

ARNG UNIT LEVEL FINANCE PROCEDURES MANUAL

TABLE OF CONTENTS

<u>Chapter/Paragraph</u>	<u>Subject</u>
CHAPTER 1	GENERAL
1-1	Purpose
1-2	Explanation of Abbreviations and Terms
1-3	Governing Directives
1-4	Responsibilities
1-5	Privacy and Freedom of Information Acts
CHAPTER 2	GENERAL PAY SYSTEM INFORMATION
2-1	General
2-2	System Design
2-3	Forms
2-4	DJMS-RC Generated Reports
2-5	MMPA Discrepancy Report
2-6	Change of Organizational Data or Status
2-7	Certification of Pay Documents
2-8	Accessions
2-9	IADT/IET Enlistees
2-10	Transfers
2-11	Separations
2-12	Mobilization
2-13	Saved Pay
2-14	Dual Pay Status/Waiver of Benefits
2-15	Servicemember's Group Life Insurance(SGLI)
2-16	Family Servicemember's Group Life Insurance (FSGLI)
2-17	Allotments of Pay
2-18	State Sponsored Life Insurance (SSLI)
2-19	DD Form 114 (Military Pay Order) and Corrections for Overpayments and Underpayments
2-20	Undeliverable Pay and Allowance Payments
2-21	Return of Checks
2-22	Lost, Stolen, Mutilated or Destroyed Checks

2-23	Officer Meal Collections
2-24	Internal Revenue Service (IRS) Levies and Garnishments of Pay and Allowances for Enforcement of Child Support and Alimony Obligations
2-25	Statement of Charges (DD Form 362) and Report of Survey (DD Form 200 or DA Form 4697)
2-26	Courts-Martial Fines, Forfeitures and Detentions of Military Pay
2-27	TD Form W-4, Employee's Withholding Allowance Certificate
2-28	W-5 Form, Advance Payment of Earned Income Credit (APEIC)
2-29	W-2 Form, Wage and Tax Statement
2-30	State Tax Withholding
2-31	Arrears in Pay
2-32	Family Supplemental Subsistence Allowance (FSSA)
2-33	Military Thrift Savings Program (TSP)
2-34	Employee/Member Self-Service (E/MSS)

CHAPTER 3

INACTIVE DUTY PERFORMANCE INPUT

3-1	General
3-2	IDT Performance
3-3	IDT Assemblies
3-4	Unit Performance
3-5	Additional Training Assemblies
3-6	Rescheduled Training Prior to Unit Assembly
3-7	Rescheduled Training After the Unit Assembly
3-8	Attachments, IDT
3-9	Documentation of Changes to Attendance Status
3-10	Pay Status Codes
3-11	Send Message to the USPFO, MPS
3-12	Muster of Inactive National Guard (ING) Soldiers
3-13	Documentation Retention

CHAPTER 4	ACTIVE DUTY (INCLUDING ADT, ADSW, AT) AND INCAPACITATION PAY
4-1	General
4-2	AD Without Pay
4-3	Retirement Points Accountability
4-4	Leave Accounting
4-5	Submission of AD Payrolls
4-6	Statement of Attendance
4-7	Certificate of Performance
4-8	Active Duty Payment Procedures
4-9	Substantiating and Supporting Documents
4-10	Entitlement to Basic Allowance for Quarters (BAH) and Partial BAH in Certain Situations
4-11	Basic Allowance for Subsistence (BAS)
4-12	Incapacitation Pay and Allowances
CHAPTER 5	SELECTED RESERVE INCENTIVE PROGRAM
5-1	General
5-2	Enlistment, Reenlistment, and Affiliation Bonus
5-3	Bonus 1 Automated Program
5-4	Establish Bonus Account
5-5	Payment of Incentive
5-6	Suspensions
5-7	Reinstatement of SRIP Incentives
5-8	Termination of Incentive Entitlement
5-9	Correction to Bonus Account
5-10	AGR SRIP Participants
5-11	Student Loan Repayments/Health Professional Loan Repayment Program (SLRP/HPLRP)
5-12	Repayment of Loans
5-13	Review of MMPA and Unit Commander's Pay Management Report
CHAPTER 6	INCENTIVE AND SPECIAL PAYS, AND MISCELLANEOUS ALLOWANCES AND PROCEDURES
6-1	General
6-2	Incentive Pay (Flight Pay, Parachute Pay and Demolition Pay)
6-3	Special Pays
6-4	Special Duty Assignment Pay
6-5	Unit Designated Pay

6-6	Military Funeral Honors
6-7	Mileage and Per Diem Allowances
6-8	Uniform Allowances
6-9	Mobilization and State Active Duty
6-10	Settlement of Account of a Deceased Soldier

CHAPTER 7

MOBILIZATION

7-1	Documentation for the USPFO, MPS
7-2	Pre-Mobilization
7-3	Individual Government Travel Card
7-4	Travel Vouchers
7-5	Family Separation Allowance (FSA)
7-6	CONUS Cost-of-Living Allowance (COLA)
7-7	OCONUS Cost-of-Living Allowance (COLA)
7-8	Hardship Duty Pay - Location (HDP-L)
7-9	Hostile Fire Pay (HFP)
7-10	Combat Zone Tax Exclusion (CZTE)
7-11	Leave
7-12	Allotments
7-13	Court Ordered Garnishment
7-14	Savings Deposit Program (SDP)
7-15	Bonus Payment

TABLES

3-1	ARNG IDT Assembly Codes
3-2	IDT Performance Codes
6-1	Personnel and Entitlements Data Affecting DJMS-AC and DJMS-RC Accounts

FIGURES

2-1	Instructions for the Use of Informal Memorandum for TL
2-2	Informal Memorandum used as TL
2-3	Sample Letter Notification of Indebtedness
2-4	Use of "J" TL in AFCOS RFO/IDT PC System
2-5	Sample of Stop Payment Request
4-1	Certificate of Attendance/Performance
6-1	Initial Uniform Allowance Upon Completion of 14 Inactive Duty Training Assemblies

- 6-2 Initial Uniform Allowance Upon
Completion of 14 Active Duty
- 6-3 Additional Officer Uniform Allowance
- 6-4 Monthly Non-Automated Incentive/
Special Pay Report
- 6-5 Monthly Automated Incentive Pay
Report

APPENDIXES

- APPENDIX A UH022-2405 Master Military Pay
Account (MMPA) History Report
- APPENDIX B Unit Commander's Pay Management
Report (UH022-2004)
- APPENDIX C JSS-RC Leave and Earnings
Statements
- APPENDIX D References and Glossary of Terms
and Abbreviations
- APPENDIX E State Taxing Authorities and Postal
Service and State Abbreviations
and Site Identification
- APPENDIX F Internal Control Review Checklist

THIS PAGE LEFT INTENTIONALLY BLANK