

Chapter 6 Incentive and Special Pays, and Miscellaneous Allowances and Procedures

6-1. General.

This chapter prescribes procedures for incentive pays, special pays, mileage and per diem, uniform allowances and miscellaneous procedures.

6-2. Incentive Pay (Flight Pay, Parachute Pay and Demolition Pay).

a. Authorization. Authorization for incentive pay is published on orders and coded in SIDPERS. When a soldier's incentive pay is terminated or changed, submit the appropriate document to SIDPERS. This creates a pay change on the MMPA through the interface with the USPFO, MPS. Supporting data for incentive pay is maintained in the soldier's Military Personnel Records Jacket (MPRJ).

b. Substantiation. Units with soldiers entitled to incentive pay must submit a DD 114 or equivalent document (Figures 6-4 or 6-5) to the MPS stating:

(1) All soldiers met the requirements for the current month, or

(2) All soldiers except those noted met the requirement for the current month.

(3) Commissioned officers with more than 25 years Federal officer service or flight surgeons must be shown on the DD 114 or equivalent document as entitled to pay for specific AD and IDT periods, to include the dates and times of performance.

c. When subsequent requirements are met, the soldier becomes eligible for pay. DD 114 or equivalent document is completed indicating entitlement to incentive pay and the period covered. This will be promptly forwarded to the USPFO, MPS by TL.

6-3. Special Pays.

a. Foreign Language Proficiency Pay (FLPP). A soldier's entitlement to FLPP requires authorization in orders. The orders must indicate FLPP I (Career Linguist) or FLPP II (Non-Career Linguist) and the monthly amount. Soldiers are authorized one-thirtieth of the applicable monthly FLPP rate for each period of IDT and each day of AD and AT.

(1) Units initially submit a copy of the authorization order to the MPS and maintain a copy in a unit suspense file.

(2) Review the MMPA monthly for soldiers entitled to FLPP. The unit will submit a DD 114 or equivalent document (Figure 6-4) for soldiers who have maintained entitlement based on performance requirements. DD 114 or equivalent document must include the dates, times and type of performance during the month. Submit DD 114 or equivalent document to MPS no later than the 10th day of the month.

b. Diving Duty Pay.

(1) Diving duty pay is authorized on orders indicating one of eight levels of pay. Soldiers are authorized one-thirtieth of the applicable monthly diving duty pay rate for each period of IDT and each day of AD and AT.

(2) Units will initially submit a copy of the authorization order to USPFO, MPS. The unit maintains a suspense file with one copy of all diving duty orders to be used monthly for determining entitlement. Review the MMPA monthly for soldiers entitled to diving duty pay. The unit will submit a DD 114 or equivalent document (Figure 6-4) each month for those soldiers who have maintained entitlement based upon performance requirements for the appropriate classification level. The number, type and IDT periods must be indicated.

c. Medical Special Pay.

(1) Special Pay for physicians ordered to active duty **for less than one (1) year** are entitled to a special pay of \$450 per month or \$15 per day, initially authorized 01 January 1990.

(2) Special Pay for dentists ordered to active duty **for less than one (1) year** are entitled to a special pay of \$350 per month or \$11.66 per day, initially authorized 01 October 1996.

6-4. Special Duty Assignment Pay (SDAP).

a. SDAP authorizes an enlisted soldier performing a duty assignment characterized by extremely demanding duties or duties demanding an unusual degree of responsibility to compensated at a determined level. SDAP is authorized to enlisted soldiers performing active duty and IDT.

b. Effective 1 October 1996, Command Sergeants Major assigned to a position where the rater, senior rater and reviewer are all general officers is entitled to SDAP at a rate based on the rank of the rater for each day of active duty performed. Also, Special Forces soldiers in career management field 18 are entitled to receive SDAP at the SD-2 level for each day of active duty performed.

c. Effective 1 October 2000, soldiers who are assigned to positions of Air Traffic Controller and Criminal Investigation Command (CID) Agents are also entitled to SDAP. Also, effective 1 October 2000, any M-Day soldier authorized SDAP may receive SDAP for the performance of IDT.

d. The unit will submit a DD 114 or equivalent document for soldiers who have maintained entitlement based on performance requirements. DD 114 or equivalent document must include the dates, times and type of performance during the month. Submit DD 114 or equivalent document to MPS no later than the 10th day of the month.

6-5. Unit Designated Pay.

a. An enlisted member assigned to a unit designated as a high priority unit is authorized, while performing inactive duty training for compensation, a maximum of \$10 for the performance of each authorized period of IDT. RMP/ATP do not authorize the soldier an additional \$10.

b. An enlisted member of a designated unit is entitled to designated unit pay for authorized periods of drill or duty performed with a nondesignated unit, but enlisted members of a nondesignated unit may not receive designated unit pay for authorized periods of drill or duty performed with a designated unit.

c. The ARNG military pay input system automatically codes all soldiers assigned to an authorized UIC as authorized unit designated pay.

6-6. Military Funeral Honors (MFH).

a. The State MFH Coordinator accepts a MFH request from the Casualty Assistance Center (CAC). The State MFH Coordinator will confirm the unit's ability to perform the detail prior to accepting request. The State Coordinator will authorize the unit to use additional members if required. If a funeral director approaches a local unit directly, the unit must encourage the funeral director to contact the CAC. Units may not accept direct requests without prior approval of the State MFH Coordinator. The CAC must be informed if the State Coordinator authorizes the request. The State MFH Coordinator records the request on MFH Performance Ledger.

b. The unit completes a MFH Duty Record. The commander or authorized representative will authorize participation and then certify performance of duty after the MFH detail is completed. A MFH Duty Record must be completed for each week that a member is entitled to the stipend or base rate of pay. The MFH Duty Record will be used to record soldiers on a paid and non-pay status (i.e. AGRs and Veteran Service Organization) by circling the appropriate Duty Status and Pay Status.

c. Forward the MFH Duty Record as indicated below:

(1) Forward a copy of the MFH Duty Record for paid and non-paid members to the MFH State Coordinator on a DA Form 200 (Transmittal Record). The MFH State Coordinator will use the MFH Duty Record for record keeping purposes only. Provide the MPMO, RPAS Section a copy of the MFH Duty Record for members that are entitled to a retirement point. Members are entitled to retirement points in both a paid and non-paid status.

(2) Forward the original MFH Duty Record for members entitled to the pay to the USPFO, MPS on a transmittal letter. A certifying official must sign the certification block at the bottom of the form, for entitlement to the stipend or base rate of pay. Forward a copy of the MFH Duty Record to the MFH State Coordinator using a transmittal letter.

6-7. Mileage and Per Diem Allowances.

a. Per diem allowances are **NOT** paid under DJMS-RC. Claims for these items must be processed on DD Forms 1351-2 according to DODFMR Volume 9, applicable NGRs and Joint Federal Travel Regulations (JFTR). Completed travel vouchers are forwarded to the USPFO Voucher Examiner Section for processing.

b. Mileage allowances may be paid on DJMS-RC only when per diem is not authorized. Requests for round-trip mileage are submitted with the request for payment and statement of attendance.

6-8. Uniform Allowances.

a. Officer initial and additional active duty uniform allowances are payable to Reserve Component officers. Specific authorizations, types of allowances and periods of entitlement are contained in the DODFMR Volume 7A.

(1) Officers are entitled to payment of an initial allowance after performance of 14 periods of IDT or 14 days of active duty. The uniform allowance certificate for the appropriate allowance (figures 6-1, 6-2 and 6-3) will be prepared and forwarded to the MPS for payment on the next update. The payment data and pay date will post

to the MMPA. The initial uniform allowance may also be paid while the officer is on AD when authorized by the order to duty. The initial uniform allowance cannot be paid until the officer receives permanent Federal recognition orders from NGB. A copy of this order will be attached to the request for payment.

(2) Officers are entitled to an additional active duty uniform allowance when ordered to active duty for 90 days or more. Payment is processed by the servicing finance office where the duty is performed. This includes payment by DJMS-AC for soldiers entering AGR or AD in excess of 179 days. When payment has not been made at the soldier's duty station, the unit will submit the properly completed certificate (figure 6-3) with a copy of the orders for duty by TL to the MPS.

b. Enlisted Clothing Replacement Allowance (CRA). Enlisted soldiers ordered to active duty in excess of 6 months are entitled to receive CRA if the enlisted soldier is not assigned to a command where replacement in-kind is authorized, DoDFMR Volume 7A.

(1) Basic Replacement Allowance is paid to soldiers during the first 3 years of consecutive active duty. Entitlement accrues beginning the first day of the month following completion of 6 months of active duty.

(2) Standard Replacement Allowance entitlement begins after completion of 3 years of active duty.

(3) DJMS-AC automatically accrues and pays CRA.

Units must submit a request for payment of CRA for soldiers being paid by DJMS-RC. Request for payment of CRA is submitted to MPS on DD 114 or equivalent document with a copy of AD orders attached. The following statement must appear on the request:

Request reimbursement for Enlisted Clothing Replacement Allowance as provided in DODFMR Volume 7A. Soldier has performed active duty for the period (from) _____ (to) _____ per Order No. _____ dated _____.

(4) CRA, for soldiers performing duty of 12 months or less, is paid at completion of active duty. Soldiers performing active duty for more than 12 months accrue CRA monthly. Payment is requested each year on the soldier's anniversary date.

(5) Enlisted soldiers ordered to active duty over 179 days can be authorized a civilian clothing allowance when directed by competent authority to dress in civilian clothing more than half the time when performing official duty as a military requirement. Upon assignment to a qualifying position, the unit will submit a request for payment for an initial permanent duty civilian clothing allowance. Examples of duty justifying the wear of civilian attire include; intelligence gathering, situations where wearing the uniform could compromise the mission or the safety of individuals, or duty in a foreign country where the host-nation government prohibits the wearing of military uniforms.

6-9. Mobilization and State Active Duty.

a. Soldiers who are assigned or attached to a unit being mobilized, but who are non-deployable, must be separated, transferred to a non-mobilized unit or relieved from attachment before the effective date of mobilization. The State Adjutant General will notify the USPFO by letter, order or other appropriate form indicating the information for each call or order to active Federal service.

b. The State will produce individual mobilization orders using the ARNG order-writing system. Send all mobilization orders on a TL to the USPFO, MPS for processing. Mobilized soldiers will be paid using DJMS-RC.

c. State active duty is NOT payable through DJMS-RC or DJMS-AC. Each instance of a call or order to State active duty is handled as directed by the State military authorities.

6-10. Settlement of Account of a Deceased Soldier.

a. IMMEDIATELY upon official notification of soldier's death, notify the MPMO and the MPS. Provide the soldier's name, SSN, rank, date of death and status at time of death (e.g., performing AD/IDT, traveling to or from

training, or not in a training status) and the unit of assignment. The MPMO will prepare the DD Form 1300 (Report of Casualty).

b. Death gratuity is payable under the conditions outlined in the DODFMR. It is payable to survivors of soldiers who die while en route to, from or while attending AD or IDT. Entitlement must be verified with the MPS on a case-by-case basis. Notification of death, prepared by the Adjutant General or other designated authority is considered the official report of death for the payment of the death gratuity. The servicing DFAS finance office pays death gratuity payments for soldiers who die while in a duty status. Payments are based on documentation provided by the National Guard Casualty Assistance Officers to the servicing Casualty Area Command.

c. Notification to the SGLI office is made by the MPMO representative as directed in AR 600-8-1.

d. The unit will provide the USPFO, MPS the following information so the USPFO, MPS can forward to the Casualty Branch, DFAS-IN Directorate for Military Pay, for unpaid pay and allowances of a deceased ARNG soldier to be processed and paid to the authorized beneficiary:

(1) Memorandum requesting unpaid pay and allowances. List all unpaid active duty, inactive duty, bonuses, and travel. Include outstanding debts.

(2) Copy of unpaid active duty orders and certificates of performance.

(3) Copy of unpaid IDT, to include DA Forms 1379, RMA, AFTP, and RST.

(4) Copy of bonus contract.

(5) Copy of documentation for outstanding debts.

(6) Copy of either the death certificate or Report of Death (DD Form 1300).

(7) SF 1174 (Designation of Beneficiary).

(8) DD Form 1351-2 (Travel Voucher).

- (9) Copy of DD Form 93 (Record of Emergency Data).
- (10) Copy of DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment), if Death Gratuity was paid.
- (11) Any uncashed U.S. Treasury checks for previous military payments.
- (12) USPFO point of contact, to include telephone number and e-mail address.

e. Reimbursement for funeral and burial expenses may be paid to the next of kin of ARNG soldiers who die while in a duty status. Payment processing of this reimbursement claim is the responsibility of the USPFO Logistics Division. Once completed and approved by NGB, the USPFO Logistics Division will forward the claim to the USPFO Voucher Examination Section for payment.

f. Per DoDFMR Volume 7A, surviving dependents, if authorized, will receive a payment of BAH and any other applicable housing allowances. This allowance will be processed and paid by the Casualty Branch, DFAS-IN Directorate for Military Pay, based on the initial notification by the USPFO and subsequent supporting documentation requested by the Casualty Branch.

g. Inform the next-of-kin that all pay due must be forwarded to DFAS-IN for proper payment per the DD Form 93. Provide the designated beneficiary, as identified on the soldier's DD Form 93, with an SF 1174. After beneficiary has completed the form, attach it to the memorandum.

**Table 6-1. Personnel and Entitlement Data Affecting
DJMS-AC and DJMS-RC Accounts**

1. Social Security Account Number
2. Name
3. Sex
4. Federal Tax Exemptions
5. State Tax Code
6. Pay Date (PEBD)
7. Grade
8. Expiration Term of Service (Enlisted Only)
9. Serviceman's Group Life Insurance, including Family SGLI
10. Special Pay Code
11. Incentive Pay Code
12. Additional Federal Tax Withholding
13. Pay Status Code
14. Retirement or VA Benefit Waiver Status
15. Transaction Effective Date
16. Mailing Address
17. Electronic Funds Transfer (EFT)

**INITIAL UNIFORM ALLOWANCE
UPON COMPLETION OF 14 INACTIVE DUTY
TRAINING ASSEMBLIES**

1. Request reimbursement for the initial uniform allowance as provided in DoDFMR Volume 7A.
2. I have not received, nor applied for an initial uniform allowance, except as explained below, as an officer of the Army National Guard of the United States, U.S. Army Reserve, or Army of the United States without component under the Armed Forces Reserve Act of 1952.
3. The Inactive Duty Training on which this claim is based required the wearing of a uniform that I have in my possession.
4. I have not served as a Regular officer of the armed forces of the United States within the two-year period immediately prior to the performance of duty on which this claim is based.
5. I have performed 14 periods of not less than 4 hours duration each of Inactive Duty Training as an officer of a Reserve Component which began on or after 31 December 1952 as set forth below:

FROM: _____ **TO:** _____
(date) (date)

6. I (**did / did not**) receive an issue of uniforms in kind as a commissioned officer of the Women's Army Corps, Army Nurse Corps, or as a physical therapist or dietician commissioned in the Army of the United States without component.
7. I executed my oath of office on _____.

(Signature of officer, typed name, and SSAN)

(Typed Grade of Officer and Officer's Organization)

Figure 6-1. Initial Uniform Allowance Upon Completion of 14 Inactive Duty Training Assemblies

**INITIAL UNIFORM ALLOWANCE
UPON COMPLETION OF 14 ACTIVE DUTY**

1. Request reimbursement for the initial uniform allowance as provided in DoDFMR Volume 7A.
2. I have not received, nor applied for an initial uniform allowance, except as explained below, as an officer of the Army National Guard of the United States, U.S. Army Reserve, or Army of the United States without component under the Armed Forces Reserve Act of 1952.
3. The tour of active duty or active duty for training on which this claim is based required the wearing of a uniform that I have in my possession.
4. I have not served as a Regular officer of the armed forces of the United States within the two-year period immediately prior to the performance of duty on which this claim is based.
5. I have performed 14 periods of active duty or active duty for training as an officer of a Reserve Component which began on or after 31 December 1952 as set forth below:

FROM: _____ **TO:** _____
(date) (date)

6. I (**did / did not**) receive an issue of uniforms in kind as a commissioned officer of the Women's Army Corps, Army Nurse Corps, or as a physical therapist or dietician commissioned in the Army of the United States without component.

7. I executed my oath of office on _____.

(Signature of officer, typed name, and SSAN)

(Typed Grade of Officer and Officer's Organization)

**Figure 6-2. Initial Uniform Allowance Upon
Completion of 14 Active Duty**

ADDITIONAL OFFICER UNIFORM ALLOWANCE

1. I request reimbursement for the additional uniform allowance as provided for in DODFMR, Volume 7A.

2. I reported for active duty or active duty for training for a period in excess of 90 days, or actually performed duty in excess of 90 days after reporting for an indefinite period on _____ in compliance with paragraph _____, Order Number _____, HQ _____, dated _____.

3. I have not received an initial uniform allowance in excess of \$400 during my current tour of active duty/active duty for training or within a period of two years before entering on my current tour of duty.

4. The current tour of active duty or active duty for training requires the wearing of a uniform that I have in my possession.

5. During the two-year period prior to reporting for my current tour of duty, I have not served on active duty for training for a period of more than 90 days duration as a non-regular officer.

6. Prior to this date, I have neither received nor applied for the active duty uniform allowance authorized under the Armed Forces Reserve Act of 1952 for the tour of active duty or active duty for training for which this entitlement is claimed.

7. I successfully passed a complete final type physical examination on _____ to qualify me for the tour of active duty or active duty for training for which this claim is based.

(Signature of officer, typed name, and SSAN

(Grade of officer and officer's organization)

Figure 6-3. Additional Officer Uniform Allowance

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Date: 01/12/02 USPFO Military Pay Certification Master List
 Page: 1
 Time: 14:30:48
 File: J2012430.prt (Unit Copy with Closed TL)

For UIC: VA9AA TL: J2012

<u>Type</u>	<u>SSN</u>	<u>Name</u>	-- Performance --		--- ILO ----
			<u>GRD</u>	<u>Date/Prd/Type/Atd</u>	<u>Date/Prd/Atd</u>
MPS	222-33-4444	SMITH JOHNNIE E04			
		SM met the requirements for FLPP for the MUTA 4, 14-15 APR 01.			
MPS	333-44-5555	COMER MAX 2LT			
		SM met the requirements for Diving Duty Pay for the MUTA 4, 14-15 APR 01.			

The above named soldier(s), IAW published training schedule, orders and/or other competent written authority, participated in the proper uniform for not less than 4 hours duration for each training period on the date(s) indicated above and in the status indicated:

CPT SAMANTHA COMER

 (Typed/Printed Name of Commander
 or Commander's Designee)

**Figure 6-4. Monthly Non-Automated Incentive/
 Special Pay Report**

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Date: 01/12/02 USPFO Military Pay Certification Master List
 Page: 1
 Time: 14:30:48
 File: J2022430.prt (Unit Copy with Closed TL)

For UIC: VA9AA TL: J2022

<u>Type</u>	<u>SSN</u>	<u>Name</u>	-- Performance --	---	ILO	----
			<u>GRD</u>	<u>Date/Prd/Type/Atd</u>		<u>Date/Prd/Atd</u>
MPS	222-33-4444	SMITH JOHNNIE	MAJ			
		SM met the requirements for conditional ACIP for the month of MAY 02				
MPS	333-44-5555	COMER MAX	2LT			
		SM did not meet the requirements for conditional ACIP for the month of MAY 02, 4 Periods, 12-13 MAY 02.				

The above named soldier(s), IAW published training schedule, orders and/or other competent written authority, participated in the proper uniform for not less than 4 hours duration for each training period on the date(s) indicated above and in the status indicated:

CPT SAMANTHA COMER

 (Typed/Printed Name of Commander
 or Commander's Designee)

Figure 6-5. Monthly Automated Incentive Pay Report

THIS PAGE INTENTIONALLY LEFT BLANK