

Chapter 4

Active Duty (including ADT, ADSW, AT) and Incapacitation Pay

4-1. General.

This chapter prescribes unit level procedures for processing Active Duty payments. The following are examples:

- a. Annual Training (AT) pay, including year-around annual training (YAAT).
- b. Active Duty (AD) other than for annual training. Duty for 29 days or less will be processed by the USPFO, MPS. Duty for 30 days or more will be processed by the supporting finance office for the duty location.
- c. Incapacitation pay.

4-2. AD Without Pay.

- a. A soldier ordered to AD without pay is entitled to allowances as provided by DODFMR, Volume 7A. Orders authorizing this type of duty are forwarded to the MPS by TL.

NOTE: Payment of BAH and BAS can be processed on a DA Form 1351-2, Travel Voucher. Submit requests for payment to USPFO in accordance with State established procedures.

- b. When a soldier is ordered to AD without pay or allowances, no payment is authorized.
- c. AD orders must state specifically which type of duty the soldier is ordered to perform.

4-3. Retirement Points Accountability.

Retirement points earned on AD are posted to the Retirement Points Accounting System (RPAS) by DJMS-RC.

4-4. Leave Accounting.

- a. DA Form 481 (Military Leave Record) is maintained

For soldiers performing AD for periods of 30 consecutive days or more not paid through DJMS-AC.

b. The form is maintained by the custodian of the MMPA. Care must be exercised to ensure that final leave accounting, per AR 630-5, is made for each tour of duty. A copy of DA Forms 31 will be forwarded to the custodian, upon completion of leave, to be posted to the DA Form 481.

NOTE: The DA Form 481 may be maintained by the unit or the organization to which soldier is assigned for the period of active duty.

c. DA Forms 481 and 31 for tours of duty completed at Active Army installations are the responsibility of the servicing FAO at the installation.

d. When the tour of duty is paid, DA Form 481 will be finalized and forwarded to the MPS as a substantiating document with the request for payment of accrued leave. Copies of all AD orders for the period will also be attached. A suspense copy of DA Form 481 will remain in the unit training file until the MMPA containing the accrued leave payment is verified. Once the leave account is settled, there is no requirement to retain the leave related documents.

e. You can use a PC-Based RC Leave program created by DFAS-In to track leave for soldiers on duty totaling 30-days or more. DFAS-IN created a simple to use database program that will enable you to maintain soldier's leave balances.

(1) Procedures for download:

(a) Download the program from the DFAS-IN server, the hostname is 'corp2.dfas.mil'.

(b) The username and password is 'DFASIN' and 'INDIANA', respectively.

(c) Change directories to /mpay/rcleave.

4-5. Submission of AD Payrolls.

a. Tours of 1-7 days (short tour). Requests for payment are submitted with the certificate of performance AFTER completion of the duty.

b. Tours of 8-29 days (short tour). Requests for payment, with statement of attendance, are submitted to the USPFO no earlier than the first day of duty. To ensure payment on or about the last day of duty on longer tours (12-29 days), submit the request for payment no later than 10 days prior to the last day of duty. The certificate of performance **MUST** be submitted to the USPFO no later than 10 days after completion of the duty.

NOTE: Regional schools and NGB courses (RC-TC, NOCES, NGMTU, etc.) may be input by the servicing site for that location.

c. Tours of 30 days or more (long tour). These tours are processed by the servicing finance office at the duty location. If the servicing finance office cannot process the pay, the requests for payment are submitted to arrive at the USPFO no earlier than 10 days prior to the first duty day.

(1) When the USPFO is processing the long tour (e.g., TTAD, Counter-Narcotics Program), a certificate of performance **MUST** be submitted monthly and at the end of the tour no later than 10 days after completion of the period.

4-6. Statement of Attendance.

A statement of attendance must be submitted with the request for payment of a short tour. MPS cannot transmit an AD transaction prior to the first day of duty. The supervisor or senior person having knowledge that the soldier has reported for duty will sign the statement of attendance (figure 4-1).

4-7. Certificate of Performance.

a. A completed certificate of performance must be submitted to USPFO, MPS within 10 calendar days after completion of duty. **Failure to provide a completed certificate of performance will result in the collection of all pay and allowances for the period of duty.** Unit commanders or other certifying individuals must ensure that this certificate is forwarded as soon as the duty is completed.

b. Certificate of Performance Forms. The Automated Funds Control Orders System (AFCOS) generates an automated NGB Form 102-10A. The NGB Form 102-10A or State-approved certificate of performance form is prepared by the individual certifying the soldier's performance and forwarding, with a copy of the AD orders, to USPFO, MPS by TL.

4-8. Active Duty Payment Procedures.

a. Unit payroll (AT payrolls, unit schools, etc.) procedures are:

(1) Approximately 45 days before the beginning of the training period, a preliminary Unit Payroll List (UPL) is forwarded to the unit. The unit reviews this list and promptly submits required corrections to pay-related personnel data to SIDPERS. This list is retained until the 10-day AD Master Listing is received and used to verify changes submitted to SIDPERS.

(2) Approximately 10 days prior to the first day of training, two copies of the AD Master Listing (ADML) are sent to the unit. This listing should reflect all corrections previously submitted through SIDPERS.

(a) Annotate any changes, deletions or additions to the listing. Circle the erroneous data in red on the original with carbons in place. Enter the correct data immediately above the circled data. Attach substantiating documents for all corrections, to include request for payroll deduction of officer meals.

NOTE: Pay-related personnel changes cannot be processed by MPS. If SIDPERS has not processed these changes by the time MPS receives and processes the ADML, a request for supplemental payroll may be required.

(b) Following muster, the unit commander annotates the date and signs the certificate of attendance. The AD Master Listing, certification and substantiating documents are forwarded to MPS by TL.

(3) MPS coordinates required dates of receipt of the ADML with the unit.

(4) Upon receipt of the certified ADML, MPS will make adjustments and will transmit the payroll to DFAS-IN. **Personnel CANNOT be added to the payroll unless approved by the State MPMO and accession transactions are processed to MPS from SIDPERS.**

(5) Overpayments and underpayments are processed in accordance with Paragraph 2-18 and Figure 2-3.

(6) The payroll copy of the DA Form 1379 is completed according to NGR 680-1. DA Form 1379, bearing the original signature of the certifying official, is forwarded to the MPS not later than the fifth working day after the close of the AT period. If a DA Form 1379 is not used, individual performance certificates (NGB Form 102-10A or a similar State-approved form) must be forwarded to the MPS.

(7) The unit must verify data on the DA Form 1379 or performance certificates with the AD Master Listing. Any differences must be validated and necessary corrections submitted to the MPS.

b. Individual payrolls include AD, ADT, ADSW and individual AT. These payrolls are submitted and certified in accordance with paragraphs 4-5 through 4-7.

4-9. Substantiating and Supporting Documents.

AD procedures in this manual supplement existing requirements for substantiating or supporting documentation required by other applicable Army or National Guard directives.

4-10. Entitlement to Basic Allowance for Quarters (BAH) and Partial BAH in Certain Situations.

a. Soldiers ordered to duty for 139 days or less are entitled to BAH-II or BAH at the partial rate.

b. Soldiers ordered to duty for 140 days or more are entitled to BAH-I or BAH at the partial rate.

c. If an order is amended to exceed 140 days, the determination for BAH will be based on the prospective period that is based on the number of days from the date of the amendment through the new end date.

d. Soldiers without dependents ordered to duty in a training status will receive BAH at the partial rate if government quarters are available.

e. Soldiers without dependents ordered to duty in another than training status will have BAH determined by the availability of government quarters at their unit of assignment. If the soldier is assigned to a unit that is located at a unit armory without government quarters, then the soldier's BAH entitlement would be BAH-II at the without dependent rate regardless of availability of government quarters at the duty location.

4-11. Basic Allowance for Subsistence (BAS).

a. Officers are entitled to BAS during periods of AD. They are required to pay for any meal consumed in a Government dining facility during IDT and AD. Officers are required to pay for meals while hospitalized.

b. Enlisted soldiers are provided meals at no cost during IDT, AT and at certain service schools or duty stations as shown in JFTR, Volume 1.

c. Enlisted soldiers are entitled to BAS at the standard rate for all periods of active duty. If government meals are provided at no cost, a deduction from military pay will be made for all available meals if the soldier is not entitled to TDY allowances.

d. Enlisted soldiers are entitled to payment of the Rations-in-kind not available (RIKNA) rate when government meals are not available and the soldier is not in a per diem status.

4-12. Incapacitation Pay and Allowances.

a. Coordination is necessary between the unit, State MPMO, MPS and the Health Services Officer/Specialist (HSO/HSS) to ensure that requests for payments are correct and proper. No payments will be processed until approved by the Program Manager (MPMO, HSO, HSS).

b. Incap pay entitlements are found in the DODFMR Volume 7A. Procedures for processing incap pay

entitlements are in NGR (AR) 135-381. Some general provisions of the various programs are:

(1) Soldiers injured before 15 Nov 86 may be entitled to this pay based on their inability to perform full military duty.

(2) Under Public Law 99-661, entitlement to incap pay accrues to soldiers who incur an injury, disease or illness in the line of duty between the dates of 15 Nov 86 and 29 Sep 88.

(3) Under Public Law 100-456, entitlement to incap pay accrues to soldiers who incur an injury, disease or illness in the line of duty on or after 30 Sep 88.

DET 1, TRP E 238 CAV (MOB) PPVY1
500 E. SPRING ST
BLUFFTON, IN 46174

CERTIFICATE OF PERFORMANCE / STATEMENT OF ATTENDANCE

123-45-6789 SMITH DEAN A E03 TDC: X22 PM: LA0

PRN: U25 Charge to PRN: U25

Order number: 352004 dated 011218 Amended by Order _____
Dated: _____

Period of duty: 011218 To 020218 Amended to _____
Thru: _____

Number of Govt. meals available: B _____ L _____ D _____

Marital status: S00 ROUND TRIP MILEAGE, NO PD AUTH _____

BAQ Verification (check each item that applies)

- BAQ DIFF
- Spouse is a military member
- Spouse was on active duty during this tour
Dates of spouse duty _____ thru _____

DID/DID NOT occupy Government/contract quarters
Dates: _____ thru _____

Use of Government Quarters Directed by Commander: YES NO

- CERTIFICATE OF PERFORMANCE (COP)
I certify that I have personal knowledge or I have personally verified that the duty stated above has been performed.
- STATEMENT OF ATTENDANCE (SOA) (for 8 days or more of active duty)
The individual indicated above has reported for duty in accordance with competent orders, and upon completion of the duty is due pay and allowances in the grade and status shown.
- CERTIFICATE OF PERFORMANCE (certifies completion of duty following SOA)
I certify that I have personal knowledge or I have personally verified the completion of duty as stated on SOA submitted on TL# _____. Any changes in dates of duty are stated above and are supported by the attached amendment order.

(Date of Certification)

(Typed name, and signature)

Automated NGB Form 102-10A dtd 12 AUG 96

Figure 4-1. Certificate of Attendance/Performance