

# Finance Guide for USAR Soldiers

30 March 2015

## Introduction

The purpose of this guide is to assist Soldiers and Leaders in understanding military pay entitlements and procedures for USAR Troop Program Unit (TPU) Soldiers in various duty statuses; inform Soldiers of resources available for resolving pay problems and inform commanders of their responsibilities regarding payment of Soldiers. It does not replace any regulation and is not comprehensive. Please refer any questions to your pay chain of command (see chapter 1, para d).

## References.

- USAR Pamphlet 37-1. This pamphlet contains extensive information on military pay entitlements, pay processing procedures and document requirements.
- Reserve Pay Supplemental Guidance (RPSG). This publication provides information on processing IDT and active duty pay actions in the Regional Level Application System (RLAS), initiating Requests for Orders (RFOs) and bonus payments.
- - References are available on the USARC SharePoint site at <https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-8/pay/References/Forms/Refs.aspx>.
- USAR Pay Management Division Facebook page, <https://www.facebook.com/pages/USAR-Pay-Management-Division/179699822140699>. This page is a forum for sharing military pay information with Army Reserve Soldiers. **Like us** to receive the latest pay information.

**Suggestions.** Submit suggestions or corrections to the USARC G8 Pay Management Division at [usarmy.usarc.usarc-hq.mbx.usarcg8@mail.mil](mailto:usarmy.usarc.usarc-hq.mbx.usarcg8@mail.mil).

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## Chapter 1 - Responsibilities

It is important for leaders and Soldiers to understand that accurate payment of Soldiers relies on accurate data in both the Soldier's personnel and pay records. It is also important to understand that the personnel and pay systems only share a small amount of data. Most personnel actions that affect military pay must be sent to the USAR Pay Center (UPC) for recording in the Soldier's pay record. Failure to take this step will result in incorrect military pay. For instance, when an officer is promoted, the unit must record the promotion in the RLAS personnel module and send the promotion order to the UPC to update the Soldier's pay record.

Squad leaders, First Sergeants, unit commanders, and others throughout the Chain of Command, must ensure that they, and each of their Soldiers, are familiar with the information in this guide. Leaders must be prepared to assist their Soldiers with any financial questions or issues and know who to contact regarding issues they cannot resolve.

### 1-1. Unit Commander

**a.** Commanders have overall responsibility for the accuracy and timeliness of Soldier pay and compliance with Army Audit Readiness standards. Commanders must be proactive in ensuring that the unit administrator (UA) or RPAC is processing pay timely, responding to Soldier inquiries, and retaining substantiating documents in unit files or the Soldier's Official Military Personnel File in iPERMS, as required. In addition, commanders are responsible to certify the following reports. These reports are available in RLAS around the first of each month:

- Unit Commanders Pay Management Report (UH022-2004) (UCPMR). A monthly report of critical Soldier pay information that must be current to ensure accurate payments. The UA or RPAC must reconcile the report IAW Appendix I, USAR Pam 37-1. The commander must sign and date the report attesting to the UA/RPAC's actions no later than the last day of the month following the report month. Retain the report IAW Appendix I, USAR Pam 37-1.
- Personnel/Pay Mismatch Report (UH022-2026). Compares key data elements in the Soldier's personnel and pay records that may cause incorrect payments. The report also identifies Soldiers who have a record in one system but not the other. The UA or RPAC must reconcile the report IAW Appendix I, USAR Pam 37-1. The commander must sign and date the report attesting to the UA's actions no later than the last day of the month following the report month. Retain the report IAW Appendix I, USAR Pam 37-1.

**b.** The commander is responsible to certify certain pay documents. Only the unit commander, or an alternate certifying officer appointed on an additional duty appointment, may certify the following pay documents. Do not appoint anyone responsible for processing Reserve pay actions as an alternate certifying officer (USAR Pam 37-1, para 1-12).

- DA Form 5960 to start Basic Allowance for Housing. Once BAH entitlement is established, the UA/RPAC may sign DA 5960s for re-certifying BAH entitlement.
- IDT Attendance Rosters
- RLAS Unit AT Annexes

**c.** The commander must designate individuals authorized to:

- input pay in RLAS (RPSG, para 1-8). Designation must be on an additional duty appointment memorandum. Request access through your OFT&S Command G8. Revoke access via a memorandum when users depart the unit or no longer require access. RLAS access is an inspectable item.
- control IDT Attendance Rosters during Battle Assemblies.
- review pay transactions processed in RLAS (USAR Pam 37-1, para 3-2 g, RPSG paras 2-23l, 3-26. 4-25d, 5-15a).

d. The commander should ensure Soldiers receive pay timely. USAR Pam 37-1 prescribes the following timelines for pay processing:

- Battle Assemblies – process in RLAS within 24 hours of completion. RST and Additional Drill Assemblies, process in RLAS within 72 hours of receipt of the DA Form 1380.
- AT, ADT, ADOS-RC orders of less than 8 days, process in RLAS within 72 hours of receipt of signed order.
- AT, ADT, ADOS-RC orders of more 8-29 days, process in RLAS NLT the first day of duty to ensure payment on or about the last day of duty.

## 1-2. Soldier Responsibilities

a. Read this guide to understand how your pay works and how to resolve pay problems.

b. Keep your records current. Information from your personnel and pay records determines what you are paid. You may receive email notices from the USARC G8 when any of your key personnel and pay information does not match. Please read these messages and follow their instructions. The following information must be current to ensure your pay is accurate. Report changes to your UA or RPAC immediately.

- Home address
- Servicemembers Group Life Insurance (SGLI) and Family Servicemembers Group Life Insurance (FSGLI) elections.
- Dependent information. (marriage, separation, divorce, or birth, adoption or death of dependents)
- Bank account information. Always enter the new account information in myPay before closing your old account. Failure to do so may result in your old bank receiving your pay and returning it to the Treasury. All government employees must receive their payments by direct deposit. Use myPay to establish direct deposit or provide an SF 1199A completed by your bank to your UA/RPAC.
- Use myPay <https://myPay.dfas.mil/myPay.aspx>. Changes made in myPay normally update your pay account within 24 hours. You should receive a myPay PIN automatically upon assignment to the USAR. If not, you can request myPay access from the myPay website. **NEVER SHARE YOUR myPay PIN or PASSWORD.** Some of the things myPay allows you to do are:
  - View/Print your Leave and Earnings Statement (LES)
  - Print your W-2
  - Change your Direct Deposit/Electronic Funds Transfer (EFT) information
  - Make federal and state tax changes
  - Make changes to your Thrift Savings Plan (TSP)
  - View/print your Travel Voucher Advice Of Payment (AOP)

### c. Review your LES

Use myPay to view your LES. The Army discourages mailing of LESs. Ensure that all the information regarding your pay grade, taxes, bank, and dependents (BAQ field on your LES) are correct. Each time you receive pay, review your LES and ensure that you received the correct entitlements. Contact your UA immediately if you were under or overpaid, as an overpayment may cause a debt.

### d. Know and use your pay chain of command

Your unit should have a pay chain of command flyer on the unit bulletin board. If your UA/RPAC cannot resolve your problem, they must contact the Regional Support Command (RSC) Finance Division in your unit's region for assistance. If you feel that your unit is not resolving your problem, contact the RSC below that services your unit's state.

| RSC  | Inquiry Line   | Fax number     | Inquiry Email address  |
|--|----------------|----------------|--|
| <b>63rd RSC</b>  | (650) 526-9700 | (650) 968-2382 | <a href="mailto:usarmy.usarc.63-rsc.mbx.special-pay-inquiry@mail.mil">usarmy.usarc.63-rsc.mbx.special-pay-inquiry@mail.mil</a> |
| Provides support for: AR, AZ, CA, NM, NV, OK, TX             |                |                |  |
| <b>81st RSC</b>  | (803) 751-7293 | (803) 751-6520 | <a href="mailto:usarmy.usarc.81-rsc.mbx.financed@mail.mil">usarmy.usarc.81-rsc.mbx.financed@mail.mil</a>                       |
| Provides support for: AL, FL, GA, KY, LA, MS, NC, PR, SC, TN |                |                |  |

**88th RSC** (608) 388-0905 (608) 388-0722 [usarmy.usarc.88-rsc.mbx.finance-inquiries@mail.mil](mailto:usarmy.usarc.88-rsc.mbx.finance-inquiries@mail.mil)

Provides support for: CO, IA, ID, IL, IN, KS, MI, MN, MO, MT, ND, NE, OH, OR, SD, UT, WA, WI, WY

**99th RSC** (609) 562-7986 (609) 562-7979 [usarmy.usarc.99-rsc.mbx.pay-support@mail.mil](mailto:usarmy.usarc.99-rsc.mbx.pay-support@mail.mil)

Provides support for: CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VA, VT, WV

## Chapter 2 - Reserve Pay Systems

The Defense Joint Military Pay System-Reserve Component (DJMS-RC) calculates pay for Inactive Duty Training (IDT), all types of active duty and bonuses. The system receives transactions from RLAS, the USAR Pay Center and Army finance offices that result in payments to Soldiers.

DJMS-RC has multiple pay dates (up to eight) each month. Each payment generates an LES containing information applicable to the payment. Payments for IDT normally occur within 10 days of duty performance. Soldiers on active duty of 30 or more days, typically receive pay and an LES on the 1st and 15th of each month. Your unit can provide an estimate of when other types of duty will pay. DJMS-RC does not provide a summary LES of all payments for the month. You should print each of your LESs from myPay and keep them. You may need them in the future, especially to correct errors in your retirement points.

## Chapter 3 - Pay and Allowances

Law establishes military pay and allowances. Congress votes annually on types and amounts of pay. Pay, allowances, and their entitlement rules are listed below.

### 3-1. VA Compensation and Basic Pay

#### a. Veterans Administration (VA) Disability Compensation

Soldiers cannot receive VA Disability Compensation (DC) for the same day they receive Basic Pay. Soldiers must make an election to waive either the VA DC or military pay on the days they perform military duty. In almost all cases, it is to the Soldier's advantage to waive VA DC rather than military pay as military pay is normally a higher rate per day than VA DC. The waiver is one day of VA DC for each day of military. Here is an example: A SGT with a 70% disability rating and two dependents receives \$52.89 per day of VA DC. He makes \$98.38 for each period of Battle Assembly. Waiving 4 days of VA DC each month = \$211.56. Waiving pay for 4 days of drill each month = \$393.52. This Soldier will make \$181.96 more per month if he waives his VA DC. The difference is even greater for periods of active duty since other entitlements are payable.

Soldiers receiving VA compensation must submit a VA Form 21-8951-2 to their UA/RPAC and regional VA office. For assistance or information, contact the VA Customer Assistance at 1-800-827-1000, or visit the VA web site at <http://www.va.gov>. The VA will reduce VA DC by the number of days waived.

**NOTE: Failure to report VA disability compensation may result in the creation of a debt.**

**b. Basic Pay.** Basic Pay is payable for all periods of active duty and all types of IDT except when performing IDT for only retirement points. Your Pay Entry Basic Date (PEBD), and your pay grade determines your rate of Basic Pay. The PEBD is calculated by subtracting all of your prior service from the date of your last entry in to the USAR. Soldiers frequently have errors in their PEBD. Ensure that the PEBD reflected on your LES accounts for all of your prior military service.

Basic Pay is taxable unless you are eligible for the Combat Zone Tax Exclusion. For active duty periods of less than 30 days, you will receive Basic Pay for each calendar day. For active duty periods of 30 days or more, Basic Pay is payable on a 30-day month. You will not receive Basic Pay for the 31<sup>st</sup> of any month. You will receive 30 days of Base Pay if you are on duty the entire month of February. For IDT periods, you receive 1 day of Basic Pay for each IDT period of 4 or more hours. When your unit schedules two IDT periods on a day, you receive two days of Basic Pay.

### 3-2. Active Duty Allowances

#### a. Basic Allowance for Subsistence (BAS)

BAS is a non-taxable allowance payable to all officers and enlisted Soldiers while on active duty with the exception of Initial Entry Training. BAS is prorated for partial months. BAS rates are at <http://www.dfas.mil/militarymembers/payentitlements/militarypaytables.html>. BAS reflects as "SUBSISTENCE ALWS" on your LES.

#### b. Basic Allowance for Housing (BAH)

BAH is a tax-free allowance to help defray the cost of private housing. BAH is payable to all Soldiers while on active duty (all types) with the exception of Soldiers without dependents who do not maintain a residence during Initial Entry Training. There are several types of BAH. The type you will receive depends on the type and length of duty, your home address and dependent status. Soldiers with dependents must provide documents (marriage certificates, divorce decrees, court orders, etc.) to their UA/RPAC upon assignment to the unit and as their dependent information changes. The table below explains the different types of BAH payable under various types of duty:

| ORDER TYPE           | NUMBER OF DAYS | BAH TYPE PAYABLE | RATE PAYABLE       |
|----------------------|----------------|------------------|--------------------|
| AT, ADT, ADOS-RC     | Less than 31   | BAH-RC (note 1)  | Flat rate by rank  |
| ADT                  | 31-139         | BAH              | Residence rate     |
| ADT                  | 140 +          | BAH              | Duty location rate |
| ADOS - (CO, OPS, RC) | 31-180         | BAH              | Residence rate     |
| ADOS- (CO, OPS, RC)  | 181 +          | BAH              | Duty location rate |
| MOBILIZATION         | ANY            | BAH              | Residence rate     |
| ACCESSION TRAINING   | Less than 31   | BAH-RC (note 1)  | Flat rate by rank  |
| ACCESSION TRAINING   | 31-139         | BAH              | Residence rate     |
| ACCESSION TRAINING   | 140 +          | BAH              | Duty location rate |

Note 1 - BAH-RC is a standard rate. The BAH-RC rate is determined by pay grade and whether or not you have dependents. BAH-RC rates can be found at <http://www.dfas.mil/militarymembers/payentitlements/military-pay-charts.html>.

Note 2 – BAH rates are determined by rank, whether you have dependents and the ZIP code of your residence at time of call to active duty. BAH rates are at <http://www.defensetravel.dod.mil/site/bahCalc.cfm>.

The table below depicts BAH entitlement for Soldiers with a military spouse.

| Spouse on active duty at same time? | Dependents? | BAH type                       | Remark                               |
|-------------------------------------|-------------|--------------------------------|--------------------------------------|
| No                                  | No          | BAH with dependents            |                                      |
| Yes                                 | No          | BAH without dependents         |                                      |
| No                                  | Yes         | BAH with dependents            |                                      |
| Yes                                 | Yes         | BAH with or without dependents | Only one can receive with dependents |

Other BAH situations:

- Soldier married to Soldier -both mobilized and assigned to different locations, each has physical custody of a dependent. Requires court documents or proof of physical custody of the dependent children. BAH type = BAH with dependents for each Soldier

- Single Soldier paying child support, no custody agreement. Requires court documents with proof of child support requirement equal to or greater than the BAH-Differential rate for the Soldier's rank  
BAH type = BAH Differential.
- Single Soldier with dependent child (divorced with physical custody or single parent). Requires birth certificate and/or court documents. BAH type = with dependents
- Soldier with dependent spouse or child in military family housing. These Soldiers are normally married to an AGR/AC Soldier who is assigned government family housing. BAH type = None.

#### **c. Overseas Housing Allowance (OHA)**

OHA is a non-taxable allowance payable to Soldiers on active duty for more than 30 days whose primary residence is overseas. OHA is prorated for partial months. OHA entitlement rules are similar to BAH, however, the Soldier's housing costs are used to determine the rate of OHA payable. Maximum OHA rates are at <http://www.defensetravel.dod.mil/site/ohaCalc.cfm>.

#### **d. Family Separation Allowance (FSA)**

FSA is a non-taxable allowance payable to married or single Soldiers who have children in their custody at the time of call to active duty and are separated from them involuntarily for more than 30 consecutive days. FSA is payable from the first day of separation and will be retroactively paid after 30 days separation. Entitlement begins the day of departure from home and stops the day before returning to home (or home station for mobilization). FSA rates are at <http://www.dfas.mil/militarymembers/payentitlements/military-pay-charts.html>. This allowance reflects as "FAM SEP ALWS" on your LES.

#### **e. Continental United States (CONUS) Cost of Living Allowance (COLA)**

CONUS COLA is a taxable allowance payable to Soldiers residing in a designated high cost of living area at the time of call to mobilization or while on ADT or ADOS for 140 or more consecutive days in a designated high cost of living area. CONUS COLA is prorated for partial months. This pay reflects as "CONUS COLA" on your LES. The monthly rates for CONUS COLA are at <http://www.defensetravel.dod.mil/site/conusCalc.cfm>.

#### **f. Outside Continental United States (OCONUS) Cost of Living Allowance (COLA)**

OCONUS COLA is a non-taxable allowance. It is payable to Soldiers residing:

- OCONUS when they perform active duty for less than 30 days and are not entitled to per diem. Payable at rate for residence.
- OCONUS and on ADT 31-139 days or ADOS-RC 31-180 days. Payable at rate for residence.
- in CONUS or OCONUS and performing ADT over 139 days at an OCONUS location. Payable at duty location rate.
- in CONUS or OCONUS and performing ADOS-RC over 180 days at an OCONUS location. Payable at duty location rate.
- OCONUS at time of mobilization

The monthly rates for OCONUS COLA are at <http://www.defensetravel.dod.mil/site/colaCalc.cfm>.

#### **g. Uniform Allowances**

1. Officer uniform allowance is non-taxable and payable as follows:

**a. Initial Uniform Allowance (\$400).** Payable only once to a newly assigned officer after:

- Completing 14 periods of IDT (all types)
- Completing 14 days of active duty (all types)
- Reporting for a period of ADOS or ADOS-RC in excess of 90 days.

**b. Additional Active Duty Uniform Allowance (\$200).** Payable to officers ordered to active duty for 91 or more days when:

- The officer has not received an initial uniform allowance in excess of \$400 within the two years prior to the start of the AD period.
- The officer did not serve on AD or ADT for over 90 consecutive days during the two years prior

to the start of the AD period.

2. Clothing Monetary Allowance (CMA) is a non-taxable allowance payable only to enlisted Soldiers performing active duty for at least 6 consecutive months. CMA helps defray the cost of purchasing replacement uniform items. Soldiers begin accruing CMA after completing 6 months of active duty and continue accruing until release from AD (unless receiving clothing items at no cost). You will receive CMA in your 12th month of continuous AD or at the end of your duty if your tour is less than 12 months. If you are on AD for more than 12 months, you will receive CMA after each 12 months of AD and when released from AD. CMA rates are at <http://www.dfas.mil/militarymembers/payentitlements/military-pay-charts.html>.

#### **h. Special Duty Assignment Pay (SDAP) and Hazardous Duty Incentive Pays (HDIP)**

Special and HDIP are taxable payments to Soldiers authorized to perform certain special or hazardous duties. Common types are:

- Flight Pay (Officer, Enlisted crewmember and non-crewmember)
- Parachute Duty Pay
- Demolition Pay
- Special Duty Assignment Pay (SDAP)

SDAP and HDIP are authorized by orders. Soldier must meet all requirements to continue receiving the pay (e.g., make minimum number of jumps, flying hours, etc.). The unit must provide a certified copy of the SDAP or HDIP order to the USAR Pay Center (UPC) every 12 months to continue payments.

#### **i. Medical Special Pay**

Medical Special Pay is a taxable special pay paid to medical officers when performing active duty (other than mobilization) for periods of less than 1 year. Medical Special Pay is \$450 per month and is prorated for partial months. A special pay order is not required.

#### **j. Dental Special Pay**

Dental Special Pay is a taxable special pay paid to dental officers when performing active duty (other than mobilization) for periods of less than 1 year. Dental Special Pay is \$350 per month and is prorated for partial months. A special pay order is not required.

#### **k. Veterinary and Optometry Special Pay**

Veterinary and Optometry Special Pays are taxable special pays paid to veterinary and optometry officers when performing active duty of 30 or more days or contingency operations. Veterinary and Optometry Special Pay is \$100 per month and is prorated for partial months. A special pay order is not required.

### **3-3. Additional Pay and Allowances for Mobilization**

#### **a. Hostile Fire Pay (HFP)/Imminent Danger Pay (IDP)**

HFP/IDP is payable while on active duty in a designated combat zone. The monthly rate is \$225.00 for both; however, you can only receive one payment. IDP is prorated for partial months. This pay reflects as "HOSTILE FIRE" on your LES. The finance unit in the Theater of Operations is responsible for initiating payment of HFP/IDP.

#### **b. Hardship Duty Pay for Location Assignment (HDP-L)**

Depending on your deployed location, you may receive HDP-L. Current rates are between \$50.00 and \$150.00 and are prorated for partial months. This pay reflects as "HARDSHIP DUTY PAY" on your LES. The finance unit in the Theater of Operations is responsible for initiating payment of HDP-L.

#### **c. Assignment Incentive Pay (AIP)**

AIP is payable to Army Reserve Soldiers (including AGRs) who are involuntarily extended beyond 12 months boots on ground in the Theater of Operations. AIP is initiated by a DA 4187 certified by the Soldier's chain of command and submitted to the Theater of Operations finance office. The monthly amount of AIP is \$1000.

#### **d. Combat Zone Tax Exclusion (CZTE)**

Soldiers performing duty in a designated combat zone are entitled to CZTE. CZTE excludes all or part of your taxable income from tax withholding. There are no limitations on the amount of tax exclusion for enlisted and warrant officers. The tax-exempt portion of base pay for officers cannot exceed the base pay earned by the Sergeant Major of the Army. IDP is tax exempt for all ranks. Taxes withheld are refunded early in the following month. Federal tax refunds will reflect on your LES as "TAX REF" and state tax refunds as "OTHER". Important tax information concerning CZTE, tax return filing extensions, etc, is available at <http://www.irs.gov/pub/irs-pdf/p3.pdf>

#### **e. Savings Deposit Program (SDP)**

The SDP allows Soldiers serving in an SDP eligible combat zone to deposit up to \$10,000 and earn a 2.5% quarterly/10% annual interest rate. Soldiers can start making deposits after being deployed to a combat zone for 30 consecutive days or at least one day in each of three consecutive months. USAR Soldiers can make deposits by cash, personal check, or Eagle Cash Card at the Theater Finance Office. **Keep all receipts provided by the Finance Office to validate deposits.** Soldiers can request payment of their deposits through myPay, by emailing [CCL-SDP@dfas.mil](mailto:CCL-SDP@dfas.mil), sending a fax to (216) 522-5060 "Attention: SDP", or by writing to: DFAS-Cleveland Center (DFAS-CL), ATTN: SDP, Special Claims, 1240 East 9th St., Cleveland, OH 44199-2055. Your request must include your name, Social Security number and date of departure from the combat zone. Contact the SDP Help Line at: 1-(888) 332-7411 or COMM: (216) 522-5096 or DSN: 580-5096 with questions regarding the program.

#### **f. Reserve Income Replacement Program (RIRP)**

Mobilized Soldiers who experience a loss of income of more than \$50.00 a month may qualify for RIRP payments. The loss is defined as the difference between the Soldier's average monthly civilian earned income prior to mobilization (including income from Reserve duty) and the Soldier's monthly military compensation for mobilization. RIRP payments may not exceed \$3,000.00 per month. Eligibility requirements include serving on active duty in an involuntary status (ordered to duty under Title 10 United States Code, (U.S.C.), 12301(a), 12301(g), 12302, or 12304) and:

- completing 18 consecutive months of active duty, or
- completing 24 months of active duty during the previous 60 months (60 months shall have begun on or after August 1, 2001), or
- being mobilized for 180 days or more within 180 days of the previous involuntary period of active duty for more than 180 days.

RIRP terminates when a Soldier:

- is released from a qualifying period of active duty, or
- no longer meets eligibility requirements due to changes in total military monthly compensation, or
- has a decrease in income differential to \$50.00 or less, or
- enters a voluntary period of active duty (Title 10 United States Code, (U.S.C.), 12301(d))

Soldiers can determine their RIRP eligibility by visiting <http://militarypay.defense.gov/Tools/RIRP.aspx>. Eligible Soldiers must complete a DD Form 2919 and submit the form with required documents to their servicing military personnel office. The personnel office approves the RIRP claim and forwards it to DFAS-IN for payment.

#### **g. Service Members Group Life Insurance (SGLI)**

Upon mobilization, Soldiers who have previously declined or selected a lesser amount of SGLI and/or Family Members Group Life Insurance (FSGLI) will have their coverage level increased to the maximum automatically. Soldiers wishing to decline or elect a lower level of SGLI must provide a new SGLI 8286 to their unit or Finance office. Soldiers wishing to decline or elect a lower level of FSGLI must provide a new SGLI 8286a to their personnel section.

#### **h. Combat Service Members' Group Life Insurance**

Soldiers serving in a combat zone are reimbursed for the premium cost for the first \$150,000 of SGLI and the cost of Traumatic SGLI (TSGLI). The refund amount (\$3.50) for the first \$50,000 of SGLI coverage is non-taxable. The refund amount (\$7.00) for the remaining \$100,000 of SGLI coverage is taxable. The tax is refunded the next month since it qualifies for CZTE.

### **i. Pay and Allowances Continuation Program (PAC)**

PAC is payable to Soldiers assigned to a Warrior Transition Unit (WTU) or Community Care Unit (CCU) while rehabilitating from wounds, injuries, or illnesses incurred in a combat operation or combat zone. PAC allows for continuation of pay and allowances that would normally terminate when a Soldier is hospitalized. These pay and allowances include, but are not limited to, Imminent Danger Pay, Hardship Duty Pay, Hazardous Duty Incentive Pays, Assignment Incentive Pay, Special Duty Assignment Pay and per diem. PAC entitlements continue for up to twelve months after the date of initial hospitalization and may be extended under certain conditions.

### **j. Medical Pays**

Medical and Dental officers are authorized additional medical pays when mobilized. The unit is responsible for submitting the Soldier's mobilization order, Inter-Facility Credentials Transfer and Privileging Brief (ICTPB), documents of previous active duty periods (DD Form 214) and Chronological Statement of Retirement Points (ARPC 249-2-E) to the AMEDD Special Pay Branch to ensure the Medical pays are started. Units can scan the substantiating documents to [OTSG.SpecialPay@amedd.army.mil](mailto:OTSG.SpecialPay@amedd.army.mil) with 'Contract Type & Officers Name' in Subject Line or mail the documents to:

Surgeon General of the Army  
Human Resources (DASG-HR-P)  
AMEDD Special Pay Branch  
7700 Arlington Blvd, Suite 5144  
Falls Church, VA 22042-5144

Submit medical special pay inquiries for mobilizing Soldiers to [OTSG.SpecialPay@amedd.army.mil](mailto:OTSG.SpecialPay@amedd.army.mil) with 'Issue & Officers Name' in Subject Line. AMEDD Special Pay Branch, Office of the Surgeon General is responsible to input the Soldier's Additional Special Pay, Variable Special Pay, Board Certified Pay, and Incentive Special Pay, as applicable.

## **Chapter 4. Thrift Savings Plan (TSP)**

### **4-1. Traditional Thrift Savings Plan (TSP)**

The Thrift Savings Plan is a federal government sponsored retirement savings and investment plan that is similar to a corporate "401(k)" plan. Soldiers can elect to invest in one of the five-TSP funds designating a percentage of base pay, incentive pay, special pay, and bonus payments. You may contribute up to the maximum basic pay percentage and up to 100% of all other electives. Soldiers can make a TSP election at any time. Use myPay to start or change TSP contributions. Keep in mind that the percentages you elect will apply in all duty statuses. For example, an aviator that elects to have 100% of incentive pay contributed towards his TSP will have \$112 deducted from his pay for a training weekend, but will have \$840 deducted each month if mobilized. You may need to adjust your TSP percentages when on active duty. TSP contributions based on earnings while in a combat zone are non-taxable when withdrawn. Income from TSP investment growth is always taxable. Use myPay for TSP elections. For more information regarding the TSP program, visit [www.tsp.gov](http://www.tsp.gov).

### **4-2. Roth Thrift Savings Plan**

The Roth TSP is similar to the traditional TSP except that taxes are deducted as contributions occur rather than upon withdrawal. If you meet all IRS requirements, the amount of contributions and earnings are tax-free at the time of withdrawal. Soldiers can start or change their Roth TSP at any time. Use myPay for Roth TSP elections. For more information regarding the TSP program, visit [www.tsp.gov](http://www.tsp.gov).

## **Chapter 5. Leave**

Soldiers on active duty for 30 days or longer earn 2.5 days of leave per month. Normally, Soldiers may not carry more than 60 days of accrued leave across to a new fiscal year although there is an exception in effect until 30 Sep 15. At that time, any leave balances exceeding 60 days will be reduced with the following exceptions:

- Soldiers on active duty in support of a contingency operation who are denied the ability to take

leave may be authorized to carry forward up to 90 days of leave (60 days normal leave carry over plus 30 days special leave accrual).

- Soldiers who serve in a Hostile Fire/Imminent Danger Area for a continuous period of 120 days or greater may be authorized to retain and accumulate up to 120 days leave.

### **5-1. Emergency Leave**

Soldiers may be authorized emergency leave for certain situations involving their immediate family. The unit commander is the approval authority and the emergency must be verified through the Red Cross. Emergency leave is chargeable.

### **5-2. Rest and Recuperation (R&R) Leave**

Soldiers serving in a hostile fire or imminent danger areas may be authorized Rest and Recuperation (R&R) leave. R&R is a chargeable leave program that authorizes Soldiers serving on a 12-month or greater tour with a minimum of 270 days in the CENTCOM area of operations, 15 days of ordinary leave away from the AOR. Travel to and from R&R areas is not charged as leave. Chargeable leave starts the day after the Soldier arrives at the aerial port of debarkation (APOD) and ends the day prior to the Soldiers return to the aerial port of embarkation (APOE).

### **5-3. Non-Chargeable Rest and Recuperation (NCR&R) Leave**

Soldier serving on a 12-month or greater tour with a minimum of 270 days in Iraq and Afghanistan are authorized 15 days of non-chargeable R&R leave. NCR&R is considered an administrative absence and must be tracked by the Soldiers command. As with R&R leave, the 15 day period starts the day after the Soldier arrives at the aerial port of debarkation (APOD) and ends the day prior to the Soldiers return to the aerial port of embarkation (APOE).

### **5-4. Disposition of Unused Leave**

On release from active duty, Soldiers may elect payment for unused leave or request to carry all or a portion of the leave forward to their next active duty period of 30 or more days. Soldiers with unused leave balances from mobilization or CO-ADOS will normally use the leave as transitional leave prior to release from active duty. Soldiers accruing leave on ADT or ADOS-RC orders are not authorized transitional leave. It is extremely important that your unit forward all of your leave forms to the finance office to ensure that you do not receive payment for days of leave that you used. Soldiers who use more leave than they accrue during their active duty tour will have an excess leave balance that will cause a collection of all pay earned for the excess leave days. Soldiers may not perform Inactive Duty for Training (IDT) or other types of active duty while on transitional leave

If you elect to sell unused leave, you will receive one day of Basic Pay for each day of leave (minus taxes). Payment for leave earned during contingency operations and active duty periods totaling less than 366 days does not count against the 60-day career limit for accrued leave payment. Leave accrued in a combat zone is non-taxable at time of payment. You should receive your leave payment within 60 days of REFRAD. Contact your Unit Administrator if you do not receive your payment. It is important to note that in the event leave is sold, you will not receive payment for Basic Allowance for Housing or Basic Allowance for Subsistence.

If you chose to carry over leave, you must notify the local finance office upon in processing on your next AD period of 30 or more days to add the leave days to your leave balance. If you are not performing duty on an Army installation, ask your UA to send a request to the UPC to add the leave days to your leave balance.

## **Chapter 6 Duty Types**

**6-1. Inactive Duty Training (IDT).** Generally, Soldiers receive only Basic Pay for each four-hour block of IDT. IDT periods performed by USAR TPU Soldiers include:

### **a. Battle Assembly (BAs, drill type 11)**

Units normally schedule four BAs per weekend, one each for the morning and afternoon of each day. Soldiers receive 4 days of Basic Pay for two calendar days of duty.

**b. Additional Flight Training Periods (AFTP, drill type 31)**

AFTPs are authorized for primary aircrew members for conducting aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain required readiness. Soldiers may perform one or two AFTPs per day and a maximum of 72 per FY.

**c. Additional Training Assemblies (ATAs, drill type 41)**

Soldiers may perform one or two ATAs per day and a maximum of 12 per FY. ATAs are also used for approved Electronic Based Distance Learning courses. These ATAs are known as EBDL ATAs and count against the FY ATA limit. EBDL ATAs are paid after completion of the course. One ATA is paid for each 8 hours of course work.

**d. Funeral Honors Duty (FHD, drill type 44)**

Soldiers receive one period of base pay for each day that they perform at least two hours of funeral honors duty.

**e. Additional Airborne Battle Assemblies (AABA, drill type 51)**

Soldiers assigned to a position requiring airborne proficiency may perform one or two AABAs per day and a maximum of 6 per FY.

**f. Medical/Dental Readiness Periods (MDRPs, drill type 61)**

MDRPs are used for medical and dental appointments required to maintain mobilization readiness. Soldiers may only be paid for one MDRP per day regardless of the number of hours worked, with the maximum of 12 MDRPs per FY. MDRPs are also used for medical and dental appointments required to maintain mobilization readiness.

**g. Readiness Management Assemblies (RMAs, drill type 91)**

RMAs are used to sustain unit operations, including unit administrative duties. Soldiers may receive pay for one RMA per day only regardless of the number of hours worked, with a maximum of cap 24 RMAs per FY.

**h. Hazardous Duty Incentive Pay (ACIP, Flight, Parachute Duty or Demolition pay) or Special Duty Assignment Pay (SDAP)**

Soldiers who qualify are entitled to these payments while performing all types of IDT. Your unit must submit your SDAP or HDIP order to the UPC and submit a certified copy of it annually. Failure to do so will terminate your SDAP or HDIP payments.

**NOTE: Payment for IDT is initiated by your UA in RLAS. All IDT periods other than BAs require the commander's approval and a certified DA Form 1380.**

**6-2. Unit Annual Training (AT).** Your unit may publish group or individual orders for unit AT. You will receive Basic Pay, BAH-RC, BAS and, if qualified, HDIP/SDAP. If meals are provided to you without cost most of your BAS will be collected at the Discount Meal Rate. In most cases, the BAS collection will appear on an LES before you receive your AT pay.

**6-3. Active Duty of less than 30 days.** You are entitled to Basic Pay, BAH-RC, BAS and, if qualified, HDIP/SDAP when performing AD (AT, ADT, ADOS-RC) of less than 30 days. Your UA initiates your pay through RLAS unless the U.S. Army Human Resources Command (HRC) publishes your orders. In these cases, the UA will send the orders to the UPC for payment. You must sign the bottom of your orders after you complete your duty and have someone with knowledge of your performance countersign the orders. This process is known as certifying your duty performance. You cannot receive pay for orders of less than 8 days until you provide certified orders to your UA. You can receive pay for orders of 8-29 days on or about the last day of duty if your UA sends the orders to the UPC within 10 days of your duty beginning. You must provide certified orders to your UA immediately after completing duty. Failure to do so could

result in collection of your pay.

**6-4. Active Duty of 30 days or more.** You are entitled to Basic Pay, BAH, BAS (unless duty is for Initial Entry Training). If you are separated from your dependents by the AD, you are also entitled to FSA. Soldiers entitled to incentive or special pay (one of the HDIPs or SDAP) will continue receiving these pays if the AD requires performance of the duties, otherwise they will stop IAW the rules specific to the HDIP or SDAP. If your orders are for duty at an Army installation, you must in process with their Finance office to initiate your pay. If you will not be performing duty on an Army installation, your UA must send your orders to the UPC to initiate your pay. You must provide a signed copy of your orders to either the Finance office or your unit within 10 days of the end of each month and after completing the duty. Failure to do so could result in collection of your pay.

**6-5. Active Duty for Training (ADT) of more than 139 days and Active Duty for Operational Support-Reserve Components (ADOS-RC).** These AD periods are considered a Permanent Change of Station (PCS). The biggest change with a PCS is that BAH is based on the duty location rather than your residence. The BAH rate for your PCS location may be lower than the rate for your residence. Soldiers with dependents who are in a PCS status for Professional Military Education, such as the Sergeants Major Academy, can request a waiver from DA G1 to receive BAH at the rate for their residence. The waiver must be initiated prior to starting AD. Contact your RSC Finance Division for additional information. Additionally, you are entitled to move your dependents and household goods to and from the PCS location at government expense. Payment and duty certification requirements are the same as for active duty of 30 days or more.

**6-6. Mobilization.** There are several things to consider and accomplish as you progress through each state of the mobilization/demobilization process to ensure you are ready financially. See paragraph 3-3 for entitlement information.

**a. Arrange to pay your bills**

The Reserve Pay System, DJMS-RC, cannot issue allotments to pay your bills automatically. Use one, or a combination, of the following methods to pay your bills while you are away from home:

- Joint Account – Having your direct deposit check sent to a joint checking account will allow someone you trust to pay your bills. Be careful, it can be difficult know your account balance when two people are withdrawing money out of the same account.
- Two Separate Accounts – Send your pay to your account, and have the financial institution transfer a pre-determined amount into the account of a person you designate (and trust) to pay your bills. Note that you may have to pay two account maintenance fees.
- Have your bank establish automatic payment options directly out of your checking or savings account to pay your bills. Note that your financial institution may charge a fee for this service.
- Arrange for the company (mortgagee, utility, etc.) to debit your direct deposit account for any money you owe them. Keep in mind that if you are not due pay, or if your direct deposit stops for any reason, the company can assess a late fee and the financial institution can assess an insufficient funds fee. In addition, if the payment is not the same amount each month you may not know how much the company withdrew until you can check your account information.

**b. Get your legal affairs in order**

- Consult with your unit legal advisor concerning any legal needs you may have and obtain general or special powers of attorney if necessary.
- Understand the Soldiers and Sailors Relief Act. You may be eligible for reduced interest rates on mortgages and debts

**c. Ensure that your pay account is accurate**

Units will conduct Soldier Readiness Processing (SRP) at home station for each mobilized Soldier. One function of the SRP is to ensure your pay account is accurate. It is critical that you process through an SRP at home station. It is also critical that you have the following documentation in your deployment packet and an extra copy for your personal records. Your unit will provide most of the documentation. You

are responsible to have all required documents in your possession at the mobilization station and while on active duty.

- Individual mobilization order. Make sure your name, SSN, and address are correct on the order. The address on the mobilization order is used to determine your BAH rate.
- TD Form IRS W-4 and/or state tax withholding document if you wish to change your federal or state tax filing status or number of exemptions.
- DA Form 5960 or DD Form 137 for BAH and substantiating documents (marriage license, divorce decree, proof of child support, birth certificates)
- DA Form 4187 for CONUS/OCONUS COLA if applicable.
- SGLV Form 8286 - SGLI/SGLV Form 8286A – Family SGLI if you want to change your SGLI and/or FSGLI coverage.
- DD Form 1561 for Family Separation Allowance, if applicable.
- Orders for HDIP, SDAP.
- DD Form 2367 to support OHA if you live overseas.

The other function of the SRP at home station is starting your mobilization pay. Your unit is required to start your pay using the Regional Level Application System (RLAS) on your home station report date. Verify that your orders were input for pay.

#### **d. Important Documentation**

Keep the following important documents with you throughout any active duty long tour

- All orders issued to you including all amendments and Temporary Change of Station (TCS) orders.
- Marriage certificate/dependent birth certificates.
- All of your financial documents received to include all Leave and Earning Statements (LEs) and DA 31s (Leave forms).
- All travel vouchers and receipts submitted.
- Child support and other legal documents.

***Never give anyone your last copy!***

#### **e. One-on-one Finance Interview**

At the mobilization station, finance personnel will conduct a one on one interview with you to review your pay account and ensure that all your entitlements started. You have an opportunity at this station to make corrections.

*If it is determined at the mobilization station that you will not deploy, your mobilization order must be rescinded or you must have an order releasing you from active duty to stop payment of your active duty pay. It is very important that you monitor your Leave and Earning Statements (LEs) to verify that your active duty pay stopped. If you are overpaid, notify your unit and do not spend the money you received in error. Overpayments will be collected once Finance is made aware that you did not deploy.*

#### **f. Pay Issues while Deployed**

If you have any pay problems after moving to your deployed location, contact your first-line leader and seek assistance from your unit administrative staff. Most units will have a Human Resource Specialist acting as a liaison between your unit and the local finance unit. The local finance unit is responsible for ensuring your entitlements are paid in a timely manner.

*It is very important that Finance is aware of any change to your deployment status due to illness or injury (i.e. hospital, medical hold, Medical Retention Processing (MRP), convalescent leave, other medical status) or if you returned early from deployment. Your chain of command is responsible to notify finance to prevent overpayments and collections.*

**If you have pay problems that your unit and local finance unit cannot resolve**, contact the USARC Pay Ombudsman Team at Toll Free (U.S. Only): 1-877-462-7782, commercial: (608) 388-5618/6466/3958/4301, DSN 280 or USARMY.USARC.USARC-HQ.MBX.USARC-PAY-INQUIRY@MAIL.MIL.

### **g. Obtaining Cash While Deployed**

While deployed there will be various ways to obtain cash based on your location. Be prepared!

- You will receive an Eagle Cash Card (ECC) during processing at the mobilization station. The ECC works like a prepaid debit card tied into your bank account. It can be used in theater at AAFES, Postal and some local vendors. You can also use the card to receive funds from the local finance office and transfer money to the Savings Deposit Program. Although all Soldiers are required to receive an ECC, use of the card is voluntary.
- Use an ATM debit card for your checking/savings account. All AAFES locations will accept debit cards. Afghanistan has very few ATMs.
- Bring checks.
- You may be eligible for a Casual Pay (CP), receiving money earned on an entitlement that has yet to be paid. If you receive a CP, the entire amount will be collected from your next available pay. Ideally, the entitlement will pay at the same time the CP is collected; however, it is important to notify any persons monitoring your account that the deduction will occur.

### **h. Financial Assistance**

If you experience financial hardship while mobilized and need help with your household, food, or other family related expenses, financial assistance is available through the Red Cross or Army Emergency Relief (AER). Soldiers on active duty for a minimum of thirty days may be eligible to receive an interest free loan or a monetary grant. Information on this assistance can be found at <http://www.redcross.org/> and <http://www.aerhq.org/>

### **6-7. Demobilization**

During demobilization you will out-process through Finance and Personnel. Proper out-processing is very important. Failure to out-process may result in pay errors, collections and future debts. Be sure to have copies of all documents affecting your entitlements, including pay and travel documents received while mobilized. Finance personnel will review your pay account and make any adjustments needed. Be sure to identify any unresolved pay problems that you have.

Ensure that your REFRAD order and DD Form 214 are accurate, especially your name, SSN, duty period, and leave information.

AGR Soldiers are in a TCS status and should not receive a DD Form 214. Issuing a DD Form 214 to an AGR Soldier for demobilization will cause a stoppage of pay.

### **6-8. Post-Demobilization Home Station Processing**

(1) Unless you are an AGR, you will need to provide copies of your REFRAD order and your DD Form 214 to your unit. If for some reason the demobilization station did not stop your mobilization pay, your unit can forward these copies to the UPC.

(2) Ideally, you should arrive home without any pay problems remaining; however, if you still have issues with your pay, it will need to be addressed by your unit. If your unit cannot resolve the issue, they must elevate your problem to the RSC Finance Division supporting your location (see chapter 1, paragraph 2 b). Soldiers are encouraged to utilize their pay chain of command to resolve pay problems but should contact their supporting RSC when they feel that it is taking their chain too long to resolve their problem.

*You must monitor your Leave and Earning Statements (LEs) to verify that your active duty pay has stopped. If you are overpaid, notify your unit and do not spend the money you received in error. All overpayments will be collected once Finance is notified of the error.*

## **Chapter 7 Travel**

### **7-1. References**

The Joint Travel Regulation (JTR) contains the basic statutory regulations concerning travel and transportation allowances for members of the uniformed services, including USAR Soldiers. See <http://www.defensetravel.dod.mil/site/travelreg.cfm> to access the JTR.

## **7-2. Importance of travel orders**

You must have valid orders to receive travel entitlements. Inaccurate travel orders are a recurring problem in the USAR resulting in over or underpayment of travel entitlements. Protect yourself by taking the time to read the guidance below to understand your entitlements. Ensure that your orders are accurate regarding your home address, duty length and the availability of government meals and lodging.

The type and length of your orders determines your travel status:

### **a. Orders for travel in IDT status are Temporary Duty (TDY).**

### **b. Orders for AT or ADT that are for 139 days or less are TDY.**

An ADT order of 140 or more days in one location is a Permanent Change of Station (PCS). PCS entitlements differ from TDY entitlements.

### **c. Orders for ADOS, ADOS-RC, CO-ADOS or Temporary Change of Station (TCS) for 180 days or less are TDY.**

Periods of 181 days or more in one location are PCS. PCS entitlements differ from TDY entitlements.

## **7-3. TDY travel entitlements**

Soldiers ordered to travel to a TDY location are entitled to per diem and transportation allowances under the 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/site/perdiem.cfm> for per diem rates. You may be entitled to one or more of the following while TDY

- (1). Mileage reimbursement.
- (2). Per diem (meals and lodging).
- (3). Reimbursement for other authorized expenses (rental car, parking, etc.) as prescribed in Appendix G of the JTR.

**7-4. Methods of Publishing Travel Orders.** The type of duty you will perform determines how you receive your travel orders.

- TDY orders for Soldier traveling in IDT status to perform duty at a location away from their unit are usually created in the Defense Travel System (DTS) by the Soldier or the unit administrator.
- AT, ADT and ADOS orders that are not for a PCS are usually created in DTS.
- Soldiers performing PCS travel or assigned to Commands that do not require use of DTS for Reserve travel use their active duty orders as the travel order.
- Soldiers mobilized involuntarily in support of contingency operations use their mobilization and TCS orders serve as their travel orders.
- Soldiers on CO-ADOS orders in support of a contingency operation performing duty in a non-combat, non-hostile fire area normally use DTS to create their travel orders.
- Soldiers using DTS to create travel authorizations should contact their unit or local DTS Defense Travel Administrator for assistance. DTS procedures are on the DTS website at: <http://www.defensetravel.osd.mil/dts/site/index.jsp>.

## **7-5. AT/ADT/ADOS-RC TDY Allowances**

The following travel allowances apply when you travel on individual AT, ADT orders of 1-139 days and ADOS-RC orders of 1-180 days. For unit AT, per diem is not payable when government quarters and meals are provided at no cost. If you reside outside commuting distance of the AT rendezvous point, you are entitled to 75% of the Meals and Incidentals Expense (M&IE) portion of the per diem rate for your travel days to and from the rendezvous point.

#### **a. Lodging portion of per diem**

- Not payable when duty is inside commuting distance or an overnight stay is not required.
- Not payable when government quarters or contracted lodging are provided without a cost to you.
- Payable when duty is not within commuting distance *and* orders state:
  - 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.
  - government quarters are available, but not directed. You may choose to use commercial lodging. Your reimbursement is limited to the government quarters lodging rate if you use commercial lodging without obtaining a statement of non-availability of government quarters from the installation housing office.
  - government quarters are not available or directed. Your 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.

- The meal portion of per diem is 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.
- The following meal rates are payable for duty outside commuting distance:
  - 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.
  - 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.
  - 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.
- Deductible Meals. Deductible meals are meals provided without charge to you 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 dining facility, 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.

#### **d. Mileage**

- Payable when duty is outside commuting distance.
- 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.
- Soldiers authorized to travel by POC limited to the constructed cost by commercial carrier receive mileage not to exceed the cost to travel by government-contracted airfare to the

TDY location. The constructed cost includes airfare, transportation costs to and from the terminal and parking at the terminal.

- Soldiers traveling by commercial transportation are authorized mileage to and from the transportation terminal.
- For unit AT, mileage is payable to Soldiers residing outside commuting distance of the rendezvous point or authorized POC travel to the AT location.

#### **e. Inactive Duty Training (IDT) TDY allowances**

- You are entitled to mileage reimbursement if directed to perform duty at an alternate work site within commuting distance of your Reserve unit. This is known as local travel. You will not receive per diem.
- You are entitled to per diem and mileage if directed to perform TDY in an IDT status.
- Mileage for local or TDY travel is limited as follows:
  - 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.
  - For travel from an alternate location to the TDY location, mileage reimbursement is limited to the lesser of the distance from the alternate location, or the unit, to the TDY location.
- You will use DTS to process your travel claims for local or TDY travel in an IDT status.

#### **f. Permanent Change of Station (PCS) travel allowances**

1. ADT orders of 140 or more, ADOS-RC orders of 181 or more and CO-ADOS orders of 181 or more consecutive days in a non-combat zone are PCS orders. Soldiers on PCS orders receive per diem 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.

2. You are authorized movement of household goods and dependents to the PCS location if you desire. Be aware that your BAH rate will be based on your PCS location even if you do not move your dependents or household goods. Movement of household goods and dependents overseas while on an ADT or ADOS-RC order is not authorized.

3. Mileage for PCS travel is paid at the rate prescribed in chapter 2 of the JTR for the Soldier and dependents.

#### **g. Contingency Operations travel allowances**

1. 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.

- Email travel claim to [contingency\\_travel@dfas.mil-we](mailto:contingency_travel@dfas.mil-we).
- Fax travel claim to (317) 275-0332
- Mail travel claim to DFAS Travel Pay Services, ATTN: Dept 3900, 8899 E. 56th Street, Indianapolis, IN 46249-3900.

2. 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.

3. 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.

## **Chapter 8 Travel Payments**

**8-1. Methods of Payment.** The type of duty you will perform determines how you receive your travel advance (if needed and authorized), along with per diem and transportation payment.

- Soldiers performing travel on AT, ADT and ADOS orders that are not for a PCS normally use the Defense Travel System (DTS) to request travel advances and create travel vouchers.
- Soldiers performing PCS travel or are assigned to Commands that do not require use of DTS for Reserve travel will submit travel advance and settlement claims to Travel Operations, Defense Finance and Accounting Service Center, (DFAS) Indianapolis, Indiana. The active duty order also serves as the travel order.
- Soldiers mobilized involuntarily in support of contingency operations submit travel advance and settlement claims to the Contingency Travel branch of DFAS Indianapolis.
- Soldiers on CO-ADOS orders in support of a contingency operation performing duty in a non-combat zone area normally use DTS to request travel advances and create travel vouchers.

**8-2. Travel Advances.** Soldiers who do not have a Government Travel Charge Card (GTCC) may request an advance of travel entitlements. Soldiers on active duty in support of contingency operations are exempt from using the GTCC. Travel advances are limited to 100% of lodging and miscellaneous expenses (i.e., rental car) and 80% of meals and incidental expenses (M&IE).

**a.** Soldiers on TDY orders for other than contingency operations may request advances by submitting the following:

- Copy of orders. The orders must contain a statement authorizing a travel advance
- DFAS Form 9213 (TDY Travel Advance Request Form)
- SF 1199A indicating the bank account to receive the advance.
- A voided check (not a deposit slip)
- Expected lodging cost.
- 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.

**b.** Fax all the information to DFAS Travel Operations-Indianapolis at (317) 275-0336 or e-mail to [DFASINTravelAdvances@dfas.mil](mailto:DFASINTravelAdvances@dfas.mil). **[NOTE: You must submit a settlement voucher within 5 days of completion of travel. If DFAS does not receive your voucher within 90 days of completion of travel, they will collect the amount advanced from your pay.]**

**c.** Soldiers on contingency operations orders who are not using DTS may request advances by submitting the following:

- Copy of your orders and include a cover sheet with name, address, current EFT, and current phone number to Contingency Travel.

Normally, travel advances are processed by Contingency Travel within 72 hours upon receipt and are sent to the same EFT as your travel settlements, which may be your military pay account, or another account you had provided the servicing travel office.

#### 1) Fax Numbers

COM: (317) 275-0122

DSN: 510-366-0122

#### 2) Mailing Address

DFAS Travel Pay Services

ATTN: Dept. 3900

8899 East 56th Street

Indianapolis, IN 46249

You are encouraged to use a TDY Travel Advance Checklist (DFAS Form 9213) which can be found on the DFAS website, <http://www.dfas.mil/civilianemployees/travelpay/forms.html>. It is important to note that under contingency operations, government sponsored travel charge cardholders are entitled to travel advances rather than using the travel charge card in order to reduce delinquent travel charge accounts. .

**8-3. Travel Reimbursement**

Initiating payment of your travel entitlements requires completing a travel voucher. Create the voucher in DTS if you traveled on DTS orders or complete a DD Form 1351-2 if you traveled on manual orders.

**a. Local travel (inside commuting distance of duty location, no travel orders required)**

Process claims in DTS. Soldiers assigned to commands that have not mandated use of DTS submit claims for local travel using Standard Form 1164. If using an SF 1164, your unit should complete it and submit it to the approving official. Once approved, your unit should forward the SF 1164 to DFAS Travel Pay Services, ATTN: Dept. 3700, 8899 E. 56th Street, Indianapolis, IN 46249.

**b Local travel (duty inside commuting distance, outside corporate limits)**

Soldiers on active duty orders that state “duty inside commuting distance, outside corporate limits”, are entitled to payment from mileage from their home to the duty location. The mileage is paid with your Basic Pay and allowances. Do not submit a DD 1351-2, SF 1164 or create a DTS authorization.

**c. Temporary Duty (TDY)**

- Soldiers using DTS should visit the DTS website at <http://www.defensetravel.osd.mil/dts/site/index.jsp> for guidance on using DTS to process travel vouchers. You can also seek assistance from your UA and Defense Travel Administrator (DTA).
- TPU Soldiers assigned to commands that have not mandated use of DTS must submit claims for TDY using a DD Form 1351-2.

**d. Permanent Change of Station (PCS)**

ADT orders of 140 or more days, ADOS-RC orders of 181 or more days and CO-ADOS orders of 181 or more days in a non-combat zone location are PCS orders if the period is consecutive and performed in one location. Submit claims for PCS travel using a DD Form 1351-2.

**e. Travel voucher preparation**

- 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 to receive payment for travel entitlements earned to that point.
- Soldiers using DTS for TDY travel may contact their unit or local Defense Travel Administrator (DTA) for guidance. DTS procedures are on the DTS website at: <http://www.defensetravel.osd.mil/dts/site/index.jsp>.
- Soldiers not using DTS must complete and submit a DD Form 1351-2.
- Use DD Form 1351-2C when your itinerary or list of reimbursable expenses on your DD 1351-2 requires a continuation sheet.
- The Soldier must sign and date blocks 20a-b of the voucher and attach appropriate supporting documents from the table below as applicable.
- A reviewing official must complete blocks 20 c-f before the voucher is sent to DFAS for processing
- If you used a Government Travel Charge Card (GTCC), you must select “Split Disbursement” in block 1 of the DD 1351-2 and indicate the amount to send to your GTCC to pay for the items that you charged on it.
- The order approving authority must complete blocks 21a –d to approve reimbursement of any expenses that are not authorized on the order.

| Documents needed with DD 1351-2                               | TDY (AT, ADT, ADOS-RC, IDT) | PCS | Contingency Operations |
|---|-----------------------------|-----|------------------------|
| Travel orders (includes mobilization and TCS orders)          | X                           | X   | X                      |
| Lodging receipts (any amount)                                 | X                           |     | X                      |
| Demobilization orders (REFRAD order or DD214)                 |                             |     | X                      |
| Rental car receipt (any amount, must be authorized on order)  | X                           |     | X                      |
| Copies of travel advances or accrual payments                 | X                           | X   | X                      |
| Statement of non-availability of government meals or quarters | X                           |     | X                      |

|  |   |   |   |
|--|---|---|---|
| (when orders direct use of government facilities)        |   |   |   |
| Receipts for any authorized expense of \$75 or more      | X | X | X |
| DA Form 31 for leave used during travel period           | X | X | X |
| SF 1199A to provide bank information for direct deposit. | X | X | X |

**f. Other types of travel vouchers**

- Supplemental Travel Voucher – Used to request payment of entitlements that were not paid on the original DTS voucher or DD 1351-2. If using DTS, contact your UA to amend your voucher. If using a DD 1351-2, prepare DD Form 1351-2 and enter “SUPPLEMENTAL” in the itinerary section. Required supporting documentation include:
  - A document providing an explanation of the item(s) that were not paid on the original DD 1351-2.
  - A copy of the original travel payment.
  - A copy of the initial DD Form 1351-2 and continuation sheets.
  - A copy of the travel orders and amendments.
  - A copy of any receipts or other documents supporting the unpaid items. If you do not have the receipts, provide a written statement attesting to the accuracy of items claimed. Statements should reflect the same information that would have been on the receipt.
  
- Accrual Voucher – Soldiers performing TDY or TCS in excess of 45 days should file accrual vouchers every 30 days beginning at 30 days after beginning TDY. Soldiers who have government quarters and meals provided may opt to file for the incidental portion of their per diem entitlement or receive all of it after completing the TDY since the amount payable is nominal. If you travel TDY to another location, include the TDY on your monthly accrual voucher. Do not file separate TDY vouchers when you are filing accrual vouchers. If traveling on DTS orders, contact your UA about filing accrual vouchers. If traveling on manual orders, complete a DD 1351-2 and include the following documents with your accrual voucher:
  - DD Form 1351-2 marked “ACCRUAL”.
  - Orders (mobilization, TCS and TDY when applicable).
  - Lodging receipts (if applicable).
  - Rental car receipts (if applicable). Rental car must be authorized in the order.
  - Any receipts for expenses of \$75.00 or more.
  - Statement of non-availability for meals and/or lodging.
  
- Dependent travel voucher – Soldiers authorized movement of dependents during a PCS will use DD Form 1351-2 to claim reimbursement for their dependents travel and transportation entitlements.

**8-4. Submitting travel claims.**

**a. Electronic Fund Transfer (EFT)**

EFT is mandatory for travel payments. If using DTS, your bank information must be established in your profile. When traveling on manual orders, the first time that you submit a DD 1351-2 to DFAS you must also include an SF 1199A to provide you bank information for your payment. Remember to include a new SF 1199A if your bank account changed since the last time you submitted a DD 1351-2.

**b. Government Travel Charge Card (GTCC)**

Travel charge cardholders must indicate in DTS which expenses they charged to their GTCC. Soldiers traveling on manual orders must select “Split Disbursement” in Block 1 on the DD Form 1351-2 to send reimbursement to their GTCC. The traveler must indicate how much of the travel settlement is to be paid to the GTCC for expenses charged to it during travel. You must keep track of GTCC charges when traveling.

**c. Manual Voucher Submission**

Soldiers on IDT, AT, ADT, or ADOS-RC whose command has not directed use of DTS, can submit travel vouchers to DFAS Travel Pay Services via mail, fax, or email. Make sure that the voucher is complete to include the reviewer's signature before sending it to DFAS.

- Mail the voucher to DFAS Travel Pay Services, ATTN: Dept 3700, 8899 E. 56th Street, Indianapolis, IN 46249-3700. If you submit multiple vouchers simultaneously, staple each separately with its substantiating documents.
- Email voucher to: [reserve\\_travel@dfas.mil](mailto:reserve_travel@dfas.mil). Voucher and substantiating documents must be in .pdf, .jpg, or .tif format and total file size must be 4 MBs or less. Send only one travel voucher claim per email; do not send multiple claims on the same email.
- Fax voucher to: (317) 275-0334, DSN 699-0332.

Soldiers on Contingency Operations orders submit travel vouchers to DFAS Contingency Travel Pay Services via mail, fax, or email. Make sure that the voucher is complete to include the reviewer's signature before sending it to DFAS.

- Mail the voucher to DFAS Travel Pay Services, ATTN: Dept 3900, 8899 E. 56th Street, Indianapolis, IN 46249-3900. If you submit multiple vouchers simultaneously, staple each separately with its substantiating documents.
- Email voucher to [contingency\\_travel@dfas.mil](mailto:contingency_travel@dfas.mil). Voucher and substantiating documents must be in .pdf, .jpg, or .tif format and total file size must be 4 MBs or less. Send only one travel voucher claim per email, do not send multiple claims on the same email.
- Fax voucher to: (317) 275-0332, DSN 699-0332.

Direct questions concerning the status of your travel claim to the Contingency Operations Travel Division at 1-888 DFAS-DNO (1-888-332-7366) or DSN 699-0300.

## Chapter 9 - Selected Reserve Incentive Program (SRIP)

### 9-1. Initial bonus payments

1. The initial payment of the following bonuses occurs automatically within the timelines prescribed. If you do not receive your payment, contact your UA/RPAC.

a. Non-Prior Service Enlistment Bonus. The initial payment should occur within 30 days of completion of Advanced Individual Training.

b. Prior-service Enlistment Bonus for Soldiers who are MOS qualified. The initial payment should occur within 30 days of enlistment.

c. Army Civilian Acquired Skills Program Bonus. The initial payment is due the day after the Soldier completes Advanced Individual Training but cannot be processed until the Soldier has been awarded the critical MOS.

d. Referral Bonus (RB) – Payments are initiated by the Army Recruiting Command after the referred Soldier reports to Basic Training with the final payment due after the Soldier completes Advanced Individual Training.

e. Reenlistment Bonuses should pay within 31 days of your previous ETS date.

2. The initial payment of the following bonuses must be initiated by your UA or RPAC:

a. Prior-service Enlistment Bonus for Soldiers enlisting from the Active Component. The initial payment is due on the date of enlistment.

b. Prior-service Enlistment Bonus for Soldiers who are not MOS qualified. – The initial payment is due on the date of award of the new MOS.

c. EAB- The initial payment is due on the date of assignment to a TPU.

d. Officer/Warrant Officer Accession Bonus. The payment is due on the date the Officer/Warrant Officer is assigned to a TPU but not before the officer completes BOLC/WOBC.

e. Officer/Warrant Officer Affiliation Bonus. The payment is due on the date the Officer/Warrant Officer is assigned to a TPU. If the Officer/Warrant Officer is changing AOC/MOSs to qualify for the bonus, payment cannot occur until award of the new AOC/MOS.

**9-2. Bonus installment payments** After receiving your initial payment, you should receive any installment payments of your bonus within 15 days of the installment due date. Contact your UA/RPAC if your bonus does not pay within 30 days of your installment date.

**9-3. Suspension, termination and recoupment of bonuses**

a. You must attend all Battle Assemblies and unit AT, (unless excused by your commander) each year to maintain eligibility for your bonus. If you have 9 or more unexcused absences in a 12-month period your bonus will be suspended as of the date you accrue your 9<sup>th</sup> unexcused absence. This also applies if you are under a waiver of favorable personnel actions. If your 9<sup>th</sup> unexcused absence remains in place for more than 60 days, you will lose your bonus and be subject to collection of any unearned portion.