processed with each AD period for which the Soldier is entitled to incentive pay. [paras 3-23c, 3-23h, 3-23i]
3	To establish entitlement to SDAP	SDAP order	SDAP cannot be stored on the MMPA. Current order must be on file with the UPC to permit SDAP payments. [para 3-23d(3)]

4	To pay SDAP for IDT periods inside IAS.	Nothing. See rule 3	Process in ADARS. SDAP payment will not occur if a current SDAP order is not on file with the UPC. [para 3-23d(4)]
5	To pay SDAP for AT/ADT/ADOS-RC outside IAS.	USAR Form 24. Active duty orders. SDAP orders.	[para 3-23d(4)]
6	To pay Medical or Dental Pay for individual AT/ADT/ADOS-RC and unit AT.	Nothing.	Paid through RLAS. [para 3-23a(5), 3-23b(5)]
7	To pay all other special pays for AT/ADT/ADOS-RC	USAR Form 24, AD order, and special pay order for CSP and Dive Pay (credentialing required for Veterinarian or Optometry Pay)	See para 3-23] for procedures
8	To recertify SDAP.	SDAP order	Recertification is required every 12 months. [para 3-22f]

D-33. PROCEDURE: Transportation Allowances (Inside Commuting Distance/Outside Corporate Limits) and Unit AT

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	To pay mileage for individual AT/ADT/ADOS-RC inside commuting distance (outside corporate limits) for orders not paid through RLAS.	USAR Form 24, Active duty order.	Check block 10 and enter round-trip mileage. [para 3-15a]
2	To pay mileage for unit AT travel to AT site or rendezvous point and RLAS AT/ADT/ADOS-RC orders inside commuting distance (outside corporate limits)	Nothing.	Process in RLAS. [para 3-15c]
3	To pay mileage or cost of commercial transportation or mileage for individual AT/ADT/ADOS-RC and Unit AT outside commuting distance.	Nothing	Use DTS to pay mileage outside commuting distance for unit AT. For individual orders, use DTS or DD 1351-2 based on Command policy, see appendix F. [para 3-15b]
4	To pay cost of commercial transportation for individual AT/ADT/ADOS-RC inside commuting distance.	Nothing	Use DTS or DD 1351-2 based on Command policy, see appendix F. [para 3-15c]

D-34. PROCEDURE: Uniform and Clothing Monetary Allowances

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	Pay an officer an initial uniform allowance.	USAR Form 30.	[para 3-25a]
2	Pay an officer Additional Active Duty Uniform Allowance.	USAR Form 30.	[para 3-25b]
3	Pay Enlisted Clothing Monetary Allowance.	USAR Form 22.	Check block 19 and annotate type of Clothing Monetary allowance in block 20. [para 3-26]
4	Pay enlisted Soldiers Cash Clothing Replacement Allowance for mobilization.	Nothing.	USAR Pay Center makes the annual payment automatically for the first 3 years. [3-26d].

5	Pay enlisted Mobilized Soldiers Clothing Monetary Allowance at the standard rate for active duty beyond 3 consecutive years of Active Federal Service (AFS)	Nothing.	The DMPO or mobilization /demobilization station makes these payments.
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D-35. PROCEDURE: Unit AT - Payments, Overpayments, and Underpayments

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	To pay unit AT.	Nothing.	Process in RADARS. See Reserve Pay Supplemental Guidance. [para 3-11]
2	To collect unit AT payment from a Soldier who is not entitled to part or all of the payment due to non-performance	Nothing.	Process in RADARS. Refer to Reserve Pay Supplemental Guidance. [para 3-12]
3	Pay a Soldier for entitlements due but not received on original unit AT payment.	USAR Form 24.	Complete block 13 and explain what was not paid in block 16. Attach supporting documents and include the appropriate paying annex to the unit AT order [para 3-13]

Section IV

Chapter 4 (Pay Inquiries)

D-36 PROCEDURE: Pay Inquiries

RULE	If action is	Then submit to UPC	Remarks [Para Reference]
1	Routine Pay Inquiry.	Nothing.	If unit cannot resolve, contact the RD for assistance. [para 4-5e]
2	Pay inquiry exception (RD could not resolve).	USAR Form 27 with supporting documents.	Only submit to UPC if instructed to do so by the RD. [para 4-5h].

Section V

Chapter 5 (Collections)

D-37. PROCEDURE: Debt Processing and Due Process (See D-40 for procedures for Separated Soldiers)

RULE	If Soldier	Then submit to UPC	Remarks [Para Reference]
1	Was paid for duty not performed and overpayment is discovered within 60 days of the payment or the debt is \$50 or less.	If paid through the UPC or a DMPO, submit USAR Form 24. If paid in ADARS or RADARS process collection in RLAS. See Reserve Pay Supplemental Guidance.	[para 5-1b]
2	Was not entitled to a payment (bonus, BAH, BAS, reduction, etc.) and error is discovered within 60 days of the payment and the debt is \$50 or less.	USAR 22 for IDT overpayments. USAR Form 23 for bonus overpayments. USAR Form 24 for AD overpayments.	[para 3-7] Reserve Pay Supplemental Guidance [para 3-12c]

3	Was paid for duty not performed or not eligible for a payment (bonus, BAH, BAS, reduction, etc.) and overpayment is discovered more than 60 days after the payment or the debt is more than \$50.00.	USAR Form 28 and appropriate document from rule 2 above.	Assign a 30-day suspense to the USAR 28. Forward to the UPC upon receipt of the Soldier's response or expiration of suspense date. [para 5-1c]
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D-38. PROCEDURE: Fines/Forfeitures

RULE	If Soldier	Then submit to UPC	Remarks [Para Reference]
1	Was fined through the Article 15 or Courts Martial process.	Article 15 or courts martial documents and USAR Form 26	[para 5-2b]
2	Punishment changes.	Documents substantiating the changes and USAR Form 26.	[para 5-2c]

D-39. PROCEDURE: Government Property Lost or Destroyed (GPLD) and Financial Liability of Property Loss (FLIPL)

RULE	If Soldier	Then submit to UPC	Remarks [Para Reference]
1	Has a signed statement of charges or FLIPL.	Original DD Form 362 or DD Form 200 Include USAR Form 28 if Soldier requests proration.	[para 5-3]

D-40. PROCEDURE: Debts for Transitioned Soldiers

RULE	If Soldier	Then submit to UPC	Remarks [Para Reference]
1	Has a debt from a prior unit, review 2405 History Report for prior collection. - <i>IF</i> -Debt was collected.	Nothing.	Complete the DD Form 139 (if provided), attach copy of collection document (LES or 2405 History Report), and return to sender. [para 5-10]
2	- <i>IF</i> -Debt was not collected.	USAR Form 28, Debt documents.	Notify Soldier with USAR Form 28 and follow collection procedures. [para 5-1, 5-10]

D-41. PROCEDURE: Notice of Levy

RULE	If unit receives	Then prepare	Remarks [Para Reference]
1	A Notice of Levy.	A letter returning the notice to the IRS.	Indicate in the letter the notice should be mailed to DFAS-IN. [para 5-5]

D-42. PROCEDURE: Garnishments or Court Orders

RULE	If unit receives	Then prepare	Remarks [Para Reference]
1	Receives a court order for a garnishment.	A letter returning it to the court.	Indicate order must be mailed to DFAS-CL. [para 5-6]

D-43. PROCEDURE: Personal Checks from Soldier

RULE	If Soldier	Then prepare	Remarks [Para Reference]
1	Gives unit a personal check for debt.	DA Form 200.	Soldiers should be discouraged from repaying debts by personal check to Treasury due to the possibility of loss of their check during processing. Include appropriate supporting documents. [para 5-9b]

D-44. PROCEDURE: Proration Requests

RULE	If Soldier	Then submit to UPC	Remarks [Para Reference]
1	Requests proration of a debt collection.	Nothing. Send all proration request to the PMD at usarmy.usarc.usarc-hq.mbx.ardebtmngt@mail.mil	Proration amounts must allow for repayment of debt before Soldier's expected date of separation. [para 5-8]

D-45. PROCEDURE: Request for Remission or Waiver of Debt

RULE	If a Soldier	Then prepare	Remarks [Para Reference]
1	Requests remission or waiver of a debt.	DA Form 3508 (Remission) or DD Form 2789 (Waiver)	Assist Soldier in completing form. The commander (or higher command) must conduct an investigation, then forward results with waiver request to PMD. [paras 5-7f - g]

Section VI

Chapter 6 (Miscellaneous Actions)

D-46. PROCEDURE: Transfer to AGR

RULE	If Soldier	Then submit	Remarks [Para Reference]
1	Transfers from TPU	Nothing.	SSD will separate the MMPA. [para 6-1b]
2	Transfers from TPU to AGR status and has a bonus in effect.	USAR Form 22, USAR Form 23, and AGR order.	Request termination of bonus [para 6-1c]

D-47. PROCEDURE: Accrued Leave

RULE	If Soldier is	Then submit to UPC	Remarks [Para Reference]
1	Requesting payment of leave accrued during Reserve AD periods of 30 days or more paid by the UPC.	USAR Form 24, DD Form 214 (if applicable), DA Forms 31 (if applicable), Active Duty Order(s)	Must request within 60 days of duty end date. Check block 15 of-24, include Soldier's signature. [para 6-2b]
2	Requesting carryover of all leave accrued to future active duty period	Nothing	Leave carryover is automatic [para 6-2d]

3	Requesting payment of a portion of accrued leave and carryover of the remainder	USAR Form 24, DD Form 214 (if applicable), DA Forms 31 (if applicable), Active Duty Order(s)	Annotate number of leave days to be paid in Block 15 of USAR Form 24. Include statement in Block 16 of USAR Form 24 requesting leave be carried over and number of days requested. [para 6-2d]
4	Requesting carryover of previously accrued leave upon beginning a new active duty period of 30 days or more	DA 4187 or USAR Form 24 Active Duty Order(s)	Include statement in Section IV of the DA 4187 or Block 16 of the USAR Form 24 requesting leave be carried over and number of days requested. [para 6-2e]

D-48. PROCEDURE: Disability Severance Pay (DSP)

RULE	If Soldier is	Then submit	Remarks [Para Reference]
1	Due DSP. Separation orders published by US Army Physical Disability Agency	Separation order.	See reference for special submission requirements. [para 6-3a&d].
2	Due DSP and the DSP order was published by an Army installation other than US Army Physical Disability Agency.	Nothing.	The DMPO or mob station processing the separation order inputs the DSP. [para 6-3c &d]

D-49. PROCEDURE: Incapacitation Pay

RULE	If Soldier is	Then submit	Remarks [Para Reference]
1	Entitled to Incapacitation Pay.	Nothing.	Submit all claims to the RD G-1 for approval. Refer to AR 135-381 or DA Pam 135-381 for details on the Incapacitation Program. [para 6-4]

D-50. PROCEDURE: Deceased Soldier

RULE	If Soldier	Then	Remarks [Para Reference]
1	Dies while in any status	Report incident using Serious Incident Report (SIR) format. Notify DA Casualty Office Prepare memo for DFAS.	[paras 6-5 and 6-5c]

D-51. PROCEDURE: Out-of-Service Claim

RULE	If Soldier is	Then prepare	Remarks [Para Reference]
1	Entitled to pay that cannot be processed in DJMS-RC (MMPA no longer in DJMS-RC, claim for prior Active Army duty, etc.).	DD Form 827 and submit to DFAS. Attach all substantiating documentation.	[para 6-6d]

D-52. PROCEDURE: Non-receipt/Returned Payments (EFT/Checks)

RULE	If Soldier	Then	Remarks [Para Reference]
1	Does not receive EFT payment.	Financial institution or Soldier contacts DFAS-IN. -OR- Prepare memo for DFAS	[para 6-7a]
2	Does not receive check.	Prepare DD Form 2660	Mail to USAR PMD [para 6-7b(2)]
3	Receives a check after filing a DD Form 2660.	Prepare DA Form 200	Attach check and mail to USAR PMD [para 6-7b(5)]

D-53. PROCEDURE: Claims Resulting from Correction of Military Records

RULE	If Soldier	Then	Remarks [Para Reference]
1	Desires to submit an application to the Army Review Board Agency.	Assist Soldier in preparing DD Form 149, submit to Army Review Board.	[para 6-8]
2	Is not paid within 60 days of receiving ARBAs recommendation for pay.	Submit the ARBA recommendation to the UPC.	[para 6-8b]

D-54. PROCEDURE: LES History Request

RULE	If Soldier	Then	Remarks [Para Reference]
1	Requests copies of RC LES's for duty outside IAS or requests any AC LES.	Soldier completes LES Request using DFAS self-help tools.	[para 6-9b]
2	Request copies of RC LES's for duty inside IAS (current and 11 previous months).	Soldier must use myPay to access LES's	[para 6-9a]

Appendix E

State Tax Codes and Postal Service State Abbreviations

This appendix contains State Taxing Authorities and US Postal Service State abbreviations used in DJMS-RC.

STATE	CODE	ABBR
ALABAMA	01	AL
ALASKA	02	AK
ARIZONA	04	AZ
ARKANSAS	05	AR
CALIFORNIA	06	CA
COLORADO	08	CO
CONNECTICUT	09	CT
DISTRICT OF COLUMBIA	11	DC
FLORIDA	12	FL
GEORGIA	13	GA
HAWAII	15	HI
IDAHO	16	ID
ILLINOIS	17	IL
INDIANA	18	IN
IOWA	19	IA
KANSAS	20	KS
KENTUCKY	21	KY
LOUISIANA	22	LA
MAINE	23	ME
MARYLAND	24	MD
MASSACHUSETTS	25	MA
MICHIGAN	26	MI
MINNESOTA	27	MN
MISSISSIPPI	28	MS
MISSOURI	29	MO
MONTANA	30	MT
NEBRASKA	31	NE
NEVADA	32	NV
NEW HAMPSHIRE	33	NH
NEW JERSEY	34	NJ
NEW MEXICO	35	NM
NEW YORK	36	NY
NORTH CAROLINA	37	NC
NORTH DAKOTA	38	ND
OHIO	39	OH
OKLAHOMA	40	OK
OREGON	41	OR
PENNSYLVANIA	42	PA
RHODE ISLAND	44	RI
SOUTH CAROLINA	45	SC
SOUTH DAKOTA	46	SD
TENNESSEE	47	TN
TEXAS	48	TX
UTAH	49	UT
VERMONT	50	VT
VIRGINIA	51	VA
WASHINGTON	53	WA
WEST VIRGINIA	54	WV
WISCONSIN	55	WI
WYOMING	56	WY
NOT DESIGNATED (Temporary)	98	
NOT LISTED/FOREIGN	99	
AMERICAN SOMOA	AS	
SAIPAN	CM	MP
PANAMA CANAL ZONE	CZ	
PUERTO RICO	PR	PR
GUAM	GU	
VIRGIN ISLANDS	VI	VI

APO AND FPO AREAS

ALASKA AND PACIFIC AREA	AP
CANADA, EUROPE, AFRICA AND MIDDLE EAST	AE
CENTRAL AND SOUTH AMERICA	AA

Appendix F Travel

Section I General

F-1. Purpose

This appendix provides basic information on travel allowances and procedures for filing travel claims for reimbursement of expenses incurred by USAR TPU Soldiers.

F-2. References

The Joint Travel Regulation (JTR) contains the basic statutory regulations concerning travel and transportation allowances for members of the uniformed services, including the RC. See <http://www.defensetravel.dod.mil/site/travelreg.cfm> to access the JTR.

F-3. Travel entitlements

All Soldiers ordered to travel to a temporary duty location are entitled to travel and transportation allowances under JTR, chapters 3 and 4. The per diem rate consists of a maximum amount allowed for lodging, meals and a flat Incidental Expense (IE) rate. Per Diem rates are determined by the availability of government lodging and meals, duration and type of duty and duty location. See <http://www.defensetravel.dod.mil/> for per diem rates.

Soldiers may be entitled to one or more of the following while TDY:

- a. Mileage reimbursement.
- b. Per Diem (meals and lodging).
- c. Reimbursement for other authorized expenses (rental car, parking, etc.) as prescribed in Appendix G of the JTR.

F-4. Importance of travel orders

Except for local travel, Soldiers must be under valid orders to travel. The purpose of the duty determines the type of order.

- a. Orders for AT or ADT that are for 139 days or less are considered TDY. ADT of 140 or more days in one location is a permanent change of station (PCS). Commands may not override PCS entitlements without a Secretarial waiver.
- b. Orders for ADOS, ADOS-RC, CO-ADOS or Temporary Change of Station (TCS) for 180 days or less are considered TDY. Periods of 181 or more days in one location are a PCS. Commands may not override PCS entitlements without a Secretarial waiver.
- c. Orders must be accurate and contain valid entitlement information. Fund managers are responsible for confirming the validity of additional instructions on orders.
- d. Orders must state whether the Soldier is or is not a Government travel charge card (GTCC) holder IAW DODFMR, Volume 9, paragraph 030503.A. If the Soldier is a GTCC holder, orders must contain a statement indicating whether the Soldier is exempt from the "mandatory use" provision of the Travel and Transportation Reform Act (TTRA), IAW DODFMR, Volume 9, paragraph 030503.B. This statement also authorizes alternative payment methods. Travel orders should also have a statement indicating that GTCC holders shall obtain cash (as authorized) through automated teller machines rather than obtaining cash advances from a DOD disbursing officer, IAW DODFMR, Volume 9, paragraph 030503.C.
- e. Soldiers using the Defense Travel System (DTS), (to include all Soldiers deployed to a non-combat, non-hazardous duty location) to create travel authorizations will contact their local DTS Defense Travel Administrator for guidance. DTS procedures are on the DTS website at: <http://www.defensetravel.osd.mil/dts/site/index.jsp>.
- f. Personnel can access the DTS Document Processing Manual for instructions on creating authorizations at <http://www.defensetravel.dod.mil/site/trainingRef.cfm>.

F-5. AT/ADT/ADOS-RC TDY Allowances

The following travel allowances apply to travel performed on individual AT, ADT orders of 1-139 days and ADOS-RC orders of 1-180 days. See paragraphs F-6 – F-9 for travel allowances payable for other types of travel.

- a. Lodging portion of per diem.
 - (1) Not payable when duty is inside commuting distance or an overnight stay is not required.
 - (2) Not payable when government quarters or contracted lodging are provided without a cost to the Soldier.
 - (3) Payable when duty is not within commuting distance *and*
 - (a) government quarters are available and directed. Reimbursement for cost of government quarters is authorized not to exceed the maximum lodging rate for the TDY location.
 - (b) government quarters are available, but not directed. Soldiers may choose to use commercial lodging. Reimbursement is limited to the government quarters lodging rate if commercial lodging is used without a statement of non-availability of government quarters.
 - (c) government quarters are not available or directed. Reimbursement is limited to the actual lodging cost incurred not to exceed the maximum lodging rate authorized for the TDY location.
- b. Incidental Expense (IE) portion of per diem. The IE rate is a daily flat rate of \$5 for CONUS and \$3.50 for OCONUS

travel. The IE is payable for duty outside commuting distance except when duty is under field conditions. Unit AT is generally considered duty under field conditions.

c. Meal portion of per diem. Meal rates are determined by the availability of government meals, quarters and duty location.

(1) Meals are not payable when duty is inside commuting distance or duty is less than 12 hours. 75% of the per diem rate for the duty location is paid for duty periods of more than 12 but less than 24 hours.

(2) The following meal rates are payable for duty outside commuting distance:

(a) Full Meal Rate (FMR). Payable when government meals are not available or directed. The FMR equals 100% of the meal rate authorized for the duty location + the Incidental Expense (IE). 75% of the meals and IE (M&IE) rate for the duty location is paid for the first and last day of duty.

(b) Government Meal Rate (GMR). Payable when government meals are available at additional cost. This rate is payable to Soldiers who purchase meals in a government dining facility or other government source. The GMR normally changes on 1 Jan of each year. 75% of the M&IE rate for the duty location is paid for the first and last day of duty.

(c) Proportional Meal Rate (PMR). Payable when government quarters and only 1 or 2 government meals are available daily. The PMR is equal to the $(FMR + GMR) / 2 + IE$ rounded up to the next full dollar amount. 75% of the M&IE rate for the duty location is paid for the first and last day of duty.

(d) Deductible Meals. Deductible meals are meals provided without charge to the Soldier but at a cost to the government. Soldiers must indicate the number of deductible meals consumed on the travel voucher. Examples of deductible meals are meals provided without charge in a DFAC, meals included in a registration fee, and meals included in the cost of a room. MREs are not deductible meals unless they are the only meals available. Meals provided without charge by lodging facilities or on an aircraft are not deductible meals. The PMR is paid on days when 1 or 2 deductible meals are available.

(3) Soldiers on individual orders outside commuting distance (for other than unit AT) are in a per diem status and authorized M&IE. When meals are provided without cost, only the IE is payable. Additional instructions are required on the active duty order to prevent both collection of BAS and withholding of the IE payment. See the guidance for using additional instruction 14 (government meals are available and directed at no additional cost to Soldier) in Chapter 8 of the Reserve Pay Supplemental Guidance.

(4) For unit AT, per diem is not payable when government quarters and meals are provided at no cost. 75% of the M&IE rate for the duty location is paid for the first and last day of duty. BAS is collected at the discount meal rate.

d. Mileage.

(1) Payable when duty is outside commuting distance; normally paid through DTS. Process mileage payments for duty inside commuting distance, outside corporate limits in RLAS.

(2) Soldiers authorized to travel by Privately Owned Conveyance (POC) as more advantageous to the government are authorized per diem for days of travel. Travel days are determined by dividing the official distance to the TDY location (as determined by the DOD Official Table of Distances) by 350. Add one day for partial distances exceeding 51 miles.

(3) Soldiers authorized to travel by POC are limited to the constructive cost by commercial carrier not to exceed the cost to travel by government-contracted air fare to the TDY location. The constructive cost includes airfare, taxes and Commercial Travel Office fee.

(4) Soldiers traveling by commercial transportation are authorized mileage to and from the transportation terminal.

(5) For unit AT, mileage is payable to Soldiers residing outside commuting distance of the rendezvous point or authorized POC travel to the AT location. Process mileage payments in DTS.

F-6. Inactive Duty Training TDY Allowances

a. Mileage reimbursement is authorized for Soldiers directed to perform duty at an alternate work site within commuting distance of the Reserve unit. Commuting distance is determined by the senior commander in the area. Per Diem is not payable.

b. Per Diem and mileage are payable for TDY performed in an IDT status. Mileage is limited as follows:

(1) For travel from home to the TDY location, mileage reimbursement is limited to the lesser of the distance from home, or the unit to the TDY location.

(2) For travel from an alternate location to the TDY location, mileage reimbursement is limited to the distance from either the alternate location to the TDY location or the unit to the TDY location, whichever is less.

c. Submit travel claims via DTS.

F-7. Funeral Honors Duty (FHD) TDY Allowances

Soldiers performing FHD at a location more than 50 miles from their residence are authorized per diem and transportation allowances in the same manner as a Soldier performing TDY in an active duty status. Submit travel claims via DTS.

F-8. Permanent Change of Station (PCS) Travel Allowances

a. ADT orders of 140 or more and ADOS-RC orders of 181 or more consecutive days in one location are PCS orders. Per Diem is payable at the standard CONUS rate + lodging tax for the authorized travel time to and from the PCS location. Per Diem is not payable after arrival at the PCS location.

b. Movement of household goods and dependents to the PCS location are authorized IAW chapter 5 of the JTR.

Movement of household goods and dependents OCONUS on an ADT or ADOS-RC order is not authorized.

c. Mileage is paid at the rate prescribed in chapter 2 of the JTR for the Soldier and dependents.

F-9. Contingency Operations Travel Allowances

a. Soldiers performing duty under 10 USC 12302 or 12304 orders are authorized per diem based on availability of government quarters and lodging. When both quarters and lodging are provided without charge, only the IE is payable. 75% of the per diem rate for the duty location is paid for the first and last day of duty. Travel is paid using a DD 1351-2.

(1) Email travel claim to dfas.indianapolis-in.jft.mbx.in-travel-contingency@mail.mil.

(2) Fax travel claim to (317) 275-0332.

(3) Mail travel claim to DFAS Travel Pay Services, ATTN: Dept. 3900, 8899 E. 56th Street, Indianapolis, IN 46249-3900.

b. Soldiers performing duty outside of a designated combat zone on 10 USC 12301(d) orders of 1-180 days are authorized 55% of the per diem rate for the duty location. 75% of the per diem rate for the duty location is paid for the first and last day of duty. Travel is paid using DTS.

c. Soldiers performing duty outside of a designated combat zone on 10 USC 12301(d) orders of over 180 days in one location are in a PCS status. See paragraph F-8 for PCS entitlements. See paragraph F-14 for instructions on forwarding the DD 1351-2 to DFAS.

F-10. Travel advances

a. Any Soldier who is not a GTCC holder may receive a travel advance. Soldiers may request advances by submitting their orders and a cover letter justifying the request for advance.

b. The request packet must include:

(1) Copy of orders (orders must authorize a travel advance).

(2) DFAS Form 9213 (TDY Travel Advance Request Form).

(3) SF 1199A indicating the bank account to receive the advance.

(4) A voided check (not a deposit slip).

(5) Expected lodging cost.

(6) A statement from the Soldier's supervisor that includes the Soldier's name, SSN, and a statement that the Soldier does not have a GTCC. Classes of personnel exempted from mandatory use of the GTCC are listed in the Travel and Transportation Reform Act (TTRA) of 1998 (Public Law 105-264) and USAR Regulation 37-2.

(7) Go to www.dfas.mil for the email address and fax number for submitting travel advance requests.

[NOTE: Soldier must submit a settlement voucher within 5 days of completion of travel. If DFAS does not receive a settlement voucher within 90 days of completion of travel, they will collect the amount advanced from the Soldier's pay account and, when appropriate, the collection may include an administrative fee.]

Section II

Travel Pay Procedures

F-11. Processing travel claims

a. **TDY.**

(1) See the DTS website at: <http://www.defensetravel.osd.mil/dts/site/index.jsp> for guidance on using DTS to process travel vouchers.

(2) TPU Soldiers assigned to commands that have not mandated use of DTS shall submit claims for TDY using a DD Form 1351-2. See paragraph F-12 for travel voucher preparation procedures. See <http://www.dfas.mil/militarymembers/travelpay/armyactivetdy/howto.html> for additional information on preparing DD Form 1351-2.

b. **Unit Annual Training special requirements.** Use DTS to process travel entitlements for Soldiers residing outside commuting distance from the rendezvous point or authorized to travel by POC to the training site. When creating the DTS authorization, adjust the per diem entitlements to state "Field Conditions" and "Annual Training (Quarters and Meals Available)" under duty conditions. This action will authorize 75% of MI&E for the first and last day of the AT and prevent payment of per diem for the days in between.

c. **Local travel (orders not issued).** All Soldiers assigned to commands that have not mandated use of DTS submit claims for local travel (non-TDY, no orders published) using SF 1164. See DFAS-IN Regulation 37-1, Chapter 10, paragraph 100502.

(1) Complete SF 1164, to include listing expenses, and submit to the approving official.

(2) Forward original and two copies of the signed/approved SF 1164 to DFAS Travel Pay Services, ATTN: Dept. 3700, 8899 E. 56th Street, Indianapolis, IN 46249. Detailed instructions for completing the SF 1164 are in DFAS-IN Regulation 37-1, appendix X.

(3) DTS users must create a local voucher.

d. **Local travel (on orders).** Soldiers on active duty orders that state "duty inside commuting distance, outside corporate

limits” receive payment of mileage with their military pay and allowances. Payment is initiated through RADARS or via a USAR Form 24 depending on length of duty. Do not submit a DD 1351-2 or create a voucher in DTS.

F-12. Travel voucher preparation

- a. Soldiers must submit a travel claim within 5 days of completion of travel. Soldiers performing TDY longer than 30 days must file accrual travel vouchers at the end of each month.
- b. Soldiers using DTS for TDY travel must contact their local Defense Travel Administrator for guidance. DTS procedures are on the DTS website at: <http://www.defensetravel.osd.mil/dts/site/index.jsp>.
- c. Soldiers not using DTS must complete and submit a DD Form 1351-2. See <http://www.dfas.mil/smartvoucher.html> for assistance on how to properly complete a travel voucher. The Soldier must sign and date blocks 20a-b of the voucher.
- d. The Soldier must attach supporting documents, such as orders (to include amendments), lodging receipts, and rental car receipts. Lodging receipts are always required, regardless of amount. A receipt must accompany all other reimbursable expenses of \$75 or more.
- e. If expenses are claimed that are not included on the order, an order approving authority must complete blocks 21a –d of the DD Form 1351-2 to approve reimbursement.
- f. Additional travel forms:
 - (1) DD Form 1351-2C. Use this form when the itinerary or the list of reimbursable expenses requires a continuation sheet.
 - (2) Statements of Non-Availability. Military installations may issue this form when unable to provide meals and/or quarters to TDY personnel. Include the Statement of Non-Availability with the DD Form 1351-2.
- g. The Soldier provides the DD Form 1351-2 and supporting documents to the reviewer.

F-13. Travel voucher reviewer

- a. The reviewer is responsible to ensure that the travel claim is proper and complete prior to submission to DFAS Travel for payment. The reviewer does not calculate, approve, or disapprove items on the travel voucher.
- b. At a minimum, the reviewer must ensure the following:
 - (1) The DD Form 1351-2 has the original signature of the Soldier.
 - (2) Travel orders and all amendments are included and are consistent with the administrative data and itinerary contained in the DD Form 1351-2.
 - (3) All prior payments (advances/accruals) are annotated in the appropriate block.
 - (4) The claim is reasonable and consistent with the mission (e.g., in-and-around mileage claimed).
 - (5) Rental cars were obtained through the proper channels, the correct size for the mission, refueled in a prudent manner, and proper receipts are included.
 - (6) The Soldier completed the duty within the appropriate number of days.
 - (7) Reimbursable expenses claimed are mission-related within the scope of the JTR.
 - (8) Regardless of the amount, the original lodging receipts support lodging claims.
 - (9) A receipt supporting any expense of \$75 or more.
 - (10) Foreign currency exchanges are annotated on the DD Form 1351-2 with the correct transaction date of exchange.
 - (11) When appropriate, a statement of non-availability (SNA) number is procured by the Soldier prior to obtaining commercial lodging and is annotated on the DD Form 1351-2.
 - (12) The reviewer must complete blocks 20c-f.

F-14. Mailing procedures (Non-contingency operations TDY)

USAR Soldiers on IDT, AT, ADT, or ADOS-RC whose command has not directed the use of DTS can submit travel vouchers to DFAS Travel Pay Services via email, fax or the DFAS Travel Voucher Direct application. Go to <http://www.dfas.mil/militarymembers/travelpay/wheretosubmit.html> for additional information about where to submit the voucher.

When sending vouchers via email, the acceptable file types are .pdf, .jpg, or .tif. No other format is permitted. Ensure that the file size is no larger than 4 MB. Files larger than 4 MB may be blocked due to DFAS system limitations. Send only one travel voucher claim per email. Do not attempt to send multiple claims in a single email.

F-15. Methods of payment

- a. Electronic Fund Transfer (EFT) is mandatory for travel payments. Soldiers must complete the SF 1199A to authorize EFT of travel payments. All reimbursements using DTS will require EFT information loaded in the Soldier’s profile.
- b. Fax completed forms to DFAS-IN at (212) 275-0334. You can also mail forms to DFAS Travel Pay Services, ATTN: Dept. 3700, 8899 E. 56th Street, Indianapolis, IN 46249 -3700.
- c. Split disbursement is mandatory for those Soldiers who have a GTCC. To use the split disbursement, check block 1 of DD Form 1351-2. By checking the split disbursement, a portion of your payment will go to your GTCC.

F-16. Erroneous payments

Soldiers who receive an erroneous manual travel payment should return the check to the USAR Pay Management Division

for cancellation. The check should be sealed in an envelope and the envelope should be stapled to a DA Form 200 for forwarding to the USAR Pay Management Division. The remarks section of the DA Form 200 should reflect the reason for the return. Mail the check and DA Form 200 to the USAR Pay Management Division, Room 135Z-1, 8899 E. 56th Street, Indianapolis, IN 46249-1601. The Pay Management Division will ensure the check is routed to DFAS Disbursing for cancellation.

Section III Actual Expense Authorizations

F-17. Request for Actual Expense Authorization (AEA)

- a.* The AEA authorizes payment of actual lodging cost above the established per diem rate for the TDY location. See the JTR, Chapter 4, part C, paragraph U4300. AEA may be authorized before travel begins or approved after travel has been performed (except for an AEA under JTR, para U4335, which may only be authorized in advance). Because AEA is not guaranteed, every attempt should be made to find lodging within the allowed per diem rates.
- b.* When authorized in advance of the travel, the AEA for a specific travel assignment shall be stated in the travel order. An AEA may be authorized/approved for the entire period of a trip (including travel time or, when appropriate, per diem) or for different portions of trips. This can occur when there is a relatively long period of travel or several localities in a single itinerary.
- c.* The GFC Command G8 is the approval authority for AEA requests. The AEA request must identify Soldiers authorized AEA.
- d.* AEA requests should contain as much of the following relevant data as possible. If any of the following data is not applicable, state so in the AEA request.
 - (1) The reason for travel.
 - (2) Whether meetings with technical, professional, or scientific organizations are involved.
 - (3) Whether international conferences or meetings are involved.
 - (4) Identification of the senior member of the party, whether civilian or military, including grade, full name, SSN, and branch of Service.
 - (5) All names and titles of foreign governmental contacts.
 - (6) Roster of other employees or members of the uniformed services who also are performing the travel or TDY involved, including grade, full name, SSN, and branch of service.
 - (7) Proposed itinerary showing complete identification of places to be visited, the length of duty at each location, and the inclusive dates of travel.
 - (8) Information regarding any special arrangements such as provisions for use of special Government quarters, messes, open messes, lodgings, restaurants, etc.
 - (9) Information available indicating the projected amount of expenses, amount of allowances necessary, or reasons why normal per diem will not suffice.
 - (10) Reasons why normal accommodations with prescribed per diem allowances will not suffice.
 - (11) The name and phone number of the individual to contact concerning the request.
- e.* Each request for approval of AEA subsequent to the completion of travel must be accompanied by a copy of DD Form 1351-3 Statement of Actual Expenses, or a detailed statement otherwise providing dates, locations, identification of expenses, and amounts paid.
- f.* At a minimum, the AEA request should include the following:
 - (1) Name
 - (2) SSN
 - (3) Duty Dates
 - (4) Amount Paid Per Night
 - (5) City, State, and Hotel
 - (6) Justification for higher rate or number of hotels checked
 - (7) Contact information for the claimant, including fax number and/or e-mail address for the claimant
- g.* It is the Soldier's responsibility to find lodging within the locality per diem rates. On those rare occasions that lodging cannot be found within per diem, the Soldier may be entitled to AEA. Current per diem rates are available on the Internet at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- h.* Send AEA requests to the designated authorizing official at the GFC Command G-8. The GFC Command G-8 determines the validity of the request and then prepares a memorandum approving or denying the request.
- i.* The DTS Approving Official can approve payment of actual lodging costs on the per diem page of the authorization or voucher.

Section V City Pair Program

F-18. Contract City Pair Program

Regulations applicable to the Contract City Pair Program are the JTR, Appendix P.

a. All Soldiers must use the Commercial Travel Office (CTO) for flight reservations. Soldiers must use contract carriers except when the travel authorizing official authorizes travel by a non-contract carrier.

b. Army Reserve Soldiers are authorized to buy airline tickets at the General Services Administration (GSA) City Pair contract rates for their travel to and from IDT. In order for Reserve Soldiers to use the city pair travel rates, they must use their GTCC and book their travel through a contracted CTO. The airfare is not reimbursable.

Appendix G The UH022-2405 Master Military Pay Account (MMPA) History Report

Section I General

G-1. Purpose

This appendix contains an explanation of the UH022-2405 MMPA History Report. Figures G-1 through G-10 separate the report into nine subsections providing an explanation of each data element within the sections. The report is referred to as the 2405 History Report from this point forward.

G-2. Report production and access

a. The DFAS-IN produces the report monthly, after the end-of-month (Code 3) update, approximately the 23d of each month.

b. Units can access their monthly pay reports through the RM Module of RLAS. Instructions on retrieving the reports are in Chapter 6 of the Reserve Pay Supplemental Guidance. The reports are generally available in RLAS by the 28th of the month.

c. CPMs can access information included on the 2405 History Report through the DJMS-RC inquiry system or Report web at <https://cde.olrv.ogden.disa.mil/report.web/index.php>.

G-3. Unit responsibilities

Each unit must review the report carefully to ensure actions affecting Soldiers' accounts are processed accurately. Units must carefully review the 2405 History Report of newly assigned Soldiers. Annotate discrepancies and actions taken to correct them on the report. Review and submit corrective actions for all 2405 History Reports to the UPC or through RLAS, as applicable, within 3 workdays after receipt of the report.

G-4. Filing instructions

Units must copy the 2405 History Report to a CD and maintain it IAW with paragraph K-5.

Section II 2405 History Report Reader's Guide

G-5. Report breakdown

a. The UH022-2405 MMPA History Report consists of the following subsections:

Section

1. "Administrative"
2. "Entitlement Data"
3. "Direct Deposit/Mobilization Data"
4. "Deductions"
5. "Housing Master"
6. "Pay History"
7. "Calendar Data"
8. "Drill Mater Data"
9. "Processed Transactions"
10. "Payment Record Data"

b. The following figures depict the subsections of the report and provide an explanation of each data field.

UH022-2405 HISTORY REPORT

SECTION 1 "ADMINISTRATIVE"

SSN xxxxxxxxxx SSN-PR 000000000 SEX F
NAME DOE JANE M
DOD COMP A COMP V V ST PGMA AN AN
GRADE 34 33 32 EDG 100807 080807
NPS 04E N PAY DATE 080807 000000
GAIN G G G DOG 080807 AD-PAY-REQ 2
LOSS DOS 000000 COUNTRY CD
PAS W1S4KT10 ASGN-DT 080807
PEC K90061 PAPD00 HPIP-ROTC:
ETS 140806 TAFMS-CTR 00100
T5-CFY 0 T5-PFY 0 PRA-FLAG
BNS TYPE 03 00 AMT-LAST-PD 1000.00
INSTL-NBR 2 TOTAL PD 3500.00
DT-LAST-PD 100807 DATE-ENLIST 080807
RSN-TERM 0 TERM-PRO-DT 0000000
MO-NBR-PARTIC 00 TSP REAP 00000
GROSS-AMT-RECOUP 0.00
PAS-PR-1 W1S4T00 ASG-DT1 041001
PAS-PR-2 ASG-DT2 000000
PAS-PR-3 ASG-DT3 000000
PAS-PR-4 ASG-DT4 000000
***** ADDRESS DATA *****
ADRS-2
ADRS-3 123 NO NAME LANE
ADRS-4 ANYTOWN IL 54112-5584
ADRS-5
ADRS-EFF-DT 080807

Data Item	Description
SSN	Soldier's current social security number.
SSN-PR	Soldier's Previous social security number, if any.
SEX	Soldier's sex. M = Male F = Female
NAME	Soldier's last name, first name and middle initial.
DOD-COMP	Department of Defense component. A = Army F = Air Force
COMP	Current and prior service components. V = USAR G = ARNG

Figure G-1. MMPA Reader's Guide - Section 1. "Administrative"

Data Item	Description
ST PGMA	ARNG uses a State code. Reserve has pay group and mobilization augmentee code. Report reflects current and previous code. AN = TPU and IRR, other than individual mobilization augmentee (IMA) BN = IMA
GRADE	Soldier's current and previous two pay grades. The current pay grade will repeat three times if the Soldiers has only one pay grade on file. OFFICERS = 01-10 WARRANT OFFICERS = 21-25 ENLISTED = 31-39
EDG	Effective date(s) of Soldier's current and first prior pay grade.
NPS	Non-prior service indicator. Blank = Prior service Soldier 6 = Soldier awaiting IADT
O4E	Officers whose grades are 01-03 with over 4 years Active enlisted service. Codes used: Y = Yes N = No
PAY-DATE	Current and previous pay entry basic dates.
GAIN	Verification that the pay account contains all critical data. Three Gs (GGG) represent a complete accession. 1st G = Personnel data (e.g., Name, SSN, Pay Date, DOG, PAS, Pay Grade, Effective date, ST PGMA). 2nd G = Pay data (e.g., BAH, NPS, SGLI, Sex code, BA authorization, tax data, Final leave indicator, Leave days paid). 3rd G = Valid two line mailing address not to exceed 29 characters each line.
DOG	The date that the Soldier's MMPA was created in DJMS-RC.
AD-PAY-FREQ	How many times a month a Soldier on active duty receives pay. Default is two (2).
LOSS	Identifies Soldiers separated from DJMS-RC. "LL" closes a Soldier's MMPA and identifies it for purging from DJMS-RC. See paragraph 2-29 for purge criteria.
DOS	Effective date of separation.
COUNTRY-CD	Used when a Soldier resides in a foreign country.
PAS	The Personnel Accounting Symbol (PAS). First two positions identify the location providing pay support (Site-ID) and the last six positions represent the unit identification code (UIC).
ASGN-DT	Date Soldier was assigned to the current PAS.
PEC	The current and prior Program Element Code (PEC) that relates to a Soldier's organization or function. The six-digit code identifies where to send LESs to mobilized Soldiers or Soldiers at IADT. Codes used are: PAPD00 = USAR PANG00 = ARNG MOBUIC = MOBILIZED PAS Code of IADT unit MRPU = ORDERS

Figure G-1. MMPA Reader's Guide - Section 1. "Administrative"—Continued

Data Item	Description
HPIP/ROTC	Student Identification Code. H = Health Professional's Incentive Program (HPIP) R = ROTC P = College First
ETS	Soldier's Expiration Term of Service date.
TAFMS-CTR	Total Career Active Duty days accumulated since account established on DJMS-RC. T5
- CFY	Not Applicable.
T5 - PFY	Not Applicable.
PRA-FLAG	Not Applicable.
BONUS-TYPE	Current and previous bonus types. 03 = NPS Enlistment bonus in qualifying MOS and High Priority unit or Critical Skill MOS and High Priority Unit. The type 3 bonus which used to be based solely on the assignment to a high priority unit was discontinued 30 Sep 95. 04 = 2nd 3-year reenlistment bonus. Soldier must have less than 14 years total service. 05 = 1st 3-year reenlistment bonus. Soldier must have less than 14 years total service. 05 = Prior Service Enlistment for 3, 4 or 5 years in a qualifying MOS. Soldier must have less than 14 years total service. 06 = Reenlistment for 6 years. Soldier must have less than 20 years total service. 06 = Prior service enlistment for 6 years in a qualifying MOS. 07 = Affiliation bonus - 18 months or less. 08 = Affiliation bonus - More than 18 months. AC = Officer Accession bonus. AB = Officer Affiliation bonus. No code for Officer Critical Skills Retention bonus. No code for Enlisted Critical Skills Retention bonus. 0J = 3 year Nurse Retention Bonus 0L = 2 year Doctor Retention bonus 0M = 3 year Doctor Retention bonus 0N = Civilian Acquired Skills bonus. 0P = Reserve Associate Support Program.
AMT-LAST-PD	Amount of last bonus payment.
INSTL-NBR	Installment number of most recent bonus payment. 1 = Initial 2 = 1st anniversary 3 = 2nd anniversary 4 = 3rd anniversary 5 = 4th anniversary 6 = 5th anniversary 7 = 6th anniversary 9 = Bonus termination with recoupment/balance due Soldier
TOTAL PD	Total of the present bonus paid to date.
DT-LAST-PD	Date of last bonus payment
DATE-ENLIST	Effective date of current enlistment which qualified Soldier for bonus.

Figure G-1. MMPA Reader's Guide - Section 1. "Administrative" – Continued

Data Item	Description
RSN-TERM	Reason for termination of bonus. Codes used: 0 = Bonus not Terminated E = Unsatisfactory Participation F = Transfer to another Reserve Component G = Transfer to Active Enlisted Force H = Transfer to Officer Corps I = Unauthorized Change in MOS J = Transfer to Non-incentive Qualified Unit within Locale K = Accepted Civilian Position where Reserve Membership is a condition of Employment L = Assigned to AD or ADT in excess of 90 days in support of Reserve Program M = Other
TERM-PRO-DT	Effective date of termination.
MO-NBR-PARTIC	Number of months Soldier had participated satisfactorily in a bonus program. Used when recouping a bonus
TSP	Y = TSP participant, Blank = not participating in TSP
REAP	Total contributions to the Reserve Educational Assistance Program
GROSS-AMT-RECOUP	Gross amount recouped for a bonus previously paid.
PAS-PR-1	First prior PAS, if any.
ASG-DT1	Effective date of first prior PAS.
PAS-PR-2	Second prior PAS, if any.
ASG-DT2	Effective date of second prior PAS.
ASG-DT3	Effective date of third prior PAS
PAS-PR-3	Third prior PAS, if any
PAS-PR-4	Fourth prior PAS, if any
ASG-DT4	Effective date of fourth prior PAS.
ADDRESS	2 = Care of 3 = Street address 4 = City, State & Zip Code 5 = Country name (Foreign Addresses Only)
ADDRESS EFF DATE:	Indicates the effective date of address change.

Figure G-1. MMPA Reader's Guide - Section 1. "Administrative" – Continued

UH022-2405 HISTORY REPORT

SECTION 2 "ENTITLEMENT DATA"

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***** ENTITLEMENTS *****
AD-PD-TO-DATE                160915
PAY-STATUS                   O-151008-160930
PAY-STATUS-2                 000000-000000
TVL-DAYS-1 0                 TVL-DAYS-2 0
CSP DAYS    0000             HLD-PAY-ST
BAS-TYPE    B
BAS-DATES  000000-0         000000-0
HDP-DATES                000000 000000
FSA-II-DATES             000000-000000
HFP-CC/DATES             000000-000000
HFP-MO-EX                00
IP-TYPE/DATES N          000000-000000
OSD-ASD   000000-000000
MDVO N-000000 P/MSD 00-000000
UA-TYPE      UA-PAY-DT 000000
DEPL-DAYS 000 AS-OF 080807
LES-INDCTR 0  CZTE-PROCESS
FAM-SGLI-CURR-OPT/AGE
FAM-SGLI-CURR-EFF-DATE 0808
FAM-SGLI-PRIOR-OPT/AGE
FAM-SGLI-PRIOR-EFF-DATE
HDP-TYPE
HDP-CC
HDP-LOC-CODE
CAL-HDP-MISSION-DAYS 00 00 00
00 00 00 00 00 00 00 00 00
    
```

Data Item	Description
AD-PD-TO-DATE	If Soldier is on a long tour of active duty (30 or more days), this will show the date through which last payment has been made.
PAY-STATUS	Soldier's current pay status and the start and stop date of long tour. Codes used. A = Normal status (start and stop dates will always be 000000 and 999999) N = Deceased Z = ADT or ADOS-RC of more than 29 days W = IADT paid on DJMS-RC O = Mobilized/ADOS paid on DJMS-RC X = HPIP or ROTC Stipend Recipient R = Reserve Officer Training Corp (ROTC)
PAY-STATUS-2	Future long tours information, if any.
TVL-DAYS-1	Travel days for current pay status.
TVL-DAYS-2	Travel days for future pay status.
CSP DAYS	Number of Career Sea Pay days paid since field was added to DJMS-RC in Dec 98.

Figure G-2. MMPA Reader's Guide - Section 2. "Entitlement Data"

Data Item	Description
HLD-PAY-ST	H = In Held Pay Blank = not in Held Pay
BAS-TYPE	BAS type for long tour. N = None B = Separate rations H = Rations in kind not available K = Rations under emergency
BAS-DATES	Start and stop dates of BAS and BAS action indicator. 0 = No BAS 1 = Start 4 = Stop
HDP-DATES	Start and stop dates of hardship duty pay (HDP) for long tour.
FSA-II-DATES	Start and stop dates of FSA for long tour.
HFP-CC/DATES	The country code and the start and stop dates of Hostile Fire Pay for long tour.
HFP-MO-EX	Number of months for HFP.
IP-TYPE/DATES	Incentive pay type with start and stop dates for entitlement. A = ACIP officer or enlisted crew Soldier for HDIP. B = Officer or enlisted non-crew Soldier for HDIP. C = Parachute duty. D = Demolition duty. N = No entitlement.
OSD-ASD	Officer service date (OSD): effective date of officer's commission. Aviation service date (ASD): effective date an officer became qualified to perform flying duties.
MDVO	Medical, Dental, Veterinary, and Optometry (MDVO) special pay entitlement and the effective date. A = Veterinarian or Optometrist. B = Less than 2 years Active Dental service. C = Over 2 years, but less than 6 years Active Dental service. D = Over 6 years, but less than 10 years Active Dental service. E = Over 10 years Dental Service or over 2 years Medical service. N = No entitlement.
P/MSD	The profession code and medical service date, used if mobilized for more than 1 year.
UA-TYPE	The type of uniform allowance last paid. K = Initial uniform allowance. L = Additional uniform allowance.
UA-PAY-DT	Effective date of last uniform allowance payment.
DEPL-DAYS	Not used.
LES-INDICATOR	Not used.

Figure G-2. MMPA Reader's Guide - Section 2. "Entitlement Data"—Continued

Data Item	Description
CZTE-PROCESS	Combat Zone Tax Exclusion Process. X = Performed CZTE qualifying duty during the month of the report. Blank = no CZTE duty performed.
FAM-SGLI-CURR-OPT/AGE	Current Family SGLI Coverage
FAM-SGLI-CURR-EFF-DATE	The current effective date of Family SGLI Coverage.
FAM-SGLI-PRIOR-OPT/AGE	Previous Family SGLI Coverage.
FAM-SGLI-PRIOR-EFF-DATE	Previous effective date of family SGLI.
HDP-TYPE	The type of Hardship Duty Pay a Soldier is receiving.
HDP-CC	Hardship duty pay country code.
HDP-LOC-CODE	Hardship duty pay location code.
CAL-HDP-MISSION-DAYS	The number of Hardship duty pay days

Figure G-2. MMPA Reader’s Guide - Section 2. “Entitlement Data”—Continued

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SECTION 3 -DIRECT DEPOSIT "MOBILIZATION DATA"

```

*** DIRECT DEPOSIT-MOB-DATA ****
AD-CODE-DATES      -000000-000000
AD-MAR-STAT   S AD-FITW-EXEMPT 01
DIRECT-DEPOSIT-STAT-CODE   C
DIRECT-DEP-EFF-DATE      000125
CO-CODE 707271 PYMT-OPT-TYPE C C
ACCT-POLICY-NBR 0021122211553
DIR-DEP-WAV-DT          0
RTN                    12048574-8
APC1    01ENGU      APC2
ORD-NBR-1  033022  ORD-NBR-2
                ACTUAL  IMPUTED
BAHII-EIC          143.08    0.00
BAS-EIC            0.00   106.12
ROTC-SUBSISTENCE-EIC          0.00
COMBAT-ZONE-EIC          0.00
                CURR 1PR 2PR
SITW-MAR-STATUS          M
SITW-EXEMPT-REASON
ARIZ-TAX-PERCENT      00%  00% 00%
SITW-EXEMPTIONS/OPTIONAL      10/00
SITW-EXEMPTIONS/OPTIONAL-1PR  00/00
SITW-EXEMPTIONS/OPTIONAL-2PR  00/00
SGLI-CURRENT          K 0  091008
SGLI-PRIOR            T 0  080807
SSLI-CURRENT          0000  00.00
SSLI-PRIOR            0000  00.00
    
```

Data Item	Description
AD-CODE-DATES	Active duty codes, start, and stop dates. K = Soldier paid by DJMS-AC (e.g., AGR/ADOS) S = A mobilized Soldier paid by DJMS-AC (no longer used) Y = Soldier performing IADT and paid by DJMS-AC (no longer used)
AD-MAR-STAT	Marital status Soldier elected for mobilization tax withholding.
AD-FITW-EXEMPT	Number of exemptions Soldier elected for mobilization tax withholding. All will default to 01. Soldier must change to other option if mobilized.
DIRECT-DEPOSIT-STAT-CODE	Condition when direct deposit is elected. C = Funds are sent to a financial organization currently and while mobilized M = Funds are sent to a financial organization only when mobilized
DIRECT-DEP-EFF-DATE	Date that current direct deposit account is effective.

Figure G-3. MMPA Reader's Guide - Section 3. "Direct Deposit/Mobilization Data"

Data Item	Description
CO-CODE	Company code of bank receiving direct deposit.
PYMT-OPT-TYPE	Frequency of deposit followed by type of account. Frequency codes used: C = Twice monthly, only option for Army. Type codes used: C = Checking account S = Savings account
ACCT-POLICY-NBR	Soldier's current checking or savings account number.
DIR-DEP-WAV-DT	Not used.
RTN	Financial organization Routing Transit Number.
APC1	Accounting Processing Code (APC) of first long tour of active duty (AD).
APC2	APC for future AD period.
ORD-NBR-1	Order number of current AD period.
ORD-NBR-2	Order number of future AD period.
BAHII-EIC (Earned Income Credit)	
BAS-EIC	
ROTC-SUBSISTENCE-EIC	
COMBAT-ZONE-EIC	
<p>These items are reported to the IRS as ACTUAL or IMPUTED for use in determining eligibility to EIC. ACTUAL means the Soldier received the allowance (BAH RC, BAS, ROTC). IMPUTED is the implied value when an allowance is not paid but an equivalent is provided (Quarters or subsistence without charge or tax exempt income). These fields are reported for all Soldiers and are reflected on the W-2 form.</p>	
SITW-MAR-STATUS	"S" or "M"
SITW-EXEMPT-REASON	1 = Exempt from residency requirements 2 = Exempt from federal tax
ARIZ-TAX-PERCENT	Percentage elected by Soldier. Can be either 10, 22, 28 or 32. SSD default is 10.
SITW-EXEMPTIONS/OPTIONAL	Number of exemptions and amount of additional withholding elected.
SITW-EXEMPTIONS/OPTIONAL-1PR	First prior number of exemptions and amount of additional withholding elected.
SITW-EXEMPTIONS/OPTIONAL-2PR	Second prior number of exemptions and amount of additional withholding elected.
SGLI-CURRENT	First code is current SGLI election. Second code is N/A. Coverage codes used: 0 = None 5 = \$50,000 A = \$100,000 F = \$150,000 K = \$200,000 Q = \$250,000 R = \$300,000 S = \$350,000 T = \$400,000
SGLI-PRIOR	The prior SGLI election information.
SSLI-CURRENT	ARNG only. First code is the year and month of current NGLI election. Second code is the monthly deduction amount.
SSLI-PRIOR	ARNG only. The prior NGLI election information.

Figure G-3. MMPA Reader's Guide - Section 3. "Direct Deposit/Mobilization Data"– Continued

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SECTION 4. "DEDUCTIONS"

```

***** DEDUCTIONS *****
FITW-W2-STATE                17
FITW-EXEMPT-OPT              00-00
FITW-MAR-STATUS              M
FITW-WAGE-YTD                2127.40
FITW-DED-YTD                 420.40
SOC-SEC-WAG-YTD              2127.40
SOC-SEC-DED-YTD              162.75
IDT-FICA-WAGE                2127.40
MEDICARE-WAG-YTD             0.00
MEDICARE-DED-YTD             0.00
DEBT-ON-FILE                 1
W4-DATE                      980807
PUERTO-RICO-DATE             000000
PUERTO-RICO-FLAG
ST-EFF-DT-CURR              980807
ST-WAGE-CURR-YTD             2127.40
SITW-DED-CURR-YTD            0.00
ST-IAD-CURR-YTD              2127.40
ST-1PR/EFF-DATE              000000
ST-WAG-1PR-YTD               0.00
SITW-DED-1PR-YTD             0.00
ST-IAD-1PR-YTD               0.00
ST-2PR/EFF-DATE              000000
ST-WAG-2PR-YTD               0.00
SITW-DED-2PR-YTD             0.00
ST-IAD-2PR-YTD               0.00

```

Data Item	Description
FITW-W2-STATE	State code for Federal Income Tax withholding (FITW); see appendix E.
FITW-EXEMPT-OPT	First code is the number of exemptions for FITW. Second code is the number of additional withholding options.
FITW-MAR-STATUS	Marital status for tax purposes. S = Single M = Married
FITW-WAGE-YTD	The amount of FITW taxable wages paid year-to-date.
FITW-DED-YTD	The amount of FITW deducted year-to-date.
SOC-SEC-WAG-YTD	Wages subject to FICA tax year-to-date.

Figure G-4. MMPA Reader's Guide - Section 4. "Deductions"

Data Item	Description
SOC-SEC -DED-YTD	The amount of FICA taxes deducted for year-to-date.
IDT-FICA-WAGE	FICA wages year-to-date for Inactive Duty for Training.
MEDICARE-WAG-YTD	Medicare wages year-to-date.
MEDICARE-DED-YTD	Medicare deductions year-to- date.
DEBT-ON-FILE	Indicates whether a debt is posted to a Soldier’s account. 0 = No debt. 1 = One or more debts on file.
W4-DATE	Processing date of current FITW election.
PUERTO-RICO-DATE	Date Puerto Rico tax was elected. Collects FITW but no PR tax. Blank = Not PR resident.
PUERTO-RICO-FLAG	Identifies Puerto Rico residents and tax withholding. 1 = Puerto Rico resident performing duty OCONUS. Collects PR tax but not FITW. 2 = Puerto Rico resident performing duty in CONUS.
ST-EFF-DT-CURR	Effective date of current State.
ST-WAGE-CURR-YTD	The current State wages year-to-date.
SITW-DED-CURR-YTD	Current State deductions year-to-date.
ST-IAD-CURR-YTD	Current State wages year-to-date for inactive duty.
ST-1PR/EFF-DATE	First prior State and effective date. Always zeros.
ST-WAG-1PR-YTD	First prior State wages year-to-date Always zeros.
SITW-DED-1PR-YTD	First prior State deductions year-to-date.
ST-IAD-1PR-YTD	First prior State wages year-to-date inactive duty only. Always zeros.
ST-2PR/EFF-DATE	Second prior State and effective date. Always zeros.
ST-WAG-2PR-YTD	Second prior State wages year-to-date. Always zeros.
SITW-DED-2PR-YTD	The second prior State deductions year-to-date. Always zeros
ST-IAD-2PR-YTD	Second prior State wages year-to-date for inactive duty only. Always zeros.

Figure G-4. MMPA Reader’s Guide - Section 4. “Deductions”– Continued

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SECTION 5 "HOUSING MASTER"

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***HOUSING MASTER***          BAH-DATES 000000-000000
BAH-RC-DATES 000000-000000    BAH-ZIP 00000  BAH-NBR-DEP 0
BAH-RC-STAT 1  QTR-AVAL 0     BAH-DAILY-RATE 000.0000
BAH-RC-DEP-CERT-DT 000000    CONUS-COLA-DATES 000000-000000
BAH-RC-STAT-DT 150316        CONUS-COLA-ZIP 00000
DT/DOB  A 000000             CONUS-COLA-NBR-DEP 0

OCONUS-COLA-DATES 000000-000000  OHA-DAILY-RATE 000.0000
OCONUA-COLA-JFTR-LOC              OHA-NBR-DEP 0
OCONUS-COLA-DAILY-RATE 000.0000  FSH-DATES 000000-000000
OCONUS-COLA-NBR-DEP 0            FSH-ZIP-LOC 00000
OHA-DATES 000000-000000          FSH-JFTR-LOC
OHA-JFTR-LOC                     FSH-RENT-PD 0000.00
    
```

Data Item	Description
BAH-RC-DATES	Dates that a Soldier is entitled to start and stop receiving BAH on a long tour. DT/DOB
BAH-RC-STAT	Current and first prior BAH RC status. Codes used: 0 = No dependents, partial BAH 1 = With dependents, full BAH 2 = Occupying Government quarters with dependents, no BAH
QTR-AVAL	Indicates if quarters are available for current tour. Default is 1. Codes used: 0 = Quarters not available 1 = Quarters available
BAH-RC-DEP-CERT-DATE	Dependent Certification Date.
BAH-RC-STAT-DT	Effective date of current BAH status.
DT/DOB	Dependent type and date of birth for BAH (if applicable). Codes used: 0 = None A = Spouse C = Child in Soldier's custody, stepchild, adopted child, illegitimate child D = Parent (includes loco-parentis) I = Soldier married to Soldier, own right N = Soldier entitled to BAH for payment of child support S = Student child 21 years, but less than 23 years old T = Handicapped child W = Soldier married to Soldier, another dependent
BAH-DATES	Dates of long tour
BAH-ZIP	The ZIP code for long tour entitlements.

Figure G-5. MMPA Reader's Guide - Section 5. "Housing Master"

Data Item	Description
BAH-NBR-DEP	Indicates dependent status for BAH entitlements. 0 = No dependents 1 = Dependents
BAH-DAILY-RATE	Daily amount of BAH payable
CONUS-COLA-DATES	Dates that a Soldier is entitled CONUS COLA
CONUS-COLA-ZIP	Zip code for which CONUS COLA is authorized
CONUS-COLA-NBR-DEP	Indicates dependent status for CONUS COLA
OCONUS-COLA-DATES	Dates that a Soldier is entitled OCONUS COLA
OCONUS-COLA-JFTR-LOC	Location for which OCONUS COLA is authorized
OCONUS-COLA-DAILY-RATE	Daily amount of OCONUS COLA payable.
OCONUS-COLA-NBR-DEP	Indicates number of dependents for OCONUS COLA
OHA-DATES	Dates that a Soldier is entitled OHA
OHA-JFTR-LOC	Location for which OHA is authorized
OHA-DAILY-RATE	Daily amount of OHA payable.
OHA-NBR-DEP	Indicates dependents status for OHA
FSH-DATES	Dates that a Soldier is entitled family separation housing (FSH)
FSH-ZIP-LOC	Zip code for which FSH is authorized
FSH-JFTR-LOC	Location for which FSH is authorized
FSH-RENT-PD	Indicates amount of rent paid for FSH

Figure G-5. MMPA Reader's Guide - Section 5. "Housing Master" - Continued

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SECTION 6 "PAY HISTORY"

***** PAY HISTORY *****

CURR-FY UTA-AUTH 00 UTA-QTRS 00 00 00 00 AFTP-QTRS 00 00 00 00
 1ST-PR-FY:UTA-AUTH 00 UTA-QTRS 00 00 00 00 AFTP-QTRS 00 00 00 00
 2ND-PR-FY:UTA-AUTH 00 UTA-QTRS 00 00 00 00 AFTP-QTRS 00 00 00 00

FI-IND X PS-TYPE 0 LV-PAID 11.0 RAPS-DAY-CTR 002 *CY-FHD-DAY
 DA-PD 030 LV-TK 00.0 LV-ACCD 00.0 WAIVER 0-000-000 *CURR 000DA-PD 051 LV-TK
 00.0 LV-ACCD 00.0 WAIVER 0-000-000 *1ST-PR 000DA-PD 000 LV-TK 00.0 LV-ACCD
 00.0 WAIVER 0-000-000 *2ND-PR 000

Data Item	Description
FI-IND	Records leave history. Blank = Leave information is needed; all requests for payment of accrued leave will reject. X = Allows system to pay accrued leave days reflected on the report.
PS-TYPE	Prior Service Leave Type. Not Applicable.
LV-PAID	Total number of accrued leave days paid since 10 Feb 76. Shows whole and half days (e.g., 17 ½ = 17.5).
RAPS-DAY-CTR	Monthly accumulation of days/drills paid to Reserve Soldiers and reported to the Retirement Annuitant Pay System (RAPS).
CY-FHD-DY	Not used at this time.
CURR-FY	Not used by Army.
UTA-AUTH	Not used by Army, always zeros.
UTA-QTRS	Not used by Army, always zeros
AFTP-QTRS	Not used by Army, always zeros.
DA-PD	Counter for total number of duty days (IDT and ADT) paid for the current, first, and second prior FYs.
LV-TK	Counter of leave days taken in the current, first, and second prior FYs.
LV-ACCD	Number of leave days accrued in the current, first, and second prior FYs.
WAIVER	The first code indicates the type of waiver for the current, first, and second prior FYs. 0 = No waiver 1 = Waive Reserve Pay 2 = Waive Retired Pay 3 = Waive VA Compensation The second code shows the number of days waived for the current, first, and second FYs. The third code shows the number of days paid for the current, first, and second prior FYs.

Figure G-6. MPPA Reader's Guide – Section 6. "Pay History"

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SECTION 7. "CALENDAR DATA"

MON	YR	01	02	03	04	05	06	07	08	09	10	11	12	13	14
JAN	16														
FEB	16			22	22										
MAR	16			22	22			H0	H0	H0	H0				
APR	16	22	22												
MAY	16					22	22								
JUN	16		22	22											
JUL	16	22	22												
AUG	16				22	22									
SEP	15		22	22											
OCT	15					22	22								
NOV	15	50	50	50	50	50	50	50	50	50	50	50	50	50	50
DEC	15	50	50	50	50	50	50	50	50	50	50	50			

Description

The calendar consists of 12 months (current and 11 previous months). To the left of the page is each month. Across the top are the days, 1-31. Two codes reflect under the applicable day(s) representing the drill type(s) (see below) paid to the Soldier. Because the Soldier can perform one or two drill periods per day, zero (0) is used to denote no duty performance for a period. For example, a Soldier who performed an RST in the AM and no duty in the PM will reflect 20 under the day of duty. 22 would reflect if the Soldier performed RST for both the AM and PM periods these codes post to the calendar whenever payments are made and codes also delete when collections occur. The codes used in the calendar are:

Blank = No Performance Reported

0 = No IDT performance for portion of a day

2 = BA (Battle Assembly or RST)

3 = AFTP (Additional Flight Training Period)

8 = FHD (Funeral Honors Duty)

A = ATA (Additional Training Assembly)

B = BA and JUMP proficiency (ARNG only)

C = AABA (Additional Airborne Battle Assemblies)

D = AANT (Additional Assemblies for Nuclear Training)

E = RMA (Readiness Management Assemblies) (ARNG only)

F = ATA - Individual Use/Other (ARNG only)

H = RMA or RMA-Management Support (used for Medical/Dental drills)

K = ET (Equivalent Training)

L = Excess Leave

10 = Incapacitation Pay

50 = Active duty pay for the day

60 = The 31st day of a 31-day month and Soldier on active duty tour which crosses the end of a month

99 = Nonexistent Day

Figure G-7. MMPA Reader's Guide – Section 7. "Calendar Data"

Example of calendar entries are:

BA first period of the day, ET second period = 2K.
FHD first period, no duty performance second period = 80.
No performance first period, RMA second period = 0H.
Active duty performance = 50.
.5 Day of Excess Leave = L5.

[**NOTE:** The calendar always shows January through December in the same order. As an example, you are in October 2016 processing month. The calendar would show January through October 2016 and November through December 2015.]

To the right of the calendar are three columns, which are:

UTA	Nothing will post in this column.
SGLI	Servicemembers' Group Life Insurance (SGLI) deduction indicator. 0 = No SGLI in effect. 1 = Deduction was collected. 2 = SGLI and FSGLI deduction
SSLI	ARNG only.

Figure G-7. MMPA Reader's Guide – Section 7. "Calendar Data"– Continued

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SECTION 8 "DRILL MASTER DATA"

	11	21	31	41	42	51	61	71	81	82	91
AUTHORIZED CFY	48	04	48	12	00	06	12	00	00	00	24
PERFORMED CFY	34	00	00	00	00	00	00	00	00	00	00

This section provides the authorized limits for the current FY for each drill type and shows the number performed for the current FY.

Data Item	Description
AUTHORIZED CFY	Maximum number of drills allowed during current FY.
PERFORMED CFY	Number of drills completed during current FY.
DRILL 11	Battle Assemblies (BA), Rescheduled Training (RST).
DRILL 21	Equivalent Training (ET).
DRILL 31	Additional Flight Training Periods (AFTP).
DRILL 41	Additional Training Assembly (ATA) for USAR. Includes drill type 42 used for payment of EBDL for USAR.
DRILL 42	The BA (Jump Proficiency) (ARNG).
DRILL 51	Additional Airborne Assembly (AABA).
DRILL 61	Additional Assembly Nuclear Training (AANT). Used for Medical/Dental drills after 30 Sep 14.
DRILL 71	The RMA-Training Preparation (ARNG).
DRILL 81	The ATA-Individual Use/Other (ARNG).
DRILL 82	MCOFT (ARNG).
DRILL 91	RMA for USAR, RMA-Management Support for ARNG, Medical/Dental drills prior to 1 Oct 14.

Figure G-8. MMPA Reader's Guide – Section 8. "Drill Master Data"

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SECTION 9 "PROCESSED TRANSACTIONS"

*** JSS/RC PROCESSED TRANSACTIONS ***

1	2	3	4	5	6	7	8
1234567890123456789012345678901234567890123456789012345678901234567890							
AxxxxxxxxxDOE	J0910807208071080820808				N11RE11V2SK5T10ANB11221		
AxxxxxxxxxDOE	J34				090807V2SK5T10AN113224		

This section contains an 80-character image of all accepted transactions processed on the Soldier's account for the current and 2 previous months. The transaction illustrated below is IDT from ADARS input.

Card Column	Data Item	Description
1	CARD-ID	1 position - Always the letter A.
2-10	SSN	Social security number.
11-15	NAME-ID	The first five characters of Soldier's last name.
16-17	CY	Calendar year the drill(s) was performed.
18	AM/PM	Training period of day (1=AM, 2=PM).
19-22	MMDD	Month and day drill was performed.
23	AM/PM	Training period of day (1=AM, 2=PM).
24-27	MMDD	Month and day drill was performed.
28-57	DATA	Repeat of similar transactions on ADARS.
58	N	"N" represents USAR drill data.
59-60	TYPE	Two-digit drill type code; e.g., 31=AFTP.
61-64	ALP/NUM	APC.
65-72	PAS	This is the Site ID and Unit UIC.
73	ALPHA	"A" is TPU/IRR (other than IMA) Soldier.
74	ALPHA	"N" is USAR.
75-77	Transaction Identification Number (TIN).	
78-80	NUMERIC	Julian Date when unit processed data.

Figure G-9. MMPA Reader's Guide – Section 9. "Processed Transactions"

Following is an example of the two transactions used to pay either an AT, ADT, or RC-ADOS period of less than 30 days. Active duty transactions differ from IDT. The transactions illustrated below are for an individual Soldier's AT pay transaction. Two lines of input are required; one to pay base pay, the other to pay allowances (in this case, BAH RC with dependents).

Card Column	Data Item	Description
1	TRAN-ID	Always the letter A (both lines).
2-10	SSN	Social security number (both lines).
11-15	NAME-ID	The first five characters of Soldier's last name (both lines).
16-20	YYMMDD	First day of duty, could be a travel day (first line).
16	NUMERIC	Number 1 (second line).
17-22	YYMMDD	First duty day, could be a travel day (second line).
22-27	YYMMDD	Last duty day (first line).
23-28	YYMMDD	Last duty day (second line).
28	BAS-TYPE	(first line) Type of BAS payable for the active duty period. B = Separate Rations H = RNA K = Emergency Rations N = No entitlement of Officer BAS P = Partial BAS
29	BAS-QTR-DA-STR	The quarter of the day to start paying BAS from, normally 1 (first line). Other entitlements due Soldier (HDP, BAH Partial) (second line).
30-35	BAS-STR	Date to start paying BAS (first line).
36	BAS-QTR-DA-STP	The quarter of the day to stop paying BAS from, normally 4.
37-50		Miscellaneous Accounting data (first line).
51	IP-TYPE	Code for incentive pay, if entitled. See figure G-2 of this appendix for codes.
52-55		Miscellaneous Accounting data (first line).
56-61	ORD NO	Order number (both lines). Spaces blank (both lines).
65-72	PAS	Site ID and UIC (both lines). Spaces blank (both lines).
75-77	TIN	Transaction Identification Number (both lines). First line will always be C01, second usually C02 or C04.
78-80		Julian date of transaction (both lines).

Figure G-9. MMPA Reader's Guide – Section 9. "Processed Transactions" – Continued

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SECTION 10 "PAYMENT RECORD DATA"

SSN	NAME	PAS	GROSS	ENTITLEMENT-AMT1	DEDUCTION-AMT1
ST/PGMA	PAYDT GR	MS EX CK-D	NET	ENTITLEMENT-AMT2	DEDUCTION-AMT2
SITW-ST	VOU-NO	CK-DATE CK NO/CO	CD	ENTITLEMENT-AMT3	DEDUCTION-AMT3
STREET ADDRESS				ENTITLEMENT-AMT4	DEDUCTION-AMT4
CITY	STATE	ZIP		ENTITLEMENT-AMT5	DEDUCTION-AMT5
TYPE DUTY - APC DATES OF PERFORMANCE					
123456789	DOE J	U1S5KT10	168.08	UTA-BP	168.08
AN	080807	E04 S 00 3	109.52		FITW 13.15
17	R00052	090812 707271			FICA 9.77
1234 NO NAME LANE					
ANYTOWN IL 60505-4326					
IDT-	11RE11	090807-1	090807-2	090808-1	090808-2

This section contains information for each payment made to the Soldier's account for the current month. An individual record is created and displayed for each payment. The top six lines are the header fields and the corresponding information is displayed directly below. Each field for the payment record is defined below.

Data Item	Description
SSN	Social security number.
NAME	The first five letters of a Soldier's last name.
PAS	The Personnel Accounting Symbol (PAS) that represents the Site ID and the UIC.
GROSS	Gross amount of payment.
ST PGMA	<p>ARNG uses a State code. Reserve has pay group and mobilization augmentee code.</p> <p>Codes used for Pay Group:</p> <p>A = 48 periods of Inactive Duty Training + 15 days of annual Active Duty Training.</p> <p>B = 24 periods of Inactive Duty Training + 15 days of annual Active Duty Training.</p> <p>Mobilization Augmentee codes used:</p> <p>A = TPU and IRR other than IMA.</p> <p>B = IMA.</p> <p>N = USAR.</p>

Figure G-10. MMPA Reader's Guide – Section 10. "Payment Record Data"

Data Item	Description
PAY-DT	The pay entry basic date (PEBD).
GR	Soldier's pay grade.
MS	Soldier's marital status. S = Single M = Married
EX	FITW exemptions.
CK-D	Payment disposition. 1 = Check to MMPA address 3 = Payment thru direct deposit (EFT)
NET	The net payment amount.
FITW-ST	Soldier's FITW State.
VOU-NO	The payment voucher number.
CK-DATE	The date of payment.
CK NO/CO CD	If payment was made by check, a pseudo number appears for check number. If payment was made by direct deposit the company code appears. The MMPA mailing address will always appear regardless of payment option.
STREET ADDRESS	Street mailing address.
CITY	City of Soldier's MMPA.
STATE	State of Soldier's MMPA mailing address.
ZIP	ZIP code of Soldier's MMPA mailing address.
TYPE DUTY – APC DATES OF PERFORMANCE	These lines show the type of duty (e.g., AD, BA, ET), APCs, and dates performed, to include training period (1 = AM, 2 = PM).
ENTITLEMENT-AMT1 THRU ENTITLEMENT-AMT15	These fields give entitlement types and amounts paid.
DEDUCTION-AMT1 THRU DEDUCTION-AMT9	These fields give the deduction types and deduction amounts.
DEBT	This field will show any debt payment made for the period.
LEAVE DAYS	Number of leave days paid for the period.

Figure G-10. MMPA Reader's Guide – Section 10. "Payment Record Data"– Continued

Appendix H Leave and Earnings Statements (LEs)

H-1. Issuance of LEs

The DJMS-RC produces an LE in most cases when there is activity with a Soldier's account (e.g., payment and/or administrative changes). Not all administrative changes generate an LE. Administrative changes are annotated in the REMARKS section of the LE. Soldiers who have not performed any duty will have an LE generated once a month for an SGLI debt.

H-2. Viewing and printing LEs

Soldiers can access their LE in myPay. Soldiers who access their LE via myPay will not receive a hard copy LE unless they select the option in myPay to receive both an electronic and hard copy LE.

H-3. Soldier's responsibilities

Soldiers should review and save each LE for future inquiries and financial or personnel actions.

H-4. LE history request

a. Current and separated Soldiers can request LEs using DFAS self-help tools. Refer to chapter 6 Miscellaneous Actions paragraph 6-9 requesting an LE copy.

b. Soldiers must use myPay to access LEs for the current and 11 previous months.

H-5. LE by section

Tables H-1 through H-6 provides an overview of the LE. Some LE fields do not apply to the USAR.

Table H-1
LE fields 1-9

Fields 1 – 9 contain Soldier identification information.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT									
ID	NAME (LAST, FIRST, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED
	1	2	3	4	5	6	7	8	9

Field 1 **NAME.** The Soldier's name is in last name, first name, middle initial format.

Field 2 **SOC. SEC. NO.** The Soldier's SSN.

Field 3 **GRADE.** The Soldier's current pay grade.

Field 4 **PAY DATE.** Date of the Soldier's pay entry basic date (PEBD); format is YYMMDD.

Field 5 **YRS SVC.** In two digits, the years of creditable service.

Field 6 **ETS.** The Expiration Term of Service in YYMMDD format.

Field 7 **BRANCH.** The branch of service (e.g., USAR, ARNG).

Field 8 **ADSN/DSSN.** Always 5570 for Army. This will only change if the DFAS-IN DSSN changes.

Field 9 **PERIOD COVERED.** For long tours or mobilization this will be the last day paid through (e.g. 041515 represents payment for 041201-15). For IDT, short tours, and administrative changes, this is the date of payment or LE generation.

Table H-2
LES fields 10-22

Fields 10 – 22 contain the entitlements, deductions, allotments, their respective totals and a mathematical summary portion.

ENTITLEMENTS		DEDUCTIONS		ALLOTMENTS		SUMMARY
TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT	SUMMARY
A	10		11		12	+ AMT FWD
B						13
C						+ TOT ENT
D						14
E						TOT DED
F						15
G						TOT ALMT
H						16
I						= NET AMT
J						17
K						CR FWD
L						18
M						= EOM PAY
N						19
O						
TOTAL	20	21	22			

- Field 10 **ENTITLEMENTS.** This field breaks down the entitlements paid for this LES. The left side will show the name of the entitlement/allowance and the right side will show the money amount. Space is allocated for 15 entitlements and/or allowances. If more than 15 are present, the overflow will be printed in the remarks block. Any retroactive entitlements and/or allowances will be added to (combined with) like entitlements and/or allowances.
- Field 11 **DEDUCTIONS.** This field breaks down all deductions for this LES. This includes items such as taxes, SGLI, and collections. The left side will show the type of deduction and the right side will show the money amount. Space is allocated for 15 deductions. If more than 15 are present, the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.
- Field 12 **ALLOTMENTS.** This field does not apply to Soldiers being paid from DJMS-RC.
- Field 13 **+AMT FWD.** This field does not apply to Soldiers being paid from DJMS-RC.
- Field 14 **+TOT ENT.** The figure from Field 20 that is the total of all entitlements and/or allowances listed.
- Field 15 **- TOT DED.** The figure from Field 21 that is the total of all deductions listed.
- Field 16 **- TOT ALMT.** This field does not apply to Soldiers being paid from DJMS-RC.
- Field 17 **=NET AMT.** The dollar value of all unpaid pay and allowances, plus total entitlements and/or allowances, minus deductions on the current LES. The net amount paid on this LES.
- Field 18 **- CR FWD.** This field does not apply to Soldiers being paid from DJMS-RC.
- Field 19 **=EOM PAY.** This field does not apply to Soldiers being paid from DJMS-RC.
- Fields 20 - 22 **Total.** The total amounts for the entitlements and/or allowances and deductions respectively listed.

Table H-3
LES fields 23-41

Fields 23 – 30 contain leave information. These fields are used for Soldiers on active duty over 30 consecutive days.

LEAVE	BF BAL 23	ERND 24	USED 25	CR BAL 26	ETS BAL 27	LV LOST 28	LV PAID 29	USE/LOSE 30
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- Field 23 **BALANCE FORWARD** The leave balance carried forward from the prior FY.
- Field 24 **EARNED** Number of days leave the member can earn in the current FY.
- Field 25 **USED** The number of days leave the member has taken during the current FY.
- Field 26 **CR BALANCE** Current Leave Balance.
- Field 27 **ETS BALANCE Not used for USAR.**
- Field 28 **LEAVE LOST** Days leave lost at the end of the FY.
- Field 29 **LEAVE PAID** Days leave paid.
- Field 30 **USE/ LOSE LEAVE** Cumulative number of days leave used during the FY in excess of the prescribed limits of accrued leave.

Fields 31 – 36 contain federal tax withholding information.

FED TAXES	WAGE PERIOD 31	WAGE YTD 32	M/S 33	EX 34	ADD'L TAX 35	TAX YTD 36
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- Field 31 **WAGE PERIOD.** The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).
- Field 32 **WAGE YTD.** The money earned year-to-date that is subject to FITW.
- Field 33 **M/S.** The marital status used to compute the FITW.
- Field 34 **EX.** The number of exemptions used to compute the FITW.
- Field 35 **ADD'L TAX.** The Soldier-specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions. (Minimum \$1, up to Maximum of \$84).
- Field 36 **TAX YTD.** The cumulative total of FITW withheld throughout the calendar year.

Fields 37- 41 contain Federal Insurance Contributions Act (FICA) information.

FICA TAXES	WAGE PERIOD 37	SOC WAGE YTD 38	SOC TAX YTD 39	MED WAGE YTD 40	MED TAX YTD 41
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- Field 37 **WAGE PERIOD.** The amount of money earned this LES period that is subject to FICA.
- Field 38 **SOC WAGE YTD.** The wages earned year-to-date that are subject to FICA.
- Field 39 **SOC TAX YTD.** Cumulative total of FICA withheld throughout the calendar year.
- Field 40 **MED WAGE YTD.** The wages earned year-to-date that are subject to Medicare.
- Field 41 **MED TAX YTD.** The cumulative total of Medicare taxes paid year-to-date.

Fields 42 – 47 contain State Tax information.

STATE TAXES	ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD
	42	43	44	45	46	47

- Field 42 **ST.** The two-digit postal abbreviation for the State the Soldier elected.
 Field 43 **WAGE PERIOD.** The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).
 Field 44 **WAGE YTD.** The money earned year-to-date that is subject to SITW.
 Field 45 **M/S.** The marital status used to compute the SITW.
 Field 46 **EX.** The number of exemptions used to compute the SITW.
 Field 47 **TAX YTD.** The cumulative total of SITW withheld throughout the calendar year.

Fields 48 – 60 contain additional Pay Data.

PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JTR	Depns	2D JTR	BAS Type	Charity YTD	TPC	PACIDN
	48	49	50	51	52	53	54	55	56	57	58	59	60

[NOTE: Basic allowance for quarters (BAQ) is now referred to as BAH; however, DFAS Form 702, dated May 92, at this time is still used for DJMS–RC payments. USAR Soldiers are paid BAH when on active duty only.]

- Field 48 **BAQ TYPE.** The type of Basic Allowance for Housing being paid.
 W/O DEP = BAH without dependents.
 W/DEP = BAH with dependents.
 WDAGQT = with dependents/assigned Government family quarters.
 Field 49 **BAQ DEPN.** A code that indicates the type of primary dependent.
 NO DEP = No dependents.
 SPOUSE = spouse.
 CHILD = child.
 PARENT = parent.
 MBRTMBR = Soldier married to Soldier, own right.
 DEPCHLD = Soldier married to Soldier, dependent child.
 NONCUST = Soldier entitled to BAH solely for payment of child support
 Field 50 **VHA ZIP.** Zip Code for BAH (full BAH).
 Field 51 **RENT AMT.** This field does not apply to Soldiers being paid from DJMS-RC.
 Field 52 **SHARE.** This field does not apply to Soldiers being paid from DJMS-RC
 Field 53 **STAT.** This field does not apply to Soldiers being paid from DJMS-RC.
 Field 54 **JTR.** The Joint Travel Regulation (JTR) code based on the location of the Soldier for cost of living allowance (COLA) purposes.
 Field 55 **DEPNS.** This field does not apply to Soldiers being paid from DJMS-RC.
 Field 56 **2D JTR.** This field does not apply to Soldiers being paid from DJMS-RC.
 Field 57 **BAS TYPE.** The BAS type the Soldier is receiving, if applicable. This field is left blank for officers.
 Field 58 **CHARITY YTD.** This field does not apply to Soldiers being paid from DJMS-RC.
 Field 59 **TPC.** The Pay Code (group) of the Soldier. Troop Program Unit (TPU) Soldier code is “A”.
 Field 60 **PACIDN.** This field does not apply to Soldiers being paid from DJMS-RC.

Table H-5
LES fields 61-80

Fields 61 - 68 contain Thrift Savings Plan (TSP) information

Traditional Plan (TSP)	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current
	61	62	63	64	65	66	67	68

- Field 61 **BASE PAY RATE.** The percentage of base pay elected for TSP contributions.
 Field 62 **BASE PAY CURRENT.** The amount of Base Pay withheld for TSP from current pay entitlement
 Field 63 **SPECIAL PAY RATE.** The percentage of Specialty Pay elected for TSP contribution.
 Field 64 **SPECIAL PAY CURRENT.** The amount of Special Pay withheld for TSP from current pay entitlement.
 Field 65 **INCENTIVE PAY RATE.** Percentage of Incentive Pay elected towards TSP contribution.
 Field 66 **INCENTIVE PAY CURRENT.** The amount of Incentive Pay withheld for TSP from current pay entitlement.
 Field 67 **BONUS PAY RATE.** The percentage of Bonus Pay elected towards TSP contribution.
 Field 68 **BONUS PAY CURRENT.** The amount of Bonus Pay withheld for TSP from current pay entitlement.

Fields 69 - 76 contain Roth Plan information

ROTH PLAN	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current
	69	70	71	72	73	74	75	76

- Field 69 **BASE PAY RATE.** The percentage of base pay elected for Roth contributions.
 Field 70 **BASE PAY CURRENT.** The amount of Base Pay withheld for Roth from current pay entitlement
 Field 71 **SPECIAL PAY RATE.** The percentage of Specialty Pay elected for Roth contribution.
 Field 72 **SPECIAL PAY CURRENT.** The amount of Special Pay withheld for Roth from current pay entitlement.
 Field 73 **INCENTIVE PAY RATE.** Percentage of Incentive Pay elected towards Roth contribution.
 Field 74 **INCENTIVE PAY CURRENT.** The amount of Incentive Pay withheld for Roth from current pay entitlement.
 Field 75 **BONUS PAY RATE.** The percentage of Bonus Pay elected towards Roth contribution.
 Field 76 **BONUS PAY CURRENT.** The amount of Bonus Pay withheld for Roth from current pay entitlement.

Fields 77 - 80 contain Contribution Totals information

CONTRIBUTION TOTALS	YTD Deductions	YTD TSP Deferred	YTD TSP Exempt	YTD ROTH
	77	78	79	80

- Field 77 **YTD DEDUCTION (TSP YEAR TO DATE DEDUCTION):** Dollar amount of TSP contributions deducted for the year.
 Field 78 **YTD TSP DEFERRED:** Dollar amount of pay elected to be deferred during the tax year.
 Field 79 **YTD TSP EXEMPT:** Dollar amount of TSP contributions that are reported as tax exempt to the Internal Revenue Service (IRS).
 Field 80 **YTD ROTH (ROTH YEAR TO DATE DEDUCTION):** Dollar amount of Roth contributions deducted for the year.

Table H-6
LES fields 81-83

Fields 81 – 83 contains additional information in reference to the Soldier’s account.

REMARKS	<u>81</u>	YTD ENTITLE	<u>82</u>	YTD DEDUCT	<u>83</u>
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- Field 81 **REMARKS.** Current Pay Option (EFT/Check) information. Notices of starts, stops, and changes to a Soldier’s pay items, as well as general notices from varying levels of USAR command may appear.
- Field 82 **YTD ENTITLE.** The cumulative total of all entitlements for the calendar year.
- Field 83 **YTD DEDUCT.** The cumulative total of all deductions for the calendar year.
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Appendix I

Unit Commander's Pay Management Report (UCPMR) (UH022-2004)

Section I

General

I-1. Overview

The UCPMR is the most important unit-level internal control report produced by DJMS-RC and a key control for military pay Audit Readiness. Proper reconciliation and certification of the report is an inspectable item during SAVs, OIPs, Internal Review (IR) and Inspector General special audits, audits of military pay audit readiness conducted by Independent Public Auditors and ad hoc checks by the USARC G-8 Pay Management Division (PMD) and the RD Finance Divisions. The report is sorted alphabetically and gives a one-line rollup of each Soldier's pay data for the current and 11 previous months. It provides UPAs and commanders with information on key pay items such as Soldiers who—

- a. Have a pay account established on DJMS-RC.
- b. Are mobilized or on any other type of active duty of more than 30 days.
- c. Have SGLI and Family SGLI coverage.
- d. Are due a bonus installment payment this month, next month, or have a past due bonus.
- e. Are not on direct deposit (SURE PAY).
- f. Have a debt on their pay account.
- g. Are potential unsatisfactory participants.
- h. Are in Held Pay Status.

I-2. Accessing the UCPMR

a. The USARC G-8 PMD normally receives the reports from DFAS by the fifth day of the following month. The G-8 PMD uploads the reports in to the RLAS RM module and notifies units via a pay message when the reports are available. The G-8 PMD message establishes a suspense date for reconciliation and certification. The suspense date is 30 days from the date the G-8 uploads the UCPMRs in to RLAS.

b. See chapter 6 of the Reserve Pay Supplemental Guide (RPSG) for instructions on accessing the UCPMR in RLAS. The RPSG is available on the G-8 PMD SharePoint site at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>.

b. There are flaws in the DFAS process for generating unit pay reports that result in some units not receiving their UCPMR each month. Upon receiving G-8 notification that the UCPMR is available in RLAS, units who cannot locate their UCPMR in RLAS must contact their RD. The RDs can retrieve the UCPMR from an alternate system that units cannot access due to PII vulnerability. Absence of the UCPMR in RLAS does not excuse a unit from monthly reconciliation and certification of the UCPMR.

I-3. Reconciling of the UCPMR

a. The UPA or RPAC must identify errors on the UCPMR and submit corrective actions through RLAS or the UPC, as appropriate. Use paragraph I-6 and the UCPMR Reconciliation Checklist at figure I-8 to ensure proper reconciliation of the UCPMR. Annotate corrective actions taken on the UCPMR, to include the transmittal letter number used for actions submitted to the UPC. For example, after contacting a Soldier who was not on direct deposit your remark might be: "Soldier started direct deposit in myPay 5 Dec 15" or "SF 1199A submitted 5 Dec 15, TL 059-012". Keep in mind that the UCPMR is produced on or about the twenty-third of each month and may not reflect pay actions submitted after the sixteenth of the month.

b. The UPA/RPAC will provide the reconciled UCPMR to the unit commander or alternate certifying officer for review and certification.

I-4. Commander Certification of the UCPMR

a. Unit commanders will ensure that the UPA or RPAC took appropriate corrective actions to reconcile the UCPMR and will certify the UCPMR prior to the G-8 suspense date. Commanders should pay special attention to:

- (1) Soldiers still on UCPMR after separation or transfer to the IRR, another TPU, AGR, or another Component. AGRs with TPU bonuses will remain on DJMS-RC.
- (2) Soldiers attending IADT whose pay status code has not been changed to "W." This is an indicator that they are not receiving active duty pay.
- (3) Demobilized Soldiers whose pay status code is still "O." These Soldiers are still receiving active duty pay.
- (4) Soldiers with past due bonuses.
- (5) Soldiers with large debts, (is debt valid and/or causing financial hardship for the Soldier?).
- (6) Soldiers who are not on SURE PAY. Direct deposit is mandatory for all Soldiers other than those who have not attended IET.
- (7) Soldiers that have not been paid for any active or inactive duty training in the past 90 days. These are potential unsatisfactory participants.
- (8) Soldiers in Held Pay status. These are Soldiers whose pay was returned due to a closed bank account.

c. After verifying the UPA's or RPAC's actions with the UCPMR, the commander, or an alternate certifying officer must sign and date the UCPMR on the bottom of the last page. The commander or alternate certifying officer must sign NLT the G-8 suspense date established for the current report. See paragraph 1-11 for alternate certifying officer requirements. The signature will include the commander's signature block.

I-5. Retention of the UCPMR. Units and RPACs with retain the reconciled and certified UCPMR IAW paragraph K-5. Specifically, retain the UCPMR by month in ARIMS file RN: 1100B Finance 6+.

Section II UCPMR Data Elements

I-6. Section 1. Status data

This section lists the administrative data below. An example of Section 1 is at figure I-1:

- a. **NAME** - Soldier's name listed on MMPA (last, first, middle initial, suffix).
- b. **SSN** - Social security number.
- c. **GR (grade)** - Rank. Officers = 01 to 10, Warrant Officers = 21 to 25, Enlisted = 31 to 39.
- d. **PS (Pay Status)** -
 - (1) A = Normal USAR Soldier not on any other type of pay status.
 - (2) N = Death.
 - (3) O = Mobilized.
 - (4) W = Attending IADT/AIT.
 - (5) Z = Active duty tour more than 29 days in length.
 - (6) R = Reserve Officer Training Corps (ROTC).
- e. **NPS (Non-Prior Service Indicator)** -
 - (1) 6 = Soldier has not completed IADT.
 - (2) Blank = prior service Soldier.
- f. **DOG (Date of Gain)** - Date that the Soldier's MMPA was established on DJMS-RC.
- g. **PEBD (Pay Entry Basic Date)** - A date reflecting all military creditable service for pay purposes as authorized and computed IAW DODFMR, part one, chapter 1.
- h. **BAH STAT/DEP/DATE/DOB** - Basic Allowance for Housing status code, dependent code, effective date, and date of birth (child, when Soldier receiving BAH for a dependent child).
BAH STAT codes are:
 - (1) 0 = No dependents.
 - (2) 1 = With dependents.
 - (3) 2 = With dependents assigned to Government quarters.BAH DEP codes are:
 - (1) 0 = None
 - (2) A = Spouse
 - (3) C = Child in Soldier's custody, stepchild, adopted child, illegitimate child
 - (4) D = Parent (includes loco-parentis)
 - (5) I = Soldier married to Soldier, own right
 - (6) N = Soldier entitled to BAH for payment of child support
 - (7) S = Student child 21 years, but less than 23 years old
 - (8) T = Handicapped child
 - (9) W = Soldier married to Soldier, another dependent
- i. **MS (Marital Status)** - Federal income tax withholding status, M or S.
- j. **WE (Withholding Election)** - Number of federal income tax exemptions.
- k. **AW (Additional Withholding)** - The amount of additional federal taxes withheld per drill period or day of active duty.
- l. **ST (State)** - State code for state tax purposes (see app E).
- m. **INC PAY (Incentive Pay)** - Code for incentive established on the Soldier's MMPA.
 - (1) FLYC = ACIP officer or enlisted crewmember (displays as code "A" on the MMPA)
 - (2) FLYN = Conditional ACIP officer or enlisted non-crewmember. (code "B" on the MMPA)
 - (3) JUMP = Parachute duty. (code "C" on the MMPA)
 - (4) DEM = Demolition duty. (code "D" on the MMPA)
 - (5) Blank = No entitlement. (code "N" on the MMPA)
- n. **WS (Waiver Status)** - Indicates Soldiers receiving disability benefits from the Veterans' Administration (VA) or Army Retired Pay (RP). Soldiers in these situations must waive either their benefits or military pay. Values are:
 - (1) 0 = No waiver.
 - (2) 1 = Waive Reserve pay.
 - (3) 2 = Waive Retired pay.
 - (4) 3 = Waive VA Compensation.
- o. **Servicemembers' Group Life Insurance (SGLI)** - The level of SGLI coverage elected by the Soldier: SGLI-

CURRENT

Coverage codes used:

- 0 = None
- 5 = \$50,000
- A = \$100,000
- F = \$150,000
- K = \$200,000
- Q = \$250,000
- R = \$300,000
- S = \$350,000
- T = \$400,000

p. **SURE PAY STAT/DATE (SURE PAY-Status/Effective Date)** - indicates if Soldier has direct deposit or is a non-prior service Soldier exempt from direct deposit until entry on IADT. The date is the date the direct deposit was input.

- (1) P = Participant.
- (2) N = Non-participant.
- (3) Blank = Pre-IADT Soldier not on SURE PAY.

q. **PART GAIN IND (Partial gain indicator)** – An “X” will appear in this indicator when the MMPA contains less than three “Gs” in the GAIN Indicator. A missing “G” indicates that critical data is missing from the MMPA. Soldier will not receive pay until the missing data is updated and the GAIN indicator on the MMPA contains three “Gs” Updating the GAIN Indicator on the MMPA will also remove the “X” from the PART GAIN IND on the UCPMR

r. **LL IND (Loss Indicator)** - Not used.

s. **UNIT PAY FILE TOTALS** – Total Soldiers on DJMS-RC assigned to the unit, including a breakout by officers (OFF), warrant officers (WO), and enlisted Soldiers (ENL).

t. **UNIT SURE PAY TOTALS** – Number of SURE PAY participants, number of non-participants, number of NPS Soldiers, and the percentage of SURE PAY participation for the unit.

u. **SGLI INFO** – indicates Soldiers with Family SGLI (FSGLI) coverage, including Soldiers name, SSN, SGLI coverage option, SGLI Premium amount, SGLI coverage amount, and age group of dependent, and the FSGLI coverage level. Family SGLI coverage cannot exceed the Soldiers SGLI coverage. FSGLI changes are made through DEERS.

Family SGLI:

Age:	Option
A = Under 25	1 = \$10,000
B = 25 - 29	2 = \$20,000
C = 30 - 34	3 = \$30,000
D = 35 - 39	4 = \$40,000
E = 40 - 44	5 = \$50,000
F = 45 - 49	6 = \$60,000
G = 50 - 54	7 = \$70,000
H = 55 - 59	8 = \$80,000
I = 60 - 64	9 = \$90,000
J = 65 - 69	A = \$100,000
K = 70 - 74	
L = 75 AND OVER	
X = STOP FSGLI	

I-7. Section 2. Drill authorization/performance

This section is broken into three subsections: DRILL LIMIT CURRENT YEAR (BY TYPE), PERFORMANCE DATA (CURRENT MONTH BY TYPE), and PERFORMANCE DATA (THIS FISCAL YEAR BY TYPE). An example of Section 2 is at figure I-2. Soldiers are listed alphabetically in each subsection. An explanation of each subsection follows.

a. **DRILL LIMIT CURRENT YEAR (By type)**. This subsection identifies the number of drills each Soldier can perform for pay during the FY. The drill codes are:

- 11 – Battle Assembly (BA), Rescheduled Training (RST).
- 21 – Equivalent Training (ET).
- 31 – Additional Flight Training Period (AFTP).
- 41 – Additional Training Period (ATA) Includes drill type 42 for EBDL.
- 42 – Unit Training Assembly (JUMP Proficient - ARNG only).
- 51 – Additional Airborne Battle Assembly (AABA).
- 61 – Additional Assembly Nuclear Training (AANT). Used for Medical/Dental drills after 30 Sep 14.
- 71 – RMA-Training Preparation - ARNG only.
- 81 – ATA-Individual Use/Other - ARNG only.
- 82 – MCOFT – Multiple Conduct of Fire Training – ARNG only.

91 – Readiness Management Assembly (RMA); including Medical/Dental drills prior to 1 Oct 14.

b. **PERFORMANCE DATA (Current month by type).** Lists the number of drills, active duty days (type 50), and Incapacitation Pay days (type 10) paid during the report month. Note that duty from a prior month may be paid during the report month, so this section does not necessarily reflect duty paid for the current month only. The number of drills under each drill code also relates to the Soldier and not the unit. Drills paid for duty with a previous unit during the month will be included in the Soldier's totals. Soldiers who were paid for drills by the Army National Guard during the report month prior to transferring to the USAR may have one or more of the ARNG specific drill codes in paragraph I-7a, above. The UNIT TOTALS at the end of this subsection show the total number of drill periods and active duty and incapacitation days paid for the current month.

c. **PERFORMANCE DATA (This FY by type).** Lists the number of drills, active duty days (type 50), and Incapacitation Pay (type 10) days paid during the current FY. The UNIT TOTALS at the end of this subsection show the total number of drill periods and active duty and incapacitation days paid for the FY. This section should be reviewed carefully in August to identify Soldiers that may exceed FY drill limits.

I-8. Section 3. Bonus payment data

This section lists bonus information for each Soldier in your unit that has an active bonus on their MMPA. Soldiers are listed alphabetically. An example of Section 3 is at figure I-3. There are nine data fields in addition to the Soldier's name and SSN; they are:

a. **TYPE BONUS.** Bonuses are identified by the following numeric codes:

03 = Non-Prior Service Enlistment Bonus.

05 = Reenlistment for 3, 4, or 5 years.

05 = Prior Service Enlistment for 3, 4, or 5 years.

06 = 6-year Reenlistment Bonus. Soldier must have less than 20 years total service on date of reenlistment.

06 = 6-year Prior Service Enlistment Bonus.

08 = Enlisted Affiliation Bonus. More than 18 months. (After 23 February 2006, the Soldier must contract for either 3 or 6 years.)

AB = Officer Affiliation bonus.

AC = Officer Accession bonus.

No code for Officer Critical Skills Retention bonus.

No code for Enlisted Critical Skills Retention bonus.

OJ = 3 year Nurse Retention Bonus

OL = 2 year Doctor Retention bonus

OM = 3 year Doctor Retention bonus

ON = Civilian Acquired Skills bonus.

OP = Reserve Associate Support Program.

b. **PS IND.** An "X" in this column indicates that the Soldier is receiving a Prior Service Enlistment bonus (type 5 or 6).

c. **ASFC/NEC/MOS.** The MOS for which the Soldier is receiving a bonus. Review Soldiers performing duty in a different MOS to determine if termination of their bonus is required (see AR 601-210).

d. **BONUS STATUS CD/DATE.** The current status of the bonus and effective date:

A = Active Account.

I = Inactive: an active account that has not had a payment made yet.

R = Terminated with recoupment.

S = Suspended.

T = Terminated with no recoupment.

Z = Paid in full.

[NOTE: The status code date will be shown for BONUS STATUS CODES R, S, T, and Z and will correspondingly be the date of recoupment, suspension, termination, or the final payment date.]

e. **FINAL PYM IDC (Final Payment Indicator).** An "X" in this column indicates that the Soldier has received the final payment of his/her bonus.

f. **ENL/REENL/AFFIL DATE-NO MO AFFIL.** Date Soldier enlisted, reenlisted, or affiliated for the bonus, and for affiliation bonuses, the number of months the Soldier affiliated.

g. **TOT AMT PAID.** The total amount of bonus payments made to the Soldier to date.

h. **PAST DUE PAYMENTS.** Bonus payments more than 30 days past due (if more than one payment is past due, all will be listed).

i. **PAST DUE DATE.** The date the Soldier was entitled to an overdue payment.

j. **PAYMENT NEXT MONTH.** The amount of a bonus payment due within next 60 days.

k. **DATE DUE NEXT MONTH.** The date a bonus payment is due in the next 60 days.

l. **BONUS TOTALS.** The total number of each bonus type for the unit.

m. **TOTAL BONUS PAYMENTS.** The total amount of bonuses paid for the unit.

n. **NUMBER OF PAST DUE BONUS PAYMENTS.** The total number of bonuses past due.

o. **TOTAL PAST DUE PAYMENTS.** The total amount of all past due payments for the unit.

I-9. Section 4. Reenlistment data

- a. This section lists Soldiers due to separate within the 2 months following the report month. An example of Section 4 is at figure I-4.
- b. DATE DUE TO SEP is the Soldier's ETS date from his/her MMPA.
- c. Provide a copy of this section to the unit retention NCO.

I-10. Section 5. Collection data

- a. This section identifies Soldiers with a debt on their MMPA. An example of Section 5 is at figure I-5.
- b. There are five data fields in addition to the Soldier's name, they are:
 - (1) BEGINNING BAL. The amount of debt the Soldier had at the start of the report period.
 - (2) AMT/PAID REDU. The amount collected from the Soldier's pay towards the debt during the report period.
 - (3) AMT ADD. The amount of new debt incurred during the report period.
 - (4) AMT DEBT REMAINING. The debt balance as of the end of the report period.
 - (5) DEBT AMT SUSPENDED. Amount of debt suspended automatically by DJMS-RC.

I-11. Section 6. Command actions

This section consists of four subsections: VALIDATE PRIOR-SERVICE LEAVE DAYS PAID, VALIDATE NON-PRIOR SERVICE CATEGORY, VALIDATE PERFORMANCE STATUS and ACCOUNTS IN HELD PAY STATUS. Each subsection represents a potential problem. Units must research each Soldier listed in these subsections, take corrective action if necessary, and annotate the action taken next to the Soldier's name. An example of Section 6 is at figure I-6. An explanation of each subsection follows.

- a. **VALIDATE PRIOR-SERVICE LEAVE DAYS PAID.** Lists Soldiers who have not had their MMPA updated to reflect their accrued leave payment history. The MMPAs that have been updated with accrued leave payment history will have an "X" in the FI-IND field and will not appear on this section of the report. No action is required by the unit unless the Soldier requests payment of accrued leave. See paragraph 2-9p (3).
- b. **VALIDATE NON-PRIOR SERVICE CATEGORY.** Lists non-prior service Soldiers assigned for more than 270 days without completing IADT. The 270 day period starts from the date in the DOG field.
- c. **VALIDATE PERFORMANCE STATUS.** Lists Soldiers who have not been paid for any type of duty (IDT, active duty, or incapacitation pay) in the last 90 days. These Soldiers are potential unsatisfactory participants.
- d. **ACCOUNTS IN HELD PAY STATUS.** Lists Soldiers who have had a payment returned to DFAS (either check or direct deposit). The most common cause of held pay status is Soldiers submitting a new direct deposit election and closing the old account before the new account posts to his/her MMPA. Payments sent to the old account will be returned by the financial institution to DFAS. DFAS will place the Soldier's account in held pay status for up to 90 days waiting posting of new direct deposit information. DFAS will transfer the held pay funds to the US Treasury when a Soldier does not submit a new EFT election within 90 days of entering held pay status.

I-12. Section 7. TRICARE Selected Reserve Dental Plan (TSRDP) Data

- a. Soldiers with TRICARE Selected Reserve Dental Plan coverage, including name, SSN, and amount of premium deducted for the month. An example of Section 7 is at figure I-7.
- b. **UNIT TOTAL** fields give totals of TSRDP participants and non-participants for the unit.
 - (1) SRDP PREMIUM DEDUCTED. Total amount of TSRDP premiums deducted for the unit during the report month.
 - (2) RECORDS WITH SRDP DEDUCTION. Total number of Soldiers who had TSRDP premiums deducted during the report month.
 - (3) RECORDS W-NO SRDP DEDUCTION. Total number of Soldiers who elected TSRDP and did not have TSRDP premiums deducted during the report month.
 - (4) SRDP RECORDS. Total number of Soldiers with a TSRDP election on their MMPA.
 - (5) PERCENTAGE OF PARTICIPATION. Percentage of Soldiers with a TSRDP election on their MMPA.

NAME	SSN	GR	PS	NPS	DOG	PEBD	BAH STAT/DEP/DATE/DOB	MS	WE	AW	ST	INC PAY	WS	SGLI	SURE PAY STAT/DATE	PART GAIN IND	LL	
ALBERTO EVELYN	000000001	33	A		080528	080528	1/A/080831/000000	S	0	00	36		0	5	P/080915			
ALEXANDRE WUID M	000000002	34	A		090702	030815	0/0/090702/000000	S	0	00	36		0	K	N/000000			
AMADI CHIBUZO C	000000003	36	A		001209	001209	1/C/070808/980512	M	0	00	36		0	Q	P/010112			
BLODGETT JUSTIN	000000004	31	A	6	090723	090723	0/0/090723/000000	S	0	00	36		0	Q	/000000			
UNIT PAY FILE TOTALS:		ASSIGNED				42	OFF			1	WO		ENL				41	
UNIT SUREPAY TOTALS		PARTICIPANTS				36	NON-PARTICIPANTS				5	WAIVERS		NPS		1 85.7%		
SGLI INFO:						SGLI						FAMILY SGLI:						
NAME	SSN	OPTION	PREMIUM	COVERAGE	AGE GROUP	OPTION												
ADAMS RAYMOND FRANCIS JR	000000001	T	28.00	400,000	B	A												
BAKER ERIC ALLEN	000000002	5	3.50	50,000														
BAKER MATTHEW VERNE	000000003	Q	17.50	250,000														
BRIDGES MICHELLE PAIGE	000000004	A	7.00	100,000														

Figure I-1. Sample of UCPMR, Section 1

SECTION 2. DRILL AUTHORIZATION/PERFORMANCE DATA

NAME	TYPE	DRILL LIMIT CURRENT YEAR (BY TYPE)											
		11	21	31	41	42	51	61	71	81	82	91	
ALBERTO EVELYN		48	4	48	12		6	12					24
ALEXANDRE WUID M		36	4	48	12		6	12					24
AMADI CHIBUZO C		48	4	48	12		6	12					24
BLODGETT JUSTIN GREGORY		36	4										
BROWN CAMPBELL REGINA A		48	4	48	12		6	12					24

PERFORMANCE DATA (CURRENT MONTH BY TYPE)

NAME	TYPE	11	21	31	41	42	51	61	71	81	82	91	AT/ADT/ ADSW INCAP		
													50	10	
ALBERTO EVELYN														21	
ALEXANDRE WUID M		4													
AMADI CHIBUZO C		4													
BLODGETT JUSTIN GREGORY		6													
BROWN CAMPBELL REGINA A															

PERFORMANCE DATA (THIS FISCAL YEAR BY TYPE)

NAME	TYPE	11	21	31	41	42	51	61	71	81	82	91	AT/ADT/ ADSW INCAP		
													50	10	
ALBERTO EVELYN														111	
ALEXANDRE WUID M		8													
AMADI CHIBUZO C		14													
BLODGETT JUSTIN GREGORY		14													
BROWN CAMPBELL REGINA A		4													

Figure I-2. Sample of UCPMR, Section 2

SECTION 3. BONUS PAYMENT DATA

NAME	SSAN	TYPE	PS	ASFC/ NEC/ MOS	BONUS STATUS	FINAL PYM IDC	ENL/REENL/ AFFIL DATE- NO MO AFFIL	TOTAL AMOUNT PAID	PAST DUE PAYMENTS	PAST DUE DATE	PAYMENT DUE NEXT MONTH	DATE DUE NEXT MONTH
AMADI CHIBUZO C	000000003	08		075H000	A		080731 - 72	\$ 15,000.00				
BROWN CAMPBELL	000000005	06		052D000	A		100213 - 00	\$ 5,000.00				
COUGHLIN MICHAEL	000000008	06	X	075H000	I		080208 - 00					
LAU KAM YUEN	000000024	03		067V000	A		080930 - 00	\$ 10,000.00				
BONUS TOTALS:	4	EB		1 AB	1		R3 0	R6	2 P3	0 P6		0
		AA		0 AX	0		AC 0	AD	0 AE	0 AF		0
		AG		0 AH	0		A1 0	AJ	0 AK	0		
TOTAL BONUS PAYMENTS:								\$ 30,000.00				
NUMBER OF PAST DUE BONUS PAYMENTS												

Figure I-3. Sample of UCPMR, Section 3

SECTION 4. REENLISTMENT DATA

NAME	DATE DUE TO SEP
CYRUS SHERON JEMEL	10/12/04
LUCAS JASON	10/12/11
ROBERTS MICHAEL I	10/11/30
ROBERTS WESLEY A	10/12/05

Figure I-4. Sample of UCPMR, Section 4

SECTION 5. COLLECTION DATA

NAME	BEGINNING BAL	AMT PAID/REDU	AMT ADD	AMT DEBT REMAINING	DEBT AMT SUSPENDED
BROWN CAMPBELL A			\$7500.00	\$7500.00	\$7500.00
CARRASCO ELIAS JR	\$331.17	\$ 30.53		\$300.64	
COUGHLIN MICHAEL G	\$ 64.00		\$16.00	\$ 80.00	
DELAROSA ANGEL H	\$128.00			\$ 128.00	

Figure I-5. Sample of UCPMR, Section 5

SECTION 6. COMMAND ACTIONS

****VALIDATE PRIOR-SERVICE LEAVE DAYS PAID****

NAME	SSN	LEAVE FINAL ILEAVE	CUMULATIVE DAYS PAID
BELLINGER	000000005		00.0
JENKINS ANTONIA F	000000006		00.0
QUILES BENIGNO	000000007		00.0
ZHANG PAUL GELE	000000008		00.0

****VALIDATE NON-PRIOR SERVICE CATEGORY****

NAME	SSN	GRADE	DOG	PS	AD-COD	NPS	DRILL-
BLODGETT JUSTIN	000000004	31	090123	A		6	36

****VALIDATE PERFORMANCE STATUS****

NAME	SSN	GRADE	DRILLS/AD	PS	AD-COD	NPS	DRILL-AUTH-CFY
PERRY SHAWN NICOL	000000009	34	00/	A			48
ROBERTS MICHAEL	000000010	34	00/	A			48
RODRIGUEZ THERESA	000000011	31	00/	A		6	36
RUSSI RENZO H	000000012	34	00/	A			48
SUTTON MICHAEL OMAR	000000013	31	00/	A		6	36

****ACCOUNTS IN HELD PAY STATUS****

JOHNSON JAMAL MALIK	000000014
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Figure I-6. Sample of UCPMR, Section 6

SECTION 7. TRICARE SELECTED RESERVE DENTAL PLAN (TSRDP) DATA

NAME	SSAN	AMT DEDUCTED
AMADI CHIBUZO C	000000003	\$ 10.66
UNIT TOTAL -	SRDP PREMIUM DEDUCTED	\$ 10.66
UNIT TOTAL -	RECORDS WITH SRDP DEDUCTION	000001
UNIT TOTAL -	RECORDS W-NO SRDP DEDUCTION	000000
UNIT TOTAL -	SRDP RECORDS	000001
UNIT TOTAL -	SRDP NO-PARTICIPANTS	000041
UNIT TOTAL -	PERCENTAGE OF PARTICIPATION	2.00%

Figure I-7. Sample of UCPMR Section 7

Contact your RD DRM Finance Division if you cannot access your UCPMR in RLAS. Reconciliation and signature of the UCPMR is required NLT 30 days from the last day of the month reported.					
UCPMR Section	Review Procedure	Problem	Corrective Action Needed	Annotation on UCPMR	Remarks and USAR Pam 37-1 References
<input type="checkbox"/> Section 1. Status Data	Compare Soldiers on UCPMR to Soldiers on UMR.	<input type="checkbox"/> Soldier on UCPMR not on UMR. <input type="checkbox"/> Soldier on UMR not on UCPMR.	<input type="checkbox"/> Submit UMR and documents transferring or separating Soldier to the UPC. <input type="checkbox"/> Submit SSD exception and accession documents to UPC.	Annotate action taken to remove or add the Soldier.	See para 2-6 and procedure D-13 for separation procedures. See para 2-6 and procedure D-1, rule 3 for exception and accession documents.
<input type="checkbox"/> Section 1. Status Data – NAME	Check Soldier’s names for accuracy.	<input type="checkbox"/> Name Incorrect in RLAS and pay. <input type="checkbox"/> Name incorrect in pay only.	<input type="checkbox"/> Process name correction in RLAS. <input type="checkbox"/> Submit USAR Form 22 and one of the documents from para 2-6.	Annotate action taken to correct name.	See para 2-20b and procedure D-2 rules 3 & 4.
<input type="checkbox"/> Section 1. Status Data – SSN	Review Soldier’s SSN for accuracy.	<input type="checkbox"/> SSN Incorrect in RLAS and pay. <input type="checkbox"/> SSN incorrect in pay only.	<input type="checkbox"/> Process SSN correction in RLAS. <input type="checkbox"/> Submit USAR Form 22 and one of the documents from para 2-6.	Annotate action taken to correct SSN.	See paras 2-4 – 2-5, 2-9 and procedure D-2 rules 1 & 2.
<input type="checkbox"/> Section 1. Status Data – GR	Ensure Soldier’s pay grades are accurate.	<input type="checkbox"/> Recently promoted and GR incorrect in pay only <input type="checkbox"/> New pay account established with incorrect grade <input type="checkbox"/> Recently reduced and GR incorrect in pay only	<input type="checkbox"/> Submit DA Form 4187 or promotion order and one of the documents from para 2-6. <input type="checkbox"/> Submit a USAR Form 22, DD Form 4 and DD Form 214 if applicable. <input type="checkbox"/> Submit one of the following: Reduction Order, DA Form 4187 or a DA Form 2627 for an Article 15.	Annotate action taken to correct grade.	See paras 2-4 – 2-5, 2-16 – 2-18 and procedure D-10 for information on correcting a pay grade.
<input type="checkbox"/> Section 1. Status Data – PS (Pay Status)	Review for accurate Pay Status Code.	<input type="checkbox"/> Demobilized Soldiers whose pay status code is still “O.” <input type="checkbox"/> Soldier no longer on Active Duty orders whose pay status code is still W or Z.”	<input type="checkbox"/> Submit DD Form 214 and USAR Form 24 requesting termination of pay. <input type="checkbox"/> Submit DD Form 220 or self-terminating active duty order and USAR Form 24 requesting termination of pay. Order must include duty certification for Soldiers in Pay status Z.	Annotate action taken to terminate active duty tour.	See para 2-22 for Pay Status codes.

UCPMR Reconciliation Checklist

Figure I-8: Sample UCPMR, Reconciliation Checklist

UCPMR Section	Review Procedure	Problem	Corrective Action Needed	Annotation on UCPMR	Remarks and USAR Pam 37-1 References
<input type="checkbox"/> Section 1. PEBD	Review for accurate PEBD.	<input type="checkbox"/> PEBD Incorrect in RLAS only. <input type="checkbox"/> PEBD incorrect in pay only. <input type="checkbox"/> PEBD incorrect both RLAS and pay.	<input type="checkbox"/> Process PEBD correction in RLAS. <input type="checkbox"/> Submit USAR Form 22 and all DD Form 4s, DD Form 214s, discharge orders and other documents supporting prior military service. <input type="checkbox"/> Follow both procedures above.	Annotate action taken correct PEBD.	See para 2-19 and procedure D-9 for information on correcting the PEBD.
<input type="checkbox"/> Section 1. Status Data – INC PAY	Validate that only Soldiers entitled to ACIP, flight, and parachute pay have the appropriate INC PAY code.	<input type="checkbox"/> Soldier does not have appropriate INC PAY code. <input type="checkbox"/> Soldier has INC PAY code but is no longer entitled to the INC PAY.	<input type="checkbox"/> Submit incentive pay order. <input type="checkbox"/> Submit incentive pay termination order.	Annotate action taken to start or terminate incentive pay.	See para I-6m for INC PAY codes and procedure D-27 for information on correcting them.
<input type="checkbox"/> Section 1. Status Data – BAH/STAT/DEP/DATE/DOB	Compare dependent data to RLAS DA 5960 Validation Report.	<input type="checkbox"/> Soldier BAH information incorrect on the UCPMR. <input type="checkbox"/> Soldier BAH information on 5960 Validation Date incorrect on RLAS 5960 Validation Report.	<input type="checkbox"/> Process DA 5960 in RLAS RM module. <input type="checkbox"/> Update dependent data in RLAS personnel module	Annotate action taken to correct BAH data.	<p>See para 3-21 for BAH information.</p> <p>See procedure D-21 for procedures on correcting BAH</p> <p>See appx I para I-6h for BAH codes</p> <p>If DA 5960 or DFAS approval memo is required a copy must be uploaded to iPERMS with proof of dependents.</p>
<input type="checkbox"/> Section 1. Status Data – SURE PAY STAT/DATE	Identify Soldiers coded “N” for not on direct deposit.	<input type="checkbox"/> Soldier not on SURE PAY.	<input type="checkbox"/> Update bank information on myPay account or submit SF 1199A.	Annotate action taken to establish direct deposit.	See para 2-12 and procedure D-8 for direct deposit procedures. Direct deposit is mandatory for all Soldiers other than those who have not attended IADT.
<input type="checkbox"/> Section 2. Drill Authorization/Performance – PERFORMANCE DATA (This FY by type)	Identify Soldiers that may exceed FY drill limits.	<input type="checkbox"/> Soldier will exceed FY drill limits if allowed to perform remaining BAs. <input type="checkbox"/> Soldier has exceeded the FY drill limits	<input type="checkbox"/> Notify Soldier regarding drill limits.	N/A	NOTE: Drills exceeding FY limits will not be paid.

Figure I-8: Sample UCPMR, Reconciliation Checklist (cont.)

UCPMR Section	Review Procedure	Problem	Corrective Action Needed	Annotation on UCPMR	Remarks and USAR Pam 37-1 References
<input type="checkbox"/> Section 3. Bonus Data Payment – PAST DUE PAYMENTS and PAST DUE DATE	Determine if Soldier is eligible for past due installment payment of a bonus.	<input type="checkbox"/> Soldier is eligible. <input type="checkbox"/> Soldier is not eligible.	<input type="checkbox"/> If Soldier is not an unsatisfactory participant, submit USAR Form 23 to UPC. <input type="checkbox"/> If Soldier was identified as an unsatisfactory performer erroneously, correct attendance data in ADARS and submit ETP to AR G1. <input type="checkbox"/> Submit USAR Form 23 to terminate bonus.	Annotate action taken to pay the bonus. Annotate action taken to terminate bonus.	Installment payments are automatic unless the Soldier was identified as an unsatisfactory performer by AR G1. See Reserve Pay Supplemental Guidance paras 7-12c and 7-20 and procedures V-2 and V-5 for more information on paying and terminating incentives.
<input type="checkbox"/> Section 3. Bonus Data Payment – PAYMENT NEXT MONTH	Determine if Soldier is eligible for the next bonus payment.	<input type="checkbox"/> Soldier is not eligible. <input type="checkbox"/> Soldier is eligible.	<input type="checkbox"/> Submit USAR Form 23 to terminate bonus. <input type="checkbox"/> N/A	Annotate action taken to terminate bonus.	See Reserve Pay Supplemental Guidance paras 7-24 and 7-25 and procedure V-5 for more information on paying and terminating incentives.
<input type="checkbox"/> Section 5 – Collection Data AMT ADD	Review large debts added since the previous UCPMR.	<input type="checkbox"/> Reason for debt is unknown. <input type="checkbox"/> Soldier disputes debt.	<input type="checkbox"/> Contact the RD Finance Division to determine source of debt. <input type="checkbox"/> Follow procedures in para 5-7f-g for waiver or remission of debt.	Annotate reason for debt or initiation of waiver or remission.	
<input type="checkbox"/> Section 6. Command Actions – VALIDATE NON-PRIOR SERVICE CATEGORY	This section lists Soldiers assigned for more than 270 days without completing IADT.	<input type="checkbox"/> Soldier has completed IADT.	Submit DD Form 220.	Annotate action taken to report IADT completion.	See para 2-21 for and procedure D-6 for information on correcting the NPS indicator. NOTE: The 270 day period starts from the date in the DOG field. Soldiers have up to 365 days to report to training.
<input type="checkbox"/> Section 6. Command Actions – VALIDATE PERFORMANCE STATUS. <input type="checkbox"/> NOTE: This section lists Soldiers who have not been paid for any type of duty in the last 90 days.	Identify unsatisfactory participants.	<input type="checkbox"/> Soldier is unsatisfactory participant.	<input type="checkbox"/> Review Section 3. Prepare USAR Form 23 to terminate bonus, if applicable. <input type="checkbox"/> Initiate personnel actions to separate or transfer Soldier to IRR.	Annotate action taken to terminate bonus and/or separate/transfer Soldier to IRR	See Reserve Pay Supplemental Guidance paras 7-24 and 7-25 and procedure V-5 for more information on paying terminating incentives.

Figure I-8: Sample UCPMR Reconciliation Checklist (cont.)

UCPMR Section	Review Procedure	Problem	Corrective Action Needed	Annotation on UCPMR	Remarks and USAR Pam 37-1 References
<input type="checkbox"/> Section 6. Command Actions – ACCOUNTS IN HELD PAY STATUS	Review Soldiers in this section. It lists Soldiers who had a payment returned to DFAS (either check or direct deposit).	<input type="checkbox"/> Soldier's direct deposit information is incorrect. <input type="checkbox"/> Soldier's mailing address is incorrect.	<input type="checkbox"/> Update EFT information in myPay or submit SF 1199A. <input type="checkbox"/> Soldier may not elect check to address. <input type="checkbox"/> To recover funds sent to US Treasury submit LES containing the remarks that Soldier had held pay funds transferred to the Treasury and a DD Form 2660 with direct deposit or address information to PMD.		See para 2-12 and procedure D-8 for direct deposit procedures. Direct deposit is mandatory for all Soldiers other than those who have not attended IADT. See para 2-13 for more information on held pay and procedures for recovering held pay funds returned to Treasury.

Figure I-8: Sample UCPMR, Reconciliation Checklist (cont.)

Appendix J

Transaction Identification Numbers (TINs)

J-1. General

This appendix contains TINs used for processing data into Soldiers' pay accounts on DJMS-RC. Table J-1 references TINs used to update pay and administrative data on the MMPA, and the location of the data on the 2405 History Report. The TINs are identified in card columns 75-77 of the 80-card column layout of the "JSS/RC Processed Transaction" section of the 2405 History Report.

Table J-1
TIN Chart

TIN	Pay Action	2405 History Report Section
AA1	Accession Data (1 st G in Gain Indicator)	Administrative
S01	Report/Change/Cancel Leave Taken (LV-TK)	Pay History
A06-S	Gender Code Correction (M or F)	Administrative
A06	Accession Data (2 nd G in Gain Indicator)	Administrative
A06-L	Update Prior Service Leave Days Sold Indicator	Pay History
A07	Update Street Address (3 rd G in Gain Indicator)	Administrative/Address Data
A08	Update City, State, Zip Code	Administrative/Address Data
A09	Change Unit (PAS) or PEC (mailing of 2nd LES to Active Duty Unit)	Administrative
A09N	Change Non Prior Service Indicator	Administrative
A10	Update Additional Address Info/Foreign Address	Administrative/Address Data
A14	Start Over 4 years Enlisted/WO service	Administrative
A15	Update BAH-RC Dependent Data	Housing Master (BAH-RC)
A17	Update Income Tax Withholding (Federal & State)	Deductions/Direct Deposit-Mobilization Data
A18	Start/Stop/Change Direct Deposit	Direct Deposit - Mobilization Data
A19	Start/Stop/Change Automated Incentive Pays	Entitlements
A21	Report/Change Benefits Waived (VA Benefits)	Pay History
A24	Pay Active Duty over 29 Days (Long Tours/Mobilization)	Entitlements (PAY-STATUS)
A27	Change SGLI Coverage Option	Direct Deposit - Mobilization Data
A28	Establish Medical/Dental/Veterinarian/Optometrlist Pay Entitlement	Entitlements
A30	Start/Stop/Change BAH RC Without for Over 29-Day	Housing Master (BAH-RC)
A31	Start/Stop/Change BAS for Over 29-Day Tours	Entitlements
A32	Start/Stop/Change CONUS COLA/OCONUS COLA/BAH	Housing Master
A33	Start/Stop/Change FSA II - Long Tours	Entitlements
A34	Start/Stop/Change Hardship Duty Pay-Location (HDP-L)	Entitlements
A35	Start/Stop/Change Hostile Fire Pay/Imminent Danger Pay	Entitlements
A38	Update Date of Gain on DJMS-RC	Administrative
A81	Update ETS Date for enlisted Soldiers	Administrative
A90	Report Combat Zone Tax Exclusion	Entitlements
B03-1	Establish Bonus	Administrative
B03-2	Terminate Bonus	Administrative
B03-6	Pay Bonus	Administrative

B03-7	Suspend Bonus	Administrative
B03-8	Remove Bonus Suspension	Administrative
B06	Report/Correct Officer Uniform Allowance	Entitlements
B10	Pay AFTP	Pay History
B11	Pay BA, FHD, ATA, AANT, RMA (Medical/Dental), ET, EBDL	Pay History
B12	Collect Inactive Duty Training Pay and Incentives	Pay History
B13	Pay Incentive Pay/SDAP for BA	DJMS-RC Processed Transactions
C01	Pay Short Tour (AD less than 30 days)	Pay History
C02	Pay Short Tour Allowances	Pay History
C03	Collect Active Duty Pay and Allowances	Pay History
C04	Pay Active Duty Incentive Pay, BAH-RC, BAS	DJMS-RC Processed Transactions
C05	Pay HDP-L, HFP, IDP, CSP, CONUS COLA, OCONUS	DJMS-RC Processed Transactions
C11	Report Accrued Leave Days Sold	Pay History
D02	Used to make miscellaneous payments inside/outside IAS	DJMS-RC Processed Transactions (Converts to D** TIN's)
D18	Remark displayed on 2405 report and on-line MMPA	DJMS-RC Processed Transactions
D19	Remark displayed on LES and 2405/on line MMPA	DJMS-RC Processed Transactions
DF	Report/Adjust/Cancel Fines	Deductions and DJMS-RC Processed Transactions
DG	Report/Adjust/Cancel GPLD or Report Of Survey	Deductions and DJMS-RC Processed Transactions
DQ	Report/Adjust/Cancel Pay and Allowance appropriation	Deductions and DJMS-RC Processed Transactions
DR	Report/Adjust/Cancel Miscellaneous Debts (e.g., DMR,	Deductions and DJMS-RC Processed Transactions
DV	Report/Adjust/Cancel SGLI Premiums Debts	Deductions and DJMS-RC Processed Transactions
DW	Report/Adjust/Cancel Partial/Advance Payments	Deductions and DJMS-RC Processed Transactions
020	Update Drill Limits By Drill Type	Pay History
102	Report SSN Change	Administrative
104	Report Name Change	Administrative
106	Report Pay Entry Basic Date (PEBD)Change	Administrative
113	Report Grade Change (Promotion/Reduction)	Administrative
900	Report Separation (LL status)	Administrative
D01-1	Adjust/Pay Inactive Duty Training outside IAS	Pay History
S02	Authorization for Accrued Leave Payment	DJMS-RC Processed Transactions
S04	Corrects Data on the Leave Master Record (LMR)	DJMS-RC Processed Transactions
A06-C	Update Career Sea Pay Days	Entitlements
A06-P	Pay Record Accessibility Record	Administrative
T01-1	Report New TSP Election	Administrative
T01-2	Report TSP Base Pay Rate Change	DJMS-RC Processed Transactions
T01-3	Report TSP Date Of Birth (DOB) Change	DJMS-RC Processed Transactions
T01-4	Report TSP Status Code Change	DJMS-RC Processed Transactions
T01-5	Employment Status Code Change	DJMS-RC Processed Transactions
T02	Report Additional TSP Contribution Election	DJMS-RC Processed Transactions
T03	TSP Address	DJMS-RC Processed Transactions
T04	TSP Address	DJMS-RC Processed Transactions
T05	TSP Address	DJMS-RC Processed Transactions

J-2. TIN layouts

Table J-2 depicts TIN layouts in order by TIN. The last six characters are the TIN, followed by the 3-digit Julian date the transaction was processed.

Table J-2 TIN Layouts			
TIN 113 Promotion/Reduction		TIN 900 Separation	
Card Column	Contents	Card Column	Contents
1	A	1	A
2-10	SSN	2-10	SSN
11-15	1st Five of Last Name	11-15	1st Five of Last Name
16-17	New Grade	59-64	Effective Date of Separation
59-64	Effective Date of Grade		
65-66	PAS	65-66	PAS
73-74	“AN”	73-74	“AN”
75-77	113	75-77	900
78-80	Julian Date	78-80	Julian Date
TIN AA1 Accession Data		TIN A07 Address	
Card Column	Contents		
1	A	1	A
2-10	SSN	2-10	SSN
11-15	1st Five of Last Name	11-15	1st Five of Last Name
38-43	Pay Entry Basic Date	36-64	Street Address
57-58	Grade	65-72	PAS
59-64	Date of Gain	73-74	“AN”
65-74	PAS (Site ID and UIC)	75-77	A07
65-66	Effective Date of Grade	78-80	Julian Date
73-74	“AN”		
75-80	AA1/ Julian Date		
TIN A08 Address		TIN A09 Transfer	
11	A	1	A
2-10	SSN	2-10	SSN
11-15	1st Five of Last Name	11-15	1st Five of Last Name
16-34	City, State	16-21	New PEC
38-39	Country Code	22-23	“AN”
40-44	Zip	24-31	New PAS (Unit)
47	Address Type	53-58	Effective Date of Transfer
	1-Domestic Address	59-64	Old PEC
	2-Foreign Address	65-72	Old (Losing) PAS
	3-Army post office address	73-74	“AN”
	4-Fleet post office address	75-80	A09/Julian Date
65-66	PAS		
73-74	“AN”		
75-80	A08/Julian Date		

Table J-2 TIN Layouts—Continued			
TIN A15 BAH RC Dependent Data		TIN A18 Direct Deposit/EFT	
1	A	1	1A= Pay Office Input
2-10	SSN		\$=My Pay Input
11-15	1st Five of Last Name	2-10	SSN
16	Status:	11-15	1st Five of Last Name
	0= Without Dependent	16-17	01 = Start; 04 = Change
	1= With Dependent	18-23	Effective Date
	2= Assigned Perm Govt	24-30	Company Code
	Qtrs	31-47	Account Number
17-22	Effective Date of Change	48	“C”
23	BAH Type: 0= No Dep	49	C = Checking; S = Savings
	A= Spouse	50	“C”
	C = Child	55-63	Routing Number
	D = Parent	65-66	PAS
	I = Soldier married to	73-74	“AN”
	Soldier-Own Right	75-77	A18
	S = Student	78-80	Julian Date
24-29	W = Soldier married to		
65-72	Soldier w/dependent child		
73-74	Child Date of Birth		
75-80	PAS		
	“AN”		
	A15/Julian Date		
TIN A24 Long Tour Pay		TIN A27 SGLI Change	
1	A	1	A
2-10	SSN	2-10	SSN
11-15	1st Five of Last Name	11-15	1st Five of Last Name
16	O = MOB/ADOS	16	Code for Coverage e.g.
	W = Basic Training		0 = No Coverage
	Z = AD over 30 Days		T = \$400,000
	N=Deceased		Q = \$250,000
17-22	Tour Start Date	17-20	Year/Month Effective
23-28	Tour End Date	56	Duty Certified
42-47	Order Number		Y=Yes
48-53	APC		N=No
65-66	PAS	65-72	PAS
73-74	“AN”	73-74	“AN”
75-80	A24/Julian Date	75-80	A27/Julian Date
TIN A31 Long Tour BAS		TIN A32 Long Tour BAH	
1	A	1	A
2-10	SSN	2-10	SSN
11-15	1st Five of Last Name	11-15	1st Five of Last Name
16	BAS Type:	16-21	BAH Start Date
	S = Standard BAS	22-27	BAH Stop Date
	N = No Entitlement or Officer	28-32	BAH Zip Code
		39	0=Soldier without dependents
17	0		1= Soldier with dependents
18-23	Start Date		
24	0	40	8= BAH
25-30	Stop Date	65-72	PAS
65-72	PAS	73-74	“AN”
73-74	“AN”	75-80	A32/Julian Date
75-80	A31/Julian Date		

**Table J-2
TIN Layouts—Continued**

TIN A32 OCONUS COLA		TIN B03 Bonus	
1	A	1	A
2-10	SSN	2-10	SSN
11-15	1st Five of Last Name	11-15	1st Five of Last Name
16-21	COLA Start Date	16	Bonus Type
22-27	COLA Stop Date	17-22	Date of Enl/Reen/Affiliation
28-32	JFTR Location Code		
33-36	COLA Daily Rate	23-24	Number Months of Affiliation for AB
40			
65-72	COLA indicator= 9	25-30	Date of Affiliation for AB
73-74	PAS	36-38	MOS
75-80	“AN”	42-47	Authorization # if applicable
	A32/Julian Date		
		58	1 = Establish Bonus 6 = Bonus Payment 7 = Bonus Suspension 8 = Remove Suspension
		65-72	PAS
		73-74	“AN”
		75-80	B03/Julian Date
TIN B11 Battle Assemblies(BA) and Funeral Honors Duty			
1	A		
2-10	SSN		
11-15	1st Five of Last Name		
16-17	Year BA Performed		
18	Period (1 or 2)		
19-20	Month		
21-22	Day of 1st BA		
23	Period		
24-25	Month		
26-27	Day of 2nd BA		
28	Period		
29-30	Month		
31-32	Day of 3rd BA		
33	Period		
34-35	Month		
36-37	Day of 4th BA		
38	Period		
39-40	Month		
41-42	Day of 5th BA		
58	Type of Incentive Pay		
65-72	PAS		
73-74	“AN”		
75-80	B11/Julian Date		

Table J-2 TIN Layouts—Continued			
TIN B12 Collect Drill Pay		TIN B13 Pay IDT Special Pay SDAP Only	
1	A	1	A
2-10	SSN	2-10	SSN
11-15	1st Five of Last Name	11-15	1st Five of Last Name
16	1 = Collect Base Pay and IP 2 = Collect Incentive Pay Only 8= Funeral Honors Duty	16-17	Year
17-18	Year	18-19	Month
19-20	Month	20	Period
21	Period	21-22	Day of 1st BA
22-23	Day of 1st BA	23	Period
24	Period	24-25	Day of 2nd BA
25-26	Day of 2nd BA	26	Period
27	Period	27-28	Day of 3rd BA
28-29	Day of 3rd BA	29	Period
30	Period	30-31	Day of 4th BA
31-32	Day of 4th BA	47-48	Two digit SDAP level
33	Period	49-50	SDAP Type
34-35	Day of 5th BA	51	SDAP Level
36	Period	58	Incentive Pay Type: A = Flight Crew B = Flight Non-Crew C = Parachute D = Demolition
37-38	Day of 6th BA		PAS
39	Period		“AN”
40-41	Day of 7th BA		B13/Julian Date
42	Period	65-72	
43-44	Day of 8th BA	73-74	
45	Period	75-80	
46-47	Day of 9th BA		
48	Period		
49-50	Day of 10th BA		
51	Period		
52-53	Day of 11th BA		
54	Period		
55-56	Day of 12th BA		
58	Type of Duty: 2 = BA/RST 3 = AFTP A = ATA C = AAUTA H = RMA K = ET 8= Funeral Honors PAS “AN” B12/Julian Date		
65-72			
73-74			
75-80			

**Table J-2
TIN Layouts—Continued**

TIN C01 Individual AT/ADT/ADOS-RC		TIN C03 AT/ADT/ADOS-RC Collection	
1	A	1	A
2-10	SSN	2-10	SSN
11-15	1st Five of Last Name	11-15	1st Five of Last Name
16-21	Tour Start Date	16-17	Entitlement:
22-27	Tour End Date		01 = Base Pay & Allowances
28	BAS Code:		12 = Incentive Pay
	S = Standard Rate		35 = BAHII
	N = Officer		40 = BAS
44	Travel Days		22=HDP-L
45-50	APC		23= Hostile Fire Pay
51	Incentive Pay Type		50=OCONUS COLA
52	Number 1 or 3		51= OHA
53	Number 1 or 7		58= BAH I
56-61	Order Number		65 Family Separation Allow
65-72	PAS	18-23	Start Date
73-74	“A”	24-29	Stop Date
75-80	C01/Julian Date	65-72	PAS
		73-74	“AN”
		75-80	C03/Julian Date
TIN D18/D19 Remark		DF03 Report Fines	
1	A	1	0
2-10	SSN	2-5	DF03
11-15	1st Five of Last Name	6-14	SSN
16-62	Remark Display	15-19	1st Five of Last Name
63-64	Sequence (Line) Number of Remark	20-25	Debt Start Date
		26-31	Debt Stop Date
65-72	PAS	32-37	Gross Amt of Collection
73-74	“AN”	38	3 =Fine
75-80	D18 or D19/Julian Date	64-65	G1
		66-67	Site ID
		74	“A”
		75-77	
		78-80	Julian Date

Table J-2 TIN Layouts—Continued			
DG03 Report GPLD and FLIPL		DQ03 Report Pay and Allowance Debt	
1	10	1	0
2-5	DG03	2-5	DQ03
6-14	SSN	6-14	SSN
15-19	1st Five of Last Name	15-19	1st Five of Last Name
20-25	Debt Start Date	20-25	Debt Start Date
26-31	Debt Stop Date	26-31	Debt Stop Date
32-38	Gross Amt of Collection	32-37	Gross Amt of Collection
39	8 =GPLD	38	1=Pay and Allowances
40-45	9= FLIPL	39-44	2= Bonus
64-65	G8 or GE		APC from order or bonus type
66-67	Site ID	66-67	Site ID
74	“A”	68-73	Order Number
78-80	Julian Date	74	“A”
		78-80	Julian Date
DR03 Collect Miscellaneous Debt		DS03 Collect Miscellaneous Debt	
1	0	1	0
2-5	DR03	2-5	DS03
6-14	SSN	6-14	SSN
15-19	1st Five of Last Name	15-19	1st Five of Last Name
20-25	Debt Start Date	20-25	Debt Start Date
26-31	Debt Stop Date	26-31	Debt Stop Date
32-38	Gross Amt of Collection	32-37	Gross Amt of Collection
39	6 =Other	38	F =Base Exchange
40-45	APC		M= NAF (excludes PX)
64-65	Site ID		S= Other DOD agency
66-67	Order Number		T= Other Non-DOD agency
68-73	“A”	39-46	Company Code
74	Julian Date	66-67	Site ID
78-80		74	“A”
		78-80	Julian Date
DV03 Collect SGLI Premiums		DW03 Collect Partial Payment Debt	
1	0	1	0
2-5	DV03	2-5	DW03
6-14	SSN	6-14	SSN
15-19	1st Five of Last Name	15-19	1st Five of Last Name
20-25	Debt Start Date	20-25	Partial Payment Date
26-31	Debt Stop Date	26-31	Partial Payment Date
32-38	Gross Amt of Collection	32-37	Gross Amt of Collection
39	4= SGLI	38	5= Partial Payment
40-45	32R098	64-65	A6
66-67	Site ID	66-67	Site ID
74	“A”	74	“A”
78-80	Julian Date	78-80	Julian Date

Appendix K

Unit File Maintenance

Units must maintain the following Reserve Pay Administration files. The record number (RN) and disposition are IAW AR 25-400-2 (The Army Records Information Management System (ARIMS)). Disposition and retention information is at <https://www.arims.army.mil> RRS-A (Records Retention Schedule-Army). Files are cut-off in FY blocks. Subtitles of folders can be used.

K-1. Inactive Duty Training (ADARS) file (RN: 600C Army National Guard; Army Reserve, ROTC 0-6)

- a. Contents: IDT performance package (Unit IDT Attendance Roster, permission to sign-in slips, DA Forms 1380, and signed ADARS Transactions reports).
- b. Disposition: T6.0. Keep in current file area (CFA) by month. Destroy when record is 6years old.

K-2. Active Duty Training (RADARS) file (RN: 600C Army National Guard; Army Reserve, ROTC 0-6)

- a. Contents: RADARS performance package (Individual and Unit active duty orders and signed RADARS Transactions reports).
- b. Disposition: T6.0. Keep in CFA by month. Destroy when record is 6years old.

K-3. Transmittal Letter file (RN: 1100B Finance 0-6)

- a. Contents: Unit copy of the USAR Forms 26 submitted to the UPC along with supporting documents.
- b. Disposition: Keep in CFA by month. Cutoff at end of FY. Destroy after two subsequent FYs (e.g., destroy FY 16 files after Sep 18).

K-4. Certifying/Accountable Officials Appointments (Signature cards/Memorandums) file (RN: 1100B Finance 0-6)

- a. Contents: Additional duty appointments for alternate certifying officers and personnel authorized to sign USAR Form 26.
- b. Disposition: Maintain in records in CFA from creation to no longer needed for business or no longer than 6 years, then destroy.

K-5. Reports files (RN: 1100B Finance 6)

- a. Contents - monthly DJMS-RC pay reports must be copied from the RLAS RM Reports module:
 - (1) UH022-2004, Unit Commander's Pay Management Report
 - (a) Report must be printed and reconciled.
 - (b) The copy kept on file must have the date and commanders' signature.
 - (c) The commander or alternate certifying officer must sign NLT the suspense date established by G-8 pay message.
 - (2) UH022-2026, DJMS-RC USAR Personnel/Pay Mismatch Report and SELRES Pay/Per Data Discrepancy Issues – Subset Report.
 - (a) Report must be printed and reconciled.
 - (b) The copy kept on file must have the date and commanders' signature.
 - (c) The commander or alternate certifying officer must sign NLT the suspense date established by G-8 pay message.
 - (3) UH022-2405, History Report.
- b. Disposition: Keep in CFA by month. Destroy when record is 6years old

K-6. Other suggested record numbers.

600C: Army National Guard; Army Reserve, ROTC 0-6, Incapacitation Pay Case Files. Disposition: Keep in CFA until event occurs, then destroy 5 years after the event.

Appendix L

Personnel/Pay Mismatch Reports

Section I General

L-1. Overview

a. Paragraph 2-4 defines TAPDB-R data elements that are sent automatically to DJMS-RC to update a Soldier's MMPA. Accessions, transfers, separations, enlisted advancements and promotions and name change corrections processed in RLAS should update Soldier pay accounts automatically. When one of these RLAS transactions fails to update a Soldier's MMPA the Soldier will have mismatched data between his/her personnel and pay records. Mismatched data can result in under, over, or non-payment of Soldiers. Units are required to ensure that every Soldier has matching and accurate data in their personnel and pay records.

b. Personnel/Pay Mismatch Reports are critical unit-level internal control reports and a key control for military pay Audit Readiness. Proper reconciliation and certification of the report is required monthly and is an inspectable item during SAVs, OIPs, Internal Review (IR) and Inspector General special audits, audits of military pay audit readiness conducted by Independent Public Auditors and ad hoc checks by the USARC G-8 PMD and the RD Finance Divisions. The reports are sorted alphabetically and identify Soldiers who have mismatched data between DJMS-RC and TAPDB-R/RLAS.

c. Prior to December 2016, USARC units used the UH022-2026, Personnel/Pay Mismatch report created by DJMS-RC to identify mismatches. Beginning with the December 2016 pay reports, USARC units transitioned to using the SELRES Pay/Per Data Discrepancy Issues – Subset report from the Commanders Strength Management Module (CSMM) of the Reserve Component Management System (RCMS) at <https://rcms.usar.army.mil/v3/Portal/>.

L-2. Accessing the SELRES Pay/Per Data Discrepancy Issues – Subset Report

a. The USARC G-8 PMD notifies units via a pay message when the Unit Commanders Pay Management Report (UCPMR) is available in RLAS. Units will print and reconcile the SELRES Pay/Per Data Discrepancy Issues – Subset report simultaneously with the UCPMR. The G-8 PMD message establishes a suspense date for reconciliation and certification of 30 days from the date of the message.

b. To access the SELRES Pay/Per Data Discrepancy Issues – Subset report, from the CSMM main menu, select "Leadership Reports", "Data Quality" and "SELRES Pay/Per Data Discrepancy Issues – Subset report". Select your UIC. Once the report appears, select the Excel icon from the upper right side of the menu to export the report to an Excel worksheet. Print the report. You can adjust the spreadsheet columns to reduce the number of pages needed to print the report.

L-3. Reconciling the SELRES Pay/Per Data Discrepancy Issues – Subset Report

a. The UPA or RPAC reviews each mismatch on the report and submits corrective actions through RLAS or the UPC, as appropriate. Use the SELRES Pay/Per Data Discrepancy Issues – Subset Report Reconciliation Checklist at figure L-3 to ensure proper reconciliation of the Report. Annotate corrective actions taken on the report, to include the transmittal letter number used for actions submitted to the UPC. For example, after identifying a separation that did not process in DJMS-RC (Pay/Per Discrepancy-TAPDB-R Strength Not in TAPDB-R = Y) your remark might be: 'Sep order and Per/Pay Mismatch Report submitted 5 Dec 16, TL 059-013". Keep in mind that the SELRES Pay/Per Data Discrepancy Issues – Subset Report is current as of the latest update to DJMS-RC and may not reflect RLAS or pay actions submitted recently.

b. The UPA/RPAC will provide the reconciled SELRES Pay/Per Data Discrepancy Issues – Subset report to the unit commander or alternate certifying officer for review and certification.

L-4. Commander Certification of the SELRES Pay/Per Data Discrepancy Issues – Subset Report

a. Unit commanders will ensure that the UPA or RPAC took appropriate corrective actions to reconcile the SELRES Pay/Per Data Discrepancy Issues – Subset report and will certify the report prior to the G-8 suspense date. Commanders should pay special attention to:

(1) Soldiers identified as Pay/Per Discrepancy-TAPDB-R Strength Not in DFAS – "Y" or Pay/Per Discrepancy-TAPDB-R Strength Not in TAPDB-R – "Y"

(2) Soldiers with mismatched PEBDs. An overstated PEBD results in overpayments of Basic Pay. An understated PEBD results in underpayments.

(3) Soldiers with differing grades. This condition will result in under or overpayments of Basic Pay and BAH if the DJMS-RC grade is incorrect.

b. After verifying the UPA's or RPAC's actions with the SELRES Pay/Per Data Discrepancy Issues – Subset report, the commander, or an alternate certifying officer must sign and date the report on the bottom of the last page. The commander or alternate certifying officer must sign NLT the G-8 suspense date established for the current report. See paragraph 1-11 for alternate certifying officer requirements. The signature will include the commander's signature block.

L-5. Retention of SELRES Pay/Per Data Discrepancy Issues – Subset report. Units and RPACs will retain the reconciled and certified SELRES Pay/Per Data Discrepancy Issues – Subset report IAW paragraph K-5. Specifically, retain the reports by month in ARIMS file RN: 1100B Finance 6+.

Section II Personnel/Pay Mismatch Report Description

L-6. Section 1. Status data

This section defines the fields on the SELRES Pay/Per Data Discrepancy Issues – Subset report (see figures L-1 and L-2).

- (1). **UPC** – RLAS/TAPDB-R UIC
- (2). **Soldier Name** – Name in RLAS/TAPDB-R.
- (3). **Grade** – Pay grade in RLAS/TAPDB-R.
- (4). **Pay/Per Discrepancy-TAPDB-R Strength Not in DFAS** – “Y” in this column indicates Soldier is not in the pay system.
- (5). **Pay Grade** – Pay grade in the pay system.
- (6). **Pay PEBD** – PEBD in the pay system.
- (7). **Pay Soldier Name** – Name in the pay system.
- (8). **Pay UPC** – UIC in the pay system.
- (9). **PEBD** – PEBD in RLAS/TAPDB-R.
- (10). **Pay/Per Discrepancy-TAPDB-R Strength Not in TAPDB-R** – “Y” in this column indicates Soldier is not in the personnel system.

The screenshot displays the Army Reserve RCMS (Unclassified/FOUO) web application. The main content area shows the 'SELRES Pay/Per Data Discrepancy Issues - Subset' report. The 'Applied Filter Criteria' section includes: Comp UPC = RCUPC (RC Units), MACOM = 47AAA (US ARMY RESERVE COMMAND), OF 1 UPC = NBAAA (377 CS CMD THEATER SUS CMD), OF 2 UPC = Q62AA (143 CS CMD SUSTAINMENT EXP), Parent Organization Designator = Q62AA (143 CS CMD SUSTAINMENT E XP), and UPC = Q62AA. The data grid below shows a list of soldiers with various attributes. A blue vertical bar highlights the 'Pay/Per Discrepancy - TAPDB-R Strength Not in DFAS' column.

OF 1 Unit Processing Code (UPC)	Parent Organization Designator	UPC	Unit Name	Reserve Component Category	Soldier Name	SSN	Grade	MPC	Pay/Per Discrepancy - TAPDB-R Strength Not in DFAS	Pay Grade	Pay Grade Date	Pay PEBD	Pay Soldier Name	Pay UPC	PEBD
	Q62AA	143 CS CMD SUSTAINMENT EXP	TPU	ABDELMASIEH REMOUN SHENOUDA			E5	E		35	20151201	20050307	ABDELMASIEH REMOUN SHENOUDA	NBURI	20050307
NBUAA	Q62AA	Q62AA	143 CS CMD SUSTAINMENT EXP	AGR	ACEVEDOQUESTELL HARRY RAUL		W3	W	Y						
NBUAA	Q62AA	Q62AA	143 CS CMD SUSTAINMENT EXP	AGR	AMBRIZ ANTHONY S		W5	W	Y						
NBUAA	Q62AA	Q62AA	143 CS CMD SUSTAINMENT EXP	AGR	AYERS ALYSSA MARIE		E5	E	Y						
NBUAA	Q62AA	Q62AA	143 CS CMD SUSTAINMENT EXP	AGR	BAHLING BRANDON LEE		E6	E	Y						
NBUAA	Q62AA	Q62AA	143 CS CMD SUSTAINMENT EXP	AGR	BAILEY TERESA ANN		E7	E	Y						
NBUAA	Q62AA	Q62AA	143 CS CMD SUSTAINMENT EXP	AGR	BLADEN BRIANNA LEE		O3	O	Y						
NBUAA	Q62AA	Q62AA	143 CS CMD SUSTAINMENT EXP	AGR	BOWEN WILLIAM JOSEPH		E5	E	Y						
NBUAA	Q62AA	Q62AA	143 CS CMD SUSTAINMENT EXP	AGR	BURKHART DESIREE ELISE		W3	W	Y						
NBUAA	Q62AA	Q62AA	143 CS CMD SUSTAINMENT EXP	TPU	BYRD LANEISHA MARQUEE		E4	E		34	20150915	20080623	BYRD LANEISHA MARQUEE	Q62AA	20130220
NBUAA	Q62AA	Q62AA	143 CS CMD S												
NBUAA	Q62AA	Q62AA	143 CS CMD S												
NBUAA	Q62AA	Q62AA	143 CS CMD S												
NRIIAA	Q62AA	Q62AA	143 CS CMD S										BRANDY ELIZABETH	Q62AA	20110419

Figure L-1. Accessing the SELRES Pay/Per Data Discrepancy Issues – Subset report

Acrobat Document in https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/Pay%20Messages/CY17/Reserve%20Pay%20Message%2017-01%20Dec%202016%20IMS-RC%20Unit%20Pay%20Reports.docx

File Edit View Window Help

1 / 1 125% Fill & Sign Comment

Report Name: SELRES Pay/Per Data Discrepancy Issues - Subset
 Report Description: The SELRES Pay/Per Data Discrepancy Issues - Subset report provides a summary of Soldiers that have a discrepancy in the data value between different sources of the same data, and includes a subset of the metrics found in the Pay/Per Data Discrepancy Issues report. Example: Soldier is reported

Report Filters:
 Run Date = 20170823
 Comp UPC = PNDAA
 OF 1 UPC = PNDAA
 OF 2 UPC = PNDAA
 Sub 1 UPC = PNDAA

OF 1 UPC	POD	UPC	Unit Name	Pay File	Soldier Name [DIMS-RC]	SSN#	DIMS-RC Grade [Raw]	DIMS Str Not in TAPDB-R	RCC	Soldier Name	Grade	MPC	Pay/Per Discrep - TAPDB-R Str Not in DIMS	Pay Grade Data	Pay PEBD	Pay UPC	PEBD
PNDAA	PNDAA	PNDAA	USARC		CRANE THOMAS JIM	1012	35	Y	TPU				Pay/Per rpt & orders does TL PND123 20161128	20130001	20010921	PNDAA	20011232
PNDAA	PNDAA	PNDAA	USARC		GREENLEEF AMY RAY	1015	36		TPU	GREENLEEF AMY RAY	E6	E	Pay/Per rpt & sic does TL PND123 20161128	20150724	20150404	PNDAA	20150404
TRMAA	TRMAA	TRMAA	USARC		LEVI STEPHEN	1018	34		TPU	LEVI STEPHEN	E4	E	Pay/Per rpt & inf order TL PND123 20161128	20140615	19990717	PNDAA	19990717
PNDAA	PNDAA	PNDAA	USARC		LINDSEY DECTINV KIM	1019	36		TPU	SMITH DECTINV KIM	E6	E	Pay/Per rpt & USAR 20-4 TL PND123 20161128			PNDAA	19990717

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Certifying officer's signature and date

Remember to have the report signed and dated by the commander or alternate certifying officer. Retain in ARIMS 1100B Finance 6+

Annotate the corrective actions you take. Use any available open space for your annotations.

Desktop 3:00 PM 2017/01/20

Figure L-2. Sample Reconciled SELRES Pay/Per Data Discrepancy Issues – Subset Report

Pay/Per Mismatch Report Sections	Review Procedure	Problem	Corrective Action Needed	Annotation on Pay/Per Mismatch Report	Remarks and USAR Pam 37-1 References
* Soldier Name	Compare Soldier Name to Pay Soldier Name.	<input type="checkbox"/> Name Incorrect in RLAS. <input type="checkbox"/> Name incorrect in pay.	<input type="checkbox"/> Process name correction in RLAS. <input type="checkbox"/> Submit USAR 22 and one of the documents from para 2-6.	Annotate action taken to correct name.	See para 2-20b and procedure D-2 rules 3 & 4.
UPC (UIC)UPC	Compare UPC to Pay UPC.	<input type="checkbox"/> UIC Incorrect in RLAS. <input type="checkbox"/> UIC incorrect in pay.	<input type="checkbox"/> Process transfer in RLAS. <input type="checkbox"/> Submit transfer order and one of the documents from para 2-6.	Annotate action taken to correct the UIC.	See paras 2-6, 2-20f (2) and procedure D-2, rule 9 for information on correcting the UIC .
Grade	Compare Grade to Pay Grade	<input type="checkbox"/> Cadet showing as mismatch. <input type="checkbox"/> GRADE Incorrect in RLAS. <input type="checkbox"/> Promoted and GRADE incorrect in pay only. <input type="checkbox"/> New pay account established with incorrect grade. <input type="checkbox"/> Reduced and GRADE incorrect in pay only.	<input type="checkbox"/> No corrective action – cadets will show as mismatch on report until they are no longer cadets. <input type="checkbox"/> Process grade correction in RLAS. <input type="checkbox"/> Submit DA Form 4187 or promotion order and one of the documents from para 2-6. <input type="checkbox"/> Submit a USAR Form 22, DD Form 4, DA Form 71, HRC assignment order, DD Form 214 as applicable. <input type="checkbox"/> Submit one of the following: Reduction Order, DA Form 4187 or DA Form 2627 for Article 15.	<input type="checkbox"/> Annotate that Soldier is a cadet. <input type="checkbox"/> Annotate action taken to correct grade.	See paras 2-4 – 2-5, 2-16 – 2-18 and procedure D-10 for information on correcting a pay grade.

Figure L-3 - Sample SELRES Pay/Per Data Discrepancy Issues – Subset Report Reconciliation Checklist

Glossary

Section I Abbreviations

1SG

First Sergeant

AABA

Additional Airborne Battle Assembly (formerly Additional Airborne Unit Training Assembly (AAUTA))

AAFES

Army and Air Force Exchange Service

AANT

Additional Assembly for Nuclear Training

ABCMR

Army Board for Correction of Military Records

AC

Active Component

ACIP

Aviation career incentive pay

AD

Active duty (other than extended active duty)

ADARS

Automated Drill Attendance Reporting System

ADME

Active Duty Medical Extension

ADOS

Active Duty for Operational Support (formerly ADSW)

ADOS-RC

Active Duty for Operational Support – Reserve Components (formerly ADSW)

ADSN

Accounting Disbursing Station Number

ADT

Active Duty for Training

AEA

Actual Expense Authorization /Army Electronic Archive

AFTP

Additional Flight Training Period

AGR

Active Guard Reserve

AIP

Assignment Incentive Pay

AIT

Advanced Individual Training

ALAS

Auxiliary Loans to Assist Student

AMEDD

Army Medical Department

AMHRR

Army Military Human Resource Record

ANC

Army Nurse Corps

AOC

Area of Concentration

APC

Accounting Processing Code

APMC

Army Professional Medical Command

AR

Army Regulation

ARBA

Army Review Boards Agency

ARIMS

Army Records Information Management System

ARIZ

Arizona

ARMEDCOM

Army Medical Command

ARNG

Army National Guard

ARFORGEN

Army force generation

ASD

Aviation Service Date

ASP

Additional Special Pay

AT

Annual Training

ATA

Additional Training Assembly

BA

Battle Assembly

BAH

Basic Allowance for Housing

BAH-DIFF

Basic Allowance for Housing-Differential

BAH RC

Basic Allowance for Housing – Reserve Component

BAQ

Basic Allowance for Quarters (old term for BAH)

BAS

Basic Allowance for Subsistence

BCP

Board Certified Pay

BCT

Basic Combat Training

BN

Battalion

BP

Basic Pay

CCA

Civilian Clothing Allowance

CCRA

Cash Clothing Replacement Allowance

CFA

Current File Area

CFY

Current Fiscal Year

CLP

Consolidated Loan Program

COLA

Cost of Living Allowance

CONUS

Continental United States

CONUS COLA

Continental United States Cost of Living Allowance

CPM

Command Pay Manager

CSGLI

Combat Servicemembers Group Life Insurance

CSMM

Commander's Strength Management Module

CSP

Career Sea Pay

CTO

Commercial Travel Office

CY

Calendar Year

CZTE

Combat Zone Tax Exclusion

DA

Department of the Army

DAO

Defense Accounting Office

DAOC

Duty Area of Concentration

DEERS

Defense Eligibility Enrollment Reporting System

DEP

Delayed Entry Program

DFAS

Defense Finance and Accounting Service

-IN—Indianapolis Center

-CL—Cleveland

DJMS

Defense Joint Military Pay System

-AC—Active Component

-RC—Reserve Component

DMDC

Defense Manpower Data Center

DMPO

Defense Military Pay Office

DMR

Discount Meal Rate

DNO

Directorate for Network Operations

DoD

Department of Defense

DODFMR

Department of Defense Financial Management Regulation

DOG

Date of Gain

DOS

Date of Separation

DRM

Directorate of Resource Management

DSP

Disability Severance Pay

DSSN

Disbursing Station Symbol Number

DUSP

Designated Unit Stabilization Pay

EFT

Electronic Funds Transfer

EFT/CHK DATE

Electronic Funds Transfer/Check DATE

EFT REL DATE

Electronic Funds Transfer Release DATE

EOM

End of Month

ET

Equivalent Training

ETP

Exception To Policy

ETS

Expiration Term of Service

FFELP

Federal Family Education Loan Program

FHD

Funeral Honors Duty

FHDA

Funeral honors duty allowance

FICA

Federal Insurance Contribution Act

FI-IND

Leave Final Indicator code (on MMPA)

FITW

Federal Income Tax Withholding

FLIPL

Financial Liability Investigation of Property Loss

FSA

Family Separation Allowance

FSA-R

Family Separation Allowance--Restricted

FSA-T

Family Separation Allowance--Temporary

FSGLI

Family Servicemembers' Group Life Insurance

FSH

Family Separation Housing

FY

Fiscal Year

GAOR

Geographic Area of Responsibility

GPLD

Government Property Lost or Damaged

GSA

Government Services Administration

GTCC

Government Travel Charge Card

HALO

High Altitude Low Opening

HDIP

Hazardous Duty Incentive Pay

HDP

Hardship Duty Pay

HDP-L

Hardship Duty Pay-Location

HDP-M

Hardship Duty Pay-Mission

HDP-T

Hardship Duty Pay-Tempo

HEAL

Health Education Assistance Loan

HFP

Hostile Fire Pay

HHG

Household Goods

HPBP

Health Professional Bonus Program

HPIP

Health Professional Incentive Program

HPLRP

Health Professional Loan Repayment Program

HPS

Held Pay Status

HQ

Headquarters

HQDA

Headquarters, Department of the Army

HRC

Human Resources Command

IADT

Initial Active Duty for Training

IAS

Immediate Access Storage

IAW

In Accordance With

IDP

Imminent Danger Pay

IDT

Inactive Duty Training

IET

Initial Entry Training

IMA

Individual Mobilization Augmentee

INCAP

Incapacitation

IP

Incentive Pay

iPERMS

Interactive Personnel Electronic Records Management System

IRR

Individual Ready Reserve

IRS

Internal Revenue Service

JSS

Joint Service Software

JTR

Joint Travel Regulation

LES

Leave and Earnings Statement

MACOM

Major Army Command

MC

Medical Corps

MDVO

Medical, Dental, Veterinary, and Optometry

MEPS

Military Entrance Processing Station

MGB

Montgomery GI Bill

MM

Mid-Month

MMPA

Master Military Pay Account

MOS

Military Occupational Specialty

MSC

Major Subordinate Command

MS

Mobilization Station

MSO

Military Service Obligation

MRD

Mandatory Retirement Date

NAF

Non-Appropriated Fund(s)

NCO

Non-Commissioned Officer

NDAA

National Defense Authorization Act

NDSL

National Direct Student Loan

NGB

National Guard Bureau

NLT

Not Later Than

NPS

Non-Prior Service

OCAR

Office of the Chief, Army Reserve

OCONUS

Outside Continental United States

OCONUS COLA

Outside Continental United States Cost of Living Allowance

GFC

Geographical Functional Commands

OHA

Overseas Housing Allowance

OPLOC

Operation Location

OSD

Officer Service Date

OTSG

Office of the Surgeon General

PAS

Personnel Accounting Symbol

PCS

Permanent Change of Station

PDS

Permanent Duty Station

PEBD

Pay Entry Basic Date

PEC

Program Element Code

PIN

Personal Identification Number

POC

Point Of Contact

POV

Privately Owned Vehicle

PPG

Personnel Policy Guidance

PQR

Personnel Qualification Record

PS

Pay Status/Prior Service

QA

Quality Assurance

RADARS

Reserve Active Duty Automated Reporting System

RAL

Required Action List

RAPIN

Restricted Access Personal Identification Number

RAPS

Retirement Annuitant Pay System

RASP

Reserve Associate Support Program

RC

Reserve Component

RCMS

Reserve Component Management System

RCS

Requirement Control Symbol

RECBAS

Recruiting Battalions

REENL

Reenlistment

REFRAD

Released From Active Duty

RLAS

Regional Level Application Software

RM

Resource Management

RMA

Readiness Management Assemblies

RMO

Resource Management Office

RN

Record Number

ROTC

Reserve Officers' Training Corps

ROTC/SMP

Reserve Officers' Training Corps/ Simultaneous Membership Program

RPAC

Reserve Personnel Actions Center

RPSG

Reserve Pay Supplemental Guide

RD

Regional Division

RST

Rescheduled Training

SAV

Staff Assistance Visit

SDAP

Special Duty Assignment Pay

SELRES

Selected Reserve

SF

Standard Form

SGLI

Servicemembers' Group Life Insurance

SIR

Serious Incident Report

SITE-ID

Site identification

SITW

State income tax withholding

SLRP

Student Loan Repayment Program

SLS

Supplemental Loans for Students

SMP

Simultaneous Membership Program

SNA

Statement of non-availability

SRIP

Selective Reserve Incentive Program

SRP

Soldier Readiness Processing

SSD

Single source data

SSLI

State Sponsored Life Insurance

SSN

Social security number

ST PGMA

State pay group mobilization augmentee

STRAP

Specialized Training Assistance Program

TAPDB-R

Total Army Personnel Database – Reserve

TCS

Temporary change of station

TDY

Temporary duty

TIN

Transaction Identification Number

TL

Transmittal letter

TPC

Training Pay Category

TPU

Troop program unit

T-SGLI

Traumatic SGLI

TSP

Thrift Savings Plan

TSRDP

TRICARE Selected Reserve Dental Plan

TTAD

Temporary tour active duty

TTRA

Travel and Transportation Reform Act

UMR

Unit Manning Report

USC

United States Code

UCMJ

Uniform Code of Military Justice

UCPMR

Unit Commander's Pay Management Report

UIC

Unit identification code

UPA

Unit pay administrator

UPC

USAR Pay Center

USAR

United States Army Reserve

USAR PMD

United States Army Reserve Pay Management Division

USARC

United States Army Reserve Command

USPFO

United States Property and Fiscal Office(r)

VA

Veterans Administration

VHA

Variable housing allowance

VSP

Variable special pay

WEBS

Web-enabled Education Benefit System

YTD

Year to date

**Section II
Terms**

Accession

Establish a Soldier's MMPA on the DJMS-RC in order to make payments.

Calendar year

The period 1 January through 31 December for any given year.

Component of Pay (COP)

Code that identifies the entitlement paid or collected.

Discrepancy letter

A notice from the UPC that identifies erroneous and/or missing data requiring corrective action.

DJMS-AC

The DFAS central computer system for Active Army and Air Force pays.

DJMS-RC

The DFAS central computer system for payment of RCs of the Army and Air Force.

End-of-month

Final DJMS-RC update in a processing month.

Entitlement

Legal right to receive pay.

Fiscal year

The period 1 October through 30 September of the following year.

Gain Indicator

A code that indicates if a Soldier has a complete pay account.

Immediate Access Storage (IAS)

The time span that DJMS-RC can accept routine pay transactions; current and previous 11 processing months. Transactions prior to IAS must be input by the UPC.

Incapacitation pay

An entitlement for a Soldier that has incurred or aggravated an injury, illness, or disease during active duty (AD) or inactive duty (IDT) that renders the Soldier unable to perform military duties and/or demonstrates a loss in nonmilitary earned income.

Initial Active Duty for Training

Basic military training and technical skill training required for all accessions.

Leave and earnings statement

A statement of MMPA activity for Soldiers paid under DJMS (AC and RC).

Master Military Pay Account (MMPA)

Soldier record inside DJMS-RC that identifies administrative, entitlement and pay data.

myPay

A DFAS website that allows Soldiers to make changes on line to their MMPA and view/print various pay documents.

Ombudsman Pay Team

A team that investigates, reports on, and helps settle complaints regarding Soldier Pay.

Pay date

The DJMS-RC term for Pay Entry Basic Date (PEBD).

Pay entry basic date (PEBD)

The date used for computation of creditable service for a Soldier.

Pay status

A code that identifies the duty status of a Soldier (e.g., on an active duty long tour; deceased, mobilized).

Personnel accounting symbol (PAS)

Identifies the Soldier's UIC and paying Finance office.

Prior service Soldier

A Soldier who completed IADT and has prior military service.

Single source data (SSD)

An automated process to pass pay-affecting personnel data from TAPDB-R to DJMS-RC.

Training Pay Category (TPC)

Unit identification code (UIC)

Six-character alphanumeric code used to identify each unit.

USAR Pay Center (UPC)

A centralized office for processing USAR pay actions.

Verifying official

Person authorized to attest to the accuracy or official authenticity of written documents and statements.