

Chapter 7 Mobilization

7-1. Documentation for the USPFO, MPS.

The mobilized unit will forward to the USPFO, MPS the following items:

a. AD Orders.

b. Standard Form (SF) 1199A (Direct Deposit Sign-Up Form) or FMS Form 2231 (FastStart - Direct Deposit) if the soldier desires to change the type of Direct Deposit (DD)/Electronic Funds Transfer (EFT) account or elects to use a different financial institution. All soldiers will receive their pay through DD/EFT.

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

d. DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)) is used to ensure the correct rate of Basic Allowance for Housing (BAH) is paid the soldier. Single soldiers maintaining their permanent residence must provide a copy of their mortgage or lease agreement as a substantiating document since their BAH entitlement is based on maintenance of their primary residence. These substantiating documents validate they are receiving their correct entitlement rate.

(1) A soldier with dependent(s) will receive BAH-I using the ZIP Code of the soldier's primary residence for rate determination.

NOTE: A soldier must have physical custody of a child to be considered a dependent.

(2) A soldier without dependents must retain their primary residence to receive BAH-I during the period of mobilization. If the soldier discontinues occupancy of their primary residence, the soldier will receive BAH-II. In most cases, government quarters will be available entitling the soldier at the BAH partial rate.

(3) A soldier without dependents may receive BAH-DIFF in addition to BAH-I at the without dependent rate or BAH at the partial rate. BAH-DIFF is now a stand-alone pay entitlement and not the difference between "with" and "without" rates. The soldier's dependent support must be greater than the BAH-DIFF rate. Remember that as the rates change from year to year, the amount of support might require increases to exceed the BAH-DIFF rate. Table 028 on JWMM will contain the rates for BAH-DIFF.

(4) A soldier married to another service member will require the soldier to choose whether to receive BAH-I or BAH-II. Since the mobilized soldier would have government quarters available if selecting BAH-II, the soldier would receive partial BAH. It is recommended that the mobilized soldier select BAH-I and the other service member select/change to BAH-II. The mobilized soldier should compare the differences in the rates before making the decision on which type of BAH to receive.

e. DA Form 4187 (Personnel Action) authorizing Basic Allowance for Subsistence (BAS) at the appropriate rate.

(1) Enlisted soldiers receive the BAS Standard Rate while deployed in support of a contingency operation in a TDY/TCS status. A soldier already on AD, i.e. AGR, will maintain their BAS rate if the current rate exceeds the standard rate. No collection of BAS is required from the soldier's pay and allowances.

(2) If the contingency operation is determined to be under field conditions, enlisted receive the BAS Standard Rate and the meal cost is deducted from their pay. Officers will also have a deduction from pay for the officers' meal cost.

f. SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate). This form, properly completed, is the authority to initiate or change payroll deductions and designate beneficiary(s). The Office of SGLI recommends that a RC soldier complete a SGLV Form 8286 to designate a current beneficiary(s), if necessary.

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

(2) A soldier with no SGLI coverage is automatically enrolled for the maximum coverage with an effective date of the mobilization. No action is required if the soldier desires the maximum coverage. However, a soldier must complete a VA Form 29-8286 if the soldier does not desire enrollment or wants an amount less than maximum coverage.

(3) A soldier who is enrolled for less than full coverage prior to mobilization is automatically enrolled for the maximum coverage with an effective date of the mobilization. No action is required if the soldier desires the maximum coverage. However, a soldier must complete a VA Form 29-8286 if the soldier does not desire maximum coverage.

g. DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance) to authorize entitlement to FSA-II, subcategory FSA-T for a soldier who will be separated from his/her family. A soldier who has joint custody of a dependent may be entitled to a prorated amount. The soldier would be entitled to FSA-T during periods in which the soldier otherwise would have had custody of the dependent.

h. Additional Officer Uniform Allowance. Most officers ordered to AD in support of a contingency operation are entitled to an additional AD uniform allowance in the amount of \$200. It is payable when an officer is ordered to active duty for more than 90 days and has not been on an active tour of 90 days or more within the last two years. Prepare the memorandum requesting payment of the Additional Officer Uniform Allowance, if applicable.

7-2. Pre-Mobilization.

a. Review a copy of the soldier's Master Military Pay Account (MMPA) before any processing occurs. Ensure the soldier's SSN, Grade, PEBD, ETS, State and Federal Tax Withholding, Number of Exemptions, BAH status, DD/EFT, Mailing Address, SGLI, and SSLI are correct. Ensure all necessary forms are available to make appropriate corrections. All changes must go through the Standard Installation/Division Personnel System (SIDPERS) to maintain the validity of the Pay/Personnel Match.

b. Review the soldier's Thrift Savings Plan (TSP) before any processing occurs. Soldiers must understand that their current TSP percentage election will impact them dramatically

once on AD. For example, an aviator has 100% of their incentive pay elected for TSP. During IDT, the aviator TSP deduction is \$112. Once on AD, and no change to their TSP election, \$840 is now deducted for TSP.

c. The unit will receive a copy of the DFAS PC-Based RC Leave program from the USPFO, MPS. DFAS-IN created a simple to use database program that will enable the unit to maintain its soldiers leave balances.

7-3. Individual Government Travel Card.

a. The purpose of the Individual Government Travel Card is to pay for reimbursable travel expenses incurred in the performance of official travel. It is not a source of ready cash for unexpected expenses or a requirement for mobilization.

b. Outside Continental United States (OCONUS) - A soldier does not require an Individual Government Travel Card unless required for movement from home station to mobilization station.

c. Continental United States (CONUS) - There is no entitlement to per diem for soldiers ordered to AD within the limits of their permanent duty station or the local area.

Contract meals and/or lodging is the preferred method to feed and house several soldiers or an entire unit placed on AD outside their permanent duty station or local area and collocated for an extended period. This eliminates the need for each soldier to possess an Individual Government Travel Card. A Centrally Billed Unit Government Travel Card is an alternative when contract meals and/or lodging is not available or expedient. The ARNG Logistics Division (NGB-ARL) is the point of contact for Centrally Billed Unit Government Travel Cards.

Individual soldiers ordered to AD in a Temporary Duty (TDY)/Temporary Change of Station (TCS) status who must use commercial meals and/or lodging require an Individual Government Travel Card with appropriate limits.

d. The gaining Account Program Coordinator (APC) is responsible for issue/management of the individual government travel card for mobilized soldiers. Provide each soldier with APC contact information so that the gaining APC has the necessary information to effect a transfer of existing accounts.

e. The losing APC will deactivate mobilizing soldiers' existing Individual Government Travel Cards and will not request cards for mobilizing soldiers who are not current card holders. Do not activate and issue cards "just in case".

The APC must provide the mobilization station APC with contact information (i.e., name, phone numbers, e-mail addresses, etc.) in case transfer of an existing account is required. After soldiers demobilize, the APC at the supporting installation or activity will request transfer of any accounts activated or established during the period of mobilization to the gaining USPF0 APC and the USPF0 APC will accept the account.

7-4. Travel Vouchers.

a. Per Diem is based on the availability of lodging, mess, and the daily incidental rate of \$3.50 for OCONUS or \$2.00 for CONUS.

b. OCONUS. In most cases during OCONUS deployment, soldiers are only entitled to \$3.50 per day because lodging, mess, and other facilities are provided. Generally, all OCONUS TDY/TCS travel vouchers are settled when the final leg of travel is completed. For TDY travel within TDY travel, a new DD Form 1610 must be provided, and settlement for that travel may be submitted upon return. Soldiers are required to include settlements for other TDY trips with their final travel settlement and are responsible for liabilities associated with the Individual Government Travel Card. The final travel settlement will contain the following items:

(1) One original or clear copy of a completed DD Form 1351-2 (starting date of departure from home station covering each leg of travel).

(2) One copy of all TDY/TCS/REFRAD orders, amendments, and leave and pass forms if applicable.

(3) One copy of all DD Forms 1610 if applicable.

(4) One copy of Unit Movement Orders and amendments if applicable.

(5) One copy of all receipts over \$75.00 (it is advantageous to keep all receipts).

(6) One copy of all lodging receipts if applicable (regardless of the amount).

(7) One copy of all advances and accrued per diem payments received.

(8) One copy of all paid vouchers from any TDY trips while deployed (final itinerary must include all internal/side TDY trips).

c. CONUS. Soldiers in support of CONUS operations at locations where meals and/or lodging are not available are authorized accrual travel vouchers. An accrual travel voucher is a partial payment of TDY/TCS expenses submitted on a monthly basis. This ensures timely payment of the Individual Government Travel Card and prevents maximizing the card's set dollar limit. Soldiers are required to include settlements for accruals with their final travel settlement and are responsible for liabilities associated with the Individual Government Travel Card. The accrual travel settlement will contain the following items:

(1) An accrual is requested after 30 days of continuous TDY/TCS duty. Each request should indicate the 30-day period requested, i.e. 1st, 2nd, and 3rd.

(2) Submit one original or clear DD Form 1351-2 marked "ACCRUAL," orders, lodging receipts, statement of non-availability, and any items of expense \$75.00 or more.

Accrual travel vouchers are sent directly to the DFAS-IN address below. However, the final travel settlement is prepared/certified at the demobilization site and submitted through the servicing USPFO to the following address:

DFAS-IN/Contingency Travel, Dept. 3900,
8899 East 56th Street
Indianapolis, IN 46249-3900

d. Soldiers are encouraged to select the "split-disbursement" payment option on the DD Form 1351-2 when using the Individual Government Travel Card. Soldiers can elect Electronic Fund Transfer (EFT) to send a designated portion of their travel reimbursement directly to their Individual Government Travel Card account. The balance of the travel settlement is sent to the soldier's designated financial institution account.

7-5. Family Separation Allowance (FSA).

Payable only to members with dependents. FSA Type II is designed to compensate married members for added expenses incurred because of enforced separation from their families for deploying on temporary duty (FSA-T) away from the permanent duty station for 30 consecutive days or more. FSA is payable when the member is away from their permanent duty station continuously for more than 30 days, and the member's dependents are not residing at or near the TDY station.

7-6. CONUS Cost-of-Living Allowance (COLA).

Payable to soldiers who maintain a residence in a high cost area within the continental United States. The rate payable is the rate associated with the location of the soldier's principal place of residence.

7-7. OCONUS Cost-of-Living Allowance (COLA).

Payable to soldiers who reside outside the continental United States. The rate payable is the rate associated with the location of the soldier's principal place of residence. Soldiers who are mobilized from the continental United States for duty overseas are not entitled to OCONUS COLA since the soldier's permanent duty station and residence remains in the continental United States.

7-8. Hardship Duty Pay - Location (HDP-L).

Payable to officers and enlisted soldiers performing duty in an overseas location. Authorized areas are published in the DoDFMR, Volume 7A.

7-9. Hostile Fire Pay (HFP).

Payable to any soldier who performs duty in an HFP area. RC soldiers are only required to serve one day on official duty in the HFP area to be entitled to the full amount. Areas designated as HFP are defined in the DoDFMR, Volume 7A.

7-10. Combat Zone Tax Exclusion (CZTE).

Relieves soldiers of the requirement to pay federal and generally state taxes, depending upon state requirements on income earned during service in an area designated as a combat zone. A soldier who is on official duty for at least one day in the combat zone qualifies for the CZTE for that month. A soldier who performs military duties outside the combat zone in direct support of the contingency operation and qualifies for HFP may also be entitled to the CZTE.

a. Enlisted soldiers who perform duty in an area designated, as CZTE, will have all pay excluded from federal and generally state taxes. Officers who perform duty in an area designated as CZTE will have all pay excluded from federal and generally state taxes, limited to the highest pay of the Army's enlisted soldier.

b. DJMS-RC collects taxes from all taxable income. If a soldier is entitled to CZTE, DJMS-RC refunds any taxes collected on the first paying update of the following month.

7-11. Leave.

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

a. Leave earned in the CZTE is tax-exempt when the leave is used or sold.

b. During contingency operations, any leave sold after leaving AD will not count against the 60-day limit on leave sold.

7-12. Allotments.

The DoDFMR, Volume 7A allows RC soldiers to have allotments when serving on a contingency operation. However, DJMS-RC is not programmed to withhold monies for an allotment. DFAS-IN does allow a mobilized RC soldier to have an allotment for support of dependents that do not have access to the soldier's bank account. The soldier requests, through his commander, a deduction in pay. The allotment is actually handled as a garnishment by DFAS-IN.

7-13. Court Ordered Garnishment.

Soldiers may request a civilian wage court ordered garnishment deducted from their military pay. This could prevent the soldier from going into arrears for child support, alimony, etc., while serving on AD. Soldiers requesting garnishment from their military pay must provide the mobilization site a copy of their court order for child support, alimony, etc. The mobilization site will fax the court order to DFAS Cleveland Office of the General Counsel. The soldier must notify the mobilization site to stop the garnishment upon completion of AD.

7-14. Savings Deposit Program (SDP).

The SDP allows ARNG soldiers to deposit their unallotted (NET) current pay and allowances with the servicing contingency operation FO by cash or writing a check to the finance officer. The SDP allows the soldier to deposit up to \$10,000 per year and earn a 10% rate of return. Service members must submit a written request to DFAS-Cleveland Center for withdrawals. The request must include their name, SSN, branch of service, amount requested, and signed. The mailing address must be provided if the payment is to be made by check. If payment is to be sent to the service member's financial institution include the routing number, account number, and type of account; i.e. savings or checking. A toll free telephone number for CONUS based service members to call DFAS-Cleveland is 1-800-624-7368. Remember to keep all receipts provided by the serving deployed FO as proof of payment.

7-15. Bonus Payment.

Soldiers who are authorized a bonus payment remain entitled to any payments while deployed. The CZTE has no effect on the taxability of a bonus if the bonus was established in a month the soldier was not entitled to CZTE.

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