

## APPENDIX D

References and  
Glossary of Terms and Abbreviations

## PART I - REFERENCES

The following is a partial list of reference applicable to DJMS-RC.

a. Department of Defense (DoD) Directives.

(1) DoD Standard 7953A, DoD Automated Information Systems (AIS) Documentation Standards

(2) DoD Financial Management Regulation (DoDFMR)

(3) DoD Joint Federal Travel Regulations (JFTR), Volume 1.

(4) DFAS JUMPS DJMS-RC Automated Data Systems Manual (ADSM) Book I (central system & output) and Book II (RCIS for USAR and AC FAOs).

b. Department of Army (DA) Regulations.

(1) AR 25-1, The Army Information Management System.

(2) AR 25-5, Information Management for the Sustaining Base.

(3) AR 37-104-4, Military Pay and Allowance Procedures for JUMPS DJMS-AC.

(4) AR 37-104-10, Military Pay and Allowance Procedures for Reserve Components of the Army (not applicable to the ARNG at State or unit level operations).

(5) AR 340-17, Release of Information and Records from Army files.

(6) AR 340-21 series, The Army Privacy Program, Privacy Act of 1974.

(7) AR 380-5, DA Information Security.

(8) AR 380-19, Automation System Security.

(9) AR 630-5, Leave and Pass Policy.

(10) DA Pam 25-51, The Army Privacy Program.

c. Department of the Air Force Manuals (AFM).

AFM 177-373, Volume III, Accounting and Finance, Air Reserve Forces Pay and Allowance System.

d. Department Guard Bureau (NGB).

(1) NGR (AR) 37-104-3, Military Pay and Allowances, Army National Guard.

(2) ARNG Unit Level Finance Procedures Manual.

**PART II - TERMS**

Following is a partial list of terms used in DJMS-RC and JUSTIS-DJMS.

**ACCESSION**

Establishment of a Master Military Pay Account on DJMS-RC in order to make payments for performance of active and inactive duty.

**ACCOUNTING AND FINANCE OFFICE (AFO) (Also see Finance and Accounting Office {FAO})**

The AFO is the primary Air Force finance office responsible in specifically designed instances for accounting and disbursing of funds in support of Army and ARNG activities.

**ACCOUNTING PROCESSING CODE (APC)**

DJMS-RC code that identifies the soldier's performance by type, personnel category and input location for budget and fund control purposes. Information required can vary by type of input transaction.

**ACCRUED LEAVE PAYMENT**

Payment for leave due a soldier at the end of a period of active duty of 30 days or more. Leave accrues at the rate of 2.5 days per month. Payment consists of basic pay only. Effective 10 February 1976, Federal law prohibits payment of more than a total of 60 days accrued leave within a soldier's career unless specifically authorized by DOD in special provisions of directives (e.g., Contingency Operations).

**ACTIVE DUTY (AD)**

All full-time duty, with or without pay, in the active service of a uniformed service, other than extended active duty (EAD), by a Reserve Component soldier. This includes AT; ADWS; ADT; AGR; and attendance in an active status at a designated unit, area, or service school.

**ACTIVE DUTY AND PAY STATUS CODES**

Codes that identify the IDT or AD status of Reserve Component soldiers (e.g., long or short AD tours, IDT, IADT/IET).

**ACTIVE DUTY SPECIAL WORK (ADSW)**

Active military service for short tours (less than 180 days) of active duty for special projects by a Reserve Component soldier.

**ACTIVE DUTY TRAINING (ADT)**

Active military service, with or without pay, for training purposes. This includes Army service schools, USAR schools, and conferences.

**ACTIVE GUARD/RESERVE (AGR)**

ARNG soldiers performing full-time active military duty in support of the ARNG. Duty can be in either a Title 10 or 32, U.S.C. status.

**ADDITIONAL FLIGHT TRAINING PERIOD (AFTP)**

An additional IDT assembly authorized rated aviators, air crew members, and selected aviation ground support personnel to maintain flight proficiency.

**ADDITIONAL TRAINING ASSEMBLY (ATA)**

Additional IDT assemblies authorized for specific readiness and training purposes. An AFTP is one type of an ATA.

**ALLOWANCES**

Amounts paid to an officer or enlisted soldier performing active duty in lieu of, or to supplement, quarters and subsistence (e.g., BAS, BAH, OHA), or for uniforms.

**ANNUAL TRAINING (AT)**

A period of active duty for ARNG soldiers. Normally 15 days (TDC 101) which is required to be performed each fiscal year/training year (1 October - 30 September).

**ARMY NATIONAL GUARD (ARNG)**

Federally recognized Army National Guard units of the United States and Territories. The ARNG is one of the reserve components of the Army.

**AUTOMATED FUND CONTROL ORDERS SYSTEM (AFCOS)**

Automated system designed to publish military and travel orders. This system interfaces with SABERS, SIDPERS, SABS, and the funds reservation system.

**AVIATION SERVICE DATE (ASD)**

Used to compute flight pay for commissioned and warrant officers entitled to Aviation Career Incentive Pay (ACIP). (This is the ASED - aviation service entry date - in the DODPM and SIDPERS.)

**AVIATION CAREER INCENTIVE PAY (ACIP)**

Incentive pay authorized for commissioned and warrant officers qualified for aviation service.

**BASIC ALLOWANCE FOR HOUSING (BAH)**

The amount of money prescribed by law which an officer or enlisted soldier performing active duty receives to pay for quarters. The amount paid is based on rank, dependency status, and availability of Government quarters. The amount due is computed on the daily rate as outlined in basic pay, below.

**BASIC ALLOWANCE FOR SUBSISTENCE (BAS)**

Officers - An amount of money prescribed by law to be paid to officers performing active duty as reimbursement for the cost of Government meals. The amount due is computed on the daily rate as outlined in basic pay, below. Officer BAS is only payable on days for which the officer is entitled to basic pay regardless of the number of calendar days in a month.

Enlisted - All enlisted soldiers receive separate rations effective 01 January 2002 except soldiers attending IADT. Government meals provided will be deducted from the soldiers' pay. Enlisted BAS is now based on a 30-day month. The 31<sup>st</sup> will not be paid unless the duty is less than 30 days.

**BASIC PAY (BP)**

The rate of pay prescribed by law for an officer or enlisted soldier, according to rank (pay grade) and service longevity. The daily pay rate for Reserve Component soldiers paid through DJMS-RC is computed by taking one thirtieth of the monthly rate, with partial cents rounded to the nearest whole cent, and multiplied by the number of days of duty, not to exceed 30 days in a calendar month.

**CERTIFICATE OF PERFORMANCE**

The statement certifying the completed performance of a period of active duty for a soldier or group of soldiers.

**CERTIFYING OFFICER**

The official certifying to the correctness of pay and performance data. This individual is usually the detachment/unit commander or the senior member present for the period of duty.

**CODED UPDATE**

A paying update on DJMS-RC. Updates are coded 1 - pays all input for IDT and completed AD tours of less than 30 days; 2 - pays all code 1 entitlements plus mid-month payments for AD tours of 30 days or more; 3 - pays all code 1 entitlements plus end-of-month payments for AD tours of 30 days or more. Various accounting and retirement point data is created by each coded update.

**COMMISSIONED OFFICER**

Commissioned officer as used in this manual means all commissioned officers in grades 0-1 through 0-8. It does **not** include warrant officers, whether commissioned or not.

**COMPANY CODE (CO-CODE)**

The DJMS code identifying financial institutions and other allottees for routing of electronic fund transfer payments. These codes are shown in DJMS-RC table 50. Company codes should NOT be confused with financial institution routing ID numbers issued by the Federal Reserve Bank. These are two different codes. Only a valid company code will be accepted by DJMS-RC.

**CONSOLIDATED BASE PERSONNEL OFFICE, USAR (CBPO)**

The USAF (active, ANG, and AFRes) office responsible for all personnel and finance functions on an USAF installation. As pertains to DJMS-RC, its functions are equivalent to the MPMO and USPFO. This term will appear in some of the DJMS-RC output reports.

**CONTINENTAL U.S. (CONUS)**

The term refers to the 48 contiguous States and the District of Columbia.

**COST OF LIVING ALLOWANCE (COLA)**

An allowance authorized to assist a soldier in defraying excess costs incident to a high cost area.

**DEFENSE FINANCE AND ACCOUNTING SERVICE - INDIANAPOLIS CENTER (DFAS-IN)**

DFAS-IN maintains the Army soldier's accounts on DJMS-RC and DJMS-AC; and furnishes accounting, management, and budgetary data to the States and NGB. DFAS-IN issues all payments for ARNG duty performance, SRIP and loan repayment program entitlements; and furnishes the soldier with leave and earnings statements and Forms W-2.

**DATA OF GAIN (DOG)**

This is the date shown in DJMS-RC that a soldier is initially accessed.

**DEFENSE JOINT MILITARY PAY SYSTEM - RESERVE COMPONENTS (DJMS-RC)**

The DoD joint pay system for Reserve components. It replaces JUMPS-RC, and JTELS. For the ARNG, it also replaces ADAPS, and is used with the revised JUSTIS-DJMS.

**DEFENSE JOINT MILITARY PAY SYSTEM - ACTIVE COMPONENT (DJMS-AC)**

The DOD joint pay system for the active components. It replaces JUMPS-AA, JACS, and JTELS.

**EQUIVALENT TRAINING (ET)**

Individual training authorized to be performed by soldier after the scheduled unit assembly. This type of training is limited by law to no more than four training periods per fiscal year.

**EXPIRATION TERM OF SERVICE (ETS)**

The end of an enlisted soldier's contractual period of service shown in the enlistment form (DD Form 4).

**EXTENDED ACTIVE DUTY (EAD)**

Active military service when strength accountability passes to the active Army. (AGR, ADT, and ADSW soldiers are not on EAD - they are still strength assets of the respective states.)

**EXTENSION OF ENLISTMENT**

Contracted agreement, which extended an enlisted soldier's current enlistment for a stated period beyond the original expiration of that enlistment.

**FEDERAL INCOME TAX WITHHOLDING (FITW)**

Amount withheld from a soldier's IDT or AD basic pay; incentive pay; special pay; separation, readjustment, or severance pays (except certain disability severance pay) for Federal income tax withholding. Withholding is based on marital status and number of exemptions claimed by the soldier on his/her TD Form W-4. Federal withholding tax (FWT) in SIDPERS.

**FEDERAL INSURANCE CONTRIBUTION ACT (FICA)**

Amount withheld from IDT and AD basic pay to satisfy the soldier's statutory "employee share" of Social Security Act (FICA) contributions. The Federal government contributes the "employer's share" of the FICA tax based on the soldier's earned wages.

**FEDERAL RECOGNITION**

Action under the provisions of 32 U.S.C. 307 by the Chief, National Guard Bureau extending Federal recognition as a Reserve officer of the Army to the appointment of an officer in a State.

**FINANCE AND ACCOUNTING OFFICE (FAO) (ALSO SEE ACCOUNTING AND FINANCE OFFICER [AFO])**

The servicing FAO is the primary Army finance office responsible for accounting, disbursing of funds, and input of entitlement data to DJMS-RC for soldiers performing active duty for 8 days or more at a site serviced by them.

**FISCAL YEAR (FY)**

The Federal government's accounting year. The fiscal year covers the period from 1 October through 30 September.

**FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)**

Special pay due a soldier, when authorized in orders based on selected language proficiency.

**HAZARDOUS DUTY INCENTIVE PAY (HDIP)**

Incentive pay due a soldier, when authorized by appropriate orders, for the performance of certain hazardous duties orders, for the performance of certain hazardous duties (e.g., aerial flight non-crew members, parachute, HALO).

**HARDSHIP DUTY PAY - LOCATION**

Paid to all soldiers performing active duty for more than 30 days in a foreign area designated as being authorized the HDP-L.

**HOSTILE FIRE/IMMINENT DANGER PAY (HF/IDP)**

Special pay authorized all soldiers assigned to areas designated as danger zones and authorized this pay by the Secretary of Defense.

**HUMAN RESOURCES OFFICE (HRO)**

The office of each State designated to manager the full-time military and civilian support force. Some States manage the pay accounts of AGR soldiers on duty from this office in coordination with the designated servicing FAO.

**IMMEDIATE ACCESS STORAGE (IAS)**

This is the record of all transactions affecting a soldier's pay retained by DJMS-RC in the MMPA previous 12-month history master file. This was formerly referred to as the "record span" in JUMPS-RC.

**INCAPACITATION PAY (INCAP PAY)**

Military pay and allowances authorized in certain instances to soldiers who are injured or have contracted a disease, determined to be in the line of duty (LOD), while traveling to/from or performing a scheduled period of active or inactive duty training.

**INCENTIVE PROGRAM MANAGER (IM)**

The individual in the State MPMO responsible for the management and supervision of the Selected Reserve Incentive Program (SRIP) in the State.

**INITIAL ACTIVE DUTY TRAINING OR INITIAL ENTRY TRAINING (IADT OR IET)**

Initial active duty for basic and advanced individual training performed by all ARNG soldiers upon enlistment. Training is performed under the provisions of Title 10, U.S.C.

**INACTIVE DUTY TRAINING (IDT)**

Training assemblies performed by ARNG soldiers under provisions of 32 U.S.C. 502a. This is normally 48 training assembly periods per fiscal year.

**JUMPS STANDARD TERMINAL INPUT SUBSYSTEM - JOINT SERVICE SOFTWARE (JUSTIS-DJMS)**

The ARNG data entry and edit subsystem at the USPFO level for submitting data to DJMS-RC.

**MASTER MILITARY PAY ACCOUNT (MMPA)**

A soldier's master pay account on the DJMS-RC file at DFAS-IN. This reflects pay-related personnel data, entitlement data and performance data within the IAS (computer history span).

**MILITARY PAY SECTION (MPS)**

The section of the USPFO pay and examination branch responsible for establishing and maintaining each soldier's pay account.

**MILITARY PAY VOUCHER (MPV)**

DA Form 2139 (Military Pay Voucher) listing pay, allowances, and collections for a stated period of duty performed by a soldier in those exceptional cases where payment will be effected through a servicing FAO/AFO rather than DJMS-RC. This form can be performed either mechanically or manually.

**MILITARY PERSONNEL MANAGEMENT OFFICE (MPMO)**

The director of personnel in each State responsible for the management and supervision of all military personnel activities (e.g., recruiting, career management, incentive programs). The incentive program manager is a part of this office.

**MILITARY PERSONNEL RECORDS FOLDER (MPRJ)**

The field military personnel records jacket (DA Form 201) containing field records relating to the soldier's military service.

**MULTIPLE UNIT TRAINING ASSEMBLIES (MUTA)**

Two regularly scheduled IDT training assemblies performed on the same day. This becomes period 1 and period 2 on DJMS-RC reporting. By law no more than two IDT periods, of any type, can be performed on a single calendar day. (NOTE: The performance of a UTA and another type of IDT assembly [AFTP, ATA] count toward the limit of two IDT periods per day.)

**NATIONAL GUARD BUREAU (NGB)**

Department of Defense agency charged with the policy direction and management of the Federally recognized National Guard of several states. The Army and Air Force Directorates of NGB coordinate and establish policy and management functions for their respective services.

**NATIONAL GUARD REGULATION (ARMY) (NGR (AR))**

Regulations published by the Chief, NGB providing policy direction and management for the Army National Guard of several states not in active Federal service. These National Guard regulations identified as "NGR (AR)" have the same force as Army Regulations (ARs) and are published by the authority of the Secretary of the Army.

**OFFICER**

Officer as used in this manual applies to commissioned and warrant officers in grades W-1 through O-8.

**OFFICER SERVICE DATE (OSD)**

This is the TFOS - Total Federal Officer Service - in the DODFMR and SIDPERS. It is no longer used in conjunction with ASED to determine the amount of ACIP to be paid.

**OUTSIDE CONTINENTAL U.S. (OCONUS)**

States and U.S. territories outside the boundaries of the 48 contiguous States and the District of Columbia, and all foreign countries.

**OVERSEAS HOUSING ALLOWANCE (OHA)**

An allowance authorized to assist a soldier in defraying housing costs incident to a permanent duty assignment outside a State or D.C. (OHA is the overseas equivalent to the VHA payable in the States and D.C.) OHA is derived using the cost of the soldier's housing at the OCONUS permanent duty station in relationship to the soldier's monthly BAH and the authorized OHA rate.

**PAY DATE**

The data for purposes of basic pay computation from which a soldier's creditable service is computed. (Shown as Pay Entry Basic Data [PEBD] in SIDPERS.)

**PERSONNEL ELEMENT CODE (PEC)**

Program code assigned to identify ARNG and USAR soldiers. ARNG code is PANG00; USAR code is PAPD00.

**PROGRAM MANAGER CODE (PMC)**

A three-digit code designated by each USPFO identifying the State program manager of the funds being charged for a period of duty. This code also interfaces with an NGB type duty code (TDC).

**PAY STATUS AND ACTIVE DUTY CODES**

Codes that identify the IDT or AD status of Reserve Component soldiers (e.g., long or short AD tours, IDT, IADT/IET).

**RENT PLUS**

Housing allowance authorized soldiers with or without dependents assigned to certain overseas areas.

**RESERVE COMPONENT PAY SUPPORT OFFICE (RCPSO)**

These are sites that can create or make input to a soldier's MMPA on DJMS-RC. RCPSOs are divided into three categories: ARNG (each USPFO MPS is an ARNG RCPSO to support soldiers assigned to that State); USAR (designated FAOs are USAR RCPSOs to support USAR units in their area); and active component (active FAOs designated as active component RCPSOs to support reserve component soldiers performing active duty at their installation).

**RESERVE COMPONENT INPUT SUBSYSTEM (RCIS)/DEFENSE MILPAY OFFICE (DMO)**

Front-end entry and edit input subsystem to DJMS-RC used by USAR and active component FAO RCPSOs. This is the USAR equivalent to the ARNG JUSTIS-DJMS.

**RESCHEDULED TRAINING ASSEMBLY (RST)**

This identifies an individual soldier's training assembly that has been rescheduled from the original (unit) training date. This is a split unit training assembly (SUTA) as used in SIDPERS.

**STANDARD INSTALLATION/DIVISION PERSONNEL SYSTEM (SIDPERS)**

The automated personnel reporting system at State and NGB levels. SIDPERS provides the pay-related personnel data items through automated interface for JUSTIS-DJMS and DJMS-RC.

**STATE**

As used in this manual, State includes all states, commonwealths, the Commonwealth of Puerto Rico, the territories of Guam and the U.S. Virgin Islands, the District of Columbia, and other territories for which the Congress may subsequently authorized a National Guard.

**STATE ADJUTANT GENERAL**

As used in this manual, this title refers to the designated commanding officer of the National Guard of the State, regardless of title such as commanding general or chief of staff.

**STATE/PAY GROUP/MOBILIZATION AUGMENTEE (ST-PGMA)**

DJMS-RC two-character data element that identifies an ARNG soldier's State of assigned, or a USAR soldier's pay group (number of IDT assemblies authorized each fiscal year) or mobilization augmentee status.

**STUDENT LOAN REPAYMENT PROGRAM (SLRP)**

The SLRP is an incentive program that repays qualified portions of student loans incurred by a soldier prior to entry into the ARNG.

**SUBSTANTIATING DOCUMENT**

Written evidence to support an entitlement or collection entry (e.g., orders, DD Forms 114, DA Forms 5960, performance certificates).

**SURE-PAY**

The program which pays a soldier through the Direct Deposit (DD)/Electronic Funds Transfer (EFT) system of the Treasury/Federal Reserve.

**TOTAL FEDERAL OFFICER SERVICE (TFOS)**

This is the OSD - Officer Service Data - in DJMS-RC).

**TRANSACTION IDENTIFICATION NUMBER (TIN)**

DJMS-RC identification number assigned for each type of pay transaction processed through the system. The same TIN is used for JUSTIS-DJMS formats.

**TRANSMITTAL LETTER (TL)**

A cover document that controls, lists, and transmits other documents to a desired location. TLs for pay entitlements and performance submitted to the MPS are sequentially numbered to assist in identifying missing TLs.

**TYPE DUTY CODE (TDC)**

A code identifying the specific purpose of a soldier's active duty period. Each TDC relates to a specific project (accounting classification) within the accounting system. Each code interfaces with a locally established PMC. For current actual codes, refer to the NGB "All States Memorandum" published each fiscal year.

**UNIT IDENTIFICATION CODE (UIC)**

Six-digit code assigned by DA which, along with the PRN, is used to identify a unit.

**UNIT TRAINING ASSEMBLY (UTA)**

A single inactive duty training period. A UTA is performed on a day when no other regularly scheduled IDT period is performed. (See MUTA for multiple IDT assemblies on the same day).

**U.S. ARMY RESERVE (USAR)**

The USAR is a reserve component of the Army. It is under the general policy direction of the Chief, Army Reserve who is a member of the Army General Staff.

**U.S. PROPERTY AND FISCAL OFFICER (USPFO)**

The USPFO is a Title 10 officer ordered to active duty in the State and designated by the U.S. Government as the person responsible for all Federal property and funds allocated to the State Army and Air National Guard. The financial manager, the pay and examination branch, and the military pay section are part of the office of the USPFO.

**WARRANT OFFICER**

Warrant officer as used in this manual means all warrant officers, whether commissioned or not.

**PART III - ABBREVIATIONS**

Detailed definitions are shown in part II.

**ACIP** - Aviation Career Incentive Pay

**AD** - Active Duty

**ADSW** - Active Duty for Special Work

**ADT** - Active Duty for Training

**AFCOS** - Automated Fund Control and Order System

**AFTP** - Additional Flight Training Period

**AGR** - Active Guard/Reserve

**APC** - Accounting processing code

**ARNG** - Army National Guard

**ASD** - Aviation Service Data (ASED in SIDPERS)

**ASED** - Aviation Service Entry Date (ASD in DJMS-RC)

**AT** - Annual Training

**ATA** - Additional Training Assembly

**BAH** - Basic Allowance for Housing

**BAS** - Basic Allowance for Subsistence

**BP** - Basic pay

**CBPO** - USAF Consolidated Base Personnel Office

**CO-CODE** - Company code

**COLA** - Cost of Living Allowance

**CONUS** - Continental U.S. (48 states and D.C.)

**DFAS-IN** - Defense Finance and Accounting Service -  
Indianapolis Center

**DMO** - Defense MILPAY Office (for USAR and active FAO input to DJMS-RC)

**DOG** - Date of gain

**DOV** - Disbursing Office Voucher

**ETS** - Expiration Term of Service

**FAO** - Finance and Accounting Office (active Army)

**FITW** - Federal Income Tax Withholding (FWT in SIDPERS)

**FICA** - Federal Income Contributions Act (Social Security Tax)

**FLPP** - Foreign Language Proficiency Pay

**FY** - Fiscal Year

**HDIP** - Hazardous Duty Incentive Pay

**HF/IDP** - Hostile Fire/Imminent Danger Pay

**HRO** - Human Resources Office (each State)

**IADT/IET** - Initial Active Duty Training/Initial Entry Training

**IAS** - Immediate Access Storage (DJMS-RC)

**IDT** - Inactive Duty Training

**IM** - Incentive Manager

**JUSTIS-DJMS** - JUMPS Standard Terminal Input Subsystem - Joint Service Software (ARNG)

**LES** - Leave and Earnings Statement

**MMPA** - Master Military Pay Account

**MPMO** - Military Personnel Management Officer (each state)

**MPS** - Military Pay Section

**MPV** - Military Pay Voucher

**MUTA** - Multiple Unit Training Assembly

**NGB** - National Guard Bureau

**NGB (AR)** - National Guard Regulation (Army)

**OCONUS** - Outside Continental U.S. (outside the territorial boundaries of the 48 contiguous States and DC)

**OSD** - Officer Service Date (TFOS in SIDPERS)

**OHA** - Overseas Housing Allowance

**PAS** - Personnel Accounting Symbol

**PEBD** - Pay Entry Basic Date

**PEC** - Program Element Code

**PMC** - Program Manager Code

**RCIS** - Reserve Component Input Subsystem (for USAR and active FAO input to DJMS-RC)

**RCPSO** - Reserve Component Pay Support Office

**RMA** - Readiness Management Assembly

**RST** - Rescheduled Training Assembly (SUTA in SIDPERS)

**SIDPERS** - Standard Installation/Division Personnel System

**SLRP** - Student Loan Repayment Program

**SUTA** - Split Unit Training Assembly

**TFOS** - Total Federal Officer Service

**TDC** - Type Duty Code

**TIN** - Transaction Identification Number (DJMS-RC)

**TL** - Transmittal Letter

**UIC** - Unit Identification Code

**USAR** - U.S. Army Reserve

**USPFO** - U.S. Property and Fiscal Officer (each state)

**UTA** - Unit Training Assembly