



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

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# *Contingency Operations*



# ARNG and USAR



## Finance Mobilization and Demobilization Briefing

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



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## Finance Mobilization and Demobilization Briefing

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### myPay Account

Every Soldier should have an account

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

May make certain changes to your military pay account

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

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



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### BASIC PAY

Based on 30-day month

Based on grade and years of service

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



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### SAVED PAY

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

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

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



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### SAVED PAY

Restrictions:

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

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

Enlisted Clothing Allowance is not an item for saved pay



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## Finance Mobilization and Demobilization Briefing

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### Basic Allowance for Subsistence (BAS)

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

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



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## Finance Mobilization and Demobilization Briefing

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### Entitlements

## Basic Allowance for Housing (BAH)

### MEMBER **WITH** DEPENDENTS

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

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

Complete a DA Form 5960 and place in the Mob packet



# ARNG and USAR



## Finance Mobilization and Demobilization Briefing

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### Basic Allowance for Housing (BAH)

#### MEMBER **WITHOUT** DEPENDENTS

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

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

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

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

Complete a DA Form 5960 and place in the Mob packet



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## Finance Mobilization and Demobilization Briefing

---



## Basic Allowance for Housing (BAH)

### MEMBER **WITHOUT** DEPENDENTS

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

Reimbursement for special storage for household goods is authorized



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## Finance Mobilization and Demobilization Briefing



### Basic Allowance for Housing (BAH)

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

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

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



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## Finance Mobilization and Demobilization Briefing



### Basic Allowance for Housing (BAH)

#### MEMBER MARRIED TO MEMBER

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

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

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



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## Finance Mobilization and Demobilization Briefing

---

### Basic Allowance for Housing (BAH)

#### MEMBER MARRIED TO MEMBER

Both Soldiers cannot draw BAH W/DEP

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

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



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### Basic Allowance for Housing (BAH)

#### BAH-DIFF

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

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

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



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---

### Family Separation Allowance

FSA-II, Subcategory FSA-T:

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

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

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



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---

### Family Separation Allowance

#### Member Married to Member

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

Not more than one monthly allowance may be paid

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



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## Finance Mobilization and Demobilization Briefing

---

### Family Separation Allowance

#### Single Soldier Paying Child Support

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

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



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## Finance Mobilization and Demobilization Briefing

---

### Entitlements

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

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

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

Payable to Soldiers whose primary residence is OCONUS

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



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---

### Entitlements

#### Special Duty Assignment Pay

Payable to enlisted Soldiers in a special duty assignment

Current SDAP authorizations:

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

Current amounts vary and determined by the authorizing order



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---

### Entitlements

### Foreign Language Proficiency Pay

Two Types of FLPP pay:

**FLPP-I – Career linguists assigned to position requiring a foreign language**

**FLPP-II – Non-career linguists proficient in a language, but not assigned to a language position**

**Amounts vary and requires order for payment**

**Requires annual testing to retain entitlement. However, a waiver can be granted for those areas that do not have a testing facility available**



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## Finance Mobilization and Demobilization Briefing

---

### Entitlements

#### Medical Special Pays

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

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

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



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## Finance Mobilization and Demobilization Briefing

---

### Entitlements

#### Family Subsistence Supplemental Allowance (FSSA)

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

The maximum amount authorized is \$500.00

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

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



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---

### Entitlements

#### Family Subsistence Supplemental Allowance (FSSA)

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

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

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



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---

### Officer Uniform Allowance

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

Length of duty must be more than 90 days

#### Restrictions:

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

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



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## Finance Mobilization and Demobilization Briefing

### Entitlements

#### Enlisted Cash Clothing Replacement Allowance

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

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

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

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



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## Finance Mobilization and Demobilization Briefing

---

### Entitlements

#### Hardship Duty Pay - Location

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

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



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---

### Entitlements

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

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

**Current monthly rate is \$225.00**

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



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## Finance Mobilization and Demobilization Briefing

### Combat Zone Tax Exclusion (CZTE)

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

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

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

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

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



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## Finance Mobilization and Demobilization Briefing

---

### Bonus Payments

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

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

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



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## Finance Mobilization and Demobilization Briefing



## Combat Zone Tax Exclusion (CZTE)

Leave accrued in the combat zone is tax exempt

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

For further tax information, check:

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



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## Finance Mobilization and Demobilization Briefing



## Combat Zone Tax Exclusion (CTZE)

### HOSPITALIZATION

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

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



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## Finance Mobilization and Demobilization Briefing

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### Leave

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

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

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

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

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

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



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## Finance Mobilization and Demobilization Briefing

---

### Leave Transition Leave

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

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

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

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



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## Finance Mobilization and Demobilization Briefing

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### Savings Deposit Program (SDP)

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

Only AGRs may have monies deposited using an allotment

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

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



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## Finance Mobilization and Demobilization Briefing

### Savings Deposit Program

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

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

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

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



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---

### Savings Deposit Program

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

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

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

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

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



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## Finance Mobilization and Demobilization Briefing

---

### Thrift Savings Plan

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

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

#### **Example:**

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



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---

### Leave and Earning Statements

**A Soldier can receive up to 8 LESs a month**

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

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

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



# ARNG and USAR



## Finance Mobilization and Demobilization Briefing

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### Military Pay Inquiries

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

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

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

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



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## Finance Mobilization and Demobilization Briefing

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### Travel Vouchers

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

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

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

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



# ARNG and USAR

## Finance Mobilization and Demobilization Briefing

---



## Travel Vouchers

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

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



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## Finance Mobilization and Demobilization Briefing

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## Travel Vouchers

### PREPARING THE FINAL VOUCHER:

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



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## Finance Mobilization and Demobilization Briefing



### Travel Vouchers

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

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



# ARNG and USAR



## Finance Mobilization and Demobilization Briefing

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### Travel Vouchers

**DFAS TRAVEL PAY SERVICES  
DEPT 3900  
8899 EAST 56TH STREET  
INDIANAPOLIS, IN 46249-3900**

**FAX: (317) 275-0332  
email: [TravelOpns@dfas.mil](mailto:TravelOpns@dfas.mil)**

**Additional travel guidance can be found on the Internet:**

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

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



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## Finance Mobilization and Demobilization Briefing



### Government Travel Charge Card (GTCC)

*GTCCs are For Official Use Only*

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

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



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## Finance Mobilization and Demobilization Briefing

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### Government Travel Charge Card (GTCC)

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

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

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

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